

Sauk River Watershed Collaborative Implementation Team Meeting



MEETING INFORMATION

Date: Wednesday, October 28, 2026

Location: Sauk River Watershed District Office at 642 Lincoln Rd, Sauk Centre, MN 56378

Time: 9:00am – 12noon

Invitees / Attendees

Organization	Name
Douglas County	Dave Rush
Douglas SWCD	Danielle Anderson, Jerome Haggenmiller
Pope County	Ralph Hanson
Pope SWCD	Holly Kovarik
Sauk River Watershed District (Plan Coordinator)	Jon Roeschlein, Steve Zeece III
Stearns County	Emily Forbord, Becky Schlorf
Stearns Conservation District (Fiscal Agent)	Kyle Weimann, Stephanie Hatzenbihler, John Maile
Todd County & Todd SWCD	Adam Ossefoort, Deja Anton

Ex Officio & Advisors	
Policy Committee Ex Officio	Jerry Rapp (Douglas County) – primary Tim Kalina (Douglas County) - alternate
Board of Water and Soil Resources (BWSR)	Jason Weinerman, Brad Wozney, Zach Guttormson
MN Department of Health (MDH)	Annie Felix, Chad Anderson
MN Department of Natural Resources (DNR)	Jeff Weiss
MN Department of Agriculture (MDA)	Ryan Lemickson
MN Pollution Control Agency (MPCA)	Scott Lucas
City of St. Cloud	Noah Czech
Moore Engineering	Garret Munson

*A resilient landscape that balances a healthy ecosystem
with a vibrant economy for generations to come.*

Sauk River Watershed Collaborative Implementation Team Meeting



AGENDA

ITEM	PAGE #	SPEAKER(S)	ACTION	TIME
1. Call to order & Introductions	N/A	Steve / Jon	Information	9:00am 5 minutes
2. Approve Agenda	N/A	Steve / Jon	Decision	9:05am 5 minutes
3. Review and approve previous minutes	1-4	Steve / Jon	Decision	9:10am 5 minutes
4. Fiscal Agent Report <ul style="list-style-type: none"> a. FY22 WBIF Report b. FY24 WBIF Report & Extension Update c. FY25 CRP Incentives Report d. Reimbursement Guide & Checklist 		Stephanie / Kyle	Information	9:15am 15 minutes
5. FY25 CRP State Incentives		Stephanie & Kyle	Decision	9:30am 5 minutes
6. FY24 WBIF Work Plan Revision <ul style="list-style-type: none"> a. SRWD Stormwater Stewardship Program 		Stephanie, Steve & Jon	Decision	9:35am 30 minutes
7. FY27 WBIF Funding Request and Grant Work Plan Draft		Stephanie & Steve	Decision	9:55am 45 minutes
8. Operational Framework Overview		Stephanie	Information	10:40am 15 minutes
9. Technical & Engineering Assistance Policy <ul style="list-style-type: none"> a. Full Policy Manual Draft 		Stephanie & Steve	Decision / Discussion	10:55am 10 minutes
10. Cost-share Project Review			Decision	11:05am 15 minutes
11. General Updates <ul style="list-style-type: none"> a. Cost-Share Project Status Updates b. Getchell CIP c. Lake Osakis Projects d. Education & Outreach Committee 		<ul style="list-style-type: none"> a. SWCD staff b. Steve, Jon c. Steve, Jon d. Kory, Stephanie 	Information / Discussion	11:20am 15 minutes
12. Upcoming Policy Committee Agenda Items (11.19.2026)		Group	Discussion	11:35am 10 minutes

*A resilient landscape that balances a healthy ecosystem
with a vibrant economy for generations to come.*

Sauk River Watershed Collaborative Implementation Team Meeting



- a. Call to order & introductions
- b. Approve agenda
- c. Approve previous meeting minutes
- d. Fiscal Agent Report & Grantee Discretion
- e. FY24 WBIF Grant Extension Update
- f. FY24 WBIF Work Plan Revision
- g. FY27 WBIF Funding Request and Grant Work Plan
- h. Operational Framework Overview
- i. TEA Policy
- j. Project Highlight – SCD Soil Health Field Day & Well Screening Clinic
- k. Plan Tracking Tool Dashboard – consider postponing

Keep on agenda for regular review

13. Open Discussion / Parking Lot	Group	Discussion	11:45am 15 minutes
14. Closeout	Steve / Jon	Decision	12noon

Next Meeting Dates:

- Wednesday, October 28, 2026 at 9am -12noon
- Monday, November 23, 2026 at 9am – 12noon
- Wednesday, December 16, 2026 at 9am – 12noon

Typically, 4th Wednesdays, Monthly, 9am – 12noon

*A resilient landscape that balances a healthy ecosystem
with a vibrant economy for generations to come.*

Sauk River Watershed Collaborative

Implementation Team Meeting Minutes

DRAFT

Date, Time, and Location: Wednesday, September 23, 2026, 9:00 a.m.-12:00 noon, Sauk River Watershed District Office, 642 Lincoln Road, Sauk Centre, MN 56378.

Attendance: Present / Absent / Online via Teams: *

Organization	Name
Douglas County	Dave Rush
Douglas SWCD	Danielle Anderson, Jerome Haggemiller
Pope County	Ralph Hanson
Pope SWCD	Holly Kovarik*
Sauk River Watershed District (Plan Coordinator)	Jon Roeschlein, Steve Zeece III, Kory Klebe (EO Committee)
Stearns County	Emily Forbord*, Becky Schlorf
Stearns Conservation District (Fiscal Agent)	Kyle Weimann*, Stephanie Hatzenbihler, John Maile
Todd County & Todd SWCD	Adam Ossefoort, Deja Anton

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MN Department of Natural Resources (DNR)	
MN Department of Agriculture (MDA)	
MN Pollution Control Agency (MPCA)	
City of St. Cloud	Noah Czech
Moore Engineering	Garret Munson

Introductions and Review of Previous Meeting Minutes

The August 26, 2026 minutes were reviewed. Emily Forbord requested that Becky Schlorf be shown as absent from that meeting.

Kyle Weimann clarified that grantee discretion was not needed to fund the Pope SWCD cover crop project approved in August. Slippage from an SCD non-structural ag project provided funding within the same objective.

Fiscal Agent Report

FY22 WBIF Report and Work Plan Revision

- The FY22 Watershed-Based Implementation Funding (WBIF) work plan amendment had been processed in eLINK.
 - Approximately \$192,000 remains unspent.
 - The remaining \$7,530 in administration and coordination funding was discussed for SRWD coordination needs through the end of the year.
- The SCD's Krippner erosion control project will not proceed in 2026.
 - Stearns Conservation District identified replacement projects for construction this fall. Other completed projects still require invoices.
- If the planned projects proceed, we will have used nearly all FY22 funds.
 - The amendment reset the \$50,000 grantee-discretion allowance, which will enable for final adjustments during closeout within the IT group.
 - The grant expires December 31, 2026. Partners were asked to submit outstanding invoices as soon as possible.
 - Projects unable to proceed this fall should be considered under FY24 WBIF or FY27 for 2027 construction.
- FY22 supplemental expenditures are tracked separately even when combined in grant summaries.
- Members requested that monthly grant summaries include the date it was updated.

FY24 WBIF Report and Extension

- Approximately \$222,000 (18 percent) of the FY24 grant has been spent & paid out.
 - Members supported the updated financial reporting format, which summarizes balances by both the objective and partner.
- The group reviewed members board resolutions supporting an extension through December 31, 2027.
 - Several resolutions had been received, and additional approvals were reported.
 - Discussion around whether County collaborative members (whom did not sign the original grant agreement or request funds) should pass this resolution.
 - It is not a requirement, but it could not harm the process to have their formal support.
- The plan coordinator will review prior to the fiscal agent submitting the extension request in eLINK once all of the supporting documentation is in hand.
 - Reasons discussed included difficulty securing voluntary projects within narrowly targeted areas, cancellation of major projects and time needed to develop replacements, the fiscal-agent transition, and broader economic conditions affecting contractors and landowners.

CRP Incentives

- All CRP projects had been identified.
 - Staff expected to know after October 1 whether the projects would proceed through the Farm Service Agency. Any projects that do not advance will be reported at the October meeting.
- BWSR advised that a one-year extension may be requested if needed.

Reimbursement Guidance

- Partners were asked to review the BWSR Grants Administration Manual and submit itemized invoices.
 - Staff-time invoices should list each employee and the hours charged on the invoice itself, with supporting documentation.
- Separate invoices are required for FY22 WBIF, FY24 WBIF, and CRP incentives.
 - FY22 supplemental expenses may be included with regular FY22 expenses, with supplemental-funded work identified where applicable.
 - Reimbursements will generally be processed monthly, with a submission cutoff approximately one week before month-end.
 - FY22 reimbursements may be processed weekly near year-end to support closeout.

FY24 WBIF Work Plan Revision

- The team reviewed remaining funds by objective and partner to identify amounts to retain, amounts available for reallocation, and additional needs.
 - No final work plan revision was adopted.
- The \$75,000 allocated to the Vails Lake headwaters feasibility study is available for reallocation.
- There is \$663 available in the wetland objective.
- SRWD will determine how much of its \$45,000 supplies and equipment allocation is needed for monitoring equipment; the street sweeper proposal will not proceed.
- Additional administration and coordination funding may be needed for SRWD through early 2027.
 - SRWD and Stearns County/Stearns Conservation District will confirm projected costs, including SharePoint work and remaining 2026 expenses.
- Staff clarified that eligible staff time charged to an existing project development allocation does not require a separate project request form.
 - Non-staff expenses for education and outreach activities require advance review under the current process.
 - Invoice documentation must identify the work as project development within the Sauk River watershed. Stephanie will review the policies to ensure this distinction is clear.
- SRWD will confirm the remaining City of St. Cloud planning needs and develop a budget for Adopt a Drain participation and related outreach. The watershed norms allocation will be retained for continued Education and Outreach Committee work.

Partners generally requested retaining identified agricultural, livestock waste management, non-structural, and shoreline/stream allocations while confirming project readiness.

- SRWD will review potential uses for its shoreline and streambank allocation in the Getchell system, including whether work with individual landowners would be better administered by Stearns Conservation District.

Follow-up: Partners will provide Stephanie with amounts to retain, release, or request by October 19. Retained funds should correspond to work expected to be completed by December 31, 2027. Stephanie will prepare a revised summary for the October 28 meeting, with the goal of forwarding a recommendation to the November Policy Committee meeting.

FY27 WBIF Funding Request and Grant Work Plan

- The team continued reviewing partner requests against the anticipated \$1.2 million funding allocation.
 - Todd SWCD reported reducing its request to \$464,700.
- Partners were asked to reduce requests based on project readiness, capacity, other funding sources, and eligibility under FY24.
 - FY24 should support eligible 2027 construction wherever possible, with FY27 generally supporting work in 2028 and 2029.
 - SRWD will check whether approximately \$100,000 for Site 17 engineering to the 30 percent design level could be completed in 2027 and funded through FY24. The monitoring request for the Prairie Creek inlet to Little Birch Lake was reduced from \$9,600 to \$4,100 for equipment, removing \$5,500 in staff time.
- The team discussed using broad grant-level budgets by objective while maintaining more specific partner allocations internally.
 - Some categories could operate as shared funding pools to accommodate future projects.
 - Pope SWCD requested flexibility to bring forward additional project types, including well sealing and structural ag practices.
 - Groundwater and irrigation water management remain without an objective or funding and could be part of future work plans and targeting.

Stephanie reviewed draft narrative language and deliverables. Members discussed consolidating staff-time billing categories where practical and avoiding restrictions that could prevent eligible work. Deliverable estimates should be realistic. The draft remains subject to further partner and BWSR review.

Priority Areas and Targeting

- The team discussed using the summary map on plan page 5-5, PDF page 137, as a basis for priority-area language.
 - Members supported developing language that prioritizes high-value areas while retaining the ability to consider beneficial projects in opportunity areas.
 - Options included high, medium, and opportunity tiers; proximity to priority waters; and shoreline or streambank priority areas around identified water resources.
 - Members noted that the contributing watershed of Lake Osakis and areas near Smith Lake should be considered carefully.
 - No final decision was made.
- BWSR emphasized the plan's hydrology and nutrient priorities and the need to demonstrate measurable outcomes.

Follow-up:

1. Partners were asked to review and trim their requests.
2. Stephanie will draft flexible work plan and targeting language for partner and BWSR review, aiming to circulate language in early October and bring an updated draft to the October 28 meeting.

- a. February 1, 2027 remains the preferred grant execution goal; a later timeline is available if needed.

Technical and Engineering Assistance Policy

- The current policy limits technical and engineering assistance reimbursements to 20 percent of a project or practice cost, with overages reviewed individually by the Implementation Team. Members discussed the administrative burden and uncertainty this creates as project costs change or projects do not proceed.
 - The proposed revision would reimburse documented eligible work at actual costs using BWSR billing rate calculators, within technical and engineering budgets allocated to each LGU during grant development. Additional funding needs would follow the Collaborative's process for budget and work plan changes.
- The Policy Committee must approve changes to this policy.
 - Members will provide comments before or at the October meeting so a recommendation can be prepared for November 19th policy committee meeting.

Cost Share Project Review

Sundermann Stacking Slab Roof

The project remains on hold/tabled. Todd SWCD reported that December may be the earliest opportunity to advance the request.

Wicker Erosion Control

Stearns Conservation District presented the previously developed erosion control project upstream of Pearl Lake for FY22 supplemental funding. The total project budget is \$28,415, with \$21,311.25 requested in WBIF cost share plus associated technical and engineering assistance.

Decision: The Implementation Team approved encumbrance by consensus.

Danckers Shoreline

Stearns Conservation District presented the shoreline project on Big Fish Lake. The total project budget is \$23,039. The request is \$5,000 in FY22 WBIF funds, paired with Midwest Glacial Lakes project funding and landowner funds.

Decision: The Implementation Team approved encumbrance by consensus.

Kipland Vale Inc Erosion Control

The proposed grass waterway project near the Sauk River has an estimated total cost of \$35,000 and a requested FY22 supplemental cost share of \$26,250. Final bids were not yet available.

Decision: The team supported by consensus the encumbrance contingent on completion of the preliminary eligibility review. The 15-day review period will be retained, with the Plan Coordinator providing review before final authorization.

Mehr Erosion Control

The proposed grass waterway project near the Kipland Vale project has an estimated total cost of \$35,000 and a requested FY22 supplemental cost share of \$26,250. Final design, bids, and reduction estimates will be completed.

Decision: The team supported by consensus the encumbrance subject to the same preliminary eligibility review conditions discussed for Kipland Vale.

Frieler Erosion Control

The proposed project includes 11 alternative tile intakes. It had received preliminary review under FY24; Stearns Conservation District requested use of FY22 funds to assist closeout. Members clarified that the mapped resource labeled CD44 appears to be a tributary to CD9, and the project request will be corrected.

Decision: The team supported encumbrance by consensus, contingent on confirming eligibility and the appropriate objective under the FY22 work plan, including whether supplemental funding should be used.

Thiesen Shoreline Overage

Additional erosion control materials were needed to complete the previously approved project SR-FY2022-026. The additional cost share at 75 percent is \$182.70, and funding is available.

Decision: The team approved the additional \$182.70 reimbursement by consensus.

General Updates

Getchell Creek

SRWD is arranging a meeting with BWSR staff to review completed work, funded activities, remaining needs, and potential Multipurpose Drainage Management funding. Securing permanent land rights below Getchell Lake remains necessary to use Outdoor Heritage funds for construction. Staff are also working with the township on a perched culvert that must be lowered for channel restoration and drainage function. The discussion will include feasibility study site 17 for upper watershed storage & flow attenuation and potential local matching funds.

Lake Osakis Projects

A September 28 drainage authority meeting was scheduled at 1:00 p.m. at the Douglas County Public Works Building to consider partial abandonment of JD2 Branch 3 for the wetland restoration project. Construction may occur in 2027 if the required approvals are completed. Staff clarified that the project involves impounding Branch 3, alone, and does not block the mainstem of JD2.

The Lake Osakis outlet modification project is also advancing via CPL grant awarded to the JD2 drainage authority, with Houston Engineering as the project engineer.

Education and Outreach

The committee has completed its work with Sarah Roth and is reviewing agricultural barriers and benefits to adopting soil health practices. Next steps include a communications campaign, evaluation of existing incentives and commitments, and opportunities for farmers to share experiences with other farmers.

The goal is to develop campaign materials and program recommendations for spring 2027. Staff noted that effects may be more apparent in the 2028 cropping season. A repeat statewide survey expected for the 2029 cropping season may help measure changes, with results potentially available in 2030.

The detailed survey findings review was deferred until Brad Wozney can participate, either at a future Implementation Team meeting or an Education and Outreach Committee meeting.

Upcoming Policy Committee Agenda (11/19/2026 1-3pm @SRWD)

- a. Call to order & introductions
- b. Approve agenda
- c. Approve previous meeting minutes
- d. Fiscal Agent Report & Grantee Discretion
- e. FY24 WBIF Grant Extension Update
- f. FY24 WBIF Work Plan Revision
- g. FY27 WBIF Funding Request and Grant Work Plan
- h. Cost-Share Policies & Procedures Overview
- i. Project Highlight – SCD Soil Health Field Day & Well Screening Clinic
- j. Plan Tracking Tool Dashboard

Open Discussion

- Members discussed how upland ag and other conservation practices protect and support aquatic habitat and macroinvertebrates.
- SRWD also provided an update on an update on the Long-Higgins lake outlet project, which is advancing through permitting and easement acquisition.

Closeout and Next Meetings

The meeting concluded at approximately noon.

The next Implementation Team meetings are scheduled for October 28, November 23, and December 16, 2026, from 9:00 a.m.-12:00 noon.

Grant Name	Grant Budget Amount	Partner Budget Amount	Unassigned Grant Budget Amount	Total Allocated Amount	Total Encumbered Amount	Total Payment Amount	Total Remaining Grant Budget	% of Grant Budget Spent
Sauk River FY2022-23 WBIF								
Objective 1: Admin/Coord								
Grant Budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Sauk River WD	\$ 49,395.90	\$ 49,395.90	\$ -	\$ -	\$ -	\$ 41,865.90	\$ 7,530.00	84.76%
Stearns County	\$ 41,865.90	\$ 41,865.90	\$ -	\$ -	\$ -	\$ 41,865.90	\$ (0.00)	100.00%
Stearns CD	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -	\$ -	\$ 9,942.90	\$ 57.10	99.43%
Objective 1: Admin/Coord Total	\$ 101,262	\$ 101,262	\$ -	\$ -	\$ -	\$ 93,675	\$ 7,587	93%
Objective 2: Project Dev								
Grant Budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Sauk River WD	\$ 50,000.00	\$ 50,000.00	\$ -	\$ -	\$ -	\$ 50,000.00	\$ -	100.00%
Stearns CD	\$ 1,583.38	\$ 1,583.38	\$ -	\$ -	\$ -	\$ 1,583.38	\$ -	100.00%
Objective 2: Project Dev Total	\$ 51,583	\$ 51,583	\$ -	\$ -	\$ -	\$ 51,583	\$ -	100%
Objective 3: Sup/Equip								
Grant Budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Sauk River WD	\$ 8,000.00	\$ 8,000.00	\$ -	\$ -	\$ -	\$ 7,740.95	\$ 259.05	96.76%
Objective 3: Sup/Equip Total	\$ 8,000	\$ 8,000	\$ -	\$ -	\$ -	\$ 7,741	\$ 259	97%
Objective 4: Plan/Assess								
Grant Budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
City of St Cloud	\$ 1,621.28	\$ 1,621.28	\$ -	\$ -	\$ -	\$ 1,621.28	\$ -	100.00%
Sauk River WD	\$ 277,389.47	\$ 277,389.47	\$ -	\$ -	\$ -	\$ 277,389.47	\$ -	100.00%
Objective 4: Plan/Assess Total	\$ 279,011	\$ 279,011	\$ -	\$ -	\$ -	\$ 279,011	\$ -	100%
Objective 5: Edu/Info								
Grant Budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
City of St Cloud	\$ 3,332.95	\$ 3,332.95	\$ -	\$ -	\$ -	\$ 3,332.95	\$ -	100.00%
Douglas SWCD	\$ 1,200.00	\$ 1,200.00	\$ -	\$ -	\$ -	\$ 1,200.00	\$ -	100.00%
Sauk River WD	\$ 35,580.47	\$ 35,580.47	\$ -	\$ -	\$ -	\$ 35,580.47	\$ -	100.00%
Stearns CD	\$ 14,886.58	\$ 14,886.58	\$ -	\$ -	\$ -	\$ 14,886.58	\$ -	100.00%
Objective 5: Edu/Info Total	\$ 55,000	\$ 55,000	\$ -	\$ -	\$ -	\$ 55,000	\$ -	100%
Objective 6: Tech/Eng								
Grant Budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Douglas SWCD	\$ 3,569.46	\$ 3,569.46	\$ -	\$ -	\$ -	\$ 3,569.46	\$ -	100.00%
Todd County SWCD	\$ 66,331.12	\$ 66,331.12	\$ -	\$ -	\$ -	\$ 32,180.47	\$ 34,150.65	48.51%
Stearns CD	\$ 66,097.16	\$ 66,097.16	\$ -	\$ -	\$ -	\$ 22,487.73	\$ 43,609.43	34.02%
Objective 6: Tech/Eng Total	\$ 135,998	\$ 135,998	\$ -	\$ -	\$ -	\$ 58,238	\$ 77,760	43%
Objective 7: Agricultural Practices								
Grant Budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Douglas SWCD	\$ 8,687.00	\$ 8,687.00	\$ -	\$ -	\$ -	\$ 8,687.00	\$ -	100.00%
Todd County SWCD	\$ 115,978.50	\$ 115,978.50	\$ -	\$ -	\$ 115,978.50	\$ -	\$ -	0.00%
Stearns CD	\$ 91,144.58	\$ 91,144.58	\$ -	\$ 52,500.00	\$ 15,375.00	\$ 15,796.50	\$ 7,473.08	17.33%
Objective 7: Agricultural Practices Total	\$ 215,810	\$ 215,810	\$ -	\$ 52,500	\$ 131,354	\$ 24,484	\$ 7,473	11%
Objective 8: Conservation Drainage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Objective 9: Livestock Waste Management								
Grant Budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Todd County SWCD	\$ 25,000.00	\$ 25,000.00	\$ -	\$ -	\$ -	\$ 25,000.00	\$ -	100.00%
Objective 9: Livestock Waste Management Total	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000	\$ -	100%
Objective 10: Non-Structural Management Practices								

Grant Budget	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	0.00%
Objective 10: Non-Structural Management Practices Total	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	0%
Objective 11: Streambank or Shoreland Protection															
Grant Budget	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	0.00%
Todd County SWCD	\$	166,759.47	\$	166,759.47	\$	-	\$	-	\$	55,260.94	\$	111,498.53	\$	-	66.86%
Stearns CD	\$	81,487.78	\$	81,487.78	\$	-	\$	-	\$	7,491.81	\$	65,616.74	\$	8,379.23	80.52%
Objective 11: Streambank or Shoreland Protection Total	\$	248,247	\$	248,247	\$	-	\$	-	\$	62,753	\$	177,115	\$	8,379	71%
Objective 12: Wetland Restoration															
Grant Budget	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	0.00%
Objective 12: Wetland Restoration Total	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	0%
Objective 13: Stormwater															
Grant Budget	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	0.00%
Stearns CD	\$	16,910.00	\$	16,910.00	\$	-	\$	-	\$	-	\$	16,030.96	\$	879.04	94.80%
Objective 13: Stormwater Total	\$	16,910	\$	16,910	\$	-	\$	-	\$	-	\$	16,031	\$	879	94.80%
Sauk River FY2022-23 WBIF Total	\$	1,136,821	\$	1,136,821	\$	-	\$	52,500	\$	194,106	\$	787,877	\$	102,338	69%

FY22 WBIF Sauk Grant Work Plan Update

Goal: Spend as much of the FY22 WBIF grant funds as possible by December 31, 2026

Summary:

The Sauk RWC FY22 WBIF grant expires on 12/31/2026 and there are funds that are available for reallocation to achieve the goal of spending down the grant funds.

On July 24, 2026, the Implementation Team met and came to consensus on the following recommendation to the Policy Committee:

Work plan revision to move:

- \$22,000 from objective 11 to objective 4 for J2D analysis overage
- \$7,530 from objective 11 to objective 1 for admin and coordination

Accept grantee discretion reallocation:

- \$5,000 from objective 4 & 11 to objective 5 for Soil Health Field Day
- \$20,000 from objective 11 to objective 7 for Krippner project

Previously accepted grantee discretion reallocation:

- \$10,000 from objective 11 to objective 6 for Technical & Engineering Assistance
- \$8,000 from objective 3 to objective 6 for Technical & Engineering Assistance
- \$6,910 from objective 11 to objective 13 for Schwartz Stormwater project

On August 20, 2026, the Policy Committee voted to support the grant work plan revision following SRWC policy and directed the Fiscal Agent to work with BWSR to make the changes in eLINK.

On September 15, 2026, BWSR opened the grant work plan for editing following an email approving the proposed changes and SCD submitted the updated work plan in eLINK.

On September 16, 2026, BWSR approved the updated grant work plan in eLINK.

FY22 WBIF Sauk Grant Work Plan Update

Next Steps:

- 12/31/2026
 - Grant Expiration
 - All staff time invoiced to the grant must have occurred on or before this date
- 1/5/2027
 - All project/practice reimbursement requests and associated documentation must be submitted to the Fiscal Agent
 - All staff time invoices and reimbursement request must be submitted to Fiscal Agent
- 1/29/2026
 - Complete all eLINK reporting

Projects to be completed/invoiced this year:

Objective 4 – Planning and Assessment

- JD2 analysis overages

Objective 5 – Education and Outreach

- Sauk Watershed Norms Research with UMN
- Soil Health Field Day

Objective 7 – agriculture structural

1. Padua Prairie Grade Stabilization – Todd SWCD
2. Wicker – Erosion Control – Stearns SWCD - **CANCELLED**
3. Frieler - Erosion Control – Stearns SWCD
4. Vale - Erosion Control – Stearns SWCD
5. Mehr - Erosion Control – Stearns SWCD

Objective 11 – streambank and shoreline

6. Kreatz Shoreline Restoration – Stearns SWCD
7. Thellin Shoreline Restoration – Stearns SWCD
8. Danckers Shoreline Restoration - Stearns SWCD
9. Nierenhausen Shoreline Restoration – Stearns SWCD
10. Theisen Shoreline Restoration – Stearns SWCD
11. Schwartz Shoreline & Stormwater– Stearns SWCD
12. Host Shoreline Restoration – Todd SWCD
13. John Shoreline Restoration – Todd SWCD
14. Peters Shoreline Restoration – Todd SWCD

Grant Name	Grant Budget Amount	Partner Budget Amount	Unassigned Grant Budget Amount	Total Allocated Amount	Total Encumbered Amount	Total Payment Amount	Total Remaining Grant Budget	% of Grant Budget Spent
Sauk River FY2024-25 WBIF								
Objective 1: Admin/Coord								
Grant Budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Sauk River WD	\$ 26,095.00	\$ 26,095.00	\$ -	\$ -	\$ -	\$ 25,524.11	\$ 570.89	97.81%
Stearns County	\$ 56,095.00	\$ 56,095.00	\$ -	\$ -	\$ -	\$ 40,654.38	\$ 15,440.62	72.47%
Stearns CD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,028.49	\$ (7,028.49)	0.00%
Objective 1: Admin/Coord Total	\$ 82,190	\$ 82,190	\$ -	\$ -	\$ -	\$ 73,207	\$ 8,983	89%
Objective 2: Project Dev								
Grant Budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Douglas SWCD	\$ 16,000.00	\$ 16,000.00	\$ -	\$ -	\$ -	\$ 606.88	\$ 15,393.12	3.79%
Sauk River WD	\$ 16,000.00	\$ 16,000.00	\$ -	\$ -	\$ -	\$ 16,000.00	\$ -	100.00%
Todd County SWCD	\$ 16,000.00	\$ 16,000.00	\$ -	\$ -	\$ -	\$ 16,000.00	\$ -	100.00%
Stearns CD	\$ 14,000.00	\$ 14,000.00	\$ -	\$ -	\$ -	\$ 10,426.59	\$ 3,573.41	74.48%
Pope SWCD	\$ 16,000.00	\$ 16,000.00	\$ -	\$ -	\$ -	\$ 2,419.17	\$ 13,580.83	15.12%
Objective 2: Project Dev Total	\$ 78,000	\$ 78,000	\$ -	\$ -	\$ -	\$ 45,453	\$ 32,547	58%
Objective 3: Sup/Equip								
Grant Budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Sauk River WD	\$ 45,000.00	\$ 45,000.00	\$ -	\$ -	\$ -	\$ -	\$ 45,000.00	0.00%
Objective 3: Sup/Equip Total	\$ 45,000	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ 45,000	0%
Objective 4: Plan/Assess								
Grant Budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Sauk River WD	\$ 33,000.00	\$ 33,000.00	\$ -	\$ -	\$ -	\$ 19,896.75	\$ 13,103.25	60.29%
Stearns CD	\$ 75,000.00	\$ 75,000.00	\$ -	\$ -	\$ -	\$ -	\$ 75,000.00	0.00%
Objective 4: Plan/Assess Total	\$ 108,000	\$ 108,000	\$ -	\$ -	\$ -	\$ 19,897	\$ 88,103	18%
Objective 5: Edu/Info								
Grant Budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Multiple Entities	\$ 40,000.00	\$ 40,000.00	\$ -	\$ -	\$ 7,900.00	\$ 6,385.25	\$ 25,714.75	15.96%
Sauk River WD	\$ 40,000.00	\$ 40,000.00	\$ -	\$ -	\$ -	\$ 20,130.01	\$ 19,869.99	50.33%
Stearns CD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,896.00	\$ (1,896.00)	0.00%
Objective 5: Edu/Info Total	\$ 80,000	\$ 80,000	\$ -	\$ -	\$ 7,900	\$ 28,411	\$ 43,689	36%
Objective 6: Tech/Eng								
Grant Budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Douglas SWCD	\$ 67,750.00	\$ 67,750.00	\$ -	\$ -	\$ -	\$ -	\$ 67,750.00	0.00%
Todd County SWCD	\$ 75,500.00	\$ 75,500.00	\$ -	\$ -	\$ -	\$ 14,445.63	\$ 61,054.37	19.13%
Stearns CD	\$ 32,625.00	\$ 32,625.00	\$ -	\$ -	\$ -	\$ 6,175.81	\$ 26,449.19	18.93%
Pope SWCD	\$ 2,925.00	\$ 2,925.00	\$ -	\$ -	\$ -	\$ -	\$ 2,925.00	0.00%
Objective 6: Tech/Eng Total	\$ 178,800	\$ 178,800	\$ -	\$ -	\$ -	\$ 20,621	\$ 158,179	12%
Objective 7: Agricultural Practices								
Grant Budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Todd County SWCD	\$ 84,375.00	\$ 84,375.00	\$ -	\$ -	\$ 5,625.00	\$ -	\$ 78,750.00	0.00%
Stearns CD	\$ 45,000.00	\$ 45,000.00	\$ -	\$ 12,937.50	\$ -	\$ -	\$ 32,062.50	0.00%
Objective 7: Agricultural Practices Total	\$ 129,375	\$ 129,375	\$ -	\$ 12,938	\$ 5,625	\$ -	\$ 110,813	0%
Objective 9: Livestock Waste Management								
Grant Budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Douglas SWCD	\$ 140,000.00	\$ 140,000.00	\$ -	\$ -	\$ -	\$ -	\$ 140,000.00	0.00%
Objective 9: Livestock Waste Management Total	\$ 140,000	\$ 140,000	\$ -	\$ -	\$ -	\$ -	\$ 140,000	0%

Objective 10: Non-Structural Management Practices											
Grant Budget	\$	-	\$	-	\$	-	\$	-	\$	-	0.00%
Douglas SWCD	\$	-	\$	-	\$	-	\$	-	\$	-	0.00%
Stearns CD	\$	46,875.00	\$	46,875.00	\$	-	\$	19,500.00	\$	19,881.50	42.41%
Pope SWCD	\$	14,625.00	\$	14,625.00	\$	-	\$	14,625.00	\$	-	0.00%
Objective 10: Non-Structural Management Practices Total	\$	61,500	\$	61,500	\$	-	\$	34,125	\$	19,882	32%
Objective 11: Streambank or Shoreland Protection											
Grant Budget	\$	-	\$	-	\$	-	\$	-	\$	-	0.00%
Douglas SWCD	\$	45,000.00	\$	45,000.00	\$	-	\$	-	\$	45,000.00	0.00%
Sauk River WD	\$	15,000.00	\$	15,000.00	\$	-	\$	-	\$	15,000.00	0.00%
Todd County SWCD	\$	153,750.00	\$	153,750.00	\$	-	\$	35,588.00	\$	26,839.07	17.46%
Stearns CD	\$	22,250.00	\$	22,250.00	\$	-	\$	11,750.00	\$	-	0.00%
Objective 11: Streambank or Shoreland Protection Total	\$	236,000	\$	236,000	\$	-	\$	11,750	\$	26,839	11%
Objective 12: Wetland Restoration											
Grant Budget	\$	-	\$	-	\$	-	\$	-	\$	-	0.00%
Stearns CD	\$	19,000.00	\$	19,000.00	\$	-	\$	-	\$	18,337.50	96.51%
Objective 12: Wetland Restoration Total	\$	19,000	\$	19,000	\$	-	\$	-	\$	18,338	97%
Objective 13: Stormwater											
Grant Budget	\$	-	\$	-	\$	-	\$	-	\$	-	0.00%
Stearns CD	\$	55,000.00	\$	55,000.00	\$	-	\$	55,000.00	\$	-	0.00%
Objective 13: Stormwater Total	\$	55,000	\$	55,000	\$	-	\$	55,000	\$	-	0%
Sauk River FY2024-25 WBIF Total	\$	1,212,865	\$	1,212,865	\$	-	\$	24,688	\$	138,238	21%

FY24 WBIF Sauk Grant Extension Update

Goal: Extend the grant expiration by at least one year to enable the collaborative to spend as much of the FY24 WBIF grant funds as possible by December 31, 2027.

Summary:

The Sauk RWC FY24 WBIF grant expires on 12/31/2026 and there are funds that are available for projects, practices, and work to be completed in 2026 and 2027.

On July 22, 2026, the Implementation Team met and came to consensus on the following recommendation to the Policy Committee:

Submit a grant period extension request to the Board of Water and Soil Resources (BWSR) and complete the associated grant agreement amendment.

On August 20, 2026, the Policy Committee met and voted to recommend a resolution of support to request a grant period extension through at least December 31, 2027 and approve the associated grant agreement amendment.

By October 16, 2026, all resolutions needed had been received.

On October 20, 2026, Fiscal Agent submitted a written request for a grant agreement amendment for extension through eLINK due to the following challenges

- voluntary conservation projects in the narrowly targeted areas in the original grant work plan,
- Some large (high dollar amount) projects didn't move forward, and time is needed to develop new projects,
- Fiscal Agent Transition, and
- Economic conditions slowing landowners' abilities to implement projects.

Next steps:

- 10/20/2026 - 11/12/2026
 - Grant agreement amendment documents are created and signed by official signatory and returned to BWSR
 - Notice of fully executed grant agreement amendment received
- 11/19/2026
 - Notify the Policy Committee that the FY24 WBIF grant agreement amendment is completed, and the new expiration date is 12/31/2027.

FY25 CRP State Incentive Report

Key Timelines

- **Start Date:** May 14, 2025
- **Original End Date:** December 31, 2026
- **Extension Eligibility:** a one-year extension is available through December 31, 2027

Funding & Allocation Breakdowns

Category	Amount	Percentage
Initial Grant Award	\$100,000	—
Supplemental Grant Award	\$0	—
Total Funding Awarded	\$100,000	100%
Spent	\$19,232	19%
Encumbered (Planning/Implementation)	\$69,553	69%
Allocated (for Admin expenses)	\$3,000	3%
Total Used / Committed	\$91,785	92%
Remaining Budget Balance	\$8,215	8%

CRP Incentives 2025 has \$80,768 unspent

Critical Status Updates

- **Cash Status:** The Fiscal Agent has received 100% of the funds, which are actively accruing interest.
- **Remaining Budget Balance:** The Fiscal Agent has determined that \$3,000 should be sufficient for admin expenses. One project did not move forward as encumbered. Available budget of \$8,125 has been identified.
- **Next Steps:** Determine the use of remaining \$8,125. Collaborative members with projects that have encumbered funds must finish contracting, payments, and reimbursement requests by then of the year.

Reimbursement Guide and Checklist v. 2026

Key Dates

- **Invoice due date:** October 27, 2026
 - For SCD Board Meeting on November 10, 2026
- **Invoice due date:** November 24, 2026
 - For SCD Board Meeting on December 8, 2026
- **Invoice due date:** December 22, 2026
 - For SCD Board Meeting on January 12, 2027
- **FY22 WBIF Grant expiration date:** December 31, 2026
- **FY25 CRP State Incentives expiration date:** December 31, 2026
- **Final 4th Quarter 2026 Invoice SPECIAL due date:** January 5, 2027
 - For SCD Board Meeting on January 12, 2027

Process

1. Checklist review
2. Develop organizational invoices
3. Gather documentation
4. Completed reimbursement request form for projects and practices
5. Ensure checklist requirements are met
6. Submit via email on or before monthly due dates to Fiscal Agent Team
 - a. Kyle Weimann, kyle.weimann@mn.nacdnet.net
 - b. Renee Thell, renee.thell@mn.nacdnet.net

Please also copy:

- c. Stephanie Hatzenbihler, stephanie.hatzenbihler@mn.nacdnet.net
 - d. Steve Zeece III, steve@srwdmn.org
7. Fiscal Agent Team will review and send any questions or clarification needs
 8. Fiscal Agent Team will add to upcoming SCD Board Meeting agenda
 9. Following SCD Board action, Fiscal Agent Team will send payment

Reimbursement Guide and Checklist v. 2026

Invoices

1. Minimum Invoice Requirements Checklist

Every single invoice submitted must meet these basic baseline standards.

- ☐ **Separate Invoice Per Grant:** Ensure items from different grants are never combined (e.g., **FY22 WBIF** items must be on their own distinct invoice).
- ☐ **Clear Vendor Identity:** The collaborative member/vendor name must be prominently and clearly displayed.
- ☐ **Unique Invoice Number:** A distinct tracking number is present.
- ☐ **Date of Invoice:** The specific issue date is clearly stated.
- ☐ **Overall Timeframe:** Statement of work dates must include both a clear **start date** and **end date**.
- ☐ **Objective-Based Identification:** Identify the specific objective for each amount. **Do not mix totals** across multiple objectives.
- ☐ **Itemized Line Totals:** Every listed item shows its own total cost.
- ☐ **Mathematical Accuracy:** The entire invoice calculations sum up to the correct grand total.
- ☐ **Exclusion of Unallowable Costs:** Double-check to ensure there are absolutely **no** late fees, interest, fundraising expenses, donations, gifts, entertainment, or prizes included.

2. "When Applicable" Line-Item Detail Checklist

Use this checklist whenever invoices involve itemized physical project components, contractor work, or internal employee labor.

For Materials, Labor, & Equipment

- ☐ **Explicitly Itemized:** Materials, labor, and equipment are broken out into individual lines rather than lumped together.
- ☐ **Unit Statement:** Every single item explicitly states its measurement unit (e.g., **each, hours, feet, cubic yards**).
- ☐ **Quantity Statement:** The exact quantity of those units is stated.
- ☐ **Contract Timeframe Alignment:** Stated work dates must fall entirely within the timeframe of the approved contract and any active amendments.

Reimbursement Guide and Checklist v. 2026

For Employee Labor Breakdown

- ☐ **Hourly Breakdown:** Hours worked are completely broken down by individual employee.
- ☐ **Billing Rate Verification:** Employee billing rates are explicitly stated and **perfectly match** your submitted spreadsheet.
- ☐ **Personnel Service Dates:** The exact dates of service are listed for each employee.
- ☐ **Employee Cost Tracking:** The total cost per individual employee is stated.
- ☐ **Labor Cost Accuracy:** The total cost for each employee calculates mathematically correctly.
- ☐ **Project Specificity:** The specific project worked on is explicitly named for every employee (e.g., **Jones Shoreline**).

3. Additional Documentation Attachment Checklist

Before final submission, verify that all applicable supporting files and proofs are attached to the invoice package or uploaded to SharePoint.

Financial & Operational Proofs

- ☐ **Reimbursement Request Form:** Completed and attached.
- ☐ **Time Tracking Logs:** Detailed time tracking documentation matching the invoice hours.
- ☐ **Invoices & Receipts:** Underlying sub-vendor invoices and receipts supplied for all claimed costs.
- ☐ **In-Kind Labor Logs:** Labor logs supplied specifically for any in-kind services claimed.

Agreements & Local Government Unit (LGU) Approvals

- ☐ **Landowner Agreements:** Valid landowner contracts and any subsequent amendments.
- ☐ **Contract Approval Minutes:** Copy of the LGU minutes showing official approval of the contract and amendments.
- ☐ **Signed Vouchers:** All required payment vouchers are signed.
- ☐ **Payment Approval Minutes:** Copy of the LGU minutes showing official voucher/payment approval.

Technical & Field Documentation

- ☐ **Technical Providers & Credentials:** Name(s) of the technical assistance provider(s) along with a statement of their professional credentials.

Reimbursement Guide and Checklist v. 2026

- ☐ **Technical Assessment:** preliminary design plans, IR sheet, or similar.
- ☐ **Project design standards and specifications:** copy of design standards and specifications (typically supplied when seeking bids/estimates).
- ☐ **Operations & Maintenance (O&M) Plan:** Signed O&M plan attached.
- ☐ **As-Built Plans or practice certification:** Signed final as-built engineering or project plans.
- ☐ **Pollutant Reductions:** Final calculated pollutant reductions documented.
- ☐ **Project Location Map:** Clear map indicating the exact project site.

Procurement Documents

- ☐ **Bid Documentation:** Full bid documents attached.
- ☐ **Estimates/Bids Received:** Copies of **all** estimates and competitive bids received during procurement.
- ☐ **Project Permits:** All required environmental, local, or state permits attached.

Reimbursement Guide and Checklist v. 2026



Sunny Mountains

SOIL AND WATER CONSERVATION DISTRICT

Invoice

Bill To:

Avery Davis
123-456-7890
hello@reallygreatsite.com
200 Anywhere St., Any City 12345

Invoice Number: 2025-31

Invoice Date: October 31, 2025

Due Date: December 31, 2025

Description	Quantity	Rate	Amount
2022 Sauk WBIF - Obj. 11 Streambank and Shoreline			
2022-15 Jones Shoreline final	1	\$8,824.50	\$8,824.50
Total			\$ 8,824.50

☎ 123 - 456 - 7890
✉ hello@sunnymountainsswcd.org

🌐 sunnymountainsswcd.org
📍 123 Anywhere St., Any City 12345

Reimbursement Guide and Checklist v. 2026



Sunny Mountains

SOIL AND WATER CONSERVATION DISTRICT

Invoice

Bill To:

Avery Davis
123-456-7890
hello@reallygreatsite.com
200 Anywhere St., Any City 12345

Invoice Number: 2025-30

Invoice Date: October 31, 2025

Due Date: December 31, 2025

Description	Quantity	Rate	Amount
2022 Sauk WBIF - Obj. 2 Project Development			
Jones Shoreline - Doe 4/23 - 4/24	2	90.04	180.08
Jones Shoreline - Roberts 5/6 - 5/8	3.5	56.87	199.05
Burns Erosion Control - Doe 7/2 - 7/10	4	95.29	381.16
Total			\$ 760.29

☎ 123 - 456 - 7890
✉ hello@sunnymountainsswcd.org

🌐 sunnymountainsswcd.org
📍 123 Anywhere St., Any City 12345

FY25 CRP State Incentive Recommendation

Key Dates

- **Start Date:** May 14, 2025
- **Original End Date:** December 31, 2026
- **Extension Eligibility:** a one-year extension is available through December 31, 2027

Funding & Allocation Breakdowns

Category	Amount	Percentage
Initial Grant Award	\$100,000	—
Supplemental Grant Award	\$0	—
Total Funding Awarded	\$100,000	100%
Spent	\$19,232	19%
Encumbered (Planning/Implementation)	\$69,553	69%
Allocated (for Admin expenses)	\$3,000	3%
Total Used / Committed	\$91,785	92%
Remaining Budget Balance	\$8,215	8%

- **Remaining Budget Balance:** The Fiscal Agent has determined that \$3,000 should be sufficient for admin expenses. One project did not move forward as encumbered. Available budget of \$8,125 has been identified.

Recommendation options

- **Option 1:** Provide incentive funding to the next project on the previously presented list:
 - **Landowner:** Zumwalde, Matt
 - **Location:** 45.5044, -94.5510, 0.701020205, Yes-350
 - **Acres:** 23.43, Re-enrollment, CP23A
 - **Funding amount:** \$8,215 (eligible up to \$11,715)
- **Option 2:** Request extension through 12/31/2027
- **Option 3:** Return the funds

Fiscal Agent and Plan Coordinator prefer option 1.

FY24 WBIF Sauk Grant Work Plan Revision

Goal: Spend as much of the FY24 WBIF grant funds as possible by December 31, 2027

Summary:

If an extension is granted, the Sauk RWC FY24 WBIF grant expires on 12/31/2027 and there are funds that are available for reallocation to achieve the goal of spending the remaining grant funds.

FY24 WBIF work plan revision process

- 9/23/2026 – IT meeting
 - IT discusses where remaining funds exist and where to reallocate
- 10/28/2026 – IT meeting
 - IT determines reallocation and makes a recommendation to Policy Committee
- 11/19/2026 – Policy Committee Meeting
 - Policy Committee considers the recommendation from IT and supports work plan revision and directs Fiscal Agent to complete the next steps.
- 11/30/2026 - 12/4/2026
 - Fiscal Agent requests BWSR approval and editing permissions in eLINK.
 - Updated eLINK work plan revision completed
- 12/7/2026 - 12/31/2026
 - Work plan revision takes effect/start date

Remaining Funds Summary and Details

- See below and reference financial reports

FY24 WBIF Sauk Grant Work Plan Revision

Remaining Funds as of 9.23.2026

Objective	Amount remaining	Members	Known Reallocation
1 – Admin/ Coordination	\$20,064	SRWD, Stearns County, Stearns CD	SRWD - NEED SCD - NEED
2 – Project Development	\$32,547	Douglas SWCD, Pope SWCD, SRWD, Stearns CD, and Todd SWCD	SCD - NEED Todd SWCD - NEED
3 – Supplies & Equipment	\$45,000	SRWD	SRWD – some reallocate
4 – Planning and Assessment	\$88,103	SRWD Stearns CD	SCD – REALLOCATE (Vail's) SRWD – 103.25 reallocate
5 – Education & Outreach	\$47,481	SRWD E&O	
6 – Technical & Engineering	\$158,179	Douglas SWCD, Stearns CD, Todd SWCD	Pope SWCD – NEED Douglas SWCD – reallocate to Pope SWCD to cover TEA for Pope's projects Todd SWCD – NEED
7 – Agriculture Practices (structural)	\$110,813	Stearns CD Todd SWCD	Add Pope SWCD
9 – Livestock Waste Management	\$140,000	Todd SWCD	KEEP
10 – Nonstructural Practices	\$7,493.50	Douglas SWCD, Pope SWCD, Stearns CD	KEEP
11 – Streambank or Shoreline Protection	\$161,823	Douglas SWCD, SRWD, Stearns CD, Todd SWCD	SRWD – maybe reallocate
12 – Wetland	\$663	Stearns CD	REALLOCATE
13 – Stormwater	\$0	Stearns CD	

FY24 WBIF Sauk Grant Work Plan Revision

Details as of 9.23.2026

Objective 1 remaining = \$20,064

- SRWD - \$570.89
 - Seeking \$10,000
- Stearns County & Stearns CD - \$19,493.58
 - Seeking \$10,000

Objective 2 remaining = \$32,547

- Douglas SWCD - \$15,393.12
- Pope SWCD - \$13,580.83
- SRWD - \$0
- Stearns CD - \$3,573.41 (\$2,500 allocated for Well Screening event)
 - Seeking \$10,000
- Todd SWCD - \$0
 - Seeking \$10,000

Objective 3 remaining = \$45,000

- SRWD = \$45,000
 - Available \$

Objective 4 remaining

- SRWD - \$13,103.25
 - \$103.25 Regulatory Review – available \$103.25
 - \$5,000 Mini Metro Hydro Study
 - \$8,000 Stormwater Pond Assessment ph 2
- Stearns CD - \$75,000 Vail's Feasibility Study – available \$75,000

Objective 5 remaining = \$47,481

- SRWD A-a-D - \$19,869.99
- E&O Norms - \$27,610.75
 - E&O norms include \$4,489.25 from UMN study & shoreline videos & \$7,900 from CMWEA project

Objective 6 remaining = \$158,179

- Douglas SWCD - \$68,500
- Stearns CD - \$28,624.19

FY24 WBIF Sauk Grant Work Plan Revision

- Todd SWCD - \$61,054.37
 - Seeking \$10,000
- Pope SWCD - \$
 - Seeking \$4,000?

Objective 7 remaining = \$110,813

- Stearns CD - \$32,062.50
 - Marthaler Properties Family Llp - Erosion Control - 2025
 - Wicht Family Land LLLP - Erosion Control - 2025
- Todd SWCD - \$78,750
- Pope SWCD – add?
 - Seeking \$20,000?

Objective 9 remaining = \$140,000

- Todd SWCD - \$140,000
 - Need to update shift from Douglas SWCD to Todd SWCD if we keep this item here

Objective 10 remaining = 7,493

- Douglas SWCD - \$0
- Pope SWCD - \$0 (\$3,750 from Douglas SWCD & \$10,875 from Stearns CD)
- Stearns CD - \$7,493.50

Objective 11 remaining = \$161,823

- Douglas SWCD - \$45,000
- SRWD - \$15,000 – Available \$15,000
- Stearns CD - \$10,500
 - Schoenecker - Shoreline - 2026
 - Zobitz - Shoreline - 2026
- Todd SWCD - \$91,322.93

Objective 12 remaining = \$663

- Stearns CD - \$662.50 - available \$662.50

Objective 13 remaining = \$0

- Stearns CD - \$0

FY24 WBIF Sauk Grant Work Plan Revision

FY24 WBIF Sauk Grant Work Plan Revision

Work Plan Revision DRAFT as of 10.19.2026

Summary

- minimal narrative changes are needed with one edit in objective 1 – admin & coordination
- Known funds available to be reallocated: \$90,765.75
 - Waiting to hear from SRWD on objective 3 – equip & supplies
 - Any others?
- Known estimated need: \$74,000
 - Available for requests - \$16,765.75

Objective 1 (Admin/Coordination)

- Increase by \$20,000
 - \$10,000 allocated to SRWD
 - \$10,000 allocated to SCD
- Narrative change
 - Add SCD in list

Objective 2 (Project Development)

- Increase by \$20,000
 - \$10,000 allocated to SCD
 - \$10,000 allocated to Todd SWCD

Objective 4 (Planning & Assessment)

- Decrease by \$75,103.25
 - \$103.25 from SRWD
 - \$75,000 from SCD

Objective 6 (Technical and Engineering)

- Increase by \$14,000
 - \$10,000 allocated to Todd SWCD

FY24 WBIF Sauk Grant Work Plan Revision

- \$4,000 allocated to Pope SWCD
- Shift funds within objective as follows
 - \$### decrease from Douglas SWCD
 - \$### increase to Pope SWCD
- Getchell Storage Site 17 – 30% design plan
 - \$100,000 with SRWD

Objective 7 (Agricultural Practices)

- Increase by \$20,000
 - \$20,000 allocated to Pope SWCD
- FYI
 - Eligible Areas in Pope in existing grant work plan language: Sauk Lake HSPF subwatersheds: 71, 72, 73, 75, 77, 79

Objective 11 (Shoreline Restoration)

- Decrease by \$15,000
 - \$15,000 from SRWD

Objective 12 (Wetland Restoration)

- Decrease by \$662.50
 - \$662.50 from SCD

FY27 WBIF SRWC Grant Funding Request and Work Plan Development Timeline

Goal: Secure FY27 WBIF grant for SRWC by June 1, 2027.

Summary:

BWSR recommends aiming for an executed grant agreement by February 1, 2027

FY27 WBIF Funding Request, Work Plan, and Grant Agreement Timeline

- 8/26/2026 – 10/28/2026 - Implementation Team Meeting
 - Discuss FY27 Biennial Work Plan
 - Finalize FY27 Biennial Work Plan/WBIF Funding Request
- 11/19/2026 – Policy Committee Meeting
 - Review and recommend resolution supporting FY27 Biennial Work Plan, FY27 WBIF funding request, grant work plan submission, and grant agreement execution.
- 11/23/2026 – Implementation Team Meeting
- 12/18/2026 – Goal to receive supporting resolutions
- 12/21/2026 – Fiscal Agent submits funding request
- 12/16/2026 - Implementation Team Meeting
- 1/12/2027 – Fiscal Agent, SCD, Board Meeting
 - Chair signature on grant agreement or authorize John or Kyle to sign
- 2/1/2027 – Grant Agreement Execution Goal

Alternative solutions to consider

Consider 4/30/2027 Funding Request and 6/1/2027 Grant Agreement execution deadlines.

Alternative Timeline

- 8/26/2026 – 12/23/2026 – Implementation Team Meeting
 - Discuss FY27 Biennial Work Plan
- 1/27/2027 - Implementation Team Meeting
 - Finalize FY27 Biennial Work Plan/WBIF Funding Request
- 2/18/2027 – Policy Committee Meeting
 - Review and recommend resolution supporting FY27 Biennial Work Plan, FY27 WBIF funding request, grant work plan submission, and grant agreement execution.
- 4/2/2027 – Goal to receive supporting resolutions
- 4/5/2027 – Fiscal Agent submits funding request
- 5/11/2027 – Fiscal Agent, SCD, Board Meeting
 - Chair signature on grant agreement or authorize John or Kyle to sign
- 6/1/2027 – Grant Agreement Execution Goal

[Current Wish List Request Received – Link](#)

FY27 WBIF SRWC Grant Funding Request and Work Plan Development Timeline

SCD verified the following needs

Objective 7 – agricultural structural

- 4 projects identified with an estimated total project cost of \$200,000
 - Blenker - Erosion Control – 2026
 - eligible in FY24 WBIF but landowner wants to wait until 2028
 - Zierden - Erosion Control – 2026 (ineligible in FY24 WBIF)
 - Krippner Joseph - Erosion Control – 2023 (ineligible in FY24 WBIF)
 - Krippner Joe - Erosion Control – 2024 (ineligible in FY24 WBIF)

Objective 11 – Shoreline & streambank

- 6 projects identified with an estimated total project cost of \$100,000
 - Schoenecker - Shoreline - 2026
 - Zobitz - Shoreline - 2026
 - King - Shoreline - 2026
 - Geise - Shoreline - 2026
 - Thielman - Shoreline - 2026
 - Johnson - Shoreline – 2026
- Will encourage projects to use FY24 WBIF if installed in 2027 and will attempt to pair with MWGL funds if received

Objective 12 – Wetland restoration

- 1 project identified with an estimated total project cost of \$30,000
 - Althoff - Wetland - 2025

FY27 WBIF SRWC Grant Funding Request and Work Plan

TEMPLATE

Objective # - Activity Category

Funding Request:

Staff Time:

Match:

Activity Description:

Funding will...

Work will be targeted....

Proposed measurable outcomes...

Internal Details:

- *These details are for the internal financial tracking spreadsheet. They will NOT be included in the grant work plan.*

SUMMARY – I made some initial adjustments based on the proposed funding reductions. This is a preliminary DRAFT and fully open to review and revision.

Objectives	Total by Objective
Objective 1 (Admin/Coordination)	\$76,574.00
Objective 2 (Project Development)	\$70,000.00
Objective 3 (Supplies/Equipment)	\$4,100.00
Objective 4 (Planning & Assessment)	\$200,000.00
Objective 5 (Education & Information)	\$80,000.00
Objective 6 (TEA)	\$200,000.00
Objective 7 (Ag Practices)	\$200,000.00
Objective 8 (Conservation Drainage)	\$-
Objective 9 (Livestock Management)	\$150,000.00
Objective 10 (Non-Structural Practices)	\$100,000.00
Objective 11 (Stream/Shoreline Protection)	\$100,000.00
Objective 12 (Wetland Restoration)	\$30,000.00
Objective 13 (Stormwater)	\$10,000.00
Total Request	\$1,220,674.00
Grant Amount	\$1,220,674.00
Balance	\$0.00

FY27 WBIF SRWC Grant Funding Request and Work Plan

FY27 WBIF SRWC Grant Funding Request and Work Plan

Funding Request Draft

Objective 01: Administration & Coordination

Funding Request: \$76,574.00

Staff Time: Yes

Match: \$0

Activity Description

Funding will support administration and coordinator duties performed by the Plan Coordinator and the Fiscal Agent for the Sauk River Watershed Collaborative (SRWC).

The Sauk River Watershed District will serve as Plan Coordinator, managing internal coordination; organizing work group and policy committee meetings; preparing agendas; maintaining meeting notes and minutes; completing required reporting; facilitating communication through note-taking, file sharing, and public website updates; and supporting overall grant implementation.

Stearns County Soil and Water Conservation District will serve as Fiscal Agent, tracking grant expenditures, processing partner payments, supporting financial reporting, and maintaining the implementation tracking tool, including the annual software subscription.

Responsibilities for both roles are defined in the Joint Powers Agreement and Fiscal Agent Agreement. Match will be provided through staff and board participation in SRWC meetings.

***Internal Details:** \$76,574.00 split evenly between SRWD and SCD*

FY27 WBIF SRWC Grant Funding Request and Work Plan

Objective 02: Project Development

Funding Request: \$70,000.00

Staff Time: Yes

Match: \$0

Activity Description

Funding will support project development and landowner outreach. Work will be targeted within the priority areas and priority water resources described on page 5-5 of the CWMP.

Project development will include staff time to design targeted water quality programs and carry out projects in the Sauk River Comprehensive Watershed Management Plan (CWMP) priority areas. This work may involve landowner outreach, site visits, investigations, contracting, and other tasks that help move projects forward and support CWMP goals.

Funding will support outreach and education for landowners in priority areas to encourage them to adopt best management practices (BMPs). Activities may include initial contacts, field days, BMP tours, and creating outreach materials in different formats. Funds may also be used for staff time to plan and run events; develop and share promotional materials; pay for event costs such as locations, meals, speakers, and supplies; and conduct direct outreach, including mailings to targeted landowners and stakeholders. Topics may include soil health, private well nitrate screening, shoreline restoration, and erosion control.

The deliverable is 100 landowners engaged.

Internal Details:

- *Douglas SWCD - \$15,000*
- *Pope SWCD - \$20,000*
- *Todd SWCD - \$15,000*
- *SCD - \$20,000*

FY27 WBIF SRWC Grant Funding Request and Work Plan

Objective 03: Supplies & Equipment

Funding Request: \$4,100

Staff Time: No

Match: \$0

Activity Description

Funding will be used to acquire targeted equipment, hardware, software, or supplies, including but not limited to water-level monitoring equipment. All activities will be targeted within the priority areas and priority water resources identified on page 5-5 of the CWMP and in the implementation schedule on pages 6-2 – 6-7.

Funds will not be used for any water quality monitoring costs, including routine, baseline, diagnostic, or effectiveness monitoring for either surface water or groundwater.

The deliverable is one piece of equipment.

Internal Details:

- *Funds for SRWD*

FY27 WBIF SRWC Grant Funding Request and Work Plan

Objective 04: Planning & Assessment

Funding Request: \$200,000

Staff Time: No

Match: \$28,500

Activity Description

Funding will be used for planning, assessment, targeted analysis, and feasibility work, including but not limited to comprehensive nutrient management plans, comprehensive stormwater management plans, and feasibility studies. These efforts will help identify future projects, support capital improvement planning, develop decision-making tools, and highlight cost-effective or high-impact areas for future outreach or project implementation. Activities will be targeted within the priority areas and priority water resources identified on page 5-5 of the CWMP.

The deliverable is three planning or study efforts.

Internal Details:

- *Funds for SRWD*
 - *Osakis Lake feasibility study (\$60,000)*
 - *Pearl Lake sub-watershed assessment (\$100,000)*
 - *Freeport stormwater management plan (\$76,500)*

\$36,500 shortfall from request

\$25,000 shortfall from request

FY27 WBIF SRWC Grant Funding Request and Work Plan

Objective 05: Education and Outreach

Funding Request: \$80,000

Staff Time: No

Match: \$0

Activity Description

Funding will be used to conduct outreach and/or education activities with landowners that directly support or supplement the goals and outcomes of the CWMP, including but not limited to expanding Adopt-a-Drain program across the watershed, develop watershed-wide messaging to promote watershed stewardship, and purchase signs. Activities will be targeted within the identified priority areas and along priority water resources on page 5-5 of the CWMP and identified in the implementation schedule on page 6-12.

Deliverable is 15 promotions.

Internal Details:

- *Todd SWCD - \$1,000*
- *SRWD - \$40,000*
- *E&O Committee - \$39,000*

FY27 WBIF SRWC Grant Funding Request and Work Plan

Objective 06: Technical & Engineering Assistance

Funding Request: \$200,000

Staff Time: Yes

Match: \$0

Activity Description

Funding will support technical and engineering assistance for projects and programs. Work will be targeted within the priority areas and priority water resources described on page 5-5 of the CWMP.

Technical and engineering assistance may include site assessments, surveys, analysis, design, construction supervision, installation, inspection, and project completion by a licensed engineer or staff with appropriate NRCS Job Approval Authority. Funds may be used to hire or supplement staff or consultants for survey and design work. All practices will be designed according to NRCS FOTG, the MN Stormwater Manual, the Blue Thumb Guide, or other accepted professional engineering standards.

Deliverable is 10 project designs.

Internal Details:

- *Douglas SWCD - \$20,000*
- *Pope SWCD - \$5,000*
- *Todd SWCD - \$50,000*
- *SCD - \$50,000*
- *SRWD - \$75,000*

FY27 WBIF SRWC Grant Funding Request and Work Plan

Objective 07: Agricultural Practices

Funding Request: \$200,000

Staff Time: No

Match: \$65,000

Activity Description

Funding will be used to provide cost-share for construction related costs of agricultural practices, including but not limited to WASCOBs, grassed waterways, grade stabilizations, and prescribed grazing structural and non-structural components. Practices will be selected using modeling, pollutant reduction estimates, landowner willingness, and professional judgement. The entities completing projects will complete a project screening form as an evaluation tool of practice eligibility.

Activities will be targeted within the identified priority areas and along priority water resources on page 5-5 of the CWMP and identified in the implementation schedule on pages 5-14 – 5-15, 5-25 – 5-30, 5-39 – 5-42, 5-50 – 5-51, 5-59 – 5-63, 5-70 – 5-72, 5-84 – 5-88, 5-94, 5-104 – 5-106, and 5-114 – 5-116.

Deliverable is five BMPs. Final estimated pollutant reductions for completed projects will depend on location within the selected priority area within the selected management district.

Internal Details: first come, first serve

FY27 WBIF SRWC Grant Funding Request and Work Plan

Objective 09: Livestock Waste Management

Funding Request: \$150,000

Staff Time: No

Match: \$50,000

Activity Description

Funding will be used to provide cost-share for constructed practices to improve water quality associated with feedlots, livestock wastewater, and runoff from such places. Practices will be selected using modeling, pollutant reduction estimates, landowner willingness, and best professional judgement. The entities completing projects will complete a project screening form as an evaluation tool of practice eligibility.

Activities will be targeted within the identified priority areas and along priority water resources on page 5-5 of the CWMP and identified in the implementation schedule on pages 5-14 – 5-15, 5-25 – 5-30, 5-39 – 5-42, 5-50 – 5-51, 5-59 – 5-63, 5-70 – 5-72, 5-84 – 5-88, 5-94, 5-104 – 5-106, and 5-114 – 5-116.

Deliverable is two BMPs. Final estimated pollutant reductions for completed projects will depend on location within the selected priority area within the selected management district.

Internal Details: first come, first serve

FY27 WBIF SRWC Grant Funding Request and Work Plan

Objective 10: Non-structural Management Practices

Funding Request: \$100,000

Staff Time: No

Match: \$0

Activity Description

Funding will be used to enroll acres in ecological or other practice types that are non-structural in nature including, but not limited to, cover crops, conservation tillage (reduced tillage, no till), residue management, nutrient management, prescribed grazing, ecological plantings, perennial plantings, etc. Practices will be selected using modeling, pollutant reduction estimates, landowner willingness, and professional judgement. The entities completing projects will complete a project screening form as an evaluation tool of practice eligibility.

Activities will be targeted within the identified priority areas and along priority water resources on page 5-5 of the CWMP and identified in the implementation schedule on pages 5-14 – 5-15, 5-25 – 5-30, 5-39 – 5-42, 5-50 – 5-51, 5-59 – 5-63, 5-70 – 5-72, 5-84 – 5-88, 5-94, 5-104 – 5-106, and 5-114 – 5-116.

Deliverable is 1,000 acres enrolled in a nonstructural BMP. Final estimated pollutant reductions for completed projects will depend on location within the selected priority area within the selected management district.

Internal Details: first come, first serve

FY27 WBIF SRWC Grant Funding Request and Work Plan

Objective 11: Streambank or Shoreland Practices

Funding Request: \$100,000

Staff Time: No

Match: \$30,000

Activity Description

Funding will be used as cost-share for practices using vegetation or structures to stabilize and protect banks and beds of streams, lakes, or excavated channels against scour, erosion, or stream crossing as well as provide filtering of runoff into waterbodies. Practices will be selected using modeling, pollutant reduction estimates, landowner willingness, and professional judgement. The entities completing projects will complete a project screening form as an evaluation tool of practice eligibility.

Activities will be targeted within the identified priority areas and along priority water resources on page 5-5 of the CWMP and identified in the implementation schedule on pages 5-14 – 5-15, 5-25 – 5-30, 5-39 – 5-42, 5-50 – 5-51, 5-59 – 5-63, 5-70 – 5-72, 5-84 – 5-88, 5-94, 5-104 – 5-106, and 5-114 – 5-116.

Deliverable is five projects. Final estimated pollutant reductions for completed projects will depend on location within the selected priority area within the selected management zone.

Internal Details: first come, first serve

FY27 WBIF SRWC Grant Funding Request and Work Plan

Objective 12: Wetland Practices

Funding Request: \$30,000

Staff Time: No

Match: \$10,000

Activity Description

Funding will be used for the construction of wetland restoration, enhancement or creation projects. Practices will be selected using modeling, pollutant reduction estimates, landowner willingness, and professional judgement. The entities completing projects will complete a project screening form as an evaluation tool of practice eligibility.

Activities will be targeted within the identified priority areas and along priority water resources on page 5-5 of the CWMP and identified in the implementation schedule on pages 5-14 – 5-15, 5-25 – 5-30, 5-39 – 5-42, 5-50 – 5-51, 5-59 – 5-63, 5-70 – 5-72, 5-84 – 5-88, 5-94, 5-104 – 5-106, and 5-114 – 5-116.

Deliverable is one wetland restoration. Final estimated pollutant reductions for completed projects will depend on location within the selected priority area within the selected management district.

Internal Details:

- *Funds for SCD*

FY27 WBIF SRWC Grant Funding Request and Work Plan

Objective 13: Urban Stormwater Practices

Funding Request: \$10,000

Staff Time: No

Match: \$3,000

Activity Description

Funding will be used to provide cost-share and or other incentives for practices primarily associated with capturing and treating stormwater runoff generally associated with urban or developed areas. Practices will include but are not limited to bioretention, biofiltration, tree trenches, permeable surfaces, amended soils specifically for stormwater management, water reuse, sediment basins, grade stabilization, diversions. Practices will be selected using modeling, pollutant reduction estimates, landowner willingness, and professional judgement. The entities completing projects will complete a project screening form as an evaluation tool of practice eligibility.

Activities will be targeted within the identified priority areas and along priority water resources on page 5-5 of the CWMP and identified in the implementation schedule on pages 5-14 – 5-15, 5-25 – 5-30, 5-39 – 5-42, 5-50 – 5-51, 5-59 – 5-63, 5-70 – 5-72, 5-84 – 5-88, 5-94, 5-104 – 5-106, and 5-114 – 5-116.

Deliverable is one stormwater project. Final estimated pollutant reductions for completed projects will depend on location within the selected priority area within the selected management district.

Internal Details:

- *Funds for SRWD*

~~Objective 14: Groundwater Practices~~

~~Narrative~~

~~Funding will be used to provide cost share and other incentives for practices that promote protection of groundwater including but not limited to irrigation management practices, well decommissioning, and sealing. Practices will be selected using modeling, pollutant reduction estimates, landowner willingness, and professional judgement. The entities completing projects will complete a project screening form as an evaluation tool of practice eligibility.~~

FY27 WBIF SRWC Grant Funding Request and Work Plan

This activity will make progress towards Groundwater Quantity Goal 1 (pg 88) as well as Groundwater Quality Goal 1 (pg 89). Installation of approximately 4 BMPs will fulfill action items included within the CWMP Implementation Plan on Table 4.1 (starting on pg 109), Table 4.4 (pg 117), Table 4.7 (pg 124), Table 4.10 (pg 131), Table 4.13 (pg 139), Table 4.16 (pg 147), and Table 4.19 (pg 153).

Final estimated pollutant reductions for completed projects will depend on location within the selected priority area within the selected management district. Technical assistance and engineering may be provided through the collaborative member office or through contracted services. Partner JAA documentation may be requested from individual offices to verify technical signoffs, where applicable.

Funding Request: \$50,000

Staff Time: No

Match: \$8,000

FY27 WBIF SRWC Grant Funding Request and Work Plan

SRWC WBIF 27 Targeting Proposal

1. Three-Tier Geographic Targeting

Every objective explicitly ties activities to CWMP page 5-5 priority areas and the HUC12-based implementation schedule spanning pages 5-14 through 5-116.

Tier 1 – Highest Priority

Direct Drainage Areas Adjacent to Surface Waters

Description

Areas directly draining to or hydraulically connected to priority waters, including:

- Lake Osakis
- Sauk River mainstem
- Sauk Lake
- Sauk River Chain of Lakes
- High-loading tributaries identified in CWMP/WRAPS

0–1,000 feet from lakes, rivers, or priority tributaries

Justification

- Highest phosphorus and sediment delivery
- Actions provide the greatest pollutant-reduction impact per dollar

Primary Practices

- Shoreline and streambank stabilization
- WASCObS, waterways, grade stabilizations
- Urban stormwater BMPs (bioretention, infiltration, amended soils)
- Wetland restorations positioned for immediate treatment benefits
- Riparian buffers and livestock exclusion fences

Tier 2 – Secondary Priority

Near-Water Contributing Areas (Mid-Slope & Uplands)

Description

Hydrologically connected uplands and mid-slope areas delivering runoff to Tier 1 waterbodies.

1,000–2,500 feet from lakes, rivers, or priority tributaries

Justification

- Major contributors of upland runoff and sediment

Primary Practices

- Cover crops, reduced tillage, nutrient management
- Prescribed grazing
- Diversions, water & sediment control structures
- Livestock waste management improvements

FY27 WBIF SRWC Grant Funding Request and Work Plan

- Erosion control structures

Tier 3 – Lower Priority

Broad Watershed Benefit Areas

Description

The outermost contributing lands with lower immediate hydrologic impacts.
Beyond 2,500 feet from surface waters

Justification

- Projects occur only when cost-effective, landowner-ready, or beneficial for long-term resilience.

Primary Practices

- Ecological or perennial plantings
- Large-scale soil health enrollment
- Broad outreach and behavior-change initiatives

B. Practice Selection Targeting

Across structural, non-structural, and livestock practices, selection criteria consistently use:

- modeling
- pollutant reduction estimates
- landowner willingness
- professional judgement
- mandatory project screening forms

C. Measurable Outcomes

Each Objective includes quantifiable deliverables (BMP counts, acreages, # designs, # studies, # landowners, # promotions, etc.).

D. Balanced Portfolio

The work plan's 13 objectives cover the full implementation spectrum:

- foundational (admin, TEA, planning)
- agricultural
- livestock
- non-structural
- wetland
- urban
- shoreline

FY27 WBIF SRWC Grant Funding Request and Work Plan

The Sauk WBIF-FY27 implementation approach establishes a clear targeting framework by combining a proximity-based Three-Tier Geographic Targeting system with rigorous practice-selection criteria and a balanced portfolio of activities.

Sauk River Watershed Collaborative

Operational Framework: Agreements, Policies, and Procedures

Purpose and Structure of the SRWC

The Sauk River Watershed Collaborative (SRWC) is an intergovernmental collaboration of counties, soil and water conservation districts, and the Sauk River Watershed District working together to implement the Sauk River Comprehensive Watershed Management Plan (CWMP) through the One Watershed, One Plan (1W1P) program.

The Collaborative is **not a separate government entity**; each member governs itself but coordinates through shared agreements, committees, and policies to carry out watershed implementation activities.

SRWC governance and operations are defined primarily by five foundational documents:

1. **Joint Powers Collaborative Agreement (JPCA)**
2. **Policy Committee Bylaws**
3. **Fiscal Agent Agreement**
4. **SRWC Policies**
5. **SRWC Procedures**

This high-level overview summarizes SRWC's core governing documents and procedures to help members understand how policies, agreements, committees, and workflows fit together to support implementation of the CWMP. This document is an informational summary and does not supersede any adopted SRWC policies, procedures, or agreements.

1. Joint Powers Collaborative Agreement (JPCA)

The JPCA establishes the legal framework for collaboration under Minnesota Statutes 103B, 103C, 103D, 103E, and 471.59.

Key functions of the JPCA include:

1.1 Purpose

- Provide the shared governance structure needed to implement the CWMP through the 1W1P program.
- Defines roles, responsibilities, and cooperative processes among the participating local governments.

1.2 Membership

- Includes counties, SWCDs, and the Sauk River Watershed District.

Sauk River Watershed Collaborative

Operational Framework: Agreements, Policies, and Procedures

- Members may join upon governing board resolution and approval of the Policy Committee.
- Members may exit with 180-day notice and must complete existing obligations.

1.3 Governance Bodies

The JPCA establishes several coordinating bodies:

- **Policy Committee** – Primary coordination body offering overall guidance and recommendations on policies, planning, and priorities. The Policy Committee provides coordinated guidance but does not have final decision-making authority for member LGUs.
- **Implementation Team** – Staff-level group that coordinates day-to-day implementation activities, evaluates needs, and provides recommendations.
- **Technical Committee** – Provides technical insight, analysis, and subject-matter guidance.
- **Plan Coordinator** – Administers SRWC coordination tasks and supports committees.
- **Fiscal Agent** – Manages financial activities for SRWC-related grants and funding streams.

1.4 General Requirements

- Members comply with relevant laws, agreements, and SRWC policies.
- Each member remains responsible for its own staff, contractors, and internal processes.
- Activities are carried out through each participating entity rather than through a standalone SRWC organization.

2. Policy Committee Bylaws

The Bylaws govern the conduct and operations of the Policy Committee, the SRWC's primary governing body.

2.1 Role of the Policy Committee

- Offers policy guidance related to implementation of the Sauk River CWMP.
- Reviews materials such as reports, proposed work plans, budgets, and modifications and forwards recommendations to member entities as appropriate.
- Provides direction on watershed priorities in alignment with the CWMP.

2.2 Membership

- One appointed member from each governing board; alternates permitted.
- Members serve while they maintain their governing board role.

Sauk River Watershed Collaborative

Operational Framework: Agreements, Policies, and Procedures

2.3 Officers and Duties

- Chair, Vice Chair, Secretary, and ex officio representative to the Implementation Team.
- Responsibilities include meeting management, maintaining records, and official communications.

2.4 Meetings

- Must comply with Open Meeting Law.
- Occur at least quarterly.
- Require quorum and follow Robert's Rules of Order.

2.5 Voting

- Simple majority for most recommendations.
- A Two-thirds supermajority is required for plan amendments or updates.

3. Fiscal Agent Agreement

Stearns County served as the Fiscal Agent from 2021–2026. Beginning in 2026, the Fiscal Agent role transferred to Stearns Conservation District.

3.1 Purpose of the Fiscal Agent

- Administer grant funds on behalf of the SRWC.
- Manage budgets, payments, reporting, documentation, and compliance requirements.

3.2 Key Responsibilities

- Apply for, accept, and manage WBIF and other SRWC-related grants.
- Maintain accounting systems, records, and audit compliance.
- Process reimbursement requests from member LGUs.
- Provide quarterly financial updates to the Plan Coordinator and Policy Committee.
- Ensure grant agreement conditions are met, including signage, data practices, and record retention.

3.3 Member Responsibilities Under the Fiscal Agent Agreement

- Submit required invoices, time tracking, and documentation.
- Follow BWSR Policies, BWSR Grant Administration Manual, and SRWC policies.
- Maintain compliance with grant-specific rules (e.g., eligibility timelines, procurement rules, prevailing wage where applicable).

Sauk River Watershed Collaborative

Operational Framework: Agreements, Policies, and Procedures

4. SRWC Policies

The SRWC uses a suite of policies to guide project funding, project implementation, education and outreach, work plan changes, and related operational procedures.

Below is a high-level overview of the primary policy areas.

4.1 Cost-Share Program Policy

Defines how SRWC partners work with land occupiers to implement on-the-ground projects that protect and restore priority water resources.

Key components:

- Eligible entities: LGUs that have adopted the CWMP and signed required agreements.
- Eligible activities: Projects aligned with the CWMP and WBIF work plan.
- Design and technical standards (NRCS FOTG, Stormwater Manual, engineering standards).
- Financial assistance limits (e.g., 75% max for structural practices).
- Required operation and maintenance plans.
- Consequences for failure to maintain practices.

4.2 Education & Outreach Program Policy

Defines how the SRWC funds and implements education and outreach projects in support of CWMP goals.

Includes:

- Eligibility requirements for LGUs.
- Alignment with biennial work plans and grant agreements.
- Required documentation for project review, approval, and reimbursement.
- Timeline expectations for project completion and LGU board approval.

4.3 Grant Work Plan and Budget Change Policy

Provides a mechanism for making minor or major adjustments to approved SRWC biennial work plans and budgets.

Key concepts:

- Distinguishes between minor changes (Implementation Team recommendation to Fiscal Agent) and major changes (Policy Committee recommendation to Fiscal Agent and/or BWSR approval required).
- Aligns with BWSR thresholds for work plan revisions or grant amendments.
- Requires transparency to Policy Committee and compliance with CWMP and grant agreements.

Sauk River Watershed Collaborative

Operational Framework: Agreements, Policies, and Procedures

5. Procedures

5.1 Project Procedures for Landowner/Occupier Contracts (Version 6.0)

These procedures outline the steps for implementing cost-share projects, including:

- Preliminary eligibility review.
- Technical and engineering documentation requirements.
- Implementation Team review and recommendation.
- Contracting requirements for LGUs, landowners, and contractors.
- Implementation oversight and certification.
- Reimbursement and reporting requirements.

The program emphasizes documentation quality, adherence to technical standards, and timely submission of materials for reimbursement and reporting.

5.2 Project Procedures for Education & Outreach projects (Version 1.0)

These procedures outline the steps for implementing education and outreach projects, including:

- Project review and approval
- Implementation
- Reimbursement
- Reporting

5.3 Reimbursement Checklist (Guide and updated checklist under development)

A standardized checklist ensures invoices, receipts, labor logs, and documentation meet BWSR and SRWC requirements.

Covers:

- Required details on invoices (dates, units, itemization, quantities, eligibility).
- Requirements for landowner/occupier reimbursements and in-kind contributions.
- Requirements for LGU staff time reimbursement.
- Submission steps and recordkeeping obligations.

5.4 Pollutant Reduction Calculation Standards

Outlines the required pollutant reduction calculation tools and documentation.

Sauk River Watershed Collaborative

Operational Framework: Agreements, Policies, and Procedures

How These Components Work Together

In practice, SRWC policies and procedures follow this general flow:

- **Governance & Direction**
 - The JPCA and Bylaws establish structures that enable entities to collaborate and provide coordinated guidance for watershed activities.
 - Committees (Policy, Implementation, Technical) review information, develop recommendations, and support alignment with the CWMP.
- **Financial Management**
 - Fiscal Agent administers funds and ensures compliance.
 - Partners submit reimbursement requests based on SRWC policies.
- **Program & Project Implementation**
 - Implementation Team and Technical Committee assist with project review, technical evaluation, and process guidance.
 - Policies ensure consistent project review, documentation, and implementation practices.
- **Transparency & Accountability**
 - Reporting requirements ensure compliance with BWSR grants.
 - Work plan and budget change processes maintain consistency with CWMP.

Document Type	Cooking Analogy
Joint Powers Collaborative Agreement (JPCA)	<i>"The blueprint that the whole house is built from."</i>
Policy Committee Bylaws	<i>"The house rules everyone follows in the kitchen."</i>
Fiscal Agent Agreement	<i>"The head chef who keeps the pantry stocked and the budget balanced."</i>
SRWC Policies	<i>"The recipe book that ensures every dish turns out the same way every time."</i>
SRWC Procedures	<i>"The step-by-step cooking instructions that make the recipe work."</i>

Sauk River Watershed Collaborative

Operational Framework: Agreements, Policies, and Procedures

Document Type	Purpose	What It Establishes	Role in SRWC
Joint Powers Collaborative Agreement (JPCA)	Defines the cooperative framework for implementing the Sauk River Comprehensive Watershed Management Plan (CWMP).	Membership structure, committee framework, roles of the Plan Coordinator and Fiscal Agent, and responsibilities of participating entities.	Provides the legal and organizational foundation for intergovernmental collaboration and coordinated watershed implementation.
Policy Committee Bylaws	Describe how the Policy Committee conducts its meetings and operations.	Membership structure, officer roles, meeting procedures, communication expectations, and decision-making processes.	Guides how the Policy Committee delivers coordinated guidance, oversight, and recommendations related to CWMP implementation.
Fiscal Agent Agreement	Assigns fiscal and grant administration responsibilities for SRWC's Watershed-Based Implementation Funding (WBIF) and related grants.	Fiscal Agent duties; member responsibilities for documentation, reporting, compliance, accounting, and record retention.	Ensures consistent and compliant financial management, reimbursement processing, and grant reporting across all participating entities.
SRWC Policies	Standardize how projects, funding, program activities, and work plan changes are conducted under the CWMP.	Eligibility criteria, documentation requirements, technical standards, financial assistance limits, and work plan change processes.	Provide consistent expectations and workflows for project review, funding decisions, implementation support, and alignment with CWMP and grant agreements.
SRWC Procedures	Outline step-by-step instructions for implementing SRWC programs, including project review, contracting, technical documentation, reimbursement, and reporting.	Processes for landowner contracts, E&O projects, reimbursement, pollutant-reduction calculations, and recordkeeping.	Operationalize SRWC policies by providing clear procedures that ensure efficient project delivery, compliance, and documentation quality.

Proposed amendment to Sauk River Watershed Collaborative Project Program Policy for Watershed-Based Implementation Funding Grants

Page 3 – Current Language

5. Reimbursements for Technical and Engineering Assistance

LGU's that provide technical and engineering assistance for projects and practices under this program are eligible for up to actual costs of documented work hours using BWSR Billing Rate Calculators, with a cap of 20% per project/practice. This includes Technical Assistance Provider(s) listed in section 3 above.

For projects where TEA exceeds 20%, the LGU may request reimbursement for this overage through the Implementation Team provided there are TEA funds unencumbered in the WBIF. The Implementation Team will consider these requests on a case by case basis.

The issue: administratively burdensome as project costs change throughout a project timeline and results in uncertainty for LGUs and Fiscal Agent on remaining budgets.

Proposed Language

5. Reimbursements for Technical and Engineering Assistance

Technical support to plan, design, review, implement, inspect, certify, and develop O&M plans for projects. Eligible efforts include assessments, surveys, conceptual/final design, construction oversight, installation verification, and inspections. Funding allocations are determined during grant funding requests/work plan development; LGUs may invoice documented staff hours using approved BWSR billing rates/tools. All SRWC-funded activities must align with the CWMP, SRWC biennial work plans, applicable grant work plans, BWSR policies, and accepted technical standards (NRCS FOTG, Minnesota Stormwater Manual, or comparable engineering standards).

Why this works:

- During grant work plan development, LGUs communicate their need and are allocated a set budget amount. It is the LGUs' responsibility to manage their allocation amount when budgeting for their staff time to work on projects in the Sauk River Watershed.
- If a LGU determines there is an additional need for TEA funds and the SRWC determines funds are available, then utilize the SRWC work plan changes policy.
- Easier to track, communicate, and understand remaining budget.

Alternative Option: Revamp the SRWC Policies

At a minimum, we need the SRWC Policy Manual to define:

Committee Operations

- Provide a concise operational restatement of committee roles.
- Improve accessibility for staff who do not regularly read the JPCA or bylaws.

Eligibility Requirements

- Define who may access SRWC-administered grant funds (participating LGUs meeting CWMP adoption, JPCA signature, Fiscal Agent Agreement requirements).

Cost-Share Limits

- State local maximums (75%, 90%, EQIP flat-rate).
- Reference member cost-share policies when compatible with grant requirements.

Program Area Definitions

- SRWC adopts BWSR's Activity Categories for defining program areas, except where SRWC policies specify additional requirements or clarifications.

Assurance Requirements

- Contracts
- Easements
- Other tools securing project functionality for its lifespan
- O&M, Lifespan, and Failure Rules
- SRWC follows BWSR's O&M and lifespan requirements and adds SRWC-specific requirements as needed to meet CWMP goals.
 - CIP lifespan ≥ 25 years
 - Repayment up to 150% for lack of maintenance
 - Design/construction failures = designer/contractor responsibility
 - Acts of God = case-by-case

Budget Change Process

- Must follow grantor thresholds.
- SRWC policy defines internal communication and routing expectations.

Eligibility / Ineligibility Rules

- SRWC follows BWSR's grant eligibility and Activity Category definitions unless SRWC policies specify additional requirements necessary to implement the CWMP. SRWC eligibility and priorities are guided by CWMP and SRWC work plans.
 - BWSR defines **broad eligibility** (what's allowed).
 - SRWC defines **local eligibility** (what fits CWMP priorities).
 - Identify BWSR-eligible items that SRWC chooses not to fund (e.g., well sealing, if not aligned with CWMP priorities).

DRAFTED – 9a. SRWC Policy Manual Streamlined

Sauk River Watershed Collaborative Policy Manual

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1. Introduction & Authority

1.1 Purpose

This manual consolidates Sauk River Watershed Collaborative (SRWC) policies supporting implementation of the Sauk River Comprehensive Watershed Management Plan (CWMP).

1.2 Governance & Supremacy

SRWC committees serve in an advisory capacity; member governing boards retain approval authority. Joint Powers Collaborative Agreement (JPCA) supersedes all policies.

1.3 Foundational Documents

This manual must be read in context with the JPCA, Policy Committee Bylaws, and Fiscal Agent Agreement.

1.4 Definitions

- **SRWC:** Collaboration of member LGUs implementing the CWMP; not a separate governmental entity.
- **Policy Committee (PC):** Board representatives providing guidance and recommendations.
- **Implementation Team (IT):** Staff and Plan Coordinator coordinating implementation and forwarding recommendations.
- **Technical Committee:** Technical advisors (IT, agencies, experts).
- **Plan Coordinator:** Admin support, tracking, reporting, web communications.
- **Fiscal Agent:** Stearns County; administers SRWC grant funds, accounting, reimbursements, reporting.
- **LGU:** Participating county, SWCD, or watershed district that adopted the CWMP and executed required agreements

1.5 Administrative Procedures

Implementation Team and Fiscal Agent may update procedures consistent with this manual.

2. Governance & Roles

- **Policy Committee (PC):** Reviews work plans, budgets, and reports; forwards recommendations to member governing boards; coordinates with IT and Fiscal Agent.
- **Implementation Team (IT):** Coordinates program/project details, reviews project requests, and forwards recommendations for actions (e.g., fund encumbrance) within approved grant objectives.
- **Technical Committee:** Provides technical analysis and recommendations to support implementation.
- **Plan Coordinator:** Manages agendas/minutes/tracking; supports committees; coordinates reporting and web updates.
- **Fiscal Agent:** Applies for/administers grants; maintains separate funds; processes reimbursements; completes required reporting and provides periodic accounting.

3. Eligibility & Participation

An LGU is eligible to participate in SRWC-administered grant programs when it has:

- Adopted the Sauk River CWMP,
- Signed the SRWC Joint Powers Collaborative Agreement (JPCA), and
- Executed the SRWC Fiscal Agent Agreement.

Only LGUs meeting these requirements may request or administer SRWC program funding. Eligibility for specific program areas must align with the CWMP, SRWC biennial work plans, and applicable grant work plans.

4. General Policies

4.1 Alignment & Standards

All SRWC-funded activities must align with the CWMP, SRWC biennial work plans, applicable grant work plans, BWSR policies, and accepted technical standards (NRCS FOTG, Minnesota Stormwater Manual, or comparable engineering standards).

4.2 Documentation

Maintain maps, designs/specs, permits, pollutant-reduction calculations, O&M plans, and reimbursement records; store per LGU retention policies and grant rules (e.g., BWSR requirements).

4.3 Operation & Maintenance

Structural projects must include an O&M plan specifying maintenance needs, schedules, responsible parties, and inspection procedures. SRWC follows BWSR's O&M and lifespan requirements and adds SRWC-specific requirements where needed to ensure projects meet CWMP goals.

4.4 Project Assurances & Failures

LGUs must secure adequate assurances (contract terms, easements, or tools) to ensure practices remain functional for their intended lifespan. Failure attribution:

- Lack of maintenance: Land occupier may be liable for up to 150% repayment.
- Design/construction flaw: Responsible party is liable.
- Acts of God: Corrective funding may be considered case-by-case within grant terms.

4.5 Financial Assistance

- **Allocations & Staff Billing:** Funding allocations are determined during grant funding requests/work plan development; LGUs may invoice documented staff hours using approved BWSR billing rates/tools.
- **Member Policies:** Each Member may follow an internal cost-share policy for implementing on-the-ground projects and practices within the following restrictions. Members must provide the Fiscal Agent with the Member's active cost-share policies, the effective dates and submit updating policies within thirty (30) days from taking effect.
- **(Structural Only) Maximum percent-based on receipts or invoices.** The maximum cost share percent-rate utilizing SRWC grant funds is ninety percent (90%) of the installation cost. Non-MRSCWE funds combined may not exceed 100% of the total project or practice installation cost and may not be from the same funding source (state matching state, federal matching federal, etc.)
- **(Non-Structural Only) Maximum flat-rate.** The maximum cost share flat-rate utilizing SRWC funds is the current EQIP rate or Historically Unserved Rate for the non-structural practice proposed, rounded up to the nearest \$5 increment. The contract should denote that payment will occur as a lump sum, to be paid after year one of the contract is completed.
- **Capital Improvements:** Maximum SRWC reimbursement percentage is set during grant work plan development and may not exceed granting agency limits; member LGUs may apply stricter local policies.

4.6 Reimbursements

Invoices/receipts must include dates, itemization (materials/labor/equipment), units, quantities, and correct totals; exclude unallowable costs (e.g., late fees). Staff time must show hours, rates, dates, and totals; include the applicable grant. Land occupier contracts require signed voucher(s) and compliant supporting documentation; partial payments may be issued when proportionally certified by the technical representative and within contract timelines.

4.7 Land Occupier In-Kind Labor

Land occupiers must maintain an in-kind labor log (dates, activities, hours, rate categories) and equipment hours; submit documentation for materials or mileage. All labor and equipment rates must be based on the most recent rates adopted by Member policy, such as Iowa Farm Custom Rate Survey, unless a grantor requires otherwise.

4.8 Local LGU Policies

LGUs must follow their governing board–approved cost-share, reimbursement, and in-kind policies in addition to SRWC policies, except where they conflict with applicable grant requirements.

4.9 Funding & Budget Changes

SRWC follows all budget amendment and work plan revision requirements established by the granting agency (e.g., BWSR). Thresholds for minor changes, work plan revisions, and grant agreement amendments are determined by the grantor, not SRWC.

The JPCA establishes that SRWC committees serve in an advisory capacity and that member governing boards retain final approval authority where required.

Within that framework, SRWC uses the following internal routing process for budget changes:

- **Minor Changes (within grantee discretion):** When the granting agency allows a budget shift under grantee discretion, the Implementation Team may review the requested change and forward a recommendation to the Fiscal Agent to proceed. The Policy Committee is informed at its next meeting. All changes must remain consistent with SRWC policies and the CWMP.
- **Work Plan Revisions (grantor approval required):** If a change exceeds the granting agency's minor-change threshold or alters project scope or outcomes, the Implementation Team reviews the request and forwards a recommendation to the Policy Committee. Upon Policy Committee concurrence, the Fiscal Agent submits the revision request to the granting agency.

- Grant Agreement Amendments (governing board action required): When the granting agency requires a formal amendment (e.g., grant period extension or substantial budget reallocation), the member governing boards act first in accordance with the JPCA. Following board action, the Fiscal Agent submits the amendment request to the granting agency.

All budget adjustments accumulate toward grantor thresholds and follow the most current version of the granting agency's administrative policies.

5. Program-Specific Policies

SRWC adopts BWSR's Activity Categories for defining program areas (e.g., Project Development, Technical & Engineering Assistance, Education & Outreach, Planning & Assessment, Capital Improvements), except where SRWC policies specify additional requirements or clarifications needed to implement the CWMP.

5.1 Cost-Share Program

Funds on-the-ground practices that protect/restore priority resources consistent with CWMP and SRWC work plans. See §3 for alignment, standards, O&M, assurances, failures, reimbursement, and in-kind requirements. Program-specific rules: structural and nonstructural financial assistance limits per §3.5.

5.2 Education & Outreach

Activities that increase civic engagement and stewardship consistent with CWMP goals (e.g., citizenship program, targeted outreach, educational programming). Funding allocations and staff billing follow §3.5; documentation follows §3.2.

5.3 Project Development

Early-stage work to identify opportunities, engage landowners/communities, assess feasibility, and gather technical information prior to design/implementation (e.g., outreach, preliminary investigations, data collection, conceptual planning). Funding/staff billing per §3.5.

5.4 Technical & Engineering Assistance

Technical support to plan, design, review, implement, inspect, certify, and develop O&M plans for projects. Eligible efforts include assessments, surveys, conceptual/final design, construction oversight, installation verification, and inspections. Funding/staff billing per §3.5; standards per §3.1.

5.5 Planning, Assessment, & Studies

Technical/analytical/planning work to advance CWMP strategies (e.g., watershed assessments, feasibility analyses, modeling, monitoring-related assessments, prioritization studies, program development research, decision-support tools). Funding/staff billing per §3.5.

5.6 Capital Improvement Projects

Major structural projects (expected lifespan ≥ 25 years) designed to protect/restore priority water resources as identified in the CWMP. Eligible when defined as capital improvements in the CWMP, designed to accepted standards (§3.1), and supported by contributing watershed conditions. Ineligible activities include projects misaligned with the CWMP or grant work plan, practices required by law, or projects that cannot function due to uncontrolled upstream factors. Financial assistance limits per §3.5; O&M, assurances, failures per §3.3–§3.4.

6. Financial Management & Fiscal Agent Responsibilities

The Fiscal Agent presents grants to its board; administers disbursement of public funds per grant agreements; maintains accounting/records; completes required reporting (e.g., eLINK); and provides quarterly accounting to the PC and Plan Coordinator. Reimbursement processing follows §3.6.