

Metropolitan Soil and Water Conservation Districts Technical Service Area Joint Powers Board 2017-2019 Work Plan and Budget

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 ten soil and water conservation districts (Districts) in the Twin Cities metropolitan area; Anoka, Carver, Chisago, Dakota, Isanti, Ramsey, Scott, Sherburne, Washington and Wright, and one county; Hennepin. The MCD exists to coordinate and assist with the operations of the ten Districts and with projects for the mutual benefit of the Districts and Hennepin County.

Scope

This Work Plan and Budget includes two components; Administrative Services and Special Programs. The costs of Administrative Services are shared equally by Members through annual dues assessments, reserve funding or grants. Special Programs are paid for by Members contracting for services from a Host District or by grants.

Administrative Services Include:

- General Administration - Board meeting preparation and follow-up, web site, and drafting correspondences.
- Fiscal Agent – Financial management, invoice payments, preparing financial reports and audits.

Special Programs Include:

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

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.

Administration

The MCD is required to comply with Minn. Stat. Ch. 13D (Open Meeting Law). Meeting times and location and other meeting information are posted on the MCD website at www.metrotsa4.org not less than 48 hours prior to the meeting.

Meetings

The MCD will meet quarterly, on the last Wednesday of February, May, August, and the third Wednesday of November. Meetings are generally held at 4:00 p.m. to 6:00 p.m. in the Earle Brown Tower, 6120 Earle Brown Drive, Brooklyn Center. All meetings are subject to change. An updated schedule will be maintained on the MCD website www.metrotsa4.org.

Roles and Responsibilities

The basic duties of Chair, Vice Chair, Secretary and Treasurer are defined in the By Laws. The following guidelines have been developed for Members to assist with understanding their roles and responsibilities:

- Designate a Director and Alternate (optional) and provide the Secretary their contact information
- 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 not less than one copy of supporting materials per MCD member.
- Action items involving financial matters generally should not be added to the agenda at the beginning of the meeting to allow Members the opportunity to discuss and consider the materials beforehand.

MCD Budget

Expenses			
Item	2017	2018	2019
Administration	\$14,500	\$18,100	\$19,000
ETA - NPEAP (BWSR Base Grant)	\$125,000	\$125,000	\$125,000
ETA - NPEAP (Local Match)	\$12,500	\$12,500	\$12,500
ETA – ESTS Part 1 (BWSR CWF Grant)	\$125,000	\$125,000 ²	\$125,000 ²
ETA – ESTS Part 2 (BWSR CWF Grant)	\$115,000	\$115,000 ²	\$115,000 ²
ETA – ESTSP Part 2 (Local Match)	\$28,750	\$28,750 ²	\$28,750 ²
MACWF	\$13,000	\$13,000	\$13,000
SWA (BWSR FY14 CWF Grant)	\$135,000	\$0	\$0
SWA (Local Match)	\$10,000	\$0	\$0
MAWQCP	\$45,000	\$75,000 ²	\$75,000 ²
CGCP (BWSR FY16 CWF Grant)	\$96,178	\$27,302	\$0
CGCP (Local Match)	\$24,044	\$6,825	\$0
Total	\$743,972	\$546,477	\$513,250
Revenues			
Membership Dues ¹	\$6,600	\$8,800	\$11,000
Reserves	\$7,900	\$9,300	\$8,000
ETA - NPEAP (BWSR Base Grant)	\$125,000	\$125,000	\$125,000
ETA - NPEAP (Local Match)	\$12,500	\$12,500	\$12,500
ETA – ESTS Part 1 (BWSR CWF Grant)	\$125,000	\$125,000 ²	\$125,000 ²
ETA – ESTS Part 2 (BWSR CWF Grant)	\$115,000	\$115,000 ²	\$115,000 ²
ETA – ESTSP Part 2 (Local Match)	\$28,750	\$28,750 ²	\$28,750 ²
MACWF	\$13,000	\$13,000	\$13,000
SWA (BWSR FY14 CWF Grant)	\$135,000	\$0	\$0
SWA (Local Match)	\$10,000	\$0	\$0
MAWQCP	\$45,000	\$75,000 ²	\$75,000 ²
CGCP (BWSR FY16 CWF Grant)	\$96,178	\$27,302	\$0
CGCP (Local Match)	\$24,044	\$6,825	\$0
Total	\$743,972	\$546,477	\$513,250

1 - \$600 in 2017; \$800 in 2018; and \$1,000 in 2019

2 – Projected numbers based on legislative support equal to the 2016-2017 biennium

Administration Budget Breakdown:

Item	2017	2018	2019
Grant writing	\$1,500	\$1,700	\$1,900
Meeting agendas and minutes, contract management, record keeping, website updates, etc.:	\$6,200	\$6,400	\$6,600
Billing, accounting:	\$3,800	\$4,000	\$4,200
Audit fees; website fees; MCIT insurance; misc. expenses:	\$3,000	\$6,000	\$6,300
Total	\$14,500	\$18,100	\$19,000

Individual Special Program budget breakdowns are provided within their respective sections below

ENGINEERING AND TECHNICAL ASSISTANCE (ETA)

Program Description

The ETA program is funded primarily 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. Match is required as noted under individual BWSR grants identified below.

ETA grant funds are provided through two BWSR grants that include:

1. Nonpoint Engineering Assistance Program (NPEAP)
 - Base Grant of \$125,000 annually
2. Enhanced Shared Technical Services (ESTS)
 - Part 1 - Clean Water Fund Grant of \$125,000 annually
 - Part 2 – Clean Water Fund Grant of \$115,000 annually

Definitions

Fiscal Agent	The PARTICIPANT that administers program funds, reports fiscal activities to grantors and funding sources, facilitates reimbursement requests, payment of expenses, and bank account(s) management.
Host	The PARTICIPANT that agrees to administer the program according to criteria provided by MCD. This role may be combined with FISCAL AGENT.
Participant	Members who participate in the program and who are engaged in program management are considered program PARTICIPANTS.
Partner	Entities that contribute substantially to the program but that are not members of the MCD are PARTNERS.

ETA Guidelines

ETA grant funds are provided to increase and enhance capacity of Members engineering assistance to plan, design and install conservation projects, purchase equipment and software related to project planning, design and installation, and train staff to build technical knowledge, skills and abilities. The funds are to provide technical assistance related to non-point source pollution water quality improvement projects. Amounts indicated are for planning purposes and are subject to change by Board action.

Each Participant shall be responsible for submitting an application for ETA funds to the Host for approval. The application form shall be reviewed and approved by staff and must capture information that is required by BWSR in order for the MCD to obtain ETA funds.

Each Participant receiving ETA funds shall be responsible for submitting quarterly reports to the Host using a form reviewed and approved by staff. The report shall be used to document how funds were used in sufficient detail and frequency as may be necessary for the Host to meet BWSR ETA grant reporting requirements and needs of MCD Board. The report shall be designed to also serve as the member's invoice for reimbursement.

The Host will keep and maintain a current inventory of any equipment and software purchased with ETA funds. Any equipment purchased with ETA funds will be the property of the State of Minnesota for its useful life. The MCD shall be responsible for ensuring equipment shared among Members and with a purchase value of \$5,000 or greater is properly insured. A listing of equipment MCD is responsible for insuring is provided in Exhibit 1.

Purchased survey gear is available for all Members to use and survey gear may be used as trade during purchases. After grant terms expire, purchased software and equipment may remain in the custody of the Member so long as it is used for the purposes of promoting and supporting the implementation of nonpoint source conservation practices. Equipment and software purchases may be coordinated by the MCD rather than individual Members to evaluate cost savings.

Projected ETA Budget Per Calendar Year

Project Activities	2017	2018	2019	Total Budget
Engineering	\$270,000	\$276,500	\$276,500	\$823,000
Equipment Software and Training	\$82,500	\$75,000	\$75,000	\$232,500
Administration	\$12,500	\$13,500	\$13,500	\$39,500
Local Match	\$41,250	\$41,250	\$41,250	\$123,750
Total Budget	\$406,250	\$406,250	\$406,250	\$1,218,750

Engineering Services

Funds will be equally divided to Members for engineering services provided by licensed engineers or technical staff. Funds will be provided based on approval of an ETA application by the ETA Host, and submittal of a quarterly report to the ETA Host. Members may use these funds to contract with private engineering firms, obtain services of other Members or neighboring Districts, or compensate staff of individual Members. Independent contractor agreements between Members, neighboring districts or consultants will be the responsibility of individual Members and not of the MCD.

Equipment, Software and Training

Funds will be used for the purchase of survey equipment, technology support to operate equipment, software, or staff training. All expenses need to be relevant to engineering practices and principles. Survey equipment purchases in excess of \$5,000 will be evaluated annually by staff and may be purchased through the MCD rather than individual Members. Remaining funds will be equally distributed to individual Members. Each Member will have the option to use their portion of Equipment, Software and Training funds for Engineering Services if preferred.

Administration

A portion ETA funds will be dedicated for administration, including reimbursement of Host and Fiscal Agent services.

Local Match

For every dollar provided by BWSR, the MCD must provide a \$.10 cash match (NPEAP) or a \$.25 cash or in-kind match (ESTS Part 2).

Obligations of the Parties

MCD - The MCD will perform the following ETA requirements in accordance with the terms of this adopted Work Plan and Budget and related agreements:

Operations

- Provide oversight and direction to ensure adherence to the basic terms of this program and related agreements.
- Include the ETA as a Special Program in its Work Plan and Budget.
- Review and authorize the MCD Chair or Vice-Chair to sign ETA Grants.
- Sign an agreement with a PARTICIPANT(s) to provide hosting, administration and fiscal management services to the MCD in accordance with requirements of related agreements.
- Monitor HOST and FISCAL AGENT reporting and reimbursement to ensure efficient completion of key functions.
- Review and approve reports and reimbursement requests prepared by the HOST or FISCAL AGENT for submission to PARTNERS, as required in related agreements.
- Provide a forum to facilitate program planning and to resolve conflicts between Members.

- h) Provide oversight and direction to ensure adherence to the basic terms of this program and related agreements.
- i) Include the ETA as a Special Program in its Work Plan and Budget.
- j) Review and authorize the MCD Chair or Vice-Chair to sign ETA Grants.
- k) Sign an agreement with a PARTICIPANT(s) to provide hosting, administration and fiscal management services to the MCD in accordance with requirements of related agreements.
- l) Monitor HOST and FISCAL AGENT reporting and reimbursement to ensure efficient completion of key functions.
- m) Review and approve reports and reimbursement requests prepared by the HOST or FISCAL AGENT for submission to PARTNERS, as required in related agreements.
- n) Provide a forum to facilitate program planning and to resolve conflicts between Members.
- o) Maintain insurance on shared equipment that have a purchase value of \$5,000 or greater – See Exhibit 1.

Finances

- a) Authorize the FISCAL AGENT to make payment for services under applications approved by the HOST.
- b) Authorize the HOST to develop measures that will help to ensure use of all available funds, including but not limited to, establishing project timelines and deadlines for using ETA grant funds, subject to review and input by Member staff.
- c) Review and approve NPEAP and ESTSP Annual Financial Report.

PARTICIPANTS - PARTICIPANT agrees to:

- a) Identify and develop ETA projects for non-point source pollution water quality improvement practices on public and private lands within its own jurisdiction to address high priorities at the local level.
- b) Acknowledge that MCD may enter into an agreement(s) with a HOST and FISCAL AGENT to provide administration and fiscal management services to the MCD for the ETA NPEAP special program in accordance with the provisions of this Work Plan and Budget and the requirements of related agreements.
- c) Provide all documentation necessary to constitute a completed application when applying for funding.
- d) Provide all documentation necessary to constitute a complete report when reporting on funds used.
- e) Oversee progress and ensure that all expenses are appropriate and consistent with BWSR Policy and the Participant's approved application.
- f) Coordinate requests, and obtain approval from the HOST to modify Member applications prior to expenditure of grant funds.
- g) Provide the HOST with a description of equipment and software purchased along with identifying serial numbers for inventory purposes.
- h) Maintain equipment purchased with ETA funds in working order.
- i) Inform HOST by June 30 of the year prior to grant expirations, if funds will not be used in order to redistribute grant funds to other PARTICIPANTS.

FISCAL AGENT - The FISCAL AGENT will draft and sign an agreement with the MCD to provide Fiscal Management Services to the MCD for the ETA special program in accordance with the provisions of this Work Plan and Budget and agrees to:

- a) Maintain separate accounting for program revenues and expenses from the fiscal agent's other operations.
- b) Segregate program revenues and expenses from the FISCAL Agent's other operations.
- c) Provide a financial report at each regularly scheduled MCD Board meeting itemizing fund balances, revenues and expenditures for the ETA special program.
- d) Maintain separate copies of all receipt, invoices and payment vouchers to facilitate financial audits.
- e) Make payment to Members under approved applications, invoices and quarterly reports by the Host.
- f) Subject the books, records, documents, accounting procedures, and practices of the FISCAL AGENT performing services under this plan to examination by Members, BWSR, MCD, and the State Auditor upon request.
- g) Prepare the ETA Annual Financial Report to BWSR for MCD Board approval.
- h) Assist with program audits.

HOST - The HOST for the ETA special program will draft and sign an agreement with the MCD to provide services to the MCD for the ETA special program in accordance with the provisions of this Work Plan and Budget and agrees to:

- a) Prepare the necessary budgets and plans of work for related BWSR agreements for the MCD Board's review and approval.
- b) Administer the program to meet BWSR ETA Grant Agreement requirements and MCD guidelines.
- c) Enter necessary eLink information both to request grant funds and report on use of grant funds.

- d) Process ETA applications from PARTICIPANTS and track projects through quarterly reports. Bring applications to the MCD Board for approval, if there is disagreement between the applicant and Host regarding an application.
- e) Maintain an inventory of equipment, software and training purchased by MCD utilizing ETA special program funds.
- f) Maintain appropriate insurance coverage.
- g) Develop a draft budget and work plan for the ETA to be incorporated in the MCD Work Plan and Budget.
- h) Prepare and provide to participants updated program guidance and documents necessary to comply with the terms of this work plan and ETA grant agreements.
- i) Submit reports to MCD regarding the status of all projects receiving ETA assistance for review at each regularly scheduled Board meeting.
- j) Prepare the grant year end ETA program reports to BWSR for MCD Board approval and submit the approved report to BWSR.
- k) Coordinate and provide information as needed to enable FISCAL Agent to make timely payments to Participants and Host, and to track, manage and report program budget balances and expenditures

2014 CLEAN WATER FUND GRANT FOR SUBWATERSHED ANALYSIS (SWA)

Introduction

MCD applied for a FY 2014 Clean Water Fund Clean Water Accelerated Implementation Grant to conduct Subwatershed Analysis (SWA). BWSR awarded MCD \$250,000 to implement the project. The project duration is 4 years and concludes December 31, 2018.

Definitions

Fiscal Agent	The Member District that administers program funds, reports fiscal activities and funding sources to grantors, facilitates reimbursement requests, payment of expenses, and bank account(s) management. The FISCAL AGENT for this Special Program and grant shall be the MCD FISCAL AGENT.
Host	Also referred to as "Authorized Representative"; the Member District that is appointed by the MCD to administer the program according to criteria provided by MCD.
Participant	Districts who participate in the program and who are engaged in program management are considered program PARTICIPANTS.
Partner	Entities that contribute substantially to the program but that are not members of the MCD are PARTNERS.

Project Description

Through a long standing partnership of the eleven metro soil and water conservation districts (MCD) we will continue to implement a process to analyze subwatersheds that contribute to the degradation of locally identified high priority water resources. The analyses to be completed identify the location and estimated cost/benefit relationship for best management practices.

MCD adapted the Center for Watershed Protection's Urban Stormwater Retrofit manual protocols during the process of collaborating on the previously completed assessments. The process varies for each assessment depending on the nature of readily available GIS data. Data, such as stormwater infrastructure type, location, size and elevation, aerial photography, land use, parcel ownership, soils, and digital elevation data are routinely employed to reduce the need for intensive field investigation. Generally, the process involves the identification of catchments that contribute to the water resources of concern, pollution loading calculations utilizing P8 or WinSLAMM for each catchment with incorporation of all existing stormwater treatment infrastructure, identification of optimal opportunities in the landscape for the placement of a suite of BMPs deemed acceptable to local regulatory entities in those catchments. Each BMP is then modeled for its potential to reduce pollutant loading in terms of Total Phosphorus, Total Suspended Solids and water volumes. Estimates of design, promotion, construction oversight, installation, operations and maintenance costs over 30 years are then developed for all BMPs. The relationship of costs to benefit are then used to evaluate and rank the overall effectiveness of the BMPs. Subjective benefits such as visibility, educational value, and development of new partnerships can be taken into account by local partners when selecting which project installations to pursue. The suite of projects identified can then be used as a foundation for future capital improvement plans.

The process refined by MCD and its members to identify the optimal placement and type of BMPs within those subwatersheds and catchments that most contribute to the degradation of high priority water resources coupled with

detailed cost/benefit analysis for each BMP takes TMDL Implementation Plans to the next level and provides the foundation not only for the development of detailed capital improvement plans but also the development of partnerships and project specific grant applications to facilitate the cost effective and systematic achievement of water quality, groundwater recharge and flood reductions goals.

While the current process has been developed for urban landscapes, MCD is poised to develop, refine and employ similar protocols as part of this effort for rural and agricultural landscapes. This could very well help better direct the application of millions of dollars in federal funding to areas in the landscape where it can do the most good.

Project Deliverables and Timeline

At least 22 subwatershed analyses, including prioritized list of practices and cost-benefits table, will be generated.

Dec. 2013 Grant Approval
 Feb. 2014 Workplan Submittal
 Mar. 2014 Grant Agreement Signed
 Aug. 2014 Begin SWA application process and semiannual reporting
 Feb. 2015 Complete annual reporting
 Aug. 2015 Complete 11 more assessments and semiannual reporting
 Feb. 2016 Complete annual reporting
 Sep. 2017 Complete final 11 assessments and semiannual reporting
 Dec. 2017 Complete final reporting

Projected SWA Budget Per Calendar Year

Project Activities	Description	2017	2018	2019	Total
Grant Mgmt & Adm	See HOST Obligations below	\$3,659.50	\$ 3,559.25	\$0	\$7,218.75
Fiscal Management	See FISCAL AGENT Obligations below	\$ 368.50	\$ 500.00	\$0	\$868.50
Project Dev't	See HOST Obligations below	\$0	\$0	\$0	\$0
Prepare SWA	Prepare subwatershed analyses	\$75,150	\$77,350	\$0	\$152,500
Total		\$79,178	\$81,409.25	\$0	\$160,587.25

Grant Management and Administration and Project Development funding will be distributed to the HOST. Subwatershed Analysis funding will be distributed equally among all PARTICIPANTS to cover staffing costs. Funding will be distributed to PARTICIPANTS as it is received from BWSR and Obligations are met.

Obligations of the Parties

MCD - The MCD will perform the following SWA requirements in accordance with the terms of this adopted Work Plan and Budget and related agreements:

Operations

- a) Determine the nature and scope of services provided and general program parameters.
- b) Provide oversight and direction to ensure adherence to the basic terms of this program and related agreements.
- c) Approve SWA protocols for HOST to distribute to PARTICIPANTS.
- d) Include the SWA project in its Work Plan and Budget.
- e) Review and authorize the MCD Chair or Vice-Chair to sign the BWSR CWF grant.
- f) Sign an agreement with a PARTICIPANT(s) to provide administration and fiscal management services to the MCD in accordance with the provisions of the MCD Work Plan and Budget and the requirements of related agreements.
- g) Authorize the HOST in a separate agreement to sign contracts on behalf of the MCD for projects for the project and be grant fiscal agent.
- h) Monitor HOST reporting and reimbursement to ensure efficient completion of key functions.
- i) Review and approve reports and reimbursement requests prepared by the HOST for submission to PARTNERS, as required in related agreements.
- j) Provide a forum to facilitate program planning and to resolve conflicts between members.
- k) Review and authorize the MCD Chair or Vice-Chair to sign the BWSR grant agreement by MCD Board action.
- l) Authorize the HOST to make payment for services under approved contracts.

- m) Authorize the HOST to make develop measures that will help to ensure use of all available funds, including but not limited to establishing project start date deadlines.

FISCAL AGENT - The FISCAL AGENT will sign an agreement with the MCD to provide Fiscal Management Services to the MCD for the SWA Special Program in accordance with the provisions of this MCD Work Plan and Budget and the requirements of related agreements and agrees to:

- a) Maintain separate accounting for program revenues and expenses from the MCD's other operations.
- b) Provide a financial report at each regularly scheduled MCD Board meeting itemizing fund balances, revenues and expenditures for the SWA Project.
- c) Maintain separate copies of all receipt, invoices and payment vouchers to facilitate financial audits.
- d) Make payment for services under approved contracts following approval by the FISCAL AGENT's board of supervisors.
- e) Subject the books, records, documents, accounting procedures, and practices of the HOST performing services under this plan to examination by BWSR, MCD, and the State Auditor upon request.
- f) Prepare all fiscal documents necessary to receive grant funds.
- g) Assist with program audits.

HOST – The HOST will serve as Authorized Representative for this BWSR SWA Grant agreement. The HOST will also sign an agreement with the MCD to provide services to the MCD and agrees to:

- a) Prepare the necessary budgets, contracts and plans of work for related agreements for the MCD Board's review and approval.
- b) Provide Grant Management and Reporting (including eLink) to meet BWSR and MCD guidelines.
- c) Provide Project Development to disseminate MCD-approved SWA protocols to PARTICIPANTS, coordinate project PARTICIPANTS, compile and disseminate technical information, compile analysis reports, track overall project progress, manage SWA webpage(s), and support project PARTICIPANTS as needed.
- d) Maintain appropriate insurance coverage.
- e) Develop a draft annual budget and work plan for the SWA to be incorporated in the MCD Work Plan and Budget.
- f) Prepare and provide to participants updated program guidance and documents necessary to comply with the terms of this work plan.
- g) Submit bi-monthly reports to MCD regarding the status of all projects receiving SWA assistance.
- h) Prepare the grant year end program report to BWSR for MCD Board approval and submit the approved report to BWSR.
- i) Coordinate with FISCAL AGENT and PARTNERS to ensure all expenditures are appropriate.

PARTICIPANT: As approved by action of their respective Boards of Supervisors to approve this work plan each PARTICIPANT agrees to:

- a) Complete at least one Subwatershed Analysis (SWA) in accordance with the protocols approved by MCD.
- b) Provide final report in digital format (MS Word, Excel) for each SWA, which includes site description(s), maps, priority sites, field analysis summary, cost-benefit analysis, practice summary table, and other items noted in the protocols approved by MCD.
- c) Provide documentation to HOST that will meet project file requirements of the BWSR grant on a quarterly basis.
- d) Inform HOST by 03/30/17 if analyses will not be completed for grant redistribution to other PARTICIPANTS.

METRO AREA CHILDREN'S WATER FESTIVAL (MACWF)

Introduction

The Metro Area Children's Water Festival (MACWF) is an annual event produced for children in the 11 County metro area surrounding Minneapolis/St. Paul MN. 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, MN. 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.

Definitions

Fiscal Agent	The Member District that administers program funds, reports fiscal activities to grantors and funding sources, facilitates reimbursement requests, payment of expenses, and bank account(s) management. The FISCAL AGENT for this Special Program and grant shall be the MCD FISCAL AGENT.
Host	The Member District that agrees to administer the program according to criteria provided by MCD. This role may be combined with FISCAL AGENT.
Participant	Districts who participate in the program and who are engaged in program management are considered program PARTICIPANTS.
Partner	Entities that contribute substantially to the program but that are not members of the MCD are PARTNERS.

MACWF Guidelines

The MACWF would not be possible without the collaboration of many agencies to create the Festival Planning Committee. Each agency involved in the Festival Planning Committee takes on duties necessary to execute the festival including the following tasks; recruitment of presenters and volunteers, selection and coordination of the schools attending, organization and coordination of festival activities such as the presentations, arcade, lunch, arrival and departure, registration and photos. The festival planning committee is also responsible for coordination of the State Fair facility rental and contracts, sponsor coordination and fiscal management.

The Festival Planning Committee is an interagency group that meets monthly beginning in January of each year to coordinate and complete tasks for the festival which occurs in late September.

Obligations of the Parties

MCD - The MCD will perform the following MACWF requirements in accordance with the terms of this adopted Work Plan and Budget and related agreements:

Operations

- a) Determine the nature and scope of services provided and general program parameters.
- b) Provide oversight and direction to ensure adherence to the basic terms of this program and related agreements.
- c) Include the MACWF special program in its Work Plan and Budget.
- d) Assign an MCD representative (staff or supervisor) to serve on the planning committee.
- e) Sign an agreement with a PARTICIPANT to provide administration, fiscal management and MACWF services to the MCD in accordance with the provisions of this MCD Work Plan and Budget and the requirements of related agreements.
- f) Monitor HOST and FISCAL AGENT reporting and to ensure efficient completion of key functions.
- g) Carry the appropriate insurance to cover the MACWF special program event.
- h) Provide a forum to facilitate program planning and to resolve conflicts between members.

Finances

- i) Review and authorize the MCD Chair or Vice-Chair to sign PARTNER Agreement(s) by MCD Board action if needed.
- j) Review and approve the MACWF Annual Financial Report.

PARTICIPANTS - As approved by action of their respective Boards of Supervisors to approve this work plan each PARTICIPANT agrees to:

- a) Acknowledge that MCD may enter into an agreement with the HOST and FISCAL AGENT to provide administration, fiscal management, and program services to the MCD for the MACWF program.
- b) Provide appropriate and timely feedback to the MCD regarding the MACWF special program event.

FISCAL AGENT - The FISCAL AGENT will sign an agreement with the MCD to provide Fiscal Management Services to the MCD for the MACWF special program in accordance with the provisions of this MCD Work Plan and Budget and the requirements of related agreements and agrees to:

- a) Maintain separate accounting for program revenues and expenses from the fiscal agent's other operations.
- b) Maintain separate copies of all receipt, invoices and payment vouchers to facilitate financial audits.
- c) Invoice PARTNERS in a timely manner if needed.
- d) Prepare the MACWF Annual Financial Report for MCD Board approval.

HOST - The HOST for the MACWF will sign an agreement with the MCD to provide administrative responsibilities to the MCD for the MACWF special program in accordance with the provisions of this MCD Work Plan and Budget and requirements of related agreements.

- a) Prepare the necessary budgets, contracts and plans of work for related agreements for the MCD Board's review and approval.
- b) Develop a draft annual budget and work plan for the MACWF to be incorporated in the MCD Work Plan and Budget.
- c) Enter into agreements as necessary to arrange for facilities, supplies, and staffing for the program.
- d) Work with the Festival Planning Committee or its representative to fulfill the organizational and financial needs of the MACWF special program event.

Projected CWF Budget Per Calendar Year

Project Activity	2017	2018	2019
Facility Rental	\$5,500	\$5,500	\$5,500
Food & Supplies	\$1,500	\$1,500	\$1,500
Transportation	\$2,500	\$2,500	\$2,500
Presenters	\$3,000	\$3,000	\$3,000
Teacher Training	\$500	\$500	\$500
TOTAL	\$13,000	\$13,000	\$13,000

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

MINNESOTA AGRICULTURAL WATER QUALITY CERTIFICATION PROGRAM (MAWQCP)

Introduction

The MAWQCP is a voluntary opportunity for farmers and agricultural landowners to take the lead in implementing conservation practices that protect our water. Those who implement and maintain approved farm management practices will be certified and in turn obtain regulatory certainty for a period of ten years. Local conservation professionals assist farmers through the certification process. MAWQCP is administered and funded primarily by the State of MN through the Department of Agricultural (MDA). MDA is working with TSA's, including the MCD, to expand the program statewide through regional implementation approach.

Definitions

Fiscal Agent	The District that administers program funds, reports fiscal activities to grantors, facilitates reimbursement requests, payment of expenses, and bank account(s) management.
Host	The District that administers the program according to criteria provided by MCD. This role may be combined with Fiscal Agent.
Participant	District(s) that receive program training, conduct promotional activities, and complete assessments for farmers and agricultural landowners that have applied for program certification.
Partner	Entities that contribute substantially to the program but that are not members of the MCD

MAWQCP Guidelines

MAWQCP funds are provided by MDA for regional implementation activities, including:

- Obtaining training needed to administer the water quality assessment tool.
- Identifying and contacting landowners to promote the program through interviews and certification process; providing support to SWCD's with same.
- Assisting landowners with assessment of their operations, establishment of comprehensive conservation plans, recommendations for achieving certification and soliciting feedback on the certification process; providing support to SWCD's to do the same.
- Providing updated and timely activity and accomplishment information and reporting.

- Working with MDA staff on strategies for publicizing the program.

Providers and Participants that provide any services for landowners and/or operators outside their own District boundaries shall be obligated to properly notify the receiving District of such activity, and provide any reasonable details regarding such service as may be requested.

Projected MAWQCP Budget Per Calendar Year

Project Activities	2017	2018	2019	Total
Promotion and Assessments	\$38,000	\$67,500	\$67,500	\$173,000
Overhead	\$5,000	\$5,000	\$5,000	\$15,000
Administration	\$2,000	\$2,500	\$2,500	\$7,000
Total Budget	\$45,000	\$75,000	\$75,000	\$195,000

SWCD Promotion and Assessments

Members may conduct promotional activities to increase awareness and interest in the MAWQCP. They may also assist program applicants with completing assessments in accordance with program guidelines. Participants conducting such assessments may do so independently.

SWCD Promotion and Assessment funds will be made available in equal amounts to each Member District. Participants must indicate to the MCD Host the amount of their share of funds they want to reserve each year.

Administration:

These funds will be dedicated for administration, including reimbursement for host and fiscal agent responsibilities.

Overhead Expenses):

These funds will be available travel, communication, supplies and training costs. Such amount will be divided equally among Participants.

Obligations of the Parties

MCD - The MCD will perform the following MAWQCP requirements in accordance with the terms of this adopted Work Plan and Budget and related agreements:

Operations

- Determine the nature and scope of services provided and general program parameters.
- Review and update eligibility criteria for program service expenses that need to go to the MCD Board for approval and those that can be approved by the HOST.
- Provide oversight and direction to ensure adherence to the basic terms of this program and related agreements.
- Include the MAWQCP as a Special Program in its Work Plan and Budget.
- Sign an agreement with a Program Host and Provider(s), to provide program related services to the MCD in accordance with requirements of related agreements.
- Monitor HOST and FISCAL AGENT reporting and reimbursement to ensure efficient completion of key functions.
- Review and approve reports and reimbursement requests prepared by the HOST for submission to PARTNERS, as required in related agreements.
- Provide a forum to facilitate program planning and to resolve conflicts between members.

PARTICIPANTS - As approved by action of their respective Boards of Supervisors PARTICIPANT(s) agree to:

- Conduct promotional activities and assist with completing assessments and maintain records in accordance with MAWQCP rules and protocols;
- Invoice MCD for services provided;
- Provide required information for MCD reporting.

FISCAL AGENT - The FISCAL AGENT will draft and sign an agreement with the MCD to provide Fiscal Management Services to the MCD for the MAWQCP in accordance with the provisions of this Work Plan and Budget and agrees to:

- a) Maintain separate accounting for program revenues and expenses from the fiscal agent's other operations.
- b) Segregate program revenues and expenses from the FISCAL AGENT's other operations.
- c) Provide a financial report at each regularly scheduled MCD Board meeting itemizing fund balances, revenues and expenditures.
- d) Maintain separate copies of all receipt, invoices and payment vouchers to facilitate financial audits.
- e) Make payment for services under approved contracts and applications subject to approval by the FISCAL AGENT's board of supervisors.
- f) Subject the books, records, documents, accounting procedures, and practices of the FISCAL AGENT performing services under this plan to examination by MDA, MCD, and the State Auditor upon request.
- g) Prepare all documents necessary to receive grant funds.
- h) Prepare financial reports as may be required by MDA.
- i) Assist with program audits

HOST - The HOST will draft and sign an agreement with the MCD to provide services to the MCD for the MAWQCP in accordance with the provisions of this Work Plan and Budget and agrees to:

- a) Prepare the necessary budgets, contracts and plans of work for related agreements for the MCD Board's review and approval.
- b) Administer the program to meet MDA MAWQCP Agreement requirements and MCD guidelines.
- c) Process Participant applications.
- d) Maintain appropriate insurance coverage.
- e) Develop a draft budget and work plan for the MAWQCP to be incorporated in the MCD Work Plan and Budget.
- f) Prepare and provide to participants updated program guidance and documents necessary to comply with the terms of this work plan including but not limited to the SWCD Assessment Application Form
- g) Submit reports to MCD regarding the status of all projects receiving MAWQCP assistance for review at each regularly scheduled Board meeting.
- h) Prepare and provide program-related information and accomplishment reports as required by MDA, consistent with the MCD's Agreement with MDA.

CAMPUS GROUNDWATER CONSERVATION PLANNING (CGCP)

Introduction

MCD applied for a FY 2016 Clean Water Fund Clean Water Accelerated Implementation Grant to complete a Campus Groundwater Conservation Planning (CGCP) initiative. BWSR awarded MCD \$200,000 to implement the project. The project duration is 3 years and concludes December 31, 2018.

Definitions

Fiscal Agent - The Member District that administers program funds, reports fiscal activities and funding sources to grantors, facilitates reimbursement requests, payment of expenses, and bank account(s) management. The FISCAL AGENT for this Special Program and grant shall be the MCD FISCAL AGENT.

Host - Also referred to as "Authorized Representative"; the Member District that is appointed by the MCD to administer the program according to criteria provided by MCD.

Participant - Districts who participate in the program and who are engaged in program development and implementation are considered program PARTICIPANTS.

Partner - Entities that contribute substantially to the program but that are not members of the MCD are PARTNERS.

Project Description

Through a long standing partnership of the eleven metro soil and water conservation districts (MCD) we will provide groundwater conservation planning protocols to member districts for implementation 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.

This project will design and apply a systematic approach to identify and rank groundwater conservation BMPs in terms of cost-effectiveness. Similar to the statewide benefits provided through the stormwater retrofit analysis process, MCD is confident this protocol will expand to all areas of the state, thereby ultimately providing long-lasting, far-reaching groundwater conservation efforts. Because this ranking stems from a thorough understanding of both the benefits of a

project and the associated costs, the findings will inform and facilitate adoption of new groundwater conservation standards by regulatory entities.

Success of this project will be defined by (a) the number of metro-area SWCD's that sustain water use conservation planning, (b) the number of plans completed and schools/districts engaged, (c) the number of conservation opportunities identified, and (d) the volume water conservation that can be achieved through implementation of identified BMPs.

Similar to home energy use audits designed to identify opportunities to save energy, or the Minnesota Technical Assistance Program (MnTAP) to help businesses refine their practices to reduce pollutants, save energy, and maximize efficiencies, this project will refine those, or other suitable planning protocols, for application to campus groundwater conservation planning. The protocol provided by this metro-wide effort will identify and rank conservation BMPs based on cost-effectiveness.

Tools used to assess and rank conservation activities will include existing planning protocols, a literature review on benefits of adopting new practices, modeled water quality and quantity benefits, cost benefit analyses of potential practices, and Geographic Information System (GIS) technologies. More specifically, GIS will be used for automated watershed delineation, identification of areas with high infiltration and aquifer recharge potential, and incorporation of hydrogeological atlas results from counties with completed geologic atlases.

Project Components and Timeline

Grant Administration and Reporting:

- Required eLink reporting (e.g. activity progress updates and budget updates)
- Coordination of expense reports and payments, and project hours tracking

Project Development:

- Refining project elements (narratives, deliverables, timelines and measures) – throughout project
- Engaging taskforce, stakeholders and partners – organizing meetings, providing progress reports and seeking input– throughout project
- Coordinate communications between MCD members, BWSR BC, host and fiscal agent staff and boards, and taskforce participants that are not attributable to the planning and assessment activities – throughout project

Program Design and Production:

During the first year of this project a taskforce will be assembled to aid in the compilation of the methodology, protocols and training modules to be used in the planning and design phase, which will occur in the second year.

- Establish multi-disciplinary stakeholder taskforce to assist with planning protocol, instructional and promotional literature, and database and metrics for monitoring and reporting – May 2017
- Refined protocol adapted from MnTAP or other suitable protocol similar to home energy audits provided to all Members, which will ultimately be available for SWCD's statewide – June 2017-October 2017
- Report describing application of protocol – Nov. 2017
- Training for Member staff on the application of the protocol and reporting metrics – Dec. 2017
- School facilities manager training module development – Jan-Feb 2018
- Refine planning and design protocol based on planning experience – Oct. 2018

Conservation Planning and Design:

Tools used to assess and rank conservation activities will include existing planning protocols, a literature review on benefits of adopting new practices, modeled water quality and quantity benefits, cost benefit analyses of potential practices, and Geographic Information System (GIS) technologies. More specifically, GIS will be used for automated watershed delineation, identification of areas with high infiltration and aquifer recharge potential, and incorporation of hydrogeological atlas results from counties with completed geologic atlases.

- Campus identification and recruitment to participate – Jan-Feb 2018
- Following training provided through this program, participating MCD members will complete up to 11 campus groundwater conservation plans (ideally one for each county) that identify project opportunities in terms of cost-effectiveness to improve efficiencies in use, increase infiltration of precipitation, and capture and reuse stormwater – March-Sept 2018

- Participating members will work closely with ACD staff throughout the process to ensure protocols (and improvements thereon) are followed for quality control purposes – March-Sept 2018
- Training for school district facilities managers on conservation BMP implementation provided by ACD staff with help from taskforce members – Oct. 2018
- Compile findings into a comprehensive report – Nov - Dec 2018

Equipment and Supplies:

These funds are intended to cover the cost of incidental expenses such as mileage, supplies, facilities rental, and printing. This will largely be for engaging the taskforce and providing the training and training materials.

Project Deliverables

Anticipated project deliverables include:

- Refined protocol adapted from MnTAP or other suitable protocol similar to home energy audits provided to all metro SWCD's, which will ultimately be available for SWCD's statewide
- Report describing application of protocol
- Training for SWCD staff on the application of the protocol
- School facilities manager training module development
- Training for school district facilities managers on conservation BMP implementation
- Up to 11 campus groundwater conservation plans that identify project opportunities in terms of to improve efficiencies in use, increase infiltration of precipitation, and capture and reuse stormwater.

Technical capacity development within SWCD's and at the school facilities management level are critical elements of this proposal that will translate into continued project planning, design and implementation well after the scope of this grant funded project. Implementation plans that have well-defined project costs and benefits are the cornerstone of capital improvement plans and funding proposals that maximize the benefits from every dollar invested.

Local infiltration requirements are inconsistent and only apply to new development. This program will focus on areas that are not required to implement more rigorous infiltration rates. Identified projects will include an implementation budget and calculations of likely benefits, allowing for project ranking by cost-effectiveness. Many projects that achieve groundwater quantity benefits will also help achieve water quality goals and objectives. Where appropriate, these additional benefits will be noted.

Project CGCP budget per calendar year

Project Activities	Description	2017	2018	2019	Total
Grant Administration and Reporting	See HOST obligations below	2000 500	2000 500	0 0	4000 1000
Fiscal Management	See FISCAL AGENT obligations below	500 125	500 125	0 0	1000 250
Project Development	See HOST obligations below ¹	3750 937	1250 312	0 0	5000 1250
Campus Groundwater Conservation Plan program design and production	See Level 1 PARTICIPANT obligations below	19400 4850	0	0 0	19400 4850
Campus Groundwater Conservation Plan designs	See Level 2 PARTICIPANT obligations below	70528 17632	1763 4408	0 0	88160 22040
Report Compilation	Compile final report	0 0	5920 1480	0 0	5920 1480
Total		96178.00 24044.50	27302.00 6825.50		123480 30870

Grant Management and Administration and Project Development funding will be distributed to the HOST. CGCP program design and production funding will be distributed equitably based on workload to Level 1 PARTICIPANTS.

¹ A portion of the funds will be used to purchase materials and supplies integral to program success.

CGCP design funding will be available equally to all Level 2 PARTICIPANTS for reimbursement of staffing costs following satisfactory delivery of a final work product. Funding will be distributed to PARTICIPANTS as it is received from BWSR and Obligations are met. PARTICIPANTS must provide a cash or eligible in-kind match in proportion to the funds they receive.

Obligations of the Parties

MCD - The MCD will perform the following CGCP requirements in accordance with the terms of this adopted Work Plan and Budget and related agreements:

- a) Determine the nature and scope of services provided and general program parameters.
- b) Provide oversight and direction to ensure adherence to the basic terms of this program and related agreements.
- c) Include the CGCP project in its Work Plan and Budget.
- d) Review and authorize the MCD Chair or Vice-Chair to sign the BWSR CWF grant.
- e) Sign an agreement with a PARTICIPANT(s) to provide administration and fiscal management services to the MCD in accordance with the provisions of the MCD Work Plan and Budget and the requirements of related agreements.
- f) Authorize the HOST in a separate agreement to sign contracts on behalf of the MCD for the project and be grant fiscal agent.
- g) Monitor HOST reporting and reimbursement to ensure efficient completion of key functions.
- h) Review and approve reports and reimbursement requests prepared by the HOST for submission to PARTNERS, as required in related agreements.
- i) Provide a forum to facilitate program planning and to resolve conflicts between members.
- j) Review and authorize the MCD Chair or Vice-Chair to sign the BWSR grant agreement by MCD Board action.
- k) Authorize the FISCAL AGENT to make payment for services under approved contracts.
- l) Authorize the HOST to develop measures that will help to ensure use of all available funds and completion of all deliverables, including but not limited to establishing project deadlines and milestones.

FISCAL AGENT - The FISCAL AGENT will sign an agreement with the MCD to provide Fiscal Management Services to the MCD for the CGCP Special Program in accordance with the provisions of this MCD Work Plan and Budget and the requirements of related agreements and agrees to:

- a) Maintain separate accounting for program revenues and expenses from the MCD's other operations.
- b) Provide a financial report at each regularly scheduled MCD Board meeting itemizing fund balances, revenues and expenditures for the CGCP Project. MCD 2017-2019 Work Plan and Budget (most current version).
- c) Maintain separate copies of all receipt, invoices and payment vouchers to facilitate financial audits.
- d) Make payment for services under approved contracts following approval by the FISCAL AGENT's board of supervisors.
- e) Subject the books, records, documents, accounting procedures, and practices under this plan to examination by BWSR, MCD, and the State Auditor upon request.
- f) Prepare all fiscal documents necessary to receive grant funds.
- g) Assist with program audits.

HOST – The HOST will serve as Authorized Representative for this BWSR CGCP Grant agreement. The HOST will also sign an agreement with the MCD to provide services to the MCD and agrees to:

- a) Prepare the necessary budgets, contracts and plans of work for related agreements for the MCD Board's review and approval.
- b) Provide Grant Management and Reporting (including eLink) to meet BWSR and MCD guidelines.
- c) Provide Project Development to disseminate MCD-approved CGCP protocols to PARTICIPANTS, coordinate project PARTICIPANTS, compile and disseminate technical information, compile analysis reports, track overall project progress, manage CGCP webpage(s), and support project PARTICIPANTS as needed.
- d) Maintain appropriate insurance coverage.
- e) Develop a draft annual budget and work plan for the CGCP to be incorporated in the MCD Work Plan and Budget.
- f) Convene a taskforce.
- g) Coordinate Level 1 PARTICIPANTS.
- h) Prepare and provide to PARTICIPANTS updated program guidance and documents necessary to comply with the terms of this work plan.
- i) Submit reports for regular MCD board meetings regarding the status of all projects receiving CGCP assistance.

- j) Prepare the grant year end program report to BWSR for MCD Board approval and submit the approved report to BWSR. (July)
- k) Coordinate with FISCAL AGENT and PARTNERS to ensure all expenditures are appropriate.

PARTICIPANT: There are two PARTICIPANT levels: 1) participation in the development of the campus groundwater conservation planning program as coordinated by the HOST and 2) preparation of campus groundwater conservation plans. As approved by action of their respective Boards of Supervisors each PARTICIPANT agrees to:

“Level 1” PARTICIPANT:

- a) Actively participate in a taskforce convened by the HOST.
- b) Workload distribution between Level 1 PARTICIPANTS will be based on interest, workload, and skill sets and will include elements of the following.
 - 1. Assist with the development of the CGCP program protocols.
 - 2. Assist with literature review of BMP alternatives to achieve the goals of the program including cost-benefit analysis.
 - 3. Assist with the development of training modules for SWCD staff and campus facilities managers.
 - 4. Assist with training of Level 2 PARTICIPANT staff and campus facilities managers.

“Level 2” PARTICIPANT

- a) Identify and recruit campus participation
- b) Complete at least one CGCP in accordance with the protocols approved by MCD.
- c) Provide final report in digital format (MS Word, Excel) for each CGCP, which includes site description(s), maps, priority sites, field analysis summary, cost-benefit analysis, practice summary table, and other items noted in the protocols approved by MCD.
- d) Provide documentation to HOST that will meet project reporting requirements of the BWSR grant on a semiannual basis.
- e) Inform HOST by 3/30/18 if analyses will not be completed for grant redistribution to other PARTICIPANTS.

FUTURE PROGRAMMING FOR 2018-2019 BIENNIUM

The MCD may pursue funding to continue existing special program efforts, and/or to develop and implement one or more new special programs, as identified in the MCD’s approved 2018-2019 Biennial Budget Request (Exhibit 2).

Continued and new special programs include the following:

Special Program	Status	Source	Grant	Local	Total
ETA – NPEAP	Continue	NPEAP	\$250,000	\$25,000	\$275,000
ETA – ESTS Part 1	Continue	BWSR	\$250,000	\$0	\$0
ETA – ESTS Part 2	Continue	CWF	\$230,000	\$57,500	\$287,500
Groundwater Audits	Continue	CWF - Accelerated	\$260,000	\$66,000	\$326,000
Subwatershed Assessments	Continue	CWF - Accelerated	\$240,000	\$60,000	\$300,000
Standardized BMP Inspections	New	BWSR Shared Services	\$240,000	\$60,000	\$300,000
Coordinated Education	New	BWSR Shared Services	\$480,500	\$120,100	\$600,600
Pollinator Habitat	New	LSOHC	\$360,000	\$90,000	\$450,000
MAWQCP	Continue	MDA	\$300,000	\$0	\$300,000

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

EXHIBIT 1

MCD Equipment Shared by Members and Insured by MCD

Equipment	Location Stored	Serial Number	Purchase Date	Purchase Cost
Trimble S7 Total Station Survey Gear	Anoka	37410785	March 2016	\$39,792
Trimble R10 GNSS Survey Gear	Dakota	5551450166	March 2016	\$33,486
Trimble R-10 410-470 Survey Gear	Scott	5410457343	April, 2014	\$28,380
Trimble 5605 Total Station Survey Gear	Scott	63530467	September 2009	\$19,939
Trimble 5605 Total Station Survey Gear	Washington	63522053		
Trimble R-8 GNSS Survey Gear	Washington	4906165795	April, 2014	\$17,830
Trimble S7 Total Station Survey Gear	Washington	37410744	March 2016	\$39,792
Trimble R-10 410-470 Survey Gear	Carver	5639470258	Nov 14, 2016	\$30,992.85*
Laser Level	Ramsey	TBD	TBD	TBD

*Includes tablet, software and accessories

EXHIBIT 2



FY 18 - 19 Biennial Budget Request Area 4 - Metropolitan SWCDs Technical Service Area

Total Requested Biennial State Contribution:	\$2,610,500.00	BBR ID	BBR16-8313
Total Leveraged Funds	\$478,600.00	Submitted Date	4/15/2016
Total Resource Project and Activities Budget	\$3,089,100.00	Staff Contact	Troy Kuphal
Total BMPs	183	Board Conservationist	Dan Fabian
Total FTEs	7		

NPEA PROGRAM GRANT SUMMARY

Grant Source	Estimated Amount Available	Estimated Amount Budgeted
TSA NPEAP	\$250,000.00	\$250,000.00

WATER RESOURCES OF CONCERN

Primary Water Resource of Concern	Water Resource Category	Watershed	Impairments	Trend
Organization Wide - Surface & Ground Water	Surface & Ground Water		Unknown	N/A

ACTIVITY SUMMARY

Water Resource Name	Organization Wide - Surface & Ground Water		
Activity Description	(NPEAP; \$100k) On-site evaluations, planning, survey, engineering, design and construction oversight for the 11 member TSA. Multiple Members have listed implementation of urban stormwater BMPs as a primary goal and objective within their comprehensive plans, watershed plans of partner organizations, and/or within various WRAPS or other water resource studies.		
Activity Category	Urban Stormwater Management Practices	Capital Improvement Project?	No
Source of State Contribution	TSA NPEAP	Estimated # of FTEs	
Total Requested Biennial State Contribution	\$100,000.00	Estimated Number of Practices	40
Estimated Leveraged Funds	\$10,000.00	Plan Type	SWCD Comprehensive Plan (SWCDs only, though can adopt County Comprehensive Local Water Management Plan by resolution)
Projects & Activities Budget	\$110,000.00	Action or Objective (from plan)	Multiple water plans including county or SWCD comprehensive plans, watershed management

			organization plans and WRAPs documents.
Describe how this activity could be accomplished in the biennium	Anticipated workload will vary among members. Those members with larger urban land use areas would use existing staff, neighboring staff or consultants with appropriate level of job approval authority to complete the needed work. Through the TSA Board, a process has been established that outlines timelines, funding requests and a reporting process to implement activities and program funds.		

Water Resource Name	Organization Wide - Surface & Ground Water		
Activity Description	(ESTS Part 1; \$50k) On-site evaluations, planning, survey, engineering, design and construction oversight for the 11 member TSA. Multiple Members have listed implementation of urban stormwater BMPs as a primary goal and objective within their comprehensive plans, watershed plans of partner organizations, and/or within various WRAPS or other water resource studies.		
Activity Category	Urban Stormwater Management Practices	Capital Improvement Project?	No
Source of State Contribution	TSA Enhanced Shared Technical Services 1 (no match)	Estimated # of FTEs	
Total Requested Biennial State Contribution	\$50,000.00	Estimated Number of Practices	20
Estimated Leveraged Funds	\$0.00	Plan Type	SWCD Comprehensive Plan (SWCDs only, though can adopt County Comprehensive Local Water Management Plan by resolution)
Projects & Activities Budget	\$50,000.00	Action or Objective (from plan)	Multiple water plans including county or SWCD comprehensive plans, watershed management organization plans and WRAPs documents.
Describe how this activity could be accomplished in the biennium	Anticipated workload will vary among members. Those members with larger urban land use areas would use existing staff, neighboring staff or consultants with appropriate level of job approval authority to complete the needed work. Through the TSA Board, a process has been established that outlines timelines, funding requests and a reporting process to implement activities and program funds.		

Water Resource Name	Organization Wide - Surface & Ground Water		
Activity Description	(ESTS Part 2; \$40k) On-site evaluations, planning, survey, engineering, design and construction oversight for the 11 member TSA. Multiple Members have listed implementation of urban stormwater BMPs as a primary goal and objective within their comprehensive plans, watershed plans of partner organizations, and/or within various WRAPS or other water resource studies.		

Activity Category	Urban Stormwater Management Practices	Capital Improvement Project?	No
Source of State Contribution	TSA Enhanced Shared Technical Services 2 (25% match)	Estimated # of FTEs	
Total Requested Biennial State Contribution	\$40,000.00	Estimated Number of Practices	16
Estimated Leveraged Funds	\$10,000.00	Plan Type	SWCD Comprehensive Plan (SWCDs only, though can adopt County Comprehensive Local Water Management Plan by resolution)
Projects & Activities Budget	\$50,000.00	Action or Objective (from plan)	Multiple water plans including county or SWCD comprehensive plans, watershed management organization plans and WRAPs documents.
Describe how this activity could be accomplished in the biennium	Anticipated workload will vary among members. Those members with larger urban land use areas would use existing staff, neighboring staff or consultants with appropriate level of job approval authority to complete the needed work. Through the TSA Board, a process has been established that outlines timelines, funding requests and a reporting process to implement activities and program funds.		

Water Resource Name	Organization Wide - Surface & Ground Water		
Activity Description	(NPEAP; \$50k) On-site evaluations, planning, survey, engineering, design and construction oversight for the 11 member TSA. Multiple Members have listed implementation of shoreline or streambank stabilization as a primary goal and objective within their comprehensive plans, watershed plans of partner organizations, and/or within various WRAPS or other water resource studies.		
Activity Category	Streambank or Shoreline Protection	Capital Improvement Project?	No
Source of State Contribution	TSA NPEAP	Estimated # of FTEs	
Total Requested Biennial State Contribution	\$50,000.00	Estimated Number of Practices	10
Estimated Leveraged Funds	\$5,000.00	Plan Type	SWCD Comprehensive Plan (SWCDs only, though can adopt County Comprehensive Local Water Management Plan by resolution)
Projects & Activities Budget	\$55,000.00	Action or Objective (from plan)	Multiple water plans including county or SWCD comprehensive plans,

			watershed management organization plans and WRAPs documents.
Describe how this activity could be accomplished in the biennium	Anticipated workload will vary among members. Members would use existing staff, neighboring staff or consultants with appropriate level of job approval authority to complete the needed work. Through the TSA Board, a process has been established that outlines timelines, funding requests and a reporting process to implement activities and program funds.		

Water Resource Name	Organization Wide - Surface & Ground Water		
Activity Description	(ESTS Part 2; \$20k) On-site evaluations, planning, survey, engineering, design and construction oversight for the 11 member TSA. Multiple Members have listed implementation of shoreline or streambank stabilization as a primary goal and objective within their comprehensive plans, watershed plans of partner organizations, and/or within various WRAPS or other water resource studies.		
Activity Category	Streambank or Shoreline Protection	Capital Improvement Project?	No
Source of State Contribution	TSA Enhanced Shared Technical Services 2 (25% match)	Estimated # of FTEs	
Total Requested Biennial State Contribution	\$20,000.00	Estimated Number of Practices	5
Estimated Leveraged Funds	\$5,000.00	Plan Type	SWCD Comprehensive Plan (SWCDs only, though can adopt County Comprehensive Local Water Management Plan by resolution)
Projects & Activities Budget	\$25,000.00	Action or Objective (from plan)	Multiple water plans including county or SWCD comprehensive plans, watershed management organization plans and WRAPs documents.
Describe how this activity could be accomplished in the biennium	Anticipated workload will vary among members. Members would use existing staff, neighboring staff or consultants with appropriate level of job approval authority to complete the needed work. Through the TSA Board, a process has been established that outlines timelines, funding requests and a reporting process to implement activities and program funds.		

Water Resource Name	Organization Wide - Surface & Ground Water		
Activity Description	(ESTS Part 1; \$50k) On-site evaluations, planning, survey, engineering, design and construction oversight for the 11 member TSA. Multiple Members have listed implementation of shoreline or streambank stabilization as a primary goal and objective within their comprehensive plans, watershed plans of partner		

	organizations, and/or within various WRAPS or other water resource studies.		
Activity Category	Streambank or Shoreline Protection	Capital Improvement Project?	No
Source of State Contribution	TSA Enhanced Shared Technical Services 1 (no match)	Estimated # of FTEs	
Total Requested Biennial State Contribution	\$50,000.00	Estimated Number of Practices	10
Estimated Leveraged Funds	\$0.00	Plan Type	SWCD Comprehensive Plan (SWCDs only, though can adopt County Comprehensive Local Water Management Plan by resolution)
Projects & Activities Budget	\$50,000.00	Action or Objective (from plan)	Multiple water plans including county or SWCD comprehensive plans, watershed management organization plans and WRAPs documents.
Describe how this activity could be accomplished in the biennium	Anticipated workload will vary among members. Members would use existing staff, neighboring staff or consultants with appropriate level of job approval authority to complete the needed work. Through the TSA Board, a process has been established that outlines timelines, funding requests and a reporting process to implement activities and program funds.		

Water Resource Name	Organization Wide - Surface & Ground Water		
Activity Description	(LSOHC; \$240k) Pollinator and Regionally Significant Species Habitat		
Activity Category	Special Projects	Capital Improvement Project?	No
Source of State Contribution	Lessard-Sams Outdoor Heritage Council (Except RIM)	Estimated # of FTEs	
Total Requested Biennial State Contribution	\$240,000.00	Estimated Number of Practices	20
Estimated Leveraged Funds	\$60,000.00	Plan Type	SWCD Comprehensive Plan (SWCDs only, though can adopt County Comprehensive Local Water Management Plan by resolution)
Projects & Activities Budget	\$300,000.00	Action or Objective (from plan)	There are multiple connections through County/SWCD Comprehensive Water

			Management Plans, WMO/WD Water Resource Management Plans, and/or TMDL Implementation Plans within each of the 11 MCD-member counties.
Describe how this activity could be accomplished in the biennium	Implementation funding for projects to create and restore Pollinator and Regionally Significant Species Habitat. Funds would be distributed to member districts similar to the SWA program.		

Water Resource Name	Organization Wide - Surface & Ground Water		
Activity Description	(CWF Accel Impl; \$240) Conduct Subwatershed Analysis for the Identification of High Priority Sites and Cost Effective BMP's for NPS Pollution Reduction		
Activity Category	Planning and Assessment	Capital Improvement Project?	No
Source of State Contribution	BWSR Clean Water Fund - Accelerated Implementation	Estimated # of FTEs	1
Total Requested Biennial State Contribution	\$240,000.00	Estimated Number of Practices	
Estimated Leveraged Funds	\$60,000.00	Plan Type	SWCD Comprehensive Plan (SWCDs only, though can adopt County Comprehensive Local Water Management Plan by resolution)
Projects & Activities Budget	\$300,000.00	Action or Objective (from plan)	There are multiple connections through County/SWCD Comprehensive Water Management Plans, WMO/WD Water Resource Management Plans, and/or TMDL Implementation Plans within each of the 11 MCD-member counties.
Describe how this activity could be accomplished in the biennium	MCD has a 4-year track record of success completing SWA grant projects. An average of 2 SWA's are completed by each member SWCD, working in cooperation with local partners. One District serves as host responsible for work plan development, deliverables, and reporting; the MCD Fiscal Agent provides accounting and grant fund distribution services. Guidance protocol for preparing SWA's has been established; however, new tools and technologies continue to develop and will be incorporated to whatever extent they improve efficiency and quality.		

Water Resource Name	Organization Wide - Surface & Ground Water
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Activity Description	(MDA; \$240k) MCD will continue to provide outreach and planning certification services through the MN Ag. Water Quality Certification Program in effort to seize water quality improvement opportunities in agricultural areas. By working with agricultural producers to identify practices to stabilize soil, manage animal waste, optimize nutrient and pesticide application, enhance soil health, and incorporate habitat components, MCD can assist its members to achieve multiple resource benefits for high priority receiving water bodies and their surrounding landscapes.		
Activity Category	Planning and Assessment	Capital Improvement Project?	No
Source of State Contribution	MN Dept. of Agriculture	Estimated # of FTEs	1
Total Requested Biennial State Contribution	\$300,000.00	Estimated Number of Practices	
Estimated Leveraged Funds	\$0.00	Plan Type	SWCD Comprehensive Plan (SWCDs only, though can adopt County Comprehensive Local Water Management Plan by resolution)
Projects & Activities Budget	\$300,000.00	Action or Objective (from plan)	There are multiple connections through County/SWCD Comprehensive Water Management Plans, WMO/WD Water Resource Management Plans, and/or TMDL Implementation Plans within each of the 11 MCD-member counties.
Describe how this activity could be accomplished in the biennium	The goal of this program is to certify 100 producers annually throughout the eleven county metro area. All districts participate in program promotion while three of the districts provide planning assistance across multiple counties. Spreading the workload across multiple counties reduces travel time and helps to accommodate the workload variability from season to season, which is typically dramatic. Funding is needed to continue this outreach and planning assistance program.		

Water Resource Name	Organization Wide - Surface & Ground Water		
Activity Description	(ESTS Part 2: \$130k) Conduct subwatershed analysis reports to further prioritize, target and measure projects through assessing feasibility of projects, running models to evaluate pollution reductions and developing a preliminary cost/benefit of projects considered.		
Activity Category	Planning and Assessment	Capital Improvement Project?	No
Source of State Contribution	TSA Enhanced Shared Technical Services 2 (25% match)	Estimated # of FTEs	0.5
Total Requested Biennial State Contribution	\$130,000.00	Estimated Number of Practices	
Estimated Leveraged Funds	\$32,500.00	Plan Type	SWCD Comprehensive Plan

			(SWCDs only, though can adopt County Comprehensive Local Water Management Plan by resolution)
Projects & Activities Budget	\$162,500.00	Action or Objective (from plan)	Multiple water plans including county or SWCD comprehensive plans, watershed management organization plans and WRAPs documents.
Describe how this activity could be accomplished in the biennium	The TSA has developed a process for Members to complete subwatershed analysis reports within both urban and rural landscapes. Over the past five years these documents have been completed by individual Members or neighboring Members. Training and information has been shared among the Members to improve the process and templates of the documents.. Through the TSA Board, a process has been established that outlines timelines, funding requests and reporting process to implement activities and program funds.		

Water Resource Name	Organization Wide - Surface & Ground Water		
Activity Description	(CWF Accel Impl; \$260k) Water Conservation Program to Ensure Long-term Sustainability of Regional Ground and Surface Water Supplies		
Activity Category	Planning and Assessment	Capital Improvement Project?	No
Source of State Contribution	BWSR Clean Water Fund - Accelerated Implementation	Estimated # of FTEs	1
Total Requested Biennial State Contribution	\$260,000.00	Estimated Number of Practices	
Estimated Leveraged Funds	\$66,000.00	Plan Type	SWCD Comprehensive Plan (SWCDs only, though can adopt County Comprehensive Local Water Management Plan by resolution)
Projects & Activities Budget	\$326,000.00	Action or Objective (from plan)	There are multiple connections to groundwater conservation programming listed in County/SWCD Comprehensive Water Management Plans and partner WMO/WD Water Resource Management Plans. Multiple counties within TSA 4 also have completed groundwater

			plans, which include projects, programs and initiatives that are implemented - at least in part - by member SWCD's.
Describe how this activity could be accomplished in the biennium	The MCD is an established and successful coordinated delivery system for soil and water conservation education and technologies. This project further extends capacity to water conservation, to build toward surface and groundwater supply sustainability by promoting and advancing demand reduction (conservation) and onsite infiltration BMP's (groundwater recharge). Funds will be used to work with member SWCD's, local water suppliers, and others to develop comprehensive water use conservation plans and strategies, using protocols already developed by the MCD through 2016 CWF grant. SWCD staff will be trained in various levels of program implementation and services, building local capacity and program stability.		

Water Resource Name	Organization Wide - Surface & Ground Water		
Activity Description	(Shares Services; \$240k) Standardized BMP inspection and maintenance tracking.		
Activity Category	Monitoring/Data Collection	Capital Improvement Project?	No
Source of State Contribution	TSA Shared Services	Estimated # of FTEs	1
Total Requested Biennial State Contribution	\$240,000.00	Estimated Number of Practices	
Estimated Leveraged Funds	\$60,000.00	Plan Type	SWCD Comprehensive Plan (SWCDs only, though can adopt County Comprehensive Local Water Management Plan by resolution)
Projects & Activities Budget	\$300,000.00	Action or Objective (from plan)	There are multiple connections through County/SWCD Comprehensive Water Management Plans, WMO/WD Water Resource Management Plans, and/or TMDL Implementation Plans within each of the 11 Member TSA.
Describe how this activity could be accomplished in the biennium	Each member SWCD tracks BMP inspections and maintenance in a different manner, making the assembling of comprehensive project data among the 11 Member TSA challenging. The cost of developing a system for an individual district can be prohibitive. Economies of scales are realized by creating a single system for Members to utilize. While eLink allows for tracking of projects that receive state funding, this is only a subset of the projects that are installed and so does not fully reflect the work of member districts and their partnering organizations such as Counties, Watershed Districts or Watershed Management Organizations. This effort would invest in the staff time, hardware and software necessary to equip TSA		

	Members with a single system for project tracking. This will also allow the sharing of information on "what is working" longer term with BMPs installed.
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Water Resource Name	Organization Wide - Surface & Ground Water		
Activity Description	(Shared Serv; \$480k) Coordinated Outreach & Education Activities for surface water protection, groundwater conservation, and pollinator habitat		
Activity Category	Education/Information	Capital Improvement Project?	No
Source of State Contribution	TSA Shared Services	Estimated # of FTEs	2
Total Requested Biennial State Contribution	\$480,500.00	Estimated Number of Practices	
Estimated Leveraged Funds	\$120,100.00	Plan Type	SWCD Comprehensive Plan (SWCDs only, though can adopt County Comprehensive Local Water Management Plan by resolution)
Projects & Activities Budget	\$600,600.00	Action or Objective (from plan)	There are multiple connections for education programming through County/SWCD Comprehensive Water Management Plans, WMO/WD Water Resource Management Plans, County Groundwater Plans and TMDL Implementation Plans within each of the 11 MCD-member counties.
Describe how this activity could be accomplished in the biennium	The MCD JPB has built an administrative process to distribute grant funding among member districts. Several Districts have experience with multi-jurisdictional water resource management education programming; these programs will serve as the model for a metro-wide approach that can achieve even greater efficiencies and leveraging of professional resources through economies of scale. Areas of focus would include surface water protection, groundwater conservation and pollinator habitat		

Water Resource Name	Organization Wide - Surface & Ground Water		
Activity Description	(ESTS Part 2; \$40k) On-site evaluations, planning, survey, engineering, design and construction oversight for the 11 member TSA. Multiple Members have listed implementation of agricultural BMPs as a primary goal and objective within their comprehensive plans, watershed plans of partner organizations, and/or within various WRAPS or other water resource studies.		
Activity Category	Agricultural Practices	Capital Improvement Project?	No
Source of State Contribution	TSA Enhanced Shared	Estimated # of FTEs	

	Technical Services 2 (25% match)		
Total Requested Biennial State Contribution	\$40,000.00	Estimated Number of Practices	12
Estimated Leveraged Funds	\$10,000.00	Plan Type	SWCD Comprehensive Plan (SWCDs only, though can adopt County Comprehensive Local Water Management Plan by resolution)
Projects & Activities Budget	\$50,000.00	Action or Objective (from plan)	Multiple water plans including county or SWCD comprehensive plans, watershed management organization plans and WRAPs documents.
Describe how this activity could be accomplished in the biennium	Anticipated workload will vary among members. Those members with larger agricultural land use areas would use existing staff, neighboring staff or consultants with appropriate level of job approval authority to complete the needed work. Through the TSA Board, a process has been established that outlines timelines, funding requests and a reporting process to implement activities and program funds.		

Water Resource Name	Organization Wide - Surface & Ground Water		
Activity Description	(NPEAP; \$100k) On-site evaluations, planning, survey, engineering, design and construction oversight for the 11 member TSA. Multiple Members have listed implementation of agricultural BMPs as a primary goal and objective within their comprehensive plans, watershed plans of partner organizations, and/or within various WRAPS or other water resource studies.		
Activity Category	Agricultural Practices	Capital Improvement Project?	No
Source of State Contribution	TSA NPEAP	Estimated # of FTEs	
Total Requested Biennial State Contribution	\$100,000.00	Estimated Number of Practices	30
Estimated Leveraged Funds	\$10,000.00	Plan Type	SWCD Comprehensive Plan (SWCDs only, though can adopt County Comprehensive Local Water Management Plan by resolution)
Projects & Activities Budget	\$110,000.00	Action or Objective (from plan)	Multiple water plans including county or SWCD comprehensive plans, watershed management organization plans and WRAPs documents.
Describe how this activity could be	Anticipated workload will vary among members. Those members with larger agricultural land use areas		

accomplished in the biennium	would use existing staff, neighboring staff or consultants with appropriate level of job approval authority to complete the needed work. Through the TSA Board, a process has been established that outlines timelines, funding requests and a reporting process to implement activities and program funds.
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Water Resource Name	Organization Wide - Surface & Ground Water		
Activity Description	(ESTS Part 1; \$50k) On-site evaluations, planning, survey, engineering, design and construction oversight for the 11 member TSA. Multiple Members have listed implementation of agricultural BMPs as a primary goal and objective within their comprehensive plans, watershed plans of partner organizations, and/or within various WRAPS or other water resource studies.		
Activity Category	Agricultural Practices	Capital Improvement Project?	No
Source of State Contribution	TSA Enhanced Shared Technical Services 1 (no match)	Estimated # of FTEs	
Total Requested Biennial State Contribution	\$50,000.00	Estimated Number of Practices	20
Estimated Leveraged Funds	\$0.00	Plan Type	SWCD Comprehensive Plan (SWCDs only, though can adopt County Comprehensive Local Water Management Plan by resolution)
Projects & Activities Budget	\$50,000.00	Action or Objective (from plan)	Multiple water plans including county or SWCD comprehensive plans, watershed management organization plans and WRAPs documents.
Describe how this activity could be accomplished in the biennium	Anticipated workload will vary among members. Those members with larger agricultural land use areas would use existing staff, neighboring staff or consultants with appropriate level of job approval authority to complete the needed work. Through the TSA Board, a process has been established that outlines timelines, funding requests and a reporting process to implement activities and program funds.		

Water Resource Name	Organization Wide - Surface & Ground Water		
Activity Description	(ESTS Part 1; \$100k) Provide funding for purchase, operation and maintenance of equipment and the purchase of necessary supplies for maintaining and building engineering capacity amount the 11 Member TSA		
Activity Category	Supplies/Equipment	Capital Improvement Project?	No
Source of State Contribution	TSA Enhanced Shared Technical Services 1 (no match)	Estimated # of FTEs	0
Total Requested Biennial State Contribution	\$100,000.00	Estimated Number of Practices	

Estimated Leveraged Funds	\$0.00	Plan Type	SWCD Comprehensive Plan (SWCDs only, though can adopt County Comprehensive Local Water Management Plan by resolution)
Projects & Activities Budget	\$100,000.00	Action or Objective (from plan)	There are multiple connections through County/SWCD Comprehensive Water Management Plans, WMO/WD Water Resource Management Plans, and/or TMDL Implementation Plans within each of the 11 MCD-member counties.
Describe how this activity could be accomplished in the biennium	The 11 Member TSA does not hire staff or solely use consultants as both options over time have shown to be inefficient due to high consultant costs or lack of keeping up with project demand over multiple land use types and large population base within the metro areas. Funds will be used to provide and build capacity of the 11 Member TSA staff, provide cross training and to maintain minimum level of services. The TSA is currently working on a long term equipment plan that will further define process and use of funds.		

Water Resource Name	Organization Wide - Surface & Ground Water		
Activity Description	(LSOHC; \$120k) Pollinator and Regionally Significant Species Habitat		
Activity Category	Technical/Engineering Assistance	Capital Improvement Project?	No
Source of State Contribution	Lessard-Sams Outdoor Heritage Council (Except RIM)	Estimated # of FTEs	0.5
Total Requested Biennial State Contribution	\$120,000.00	Estimated Number of Practices	
Estimated Leveraged Funds	\$30,000.00	Plan Type	SWCD Comprehensive Plan (SWCDs only, though can adopt County Comprehensive Local Water Management Plan by resolution)
Projects & Activities Budget	\$150,000.00	Action or Objective (from plan)	There are multiple connections through County/SWCD Comprehensive Water Management Plans, WMO/WD Water Resource

		Management Plans, and/or TMDL Implementation Plans within each of the 11 MCD-member counties.
Describe how this activity could be accomplished in the biennium	Design support will be provided following a similar approach as the MCD Engineering programs. Funds will be distributed through service agreements with the partner SWCDs. Additionally, efforts will be made to generate grant funds in collaboration with other state, regional, and national agencies – as well as NGOs.	