



Lake of the Woods Watershed
Joint Powers Board
PO Box 217
Baudette, MN 56623
(218) 634-1842 ext. 4
www.lowwjpb.org

AGENDA
Regular Board Meeting
October 28th, 2024 @ 9:30 a.m.

Location: Warroad Public Safety Building in Warroad.

- 1) Call Meeting to Order.
- 2) Motion to Approve Agenda pp. 1
- 3) Motion to Approve July 22nd, 2024 Minutes pp. 2-3
- 4) Review Treasurer Report pp. 4-5

Old Business - None

New Business

- 5) Review of Current FY22 and FY24 Grants pp. 6-8
- 6) FY24 WBIF Cooperative Agreements pp. 9-20
 1. LOW SWCD Shoreline Stabilization
 2. LOW SWCD Ag Education
 3. Lake of the Woods SWCD Keep It Clean
 4. Roseau SWCD Keep It Clean
 5. LOW Co Ditch 1 Construction and Design
- 7) Performance Review and Assistance Program (PRAP) / Plan Rewrite pp. 21-23
- 8) Glenda Phillipe 2023 per diem reimbursement pp. 24
- 9) Nancy Dunnell July 2024 per diem lost check / replacement pp. 25

Committee Reports - None

General Information and Discussion

- 10) Project Updates

Upcoming Meetings

- Regular Meeting - January 27th, 2025 @ 9:30



MINUTES
Regular Meeting
July 22, 2024

The meeting of the Lake of the Woods Watershed Joint Powers Board was held at the Warroad Public Safety Building.

The meeting was called to order by JPB Vice-Chair, Bill Thompson at 9:10 a.m.

Joint Powers Board Members present: Bill Thompson, Glenda Phillipe, Nancy Dunnell, Ed Arnesen

Others present: Janine Lovold, Corryn Trask, Ericka Halstensgard, AJ PirkI

Agenda

A motion was made by Dunnell with a second by Phillipe to approve the agenda.

Affirmative: Thompson, Phillipe, Dunnell, Arnesen Opposed: None Motion carried.

Secretaries Report: April 10, 2023 Minutes

The April 22, 2024 Minutes were approved on a motion by Dunnell and a second by Phillipe.

Affirmative: Thompson, Phillipe, Dunnell, Arnesen Opposed: None Motion carried.

Treasurer's Report:

The financial reports were reviewed and discussed. The Reports were approved as subject to an audit on a motion by Phillipe with a second by Arnesen.

Affirmative: Thompson, Phillipe, Dunnell, Arnesen Opposed: None Motion carried.

OLD BUSINESS

None.

NEW BUSINESS

FY24-03 LW SWCD Forest Management Plan Cost-Share Cooperator Agreement

CA #	PARTNER	PROJECT	ALLOCATION
24-03	LOW SWCD	Forest Management Plan Cost-Share	\$16,000.00

The Cooperator Agreement with Lake of the Woods SWCD was approved on a motion by Dunnell with a second by Arnesen.

Affirmative: Thompson, Phillipe, Dunnell, Arnesen Opposed: None Motion carried.

FY24-04 Warroad Watershed District Streambank Projects Cooperator Agreement

CA #	PARTNER	PROJECT	ALLOCATION
24-04	WWD	Streambank Projects	\$190,000.00

The FY24-04 Streambanks Cooperator Agreement with the Warroad Watershed District was approved on a motion by Phillippe with a second by Dunnell.

Affirmative: Thompson, Phillipe, Dunnell, Arnesen Opposed: None Motion carried.

FY22 Grant Deadline To Spend Funds

Trask and Lovold discussed. FY22 funds must be spent by the end of the year or be sent back to the State of MN. If funding is spent into the remaining 10% of the grant, partners must cover the cost until the funding is completely spent out and a final audit completed or the WBIF Grant expires. The Implementation Committee is authorized to determine fund shift if it is necessary to complete the adjustment prior to the next regular meeting on a motion by Arnesen with a second by Dunnell.

Affirmative: Thompson, Phillipe, Dunnell, Arnesen

Opposed: None

Motion carried.

Committee Reports

- Phillipe mentioned that the Ditch 10 SWI Projects are not going to happen due to unwilling landowners.

General Information and Discussion

Soil Health Funding Updates

Trask and Lovold discussed the Soil Health Funds coming into the SWCD by the State of MN being a lot less than anticipated and too little to stretch across each County. Multiple conservation practices besides cover crops will be utilizing these funds at least in Roseau County. The non-structural agricultural practices may be added into the FY26 WBIF Work Plan.

Hydrology Restoration: JD 62 Wetland Banking Feasibility Study

PirkI discussed various scenarios. HDR would be used as they had recently been through this before with a peatland study in the Roseau River Watershed. The study would be built on the HEI model that was completed in the WWD peatland study. More details such as where projects would be located and defined ratios of state land, tribal land, and county land would need to be done when presenting to the Army Corps of Engineers. Wetland credits would be split on the ratio. The Study will be discussed more at a future board meeting.

Upcoming Meetings

Next Meeting

- October 28, 2024 @ 9:30 a.m.

Adjournment

The meeting adjourned at 9:46 a.m. on a motion by Arnesen with a second by Phillipe.

Affirmative: Dunnell, Thompson, Arnesen, Phillipe

Opposed: None

Motion carried.

Secretary

Date

Lake of the Woods Watershed Joint Powers Board
Balance Sheet
As of September 30, 2024

	<u>Sep 30, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
Border Bank Checking Account	19,650.42
Border Bank Savings Account	<u>183,103.26</u>
Total Checking/Savings	<u>202,753.68</u>
Total Current Assets	<u>202,753.68</u>
TOTAL ASSETS	<u>202,753.68</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	<u>7,064.83</u>
Total Accounts Payable	7,064.83
Other Current Liabilities	
Accrued Interest	<u>555.53</u>
Total Other Current Liabilities	<u>555.53</u>
Total Current Liabilities	7,620.36
Long Term Liabilities	
Deferred Revenue	
WBIF FY24	218,439.41
WBIF FY22	<u>-24,132.20</u> * see below explanation
Total Deferred Revenue	<u>194,307.21</u>
Total Long Term Liabilities	<u>194,307.21</u>
Total Liabilities	201,927.57
Equity	
Operating Funds - Unassigned	<u>826.11</u>
Total Equity	<u>826.11</u>
TOTAL LIABILITIES & EQUITY	<u>202,753.68</u>

\$62,116.80 remaining to request from BWSR for FY22

-24,132.20 spent of this amount

\$37,984.60 remaining to spend in FY22.

Lake of the Woods Watershed Joint Powers Board
Transaction Detail by Bank Account
July 12 through October 2, 2024

Type	Date	Num	Name	Memo	Paid Amount
Border Bank Checking Account					
Check	07/15/2024	1225	Postmaster	Board packet postage	-9.12
Check	07/24/2024	1226	Edward Arnesen	Board member expense report	-151.80
Check	07/24/2024	1227	William Ray Thompson	Board member expense report	-127.68
Check	07/24/2024	1228	Nancy Dunnell	Board member expense report	-158.50
Bill Pmt -Check	07/26/2024	1229	Warroad Watershed District -v	Invoice 000202407-03 FY22-12	-7,023.69
Bill Pmt -Check	07/26/2024	1230	Warroad Watershed District -v	Invoice 000202407-01 FY22-12	-51,721.69
Bill Pmt -Check	07/26/2024	1231	Warroad Watershed District -v	Invoice 000202407-02	-92,049.30
Transfer	07/26/2024			July Funds Transfer	150,000.00
Check	08/12/2024	1232	Glenda Phillipe	Board member expense report	-383.04
Bill Pmt -Check	08/28/2024	1233	Warroad Watershed District -v	Invoices 000202408-06,07,08	-24,203.47
Transfer	08/28/2024			August Funds Transfer	20,000.00
Bill Pmt -Check	09/04/2024	1234	LOW County PWD	Invoice 20240828 FY22-14 Engineering	-1,133.66
Bill Pmt -Check	09/16/2024	1235	LOW Soil & Water Conservation District	Invoice 84387 FY22-10, FY22-13 Proj Develop	-4,646.66
Bill Pmt -Check	09/16/2024	1236	Roseau County Hwy Dept	invoice 2 FY22-08 Engineering	-2,347.20
Transfer	09/16/2024			September Funds Transfer	20,000.00
Bill Pmt -Check	10/02/2024	1237	Warroad Watershed District -v	Invoice 000202409-01 FY22-12 Engineering	-2,514.40
Bill Pmt -Check	10/02/2024	1238	Roseau SWCD -v	Invoice 24-316	-1,979.47
Bill Pmt -Check	10/02/2024	1239	LOW Soil & Water Conservation District	Invoice 84403 FY24-01 Admin	-2,570.96
Total Border Bank Checking Account					-1,020.64
Border Bank Savings Account					
Transfer	07/26/2024			July Funds Transfer	-150,000.00
Deposit	07/31/2024			Interest	72.96
Transfer	08/28/2024			August Funds Transfer	-20,000.00
Deposit	08/31/2024			Interest	46.68
Transfer	09/16/2024			September Funds Transfer	-20,000.00
Deposit	09/30/2024			Interest	39.56
Total Border Bank Savings Account					-189,840.80
TOTAL					-190,861.44

Agenda Item: Review of Current FY22 and FY24 Grants

Background:

The following pages show FY22 and FY24 WBIF current agreement balances. The Implementation Committee has reviewed these balances and determined the following:

- There is \$37,984.60 remaining in FY22 funding. The funding must be spent by December 31st, 2024.
- There have been enough expenditures in the FY24 grant which could be swapped to the FY22 grant prior to the deadline, if needed. There is no risk of forfeiting any FY22 grant funding.
- The current plan is to wait until December to shift funding. There are additional expenditures anticipated before the end of the year.

Action Requested:

None needed unless the board would like to make a motion authorizing last-minute adjustments to be approved by the Implementation Committee.

Fy22 WBIF Grant

Row Labels	Allocation	Spend	Credit	Amount Remaining
Joint Powers Board	\$ 13,993.31	\$ (13,993.31)		\$ -
JPB Operations	\$ 13,993.31	\$ (13,993.31)		\$ -
Lake of the Woods SWCD	\$ 209,226.03	\$ (164,040.30)	\$ 1,990.00	\$ 47,175.73
FY22-03 LW SWCD Admin/Coordination	\$ 29,000.00	\$ (29,000.00)		\$ -
FY22-04 LW SWCD Forest Mgmt Plans	\$ 20,000.00	\$ (14,968.95)		\$ 5,031.05
FY22-05 LW SWCD KIC	\$ 19,000.00	\$ (19,000.00)		\$ -
FY22-06 LW SWCD Shoreline Protection	\$ 72,419.34	\$ (47,959.64)		\$ 24,459.70
Engineering/Technical	\$ 22,005.40	\$ (12,890.34)		\$ 9,115.06
Streambank/Shoreland	\$ 50,413.94	\$ (35,069.30)		\$ 15,344.64
FY22-10 LW and Ro SWCD Ag Practices	\$ 38,806.69	\$ (21,121.71)		\$ 17,684.98
Cost share - Ag Practices	\$ -			\$ -
Cost share - non structural	\$ 26,500.00	\$ (18,500.00)		\$ 8,000.00
Education/Info	\$ 6,806.69	\$ (658.70)		\$ 6,147.99
Project Development	\$ 5,500.00	\$ (1,963.01)		\$ 3,536.99
FY22-13 LW SWCD Ag Specialist	\$ 30,000.00	\$ (31,990.00)	\$ 1,990.00	\$ -
Roseau SWCD	\$ 11,700.00	\$ (11,700.00)		\$ -
FY22-09 Roseau SWCD Coordination	\$ 9,450.00	\$ (9,450.00)		\$ -
FY22-16 Ro SWCD KIC	\$ 2,250.00	\$ (2,250.00)		\$ -
Roseau County	\$ 60,969.20	\$ (60,969.20)		\$ -
FY22-07 Ro Co CD26 Stabilization	\$ 10,969.20	\$ (10,969.20)		\$ -
FY22-08 Roseau County JD22 Stabilization	\$ 50,000.00	\$ (50,000.00)		\$ -
Lake of the Woods County	\$ 15,000.00	\$ (15,000.00)		\$ -
FY22-01 LW Co SSTS	\$ 15,000.00	\$ (15,000.00)		\$ -
Lake of the Woods PWD	\$ 60,652.40	\$ (55,840.13)		\$ 4,812.27
FY20/22-02 LW Co Ditch 1 Stab	\$ 30,652.40	\$ (30,652.40)		\$ -
FY22-14 LW Co Ditch 1	\$ 30,000.00	\$ (25,187.73)		\$ 4,812.27
Warroad Watershed District	\$ 262,101.26	\$ (259,135.46)		\$ 2,965.80
FY22-11 WWD Phase 2 Peatland	\$ 20,101.26	\$ (20,101.26)		\$ -
FY22-12 WWD Streambank Projects	\$ 242,000.00	\$ (239,034.20)		\$ 2,965.80
Engineering/Technical	\$ 85,995.00	\$ (83,029.20)		\$ 2,965.80
Streambank/Shoreland	\$ 156,005.00	\$ (156,005.00)		\$ -
FY22-15 WWD Streambank Projects	\$ -			\$ -
City of Warroad	\$ 4,500.00	\$ (4,500.00)		\$ -
FY22-17 City of Warroad Phos Study	\$ 4,500.00	\$ (4,500.00)		\$ -
Amount Remaining	\$ 638,142.20	\$ (585,178.40)	\$ 1,990.00	\$ 54,953.80

7

\$16,969.20
still over-allocated

FY24 WBIF Grant - Funding allocations + pending

Row Labels	Allocation	Spend	Credit	Amount Remaining
Joint Powers Board	\$ 18,500.00	\$ (38.23)		\$ 18,461.77
JPB Operations	\$ 18,500.00	\$ (38.23)		\$ 18,461.77
Lake of the Woods SWCD	\$ 159,173.00	\$ (5,909.48)		\$ 153,263.52
FY24-01 LW SWCD Admin/Coordination	\$ 32,000.00	\$ (5,909.48)		\$ 26,090.52
FY24-03 LW SWCD Forest Mgmt Plans	\$ 16,000.00			\$ 16,000.00
FY24-05 LW SWCD Shoreline <i>pending</i>	\$ 80,000.00			\$ 80,000.00
Streambank/Shoreland Prot	\$ 50,000.00			\$ 50,000.00
Technical/Engineering Assistance	\$ 30,000.00			\$ 30,000.00
FY24-06 LW SWCD Ag Education <i>pending</i>	\$ 20,000.00			\$ 20,000.00
FY24-07 LW SWCD Keep it Clean <i>pending</i>	\$ 11,173.00			\$ 11,173.00
Roseau SWCD	\$ 18,500.00	\$ (3,477.39)		\$ 15,022.61
FY24-02 Roseau SWCD Coordination	\$ 16,000.00	\$ (3,477.39)		\$ 12,522.61
FY24-08 Roseau SWCD Keep it Clean <i>pending</i>	\$ 2,500.00			\$ 2,500.00
Warroad Watershed District	\$ 190,000.00	\$ (82,721.99)		\$ 107,278.01
FY24-04 WWD Streambank Protection	\$ 190,000.00	\$ (82,721.99)		\$ 107,278.01
Streambank/Shoreland Prot	\$ 170,000.00	\$ (82,721.99)		\$ 87,278.01
Technical/Engineering Assistance	\$ 20,000.00			\$ 20,000.00
Lake of the Woods PWD	\$ 235,000.00			\$ 235,000.00
FY24-09 LW County Ditch 1 Stabilization <i>pending</i>	\$ 235,000.00			\$ 235,000.00
Streambank/Shoreland Prot	\$ 200,000.00			\$ 200,000.00
Technical/Engineering Assistance	\$ 35,000.00			\$ 35,000.00
Amount Remaining	\$ 621,173.00	\$ (92,147.09)		\$ 529,025.91

Agenda Item: FY24 WBIF Cooperative Agreements

Background:

See the following pages for copies of the Cooperative Agreements up for approval. These proposals were all part of the FY24 grant work plan submitted to BWSR.

1. LOW SWCD Shoreline Stabilization
2. LOW SWCD Ag Education
3. Lake of the Woods SWCD Keep It Clean
4. Roseau SWCD Keep It Clean
5. LOW Co Ditch 1 Construction and Design

Action Requested:

Review and consider authorization of the FY24 cooperative agreements.

Agreement #	
Project Name	L/W SWCD Shoreline Stabilization
Amendments	
Start Date	

Funding Request Form
Lake of the Woods Watershed Implementation Funds

Project Name	Lake of the Woods SWCD Shoreline Stabilization	
Project Sponsor	Lake of the Woods SWCD	
Contact Name and email	Becky Buegler, becky_b@lakeofthewoodsswcd.org	
Additional Partners	None	
Is this a continuation of an existing program or effort already funded with WBIF funds?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, explain.	There is currently a Shoreline Protection project cost share program being implemented with FY22 WBIF funding.	
Project location description (or attach map)	Southern shore of Lake of the Woods - highest priority for funding.	
Planning Regions, list all that apply: Bostic, Zippel, Muskeg, Warroad, NW Angle, Watershed-wide	Muskeg, Zippel	
Project description with deliverables. Deliverables can include miles, # of landowners impacted, # of practices targeted, estimated quantities. Write 3-5 sentences that will be used for grant work planning.		
*Lake of the Woods shoreline protection projects - continue implementation of shoreline protection project cost share program for shorelines on Lake of the Woods. The LOW SWCD will utilize the existing cost share program policy to implement the practices. Survey and design will be completed by an engineering firm with experience in streambank stabilization. Applicants are ranked for eligibility and priority. This is a priority practice in the Muskeg Bay planning region. The measurable goal is to protect two miles of shoreline on Lake of the Woods. A 25% landowner match is the standard minimum match requirement for each project.		
Estimated implementation dates, timeframes or goals:		
Survey and design is currently ongoing. Anticipated construction summer of 2025.		
Is this project identified in Section 4.0 Targeted Implementation Schedule? If yes, list page numbers. If no, explain.		
MB-S-06, p.4-30 Implement Lake of the Woods shoreland protection projects NA-S-01, p. 4-36 Implement Lake of the Woods shoreland protection projects ZC-S-07, p. 4-50 Implement Lake of the Woods shoreland protection projects		
List measurable Goal(s) and estimated progress towards the goals. To assist with filling this out, reference the measurable goal tracking spreadsheet.		
MG #5: Phosphorus Protection and Restoration in Streams and Rivers and Lake of the Woods (25-50 lbs/year reduction)		

MG #10: Lake of the Woods Shoreline Protection and Restoration (300-400 linear ft towards goal)
Pollution reductions: List any applicable pollutant reductions and estimated values. Reference the BWSR pollutant reduction estimator page.
Phosphorus reduction = 25-50 lbs/year Sediment reduction = 30-40 tons/year Soil reduction estimate = 30-40 tons/year
Pollution reduction calculation method or literature source used to generate reduction.
BWSR Streambank Erosion Calculator

Budget:

Activity (eLink activity)	AMOUNT	FISCAL YEAR
Streambank Shoreline Protection	\$50,000.00	FY24
Technical Engineering Assistance	\$30,000.00	FY24
Total Grant Funds Requested	\$80,00.00	
Non-state Match (minimum \$ or %)	10%	

Match:

<input checked="" type="checkbox"/>	Cash match supported by invoices
<input type="checkbox"/>	In-Kind match supported with documentation. Must be eligible, non-state.
<input type="checkbox"/>	None or Other:

The requirements of this Cooperative Agreement includes all requirements described in "Attachment - Cooperative Agreement"

This agreement is effective upon signature by all parties:

LOW JPB		Date	
Project Sponsor		Date	
Fiscal agent		Date	

Agreement #	
Project Name	L/W SWCD - Ag Education
Amendments	
Start Date	

Funding Request Form
Lake of the Woods Watershed Implementation Funds

Project Name	Lake of the Woods SWCD - Ag Education	
Project Sponsor	Lake of the Woods SWCD	
Contact Name and email	Becky Buegler, becky_b@lakeofthewoodsswcd.org	
Additional Partners	None	
Is this a continuation of an existing program or effort already funded with WBIF funds?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, explain.	There is currently a watershed-wide Ag Specialist education program being implemented with FY22 WBIF funding. This project continues these education efforts.	
Project location description (or attach map)	Prioritize agricultural lands/producers in the watershed.	
Planning Regions, list all that apply: Bostic, Zippel, Muskeg, Warroad, NW Angle, Watershed-wide	Bostic, Zippel, Muskeg, Warroad	
Project description with deliverables. Deliverables can include miles, # of landowners impacted, # of practices targeted, estimated quantities. Write 3-5 sentences that will be used for grant work planning.		
This funding will be used for educational opportunities, workshops, coffee shop talks and engagement with producers to promote soil health, best management practices and natural resource protection. Education efforts will specifically support projects and practices identified in the 2024-2025 funding cycle. Education is key to increasing adoption of best management practices and increasing natural resource protection. The SWCDs will work with the Sustainable Farming Association, Natural Resources Conservation Service and others to promote soil health programs and serve as a resource for local producers.		
Estimated implementation dates, timeframes or goals:		
The timeframe will be for the life of the grant. Goal of 1-2 education events per year.		
Is this project identified in Section 4.0 Targeted Implementation Schedule? If yes, list page numbers. If no, explain.		
EO-01, p. 4-59 Promote Conservation Programs for water quality BMPs		
List measurable Goal(s) and estimated progress towards the goals. To assist with filling this out, reference the measurable goal tracking spreadsheet.		
Measurable Goal #18 - "General Public Watershed Education" 1-2 events per year, minimum. This goal has been exceeded.		

Measurable Goal #19 - "Landowner and Producer Watershed Engagement" Goal of engaging 30-40 landowners and producers per year.
Pollution reductions: List any applicable pollutant reductions and estimated values. Reference the BWSR pollutant reduction estimator page.
N/A
Pollution reduction calculation method or literature source used to generate reduction.
N/A

Budget:

Activity (eLink activity)	AMOUNT	FISCAL YEAR
Education	\$20,000.00	FY24
Total Grant Funds Requested	\$20,000.00	
Non-state Match (minimum \$ or %)	10%	

Match:

<input type="checkbox"/>	Cash match supported by invoices
<input checked="" type="checkbox"/>	In-Kind match supported with documentation. Must be eligible, non-state.
<input type="checkbox"/>	None or Other:

The requirements of this Cooperative Agreement includes all requirements described in "Attachment - Cooperative Agreement"

This agreement is effective upon signature by all parties:

LOW JPB		Date	
Project Sponsor		Date	
Fiscal agent		Date	

Agreement #	
Project Name	L/W SWCD - Keep It Clean
Amendments	
Start Date	

Funding Request Form
Lake of the Woods Watershed Implementation Funds

Project Name	Lake of the Woods SWCD - Keep It Clean	
Project Sponsor	Lake of the Woods SWCD	
Contact Name and email	Becky Buegler, becky_b@lakeofthewoodsswcd.org	
Additional Partners	None	
Is this a continuation of an existing program or effort already funded with WBIF funds?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, explain.	There is currently a watershed-wide Keep It Clean education program being implemented by LOW SWCD with FY22 WBIF funding.	
Project location description (or attach map)	Watershed-wide. Map not applicable.	
Planning Regions, list all that apply: Bostic, Zippel, Muskeg, Warroad, NW Angle, Watershed-wide	Watershed-wide	
Project description with deliverables. Deliverables can include miles, # of landowners impacted, # of practices targeted, estimated quantities. Write 3-5 sentences that will be used for grant work planning.		
<p>Funding in this activity will support the Keep it Clean program, a regional program to encourage stewardship of lakes and rivers during the winter ice fishing season. Activities include:</p> <ul style="list-style-type: none"> • coordinating and holding four meetings annually with a local committee to provide input and support of the program • working with area resorts and businesses to support and promote the Keep It Clean message • placing and removing signage from public and private ice accesses and high traffic areas • purchasing and distributing print and digital marketing • working with local governments to explore policies and address local issues related to waste management and sustainable use of the resource. • completing an annual shoreline cleanup (10-15 miles). <p>Staff time will be billed at the BWSR billable rates.</p>		
Estimated implementation dates, timeframes or goals:		
See above for goals. Timeframe for most activities will occur during the 2024-2025 ice fishing season with the inclusion of the shoreline cleanup in the spring of 2025, and committee meetings.		
Is this project identified in Section 4.0 Targeted Implementation Schedule? If yes, list page numbers. If no, explain.		
EO - 04, p. 4-59 Implement the Keep It Clean campaign EO - 11, p. 4-60 Additional implementation of the Keep It Clean campaign		

List measurable Goal(s) and estimated progress towards the goals. To assist with filling this out, reference the measurable goal tracking spreadsheet.
Measurable Goal #18 - General Public Watershed Education” The Keep It Clean program is an annually established curriculum that is watershed wide.
Pollution reductions: List any applicable pollutant reductions and estimated values. Reference the BWSR pollutant reduction estimator page.
N/A
Pollution reduction calculation method or literature source used to generate reduction.
N/A

Budget:

Activity (eLink activity)	AMOUNT	FISCAL YEAR
Education	\$11,173	FY24
Total Grant Funds Requested	\$11,173	
Non-state Match (minimum \$ or %)	10% match	

Match:

<input checked="" type="checkbox"/>	Cash match supported by invoices
<input checked="" type="checkbox"/>	In-Kind match supported with documentation. Must be eligible, non-state.
<input type="checkbox"/>	None or Other:

The requirements of this Cooperative Agreement includes all requirements described in “Attachment - Cooperative Agreement”

This agreement is effective upon signature by all parties:

LOW JPB		Date	
Project Sponsor		Date	
Fiscal agent		Date	

Agreement #	
Project Name	Roseau SWCD Keep It Clean
Amendments	
Start Date	

**Funding Request Form
Lake of the Woods Watershed Implementation Funds**

Project Name	Roseau SWCD Keep It Clean
Project Sponsor	Roseau SWCD
Contact Name and email	Scott Johnson, scott.johnson@roseau.mnswcd.org
Additional Partners	None
Is this a continuation of an existing program or effort already funded with WBIF funds?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, explain.	There is currently a Keep It Clean education program being implemented by Roseau SWCD with FY22 WBIF funding.
Project location description (or attach map)	Digital Billboard at Lake Country Chevrolet in Warroad.
Planning Regions, list all that apply: Bostic, Zippel, Muskeg, Warroad, NW Angle, Watershed-wide	Watershed-wide
Project description with deliverables. Deliverables can include miles, # of landowners impacted, # of practices targeted, estimated quantities. Write 3-5 sentences that will be used for grant work planning.	
Education of anglers and recreators on Lake of the Woods and promote "Keep It Clean" and the "pack in - pack out" message. Utilize digital billboard in Warroad to promote "Keep It Clean" during the 2024-2025 ice fishing season from January 2025 through April 2025	
Estimated implementation dates, timeframes or goals:	
January 2025 - April 2025.	
Is this project identified in Section 4.0 Targeted Implementation Schedule? If yes, list page numbers. If no, explain.	
EO - 04, p. 4-59 Implement the Keep It Clean campaign EO - 11, p. 4-60 Additional implementation of the Keep It Clean campaign	
List measurable Goal(s) and estimated progress towards the goals. To assist with filling this out, reference the measurable goal tracking spreadsheet.	
Measurable Goal #18 - General Public Watershed Education” The Keep It Clean program is an annually established curriculum that is watershed wide.	

Pollution reductions: List any applicable pollutant reductions and estimated values. Reference the BWSR pollutant reduction estimator page.
N/A
Pollution reduction calculation method or literature source used to generate reduction.
N/A

Budget:

Activity (eLink activity)	AMOUNT	FISCAL YEAR
Education	\$2,500.00	FY24
Total Grant Funds Requested	\$2,500	
Non-state Match (minimum \$ or %)	10%	

Match:

<input type="checkbox"/>	Cash match supported by invoices
<input checked="" type="checkbox"/>	In-Kind match supported with documentation. Must be eligible, non-state.
<input type="checkbox"/>	None or Other:

The requirements of this Cooperative Agreement includes all requirements described in “Attachment - Cooperative Agreement”

This agreement is effective upon signature by all parties:

LOW JPB		Date	
Project Sponsor		Date	
Fiscal agent		Date	

Agreement #	
Project Name	L/W County Ditch 1 Stabilization
Amendments	
Start Date	

**Funding Request Form
Lake of the Woods Watershed Implementation Funds**

Project Name	Lake of the Woods County Ditch 1 Stabilization	
Project Sponsor	Lake of the Woods County Public Works Department	
Contact Name and email	Anthony Pirkl, anthony_p@co.lotw.mn.us	
Additional Partners	None	
Is this a continuation of an existing program or effort already funded with WBIF funds?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, explain.	Soil borings and geotechnical recommendations on soil stabilization to address sloughing / bank failure on County Ditch 1 were funded using FY22 WBIF	
Project location description (or attach map)	See Map	
Planning Regions, list all that apply: Bostic, Zippel, Muskeg, Warroad, NW Angle, Watershed-wide	Zippel	
Project description with deliverables. Deliverables can include miles, # of landowners impacted, # of practices targeted, estimated quantities. Write 3-5 sentences that will be used for grant work planning.		
This project will stabilize approximately a 1/2 mile section of flowage known as County Ditch 1 which flows directly into Zippel Bay and Lake of the Woods. A private engineering firm is developing plans to stabilize the side slopes based on a geotechnical evaluation. This waterway is identified in the Plan.		
Estimated implementation dates, timeframes or goals:		
Anticipated construction in summer of 2025, possible delay to 2026.		
Is this project identified in Section 4.0 Targeted Implementation Schedule? If yes, list page numbers. If no, explain.		
ZC-S-10, p.4.50 Implement in-channel stability projects		
List measurable Goal(s) and estimated progress towards the goals. To assist with filling this out, reference the measurable goal tracking spreadsheet.		
Measurable Goal #4: "Sediment Protection and Restoration in Streams and Rivers" - 50 Tons/year Measurable Goal # 5: "Phosphorus Protection and Restoration in Streams and Rivers and Lake of the Woods" - 120 pounds/year Measurable Goal #8: "In-Channel Projects" - 1/2 mile stabilized		

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Pollution reductions: List any applicable pollutant reductions and estimated values. Reference the BWSR pollutant reduction estimator page.
Sediment = 50 tons/year Phosphorus = 120 lbs/year
Pollution reduction calculation method or literature source used to generate reduction.
Based on amounts from a similar practice in the targeted implementation schedule

Budget:

Activity (eLink activity)	AMOUNT	FISCAL YEAR
Streambank Shoreline Protection	\$200,000.00	FY24
Technical Engineering Assistance	\$35,000.00	FY24
Total Grant Funds Requested	\$235,000.00	
Non-state Match (minimum \$ or %)	10%	

Match:

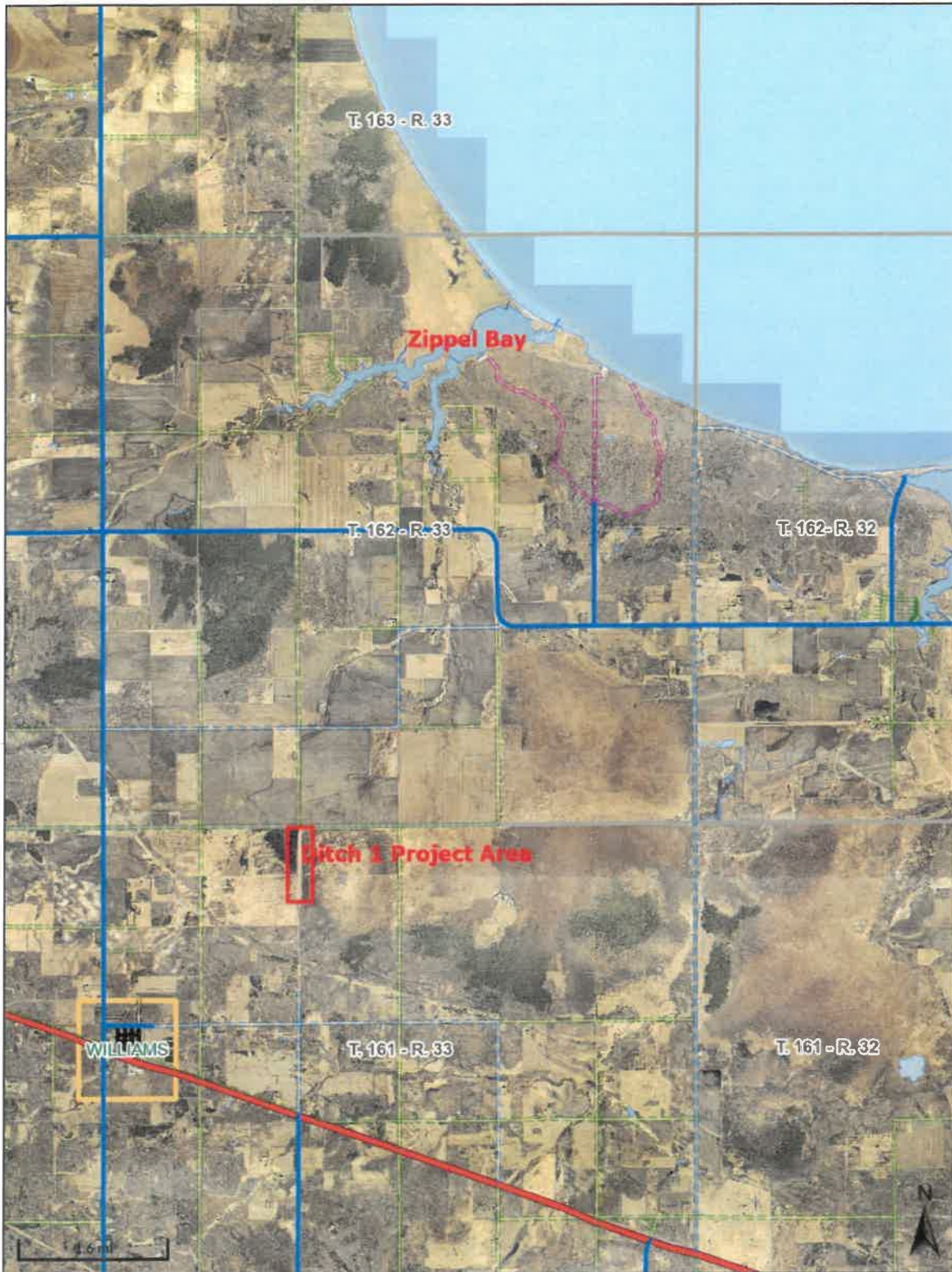
<input checked="" type="checkbox"/>	Cash match supported by invoices
<input type="checkbox"/>	In-Kind match supported with documentation. Must be eligible, non-state.
<input type="checkbox"/>	None or Other:

The requirements of this Cooperative Agreement includes all requirements described in "Attachment - Cooperative Agreement"

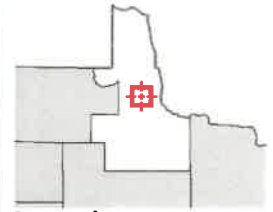
This agreement is effective upon signature by all parties:

LOW JPB		Date	
Project Sponsor		Date	
Fiscal agent		Date	

Ditch 1 Stabilization



Overview



Legend

- Municipal
- Townships
- Parcels
- Lakes
- Roads**
- State Highway
- City Paved
- City Gravel
- County UFT
- County Paved
- County Gravel
- CSAH Paved
- CSAH Gravel
- DNR Gravel
- DNR UFT
- Private Paved
- Private Gravel
- Private UFT
- Private Unknown

Agenda Item: Performance Review and Assistance Program (PRAP) / Plan Rewrite

Background:

The Implementation Committee would like to evaluate the current plan, complete a Performance Review and Assistance Program (PRAP) assessment, and complete a watershed plan rewrite/amendment.

Now is an ideal time for this evaluation and rewrite as the FY22 Implementation Grant is being closed out and we are currently in year 5 of 10 for the implementation of the plan.

The Implementation Committee is requesting to start this process. To complete these actions the IC is requesting to apply for grant funding from BWSR for the Mid-Point Planning Grant. The maximum amount of the grant is \$50,000. No match is required. This grant can be utilized for any assessment of plan progress needed for the PRAP and for any costs associated with amending the plan. After an amendment is completed, the plan would then be good for 10 years.

Action Requested:

Motion to apply for BWSR Mid-Point Planning Grant for assessment of the plan progress and for costs associated with evaluation and amending the plan.

Fact Sheet: Mid-Point Planning Grants



Purpose

These noncompetitive grants support groups in conducting evaluations and/or amending comprehensive watershed management plans developed through the One Watershed, One Plan program. Funding is from Clean Water Funds appropriated to BWSR for developing comprehensive watershed management plans.

The *One Watershed, One Plan – Plan Content Requirements* requires a schedule for a **mid-point evaluation** of progress, along with an examination of new data, to determine whether a plan amendment is warranted (section III.G.5.c).

- c. **Mid-Point Evaluation:** Include a schedule for a thorough mid-point evaluation and potential revision to the implementation schedule. The purpose of this evaluation is to determine progress and consider whether staying the course or resetting direction is necessary. It may also include revisions to models and considerations of new monitoring data. If a WRAPS has been completed or revised since the plan was originally adopted, this evaluation must include an assessment of any changes to the plan necessary due to new information.

Eligibility Requirements

These grants are available to partnerships of local governments that are implementing a BWSR approved, locally adopted comprehensive watershed management plan developed via the One Watershed, One Plan program. Partnerships must have entered into a formal agreement to collaboratively implement the plan.

Eligible Activities

Two main activities are allowable under these grants: evaluation and plan amendments.

Evaluation. Activities described in the “Evaluating” section of [Guidance for Assessing the Implementation of Comprehensive Watershed Management Plans](#) (pages 6-9) are eligible under this grant. Each item in the list below should be examined to determine if a plan amendment is needed.

- New information
- Progress toward plan goals
- Administrative or other changes

Plan Amendments. This funding can be used for amending a comprehensive watershed management plan. See the “**Plan Amendments**” chapter of the One Watershed, One Plan Guidebook (page 53).

Amount, Availability and Timing

Amount: Up to \$50,000.

Availability: One grant is available to each eligible partnership on a non-competitive basis.

Timing: Eligible partnerships may access these funds at the mid-point of the plan implementation period. Timing may vary depending on factors including timing of Watershed-Based Implementation Funding grants, MPCA’s monitoring cycle, and BWSR’s PRAP schedule. Groups must work with their BWSR Board Conservationist and the One Watershed, One Plan program coordinator to determine the appropriate time to access funding.

Administration

Funds will be administered as a new, stand-alone grant agreement (not integrated in WBIF work plans as previously discussed). Grant agreements will be processed in batches (timing to be determined based on the interest of eligible partnerships).

Request: Following discussion with the Board Conservationist and program coordinator, eligible partnerships may request up to \$50,000. The request must include a description of proposed outcomes.

Work Plan: Once approved, the budget request becomes the grant work plan.

Reporting: Reporting in eLINK will include a brief description of the actual outcomes along with a reference to documentation of the evaluation and/or the amended plan. For plan amendments requiring BWSR approval, the amendment must be submitted to BWSR by the grant end date (BWSR does not need to approve the amendment to fulfill the terms of the grant).



Agenda Item: Glenda Phillipe 2023 Per Diem Reimbursement

Background:

Phillipe did not fill out an expense report for the December 13, 2023 JPB meeting until August, 7, 2024. Since this per diem is in a different calendar year, the fiscal agent would like to confirm with the Joint Powers Board that it is okay to pay this expense report.

Action Requested:

Approve the Glenda Phillipe expense report for the meeting per diem and mileage for the December 13, 2023 meeting.

Agenda Item: Nancy Dunnell July 2024 per diem lost check / replacement

Background:

Lake of the Woods Watershed Joint Powers Board Member, Nancy Dunnell's July 2024 per diem check has been lost. The check number is 1228 and was written on July 24, 2024 for \$158.50.

The JPB does not have a policy on reissuance of lost checks.

A question the fiscal agent has regarding the reissuance of the per diem check is:

Should the JPB pay \$20 for a stop payment on the missing check? Stop-payment is only good for 6 months.

Action Requested:

Provide direction to the Fiscal Agent on how to proceed with the lost check.