

Lower Minnesota River West One Watershed, One Plan	Steering Team Meeting #7 – Post Meeting Notes	Date: 7/2/2020
		Time: 10:30 AM to 11:10 AM
		Location: Remote Meeting via GoToMeeting

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

Attendees: **LGU Lead staff:** Amy Clyde, Allen Kerber, Blake Honetschlager, Jack Bushman, Joel Wurscher, Marilee Peterson

BWSR Staff: Ed Lenz, Jenny Mocol-Johnson, Mark Hiles

Pre-work: None

Please bring: *One Watershed, One Plan Binder*

Agenda Items

Post-Meeting Notes:

1. Meeting Logistics, Ice Breaker, Agenda Review
 - a. Role call was taken.
 - b. The meeting format was discussed.
 - c. No agenda additions were made.

2. Policy Committee – Meeting Logistics
 - a. Jack Bushman discussed the logistics of the policy committee meeting.
 - i. Members of the steering team and public will be able to view the meeting via GoToMeeting.
 - ii. The policy committee will be meeting in person.

3. Request for Qualifications – Timeline, Issue Date, Selection Committee
 - a. The RFQ will be issued on 7/2/2020
 - i. The deadline should be changed to 7/20/2020 to give firms more time.
 - b. The policy committee approved a forming a selection committee consisting of one high Island Creek Watershed District member, staff identified in the work plan, the policy committee board chair, one representative from McLeod County/SWCD, one representative from Nicollet County/SWCD
 - i. The selection committee will meet on July 27th to discuss SOQs and choose firms for interviews.
 - ii. Interviews will be held on July 29th and 30th.

4. 60 Day Notice – Issue Date
 - a. The 60 Day will be issued on July 6th.
 - i. Comments will be due by September 4th.
 - ii. Townships within the planning area should be added to the list since they can provide important information about local issues.

5. Public Kick Off – Strategies during COVID -19
 - a. The group agreed that a mail out survey would be best way to facilitate public input to the plan.
 - b. Ideas for a public kick off would be a good interview question for consulting firms.
 - c. A draft survey will be sent out by July 24th for the group to comment on.

6. Schedule Next Meeting

- a. August 6th at 10:30 AM via GoToMeeting.

Post-Meeting Assignments:

- If part of selection committee, review applications and attend interviews.
- If desired, attend 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