One Watershed One Plan (1W1P)  
Red Lake River Watershed  
Policy Committee Meeting  
January 21, 2015  
Agenda  
9:00 a.m.

9:00 a.m. Call to Order-Myron Jesme Action

Round Table Introductions Information

Contract Approval Action
HDR Engineering, Inc.-Nate Dalager
International Water Institute-Chuck Fritz

Kick-Off Meeting Date Action

Eligible Grant Expenses Information

Work Plan and Budget Amendment Info./Action

Advisory Committee Membership Information

Adjourn Action
The meeting was convened by Chairman Orville Knott at 9:00 a.m. The following Policy Committee members (or their alternates), Local Governmental Unit staff and Contract staff were present:

Policy Committee:
- Gene Tiedemann-RL WD
- Grant Nelson-Pennington SWCD
- Ron Weiss-Red Lake Co. Commissioner
- Don Diedrich-Polk Co. Commissioner
- Don Jensen-Pennington Co. Commissioner
- Orville Knott-Red Lake SWCD

Local Governmental Unit Staff:
- Myron Jesme-RL WD
- Matt Fischer-BWSR
- Brett Arne-BWSR
- Peter Nelson-Pennington SWCD
- Bryan Malone-Pennington SWCD
- Nicole Bernd-West Polk SWCD

Engineering Services:
- Randy Knott, HDR Engineering, Inc.

Motion by Diedrich, seconded by Tiedemann, to dispense reading of the November 19, 2014 Policy Committee meeting minutes and approve them as presented. Motion carried.

Knott and Myron Jesme stated that the RL WD Board Room was reserved in advanced for a Flood Damage Reduction meeting on February 18th, which falls on the designated date for the 1 W1P Policy Committee meetings. It was the consensus of the Committee that a February meeting may not be required and will be determined at a later date.

Peter Nelson and Jesme stated that the Pennington SWCD and RL WD had their respective attorney’s review the Contract for Engineering Services with HDR Engineering, Inc. and Letter of Agreement with the International Water Institute prior to approval by the Policy Committee. Motion by G. Nelson, seconded by Tiedemann, to authorize the Chairman to sign the Contract with HDR Engineering, Inc. for engineering services in the amount of $79,558, which will be performed on a time and materials not-to-exceed basis. Motion carried.

Motion by Jensen, seconded by G. Nelson, to authorize the Chairman to sign the Letter of Agreement with the International Water Institute for facilitation services in the amount of $24,413. Motion carried.

Discussion was held on having the Public Informational Kick-Off-Meeting on March 18, 2015, hold two meetings in one day, with one beginning at 3:00 and the second meeting early in the evening, therefore allowing the public a chance to attend one of the meetings. Both meetings would be the same presentation. The Advisory Committee meeting and Policy Committee meeting would be held in conjunction together. Matt Fischer stated that since this is a Public Meeting, it will be required by State Statute to advertise the meeting. Discussion was held on
offering a light meal between the two meeting times to entice the local public into attending. Fischer stated that providing a light meal is not an eligible grant expense, but an additional grant through the NW Minnesota Foundation could be applied for to cover the costs. Discussion was held on hosting additional meetings throughout the watershed, instead of just one meeting location. It was the consensus of the Committee, that if we are conscientious of the meeting times, one meeting location should be adequate. Don Diedrich stated that if at a later date the Committee feels an additional meeting is needed at a different location to accommodate the public, it could then be scheduled. The Kick-Off Meeting will be a public meeting, therefore comments from the public will be received. Fischer stated that a format will have to be designed on how to handle comments/questions at the meetings. Discussion was held on breaking out into smaller groups after the formal presentation is made, with the hope that landowners would feel comfortable sharing their thoughts in a smaller group setting. Motion by Weiss, seconded by Jensen, to hold the Kick-Off Meeting on March 18, 2015, with two separate meetings, the first beginning at 3:00 and the second meeting starting at 6:00, with a light lunch served in-between the two meetings. Motion carried.

Discussion was held on eligible grant expenses that can be charged back towards the grant. Fischer stated that the Committee will have to approve what has been spent. The main question has been LGU staff time. Contracts for Engineering and Facilitator Services can be covered by the grant. Policy Committee member time, expenses and per diem and LGU staff time to come to the Policy Committee meeting is not covered by the Grant, but paid for by the individual LGU office. The Planning Work Group that works with the Engineering and Facilitator Services and BWSR that help with the planning of activities are eligible expenses. When we get into the planning stage, prepare policy, advisory committee or public meeting agendas and notices; taking meeting minutes expenses are also eligible for reimbursement. Any rental facility, materials, supplies, minor food and coffee, publishing of meeting notices, etc. are covered.

P. Nelson reviewed the Work Plan and Budget in the amount of $127,226. P. Nelson stated that based on the timing of BWSR approval and signature of the Grant Agreement, LGU expenses for task 1.1 and task 2.1 are not reimbursable by the Grant. Discussion was held on pursing an additional grant to offset the LGU share of the budget. Fischer stated that any expenses prior to the executed grant agreement are not an allowable expense, therefore Task 1.1 and 2.1 of the Budget would not be allowable expenses. Fischer stated that when the Planning Group worked on the budget, he felt there was some cushion in the budget. Jesme stated that he felt we should continue working off the existing budget and could look at applying for an additional grant through the NW Minnesota Foundation. It was also noted that if the NW Minnesota Foundation Grant was applied for, there was a required 1:1 match and that the BWSR grant could be used as a match. Fischer explained that the NW Minnesota Foundation has a Community Connections Category to help build relations between different groups. If obtained, this grant could help cover some of the expenses that the BWSR grant can't. Fischer stated LGU's have some forms of money they can use to cover the costs not covered by the grant. It was the consensus of the Group to leave the Budget as presented, and if needed, apply for a grant at a later date from the NW Minnesota Foundation. Motion by G. Nelson, seconded by Tiedemann, to approve the Work Plan and Budget in the amount of $127,226 as presented. Motion carried.

Discussion was held on membership for the Advisory Committee. Nicole Bernd mailed notices to individuals that were identified by the LGU staff as stakeholders in the planning area. Bernd has received one written response from the USFWS and received three inquiries to be part of the
Advisory Committee. Fischer stated that Planning Work Group set up the Advisory Committee so that each LGU could appoint three members. Fischer recommended additional members be invited from the following various entities: Red Lake Indian Reservation, East Polk SWCD, MSTRWD, USFWS, county staff members, drainage authorities, state agencies. The Advisory Committee meetings will start to be held after the Kick-Off-Meeting. Fischer stated that maybe all the entities received notice, but he felt specific invites from the LGU’s should also be sent. Fischer stated that each county should go back to their specific Board to have a discussion on who to appoint. Key personnel from each County will be invited, but Fischer suggested that the County’s and SWCD’s look at their existing WRAC members. Jesme stated that when the LGU staff gets the list of potential Advisory Committee members compiled with the key players, we will get the list to the Policy Committee to take back to their respective Board so they can make their appointments.

It was the consensus of the Committee that the following items shall be boiler plate items on each agenda: Approval of Agenda, Minutes and Financial Report.

Discussion was held on the use of a consent agenda. Jensen stated that a consent agenda would speed up the process. Bryan Malone stated that if a consent agenda was used, the agenda and handouts would need to be complete at a minimum a week in advance of the meeting.

Fischer discussed the development of a public input survey. The Red Lake SWCD used this format that included basic questions, and available to complete online to those that were unable to attend the meeting.

Motion by Jensen, seconded by Nelson, to adjourn the meeting. Motion carried.

Don Diedrich, Secretary

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