

# Middle River Snake Tamarack 1W1P WebEx Agenda

Wednesday March 3<sup>rd</sup>, 2021, 9-11am

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Attendees:

Advisory Committee:

- Statement of Commitment form
- Advisory Member Statement of Commitment form
- “Meeting Ground Rules” document

Notification information:

- Notification template
- Notification example – Notice of Planning for the Two Rivers Plus 1W1P. The notification letter is an attachment to that email.
- Providing Input on Priority Resource Concerns and Issues – This was sent with the notification letter for the Thief River. Ask HEI if you want something similar.
- Known Reports Studies and Technical Information – This was also sent with the notification letter for the Thief River. Ask HEI if you want something similar.
- The Operating Procedures contains the information on who the notice needs to be sent to in section IV.A.2 on page 9. It also includes suggestions on others you could consider sending notice to. “Plan review authorities” are defined on page 12.

HEI:

- Updated contract
- 60-day process notification

Grant Agreement:

- Has been sent to Marshall SWCD waiting approval and signature; Feb 24<sup>th</sup> board meeting.
- Meantime enter workplan into eLINK.
- Have grant agreements and contract complete by the end of February.
- Cannot track time against planning effort until grant is executed

Did billable rate sheets get sent to Marshall SWCD?

Rounded estimates works for budgeted items. When invoicing for reimbursement, use your actual billable rate of your entity.

Reimbursements:

What needs to be included on the invoice.

- A breakdown by employee of hours worked
- Date(s) of service – please use specific date range (Ex. July 1, 2021 – July 31, 2021 instead of July 2021)
- Description of work performed – This can be simple but should tie to the work plan (Ex. Policy/Advisory Committee Coordination or Meeting Minutes)
- Applicable billing rates for each employee
- Total Cost

Boundary Discussion:

- Need to use HUC 8 designation
- Discuss Grand Marais boundary
- How will this impact WBIF
- Want to avoid smaller areas

Other: