

# Rum River Watershed Partnership Board Meeting

September 28, 2023

4:30-6:30 PM

**Location:** Mille Lacs County Courthouse, lower level, Conf rm D, 635 2<sup>nd</sup> St SE, Milaca, MN 56353

## Zoom link:

<https://us02web.zoom.us/j/86216951901?pwd=bWM2VzIPN1BiR05zTFNwVDY5VStBUT09>

Phone: 1 312 626 6799

Meeting ID: 862 1695 1901

Passcode: 349982

**Coming together** to identify shared goals.

**Planning together** to leverage unique capacity.

**Working together** to achieve results.

## Vision Statement

- Clean, abundant water for consumption, recreation, and habitat
- Collaborative partnership among communities, working together towards a common goal
- Community members and decision makers understand the challenges and opportunities facing the watershed
- Innovative strategies to meet our goals

## Primary representatives:

Aitkin County- Laurie Westerlund

Aitkin SWCD- Bob Janzen

Anoka CD- Colleen Werdien

Benton County-Ed Popp

Benton SWCD- Wade Bastian

Isanti County- Alan Duff

Isanti SWCD- Al Koczur

Kanabec SWCD- Kim Johnson

Mille Lacs SWCD- Jake Janski

Mille Lacs Band of Ojibwe-Kelly Applegate

Morrison SWCD- Dale Scholl

Morrison County- Bobby Kasper

Sherburne County- Lisa Fobbe

Sherburne SWCD- Chris Jurek

CCd: member staff representatives, others requested to be on cc list

Topic	Purpose	Lead
<b>1. Call to Order and introductions</b>		Chair
<b>2. Approve agenda</b>	DECIDE	Chair
<b>3. Approve June 22, 2023 minutes</b> Pg 1-4	DECIDE	Chair
<b>4. Administrative reports/updates</b> Pg 5-32	INFO	Fiscal Agent/coordinator
<b>5. Education and Outreach Updates</b> Pg 33-38 <ul style="list-style-type: none"> <li>• Watershed Organizer/Coordinator Position Description</li> </ul>	INFO	Outreach team
<b>6. 3rd Q project approval</b> Pg 39-46	DECIDE	Chair
<b>7. FY23 Watershed Based Implementation Funding Work Plan Revision</b> Pg 47	DECIDE	Determan
<b>8. FY25 Watershed Based Implementation Funds</b>	INFO	Determan
<b>9. Next Meeting Date: December 28?</b>	DECIDE	Chair
<b>1. Other Updates</b>	INFO	Chair
<b>2. Adjourn</b>		Chair

## Rum River Watershed Partnership

<b>Rum River Watershed Partnership JPE Board Meeting Minutes</b>		<b>Coming together</b> to identify shared goals. <b>Planning together</b> to leverage unique capacity. <b>Working together</b> to achieve results.
<b>June 22, 2023 4:30PM – 6:30PM</b>		<b>Vision Statement</b> - Clean, abundant water for consumption, recreation and habitat - Collaborative partnership among communities working towards a common goal - Community members and decision makers understand the challenges and opportunities facing the watershed - Innovative strategies to meet our goals
In-Person Meeting MLC Courthouse, lower level, Conf rm D, 635 2 <sup>nd</sup> St SE, Milaca, MN 56353		
		<b>Note taker:</b> Lydia Godfrey, Isanti SWCD
<b>Voting Members Present:</b>	Laurie Westerlund – Aitkin County Colleen Werdien - Anoka Conservation District Wade Bastian – Benton SWCD – <i>(virtual attendance, no voting)</i> Al Koczur – Isanti SWCD Kim Johnson – Kanabec SWCD Jake Janski – Mille Lacs SWCD Kelly Applegate - Mille Lacs Band of Ojibwe Bobby Kasper – Morrison County Dale Scholl – Morrison SWCD Chris Jurek – Sherburne SWCD – <i>(virtual attendance)</i>	
<b>Alternates Present:</b>		
<b>Partners and Staff Present:</b>	Jamie Schurbon - Anoka Conservation District Gerry Maciej – Benton SWCD Emily Forbord – Benton SWCD - <i>(virtual attendance)</i> Tiffany Determan – Isanti SWCD Lydia Godfrey- Isanti SWCD Perry Bunting – Mille Lacs Band of Ojibwe - <i>(virtual attendance)</i> Susan Shaw – Mille Lacs SWCD Dan Cibulka – Sherburne SWCD - <i>(virtual attendance)</i> Michelle Jordan – BWSR – <i>(virtual attendance)</i>	
<b>Voting Members Absent:</b>	Bob Janzen – Aitkin SWCD Ed Popp – Benton County Alan Duff – Isanti County Lisa Fobbe – Sherburne County	

1. Meeting called to order at 4:30 pm by Janski. Voting must be done by roll call since one voting member is attending virtually.

2. Approve Agenda

**Motion by Westerlund to approve the agenda;** second by Koczur. Roll call vote. Affirmative: All. Opposed: None. **The Motion Carried.**

3. Approve March 23, 2023 Rum River Watershed Partnership Board meeting minutes

**Motion by Werdien to approve the March 23<sup>rd</sup>, 2023, outcomes;** second by K. Johnson. Roll call vote. Affirmative: All. Opposed: None. **The Motion Carried.**

4. Quarterly Information Discussion

Planning members asked how the board wanted to be updated about progress and what they hoped to get out of the meetings. Project updates will be provided at the staff's discretion when issues arise, or a project is completed. Information will be provided in board packets so members can review it ahead of time and bring questions they have to the meeting. Financial and outreach updates will be provided quarterly. The financial updates will include bank statements to accompany the financial report. Draft meeting notes will also be sent out within a week of the meeting to help inform those that did not attend the meeting.

#### **Discussion**

Board members discussed the level and format they would like to be updated about progress made in the watershed. Members want to remain informed about successes and failures to adapt how the board is managed to ensure success. However multiple members noted they did not want to create extra work for staff members to provide regular updates. Janski noted the board could rely on staff to draw attention to what is important. Determan confirmed project updates could be provided upon project completion or setbacks. Westerlund reminded the group verbal updates would greatly increase meeting agendas and Koczur voiced support information should be provided non-verbally in agenda packets. Scholl and Werdien noted the RRWP is a public entity that others may draw advice from so it is important to remain informed and involved.

5. Administrative Reports/ Updates

Schurbon provided a financial report in the agenda. There are two bank statements corresponding to two bank accounts. The partnership put funds into a CD that matures in October. So far, \$220 has been made in interest which is displayed in the "unrestricted" column since this is funding that can be used for anything.

**Motion by Koczur to approve the financial report;** second by Westerlund. Roll call vote. Affirmative: All. Opposed: None. **The Motion Carried.**

Janski commented that he attended both IPC meetings and other board members attended as well. He noted that there was lots of deliberation at the meetings, and it appears staff is thoroughly vetting project proposals.

Determan informed the group the statute typo in the Master Agreements has been resolved, and the Statements of Work have been condensed to be easier to follow.

An outreach update was given to the board. Many board members had positive comments for the watershed logo. An orientation fact sheet about the RRWP was created for staff and board members and

it is also available online for the public. The hiring of the watershed outreach and forestry position has been delayed due to the loss of other staff at Mille Lacs SWCD. Godfrey added staff and board members will remain updated about outreach accomplishments through monthly emails.

**Motion by Scholl to approve the watershed logo;** second by Kasper. Roll call vote. Affirmative: All. Opposed: None. **The Motion Carried.**

### **Discussion**

K. Johnson asked how the delayed hiring of the watershed outreach and forestry position would impact the watershed. Shaw replied there should be no impact except some of the funds set aside for the position may be moved to another category.

### 6. 2<sup>nd</sup> Q Project Approvals

There are four funding requests, three of which are recommended for funding currently. The Morrison SWCD project will be rediscussed if it is brought forward again with additional details. Determan added that if the three projects are approved there will be about \$180,000 in grant funds remaining which puts the RRWP ahead of schedule once those are spent.

**Motion by Westerlund to approve the recommended 2nd Quarter Funding Requests including Master Agreements and Statements of Work;** second by Scholl. Roll call vote. Affirmative: All. Opposed: None. **The Motion Carried.**

### 7. Updates

Since there was time remaining in the meeting, Janski asked staff if there were updates they wanted to share. Shaw mentioned at Mille Lacs SWCD her staff has been working with two landowners that will install stormwater gully erosion projects on Mille Lacs Lake and they have recently heard from two other interested parties.

The project updates sparked a discussion about putting signs at projects. Schurbon noted there is a grant requirement to put Clean Water Land and Legacy logo signs at applicable projects. It is possible that if the RRWP is printing and buying signs they may add their logo and Michelle confirmed signs were eligible under the grant. Staff will look into sign cost estimates.

Determan shared that the partnership is already exceeding most of the six initial grant goals.

There were questions about voting remotely. Members may vote remotely up to three times a year for medical or safety reasons, but the address they are voting from must be posted. If members need to vote remotely, they should contact their staff person.

### **Discussion**

When discussing providing signs about the watershed at project sites Shaw emphasized staff should determine if there is a desire for signs from landowners. Janski added that the partnership could see if there is remaining funding from this grant before purchasing signs. Koczur cautioned that through his work with Pheasants Forever some people felt entitled to have access to the areas where there were signs. Other ideas for signage were also proposed such as stickers, yard signs for non-structural projects, QR codes, and flip boxes.

K. Johnson asked if projects are in competition to be an individual district project or a partnership project. Determan replied that if the project qualifies in the implementation table or the work plan the partnership would work to fund it, so if it is a low priority it would be a district project. She also noted

that for implementation tracking the partnership is including anything done that works towards watershed goals not just what is funded by the partnership. Maciej agreed that the work of individual districts and the partnership is complimentary and not in competition with each other.

Janski noted the partnership needs to demonstrate to the public the progress being made and the funding source especially since the funding is not guaranteed forever.

8. **Next Meeting Date:**

September 28, 2023, at 4:30 pm at the Mille Lacs County Courthouse.

9. **Janski called the meeting to adjourn at 5:32pm.**

# Financial Report - Rum River Watershed Partners

9/20/2023

## Bank Account Update

6/22/2023	Starting balance	\$245,962.74
	Debits - regular	\$36,322.49
	Deposits	\$0.00
	Interest	\$113.72
8/31/2023	Ending balance	\$209,753.97

## Certificate of Deposit Update

Starting balance	4/26/2023	\$243,000
Accrued Interest	as of 8/31/2023	\$4,185.26
Maturity Date	10/25/2023	
Interest Rate	4.95%	
Term	6 mo	

## Funds On-Hand by Type

WBIF 2023 grant - in bank acct	\$209,420.06
WBIF 2023 grant- in CD	\$243,000.00
Unrestricted (interest earned)	\$333.91

## FY23 Watershed Based Implementation Funding (WBIF) Grant

Expires 12/31/2025

Activity	Beginning Grant Funds	Beginning Match	Encumbered Grant Funds	Encumbered Match	Spent Grant Funds	Spent Match Funds	Not Encumbered Grant Funds
Admin	\$101,133.00		\$101,133.00		\$28,633.40	\$0.00	\$0.00
Forest Practices	\$16,000.00	\$3,133.00	\$6,032.00	\$1,359.00	\$1,208.00	\$302.00	\$9,968.00
Outreach	\$219,494.00		\$219,494.00		\$4,278.27	\$0.00	\$0.00
Prioritizing Studies	\$66,000.00		\$66,000.00		\$6,143.36	\$0.00	\$0.00
Project Devel	\$125,500.00		\$60,600.00		\$1,836.91	\$0.00	\$64,900.00
Rural BMPs	\$76,200.00	\$18,000.00	\$110,097.00	\$55,489.00	\$0.00	\$0.00	-\$33,897.00
Soil Health	\$32,000.00		\$32,000.00		\$0.00	\$0.00	\$0.00
Tech/Eng	\$45,000.00		\$71,000.00		\$11,144.00	\$0.00	-\$26,000.00
Urban BMPs	\$330,000.00	\$80,000.00	\$152,305.00	\$39,451.00	\$0.00	\$0.00	\$177,695.00
<b>TOTAL</b>	<b>\$1,011,327.00</b>	<b>\$101,133.00</b>	<b>\$818,661.00</b>	<b>\$96,299.00</b>	<b>\$53,243.94</b>	<b>\$302.00</b>	<b>\$192,666.00</b>



3350 Bridge St  
St. Francis, MN 55070

# Statement Ending 08/31/2023

ANOKA SOIL & WATER

Page 1 of 4

Customer Number:XXXXXXXX6746

RETURN SERVICE REQUESTED

ANOKA SOIL & WATER  
CONVERSATION DISTRICT  
1318 MCKAY DR NE UNIT 300  
HAM LAKE MN 55304-6155

## Managing Your Accounts

<b>i</b> Branch	Blaine
Phone	763-780-2100
Website	villagebankonline.bank

# Celebrating 30 years serving our community

Since 1993, our Villagers have been helping customers fulfill their dreams whether it's starting or acquiring a business, purchasing a building or equipment, buying a home, or saving for their future.

What's your dream? Contact us to get started!

NMLS Co. ID 786171

## Summary of Accounts

Account Type	Account Number	Ending Balance
Village Business Checking	XXXXXXXX6746	\$5,000.00

## Village Business Checking-XXXXXXXX6746

### Account Summary

Date	Description	Amount
08/01/2023	Beginning Balance	\$5,000.00
	0 Credit(s) This Period	\$0.00
	0 Debit(s) This Period	\$0.00
08/31/2023	Ending Balance	\$5,000.00

### Account Activity

Post Date	Description	Debits	Credits	Balance
08/01/2023	Beginning Balance			\$5,000.00
	No activity this statement period			
08/31/2023	Ending Balance			\$5,000.00





**Village Business Checking-XXXXXXXXX6746 (continued)**

**Overdraft and Returned Item Fees**

	Total for this period	Total year-to-date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00



3350 Bridge St  
St. Francis, MN 55070

## Statement Ending 08/31/2023

ANOKA SOIL & WATER


Page 1 of 4

Customer Number:XXXXXXXX8559

RETURN SERVICE REQUESTED

ANOKA SOIL & WATER  
CONSERVATION DISTRICT  
1318 MCKAY DR NE UNIT 300  
HAM LAKE MN 55304-6155

### Managing Your Accounts

	Branch	Blaine
	Phone	763-780-2100
	Website	villagebankonline.bank

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NMLS Co. ID 786171

### Summary of Accounts

Account Type	Account Number	Ending Balance
ELITE BUSINESS MONEY MARKET	XXXXXXXX8559	\$204,753.97

### ELITE BUSINESS MONEY MARKET-XXXXXXXX8559

#### Account Summary

Date	Description	Amount
08/01/2023	Beginning Balance	\$204,719.20
	1 Credit(s) This Period	\$34.77
	0 Debit(s) This Period	\$0.00
08/31/2023	Ending Balance	\$204,753.97

#### Interest Summary

Description	Amount
Interest Earned From 08/01/2023 Through 08/31/2023	
Annual Percentage Yield Earned	0.20%
Interest Days	31
Interest Earned	\$34.77
Interest Paid This Period	\$34.77
Interest Paid Year-to-Date	\$400.88



**ELITE BUSINESS MONEY MARKET-XXXXXXXXX8559 (continued)**

**Account Activity**

Post Date	Description	Debits	Credits	Balance
08/01/2023	Beginning Balance			\$204,719.20
08/31/2023	INTEREST		\$34.77	\$204,753.97
08/31/2023	Ending Balance			\$204,753.97

**Daily Balances**

Date	Amount
08/31/2023	\$204,753.97

**Overdraft and Returned Item Fees**

	Total for this period	Total year-to-date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

9:48 AM

09/05/23

**Rum River Watershed Partnership**  
**Reconciliation Summary**  
Money Market, Period Ending 08/31/2023

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	<u>Aug 31, 23</u>
Beginning Balance	204,719.20
Cleared Transactions	
Deposits and Credits - 1 item	<u>34.77</u>
Total Cleared Transactions	<u>34.77</u>
Cleared Balance	<u><u>204,753.97</u></u>
Register Balance as of 08/31/2023	204,753.97
Ending Balance	204,753.97

9:48 AM

09/05/23

**Rum River Watershed Partnership**  
**Reconciliation Detail**  
**Money Market, Period Ending 08/31/2023**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						204,719.20
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
General Journal	08/31/2023	Interest		X	34.77	34.77
Total Deposits and Credits					34.77	34.77
Total Cleared Transactions					34.77	34.77
Cleared Balance					34.77	204,753.97
Register Balance as of 08/31/2023					34.77	204,753.97
<b>Ending Balance</b>					<b>34.77</b>	<b>204,753.97</b>

Village Bank



3350 Bridge St  
St. Francis, MN 55070

**Statement Ending 07/31/2023<sup>12</sup>**

ANOKA SOIL & WATER

Page 1 of 4

Customer Number:XXXXXXXX6746

RETURN SERVICE REQUESTED

ANOKA SOIL & WATER  
CONVERSATION DISTRICT  
1318 MCKAY DR NE UNIT 300  
HAM LAKE MN 55304-6155

**Managing Your Accounts**

<b>i</b> Branch	Blaine
Phone	763-780-2100
Website	villagebankonline.bank

*BM 8/21/23*

# Celebrating 30 years serving our community

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NMLS Co. ID 786171

## Summary of Accounts

Account Type	Account Number	Ending Balance
Village Business Checking	XXXXXXXX6746	\$5,000.00

## Village Business Checking-XXXXXXXX6746

### Account Summary

Date	Description	Amount
07/01/2023	Beginning Balance	\$5,000.00
	0 Credit(s) This Period	\$0.00
	0 Debit(s) This Period	\$0.00
07/31/2023	Ending Balance	\$5,000.00

### Account Activity

Post Date	Description	Debits	Credits	Balance
07/01/2023	Beginning Balance			\$5,000.00
	No activity this statement period			
07/31/2023	Ending Balance			\$5,000.00



**Village Business Checking-XXXXXXXX6746 (continued)**

**Overdraft and Returned Item Fees**

	<b>Total for this period</b>	<b>Total year-to-date</b>
<b>Total Overdraft Fees</b>	\$0.00	\$0.00
<b>Total Returned Item Fees</b>	\$0.00	\$0.00



3350 Bridge St  
St. Francis, MN 55070

**Statement Ending 07/31/2023**

ANOKA SOIL & WATER

Page 1 of 4

Customer Number:XXXXXXXX8559

RETURN SERVICE REQUESTED

ANOKA SOIL & WATER  
CONSERVATION DISTRICT  
1318 MCKAY DR NE UNIT 300  
HAM LAKE MN 55304-6155

**Managing Your Accounts**

<b>i</b> Branch	Blaine
Phone	763-780-2100
Website	villagebankonline.bank

*Handwritten signature and date: 8/21/23*



**Summary of Accounts**

Account Type	Account Number	Ending Balance
ELITE BUSINESS MONEY MARKET	XXXXXXXX8559	\$204,719.20

**ELITE BUSINESS MONEY MARKET-XXXXXXXX8559**

**Account Summary**

Date	Description	Amount
07/01/2023	Beginning Balance	\$241,002.35
	1 Credit(s) This Period	\$39.34
	5 Debit(s) This Period	\$36,322.49
07/31/2023	Ending Balance	\$204,719.20

**Interest Summary**

Description	Amount
Interest Earned From 07/01/2023 Through 07/31/2023	
Annual Percentage Yield Earned	0.20%
Interest Days	31
Interest Earned	\$39.34
Interest Paid This Period	\$39.34
Interest Paid Year-to-Date	\$366.11





**ELITE BUSINESS MONEY MARKET-XXXXXXXXX8559 (continued)**

**Account Activity**

Post Date	Description	Debits	Credits	Balance
07/01/2023	Beginning Balance			\$241,002.35
07/20/2023	CHECK # 1007	\$8,617.03		\$232,385.32
07/21/2023	CHECK # 1010	\$1,257.04		\$231,128.28
07/21/2023	CHECK # 1006	\$6,891.04		\$224,237.24
07/24/2023	CHECK # 1009	\$105.00		\$224,132.24
07/27/2023	CHECK # 1008	\$19,452.38		\$204,679.86
07/31/2023	INTEREST		\$39.34	\$204,719.20
07/31/2023	Ending Balance			\$204,719.20

**Checks Cleared**

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
1006	07/21/2023	\$6,891.04	1008	07/27/2023	\$19,452.38	1010	07/21/2023	\$1,257.04
1007	07/20/2023	\$8,617.03	1009	07/24/2023	\$105.00			

\* Indicates skipped check number

**Daily Balances**

Date	Amount	Date	Amount	Date	Amount
07/20/2023	\$232,385.32	07/24/2023	\$224,132.24	07/31/2023	\$204,719.20
07/21/2023	\$224,237.24	07/27/2023	\$204,679.86		

**Overdraft and Returned Item Fees**

	Total for this period	Total year-to-date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

11:05 AM

08/08/23

**Rum River Watershed Partnership**  
**Reconciliation Summary**  
Money Market, Period Ending 07/31/2023

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	<u>Jul 31, 23</u>
Beginning Balance	241,002.35
Cleared Transactions	
Checks and Payments - 5 items	-36,322.49
Deposits and Credits - 1 item	39.34
Total Cleared Transactions	<u>-36,283.15</u>
Cleared Balance	<u><b>204,719.20</b></u>
Register Balance as of 07/31/2023	204,719.20
Ending Balance	204,719.20

11:05 AM

08/08/23

**Rum River Watershed Partnership**  
**Reconciliation Detail**  
**Money Market, Period Ending 07/31/2023**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						241,002.35
<b>Cleared Transactions</b>						
<b>Checks and Payments - 5 items</b>						
Bill Pmt -Check	07/17/2023	1008	Isanti SWCD	X	-19,452.38	-19,452.38
Bill Pmt -Check	07/17/2023	1007	Anoka Conservation...	X	-8,617.03	-28,069.41
Bill Pmt -Check	07/17/2023	1006	Aikin SWCD	X	-6,891.04	-34,960.45
Bill Pmt -Check	07/17/2023	1010	Sherburne SWCD	X	-1,257.04	-36,217.49
Bill Pmt -Check	07/17/2023	1009	Kennedy & Graven	X	-105.00	-36,322.49
Total Checks and Payments					-36,322.49	-36,322.49
<b>Deposits and Credits - 1 item</b>						
General Journal	07/31/2023	Interest		X	39.34	39.34
Total Deposits and Credits					39.34	39.34
Total Cleared Transactions					-36,283.15	-36,283.15
Cleared Balance					-36,283.15	204,719.20
Register Balance as of 07/31/2023					-36,283.15	204,719.20
<b>Ending Balance</b>					<b>-36,283.15</b>	<b>204,719.20</b>



3350 Bridge St  
St. Francis, MN 55070

18  
**Statement Ending 06/30/2023**

ANOKA SOIL & WATER

Page 1 of 4

Customer Number:XXXXXXXX6746

RETURN SERVICE REQUESTED

ANOKA SOIL & WATER  
CONVERSATION DISTRICT  
1318 MCKAY DR NE UNIT 300  
HAM LAKE MN 55304-6155

**Managing Your Accounts**

	Branch	Blaine
	Phone	763-780-2100
	Website	villagebankonline.bank

*pm 7/17/23*

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What's your dream? Contact us to get started!

NMLS Co. ID 786171

## Summary of Accounts

Account Type	Account Number	Ending Balance
Village Business Checking	XXXXXXXX6746	\$5,000.00

## Village Business Checking-XXXXXXXX6746

### Account Summary

Date	Description	Amount
06/01/2023	Beginning Balance	\$5,000.00
	0 Credit(s) This Period	\$0.00
	0 Debit(s) This Period	\$0.00
06/30/2023	Ending Balance	\$5,000.00

### Account Activity

Post Date	Description	Debits	Credits	Balance
06/01/2023	Beginning Balance			\$5,000.00
	No activity this statement period			
06/30/2023	Ending Balance			\$5,000.00



**Village Business Checking-XXXXXXXXX6746 (continued)**

**Overdraft and Returned Item Fees**

	<b>Total for this period</b>	<b>Total year-to-date</b>
<b>Total Overdraft Fees</b>	\$0.00	\$0.00
<b>Total Returned Item Fees</b>	\$0.00	\$0.00



3350 Bridge St  
St. Francis, MN 55070

**Statement Ending 06/30/20<sup>20</sup>23**

ANOKA SOIL & WATER

Page 1 of 4

Customer Number:XXXXXXXX8559

RETURN SERVICE REQUESTED

ANOKA SOIL & WATER  
CONSERVATION DISTRICT  
1318 MCKAY DR NE UNIT 300  
HAM LAKE MN 55304-6155

**Managing Your Accounts**

<b>i</b> Branch	Blaine
Phone	763-780-2100
Website	villagebankonline.bank

*DM 7/17/23*



<b>Summary of Accounts</b>		
Account Type	Account Number	Ending Balance
ELITE BUSINESS MONEY MARKET	XXXXXXXX8559	\$241,002.35

**ELITE BUSINESS MONEY MARKET-XXXXXXXX8559**

<b>Account Summary</b>			<b>Interest Summary</b>		
Date	Description	Amount	Description	Amount	
06/01/2023	Beginning Balance	\$240,962.74	Interest Earned From 06/01/2023 Through 06/30/2023		
	1 Credit(s) This Period	\$39.61	Annual Percentage Yield Earned	0.20%	
	0 Debit(s) This Period	\$0.00	Interest Days	30	
06/30/2023	Ending Balance	\$241,002.35	Interest Earned	\$39.61	
			Interest Paid This Period	\$39.61	
			Interest Paid Year-to-Date	\$326.77	



**ELITE BUSINESS MONEY MARKET-XXXXXXXX8559 (continued)****Account Activity**

Post Date	Description	Debits	Credits	Balance
06/01/2023	Beginning Balance			\$240,962.74
06/30/2023	INTEREST		\$39.61	\$241,002.35
06/30/2023	Ending Balance			\$241,002.35

**Daily Balances**

Date	Amount
06/30/2023	\$241,002.35

**Overdraft and Returned Item Fees**

	Total for this period	Total year-to-date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

2:19 PM

07/05/23

**Rum River Watershed Partnership**  
**Reconciliation Summary**  
Money Market, Period Ending 06/30/2023

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	<u>Jun 30, 23</u>
Beginning Balance	240,962.74
Cleared Transactions	
Deposits and Credits - 1 item	<u>39.61</u>
Total Cleared Transactions	<u>39.61</u>
Cleared Balance	<u><u>241,002.35</u></u>
Register Balance as of 06/30/2023	241,002.35
Ending Balance	241,002.35



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07/05/23

**Rum River Watershed Partnership  
Reconciliation Detail  
Money Market, Period Ending 06/30/2023**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						240,962.74
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
General Journal	06/30/2023	Interest		X	39.61	39.61
<b>Total Deposits and Credits</b>					39.61	39.61
<b>Total Cleared Transactions</b>					39.61	39.61
<b>Cleared Balance</b>					39.61	241,002.35
<b>Register Balance as of 06/30/2023</b>					39.61	241,002.35
<b>Ending Balance</b>					<u>39.61</u>	<u>241,002.35</u>

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07/05/23

**Rum River Watershed Partnership**  
**Reconciliation Summary**  
Checking, Period Ending 06/30/2023

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	<u>Jun 30, 23</u>
Beginning Balance	5,000.00
Cleared Balance	5,000.00
Register Balance as of 06/30/2023	5,000.00
Ending Balance	5,000.00

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07/05/23

**Rum River Watershed Partnership**  
**Reconciliation Detail**  
Checking, Period Ending 06/30/2023

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Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						5,000.00
Cleared Balance						5,000.00
Register Balance as of 06/30/2023						5,000.00
Ending Balance						<u>5,000.00</u>



## MEMO

**To: Rum River Watershed Partnership Board**  
**From: Jamie Schurbon, Watershed Projects Manager**  
**Date: September 20, 2023**  
**Re: Investments and Cash Management**

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### Current investments

\$243,000 in a 6 month CD at 4.95% that matures 10/25/2023

### Anticipated upcoming cash mgmt. and investments

- **In October 2023 –**
  - Current CD matures with interest earned of about \$5,942.
  - Purchase a new 6-month CD for approximately \$114,000. Current rates are around 5%. This would leave around \$343,000 in the bank account at the start, which is the amount we expect partners to request in reimbursements over the next 6 months.
  - Purchase a new 3-month CD for approximately \$93,000. The purpose is to bring the bank balance down below the \$250,000 FDIC insurance limit. At the end of 3 months, we'll have spent down the bank account enough to put that principle and interest into the checking account and still be below the insurance limit.
- **In April 2024 –** The October 6-month CD matures with interest of about \$2,787. No new CD investments. We'll need to spend down the remaining grant funds we have (~\$114,000) so the next installment of 40% of the grant funds (\$404,531) can be requested from the State. Then, we'll re-evaluate cash flow and investment options.
- **Keep bank and CD interest earned in the bank account, and liquid.** It's the rainy day fund. It doesn't have the limitations of grant funds – it can be spent on anything.

Reminder: Grant funds are provided in three installments: 50%, 40%, and 10%. The first 50% has been received. Only after it is spent does the next 40% arrive.

Here's the detailed math...

- The 6 month outlook
  - \$209,420 Grant funds in bank acct 9/20/2023
  - +\$243,000 Grant funds principle currently in CD
  - \$337,949 Anticipated partner reimbursements Oct '23-Mar'24
  - = \$114,471 Available funds to invest
  
- The 12 month outlook
  - \$209,420 Grant funds in bank acct 9/20/2023
  - +\$243,000 Grant funds principle currently in CD
  - \$337,949 Anticipated partner reimbursements Oct '23-Mar'24
  - \$338,836 Anticipated partner reimbursements April '24–Sept '24
  - +\$404,531 Next 40% of grant funds will be received
  - = \$180,166 Available funds to invest

During the next 12 months we will exhaust the first 50% installment of grant funds, then receive and begin using the next 40% grant installment.

No RRWP board action is needed, but discussion is invited. The RRWP board previously authorized the Anoka Conservation District to manage funds to minimize risk and ensure liquidity for the partnership.

Disclaimer: Actual actions will depend on how much partners request in reimbursement, and when.

**MEMO****Rum River Watershed Partnership Joint Powers Entity Board****Agenda Item 4: Progress report/Updates****Meeting Date: September 28, 2023****Prepared by: Tiffany Determan**

<b>June 2023</b>	
<b>June Administration</b>	IPC prep, 2 <sup>nd</sup> Q project funding request summary, financial management, attorney communication re RRWP board member remote attendance, communication members re Statements of Work & Master Agreements
<b>June 12<sup>h</sup> IPC</b>	2 <sup>nd</sup> Quarter funding request recommendations, reimbursement process review
<b>June 22<sup>rd</sup> RRWP</b>	2nd Q project funding approvals, logo endorsement, updates
Accomplishments: 2nd Q project funding requests approved by RRWP	

<b>July 2023</b>	
<b>July Administration</b>	Statement of Work coordination with members, communication w/Board of Water and Soil Resources, 3 <sup>rd</sup> Q project proposals opened, 2 <sup>nd</sup> Q member reimbursements, semi-annual report submitted in eLink, 2024 work plan-planning
<b>July 10 IPC</b>	No IPC meeting, communication regarding funding requests via email
Accomplishments: Member reimbursements & Semi-annual reporting submission to BWSR	

<b>August 2023</b>	
<b>Administration</b>	Member communication, project ranking sheet updates
<b>August 14<sup>th</sup> Planning Team (no IPC meeting)</b>	Met to discuss Implementation Tracking, RRWP 2024 Annual Plan contents, budget status, follow-up from June IPC meeting, minor plan amendment process, and outreach and education progress

<b>September 2023</b>	
<b>September Administration</b>	IPC meeting preparation, RRWP board meeting preparation, communication with members regarding project progress tables and financial requests for investment purposes.
<b>September 11 IPC</b>	3 <sup>rd</sup> Q project proposals, grant budget amendment, Comprehensive watershed plan minor amendment, updates
<b>September 28<sup>th</sup> RRWP Board</b>	3 <sup>rd</sup> Q project approvals, grant budget amendment, updates, FY25 Watershed based implementation funding
Accomplishments: 3 <sup>rd</sup> Q project funding requests approved by RRWP	

### Upcoming:

<b>September 30-November 20: IPC</b>	<b>4th Q Funding Requests</b>
<b>October 9 or November 13: IPC meeting</b>	<b>4<sup>th</sup> Q funding review, Implementation tracking, minor plan amendments, 2024 work planning</b>
<b>December X: RRWP Board meeting</b>	<b>4th Q funding request approvals, minor plan amendments, preparation for 2024</b>

Project Summary		Project Detail					Funding Awarded		Costs:Benefits to Water Quality			IPC to use for progress updates		
Funding Round	Partner	Activity	Project	Conservation Practice	Project Deliverables and Description	Timeline	WBIF Funding Award (\$)	WBIF Grant Match Commitment (\$)	Priority Benefitting Waterbody	TP Reduction (lb/yr)	TSS Reduction (ton/yr)	Project Life (yrs)	Progress Status	NOTES
2023-2	Aitkin SWCD	Forestry Practices	2023-ASWCD-F-1	Planning, Assessment or Special Study	3 stewardship plans for ~413 acres	2023-2024	\$3,032.00	\$759.00	P-Mille Lacs Lake	0.00	0.00	10	On Track	2 forest stewardship plans done. 1 more in the works.
2023-2	Aitkin SWCD	Planning, Assessment, & Special Study	2023-ASWCD-PAS-2	Planning, Assessment or Special Study	Prioritizing Study of Mille Lacs Lake to cover ~80 miles of shoreline. Study will locate erosion, sediment transport, native vegetation levels, classify shoreline alterations, suggest possible BMP's and rank BMP's by cost effectiveness.	2023-2024	\$26,800.00	\$0.00	P-Mille Lacs Lake	0.00	0.00	0	On Track	Drone flight of 80+ miles of shoreland complete. Moving into the next stage of prioritizing individual parcels.
2023-2	Anoka CD	Education/Information	2023-ASWCD-E-1	Education/Information	Type A outreach based on E&O Work Plan. Work plan tasks to be coordinated amongst Isanti SWCD & Anoka CD.	2023-2024	\$36,600.00	\$0.00	N/A	0.00	0.00	0	On Track	On track, with 2 big video projects upcoming
2023-2	Benton SWCD	Project Development	2023-BSWCD-PD-1	340-Cover Crop	List of landowners agreeing to implement soil health practices- this may be cover crops or other non-structural soil health projects	2023-2024	\$5,000.00	\$0.00	R-West Branch Rum River	0.00	0.00	0	On Track	
2023-2	Benton SWCD	Ag Non-Structural	2023-BSWCD-NS-2	340-Cover Crop	up to 200 acres of cover crops or combination of non-structural practices in Tier 1 Watershed	2023-2024	\$7,500.00	\$0.00	R-West Branch Rum River	0.00	0.00	0	On Track	
2023-2	Isanti SWCD	Planning, Assessment, & Special Study	2023-ISWCD-PAS-1	Planning, Assessment or Special Study	Updated Subwatershed Assessment- previously done in 2014. Will ID projects and rank for funding. The shoreline portion was updated in 2022. This will include all upland areas using protocol established by the Metro Conservation Districts. WinSlamm (urban) and RUSLE2 (ag) to be used.	Fall 2023	\$6,600.00	\$0.00	R-Skogman Lake	0.00	0.00	0	On Track	Early winter completion
2023-2	Isanti SWCD	Planning, Assessment, & Special Study	2023-ISWCD-PAS-1	Planning, Assessment or Special Study	Multipurpose Drainage Management Plans for CD 17 and 9 (completing in conjunction with ditch inspections). ISG will use drone flights and GIS tools to identify and rank BMPs for upland areas. BMPs are to be used in combination with planned ditch improvement by Isanti County. Result is maps with locations, pollutant reductions and cost estimates. ISG Proposal to be included in statement of work.	Winter 2023	\$10,000.00	\$0.00	P-Rum River (Princeton-Cambridge)	0.00	0.00	0	On Track	Early winter completion
2023-2	Isanti SWCD	Tech/Engineering	2023-ISWCD-TE-2	657-Wetland Restoration	Final Wetland restoration design and construction oversight assistance (funding request for construction below)	Summer 2023	\$21,000.00	\$0.00	R-Green Lake	0.00	0.00	0	On Track	Design complete, construction oversight likely winter 2023
2023-2	Isanti SWCD	Structural Rural BMPs	2023-ISWCD-RBMP-3	657-Wetland Restoration	4-Acre Wetland Restoration along CD 23 draining to Green Lake: project ID'd in MDM for CD23	Winter 2023/24	\$60,097.00	\$42,989.00	R-Green Lake	26.00	TBD	10	On Track	Landowner contract signed, winter 2023 construction
2023-2	Isanti SWCD	Project Development	2023-ISWCD-PD-4	657-Wetland Restoration	Technical Staff time to focus on getting landowners on the project list for wetland restorations. Staff will focus on MDM areas but will also include communication with landowners on property identified by other existing studies.	2023-2024	\$10,000.00	\$0.00	P-Rum River (Princeton-Cambridge)	0.00	0.00	0	On Track	Wetland site selection process established, investigation and outreach in process
2023-2	Isanti SWCD	Project Development	2023-ISWCD-PD-4	340-Cover Crop	List of landowners agreeing to implement soil health practices- this may be cover crops or other non-structural soil health projects. Will prioritize communication to Rum River (Princeton-Cambridge & St. Francis), Blue Lake, Green Lake and Stanchfield Lakes as identified in work plan.	2023-2024	\$7,000.00	\$0.00	P-Rum River (Princeton-Cambridge)	0.00	0.00	0	On Track	Communication with Isanti/Anoka farmers resulting in Soil Health Contracts signed. Mailings sent to Anoka (175) & Isanti (136) farmers (Soil Health Field Day)
2023-2	Isanti SWCD	Ag Non-Structural	2023-ISWCD-NS-5	340-Cover Crop	Up to 100 acres of cover crops or combination of other Soil Health practices. Will Prioritize: Rum River (Princeton-Cambridge & St. Francis), Blue Lake, Green Lake and Stanchfield Lakes. All tier 1 waters will be eligible	2023-2024	\$18,000.00	\$0.00	P-Rum River (Princeton-Cambridge)	0.00	0.00	0	On Track	75 acres with 3 yr contracts; 30 additional in progress
2023-2	Isanti SWCD	Structural Urban BMPs	2023-ISWCD-UBMP-6	580-Streambank & Shoreline Protection	120 linear feet of shoreline restoration or 1,200 square feet of stormwater runoff reduction or shoreline restoration. Projects were prioritized in 2023 updated shoreline inventory.	2023-2024	\$10,000.00	\$2,500.00	R-Skogman Lake	0.75	0.15	10	On Track	2 project designs underway
2023-2	Isanti SWCD	Structural Urban BMPs	2023-ISWCD-UBMP-6	580-Streambank & Shoreline Protection	120 linear feet of shoreline restoration or 1,200 square feet of stormwater runoff reduction or shoreline restoration. Projects were identified in Blue Lake Subwatershed Assessment.	2023-2024	\$10,000.00	\$2,500.00	P-Blue Lake	0.75	0.15	10	On Track	50 linear ft planted
2023-2	Isanti SWCD	Tech/Engineering	2023-ISWCD-TE-2	580-Streambank & Shoreline Protection	JAA Designed critical area plantings or shoreline protection projects	2023-2024	\$5,000.00	\$0.00	R-Skogman Lake	0.00	0.00	0	On Track	Staff with appropriate JAA designing projects
2023-2	Isanti SWCD	Education/Information	2023-ISWCD-EI-7	Education/Information	Type A outreach based on E&O Work Plan	2023-2024	\$40,000.00	\$0.00	N/A	0.00	0.00	0	On Track	compiling resources for our members to utilize (available on shared drive) In October to meet as outreach team to determine effectiveness and priorities for future
2023-2	Mille Lacs SWCD	Tech/Engineering	2023-MLSWCD-TE-2	570-Stormwater Runoff Control	Technical assistance for installation of LIDs BMPs on a City of Wahkon parking lot to capture and treat stormwater runoff and stored snow melt before it reaches an adjacent wetland. BMPs will be vegetated and include infiltration trenches, curb cuts and Rain Guardian structure for sediment capture and removal. Also a large gully stabilization and stormwater treatment project for landowner. Wahkon project ID'd in Stormwater Plan assessment and landowner gully is in target catchment from HSPF modeling in MPCA Sediment loss assessment.	2023-2024	\$35,000.00	\$0.00	P-Mille Lacs Lake	0.00	0.00	0	On Track	Survey of gully project partially completed. al vegetation has been removed from neighboring property and tossed in gully which will affect project design. TSA has reviewed original cost estimate for Wahkon stormwater project and pulled aggregate which is not eligible for cost share. Wahkon is working with their engineer and City needs to decide how this new estimate will affect their budget.
2023-2	Mille Lacs SWCD	Structural Urban BMPs	2023-MLSWCD-UBMP-3	570-Stormwater Runoff Control	Project will direct stormwater and snow melt runoff to installed infiltration trenches or other structural BMPs for example rain gardens to catch and infiltrate melt water from stock-piled snow as well as stormwater runoff. Estimated pollution reduction of .15 tons per year (307) lbs of sediment per year and .44 lbs of Phosphorus per year.	2023-2024	\$115,805.00	\$28,951.00	P-Mille Lacs Lake	0.44	0.15	10	On Track	estimated install summer/fall 2024
2023-2	Mille Lacs SWCD	Structural Urban BMPs	2023-MLSWCD-UBMP-3	570-Stormwater Runoff Control	Runoff from surrounding area and township road flows through culvert and down a steep hill, causing a 6 foot gully over 50 feet long. Project will stabilize gully and treat stormwater runoff before it reaches lake, saving 13.6 tons of sediment per year and 13.6 pounds of Phosphorus per year.	2023-2024	\$16,500.00	\$5,500.00	P-Mille Lacs Lake	13.60	13.60	10	On Track	estimated install summer/fall 2024



Project Summary		Project Detail					Funding Awarded		Costs/Benefits to Water Quality			IPC to use for progress updates		
Funding Round	Partner	Activity	Project	Conservation Practice	Project Deliverables and Description	Timeline	WBIF Funding Award (\$)	WBIF Grant Match Commitment (\$)	Priority Benefitting Waterbody	TP Reduction (lb/yr)	TSS Reduction (ton/yr)	Project Life (yrs)	Progress Status	NOTES
2023-2	Mille Lacs SWCD	Project Development	2023-MLSWCD-PD-1	580-Streambank & Shoreline Protection	This project will leverage existing landowner relationships to meet neighboring property owners who will be willing to convert from mowed turf grass to no-mow shoreline buffers. If successful, this project will establish approximately 400 linear feet of no-mow shoreline buffer on Mille Lacs Lake. We will also meet with new landowners who are interested in working to develop no-mow buffers in additional lakeside neighborhoods.	2023-2024	\$18,000.00	\$0.00	P-Mille Lacs Lake	0.00	0.00	0	On Track	Worked with landowners with existing buffers to contacted neighboring properties about no-mow buffers. Letter mailed to all landowners in target area to invite them to HLHL Expo to talk about what they can do to protect water quality in their neighborhood. in
2023-2	Mille Lacs SWCD	Education/Information	2023-MLSWCD-EI-4	Education/Information	Type B outreach based on E&O Work Plan	2023-2024	\$142,894.00	\$0.00	N/A	0.00	0.00	0	Slow Progress	Job description vetted with input from the RRWP outreach subcommittee. Being reviewed for placement on the MLSWCD pay scale. Next step is posting and interviewing.
2023-2	Mille Lacs SWCD	Planning, Assessment, & Special Study	2023-MLSWCD-PAS-5	Planning, Assessment or Special Study	Inventory animal operations including but not limited to registered feedlots, and possible land application of manure approx 1000 ft from Bogus Brk or a ditch of trib of the stream that could be contributing to the impairment. Will utilize aerial review, owner/producer review/survey, develop list of recommended BMPs for each site and rank by cost effectiveness and landowner readiness. Identified in the work plan within the tier 1 priority stream Bogus Brook, Milaca GMZ	2023	\$22,600.00	\$0.00	R-Bogus Brook	0.00	0.00	0	On Track	Ag tech hired mid June. Desktop inventory of parcels w/feedlot permits, livestock in general, or fields where manure may be spread is complete. Next step is further refining of contacts and outreach via postcard and through community contacts.
2023-2	Mille Lacs SWCD	Project Development	2023-MLSWCD-PD-1	340-Cover Crop	Project Development to get landowners on the list to implement soil health practices, targeting West Branch and Bogus Brook tier 1 priority waters	2023-2024	\$12,000.00	\$0.00	R-West Branch Rum River	0.00	0.00	0	Slow Progress	Interested cooperators are being identified. Next step is further outreach and follow up with interested cooperators.
2023-2	Mille Lacs SWCD	Admin/Coord	2023-MLSWCD-AC-6	Admin/Coord	Communications: Activities may include meeting facilitation, note taking, and website maintenance.	2023-2024	\$12,717.41	\$0.00	N/A	0.00	0.00	0	Slow Progress	Website updates being done. Coordination will follow with hire of watershed coordination position.
2023-2	Mille Lacs SWCD	Project Development	2023-MLSWCD-PD-1	342-Critical Area Planting	Motivate establishment and installation of buffers on private ditches and buffer enhancements on public and private ditches	2023-2024	\$5,000.00	\$0.00	R-Bogus Brook	0.00	0.00	0	Slow Progress	Outreach needs to be done.
2023-2	Sherburne SWCD	Project Development	2023-SSWCD-PD-1	340-Cover Crop	Promotional items, list of landowner contacts, list of interested landowners for BMP implementation.	2023-2024	\$3,600.00	\$0.00	Rum River (Princeton-Cambrid	0.00	0.00	0	On Track	Promotional items created and distributed, interested landowners list in development.
2023-2	Sherburne SWCD	Ag Non-Structural	2023-SSWCD-NS-2	340-Cover Crop	Will work with Rum River & Blue Lake watershed landowners for cover crops and/or non-structural agriculture practices. We anticipate 70 acres or more of cover crops, coupled with potential other agricultural practices and/or forestry practices.	2023-2024	\$6,500.00	\$0.00	Rum River (Princeton-Cambrid	0.00	0.00	0	On Track	Site visits scheduled and conversations regarding potential projects.
2023-2	Sherburne SWCD	Admin/Coord	2023-SSWCD-AC-3	Admin/Coord	Develop and populate an implementation tracking chart with partnership accomplishments. Include an annual assessment of accomplishments and progress towards plan goals.	2023-2024	\$12,717.41	\$0.00	N/A	0.00	0.00	0	On Track	In discussions on an ArcOnline tracking tool
2023-1	Anoka CD	Admin/Coord	Fiscal Agent Agreement	Admin/Coord	2022-23 calendar year fiscal agent role including: - Track project finances according to BWSR policy. - Prepare annual budget in coordination with Coordinator. - Receive and issue payments. - Develop method for members to submit quarterly reimbursements for staff time and projects. - Establish separate financial tracking of Rum watershed partnership funds. - Compile records for annual audits. - Provide, at a minimum, quarterly accounting of the funds, receipts and disbursements, to be presented to the RRWP Board for its meetings. - Maintain all records related to the fund or funds and retain them in accordance with the record retention policy requirements of the Minnesota State Auditor. - Approve project payments as described in the RRWP Policies. - Develop consistent forms for partners to report project finances. Done in collaboration with Coordinator. - File reporting	Start - 1/26/2022 or at execution of RRWP FY2023 WBIF grant, whichever is later. End - 12/31/2024 or execution of RRWP FY2025 WBIF grant, whichever is later.	\$29,673.70	\$0.00	N/A	0.00	0.00	0	On Track	On track
2023-1	Isanti SWCD	Admin/Coord	Watershed Coordinator Agreement	Admin/Coord	-develop annual work plan and budget with assistance from IPC - develop consistent forms for partners to request funds for projects, and to report project outcomes. Done in collaboration with Fiscal Agent - Submit WBIF Funding request and work plan to BWSR - develop policies as needed to ensure consistency -Act as point of contact -Maintain records of the partnership (need to develop retention schedule) -Recommend plan amendments to the RRCWMP to the Board -ensure work plan progress -Provide the RRWP Board with project updates on work being completed under the RRCWMP, with assistance from the Planning Team and IPC -Organize meetings of the Policy Committee, IPC and Planning Team and assist the same with fulfilling their duties. This includes: providing advance notice of meetings, preparing/ distributing agendas & related materials, distributing minutes, maintain all records and documents of the above-noted groups. -Prepare and submit grant applications and funding request on behalf of the entity, and serve as point of contact for grant agreements -Track progress towards plan and annual plan goals (process to be	Start - 1/26/2022 or at execution of RRWP FY2023 WBIF grant, whichever is later. End - 12/31/2024 or execution of RRWP FY2025 WBIF grant, whichever is later.	\$29,673.70	\$0.00	N/A	0.00	0.00	0	On Track	
2023-3	Benton SWCD	Tech/Engineering	2023-BSWCD-3	638-Water & Sediment Control Basin	Conservation planning and design of WASCOB or equivalent	2023-2024	\$16,350.00	\$0.00	R-West Branch Rum River	0.00	0.00	0	Slow Progress	

<div style="display: flex; justify-content: space-between; align-items: center;"> <span>↓</span> <span>↓</span> <span>↓</span> <span>COMPLETED</span> <span>On Track</span> <span>Slow Progress</span> <span>On Hold/significant setbacks</span> <span>↓</span> <span>↓</span> <span>↓</span> <span>↓</span> <span>↓</span> </div>														
Project Summary			Project Detail				Funding Awarded		Costs:Benefits to Water Quality			IPC to use for progress updates		
Funding Round	Partner	Activity	Project	Conservation Practice	Project Deliverables and Description	Timeline	WBIF Funding Award (\$)	WBIF Grant Match Commitment (\$)	Priority Benefitting Waterbody	TP Reduction (lb/yr)	TSS Reduction (ton/yr)	Project Life (yrs)	Progress Status	NOTES
2023-3	Benton SWCD	Structural Rural BMPs	2023-BSWCD-3	638-Water & Sediment Control Basin	Construction of a WASCOD or equivalent practice that will be treating 118 acres, in the direct drainage to the W. Branch Rum. The drainage area is predominantly ag, with a ~500 ft buffer area of grass. We anticipate the designs to be completed by TSA. The implementation planning committee determined through consensus that this project was a priority in part due to the severity of the erosion, its location in a priority watershed, and the	2023-2024	\$50,000.00	\$12,500.00	R-West Branch Rum River	43.40	12.07	10	Slow Progress	
2023-3	Morrison SWCD	Forestry Practices	2023-MSWCD-1	Planning, Assessment or Special Study	2 stewardship plans for ~500 acres	2023-2024	\$3,000.00	\$600.00	R-West Branch Rum River	0.00	0.00	10	On Track	
2023-4	Morrison SWCD	Structural Rural BMPs	2023-MSWCD-2	313-Waste Storage Facility	Construction of a manure stacking facility for poultry litter with a primary purpose of bacteria reduction. Approximate size: stacking slab is 59'x79' with 6' walls and a roof with 20'x60' concrete apron. There are 82,000 broiler birds. It is big enough to store all the manure from a barn cleanout until the manure can be transferred and spread during an appropriate time of the year. The preliminary design was completed by West Central TSA.	2023-2024			R-West Branch Rum River	4.00	0.00	10		Recommended for funding 9/28/2023



## Position Description

### WATERSHED ORGANIZER/COORDINATOR

Employer:	Mille Lacs Soil & Water Conservation District (MLSWCD)
Grade:	Previous position was graded L
Reports to:	SWCD District Administrator
FLSA Overtime Status:	Non-exempt
Revision Date:	September 2023

#### OBJECTIVE

The primary areas of responsibility include coordinating watershed wide efforts and community organizing. The position will be based in Mille Lacs County but will support and collaborate with other local government staff in the watershed. The coordination approach will use direct outreach and community organizing to foster community co-creation and implementation of solutions.

This position is grant funded to specifically support the work of the Rum River Watershed Partnership. The Partnership includes but is not limited to SWCD, tribal and county members located within the watershed.

This position works directly with citizens to identify roles and actions to protect soil and water resources. The position takes a lead in promoting civic standards and principles in conservation delivery in order to engage the community in decision making processes which lead to more sustainable conservation practices.

The person selected for this position must balance interagency coordination, positive public interaction, and detailed documentation.

#### SCOPE

This position works under the general supervision of the Mille Lacs SWCD District Administrator. The Mille Lacs SWCD is the employer.

#### ESSENTIAL FUNCTIONS

This job description indicates the normal type and level of work expected of the position, and the standards by which the work is to be performed. The incumbent may be asked to perform other duties as apparent or assigned. These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this classification. Specific duties of this position are expected to change as the needs of the area change. Regular attendance according to the position's approved work schedule is required for all positions.

Local units of government, business, landowners, residents of the community and those that come to recreate are all stakeholders in projects that protect soil and water resources.

1. Direct Outreach and Engagement Coordination (approximately 50% of the workload):
  - A. MLSWCD specific role - Increase civic perception and awareness about the value and need for ongoing soil and water quality protection in the process of organizing key stakeholders to implement Best Management Practices (BMPs):
    - Support strategic planning processes that link project goals to the larger civic purpose for environmental protection, identifying key stakeholders needed to achieve goals.

## ***Position Description***

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- Organize on-going meetings with key stakeholders. Support the roles citizens play in implementation by providing information and other services. Thereby ensuring citizens realize ownership in the value of their role as it promotes the larger purpose and need for soil and water quality (the common good).

### ***B. Rum River Comprehensive Watershed Management Plan (CWMP) – April 29, 2022 (pp.70 & 73)***

- Collaborate with the Rum River Watershed Partnership (RRWP) to identify priorities for each year considering targeted outreach needed now in order to be successful in future years. The RRWP is an group of counties, SWCDs, and the Mille Lacs Band of Ojibwe which implements a plan they created for water quality and habitat improvement.
- Build relationships with staff members in each county in the watershed and support them in enhancing engagement within their own areas through co-designed solutions.
- Work to build relationships with community members in the watershed who are interested in partnering to design and implement strategies that can address watershed plan priorities.

Target audiences may include, but are not limited to, people who farm, live rurally, live on or near shoreland, own or manage forested land, contractors or businesses, community associations, municipalities, tribal or local governments.

- Work with community members to reach others in their networks, refine communications language, and identify practices they are interested in that can lead to water and natural resources improvement.
- Provide civic leadership development support to community members who will help lead engagement in partnership with local staff.

### ***C. Community civic organizing in other watersheds as assigned***

## ***2. Forestry Coordination (approximately 50% of the workload):***

### ***A. Implement goals of the Rum River Comprehensive Watershed Management Plan (CWMP) – April 29, 2022 (pp.70, 98, 124, 138)***

Work to build relationships with stakeholders in the watershed to promote and help with implementation of forestry actions.

### ***B. Implement goals of the Rum River Watershed Landscape Stewardship Plan (LSP) – June 2020 (pp. 15, 29-37)***

Periodically convene a core group of partners (natural resource professionals, forestry service providers, local and state officials, environmental groups, tribal representatives, and landowners) into a local team to oversee the coordination and implementation efforts over the next ten years.

The team should meet on a regular basis to: Review and determine service delivery priorities and workloads,

- Collaborate on developing proposals for funding opportunities including One Watershed One Plan (1W1P) program Watershed Based Implementation Funding (WBIF) funding,
- Coordinate training and landowner outreach efforts,
- Support accomplishment reporting, and

## ***Position Description***

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- Ensure clear communications on the status of the project.

### C. Implement grant goals

*Legislative-Citizen Commission on MN Resources (LCCMR) Watershed and Forest Restoration: What a Match! (2022-260)*

- Administration/Coordination: Convene 4 forestry team meetings in each watershed per year. The team will review/refine priorities in the landscape stewardship plans and assist with and guide conservation easement selection process. Progress reports and evaluations
- Education/information: Coordinate strategic outreach efforts including mailings, service provider trainings, youth mentoring workshops, and the development of sub agreements for funds that will be transferred to other partnering SWCDs in the Rum Watershed.
- Project Development: Coordinate seedling stock needs with prospective private and public nurseries, develop and maintain the service provider directory, survey and assess tree planting capacities in the watershed.

D. Technical roles as assigned – the incumbent may also be asked to perform technical roles: Technical roles may include but are not limited to easement program development, easement enrollment, landowner assistance with forest management planning, forestry equipment or forestry capacity needs assessments.

### 3. Maintain effective working relationships:

- The position needs to communicate effectively and work cooperatively as a team player with a wide variety of groups and individuals who are key to the District's function, including but not limited to the MLSWCD Administrator, MLSWCD Board, watershed partners, tribal staff, landowners, government and non-government agencies, associations, organizations and others.
- Attend meetings and participate in programs and projects with other agencies and citizen groups when appropriate. These will be primarily interpersonal, small group meetings comprised of people who fit the outreach target audience, for the purpose of bringing individuals together around strategies to address natural resource issues.
  - The work is NOT intended to be general public outreach, informational presentations to large groups, social media, workshops, website, newsletters, etc. (except as needed)
- Where no community stakeholder groups exist, build relationships and connections that bring individuals together around resource issues or strategies. Foster networking. Identify social, environmental and economic obstacles to conservation and work with the community to address them.
- Support watershed SWCD's, counties, tribes or other watershed partners in their outreach.

### 4. Perform administrative duties associated with outreach, implementation of the LSP, and evaluation of efforts:

- Lead the development and implementation of the prioritize-target-measure (PTM) methodology for proactively identifying the best natural resource project locations, and reaching out to those landowners.
- Assist with grant tracking, progress evaluation and outcomes reporting. Manage a priority driven calendar to ensure adequate lead time to meet goals.

## ***Position Description***

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- Assist with identifying ongoing grant or other funding to support strategic work plan priorities.
- Track outreach activities and the number of citizen contacts made; document the conservation needs identified, as well as the implementation goals of the citizens.
- Maintain detailed records on all projects per District records management and data practices guidelines.
- Prepare status reports and project completion reports with descriptions of project outcomes.
- Enter project information into required system.
- Process contracts, payment vouchers and other agreements when applicable.

### 5. Other job-related duties as assigned

6. The process for conducting the position duties - All work should be guided by the following Civic Standards for Decision Making. Civic standards promote the identification of key stakeholders in the community that will bring their knowledge and resources to the table to help define issues and achieve solutions for soil and water sustainability. The civic standards are:
- All those impacted by the problem are stakeholders and help define the problem, considering civic principles and the realities of their situation.
  - All stakeholders are accountable for contributing resources (leadership/time, knowledge, constituencies & dollars) to solve the problem.
  - All stakeholders are engaged in decision-making and policy-making that contributes to the common good.
  - All stakeholders implement policies grounded in civic principles in the places where they have the authority to act.

These duties describe the general nature and level of work being performed by this position and are not to be construed as an exhaustive list of all duties performed.

### **MINIMUM QUALIFICATIONS**

Effective interpersonal skills and a valid Minnesota driver's license are required. An interest natural resources is critical. Prefer Bachelor's degree and experience Community Development, Sociology, Communications or related field.

Education and experience:

- Bachelor's degree in Community Development, Sociology, Communications, Natural Resources, or a related field, plus one year of relevant experience;
- **OR** minimum of two-year college degree in related field, plus three years applicable experience;
- **OR** an equivalent combination of education and experience sufficient to perform the essential functions of the position.

This position requires an understanding of natural resources management principles and practices; and a general understanding of the political nature of the job.

- Must be self-motivated, able to learn quickly, follow instructions, and handle multiple projects that may have coinciding deadlines.
- Must possess strong organizational, skills, both written and verbal.
- Must possess meticulous recordkeeping skills.

## **Position Description**

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- Must have experience with Microsoft Office including Word and Excel.
- A valid driver's license is required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Basic skills: Business English, punctuation, spelling, and grammar; skill in reading, writing, and speaking English proficiently; organizing and prioritizing work; skill in operating computers and software, including the MS Office Suite, learn new computer applications, and all other job-related equipment.

Critical skills: Thorough understanding of natural resources management principles and practices; understanding of the political nature of the job; public relations skills to deal with staff, community groups and the general public under a variety of situations including resolving problems and explaining program operations, procedures, and regulatory issues; skill in navigating local government.

Ability to develop and maintain effective working relationships with department staff, Board of Supervisors, partner organizations, other state and federal agency staff, contractors, media contacts and members of the public;

Demonstrate effective oral and written English communication skills; take direction; use good judgment and make independent decisions; prioritize and delegate work; resolve conflicts; learn quickly and adapt to a variety of responsibilities; work independently; work under pressure; and present a positive, professional image.

Desired skills: additional skills in using ArcGIS, GPS equipment and software, are also desirable

### **EQUIPMENT USED**

Standard office equipment including computer, calculator, copier, telephone; a variety of hand tools, vehicle, and other job-related equipment.

### **WORKING CONDITIONS**

Work is typically performed in a normal office environment, but is occasionally performed in a variety of indoor and outdoor settings (less than 15%) in wetlands, farms, and development areas. Subject to sunburn, poison ivy, and insect bites when outdoors. There is extensive use of a computer, phone, and other office equipment, and occasional local driving is required. The job may involve dealing with and calming individuals who are emotionally charged over an issue. There is considerable attention to detail and deadlines. May be required to attend evening meetings. There is potential exposure to hazardous chemicals, animal bites and inclement weather conditions.

### **PHYSICAL REQUIREMENTS**

Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.

Light to Medium Work: Exerting up to 30 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. This position requires intermittent walking on various types of terrain.

### **ADA CONSIDERATIONS**

The SWCD is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act,

## ***Position Description***

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the SWCD will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the employer.

*Board approved:* \_\_\_\_\_



**MEMO**

Request For Action

**Rum River Watershed Partnership Joint Powers Entity Board****Agenda Item 6: 3<sup>rd</sup> Quarter Project Approval****Meeting Date: September 28, 2023****Prepared by: Tiffany Determan**

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**PURPOSE/ACTION REQUESTED**

Approve 3<sup>rd</sup> Quarter project funding request and Statement of Work for Morrison SWCD

**Summary**

This agenda item includes the Project Ranking sheet summary and Morrison SWCD Statement of Work. If you want to review the entire project ranking sheet, you can see it [here](#) or contact Tiffany Determan at 763-689-3271.

While this project does not meet the minimum scoring criteria (40) on the project ranking sheet, it is recommended for funding by the Implementation Planning Committee. The primary reason for the low score (38) is the cost-benefit related to phosphorus reduction; it was not explicitly listed in the grant work plan, and the conservation practice type (waste storage facility) score is relatively low.

The IPC unanimously voted to fund the project for the following reasons:

- 1) The project has multiple benefits, which include a considerable E. coli bacteria reduction (West Branch Rum is impaired for Bacteria);
- 2) It's at the top of the West Branch Rum River Watershed (tier 1 water);
- 3) the location was identified as a high priority by Morrison SWCD based on a ranking exercise completed by Morrison SWCD.
- 4) It meets grant work plan goals.

Note: Approving this project will require a \$120,424.50 shift from Residential/Urban BMPs to Rural BMPs. Because this shift is greater than 10% of the grant budget, a WBIF budget revision will be required (see item #7 on the agenda and table on back of page).

FY23 WBIF	Grant Budget	Previous Grant Funding Awards	Current requests	Amount Remaining
Admin/Coord	\$101,132.70	\$101,132.22	\$0.00	\$0.48
Education/Information	\$219,494.00	\$219,494.00	\$0.00	\$0.00
Ag Non-Structural	\$32,000.00	\$32,000.00	\$0.00	\$0.00
Planning, Assessment, & Special Studies	\$66,000.00	\$66,000.00	\$0.00	\$0.00
Tech/Engineering	\$45,000.00	\$71,000.00	\$0.00	-\$26,000.00
Project Development	\$125,500.00	\$60,600.00	\$0.00	\$64,900.00
Structural Urban BMPs	\$330,000.00	\$152,305.00	\$0.00	\$177,695.00
Structural Rural BMPs	\$76,200.00	\$110,097.00	\$86,527.50	-\$120,424.50
Forestry Practices	\$16,000.00	\$6,032.00	\$0.00	\$9,968.00
	\$1,011,326.70	\$818,660.22	\$86,527.50	\$106,138.98
		Shift w/no amendement required	10%	\$101,132.67
		Current	-14%	-\$146,424.50

		Project Summary					Funding Request				
Total Points	Funding Recommended Based on Score?	Project Lead	CWMP Implementation Plan Activity #	WBIF Grant Activity Type	Project Name	Project Deliverables and Description	WBIF Funding Request (\$)	WBIF Grant Match Commitment (\$)	Cost:Benefit (\$/lb TP)	Other Benefits	IPC Funding Recommendation
38	No	Morrison SWCD	SW-R.20	Structural Rural BMPs	W. Branch Rum River, Matvick 313 Ag Waste	Construction of a manure stacking facility for poultry litter with a primary purpose of bacteria reduction. Approximate size: stacking slab is 59'x79' with 6' walls and a roof with 20'x60' concrete apron. There are 82,000 broiler birds. It is big enough to store all the manure from a barn cleanout until the manure can be transferred and spread during an appropriate time of the year. The preliminary design was completed by West Central TSA.	\$86,527.50	\$28,842.50	\$2,000-\$3,000/lb TP	Reduction for bacteria would be 8.1 e+13.	\$86,527.50

# STATEMENT OF WORK TO THE MASTER PROJECT AGREEMENT BETWEEN RUM RIVER WATERSHED PARTNERSHIP AND THE Morrison SWCD

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**REQUEST ID:** 2023-MSWCD-2

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This Statement of Work is issued and agreed to pursuant to the Master Project Agreement entered into between Rum River Watershed Partnership (“**RRWP**”) and the Morrison SWCD (“**Partner**”) and is subject to the terms and conditions of the Master Project Agreement. All grant activities associated with Projects specified and detailed herein shall be performed in accordance with the Master Project Agreement, RRWP Partnership Policy, the funding source’s grant agreement, BWSR Grant Administration Manual (if BWSR is the funding source), and applicable federal, state, and local laws, rules, regulations, and ordinances.

I. ALLOCATION OF GRANT FUNDS

The RRWP will reimburse the Partner amounts not to exceed those shown in Table 1 for costs incurred in delivering the Activities & Project(s). The funding source is the following RRWP grant: RRWP WBIF FY’23 C23-3265 To be eligible, expenses must be after the grant and Master Project Agreement execution, and no sooner than the day that this Statement of Work is executed.

**Table 1. Activities and Projects Summary.** Multiple projects and multiple activities may be in the same statement of work.

ACTIVITY	PROJECT NAME(S)	GRANT FUNDING AMOUNT	NON-STATE MATCH
Rural BMPs	W. Branch Rum River, Matvick 313 Ag Waste	\$86,527.50	\$28,842.50
Choose an item.			
Choose an item.			
Choose an item.			
<b>TOTAL</b>		<b>\$86,527.50</b>	<b>\$28,842.50</b>

II. SCOPE OF WORK

Partner will carry-out activities & projects as described in Exhibit A (Projects Map), Exhibit B (Project Photos) and Exhibit C: Activities and Projects Detail. The Partner will be responsible for operations & maintenance for the project life.

III. SIGNATURES

IN WITNESS WHEREOF, the parties have executed this Statement of Work the day and year signed below.

**RUM RIVER WATERSHED PARTNERSHIP**

**Morrison SWCD**

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

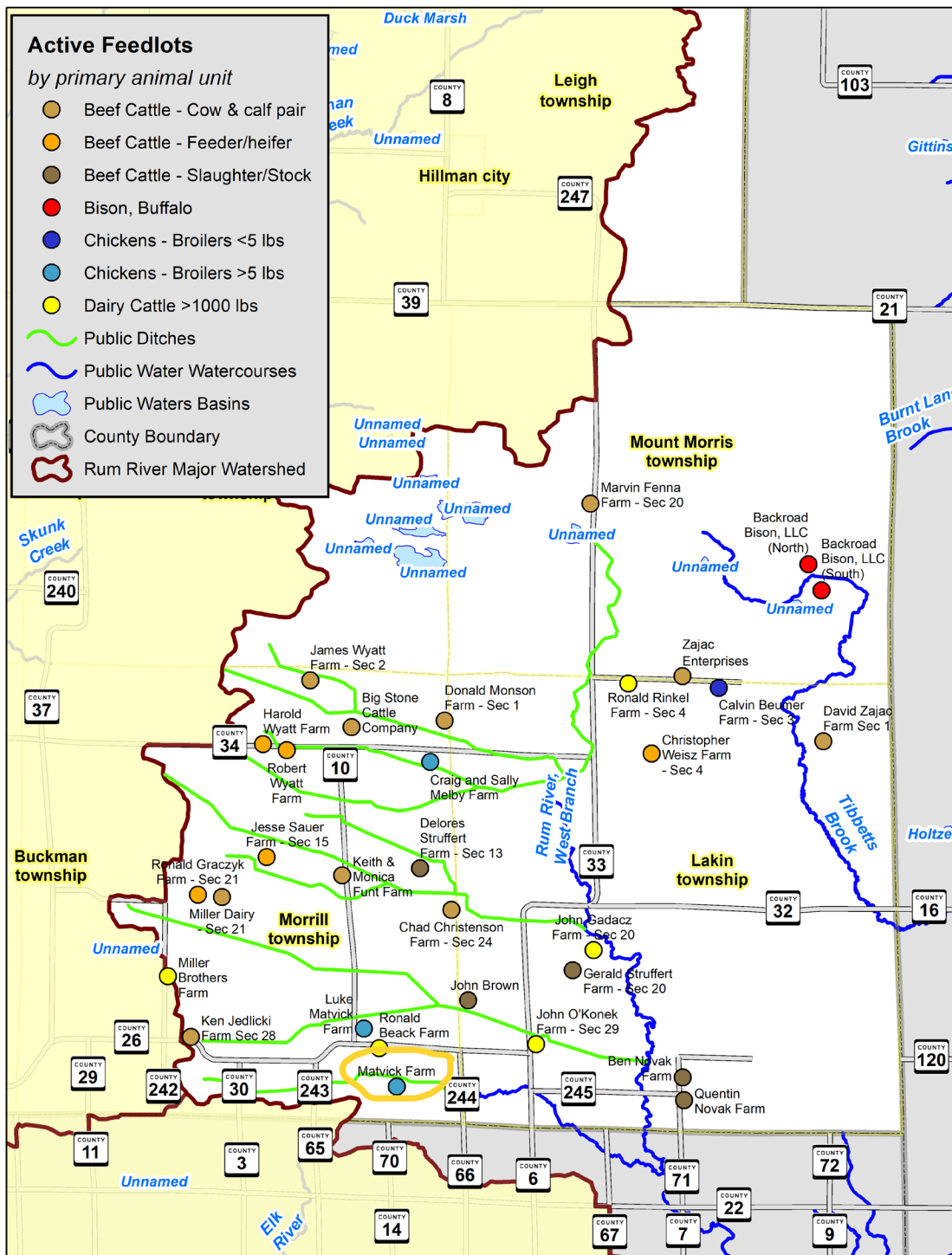
Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

EXHIBIT A: PROJECTS MAP

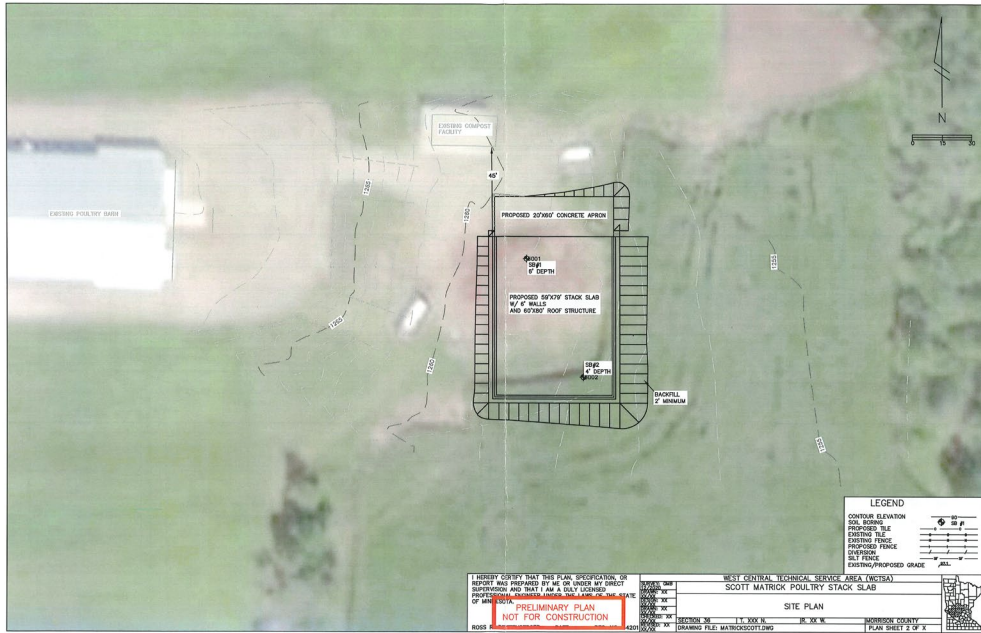
**Project(s):** Map of the Morrison County portion of the Rum River Watershed and all feedlots marked by a dot. The Matvick farm is circled in yellow on the southern edge of Morrison County in Section 36 of Morrill Township.



### EXHIBIT B: PROJECT PHOTOS

**Project:** 2023-MSWCD-2

Description of photos below: Engineered design of the stacking slab



**Project:** 2023-MSWCD-2

Description of photos below: Picture of the Matvick chicken barn



**Project:** 2023-MSWCD-2

Description of photos below: Pre-project picture of manure being stacked on sensitive soils



**Project:** 2023-MSWCD-2

Description of photos below: Post-project example of finished stacking slab with manure storage on concrete with sidewalls and roofed.



EXHIBIT C: Activities and Projects Detail

Project Summary				Project Detail			Funding Awarded			Costs/Benefits to Water Quality		
Funding Year	Partner	Activity	Project	Conservation Practice	Project Deliverables and Description	Timeline	WBIF Funding Award (\$)	WBIF Grant Match Commitment	Priority Benefitting Waterbody	TP Reduction (lb/yr)	TSS Reduction (ton/yr)	Project Life (yrs)
2023-4	Morrison SWCD	Structural Rural BMPs	2023-MSWCD-2	313-Waste Storage Facility	Construction of a manure stacking facility for poultry litter with a primary purpose of bacteria reduction. Approximate size: stacking slab is 53'x73' with 6" walls and a roof with 20'x60' concrete apron. There are 82,000 broiler birds. It is big enough to store all the manure from a barn cleanout until the manure can be transferred and spread during an appropriate time of the year. The preliminary design was completed by West Central TSA.	2023-2024	\$86,527.50	\$28,842.50	R-West Branch Flum River	4.00	0.00	10



**MEMO**

Request For Action

**Rum River Watershed Partnership Joint Powers Entity Board****Agenda Item 7: FY23 Watershed Based Implementation Fund Work Plan Revision****Meeting Date: September 28, 2023****Prepared by: Tiffany Determan****PURPOSE/ACTION REQUESTED**

Approve FY23 Watershed Based Implementation Fund work plan revision.

**BACKGROUND**

Approving the W. Branch Rum River, Matvick 313 Ag Waste project requires a \$120,424.50 shift from Residential and Urban BMPs to Structural Rural BMPs. The shift exceeds 10% of the grant budget and requires a work plan revision. The revision must be approved by our Board Conservationist (BC) following RRWP board approval.

Previously, we shifted \$26,000 from Project Development into Technical/Engineering; this shift did not require formal action. Staff recommends revising the budget to reflect this change and the one noted above.

<b>Proposed Budget Revision FY23 WBIF</b>	<b>ORIGINAL Grant Budget</b>	<b>Revised Budget</b>	<b>Budget Shifts</b>	<b>Amount Remaining</b>
<b>Admin/Coord</b>	\$101,132.70	<b>\$101,132.70</b>	\$0.00	\$0.48
<b>Education/Information</b>	\$219,494.00	<b>\$219,494.00</b>	0	\$0.00
<b>Ag Non-Structural</b>	\$32,000.00	<b>\$32,000.00</b>	\$0.00	\$0.00
<b>Planning, Assessment, &amp; Special Studies</b>	\$66,000.00	<b>\$66,000.00</b>	0	\$0.00
<b>Tech/Engineering</b>	\$45,000.00	<b>\$71,000.00</b>	+\$26,000.00	\$0.00
<b>Project Development</b>	\$125,500.00	<b>\$99,500.00</b>	-\$26,000	\$38,900.00
<b>Residential and Urban BMPs</b>	\$330,000.00	<b>\$209,575.50</b>	-\$120,424.50	\$57,270.50
<b>Structural Rural BMPs</b>	\$76,200.00	<b>\$196,624.50</b>	+\$120,424.50	\$0.00
<b>Forestry Practices</b>	\$16,000.00	<b>\$16,000.00</b>	\$0.00	\$9,968.00
	\$1,011,326.70	<b>\$1,011,326.70</b>	\$146,424.50	\$106,138.98

% change

14.48%