

YELLOW MEDICINE **ONE WATERSHED, ONE PLAN** PLANNING WORK GROUP (PWG)  
MEETING MINUTES  
SEPTEMBER 17, 2014 – 9:30 am at Marshall, MN

Present

Kerry Netzke, Anita Cauwels - Lyon SWCD, Emma Volz- MRWD, Lou Ann Nagel, Pauline VanOverbeke, Jolene Johnson, Melissa Lewis - BWSR, Mark Hiles - BWSR, and David Sill - BWSR.

Introductions were made.

Netzke served as Chairman for the Day to facilitate discussion.

The agenda, as attached, was adopted as presented.

The minutes from the August 19, 2014 meeting were reviewed and adopted as presented.

Memorandum of Agreement Update

As of today, all ten partners have approved the Memorandum of Agreement (MOA). All original signature pages have been obtained except for Yellow Medicine County which Jolene will follow up on. The delegates and alternates have been appointed except that alternates from Lac qui Parle County and Lac qui Parle SWCD are still needed. Terry will be asked to provide this when she returns to the office. The grant agreement will go through December 31, 2016 and will be issued on a 50/40/10 basis. The watershed district boundary is not the same as the watershed planning boundary as was explained to the Yellow Medicine County Commissioners.

Work Plan

The work plan that was drafted at the August meeting was reviewed. BWSR would like the timeframes shortened to meet a December 15, 2015 date for plan submittal to BWSR. This work plan will not be in eLINK, therefore any missed target dates will simply start conversation and will not trigger a work plan amendment. Considerable time was given to reset start/completion dates. Pauline will make the changes to the document and timeline.

The PWG will not have to select the model/tool to use for scenarios as that has been selected for us. When BWSR initiated the pilot watersheds, it purposely asked for tools to be developed for running scenarios. SAM (Scenario Application Manager) was specifically developed for the Yellow Medicine River watershed and its HSPF model and currently cannot be applied to any other watershed. SAM will be required for use by the consultant.

Melissa added that the Work Plan is not complete without a budget attached. Discussion followed addressing what items to include in the budget, such as: consultant cost, facilitator cost, administration cost/eLINK reporting, rental of meeting facilities, postage, public notices, copies, supplies, etc. Consensus of the PWG was to request costs from consultants by October 6 in order to allow time to compile the work plan budget to be submitted to BWSR no later than October 15, 2014. The budget shall be in the range of \$150,000 to \$200,000.

Consultant Selection Discussion

Melissa explained that statute does not require a formal Request for Proposals for the hiring of a consultant(s). Melissa will provide the statute number for reference as it is likely someone will ask for it.

It is strongly encouraged by BWSR that a Scope of Services or Request for Interest be requested to determine which consulting firm may be the best fit for plan writing and modeling. Melissa reviewed various documents, or parts of those documents, that could be used. Consensus of the PWG was to do a Request for Interest from Houston Engineering, Inc. and RESPEC. Kerry and Pauline will draft the RFI letter and will include the updated work plan, Operating Procedures for Pilot Watersheds and (draft) Plan Content for Pilot Watersheds documents, and a list of existing plans. The PWG will review the received proposals at its next meeting. The PWG will make a recommendation to the Policy Committee who will select the consultant. The first Policy Committee meeting will take place in November.

Melissa provided names of U of M Extension Watershed Educators to contact regarding facilitation and meeting design for the kick-off meeting. Kerry will make contact with them for estimated costs and level of involvement.

#### Items for Next PWG Meeting Agenda

- \*Review of proposals received, form recommendation to Policy Committee
- \*Finalize budget for the work plan
- \*Finalize committee membership lists
- \*Draft bylaws for Policy Committee
- \*Agenda for first Policy Committee meeting

#### Next PWG Meeting

Next meeting will be Wednesday, October 8, 2014 at 9:00 a.m. in Marshall. Location to be determined.

Meeting adjourned at 12:15 p.m.