

Meeting Agenda
Bois de Sioux and Mustinka Watersheds
1W1P Steering Committee Meeting
09/22/2020 at 11:00 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	Joseph Otto	
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	
Traverse County	Lynn Siegel [Absent]	Bruce Johnson [Absent]
Traverse SWCD	Sara Gronfeld	Bruce Johnson [Absent]
Wilkin County	Breanna Koval [Absent]	
Wilkin SWCD	Craig Lingen	Don Bajumpaa [Absent]
Bois de Sioux Watershed	Jamie Beyer	Linda Vavra

CC:

BWSR	Pete Waller [Absent]
BWSR	Henry Van Offelen [Absent]
HEI	Jeremiah Jazdziewski [Absent]
HEI	Rachel Olm [Absent]
Grant County	Reed Peterson
Moore Engineering	Chad Engels
Moore Engineering	Tara Ostendorf

Call to Order: The meeting was called to order at 11:03 am.

The purpose of the meeting was to map an implementation concept and identify accompanying legal instruments needed. See the attached pages for discussion notes. **Please let Jamie know if you have any changes to these documents, as they will be provided to the Policy Committee for discussion at their next meeting.**

A future meeting will be scheduled to discuss organization of the public hearings that follow the 60-day notice.

Steering Committee members are encouraged to attend the October 1st Policy Committee meeting, which will be held at 1 pm

NEXT MEETING DATE: OCTOBER AT 1 PM = POLICY COMMITTEE MEETING

EACH OF OUR 13 LOCAL GOVERNMENT UNITS

- Approve a Resolution to Adopt and Implement the Plan
- Approve a Memorandum of Agreement (MOA)
- Each LGU retains their own legal counsel and insurance, because there isn't a single joint powers board
- Appoint a representative to the Partnership Policy Committee
- Appoint a representative to the Partnership Work Group
- Each LGU tracks/evaluates their own 1W1Plan projects and provides reporting data to the Program Manager
- Each LGU completes their own Project Scoring Sheet for each project (except capital improvement projects)
- Each LGU enters into a Project Subcontract between the LGU and the Fiscal Host. The LGU receives a portion of the contract for administration (caps may be outlined in the Grant Agreement and/or Partnership Rules).
- Each LGU prepares, approves and enters into a Landowner Cost Share Agreement between the LGU and the private landowner and conducts inspections
- Each LGU receives reimbursement for project development and technical assistance.



POLICY COMMITTEE

- Approves Partnership Rules
- Approves Project Scoring Sheet template
- Meets quarterly, if needed
- Approves Biennial Workplan and Budget
- Approves Annual Workplan and Budget
- Approves Annual Report

WORK GROUP

- Day-to-day decision-making
- Meet on monthly basis
- Prepares Partnership Rules
- Prepares Contract with Program Manager
- Prepares Project Subcontract Template
- Prepares Biennial Workplan
- Prepares Annual Workplan and Budget
- Prepares Annual Report

1 PERSON ACTS AS PROGRAM MANAGER

- Day-to-day Contact
- 0 – 10 – 20 Hours per week, paid for hourly by grant on a quarterly basis; first biennium will have more staff hours as internal procedures and systems are created
- Organize Meetings
- Push LGU's to complete work identified in the workplan
- Could be an outside consultant or internal designation
- Puts together a list of what inspections are needed each year for LGU's to complete
- Submits the Annual Report
- Should have a backup designated

1 LGU ACTS AS GRANT FISCAL HOST

- Approves and enters into a Grant Agreement prepared by BWSR on behalf of the partnership
- Provide grant administration services, paid for hourly by grant on a quarterly basis
- First biennium will have more staff hours as internal procedures and systems are created
- Approves and enters into Contract w/Program Manager
- Approves and enters into Project subcontracts w/LGUs for each grant
- Monitor landowner contract completion
- Pay reimbursements to LGU's
- Submit grant reports in Elink
- Submit workplan in Elink
- Should have a backup designated

2. Memorandum of Agreement

APPROVED BY LGU'S

- Describes the Partnership
- Approved once; difficult to change -> all future changes will require all LGU's to approve
- Will include hold harmless clauses
- Will include reference to Partnership Rules
- Will include further description of when and how amendments will be coordinated

4. Partnership Rules

APPROVED BY POLICY COMMITTEE

- Used by the Partnership
- Approved by the Policy Committee; easy to change
- "Shovel Ready" qualifications (may include landowner consent, approved project design, cost estimate)
- Include threshold and reference Scoring Sheet for automatically approved small projects
- May include ability for shovel ready projects to be earmarked
- CIP approved outside of Scoring Sheet

9. Biennial & Annual Workplans

APPROVED BY POLICY COMMITTEE

- Used by the Partnership
- May divide allocation in a budget by LGU and specific practices

8. Project Subcontract

APPROVED BY LGU & FISCAL HOST

- Used by the LGU to receive project funds from the Fiscal Host
- Use a new set of project subcontracts every time there is a newly executed Grant Agreement
- Pass thru administration, project development and technical cap.

3. Landowner Cost Share Agreement

APPROVED BY LGU

- Used by the LGU to expend project funds on privately held land
- Use BWSR standard template; includes payment vouchers; individual LGU's may tailor these templates, so drafting them is their responsibility
- SWCD Request: they want to protect their ability enter into landowner contracts directly, and determine what conservation practices are implemented; they do not want a veto by the Program Manager or Fiscal Host to interfere

6. Grant Agreement

APPROVED BY FISCAL HOST

- Used by BWSR to disburse funds to Fiscal Host
- May divide allocation in a budget by LGU and specific practices
- **May include a requirement to limit administration expenses to 20%**
- **Are project development and technical also limited to this 20%, or is there another amount?**

ALL LGU'S APPROVE:


1. Resolution to Adopt and Implement the Plan
2. Memorandum of Agreement (MOA)
3. Landowner Cost Share Agreement (BWSR template, LGU Responsibility)

POLICY COMMITTEE APPROVES:

4. Partnership Rules
5. Project Scoring Sheet Template

FISCAL HOST APPROVES:

6. Grant Agreement (BWSR form)
7. Contract w/Program Manager
8. Project Subcontract Template

 = these need to be drafted first

SETUP LATER:

9. Biennial Workplan and Budget
10. Annual Workplan and Budget
11. Annual Report