

<b>Sauk River CWMP</b>	<b>Implementation and Technical Team</b>  Meeting #1	<b>Date:</b> Wednesday, September 22 <sup>nd</sup> , 2021
		<b>Time:</b> 9am-noon
		<b>Location:</b> SRWD Office

**IN PERSON**  
SRWD Office  
642 Lincoln Road  
Sauk Centre, MN 56378

<b>Facilitator:</b>	Cole Loewen, Fiscal Agent; Sarah Boser, Plan Coordinator	<b>Note taker:</b> Sarah Boser
<b>Attendees:</b>		
<b>Consultant</b>	➤ NA	
<b>Objectives:</b>	➤ Watershed Based Implementation Funding (WBIF) Review ➤ Work plan process/budget request	
<b>Pre-work</b>	Review meeting materials, come prepared to ask questions and provide feedback	

## Agenda Items

Topic	Purpose	Lead	Time allotted
<ul style="list-style-type: none"> <li>Approval of the Sauk River CWMP and JPA – 120 days from August 26<sup>th</sup>, 2021 (formal acceptance/adoption due by December 24<sup>th</sup>, 2021)</li> </ul>	Informational	Sarah	15 min.
<ul style="list-style-type: none"> <li>Now eligible for budget request/work plan for initial allocation of WBIF – could have funding in hand by February!               <ul style="list-style-type: none"> <li>Items to complete prior to creating the budget request (policies/procedures, agreements, etc.)</li> <li>Prioritization based on CWMP narrative (see handout)</li> </ul> </li> </ul>	Discussion/Decision	Sarah/Cole	60 min.
<ul style="list-style-type: none"> <li>Review WBIF Requirements and the Prioritize, Target, Measure process</li> </ul>	Informational	Jason/Brad	30 min.
<ul style="list-style-type: none"> <li>Outreach and Education Program – Subcommittee Appointments</li> </ul>	Decision	Sarah	15 min.
<ul style="list-style-type: none"> <li>Cost Share Policy and Procedure Documents</li> </ul>	Decision	Sarah/Cole	45 min.
<ul style="list-style-type: none"> <li>Upcoming Meetings – Rotating Locations?</li> </ul>	Decision	Sarah	15 min.

### Items for Future Meetings

- Project ranking discussion

### Ground Rules:

- We will start / end on time
- Members will complete pre-work, read materials, and be prepared to meet
- Note-taker is to capture highlights of the discussion and decisions made, but not detailed minutes
- We will be respectful and promote open communication
- We will identify clear deadlines for when tasks are assigned to members and strive to meet them (both in developing materials and responding/providing feedback)