



**Type of Meeting:** Shell Rock Winnebago One Watershed, One Plan Steering Committee

**Date:** February 14, 2019

**Time:** 8:30 AM

**Location:** Shell Rock River Watershed District  
214 W. Main St.  
Albert Lea, MN 56007

**Facilitator:** Courtney Phillips

**Note Taker:** Leah Stadheim

**Attending:** Brenda Lageson, Jarod Schamaun, Rachel Wehner, Philip Wacholz, Steven Jahnke, Dalton Syverson, and David Copeland

**Absent:** Shaina Keseley and Andy Henschel

**Agenda:**

1. Introductions
2. Timeline Discussion
  - a. The timeline is a guide, not restrictive.
  - b. The timeline needs to be completed before the grant agreement can be executed.
  - c. The committee discussed goals for shortening the timeline – specifically the “green” and “blue” areas. Portions of the timeline cannot be compressed – specifically the notice and review periods. The committee discussed moving up the final completion date to October 2020.
  - d. The grant expires June 2021.
  - e. The timeline could depend on the consultant.
3. Work Plan Input
  - a. The Work Plan tasks were discussed. Lead and supporting roles were assigned. Start and completion dates refer back to the timeline.
  - b. The Shell Rock River Watershed District is the fiscal agent for the grant.
  - c. The committee confirmed that a partnership is being established, not a new entity.
  - d. The budget, timeline and work plan need to be completed before the grant agreement can be executed.
  - e. Regarding consultants, the committee feels comfortable sending out the Request for Proposals (RFP) with qualifications in March.

#### 4. Budget Review

- a. The committee discussed what expenses are reimbursable. Time involved that is over and above normal water plan activities can be reimbursed.
- b. The committee discussed saving money by holding meetings that involve consultants via videoconferencing.
- c. The committee reviewed the budget line items and estimated the consultant's proposals. The plan development total was increased to \$140,000.00 bringing the grant request total to \$196,000.00.
- d. The committee brainstormed a list of consultants: HDR, Houston Engineering, WSB & Associates, Respec Consulting & Services, Emmons & Olivier Resources, Inc. (EOR), and Barr Engineering were named.
- e. The committee agreed that no facilitator was needed.

#### 5. Next Steps

- a. Courtney requests revisions to the bylaws are sent to her via email.
- b. Courtney will make edits to the timeline, work plan, budget and bylaws. She will send to the Steering Committee via email. This information will be forwarded to David. David will discuss with Julie Westerlund, One Watershed, One Plan Coordinator.
- c. Courtney will send out an Outlook calendar meeting invitation for the next Steering Committee meeting.