

Root River 1W1P Startup Committee Meeting Notes – Fifth Meeting

October 22, 2014

Attendance: Donna Rasmussen, Skip Langer, Tom Gile, Melissa Lewis, Adam King, Dean Schrandt, Jennifer Ronnenberg, Bev Nordby, Justin Hanson, Janice Messner, Daryl Buck, Brein Maki, Steve Lawler, Sheila Harms

1. Facilitator for the Day: Melissa Lewis

2. Update on MOA revisions

-additions suggested by this committee including further defining of the authorities of each Policy Member as well as elimination of the “options” incorporated into this latest draft; only the final plan comes back to the whole LGU board before it is submitted to BWSR for final review (pg 4), which is a similar process as other agreements entered into by the counties; there has been feedback already on this draft from several County Attorneys; this draft has been sent to MCIT and county attorneys and feedback a final should be available by Nov. 1, 2014; state statute requires an Advisory Committee; removed Technical from title to avoid confusion.

-Bree will be working on the By-Laws template for a February Policy Committee meeting

3. Review of Draft Budget

-work plan timelines already covered

-another component of the work plan budget (will affect budget) is the PTM app tool being developed by BWSR for pilot use in the pilots; desirable to use by BWSR in the Root due to the diverse landscape for evaluation of its effectiveness; BWSR is financing the development and pilot implementation of this tool (Houston Engineering providing development).

-The PTM app tool utilizes existing information and models and maps; it does not prioritize but is a targeting tool; the Policy committee will choose priorities

Zonation tool will be used in the NE; the PTM app will be also used in the Red River Valley; both tools will be in the public domain but will require the technical skills to run. The PTM app will utilize existing modeling frameworks (e.g. HSPF) to provide PTM information.

4 & 5. Review of draft RFP and Update on Scope of Work

-make sure to add a map of the watershed to the RFP

-question asked if we need a consultant at the planning workgroup or if conference calls would suffice

-Task 1: 4 meetings including kick-off meeting and advisory meeting

-Task 2B: PTM coordination with consultant; add the PTM app pilot to this task; add the utilization of the planning workgroup for review of presentation materials ; add a policy statement that all presentation materials and programs developed by consultants for committees be reviewed by the planning workgroup – perhaps by conference call if necessary

-insure that output consists of utilization of existing information and assessments are used by consultants; the goal is not to develop new tools or spend time in model development

-advisory committee needed to: help define in plan how to get to the acceptable level of detail in the plan. Also, plan should determine the tools to be utilized to determine cost effective and measurable implementation actions.

*Timing of the PTM app – Melissa will check on the schedule of when we will have this tool available for planning efforts; Melissa and Doug Thomas can help incorporate the PTM app information into the RFP.

Part 2 – Draft Plan:

-notifications will be sent out by the Advisory Committee (basic responsibility of the committee)

-meetings should be reviewed by the planning workgroup-Timelines should be added for the consultants

-Add some miscellaneous meetings to allow flexibility to meet more often with the consultant if needed.

Continue with same format for the rest of the RFP.

Consultant Interview Procedure and Timeline:

-interview all consultants but require each send their staff member that will be the actual facilitator for the Pilot

A. Finalize RFP (end of October); will be reviewed by the planning workgroup by email or conference call (can be set up by Melissa early November);

B. Send out the RFP – send out by the first week of November; allow a three week response; proposals must be submitted by December 3, 2014.

C. The planning workgroup will pick and rank 3 candidates on December 11, 2014; Jennifer will send out notices of this meeting ; scoring/ranking sheet needed by December 3.

D. The planning workgroup will interview the staff facilitator from each of the 3 firms at a location in Rochester-be sure to specify that the person presenting is the person who will be facilitating the meetings; Interviews will occur on December 17th, 2014, Wednesday afternoon, which is after the BALMM; Skip will schedule the location and room, possibly the same room used for BALMM (People's Co-op in Oronoco).

E. Contract presented by consultant will be presented to Karin Sonneman by January 7, 2014.and reviewed/approved by the Policy Committee at their first meeting on January 21, 2015.21

F. Policy Committee will meet to approve consultant contract (this will require a change in the bi-laws which presently indicates this decision to be made by 12/31/14); Policy committee meeting on January 21, 2015 in afternoon; Jennifer will coordinate meeting location - likely Fillmore County Office Building; might also have a planning workgroup meeting the same afternoon; agenda items: roles and responsibilities, calendar of meetings, bylaws, select consultant

G. Kickoff meetings will occur in March by the Policy and Advisory Committees

6. Community Readiness Survey:

-response rate was low; want to present to the Policy Committee and will take approx... 1.5 hours; likely not at the January meeting do to time limitations. Plan to present results at February meeting of Policy Committee.

*-a summary of the data will be send by Melissa

7. Next Meeting:

-Jennifer will be facilitator

-Room 108 at Preston Government Center on Nov. 20th with the 18th the alternate

-topics will be: Presentation of the PTM app tool by Houston Engineering followed by discussion of MPCA's existing modeling/tools and recommendations for use in the prioritization process review of data and studies done (send reminder to working group to provide this information before the Nov. 20th meeting)—may use list in 1W1P application as a starter.

Send out save the date to Technical and Agency staff—Jennifer and Donna

Notes:

-can and should make sure all LGU participants are added to the grant agreement; grant agreement could be signed by the Winona SWCD as fiscal agent on behalf of the LGU participants since the Policy Committee will not be in place until January.

Summary of Upcoming Meetings and Important Dates:

Oct 31, 2014: RFP completed (mailed to consultant list the first week of November, 2014)

Dec 3, 2014: Proposals due from consultants, ranking sheet completed

Dec 11, 2014: Planning workgroup meeting to score/rank proposals, invite top 3 candidates to present at next meeting

Dec 17, 2014: Presentations by consultant candidates (meeting in the afternoon following BALMM)

Jan 5, 2015: Contract from selected consultant due

Jan 21, 2015: First Policy Committee meeting (approve consultant recommendation/contract)

Jan 21, 2015: Planning workgroup meeting following the Policy Committee meeting

Feb ?, 2015: Second Policy Committee meeting, meeting with consultant and planning workgroup to plan Kick-off meeting

March ?, 2015: Kick-off meeting, also the first meeting of the Advisory Committee