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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 Ranch110 E Main St, Luverne, MN 56156 |
| Facilitator: Dan |  | **Note taker:** Kathy |
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| Invitees: | LGU Lead staffBWSR 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
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| * 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\_\_\_\_\_\_\_\_\_\_