

Sauk River One Watershed, One Plan	Policy Committee Meeting #10	Date: November 22 nd , 2019
		Time: 9:00 am – 12:00 pm
		Location: Sauk Centre City Hall, Sauk Centre, MN

Facilitator: Julie Blackburn **Note taker:** TBD

Policy Committee Ken Rutten, Jerry Rapp, Cody Rogahn, Gary Reents, Randy Neumann, Tom Williamson, Steve Notch, Chuck Uphoff, Tyler Carlson

Invitees: BWSR Jason Weirnerman, Brad Wozney

Consultant / Other Julie Blackburn, Sarah Jo Boser

Objectives:

- Update on Advisory Committee’s progress on developing the content for the plan.
- Identify desired organizational structure for implementing the 1W1P, once approved.
- Further develop capital improvement project development framework.

Pre-work:

- Review notes from last meeting, draft agenda, and supporting materials:
 - ABCs_Of_JPEs_Joint_Powers_Analysis_and_Worksheet_12-2018
 - 1W1P Organizational Arrangement Options
- Please come prepared to actively engage on the agenda topics.

Please bring: 3 ring binder, agenda and supplemental information

Agenda Items

Topic	Purpose	Lead	Time allotted
<ul style="list-style-type: none"> ✓ Introductions, review meeting purpose & agenda ✓ Assign note taker ✓ Review minutes from October 7, 2019 meeting 	INFORMATION	CHAIR	10 min.
<ul style="list-style-type: none"> ✓ Report on Advisory Committee progress on identifying geographical priorities 	INFORMATION/ DISCUSSION	Julie Blackburn	20 min.
<ul style="list-style-type: none"> ✓ Status of the plan development 	INFORMATION	Julie Blackburn	10 min.
<ul style="list-style-type: none"> ✓ Comprehensive Watershed Management Plan organizational structure <ul style="list-style-type: none"> ○ Overview of the requirement the that Policy Committee must determine an organizational structure under which the plan will be implemented, once approved ○ Facilitated discussion on identifying the principles by which the organizational structure should operate ○ Outline next steps with goal of agreeing to type of organizational structure (not specific agreement language) at the December meeting 	INFORMATION WORKSHOP DISCUSSION DECISION	Julie Blackburn	90 min.
<ul style="list-style-type: none"> ✓ Project Planning Framework <ul style="list-style-type: none"> ○ Review of draft project team framework for Capital Improvement Projects based on the results of the October 7, 2019 Policy Committee’s discussion 	INFORMATION	Julie Blackburn	45 min.

<ul style="list-style-type: none"> ○ Discussion on key metrics and targets for project evaluation ○ Discussion on how to integrate the framework into the plan. 	BRAINSTORMING DISCUSSION		
✓ Schedule Next Meeting(s)	Decision	Chair	10 min.

Process Norms

- Follow Robert’s Rules of Order
- Everyone will contribute to the conversation
- Strive for consensus and support the final outcomes/decisions
- Decisions will be based in sound science
- All voices count. All opinions are valid, but offer reasoning behind your thinking
- Ask clarifying questions to seek further understanding
- Note-taker is to capture highlights of the discussion and decisions made, but not detailed minutes

Preparation Norms

- Meetings will start / end on time
- Members will complete pre-work, read materials, and be prepared to meet
- Request additional information prior to meeting if necessary
- Clear deadlines for assigned tasks to members will be determined; strive to meet them (both in developing materials and responding/providing feedback)

Communication Norms

- Be respectful and promote open communication
- Listen to understand
- Respect each other’s opinions
- Stay on topic and pay attention
- Silence phones and exercise proper meeting decorum