



Le Sueur River One Watershed One Plan POLICY COMMITTEE

Date: March 8, 2021

Meeting #1

Time: 1:00pm

Location: Virtual – GoToMeeting

Attending: Policy Committee Members: Don Kropp (Freeborn SWCD), Ted Herman (Freeborn Co.), Randy Feist (Faribault SWCD), Tom Loveall (Faribault Co.), Larry Muff (Waseca SWCD), De Malterer (Waseca Co.), Brad Krause (Waseca Co.), Bruce Anderson (Faribault Co.), John Shanahan (Blue Earth SWCD)

Staff: Scott Salsbury (Blue Earth Co.), Mark Schaetzke (Waseca SWCD), Haley Byron (Waseca Co.), Nate Carr (Faribault SWCD), Brandee Douglas (Faribault Co.), Brenda Lageson (Freeborn SWCD), Rachel Wehner (Freeborn Co.), Shaina Keseley (BWSR), Jill Sackett Eberhart (BWSR)

Meeting called to order by Haley Byron at 1:02pm via GoToMeeting.

- Introductions were made which included name, affiliation, and favorite place within the watershed

Agenda:

- Motion to approve the agenda made by De Malterer, Seconded by Tom Loveall.

Roll Call: Shanahan: Yes Loveall: Yes Feist: Yes Herman: Yes Kropp: Yes Malterer: Yes Muff: Yes

Motion approved.

Overview of 1W1P: Jill Sackett Eberhart gave the history of water planning, transition from county to watershed planning, program mission (prioritized, targeted, measurable implementation plans that align with state strategies). For this watershed, authorities include counties and SWCDs. Structure of the plan (committees: steering – staff; advisory – stakeholders, staff, state agencies; policy committee – elected officials).

Overview of the Watershed:

- Blue Earth County, Waseca County, Freeborn County, Faribault County, Steele County, Le Sueur County. Steele and Le Sueur opted out due to having a small enough area in the watershed
- Next meeting will include state of the watershed

By Laws: Malterer asked how by laws were created. Byron stated they were pulled from a BWSR template and modified to suit our needs. By Laws were reviewed by the Waseca County Attorney.

- Motion to adopt by laws made by De Malterer, seconded by Ted Herman.

Roll Call: Shanahan: Yes Loveall: Yes Feist: Yes Herman: Yes Kropp: Yes Malterer: Yes Muff: Yes

Motion approved.

Election of Officers:

- **Chairman:** Tom Loveall made a motion for De Malterer for chairman.

Roll Call: Shanahan: Yes Loveall: Yes Feist: Yes Herman: Yes Kropp: Yes Malterer: Yes Muff: Yes

Motion approved.

- **Vice Chairman:** Ted Herman made a motion for Tom Loveall for vice chair.

Roll Call: Shanahan: Yes Loveall: Yes Feist: Yes Herman: Yes Kropp: Yes Malterer: Yes Muff: Yes

Motion approved.

- **Secretary:** Tom Loveall made a motion for Ted Herman as Secretary.

Roll Call: Shanahan: Yes Loveall: Yes Feist: Yes Herman: Yes Kropp: Yes Malterer: Yes Muff: Yes

Motion approved.



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Planning Grant: divided into 4 sections:

- Preplanning: aggregate watershed info, notify plan review authorities, public kick off meeting
 - Planning: Land and water resources, identify and prioritize resources and issues, measurable goals, implementation schedule and programs, plan admin and coordination, public engagement, meeting facilitation, draft plan.
 - Plan review and submission: formal review, submit to BWSR
 - Administration: fiscal coordination, reporting, meeting expenses, publication expenses, policy/ advisory coordination
- Timeline was reviewed. Loveall asked if it's known the number of meetings and when. Byron stated that recurring meetings monthly is requested. Eberhart states Advisory committee meetings will be as needed throughout planning process, anywhere from 8-16 times. Loveall asked why we would possibly have 2 advisory committees and what is the advantage of having 2 over 1? Haley says at next meeting this will be heavily discussed.
 - Budget: Plan development: \$170,000, Administration: \$40,362, Contingency (10%): \$21,036. Total: \$231,398
 - Herman asked justification for \$30,000 facilitation. Loveall described facilitation as the way to get a good plan, having the consultant part of the full process. Feist asked if prices were firm from a consultant or how these numbers were established. Byron stated we received estimate from a consultant and compared costs to budgets from other 1W1Ps in the area.
 - Motion by Larry Muff to approve work plan, seconded by Randy Feist.
Roll Call: Shanahan: Yes Loveall: Yes Feist: Yes Herman: Yes Kropp: Yes Malterer: Yes Muff: Yes
Motion Approved

Consultation Process: Schaetzke discussed consultant process.

- RFP (request for proposal): price is the deciding factor, can have qualification components, more detailed description of services, can weigh qualifications vs price
- RFQ: request for qualifications: qualifications are the main factor, pick consulting staff, interview if needed, rank options, negotiate scope/schedule/budget after selection.
- Staff recommends RFQ process
 - Loveall and Malterer both expressed that quality matters and after so many 1W1Ps' are completed we should know what consultants will produce a good product. Herman requested we state firm parameters for consultants. Byron stated we have very good examples to base our qualifications off of to give to consultants both from BWSR templates and other watersheds.
 - Policy committee recommends RFQ process.
 - Loveall requests parameters include previous experience and allow staff to bring a proposed RFQ and list of possible consultants.
- Motion to allow staff to develop RFQ and list of possible consultants made by Tom Loveall, seconded by Randy Feist.
Roll Call: Shanahan: Yes Loveall: Yes Feist: Yes Herman: Yes Kropp: Yes Malterer: Yes Muff: Yes
● **Motion Approved**

Public Notification and Kickoff Meeting

- 60 day notification is required to send to state agencies/interested parties. This will include: DNR, MPCA, MDH, MDA, NRCS, counties, cities.
- Kick off meeting: held after 60 day notice. Most likely virtual with survey. Possibly include Mankato State University Water Resources Center



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Meeting schedule: Next meeting will be Friday, April 23rd at 8:30. Regular meetings will be 4th Friday at 8:30am.

Next steps: submit work plan, begin RFQ process, state of the watershed presentations, 60 day public notifications

Motion to adjourn by Randy Feist, seconded by Ted Herman.

Roll Call: Shanahan: Yes Loveall: Yes Feist: Yes Herman: Yes Kropp: Yes Malterer: Yes Muff: Yes

Meeting Adjourned at 3:12pm.

Submitted by: Rachel Wehner (Freeborn County)



Secretary – Commissioner Ted Herman

