

Meeting Minutes
Bois de Sioux & Mustinka Joint Comprehensive Watershed Plan
Steering Committee Meeting
04/01/2021 at 9:00 am
by conference call and screenshare

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

CC:

BWSR	Pete Waller
BWSR	Henry Van Offelen [Absent]
Moore Engineering	Tara Ostendorf [Absent]

Approve Minutes & Claims: Gronfeld motioned, seconded by Mergens, the minutes of March 4, 2021 was approved. The planning grant agreement expired at the end of February, and the implementation grant agreement was signed March 18th, 2021. No claims were presented that required approval.

Update on Implementation Grant: The workplan was submitted and approved by BWSR. One change needed to be made prior to approval: in the description for Non-Structural Management Practices (\$100,000), we had to split the allocation between the Rabbit River and the Lake Traverse & Bois de Sioux planning regions. This was done by area, resulting in \$33,000 targeted for the Rabbit River and \$67,000 targeted for the Lake Traverse & Bois de Sioux Planning Regions. The Joint Watershed Management Comprehensive Plan is posted at www.bdswd.com/Overall_Plan.html, and several Steering Committee members stated that they will add directional links on their sites to this central page. The page also includes the Watershed Based Implementation Funding budget and project details.

SWCD Representatives have communicated as to how the Non-Structural Management Practices (\$100,000) could be split, and other considerations:

- Funds will be used to provide cover crop and tillage management incentives.
- Landowner contracts must be at least three years, requiring them to start in 2021.
- SWCD's would rely on their own existing contract terms and non-structural program policies, if they already have one (may have been used for a different grant program). SWCD's without a non-structural program policy will need to approve one locally and with BWSR.
- SWCD allocations, to provide a budget for the \$100,000 program, could be based on a minimum amount plus an additional amount split proportionally by county geographical area in the targeted planning regions.

- SWCD’s will use the Critical Soil Loss map in Appendix I as a GIS layer to identify potential parcels. SWCDs may next cross-reference potential parcels with existing conservation program enrollment (WMA, WMP, CPR, etc), and conduct outreach to landowners without an existing conservation program enrollment. If grant allocations exceed landowner interest, SWCD’s will contact other landowners in their county.
- The SWCD’s have not discussed how the Project Development (\$194,000) split will be budgeted.

Beyer will provide the geographical county split for planning regions. She will continue to work with the District’s attorney to draft a template project contract, for use between the fiscal agent and Counties/SWCD’s, and anticipates that a draft will be available next week. House recommended that a Reimbursement Policy be created to specify how payment will be requested and disbursed from the grant. Beyer needs to do some more researched to determine what documentation is required for each grant.

Gronfeld presented a contract with HEI to provide 12 hours of additional PTMApp and Critical Soil Loss map training, at a total cost of \$3,420. This contract could also be used to provide training on how to report pollution reductions for agricultural practices upon conclusion of the grant period. The training will be recorded, so that it can be provided to future employees. House and Gronfeld expressed interest in the training. Beyer motioned, seconded by Lillemon, to recommend approval of the contract if 3 or more SWCD’s will participate in the training. Motion carried. Gronfeld will have the contract issued to the fiscal agent, Bois de Sioux Watershed District, who will need to approve the grant. The grant will be covered by Workplan Activity for Project Development to identify priority projects.

WBIF GRANT ACTIVITY	SOURCE	GRANT BUDGET	SUM OF REQUESTS OR RESERVATIONS	SUM OF ACTUAL EXPENDITURES PAID TO DATE	TOTAL REQUESTS + ACTUAL
Agricultural Practices	WBIF State Grant	\$ 105,000.00	\$ -	\$ -	\$ -
BMP Construction (JD #6)	WBIF State Grant	\$ 148,000.00	\$ -	\$ -	\$ -
Project Development (Doran Creek)	WBIF State Grant	\$ 115,000.00	\$ -	\$ -	\$ -
Administration/Coordination	WBIF State Grant	\$ 25,000.00	\$ -	\$ -	\$ -
Non-Structural Management Practices	WBIF State Grant	\$ 100,000.00	\$ -	\$ -	\$ -
Progress Tracking and Evaluation	WBIF State Grant	\$ 10,000.00	\$ -	\$ -	\$ -
Project Development (Ag, Non-Struc, Wells)	WBIF State Grant	\$ 194,000.00	\$ 3,420.00	\$ -	\$ 3,420.00
Project Installation/Construction (LTWQIP)	WBIF State Grant	\$ 325,000.00	\$ -	\$ -	\$ -
Project Installation/Construction (LTWQIP)	Local Fund	\$ 106,452.00	\$ -	\$ -	\$ -
Technical/Engineering	WBIF State Grant	\$ 41,000.00	\$ -	\$ -	\$ -
<u>Well Sealing</u>	<u>WBIF State Grant</u>	<u>\$ 1,522.00</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
TOTAL		\$ 1,170,974.00	\$ 3,420.00	\$ -	\$ 3,420.00

Discuss Policy & Steering Committee Operating Guidelines: Proposed guidelines and recommended changes/additions from the March 4, 2021 meeting were reviewed. Gronfeld motioned, seconded by House, to recommend the guidelines for adoption by the Policy Committee.

Election of Officers: Officers will need to be elected after the Policy Committee approves the Operating Guidelines (likely for the May 6th meeting).

Fiscal Agent Agreement: The draft agreement was reviewed. Some members have had legal counsel review the agreement. Westergard asked when the grant agreement would be effective. Beyer will confirm with legal counsel whether the agreement can be congruent with the grant agreement effective dates, similar to the project contracts. **This agreement must be approved by each LGU and the BdSWD.**

THE NEXT MEETING WILL BE HELD MAY 6th AT 9:00 AM.

Update on Planning Grant & Amount to be Returned: Beyer forgot to cover this in the meeting, but sent a follow-up email on April 1, 2021. There were excess grant funds from the BWSR 1W1Plan planning grant, and the following total amount was returned/retained by BWSR was \$35,367.39.

1W1PLAN PLANNING GRANT ACTIVITY	GRANT BUDGET	SUM OF EXPENDITURES SUBMITTED FOR GRANT ELIGIBILITY	
Administration/Coordination	\$ 31,272.00	\$ 27,150.81	
Contingency	\$ 24,716.30	\$ 8,892.50	
<u>Planning and Assessment</u>	<u>\$ 215,890.70</u>	<u>\$ 200,468.30</u>	
Total	\$ 271,879.00	\$ 236,511.61	
		\$ 35,367.39	total to be returned