

Second Generation Plan Committee Meeting Minutes
Bassett Creek Water Management Commission
March 6, 2000

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

B. Agenda

1. Today's Objectives
2. Notice of Watershed Planning
3. Stakeholder Involvement
4. Roles and Responsibilities
5. Document Reviewer
6. Facilitator Discussion (continued)
7. Metropolitan Council Comments

C. Meeting Handouts

1. January 18, 2000 Meeting Minutes (revised)
2. February 9, 2000 Meeting Minutes (draft)
3. Draft Stakeholder Involvement Process
4. Draft Commission Roles and Responsibilities
5. Statement of Purpose and Strategy (February 11, 2000)

D. Today's Objectives

Comments on the February 9, 2000 minutes: none.

Lee Gustafson attended today's meeting to emphasize the importance of getting the correct information out to the public at the right time and furnishing enough background information to the member cities and identified stakeholders. Municipalities and agencies need to be involved early in the process.

- ?? The Policy Advisory Committee was the committee's way of involving the cities immediately in the process.
- ?? The committee will put together a packet and conduct a strategy planning meeting with the Commission to discuss how the pieces fit together. Consensus needs to be built within the Commission concerning city involvement.
- ?? The committee needs to address why people would want to be involved? What is a second generation plan? What is the Commission asking from them?
- ?? The Board of Water and Soil Resources (BWSR) gave some structure to what they require in the plan, but we need to figure out how to fit the pieces together. Beyond that, BWSR will be looking for what is important to the Commission.
- ?? City councils need to be invited early in the process. Presentation meetings at city council work sessions may be a way to introduce the member cities to the process and answer questions they may have. The presentation could include the cover letter (prepared by Lee), a list of key issues, and discussing the role of a Policy Advisory Committee (PAC).
- ?? It would be beneficial if the PAC member was not the commissioner.

- ?? Plan acceptance and communicating changes to the JPA will be a key responsibility of the PAC.
- ?? The Second Generation Plan committee will have at least two or three more meetings and presentation of the packet to the Commission for comment. When the Commission understands the process and is in agreement with the direction, the committee can go ahead with establishing the PAC.
- ?? Lee read a cover letter he prepared introducing the process to the stakeholders. The cover letter clearly defines the process to the stakeholders and answers some of the questions presented earlier. Lee would like to have some kind of checklist or sign-off from city managers, city engineers, director of public works, etc. who received the letter.
- ?? To help educate the communities and agencies concerning the roles and responsibilities, the committee will consider inviting them to attend a Commission meeting to express their expectations.
- ?? Stakeholder Participation Plan. The tasks need to be planned out and public participation built in as appropriate.
- ?? When to include public participation at meetings held by member cities will be determined by the cities when addressing specific water quality issues or goals.

E. Notice of Watershed Planning/News Release

- ?? The news release is the only document that has been released from the committee. Lee will work with Pat on completing a final draft of the notice of watershed planning to be distributed to the member cities.

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

- ?? The version dated 2/11/00 is a redline/strikeout edition of the January 13 version. The statement of purpose will continue to be a redline/strikeout document to follow the history of changes.
- ?? Lee prepared a cover letter to include with the statement of purpose.
- ?? The statement of purpose can be the guiding principles document and include the partnering arrangement of the member cities.
- ?? Water quality is a key issue. Should it be discussed at the beginning of the document? It is now embodied in the document and will be addressed later in the process.

?? Suggested changes:

?? The introductory paragraph was discussed. A bridge is needed to transition the first two sentences. An example could be: "The BCWMC is continuing to work closely with the nine cities located within the watershed to assign responsibilities." Mike W. and Len will work on rewriting the first two sentences and submit for the committee's reaction.

?? Page 1, second bullet, Lee suggested the following changes: "Work with citizens, citizen advisory groups and member communities to establish goals and ~~implement~~ ~~initiatives that achieve the goals to~~ **will** preserve and improve water resources **within** the watershed."

The committee agreed to keep the wording "prioritize and implement" in place to help cities and agencies keep the focus.

- ?? Page 1, third bullet: Collect, ~~and~~ develop, **and distribute** information regarding watershed surface and groundwater ~~and provide the information and available resources~~ to assist citizens and watershed communities in the preparation of local plans for the management of water resources.
- ?? Page 1, delete the fourth paragraph (under the three bulleted items) that begins “The upcoming watershed planning process provides...”
- ?? Page 1, Coordinate intercommunity stormwater runoff design and planning. Switch the order of (a) and (b).
- ?? Page 2, Surface water quality. Remove “surface” from the bullet title and change to read “Water quality.”
- ?? Page 2, Local Water Management Activity Assessment, first bullet. Change the last sentence to read: Together, the ~~city (or agency)~~ **cities** and the ~~WMO~~ **BCWMC** will set expectations of performance in terms of effort and schedule.
- ?? Page 2, Lakes and stream management. This paragraph addresses the local initiatives, but does not give adequate distinction between local and regional initiatives. The Commission is a shared effort and those responsibilities need to be addressed here. For example, Medicine Lake may be located entirely in the City of Plymouth, but it has regional significance between cities and funding for improvements will be shared between benefiting communities.

The committee discussed simplifying the language for the target audience (i.e., replacing “attainable” use with “potential” use). After discussion, the committee agreed that “attainable” was necessary language specific to describing the resources.

The committee agreed to the following changes:

Sentence 1: “The BCWMC will continue to set goals for streams and water bodies that are considered ~~to be regional~~ **major water** resources.”

Sentence 3: “The BCWMC has performed lake monitoring to determine the ~~status~~ **condition** and use attainability of these priority resources, classified...”

Delete the last sentence in the paragraph.

- ?? Page 3, Public Education. The committee talked about establishing a citizens (or public) education committee that would provide suggestions and advice on public education methods. It would be considered a “standing” public education committee to help communicate effectively. The CAMP program could be a resource to involve someone from the public education committee. The volunteer could then provide feedback to the Commission on the program.

- ?? Lee and Ron went over changes discussed during the meeting and gave additional changes to Pat. Lee asked Pat to make the changes and forward a revised copy of the statement to the committee. The committee is asked to go over the statement of purpose and send their edits to Pat. After the comments are received, Lee, Ron, and Len will discuss the changes or additions and incorporate into the next draft.

G. Draft Commission Roles and Responsibilities

- ?? Barr will prepare another draft of the Roles and Responsibilities by replacing the lawful wording with layperson terminology.
- ?? The committee is looking for the roles and responsibilities document to include items like the Commission does not issue permits, but does review projects.
- ?? Organize the roles and responsibilities by statutory applications; what is stated in the JPA, and BWSR and Met Council's roles and responsibilities relative to plan preparation. It could be one to two pages. This may be helpful when presenting to the city councils. Consider adding the JPA and MN Rules as an appendix to the plan.
- ?? The Roles and Responsibilities will be a working document for the committee to review and the committee can decide what should be included the plan.
- ?? The final plan will be accessible on the web and statutes mentioned can be linked to the agency's website.
- ?? Articulate how the Commission demonstrates working together when accommodating agencies' requests.

H. Draft Stakeholder Involvement Process

- ?? Deferred to next meeting.

I. Information Packet Documents to the Commission

- ?? The following documents will be included in a packet for comment by the Commission:
 - Work Plan
 - Statement of Purpose and Strategy
 - Policy Advisory Committee (description and responsibilities)
 - Cover letter prepared by Lee Gustafson (describing roles and responsibilities)
 - Roles and Responsibilities
 - Stakeholder Participation Plan
 - Issues document (agencies and citizens) (appendix?)

J. Action Items

- ?? Statement of Purpose and Strategy. Implement changes and forward a revised copy of the statement to the committee. The committee is asked to go over the statement of purpose and send their edits to Pat. After the comments are received, Lee, Ron, and Len will discuss the changes or additions and incorporate into the next draft to be presented at the March 20 committee meeting.
- ?? Rework the Roles and Responsibilities document. Include separate listing of roles and responsibilities taken from the JPA, BWSR rules, previous water management plan, etc.

K. Future Meeting: Monday, March 20, 2000; 11:00 to 2:00 p.m. at Barr's office