

Rum River Watershed Partnership Board Meeting

June 27, 2024

4:30-6:30 PM



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

Public Viewing Option on Zoom:

<https://us02web.zoom.us/j/89083448811?pwd=bk00N0owQUFMcCt3cEI3TIhrNVVqZz09>

Phone: 1 312 626 679

Meeting ID: 890 8344 8811

Passcode: 558986

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- Andrew Hulse

Sherburne SWCD- Chris Jurek

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

Topic	Purpose	Lead
1. Call to Order		Chair
2. Approve agenda	DECIDE	Chair
3. Approve March 21, 2024 minutes	DECIDE	Chair
4. Administrative reports/updates <ul style="list-style-type: none"> • Financials • Progress updates 	INFO	Chair
5. Education/Outreach Updates	INFO	Outreach Staff
6. Approve FY23 WBIF 2nd Q 2024 Funding Requests and Statement of Work Amendments	DECIDE	Chair
7. Approve FY25 WBIF Work Plan	DECIDE	Chair
8. Data Practices Policy	DECIDE	Chair
9. Attorney Services Change	DECIDE	Chair
10. WBIF Policy Revisions <ul style="list-style-type: none"> • High-level of revisions to existing policy as we move into the next biennium. Anticipated policy revision approval September 26th. Info at meeting. 	INFO	Determan
11. Open forum/member updates	INFO	All
12. Next Meeting Date: September 26th (&TOUR)	DECIDE	Chair
13. Adjourn	DECIDE	Chair

Rum River Watershed Partnership Board Meeting Minutes

March 21st, 2024 4:30PM – 6:00PM

In-Person Meeting MLC
Courthouse,

Lower level, Conference Room D, 635 2nd St
SE, Milaca, MN 56353

Coming together to identify shared goals.
Planning together to leverage unique capacity.
Working together to achieve results.



Note taker: Molly Clyne, Mille Lacs SWCD

Voting Members

Present:

Laurie Westerlund – Aitkin County
Colleen Werdien – Anoka Conservation District
Wade Bastian – Benton SWCD
Al Koczur – Isanti SWCD
Kim Johnson – Kanabec SWCD
Jake Janski – Mille Lacs SWCD
Dale Scholl – Morrison SWCD
Bobby Kasper – Morrison County
Chris Jurek – Sherburne SWCD
Andrew Hulse – Sherburne County (*virtual attendance due to scheduled travel*)

Alternates Present:

Steve Westerberg, Isanti County (*virtual attendance, non-voting*)

Partners and Staff

Present:

Dan Cibulka – Sherburne SWCD
Francine Larson – Sherburne SWCD (*virtual attendance*)
Lydia Godfrey – Isanti SWCD (*virtual attendance*)
Tiffany Determan – Isanti SWCD
Susan Shaw – Mille Lacs SWCD
Molly Clyne – Mille Lacs SWCD
Perry Bunting – Mille Lacs Band of Ojibwe
Gerry Maciej – Benton SWCD (*virtual attendance*)
Emily Forbord – Benton SWCD (*virtual attendance*)

Voting Members

Absent:

Bob Janzen – Aitkin SWCD
Ed Popp – Benton County
Alan Duff – Isanti County
Kelly Applegate – Mille Lacs Band of Ojibwe

Scott Soderman, Isanti County
Michelle Jordon, BWSR

Others:

1. Meeting called to order by Janski at 4:30 pm. Introductions led by Janski.
2. Approve Agenda
Motion by Westerlund to approve the agenda; second by Werdien. Affirmative: All. Opposed: None. **The Motion carried.**
3. Public Hearing for ISWCD amendment to the Rum River Comprehensive Watershed Management Plan

Public hearing closed with no comments.

Motion by Koczur to adopt the minor plan amendment as presented and direct staff to incorporate the minor amendment into the RRCWMP, post it on the website, and distribute to all parties who received the initial notification; second by Johnson. Affirmative: All. Opposed: None. The Motion carried.

4. Approval of January 25th, 2024 Rum River Watershed Partnership Board meeting minutes

Johnson noted the need for a correction in section three, in which it was written that he "delinked" the nomination rather than declined.

Motion by Westerlund to approve the minutes as amended; second by Kasper. Affirmative: All. Opposed: None. **The Motion carried.**

5. Administrative reports/updates

Financials:

Determan noted that spending has been slow, but there should be a significant increase by the time the next JPE meeting as several projects have been completed or have made significant progress and will be reimbursed in the first quarter..

Motion by Werdien to approve the financial report; second by Bastian. Affirmative: All. Opposed: None. **The Motion carried.**

Progress updates:

Determan presented a spreadsheet depicting current progress of the work plan. Board members noted that they liked the color coding that shows what is on track and what is not.

2024 party-funded plans:

Determan explained that the RRCWMP and JPE requires an annual plan that depicts what members are doing to accomplish plan goals with non-WBIF funds.

Discussion:

Janski noted that looking at the WBIF 2025 budget, 68% of the money is not for putting projects on the ground. He asked if there are similar ratios on the other non-WBIF funds coming in. Determan believed the ratios would be close, but did not have that information at the moment.

6. Education and Outreach Updates

Godfrey presented Type A outreach updates. The Lakeshore Property 101 event was cancelled due to low RSVPs. She had a meeting with the Lower St. Croix watershed who are interested in being involved with this event, so next time it could be offered to a wider audience and potentially as a webinar instead of an in-person event. She also noted that Sherburne, Isanti, and Mille Lacs SWCDs hosted a conservation happy hour. A farmer attended who is interested in hosting a soil health field day on his property. She also noted that they are in the early stages of the next outreach plan for FY25. They are pulling ideas together and said that if board members have ideas, to bring them to herself or Clyne. There will be no Outreach Office Hour in April.

Clyne presented Type B outreach updates. She noted that she has been making progress on forming relationships with community groups. She created a survey for partnership members to fill out when they know of groups that may have some conservation-minded goals or members and said that she would send this to the board. Clyne mentioned that she hosted an Open House event for Tree Planting and that it went well.

7. Implementation Tracking Report

Cibulka and Godfrey have been working together to put together this report. Cibulka noted that the plan has different levels; priority issues, goals, measurable outcomes, and actions. There has been at least some progress on all levels. Four projects have been completed, 61 completed with non-WBIF funds. He said to expect WBIF-funded projects to increase in the coming year, and said that in conclusion, the partnership is off to a strong start. Discussion:

8. WBIF Policy Updates

The IPC is recommending three updates to the existing RRWP WBIF project policies.

Well Sealing-NEW

Determan explained how now that they have the supplemental funds, there is a need for a policy indicating well-sealing cost-share rates. IPC recommended a 60% cost-share rate. There would be no prioritization based on the RRCWMP.

Soil Health-Revised

The recommended language revision is specifically targeted towards cover crops. The current policy did not allow for cover crops on prevent plant acres. IPC discussed why allowing it would be beneficial, and recommended to strike this from the policy.

Deed Restriction-added language

The current policy is that for projects over \$5k, there must be a deed restriction on the land in order to protect the project as a state investment. There was a discussion at the last IPC meeting where partners wondered if they could be more restrictive. IPC recommended that any member may be more restrictive.

Motion by Bastian to approve the policy updates as presented; second by Kasper. Affirmative: All. Opposed: None. **The Motion carried.**

9. Approve 1st Quarter 2024 Funding Requests and Statement of Work Amendments

Discussion:

Janski asked if the requests include the supplemental budget funds, and Determan said yes, for well-sealing and technical engineering. Werdien asked about the funds for a new technical staff person. Determan explained that the money requested is to fund the position for approximately two years and to cover the salary of employee with several years of experience. The position would work with both Mille Lacs and Isanti, housed in Isanti. The requested funds for the position would also supply the person money to adjust or update RAQ scores.

Motion by Johnson to approve the funding requests as presented; second by Westerlund. Affirmative: All. Opposed: None. **The Motion carried.**

10. FY23 WBIF Supplemental Budget Update

Determan described how they have the supplemental funds grant executed and she will soon be updating the work plan in eLink. Determan explained that match is needed, and asked the board to approve the current match.

Motion by Westerlund to approve the match as presented; second by Werdien. Affirmative: All. Opposed: None. **The Motion carried.**

11. DRAFT FY25 WBIF Budget

Determan described how the framework for the FY25 budget was developed. She noted that she requested projects and programs and funding amounts from all members. She specifically was looking for projects that they know they're going to do, as well as wish-list items. This information was then compiled into the presented spreadsheet.

Determan requested that members take the budget back to their organization for comment prior to the June 27th meeting, where the board will decide on approval for the work plan and budget for FY25.

Discussion:

Conversation ensued on the process of getting the plan approved by members boards. Janski said that as part of the Joint Powers Agreement, each partner board can review and sign off on the budget as a courtesy. A motion does not need to be made by the partner board to approve the budget.

Motion by Kasper to approve the draft budget and allow for staff to make changes prior to the June meeting; second by Scholl. Affirmative: All. Opposed: None. **The Motion carried.**

12. Open forum/member updates

Janski mentioned that it may be beneficial for board members to attend the IPC meetings.

The Isanti project tour will happen on September 26th.

13. Next Meeting Date

June 27th, 2024 at the Mille Lacs Historic Courthouse.

14. Janski called the meeting to adjourn at 5:49pm.

Financial Report - Rum River Watershed Partnership

6/17/2024



Bank Account Update

1/1/2024	Starting balance	\$223,486.52
	Debits - regular	\$191,520.55
	Deposits	\$134,360.50
	Interest & Dividends	\$4,524.32
5/31/2024	Ending balance	\$170,850.79

Funds On-Hand by Type

In bank acct - WBIF 2023 grant		\$159,855.96
In bank acct - Unrestricted (interest earned)		\$10,994.83
In CDs - WBIF 2023 grant		\$207,000.00

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		\$60,796.90	\$0.00	\$0.00
Forest Practices	\$16,000.00	\$3,133.00	\$12,432.00	\$2,959.00	\$5,511.20	\$1,627.80	\$3,568.00
Outreach	\$219,494.00		\$219,494.00		\$29,781.77	\$0.00	\$0.00
Prioritizing Studies	\$66,000.00		\$66,000.00		\$45,989.85	\$0.00	\$0.00
Project Devel	\$119,500.00	\$2,000.00	\$110,225.00	\$2,000.00	\$22,079.62	\$0.00	\$9,275.00
Rural BMPs	\$110,097.00	\$18,000.00	\$125,960.78	\$62,464.00	\$50,960.78	\$43,714.00	-\$15,863.78
Soil Health	\$32,000.00		\$50,000.00		\$18,250.00	\$0.00	-\$18,000.00
Tech/Eng	\$289,721.00	\$14,872.10	\$296,111.27	\$12,872.10	\$36,148.38	\$0.00	-\$6,390.27
Residential & Urban BMPs	\$296,103.00	\$80,000.00	\$82,250.00	\$25,750.00	\$3,650.04	\$1,216.68	\$213,853.00
Groundwater	\$30,000.00	\$12,000.00	\$30,000.00	\$12,000.00	\$0.00	\$0.00	\$0.00
TOTAL	\$1,280,048.00	\$130,005.10	\$1,093,606.05	\$118,045.10	\$273,168.54	\$46,558.48	\$186,441.95

	Grant		Match	
	Encumbered	Spent	Encumbered	Spent
FY23 WBIF grant	85.4%	21.3%	90.8%	35.8%

Certificates of Deposit

Bank	Start Date	Term	Rate	Mature Date	Invested amount	End Balance	Interest earned
Popular Bank NY	4/26/2023	6 mo	4.95%	10/25/2023	\$243,000.00	\$248,997.77	\$5,997.77
Total BayCoast	Oct-23	6 mo	5.40%	5/1/2024	\$114,000.00	\$117,069.57	\$3,069.57
Saco & Biddeford	Oct-23	3 mo	5.30%	2/6/2024	\$93,000.00	\$93,823.75	\$823.75
Vertex Community Bk Na	2/8/2024	6 mo	5.05%	8/8/2024	\$93,000.00		
Dime Back Honesdale PA (#9888	5/13/2024	12 mo	5.10%	5/13/2025	\$114,000.00		

MEMO

Rum River Watershed Partnership Joint Powers Entity Board



Agenda Item 6: Approve 2nd Quarter 2024 Funding requests and statements of work amendments.

Meeting Date: June 27, 2024

Prepared by: Tiffany Determan

PURPOSE/ACTION REQUESTED

Approve 2nd Quarter project funding requests and Statement of Works (SOWs) as provided.

Summary

This agenda item includes four amended SOWs which incorporate additional funds for administration, funding for staff time for project development and additional project implementation.

The IPC recommends funding the requests.

Amended Statements:

Fiscal Agent and Watershed Coordinator Agreement Amendments:

THIS IS AN AMENDMENT to the existing agreement for Fiscal Agent and Watershed Coordinator services. The deliverables are unchanged. \$8,639.78 will be unencumbered from attorney/audit/insurance because there are no further expected expenses. Of that, \$2,639.78 will go to ACD fiscal agent services and \$6,000 to Isanti SWCD Watershed Coordinator services. Both staff time items are running out of money.

2023-ISWCD-PD-4: The purpose of this amendment is to add \$6,000 of funding to Isanti SWCD SOW for staff time to focus on technical outreach to secure additional Near-shore stormwater reduction BMPs targeted to Tier 1 and Tier 2 lakes.

2023-ISWCD-UBMP-6: The purpose of this amendment is to add \$50,000 of funding and \$12,000 of match to Isanti SWCD SOW for Near-shore stormwater reduction BMPs targeted to Tier 1 and Tier 2 lakes.

The project ranking sheet is included here for more information on the new project funding requests.

Total Points	Funding Recommended Based on Score?	Project Summary			Project Deliverables and Description	Funding Request			Priority Benefitting Waterbody (Table 4.5 or 4.8)	Cost:Benefit (\$/lb TP)	IPC Funding Recommendation
		Project Lead	CWMP Implementation Plan Activity #	WBIF Grant Activity Type		WBIF Funding Request (\$)	WBIF Grant Match Commitment (\$)	% Match Proposed			
40	Yes	Anoka CD		Admin/Coord	THIS IS AN AMENDMENT to the existing agreement for Fiscal Agent services. The deliverables are unchanged. \$8,639.78 will be unencumbered from attorney/audit/insurance because there are no further expected expenses. Of that, \$2,639.78 will go to ACD fiscal agent services and \$6,000 to Isanti SWCD Watershed Coordinator services. Both of these staff time items are running out of money.	\$2,639.78	\$0.00	0.00%	N/A	N/A	\$2,639.78
40	Yes	Isanti SWCD		Admin/Coord	This is an AMENDMENT to the existing encumbered funding for audit/insurance/attorney. Reducing funds by \$8,639.78. Reallocating those funds to Fiscal Agent and Watershed Coordinator.	\$6,000.00	\$0.00	0.00%	N/A	N/A	\$6,000.00
68	Yes	Isanti SWCD	SWP.36; SWR.28; SWR.34;	Structural Residential & Urban BMPs	3 Projects with designs and contracts ready to go and additional project development in progress for additional projects. There is a significant amount of interest. Projects are identified or prioritized within a subwatershed assessment. Projects will include shoreline/hillside restorations, bioretention basins and or projects to capture and treat stormwater runoff and prevent erosion. Annual TP reduction is estimated at 6.1 lbs	\$50,000.00	\$12,500.00	25.00%	P-Blue Lake	\$1,000-\$2,000/lb TP	\$50,000.00
57	Yes	Isanti SWCD	SWP.36; SWR.28; SWR.34;	Project Development	Completed projects under the Tier 1 and 2 Lakes, Near Shore Stormwater Reduction Project.	\$6,000.00	\$0.00	0.00%	P-Blue Lake	N/A	\$6,000.00

MEMO

Rum River Watershed Partnership Joint Powers Entity Board

Agenda Item 7: Approve FY25 WBIF Work Plan

Meeting Date: June 27th, 2024

Prepared by: Tiffany Determan, RRWP Coordinator



PURPOSE/ACTION REQUESTED

Approve FY25 Watershed Based Implementation Funds (WBIF) work plan and authorize staff to submit the funding request and Work Plan to the Board of Water and Soil Resources (BWSR).

SUMMARY

On April 19th the DRAFT FY25 WBIF Work Plan was sent to all members to solicit comments. No comments were received.

Rum River Watershed Partnership FY25 Watershed Based Implementation Fund (WBIF)



DRAFT Work Plan

Watershed Based Implementation Funds

The Board of Water and Soil Resources (BWSR) Watershed Based Implementation Fund (WBIF) is the primary funding source for plan implementation of water quality activities via the Rum River Partnership. WBIF grants are issued every other year and expire after three years. We anticipate the partnership will receive approximately \$1 Million to implement the plan biannually. An additional estimated \$500K is allocated to the Metro Portion of the watershed (Anoka County) to implement the Rum River Comprehensive Plan and other state approved and locally adopted comprehensive watershed management plans in the Anoka County portion of the watershed. The metro money is not included in the WBIF Work Plan here as it is managed by the Metro partners.

In FY23 the Rum River Partnership received \$1,011,327 and was awarded an additional \$268,721 of FY23 Supplemental funding. The money will expire on 12/31/2025. The approved work plan for FY23 can be found on the Rum River Watershed Partnership website.

In FY25 the Rum River Partnership will receive \$1,331,559, the money will expire on 12/31/2027. The Rum River Partnership Board will approve the work plan, sign the BWSR Grant agreement, guide program and project selection, and confirm expenditures.

FY25 WBIF Work Plan Summary:

For FY25, WBIF will primarily support the following Priority Issues, over two years, within the Rum River Comprehensive Watershed Management Plan:

Priority Level	Issue	Example Actions
Level A	Outreach & Engagement	Type A Outreach: App. 655 hours (.1 FTE) of staff time to lead campaigns to support raising awareness and behavioral change. Type B Outreach: 1 FTE of staff time to lead Strategies to support community organizing and community buy-in.
Level A	Surface Water Restoration	Completion of Studies to prioritize projects, woodland stewardship plans, implementation of projects identified in prioritized studies (residential and agricultural), enhanced buffers of public and private ditches, Soil Health, forest management. Funding support for existing staff (up to 2,024 hours or ~.5 FTE) for Project Development and Technical Assistance AND up to .75 FTE to lead land protection efforts leading to implementation of conservation easements and forest management.
Level A	Surface Water Protection	
Level B	Groundwater & Drinking Water Quality	Well Sealing

While not explicitly called out, actions that obtain multiple benefits to other Level B and C priority issues, such as Natural Resources—Protection, Management, and Restoration of Upland Habitat, a Level B issue, will be given priority.

The completed work plan will result in the installation of a combination of up to 15 agricultural and residential Best Management Practices or a 64-pound reduction of total phosphorus to priority waters, 10 acres of wetland restorations, 100 acres of soil health practices, four sealed wells, five plans consisting of a combination of subwatershed assessments and woodland stewardship plans, and ten conservation easements completed or in-progress. Upon implementation, phosphorus reduction calculations will be made for each practice, where appropriate, to help determine overall progress toward restoration and protection.

Outreach and Engagement were identified as the key to the success of the entire Rum River Watershed Comprehensive Watershed Management Plan (RRWCMP). Specifically, the RRWCMP

calls for hiring and maintaining the positions detailed in the outreach plan. The FY25 WBIF work plan continues the progress made with previous WBIF funding by 1) continuing funding to coordinate watershed-wide Type A outreach, raising awareness and behavioral change. Type A outreach will be completed by existing outreach staff from Isanti SWCD. 2) continuing efforts for Type-B outreach, community organizing, and buy-in by continuing to fund the Full-time Watershed Organizer employed by Mille Lacs SWCD. The SWCDs hosting Type A and B outreach will work across the basin with other parties to the Joint Powers Entity to provide outreach services. The project development line item includes outreach Type C (technical outreach). An outreach and education subcommittee will develop a detailed work plan that coordinates outreach and engagement activities based on priorities identified in this annual plan throughout the watershed.

Surface Water Restoration and Protection will focus on structural and non-structural projects targeted at all priority waters described in the RRWCMP. Due to the diverse nature of the watershed, members will implement an assorted set of practices, including agricultural structural and non-structural projects, urban/residential projects, and forestry and soil health practices. As part of planning for future years, this work plan also includes completing approximately five studies to prioritize locations and projects and woodland stewardship plans to help use funding wisely. The RRWP project policy document will be updated to guide the project selection process.

Groundwater and Drinking Water Quality Members will address groundwater quality by sealing wells within the watershed boundary. This action was initiated with FY23 WBIF Supplemental funding. We anticipate sealing four wells and will continue seeking additional funding to keep the momentum.

Due to the lack of reliable local and state funding, funding for existing staff is also included in the work plan and is necessary for effective plan implementation.

Funding for staff includes:

- 1) Project Development: Technical staff (~388 hours) time to provide outreach leading to the development of water quality programs and implementation of projects (Project Development/Type C Outreach);
- 2) Technical assistance and engineering:
 - a. Technical staff time (~1,636 hours) for site assessment, surveys, preliminary analysis, and design construction supervision, installation, and inspection and completion of projects. and oversee project installation. Funds may be used to pay local SWCD (with appropriate JAA) or to contract with a third-party consultant or LGU engineer for technical/engineering assistance.
 - b. Funding to support one full-time position employed by the Isanti SWCD to implement portions of the plan targeted to implement conservation easements and forest management. This position was hired using FY23 WBIF Supplemental

funding works primarily in the Isanti and Mille Lacs portions of the watershed.;
and

- 3) Administration: 10% (5% per year) of the funding will be used to administer the plan and grant.

The required 10% match will come from a variety of non-state sources such as project match per the Projects Policy adopted by the RRWP board and staff time, billed at the BWSR billable rates, for staff and board member attendance at JPE, IPC, Outreach office hours, and Planning Team meetings.

The FY25 WBIF Work Plan can be found in **Table 1**. Shifts of \leq \$50,000 from activity to activity do not require board approval.

The charts below, which show the FY23 WBIF work plan VS the FY 25 WBIF are included below as a reference only. NOTE: the FY25 WBIF work plan has increased funding for Technical/Engineering. This is primarily due to the addition of a staff person to implement conservation easements and forestry practices within the watershed. The increased implementation resulting from the new staff position is not easily reflected in the charts.

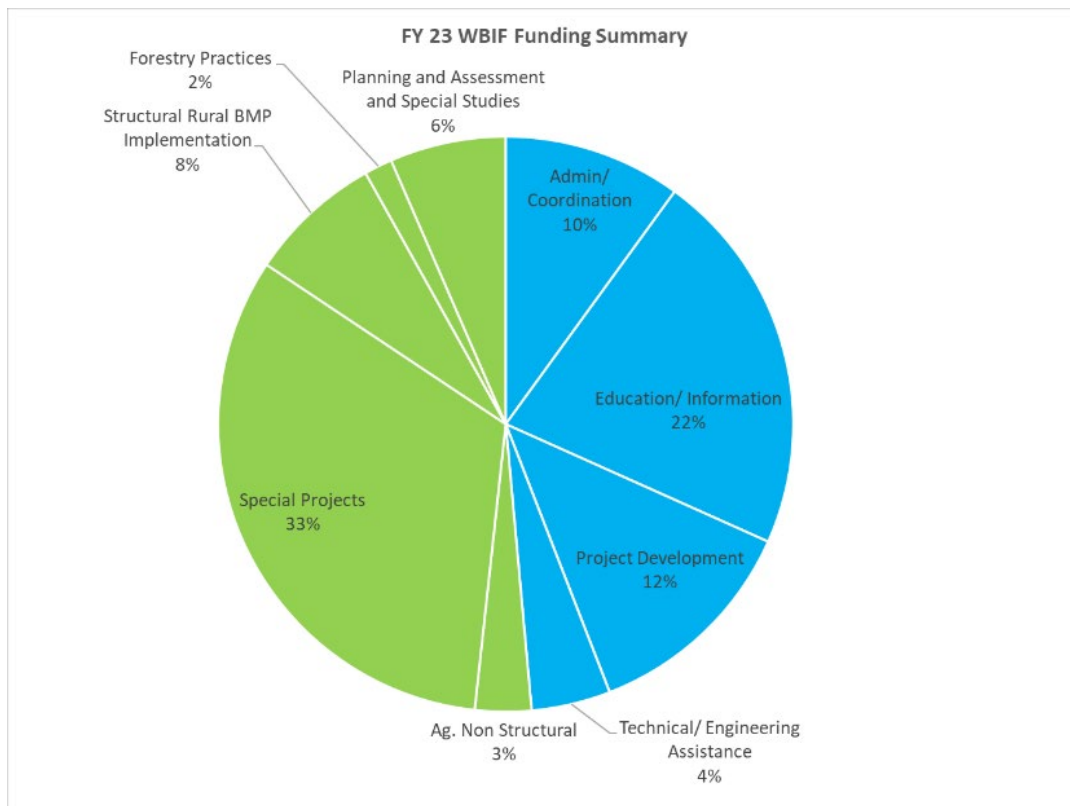


Figure 1. FY23 WBIF Funding. The Green color depicts Projects/programs & blue staffing expenses.

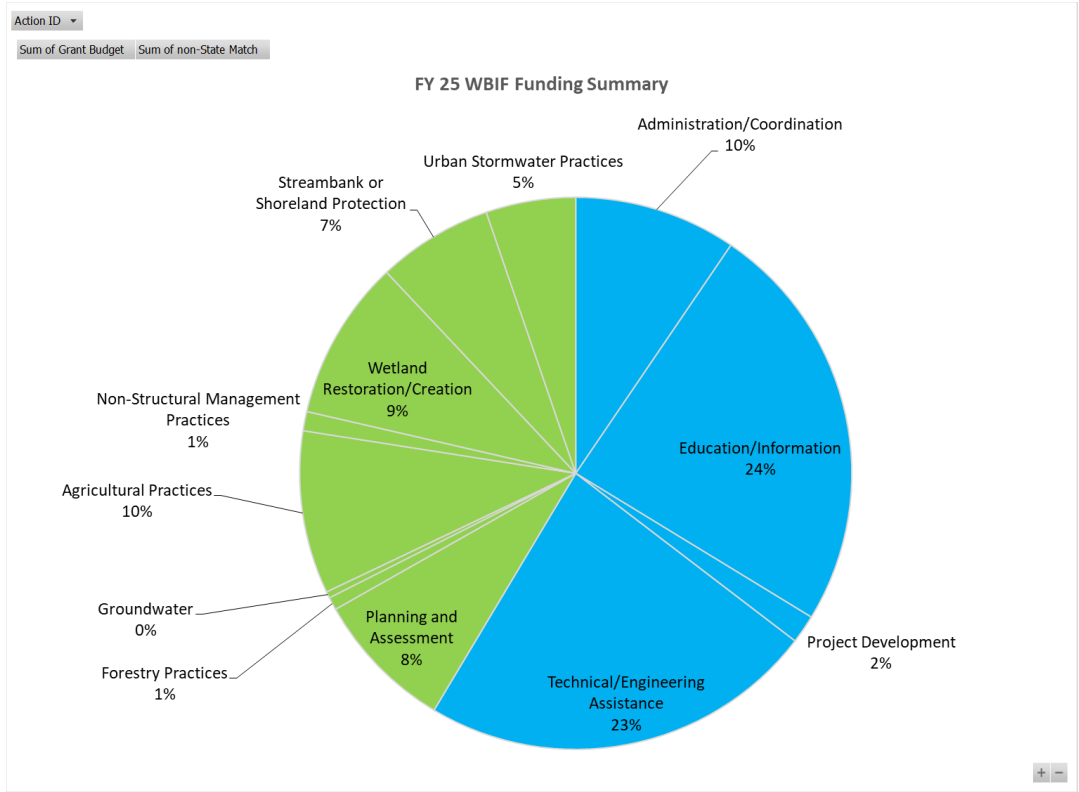


Figure 2. FY25 WBIF Funding. The Green color depicts Projects/programs & blue staffing expenses.

Row Labels	Sum of Grant Budget	Sum of non-State Match	Measurable Outcome	Activity Description	Plan Reference
Administration/Coordination	\$126,600.00	\$12,000.00		Fiscal Agent Lead Anoka CD. Activities may include: Fiscal Tracking, receive and issue payments, ELINK reporting, audit coordination, partner contracts, and related. Coordinator Lead ISWCD. Activities may include: Acting as point of contact, development of WBIF work plan and annual plan of work, coordination of all committee meetings, ensuring progress on work plan, review of payments, local partner contracts, and related. Implementation Tracking: Lead Sherburne SWCD. Activities include management of implementation tracking tool. This includes an annual software subscription/fees for tracking program. Communications: Lead Mille Lacs SWCD. Activities may include meeting facilitation, note taking, and website maintenance. Legal: Attorney. To review documents as requested. Insurance: MCIT annual fees. Audit: Audit fees.	Pg. 160
Education/Information	\$322,400.00	\$13,005.90	Type A: Conduct 10 outreach efforts such as events, publications, videos, personal communications to a target audience (geared towards adult audiences), 2 annual outreach reports. Specific activities to be selected by partnership based on watershed wide priorities. Type B: 5 new stakeholder groups engaged in plan implementation through partnership and 60 personal contact hours with groups/individuals.	A bi-annual Outreach work plan to guide actions will be developed. Actions will be focused at priorities addressed in the WBIF work plan as well as common needs identified in RRWP annual work plans. Activities include public participation and engagement, equipment, and other activities necessary for the implementation of water quality practices and programs consistent with the purposes of these funds. "Type A" Outreach: Strategies to support raising awareness and behavioral change. <u>Lead ISWCD</u> - shared existing Outreach staff - Primary roles include but not limited to: developing creative, engaging programming and materials that can be distributed to all local staff involved with engagement; creating a catalog of stories sharing personal narratives about projects implemented across the watershed, promoting and hosting informational workshops, seminars, and other activities for the public to encourage behavioral change that accomplishes the plan goals, compile annual reports to assess progress. (pg. 69) 655 hours total. "Type B" Outreach: Strategies to support community organizing and community buy-in. <u>Lead MLSWCD</u> . Primary roles include but not limited to: Implement the Rum River Watershed Landscape Stewardship Plan, build relationships to implement forestry actions, collaborate with planning partnership to identify priorities for each year, work with identified stakeholders to reach others in their networks, refine communications language, and identify practices they are interested in. (pg. 70) 3,744 hrs. or 1,872 per year.	Pg 69-70 Table 4.4
Project Development	\$22,200.00			"Type C" Outreach: Staff who support project development. Existing staff time to provide technical outreach leading to the development of water quality programs and implementation of projects addressed in this work plan as well as other priorities to accomplish plan goals. Activity to consist of approximately 50% marketing and 50% technical education. Approximately 388 hours of staff time.	Pg 69 & 70
Technical/Engineering Assistance	\$308,859.00	\$0.00	Land Protection Technician: 50 conservation conversations; 10 conservation easements completed or in-progress	This activity includes two pieces: 1) Funding to continue the Land Protection Technician hired in 2024. (~3,132 hours). This position will implement portions of the RRCWMP and Landscape Stewardship plan by connecting with landowners for land protection or enhancement programs including Forest Stewardship planning, conservation easements, wetland restoration/banking, or others. Implementation areas, in priority order, will be (a) parcels in proximity to those identified in the interim prioritization on pages 132-133 of the CWMP and any subsequent prioritization, (b) those with highest RAQ scores in the LSP or subsequent analyses, and (c) any other location in the watershed. Emphasis will be on the Mille Lacs and Isanti County areas. 2) Funding for technical site assessment, surveys, preliminary analysis and design, final design, construction supervision, installation, inspection, and completion of projects. Funds may be used pay local SWCD or to contract with a third-party consultant or LGU engineer for technical/engineering assistance. Staff credential information is available upon request from each partners' offices. Approximately 1,636 hours of staff time.	LPT: SWP.6, SWP.11, SWP.13, SWP.19, SWP.25, SWP.29, SWP.38, SWP.42, SWP.6, SWQ.3, etc. Priorities within plan
Planning and Assessment	\$109,500.00	\$2,400.00	5 studies or Woodland Steawrdship Plans	This activity will result in the completion of studies that prioritize projects for priority waterbodies identified on page 80 & 100 as well as completing Woodland Stewardship Plans (WSP) that meet criteria established in RRWP JPE policies for priority waterbodies identified on page 80 & 100 in the RRCWMP. Prioritizing studies and WSPs to be completed by existing staff members or qualified consultants.	Prioritizing Studies: NRA.8, SWP.14, SWP.17, SWP.23, SWP.33, SWP.41.1, SWP.49, SWP.9, SWP.12, etc. Woodland Stewardship Plans: SWP.11, SWP.13, SWP.19, SWP.25, SWP.29, SWP.38, etc.
Forestry Practices	\$10,000.00	\$2,000.00	5 Acres	Funding will be targeted to priority waters listed on page 80 and 100 of the CWMP and will be prioritized using the criteria described on page 66 of the CWMP. Practices include but are not limited to: agroforestry, tree and shrub establishment, silvopasture, etc. Approved practices that address water quality will be identified in the RRWP Cost Share Policy.	SWP.11, SWP.13, SWP.19, SWP.25, SWP.29, SWP.38, etc.
Groundwater	\$5,000.00	\$2,000.00	4 wells sealed	Funding provides cost share to seal wells according to RRWP policy. Well sealing is a priority throughout the watershed per Rum River Comprehensive Plan page 128: "As unsealed wells can be a contamination risk to any groundwater supply, well sealing is a watershed wide activity that does not require additional screening criteria". First-come, first-serve. If insufficient funds exist to fund all requests submitted, the local partner board administering the funds shall make prioritization decisions. Practices 351 Well Decommissioning	SWP.38
Agricultural Practices	\$127,000.00	\$32,500.00	4 BMPs or up to 26 pounds of TP and .2 miles of enhanced buffers.	Funding will be targeted to priority waters listed on page 80 and 100 of the CWMP and will be prioritized using the criteria described on page 66 of the CWMP. Description: provide cost share for implementing structural rural best practices (include but not limited to: enhanced ditch buffers, filter strips, Alternative Side Intakes, water and sediment control basins, grassed waterways, grade stabilization practices, and livestock exclusions). BWSR approved standards will be followed for all practices installed. Cost share rates and policies will be reviewed and updated to include incentive payments for enhanced buffers and other items as needed. Policies will be approved by the RRWP JPE. All practices will meet NRCS or other approved standards.	SWR.15, SWP.10, SWP.15, SWP.22, SWP.26, SWP.34, SWP.36, SWP.41.2, SWP.44, SWR.46, etc.
Non-Structural Management Practices	\$15,000.00		100 Acres	Funding will be targeted to priority waters listed on page 80 and 100 of the CWMP and will be prioritized using the criteria described on page 66 of the CWMP. Flat-rate cost share incentives will be provided to implement non-structural agricultural best management practices include but not limited to: tillage and residue management, cover crops, and conversion to perennial crops. NRCS or other BWSR approved standards will be followed for all practices installed.	SWR.6, SWP.3
Wetland Restoration/Creation	\$125,000.00	\$31,250.00	10 Acres	Funding will be targeted to priority waters listed on page 80, 100 and 124 of the CWMP and will be prioritized using the criteria described on page 66 of the CWMP. Cost share rates and policies will be reviewed and updated as needed. Policies will be approved by the RRWP JPE. Practices will meet NRCS or other approved standards.	SWR.2, SWP.1
Streambank or Shoreland Protection	\$90,000.00	\$22,500.00	3 BMPs or 30 lbs. TP	Funding will be targeted to Tier 1 and Tier 2 waters listed on page 80, 100 and 143 of the CWMP and will be prioritized using the criteria described on page 66 of the CWMP. Description: provide cost share for implementing structural best practices (including but not limited to shoreline buffers and bank stabilizations). BWSR approved standards will be followed for all practices installed. Practices will meet NRCS or other approved standards.	NRA.9, SWP.10, SWP.15, SWP.22, SWP.26, SWP.34, SWP.36, SWP.41.2, SWP.44, SWR.13, SWR.17, SWR.20, etc.
Urban Stormwater Practices	\$70,000.00	\$17,500.00	8 BMPs 8 lbs. TP	Funding will be targeted to Tier 1 and Tier 2 waters listed on page 80 and 100 of the CWMP and will be prioritized using the criteria described on page 66 of the CWMP. Description: provide cost share for implementing structural urban/residential best practices (include but not limited to: rain gardens, vegetated swales, infiltration basins). Practices will meet NRCS or other approved standards.	NRA.9, SWP.10, SWP.15, SWP.22, SWP.26, SWP.34, SWP.36, SWP.41.2, SWP.44, SWR.13, SWR.17, SWR.20, etc.
Grand Total	\$1,331,559.00	\$135,155.90			

Data Practices Policy



Draft 4/29/2024
Adopted: _____

Government Data Practices

RIGHT TO ACCESS PUBLIC DATA

The Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data is a term that means all recorded information a government entity has, including paper, email, digital files, photographs, etc. The Data Practices Act also provides that the Rum River Watershed Partnership (RRWP) must keep all government data in a way that makes it easy for members of the public to access public data. The public has the right to look at (inspect), free of charge, all public data that the RRWP keeps. The public also has the right to get copies of public data. The Data Practices Act allows the RRWP to charge for copies. The public has the right to look at data, free of charge, before deciding to request copies.

DATA PRACTICES CONTACTS

Responsible Authority Name:

Tiffany Determan, Watershed Coordinator (or successor)
110 Buchanan Street N Cambridge, MN 55008
763-689-3271
Tiffany.determan@mn.nacdnet.net

Data Practices Designee:

Tiffany Determan, Watershed Coordinator (or successor)
110 Buchanan Street N Cambridge, MN 55008
763-689-3271
Tiffany.determan@mn.nacdnet.net

Data Practices Compliance Official:

Tiffany Determan, Watershed Coordinator (or successor)
110 Buchanan Street N Cambridge, MN 55008
763-689-3271
Tiffany.determan@mn.nacdnet.net

DATA CLASSIFICATIONS

Government data about an individual have one of three classifications, which determine who is legally allowed to see the data. Data about you are classified by state law as public, private, or confidential.

Public Data

The Data Practices Act presumes that all government data are public unless a state or federal law says that the data are not public. We must give public data to anyone who asks. It does not matter who is asking for the data or why the person wants the data.

Private data

We cannot give private data to the general public. We can share your private data with you, with someone who has your permission, with our government entity staff whose job requires or permits them to see the data, and with others as permitted by law or court order.

Confidential Data

Confidential data have the most protection. Neither the public nor you can access confidential data even when the confidential data are about you. We can share confidential data about you with our government entity staff who have a work assignment to see the data, and to others as permitted by law or court order.

FEES AND COPY COSTS

In accordance with MN Statutes 13.03, subd. 3, if a person requests copies or electronic transmittal of data to the person, the RRWP will charge the actual costs of searching for and retrieving the government data, including the cost of employee time, and for making, certifying, and electronically transmitting the copies of the data but may not charge for separating public from not public data. However, if 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and instead, the RRWP will charge \$0.25 per page copied.

Prepayment is required.

Data Practices Request Types

There are two categories of data practices requests; a request for public data, and a request for subject data. Following are separate policies for each.

Data Practices Policy for the Public

YOUR RIGHT TO SEE PUBLIC DATA

The Government Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data means all recorded information a government entity has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

The law also says that the RRWP must keep all government data in a way that makes it easy for you to access public data. You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to get copies of public data. The Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

HOW TO REQUEST PUBLIC DATA

You can ask to look at (inspect) data at our office(s), or ask for copies of public data that we keep. Data requests must be in writing, and must be mailed or emailed to RRWP's Data Practices Compliance Official ("DPCO") or another appropriate designee listed in the Data Practices Contacts. If you have any questions about making a data request, contact our DPCO.

We recommend using the sample **Data Request Form – Public Data** at the end of this policy document. If you do not use the data request form, your request should:

- Say that you are making a request for public data under the Government Data Practices Act (Minnesota Statutes, Chapter 13).
- Include whether you would like to inspect the data, have copies of the data, or both.
- Provide a clear description of the data you would like to inspect or have copied.

You are not required to identify yourself or explain the reason for your data request. However, you may need to provide us with some personal information for practical reasons (for example, if you want us to mail copies to you, you need to provide us with an address or P.O Box). If we do not understand your request and have no way to contact you, we cannot respond to your request.

HOW WE WILL RESPOND TO YOUR DATA REQUEST

Upon receiving your request, we will review it.

- We may ask you to clarify what data you are requesting.
- If we do not have the data, we will tell you as soon as reasonably possible.
- If we have the data, but we are not allowed to give it to you, we will tell you as soon as reasonably possible and identify the law that prevents us from providing the data.
- If we have the data, and the data are public, we will respond to your request appropriately and promptly, within a reasonable amount of time by doing one of the following:
 - Arrange a date, time, and place for you to inspect the data at our offices; or
 - Tell you the amount you owe for copy costs, and then provide you with copies of the data as soon as reasonably possible after you pay them. You may choose to pick up your copies, or we will mail or email them to you. We will provide electronic copies (such as email or CD-ROM) upon request, if we keep the data in that format and we can reasonably make a copy.
 - Response time may be impacted by the size and/or complexity of your request and by the number of requests you make in a given period of time.
- If you do not arrange to inspect the data or pay for the copies within 15 business days after we tell you the data are ready, we will conclude that you no longer want the data and will consider your request closed.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please tell the person who provided the data to you. We will give you an explanation if you ask.

The Data Practices Act does not require us to create or collect new data in response to a data request, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request. If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

REQUESTS FOR SUMMARY DATA

Summary data are statistical records or reports created by removing identifying information about individuals from entirely private or confidential data. We will create summary data if you request it in writing and pre-pay for the cost of creating the data. You may use the **Data Request Form – Public Data** to request summary data.

Data Practices Policy for the Data Subject

WHAT IS A “DATA SUBJECT”?

When government has information recorded in any form (paper, hard-drive, voicemail, video, email, etc.) that information is called “government data” under the Government Data Practices Act (Minnesota Statutes, Chapter 13). When we can identify you in government data, you are the “data subject” of that data. The Data Practices Act gives you, as a data subject, certain rights. This policy explains your rights as a data subject, and tells you how to request data about you, your minor child, or someone for whom you are the legal guardian.

WHEN THE RRWP HAS DATA ABOUT YOU

The RRWP may have data on people, such as cost share recipients, employees, job applicants, and vendors. We can collect and keep data about you only when we have a legal purpose to have the data. The RRWP must also keep all government data in a way that makes it easy for you to access data about you.

YOUR RIGHTS UNDER THE GOVERNMENT DATA PRACTICES ACT

As a data subject, you have the following rights.

Access to Your Data

You have the right to look at (inspect), free of charge, public and private data that we keep about you. You also have the right to get copies of public and private data about you. The Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

In addition, if you ask, we will tell you whether we keep data about you and whether the data are public, private, or confidential.

As a parent, you have the right to look at and get copies of public and private data about your minor children (under the age of 18). As a legally appointed guardian, you have the right to look at and get copies of public and private data about an individual for whom you are appointed guardian.

Minors have the right to ask us not to give data about them to their parent or guardian. If you are a minor, we will tell you that you have this right. We will ask you to put your request in writing and to include the reasons that we should deny your parents access to the data. We will make the final decision about your request based on your best interests.

When We Collect Data from You

When we ask you to provide data about yourself that are not public, we must give you a notice called a Tennesen warning. The notice controls what we do with the data that we collect from you. Usually, we can use and release the data only in the ways described in the notice.

We will ask for your written permission if we need to use or release private data about you in a different way, or if you ask us to release the data to another person. This permission is called informed consent. If you want us to release data to another person, you must use the consent form we provide.

Protecting Your Data

The Data Practices Act requires us to protect your data. We have established appropriate safeguards to ensure that your data are safe.

In the unfortunate event that we determine a security breach has occurred and an unauthorized person has gained access to your data, we will notify you as required by law.

When Your Data Are Inaccurate or Incomplete

You have the right to challenge the accuracy and/or completeness of public and private data about you. You also have the right to appeal our decision. If you are a minor, your parent or guardian has the right to challenge data about you.

HOW TO MAKE A REQUEST FOR YOUR DATA

You can ask to look at (inspect) data at our offices, or ask for copies of data that we have about you, your minor child, or an individual for whom you have been appointed legal guardian. The RRWP requires that subject data requests be made in writing by mail, email, or in person.

We recommend using the sample **Data Request Form – Subject Data** in the Appendix. If you do not choose to use the data request form, your request should:

- Say that you are making a request as a data subject, for data about you (or your child, or person for whom you are the legal guardian), under the Government Data Practices Act (Minnesota Statutes, Chapter 13).
- Include whether you would like to inspect the data, have copies of the data, or both.
- Provide a clear description of the data you would like to inspect or have copied.

- Provide proof that you are the data subject or data subject's parent/legal guardian.

We require proof of your identity before we can respond to your request for data. If you are requesting data about your minor child, you must show proof that you are the minor's parent. If you are a legal guardian, you must show legal documentation of your guardianship. Please see the Standards for Verifying Identity below. If you do not provide proof that you are the data subject, we cannot respond to your request.

HOW WE RESPOND TO A DATA REQUEST

Upon receiving your request, we will review it.

- We may ask you to clarify what data you are requesting.
- We will ask you to confirm your identity as the data subject.
- If we do not have the data, we will notify you in writing within 10 business days.
- If we have the data, but the data are confidential or not public data about someone else, we will notify you within 10 business days and identify the law that prevents us from providing the data.
- If we have the data, and the data are public or private data about you, we will respond to your request within 10 business days by doing one of the following:
 - Arrange a date, time, and place to inspect data in our offices, for free, or
 - Provide you with the data within 10 business days. You may choose to pick up your copies, or we will mail them to you. We will provide electronic copies upon request if we keep the data in electronic format
- Following our response, if you do not arrange within 10 business days to inspect the data or pay for the copies, we will conclude that you no longer want the data and will consider your request closed.
- After we have provided you with your requested data, we do not have to show you the same data again for 6 months unless there is a dispute about the data or we collect or create new data about you.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please tell the person who provided the data to you. We will give you an explanation if you ask.

The Data Practices Act does not require us to create or collect new data in response to a data request, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request. If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, we are not required to respond to questions that are not about your data requests, or that are not requests for government data.

STANDARDS FOR VERIFYING IDENTITY

The following constitute proof of identity:

- An adult individual must provide a valid photo ID, such as
 - a driver's license
 - a state-issued ID
 - a tribal ID
 - a military ID
 - a passport
 - the foreign equivalent of any of the above
- A minor individual must provide a valid photo ID, such as
 - all of the above forms of ID
 - school/student ID
- The parent or guardian of a minor must provide a valid photo ID and either

- a certified copy of the minor's birth certificate or
- a certified copy of documents that establish the parent or guardian's relationship to the child, such as
 - a court order relating to divorce, separation, custody, foster care
 - a foster care contract
 - an affidavit of parentage
- The legal guardian for an individual must provide a valid photo ID and a certified copy of appropriate documentation of formal or informal appointment as guardian, such as
 - court order(s)
 - valid power of attorney

Note: Individuals who do not inspect data or pick up copies of data in person may be required to provide either notarized or certified copies of the documents that are required or an affidavit of ID.

Data Request Form – Public Data

Rum River Watershed Partnership

Date of request: _____

I am requesting access to data in the following way:

Inspection Copies Both inspection and copies

These are the data I am requesting:

Note: Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

Contact Information

Name: _____

Address: _____

Phone number: _____

Email address: _____

You do not have to provide any of the above contact information. However, if you want us to mail you copies of data, we will need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, without contact information we will not be able to begin processing your request until you contact us.

The RRWP will respond to your request as soon as reasonably possible.

Data Request Form – Subject Data

Rum River Watershed Partnership

Date of Request: _____

Data subject name: _____

Parent/guardian name (if applicable): _____

Phone number/ email address: _____

To request data as a data subject, you must provide proof of identity.

I am requesting access to data in the following way:

Inspection Copies Both inspection and copies

These are the data I am requesting:

Note: Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

We will respond to your request within 10 business days.

To be completed by staff member responding to data request:

Identity confirmed:

Staff name:

Date:

The following constitute proof of identity:

- An adult individual must provide a valid photo ID, such as
 - a driver's license
 - a state-issued ID
 - a tribal ID
 - a military ID
 - a passport
 - the foreign equivalent of any of the above
- A minor individual must provide a valid photo ID, such as
 - all of the above forms of ID
 - school/student ID
- The parent or guardian of a minor must provide a valid photo ID and either
 - a certified copy of the minor's birth certificate or
 - a certified copy of documents that establish the parent or guardian's relationship to the child, such as
 - a court order relating to divorce, separation, custody, foster care
 - a foster care contract
 - an affidavit of parentage
- The legal guardian for an individual must provide a valid photo ID and a certified copy of appropriate documentation of formal or informal appointment as guardian, such as
 - court order(s)
 - valid power of attorney

Note: Individuals who do not inspect data or pick up copies of data in person may be required to provide either notarized or certified copies of the documents that are required or an affidavit of ID.



MEMO

To: Rum River Watershed Partnership Board
From: Jamie Schurbon, Anoka Conservation District
Date: May 22, 2024
Re: **Attorney Change**

Summary

The Rum River Watershed Partnership's (RRWP) attorney in recent years has been Troy Gilchrist at Kennedy and Graven. Troy has informed me that he and another partner are amicably splitting from Kennedy and Graven to form a new law firm called Town Law Center. The RWP board needs to make a motion to either stay with Mr. Gilchrist at his new firm, or stick with Kennedy and Graven. My recommendation is to continue with Mr. Gilchrist at Town Law Center.

Timeline

Mr. Gilchrist's last day at Kennedy and Graven will be June 7.

Considerations

- **New structure** – Kennedy and Graven will continue primarily representing cities and their unique issues. The new firm, Town Law Center, will focus on serving townships and watershed organizations. It will consist of Mr. Gilchrist and Jason Hill (who I believe is Linwood Township's attorney).
- **Expertise** - Mr. Gilchrist handled 8 RRWPs (all except 1) during his time at Kennedy and Graven. It's his area of expertise. While there are other attorneys at Kennedy and Graven who could serve a watershed organization, it does not sound like it is their expertise.
- **Cost** – Mr. Gilchrist informs me his hourly rates will be unchanged.
- **Contracts** – The watershed organizations do not have a contract for Mr. Gilchrist's services now, and none would be needed in the near future. He provides services hourly. He provides a letter approximately every two years with his hourly rates.

Action Needed

Either select Kennedy and Graven or Town Law Center as the RRWP's attorney.

Staff Recommendation

Select Mr. Troy Gilchrist of Town Law Center as the RRWP's attorney effective immediately.

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	3 forest stewardship plans done. 5 more in the works.
2023-2	Aitkin SWCD	Planning, Assessment, & Special Studies	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. Prioritized 90% of 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	Slow Progress	\$1,454.35 out of the \$5,000 has been used for project development.
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	Slow Progress	\$4,750 spent out of the \$7,500. 96 acres of rye and triticale planted. One more landowner will get funding for cover crops fall of 2024.
2023-2	Isanti SWCD	g, Assessment, & Special	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	COMPLETED	Complete
2023-2	Isanti SWCD	g, Assessment, & Special	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	COMPLETED	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	COMPLETED	Design complete, construction oversight likely winter 2023/2024
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	\$50,960.78	\$42,989.00	R-Green Lake	26.00	TBD	10	COMPLETED	SOW Amendment 1/25/2024: from 4 to 1.3 acre and 26 lb/TP to 46 lb TP reduction. 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. Several wetland restorations in que for future funding! Near Complete.
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). Near Complete.
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 acres will be prioritized in 2024.
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, Additional projects underway.
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	COMPLETED	Staff with appropriate JAA designing projects, one project designed and ready for installation spring 2024.
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	Hosting monthly Outreach Office Hours for staff planning. Currently are planning two workshops for the spring targeting lakeshore residents. One is "Buying Lakeshore Property 101" and the other is "Reducing your Shoreline Erosion." Helping promote an open house style event Sherburne, Isanti and Mille Lacs SWCD are partnering on to answer questions about conservation at the end of January.
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	\$0.00	\$28,951.00	P-Mille Lacs Lake	0.44	0.15	10	On Track	estimated install summer/fall 2024
2023-2	Mille Lacs SWCD	rural Residential & Urban	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	Survey on gully has been completed. TSA to provide sketch of proposed design for landowner to approve. Design must treat all runoff without allowing treatment areas on neighboring property. On track to install fall 2024
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. One landowner has requested cost share funds for a shoreline restoration along 20 linear feet of shoreline. Created brochure to mail out.
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	On Track	Work on the LCCMR tree planting project has continued. A second round of outreach was sent out, a plan writer workshop for foresters was held, and Local Forestry Tech Team meetings (LFT) were also held. From the first round of outreach, there were approximately 5 interested landowners passed onto our DNR partners. As for Type B specific work, relationships with organizations and leaders

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 Benefiting Waterbody	TP Reduction (lb/yr)	TSS Reduction (ton/yr)	Project Life (yrs)	Progress Status	NOTES
2023-2	Mille Lacs SWCD	g, Assessment, & Special	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 relevel, owner/producer relevel/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	Slow Progress	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. Working on developing knowledge of BMPs and suitability of such. Need to rehire the MLSWCD Ag tech position
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	On Track	Notetaking for IPC and JPE Board meetings have continued, and website updates are done by the financial specialist. A website revision will come soon.
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	P-Rum River (Princeton-Cambridge	0.00	0.00	0	On Track	Promotional items created and distributed, interested landowners for forestry practices. Two outreach events completed with two more anticipated.
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	um River (Princeton-Cambri	0.00	0.00	0	Slow Progress	Outreach in 2023 resulted in forestry interest, no agricultural practice interest. We will increase outreach effort in 2024 to engage the ag community for 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. 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.	2023-2024	\$12,717.41	\$0.00	N/A	0.00	0.00	0	On Track	Database established for 2023 activities, will be refining in 2024/2025.
2023-1	Anoka CD	Admin/Coord	Fiscal Agent Agreement	Admin/Coord	Develop consistent forms for partners to request project funding - 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	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 consistent forms for partners to request project funding - 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	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 WASCOD or equivalent	2023-2024	\$10,000.00	\$0.00	R-West Branch Rum River	0.00	0.00	0	Slow Progress	\$5,700 has been used of the \$10,000 for TSA and staff time.
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 limited number of erosion control projects available.	2023-2024	\$50,000.00	\$12,500.00	R-West Branch Rum River	43.40	12.07	10	Slow Progress	Final plans for 4/5 WASCOD basins are complete. One remaining WASCOD will have plans completed shortly. Hoping to have completed this fall.
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	COMPLETED	two plans complete 1st Q 2024.
2023-5	Mille Lacs SWCD	rural Residential & Urban	2023-MLSWCD-UPMP-3	580-Streambank & Shoreline Protection	320 linear feet of shoreline restoration and/or protection projects on Mille Lacs Lake. These projects will include a 20 foot shoreline restoration for a landowner identified during Project Development for DIY project from previous WBIF request. Additional projects may include establishment of native plant buffers in place of turfgrass and restoration of eroding shoreline that may be identified from Aitkin SWCD drone survey of Mille Lacs shoreline.	2023-2025	\$45,750.00	\$15,250.00	P-Mille Lacs Lake	24.79	25.00	10	On Track	Design being worked on by TSA for 20' shoreline restoration. Signed cost-share contract
2023-5	Mille Lacs SWCD	Project Development	2023-MLSWCD-PD-1 AMENDMENT	580-Streambank & Shoreline Protection	Project development to connect with landowners willing to install shoreline protection projects on Mille Lacs Lake.	2023-2025	\$14,625.00	\$0.00	P-Mille Lacs Lake	0.00	0.00	0	On Track	Provided a presentation for the spring webinar on shoreline erosion which generated interest from 30+ participants.

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
2023-5	Mille Lacs SWCD	Tech/Engineering	2023-MLSWCD-TE-2	580-Streambank & Shoreline Protection	Tech/engineering to install 320 linear feet of shoreline protection projects on Mille Lacs Lake.	2023-2025	\$30,000.00	\$0.00	P-Mille Lacs Lake	0.00	0.00	0	On Track	working on planting plans, working with TSA and landowner on project design
2023-5	Mille Lacs SWCD	Ag Non-Structural	2023-MLSWCD-Soil Health	340-Cover Crop	200 acres of soil health practices as approved with set rates per Rum WBIF Project Policies.	2024-2025	\$18,000.00	\$0.00	um River (Princeton-Cambri	0.00	0.00	0	Slow Progress	On hold while MLSWCD rehires.
2023-5	Mille Lacs SWCD	Project Development	2023-MLSWCD-PD-1 AMENDMENT	340-Cover Crop	PD to respond to respond to interest in soil health practices	2024-2025	\$15,000.00	\$0.00	um River (Princeton-Cambri	0.00	0.00	0	Slow Progress	Role in hosting a partnership soil health outreach field day in ML county.
2024-1	Aitkin SWCD	Forestry Practices	2023-ASWCD-F-1	Planning, Assessment or Special Study	5 stewardship plans	2024-2025	\$6,400.00	\$1,600.00	P-Mille Lacs Lake	0.00	0.00	10	On Track	3 forest stewardship plans done. 3 more in the works.
2024-1	Isanti SWCD	Groundwater-Well Sealing	Well Sealing	351-Well Decommissioning	Up to 10 wells sealed	2024-2025	\$15,000.00	\$6,000.00	Watershed-Wide (Wells only)	0.00	0.00	25	On Track	3 wells on the list for potential sealing. Waiting for bids.
2024-1	Isanti SWCD	Project Development	PD Well Sealing	351-Well Decommissioning	Staff time to administer and promote Well Sealing with a goal of 10 wells sealed	2024-2025	\$10,000.00	\$1,000.00	Watershed-Wide (Wells only)	0.00	0.00	0	On Track	Outreach to Cities of Cambridge, Isanti and Braham. Articles in SWCD Newsletter, local paper, and social media.
2024-1	Isanti SWCD	Tech/Engineering	Land Protection Assistance	666-Forest Stand Improvement	Hire 1 FTE to implement portions of the Rum River Comprehensive Watershed Management Plan (CWMP) and/or Landscape Stewardship Plan (LSP) by connecting with 50 landowners for land protection or enhancement programs including Forest Stewardship planning, conservation easements, wetland restoration/banking, or others. Implementation areas, in priority order, will be (a) parcels in proximity to those identified in the interim prioritization on pages 132-133 of the CWMP and any subsequent prioritization, (b) those with highest RAQ scores in the LSP or subsequent analyses, and (c) any other location in the watershed. Emphasis will be on the Mille Lacs and Isanti County areas. We are targeting a minimum of 5 completed or in-progress conservation easements and 5 enhancement or management plans Forest Stewardship Plans (contracted or completed by FTE). RAQ scoring or similar GIS analysis, Forest Stewardship Plans, and legal work may be completed by a contractor.	2024-2025	\$218,721.00	\$12,872.10	P-Rum River (Princeton-Cambridge	0.00	0.00	0	On Track	Land Protection Specialist Hired. Start date is June 24th.
2024-1	Benton SWCD	Structural Rural BMPs	2023-BSWCD-3	638-Water & Sediment Control Basin	This request is for additional funds for a previously-approved project (Schafer WASCOD). We will be increasing the size or number of BMPs such that TP reduction is >2x the original project. Previous project description: 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 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 limited number of erosion control projects available.	2023-2024	\$25,000.00	\$6,250.00	R-West Branch Rum River	125.40	13.40	10	Slow Progress	Final plans for 4/5 WASCOD basins are complete. One remaining WASCOD will have plans completed shortly. Hoping to have completed this fall.
2024-1	Mille Lacs SWCD	Groundwater-Well Sealing	Well Sealing	351-Well Decommissioning	Up to 10 wells sealed	2024-2025	\$15,000.00	\$6,000.00	Watershed-Wide (Wells only)	0.00	0.00	25	On Track	Contracts made to seal 3 wells. In progress.
2024-1	Mille Lacs SWCD	Project Development	PD Well Sealing	351-Well Decommissioning	Staff time to administer and promote Well Sealing with a goal of 10 wells sealed	2024-2025	\$10,000.00	\$1,000.00	Watershed-Wide (Wells only)	0.00	0.00	0	On Track	working on outreach

Project Progress Legend				
COMPLETED	On Track	Slow Progress	On Hold/significant setbacks	CANCELLED