

Lower Minnesota River East 1W1P

Policy Committee Meeting Minutes

Date & Time: 3:00-5:00pm, Thursday, May 26th, 2022

Location:

Le Sueur County Soil and Water Conservation District Office
181 W Minnesota Street, Le Center, MN 56057 and Webex

Attendees: Barb Piechel, BWSR; Holly Kalbus, Le Sueur County; Mike Schultz, Le Sueur SWCD; Greg Entinger, Le Sueur SWCD; Laura Amundson, LMRWD; Linda Loomis, LMRWD; Danny O'Keefe, Le Sueur County; Jeff Docken, Rice County; Meghan Darley, Scott SWCD; Doug Schnoecker, Scott SWCD; Rita Weaver, Scott County; Vanessa Strong, Scott WMO

Welcome & Review Agenda

Chair Danny O'Keefe called the meeting to order at 3:03pm, he asked everyone to review the agenda and asked if there was a motion to approve the agenda.

Motion by Greg Entinger, seconded by Jeff Docken to approve the May 26th, 2022 agenda.

Approval of April 21st 2022 Meeting Minutes

Motion by Jeff Docken, seconded by Greg Entinger to approve the April 21st meeting minutes.

Update Grant Agreement

Holly and Meghan provided an update about the Grant Agreement. Scott SWCD executed the grant agreement on May 4, 2022. The partnership can start billing expenses and staff time.

Meghan provided an updated about the budget. Initially what ISG had proposed for a budget was much higher than what the partnership had planned for the budget. It was approximately \$30,000 over. She commented that there were areas we could reduce the budget, and we are trying to figure out ways to take on additional responsibilities. Once a final contract is complete, Meghan would like to send it out to the steering team. BWSR did say we could dip into our contingency fund right away if needed. Meghan said we intend to schedule a meeting with our legal council about the contract within the next week or so. Additionally, Scott SWCD is working with Bailey and Julie. Meghan further commented and said the budget specifically the dollar amount is okay, it is more the liability that is an issue.

Holly provided an update about the timeline and where we are at with the process. We are still in the pre-planning stage, but will begin the planning stage shortly. We are a few months behind schedule, but she thinks we can make some of this up during the planning process. In

the spring of 2022 we adopted an MOA, executed a grant agreement, uploaded all required workplan documents, aggregated watershed data, 60-day public notification was sent out to required state agencies and metropolitan council on May 10th 2022, in process of hiring consult, election of officers for policy committee, hopefully approve bylaws, and hopefully establish an advisory committee. The plan for summer of 2022 is to host the public kickoff meetings, write the land and water resources narrative (collecting data and creating materials to tell watershed story), start to identify and prioritize resources and issues as well as measurable goals for each issue.

Bylaws

Holly mentioned that there were revisions made to the last draft bylaws that the policy committee reviewed. The revisions that were made were due to comments by the steering team and legal counsel. Holly pointed out there were a few grammatical errors that were amended before the meeting. There were a few sections that Holly wanted to point out that were the significant differences between the first draft and second draft of the bylaws.

- The first edit was to be more consistent with the language both in the bylaws and MOA. Instead of having a commissioner act on behalf of Scott County and WMO, there would be two appointed members from the WMO board.
- Another revision was under article 3, officers. After further discussion with the steering team, we felt the additional tasks listed under the secretary (to certify records and proceedings and sign minutes) were redundant and unnecessary. These tasks were removed.
- The third revision was under article 4, meetings. The policy committee wanted clarification about what to do if there was a tie. Holly asked her legal counsel for language to add. There was discussion on whether this was needed if the chair does not vote. Staff and policy committee members recommended having the chair vote during policy committee meetings. The language for ties remained in the bylaws.
- The fourth revision was under article 5, voting. Language was added for Scott County and WMO since each primary policy committee member is each other's alternate. The language mentioned that they could vote in each other's absence. The policy committee had no objections to this. Rita Weaver commented that Virgil and her intend to communicate with one another about each other's decisions.
- The fifth revision was for article 7, subcommittees of the policy committee and other committees. BWSR stated metropolitan council should be added as part of the required agencies. The steering team adding language about who could be on the advisory committee. We kept this language vague. Additionally, the steering team added language about the policy committee engaging other stakeholder groups.

- The last major revision was for article 9, miscellaneous. Instead of the fiscal agent receiving recommendations of approval for expenses, the steering team thought it would be best to have the fiscal agent provide quarterly updates to the policy committee. The Scott SWCD board has the final say on expenditures for the planning grant since they are the fiscal agent.

There was a motion by Greg Entinger to approve the bylaws, and seconded by Jeff Docken. 5 ayes and 0 nays. The secretary, Doug Schnoecker, will sign the bylaws.

Stakeholder List

Holly stated that we are going to talk about a few different types of stakeholder groups. This first group is all of the stakeholders that are impacted by planning efforts. It is not just state and federal agencies, local government units, but also includes nonprofits, businesses, lake associations, general members of the public, etc. Additionally, Holly stated these individuals would be involved with the public kick off meetings and the 60-day formal review process of the plan. The current list is in a google docs excel file that can be viewed and edited by anyone. There are a total of 64 organizations which included townships, cities, lake associations, sportsmens clubs, large businesses, lake improvement districts, watershed management organization, watershed district, tribal community, pheasants forever, hunting clubs, coops, and nature center.

Linda had multiple organizations and individuals she would like to be added. I asked if she could add them to the list that would be helpful. Other suggestions of individuals to add were the Le Sueur and Scott County soybean and corn growers association and Le Center Sportsmens Club.

No formal action was needed on this item. Holly mentioned that within the next few weeks it would be helpful to have this list finalize so we have invite individuals to the public kickoff meeting.

Public Kick off Meetings

Holly mentioned that after further discussion with the steering team, we decided to host one in person meeting and one virtual meeting. The steering team had some conversations on how we would like the meeting to go and the format of the meeting. Holly stated staff were thinking of having the consultant give a quick 20-minute introduction presentation and then we would break into our interactive groups such as small groups, sticky dots for priority resources or issues, surveys, etc. Laura Amundson asked how much will the consultant be working on this activity? Meghan stated that the consultant will be facilitating the meeting and also be the lead with developing methods to collect information.

Barb Peichel wanted to give a few examples on how she has seen these meetings go. Some did an open house style and had small groups where notes were being written down based off of conversations. Others used fake money and had participants place the money where their priorities would be within the watershed. One partnership did a bus tour. She has seen people try different things. Mike Schultz said he was hoping that the public kick off meeting would be similar to our WRAPS engagement process. We were able to collect really good feedback from that event. Linda Loomis stated that she has had experience hosting these types of meetings. Having different methods and ways to for participants to be involved is really important. Everyone has different ways in which they would like to participate. She suggested for sure having online surveys. Meghan said ISG was planning on having some type of survey (they mentioned that in their proposal).

We talked about how to publicize the meeting. Putting the information on our websites and creating a flyer would be helpful. The flyer can be emailed and/or mailed to stakeholders. Meghan stated that their education and outreach person is starting on the Lower Minnesota River East 1W1P website. Danny O'Keefe said that county commissioners attend township meetings, and they could hand out flyers there. Linda stated if we are going to use a mass email, suggested using a different platform such as mail chimp.

The next discussion topic was about when to host the in person meeting. Staff were thinking during a week night from 6pm-8pm. We probably would allow at least an hour for set up and then half an hour for cleanup. We were hoping to host it sometime in July. We thought Cedar Lake Farm Regional Park. It is a pretty central location. Vanessa checked with the park and we should be able to use it. If we need to get a tent, we might have to do that. July should work well for ISG. As far as the virtual meeting, staff envisioned recording the public kickoff meeting and publish and/or having the consultant develop a presentation to record and share. We would have the virtual option open for a certain amount of time for stakeholders to participate. We would like to have the in person and virtual meetings available and occur around the same time. As far as setting a date, we were hoping sometime in mid-late July. We were going to try first July 14th, 21st, and 28th.

Once we collect and organize all of the input from the meetings, we will share with the policy committee.

Public Notification

Holly sent out the formal 60-Day notification to state agencies and met council on May 10th. The purpose of the formal 60 Day notification period to allow state agencies and metropolitan council to submit priority issues and plan expectations for the Lower Minnesota River East

1W1P. Deadline for comments and feedback is July 11th 2022, since July 10th is a Sunday. After all of the comments come in, we will have to review and organize them. The hope is to share them with the policy committee at the next meeting which probably would be in August. Holly mentioned she did share this letter along with other updates to those local government units who expressed interest with plan updates and/or would like to be on an advisory committee. Not required to do so, but thought it would be beneficial.

Barb commented and stated she will be giving state agencies and metropolitan council an orientation tomorrow afternoon about 1W1P. Most of the agency staff have not had experience with 1W1P. Barb would like to inform them of what 1W1P is and discuss their role. Many of these staff have really great experience and knowledge of this watershed. They will hopefully send in a bunch of different priorities and resources and have a diversity of viewpoints.

Advisory Committee, Subcommittee/Stakeholder Groups

Holly wanted to go over the differences of an advisory committee and subcommittee/stakeholder groups first. Then if the policy committee felt comfortable we could go into depth about who would be on these committees.

The advisory committee is required, and the policy committee gets to decide who is on this committee. The Advisory Committee's role is to have technical expertise for planning efforts. These individuals will provide recommendations to the Policy Committee about what to include for implementation activities, priorities, etc. for the plan. Will meet on a monthly basis during planning efforts.

The subcommittees/stakeholder groups are not required, and the advisory committee would decide who is on the committee(s)/group(s). The advisory committee would need the policy committee's approval to form these subcommittee(s)/stakeholder group(s). The role of the subcommittee/stakeholder group is to provide additional input on specific topics, resources, priorities, etc. They provide recommendations to the Advisory Committee. Will meeting once up to a few times throughout the planning process.

There was discussion amongst the policy committee and steering team about these different committees. Holly mentioned there were some local government units that had expressed interest in further participating in planning efforts in some way, but she has not received concrete answers. She believes the Prior Lake Spring Lake Watershed District and probably the Shakopee Mdewakanton Sioux Community would like to be on the advisory committee. There were a few municipalities and the Black Dog WMO that Holly was uncertain about. Barb stated that many of these other local government units have limited capacity. A question was asked

about who is required to be on the advisory committee? Barb stated that all 8 participating local government unit staff, 5 state agency staff, and 1 individual from met council. Barb emphasized the advisory committee should be those individuals with technical expertise and help guide what information should be put into the plan.

There was additional discussion about when we should make on decision on who should be on the advisory committee. Holly said she hasn't received input from everyone yet, but has put a firm deadline of early July. She was hoping we would have concurrence on a few different items that would be ready for the August meeting. The advisory committee may meet before the August policy committee meeting, but it will be informational and informal. The policy committee will decide who is on the advisory committee sometime in August. This will buy us some time to reach out to those that expressed interest for the advisory committee and other committees.

Tentative Timeline & Meeting Schedule

Holly wasn't entirely sure how often the Policy Committee wanted to meet. Now that we have more of the formal items out of the way she thought the policy committee could meet bimonthly. There won't be a lot of content for a June meeting. Additionally, she thought the Public Kick off meeting in July could substitute for a meeting. August would be a good time to meet because the policy committee and steering team could have in depth discussions about the input we received from different stakeholders. Many of the planning stage activities are robust and take a significant amount of time to develop. The policy committee thought this made sense and agreed bimonthly meetings would work.

The 2022 meeting schedule is Thursday, August 18th, Thursday, October 20th, and Thursday, December 15th.

Updates & Next Steps

- Next Policy Committee Meeting: **Thursday, August 18th from 3:00pm-5:00pm** – The group discussed whether May 19th would work for everyone Chair O'Keefe stated to just plan for May 26th for the next meeting. Group agreed to have a hybrid option for the meeting. Group agreed to do meetings at Le Sueur SWCD going forward to avoid conflicts with rooms.
- Next Steering Team Meeting: Thursday, June 2nd from 10:00am-1:30pm
- Public Kickoff Meeting in July. Hoping to schedule either the 14th, 21st, or 28th. Time will be from 6pm-8pm.
- List of Stakeholders continue to add groups/organizations/individuals-finalize around mid-June

- Advisory Committee-still waiting on responses from those that indicated interest. May have an informal/ informational meeting with advisory committee before next Policy Committee meeting.

Chair O'Keefe asked for a motion to adjourn the meeting.

Motioned by Jeff Docken, seconded by Greg Entinger at 5:00pm.

DRAFT