



LSRW POLICY COMMITTEE MEETING

Date: Friday, July 23rd, 2021

Time: 10:00am

Location: Waseca County East Annex – Large Conference Room
300 North State St, Waseca, MN

INVITEES

Policy Committee Members: Don Kropp (Freeborn SWCD), Ted Herman (Freeborn Co.), Randy Feist (Faribault, SWCD), Bill Anderson (Faribault SWCD), Tom Loveall (Faribault Co.), Bruce Anderson (Faribault Co.), Larry Muff (Waseca SWCD), Todd Stencil (Waseca, SWCD), De Malterer (Waseca Co.), Brad Krause (Waseca, Co.), Chris Hughes (Blue Earth SWCD), John Shanahan (Blue Earth SWCD), Kevin Paap (Blue Earth Co.), Kip Bruender (Blue Earth County),

Staff: Mark Manderfeld (Blue Earth Co.), Scott Salsbury (Blue Earth Co.), Jerad Bach (Blue Earth SWCD), Mark Schaetzke (Waseca SWCD), Haley Byron (Waseca Co.), Nate Carr (Faribault SWCD), Brandee Douglas (Faribault Co.), Brenda Lageson (Freeborn SWCD), Lindsey Zeitler (Freeborn SWCD), Rachel Wehner (Freeborn Co.), Shaina Keseley (BWSR), Jill Sackett Eberhart (BWSR)

MEETING LOGIN INFORMATION:

Meeting Room: <https://www.gotomeet.me/BZabel>

Call in: +1 (571) 317-3122

Access Code: 696-606-349

BEFORE MEETING PLEASE REVIEW:

- Meeting packet

AGENDA

Item	TOPIC	Presenter	PURPOSE
1	Call to Order		
2	Approval of Agenda		
3	Approval of Minutes		
4	Financial Report	Mark Schaetzke	<i>Discussion & Decision</i>
5	ISG Consultant Contract Update	Mark Schaetzke	<i>Discussion</i>
6	MSU Water Resources Center Contract & Kickoff	Mark Schaetzke	<i>Discussion</i>
7	Policy Member Check In – Watershed Priorities & Concerns	Mark Schaetzke	<i>Discussion</i>
8	Updates & Next Steps	Mark Schaetzke	<i>Discussion</i>
9	Adjourn		



Le Sueur River One Watershed One Plan POLICY COMMITTEE

Date: June 25, 2021

Meeting #4

Time: 8:30am

Location: Virtual – GoToMeeting

Attending: *Policy Committee Members:* Don Kropp (Freeborn SWCD), Ted Herman (Freeborn Co.), Randy Feist (Faribault SWCD), De Malterer (Waseca Co.), Kevin Paap (Blue Earth Co.), Chris Hughes (Blue Earth SWCD), Todd Stencil (Waseca SWCD)

Staff: *Brenda Lageson, (Freeborn SWCD), Scott Salsbury (Blue Earth Co.), Mark Schaetzke (Waseca SWCD), Nate Carr (Faribault SWCD), Brandee Douglas (Faribault Co.), Brian Zabel (Waseca Co.), Kimberly Musser (Water Resources Center MnSU- Mankato)*

Meeting called to order by De Malterer at 8:34 am via GoToMeeting.

Agenda:

Mr. Schaetzke stated that there was one addition to the agenda with Nate Carr from Faribault SWCD presenting on the state of the watershed and projects that Faribault County has been working on.

Motion to approve the agenda, made by Kevin Paap, Seconded by Randy Feist.

Roll Call: Paap: Yes Hughes: Yes Feist: Yes Herman: Yes Kropp: Yes Malterer: Yes Stencil: Yes

Motion approved.

Minutes:

- Motion to approve the minutes, made by Randy Feist, Seconded by Chris Hughes.

- **Roll Call: Paap: Yes Hughes: Yes Feist: Yes Herman: Yes Kropp: Yes Malterer: Yes Stencil: Yes**

Motion approved.

State of the Watershed

Nate Carr – Faribault SWCD:

- Nate Carr presented on the following projects involving the Faribault SWCD:
 - Faribault County Soil Health Team - Created in 2016 with farmers. As a result of their efforts, over 6,000 acres of cover crops have been funded. Nate showed a story map that is available through their website that promotes the project and has profiles on the members of the Soil Health Team.
 - Partnership between the Faribault County Drainage Authority and SWCD. Worked to fund over 75 side inlets, grade stabilization structures and waterways in the last 5 years.
 - Rice Creek 319 Small Watershed Grant through the MPCA which is in the Le Sueur River Watershed in Faribault County and Blue Earth County.
 - Chris Hughes asked about the water quality in Rice Creek and whether that was a creek that had better water quality than other areas of the watershed.
 - Nate Carr explained that the water quality in Rice Creek is close to meeting the various water quality standards, and that it was a goal of the DNR, MPCA, and the project to prevent the Creek from being listed for water quality impairments.

MSU Water Resources Center Proposal:

- Kimberly Musser presented on the following:
 - Overall strategies and processes for civic engagement and public participation. The importance of making the role of the public clear in the planning process.



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Meeting #4

- Background on past civic engagement in the Le Sueur River Watershed, such as the MPCA Watershed Restoration and Protection Strategy (WRAPS) process and the meetings that have been held throughout the watershed.
- Background on the Le Sueur River Watershed Network, their seven recommendations for the Le Sueur River Watershed, and their current priorities which are improving communication, soil health, water storage, and sub-watershed collaboration.
- The potential kickoff meeting for One Watershed One Plan would tentatively be planned for September. The kickoff meeting would be an in-person meeting where the plan and process would be explained. Input on priorities and priority areas would be gathered at the meeting and with an online survey for those who are not able to attend. The desired outcomes would be to:
 - Have the public understand the planning process and timeline.
 - Summarize the main issues and research in the watershed.
 - Identify citizen concerns in the watershed and priorities.
 - Identify citizen-based strategies for watershed improvement.
- The second meeting would be used to gather input and review a draft of the plan and the results of the modelling.

Todd Stencil asked who the target audience for the civic engagement would be. Kimber Musser stated that the target would be any interested citizen who lives in the Le Sueur River Watershed.

The policy committee discussed whether to have the kickoff meeting in-person or virtually. The consensus was to have an in-person meeting, but if possible, to potentially have a hybrid in-person/virtual meeting option to ensure that as many interested people can be involved in the process as possible. The difficulties of having a successful hybrid meeting was also discussed. Having an in-person kickoff meeting on a Wednesday or Thursday evening after Labor Day, and before the harvest season starts was the consensus.

- Motion to have Waseca SWCD begin negotiations with the MSU-Mankato Water Resources Center for the civic engagement process, made by Randy Feist, Seconded by Todd Stencil.
- **Roll Call: Paap: Yes Hughes: Yes Feist: Yes Herman: Yes Kropp: Yes Malterer: Yes Stencil: Yes**
Motion approved.

ISG Contract Update:

- Mark Schaetzke provided an update on the contract negotiations with ISG. He stated that the process is going well and that ISG is asking a lot of good questions to ensure that expectations and roles with the various partners and subcontractors, like the Freshwater Society, are clearly identified. Mark also stated that he would be providing an email update to the group listing recent information that he had received from ISG.

Meeting Location/Format/Location:

- The policy committee discussed having in-person meetings for all upcoming meetings. It was discussed that having them in the public buildings in the member counties and having a hybrid option for those who are unable to attend would be beneficial. It was also discussed that changing the meeting time to 10:00 AM would allow staff and policy members more time to travel to the meetings.
- Motion to have in person Policy Committee Meetings at 10:00 AM on the fourth Friday of each month, with the location rotating throughout the watershed and starting in Waseca County, made by Chris Hughes, Seconded by Randy Feist.



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- **Roll Call: Paap: Yes Hughes: Yes Feist: Yes Herman: Yes Kropp: Yes Malterer: Yes Stencil: Yes Motion approved.**

Other Updates

Rachel Wehner will take over day to day duties for next three months while Haley Byron is on leave. If State of Minnesota does not pass budget by end of June, nothing will be able to be charged to the grant from July 1 until whenever a budget is signed by the Governor.

Meeting schedule: Next meeting will be at 10:00 AM on July 23, 2021 in Waseca, at the Waseca County East Annex.

- Motion to adjourn by Randy Feist, seconded by Kevin Paap.
- **Roll Call: Paap: Yes Hughes: Yes Feist: Yes Herman: Yes Kropp: Yes Malterer: Yes Stencil: Yes Motion approved.**

Meeting Adjourned at 9:38 AM.

Secretary – Commissioner Ted Herman

Submitted by: Scott Salsbury (Blue Earth County)

Le Sueur River Watershed One Watershed, One Plan Partnership Financial Report - 1st half of 2021

*note: Waseca County will bill all hours at the end of 2021

Plan Development Costs	LEAD	ESTIMATED COST				Total Avail
		Consultants		Partnership	Total	
Pre-Planning						
Aggregate watershed information	Consultant	\$ 3,800.00	\$ 1,500.00	\$ 5,300.00	\$ -	\$ 5,300.00
Notify plan review authorities and host public kickoff meeting	Waseca County/Consultant	\$ 6,000.00	\$ 1,000.00	\$ 7,000.00	\$ -	\$ 7,000.00
Planning						
Write the land and water resources narrative	Freeborn County	\$ -	\$ 3,200.00	\$ 3,200.00	\$ -	\$ 3,200.00
Identify and prioritize resources and issues	Consultant	\$ 28,000.00	\$ -	\$ 28,000.00	\$ -	\$ 28,000.00
Establish measurable goals	Consultant	\$ 28,000.00	\$ -	\$ 28,000.00	\$ -	\$ 28,000.00
Develop a targeted implementation schedule	Consultant	\$ 15,000.00	\$ -	\$ 15,000.00	\$ -	\$ 15,000.00
Describe implementation programs	Consultant	\$ 9,000.00	\$ -	\$ 9,000.00	\$ -	\$ 9,000.00
Determine plan administration and coordination	Consultant	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00
Mid Planning Process Public Engagement	Consultant	\$ 6,000.00	\$ -	\$ 6,000.00	\$ -	\$ 6,000.00
Meeting Facilitation	Consultant	\$ 30,000.00	\$ -	\$ 30,000.00	\$ -	\$ 30,000.00
Write draft plan for review	Consultant	\$ 22,000.00	\$ -	\$ 22,000.00	\$ -	\$ 22,000.00
Plan Review and Submission						
Conduct formal review	Consultant	\$ 4,000.00	\$ 2,000.00	\$ 6,000.00	\$ -	\$ 6,000.00
Write final plan and submit to BWSR	Consultant	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00
Other Costs						
Expenses: printing, travel	Waseca County	\$ -	\$ 500.00	\$ 500.00	\$ -	\$ 500.00
SUBTOTAL: Plan Development		\$ 161,800.00	\$ 8,200.00	\$ 170,000.00		\$ 170,000.00
Administration Costs						
Fiscal Coordination	Waseca SW				75	
Grant Reporting (Elink)	Waseca SW				25	
Grant Reporting (Elink)	Waseca Cou				40	
Policy /Advisory Committee Coordination	Waseca Cou				450	
Meeting Expenses (facility, materials, food)						
Publication Expenses (notices, invitations)						
SUBTOTAL: Administration						
CONTINGENCY (add 10% to final amount)						
TOTAL		\$ 231,398.00	\$ 1,404.43	\$ 232,802.43	\$ -	\$ 232,802.43
Actual Grant Amount Received 4/26/2021 (50% Grant total)			\$ 115,699.00	\$ 115,699.00		\$ 115,699.00

Le Sueur River Watershed: One Watershed One Plan

Civic Engagement - Proposed Scope of Work

To: Haley Byron, Waseca County & Mark Schaetzke, Waseca SWCD
From: Kimberly Musser, Water Resources Center, Minnesota State University, Mankato
Date: Draft July 16, 2021

WRC Background Le Sueur River Watershed

Water Resources Center at Minnesota State University, Mankato has been helping to engage citizens in the Le Sueur River Watershed since 2012. We have a long history of working with conservation partners and Minnesota Pollution Control Agency to engage citizens as part of the Watershed Restoration and Protection Strategy (WRAPS) Development. As an outgrowth of that effort, a group of citizen leaders and conservation partners formed the Le Sueur River Watershed Network. The WRC has been providing support to this group since it formed in 2013. WRC has hosted meetings in all regions of the watershed and is grounded in community concerns, watershed issues, and citizen-led solution strategies for watershed improvement. Learn more about the Le Sueur River Watershed Network: <https://lesueurriverwaters.wixsite.com/network>

Overall BWSR Civic Engagement Goals (Excerpt from BWSR Guiding Principles)

Managing and protecting the environment while providing a high quality of life for people is a complex process that is most successful when governing bodies, community members, and experts in various fields are true partners in the planning process.

- Pull parties together in every aspect of the water arena in a way that goes beyond the interests of any one government agency or stakeholder and in a way that has never been done before.
- Identify and prioritize multi-benefit projects provide benefits to more than one group or interest and address more than one environmental resource within a watershed.
- Find locally supported and funded technical, administration, support, and outreach activities that leverage funding from the State will be key to ensuring sustainable local government capabilities and long-term success on both the local level and watershed scale.

WRC Civic Engagement Approach

- Our civic engagement strategy will be developed and refined in close collaboration with One Watershed One Plan (1W1P) consultant, local partners and associated planning work groups.
- We assume that we want citizens to help define watershed problems and suggest workable solutions to help solve the problems that concern them.
- To help inform citizens about the 1W1P effort and process and to obtain meaningful input from diverse stakeholder perspectives.
- To provide a transparent process and give citizens an opportunity to meaningfully contribute to plan development.
- To obtain advice and feedback that is grounded in what citizens think is possible to do on their own properties and in their communities.
- To help to clarify what roles citizens can play for watershed improvement.

Public Kick-off Meeting & Online Survey

When: Early in process, to meet the requirements 1W1P planning process

Location: Preference is to hold meeting in person if possible, in a central watershed location (e.g. Pemberton Main Street Plaza)

Covid alternative would be online, likely zoom webinar with breakout rooms for small group discussion

Target Audience: General public, any interested citizens

Desired Outcomes:

- Develop an interested party database
- Publicize beginning of the One Watershed One Planning (1W1P) process
- Explain the 1W1P process, who does what, clarify what roles citizens can play
- Provide an overview of existing research to raise awareness about watershed issues
- Seek input: Identify citizen concerns about watershed issues and problems
- Seek input: Identify citizen-based strategies for watershed improvement

Database Development

Assist in developing an interested party database. We already have a database from historic civic engagement efforts in the watershed. We will integrate, update and expand other audiences that the planning group would like to target watershed-wide (e.g. new elected officials, community groups, nonprofits etc.)

Kickoff Meeting

WRC will develop, plan and facilitate a kickoff meeting in collaboration with local partners and consultant. The meeting will likely begin with an overview of the 1W1P process, followed by facilitated small group conversations where participants will provide input on the following themes:

1. What do you value and care about when it comes to your community and the natural environment? What would you like to preserve for future generations?
2. What concerns do you have about area natural resources and community?
3. What strategies would you suggest to improve watershed health and community vitality?

Online Survey Development, Administration and Analysis

An online survey will be available to encourage input from stakeholders that cannot attend the kickoff meeting. WRC will develop an online survey to gain citizen input about watershed issues and priority resources. The survey will convey the same questions asked to frame input at the kickoff meeting. The survey will include both open and closed-ended questions to gain general input about citizen perspectives. By using open-ended questions, we hope to receive a wide range of comments from diverse stakeholders that will be thematically coded. Survey results will be analyzed and summarized and reported back to the planning team.

Record, Compile and Summarize Input

WRC will record, compile and summarize citizen feedback in a document for use in plan development.

Cost Estimate: \$6,000. Costs could vary depending on scope of work and expectations for material development and media outreach.

1W1P Plan Update Meeting

When: Mid-point (TBD by planning partners)

Location: Preference is to hold meeting in person if possible, in a central watershed location (e.g. Pemberton Main Street Plaza)

Covid alternative would be online, likely zoom webinar

Target Audience: General public, any interested citizens

Desired Outcomes

- To provide a 1W1P planning update for those who participated in the kick-off meeting and other interested parties
- To provide an overview of priority issues and goals
- To provide citizens an opportunity to review the plan and provide input before the 60-day public review process
- To provide citizens with an opportunity to weigh in on plan priorities and priority area targeting
- Seek input: Citizens prioritizing and providing general feedback
- Seek Input: Ground-truthing - what approaches have the most promise for adoption in the region?
- Seek Input: Mapping important resources and targeting priority areas

Plan Update Meeting

WRC will develop, plan and facilitate a mid-point update meeting in collaboration with local partners and consultant. The meeting format and timing will be determined in consultation with planning consultant and local partners. The broad goal will enable citizens to pour over recommendations made by committees and weigh in on watershed-wide priorities. Citizens will have the opportunity to provide input about priority actions, and ground the plan in what actions people would be more willing to adopt in the watershed. The meeting will be designed to foster small group conversations and allow opportunities for citizens to get questions answered, and to provide timely input on plan development. We suggest including an optional potluck or meal before the meeting to draw attendees and give people an opportunity to informally network.

Format

We will work collaboratively with local partners and the consultant to decide on desirable format for the meeting. Two potential format approaches have been discussed to date:

- 1) Facilitated small group discussions, where citizens can provide input and reflect on plan progress and pour over maps to discuss priority issues and areas. There are a number of online mapping tools that we can utilize to display issues and capture citizen feedback.
- 2) An Open House format with issue tables where citizens can get updates about particular issues of interest to them. At each table, planning partners and staff will be available to summarize a particular priority issue, to discuss related plan progress, and to answer questions. Partners would record input and comments. We can also structure the open house format to include facilitated small group discussions to more formally capture public input.

Priority Area Mapping

Local partners have discussed some potential approaches to capture spatial data using various online mapping tools.

Record, Compile and Summarize Input

WRC will record, compile and summarize citizen feedback in a document for use in plan development.

Cost Estimate: \$6,000. Costs could vary depending on scope of work and expectations for material development and media outreach.

Budget Estimate

Le Sueur River Watershed: 1W1P CE						
Proposed Budget						
	Hourly Rate	Fringe	S/F	Hours		Total
Salary:						
Kimberly Musser	40.61	10.96	51.57	200	\$	10,314.94
			Rate	Units		
Rental			\$75.00	2	\$	150.00
Meeting supplies/Food			\$397.00	2	\$	794.00
Printing			\$0.29	800	\$	232.00
Travel			\$0.49	140	\$	68.60
Postage			\$0.55	800	\$	440.00
Grand Total					\$	11,999.54

Budget Assumptions

WRC will organize and facilitate the meeting with collaboration and support from steering committee. Steering committee will assist with small group facilitation.

WRC will create a flyer, news release, and work with partners to publicize each meeting.

WRC will send out one mailing to publicize each meeting (approx. 400 pieces each, two mailings total).

WRC will cover meeting supplies including light refreshments (coffee) for each meeting.

*The budget above is draft (we are waiting for clarification on one item).