

LOWER MINNESOTA RIVER WEST – ONE WATERSHED ONE PLAN

Policy Committee Meeting

6/4/2020

Sibley Room – Sibley County Service Center

1:30 PM – 3:30 PM

INTRODUCTIONS, CHAIRS, OFFICERS

Board Chair, Vice Chair, Secretary

Several thin, white, parallel lines of varying lengths and slopes are positioned on the right side of the slide, extending from the top right towards the bottom left.

AGENDA REVIEW, ADDITIONS, MEMBER EXPECTATIONS

Agenda Items			
Topic	Purpose	Presenter	Time allotted
✓ Introductions, Appoint Chairs and Officers	INFO, DECISION	Staff Support/ Chair	10 min.
✓ Review Meeting Agenda, Agenda Additions and Member Expectations	DISCUSSION/DECISION	Chair	10 min.
✓ Review and Adopt Bylaws	DISCUSSION/DECISION	Chair with Staff Support	10 min.
✓ One Watershed, One Plan Refresher	INFO/DISCUSSION	Staff Support	20 min.
✓ Break			10 min.
✓ Overview of Grant Workplan, Timeline, Budget	INFO	Staff Support	20 min.
✓ Review and Approve the Process for Selecting Consultants	DISCUSSION/DECISION	Staff Support	20 min.
✓ Review and Approve Recommended Advisory Committee Members	DISCUSSION/DECISION	Staff Support	10 min.
✓ Discuss Future Agenda Items & Schedule Next Meeting	DISCUSSION/DECISION	Staff Support	10 min.

Policy Committee Ground Rules and Expectations

In addition to following the requirements of the Memorandum of Agreement and bylaws, Policy Committee Members will:

1. Actively prepare for, attend, and participate in all scheduled meetings of the Policy Committee.
2. Actively engage in the decision-making process for watershed-based planning with the understanding that goals, objectives, and action items of the water plan must be prioritized, targeted, and measureable.
3. Initiate and/or assist with providing opportunities for constituents to be appraised of updated progress of the watershed-based planning process.
4. Regularly update their respective Boards on the progress of the watershed planning process.
5. Utilize the technical resources of their respective entities to assist and inform their decisions in the water planning process.

BYLAWS

**Bylaws of the
LOWER MN RIVER - WEST WATERSHED
ONE WATERSHED, ONE PLAN (1W1P)
Policy Committee**

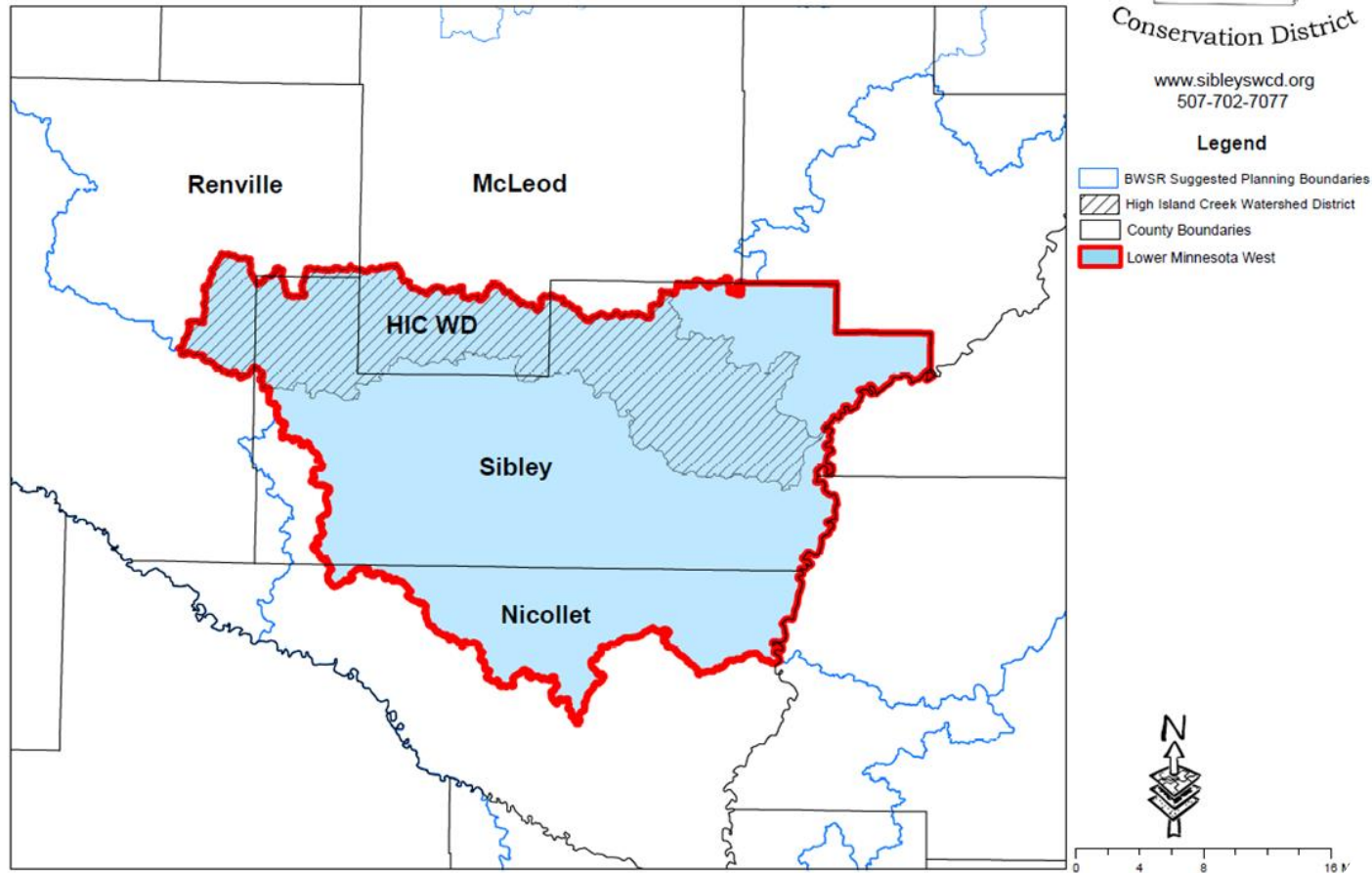
Partnership Members:

The counties of McLeod, Nicollet, Sibley (counties), by and through their respective County Board of Commissioners, and the McLeod, Nicollet, Sibley Soil and Water Conservation Districts (SWCDs), by and through their respective Soil and Water Conservation District Board of Supervisors, and the High Island Creek Watershed District (WD) by and through their Board of Managers



ONE WATERSHED ONE PLAN REFRESHER

Lower Minnesota River West - 1W1P Planning Boundary



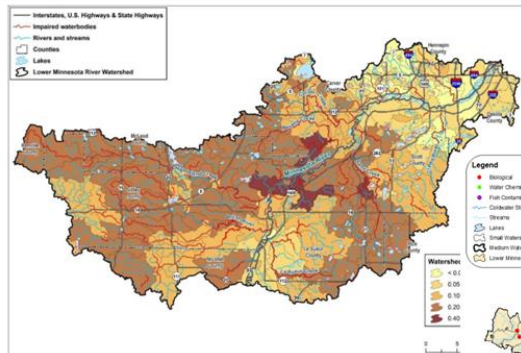
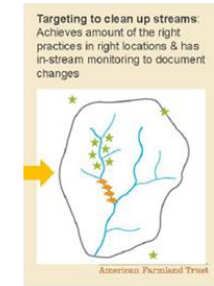
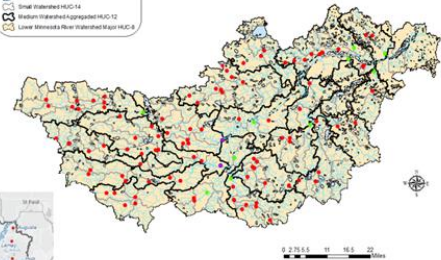
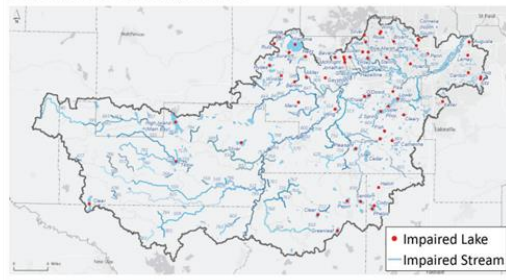


Figure 38 Modeled HSPF outputs indicating subwatershed TSS yields (developed by Tetra Tech)



Which waters are not meeting standards?





Policy Committee

- * Consists: Elected/Appointed Officials (SWCD, County WD, WMO)
- * Role: Make Decisions (aka hard choices) to set the path for the next ten years
- * One elected/appointed official from each participating LGU (those that signed the MOA)
- * Members have equal votes



Steering Team

- * Consists: small group of local staff (typically the local water planners and lead staff from participating local governments, BWSR Board Conservationist, and possibly consultants)
- * recommended for the purposes of logistical and process (not policy) decision-making in the plan development process



Advisory Committee

- * Required to meet public and stakeholder participation goals and requirements identified in rule and statute for existing local water plans
- * Purpose: make recommendations on the plan content and implementation to the Policy Committee
- * More than one may be formed (regional, technical advisory, etc.)
- * Should include members of steering team, drainage authority representatives, county highway and planning and zoning staff
- * Must include state agency staff, main water agencies, plan review agencies

Scoping

Resolution of
Support
(signals intent)

Pre-planning

Memorandum
of Agreement
(low risk)

Plan
Development,
Review, and
Adoption

Time and Effort
*(staff and
boards)*

Implementation

TBD by
partnership
*{Driven by planned
actions and need to
manage risk}*

BREAK -10 MINUTES

WORKPLAN, TIMELINE, BUDGET

Lower Minnesota River West One Watershed, One Plan Partnership
Plan Development Timeline

Start Date	Duration	End Date	Task	2019				2020								2021												2022												
				Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun					
			Pre-Planning																																					
11/1/2019			1.1 Establish and Maintain Partnership*	1, 2, 5				3	4																															
11/1/2019	90	1/30/2020	1.2 Develop Grant Work Plan, Budget, and Timeline*	1			2,3,4	5																																
12/1/2019	120	3/30/2020	1.3 Aggregate Watershed Information					1			2		3																											
1/1/2020	150	5/30/2020	1.4 Notify plan review authorities and host public kickoff meeting					1		2		3	4	5																										
12/1/2019	120	3/30/2020	1.5 Hire consultants					1	2	3	4	5																												
			Planning																																					
2/1/2020	90	5/1/2020	2.1 Write the land and water resources narrative						1			2,3		4																										
5/1/2020	120	8/29/2020	2.2 Identify and prioritize resources and issues									1	2	3,4	5,6																									
7/1/2020	270	3/28/2021	2.3 Establish measurable goals											1	2,3						4																			
9/1/2020	150	1/29/2021	2.4 Develop a targeted implementation schedule													1,2	3			4																				
8/1/2020	240	3/29/2021	2.5 Describe implementation programs												1					2		3																		
7/1/2020	300	4/27/2021	2.6 Determine Organizational Arrangement for Plan Implementation										1									2	3																	
3/1/2021	90	5/30/2021	2.7 Write Plan Final Review Draft																			1,2	3	4,5																
			Plan review and submission																																					
5/30/2021	120	9/27/2021	3.1 Conduct formal review																			1,2		3-6	7, 8															
9/27/2021	150	2/24/2022	3.2 Write final plan and submit to BWSR																						1, 2	3, 4					5, 6									
2/24/2022	120	6/24/2022	3.3 Adopt plan locally																														1					2		
			3.4 Grant reporting (deadline = February 1)																		1, 3												1,3				2,4			

*work that occurs before the 1W1P grant agreement is signed is not reimbursable with grant dollars.

Numbers in colored boxes correspond to approximate START DATES for subtasks. Please see the One Watershed, One Plan work plan for subtasks and details.

Lower Minnesota River West One Watershed, One Plan Partnership

GRANT BUDGET

This document is an attachment to the 1W1P grant work plan and will be put into eLINK.

	LEAD	ESTIMATED COST		
Plan Development Costs		Consultant	Partnership	Total
Pre-Planning				
Aggregate watershed information	Consultant	\$ 10,000.00		\$ 10,000.00
Notify plan review authorities/host public kickoff meeting	Consultant	\$ 4,000.00	\$ 1,500.00	\$ 5,500.00
Planning				
Write the land and water resources narrative	Consultant	\$ 10,000.00		\$ 10,000.00
Identify and prioritize resources and issues	Consultant	\$ 32,000.00		\$ 32,000.00
Establish measurable goals	Consultant	\$ 25,000.00		\$ 25,000.00
Develop a targeted implementation schedule	Consultant	\$ 22,500.00		\$ 22,500.00
Describe implementation programs	Consultant	\$ 9,000.00		\$ 9,000.00
Determine plan administration and coordination	Consultant	\$ 16,200.00		\$ 16,200.00
Write draft plan for review	Consultant	\$ 18,000.00		\$ 18,000.00
Plan Review and Submission				
Conduct formal review	Consultant	\$ 10,900.00		\$ 10,900.00
Write final plan and submit to BWSR	Consultant	\$ 13,600.00		\$ 13,600.00
Other Costs				
Expenses: printing	Consultant	\$ 7,500.00		\$ 7,500.00
SUBTOTAL: Plan Development		\$ 178,700.00	\$ 1,500.00	\$ 180,200.00
Administration Costs	LGU Lead	Hourly Rate	Hours	Total
Fiscal Coordination	Sibley Co.	\$ 53.17	40	\$ 2,126.80
Grant Reporting (Elink)	SWCD/Co.	\$ 66.79	40	\$ 2,671.60
Policy /Advisory Committee Coordination	SWCD	\$ 66.79	80	\$ 5,343.20
Plan Coordination	SWCD	\$ 45.52	360	\$ 16,387.20
Meeting Expenses (facility, materials, food)				\$ 6,000.00
Publication Expenses (notices, invitations)				\$ 3,000.00
SUBTOTAL: Administration				\$ 35,528.80
CONTINGENCY (add 10% to final amount)				\$ 21,572.88
TOTAL				
				\$ 237,301.68

SELECTING A CONSULTANT

RFP

Used to solicit services that require technical expertise and specialized capacity, often involves a bidding process.

RFQ

Typically used as a screening step to establish a pool of vendors. Negotiate price in the final contract after selection.

- ▶ Asking the policy committee for permission to use a Request for Qualifications (RFQ), as opposed to Request for Proposal (RFP)

SELECTION COMMITTEE STRUCTURE

1

- ▶ 1 representative from each county or SWCD
- ▶ 1 representative from High Island Creek Watershed District
- ▶ 1 representative for the policy committee (Board Chair?)
- ▶ Staff identified in the work plan (Joel, Jack, Marilee)
- ▶ 7-8 Members

2

- ▶ 1 representative from each LGU
- ▶ Policy Committee Board Chair
- ▶ 1 additional representative from the policy committee
- ▶ Staff identified in the work plan (Joel, Jack, Marilee)
- ▶ 9-10 Members

3

- ▶ Policy Committee Board Chair
- ▶ Staff identified in the work plan (Joel, Jack, Marilee)
- ▶ 4 Members

ADVISORY COMMITTEE MEMBERS

Lower MN River West - Advisory Committee

Entity	Position	First Name	Last Name	Address	City	State	Zip	Phone #	Email Address
BWSR	Board Conservationist	Jenny	Mocol-Johnson	11 Civic Center Plaza, Suite 300	Mankato	MN	####	507-344-2820	jennifer.mocol-johnson@state.mn.us
BWSR	Clean Water Specialist	Mark	Hiles	11 Civic Center Plaza, Suite 300	Mankato	MN	####	507-766-9818	mark.hiles@state.mn.us
DNR	Area Hydrologist	Garry	Bennett	20596 Highway 7	Hutchinson	MN	####	320-234-2550 ext.230	garry.bennett@state.mn.us
MPCA	Project Manager	Bryan	Spindler	12 Civic Center Plaza Ste 2165	Mankato	MN	####	507-344-5267	bryan.spindler@state.mn.us
MDA	Clean Water Technical Assistance Unit	Margaret	Wagner	625 Robert Street North	St. Paul	MN	####	651-201-6488	Margaret.Wagner@state.mn.us
MDH	Principal Planner	Karen	Voz	3333 Division St #212	St. Cloud	MN	####	320-223-7322	Karen.S.Voz@state.mn.us
Nicollet County	Environmental Specialist	Amy	Clyde	501 S. Minnesota Avenue	St. Peter	MN	####	507-934-7072	amy.clyde@co.nicollet.mn.us
Nicollet SWCD	District Manager	Kevin	Ostermann	501 7th Street, P.O. Box 457	Nicollet	MN	####	507-232-2550	Kevin.Ostermann@nicolletswcd.org
Nicollet SWCD	District Technician	Blake	Honetschlager	501 7th Street, P.O. Box 457	Nicollet	MN	####	507-232-2550	blake.honetschlager@nicolletswcd.org
McLeod County	Director of ES	Marc	Telecky	1065 5th Avenue SE	Hutchinson	MN	####	320-484-4342	marc.telecky@co.mcleod.mn.us
McLeod County	Assistant Director of ES	Sarah	Young	1065 5th Avenue SE	Hutchinson	MN	####	320-484-4342	sarah.young@co.mcleod.mn.us
McLeod SWCD	District Manager	Ryan	Freitag	2385 Hennepin Ave N	Glencoe	MN	####	320-864-1214	Ryan.Freitag@co.mcleod.mn.us
McLeod SWCD	District Technician	Coleton	Draeger	2385 Hennepin Ave N	Glencoe	MN	####	320-864-1214	coleton.draeger@co.mcleod.mn.us
Sibley SWCD	District Technician	Jeremy	Buckentin	112 5th Street, P.O. Box 161	Gaylord	MN	####	507-702-7077	jeremy.buckentin@sibleyswcd.org
Sibley County	Sibley County Auditor -Treasurer	Marilee	Peterson	400 Court Avenue, P.O. Box 51	Gaylord	MN	####	507-237-4070	MarileeP@co.sibley.mn.us
HICWD	Ditch Inspector	Allen	Kerber	24904 State Hwy 5	Arlington	MN	####	320-510-1783	allenkerber@frontiernet.net
Sibley County	Sibley Co. - Ditch Inspector	Aaron	Goemann	400 Court Ave., PO Box 171	Gaylord	MN	####	507-237-4095	aarong@co.sibley.mn.us
Sibley County	Public Works Director	Tim	Becker	111 8th Street, PO Box 897	Gaylord	MN	####	507-237-4115	timb@co.sibley.mn.us
Extension	Nicollet/Sibley Extension Educator	Jason	Ertle	111 8th Street, PO Box 207	Gaylord	MN	####	507-237-4106	ertlx019@umn.edu
Nicollet County	Nicollet County Feedlot Officer	Deanna	Biehn	501 S. Minnesota Ave.	St. Peter	MN	####	507-934-7073	deanna.biehn@co.nicollet.mn.us
Nicollet County	Brown-Nicollet Environmental Health Director	Jesse	Harmon	622 S. Front St.	St. Peter	MN	####	507-934-7089	jesse.harmon@co.nicollet.mn.us
Carver SWCD	District Manager	Mike	Wanous	11360 Highway 212, Suite 6	Cologne	MN	####	952-466-5230	mwanous@co.carver.mn.us
Lower Minnesota Watershed District	Administrator	Linda	Loomis	112 5th Street East, Suite 102	Chaska	MN	####	763-545-4659	naiadconsulting@gmail.com

PROPOSED MEETING SCHEDULE

First Thursday of the month from 1:30 PM to 3:30 PM

6/4/2020

7/2/2020

8/6/2020

9/3/2020

****10/1/2020****

****Add additional dates and discuss meeting frequency****