

<b>Lower Minnesota River West</b> <b>One Watershed, One Plan</b>	<b>LGU Lead/Steering Team</b> Meeting #3 – Post Meeting Notes	Date: 2/6/2020
		Time: 9:30 AM to Noon
		Location: USDA Conference Room, 112 5 <sup>th</sup> Street Gaylord, MN 55334

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

**Attending:** **LGU Lead staff:** Amy Clyde, Allen Kerber, Blake Honetschlager, Coleton Draeger, Jack Bushman, Joel Wurscher, Kevin Ostermann, Marilee Peterson, Ryan Freitag  
**BWSR Staff:** Jenny Mocol-Johnson, Mark Hiles

**Pre-work:** Identify potential Advisory Committee members

**Please bring:** *One Watershed, One Plan* Binder

**Post Meeting Notes:**

1. Introductions, Ice Breaker
  - a. What is your favorite breakfast cereal?
2. Memorandum of Agreement – Update and processing
  - a. MOA has been signed and approved by all LGUs.
  - b. Need the signature page from each LGU so a complete document can be put together.
  - c. Send completed document to Jenny Mocol-Johnson (BWSR) and Mark Hiles (BWSR) for review.
3. Grant Work Plan – Review drafts and timeline for completion
  - a. The group reviewed pre-planning and planning tasks in the most recent work plan draft.
    - i. In conjunction with the work plan, associated tasks were discussed on the timeline.
      1. Discussion on Task 1.3.
        - a. PTMapp has been done for portions of the planning area, mostly in Nicollet County. HSPF-SAM was done during the WRAPS process and can be used in planning.
      2. Discussion on Task 1.4
        - a. The timeline for the public kick off meeting is July 2020.
      3. Discussion on Task 1.5
        - a. The state bidding process does not need to be followed when selecting a contractor.
        - b. A 10% contingency is included in the 1W1P budget.
        - c. It is important to include an approved Comprehensive Watershed Management Plan as a deliverable in the contract with the chosen consultant.
        - d. BWSR has some webinars on project management that may be helpful to steering team members. <https://bwsr.state.mn.us/project-management-101>
      4. Discussion on Task 2.1
        - a. The workplan and timeline have been changed to allow for work on the Land & Water Resource Narrative to be worked on throughout the course of the planning stage, while still delivering on the items necessary for planning purposes early in the planning process. Depending on the cost of this budget item, this work will be done either in house or by the consultant.
      5. Comments on the work plan are due on 2/13/2020. Jack Bushman (Sibley SWCD) is hoping to have the work plan, timeline and budget submitted to BWSR for review by 2/18/2020.
4. Policy Committee – Membership, meeting location, agenda, and presentations
  - a. The group reviewed the list of Policy Committee members, no changes were made.

- b. It was determined that Policy Committee meetings will be held at the Sibley County Board Room located at the courthouse in Gaylord.
  - c. The draft agenda was reviewed by the group. Additional meeting topics were discussed.
    - i. It was decided that a 1W1P presentation, like the one done at the orientation meeting in November, would be helpful to serve as a reminder and to provide some context.
  - d. Sibley SWCD will use a doodle poll to schedule a Policy Committee meeting for March and April. If the work plan has not been approved by the March meeting, the meeting will be cancelled, and the agenda items will be covered at the April meeting.
    - i. The possibility of piggy backing Steering Team and Policy Committee meetings on the same day was discussed. This would minimize travel time for staff and consultants.
5. Bylaws – Review and Discuss Draft
- a. Discussion on Article VII
    - i. It was suggested that language be added about the Policy Committee’s role in establishing the Advisory Committee.
  - b. Discussion on Article IX
    - i. The claim submission period will be changed from 30 to 60 days. (Article IX 5)
    - ii. Article IX 5 will state that the Policy Committee recommend approval of expenses.
  - c. Discussion on Article X
    - i. Article X will be added for By-Law approval.
6. Web Based Collaboration Tools
- a. Jack Bushman gave a quick demonstration on Microsoft OneDrive.
    - i. The group agreed that OneDrive would be used as a collaboration tool and for cloud-based document storage for steering team members.
    - ii. A link to this folder will be sent out on 2/6/2020.
7. Match Tracking Spreadsheet
- a. Jenny Mocol-Johnson discussed the intent of the match tracking sheet with the group. This spreadsheet should be used to get ballpark numbers on match incurred by planning partners. It is used to justify to the legislators that a match component is not required for this grant.
  - b. It was decided that each LGU will be responsible for entering match information on a quarterly basis.
  - c. The match tracking spreadsheet will be housed in the OneDrive folder.
8. Advisory Committee – Structure
- a. The group discussed potential structure of the Advisory Committee. It was determined that one core group of diversified local government staff should be able to represent and adequately assess the water resource concerns within the planning boundary.
  - b. One or more sub-committees may be necessary for key issues (i.e. drainage, flooding, feedlots).
  - c. Each LGU will talk with local government staff that they feel would be a good fit for Advisory Committee and add them to the “Committees” spreadsheet on the OneDrive before the next meeting. The group will spend time at the next meeting discussing this further. The Advisory Committee members will need to be approved by the Policy Committee.
9. Notification of Other Stakeholders
- a. The group discussed possible methods for included non-profit/non-government/special interest groups in the planning process besides including them in the advisory committee or having a sub-committee.
  - b. These groups do not need to be sent a formal notification of planning.
10. Schedule Next Meeting
- a. March 5<sup>th</sup> at 9:30 am. Sibley USDA Conference Room.
  - b. Policy Committee meeting – TBD

#### Post-Meeting Assignments:

- Individuals assigned to the draft grant work plan will have additions/edits by 2/13/2020.
- Submit grant work plan/timeline/budget to BWSR for initial review after receiving edits by 2/18/2020.
- Individuals assigned to Policy Committee meeting will work to secure location, put together agenda, find presenters. Work with Policy Committee members to schedule a meeting for March 2020 and April 2020.

#### 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