

Meeting Minutes
Bois de Sioux and Mustinka Watersheds
1W1P Steering Committee Meeting
2/26/18 at 9 am

Members Present

Matt Solemsaas	Stevens SWCD
Greg Lillemon	Grant County
Joe Montonye	Grant SWCD
Jared House	Grant SWCD
Bruce Johnson	Traverse SWCD
Casey O'Lerry	Traverse SWCD
Don Bajumpaa	Wilkin SWCD
Brad Mergens	West Otter Tail SWCD
Ben Underhill	West Otter Tail SWCD
Bill Kalar	Otter Tail County
Bill Kliendl	Stevens County Eviron
Breanna Koval	Wilkin County Environmental
Chad Engels	Bois de Sioux Watershed
Pete Waller	BWSR
Linda Vavra	Bois de Sioux Watershed

Also Present:

Doyle Sperr	Grant County Commissioner
Ron Staples	Stevens County Commissioner
Eric Klindt	Wilkin County Commissioner

The meeting was called to order at 9:10 am by Linda Vavra.

Discussion of support for LGU Hosting vs Joint Powers Board: Bois de Sioux Watershed agreed to be the grantee. All partners present accepted BdSWD's offer (Please see attached sheet). BdSWD announced that they have checked with insurance provider and it is covered.

It was also reported that there is still one more MOA to come in. Bill Kalar, Ottertail County, will check on it.

Update on Accrued Expenses – Montonye invoices for Grant SWCD, \$3600:

Montonye reported that cost share had been received from county water planning with the exception of one.

Items from Committee Members: Chad, chair of Consultant Sub-committee, reported that the RFQ draft is on hold. Chad will get it sent out and then on to Matt Solemsaas by March 16th. Matt agreed to write an agenda and compile information for the next meeting packet. Bylaw committee needs to review bylaws and have that information to Don Bajumpaa by March 9th.

Project Coordination: The Steering Committee is going to meet on March 26th, 10:30 at the BdSWD office. Which will follow with a joint meeting with the Policy Committee at 1:00 PM at the BdSWD office? The Policy Committee will need to appoint a chairman. A work plan and budget need to be put into action to get the grant executed.

Sub-Committee Meetings: Discussion of the four Sub-Committee meetings occurred. Committees include, Consultant Sub-Committee which Chad Engels is chair of, Work Plan/Budget Sub-Committee which Joe Montonye is chair of, By-laws Sub-Committee which Don Bajumpaa is chair of, and the Participation/Meeting Sub-Committee which Sara Gronfeld is chair of. Linda Vavra encouraged everyone included in the Steering-Committee to be on the list of at least one Sub-Committee. Don Bajumpaa proposed getting the RFQ out, receive the proposal, comment on reviews and decide the best fit and negotiate cost. The Work Plan/Budget Committee can't meet until the cost is negotiated. Most everyone agreed the By-laws can be reviewed via email and added to the policy meeting agenda. Copies of a bylaws template were handed out to the Bylaw committee for further review.

Formal recommendations from Steering Committee to Grantee on selection of:

- a) **Project Coordination:** this will go into the RFQ.
- b) **Fiscal Agent:** BdSWD (Jamie Beyer)
- c) **Secretary:** Bds wd will act as secretary for the Steering Committee, Policy Committee, and Citizen Advisory Committee.
- d) **Planning Consultant:** undetermined
- e) **Meeting Facilitator:** if RFQ cost allows

Policy Committee Meeting: An agenda and packet will be assembled by Matt Solemsaas and sent via email. This was agreed to be reviewed later on. Policy committee meeting date is set for March 26th.

Partnership Support Handout: Is a menu of topics that could be discussed to get things rolling. Pete Waller said he could bring it back to show the Steering Committee. This would help with the Steering and Policy Committees.

Schedule Next Meeting: Steering Committee Meeting scheduled for 10:30 am on March 26th, 2018. Joint meeting with Steering Committee and Policy Committee scheduled for 1 pm on March 26th, 2018, both are at the BdSWD office in Wheaton. Matt Solemsaas is putting together the agenda for these meetings and he will send out the agenda via email to everyone included on both the Steering and Policy Committees via email. All agenda information needs to be sent to Matt Solemsaas by March 16th and the by-law recommendations need to be sent to Don B. by March 9th.

Meeting adjourned at 10:30.