

One Watershed, One Plan Minnesota River - Mankato	Steering Team Meeting	DATE: February 28, 2024
		TIME: 9:30 AM
		LOCATION: Nicollet County Court House EOC Conference Room
FACILITATOR	Kenny Famakinwa	MINUTES: Crystal Madden
INVITEES	Blue Earth County: Scott Salsbury; Blue Earth County SWCD: Jerad Bach; BWSR: Jeremy Maul and Adam Beilke; City of Lake Crystal: Angela Grafstrom; City of Mankato: Jeff Johnson; City of St. Peter: Pete Moulton; Le Sueur County: Holly Bushman; Le Sueur County SWCD: Michael Schultz; Nicollet County SWCD: Kevin Osterman and Blake Honetschlager; Curtis Thompson, Luke Arnold	
PRE-WORK	Review draft plan consultant selection process information (RFQ)	
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	INFORM		5 minutes
✓ Policy Committee meeting Update Bylaws update ✓ MOA Update	INFORM / DECIDE		55 minutes
✓ Request for Qualifications - Finalize RFQ/RFP and selection process - Decide on level of involvement of Policy Committee	DISCUSS		15 minutes
15 MINUTE BREAK			
✓ Discuss schedule and process for sending plan Notification and kickoff meeting - Decide on kickoff meeting location(s) and format - Assign someone to coordinate logistics	DECIDE		15 minutes
✓ Advisory Committee Review and discuss potential members	DISCUSS		10 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		