

Second Generation Plan Committee Meeting Minutes

Bassett Creek Water Management Commission

March 20, 2000

A. Attendance: Ron Quanbeck (chair), Mike Rardin, Bill Deblon, Lee Gustafson, Charlie LeFevere, Len Kremer, Jim Herbert, and Karen Chandler
Pat Schutrop, recorder

B. Agenda

1. Today's Objectives
2. Stakeholder Involvement
3. Roles and Responsibilities
4. Facilitator Discussion
5. Metropolitan Council Comments

C. Meeting Handouts

1. March 6, 2000 Meeting Minutes (draft)
2. Draft Stakeholder Involvement Process
3. Draft Commission Roles and Responsibilities
4. Statement of Purpose and Strategy (March 6, 2000)

D. Today's Objectives

Comments on the March 6, 2000 minutes: The committee asked that abbreviations be spelled out the first time mentioned in the minutes for readers unfamiliar with the acronyms that are used (i.e., BWSR).

E. Statement of Purpose and Strategy (revision date 2/11/00)

The committee discussed the opening sentence and how to present the Commission's transition from addressing flood problems to emphasis on water quality issues. A possible suggestion: "With the major flooding problems resolved, the Commission began to focus on the quality of surface waters."

Lakes and stream management. The committee discussed how the statement should present the goals and how they are set, and what consideration is given related to regional or local significance. The goals set by the watershed are for lakes and major storage areas such as Rice Lake. The Commission set the goals for lakes only and not large wetland areas.

The difference between a "major" water body and a "local" water body needs to be discussed with the nine communities. The second generation plan will guide the future of the Commission for some time to come and what is communicated now may not be relevant in the future. For the purpose of publishing the statement of purpose, the committee agreed that it state the Commission and the cities will set goals with input from the public.

A statement of intent is necessary to describe who will be responsible for which water bodies. At this point, the statement of purpose will make a general statement. Goals and responsibilities will be addressed in the first paragraph.

Action item:

- ?? Lee/Len will rewrite the first paragraph to include the current status of the Commission.
- ?? Ron will rewrite the lake and stream management paragraph to clarify goals and responsibilities of the Commission and the cities.

Other additions to the statement of purpose:

- ?? Minor edits and additions submitted by Mike W.
- ?? Bill recommended adding the word “continues” in three locations in the statement.

F. Planning Process Handbook

Charlie laid out an outline of documents to include in a “Planning Process Handbook” to distribute to the Commission. The handbook would include the following information:

- ?? Cover letter (prepared by Lee Gustafson) with the Notice of Watershed Planning
- ?? Major Issues Checklist
- ?? Statement of Purpose and Strategy
- ?? Stakeholder Involvement Process
- ?? Policy Advisory Committee – membership and makeup (one page)
- ?? Citizens Advisory Committee – membership and makeup (one page)
- ?? Appendices
 - ?? Historical Roles and Responsibilities
 - ?? Joint Powers Agreement
 - ?? Statutes and BWSR Rules
 - ?? Agency Input (correspondence)
 - ?? Committee Meeting Minutes

The process handbook will act as a road map to educate and supply understanding to the stakeholders. An initial list of major issues will be presented for the Commission’s review.

G. Draft Commission Roles and Responsibilities

No discussion.

H. Draft Stakeholder Involvement Process

The stakeholder involvement process suggests conducting public meetings/hearings with stakeholders, forming a policy advisory committee, and/or mailings to stakeholders. It will work hand-in-hand with the work plan. The stakeholder involvement process suggests when a policy advisory committee and/or a citizens advisory committee can be implemented. Workshops and mailings are other sources for acquiring public input.

Meeting 1(A&B) (to take place at two locations) is proposed as a kick-off meeting to educate and receive comment on the Commission’s strategy proposed for preparing its second generation plan. The format would consist of a presentation of the process during the first half hour and then breaking into common interest groups for an open-house-type forum. In

educating the stakeholders, the facilitator(s) will discuss what the committee is about and why the Commission is going through this process.

Meeting 2 is proposed to either present the draft implementation program to stakeholders and receive comments, or establish the citizens advisory committee process.

The purpose of meetings 1 and 2 is to identify issues. Open house-type forums can be used to solicit feedback on citizens' concerns. The committee agreed the Commission needs to have a work session to determine major issues prior to the first stakeholder meeting.

The committee will need to develop a strategy for retrieving input on the relative aspects of the plan (policy information from specific groups, water quality issues, lake homeowner associations' issues, etc.). The water quality capital improvements planning process can run parallel to the stakeholder involvement meetings and will be communicated to the stakeholders later in the process. Funding, spending, and roles will be issues that will attract city councils to be involved.

I. Deliverables

- ?? Barr will develop a list of major issues by category for the committee to discuss at its next meeting before going to the Commission for their input.
- ?? Conduct a work session (possibly in June) with the Commission to discuss the following:
 - ?? Planning Process Handbook
 - ?? Adding to the list of major issues.
 - ?? Define what Meeting 1 will look like.
 - ?? Decide on a PAC/CAC.
 - ?? Define how and where input should come from regarding major issues.
- ?? Assemble Planning Process Handbook in a 3-ring binder. Send out to the committee before the next meeting on April 18.

J. Future Meeting: Tuesday, April 18, 2000; 11:00 to 2:00 p.m. at Barr's office