

Metro Conservation Districts



Metropolitan Soil and Water Conservation Districts
 Technical Service Area Joint Powers Board (MCD) Meeting
 Wednesday, February 28, 2018 Start time is 4:00 p.m.
 Earle Brown Tower, 6120 Earle Brown Drive, Brooklyn Center
 5th Floor Conference Room

AGENDA

<u>Item</u>	<u>Description</u>	<u>Packet Page(s)</u>	<u>Type</u>
1	Call to Order		
2	Open Floor		
3	Election of Officers		Action
4	Approval of Agenda - Additions/Corrections/Deletions		Action
5	Approval of Minutes – November 15, 2017	2-4	Action
6	Manager's Meeting Notes – January 31, 2018	5-6	Information
7	Treasurer's Report – Scott Reporting		
	7.1 February, 2018 Treasurer's Report	7-8	Action
	7.2 Checking Account Transactions Report	9	Information
8	Engineering and Technical Assistance (ETA) –Dakota Reporting		
	8.1 Engineering/Technical Asst & Equipment Report as of December 31, 2017	10-11	Information
	8.2 Grant Status Report as of December 31, 2017	12	Information
	8.3 CY17 Accomplishment Reports	13-16	Information
	8.4 CY18-19 Capital Equipment Plan	17-18	Action
9	Subwatershed Analysis Program (SWA) – Washington Reporting		
	9.1 Program Updates		Information
10	Metro Area Children's Water Festival (MACWF) – Carver Reporting		
	10.1 Program Updates		Information
11	Campus Groundwater Conservation Planning (CGCP) – Anoka Reporting		
	11.1 Program Updates		Information
	11.2 Work Plan Budget and Expiration Date Amendment	19	Action
12	Minnesota Ag Water Quality Certification Program (MAWQCP) – Scott Reporting		
	12.1 Program Updates		Information
13	Other Business		
	13.1 Bid for FY2017 Financial Audit	20-24	Action
	13.2 FY2020– 2021 Biennial Budget Request	25-38	Action
	13.3 Technical Training Acceleration Grant Application	39-42	Action
	13.4 2018 Regular Meeting Date Schedule & Location	43	Action
	13.5 Employee Yellow Pages		Information
	13.6 Watershed Based Funding		Information
14	Member District Updates		Information
15	Agenda Items for Next Meeting		Information
16	Adjourn		Action



MEETING MINUTES

Wednesday, November 15, 2017 4:00 p.m.
5th Floor Conference Room
Earle Brown Tower, 6120 Earle Brown Drive
Brooklyn Center, MN.

Attendance:

<u>District</u>	<u>Supervisors</u>	<u>Staff</u>
Anoka CD		
Carver SWCD		Mike Wanous
Chisago SWCD	Roland Cleveland	
Dakota SWCD		
Isanti SWCD	Al Koczur	
Ramsey CD	Gwen Willems	Ann White Eagle
Scott SWCD		Shelly Tietz & Troy Kuphal
Sherburne SWCD	Michael Schroeder	
Washington CD	John Rheinberger	
Wright SWCD	Mary Wetter	

1. Call to Order

Mary Wetter called the meeting to order at 4:05 p.m. A quorum was present.

2. Open Floor

None

3. Approval of Agenda – Additions/Corrections/Deletions

Motion 17.026 Motion by Rheinberger, second by Cleveland to approve the agenda. Motion carried

4. Approve Minutes

Motion 17.027 Motion by Cleveland, second by Schroeder to approve and amend the August 30, 2017 board minutes as presented correcting the next board meeting date to read November 15, 2017. Motion carried.

5. Old Business

5.1. Education Programming

Supervisor Cleveland indicated that the managers could work on Education Programming. Mike Wanous stated that the managers discussed not establishing an education committee since Districts engage in education activities and staff routinely discuss opportunities for cooperation.

6. Manager's Meeting Notes – September 29, 2017

Wanous reported some highlights from the September 29 meeting: MAWQCP certification, One Watershed, One Plan pilot program, MASWCD Conservation District Capacity Work Group, Job Approval Authority, MCD Technical Expertise Database and Special program updates from ETA, SWA and CGCP.

7. Treasurer's Report – Scott SWCD Reporting

7.1 Treasurer's Report – November 2, 2017

Tietz read the Treasurer's Report. She reported a cash balance of \$853,400.61 and the following funds balances:

Children's Water Festival:	\$35,202.65
MCD:	\$65,831.97
Total Fund Balance is:	\$101,034.62

Motion 17.028 Motion by Rheinberger, second by Koczur, to approve the Treasurer's Report subject to audit. Motion carried

7.2 Checking Account Transaction Report

Report included in packet. No discussion

8. Engineering and Technical Assistance (ETA)

8.1 ETA Engineering & Technical Assistance Report as of September 30, 2017

Kuphal read from ETA program report by district and quarter, as prepared and submitted by Dakota County SWCD, program Host.

8.2 Grant Status Report as of September 30, 2017

Kuphal reported on the Grant Status report which outlines the summary of each grant, also prepared and submitted by Dakota County SWCD.

9. Subwatershed Analysis Program (SWA)

9.1 Program Update

The majority of the districts have their final reports completed.

10. Metro Area Children's Water Festival (MACWF)

10.1 Program Updates

Wanous reported the Children's Water Festival was held on Wednesday, September 27, 2017 at the State Fairgrounds. The following is a recap: 18 schools, 1,433 students, 58 teachers and 400 additional students attended the event this year.

Wanous indicated that there are looking for volunteers for next year including a bus coordinator.

10.1 MPCA Grant Agreement

The MPCA wanted to donate money but needed a formal agreement signed.

Motion 17.029 Motion by Cleveland, second by Willems, to approve Grant Agreement from the Minnesota Pollution Control Agency for \$400 for the Children's Water Festival. Motion carried

11. Campus Groundwater Conservation Planning (CGCP)

11.1 Program Updates

Kuphal provided a review of the Campus Groundwater Conservation Planning program with a hand out provided by Mitch Haustein, Anoka Conservation District. A pilot study will be conducted to test all steps in the CGCP process and develop training materials for SWCD staff to conduct CGCP protocol.

12. Minnesota Ag Water Quality Certification Program (MAWQCP)

12.1 Program Updates

Kuphal provided a program update on the MAWQCP. Individual districts are working on the Ag Certainty. The Scott SWCD is the fiscal agent and submits a combined invoice from all districts to the Minnesota Department of Ag quarterly.

12.2 Grant Agreement

The Minnesota Department of Agriculture's Grant Agreement Amendment #4 extends the expiration date to December 31, 2018 and included additional funds of \$42,350.

Motion 17.030 Motion by Rheinberger, second by Willems, to approve Amendment #4 for the MAWQCP Joins Powers Agreement. Motion carried.

13. Other Business

None

14. Member District Updates

Wright is looking for a District Engineer.

Motion 17.031 Motion by Rheinberger, second by Schroeder, to approve the next board meeting to Wednesday, February 28, 2018.

15. Adjourn

Motion 17.032 Motion by Wetter, second by Willems, to adjourn the meeting. Motion carried.

Respectfully submitted,

Gwen Willems, Secretary

Date

METRO MANAGERS MEETING

1-31-18

1w1p Planning and Funding

BW provided update on Fund the Plan Process
multiple partners have had meetings
carver has had two
anoka, washington, and dakota coming up

KB provided update on fund the plan eligibility: swcds, watersheds, wmos, cities, are eligible. 103B or 103c entity. Eligible activities are in 103b.101 or 801 or 231 approved plan. Entities may receive funding but activities. MW asked for clarification about city plans. Cities are eligible, but their plans are not eligible unless the activity is identified in the watershed plan.

Jr asked if it have to be identified as a cip or just a goal in the watershed plan? KB says it is a good question - Activity to implement Goal, strategy or cip are eligible.

BW discussed Metro surface water management framework – swcds are not explicitly eligible for funding. BW wants bwsr to go back to board to get clarification so swcds comp plans are eligible plans. TK suggests we prepare a joint letter. Go to MCD board in february? BWSR has interpreted Framework as meaning 103b plan. KB is going to talk to Doug Thomas.

Biannual Budget Request – Opens up March 5th. Closes April 12th. 2020-2021 Planning. TK volunteers to do it again. Some new categories added. We can discuss at March Managers meeting for TK to add to elink.

ETA – BW provided handouts. Discussed rollover of 2017 funds – we will discuss in June. 2018 Fiscal Year – allocated 28k. Up to \$3k can be used for equipment. BW discussed upcoming equipment purchases. TK and JR have noted their equipment is aging. R10 software updates should come back to the MCD managers. TK has a drone. TK requested \$50k scanning unit. JR mentioned R10. LJ agreed scanning unit could be a real time saver, especially in topo rich areas.

SWA – JR referred to handout. 15 SWAs completed. 4 underway. Elink update completed.

Campus Groundwater Program – CL is going to ask for a budget adjustment and extension. Training is probably going to happen within the next couple months.

Training and Mentoring – FL demo'd the awesome Yellow Pages. Ties in well with JAA and training opportunities. MP asked how this all fits with area training team efforts and JAA? TK provided update on TTT – BWSR recent hires for training specialists. BWSR setting up online depository for training materials. IDPs are part of JAA tracking – coming out soon! TK discussed upcoming trainings and requested input on other training needs. Funding is available for course development. TTA Grant deadline is May 1 – we agree we should go as a collective application so we have to get approval at feb MCD board meeting. TK will send Training link to MCD managers. TD has immediate training needs – a mentorship process is needed ecological restoration and some stormwater items.

BMP Tracking – JR offered to discuss a collective approach to BMP tracking.

State Managers Meeting – Feb 28 - some people are talking about going

2108 MCD Meeting Schedule

Date	Time	Location	Manager
Wednesday, January 31, 2018	10:00 a.m.	Ramsey CD	Washington
Wednesday, March 28, 2018	10:00 a.m.	Ramsey CD	Wright
Wednesday, April 25, 2018	10:00 a.m.	Ramsey CD	Anoka
Wednesday, June 27, 2018	10:00 a.m.	Ramsey CD	Carver
Wednesday, July 25, 2018	10:00 a.m.	Ramsey CD	Chisago
Wednesday, September 26, 2018	10:00 a.m.	Ramsey CD	Dakota
Wednesday, October 31, 2018	10:00 a.m.	Ramsey CD	Hennepin
Wednesday, December 26, 2018	10:00 a.m.	Ramsey CD	Isanti

Actions for Next MCD Meeting

1w1p
 biannual budget
 2yr equipment plan
 campus groundwater update
 show off yellow pages
 training grant approval

Attendance

Jay Riggs	Washington
Craig Mell	Chisago
Mike Wanous	Carver
Tiffany Dieterman	Isanti
Brian Watson	Dakota
Francine Larson	Sherburne
Ann Whiteeagle	Ramsey
Chris Lord	Anoka
Karen Galles	Hennepin
Luke Johnson	Wright
Mary Peterson	BWSR
Kevin Bigalke	BWSR
Troy Kuphal	Scott

**Metropolitan Conservation District
Treasurer's Report
As of February 20, 2018**

Previous Cash
Balance
2/20/2018

ETA - Engineering and Technical Assistance

ASSETS			
Cash - Previous Balance - 11/2/2017	\$600,750.79		
Income		\$0.00	
Expense		\$55,350.39	
Cash - Ending Balance -2/20/2018			\$545,400.40
Accounts Receivable			
LIABILITIES			
NPEAP/ETA		\$545,400.40	
Total Liabilities		\$545,400.40	
FUND BALANCE		\$0.00	

SWA - Sub-watershed Analysis

ASSETS			
Cash - Previous Balance -11/2/2017	\$66,102.25		
Income		\$0.00	
Expense		\$31,251.00	
Cash - Ending Balance -2/20/2018			\$34,851.25
LIABILITIES			
SWA Grant - 2014		<u>\$34,851.25</u>	
Total Liabilities		\$34,851.25	
FUND BALANCE		\$0.00	

CGCP - Campus Groundwater Conservation Planning

ASSETS			
Cash - Previous Balance -11/2/2017	\$85,512.95		
Income		\$0.00	
Expense		\$15,302.49	
Cash - Ending Balance -2/20/2018			\$70,210.46
LIABILITIES			
CGCP Liability 2016		<u>\$70,210.46</u>	
Total Liabilities		\$70,210.46	
FUND BALANCE		\$0.00	

MAWQCP - MN Ag Water Quality Certification

ASSETS			
Cash - Previous Balance -11/2/2017	\$0.00		
Income		\$10,601.74	
Expense		\$19,088.14	
Cash - Ending Balance -2/20/2018		\$8,486.39	-\$8,486.40
Accounts Receivable		\$8,486.40	
FUND BALANCE		\$0.00	

CWF - Childrens' Water Festival

ASSETS			
Cash - Previous Balance - 11/2/2017	\$35,202.65		
Income		\$3,657.74	
Expense		\$5,689.15	
Cash - Ending Balance -2/20/2018			\$33,171.24
FUND BALANCE		\$33,171.24	

**Metropolitan Conservation District
Treasurer's Report
As of February 20, 2018**

MCD - Metro Conservation District

ASSETS			
Cash - Previous Balance -11/2/2017	\$65,831.97		
Income		\$2,242.89	
Expense		\$10,714.50	
Cash - Ending Balance - 2/20/2018			\$57,360.36
Accounts Receivable		\$0.00	
FUND BALANCE		\$57,360.36	

TOTAL FUND BALANCE	\$90,531.60	
TOTAL CASH BALANCE		\$732,507.31

BANK ACCOUNT SUMMARY

Accounts Type	Bank	Balance
Checking	Hometown	\$31,043.70
Savings	Hometown	\$701,463.61
Total Cash		\$732,507.31

Metro Conservation District
As of February 20, 2018

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Type	Date	Num	Name	Split	Debit	Credit	Balance
							53,236.89
Check	11/07/2017	1587	Vista View Elementary School	CWF Expenses		153.24	53,083.65
Check	11/07/2017	1586	Minnesota State Fair	CWF Expenses		4,122.45	48,961.20
Check	11/07/2017	1589	Lake Elmo Elementary School	CWF Expenses		432.28	48,528.92
Check	11/13/2017	1590	Scott Soil and Water Conservation Dist.	MAWQCP		1,664.66	46,864.26
Check	11/13/2017	1591	Dakota County Soil & Water Conservation D	MAWQCP		1,162.08	45,702.18
Check	11/13/2017	1592	Wright Soil & Water	MAWQCP		3,395.50	42,306.68
Check	11/13/2017	1593	Sherburne SWCD1	MAWQCP		41.57	42,265.11
Check	11/13/2017	1594	Washington Conservation District	MAWQCP		4,337.93	37,927.18
Bill Pmt -Check	11/13/2017	1595	Wright SWCD	SWA		9,900.00	28,027.18
Deposit	11/13/2017			Deposit	10,601.74		38,628.92
Deposit	11/22/2017			Deposit	943.00		39,571.92
Check	12/04/2017	1597	Newport Elementary	CWF Expenses		359.98	39,211.94
Check	12/06/2017	1598	Verizon Wireless	Telephone		91.58	39,120.36
Deposit	12/06/2017			Deposit	2,657.74		41,778.10
Check	12/21/2017	1599	Epiphany School	CWF Expenses		210.00	41,568.10
Check	01/08/2018	1601	Richardson Elementary PTA	CWF Expenses		411.20	41,156.90
Check	01/08/2018	1600	Verizon Wireless	Telephone		91.58	41,065.32
Bill Pmt -Check	01/08/2018	1603	Hennepin County Treasurer	SWA		6,300.00	34,765.32
Bill Pmt -Check	01/08/2018	1604	Isanti SWCD	SWA		14,850.00	19,915.32
Check	01/09/2018	1605	MN Counties Intergovernment Trust	Insurance Expense		2,795.00	17,120.32
Transfer	01/25/2018			ICS Sweep Account	100,000.00		117,120.32
Check	01/25/2018	1606	Carver Soil & Water Conservation District	FY2017 NPEA/Clean Water Enhance		5,639.67	111,480.65
Check	01/25/2018	1607	Chisago Soil & Water Conservation Dist	FY2017 NPEA/Clean Water Enhance		2,662.20	108,818.45
Check	01/25/2018	1608	Dakota County Soil & Water Conservation D	FY2017 NPEA/Clean Water Enhance		5,426.34	103,392.11
Check	01/25/2018	1609	Hennepin County	FY2017 NPEA/Clean Water Enhance		1,680.00	101,712.11
Check	01/25/2018	1610	Scott Soil and Water Conservation Dist.	FY2017 NPEA/Clean Water Enhance		7,993.94	93,718.17
Check	01/25/2018	1611	Sherburne SWCD	FY2017 NPEA/Clean Water Enhance		7,597.06	86,121.11
Check	01/25/2018	1612	Washington Conservation District	FY2017 NPEA/Clean Water Enhance		2,583.90	83,537.21
Check	01/25/2018	1613	Wright SWCD	FY2017 NPEA/Clean Water Enhance		5,780.68	77,756.53
							77,756.53
Check	02/02/2018	1614	Wright SWCD	MAWQCP		4,113.00	73,643.53
Check	02/02/2018	1615	Ramsey Conservation District	MAWQCP		402.94	73,240.59
Check	02/02/2018	1616	Washington Conservation District	MAWQCP		590.30	72,650.29
Check	02/02/2018	1617	Sherburne SWCD	MAWQCP		20.79	72,629.50
Check	02/02/2018	1618	Dakota County Soil & Water Conservation D	MAWQCP		2,082.03	70,547.47
Check	02/02/2018	1619	Scott Soil and Water Conservation Dist.	MAWQCP		1,277.34	69,270.13
Check	02/02/2018	1620	Dakota County Soil & Water Conservation D	ETA 2016		1,369.81	67,900.32
Check	02/02/2018	1622	Verizon Wireless	Telephone		91.58	67,808.74
Deposit	02/05/2018			Deposit	1,000.00		68,808.74
Check	02/06/2018	1624	Anoka Conservation District	FY2017 NPEA/Clean Water Enhance		12,030.55	56,778.19
Bill Pmt -Check	02/06/2018	1625	Anoka Conservation District	CGCP		9,230.71	47,547.48
Bill Pmt -Check	02/06/2018	1626	Isanti SWCD	CGCP		1,596.67	45,950.81
Bill Pmt -Check	02/06/2018	1627	Ramsey Conservation District	CGCP		2,984.02	42,966.79
Bill Pmt -Check	02/06/2018	1628	Scott Soil and Water Conservation Dist.	CGCP, ETA, SWA		11,229.56	31,737.23
Bill Pmt -Check	02/06/2018	1629	Sherburne SWCD	CGCP		693.53	31,043.70
					115,202.48	137,395.67	31,043.70

CY 17 - Engineering/Technical Assistance & Equipment Expenditures Report (FY16, 17, 18 Grants)

Member	2017 Application		Qtr 1 Grant Expenditures		Qtr 2 Grant Expenditures		Qtr 3 Grant Expenditures		Qtr 4 Grant Expenditures		Total Grant Expenditures		Grant Balance	
	E & TA	Equip, S & T	E & TA	Equip, S & T	E & TA	Equip, S & T	E & TA	Equip, S & T	E & TA	Equip, S & T	E & TA	Equip, S & T	E & TA	Equip, S & T
Anoka	\$ 23,600.00	\$ 1,400.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,030.55	\$ -	\$ 12,030.55	\$ -	\$ 11,569.45	\$ 1,400.00
Carver	\$ 22,000.00	\$ 3,000.00	\$ 2,572.90	\$ -	\$ 5,182.67	\$ -	\$ 5,230.09	\$ 593.00	\$ 5,639.67	\$ -	\$ 18,625.33	\$ 593.00	\$ 3,374.67	\$ 2,407.00
Chisago	\$ 26,187.05	\$ -	\$ 7,957.07	\$ -	\$ 11,305.35	\$ -	\$ 2,432.50	\$ -	\$ 2,662.20	\$ -	\$ 24,357.12	\$ -	\$ 1,829.93	\$ -
Dakota	\$ 28,393.99	\$ -	\$ 1,464.62	\$ -	\$ 3,667.74	\$ -	\$ 6,881.89	\$ -	\$ 5,426.34	\$ -	\$ 17,440.59	\$ -	\$ 10,953.40	\$ -
Hennepin	\$ 44,000.00	\$ -	\$ -	\$ -	\$ 19,000.00	\$ -	\$ -	\$ -	\$ 1,680.00	\$ -	\$ 20,680.00	\$ -	\$ 23,320.00	\$ -
Isanti	\$ 25,000.00	\$ -	\$ 658.90	\$ -	\$ 3,884.71	\$ -	\$ 9,892.00	\$ -	\$ 2,193.81	\$ -	\$ 16,629.42	\$ -	\$ 8,370.58	\$ -
Ramsey	\$ 40,024.87	\$ -	\$ 650.00	\$ -	\$ 16,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,650.00	\$ -	\$ 23,374.87	\$ -
Scott	\$ 22,000.00	\$ 3,000.00	\$ -	\$ -	\$ 11,480.00	\$ 3,000.00	\$ 10,517.00	\$ -	\$ 7,993.94	\$ -	\$ 29,990.94	\$ 3,000.00	\$ (7,990.94)	\$ -
Sherburne	\$ 30,712.76	\$ -	\$ 6,411.17	\$ -	\$ 1,034.67	\$ -	\$ 1,953.30	\$ -	\$ 7,597.06	\$ -	\$ 16,996.20	\$ -	\$ 13,716.56	\$ -
Washington	\$ 22,184.90	\$ 2,823.00	\$ 6,602.12	\$ 2,822.84	\$ -	\$ -	\$ 12,807.15	\$ -	\$ 2,583.90	\$ -	\$ 21,993.17	\$ 2,822.84	\$ 191.73	\$ 0.16
Wright	\$ 32,181.18	\$ -	\$ -	\$ -	\$ 14,714.50	\$ -	\$ 11,686.00	\$ -	\$ 5,780.68	\$ -	\$ 32,181.18	\$ -	\$ -	\$ -
Subtotal:	\$ 316,284.75	\$ 10,223.00	\$ 26,316.78	\$ 2,822.84	\$ 86,269.64	\$ 3,000.00	\$ 61,399.93	\$ 593.00	\$ 53,588.15	\$ -	\$ 227,574.50	\$ 6,415.84	\$ 88,710.25	\$ 3,807.16
Total Grant:	\$ 326,507.75	\$ 29,139.62	\$ 29,139.62	\$ 29,139.62	\$ 89,269.64	\$ 3,000.00	\$ 61,992.93	\$ 593.00	\$ 53,588.15	\$ 233,990.34	\$ 92,517.41			
Member	2017 Application (Match)		Qtr 1 Match Expenditures		Qtr 2 Match Expenditures		Qtr 3 Match Expenditures		Qtr 4 Match Expenditures		Total Match Expenditures		Match Balance	
	E & TA	Equip, S & T	E & TA	Equip, S & T	E & TA	Equip, S & T	E & TA	Equip, S & T	E & TA	Equip, S & T	E & TA	Equip, S & T	E & TA	Equip, S & T
Anoka	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -
Carver	\$ 5,000.00	\$ 600.00	\$ 909.22	\$ -	\$ 928.55	\$ -	\$ 1,197.96	\$ -	\$ 2,667.32	\$ -	\$ 5,703.05	\$ -	\$ (703.05)	\$ 600.00
Chisago	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,456.19	\$ -	\$ -	\$ -	\$ 8,456.19	\$ -	\$ (3,456.19)	\$ -
Dakota	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 16,125.00	\$ -	\$ 10,312.50	\$ -	\$ -	\$ -	\$ 26,437.50	\$ -	\$ (21,437.50)	\$ -
Hennepin	\$ 5,686.17	\$ -	\$ -	\$ -	\$ 1,651.44	\$ -	\$ -	\$ -	\$ 16,802.88	\$ -	\$ 18,454.32	\$ -	\$ (12,768.15)	\$ -
Isanti	\$ 9,594.00	\$ -	\$ -	\$ -	\$ 4,705.41	\$ -	\$ 1,997.42	\$ -	\$ -	\$ -	\$ 6,702.83	\$ -	\$ 2,891.17	\$ -
Ramsey	\$ 8,744.49	\$ -	\$ -	\$ -	\$ 11,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,000.00	\$ -	\$ (2,255.51)	\$ -
Scott	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,275.00	\$ 10.64	\$ -	\$ -	\$ -	\$ -	\$ 5,275.00	\$ 10.64	\$ (275.00)	\$ (10.64)
Sherburne	\$ 5,000.00	\$ -	\$ 587.55	\$ -	\$ 3,033.16	\$ -	\$ -	\$ -	\$ 227,595.09	\$ -	\$ 231,215.80	\$ -	\$ (226,215.80)	\$ -
Washington	\$ 4,292.00	\$ 708.00	\$ -	\$ 708.00	\$ -	\$ -	\$ 5,167.50	\$ -	\$ -	\$ -	\$ 5,167.50	\$ 708.00	\$ (875.50)	\$ -
Wright	\$ 7,697.00	\$ -	\$ -	\$ -	\$ 7,719.00	\$ -	\$ -	\$ -	\$ 46.82	\$ -	\$ 7,765.82	\$ -	\$ (68.82)	\$ -
Subtotal:	\$ 66,013.66	\$ 1,308.00	\$ 1,496.77	\$ 708.00	\$ 50,437.56	\$ 10.64	\$ 27,131.57	\$ -	\$ 252,112.11	\$ -	\$ 331,178.01	\$ 718.64	\$ (265,164.35)	\$ 589.36
Total Match:	\$ 67,321.66	\$ 2,204.77	\$ 2,204.77	\$ 2,204.77	\$ 50,448.20	\$ 10.64	\$ 27,131.57	\$ 27,131.57	\$ 252,112.11	\$ 331,896.65	\$ (264,574.99)			

2017 Member Allocation is \$25,000 with up to \$3,000 for Equipment, Supplies, Training, \$5,000 Match Per Member.

* Member Applications greater than \$25,000 include past year balances.

CY18 - Engineering/Technical Assistance & Equipment Expenditures Report (FY 17, 18 Grants)

Member	2018 Application		Qtr 1 Grant Expenditures		Qtr 2 Grant Expenditures		Qtr 3 Grant Expenditures		Qtr 4 Grant Expenditures		Total Grant Expenditures		Grant Balance	
	E & TA	Equip, S & T	E & TA	Equip, S & T	E & TA	Equip, S & T	E & TA	Equip, S & T	E & TA	Equip, S & T	E & TA	Equip, S & T	E & TA	Equip, S & T
Anoka	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carver	\$ 25,000.00	\$ 3,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00	\$ 3,000.00
Chicago	\$ 28,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,000.00	\$ -
Dakota	\$ 28,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,000.00	\$ -
Hennepin	\$ 28,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,000.00	\$ -
Isanti	\$ 25,000.00	\$ 3,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00	\$ 3,000.00
Ramsey	\$ 25,000.00	\$ 3,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00	\$ 3,000.00
Scott	\$ 25,000.00	\$ 3,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00	\$ 3,000.00
Sherburne	\$ 25,000.00	\$ 3,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00	\$ 3,000.00
Washington	\$ 25,000.00	\$ 3,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00	\$ 3,000.00
Wright	\$ 25,000.00	\$ 3,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00	\$ 3,000.00
Subtotal:	\$ 259,000.00	\$ 21,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 259,000.00	\$ 21,000.00
Total Grant:	\$ 280,000.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 280,000.00	\$ -
Member	2018 Application (Match)		Qtr 1 Match Expenditures		Qtr 2 Match Expenditures		Qtr 3 Match Expenditures		Qtr 4 Match Expenditures		Total Match Expenditures		Match Balance	
	E & TA	Equip, S & T	E & TA	Equip, S & T	E & TA	Equip, S & T	E & TA	Equip, S & T	E & TA	Equip, S & T	E & TA	Equip, S & T	E & TA	Equip, S & T
Anoka	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carver	\$ 3,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500.00	\$ -
Chicago	\$ 3,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500.00	\$ -
Dakota	\$ 3,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500.00	\$ -
Hennepin	\$ 15,400.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,400.00	\$ -
Isanti	\$ 3,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500.00	\$ -
Ramsey	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -
Scott	\$ 3,125.00	\$ 375.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,125.00	\$ 375.00
Sherburne	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -
Washington	\$ 3,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500.00	\$ -
Wright	\$ 3,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500.00	\$ -
Subtotal:	\$ 49,525.00	\$ 375.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 49,525.00	\$ 375.00
Total Match:	\$ 49,900.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 49,900.00	\$ -

2018 Member Allocation is \$28,000 with up to \$3,000 for Equipment, Supplies, Training. \$3,500 Match Per Member.

Metro Conservation Districts Technical Service Area Grants Status

	FY 2017 NPEAP \$125,000 10/27/2016 to 06/30/2019				FY 2017 ETSA Part 1 \$125,000 10/27/2016 to 06/30/2019				FY 2017 ETSA Part 2 \$115,000 10/27/2016 to 06/30/2019			
	T/E				T/E				T/E			
Workplan:	Admin.	Assistance	Match	Supplies & Training	Admin.	Assistance	Equipment, Training	Recorded Match	Admin.	Assistance	Match	Assistance
CY 2017 Expenses:	\$6,500.00	\$100,000.00	\$12,500.00	\$18,500.00	\$2,500.00	\$67,500.00	\$55,000.00	\$708.00	\$2,500.00	\$112,500.00	\$28,750.00	
CY 2018 Expenses:	\$3,301.60	\$30,676.80	\$27,037.80	\$3,957.10	\$1,500.00	\$2,488.08	\$42,510.08	\$708.00	\$1,500.00	\$112,500.00	\$279,243.68	
Total Expenditures:	\$3,301.60	\$30,676.80	\$27,037.80	\$3,957.10	\$1,500.00	\$2,488.08	\$42,510.08	\$708.00	\$1,500.00	\$112,500.00	\$279,243.68	
Total All Grant Exp:	\$37,935.50				\$46,498.16				\$114,000.00			
Balance:	\$3,198.40	\$69,323.20	-\$14,537.80	\$14,542.90	\$1,000.00	\$65,011.92	\$12,489.92	-\$708.00	\$1,000.00	\$0.00	-\$250,493.68	
Encumbered:	\$6,500.00	\$69,323.20		\$18,500.00	\$2,500.00	\$19,387.05	\$16,297.08		\$2,500.00	\$112,500.00		
Unencumbered:	\$0.00	\$30,676.80		\$0.00	\$0.00	\$48,112.95	\$38,702.92		\$0.00			

	FY 2018 NPEAP \$145,000 10/06/2017 to 06/30/2020				FY 2018 ESTS \$240,000 10/06/2017 to 06/30/2020			
	T/E				T/E			
Workplan:	Admin.	Assistance	Match	Equipment	Admin.	Equipment	Training	Assistance
CY 2017 Expenses:	\$6,500.00	\$100,000.00	\$14,500.00	\$20,000.00	\$7,000.00	\$20,000.00	\$18,500.00	\$24,000.00
CY 2018 Expenses:	\$0.00	\$0.00	\$0.00	\$0.00	\$240,000.00			
Total Expenditures:	\$0.00	\$7,990.94	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total All Grant Exp:	\$7,990.94							
Balance:	\$6,500.00	\$92,009.06	\$14,500.00	\$20,000.00	\$7,000.00	\$20,000.00	\$18,500.00	\$24,000.00
Encumbered:	\$6,500.00	\$100,000.00		\$0.00	\$7,000.00	\$20,000.00	\$1,000.00	\$159,000.00
Unencumbered:	\$0.00	\$0.00		\$20,000.00	\$0.00	\$0.00	\$17,500.00	\$35,500.00



Calendar Year 2017
Technical Service Area
Accomplishments Report

TSA/JPO Number:

TSA/JPO Name:

Area 4
Metro Area Conservation Districts

Prepared by:

Host SWCD or TSA Staff

Date:

February 1, 2018

Telephone Number:

651-480-7786

E-mail Address:

lana.roitv@co.dakota.mn.us

Annual reporting is required on a calendar year basis by February 1. Please upload the completed report to the Attachments tab in eLINK for the 2017 Non-Point Engineering Assistance Program Grant. Please note that this report includes accomplishments for 2017 TSA Accelerated Implementation Grants as well, which will be captured with a new Type of Practice Assisted (Other Non-Engineering Services) and a new Technical Assistance Funding Source (Other CWF). Please be sure to use the instructions and information categories provided at the red triangles above the corresponding column.

Please upload your TSA Accomplishments Report in the Attachments of your NPEA JPB Grant 2017 grant record, and name the document "CY17 TSA Accomplishments - Area #".
Thanks!

SWCD	Project Identification	Assistance Provided				Type of Practice Assisted (From List Provided)	Primary Practice Code	Unit(s)	Unit of Measure	Technical Assistance Funding Source(s)						
		Site Evaluation	Design	Construction Assistance	Other Technical Assistance					Federal	NPEA Base Grant	TSA Clean Water Fund	Other CWF (AG, etc.)	State other than CWF	Local	Landowner
1 Anoka	Oak Glen Creek Pond Exp. 5 IESF			X		Other Water Quality	803M	1	each		X	X	X		X	
2 Anoka	Rum River Central Reg. Riverbank Stabilization (survey/design/project management)	X				Erosion Control	580	325	feet		X	X			X	
3 Anoka	Rum River Central Regional Riverbank Stabilization (survey/design/project management)		X			Erosion Control	580	325	feet		X	X			X	
4 Carver	Bavaria project		X			Other Water Quality	712M	2	each		X	X			X	
5 Carver	Brakemeirs		X			Erosion Control	580	200	feet		X	X			X	
6 Carver	Camden Twp		X			Erosion Control	580	800	feet		X	X		X		
7 Carver	Crow River Bank Stab					Erosion Control	580	600	feet		X	X				
8 Carver	DaVinci's Wing	X	X			Erosion Control	643	1	acres		X	X			X	
9 Carver	Government Center			X		Other Water Quality	712M	1	each		X	X			X	
10 Carver	Government Center Native Planting		X			Other Water Quality	712M	1	each		X	X			X	
11 Carver	Grimm	X				Erosion Control	638	2	each		X	X			X	
12 Carver	Hesse site 2		X			Erosion Control	410	1	each		X	X				
13 Carver	Hwy 5 Basin planting		X			Other Water Quality	712M	1	each		X	X			X	
14 Carver	K Center Phase 2		X			Other Water Quality	712M	1	each		X	X			X	
15 Carver	Lerseth planting		X			Erosion Control	580	73	feet		X	X			X	
16 Carver	Lorenz		X			Erosion Control	580	220	feet		X	X			X	
17 Carver	Marks		X			Erosion Control	580	118	feet		X	X			X	
18 Carver	Nordlands		X			Other Water Quality	712M	1	each		X	X			X	
19 Carver	North Shore Concept		X			Erosion Control	580	180	feet		X	X			X	
20 Carver	North Shore Road		X			Erosion Control	580	50	feet		X	X			X	
21 Carver	Pauls shoreline		X			Erosion Control	580	294	feet		X	X			X	
22 Carver	Reitz Lake Hill		X			Erosion Control	580	180	feet		X	X			X	
23 Carver	Rick Johnson Park		X			Erosion Control	643	1	each		X	X			X	
24 Carver	Waconia Food Shelf		X			Other Water Quality	712M	1	each		X	X			X	
25 Carver	Waconia shoreline revisions		X			Other Water Quality	580	275	feet		X	X			X	
26 Carver	Watertown Sculpture Garden		X			Other Water Quality	712M	1	each		X	X			X	

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Draft 2/20/18

MCD Capital Equipment Plan 2018-2019

Purpose:

The purpose of the Capital Equipment Plan (CEP) is to identify needs and expenditures over the next two calendar years for the purpose of building and maintaining local engineering capacity. MCD Members employ nearly 70 staff with a variety of skill sets and abilities. In order to add value to each MCD Member and most efficiently build local capacity for providing engineering assistance, an appropriate level of survey equipment and resources are required.

Inventory of Survey Equipment:

The MCD has the following inventory of major survey equipment:

Type of Equipment	Primary Location ¹	Purchased Date	Purchase Cost	Comments
Trimble Total Station 5605	Washington	2004	\$35,792	Equipment has limited use
Trimble Total Station 5605	Scott	Sep 2009	\$19,939	Auto lock unit
Trimble GeoXT 6000	Scott	May 2012	\$5,746 FY12 Funds	Handheld field computer with GPS
Trimble GeoXT 6000	Washington	May 2012	\$5,746 FY12 Funds	Handheld field computer with GPS
Trimble R-10	Scott	Apr 2014	\$30,701 FY14 Funds	
Trimble R-8	Washington	Apr 2014	\$18,687 FY14 Funds	Purchased as used equipment
Trimble R-10	Dakota	Mar 2016	\$33,486 FY16 Funds	
Trimble S7 Total Station	Anoka	Mar 2016	\$39,792 FY16 Funds	
Trimble S7 Total Station	Chisago	Mar 2016	\$39,792 FY16 Funds	
Trimble R-10	Carver	Dec 2016	\$30,992 FY17 Funds	
Trimble Geo7X	Ramsey	Jan 2017	\$ 8,057 FY17 Funds	Handheld field computer with GPS

1 – All MCD equipment is available for Member use.

Approved Grant Work Plans and Budgets:

Below is a summary of MCD Board approved FY17 and FY18 ETA grant work plans. Similar funding levels should be expected in FY19 minus the special one-time \$20,000 allocation under FY18 NPEAP grant. Final development of FY19 grant work plans will occur when grant information is released in July/August of 2018.

BWSR Grant	Grant Work Plan Category	Amount	Balance as of 12/31/17	Comments
FY17 NPEAP ¹	Supplies/Training	\$18,500	\$12,490	
FY17 ESTS ² Part 1	Supplies/Equipment	\$55,000	\$10,736	\$3,807 encumbered under CY17 ETA applications not shown in balance
FY17 ESTS Part 2	N/A	N/A	N/A	
FY18 NPEAP	Equipment	\$20,000	\$20,000	Special one-time appropriation to Metro TSA
FY18 NPEAP ¹	Supplies/Training	\$18,500	\$18,500	\$10,000 currently identified in work plan for training
FY18 ESTS ²	Supplies/Equipment	\$38,500	\$19,750	\$18,750 encumbered under CY18 applications not shown in balance.
FY19 NPEAP ³	TBD Supplies/Training	\$18,500	\$18,500	
FY19 ESTS ³	TBD Supplies/Equipment	\$55,000	\$55,000	Will need to account for future requests under CY19 Member applications
Total		\$224,000	\$154,976	

1 - NPEAP funds are also used for monthly wireless expenses and necessary replacement parts such as batteries in order to maintain survey gear and training identified in annual Member applications.

2 – ESTS funds are also used for equipment and software identified in annual Member applications.

3 – Based on receiving same grant amounts and status quo within future work plan.

Identified Equipment Needs for 2018-2019

The following major pieces of survey equipment are planned for purchase in calendar years 2018 and 2019:

Type of Equipment	Primary Location ¹	Anticipated Purchase Date	Cost Estimate	Comments
Trimble R-10	Washington	By Jun 30, 2018	\$35,000 FY17-18 Funds	Replacement to R-8 located at Washington.
Trimble Total Station	Scott	By Dec 31, 2018	\$50,000 FY18-19 Funds	Replacement to Total Station located at Scott.
Trimble R-10	Wright	By Dec 31, 2019	\$35,000 FY19 Funds	Addition to equipment inventory
Pipe Camera	Washington	By Dec 31, 2019	\$14,000 FY19 Funds	Purchase dependent on available funds.

1 – All MCD equipment is available for Member use.

**ANOKA CONSERVATION DISTRICT**

1318 McKay Drive NE, Suite 300
 Ham Lake, MN 55304
 Phone: (763) 434-2030 Fax: (763) 434-2094
 www.AnokaSWCD.org

MEMORANDUM

TO: MCD Board
FROM: Mitch Haustein, Stormwater and Shoreland Specialist
DATE: February 28, 2018
SUBJECT: CGCP Initiative - Work Plan Revision (Budget) and Grant Amendment (Timeline)

BUDGET

The table below provides a summary of the original MCD-approved budget, BWSR-approved budget (eLINK), proposed budget, and expenditures through 2017. The proposed budget includes a shift of \$47,600 (\$38,080 grant funds and \$9,520 match funds) from 'Program Design and Production' to 'Plan Designs' (also referred to as 'Program Implementation'). Increasing the funds available for implementation will increase the potential water conservation opportunities identified. Because the shift is >10% and less than 40% (23.8%) of the total grant amount, it would require a work plan revision.

Project Activities	Fund Source	Original MCD-Approved Work Plan Budget	Current BWSR-Approved Work Plan Budget	Proposed Budget	Expenditures Through 2017
Grant Administration and Reporting	Grant	\$6,000.00	\$7,500.00	\$7,500.00	\$1,961.56
	Match	\$1,500.00	\$1,875.00	\$1,875.00	\$490.39
Fiscal Management	Grant	\$1,500.00			
	Match	\$375.00			
Project Development	Grant	\$15,000.00	\$15,000.00	\$15,000.00	\$4,818.72
	Match	\$3,750.00	\$3,750.00	\$3,750.00	\$1,204.69
Campus Groundwater Conservation Plan program design and production	Grant	\$83,420.00	\$83,060.00	\$44,980.00	\$21,509.68
	Match	\$20,855.00	\$20,765.00	\$11,245.00	\$5,388.09
Campus Groundwater Conservation Plan designs	Grant	\$88,160.00	\$93,920.00	\$132,000.00	\$1,479.25
	Match	\$22,040.00	\$23,480.00	\$33,000.00	\$369.81
Report Compilation	Grant	\$5,920.00			
	Match	\$1,480.00			
Supplies	Grant		\$520.00	\$520.00	\$20.33
	Match		\$130.00	\$130.00	\$5.08
Total	Grant	\$200,000.00	\$200,000.00	\$200,000.00	\$29,789.54
	Match	\$50,000.00	\$50,000.00	\$50,000.00	\$7,458.06

TIMELINE

The current grant deadline is 12/31/18. Full implementation in 2018 would be challenging, so a grant agreement amendment to extend the deadline to 12/31/19 is proposed. The extension was discussed by Level 1 SWCD members as well as the Metro Managers and would be proposed to BWSR.

UPDATE

The protocol has been reviewed by Level 1 SWCD members, and all comments have been incorporated. A pilot study to test the protocol is underway at Matoska IB World School in White Bear Lake. On-site data collection was completed on 1/10/18 by ACD (Mitch Haustein) and RCD (Andrea Prichard) staff. All data collected from water using systems on the campus has been processed using the current water use and potential reduction calculators. A report is being generated to serve as a template. Training for SWCD staff on how to implement the protocol will be scheduled soon.

REQUESTED ACTION

Approve request to BWSR for work plan revision funding shift and grant timeline amendment as shown.

PETERSON COMPANY LTD.

CERTIFIED PUBLIC ACCOUNTANTS

580 Cherry Drive | Waconia, Minnesota 55387
952.442.4408 | Fax: 952.442.2211 | www.pclcpas.com

February 7, 2018

Shelly Tietz
Metropolitan Conservation District
7151 W 190th St, Ste 125
Jordan, MN 55352

To Board of Directors:

We are pleased to confirm our understanding of the services we are to provide Metropolitan Conservation District for the year ended December 31, 2017. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Metropolitan Conservation District as of and for the year ended December 31, 2017. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Metropolitan Conservation District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Metropolitan Conservation District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary Comparison Schedules

Audit Objective

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and will include tests of the accounting records of Metropolitan Conservation District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Metropolitan Conservation District's financial statements. Our report will be addressed to the board of directors of Metropolitan Conservation District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by Government Auditing Standards. The report on internal control and on compliance and other matters will

include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that Metropolitan Conservation District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in Government Auditing Standards may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, Government Auditing Standards do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and Government Auditing Standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and,

accordingly, no opinion will be expressed in our report on internal control issued pursuant to Government Auditing Standards.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and Government Auditing Standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Metropolitan Conservation District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to Government Auditing Standards.

Other Services

We will also assist in preparing the financial statements and related notes of Metropolitan Conservation District in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under Government Auditing Standards and such services will not be conducted in accordance with Government Auditing Standards. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to Metropolitan Conservation District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Peterson Company Ltd. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Minnesota Office of the State Auditor or its designee, for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Peterson Company Ltd. personnel.

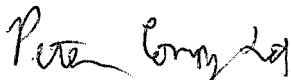
Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a federal or state awarding agency or auditee is contesting an audit finding, we will contact the party contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit in the summer and to issue our reports no later than October 31, 2018. Michael Peterson, is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. Our fee for these services will be \$2,375. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Invoices not paid within 30 days will accrue interest at 1.50%. In accordance with our firm policies, work may be suspended if your account becomes 45 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to Metropolitan Conservation District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,



Peterson Company Ltd.

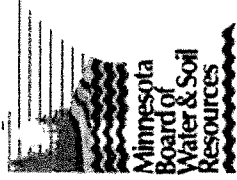
RESPONSE:

This letter correctly sets forth the understanding of Metropolitan Conservation District.

By: _____

Title: _____

Date: _____



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, Plan Type	40	
Estimated Leveraged Funds	\$10,000.00		SWCD Comprehensive Plan (SWCDs only, though can adopt	

Projects & Activities Budget			County Comprehensive Local Water Management Plan by resolution)
	\$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.			

Organization Wide - Surface & Ground Water			
(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
	TSA Enhanced Shared Technical Services 1 (no match)	Estimated # of FTEs	
Source of State Contribution	\$50,000.00	Estimated Number of Practices	20
	\$0.00	Plan Type	SWCD Comprehensive Plan (SWCDs only, though can adopt County Comprehensive Local Water Management Plan by resolution)
Total Requested Biennial State Contribution Estimated Leveraged Funds	\$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			
Anticipated workload will vary among members. Those members with larger urban land use areas would use			

accomplished in the biennium	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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Organization Wide - Surface & Ground Water			
Water Resource Name	(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 Description			
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 Estimated Leveraged Funds	\$40,000.00	Estimated Number of Practices	16
	\$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.			

Organization Wide - Surface & Ground Water	
Water Resource Name	(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 Description	

Activity Category	Streambank or Shoreline Protection	Capital Improvement Project?	No
	TSA NPEAP	Estimated # of FTEs	
	\$50,000.00	Estimated Number of Practices	10
	\$5,000.00	Plan Type	SWCD Comprehensive Plan (SWCDs only, though can adopt County Comprehensive Local Water Management Plan by resolution)
	\$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	Capital Improvement Project?	No
	(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.	Estimated # of FTEs	
	Streambank or Shoreline Protection	Estimated Number of Practices	5
	TSA Enhanced Shared Technical Services 2 (25% match)	Plan Type	SWCD Comprehensive Plan (SWCDs only, though can adopt County Comprehensive Local Water Management Plan by resolution)
	\$20,000.00	Action or Objective (from plan)	Multiple water plans including
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.			

Describe how this activity could be accomplished in the biennium		county or SWCD comprehensive plans, watershed management organization plans and WRAPs documents.
		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)	
Total Requested Biennial State Contribution Estimated Leveraged Funds	\$50,000.00	
	\$0.00	10 SWCD Comprehensive Plan (SWCDs only, though can adopt County Comprehensive Local Water Management Plan by resolution)
Projects & Activities Budget	\$50,000.00	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.	

Organization Wide - Surface & Ground Water			
(LSOHC; \$240k) Pollinator and Regionally Significant Species Habitat			
Water Resource Name	Special Projects	Capital Improvement Project?	No
Activity Description	Lessard-Sams Outdoor Heritage Council (Except RIM)	Estimated # of FTEs	
Activity Category			
Source of State Contribution			
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		
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

Describe how this activity could be accomplished in the biennium	<div data-bbox="97 1024 212 1402"></div> <div data-bbox="212 65 386 1402"> <p>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.</p> </div> <div data-bbox="97 65 212 464"> <p>TMDL Implementation Plans within each of the 11 MCD-member counties.</p> </div>
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Organization Wide - Surface & Ground Water			
(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? Estimated # of FTEs	No
Source of State Contribution	TSA Enhanced Shared Technical Services 2 (25% match)		0.5
Total Requested Biennial State Contribution Estimated Leveraged Funds	\$130,000.00	Estimated Number of Practices Plan Type	SWCD Comprehensive Plan (SWCDs only, though can adopt County Comprehensive Local Water Management Plan by resolution)
	\$32,500.00		
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.
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
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(CWF Accel Impl; \$260k) Water Conservation Program to Ensure Long-term Sustainability of Regional Ground and Surface Water Supplies				
Activity Description	Planning and Assessment	Capital Improvement Project? Estimated # of FTEs	No	
Activity Category	BWSR Clean Water Fund - Accelerated Implementation		1	
Source of State Contribution				
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.
Organization Wide - Surface & Ground Water				
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 Total Requested Biennial State Contribution Estimated Leveraged Funds	TSA Shared Services		Estimated # of FTEs Estimated Number of Practices Plan Type	1
	\$240,000.00	\$60,000.00		
Projects & Activities Budget			Action or Objective (from plan)	SWCD Comprehensive Plan (SWCDs only, though can adopt County Comprehensive Local Water Management Plan by resolution) 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.			

Water Resource Name Activity Description	Organization Wide - Surface & Ground Water (Shared Serv; \$480k) Coordinated Outreach & Education Activities for surface water protection, groundwater conservation, and pollinator habitat		Capital Improvement Project? Estimated # of FTEs Estimated Number of Practices Plan Type	No 2
	Education/Information	TSA Shared Services		
Activity Category				
Source of State Contribution				
Total Requested Biennial State Contribution	\$480,500.00			
Estimated Leveraged Funds	\$120,100.00			
				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 Technical Services 2 (25% match)	Estimated # of FTEs	
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

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.	documents.

Water Resource Name Activity Description	Organization Wide - Surface & Ground Water (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.		
	Agricultural Practices	Capital Improvement Project?	No
Activity Category Source of State Contribution Total Requested Biennial State Contribution Estimated Leveraged Funds	TSA NPEAP	Estimated # of FTEs	
	\$100,000.00	Estimated Number of Practices	30
Projects & Activities Budget	\$10,000.00	Plan Type	SWCD Comprehensive Plan (SWCDs only, though can adopt County Comprehensive Local Water Management Plan by resolution)
	\$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 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 Activity Description	Organization Wide - Surface & Ground Water (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.		
	Agricultural Practices	Capital Improvement Project?	No
Activity Category			

Source of State Contribution	TSA Enhanced Shared Technical Services 1 (no match)	Estimated # of FTEs
Total Requested Biennial State Contribution Estimated Leveraged Funds	\$50,000.00 \$0.00	20 SWCD Comprehensive Plan (SWCDs only, though can adopt County Comprehensive Local Water Management Plan by resolution) Multiple water plans including county or SWCD comprehensive plans, watershed management organization plans and WRAPs documents.
Projects & Activities Budget	\$50,000.00	Action or Objective (from plan)
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 Activity Description	Organization Wide - Surface & Ground Water (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 Source of State Contribution	Supplies/Equipment TSA Enhanced Shared Technical Services 1 (no match)
Total Requested Biennial State Contribution Estimated Leveraged Funds	\$100,000.00 \$0.00
Projects & Activities Budget	\$100,000.00
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.	

Describe how this activity could be accomplished in the biennium		Water Management Plans, WMO/WD Water Resource Management Plans, and/or TMDL Implementation Plans within each of the 11 MCD-member counties.
	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
	\$120,000.00	Estimated Number of Practices Plan Type	
	\$30,000.00		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.
	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.		



BWSR

Technical Training Acceleration Grants

FY 2018 Request for Proposal

January 10, 2018



Request for Proposal (RFP) General Information

The Technical Training and Certification Program can assist Area Technical Training Teams (ATTT) in organizing and delivering technical training for Natural Resources Conservation Service (NRCS), Soil and Water Conservation District (SWCD), Technical Service Area (TSA), and Board of Water and Soil Resources (BWSR) staff. The Technical Training Acceleration Grant is short-term pilot to accelerate delivery of locally identified training priorities. Funding priority is given to training topics that are identified as high need either at an area, or state-wide level, especially those topics which will lead to increased or enhanced Job Approval Authority (JAA) for local SWCD and NRCS staff. Up to \$60,000 is available, with a \$10,000 maximum grant per Area per year. Area is based on ATTT boundaries as of December 2017.

Application Guidelines

- Applications must be in PDF format and will be submitted electronically via: Megan.Lennon@state.mn.us.
- Applications are subject to a five-page limit, minimum font size 11 pt.
- Applicants are required to submit an estimated budget for the project. The final grant amount for successful applicants will be determined upon completion of a grant work plan. No cash match will be required of grant recipients.
- Eligible applicants include TSAs or SWCDs with letters of support from the Area Technical Training Team. SWCDs or TSAs in each ATTT can submit only one single or joint request. However, multiple training topics can be included in the request.

Terms

- Eligible expenditures are reimbursed after the execution of the grant agreement and submittal of reports. Grant agreements are processed through BWSR's eLINK system. The grantee must agree to report on the outcomes of the training, including number of attendees, number of contact hours, and evaluation results.
- BWSR reserves the right to partially fund requests, and work collaboratively to refine requests and deliverables.
- Training involving a Field Office Technical Guide (FOTG) conservation practice for which SWCD staff are eligible for JAA must be coordinated with NRCS staff responsible for delegating JAA in that practice.

Eligibility

Eligible Applicants: Eligible applicants include TSAs or SWCDs with letters of support from the Area Technical Training Team. SWCDs or TSAs in each ATTT can submit only one single or joint request. However, multiple training topics can be included in the request.

Topics Eligible for Training: Ag Filter Strips, Agronomy Technical Note 31, Critical Area Planting, Sediment Basins, Side Inlet, Filter Strip 393, Basic Surveying, Advanced Surveying, Basic Hydrology, Forestry, Native Vegetation, Hydrology Watershed Tools or other topics identified as a priority by Area Technical Training Teams. Topics are subject to review and approval by BWSR in order to coordinate efforts across area boundaries and statewide.

Examples of eligible activities: Curriculum development, classroom training delivery, facility rental, training materials, and travel reimbursement for trainers. Contracting with an outside vendor to provide training is allowable.

Activities that are not eligible for funding: Technology upgrades (computer equipment, software, smartphones, etc.), basic staff training (BWSR Academy fees and expenses; Wetland Delineator Certification fees, training for promotion, basic computer training), conservation practice design or installation, publication or publicity materials, food and refreshments, participant lodging, and board member per diems.

Project Period

The project period starts when the grant agreement is executed, meaning all required signatures have been obtained. Work that occurs before this date is not eligible for reimbursement with grant funds. All grants must be completed by December 31, 2019.

CWF Project Reporting Requirements

- All grantees are required to report on the outcomes, activities, and accomplishments of Clean Water Fund grants. All BWSR funded projects will be required to develop a work plan, including detail relating to the outcome(s) of the proposed project. All activities will be reported via the eLINK reporting system. Grant funds may be used for local grant management and reporting that are directly related to and necessary for implementing this activity. For more information go to www.bwsr.state.mn.us/outreach/eLINK/index.html.
- BWSR Clean Water Funds will be administered via a reimbursable grant agreement. BWSR will use grant agreements as contracts for assurance of deliverables and compliance with appropriate statutes, rules and established policies. Willful or negligent disregard of relevant statutes, rules and policies may lead to imposition of financial penalties on the grant recipient.
- When practicable, grantees shall prominently display on their website the legacy logo. Grant recipients must display on their website either a link to their project from the Legislative Coordinating Commission Legacy Site (<http://legacy.leg.mn>) or a clean water project summary that includes a description of the grant activities, including expenditure of grant funds and measurable outcomes (www.bwsr.state.mn.us/cleanwaterfund/stories/)
- When practicable, grantees must display the Legacy Logo on printed and other materials funded with money from the Clean Water Fund. The logo and specifications can be found at <http://www.legacy.leg.mn/legacy-logo>

Conflict of Interest

State Grant Policy 08-01, (see http://www.admin.state.mn.us/ogm_policies_and_statute.html) Conflict of Interest for State Grant-Making, also applies to BWSR grantees. Grantees' conflicts of interest are generally considered organizational conflicts of interest. Organizational conflicts of interest occur when:

1. A grantee is unable or potentially unable to render impartial assistance or advice due to competing duties or loyalties,
2. A grantee's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties, or
3. A grantee or potential grantee has an unfair competitive advantage through being furnished unauthorized proprietary information or source selection information that is not available to all competitors.

Submittal

All responses must be electronically delivered to: Megan.Lennon@state.mn.us and must be received no later than 4:30 p.m. May 1, 2018. Late responses will not be considered. The burden of proving timely receipt is upon the responder.

Technical Training Acceleration Grant Proposals

To propose a training plan for accelerated delivery, provide a written response containing the following:

- 1) Description, purpose and scope of the proposed training(s) (number of anticipated participants, any anticipated progress toward JAA, etc.)
- 2) Qualifications of the individual who will be leading the training. Please note that any trainer must be approved by the Area Technical Training Team and BWSR Technical Training and Certification Program Coordinator, and must be able to demonstrate proficiency in the subject matter, as well as knowledge and experience for Field Office Tech Guide conservation practices as appropriate.
- 3) Learning outcomes: Identify 2-3 things the participants will know how to do by the end of the training.
- 4) Description of how this activity will address one or more priorities identified by the Area Technical Training Team.
- 5) A letter documenting support from the Area Technical Training Team for this effort.
- 6) Description of evaluation method: How will you know if the training objectives were met, or learning outcomes achieved?
- 7) Estimated timeframe and training dates (if known)
- 8) Itemized Project Budget including
 - a. Amount of request (identify any local match as well)
 - b. Cost breakdown (itemize the budget to include trainer fees, travel costs for trainer, room rental, equipment costs, etc.)
 - c. Total project budget
- 9) Have you submitted other funding requests for this activity? If yes, to whom and when?
- 10) Training Scope: If this training is delivered by a LGU staff, explain how the training development and delivery goes above and beyond their regular duties as assigned.
- 11) Name and contact information for the person who will be managing training and providing evidence of expenditures.

Selection Criteria

All complete applications submitted by the deadline will be reviewed by BWSR staff. Application approval is based on the following:

- Proposed training addressed locally identified technical training needs
- Documented support of the Area Technical Training Team
- The trainer is qualified to delivery training and is proficient in the subject matter
- Priority is given to applicants submitting requests for funds related to the delivery of technical training topics that will lead to increased or enhanced Job Approval Authority (JAA) for SWCD and Natural Resources Conservation Service (NRCS) staff.

BWSR Grant Administration

BWSR reserves the right to partially fund any and all applications based on the number of eligible applications submitted, anticipated staff time requirements, and the amount of funding available.

Timeline

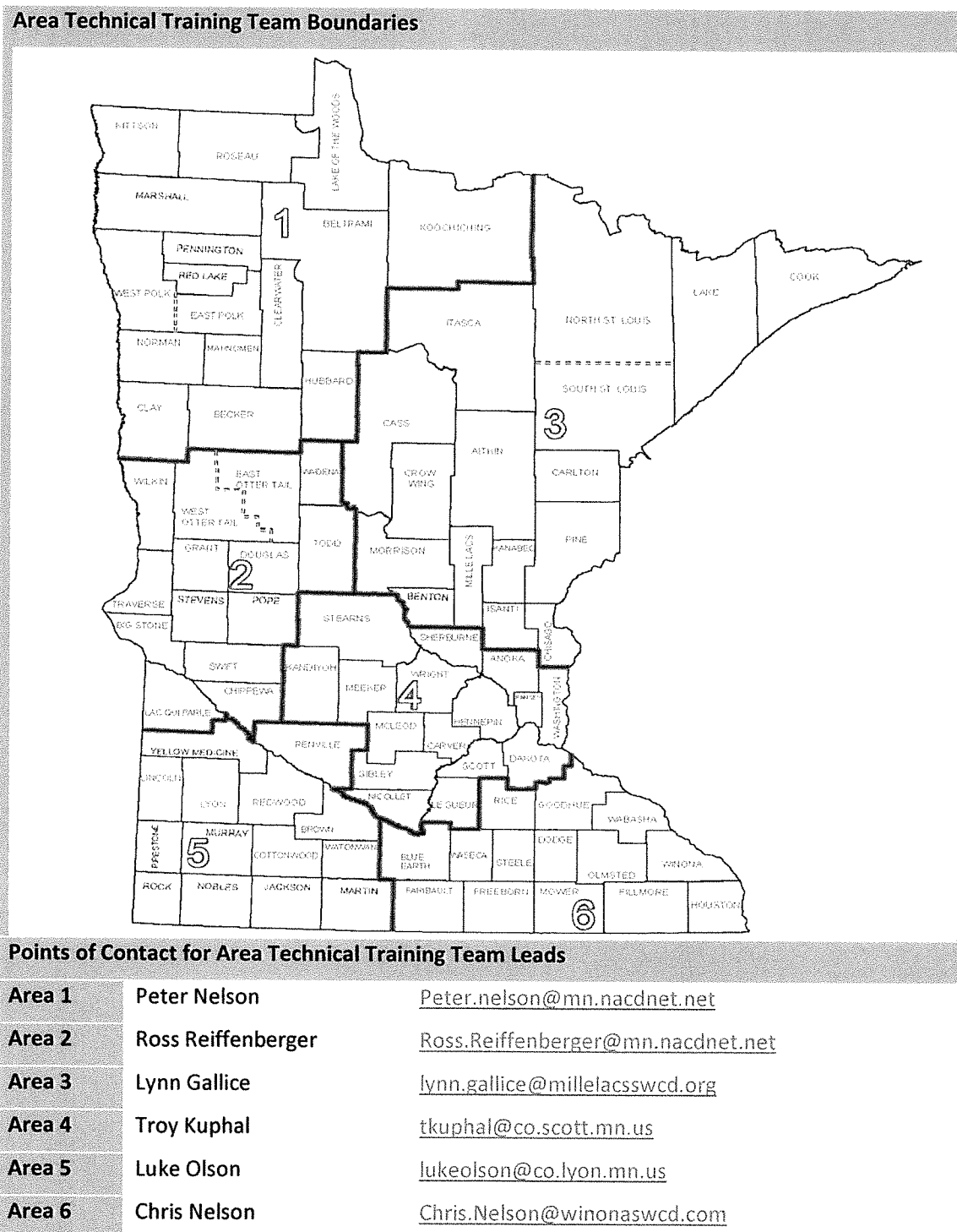
Applications for Technical Training Acceleration Grants will be accepted from January, 15, 2018 through May 1, 2018. Submissions will be reviewed and approved as they are submitted.

- ✳ January 15, 2018 – Application period begins
- ✳ May 1, 2018 – Application deadline at 4:30 PM
- ✳ June 15, 2018 – Grant execution deadline

Questions

Questions concerning the request for proposal may be submitted to Megan Lennon, megan.lennon@state.mn.us or 651-262-6044.

Area Technical Training Team Boundaries and Points of Contact



Metro Conservation Districts



2018 Board Meeting Dates

February 28, 2018
May 30, 2018
August 29, 2018
November 28, 2018