



Mike Hirst called the Policy Committee Meeting to order at 9:02 am. Mike Hirst was the facilitator. Janine Lovold was the note taker.

Attendance

Policy Committee Members: Nancy Dunnell (LOW SWCD), Jan Miller (Roseau SWCD), Bill Thompson (WRWD), Ed Arnesen (LOW County) and Glenda Phillipe (Roseau County)

Planning Work Group Members: Josh Stromlund (LOW County), Mike Hirst (LOW SWCD), Janine Lovold (Roseau SWCD), Chad Severts (BWSR) and Jeff Hrubes (BWSR Clean Water Specialist)

Introduction/Opener: Meeting Purpose and Agenda

Roundtable introductions were made. Mike Hirst reviewed the purpose of the meeting and the agenda. Hrubes gave an update on how the other One Watershed One Plan recipients were coming along.

Secretary's Report

The March 17, 2017 Minutes were reviewed. No corrections were made. The Minutes were approved by general consensus.

Election of Officers

Chairperson: Phillipe nominated Miller. Miller declined. Dunnell was nominated to be Chairperson on a motion by Miller, second by Arnesen. Dunnell was approved to be Chairperson on a motion by Arnesen, second by Thompson and by unanimous votes of the Committee.

Vice-Chairperson: Chairperson Dunnell asked for nominations for Vice-Chairperson. Phillipe nominated Miller. Miller was approved to be Vice-Chairperson on a motion by Phillipe, second by Arnesen and unanimous votes of the Committee.

Secretary: Dunnell asked for nominations for Secretary. Thompson nominated Phillipe. Phillipe declined. Phillipe nominated Arnesen. Arnesen was approved to be Secretary on a motion by Phillipe, second by Miller and unanimous votes of the Committee.

- **Policy Committee Public Postings for Meetings**
 - Lovold volunteered to put together a LOW 1W1P website to host the Policy Committee Meeting Schedule, By-Laws, and Minutes.

The LOW 1W1P Website for Official Host was approved on a motion by Miller, second by Phillipe and unanimous votes of the Committee.

Policy Committee Bylaws

An updated copy of the draft bylaws were reviewed. No other revisions were made.

The Policy Committee Bylaws were approved on a motion by Thompson, second by Miller and passed by unanimous votes.

Consultant

- **Contract Document**

Miller commented that HEI should include Zonation in the contract as the Policy Committee asked to have this included within the planning process.

The LOW SWCD had forwarded the contract to the LOW Attorney and MCIT for review. The LOW Attorney did not identify any issues with it. Roseau SWCD had also forwarded the contract to the Roseau County Attorney. Lovold will contact the Attorney's Office (Mike Grover) for comments. Hirst stated that MCIT provided some comments back regarding the Contract Document. MCIT indicated that LOW SWCD is the only entity with authority to sign the contract with Houston Engineering, Inc. (HEI) as they are the grant holder. MCIT also stated that the LOW SWCD is going to take on some risk as the District is liable for any breach of contract by the other entities within the group.

Pending adding Zonation, removing Policy Committee signature lines, and approval by the Roseau County Attorney's Office, Miller motioned to recommend to the Lake of the Woods Soil and Water Conservation District to approve HEI as Consultant, seconded by Thompson and unanimous votes of the Committee.

Plan Implementation

MCIT can give guidance and options for governing group for the implementation of The Plan. MCIT is willing to come and talk with the Policy Committee at any point in the 1W1P process to discuss other agreements, such as a Joint Powers Agreement (JPA), the LGU's would like to consider especially when implementation of the plan begins. It is never too early to start planning on how implementation will work. BWSR is still formulating how funds will be allocated across the state as more Plans are approved and how performance will be measured.

Stakeholder and Advisory Committee Members:

The purpose of the Advisory Committee was reviewed.

The Advisory Committee Members will include:

- Five LOW and Roseau County / SWCD staff from the Planning Work Group
- Five main leads from the state agencies
- Other entities are LOW and Roseau County Drainage Authorities/Highway Depts., the LOW and Roseau County Planning and Zoning Offices,
- City of Warroad
- Red Lake Band
- Three At Large Members were also identified

Phillipe will ask Brian Schaible (City of Warroad) and Jeff Pelowski (Environmental Office) for their willingness to serve as needed.

At Large potential members were reviewed. The WRWD had approached Norval Parsley a while ago and he agreed to serve. Dunnell will talk to Nick Panovich and Phillippe will ask Todd Miller. The At Large members will be reimbursed by the LGU who appointed them according to that LGU's policy. There was general consensus from the Policy committee that there would be room for up to five At Large Advisory Committee members. The other At Large spots will remain open for others identified and interested in serving on the Advisory Committee to be appointed by the Policy Committee in the future if deemed necessary.

Bylaws of the Advisory Committee

Hirst commented that the Pilot 1W1P groups he spoke with did not adopt bylaws for their Advisory Committees as there are already structures and rules regarding these committees in state statute.

Kick-Off Meeting

The structure of the public meeting need to be relevant for attendees. Some thoughts include a presentation of the Watershed Restoration and Protection Strategies, DNR stream assessments, and other interesting studies that have been done in this watershed. Public input regarding any known resource concerns or problem areas can be indicated on a map. Possibly the consultant can be here for the meeting and then have an advisory committee meeting the next morning.

Next Meeting

The next meeting will be held on April 21, 2017 from 9 am – 12 pm. The location will be the DD-Hub in Warroad.

Adjournment

The meeting adjourned at 11:40 am on a motion by Thompson, second by Miller and unanimous votes of the Board.

All Committee Meeting
Minutes of the Initial Planning Kickoff Meeting
May 30, 2017
Warroad Public Safety Building, Warroad, MN



Mike Hirst called the Policy Committee Meeting to order at 9:09 am. Jeremiah Jazdzewski (HEI) was the facilitator. Janine Lovold was the note taker.

Attendance:

Policy Committee Members: Nancy Dunnell (LOW SWCD), Jan Miller (Roseau SWCD), Glenda Philippe (Roseau County) and Bill Thompson (Warroad River Watershed District)

Advisory Committee Members: Annette Drewes (DNR), Ron Kleinschmidt (City Superintendent), Todd Miller (At-Large), Norval Parsley (At-Large), Cary Hernandez (MPCA)

Planning Work Group Members: Josh Stromlund (LOW County), Mike Hirst (LOW SWCD), Janine Lovold (Roseau SWCD), Scott Johnson (Roseau SWCD), Brian Ketring (Roseau County HD) and Chad Severts (BWSR)

Consultant: Jeremiah Jazdzewski (HEI) and Rachel Olm (phone) (HEI Team Member)

Others: Phil Talmage (DNR Fisheries), Kristin Carlson (DNR Zonation), Caroline Fazzio (AmeriCorps Apprentice with LOW SWCD)

Introduction/Opener: Meeting Purpose and Agenda

Roundtable introductions were made. Jazdzewski reviewed the purpose of the meeting and he stated that a total of four HEI staff made up the HEI Lake of the Woods, One Watershed One Plan Team (LOW 1W1P). These individuals include Jeremiah Jazdzewski, Rachel Olm, Mark Deutschman and Matt Jacobson.

Vision Presentation

Jazdzewski gave a presentation on the LOW 1W1P process and what was required in the Plan according to the Board of Water and Soil Resources (BWSR). The roles of the Committees and Planning Work Group (PWG) were reviewed. The Meeting Approach method (introduce, debate/discuss, and decide) was discussed to streamline the planning process. Zonation is a tool that will be used to potentially identify new issues not considered in the watershed; as well as, known issues. HEI will work with the MN DNR to mesh this into the planning process. Examples of Priority Resource Concerns were provided on a handout. Resource Concerns with various levels of importance will be shown on maps and reportable goals and actions will be attached to these. The PTMapp tool (Prioritize, Target, Measure) will be utilized to identify areas where best management practices should go. The Implementation Table will show what the cost for the practices will be. The local government units should start thinking about how the Plan will be implemented and how funding will be handled. The Land and Water Resources Inventory was written at the beginning of the Watershed Restoration and Protection Strategies report and will be included in the Plan. The NW Angle piece can be added to this inventory.

Planning Region Boundaries

Jazdzewski showed the new planning boundary that included some of the western edge pieces of the Warroad river watershed that were missing from the BWSR Suggested Watershed Boundary Map. Chad Severts, Board Conservationist, had initially approved the modified boundary and sent it on to the BWSR Board for official approval.

Proposed Future Meeting Schedule

Jazdzewski provided a handout showing the alternate monthly schedule for the Policy and Advisory Committees. (The Planning Work Group is scheduled every month and prior to any committee meetings.) Meeting are tentatively scheduled for every 3rd Wednesday of each month alternating Policy Committee and Advisory Committee every month. This schedule is meant to have some flexibility. If any committee member has a conflict or comments, contact Hirst by June 16. Next Policy Committee Meeting: approve Meeting Schedule.

Stakeholder Participation Schedule

Jazdzewski handed out the Stakeholder Participation Plan and reviewed the participation expectations. Committee members are to send comments by June 16 to Hirst. Next Policy Committee Meeting: approve Stakeholder Plan.

Draft Plan Outline

Jazdzewski provided the draft Plan outline. The outline is basically the starting point. We should get some feedback from the Public Meeting regarding the outline. Committees and PWG are to send comments to Hirst by June 16.

Draft Prioritization Matrix

Jazdzewski handed out the draft Matrix and fielded questions and some comments. Some items that were discussed and how they should be tied to the Plan were the Lake TMDL for nutrients, shore land erosion, trout streams, protection items, zonation process, forestry easements, peatland restoration, headwaters flooding, sediment issues in Warroad, Bostic, Zippel and NW Angle, Warroad harbor dredging, maintaining natural systems and fixing upstream issues. Committee members are to send comments to Hirst by June 16. The PWG will review and summarize comments before submitting them to HEI.

Provide Data Request Form

A Data Request Table handout was distributed to the group for gathering local input. HEI will set up a FTP site so LGUs and others can submit data as requested from the items on the handout. HEI will complete the list of plans & studies / bibliographies to get on the 1W1P website for Agency review.

Preparation for Public Meeting

All Committee Groups can attend. The Meeting should be more informational, but we can still take input. The LOW 1W1P website will be introduced. The website should be setup to take comments and feedback. The Comments that were submitted by State Agencies and Stakeholders after the Plan Notification Letter was sent should be available on the website.

Next Meeting: Public Kickoff Meeting

The next meeting will be the Public Kickoff Meeting on June 20th at 5:30 pm. The location will be the Lodge Room in the Warroad Senior Living Center in Warroad. Items for the agenda tentatively can be the DNR's Google Earth flyover of the watershed during dinner, a short BWSR presentation, Local SWCD participation and HEI presentation. Public comments will be collected by PWG members and then forwarded to HEI. Need to keep content for Kickoff meeting as simple as possible.

Next Steps

- All Committees are to provide comments to Mike Hirst by June 16 for Meeting Schedule, Stakeholder Plan, Draft Plan Outline and Draft Prioritization Matrix.
- LGUs are to provide input back as requested for items on the Data Request Table to HEI by June 16.
- HEI will send the complete list of plans & studies to put on LOW 1W1P website (or FTP site) for Committee review.
- PWG is to get State Agency / Stakeholder Comments generated from the Plan Notification Letters onto website.
- PWG is to have a way for the public to submit comments on the LOW 1W1P website.
- PWG is to continue to coordinate the Public Kickoff Meeting.

Adjourn

The meeting adjourned at 11:44 am.

**Lake of the Woods,
One Watershed One Plan**

**Policy Committee Meeting
Minutes of Meeting 2**

August 16, 2017

Discovery and Development Hub, Warroad, MN



Nancy called the Policy Committee Meeting to order at 9:00 am. Mike Hirst was the facilitator. Janine Lovold was the note taker.

Attendance:

Policy Committee Members: Nancy Dunnell (LOW SWCD), Jan Miller (Roseau SWCD), Glenda Philippe (Roseau County) and Bill Thompson (Warroad River Watershed District)

Planning Work Group Members: Mike Hirst (LOW SWCD), Janine Lovold (Roseau SWCD) and Chad Severts (BWSR)

Consultant: Jeremiah Jazdzewski, HEI via WebEx

Introductions:

Introductions were made for Jazdzewski as he was attending by WebEx.

Approve 3/31/2017 Minutes

Minutes were read and reviewed individually. No changes were made. The March 31, 2017 minutes were approved on a motion by Philippe, seconded by Miller and carried by unanimous votes.

Big Picture Overview of Planning Process

Jazdzewski reviewed the watershed planning process, which is currently right on schedule. Completed items are the Issues Table and Land & Water Resources Inventory. In Progress items include the Prioritization Process, Zonation, Resource Concern Mapping, Plan Section 1 with the Introduction, Plan Section 2 with Prioritization and Emerging Issues, and Plan Section 3 with Protection/Restoration and Measurable Goals. Implementation Planning will also be developed. Cost benefit analysis will be done to identify reasonable project areas that will get a good measurable return vs areas that need a lot of funds for a low benefit return.

Update on Completed Items

Stakeholder Participation Plan; Plan Outline; Schedule

- The Stakeholder Plan will be put into the Plan Appendix and referenced as needed in the Plan. This placement will help condense the Plan. The Plan Outline will be dynamic and will change as the planning process moves forward. The Schedule was reviewed. The Schedule is available for viewing on the website (www.low1w1p.org).

The Stakeholder Participation Plan, Dynamic Plan Outline and Schedule were approved on a motion by Miller, seconded by Phillippe and carried by unanimous votes.

Issues Table

The Issues Table was discussed at length. The Table has five Resource Categories, fourteen potential concerns and forty-eight issues regarding the potential concerns. Comments have been submitted by the PWG and the AC. The Table was amended and a final draft was produced. The approval of the Issues Table was tabled until after the Prioritization Process of the Issues was discussed.

Land and Water Resources Inventory

The Inventory was briefly discussed. The Inventory had been moved up in the Schedule, because it may help provide Committees more background regarding the Issues during the Prioritization Process. Comments by the PWG and AC had been submitted and the Inventory was amended. A few more items will be revised. The Inventory approval is tabled to a future meeting.

Prioritization Process

The Prioritization process will be done by Survey Monkey. Polling groups will be PC, AC, PWG, Local County Committees and City Councils of Warroad, Roosevelt and Williams. The General Public group has already been completed at Kickoff Meeting; however, additional public solicitation will be sought via advertising (newspaper, radio, News&Views, channel 3).

Action: HEI will start work on the Survey Monkey. The Survey will be made available mid-September. Survey results will be available on the website or as requested (mail, email) by PWG.

The Prioritization Process was approved by general consensus.

Resource Concern Maps

The maps will be a graphic component of the Issues and include zonation hot spots. Needed items include any digitized information on gravel and mining (quarries), flood damages, ditch locations, tile locations and flood elevations.

Issues Table Revisited

The Issues Table was approved on a motion by Phillipe, seconded by Miller and carried by unanimous votes.

Current & Upcoming Work

Topics discussed were emerging concerns, prioritization process, zonation, measureable goals, strategies and actions, zonation, Plan Section 1, and Plan Section 2. Plan Section 1 will come out next week and Plan Section 2 will come out in November. An expectation of a two week standard review time for all documents is the rule.

Next Meeting

The next meeting will be held on Wednesday, October 18, 9 – 11 am. The location will be DD-Hub in Warroad.

Adjourn

The meeting adjourned at 11:59 am on a motion by Miller, second by Phillipe and carried by unanimous votes.

Lake of the Woods, Policy Committee Meeting
One Watershed One Plan October 18, 2017
Discovery and Development Hub, Warroad, MN



Ed called the Policy Committee Meeting to order at 9:13 am. Mike Hirst was the facilitator. Janine Lovold was the note taker.

Attendance:

Policy Committee Members: Glenda Philippe (Roseau County), Bill Thompson (Warroad River Watershed District), Ed Arnesen (LOW County) and Nancy Dunnell (came at 10 am, LOW SWCD).

Planning Work Group Members: Mike Hirst (LOW SWCD), Janine Lovold (Roseau SWCD) and Chad Severts (BWSR)

Consultant: Jeremiah Jazdzewski, HEI via WebEx / iTV

Overview of Past Work:

Items that have been completed are Plan Section 1: Introduction and the Zonation Survey. The draft Prioritization process will be completed today. Plan Section 1 will be formatted when the final draft Plan is completed.

In progress items are the Resource Concern Mapping, Plan Section 2: Prioritization and Emerging Issues and Plan Section 3: Strategies/Actions/Goals.

Plan Section 1.0: Introduction

Plan Section 1 was discussed. This section will be formatted when the final draft Plan is completed.

Plan Section 1 was approved on a motion by Phillippe, seconded by Thompson and carried by unanimous votes.

Land and Water Resources Inventory

The Inventory was reviewed and discussed.

The Land and Water Resources Inventory was approved on a motion by Phillippe, seconded by Thompson and carried by unanimous votes.

Prioritization Process

The Issues Ranking Table was reviewed and discussed. Priority A, B and C definitions were provided on a handout for clarification. Rankings by the PWG that went against the survey results were explained and justified. An additional ranking modification of 2.4.1 from A priority to B Priority was done by the Policy Committee.

The Issues Ranking Table with an amendment was approved on a motion by Arnesen, seconded by Thompson and carried by unanimous votes.

Resource Concern Maps

The PWG had approved by general consensus the layers that HEI recommended using for each potential resource concern. Only spatial resource concerns will be mapped. Priority A items will be included in the maps. The TSA 8 IT person will be contacted to make the maps.

Approve 8/16/2017 Minutes

Minutes were reviewed. No changes were made.

The August 16, 2017 Minutes were approved on a motion by Phillippe, seconded by Thompson and carried by unanimous votes.

Strategies and Actions (Plan Section 3)

The Strategies and Actions Table was introduced. The PWG and AC will be going through the Actions in column D and marking any Action that is not applicable or a modification is needed for our area. This

Table will be instrumental in developing the Implementation Table/Plan. The PC will see this Table again after review.

Implementation Programs

The Implementation Programs Table was introduced by Jazdzewski. These programs will be used to carry out strategies and actions in Implementation Planning. This Table will be worked on by the PWG and AC.

Implementation Tools

Jazdzewski introduced the tools that will be used in Implementation Planning. The three main tools are PTM App (done through WRAPS and WRWD AIG project), and HSPF modeling and Zonation.

Budget and Schedule Update

Jazdzewski commented that the Plan Schedule is about a month and a half behind, but we will be able to catch up soon. HEI will be finalizing Plan Section 2 shortly, because the Prioritization Process piece has been completed today.

Overall, the Budget is satisfactory. The Public Kickoff Meeting and Prioritization Process went over budget, but meeting expenses have been under budget due to iTV and WebEx capabilities.

Other

- A donation of \$500 to the DD-Hub along with a promotion on the LOW 1W1P website was discussed.

The donation was approved on a motion by Phillipe, seconded by Arnesen and carried by unanimous votes.

- AC member, Ron Kleinschmidt, will be retiring soon. Ron's replacement will participate on the Advisory Committee.

Next Meeting

The next meeting will be held on Wednesday, December 20, 9 am – 12 noon. The location will be DD-Hub in Warroad.

Adjourn

The meeting adjourned at 12:22 pm on a motion by Arnesen, second by Phillipe and carried by unanimous votes.

Lake of the Woods, Policy Committee Meeting
One Watershed One Plan December 20, 2017
Discovery and Development Hub, Warroad, MN



Ed called the Policy Committee Meeting to order at 9:05 am. Mike Hirst was the facilitator. Janine Lovold was the note taker.

Attendance:

Policy Committee Members: Nancy Dunnell (LOW SWCD), Jan Miller (Roseau SWCD, Glenda Philippe (Roseau County), and Bill Thompson (WRWD).

Planning Work Group Members: Mike Hirst (LOW SWCD), Janine Lovold (Roseau SWCD) and Chad Severts (BWSR)

Advisory Committee: Jeff Hrubes (BWSR)

Consultant via WebEx / ITV: Jeremiah Jazdzewski, HEI, Charlie Sawdey, HEI

Overview of Past Work:

Items that are completed are draft Plan Section 2 (text), Zonation review, and draft Implementation Programs.

In-progress items are the final Plan Section 2, Plan Section 2 maps, draft Measurable Goals, and final Implementation Programs.

Plan Section 2.0: Analysis and Prioritization of Resource Categories, Concerns, and Issues

Plan Section 2 was discussed. This section had been reviewed by the Planning Work Group (PWG) and Advisory Committee (AC) and comments were submitted. Key comments were the following:

- Add any new definitions at the start of each section
- Cut down the BWSR plan requirement language,
- Emphasize that numbering of the issues does not represent ranking or prioritization,
- Add more detailed information of how the prioritization process happened from beginning (issues table) to end (final prioritization) from data, decisions, science, public perception, and reasoning,
- Update Priority Levels A, B C descriptions (mainly Level C).

The PWG will put together a draft narrative describing Resource Concern priority issues and explaining how issues were ranked and placed into A, B and C Levels.

The Emerging Issues subsection will be reviewed annually for anything new to add.

Instead of having a map for each Resource Concern, a total of six maps were chosen to tell the story of the Priority Issues within the watercourses and inform the Plan user. These maps include Groundwater, Surface Water Impairment, Surface Water Runoff, Habitat and Protected Lands, Land Use Disturbance, and the Northwest Angle. A narrative about why map layers were chosen will be added. Maps will continue to be minorly adjusted until the final Plan draft. Maps will be sent to the Policy Committee.

Timeline to get Plan Section 2 approved

December 19 – Discussion and decision on comments and changes of Plan Section 2

January 4 – HEI submits final Plan Section 2 to PWG and AC

January 17 – PWG and AC reviews and approves Plan Section 2 text and submits to PC

February 21 – PC approves Plan Section 2 text

Zonation Results Discussion

Jazdzewski gave a review of the zonation process that produced the final zonation map that Paul Radomski had presented to the Advisory Committee in November. Five areas were identified. The PWG/AC meeting on December 11 discussed how the zonation information will fit into the Plan. Hot spots, including upstream areas, with multiple benefits and spatial prioritization will be used in the development of Implementation Planning. Some data sets were missing such as Scientific and Natural Areas within LOW County. This most likely is due to no biological survey being completed for LOW

County yet. A description of how the Zonation priority process was completed and how it relates to Resource Concerns / Issues will be included in Plan Section 2.

Measurable Goals & Strategies/Actions to Achieve Them (Plan Section 3)

Measurable Goals will only be set for A & B Level Priority Issues. To set the Measurable Goals, Regional and State document priorities should be used. These include goals from WRAPS, TMDLs, Surface Water Protection / Restoration Maps, State Strategy documents such as the MDH drinking water standards and MDA nitrate fertilizer Management Plan, PTMapp results, and locally defined goals. Concentration based goals should be avoided as these goals will not accurately depict what is going on. The Advisory Committee will need to define what the Goal numbers should be. Short term and long-term Goals will be identified and will cover multiple Priority Issues. Goals will drive the Actions and Strategies piece.

Implementation Tools and Programs

The key idea behind the Implementation Programs is that all actions will be tied to Implementation Programs. The Local Rules, Ordinances, and Statutes and Capital Improvements have gone through the Advisory Committee and will be finished soon. Capital Improvement projects need to be greater than \$150,000. The Advisory Committee needs to add the start and end dates along with the estimated cost for each capital improvement project.

Implementation Tools

PTMapp can be used to determine where and what practices should be used and located to get the best benefit and the least cost; as well as, estimate how much each practice will reduce pollutants such as total phosphorus, nitrate, or sediment. The goals within the regional or state plans may be approached to a certain efficiency percentage before practice installation is no longer effective for the cost. The Warroad River watershed already has PTMapp developed.

Budget and Schedule Update

Jazdzewski commented that the Plan Schedule is still about a month and a half behind, but we should be able to catch up soon. Schedule / Plan Outline progress was noted.

Overall the Budget is satisfactory. The Actual expenditures have been under the projected Budget amounts since the end of August. The Public Kickoff Meeting and Prioritization Process extra expenses will need to be resolved at some point. Expenses should continue being reduced because of the remote teleconferences and the Nitrate Reduction Map will not be completed.

Approve 10/18/2017 Minutes

Minutes were reviewed. No changes were made.

The October 18, 2017 Minutes were approved on a motion by Philippe, seconded by Miller and carried by unanimous votes.

Next Meeting

The next meeting will be held on Wednesday, February 21, 9 am – 12 noon. The location will be DD-Hub in Warroad. The PC are also invited to the Advisory Committee meeting on January 17, 2018 at the Public Safety Building in Warroad from 9 am to noon for the Actions and Strategies discussion.

Adjourn

The meeting adjourned at 12:10 pm.