



Lake of the Woods Watershed  
 Joint Powers Board  
 PO Box 217  
 Baudette, MN 56623  
 (218) 634-1842 ext. 4  
[www.lowwipb.org](http://www.lowwipb.org)

**AGENDA**  
**Regular Board Meeting**  
**April 28th, 2025 @ 9:30 a.m.**

**Location: Warroad Public Safety Building in Warroad.**

- 1) Call Meeting to Order.
- 2) Motion to Approve Agenda pp. 1
- 3) Motion to Approve January 27, 2025 Minutes pp. 2-5
- 4) Review Treasurer Report pp. 6-8

*Old Business - none*

*New Business*

- 5) Border Bank - Online Viewing Access pp. 9
- 6) Peterson Company Independent Audit Update pp. 10
- 7) Lunch Expenditure: Professional Judgment Team Meeting - LOW Watershed 4/25/25 pp. 11

*Committee Reports*

- 8)

*General Information and Discussion*

- 9) Plan Amendment discussion - draft timeline pp. 12

*Upcoming Meetings*

- Regular Meeting - July 28, 2025 @ 9:30 a.m.
- October 27, 2025 @ 9:30 a.m.

**WBIF Grant Implementation and Application Timelines**

2025	
January	Halfway point for FY24. Review accomplishments and update State reporting
July	6-month internal deadline for FY24 extension requests = review budgets, consider fund shifts in conjunction with FY26 workplan development.
Aug-Sept	Develop project list and budgets for FY26, and restructure FY24 workplan if needed
September	Enter FY26 workplan into eLink for BWSR review
October	Submit FY26 workplan to Joint Powers Board and FY24 revised workplan. Grant agreement authorized.
Nov-Dec	Finalize FY26 grant agreement in eLink, create agreements with partners.
2026	
January	Receive FY26 funds. JPB approves partner agreements for implementation and projects can begin
July	6 month internal deadline for any remaining FY24 funds (grant end date Dec 31, 2026)
December 31	Deadline to spend FY24 Funds



**MINUTES**  
**Regular Meeting**  
**January 27, 2025**

The meeting of the Lake of the Woods Watershed Joint Powers Board was held at the Warroad Public Safety Building and remotely by Microsoft Teams (MT).

The meeting was called to order by JPB Chair, Jan Miller at 9:35 am.

**JOINT POWERS BOARD MEMBERS PRESENT:** Nancy Dunnell, Jan Miller, Bill Thompson, Glenda Phillipe, Ed Arnesen

**OTHERS PRESENT:** Mike Hirst, Janine Lovold, Chad Severts (MT), Josh Stromlund (MT), Ericka Halstensgard (MT), Andrew Pirkel (MT), Don Bajumpaa (BWSR, MT)

**AGENDA**

Hirst requested an addition to the agenda under Check Signing Authority for taking Becky Buegler off Banking Authority as she is retiring. The motion was made by Phillipe, with a second by Dunnell to approve the amended agenda.

Affirmative: Phillipe, Thompson, Miller, Dunnell, Arnesen                      Opposed: None                      Motion carried.

**ORGANIZATIONAL BUSINESS MEETING**

● **Officer Elections**

Chair Miller handed the meeting over to Coordinator, Hirst, who then called for nominations for Chair of the LOWW JPB for 2025. Phillipe made a motion for nominations to cease and to keep offices as they currently are. The motion was seconded by Thompson. There were no other nominations or further discussions.

Affirmative: Miller, Phillipe, Thompson, Dunnell, Arnesen                      Opposed: None                      Motion carried.

The meeting was handed back to Chair Miller.

● **Annual Business**

The Annual Business Items were reviewed and updated for 2025. A motion was made by Thompson with a second by Arnesen to approval all the Organizational Items as listed in the table below.

Affirmative: Miller Phillipe, Thompson, Arnesen, Dunnell                      Opposed: None                      Motion carried.

**2025 ANNUAL BUSINESS ITEMS**

<b>Quarterly Meeting Time, Location, Dates</b>	Regular Meetings will be held on the fourth Monday of January, April, July, and October at 9:30 am at the Warroad Public Safety Building.
<b>Fiscal Agent</b>	Lake of the Woods SWCD
<b>Coordinator(s)</b>	Lake of the Woods SWCD and Roseau SWCD
<b>Official Depositories</b>	Border Bank of Baudette
<b>Check Signing Authority</b>	Nancy Dunnell; Ed Arnesen, Treasurer; Josh Stromlund, LOW SWCD District Manager; Mike Hirst, Resource Conservationist; Corryn Trask, Resource Conservationist <ul style="list-style-type: none"> <li>Remove Rebecca Buegler from the JPB Checking Account and Savings Account on February 28, 2025.</li> </ul>
<b>Board Member Compensation Rate</b>	\$125.00 per meeting. This rate is per day, no matter how many meetings attended.

<b>Mileage Rate</b>	Quarterly basis to reflect the most current IRS rate. Any changes to the IRS mileage reimbursement rate will apply to all mileage occurring on or after the first day of the new quarter and will remain as such until the following quarter.																																																																		
<b>Spending Authorizations</b>	The Fiscal Agent has the permission to pay invoices on a monthly or quarterly basis outside of a JPB Meeting, upon the receipt of the Payment Request Voucher as eligible per policy of the Cooperative Agreement. The JPB will see the payments made at their next regular meeting.																																																																		
<b>Official Newspaper</b>	Northern Lights Region																																																																		
<b>Committee Assignments</b>	<table border="1"> <thead> <tr> <th>Name</th> <th>1W1P Participation</th> <th>Agency / Affiliation</th> </tr> </thead> <tbody> <tr> <td>Ed Arnesen</td> <td>Joint Powers Board</td> <td>Lake of the Woods County</td> </tr> <tr> <td>Bill Thompson</td> <td>Joint Powers Board</td> <td>Warroad Watershed District</td> </tr> <tr> <td>Glenda Phillipe</td> <td>Joint Powers Board</td> <td>Roseau County</td> </tr> <tr> <td>Jan Miller</td> <td>Joint Powers Board</td> <td>Roseau SWCD</td> </tr> <tr> <td>Nancy Dunnell</td> <td>Joint Powers Board</td> <td>Lake of the Woods SWCD</td> </tr> <tr> <td>Mike Hirst</td> <td>Implementation Committee</td> <td>Lake of the Woods SWCD</td> </tr> <tr> <td>Corryn Trask</td> <td>Implementation Committee</td> <td>Lake of the Woods SWCD</td> </tr> <tr> <td>Scott Johnson</td> <td>Implementation Committee</td> <td>Roseau SWCD</td> </tr> <tr> <td>Janine Lovold</td> <td>Implementation Committee</td> <td>Roseau SWCD</td> </tr> <tr> <td>Josh Stromlund</td> <td>Implementation Committee</td> <td>Lake of the Woods County</td> </tr> <tr> <td>Anthony PirkI</td> <td>Implementation Committee</td> <td>Lake of the Woods County</td> </tr> <tr> <td>Ericka Halstensgard</td> <td>Implementation Committee</td> <td>Roseau County</td> </tr> <tr> <td>Daryle Dahl</td> <td>Implementation Committee</td> <td>Roseau County</td> </tr> <tr> <td>Joe Olafson</td> <td>Implementation Committee</td> <td>Warroad Watershed District</td> </tr> <tr> <td>Chad Severts</td> <td>Implementation Committee</td> <td>Board of Water &amp; Soil Resources</td> </tr> <tr> <td>Arne Wick</td> <td>Advisory Committee</td> <td>DNR Eco-Waters</td> </tr> <tr> <td>Cary Hernandez</td> <td>Advisory Committee</td> <td>MN Pollution Control Agency</td> </tr> <tr> <td>Chad Severts</td> <td>Advisory Committee</td> <td>Board of Water &amp; Soil Resources</td> </tr> <tr> <td>Jeff Hrubes</td> <td>Advisory Committee</td> <td>Board of Water &amp; Soil Resources</td> </tr> <tr> <td>Bonnie Hasbrouck</td> <td>Advisory Committee</td> <td>Natural Resources Conservation Service</td> </tr> <tr> <td>Jody Peek</td> <td>Advisory Committee</td> <td>Natural Resources Conservation Service</td> </tr> </tbody> </table>	Name	1W1P Participation	Agency / Affiliation	Ed Arnesen	Joint Powers Board	Lake of the Woods County	Bill Thompson	Joint Powers Board	Warroad Watershed District	Glenda Phillipe	Joint Powers Board	Roseau County	Jan Miller	Joint Powers Board	Roseau SWCD	Nancy Dunnell	Joint Powers Board	Lake of the Woods SWCD	Mike Hirst	Implementation Committee	Lake of the Woods SWCD	Corryn Trask	Implementation Committee	Lake of the Woods SWCD	Scott Johnson	Implementation Committee	Roseau SWCD	Janine Lovold	Implementation Committee	Roseau SWCD	Josh Stromlund	Implementation Committee	Lake of the Woods County	Anthony PirkI	Implementation Committee	Lake of the Woods County	Ericka Halstensgard	Implementation Committee	Roseau County	Daryle Dahl	Implementation Committee	Roseau County	Joe Olafson	Implementation Committee	Warroad Watershed District	Chad Severts	Implementation Committee	Board of Water & Soil Resources	Arne Wick	Advisory Committee	DNR Eco-Waters	Cary Hernandez	Advisory Committee	MN Pollution Control Agency	Chad Severts	Advisory Committee	Board of Water & Soil Resources	Jeff Hrubes	Advisory Committee	Board of Water & Soil Resources	Bonnie Hasbrouck	Advisory Committee	Natural Resources Conservation Service	Jody Peek	Advisory Committee	Natural Resources Conservation Service
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<b>Current Memorandum of Understandings and Agreements</b>	<ul style="list-style-type: none"> <li>• Lake of the Woods Watershed Joint Powers Board Agreement</li> <li>• FY 2024 MN BWSR Watershed-Based Implementation Funding Grant Agreement</li> </ul>																																																																		
<b>Current Cooperative Agreements</b>	<ul style="list-style-type: none"> <li>• FY24-01 L/W SWCD Admin/Coordination</li> <li>• FY24-02 Roseau SWCD Coordination</li> <li>• FY24-03 LOW SWCD Forest Management Plan</li> <li>• FY24-04 WWD Streambank Protection</li> <li>• FY24-05 L/W SWCD Shoreline Stabilization</li> <li>• FY24-06 L/W Ag Education</li> <li>• FY24-07 L/W Keep It Clean</li> <li>• FY24-08 Roseau SWCD Keep It Clean</li> <li>• FY24-09 L/W County Ditch 1 Stabilization</li> </ul>																																																																		

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## **W-9 TAX PAPERWORK**

Individual Board Members reviewed their information on their W-9 Tax Forms.

### **SECRETARY'S REPORT: OCTOBER 28, 2024 MINUTES**

Minutes were reviewed. A motion was made by Dunnell with a second by Phillipe to approve the October 28, 2024 Minutes.

Affirmative: Miller, Phillipe, Thompson, Arnesen, Dunnell      Opposed: None      Motion carried.

### **TREASURER'S REPORT:**

The financial reports were reviewed and discussed.

## **OLD BUSINESS**

### **REVIEW FY22 GRANT CLOSEOUT REPORT**

Chad Severts, BWSR, provided a presentation on the FY22 Grant Closeout Report. The Report shows that the State Implementation Funding was spent as was intended.

## **NEW BUSINESS**

### **PERFORMANCE REVIEW AND ASSISTANT PROGRAM**

Don Bajumpaa, BWSR provided a presentation on the Performance Review and Assistance Program for the LOWW mid-point assessment. The Kick-Off meeting was held early January. The survey has been sent out to all Partners and Committees. The Plan Goals and Actions progress that staff are reviewing is due mid-February. A draft Report will be reviewed by the BWSR Conservationist and LGUs in March before the Final Report is presented on April 28.

### **AUTHORIZE AUDIT BID**

The audit fee by Peterson Company was discussed. It was decided that a letter to the Legislators would be drafted stating that the audit fee was unreasonable for services provided for just one grant. Support will also be asked by each SWCD Board; as well as letters from the other two JPB's that Roseau partners actively participate. The draft letter will be reviewed at the next meeting. Severts mentioned as an alternative that the State Auditor could do it with a significant delay. Severts will investigate the State's cost. A motion was made by Dunnell with a second by Arnesen to approve the Peterson Company LTD bid of \$4000 for the 2024 Audit of the LOWWJPB.

Affirmative: Miller, Phillipe, Thompson, Arnesen, Dunnell      Opposed: None      Motion carried.

### **MN COUNTIES INSURANCE TRUST PC AND WC RENEWAL 2025**

The 2025 Invoice #2060R is \$1792.00. The Renewal was discussed. A motion was made by Thompson with a second by Arnesen to approve payment.

Affirmative: Miller, Phillipe, Thompson, Arnesen, Dunnell      Opposed: None      Motion carried.

## **Committee Reports**

**None**

## **GENERAL INFORMATION AND DISCUSSION**

### **REMINDER TO COMPLETE THE PERFORMANCE PROGRAM SURVEY**

The survey should be completed by January 27.

### **PLAN REVISION**

Plan revision was discussed. After consideration, the consensus is to wait for year 8 before starting the Plan amendment process. The amendment should take less than \$50,000 based on what HEI has been seeing when they have revised other watershed plans.

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**NEXT MEETING**

- Regular Meeting: April 28, 2025 at 9:30 am
- Advisory Committee Meeting : April 28, 2025 after the JPB Meeting

**ADJOURNMENT**

The meeting adjourned at 10:52 am on a motion by Dunnell with a second by Arnesen.

Affirmative: Phillipe, Thompson, Arnesen, Miller, Dunnell

Opposed: None

Motion carried.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

Lake of the Woods Watershed Joint Powers Board

Balance Sheet

As of April 15, 2025

Apr 15, 25

ASSETS

Current Assets

Checking/Savings

Border Bank Checking Account 39,034.02

Border Bank Savings Account 160,460.48

Total Checking/Savings 199,494.50

Total Current Assets 199,494.50

TOTAL ASSETS 199,494.50

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

Accrued Interest 85.65

Total Other Current Liabilities 85.65

Total Current Liabilities 85.65

Long Term Liabilities

Deferred Revenue

WBIF FY24 197,872.44

Total Deferred Revenue 197,872.44

Total Long Term Liabilities 197,872.44

Total Liabilities 197,958.09

Equity

Operating Funds - Unassigned 1,536.41

Total Equity 1,536.41

TOTAL LIABILITIES & EQUITY 199,494.50

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**Lake of the Woods Watershed Joint Powers Board**  
**Transaction Detail by Bank Account**  
January 1 through April 15, 2025

	Type	Date	Num	Name	Memo	Paid Amount
<b>Border Bank Checking Account</b>						
	Bill Pmt -Check	01/07/2025	1252	LOW Soil & Water Conservation District	Invoice 84463 FY24-01 Admin	-3,822.56
	Bill Pmt -Check	01/07/2025	1253	Roseau SWCD -v	Invoice 24-321 FY24-02 Admin, FY24-08 KIC	-4,245.70
	Check	01/21/2025	1254	Postmaster	JPB Board meeting packets	-10.20
	Bill Pmt -Check	01/23/2025	1255	Warroad Watershed District -v	Invoice 000202501-01 FY24-04 Engineering	-3,792.60
	Bill Pmt -Check	01/27/2025	1256	MCIT	Invoice 20605R	-1,792.00
	Check	01/27/2025	1257	Edward Arnesen	Board member expense report	-153.00
	Check	01/27/2025	1258	Glenda Phillipe	Board member expense report	-127.80
	Check	01/27/2025	1259	William Ray Thompson	Board member expense report	-127.10
	Check	01/27/2025	1260	Jan Miller	Board member expense report	-153.00
	Check	01/27/2025	1261	Nancy Dunnett	Board member expense report	-160.00
	Transfer	01/27/2025			January Funds Transfer	20,000.00
	Bill Pmt -Check	02/28/2025	1262	Warroad Watershed District -v	Invoice 000202502-01 FY24-04 Engineering	-4,038.53
	Transfer	02/28/2025			February Funds Transfer	35,000.00
	Bill Pmt -Check	03/27/2025	1263	Warroad Watershed District -v	Invoice 00202503-01 FY24-04 Construction	-1,080.00
	Bill Pmt -Check	04/10/2025	1264	LOW Soil & Water Conservation District	Invoice 84526 - 1st Qtr 2025 FY24	-9,832.14
	Bill Pmt -Check	04/10/2025	1265	Roseau SWCD -v	Invoice 25-145 FY24-02	-2,477.70
Total Border Bank Checking Account						23,187.67
<b>Border Bank Savings Account</b>						
	Transfer	01/27/2025			January Funds Transfer	-20,000.00
	Deposit	01/31/2025			Interest	31.67
	Deposit	02/12/2025			10% payment of WBIF FY22 Deposit	62,116.80
	Transfer	02/28/2025			February Funds Transfer	-35,000.00
	Deposit	02/28/2025			Interest	26.73
	Deposit	03/31/2025			Interest	27.25
Total Border Bank Savings Account						7,202.45
<b>TOTAL</b>						<b>30,390.12</b>

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FY24 WBIF Cooperative Agreement Balances as of 4/15/25

Partner and Coop Agreement	Allocation	Spend	Credit	Amount Remaining
<b>Joint Powers Board</b>	\$ 18,500.00	\$ (3,909.72)		\$ 14,590.28
<b>JPB Operations</b>	\$ 18,500.00	\$ (3,909.72)		\$ 14,590.28
<b>Lake of the Woods SWCD</b>	\$ 159,173.00	\$ (19,564.18)		\$ 139,608.82
<b>FY24-01 LW SWCD Admin/Coordination</b>	\$ 32,000.00	\$ (14,326.87)		\$ 17,673.13
Administration/Coordination	\$ 32,000.00	\$ (14,326.87)		\$ 17,673.13
<b>FY24-03 LW SWCD Forest Mgmt Plans</b>	\$ 16,000.00	\$ (1,340.00)		\$ 14,660.00
Forest Stewardship Management	\$ 16,000.00	\$ (1,340.00)		\$ 14,660.00
<b>FY24-05 LW SWCD Shoreline</b>	\$ 80,000.00			\$ 80,000.00
Streambank/Shoreland Prot	\$ 50,000.00			\$ 50,000.00
Technical/Engineering Assistance	\$ 30,000.00			\$ 30,000.00
<b>FY24-06 LW SWCD Ag Education</b>	\$ 20,000.00	\$ (236.25)		\$ 19,763.75
<b>FY24-07 LW SWCD Keep it Clean</b>	\$ 11,173.00	\$ (3,661.06)		\$ 7,511.94
<b>Roseau SWCD</b>	\$ 18,500.00	\$ (9,693.25)		\$ 8,806.75
<b>FY24-02 Roseau SWCD Coordination</b>	\$ 16,000.00	\$ (7,193.25)		\$ 8,806.75
<b>FY24-08 Roseau SWCD Keep it Clean</b>	\$ 2,500.00	\$ (2,500.00)		\$ -
<b>Warroad Watershed District</b>	\$ 190,000.00	\$ (79,546.91)		\$ 110,453.09
<b>FY24-04 WWD Streambank Protection</b>	\$ 190,000.00	\$ (79,546.91)		\$ 110,453.09
Streambank/Shoreland Prot	\$ 170,000.00	\$ (62,423.18)		\$ 107,576.82
Technical/Engineering Assistance	\$ 20,000.00	\$ (17,123.73)		\$ 2,876.27
<b>Lake of the Woods PWD</b>	\$ 235,000.00			\$ 235,000.00
<b>FY24-09 LW County Ditch 1 Stabilization</b>	\$ 235,000.00			\$ 235,000.00
Streambank/Shoreland Prot	\$ 200,000.00			\$ 200,000.00
Technical/Engineering Assistance	\$ 35,000.00			\$ 35,000.00
<b>Amount Remaining</b>	\$ 621,173.00	\$ (112,714.06)		\$ 508,458.94

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**Agenda Item: Border Bank - Online Viewing Access**

**Background:**

Lake of the Woods SWCD is the fiscal agent for the Joint Powers Board.

Staff is requesting Viewing authority for the Joint Powers Board checking and savings accounts.

Online Transfers from Checking to Savings may be completed in person or over the phone by those with Signing Authority. Online transfer authority was authorized to the Office Assistant previously.

<b>Check Signing Authority (current)</b>	Nancy Dunnell; Ed Arnesen, Treasurer; Josh Stromlund, LOW SWCD District Manager; Mike Hirst, Resource Conservationist; Corryn Trask, Resource Conservationist <ul style="list-style-type: none"><li>Remove Rebecca Buegler from the JPB Checking Account and Savings Account on February 28, 2025.</li></ul>
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**Action Requested:**

Authorize Viewing Authority for Jacquelin Becklund, SWCD Office Assistant. Consider authorizing viewing authority for others listed with check signing authority.

**Agenda Item: Peterson Company Independent Audit Update**

**Background:**

The 2024 Joint Powers Board Financials are currently being audited by Peterson Company Ltd. This independent audit is due to the State of MN by June 30th.

The Management Representation Letter is part of this process. A management representation letter (MRL) is a written declaration by management confirming their agreement with the financial statements being audited, and their acceptance of responsibility for those statements. It provides evidence of management's assurances regarding the accuracy and completeness of the financial information

The Board Chair and Manager will need to approve the Management Representation Letter prior to the June 30th submittal deadline.

All required audit information has been submitted to Peterson Company Ltd. The Fiscal Agent is waiting for further direction.

**Action Requested:**

Due to timing of regular JPB meetings, the Fiscal Agent requests that the Board Chair and District Manager (or other designee) be authorized to sign the Management Representation Letter.

**Agenda Item: Lunch Expenditure PJG Meeting 4/25/2025**

**Background:**

Members of the Lake of the Woods Joint Powers Board, Implementation Committee and Advisory Committee were invited to participate in the Professional Judgement Team Meeting. At this meeting the MPCA reviewed the data collected by DNR and SWCD staff, and assessed the water bodies in the Lake of the Woods Watershed for impairments.

The meeting purpose was to review data and assessments by local stakeholders and natural resource professionals to ensure the assessments are correct and provide other information that can be utilized to improve the water quality and aquatic life and recreation of the waters in the Lake of the Woods Watershed.

Since the meeting was over lunch time, lunch was provided for the attendees. The cost for the meal was not available at the time when the meeting packets were finished. The dollar amount will be provided at the Joint Powers Board meeting on April 28, 2025. This expense can be taken from the administration funds or the interest funds.

**Action Requested:**

Approve the lunch expense for the Professional Judgement Team Meeting.

## **TENTATIVE SCHEDULE FOR PLAN AMENDMENT**

### **Adjust as needed**

#### **April**

- April 9th IC Meeting – BWSR, Don Bajumpaa, presents PRAP findings to IC
- April 25th MPCA Watershed Assessment Team / Professional Judgement Team meetings
- April 28th JPB Board meeting and Advisory Committee Meeting- BWSR, Don Bajumpaa, presents PRAP findings to Advisory Committee

#### **July 2025**

- July 9th IC Meeting
- July TBD Complete Mid-Point Assessment (Chad + ?). (Intent: justify plan amendment)
1. PRAP (done)
  2. Is there new data?
  3. Review of Governance structure
- July 28th Policy Committee Meeting -  
Request approval from board for full amendment. Request approval for PRAP/  
consultant contracts. Receive a quote from consultants for the July Meeting.

#### **September-October**

- October 1 Submit mid-point grant application. (BWSR batching grants twice quarterly for mid-point grants)

#### **October 2025**

- WRAPS anticipated completion
- October 8th IC Meeting - 2nd Wednesday
- October 27th JPB Meeting - 4th Monday

#### **January 2026**

Kick-off for the Planning Amendment. Create a timeline based on deliverables and review period requirements

#### **December 2026**

Completion goal for the plan amendment.

#### **September 2027**

Next grant work plan would be developed with new plan goals / priorities.