

Second Generation Plan Committee Meeting Minutes

Bassett Creek Water Management Commission

July 12, 2000

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

B. Agenda

1. Review Planning Process Handbook
 - a. Handbook Format (layout and general content)
 - b. Introduction Letter
2. Review Work Plan

C. Meeting Handouts

1. Memo from Ron Quanbeck re: BCWMC Planning Process Handbook
2. Draft Planning Process Handbook

D. Review Planning Process Handbook

Ron prepared a memo accompanying the Planning Process Handbook summarizing the process to date. The handbook contains:

- ?? Introductory Letter
- ?? Notice of Watershed Planning (already distributed)
- ?? Major Issues
- ?? Purpose and Strategy
- ?? Work Plan
- ?? Stakeholder Involvement Process
- ?? Appendices

The Major Issues element will be an ongoing section. Today, the committee will concentrate on the work plan, stakeholders, major issues, and set up schedule for the next activities.

- a. Handbook Format (layout and general content)

In general, the committee liked the format of the handbook and think it answers the three major questions: why a plan is needed, what will be included, and the process for preparing the new plan. All agree that it is worthwhile in putting the effort in producing the planning handbook up-front to help bring understanding and openness to the stakeholders who will be involved in the process. The information in the appendices will offer background information for those who are interested in more detail.

Currently, there is an estimated 60 plus stakeholders identified. Is that too many? The committee determined that this number was not too many and acknowledged that the stakeholder list may change. Sending out the handbook to stakeholders, giving them opportunity to give feedback will be helpful and encourage them to stay involved from the beginning.

Although the introduction letter indicates that the handbook is a draft document, the committee agreed that it should be labeled “Draft” informing the stakeholders that this is a work-in-progress. It will also be dated and labeled as “Version 1” “Version 2,” etc.

For the most part, the committee agreed that the appendices are conclusive. The meeting minutes will not be included in the handbook. Committee members will receive copies and copies will be made available to the stakeholders, if desired. The minutes will also be found on the website. The Table of Contents page will include a statement, “Meeting Minutes can be viewed on the website (www.barr.com/bassett), or copies can be requested by contacting Pat Schutrop at 952-832-2652 or pschutrop@barr.com”

When the draft handbook is ready to be distributed to the stakeholders for comment, it will be double-sided and 3-hole punched for their convenience if they choose to put in a 3-ring binder. City representatives will receive the handbook in a 3-ring binder. The handbook will be considered a working document and periodic updates will be mailed out. The handbook will also be posted on the web.

?? Major Issues. This section will be helpful to bring the issues to the forefront for the Commissioners when they are reviewing the handbook. The issues shown are those identified and additional issues may be added. The committee discussed how the layout would be perceived by the stakeholders (i.e., placing Section C before Section B). The major issues were not meant to be viewed as a prioritized list. It may be helpful to create a page listing the major issues in a bulleted format and stating that the list is not a prioritized list, but a listing of what overall changes will be addressed in the plan. It could be similar to the Work Plan summary page. Mike Welch will write an introduction page for the major issues and e-mail to Pat to include for the committee at the next committee meeting.

?? Purpose and Strategy. The purpose and strategy section will be revised after the other elements to the handbook have been reviewed and it will be modified to match the format in the other sections of the handbook. The redline/strikeout will be removed.

b. Introduction Letter

The Commissioners will edit the letter when they review it at the working session.

Note: the Metropolitan Water Management Development Guide is now obsolete and should be replaced with the Water Resources Management Policy Plan.

The letter should also state that the handbook is a “work in progress.” Possibly fitting at the end of the third paragraph.

At the end of the fifth paragraph, the statement “...to make certain the Commission is proceeding in the right direction.” Mr. Kremer recommended rewording the sentence to say, “...on the draft ‘Statement of Purpose and Strategy’ to ensure that there is consensus on the direction that the Commission is proposing.”

The committee had no additional comments at this time. Comments should be forwarded to Pat Schutrop.

E. Review Work Plan

The Committee reviewed the task titles in the Work Plan Outline. The following changes were recommended on the outline:

- Task 1.0 Develop the Work Plan and Budget*
- Task 2.0 Continue to Develop Statement of Purpose and Strategy.*
Revise Work Task 2.0 to read “Continue to Develop Statement of Purpose and Strategy”
- Task 3.0 Review Water Quality Goals and Develop Policies and Implementation Strategies*
Most of Task 3.0 has been completed. Under the work task description, Task 3.0 will be the developing of the water quality program with identified projects. It may be helpful to develop a list of projects that are undertaken, the projects the communities will undertake, and the funding (with respect to lakes). Two components to consider: lakes and streams. This task will develop a framework for decision making. It will help the Policy Advisory Committee to determine funding.
- Task 3.6 Identify any primary water bodies that need to be reclassified from the BCWMC list*
- Task 3.10 Review and revise goals and policies pertaining to water body quality, storm water runoff quality...*
- Task 3.11 Review and revise implementation strategies...*
- Task 4.0 Review Flooding Goals and Develop Policies and Implementation Strategies*
- Task 5.0 Monitoring and Evaluation of the Plan Implementation*
This task will probably be to develop the monitoring the evaluation methodology of the plan. Some things that people may want revisited are creek water quality, maintenance responsibilities, and flooding. For the most part, water quantity issues have been addressed.
- Task 6.0 Ongoing Public Information*
Each task has some type of public involvement. Should the reference to public involvement be removed from the work tasks and placed in the stakeholder involvement plan only? The committee agreed to keep the public involvement references in the work tasks, but in italicized format to differentiate it from the task. The committee needs to develop a strategy for each task so that the public meetings can be minimized. The committee recognizes that although it is important for the committee and the commission to be structured, the first public information meeting needs to be more like an open-house-type meeting.
- Task 7.0 Review and Address Other Water Management Plan Elements (e.g., wetlands, groundwater, climate and hydrologic data, and topography and soils)*
Wetlands are an important element that may generate a lot of interest. It may be more agency interest than public interest.

Len asked for the committee's input regarding groundwater rules. It may be beneficial to stay out of ground water issues unless there is a connection with surface waters. Problems associated with groundwater are being addressed by other agencies. The Commission would work with those agencies if a problem is identified and associated with surface water.

Task 8.0 Develop Implementation Strategies for Capital Improvement and Management Programs

Task 9.0 Develop and Adopt the Water Management Plan
Combine Tasks 9.0 and 10.0.

A separate timeline for each task may be helpful, especially to the city managers and other stakeholders representing communities and state agencies. Len will add a general timeline for each task on the Work Plan Outline.

F. Action Items

1. The draft handbook will be stamped DRAFT along with a version number. It will also have a date in the footer.
2. Barr will edit the Work Plan outline and work tasks as discussed above.
3. Mike Welch will write an introduction page for the major issues and e-mail to Pat to include for the committee at the next committee meeting.
4. A work session for the Commission members will be scheduled for Thursday, September 7, 11:45 a.m. at the City of Golden Valley offices. Although the work session is an open meeting, the committee requests that public participants attending forego their comments until the public involvement process.
5. A draft copy of the handbook will be mailed to the Commission members beforehand with the committee anticipating Commission approval at the September 7th meeting. Copies of the handbook will be available at the work session.
6. The committee agreed to invite representatives from the Minnesota Board of Water and Soil Resources, the Metropolitan Council, the Minnesota Pollution Control Agency, and Hennepin County to the Commission's work session on September 7. A copy of the draft handbook will be mailed to them before the work session.
7. Send an e-mail to the Commission members informing them of the work session and that the committee is intending to invite the above-mentioned four agencies. Also inform them that the committee is anticipating adoption of the handbook by the Commission at that meeting.
8. Post both work session and committee meeting at the City of Golden Valley.

G. Future Committee Meeting: Thursday, July 20, 2000; 11:45 to 3:00 p.m. at Barr's office