

**Lower St. Croix Comprehensive Watershed Management Plan (CWMP)
Implementation Policy Committee**

Policy Committee

Meeting #2

**March 22, 2021
4:00-6:00 PM**

Zoom Virtual Meeting

<https://us02web.zoom.us/j/82641608139?pwd=ZnIPT2RDa2hNVjV4V0NxUUZ0K1JsZz09>

Meeting ID: 826 4160 8139
Passcode: 530200

Dial-in: 1 312 626 6799

Vision

The St. Croix River, groundwater, lakes, streams, rivers, wetlands, and upland habitat in the Lower St. Croix watershed sustain healthy ecosystems, recreation, public health, tourism, agriculture, the economy, and quality of life in our communities.

Mission

Guide protection and restoration of priority natural resources in the Lower St. Croix watershed over the next ten years through implementation of the Lower St. Croix Comprehensive Watershed Management Plan.

Facilitator: Angie Hong

Note taker: Tiffany Detterman

Invited:

Anoka SWCD: Sharon LeMay
Brown's Creek WD: Craig Leiser
Carnelian Marine St Croix WD: Wade Johnson
Chisago County: Chris DuBose, Lance Petersen, and Mike Mergens
Chisago SWCD: Jim Birkholz
Comfort Lake Forest Lake WD: Jackie Anderson
Isanti County: Susan Morris
Isanti SWCD: Jerry Schaubach
Middle St. Croix WMO: John Fellegly
Pine County: Steve Hallan
Pine SWCD: Doug Odegard
South Washington WD: Kevin ChapdeLaine
Sunrise River JP WMO: Janet Hegland
Washington County: Fran Miron
Washington SWCD: Diane Blake
Valley Branch WD: Ed Marchan

Copied:

Policy Committee alternates; Advisory Committee members

Meeting packet:

- 1-25-21 Policy Committee Meeting minutes
- March 2021 Timeline
- Framework for implementing WBIF activities
- Committees contact list

Agenda Items

Topic	Purpose	Lead	Time
Introductions; Approve agenda Roll-call vote	DECIDE	Policy Committee	5 min
Update on implementation timeline	INFO	Angie Hong & Craig Mell	10 min.
Update on eLINK work plan for state funds	INFO	Emily Heinz	10 min.
Review and consider approving framework for implementing WBIF work plan activities Roll-call vote	INFO	Angie Hong	30 min.
Discuss next steps & adjourn	DECIDE	Policy Committee	5 min.

LOWER ST. CROIX COMPREHENSIVE WATERSHED MANAGEMENT PLAN (CWMP)
IMPLEMENTATION POLICY COMMITTEE, MEETING 1

JAN. 25, 2021 MINUTES

Call to Order

Meeting was called to order at 4:01pm by Angie Hong.

Members present: Anoka SWCD: Sharon LeMay
Brown's Creek WD: Klay Eckles (Alternate)
Carnelian Marine St Croix WD: Wade Johnson
Chisago County: Chris DuBose, Lance Petersen, and Mike Mergens,
Chisago SWCD: Jim Birkholz
Comfort Lake Forest Lake WD: Jackie Anderson
Isanti County: Susan Morris
Isanti SWCD: Jerry Schaubach
Middle St. Croix WMO: John Fellegly
Pine County: Steve Hallan
Pine SWCD: Doug Odegard
South Washington WD: Kevin ChapdeLaine
Sunrise River JP WMO: Janet Hegland
Washington County: Fran Miron
Washington SWCD: Diane Blake

Members absent: Valley Branch WD: Ed Marchan

Also attending: Dawn White and Steve Paquay (Chisago County at-large alternates), Steve Schmaltz (CLFLWD alternate), Dave Medveckke (Isanti SWCD alternate), Jerry Telker (Pine SWCD board supervisor), Candice Kantor (Sunrise River JPWMO alternate); staff from BWSR and member organizations

AGENDA ITEMS

Election of Officers

Chris Dubose nominated Fran Miron to serve as committee chair. Susan Morris seconded the nomination. Jim Birkholz asked for a full slate of officers to be nominated before the group voted. Jackie Anderson nominated Chris DuBose for Vice Chair. Wade Johnson seconded the

nomination. Jackie Anderson nominated Susan Morris for Secretary and Steve Hallam seconded the nomination.

Role Call Vote: All members vote yes. The slate of candidates was confirmed: Fran Miron as chair, Chris Dubose as vice-chair, and Susan Morris as secretary.

As the newly elected chair, Fran Miron led the remainder of the meeting.

Approve Jan. 25, 2021 meeting agenda

Jerry Schaubach requested that a conversation about the newly signed JPA be added to the agenda after approval of Oct. 26 minutes and before the draft workplan presentation. Motion to approve the agenda with this addition Jerry Schaubach. Second by Jackie Anderson.

Roll Call Vote: All members vote yes. Agenda approved.

Presentation: Overview of planning process and implementation timeline

Angie Hong provided a summary of the planning process over the past two and a half years. The presentation slides can be found online [here](#) or a paper copy is available upon request.

Fran Miron noted that the group is at a critical phase of the process. The first year of the implementation process will be a good test to see how this group can work together.

Approve Oct. 26, 2020 meeting minutes

Janet Hegland moved to approve the Oct. 26 policy committee meeting minutes. Seconded by Chris DuBose. No discussion. Roll Call Vote: All members vote yes. Minutes approved.

Discussion of Joint Powers Agreement

Jerry Schaubach shared concerns about language in Section 9B of the JPA which states that any changes to the JPA can only be approved with unanimous approval of all signatories. All other decisions in agreement were changed to require only 2/3 approval. In Section 4B of the JPA, language was amended to require only 2/3 approval to terminate the JPA; however, in 9B, unanimous approval is still required for modifications to the JPA. John Fellegly noted the difference as well, and Steve Hallan agreed that unanimous agreement could be an impossible bar for the group to meet. One person could block any changes. Jackie Anderson said her understanding was that it was left this way intentionally – perhaps the group could review the audio recording from the meeting. Fran Miron agreed that it would be a good idea to review audio and come back to this topic after the audio is reviewed. Jerry Schaubach agreed he

would be fine with continuing this conversation at a future policy committee meeting. Jerry Schaubach moved to direct staff to review the previous meeting's recording and add this topic to the agenda for a future policy committee meeting. Jackie Anderson seconded the motion. Janet Hegland noted that she remembered the conversation happening the same as Jackie Anderson had said. She suggested that if the group decides to keep the language the same, they should consider adding a dispute resolution process. No other comments. Roll Call Vote: All members vote yes. Motion approved.

Review and consider adopting new policy committee by-laws

Jamie Schurbon provided a summary of the draft bylaws. Jackie Anderson motioned to approve the draft bylaws. Mike Mergens seconded the motion. Jim Birkholz asked about language in Article 8 that says regular meetings will be held within the Lower St. Croix watershed – would the group potentially be able to hold a meeting across the river in WI if future collaboration opportunities arise? Intent is to have local and accessible meeting, which is good. But it may be nice to allow some flexibility. Fran Miron asked if Wisconsin would still be considered in the Lower St. Croix watershed? Klay Eckles noted that the bylaws refer to “regular board meetings” but “special” meetings could likely be held elsewhere. With that noted, there was no opposition to the current bylaws language. No other discussion. Roll Call Vote: All members vote yes. Motion approved.

Presentation: 2021-22 Draft Work Plan

Jay Riggs provided an overview of the work plan, which was developed by the steering committee and advisory committee over the past 3.5 months. The following meetings were a part of the work plan development process:

- Oct. 5 – Planning Team
- Oct 7 - Steering Committee + cities
- Dec. 1 – Wetlands subcommittee meeting with BWSR
- Dec. 10 – Planning Team
- Dec. 14 – Steering Committee + cities
- Jan. 4 – 8 – Steering Committee Subcommittees
 - **Wetlands:** Emily Heinz (CLFLWD), Jamie Schurbon (Anoka SWCD, Sunrise WMO), Jeremy Williamson (Pine Co.), Tiffany Determan (Isanti SWCD), John Hanson (Barr Eng./VBWD), Craig Mell (Chisago SWCD), Jay Riggs (Washington CD)
 - **Ag-Urban-Education:** Craig Mell (Chisago SWCD), Jamie Schurbon (Anoka SWCD, Sunrise WMO), Mike Isensee (CMSCWD), Caleb Anderson (Pine Co), Mike Kinney (CLFLWD), Jessica Jagoe and Kurt Schneider (Chisago Co), Jay Riggs (Washington CD)
 - **Prioritization and Targeting Analysis:** Jay Riggs (Washington CD), Caleb Anderson (Pine Co); Jerry Spetzman (Chisago Co), Jeremy Williamson (Pine Co), Casey Thiel (Chisago SWCD), Mike Isensee (CMSCWD)

- Jan. 12 – Planning Team
- Jan. 14 – Advisory Committee

Note: The group made a conscious decision to hold off developing final budget recommendations until partners found out about competitive Clean Water Fund grants in December. Several LSC partners received large grants in this round.

Jay Riggs reviewed the proposed work plan activities and budget.

Questions:

Jackie Anderson – CLFLWD prepared a memo to submit to the PC after this meeting. Would like the committee to consider and discuss at a future meeting. Their concern all along has been to make this plan as specific and targeted as the CLFLWD watershed management plan. Angie Hong will send the memo to the committee after today's meeting.

Fran Miron – could we change the language on page one to make it clear that we intend to hire just one person, not multiple people? Could we also revise the wording for the farmers we will work with to make sure it is clear that we intend to work with owners and operators of 3000 acres total and not just farms that are larger than 3000 acres. There is also a typo in the last page of the education section of the work plan.

Klayton Eckles – Appreciates the fact that this is a holistic approach. It won't be possible to hit everything everywhere but very much supports the idea of a regional plan that targets work to get the best benefit for our whole area.

Steve Schmaltz – want to make sure that we have position descriptions for the ag outreach and education plan and that we clarify the milestones for the ag outreach position. It should not be just to hire the position or to implement BMPs. By the end of the first year, the new hire should have an program up and running.

Fran Miron – how will our position integrate with the Minnesota aq water quality certification program? Will the position promote this?

Jay Riggs – Yes. This person will promote existing programs such as MAWQCP. Many of these details will come out in the position description and work plan development for this position.

Jim Birkholz – There are several people in the policy committee that are MAWQCP certified. There are a lot of opportunities for collaboration in this new work plan and we'll undoubtedly learn that we have a variety of tools to use to work with ag landowners. Staff have done a good

job pulling the work plan together. We can put all our tools on the table and learn from each other rather than saying one approach is better than another.

Janet Hegland – how does this work plan % breakout compare with that proposed in the CWMP? Angie Hong showed a table with comparative percentages prepared by Emily Heinz. They are close but not the same. Administration is not considered part of the shared services portion of the budget. Janet – was admin a line item in the CWMP? Angie – yes.

Jackie Anderson – is concerned that our new agronomy position might take on job duties of existing SWCD staff. These new funds should enhance; not supplant existing funds and programs. Focus should be on soil health.

Chris Dubose – hasn't seen Jackie's letter yet. First thought is that this is a good plan and he is in favor. Who will be involved in the hiring process for new positions? Jay – it will be a panel comprised of interested members from partner entities.

Fran Miron – could someone review the minor changes suggested to the work plan before the policy committee votes to approve?

Emily Heinz – reviewed the suggested changes and conversation so far. Angie Hong noted that staff are recommending removing \$100 from the wetlands budget to be correct an error in total amount coming from State WBIF.

There were no objections and no additional comments.

Consider approving the draft work plan to send to local governing boards for final approval

Steve Hallan motioned to approve the proposed work plan with minor changes suggested. Jim Birkholz seconded the motion. Fran noted that there are processes to change work plans as needed. Doug Odegard asked who local partners should notify once their boards approve the work plan. Answer - email Craig Mell with a note of the meeting date and decision or a copy of board minutes. No additional discussion. Roll Call Vote: All members vote yes. (Note: Susan Morris left the meeting before the final vote took place). Motion approved.

Set meeting schedule for 2021

Previously, the policy committee was meeting on the last Monday of the Month. Will the policy committee continue to meet on a monthly basis? It could move to fewer meetings after the implementation process moves forward. After conversation the policy committee decided to plan on meeting the 4th Monday of each month, beginning on March 22, with the option to

cancel or reschedule future meetings as needed. Jackie Anderson motioned to approve the proposed meeting schedule. Chris DuBose seconded the motion. No additional discussion. Roll Call Vote: All members vote yes. Motion approved.

Meeting adjourned by Chair Fran Miron at 5:57pm.

Next Policy Committee meeting will be held on Monday, March 22, 4-6pm via Zoom.

March 2021 LSC CWMP Implementation Timeline

1. WBIF Grant
 - ✓ Feb. 24 – budget request submitted to eLINK
 - ✓ March 1 – grant request approved for funding by BWSR
 - ✓ March 1 - begin developing grant work plan
 - ✓ March 9 - Chisago SWCD Board approves signing & submitting grant agreement
 - ✓ March 15 – submit eLINK work plan to Dan Fabian
 - March 19 – Dan approves eLINK work plan
 - March 31 - final deadline to have everything completed and approved by BWSR
2. ✓ March 8 – Steering Committee Meeting
 - Develop a framework for implementing each of the 10 activities in the WBIF work plan
 - See “Framework for Implementing Activities”
 - Develop annual work plan (*in progress*)
 - Fill in spreadsheet to include work toward CWMP goals that will be completed during 2021-23 using non-WBIF funds
3. March 9 – April 14: Watershed education program
 - ✓ Position posted on 3/10/21; accepting applications until April 7.
 - Form hiring committee
 - Conduct interviews for watershed education position
4. March 22 – Policy Committee Meeting
 - Review and approve implementation framework recommended by steering committee
 - Note that this will be a high level discussion. The PC will be considering the framework for implementation, not details about specific projects.
5. April 13: Chisago SWCD board meeting - approve contracts with WCD and CLFLWD for staff time related to admin and education
 - May 1 – goal date for new educator to begin
 - *Timeline for hiring/contracting with the agronomy outreach specialist may be longer, depending on the outcome of the selection committee process
6. April 26: NO Policy Committee Meeting
7. May 24: Policy Committee Meeting
 - Review and approve full annual plan
 - (Hopefully) introduce new staff

Framework for implementing Lower St. Croix WBIF Plan Activities:

Activity 1: Basin Ag Outreach Program

1. Lead agencies
 - Lead agency: WCD
 - Co-lead agency: Chisago SWCD (Subcontract with WCD to act as host entity)
2. A selection committee, comprised of up to 5 staff and policy committee members, will be developed to:
 - Establish the list of activities to be completed by this position
 - Conduct a cost-benefit analysis of contracting vs hiring
 - Conduct interviews (if hiring)
 - Recommended selection committee members:
 - i. Lance Petersen (Chisago Co Policy Committee at-large rep)
 - ii. Dave Tolberg (Chisago SWCD Policy Committee alternate)
 - iii. Jay Riggs, WCD
 - iv. Maureen Hoffman, Washington County
 - v. Matt Moore, SWWD

Activity 2: Structural Ag BMP Implementation

1. Lead agencies
 - Lead agency: Chisago SWCD (Subcontract with local partners for projects)
 - Co-lead: WCD
2. A subcommittee composed of LSC partners will be developed to:
 - Develop a process for how to fund projects
 - Establish cost-share ranking criteria that includes non-state match requirements
 - Meet intermittently to rank projects and make recommendations to Chisago SWCD Board for approval
 - This subcommittee will also select non-structural agriculture projects using the targeting and prioritization process described in Section VII.B of CWMP.
 - NRCS or other BWSR approved standards will be followed for all practices installed.
 - Staff liaisons for subcommittee will include:
 - i. Jay Riggs, WCD
 - ii. Tiffany Determan, Isanti SWCD
 - iii. Caleb Anderson, Pine Co
 - iv. Matt Moore, SWWD
 - v. Craig Mell, Chisago SWCD
 - vi. Paul Swanson, Pine SWCD
 - vii. Agronomy outreach specialist
 - viii. *Mike Kinney, CLFLWD - TBD*

Activity 3: Basin Water Outreach Program

1. Lead agencies
 - Lead agency: WCD
 - Co-lead agency: Chisago SWCD (Subcontract with WCD to act as host entity)
2. A selection committee, comprised of up to 6 staff and policy committee members, will be developed to:
 - Establish the list of activities to be completed by this position
 - Conduct interviews
 - Recommended selection committee members:
 - i. Angie Hong, EMWREP
 - ii. Jay Riggs, WCD
 - iii. Jerry Spetzman, Chisago LID
 - iv. Susann Wilson-Wikowski, Chisago County
 - v. Janet Hegland (Sunrise River WMO Policy Committee rep)
 - vi. One more policy committee member

Activity 4: Non-Structural Ag/Urban BMP Implementation

1. Lead agencies
 - Lead agency: See Activities 2 and 5
 - Co-lead agency: Chisago SWCD (Subcontract with local partners for projects)

Activity 5: Structural Urban BMP Implementation

1. Lead agencies
 - Lead agency: CMSCWD
 - Co-lead agency: Chisago SWCD (Subcontract with local partners for projects)
2. A subcommittee composed of LSC partners will be developed to:
 - Establish cost-share ranking criteria
 - Meet intermittently to rank projects and make recommendations to the LSC steering committee, which will make an official recommendation to Chisago SWCD Board for approval.
 - This subcommittee will also select non-structural urban projects using the targeting and prioritization process described in Section VII.B of CWMP.
 - i. BWSR approved standards will be followed for all practices implemented
 - ii. Enhanced street sweeping targeting analyses will be performed for priority areas. CLFLWD's 2018 Forest Lake Enhanced Street Sweeping Study may be used as an example for these studies.
 - Staff liaisons for subcommittee:
 - i. Mike Isensee, CMSCWD
 - ii. Casey Thiel, WCD
 - iii. WCD landscape architect (Bryan Pynn or Andy Novak)
 - iv. Tony Randazzo, SWWD
 - v. Mike Kinney, CLFLWD - TBD

Activity 6: Wetland Restoration Implementation

1. Lead agencies
 - Lead agency: Anoka SWCD
 - Co-lead agency: Chisago SWCD (Subcontract with local partners for projects)
 - Staff liaisons for subcommittee:
 - i. Becky Wozney, Anoka SWCD
 - ii. Caleb Anderson or Jeremy Williamson, Pine Co
 - iii. Todd Kulaf, Isanti SWCD
 - iv. Jaime Schurbon, Anoka SWCD
 - v. Paul Swanson, Pine SWCD
 - vi. *Mike Kinney, CLFLWD - TBD*
 - vii. *Jeff Fertig, Chisago Co - TBD*
2. A subcommittee composed of LSC partners will be developed to:
 - Rank projects and make recommendations to Chisago SWCD Board for approval

Activity 7: Internal Analyses

1. Lead agencies
 - Lead agency: Chisago County
 - Co-lead agency: Chisago SWCD (Subcontract with local partners for projects)
2. A subcommittee composed of LSC partners will meet annually to prioritize internal analysis areas.
 - The subcommittee will consider which priority waterbodies are in most need for targeting analysis. Priority lakes for internal analyses are listed in table 5-4 of the LSC CWMP.
 - The subcommittee will further prioritize timing of internal analyses based on lakes' progress toward watershed load reductions.
 - Staff liaisons for subcommittee:
 - i. Jerry Spetzman, Chisago LID
 - ii. Susanna Wilson-Witkowski, Chisago County
 - iii. Mike Isensee, CMSCWD
 - iv. Jaime Schurbon, Anoka SWCD

Activity 8: Targeting Analyses

1. Lead agencies
 - Lead agency: WCD
 - Co-lead agency: Chisago SWCD (Subcontract with local partners for projects)
2. A subcommittee composed of LSC partners will meet annually to prioritize targeting analysis areas.
 - The subcommittee will consider which priority waterbodies are in most need for targeting analysis. Top priority is St. Croix Direct Drainage Area, second priorities are waterbodies listed in either table 5-2 or 5-3 of LSC CWMP.
 - Staff liaisons for subcommittee:
 - i. Mike Isensee, CMSCWD
 - ii. Jay Riggs, WCD with transition to Bryan Pynn / Andy Novak in the future
 - iii. Chisago SWCD staff
 - iv. Pine Co / SWCD staff
 - v. *Mike Kinney, CLFLWD - TBD*

Activity 9: Technical/Engineering

1. Lead agencies
 - Lead agency: See Activities 2 and 5
 - Co-lead agency: Chisago SWCD (Subcontract with local partners for projects)

Activity 10: Administration/Coordination

1. Lead agencies
 - Chisago SWCD: fiscal agent administration and contract coordination
 - WCD: hiring and payroll administration of agronomy outreach and education positions
 - WCD/EMWREP:
 - Work plan activity subcommittee coordination
 - Policy committee coordination
 - Website
 - CLFLWD:
 - Grant and progress reporting
 - Website