

Steering Team Meeting Notes

Wednesday, June 26 – 9:00 AM
Kandiyohi County Office Building – Lower Level

Attendance:

JoAnn Blomme (Chippewa County)
Zach Bothun (Chippewa SWCD)
Eric VanDyken (Kandiyohi County)
Diane Mitchell (Renville County)
Holly Hatlewick (Renville SWCD)
Jeremy Maul (BWSR Board Conservationist)
Mark Hiles (BWSR Clean Water Specialist)

1. Zach acted as the facilitator for the meeting.
2. June 5th Policy Committee Meeting Recap-
Reviewed approved Request for Qualifications (RFQ) with small changes made by Policy Committee.
Reviewed sub-committee duties for consultant interviews and recapped on the dates, times and locations of upcoming interviews and meetings.
3. RFQ –
Steering Team members reviewed the evaluation forms to be used for ranking consultant interviews. The team reviewed the process of evaluating the finalists chosen by the interview sub-committee. Dates for interviews are set for July 22nd. There will be a meeting for the interview sub-committee to go over each consultants Statement of Qualifications (SOQ) on July 15.
4. Kickoff Meetings –
Staff continued to work on details of the open house kickoff meetings. It was decided to try and hold the meetings in early September. Facilities, reservations, food, guest speaker, and how the meeting should flow were all discussed. Kickoff meeting arrangement duties were assigned to staff members to work on.
5. Advisory Committee –
Staff reviewed the current list of potential Advisory Committee members to be invited to participate on the committee. Holly and JoAnn volunteered to contact the people on the list and discuss their participation. Jeremy informed Steering Team staff that they should formally invite state agency staff from the appropriate departments to sit on the Advisory Committee as well as invite them to an upcoming Policy Committee meeting.

6. Next meeting –

Zach and Diane will prepare the agenda and minutes for the upcoming Policy Committee meeting on August 7th. Zach will prepare the agenda for the next Steering Team meeting on July 23, 9:00 AM – Noon at the Kandiyohi County Office Building.