

One Watershed, One Plan Minnesota River - Mankato	Steering Team Meeting #4	DATE: January 24, 2024
		TIME: 9:30 – 11:20 AM
		LOCATION: Nicollet County Court House EOC Conference Room
FACILITATOR Kenny Famakinwa		MINUTES: Crystal Madden

Meeting Minutes

Next scheduled meeting: *Wednesday, February 28th*

MEETING ATTENDEES Kenny Famakinwa (N.C.), Blake Honetschlager (N.C.), Scott Salsbury (B.E.C.), Jerad Bach (B.E.C.), Holly Bushman (L.S.C.), Joe for Michael Schultz (L.S.C.), Jeffrey Johnson for Michael McCarty (C.M.), Angela Grafstrom (C.L.C.), Pete Moulton (C.S.P.), Julie Westerlund (B.W.S.R.), Adam Beilke (B.W.S.R.), Jeremy Maul (B.W.S.R.), and Crystal Madden (N.C.)	
TOPIC	OVERVIEW
STEERING TEAM	- Meets 4th Wednesday of the month. - Draft grant budget reviewed. Revisions suggested. - Draft Plan Development Timeline reviewed. Revisions suggested.
MOA	- Signed MOA Deadline to Nicollet County: Thursday, February 29th - BWSR MOA Deadline: Friday, March 15th
POLICY COMMITTEE	- Introduction email - First meeting: Informal preliminary introduction meeting with primary & alternate member attendance - Second meeting: Official meeting - Virtual meeting capability requested for support staff attendance
POLICY COMMITTEE BY-LAWS	Policy Committee By-laws reviewed. Revisions suggested.
ADVISORY COMMITTEE	Suggestion to create a Technical Advisory Committee to reviews items, and assigns Advisory members. Technical Advisory > Advisory Committee > Public Comment
RFQ/RFP	- March 15th deadline - RFQ reviewed. Revisions suggested.
CONSULTANT	Consultant options discussed.
WATERSHED MAP	- Watershed map was reviewed. - Suggestion to include PDF map with Policy Committee introduction email.

Complete details and action items on next page

TOPIC	DETAILED NOTES	ACTION ITEMS
STEERING TEAM	- BWSR warned draft \$240k grant budget high; facilitation of additional city participation; budget amended after consultant hired. PLAN DOCUMENT DISCUSSION & SUGGETIONS <u>PLAN DEVELOPMENT TIMELINE</u> document - Table revision required. - BWSR assures future extensions can be granted. <u>GRAND BUDGET</u> document revisions: - PLANNING: Change Public Engagement lead to MSU; Plan administration and coordination, Consultants = \$0; Write draft plan for review, Consultants = \$16k - PLAN REVIEW & SUBMISSION: Conduct formal review; Consultants = \$9k - OTHER COSTS: Expenses: printing, travel = \$5k - TOTAL: Updated	K.Famakinwa-NC ✓ Outlook calendar invitation: Steering Team ✓ Timeline revision ✓ Budget revision
MOA	2 of 10 returned - Signed MOA Deadline: Thursday, February 29th -- <i>Email K.Famanikwa-NC</i> - BWSR MOA Deadline: Friday, March 15th - ALL MOA's must be signed and submitted to BWSR <u>before first official</u> Policy Committee Meeting - Verify 60-day rule verbiage	K.Famakinwa-NC ✓ Email FINAL MOA to group
POLICY COMMITTEE	MEETING DISCUSSION & SUGGESTIONS - Introduction email from K.Famakinwa-NC to include: Link to informal Introduction Meeting date survey, draft meeting agenda, project timeline, Work Plan, PDF watershed map, draft by-laws, draft RFP/Q, draft budget (?) - First official meeting date contingent upon receipt of all signed MOA's - Virtual capability for support staff, while committee members in-person - Suggested meeting time ~ 2 hours <u>INFORMAL INTRODUCTION MEETING</u> - Members choose meeting date via survey - Require Primary & Alternate member participation - Informational program presentation by BWSR describing plan and end goal - Consultant options - Questions/comments - Document review: <i>Draft budget, draft RFP/Q, draft By-Laws (approved by Steering Team)</i> <u>FIRST OFFICIAL MEETING</u> - Tentatively planned for mid/late March - Agenda Items: Election of Officers: <i>Chair, Vice and Secretary</i>, Adoption of By-Laws, RFP/Q: Selection Process, Budget approval?	K.Famakinwa-NC ✓ Follow up with missing members ✓ Introduction email (<i>see list of attachments</i>) ALL STEERING TEAM MEMBERS ☐ Email K.Famakinwa-NC Advisory Committee member recommendations
POLICY COMMITTEE BY-LAWS	DISCUSSION & SUGGESTED BY-LAW REVISIONS <u>PAGE 2</u> - ARTICLE II. 2. Use Option B, Strike Option A. Note: Staff to encourage members remain for entire project term; ARTICLE III. 1. Strike note <u>PAGE 4</u> - ARTICLE IV. 5. Edits: "a proposed agenda shall be mailed or emailed", 7 days; ARTICLE V. 3. Strike #3 <u>PAGE 5</u> - ARTICLE VII. 2. Strike d-f; ARTICLE VIII. 1. ...held at a location within ["the members' jurisdiction"]. <i>Note: Select one central location for reoccurring meetings</i>	K.Famakinwa-NC ✓ By-Law revision
ADVISORY COMMITTEE	- Goal to hold first meeting mid-summer DISCUSSION & SUGGESTIONS - Create Technical Advisory Committee to handle the review of items, and selection of Advisory Committee members based on expertise	K.Famakinwa-NC ☐ Excel spreadsheet detailing committee contacts
RFQ/RFP	- Friday, March 15th deadline RFQ DISCUSSION & SUGGESTIONS - Strike consultant public outreach and use MSU Water Resource Center, led by Kimberly Musser – WRC Associate Director	K.Famakinwa-NC ☐ RFQ revision
CONSULTANT	- Consultant options: RSG, Houston and Barr; Additionally: HEI and Bolton & Menk DISCUSSION & SUGGESTIONS - Use Work Plan to define deliverables and payment upon completion. - Withhold budget during contract negotiations. - Contract: Define public outreach/civic engagement role and responsibility	K.Famakinwa-NC ☐ Contact BARR
WATERSHED MAP	- Map review DISCUSSION & SUGGESTIONS - Request PDF map sent with Policy Committee introduction meeting email	S.Salsbury-BEC ✓ PDF map to K.Famakinwa-NC