

Lower Minnesota River West One Watershed, One Plan	LGU Lead/Steering Team Meeting #4 – Post Meeting Notes	Date: 3/5/2020
		Time: 9:30 AM to 11:15 AM
		Location: USDA Conference Room, 112 5 th Street Gaylord, MN 55334

Facilitator:	Jack Bushman	Note taker: Coleton Draeger
Attendees:	LGU Lead staff: Amy Clyde, Allen Kerber, Blake Honetschlager, Coleton Draeger, Jack Bushman, Kevin Ostermann, Marilee Peterson, Ryan Freitag BWSR Staff: Jenny Mocol-Johnson, Mark Hiles	
Pre-work:	Review grant materials on OneDrive, talk with potential advisory committee members	
Please bring:	<i>One Watershed, One Plan Binder</i>	

Post Meeting Notes:

1. Ice Breaker, Note Taker
 - a. What sport would you compete in if you were in the Olympics?
 - b. Note Taker – Coleton Draeger
2. Grant Work Plan, Timeline, Budget
 - a. The MOA with signatures from all entities within the planning partnership has been added to the policy committee folder on the OneDrive.
 - b. Budget, workplan, timeline, MOA have been completed and submitted to BWSR. They are being reviewed in St. Paul. Expected turn around is 1-2 weeks.
 - c. The total grant budget is \$237,302.
 - d. The goal is to get the grant agreement executed at the March 24th Sibley County Board meeting. An agenda request will need to be submitted before March 18th at 12:00 PM.
3. RFP/RFQ
 - a. The group discussed the pros and cons of using an RFP or RFQ.
 - b. Discussion was held on local bidding requirements and how that factors into the RFQ process.
 - c. The group elected to use an RFQ, contingent upon local bidding requirements.
 - i. The RFQ should include language about references.
 - ii. The RFQ should also include language about the consultant’s involvement in the development of other plans.
 - iii. A draft RFQ will be added to the OneDrive within the next two weeks.
 - d. The RFQ development and consultant hiring timeline was discussed. This will be included in the meeting notes (see Attachment A).
 - e. Discussion was held on who will interview the consultant and review the submitted materials.
 - i. The policy committee decides on who is involved with this.
 - ii. Can be formed into a subcommittee.
 - iii. Policy committee members can and should be included in the selection process.
 - iv. Have several different ways of organizing a consultant selection subcommittee available at the first policy committee meeting. The policy committee can decide about what would work best.
 - f. It will be important to network with other entities that have completed a 1W1P and get background about potential consultants.
4. Match Tracking & OneDrive
 - a. The group is happy with the use and functionality of the OneDrive.
 - b. Match tracking will be done fiscal quarter. Spreadsheets have been developed accordingly.
 - c. Sibley County Auditor was reminded to track time in two ways. Fiscal work (part of the grant budget) and meeting attendance (part of the match tracking).

5. Advisory Committee

- a. Discussion was held about who should be added to the advisory committee.
 - i. State agencies will have one representative.
 - ii. The group decided that it would be wise to expand the list of potential advisory committee members to include farm groups and hook/bullet groups.
 - iii. Representatives from the cities within the planning area should also be considered.
 - iv. A representative from the Lower Minnesota River Watershed District would also like to be included.
 - v. As part of the approval of the modified planning boundary, a representative from Carver SWCD and Carver County should also be included.
 - vi. NRCS and USFWS should be included as well.

6. Policy Committee

- a. The group reviewed the doodle poll results and chose to schedule the first policy committee meeting for April 2nd, 2020 from 1:30 PM – 3:30 PM.
- b. The Sibley County Board of Commissioners room has been reserved for the meeting.
- c. A draft agenda was reviewed. Several additions and subtractions were made.
 - i. The agenda will include an overview of the 1W1P process and a presentation on the roles of each committee.
 - ii. WRAPS/TMDLs will be discussed at a later meeting.
 - iii. If possible, each entity will prepare a brief presentation on recent projects that could be incorporated into the 1W1P.

7. Schedule Next Meeting

- a. The next steering team meeting is scheduled for 10:30 AM on April 2nd and will be held in the USDA Conference Room.

Post-Meeting Assignments:

- Notify the policy committee on the date of the first meeting.
- RFP/RFQ development will begin.

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

Attachment A - Request of Qualifications Schedule

- Develop RFQ – **March**
- Publication of Request for Qualifications – **After April 2nd steering and policy meeting**
- Responses Due (allow 3 weeks) – **Late April/Early May**
- Review of Qualifications (1 Week) – **Early May**
- Optional Step: Interview of Project Manager from the three (3) highest rated firms (2 weeks) – **Mid May**
- Notification of Selection (1 day) – **Mid May**
- Negotiation of Final Scope/Schedule/Budget (2 weeks) – **Late May**
- Contract Signature and Notice to Proceed (1 week) – **Late May/Early June**