

Location: Kanabec Co. Courthouse or Remote Google Meeting

Board: Dan Gravely (Aitkin SWCD); Travis Leiviska (Aitkin Co); Kurt Beckstrom, Bob Hoefert (non-voting) (Mille Lacs SWCD); Kevin Belkholm, (Kanabec SWCD); Peter Ripka (Kanabec Co); Josh Mohr (Pine Co); Michael Cummins (Pine SWCD)

*remote attendees

Staff:

Kanabec SWCD: Deanna Pomije, *Jerah Mattson, *Emily Larsen; Pine SWCD: Mara Jade; Pine Co: Caleb Anderson, Erin Hoxie, David Minke; Aitkin SWCD: *Janet Smude; Mille Lacs SWCD: *Susan Shaw, Willow Dean; Mille Lacs Co: *Mitch Gindele; BWSR: Barb Peichel, Zach Guttormson; Others: Kathy Nielsen, PLA

Items underlined have been clarified after our 11/27 meeting.

Purpose for the meeting

Approve Service Contracts, Seek comments on project vetting

10:25 Roll Call – Beckstrom chairing

As the SRWMB meeting ran late, the Partnership Meeting got right down to business, no introductions.

*Approval of Agenda

Motion by Belkholm, second by Cummins to approve the Agenda as presented

Affirmative: Beckstrom, Ripka, Belkholm, Cummins, Mohr, Gravely, Leiviska

Opposed: None **Abstain:** None

*Approval of the 10/23/23 Outcomes

Motion by Leiviska, second by Ripka to approve the 10/23/23 outcomes as presented

Affirmative: Beckstrom, Ripka, Belkholm, Cummins, Mohr, Gravely, Leiviska

Opposed: None **Abstain:** None

Service Contracts:

Pomije led the group through a summary of the contents of the service agreements between the Partnership and various local govt. units (LGU) offering to provide services as needed for our plan implementation. There are two unique contracts; one fiscal administrative contract with Pine Co. and a second coordinator contract with Kanabec SWCD. The remaining contracts are meant to be set up with a master contract with the LGU and a statement of work detailing out the work performed with a not to exceed funding amount, coming out of the BWSR Watershed Based Implementation Fund (WBIF).

Other discussions on the contracts included:

- Yes, all the contracts are set up as a reimbursement bases with 10% held back by the fiscal agent. This is done to allow the fiscal agent to float the last 10% of the grant that is not paid out until the grant is finalized. 10% of the grant is about \$100,000.
- MCIT provided input on changes to the exhibit A on insurance requirements on the fiscal and coordinator contracts. These changes were reviewed and ok-ed by the Pine Co Attorney.

*Fiscal Admin Service Contract (Pine Co)

Motion by Leiviska, second by Belkholm to approve the Fiscal Admin Service Contract pending minor attorney changes, to be reviewed by our chair. Given our chair final approval on the contract after a review of the edits.

Affirmative: Beckstrom, Ripka, Belkholm, Cummins, Mohr, Gravely, Leiviska

Opposed: None **Abstain:** None

*Coordinator Service Contract (Kanabec SWCD)

Sections XII & XIII on subcontractors, under the fiscal and coordinator contracts – questions arose on the payment to subcontractors being confusing. Later after the edits from the attorney were clarified, this confusing section was omitted, becoming a non-issue.

- **Motion by Mohr, second by Leiviska** to approve the Coordinator service contract pending attorney minor changes, to be reviewed by our chair. Given our chair final approval on the contract after a review of the edits.
Affirmative: Beckstrom, Ripka, Mohr, Gravely, Leiviska
Opposed: Belkholm, Cummins **Abstain:** None

*Master Contract, generally with each LGU providing services

Motion by Belkholm, second by Cummins to approve the Master Contract as revised and to have all the contracts set up for 3-years to correspond to the 3-year BWSR grant agreement.

Affirmative: Beckstrom, Ripka, Belkholm, Cummins, Mohr, Gravely, Leiviska

Opposed: None **Abstain:** None

*Statement of Work (SOW) - Project Development (Kanabec SWCD)

Motion by Mohr, second by Ripka to approve the Project Development Statement of Work (SOW) contract with Kanabec SWCD pending attorney minor changes, to be reviewed by our chair. Given our chair final approval on the contract after a review of the edits.

Affirmative: Beckstrom, Ripka, Belkholm, Cummins, Mohr, Gravely, Leiviska

Opposed: None **Abstain:** None

*SOW - Outreach/Education (Kanabec SWCD) - item tabled until next meeting

Public Input: none

Summary of Project Vetting, etc. – tabled till our next meeting

Partnership Watershed (Pine Co) Attorney Representation

*Approval on Partnership Watershed (Pine Co) Attorney Representation

Estimating 40 hrs. per year in attorney services and to use their BWSR billable rate for reimbursement on this time.

-The board agreed to accept Pine Co Attorney representation - tabled until we get a contract for these services.

Update on new Watershed Hire by Kanabec SWCD

Waiting for service contract to be signed, grant approval and grant funding to be sent. Kanabec SWCD wants to seek input from staff in the hiring process in addition to the Kanabec SWCD, suggesting Pine Co. to help with the application process.

Propose new meeting time/date

*Adjourn Meeting at 12:11pm

Motion by Cummins, second by Gravely to adjourn meeting at 12:11pm

Affirmative: Beckstrom, Ripka, Belkholm, Cummins, Mohr, Gravely, Leiviska

Opposed: None **Abstain:** None

Next Meeting: (after the SRWMB mtg.)

January 22, 2024, 10:30 am start

Future Agenda Items:

Review / approve project vetting and cost-share policies