

Headwaters of the South Skunk River, Watershed Management Authority
February 19, 2021, 10:00 a.m.

Attendees:

Voting Members - Linda Murken (Story County), Lynn Knutson (Hamilton County Soil & Water), Alisha Bower (Story County Soil & Water), Nathan Hovick (City of Roland), Erik Christian (City of Story City) and Amber Corrieri (City of Ames)

Non-voting - Kyle Ament (Iowa Department of Natural Resources), Wes Wiese (Hardin County), Mike Cox (Story County Conservation), Leanne Harter (Story County) and Marianne Harrelson (Story County Conservation)

1. Meeting will be held via Zoom, consistent with Iowa Code Section 24.4, 2b, Due to COVID-19 and the need to socially distance to slow the spread of the virus.
2. **Call to Order** - by Murken at 10:01 AM
3. **Approval of Agenda** - MOTION by Hovick, SECOND by Corrieri. MCU.
4. **Approval of Minutes** – October 28, 2020 – MOTION by Corrieri, SECOND by Knutson. MCU.
5. **Old Business** – None.
6. **New Business**
 - I. **Review of Bylaws Regarding Technical Team** – Murken indicated that the Bylaws were attached to the agenda so that the WMA can create a Technical Team. Mike Cox and Leanne Harter suggested that we get the Technical Advisory Committee started so that they can review the Request for Proposals for the Watershed Assessment and help the WMA evaluate the proposals. No action needed.
 - II. **Discussion and Consideration of Composition of Technical Team** – Cox stated that all the persons on the list were contacted and agreed to serve on the Technical Team. An effort was made to get a representative from every jurisdiction in the WMA as well as others that could bring some additional expertise. Current members of the Technical Team include Brian Lammers, Hamilton County Conservation; Wes Weise, Hardin County; Alisha Bowers, Story County Soil & Water; Neil Wiess, City of Ames; Jamie Benning, ISU Extension; Dr. Thomas Isenhardt, ISU; Cody Smith, Center for Rural Affairs; Erik Christian, City of Story City; and Mike Cox, Story County Conservation. Additional members may be added at a later date. MOTION by Hovick, SECOND by Corrieri. MCU.
 - III. **Discussion and Consideration of Technical Team’s Recommendation on Request for Proposals for an Assessment of the Headwaters of the South Skunk River Watershed** – Cox indicated that Leanne Harter created the RFP, then he sent it to the potential members of the Technical Team and asked them to review. There are a couple items Cox would like to have revised. The first one is on page 3, item A, Consultant name, address, and names of primary contacts. He would like to this to read “Firms located within the county’s represented by The Watershed will receive higher scores than those not within the counties of The Watershed.” The second is on page 5, under Evaluation Criteria, item 7, Location of office, should be changed to “Preference will be given to Consultants located within the four counties within The Watershed. Cox also noted that the Story County Attorney still needs to review the Insurance section on the bottom of page 5 to see if we need to specify limits on the insurance. MOTION by Bower, SECOND by Christian. MCU.
 - IV. **Discussion and Consideration of Proposed Revisions to 28E Agreement Establishing Headwaters of the South Skunk River Watershed Management Authority** – The 28E Agreement must be amended to add Hamilton County and Hardin County to the WMA. Leanne Harter explained that the first two pages of the amendment are for Hamilton and Hardin County to sign. The rest of the pages are for each of the “Cooperators” of the agreement to sign their respective signature page and their signature needs to be

notarized. Once the signatures are completed, the original signature pages need to be mailed to Leanne and she will get all of them recorded and filed with the Secretary of State. Hovick asked if there were going to be any other jurisdictions that may join and if we should wait to do this. Murken stated that she has contacted all of the jurisdictions that have not joined and believes that they are not able to join at this time. Knutson indicated that he was not sure that Hamilton County was still interested in joining. Before we ask jurisdictions to sign the 28E Agreement amendment, Murken will contact Hamilton County and make sure we get their signature page and Hardin County's signature page completed. Murken will also contact the mayor of Jewell regarding joining. Once these have been signed, Murken will contact the other jurisdictions and have their representative sign and notarize their respective pages. MOTION by Hovick, SECOND by Corrieri. MCU.

V. **Sending Out RFP** – Cox will send out on Monday. Murken reviewed the Estimated Timeline from page 4 of the RFP. She asked if the Technical Team would be available to review the proposals and make a recommendation to the board? Cox indicated the team would have time for individual review and they will decide which respondents will be invited for presentations the week of April 5th. The week of April 12th, the Technical Team will make its recommendation to the board. A WMA board meeting will need to be set up the week of April 19th to act on the recommendation. Murken asked if the board members would be able to attend the consultant presentations since the board will be making the final decision. Cox welcomed all members to attend. Murken asked if the next meeting should be held in person or by Zoom. It was decided to continue the meetings via Zoom at this time.

VI. **Filing 28E Agreement** – Harter will file once all of the amendment signatures are received.

7. **Other Reports** – None.

8. **Next Meeting**

I. **Date for Next Meeting** – Week of April 19 – Set for Thursday, April 22, 2021 at 10:00 AM

II. **Agenda Items** – review the proposals and select a proposal based on the recommendations from the Technical Team. Murken asked Cox and Harter to send the proposals to all of the WMA members and to notify them when the presentations are scheduled.

9. **Public Comments** – Kyle Ament wanted the board to make sure the consultant firm is aware that payment is based on the six tasks in the contract. Compensation is based on deliverables, not based on time. Murken suggested that we add this information to the Provider Agreement. Cox indicated that he has all of the signature pages for the contract with the DNR. Murken confirmed that Story County is able to approve the final contract, so all of the individual jurisdictions will not have to get approval.

10. **Adjournment** – at 10:36 AM. MOTION by Wiese, SECOND by Christian. MCU.