

**Cooperative Agreement
to Satisfy Eligibility for
Upper Sugar River Watershed Association
Calendar Years 2022-2024**

Project Title: USRWA AIS coordinator 2022

Term of Agreement: January 1, 2022 – December 31, 2024

This Agreement between Sauk County ("County") and the Upper Sugar River Watershed Association ("agent") documents the manner in which the agent will provide core Aquatic Invasive Species ("AIS") Prevention and Citizen Lake Monitoring Network ("CLMN") services in the coverage area during the Term of Agreement referenced above. The coverage area and training includes the following counties: Sauk, Green, Grant, Lafayette, Iowa, and Vernon. Therefore, in consideration of the mutual promises, obligations, and benefits provided hereunder, the receipt and adequacy of which are hereby acknowledged, County and the agent agree as follows:

A. Designation of Agent

Sauk County designates Upper Sugar River Watershed Association as its agent for providing core AIS prevention and Citizen Lake Monitoring Network services.

B. Goal of Sauk County

Sauk County's goals in entering into this Agreement are to improve surface water quality through the detection, prevention, and control of AIS, and monitoring of lake water quality conditions.

D. Goal of the Upper Sugar River Watershed Association

Agent's goals in entering into this Agreement are to provide technical assistance to communities, stakeholders, and volunteers within the coverage area to prevent the spread of AIS, to provide education about AIS impacts and prevention, and to conduct lake monitoring.

E. Annual Meeting Requirement

Both parties shall meet annually to plan, prioritize, and coordinate pilot project activities.

F. Duties of the Agent

In cooperation with the Wisconsin Department of Natural Resources ("WDNR"), the agent shall continue to implement an AIS Prevention and Outreach Program throughout coverage area. The agent shall perform the following:

- 1) Provide local support and assistance in implementation of statewide communication and education priorities to ensure consistent AIS messaging.
 - a. Work with WDNR and the University of Wisconsin-Madison, Division of Extension in implementation of the Wisconsin Statewide Aquatic Invasive Species Strategic Plan.
 - b. Collaborate with WDNR on delivery of consistent project communication, outreach, and educational programming.
 - c. Participate in and coordinate local partner involvement in at least four statewide AIS initiatives including Landing Blitz, Drain Campaign, Waterfowl Hunter Outreach, Bait Shop Initiative and other campaigns, as directed by the WDNR, to AIS stakeholders in the coverage area. This includes providing media tools, resources, and messaging prompts to partners.
 - d. Coordinate with WDNR staff and other local partners within the coverage area to share AIS prevention and education efforts.
 - e. Meet with cooperative invasive species management areas ("CISMA"), to assist with AIS education, monitoring, and response efforts.
 - f. Assist AIS grant recipients with AIS education and outreach tools to ensure consistent messaging as grants are awarded.
 - g. Participate in WDNR training on AIS Response Framework, including verification of AIS.
 - h. Assist the WDNR, UW Madison, Division of Extension, UW-Sea Grant, and other partners in identifying audiences and knowledge gaps in AIS prevention, awareness, and compliance.
 - i. Attend annual WDNR AIS and UW Lakes Partnership events and training sessions including, but not limited to:
 - i. AIS Partnership meetings.
 - ii. Aquatic Invasive Species training sessions.
 - iii. Clean Boats, Clean Waters (CBCW) trainings.
 - iv. CLMN trainings.
 - v. Purple Loosestrife Biocontrol trainings.
 - vi. AIS Response Framework trainings.
 - j. Adhere to decontamination and disinfection protocols required by the WDNR for controlling, transporting, and disposing of aquatic plants and animals, and moving water. This includes requirements under s. 30.07, Wis. Stats., and ss. NR 19.055 and NR 40.07, Wis. Adm. Code, as well as compliance with the most recent WDNR approved "Boat, Gear, and Equipment Decontamination and Disinfection Protocol".
 - k. Serve as media contact for the coverage area for all WDNR campaigns.

- 2) Assist to coordinate the CLMN in Sauk County including water quality and/or AIS components:
 - a. Conduct at least 3 regional CLMN training workshops for volunteers.
 - b. Manage and distribute lake monitoring equipment.
 - c. Train new volunteers on use of monitoring equipment, as needed.
 - d. Perform at least 3 field checks on citizen monitors and conduct quality assurance checks on data entered into the WDNR Surface Water Integrated Monitoring System ("SWIMS") by citizen monitors at the end of monitoring year.
 - e. Provide email/phone support to answer questions and be point of contact to CLMN volunteers.
 - f. Assist with SWIMS data entry, as needed.
- 3) Collect and report other chemical, biological, or physical data on lakes and lake ecosystems, including data on water levels and lake ice extent and duration, as requested by WDNR.
- 4) Coordinate early detection monitoring for AIS:
 - a. Serve as local coordinator of the annual AIS Snapshot Day by recruiting and training volunteers and monitor at least 6 locations.
 - b. Monitor for AIS using CLMN methods at public boat launches.
 - c. Provide AIS response monitoring based on reports of AIS findings or repeated instances of AIS.
 - d. Assist with other AIS Pathways monitoring including pet store monitoring as needed by the WDNR, US Fish and Wildlife Service, UW Sea Grant, Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP), etc.
 - e. Conduct at least 3 regional Project Riverine Early Detection (Project RED) training workshops for volunteers.
- 5) Coordinate the Clean Boats, Clean Waters ("CBCW") watercraft inspection program in Sauk County:
 - a. Seek volunteers to staff boat launches and educate boaters about AIS and prevention steps.
 - b. Organize and coordinate at least regional 3 CBCW trainings to train volunteers and/or paid staff on methods to conduct boat inspections and educate boaters about the AIS prevention steps.
 - c. Work with partners to apply for CBCW grants to fund additional inspectors.
- 6) Coordinate the implementation of the Purple Loosestrife Biocontrol Program in Sauk County:
 - a. Support and expand the existing network of purple loosestrife biocontrol partners.
 - b. Plan and conduct at least 2 regional training workshops for purple loosestrife biocontrol partners.
 - c. Help identify insectaries, coordinate the collection and distribution of purple loosestrife biocontrol organisms to all interested partners, and target the release of organisms, where needed, in Sauk County.

- d. Work with WDNR and UW Madison, Division of Extension to report infestations and track biocontrol releases in the SWIMS database.
- 7) Write a quarterly electronic newsletter to provide AIS information and updates on Coordinator activities/outreach to partners:
 - a. Share monthly newsletter which will have, on average, one AIS-related articles.
 - b. Share articles from newsletter through relevant social media.
 - c. Share relevant AIS articles with new and previously established partners for use in their newsletters.
 - d. Submit newsletter to county partners and email a copy to: Jeanne.Scherer@wisc.edu.
- 8) Coordinate checks on WDNR AIS signage at lake/river public access sites within Sauk County:
 - a. Conduct inspections of at least 5 public access sites to verify WDNR AIS signage is in place and in good condition.
 - b. Use WDNR-approved forms to conduct signage inspections and enter data in SWIMS.
 - c. Maintain digital photographs of AIS signs that have been inspected.
 - d. Install WDNR AIS signage, as needed, and per installation protocol.
 - e. Work with WDNR to design additional AIS signage, as needed.
- 9) Provide AIS outreach and education to local partners and AIS stakeholders:
 - a. Conduct AIS and Habitattitude outreach and education at local schools, events, meetings, etc.:
 - i. Including, but not limited to, large public festivals, farmers markets, presentations to local school children (when requested), fishing tournaments, Habitattitude pet surrender events, and stakeholder meetings (e.g., Conservation clubs, boating clubs, angling clubs, etc.).
 - ii. AIS and Habitattitude outreach and education will be held minimally at 4 events/meetings/tournaments/etc.
 - b. Network with AIS stakeholders and partners at local events and meetings.
 - c. Contact at least 5 bait shops as part of the statewide Bait Shop Initiative and provide AIS outreach message and materials.
 - d. Share, on average, 2 AIS related posts per month via social media to increase AIS awareness and reinforce prevention messaging.
- 10) Provide technical assistance to a grantee or grant applicant for AIS prevention.
- 11) Provide technical assistance to a grantee or grant applicant for AIS control.
- 12) Facilitate entry of all data into SWIMS:
 - a. Train partners how to enter AIS information into SWIMS, including for CBCW, CLMN, Purple Loosestrife Biocontrol, etc.
 - b. Ensure data entry into SWIMS is completed as required by annual reporting requirements that may include CBCW, CLMN, Purple Loosestrife Biocontrol, Snapshot Day, AIS Signage monitoring, and any incidental AIS findings.

- 13) Retain, for a period of six years after the end date of this Agreement, all project records, including proofs of payment and proofs of purchase, showing events/tasks undertaken as part of this Agreement.
 - a. This shall include:
 - i. Training sessions attended.
 - ii. Training sessions held and names of participants attending.
 - iii. Meetings with stakeholders and/or partner groups.
 - iv. AIS outreach activities.
 - v. Media contacts.
 - b. Participate in meetings with WDNR to discuss agreement accomplishments and financial status.
- 14) Submit semi-annual progress reports to Sauk County and WDNR.
- 15) Submit final reimbursement request to WDNR on form provided by WDNR no later than 60 days after the end of this Agreement.

G. Duties of Sauk County

Sauk County shall:

- 1) Attend periodic meetings or conference calls with WDNR and Upper Sugar River Watershed Association for the furtherance of this project.
- 2) Submit form WDRN form 8700-284 by November 1 of each year (11/1/2021, 11/1/2022, 11/1/2023) by a county authorized representative. Failure to submit will render the agreement void for that calendar year.
- 3) Allow agent to accept directly from WDNR, on the County's behalf, \$13,058.86, in accordance with the expenditure schedule described in the budget.

Budget:**County Allotments:**

Sauk County \$13,058.86 annually
LMPN 2022 \$13,058.86
LMPN 2023 \$13,058.86
LMPN 2024 \$13,058.86
Total \$39,176.58

Cost	Amount	%
AIS Coordinator Salary	\$30,557.73	78.00%
AIS Coordinator Fringe Benefits	\$391.77	1.00%
Salaries (Administration)	\$1,958.83	5.00%
Fringe Benefits (administration)	\$0.00	0.00%
Travel	\$3,917.66	10.00%
Supplies & Operating Expenses	\$1,958.83	5.00%
Contractual Services	\$0.00	0.00%
Equipment	\$391.77	1.00%
Other (describe in detail)	\$0.00	0.00%
Total	\$39,176.58	100.00%

H. Declaration

By affixing our signatures below, we swear that the document above accurately portrays the relationship and intent of all parties.

FOR Sauk County

FOR Upper Sugar River Watershed Association
By:

By:

Name: _____

Name: Wade Moder _____

Signed: _____

Signed: _____

Title: _____

Title: Executive Director _____

Date Signed: _____

Date Signed: 9/09/2021 _____

By (2nd, optional):

Name: _____

Signed: _____

Title: _____

Date Signed: _____