

Attendance:

Advisory Committee (AC) Members: Annette Drewes (DNR), Phil Talmage (DNR Fisheries), and Cary Hernandez (MPCA), Todd Miller (At-Large), Jeff Hrubes (BWSR), Chad Severts (BWSR)

Planning Work Group (PWG) Members: Mike Hirst (LOW SWCD), Janine Lovold (Roseau SWCD), and Josh Stromlund (LOW County),

Policy Committee: Bill Thompson (WRWD), James "Buck" Nordlof (LOW County), Russell Walker (Roseau County), Jan Miller (Roseau SWCD), Nancy Dunnell (LOW SWCD)

Consultant: Jeremiah Jazdzewski (ivideo)

Mike Hirst called the Advisory Committee (AC) Meeting to order at 10:05 pm. Janine Lovold is the note taker. Roundtable introductions were done.

Introduction

Agenda was reviewed. The plan is to go through Plan Sections 1 through 5 with more time being spent on 4 & 5. Jazdzewski gave an overview on the 2019 timeline for draft Plan submission to the state update along with Public Comment period, Public Hearing, BWSR North Region Committee date, and final Plan adoption by local governments. Completed work: draft Plan was completed on January 24. Work that still needs to be done: Plan Section 4 & 5 review and comments by AC & PC to finalize these sections; PC approval of Plan sections 4 & 5 and PC approval of draft Plan.

Plan Sections 1 – 3

Mike Hirst led the overview and discussion of Plan Section 1 – 3. Comments taken include:

- Main stem of Warroad River is the wrong color in the Surface Water Impairments Map in PS 2
- Mercury impairment
- Add A & B Levels to MG factsheets in PS 3 (pages 3-13 – 3-42)
- MG-1 Factsheet – The entire goal is protective. The restoration wording on page 3-14 is confusing to the reader.
- Metrics Clip Art Text needs to be changed or reformatted to not bleed into reading text in MG factsheets in PS 3 (pages 3-13 – 3-42). Metric boxes are not consistent and are hard to follow from MG to MG.

Plan Section 4

Mike Hirst led the discussion of Plan Section 4. Comments taken include:

- Delete WASCOPS from the first Action Description in Table 4-1 (page 4-1)
- Delete paragraph after Table 4-1 (page 4-2) as it repeated in Section 4.1 (page 4-4)
- Add more information about the percentage funding allotted to planning region (size and public/private land)
- Better define the protection/restoration. In planning region priorities.
- Add zonation to current conditions map.
- Ask TSA – Mitch about "other" ditches in BCPR
- Add definition of PTMApp practices
- Table titles need to be larger
- Clarify explanation about interpreting charts (goals at lake)
- Provide a better zonation explanation on PS 2 & 4. Include hot spots within planning region profile maps
- Add the explanation of the flat lining cost-benefit curve for each planning region into the text
- PWG needs to discuss the inclusion of moderate funding amounts into the Tables

- HEI asks BWSR to go back and discuss the moderate funding inclusion as none of the other current 1W1Ps include this funding
- Severts added that the PWG could work on the moderate funding level during the 60-day review to not delay draft Plan submission
- Include the word Summary in the Baseline Funding Level PTMApp Structural and Management Practices Baseline Funding Table on the bottom (page 4-18 for Bostic, other PRs to be included) to fit with the text
- Change the shading of the Baseline Funding Table to not be mistaken for Baseline, Moderate High funding levels as seen elsewhere
- Clarify the money amounts in the Pie Chart so it is known to which pie piece it refers
- Add issues to first paragraph in Planning Region Priorities (page 4-21 for Muskeg Bay, but apply to all)
- Sasquatch picture is not a good fit in Feasible Structural & Management Practices
- Zippel in-channel project page 4-54 bottom table – Z-3 needs to be adjusted to the left by a column
- Reword sentence in 4.5.1 & 4.5.2 for clarification (page 4-64)
- Place subsections 4.4 – 4.5.2 back into the beginning of the section
- Add outlet channel for marina into the WRPR CIP

Plan Section 5

Mike Hirst led the discussion of Plan Section 4. Comments taken include:

- Take out first two sentences
- PWG to look over practices that HEI added into Table 5-1
- PWG to discuss cost-share commonality
- Subsection 5.3.1 – Needs more discussion. Administration – further definition of how the groups are going to work together
- PC to decide on governing structure
- PWG to do more work on Plan Section 5

Homework:

- PC & AC: All comments due February 26. Use word document or excel table only.
- Send more images to HEI
- LGUs – solidify stance on JPC vs JPE

Next Meetings:

PWG: Meeting on March 5

Policy Committee: Meeting sometime in week of March 18

Adjournment:

The meeting adjourned at 2:35 pm.



Policy Committee Meeting
March 21, 2019
Discovery and Development Hub, Warroad, MN

Attendance:

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

Planning Work Group Members: Mike Hirst (LOW SWCD), Josh Stromlund (LOW County), Janine Lovold (Roseau SWCD), Chad Severts (BWSR), Jeff Hrubes (BWSR), Jeremiah Jazdzewski (ivideo, HEI)

Mike Hirst is the facilitator. Janine Lovold is the note taker.

Update: HEI is still making final revisions to the draft plan based on comments generated by the Policy Committee, Advisory Committee and Planning Work Group meeting on February 20 and comment period ending February 26. The revision will be completed by March 22 and web links will be provided for the completed draft plan and appendices.

Budget Items 1 & 2: Jazdzewski went over the HEI budget. A total of \$11,903 is remaining out of the \$194,976 budget. A total of \$4708.50 for out of scope work from August and September 2018, needs to be transferred to Task 4 (Develop Implementation Schedule and Program) by consolidating left over funds from Tasks 1 through 3 and transferring a total of \$3512.75 out of Task 6. It is projected that the budget for Task 6 (Writing the Final Plan) will be around \$8400, which is lower than the budgeted \$13,416. HEI may then send an invoice for compensation regarding the out of scope work.

Changing the budget was approved on a motion by Walker, second by Miller, and carried by unanimous votes.

Minutes: The October 17 Meeting Minutes were reviewed. The Minutes were approved on a motion by Miller, second by Thompson, and carried by unanimous votes.

Draft Plan Approval Timing: The Policy Committee agreed that April 4, 2019 will be the next meeting date for draft Plan approval.

Timeline and Schedule: Jazdzewski went over the timeline and schedule for upcoming items leading up to plan approval by the BWSR North Subcommittee. After the Policy Committee approves the draft plan on April 4, the draft plan will be submitted to state agencies on April 5 for a 60-day review period. During the 60-day review period, the local review may be completed. Public comments will be addressed in June. The Public Hearing will be held in July by the Policy Committee. The final Plan document needs to be submitted to BWSR by July 24 for consideration of plan approval at the BWSR North Subcommittee meeting on August 7. After BWSR approves the plan, local government agencies have 120 days to formally adopt the plan.

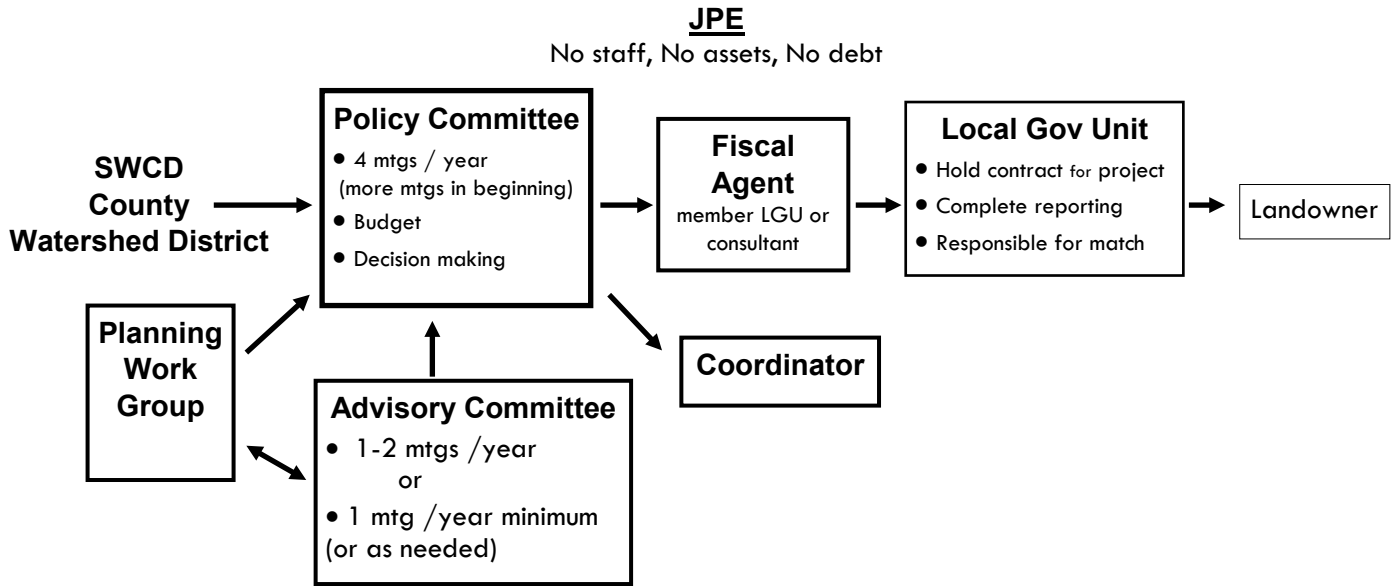
Budget Items 3 & 4 - Facilitation needs and DD Hub Contribution:

Within the budget, funds had been allocated for facilitation. The Policy Committee did not feel that a facilitator was needed at this time to aid in agreement development for plan implementation. Chad Severts mentioned that these funds could be used for Work Plan development as well as plan publication costs. Some contingency funds are still available also.

The Discover and Development Hub facility contribution was discussed. At this time, \$800 was agreed upon for 2018 facility contribution. Additional funds can be adjusted accordingly for 2019 if funding allows.

The \$800 DD-Hub contribution was approved on a motion by Walker, second by Thompson and carried by unanimous votes.

JPE Agreement: The Policy Committee discussed how the Plan should be implemented with guidance from Severts. Bylaws will need to be established. Items to be considered are Board member criteria, representative criteria, elected / appointed officials or staff, and what the terms look like, who can pursue other grants, and who pays PC member per diems. The following diagram was constructed.



The Cannon River Watershed JPA was handed out at the end of the discussion.

Adjourn

The meeting adjourned at 1:39 pm on a motion Miller, second by Thompson and carried by unanimous votes.



Policy Committee Meeting
April 4, 2019
Discovery and Development Hub, Warroad, MN

Attendance:

Policy Committee Members: Nancy Dunnell (LOW SWCD), Bill Thompson (WRWD), Jan Miller (Roseau SWCD), Ed Arnesen (LOW County), Russell Walker (Roseau County), and John Horner (Roseau County).

Planning Work Group Members: Mike Hirst (LOW SWCD), Josh Stromlund (LOW County), Scott Johnson (Roseau SWCD), Chad Severts (BWSR) and Rachel Olm (ivideo, HEI)

Mike Hirst is the facilitator and note taker.

Welcome: The group introduced themselves to the new Roseau County Alternate on the LOW 1W1P Committee.

Minutes: The March 21st Meeting Minutes were reviewed. The Minutes were approved on a motion by Walker, second by Miller, and carried by unanimous votes.

Discussion on draft plan and approval for the 60-day review: The committee discussed the current draft that was distributed after the last PC Meeting. Some comments were received by Advisory and PWG members. PC members also had some comments. The group reviewed all comments and made recommendations for HEI to make corrections before sending out the document for the 60-day review. See attached comments and recommendations for more information.

Motion by Miller to submit changes to Houston Engineering to complete changes to current draft plan, after the changes have been made the document can be sent out for the 60-day review, second by Thompson, and carried by unanimous votes.

Budget Items:

- **DD Hub Correspondence:** The 1W1P PC at their March 21st meeting requested information on how the DD Hub is funded, as the PC is providing contributions towards the DD Hub for the utilization of their meeting space areas. The correspondence was presented to the PC.
- **Local staff time:** The local staff time budget is nearly spent. However, there are still some items that will require some staff time to coordinate, including the development of the Joint Powers Agreement Language and Two Year Workplan. Both Roseau and LOW SWCD's are utilizing other funds as match for the 1W1P grant, however if there are still funds in the 1W1P grant that could be utilized to complete these tasks.

Motion by Miller to amend the budget by moving the \$8,000 from facilitation line item to the committee coordination line item under the Local LGU Partners, seconded by Arnesen, and carried by unanimous votes.

Meet with Rachel Olm of HEI for discussion on the draft Plan: The Policy Committee discussed plan with Rachel Olm.

Bylaws and Agreement Language: The committee ran out of time to fully discuss the bylaws and agreement for the new Joint Powers Entity that is being proposed. Hirst stated that he was unable to produce a draft for the committee to review since the last meeting on March 21st. Utilizing the input from the last meeting, MCIT guidance, and working with the Planning Work Group members and County Attorneys, a draft agreement will be developed for the PC to review prior to their next meeting.

Adjourn

The meeting adjourned at 1:05 pm on a motion Walker, second by Miller and carried by unanimous votes.

Comments reviewed at the 4/4/2019 LOW 1W1P Policy Committee Meeting					
			Draft Plan Sections 1-5		
Comment #	pdf page #	section-page #	Comment	Commenter	PC/PWG Discussion 4/4/19
1	5, 25	page iii, 1-5	The "s" in WRAPS should be strategies not strategy	JL	Make changes? Double check to make sure this is correct.
2	7	ES-1	First paragraph: Please include agriculture, forestry and Marvin Windows to the industries of the area. Currently just points to tourism.	JM	Make changes
3	7	ES-1	First paragraph-first sentence: remove "as well as" and replace with "and" before WRWD. Makes it sound separate from the others.	PC	Make changes
4	7+	ES-1,1-1, 1-2, 3-35,	capitalization needed for Counties/County	JL	Make changes
5	14	ES-8	Change 3rd bullet point to: The planning region(s) where the action is to be implemented (if applicable);	PC	Make changes
6	24	Page 1-4	third sentence - Weird sentence structure. Re-write to something like "Urban and commercial land use is located primarily within the municipalities in the watershed."	JL	Make changes
7	64 and 72	p. 3-6 and 3-14	MG-4 Short term goal for Muskeg Bay is same for both short term and long term	AD	Make changes on pages: 3-6 and 3-14 MG for muskeg should be 20% for LTG (double STG)
8	90, 91, 92	3-32, 3-33, 3-34	Titles for all three pages have "Tile Drainage Management" MG 14 should have this title but on for MG 15 and 16	JM	Make changes
9		Section 4	<i>E. coli</i> should always be italicized	JL	Make changes
10	102	page 4-5	first bullet - 30-year annualized life cycle costs - Is this correct?	JL	HEI double check.
11	103	p. 4-6	The first sentence states: "The annual baseline Structural & Management Incentive Program funding allocated to each planning region is based on is based on a combination of:"	JM	Make changes
12	104	p. 4-7	Warroad River (Table 4-3) has 0% for in-channel, non-PTMApp. We talked about in-channel work based on the AIG? Is this somewhere else?	AD	PC and PWG discussed. It looks odd, but in the end the PWG stated that the inchannel work in the Warroad is not at baseline funding. The table is only showing baseline funding amounts. So the 0% should be correct. Could HEI Look into this and confirm.
13	107	p. 4-10	Just a comment on the Zonation table 4.4, with no resolution needed. This info seems "added" instead of incorporated into the implementation process. I wonder how it will be used in actuality...I do see they were added to the maps in the profiles.	AD	none needed, noted.
14	118	p. 4-21	I don't remember managing beaver activity (BC M-06) as an action that moves us toward the goals listed...beaver dams would help retain water (goal 7), increase aquatic habitat (goal 8), doesn't impact lake shore development (goal 11), nor does dam removal move us toward habitat protection (Goal 13)....	AD	leave as is. Members of the PWG agreed that some of the MG could be removed but then this issue became political as PC members perceived this comment as DNR telling locals what to do.
15	118	p. 4-21	Again, BC M-07 is about habitat protection and forest stewardship plans, drop goal 18 (public education)	AD	PC and PWG agreed to remove MG 18 here
16	120	p. 4-23	In-channel Progress towards measurable goals. There seems to be a disconnect here between what was set as short term goal (Bostic Creek 0.9 miles) and this particular action. Exceeding the shortterm goal by 1044%...maybe says we don't have this set right?	AD	Ask HEI to look at this. Is this just the way it has to be? The STG is small yet both projects are large in comparison. I don't think there is anything to do on this, could foot note it? Probably leave for now unless HEI has suggestions.
17	135, 143, 12	p. 4-38, 4-46, 4-2	A thought regarding the above comment: Below each set of PTMApp Maps the following wording is presented: <i>There are many more practices shown here than can realistically be implemented within the 10-year lifespan of this plan. The number and type of practices that can be implemented is largely influenced by the amount of funding available and by what practices are the most locally accepted by the community, for voluntary implementation.</i> This is where priority areas could be highlighted based on some of the priorities given in the "Planning Region Priorities" Box. I recognize this was not done during the process, unfortunately I feel it would have been a more Targeted approach to identifying where work should occur in the next 10 years.	AD	None expected, noted
18	144	page 4-47	ZC 16 USACE and US ACOE - same agency, pick one acronym	JL	Make changes
19		General	I struggle with what is actually being prioritized in this watershed. The listing of activities in each planning region appear to be a laundry list of what could be done. An example of this is Zipple Creek - in the Planning Region Priorities (p.142) the "Baseline funding will prioritize" is verbatim the same as the "Additional funding opportunities will prioritize". Again, if everything is a priority, nothing is a priority. I have brought this up before as an issue and haven't seen it addressed yet. At this point I think its too late.	AD	None expected, during 60 day review PWG will look at moderate level funding and 2 year work plan to help to address this issue.



Policy Committee Meeting
June 24, 2019
Warroad Public Safety Building, Warroad, MN

Attendance:

Policy Committee Members: Nancy Dunnell (LOW SWCD), Bill Thompson (WRWD), Jan Miller (Roseau SWCD), Russell Walker (Roseau County) and Ed Arneson (LOW County).

Planning Work Group Members: Mike Hirst (LOW SWCD), Josh Stromlund (LOW County), Janine Lovold (Roseau SWCD), Kayla Bowe (RLN Rep. DNR) Chad Severts (BWSR), Jeff Hrubes (BWSR), Jeremiah Jazdzewski (HEI)

Mike is the facilitator and Janine Lovold is the note taker.

Welcome:

Nancy Dunnell started the meeting at 12:15 pm. Round table introductions were done.

Approve April 4th Meeting Minutes:

The April 4, 2019 Meeting Minutes were approved on a motion by Bill Thompson, second by Ed Arneson and carried by unanimous votes.

60-Day Review Comments: see attachment

HEI put together an excel spreadsheet with comments from the 60-day review of the draft LOW 1W1P. Only state agencies and the Planning Group provided comments. No public comments were submitted. A total of 64 comments were color coded and represented the following:

- **Green:** (39) No PWG discussion necessary (typically grammatical changes, clarifications, or rewording).
- **Orange:** (8) (HEI recommended resolution. Some discussion with the PWG may be required but the comment could be fully resolved with HEI's recommended resolution.
- **Red:** (17) Discussion with the PWG is required in order for HEI to resolve the comment. HEI will still provide a recommended resolution for discussion.

The PWG resolutions for the 11 comments were reviewed. The last 14 orange and red comments were reviewed and discussed. The rest of the resolutions were completed. A total of 11 resolutions were completed through PS 4 comment 6 during the PWG meeting. The meeting continued into lunch and Policy Committee Meeting at 12 pm.

Approval of draft Plan to State Agencies:

Upon revision based on the 60-day comments and the five individual government boards, the draft LOW 1W1P was approved to be submitted to state agencies on a motion by Jan Miller, second by Bill Thompson and carried by unanimous votes.

Agreement Document/Bylaws:

The Joint Powers document was sent to each county attorney in April. MCIT provided the draft language. Mike Hirst will meet with the attorney to discuss language. The document will be sent to the WRWD attorney. The Bylaws will not be in the agreement, but they will be completed after the agreement is in place.

Budget:

HEI is providing some extra business needed to complete the Plan and the over budget amount is \$6910.

BWSR North Sub-Committee Meeting on August 7:

BWSR will provide 5 minutes of background regarding the LOW 1W1P. The PWG members will present the plan content for 20-25 minutes. HEI (Jeremiah and Mariah) will be present. PC members are encouraged to attend the meeting and provide support. The BWSR Sub-Committee may ask questions and provide comments for 20-25 minutes.

Adjournment:

The meeting adjourned at 2:00 pm on a motion by Russell Walker, second by Jan Miller and carried by unanimous votes.



LOW 1W1P Public Hearing
June 24, 2019
Warroad Public Safety Building, Warroad, MN

Attendance:

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

Planning Work Group Members: Mike Hirst (LOW SWCD), Josh Stromlund (LOW County), Janine Lovold (Roseau SWCD), Kayla Bowe (RLN Rep. DNR) Chad Severts (BWSR), Jeff Hrubes (BWSR), Jeremiah Jazdzewski (ivideo, HEI)

Public: none

Nancy Dunnell opened the Public Hearing at 2:15 pm. Mike Hirst and Janine Lovold went through the highlights of the draft Lake of the Woods Watershed One Watershed One Plan through a Power Point presentation. Comments from the 60-day draft plan comment period were observed along with comment resolution. The state agencies and the LOWW Planning Group had provided comments. The public did not contribute any comments. No members of the public attended the Public Hearing.

The Public Hearing adjourned at 3:02 pm on a motion by Russell Walker, second by Jan Miller and carried by unanimous votes.



Policy Committee Meeting August 21, 2019 The DD Hub, Warroad, MN

Attendance:

Policy Committee Members: Nancy Dunnell (LOW SWCD), Bill Thompson (WRWD), Jan Miller (Roseau SWCD), Russell Walker (Roseau County) and Ed Arneson (LOW County).

Planning Work Group Members: Mike Hirst (LOW SWCD), Josh Stromlund (LOW County), Janine Lovold (Roseau SWCD), Chad Severts (BWSR) (teleconference)

Mike is the facilitator and Janine Lovold is the note taker.

Welcome

Nancy Dunnell started the meeting at 9:06.

Approve June 24th Meeting Minutes

The June 24th, 2019 Meeting Minutes were approved on a motion by Jan Miller, second by Ed Arneson and carried by unanimous votes.

Approve June 24th Public Hearing Minutes

The June 24th, 2019 Public Hearing Minutes were approved on a motion by Russell Walker, second by Bill Thompson and carried by unanimous votes.

BWSR North Sub-Committee Update

The BWSR Sub-Committee recommended the Plan for approval. The Committee recommended minor language change. BWSR will review and determine the effective dates of the Plan. The Full Board will approve the Plan September 25.

Draft Joint Powers Agreement

The draft Agreement was reviewed and discussed. MCIT guidance and State Statutes regarding 1W1P and Water Planning aided in providing language. County Attorneys, Kristy Kjos and James Austad, submitted comments. Mike Hirst noted changes by the PC and recommended changes by the PWG within the Agreement document. More review and discussion are needed. Chad Severts recommended that the JPA be approved at the same Board meeting as Plan adoption.

Draft Bylaws

The draft Bylaws were reviewed and discussed. The draft Bylaws had been reworded with the new name on page 2. PWG recommended that Fiscal Agent and Coordinator roles and responsibilities be added to page 2. Mike Hirst noted changes by the PC. More review and discussion are needed.

Work Plan

PWG has been working on the implementation structure and how it will happen. The MN Groundwater Atlas Program was discussed. MN Geological Survey representative will be coming in September to speak to the LOW and Roseau County Boards about the Groundwater Program.

Financial Report and Budget

HEI had some runover expenses and is requesting \$4000. Transfer of \$4000 (less 28.34 from Contingency Funding to Activity 1 of the Budget and payment to HEI) was approved on a motion by Jan Miller, second by Bill Thompson and carried by unanimous votes.

The DD Hub contribution was discussed. A total of \$3560 was considered. Transfer of \$1800 from Contingency Funds to Meeting Expenses and donation to The DD Hub was approved on a motion by Bill Thompson, second by Jan Miller and carried by unanimous votes.

Remaining Contingency Funds are \$8674. The Policy Committee suggested allocating the remaining contingency funds at their September meeting to be used for staff time in the development of the Work Plan and project development.

Next Steps

- The draft agreement needs to be finalized. PC and PWG need to review and make recommendations.
- PWG will continue to work on implementation structure and Work Plan.
- Next meeting date will be September 18 at The DD Hub, 9 am.
- Plan Adoption will need to be done by all 5 Boards within 120 days of BWSR approval. The JPA can be approved at the same meeting.

Adjournment

The meeting adjourned at 11:42 am on a motion by Ed Arnesen, second by Bill Thompson and carried by unanimous votes.



Policy Committee Meeting September 18, 2019 The DD Hub, Warroad, MN

Attendance:

Policy Committee Members: Nancy Dunnell (LOW SWCD), Bill Thompson (WRWD), Ed Arneson (LOW County).

Planning Work Group Members: Mike Hirst (LOW SWCD), Josh Stromlund (LOW County), Janine Lovold (Roseau SWCD)

Mike is the facilitator and Janine Lovold is the note taker.

Welcome

Nancy Dunnell called the meeting to order at 9:00 AM.

Approve August 21st Meeting Minutes

The August 21st Meeting Minutes were approved on a motion by Ed Arneson, second by Bill Thompson and carried by unanimous votes.

Draft Joint Powers Agreement

The draft Agreement was reviewed and discussed. Additional comments, suggestions and questions were submitted by the PWG during their meeting on September 17. County Attorneys, Kristy Kjos and James Austad, and MCIT will need to review the Agreement after all the suggested amendments. Mike Hirst will follow up with Jen Wolf, MCIT, about questions that came up during the PWG and PC reviews. Mike Hirst noted changes by the PC and recommended changes by the PWG within the Agreement document. The following items were reviewed:

1. Article 2. f – move to beginning sentence, reword intro sentence as a lead in to the list of requirements
2. Change all the LOTWWJPB to the Board throughout document for consistency, same thing with Minnesota Statutes
3. Article 4.2 Adding new parties – this will be an all Boards' (Parties'?) decision and will require and amendment.
4. Article 5.1.1 Add (eligible) alternates
5. Article 5.1.2 Leave the terms as 2 year term
6. Article 5.1.7 – language about final plan will be removed, language about voting for staff hiring will be removed, amendment will be approved by the Board by supermajority, Work Plan approval will be by the Board simple majority vote
7. Article 5.1.8 Staff language to remain as the Board will not have the authority to hire staff.
8. Article 5.3 Remove participating government boards and have just Parties. Change “amendments accepted by in-writing” to “by resolution”
9. Consistent language will be checked – change entity to party, members etc.

Draft Bylaws

The draft Bylaws were reviewed and discussed. Additional comments, suggestions and questions were submitted by the PWG during their meeting on September 17. Mike Hirst noted changes by the PC and recommended changes by the PWG within the Bylaws. The following items were reviewed:

1. Structure definition and roles – will have consistency with Agreement, visual schematic will be added, alternates language will be added, PWG will change to a Committee name
2. Article 2.1 – alternates language will reference Agreement 5.1.1, this will be put into footnote and be a visual indicator that this cannot be changed without amending the Agreement
3. Article 4.6 – Add emergency meeting (24-hour notice), open meeting law for regular meeting is 3 days (MCIT)
4. Compensation – 1W1P funds will be used for Board per diems
5. Question – noticing location for meeting date change, etc (ask MCIT)
6. Fiscal Agent – PC wants this to be selected soon, responsibilities will be added, identification of terms (grant cycle) for fiscal agent handoff to next eligible party
7. 1W1P Coordinators – more needs to be figured out. PWG and participating entities need to consider current work load, coordination work, etc.

8. Article 8 title – change to Standing Committees and Sub-Committees

Forming the Entity

Some rough quotes by MCIT include 2019 Property and Casualty - \$1006 and 2019 Workman Compensation - \$326. Bill Thompson recommended that a declaration page be provided by MCIT. Tax ID number would be around \$250. Audits and the 10% match were discussed. Chad Severts was going to get some information on audit triggers and if both books would be audited or just one. Match would be non-state funds.

Printing

Quotes were provided by Arrow Printing in Bemidji. For 25 plans with appendix B (LWI) and 15 extra copies PS 4, the amount is \$1210.54. Additional costs would be 3-ring binders. An amount of up to \$1400 for printing and binder expenses was approved on a motion by Ed Arnesen, second by Bill Thompson and carried by unanimous vote.

Financial Report and Budget

The Policy Committee reviewed the budget remaining of the LOW 1W1P Planning Grant Funds.

The Policy Committee suggested allocating the remaining contingency funds at their September meeting to be used for staff time in the development of the Work Plan and project development.

A motion was made by Dunnell, and seconded by Arnesen to utilize the total remaining LOW 1W1P Planning funds for local LGU partner staff time. This includes the total remaining budget of 11,759.84 less the amount for printing costs and meeting expenses (up to \$1,400 and \$300 respectively). The motion was carried by unanimous vote.

Update from Planning Work Group

Implementation Structure – PWG will work on the Fiscal Agent and Co-Coordinator designations recommendations.

Funding Request Form – A representative funding request form handout was provided. The PWG will be using the form to develop the Work Plan and provide input for eLINK requirements.

Minnesota Groundwater Atlas Project: MGS and DNR met with Roseau and LOW County Boards, Roseau and LOW SWCDs and staff on September 10.

Next Steps

- Next Meeting: 9 AM on October 16 at The DD Hub
- Form Implementation Structure
- Finalize Agreement and Bylaws
- Form the Entity
- Plan Adoption by January 28 by all parties. JPA can be approved at the same meeting.
- Submit Work Plan and request implementation funds

Adjournment

The meeting adjourned at 11:26 am on a motion by Ed Arnesen, second by Bill Thompson and carried by unanimous votes.



Policy Committee Meeting December 12, 2019 The DD Hub, Warroad, MN

Attendance:

Policy Committee Members: Nancy Dunnell (LOW SWCD), Jan Miller (Roseau SWCD) Bill Thompson (WRWD), Russell Walker (Roseau County)

Planning Work Group Members: Mike Hirst (LOW SWCD), Josh Stromlund (LOW County), Janine Lovold (Roseau SWCD),

Mike is the facilitator and Janine Lovold is the note taker.

Welcome

Nancy Dunnell called the meeting to order at 9:07 AM.

Approve October Meeting Minutes

The October 2019 Meeting Minutes were approved on a motion by Jan Miller, second by Bill Thompson and carried by unanimous votes.

Plan Adoption Status

The Plan has been adopted by all Parties except Roseau County. Roseau County will adopt on December 26.

Joint Powers Agreement Status

The Agreement has been approved by the WRWD and Roseau SWCD. LOW SWCD will approve the Agreement this evening and LOW County will approve on December 27. Roseau County plans to approve the Agreement on December 26.

- Parties of the Joint Powers agreement will need to appoint member to serve on Joint Powers Board. This can be accomplished during each respective board's January committee assignments

Bylaws Questions: additional information

- Per Diems - will be direct from JPE
- Rate – will be \$100
 - Implementation Committee (IC) – Needs to be developed a little more
- Advisory Committee
 - The IC will have a meeting with the AC soon to go over the Work Plan, get comments and buy in
 - Will the members change?
- Coordinators
 - For now, there will be two coordinators.
 - Roles need to be developed a little more.

Update from PWG

A Question and Answer handout was provided. Questions were collected from previous PC and PWG meetings on JPE startup, grant, disbursement/reimbursement, cost-share and financials. PWG will have a PTMApp training and a meeting with NRCS DCs on December 16.

- **Funding Request Form**
An example funding request form was shown. These forms are being used to develop the draft Work Plan.
- **Needed guidance for funding requests**
The PC were asked to provide any project requests that they had in mind for the first two years.
- **2-Year Work Plan**
A rough draft of the Work Plan project list handout was provided. The PC had no additional projects that would like to see incorporated into the Work Plan at this time. WRWD with HEI has submitted a log jam application to MCC. Brian Dwight (retired BWSR) will be working with the WRWD to represent the WRWD for IC meetings and more.

Next Steps

- Plan Adoption by Roseau County
- Joint Powers Agreement approval by LOW SWCD and County, Roseau County
- Appointments by individual Boards for JPE members
- Start Entity establishments after JPA is completed
- Draft Work Plan and revised Bylaws will be mailed / emailed out. Final Work Plan to be approved at February meeting.

Next Meeting

- February

Adjournment

The meeting adjourned at 10:20 am on a motion by Bill Thompson, second by Russell Walker and carried by unanimous votes.