**Nemadji One Watershed One Plan Policy Committee Meeting**

4/4/2019

**Start time:** 9:00 AM **End time:** 11:15 PM

**Location:** Carlton SWCD: 808 3rd St, Carlton, MN 55718

**Purpose:** To approve the committee’s by-laws, RFQ, 60-day planning letter and advisory committee list

**Invitees:**

* *Jerry Telker, Pine SWCD Supervisor*
* *Matt Ludwig, Pine County Commissioner*
* *Rick Dalen, Carlton SWCD Supervisor*
* *Mark Thell, Carlton County Commissioner*
* *Steering Team*

**Attendees:**

* *Jerry Telker, Pine SWCD Supervisor*
* *Matt Ludwig, Pine County Commissioner*
* *Rick Dalen, Carlton SWCD Supervisor*
* *Mark Thell, Carlton county Commissioner*
* *Jill Carlier (Pine SWCD)*
* *Melanie Bomier (Carlton SWCD)*
* *Karola Dalen (Carlton County)*
* *Kaleb Anderson (Pine County)*
* *Brad Matlack (Carlton SWCD)*

**Meeting Minutes**

The by-laws were discussed, and a list of ground rules and group norms were added. Language for policy relating to the Advisory Committee was removed except for what was recommended from the Pine County Attorney. Mark Thell was voted as the Chair, Rick Dalen as vice-chair and Jerry Telker as the secretary. It was suggested that the by-laws be presented to each member’s respective boards.

**M/S Approval of by-laws as presented Telker/Dalen. Motion carried.**

The RFQ for plan writer and facilitator was presented and discussed.

**M/S to support the RFQ process as presented Dalen/Ludwig. Motion carried.**

The 60-day comment letter was presented and discussed. It was suggested that we clarify the ways comments could be submitted (in writing, email etc.). The letter is required for state agency participation, but we discussed also sending to other watershed stakeholders. It was decided that a separate letter with additional clarifying information would be preferred for these stakeholders. It was also decided to wait and send the letter once the grant is executed.

**M/S to send 60-day comment letter to required state agencies after the grant is executed Telker/Thell. Motioned carried.**

We discussed invitees to the Advisory committee and the need for sub-committees for specific topics (forestry, culverts, fisheries etc.). A core advisory committee was presented that included required state agency participants along with citizen and user group representatives. We discussed ideas for keeping open correspondence and communication with citizens, including development of a newsletter.

**M/S to approve the Core Advisory Committee as presented Dalen/Thell.**

Brad Matlack provided a review of past planning efforts in the Nemadji Watershed.

The Kick-off meeting was discussed including using a bus tour to show different resource concerns in the watershed. We would like to hold the kick-off meeting at the end of the 60-day comment period but want to start planning after the grant agreement is finalized. The committee suggested that we start planning the kick-off meeting with a not to exceed budget of $2500.

**M/S to approve Kick-off meeting planning with a budget not to exceed $2500 Ludwig/Telker.**

**M/S approval of the grant work plan, budget and timeline Dalen/Telker.**

**M/S Motion to adjourn Ludwig/Telker.**

**Next meeting is planned for Thursday June 6th 9:00 to 11:00 at the Carlton SWCD office.**

**Action Items**

* **Melanie will update by-laws and 60-day comment letter as presented. Both will be sent to the policy committee. The 60-day comment letter will be sent to required state agencies after the grant agreement is executed.**
* **Melanie will share RFQ with interested consultants and the Steering Team. The Steering team will meet and evaluate responses by 5/13/19. The results will be presented at the June Policy committee meeting.**
* **Melanie will update the Core Advisory Team list with required versus invited attendees.**
* **Melanie will work with the Steering Team to plan kick-off meeting.**
* **Melanie will send the updated by-laws to Carlton County auditor.**