

**MINUTES OF REGULAR MEETING OF THE POLICY COMMITTEE**  
**PINE RIVER COMPREHENSIVE WATERSHED MANAGEMENT PLAN**  
**IMPLEMENTATION (CMPI)**

A regular meeting of the Policy Committee (PC) was held by tele-conferencing at the Crow Wing SWCD office, 322 Laurel St #22, Brainerd, MN, and called to order by Chair Jeff Peterson at 1:02 p.m. on March 19, 2020, Members present: Joann Weaver, Supervisor, Crow Wing Soil and Water Conservation District (SWCD); Jeff Peterson, Commissioner, Cass County; and Jim Ballenthin, Cass Soil and Water Conservation District (SWCD). Member absent: Bill Brekken, Commissioner, Crow Wing County.

Other attendees and staff support personnel: Melissa Barrick, Crow Wing SWCD; Nicole Erickson, Crow Wing AIS Coordinator and Water Planner; Chris Pence, BWSR; Jeff Hrubes, BWSR; Jacob Frie, Crow Wing Land Services.

The Policy Committee followed Minnesota Statutes, section 13D.021 regarding public meetings during COVID-19 Outbreak:

According to. Section 13D.021, subdivision 1 permits public bodies to hold meetings via telephone or other electronic means if the conditions of this section are met.

Section 13D.021 requires a public body to make a determination that an in-person meeting is "not practical or prudent because of a health pandemic or an emergency declared under chapter 12." At this time, the governor has declared an emergency under Ch. 12.

SWCD Board followed the following requirements for holding a meeting via telephone or other electronic means include:

1. All participating members can hear one another;
2. Members of the public at the physical meeting location can hear all discussion "unless attendance at the regular meeting location is not feasible due to the health pandemic";
3. At least one member of the public body is present at the meeting location, "unless unfeasible due to the health pandemic"; and
4. All votes are taken by roll call.

To the extent practical, public bodies should allow the public to monitor the meeting remotely, pursuant to subdivision 3 of this section.

All of the following motions passed by unanimous roll call vote by Joann Weaver, Jim Ballenthin, and Jeff Peterson, all voting aye; Bill Brekken being absent.

**MSP** Approved proposed Agenda, copy attached.

**MSP** Approved Minutes of meeting of January 14, 2020,

Melissa Barrick presented a preliminary budget outline totaling \$482,000 plus match funds of \$48,200. She advised that this budget must be submitted to BWSR for consideration by April 1, 2020. Following discussion there were no questions regarding the preliminary budget outline.

**MSP** The Policy Committee recommends that Crow Wing SWCD proceed to apply to BWSR

for implementation funds as set forth in the preliminary budget outline to meet the April 1, 2020 deadline, copy attached.

Meliss Barrick presented for consideration proposed Bylaws establishing rules governing the conduct of business by the Policy Committee procedures. Following discussion:

**MSP** Bylaws as presented are approved,, with the following amendments, copy attached:

Preamble: amended to read:

These bylaws establish rules governing the conduct of business by the Policy Committee for the Pine River Comprehensive Watershed Management Plan Implementation (CMPI).

Article II, paragraph 1. amended to read:

The membership of the Policy Committee shall be comprised of four (4) members as designated by the governing board of each member local unit of government to include one County Commissioner from both Cass and Crow Wing County; one SWCD Supervisor from both Cass and Crow Wing SWCD's. Each board may appoint an alternate to serve in case the original member cannot attend.

Article II, paragraph 2. amended to read:

Members of the Policy Committee shall serve until the expiration of the Pine River Comprehensive Watershed Management Plan Implementation (CMPI) Agreement to run concurrently with each Policy Committee member's term on his/her respective board.

Article III, paragraph 1.b.v. amended to read:

The Secretary may delegate a representative to record the minutes and perform the foregoing and other duties of the Secretary. The elected Secretary will sign the official minutes of all meetings following approval by the Policy Committee.

Article V, paragraph 2 amended to read:

A super majority vote of 75 percent of those members present shall be required for all actions.

Article V, amended to add paragraph 3, as follows:

Policy Committee members shall act only as directed by their respective boards.

Melissa Barrick reported that all but two of the Advisory Committee members previously serving to advise on the development of the Pine River Comprehensive One Watershed One Plan

expressed an interest to continue and advise on the development of the Pine River Comprehensive Watershed Management Plan Implementation (CMPI).

**MSP** All prior Advisory Committee members who expressed an interest to continue to serve are reappointed to continue to serve on the development of the Pine River Comprehensive Watershed Management Plan Implementation (CMPI). Cass County may appoint two additional Advisory Committee members.

Next Meeting: **TO BE DETERMINED.**

**An important matter for action at the next meeting will be recommendation by the Policy Committee to the boards of Cass and Crow Wing Counties and Cass and Crow Wing SWCDs to adopt Resolutions approving the Work Plan and Budget for the Pine River Comprehensive Watershed Management Plan Implementation (CMPI)**

Meeting adjourned at 1:39 p.m.

Submitted by Jim Ballenthin, Secretary

## AGENDA

Pine River Comprehensive Watershed Management Plan Policy

Committee Regular Meeting

03.19.2020

**Conference Call:**

**Phone:** 605-472-5320

**Access:** 641844

**Conference Call Etiquette:**

- Chair and lead staff will lead the meeting.
  - Call in to the conference line a couple of minutes early.
  - Mute your phone when you are not speaking press \*6 to mute and \*6 to unmute
  - State your name before you speak
  - Email any questions during the call to [melissa.barrick@crowwingswcd.org](mailto:melissa.barrick@crowwingswcd.org) ( I will read them as they come in).
1. Call to Order 1:00 p.m. Review Conference Call Etiquette.
  2. Agenda **Approval**
  3. Secretary Report **Approval**
  4. BWSR Implementation Draft Budget **Approval**
  5. Bylaws **Approval**
  6. Advisory Committee Members **Approval**
  7. Next Meeting Date
  8. Adjournment

Chlorides Training and Equipment	Crow Wing & Cass SWCDs/Counties	Goal 7	Train service providers and provide cost-share funds for LGU's to upgrade equipment		\$2,000 for private workshops. Cost-share funds for upgrade equipment can vary	Host 4 workshops (2 private workshops, 2 public). Cost-share with One city and one township to upgrade equipment. Provide a stipend for contractors to attend the workshops. \$100 or \$75 stipend. Train 60 people on best management practices for Chlorides and one specific business or resort.	City of Crosslake is interested and will be upgrading equipment in 2021	
				\$ 40,000.00				
Nitrate Testing	Crow Wing County	Goal 8.	Provide screening with non-lab quality private wells for nitrates.	\$ 5,000.00		100 wells screened. AW Labs		
Marketing/Supplies			Handouts, materials, ads, printing	\$ 10,000.00				
Project Development	Crow Wing & Cass SWCDs/Counties			\$ 70,000.00	For staff time to help implement the above objectives. (1,400 hours over 2 years). Approximately 233 hours per entity per year.	Coordinate work, contracts, meetings, and assistance landowners to complete BMPs		
Grant Administration				\$48,000.0	10 percent of total grant amount (480 hours per year for 2 years)	Complete on required reporting, pay contractors, pay bills, track hours and expenses, organize policy committee and advisory committee meetings		
Total				\$ 482,000.00				

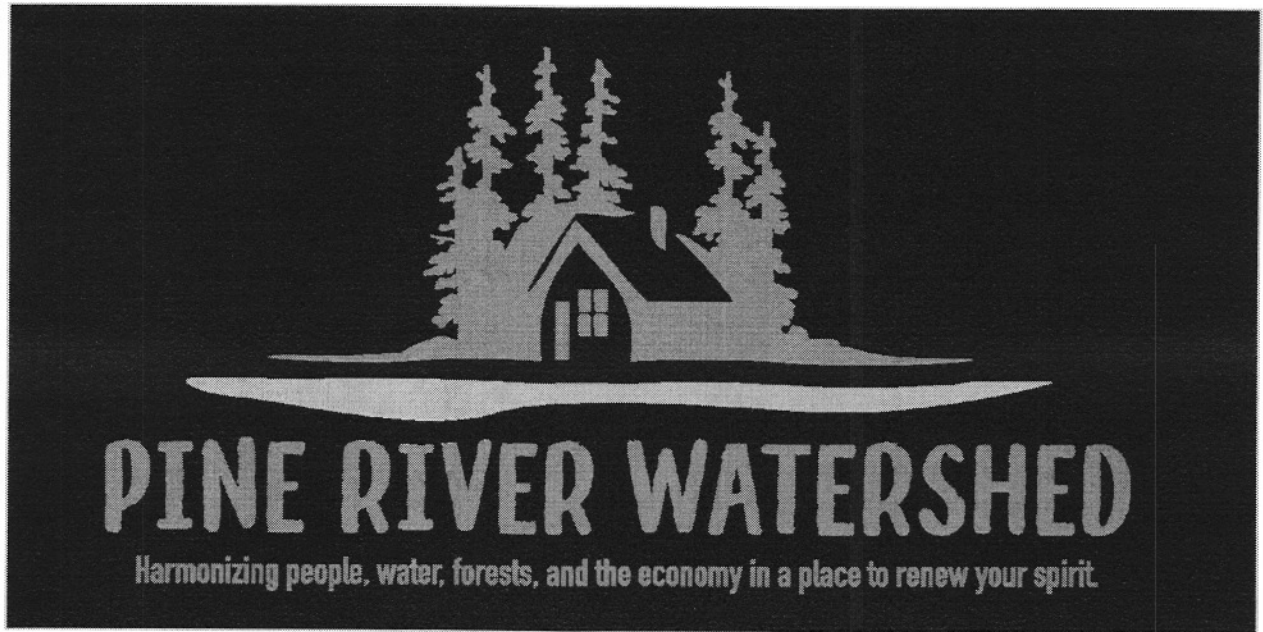
Items for Match

Septic Ordinance Updates	Crow Wing and Cass County	Goal 6.	CWC working on ordinance updates			Outreach advertising potential.		
Well Sealing	Crow Wing County	Goal 9.	Seal 30 a year		\$250 average	Outreach for Well sealing		

Pine River One Watershed One Plan Implementation

Budget	\$482,000
Match	\$48,200
Total	\$530,200

Item	Organization	Goal	Action	Budget Amount	Calculation	Outcome	HUC Watershed Focus	Match Potential
Private Forest Management	Crow Wing SWCD/Cass SWCD	Goal 1:	Cost-share for Forest Management Plans for enrolling 2C or SFIA and for best management practices.	\$ 40,000.00	Avg size 100 acres \$8 per acre plus 250. Average Cost is \$850 a plan. 50 percent cost-share on projects within their plan.	20 plans for 2,000 acres and 20 BMPs (1,500 acres based of the landscape stewardship plan)	Ada, Whitefish, Ossie plus the other	
Whitefish Stormwater Input Analysis and municipal stormwater mapping	Crow Wing & Cass SWCD	Goal 2	Inventory Stormwater inputs of culverts or large impervious surfaces adjacent to the lakes and municipal stormwater mapping	\$ 26,000.00	Quote from HR Green \$24,000	Complete P8 model, map and identify all potential stormwater inputs to Upper Whitefish, Clamshell Lake, and City of Pine River	Upper Whitefish, Clamshell Lake, & City of Pine River	
Alum Treatment for Upper Whitefish Lake	Crow Wing SWCD	Goal 2	Analysis for Alum treatment for Upper and Arrowhead Lake	\$ 80,000.00	Waiting for molding to see if this is feasible		Arrowhead Lake	
Shoreline Buffers and Raingardens	Crow Wing County/SWCD	Goal 2	Implement near-shore stormwater infiltration BMPs on developed lots	\$ 64,000.00	16 projects \$4,000 a piece	4 Pound reduction to Pig Lake	Pig and Clamshell	
Education Outreach Stormwater	Crow Wing County	Goal 2		\$ 4,000.00	HR Green will do the training for \$1,500. add it to the HR Green Contract	Stormwater how to and handouts. Stormwater Training for staff.		
Data Collection System	Cass County	Goal 2	City, County, and info for stormwater management	\$ 10,000.00		A process for collection data: Training partners, lunch, time, etc.		
Pasture Management	Crow Wing & Cass SWCD	Goal 3	Grazing management systems and stream exclusions	\$ 30,000.00	Abe/Denny/ and cost-share	Grazing Easement		
Culvert Inventory	Crow Wing & Cass SWCDs/Counties	Goal 4.	Culvert Inventory and database	\$ 35,000.00	Contract through Cass County	Arc GIS online map-Culvert Inventory		
Culvert Inventory	Crow Wing & Cass SWCDs/Counties	Goal 4.	Culvert Replacement funds	\$ 20,000.00	Cost-share funds available			



## **POLICY COMMITTEE BYLAWS IMPLEMENTATION**

**ADOPTED MARCH 19, 2020**

**Purpose: Implementation of the Pine River Comprehensive Watershed  
Management Plan Through Memorandum of Agreement**

Cass County Commissioner

Crow Wing County Commissioner

Cass County SWCD Supervisor

Crow Wing County SWCD Supervisor

These bylaws establish rules governing the conduct of business by the Policy Committee for the Pine River Comprehensive Watershed Management Plan Implementation (CMPI).

## **ARTICLE I: PURPOSE**

1. The purpose of the Policy Committee is to make and carry out policy according to MN Statute §103B.101 subd 14 for Comprehensive Management Plan pertaining to that area within the Pine River Watershed.
2. The Policy Committee operates under a Memorandum of Agreement. The Member local units of government are Cass County; Cass County SWCD; Crow Wing County; and Crow Wing County SWCD.

## **ARTICLE II: MEMBERSHIP PROVISIONS**

1. The membership of the Policy Committee shall be comprised of four (4) members as designated by the governing board of each member local unit of government to include one County Commissioner from both Cass and Crow Wing County; one SWCD Supervisor from both Cass and Crow Wing SWCD's. Each board may appoint an alternate to serve in case the original member cannot attend.
2. Members of the Policy Committee shall serve until the expiration of the Pine River Comprehensive Watershed Management Plan Implementation (CMPI) Agreement to run concurrently with each Policy Committee member's term on his/her respective board.
3. In the event that a member of the Policy Committee resigns or is otherwise unable to complete his or her term, the member shall notify his or her appointing authority of the vacancy as soon as practicable. The local unit of government shall appoint a replacement member as soon as possible.
4. A Policy Committee member shall not take any action that may materially benefit the financial interest of that member, a member's family member, or a member's close associate, unless and until that member first discloses that interest for the record. The member who so discloses an interest may be required to answer questions related to that interest, but shall neither advocate for nor vote on the action. If a Policy Committee member concludes that his or her interest does not create a conflict, but that there may be an appearance of a conflict, he or she shall disclose the interest for the record before participating in discussion or voting on an action.

## **ARTICLE III: OFFICERS**

1. The Officers of the Policy Committee shall consist of a Chairperson, Vice Chairperson, and a Secretary elected by members of the Policy Committee at their first meeting.

- a. The Chairperson shall:
    - i. Serve as Chairperson for all meetings; and
    - ii. Sign and deliver in the name of the Partnership any correspondence pertaining to the business of the Partnership.
  - b. The Vice Chairperson shall:
    - i. Discharge the Chairperson's duties in the event of the absence or disability of the Chairperson.
  - c. The Secretary shall:
    - i. Maintain records of the Partnership;
    - ii. Certify records and proceedings of the Partnership;
    - iii. Ensure that minutes of all Policy Committee meetings are recorded and made available in a timely manner to the Policy Committee, and maintain a file of all approved minutes including corrections and changes;
    - iv. Provide for proper public notice of all meetings; and
    - v. The Secretary may delegate a representative to record the minutes and perform the foregoing and other duties of the Secretary. The elected Secretary will sign the official minutes of all meetings following approval by the Policy Committee.
2. An Officer will serve until replaced by the election of a successor. No Policy Committee member may hold more than one office at a t time.
  3. In the event that an Officer cannot complete his or her term of office, the Policy Committee shall immediately elect from among its members an individual to fill the vacant position.
  4. The Policy Committee will request the respective local unit of government participant to replace their representative member if that representative member misses two (2) consecutive meetings without notice to the Chairperson.

#### **ARTICLE IV: MEETINGS**

1. All meetings of the Policy Committee will comply with statutes and rules requiring open and public meetings.
2. The conduct of all meetings of the Policy Committee shall be generally governed by the most recent edition of Robert's Rules of Parliamentary Law.
3. A quorum of the Policy Committee shall consist of a simple majority of the members.
4. All votes by Policy Committee members shall be made in person, and no member may appoint a proxy for any question coming before any meeting for a vote.
5. Notice of Policy Committee meetings and a proposed agenda shall be e-mailed to all Policy Committee members not less than seven days prior to the scheduled meeting date of the Policy Committee.

6. The minutes of any meeting shall be made available to all Policy Committee members prior to the next meeting.

## **ARTICLE V - VOTING**

1. A super majority vote of 75 percent of those members present shall be required for approval of any motion, resolution or other action, provided enough members are present to make a quorum.
2. Policy Committee members shall act only as directed by their respective boards.

## **ARTICLE VI - COMPENSATION**

1. Policy Committee members may be compensated by the member local unit of government they represent for meetings and expenses incurred, according to the policies of the local unit of government.
2. Policy Committee members may not be compensated for meeting time and expenses using funds granted by the state for the purpose of Comprehensive Management Plan Implementation.

## **ARTICLE VII - SUBCOMMITTEES OF THE POLICY COMMITTEE AND OTHER COMMITTEES**

1. The Policy Committee may appoint subcommittees for the purpose of assisting the Policy Committee in the performance of its duties. Except for a Policy Committee member appointed to a subcommittee, no other member of a subcommittee shall be able to make motions for consideration to the Policy Committee, or vote on matters put before the Policy Committee.
2. The Policy Committee shall appoint an Advisory Committee and act to approve all Advisory Committee members. The Advisory Committee will routinely advise the Policy Committee on the content and development of the *One Watershed, One Plan*, on plan implementation, and on issues of policy and administration related to the plan.
  - a. A member of the Policy Committee or an alternate may be assigned by the Chairperson to meet with the Advisory Committee as an ex-officio member.
  - b. Each Partnership member local government unit may designate a representative to the Advisory Committee.
  - c. The Advisory Committee shall also include representatives from Minnesota's principal water management or plan review state agencies (Board of Water and Soil Resources, Department of Agriculture, Department of Health, Department of Natural Resources, and Pollution Control Agency). Each agency will designate a lead contact person from its

agency to participate on the Advisory Committee. Additional agency or other persons may participate as Advisory Committee members depending on the desire of the Policy Committee or the needs of the Advisory Committee.

- d. The term of membership of the Advisory Committee shall be reviewed on annual basis by the Policy Committee.
- e. The members of the Advisory Committee shall elect a chairperson, a vice chair person, and a recording secretary to serve for the duration of the Implementation Phase.
- f. The Advisory Committee may form subcommittees to increase Advisory Committee effectiveness or to address specific topics or project areas. Each subcommittee shall report to the Advisory Committee.

## **ARTICLE VIII: MEETING LOCATION**

- 1. All regular meetings of the Advisory and Policy Committee will be held at a location within the Pine River Watershed.

## **ARTICLE IX: MISCELLANEOUS**

- 1. Portions of these bylaws may be suspended temporarily by a two-thirds vote of the Policy Committee.
- 2. Additionally, alteration, or repeal of any part of these bylaws by the Policy Committee may be made at any meeting by a majority of the full membership, provided that thirty (30) days advance written notice of the proposed change has been given to each member of the Policy Committee.
- 3. The Policy Committee's official records and the requirements of the BWSR grant agreement shall be maintained by the fiscal agent, Crow Wing SWCD. The maintenance and disposition of these records shall be in accordance with applicable laws.
- 4. These bylaws are intended to be consistent with applicable provisions of Minnesota Statutes Chapters 103B, 103C, and 1030. In all cases of omission or error, Minnesota Statutes Chapters 103B, 103C, and 1030 will govern.

## **ARTICLE X - CERTIFICATION**

- 1. These Bylaws were adopted by a vote of three ayes and zero nays by the members of the Policy Committee on March 19, 2020.