BIENNIAL PLAN – FY 2016 & 2017
JULY 1, 2015 – JUNE 30, 2017

FISCAL 2017 UPDATE – JUNE 2016
(Changes/Additions highlighted in RED)

Member Counties
Brown ● Cottonwood ● Lac qui Parle
Lincoln ● Lyon ● Murray ● Pipestone
Redwood ● Yellow Medicine

AREA II MINNESOTA RIVER BASIN PROJECTS
1424 EAST COLLEGE DRIVE - SUITE 300 - MARSHALL, MN 56258
WWW.AREA2.ORG
2016 BOARD OF DIRECTORS
BIENNIAL PLAN – FY 2016 & 2017

BROWN COUNTY
DENNIS POTTER – VICE CHAIR
DEAN SIMONSEN (ALTERNATE)

COTTONWOOD COUNTY
NORMAN HOLMEN
JIM SCHMIDT (ALTERNATE)

MURRAY COUNTY
ROBERT MOLINE
GERALD MAGNUS (ALTERNATE)

PIPESTONE COUNTY
LUKE JOHNSON – CHAIR
BRUCE KOOIMAN (ALTERNATE)

REDWOOD COUNTY
LON WALLING
SHARON HOLLATZ (ALTERNATE)

YELLOW MEDICINE COUNTY
LOUIS SHERLIN
RON ANTONY (ALTERNATE)

LINCOLN COUNTY
JOE DRIETZ
DON EVANS (ALTERNATE)

EXECUTIVE DIRECTOR
KERRY NETZKE

LYON COUNTY
RODNEY STENSRUD - SECRETARY/TREASURER
RICK ANDERSON (ALTERNATE)

AREA II MINNESOTA RIVER BASIN PROJECTS
Area II, formed in 1978 as a non-profit joint powers entity, works to alleviate the recurrent flood problems which plague this area of southwestern Minnesota. This organization is recognized as a leader in flood damage reduction by the installation of dams, reservoirs, grade stabilizations and road retentions. Area II assists its member counties with the engineering design, hydrologic and hydraulic modeling, construction and inspection, and finance of flood damage reduction projects. Due to the unique landforms of this region, particularly the Coteau de Prairies (the Buffalo Ridge), Area II receives a 75/25 cost-share rate for office administration and project implementation. Oversight of this grant-in-aid program is provided by the Minnesota Board of Water & Soil Resources.

This Biennial Plan provides direction for a 2-year period while the Technical Office Budget serves one fiscal year. By May 30, 2016, updates to the Biennial Plan and Technical Office Budget for FY 2017 will be provided for BWSR staff review.

1) Initiative: FY 2016 & FY 2017 – ADMINISTRATIVE SERVICES

Description: Provide administrative and coordination oversight for the Area II Minnesota River Basin Projects, Inc. Board of Directors. Provide financial reports and records that meet State accounting and auditing standards, prepare budgets, provide supervision and management of staff, evaluate employee job performance, draft agenda and minutes of monthly board meetings. Conduct local government and citizen outreach and education.

Actions:
- Maintain a complete Board of Directors of nine (9) delegates and nine (9) alternates.
- Maintain adequate staffing to address the goals of Area II. Evaluate job performance of all employees yearly.
- Conduct 12 monthly board meetings and an Annual Legislative Gathering.
- Utilize engineering consultant services to assist with engineering, hydrologic and planning/prioritization issues.
- Maintain policies and procedures. Review Operating Policies, Joint Powers Agreement and Articles of Incorporation annually.
- Maintain a public outreach and information program. Accomplish by maintaining the Area II web site; conduct tours as necessary to highlight projects completed; prepare an annual report. Complete website reporting requirements by March 15 of each year.
- Strive for fiscal accountability. Accomplish by preparing and adopting an annual budget; reviewing monthly financial reports, conducting an annual audit of the financial records.
- Actively pursue new funding sources with local partners through Clean Water Fund and federal programs.
- Continue administrative/operational efficiency discussions with RCRCA. Schedule board meetings for the same day and same location to lessen per diems and expenses paid to board members. Future discussions may include sharing technical resources.
- Meet and communicate with member county commissioners, engineers, water planners, watershed districts, SWCD, NRCS, watershed project staff regarding technical services and potential projects.
- Serve on technical committees (as requested) for watershed projects, TMDL project assessment and implementation efforts. Provide input to USDA Environmental Quality Incentive Program (EQIP) local work group committees.
2) Initiative: FY 2016 & FY2017 – ENGINEERING SERVICES
Description: Employ a senior engineering technician and a consultant registered engineer to provide design services which include planning, hydrologic and hydraulic design, construction and inspection of flood damage reduction projects to the member counties of Area II. Provide engineering services for projects funded through outside sources involving USDA Environmental Quality Incentive Program (EQIP), Clean Water Funds acquired by SWCDs, RCRCA and counties.
Actions:
- Continue contracting professional engineering services through Bolton & Menk, Inc.
- Schedule and complete annual inspections and reports for nine (9) existing reservoirs.
- Ensure annual inspection of road retention projects by owners and keep inspection reports on file. Follow up on noted concerns.
- Provide wetland monitoring and annual reporting for mitigation sites associated with constructed project.
- Provide project management and coordination with local/state/federal permitting authorities.
- Coordinate with local/State/Federal agencies for early project review and coordination regarding wetland impacts.
- Process payment requests in a timely manner and provide as-built plans and construction documentation.
- Assist in securing the local matching funds for projects.

3) Initiative: FY 2016 & FY2017 – OPERATIONAL & SUPPORT EXPENSES
Description: Use funding for operational and support expenses of Area II Minnesota River Basin Projects Inc., for such things as: payroll, consultant engineering fees, field and office supplies, telephone / internet and computer services, training and certification, vehicle and equipment expenses, liability/business/auto insurance, and general business expenses. In order to obtain insurance coverage from Minnesota Counties Intergovernmental Trust (MCIT), Area II dissolved its corporate status to operate solely as a joint powers entity (as of June 30, 2016). Organizational name is now Area II Minnesota River Basin Projects.

4) Initiative: FY 2016 & FY2017 – PROJECT IMPLEMENTATION VIA ADMINISTRATIVE GRANT
Description: See Potential Project List for FY2016 & FY2017 – Pages 5 & 6 of this document.

5) Initiative: FY 2016 BONDING APPROPRIATION
Description: Provide project management and engineering services to construct flood damage reduction structures to meet the 3:1 minimum match requirement and provide the most floodwater storage as practicable. Highest priority will be given to dams and road retention structures which lack other funding resources which grade stabilizations and grade stabilization restorations can secure.
Actions:
- Administer the $1,000,000 appropriation and report project outcomes in eLINK and annually to BWSR Board.
- Process cost-share contracts with landowners with approval by the Area II Board of Directors.
- Complete fiscal expenditure report due at end of grant period listing total costs and cost-sharing by all partners.
- Facilitate wetland mitigation/creation if required for proposed projects.
- Provide project management and coordination with local/state/federal permitting authorities.
- Process payment requests in a timely manner and provide as-built Plans and construction documentation.
- Assist in securing the local matching funds for projects which may include: owner(s), township(s), counties, watershed district, or special interest groups (Ducks Unlimited, Minnesota Waterfowl Association, Wild Turkey Federation and others).
**ONE WATERSHED, ONE PLAN (Yellow Medicine River Watershed)**

**ISSUE:** The Yellow Medicine River watershed was awarded one of the five pilot projects. A pilot plan with a regional approach was desirable as: 1) many commonalities of the Area II watersheds exist due to the Buffalo Ridge, and 2) the established and active joint powers board. Although the watersheds have unique issues of their own, topography and flooding bind these southwestern watersheds together. Area II agreed to be the umbrella organization which would oversee this regional **One Watershed, One Plan** approach.

**ACTION:** Following a Memorandum of Agreement between the 10 water planning partners (Lac qui Parle County and SWCD, Lincoln County and SWCD, Lyon County and SWCD, Yellow Medicine County and SWCD, Yellow Medicine River Watershed District, and Area II) a Work Plan was developed. Upon approval of this Work Plan, Area II entered into a grant agreement with BWSR on November 25, 2014 for $191,610 with 10% of the grant for administration, coordination and reporting. Amendment #1 to the MOA was executed to extend the MOA to December 31, 2016. The Work Plan was revised by adjusting the task completion dates to coincide with plan development. Amendment #1 to the Grant Agreement was executed to extend the effective period until June 30, 2017.

**STATUS:** To date, public notice has been issued of the planning effort and three Kick-Off meetings were held. The combined audience of 147 people was informed of the water planning effort and public comments were solicited using the facilitation skills of the U of M Extension Watershed Educators. RESPEC has been contracted to provide plan writing and modeling services with Emily Javens, PE serving as Project Manager and Julie Blackburn as Principal-In-Charge. The completion of the Yellow Medicine Watershed Restoration and Protection Strategies (WRAPS) is expected June 2015. With the WRAPS results, stressors will be identified and scenarios developed to help target the implementation of conservation efforts by the partners. Due to unforeseen delays in the HSPF model resegmentation which impacted the completion of the WRAPS and Scenario Application Manager (SAM) tool, the draft Plan was submitted for 60-day public and Plan Review Authority review on May 16. The watershed district experienced a turnover of staff which led to Emily Javens becoming the new administrator for the district, which placed Julie Blackburn as the primary plan author.

**PLAN:** Over the next several months, the Advisory and Policy Committees will be working diligently to prioritize resource concerns, target implementation strategies, and develop realistic methods to measure results. An aggressive timeline has been established where a final plan is to be submitted to BWSR by December 2015. With the necessary approvals, public hearing, and local adoption, it is anticipated to have completed the planning process by July 1, 2016. The Public Hearing is scheduled for August 1, 2016. Following review and approval by the BWSR Southern Region Water Plan Committee in August/early September, the BWSR Board will be presented the final Plan at their September 2016 meeting. Local adoption of the Plan is anticipated by December 31, 2016.

**SHARED ADMINISTRATION WITH RCRCA**

**ISSUE:** Beginning January 1, 2014, RCRCA and Area II have shared administration of both joint powers organizations.

**ACTION:** Both entities have co-located into one office location in Marshall, MN and continue to reduce administrative expenses.

**PLAN:** RCRCA continues to contract for services from Area II for the executive director position.
AREA II MINNESOTA RIVER BASIN PROJECTS

POTENTIAL PROJECTS
BIENNIAL PLAN – FY 2016 & 2017

BROWN COUNTY
- Milford 11 Grade Stabilization Repair

COTTONWOOD COUNTY
- Stately 11 Grade Stabilization
- Storden 21 Grade Stabilization
- Storden 10 Grade Stabilization Repairs (3)
- Ann 4 Grade Stabilization Repair

LINCOLN COUNTY
- Verdi 1 Grade Stabilization Repair
- Lake Stay 3 Grade Stabilization (bid awarded)
- Hansonville 27 Grade Stabilization Repair
- Lake Benton 25 Grade Stabilization Repair
- Limestone 26 Grade Stabilization Repair
- Lake Benton 5 Grade Stabilization (bid awarded)
- Lincoln County Ditch #37 Pump Station

LYON COUNTY
- Amiret 33 Grade Stabilization Repair
- Custer 10 SE Grade Stabilization
- Monroe 17 Road Retention
- Nordland 6 Road Retention
- Sodus 21 Grade Stabilization Repair
- Sodus 24 Grade Stabilization
- Sodus 22 Grade Stabilization
- Nordland 34 Grade Stabilization Repair (bid awarded)
- Lynd 33 Grade Stabilization Repair
- Monroe 19 Grade Stabilization Repair
- Nordland 36 Grade Stabilization
- Monroe 8 Grade Stabilization
- Sodus 36 Grade Stabilization
- Monroe 16 Grade Stabilization Repair
- Monroe 19 Grade Stabilization Repair
- Monroe 31 Grade Stabilization
- Nordland 19 Grade Stabilization Repair
- Island Lake 2 Grade Stabilization Repair (bid awarded)
- Nordland 20 Grade Stabilizations (2)
- Nordland 28 Grade Stabilization Repair

KEY:  FY 2017 Construction Planned,  FY 2016 Completion

CONTINUED ON NEXT PAGE
CONTINUED FROM PREVIOUS PAGE

MURRAY COUNTY
- Holly 22 Road Retention
- Shetek 23 Grade Stabilization
- Holly 10 Grade Stabilization

REDWOOD COUNTY
- Charlestown 28 Grade Stabilization
- Gales 15 Grade Stabilization
- Lamberton 25 Grade Stabilization Repair
- North Hero 7 Grade Stabilization
- Redwood Falls 17 Grade Stabilization
- Sheridan 23 Grade Stabilization Repair
- Springdale 21 Road Retention
- Springdale 28 Grade Stabilization
- Swede’s Forest 35 Grade Stabilization
- Gales 15 Grade Stabilization (2) (in construction)
- Johnsonville 19 Grade Stabilization
- Sheridan 13 Grade Stabilization Repair
- Upper Delhi 30 (2) Grade Stabilization (bid awarded)
- Johnsonville 34 Grade Stabilizations Repairs (2)
- Charlestown 30 Grade Stabilization (permit pending)
- Lamberton 19 Grade Stabilization Repair
- Lamberton 29 Grade Stabilization
- North Hero 34 Road Retention
- Redwood Falls 18 Grade Stabilization
- Sherman 9 Grade Stabilization
- Springdale 22 Grade Stabilization
- Swede’s Forest 35 Grade Stabilization Repair
- Underwood 17 Grade Stabilization
- Underwood 17 Grade Stabilization (2)
- North Hero 4 Grade Repair (in construction)
- Johnsonville 19 Grade Stabilization Repair
- Upper Delhi 30 (1) Grade Stabilization (in construction)
- Lamberton 1 Grade Stabilization
- Lamberton 32 Grade Stabilization Repair
- Lamberton 32 Grade Stabilization Repair

YELLOW MEDICINE COUNTY
- Norman 7 Grade Stabilization Repair
- Sadness 19 Off-Channel Storage
- Norman 10 Grade Stabilization

AREA II MINNESOTA RIVER BASIN PROJECTS
OFFICE OPERATIONS
PERSONNEL SERVICES:

*Directors' Compensation ........................................... $ 900.00*
*Directors' FICA .......................................................... $ 68.25*
Employees' Salaries .................................................. $ 130,004.65
Employees' FICA ........................................................ $ 9,945.36
Employees' Medical Insurance ....................................... $ 24,685.92
Employees' Retirement ............................................. $ 9,425.34
Employee' FlexPlan.................................................... $ 420.00

Total Personnel Services ........................................... $ 175,450.11

SUPPLIES:
Office ........................................................................ $ 2,000.00
Field .......................................................................... 500.00
Capital Outlay ............................................................ 0.00
Total Supplies ............................................................ $ 2,500.00

OTHER SERVICES AND COSTS:

*Directors' Expenses ................................................... $ 500.00*
Employees' Expenses ................................................... $ 2,000.00
Contract Services ......................................................... $ 12,000.00
Professional Services ................................................. $ 30,000.00
Maintenance & Repairs .............................................. $ 3,000.00
Telephone ................................................................. $ 200.00
Postage ................................................................. $ 500.00
Vehicle Expense ........................................................ $ 3,500.00
Insurance .................................................................... $ 10,355.00
Rent ........................................................................ $ 10,044.00
Utility Expenses ......................................................... $ 150.00
Miscellaneous Expenses ......................................... $ 2,500.00

Total Other Services and Costs ................................ $ 74,749.00

TOTAL OFFICE OPERATIONS ........................................... $ 252,449.11
Total Ineligible for Cost-Share by the State .................. $ 1,468.85*
Total Eligible for Cost-Share by the State ...................... $ 250,980.26
* These items not cost-shared by the State

STATE SHARE OF ELIGIBLE OFFICE COSTS .............. $ 140,000.00
Local Share of Eligible Office Costs .............................. $ 71,980.26
Income from Other Sources (RCRCA) ............................ $ 39,000.00

AREA II MINNESOTA RIVER BASIN PROJECTS
ATTACHMENTS
Biennial Plan – FY 2016 & 2017

ATTACHMENT A – SUMMARY OF FY 2012 BONDING APPROPRIATION

ATTACHMENT B – SUMMARY OF FY 2016 BONDING APPROPRIATION

ATTACHMENT C – FY 2016 COMPLETED PROJECTS

ATTACHMENT D – FY 2015 ADMINISTRATIVE GRANT SUMMARY

ATTACHMENT E – FY 2016 ADMINISTRATIVE GRANT SUMMARY
### SUMMARY OF FY 2012 BONDING APPROPRIATION

#### Grant Ended 12/31/2015

#### AREA II MINNESOTA RIVER BASIN PROJECTS

<table>
<thead>
<tr>
<th>PROJECT NAME</th>
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<th>BONDING AMOUNT</th>
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<td>LYON</td>
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<td>GALES 17 GRADE STABILIZATION</td>
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## ATTACHMENT A (continued)

### SUMMARY OF FY 2012 BONDING APPROPRIATION

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<th>Project Description</th>
<th>Material</th>
<th>Amount</th>
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<td><strong>FY 2012 BONDING TOTAL</strong></td>
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### FY2012 BONDING APPROPRIATION SUMMARY

- Total Project Costs = $2,360,142.11
- Local Match Provided = $528,169.75
- Other State Funds = $487,570.14
- Federal Funds = $344,402.22
- State/Local Cost-Share Ratio = 1.89 : 1
- (Total Project Costs / Local Match Provided)
- Acre-Feet of storage created = 650.66
- Total Acre-Feet of storage = 796.31

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**AREA II MINNESOTA RIVER BASIN PROJECTS**
ATTACHMENT B

SUMMARY OF FY 2016 BONDING APPROPRIATION

Grant Amount $1,000,000  Grant Period (10/1/2015 – 6/30/2018)

<table>
<thead>
<tr>
<th>PROJECT NAME</th>
<th>COUNTY</th>
<th>BONDING EXPENDED</th>
<th>BONDING ENCUMBERED</th>
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<td>GALES 15 Grade Stabilization</td>
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<td>LAKE STAY 3 Grade Stabilization</td>
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<td>REDWOOD FALLS 18 Grade Stabilization</td>
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<td>ISLAND LAKE 2 Stabilization Repair</td>
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<td>$ 18,978.00</td>
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<td><strong>FY 2016 BONDING TOTAL</strong></td>
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<td><strong>$ 68,322.88</strong></td>
<td><strong>$ 361,336.64</strong></td>
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FY2016 BONDING APPROPRIATION SUMMARY

Total Project Costs = $136,814.92
Local Match Provided = $34,203.73
Other State Funds = -0-
Federal Funds = $34,288.31
State/Local Cost-Share Ratio = 2 : 1
($68,322.88 / $34,203.73)
Acre-Feet of storage created = 57.0
Total Acre-Feet of storage = 57.0

AREA II MINNESOTA RIVER BASIN PROJECTS
# ATTACHMENT C

## FY 2016 COMPLETED PROJECTS (AS OF JUNE 15, 2016)

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Amount</th>
<th>Project Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td><strong>Limestone 26 Repair - Lincoln</strong></td>
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<td><strong>Monroe 8 Grade Stabilization - Lyon</strong></td>
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<td>FY2012 Bonding Funds</td>
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<td>RCRCA</td>
<td>$ 5,553.00</td>
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<td>Landowner</td>
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</tr>
</tbody>
</table>

**TOTAL** $ 948,492.95
ATTACHMENT D

AREA II
MINNESOTA
RIVER BASIN
PROJECTS, INC.

GRANT PERIOD:
(Incl. extensions)
From: July 19, 2014
To: June 30, 2015

AREA II STATUTORY
AUTHORITY:
MN Statutes, Sections
103F.171-103F.187

Project Title: FY'15 ADMINISTRATIVE SERVICES GRANT
CONTRACT NO. P15-0961 $120,000.00

Member Counties:
Brown
Cottonwood
Lac qui Parle
Lincoln
Lyon
Murray
Pipestone
Redwood
Yellow Medicine

Area II Minnesota River Basin Watershed Boundary

Overall Project Description

Minnesota Statutes establish a grant-in-aid program administered by BWSR for providing financial and technical assistance to local government units (counties, SWCDs, and watershed districts) located in Area II for project and construction costs of floodwater retarding and retention structures within a general plan for floodplain management.

Nine counties within Area II have entered into a Joint Powers Agreement since 1978 to coordinate the implementation of such floodwater retarding and retention projects, and for this purpose, established Area II Minnesota River Basin Projects, Inc.

Statute authorizes BWSR to supervise the program and provide individual project grants not to exceed 75% of total project costs where federal funds are not utilized, or 50% of the nonfederal costs where federal funds are utilized.

Area II has an established office which houses Area II personnel and equipment to provide the engineering and other technical services of projects cost-shared through this program.

Costs eligible for cost-sharing under this Grant Agreement include technical office costs and associated costs, but do not include Area II Directors’ compensation, expenses, insurance and bonding costs. The combination of the nine member counties provide $87,000.00 to the Administrative Services Grant of $120,000. This is well beyond the required 25% local match.

Administrative Services Grant Expenditures

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<th>Item</th>
<th>Amount</th>
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<tr>
<td>Personnel Services</td>
<td>$153,958.32</td>
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<tr>
<td>Other Services</td>
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<td>Investigation &amp; Testing</td>
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<td>Capitol Outlay</td>
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<td><strong>TOTAL FISCAL YEAR EXPENDITURE</strong></td>
<td><strong>$251,304.48</strong></td>
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PROJECT CONTACT:
Kerry Netze, Executive Director
(507) 537-6369
area2@starpoint.net
ATTACHMENT E

Area II Minnesota River Basin Projects

Project Title: FY’16 ADMINISTRATIVE SERVICES GRANT
CONTRACT NO. P16-4838 $140,000.00

Grant Period:
From: October 1, 2015
To: June 30, 2017

Area II Statutory Authority:
MN Statutes, Sections 103F.171 - 103F.187

Administrative Services Grant Expenditures


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<tr>
<th>Category</th>
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<td>Personnel Services</td>
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Member Counties:
Brown
Cottonwood
Lac qui Parle
Lincoln
Lyon
Murray
Pipestone
Redwood
Yellow Medicine

Area II Minnesota River Basin Watershed Boundary

Overall Project Description

Minnesota Statutes establish a grant-in-aid program administered by BWSR for providing financial and technical assistance to local government units (counties, SWCDs, and watershed districts) located in Area II for project and construction costs of floodwater retarding and retention structures within a general plan for floodplain management.

Nine counties within Area II have entered into a Joint Powers Agreement since 1978 to coordinate the implementation of such floodwater retarding and retention projects, and for this purpose, established Area II Minnesota River Basin Projects, Inc.

Statute authorizes BWSR to supervise the program and provide individual project grants not to exceed 75% of total project costs where federal funds are not utilized, or 50% of the nonfederal costs where federal funds are utilized.

Area II has an established office which houses Area II personnel and equipment to provide the engineering and other technical services of projects cost-shared through this program.

Costs eligible for cost-sharing under this Grant Agreement include technical office costs and associated costs, but do not include Area II Directors’ compensation, expenses, insurance and bonding costs. The combination of the nine member counties provide $87,000.00 to the Administrative Services Grant of $140,000. This is well beyond the required 25% local match.

Project Contact:
Kerry Netzke, Executive Director
(507) 537-6369
area2@starpoint.net