



## Policy Meeting Minutes

February 24<sup>th</sup>, 2021  
Microsoft Teams Virtual Meeting

**Policy Committee Members present:** Mark Larson (Clearwater County), John Gunvalson (Clearwater SWCD), Jackie Ulrich (Clearwater SWCD), Neil Peterson (Pennington County), Darryl Tveitbakk (Pennington County), Greg Helgman (Pennington SWCD), Joan Lee (Polk County), Ron Weiss (Red Lake County), Mark LaCross (Red Lake County SWCD), Tom Anderson (Red Lake Watershed District), Terry Sorenson (Red Lake Watershed District)

**SWCD Staff:** Chester Powell (Clearwater), Rachel Klein (East Polk), Peter Nelson (Pennington), Tanya Waldo (Red Lake)

**RLWD Staff:** Myron Jesme, Cory Hanson

**BWSR Staff:** Chad Severts, Henry Van Offelen

**Consultant:** Moriya Rufer (Houston Engineering Inc.)

**Note Taker:** Brielle Prokosch (Clearwater SWCD)

---

The meeting was called to order at 1:00 P.M. by Powell via a Microsoft Teams virtual meeting.

**Introduction Activity:** Considering this was the first policy meeting of the Clearwater River 1W1P, introductions transpired.

Connection was lost at 1:10 P.M. and restored at 1:16 P.M.; Nelson took over as lead while Powell's connection was restored.

**HEI Introduction:** Rufer went through an introduction about HEI and the consulting work she'll be doing with the Clearwater River 1W1P.

**Election of Officers:** Powell noted that the policy committee still needed to have an election of officers.

**Chair:** Ron Wiess was nominated to be the Chair of the policy committee. A motion was made to make Wiess the Chair. Seconded by LaCross. *Motion carried unanimously.*

**Vice Chair:** Joan Lee was nominated to be the Vice Chair of policy committee. A motion was made to make Lee the Vice Chair. Seconded by LaCross. *Motion carried unanimously.*

**Secretary:** Greg Helgman was nominated to be the Secretary of the policy committee. A motion was made to make Helgman the Secretary. Seconded by Larson. *Motion carried unanimously.*

It was confirmed by Nelson that the policy committee did not need a Treasurer.



**HEI Consulting and Budget Approval:** The budget was fully reviewed by the policy committee members. Rufer noted that the estimation quotes met the requirements. Severts noted the budget had approval from BSWR. Peterson made a motion to approve the budget and use HEI for consulting since BSWR was in approval. Seconded by Larson. *Motion carried unanimously.*

**Partnership Bylaws Approval:** The bylaws were reviewed by the policy committee. The bylaws were of standard template with only minor changes regarding votes allowed to be counted over video and phone. It was noted that the Clearwater River 1W1P was running under a MOA and Clearwater SWCD would be the fiscal agent. Ulrich made the motion to approve the bylaws. Seconded by Peterson. *The motion was carried unanimously.*

Jesme asked how the policy committee proposed to get signatures. Powell responded that they would not need a signature from every LGU, and just needs the Secretary to sign.

**Grant Work Plan Approval:** The grant work plan was reviewed by the policy committee. The grant work plan was a BSWR template with updated information like the timeline and budget. Peterson made the motion to approve the grant work plan. Seconded by Tveitbakk. *The motion was carried unanimously.*

**Schedule Approval:** The schedule was reviewed by the policy committee with the proposed estimated end date being June 2023. Powell noted that the work group was slightly ahead of schedule. Larson made the motion to approve the schedule. Seconded by LaCross. *The motion was carried unanimously.*

**Advisory Committee:** The policy committee members were asked to respond to their local LGU's with candidates for the advisory committee before the next meeting. Candidates would be preferred to be close travel wise and invested in the watershed. Rufer noted that the next meeting would take place in a month and then quarterly after that.

**Schedule Next Meeting:** The date of the future meeting was discussed. Ulrich made the motion to hold the next meeting on Wednesday, March 24<sup>th</sup> from 1-3 P.M. Seconded by Larson. *The motion was carried unanimously.*

**Discussion:** With the items on the agenda complete, the committee opened the floor for comments and a discussion on items for future agendas. Powell noted that the meetings would continue using Teams for now, would be sending out meeting packets 2 weeks in advance for the next meeting and will continue to work on getting the grant processed. It was noted that the kickoff meeting would be held outdoors sometime in May or June with a hybrid option. Severts noted that the committee should have a background of why the 1W1P was doing what they are doing and that there should be a breakdown of various reports of information (WRAPS) for the committee to read. Van Offelen suggested a meeting to get to know the SWCD's better. Rufer indicated that she would have a short presentation during the next meeting.

The meeting concluded at 2:09 P.M.



Acronym list:

**1W1P:** One Watershed, One Plan

**BWSR:** Board of Water and Soil Resources

**HEI:** Houston Engineering Inc.

**LGU:** Local Government Unit

**MOA:** Memorandum Of Agreement

**RLWD:** Red Lake Watershed District

**SWCD:** Soil and Water Conservation District

**WRAPS:** Water Resource And Protection Strategies