Meeting Minutes
1W1P Sub-committee of the PC/AC
Negotiate Contract with Houston Engineering, Inc.
Meeting held at 9:00 am, Thursday, December 17, 2015 at the Wright County SWCD Office.

Attendance: Mike Housman, CROW/1W1P Policy Committee Chair; Charlie Borrell, CROW/1W1P Policy Committee; John Hanson, North Fork Watershed District, 1W1P Policy Committee; Ethan Jenzen, MN DNR 1W1P Advisory Committee; Joe Jacobs, Wright SWCD 1W1P Advisory Committee; Don Buckhout, BWSR; Diane Sander CROW, Advisory Committee; Mark Deutschman, Houston Engineering; Rachel Olm, Houston Engineering; and Tom Petersen, CROW.

Meeting called to order at 9:10 am by Mike Housman.
Don Buckhout gave a brief overview of the MOA Planning agreement and the process of developing the Plan. It was stated that the CROW per the MOA must sign the agreement with Houston Engineering. The 1W1P Policy Committee will approve of the contract first.

Tasks 3A and B, as outlined in the Houston Engineering proposal was discussed. Overview of the PTMApp model was discussed. It was pointed out that Optional Task C, as outlined in the proposal would be advisable. The added cost is $5,400.00 for this option. Mark pointed out that the PTMApp proposal is predicated on a DEM/hydro conditioned data set being prepared by the MN DNR. After discussion with DNR staff, it was determined that this DEM will be a Level II which utilizes existing Federal and State data. Local data will be welcome from the SWCDs and Counties to enhance the accuracy of the PTMApp model. Mark stated that Houston assumes the DNR data is "good" for running the PTMApp as part of this proposal. If counties have culvert inventories, they are encouraged to send data to MN DNR and or Houston Eng. To add the highest level of information for the PTMApp model.

Option D, per the proposal, was discussed and determined as not being useful at this time as the MPCA is updating the WRAP for the North Fork Crow River.

Priority Points were discussed for the PTMApp model. Houston will need input on this from the 1W1P partners.

HUCs were identified from a map provided by Don Buckhout.

The Sub-Committee, by consensus voted to include Option C to the PTMApp component of the project at an added cost of $5,400.00.

Several questions were asked regarding added costs during the planning process:
Is CROW liable for cost over runs? Don said depending on the specific costs, there may be additional BWSR funds to cover additional costs. Case by case basis regarding this issue. CROW will need to develop an effective and streamlined process to get feed-back to Houston Eng. during the planning process. Houston has a fixed amount of time built into their proposal, and any additional time for planning tasks will require additional funds.

Mark said the three "risks" in the project budget include: Quality of DNR DEM data; Re-dues of Maps; the number of meetings Houston is required to participate in.

It is incumbent on the CROW to develop an efficient feed-back process between the 1W1P Policy Committee and Advisory Committee and Houston Engineering to avoid cost-over runs. Diane and Tom will work with Houston Engineering staff to revise the contract and Scope of Services to reflect the discussions of this meeting. A revised draft contract and scope of services will be sent to the Wright County Attorney's office and MCIT Risk management Departments for review and comment. Once completed, a revised document will be sent to the Sub-committee for final review and comment.

Approval of contract by the CROW is currently scheduled for January 6, 2016. Meeting ended at 12:03 pm.