



# Sauk River CWMP Implementation Team Meeting

## MEETING INFORMATION

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**Date and Location:** November 1<sup>st</sup>, 2023; Sauk River Watershed District

**Time:** 9AM to noon

**Invitees:** Dave Rush, Danielle Anderson, Jerome Haggemiller, Ralph Hanson, Holly Kovarik, Becky Schlorf, Dennis Fuchs, Stephanie Hatzenbihler, Deja Anton, Kyle Weimann, Lisa Vollbrecht, Kyle Blazek, Jon Roeschlein, Adam Ossefoort, Jason Weinerman, Brad Wozney, Adam Hjelm, Steve Zeece III, Zach Guttormson

**Attendees:** **In person:** Jon Roeschlein, Kyle Blazek, Becky Schlorf, Danielle Anderson, Stephanie Hatzenbihler, Steve Zeece III, Jon Roeschlein, Deja Anton, Brad Wozney (BWSR)

**Online:** Adam Hjelm, Lisa Vollbrecht, Zach Guttormson

## Meeting Notes

### Previous meeting notes:

- No revisions to previous notes.

### Other:

- Zach Guttormson has replaced Darren Mayer's role with BWSR. Jason will remain as representative from BWSR for the Implementation Team.
- Assignment- update the [contact list](#) on SharePoint for all collaborative members.
- **Osakis Area Bus Tour:**
  - Approved by consensus of the group for encumbrance- SRWD will update July notes to reflect this approval
- The group decided to move **December 27<sup>th</sup> meeting to December 20<sup>th</sup> from 12-3 pm.**

### Pollutant Reduction Calculator Clarification:

- For FY22-23, MPCA Tableau is the preferred pollutant reduction calculator agreed to be used by this group early in 2023. SRWD will verify this in prior months' notes. If that doesn't work, use BWSR Stream and Ditch or MinnFARM when applicable. HSPF has had issues with links breaking down in the past; Imp Team Members have been cautioned to avoid this Calculator. Brad confirmed there is no need to address this change in the grant work plan.
  - (From prior meetings) MPCA Tableau Instructions: Pollutant reduction in MPCA Tableau is to be calculated from HUC 12. The following process was agreed to be followed in selecting the parameters for reduction estimates:
  - Standards for using MPCA's Watershed Pollutant Reduction Calculator (using Tableau software)
    - **Select a watershed** = Sauk
    - **Select a pollutant** = user decides

- **Select pollutant delivery point** = Subwatershed Outlet (HUC12)
- **In the map**, select the HUC12 subwatershed the activity will be located in.
- **Enter acres of new BMPs below** = user decides
  - Note: User must enter the # of acres based on the number of acres treated by the activity, not the size of the activity.
- Pollutant reduction inputs and outputs should be screenshotted and saved in case BWSR identifies a significant outlier at the time of submittal.

## Policy and Procedure Clarification:

- [Cost Share Procedure for Landowner/Land Occupier Contract.](#)
  - Pg2 item 1.1 bullet 4– **Cost Estimate.** *A rough cost estimate for the project, including amount to be requested as cost-share and any other funding sources, should be based on professional judgment and previous experience.*
  - [Project Request Checklist](#)- *Preference is contractor estimates, but at a minimum completed or signed off by PE or JAA*
  - Stearns SWCD Requests language be updated on Project Request Checklist to match Cost-Share Procedure.
- Group agreed by consensus to Stearns SWCD’s suggested revision.
  - Fiscal Agent will update form.
- Contracting deadline vs project completion deadlines.
  - [Cost Share Procedure for Landowner/Land Occupier Contract.](#)
    - Pg4 item 3.2 paragraph 2 **Encumber Funds** - *“The LGU has 120 days from the notice of determination, or the expiration of the WBIF Program Grant, whichever comes first, to complete the procedures found in sections 2 and 4. Failure to meet this deadline may result in the Fiscal Agent unencumbering funds to make said funds available for other eligible activities. It is the prerogative of the Fiscal Agent to unencumber funds if this time period is not met.”*
    - Section 4 item 4.1.5- **Contract Timeframe.** *Execution and completion of a contract with a land occupier must occur at least one month prior to the expiration of the WBIF Grant Agreement. Contracts not completed before this must be cancelled unless the grant agreement has been extended and the contract has been extended such that the contract timeframe is within the amended grant agreement period.*
    - The group agreed by consensus to update the language in the Fiscal Agent’s encumbrance notice email to “for execution of the contract”
  - The group discussed quarterly or bi-annual project status updates to assure encumbered project dollars are on track to be spent.
- Technical and Engineering Assistance (TEA) - Question- Are projects eligible for reimbursement that received preliminary eligibility approval, but not implementation team approval, if the project is not implemented?
  - Stearns SWCD requested language change to item 5, **Reimbursements for Technical and Engineering Assistance** of the [Cost Share Policy](#) to remove “under this program” and replace “with preliminary eligibility determination.
  - Item 7.1 **Operation & Maintenance Plan(s)**, may also need language changes/updates.
    - Todd and Stearns SWCD will investigate modifications to restrictive language.
  - This will need approval from the Policy Committee- Group agreed to bring to the PC in February 2024

- Brad confirmed that WBIF can be used to pay for TEA costs for projects that do not end up with WBIF funding.
- BWSR Rep. reports other LGU's have experienced similar problems with TAE expenses after a project with a private landowner doesn't pan out. Other LGU are discussing developing agreements with landowners to cover TAE expenses. **Future Agenda item for this group?**
- Discussion about creating sub-committee to review and modify forms.

## Form Revision

- [Project Request Checklist for Cost Share](#)- Summary of Changes- highlighted red and bolded section 1- "Preliminary Eligibility Determination (In column enter your initials and date)", added of "NA" and filled grey where appropriate, and bolded other checklist items for clarity purposes.
  - Todd SWCD suggested combining the request form with the checklist.
- Stearns Env. Services modified Project Request Checklist form to create a form specific to Obj. 5-Education and Outreach;
  - [Project Request Checklist for SR CWMP Obj 5 Edu & Info.xlsx](#)
- Team approved the changes described above.

## Reallocation of FY22-23 Funds

- The group reviewed the budget and expense report prepared by Fiscal Agent, Stearns Env. Services – shown below.

### WATERSHED BASED IMPLEMENTATION FUNDS

#### Budget & Expense Report FY2022-2023

*This budget & expense report reflects allocations & encumbrances processed by the fiscal agent, as well as actual expenditures paid. See "Object7-11 Details" sheet for details on allocations & encumbrances. See "Expense Tracker" for more information.*

WBIF GRANT ACTIVITY	SOURCE	GRANT BUDGET	SUM OF ALLOCATIONS + ENCUMBRANCES	SUM OF ACTUAL EXPENDITURES PAID TO DATE	ALLOCATIONS/ ENCUMBRANCES + ACTUALS	BUDGET REMAINING	PERCENT SPENT & ENCUMBERED
Objective 1: Admin/Coord	WBIF State Grant	\$ 93,731.80		\$ 21,858.84		\$ 65,000.00	23%
Objective 2: Project Development	WBIF State Grant	\$ 54,000.00		\$ 27,577.50		\$ 21,880.00	51%
Objective 3: Supplies/Equipment	WBIF State Grant	\$ 16,000.00		\$ -		\$ 16,000.00	0%
Objective 4: Planning/Assessment	WBIF State Grant	\$ 85,000.00		\$ 2,636.75		\$ 81,060.00	3%
Objective 5: Education/Information	WBIF State Grant	\$ 50,000.00	\$ 5,700.00	\$ 19,286.18	\$ 24,986.18	\$ 24,100.00	50%
Objective 6: Technical/Engineering	WBIF State Grant	\$ 109,218.20		\$ 13,629.83		\$ 95,588.37	12%
Objective 7: Agricultural Practices	WBIF State Grant	\$ 87,600.00	\$ -	\$ 8,687.00	\$ 8,687.00	\$ 78,913.00	10%
Objective 8: Conservation Drainage	WBIF State Grant	\$ 35,250.00	\$ -	\$ -	\$ -	\$ 35,250.00	0%
Objective 9: Livestock Waste	WBIF State Grant	\$ 25,000.00	\$ 22,125.00	\$ -	\$ 22,125.00	\$ 2,875.00	89%
Objective 10: Non-Structural Management Practices	WBIF State Grant	\$ 51,750.00	\$ -	\$ -	\$ -	\$ 51,750.00	0%
Objective 11: Streambank or Shoreland Protection	WBIF State Grant	\$ 225,000.00	\$ 7,448.25	\$ 105,763.00	\$ 113,211.25	\$ 103,788.00	50%
<b>TOTAL</b>		<b>\$ 832,550.00</b>	<b>\$ 35,273.25</b>	<b>\$ 199,439.10</b>	<b>\$ 234,712.35</b>	<b>\$ 576,204.37</b>	<b>28%</b>

Interest Earned (not budgeted) \$ 15,752.26

Red font: expected expenses or encumbrances coming in November

- SRWD Provided an overview of the of their two projects they would be seeking to fund with re-allocation.
  - Big Sauk Lake Association (BSLA) is on phase 3 of the Integrated Pest Management program for Invasive Common Carp.
  - Group agreed to review and consider existing budget items between now and the next meeting to determine if funding is available to reallocate for items already in the work plan or the prioritization scheme. The BSLA is not currently included.

- BWSR needs to review feasibility study to determine funding eligibility. SRWD will send copy to Brad W and BCs Zach and Jason.
- SRWD will coordinate meeting with BSLA, BWSR, and send all applicable info to DNR, as we will need at minimum, a written acknowledgement/informal approval for fish barriers from DNR.
- Group agreed that we should review 22-23 workplan and come up with a total to discuss reallocation the next meeting. Spending deadline is 12/31/2025.
  - SRWD would additionally seek to fund USACE PAS Alternatives Analysis match requirement with reallocated funds.
- With these activities exceeding the \$50k threshold from the table provided by BWSR, a work plan revision and BC approval is required. If activities exceed \$200k, a Grant Agreement Amendment would be required.

<b>TABLE 1. Work Plan Budget Adjustments</b>				
<b>Action</b>	<b>Grants &lt;\$50,000</b>	<b>Grants \$50,000 to \$500,000</b>	<b>Grants &gt;\$500,000</b>	<b>Approval/Documentation Needed</b>
Grantee Discretion	≤\$5,000	≤10% of the grant amount	≤\$50,000	Document change in eLINK grant reporting
Work Plan Revision	>\$5,000	>10% of the grant amount	>\$50,000	BC approval
Grant Agreement Amendment	≥\$20,000	≥40% of the grant amount	≥\$200,000	Executed grant agreement amendment

### **FY22-23 WBIF Supplemental Funds-**

- The Implementation Team will seek preliminary approval from the PC at the meeting on Nov. 16
  - Must have activities and basic description on table provided on the application.
- Imp. Team will draft supplemental workplan at the Nov. 20<sup>th</sup> meeting. Members are asked to bring potential projects. Group will finalize workplan at Dec. meeting.
- Stearns County Board meets Jan 2nd and will need to approve supplemental funding application. Fiscal Agent will need all documents ready no later than Dec. 26<sup>th</sup>.
- Workplan due to BWSR by Jan. 8<sup>th</sup>, 2024.

### **Westbrock Project Review (added to agenda)**

- Project approved by implementation team pending approval from Fiscal Agent and Coordinator.

### **(From Prior Meetings) Spreadsheet Work:**

The group agreed to keep the existing targeting approach, the same as last biennium. The targeting approach can be referenced on the 3<sup>rd</sup> and 4<sup>th</sup> tabs of the [2022.05.20 - Sauk River CWMP Prioritization Scheme Spreadsheet for Biennial Workplan.xlsx](#).

### **Fiscal Updates**



- **Amended Fiscal Agent Agreement**
  - Has been signed by all members seeking funding and is on SharePoint.
- **CRP Incentive Program-** Team discussed WBIF policy document and how to spend the CRP Incentive amongst collaborative members.
  - Douglas SWCD recommends inviting Farm Bill Biologist to next team meeting to consult drafting policy and targeting approach.
  - SRWD partnered with Stearns SWCD plans to target lower Getchell Creek Landowners to support stream restoration project efforts.
  - Group agreed to discuss this at the January meeting, to be ready for Feb. PC meeting.

**Close out and next meeting (Nov 20, 2023, 1pm)**