**1W1P**

**Missouri River Water Basin**

**March 2, 2017**

**Pizza Ranch, Luverne MN**

**Present:** Adam Ossefoort, Andy Geiger, Chris Bauer, Craig Christensen, Dale Sterzinger, Dan Livdahl, Doug Bos, Doug Goodrich, Ed Lenz, Jean Christoffels, John Shea, Kathy Henderschiedt, Beth Kallestad

**Work Plan –** Doug Goodrich stated the budget for the work plan must be submitted with the final plan; figures are based on the original grant application of $188,712. A line item for 10% contingency will be included in the budget. Doug Goodrich needs the budget, timeline and final work plan to be able to finalize the grant. Doug Bos, Doug Goodrich and Dan Livdahl will put together the budget.

Dan Livdahl has updated the Work Plan to reflect a more realistic timeline based on what has been accomplished to date.

The Work Plan and budget must be finalized before public notification/60 day comment period can begin.

**RFQ** – Discussion on number of meeting the consultant will need to attend. Based on pilot projects the RFQ will list 35 meetings. Decision on inclusion of Zonation as a potential tool will be made after the presentation later today.

Doug Bos reviewed specific items required to be included in the RFQ; Altered hydrology, Maintenance of core services, Drinking water supply, soil health, education, outreach, resiliency and risk management, and issues that may be identified for inclusion, invasive species, wastewater management and drought mitigation.

RFQ needs to be sent out ASAP as the consultants are supposed to have 3 weeks to submit their bids and we would like to have them returned so they can be reviewed at the first Policy Committee meeting. Doug B. and Dan will update and send out RFQ to consultants for bids next week.

**Partnership Development** – Beth Kallestad provided development in listening, naming and framing and questioning skills.

**Zonation Presentation -**  Paul Radomski presented an overview of Zonation on how it could be utilized in the plan.

**Kickoff Meetings –** Kickoff meetings can be scheduled after the grant is finalized and funds are available.

**Committee Representation**  - Kathy provided everyone with the contact list for people appointed to the Policy Committee and current nominations to the Advisory Committee. Please provide any missing contact information to Kathy. Method of communication will be via e-mail to the primary contact; each county will be responsible to ensure their representatives are passing information to the alternates.

Discussion on selection of Chair/Vice Chair for the Policy Committee; recommendations were Gene Metz and Luke Johnson. County staff will contact these two representatives to see if they are receptive.

Review of the Advisory Committee nominees provided; staff was asked to present 2-3 line biography of each nominee to be presented to the Policy Committee as they will be the ones appointing the Advisory Committee. (Doug Bos will provide committee members with sample bio sheet.)

**Where Do We Go From Here –**

1 – Work Plan, budget and timeline will be updated and submitted by Doug Bos and Dan Livdahl to Doug Goodrich for approval of final grant.

2 – RFQ will be finalized and sent out for bids.

3 – Set first Policy Committee Meeting – date/time to be determined by doodle pole. Meeting will be held at Luverne Law Enforcement Center

 First Policy Committee meeting will cover:

 By-Laws

 Election of Officers

 Sign Grant Agreement – Authorized signature

 Designate Nobles County as fiscal agent

 Review/select Advisory Committee members

 Review RFQ bids and set interview dates/time with selected consultants

Determine date of publication of Public Notice of project (First public meeting cannot be held until 60 days after Public Notice.)

**Next Meeting Date:**

Will be held prior to or immediately following first Policy Committee meeting.

Respectfully submitted

Kathy Henderschiedt

Secretary