

Lower Minnesota River East 1W1P

Informational Policy Committee Meeting Minutes

Date & Time: 3:00-5:00pm, Thursday, March 17th, 2022

Attendees at meeting: Holly Kalbus (Le Sueur County), Barb Peichel (BWSR), Melissa King (BWSR), Brad Behrens (Rice County), Steve Pahs (Rice SWCD), John King (Le Sueur County), Laura Amundson (Lower Minnesota River WD), Michael Ludwig (Rice County), Mike Schultz (Le Sueur SWCD), Rita Weaver (Scott County & Scott WMO), Greg Entinger (Le Sueur SWCD), Danny O'Keefe (Le Sueur County), Earle Traxler (Le Sueur SWCD), Melissa Bokman Ermer (Scott County & Scott WMO), Jeff Docken (Rice County), Doug Schoenecker (Scott SWCD), Meghan Darley (Scott SWCD); Richard Cook (Rice County)

Welcome & Review Agenda

The meeting was started at 3:04 pm. Holly asked attendees to start with introductions and state your agency. Agenda items were introduced.

Ice Breaker

The ice breaker statement was, *List at least one resource that you are aware of that could be identified/prioritized with the Lower MN River Watershed*

Mike Schultz called upon members with the following input:

Rita Weaver – Sand Creek

Jeff Docken – cover crops, erosion control, gully reclaiming in the rural areas

John King – tributaries to the MN River and their function as ditch outlets and the volume of water that they handle in a short period of time when there is a significant rainfall

Dan O'Keefe – holding pond areas and drainage outlets and drainage systems we know are a problem

Greg Entinger-promotion of no till and strip till, Sand Creek

Laura Amundson – steep slopes

Doug Schoenecker – Sand Creek, other tributaries, open inlets should be higher priorities if possible

Update Planning Grant and Grant Agreement

The MOA is the last part needed to start planning efforts with 1W1P

Holly needs a copy of the signature page from Scott County/SWMO, this is the last piece that is holding up processing the grant agreement. Scott County staff indicated we would check with Vanessa. Melissa King gave a reminder of the deadline for the grant agreement and release of grant funds. May 1st is deadline BWSR needs the signed MOA back in order to set up the agreement in the system before end of fiscal year. Otherwise it will have to wait until July 1st, the next fiscal year.

Introduction of LGU Staff Roles

Holly discussed staff roles and who that organization will be.

Grant Administrator and Fiscal Agent: Scott SWCD has agreed to be both. In charge of all financial and fiscal records, completes required reporting, holds all agreements and contracts.

Project Coordinator – Le Sueur County – day to day contact for planning efforts, organizing meetings (Steering Team, Policy Committee and Advisory Groups ex: TAG), creating agendas, taking meeting notes, and any other correspondence

Project Coordinator Support – Scott SWCD will be point of contact with the chosen consultant and a support role with administrative support to Le Sueur County such as organizing meetings, TAG meetings, locations, etc.

Notetaker – Scott County/ Scott WMO-notetaking for Policy Committee meetings

Update Hiring Consultant

The Request for Qualifications (RFQ) was developed and sent out on March 7th. The RFQ was sent to the following consultants– BARR Engineering, Stantec, Bolton & Menk, ISG, Houston, Respec, LimnoTech, and Freshwater Society. The following is a schedule presented at the meeting:

Request for Qualifications sent – March 7, 2022

RFQ Questions Due – March 18, 2022

RFQ Questions Responded By – March 25, 2022

RFQ Due Date – April 1, 2022

Finalist Selection – April 7, 2022

Presentations – April 21, 2022

Consultant Selection – April 21, 2022

Negotiation of Final Scope, Schedule, Budget – May 5, 2022

Contract Signature and Notice to Proceed – May 19, 2022

Ranking and scoring was recommended for the consultant selection along with presentations. Much discussion occurred on this point.

Rita asked if the RFQ is qualifications based? Or was there a budget given to consultants in the RFQ? The answer was, no budget limit was given in RFQ. We wanted to see what the realistic amounts would be to do this project.

Melissa King commented that the request to BWSR is \$235,000 for the Plan development.

Discussion on the selection process was as follows:

Pick the top 2-3 to give presentations to the committee.

Doug Schoenecker asked if we could contact others using 1W1P consultants to make sure these are the best options. Mike Schultz indicated these are the consultants that were considered based on that comment/questions at the Dec. meeting.

Some asked for ranking and scoring & some on presentations. The final discussion was to wait to see how many proposals come in and decide on ranking and scoring, if a few come in just have them give presentations.

It was recommended by a few that the full policy committee sit in on presentations in April as an in-person meeting, Holly would like everyone to attend.

Draft Bylaws

Holly indicated they are looking for suggestions or edits and will have legal-council review. The draft Bylaws are only a discussion item for today, no action will be taken by the committee.

Discussion and questions about the draft Bylaws occurred, Holly led the discussion by pointing out and asking questions on specific items in the draft that needed clarification and input from the group.

A question was asked if we can approve the Bylaws. Melissa King commented that nothing about the Bylaws is contingent with the grant agreement, we can adopt them anytime.

Holly pointed out the section on Officers in the Bylaws. A question was asked, does the fiscal agent need to be identified in Bylaws? Barb Peichel indicated it's already identified on page 6 of the draft Bylaws.

Article IV – Meetings & Article V - Voting. There will be a total of eight (8) voting members, with a quorum consisting of five (5) members. Voting members will be: Scott WMO; Scott County; Scott SWCD; Le Sueur County; Le Sueur SWCD; Rice County; Rice SWCD; Lower MN River WD. Because the board members are a small number, if a primary member cannot make it, make sure your alternate can attend. A question was brought up as to who is representing Scott County vs. Scott WMO. Check the MOA, Scott Co/Scott WMO needs to clarify as soon as possible in the Bylaws whether we want one representative with two votes if one doesn't want to be a voting member and only a back-up. Rita Weaver indicated Scott County/Scott WMO wanted to have two people and two votes.

It was also pointed out that for virtual meetings, each member will abide by own county's policy requirements. A two week notice for the meeting will be sent out, and the Agenda sent out 7 days prior to meeting. All agreed. Meeting will be conducted by the most recent edition of Robert's Rules of Parliamentary Law, at least one supervisor in person should be present at each meeting.

Article VIII – Meeting Location. Holly asked if stating the Le Sueur County Justice Center is ok, or if there were other suggestions. A comment was given that we could post the meeting location with the agenda or keep Le Sueur County Justice Center. A question was given, where are meeting notices posted since a website has not been created yet? Meghan Darley stated the Scott SWCD can post meeting notices on Scott SWCD page until the grant agreement is executed and a website can be created.

Article IX – Miscellaneous. 2. Holly asked what the group's preference is on a 30 or 60-day addition, alteration, or repeal to the Bylaws. Answer from group, 30 days is sufficient.

Article IX – Miscellaneous. 5. Question was brought up on the wording of this Bylaw item. Melissa King indicated the language should be clarified. Ultimately the Scott SWCD is the approval authority, the Policy Committee can make a recommendation but ultimately the SWCD Board has the final approval. Group agreed all expenses must be submitted within 30 days.

For interviews/presentations – most recommended we meet in person for the consultant interviews.

Additional questions/discussion:

Jeff Docken asked when are meetings going to be scheduled? Until the planning grant gets executed, we may have to meet more often. Comments given stated every other month has worked for other Policy Committee meetings. BWSR indicated most schedule monthly, and cancel if need be.

Group agreed to schedule every month, and cancel a meeting if need be. Holly will send out a monthly meeting for the 3rd Thursday of every month from 3-5pm and we can cancel a meeting if it's not needed.

Holly will have attorney make the discussed edits to the draft Bylaws and send out to group.

Introduction to Public Kick Off Meetings

Purpose – notify list of individuals/groups to officially announce the Plan development. Would include individuals who would be impacted by planning efforts. Need a 60-day notice, group will send out formal letter to state & federal agencies.

Staff discussed having 2-3 public meetings with one virtual option, other meetings in-person.

Location ideas – Ney Nature Center, Richter Woods, Parks, Wineries, Breweries

Time of meetings – weeknights, during week-day – virtual option this way (could record)

Have consultant in attendance in public meetings

Group to think about list of who to invite, groups, and where to have meetings

Rita – has there been a thought about having surveys?

Meghan Darley started a Google Drive list of invitee groups

May & June planned for Public Kick Off meetings – need agreement executed first

Holly showed Plan development timeline, needs to be updated

BWSR indicated the Planning grant will expire on June 30, 2023.

Election of Officers

Chair nominations – Commissioner Danny O'Keefe nominated by Doug Schoenecker.

Commissioner O'Keefe accepted the Chair nomination. Schoenecker gave a motioned for Danny O'Keefe for Chair – Seconded by Amundson.

Vice Chair – nominations - Greg Entinger (Le Sueur SWCD) volunteered for Vice Chair

First motion by Greg Entinger Seconded by Danny O'Keefe

Secretary nominations – Jeff Docken recommended appointing staff as Secretary, staff doesn't recommend having staff as Secretary

Doug Schoenecker was recommended for Secretary role

First motion by Doug Schoenecker Second by Greg Entinger

Wrap Up/Next Steps

Next meeting is Thursday, April 21st from 3pm – 5pm

Presentation by Consultants at least 20 mins for each one

Bylaws to be completed by the April or May meeting

Schedule Kick-off meetings, planning for April or May meetings

Holly will send out monthly meeting reminders for group calendars

Meeting adjourned at 4:48pm

Motioned: first – Doug Schoenecker, second Greg Entinger