

Lower Minnesota River West-Comprehensive Watershed Management Partnership	Steering Team Meeting #8 – Post Meeting Notes	Date: 8/6/2020
		Time: 10:30 AM to 11:00 AM
		Location: Remote Meeting via GoToMeeting

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

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

Pre-work: Review potential public kick off survey questions from 7/17, Review Barr Engineering Co. SOQ

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. Role call was taken.

2. Selection Committee; Review RFQ/SOQ process, Selection Committee Recommendation – Barr Engineering Co.
 - a. Jack Bushman reviewed the RFQ/SOQ process used by the selection committee. 5 SOQs (Barr Engineering Co., Wenck, Houston Engineering Inc., WSB, Emmons & Olivier Resources Inc.) were received after the RFQ was issued. Each SOQ was independently reviewed by the selection committee before meeting was held on July 27th to choose 3 firms to interview. The selection committee agreed that Barr, HEI, and EOR would be interviewed. Each interview was set up in the same format, and a list of 7 pre-determined questions was prepared. The interviews were held on 29th and 30th. The selection committee unanimously agreed that Barr Engineering Co. would be further recommend to the policy committee as the firm of choice.
 - b. The group asked questions about the bidding process and confirmed that requirements for Sibley County and the State Auditor’s Office would be fulfilled.
 - c. Questions about Barr Engineering’s qualifications were asked.
 - d. A discussion was held around making sure that the contract with Barr Engineering was consistent with plan content requirements and contains deliverables.

3. Public Kick Off Survey – Update
 - a. An initial draft of a public input survey was sent to the group via email on July 17th.
 - b. Jack Bushman will incorporate comments and send out another draft on or before August 20th.

Post-Meeting Assignments:

- If desired, attend the policy committee meeting via GoToMeeting.

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