

# Meeting Notes

Implementation Planning Committee



Project Name: Mississippi River St. Cloud Comp Plan Implementation  
Date: Wednesday, August 20<sup>th</sup>, 2025  
Time: 1:00pm - 2:30pm  
Location: Virtual via Microsoft Teams  
Invitees: Implementation Planning Committee (primary and alternates), BWSR staff  
Attendees: Alicia O'Hare, Emily Forbord, Miranda Wagner, Matt Danzl, Stephanie Hatzenbihler, Joe Norman, Mike McMillin, Siena Storm, Zach Guttormson

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## DISCUSSION TOPICS

### General Updates and Discussion

25 MINUTES

- Review Schedule of Activities, discuss timeframe of upcoming topics for IPC and JPB:
- Implementation Tracking (brief discussion)
  - How does each office track projects?
  - Reminder – 2025 activities funded outside of WBIF count towards our plan goals

**Action Needed:** *No action required, information and discussion only*

Upcoming activities –Sherburne County attorney is recommending that a Coordinator agreement may not be necessary. Discussion still occurring with Stearns CD and attorney on a FA agreement. Regardless, these agreements likely will not be ready for a September 4<sup>th</sup> JPB meeting.

Discussion about attorney selection and if we should develop an RFP, make a staff recommendation, etc. **Dan, Stephanie and Kyle will discuss further and involve the Chair and Vice Chair in this decision.**

Discussion regarding the date of applying WBIF funds – is it the date of the MRSCWE Board meeting or when the contract has been executed by both parties? **Dan and Stephanie will confirm with Kyle and email the IPC on this.**

### **Noteworthy items from Committee**

#### **Discussion:**

Fiscal Agent update – Quickbooks file created, MCIT insurance nearly complete, CRP incentive grant has been awarded.

Project Tracking Discussion – how does each office track their projects and activities? In coming months we will involve Ben Ruley in a conversation on tracking for the MRSCWE plan.

- Sherburne SWCD is using an ArcGIS Online for projects as well as education/outreach.
- Wright SWCD is moving towards a GIS system, using spreadsheets currently.
- Meeker SWCD is using a spreadsheet system.
- Mille Lacs SWCD is using a spreadsheet system.
- Benton SWCD is using ArcPro and Excel for projects.
- Stearns CD is using an ArcGIS Online database.

## CRP Incentive Policy

30 MINUTES

- Review and discuss CRP Incentive Policy

**Action Needed:** **Approve CRP Incentive Policy to recommend for board action**

Draft CRP policy discussed and questions asked.

Questions:

1. How do we define “first come first serve”? Is it first on a list, first approved by FSA?  
*Consensus to enter landowners in a shared database and document the date of first interest with the incentive program. Funds will be encumbered for eventual payment upon completion of the project.*
2. What is the approval process – how is IPC and JPE involved?  
*Dan and Stephanie to discuss this with Kyle and bring thoughts to the full IPC at a future meeting.*
3. Do we open it up to all practice types and all areas?  
*Consensus on all land in the watershed being eligible (potential for different rates) and all CCRP practices being eligible.*
4. Others such as FSA / Farm Bill Biologists and others with CRP program should be involved.  
*Consensus to develop a draft policy and have colleagues from FSA or other agencies review.*
5. Should new enrollments and re-enrollments both be eligible?  
*Discussion that there may be a preference for new enrollments. Some offices may have a large list of re-enrollments who may enroll again regardless of an incentive. However, we only have one year to spend these funds (Zach will look into whether an option for a grant extension exists) so perhaps we want to keep our options flexible. Language on draft policy currently allows for new and re-enrollments however IPC staff are encouraged to think on this more and discuss with colleagues, we will revisit this at a future meeting.*

**Noteworthy items from Committee Discussion:**

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## Encumbrance Form and Procedures

30 MINUTES

- Review and discuss Encumbrance form and procedures

**Action Needed:** **No action required, information and discussion only**

Encumbrance and eligibility form discussed. Goal with this form is to ensure that funds exist to pay for a project and that it is eligible. In the future, this form may be tied in with the Implementation Tracker tool to reduce the amount of forms/spreadsheets we are operating with.

**Noteworthy items from Committee Discussion:**

Funds for Project Development and Technical Engineering do not require completion of this form.

Education and Outreach projects or funding – *Stephanie and Kyle will discuss this further to determine if these funds should be requested through this form.*

IPC staff are encouraged to submit this form to Watershed Coordinator, Fiscal Agent and BWSR so that eligibility can be confirmed for both MRSCWE policies and BWSR policies.

## MEETING NOTES

### Next Steps

5 MINUTES

- Identify follow-up assignments

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

Follow up actions outlined in red in notes above.

**Noteworthy items  
from Committee  
Discussion:**

Dan will cancel the September JPB meeting, we will likely reschedule for November or December since there is work needed on a few items (CRP Policy, Coordinator/FA Agreements, Attorney selection)

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# Meeting Notes

Implementation Planning Committee



## Tentative Schedule of Activities

MRSCWE Schedule of Activities		
Month - Year	Joint Powers Board (1st Thursday of month, 11am - 1pm)	Implementation Planning Committee (Third Wednesday of month, 1pm-3pm)
May-25	<ol style="list-style-type: none"> <li>1. Approve Policies and Procedures document</li> <li>2. Updates on bank account and insurance</li> <li>3. Updates on bylaws</li> <li>4. Draft contracts</li> </ol>	<ol style="list-style-type: none"> <li>1. CRP Incentive funds discussion</li> <li>2. Deed restriction options list</li> <li>3. Sub contracts update</li> <li>3. Review submitted projects / programs proposals</li> </ol>
Jun-25	<ol style="list-style-type: none"> <li>1. Approve updated bylaws</li> <li>2. Approve MCIT insurance</li> <li>3. Determine deed restriction policy or no policy</li> </ol>	<ol style="list-style-type: none"> <li>1. Update on contracts</li> <li>2. Review additional submitted projects / programs proposals if needed</li> <li>3. CRP incentive grant</li> <li>4. Discuss updates/ presentations for JPB</li> </ol>
Jul-25	<i>No meeting held - waiting for contract</i>	<i>No meeting held - waiting for contract</i>
Aug-25	<ol style="list-style-type: none"> <li>1. Approve project/program proposal recommendations by IPC.</li> <li>2. Sign sub-contract agreements with LGUs</li> </ol>	<ol style="list-style-type: none"> <li>1. Review /discuss encumbrance form</li> <li>2. Review/discuss CRP incentive grant policy</li> <li>3. Discuss upcoming JPB agenda items</li> </ol>
Sep-25	<ol style="list-style-type: none"> <li>1. Approve coordinator and FA contract for services</li> <li>2. Approve CRP policy</li> </ol>	<ol style="list-style-type: none"> <li>1. Review retention policy and attorney RFP (via email or via meeting?)</li> </ol>
Oct-25	<i>No meeting</i>	<ol style="list-style-type: none"> <li>1. Review attorney RFPs - staff make recommendation?</li> <li>2. (Could shift to November) Pollutant reduction calculators - finalize consensus on which to use?</li> <li>3. (Could shift to November) Implementation tracking - review of other models and discuss approach for MRSC</li> </ol>
Nov-25	Nov or Dec <ol style="list-style-type: none"> <li>1. Consider attorney services proposals</li> <li>2. Approve records retention policy</li> </ol>	<i>Potential meeting held</i>
Dec-25	Nov or Dec <ol style="list-style-type: none"> <li>1. Consider attorney services proposals</li> <li>2. Approve records retention policy</li> </ol>	<i>No meeting held</i>

## *Parking Lot*

*The Parking Lot tracks that come up during meetings which will be discussed at a later date.*

Reduction calculators discussion – which tools to use, how to use them.

If and when to address miscalculations in the CWMP Implementation Tables.

Implementation Tracking (what to track, review/discuss proposed tracking approach).

Future Board Meeting Informational Topics:

- Education and Outreach Committee plans and updates (and inputs!).
- Outline of a process for delisting a waterbody.
- Round-robin or one Member sharing updates on projects.
- Clean water council information.
- Overview of the cost of equipment for establishing cover crops or other practices.
- Discussion or workshop with board about internal loading, lake candidacy, etc.