The meeting was convened by Myron Jesme, Administrator, Red Lake Watershed District (RLWD) at 9:00 a.m. The following Policy Committee members (or their alternates) and Local Governmental Unit staff were present:

Policy Committee:
- Gene Tiedemann-RLWD
- 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-RLWD
- Matt Fischer-BWSR
- Brian Dwight-BWSR
- Tanya Hanson-Red Lake SWCD
- Peter Nelson-Pennington SWCD
- Bryan Malone-Pennington SWCD
- Brett Arne-BWSR
- Nicole Bernd-West Polk SWCD

Myron Jesme welcomed the Policy Committee members and introductions were made.

Peter Nelson reviewed the draft Bylaws of the Red Lake River Planning Group. Jesme asked the Policy Committee members if they wish to have the Alternates present at the meetings to keep them informed or if the Alternates should only attend in the absence of the Delegate? It was the consensus of the group that the Alternates should be invited to attend all meetings. Nelson stated that all meetings should abide under the Open Meeting Law. The final draft format for the Red Lake River 1W1P shall be completed by the end of 2015. The Policy Committee is anticipated to meet 15 times. It was the consensus of the Policy Committee that all appointed members of the Policy Committee shall be appointed until completion of the 1W1P. It was the consensus of the Policy Committee to change the Bylaws to reflect the use of the word Chair (President) and Vice Chair (Vice President).

Matt Fischer stated that the Policy Committee needs to consider when submitting for approval for a vote, if a simple majority is allowed. It was the consensus of the Policy Committee to reflect in the bylaws that a simple majority of the members present for voting providing there is a quorum present.

It was the consensus of the Policy Committee to include in the Bylaws that each Local Governmental Unit (LGU) may appoint three people to the Advisory Committee.

It was the consensus of the Policy Committee to have the Facilitator bring the Advisory Committee recommendations to the Policy Committee.

It was the consensus of the Policy Committee to have a super majority vote to make changes to the Bylaws of the Red Lake River Planning Group.
It was the consensus of the Policy Committee to have super majority vote for final plan submittal.

Election of Officers was conducted by the Policy Committee. Don Diedrich nominated Orville Knott as Chairman. Upon calling for further nominations three times, no further nominations were made. Motion by Dietrich, seconded by Ron Weiss, for nominations to cease, and cast a unanimous ballot for Orville Knott for Chairman of the Policy Committee. Motion carried.

Nominations were opened for Vice-Chairman. Grant Nelson nominated Don Jensen as Vice-Chairman. Upon calling for further nominations three times, no further nominations were made. Motion by Gene Tiedemann, seconded by Diedrich, for nominations to cease and cast a unanimous ballot for Don Jensen for Vice-Chairman of the Policy Committee. Motion carried.

Nominations were opened for Secretary. Jensen nominated Don Dietrich as Secretary. Upon calling for further nominations three times, no further nominations were made. Motion by Tiedemann, seconded by Nelson, for nominations to cease and cast a unanimous ballot for Don Diedrich for Secretary of the Policy Committee. Motion carried.

Discussion was held on the recommended changes to the Bylaws. Motion by Jensen, seconded by Nelson, to approve the Bylaws of the Red Lake River Planning Group with the recommended changes as stated. Motion carried.

Fischer reviewed the One Watershed One Plan (1W1P) pilot program operating procedures for development of the plan. Fischer thanked the staff from the LGU’s for reaching this point of drafting of the Work Plan, Memorandum of Agreement, Bylaws, etc.

Fischer stated that in 2011, the Minnesota Legislators determined that there were too many players in water management, which led to water roundtable meetings. From these roundtable meetings a policy/white paper was drafted stating that water management should come from a major watershed to help streamline State Statute, programs and funding. It will also allow the removal of another barrier to share services with LGU’s. State agencies have started using the watershed approach with the WRAP (Watershed Restoration and Protection Project) process. With the WRAP approach, agencies will act, assess and plan. The 1W1P process was a change in MN State Statute as a result of 2012 Legislation. Fischer reviewed the legislation change with the Policy Committee.

Fischer discussed the Guiding Principles to further outline the 1W1P vision through the guiding principles that will direct and influence the program’s policies and procedures.

Fischer indicated that as a result of the round table discussions, it was recommended that for all future Watershed Plans, the 81 major HUC boundaries should be considered as a starting point in the plan development. From there, BWSR created a “suggested” boundary map which includes some lumping or splitting of HUC boundaries where it made sense. If plan developers determine that suggested boundaries are not adequate or correct for the development of a specific plan, the LGU’s should request a change to BWSR.

Jesme stated that the MSTRWD declined participation in the 1W1P process, as the portion of lands located within the Red Lake River Watershed was just too small for them to spend much
Knott discussed areas within State that don’t have a watershed area. Fischer stated that the counties and SWCD’s will work together to form a plan on the watershed boundary.

Five Pilot Watersheds were selected, representing multiples area of the state.

Fischer reviewed the Operating Procedures which outlines how the entire 1W1P process will proceed and also the Plan Content outline. Both documents are developed for pilot projects so they could find changes in the process as the pilot projects move forward.

The Operating Procedure overview includes: Committees, notifications, initial planning meeting, draft plans steps, formal review and approval and adoption.

Fischer reviewed the 1W1P plan content requirements and plan content expectations for pilot projects.

Jesme stated that the LGU staff members drafted a Request for Proposals (RFP) to submit to engineering consultants to help with writing of the document. The LGU staff also completed a budget prior to submitting the application to BWSR. The draft budget was $127,226. The LGU staff then asked the engineering consultants to assist on what type of tasks would be required. Two RFP’s were received at the following amounts: Houston Engineering, Inc. $107,976.00 and HDR Engineering, Inc. $79,558.00. Based on the RFP’s, if Houston Engineering, Inc. proposal was accepted, total budget including a 10% contingency fee would total $157,361.60. If HDR Engineering Inc. proposal was accepted, total budget including 10% contingency fee would total $126,101.80.

Jesme stated that he spoke with both engineering firms and went through the specifics of what the RFP consisted of. Discussion was held on selecting an engineering firm in order for the process to move forward.

Tanya Hanson discussed a TSA (Technical Service Area) meeting she attended in Mahnomen. The TSA have water quality staff hired to assist in Water Plans that would be able to assist us in doing the GIS mapping.

Diedrich questioned if both RFP’s received can be reasonably compared. Diedrich inquired on the experience of both firms. Tiedemann stated that he wouldn’t choose one over another. Jesme discussed how the RLWD Board has allowed the District to work with each firm, trying to balance out the work load between the two.

Motion by Tiedemann, seconded by Jensen, to approve the lowest bid, contingent upon the approval and review of the RFP’s by the LGU staff. Motion carried.

Fischer stated that Houston Engineering, Inc. will be involved at some point as they were hired by BWSR through a grant to develop the “Prioritization, Targeting, and Measuring Water Quality Improvement Application (PTMAApp) which is a model being developed to show priority water quality issues and to assist in putting practices on the ground.
Jesme discussed the hiring of a Facilitator to have a neutral party work with the Policy Committee and LGU staff to keep things in mind as to what tasks needs to be completed prior to the next meeting and also to help facilitate the meetings. Chuck Fritz with the International Water Institute submitted a proposal in the amount of $24,413 for facilitation of the 1W1P process.

Dwight stated that after looking at Houston Engineering’s RFP they have identified facilitation where the HDR Engineering RFP did not reference facilitation. Brett Arne indicated that on Page 4 of Houston’s RFP, it was identified that Houston understood that a facilitator would be hired.

Fischer stated that he would like additional time to look closer at the RFP’s to review them. Review of the two RFP’s by the LGU staff will be completed in the next several days.

Motion by Jensen, seconded by Tiedemann, to accept the proposal from Chuck Fritz, International Water Institute in the amount of $24,413 for facilitation of the 1W1P. Motion carried.

Fischer stated that as part of the One Watershed One Plan Operating Procedures “VI. Plan Development Procedures, Subd. #1 Notification, Committees, and Initial Planning Meeting Step 2”, notification needs to be sent out to all plan review authorities and other stakeholders. Prior to the development of the plan, notification must be set to the plan review authorities of the plan initiation. The notification must include an invitation to submit priority issues and plan expectations, and must allow 60 days for response to notification. The initial goals was to have this process completed in January 2015. Fischer recommended that that Policy Committee should authorize the LGU staff to complete the planning and notification process. Motion by Tiedemann, seconded by Jensen, to authorize the LGU staff to proceed with the Notification of Plan Initiation. Motion carried.

The Policy Committee discussed scheduling committee meeting dates. It was the consensus of the group to set a certain date of each month to meet. Motion by Diedrich, seconded by Nelson, to set the third Wednesday of each month as the regularly meeting date at 9:00 a.m. at the Red Lake Watershed District office, unless otherwise noted. Motion carried.

Discussion was held on the distribution of the meeting agenda and minutes. It was the consensus of the group to have the meeting agenda and previous meeting minutes emailed to the Policy Committee in advance with a hard copy provided at the meeting.

Fischer discussed the Community Readiness Program. Fischer stated that the U of M Extension completed a Community Readiness Survey and will present the results at the next policy committee meeting.

Fischer reviewed the 1W1P Work Plan.

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

Don Diedrich, Secretary