

Meeting Minutes
Bois de Sioux & Mustinka Joint Comprehensive Watershed Plan
Policy Committee
September 2, 2021 at 1:00 pm
PHONE CONFERENCE CALL & ONLINE SCREENSHARE & IN PERSON

<u>Member Organizations</u>	<u>Committee Representative</u>	<u>Designated Alternate</u>
Big Stone County	Commissioner Jay Backer	
Big Stone SWCD	Supervisor Dan Morrill	Supervisor Lon Moen [Absent]
Grant County	Commissioner Bill LaValley	Commissioner Doyle Sperr [Absent]
Grant SWCD	Supervisor Randy Larson [Absent]	Sup. Odell Christenson [Absent]
Otter Tail County	Commissioner Kurt Mortenson	Com. Lee Rogness [Absent]
West Otter Tail SWCD	Supervisor John Walkup	Supervisor Richard Viger [Absent]
Stevens County	Commissioner Ron Staples	Commissioner Neil Wiese [Absent]
Stevens SWCD	Supervisor Greg Fynboh	Supervisor Debbie Anderson [Absent]
Traverse County	Commissioner Tom Monson	Commissioner Kayla Schmidt [Absent]
Traverse SWCD	Supervisor Chester Raguse [Absent]	Supervisor Doug Frisch
Wilkin County	Commissioner Eric Klindt	Commissioner Dennis Larson [Absent]
Wilkin SWCD	Supervisor Kyle Gowin [Absent]	Supervisor Josh Deal [Absent]
Bois de Sioux Watershed	Manager Linda Vavra	Manager Allen Wold [Absent]

Also Present

Pete Waller, BWSR	Reed Peterson, Grant SWCD	Jamie Beyer, BdSWD
Jamie Beyer, BdSWD	Greg Lillemon, Grant County	
Bob Guetter, NRCS	Jared House, Grant SWCD	

1. Call to order. Approval of Claims and Minutes.

Vavra motioned, seconded by Backer to approve the April 1, 2021 Minutes. Motion carried.

2. Update on Implementation Grant & Work Activities

Beyer gave a brief presentation on the Joint Comprehensive Watershed Management Plan, then described the work that has taken place over the past 6 months by the 13 partners:

1. Projects, Practices, and Capital Improvement Program

Development of Doran Creek Restoration, Wilkin & Traverse Cover Crop Programs, Construction of Phases 1 & 2 of the Lake Traverse Water Quality Improvement Project, Design of Phase 3 of the Lake Traverse Water Quality Improvement Project, Repair of Judicial Ditch #6, Well Sealings, Otter Tail Water and Sediment Basin Installation, Elbow and Samantha Lake Project, Redpath Flood Impoundment and Mustinka River Rehabilitation Development, Eldorado/TCD #37/TCD #8 Project Development, Big Lake Flood Control Project, Traverse SWCD/BdSWD Lined Waterways Project, Traverse CREP Easement

2. Regulatory Program

Reviews & Updates to Bylaws, Rules & Policies, Public Drainage Systems & Permitting, Reviews & Updates to Ordinances, Construction Erosion Control, Shoreland Management, Feedlot Regulation, Floodplain Management, Buffer Rule, Bluffland Protection, Wetland Conservation, Comprehensive and Land Use Planning, Subsurface Sewage Treatment Systems, Solid Waste Management, Aquatic Invasive Species, Wellhead Protection, Revision to Southern Boundary

3. Data Collection Program

Stream Gage Collection Sites, Project Specific Estimating & Modeling, Drainage System Inspections, 2021 LiDAR Collection for Both Watersheds, River Watch

4. Education & Outreach Program

River Watch, Water Fest, Project Tours, Conservation Days, Newsletters, Volunteer Activities, Citizen/LGU Surveys, Envirothons, Educational Materials, Public Meetings, Virtual Engagement, Soil Demo Plots, Field Days, County Fair

5. Operations & Maintenance Program

Constructed CIP's & Facilities, Legal Drainage Systems, Natural & Artificial Watercourses

Some of the activities listed are eligible for reimbursement through the Watershed Based Implementation Fund.

WATERSHED BASED IMPLEMENTATION FUNDS Budget & Expense Report 2021 - 2023

WBIF GRANT ACTIVITY	GRANT BUDGET	SUM OF REQUESTS	SUM OF ACTUAL EXPENDITURES PAID TO DATE	REQUESTS + ACTUAL	BUDGET REMAINING
Agricultural Practices - Wilkin	\$105,000.00	\$ -	\$ -	\$ -	\$ 105,000.00
BMP Construction (JD #6)	\$148,000.00	\$ -	\$ -	\$ -	\$ 148,000.00
Project Development (Doran Creek)	\$115,000.00	\$ -	\$ 15,724.82	\$ 15,724.82	\$ 99,275.18
Administration/Coordination*	\$25,000.00	\$ -	\$ 4,764.02	\$ 4,764.02	\$ 20,235.98
Non-Structural Management Practices	\$100,000.00	\$ 21,888.00	\$ -	\$ 21,888.00	\$ 78,112.00
Progress Tracking and Evaluation	\$10,000.00	\$ 2,460.00	\$ 160.00	\$ 2,620.00	\$ 7,380.00
Project Development	\$194,000.00	\$ 1,860.00	\$ 1,176.00	\$ 3,036.00	\$ 190,964.00
Project Installation/Const. (LTWQIP)	\$325,000.00	\$ -	\$ -	\$ -	\$ 325,000.00
Project Installation/Const. (LTWQIP Cost Share)	\$106,452.00	\$ -	\$ -	\$ -	\$ 106,452.00
Technical/Engineering	\$41,000.00	\$ -	\$ -	\$ -	\$ 41,000.00
Well Sealing	\$1,522.00	\$ 800.00	\$ -	\$ 800.00	\$ 722.00
TOTAL	\$ 1,170,974.00	\$ 27,008.00	\$ 21,824.84	\$ 48,832.84	\$ 1,122,141.16

Beyer has been informally notified that applications will be available early 2022 for a second Watershed Based Implementation Fund grant, that would be disbursed later in 2022. Beyer relayed that the Steering Committee met earlier today, and that SWCD's are finding it difficult to implement cover crops under the current grant constraints. The current grant expires 12/31/2023, and to be WBIF grant eligible, cover crops must be utilized for 3 consecutive years. The SWCD's will meet over the next month to discuss whether outside funds should be used to compensated landowners for cover crop contract terms outside of the grant period, whether an extension should be requested, to extend the current grant period to 12/31/2024, or whether current grant funds should be used for landowner contact/project development/reallocation and the second, 2022 WBIF grant should be used for cover crop cost-share for contracts to begin in 2022.

Beyer asked if the committee wanted to continue to meet every 6 months. Policy Committee members requested that they meet quarterly.

THE NEXT MEETING WILL BE HELD JANUARY 6th AT 1 PM

**WATERSHED BASED IMPLEMENTATION FUNDS
Budget & Expense Report
2021 - 2023**

	WBIF GRANT ACTIVITY	SOURCE	GRANT BUDGET	SUM OF ACTUAL EXPENDITURES PAID TO DATE	REQUIRED MATCH
1	Agricultural Practices	WBIF State Grant	\$105,000.00	\$ -	\$ -
2	BMP Construction (JD #6)	WBIF State Grant	\$148,000.00	\$ 148,000.00	\$ -
3	Project Development (Doran Creek)	WBIF State Grant	\$115,000.00	\$ 89,876.87	\$ -
4	Administration/Coordination*	WBIF State Grant	\$25,000.00	\$ 6,719.39	\$ -
5	Non-Structural Management Practices	WBIF State Grant	\$100,000.00	\$ -	\$ -
6	Progress Tracking and Evaluation	WBIF State Grant	\$10,000.00	\$ 720.00	\$ -
7	Project Development	WBIF State Grant	\$194,000.00	\$ 6,256.25	\$ -
8	Project Installation/Const. (LTWQIP)*	WBIF State Grant	\$325,000.00	\$ -	\$ -
9	Project Installation/Const. (LTWQIP Cost Share)	Local Fund Match	\$106,452.00	\$ -	\$ 106,452.00
10	Technical/Engineering	WBIF State Grant	\$41,000.00	\$ 775.01	\$ -
<u>11</u>	<u>Well Sealing</u>	<u>WBIF State Grant</u>	<u>\$1,522.00</u>	<u>\$ -</u>	<u>\$ -</u>
	TOTAL		\$ 1,170,974.00	\$ 252,347.52	\$ 106,452.00

WATERSHED BASED IMPLEMENTATION FUNDS
 Budget & Expense Report
 2021 - 2023

	WBIF GRANT ACTIVITY	SOURCE	GRANT BUDGET	SUM OF REQUESTS	SUM OF EXPENDITURES PAID TO DATE	REQUESTS + ACTUAL	REQUIRED MATCH	BUDGET REMAINING	BUDGET SPENT
<i>for SWCD's</i>	1 Agricultural Practices	WBIF State Grant	\$40,000.00	\$ -	\$ -	\$ -	\$ -	\$40,000.00	0%
<i>for SWCD's</i>	1 Agricultural Practices - Wilkin	WBIF State Grant	\$65,000.00	\$ -	\$ -	\$ -	\$ -	\$65,000.00	0%
	2 BMP Construction (JD #6)	WBIF State Grant	\$148,000.00	\$ -	\$ 148,000.00	\$ 148,000.00	\$ -	\$0.00	100% DONE
	3 Project Development (Doran Creek)	WBIF State Grant	\$115,000.00	\$ -	\$ 89,876.87	\$ 89,876.87	\$ -	\$25,123.13	78% Nearly Done
	4 Administration/Coordination	WBIF State Grant	\$25,000.00	\$ -	\$ 6,719.39	\$ 6,719.39	\$ -	\$18,280.61	27%
<i>for SWCD's</i>	5 Non-Structural Management Practices - Grant	WBIF State Grant	\$13,000.00	\$ -	\$ -	\$ -	\$ -	\$13,000.00	0%
<i>for SWCD's</i>	5 Non-Structural Management Practices - Otter Tail	WBIF State Grant	\$6,000.00	\$ -	\$ -	\$ -	\$ -	\$6,000.00	0%
<i>for SWCD's</i>	5 Non-Structural Management Practices - Traverse	WBIF State Grant	\$45,000.00	\$ 21,888.00	\$ -	\$ 21,888.00	\$ -	\$23,112.00	49%
<i>for SWCD's</i>	5 Non-Structural Management Practices - Wilkin	WBIF State Grant	\$36,000.00	\$ -	\$ -	\$ -	\$ -	\$36,000.00	0%
	6 Progress Tracking and Evaluation	WBIF State Grant	\$10,000.00	\$ 1,900.00	\$ 720.00	\$ 2,620.00	\$ -	\$7,380.00	26%
<i>for SWCD's</i>	7 Project Development - Big Stone	WBIF State Grant	\$17,460.00	\$ 310.00	\$ 196.00	\$ 506.00	\$ -	\$16,954.00	3%
<i>for SWCD's</i>	7 Project Development - Grant	WBIF State Grant	\$48,500.00	\$ 310.00	\$ 1,996.25	\$ 2,306.25	\$ -	\$46,193.75	5%
<i>for SWCD's</i>	7 Project Development - Otter Tail	WBIF State Grant	\$23,280.00	\$ 310.00	\$ 196.00	\$ 506.00	\$ -	\$22,774.00	2%
<i>for SWCD's</i>	7 Project Development - Stevens	WBIF State Grant	\$25,220.00	\$ 310.00	\$ 196.00	\$ 506.00	\$ -	\$24,714.00	2%
<i>for SWCD's</i>	7 Project Development - Traverse	WBIF State Grant	\$52,380.00	\$ 310.00	\$ 3,476.00	\$ 3,786.00	\$ -	\$48,594.00	7%
<i>for SWCD's</i>	7 Project Development - Wilkin	WBIF State Grant	\$27,160.00	\$ 310.00	\$ 196.00	\$ 506.00	\$ -	\$26,654.00	2%
	8 Project Installation/Construction (LTWQIP)	WBIF State Grant	\$325,000.00	\$ -	\$ -	\$ -	\$ -	\$325,000.00	0%
	9 Project Installation/Construction (Match)	Local Fund Match	\$106,452.00	\$ -	\$ -	\$ -	\$ 106,452.00	\$0.00	100% DONE
<i>for SWCD's</i>	10 Technical/Engineering	WBIF State Grant	\$28,000.00	\$ -	\$ 775.01	\$ 775.01	\$ -	\$27,224.99	3%
<i>for SWCD's</i>	10 Technical/Engineering - Wilkin	WBIF State Grant	\$13,000.00	\$ -	\$ -	\$ -	\$ -	\$13,000.00	0%
	11 Well Sealing	WBIF State Grant	\$1,522.00	\$ 800.00	\$ -	\$ 800.00	\$ -	\$722.00	53%
	TOTAL		\$ 1,170,974.00	\$ 26,448.00	\$ 252,347.52	\$ 278,795.52	\$ 106,452.00	\$ 785,726.48	

WATERSHED BASED IMPLEMENTATION FUNDS

Actual/Paid Expenses Only (Encumbrances/Requests Not Included)

2021 - 2023

Partner LGU	#1 - Ag Practices			#5 - Non-Structural Mgmt Practices			#7 - Project Development			#10 - Technical/Engineering			Totals			
	Budget	Expenses	Balance	Budget	Expenses	Balance	Budget	Expenses	Balance	Budget	Expenses	Balance	Budget	Expenses	Match	Balance
Big Stone SWCD	\$ -	\$ -	\$ -				\$ 17,460.00	\$ 196.00	\$ 17,264.00				\$ 17,460.00	\$ 196.00	\$ -	\$ 17,264.00
Grant SWCD	\$ -	\$ -	\$ -	\$ 13,000.00	\$ -	\$ 13,000.00	\$ 48,500.00	\$ 1,996.25	\$ 46,503.75				\$ 61,500.00	\$ 1,996.25	\$ -	\$ 59,503.75
Otter Tail SWCD	\$ -	\$ -	\$ -	\$ 6,000.00	\$ -	\$ 6,000.00	\$ 23,280.00	\$ 196.00	\$ 23,084.00				\$ 29,280.00	\$ 196.00	\$ -	\$ 29,084.00
Stevens SWCD	\$ -	\$ -	\$ -				\$ 25,220.00	\$ 196.00	\$ 25,024.00				\$ 25,220.00	\$ 196.00	\$ -	\$ 25,024.00
Traverse SWCD	\$ -	\$ -	\$ -	\$ 45,000.00	\$ -	\$ 45,000.00	\$ 52,380.00	\$ 3,476.00	\$ 48,904.00				\$ 97,380.00	\$ 3,476.00	\$ -	\$ 93,904.00
Wilkin SWCD	\$ 65,000.00	\$ -	\$ 65,000.00	\$ 36,000.00	\$ -	\$ 36,000.00	\$ 27,160.00	\$ 196.00	\$ 26,964.00	\$ 13,000.00	\$ -	\$ 13,000.00	\$ 141,160.00	\$ 196.00	\$ -	\$ 140,964.00
Unallocated	\$ 40,000.00	\$ -	\$ 40,000.00							\$ 28,000.00	\$ 775.01	\$ 27,224.99	\$ 68,000.00	\$ 775.01	\$ -	\$ 67,224.99
Totals	\$ 105,000.00	\$ -	\$ 105,000.00	\$ 100,000.00	\$ -	\$ 100,000.00	\$ 194,000.00	\$ 6,256.25	\$ 187,743.75	\$ 41,000.00	\$ 775.01	\$ 40,224.99	\$ 440,000.00	\$ 7,031.26	\$ -	\$ 432,968.74

BDSWD	#11 - Well Sealing (Unallocated)	\$ 1,522.00	\$ -	\$ -	\$ 1,522.00
	#2 - BMP Construction JD #6 (BdSWD)	\$ 148,000.00	\$ 148,000.00	\$ -	\$ -
	#3 - Project Development Doran Creek (BdSWD)	\$ 115,000.00	\$ 89,876.87	\$ -	\$ 25,123.13
	#8 - Project Installation/Construction LTWQIP (BdSWD)	\$ 325,000.00	\$ -	\$ -	\$ 325,000.00
	#9 - Project Installation/Construction Match LTWQIP (BdSWD)	\$ 106,452.00	\$ -	\$ 106,452.00	\$ 106,452.00
	#4 - Administration (BdSWD)	\$ 25,000.00	\$ 6,719.39	\$ -	\$ 18,280.61
#6 - Progress Tracking/Evaluation (Unallocated)	\$ 10,000.00	\$ 720.00	\$ -	\$ 9,280.00	
Total WBIF		\$ 1,170,974.00	\$ 252,347.52	\$ 106,452.00	\$ 918,626.48

WATERSHED BASED IMPLEMENTATION FUNDS

Disbursements Report

2021 - 2023

WBIF 01-01	\$ 21,824.84	BDSWD	\$ 253,147.52
WBIF 01-02	\$ 47,133.05	BDSWD	
WBIF 01-03	\$ 2,575.26	GRANT SWCD	
WBIF 01-04	\$ 180,814.37	BDSWD	
WBIF 01-05	\$ 800.00	TRAVERSE SWCD*	*will be approve 01/20/22

WATERSHED BASED IMPLEMENTATION FUNDS
Milestone Report
2021 - 2023

Plan Implementation Milestones		FY2020-2021 Workplan												Year 2023											
		Year 2021						Year 2022						Year 2023											
		J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
WATERSHED	#1 - Grant Administration and Plan Coordination																								
	Task 1: Execute Grant Agreement & Work Plan		X	X																					
	Task 2: Fiscal Accounting & Record Keeping			X	X	X	X	X	X	X	X	X	X												
	Task 3: Grant Reporting																								
	Task 4: Committee Meetings				X	X	X	X	X	X	X	X	O												
	Task 4: BWSR Work Plan Meeting (as requested by BC/CWS)																								
SWCD'S	#7 - Project Development																								
	Task 1: Marketing and Outreach								X																
	Task 2: Landowner Contacts & Site Visits								X	X	X														
	#10 - Technical and Engineering																								
	Task 1: Project Survey and Design																								
	Task 2: Project Construction Inspection and Certification																								
WATERSHED	#1, #5, #11 - BMP Implementation																								
	Task 1: Agricultural Practices																								
	Task 2: Non-Structural Management Practices								X	X	X														
	Task 3: Well Sealing								X	X	X	X													
	#3 - Doran Creek - Lake Traverse Planning Region																								
	Task 1: Finalize project design and engineers report		X	X	X	X	X	X	X	X	X	X													
	Task 2: Secure required permits (MN DNR, USACE, Others)																								
	Task 3: Landowner outreach																								
WATERSHED	#2 - JD #6 MDM Retrofits - Rabbit River Planning Region																								
	Task 1: Construction Bidding and Contracting		X	X	X																				
	Task 2: Project Construction					X	X	X	X	X	X														
	#8, #9 - LTWQIP - Lake Traverse Planning Region																								
	Task 1: Phase 1: Construction Complete		X	X	X	X	X	X	X																
	Task 2: Phase 2: Hwy 27 Stabilization- Final Design and Permitting			X	X	X	X	X	X	O	O														
	Task 3: Phase 2: Construction (as funding allows)											X	X												
	Task 4: Phase 3: Upstream Channel Stabilization - Preliminary Design and Permitting						X	X	X	X	X	X													
	Task 5: Phase 3: Construction (as funding allows)																								
	#6 - Progress Tracking and Evaluation																								
	Task 1: Review Existing Tools, Methods, etc.		X	X	X																				
	Task 2: Develop Bds-Mustinka WD Tools, Forms, Method, etc.			X	X	X	X	X	X	X	X	O													

Year 1 Milestones	Year 2 Milestones	Year 3 Milestones
25 Landowner Contacts completed for NS Practices	25 Landowner Contacts completed for NS Practices	Evaluated during work planning for FY2023-2024 WBIF
Approve cost-share policies as needed DONE	Contact all landowners within Doran Creek Subwatershed	
Complete JD#6 MDM Projects DONE	Complete 2+ well sealings DONE	
Complete LTWQIP Phase 1 DONE	Enroll 500 acres for NS management practices	
5% of Landowners contacted in planning region		
Implement 20 agricultural practices		