Type of Meeting: Shell Rock Winnebago One Watershed, One Plan Policy Committee
Date: February 27, 2019
Time: 3:00 PM
Location: Shell Rock River Watershed District
214 W. Main St.
Albert Lea, MN 56007

Facilitator: Courtney Phillips

Note Taker: Leah Stadheim

Attending: Brenda Lageson, Rachel Wehner, Dave Ausen, Philip Wacholz, Andy Henschel, David Copeland, Mike Lee, Mick Delger and Larry Baker

Absent: Shaina Keseley, Dalton Syverson, Steven Jahnke and Jarod Schamaun

Agenda:

1. Introductions

2. Committee Roles – Courtney provided a brief description of each committee.
   a. Steering Team – A small group of local staff (typically the local water planners and lead staff from participating local governments, BWSR Board Conservationist, and possibly consultants) is strongly recommended for the purposes of logistical and process (not policy) decision-making in the plan development process.
   b. Policy Members – This is a required committee of local plan authorities for the purposes of making final decisions about the content of the plan and its submittal and regarding expenditure of funds allocated for plan development. The committee membership and the committee’s decision-making process must clearly be a part of the formal agreement for planning and associated bylaws (section III). This committee may or may not continue after plan adoption.
   c. Advisory Committee – An advisory committee is required to meet public and stakeholder participation goals and requirements identified in rule and statute for existing local water plans. The purpose of an advisory committee is to make recommendations on the plan content and plan implementation to the Policy Committee.
3. Election of Officers
   a. Elections will be taken by roll call as desired by the Policy Committee. Courtney Phillips presided over the election of officers.
   b. Courtney asked for nominations for Chair. Mike Lee nominated Mick Delger for the office of Chair. Courtney called for nominations three times and closed nominations. A roll call vote was taken and Courtney declared Mick Delger Chair of the Policy Committee.
   c. Courtney asked for nominations for Vice Chair. Mick Delger nominated Larry Baker for the office of Vice Chair. Courtney called for nominations three times and closed nominations. A roll call vote was taken and Courtney declared Larry Baker Vice Chair of the Policy Committee.
   d. Courtney asked for nominations for Secretary. Dave Ausen nominated Mike Lee for the office of Secretary. Courtney called for nominations three times and closed nominations. A roll call vote was taken and Courtney declared Mike Lee Secretary of the Policy Committee.

4. Review/Discussion of Bylaws
   a. Courtney briefly discussed each article of the bylaws.
      i. Purpose
      ii. Membership Provisions
      iii. Officers
      iv. Meetings
         1. The committee briefly discussed quorum and alternate member’s attendance. The committee agreed that proposed agendas will be emailed, not mailed.
      v. Voting
         1. The committee agreed that voting via telephone would not be allowed and additional voting or decision-making requirements are not applicable to this committee.
      vi. Compensation
      vii. Subcommittees of the Policy Committee and other Committees
      viii. Meeting Location
      ix. Miscellaneous
      x. Certification
   b. Manager Ausen offered the following motion:
      Move to approve the bylaws as read by Courtney Phillips.
      Manager Lee seconded the motion.
      After discussion, a vote was taken and the motion was unanimously approved.

5. Review of Budget, Timeline, and Work Plan
   a. The committee discussed the grant budget based on pre-planning, planning and plan review and submission. The grant request budget total equals $196,383.00.
   b. The committee discussed the proposed timeline and the importance of attending meetings so the final completion date could be potentially moved up.
   c. Each task of the work plan was highlighted.
6. Request for Qualifications (RFQ) for Consultants
   a. The committee discussed a list of potential consultants including Barr Engineering, Emmons & Olivier Resources, Inc. (EOR) and RESPEC Consulting & Services. The committee will send out RFQs in March. The consultant will be awarded at the April SRRWD board meeting.

7. Next Steps
   a. The next Policy Committee meeting will be scheduled via Doodle Poll.
   b. Andy Henschel invited the members to attend the Shell Rock River Watershed District Annual Meeting on March 19, 2019 at 6:30 PM.

8. Adjourn
   a. Manager Lee offered the following motion:
      Move to adjourn the meeting.
      Manger Ausen seconded the motion.
      After discussion, a vote was taken and the motion was unanimously approved.