

Meeting Agenda

One Watershed, One Plan Pilot Mini-Kickoff

July 23, 2014
12:30 PM to 3:30 PM
Conference Rm A&B
2122 Campus Drive SE
Rochester, MN

Purpose of meeting: To introduce procedures, expectations, and steps going forward for the One Watershed, One Plan pilot.

Invitees: Lead staff of Root River One Watershed, One Plan Pilot Watershed: Donna Rasmussen, Skip Langer, Daryl Buck, Tom Johnston, Bev Nordby, Brien Maki, Floyd Whitaker, Jennifer Ronnenberg, Justin Hanson, Ronald Meiners, Dean Schrandt, Sheila Harms, Terry Lee
BWSR staff: Melissa Lewis, Doug Thomas, Steve Lawler, Tom Gile, Jeff Nielsen
U of MN Extension: Barb Radke, Doug Malchow

Pre-work: Review and bring a few questions regarding:

- *Operating Procedures for Pilot Watersheds* found at www.bwsr.state.mn.us/planning/1W1P/index.html
- *TEMPLATE Pilot Watersheds Work Plan.docx* emailed with agenda. Consider local lead and support roles for each task in the template.
- *Example Bylaws.docx* and *Example Memorandum of Agreement.docx* emailed with agenda

Agenda

Topic	Purpose	Who	Time
1. Welcome & Introductions		Doug Thomas	1:30 (15 min)
2. Timeline and Overview of <i>Operating Procedures for Pilot Watersheds</i> (see page 2 of agenda)	Inform	Melissa Lewis	1:45 (15 min)
3. Grant Agreement – what needs to be completed to execute, how much will it be for, reporting.	Inform	Doug T. and Melissa	2:00 (10 min)
4. Memorandum of Agreement & Bylaws (see provided templates and pages 10-14 of <i>Operating Procedures</i>)	Discuss	Doug T.	2:10 (20 min)
5. Plan Development Procedures & Work Plan expectations (see pages 15-19 of <i>Operating Procedures</i> and the Work Plan template)	Discuss	Melissa	2:30 (30 min)
BREAK			3:00 (10 min)
6. One Watershed, One Plan Press Releases & Communication Resources from BWSR	Inform	Melissa Lewis	3:10 (10 min)
7. Community Readiness Assessment – why, how, and watch for it from BWSR	Inform	Melissa & U of MN Ext.	3:20 (10 min)
8. Tools and Additional Available Resources <ul style="list-style-type: none">a. Models and Tools for Prioritizing, Targeting, Measuringb. State Agency support	Discuss	Doug T. & Melissa	3:30 (20 min)

<p>9. Decisions, decisions....what additional information is needed to decide:</p> <ul style="list-style-type: none"> a. Fiscal Agent for the grant b. Committee and work group membership (page 15 of Operating Procedures) c. Lead and process for completing work plan d. Plan consultant(s) RFP if applicable (work plan page 2) e. Lead and support for remaining workplan tasks f. Tools and Models for achieving a prioritized, targeted, and measurable plan g. Other? 	Discuss	Melissa & U of MN Extension	3:50 (20 min)
10. Question & Answer (may not be able to answer all)		Melissa	4:10 (20 min)

Questions about extensions of Existing Plans – please discuss offline with Steve Lawler and Tom Gile

High Level Timeline

- June 25, 2014 – Pilots selected
- July-Aug 2014 – Mini-kickoff meetings in pilots areas with lead staff
- July-Aug 2014 – Community Readiness Assessment (after mini-kickoff; ~ 3 weeks to complete)
- July-Sept 2014 – MOA between LGUs developed and finalized
- Aug-Sept 2014 – Grant work plans developed and approved by Oct 1
- Sept 2014 – Plan Content Requirements approved by BWSR Board
- Sept-Oct 2014 – Present Community Readiness results to pilot areas
- July 2014 – Jan 2015 – Pilots begin aggregating plan data, sending notifications of planning initiation to stakeholders, hold watershed planning kickoff meetings with stakeholders
- Jan-Dec 2015 – Draft plan through engagement of policy and advisory committees: finish aggregating data, analyze data, use tools for prioritizing issues, establish measurable goals, and develop targeted implementation plan and schedule.
- Fall 2015 – Reassess MOA based on plan
- Fall 2015 – Winter 2016 – Formal review and adoption of the plan
- Early 2016 – Post Pilot Assessment/evaluation

Highlights of the Operating Procedures

- **Overview** (pages 3-4) – outline and brief description of the entire document.
- **Boundary Framework** (pages 5-7) – includes the map of the planning boundaries and procedures for changing them. Not relevant to the pilot watersheds unless a boundary needs to be adjusted.
- **Plan Types** (page 8-9) – Not relevant to the pilot watersheds; plan type was selected through nomination process.
- **Participation Requirements** (pages 10-12) – participants were identified through the nomination process, but good to review this section as part of development of the MOA. MOA and bylaws template are based on this section and the next section.
- **Formal Agreement** (pages 13 – 14) – this section provides the background and purpose for the MOA. Good to review this section when developing the MOA. MOA and bylaws template are based on this section and the previous section. Note the formal agreement must be in place prior to execution of the grant agreement.
- **Plan Development Procedures** (pages 15-19) – this is the most relevant section to the planning process as it outlines the required steps for completing the plan. Establishment of committees (page 15) is the most immediate; however, the remaining requirements should also be reviewed.