**Lower St. Croix Steering Committee Meeting – 4-28-21**

**Meeting notes**

1. Updates on the WBIF grant, subcontracts, and materials developed for progress reporting – Craig and Emily
	* WBIF grant approved on March 31. Funding began on April 1.
	* Subcontracts
		+ Jeff Fuge from Chisago County has helped with subcontracts.
		+ Subcontracts with WCD and CLFLWD have been approved.
		+ Can make amendments to agreements as needed
		+ There is a grant log to track hours and expenses
	* Craig is working with BWSR on cost-share contracts
	* There is an invoice template and they are creating additional templates to make reporting easier. Emily will be reaching out to partners to track outputs and outcomes throughout the grant cycle.
	* On a quarterly basis, we would like to provide updates to the policy committee. Emily and Angie will work together to gather info for those updates.
2. Subcommittee updates – Planning Team
	* Activity 1: Agronomy staffing - Jay
		+ The selection committee has not met yet. He will begin that process once the new educator is on board.
	* Activity 3: Watershed educator – Jay and Angie
		+ There were 61 applicants and the selection committee interviewed 8
		+ Very strong candidate pool
		+ An offer has been made and we are awaiting that person’s decision
	* Activity 2, 4 and 5: Structural and non-structural ag and urban BMPs - Craig and Mike I
		+ The committees have met a few times and are trying to develop consistent criteria for cost-share
		+ Would like to view these four sections as an overall program and meet pollution reduction goals for the whole plan (whether on developed or ag land)
			- Many projects fall into a middle zone that is neither ag nor developed
		+ SWWD has two projects that are “shovel-ready” – one would capture 250lb of P (250 tons of sediment a year) – Trout Brook, Afton
		+ The committee will be asking partners for a list of shovel-ready projects for funding
		+ 10% of grant funds within the WBIF grant can be shifted as needed
	* Activity 6: Wetlands – Jamie
		+ The subcommittee has not met yet
	* Activity 7: Internal analyses
		+ The group developed a draft list of 12 selection criteria
		+ Plan to develop a 1-2pg by end of May to send out for request for quotes
		+ Will complete internal analysis projects by end of next summer
		+ Would like steering committee to review the selection criteria. Both alum treatment and carp management are being considered.
		+ Subcommittee will meet again in late May or early June
	* Activity 8: Targeting analysis
		+ Subcommittee will meet soon
	* Activity 9: Tech/engineering
		+ Being discussed along with activities 2, 4 and 5
3. Format for sharing the annual work plan with the Policy Committee – all
	* Matt M – The annual work plan should be a list of everything we will do in years 1 and 2 + plans for year 3
	* Karen – Suggestion to present a graphical representation of where projects will be happening on a map for policy committee
	* Possible format - Word document summarizing what is happening with WBIF and other funds
		+ Map + pollutant reduction estimate for projects
		+ Verbal description of programs
	* Gaps analysis – are they actually gaps? If so, do we need additional funds or are they not truly priorities?
	* Need to accelerate the process for partners to share shovel-ready projects for 2021 and 2022 and approximate construction costs.
		+ Next policy committee - May 24
		+ Next steering committee - May 26
			- Does this need to be re-scheduled? Or hold off on sharing a project list with the policy committee until June or July?
		+ Mike will help Angie develop an email to send to steering committee with questions to assess shovel-ready projects
		+ Ask partners to send their list by Friday, May 7. Subcommittee would meet the week of May 10.
	* If we are under-budgeted for project implementation, it could cascade and dramatically impact other budget items
	* Need to be sure to keep funds for northern partners for project development – they’ll need more funds for planning and analysis
	* May 24 – Policy Committee
		+ Updates on subcommittees and work completed thus far
		+ Expect to see a list soon with projects that will be funded
		+ Here is how we will be tracking and reporting our progress toward implementing the watershed plan and meeting goals in the WBIF plan
		+ P.S. – here are some other things that partners are doing with local funding that go toward our larger goals
		+ Hopefully: introduce new staff