

<b>Lower Minnesota River West One Watershed, One Plan</b>	<b>Steering Team Meeting #5</b>	Date: 4/2/2020
		Time: 10:30 AM to Noon
		Location: Remote Meeting via Zoom

<b>Facilitator:</b>	<b>Joel Wurscher</b>	<b>Note taker: Jack Bushman</b>
<b>Invitees:</b>	<b>LGU Lead staff:</b> 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. <b>BWSR Staff:</b> Jenny Mocol-Johnson, Mark Hiles	
<b>Pre-work:</b>	Talk with Policy Committee members about remote meeting capabilities, review RFQ, install Zoom	
<b>Please bring:</b>	<i>One Watershed, One Plan Binder</i>	

## 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"> <li>Remote Meeting Capabilities</li> <li>Open Meeting Law</li> <li>Schedule/Postpone Policy Meetings</li> </ul>	INFO/DECIDE	Jack B.	30 min.
✓ BWSR Update <ul style="list-style-type: none"> <li>Grant Status</li> <li>Interagency Check in Call</li> <li>60 Day Review</li> </ul>	INFO	Jennifer Mocol-Johnson	20 min.
✓ Request for Qualifications <ul style="list-style-type: none"> <li>Review Draft</li> <li>Editions/Comments</li> <li>Discuss Further Action</li> </ul>	DISCUSS	Joel W.	30 min.
✓ Schedule Next Meeting	DECIDE	Joel W.	5 min.

### Post-Meeting Assignments:

- Notify the policy committee on further action
- Continue to develop RFQ

### 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