

Meeting Agenda

Implementation Planning Committee



Project Name: Mississippi River St. Cloud Comp Plan Implementation
Date: Wednesday, April 16th, 2025
Time: 9:30am - 12:00pm
Location: Virtual Meeting
Invitees: Implementation Planning Committee (primary and alternates), BWSR staff
Attendees:

DISCUSSION TOPICS

General Updates

25 MINUTES

- BWSR Work Plan update
- Update from each party on local conversations regarding a MRSCWE deed restriction policy

Action Needed: *No action required, informational only*

Discussion about timeline and activities. We are on track, looking to bring Policies/Procedures document to the next JPB meeting if we complete today. Additional topics will include banking information / approval, update on bylaws, MCIT insurance options.

Noteworthy items from Committee Discussion:

Deed restriction policy – some different perspectives on this. IPC are asked to prep their board members on this topic and bring recommendations to the next JPB meeting for the board to decide upon. Board members will be asked 1) if the MRSCWE should have a deed restriction policy, and if so, 2) what parameters are appropriate such as a dollar amount threshold, project type, lifespan, etc. Staff are encouraged to provide their board with recommendations from their office, the IPC has no formal recommendation as a body.

MRSCWE Program Policies

90 MINUTES

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

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

Noteworthy items from Committee Discussion:

Question for BWSR – the GAM is being updated, do we continue to reference the version of the GAM from when this policy was adopted (or when FY25 WBIF funds are approved?) or do we accept the changes from the new GAM? Group has decided to leave vague language in here, Dan will ensure the same language is included in MSA template.

MEETING AGENDA

Discussion on deed restriction policy language – see above. Deed restriction language, if included, will be moved to a separate section of the document.

Discussion on grant funding eligibility for fixing a failed project? The group discussed failures under two scenarios, 1) failure due to inadequate design or construction, and 2) failure due to an Act of God or Force Majeure. It was unclear when BWSR funds would be eligible. Dan has emailed BWSR for clarification. If BWSR funds are eligible, then the JPB will be asked if they want to have language in the policy document regarding eligibility.

Discussion regarding shifting of grant funds. IPC staff reviewed potential criteria for shifting funds within a grant work plan. The JPA document specifies that a 75% Super Majority of the board is required to approve a budget and amendments to that. Initially there was confusion regarding if this language pertains to the grant work plan budget or another budget. Dan followed up with clarification and an interpretation that the board approves an Organization Budget that may include several grant work plans and budgets. A shift of budget within a grant work plan may not necessarily change an organizational budget. The IPC will bring to the JPB proposed criteria for shifting small amounts of money within a grant work plan budget and approval thresholds for doing so by IPC / Fiscal Agent and the JPB.

MRSCWE Activity Proposal Form

30 MINUTES

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

Action Needed: **Discussion item**

Insufficient time to discuss this item. The IPC will revisit this.

**Noteworthy items
from Committee**

Discussion:

Next Steps

5 MINUTES

- Identify follow-up assignments

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

**Noteworthy items
from Committee**

Discussion:

Organizational Documents to Review

1. Work Plan (Completed at March IPC meeting, considered by board in April)
2. JPB Bylaws w/attorney review (Completed in March, considered by board in April)
3. Agreements (Review in May?)
 - 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 April IPC 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 April IPC 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 4-2-2025)

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. Direct FA and/or Coordinator to gather proposals for insurance and attorney 7. Direct FA to initiate process to get bank account 	<ol style="list-style-type: none"> 1. Review Policies/Procedures document 2. Review Activity Proposal Form 3. Submit BWSR 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. Review 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!
Aug-25		

~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~