# Lower Minnesota River West One Watershed, One Plan

## **LGU Lead/Steering Team**

Meeting #4

Date: 3/5/2020

Time: 9:30 AM to Noon

Location: USDA Conference Room, 112 5th

Street Gaylord, MN 55334

Facilitator:	Jack Bushman	Note taker: TBD	
Invitees:	<b>LGU Lead staff</b> : Amy Clyde, Allen Kerber, Blake Honetschlager, Coleton Draeger, Diane Mitchell, Holly Hatlewick, Jack Bushman, Joel Wurscher, Kevin Ostermann, Marc Telecky, Marilee Peterson, Ronald Otto, Ryan Freitag, Sarah Young, other LGU staff as appointed by LGU lead staff. <b>BWSR Staff:</b> Jenny Mocol-Johnson, Mark Hiles		
Pre-work:	Review grant materials on OneDrive, ta	eview grant materials on OneDrive, talk with potential Advisory Committee members	
Please bring:	g: One Watershed, One Plan Binder		

## **Agenda Items**

Topic		Purpose	Lead	Time allotted
✓	Ice Breaker, Note Taker, Agenda Review	INFO/DECIDE	Jack B.	5 min.
<b>✓</b>	<ul><li>Grant Work Plan, Timeline, Budget</li><li>Review submitted materials</li><li>Update on grant status</li></ul>	INFO	Jack B.	30 min.
<b>✓</b>	<ul> <li>RFP/RFQ</li> <li>Discuss selection process</li> <li>Review consultant lists</li> <li>Template and further action</li> </ul>	DISCUSS/DECIDE	Jack B.	30 min.
✓	Match Tracking Spreadsheet/One Drive	INFO	Jack B.	10 min.
<b>✓</b>	Break			10 min.
<b>√</b>	Advisory Committee  Review and discuss potential members	DISCUSS/DECIDE	Jack B.	30 min.
<b>√</b>	Policy Committee  Review/discuss meeting agenda  Review poll results and schedule meeting	DISCUSS/DECIDE	Jack B.	30 min
✓	Schedule Next Meeting	DECIDE	Jack B.	5 min.

### Post-Meeting Assignments:

- Notify the policy committee on the date of the first meeting.
- RFP/RFQ development will begin.

#### **Steering Team Ground Rules**

- We will start / end on time
- Members will complete pre-work, read materials, and be prepared to meet
- Note-taker is to capture highlights of the discussion and decisions made, but not detailed minutes
- We will be respectful and promote open communication
- We will operate on consensus seek general agreements all can "live with."
- We will identify clear deadlines for when tasks are assigned to members and strive to meet them (both in developing materials and responding/providing feedback)
- If necessary, we will hold conference calls between in-person meetings to report on progress