**1W1P – Policy Committee**

**Missouri River Water Basin**

**April 3, 2017**

**Luverne LEC**

**Present:** Scott McClure, Dan Riley, Coleen Gruis, Joe Drietz, Conrad Schardin, Gerald Magnus, Gene Metz, Paul Langseth, Casey Ingenthron, Luke Johnson, Stan Williamson, Doug Goodrich, Ed Lenz, Andy Geiger, Chris Bauer, John Shea, Jean Christoffels, Wayne Smith, Kathy Henderschiedt, Dan Livdahl, Adam Ossefoort, Doug Bos

Introductions were made.

**1W1P Overview** – Dan Livdahl Okabena-Ocheda Watershed Manager -provided an overview of the One Watershed One Plan (1W1P) objectives to create a water plan covering multiple counties. There are three basic committees:

*Planning Committee* – staff from each organization who work closely with the consultant to ensure objectives are met.

 *Policy Committee* – Legal authority to make financial decisions and sign contracts (this group)

*Advisory Committee* – Community members representing corn & soybean associations, farmers, wildlife organizations, state agencies, technical specialists etc. appointed by the Policy Committee. This group will help determine what is wrong, how to fix it and then review the plan to see if it accomplished the task.

Nobles County has agreed to be the fiscal agent and will sign the agreement.

Dan Livdahl will be the Grant Administrator.

The budget is approximately $188,000.00 of which most will be spent on the consultant. Members perdiem and mileage will need to be tracked as they will be treated as in-kind but will be paid by their respective agencies as grant dollars cannot be used for this.

**By-Laws** – Policy Committee By-Laws were created using a template provided by BWSR; this was reviewed as presented. A unanimous vote accepted the by-laws as presented.

**Election of Officers** – A nomination for Gene Metz, Nobles County to serve as Chair was made by Stan Williamson, Conrad Schardin seconded. Unanimous ballet was cast for Mr. Metz.

A nomination for Luke Johnson as Vice-Chair was made by Gerald Magnus, Gene Metz seconded, a unanimous ballot was cast for Mr. Johnson.

A nomination for Gerald Magnus for Secretary was made by Luke Johnson, Joe Drietz, seconded. Unanimous ballot was cast for Mr. Magnus.

Kathy Henderschiedt, Nobles County will be the note taker and will be sending out notices to committee members.

**Grant Agreement -**  The grant is for approximately $187,000 with a 10% contingency. The Memorandums of Agreement (MOA) that have already been signed provide for Nobles County to be the fiscal agent and sign the grant agreement with BWSR. Once grant is signed eligible expenses will need to be tracked for payment and in-kind. These include meeting attendance and mileage.

**Hire Consultant**- Request for Qualifications were sent to multiple organizations to help write the plan. Two consulting firms responded RESPEC and Houston Engineering. Staff feels it is important that both entities be interviewed in person. Discussion on who should participate in the interviews and when should they be held. A motion was made to have the Executive Board along with members of the Planning Committee sit in on the interviews and develop a contract. Motion carried. Dan will contact the two organizations to schedule the interviews as soon as possible as there are five other plans being written and we want to get the consultant on board as soon as possible.

**Advisory Committee Membership-** Each organization appoints at least one Advisory Committee member. Advisory Committee members should represent economic, natural resources and social needs of the planning area as well as state employees representing reviewing agencies; a list of potential members was provided along with short biographies for the Policy Committee to review. Members can be added as necessary and subgroups may be developed during the process for people with technical expertise to work with the consultant and grant work committee. Policy Committee needs to review the proposed members and provide information on any new members to Kathy Henderschiedt prior to the next meeting so that the Advisory Committee can then be appointed by the Policy Committee.

**Kick Off Meetings** – 1W1P Public Kick Off meetings need to be held to get civic engagement once the consultant is hired. Discussion on when and where these meetings should be held. Members felt three locations would be appropriate; Pipestone County, Rock County and Nobles County. Notifications can be sent individually, by radio, social media and newspaper articles. Exact dates and times to be determined.

**Meeting Dates –** Consensus was to continue with meetings on the first Monday of the month at 9:30 a.m. in Luverne. Next meeting scheduled for Monday, May 1, 2017 at 9:30 with an alternate of Monday, May 15, 2017 at 9:30 should the interviews not be completed by then.

Respectfully submitted

Kathy Henderschiedt

Approved by

Gerald Magnus, Secretary