

## MEMORANDUM OF AGREEMENT

This agreement (Agreement) is made and entered into by and between:

The Counties of Chippewa, Kandiyohi, and Renville by and through their respective County Board of Commissioners, and

The Chippewa, Kandiyohi, and Renville Soil and Water Conservation Districts, by and through their respective Soil and Water Conservation District Board of Supervisors,

Collectively referred to as the "Parties."

**WHEREAS**, the Counties of this Agreement are political subdivisions of the State of Minnesota, with authority to carry out environmental programs and land use controls, pursuant to Minnesota Statutes Chapter 375 and as otherwise provided by law; and

**WHEREAS**, the Soil and Water Conservation Districts (SWCDs) of this Agreement are political subdivisions of the State of Minnesota, with statutory authority to carry out erosion control and other soil and water conservation programs, pursuant to Minnesota Statutes Chapter 103C and as otherwise provided by law; and

**WHEREAS**, the parties to this Agreement have a common interest and statutory authority to prepare, adopt, and assure implementation of a comprehensive watershed management plan (Plan) in the BWSR Area 53 watershed planning boundary to conserve soil and water resources through the implementation of practices, programs, and regulatory controls that effectively control or prevent erosion, sedimentation, siltation and related pollution in order to preserve natural resources, ensure continued soil productivity, protect water quality, reduce damages caused by floods, preserve wildlife, protect the tax base, and protect public lands and waters; and

**WHEREAS**, with matters that relate to coordination of water management authorities pursuant to Minnesota Statutes Chapters 103B, 103C, and 103D with public drainage systems pursuant to Minnesota Statutes Chapter 103E, this Agreement does not change the rights or obligations of the public drainage system authorities.

**WHEREAS**, the Parties have formed this Agreement for the specific goal of developing a plan pursuant to Minnesota Statutes § 103B.801, Comprehensive Watershed Management Planning, also known as One Watershed, One Plan.

**NOW, THEREFORE**, the Parties hereto agree as follows:

1. **Purpose:** The Parties to this Agreement recognize the importance of partnerships to plan and implement protection and restoration efforts for BWSR Area 53. The purpose of this Agreement is to collectively develop and adopt, as local government units, a coordinated watershed management plan for implementation per the provisions of the Plan. Parties signing this agreement will be collectively referred to as the BWSR Area 53 Comprehensive Watershed Management Plan (BWSR Area 53 CWMP).
2. **Term:** This Agreement is effective upon signature of all Parties in consideration of the Board of Water and Soil Resources (BWSR) Operating Procedures for One Watershed, One Plan; and will remain in effect until June 30,

2021, or until the end of the term of the BWSR planning grant agreement, whichever occurs later, unless canceled according to the provisions of this Agreement or earlier terminated by law.

3. **Adding Additional Parties:** A qualifying party is defined as all counties, soil and water conservation districts, and watershed districts within the planning area. A qualified party wanting to become a member of this agreement shall indicate its intent by adoption of a board resolution and notification of all parties within 30 days after this Agreement is effective. Additional members shall have all other rights and privileges of membership. The party desiring to join must agree to abide by the terms and conditions of the Agreement; including but not limited to the bylaws, policies and procedures adopted by the Policy Committee.
4. **Withdrawal of Parties:** A party desiring to leave the membership of this Agreement shall indicate its intent in writing to the Policy Committee in the form of an official board resolution. Notice must be made at least 30 days in advance of leaving the Agreement.
5. **General Provisions:**
  - a. **Compliance with Laws/Standards:** The Parties agree to abide by all federal, state, and local laws; statutes, ordinances, rules and regulations now in effect or hereafter adopted pertaining to this Agreement or to the facilities, programs, and staff for which the Agreement is responsible.
  - b. **Indemnification:** Each party to this Agreement shall be liable for the acts of its officers, employees or agents and the results thereof to the extent authorized or limited by law and shall not be responsible for the acts of any other party, its officers, employees or agents. The provisions of the Municipal Tort Claims Act, Minnesota Statute Chapter 466 and other applicable laws govern liability of the Parties. To the full extent permitted by law, actions by the Parties, their respective officers, employees, and agents pursuant to this Agreement are intended to be and shall be construed as a “cooperative activity.” It is the intent of the Parties that they shall be deemed a “single governmental unit” for the purpose of liability, as set forth in Minnesota Statutes § 471.59, subd. 1a(a). For purposes of Minnesota Statutes § 471.59, subd. 1a(a) it is the intent of each party that this Agreement does not create any liability or exposure of one party for the acts or omissions of any other party.
  - c. **Records Retention and Data Practices:** The Parties agree that records created pursuant to the terms of this Agreement will be retained in a manner that meets their respective entity’s records retention schedules that have been reviewed and approved by the State in accordance with Minnesota Statutes § 138.17. The Parties further agree that records prepared or maintained in furtherance of the agreement shall be subject to the Minnesota Government Data Practices Act. At the time this agreement expires, all records will be turned over to Chippewa County for continued retention.
  - d. **Timeliness:** The Parties agree to perform obligations under this Agreement in a timely manner and keep each other informed about any delays that may occur.
  - e. **Extension:** The Parties may extend the termination date of this Agreement upon agreement by all Parties.

**6. Administration:**

- a. **Establishment of Committees for Development of the Plan.** The Parties agree to designate one representative, who must be an elected or appointed member of the governing board, to a Policy Committee for development of the watershed-based plan and may appoint one or more technical representatives to an Advisory Committee for development of the plan in consideration of the BWSR Operating Procedures for One Watershed, One Plan.
  - i. The Policy Committee will meet monthly or as needed to decide on the content of the plan, serve as a liaison to their respective boards, and act on behalf of their Board. Each Policy Committee member shall have one vote. All actions taken by the Policy Committee must be approved by a supermajority. A supermajority is defined as one vote less than a unanimous vote of the quorum present. Staff members shall not substitute for Policy Committee members.
  - ii. Each governing board may choose one alternate to serve on the Policy Committee as needed in the absence of the designated member.
  - iii. The Policy Committee will establish bylaws within 90 days after this Agreement is effective to describe the functions and operations of the committee(s).
  - iv. The Steering Team, staff of the Parties, will meet monthly or as needed to assist with logistical and process decision-making in the plan development phase and later as a subcommittee workgroup to provide recommendations to the Policy Committee and Advisory Committee.
  - v. The Advisory Committee will meet monthly or as needed to assist and provide technical support and make recommendations to the Policy Committee on the development and content of the plan. Members of the Advisory Committee may not be a current board member of any of the Parties.
- b. **Submittal of the Plan.** The Policy Committee will recommend the plan to the Parties of this agreement. The Policy Committee will be responsible for initiating a formal review process for the watershed-based plan conforming to Minnesota Statutes Chapters 103B and 103D, including public hearings. Upon completion of local review and comment, and approval of the plan for submittal by each party, the Policy Committee will submit the watershed-based plan jointly to BWSR for review and approval.
- c. **Adoption of the Plan.** The Parties agree to adopt the plan within 120 days of receiving notice of state approval, and provide notice of plan adoption pursuant to Minnesota Statutes Chapters 103B and 103D.

**7. Fiscal Agent:** Chippewa County act as the fiscal agent for the purposes of this Agreement and agrees to:

- a. Accept all responsibilities associated with the implementation of the BWSR grant agreement for developing a watershed-based plan.
- b. Perform financial transactions as part of grant agreement and contract implementation.

- c. Annually provide a full and complete audit report.
  - d. Provide the Policy Committee with the records necessary to describe the financial condition of the BWSR grant agreement.
  - e. Retain fiscal records consistent with the agent’s records retention schedule until termination of the agreement (at that time, records will be turned over to Chippewa County).
8. **Grant Administration:** Renville County and Chippewa SWCD will act as the grant administrators for the purposes of this Agreement and agrees to provide the following services:
- a. Accept all day-to-day responsibilities associated with the implementation of the BWSR grant agreement for developing a watershed-based plan, including being the primary BWSR contact for the One Watershed, One Plan Grant Agreement and being responsible for BWSR reporting requirements associated with the grant agreement.
  - b. Provide the Policy Committee with the records necessary to describe the planning condition of the BWSR grant agreement.
9. **Authorized Representatives:** The following persons will be the primary contacts for all matters concerning this Agreement:

Chippewa County Land & Resource Mgmt.  
 JoAnn Blomme or successor  
 Environmental Technician  
 629 N 11<sup>th</sup> St.; Suite 6  
 Montevideo, MN 56265  
 Telephone: (320) 269-6231

Chippewa SWCD  
 Tom Warner or successor  
 District Manager  
 629 N 11<sup>th</sup> St., Suite 7  
 Montevideo, MN 56265  
 Telephone: (320) 269-2139 ext. 3

Kandiyohi County Dept. of Environmental Services  
 Eric Van Dyken or successor  
 Zoning Administrator  
 400 Benson Avenue SW  
 Willmar, MN 56201  
 Telephone: (320) 231-6200

Kandiyohi SWCD  
 Rick Reimer or successor  
 District Manager  
 1005 High Ave NE  
 Willmar, MN 56201  
 Telephone: (320) 235-3906 ext. 3

Renville County Environmental Services  
 Diane Mitchell or successor  
 Assistant Director  
 105 S 5<sup>th</sup> St., Suite 311  
 Olivia, MN 56277  
 Telephone: (320) 523-3760

Renville SWCD  
 Holly Hatlewick or successor  
 District Administrator  
 1008 W Lincoln Ave  
 Olivia, MN 56277  
 Telephone: (320) 523-1559

**IN TESTIMONY WHEREOF** the Parties have duly executed this agreement by their duly authorized officers. *(Repeat this page for each participant)*

PARTY: \_\_\_\_\_

APPROVED:

BY: \_\_\_\_\_  
Board Chair Date

**APPROVED AS TO FORM**

BY: \_\_\_\_\_  
County Attorney Date

Attachment A

BWSR Planning Area 53 – Comprehensive Watershed Management Plan (CWMP)

