

Minnesota River Mankato One Watershed, One Plan	Steering Team Meeting #2	Date: November 6, 2023
		Time: 9:30 AM
		Location: Nicollet County Court House, EOC Conference Center Room

Facilitator:

Ben Rosburg

Note taker:

Invitees:

Kevin Osterman, Blake Honetschlager, Scott Salsbury, Jerad Bach, Holly Bushman, Michael Schultz, Jeremy Maul, [Adam Beilke](#), Michael McCarty, Angela Grafstrom, Kevin P. McCann

Pre-work:

Review draft MOA and Grant Work Plan
Bring a list of potential advisory committee members

Please bring:

One Watershed, One Plan Binder
Draft MOA and Grant Work Plan with notes

Agenda Items

Topic	Purpose	Lead	Time allotted
✓ Introductions, review meeting purpose & agenda ✓ Assign note taker and facilitator/chair for the day	INFO/DECIDE		5 min.
✓ Grant Work Plan and Planning Approach • Discuss planning approach and consultant selection process (if applicable). • Methodology or tools for: prioritization, targeting, measuring • Review draft grant work plan	DISCUSS		50 min.
Break			15 min.
✓ Memorandum of Agreement: • Review initial draft • Discuss/confirm fiscal agent and grant administrator assignments • Discuss if any additional/new provisions needed	DISCUSS		30 min.
✓ Policy Committee Bylaws: Assign someone or committee to draft	DISCUSS		10 min.
✓ Discuss Advisory Committee recommendation (organizations and names)*	DISCUSS		10 min.
✓ Discuss notification list (plan review authorities and other stakeholders)*	DISCUSS		10 min.
✓ Schedule next meeting	DECIDE		5 min.

*Initial discussion only, wait until MOA complete and grant agreement executed for further action.

Post-Meeting Assignments:

- Individuals or committees assigned to draft MOA and Grant Work Plan will have revisions by _____ (week prior to next scheduled meeting?).
- Individual or committee assigned to drafting bylaws will have draft prepared by _____ (week prior to next scheduled meeting?).
- Continue to implement Board Engagement strategy if applicable.