

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

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

Attendees: **LGU Lead staff:** Amy Clyde, Coleton Draeger, Jack Bushman, Joel Wurscher, Kevin Ostermann, Marilee Peterson, Ryan Freitag
BWSR Staff: Ed Lenz, Jenny Mocol-Johnson, Mark Hiles

Pre-work: None

Please bring: *One Watershed, One Plan Binder*

Agenda Items

Post-Meeting Notes:

1. Meeting Logistics, Ice Breaker, Agenda Review
 - a. No additional agenda items were brought forward.
 - b. The group used this as an opportunity to provide updates on how their offices are operating during COVID-19.
2. Policy Committee – Meeting Logistic
 - a. The first Lower Minnesota River West One Watershed, One Plan policy committee meeting will be held on 6/4/2020 at 1:30 PM in the Sibley Room at the Sibley County Service Center. Originally scheduled for 4/2/2020 in the Commissioner’s Board Room at the Sibley County Courthouse, this meeting was postponed until 6/4/2020 due to COVID-19 concerns. The decision to move the meeting to the Sibley Room was made to incorporate social distancing guidelines.
 - b. Aside from those needing to attend in person for meeting facilitation, the rest of the steering team will be sent a GoToMeeting link allowing them to follow along with meeting progress.
 - i. Based on input from those attending the meeting virtually, this method will continuously be reevaluated.
3. Request for Qualifications – Update, Timeline, Issue Date
 - a. Project staff will be asking the policy committee at the 6/4/20 meeting to approve the use of a Request for Qualifications (RFQ) to establish a pool of potential consulting firms to help facilitate the One Watershed, One Plan process.
 - b. If the RFQ process is approved, project staff will be asking the policy committee to decide on the structure of a selection committee. The selection committee will be used to screen applications to the RFQ, interview selected applicants, and ultimately, bring a recommended consulting firm to the policy committee. The policy committee will then recommend to the Sibley County Board of Commissioner’s the use of the chosen consulting firm. As the fiscal agent, the Sibley County Board has the final say in the approval of the consulting firm.
 - c. If the RFQ process is approved, project staff will bring the final edition of the RFQ to the policy committee meeting in July. The approved RFQ will be posted after the July policy committee meeting, with the hopes of having consultant contracting and on boarding taking place in August.
4. 60-Day Notice – Discuss drafting of notification and agency list
 - a. The 60-day notice is the next step in the “pre-planning” phase of the project.
 - b. A draft of the notice will be sent out to the steering team by June 17th.

- c. The 60-day notice, along with a list of recipients, will be brought to the policy committee at the July meeting for approval.
5. Website
 - a. The group discussed and agreed upon using the Sibley SWCD website for hosting information related to the Lower Minnesota River West 1W1P.
 - b. www.sibleyswcd.org
6. Match Tracking
 - a. The group discussed updating the match tracking spreadsheet on the OneDrive.
7. Schedule Next Meeting
 - a. The next meeting will be held on July 2nd at 10:30 AM and take place via GoToMeeting.

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