



## MEMORANDUM

**TO:** LSCP Steering Committee  
**FROM:** Jay Riggs, WCD Manager  
**DATE:** 1-4-23  
**RE:** **A10 Agreement Amendment and Budget Request**

The Washington Conservation District (WCD) provides the following administrative services to the Lower St Croix Partnership:

- a. Coordination among Policy Committee, Steering Committee, Advisory Committee, and work plan activity planning team (lead coordination of meetings, agendas, meeting material distribution and website upkeep).
- b. Administration, Hiring and Payroll Administration for the positions of Agronomy Outreach specialist and Shared Services Educator; and coordination with hiring subcommittees

Angie Hong, Water Education Senior Specialist, provided Item “a” functions for the first two years of the funding and will continue to serve as the Policy Committee Coordinator. Becca Oldenburg, Senior Water Resource Specialist, will provide the remaining Item “a” functions for the remaining FY21 grant and pending FY23 grant. Jay Riggs is responsible for the Item “b” functions.

The total agreement for these services was \$38,500, which began in the second quarter of 2021. The cost for these services has been averaged around \$5,000 per quarter in 2022 (predominantly Item “a” functions). At the end of the fourth quarter 2022, approximately \$2,500 remains of these allocated funds.

There are currently \$15,698.29 of unencumbered funds for Activity A10 under the FY21 WBF LSP grant.

The WCD requests to amend the current service agreement with Chisago County SWCD and increase the A10 funding by \$5,948.29 to continue to provide A10 administrative and coordination services in 2023 under the FY21 grant.