



MEMORANDUM

Comfort Lake-Forest Lake Watershed District

Date: February 27, 2024
To: LSC Steering Committee
From: Emily Heinz, CLFLWD Planning Coordinator
Subject: WBIF Funding Shift for Heath Ave IESF Feasibility Study Grant Request



District Wide

Background/Discussion

The purpose of this memo is to recommend an administrative course of action to accompany the CLFLWD's WBIF grant request for the Heath Avenue Iron Enhanced Sand Filter Project Feasibility. After discussing with Craig Mell on Tuesday Feb 27th, I would like to propose the motion below to accompany the project request.

The A7 Technical/Engineering unencumbered grant balance for the FY23 WBIF is \$27,000. The CLFLWD's WBIF request is \$49,000 (i.e., \$22,000 greater than the grant balance). The footnote on page 3 of the LSC WBIF Project Evaluation and Approval Process states "Projects do not require approval by the Lower St. Croix Watershed local partner boards unless the project requires a *grant agreement amendment or work plan revision* equal to or exceeding \$50,000." BWSR allows grantees to shift up to 10% of WBIF grant funds without a work plan revision or grant amendment. The Partnership has utilized this grantee discretionary funding shift once to date for the FY23 WBIF. On April 26, 2023 the Steering Committee directed the fiscal agent to transfer \$21,946 from A2 Urban Structural to A3 Non-Structural in order to ensure adequate funding for the enhanced street sweeping requests. The Partnership can shift an additional amount up to \$28,054 and remain below the \$50,000 (cumulative) threshold.

Craig Mell informed me that, given the turnover in the Agronomy Outreach Specialist position, the Partnership is unlikely to spend the entirety of the A5 Basin Ag Outreach activity budget within the FY23 WBIF grant period. The Partnership may ultimately wish to shift a significant portion of that activity budget to other line items in order to expend the funds before the grant expiration date. For now, I recommend that the Partnership shift \$22,000 from A5 to A7, which is within the discretionary limit for the Steering Committee per LSC and BWSR policies.

These funds may essentially be backfilled using a portion of the supplemental WBIF award (total supplemental funds = \$167,615) once the Steering Committee discusses and allocates that funding in March. Taking this proposed action now will reduce the administrative time necessary to fund this request and allow the CLFLWD to begin work on this study ASAP. This study is an essential first step in a series of required actions in order for the proposed water quality improvement project to move forward.

Recommended Motion

Direct the fiscal agent to shift \$22,000 from A5 Basin Ag Outreach Program to A7 Technical/Engineering.