

<b>Missouri Watershed</b>  <b>One Watershed, One Plan</b>	<b>Planning Work Group</b>  Meeting #4	Date: March 2, 2017
		Time: 9:30 a.m to 3:30 p.m.
		Location: Pizza Ranch, Luverne

**Facilitator:** Dan Livdahl, Doug Bos

**Note taker:** Kathy H.

<b>Invitees:</b>	LGU Lead staff BWSR Board Conservationist staff
<b>Pre-work:</b>	Review draft plan consultant selection process information
<b>Please bring:</b>	<i>One Watershed, One Plan</i> Guidance Documents Draft consultant selection process with notes

## Agenda Items

Topic	Purpose	Lead	Time allotted
✓ Introductions, review meeting purpose & agenda	INFO	Doug Bos	5 min.
✓ Finalize Work Plan	DECISION	Dan Livdahl	20 min.
✓ Consultant selection process <ul style="list-style-type: none"> <li>• Discuss RFQ/RFP and selection process</li> <li>• Decide on level of involvement of Policy Committee</li> </ul>	DISCUSSION AND DECISION	Dan Livdahl	20 min.
✓ Communication	Partnership Development	Partnership Development Consultant	75 min.
✓ Zonation Discussion	DISCUSSION	Paul Radomski	30 min.
✓ Lunch			45 min.
✓ Communication	Partnership Development	Partnership Development Consultant	30 min.
✓ Discuss schedule and process for sending plan Notification and kickoff meeting <ul style="list-style-type: none"> <li>• Decide on kickoff meeting location(s) and format</li> <li>• Assign someone to coordinate logistics</li> </ul>	DISCUSSION	Dan Livdahl	20 min.
✓ Discuss first Policy Committee meeting timing, location, agenda, and presentations. Assign someone to present and/or to find presenters	DISCUSSION	Dan Livdahl	25 min.
✓ Discuss first Advisory Committee meeting membership, timing, location and agenda (should occur sometime after consultant selection & kickoff meeting; should begin prioritization at this meeting). Assign someone to find presenters	DISCUSSION	Dan Livdahl	25 min.
✓ Schedule next meeting	DECISION	Doug Bos	5 min.

Post-Meeting Assignments:

- Individual or committee assigned to draft consultant selection process will have revised draft prepared by\_\_\_\_\_
- \_\_\_\_\_ will coordinate logistics for the plan notification. Members must provide contact lists by \_\_\_\_\_.
- \_\_\_\_\_ will coordinate logistics for the kickoff meeting. Goal is to hold meeting on \_\_\_\_\_.
- Presenters for policy committee meeting will be determined by\_\_\_\_\_
- Consider preparing 3-ring binders of One Watershed, One Plan information for Policy Committee members