

**Second Generation Plan Committee Meeting Minutes**  
**Bassett Creek Water Management Commission**  
**February 9, 2000**

**A. Attendance:** Ron Quanbeck (chair), Mike Rardin, Bill Deblon, Charlie LeFevere, Len Kremer, Jim Herbert, and Karen Chandler

**B. Agenda**

1. Today's Objectives
2. Notice of Watershed Planning
3. Statement of Purpose and Strategy
4. Work Plan
5. Public Input Process
6. Facilitator Discussion (continued)
7. Metropolitan Council Comments

**C. Meeting Handouts**

1. LCMR Grant Applications prepared for Medicine, Sweeney, and Wirth lakes
2. December 13, 1999 Meeting Minutes (final)
3. January 18, 2000 Meeting Minutes (draft)
4. Draft Statement of Purpose and Strategy (2/4/00)
5. Draft Work Plan Summary
6. Draft Notice of Watershed Planning

**D. LCMR Grant Applications for Medicine, Sweeney, and Wirth Lakes**

Len handed out copies of the grant applications prepared for the Legislative Commission on Minnesota Resources (LCMR). Fred Moore, Director of Public Works for the City of Plymouth, will be making a presentation on Medicine Lake to Plymouth's City Council to inform them of the need of project. This will somewhat delay setting priorities for the capital improvements program in the planning process.

**E. Today's Objectives**

1. Comments on the agenda: none
2. Comments on the January 18, 2000 minutes: Page 1.E., paragraph 2, line 2: change abstract guiding principles to visionary guiding principles.

**F. Notice of Watershed Planning**

As new chairman to the Commission, Lee Gustafson met with Ron to provide comments and to better understand some of the documents the committee is currently working on. Lee was concerned about submitting a lengthy notice to local newspapers and suggested a news release instead and include the full Notice of Watershed Planning as additional information. Lee and Ron also agreed that a contact name should be included on the news release. Another suggestion was to reverse the order of the first two sentences in the introductory paragraph. Lee suggested that a cover letter be included in the mailing of the news release and the notice going to the city officials. The cover letter will explain the information attached that the cities will, in turn, send to their identified stakeholders. The cover letter will also inform them that the new release was sent to their local newsletters. The letter will be addressed to

the city manager with a copy to the city's BCWMC commissioner and signed by the Commission's chairman. A list of agencies receiving the notice will be included for the cities' information. The cities will then send the notice to their stakeholders. The news release and notice will also be submitted to the Sun Sailor and Sun Post newspapers for publication. The cover letter will be sent to Ron and Lee for review before it goes to the cities.

Bill suggested some type of record keeping system be developed for BWSR's information regarding public participation. Len added that it may be useful to have a section or appendix in the final plan called Public Participation. Mike thought it would be a good idea for each city to keep a 3-ring binder with information for public reference.

## **G. Draft Statement of Purpose and Strategy**

Lee Gustafson thought it would be useful to prepare a cover memo for the commissioners describing the importance of the Statement of Purpose and Strategy document. The cover memo would ask the commissioners to review the statement and offer comments before public distribution.

The statement is to define the Commission's original purpose; discuss accomplishments, future goals and direction of the Commission. The statement will be the vehicle used to get the public's opinion and consensus with the direction, as well as an opportunity for the Commission to receive public input.

The following changes are suggested to the Statement of Purpose and Strategy:

- ?? Paragraph 1, line 1: change from ...to resolve service flood to ...to resolve severe flood...
- ?? Water Resource Management, first bullet, paragraph #1 (Coordinate intercommunity stormwater runoff design and planning). The committee expressed concern about roles and responsibilities that may be defined in the statement. An example is the statement referencing apportionment of costs and what the implication will be for the Commission. It is the intent of the Commission to cooperate with the cities. Many times, apportionment is agreed upon jointly by a number of the member cities and not made solely by the Commission. Using the word "assisting" allows for different kinds of remediation.  
  
Water Resource Management, first bullet, paragraph #1 (Coordinate intercommunity stormwater runoff design and planning), change to: ...BCWMC will (a) if necessary, assist in calculating the apportionment of costs...
- ?? Bill suggested that the introduction open with a statement about the Commission's formation under a Joint Powers Agreement to bring clarification to the three bullets that follow concerning gathering information, providing education, and partnering on management of the water resources.
- ?? The committee agreed that the last paragraph of #1 (Water Resource Management), page 2, will be omitted because it overshadows the joint management of the water resources.

?? Roles and Responsibilities. Karen indicated the roles should be defined early. How defined should the roles and responsibilities be stated in the statement of purpose? Is this the place to address the local and regional interest in the watershed water bodies and how do we gauge the regional and local significance? The specific role of this organization and the cities will be different. We may be able to include something that has inter-community attributes to address this issue. The roles and the responsibilities are already there, but how do we list them and where? Do they need to be up-front? It could be presented like a statement of intent. Mike suggested instead of defining the roles specifically in the Statement of Purpose and Strategy, a separate document be prepared giving more detail.

Mike would like to see some role definition in the statement of purpose. Len said the roles and responsibilities will need to be defined at some point if there is going to be a change to the JPA.

The committee was not sure how to incorporate the roles and responsibilities element into the statement of purpose. One suggestion was to add a new paragraph or add a fourth bullet called General Roles and Responsibilities that would give enough definition for the commission, cities, and other agencies, and then generate a second document that outlined those roles. A cover memo addressed to the commissioners could be prepared to explain the purpose of the roles and responsibilities.

Karen suggested the statement of purpose be a goals document and the roles and responsibilities be a separate document.

Karen suggested examining the “will” statements in the purpose document and change where appropriate. On Page 1, last paragraph of “Surface water quality,” second sentence, Karen asked if this is an instance that can be changed from “will” to “intends”?

The committee discussed and recommended the formation of a policy advisory committee, which would define the respective roles and responsibilities of BCWMC and the member communities in various watershed management activities. The policy advisory committee members would be city representatives that are familiar with city operations and financing.

## **H. Draft Work Plan Summary**

The draft work plan summary shows a general assignment of tasks. Tasks 3.1 through 3.4 have been completed. The outline could be used in the public meetings when giving the stakeholders historical background.

It was assumed that the first public meeting would be a kick-off meeting where stakeholders will be provided with background information (background water quality/water quantity, how the Commission is planning to use the watershed and lake management plans, and outline the planning process). The first meeting will be advertised to the public.

The objective of the second meeting or set of meetings would be to review the specific goals (i.e., water quality). The meetings could be grouped around water bodies within cities (i.e., Medicine Lake – Plymouth; Wirth Lake and Sweeney Lake – Golden Valley; etc.). The focus of this meeting would be to start generating input from people attending the meeting (i.e., Task 4.0, find out if residual flooding is still occurring). Recognizing that the same people attending the second meeting may not have attended the kick-off meeting, Mike

suggested using an open house-type forum and having three or four exhibits on display. The format of the second meeting could be a short lake(s) presentation, a discussion of local concerns, an introduction to the priority process, and/or an open discussion about citizens' issues.

Task 8.0 could involve a committee of the interested people reviewing and commenting on draft portions of the implementation strategies document.

Task 5.0, Evaluation and Accountability, may be an opportunity to use a specific technical advisory committee (TAC) or a workshop. The evaluation concept will have two tracks: trend analysis and performance-based analysis. Do we need public involvement in this task or can this be accomplished by involving city staff? Len suggested getting through the first public meetings to see what kind of interest is received. Ron would like to see the meetings formed around tasks and what the meetings' goals will be.

Bill added that during the City of Robbinsdale's comprehensive planning process, the city tried to get a cross-section of participation. They had 13 committed members in their citizens advisory committee and the committee took ownership of the planning.

Add the following requests for response to the form:

- ?? If an advisory panel is formed, do you want to be included on it?
- ?? Do you want to receive information?

#### **I. Action Items**

- ?? Mailing (news release and Notice of Watershed Planning)
- ?? Prepare a memo regarding explanation of vision of statement and purpose for the Commission's meeting on 2/17/00 to review and comment.
- ?? Prepare a memo to the Commission (2/17/00 meeting) concerning the roles and responsibilities of a "policy advisory committee" and request the Commission's comments about start-up. The memo would be the basis of a letter going to the cities (city managers).
- ?? E-mail memos to committee for comments before the Commission's February meeting.
- ?? Prepare historical list of Commission roles and responsibilities.
- ?? Notices of all BCWMC Second Generation Plan Committee meetings will be posted at the City of Golden Valley prior to the meeting.

#### **J. Future Meeting: Monday, March 6, 2000; 11:00 to 2:00 p.m. at Barr's office**

Deliverables:

- ?? Outline of the public participation process.