

One Watershed, One Plan Minnesota River - Mankato	Steering Team Meeting #4	DATE: January 24, 2024
		TIME: 9:30 AM
		LOCATION: Nicollet County Court House EOC Conference Room
FACILITATOR	Kenny Famakinwa	
	MINUTES: Crystal Madden	
INVITEES	Kevin Osterman, Blake Honetschlager, Scott Salsbury, Jerad Bach, Holly Bushman, Michael Schultz, Jeremy Maul, Adam Beilke, Michael McCarty, Angela Grafstrom, Kevin P. McCann, Pete Moulton, and Crystal Madden	
PRE-WORK	Review draft plan consultant selection process information	
PLEASE BRING	One Watershed, One Plan Binder Draft consultant selection process with notes	

Meeting Agenda Items

TOPIC	PURPOSE	LEAD	TIME ALLOTTED
✓ Introductions, review meeting purpose & agenda ✓ Assign note taker and facilitator/chair for the day	INFORM/ DECIDE		5 minutes
✓ Finalize consultant selection process (if applicable) - Finalize RFQ/RFP and selection process - Decide on level of involvement of Policy Committee	DECIDE		40 minutes
✓ Discuss schedule and process for sending plan Notification and kickoff meeting - Decide on kickoff meeting location(s) and format - Assign someone to coordinate logistics	DISCUSS		20 minutes
15 MINUTE BREAK			
✓ Bylaws: Finalize draft and either send with MOA for legal review or hold until first policy committee meeting	DECIDE		15 minutes
✓ Discuss first Advisory Committee meeting timing, location and agenda (should occur sometime after consultant selection & kickoff meeting; should begin prioritization at this meeting). Assign someone to find presenters	DISCUSS		25 minutes
✓ Schedule next meeting	DECISION		5 minutes

Post-Meeting Assignments		
TASK	NAME	DEADLINE
1. Draft the consultant selection process document		
2. Coordinate logistics for the plan notification		
3. Provide contact list to plan notification coordinator		

4. Coordinate logistics for the kick-off meeting on [DATE]		
5. Determine presenters for the policy committee meeting		
6. Prepare 3-ring binders of One Watershed, One Plan information for Policy Committee members		