

Meeting Notes

Implementation Planning Committee



Project Name: Mississippi River St. Cloud Comp Plan Implementation
Date: Wednesday, March 19th, 2025
Time: 1pm - 3pm
Location: Sherburne History Center (virtual attendance optional if necessary)
Invitees: Implementation Planning Committee (primary and alternates), BWSR staff
Attendees: Dan Cibulka (Sherburne SWCD), Stephanie Hatzenbihler (Stearns SWCD), Emily Forbord (Benton SWCD), Matt Danzl, Mike McMillin (Benton SWCD), Alicia O'hare (Wright SWCD), Zach Guttormson (BWSR), Siena Storm (Mille Lacs)
Virtual: Miranda Wagner (Sherburne SWCD), Matt Danzl (Sherburne County), Angela Beckman (Stearns SWCD), Becky Schlorf (Stearns SWCD), Brad Wozney (BWSR)

DISCUSSION TOPICS

General Updates

10 MINUTES

- Early / mid 2025 timeline
 - **ADDITION: April JPE board meeting items updated**
- All signatures received for plan adoption, JPE
 - Link to signed docs [here](#)
- Plan resources update (GIS shapefiles, Implementation tables)
- **ADDITION: Update on JPE bylaws**

Action Needed: *No action required, informational only*

JPE Bylaws were sent morning of, one attorney has given input. Don't put the cart before the horse, when MRSCWE gets an attorney, only that attorneys opinion will matter.

Noteworthy items from Committee GIS shapefile and implementation tables are on shared google drive.

Discussion: The plan is \$2,000,000 (~2%) cheaper than originally thought due to a miscalculation. Consensus amongst staff is that there is no need to amend the plan at this time, BWSR is looking into this.

No other general updates

FY25 WBIF Work Plan Review

40 MINUTES

- Review draft Work Plan prior to meeting
 - Link to Work Plan [here](#)
- Discuss at meeting with goal of approving a draft at IPC level

Action Needed: *IPC reviews and approves Work Plan for submittal to JPE Board*

Noteworthy items from Committee Changed minor language, added "targeted" and "including but not limited to" to applicable areas, took out estimation of admin for 3yrs, wording changed to include technician assistance for plan writing,
Discussion:

MEETING NOTES

planning and assessment added, vision statement to be added, added education and outreach outcomes, table for activities, outcomes, and plan reference to be altered for readability.

Conversation around the plan being internal vs a grant work plan, work plan is currently internal but can provide the baseline for grant workplan. A general plan is the current priority.

JPE Grant Program Policies

65 MINUTES

- Review draft Policies and Procedures document
 - Link to document [here](#)
- Discuss material, prepare for May JPE Board consideration.

Action Needed: **Discussion item**

Not discussed, time constraints. We will revisit this in April.

**Noteworthy items
from Committee
Discussion:**

Next Steps

5 MINUTES

- Identify follow-up assignments

Action Needed: **No action required, informational only**

Update funding request measurable outcomes, use MPCA watershed pollutant calculator or UofM WRET tool for consistency.

**Noteworthy items
from Committee
Discussion:**

Answer doodle poll for date/time of next meeting which will be in person at Dueling Brews with a virtual option.

Organizational Documents to Review

1. Work Plan (Complete at March meeting)
2. JPB Bylaws w/attorney review (Review in April?)
3. Agreements (Review in April?)
 - a. Fiscal Agenet Agreement
 - b. Plan Coordinator Agreement
 - c. Legal Representation Agreement
 - d. Member Sub-contract agreement (attorney review) *similar to RRWP master project agreement*
4. Policies (Review at March meeting)
 - a. cost-share policy
 - b. project development
 - c. engineering and technical assistance policy
 - d. education and outreach policy
 - e. Planning, assessments, studies policy
 - f. in-kind labor policy
 - g. grant workplan and budget changes policy
 - h. Authorized Signer Policy
5. Procedures (Review at March meeting)
 - a. biennial work plan development
 - b. grant work plan development
 - c. program, project, or study statement of work proposal
 - d. Master Program/Project/Study Agreement
 - e. project eligibility and request
 - f. project encumbrance
 - g. project reimbursement request
 - h. project reporting in plan tracking tool
 - i. reallocation requests
6. Tools, Templates, Forms (Review in April / May?)
 - a. Grant funding request spreadsheet
 - b. program proposal template
 - c. project eligibility and request form
 - d. encumbrance notice
 - e. reimbursement request form
 - f. plan tracking tool
 - g. reallocation request form
 - h. process workflow graphic

Tentative Schedule of Activities (updated 3-19-2025)

MRSCWJPE Schedule of Activities		
Month - Year	Joint Powers Board (1st Thursday of month, 11am - 1pm)	Implementation Planning Committee (Third Wednesday of month, 1pm-3pm)
Jan-25		<ol style="list-style-type: none"> 1. Review funding request sheet, determine deadline- 2. Determine reoccurring meeting date/time- 3. LGU Boards adopt plan and join JPB
Feb-25		<ol style="list-style-type: none"> 1. Discuss FY25 funding requests, CS rates- 2. Check in on adoption of plan and joining JPE 3. Update on organizational documents
Mar-25		<ol style="list-style-type: none"> 1. Review and approve FY25 WBIF Work Plan 2. Review draft organizational documents
Apr-25	<ol style="list-style-type: none"> 1. Elect officer positions 2. Approve bylaws 3. Motion to approve Stearns SWCD as Fiscal Agent 4. Motion to approve Sherburne SWCD as Watershed Coordinator 5. Approve FY25 WBIF Work Plan & authorize FA and/or Plan Coordinator to submit to BWSR through eLink 6. Motion to approve authorized signers for the JPE? (elected positions, or FA / Coordinator staff?) 7. Direct FA and/or Coordinator to gather proposals for insurance and attorney (motion?) 8. Direct FA to initiate process to get bank account (motion?) 	<ol style="list-style-type: none"> 1. Review remaining draft organizational documents 2. Submit Work Plan
May-25	<ol style="list-style-type: none"> 1. Approve Policies and Procedures document 2. Sign paperwork establishing bank account? 	<ol style="list-style-type: none"> 1. Review remaining draft organizational documents 2. Reivew submitted projects / programs proposals (if ready)
Jun-25	<ol style="list-style-type: none"> 1. Consider proposals for insurance, attorney representation. 2. Approve project/program proposal recommendations by IPC. 3. Sign sub-contract agreements with LGUs 	Begin work with WBIF funds!
Jul-25	<ol style="list-style-type: none"> 1. Consider proposals for insurance, attorney representation. 2. Approve project/program proposal recommendations by IPC. 3. Sign sub-contract agreements with LGUs 	Begin work with WBIF funds!

~June activities may get pushed to July, highly dependent upon approval date of Work Plan, signing of BWSR grant agreement, and approval of remaining organizational documents~