

MEMORANDUM
Comfort Lake-Forest Lake Watershed District

To: Board of Managers **Date:** February 11, 2020
From: Mike Kinney
Subject: Performance Review & Assistance Program Grant Agreement
[Recommended addition to February 13th agenda as item 4f]

Background/Discussion

The CLFLWD was awarded a \$7,500 grant from the Board of Water and Soil Resources' (BWSR) Performance Review and Assistance Program (PRAP). We submitted for the maximum grant award of \$10,000, but were only awarded grant funds for one of the two tasks we submitted. The two tasks were to implement BWSR's recommendations from their 2015 PRAP Level II Review:

1. Implement Prioritized, Targeted and Measurable (PTM) criteria for Goals and Objectives in the next water management plan.
2. To ensure that District resources are sufficient for meeting planned goals and objectives; conduct a detailed workload analysis of planned activities for next three years (note that our proposal revised the timeline to dovetail into the next WMP 10-year term of 2022-2031).

After we submitted the application, BWSR staff advised that item #2 better fit the intent of the PRAP grant program. Item #1 is an expectation for all new LGU plans, and BWSR determined that portion of the application would not be funded.

The following steps must be completed prior to CLFLWD being able to incur eligible expenses:

- BWSR will send us the grant agreement (through eLINK) for signature as soon as possible.
- CLFLWD will need to submit a signed grant agreement. Staff recommends the Board authorize the Board President to sign.
- CLFLWD will need to submit a work plan in eLINK (BWSR advised that the information entered from the application is fine). Staff will enter this as soon as BWSR creates the grant item for us in eLINK (similar to our process for Clean Water Fund grants).

Note that the payment delivery schedule differs from the Clean Water Fund program. Instead of 50% being received up front (then subsequent 40% and 10% lump payments), BWSR pays the grant funds out as reimbursements after costs are incurred. Workload analysis expenses will be coded to budget item 3-008-A Measurement of Progress. As the 2020 budget for this item is only \$2,500, this project will be funded partially from reserve. Manager per diems for workshops as part of the workload analysis will be sourced from the usual budget item for such expenses: 1-001-4000 Managers Per Diem & Payroll Tax.

Recommended Action

Proposed Motion: Manager _____ moves to authorize the Board President, on advice of counsel, to execute the PRAP grant agreement. Seconded by Manager _____.