

Lower Minnesota River West One Watershed, One Plan	Steering Team Meeting #6	Date: 6/4/2020
		Time: 10:30 AM to 11:30 AM
		Location: Remote Meeting via GoToMeeting

Facilitator: Joel Wurscher **Note taker:** Jack Bushman

Invitees: **LGU Lead staff:** Amy Clyde, Allen Kerber, Blake Honetschlager, Coleton Draeger, Diane Mitchell, Holly Hatlewick, Jack Bushman, Joel Wurscher, Kevin Ostermann, Marc Telecky, Marilee Peterson, Ronald Otto, Ryan Freitag, Sarah Young, other LGU staff as appointed by LGU lead staff.
BWSR Staff: Jenny Mocol-Johnson, Mark Hiles

Pre-work: None

Please bring: *One Watershed, One Plan Binder*

Agenda Items

Topic	Purpose	Lead	Time allotted
✓ Meeting Logistics, Ice Breaker, Agenda Review	INFO	Joel W.	5 min.
✓ Policy Committee <ul style="list-style-type: none"> Meeting logistic 	INFO	Jack B.	15 min.
✓ Request for Qualifications <ul style="list-style-type: none"> Update, timeline, issue date 	DISCUSS	Joel W.	10 min.
✓ 60 Day Notice <ul style="list-style-type: none"> Discuss drafting of notification and agency list 	DISCUSS	Jack B.	15 min.
✓ Website <ul style="list-style-type: none"> Discuss host site 	DISCUSS	Jack B.	5 min.
✓ Match Tracking	DISCUSS	Jack B.	5 min.
✓ Schedule Next Meeting	DECIDE	Joel W.	5 min.

Post-Meeting Assignments:

- Update match tracking spreadsheet
- If desired, attend policy committee meeting

Steering Team Ground Rules:

- We will start / end on time
- 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 be respectful and promote open communication
- We will operate on consensus – seek general agreements all can “live with.”
- 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)
- If necessary, we will hold conference calls between in-person meetings to report on progress