

Meeting Notes

Implementation Planning Committee



Project Name: Mississippi River St. Cloud Comp Plan Implementation
Date: Wednesday, May 20th, 2026
Time: 1:00pm - 3:00pm
Location: Virtual Meeting (Microsoft Teams)
Invitees: Implementation Planning Committee (primary and alternates), BWSR staff
Attendees: Susan Shaw, Siena Storm, Emily Forbord, Dan Cibulka, Mike McMillin, Francine Larson, Miranda Wagner, Zach Guttormson, Ben Ruley, Stephanie Hatzenbihler, Alicia O'Hare

DISCUSSION TOPICS

General Updates and Discussion

30 MINUTES

- Encumbrance Form updated
- CRP grant update
- Soil health goal update
- Prevailing wage update
- Meeting w/ grants compliance specialist
- Quarterly tracking for Annual Plan
- FY25 WBIF Member SOW changes (reminder)
- JPB board prep – member updates and project highlight
- MPCA bacteria delisting documentation

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

Encumbrance form has been updated with new pollution reduction calculator options, as well as a practice code for USFWS wetland restoration. Let Dan or Stephanie know if there are other changes or updates needed.

CRP process will include three Batch periods (March 20, May 1) and Batch 3 is now open with no deadline. However, it is uncertain if Batch 3 would be processed this year. FSA must choose to accept and landowner must counter-accept. Batches 1 and 2 are complete, so offices should know which ones are moving on to next steps. Next step is a Conservation Plan must be developed by 9-18-26. Following this, review periods and signatures are required. Anticipated processing of contracts is in September 2026. Contract start dates would be in 10-1-2026. We can likely approve as the IPC in June or July, with the board considering approval in August or September, in time for the October 1st deadline.

Noteworthy items from Committee Discussion:

Soil health goal – we are currently waiting for 2025 fall cover crop data. We will pick up this conversation after that is received, hopefully in June or July.

Prevailing wage – much discussion of this currently. Where it pertains to MRSCWE is whether it is required to submit prevailing wage forms or not. The current position of the Fiscal Agent, subject to change based upon our attorney review, is that Members do not need to submit Prevailing Wage forms as part of their deliverables. The only exception would be if MRSCWE were to contract with a landowner

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on a project that requires Prevailing Wage, this is perhaps unlikely. If there are questions about Prevailing Wage, staff should reach out to Department of Labor and Industry, not BWSR. BWSR does not administer that law.

Stephanie met with a BWSR Grants Compliance Specialist regarding requirements for the Fiscal Agent and WBIF reporting. There may be some changes coming for our Policies and Procedures document, nothing critical at this time.

Stephanie is currently working on a “progress report” pertaining to Q1 accomplishments on our 2026 Annual Plan. **Stephanie will send this out once complete** and it will be presented to the board in June.

Reminder – communicate early on any anticipated shifts in FY25 WBIF funds. Conversation occurred regarding Wright SWCD and a stormwater project that benefits a priority waterbody and is in a priority area. They do not have funding within the “Urban Stormwater Practices” category however. Also, there is not a stormwater BMP measurable goal in the CWMP for the Silver Creek – Otter Creek mgmt. zone. All WBIF expenses must address an action or goal within the CWMP so this is a challenge that must be addressed. One way to address this is through a plan amendment, likely a minor plan amendment. **Alicia will discuss with the Wright SWCD team if this is something they want to pursue.** The project is aiming to be completed this summer, the soonest we could bring a plan amendment process to the board would be at their August or September board meeting. Should the plan amendment be approved, funding would need to either be moved from Wright SWCD’s “Ag Practices” category to Urban Stormwater, or some money might be available from Sherburne SWCD in their Urban Stormwater funds so a partner-to-partner shift could occur. Dan will keep Alicia informed on availability of SSWCD stormwater funds after a project they have been working on receives contractor bids.

JPB prep – **Dan will send a reminder, please send 2-3 sentences on activities your office has been completing in the past month so it can go in the JPB packet. Dan, Miranda, and Siena will share project highlights at the board meeting.**

MPCA documentation – with the Mississippi River being delisted for bacteria, MPCA is looking to compile documentation on bacteria reduction efforts in the past decade so we can show that work done in the watershed may have contributed to the delistings. **Please send a list of projects and information to Dan, or Phil, by end of May.**

JPB Attorney Proposals

20 MINUTES

- Review proposals from Campbell Knutson and Smith Partners:
https://drive.google.com/drive/folders/1SfQPbiGBNU00J_hUxLHEI4xzMc6gYCDv?usp=sharing
- Provide a recommendation to Joint Powers Board

Action Needed: **Vote on proposal to recommend to JPB**

Noteworthy items from Committee Discussion:

Two proposals were received initially, and two more were received within 1-3 days of the IPC meeting. Staff discussed that they did not have adequate time to review the two new proposals. A suggestion was made to create a scoring spreadsheet for staff to complete. So this item was tabled until the next meeting. **Dan will complete a scoring spreadsheet and distribute to the IPC for us to discuss at our next meeting.**

Record Retention Policy

10 MINUTES

- Review record retention policy (to be provided at meeting)
- Approve of policy for JPB consideration

Action Needed: *Vote on draft Record Retention Policy for JPB consideration*

Noteworthy items from Committee Discussion:

Kyle completed a draft Record Retention Policy and send out within a few days of the IPC meeting. Kyle shared (within his email) that he recommended the attorney we hire should review this policy. Staff discussed that there was not adequate time to review as well. There was consensus to table this item and review once we have retained an attorney.

Approve Final FY27 WBIF Funding Request

15 MINUTES

- Consider approval of shift in Sherburne SWCD's allocation (eLink category shifts, net difference in budget is \$0)
 - Shift \$25k from Livestock Waste Mgmt to Groundwater
 - Shift \$10k from Non-Structural Mgmt to Groundwater
 - Shift \$3k from Admin to Education
 - Shift \$5k from Forestry to Wetland Restoration
 - Outcomes adjusted proportionately
- Consider approval of any other office FY27 WBIF funding request shifts.
- Consider approval of Final FY27 WBIF Funding Request for JPB consideration

Action Needed: *Approve Final FY27 WBIF Funding Request*

Noteworthy items from Committee Discussion:

Stearns CD brought up that they may need to shift ~\$5,000 from one category to another, they should know more in the next week. Wright SWCD is going to review. The shifts in Sherburne SWCD's allocation were discussed. A vote was taken and all in favor to approve the FY27 WBIF request with Sherburne SWCD's changes and any shifts in funding category with other members within the next week. A final budget will be provided in the June 4th JPB packet.

Implementation Tracking Tool

30 MINUTES

- Receive update presentation from Stearns CD
- Discuss timing on a presentation to JPB

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

Noteworthy items from Committee Discussion:

Ben provided an update on the implementation tool, which is nearly complete. The tool features a map to view and enter projects, a form screen that allows for data entry, a summary tab to compile data on funding and plan accomplishments, and separate tabs for Monitoring & Studies as well as Outreach &

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Education. There were positive comments about the tool. At present time this is an internal team database but an external, public facing database or map could be created. Next steps are for Ben to create a protocol sheet to guide users through accessing and using it. Ben is able to present this to the JPB at their June meeting for informational purposes and there was consensus with the group that it is ready to present.

Education / Outreach Collaboration

10 MINUTES

- Open discussion on potential collaboration ideas
- Individual office upcoming events – can the partnership help to promote?

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

**Noteworthy items
from Committee
Discussion:**

Stearns and Wright SWCD had a successful shoreline drop-in clinic, with some potential projects stemming from that outreach. Next year they are discussing a drinking water clinic within the Clearwater River Mgmt Zone. Sherburne SWCD recently held a Small Farms Night with a great turnout, they anticipate holding a similar event next year in the western side of the county.

Next Steps

5 MINUTES

- Identify follow-up assignments

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

**Noteworthy items
from Committee
Discussion:**

There will be several things to prep for the JPB meeting – action items are in bold font above.

Meeting Notes

Implementation Planning Committee



MRSWE Tentative Schedule of Activities		
Month - Year	Joint Powers Board (First Thursday of month, 11am - 1pm)	Implementation Planning Committee (Third Wednesday of month, 1pm-3pm)
Feb-26	<ol style="list-style-type: none"> 1. Election of Officers 2. 2026 Annual Plan 3. FY27 WBIF draft request 4. Updates (budget, member progress, tracking program, soil health, attorney services) 	<i>no meeting</i>
Mar-26	<i>no meeting</i>	<i>no meeting</i>
Apr-26	<i>no meeting</i>	<i>no meeting</i>
May-26	<i>no meeting</i>	<ol style="list-style-type: none"> 1. Updates (CRP grant, soil health, PW, grants compliance, quarterly tracking, FY25 WBIF, MCPA delistings, JPB prep) 2. Approve final FY27 WBIF Funding Request for JPB consideration 2. Attorney selection 3. Record retention policy 4. Implementation tracking discussion/presentation 5. Education/Outreach collaboration
Jun-26	<ol style="list-style-type: none"> 1. Updates (budget, member progress, annual plan progress, soil health) 2. Consider attorney services proposals 3. Consider record retention policy 4. FY27 WBIF approval 	<i>tbd</i>
Jul-26	<i>no meeting</i>	Meeting
Aug-26	Meeting (Aug or Sep)	<i>tbd</i>
Sep-26	Meeting (Aug or Sep)	<i>tbd</i>
Oct-26	<i>no meeting</i>	<i>tbd</i>
Nov-26	<i>no meeting</i>	Meeting
Dec-26	Meeting	<i>tbd</i>

Parking Lot

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

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.