



# Agenda

## Lower Minnesota River East Watershed

### Joint Powers Board Meeting

**Date:** Thursday, August 21<sup>st</sup>2025

**Time:** 3:00pm-5:00pm

**Location:** Le Sueur County Soil and Water Conservation District

181 W Minnesota St., Le Center, MN 56057

Time	Agenda Item	Lead
3:00pm	Welcome	JPB Chair
3:00pm-3:05pm	Review & Approval of Agenda	JPB Chair
3:05pm-3:10pm	Review & Approval of May 29, 2025 Meeting Minutes	JPB Chair
3:10pm-3:20pm	CRP Incentive Program Update ( <i>Informational Item</i> ) <ul style="list-style-type: none"><li>• Summary of how program went</li><li>• Update total funds that are anticipated to be encumbered</li><li>• Next Steps in Program</li></ul>	Le Sueur SWCD
3:20pm-3:35pm	Fiscal Update ( <i>Informational and Decision Item</i> ) <ul style="list-style-type: none"><li>• Annual Budget Update and Approval<ul style="list-style-type: none"><li>○ Request Board Action to Approve Annual Budget</li></ul></li><li>• Treasurers Report</li></ul>	Le Sueur County
3:35pm-3:45pm	Insurance-Resolution MCIT ( <i>Decision Item</i> ) <ul style="list-style-type: none"><li>• Scott SWCD has been working with MCIT for insurance.</li><li>• One Final Resolution Adoption is required.</li><li>• Request Board Action<ul style="list-style-type: none"><li>○ To approve Insurance Resolution for MCIT.</li></ul></li></ul>	Le Sueur County
3:45pm-4:10pm	2 <sup>nd</sup> Workplan Revision FY'24-26 Funds ( <i>Informational and Decision Item</i> ) <ul style="list-style-type: none"><li>• Summary of Proposed Workplan Revisions<ul style="list-style-type: none"><li>○ Added Wetland Restoration/Water Storage Activity.</li><li>○ Removed Urban BMP Activity Completely.</li><li>○ Shifted WBIF Funds to Le Sueur SWCD for \$50,000 for Wetland/Storage and \$10,000</li></ul></li></ul>	Le Sueur County and Le Sueur SWCD



	<p>TA (From Scott SWCD Ag BMP &amp; Grad Stab Budget and from Ed/Outreach Contract Budget).</p> <ul style="list-style-type: none"><li>○ Updated Deliverables and Outputs for activities.</li><li>• Discussion on proposed amendments to workplan.</li><li>• Request Board Action<ul style="list-style-type: none"><li>○ To approve proposed Staff Recommendations of workplan amendments for the FY'24-26 Workplan and to submit changes to BWSR.</li></ul></li></ul>	
<b>4:10pm-4:35pm</b>	<p>Revisions to Bylaws and/or Create Operating Policy Discussion (<i>Informational and Decision Item</i>)</p> <ul style="list-style-type: none"><li>• Fund Balance<ul style="list-style-type: none"><li>○ Purpose of fund balance.</li><li>○ What should it be used for?</li></ul></li><li>• Dues<ul style="list-style-type: none"><li>○ Discussion on what dues can be used for.</li></ul></li><li>• CDs<ul style="list-style-type: none"><li>○ Putting Grant Funds and/or Dues into CDs.</li><li>○ Is this something the JPB would be interested in?</li></ul></li><li>• Interest<ul style="list-style-type: none"><li>○ Over time we will collect interest from Dues and/or Grant Funds.</li><li>○ What can this be used for?</li></ul></li><li>• Workplan Amendments<ul style="list-style-type: none"><li>○ When does it require staff versus JPB approval?</li><li>○ Where does it apply? All funding sources?</li></ul></li><li>• Conflict of Interest/Code of Ethics</li><li>• Records Retention/Data Practices</li><li>• Others?</li><li>• Examples<ul style="list-style-type: none"><li>○ Cannon River Watershed JPO</li></ul></li><li>• Request Board Action<ul style="list-style-type: none"><li>○ To authorize Staff to work on developing a document that address items listed above.</li><li>○ To authorize Staff to work with legal in assisting with developing a document to address items listed above.</li></ul></li></ul>	Le Sueur County
<b>4:35pm-4:45pm</b>	Implementation Activity Updates ( <i>Informational Item</i> )	All
<b>4:45pm-4:50pm</b>	<p>Bluff Stabilization Tour (<i>Informational Item</i>)</p> <ul style="list-style-type: none"><li>○ Thursday, September 4<sup>th</sup> 9am-12pm</li><li>○ Meeting Location Scott SWCD Office</li><li>○ What to Expect</li></ul>	Le Sueur County
<b>4:50pm-4:55pm</b>	<p>LoMRE AC Meeting (<i>Informational Item</i>)</p> <ul style="list-style-type: none"><li>○ Thursday, October 2<sup>nd</sup> 1pm-3pm</li></ul>	Le Sueur County



	<ul style="list-style-type: none"><li>○ Tentative Agenda: Accomplishments 2025, Looking Ahead 2026, FY'27 WBIF</li></ul>	
<b>4:55pm-5:00pm</b>	Updates & Next Steps ( <i>Informational Item</i> ) <ul style="list-style-type: none"><li>• Any other updates?</li><li>• Next Steering Team Meeting: <b>Thursday, September 4<sup>th</sup> or Thursday, October 2<sup>nd</sup> (TBD)</b></li><li>• Next JPB Meeting: <b>Thursday, November 3:00pm-5:00pm</b></li></ul>	All
<b>5:00pm</b>	Adjourn	JPB Chair

**Joint Powers Board:** Daniel O’Keefe (Le Sueur County), Greg Entinger (Le Sueur SWCD), Charlie Peters (Rice County), Doug Schoenecker (Scott SWCD), and Al Malecha (Rice SWCD)

**Steering Team:** Holly Bushman (Le Sueur County), Trevor Rudenick (Le Sueur County), Michael Schultz (Le Sueur SWCD), Kourtney Spitzack (Le Sueur SWCD), Karl Schmidtke (Le Sueur SWCD), Meghan Darley (Scott SWCD), Troy Kuphal (Scott SWCD), Steve Pahs (Rice SWCD), Emmie Scheffler (Rice SWCD), Brad Behrens (Rice County), Barb Peichel (BWSR), Anne Sawyer (BWSR)

## **Lower Minnesota River East 1W1P**

### **Joint Powers Board Meeting Minutes**

**Date & Time: 4:00pm-4:30pm, Thursday, May 29<sup>th</sup> 2025**

**Location:**

Microsoft Teams

Attendees: Charlie Peters (Rice County), Doug Schoenecker (Scott SWCD), Dan O'Keefe (Le Sueur County), County), Greg Entinger (Le Sueur SWCD), Al Malecha (Rice SWCD), Holly Bushman (Le Sueur County), Mike Schultz (Le Sueur SWCD), Meghan Darley (Scott SWCD), Steve Pahs (Rice SWCD), Brad Behrens (Rice County), Anne Sawyer (BWSR)

#### **I. Welcome**

Dan O'Keefe called the meeting to order at 4:00 pm.

#### **II. Review and Approval of Agenda**

There were no amendments to the agenda as presented.

Motioned by Schoenecker; Seconded by Peters to approve the agenda as presented.

**The Motion carried unanimously for the agenda to be approved.**

#### **III. Review and Approval of April 17<sup>th</sup>, 2025 Meeting Minutes**

There were no amendments to the April 17, 2025 meeting minutes as presented.

Motioned by Schoenecker; Seconded by Entinger to approve the April 17<sup>th</sup> 2025 meeting minutes.

**The Motion carried unanimously for the approval of the April 17, 2025 meeting minutes.**

#### **IV. CRP Incentive Grant Agreement (Informational and Decision Item)**

Holly stated that the CRP Incentive Grant Agreement is ready for approval and needs to be executed as soon as possible. First Holly wanted to reintroduce the 2025 CRP Incentive Program and Policy. The program was created by BWSR and the intent is to incentivize enrollment in the Continuous Conservation Reserve Program (CCRP). Funding is available for all watersheds; and the Lower Minnesota River East Watershed has \$50,000 available.

A policy was created by the JPB and Staff to utilize these funds. The intent was to prioritize habitat priority areas in the plan and to provide a bigger incentive for new contracts and more acres.

There was discussion about the CCRP program and how rates are not where they historically were. Locally staff will be advertising this program when contracts come in.

In order to utilize these funds, a Grant Agreement must be approved by the JPB. The grant agreement is for \$50,000 and will expire on December 31, 2026.

Motioned by Peters; Seconded by Entinger to approve the 2025 CRP Incentive Grant Agreement for the Lower Minnesota River East Watershed.

**The Motion carried unanimously for the approval of the 2025 CRP Incentive Grant Agreement for the Lower Minnesota River East Watershed.**

## **V. Future Meetings**

- Next Steering Team Meeting: **Thursday, June 5<sup>th</sup> or July 3<sup>rd</sup> from 10:00am-12:00pm (TBD)**
- LMREWJPB Meeting: **Thursday, August 21<sup>st</sup>, 3:00pm-5:00pm**

## **VI. Meeting Adjourn**

Motioned by Entinger; Seconded by Malecha to adjourn the meeting at 4:09pm.

**The Motion carried unanimously for the approval to adjourn at 4:09pm.**

# Lower Minnesota River East Watershed Joint Powers Board (LMREWJPB)

## 2024-2027 Work Plan and Budget

### Adopted November 21, 2024

## Introduction

The Lower Minnesota River East Watershed Joint Powers Board (LMREWJPB, or “JPB”), is a joint powers entity composed of five local units of government including Le Sueur and Rice Counties and Le Sueur, Rice, and Scott Soil and Water Conservation Districts (Members). The JPB exists to guide, support, and oversee implementation of the Lower Minnesota River East Comprehensive Watershed Management Plan (Plan).

## Purpose

The purpose of this Work Plan and Budget is to identify the JPB’s proposed Plan implementation activities and its projected revenues and expenses over the identified period. It also serves to identify and describe the roles and responsibilities of Members that agree to provide the JPB with various implementation services through joint powers agreements (sub-agreements).

## Work Plan

The JPB will utilize Watershed Based Implementation Funding (WBIF) through the Board of Water and Soil Resources (BWSR) as the primary source of funding for Plan implementation. Details of projects, programs, and related activities that will be implemented utilizing WBIF grant funds are summarized in Exhibit A and are detailed in the BWSR-approved work plan (Exhibit C). The JPB will seek other funding sources and grants to supplement implantation activities as the need and opportunity arises. Applications for other sources of funding shall be approved by the Board and, if awarded, incorporated into this Work Plan and Budget through formal amendment.

## Budget

Detailed below are the revenues and expenditures of the JPB from 2024 through 2026. A more detailed breakdown of Plan implementation expenses is provided in Exhibit A. All general fund and Special Program accounts, funds, and financial records of the MCD shall be established and maintained separate from those of the Administrative Service Provider.

The Fiscal Agent is authorized to exceed the expenses shown in any given year but may not exceed the total amount for each line item unless this work plan is amended by the Board action.

	2024	2025	2026	2027	Total	Notes
<b>EXPENSES</b>						
Member services						
Planning	\$ 12,000	\$ -	\$ -	\$ -	\$ 12,000	
Watershed coordination	\$ -	\$ 12,500	\$ 12,825	\$ 13,300	\$ 38,625	Le Sueur County
Project coordination	\$ -	\$ 8,700	\$ 9,025	\$ 9,300	\$ 27,025	Scott SWCD
Fiscal management and accounting	\$ -	\$ 3,700	\$ 3,900	\$ 4,000	\$ 11,600	Scott SWCD
Education and outreach	\$ -	\$ 24,500	\$ 25,500	\$ 27,500	\$ 77,500	LeSuer, Rice, Scott SWCD's
Technical assistance and engineering	\$ -	\$ 34,000	\$ 36,000	\$ 40,000	\$ 110,000	All members
Project implementation	\$ -	\$ 172,500	\$123,000	\$ 130,000	\$ 425,500	Cost share, flat rates, incentives - all members
Professional services, non-legal	\$ -	\$ 57,100	\$ 57,100	\$ 40,000	\$ 154,200	Erosion study, SWA's, education, etc
Professional services, legal	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	\$ 6,000	
Program expenses	\$ -	\$ 4,000	\$ 4,000	\$ 4,250	\$ 12,250	Education supplies, workshops, etc.
Administrative expenses	\$ 4,000	\$ 7,000	\$ 7,000	\$ 7,500	\$ 25,500	Insurance, audit, website, etc
<b>Total</b>	<b>\$ 16,000</b>	<b>\$ 326,000</b>	<b>\$280,350</b>	<b>\$ 277,850</b>	<b>\$ 900,200</b>	
<b>REVENUES</b>						
Membership Dues	\$ -	\$ 16,000	\$ 16,000	\$ 17,000	\$ 49,000	5% increase in 2027
BWSR FY22 Planning Grant (P22-9380)	\$ 16,000	\$ -	\$ -	\$ -	\$ 16,000	2024 Q4 only
BWSR FY24-26 WBIF (C25-0256)*	\$269,200	\$ -	\$215,400	\$ 53,800	\$ 538,400	50%/40%/10% distribution
BWSR FY27-29 WBIF*	\$ -	\$ -	\$ -	\$ 269,200	\$ 269,200	Assumes same allocation as FY24-26
BWSR FY25 CRP State Incentives Program	\$ -	\$ 50,000	\$ -	\$ -	\$ -	
<b>Total</b>	<b>\$285,200</b>	<b>\$ 66,000</b>	<b>\$231,400</b>	<b>\$ 340,000</b>	<b>\$ 872,600</b>	
<b>BALANCE</b>						
	<b>\$269,200</b>	<b>\$ (260,000)</b>	<b>\$ (48,950)</b>	<b>\$ 62,150</b>	<b>\$ (27,600)</b>	

## **Joint Powers Agreements**

The JPB will utilize joint powers agreements, or “sub agreements”, to facilitate implementation of essential programs and services by members on behalf of the JPB. These include fiscal management and accounting, watershed coordination, project coordination, education and outreach, and technical assistance and engineer. The roles and responsibilities of members serving in one or more of these capacities are detailed in Attachment B. Professional services including legal and non-legal services will be provided through separate contract between the JPB and private firm. Any and all services that will be reimbursed by state grant funds shall be provided in a manner consistent with the applicable grant policies, agreements and approved work plans.

## EXHIBIT A

### Work Plan and Budget Summary, FY24-26 WBIF

	Le Sueur County	Le Sueur SWCD	Scott SWCD	Rice County	Rice SWCD	TSA or Contract	Totals
Cost Share Projects							
Structural Ag BMPs	\$ -	\$ 36,200	\$ 10,000	\$ -	\$ 21,334	\$ -	\$ 243,500
Grade Stabilization Practices	\$ -	\$ 20,000	\$ 40,000	\$ -	\$ 20,000	\$ -	
Urban BMPs	\$ 4,000	\$ -	\$ 4,000	\$ -	\$ -	\$ -	
Streambank Stabilization	\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ -	
Riparian Native Plantings	\$ 1,333	\$ -	\$ 1,300	\$ 1,333	\$ -	\$ -	
Increase Perennial Cover	\$ -	\$ 4,000	\$ -	\$ -	\$ -	\$ -	
							\$ -
Groundwater							
Well Sealings	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ 6,000
Well Clinics	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ -	\$ -	
Educatio nand Outreach							
Support Smart Salting Campaign	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,500	\$ 78,250
Implement Ed & Outreach Campaign	\$ -	\$ 40,000	\$ 5,000	\$ -	\$ 5,000	\$ 11,750	
Surface Water Ordinance Workshop	\$ 1,000	\$ -	\$ -	\$ 1,000	\$ -	\$ -	
Stormwater Ordinance Workshop	\$ 1,000	\$ -	\$ -	\$ 1,000	\$ -	\$ -	
Studies and Assessments							
Complete 1 Stream Erosion Study	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 75,000
Complete 1 Stream or Lake Sub-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	
Project Development							
Complete 1 WQ Storage Planning Project	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000
Technical Assistance/Engineering	\$ 5,000	\$ 20,000	\$ 20,000	\$ 5,000	\$ 20,000	\$ -	\$ 70,000
Administration/Coordination	\$ 25,323	\$ -	\$ 25,323	\$ -	\$ -	\$ -	\$ 50,646
TOTAL	\$ 39,656	\$ 120,200	\$ 187,623	\$ 8,333	\$ 68,334	\$ 114,250	\$ 538,396

### Proposed Work Plan and Budget Summary, FY27 WBIF

	Le Sueur County	Le Sueur SWCD	Scott SWCD	Rice County	Rice SWCD	TSA or Contract	Totals
Cost Share Projects							
Structural Ag BMPs	\$ -	\$ 18,000	\$ 5,000	\$ -	\$ 8,000	\$ -	\$ 112,300
Grade Stabilization Practices	\$ -	\$ 10,000	\$ 20,000	\$ -	\$ 8,000	\$ -	
Urban BMPs	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ -	\$ -	
Streambank Stabilization	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	
Riparian Native Plantings	\$ 1,000	\$ -	\$ 650	\$ 650	\$ -	\$ -	
Increase Perennial Cover	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ -	
							\$ -
Groundwater							
Well Sealings	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ 3,000
Well Clinics	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Educatio nand Outreach							
Support Smart Salting Campaign	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 43,500
Implement Ed & Outreach Campaign	\$ -	\$ 24,500	\$ 4,500	\$ -	\$ 4,500	\$ -	
Surface Water Ordinance Workshop	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Stormwater Ordinance Workshop	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Studies and Assessments							
Complete 1 Stream Erosion Study	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,000	\$ 44,000
Complete 1 Stream or Lake Sub-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	
Project Development							
Complete 1 WQ Storage Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Technical Assistance/Engineering	\$ 2,750	\$ 11,500	\$ 11,500	\$ 2,750	\$ 11,500	\$ -	\$ 40,000
Administration/Coordination	\$ 13,300	\$ -	\$ 13,300	\$ -	\$ -	\$ -	\$ 26,600
TOTAL	\$ 19,050	\$ 67,000	\$ 92,950	\$ 3,400	\$ 33,000	\$ 54,000	\$ 269,400



## **Exhibit B**

In consultation with other Member staff, the program Host will:

- Prepare and submit funding requests as approved by the MCD Board;
- Prepare work plans and budgets in accordance with applicable grant agreement requirements and this Work Plan for the Board's review and approval; and
- Prepare Special Program guidance, forms and other documents as necessary for Participants to fulfill their obligations.

The Host will administer Special Programs in accordance with applicable grant or agreement requirements and this Work Plan, including but not limited to:

- Submit MCD approved work plan activities and budgets as required by the funding agency; work with funding agency as necessary to secure approval of grant agreements;
- Receive and process completed Participant applications. If there is disagreement between the Participant and Host, notify the Administrative Services Provider for placement of the next MCD Board agenda;
- Prepare and submit quarterly progress reports to MCD for inclusion in regular meeting agenda packets; reports shall include a summary of progress towards achieving outcomes and expenditures;
- Complete reporting as required to fulfill grant agreement and other the funding agency requirements;
- Lead any required project development efforts in consultation with other Member staff and Partners as appropriate; distribute approved protocols, technical information, and other guidelines as may be needed for Participants to deliver on expected outcomes and comply with program requirements; provide support to Participants as needed;
- Develop and submit a multi-year program budget for incorporation into MCD Work Plan and Budget; and
- Coordinate with Administrative Service Provider as needed to ensure accurate and timely payment to Participants and to track and report budget expenditures and balances.

### **Participants**

By participating in a Special Program, the Participant understands and agrees to:

- Acknowledge MCD will enter into an agreement with the Administrative Service Provider to provide administration and fiscal management services to the MCD as described above;
- Identify and develop projects, programs, or other activities for which program funds are proposed to be used;
- Submit completed applications for Special Program participation, using a form(s) provided by the Host;
- Oversee progress and ensure all expenses are appropriate and consistent with approved Special Program application, terms of applicable grant agreements, and this Work Plan;
- Coordinate requests and obtain approval from the Host prior to expenditure of time or funds on any activity that is different or modified from an original approved application;
- Provide the Host with a description of any capital equipment purchased along with identifying serial numbers for inventory purposes; acknowledge any capital equipment purchased through a Special Program is property of the MCD and will be maintained in good, working order;
- Notify Host if funds reserved for the Participant will not be used; acknowledge the purpose of this is to enable the Host to redistribute grant funds to other Participants to ensure such funds are expended and that the Host will determine the date by which such notification is required;
- Provide reports, plans, information or other documentation as may be required by the Host to ensure deliverables meet grant requirements and eligibility for payment; acknowledge the Host has discretion to determine deliverable requirements and the content and frequency of any reporting;
- Ensure all approved activities are completed in accordance with the approved application and program guidelines;
- Maintain records in accordance with specific rules and protocols of each Special Program;
- Submit invoices to MCD for services provided; invoices shall meet minimum format and content requirements as determined necessary by the Host or the Administrative Service Provider; and
- Provide other information as may be requested by the Host or Administrative Service Provider to ensure compliance with agency grant requirements.

## EXHIBIT 2

### Fiscal Agent-Type Duties

Activity	LGU Capacity/interest
Track project finances according to BWSR policy.	Scott SWCD
Prepare annual budget in coordination with Watershed Coordinator.	Scott SWCD
Assist with Preparing Biennial Work Plans.	Scott SWCD
Receive and issue payments.	Scott SWCD
Develop method for members to submit quarterly reimbursements for staff time and projects.	Scott SWCD
Establish a separate fund or funds for management of contributions and grant monies, crediting all interest earned from the fund or funds be credited back to those same funds.	Scott SWCD
Compile records for annual audits.	Scott SWCD
Provide, at a minimum, quarterly accounting of the funds, receipts and disbursements, to be presented to the JPB for its meetings.	Scott SWCD
Maintain all records related to the fund or funds and retain them in accordance with the record retention policy requirements of the Minnesota State Auditor.	Scott SWCD
Approve projects or project payments as described in the approved work plan or Fiscal Agent agreement with the JPE.	Scott SWCD
Develop consistent forms for partners to report project finances. Done in collaboration with Project Coordinator.	Scott SWCD
E-Link Reporting.	Scott SWCD
Act as Grant Administrator for both WBIF and non-WBIF financial resources on behalf of the Partnership.	Scott SWCD
Secure insurance for the JPE.	Scott SWCD

- Coordinating with Special Program Hosts to ensure accurate and timely payments to Special Program Participants and to track and report Special Program budget expenditures and balances;
- Maintaining accurate accounting of all program revenues and expenses;
- Providing a financial report at each regularly scheduled MCD Board meeting itemizing fund balances, revenues, and expenditures for each program;
- Maintaining separate copies of all receipts, invoices and payment vouchers to facilitate financial audits;
- Making payment to Members pursuant to approved applications, subject to receipt of invoices and Host approved expenditures and quarterly reports;
- Subjecting the books, records, documents, accounting procedures, and practices to examination by the MCD Board, individual Member Boards and staff, BWSR or other funding agencies, and the State Auditor upon request;
- Preparing and submitting annual, final, and other financial reports to funding agencies as required per grant agreement and policies;
- Assisting with program audits;
- Ensuring the MCD secures and maintains adequate types and levels of insurance coverage; and
- Other fiscal and accounting services as may be needed for compliance with fiscal management and accounting requirements of state grants and/or applicable state laws and regulations.

### Watershed Coordinator-Type Duties

Activity	LGU Capacity/interest
Develop annual work plan and associated budget with assistance from the Fiscal Agent.	Le Sueur County
Develop consistent forms for partners to request funds for projects, and to report project outcomes. Done in collaboration with Fiscal Agent.	Le Sueur County
Develop consistent forms for partners for project ranking/scoring and cost-share policies. Done in collaboration with the Project Coordinator.	Le Sueur County

## EXHIBIT 2

Act as point of contact for the Partnership.	Le Sueur County
Recommend plan amendments to the 1W1P to the JPB.	Le Sueur County
Ensure work plan progress.	Le Sueur County
Provide the JPB with project updates on work being completed under the 1W1P, with assistance from the Steering Team and Advisory Committee.	Le Sueur County
Organize meetings of the JPB, Advisory Committee, Steering Team, and any subcommittees to assist the same with fulfilling their duties. This includes providing advance notice of meetings, preparing/ distributing agendas & related materials, distributing minutes, maintain all records and documents of the above-noted groups.	Le Sueur County
Assist with preparing and submitting grant applications and funding requests on behalf of the entity.	Le Sueur County

### Project Coordinator-Type Duties

Activity	LGU Capacity/interest
Develop a process to track progress of all partners toward plan activities and goals and pace of progress and summarize it in regular reports.	Scott SWCD
Develop consistent forms for partners to request funds for projects, and to report project outcomes. Done in collaboration with Fiscal Agent.	Scott SWCD
Develop consistent forms for partners for project ranking/scoring and cost-share policies. Done in collaboration with the Watershed Coordinator.	Scott SWCD
Ensure work plan progress.	Scott SWCD
Provide the JPB with project updates on work being completed under the 1W1P, with assistance from the Steering Team and Advisory Committee.	Scott SWCD
Assist with preparing and submitting grant applications and funding request on behalf of the entity.	Scott SWCD

### Legal Counsel-Type Duties

Activity	LGU Capacity/interest
Represent and serve as legal counsel for the JPE, which may be donated or compensated.	Contract Services
Work with legal counsel to <ul style="list-style-type: none"> <li>○ Develop subcontracts with JPE partners</li> <li>○ Draft bylaws/operating rules for JPE</li> </ul>	Le Sueur County

### Soil Health & Outreach Specialist-Type Duties

Activity	LGU Capacity/interest
Coordinate and implement education and outreach activities mentioned in the Comprehensive Watershed Management Plan and the Education and Outreach Plan.	Le Sueur SWCD
Develop/host a webpage (or other appropriate tools) to house public-facing items.	Le Sueur SWCD
Identify method and host location to post and share internal collaborative communications.	Le Sueur SWCD
Act as the point of contact for Soil Health Practices within the Watershed.	Le Sueur SWCD

## EXHIBIT 2

Soil Health Project Development: Project planning, design, communication and coordination with landowners, and cost-share paperwork.	<b>Le Sueur SWCD</b>
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### Technical Assistance and Engineering Services-Type Duties

<b>Activity</b>	<b>LGU Capacity/interest</b>
Act as the point of contact for activities within the Watershed that each LGU has allocated funds for and are identified in the most current version of the Workplan.	<b>All</b>
Project Development: Project planning, design, communication and coordination with landowners as well as engineers for activities within the Watershed that each LGU has allocated funds for and that are identified in the most current version of the Workplan.	<b>All</b>
Complete required cost-share paperwork (contracts, reporting, etc.) for activities within the Watershed that each LGU has allocated funds for and that are identified in the most current version of the Workplan.	<b>All</b>
LGU will coordinate and communicate with Partnership (ST, AC, and JPB members) progress for each activity that allocated funds are designated for.	<b>All</b>

**Treasurers Report**  
**1/1/2025 – 8/15/2025**

REVENUES			
Grants			
BWSR FY 24-26 WBIF Grant		\$	269,198.00
BWSR FY25 CRP State Incentives Program		\$	50,000.00
Dues			
Scott SWCD		\$	4,000.00
Le Seuer SWCD		\$	4,000.00
Le Seuer County		\$	4,000.00
Rice SWCD		\$	2,000.00
Rice County		\$	2,000.00
TOTAL REVENUES:		\$	335,198.00
EXPENDITURES			
Administrative expenses			
Hometown Bank - Checks		\$	118.41
Project Implementation			
Well Testing Clinic		\$	780.00
Member Services			
Scott SWCD	2025 Q1 Invoice	\$	2,641.50
	2025 Q2 Invoice	\$	3,413.50
Rice SWCD	2025 Q1 Invoice	\$	160.00
	2025 Q2 Invoice	\$	3,805.02
Le Sueur County	2025 Q1 Invoice	\$	3,513.44
	2025 Q2 Invoice	\$	3,805.02
Le Sueur SWCD	2025 Q1 Invoice	\$	3,629.53
	2025 Q2 Invoice	\$	12,514.59
TOTAL EXPENDITURES:		\$	30,575.99
BALANCE		\$	304,622.01

**RESOLUTION 08-2025**

**Lower Minnesota River East Partnership MCIT Membership Joint Powers Agreement**

The **Lower Minnesota River East Watershed Joint Powers Board on behalf of the Lower Minnesota River East Partnership** hereby acknowledges participation as a member of the Minnesota Counties Intergovernmental Trust by the acceptance and execution of the MCIT joint powers agreement denoted as "Minnesota Counties Intergovernmental Trust, Joint Powers Agreement, Adopted by Membership December 4, 2017".

\_\_\_\_\_  
Lower Minnesota River East Watershed JPB Chair

\_\_\_\_\_  
Date

Attest:  
  
\_\_\_\_\_

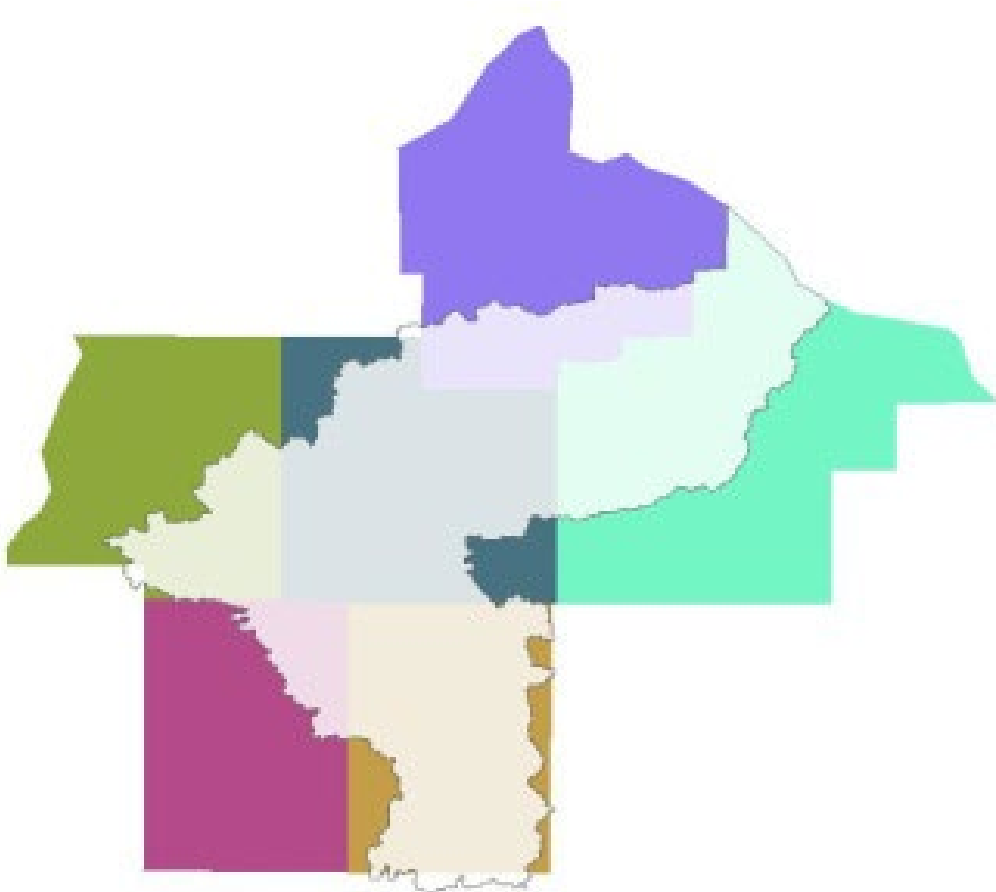
\_\_\_\_\_  
Date

Title: Lower Minnesota River East Watershed JPB Vice Chair  
\_\_\_\_\_

**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 2<sup>nd</sup> Ave NW, Suite 200

Faribault, MN 55021

(507) 332-5408

[emmie.scheffler@riceswcd.org](mailto:emmie.scheffler@riceswcd.org)



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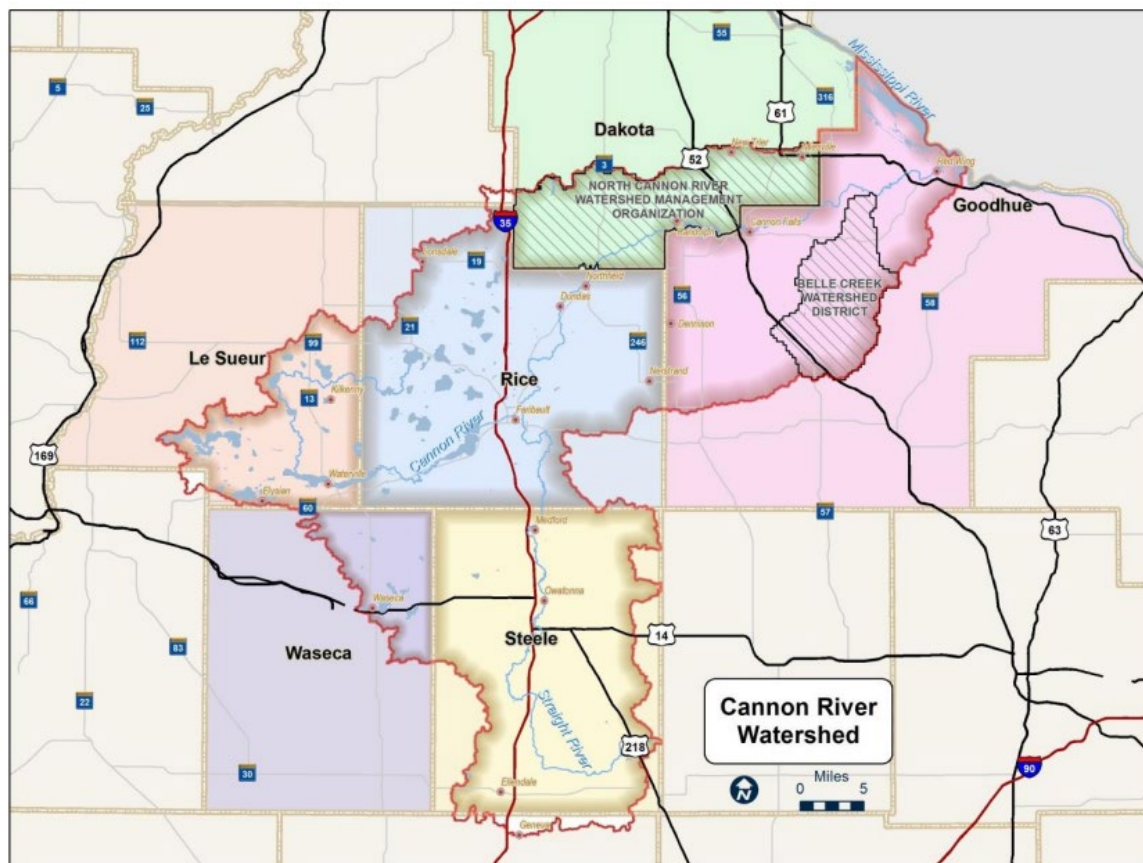
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### I. Overview

#### 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 – Brad Anderson  
Vice Chair- David Preisler  
Treasurer- Roger Bongers  
Secretary- Galen Malecha  
Member – Mike Slavik

**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](mailto: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](mailto: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](mailto:steven.pahs@riceswcd.org)

Cost Share and Technical Assistance (TACS)  
Ashley Gallagher, Dakota County SWCD  
651-480-7781  
[ashley.gallagher@co.dakota.mn.us](mailto: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](mailto: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 6<sup>th</sup>, 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
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**Cannon River Watershed Joint Powers Organization  
Operating Rules  
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**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.

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**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 1<sup>st</sup> of July, 2020.

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**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 6<sup>th</sup>, 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 6<sup>th</sup>, 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 6<sup>th</sup>, 2022.