

Steering Committee Meeting Minutes
BCWMC Second Generation Plan
December 19, 2000

A. Attendance: Lee Gustafson (chair), Ron Quanbeck, Mike Rardin, Bill Deblon, Mike Welch, John O'Toole, Fred Moore, Len Kremer, and Karen Chandler
Pat Schutrop, recorder

B. Agenda

1. November 13th Meeting Minutes
2. Revised Draft Statement of Purpose and Strategy (dated November 7, 2000)
3. Advisory Group Membership
4. Responsibilities and Operation of the Planning Process Steering Committee and Advisory Groups
5. Agendas for the Advisory Group Meetings

C. November 13, 2000 Meeting Minutes

The minutes for the November 13, 2000 meeting were presented. Mr. Gustafson noted one change as follows:

Section D. Chairs for the Advisory Groups, paragraph #1: "The ~~LMIC~~ LMC has taken a stand to change the law, but have not been..."

D. Revised Draft Statement of Purpose and Strategy (dated November 7, 2000)

The only significant change made was in the Public Education and Participation in Water Management (item #3) portion. It was a concept change by addressing public participation because that seemed to be where the focus of the group was heading. In addition, the group will bring awareness to the citizens concerning how to take care of the watershed they live in. Recommendations for public participation (i.e., identifying avenues to involve and educate the public) will be made as the process proceeds.

E. Advisory Group Membership

Changes made to the membership tables distributed today are the advisory group chairs ratified at the BCWMC November 14th meeting. Since the Commission's November 14th meeting, the following additions have been recommended or confirmed:

Citizens Advisory Group

Allen Kuntz and David Fellman, citizen reps for Golden Valley

David Stack, Ed McRoberts, or Todd Bohle, possible citizen rep for City of Minneapolis (**Note: Minneapolis needs to make a recommendation from the three nominees**)

Rita Nystrom, city rep for City of Crystal

Lois Eberhart, city rep for City of Minneapolis

Joan Post, possible city rep for City of Minnetonka (**Note: Lee Gustafson will confirm**)

Helen LaFave, city rep for City of Plymouth

Technical Advisory Group

Shane Missaghi, city rep for City of Plymouth
Paulette Magnuson, citizen rep for City of Crystal
Lisa Goddard, citizen rep for City of Minneapolis
John Barton, Hennepin Parks

Policy Advisory Group

Jodi Polzin, city rep for City of Minneapolis

Mr. Moore recommended editing the notes to include Steering Committee nomination (vs. Second Generation Plan Committee nomination); and adding a note signifying non-voting members. All voting will pertain to the individual advisory group's actions; thus a quorum will not be necessary.

Robbinsdale completed its recommendations for the advisory groups. Minnetonka and Medicine Lake are still gathering names for the groups. The committee would like to see a representative from the Association of Medicine Lake Area Citizens (AMLAC) (i.e., Terrie Christian) be appointed to the CAG. The committee agreed that it might be appropriate for some communities to have more than one citizen representative on the CAG (e.g., Golden Valley). The intent of the city staff assigned to the citizens advisory group (i.e., city communications staff person) is primarily for communication purposes back to their city's city councils.

The deadline to submit recommendations is December 29, 2000. The table will be edited and resent to the Steering Committee by December 27, 2000 so that nominations can be finalized.

Mr. Moore asked if the Commission has formally established the Steering Committee. The Commission ratified the Steering Committee and the advisory group chairs at its November 14, 2000 meeting.

The committee discussed how and when to notify the advisory group members and what information to provide to them in preparation of the January 23, 2001 meeting. The notice (from Mr. Gustafson) will include an introduction discussing their appointment to an advisory group, a brief overview of the plan, an explanation of the importance of attending one of the January 23rd meetings, etc. Along with the notice, specific sections from the Second Generation Planning Handbook will be included (organization chart, the work plan, and tasks for the advisory groups) and reference to the website to view the complete plan.

The committee agreed that it would be helpful to ask the commissioners to contact the advisory group members from their cities to inform them they have been selected to serve on an advisory group and of the January 23rd meetings, and that the Steering Committee will be sending them information in preparation for the meeting. An e-mail will be sent to the BCWMC commissioners (December 29, 2000) asking them to make the initial call to the appointees (no later than January 4, 2001) from their cities.

Data forms will be prepared for the advisory group members to fill out at the January 23rd meeting. The data form will include a place for the group member to offer three preferred meeting times to help the chairs coordinate their group meetings. Additional copies of the Planning Process Handbook will also be available at the January 23, 2001 meeting.

F. Responsibilities and Operation of the Planning Process Steering Committee and Advisory Groups

The Responsibilities and Operation document will eventually be distributed to each of the advisory group members to familiarize them with the other groups' activities. The committee made the following comments:

- ?? Before the advisory groups are addressed individually (as a final paragraph under Steering Committee), include an introductory paragraph discussing overall responsibilities for the advisory groups (i.e., "The BCWMC established the advisory groups to perform the following duties...").

Changes for all Advisory Groups

- ?? Under the Operations section of the Citizens Advisory Group, include the third paragraph as an introduction paragraph before discussing responsibilities for each advisory group. At the end of that paragraph, add the following sentence as appropriate to each group: The CAG will create meeting minutes and provide them to the Steering Committee. Documents created and unanswered questions posed by the CAG members will also be communicated to the Steering Committee.
- ?? Add "Task" before number referenced under Primary Focus (i.e., Task 3.0).
- ?? Under Other Tasks, add: (from the Citizens Advisory Group portion of the Stakeholder Involvement memo) as appropriate to each advisory group.
- ?? Under Other Tasks, change numbered items to bulleted items.
- ?? Under Other Tasks, copy the fifth task (Discuss and review draft plan prior to first formal review (Meeting #8)) to all the advisory groups.
- ?? All the groups will review the Statement of Purpose and Strategy

Steering Committee

No comment.

Citizens Advisory Group

- ?? Task 6.0 Develop a recommendation for a long-term public information program.
- ?? Under Operations, paragraph #1, change the following sentences:
"The ~~Commission~~ CAG will explore ~~be looking for~~ as many ideas..."

Initially, eight meetings were proposed for the CAG, reserving the first three for introduction and discussions concerning the education or public involvement process. The current work tasks assigned to the CAG may be expecting too much to accomplish in eight meetings. Mr. Deblon suggested one way of keeping on schedule is to give the group members assignments to help prepare for the next meeting. The committee agreed that the advisory groups need to have an understanding of what the goals and policies are before getting into the tasks assigned to them.

Technical Advisory Group

- ?? Under the Operations section, the following sentence changes are suggested:
Paragraph #1: "...The difference between the two groups is that the TAG will be expected to provide focus input/advice primarily on technical issues..."
Paragraph #2: "A technique that could be used by the TAG to identify and prioritize technical issues, in addition to those already identified, would be for each member of the group..."

Policy Advisory Group

?? Add the heading Other Tasks

?? Under the bulleted items for Other Tasks, add Funding.

Different funding options may be recommended as a result of the planning process.

?? Under the Operations section, edit the following sentence in paragraph #2: “This group will evaluate funding options for projects to be completed by the Commission and ~~decide~~ recommend how they will be funded...”

G. Agendas for the Advisory Group Meetings

Mr. O’Toole asked for clarification concerning his initial presentation to the CAG members and how to keep them involved. Mr. Gustafson suggested at the first meeting to introduce the role of the CAG and how it will work with the other advisory groups, the Steering Committee, and the Commission. One of the tasks of the citizens advisory group will be to give recommendations for establishing a long-term public information program to help involve the public in water resource issues. The Steering Committee will give some starting information (i.e., background information, objectives the Commission may want to accomplish). Mr. Kremer will also provide some articles on public participation and water resources planning to Mr. O’Toole. Some of these articles may be a good handout to help the committee members prepare for future meetings.

Meeting #1 (January 23, 2001) will be considered the first meeting for all the advisory groups. At the end of the meeting, people will be directed to their advisory group chair to discuss meeting times and dates. It was suggested that there be time allowed for questions and answers before the group breaks up.

Ms. Chandler proposed the following general layout of Meeting #1 (time: 1½ hours):

?? Mr. Gustafson will make opening remarks/introductions.

?? The Statement of Purpose and Strategy will be discussed to answer “why” the groups are necessary in the planning process.

?? Present background and a brief history (consider editing and narrating existing PowerPoint presentation given at the Open Forum to fit this meeting).

?? Discuss the planning handbook.

?? Discuss the advisory groups and their responsibilities and organization.

?? Doug Snyder will discuss the responsibilities of WMOs and BWSR expectations for the advisory groups in the process.

?? Question and answer period.

?? Direct the individual group members to find their group chairs to discuss individual group meeting availability.

The committee would like Doug Snyder to be provided with a list of specific topics the committee would like covered (i.e., the expectations of the Minnesota Board of Water and Soil Resources for the plan process and how BWSR sees WMOs responsibilities in providing the plan, and address citizen involvement as part of those responsibilities).

Topics for Meeting #2 will be similar amongst the groups. It may be a good idea for each advisory group chair to allow for a short question and answer period prior to the start of Meeting #2.

H. Action Items

- ?? December 27, 2000: Send the revised Advisory Group Membership tables to the Steering Committee.
- ?? December 29, 2000: Send an e-mail to the BCWMC commissioners with the final version of the Advisory Group Membership tables. The e-mail will inform the commissioners that the notices will be mailed out to the advisory group appointments on January 5, 2001, and to encourage the commissioners to make the initial contact with the appointees in their cities, informing them that they are confirmed appointees and that information concerning the January 23, 2001 meeting will be coming to them in the mail.
- ?? Provide an agenda to Doug Snyder of items the committee would like him to cover at the January 23rd meeting.
- ?? Send articles on public participation and water resources planning to Mr. O'Toole before December 29, 2000.
- ?? Mr. Gustafson will prepare an introductory letter to include with the advisory group meeting packets.
- ?? Karen Chandler will edit and e-mail the Responsibilities and Operation of the Planning Process Steering Committee and Advisory Groups and the Advisory Group Meeting Agendas to the Steering Committee no later than January 2, 2001.
- ?? A data form will be drafted for each advisory group for the group members to fill out necessary contact information, meeting preference (3), and encourage people to attach a business card, if possible.
- ?? A group member roster will be prepared for each advisory group chair.
- ?? Include a roster of the Commissioners/Alternates for the advisory group members in the January 23rd meeting packet.
- ?? Provide color-coded name tags for the January 23rd meeting (i.e., red for PAG, blue for TAG, and black for CAG).
- ?? Provide a few extra copies of the information packet for each advisory group at the January 23rd meeting.
- ?? Provide extra copies of the handbooks at the January 23rd meeting.
- ?? Post notice of the January 23, 2001 meetings at the City of Golden Valley.
- ?? The next Steering Committee meeting will be on Tuesday, February 6, 2001, from 11:00 a.m. to 2:00 p.m. at Barr's office.