

**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 review.

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.

Staff shall determine if the workplan amendment is needed. After making the determination of need, staff shall determine the amount of the workplan amendment or the amount needed for a new workplan activity.

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.

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

WHEREAS, the Workplan Amendment Policy establishes a procedure to approve workplan amendments on all Cannon River Watershed Joint Powers Board grants.

NOW THEREFOR BE IT RESOLVED that the Cannon River Watershed Joint Powers Board approves the attached Workplan Amendment Policy date 04/06/2022.

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