

## Start Up Committee for Root River One Watershed One Plan

September 24, 2014 – Fourth Meeting

Preston; 9:00 to 12:00

Attendees: Daryl Buck, Brein Maki; Adam King; Anne Selness; Donna Rasmussen; Jennifer Ronnenberg; Tom Gile; Barb Radke; Natalie Siderius; Skip Langer; Matt Drewitz; Rachel Olm; Melissa Lewis

1. Chair/facilitator of day – Melissa Lewis
2. Status of LGU resolutions—All County Boards and SWCD Boards have passed the resolution except Olmsted County. Crooked Creek also approved the resolution. Skip will follow up with Terry Lee.
3. Review of Draft MOA—Brein, Donna, and Melissa participated in a conference call with Karin Sonneman (Winona County Attorney) and Jenn Wolf (MCIT) to discuss questions from the last meeting. Karin made changes to the MOA based on the conference call discussion. The committee reviewed the revised draft and made some additional changes.

### Section 6

a.i and a.ii It was decided to remove the two options and list in more detail what is being delegated to the board representative to make decisions on behalf of the board, i.e. sign grant agreement, sign contracts; approve payments and interim reports, recommend draft plan for review and comment, etc. Suggested language: “Except for approval of the draft plan for submittal to BWSR and adoption of the final plan, the \_\_\_\_\_ Board delegates authority to \_\_\_\_\_, as its representative on the Policy Committee, to act on the behalf of the Board for such things as signing the grant agreement, signing contracts, approving payments and interim reports, and recommending the draft plan for review and comment.” LGUs have the opportunity to make comments on the draft plan along with the public, so there is no need to have LGU approval before sending the plan out for public comments. It will be important at this point to review what we have agreed to do and to ask, “Have we identified issues/concerns in the planning process that directs BWSR for future projects?”

Dodge County and the SWCD may appoint the same representative (the SWCD has already appointed a member to the Policy Committee). The question arises regarding the number of votes this person represents and the effect on a quorum. Language is needed in the by-laws to clarify this.

v. Revised wording: “The parties acknowledge an Advisory Committee meeting statutory requirements will be created for development of the watershed-based plan.”

b. Submittal of the Plan. The Policy Committee will recommend the draft plan to the parties of this Agreement. Each party will ~~be responsible for~~ participate in hosting a public hearing through the Policy Committee for local review and comment process that conforms to Minnesota Statutes 103B and 103D including required public hearings. The Policy Committee will be responsible for initiating a formal review process for the watershed-based plan conforming to Minnesota Statutes 103B and 103D including public hearings. Upon completion of local review and comment, as well as approval of the plan for submittal by each party, the Policy Committee will submit the watershed-based plan jointly to the Board of Water and Soil Resources for review and approval.

4. Review of draft work plan—Completion dates were revised to ensure completion of the planning by the end of 2016. Some tasks can run concurrently which shortens the timeline.
  - 2.1—Clarification of roles and responsibilities is needed for all committees and how frequently they meet; e.g. the Planning Work Group works out the logistics of the planning process; the Advisory Committee gives input on the implementation plan on a quarterly basis or more often if needed.
  - 2.3—Compilation of data and resources was done by Terry Lee for the Whitewater, which could also be an asset for the Root.

The budget's grant eligible expenses can include local staff time for coordination, fiscal responsibilities, and Extension as a consultant for facilitating with certain tasks, such as helping plan the kickoff meeting and setting plan priorities with all the Committees. Yellow Medicine had gotten estimates from consultants that ranged from \$130,000 to \$160,000. Melissa will send that information to us. The MOA and work plan/budget must be done before the grant agreement is signed. Payments will be 50-40-10. The question came up regarding who signs the interim report when the first 50% is spent and a request is submitted for the next 40%. Several consultant contract template are available (e.g. Highway Dept.), and there is help available from Karin Sonneman to set up the contracts. A conference call will be set up with the lead people in the work plan (Brein, Jennifer and Donna) and Melissa plus Bev to work on the budget. LGUs with grant eligible roles should submit numbers to Donna.

5. Update on Scope of Work—Jennifer reported no significant changes. The Schedule of meetings, public events and deadlines will be included. Much of this can now be done with the work plan completed.
6. Develop RFI—Discussion about the timeline needed for an RFI and RFP led to the decision to only develop an RFP and choose from the list of those submitting proposals to present to the Planning Work Group. The work plan completion date for selecting a consultant is November 30<sup>th</sup>. Donna and Jennifer will begin drafting an RFP for the October 22<sup>nd</sup> meeting including procedural details. Melissa has examples to share. We can also look at existing plan to see the work of some of the consultants (Red River-Houston Engineering; Metro plans-Barr Engineering).
7. Finalize list for Technical Advisory Committee: The updated list was sent out for review. If there are any changes or additions, please send to Donna.
8. Begin list of notification of plan review authorities and other stakeholders (see the work plan template for suggestions). The counties should have a list to start from for water plan update notifications. Begin gathering that information in preparation for notifications going out by January 15, 2015.
9. Next meeting: October 22 at 9:00 a.m. in Preston. Donna will get the agenda ready. Jennifer will facilitate the meeting.