

## Planning Workgroup for Root River One Watershed One Plan

Thursday, December 11, 2014, 9:00 AM

Conservation Building, 912 Houston Street NW, Preston

### Meeting Notes

1. Facilitator for the Day – Justin Hanson (Mower SWCD)
2. Scoring and Ranking RFP applicants – All
3. MOA and Policy committee – Jennifer/Donna, All
  - a. Review list of Policy committee members. If you haven't emailed your signed MOAs and committee appointments yet, please send your info to Donna or Jennifer before the meeting.
    - i. Alternate appointment needed (add to ByLaws)
    - ii. Copy the PWG on PC announcements
  - b. Develop agenda for the First Policy committee meeting. This meeting is currently planned for January 21<sup>st</sup>, 2015. Time and location TBD.
    - i. Location: Preston Room 108
    - ii. Time: 9am
4. Review of final work plan – Jennifer/Donna
  - a. Good to go.
5. Next meeting, facilitator(s), agenda items
  - a. Facilitator: Skip
  - b. January 21<sup>st</sup>
    - i. Planning with consultants
    - ii. Regroup
    - iii. Advisory committee
  - c. Policy Committee Agenda
    - i. Presentation should be beefy
    - ii. Prepare binder with preloaded info
    - iii. Full history
    - iv. BWSR personnel to provide background about what it is and what it isn't.
    - v. MOA/ByLaws – Karin from Winona
      1. We need to know what order to put things in to conduct business (BREE is looking into this)
    - vi. Explanation of our consultant choice with listed reasons. Maybe include RFP components and meeting timelines that include decisions.
    - vii. Request that they bring their calendars to the January meeting to help plan upcoming meetings.
    - viii. Include tentative scheduled activities for the first 3-6 months
    - ix. Remember within the presentation that schedule and budgets are mostly set. BWSR staff can maybe handle that.