**1W1P – Policy Committee**

**Missouri River Water Basin**

**May 1, 2017**

**Luverne LEC**

**Present:** Scott McClure, Dan Riley, Coleen Gruis, Conrad Schardin, Gene Metz, Paul Langseth, Casey Ingenthron, Luke Johnson, Ken Christensen, Glenn Kluis, Doug Goodrich, Mark Hiles, Andy Geiger, Chris Bauer, John Shea, Jean Christoffels, Kathy Henderschiedt, Dan Livdahl, Adam Ossefoort, Doug Bos

Introductions were made.

On a motion by Luke Johnson, seconded by Paul Langseth minutes of April 3, 2017 were approved as presented.

**Consulting Contract –** Interviews were held for Respec and Houston Engineering on April 17th in Luverne. Houston Engineering Inc. (HEI) was selected as the consultant. A draft of the contract and proposed budget was e-mailed to the policy committee for review.

Paul Langseth made a motion to open the discussion on the contract, Casey Ingenthron seconded. Motion carried.

Dan Livdahl, Wayne Smith, Gene Metz, Doug Bos, Luke Johnson and Kathy Henderschiedt participated in a conference call with HEI to review the scope of services. The Nobles County Attorney has reviewed the contract and recommended a couple of slight changes to Appendix B, HEI has agreed to these changes. The contract is currently at the Nobles County Attorney’s office, once updated will be sent Nobles County for authorization of signatures.

Appendix A was reviewed. The biggest expense is the travel time for the consultant to participate in meetings. 20 meetings (two meetings scheduled back to back, which would involve the consultant to make 10 trips) have been included in the budget. There are contingency dollars available should the Policy Committee feel the need to include the consultant at more meetings. The budget also includes 10 conference calls. It was previously discussed to hold three kick off meetings; if these could be scheduled for the same day it would count towards one of the 10 trips.

HEI prepared a budget spreadsheet that was provided to the committee. There were several items included in the budget, not required by the State, that HEI felt were important to the planning process based on past experience in the pilot projects.

Mr. Metz asked that it be explained how HEI was hired.

RFQ’s were sent out with Houston Engineering, Inc., Respec and HDR responding with proposals. (Respec and HDR provided a joint proposal). Both provided bids and presentations to the Executive Board along with members of the Planning Committee who were asked to sit in on the interviews.

HEI provided more clarity, modeling and meeting participation along with outreach to citizens with use of a story board and PTM App making them the consultant of choice.

Mr. Johnson felt HEI stated during the interview process they would use both PTM App and SAMS, but during the conference call it didn’t sound like they would be using SAMS. Mr. Bos clarified that HEI will use the same data from other sources to establish the goals.

Discussion then returned to the contract. HEI is willing to begin work immediately, knowing the contact will be executed as soon as the Nobles County Attorney has finished the updates.

Paul Langseth amended his motion to approve the draft plan dependent on approval by the Nobles County Board with the Nobles County Attorney updates and the signed executed agreement being received from BWSR, Casey Ingenthron seconded. Motion carried unanimously.

**KICKOFF MEETINGS** – The kickoff meetings cannot be held until 60 days after the public notice of intent to develop a 1W1P; the goal is to have this meeting sometime in July. Potential sites include Pipestone EMS building in Pipestone, Library Basement meeting room in Luverne and Farmers Room in Worthington. Presenters would include, HEI, BWSR and staff.

HEI hopes to create an interactive mapping tool, story map using GIS and online comment section to take public comment during the 60 day comment period. Discussion on how to get the information to the general public included social media, direct mailings, SWCD newsletters and county websites.

**ADVISORY COMMITTEE MEMBERSHIP -** review of the advisory committee members as provided by staff was completed. The list of potential members were developed to include representation of the following groups: Corn & Soybean producers, livestock producers, sporting groups, water suppliers, cities, drainage authority, crop consultants, NRCS, transportation, tourism, students/educators, park and recreation, lake associations, excavating contactors, septic contractors, environmental groups, citizens, local producers, ag business, local press, technical advisors and townships. A motion to approve the nominees as presented was made by Casey Ingenthron, Paul Langseth seconded, motion carried.

It was noted that State Agencies need to be included from the very beginning to ensure their recommendations are heard.

**NEXT MEETING -**  Monday, June 5, 9:30 a.m. – 12:30 p.m. at the meeting room in the Luverne library basement. Attendees to include the Policy Committee, Work Group and Advisory Committee. Save the date e-mail will be sent later this week with agenda to follow. A complete list of Advisory Committee members will be compiled and sent to the Policy Committee and Work group.

Respectfully submitted

Kathy Henderschiedt

Approved by

Gerald Magnus, Secretary