

Second Generation Plan Committee Meeting Minutes
Bassett Creek Water Management Commission
July 31, 2000

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

B. Agenda

1. Work Plan Organizational Structure Diagram and Planning Process Flowchart
2. Review Work Tasks

C. Meeting Handouts

1. July 20, 2000 version of the Handbook.
2. Draft Major Issues summary page (submitted by Mike Welch)
3. Total Maximum Daily Load (TMDL) final rule notice

D. Planning Process Organization Structure and Planning Process Flowchart

Two diagrams were created to help clarify the Work Plan process and pull together the public involvement process. The two diagrams will follow the first page of the Work Plan.

1. Planning Process Organization Structure

The following changes (shown in italics) were recommended:

Commission

Steering Committee

~~Develop agendas, issue papers for: Policy Advisory Group (PAG),
Technical Advisory Group (TAG), Citizens Advisory Group (CAG)~~

Overall Responsibility for All Tasks 1, 2, 9

Membership:

Chair – BCWMC Commissioner (1)
Planning Subcommittee Members – BCWMC Commissioners (4)
TAG, PAG, CAG Chairs (3)
BCWMC ~~Technical and Legal Staff, as appropriate~~ (2)

Citizens Advisory Group

Primary Focus Responsibilities: Tasks 5.4, 6

Provides Input to Other Groups (as appropriate) ~~Input to TAG: Tasks 3.1, 3.3, 3.4, 3.7, 3.9, 4.4, 4.6~~
5.4

Membership:

Chair – BCWMC Commissioner (1)
Agencies (open) *
City Representatives (communications staff) (5-9)
Citizens Appointed by the BCWMC ~~from City Nominees~~ (up to 9)
~~League of Women Voters (LWV) (1)~~
BCWMC Staff, as appropriate

Technical Advisory Group

Primary Focus Responsibilities: Tasks 3, 4, 7, 8

Provides Input to Other Groups (as appropriate) ~~Input to PAG: Task 5~~

Membership:

Chair – BCWMC Commissioner (1)

City Representatives (5-9)

Minnesota Board of Water & Soil Resources (1) *

Minnesota Department of Natural Resources (1) *

Minnesota Pollution Control Agency (1) *

*Minnesota Department of Transportation (1) **

*Minnesota Department of Health (1) **

Metropolitan Council (1) *

Hennepin County (1) *

*U. S. Army Corps of Engineers (1) **

Citizens *Appointed by BCWMC* (up to 5)

BCWMC ~~Technical~~ Staff, *as appropriate* (1)

Policy Advisory Group

Primary Focus Responsibilities: Tasks 2, 5, 8

Provides Input to Other Groups (as appropriate)

Membership:

Chair – BCWMC Commissioner (1)

City Representatives (managers/council/mayors) (9)

BCWMC ~~Technical and Legal~~ Staff, *as appropriate* (2)

**Ex officio (nonvoting member/position)*

Miscellaneous comments: Each advisory group will be given a specific charge and, in turn, report their findings and input to the Steering Committee for decision making. The Steering Committee chair will be in communication with the Group chairs to ensure understanding of the Steering Committee's direction and the groups' responsibilities.

2. Planning Process Flowchart

The following changes (shown in italics) were recommended:

Commission

Appoints Planning Subcommittee

Planning Subcommittee

Prepares Draft Planning Process

Prepares Draft Work Plan

Develops *Proposed* Planning ~~Process~~ Organization

Develops Draft Planning Handbook

Commission

Reviews and Approves Planning Process

Reviews and Approves Work Plan

Reviews and Approves Handbook

Creates *Advisory Groups* ~~PAG, TAG, CAG~~ and Defines Responsibilities

Steering Committee

*Develop Agendas, Issue Papers for: Policy Advisory Group (PAG),
Technical Advisory Group (TAG), and Citizens Advisory Group (CAG)*

Prepares Background Information on Work Tasks for Advisory Group

Provides Direction ~~Drafts Issue Statements~~ for Advisory Groups

Prepares Drafts Implementation Strategies

Prepares Drafts Capital Improvement Plan

Provides Periodic Updates to Commission

Obtains Periodic Input From Commission

Citizens Advisory Group

Develop Public Information Program

Hosts Public Meetings on Planning Process

Input to TAG

Technical Advisory Group

Address Technical Issues

Input to PAG

Policy Advisory Group

Develop Policies

Establishes Performance Monitoring

Financing Plan

Steering Committee

Review Policies and Strategies Proposed by TAG, CAG, PAG

Drafts Plan

Coordinate Agency/Stakeholder Review

Commission

Coordinate Agency Stakeholder Review

Respond to Comments

Review/Revise Plan

Conducts Public Hearing on Proposed Plan

Approve Plan

C. Review of Work Tasks

See redline/strikeout version dated July 31, 2000 (attached) for specific changes to each task.

Task 3.0 is the first occurrence in the work tasks' process where public involvement is included. The committee discussed setting the format at this task level to carry over the entire task process. The current version (July 20, 2000) suggests three meetings under Task 3.0. The committee decided that two centrally-located meetings would be appropriated. The first meeting would be a large forum (open-house-type), kick-off meeting where historical information about the Commission's water quality activities and identified problems are communicated. For example, the setup may be an open house from 4:00 to 8:00 p.m., with a general presentation, and include different stations (i.e., flooding, wetlands, etc.) where people can go directly to the stations they are interested in and offer comment. The subcommittee will then consider the comments and prepare a draft report for review and comment at another open forum before going to the Steering Committee for approval. The first public involvement meeting would include work tasks 3.0 through 7.0.

The committee discussed using the Bassett Creek website as an efficient mechanism for getting information out to the public. Items that would be included are committee meeting notices, schedules, materials available, a comment page (with deadline when requesting comments on specific items). The committee will decide what is appropriate information to put on the website.

The committee debated the possibility of using the subcommittee meeting(s) with the Policy Advisory Group as an opportunity to get input for the capital improvements program and the prioritization process of water quality projects. Can this be discussed in conjunction with the second generation plan process? This may be an opportune time for the cities to discuss cost sharing of the water quality capital improvements proposed, determine how to spend the funds (credits) remaining from the flood control project, and comment on the Commission's continued role in water quality. This may also be an opportunity to get feedback on what the cities are thinking concerning the regional and local involvement and responsibilities.

D. Action Items

1. Make recommended changes to Work Tasks in legislative format.
?? Note: Task 6.0: no public involvement task. Bring up at the open forum.
?? Note: Task 8.0: define structural and nonstructural in language understandable to non-engineers.
2. Barr will attempt to revisit Work Tasks 8.0 and 9.0 and edit as appropriate for the committee to review at the August 8 meeting.
3. Barr will update the Stakeholder Involvement/Citizens Advisory Group memos, and rewrite the public involvement process to be in line with the work tasks.
4. Change "stakeholder" involvement to "public" involvement.

E. Future Committee Meeting:

1. Tuesday, August 8, 11:45 a.m. to 2:00 p.m., Barr's office
2. Agenda:
?? Review Work Tasks 8.0 and 9.0
?? Public Involvement
?? Issues summary (submitted by Mike Welch) and the Issues