

Lower Minnesota River West-Comprehensive Watershed Management Partnership	Policy Committee Meeting #3 – Minutes	Date: 8/6/2020
		Time: 1:30 PM – 1:54 PM
		Location: Location: Commissioner's Board Room, Sibley County Courthouse, 400 Court Avenue Gaylord, MN 55334

Staff Support: Jack Bushman

Note taker: Joel Wurscher

Attendees:

Committee Members: Jim Mueller – HICWD, Doug Krueger – McLeod County, Charles Mathews – McLeod SWCD, Marie Dranttel – Nicollet County, Eric Annexstad – Nicollet SWCD, Steve Saxton – Sibley County, Paul Wiemann – Sibley County

Others (attending virtually): Amy Clyde – Nicollet County, Blake Honetschlager – Nicollet SWCD, Coleton Draeger – McLeod SWCD, Marilee Peterson – Sibley County, Jenny Mocol-Johnson – Board of Water and Soil Resources

Agenda Items

Minutes:

1. Call to Order
 - a. The meeting was called to order at 1:30 PM on August 6th, 2020 by Board Chair Wiemann.
2. Review Meeting Agenda, Agenda Additions & Cancellations
 - a. The committee reviewed and discussed the meeting agenda. No additions or corrections were needed. A motion was made by Krueger and seconded by Saxton to approve the meeting agenda. Ayes Mueller, Krueger, Mathews, Dranttel, Annexstad, Saxton, Wiemann. Motion carried.
3. Approve Minutes from 7/2/2020
 - a. The committee reviewed the meeting minutes from the July 2nd, 2020 policy committee meeting. A motion was made by Krueger and seconded by Annexstad to approve the July 2nd meeting minutes. Ayes Mueller, Krueger, Mathews, Dranttel, Annexstad, Saxton, Wiemann. Motion carried.
4. Review RFQ/SOQ Processes
 - a. Bushman went through the RFQ/SOQ process. Five consulting firms (Barr Engineering Co., Houston Engineering Inc., WSB, Emmons & Olivier Resources Inc., Wenck) submitted SOQs in response to the RFQ. The selection committee independently reviewed each SOQ before meeting as a group to choose three firms for interviews. The selection committee agreed that Barr Engineering Co., Houston Engineering Inc., and Emmons & Olivier Resources Inc., had the strongest SOQs and should be interviewed. Interviews were held on July 29th and 30th. Each interview consisted of introductions, a qualifications presentation, and pre-determined interview questions. After the interviews were completed, the selection committee unanimously agreed that Barr Engineering Co. should be further recommended to the policy committee as the firm of choice.
5. Review and Approve Selection Committee Recommendation – Barr Engineering Co.
 - a. The policy committee reviewed the SOQ submitted by Barr Engineering Co. and had the opportunity to ask questions to lead staff about the SOQ. Krueger commented that he had some initial reservations about the selection but was comfortable with the choice after talking with McLeod County staff. Mathews asked about the percentage of time each staff from the consulting firm will be working on the project and if it was sufficient to complete the work. Annexstad asked if the firm can complete the work

within the given budget. A motion was made by Annexstad and seconded by Mueller to approve and recommend the use of Barr Engineering Co. for the drafting and facilitating of the Lower Minnesota River West Comprehensive Watershed Management Plan to the Sibley County Board of Commissioners. Ayes Mueller, Krueger, Mathews, Dranttel, Annexstad, Saxton, Wiemann. Motion carried.

6. Discuss Future Agenda Items & Schedule Next Meeting

- a. Bushman discussed several future agenda items with the committee. The next Lower Minnesota River West CWMP policy committee meeting will be held on September 3rd, 2020 at 1:30 PM in the Commissioner's Board Room in the Sibley County Courthouse. A motion was made by Krueger and seconded by Mueller to adjourn the meeting at 1:54 PM. Ayes Mueller, Krueger, Mathews, Dranttel, Annexstad, Saxton, Wiemann. Motion carried.

Approved on September 3rd, 2020

Secretary

Attachments to Meeting Minutes:

- Statement of Qualifications – Barr Engineering Co.
- PowerPoint Presentation