

LLR1W1P: Leech Lake River Comprehensive Watershed Management Plan (LLRCWMP)	Policy Group Implementation Meeting # 3	Date: Monday August 16, 2019
		Time: 1:00pm to 3:00pm
		Location: Cass County Commissioner's meeting room

Facilitator: Lynn Goodrich (*triplake1@mac.com*) **Note taker:** Julie Kingsley

Pre-work: Please review emailed meeting documents (Example: Agenda, MOA, Bylaws, etc.)

Please bring: Printed copy of LLRCWMP, your calendar, MOA and Bylaw documents.

Agenda Items *NOTE: Please review the Leech lake 1W1P By-laws note changes for implementation phase and LLRCWMP prioritized implementation tables and be prepared to make recommendations and discuss how to incorporate them in our first biannual workplan*

Topic			
✓		Lead	Time allotted
<ul style="list-style-type: none"> • Introductions, review Ground Rules, Group Norms & approve agenda and approve meeting notes 	INFORMATION	Lynn G	5 min.
Policy committee for Implementation of plan <ul style="list-style-type: none"> • LLRCWMP adoption: Counties: Cass, Hubbard. SWCDs: Cass, Hubbard. • Officers: Chair- Lynn G, Vice Chair-Neil G, Need Secretary (voting member) 	Update and action	Lynn G	10 min.
<ul style="list-style-type: none"> • Planning phase budget (final resolution) <ul style="list-style-type: none"> ○ Remaining funds to City of Laporte project ○ Stakeholder outreach 	Report/discussion	John R, Chris P.	5 min.
<ul style="list-style-type: none"> • Adoption of Bylaws for Policy Committee <ul style="list-style-type: none"> ○ Review DRAFT updated Bylaws ○ Adopt Implementation Bylaws 	Discuss/adopt	Lynn G	15 min
Implementation of LLRCWMP <ul style="list-style-type: none"> • Draft MOA <ul style="list-style-type: none"> ○ Final version submitted to LGUs 8/1/19 ○ Adopted by Hubbard County and SWCD ○ Adoption by Cass County & SWCD? 	Information	Lynn G	2 min.
<ul style="list-style-type: none"> • Leech/Pine multi watershed grant application - status? 	Note/email	Julie K	3 min.
<ul style="list-style-type: none"> • Workplan for LLRCWMP <ul style="list-style-type: none"> ○ BWSR - planning guide/examples ○ Prioritized implementation Table ○ Preliminary Actions ○ What and how to implement workplan ○ Outreach to stakeholders 	Begin Discussion, set goals, assign responsibility	John R, Julie K, Chris P, and Jeff H	50 min.
<ul style="list-style-type: none"> • Final Thoughts: members share thoughts 	Share/discuss	Lynn G	15 min.
Other			
Other			
✓ Identify Next Meeting Goals/Schedule Next Meeting/	action	Chair	10 min.

<ul style="list-style-type: none"> ○ Proposed Next Meeting: Friday September 20, 2019 @ 1pm check room availability 			
<p>Post-Meeting Assignments:</p> <ul style="list-style-type: none"> Continue with City of Laporte - Hubbard SWCD Start implementation discussion with your respective boards - everyone 	action	Lynn G	5 min.

Post-Meeting Assignments:

Ground Rules for Planning Work Group (Ground Rules: How we interact when together)

- We will start / end on time
- We will be respectful and promote open communication
- We will operate on consensus – seek general agreements all can “live with.”
- Listen to understand

Group Norms (Group Behavior/Expectations for getting the work done)

- Members will complete pre-work, read materials, and be prepared to meet
- Note-taker is to capture highlights of the discussion and decisions made, but not detailed minutes
- We will identify clear deadlines for when tasks are assigned to members and strive to meet them (both in developing materials and responding/providing feedback)
- Policy Committee members will report back to their respective boards and keep them up to date
- If necessary, we will hold conference calls between in-person meetings to report on progress