

Snake River Comprehensive Watershed Management Plan	Partnership Meeting Meeting Agenda Meeting #1 <u>Location:</u> Kanabec Co. Courthouse Basement room 317 Maple Ave E Mora MN 55051	Date: Sept. 25, 2023
		Time: 10:00 am – 12:00 pm
		In-Person Or Remote via. Google Meet

Invitees:

Partnership Members: Dan Gravley, Bret Sample, Kevin Belkholm, Kurt Beckstrom, Michael Cummins, Terry Lovgren, Peter Ripka

Alternates: Jon Sanford, Bob Hoefert, Kim Johnson, Bob Janzen, Joshua Mohr, Rick Mattson

Staff: Teresa Wickham, Ryan Carda, Deanna Pomije, Jerah Mattson, Paul Swanson, Zach Van Orsdel, Caleb Anderson, Jeremy Williamson, Susan Shaw, Kyle Fredrickson, Andrew Carlstrom, Keenan Hayes, Janet Smude, Mitch Gindele

Agencies: Barb Peichel, Darren Mayers

Meeting Material & Homework:

- Meeting Outcomes 8/24/23
- Elect Chair / Vice-Chair
- Revised the draft Work Plan / Budget – ready for final approval
- Draft By-Laws for review
- Draft watershed staff position descriptions – for comment

In-Person Meeting in the basement room of the Kanabec Co. Courthouse 317 Maple Ave E Mora MN 55051 OR
Remote Google Meet via. Computer or phone:

(If you haven't previously tested your computer/phone system using Google Meet, please log-in/call-in 10 min. early.)

Google Meet joining info

Video call link: <https://meet.google.com/auk-boog-tsp>

Or dial: (US) +1 971-770-0494 PIN: 161 948 361#

More phone numbers: <https://tel.meet/auk-boog-tsp?pin=3778779099276>

Agenda Items

*Agenda Items for Approval / Roll Call Vote

Note Taker: Jerah Mattson, Kanabec SWCD

Chair: TBD

Vice Chair: TBD

Snake Watershed Mission: The mission of the Snake River Watershed Plan Partnership (SRWPP) is to provide watershed-based management utilizing the Snake River Comprehensive Watershed Management Plan to achieve a coordinated planning effort to evaluate the water quality of all sub-watersheds of the Snake River, determine actual problems, set priorities and work cooperatively towards the implementation of solutions. Along with these goals, the Partnership seeks to improve the quality of the area's natural resources and associated concerns for the enjoyment and well-being of the surrounding communities.

Meeting to start after the SRWMB Meeting (starting at 9 am)...

Start 10:00 am (120 min)		(Meeting Recorded)	
Partnership Meeting	Purpose	Lead	Start Times
Welcome – Introductions, as needed 'What is your favorite cereal?' <u>Meeting Purpose</u> – Approve revised Work Plan / Budget	INTRO	Chair/Vice	10:00 am
*Elect Partnership Chair & Vice Chair	ELECT	Staff	10:10
*Approve Agenda – other agenda items	APPROVE	Chair/Vice	10:20
*Approve meeting outcomes: 8/28/23	APPROVE	Chair/Vice	10:25

<p>*Work Plan / Budget, revised: Seeking final approval</p>	<p>REVIEW / APPROVE</p>	<p>Staff</p>	<p>10:30</p>
<p><u>BREAK 10 min.</u>, as needed</p>			<p>11:00</p>
<p>Draft By-laws for review Approve as ready</p>	<p>REVIEW / INPUT</p>	<p>Staff</p>	<p>11:10</p>
<p>Update on LGU Parties signing the Snake JPA (see below) Initial Parties due: Sept. 25</p>	<p>REVIEW</p>	<p>Pomije</p>	<p>11:40</p>
<p>Watershed staff, position descriptions Project Manager Coordinator</p>	<p>REVIEW FOR COMMENTS</p>	<p>Pomije</p>	<p>11:45</p>
<p>Planning Timeline Projected to request funds in Oct. ➤ <u>Propose new meeting time / date</u></p>	<p>UPDATE / DECIDE</p>	<p>Pomije</p>	<p>11:55</p>

<p><u>Next Scheduled Meeting – Oct. 23</u></p> <p><u>Future Agenda Items:</u></p> <ul style="list-style-type: none"> • By-Laws, finalize as needed • Final comments on watershed position descriptions • Draft contract for services 	<p>UPDATE</p>	<p>Chair/Vice / Staff</p>	<p>End 12:00 pm</p>
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Local Govt. Units that have signed-on as Parties to the Snake JPA:

(Initial Parties due to sign-on by 9/25/23)

- Aitkin SWCD - 8/15/23
- Aitkin Co. – 9/12/23
- Kanabec SWCD – 8/16/23
- Kanabec Co. – 9/18/23
- Pine Co. – 8/10/23
- Pine SWCD – 8/1/23
- Mille Lacs SWCD – 8/11/23

Location: Kanabec Co. Courthouse or Remote Google Meeting

Board: Dan Gravley (Aitkin SWCD), Bret Sample (Aitkin Co), Kurt Beckstrom, Bob Hoefert (non-voting member) (Mille Lacs SWCD), Dave Oslin (Mille Lacs Co), Kevin Belkholm (Kanabec SWCD), Rick Mattson (Kanabec Co), Terry Lovgren (Pine Co), Michael Cummins (Pine SWCD)

Staff:

Kanabec SWCD: Deanna Pomije, Jerah Mattson

Pine SWCD: Zach Van Orsdel

Pine Co: David Minke, Caleb Anderson

Aitkin SWCD: Janet Smude

Mille Lacs SWCD: Willow Dean

*remote attendees

BWSR: Barb Peichel

Others: Kathy Nielsen (Pokegema Lake Assoc.), Don Deutsch (Cross Lake Asssoc.)

Purpose for the meeting

Review draft Work Plan / Budget

Beckstrom led the group through introductions sharing around the question, ‘What would it take to give up your smartphone for a month?’

10:23 Roll Call - *Approval of Agenda

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

Affirmative: Oslin, Sample, Beckstrom, Mattson, Belkholm, Cummins, Lovgren, Gravley

Opposed: None **Abstain:** None

*Approval of the 7/24/23 Outcomes

Motion by Lovgren, second by Cummins to approve the 7/24/23

outcomes as presented

Affirmative: Oslin, Sample, Beckstrom, Mattson, Belkholm, Cummins, Lovgren, Gravley

Opposed: None **Abstain:** None

Draft Work Plan:

Pomije gave a brief overview on the different committees, who is on them and how the committees interact through project approvals. In starting to review the draft work plan with the group Pomije first gave a brief overview of some of the Plan implementation highlights. The implementation roles each LGU is planning to assist with was reviewed. Then the implementation staff funding and practice budget breakdowns were presented. A total of 1.5 full time equivalent new watershed employees are planned. While reviewing the budget there were concerns the engineering costs are low along with the Ag. Practices and Livestock practices. Pomije explained that a lot of the Ag. Practice funding would come from our federal conservation partner, the Natural Resources Conservation Service (NRCS). Some of the engineering costs are expected to be absorbed by our Technical Service Area 3 (TSA). Later in this discussion Caleb Anderson mentioned that the Subsurface Sewage Treatment Systems (SSTS) could be lowered based on low numbers from a survey of the needs of SSTS work. He suggested to lower this fund to ~\$70,000.

Update on Local Govt. Units (LGU) Parties signing the Snake Joint Powers Agreement (JPA)

Initial Parties are due to sign by Sept. 25

The following have signed the JPA:

Aitkin SWCD, Kanabec SWCD, Pine Co., Pine SWCD and Mille Lacs SWCD.

Implementation Timeline

If the final work plan is approved by the new Partnership Entity at the next 9/25 meeting, then our Watershed Based Implementation Funds (WBIF) can be sought in October.

Next Meeting:

First Snake Partnership Meeting 9/25/23

The group will review the draft bylaws at the next meeting.

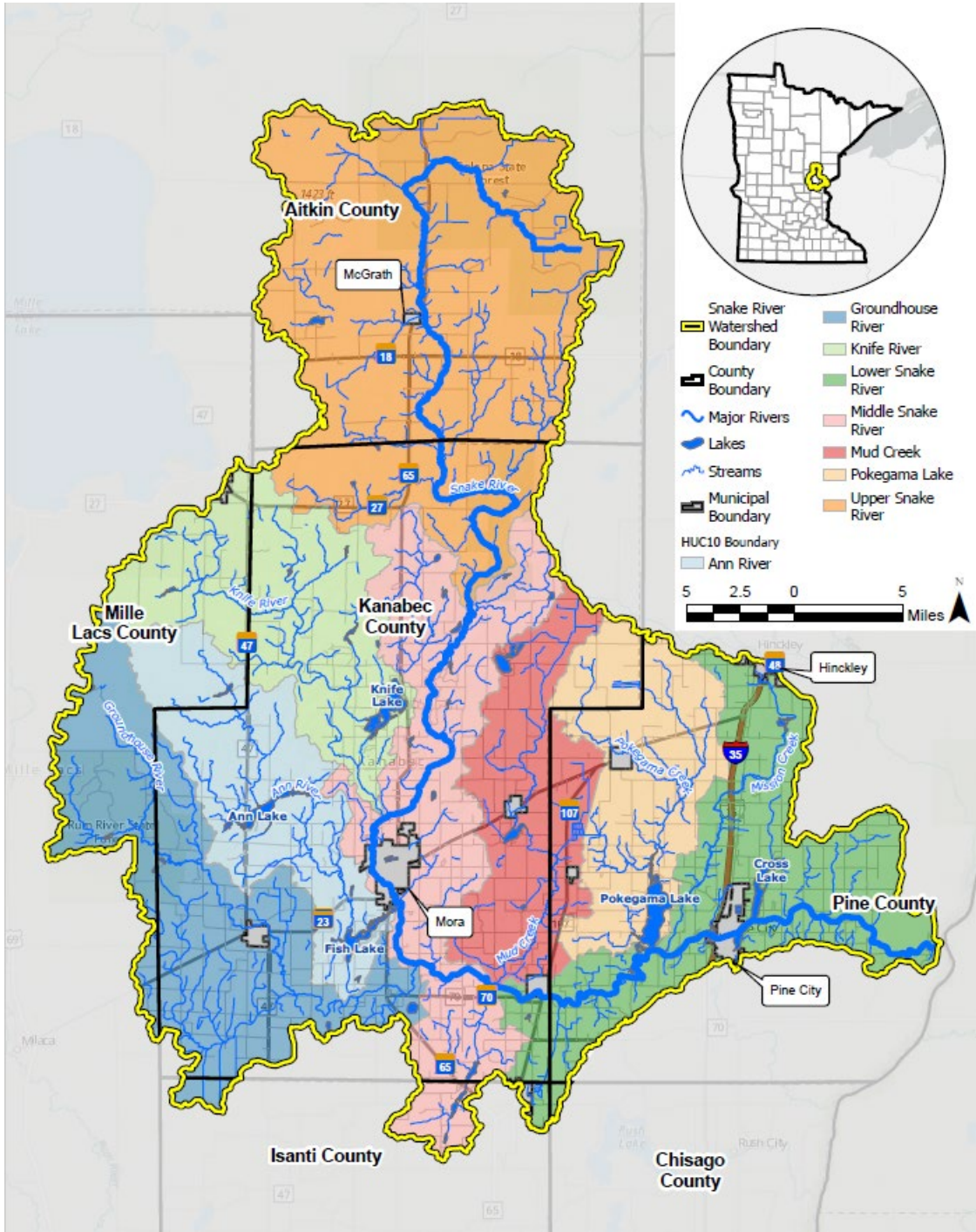
Motion by Sample, second by Cummins to adjourn the meeting at 11:53 am

Affirmative: Oslin, Sample, Beckstrom, Mattson, Belkholm, Cummins, Lovgren, Gravley

Opposed: None

Abstain: None

Snake River Comprehensive Watershed Management Plan



2024-25 Work Plan - Final

The Partnership's Mission

Original approved by the PC:

The mission of the Snake River Watershed Plan Partnership (SRWPP) is to provide watershed-based management utilizing the Snake River Comprehensive Watershed Management Plan to achieve a coordinated planning effort to evaluate the water quality of all sub-watersheds of the Snake River, determine actual problems, set priorities and work cooperatively towards the implementation of solutions. Along with these goals, the Partnership seeks to improve the quality of the area's natural resources and associated concerns for the enjoyment and well-being of the surrounding communities.

Suggested Revision:

The mission of the Snake River Watershed (omit Plan in the name) Partnership (SRWP) is to implement the Snake River Comprehensive Watershed Management Plan. The Partnership seeks to facilitate collaboration across its member entities and connect landowners with the resources needed to manage their natural resources. The SRWP strives to work with and empower landowners and partners in the restoration and protection of the watershed's natural resources.

Year 1-2 Abstract Summary

The Snake River Watershed Plan Partnership is seeking Watershed Based Implementation Funds (WBIF) predominantly for the promotion and installation of Best Management Practices on private lands. The key milestones for the three years of the grant are listed below. Some of the initial activities include outreach efforts to targeted priority areas with the completion of up to three sub-watershed assessments to aid in this measure. Targeted sub-watersheds have been identified in the plan and are summarized below in Addendum A. Due to limited staff capacity within the watershed, this proposal includes the new hiring of the equivalent of 1.5 new full time watershed employees.

The key 3-year measurable milestones include:

- 107-319 # Reduction in Total Phosphorus through the installation of Best Management Practices (BMP)
- 190-290 Ton reduction in Total Suspended Solids (TSS)
- 70-105 outreach contact hours completed
- 3 sub-watershed assessments
- Up to 6 outreach documents or demonstrations completed
- 1-2 acre feet of wetlands restored (equivalent of 1-9 acres restored)
- 5-10 private septic systems brought into compliance or built
- 800-1,400 ft. of buffers installed (about 8-14 projects)
- 3-5 unused wells sealed
- 800-1,000 acres of Forest Stewardship Planning written
- 150 acres of Forestry Best Management Practices installed
- 1 livestock BMP installed
- 1 Nutrient Management Plan completed

The first two years of implementing the Snake River Comprehensive Watershed Management Plan (Plan) will focus in-part on building the momentum for implementation. Some of this focus is to include outreach/education, sub-watershed assessments and building the pipeline of projects for implementation. This will involve hiring new watershed staff (1 Full-Time Equivalent FTE), getting them up-to-speed working with our watershed partners. This watershed position is planned to entail 1/3-time watershed outreach/education, 1/3 project coordination and 1/3 technical work. Watershed coordination efforts are planned to be completed by existing Kanabec SWCD staff at 1/3 of an FTE. Fiscal administration work is planned for execution under Pine County. Three sub-watershed assessments are planned for completion within the first 2-years to aid in targeting areas where the funds can be most effective. All staff will work in building the pipeline of projects for implementation. A seasonal, shared services, Forester is currently employed in the watershed. The goal for this position is to make it a permanent FTE employee, with the Snake Partnership contributing ½ of FTE salary and the member entities continuing to pay the other 1/2.

Flexibility – Plan B:

The Steering Committee will plan to evaluate the progress on the planned goals at least annually. Once adequate progress is made within the priority areas identified in the plan, the committee with BWSR staff approval will evaluate the need to expand out the priority areas. Expanding out the priority areas is defined as moving just outside of the existing priority areas and into the next spatial tier of sub-watersheds, depending on the original priority goaled map. The Steering Committee with BWSR staff input will further define any expanded goaled priority areas with Board approval.

Plan Funding:

The estimated cost to implement all Snake River Comprehensive Watershed Management Plan activities is \$19,794,500 over ten years; this equates to roughly \$1.98 million per year (p. 1-9 from Plan). Watershed Based Implementation Funds will not cover all costs of implementing the plan; thus, partners and the Partnership may also opt to leverage private, local, state, or federal funding to ensure progress toward plan goals.

Operating Budget:

All operating costs will be covered by FY24-25 Watershed Based Implementation Funds (WBIF). The table below covers the expenses for the entire FY24-25 WBIF grant period. Shifts of < 10% do not require board approval.

Adm. Operating Costs (2 yrs.)

Description	Cost	Funding Source	Hours (FTE)**
Insurance - MCIT	\$ 6,000	WBIF*	(1 FTE = 2088 hrs.)
Audit	\$ 3,000	WBIF	
Coordinator	\$ 91,000	WBIF	~1,253 hrs. (60%)
Reporting (e-link)	\$ 5,000	WBIF	~77 hrs. (4%)
Fiscal Agent	\$ 40,000	WBIF	~755 hrs. (36%)
Total	\$ 145,000		~2,085 hrs. (1 FTE) 2 yrs.
*Watershed Based Implementation Funds (WBIF)			
** Full Time Equivalent Employees			

Technical Costs - Staff (2 yrs.)

Description	Cost	Funding Source	Hours (FTE)**
Forestry^	\$ 89,800	WBIF	~2,088 hrs. (100%)^
Outreach / Marketing^	\$ 78,666	WBIF	~1,392 hrs. (66%)^
Outreach / Marketing	\$ 20,000	WBIF	~364 hrs. (17%)
Project Development^	\$ 78,666	WBIF	~1,392 hrs. (66%)^
Project Development	\$ 26,000	WBIF	~473 hrs. (23%)
Technical Assistance^	\$ 78,666	Kanabec SWCD	~1,392 hrs. (66%)^
Total	\$ 371,798		~7,101 (3.4 FTE) 2 yrs.

^New Watershed Staff (total 1.5 FTE)

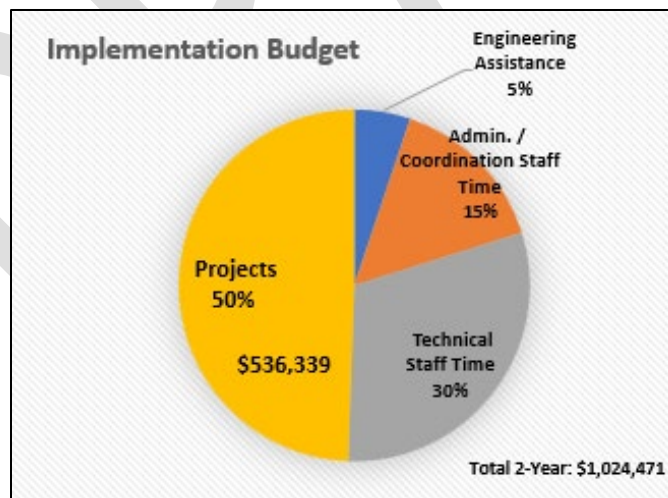


Figure 1 – Watershed Based Implementation Funding (WBIF) general break-down, including staff time

Partnership Funded Programs:

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 Snake River Watershed Plan Partnership (SRWPP). Other funding sources may be identified over time for increased progress on our Plan goals. WBIF grants are issued every other year and expire after three years. We anticipate the partnership will receive approximately \$1,024,471 to implement the plan over two years. The WBIF grant funds will expire on 12/31/2026. The SRWPP will approve the work plan, sign the BWSR Grant agreement, guide program and project selection, and confirm expenditures. As part of the WBIF program, a schedule of key milestones associated with the grant goals must be provided. Milestones are listed in Table 1 below for each year of the grant and are measurable. Annual check-ins against the milestones will aid in determining progress towards grant goals.

See Table 2, starting on page 8 for more details on the WBIF budget and work plan activity descriptions.

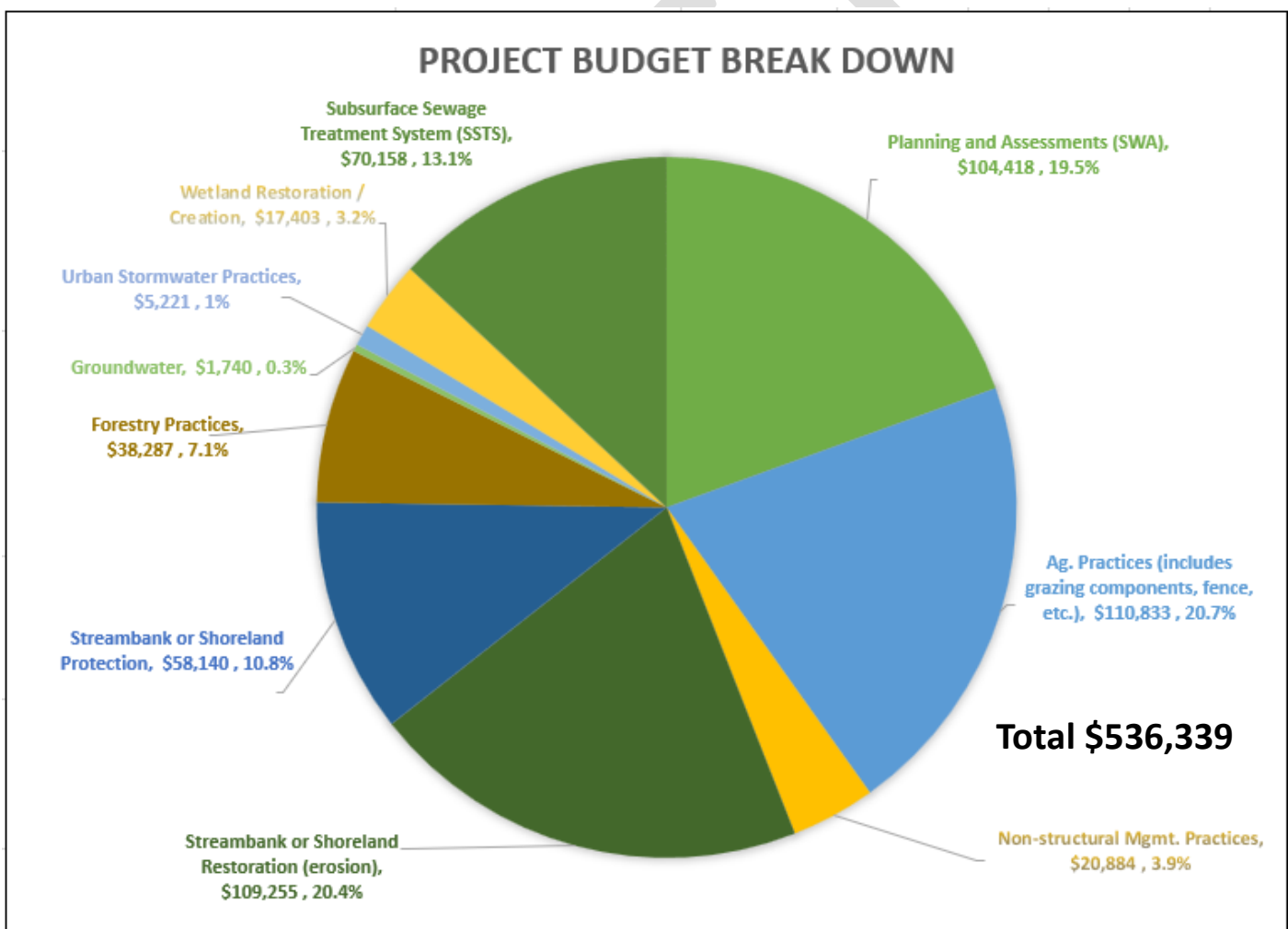


Figure 2 – WBIF Project Break-down into practice/project categories

See **Addendum A** for a pictorial representation summarizing which conservation practices are planned where within the watershed's priority areas.

e-Link Activity Category	Year 1 Milestone	Year 2 Milestone	Year 3 Milestone
Adm./Coordination	Set-up all administrative infrastructure as needed for implementation.		Grant and program administration successfully accomplished.
Planning & Assessments Sub-watershed Assessment (SWA)	Complete 1 sub-watershed assessments	Complete 2 sub-watershed assessments	
Education / Information	35 contact hrs. 1 native veg. document produced 1 shoreland demo.	35 contact hrs. 1 soil health demo. 1 shoreland demo. 1 native veg. document produced	20-35 contact hrs.
Ag. Practices (includes grazing components, fence, etc.)	20-25 # P reduced	20-25 # P reduced	10 # P reduced
Livestock Waste Mgmt.		1 livestock Best Management Practices (BMP) installed	
Non-Structural Mgmt. Practices (i.e., cover crops, reduced tillage, prescribed grazing)	Total Suspended Solids (TSS) reduced by 40-70 Tons	Total Suspended Solids (TSS) reduced by 40-70 Tons 1 Nutrient Management Plan (NMP) completed in priority lakes area	Total Suspended Solids (TSS) reduced by 40-60 Tons
Streambank or Shoreland Protection	Total Phosphorus reduced by 5-10#, TSS reduced by 35-45 Tons, 400-700' of buffers installed (2-4 projects) 0-2 rain gardens installed, 1-2 native plantings installed	Total Phosphorus reduced by 5-10#, TSS reduced by 35-45 Tons, 400-700' of buffers installed (2-4 projects) 0-2 rain gardens installed, 1-2 native plantings installed	Total Phosphorus reduced by 5-10#, TSS reduced by 35-45 Tons, 400-700' of buffers installed (2-4 projects) 0-2 rain gardens installed, 1-2 native plantings installed
Forestry Practices	30-300 acres – Forest Stewardship Planning 50-75 acres of forestry BMP	30-300 acres – Forest Stewardship Planning 50-75 acres of forestry BMP	30-300 acres – Forest Stewardship Planning 50 acres of forestry BMP
Groundwater	Seal 1-2 wells	Seal 1-2 wells	Seal 1-2 wells
Urban Stormwater Practices	Total P reduced by 1 #/year	Total P reduced by 1 #/year	Total P reduced by 1 #/year
Wetland Restoration/Creation		1 acre foot of wetlands restored	1 acre foot of wetlands restored
Subsurface Sewage Treatment System (SSTS)	2-3 septic updated / compliant	2-3 septic updated / compliant	2-3 septic updated / compliant

Project Development	Coordinate outreach watershed wide with partners targeting the plan's priority areas; coordinate & organize project or ordinance development according to the plan watershed wide proposing policies as needed.	Coordinate outreach watershed wide with partners targeting the plan's priority areas; coordinate & organize project or ordinance development according to the plan watershed wide proposing policies as needed.	Coordinate outreach watershed wide with partners targeting the plan's priority areas; coordinate & organize project or ordinance development according to the plan watershed wide proposing policies as needed.
Technical / Engineering Assistance	Technical Assistance to design and install projects provided.	Technical Assistance to design and install projects provided.	Technical Assistance to design and install projects provided.

Table 1

Measuring & Reporting of Progress:

Two watershed partners; Pine County and Aitkin SWCD plan to do the required e-link reporting, however all watershed staff will aid in calculating and tracking their individual contributions toward our Plan goals. A centralized, shared system such as an excel spreadsheet will be created to consolidate the data for review and reporting. Various tools will be used to calculate pollution reduction numbers such as RUSLE 2, field erosion measurements, BWSR pollution reduction calculators, Wetland Restoration Effectiveness Tool and others as determined. This may be part of the same system that is used to vet potential projects against our Plan's measurable goals. A project vetting system is currently under development. A spatial method may also be developed for use in determining priority areas as well as tracking spatial progress throughout the watershed and presenting this to our partners and public. Staff will twice annually evaluate progress and adapt as needed to ensure measurable progress is being made.

Action ID	E-Link Category	1st Biennial Outcomes	Grant Budget (WBIF - 2 yr.)	Match (need 10%)	Match Source	Activity Description
	Adm./Coordination		\$ 145,000		SRWMB, local funds, in-kind match	Funding for local staff time for grant / plan administration and other operational expenses. Staff time included for, but not limited to: time tracking, grant budget tracking and organization, reporting progress and land owner / LGU contract management. Fiscal Agent: Lead Pine County. Activities may include: Fiscal tracking, receive and issue payments, E-link reporting, audit coordination. Coordinator Lead: Kanabec SWCD. Activities may include: Acting as point of contact, development of WBIF biennial work plan, coordination of all committee meetings, ensuring progress on work plan. Implementation Tracking: Lead Pine County with Aitkin SWCD aiding. Activities include development of process to track progress towards plan goals. Insurance: For JPE such as MCIT. Annual fees. Audit: Annual Audit fees
SwQual-5; LC-3, 9,13; SwQual-12; E-3,7; H-2,18	Edu. / Information	70-105 contact hrs.; 1 article, 1-2 shoreland demos., 0-1 soil health demos., 2 documents on native veg.	\$ 98,666			Outreach will focus on priorities addressed in the WBIF biennial work plan. Activities include public participation, education and engagement, equipment, demonstrations, workshops and other activities or materials necessary for the implementation of water quality practices and programs consistent with the purposes of these funds. Outreach/ educational materials developed may include but is not limited to: news articles/releases, fact sheets, field trips, field days, tours, demonstrations, flyers, brochures, door hangers, presentations and workshops. Lead - new watershed staff (Project Manager) with collaboration from existing staff - Primary outreach / education 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 BMP implementation that accomplishes the Plan's goals, compile annual reports to assess Plan progress for adaptive change. (Plan section 5.2). Website communication maintenance led by Mille Lacs SWCD.
SwQual-10	Project Development	0-2 ordinances updated	\$ 194,466			Project Development: Funding for staff who support project development and coordination. Existing and new watershed staff time to provide technical outreach leading to the development of water quality programs and implementation of projects addressed in this work plan. Staff time includes activities such as, but not limited to: lining up and coordinating projects with landowners, presenting project to boards, initial site visits, field work (surveys, construction), preliminary conservation planning, permitting coordination, designing (planting or erosion control plans), follow-up as needed and calculating estimated pollution reduction numbers. Focus is for project development for wetland restorations, forestry (includes outreach), conservation easements, structural and non-structural BMPs. Local staff time in the coordination and facilitation of new or updated ordinances.
	Technical/ Engineering Assistance		\$ 50,000			Activity will include technical site visits, site assessment, surveys, preliminary analysis and design, final design, construction supervision, installation, on-site installation oversight and inspection, and completion of project's as-built details. Funds may be used pay local SWCD or to contract with a third-party consultant or LGU engineer for technical/engineering assistance. Projects will be designed according to the following technical standards: USDA Field Office Technical Guide, MPC/A Stormwater Manual, MN Urban Small sites BMP manual, and applicable local, state and federal regulations. Design standards for all practices will include specifications for operation and maintenance for the effective life of the practices, including an inspection schedule and procedure.
SwQual-1, SwQual-8, SwQual-21, H-8	Planning and Assessments (S/A)	Complete 3 sub-watershed assessments, 1-2 culvert inventories completed	\$ 104,418			Funding will focus on the 6 action items identified in the Plan; SwQual-8, 16, 21, SwQual-7 and E-1, 5. Prioritized of assessments will be determined through watershed staff discussions. Studies to be completed by existing staff members or qualified consultants. Initial funding will be targeted to: an update to the Ann Lake feasibility study, sub-watershed assessments for Pokegama Lake and priority streams/drivers and culvert inventories.
SwQual-9	Ag. Practices (includes grazing components, fence, etc.)	40-50 # P reduced	\$ 80,131	\$50,033	25% landowner match, Federal projects	Provide cost share for implementing structural BMP's (include but not limited to: prescribed grazing component practices and erosion control practices). NRCS or other BWSR approved standards will be followed for all practices installed. Local staff with Board support will establish cost share rates and policies which will be sent to BWSR for review.
SwQual-27	Livestock Waste Mgmt.	0-1 livestock BMPs installed	\$ 30,702	\$7,675		Provide cost share for implementing structural BMPs (include but not limited to: livestock exclusions, feedlot improvements, manure storage and manure pit closures). NRCS or other BWSR approved standards will be followed for all practices installed. Local staff with Board support will establish cost share rates and policies which will be sent to BWSR for review.

Action ID	E-Link Category	1st Biennial Outcomes	Grant Budget (WBIF - 2 yr.)		Match (need 10%)	Match Source	Activity Description
SwQual-11, SwQual-22, E-6	Non-structural Mgmt. Practices	0-2 NMP completed in priority lakes drainage area, TSS reduced by 120-200 Tons	\$ 20,884	\$35,221	25% landowner match, Federal projects	Flat-rate cost share will be provided to implement non-structural agricultural best management practices (include but not limited to: tillage and residue management, cover crops, nutrient management, prescribed grazing and conversion to perennial crops). NRCS or other BWSR approved standards will be followed for all practices installed. Local staff with Board support will establish cost share rates and policies which will be sent to BWSR for review.	
SwQual-24, E-2	Streambank or Shoreland Protection - Structural	TSS reduced by 70-90 Tons	\$ 109,255	\$37,314	25% landowner match, Federal projects	Provide cost share for implementing structural BMPs (include but not limited to: shoreland restoration (erosion control), rock rip-rap, alternative side intakes and water and sediment control basins). NRCS or other BWSR approved standards will be followed for all practices installed. Local staff with Board support will establish cost share rates and policies which will be sent to BWSR for review.	
SwQual-6; LC-8; SwQuan-8; H-14, 17	Streambank or Shoreland Protection - Non-Structural	TP reduced by 15 #; 300-400 Lin. Ft. buffers installed or intact, 0-2 rain gardens installed; 500-1,000 ft of buffers (5-10 projects); 1-2 plantings installed (native veg./habitat);	\$ 58,140	\$24,535	25% landowner match, Federal projects	Provide cost share for implementing non-structural BMPs (include but not limited to: shoreland protection, buffers, filter strips, coir log/willow wattle and native plantings). NRCS or other BWSR approved standards will be followed for all practices installed. Local staff with Board support will establish cost share rates and policies which will be sent to BWSR for review.	
LC-1, LC-2	Forestry Practices	800-1,000 acres with planned (FSP), 150 acres with forestry BMP's installed	\$ 38,287	\$19,572	25% landowner match, Federal projects	Staff time in the marketing and project development through installation of forestry BMPs. Staff time also for the writing of Forest Stewardship Plans (FSP). Local staff with Board support will establish cost share rates and policies which will be sent to BWSR for review.	
Gw-4	Groundwater	3-5 wells sealed	\$ 1,740	\$870		Provide cost share for implementing structural BMPs (include but not limited to: well sealing practices). NRCS or other BWSR approved standards will be followed for all practices installed. Local staff with Board support will establish cost share rates and policies which will be sent to BWSR for review.	
SwQual-13	Urban Stormwater Practices	TP reduced by 2-4 #/yr.	\$ 5,221	\$1,305		Provide cost share for implementing structural urban BMPs (include but not limited to: rain gardens, water storage and filtration practices). NRCS or other BWSR approved standards will be followed for all practices installed. Local staff with Board support will establish cost share rates and policies which will be sent to BWSR for review.	
SwQuan-6 & 5; SwQual-15	Wetland Restoration / Creation	1-9 acres restored, TP reduced by 50-250#	\$ 17,403	\$4,351		Provide cost share for implementing structural BMPs (include but not limited to: wetland restoration and water storage practices). NRCS or other BWSR approved standards will be followed for all practices installed. Local staff with Board support will establish cost share rates and policies which will be sent to BWSR for review.	
SwQual-26, Gw-9	Subsurface Sewage Treatment System (SSTS)	5-10 septic updated/compliant	\$ 70,158			Provide cost share for upgrading or new Subsurface Sewage Treatment System (SSTS) based on BWSR policies for funding SSTS practices. SSTS approved standards will be followed for all practices installed. Local staff with Board support will establish cost share rates and policies which will be sent to BWSR for review.	
Totals			\$ 993,770	\$180,876			
			Grant	Match		Needed Match \$102,447	

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DRAFT

Addendum A – Visual Aid for Goaled Practices, Measurable Results & Priority Locations

Erosion Control

Measurable: 40-50 # Phosphorus Reduced

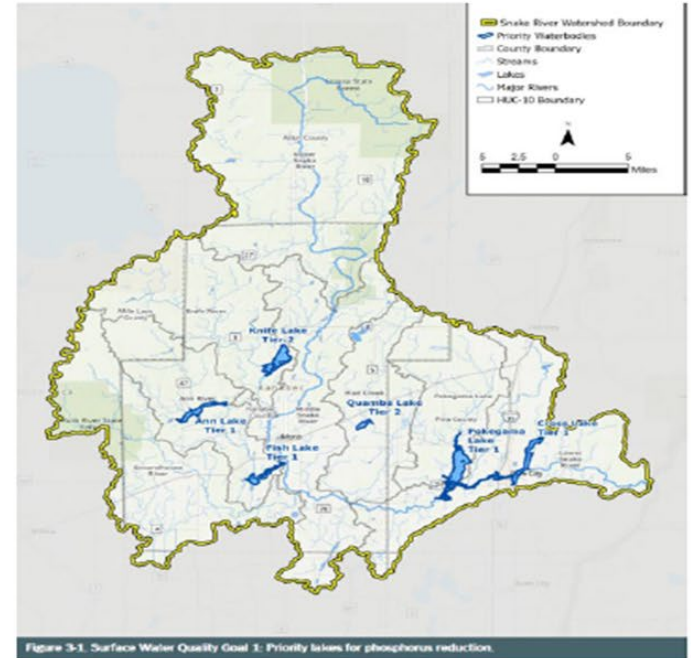


Nutrient Management
Measurable: 0-2 plans completed



Stormwater
Practices:
Rain Gardens

- Gather runoff
- Allows for Slower Infiltration
- Great for problem areas with high runoff



Surface Water Quality:

Shoreland Restoration
Ag. Practices
Nutrient Management
 Wetland Restoration
 Education / Outreach

Stormwater Practices: Cross & Pokegama

Stormwater Measurable:

Total Phosphorus reduced by 2-4 # / year

Cover Crops



Surface Water Quality:

Livestock Waste
 SSTS
Soil Health Practices (Ann, Groundhouse & Mud Rivers)
 Education / Outreach

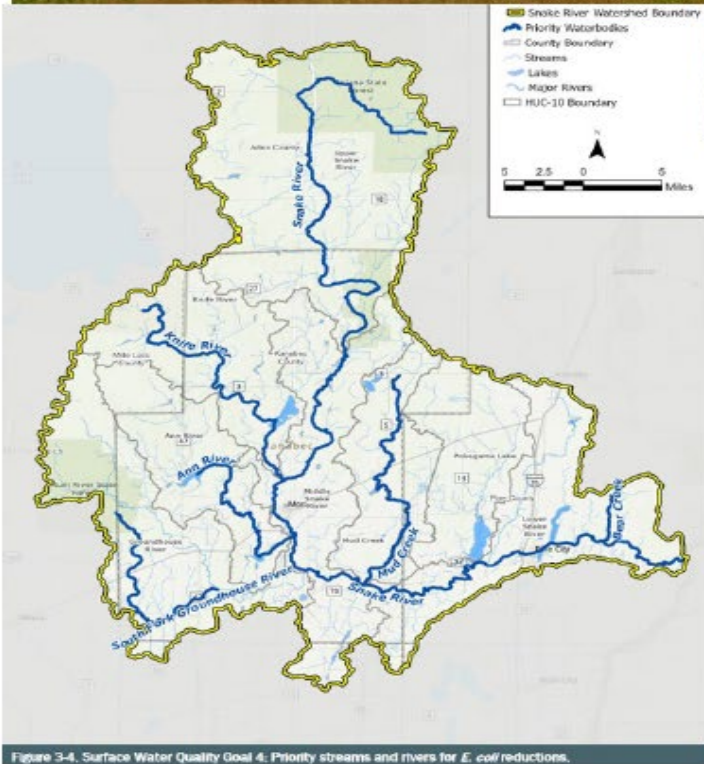


Figure 3-4. Surface Water Quality Goal 4: Priority streams and rivers for *E. coli* reductions.

Measurables: Total Suspended Solids reduced by 120-200 Tons

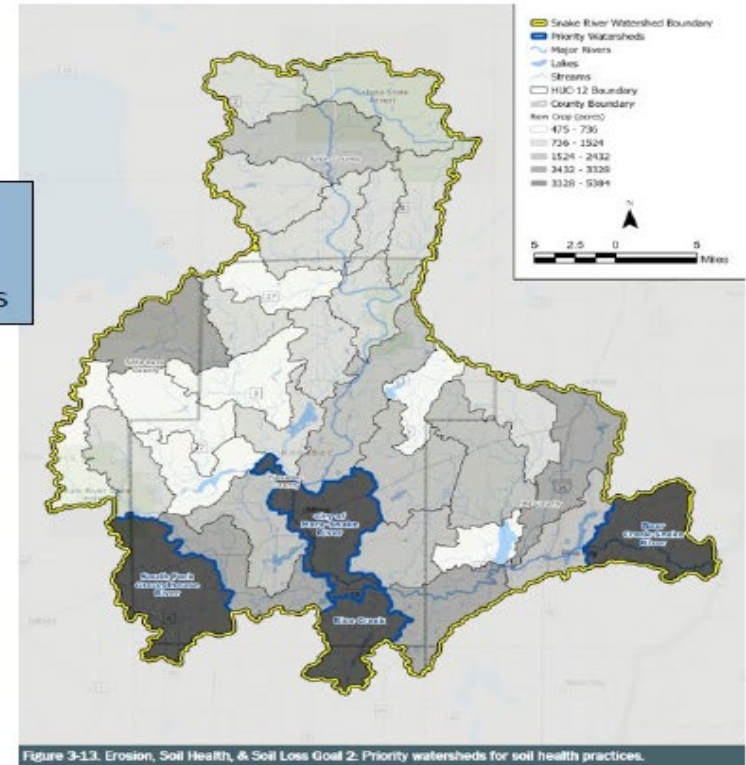


Figure 3-13. Erosion, Soil Health, & Soil Loss Goal 2: Priority watersheds for soil health practices.



Filtered Runoff Control

Surface Water Quality:

Livestock Waste
 SSTS
 Soil Health Practices (Ann, Groundhouse & Mud Rivers)
 Education / Outreach



Measurable: 0-1 livestock BMPs installed

Groundwater:

SSTS
 Seal Unused Wells
 Education / Outreach

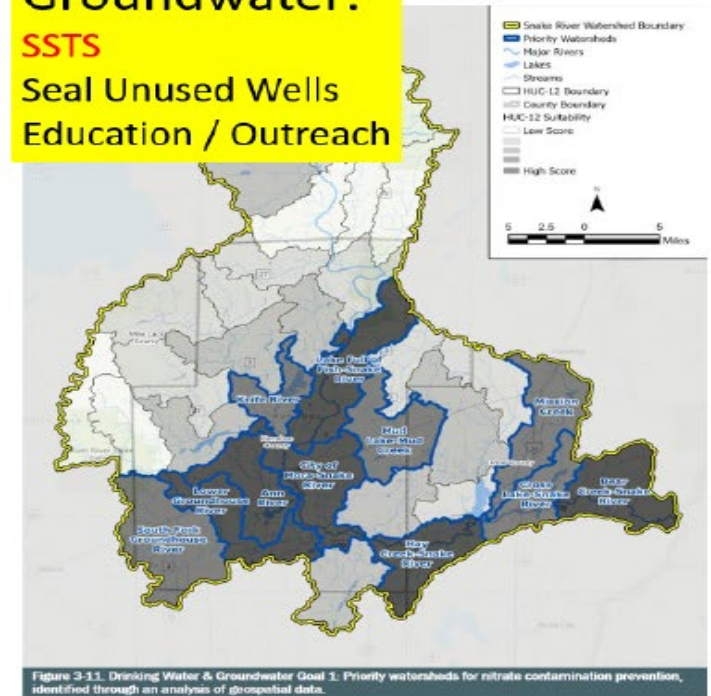


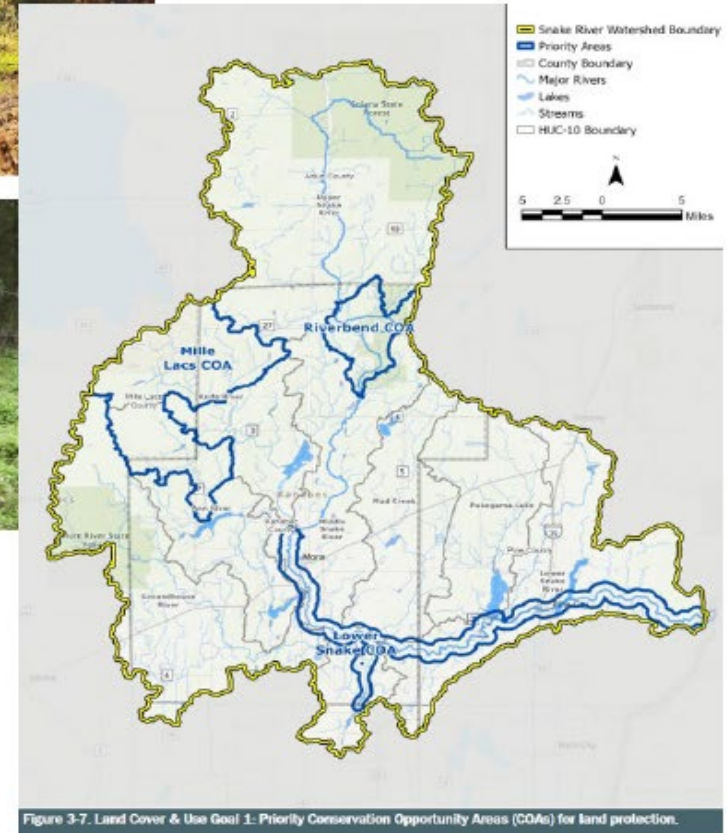
Figure 3-11. Drinking Water & Groundwater Goal 1. Priority watersheds for nitrate contamination prevention, identified through an analysis of geospatial data.

Subsurface Sewage Treatment System (SSTS)

Measurable: 5-10 Installed



Forestry Practices



Land Cover / Use:
Forestry Practices
Education / Outreach

Measurables: 800-1,000 acres planned, Forest Stewardship
150 acres forestry BMPs installed

Water Storage

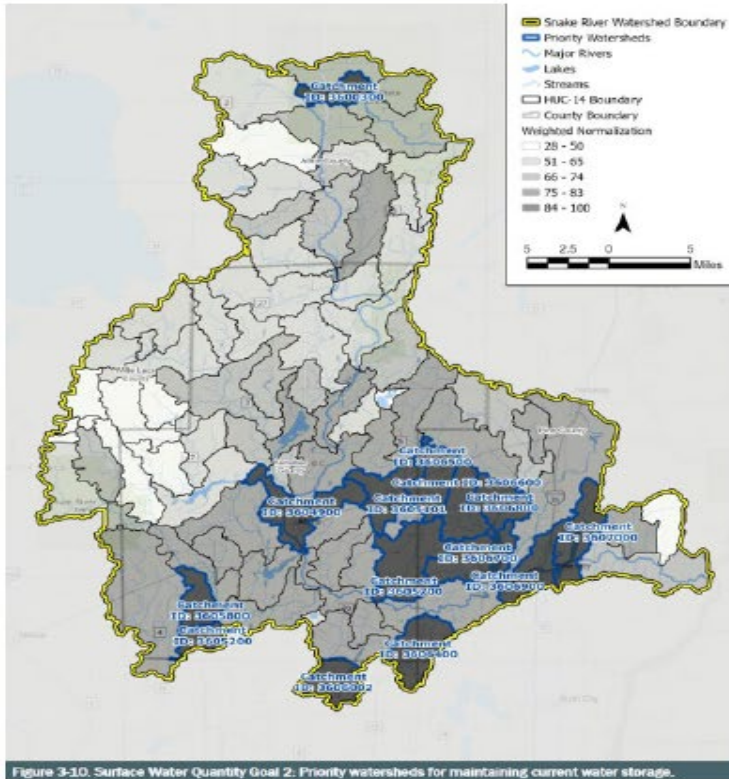


Figure 3-10. Surface Water Quantity Goal 2: Priority watersheds for maintaining current water storage.



Figure 3-1. Surface Water Quality Goal 1: Priority lakes for phosphorus reduction.

Measurable:
1-2 acres restored

Surface Water Quality:
 Shoreland Restoration
 Ag. Practices
 Nutrient Management
Wetland Restoration
 Education / Outreach
 Stormwater Practices: Cross & Pokagama

Shoreland Restoration

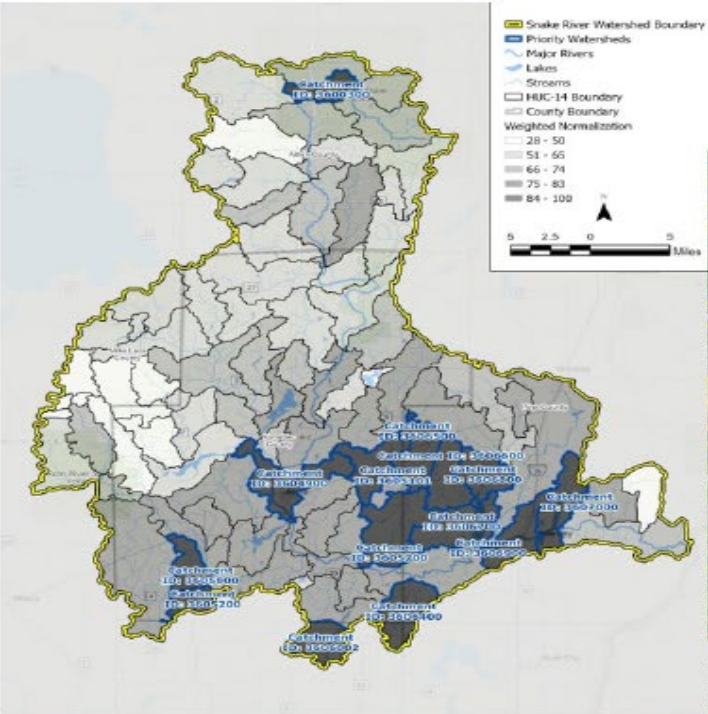
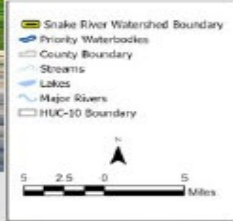


Figure 3-10. Surface Water Quality Goal 2: Priority watersheds for maintaining current water storage.



Surface Water
Quantity:
Wetland Restoration,
Shoreland Restoration
(also Mora & Pine City)
Education / Outreach

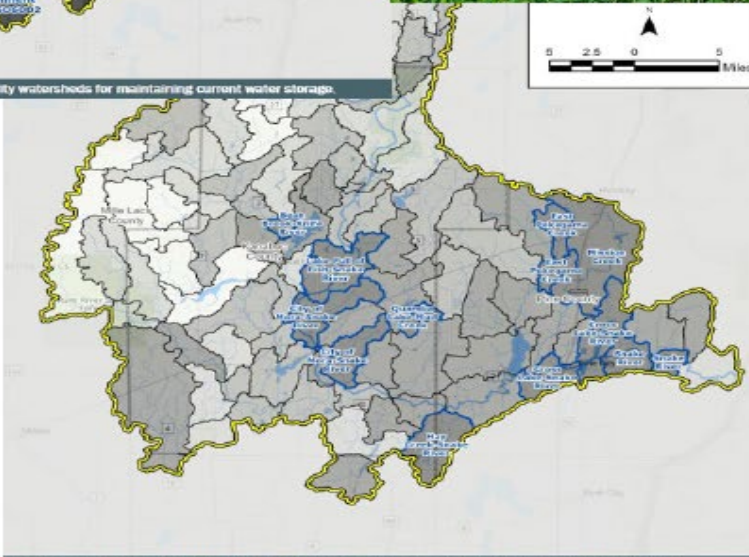


Figure 3-12. Erosion, Soil Health & Soil Loss Goal 1: Priority watersheds for protection from erosion.

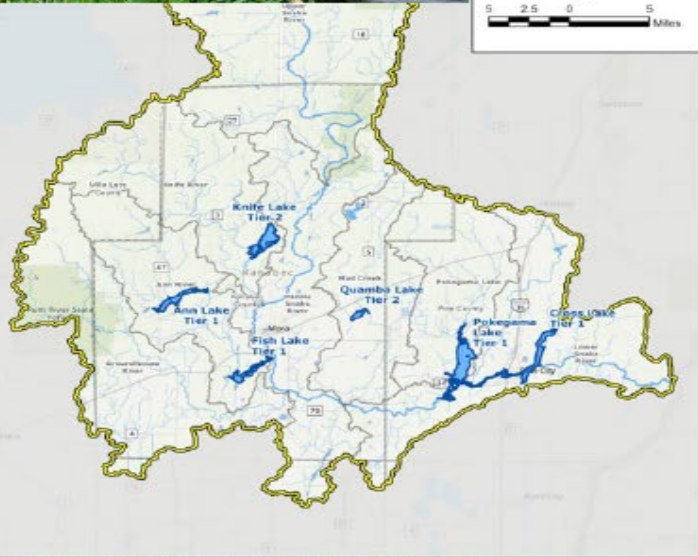


Figure 3-1. Surface Water Quality Goal 1: Priority lakes for phosphorus reduction.

Bylaws of the Snake River Watershed Plan Partnership (SRWPP)

By-Laws

Approved ___date___

Modified ___date___

These bylaws establish rules governing the conduct of business by the Snake River Watershed Plan Partnership for implementation of the Snake River Comprehensive Watershed Management Plan (the Plan).

ARTICLE I. AUTHORITY AND NAME OF ORGANIZATION

1. The name of this joint power's entity, developed through a Joint Powers Agreement for managing the Snake River Watershed Comprehensive Watershed Management Plan, shall be the Snake River Watershed Plan Partnership (the Partnership).
2. These Bylaws are adopted pursuant to Section 3e and 3j, vi of the Joint Powers Agreement establishing the Partnership Governing Board (the Board).
3. The Board will operate until termination of the Joint Powers Agreement as described in Section 4b of the Joint Powers Agreement.

ARTICLE II: PURPOSE

1. The purpose of the Board is to oversee implementation of the Plan within the governance structure as outlined in the Joint Powers Agreement.

Article III. MEMBERSHIP PROVISIONS

1. The Board members shall be composed of one appointed representative from each Party to the Joint Powers Agreement. Each Party will also appoint an alternate representative. All representatives, whether primary or alternate, must be current members of the Party's governing body and must be appointed by the respective body appointed pursuant to the terms in Section 3 of the Joint Powers Agreement.
2. The Board operates under a Joint Powers Agreement. Eligible parties are identified pursuant to section 2a, 2b and 2c of the Joint Powers Agreement.
3. The term of a Board representative shall be for a **period of two years** with the ability of the Party to appoint a representative to successive terms as set forth in the Joint Powers Agreement.

4. In the event that a member of the Board resigns or is otherwise unable to complete their term, the member shall notify their appointing authority of the vacancy as soon as practicable. The Party shall then appoint a replacement member as soon as possible.
5. The Board may request a participant Party to consider replacing their representative if that Party's representative misses two (2) consecutive meetings.
6. Conflict of Interest: A Board member shall not take any action that may materially benefit the financial or pecuniary interest of that member, a member's family member, or a member's close associate. A Board member must disclose that interest for the record and may be present to answer questions related to that interest but shall not advocate for, nor vote on the action. If the apparent conflict is not financial, the board member shall disclose the interest for the record and the board shall vote on the conflict before the member participates in board discussion or voting on an action. The member with the conflict may participate as a member of the public.

ARTICLE IV: OFFICERS

1. The Officers of the Board shall consist of a Chairperson and Vice Chairperson elected by members of the Board.
 - a. The Chairperson and Vice Chairperson shall be selected for one-year terms and may serve unlimited consecutive one-year terms.
 - b. The Chairperson shall:
 - i. Serve as Chairperson for all meetings; and
 - ii. Sign and deliver in the name of the Partnership any correspondence pertaining to the business of the Partnership.
 - c. The Vice Chairperson shall:
 - i. Discharge the Chairperson's duties in the event of the absence or disability of the Chairperson.
 - ii. Perform any other duties as may be assigned by the Board.
 - d. An Officer will serve until replaced by the election of a successor. No Board member may hold more than one office at a time.
 - e. In the event that an Officer cannot complete his or her term of office, the Board shall immediately elect from among its members an individual to fill the vacant position.

2. Coordinator: The Board shall enter into a service contract with a Coordinator to perform the duties of the Board Secretary. The additional duties of the Coordinator shall be set out in the contract for services. These duties shall include, but are not limited to, the following:
 - a. Maintain records of the Partnership.
 - b. Ensure public notice of all records and meetings.
 - c. Ensure minutes are recorded and made publicly available in a timely fashion.
 - d. Prepare the Partnership's annual work plan in coordination with the Fiscal Agent and Project Manager.
 - e. Prepare meeting agendas and packets.
 - f. Track progress toward Plan and annual work plan goals. Provide the Board with project updates on work being completed under the Plan, with assistance from the Steering Committee.
 - g. Others as specified in a contract for services.

3. The Board shall enter into a service contract with a Fiscal Agent to perform the duties of the Board Treasurer. The additional duties of the Fiscal Agent shall be set out in the contract for services. These duties shall include, but are not limited to, the following:
 - a. Track Partnership financial records in accordance with applicable law and grant policies, and retain them in accordance with applicable laws and policies. The Partnership's finances **must be held in a designated account and separately tracked from other funds the Fiscal Agent may handle.**
 - b. Receive and issue payments. The Fiscal Agent is authorized to remit project specific payments pursuant to a Board approved contract for programs or projects identified in an annual work plan approved by the Board. The Fiscal Agent shall provide to the Board, reports on the fiscal transactions that have occurred for their approval. The issuance of checks shall require **two signers** as authorized by the Board.
 - c. Compile records for required **audits.**
 - d. Provide, at a **minimum, quarterly accounting** of the funds, receipts and disbursements, to be presented to the Board for its approval at its meetings.
 - e. Develop, in collaboration with Coordinator, consistent forms to report project finances.
 - f. Others as specified in a contract for services, or other Board approved policies.

ARTICLE V: MEETINGS

1. All meetings of the Board will comply with the Minnesota Open Meeting Law. The Board's official public notice posting locations shall be at the location designated for its regular meetings. Notice of meetings shall also be posted on the Board's website.
2. The Board shall meet a **minimum of two times a year**, at least every six months, or more often as deemed necessary by the Board.
3. The conduct of all meetings of the Board shall be generally governed by the most recent edition of Robert's Rules of Parliamentary Law.
4. A quorum of the Board shall consist of a **simple majority** of the members.
5. Notice of Board meetings and a proposed agenda shall be emailed, or mailed upon request, to all Board members and alternates. A good faith effort will be made to distribute these documents not less than **seven days prior to the scheduled meeting** date of the Board.
6. The minutes of any meeting shall be made available to all Board members prior to the next meeting as part of the distributed meeting packet.

ARTICLE VI - VOTING

1. Each Party shall have one vote. A majority vote of the quorum is required to approve the yearly budget for the Partnership and the yearly work plan. Other actions may be approved by a simple majority of a quorum. All votes shall be made in person or virtually to the extent allowed by Minnesota Statute § 13D.02. **No representative may appoint a proxy** for any question coming before any meeting for a vote.

ARTICLE VII – COMPENSATION

1. Board members may be compensated by the member local unit of government they represent for meetings and expenses incurred, according to the policies of the local unit of government.
2. Board members may not be compensated for meeting time and expenses using funds granted by the State for the purpose of implementing the Plan.

ARTICLE VII I- SUBCOMMITTEES OF THE BOARD

1. The Board may establish committees for the purposes of implementation of the Plan.
2. At minimum, the Board shall appoint a Steering Committee. The Steering Committee will be composed of one agency staff from each of the Parties. This committee may include other technical

stakeholders and partner members as needed for consultation and as approved by the Board. It is the duty of the Steering Committee to draft a biennial implementation plan consistent with the Plan and a biennial budget for consideration by the Board. The Steering Committee will solicit from each Party projects that are consistent with the Plan and further the goals of the Plan for consideration of the Steering Committee as a whole. Each person appointed shall have one vote. The Steering Committee members may have ex officio members to assist the Committee in its efforts.

The biennial implementation plan shall identify the projects/ and or programs for funding, the timeline for the completion of the project/programs and who is proposed to oversee the project/programs. The biennial plan shall be evaluated in accord with the goals of Plan, the guidelines set forth in statute and by BWSR.

3. The Board shall establish a Technical Advisory Committee (TAC) to assist the Steering Committee in its efforts. It will be composed of one representative from each of the five state agencies: the DNR, BWSR, MDA, MDH, and the MPCA. It will also include one staff representative from each of the Parties. This committee may include other technical stakeholders and partner members (e.g., representatives from drainage authorities, municipalities, townships, or others) as needed for consultation and as approved by the Board. The Technical Advisory Committee members shall not have a vote on the Committee.
4. **Public Input** will be sought out at a minimum of 1-2 times each year. The key times public input will be sought include an annual update on our plan progress and during our draft work plan review. Active partners and individuals will be invited and other individuals and groups will be sought out to invite or update on our work. Efforts will be made to encourage input from a variety of individuals / groups. Meeting updates are to include sharing from the public, in an effort to engage the two groups together.

Options – seeking Board input: (example narrative above)

- a. 1-2 per year at key points (work plan review, update on progress)
- b. Establish group or just invite partner groups / public
- c. Establish balance between lake assn. members vs. ag. sector
Engage the two groups together

ARTICLE IX: **ANNUAL WORK PLANS**

1. Annual work plan development process shall be as directed by the Board. The annual work plan shall include activities, a lead(s) Party for each, and measurable outputs for any activities to be funded with the Partnership's Watershed Based Implementation Funds (WBIF). Annual work plans may include both partnership funded programs and party funded programs, which both may lead to progress on the Plan.
2. The Steering Committee will solicit from each Party projects and/or programs that are consistent with the Plan and further the goals of the Plan for consideration by the Steering Committee as a whole.

3.

4. Annual work plan implementation shall follow the process and roles as defined by the Board.

ARTICLE X: MEETING LOCATION

1. All regular meetings of the Policy Committee will be held at a location within the Snake River Watershed selected by the Board. Meetings may be held electronically only to the extent allowed by the Minnesota Statute § 13D.02.

ARTICLE XI: MISCELLANEOUS

1. The Bylaws may be amended by a simple majority vote of a quorum of the Board made at any regularly scheduled meeting, provided that thirty (30) days advance written notice of the proposed amendment has been given to each member of the Board.
2. Bylaws and rules of procedure shall comply with relevant statutory provisions and be consistent, with the terms of the Joint Powers Agreement. In the event of conflict or ambiguity, the terms of the Joint Powers Agreement shall be controlling.
3. These Bylaws are intended to be consistent with applicable provisions of Minnesota Statutes, Chapters 103B, 103C, and 103D. To the extent any provision in these Bylaws conflicts with these chapters, the statutory provisions shall be controlling.

ARTICLE XII- CERTIFICATION

1. These By-laws were adopted by a vote of _____ ayes and _____ nays by the members of the Board on _____, 2023.

(Chair signature & organization) (Date of Signature)

