

**Meeting Minutes**  
**Bois de Sioux & Mustinka Joint Comprehensive Watershed Plan**  
**Steering Committee Meeting**  
**03/04/2021 at 9:00 am**  
**by conference call and screenshare**

<u><b>Member Organizations</b></u>	<u><b>Committee Representative</b></u>	<u><b>Designated Alternate</b></u>
Big Stone County	Danny Tuckett	Darren Wilke <b>[Absent]</b>
Big Stone SWCD	Tammy Neubauer	
Grant County	Greg Lillemon	
Grant SWCD	Jared House	
West Otter Tail SWCD	Brad Mergens	Ben Underhill
Otter Tail County	Kyle Westergard <b>[Absent]</b>	
Stevens County	Bill Kleindl	
Stevens SWCD	Matt Solemsaas	
Traverse County	Lynn Siegel	Bruce Johnson <b>[Absent]</b>
Traverse SWCD	Sara Gronfeld	Bruce Johnson <b>[Absent]</b>
Wilkin County	Breanna Koval <b>[Absent]</b>	
Wilkin SWCD	Craig Lingen	Don Bajumpaa <b>[Absent]</b>
Bois de Sioux Watershed	Jamie Beyer	Linda Vavra

**CC:**

BWSR	Pete Waller
BWSR	Henry Van Offelen <b>[Absent]</b>
Moore Engineering	Tara Ostendorf

**Approve Minutes & Claim:** Solemsaas motioned, seconded by House, to approve the January 7, 22 & 28 meeting minutes. Motion carried. Beyer reported that we are waiting for final invoices from Moore Engineering and Houston Engineering. The invoice from Ohnstad & Twichell has been received. Gronfeld stated that the invoices submitted in the meeting packet (\$4597.50 for Moore Engineering and \$1760 for Ohnstad Twichell) looked appropriate.

**Update on Planning Grant:** With the invoices received so far, \$223,739.86 of the \$271,879.00 grant has been expended. Beyer has been in contact with BWSR to complete reconciliation, but is awaiting two final invoices. It is possible that not all of the grant funds will be spent, and Waller indicated in that case, it may be possible that the final 10% of the grant will not be released.

**Update on LGU Resolutions to Adopt the Plan:** All 13 LGU's have passed resolutions and have provided copies.

**Update on Approval of Memorandums of Agreement:** All 13 LGU's have signed the MOA's and have provided copies of the respective signature pages.

**Discuss Policy & Steering Committee Guidelines:** Committee members discussed, section by section, the proposed guidelines and recommended changes and additions. The guidelines will be presented to the Policy Committee, returned to Attorney Croaker for revisions, and then distributed to the Policy and Steering Committee members for

**Update on Grant Agreement, WBIF and Next Steps:**

- Workplan and Budget: A workplan has been submitted and edits have been recommended by BWSR staff. Jamie will work on the edits and will meet with BWSR next Monday to finalize. The Grant Agreement has been approved and signed by the BdSWD.
- Landowner Cost Share Agreements: LGU's are going to use their own forms to coordinate grant activities between their LGU and landowners, which are based on the BWSR template.
- Project Subcontract Template: This contract (between fiscal host and LGU) needs to be drafted next. House will provide a sample for Attorney Croaker to finalize.

**FOR THE NEXT MEETING:** The Operating Guidelines state that the Steering Committee shall have officers of a chairperson, vice-chairperson and a secretary. We are looking for volunteers and/or nominations.

**THE NEXT MEETING WILL BE HELD APRIL 1<sup>ST</sup> AT 9:00 AM.**