LLR1W1P: Leech Lake River Comprehensive Watershed Management Plan (LLRCWMP)	**Policy Group** Implementation Meeting # 4	**Date: Friday October 18, , 2019** **Time: 9:00 am to Noon** **Location: Cass County Commissioner's meeting room**

Facilitator:	**Lynn Goodrich** *(tripplake1@mac.com)*	**Note taker:**	**Julie Kingsley**
Pre-work:	Please review emailed meeting documents (Example: Agenda, Bylaws, etc.)		
Please bring:	Printed copy of LLRCWMP, your calendar, 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**
• Introductions, review Ground Rules, Group Norms & approve agenda and approve meeting notes	*INFORMATION*	Lynn G	5 min.
Policy committee for Implementation of plan • LLRCWMP adoption: Counties: Cass, Hubbard. SWCDs: Cass, Hubbard. • All counties have fully signed documents	Update and action	Lynn G	5 min.
• Planning phase budget (final resolution) ○ Remaining funds to City of Laporte project ○ Stakeholder outreach	Report/discussion	John R, Chris P.	10 min.
• Adoption of Bylaws for Policy Committee ○ Review DRAFT updated Bylaws ○ Adopt Implementation Bylaws	Discuss/adopt	Lynn G	15 min
• Joint Leech and Pine LSOHC grant- easements	Discuss	Julie K/John	15 min.
• Leech/Pine multi watershed grant application - status?	Note/email	Julie K	3 min.
• Workplan for LLRCWMP ○ 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.
• Final Thoughts: members share thoughts	Share/discuss	Lynn G	15 min.
Other			
Other			
✓ Identify Next Meeting Goals/Schedule Next Meeting/ ○ Proposed Next Meeting: Friday November 15, get rid 2019 @ 1pm check room availability	action	Chair	10 min.
	action	Lynn G	5 min.

Post-Meeting Assignments: Continue with City of Laporte - Hubbard SWCD Start implementation discussion with your respective boards - everyone			

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