



Cannon River Watershed Joint Powers Board

Mission: Work collaboratively to improve and protect the natural resources within the Cannon River Watershed to ensure prosperity of our urban and agricultural communities.

AGENDA

Cannon River Watershed Joint Powers Board Meeting

February 5th, 2025 at 9am

Rice County Fairgrounds Straight River Room
1814 2nd Ave NW, Faribault, MN 55021

- I. Call to Order and Roll Call**
- II. Election of officers and committee members**
- III. Consent Agenda**
 1. Approval of Agenda
 2. Approval of Joint Powers Board Minutes of November 6th, 2024 Meeting
 3. Minutes of November 20th, 2024 Executive Committee Meetings
 4. Minutes of January 22nd, 2025 Executive Committee Meetings
 5. 2024 4th Quarter Financial Summary and Bills Payable
 6. 2024 Budget update
 7. 2025 Budget update
 8. Draft 2024 Annual Report
 9. Approved 2025 CRP Incentive Policy
- IV. Regular Agenda**
 10. Adopt 2025 CRWJPB Operating Rules- *Board Action required*
 11. Adopt updated Funding Policy- *Board Action required*
 12. Regional Sustainable Development Partnership application - *Board Action required*
 13. MPCA Algal Bloom sampling- *Board Action required*

14. Lake Frances petition- *Board Action required*

15. CDs for WBIF FY25- *Board Action required*

V. Update on implementation activities

16. Le Sueur County Lidar presentation

VI. Staff Reports

VII. Other Correspondence

VIII. Adjourn



Cannon River Watershed Joint Powers Board

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**Draft CRWJPB Meeting
November 6th, 2024 at 9 am
Rice County Fairgrounds Straight River Room
1814 2nd Ave NW, Faribault, MN 55021**

CRWJPB Members: William Droste (Dakota County), Kevin Chamberlain (Dakota SWCD), Brad Anderson (Goodhue County), John Beck (Goodhue SWCD), David Preisler (Le Sueur County), Jim Struck (Le Sueur SWCD), Dan Hansen (Steele SWCD), Jeff Reed (North Cannon WMO), Richard Cook (Rice SWCD), Rick Gnemi (Steele County)

Also in Attendance: Emmie Scheffler (Rice SWCD staff), Beau Kennedy (Goodhue SWCD staff), Steve Pahs (Rice SWCD staff), Brad Becker (Dakota County staff), Holly Bushman (Le Sueur County staff), David Stenzel (Steele County staff), Shane Bugeja (BWSR), Brad Behrens (Rice County staff), Mike Schultz (Le Sueur SWCD staff), Teresa Demars (Rice SWCD staff), Roger Bongers (Rice SWCD board), Ben Dvorak (Goodhue SWCD staff), Mark Schaezke (Waseca SWCD staff), Eric Gulbransen (Steele SWCD staff), Jennifer Tonko (Clean River Partners), Anna Holman (Clean River Partners), Tessa Parks (Clean River Partners)

I. Call to Order and Roll Call

Chair Brad Anderson called the meeting to order at 9:03 am.

II. Consent Agenda

1. Approval of Agenda

Motion by Gnemi, second by Slavik to approve the addition of 5a to the agenda.

Motion carried.

2. Approval of Joint Powers Board Minutes of August 7th, 2024 Meeting

3. Minutes of October 23rd, 2024 Executive Committee Meeting

4. 2024 3rd Quarter Financial Summary and Bills Payable

5. 2024 Budget update

5a. \$2,061.85 for sampling to Dakota SWCD out of dues

6. RCPP funds update

7. 2025 Meeting Schedule and location

Motion by Gnemi, second by Chamberlain to approve the consent agenda. Motion carried.

III. Regular Agenda

8. FY21 Grant closeout summary

Shane Bugeja, the new board conservationist from BWSR, introduced himself. A large portion of the projects were in priority areas.

9. Investing fund balance allocations

Motion by Cook, second by Hansen to approve the a 15-month CD at Reliance bank for the fund balance allocations. Motion carried.

10. 2025 Budget

There will be adjustments as the year progresses and funds get shifted in workplans or other grants are received.

Motion by Gnemi, second by Preisler to approve the 2025 budget as presented in the packet. Motion carried.

11. 2025 CRP State Incentives Program Policy

If the funds are not used up, they are sent back to BWSR for other watersheds to utilize. Board recommendation is to have tiered amounts by CRP size. The administrator will email out the policy for review in the next two weeks, followed by the final approved policy for the board in February.

Motion by Reed, second by Gnemi to approve the CRWJPB Executive committee having the authority to approve the 2025 CRP incentives Program Policy at the December 2024 CRWJPB Executive meeting. Motion carried.

12. CRWJPO Funding Policy

Final approval will be done at the February 5th CRWJPB meeting.

13. FY25 workplan

Funds can be shifted within each category without prior approval.

Motion by Gnemi, second by Cook to approve the FY25 Watershed Based Implementation Funds workplan as presented in the packet. Motion carried.

IV. Update on implementation activities

14. September Soil Health Event Presentation

Around 100 people were in attendance. There were different machines and cover crop seeding methods demonstrated.

15. WAGZ promotional videos

The videos have been used on social media and local tv during sporting events. The WAGZ used WBIF for these videos and for promotion. Board members would like the CRWJPO to look into this time of promotion in the future.

V. Staff Reports

No staff reports.

VI. Other Correspondence

Clean River Partners introduced two new staff members. Richard Cook and Rick Gnemi were thanked for their time on the board.

VII. Adjourn

The next meeting will be on February 5th, 2025 at 9am in the Straight River Room at the Rice County Fairgrounds. Motion by Hansen, second by Gnemi to adjourn the meeting at 10:27 am.

Respectfully Submitted,

Galen Malecha,
Secretary Cannon River Watershed Joint Powers Board



Cannon River Watershed Joint Powers Board

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Draft Minutes CRWJPB Executive Committee November 20th, 2024 Teams Online Video Platform

CRWJPB Members: Richard Cook (Rice County), Brad Anderson (Goodhue County), Galen Malecha (Rice County), David Preisler (Le Sueur County)

Also in Attendance: Emmie Scheffler (Rice SWCD staff), Ashley Gallagher (Dakota SWCD staff), Shane Bugeja (BWSR)

1. Call to Order

Chair Anderson called the meeting to order at 8:01 am.

2. Approval of CRP incentive funds policy

Motion by Malecha, second by Preisler to approve the 2025 CRP incentive funds policy as presented in the packet with board chair authorization to sign the workplan agreement with BWSR. Motion carried.

3. Lake Frances update

Emmie Scheffler updated the executive committee on Lake Frances requesting to be a priority lake. Staff will reach out to all lakes on the process of how the plan priorities were selected and what they can do to be prepared for plan revisions at the 10 year mark.

4. Adjourn

Motion by Malecha, second by Preisler to adjourn the meeting at 8:18 am. Motion carried.



Cannon River Watershed Joint Powers Board

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Draft Minutes CRWJPB Executive Committee January 22nd, 2025 Teams Online Video Platform

CRWJPB Members: Mike Slavik (Dakota County), Brad Anderson (Goodhue County), Galen Malecha (Rice County), David Preisler (Le Sueur County)

Also in Attendance: Emmie Scheffler (Rice SWCD staff), Ashley Gallagher (Dakota SWCD staff)

1. Call to Order

Chair Anderson called the meeting to order at 8:31 am.

2. Update on Implementation Activities

There were some issues with contracts found from the last reporting the staff are working on to address. Reporting for BWSR is complete and needs submission. The FY25 grant agreement is approved and staff will start work after the February meeting on the grant. There is a potential large project in a tier 1 area in Rice County that is coming down the line.

3. CRWJPO Policy Review

Ashley presented the changes. This policy will be used on the FY25 funds and any unencumbered FY23 funds.

4. MPCA sampling opportunity

Staff are waiting for more information from the MPCA. If details are not ready by the February 5th meeting, staff will recommend giving the executive committee approval to approve a contract.

5. Upper Cannon Flood study partnership opportunity

This partnership, if selected, would help with outreach and staff capacity. Recommendation is to target townships and non-active landowners, not just those living in the towns of Waterville and Morristown. Board approval would be needed for the

application. Emmie and Holly are working on the proposal and will add it to the board packet.

6. Agenda Items for February CRWJPB Meeting

For the future, Emmie will work on an onboarding process for new members. Discussed Lake Frances and the rba layout. Members recommended adding that there was a lot of public input in the planning process. For future monitoring, staff will look into what funds the lake association or landowners on the lake could contribute.

7. Adjourn

Meeting adjourned at 9:15 am.

DRAFT



Cannon River Watershed Joint Powers Organization

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Financial report for 4th quarter 2024.

The following reports were prepared January 22, 2025.

CRWJPO
PROGRAM SUMMARY
OCTOBER 1 THRU DECEMBER 31, 2024

	A	B	C	D	E	F	G	H	I
1		B	C	D	E	F			
2		FUNDING SOURCE	BEG. BAL	RECEIPTS	DISBURSE.	END BAL.			
3		Member Dues	154,819.42			\$154,819.42			
4		Interest	5,838.92	383.07		\$6,221.99			
5		<i>total dues from previous qtr</i>			Dues Balance			\$161,041.41	
6									
7		BWSR WBIF Grant FY22-23	\$514,329.00			\$514,329.00	50% rcvd		rcvd 3/14/2023
8		10% next funding received	\$150,000.00			\$150,000.00			rcvd 2/23/2024
9		Education and Outreach	57,163.06		2,882.86	\$54,280.40			
10		Grant Administration	16,196.84		6,817.83	\$9,379.21			
11		Cost Share Projects	637,253.23		95,047.95	\$542,205.28			
12		Cost Share Projects T/A	157,799.71		33,385.84	\$124,413.87			
13		Groundwater	41,000.00		17,050.00	\$23,950.00			
14		Feedlot	50,000.00			\$50,000.00			
15		Grazing	50,000.00			\$50,000.00			
16		Plan Development	52,292.06			\$52,292.06			
17		Shorelines	18,500.00		1,500.00	\$17,000.00			
18		<i>total FY23 from previous qtr</i>	1,080,204.90		FY22-23 Grant Balance			923,520.82	E-Link Confirmed
19									
20		CRP incentive grant - pilot	0.00		7,250.00	-\$7,250.00			
21									
22		TOTALS	1,080,204.90	\$383.07	\$163,934.08	\$1,084,562.23			
23									
24					Total funds	1,084,562.23			
25					Less State Grant Balances	-923,520.82			
26					Total funds undesignated	9,637.87			
27					operating fund balance	82,519.00			
28					plan revision fund balance	60,452.50			

TREASURER'S REPORT (BILLS PAYABLE)

01/21/25
 Annual Basis

Cannon River Watershed Joint Powers Board Treasurer's Report As of December 31, 2024

	Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
10000 - Checking/Savings									468,918.76
10200 - Reliance Bank Checking									16,120.82
	Deposit	12/05/2024			Deposit	√	26011 CRP Incentives	100,000.00	115,120.32
	Transfer	12/30/2024			Funds Transfer		10300 - Reliance Bank Savings	75,000.00	190,120.32
	Bill Pmt-Check	12/31/2024	5178	Dakota SWCD - Vendor	4th qtr 2024 - Invoice #3421		20000 - Accounts Payable	-2,593.48	187,526.83
	Bill Pmt-Check	12/31/2024	5179	Le Sueur County - V	4th quarter - Invoice #Q4-2024		20000 - Accounts Payable	-18,120.18	169,406.65
	Bill Pmt-Check	12/31/2024	5180	Le Sueur SWCD - V	4th quarter expenses - Invoice #2501-33		20000 - Accounts Payable	-7,393.52	162,013.13
	Bill Pmt-Check	12/31/2024	5181	SE SWCD Technical Support JPB	4th qtr 2024 - Invoice #2024-34		20000 - Accounts Payable	-8,292.36	153,720.77
	Bill Pmt-Check	12/31/2024	5182	Steele SWCD - vendor	4th quarter expenses - Invoice #2025-1		20000 - Accounts Payable	-20,565.04	133,155.73
	Bill Pmt-Check	12/31/2024	5183	Waseca Soil & Water Conservation District	4th quarter - Invoice #2Q-4Q-24-Waseca/SWCD		20000 - Accounts Payable	-1,040.43	132,115.30
	Bill Pmt-Check	12/31/2024	5184	Goodhue SWCD - V	4th qtr expenses - Invoice #2024-96		20000 - Accounts Payable	-88,435.32	43,679.98
	Bill Pmt-Check	12/31/2024	5185	Rice SWCD - Vendor	4th qtr expenses - Invoice #2018126		20000 - Accounts Payable	-17,667.08	26,012.90
Total 10200 - Reliance Bank Checking								10,892.58	26,012.90
10300 - Reliance Bank Savings									448,798.48
	Deposit	10/31/2024			Interest	√	48100 - Interest Income	139.13	443,935.56
	Deposit	11/12/2024			Deposit	√	26010 - Unrmd WBIF Cannon 1/WIP	102,866.00	546,801.56
	Transfer	11/26/2024			Funds Transfer	√	10400 - Rel Bk 15 mth CD (2/26)	-142,971.50	403,830.06
	Deposit	11/30/2024			Interest	√	48100 - Interest Income	123.87	403,953.93
	Transfer	12/30/2024			Funds Transfer		10200 - Reliance Bank Checking	-75,000.00	328,953.93
	Deposit	12/31/2024			Interest	√	48100 - Interest Income	120.07	329,074.00
Total 10300 - Reliance Bank Savings								-114,722.43	329,074.00
10400 - Rel Bk 15 mth CD (2/26)									0.00
	Transfer	11/26/2024			Funds Transfer		10300 - Reliance Bank Savings	142,971.50	142,971.50
Total 10400 - Rel Bk 15 mth CD (2/26)								142,971.50	142,971.50
Total 10000 - Checking/Savings								39,141.65	498,058.40
TOTAL								39,141.65	498,058.40

REVENUES	2024 Budget Draft	2024 Budget Actual Q1	2024 Budget Actual Q2	2024 Budget Actual Q3	2024 Budget Actual Q4
Use of Fund Balance (Unrestricted Funds)	\$39,465.50	\$39,465.00	\$39,465.00	\$39,465.00	\$39,465.00
Dues from Members	\$49,000.00	\$41,500.00	\$49,000.00	\$49,000.00	\$49,000.00
Interest	\$1,500.00	\$415.61	\$415.61	\$856.28	\$1,239.35
Investment Earnings/Dividends	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
BWSR WBF Grant FY21	\$73,533.41	\$73,533.41	\$73,533.41	\$73,533.41	\$73,533.41
BWSR WBIF Grant FY23	\$1,059,759.59	\$664,329.00	\$664,329.00	\$664,329.00	\$664,329.00
CRP incentive grant	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00
TOTAL REVENUE	\$1,253,258.50	\$849,243	\$856,743	\$857,184	\$857,567
EXPENSES					
Fund Source- Dues					
Develop Lake Management Plans	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Upper Cannon River Flood Study	\$20,000.00	\$20,000.00	\$20,200.00	\$20,200.00	\$20,200.00
Administration -General	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Administration - Fiscal Agent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Administration - Education and Outreach	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Administration - TACS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Administration - AIM	\$5,000.00	\$1,075.00	\$1,075.00	\$1,075.00	\$1,075.00
Legal Services	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Accounting and Audit Services	\$3,100.00	\$0.00	\$0.00	\$0.00	\$0.00
Liability Insurance and General Operating	\$4,033.00	\$4,033.00	\$4,033.00	\$4,033.00	\$4,033.00
Website	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fund Balance- Operating	\$32,380.00	\$32,380.00	\$32,380.00	\$32,380.00	\$32,380.00
Fund Balance- plan revisions	\$20,452.50	\$20,452.50	\$20,452.50	\$20,452.50	\$20,452.50
Promotional material- shirts, tents, etc	\$2,000.00	\$1,022.24	\$1,022.24	\$1,102.24	\$1,102.24
Tour	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
Water Sampling- Dakota SWCD	\$0.00	\$0.00	\$0.00	\$0.00	\$352.49
Subtotal	\$89,965.50	\$78,962.74	\$79,162.74	\$79,242.74	\$79,675.23
FY21 BWSR Grant *all allocated					
Cost Share Project					
Cost Share - 3.1.1-C-7	\$67,952.24	\$26,229.87	\$26,229.87	\$26,229.87	\$26,229.87
Cost share- 3.2.1-B-2	\$4,733.34	\$0.00	\$0.00	\$0.00	\$0.00
C/S Technical Assistance	\$847.83	\$20,471.65	\$30,135.16	\$30,135.16	\$30,135.16
Grant Administration	\$0.00	\$9,049.76	\$17,168.38	\$17,168.38	\$17,168.38
Education Outreach	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Inventories	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Shoreline Inventories- 3.2.2-B-1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$73,533.41	\$55,751.28	\$73,533.41	\$73,533.41	\$73,533.41
FY23 BWSR Grant					
Plan Development					
T/A Stream Restoration- 3.1.1-C-1	\$38,977.88	\$895.59	\$1,203.57	\$1,685.82	\$1,685.82
PTMapp Wetland Restoration- 3.1.2-A-1	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Cost Share Projects					
Structures PL- 3.1.1-A-3	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Structures IL- 3.1.1-B-3	\$25,741.87	\$5,911.25	\$5,911.25	\$5,911.25	\$5,911.25
Structures IS- 3.1.1-C-7	\$237,209.81	\$0.00	\$5,474.00	\$22,742.96	\$77,588.33
Nonstructural corn/sb- 3.2.1-B-2	\$13,333.00	\$0.00	\$0.00	\$1,015.00	\$29,083.83
Nonstructural short season- 3.2.1-B-3	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Perennial crops- 3.2.1-A-1	\$80,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Soil loss ordinance- 3.1.1-C-3	\$12,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Feedlot					
Feedlot- 3.1.1-C-5	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Grazing Plan					
Grazing plan- 3.1.1-C-6	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Shorelines					
Shoreline plantings- 3.2.2-B-3	\$20,000.00	\$0.00	\$500.00	\$1,500.00	\$3,000.00
Education and Outreach					
Soil Health Team- 3.2.1-B-4	\$15,000.00	\$0.00	\$2,773.49	\$2,961.79	\$2,961.79
E&O implementation (role)	\$10,200.00	\$1,035.17	\$1,168.33	\$2,061.94	\$3,406.02
Biannual field day- 3.3.1-A-3	\$1,000.00	\$0.00	\$0.00	\$1,673.80	\$1,673.80
Education public- 3.3.1-B-3	\$37,300.00	\$2,001.92	\$5,355.80	\$6,279.80	\$7,818.38
Well clinics- 3.1.3-A-4	\$2,061.62	\$3,079.23	\$3,311.60	\$3,311.60	\$3,311.60
Groundwater					
Red Wing well sealing- 3.1.3-A-3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Well Sealing program- 3.1.3-A-8	\$8,000.00	\$0.00	\$0.00	\$2,000.00	\$19,050.00
C/S Technical Assistance	\$110,000.00	\$0.00	\$5,662.97	\$43,604.36	\$76,990.20
Grant Administration	\$26,000.00	\$0.00	\$0.00	\$10,703.91	\$17,521.54
Subtotal	\$740,824.18	\$12,923.16	\$31,361.01	\$105,452.23	\$250,002.56
CRP incentive grant					
Subtotal	\$30,000.00	\$0	\$0	\$2,500	\$9,750
TOTAL EXPENSES	\$904,323	\$147,637.18	\$184,057.16	\$258,228.38	\$403,211.20
Year End Balance	\$348,935.41	\$701,605.84	\$672,685.86	\$598,955.31	\$454,355.56
Unrestricted Fund Balance (Membership Dues)	\$0.00	\$2,417.87	\$9,717.87	\$10,078.54	\$10,029.12
WBIF FY2021 fund balance	\$0.00	\$17,782.13	\$0.00	\$0.00	\$0.00
WBIF FY2023 fund balance	\$318,935.41	\$651,405.84	\$632,967.99	\$558,876.77	\$414,326.44
CRP incentive grant	\$0.00	\$30,000.00	\$30,000.00	\$27,500.00	\$20,250.00
Fund balance- plan revisions	\$60,452.50	\$60,452.50	\$60,452.50	\$60,452.50	\$60,452.50
fund balance- operating	\$82,519.00	\$82,519.00	\$82,519.00	\$82,519.00	\$82,519.00

Notes:

REVENUES	2025 Budget Draft
Use of Fund Balance (Unrestricted Funds)	\$10,029.12
Dues from Members	\$36,750.00
Interest	\$1,000.00
Investment Earnings/Dividends	\$0.00
BWSR WBF Grant FY23	\$923,520.82
BWSR WBF Grant FY25	\$768,495.00
CRP Incentive Grant	\$100,000.00
TOTAL REVENUE	\$1,839,794.94

EXPENSES

Fund Source- Dues	
Develop Lake Management Plans	\$0.00
Upper Cannon River Flood Study	\$10,000.00
Administration -General	\$0.00
Administration - Fiscal Agent	\$0.00
Administration - Education and Outreach	\$0.00
Administration - TACS	\$0.00
Administration - AIM	\$5,000.00
Legal Services	\$3,000.00
Accounting and Audit Services	\$3,400.00
Liability Insurance and General Operating	\$4,200.00
Website	\$0.00
Fund Balance- Operating	\$6,000.00
Fund Balance- plan revisions	\$5,150.00
Promotional material- shirts, tents, etc	\$1,000.00
Subtotal	\$37,750.00

FY23 BWSR Grant	
Plan Development	
T/A Stream Restoration- 3.1.1-C-1	\$37,292.06
PTMapp Wetland Restoration- 3.1.2-A-1	\$15,000.00
Cost Share Projects	
Structures PL- 3.1.1-A-3	\$2,000.00
Structures IL- 3.1.1-B-3	\$19,830.62
Structures IS- 3.1.1-C-7	\$426,500.12
Nonstructural corn/sb- 3.2.1-B-2	\$1,874.54
Nonstructural short season- 3.2.1-B-3	\$0.00
Perennial crops- 3.2.1-A-1	\$80,000.00
Soil loss ordinance- 3.1.1-C-3	\$12,000.00
Feedlot	
Feedlot- 3.1.1-C-5	\$50,000.00
Grazing Plan	
Grazing plan- 3.1.1-C-6	\$50,000.00
Shorelines	
Shoreline plantings- 3.2.2-B-3	\$17,000.00
Education and Outreach	
Soil Health Team- 3.2.1-B-4	\$13,583.74
E&O implementation (role)	\$12,390.23
Biannual field day- 3.3.1-A-3	\$0.00
Education public- 3.3.1-B-3	\$28,306.43
Well clinics- 3.1.3-A-4	\$0.00
Groundwater	
Red Wing well sealing- 3.1.3-A-3	\$0.00
Well Sealing program- 3.1.3-A-8	\$23,950.00
C/S Technical Assistance	\$124,413.87
Grant Administration	\$9,379.21
Subtotal	\$923,520.82

FY25 BWSR Grant	
Plan Development	
T/A Stream Restoration- 3.1.1-C-1	\$20,000.00
Cost Share Projects	
Structures PL- 3.1.1-A-3	\$1,000.00
Structures IL- 3.1.1-B-3	\$20,000.00
Structures IS- 3.1.1-C-7	\$225,961.00
Nonstructural corn/sb- 3.2.1-B-2	\$16,667.00
Nonstructural short season- 3.2.1-B-3	\$667.00
Livestock Waste Management	
Feedlot- 3.1.1-C-5	\$50,000.00
Non-structural Management Practices	
Lake Plans Implementation- protection lakes 3.1.1-A-2	\$40,000.00
Lake Plans Implementation- impaired lakes 3.1.1-B-2	\$80,000.00
Grazing plan- 3.1.1-C-6	\$20,000.00
Shorelines	
Shoreline plantings- 3.2.2-B-3	\$10,000.00
Education and Outreach	
Soil Health Team- 3.2.1-B-4	\$10,000.00
E&O implementation (role)	\$10,200.00
Biannual field day- 3.3.1-A-3	\$0.00
Professional workshops- 3.3.1-B-4	\$4,000.00
Education public- 3.3.1-B-3	\$25,000.00
Well clinics- 3.1.3-A-4	\$9,000.00
Groundwater	
Industrial well sealing- 3.1.3-A-3	\$20,000.00
Well Sealing program- 3.1.3-A-8	\$20,000.00
Wetlands	
Wetland restoration- 3.1.2-A-1	\$35,000.00
C/S Technical Assistance	\$125,000.00
Grant Administration	\$26,000.00
Subtotal	\$768,495.00

CRP Incentive Grant	\$100,000.00
Subtotal	\$100,000.00

TOTAL EXPENSES	\$1,829,766
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Year End Balance	\$10,029.12	possible MPCA sampling opportun
Unrestricted Fund Balance (Membership Dues)	\$10,029.12	
WBIF FY2023 fund balance	\$0.00	
WBIF FY2025 fund balance	\$0.00	
CRP Incentive Grant	\$0.00	
Fund balance- plan revisions	\$65,602.00	
fund balance- operating	\$88,519.00	

Notes:

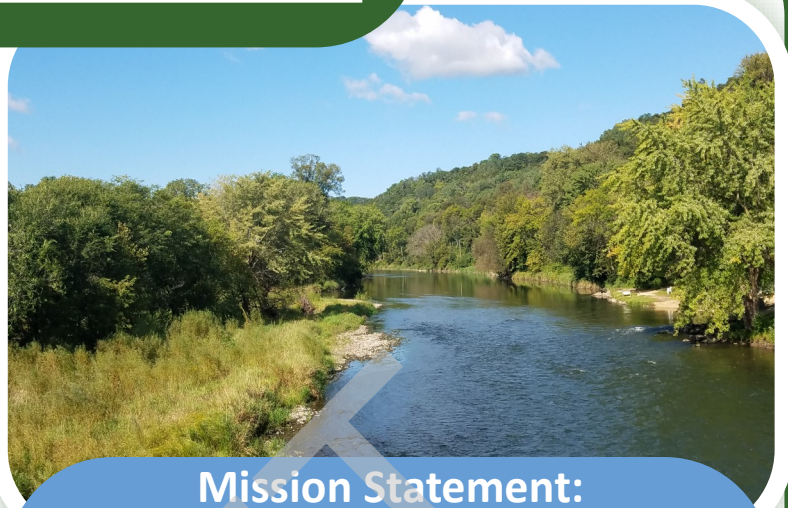


Cannon River Watershed Joint Powers Organization

2024 Annual Report

Partners across the watershed are working together to address priorities within the Cannon River Comprehensive Watershed Management Plan. Members are working on 19 activities related to Resource Concerns, 20 different Landscape Concerns and 11 Socioeconomic Concerns.

Within this Annual Report there are high level summaries of projects, events, studies, monitoring and funding.



Mission Statement:

Work collaboratively to improve and protect the natural resources within the Cannon River Watershed to ensure prosperity of our urban and agricultural communities.

Projects & Progress

Cumulative since Plan adoption in 2020:

- 72 agricultural structures including basins and grade stabilization structures
- 1,540 acres of agricultural management practices, primarily cover crops
- Prevented 3,671 tons of sediment (TSS) from reaching streams and lakes each year
- Prevented 478 pounds of phosphorus from reaching streams and lakes each year
- Sealed 8 wells preventing groundwater contamination
- Assisted with design and installation of 6 Native Shoreline Plantings

Watershed Plan Priority Area Goals

Protection Lake	10-yr Reduction Goal	Progress
Beaver	6 lbs/yr phosphorus	Increase Efforts ↗
Dudley (and Kelly)	87 lbs/yr phosphorus	Increase Efforts ↗
Fish	7 lbs/yr phosphorus	Increase Efforts ↗
Roemhildts	84 lbs/yr phosphorus	Increase Efforts ↗
Impaired Lake	10-yr Reduction Goal	Progress
Cedar	340 lbs/yr phosphorus	Increase Efforts ↗
Fox	534 lbs/yr phosphorus	Making Progress →
Hunt	606 lbs/yr phosphorus	Making Progress →
Impaired Stream	10-yr Reduction Goal	Progress
Lower Vermillion	505 tons/yr TSS	Increase Efforts ↗
Belle Creek	2145 tons/yr TSS	Making Progress →
Little Cannon	2713 tons/yr TSS	Making Progress →
Trout Brook	1238 tons/yr TSS	Making Progress →
Prairie Creek	631 tons/yr TSS	Making Progress →
Rush Creek	240 tons/yr TSS	Increase Efforts ↗
Medford Creek	203 tons/yr TSS	Making Progress →



A 1.2 acres grassed waterway in Goodhue County after mulching and seeding

Contact Us

2211 2nd Ave NW, Suite 200
Faribault, MN 55021
(507) 332-5408
cannonriverwatershedmn.gov

Plans & Policies

- Six Lake Management Plans in progress which will help prioritize watershed work and in-lake treatments.
- Prioritize Target Measure Application (PTMapp) used for calculating pollutant reductions and project prioritization.
- Supported the Upper Cannon River Flood Study which received funding from Federal Emergency Management Agency.
- Created Native Shoreline Planting Program and materials to support project design.



CRWJPB members and staff on bi-annual tour which was hosted at Byllesby Dam with a bus tour of conservation practices in Goodhue County



Native Shoreline Planting program provides tangible action for lakeshore owners

Education & Outreach

- Hosted 6 webinars about the watershed with an average of 25 attendees at each.
- Mailed program information to landowners in priority drainage areas.
- Attended 10 Lake Association meetings to discuss CRWJPO activities and program opportunities.
- Hosted a tour for elected officials of Byllesby Dam and conservation practices in Goodhue County.

Grants & Funding

The CRWJPO has spent 100% of the first round (FY20-21) of Watershed Based Implementation Funding and 30% of the second round (FY22-23). FY21 allocation was \$1,028,658 and FY23 was \$1,328,658. The funding level will increase in 2025 to \$1,536,990. CRWJPO also received \$30,000 to incentivize Conservation Reserve Program (CRP) enrollment.

An interactive map of the watershed with priority areas and completed projects is available online. Scan the QR code or visit cannonriverwatershedmn.gov



Follow CRWJPO on Facebook and YouTube

DRAFT

**CANNON RIVER WATERSHED
JOINT POWERS BOARD**

Agenda Item 9: Approved 2025 CRP Incentive Policy

Information Item

Meeting Date: 2/5/2025

Prepared by: Emmie Scheffler, administrator

PURPOSE/ACTION REQUESTED: Presentation of approved 2025 CRP Incentive Policy.

SUMMARY:

Due to timelines last fall, the CRWJPB Executive committee was given approval by the full board to approve the 2025 CRP Incentive Policy. This policy is being included in the packet for all board members to be able to review.

Supporting Documents:

CRWJPO 2025 CRP Incentive Policy



Cannon River Watershed Joint Powers Organization

Mission: Work collaboratively to improve and protect the natural resources within the Cannon River Watershed to ensure prosperity of our urban and agricultural communities.

Conservation Reserve Program (CRP) Incentive Program Policy

1. Overview

The Board of Water and Soil Resources (BWSR) created a program for incentivizing enrollment in the Continuous Conservation Reserve Program (CCRP). Funding is dispersed to watersheds with approved comprehensive watershed management plans. Guiding principles for the program at a local level include priority on practices with water quality benefits. The CRWJPB adopted this CRP Incentive Policy on 11/20/2024.

2. Eligibility

- a. New enrollment or re-enrollment in the Continuous Conservation Reserve program (CCRP).
- b. CCRP contract must have land within the Cannon River Watershed.
- c. Must be eligible for CCRP according to Farm Service Agency (FSA).

3. Incentive Payment

- a. Payment is considered a signing incentive and will be paid in full upon CCRP contract execution.
- b. New enrollment: 0-5 acres receive \$500 per contract, \$50/acre for any acres over 5 acres.
- c. Re-enrollment: 0-5 acres would get \$250; 5 or more acres would get \$500 per contract.
- d. Initial member allocation chart is based on the agreement with BWSR for \$100,000. The workplan was allocated with \$10,000 to administration and \$90,000 for incentive payments. Funds can be shifted between members.
- e. Funds will be awarded on a first come basis until all the funds have been allocated.

County	Re-enroll Estimate	Allocation
Dakota	Unknown	\$2,000
Goodhue	12	\$7,000
Le Sueur	40	\$22,000
Rice	40	\$22,000
Steele	58	\$32,000
Waseca	9	\$5,000

4. Approval Process

- a. Coordination with Farm Service Agency (FSA) is required. FSA will have potential applicants sign a Freedom of Information Act (FOIA) form and direct the applicant to the local SWCD for incentive program application.
- b. Prior to local SWCD encumbrance, must receive CRP-1 with applicant signature from FSA.
- c. Prior to local SWCD payment, must receive CRP-1 with County Executive Director (CED) signature from FSA.
- d. SWCD follows local process for contracts and local SWCD Board approval for encumbrance and payment.
- e. SWCD staff enter project into the encumbrance log on the shared drive.

5. Reporting

- a. Upload the following items to the shared drive folder:
 - i. Executed Contract
 - ii. Location map
 - iii. CRP-1 with imagery maps
- b. Create a project point in the online map database.
- c. FSA responsible to notify local SWCD of any contract violations or cancellations.

6. Compliance

- a. Should the land occupier fail to maintain the CRP practice during the FSA contract period, the land occupier is liable to the CRWJPO for up to 150% of the amount of the incentive payment received.

**CANNON RIVER WATERSHED
JOINT POWERS BOARD**

Agenda Item 10: Adopt 2025 CRWJPB Operating Rules

Request for Action

Meeting Date: 2/5/2025

Prepared by: Emmie Scheffler, Administrator

PURPOSE/ACTION REQUESTED: Adoption of the 2025 CRWJPB Operating Rules, pending any officer and committee changes.

SUMMARY:

Updates have been made to the CRWJPB Operating Rules for 2025.

- The year has been updated to 2025.
- Rice SWCD office address has been updated. This move takes affect March 1st, 2025.

The CRWJPB Operating Rules for 2025 include the Faribault Daily News as the designated newspaper and Reliance Bank as the designated Financial Depository.

The section III.B. will be updated based off the results of the election earlier in the meeting.

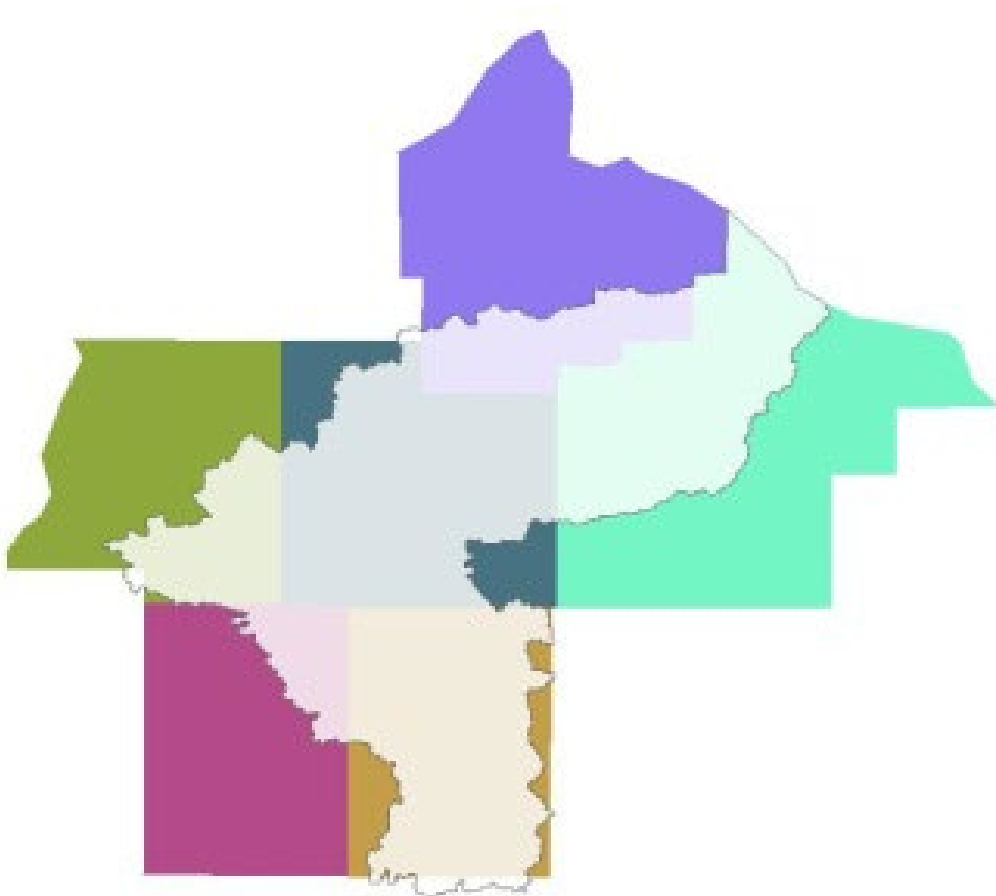
A motion is needed to adopt the 2025 CRWJPB operating rules and appendix as presented in the packet and with the additions of the election of officers' results.

Supporting Documents:
CRWJPB Operating Rules
Operating rules appendix

Cannon River Watershed Joint Powers Board

Operating Rules

2025



The mission of the Cannon River Watershed Joint Powers Board is to work collaboratively to improve and protect the natural resources within the Cannon River Watershed to ensure prosperity of our urban and agricultural communities.

**Cannon River Watershed Joint Powers Board
Membership**

Belle Creek Watershed District
Dakota County
Dakota County Soil and Water Conservation District
Le Sueur County
Le Sueur Soil and Water Conservation District
Goodhue County
Goodhue Soil and Water Conservation District
North Cannon River Watershed Management Organization
Rice County
Rice Soil and Water Conservation District
Steele County
Steele Soil and Water Conservation District
Waseca County
Waseca Soil and Water Conservation District

Administrative Contact:
Emmie Scheffler
c/o Rice Soil and Water Conservation District
2211 2nd Ave NW, Suite 200
Faribault, MN 55021
(507) 332-5408
emmie.scheffler@riceswcd.org

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IX. Appendices

I. Overview

a. Introduction

The Cannon River Watershed is located south of the Twin Cities Metropolitan Area and is part of the Lower Mississippi River Basin. The Cannon River Watershed spans a portion of nine counties. The six counties with the largest land area include Dakota (9.8%), Goodhue (22.2%), Le Sueur (9.7%), Steele (24%), Rice (27.9%) and Waseca (5.3%) while small portions of Blue earth, Freeborn, and Scott Counties dot the perimeter.

The Cannon River and its approximate watershed of 963,000 acres is managed according to a joint power's agreement signed by 14 local units of government in 2019. This agreement provided the mechanism to form a Cannon River Watershed Joint Powers Board (CRWJPB) which is responsible for coordinating water management authorities under Minnesota Statute.

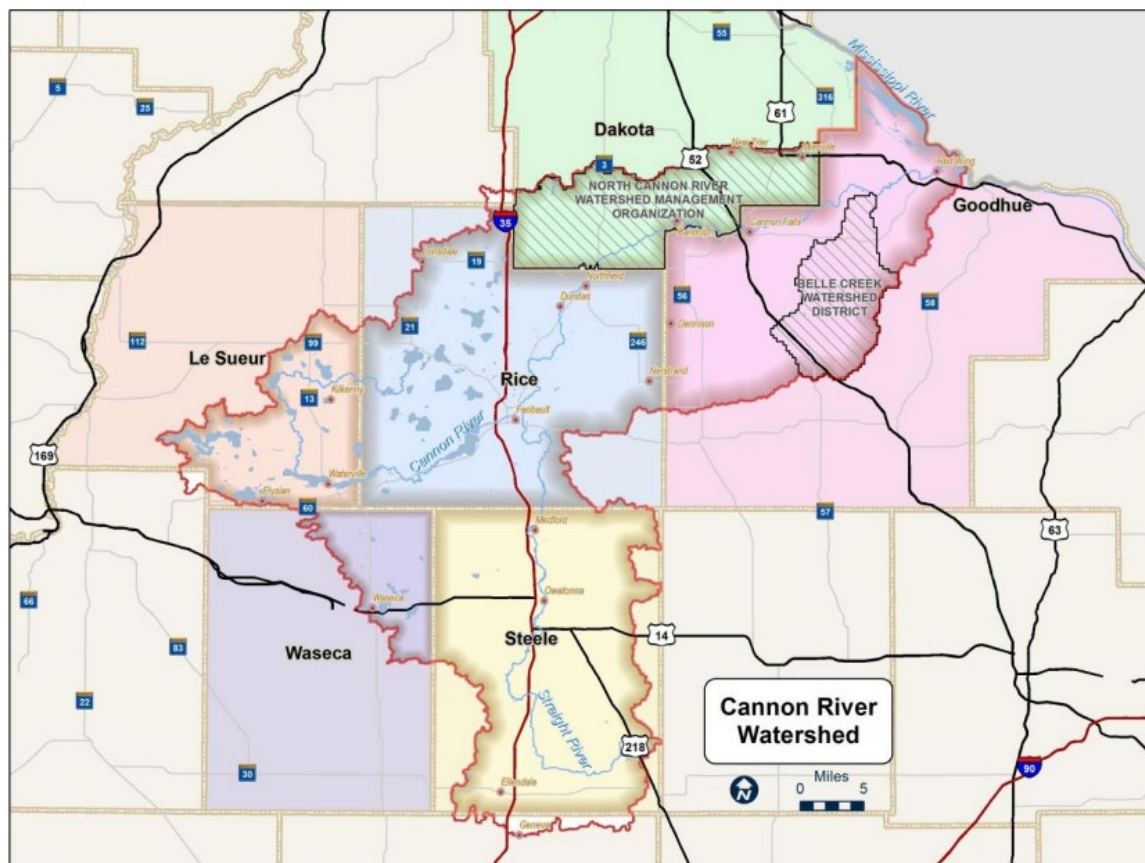


Figure 1 - Map of Cannon River Watershed Planning Area

b. Establishing Joint Powers Agreement

A Joint Powers Agreement (JPA) executed in 2019 by the governing bodies of the 14 Members outlines the CRWJPB responsibilities for fulfilling State requirements with water planning and establishes general powers of the CRWJPB.

c. Joint Powers Board

The CRWJPB consists of one representative from each of the 14 Members and acts on behalf of the Cannon River Watershed Joint Powers Organization (CRWJPO). Representatives (including alternates) to the CRWJPB are appointed by their respective Boards to provide direction for managing and protecting water resources within the identified Cannon River Watershed Planning Area (Figure 1). The CRWJPB has adopted Bylaws to provide a framework for its operation. The CRWJPB is responsible for adopting a Cannon River Comprehensive Watershed Management Plan, annual budgets, work plans and developing overall organizational policy. Additional duties of the Board include, but are not limited to:

- Exercise responsibility for the operation and financial condition of the CRWJPO.
- Ensure efficient operation of the CRWJPO.
- Develop and ensure effective administration of policies.
- Prepare and approve annual budget and provide notification of dues to Members.
- Collect revenue and process payments.
- Approve disbursement of CRWJPO funds for authorized expenses. Make advance temporary authorization of necessary routine payments required for efficient operations between Board meetings to be ratified at the next Board meeting
- Provide for a financial audit at least once every two years to be conducted by a certified public accountant.
- Enter into agreements or contracts to perform all duties set forth in the establishing JPA.
- Adopt and oversee policies of the CRWJPO.
- Evaluate programs and report on CRWJPO's accomplishments to Members.
- Purchase and hold necessary insurance.

d. Purpose of Operating Rules

The Operating Rules are intended to facilitate the transaction of business by the CRWJPB and provide a process the organization will use to move its mission forward. The CRWJPB has adopted bylaws which serve as the structural foundation to the CRWJPO. However, more formal operating policy is needed to develop the “day to day” process for both the CRWJPB and Member staff. For this reason, the Operating Rules should be reviewed and adopted by the CRWJPB at its Annual Meeting each year.

e. Effective Date

These rules shall become effective upon passage by the CRWJPB.

f. Amendments

Any member of the CRWJPB may initiate action to amend the Operating Rules. Amendments to the Operating Rules may also be initiated by member staff. At the Annual meeting, the CRWJPB shall review, amend if necessary, and adopt the Operating Rules for the year.

II. Board Meetings

a. Open Meeting Law

All CRWJPB meetings will be subject to the Minnesota Open Meeting Law. Meeting notices shall be posted and published in compliance with Minnesota Open Meeting Law.

b. Meeting Schedule and Location

The CRWJPB will adopt a schedule of regular meetings for the year. All CRWJPB meetings will be held at the Rice County Government Services Building, 320 Third Street NW, Faribault, Minnesota 55021. Meeting times and locations are subject to change with proper notice.

c. Regular Meetings

Member representatives (including alternates) shall be provided meeting agendas and support information at least five days in advance of the meeting. Meeting information may be sent via email. It is encouraged that Board action items involving either financial matters or policy not be added to the agenda after the five-day meeting notice unless there is a critical need.

d. Special Meetings

Special meetings may be called by the Chair or Vice Chair, or upon the written request of three Members either through their primary representative or their respective boards. A special meeting shall be preceded by at least three days' notice including a posting of the meeting notice and distribution to Member representatives. The meeting notice shall include the date, time, place and purpose of the special meeting. Meeting information may be sent to Member representatives via email.

e. Public Hearings

Public hearings may be required by law or the CRWJPB may hold public hearings on matters of business when it decides that such hearings are in the best interest of the general public. The order of business for public hearings generally follows this procedure:

1. Chair opens the hearing and state's purpose
2. Brief description of issue
3. Presentation if applicable
4. Open discussion by members of the public
5. Discussion by CRWJPB
6. Public hearing closed by resolution
7. Decision by CRWJPB

f. Attendance

Actual attendance is required in order to cast a vote or to meet quorum requirements with the exception of remote attendance through interactive technology options applicable under Minnesota

Statute 13D. Votes may not be cast by proxy whereby a member delegates voting power to another representative that has not been appointed by their respective Board.

g. Quorum

A quorum is necessary for the transaction of business. A majority of members on the Board constitutes a quorum. No business may be transacted without a quorum. Any Board member who anticipates being absent at a regular or special meeting is encouraged to contact the Board Chair and Administrator to indicate his or her absence.

III. Board Committees

a. General Information

Committees will be established to promote the efficient and effective conduct of business by the CRWJPB. Notes from Committee meetings will be developed and included with the next CRWJPB meeting agenda. The CRWJPO Administrator or the Fiscal Agent will attend all Committee meetings. Other Member staff will attend as needed or as requested.

b. Executive Committee

The Executive Committee is authorized to act on behalf of the CRWJPB between meetings on matters within the scope of the budget, to make budget recommendations, and to review other matters including the payment of bills, development of professional service contracts, and other areas of authority specifically granted by the CRWJPB. The Executive Committee shall not be authorized to perform any act or make any decision specifically reserved to the CRWJPB through the establishing JPA, Bylaws or by law. The 2025 Executive Committee will include:

- Chair
- Vice Chair
- Treasurer
- Secretary
- Member

c. Standing Committees

There are no Standing Committees for 2025 but standing committees may be established.

IV. Role of Member Staff

a. General Roles

Member staff are responsible for coordinating information with their CRWJPB representative, respective Boards, and to answer inquiries regarding issues brought forward by the CRWJPB or citizens. Member staff will be responsible for implementing the Comprehensive Watershed Plan to the extent identified within their geographical areas. The CRWJPB has entered into a three-year joint power's agreement with the Rice SWCD and Dakota County SWCD that identifies supporting roles for providing both administrative tasks and Watershed Plan Implementation tasks. Under the executed joint power's agreement, these services are reciprocal between the Rice SWCD and Dakota

SWCD with the exception of the Fiscal Agent tasks; this task cannot be shared and will stay with the Rice SWCD during the life of the joint power's agreement or until the agreement is modified, amended or terminated.

b. Administrative Role

The Rice SWCD serves as the Administrator for the CRWJPO and is the main point of contact for inquiries. The Administrator is:

Emmie Scheffler, Rice SWCD
(507) 332-5408
emmie.scheffler@riceswcd.org

c. Fiscal Role and Procedures

The Rice SWCD serves as the Fiscal Agent for the CRWJPO. All financial transactions approved by the CRWJPB will be processed by the Rice SWCD. The Fiscal Agent is:

Steve Pahs, Rice SWCD
(507) 332-5408
steven.pahs@riceswcd.org

Signature authority for signing checks will be provided to each officer position (Chair, Vice-Chair, Treasurer and Secretary) as well as the Fiscal Agent. Two signatures will be provided on each check. Generally, one officer and the Fiscal Agent will sign checks. It is strongly encouraged that the Treasurer receive or review actual bank statements and reconcile these with those received by the Fiscal Agent on a quarterly basis. Payment for services to Members will be done through a quarterly reporting and invoicing process. A uniform quarterly reporting system is necessary to ensure that federal, state or other grant administrative processes and reporting requirements are being met.

d. Plan Implementation Roles

Several activities identified within the adopted Comprehensive Watershed Management Plan will require coordination among member staff, agencies, organizations or consultants. To streamline efforts with grant reporting, measuring accomplishments and to accelerate future implementation, roles have been established through an executed joint powers agreement. The identified roles and point of contacts for each of these roles include:

Education and Outreach (E/O)
Steve Pahs, Rice SWCD
(507) 332-5408
steven.pahs@riceswcd.org

Cost Share and Technical Assistance (TACS)
Ashley Gallagher, Dakota County SWCD
651-480-7781
ashley.gallagher@co.dakota.mn.us

Accelerated Implementation and Measuring (AIM)
Ashley Gallagher, Dakota County SWCD

651-480-7781

ashley.gallagher@co.dakota.mn.us

e. Delegated Authorities to Member Staff

Delegating signature authority to the Administrator or Fiscal Agent will create a more efficient process for approving grant agreements, developing grant reports, signing contracts and agreements. The CRWJPB may delegate signature authority to the Administrator or Fiscal Agent on specific items through board approval.

V. Budget Development

a. Membership Dues

Membership dues may be applied annually and in accordance with the JPA. Preliminary membership dues will be set by May 15 of each calendar year. Preliminary membership due amounts cannot increase for each Member after they are adopted. Final membership dues will be adopted by August 15 of each calendar year.

b. Annual Budget

A preliminary annual budget will be developed by August 15 of each calendar year and adopted by December 15.

c. Fund Balance

See appendix for fund balance policy.

VI. Advisory Committees

a. Technical Advisory Committee

The CRWJPB and Member staff will utilize a Technical Advisory Committee (TAC) to assist with prioritizing work tasks, measuring results and providing recommendations. Development of a TAC is a State requirement in order to receive Watershed Based Funding. Meetings will be held as needed but will occur at least once per year. Invited participants to TAC meetings, will include but are not limited to, the Minnesota Board of Waters and Soil Resources, Minnesota Department of Health, Minnesota Department of Agriculture, Minnesota Department of Natural Resources, Minnesota Pollution Control Agency, Cannon River Watershed Partnership, City of Faribault, City of Owatonna, City of Red Wing, and City of Northfield, and Metropolitan Council.

b. Citizen Advisory Committee

A Citizen Advisory Committee (CAC) may be established to assist the CRWJPB and staff with planning processes and program implementation. The CAC strengthens the connection between the CRWJPB and watershed residents. No CAC is planned for 2025 but may be implemented in subsequent years.

VII. Contracting for Professional Services

a. Engineering

Implementation of the Comprehensive Watershed Plan may at times require a licensed professional engineer. Types of services could include feasibility studies, project planning and design and construction oversight. Engineering needs will first be evaluated through the current Technical Service Area Joint Powers Board (TSA JPB) structure that exists among soil and water conservation districts to determine if the needed skill set and staff time is available. If the appropriate skill set and timeline for project delivery is available, the CRWJPB will evaluate contractual options with these TSA JPB's. The CRWJPB may also contract with a consultant to obtain a licensed engineer. For efficiency, the CRWJPB may seek a request for qualifications (RFQ's) to retain engineering services under two-year time frame or other specific time period. The Executive Committee will be consulted with to review Member staff recommendations for professional engineering services.

b. Legal Services

The CRWJPB has entered into agreement with Campbell Knutson for legal services for 2023-2025.

c. Auditing Services

The CRWJPO will require an audit, at least once every two years, of its financial records by a certified public accountant. This professional service will require either selecting or certified public accountant or soliciting of bids. An audit will be required in 2025.

VIII. Data Practices and Official Notices

a. Records Retention Policy

The official depository for all records will be the office location of the Member who serves the Administrator role. See appendix for record retention policy adopted on April 6th, 2022.

b. Designation of Official Newspaper

The official newspaper for the CRWJPO will be the Faribault Daily News.

c. Designation of Financial Depositories

The Office of State Auditor recommends that each year local government entities designate their financial depositories for their funds. The 2025 financial depository for the CRWJPO will be Reliance Bank in Faribault, MN.

d. Data Requests

The government Data Practices Act, Minn. Stat. Sh. 13, applies to the CRWJPO. The Act specifies that each public body must designate a "responsible authority" to handle requests for data. The "responsible authority" for the CRWJPO is the Administrator. Thus, all requests or inquiries regarding CRWJPO data received or made by a Board member must be forwarded to the

Administrator. The Administrator shall be responsible for searching for the data, classifying the data within the scope of the request and for making the specific response to the request for data.

IX. Appendices

- a.** Resolution to Adopt and Implement the Cannon River Comprehensive Watershed Management Plan
- b.** Cannon River Watershed Joint Powers Board Workplan Amendment Policy
- c.** Ethics, Conduct and Conflict of Interest for CRWJPB Members
- d.** Cannon River Watershed Joint Powers Board Change Order Policy
- e.** Cannon River Watershed Joint Powers Board Fund Balance Policy
- f.** Records Retention

**Cannon River Watershed Joint Powers Organization
Operating Rules
Appendices**

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Appendix F- Records Retention.....9

**Resolution to Adopt and Implement
the Cannon River
Comprehensive Watershed Management Plan**

Whereas, the Cannon River Watershed Joint Powers Board has been notified by the Minnesota Board of Water and Soil Resources that the Cannon River Comprehensive Watershed Management Plan (Plan) has been approved according to Minnesota Statutes §103B.801 and Board Resolution #16-17:

Now, Therefore, Be it Resolved, the Cannon River Watershed Joint Powers Board hereby adopts and will begin implementation of the approved Cannon River Plan and recommend approval by the local government units if needed.

CERTIFICATION

**STATE OF MINNESOTA
Cannon River Watershed Joint Powers Board**

I do hereby certify that the foregoing resolution is a true and correct copy of a resolution presented to and adopted by Cannon River Watershed Joint Powers Board at a duly authorized meeting thereof held on the 1st of July, 2020.

Steven Rohlfig, Chair

Cannon River Watershed Joint Powers Board
Workplan Amendment Policy

Purpose: To establish a workplan amendment policy for the Cannon River Watershed Joint Powers Board (CRWJPB). A workplan amendment is needed when changes are made for all grants the CRWJPB enters into agreement.

The CRWJPB Change Order Process Shall be As Follows:

Staff may have the authority to approve a workplan amendment up to 10% of the overall grant not to exceed \$50,000 on any workplan activity after CRWJPB executive committee notification.

Workplan amendments over 10% of the overall grant or over \$50,000 will need approval from the full CRWJPB.

The CRWJPB can put separate policies on a grant if needed at time of grant approval.

If a workplan amendment needs CRWJPB approval, it shall be submitted to the full CRWJPB through the CRWJPB administrator as soon as practical. Workplan amendments must be approved prior to authorization of work on new activities or additional costs incurred for existing workplan activities.

Staff shall inform the Board of pending workplan amendments prior to the CRWJPB meeting. Staff shall identify an activity category for all workplan amendments and have prior approval or permission from the workplan grant partner before presenting the workplan amendment to the CRWJPB.

Passed by the Cannon River Watershed Joint Powers Board the 6th day of April, 2022.

Ethics, Conduct and Conflict of Interest for CRWJPB Members

Purpose:

The Cannon River Watershed Joint Powers Board (CRWJPB) is adopting this formal Ethics, Conduct, and Conflict of Interest Policy to provide valuable guidance where conflicts of values or loyalties may interfere with accomplishing the boards mission. For the sake of this document, CRWJPB Members is defined as both the elected/appointed board members, and the local government staff employed by the member entities.

A conflict of interest, whether actual, potential, or perceived, occurs when someone in a position of trust has competing professional or personal interests and these competing interests make it difficult to fulfill professional duties impartially.

Members are expected to provide service during work hours and not engage in conduct that is immoral, unethical, or illegal. Members are to be respectful of authority and abide fully by the regulations that attend their employment. Any conflict between personal and private interests should be resolved in favor of the public interest.

Members shall obtain prior approval from the CRWJPB before engaging in any employment, public elected position, activity, or enterprise for private or personal gain. Members must prepare a written statement describing the matter requiring action and the nature of the actual, potential, or perceived conflict to be evaluated by the CRWJPB. Any formal conflict of interest must be documented in Board meeting minutes and all members will refer to this document when issues of ethics, conduct, and conflict of interest arise.

In determining whether such outside employment or activity for private gain constitutes a conflict of interest with duties associated with the CRWJPB, the following should be considered:

1. Receipt or acceptance by the member of any money or other consideration from anyone other than the CRWJPB for the performance of an act which the member would be required or expected to perform in that members' duty as an employee.
2. Gained income from a private entrepreneurship that could be promoted during the members paid time associated with the CRWJPB.
3. Member may not review, inspect, audit, or enforce any work completed previously by that member.

The member shall demonstrate professional integrity in the issuance and management of information. They shall not knowingly sign, subscribe to, or permit the issuance of any statement or report which contains any misstatement, or which omits any material fact. They shall prepare and present information pursuant to accepted practices and guidelines. They shall respect and protect privileged information to which they have access by

virtue of their office. Within the framework of federal, state or local government policy, they shall be sensitive and responsive to inquiries from the public.

I certify that I have read and understand the description of the Ethics, Conduct, and Conflict of Interest Policy.

Printed Name: _____

Member Title and Affiliation: _____

Signature: _____

CRWJPB Member Conflict of Interest Disclosure Form

I certify that I have read and understand the description of conflict of interest provided and chose to participate or abstain from agenda item(s) and/or associated activities.

Description of conflict	Conflict Type (select one)	Abstain (select one)
	Perceived Potential Actual	Yes No

Printed Name: _____

Member Title and Affiliation: _____

Signature: _____

Cannon River Watershed Joint Powers Board
Change Order Policy

Purpose: To establish a change order policy for the Cannon River Watershed Joint Powers Board (CRWJPB). A change order is given to a contractor to expand on scope of work than what was set forth in the original contract. These contracts have a high degree of planning and multiple aspects that may not be accounted for in the original draft of the contract.

The CRWJPB Change Order Process Shall be As Follows:

Staff may have the authority to approve change orders under 10% of the contract total on any contract.

Executive Committee may have the authority to approve change orders between 10% and 20% of the contract total on any contract. Any change orders over 20% of the total must be approved by the full CRWJPB.

The CRWJPB may put stipulations for change orders on individual contracts at the time of contract approval if needed.

The staff member who is responsible for the contract shall determine if the work is needed. After making the determination of need, staff shall determine the cost of the change order, the percent of the change order on the total project and follow through with the administration of the work as per this policy.

Change orders shall be submitted to the Executive Committee or full CRWJPB through the CRWJPB administrator as soon as practical. Change orders must be approved prior to authorization of the work or of additional expenditures being occurred outlined in the change order.

Staff shall inform the Board of pending change orders prior to the Executive Committee or CRWJPB meeting. Staff shall identify a revenue source for all change orders and have said revenue source included in the request for board action.

WHEREAS, a Change Order Policy has been reviewed by the Cannon River Watershed Joint Powers Board;
and

WHEREAS, the Change Order Policy establishes a procedure to approve change orders on all Cannon River Watershed Joint Powers Board contracts.

NOW THEREFOR BE IT RESOLVED that the Cannon River Watershed Joint Powers Board approves the attached Change Order Policy date April 6th, 2022.

Cannon River Watershed Joint Powers Board
Fund Balance Policy

Fund balance measures the net financial resources available to finance expenditures of future periods.

The Cannon River Watershed Joint Powers Board (CRWJPB) at this time will have an unassigned fund balance and a plan revision fund balance.

The CRWJPB shall strive to maintain a yearly unassigned fund balance in the general fund of 50-75 percent of the prior year's general fund total operating expenditures. In the event that amounts unassigned fall above or below the desired range, the CRWJPB Fiscal agent shall report such amounts to the CRWJPB as soon as practical after the end of the fiscal year. Should the actual amount unassigned fall below the desired range, the CRWJPB Fiscal agent shall create a plan to restore fund balance to an appropriate level and provide this to the CRWJPB for action.

The plan revision fund balance will strive to have 15 percent of the total cost of the plan drafting. The plan revision fund balance shall be restored to a level established by the CRWJPB in a timeline determined at that time once funds have been used for plan revisions.

The unassigned fund balance may be committed for a specific source by formal action of the CRWJPB. This committed fund balance can be for purposes outside of yearly operating expenditures.

When it is appropriate for fund balance to be assigned, the CRWJPB can delegate this authority to the CRWJPB Fiscal agent or administer.

At fiscal year end, the CRWJPB Fiscal agent will report non-spendable fund balance to the CRWJPB at the annual January board meeting.

In circumstances where an expenditure is to be made for a purpose for which amounts are available in multiple fund balance classifications, the order in which resources will be expended is as follows: committed fund balance, assigned fund balance, and lastly, unassigned fund balance.

The fund balance Policy was approved on April 6th, 2022.

Records Retention

Records created by Cannon River Watershed Joint Powers Board (“CRWJPB”) members for work related to CRWJPB or paid by CRWJPB funds will be retained in a manner that meets each member entity’s records retention schedule that has been reviewed and approved by the State in accordance with Minnesota Statute §138.17 and Minnesota Statute §15.17.

Records prepared or maintained by the CRWJPB or on behalf of the CRWJPB shall be subject to Minnesota Statute §138.17 and Minnesota Statute §15.17, and held by the fiscal agent location. At the time the CRWJPB is dissolved, all records must be turned over to the fiscal agent for continued retention in accordance with its records retention policies. All records will be stored electronically, unless otherwise stated under Minnesota Statutes §138.17 and §15.17.

Approved April 6th, 2022.

**CANNON RIVER WATERSHED
JOINT POWERS BOARD**

Agenda Item 11: Updated Funding Policy

Request for Action

Meeting Date: 2/5/2025

Prepared by: Emmie Scheffler, administrator

PURPOSE/ACTION REQUESTED: Adopt the 2025 CRWJPO funding policy.

SUMMARY:

Staff finalized the 2025 CRWJPO funding policy. Changes have been made under cover crops and reduced tillage to cost and contract years. This policy will be used for any unencumbered FY23 funds and the FY25 funds.

A motion is needed to approve the 2025 CRWJPO funding policy as presented in the packet.

Supporting Documents:

CRWJPO funding policy



Cannon River Watershed Joint Powers Organization:

Project and Practice Funding Policy

Version: 2025

Effective Date: February 5, 2025

1. Overview

The Cannon River Watershed Joint Powers Board (CRWJPB) was created for the purpose of “Developing policies and projects cooperatively that achieve Watershed Plan goals and establish methods for measuring results over time.” The Cannon River Watershed Comprehensive Watershed Management Plan (Plan) was developed according to the State One Watershed, One Plan Program and was approved by the Minnesota Board of Water and Soil Resources (BWSR) on June 24, 2020 and adopted by the CRWJPB on October 7, 2020.

The Plan will direct activities of the CRWJPB over the next ten years (2020-2029). This policy should be reviewed annually and may be altered at any time, pending review and approval by the CRWJPB. The policy establishes an administrative process and funding limits when CRWJPB funds are provided to landowners or land occupiers for the installation of projects and practices.

1.1. Members: Means any local unit of government that has signed the Joint Powers Agreement (JPA) establishing the CRWJPB.

1.2. Roles: The CRWJPB will enter into agreements for the services defined below. Detailed responsibilities are outlined in the agreements, but general duties are listed here. Items within this policy may fall under the responsibility of, or must be reported to, certain Members serving these roles.

1.2.1. Administrator: Primary responsibilities include lead day-to-day contact, meeting organization for CRWJPB, Planning Work Group and Technical Advisory Group, drafting budgets and annual work plans, and liaison to legal counsel.

1.2.2. Fiscal Agent: Primary responsibilities include developing financial reports, issuing payments, grant oversight and management, establishing a bank account, processing Member dues, and securing needed insurance.

1.2.3. Technical Assistance and Cost-Share (TACS) Manager: Primary responsibilities include tracking cost-share or project expenditures, tracking technical assistance expenditures, reviews and submits funding or Member reimbursement requests to the Fiscal Agent, and ensures landowner contracts meet grant administrative requirements.

1.2.4. Accelerated Implementation and Measuring (AIM) Manager: Primary responsibilities include being lead contact for lake management studies, flood studies, PTMApp use or alternative modeling development, and managing consultant contracts associated with feasibility studies and water monitoring plans. Coordination with the AIM Manager may

be necessary, especially for Large Scale Projects and Planning identified under Section 5 to generate uniform methods for measuring results of both planned and implemented projects.

1.3. Delegation: CRWJPB may delegate signing of landowner contracts and payment vouchers, consultant contracts, grant agreements or grant reports to individual Member Boards, CRWJPB Chair, Administrator, or Fiscal Agent.

2. Eligibility and Ranking

Projects and practices must meet the eligibility requirements of the funding source. Potential grant sources and eligibility requirements include but are not limited to the BWSR Clean Water Funds, Environmental Protection Agency 319 Funds and the Natural Resources Conservation Services Regional Conservation Partnership Program. For individual projects the Eligibility and Ranking Form must be completed for every project prior to encumbering any funds to the project. Potential ranking criteria were identified in the Plan as well as tools for targeting and measuring (Table 6-2) and are incorporated into the Eligibility and Ranking Forms. There are individual forms based upon the type of project. Eligibility and Ranking Forms are in Attachment A.

Application Periods: Applications will be accepted on a continuous basis, however if a project is over \$75,000 consideration to approve will occur through the CRWJPB at a regularly scheduled meeting. Applications \$75,000 or below will follow the Approval Process outlined in Section 6. Members reserve the right to bring any applications to the CRWJPB for approval.

Priority Areas: Priorities areas are established in the Plan. Projects within certain priority or targeted areas may be funded at higher rates than non-priority areas. Areas are referenced on maps in Attachment B. The following are definitions of the priority and targeted areas:

Prioritized Targeted Implementation Area: Subcatchments identified with the use of a further prioritization tool such as PTMApp. Subcatchments are identified in the Plan within the drainage areas of the Tier One Protection Lakes, Impaired Lakes and Impaired Streams.

Targeted Drainage Area: The drainage area of the Tier One Protection Lakes, Impaired Lakes and Impaired Streams. Upper Cannon and Chub Creek Watersheds for wetland restorations and flood storage are also targeted drainage areas in the Plan but excluded from the Eligibility and Ranking process identified under this Section.

Priority Area: The Plan has both Surface Water and Groundwater Priority Areas. Areas include Straight River Tributaries, Lakes Area, Cannon/Mississippi Bottoms, Large Communities, Pollution Sensitivity Area and Groundwater Dominated Lakes.

Area Calculation: For fields that are within multiple priority or targeted areas, if 50% or greater is within an area the higher funding rate may be used for the entire project. This applies to both structural and non-structural practices.

3. Cost-share for Structural Practices

Maximum rates to cost share installation of structural practices may vary based upon the three tiers listed below and are meant to further prioritize use of funds in the most impactful areas of the watershed. Other funding sources (not provided by the CRWJPB) may be used to increase cost-share to 100% if allowed by individual Member policies and consistent with the administrative requirements of the funding source.

Level 1 : Prioritized Targeted Implementation Areas - maximum of 95%

Level 2 : Targeted Drainage Area - maximum of 85%

Level 3 : Priority Area - maximum of 75%

4. Incentives for Non-Structural Practices

Standard incentive rates have been established for non-structural practices implemented through the CRWJPB. Specific requirements for each practice type are noted. If there are conflicting Member policies, these policies will supersede if any level of CRWJPB funding is provided towards a practice. Fields that have previously received an incentive payment for a particular non-structural practice, regardless of the source, are not eligible to receive funding for that same non-structural practice. If a non-structural practice is currently being implemented, there must be a resource concern to address otherwise those acres are ineligible. The following levels apply:

Level 1 : Prioritized Targeted Implementation Areas or Drinking Water Supply Management Areas (DWSMAs)

Level 2 : Targeted Drainage Areas

Level 3 : Priority Areas

4.1. Cover crops: Landowner contracts may be for one or three years, and sign-up will be continuous. Member can choose to pay all three years at one time or annually.

- If all three years at one time, payment will be made upon certification of the first year of seeding. Then certification must be completed in years two and three of the contract.
- If annually, payment will be made upon certification of seeding each year.

Contract may be extended however if three-years of seeding is not met, contract payback should be enforced. The three-year contract applies to one field. A field is defined as continuous or adjacent acreage. The cover crop may rotate through-out a field to accommodate crop rotations if the contracted acreage is maintained in all three years of the contract. A resource concern must be met, therefore if a field already has cover crops without payment the diversity of the seed mix must be increased. Disturbances such as strip till and manure management in the fall are only allowed if less than 25% of the field is disturbed. There is no maximum payment per contract in Level 1 areas however there is a cap of \$15,000 if in Level 2 or Level 3 areas. There are two different payment tables for this practice based upon contract length.

1-Year Contract	Level 1	Level 2	Level 3
Single Species	\$45 per acre per yr	\$40 per acre per yr	\$35 per acre per yr
Multiple Species	\$50 per acre per yr	\$45 per acre per yr	\$40 per acre per yr

3-Year Contract	Level 1	Level 2	Level 3
Single Species	\$50 per acre per yr	\$45 per acre per yr	\$40 per acre per yr
Multiple Species	\$55 per acre per yr	\$50 per acre per yr	\$45 per acre per yr

4.2. No-till/Strip-till: Landowner contracts must be for three years. Sign-up will generally only occur during the first year of an executed grant agreement and landowner payments will be made annually. Rotational no-till/strip-till can occur on one crop in the rotation whereas continuous no-till/strip-till applies to every crop in the rotation. Rotational rate also applies if no-till/strip-till acres rotate through-out a field to accommodate crop rotations as long as the contracted acreage is maintained in all three years of the contract. There is no maximum payment per contract in Level 1 areas however there is a cap of \$10,000 if in Level 2 or Level 3 areas.

	Level 1	Level 2	Level 3
Rotational No-till/Strip-till	\$23 per acre per year	\$18 per acre per year	\$13 per acre per year
Continuous No-till/Strip-till	\$25 per acre per year	\$20 per acre per year	\$15 per acre per year

4.3. Soil Health: Must do No-till/Strip-till and cover crops on same acres each year, but practice can vary from year to year. Soil should be protected over the shoulder season, before planting in the spring and after primary cash crop harvest in the fall. Example, in year one cover crop after soybean, in year two leave corn residue and no-till soybeans into corn residue, in year three back to cover crop after soybeans. There is no maximum payment per contract in Level 1 areas however there is a cap of \$10,000 if in Level 2 or Level 3 areas.

	Level 1	Level 2	Level 3
Soil Health	\$20 per acre per year	\$15 per acre per year	\$10 per acre per year

4.4. Nutrient Management: In addition to the activity, applicant must follow University of Minnesota guidelines for fertilizer rates. The following activities are eligible:

Nutrient Management Initiative (NMI): further support participation in the Minnesota Department of Agriculture (MDA) program by providing incentives on top of the MDA NMI rate.

	Level 1	Level 2	Level 3
NMI	Additional \$300	Additional \$200	Additional \$100

4.5. Perennial Cover: Applicant must have applied for and did not receive funding through the USDA Conservation Reserve Program. Funds cannot be used as an addition to other funding source. Lifespan of practice is 10 years. Payments are for a 10-year lifespan but are paid in year one of the landowner contract. Maximum payment in any level is \$15,000 per parcel. Installation costs are included in the flat rate (i.e. there is no additional cost-share). Seeding must follow BWSR Native Vegetation Guidelines. This practice can be applied using the NRCS filter strip standard, or if in a DWSMA it can be applied with NRCS conservation cover standard. Areas where buffers are required by law or local ordinance, including 103E ditches at 16-foot width and Public Waters at 50-foot width, are not eligible.

	Level 1	Level 2	Level 3
Non-Harvestable	\$250 per acre per year	\$200 per acre per year	\$150 per acre per year
Harvestable	\$200 per acre per year	\$150 per acre per year	\$100 per acre per year

4.6. Perennial Crops: Perennial crops are defined in the Plan as “Crops which are alive year-round and are harvested multiple times before dying. Conversion of annual crops into perennial crops offers many benefits including reduced soil erosion, reduced pollutant loads and reduced irrigation demand.” This policy excludes alfalfa and pastures. Examples of acceptable perennial crops include intermediate wheatgrass, kura clover, and aronia berries. Length of activity must be three years and follow funding source requirements. There is a funding cap of \$10,000 in all three levels.

	Level 1	Level 2	Level 3
Perennial Crops	\$30 per acre per year	\$25 per acre per year	\$20 per acre per year

4.7. Preconstruction Cover: A temporary cover may be cost-shared in order to extend the project construction window for structural practices. The maximum amount per project is 10 acres.

	Level 1	Level 2	Level 3
Per acre rate	\$150	\$150	\$150

4.8. Residential Well Sealing: Cost-share maximum for well sealing projects is not to exceed \$3,000. Projects must be in the groundwater priority areas as identified in the Plan (Figure 2-11). Projects must also meet one of the following Minnesota Department of Health (MDH) location priorities: multi aquifer well, large diameter well (8 inches or greater), within 1 mile of public water supply well and in same aquifer, within a designated Drinking Water Supply Management Area (DWSMA), or well is in or near areas of known (documented) groundwater contamination.

	Level 1	Level 2	Level 3
Percent of total cost	100%	100%	Not Applicable

4.9. Feedlots: Priority given to Tier One streams. Maximum payment for all levels is \$100,000. If over \$75,000 must go to CRWJPO Board for approval. Applicant must have an up-to-date MPCA feedlot registration.

	Level 1	Level 2	Level 3
Percent of total cost	95%	85%	75%

4.10. Grazing: Priority given to Tier One streams areas only. Maximum payment for all levels is \$50,000. Must have a grazing plan and only components in the grazing plan are eligible.

	Level 1	Level 2	Level 3
Percent of total cost	95%	85%	75%

5. Shoreland Native Planting Grants

Payment and Prioritization: Payment rate is \$500 per project regardless of size or location. Priority will be placed on Tier 1 Lakes followed by Natural Environment Lakes, then all other lakes in the Cannon River Watershed Lakes Region.

Eligibility: Only one project per parcel. Cannot be within an existing native planting. The planting plan for the defined project area should be all plants native to Minnesota. Project must be in county shoreland district, and within 300ft of water edge. Area may be seeded or planted but a diversity of at least 5 native species is required. Minimum project size is a continuous 150 sq ft. Must follow appropriate practice standard.

Approval: CRWJPO will have a yearly application deadline to batch and review applications. Members will try to have deadline in March to allow for plant orders to be placed.

Pre-approval: these items are needed prior to approval by the SWCD.

- Location map
- Planting plan
- Cost estimate
- Maintenance plan
- Before photos
- Incentive contract

Payment approval: these items are needed prior to payment approval by the SWCD.

- Proof of plants (invoices, tags, etc.)
- After photos
- Payment voucher

Maintenance: Members will check-in with all projects after five years. Check-in may be a site visit, or a form to be completed by the project owner, with submission of photos.

6. Large Scale Projects and Planning

Projects within this category either require additional pre-planning or are large-scale, multi-year projects include long-term or perpetual easements. Due to these reasons, there are no cost-share or incentive rates, rather projects should be considered during the annual work planning process. Details that must be considered during work planning for each activity are listed here.

- 6.1. Wetland Restorations or Constructed Water Storage Areas:** Projects must be in priority areas as identified in the Plan (Attachment C). State, Federal and Local sources should all be leveraged to the maximum extent possible. Activities needed to restore wetlands such as grading work, installation of ditch plugs or control structures, restoring hydrology by removing drain tile, disconnecting tile, breaking tile or seeding may be cost-shared up to 100%.
- 6.2. In-Lake Treatments:** Examples of in-lake treatments include aluminum sulfate applications and carp management. A Lake Management Plan must be complete prior to considering any funding for in-lake treatments. Specific funding source requirements must be met, such as completing a Feasibility Study (including cost-benefit analysis) if using certain State funds. In-lake treatments may be cost-shared up to 100% however consideration should be given to the number of landowners benefited and if there is public access on the lake.
- 6.3. Multipurpose Drainage Management:** Funds can be used as an external source of funding for Minnesota Statutes 103E.011 Subd 5 to facilitate multi-purpose drainage management practices to reduce erosions and sedimentation, reduce peak flows and flooding, and improve water quality, while protecting drainage system efficiency and reducing drain system maintenance for priority Chapter 103E drainage systems. MDM projects should be funded at 90% cost-share unless the CRWJPB approves a higher or lower rate on a project basis. Project review process should also ensure specific funding source requirements are met. Priority practices include: two-stage ditches, saturated buffers, drainage water management, side inlet structures and storage and treatment wetlands.
- 6.4. Urban Stormwater Improvements:** Projects must not be a required practice or maintenance operation of a Municipal Separate Storm Sewer System (MS4) entity. Priority should be placed on projects that provide both an increase in storage as well as water quality benefits. Projects can be evaluated on an individual basis or as a group of practices. Project review process should also ensure specific funding source requirements are met.
- 6.5. Industrial Well Sealing:** Multi-aquifer wells of an industrial scale are to be considered on an individual basis. Due to complexities and cost this scale of well sealing does not fit well under Residential Well Sealing in Item 4.7. Maximum rate is 90% of total costs. Project may not exceed \$20,000, unless a cost-estimate is prepared and the well sealing project is incorporated into a grant workplan, then there is no maximum.

7. Approval Process

The approval process for a project or practice will be determined by completing the Eligibility and Ranking Form and using the Thresholds Flowchart (Attachment D) which requires projects over \$75,000 to have CRWJPB approval.

- 7.1. Encumbrance:** Encumbrance of project funds will occur by either the Member Board or the CRWJPB, depending upon the funding request threshold. Prior to encumbrance of funds the requirements listed in the Contract Reporting Section of this document should be met.
- 7.2. Amendments:** Changes are allowed but require review and approval. If the project funds are encumbered by the Member Board, then that Board is responsible for ensuring the change has technical merit and must notify the TACS Manager of the amendment. If the project funds were encumbered by the CRWJPB then Member staff, TACS Manager and technical staff assigned to the project will coordinate approval.
- 7.3. Completion:** Projects must have proper oversight and final sign-off by staff with appropriate JAA or professional credentials. Details for payment after project completion are outlined in the Contract Reporting and Payment Sections of this document.
- 7.4. Request for Bids/Proposals:** If a project is over the \$75,000 threshold it is a requirement to obtain at least three estimates. The CRWJPB is not required to select the lowest estimate.

8. Project Requirements

Projects and practices must meet the appropriate Technical Standards. Technical Standards include, but are not limited to, the most current: USDA Field Office Technical Guide, MPCA Stormwater Manual, MPCA Protecting Water Quality in Urban Areas, NPDES General Stormwater Permit for Construction Activity, Minnesota Urban Small Sites BMP Manual, and applicable local, state and federal regulations. Projects and practices will have sign-off by staff with the appropriate level of Job Approval Authority (JAA) for design and certification or have a Professional Engineers sign-off.

- 8.1. Operation and Maintenance:** Every project will have an Operation and Maintenance Plan that meets the applicable standard for the project type. It must be approved by a professional with appropriate JAA or professional credentials for the project.
- 8.2. Effective Life:** Structural practices cost-shared under Section 3 will have an effective life of 10 years. Projects under Section 5 may have a minimum effective life of 25 years if required by the funding source
- 8.3. Inspections:** Inspections will be conducted by the Members to meet minimum requirements of applicable grants subject to adequate funding being provided to meet such requirements.
- 8.4. Non-compliance:** Contract non-compliance will be reviewed by the CRWJPB. The CRWJPB will attempt to address the issue on a voluntary basis with the Member and landowner. Unresolved issues will follow procedures outlined by the funding source of the project. For BWSR grants, the most applicable non-compliance procedures are outlined in their Grants Administration Manual.

9. Contract Reporting

Reporting is necessary for all projects regardless of the funding source. The contract reporting process should be completed by the Member, submitted and approved by the TACS Manager prior to processing payments.

9.1. Prior to Encumbrance: Member sends Eligibility and Ranking Form to the TACS manager and the Administrator prior to approval. *AND/OR* Enter project or practice into the Project Database, assign an ID and upload Eligibility and Ranking Form. Approval is not needed by the TACS Manager before either Member or CRWJPB approval, this step is to ensure an ID number is assigned and information is transferred into the Project Database for tracking purposes.

9.2. At Completion: The following documents must be submitted to the TACS Manager. The TACS Manager will review to determine compliance with grant requirements and submit to the Administrator and Fiscal Agent prior to reimbursement funds being sent to the Member Board.

Eligibility and Ranking Form

Contract

Voucher with Invoices

Pollutant Reductions

Certified As-Built Design

O&M Plan

Before and After Photos

Minutes of Board Action

9.3. Quarterly Deadlines: Installed projects and practices shall be reported as soon as possible to the TACS Manager but no later than the next quarterly reporting deadline. Quarterly reporting deadlines for each calendar year will be established by Member staff.

9.4. Record Retention: Official records will be kept at the office of the Administrator and Fiscal Agent. Paper records for projects with landowners or land occupiers shall remain at the Member office. Electronic forms of the documents listed above for project completion will reside with the Administrator and Fiscal Agent.

10. Payments

Prior to payment, the Project Requirements and Contract Reporting outlined in Sections 7 and 8 must be complete, unless seeking a partial payment.

10.1. To Landowners and Operators: Pending all project and reporting requirements are met, and the project or practice is under funding thresholds, the Fiscal Agent will issue payment on behalf of the CRWJPB directly to the Member. The Member is responsible for paying out the contracted amount to the landowner or operator. If the project is over the \$75,000 threshold, the CRWJPB will approve and process payment directly to the landowner or operator.

10.2. To Members: Members will invoice the CRWJPB using billable rate as calculated according to current BWSR guidance. Invoices should include back-up items such as timesheets and any

other forms of tracking acceptable in the applicable BWSR Grants Administration Manual. Appropriate time and effort documentation will be readily available if requested by the Fiscal Agent.

10.3. Partial Payments: Partial payments on landowner contracts are acceptable provided it complies with grant requirements and Member Policy. Prior to authorization for partial payment, the designated technical representative must attest that the request for partial payment has merit, the payment request is equal to or less than the percent of construction that is complete, and that the project will still be completed within the contract timeline. Requests for partial payment shall be reviewed and approved by the TACS Manager prior to payment to the landowner or operator.

11. Work Planning and Redistribution of Funds

Work planning will occur on an annual basis for a three-year timeframe. The Planning Work Group will consult with the Technical Advisory Group and bring a three-year work plan to the CRWJPB for approval. One year prior to the expiration of a grant, the Planning Work Group and CRWJPB will assess the status of existing project funds allocated to each Member through the work plan, determine how much is encumbered and the likelihood of project completion before the grant expiration date. If necessary, an extension may be requested and/or funds may be redistributed as approved by the CRWJPB.

12. Attachments

Attachment A: Eligibility and Ranking Forms

Attachment B: Maps of Priority and Targeted Areas

Attachment C: Map of Wetland Restoration Priority Areas

Attachment D: Thresholds Flowchart

Attachment E: Process Flowchart

**CANNON RIVER WATERSHED
JOINT POWERS BOARD**

Agenda Item 12: Regional Sustainable Development Partnership application

Request for Action

Meeting Date: 2/5/2025

Prepared by: Emmie Scheffler

PURPOSE/ACTION REQUESTED: Submitting an application for outreach and community engagement assistance from the Regional Sustainable Development Partnership for the Upper Cannon Floody study.

SUMMARY:

The Regional Sustainable Development Partnership through the U of MN Extension has funding opportunities available to help small communities fill gaps in their current expertise. Staff would like the CRWJPO to apply for assisting with outreach and community engagement for the Upper Cannon Flood study once that is complete. If received, this would help in the communities of Waterville and Morristown, along with the surrounding area, and fill in gaps that current staff do not have expertise in. The reasoning for the CRWJPO to apply and not other local government units is that this would cross different county and city borders. The deadline for applying is February 14th.

A motion is needed to approve submitting an application for the assistance on the Upper Cannon Flood study to the Regional Sustainable Development Partnership.

Supporting Documents:

None.

**CANNON RIVER WATERSHED
JOINT POWERS BOARD**

Agenda Item 13: MPCA Algal Bloom sampling

Request for Action

Meeting Date: 2/5/2025

Prepared by: Emmie Scheffler

PURPOSE/ACTION REQUESTED: Review a proposal from the MPCA to sample algal blooms in the Cannon River Watershed.

SUMMARY:

The MPCA has some slippage funds that need to be used by June 30th, 2025. They are proposing to sample algal blooms in the watershed. They are looking to see if funds would cover 3 or 4 lakes. Staff thoughts are to split the lakes between counties. The sampling would include doing test strips and grab samples from a dock every week or every other week. Due to the funding end timeline, some dues may be needed to support the sampling and the total amount from the MPCA would be \$19,600.

A motion is needed to give authority to the CRWJPB Executive committee to approve contracting with the MPCA on algal bloom samples.

Supporting Documents:

None.

**CANNON RIVER WATERSHED
JOINT POWERS BOARD**

Agenda Item 14: Lake Frances petition

Request for Action

Meeting Date: 2/5/2025

Prepared by: Emmie Scheffler

PURPOSE/ACTION REQUESTED: Listen to Lake Frances' petition to become a priority lake in the Cannon River Comprehensive Watershed Management Plan (1W1P). Further discussion on how to address the lakes in the Cannon River Watershed lacking data.

SUMMARY:

Lake Frances in Le Sueur County has petitioned to staff to become a priority lake in the Cannon 1W1P. After discussion and review with BWSR on the process, an amendment would be needed to the plan. There is not an option based on current 1W1P operating procedures to add a large priority waterbody without involving the regular/minor amendment or plan renewal process. An amendment would likely need to be assessed for not just Lake Frances but multiple other lakes in the watershed that have discussed wanting to become priority lakes already with staff. For the amendment process, anyone can request one however the LGU or requestee may have to cover the plan amendment cost, unless the CRWJPB decides differently.

In order to prioritize goals and implementation during the planning process, 7 lakes were selected out of the 90 lakes in the watershed to target. This selection was based off data from past MPCA sampling, along with public input through multiple watershed wide meetings. Lake Frances currently does not have the data sampled that was used for selecting priority lakes. There are other lakes in the watershed that also do not have the data. Staff recommends assessing which lakes don't have the data and working with them to obtain the data for the ten-year mark of the plan and doing a plan revision, if found needed, at that time.

Currently, lakes that are not considered a priority lake in the plan can still receive assistance through watershed-based implementation funds. The CRWJPO has funds for native shoreline plantings, upland treatment is a priority in the whole lakes' region, well sealing cost share is available, and septic inventory has been done on non-priority lakes.

The goals currently in the plan have not been met and there is still a large workload on those priorities currently existing in the plan to meet goals. Staff recommendation to the board is to not allow an amendment at this time due to the reasons listed above in the board memo and lack of resources (funding) and staff capacity to handle additionally priorities.

A motion is needed to approve or deny the request from Lake Frances to move towards an amendment on the Cannon River Comprehensive Watershed Management Plan.

Supporting Documents:

None.

**CANNON RIVER WATERSHED
JOINT POWERS BOARD**

Agenda Item 15: CDs for WBIF FY25

Request for Action

Meeting Date: 2/5/2025

Prepared by: Emmie Scheffler

PURPOSE/ACTION REQUESTED: Approval of investing \$600,000 of the FY25 WBIF into CDs through Reliance Bank.

SUMMARY:

The fiscal agent received the first 50% payment for the FY25 WBIF on 1/27/25. This payment was for \$768,495.00. Recommendation from staff is to invest \$600,000 of this at this time into CDs. Looking ahead for 2025; TA, administration, and cost share costs will be coming out of the FY23 WBIF. There may be some new activities implemented, for example lake management plan implementation, out of the FY25 WBIF this summer and that is the reasoning for holding some funds in the current savings account.

Interest from these CDs can be utilized in the future for WBIF activities, or other activities related to the goals of the CRWJPO. Staff suggestion is to utilize these funds for lake sampling in the coming years for those that do not have adequate data currently.

Banking and other CDs are currently through Reliance Bank and the recommendation is to stay with them to make tracking the accounts easier on the fiscal agent. Rates are currently as of 1/28/25:

- 90 days: 3.65%
- 180 days: 3.75%
- 9 months: 3.70%
- 12 months: 3.60%

Staff recommendation is to invest 3, \$200,000 CDs for 180 days and to then evaluate re-enrollment at the August CRWJPB meeting.

A motion is needed to approve 3, \$200,000 CDs for 180 days at Reliance Bank for the FY25 Watershed Based Implementation Funds.

Supporting Documents:

None.

**CANNON RIVER WATERSHED
JOINT POWERS BOARD**

Agenda Item 16: Le Sueur County Lidar presentation

Information Item

Meeting Date: 2/5/2025

Prepared by: Emmie Scheffler, Administrator

PURPOSE/ACTION REQUESTED: Presentation on the new lidar that Le Sueur County has been utilizing.

SUMMARY:

Mike Schultz, Le Sueur SWCD Manager, will be presenting on the lidar that Le Sueur County has developed and uses for it.

Supporting Documents:

None.

WBIF Workplan 2023 and 2024					
	ID	Implementation Activity	Priority Area(s)	Allocated	Spent
				\$	\$
Plan Development	3.1.1-C-1	Technical Assistance for One large stream restoration project.	tier 1 impaired streams	\$40,000	\$2,707.94
	3.1.2-A-1	Utilize PTMapp or other tools to identify sites in the priority drainage areas for wetland restoration, then implement projects to meet the wetland restoration goals.	Upper Cannon HUC10, Chub Creek HUC10	\$15,000	
				\$55,000.00	\$2,707.94
Cost-Share Projects	3.1.1-A-3	Implement structural practices to treat 5%, or 36 acres, of cropland	protection lakes	\$2,000	
	3.1.1-B-3	Implement structural practices to treat 30%, or 1,909 acres, of cropland	impaired lakes	\$40,000	\$20,169.38
	3.1.1-C-7	Implement structures practices to treat 5%, or 7,192 acres, of cropland in the Tier 1 impaired stream drainage areas.	pollutant impaired streams	\$530,258	\$103,757.88
	3.2.1-B-2	Implement practices that increase organic matter(such as cover crops and tillage management) on 15% of corn/soybean acres.	tier 1 lakes and streams	\$40,000	\$40,125.46
	3.2.1-B-3	Implement practices that increase organic matter(such as cover crops and tillage management) on 80% of short season crop acres.	tier 1 lakes and streams	\$2,000	
	3.2.1-A-1	Convert 10% of vulnerable cropland (NRCS land capacity class IV) to perennial cropland or perennial vegetation .	tier 1 lakes and streams	\$80,000	
	3.1.1-C-3	Proactively ensure compliance with Soil loss ordinance using BMPs, conservation plans, conservation programs, easements, etc to work towards achieving the tolerable soil loss goals.	tier 1 impaired streams	\$12,000	
				\$706,258.00	\$164,052.72
Feedlot	3.1.1-C-5	Implement 5 feedlot runoff control projects in shoreland areas	tier 1 streams	\$50,000	\$0
				\$50,000	\$0
Grazing	3.1.1-C-6	Write and implement rotational grazing and livestock exclusion plans on 35 sites within 1,000 feet of a Tier One impaired stream, or a direct tributary to a Tier One impaired stream.	tier 1 streams	\$50,000	\$0
				\$50,000	\$0
Education Outreach	3.2.1-B-4	Develop a soil health team	Cannon River Planning Area	\$30,000	\$16,416.26
		Education and Outreach plan implementation		\$20,400	\$8,009.77
	3.3.1-A-3	Host biannual (every other) field day or tour for locally elected and appointed decision-makers, of their appointed citizen advisory committee.	Cannon Watershed Planning Area Wide	\$1,000	\$1,673.80
	3.3.1-B-3	Educate homeowners and the lake associations through news releases, workshops, presentations to organizations and one-on-one communication on: (1) shoreland property and the need to restore shoreline to a more natural state; (2) septic improvements and maintenance; (3) benefits of conservation and working lands easements; (4) BMP installation and implementation	Cannon River Planning Area	\$40,000	\$9,989.49
	3.1.3-A-4	Host 2 well testing or screening clinics per year for private well owners. Provide nitrate test results and/or water testing kits, and information on best practices for well maintenance and water quality.	Private well owners in areas of moderate or high pollution sensitivity.	\$3,000	\$4,030.28
				\$94,400	\$40,119.60
Groundwater	3.1.3-A-3	In areas within an existing DWSMA, but outside of the city jurisdiction, assist with well location and inventory, and sealing of unused wells that pose a risk to the public water supply wells.	Communities with moderate or high vulnerabilities	\$12,000	\$12,000
	3.1.3-A-8	Create a planning area well sealing program and prioritization process, implemented by each county, for residents who wish to voluntarily seal wells using a priority process. Start by conducting an unused well inventory by mailing a homeowner survey asking people if they have an unused well on their property that they would like assistance sealing.	Groundwater Pollution Sensitivity Area	\$43,000	\$19,050
				\$55,000	\$31,050
Shorelines	3.2.2-B-3	Protect or restore native riparian vegetation by implementing a native vegetation buffer on 2 private lakeshore properties per year in the Lakes Area.	Lakes Area	\$20,000	\$3,000
				\$20,000	\$3,000

TOTAL BASED ON IMPLEMENTATION PLAN

BWSR Elink Budget Items for Work Plan				
		Spent	Allocated	Percent
Plan Development	Plan Dev./Assessment	\$2,707.94	\$55,000.00	5%
Cost-Share Projects	Ag Practices	\$164,052.72	\$706,258.00	23%
Feedlot	Livestock Waste Management	\$0.00	\$50,000.00	0%
Grazing	Non-structural management	\$0.00	\$50,000.00	0%
Education Outreach	Education/Outreach	\$40,119.60	\$94,400.00	42%
Groundwater	Groundwater	\$31,050.00	\$55,000.00	56%
Shorelines	Streambank or Shoreland Protection	\$3,000.00	\$20,000.00	15%
C/S Technical Assistance	Tech/Engineering Ass.	\$121,586.13	\$246,000.00	49%
Grant Administration	Adm/coordination	\$42,620.79	\$52,000.00	82%
Local Match	cash/landowner/in-kind	\$35,731.67	\$125,500.00	28%
Federal Match	cash/landowner/in-kind	\$26,715.98	\$20,000.00	134%

Awarded: \$ 1,328,658.00

\$405,137.18 WBIF SPENT

\$62,447.65 WBIF MATCH SPENT