

Sauk River CWMP	Implementation and Technical Team Meeting #2	Date: Wednesday, October 27 th , 2021
		Time: 9am-noon
		Location: Teams

Microsoft Teams meeting

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Facilitator:	Cole Loewen, Fiscal Agent; Sarah Boser, Plan Coordinator	Note taker: Sarah Boser
Attendees:	Cole Loewen, Danielle Anderson, Adam Ossefoort, Dennis Fuchs, Holly Kovarik, Brad Wozney, Jason Weinerman	
Consultant	➤ NA	
Objectives:	➤ Document Review	
Pre-work	Review meeting materials, come prepared to ask questions and provide feedback	

Agenda Items

Topic	Purpose	Lead	Time allotted
<i>General discussion about meeting attendance – there were some concerns expressed at the beginning of the meeting regarding holding a meeting during BWSR Academy. Sarah is not a mind reader 😊 As a general rule, Sarah does not attend training or other meetings that occur during this time slot since her role as the Coordinator means she is responsible for coordinating partnership meetings. This is a standing monthly meeting on all of our calendars – if something comes up and you find yourself double booking this time, please let Sarah know right away. If multiple people are not able to make the meeting, we may have time to reschedule the meeting if we have enough notice.</i>			
<ul style="list-style-type: none"> Fiscal Agent Agreement Highlights <p>Cole provided highlights on the Fiscal Agent agreement which has gone through review at Stearns County, also reviewed by their attorney. Now it is time for local staff to review, along with their respective legal counsel as desired. Linda Donnay with BWSR is also reviewing the document at this point. Please complete this review</p>	Review	Cole	30 min.

<p>prior to the November meeting – if we haven't received Linda's review by the November meeting we will post-poner to the December meeting.</p> <p>The intent of the document is to be an agreement between all parties – it will be between Stearns County and all eight partners (or whichever partners would like to access the WBIF – if an entity does not intend to access WBIF through the SRWC, they do not need to sign the fiscal agent agreement).</p> <p>This agreement will change based on grant agreements. Liabilities are not changing – read the clause on page 2 to ensure you understand this provision.</p> <p>Page 2 – workers comp, prevailing wage, contracting law – these are required through the grant.</p> <p>Page 2- Record Audits – reminder that documents must be retained for 6 years, and they must be accessible to Stearns County for audits and reporting as needed.</p> <p>Advancement (page 4) – Stearns County is not expected to advance any of their internal funding for this agreement. This agreement pertains to WBIF only.</p> <p>Modification of Grant Agreement (page 5) – we will be working together and partners will be in the loop, but Stearns does have the responsibility of modifying as needed.</p> <p>Item 7 regarding Stearns County Responsibilities on page 5 – this language comes from the JPCA</p> <p>Item 8 Parties' Responsibilities: review these and make sure you understand them.</p> <p>Could have Linda Donnay give a BWSR grant compliance training to partners at a future meeting.</p> <p>Exhibit A – this will work if the exhibit documents are executed prior to the fiscal agent agreement</p> <p>Exhibit C – may want to leave these out until we have used the policies and procedures and are sure they are working the way that we would like them to.</p>			
<ul style="list-style-type: none"> • Cost Share Procedure Document <p>Page 1 – could we use the ranking sheet to eliminate some of the pre-review?</p> <p>Instead of sending to</p> <p>Discussion on feedlots – expensive, but not CIPs. Ideally we would know about these when submitting work plan.</p> <p>Stormwater ponds will typically be considered CIPs in BWSRs perspective</p>	Review	Cole/Kyle/Sarah	45 min.
<ul style="list-style-type: none"> • Microsoft Sharepoint Site for Collaborative – who should be added from each entity? Preferably only one or two staff from each. • Pope SWCD – Holly Kovarik • Todd SWCD & County - Sarah Katterhagen 	Decision	Sarah	15 min.

<ul style="list-style-type: none"> • Douglas SWCD – Danielle Anderson • BWSR: Brad Wozney, Jason Weinerman • SRWD: Sarah Boser 			
<ul style="list-style-type: none"> • Education & Outreach Subcommittee Update Sarah provided an update on the subcommittee progress – they are working with a group of grad students to help us identify data gaps between our existing outreach and the outreach identified in the CWMP. Logo discussion – could allow flexibility for only having two logos on materials, the collaborative and the individual entity. Could also lead to some confusion, not sure if it would be more than the confusion that already exists. Sarah will bring this to the PC at their December meeting for their thoughts and feedback. 	Informational	Sarah/Cole	10 min.
<ul style="list-style-type: none"> • Upcoming Meetings – Prioritization homework due at the November meeting! 	Informational	Sarah	5min.

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)