

Snake River Watershed – Steering Committee

Meeting Outcomes

Oct. 11, 2023, 9-11 am

Invitees: local SWCD & county staff, BWSR staff

Location: Remote Google Meeting – login details (at the bottom of this agenda)

Purpose: Draft – project flow chart for Partnership Board. Review draft Contract for Services and Statements of Work. Project vetting process update. Preparation for possible 10/23 Partnership Board Meeting.

Remote Google Meet login details at the bottom of the agenda.

Regular scheduled meetings:

Steering – 2nd Monday, 9-11 am

TAC, as needed – 2nd Thurs. 1:30-4:30 pm

PC – 4 Monday, morning, 10:30 am after SRWMB if held or at 9 am if no SRWMB meeting

Agenda Topics:

1. Approve Agenda, Other Items...
2. Final input for work plan for e-link entry (confirmed \$1,024,471, 2-yr.)

Deanna mentioned that the Board has already approved submission of our BWSR funding request and work plan with staff allowed to make minor revisions as needed by BWSR. Barb reviewed the mostly minor suggestions for modifications with everyone. It was recommended to combine the 2 shoreland categories (erosion-restoration/protection-planting) Deanna will send this out for the group to view – please provide any comments back by the end of day 10/12.

3. Update on watershed staff position descriptions as follow up to 9/25 Partnership Board Mtg.

Deanna mentioned the input from Pine & Aitkin Administrators after the last board meeting advising that the board review the proposed contracts for services instead of input on the specific job descriptions for hiring watershed employees. With that said she's proposing not to bring the job descriptions back to the board, just the contracts for services.

(K SWCD wants to invite a Partnership Board member to be involved in the hiring selection process.)

4. Draft Contract for Services

We didn't review these in detail. Deanna provided a breakdown of each LGU and what amount is currently budgeted for each for picking up any implementation role (i.e.: fiscal,

coordination) We don't plan to bring these in front of the next board meeting but yes in the next one to follow (Nov) after we get attorneys to review it. Will seek board input (Oct.) on bullet point highlights from the contracts – then revise the contracts.

Roles of the JPA Board – Deanna reviewed a brief list of drafted roles for the board – to help them understand they are on the board in a watershed capacity, not meant to duplicate any activities normally done with each LGU (i.e.: project development, management)

- a) Statements of Work:
 - 1) Coordination
 - 2) Outreach
 - 3) Fiscal

5. Draft Bylaws – What more does the Board need to approve this as Final? – may just need a clean copy
 - 1) How often do we meet? (every 2 mo. to every quarter) – Here there was a preference for every other month, as needed and maybe changing to quarterly later as warranted.
 - 2) What's the process for project approval – FLOW CHART (see attached LSC example), for the Nov. Partnership Board Meeting
 - 3) Who signs the landowner project contracts – each LGU under a contract with the JPE
 - 4) Other Board Questions?

6. Yes, ready for the next Partnership Meetings @ 10:30 am – 10/23/23, after the SRWMB meeting / hearing starting at 9 am
New Proposed Agenda items:
 - a. Approve Minutes
 - b. Set new date / time for partnership meetings
 - c. Roles of the Watershed Board
 - d. Flow Chart for contracts with JPA parties for staff/projects – New to help in understanding
 - e. Power point showing highlights to contract – seeking Board input
 - f. Draft Contract for Services (no sharing of contract yet, plan to get input from board now – then staff work at revising contracts and then getting input from attorneys)
 - Statements of Work:
 1. Coordination
 2. Outreach
 3. Fiscal
 - (for next meeting planning a flow chart (similar to LSC version) of how project approvals are to work through the Steering / Board, contract signing, final payment on project)
 - g. Input on Watershed attorney representative, which attorneys has capacity now to review contracts prior to WBIF funds coming. Pine Co.

has offered their services but if there is a large request they may wish to bill for their time.

- h. Draft Bylaws – seeking final approval
- i. Others...

7. Project Vetting (Van Orsdel) – not discussed, Barb commented that we may not need this until the 2nd biennium due to the large amount of funds we have to spend down.

8. Next proposed Steering Meeting 11/13/23 as needed, 9:00 am-11:00 pm – agenda ideas

Future agenda items:

- Flow chart for project approval - Steering thru Board – project payout
- Contracts (staff/project) revisions – seek attorney comments, for final review at next board meeting
- Project Vetting
- Reporting collaboration – spreadsheet or spatial option
- Cost share rates (aware of match) or each Party follow their own policy
- Shoreline Restoration – How to stream line work
 - Outreach Workshops, Do-It-Yourself Materials, Demonstration Projects
- Non-structural practice (expand) rates / policies or each Party follow their own policy
- Sub-watershed assessment learning from others (Chisago)

Next Steering Meetings, proposed agenda items, list to tackle:

- ✓ Project scoring / ranking matrix – (Zach– copy from the Rum)
- ✓ Milestones for work plan – 1st year focus, large projects
- ✓ Project Tracking / Reporting (ideas from BWSR Academy, Stearns SWCD)
- ✓ How to better streamline shoreland restoration, include TSA (optional later 2023 discussion)
- ✓ Others...

PC Discussion List for review over time:

- ✓ Contract for Services diagram – to help them picture the structure
- ✓ Finalize By-laws
- ✓ Contract for Services – Statements of Work for party implementation roles
- ✓ Project flow chart
- ✓ Etc.