

Lower Minnesota River East One Watershed One Plan

Draft Meeting Minutes

Thursday, June 2nd 2022

Attendees at meeting: Holly Kalbus (Le Sueur County), Mike Schultz (Le Sueur SWCD) Steve Pahs (Rice SWCD), Meghan Darley (Scott SWCD), Brad Behrens (Rice County), and Linda Loomis(LMRWD), Barb Peichel (BWSR)

Welcome & Review Agenda

- The Lower Minnesota River East Meeting was held on June 2, 2022. The meeting was held virtually. Holly briefly went over the agenda. The main goals of the meeting were to provide an update about the contract with ISG, provide an update about subagreements and the public notification, further develop public kickoff meetings, and follow up on the discussion about Advisory Committees and subcommittees/stakeholder groups.

Recap Last Meeting

- Holly briefly went over discussion at our last meeting which was May 5, 2022. We first discussed an update about the grant agreement being executed and how we can start billing expenses. The next discussion item was reviewing and revising the bylaws. Our next item was to provide an update with the negotiation process with the consultant. There was a list of questions that ISG sent to Meghan. Holly asked the steering team the questions and we went through them as a group. The steering team then talked about the public notification process and kick off meetings and trying to finalize more details. The next discussion item was about advisory committees and what their role is and who gets to sit on the committee. The last discussion item was determining the May 26th policy committee agenda.

Consultant Update & Discussion

- Holly asked Meghan if she had an update about the negotiation process with ISG. Meghan said Scott SWCD is still negotiating. The only issue is in the contract about the liability and insurance clause. ISG recently received new legal counsel. They would like ISG to assume no liability. Meghan stated that her legal counsels said it would be too risky to sign the contract if the consultant assumes no liability. Holly said she can share the contract with her legal counsel to see what their perspective would be on this.

Sub agreements Update

- Holly asked Meghan is she had an update about the subagreements? Meghan stated she had sent it over to Doug to sign.
- Barb stated that she recently had conversations with other staff at a meeting. They were discussing subcontracts/agreements. Some of those subcontracts/subagreements with other LGUs did not following things like prevailing wage.
 - What ended up happening is when the fiscal agent sends in the expense they were not considered allowable costs.
- Scott County is still in the review stage for their subagreement.

Public Notification Update

- Holly provided an update about the public notification process and said she sent out a formal letter for the 60-Day public notification process on May 4, 2022. The notification was sent to state agencies and metropolitan council. Holly stated that Barb had provided her an updated staff list. The 60-day deadline is on July 11th, since July 10th is on a Sunday.
 - Barb stated that she held an orientation for agency folks and metropolitan council. Most had not been involved with 1W1P. Others that have been involved she reminded them of the process. Barb believes we have a good groups of individuals with technical information and skills.
- Holly mentioned that the formal letter was also sent those LGUs that expressed interest in staying informed with planning efforts or sitting on the advisory committee or subcommittee.
 - Along with the letter she also updated those LGUs about planning efforts, when we were tentatively planning the kickoff meeting, when the deadline would be for them to either opt into planning efforts, and lastly interest in sitting on an advisory committee.
- Barb recommended having the agencies talk about the formal letter at a future advisory committee.
 - Important for them to say their comments/feedback verbally.
 - Barb stated she hasn't seen the 60-day notification comments and feedback shared effectively with the policy committee in other planning efforts.
 - Recommended to not just share all of the comments on a website.
 - Summarize and talk about main points in a presentation.

Public Kick Off Meetings

- Holly wanted to provide an update about the availability of Cedar Lake Regional Farm Park.
 - She called the reservation number, and Thursday, July 14th, Thursday, July 21st, and Thursday, July 28th are not available.
 - The only other day in July that would work would be Tuesday, July 26th. She wanted the okay from the rest of the steering team before calling and reserving that day.
 - It sounds like staff that were present would be able to meet for that day.
 - Holly would send out a follow up email with Policy Committee members to check their availability.
 - Meghan stated she would check with ISG, but they more than likely will make it work.
- Barb wanted to let us know that our planned budget for this activity can include expenses such as meeting supplies, food, rentals fees, etc. Just no alcohol.
- Barb also mentioned that she has seen other planning efforts send out a flyer for the event and request RSVPs a week before the meeting.
 - This way it is a little easier to plan for.
- Holly asked the steering team if we wanted to start planning for the meeting as far as agenda, format, processes/methods for public participation, etc.
 - Mike and Meghan both agreed that we could start to think about what we want to do, but let's wait to have in depth conversations with the consultant.
 - They will take the lead on this.
- Holly mentioned that for the public kickoff meeting we will have to give public notice.
 - Notice on the webpage is sufficient for SWCDs.
 - Holly commented about putting it in the paper. Any local papers that are within the watershed would be good.
- Linda stated we really should think about what we want from the public when hosting this kickoff meeting.
 - Barb stated she can send examples of the Upper/Saint Croix flyer.
 - The goal should be to hear what the public is most interested in for the watershed. Where do they want to focus and prioritize? What is most important to them?
- Holly asked when do we want to host the virtual meeting? Should we have them available around the same time?

- Mike stated around the same time would be best. He was thinking more of recording the public kickoff meeting and having it available for the public to view for a certain timeframe.
 - Meghan thought maybe we could have ISG record a presentation and have participants fill out a survey at the end.
- Mike mentioned we should try to ask similar things at the in person and virtual meetings.
- Holly said we need to finalize the stakeholder list soon so we can send out the flyers for the public kick off meeting soon.
 - Linda said we can always send out save the dates too!

Advisory Committee & Subcommittee/Stakeholder Group Discussion

- Holly provided a summary of the discussion at the Policy Committee meeting on May 26th. Hopefully those LGUs that expressed some interest on serving on the Advisory Committee will respond before the next Policy Committee meeting.
- Holly stated that if you have better luck reaching those individuals at a local level that would be great.
- Holly set a deadline of July 7th for correspondence from those LGUs.
- Barb suggested waiting to develop/finalize the Advisory Committee because we have enough on our plate already to work on.
 - There is not a certain timeline on when the Advisory Committee needs to be established.
- Linda stated that she can give Holly the names of the contacts at the Shakopee Mdewakanton Sioux Community.
- Barb stated she would like to send the list of plans and studies out for those state agency and metropolitan council staff to review.

Updates & Next Steps

- Set up meeting with the consultant before our next steering team meeting on July 7th. This way we can start working on the public kickoff meeting. Could send out a when2meet calendar invite to see what works best for everyone. If individuals can't make the meeting, they should send comments and feedback about the public kick off meetings.
- Holly will send out the stakeholder list to everyone and set a deadline on when we need a final complete list (sometime in mid-June).
- Meghan said she will have their education and outreach person start developing a flyer for the public kick off meeting.

- Barb stated she would like the list of plans and studies that was included in the RFQ to send to state agency and metropolitan council staff.
- Holly will try to get the Cedar Lake Regional Farm Park picnic shelter reserved.
- Next Steering Team Meeting: **Thursday, July 7th from 10:00am-1:30pm**
 - Will be a hybrid meeting. Meeting location will be at the Scott SWCD office, 7151 190th St W #125, Jordan, MN 55352.
- Next Policy Committee Meeting: **Thursday, August 18th from 3:00pm-5:00pm**
 - This meeting will be hybrid. The in person meeting location will be at the Le Sueur SWCD office, 181 W Minnesota St, Le Center, MN 56057.