

Minnesota River Mankato One Watershed, One Plan	Steering Team Meeting #3	Date: December 4, 2023
		Time: 9:30 AM
		Location: Nicollet County Court House, EOC Conference Center Room

Facilitator:
**Kenny
Famakinwa**

Note taker: Kenny Famakinwa

Invitees:	Kevin Osterman, Blake Honetschlager, Scott Salisbury, Jerad Bach, Holly Bushman, Michael Schultz, Jeremy Maul, Adam Beilke , Michael McCarty, Angela Grafstrom, Kevin P. McCann, Pete Moulton
Pre-work:	Review draft MOA and Grant Work Plan Bring a list of potential advisory committee members
Please bring:	<i>One Watershed, One Plan</i> 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.
✓ Memorandum of Agreement: finalize for legal review (or Board signatures), decide on next processing steps.	DECIDE		25 min.
✓ Bylaws: review and discuss draft	DISCUSS		15 min.
✓ Discuss first Policy Committee meeting timing, location, agenda, and presentations. Assign someone to present and/or to find presenters.	DISCUSS		25 min.
Break			15 min
✓ Grant Work Plan and Planning Approach - Confirm Planning Approach and Methodology - Finish draft grant work plan for review by policy committee and subsequent submittal to BWSR*	DECIDE		25 min.
✓ Finalize Advisory Committee and Notification lists**	DECIDE		10 min.
✓ Discuss consultant selection process (if applicable) Assign someone or committee to draft RFQ (template available & in consideration of grant work plan) and consultant selection process*	DISCUSS		25 min.
✓ Schedule next meeting (after grant work plan approved?)	DECIDE		5 min.

*Consider having the Policy Committee review the work plan prior to submittal to BWSR. Be working with BWSR staff on budget and timeline prior to formal submittal.

**Consider waiting until grant agreement is executed before sending notifications or drafting consultant selection process.

Post-Meeting Assignments:

- Send MOA for legal review (if applicable) and/or on to Boards for signature
- Submit grant work plan to Policy Committee, revise if necessary, submit to BWSR
- Individual or committee assigned to draft consultant selection process will have draft prepared by_____