

<b>Sauk River</b> <b>One Watershed, One Plan</b>	<b>Policy Committee</b> Meeting #18	Date: July 9 <sup>th</sup> , 2021
		Time: 9am-11am
		Location: SRWD Office 642 Lincoln Road Sauk Centre, MN 56378

**Facilitator:** Sarah Boser

**Note taker:** Sarah Boser

Policy Committee Ken Rutten, Jerry Rapp, Cody Rogahn, Randy Neumann, Tom Williamson, Steve Notch, Chuck Uphoff, Bill Becker; Absent: Gary Reents

**Invitees:** BWSR Unable to attend due to previous commitments

Consultant / Other NA – Sarah Boser (Plan Coordinator on behalf of the SRWD) present; Scott Henderson (SRWD Administrator), Cole Loewen, Fiscal Agent on behalf of Stearns County, was unable to attend due to a previous commitment

- Objectives:**
- Update on plan approval process
  - Final grant report information
  - JPA

**Pre-work:** • Review draft Joint Powers Agreement, bring comments and questions

**Please bring:** 3 ring binder, agenda and supplemental information

## Agenda Items

Topic	Lead	Time allotted
1) Review and Approve Minutes and Agenda Meeting called to order at 9:01am by Chairman Uphoff. The minutes from the meeting on February 1 <sup>st</sup> , 2021 were reviewed. Commissioner Rogahn made a motion to approve the minutes, Supervisor Williamson seconded the motion, the motion passed with all in favor. 2) The Policy Committee reviewed the agenda, staff had no additions or corrections to make to the agenda. Manager Becker made a motion to approve the agenda, Commissioner Neumann seconded the motion, the motion passed with all in favor.	President Uphoff	5 min.
3) Update on plan approval process a) Sarah will present to Central Region Committee on August 4 <sup>th</sup> at 1pm. At this time, BWSR does not know if the meeting will be held remotely or in person, but would like several staff and Policy Committee members to attend. Sarah will provide additional information to the Policy Committee as it is received from BWSR. Cole from Stearns County is planning to attend, as well as a couple of other staff. b) The BWSR Central Region Committee will present the Sauk CWMP to the full BWSR Board on August 26 <sup>th</sup> in Albert Lea. The meeting will start at 9am, and will include a tour. There will NOT be a remote option for this meeting, and we are not required to attend. If we receive a lot of	Sarah	20 min.

<p>questions at the Central Region Committee meeting, Sarah will plan to attend the full Board meeting. At the request of the Policy Committee, Sarah has reached out to BWSR staff for additional information on the BWSR Board tour.</p> <p>c) After BWSR approval, each individual Board will be asked to approve plan. Staff are recommending approving the Plan and the Joint Powers Collaborative Agreement at the same Board meeting, but this is not a requirement. Individual boards may decide to approve the documents at separate meeting.</p> <p>d) Boards will also be asked to approve the Joint Powers Collaborative Agreement</p>		
<p>4) Final Grant Report/Expenditure Summary – Sarah provided the final financial statement from the BWSR planning grant, with a summary of the grant expenditures. Commissioner Rogahn made a motion to approve the budget summary, and Commissioner Notch seconded the motion. The motion passed with all in favor.</p>	Sarah	30 min.
<p>5) Joint Powers Collaborative Agreement – Sarah reviewed the edits that had been made to the Joint Powers Collaborative Agreement with the Policy Committee.</p> <p>a) On page 2, item 3, the Policy Committee discussed the topic of qualifying parties, and what it would mean to have additional parties enter the partnership via the Joint Powers Collaborative. After discussing the pros and cons, the Policy Committee decided to leave the language in the agreement, with the understanding that any request to join the partnership would be presented to the Policy Committee for a vote.</p> <p>b) The language on page 4 describing the Policy Committee was reviewed and approved by general consensus. The Policy Committee would like some language added about what happens if a member of the Policy Committee misses two or more consecutive meetings – the Plan Coordinator should reach out to them at that time, and the alternate member should be encouraged to attend.</p> <p>c) On Page 5, item 8, the Policy Committee is ok with establishing and modifying policy, and removing the words “and procedures” with the understanding that the staff will develop the procedures based on the policies established and their best professional judgement.</p> <p>d) Wording edits to the Implementation Team and Technical Committee sections were reviewed and approved.</p> <p>e) On Page 6, the language updates were reviewed and discussed and the Policy Committee is comfortable with the edits and the process described under the Fiscal Agent section. The group also discussed whether language on donor funding should be included. After discussion, it was decided that if donor funding would be given, it would be handled on a case by case basis based on the wishes/requirements of the donor.</p>	Sarah	60 min.

<p>f) Additional request from the Policy Committee: Please add a line or two to the agreement that the Plan Coordinator, along with assistance from the Technical Committee, will present occasional project updates to the Policy Committee, including, but not limited to, project maps, drone footage, etc. to help them gain a better understanding of the work being completed with the grant funding.</p> <p>g) Please also add that the Fiscal Agent will provide a breakdown of grant expenditures for the Policy Committee at their quarterly meetings. The intent is not that the Policy Committee will approve this, but simply to keep them informed.</p>		
<p>6) Advisory Committee Update – Subcommittees: Sarah provided an update on the subcommittees of staff below.</p> <p>a) Project Ranking Tool</p> <p>b) Sharepoint/Team Collaboration Platform</p> <p>c) Procedure &amp; Policy Document Development – Staff are anticipating that the Cost Share Policy will be ready for the Policy Committee to review at their next meeting.</p>	Sarah	5 min.
<p>7) Adjournment – Manager Becker made a motion to adjourn the meeting, Supervisor Rutten seconded the motion. The motion passed with all in favor.</p>		

**Process Norms**

- Follow Robert’s Rules of Order
- Everyone will contribute to the conversation
- Strive for consensus and support the final outcomes/decisions
- Decisions will be based in sound science
- All voices count. All opinions are valid, but offer reasoning behind your thinking
- Ask clarifying questions to seek further understanding
- Note-taker is to capture highlights of the discussion and decisions made, but not detailed minutes

**Preparation Norms**

- Meetings will start / end on time
- Members will complete pre-work, read materials, and be prepared to meet
- Request additional information prior to meeting if necessary
- Clear deadlines for assigned tasks to members will be determined; strive to meet them (both in developing materials and responding/providing feedback)

**Communication Norms**

- Be respectful and promote open communication
- Listen to understand
- Respect each other’s opinions
- Stay on topic and pay attention
- Silence phones and exercise proper meeting decorum