

Mississippi River Sartell Watershed Policy Committee Meeting Agenda



Date / Time: Wednesday, September 9 at 8:30am - 10:00am

Location: Rice Lions Building
Located by West Side Park at 101 4th Ave NW, Rice, MN

Invitees:

Organization	Policy Member	Staff
Benton County	Primary: Ed Popp Alternate: Scott Johnson	Roxanne Achman, Luke Edlund
Benton SWCD	Primary: Chuck Rau Alternate: Wade Bastian	Mike McMillin
Mille Lacs Band of Ojibwe	Primary: Kelly Applegate Alternate: Susan Klapel	Perry Bunting, Robert Wall
Morrison County	Primary: Randy Winscher Alternate: TBD	Amy Kowalzek
Morrison SWCD	Primary: Scott Saeher Alternate: Dave Hubner	Destiny McDonald
Stearns County	Primary: Joe Perske Alternate: Tarryl Clark	Emily Forbord, Becky Schlorf
Stearns SWCD	Primary: Arlyn Lawrenz Alternate: Tom Gregory	Kyle Weimann, Stephanie Hatzenbihler, John Maile
BWSR	N/A	Zach Guttormson, Brad Wozney

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Mississippi River Sartell Watershed Policy Committee Meeting Agenda



Agenda Topic	Action	Time
Call to order	Discussion	8:30 – 8:35am 5 minutes
1. Introductions: Name, Title, Organization		
2. Approve Agenda	Decision	8:35 – 8:37am 2 minutes
3. Approve Policy Committee Meeting Minutes from 6.10.2026	Decision	8:37 – 8:40am 3 minutes
3. Public Comment Period (limit 3 minutes per person, up to 5 persons)	As Needed	8:40 – 8:55am 15 minutes
4. Timeline Update & Recent Meetings (Stephanie, Rachel) - SAM Subcommittee - TAC meetings - CAC meeting - LSP meeting	Information / Discussion	8:55 – 9:15am 20 minutes
5. Fiscal Agent Report on Planning Grant (Destiny) Amendment 1 - Additional Services	Information / Discussion	9:15 – 9:20am 5 minutes
6. Implementation Agreement Decision Procedure (Stephanie)	Discussion with Potential Decision	9:20 - 9:30am 10 minutes
7. Draft Plan and Internal Review (Rachel)	Discussion with Potential Decision	9:30 - 10:00am 30 minutes
Adjourn		10:00am

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Mississippi River Sartell Watershed

Policy Committee Meeting Minutes



Date/Time: Wednesday June, 8:30 am – 9:30 am

Location: Rice Lions Building – 101 NW 1st St. Rice MN 56379

Voting members present: Chuck Rau (Benton SWCD), Ed Popp (Benton County), Tom Gregory (Stearns SWCD), Joe Perske (Stearns County), Scott Saehr (Morrison SWCD), Randy Winscher (Morrison County)

Voting members absent: Kelly Applegate (MLBO),

Staff/Public present: Stephanie Hatzenbihler (Stearns CD), John Maile (Stearns CD), Emily Forbord (Stearns County), Mike McMillin (Benton SWCD), Destiny McDonald (Morrison SWCD), Zach Guttormson (BWSR), Rachel Olm (HEI) Duane Kroll (Ag)

Minute taker: Mike McMillin – Benton SWCD

1. Call to order:

- Popp called the meeting to order at 8:30 am. Introductions were made by those in attendance.

2. Approve Policy Committee Meeting minutes from 3/11/26 Policy Committee Meeting

- Minutes from the March meeting were approved.

3. Public Comment Period:

- No Comments

4. Timeline Update

- Hatzenbihler and Olm gave up dates on completing the plan, review periods and final plan approval
- No Policy Committee meetings expected in July and August. Plan for a September PC meeting.
- Comments about possibility of missing funding – if there are delays probably looking at getting funding for projects in Fall of 2027 vs. the Summer of 2027.

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Mississippi River Sartell Watershed

Policy Committee Meeting Minutes



5. Fiscal Agent Report on Planning Grant:

- McDonald stated that \$163,332.84 (63%) of the grant has been spent as of 5/29/26.
- The 10% contingency (\$23,700) has not been touched yet and there are no plans to use it at this point.

6. Community Advisory Committee Update:

- No update at this time.

7. Landscape Stewardship Plan Process Update:

- Consultant is working on draft plan, 3rd meeting tentatively planned for July

8. Overview of Plan Sections and Status

- Hatzenbihler and Olm gave updates on planning process
- Draft plan sections 4 & 5 July timeframe
- Draft plan sections 6 & 7 July/August timeframe
- September - Review sections 4, 5, 6, 7 & executive summary, full draft plan should be completed at this time.
- Discussed internal review vs. formal review
- Reviewed opportunity statements and process
- Reviewed priority resource lakes and priority watershed.

9. Formal Agreement Structure Update

- Hatzenbihler updated the PC on status. Attorney's & LGU's need to get together to start planning. Needs to be completed by the public comment period. Will have a better timeline at the September meeting.

Popp adjourned the meeting at 9:35 am.

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Mississippi River Sartell 1W1P

Updated May 26, 2026

Policy Committee = Every other month (Same day as TAC)

Technical Advisory Committee = Monthly (Same day as Policy)

Community Engagement = Quarterly as needed

Steering Committee= Monthly, fourth week

TARGET: Public Hearing in January 2027

HEI Attendance				
Month	Remote	IP: One	IP: Joint	Committee Tasks
JUNE		1		Policy Updated Timeline; Overview of Plan Sections and the status of each TAC No Meeting *Subcommittee HSPF SAM model overview, results, discuss/decide how to incorporate results Steering Monthly coordination
JULY	1	1		Policy No Meeting HSPF SAM model overview, results, discuss/decide how to incorporate results; review drafts of plan section 4, 5, 6, 7 and recommend edits TAC Monthly coordination Steering
AUGUST	1	1		Policy No Meeting Review and recommend approval for draft plan sections: 4, 5, 6, 7 and begin internal draft review TAC Monthly coordination Steering
SEPTEMBER	1		1	Policy Review Plan Sections - 4: Measurable Goals ; 5: Targeted Implementation ,6: Implementation Programs, 7: Plan Administration, and 1: Executive Summary. Approve draft plan pending internal review edits TAC Discuss & resolve internal review comments; Recommend draft plan as Ready for Formal Review Steering Monthly coordination
OCTOBER	1	1		Policy Approve internal review revisions; Release for Formal Review (Oct 15 - Dec 14) TAC No Meeting - Formal Review Period Steering Monthly coordination
NOVEMBER	1			Policy No Meeting - Formal Review Period TAC No Meeting - Formal Review Period Steering Monthly coordination
DECEMBER	1	1		Policy No Meeting TAC Resolve Comments from Formal Review (must be distributed 10 days prior to Public Hearing) Steering Monthly coordination
JANUARY	1	1		Policy Public Hearing; Submit draft plan to BWSR TAC No Meeting Steering Monthly coordination
FEBRUARY	1			BWSR Regional
	9	7	1	



Mississippi River Sartell One Watershed, One Plan

TAC Meeting Report • July 8, 2026

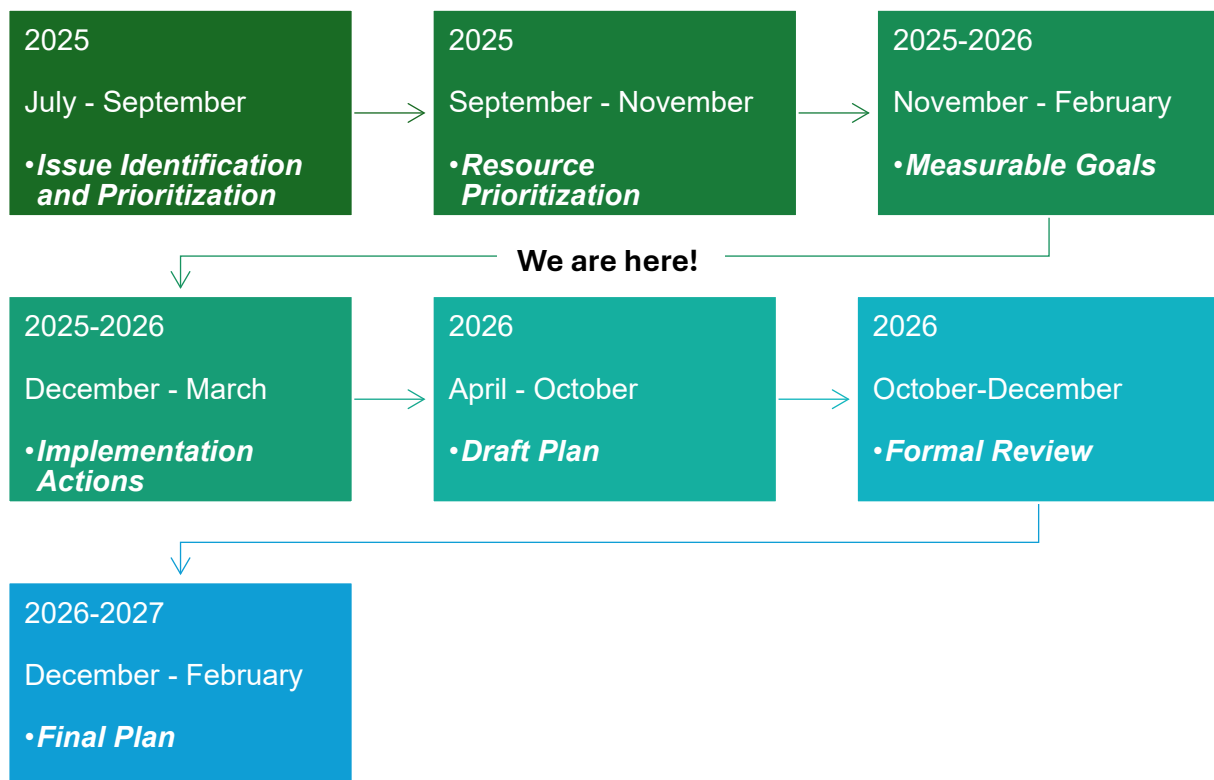
Attendees

In Person: Stephanie Hatzenbihler, Destiny McDonald, Kayli Overland, Annie Felix, Robert Wall, Duane Kroll, Randy Klaphake, Paul Anez, Zach Guttormson, Brad Wozney, John Maile, Phil Votruba, Mike McMillin, Emily Forbord, Luke Edlund, Rachel Olm

Remote: Dan Whitney, Casey Field, Jeff Weiss, Terry Zapzalka

Planning Timeline

This graphic is a simplified version of the overall timeline. This timeline is a general guide, and can be adapted to fit group needs as we go.





Meeting Summary

The TAC recommended use of the Fist to Five approach for reaching a “broad agreement” on meeting agenda items. See Attachment for a description on Fist to Five. Any time a 1 or 2 vote is provided, the TAC will circle back to better understand the “why” and resolve if possible. Any 1 or 2 votes will be noted in the meeting summary and for Policy Committee recommendations.

HSPF Model Results

HEI introduced the initial HSPF SAM implementation scenario results as recommended by the Steering Committee. The Steering Committee recommended two scenarios to inform the plan:

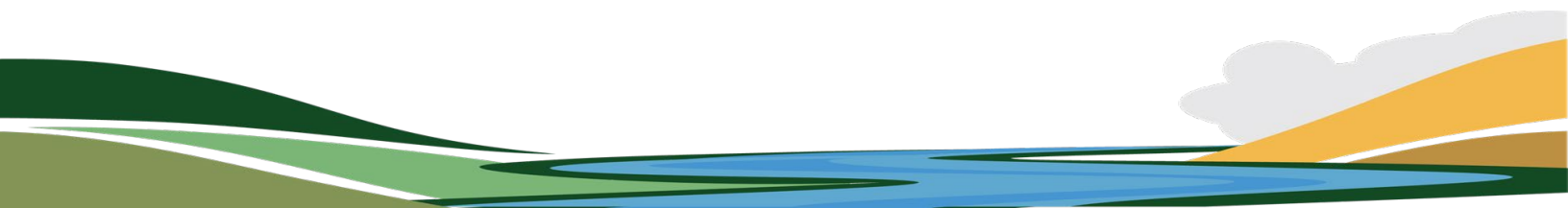
- Scenario 1: Meeting Goal (based on budget, using 50% of the SAM Projects and Practices budget on structural practices, and 50% on soil health practices)
- Scenario 2: Treating all feasible cropland with BMPs

As part of the scenario, where practices go would be informed by the Multiple Benefits Analysis, with more practice emphasis in high, versus, medium, versus “as opportunities arise” subwatersheds.

The scenario results were discussed by the SAM Subcommittee on 6/25. Recommendation from the Subcommittee was that adjustments were needed to the SAM scenario results, as unit costs were low and too much budget was going to certain practices (e.g. grassed waterways and drainage water management). The TAC recommended (no Fist to Five) continuing to work with the SAM Subcommittee to finalize results for use in the plan. The SAM Subcommittee set a date of 7/13 to meet and finalize materials.

Section 4. Measurable Goals

HEI provided an overview of the revised Section 4- Measurable Goals as presented in packet materials. In April, the TAC recommended the plan section for Policy Committee review (but not approval) for content, with placeholders for goal numbers. The TAC reached a broad agreement (all 3s or higher) to include SAM numbers in the plan section when ready, distribute the plan section with SAM numbers in August TAC packet materials, and set the course for Policy Committee review as part of the internal review and September Policy Committee meeting.





Section 5. Implementation

HEI provided an overview of the revised Section 5 – Targeted Implementation as presented in packet materials, with more focus on the 6 new pages in the section. The TAC discussed and resolved submitted comments and recommended additional revisions. The TAC reached a broad agreement (all 4s and 5s) to include SAM numbers in the plan section when ready, distribute the plan section with SAM numbers in August TAC packet materials, and set the course for Policy Committee review as part of the internal review and September Policy Committee meeting.

Section 6. Implementation Programs

HEI provided an overview of the revised Section 6 –Implementation Programs as presented in packet materials. The TAC discussed and resolved submitted comments and recommended additional revisions. Of note, committee roles and responsibilities were determined to be placeholders to mirror what goes in the Formal Agreement. The TAC reached a broad agreement (all 4s and 5s) to distribute the revised plan section in August TAC packet materials, and set the course for Policy Committee review as part of the internal review and September Policy Committee meeting.

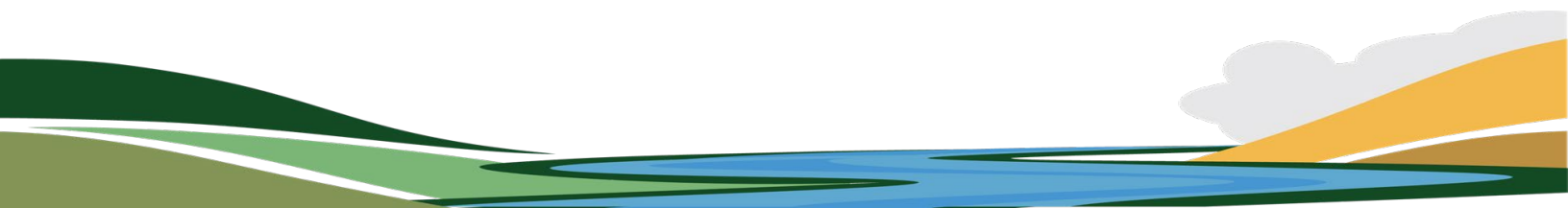
Section 7. Plan Administration and Coordination

HEI provided an overview of the revised Section 7 –Plan Administration and Coordination as presented in packet materials. The TAC discussed and resolved submitted comments and recommended additional revisions. The TAC reached a broad agreement (all 3s or higher) to distribute the revised plan section in August TAC packet materials, and set the course for Policy Committee review as part of the internal review and September Policy Committee meeting.



Next Steps:

- HEI to finalize HSPF SAM scenario with SAM Subcommittee (7/13)
- HEI to update plan sections based on results
- HEI to distribute revised plan sections 4, 5, 6, and 7 prior to August TAC meeting





Mississippi River Sartell One Watershed, One Plan

HSPF SAM Modeling Results Summary

Final scenario using practice areas and costs as determined during the SAM Subcommittee Workshop (7/13/2026) and funding levels recommended by the Subcommittee members and Steering Committee (7/27/2026).

Table 1.1: Breakdown of BMPs and treatment levels for scenario.

BMP Class	BMP	Treated acres/ bmp (acres)	Number of practices	Treated acres (acres)	\$/acre/yr	Total 10-year costs
Structural	Wetland restoration	10.8	30	324	\$1,412.04	\$457,500.00
	WASCOBs	10.8	40	432	\$1,851.85	\$800,000.00
	Subsurface drain	44	160	7,040	\$118.18	\$832,000.00
	Riparian Buffers / Filter Strips	7	10	70	\$42.86	\$3,000.00
	Denitrifying bioreactor	44	10	440	\$118.18	\$52,000.00
	Drainage water mgmt.	10.8	10	108	\$481.48	\$52,000.00
Soil Health	Nutrient Management	1	3,864	3,864	\$200.00	\$772,800.00
	Nutrient management + manure incorporation	1	3,864	3,864	\$200.00	\$772,800.00
	Reduced Tillage-30% residue	1	-	-	\$250.00	\$0.00
	No till	1	4,094	4,094	\$250.00	\$1,023,500.00
	Corn and Soybeans with cover crop	1	1,312	1,312	\$500.00	\$656,000.00
	Conservative crop rotation	1	1,245	1,245	\$500.00	\$622,500.00
	Conservative cover perennials	1	718	718	\$250.00	\$179,500.00
	Short season crop with cover	1	624	624	\$500.00	\$312,000.00
Urban	Bioretention	5	1	5	\$15,000.00	\$75,000.00
	Stormwater ponds	24	1	24	\$6,250.00	\$150,000.00
	Stormwater wetlands	24	-	-	\$6,250.00	\$0.00
	Infiltration basins	5	1	5	\$15,000.00	\$75,000.00
Totals				24,169.00		\$6,835,600.00



Table 1.2. Number of BMPs by Planning Region

BMP Class	BMP	Mississippi River	Northern Forest	Hardwood Hills	Central Plains
		Number of Practices			
Structural	Wetland restoration	4	3	10	13
	WASCOBs	7	6	12	15
	Subsurface drain	20	20	54	66
	Riparian Buffers / Filter Strips	2	1	3	4
	Denitrifying bioreactor	2	1	3	4
	Drainage water mgmt.	2	1	3	4
Soil Health	Nutrient Management	742.2	307.0	1,210.3	1,604.6
	Nutrient management + manure incorporation	742.2	307.0	1,210.3	1,604.6
	Reduced Tillage-30% residue	-	-	-	-
	No till	786.3	325.3	1,282.3	1,700.1
	Corn and Soybeans with cover crop	252.0	104.2	410.9	544.8
	Conservative crop rotation	239.1	98.9	390.0	517.0
	Conservative cover perennials	137.9	57.0	224.9	298.2
	Short season crop with cover	119.9	49.6	195.4	259.1
Urban	Bioretention	0	0	1	0
	Stormwater ponds	0	0	0	1
	Stormwater wetlands	0	0	0	0
	Infiltration basins	1	0	0	0

Table 1.3. Percentage of total cropland and urban areas treated by BMPs for scenario 1.

Land Use	HUC12 Priority		
	High	Medium	Low
Cropland	17.6%	13.2%	4.4%
Urban	0.09%	0.14%	0.02%

Table 1.4. Baseloads and reductions by planning region for scenario 1.

Priority Region	Sediment (tons/yr)			Phosphorus (lbs/yr)			Nitrogen (lbs/yr)		
	Base ¹	Reduce	%	Base ¹	Reduce	%	Base ¹	Reduce	%
Mississippi River	2,980	102	3.4%	23,861	509	2.1%	313,750	7,092	2.3%
Northern Forest	1,438	42	2.9%	14,377	202	1.4%	188,644	2,837	1.5%
Hardwood Hills	2,469	140	5.7%	26,343	751	2.9%	336,970	10,598	3.1%
Central Plains	4,171	288	6.9%	39,453	1,246	3.2%	495,440	17,143	3.5%
Totals	11,057	571	5.2%	104,033	2,709	2.6%	1,334,805	37,671	2.8%

¹Baseload for cropland and developed lands only.



Table 1.5. Treated area for BMPs by Planning Region.

BMP Class	BMP	Mississippi River	Northern Forest	Hardwood Hills	Central Plains
		Treated Area (acres)			
Structural	Wetland restoration	43.2	32.4	108.0	140.4
	WASCOBs	75.6	64.8	129.6	162.0
	Subsurface drain	880.0	880.0	2,376.0	2,904.0
	Riparian Buffers / Filter Strips	14.0	7.0	21.0	28.0
	Denitrifying bioreactor	88.0	44.0	132.0	176.0
	Drainage water mgmt.	21.6	10.8	32.4	43.2
Soil Health	Nutrient Management	742.2	307.0	1,210.3	1,604.6
	Nutrient management + manure incorporation	742.2	307.0	1,210.3	1,604.6
	Reduced Tillage-30% residue	0.0	0.0	0.0	0.0
	No till	786.3	325.3	1,282.3	1,700.1
	Corn and Soybeans with cover crop	252.0	104.2	410.9	544.8
	Conservative crop rotation	239.1	98.9	390.0	517.0
	Conservative cover perennials	137.9	57.0	224.9	298.2
	Short season crop with cover	119.9	49.6	195.4	259.1
Urban	Bioretention	0.0	0.0	5.0	0.0
	Stormwater ponds	0.0	0.0	0.0	24.0
	Stormwater wetlands	0.0	0.0	0.0	0.0
	Infiltration basins	5.0	0.0	0.0	0.0
Totals		4,146.9	2,288.1	7,728.0	10,006.0



Table 1.6. Costs for BMPs by Planning Region.

BMP Class	BMP	Mississippi River	Northern Forest	Hardwood Hills	Central Plains
		Costs (\$)			
Structural	Wetland restoration	\$61,000	\$45,750	\$152,500	\$198,250
	WASCOBs	\$140,000	\$120,000	\$240,000	\$300,000
	Subsurface drain	\$104,000	\$104,000	\$280,800	\$343,200
	Riparian Buffers / Filter Strips	\$600	\$300	\$900	\$1,200
	Denitrifying bioreactor	\$10,400	\$5,200	\$15,600	\$20,800
	Drainage water mgmt.	\$10,400	\$5,200	\$15,600	\$20,800
Soil Health	Nutrient Management	\$148,430	\$61,403	\$242,051	\$320,916
	Nutrient management + manure incorporation	\$148,430	\$61,403	\$242,051	\$320,916
	Reduced Tillage-30% residue	\$0	\$0	\$0	\$0
	No till	\$196,582	\$81,323	\$320,573	\$425,022
	Corn and Soybeans with cover crop	\$125,997	\$52,123	\$205,468	\$272,413
	Conservative crop rotation	\$119,563	\$49,461	\$194,975	\$258,501
	Conservative cover perennials	\$34,476	\$14,262	\$56,222	\$74,540
	Short season crop with cover	\$59,925	\$24,790	\$97,722	\$129,562
Urban	Bioretention	\$0	\$0	\$75,000	\$0
	Stormwater ponds	\$0	\$0	\$0	\$150,000
	Stormwater wetlands	\$0	\$0	\$0	\$0
	Infiltration basins	\$75,000	\$0	\$0	\$0
Totals		\$1,234,804	\$625,215	\$2,139,462	\$2,836,119



Table 1.7. Baseloads and reductions at lake outlets for scenario.

Lake Name	County	Existing TP Load	TP Load Reduced
Big Watab	Stearns	163.8	1.11
Cedar	Morrison	NA	NA
Island	Stearns	NA	NA
Kraemer	Stearns	96.5	0.9
Ochotto	Stearns	NA	NA
Round	Morrison	NA	NA
Sullivan	Morrison	2,083	10.2
Big Spunk	Stearns	NA	NA
Long	Morrison	NA	NA
Lower Spunk	Stearns	2,966	21.3
Mary	Stearns	NA	NA
Middle Spunk	Stearns	2,892	19.7
North	Stearns	NA	NA
Pelican	Stearns	129.1	1.2
Pierz	Morrison	543.7	5.4
Watab	Stearns	NA	NA
Little Rock	Benton	17,641	336.7
Platte	Crow Wing	1,197	6.2
Two Rivers	Stearns	6,933	104.8



Mississippi River Sartell One Watershed, One Plan

TAC Meeting Report • August 12, 2026

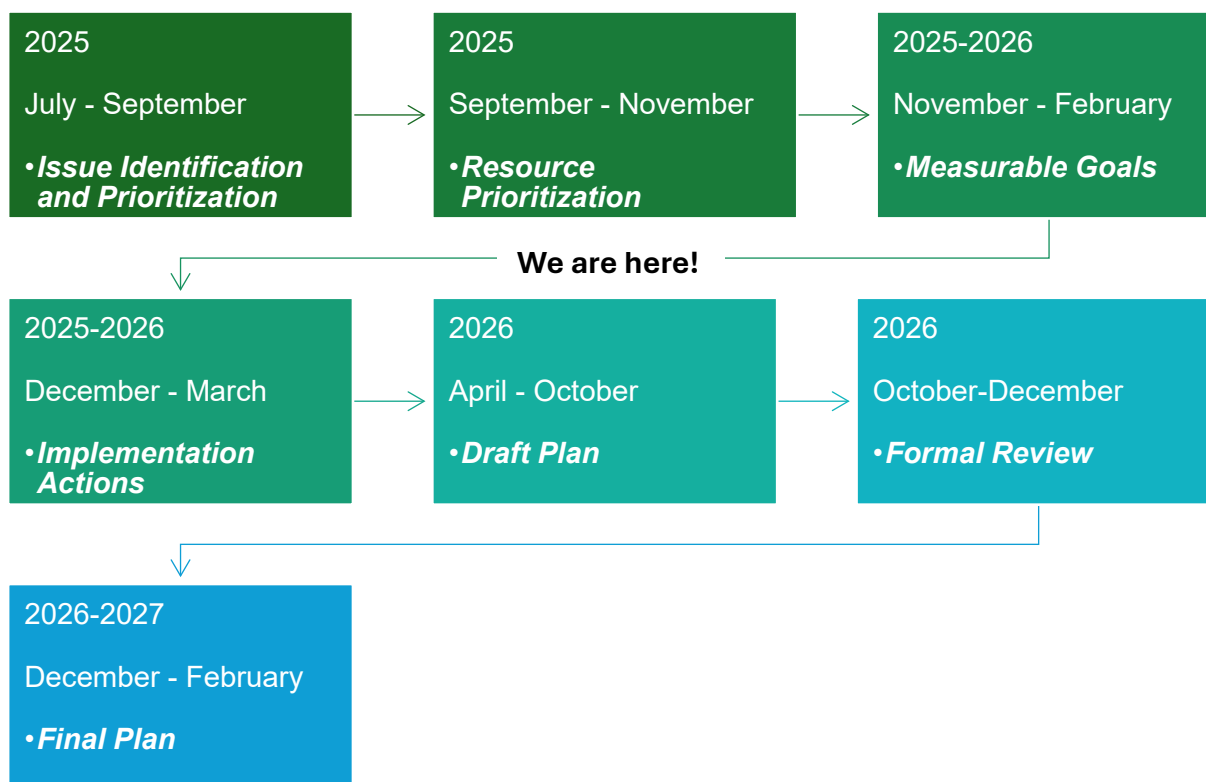
Attendees

In Person: Mike McMillin, Destiny McDonald, Emily Forbord, Stephanie Hatzenbihler, John Maile, Robert Wall, Brad Wozney, Zach Guttormson, Annie Felix, Chad Anderson, Phil Votruba, Tim Terrill, Paul Anez, Duane Kroll, Randy Klaphake, Kayli Overland, Rachel Olm

Online: Kyle Weimann, Jeff Weiss, Terry Zapzalka

Planning Timeline

This graphic is a simplified version of the overall timeline. This timeline is a general guide, and can be adapted to fit group needs as we go.





Meeting Summary

HSPF Model Results

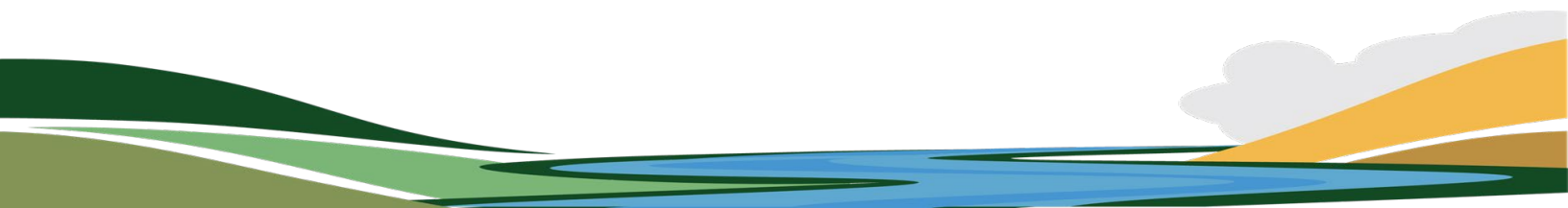
HEI introduced final HSPF SAM scenario that was recommended by the SAM Subcommittee. The final scenario included back of the envelop calculations to adjust cost based on what was approved in Mississippi River St. Cloud SAM run, and redistributed funding from grassed waterways and drainage water management to soil health practices. HEI provided an overview of how the results were incorporated into the plan.

Section 4. Measurable Goals; Section 5. Implementation; Section 6. Implementation Programs; Section 7. Plan Administration and Coordination

Rather than reviewing each section separately, HEI provided an overview of plan sections and the comments that were received by the TAC. All sections (Sections 4-7) were distributed for TAC comment on July 29, with comments due on August 11. HEI distributed the comments that were received on August 12 with proposed resolutions and some comments flagged for TAC group discussion. Those in person were also provided with a handout of the comments with suggested HEI resolutions.

HEI walked through comments that were flagged for TAC discussion. The TAC reached resolution on most comments, but is still in the process of discussing and revising the following components associated with these plan sections:

- The Capital Improvement Projects list
 - The Steering Committee is in the process of adding or revising local projects on the drafted list, which will be discussed during their meeting on August 24
- The acres of land protection
 - Three members of the TAC recommended there should be no more than 200 acres allocated for easements and zero loss of agricultural land to easements. However, the majority of TAC members recommended including land protection programs as a tool in the toolbox for conservation action. The current draft of the plan continues to spend the same amount of local dollars on land protection over the next ten years as current, estimated efforts. The plan's land protection actions and goals therefore rely heavily on outside





funding, such as competitive grants, partnering agencies or organizations, or federal funds. The current draft sets a measurable goal of 1,515 acres of land protection through programs such as RIM, CREP, ACEP, or SFIA. To compare to current efforts, over the last 10 years, 1,018 acres of easements were implemented through RIM and ACUB alone.

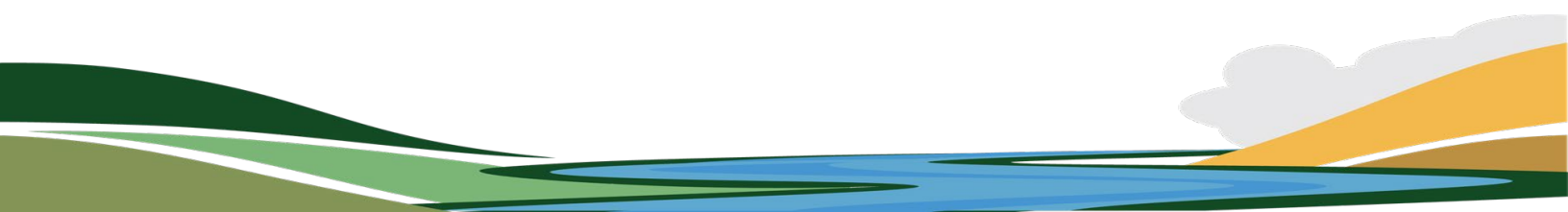
- Priority Lake goals
 - The TAC is in the process of discussing the best long term goals for priority lakes. The current draft includes TMDL targets when available, and Lakes of Phosphorus Sensitivity Significance (LPSS) targets when TMDLs are not available.

The TAC discussed timeline of the planning process. The Policy Committee reviewed the planning timeline during their June 10 committee meeting, with a target of beginning Internal Review in August. As such, the TAC did not provide direction to extend the timeline for the Internal Review. The TAC did NOT recommend Sections 4-7 to the Policy Committee for approval. Rather, they provided the direction to distribute and present the full document to the TAC and PC as an Informational Internal Review, not yet recommended by the TAC for Policy Committee approval. The TAC also provided the direction to summarize some of the items that are still in the works, such as CIP, land protection action items, and lake goals, in a memo cover sheet for the Informational Internal Review.



Next Steps:

- HEI to update plan sections based on TAC discussion outcomes
- HEI to distribute plan for Informational Internal Review



Updated 7/20/26 JLK

63%

Updated 8/19/26 JLK

67%

Mississippi River Sartell One Watershed, One Plan Partnership GRANT BUDGET and TRACKING

This document is an attachment to the 1W1P grant work plan and will be put into eLINK.

Updated 9/1/26 JLK

LEAD				BUDGET - ESTIMATED COST							
Plan Development Costs					Consultant Contract Budget				Total Expenses for entire grant	Total Avail	
						Consultants	Collaborative	Total			
Pre-Planning											
Kickoff Event			Facilitator			\$ 3,000.00		\$ 3,000	\$ 315.61	\$ 2,684.39	
Planning											
Landscape Stewardship Plan			LSP Consultants			\$ 13,000.00		\$ 13,000	\$ 9,000.00	\$ 4,000.00	
Aggregate watershed information			Plan Writer		\$ 9,617.00	\$ 8,000.00		\$ 8,000	\$ 9,617.00	\$ (1,617.00)	
Write the land and water resources narrative			Plan Writer		\$ 7,480.00	\$ 7,000.00		\$ 7,000	\$ 7,480.00	\$ (480.00)	
Identify and prioritize resources and issues			Facilitator, Plan Writer		\$ 12,768.00	\$ 18,000.00		\$ 18,000	\$ 12,768.00	\$ 5,232.00	
Establish measurable goals			Facilitator, Plan Writer		\$ 19,548.00	\$ 15,000.00		\$ 15,000	\$ 19,548.00	\$ (4,548.00)	
Develop a targeted implementation schedule			Facilitator, Plan Writer		\$ 23,250.00	\$ 35,000.00		\$ 35,000	\$ 22,087.00	\$ 12,913.00	
Describe implementation programs			Facilitator, Plan Writer		\$ 2,992.00	\$ 8,000.00		\$ 8,000	\$ 2,693.00	\$ 5,307.00	
Determine plan administration and coordination			Policy Committee		\$ 2,304.00	\$ 1,000.00		\$ 1,000	\$ 1,879.00	\$ (879.00)	
Write draft plan for review			Plan Writer		\$ 16,995.00	\$ 25,000.00		\$ 25,000	\$ 14,583.75	\$ 10,416.25	
Plan Review and Submission											
Conduct formal review					\$ 4,104.00	\$ 15,000.00		\$ 15,000	\$ -	\$ 15,000.00	
Write final plan and submit to BWSR					\$ 5,406.00	\$ 6,000.00		\$ 6,000	\$ -	\$ 6,000.00	
Other Costs											
HSPF SAM Revisions											
ADA Compliance											
Consultant participation at committee meetings			Plan Writer		\$ 53,150.00	\$ 35,000.00		\$ 35,000	\$ 55,559.00	\$ (20,559.00)	
Expenses: printing, travel						\$ 11,000.00		\$ 11,000	\$ 141.09	\$ 10,858.91	
SUBTOTAL: Plan Development					\$ 157,614	\$ 200,000	\$ -	\$ 200,000	\$ 155,671.45	\$ 44,328.55	
Administration Costs		LGU Lead	Hourly Rate	Hours				Total			
Fiscal Coordination		Morrison SWCD	Varies - see invoices	32	\$3,053.12			\$ 5,000	\$ 2,912.03	\$ 2,087.97	
Grant Reporting (Elink)		Stearns SWCD	Varies - see invoices					\$ 500	\$ -	\$ 500.00	
Grant Reporting (Elink)		Morrison SWCD	Varies - see invoices	1	\$81.52			\$ 1,000	\$ 81.52	\$ 918.48	
Note Taking		Benton SWCD	Varies - see invoices	29.5	\$2,383.60			\$ 5,000	\$ 2,383.60	\$ 2,616.40	
Policy /Advisory Committee Coordination		Stearns SWCD	Varies - see invoices	186.5	\$10,970.54			\$ 16,000	\$ 15,160.56	\$ 839.44	
Outreach Coordination		Stearns SWCD	Varies - see invoices	13	\$791.45			\$ 2,000	\$ 791.45	\$ 1,208.55	
Website Development & Maintenance		Morrison SWCD	Varies - see invoices	16.75	\$1,412.41			\$ 3,500	\$ 1,412.42	\$ 2,087.58	
Meeting Expenses (facility, materials, food)								\$ 3,000	\$ 560.48	\$ 2,439.52	
Publication Expenses (notices, invitations)								\$ 1,000	\$ -	\$ 1,000.00	
SUBTOTAL: Administration								\$ 37,000	\$ 23,302.06	\$ 13,697.94	
CONTINGENCY (add 10% to final amount)		(Not added in total at this time)						\$ 23,700		\$ 23,700.00	
TOTAL									\$ 260,700	\$ 178,973.51	\$ 81,726.49
										69%	

ENGINEERING SERVICES AGREEMENT

AMENDMENT NO. 1

Project: Mississippi River Sartell Watershed One Watershed, One Plan (1W1P)
Client Project Number: 8897-0005
HEI Project Number: 8897-0005

Client: Morrison Soil and Water Conservation District
16776 Heron Rd.
Little Falls, MN 56345
Phone: 320-631-3551
Attn: Shannon Wettstein

Location of Project: Little Falls, MN

Description of Work: This contract amendment to the Agreement dated April 25, 2025 between Houston Engineering, Inc. (HEI) and Morrison Soil and Water Conservation District (SWCD), is to provide additional services as requested by Mississippi River Sartell Watershed (MRSW) 1W1P Partnership. Services are as described below.

Deliverable 1: Additional Meetings

On June 10, 2026, the MRSW Policy Committee approved an updated meeting timeline document dated May 26, 2026. Included in the timeline were meetings beyond what was included in HEI's Agreement. In addition, an additional HSPF SAM Subcommittee meeting was requested by HEI to complete the planning model process (see Deliverable 2). Lastly, based on Morrison SWCD verbal recommendation on August 7, 2026, an additional in person meeting was added to provide meeting contingency as needed.

In total, the following additional meetings beyond HEI's Agreement include:

- Three (3) additional one-meeting trips
- One (1) additional joint meeting trip and
- Eight (8) additional conference calls

Cost Estimate: Total cost for this deliverable is \$23,000. Actual services will be billed on an hourly basis as per the original contract conditions.

Deliverable 2: HSPF-SAM Scenario

On June 25, 2026, the MRSW HSPF-SAM Subcommittee met to discuss the HSPF-SAM implementation scenario as included in HEI's Agreement. HEI's Agreement includes one targeted practice scenario using HSPF-SAM. The SAM Subcommittee recommended HEI to re-configure outputs using Excel spreadsheets to manually adjust unit costs for projects and adjust dollars spent on each type of practice. This work was completed to

finalize the modeling scenario for the plan, and was passed by the SAM Subcommittee on July 13, 2026.

Cost Estimate: \$4,000. Actual services will be billed on an hourly basis as per the original contract conditions.

Deliverable 3: ADA Compliance

As part of this additional service, HEI will be revising the plan and the plan appendix to comply with WCAG 2.1 Level AA standards. HEI will provide the updated and accessible, final plan document and appendix as digital PDF documents.

Cost Estimate: \$2,500. Actual services will be billed on an hourly basis as per the original contract conditions.

Basis of

Proposal: This amendment covers the additional services as described above. Actual services will be billed on an hourly basis as per the original contract conditions.

Fee: The total additional estimated fee for the above-described tasks are summarized in the following table.

Deliverable	Estimated Fee
Additional Meetings	\$23,000
HSPF SAM Revisions	\$4,000
ADA Compliance	\$2,500
Total	\$29,500

The total additional estimated fee for the above-described tasks is \$29,500. The Agreement dated April 25, 2025 includes a total project of \$157,614. The amended project budget of \$187,114 includes the deliverables as described above. Additional work required beyond the scope listed above will be billed at our current hourly rates. Houston Engineering, Inc. will perform the services as outlined herein.

Conditions: Services will be invoiced monthly and are due and payable upon receipt.

Limitation of

Liability: Houston Engineering, Inc. agrees to indemnify and save the client harmless from any loss, cost, or expense including attorney fees, claimed by third parties for property damage or bodily injury, including death, caused by the negligence of Houston Engineering, Inc. or its employees in connection with Houston Engineering, Inc.'s

services. The client agrees to indemnify and save Houston Engineering, Inc. harmless from any loss, cost, or expense, including attorney fees, claimed by third parties for property damage or bodily injury including death, caused by the negligence of the client or its employees in connection with the operations of the client. If the negligence of both Houston Engineering, Inc. and the client (or a person identified above for whom each is liable) is the cause of such damage or injury, the loss, cost, or expense shall be shared between Houston Engineering, Inc. and the client in proportion to their relative degrees of negligence and the right of indemnity shall apply for such proportion. Neither party hereto shall be liable to the other for incidental, special or indirect damages nor shall Houston Engineering, Inc. be liable for any cost or expense that provides betterment, upgrade or enhancement of the project.

Houston Engineering, Inc. hereby proposes, and the client hereby authorizes, the above-described services to be performed by Houston Engineering, Inc. under the terms and conditions set forth.

Authorization:

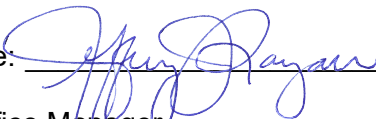
Client: Morrison SWCD

Signature: _____

Title: _____

Date: _____

Proposal: Houston Engineering, Inc.

Signature:  _____

Title: Office Manager

Date: August 17, 2026

[http://insidehei.houstoneng.com/project-management/Library1/Contract Amendment - Detailed.docx](http://insidehei.houstoneng.com/project-management/Library1/Contract%20Amendment%20-%20Detailed.docx)

Implementation Agreement Decision Procedure

Goal: Decide the organizational structure/formal agreement for implementing the MRSW Comprehensive Watershed Management Plan at least one week before the public comment period starts.

Summary:

The Board of Water and Soil Resources (BWSR) One Watershed, One Plan (1W1P) guidelines require the draft plan to specify the organizational structure that partners will use for implementation. This information must be included before the 60-day public comment period can begin.

Legal counsel representing the planning partners reviewed two formal agreement options:

- **Joint Powers Collaborative**
- **Joint Powers Entity**

The Policy Committee can choose how to balance discussion time against the current project timeline.

- **Maintain the Current Schedule (Decide by Oct 5):** The committee can discuss the options and vote at the **September 9 meeting**, or schedule a **special meeting** prior to October 5. This keeps the October 14 public comment period on track.
- **Prioritize Additional Discussion Time (Decide on Oct 14):** The committee can place the decision on the agenda for the regularly scheduled **October 14 meeting**. Choosing this path allows more time for deliberation but will defer the start of the 60-day public comment period.

Draft Plan and Internal Review

Hello MRSW Policy Committee members,

I'm pleased to provide you with links to the draft MRSW CWMP for Informational Internal Review. This has also been distributed to the Technical Advisory Committee (TAC) and Community Advisory Committee.

- Plan:  [Mississippi River Sartell Watershed CWMP_Informational Internal Review Draft_Aug 2026.pdf](#)
- Appendix:  [Mississippi River Sartell Watershed CWMP_Appendix_Informational Internal Review Draft_Aug 2026.pdf](#)

Please review in preparation for the September 9th Policy Committee meeting. Comments can be shared by either or both of the following ways:

- To Rachel, rolm@houstoneng.com, using the Comment / Response table by **Tuesday, September 8th by 12noon.**
- During the Policy Committee meeting on Wednesday, September 9th. Draft agenda is attached.

Status of each plan section

- *Section 1: Executive Summary - was the last section of the plan to be drafted, and as such, is new to both the TAC and Policy Committee as part of this informational internal review.*
- *Section 2: Land and Water Resources Narrative was approved as a working document by the Policy Committee in January.*
- *Section 3: Watershed Opportunities was approved as a working document by the Policy Committee in March.*

The following plan sections have NOT yet been recommended by the TAC for Policy Committee Approval:

- *Section 4: Measurable Goals*
- *Section 5: Targeted Implementation*
- *Section 6: Implementation Programs*
- *Section 7: Plan Administration and Coordination*

Planning partners welcome comments about the draft plan that has been provided for Informational Internal Review. These comments will help the TAC prepare a draft for Formal Review.