

Sauk River Watershed Collaborative Implementation Team Meeting Minutes



Date, Time, and Location: Wednesday, June 24th, 2026, 9:00am–12:00pm, Sauk River Watershed District Office, 642 Lincoln Rd, Sauk Centre, MN 56378.

Attendance

In Person: Steve Zeece III (SRWD), Jon Roeschlein (SRWD), Emily Forbord (Stearns County), Becky Schlorf (Stearns County), Stephanie Hatzenbihler (Stearns CD), Danielle Anderson (Douglas SWCD), Brad Wozney (BWSR).

Virtual Attendees: Holly Kovarik (Pope SWCD), Annie Felix (MDH)

Ex-officio member in person: Jerry Rapp (Douglas County)

Review of Previous Meeting Minutes, Agenda Additions, Introductions

Introductions were held, the agenda was approved, and the previous meeting minutes were reviewed and approved by consensus.

Fiscal Agent Report

FY22 & Supplemental WBIF

- A summary page and report on the FY22 WBIF was provided by Stearns County, with total expenditures of 59.92% of the total grant amount of \$1,136,821.00, and \$41,202 in earned interest.
- With an upcoming spending deadline at year-end, and significant funding in balance, Stearns Soil and Water (future fiscal agent) provided a written proposal aiming to best-utilize this funding within the time constraint. Hatzenbihler asked the committee to review the proposal and plan to make a decision & recommendation for the PC at the following IT meeting on July 21st.
- Stearns CD's FY22 proposal is copied below in blue:

FY22 WBIF Sauk Grant Work Plan Updates

Summary:

The Sauk RWC FY22 WBIF grant expires on 12/31/2026 and there are funds that are allocated but without clear plans for encumbrance and being spent. We need to determine available funds and allocate them to where we can spend them.

The grant policy from BWSR limits our group to reallocate up to \$50,000 cumulatively under grantee discretion. As of 6.16.2026 we have utilized grantee discretion to reallocate \$26,677.43;

Sauk River Watershed Collaborative Implementation Team Meeting Minutes



therefore, we have \$23,322.57 (plus Schwartz Stormwater \$1,767.47?) remaining for reallocation.

Due to our SRWC reallocation process that we have followed in the past, we have limited time to complete a work plan revision. Therefore, we could move project funds through grantee discretion and then utilize the grant work plan revision process to move funds to an activity category for staff time (admin/coordination, project development), but not projects/practices. This would enable invoicing for staff time through 12/31/2026 to utilize all remaining grant funds.

I propose we use grantee discretion to move \$4,000 from objective 3 & 4 to objective 5 for Soil Health Field Day and to move \$20,000 from objective 11 to objective 7 for Krippner project.

Then we prepare for a work plan revision to move \$28,751.06 to objective 1 for admin and coordination which will be easiest to spend down with staff time.

Alternative solutions to consider

1. Policy Committee adopts a policy that enables the Fiscal Agent to complete the work plan revision process with BWSR within the final 6 months of the grant without needing to return to each collaborative board for approval to spend the final grant dollars.
2. Projects planned for FY24 WBIF are shifted to FY22 WBIF to spend down funds in the current activity categories as much as possible.

FY22 WBIF Final Reallocation Process (Sauk):

- 6/24/2026 – IT meeting
 - IT discusses where remaining funds exist and where to reallocate
- 7/22/2026 – IT meeting
 - IT determines reallocation and makes a recommendation to Policy Committee
- 8/20/2026 – Policy Committee Meeting
 - Policy Committee considers the recommendation from IT and makes a recommendation for member boards to consider a resolution to support the reallocation.
- 8/24/2026 – 9/24/2026 (confirm timeline with IT)
 - Receive member boards' resolutions
- 9/25/2026 (confirm timeline with BWSR)
 - Fiscal Agent requests BWSR approval and editing permissions in eLINK.
- 10/2/2026 (confirm timeline with BWSR)
 - Updated eLINK work plan revision completed
- 11/1/2026 (confirm timeline with Kyle)

Sauk River Watershed Collaborative Implementation Team Meeting Minutes



- LGU members must supply the Fiscal Agent at least sixty (60) days prior to grant expiration with all the required information and documentation for projects and practices to complete BWSR reporting (according to Sauk RWC documents)
- 12/31/2026
 - Grant Expiration
 - All staff time invoiced to the grant must have occurred on or before this date
- 1/29/2026
 - Final invoicing due in 1st half of January
 - Complete all eLINK reporting

Reallocation Steps:

- For WBIF grants through BWSR there are 3 tiers.
 - Tier 1 – grantee discretion
 - Fiscal Agent can act with IT direction and notify Policy Committee
 - Policy Committee will accept at their next meeting
 - Tier 2 – work plan revision
 - IT recommends work plan revision to the Policy Committee
 - Policy Committee recommends work plan revision to Collaborative Boards
 - Collaborative Boards must approve via resolution which is provided to IT and Fiscal Agent
 - Fiscal Agent needs to request approval by BWSR Board Conservationist, after IT direction, PC recommendation and Collaborative Boards approvals
 - Tier 3 – grant work plan amendment
 - IT recommends work plan revision to the Policy Committee
 - Policy Committee recommends work plan revision to Collaborative Boards
 - Collaborative Boards must approve via resolution which is provided to IT and Fiscal Agent
 - Fiscal Agent needs to request approval by BWSR Board Conservationist, after IT direction, PC recommendation and Collaborative Boards approvals
 - BWSR produces grant agreement amendment and submits for signatures by BWSR and Fiscal Agent Board”

Sauk River Watershed Collaborative Implementation Team Meeting Minutes



FY22 Contract End Dates & Invoice Deadlines

Discussion occurred regarding closeout procedures and invoice deadlines associated with FY22 grant expiration at year end.

Stearns Conservation District proposed a few options:

- Projects completed prior to October 1 should submit documentation by November 1 whenever possible.
- Projects completed after October 1 should submit documentation as soon as possible, but no later than January 5, 2027.
- Q4 2026 staff time invoices should be submitted no later than January 20, 2027.

Implementation Team discussed whether a single deadline would simplify administrative processing.

- Concerns regarding staff availability and year-end payroll timing.
- Administrative burdens associated with late invoice review and reconciliation.

No formal decision was reached on this subject. Hatzenbihler will check with their admin staff, K. Weimann, and SRWD will verify at their July Staff meeting whether these dates will work.

FY24 WBIF – Work Plan Revision, Extension Discussion, & Discretionary Reallocations.

The group discussed the need for an FY24 work plan revision due to the Vails Lake project no longer moving forward, leaving approximately \$75,000 available for reallocation. Discussion occurred around reallocations (see table below) and extensions. The FY24 grant is currently set to expire at year end. The group discussed requesting an extension in August 2026 that would extend the grant period until year end 2027. No formal action was taken.

Sauk River Watershed Collaborative Implementation Team Meeting Minutes



Summary of Unplanned Funds:

Objective	Title	Starting Budget	Allocations, Encumbrances, Spent	Unplanned
1	Admin & Coord	\$82,190.00	\$82,190.00	\$0.00
2	Project Develop	\$78,000.00	\$78,000.00	\$0.00
3	Equipment/supplies	\$45,000.00	\$0.00	\$45,000.00
4	Planning & Assessment	\$108,000.00	\$19,896.75	\$88,103.25
5	Education & Outreach	\$80,000.00	\$80,000.00	\$0.00
6	Technical & Engineering	\$178,800.00	\$178,800.00	\$0.00
7	Agriculture Structural	\$129,375.00	\$18,562.50	\$110,812.50
8	Conservation Drainage	\$-	\$-	\$0.00
9	Livestock Waste Management	\$140,000.00		\$140,000.00
10	Nonstructural Ag	\$61,500.00	\$49,410.00	\$12,090.00
11	Shoreline & Streambank	\$236,000.00	\$100,464.18	\$135,535.82
12	Wetland Restoration	\$19,000.00	\$18,337.50	\$662.50
13	Stormwater	\$55,000.00	\$55,000.00	\$0.00

\$532,204.07

Grantee Discretion Summary

#	Type of Action / Approval	Date Approved	Summary of Reallocation	Total Amount
1	Reallocation of \$30,000 from obj. 3 to obj. 1 for FA admin - IT Approval	2/25/2026	\$30,000 from obj. 3 to Obj. 1	\$30,000.00
2	Reallocation of \$18,403.14 from obj. 3 to obj. 4 for JD2 alt. analysis overage - IT approval	4/22/2026	\$18,403.14 from obj. 3 to obj. 4	\$18,403.14
Total				\$48,403.14

Starting amount: \$50,000

CRP Incentives

All funding has been encumbered.

Sauk River Watershed Collaborative Implementation Team Meeting Minutes



Cost-Share Project Review

No Projects were reviewed at this meeting.

General Updates

General updates were provided on:

- Getchell CIP activities: Seeking additional land protection options (possibly BWSR Multi-Purpose Drainage Management). An internal SRWD committee is working on additional potential funding sources via local or larger regional levy. RIM footprint was too large, rates
- JD2 PT & USACE PAS Alternative Analysis: USACE's Osakis Comprehensive report is complete and will be an agenda item at 3 consecutive meetings on July 20th, 21st, and 22nd (JD2 PT, SRWD Board, and SRWC IT).
- Education & Outreach Committee activities: Hatzenbihler will present on the on social marketing program & study in partnership with the UofM's Sarah Roth. EO committee will also review the final report at their next meeting on 7/7.
- Minor Plan Amendment for the Cold Spring Dam Study; RFP has been issued by SCD. Plan pages have been edited by SRWD staff. A couple minor fixes will be made before there materials are distributed to State Plan Authorities and local SRWC partners.
- FY27 WBIF wish list development: If executed during FY2027, this grant will be available through 2029.
- SharePoint transition activities: SRWD is working with their IT Service provider, Glacial Ridge Computing to transfer all files and user info to SRWD's SharePoint site. SRWD's service provider was on vacation at the time of this meeting. SRWD will push the issue once the service provider returns.
- Private Well Protection Grant: Stearns SWCD intends to apply, and questioned if other partners are planning to apply, and if they would be willing to provide a letter of support. No partners indicated they plan to apply but were willing to provide the letter of support.
 - MDH Rep A. Felix emphasized the importance of partnerships, particularly with public health-based organizations such as Horizon Public Health.
 - <https://www.health.state.mn.us/communities/environment/water/cwf/pwpggrant.html>

Upcoming Policy Committee Agenda Items (8.20.2026)

The group reviewed anticipated agenda items for the **August 20, 2026** Policy Committee meeting, including:

Sauk River Watershed Collaborative Implementation Team Meeting Minutes



- a. Previous meeting minutes
 - b. Fiscal Agent Transition
 - c. Fiscal Agent Report & Grantee Discretion
 - d. FY22 WBIF Work Plan Revision
 - e. FY24 WBIF Workplan Extension Request
 - f. WBIF 27 update
 - g. Plan Tracking Tool Dashboard
 - h. E&O Committee – Shoreline Watershed Norms
 - i. Project Highlight – Todd SWCD- EARTH Program
 - j. JD2 PAS**
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Next Meeting

The next Sauk River Watershed Collaborative Implementation Team meeting is scheduled for:
Wednesday, July 22, 2026, from 9:00am–12:00pm.

Adjournment

The meeting adjourned at approximately 11:30 am.