

Metro Conservation Districts



**Metropolitan Soil and Water Conservation Districts
Technical Service Area Joint Powers Board (MCD) Meeting
Ramsey County Public Works Facility
1425 Paul Kirkwold Drive, Arden Hills
4:00 PM, Wednesday, August 31, 2022**

AGENDA

<u>Item</u>	<u>Description</u>	<u>Packet Pages</u>	<u>Type</u>
1	Call to Order		
2	Attendance Roll Call/Introductions		
3	Approval of Agenda		Action
4	Minutes		
	4.1 February 23, 2022, Regular Board meeting	2-4	Action
5	Treasurer's Report – <i>Scott</i>		
	5.1 August Treasurer's Report	5	Action
	5.2 Checking Account Transactions Report	6-8	Information
6	Manager Meeting Notes from May 4 and Jul 27	9-15	Information
7	Special Programs		
	7.1 Engineering and Technical Assistance (ETA) Program – <i>Dakota</i>		
	7.1.1 ETA & Equipment Reports as of June 30, 2022	16-18	
	7.1.2 Grant Status Report as of June 30, 2022	19	Information
	7.2 Subwatershed Analysis (SWA) Program		
	7.2.1. 2019 Grant Project Status Update Report	20-28	Information
8	Other Business		
	8.1 2023 – 2025 Work Plan and Budget	29-42	Action
	8.2 Certification of Deposit		Action
9	Member Updates		Information
10	Adjourn		Action

PUBLIC NOTICE: The August 31, 2022, Regular Board meeting will take place in person with an option to join via video conference. A link for remote attendance will be emailed to everyone on the agenda distribution list and anyone who requests one. Call 952-492-5425 for more information or instructions. Please be aware the ability to participate remotely may be limited due to technology limitations and/or equipment failure.



MEETING MINUTES
Wednesday, February 23, 2022
Virtual Meeting Held on Zoom

Attendance:

<u>Member</u>	<u>Supervisors</u>	<u>Staff</u>
Anoka CD	Glenda Meixell	Chris Lord
Carver SWCD	Marcus Zbinden	Mike Wanous
Chisago SWCD		
Dakota SWCD	Laura Zanmiller	Brian Watson
Hennepin County		
Isanti SWCD	David Medvecky	
Ramsey County	Nicole Frethem	Ann WhiteEagle; Sheena Denny
Scott SWCD	Doug Schoenecker	Troy Kuphal
Sherburne SWCD	Larry Goenner	Francine Larson
Washington CD	John Rheinberger	
Wright SWCD		

1. Call to Order

The meeting was called the meeting to order at 8:30 am. A quorum was present.

2. Open Floor

No one came forward.

3. Election of Officers

Kuphal opened the floor for nominations for Chair. Rheinberger volunteered for Chair. Kuphal called twice for further nominations. There were no further nominations. Kuphal recognized Rheinberger as the only nominee and called for any objections to elect Rheinberger as Chair by acclamation. There being no objections Kuphal declared John Rheinberger Chair by acclamation.

Chair Rheinberger called for nominations for Vice-Chair. Nicole Frethem volunteered for Vice-chair. Chair Rheinberger called twice for further nominations. **Motion 22.001** Motion by Zbinden, second by Schoenecker, to elect Nicole Frethem as Vice-Chair. Voting Aye: Zbinden, Zanmiller, Medvecky, Frethem, Schoenecker, Goenner, Rheinberger. Voting nay: none.

Chair Rheinberger called for nominations for Secretary. Schoenecker nominated Glenda Chair Rheinberger called twice for further nominations. **Motion 22.002** Motion by Zbinden, second by Zanmiller, to approve Glenda Meichel as secretary. Voting Aye: Zbinden, Zanmiller, Medvecky, Frethem, Schoenecker, Goenner, Rheinberger. Voting nay: none.

Chair Rheinberger called for nominations for Treasurer. Schoenecker volunteered for Treasurer. Chair Rheinberger called twice more for further nominations. **Motion 22.003** Motion by Frethem, second Medvecky, to approve Doug Schoenecker as Treasurer. Voting Aye: Zbinden, Zanmiller, Medvecky, Frethem, Schoenecker, Goenner, Rheinberger. Voting nay: none.

Glenda Meixell entered the meeting at 8:44 am.

4. Approve of Agenda

Motion 22.004 Motion by Schoenecker, second by Fretham, to approve the agenda as presented. Voting Aye: Meixell, Zbinden, Zanmiller, Medvecky, Frethem, Schoenecker, Goenner, Rheinberger. Voting nay: none.

5. Approval of Minutes

Motion 22.005 Motion by Fretham, second by Meixell, to approve the minutes as presented. Voting Aye: Meixell, Zbinden, Zanmiller, Medvecky, Frethem, Schoenecker, Goenner, Rheinberger. Voting nay: none.

6. Treasurer’s Report – Scott SWCD Reporting

6.1 Treasurer’s Report – February 16, 2022

Troy Kuphal read the Treasurer’s Report with balances as of February 16, 2022. Supervisor Zbinden asked about account interest rates. Troy Kuphal responded he would get the information and report back.

Motion 22.006 Motion by Zbinden, second by Fretham, to approve the treasurers report as presented subject to audit. Voting Aye: Meixell, Zbinden, Zanmiller, Medvecky, Frethem, Schoenecker, Goenner, Rheinberger. Voting nay: none.

6.2 Checking Account Transaction Report

The checking account transaction report was published; no discussion.

7. Manager’s Meeting Notes for Jan 22, 2022 - Troy Kuphal reported, noting Washington hosted the meeting host. No discussion

8. Special Programs

8.1 Engineering and Technical Assistance (ETA) Program

8.1.1 ETA Eng./Tech, Assistance & Equipment Reports – Brian Watson reported; no discussion.

8.1.2 Grant Status Report – Brian Watson reported; no discussion.

8.2 Subwatershed Analysis (SWA) Program Report –Troy Kuphal reported; no discussion.

9. Other Business

9.1 Bid for FY2021 Financial Audit

Kuphal referred to the proposal by Peterson Company, LTD, for completing the MCD 2021 Financial Audit. **Motion 22.007** Motion by Schoenecker, second by Fretham to accept Peterson Company, LTD, audit bid for \$2,900. Aye: Meixell, Zbinden, Zanmiller, Medvecky, Frethem, Schoenecker, Goenner, Rheinberger. Voting nay: none.

9.2 Official Depository Institution

Motion 22.008 Motion by Frethem, second by Zanmiller to designate HomeTown Bank as the primary checking and savings account. Aye: Meixell, Zbinden, Zanmiller, Medvecky, Frethem, Schoenecker, Goenner, Rheinberger. Voting nay: none.

Supervisor Zbinden inquired if any other banks and/or credit unions were researched. Supervisor Schoenecker indicated that HomeTown Bank is a local bank in Jordan that is very convenient and provides great service, and further noted it is Scott SWCD’s financial institution as well. No further discussion.

9.3 Budget Amendment

Kuphal explained the main reason for the proposed budget amendment, noting the adopted budget did not account for costs associated developing grant work plans. Since time performing this task occurs prior to the grant agreement being executed, it is not eligible for grant funds and MCD’s fund balance must be used. **Motion 22.009** Motion by Fretham, second by Zbinden, to approve the Budget Amendment. Aye: Meixell, Zbinden, Zanmiller, Medvecky, Frethem, Schoenecker, Goenner, Rheinberger. Voting nay: none.

Next Board Meeting

Discussion held on the time and location of the next Board meeting, which is scheduled to take place May 25. Schoenecker indicated he would prefer to have the Board meeting in person. Goenner and Zbinden indicated they would prefer morning meetings.

Motion 22.010 Motion by Meixell, second by Schoenecker to schedule the May 25 Board meeting at 4:00 pm at Ramsey County Public Works Facility. Aye: Meixell, Zbinden, Zanmiller, Medvecky, Frethem, Schoenecker, Goenner, Rheinberger. Voting nay: none.

10. Member District Updates

None.

11. Adjourn

Motion 22.011 Motion by Schoenecker, second by Meixell, to adjourn the meeting at 9:10 am. Aye: Meixell, Zbinden, Zanmiller, Medvecky, Frethem, Schoenecker, Goenner, Rheinberger. Voting nay: none.

Respectfully submitted,

Glenda Meixell, Secretary

Date

**Metropolitan Conservation District
Treasurer's Report
As of August 22, 2022**

Previous Cash
Balance 8/22/2022

ETA - Engineering and Technical Assistance

ASSETS		
Cash - Previous Balance -2/15/2022	\$702,383.20	
Income		\$0.00
Expense	\$241,497.57	
Cash - Ending Balance -8/22/2022		\$460,885.63
LIABILITIES		
NPEAP/ETA	\$460,885.63	
Total Liabilities	\$460,885.63	
FUND BALANCE		\$0.00

SWA - Sub-watershed Analysis

ASSETS		
Cash - Previous Balance -2/15/2022	\$2,062.71	
Income		\$80,000.00
Expense	\$102,062.71	
Cash - Ending Balance -8/22/2022		-\$20,000.00
LIABILITIES		
SWA Grant - 2014	-\$20,000.00	
Total Liabilities	-\$20,000.00	
FUND BALANCE		\$0.00

MAWQCP - MN Ag Water Quality Certification

ASSETS		
Cash - Previous Balance - 2/15/2022	\$0.00	
Income		\$8,085.24
Expense	\$8,085.24	
Cash - Ending Balance -8/22/2022		\$0.00
FUND BALANCE		\$0.00

CWF - Childrens' Water Festival

ASSETS		
Cash - Previous Balance - 2/15/2022	\$56,725.89	
Income		\$11,600.00
Expense	\$3,277.50	
Cash - Ending Balance -8/22/2022		\$65,048.39
FUND BALANCE		\$65,048.39

MCD - Metro Conservation District

ASSETS		
Cash - Previous Balance -2/15/2022	\$53,316.12	
Income		\$16,134.73
Expense	\$7,730.32	
Cash - Ending Balance - 8/22/2022		\$61,720.53
FUND BALANCE		\$61,720.53

TOTAL FUND BALANCE	\$126,768.92	
TOTAL CASH BALANCE		\$567,654.55

BANK ACCOUNT SUMMARY

Accounts Type	Bank	Balance
Checking	Hometown	\$14,208.96
Savings	Hometown	<u>\$553,445.59</u>
Total Cash		\$567,654.55

Metro Conservation District

As of August 22, 2022

Type	Date	Num	Name	Memo	Debit	Credit	Balance
							63,177.06
Deposit	02/15/2022			Deposit	1,337.33		64,514.39
Bill Pmt -Check	02/15/2022	2091	Dakota County Soil & Water Conservation D	Invoice 3128		81.38	64,433.01
Bill Pmt -Check	02/15/2022	2092	Scott Soil and Water Conservation Dist.	Invoice 2021-250		95.15	64,337.86
Bill Pmt -Check	02/15/2022	2093	Sherburne SWCD1	Invoice 2022102		114.46	64,223.40
Bill Pmt -Check	02/15/2022	2094	Washington Conservation District	Invoice 5517		1,046.34	63,177.06
Bill Pmt -Check	02/15/2022	2095	Anoka Conservation District	Invoice 2021311		19,143.49	44,033.57
Bill Pmt -Check	02/15/2022	2096	Carver Soil & Water Conservation District	Invoice 2148		3,082.46	40,951.11
Bill Pmt -Check	02/15/2022	2097	Chisago Soil & Water Conservation Dist	Invoice 3929		5,578.68	35,372.43
Bill Pmt -Check	02/15/2022	2098	Dakota County Soil & Water Conservation D	Invoice 3177		1,695.17	33,677.26
Bill Pmt -Check	02/15/2022	2099	Hennepin County	Invoice 178605		15,211.84	18,465.42
Bill Pmt -Check	02/15/2022	2100	Isanti SWCD	Invoice 2021-34		8,690.00	9,775.42
Bill Pmt -Check	02/15/2022	2101	Ramsey County - Vendor	Invoice 4ETA2021		17,585.97	-7,810.55
Bill Pmt -Check	02/15/2022	2102	Scott Soil and Water Conservation Dist.	Invoice 2021-221		17,957.00	-25,767.55
Bill Pmt -Check	02/15/2022	2103	Sherburne SWCD1	Invoice 2022107		1,740.16	-27,507.71
Bill Pmt -Check	02/15/2022	2104	Washington Conservation District	Invoice 5520		8,764.63	-36,272.34
Transfer	02/16/2022			Funds Transfer	75,000.00		38,727.66
Check	02/16/2022	EFT	Verizon Wireless			125.10	38,602.56
Deposit	03/02/2022			Deposit	3,200.00		41,802.56
Deposit	03/02/2022			Deposit	80,000.00		121,802.56
Bill Pmt -Check	03/10/2022	2105	Dakota County Soil & Water Conservation D	Invoice 3178		1,997.89	119,804.67
Check	03/10/2022	2107	Scott Soil and Water Conservation Dist.	Invoice 2021-255		561.13	119,243.54
Bill Pmt -Check	03/10/2022	2106	Scott Soil and Water Conservation Dist.	Invoice 2021-254		6,280.32	112,963.22
Check	03/16/2022	eft	Verizon Wireless			125.10	112,838.12
Deposit	03/17/2022			Deposit	4,800.00		117,638.12
Deposit	03/25/2022			Deposit	6,400.00		124,038.12
Deposit	03/30/2022			Deposit	1,600.00		125,638.12
Check	04/14/2022	EFT	Verizon Wireless			125.10	125,513.02
Bill Pmt -Check	04/27/2022	2108	Sherburne SWCD1	Invoice 2022121		9,000.00	116,513.02
Check	04/27/2022	2109	144Design, Inc	Invoice 22-188002-03		577.50	115,935.52
Bill Pmt -Check	05/05/2022	2110	Chisago Soil & Water Conservation Dist	Invoice 3932		17,136.49	98,799.03
Bill Pmt -Check	05/05/2022	2111	Dakota County Soil & Water Conservation D	Invoice 3200		1,884.00	96,915.03
Bill Pmt -Check	05/05/2022	2112	Hennepin County	Invoice 1000186112		7,302.95	89,612.08
Bill Pmt -Check	05/05/2022	2113	Isanti SWCD	Invoice 2021-48		8,075.00	81,537.08
Bill Pmt -Check	05/05/2022	2114	Scott Soil and Water Conservation Dist.	Invoice 2022-120		1,604.00	79,933.08
Bill Pmt -Check	05/05/2022	2115	Sherburne SWCD1	Invoice 2022116		1,532.04	78,401.04
Deposit	05/11/2022			Deposit	6,388.42		84,789.46
Check	05/16/2022	EFT	Verizon Wireless			157.98	84,631.48
Bill Pmt -Check	05/20/2022	2116	Ramsey County - Vendor	Invoice 1SWA 2022		15,300.00	69,331.48
Bill Pmt -Check	05/20/2022	2117	Carver Soil & Water Conservation District	Invoice 2156		7,650.00	61,681.48
Bill Pmt -Check	05/20/2022	2118	Carver Soil & Water Conservation District	Invoice 2157		7,650.00	54,031.48
Check	05/23/2022	2119	Wright SWCD	Invoice 86091018		4,312.00	49,719.48
Check	05/23/2022	2120	Washington Conservation District	Invoice 5613		732.49	48,986.99
Check	05/23/2022	2121	Scott Soil and Water Conservation Dist.	Invoice 2022-112		1,280.79	47,706.20
Check	05/23/2022	2122	Sherburne SWCD1	Invoice 2022117		63.14	47,643.06
Bill Pmt -Check	05/24/2022	2123	Dakota County Soil & Water Conservation D	Invoice 3202		3,120.00	44,523.06

Metro Conservation District

As of August 22, 2022

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Bill Pmt -Check	06/01/2022	2124	Isanti SWCD	Invoice 2021-52		15,300.00	29,223.06
Deposit	06/01/2022			Deposit	1,250.00		30,473.06
Bill Pmt -Check	06/03/2022	2125	Scott Soil and Water Conservation Dist.	Invoice 2021-253		2,177.62	28,295.44
Deposit	06/06/2022			Deposit	1,000.00		29,295.44
Check	06/15/2022	EFT	Verizon Wireless			241.79	29,053.65
Bill Pmt -Check	06/22/2022	2126	Scott Soil and Water Conservation Dist.			7,300.00	21,753.65
Bill Pmt -Check	06/22/2022	2127	Hennepin County Treasurer	Invoice GM0005108		15,300.00	6,453.65
Deposit	07/06/2022			Deposit	7,350.00		13,803.65
Check	07/14/2022	EFT	Verizon Wireless			125.10	13,678.55
Transfer	07/19/2022			Funds Transfer	25,000.00		38,678.55
Bill Pmt -Check	07/21/2022	2129	Washington Conservation District	Invoice 5673		2,700.00	35,978.55
Bill Pmt -Check	07/25/2022	2128	Washington Conservation District	Invoice 5606		2,760.54	33,218.01
Bill Pmt -Check	07/25/2022	2131	Anoka Conservation District	Invoice 2021281		1,700.00	31,518.01
Bill Pmt -Check	07/25/2022	2132	Carver Soil & Water Conservation District	Invoice 2156		850.00	30,668.01
Bill Pmt -Check	07/25/2022	2133	Chisago Soil & Water Conservation Dist	Invoice 3903		800.00	29,868.01
Bill Pmt -Check	07/25/2022	2134	Dakota County Soil & Water Conservation D	Invoice 3092		740.21	29,127.80
Bill Pmt -Check	07/25/2022	2135	Hennepin County Treasurer	Invoice GM0005108		1,700.00	27,427.80
Bill Pmt -Check	07/25/2022	2136	Isanti SWCD	Invoice 2021-52		1,700.00	25,727.80
Bill Pmt -Check	07/25/2022	2137	Ramsey County - Vendor	Invoice 1SWA 2022		1,700.00	24,027.80
Bill Pmt -Check	07/25/2022	2138	Scott Soil and Water Conservation Dist.			1,700.00	22,327.80
Bill Pmt -Check	07/25/2022	2139	Sherburne SWCD1	Invoice 2021071		700.00	21,627.80
Bill Pmt -Check	07/25/2022	2140	Washington Conservation District	Invoice 5398		1,400.00	20,227.80
Bill Pmt -Check	07/25/2022	2141	Wright SWCD	Invoice 86090959		1,700.00	18,527.80
Bill Pmt -Check	07/25/2022	2142	Carver Soil & Water Conservation District	Invoice 2157		850.00	17,677.80
Bill Pmt -Check	07/25/2022	2143	Chisago Soil & Water Conservation Dist	Invoice 3906		900.00	16,777.80
Bill Pmt -Check	07/25/2022	2144	Dakota County Soil & Water Conservation D	Invoice 3000		959.79	15,818.01
Bill Pmt -Check	07/25/2022	2145	Sherburne SWCD1	Invoice 2022121		1,000.00	14,818.01
Bill Pmt -Check	07/25/2022	2146	Washington Conservation District	Invoice 5673		300.00	14,518.01
Bill Pmt -Check	07/25/2022	2147	Scott Soil and Water Conservation Dist.	Invoice 2022-161		944.84	13,573.17
Bill Pmt -Check	07/25/2022	2148	Washington Conservation District	Invoice 5715		867.10	12,706.07
Bill Pmt -Check	07/25/2022	2149	Washington Conservation District	Invoice 5716		789.64	11,916.43
Transfer	07/26/2022			Funds Transfer	50,000.00		61,916.43
Bill Pmt -Check	08/16/2022	2150	Carver Soil & Water Conservation District	Invoice 2174		13,948.00	47,968.43
Bill Pmt -Check	08/16/2022	2151	Chisago Soil & Water Conservation Dist	Invoice 3947		9,626.11	38,342.32
Bill Pmt -Check	08/16/2022	2152	Dakota County Soil & Water Conservation D	Invoice 3221		3,949.50	34,392.82
Bill Pmt -Check	08/16/2022	2153	Isanti SWCD	Invoice 2021-65		699.49	33,693.33
Bill Pmt -Check	08/16/2022	2154	Ramsey County - Vendor	Invoice 2ETA2022		4,216.95	29,476.38
Bill Pmt -Check	08/16/2022	2155	Scott Soil and Water Conservation Dist.	Invoice 2022-162		13,109.00	16,367.38
Bill Pmt -Check	08/16/2022	2156	Sherburne SWCD1	Invoice 2022131		3,389.85	12,977.53
Bill Pmt -Check	08/16/2022	2157	Wright SWCD	Invoice ETA Q2		7,282.00	5,695.53
Transfer	08/16/2022			Funds Transfer	50,000.00		55,695.53
Deposit	08/17/2022			Deposit	1,696.82		57,392.35
Check	08/17/2022	2158	Dakota County Soil & Water Conservation D	Invoice 3211		112.50	57,279.85
Check	08/17/2022	2159	Scott Soil and Water Conservation Dist.	Invoice 2022-178		176.59	57,103.26
Check	08/17/2022	2160	Sherburne SWCD1	Invoice 2022129		63.14	57,040.12

Metro Conservation District
As of August 22, 2022

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Check	08/17/2022	2161	Washington Conservation District	Invoice 5727		889.59	56,150.53
Check	08/17/2022	2167	Wright SWCD	Invoice 86091035		455.00	55,695.53
Check	08/18/2022	2163	Minnesota State Fair	Account 00000379		2,700.00	52,995.53
Bill Pmt -Check	08/18/2022	2164	Dakota County Soil & Water Conservation D	Invoice 3219		926.50	52,069.03
Bill Pmt -Check	08/18/2022	2165	Frontier Precision, Inc	Invoice 259260		37,860.07	14,208.96
					315,022.57	363,990.67	14,208.96



Metro Managers Meeting Notes

Meeting Date: Wednesday May 4, 2022

Meeting Time: 9:00 a.m. – 10:49 a.m.

Meeting Location: Remotely Via Zoom Video Conference

Attending: Chris Lord (Anoka), Mike Wanous (Carver), Craig Mell (Chisago), Brian Watson (Dakota), Karen Galles (Hennepin), Tiffany Determan (Isanti), Ann WhiteEagle (Ramsey), Francine Larson (Sherburne), Jay Riggs (Washington), Luke Johnson (Wright), Troy Kuphal (Scott), and Melissa King (BWSR), Marcey Westrick (BWSR)

1. Program Updates

a. Engineering and Technical Assistance (ETA) Program

Items Discussed

- Q1 reports mostly in – invoice from Hennepin Pending
- If reporting multiple quarters at once, use only the most recent quarter tab on the spreadsheet.

ACTION NEEDED

- Staff: None
- Board: None

b. Sub-Watershed Analysis (SWA) Program

Items Discussed

- Only a few SWAs outstanding. All are progressing well.

ACTION NEEDED

- Staff: None
- Board: None

c. MAWQCP

Items Discussed

- Plenty of funds available.

ACTION NEEDED

- Staff: None
- Board: None

d. Metro Children's Water Festival Program

Items Discussed

- Approved license agreement for fairgrounds
- Attempting to do social distancing but in person event.

ACTION NEEDED

- Staff: None
- Board: None

2. BWSR Updates

Items Discussed

- Justin Hanson starts next week. He would like to join in on future MCD meetings.
- Melissa King becoming Water Programs Coordinator. Replacement BC TBD. Steve Christopher likely MCD's contact in the interim.
- Metro SWCD Comp Plans are needed in the metro regardless of 1W1P.
- 2023 Capacity Grant similar to 2022. Will not go out until after July 1.

ACTION NEEDED

- Staff: None
- Board: None

3. SWCD AID Bill

Items Discussed

- No one knew the status of the effort. Likely will go to conference.
- If it fails this year, we still have Local Capacity funds for 2023.

ACTION NEEDED

- Staff: None
- Board: None

4. WBIF Convene Meetings

Items Discussed

- All convene groups seem to be facilitated differently. WD's/WMO have mostly been the de-facto convener. This has implications.
- Small funding amounts make it hard to have deeper discussions.
- Local water plans as the sole source of eligible projects limits project types and water resources that may receive funding.

ACTION NEEDED

- Staff: None
- Board: None

5. Wage Analysis

Items Discussed

- WCD hired a consultant. Fewer grades, fewer classes, and objective scoring system are likely changes.
- Scoring is for a job classes, not individual positions.
- What to do with outliers – those that offer very high wages. It is a strategic decision how to consider those.
- Does system help recognize employees working outside (above or below) their class?

ACTION NEEDED

- Staff: Jay will share the analysis done for WCD.
- Board: None

6. 2023-2025 Work Plan

Items Discussed

- Dues increases are currently offset by drawing upon the fund balance. Continue this or shift in different direction?

- MCD fund balance policy, does one exist? – \$30K threshold in work plan.
- If WBIF shifts member focus away from MCD and to WBIF to do SWAs and such, does MCD only exist for ETA?
- To reduce admin costs, look to shift to no more than 4 MCD meetings per year. Need to work around critical dates.
- Potential for groundwater role on a regional scale?
- Additional SWA funding application?
- Regional greenways?

ACTION NEEDED

- Staff: Troy to draft a work plan
- Board: Approved at November Board meeting

7. RCPP – Metro Forestry Initiative

Items Discussed

- TNC 1M acre initiative – partner with NRCS. A lot of funding available. Climate change abatement benefits.
- Forest products, but also just reforestation.
- BWSR working on forestry initiative.
- Troy offered to pull together a white paper on it.

ACTION NEEDED

- Staff: Troy prepare white paper.
- Board: None

8. Area IV Resolutions

Items Discussed

- WCA funding has been stagnant, except for the reduction that occurred about 12 years about.
- Assumption of 404 authority by the state may be a good trigger to increase WCA funding by combining it with some 404 funding.

ACTION NEEDED

- Staff: None
- Board: None

9. Supervisor Liability Insurance

Items Discussed

- What liabilities are elected officials exposed to? Is there insurance to cover this?
- Karen will ask county admin what county commissioners do about this.

ACTION NEEDED

- Staff: Karen ask county admin about elected official liability.
- Board: None

Next MCD Board Meeting, date and time: recommend canceling May 25, 2022 board meeting. August 31, 2022.

Next Managers Meeting is hosted by **Carver SWCD**, date and time: July 27th, 2022 10:00-12:00.



MCD Managers Meeting Notes

Meeting Date: Wednesday July 27, 2022

Meeting Time: 10:00 – 11:30 a.m.

Meeting Location: Remotely via Teams; hosted by Mike Wanous (Carver SWCD)

Attendees: Mike Wanous (Carver), Craig Mell (Chisago), Brian Watson (Dakota), Karen Galles (Hennepin), Tiffany Determan (Isanti), Ann WhiteEagle (Ramsey), Troy Kuphal (Scott), Francine Larson (Sherburne), Jay Riggs (Washington), Luke Johnson (Wright), Steve Christopher (BWSR), Marcey Westrick (BWSR)

1. Program Updates

a. Engineering and Technical Assistance (ETA) Program

i. ETA update - Brian

Items Discussed

- Q2 reporting request has been sent out, many returned and approved
- Discussion of rounding numbers, billable rate can not be rounded up – prefer to round down to the next whole number; double check all math before submitting reports
- Equipment purchase – Sherburne may be pursuing survey equipment purchase soon

STAFF ACTION

- Prepare ETA reports that will go in MCD Board packet
- Confirm with the group if pursuing equipment purchase

BOARD ACTION

- Regular board information item regarding ETA reporting

ii. Project eligibility? – Ann

Items Discussed

- Question about using ETA funds for water reuse projects and/or wetland delineation projects
 - The group agreed that technical/engineering assistance for water reuse projects is acceptable; potentially wetland delineation could be an acceptable item if it is part of a component of a water quality improvement project – it would be best to check with BWSR staff prior to the wetland delineation work. Not acceptable for stand-alone wetland delineations.

b. Sub-Watershed Analysis (SWA) Program

i. FY19 SWA Program Final Report and Close-Out – Jay

Items Discussed

- 16 completed SWAs (15 required in workplan)
- All funds have been spent and reporting is complete in eLINK

- Remaining 10% payments will be sent out after BWSR approves everything in eLINK and OK's final payment

STAFF ACTION

- Pay remaining 10% on individual SWCD invoices once approved by BWSR

BOARD ACTION

- WCD will include final SWA information for the next MCD Board packet as an information item

c. MAWQCP

Items Discussed

- Troy provided an update, refer to his previous email regarding Climate Smart Endorsement; funding available beyond this year

STAFF ACTION

- None

BOARD ACTION

- None

d. Metro Children's Water Festival Program

Items Discussed

- Mike and Ann provided an update, 2022 festival will be held on September 28

STAFF ACTION

- None

BOARD ACTION

- None

2. 2023-2025 MCD Work Plan & Budget

Items Discussed

- Troy reviewed and summarized the suggested changes to the next workplan & budget; highlights:
 - Switch to 3 Board meetings per year (currently 4)
 - Allow staff to sign agreements (if approved by board a resolution stating such will be developed)
 - Reviewed budget changes – very minor
 - Slight dues increase each year and slowly spend down reserves to reach minimum reserve balance by 2028

STAFF ACTION

- Distribute final version of workplan and budget for staff review

BOARD ACTION

- 2023-2025 Work Plan and Budget will be included in 8/31 MCD Board Packet, it could be an action item or the MCD Board could act on it in November

3. BWSR Updates – Steve Christopher

Items Discussed

- Staffing updates – Melissa King has changed positions to the Water Programs Coordinator. We've completed the BC interviews and the process is currently in HRs hands. We have a new Grants coordinator, James Adkinson.

- Clean Water Council has their draft FY24-25 budget out for comment as well.
- CWF competitive grant application deadline is August 22nd
 - Projects and Practices – Regular and Drinking water
 - Multipurpose Drainage Management
 - NEW Soil Health grants
 - Eligible activities include Cover Crops, Strip-till / No-till, Perennial Crops, Rotational Grazing
- Soil Health general fund grants are anticipated going to the board in August. Marcey is working to schedule a Grants Program and Policy Committee meeting for August 23 in East Grand Forks which is right before the board meeting.
- Cost Share: GAM updates on Tennesen warning:

Tennesen Warning Notice

Local Governments must give individuals notice when collecting private or confidential information from them. This is referred to as a “Tennesen warning notice”. The purpose of the notice is to enable people to make informed decisions about whether to give information about themselves to the government (see Minnesota Statutes, section 13.04, subdivision 2). If Private Data is collected and disseminated as part of a BWSR Grant, BWSR will take the position that a Tennesen warning notice was provided by the LGU to all necessary individuals.

- Local Governments and grant recipients should ask the individual(s) to sign and date a Tennesen warning notice and give the individual(s) a copy as a best practice. However, notices do not need to be in writing.
- Local Governments and grant recipients should limit the private data collected or disseminated to only the data that is necessary to administer a program.
- Local Governments may also want to request assistance from their legal counsel.
- Water planning team will be chatting this week about potential updates to the SWCD handbook – around SWCD redistricting and EEO.
- BWSR TSA annual report is in the works.
- Updates to the Native Veg Guidelines forthcoming in near future.

4. MASWCD Area 4 meetings – Francine

Items Discussed

- Suggest re-locating regular MASWCD Area 4 meeting location to Ramsey County Public Works building to accommodate hybrid meeting option (Wi-Fi is poor at Cabela’s) and Arden Hills is more of a central location
- Staff agreed this was a good option

STAFF ACTION

- Staff will check availability of the room and check with MASWCD Area 4 Director

BOARD ACTION

- None

5. Other

Items Discussed

- Brian informed the group of the upcoming retirement of Lana Rotty, the group had many kind things to say about Lana; Pam Lavalley will be starting as the new

Finance and Grants Coordinator and will be working on the ETA program with this group

- Craig discussed details of the next MCD managers meeting – see below

6. MCD Board meeting –

- **The next MCD Board Meeting will be held on August 31 starting at 4:00 pm**
- **The meeting will be in-person, staff will look into a hybrid virtual option for remote staff attendance**
- **Agenda items will include, but not limited to:**
 - **ETA grant reporting**
 - **SWA final report and summary**
 - **2023-2025 MCD Work Plan and Budget**

Next Managers Meeting is hosted by **Chisago SWCD** scheduled for October 19th, 10:00 a.m. via Teams

FY20 Engineering and Technical Assistance Grants - Expenditures Report

08/23/2022

Grant Executed on 09/21/2019. Grant Paid on 09/27/2019. Grant Expires on 12/31/2022. Member Spending Deadline Target 12/31/2021.

Member	Application Engineering & TA	Q4 2019 Expenditures	Q1 2020 Expenditures	Q2 2020 Expenditures	Q3 2020 Expenditures	Q4 2020 Expenditures	Q1 2021 Expenditures	Q2 2021 Expenditures	Q3 2021 Expenditures	Q4 2021 Expenditures	Q2 2022 Expenditures	Total Expenditures	Balance
Anoka	\$ 27,000.00	\$ 6,991.80	\$ -	\$ -	\$ -	\$ 14,476.36	\$ 811.05	\$ -	\$ -	\$ 4,720.80		\$ 27,000.00	\$ -
Carver	\$ 27,000.00	\$ -	\$ -	\$ -	\$ 4,672.16	\$ 9,978.55	\$ 3,402.00	\$ 2,179.00	\$ 4,149.54	\$ 2,618.75		\$ 27,000.00	\$ -
Chisago	\$ 27,000.00	\$ -	\$ -	\$ 8,097.35	\$ 1,621.53	\$ 7,323.05	\$ 6,132.91	\$ 924.55	\$ 2,900.61	\$ -		\$ 27,000.00	\$ -
Dakota	\$ 27,000.00	\$ 6,651.11	\$ 4,313.44	\$ 3,497.04	\$ 1,176.95			\$ 7,916.52	\$ 3,295.72	\$ 149.22		\$ 27,000.00	\$ -
Hennepin	\$ 27,000.00	\$ -	\$ -	\$ -	\$ 15,532.63	\$ 11,467.37	\$ -	\$ -	\$ -	\$ -		\$ 27,000.00	\$ -
Isanti	\$ 27,000.00	\$ -	\$ -	\$ 9,404.31	\$ 10,293.26	\$ 4,740.98	\$ 2,561.45		\$ -	\$ -		\$ 27,000.00	\$ -
Ramsey	\$ 27,000.00	\$ -	\$ -	\$ 3,465.20	\$ -	\$ -	\$ -	\$ 642.83	\$ 2,183.73	\$ 17,585.97	\$ 3,122.27	\$ 27,000.00	\$ -
Scott	\$ 27,000.00	\$ -	\$ 11,508.31	\$ 3,846.69	\$ 4,178.00	\$ 7,467.00	\$ -	\$ -	\$ -	\$ -		\$ 27,000.00	\$ -
Sherburne	\$ 27,000.00	\$ -	\$ -	\$ -	\$ 7,487.57	\$ 19,512.42	\$ -	\$ -	\$ -	\$ -		\$ 27,000.00	\$ -
Washington	\$ 27,000.00	\$ -	\$ 3,516.94	\$ 12,222.68	\$ -	\$ -	\$ -	\$ -	\$ 4,504.27	\$ 6,756.11		\$ 27,000.00	\$ -
Wright	\$ 27,000.00	\$ -	\$ 13,000.00	\$ 14,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 27,000.00	\$ -
Total:	\$ 297,000.00	\$ 13,642.91	\$ 32,338.69	\$ 54,533.27	\$ 44,962.10	\$ 74,965.73	\$ 12,907.41	\$ 11,662.90	\$ 17,033.87	\$ 31,830.85		\$ 297,000.00	\$ -

Member	Match Engineering & TA	Q4 2019 Expenditures	Q1 2020 Expenditures	Q2 2020 Expenditures	Q3 2020 Expenditures	Q4 2020 Expenditures	Q1 2021 Expenditures	Q2 2021 Expenditures	Q3 2021 Expenditures	Q4 2021 Expenditures	Total Expenditures	Balance
Anoka	\$ 3,400.00	\$ 4,661.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,661.50	\$ (1,261.50)
Carver	\$ 3,400.00	\$ -		\$ -	\$ -	\$ -	\$ 3,385.20	\$ -	\$ -	\$ 71.34	\$ 3,456.54	\$ (56.54)
Chisago	\$ 3,400.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ 3,400.00
Dakota	\$ 3,400.00	\$ -	\$ 84.84	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 84.84	\$ 3,315.16
Hennepin	\$ 3,400.00	\$ -	\$ -	\$ -	\$ -	\$ 2,392.01	\$ 1,923.42	\$ -	\$ -	\$ -	\$ 4,315.43	\$ (915.43)
Isanti	\$ 3,400.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500.00		\$ -	\$ -	\$ 3,500.00	\$ (100.00)
Ramsey	\$ 3,400.00	\$ -	\$ -	\$ -	\$ -	\$ 6,254.96	\$ -	\$ -	\$ -	\$ -	\$ 6,254.96	\$ (2,854.96)
Scott	\$ 3,400.00	\$ -	\$ -	\$ -	\$ -	\$ 3,447.00	\$ -	\$ -	\$ -	\$ -	\$ 3,447.00	\$ (47.00)
Sherburne	\$ 3,400.00	\$ -	\$ -	\$ -	\$ -	\$ 6,994.40	\$ -	\$ -	\$ -	\$ -	\$ 6,994.40	\$ (3,594.40)
Washington	\$ 3,400.00	\$ -	\$ -	\$ 2,958.00	\$ -	\$ -	\$ -	\$ -	\$ 4,968.00	\$ -	\$ 7,926.00	\$ (4,526.00)
Wright	\$ 3,400.00	\$ -	\$ -	\$ 7,740.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,740.00	\$ (4,340.00)
Subtotal:	\$ 37,400.00	\$ 4,661.50	\$ 84.84	\$ 10,698.00	\$ -	\$ 19,088.37	\$ 8,808.62	\$ -	\$ 4,968.00	\$ 71.34	\$ 48,380.67	\$ (10,980.67)

2020 Member Allocation is \$27,000. \$3,400 Match Per Member.

FY21 Engineering and Technical Assistance Grants - Expenditures Report

Grant Executed on 09/28/2020. Grant Paid 10/05/2020. Grant Expires on 12/31/2023. Member Spending Deadline Target 12/31/2022.

Member	Application Engineering & TA	Q4 2020 Expenditures	Q1 2021 Expenditures	Q2 2021 Expenditures	Q3 2021 Expenditures	Q4 2021 Expenditures	Q1 2022 Expenditures	Q2 2022 Expenditures	Total Expenditures	Balance
Anoka	\$ 27,000.00					\$ 14,422.69			\$ 14,422.69	\$ 12,577.31
Carver	\$ 27,000.00					\$ 463.71		\$ 13,948.00	\$ 14,411.71	\$ 12,588.29
Chisago	\$ 27,000.00				\$ 6,143.14	\$ 5,578.68	\$ 15,278.18		\$ 27,000.00	\$ -
Dakota	\$ 27,000.00					\$ 1,543.12	\$ 1,884.00	\$ 3,949.50	\$ 7,376.62	\$ 19,623.38
Hennepin	\$ 27,000.00				\$ 4,485.21	\$ 15,211.84	\$ 7,302.95		\$ 27,000.00	\$ -
Isanti	\$ 27,000.00		\$ 6,591.90	\$ 3,974.75	\$ 5,322.25	\$ 8,690.00	\$ 2,421.10		\$ 27,000.00	\$ -
Ramsey	\$ 27,000.00							\$ 1,094.68	\$ 1,094.68	\$ 25,905.32
Scott	\$ 27,000.00		\$ 2,649.00		\$ 3,617.89	\$ 17,957.00	\$ 1,604.00		\$ 25,827.89	\$ 1,172.11
Sherburne	\$ 27,000.00	\$ 1,817.76	\$ 1,154.38	\$ 3,922.46	\$ 661.57	\$ 1,740.16	\$ 1,532.04	\$ 3,389.85	\$ 14,218.22	\$ 12,781.78
Washington	\$ 27,000.00					\$ 2,008.52	\$ 2,760.54		\$ 4,769.06	\$ 22,230.94
Wright	\$ 27,000.00		\$ 17,644.00	\$ 9,356.00					\$ 27,000.00	\$ -
Total:	\$ 297,000.00	\$ 1,817.76	\$ 28,039.28	\$ 17,253.21	\$ 20,230.06	\$ 67,615.72	\$ 32,782.81	\$ 22,382.03	\$ 190,120.87	\$ 106,879.13

Member	Match Engineering & TA	Q4 2020 Expenditures	Q1 2021 Expenditures	Q2 2021 Expenditures	Q3 2021 Expenditures	Q4 2021 Expenditures	Q1 2022 Expenditures	Q2 2022 Expenditures	Total Expenditures	Balance
Anoka	\$ 3,400.00					\$ 4,077.06			\$ 4,077.06	\$ (677.06)
Carver	\$ 3,400.00							\$ 5,599.00	\$ 5,599.00	\$ (2,199.00)
Chisago	\$ 3,400.00								\$ -	\$ 3,400.00
Dakota	\$ 3,400.00						\$ 14,406.71		\$ 14,406.71	\$ (11,006.71)
Hennepin	\$ 3,400.00						\$ 1,472.68		\$ 1,472.68	\$ 1,927.32
Isanti	\$ 3,400.00		\$ 3,500.00	\$ 595.00					\$ 4,095.00	\$ (695.00)
Ramsey	\$ 3,400.00								\$ -	\$ 3,400.00
Scott	\$ 3,400.00						\$ 3,032.00		\$ 3,032.00	\$ 368.00
Sherburne	\$ 3,400.00			\$ 3,005.58	\$ 227.56	\$ 166.85	\$ 0.01		\$ 3,400.00	\$ -
Washington	\$ 3,400.00					\$ 1,761.00			\$ 1,761.00	\$ 1,639.00
Wright	\$ 3,400.00								\$ 3,790.00	\$ (390.00)
Subtotal:	\$ 37,400.00	\$ -	\$ 3,500.00	\$ 7,390.58	\$ 227.56	\$ 6,004.91	\$ 18,911.40	\$ 5,599.00	\$ 41,633.45	\$ (4,233.45)

2020 Member Allocation is \$27,000. \$3,400 Match Per Member.

FY22 Engineering and Technical Assistance Grants - Expenditures Report

Grant Executed on 10/05/2021. Grant Paid 10/07/2021. Grant Expires on 12/31/2024. Member Spending Deadline Target 12/31/2023.

Member	Application Engineering & TA	Q4 2021 Expenditures	Q1 2022 Expenditures	Q2 2022 Expenditures	Q3 2022 Expenditures	Q4 2022 Expenditures	Q1 2023 Expenditures	Total Expenditures	Balance
Anoka	\$ 27,000.00							\$ -	\$ 27,000.00
Carver	\$ 27,000.00							\$ -	\$ 27,000.00
Chisago	\$ 27,000.00		\$ 1,858.31	\$ 9,626.11				\$ 11,484.42	\$ 15,515.58
Dakota	\$ 27,000.00							\$ -	\$ 27,000.00
Hennepin	\$ 27,000.00							\$ -	\$ 27,000.00
Isanti	\$ 27,000.00		\$ 5,653.90	\$ 699.49				\$ 6,353.39	\$ 20,646.61
Ramsey	\$ 27,000.00							\$ -	\$ 27,000.00
Scott	\$ 27,000.00			\$ 13,109.00				\$ 13,109.00	\$ 13,891.00
Sherburne	\$ 27,000.00							\$ -	\$ 27,000.00
Washington	\$ 27,000.00							\$ -	\$ 27,000.00
Wright	\$ 27,000.00			\$ 7,282.00				\$ 7,282.00	\$ 19,718.00
Total:	\$ 297,000.00	\$ -	\$ 7,512.21	\$ 30,716.60	\$ -	\$ -	\$ -	\$ 38,228.81	\$ 258,771.19

Member	Match Engineering & TA	Q4 2021 Expenditures	Q1 2022 Expenditures	Q2 2022 Expenditures	Q3 2022 Expenditures	Q4 2022 Expenditures	Q1 2023 Expenditures	Total Expenditures	Balance
Anoka	\$ 3,400.00							\$ -	\$ 3,400.00
Carver	\$ 3,400.00							\$ -	\$ 3,400.00
Chisago	\$ 3,400.00							\$ -	\$ 3,400.00
Dakota	\$ 3,400.00							\$ -	\$ 3,400.00
Hennepin	\$ 3,400.00							\$ -	\$ 3,400.00
Isanti	\$ 3,400.00							\$ -	\$ 3,400.00
Ramsey	\$ 3,400.00							\$ -	\$ 3,400.00
Scott	\$ 3,400.00							\$ -	\$ 3,400.00
Sherburne	\$ 3,400.00							\$ -	\$ 3,400.00
Washington	\$ 3,400.00							\$ -	\$ 3,400.00
Wright	\$ 3,400.00							\$ -	\$ 3,400.00
Subtotal:	\$ 37,400.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,400.00

2022 Member Allocation is \$27,000. \$3,400 Match Per Member.

Metro Conservation Districts Technical Service Area Grants Status

	FY 2020 NPEAP \$127,500					
	09/27/2019 to 12/31/2022					
	Admin.	T/E Assistance	T/E Assistance Match	Supplies & Equipment	Training	
Workplan:	\$7,000.00	\$102,000.00	\$12,750.00	\$8,500.00	\$10,000.00	\$127,500.00
Encumbered App/Agrmt:	\$7,000.00	\$102,000.00	\$12,750.00	\$3,602.88	\$0.00	\$112,602.88
Encumbered 2020 CEP:						
Available Funds:	\$0.00	\$0.00	\$0.00	\$4,897.12	\$10,000.00	
CY 2019 Expenses:	\$0.00	\$13,642.91	\$4,661.50	\$0.00	\$0.00	\$13,642.91
CY 2020 Expenses:	\$4,530.95	\$39,809.33	\$84.84	\$0.00	\$0.00	\$44,340.28
CY 2021 Expenses:	\$2,393.59	\$48,547.76	\$8,808.62	\$2,073.00	\$0.00	\$53,014.35
CY 2022 Expenses:	\$25.00	\$0.00	\$0.00	\$6,427.00	\$10,000.00	\$6,452.00
Total Expenditures:	\$6,949.54	\$102,000.00	\$13,554.96	\$8,500.00	\$10,000.00	\$117,449.54
Balance:	\$50.46	\$0.00	-\$804.96	\$0.00	\$0.00	\$50.46

	2020 ESTS \$242,500				
	09/27/2019 to 12/31/2022				
	Admin.	T/E Assistance	T/E Assistance Match	Equipment	
Workplan:	\$7,500.00	\$196,500.00	\$24,250.00	\$38,500.00	\$242,500.00
Encumbered App/Agrmt:	\$7,000.00	\$195,000.00	\$28,850.00	\$0.00	\$202,000.00
Encumbered 2020 CEP:					
Available Funds:	\$500.00	\$1,500.00	-\$4,600.00	\$38,500.00	
CY 2019 Expenses:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CY 2020 Expenses:	\$4,530.94	\$166,990.46	\$29,786.37	\$35,616.60	\$207,138.00
CY 2021 Expenses:	\$2,866.59	\$24,887.27	\$5,039.34	\$2,883.40	\$30,637.26
CY 2022 Expenses:	\$51.06	\$3,122.27	\$0.00	\$0.00	\$0.00
Total Expenditures:	\$7,448.59	\$195,000.00	\$34,825.71	\$38,500.00	\$240,948.59
Balance:	\$51.41	\$1,500.00	-\$10,575.71	\$0.00	\$1,551.41

	FY 2021 NPEAP \$127,500				
	09/28/2020 to 12/31/2023				
	Admin.	T/E Assistance	T/E Assistance Match	Supplies & Equipment	
Workplan:	\$7,000.00	\$102,000.00	\$12,750.00	\$18,500.00	\$127,500.00
Encumbered App/Agrmt:	\$7,000.00	\$102,000.00	\$12,750.00	\$3,602.88	\$112,602.88
Encumbered 2020 CEP:					
Available Funds:	\$0.00	\$0.00	\$0.00	\$14,897.12	\$14,897.12
CY 2020 Expenses:	\$0.00	\$1,817.76	\$0.00	\$0.00	\$1,817.76
CY 2021 Expenses:	\$4,504.86	\$83,281.36	\$11,057.43	\$0.00	\$87,786.22
CY 2022 Expenses:	\$2,215.00	\$1,604.00	\$3,032.00	\$14,897.12	\$18,716.12
Total Expenditures:	\$6,719.86	\$86,703.12	\$14,089.43	\$14,897.12	\$108,320.10
Balance:	\$280.14	\$15,296.88	-\$1,339.43	\$3,602.88	\$19,179.90

	2021 ESTS \$242,500				
	09/28/2020 to 12/31/2023				
	Admin.	T/E Assistance	T/E Assistance Match	Equipment	
Workplan:	\$7,500.00	\$195,000.00	\$24,250.00	\$40,000.00	\$242,500.00
Encumbered App/Agrmt:	\$7,000.00	\$195,000.00	\$28,850.00	\$0.00	\$202,000.00
Encumbered 2020 CEP:					
Available Funds:	\$500.00	\$0.00	-\$4,600.00	\$40,000.00	
CY 2020 Expenses:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CY 2021 Expenses:	\$4,504.68	\$49,856.91	\$5,838.06	\$34,977.26	\$89,338.85
CY 2022 Expenses:	\$2,591.50	\$53,560.84	\$25,570.40	\$5,022.74	\$61,175.08
Total Expenditures:	\$7,096.18	\$103,417.75	\$31,408.46	\$40,000.00	\$150,513.93
Balance:	\$403.82	\$91,582.25	-\$7,158.46	\$0.00	\$91,986.07

	FY 2022 NPEAP \$127,500				
	10/05/2021 to 12/31/2024				
	Admin.	T/E Assistance	T/E Assistance Match	Supplies & Equipment	
Workplan:	\$7,000.00	\$102,000.00	\$14,750.00	\$38,500.00	\$147,500.00
Encumbered App/Agrmt:	\$7,000.00	\$102,000.00	\$12,750.00	\$3,602.88	\$112,602.88
Encumbered 2022 CEP:					
Available Funds:	\$0.00	\$0.00	\$2,000.00	\$34,897.12	\$34,897.12
CY 2022 Expenses:	\$620.00	\$38,228.81	\$6,000.00	\$0.00	\$38,848.81
Total Expenditures:	\$620.00	\$38,228.81	\$6,000.00	\$0.00	\$38,848.81
Balance:	\$6,380.00	\$63,771.19	\$8,750.00	\$38,500.00	\$108,651.19

	2022 ESTS \$242,500				
	10/05/2021 to 12/31/2024				
	Admin.	T/E Assistance	T/E Assistance Match	Equipment	
Workplan:	\$7,500.00	\$195,000.00	\$24,250.00	\$40,000.00	\$242,500.00
Encumbered App/Agrmt:	\$7,000.00	\$195,000.00	\$28,850.00	\$40,000.00	\$242,000.00
Encumbered 2022 CEP:					
Available Funds:	\$500.00	\$0.00	-\$4,600.00	\$0.00	
CY 2022 Expenses:	\$620.00	\$0.00	\$0.00	\$2,538.48	\$3,158.48
Total Expenditures:	\$620.00	\$0.00	\$0.00	\$2,538.48	\$3,158.48
Balance:	\$6,880.00	\$195,000.00	\$24,250.00	\$37,461.52	\$239,341.52



MEMORANDUM

DATE: August 24, 2022
TO: Metro Conservation Districts (MCD) Board
FROM: Jay Riggs, WCD Manager and MCD SWA Program Host
RE: FY19 MCD Sub-Watershed Analysis (SWA) Grant

The Metropolitan SWCD's Technical Service Area's C19-2806 Metro Sub-Watershed Analysis (SWA) 2019 grant for the period 4/1/2019 through 6/30/2022 has been completed. Thank you for your support of this important work and effective collaboration!

Sixteen SWA Reports were written that include hundreds of targeted and prioritized Best Management Practices (BMPs). These report have been and will continue to be used to support implementation of BMPs to protect and restore water quality.

The 16 SWAs include:

SWCD	Project	Type	Area (Acres)	Grant Amount
Anoka	Lower Rice Creek	Urban	1,157	\$17,000
Carver	Lake Bavaria	Urban	1,029	\$8,500
Carver	JD9 - North Fork Crow	Rural	4,860	\$8,500
Chisago	North Branch	Urban	1,500	\$9,000
Chisago	Goose Lake	Rural/Urban	27,000	\$8,000
Dakota	Cannon River Direct	Rural	12,952	\$17,000
Hennepin	Spurzem Creek	Rural/Urban	3,840	\$17,000
Isanti	South Stachfield Lake	Rural/Urban	6669	\$17,000
Ramsey	Lower Mississippi River	Urban	650	\$17,000
Scott	Roberts Creek	Rural	8,810	\$9,000
Scott	Thole Lake	Rural/Urban	1920	\$8,000
Sherburne	Lake Fremont	Urban	1153	\$7,000
Sherburne	Little Elk Lake	Rural/Urban	25800	\$10,000
Washington	Lower Mississippi Ravines	Rural/Urban	4110	\$14,000
Washington	St Paul Park	Urban	2990	\$3,000
Wright	Twelve Mile Creek	Rural/Urban	38989	\$17,000

The BWSR all-details report is attached.



Grant All-Detail Report Accelerated Implementation Grant 2019

Grant Title - Metro Sub-Watershed Analysis (SWA) 2019

Grant ID - C19-2806

Organization - Area 4 - Metropolitan SWCDs Technical Service Area

Original Awarded Amount	\$200,000.00	Grant Execution Date	4/1/2019
Required Match Amount	\$50,000.00	Original Grant End Date	12/31/2021
Required Match %	25%	Grant Day To Day Contact	Jay Riggs
Current Awarded Amount	\$200,000.00	Current End Date	6/30/2022

Budget Summary

	Budgeted	Spent	Balance Remaining*
Total Grant Amount	\$200,000.00	\$200,000.00	\$0.00
Total Match Amount	\$50,000.00	\$50,000.00	\$0.00
Total Other Funds	\$0.00	\$0.00	\$0.00
Total	\$250,000.00	\$250,000.00	\$0.00

**Grant balance remaining is the difference between the Awarded Amount and the Spent Amount. Other values compare budgeted and spent amounts.*

Budget Details

Activity Name	Activity Category	Source Type	Source Description	Budgeted	Spent	Last Transaction Date	Matching Fund
Grant administration and reporting	Administration /Coordination	Current State Grant	Metro Sub-Watershed Analysis (SWA) 2019	\$6,000.00	\$6,000.00	6/30/2022	N
SWA Preparation	Planning and Assessment	Current State Grant	Metro Sub-Watershed Analysis (SWA) 2019	\$187,000.00	\$187,000.00	6/30/2022	N
SWA Preparation	Planning and Assessment	Local Fund	Local Partners	\$50,000.00	\$50,000.00	1/10/2022	Y

Activity Name	Activity Category	Source Type	Source Description	Budgeted	Spent	Last Transaction Date	Matching Fund
SWA Protocol Refinement and Partner Training	Project Development	Current State Grant	Metro Sub-Watershed Analysis (SWA) 2019	\$7,000.00	\$7,000.00	6/30/2022	N

Activity Details Summary

Activity Details	Total Action Count	Total Activity Mapped	Proposed Size / Unit	Actual Size / Unit
------------------	--------------------	-----------------------	----------------------	--------------------

Proposed Activity Indicators

Activity Name	Indicator Name	Value & Units	Waterbody	Calculation Tool	Comments
---------------	----------------	---------------	-----------	------------------	----------

Final Indicators Summary

Indicator Name	Total Value	Unit
----------------	-------------	------

Grant Activity

Grant Activity - Grant administration and reporting			
Description	Staff time for grant administration and reporting. Tasks include annual eLINK reporting (e.g. activity progress updates and budget updates), coordination of expense reports and payments, and project tracking.		
	Scott SWCD will provide Financial oversight of the project and process payments to partners.		
	Washington Conservation District will provide Host services including project coordination, MCD reporting, and elink reporting.		
	Staff rates will be reviewed annually and revised based on the BWSR spreadsheet.		
Category	ADMINISTRATION/COORDINATION		
Start Date	1-Oct-19	End Date	30-Jun-22
Has Rates and Hours?	Yes		
Actual Results	Provide host services. Review SWA Applications. Provide program oversight. Provide updates to MCD Managers and Board.		

Description

Preparation of at least one SWA per member District in urban and rural landscapes to identify BMP installation opportunities, estimate BMP installation costs, and rank BMPs by cost effectiveness at achieving target water resource goals.

Work will be completed by all of the MCD partners. Staff rates will be reviewed annually and revised based on the BWSR spreadsheet.

See Attached "MCD SWA Program Criteria and Protocol Summary" document, which outlines member district application process, guidance on prioritization and selection of subwatersheds, and provides detailed guidance and protocols on completion of rural/ag and urban subwatershed assessments

The process includes identifying subwatersheds for analysis, finding locations for retrofit projects, modeling potential retrofit projects to estimate pollution reduction, and developing a cost estimate for each potential retrofit project. The final product is report that includes a list of retrofit projects ranked by cost-effectiveness, providing the greatest pollutant reduction per dollar spent over the life of the project.

Measurable outcomes from this program include the number of analyses completed, the number of projects identified, the identified potential benefits stemming from those projects, the number of partners engaged, and the acreage upon which analyses are completed.

Category	PLANNING AND ASSESSMENT		
Start Date	1-Oct-19	End Date	30-Jun-22
Has Rates and Hours?	Yes		
Actual Results	<p>16 SWAs Completed by 11 Partners:</p> <p>Anoka Lower Rice Creek Urban;</p> <p>Carver Lake Bavaria;</p> <p>Carver JD9;</p> <p>Chisago North Branch;</p> <p>Chisago Goose Lake;</p> <p>Dakota Cannon River Direct;</p> <p>Hennepin Spurzem Creek;</p> <p>Isanti South Stachfield Lake;</p> <p>Ramsey Lower Mississippi River Sub-watershed;</p> <p>Scott Roberts Creek;</p> <p>Scott Thole Lake;</p> <p>Sherburne Lake Fremont;</p> <p>Sherburne Little Elk Lake;</p> <p>Washington Lower Mississippi Ravines;</p> <p>Washington St Paul Park;</p> <p>Wright Twelve Mile Creek;</p>		

Grant Activity - SWA Protocol Refinement and Partner Training		
Description	This element involves evaluating applicability of new models, integrating BMPs into models, compiling BMP installation cost data, refining SWA protocols and reporting, and providing staff training.	
	Staff training will include local workshops hosted by partner Districts, online webinars, and other trainings necessary to ensure quality and consistency of the SWAs.	
Category	Program development will be provided by multiple MCD partners. Staff rates will be reviewed annually and revised based on the BWSR spreadsheet.	
	See attached MCD SWA Program Criteria and Protocol Summary document.	
Start Date	1-Oct-19	End Date 30-Jun-22
Has Rates and Hours?	Yes	
Actual Results	Host organized and coordinated SWA Training for all partners. SWA day-long training provided on Feb 26, 2020. Technical support provided by Washington, Anoka, and Chisago.	
	Continued to provide technical support and SWA guidance in 2020 and 2021 and 2022.	

Grant Attachments

Document Name	Document Type	Description
11-30-21 Quickbooks Financial Summary	Grant	Metro Sub-Watershed Analysis (SWA) 2019
2019 Competitive Grant	Grant Agreement	2019 Competitive Grant - Area 4 - Metropolitan SWCDs Technical Service Area
2019 Competitive Grant EXECUTED	Grant Agreement	2019 Competitive Grant - Area 4 - Metropolitan SWCDs Technical Service Area
2019 Competitive Grant amendment EXECUTED	Grant Agreement Amendment	
2019 MCD SWA Program Criteria and Protocol Summary.docx	Grant	Metro Sub-Watershed Analysis (SWA) 2019

Document Name	Document Type	Description
2020-2021 Expense Summary	Grant	Metro Sub-Watershed Analysis (SWA) 2019
2022 Final Report MCD FY19 Executive Summaries for all 11 Partners	Grant	Metro Sub-Watershed Analysis (SWA) 2019
2022 Final Report MCD FY19 SWA Invoices Compiled for all 11 Partners sm	Grant	Metro Sub-Watershed Analysis (SWA) 2019
ACD Lower Rice Creek SWA Invoice	Grant	Metro Sub-Watershed Analysis (SWA) 2019
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 08/23/2022
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 03/24/2021
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 02/12/2021
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 02/01/2021
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 08/24/2020
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 02/13/2020
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 04/05/2020
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 02/22/2022
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 02/22/2022
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 07/21/2022
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 02/07/2022
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 02/15/2022
Anoka Lower Miss SWA Invoice	Grant	Metro Sub-Watershed Analysis (SWA) 2019
Application	Workflow Generated	Workflow Generated - Application - 08/29/2018
C19-2806 Grant Amendment	Grant Agreement Amendment	
C19-2806_1 Expenditures Report	Journal	Journal Dated - 02/22/2022
C19-2806_1 Reconciliation Checklist	Journal	Journal Dated - 02/22/2022
C19-2806_2 Reconciliation Checklist	Journal	Journal Dated - 08/09/2022
Extension Partially Executed	Grant	Metro Sub-Watershed Analysis (SWA) 2019
Final Fiscal and Host Invoices 2022	Grant	Metro Sub-Watershed Analysis (SWA) 2019
Final Profit and Loss Details	Grant	Metro Sub-Watershed Analysis (SWA) 2019
Financial Report	Grant	Metro Sub-Watershed Analysis (SWA) 2019
Invoices SWA Reports	Grant	Metro Sub-Watershed Analysis (SWA) 2019
MCD SWA AIG Photo 2019	Grant	Metro Sub-Watershed Analysis (SWA) 2019
Rural Subwatershed Analysis Protocol_Prioritizing.pdf	Grant	Metro Sub-Watershed Analysis (SWA) 2019

Document Name	Document Type	Description
Rural Subwatershed Analysis Protocol_Targeting.pdf	Grant	Metro Sub-Watershed Analysis (SWA) 2019
SWA Invoices Paid thru 11-30-21	Grant	Metro Sub-Watershed Analysis (SWA) 2019
Urban SWA Protocol_2019.pdf	Grant	Metro Sub-Watershed Analysis (SWA) 2019
Urban SWA Protocol_Sample.pdf	Grant	Metro Sub-Watershed Analysis (SWA) 2019
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 03/14/2019
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 12/19/2018
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 03/25/2019
YTD Expenses	Grant	Metro Sub-Watershed Analysis (SWA) 2019

Metropolitan Soil and Water Conservation Districts
Technical Service Area Joint Powers Board
2023-2025 Work Plan and Budget
 Adopted ~~November 20, 2019~~ 2022

Introduction

The Metropolitan Soil and Water Conservation Districts Technical Service Area Joint Powers Board, also referred to as “Metro Conservation Districts” (MCD) or “TSA 4”, is a Joint Powers Entity composed of eleven Members, including nine soil and water conservation districts (Districts) in the Twin Cities metropolitan area; Anoka, Carver, Chisago, Dakota, Isanti, Scott, Sherburne, Washington and Wright, and two counties; Hennepin and Ramsey. The MCD exists to coordinate and assist with the operations of the nine Districts and with projects for the mutual benefit of the Districts and Hennepin and Ramsey Counties.

Purpose

The purpose of this Work Plan and Budget is to identify tasks, funding allocations, staff or contracting sources, and operating principles and guidelines for both administrative services and special programs of the MCD. It is developed to allow each Member to evaluate their level of participation and needed financial commitment on an annual basis.

Joint Powers Agreements

The MCD utilizes Joint Powers Agreements (JPAs) both for its establishment as a Joint Powers Board and to facilitate the implementation of Special Programs or other administrative activities by members on behalf of the MCD.

The MCD has been formalized through a joint powers agreement that clarifies the relationship between the MCD and its members, the powers and structure of the MCD, structure of programs, and the utilization of annual plans of work and budgets. The establishing JPA of the MCD was last revised in April of 2011.

The hosting and fiscal aspects associated with Special Programs as well as the Administrative Services are implemented through separate JPAs with Members.

Meetings

The MCD will meet ~~quarterly~~ three times per year, on the last Wednesday of February, ~~and May~~, August, and the third Wednesday of November. Meetings ~~are generally held~~ typically start at 4:00 p.m. ~~and take place in~~ at the Ramsey County Public Works Facility, 1425 Paul Kirkwold Drive, Arden Hills. All meeting times and location are subject to change. An updated schedule will be maintained on the MCD website www.metrotsa4.org. All meetings are open to the public in accordance with Minn. Stat. Ch. 13D.

Member Roles and Responsibilities

The basic duties of Chair, Vice Chair, Secretary and Treasurer are defined in the By-laws (Exhibit 2). Members' roles and responsibilities are as follows:

- Designate a Director and Alternate (optional) and provide their contact information to the designated administrative services provider.
- Submit agenda items and supporting materials to the designated administrative contact ten days prior to the MCD meeting in digital format.
- Review and comment on draft minutes, work plans, agreements and other materials in a timely manner.
- Ensure MCD business materials are forwarded as necessary to the designated Director and Alternate (if one has been designated).
- Discuss MCD business items at District meetings and take actions to provide timely feedback to the MCD.
- Review meeting information prior to meetings and bring a copy to be used during the meeting

- When requesting that items be added to the agenda at the beginning of the meeting, members will bring at least one copy of supporting materials per MCD member.
- Action items having potential financial impacts on individual Members should be included on the posted agenda and not added the day of a meeting. This is to enable Delegates the opportunity to discuss potential financial impacts with their respective Boards in advance.

Administrative Services and Budget

The MCD will enter into a Joint Powers Agreement with a Member to serve as Administrative Services Provider, or ASP. ~~†~~The ASP is the official day-to-day contact for the MCD and ~~to~~is responsible for providing the organization with essential administrative and fiscal services, including but not limited to:

- Preparing meeting agendas and minutes;
- ~~Storing and distributing~~ official records;
- Responding to public records requests;
- Maintaining MCD’s website;
- Preparing and ~~routing for~~ securing signatures for joint powers and other agreements;
- Tracking and reporting on the budget and expenditures;
- Preparing invoices and issuing payments on approved invoices for goods and services;
- Preparing quarterly Treasurer’s and account transactions reports;
- Compiling records for and facilitating completion of annual audits; and
- Drafting budgets and plans of work for Board consideration and approval.

~~The Administrative Services Provider (ASP) shall,~~ In addition, the ASP serves as MCD’s designated Fiscal Agent for ~~MCD its~~ Special Programs. ~~As~~ Fiscal Agent, ~~the ASP is responsible for~~ responsibilities include but are not limited to:

- 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.

In addition to the above, the District Manager or equivalent of the ASP may, on behalf to MCD, sign grant agreements and joint powers agreements, or amendments thereto, that are approved by the Board. (See authorization pursuant to Resolution XXX, adopted by the Board on XX-XX-XXX.)

The budget for administrative services which operates out of the MCD's general fund is presented below. In August 2019, the Board adopted motion 12.1 establishing that the MCD will maintain a general fund balance of \$30,000, and also increase dues gradually over time. to ensure revenues and expenses eventually balance. The purpose of gradually increasing dues is to prevent having a large increase occur to balance the budget in the year the minimum fund balance is reached. The estimated fund balance as of January 1, 2020-2023, the estimated fund balance is will be \$51,500-\$48,351; therefore, the 2020-2022 budget includes deficit spending in all three years of this work plan and budget, as will the subsequent 3-year budget. Annual dues will increase approximately 16% per year, which will result in balanced revenues and expenses over the course of this and the subsequent 3-year work plan. By the end of this 6-year period (2020-2025), Based on future spending and revenue projections and a dues rate increase of approx. 2.5% per year, the minimum fund balance is projected to be drawn down by approximately \$20,000 will be reached at the end of the next triennial work plan (2028). Dues in 2023 and 2024 will, however, be slightly lower than they were for 2022 due to including interest earnings in the budget. Interest was not included in previous budgets due to low CD's rates in recent years.

All general fund and Special Program accounts, funds, and financial records of the MCD shall be established and maintained separate from those of the ASP Administrative Service Provider.

The ASP Administrative Service Provider is authorized to exceed the expenses shown in any given year, but they may not exceed the total amount for each line item unless this work plan is amended by the Board action.

Administrative Services Budget (General Fund)

	2020	2021	2022	TOTAL
Expenses				
Grant writing	\$2,000	\$2,100	\$2,200	\$6,300
Meeting agendas and minutes, contract management, work plan; record keeping, and website maintenance	\$6,900	\$7,300	\$7,700	\$21,900
Financial management and accounting	\$4,400	\$4,600	\$4,800	\$13,800
Expenses and fees (audit, website; insurance)	\$6,600	\$6,800	\$7,000	\$20,400
Total	\$19,900	\$20,800	\$21,700	\$62,400
Revenues				
Membership Dues ²	\$12,650	\$14,850	\$17,600	\$45,100
Fund balance	\$7,250	\$5,950	\$4,100	\$17,300
Total	\$19,900	\$20,800	\$21,700	\$62,400
Estimated Fund Balance	\$44,250	\$38,300	\$34,200	

	2023	2024	2025	TOTAL
Expenses				
Grant application writing and grant work plan development ¹	4,000	\$4,000	\$4,000	\$12,000
Meeting agendas and minutes, contract management, work plan; record keeping, and website maintenance	\$4,800	\$5,000	\$5,200	\$15,000
Financial management and accounting	\$4,000	\$4,200	\$4,400	\$12,600
Expenses and fees to Vendors (audit, website; insurance)	\$7,700	\$7,900	\$8,200	\$23,800

Total	\$20,500	\$21,100	\$21,800	\$63,400
Revenues				
<u>Membership Dues²</u>	<u>\$17,050</u>	<u>\$17,490</u>	<u>\$17,930</u>	<u>\$52,470</u>
<u>Interest</u>	<u>\$1000</u>	<u>\$1000</u>	<u>\$1000</u>	<u>\$3000</u>
<u>Fund balance</u>	<u>\$2,450</u>	<u>\$2,610</u>	<u>\$2,870</u>	<u>\$7,930</u>
Total	\$20,500	\$21,100	\$21,800	\$63,400
<u>Estimated Fund Balance</u>	<u>\$45,890</u>	<u>\$43,270</u>	<u>\$40,390</u>	

¹ For activity prior to grant agreement execution and not reimbursable by the grant.

² Member dues: \$~~1,150~~1,550 in 202~~03~~; \$~~1,350~~1,1590 in 202~~14~~; and \$~~1,600~~1,630 in 202~~25~~.

Special Programs and Budgets

MCD Members collaborate on development and implementation of a number of special programs, including:

- Engineering and Technical Assistance (ETA)
- MN Agricultural Water Quality Certification Program (MAWQCP)
- Metro Area Children’s Water Festival (MACWF)
- ~~Sub Watershed Analysis (SWA)~~
- ~~Campus Groundwater Conservation Planning (CGCP)~~

Funds made available through a Special Program (other than the MACWF) will be offered in equal share to all Members interested in participating in the particular program, except in cases where differing levels of participation are inherent and understood in advance. The actual amount a Member receives may vary depending on their level of interest and/or other relevant circumstances. Generally, to obtain funds Members must request their share of funds through an application process established by the Host. Funds will be reserved for the participating Member subject to the Host’s approval of their application. The program Host has discretion to establish soft and hard deadlines by when reserved funds must be used, based at least in part on grant or other funding source timeframes. Unused or remaining funds will be offered equally to other Members in order to ensure all available funds are encumbered and used prior to their expiration. Payments to Members will be made by the ASP subject to receipt of an approved invoice and approval by the program Host. At their discretion, the Host may require submittal of interim, quarterly, and/or final reports, as well as supporting documentation, prior to issuing approval. The Host may require a higher match percent for implementation than the grant source requires in order to cover the match related to grant administration, fiscal administration, and project development. This is to help ensure the Host does not disproportionately carry the burden of grant match requirements.

A description and projected budget for each Special Program is provided below.

Engineering and Technical Assistance (ETA)

The ETA program is currently funded by the State through BWSR using Technical Service Areas (TSAs) to deliver engineering services and technical assistance to enhance implementation of the State Cost Share program and other similar programs with a primary focus on installing conservation practices that improve water quality and reduce flooding. ETA grant funds are provided through the following grants:

1. Nonpoint Engineering Assistance Program (NPEAP)
 - State General Fund of \$127,500 annually (as of fiscal year 2023)

2. Enhanced Shared Technical Services (ESTS)

- Clean Water Fund Grant of \$242,500 annually (as of fiscal year 2023)

ETA funds are provided to increase and enhance engineering and technical assistance capacity of Members to plan, design, and install conservation projects addressing non-point source pollution. Funds also support the purchase of equipment that is essential for project planning, design, and installation, as well as to build technical knowledge, skills and abilities through training. The funds are to provide technical assistance related to non-point source pollution water quality improvement projects.

Budget amounts indicated below are for planning purposes and are subject to change by Board action and/or grant availability. Calendar year ~~2024 and 2025~~ assumes the same level of state funding is received in the FY~~20-21~~24-25 biennium ~~remains level~~.

Projected ETA Budget (not including match requirements)

<u>Project Activities</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>Total Budget</u>
<u>Engineering</u>	<u>\$298,500</u>	<u>\$298,500</u>	<u>\$298,500</u>	<u>\$895,500</u>
<u>Equipment Supplies and Training</u>	<u>\$57,000</u>	<u>\$57,000</u>	<u>\$57,000</u>	<u>\$171,000</u>
<u>Administration</u>	<u>\$14,500</u>	<u>\$14,500</u>	<u>\$14,500</u>	<u>\$43,500</u>
Total	<u>\$370,000</u>	<u>\$370,000</u>	<u>\$370,00</u>	<u>\$1,110,000</u>

<u>Project Activities</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>Total Budget</u>
<u>Engineering</u>	<u>\$297,000</u>	<u>\$297,000</u>	<u>\$297,000</u>	<u>\$891,000</u>
<u>Equipment Supplies and Training</u>	<u>\$55,800</u>	<u>\$55,100</u>	<u>\$54,500</u>	<u>\$165,400</u>
<u>Administration – ETA Host</u>	<u>\$14,000</u>	<u>\$14,500</u>	<u>\$15,000</u>	<u>\$43,500</u>
<u>Administration – Fiscal Agent</u>	<u>\$3,200</u>	<u>\$3,400</u>	<u>\$3,500</u>	<u>\$10,100</u>
Total	<u>\$370,000</u>	<u>\$370,000</u>	<u>\$370,00</u>	<u>\$1,110,000</u>

Engineering funds will be offered equally among Members to use for engineering and technical services through contracted services or through employed technical staff of Members. Contracted services may be with private engineering firms or through staff of another Member or Partner. Independent contractor agreements between Members, Partners, or consultants will be the responsibility of individual Members and not ~~of~~ the MCD.

Equipment, supplies and training funds will be used for the purchase of survey equipment of value greater than \$5,000, routine supplies to operate, maintain and repair survey equipment and for cross-training of Member staff or Partners. The use of these funds will be evaluated annually by Member staff. All equipment, supply, and training purchases will be made through the ASP Administrative Service Provider, subject to consultation with Member staff and approval of the ETA Host.

Administration funds will be used to support the ETA Program Host and Fiscal Agent ~~costs~~ associated with ASP their respective roles administering the program. These include but are not limited to: preparing work plans; preparing and tracking quarterly and annual applications and activity reports; issuing payments; tracking and reporting expenditures; corresponding with the BWSR and participating Members; participating in the statewide Technical Service Area workgroup meetings coordinated by BWSR and providing other grant management tasks and support as may be needed.

A cash or in-kind match of 10% is required with the ETA grants.

Subject to Host approval, the ASP is authorized to exceed expenses shown in any given year of the ETA budget, but they may not exceed the total amount for each line item unless this work plan is amended by the Board action.

MCD, through ETA program Host, will keep and maintain a current inventory of any equipment with a purchase value in excess of \$5,000 (capital equipment). Capital equipment purchased with ETA funds shall be the property of the State of Minnesota for its useful life. The MCD shall be responsible for ensuring capital equipment is properly insured and is made available for sharing among Members. A listing of capital equipment is provided in Exhibit 1. A Capital Equipment Plan (CEP) for ~~2020-2022~~-2023 has been ~~will be~~ developed and approved ~~in 2020 and upon approval~~ by the Board shall be incorporated into this plan by reference. A 2024-2025 CEP will be developed.

Sub-Watershed Analysis (SWA)

The SWA budget is currently funded through a FY19 Clean Water Fund grant through BWSR.

The SWA program implements a process to analyze smaller drainage areas that contribute to the degradation of locally identified high priority water resources. The analysis identifies the location and estimated cost/benefit relationship for best management practices.

The SWA has been refined by MCD and its Members to create established protocols that can be implemented in both rural and urban landscapes. It has been developed to provide the foundation for prioritizing and targeting project implementation for Members or Partners and to assist with project specific grant applications.

Projected SWA Budget

Project Activities	2020	2021	2022	Total
Grant Administration	\$1,000	\$1,000	\$1,000	\$3,000
Fiscal Management	\$1,000	\$1,000	\$1,000	\$3,000
Protocol Refinement and Training	\$3,000	\$3,000	\$1,000	\$7,000
Prepare SWA's	\$34,000	\$102,000	\$51,000	\$187,000
Total	\$39,000	\$107,000	\$54,000	\$200,000

Grant administration and fiscal management funds will be used to support Host and Fiscal Agent costs associated with their respective roles administering the program. These include but are not limited to: preparing work plans; issuing payments; tracking and reporting expenditures; preparing and tracking applications and activity reports; corresponding with the BWSR and participating Members; and providing other grant management tasks and support as may be needed.

Protocol refinement and training funds will be used to support efforts to update and improve SWA protocols and documentation, and to train Member or Partner staff.

Funds to prepare SWA's will be used to support planning and preparation of SWA reports by participating Members, in accordance with established protocol.

A cash or in-kind match of 25% is required with the SWA grants.

Metro Area Children's Water Festival (MACWF)

The MACWF is not funded through the MCD but rather through Partners. The MCD will in no way be responsible for expenses associated with the MACWF.

The MACWF is a collaboration with Partners and an annual event for children in the 11-County metro area surrounding Minneapolis and St. Paul. The purpose of the festival is to provide education to fourth-grade students about water resources and to present ways they can help ensure a future where both the quantity and quality of water resources are protected and managed wisely.

The MACWF occurs each September at the Minnesota State Fairgrounds in St. Paul. The design of the program provides students with hands-on opportunities to learn about water and its importance to people and our natural environment. For example, at past festivals, students learned about how water quality is measured by scientists, where water goes when the toilet gets flushed, how tiny aquatic bugs can serve as indicators of water quality, the importance of wetlands, aquatic life, and basic water science. In general, each festival reaches about 1,200 students from the surrounding areas.

The MACWF would not be possible without the collaboration of many agencies through a Festival Planning Committee. The Festival Planning Committee is an interagency group that meets monthly beginning in January of each year to coordinate and complete tasks necessary for a successful event. Each member on the committee assumes specific duties necessary to execute the festival including but not limited to: recruitment of presenters and volunteers; selection and coordination of participating schools; and organization and coordination of festival activities such as the presentations, arcade, lunch, arrival and departure, registration and photos. The Committee is also responsible for coordination of the State Fair facility rental and contracts, sponsor coordination, and fiscal management.

The MACWF has been sponsored and supported by the MCD for several years. As a condition to continuing this support, the Board in August, 2019, adopted motion 19.025 requiring MACWF to reimburse MCD for costs to provide such support.

Projected MACWF Budget

Project Activities	202 03	202 14	202 25	Total
Facility Rental	\$12,000	\$12,000	\$12,000	\$36,000
Food & Supplies	\$3,000	\$3,000	\$3,000	\$9,000
Transportation	\$8 12,000	\$8 12,000	\$8 12,000	\$24 36,000
Presenters	\$4,000	\$4,000	\$4,000	\$12,000
<u>Website Maintenance</u>	<u>\$3000</u>	<u>\$3000</u>	<u>\$3000</u>	<u>\$9000</u>
MCD Administration	\$4,000	\$4,000	\$4,000	\$12,000
Total	\$3138,000	\$3138,000	\$3138,000	\$93114,000

All expenses will be paid for through donations from multiple sponsor agencies and Partners. The MCD will in no way be responsible for expenses not covered by donations.

Subject to Host approval, the ASP is authorized to exceed expenses shown for any activity and/or in any year provided the overall total is not exceeded.

Minnesota Agricultural Water Quality Certification Program (MAWQCP)

MAWQCP is a program designed to assist farmers and other agricultural landowners in taking the lead in implementing conservation practices that protect our water. Participants who meet minimum program requirements for the implementation and maintenance of water quality best management practices customized to their specific operation are eligible to receive MAWQCP certification and regulatory certainty for a period of ten years. Local public and private conservation service providers assist farmers through the certification process.

MAWQCP is administered and funded by the Minnesota Department of Agricultural (MDA). MCD receives funds on a reimbursement basis through a Joint Powers Agreement with the MDA. Member participant requesting funding for MAWQCP services must submit an invoice along with supporting documentation to the ASP. The ASP may establish minimum invoice and support documentation requirements related to format and content, as may be required to ensure compliance with the JPA.

Budget amounts indicated below are for planning purposes and are subject to change by Board action and/or grant availability. Calendar year ~~2022~~2023 assumes the level of MDA funding received in the FY~~20-21~~22-23 biennium remains level.

Projected MAWQCP Budget

<u>Project Activity</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>Total</u>
<u>Administration</u>	<u>\$800</u>	<u>\$800</u>	<u>\$800</u>	<u>\$2,400</u>
<u>SWCD Staff Support</u>	<u>\$32,000</u>	<u>\$32,000</u>	<u>\$32,000</u>	<u>\$96,000</u>
<u>Promotion & Incentives</u>	<u>\$1,600</u>	<u>\$1,600</u>	<u>\$1,600</u>	<u>\$4,800</u>
<u>Engineering & Practice Implementation</u>	<u>\$8,000</u>	<u>\$8,000</u>	<u>\$8,000</u>	<u>\$24,000</u>
Total	\$42,000	\$42,000	\$42,000	\$126,000

<u>Project Activity</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>Total</u>
<u>Administration</u>	<u>\$800</u>	<u>\$800</u>	<u>\$800</u>	<u>\$2,400</u>
<u>SWCD Staff Support</u>	<u>\$20,000</u>	<u>\$20,000</u>	<u>\$20,000</u>	<u>\$60,000</u>
<u>Promotion & Incentives</u>	<u>\$1,400</u>	<u>\$1,400</u>	<u>\$1,400</u>	<u>\$4,200</u>
<u>Engineering & Practice Implementation</u>	<u>\$4,800</u>	<u>\$4,800</u>	<u>\$4,800</u>	<u>\$14,400</u>
Total	\$27,000	\$27,000	\$27,000	\$81,600

Administration funds will be used to support costs associated with administering the program, including but not limited to: preparing work plans; preparing and tracking applications and activity reports; issuing payments; tracking and reporting expenditures; corresponding with the MDA and participating Members; and providing other grant management tasks and support as may be needed.

Promotion and incentive funds will be used to reimburse Member participants for time conducting promotional activities to increase awareness and interest in the MAWQCP. Out-of-pocket expenses associated with these activities are also eligible for reimbursement.

SWCD staff support funds will be used to reimburse Member participants for time assisting program applicants with completing assessments in accordance with program guidelines. Participants conducting such assessments may do so independently.

Engineering and practice implementation funds will be used to reimburse Member participants for time planning, designing, and installing conservation practices that a program participant is implementing as a requirement for certification.

Campus Groundwater Conservation Planning (CGCP)

The CGCP provides a systematic approach to identify and rank groundwater conservation BMPs in terms of cost-effectiveness. Protocol is used to implement groundwater conservation on large acreage, public campuses (e.g. public schools, hospitals, and government facilities). These areas are targeted due to their educational benefits, likelihood of stakeholder buy-in and implementation, magnitude of potential impact, and opportunity for school district wide implementation.

The CGCP is funded through a FY16 Clean Water Fund Grant through BWSR. The grant is anticipated to expire in 2020.

Projected CGCP Budget

Project Activities	2020	2021	2022	Total
Grant Administration	\$1,000	\$0	\$0	\$1,000
Fiscal Management	\$0	\$0	\$0	\$0
Program Design & Production	\$1,800	\$0	\$0	\$1,800
Program Implementation	\$19,200	\$0	\$0	\$19,200
Total	\$22,000	\$0	\$0	\$22,000

Grant administration and fiscal management funds will be used to support Host and Fiscal Agent costs associated with their respective roles administering the program. These include but are not limited to: preparing work plans; issuing payments; tracking and reporting expenditures; preparing and tracking applications and activity reports; corresponding with the BWSR and participating Members; and providing other grant management tasks and support as may be needed.

Program design & production funds will be used to support training and assistance provided to Member staff as related to protocol implementation, as well as making final edits to the protocol based on lessons learned from completed analyses.

Program implementation funds will be used to support planning and preparation of CGCP reports by participating Members, in accordance with established protocol.

A cash or in-kind match of 25% is required with the CGCP grant.

Future Programming Interests for 20230-20252

The MCD may pursue funding to continue existing Special Programs or to develop and implement new Special Programs. Member staff ideas and concepts will be shared with the MCD Board and brought forward as opportunities become available. Of particular interest will be how the BWSR Watershed Based Implementation Fund policy will or will not have continuity with the MCD and other statewide TSAs.

The MCD will continue to support the following Special Programs and budgets that currently exist or evaluate new Special Programs as opportunities arise:

Special Program	Status	Potential Funding Source/Agency	Grant	Local	Total
ETA – NPEAP	Continue	General Fund (BWSR)	\$382,500	\$38,250	\$420,750
ETA – ESTS	Continue	CWF* (BWSR)	\$727,500	\$72,750	\$800,250

MAWQCP	Continue	CFW (MDA)	\$230,000	\$57,500	\$287,500
Groundwater Conservation	Continue Resume	CFW – BWSR/DNR/Other	\$260,000	\$66,000	\$326,000
Subwatershed Assessments	Continue Resume	CFW (BWSR)	\$240,000	\$60,000	\$300,000
Standardized BMP Inspections	New	TBD	\$240,000	\$60,000	\$300,000
Coordinated Education	New	TBD	\$480,500	\$120,100	\$600,600
Pollinator Habitat	New	LSOHC (DNR)	\$360,000	\$90,000	\$450,000
Soil Health	New	CFW (BWSR)	\$260,000	\$66,000	\$326,000
MLCCS/Ecological Planning**	New	LCCMR (DNR)	\$2,935,000	\$220,000	\$3,155,000
<u>Forestry Stewardship</u>	<u>New</u>	<u>RCP (NRCS); LCCMR (DNR)</u>	<u>\$350,000</u>	<u>\$50,000</u>	<u>\$400,000</u>

*Clean Water Fund

**A grant was submitted for this effort and amount in 2019.

This work plan and budget will be amended, as necessary, if/when the MCD receives funding for developing and implementing any new Special Programs, or for the continuation of existing special programs that are not already identified in this work plan and budget.

Special Program Roles and Responsibilities

Members may participate in Special Programs as a Participant and/or Host. A **Host** is the Member that administers a Special Program in accordance with applicable policies and procedures of the funding agency and MCD. The MCD will enter into a Joint Powers Agreement with the Member that serves as Host for one or more programs. This role may be combined with the Administrative Service Provider role.

A **Participant** is a Member that participates in a Special Program and is engaged in its development and/or implementation.

The obligations for each of the above roles are defined below and are consistent across all Special Programs. Special Program benefits to Members are subject to Participants fulfilling their respective obligations.

Host

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 1 - MCD Capital Equipment Inventory

The following pieces of equipment were purchased by and are insured through MCD.
Each item cost a minimum of \$5,000 and is available for use by any member subject to request and availability.

Item	Serial Number	Purchase Date	Purchase Cost	Location Housed
Trimble 5605 Total Station Survey Gear	63522053	Unknown	\$35,792	Washington
Trimble 5605 Total Station Survey Gear	63530467	Sep 2009	\$19,939	Scott
Trimble R-10 410-470 Survey Gear	5410457343	Apr 2014	\$28,380	Scott
Trimble R-8 GNSS Survey Gear	4906165795	Apr 2014	\$19,056	Washington
Trimble R10 GNSS Survey Gear	5551450166	Mar 2016	\$33,486	Dakota
Trimble S7 Total Station Survey Gear	37410785	Mar 2016	\$39,792	Anoka
Trimble S7 Total Station Survey Gear	37410774	Mar 2016	\$39,792	Washington
Trimble R-10 410-470 Survey Gear	5639470258	Nov 2016	\$30,993	Carver
Trimble Geo 7x GPS Unit	5613468682	Jan 2017	\$8,632	Ramsey
Trimble SX10 Total Station w/TSC7 Controller	30412343 DAD182500045	Mar 2019	\$57,662	Scott
Trimble R-10 Model 60 w/TSC7 Controller	5841F00226 DAD182700495	Mar 2019	\$30,348	Washington
Trimble R-10 Model 60w/TSC7 Controller	5851F00330 DAD184500106	Aug 2019	\$32,917	Wright
Trimble R-12 Model 60 w/TSC7 Controller	6035F00237 DAD203000204	Oct 2020	\$35,617	Anoka
Trimble TSC7 Controller Trimble EM120 Model	BAC210100008 DAD2101100087	Mar 2021	\$7,777	Dakota
Trimble R12i Model 60 w/ TSC7 Controller	6135F00484 DAD213600042	Oct 2021	\$37,562	Hennepin
Trimble R12i Model 60 w/TSC7 Controller	6227F01015 DAD220100156	Aug 2022	\$37,820	Sherburne

EXHIBIT 2 - BYLAWS

BYLAWS of the Metropolitan Soil and Water Conservation Districts Technical Service Area Joint Powers Board (Metro Conservation Districts, or MCD)

Article I – NAME

The name of this Joint Powers Board shall be: Metropolitan Soil and Water Conservation Districts Technical Service Area Joint Powers Board, (Metro Conservation Districts). This name may be abbreviated to MCD.

Article II – PURPOSE

The purpose of the MCD is to share ideas, identify issues, opportunities and solutions among Conservation Districts that have common metropolitan concerns regarding the protection and conservation of natural resources. In addition, the MCD works together to develop and implement joint activities for resource conservation.

Article III – MEMBERSHIP

Each dues paying Conservation District within the boundaries of the eleven county Metropolitan Area shall be deemed to be a voting member of the MCD. Each of these Conservation Districts shall appoint two persons from their elected boards to the MCD, one to serve as delegate and one to serve as alternate. Each delegate shall have one vote.

Article IV – DUES

Each District shall pay dues to the MCD of an amount to be determined by a majority vote of the membership. For purposes of dues and financial reports, the fiscal year shall be the calendar year.

Article V – OFFICERS

The officers of the MCD shall be a Chair, Vice Chair, a Secretary, and a Treasurer. The Secretary may also serve as Treasurer. District staff may support the duties of their elected officers. The Secretary's District shall be the repository of the records. The Treasurer's District shall be the repository of the financial records. The term of office shall be one year. Elections shall be held the first meeting of the year. An officer must be a continuing member of their respective elected board.

Article VI – POWERS AND DUTIES OF OFFICERS

The Chair shall preside at meetings of the MCD. If a vacancy in the office occurs, the Vice Chair will succeed at once to the office and an election for a new Vice Chair will be held at the next meeting. The Vice-Chair serves in the absence of the Chair. If a vacancy in either the Secretary or Treasurer position occurs, the Chair will call for an election at the next meeting and may appoint an officer pro-tem to serve until the election takes place.

The Treasurer shall deposit all funds that come into his/her possession in a bank approved by the MCD and shall make all disbursements by check for the necessary expenses of the MCD.

Checks shall be signed by the Treasurer, Chair or Vice Chair. Officers may not issue and sign checks to themselves. The Treasurer shall keep records of all receipts and disbursements. The Chair will appoint

EXHIBIT 2 - BYLAWS

an Audit Committee to do an annual audit.

All elected officers shall act in concert as an Executive Committee to make interim decisions, including the calling of meetings. The Executive Committee will appoint committees as deemed necessary to carry on the work of the MCD.

Article VII – MEETINGS

All meetings of MCD will be in compliance with Minnesota’s Open Meeting Law (M.S. 13D). A minimum of three meetings shall be held each year. The first meeting of the year shall be designated as the official Annual Meeting. A quorum shall be a majority of the membership. Attendance by non-delegate Supervisors and staff is encouraged to allow maximum participation in the sharing of ideas and problems. In addition, a meeting may be called by agreement of the majority of the membership with one week notice to the membership. The MCD may support resolutions for consideration by the Minnesota Association of Soil and Water Conservation Districts.

Article VIII – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert’s Rules of Order Newly Revised* shall govern the MCD in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the MCD may adopt.

Article IX – AMENDMENT OF BYLAWS

These bylaws can be amended at any regular meeting of the MCD by a 2/3 vote of the voting members in attendance, provided that the amendment has been submitted in writing and mailed to every member District at least one month prior to the meeting.

Dates on which the MCD Board took action to revise these Bylaws:

March 31, 2010

January 26, 2011

February 25, 2015 (latest)