

Lower Minnesota River West One Watershed, One Plan	LGU Lead/Steering Team Meeting #2	Date: 12/5/2019
		Time: 9 AM to Noon
		Location: USDA Conference Room, 112 5 th Street Gaylord, MN 55334

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

Invitees: **LGU Lead staff:** Amy Clyde, Allen Kerber, Diane Mitchell, Holly Hatlewick, Jack Bushman, Joel Wurscher, Kevin Ostermann, Marc Telecky, Marilee Peterson, Ronald Otto, Ryan Freitag, other LGU staff as appointed by LGU lead staff.
BWSR Staff: Jenny Mocol-Johnson, Mark Hiles

Pre-work: Review MOA, Work Plan, Timeline

Please bring: *One Watershed, One Plan* Binder
 Draft MOA and Grant Work Plan with notes

Agenda Items

Topic	Purpose	Lead	Time allotted
✓ Introductions, Ice Breaker	INFO	Joel W.	10 min.
✓ Discuss & Decide on Steering Team: <ul style="list-style-type: none"> Purpose (see <i>Guidance for Committees and Getting Ready to Plan</i>) Membership 	DECIDE	Jack B.	20 min.
✓ Discuss Memorandum of Agreement <ul style="list-style-type: none"> Review content Discuss attorney comments Discuss possible additions Determine next steps, timeline for approval 	DISCUSS	Joel W.	60 min.
Break			10 min.
✓ Grant Work Plan <ul style="list-style-type: none"> Review drafts Discuss possible additions Make revisions Determine next steps 	DISCUSS	Jack B.	60 min.
✓ Policy Committee <ul style="list-style-type: none"> Discuss need for additional informational meeting 	DISCUSS	Jack B.	10 min.
✓ Schedule Next Meeting/Agenda	DECIDE	Jack B.	10 min.

Post-Meeting Assignments:

- Discuss MOA content with organization's Board.
- Individuals assigned to draft Grant Work Plan will have additions/edits by one week prior to next scheduled meeting.