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| Missouri River WatershedOne Watershed, One Plan | | Planning Work Group Meeting #3 | | Date: February 3, 2017 | | |
| Time: 10:00 a.m. to 1:30 p.m. | | |
| Location: Pizza Ranch  110 E Main St, Luverne, MN 56156 | | |
| Facilitator: Dan |  | | **Note taker:** Kathy | | | |
|  |  | |  | | | |
| Invitees: | LGU Lead staff  BWSR Board Conservationist staff | | | | | |
| Pre-work: | Review draft MOA and draft Grant Work Plan | | | | | |
| Please bring: | *One Watershed, One Plan* Guidance Documents  Draft MOA, Draft Grant Work Plan, Draft By-Laws | | | | | |
| Agenda Items | | | | | | |
| **Topic** | | | **Purpose** | | **Lead** | **Time allotted** |
| * Introductions, review meeting purpose & agenda | | | INFO | | Doug Bos | 5 min. |
| * Memorandum of Agreement: finalize for legal review (or Board signatures), decide on next processing steps. | | | DECISION | | Dan | 45 min. |
| * Policy Committee bylaws: finalize draft and either send with MOA for legal review or hold until first policy committee meeting | | | DECISION | | Doug Bos | 15 min. |
| * Grant Work Plan and Planning Approach * Confirm Planning Approach and Methodology * Discuss consultant vs local responsibilities in work plan * Review and finalize grant work plan for possible submittal to BWSR | | | DECISION | | Dan | 60 min. |
| * Lunch | | |  | |  |  |
| * Discuss consultant selection process * Assign someone or committee to draft RFQ (template available & in consideration of grant work plan) and consultant selection process\* | | | DISCUSSION | | Dan | 30 min. |
| * Discuss Advisory Board and Policy Committee Membership | | | DISCUSSION | | Doug Bos | 10 min. |
| * Schedule next meeting | | | DECISION | | Doug Bos | 5 min. |

Post-Meeting Assignments:

* Send MOA for legal review (if applicable) and/or on to Boards for signature
* Submit grant work plan to BWSR
* Individual or committee assigned to draft consultant selection process will have draft prepared by\_\_\_\_\_\_\_\_\_\_