

Lower Minnesota River West One Watershed, One Plan	Policy Committee Meeting #1 – Minutes	Date: 6/4/2020
		Time: 1:30 PM -2:45 PM
		Location: Location: Sibley County Service Center (Sibley Room) 111 8 th Street, Gaylord, MN 55334

Staff Support: Jack Bushman & Joel Wurscher **Note taker:** Jack Bushman

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

Attendees: **Others (attending virtually):** Ryan Freitag – McLeod SWCD, Coleton Draeger – McLeod SWCD, Amy Clyde – Nicollet County, Kevin Ostermann – Nicollet SWCD, Marilee Peterson – Sibley County, Jenny Mocol-Johnson – Board of Water and Soil Resources, Mark Hiles – Board of Water and Soil Resources

Agenda Items

Minutes:

1. Introductions, Appoint Chairs and Officers
 - a. As this was the first formal meeting of the group, introductions took place. Meeting was called to order on 6/4/2020 at 1:30 PM.
 - b. Upon a motion by Saxton and seconded by Krueger, it was moved that Wiemann would serve as the board chair. Ayes Mueller, Krueger, Mathews, Dranttel, Annexstad, Saxton, Wiemann. Motion carried.
 - c. Upon a motion by Dranttel and seconded Saxton, it was moved that Dranttel would serve as vice chair. Ayes Mueller, Krueger, Mathews, Dranttel, Annexstad, Saxton, Wiemann. Motion carried.
 - d. Upon a motion by Krueger seconded by Saxton, it was moved that Mueller would serve as secretary. Ayes Mueller, Krueger, Mathews, Dranttel, Annexstad, Saxton, Wiemann. Motion carried.
2. Review Meeting Agenda, Agenda Additions and Member Expectations
 - a. The committee reviewed the agenda and discussed member expectations. A motion was made by Annexstad and seconded by Krueger to approve the meeting agenda and member expectations. Ayes Mueller, Krueger, Mathews, Dranttel, Annexstad, Saxton, Wiemann. Motion carried.
3. Review and Adopt Bylaws
 - a. The committee reviewed the bylaws and held discussion on committee roles and meeting location. A motion was made by Krueger and seconded by Saxton to approve the bylaws. Ayes Mueller, Krueger, Mathews, Dranttel, Annexstad, Saxton, Wiemann. Motion carried.
4. One Watershed, One Plan Refresher
 - a. Bushman and Wurscher gave a presentation on One Watershed, One Plan. Topics discussed included scope, planning procedures, committee roles, planning phases and the use of a consultant to facilitate the planning process.
5. Overview of Grant Workplan, Timeline, Budget
 - a. Bushman and Wurscher gave the committee an overview of the One Watershed, One Plan planning grant workplan, timeline and budget. Sibley SWCD will serve as the day to day contact for the planning grant, while Sibley County will be the fiscal agent. Discussion was held around the timeline, which has been delayed due to the COVID-19 pandemic. Discussion was also held around the possibility of a grant extension. While an extension may be possible, it cannot be pursued until later in the grant timeline.

6. Review and Approve the Process of Selecting Consultants
 - a. Bushman and Wurscher gave the committee an overview of the Request for Qualifications (RFQ) and Request for Proposal (RFP) process. The steering team supports the use of an RFQ. A motion was made by Krueger and seconded by Saxton to use an RFQ to facilitate the hiring on a consultant. Ayes Mueller, Krueger, Mathews, Dranttel, Annexstad, Saxton, Wiemann. Motion carried.
 - b. As part of the RFQ process, a selection committee will be established. Bushman and Wurscher presented several possible structures for the selection committee. A motion was made by Mueller and seconded by Krueger to form a selection committee consisting of (1) representative for each geographical county or SWCD, (1) representative from High Island Creek Watershed District, the policy committee board chair, along with staff identified in the planning grant workplan. Ayes Mueller, Krueger, Mathews, Dranttel, Annexstad, Saxton, Wiemann. Motion carried.
 - c. The committee discussed using the Sibley SWCD website to post meeting materials and the RFQ. It was agreed that this was a logical place to host information related to the project. (www.sibleyswcd.org)
7. Review and Approve Recommended Advisory Committee Members
 - a. A preliminary list of advisory committee members (see attached) was assembled by the steering team during previous meetings. This list was presented to the policy committee and discussion was held on the purpose and scope of the advisory committee. The advisory committee will also be opened to additional members as part of the 60-day notification process. Additional sub committees may also be formed if needed. A motion was made by Annexstad and seconded by Mueller to approve the preliminary list of advisory committee members. Ayes Mueller, Krueger, Mathews, Dranttel, Annexstad, Saxton, Wiemann. Motion carried.
8. Discuss Future Agenda Items & Schedule Next Meeting
 - a. The committee discussed the future meeting dates and formats. It was determined that the group could continue to meet in person, with the public and other project partners attending virtually. The next Lower Minnesota River West policy committee meeting is scheduled for 7/2/2020 at 1:30 PM. A motion was made by Saxton and seconded by Annexstad to adjourn the meeting at 2:45 PM on 6/4/2020. Ayes Mueller, Krueger, Mathews, Dranttel, Annexstad, Saxton, Wiemann. Motion carried.

Approved on July 2nd, 2020

Secretary

Attachments to Meeting Minutes:

- Advisory Committee Member List
- Bylaws
- PowerPoint Presentation