

# **Cannon River One Watershed, One Plan**

*"Aligning local water planning on major watershed boundaries with state strategies towards prioritized, targeted and measurable implementation plans"*

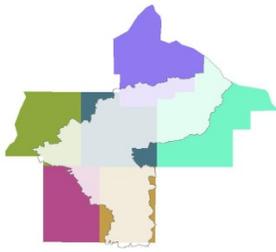
## **AGENDA**

### **Cannon River Watershed Joint Powers Board Meeting**

**January 15, 2019 – 9:00 a.m.**

**Rice County Government Center – Board Room  
320 Third Street Northwest Faribault, MN 55021**

1. Call to Order
2. Election of Officers
3. Approval of Agenda
4. Approval of Policy Committee Minutes of September 4, 2019 Meeting
5. Financial Summary and Update on BWSR Planning Grant
6. Update on Revisions to Draft Cannon River Comprehensive Watershed Management Plan
7. 2020 Budget and Membership Dues
8. Development of Operational Handbook
9. Administrative and Fiscal Agent Roles
10. Establish Meeting Dates for 2020
11. Adjourn



# Cannon River

## One Watershed, One Plan

“Aligning local water planning on major watershed boundaries with state strategies towards prioritized, targeted and measurable implementation plans”

### Draft Minutes

### Policy Committee Meeting

**September 4, 2019**

**Faribault City Hall**

**208 1<sup>st</sup> Ave NW, Faribault, MN 55021**

**Policy Committee Members:** Jeff Beckman (Goodhue SWCD ), Doug Christopherson (Waseca County), Kevin Chamberlain (Dakota SWCD), Richard Cook (Rice SWCD), Rick Gnemi (Steele County), James Hedeem (Belle Creek WD), Mike Slavik (Dakota County), Steven Rohlring (Le Sueur County), Sandy Weber (NCRWMO)

**Also in Attendance:** Brad Becker (Dakota County staff), Ashley Gallagher (Dakota SWCD staff), Holly Kalbus (LeSueur County), Beau Kennedy (Goodhue SWCD staff), Glen Roberson (Goodhue SWCD staff), Mike Schultz (Le Sueur SWCD staff), Brian Watson (Dakota SWCD staff), Jennifer Mocol-Johnson (BWSR)

1. Call to Order

Chair Rohlring called the meeting to order at 9:10 am.

2. Approval of Agenda

**Motion by Gnemi, second by Weber to approve the agenda. Motion carried.**

3. Approval of Minutes

**Motion by Gnemi, second by Cook to approve the minutes of the June 5<sup>th</sup>, 2019 Policy Committee meeting. Motion carried.**

4. Financial Summary

Gallagher mentioned that administration will be now be in-kind as the grant dollars have been expended. Funding remains in order to pay the consultant the retainage.

5. BWSR 90-Day Review Comment Letter

- A. BWSR submitted a 90-day review letter to the Chair and the Planning Work Group (PWG) on August 19<sup>th</sup>. The PWG, consultant and BWSR meet for the regularly scheduled PWG meeting on August 21<sup>st</sup>, but changed the agenda to address the BWSR comment letter. Meeting resulted in strategies to address each comment. A full review of strategies to address each of BWSR’s comments in the letter was provided.
  - i. There was a question inquiring who now makes the changes. It will be a group effort, but will involve the PWG, BWSR and the consultant.
  - ii. It was noted that at the time the PC packets were sent out, BWSR had not forwarded the other agency comments. The PWG has since received these

comments which came from other State review agencies. Those submitted included:

1. MPCA – some comments
  2. DNR – positive support
  3. MDH- no comments
  4. MDA- a few small comments
  5. Met Council – comments on NCRWMO and the full Plan
- iii. There was discussion on Met Councils role in commenting. Opinion from BWSR is that Met Council is part of the review and has ability to comment on the full Plan. What is less clear is how much weight their comments hold. It was noted that the group can respond to Met Council comments however they choose, which could even be a ‘no change in Plan’ response.
  - iv. It was noted that BWSR letter was not received until almost the very end of the 90-day period. Frustration was expressed with the length of the process. It is recognized that there is a great deal of work put into reviewing a Plan. BWSR has also stated that if withdrawing and resubmitting, the next 90-days would not take the full 90-days.
- B. The timeline as agreed upon by the PWG and BWSR staff was written in the RBA and was reviewed with the Policy Committee. Changes would be made by September 18<sup>th</sup>, PWG and BWSR would meet September 25<sup>th</sup>, Plan would be resubmitted for 90-day review the first week in October, BWSR Southern Region Committee would meet mid-November, and BWSR Board would meet December 18<sup>th</sup>. It was noted that Southern Region Committee will most likely be on November 12<sup>th</sup>. No changes can be made to the Plan without withdrawing. **Motion by Cook, second by Christopherson to withdraw the Plan from 90-day review. Motion carried.**
- C. Two options were presented to the Policy Committee for resubmitting the Plan for 90-day review. The first was to schedule a Policy Committee meeting in late September/early October. The second was to authorize staff to resubmit after changes have been made as presented. **Motion by Slavik, second by Weber to authorize staff to resubmit the Plan for 90-day review after changes have been incorporated. Motion carried.**

## 6. Update on BWSR Planning Grant

The planning grant between BWSR and Rice SWCD is set to expire on December 31<sup>st</sup>, 2019.

There is the possibility of invoices coming in after this date, especially if the Policy Committee does not meet until 2020. There is also the BWSR grant requirement that the grant be closed 30 days after it expires. This would not allow time to pay retainage to consultant and complete final reporting. BWSR is working with Rice SWCD and has verbally approved an extension to June 30<sup>th</sup>, 2020.

## 7. Draft 2020-2022 Work Plan for Implementation

A workplan will be necessary in order for the group to seek BWSR watershed based funding, but will also be helpful in assessing other sources needed. The PWG looked at all the activities in the Implementation table, each County and SWCD selected their top three activities for each category, including Resource Concerns, Landscape Alterations and Socioeconomic Factors. The workplan that was presented at the meeting is still a working document, but begins to show

what is rising to the top for the first three years. Tables include whether work would be internal (by County or SWCD staff) or contracted out (consultant, non-profits, other...). Each table was reviewed with the Policy Committee. The final workplan will be presented to the Policy Committee for approval prior to seeking BWSR funding.

#### 8. Other Updates

- A. Watershed Based Funding Policy- BWSR has released draft policy for comment. However, the policy does not set specific funding formula or rules and primarily address what is an eligible activity. Draft policy does state that private lands and public waters are two factors that will be used in the formula, but not at which weight. Comments are due to BWSR on September 6<sup>th</sup>. Further decisions on policy will likely be made by BWSR in November, and this is when there may be enough information for the metro entities to make a decision on participation in the Cannon River Watershed Joint Powers Board.
- B. Program Policies- Staff have been working on program policies, which includes developing eligibility and ranking forms for projects. Program policies will come before the Policy Committee for approval, and are required prior to receiving BWSR grants.
- C. Bylaws- Staff drafted and they are currently under legal review by the Rice County Attorney. Bylaws will then come before the Policy Committee for approval.
- D. Grants- Staff want the Policy Committee to know that there have been a number of grant opportunities. However, the group is not in a place in which they are ready to apply. A list of grant opportunities is being created for future reference.
- E. Cannon River Agricultural Collaborative (CRAC)- The group intends to use an existing event as a soft launch for CRAC. CRAC is essentially a network that helps connect people, such as a co-op agronomist sending a producer to an SWCD. The event is hosted by the Cannon River Watershed Partnership (CRWP) and Rice SWCD, and will be located just outside Dundas. The event flier has information on how to RSVP. An RSVP is requested, as a meal will be served.

#### 9. Next Meeting Date

The next meeting was set for January 15<sup>th</sup>, 2020 at 9:00am. It was noted that Policy Committee attendance at the Southern Region BWSR Committee meeting would be advised. This meeting is almost finalized for November 12<sup>th</sup>, 2019. Details will be sent after they are set.

#### 10. Adjourn

**Motion by Hedeem, second by Christopherson to adjourn the meeting. Meeting adjourned at 9:55 am.**

Respectfully Submitted,

Galen Malecha, Secretary  
Cannon River Watershed 1W1P Policy Committee

# Cannon River 1W1P

		Revenues													
		2017			2018			2019							
ESTIMATED REVENUES <sup>1</sup>	Updated Budget	Mar 10 - August 2	August 3- November 8	November 9- January 10	January 11- April 4	April 5- June 27	June 28 - September 26	September 27- January 23	January 24 - March 13	March 14 - April 24	April 25 - June 5	June 6 - Sept 4	Sept 5 - Jan 15	Current Grant Totals	Remaining to Updated
BWSR Grant - Payment 1 (50%)	\$117,961.50	\$117,962.00												\$117,962.00	\$117,961.50
BWSR Grant - Payment 2 (40%)	\$94,369.20					\$94,369.00								\$94,369.00	\$94,369.20
BWSR Grant - Amendment	\$12,000.00												\$10,800.00	\$0.00	\$12,000.00
BWSR Grant - Payment 3 (10%)	\$23,592.30													\$0.00	\$23,592.30
<b>TOTAL</b>	<b>\$247,923.00</b>	<b>\$117,962.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$94,369.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10,800.00</b>	<b>\$212,331.00</b>	<b>\$247,923.00</b>

Actual Expenses															
ESTIMATED EXPENSES	Budget														
<b>Administration and Grant Reporting</b>															
Fiscal Coordination	\$2,000.00			\$550.00							\$1,060.00			\$1,610.00	\$390.00
Grant Reporting (eLINK)	\$2,000.00			\$495.00	\$384.00	\$685.50	\$137.50	\$412.50		\$935.00	\$27.50	\$27.50	\$302.50	\$3,407.00	-\$1,407.00
Hours Over Workplan	\$0.00						-\$137.50	-\$412.50			-\$137.00			-\$687.00	\$687.00
<b>Committee, PWG and Consultant Coordination</b>															
Policy Committee, PWG and Stakeholder	\$38,959.00	\$7,617.50	\$7,975.00		\$3,630.00	\$6,077.50	\$4,235.00	\$8,030.00		\$6,682.50		\$4,537.50	\$5,637.50	\$54,422.50	-\$15,463.50
Consultant Coordination	\$8,250.00	\$1,540.00	\$1,457.50		\$1,127.50	\$1,072.50	\$2,640.00	\$5,610.00		\$440.00		\$1,100.00	\$2,172.50	\$17,160.00	-\$8,910.00
Meeting Expenses (facilities,materials,food)	\$3,000.00	\$641.47	\$835.83		\$142.32	\$22.07	\$419.80	\$86.24		\$78.12		\$18.94		\$2,244.79	\$755.21
Publication Expenses (notices,invites,etc.)	\$2,000.00												\$41.26	\$41.26	\$1,958.74
Hours Over Workplan	\$0.00						-\$3,847.50	-\$13,640.00					-\$6,262.05	-\$23,749.55	\$23,749.55
	\$52,209.00														
<b>Plan Development (Consultant)</b>															
Task 1: Aggregate Watershed Data	\$25,560.45	\$22,833.10	\$2,727.35											\$25,560.45	\$0.00
Task 2: PTM Mapping	\$38,453.45	\$4,399.50	\$34,053.95											\$38,453.45	\$0.00
Task 3: Measurement Goals	\$20,563.03				\$20,563.03									\$20,563.03	\$0.00
Task 4: Implementation Plan & Schedule	\$25,444.44	\$3.60				\$24,651.34	\$789.50							\$25,444.44	\$0.00
Task 5: Draft Management Plan	\$56,130.63	\$905.00	\$6,599.75	\$5,138.75	\$3,140.50	\$4,628.24	\$3,351.25	\$11,672.75	\$7,876.25		\$8,977.75		\$52,290.24	\$3,840.39	
Task 6: Final Management Plan	\$13,727.00								\$563.50		\$13,982.27			\$14,545.77	-\$818.77
Task 7: Additional Meetings	\$11,835.00						\$5,155.50	\$3,945.13	\$1,624.25					\$10,724.88	\$1,110.12
Retainage <sup>2</sup>	-	-\$2,814.13	-\$4,338.11	-\$513.88	-\$2,370.36	-\$2,927.95	-\$929.63	-\$1,561.80	-\$1,006.40		-\$2,296.01			-\$18,758.27	\$18,758.27
<b>TOTAL</b>	<b>\$300,132.00</b>	<b>\$35,126.04</b>	<b>\$49,311.27</b>	<b>\$5,669.87</b>	<b>\$26,616.99</b>	<b>\$34,209.20</b>	<b>\$11,813.92</b>	<b>\$14,142.32</b>	<b>\$9,057.60</b>	<b>\$8,135.62</b>	<b>\$950.50</b>	<b>\$26,347.95</b>	<b>\$1,891.71</b>	<b>\$223,272.99</b>	<b>\$24,650.01</b>
<b>Balance</b>		<b>\$82,835.96</b>	<b>\$33,524.69</b>	<b>\$27,854.82</b>	<b>\$1,237.83</b>	<b>\$61,397.63</b>	<b>\$49,583.71</b>	<b>\$35,441.39</b>	<b>\$26,383.79</b>	<b>\$18,248.17</b>	<b>\$17,297.67</b>	<b>(\$9,050.28)</b>	<b>(\$141.99)</b>	<b>-\$10,941.99</b>	

1 = only actual costs are reimbursed 2 = 10% withheld until deliverables are received



# Invoice

## Dakota County Soil & Water Conservation District

4100 220th Street W., Suite 102

**Farmington, MN 55024**

DATE	INVOICE #
10/21/2019	2946

BILL TO

Rice Soil and Water Conservation District  
Steve Pahs, District Manager  
1810 30th Street NW  
Faribault, MN 55021

Reference

TERMS

ITEM CODE	DESCRIPTION	HOURS	RATE	AMOUNT
	Cannon River One Watershed One Plan Grant Tasks June 30 to October 5, 2019			
1W1P	Advisory Committee Coordination	3	55.00	165.00
1W1P	Planning Workgroup	0	55.00	0.00
1W1P	Policy Committee Coordination	20.5	55.00	1,127.50
1W1P	Consultant Coordination	20	55.00	1,100.00
1W1P	Grant Reporting	3.5	55.00	192.50
1W1P	Over Agreement 13.36 Hours (In-Kind)		-734.55	-734.55
1W1P	Expenses		41.26	41.26
			<b>Total</b>	<b>\$1,891.71</b>



# Invoice

## Dakota County Soil & Water Conservation District

4100 220th Street W., Suite 102

Farmington, MN 55024

DATE	INVOICE #
1/8/2020	2968



BILL TO

Rice Soil and Water Conservation District  
Steve Pahs, District Manager  
1810 30th Street NW  
Faribault, MN 55021

Reference

TERMS

ITEM CODE	DESCRIPTION	HOURS	RATE	AMOUNT
	Cannon River One Watershed One Plan Grant Tasks October 6, 2019 to December 31, 2019			
1W1P	Advisory Committee Coordination	0	55.00	0.00
1W1P	Planning Workgroup	52.5	55.00	2,887.50
1W1P	Policy Committee Coordination	26.5	55.00	1,457.50
1W1P	Consultant Coordination	19.5	55.00	1,072.50
1W1P	Grant Reporting	2	55.00	110.00
1W1P	Over Agreement 100.50 Hours (In-Kind)	100.5	-55.00	-5,527.50
1W1P	Expenses		0.00	0.00
			<b>Total</b>	<b>\$0.00</b>

## **CANNON RIVER WATERSHED JOINT POWERS BOARD**

### **Agenda Item 6. Update on Plan Revisions**

Information Item

Meeting Date: 1/15/2020

Prepared by: Staff

#### **PURPOSE/ACTION REQUESTED:**

Review changes that have been made to the Comprehensive Watershed Management Plan (Plan).

#### **SUMMARY:**

The BWSR Southern Region Committee recommended conditional approval of the Plan at their November 13<sup>th</sup>, 2019 meeting. Options on how to best address the BWSR conditions were discussed during a November 26, 2019 conference call and at a December 4, 2019 Planning Work Group meeting. Based on those meetings, our consultant revised the draft Plan and it has been resubmitted to BWSR for review.

The revised Plan to address BWSRs conditions include:

1. Measurable goals of less than 5% must be further evaluated and targeted to seek a minimum of 5% improvement or be removed from plan.
  - This was addressed by revising models used and data to reflect new targeted implementation acres – See number 5 below.
2. Clarification of descriptions of the science-based approach and other processes used (Where numbers for goals and costs came from, how priorities were selected and how targeting was completed).
  - This was address by adding clarifying language in Appendix D to further explain how load reductions were developed, in Section 2.3 and Table 2-2 to further explain the process used for prioritization of issues and resources, in Section 3 with new language, Tables and Figures and in Table 6-2.
3. Visually provide reference to the priority cover crop locations (as requested by MDA).
  - This was addressed by providing new maps where agricultural best management practices could be installed on cropped acres with vulnerable soils – maps have been included in Appendix D.
4. Identification of funding sources for implementation activities tied to additional planning and modeling processes such as lake management plans and flood evaluation studies.
  - This was addressed by including a footnote at the end of the implementation table to indicate anticipated funding sources.
5. Improve targeting using combination of locally obtained methods combined with best scientific models such as HSPF-SAM, PTMApp, or available WRAPS related HSPF results.
  - This was addressed by using the PTMApp model where it is available to create smaller sub-watersheds or catchment areas within each targeted implementation area. However, PTMApp is not available in 4 of the 14 targeted implementation areas including Medford Creek, Rush Creek and Beaver Lake (Straight River drainage area). In those areas HSPF-SAM

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#### **Supporting Documents:**

Planning Work Group Meeting Notes from 12/4/19

Revised Plan and Appendices - available on the Cannon River 1W1P website

model will continue to be used. Neither PTMApp or HSPF-SAM models are available for the Lower Vermillion River so additional targeting could not be completed.

6. Creation of an inventory or model driven map indicating practice opportunities in targeted areas.
  - New maps have been provided in Section 3 and Appendix D to further target potential locations that may have a greater cost to pollutant reduction benefit.
7. Updated calculation of pollution reductions that satisfactorily indicates a pace of progress that adequately meets WRAPS reduction Goals.
  - It was determined there is no BWSR requirement that a comprehensive watershed management plan needs to adequately meet WRAPs reduction goals. However, pollutant reductions under 5-year and 10-year estimates were updated for the Tables in Section 3 to reflect new targeted implementation acres.

# Cannon River 1W1P

## Planning Work Group

### Meeting Notes

December 4, 2019

9:00am– Noon

Faribault City Hall

208 1<sup>st</sup> Ave NW, Faribault, MN

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**Planning Work Group:** Haley Byron (*Waseca County*), Mark Schaetzke (*Waseca SWCD*) Eric Gulbransen (*Steele SWCD*), Holly Kalbus (*LeSueur County*), Mike Schultz (*LeSueur SWCD*) Beau Kennedy (*Goodhue SWCD*), Steve Pahs (*Rice SWCD*), Glen Roberson (*Goodhue SWCD*), Brian Watson (*Dakota SWCD*)

**Advisory Staff:** Jenny Mocol-Johnson (*BWSR*), Shaina Keseley (*BWSR*), Ed Lenz (*BWSR*), Camilla Correll (*EOR*), Meghan Funke (*EOR*)

#### ❖ Review BWSR committee recommendations and discuss solutions

##### ➤ Improved Targeting

- EOR provided handouts showing examples of how targeting could be improved. The example discussed included maps and action reports for phosphorus reductions from PTMApp for Fox Lake and Kelly-Dudley lakes. It was decided that detailed action reports showing individual practice type for each BMP identified should not be included in the Plan.
- The new example maps show a more targeted approach based on color shades that correspond with smaller catchment areas where higher cost/benefit for pollutant removal is anticipated. The maps and new approach for improved targeting was agreed upon.
- It was suggested and clarified that PTMApp will be used for all streams and lakes where it is available. PTMApp is not available for Medford and Rush Creeks and Beaver Lake (Straight River drainage area). In those cases, HSPF-SAM will be used to model targeted implementation areas. Neither PTMApp or HSPF-SAM is available for the Lower Vermillion River.  
*Note: this was a change from the 11/27/19 conference call in which PTMApp was to be used for Lakes where available and HSPF-SAM would be used for the streams.*

##### ➤ Measurable Goals of Less than 5%

- The measurable goals will be reevaluated with the new modeling.
- It was suggested that tables which show pollutant reductions also show the total watershed area in acres along with the targeted implementation area in acres.

##### ➤ Creation of an Inventory or Model Driven Map

- New Maps for each targeted implementation area will be included in the Plan. With the new approach using mostly PTMApp, subbasins will be much smaller and more targeted.

##### ➤ Update calculations of pollutant reductions that indicate pace of progress

- Pollutant reductions under the 5-year and 10-year estimates will be updated for tables in Section 3 to reflect the new targeted implementation acres.

##### ➤ Identify funding sources for activities tied to added planning needs

- An example of the Implementation Table was provided with a superscript by Lake Management Plans, Education and Outreach Plan and Long-Term Flood Evaluation study and subsequent footnote indicating these activities are currently not eligible for Watershed Based Implementation Funds. This was considered acceptable.

##### ➤ Maps of targeted cover crop locations

- New maps for each targeted implementation area will be included in the Plan. These maps will identify where BMPs will be focused including cover crops.

- EOR will email Mary Wagner directly to address MDA comments received during the reinstated 90-day review.

➤ **More clarification on process used for Plan development**

- Clarity was sought on what BWSR was looking for and where the best location would be to expand on information already in the Plan. BWSR provided examples of language from other Plans as a reference but because the Cannon is different in it used multiple approaches, how it would be described in the Plan would be more challenging than the examples provided. It was stated that Section 2.2.5 to 2.2.6 would be updated with clarifying language. It was also mentioned that some of the language from Section 3 could be pulled and moved to Section 2. Section 6.4 and Table 6.2 would also be updated.
- Appendix D will be updated to further explain pollutant load reduction scenario assumptions and how estimates were developed.

❖ **Schedule for Plan approval by BWSR Board and WBIF eligibility**

➤ **Review Timelines**

- BWSR staff would need revised Plan by 12/16/19 to have on their January Board meeting
- BWSR staff would need revised Plan by 2/19/20 to have on their March Board meeting
- There is no BWSR Board meeting in February
- It is still the goal to have Plan ready for January BWSR Board meeting; EOR to get revisions out to BWSR as soon as possible to start evaluating changes.
- The Plan is no longer under the 90-day review status – there is no longer a timeline for BWSR Board decision or requirement to coordinate with State agencies. BWSR staff may coordinate with MPCA regarding the new modeling. It was asked that BWSR staff keep the Planning Partners in the loop on communications with State agency regarding the local Plan.
- FY20-21 Watershed Based Implementation Funds (WBIF) will not be released until after July 1.

❖ **Agenda items for January 15 CRWJPB meeting**

- The Memorandum of Agreement expires at the end of 2019 and the Cannon River Watershed Joint Powers Board (CRWJPB) will begin in January.
- Discussion occurred on what should be on the agenda:
  - Election of Officers
  - Budget – Membership dues are to be paid by March of each year and would need to be approved at this meeting if dues are to be sought in 2020. It was asked what the dues would be for? A budget would need to be developed and there will continue to be expenses associated with administration and coordination regardless whether BWSR WBIF have been received. It was suggested that the next coordination email with the Policy Committee indicate that Membership dues will be discussed at the 1/15/20 meeting and that a draft budget will be developed.
  - Identifying Administrator and Fiscal agent. It was agreed that the two tasks should be one LGU to keep things efficient. Dakota SWCD indicated a willingness to provide the role as Administrator and Fiscal Agent. *Note: After the meeting, Rice SWCD also indicated they are also discussing whether they want to seek this role.*
  - Presentation on the Plan – an update on Plan revisions should be provided. More discussion to occur as Plan revisions move along.
  - Bylaws vs. Operational Handbook – it was discussed that an Operational Handbook would be preferred as it is more detailed than bylaws. However, this does not need to be on the 1/15/20 agenda.
  - Establish meeting dates for 2020 – CRWJPB meetings for the year will need to be established; consider the first Wednesday of the month in April, July, October.

**CANNON RIVER WATERSHED  
JOINT POWERS BOARD**

**Agenda Item 7: 2020 Budget**

Request for Action

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Meeting Date: 1/15/2020

Prepared by: Staff

**PURPOSE/ACTION REQUESTED:**

Consider adopting a 2020 budget and approving annual membership dues.

**SUMMARY:**

Adopting a 2020 budget will require discussion on Membership Dues since it is not anticipated that State funding will be available until later in 2020. In accordance with our approved joint powers agreement, Membership dues are payable by March 15 of each calendar year.

There are options the Board could consider:

Option 1 – Wait until State funds become available and adopt a budget at that time.

*This would mean no Membership dues would be requested or available in calendar year 2020 and revenues to pay for anticipated expenses would either not occur or be “on hold” until a budget is adopted.*

Option 2 – Adopt a 2020 budget with understanding it will be revised once State funds become available.

*This would include some level of Membership dues payable in 2020 in order to generate revenue for various activities.*

A draft budget has been provided and it includes each Member paying the maximum dues amount for each designated tier. This is considered a starting point for discussion. Staff consensus at our December 4, 2019 Planning Work Group was to pursue a 2020 budget but there was limited discussion on what expenses the Membership dues would address.

Expenses within the draft budget are either based on estimates in the Plan, an estimate of hours required to complete the work or comparable service costs. When BWSRs Watershed Based Implementation Fund grant is awarded the budget would be revisited and amended; these funds will likely not be available until August/September 2020. Staff have also discussed creating a three-year budget as we move forward in order to best plan for future years.

If the Board decides to adopt a budget and approve Membership dues for 2020, and in absence of a final decision on selecting a fiscal agent, invoices could be sent and collected by a Member and then redistributed to the fiscal agent once determined. The Member submitting the invoices and collecting the dues would not be authorized to spend any revenue.

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**Supporting Documents:**

Draft 2020 Budget

# Cannon River Watershed Joint Powers Board (CRWJPB)

## 2020 BUDGET

REVENUE	2020 Budget	
<b>1. Member Dues</b>	<b>\$49,000</b>	
<b>Tier 1 - \$5,000:</b> Goodhue County, Goodhue SWCD, Steele County, Steele SWCD, Rice County, Rice SWCD	\$30,000	
<b>Tier 2 - \$3,500:</b> Dakota County, Dakota SWCD, Le Sueur County, Le Sueur SWCD	\$14,000	
<b>Tier 3 - \$2,000:</b> Waseca County, Waseca SWCD	\$4,000	
<b>Tier 4 - \$500:</b> Belle Creek WD, North Cannon River WMO	\$1,000	
<b>2. Interest Income</b>	<b>\$25</b>	
<b>TOTAL INCOME</b>	<b>\$49,025</b>	
<b>EXPENSE</b>		
<b>1. Activities (non-watershed based implementation funds)</b>	<b>\$15,000</b>	
A. Education and Outreach Plan	\$10,000	
C. Lake Management Plans (internal/external loads)	\$5,000	
<b>2. Administration</b>	<b>\$17,300</b>	<i>Assume \$60 per hour rate:</i>
A. Meetings (CRWJPB, PWG and TAG)	\$7,200	<i>10 hrs per meeting - 12 mtgs</i>
B. Website (Hosting and Maintenance)	\$3,900	<i>65 hrs - Assume existing site</i>
C. Project Database (Setup and Maintenance)	\$4,800	<i>80 hrs</i>
D. Grants Applications	\$900	<i>15 hrs</i>
E. Materials (Printing, Meeting Items, Room Fees)	\$500	
<b>3. Services</b>	<b>\$8,000</b>	
A. Legal	\$4,000	
B. Audit	\$4,000	
<b>4. Watershed Plan Reserve</b>	<b>\$5,000</b>	
<b>5. Liability Insurance</b>	<b>\$3,500</b>	
<b>TOTAL EXPENSE</b>	<b>\$48,800</b>	
<b>INCOME - EXPENSE</b>	<b>\$225</b>	

## **CANNON RIVER WATERSHED JOINT POWERS BOARD**

### **Agenda Item 8: Development of Operational Handbook**

Information Item

Meeting Date: 1/15/2020

Prepared by: Staff

#### **PURPOSE/ACTION REQUESTED:**

Obtain direction to develop an operational handbook.

#### **SUMMARY:**

With the creation of the Cannon River Watershed Joint Powers Organization (CRWJPO), it has been discussed that either bylaws or an operation handbook be developed to clearly define roles and responsibilities. Staff consensus was that an operational handbook might be more appropriate as it more detailed than bylaws and can address roles and purpose of others such as a citizen or technical advisory committee or that of the day to day administrator and fiscal agent.

The purpose of the operational handbook would be to maintain the CRWJPO as an effective watershed organization with services and programs that address priority issues. The contents of the handbook would be designed to be a working guide to the administration of the CRWJPO's mission and programs.

Contents that would be considered within the operational handbook include:

- Cannon River Watershed Joint Powers Board (CRWJPB)
  - Management rights and administration
  - Joint powers agreement reference
  - Creation and composition of Joint Powers Board
  - Powers of Joint Powers Board
- Citizen advisory commission (Optional)
  - Purpose
  - Bylaws
  - Provide forum for public participation
- Technical Advisory Group (TAG)
  - Purpose
  - Membership
- CRWJPO administration and staff contacts
  - Administration role
  - Fiscal agent role
  - CRWJPO as a separate entity

If direction is provided to develop an Operational Handbook, staff would work to develop a draft document for the next CRWJPB meeting.

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#### **Supporting Documents:**

None

## **CANNON RIVER WATERSHED JOINT POWERS BOARD**

### **Agenda Item 9: Administrative and Fiscal Agent Roles**

Information Item

Meeting Date: 1/15/2020

Prepared by: Staff

#### **PURPOSE/ACTION REQUESTED:**

Discuss responsibilities of the future Administrator and Fiscal Agent as well as the potential selection process.

#### **SUMMARY:**

The transition from planning to implementation is starting to occur. Both Rice SWCD and Dakota SWCD have expressed interest in serving as the Administrator and Fiscal Agent for the Cannon River Watershed Joint Powers Organization. Staff consensus is that that one Member who services both roles is much more efficient than having the day to day administrator and the fiscal agent being separate Members.

We would like the CRWJPB to consider the tasks and the capacity of all members and what roles they may have. Tasks could include the following:

##### Administrator

1. Meetings – prepare agendas, minutes, postings, room coordination
2. Website – develop or maintain new website
3. Project Database – develop map based tool for tracking projects
4. Grants – apply for various local, state and federal grants

##### Fiscal Agent

1. Budget – develop annual budgets
2. Financial summaries – track income and expenses
3. Grant reporting – enter items into BWSRs eLink system or other grant reporting systems
4. Audit – coordinate annual audit
5. Banking – establish account and monitor

There is also opportunity to consider other roles with Plan implementation outside of the administrator and fiscal agent role. Developing leads for special programs tasks such as education and outreach, lake management, septic systems, cover crops, etc. could be considered.

Options for the CRWJPB to consider include:

1. Dividing roles and/or tasks
2. Having interested entities submit proposals to the CRWJPB for selection
3. Analyze Implementation Activity workload of each entity
4. Have staff discuss and provide a recommendation to CRWJPB

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#### **Supporting Documents:**

None

**CANNON RIVER WATERSHED  
JOINT POWERS BOARD**

**Agenda Item 10: Establish Meeting Dates for 2020**

Request for Action

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Meeting Date: 1/15/2020

Prepared by: Staff

**PURPOSE/ACTION REQUESTED:**

Adopt a meeting schedule for the CRWJPB for 2020.

**SUMMARY:**

Proposed schedule is to meet quarterly on the first Wednesday of the month. This results in the following meeting dates: April 1<sup>st</sup>, July 1<sup>st</sup> and October 7<sup>th</sup>.

This schedule allows for the Planning Work Group or Technical Advisory Group to meet during the months in between CRWJPB meetings.