



Joint Powers Entity

Board Meeting Agenda Packet

Date / Time:	April 3, 2025 11:00pm – 1:00pm
Location:	In-Person: Sherburne History Center – 10775 27 th Ave SE, Becker MN 55308 Remote option* through Microsoft Teams Calendar link: Join the meeting now <i>*Voting members participating remotely must post position in accordance with Open Meeting Law</i>
Officers:	Chair: <i>TBD</i> , Vice Chair: <i>TBD</i>
Note Taker:	Griffen Northrop
1w1p Website:	https://www.millelacsswcd.org/mississippi-river-st-cloud-watershed/
Committee Representatives Invited:	Benton County – Scott Johnson, Benton SWCD – Wade Bastian, Meeker County – Steve Schmitt, Meeker SWCD – Bob Schiefelbein, Mille Lacs SWCD – Dan Campbell, Sherburne County – Andrew Hulse, Sherburne SWCD – Shelly Binsfeld, Stearns County – Tarryl Clark, Stearns SWCD – Tom Gregory, Wright County – Tina Diedrick, Wright SWCD – Chris Uecker
Individuals Copied:	Policy Committee Alternate Members Implementation Planning Committee Members and Alternates BWSR staff – Zach Guttormson & Brad Wozney City of St. Cloud staff – Noah Czech

Meeting Preparatory Work

- Review JPE Bylaws.
- Review FY25 WBIF Work Plan.

Meeting Objectives

- Elect Officer positions.
- Receive an update on the CWMP and beginning stages of plan implementation.
- Approve JPE Board Bylaws.
- Approve FY25 WBIF Work Plan.



Joint Powers Entity

Board Meeting Agenda Packet

Meeting Agenda				
Item	Page	Time	Topic	Task
1		11:00	Welcome and Introductions (<i>Cibulka</i>)	INFO
2	2	11:10	Review and approve agenda (<i>Cibulka</i>)	ACTION
3		11:15	Elect officer positions (<i>Cibulka</i>)	ACTION
4	3-7	11:25	Review and approve 12-05-2024 meeting minutes (<i>Chair</i>)	ACTION
5	8-15	11:30	Review and approve JPE Board Bylaws (<i>Chair</i>)	ACTION
6	16-17	12:00	Project Updates <ul style="list-style-type: none"> Timeline and activities (<i>Cibulka</i>) 	INFORMATION
7	18	12:15	Consider motion to approve JPE Fiscal Agent (<i>Chair</i>) <ul style="list-style-type: none"> Direct FA to gather proposals for insurance and attorney Direct FA to initiate bank account access Determine bank signatories 	ACTION
8	19	12:25	Consider motion to approve Watershed Coordinator (<i>Chair</i>)	ACTION
9	20-27	12:30	FY25 Watershed Based Implementation Funds Work Plan <ul style="list-style-type: none"> Review of FY25 WBIF Work Plan (<i>Cibulka</i>) Consider motion to approve Work Plan and authorize submittal to the Board of Water and Soil Resources (<i>Chair</i>) Consider motion to authorize execution of WBIF grant agreement (<i>Chair</i>) 	ACTION
10		1:00	Adjourn	ACTION

Supplemental Items

- [MRSC Watershed Boundary \(page 28\)](#) – Watershed boundary map which may be a useful reference.
- [Policy Committee Meeting Norms and Guidelines \(page 29\)](#) – Best practices for JPE Board meetings.



Joint Powers Entity

Board Meeting Agenda Packet

Agenda Item #4: December 5, 2024 Iwlp Policy Committee Meeting Minutes

The Mississippi River St. Cloud Watershed Policy Committee was the decision-making body for the planning process of this watershed effort (One Watershed, One Plan or Iwlp). The Policy Committee's last meeting was on December 5, 2024 and business included holding a Public Hearing for the plan as well as submitting the draft plan for approval to the Board of Water and Soil Resources.

There is much overlap between the membership of this watershed group's Policy Committee and the new Joint Powers Board. As a formality, the board may consider approving the meeting minutes from the Policy Committee's December 5th meeting.

REQUEST FOR ACTION: Consider a motion to "approve the MRSC Iwlp Policy Committee's December 5th, 2024 meeting minutes".



**MISSISSIPPI RIVER
ST. CLOUD
WATERSHED**

Comprehensive Watershed Management Plan

Policy Committee Meeting Minutes

Proceedings of the Mississippi River St. Cloud 1W1P Policy Committee Meeting held on December 5, 2024. Vice Chair, Shelly Binsfeld called the meeting to order at 11:00am.

Date / Time:	<i>December 5, 2024 11:00am - 1:00pm</i>
Location:	<i>In-Person: Sherburne History Center 10775 27th Ave SE, Becker, MN 55308 Remote option available, use MS Teams Calendar Invite link</i>
Note Taker:	<i>Stephanie Hatzenbihler, Stearns SWCD</i>
1w1p Website:	<u>https://www.millelacsswcd.org/1w1p/mississippi-river-st-cloud-watershed-plan/</u>
Voting Members Present:	Benton County– Scott Johnson, Benton SWCD Wade Bastian, Sherburne SWCD- Shelly Binsfeld, Stearns County- Tarryl Clark*, Stearns SWCD- Tom Gregory, Mille Lacs SWCD Dan Campbell, Wright County- Tina Diedrick, Sherburne County Andrew Hulse*, Meeker SWCD- John Haffley, Bill Daluge Wright SWCD
Non-voting Members Present:	
Alternate Voting Members Present:	
Alternative Nonvoting members present:	Meeker SWCD- Bob Schiefelbein,
Voting Members Absent:	Meeker County– Danny Schiefelbein
Partners and Staff Present:	Stephanie Hatzenbihler– Stearns SWCD staff, Gerry Maciej Benton SWCD staff, Emily Forbord- Benton SWCD staff, Dan Cibulka Sherburne SWCD staff, Becky Schlorf Stearns County, Angela Beckman Stearns County, Alicia O'Hare- Wright SWCD staff, Zach Guttormson BWSR staff, *Francine Larson– Sherburne SWCD staff, *Matt Danz Sherburne County Staff, *Miranda Wagner, Sherburne SWCD staff, Paul Marsten ISG*
Members of the Public	6 members of the public attended the meeting

*Individuals joined via Zoom virtually.

Welcome and Introductions (Chair).

1. Attendance was taken by Hatzenbihler.
2. Policy Committee Members introduced themselves

Review and Approve Agenda (Chair).

1. Approve Meeting agenda. **Motion by Johnson to approve meeting agenda; second by Diedrick.** Affirmative by roll call: Johnson, Bastian, Binsfeld, Clark, Gregory, Campbell, Diedrick, Haffley, Daluge, Hulse. Opposed: None. **Motion carried.**

Conduct Public Hearing for the MRSC CWMP Draft Plan (Chair)

Binsfeld requested that staff begin by providing an overview of the reason for the public hearing. Cibulka provided an overview and shared that the draft Mississippi River St. Cloud Comprehensive Watershed Management Plan was available for a 60 Day public review and comment period from July 8 through September 6. Following this comment period, the steering committee reviewed comments, made changes to the plan, and responded to the comments received. The Public Hearing is being held to review the draft plan prior to submission to the BWSR Board for review and approval. The Public Hearing is a requirement per BWSR One Watershed, One Plan Operating Procedures.

Motion by Bastion to open the public hearing second by Clark Affirmative by roll call: Johnson, Bastian, Binsfeld, Clark, Gregory, Campbell, Diedrick, Haffley, Daluge, Hulse. Opposed: None. **Motion carried.**

There was one person from the public that signed up to speak during the public hearing. The person presented the following information to the Policy Committee:

Name and Address: Karen Durant, 15777 Forsythe Ave NW, Clearwater, MN 55320

Primary concern: Durant reported that Fish Lake in Wright County is experiencing water quality issues that are being influenced by the outlet of the lake into Fish Creek and then the Mississippi River. There is a wetland area located downstream from the lake outlet that has been impacted by construction of a railroad, Interstate 94, and County Highway 75. There was a Fish Lake Management Plan developed in 2009, but a TMDL study has not occurred yet. Durant has observed water from the Mississippi River flowing upstream through the Fish Creek Tributary back into the lake. A pipe was installed that connects the tributary to the lake. Durant believes that the water quality is being negatively impacted due to the wetland being crossed by the road and rail infrastructure. Durant would like to see this area be identified in the plan for projects to address the water quality concerns she has observed.

Following Durant's report, Binsfeld asked three times if there was anyone else present to speak. No additional speakers stepped forward.

Motion by Johnson to close the public hearing second by Gregory Affirmative by roll call: Johnson, Bastian, Binsfeld, Clark, Gregory, Campbell, Diedrick, Haffley, Daluge, Hulse. Opposed: None. **Motion carried.**

Review Public Hearing Comments (Chair)

Binsfeld requested that Cibulka review the plan and report if the area of concern shared by Durant is identified. Cibulka shared the following pages in the plan that shows that Fish Lake is a priority resource, and the downstream area is within the 1000 ~~ft~~ high priority buffer around the lake, the further downstream area is in a priority area to the Mississippi River. Cibulka provided an explanation of the high priority, priority, and opportunity areas. Cibulka reported that since the area of concern is currently identified as a high priority and priority area that it would be an eligible location to target for projects to address the resource concerns. Cibulka requested that ISG review the map on page 23 to ensure that the delineation between high priority and priority areas is accurately reflected with the 1000 feet buffer around the lake.

Motion by Delugeto maintain and reflect a 1000 feet high priority buffer around Fish Lake second by JohnsonAffirmative by roll call: Johnson, Bastian, Binsfeld, Clark, Gregory, Campbell, Diedrick, Haffley, Daluge, Hulse. Opposed: None. **Motion carried.**

Consider Submittal of MRSC Draft CWMP (Chair)

Motion by Johnson to approve the submission of the draft Mississippi River St. Cloud Comprehensive Watershed Management Plan to the Board of Water and Soil Resources (BWSR) for final review and approval second by Diedrick.

Discussion:

- Binsfeld shared that she recalls being at box one in the timeline and recognized the hard work and dedication of the collaborative partners' staff.
- Clark sends a thank you to the citizen advisory committee, Binsfeld agreed.

Affirmative by roll call: Johnson, Bastian, Binsfeld, Clark, Gregory, Campbell, Diedrick, Haffley, Daluge, Hulse. Opposed: None. **Motion carried.**

Review and approve 0708-2024 meeting minutes (Chair).

Approve meeting minutes. **Motion by Gregory to approve meeting minutes as presented second by Campbell**Affirmative by roll call: Johnson, Bastian, Binsfeld, Clark, Gregory, Campbell, Diedrick, Haffley, Daluge, Hulse. Opposed: None. **Motion carried.**

Project Update (Cibulka and Maciej)

Timeline and Activities

- Cibulka provided an update on the project timeline and next steps.
- Plan to keep 1st Thursday of the month at 11am on everyone's calendar for informal meetings in early 2025

Financial Report

- Maciej provided a Fiscal Agent report and shared that we are on track to spend funds. ISG requested additional funds due to additional work that occurred. The request falls within the existing grant budget utilizing reallocation from underspent areas and contingency funds. The authorization to use the contingency funds is a decision by the Fiscal Agent, Benton SWCD; however, they asked for direction and input from the Steering Committee. The Steering Committee was supportive.
- Binsfeld identified a calculation error in the fiscal report, Maciej will have that

corrected.

Update on plan implementation process (Cibulka & Hatzenbihler)

Cibulka and Hatzenbihler presented an overview of the JPA language and forming the JPE Board, as well as the recommended implementation operation structure and approach as discussed by the Steering Committee and partner attorneys.

- Binsfeld recommended exploring adding language to address reallocation within contracts between JPE Board and Partner LGUs.
- Hulse recommended exploring moving reallocations to a central fund, then make new allocations to projects that need funds.
- Binsfeld also recommended discussion plans to prevent a slow burn rate of the grant funds.

Binsfeld adjourned the meeting at 12:17 PM.

Respectfully submitted by Stephanie Hatzenbihler, Stearns County SWCD, Water Plan Coordinator on behalf of Tina Diedrick, Wright County, County Commissioner.



Joint Powers Entity

Board Meeting Agenda Packet

Agenda Item #5: JPE Board Bylaws

As this is the first official meeting of the Mississippi River St. Cloud Watershed Entity (MRSCWE) Joint Powers Board, we do not yet have bylaws. Bylaws from a similar type of organization, the Rum River Watershed Partnership Joint Powers Board, have been reviewed by the Stearns County Attorney office and minor changes made. The draft document was shared with several other county attorney offices.

The Joint Powers Board may review and comment upon these draft Bylaws. Minor spelling or grammatical changes may be made during the meeting, however substantial changes would require discussion with county attorney offices.

The Joint Powers Board will eventually have an attorney representing the entity. The potential exists that this new attorney may review the Bylaws and recommend changes. Should this occur, the Joint Powers Board may at a later date review recommendations and approve amendments to the document.

REQUEST FOR ACTION: Consider a motion to “*approve the Joint Powers Entity Bylaws document*”.



MISSISSIPPI RIVER ST. CLOUD WATERSHED ENTITY

Joint Powers Board Bylaws

Vision Statement: Collaborating to conserve, improve, and achieve measurable progress toward natural resource goals in our shared watershed.

Adopted X, 2025. Last revised X, 2025

These bylaws establish rules governing the conduct of business by the Mississippi River St. Cloud Watershed Entity for implementation of the Mississippi River St. Cloud 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 Mississippi River St. Cloud Comprehensive Watershed Management Plan shall be the Mississippi River St. Cloud Watershed Entity.
2. These Bylaws are adopted pursuant to Sections 3 (e) and 3(i)(vi) of the Joint Powers Agreement establishing the Mississippi River St. Cloud Watershed Entity Board.

ARTICLE II: PURPOSE

1. The purpose of the Mississippi River St. Cloud Watershed Entity Board (the Board) is to implement the Mississippi River St. Cloud Comprehensive Watershed Management Plan within the governance structure outlined in the Joint Powers Agreement.
2. The Mississippi River St. Cloud Watershed Entity operates under a Joint Powers Agreement. Eligible member parties are pursuant to section 2(b) and 2(c) of the Joint Powers Agreement.
3. The Board will operate until termination of the Joint Powers Agreement as described in Section 4(b) of the Joint Powers Agreement.

Article III. MEMBERSHIP PROVISIONS

1. The Board 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 Board and must be appointed by the respective Boards.
2. 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.
3. Each Board member shall have one vote. If both the representative and alternate are present at the meeting, only the representative will be able to participate on the Board and cast a vote.
4. In the event that a member of Board resigns or is otherwise unable to complete his or her term, the member shall notify his or her appointing authority of the vacancy as soon

as practicable. The local unit of government shall appoint a replacement member as soon as possible.

5. The Board will request participant Party to consider replacing their primary and alternate representatives if that Party's representatives miss two (2) consecutive meetings. The Party's governing board can consider reasons for absences and the likelihood of future attendance in deciding whether replacement is necessary, however replacement is required after four or more consecutive absences.
6. A Board member shall not take any action that may materially benefit the financial interest of that member, a member's family member, or a member's close associate, unless and until that member first discloses that interest for the record. The member who so discloses an interest may be present to answer questions related to that interest but shall not advocate for nor vote on the action. If a Board member concludes that his or her interest does not create a conflict, but that there not be an appearance of a conflict, he or she shall disclose the interest for the record before participating in discussion or voting on an action.

ARTICLE IV: OFFICERS

1. The Officers of the Board shall consist of a Chairperson and Vice Chairperson elected by the Board.
 - a. The Chairperson shall:
 - i. Serve as Chairperson for all meetings; and
 - ii. Sign and deliver in the name of the Entity any correspondence pertaining to the business of the Entity.
 - b. The Vice Chairperson shall:
 - i. Discharge the Chairperson's duties in the event of the absence or disability of the Chairperson.
2. The traditional duties of a Board Secretary shall be filled by a Entity Coordinator identified in the Entity's annual work plan and formalized through a contract for services between the Board and Coordinator. These duties shall include:
 - a. Maintain records of the Entity.
 - 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 Entity's annual work plan in coordination with the Fiscal Agent.
 - e. Prepare meeting agendas and packets.
 - f. Track progress toward Plan and work plan goals. Provide the Board with project updates on work being completed under the Plan, with assistance from the Implementation Planning Committee.

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 representative present shall have one vote. A super majority of 75% of the Board is required to approve the budget for the organization and the work plan. Other actions may be approved by a simple majority. All votes shall be made in person or virtually as allowed by MN Open Meeting Law. 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 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 Mississippi River St. Cloud Comprehensive Watershed Management Plan.

ARTICLE VII-F SUBCOMMITTEES OF THE POLICY COMMITTEE AND OTHER COMMITTEES

1. The Board may establish committees for the purpose of implementation of the Plan.
2. An Implementation Planning Committee is charged with drafting a workplan following the process described in **Exhibit A-**
 - a. Membership: The Implementation Planning Committee will be comprised of one representative from each party who is appointed by the party's governing board

and is a staff member from the party. Each party's governing board shall also select an alternate consistent with the criteria outlined for a representative. Each person appointed shall have one vote. If both the committee member representative and the alternate are at a meeting, only the representative will be allowed to vote. The Implementation Planning Committee may have ex officio members to assist the Committee in its efforts. The ex officio members shall not have a vote on the Committee.

ARTICLE IX: WORK PLANS

1. Work plan development process shall follow Exhibit A. The annual work plan shall include activities, lead(s) party for each, and measurable outputs for any activities to be funded with the Entity's Watershed Based Implementation Funds. The work plan shall have two parts which may be completed separately:
 - a. Entity-funded programs - Projects or programs to be funded with State grants or other funds to the Entity.
 - b. Party-funded programs - Projects or programs that accomplish Plan goals but are funded and led by Parties to this agreement.
2. The Implementation Planning 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 of the Implementation Planning Committee as a whole.
3. A project or program cannot proceed without the execution of an agreement or contract by an eligible local party to this agreement whose jurisdictional area covers the project location.
4. Work plan implementation shall follow the process and roles described in Exhibit B.

ARTICLE IX: MEETING LOCATION

1. All regular meetings of the Policy Committee will be held at a location within the Mississippi River St. Cloud watershed. Meetings may be held online if in accordance with Minnesota Public Meeting Laws.

ARTICLE X: MISCELLANEOUS

1. Portions of these bylaws may be suspended temporarily by a quorum of the Board.

2. Addition to, alteration, or repeal of any part of these bylaws by the Board may be made at any meeting by a quorum of the Board, provided that thirty (30) days advance written notice of the proposed change has been given to each member of the Board.
3. 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 prevail.
4. These bylaws are intended to be consistent with applicable provisions of Minnesota Statutes Chapters 103B, 103C, and 103D. In all cases of omission or error, Minnesota Statutes Chapters 103B, 103C, and 103D will govern.

ARTICLE XI– CERTIFICATION

1. These By-laws were adopted by a vote of _____ ayes and _____ nays by the members of the Joint Powers Board on _____, 2025.

(Chair signature & organization)

(Date of Signature)

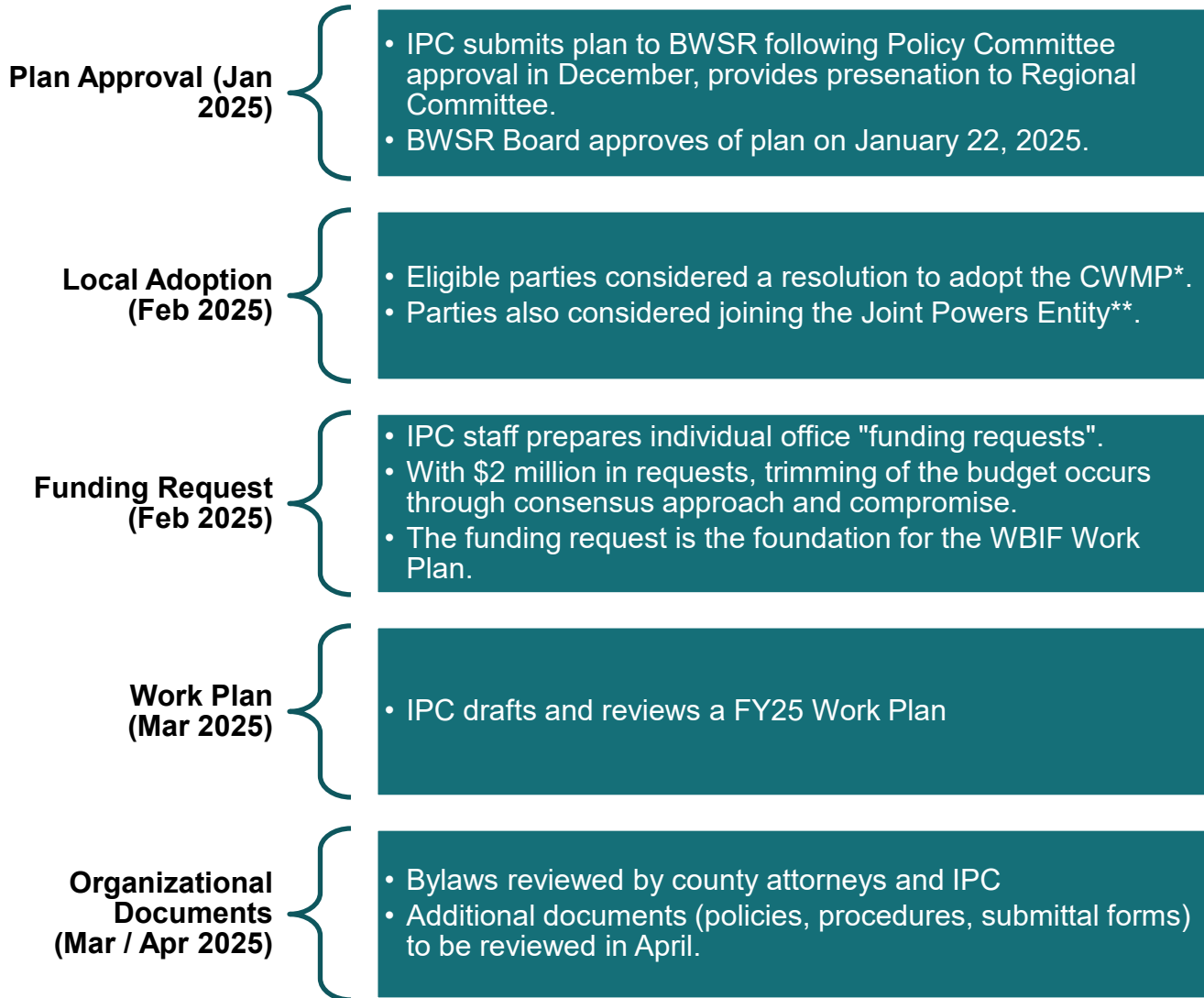


Joint Powers Entity

Board Meeting Agenda Packet

Agenda Item #6: Project Update - Timeline and Activities

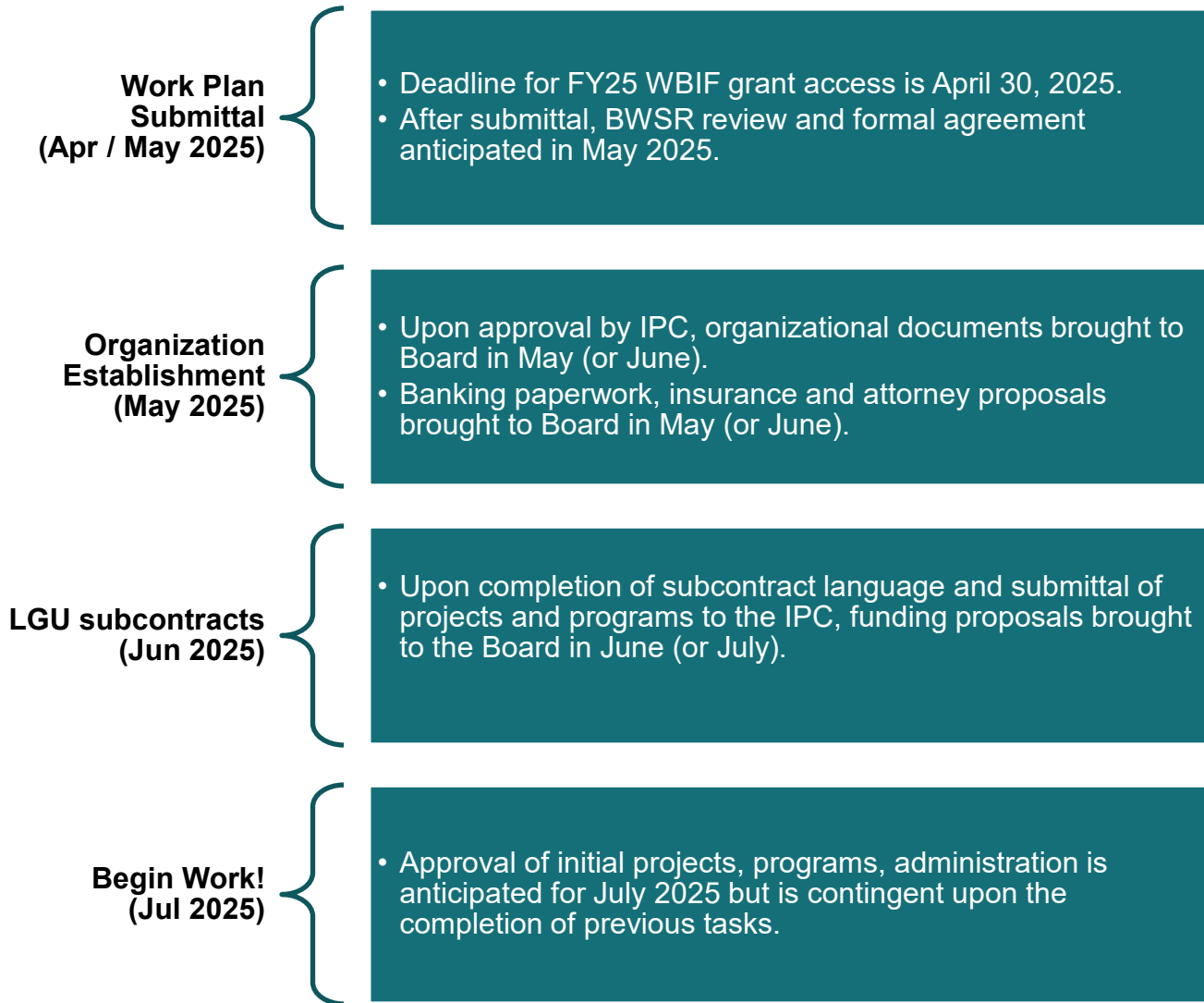
Implementation Planning Committee Activities (Jan 2025 - present)



*Adopted Watershed Plan (12 parties): Benton County, Benton SWCD, Meeker County, Meeker SWCD, Mille Lacs SWCD, Sherburne County, Sherburne SWCD, Stearns County, Stearns CD, Wright County, Wright SWCD, City of St. Cloud.

**Joined JPE (11 parties): Benton County, Benton SWCD, Meeker County, Meeker SWCD, Mille Lacs SWCD, Sherburne County, Sherburne SWCD, Stearns County, Stearns CD, Wright County, Wright SWCD.

Anticipated Future Activities (Apr 2025 - July 2025)



Our initial estimated timeline for 2025 is holding well and we are slightly ahead of schedule.

The Joint Powers Board should tentatively plan on meeting on May 1st and June 5th. However, as the remaining tasks are contingent upon the timely development and review of many documents from multiple parties, the timeline and Board meetings should be considered tentative. Board meetings will be held only if relevant materials are ready, cancellation notices will be sent no later than one week prior to the board meeting date.



Joint Powers Entity

Board Meeting Agenda Packet

Agenda Item #7: Joint Powers Entity Fiscal Agent

The staff representing the Local Government Units involved in the Mississippi River St. Cloud Watershed Joint Powers have discussed willingness and capacity to carry out several administrative roles for the Joint Powers Entity. Stearns Conservation District has offered to serve as the Fiscal Agent for the Entity. The Joint Powers Agreement describes the Fiscal Agent role and responsibilities further..

REQUEST FOR ACTION: Consider a motion to “approve Stearns Conservation District as the Fiscal Agent host for the MRSCWE”.

Following completion of legal agreements, the Joint Powers Board will hold a formal contract with the Stearns CD for this responsibility. The Fiscal Agent will begin the necessary tasks to fill other roles and establish banking requirements for the entity. At this time, the Board and Fiscal Agent staff may discuss several future tasks:

- Gather proposals for insurance and attorney
- Initiate bank account access
- Determine bank signatories (2 or 3 recommended)



Joint Powers Entity

Board Meeting Agenda Packet

Agenda Item #8: Joint Powers Entity Watershed Coordinator

The staff representing the Local Government Units involved in the Mississippi River St. Cloud Watershed Joint Powers have discussed willingness and capacity to carry out several administrative roles for the Joint Powers Entity. Sherburne SWCD has offered to serve as the Watershed Coordinator host for the Entity. The Joint Powers Agreement describes that a Watershed Coordinator may be contracted for and funded by grant funds or gifts.

REQUEST FOR ACTION: Consider a motion to “approve Sherburne SWCD as the Watershed Coordinator host for the MRSCWE”.

Following completion of legal agreements, the Joint Powers Board will hold a formal contract with the Sherburne SWCD for this responsibility. The Watershed Coordinator will continue to oversee the logistical planning, meeting coordination, document development, and reporting on behalf of the MRSCWE with assistance from the Fiscal Agent and Implementation Planning Committee.



Joint Powers Entity

Board Meeting Agenda Packet

Agenda Item #9: FY25 WBIF Work Plan

The staff representing the Local Government Units have developed a work plan that outlines the activities we anticipate for the Fiscal Year 2025 Watershed Based Implementation Funds (WBIF) grant. Specifically, the work plan outlines how the WBIF grant will be utilized for projects, programs, studies, administration, education and outreach, and development of these activities. The work plan itemizes the anticipated outcomes for these dollars and relevance to the Comprehensive Watershed Management Plan.

This work plan would serve as the MRSCWE's internal planning document for the FY 2025 WBIF grant. A similar but slightly modified version will be formatted to meet BWSR requirements and submitted by April 30th, the deadline to access these funds.

REQUEST FOR ACTION:

- **Consider a motion to "approve FY25 WBIF Work Plan and authorize the Fiscal Agent and/or Watershed Coordinator to submit to the Board of Water and Soil Resources".**
- **Consider a motion to "authorize the Fiscal Agent and/or Watershed Coordinator to execute the WBIF Grant Agreement on the MRSCWE's behalf when received".**



MISSISSIPPI RIVER ST. CLOUD WATERSHED ENTITY

FY25 Watershed Based Implementation Funds Work Plan

Vision Statement: Collaborating to conserve, improve, and achieve measurable progress toward natural resource goals in our shared watershed.

JPE Board Approval Date: XX/XX/XXX

Background

Biennially, the Board of Water and Soil Resources (BWSR) allocates funding for the implementation of water quality activities outlined within Comprehensive Watershed Management Plans (CWMP) throughout the State of Minnesota. These funds, known as Watershed Based Implementation Funds (WBIF), serve as the primary baseline source of funding for CWMPs. For Fiscal Year 2025 (FY25), the anticipated allocation of funding for the Mississippi River St. Cloud Comprehensive Watershed Management Plan is \$1,271,008. These funds, which expire on December 31, 2027, can be put towards many of the activities outlined within the MRSC CWMP. The MRSC Joint Powers Entity Board (MRSCJPE Board) will consider and then approve a Work Plan for this funding source, execute a grant agreement with BWSR, guide program and project selection, confirm expenditures, and regularly review progress towards CWMP goals.

FY25 WBIF Work Plan Summary

FY25 is the first installment of funds that will be used to carry out the MRSC CWMP. The partnership will utilize the funds in a variety of ways, addressing all applicable priority issues within the CWMP. A summary of this work is provided below while a detailed accounting of activities is provided at the end of this document in Table 1.

Administration: An estimated \$117,300 (9.2% and including 1,522 staff hours) of funding will be used to administer the grant and JPE. Activities in this category include:

- Watershed Coordinator (Dan Cibulka, Sherburne SWCD)
- Fiscal Agent (Kyle Weimann & Stephanie Hatzenbihler, Stearns SWCD)
- Meeting Note Taking and Minutes (Sherburne SWCD)
- Website Maintenance (Mille Lacs SWCD)
- Third-Party Attorney Representation (tbd)
- Financial Audit expenses
- JPE Board insurance (tbd)

Staff Time: Due to the lack of reliable and sufficient staff capacity funding, an estimated \$325,308 (25.6%) will provide support for staff to carry out tasks pertaining to existing projects as well as develop future projects:

- Project Development (1,591 staff hours): Staff time to provide outreach leading to the development of targeted water quality programs and implementation of projects.

- Education and Outreach (550 staff hrs): Staff time to produce outreach materials, coordinate local or regional workshops or field days, and otherwise promote targeted water quality programs for future projects. The MRSCWE partners anticipate that both individual office outreach efforts as well as coordinated, watershed-wide outreach efforts will occur.
- Technical Assistance and Engineering (2,426 staff hrs): Support for site assessment, surveys, preliminary analysis, and design construction supervision and inspection of completed projects. Funds may be used for staff with appropriate Job Approval Authority (JAA), or staff assisting those with JAA, including but not limited to local County staff, SWCD staff, Technical Service Area staff, third-party consultants or engineers, etc.

Project and Program Installation: Approximately \$828,400 or 65.2% is anticipated to be used for program implementation or installation of individual projects. Activities identified for this biennium include:

- Agricultural Practices: engineered or ecological practices primarily associated with agriculture such as diversions, grade stabilizations, filter strips, water and sediment control basins, grassed waterways, etc.
- Forestry Practices: Establishment or improvement of long-term forestry practices to improve or protect water quality or control soil erosion such as tree and shrub planting and establishment, riparian forest buffer, etc.
- Groundwater: For constructed practices. The sealing and permanent closure of water wells and irrigation water management.
- Non-Structural Management Practices: Ecological or other practice types that are non-structural in nature including, but not limited to, cover crops, conservation tillage (reduced tillage, no till), residue management, nutrient management, prescribed grazing, ecological plantings, etc. Carp management is included within this category.
- Planning and Assessment: For grants where specifically allowed, category reflects development of specific plans or special studies, such as nutrient management plans, farm planning/ certification, LIDAR analysis, subwatershed assessment, in-lake practice feasibility studies, and feedlot inspection and compliance plans.
- Streambank or Shoreland Protection: Constructed or vegetated solutions to stabilize and protect the banks and beds of streams and lakes.
- Urban Stormwater Practices: Primarily constructed practices associated with the development and redevelopment of urban areas, designed to accept and treat stormwater runoff. Examples include, but not limited to, bioretention, biofiltration, permeable surfaces, water reuse, sediment basins, grade stabilizations, diversions, etc.
- Wetland Restoration / Creation: The re-establishment of wetlands.

Distribution of FY25 WBIF Dollars

Figure 1 displays the anticipated breakdown of FY25 WBIF dollars. The categories displayed are standard BWSR-defined categories often used in reporting on state grants in the program "eLink".

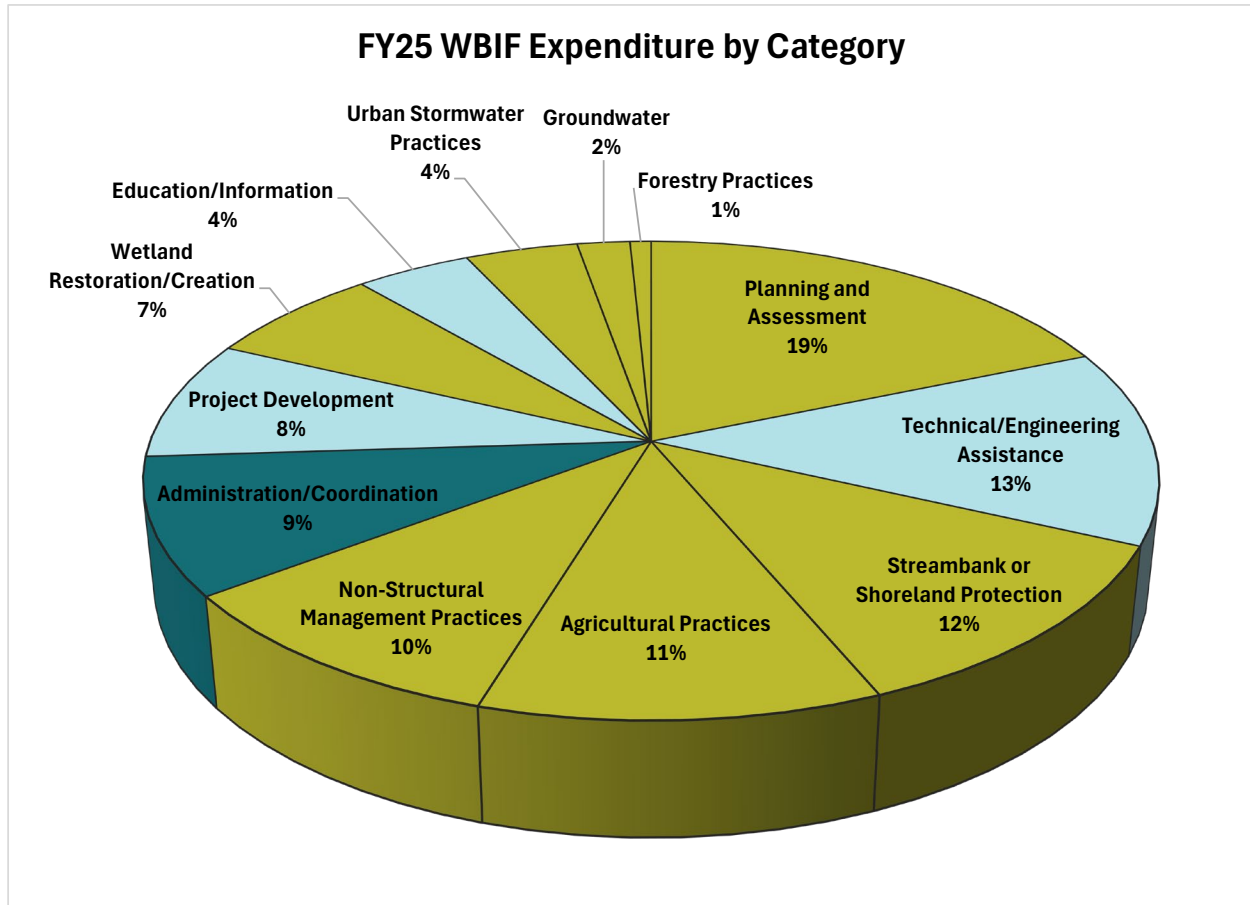


Figure 1: FY25 WBIF Dollars by Category. Light blue = staff capacity and planning, Dark blue = grant and JPE administration, Yellow = projects and programs.

Note that the amounts for each category are estimated. The MRSCWE Grant Program Policies document details reassignment or reallocation of grant funds.

Measurable Outcomes

Upon completion of the proposed activities outlined in this Work Plan, the following anticipated outcomes are described below and summarized in Table 1.

Pollution Reductions

- Total Nitrogen - 1,625 lbs/yr
- Total Phosphorus - 395 lbs/yr
- Sediment - 25 tons/yr

An additional 1-2 irrigation BMPs and 175 acres of forestry BMPs will be completed, pollutant reductions cannot be calculated at this time.

Planning Efforts or Studies

- Subwatershed or Targeting Assessments - 3
- Multipurpose Drainage Management Plans - 1
- Hydrologic and Hydraulic Study - 1
- Carp Management Feasibility Study - 1
- Policy Feasibility Study - 1

Planning efforts, assessments, or studies will consist of investigations completed within High Priority or Priority areas that may lead to the implementation of on-the-ground practices. Additionally, these efforts may lead to consideration of policies, ordinances, or other non-construction related best management practices that provide alternative ways to protect or restore water quality.

Education and Outreach Activities

- Events: 2
- Promotions: 15

The MRSC CWMP discusses the importance of education and outreach to promote conservation amongst landowners as well as to identify future projects on the landscape. Education and outreach activities are largely described within the CWMP as falling into one of two categories, either events or promotions. Events are coordinated and often facilitated meetings, workshops, or other gatherings that encourage implementation of conservation practices through a formal or informal discussion. Promotions may achieve the same purpose as events, but can be described as a type of publication such as a newsletter, postcard, marketing campaign, social media marketing effort, etc.

Prioritizing and Targeting

The MRSCWE Joint Powers Board and staff wish to ensure that the most impactful activities receive first consideration of available funding. With this goal in mind, activities will be considered and selected based upon Prioritizing and Targeting.

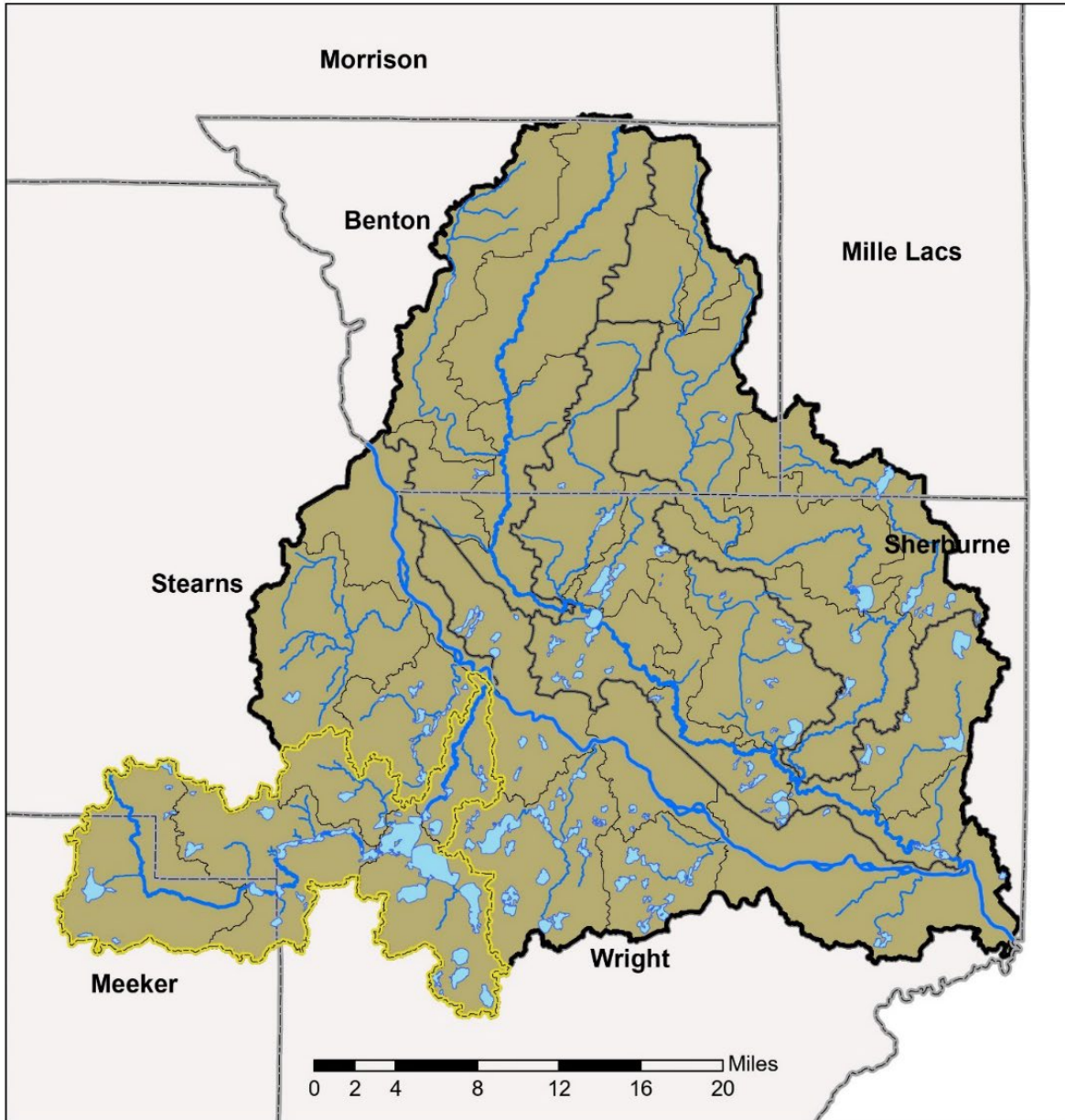
Prioritizing: The MRSC CWMP outlines areas that are the most impactful to work within and will likely produce benefits to multiple Priority Issues (groundwater, surface water, habitat, etc.). For the first biennium of CWMP implementation, the partnership will focus activities within areas deemed High Priority and Priority as determined by the Multiple Benefit Analysis (MBA) presented within the MRSC CWMP (pg. 103).

Targeting: The MRSC CWMP defines targeting as including three subcomponents - Activity Type, Timing, and Location. Every effort will be made to ensure that the most effective practice is selected, the scheduling of the Implementation Plan is referenced, and the location of the activity is most effective possible to achieve the greatest conservation benefit. Where possible, projects and programs will be proposed and approved that have considered and met appropriate targeting elements. The use of subwatershed assessments, feasibility studies, conservation plans, or other such tools shall guide implementation of practices by the MRSCWE.

Table 1: FY25 WBIF Activities, Outcomes and Plan Reference

eLink Activity Category	Grant Budget	non-State Match	Measurable Outcomes	Plan Reference
Administration/Coordination	\$117,300	\$0	Administration and coordination of watershed plan and JPE activities	Plan administration (pg 199 of CWMP)
Agricultural Practices	\$140,000	\$45,000	Nitrogen: 85 lbs/yr Phosphorus: 165 lbs/yr Sediment: 170 lbs/yr	HWER Zone: 01, 02, 03, 04 ER Zone: 01, 02, 03, 04 SFR Zone: 01, 02, 03, 04 CWR Zone: 03, 04 PCJC Zone: 03, 04 SCOC-04 OCMR-03
Education/Information	\$55,000	\$0	Events: 2 Promotions: 15	All Education and Outreach Action IDs
Forestry Practices	\$10,000	\$0	Acres protected or restored: 175	HWER Zone: 07, 08 ER Zone: 07, 08 SFR Zone: 07, 08
Groundwater	\$25,000	\$12,500	Irrigation Water Management Projects: 1 or 2	HWER-03 ER-03 SFR-03
Non-Structural Management Practices	\$127,744	\$15,686	Nitrogen: 740 lbs/yr Phosphorus: 110 lbs/yr Sediment: 55 lbs/yr	HWER Zone: 01, 04, 07 ER Zone: 01, 04, 07, 11, 15 SFR Zone: 01, 04, 07 CWR-01 PCJC-01 OCMR-01 SCOC-01
Planning and Assessment	\$237,256	\$0	Subwatershed Assessments: 3 Carp Management Feasibility Study: 1 Hydrologic and Hydraulic Study: 1 Policy Development: 1 Multi Purpose Drainage Management Plan: 1	ER Zone: 04, 15, 17, 18, 19, 20 SCOC Zone: 12, 16, 18 OCMR Zone: 11, 13, 14 WW-09
Project Development	\$102,308	\$0		n/a
Streambank or Shoreland Protection	\$150,000	\$46,250	Phosphorus: 20 lbs/yr Sediment: 25 lbs/yr	HWER-06 ER ZONE: 06, 12 SFR Zone: 06, 12 CWR Zone: 02, 06, 13
Technical/Engineering Assistance	\$168,000	\$0		n/a
Urban Stormwater Practices	\$53,400	\$5,340	Phosphorus: 15 lbs/yr	ER-09 SFR-10
Wetland Restoration/Creation	\$85,000	\$21,250	Nitrogen: 800 lbs/yr Phosphorus: 85 lbs/yr Sediment: 25 lbs/yr	HWER-05 ER-05 SFR-05
Grand Total	\$1,271,008	\$146,026	Nitrogen: 1,625 lbs/yr Phosphorus: 395 lbs/yr Sediment: 25 lbs/yr Educational Events: 2 Educational Promotions: 15 Planning Efforts or Studies: 7 Acres of additional BMPs: 175 # of Irrigation Projects: 1-2	82 of the CWMP's 159 individual Action IDs will be worked upon with FY25 WBIF grant dollars.

MRSC Watershed Project Planning Boundary



- | | |
|-------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
|  Planning Boundary |  HUC 10 |
|  Clearwater River Watershed District |  HUC 12 |
|  Named Lakes |  County Boundries |
|  Large Rivers |  Streams |





Joint Powers Entity

Board Meeting Agenda Packet

MRSC Watershed Joint Powers Board Meeting Norms and Guidelines

Process Norms

- Follow Robert's Rules of Order
- Everyone will contribute to the conversation
- Strive for consensus and support the final outcomes/decisions
- Decisions will be based in sound science
- All voices count. All opinions are valid, but offer reasoning behind your thinking
- Ask clarifying questions to seek further understanding
- Note-taker is to capture highlights of the discussion and decisions made, but not detailed minutes

Preparation Norms

- Meetings will start / end on time
- Members will complete pre-work, read materials, and be prepared to meet
- Request additional information prior to meeting if necessary
- We will identify clear deadlines for when tasks are assigned to members and strive to meet them (both in developing materials and responding / providing feedback)

Communication Norms

- Be respectful and promote open communication
- Listen to understand
- Respect each other's opinions
- Stay on topic and pay attention
- Silence phones and exercise proper meeting decorum