


# Mustinka & Bois de Sioux Watersheds Comprehensive Watershed Management Plan Boundary

## Legend

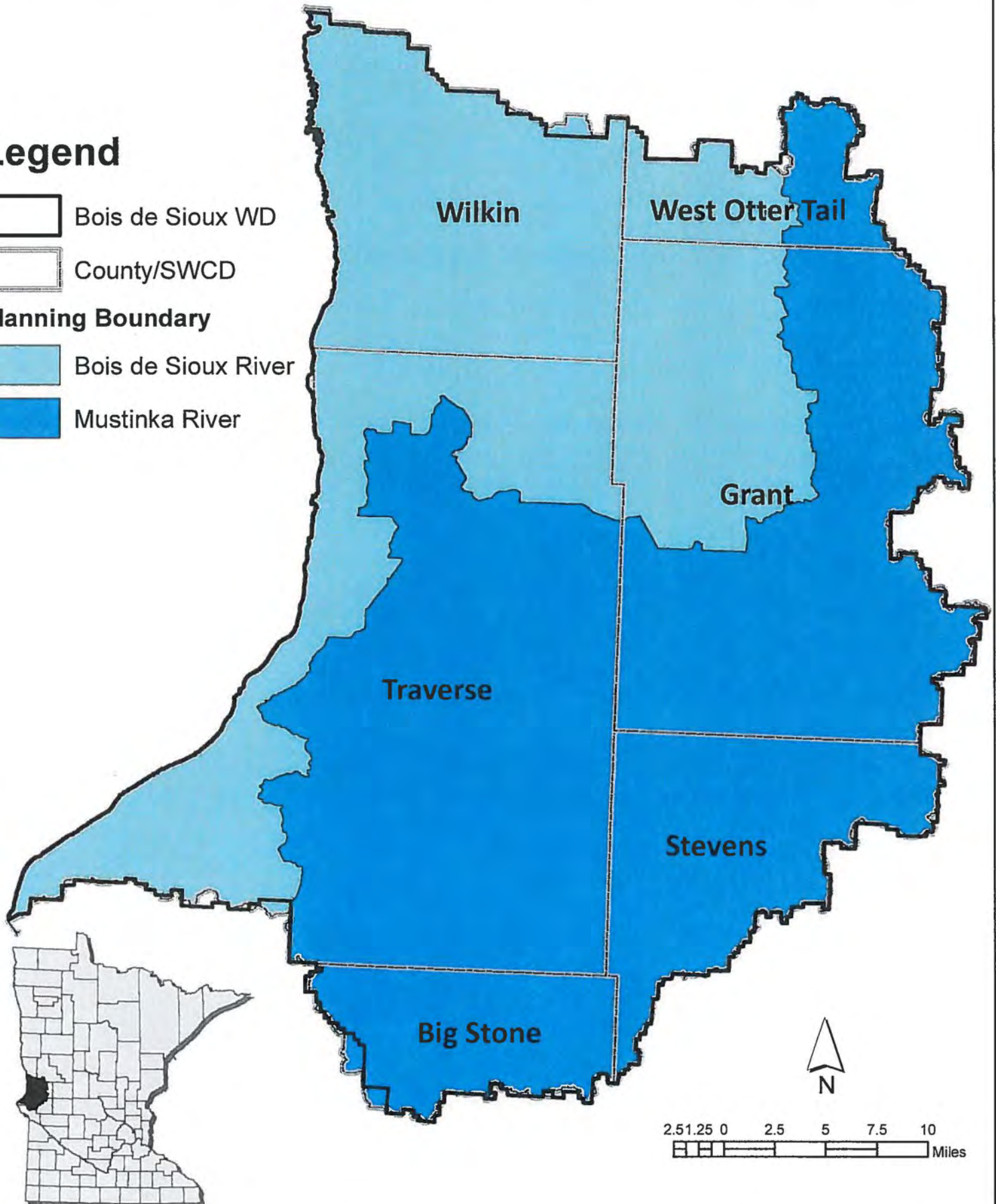
 Bois de Sioux WD

 County/SWCD

### Planning Boundary

 Bois de Sioux River

 Mustinka River



# Operating Procedures

# One Watershed, One Plan

## Operating Procedures

*From the Board of Water and Soil Resources, State of Minnesota*

**Version:** 2.00  
**Effective Date:** 03/28/2018  
**Approval:** Board Decision #18-14

### Policy Statement

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These are the minimum procedural requirements for developing a comprehensive watershed management plan through the Minnesota Board of Water and Soil Resources' (BWSR) One Watershed, One Plan program. The One Watershed, One Plan vision is to align local water planning on major watershed boundaries with state strategies towards prioritized, targeted, and measurable implementation plans. These procedures are based on the *One Watershed, One Plan Guiding Principles* adopted by BWSR on December 18, 2013.

[Minnesota Statutes §103B.101 Subd. 14](#) permits BWSR to adopt methods to allow comprehensive plans, local water management plans, or watershed management plans to serve as substitutes for one another, or to be replaced with one comprehensive watershed management plan, and requires BWSR to establish a suggested watershed boundary framework for these plans. [Minnesota Statutes §103B.801](#) outlines the purpose of, and requirements for, comprehensive watershed management plans and directs BWSR to establish operating procedures for plan development.

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## I. Boundary Framework

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The One Watershed, One Plan Boundary Framework consists of three parts: the suggested boundary map; procedures for establishing boundaries, requesting variances on boundaries, and appealing boundaries; and the criteria used to establish and consider requested variances from the suggested boundary map.

### A. Suggested Boundary Map

Local governments partnering to develop a comprehensive watershed management plan through the One Watershed, One Plan program must begin with the planning boundaries identified in the suggested boundary map adopted by the BWSR Board on April 23, 2014 (Figure 1). Boundaries within this map are recommended but not mandated; procedures for establishing and deviating from the boundaries are this section.

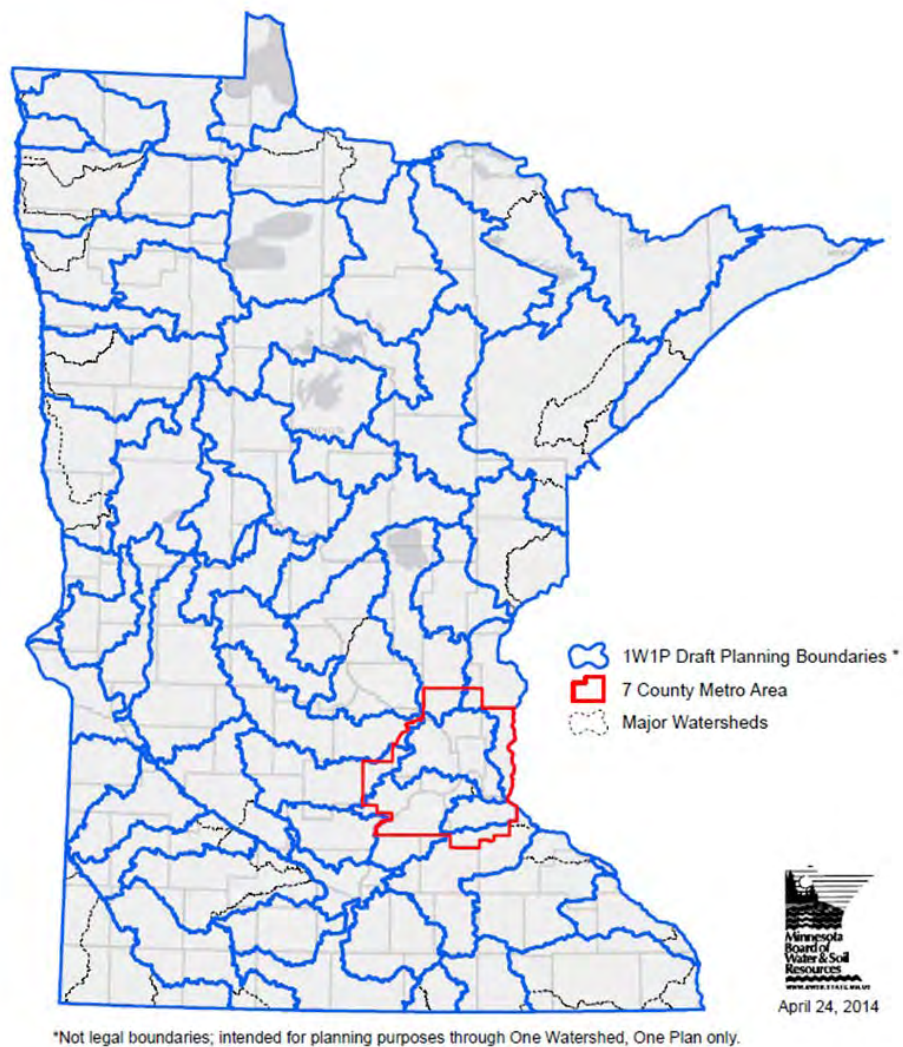


Figure 1. Suggested Boundary Map

## B. Boundary Establishment and Adjustment Procedures

As per Minnesota Statute §103B.101 Subd. 14, BWSR “shall, to the extent practicable, incorporate a watershed approach when adopting the resolutions, policies, or orders, and shall establish a suggested watershed boundary framework for development, approval, adoption, and coordination of plans.” The procedures for determining boundaries will conform to the following:

1. **Planning Boundary Establishment.** BWSR Board adopted the One Watershed, One Plan Suggested Boundary Map on April 23, 2014. This map establishes the suggested planning boundaries for plans developed through One Watershed, One Plan.
  - a. Before commencing planning under Minnesota Statutes §103B.101 Subd. 14, local governments participating in the plan (section II) shall notify the BWSR Board Conservationist and Regional Supervisor of the intent to initiate planning. This notification shall include:
    - i. Local concurrence of all participants within the planning boundary established in the BWSR Board adopted map, or
    - ii. A new map delineating the intended planning boundary with local concurrence of all participants. If submitting a new map, participants must provide written documentation of the rationale and justification for deviation from the BWSR Board adopted map.
  - b. BWSR staff shall have 60 days to determine if a proposed plan boundary conforms with the requirements of Minnesota Statutes §103B.101 Subd. 14 and notify the participants of the determination.
  - c. If the participants disagree with the determination, they may submit a request for review to the executive director. The executive director may bring the issue before the BWSR Board if resolution cannot be found.
  - d. The final planning boundary will be approved by the BWSR Board concurrent with plan approval and incorporated into the BWSR Board order and adopted map.
2. **Planning Boundary Amendment or Adjustment.** After a planning boundary has been established, participants may find adjustments or amendments to the boundary are necessary. Procedures for changing a boundary will follow the establishment procedure above. The final adjusted boundary will be approved by the BWSR Board concurrent with a plan amendment or the next plan approval. BWSR comments on the boundary may include findings that an amendment to the plan is necessary to address the newly included or excluded area(s).
3. **Appeals.** Participants may appeal a BWSR Board decision to deny approval of a plan or the establishment of a plan boundary. Appeals and disputes of decisions follow existing authorities and procedures of the BWSR Board.

## C. Boundary Criteria

The following criteria, based on the criteria used for establishing the suggested boundary map, should be used to justify planning boundary adjustments.

1. **Full Coverage.** The adjustment will not leave small, orphaned watershed areas between planning boundaries.

2. **Smaller Boundaries.** For adjusted boundaries smaller than the suggested planning boundary:
  - a. Smaller area does not conflict with the purposes/intent of 1W1P
  - b. Significant dissimilarities or complexities in resource issues and solutions within suggested planning boundary justify the smaller area
  - c. Suggested planning boundary crosses a major river, e.g. on both sides of the Mississippi River
  - d. Existing watershed district in the area
  - e. Suggested planning boundary crosses Metro Water Planning area
  - f. Boundary for the smaller area closely follows a minor watershed, e.g. a 10 or 12-digit hydrologic unit code or watersheds defined by drainage systems managed pursuant to Minnesota Statutes §103E.
3. **Larger boundaries.** For adjusted boundaries larger than a suggested planning boundary, e.g. one boundary plus additional minor or major watershed(s):
  - a. Inclusion of a partial watershed on a state line
  - b. Confluence of major basins
  - c. Efficiencies due to similarity of issues and solutions
  - d. Existing watershed district that includes larger area
  - e. Major watersheds/8-digit hydrologic unit codes already lumped for PCA 10-year watershed approach/WRAPS
  - f. Boundary for the larger area closely follows a minor watershed, e.g. a 10 or 12-digit hydrologic unit code.
4. **Seven County Metro Area.** When a suggested planning boundary crosses into the seven-county metropolitan area, the area within the seven-county metro may or may not be considered for inclusion in the boundary. If included, the area within the seven-county metro is not excluded from Metro Surface Water Management Act.

## II. Participation Requirements

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When the One Watershed, One Plan planning process is initiated within a watershed area, all potentially affected local units of government within the given planning boundary should be invited to participate.

For the purposes of this section, levels of participation are defined as:

- **Required Participant** - The local government unit must formally agree to a role in plan development and subsequent implementation. “Formally agree” means an in-writing consent to participate (section III).
- **Optional Participant** - The local government unit is encouraged to be directly involved in the planning process, but is not required to formally agree. All municipalities (cities and townships) are optional participants.

Table 1. Participation Requirements by Local Government Type

Local Government Type	Participation Requirement
Soil & Water Conservation District	Required (Metro* SWCDs optional)
County	Required (Metro* counties optional)
103D Watershed District	Required
103B (Metro*) Watershed District or Watershed Management Organization	Optional
Municipality (city or township)	Optional

\*Metro refers to the seven-county metropolitan area.

### A. Participation by Land Area

All local governments with land area in the watershed have the opportunity to participate in planning and implementation. It may not be practical for local governments with a small portion of their land area in the watershed to participate in plan development, especially if that area will not play an important role in implementing the plan. If less than 10% of the jurisdictional land area of the local government is within the One Watershed, One Plan planning boundary, participation by that local government is optional unless the area will be important to the success of the plan. Important areas are those identified in a Watershed Restoration and Protection Strategies (WRAPS) report, a completed TMDL, a local diagnostic study, and/or another study or plan as being important places to take watershed management actions, and include those areas in close proximity to the watershed outlet.

### B. Participation Requirements Procedure

Participation requirements will be discussed as part of the plan initiation process with final determinations made by the Board Conservationist in consultation with the local government participants and BWSR Regional Manager. Disputes of staff decisions will be reviewed by the executive director and brought before the BWSR Board if resolution cannot be found.

Lack of willingness or interest of one local government unit should not be used as an initial basis for denying participation of the majority in One Watershed, One Plan. Additional factors or criteria may be considered, including the anticipated impact to the planning process or perceived challenges with implementation of the resulting plan if certain critical stakeholders are unwilling to participate. At the request of the majority of participants, BWSR may conduct an assessment of the potential impact of the nonparticipation and make a determination as to if the remaining participants should be able to proceed. This assessment and the final recommendation will be reviewed by the executive director and brought before the BWSR Board if resolution cannot be found. In some situations, a watershed planning group may not be able to proceed until One Watershed, One Plan participation requirements are met.

### C. Participation Requirements and Plan Adoption

After a plan has been completed by participants and approved by the BWSR Board, it will need to be formally adopted within 120 days by all parties. Whether the plan is adopted individually by each county, soil and water



conservation district, and/or watershed district, or by an established joint powers board on behalf of the participants, is a decision of the participants as outlined in the formal agreement and the authorities provided therein (section III).

In the case that a required participant decides not to formally adopt the plan after it has been approved by BWSR, the remaining local governments will need to reassess whether or not the plan can be successfully implemented without adoption by the particular local government. If it is possible the plan will work to a degree without the participant, the plan may need to be amended to function without the participant, and/or the remaining participants may need to work with the non-participant to address issues or concerns. BWSR staff may be available to assist in assessment or mediation at the request of the local governments involved. The decision to adopt the plan or not is a local decision. Any repercussions, such as ineligibility for state grants, will be specific to the individual participant(s) who chose not to adopt the plan.

See section IV for more detailed and specific plan adoption information.

### III. Planning Agreement and Organizational Structures for Implementation

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A formal agreement for planning describes the relationships, responsibilities, and structure of the partners (i.e. local governments) during the development of comprehensive watershed management plan. It is not intended to address or mandate consolidation or changes to existing authorities of local governments.

#### A. Planning Agreement

Prior to initiating plan development, participating partners must enter into a Memorandum of Agreement (MOA) or other type of formal agreement. Planning agreements must include the following:

1. **Purpose.** The purpose statement of the agreement must include participation in developing a watershed plan.
2. **Participants.** The agreement must include all required participants (section II; agreement may include more than the required participants, e.g. a regional agreement that encompasses multiple One Watershed, One Plan planning boundaries or one or more cities).
3. **Procedures.** The agreement must include or refer to operating procedures and/or bylaws that outline a method for decision-making that gives each participant equal status in the planning partnership and include procedures for plan submittal (section IV.C). Bylaws may also include procedures for stakeholder processes, committees, etc.
4. **Fiscal Agent.** The agreement must identify a fiscal agent and/or requirement for an audit meeting the provisions of Minnesota Statutes §6.756 if the agreement creates an entity or organization that will be receiving funds directly.

Partners may use an existing formal agreement (e.g. a Joint Powers Agreement), provided that it includes the required elements listed above.

#### B. Organizational Structures for Implementation

During the planning process, partners will identify programs essential to achieving goals and implementing the projects for the watershed. The partners must determine and identify in the plan the organizational structures, whether existing or new, that will most effectively and efficiently implement the plan (section IV.B.3).

## IV. Plan Development Procedures

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The intent of the One Watershed, One Plan program is to develop a high quality, long-term comprehensive watershed management plan that builds off of existing local and state plans and data as well as existing local government services and capacity, emphasizes watershed management and implementation through shorter-term work plans and budgeting, and can be updated via a streamlined process to incorporate or reference new data, trend analysis, changes in land use, and watershed priorities.

These procedures reflect the vision that the procedures for developing a plan through One Watershed, One Plan should not be any less rigorous than those of the implementation plans that are being substituted for or replaced.

### A. Committees, Notifications, and Initial Planning Meeting

The following steps assume the formal agreement and/or bylaws establishing the planning partnership and outlining the process and procedures for committee involvement and decision-making are in place.

1. **Establish committees and workgroups.** The following committees and workgroups are all critical to successful development and implementation of the plan.
  - a. Steering Team – A small group of local staff (typically the local water planners and lead staff from participating local governments, BWSR Board Conservationist, and possibly consultants) is strongly recommended for the purposes of **logistical** and process (not policy) decision-making in the plan development process.
  - b. Policy Committee – This is a required committee of local plan authorities for the purposes of **making final decisions** about the content of the plan and its submittal and regarding expenditure of funds allocated for plan development. The committee membership and the committee’s decision-making process must clearly be a part of the formal agreement for planning and associated bylaws (section III). This committee may or may not continue after plan adoption.
  - c. Advisory Committee(s) – An advisory committee is required to meet public and stakeholder participation goals and requirements identified in rule and statute for existing local water plans. The purpose of an advisory committee is to **make recommendations** on the plan content and plan implementation to the Policy Committee. Full establishment of the Advisory Committee may not be finalized until after Steps 2 and 4 (below).
    - i. More than one advisory committee may be formed (e.g. regional committees, and/or separate citizen and technical advisory subcommittees).
    - ii. Advisory committee members should include members of the steering team, drainage authority representatives, county highway and planning and zoning staff, and potentially other stakeholders as noted in Step 2 below.
    - iii. Advisory committee membership must include state agency representatives. The state’s main water agencies, or plan review agencies, are committed to bringing state resources to the planning process. Each agency will designate a lead contact for their agency to participate on the advisory committee; however, specific participation may vary depending

on local needs. Consideration should also be given to including federal agency representatives.

- iv. In the initial meeting of the advisory committee(s), a basic set of ground rules should be adopted that identify a decision-making process and a chair should be appointed. The position of chair can be rotating.
2. **Notify plan review authorities and other stakeholders.** Prior to the development of the plan, notification must be sent to the plan review authorities of plan initiation. The notification must include an invitation to submit priority issues and plan expectations, and must allow 60 days for response to the notification. The notification may also be sent to other stakeholders or alternative methods for receiving input may be used for these interested parties.
    - a. Stakeholders: drainage authorities, federal agencies, tribal governments, lake or river associations, citizen-based environmental group(s), sporting organization(s), farm organization(s) and agricultural groups, other interested and technical persons such as current and former county water plan taskforce members.
    - b. Additional methods for public input should also be considered along with the formal notification process, such as web surveys, workshops with specific interest groups, and other citizen surveys.
  3. **Start to aggregate watershed information.** Make use of existing local water plans, input received from agencies, TMDL studies, WRAPS, and other local and agency plans. Information to be aggregated includes land and water resources inventories, data, issues, goals, strategies, actions, etc. This aggregation of plan information is not intended to be exhaustive, but rather a compilation for the purposes of understanding current priorities and goals for the watershed and orientation to the watershed. This step and the previous step generally occur concurrently.
  4. **Hold initial planning meeting.** The meeting is often referred to as the public information meeting for county water planning or a kickoff meeting in watershed district planning after the priority issues of stakeholders have been gathered, and should be held after steps 2 and 3 above.
    - a. The planning meeting must be legally noticed to meet the requirements of MN Statutes §103B.313, Subd. 3 (county water planning).
    - b. In consideration of the size of the watersheds, participants may want to consider more than one initial planning meeting and/or options for participating through video conference. Be sure to thoroughly document this participation.
    - c. Talk to BWSR staff about potential resources available to assist in planning and facilitating this initial planning meeting in order to achieve effective participation.

## B. Draft Plan

This section outlines the high-level steps for drafting the plan. Specifics on the plan content requirements can be found in the *One Watershed, One Plan – Plan Content Requirements* document. Steps are not always linear; some steps may be repeated more than once throughout the planning process and others may occur concurrently.

1. **Review information.** Review and assess aggregated watershed information for commonalities, conflicts, and gaps, and to better support understanding, discussion, and prioritization. Make use of input

received at the initial planning meeting, existing local water plans, input received from agencies, TMDL studies, WRAPS, and other local and agency plans.

2. **Draft the plan.** Analyze gathered information and draft the plan using available tools for prioritizing, targeting, and assessing measurability. Refer to the *One Watershed, One Plan – Plan Content Requirements* document for required elements and to the *One Watershed, One Plan Guidebook* for more information on the requirements and suggestions for planning.
3. **Determine organizational structure for implementation.** Determine the most effective and efficient organizational structure(s), existing and/or new, to implement the actions identified in the plan, such as shared services or collaborative grant-making. Modifications to an existing agreement and/or a new agreement may or may not be necessary depending on the implementation plan and needs of the participating local governments. Partners may request help from the Minnesota Counties Intergovernmental Trust (MCIT) and/or the legal counsel of the participating organizations.

### C. Formal Review and Public Hearing

After the plan has been drafted, the Policy Committee submits the plan on behalf of the local plan authorities to the plan review authorities (see definitions below) for formal review. Depending on the decision-making outlined in the formal agreement for plan development, the participating local governments may need to approve the draft prior to submittal.

1. **Submit the draft plan.** The draft plan may be submitted to the plan review authorities electronically via email attachment, website link, or digital storage device. BWSR must receive a paper copy, email attachment or digital storage device of all submitted documents (website link not acceptable) in order to maintain a record of the submittal. If paper copies are requested, they must be provided. It is also encouraged to make a copy of the draft plan available online with a clear process for stakeholder comments.
2. **60 day review.** Plan review authorities have 60 days to provide comment on the plan. Comments must be submitted to both the Policy Committee (can be via a staff or consultant contact - does not mean submitting to each member of the policy committee) and BWSR (Board Conservationist).
3. **Public hearing(s).** The Policy Committee will schedule and hold a public hearing(s) on the draft plan no sooner than 14 days after the 60-day review period of the draft plan. Responses to comments received during the review period must be provided to BWSR, the state review agencies, and anyone who provided comments 10 days before the public hearing.
  - i. Depending on the formal agreement, the participating local governments may need to hold individual public hearings.
  - ii. If the formal agreement allows the Policy Committee to ‘host’ the public hearing, the committee may want to consider more than one hearing in a large watershed.

### D. Approval by BWSR

After the public hearing, the Policy Committee submits the final draft plan to the plan review agencies for final review on behalf of the local plan authorities. Submittal must include: a copy of all written comments received on the draft plan, a record of the public hearing(s), and a summary of responses to comments including

comments not addressed and changes incorporated as a result of the review process. The revised responses to comments will be published to the BWSR website. Depending on the decision-making outlined in the formal agreement, the participating local governments may need to approve the final draft prior to submittal.

1. **BWSR Board Review.** The BWSR Board shall review the plan for conformance with the requirements of Minnesota Statutes §103B.101, Subd. 14 and §103B.801, final input from the state review agencies, this policy, and the *One Watershed, One Plan – Plan Content Requirements* document. The review process includes BWSR staff review and recommendation to a regional BWSR Committee where the plan will be presented to the committee by representatives of the participating local government(s). The Regional BWSR Committee makes a recommendation to the BWSR Board where final decision is made.
2. **BWSR Board Decision.** The BWSR Board may approve or disapprove a plan which it determines is not in conformance. The BWSR Board shall complete its review and approval within 90 days or the next scheduled BWSR Board meeting.
3. **Appeals and Disputes.** Appeals and dispute of plan decision follow existing authorities and procedures of BWSR Board.

## E. Local Adoption and Implementation

1. **Local Adoption.** Local adoption by the local plan authority is required within 120 days of BWSR Board approval. If so granted through a joint powers agreement, the adoption may be by a watershed joint powers entity. If no joint powers entity with the authorities of the local plan authority was created, each local government unit shall adopt the plan individually. A copy of resolution(s) to adopt the plan must be sent to BWSR in order to be eligible for grants.
2. **Implementation.** Implementation may occur individually or cooperatively for all or parts of the plan depending on ongoing agreement(s) between the planning partners.

## F. Assessment, Evaluation, Reporting, and Plan Revisions

Assessment, evaluation and reporting should be completed according to the approach described in the plan (see the *One Watershed, One Plan – Plan Content Requirements*).

Revisions to the plan are required every ten years. The depth of revision required will depend on evidence that implementation is occurring. BWSR can issue “findings” when a complete revision is not required based on the strength of the plan and updates that have occurred since the plan was last approved.

## V. Definitions

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- **Local plan authority.** A local plan authority is a county, soil and water conservation district, or watershed organization with authority to write and implement a local plan. County local water planning may be delegated with restrictions as per Minnesota statutes §103B.311.
- **Local water plan.** A local water plan is a county water plan authorized under Minnesota statutes §103B.311, a watershed management plan required under §103B.231, a watershed management plan required under §103D.401 or 103D.405, a county groundwater plan authorized under §103B.255, or a

soil and water conservation district “comprehensive plan” under Minnesota statutes §103C.331, Subd. 11.

- **Metropolitan Council.** The Metropolitan Council was created by Minnesota Statutes, section 473.123.
- **Plan review agencies.** Plan review agencies are: the Department of Agriculture, the Department of Health, the Department of Natural Resources, the Pollution Control Agency and the Board of Water and Soil Resources, and the Metropolitan Council if substituting for or replacing a plan under MN Statutes §103B.231. The Environmental Quality Board must also receive final submittal.
- **Plan review authorities.** Plan review authorities are: the Department of Agriculture, the Department of Health, the Department of Natural Resources, the Pollution Control Agency, the Board of Water and Soil Resources, counties, cities, towns, soil and water conservation districts, watershed districts, and watershed management organizations partially or wholly within the watershed, and the Metropolitan Council if substituting for or replacing a plan under MN Statutes §103B.231.

## History

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Version	Description	Date
2.00	<ul style="list-style-type: none"><li>Formatted with new policy template and logo; edited to improve clarity and readability</li><li>Removed background information not directly relevant to the policy (in addition to minor text modifications, the following sections from Version 1.00 were removed: Introduction, Overview, and Table 3 – Formal Agreement Types and Recommended Uses)</li><li>Simplified and clarified participation requirements and planning agreements (II.A and III.A.3, respectively)</li><li>Added requirements for sharing public comments during the plan review and approval process (IV.C.3 and IV.D)</li></ul>	March 28, 2018
1.00	<ul style="list-style-type: none"><li>Pilot Program Operating Procedures modified to reflect transition to program</li></ul>	March 23, 2016
0.00	<ul style="list-style-type: none"><li>Pilot Program Operating Procedures</li></ul>	June 25, 2014



## Guidance for Committees and Getting Ready to Plan

*Supporting information for Section IV.A of the 1W1P Operating Procedures*

The [One Watershed, One Plan Operating Procedures](#) require that planning partnerships (groups of local governments who have come together to write a Comprehensive Watershed Management Plan through the One Watershed, One Plan program) establish a policy committee and an advisory committee. Partnerships may also establish a steering team (a.k.a. planning work group). This document provides more information about the nature and function of the various One Watershed, One Plan committees/teams/groups and provides suggestions and considerations for partnerships as they begin working together.

A significant learning from partnerships that have been through or are currently in the One Watershed, One Plan process is the importance of communication and preparation. Some overarching principles and processes apply to work with planning groups:

- Establish a schedule with meeting dates and milestones
- Provide meeting agendas and materials in advance, with sufficient time for attendees to prepare
- Clearly establish meeting objectives and action items in meeting agendas
- Take meeting notes that accurately reflect discussion points, decisions made, and follow-up actions including responsible parties and deadlines
- Keep meeting records and materials organized
- Appoint chairs for the steering team (planning work group) and for the Advisory Committee (can be rotating)
- Create a shared understanding / expectations about what processes your group(s) will use for gathering input and making decisions

### Steering Team

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The steering team (known in earlier 1W1P efforts as the planning work group) consists primarily of local government staff and should include the planning consultant(s) (when hired, if applicable) and the main contact from the Board of Water and Soil Resources (BWSR). The steering team is responsible for logistical organization (not policy) of the planning process and associated meetings (e.g., setting agendas and coordinating meeting logistics). This team (rather than a single water planner or project manager) may also distill feedback from the Advisory and Policy Committees and provide specific direction to the plan writer.

In the pre-planning phase, this team should include at least one representative from each local government. During this time, the team will develop the grant work plan, memorandum of agreement, processes for selecting consultants, and any other actions associated with getting ready to plan.



The plan development process starts after the grant agreement has been executed. During the planning phase the overall composition of the steering team, as well as meeting frequency and format, will vary depending on the planning approach (e.g. how many LGUs are directly involved with carrying out work plan tasks and how fully the steering team is integrated into the Advisory Committee). Staff from some local governments may choose to opt out of the steering team as the process starts moving forward and the consultant becomes more involved.

The steering team is generally responsible for logistical organization (not policy or plan development) of the planning process and associated meetings.

## Advisory Committee

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The purpose of an advisory committee is to **make recommendations** on the plan to the Policy Committee. The bulk of input in the development of the plan will come from this group. Similar to the current county water planning process, the Advisory Committee is the original forum for vetting ideas and providing feedback on the plan to the plan writer. The Advisory Committee **must** include staff representatives from each local government in the partnership and state water agencies (including the Metropolitan Council for watersheds that are part of the seven county metro area). The Advisory Committee **should** include representatives from other groups such as (but not limited to): county highway and zoning staff, cities, local non-profit groups organized around water, tribal governments, drainage authorities, lake or river associations, citizen-based environmental groups, sporting organizations, and farm organizations/agricultural groups. Depending on size and scope, more than one advisory committee (or a subcommittee structure) may be appropriate.

Regularly scheduled meetings (approximately monthly) maintain the momentum of the project, keeping members engaged in the planning process. Advisory Committee members can anticipate approximately eight to twelve meetings throughout plan development, depending on committee structure(s) and other factors, with the potential for more total meetings if subcommittees are used or multiple meetings are held in different watershed locations.

The potential size of the Advisory Committee can be a challenge. In order to get enough meaningful stakeholder input, you may want to consider holding separate citizen and technical advisory committees, using creative meeting formats to gather input (e.g. world café), or engaging existing local government committees outside of the Advisory Committee (e.g. county water plan task force). This latter solution requires additional commitment from lead staff from each local government unit to engage their local committees at appropriate times.

## Policy Committee

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The Policy Committee consists of one Board member from each local water planning authority (County, SWCD, and Watershed District or Watershed Management Organization) participating in the partnership, which is formalized through the partnership's Memorandum of Agreement or other formal agreement. The purpose of this group is to review recommendations of the Advisory Committee and **make final decisions** about the content of the plan and its submittal. Members are also responsible for representing their respective local government in the development of the plan and to report back to their respective boards about the progress and direction of the plan.

Bringing the policy committee - a new group without established relationships – together for the first time and asking them to appoint a chair and make decisions could be tricky. The policy committee may wish to consider holding their first meeting as an informal gathering where they can get to one another, learn about the different

organizations involved in plan development, ask questions about the planning process, and begin hearing about the watershed's characteristics and the available science.

Policy Committee members can be invited to Advisory Committee meetings and should be encouraged to do so, as long as their role as a policy member is made clear.

## Best Practices for Committee and Team Work

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- Provide a **three-ring binder** with background materials and for storing meeting information for all participants.
- Hold **weekly conference calls or web meetings with the steering team** (generally lead staff and project consultants) to report on progress and keep on task.
- Consider using **web-based collaboration tools** that allow for document sharing with project team and Advisory Committee (e.g. Google Docs, Dropbox, SharePoint)
- Have **respectful and open communication** and be thoughtful of input provided by others.
- It is the responsibility of all the partners to **keep track of how project is progressing** relative to the budget and making changes when necessary.
- It is the responsibility of the project managers/coordinators (consultant and/or local lead) to be **very organized and makes sure everyone is comfortable** with the direction project is moving in. Disorganization (e.g. poor meeting preparation, not meeting deadlines, not being responsive, not keeping track of budget) of project coordinators is a red flag for both the grant work plan and the consultant contract.
- **Good facilitation skills** are critical to keeping Advisory Committee meetings focused and achieving the goals established for the meeting. BWSR may provide training and skill-building for planning work group members in facilitation and other best practices for effective partnerships.
- Don't be afraid to **speak up** if there are questions or concerns. The BWSR Board Conservationist is there to support the planning work group and help work through issues that arise during the process.

## Getting Ready to Plan

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The required steps for developing a comprehensive watershed management plan through the One Watershed, One Plan process are outlined in the [One Watershed, One Plan Operating Procedures](#). The following are some additional considerations for the pre-planning process outlined in section V.1.

- The steering team (planning work group) is established first in the planning process (prior to hiring a consultant). The Policy Committee should be established soon after the steering team starts meeting, during the development of the Memorandum of Agreement (MOA). The Policy Committee may wish to invite/appoint members of the Advisory Committee.
- If you are hiring a consultant, BWSR can provide a template Request for Qualifications and other project management resources.
- For pre-planning step 2, please refer to the "State Review Agencies Plan Routing List" on the BWSR website: [www.bwsr.state.mn.us/planning/1W1P/index.html](http://www.bwsr.state.mn.us/planning/1W1P/index.html).

- See *Compiling a Land and Water Resources Inventory* for ideas about sources of data and information to get you started on pre-planning step 3.
- The initial planning meeting (“kickoff meeting”) referenced in Step 4 is an important opportunity to notify the public about the planning process and start gathering feedback to inform the plan priorities. See *Identifying and Prioritizing Resources and Issues* for more information, and talk with your BWSR lead staff about how to make this meeting as effective and productive as possible.
- Anticipate approximately 8-13 meetings during the pre-planning phase:
  - Steering team: 3-6 meeting to prepare the MOA and work plan and hire consultant(s)
  - Policy Committee: 2-3 to get oriented, approve the work plan and discuss Advisory Committee membership
  - Advisory Committee: 1-2 to review/discuss data and plan the public kickoff meeting
  - Public kickoff meeting: 1





# One Watershed, One Plan

## Plan Content Requirements

March 23, 2016



**Purpose:** This document outlines plan content requirements for developing comprehensive watershed management plans, as per Minnesota Statutes §103B.801, through the One Watershed, One Plan Program.

## Introduction

This document contains specific content requirements for drafting a comprehensive watershed management plan through the One Watershed, One Plan program. Full operating procedures for developing the plan - including initiating the planning process through review, approval, and adoption - are contained in the *One Watershed, One Plan Operating Procedures* document.

The following [Guiding Principles](#) provided sideboards and direction in the plan content requirements outlined in this document:

- One Watershed, One Plan will result in plans with prioritized, targeted, and measurable implementation actions that meet or exceed current water plan content standards.
- One Watershed, One Plan will strive for a systematic, watershed-wide, science-based approach to watershed management, driven by the participating local governments.
- Plans developed within One Watershed, One Plan should embrace the concept of multiple benefits in the development and prioritization of implementation strategies and actions.
- One Watershed, One Plan planning and implementation efforts will recognize local commitment and contribution.
- One Watershed, One Plan is not intended to be a one-size-fits-all model.

The requirements in this document are also supported by the vision of the Local Government Water Roundtable that future watershed-based plans will have sufficient detail that local government units can, with certainty, indicate a pollutant of concern in a water body, identify the source(s) of the pollutant, and provide detailed projects that address that particular source. This vision also includes a future of limited wholesale updates to watershed-based plans; with a streamlined process to incorporate collected data, trend analysis, changes in land use, and prioritization of resource concerns into the watershed-based plan; and an emphasis on watershed management and implementation through shorter-term work plans and budgeting. This vision includes acknowledging and building off of existing plans and data (including local and state plans and data), as well as existing local government services and capacity.

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**NOTE: Operating Procedures for establishing planning boundaries, requirements for participation and formal agreement between local governments within the boundary, and procedures for plan development are provided in a separate document.**

## I. Overview

The organization of this document includes background information and guidance about the requirements with the specific plan content requirements contained in a shaded box. The primary planning terms used are: priority issues, goals, and actions. These terms are defined within the sections they are used.

Plan development procedures and steps such as: initiating a plan, establishing a planning boundary, requirements for participation and formal agreements between local governments within the boundary, and procedures for formal review and approval can be found in the *One Watershed, One Plan Program Operating Procedures* document. Overall organization and format of the plan is a local decision unless otherwise specified in these requirements.

Planning partners are strongly encouraged to consider the potential for more extreme weather events and their implications for the water and land resources of the watershed in the analysis and prioritization of issues. While these events cannot be predicted with certainty as to time and occurrence, the meteorological record shows increased frequency and severity of extreme weather events, which has a direct effect on issues in local water planning.

Minnesota Statutes, Section 103B.801, subdivision 4 indicates that comprehensive local water plans should consider and discuss several issues as part of the watershed planning process. These issue areas include:

- Surface water and ground water quality protection, restoration, and improvement, including prevention of erosion and soil transport into surface waters.
- Restoration, protection, and improvement of surface water and groundwater storage and retention systems.
- Promotion of groundwater recharge.
- Flood damage reduction, especially to minimize future public expenditures needed to correct flooding problems.
- Wetland enhancement, restoration, and establishment.
- Shoreland and riparian zone management and buffers.
- Protection and enhancement of fish and wildlife habitat and water recreational facilities.

However, the local water planning process is not limited to these issues. Broad issue areas likely to be identified and discussed through the watershed planning process include:

- Soil health
- Altered hydrology
- Maintenance of core services; understanding of local capacity
- Water supply (protect, provide and conserve)
- Drinking water supply
- Drainage system management
- Wastewater management
- Drought mitigation
- Education, outreach and civic engagement
- Contaminants of emerging concern
- Emerging issues (e.g. land cover, climate change, etc.)
- Invasive species prevention and/or management

The list above is not all-inclusive. Any land and water related issue could be part of the plan. Further, issues may also include addressing administrative priorities (e.g., establishment of uniform local policies and controls in the watershed) or fiscal challenges (e.g., minimizing public capital expenditures in resolving problems in areas such as flood control or water quality protection).

Although not required, recommended steps in the planning process include developing an overarching mission or vision statement for the watershed, as well as higher-level guiding principles or purposes. The purpose of establishing a vision, mission, and/or guiding principles is to provide a sense of direction for the plan and participants in the planning process.

An underlying theme within these requirements is the intent for watershed-based plans developed through One Watershed, One Plan to be succinct, with a thorough and science-based process used in development, and an emphasis in the resulting plan on the implementation schedule and implementation programs. For example, the information found in a Land and Water Resources Inventory is extremely valuable to the planning process and ultimate implementation of the actions in the plan; however, the majority of this information can be incorporated into the final plan document by reference.

Finally, through the development of the One Watershed, One Plan program, BWSR partnered with the University of Minnesota to assess tools and models available to assist in plan development. Models and tools were assessed based on: the complexity of the tool, scale at which the tool is best used, ability of scenarios to be evaluated with the tool, ability for the tool to evaluate multiple constituents, and whether the tool has historical use or support in Minnesota. The resulting recommendations will be available on the BWSR website, and assistance with selecting and using models and tools for plan development may be available. More than one tool or model may be used in a planning effort and different tools may be used in subsequent implementation. However, the tools utilized in developing a capital improvements program must be able to demonstrate prioritized, targeted and measurable outcomes

## II. Plan Content Requirements

Each watershed-based plan will contain the elements outlined in the following sections.

### 1. Executive Summary

Each plan will have a section entitled Executive Summary. The purpose of the executive summary is to provide a condensed and concise plain language summary of the contents of the overall plan. A well-written executive summary is beneficial for current and future elected officials, staff, citizens, and stakeholders to achieve an understanding of the plan and its intent.

#### **Plan Content Requirement: Executive Summary**

Each plan will have a section entitled Executive Summary. The purpose of the executive summary is to provide a brief look at the contents of the plan. The summary will include:

- A. Purpose, mission, or vision statement if developed;
- B. A general map or description of the planning boundary and smaller planning or management units if used;
- C. A summary of the priority issues and goals that are addressed in the plan;
- D. A summary of the implementation actions and programs;
- E. A brief description of the process used to identify the measurable goals and targeted implementation actions; and
- F. An outline of the responsibilities of participating local governments.

In addition to the Executive Summary, the plan may need a table of acronyms and a definitions section; however, these are not required and may be included in the appendices.

### 2. Identification and Prioritization of Resources and Issues

This section of the plan is intended to summarize the process that the planning partners used to reach agreement on the watershed resource issues that will be addressed within the lifespan of the plan. Prioritizing is needed because not all identified issues can be addressed in the timeframe of a ten year plan—some will be addressed before others.

The process for considering and prioritizing issues generally has two parts: agreement on priority natural resources, sometimes called geographic targeting, and agreement on priority issues impacting those resources. Examples of priority resources include high quality recreational lakes, the main stem of the primary river in the watershed, or a specific groundwater aquifer that is the primary drinking water source in the watershed. Identifying priority issues goes a step further by describing the issue(s) that impact or threaten the priority resources of the watershed, such as: “high quality recreational lakes showing a downward trend in water quality” or “sedimentation in the main stem of the priority river.”

In general, the process for identifying the priority resources and issues will follow four steps:

1. Aggregate priority resources and issues from: existing local plans, studies, and reports; modeling, data collection, and assessment completed through the WRAPS and/or TMDLs; state plans or studies; feedback received from the initial notifications to the plan review authorities and stakeholders; and comments submitted by citizens at the initial planning meeting(s) held in the watershed (see *One Watershed, One Plan Operating Procedures*).
2. Apply local knowledge and information and consider the following factors to describe potential priority issues:
  - Science and data generated through modeling, data collection, and assessment such as WRAPS, TMDLs, or equivalent;



- Anticipated future impacts or land use changes that may provide an opportunity or escalate a risk if nothing occurs;
  - Understanding of trends and/or tipping points for individual water resources;
  - Understanding of precipitation frequency as per National Oceanic and Atmospheric Administration (NOAA) Atlas 14;
  - Understanding of citizen and local landowner willingness to participate in potential changes to watershed management;
  - Local values which may recognize specific water or landscape resources as a priority.
3. Consider the high-level state priorities identified in the state's Nonpoint Priority Funding Plan for Clean Water Implementation Funding. These are the priorities identified by state agencies for investing Clean Water Fund nonpoint implementation money:
    - Restore those impaired waters that are closest to meeting state water quality standards.
    - Protect those high-quality unimpaired waters at greatest risk of becoming impaired.
    - Restore and protect water resources for public use and public health, including drinking water.
  4. Select priority resources and issues to be addressed in the plan, based on analysis of the sources and factors identified in Steps 1 – 3.

#### **Plan Content Requirement: Identification and Prioritization of Resources and Issues**

The plan must contain:

1. A summary of the issues and resource concerns identified from all sources for consideration in this section;
2. The steps used to consider and prioritize the identified resources and issues; and
3. A list of the agreed upon priority resources and issues for the watershed and a brief description of why the issue was selected.

Priority issues can be articulated in the plan through both a list/descriptions and map(s). The format and exact planning terminology used in the plan for presenting priority issues may vary as long as the plan covers the three requirements above and the terminology used is defined in the plan (the summary and steps are suggested to be included as appendices). The plan is not expected to address all identified issues; however, it should include a brief explanation as to why certain issues were rejected as priorities for this planning cycle.

In the event that conflicts exist in the interpretation of issues and/or selection of priority issues, consider whether the conflict can be addressed by defining both watershed-wide priorities as well as individual priorities of the participating local governments.

Plans that do not demonstrate a thorough analysis of issues, and that do not use available science and data, will not be approved. BWSR will consider the guidance and recommended tools outlined in *Section 2 Analysis and Prioritization of Issues* in assessing if analysis has been thorough.

### 3. Establishment of Measurable Goals

The plan must contain measurable goals, sometimes called objectives in planning, to address each of the priority issues. Measurable goals articulate what the planning partners want to achieve and allow for evaluation of progress. A useful method for assessing if a goal is measurable is to ask the question for each goal: “will we be able to measure / show / report that we have been successful in achieving this goal when we assess implementation of the plan in the future?”

The development of measurable goals and the resulting implementation actions will be an iterative process. Goals from existing local water plans and information should be summarized and discussed for potential inclusion as part of this process. WRAPS, TMDLs, and the models used for the prioritization process noted above should all be used in the setting of goals. The implementation programs and schedule for achieving the goals should be considered and goals adjusted to reflect which are achievable within the timeframe of the plan versus goals that may reflect a longer view.

Formatting, terminology, and organization in the plan to meet this requirement can vary. For example, a goal to “maintain clean drinking water for future generations” by itself is too broad to be measurable and may better serve as a guiding principle. However, a broad goal such as this could be acceptable if it is supported by a series of measurable sub-goals or objectives. The plan may contain a blend of goals common to the watershed as a whole, goals individual to a specific local government participant(s) and/or resource, and goals that persist beyond the timeframe of the plan.

Not every goal can be measurable within the timeframe of the plan; however, the aggregate of goals in the plan should together articulate an intended pace of progress. For example, if a water quality standard is unable to be met within the lifespan of the plan, the plan should contain longer-term goals with interim points at which progress can be examined and methods and models to establish the goal can be reevaluated. Ideally, these interim points would use some measure to show attainment of an interim goal.

The timeframe of goals may also need to recognize unique settings and situations across the state. As an example, The Minnesota Geological Survey notes that response time of nitrate concentrations to changes in land use practices in southeast Minnesota will likely vary in different hydrogeologic settings, and may lag behind land use changes by decades. In addition, some water quality or designated use support goals may take decades to achieve (e.g. changes in stream biota or altered base flow hydrology).

#### **Plan Content Requirement: Establishment of Measurable Goals**

Each priority issue must have associated measurable goals for addressing the issue. Some goals will be watershed-wide; however, the majority should be focused on a specific subwatershed, natural resource, or local government. Goals for prevention of future water management problems should also be considered.

Plans that do not contain sufficient measurable goals to indicate an intended pace of progress for addressing the priority issues will not be approved.

BWSR will consider Minnesota Statutes §103B.801, Subd. 4 (2), and the balance of broad versus focused goals and shorter-term versus longer-term goals and detail in the targeted implementation schedule to assess whether goals are sufficient. Additionally, the pace of progress towards achieving goals will be used in determinations of the extent or depth of future ten year plan revisions. BWSR may consider issuing findings when a plan and associated implementation is sufficient that a complete revision will not be required.

Specific Goal Requirements:

- Consistent with the Clean Water Council policy, these plans must establish water storage goals, expressed in acre-feet, and standards for water storage, retention, and infiltration.

#### 4. Targeted Implementation Schedule

Targeting takes a closer look at the priority issues and identifies cost-effective, targeted, and measurable actions necessary to achieve the goals. These actions are included in the plan in consideration of available technical skills and capabilities, knowledge of landowner willingness, funding resources available, implementation items or projects from existing local water plans, and information and the Strategies and Actions table from the WRAPS. Actions are entered into a schedule or table that provides the details of:

- A brief description of each action;
- Location targeting where the action will occur;
- Identification of roles and who is responsible for the action;
- An estimate of cost and potential sources of funding for implementing the action;
- An estimate of when the implementation will occur within the ten year timeframe of the plan; and
- How the action will be measured.

The purposes of the implementation schedule are to: clearly indicate an intended pace of progress for achieving the goals; support development of shorter term work plans and budgets for the planning partners; and to support budget requests to the state through BWSR's Biennial Budget Request (BBR). The schedule should be supported by maps indicating the location(s) of the targeted activities.

The development of a targeted implementation schedule and associated actions is an iterative process. Additionally, BWSR recognizes that some actions may require a prior feasibility study to refine a potential implementation strategy.

The depth and specificity of targeted actions identified in the plan will vary. For example, capital improvement projects and best management practices to be implemented on public land can generally be specifically located and identified in the plan. By contrast, conservation practices proposed for private lands may be specifically identified through the use of models and tools for purposes of developing measurable goals and the targeted implementation schedule, but those locations are only generally described in the plan itself. For these private lands, the plan must overtly describe actions to work with landowners in these critical areas and tailor conservation practices.

##### **Plan Content Requirement: Targeted Implementation Schedule**

Each plan will have a targeted implementation schedule for achieving the goals with:

1. A brief description of each action;
2. Location targeting where the action will occur;
3. Identification of roles and the responsible government unit for the action;
4. An estimate of cost and potential sources of funding for implementing the action;
5. An estimate of when the implementation will occur within the ten year timeframe of the plan; and
6. How the outcomes of the action will be measured.

The schedule must clearly identify the actions the planning partners will undertake with available local funds versus the actions that will be implemented only if other sources of funds become available, and should be supported by maps indicating the location(s) of the targeted activities.

## 5. Implementation Programs

The implementation programs described below support the targeted implementation schedule by describing the overarching program(s) that will be used to implement actions identified in the schedule and how these programs will be coordinated between the local water management responsibilities. In addition, partners must decide what organizational structures are best suited to administer the various programs. In some cases new arrangements may be needed or desired. All programs described in this section must be included in the plan.

- A. **Plan Administration and Coordination:** The plan must describe the following administration and coordination programs.
- i. **Decision-making and Staffing:** Describe how the partners will transition from a planning partnership to implementation of a watershed-based plan through descriptions of roles and responsibilities of participating local governments.
    - a. **Policy Committee** (decision-making): Describe if the policy committee created to develop the plan will continue through plan implementation, or clearly outline an alternative method to provide oversight and maintain accountability throughout plan implementation.
    - b. **Advisory Committee** (advising): Describe if the advisory committee(s) created for plan development will continue through plan implementation and/or describe alternative methods to ensure: a dependable forum to exchange information and knowledge about the watershed and implementation of the plan, and meet the statutory requirements for ongoing advisory committees of counties (Minnesota Statutes §103B.301-103B.3355) and watershed districts (Minnesota Statutes §103D.331-103D.337).

The plan should also establish procedures for engaging state agencies, and describe the ongoing role and commitments of the state agencies for plan implementation.
    - c. **Identification and Coordination of Shared Services** (staffing): Describe specialized and shared service areas that will be used in the watershed to implement the actions identified in the schedule and achieve greater efficiencies in service delivery. This may include shared services for program management, such as if a plan action requires forest resource management technical assistance, but the local government where the action is occurring does not have a staff forester. The watershed plan and associated formal agreements should describe how the service will be shared and/or the need met. Or the plan may include project management. For example if one county has history and experience implementing a large-scale multipurpose drainage project, another county in the watershed may want to contract for services with staff from the experienced county to implement a similar project. Shared services may also include partnership with non-governmental organizations.
  - ii. **Collaboration with other Units of Government:** Describe relationships with other units of government not part of the formal agreement for plan development, including the drainage authorities within the planning boundary. For example, cities and townships are not required participants. However, recognition and inclusion of cities and townships is important and especially critical to recognize for actions involving waste water treatment plants, source water and wellhead protection for population centers, and MS4s, for example. Additionally, federal government partners are not required participants. However, federal programs and partnerships are very important resources in watershed management.
  - iii. **Funding:** Describe how actions in the implementation schedule will be funded. Both the state and local governments have responsibility for funding water management. All funding methods currently available to

participants remain available to the participants and/or to the organization as a whole through the participants.

- a. **Local Funding:** The local government planning partners have variable methods and options for generating funds to implement watershed management and to leverage state and other funding. The funding sources and commitments of participants must be clearly outlined in the plan.
  - b. **State Funding:** Describe state funding needed for implementation of the plan. This can be achieved through separation in the targeted implementation schedule of locally funded projects versus projects that will proceed only with state funds.
  - c. **Collaborative Grants:** Describe the intended approach to coordinated submittal of state grant applications. Collaborative funding and implementation is a goal of One Watershed, One Plan.
  - d. **Federal Funding:** Federal sources of funds can be important to watershed management. The plan should describe what type of federal funding resources may be pursued to implement the plan.
  - e. **Other Funding Sources:** Other sources of funds, such as from non-governmental organizations and private landowner funding, can be important to watershed management. The plan should describe what other types of funding may be pursued to implement the plan.
- iv. **Work Planning:** Describe how the targeted implementation schedule and the implementation programs will be used for work planning. For example, describe if a collaborative work plan for the watershed, individual work plans for each local government participant, or some combination of work planning will be used; and describe how the work plan will be finalized and approved.
- a. **Local Work Plan Purpose:** Include a frequency, method, decision-making, and local purposes for work planning. Frequency is suggested to be annual in order to be incorporated into local budgeting and staffing decisions related to implementation of the plan. Purposes depend on the extent of collaboration intended in the implementation schedule, programs, and subsequent agreements, as well as the extent of collaborative grant-making intended.
  - b. **State Work Plan Purpose:** Describe a biennial commitment to collaboratively review and submit a BWSR biennial budget request (BBR) from the watershed. Future BBRs should be generated from the Targeted Implementation Schedule.
- v. **Assessment and Evaluation:** Describe the frequency, method(s), purposes, decision-making, and procedures for periodic assessment and evaluation of plan implementation. Periodic understanding of accomplishments—based on the targeted implementation schedule—is needed to measure progress, drive the work plan, and provide accountability. If a Watershed Restoration and Protection Strategies report is completed within the planning area after the plan is complete, this report must be considered at the next scheduled evaluation.
- a. **Annual Evaluation:** Describe an annual commitment to collaboratively review and submit to BWSR’s Level I [Performance Review and Assistance Program](#) (PRAP) plans and reports for each local government in the partnership. Additionally, describe sufficient baseline local evaluation of previous years’ work to support generation of the local work plan in iv.a above (if an annual local work plan is being used) and reporting requirements in v.d below.
  - b. **Biennial Evaluation:** If the partnership chooses a biennial work plan, a biennial evaluation must be described to evaluate the previous years’ work and support the work plan. It is recommended that this baseline evaluation is tied to the requirement for measurability in the targeted implementation schedule and that a method for tracking implementation consistently across the watershed be described.



103D. A CIP is an itemized program for at least a five-year prospective period, and any amendments to it, subject to at least biennial review, that sets forth the schedule, timing, and details of specific contemplated capital improvements by year, and, together with their estimated cost, the need for each improvement, financial sources, and the financial effect that the improvements will have on the local government unit or watershed management organization. This requirement can be incorporated into the targeted implementation schedule if the specific requirements of Minnesota statutes §103B and 103D are clearly met.

- c. **Permanent Protection:** Describe opportunities for permanent land protection necessary to meet the resource needs and achieve the goals for the watershed.
- iii. **Operation and Maintenance:** Include a description of who is responsible for inspection, operation and maintenance of capital projects, stormwater infrastructure, public works, facilities, and natural and artificial watercourses. Specify any new programs or revisions to existing programs needed to accomplish the goals or that may benefit from watershed-wide collaboration.
- iv. **Regulation and Enforcement:** Describe existing regulations, controls, and authorities relevant to water management for the purposes of highlighting areas of duplication, gaps, and opportunities. Use this analysis to identify areas to maximize effectiveness and build efficiencies through improved coordination and consistent application of regulations, and/or to develop new regulation or enforcement in support of meeting plan goals. Consider also opportunities for efficiencies in required annual reports related to regulation, and enforcement and connections to possible data gaps. Include a description of drainage authorities and responsibilities and local implementation of the buffer law, passed in the 2015 1<sup>st</sup> Special Session. Regulatory areas to consider include, but are not limited to: shoreland, floodplain, septic, Wetland Conservation Act, Protected Waters Inventory, erosion control, municipal wastewater, Minimum Impact Design Standards ([MIDS](#)), land use, aggregate mining, feedlots, hazard mitigation, buffers, and prescription drug drop off locations.
  - a. **Regulation and Enforcement for Watershed Districts:** Describe the rules and associated permit programs of watershed districts in the watershed, consistent with and as necessary to meet the requirements of Minnesota statutes §103B.337-103D.345.
  - b. **Comprehensive or land use plans:** Describe the land use authorities within the watershed as well as potential opportunities to achieve goals through, or potential conflicts with, comprehensive land use plans.
- v. **Data Collection and Monitoring:** Describe data collection and monitoring activities necessary to support the targeted implementation schedule and reasonably assess and evaluate plan progress.
  - a. **Inventory:** Describe additional inventories needed in the watershed to address any gaps in the land and water resources inventory support actions in the targeted implementation schedule.
  - b. **Monitoring:** Describe the locations, frequency, and parameters of existing water quality, quantity and other monitoring programs in the watershed. Describe if these established monitoring programs are capable of producing an accurate evaluation of the progress being made toward the goals, including improved calibration of model(s), and any new monitoring needed to improve understanding of the watershed baseline or assess particular resources. State agencies are available to assist with identification of state monitoring activities.

Include a requirement for periodic analysis of the data, a commitment to collect data consistent with state compatibility guidelines, and a commitment to submit locally collected data to the appropriate state agency for entry into public databases.

- vi. **Information, Outreach, and Education Programs:** The plan must describe information, outreach, and education program(s); specifically, opportunities where there are benefits from watershed-wide collaborations and areas where focused or targeted actions will support the priority issues and goals of the plan. At a minimum, include the purpose, targeted audiences, and a description of the actions or methods. Consider development of an education plan for the overall watershed using an approach currently successfully used in Minnesota, an adaptation of the U.S. Environmental Protection Agency guidance “Getting in Step: A Guide for Conducting Watershed Outreach Campaigns” available at: [www.epa.gov/owow/watershed/outreach/documents/getnstep.pdf](http://www.epa.gov/owow/watershed/outreach/documents/getnstep.pdf).

## 6. Plan Appendix - Land and Water Resources Inventory

A land and water resource inventory is simply an account of the water resources and physical factors affecting the water resources within the watershed. In most cases, adequate data, inventories, and general analysis of land and water resources already exist; new information does not necessarily need to be generated and the majority of resource information can be incorporated by reference with a brief general description. At a minimum, the plan should acknowledge the resource information from existing local water plans and the Watershed Restoration and Protection Strategies Report (WRAPS) and NOAA Atlas 14 data. This information is important not just to understand the historic status of the watershed, but is useful in considering the future.

Going forward, wholesale updates and/or revisions to land and water resource inventories should be limited. Instead greater flexibility and a streamlined process for more frequent updates to incorporate collected data, updated trends analysis, and changes in land use typically associated with land and water resource inventories are envisioned.

### **Plan Content Requirement: Land and Water Resources Inventory**

The plan must contain sufficient land and water resources information to inform the planning process and support actions in the plan. Specifically, the plan must include a brief general description of—and reference where to find—the typical and available land and water resource information. This information includes, but is not limited to:

- Topography, soils, general geology;
- Precipitation;
- Water Resources
  - Surface water resources, including streams, lakes, wetlands, public waters and public ditches;
  - Groundwater resources, including groundwater and surface water connections if known;
  - Water quality and quantity, including trends of key locations and 100-year flood levels and discharges, regulated pollutant sources and permitted wastewater discharges;
  - Stormwater systems, drainage systems and control structures;
  - Water-based recreation areas;
- Fish and wildlife habitat, rare and endangered species; and
- Existing land uses and proposed development.

Inventory information critical to supporting the priorities and actions of the plan may need to be more thoroughly described. For example, a description of results of trend analysis may need more in-depth description to support a priority issue in the plan; however, the data behind the analysis can be referenced.

If gaps in inventory information are identified through the plan development process, consider implementation action(s) to fill the gap rather than delaying the planning process to generate new data.



# Plan Content Requirement

# One Watershed, One Plan

## Plan Content Requirements

*From the Board of Water and Soil Resources, State of Minnesota*

**Version:** 2.00  
**Effective Date:** 03/28/2018  
**Approval:** Board Decision #18-14

### Policy Statement

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These are the minimum requirements for contents of a comprehensive watershed management plan developed through the Minnesota Board of Water and Soil Resources' (BWSR) One Watershed, One Plan program. The One Watershed, One Plan vision is to align local water planning on major watershed boundaries with state strategies towards prioritized, targeted, and measurable implementation plans. These procedures are based on the *One Watershed, One Plan Guiding Principles* adopted by BWSR on December 18, 2013.

[Minnesota Statutes §103B.101 Subd. 14](#) permits BWSR to adopt methods to allow comprehensive plans, local water management plans, or watershed management plans to serve as substitutes for one another, or to be replaced with one comprehensive watershed management plan and requires BWSR to establish a suggested watershed boundary framework for these plans. [Minnesota Statutes §103B.801](#) outlines the purpose of and requirements for comprehensive watershed management plans and directs BWSR to establish content requirements for plans.

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## I. Introduction

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This document contains specific content requirements for drafting a comprehensive watershed management plan through the Board of Water and Soil Resources' One Watershed, One Plan program. The *One Watershed, One Plan Guidebook* provides more information on selected requirements for developing a quality plan that serves the needs of watershed resources and planning partners. Overall organization and format of the plan is a local decision.

The most effective and useful comprehensive watershed management plans are based on the best available data, models, and other science, especially making use of Watershed Restoration and Protection Strategies (WRAPS) where they are available. They are action-oriented, focusing on the *what* and the *how* of watershed management. Finally, they are succinct and readable, providing watershed managers with a tool to explain to the public and funders what needs to happen and the anticipated results of actions that appear in the plan. Where possible, partnerships are encouraged to make use of existing documents and incorporate them into the final plan document by reference. The *One Watershed, One Plan Guiding Principles* provide sideboards and direction in the plan content requirements outlined in this document.

**Note: *One Watershed, One Plan Operating Procedures* are in a separate document.**

## II. Comprehensive Watershed Management Plans

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The requirements in this document are supported by the vision of the Minnesota Local Government Roundtable that future watershed-based plans will have **sufficient detail that local government units can, with certainty, identify pollutant(s) of concern in - or risks to - a water body, identify the source(s) of the pollutant, and provide detailed projects that address identified sources or risks.** This vision also includes a future of limited wholesale updates to watershed-based plans, with a streamlined process to incorporate collected data, trend analysis, changes in land use, and prioritization of resource concerns into the watershed-based plan, and an emphasis on watershed management and implementation through shorter-term work plans and budgeting. This vision includes acknowledging and building off of existing plans and data (including local and state plans and data), as well as existing local government services and capacity.

### A. Issues that must be addressed

According to Minnesota Statutes, Section 103B.801, subdivision 4, the following issues must be addressed in the plan.

- Prevention of erosion and soil transport into surface water systems
- Restoration, protection, and preservation of natural surface water and groundwater storage and retention systems
- Promotion of groundwater recharge
- Minimization of public capital expenditures needed to correct flooding and water quality problems
- Wetland enhancement, restoration, and establishment
- Identification of priority areas for riparian zone management and buffers

- Protection and enhancement of fish and wildlife habitat and water recreational facilities

## B. Other topics

The following topics, and others identified by planning partnerships, may also be addressed in the plan.

- Soil health
- Altered hydrology
- Maintenance of core services; understanding of local capacity
- Water supply (protect, provide, and conserve)
- Drinking water supply
- Drainage system management
- Wastewater management
- Storm water management
- Drought mitigation
- Education, outreach, and civic engagement
- Contaminants of emerging concern
- Emerging issues (e.g. land cover, climate change, etc.)
- Invasive species prevention and/or management
- Chlorides
- Administrative priorities (e.g. establishment of uniform local policies and controls in the watershed)
- Fiscal challenges (e.g. minimizing public capital expenditures in resolving problems in areas such as flood control or water quality protection)

## C. Special consideration: extreme weather

Planning partnerships are strongly encouraged to consider the potential for more extreme weather events and their implications for the water and land resources of the watershed in the analysis and prioritization of issues. While these events cannot be predicted with certainty as to time and occurrence, the meteorological record shows increased frequency and severity of extreme weather events, which directly affects issues in local water planning.

## D. Mission or vision statement

Although not required, planning partnerships are encouraged to develop an overarching mission and/or vision statement for the watershed, as well as higher-level guiding principles for planning and implementation, which provides direction for the plan and serves as a touchstone for participants in the process.

# III. Plan Content Requirements

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Each comprehensive watershed management plan will contain the elements outlined in the following sections.

## A. Executive Summary

Each plan will have a section entitled Executive Summary. The purpose of the executive summary is to provide a condensed and concise plain language summary of the contents of the overall plan. A well-written executive summary is beneficial for current and future elected officials, staff, citizens, and stakeholders to achieve an understanding of the plan and its intent. The executive summary must contain:

1. Purpose, mission, or vision statement if developed
2. A general map or description of the planning boundary and smaller planning or management units if used
3. A summary of the priority issues and goals that are addressed in the plan
4. A summary of the implementation actions and programs
5. A brief description of the process used to identify the measurable goals and targeted implementation actions
6. An outline of the responsibilities of participating local governments

In addition to the Executive Summary, the plan may need a table of acronyms and a definitions section; however, these are not required and may be included in the appendices.

## **B. Land and Water Resources Narrative**

The plan must contain a brief (e.g. 2-3 page) narrative summary of land and water resources information to inform the planning process and support actions in the plan. The narrative must make use of typical and available land and water resource information, and synthesize that information in a way that allows for a shared understanding of watershed characteristics and issues. The narrative must acknowledge the watershed's context regarding the influence it has on downstream waters, and it may discuss impacts from upstream watersheds if applicable. This information should include, but is not limited to:

1. Topography, soils, general geology
2. Precipitation
3. Water resources
  - a. Surface water resources, including streams, lakes, wetlands, public waters, and public ditches
  - b. Groundwater resources, including groundwater and surface water connections if known
  - c. Water quality and quantity, including trends of key locations and 100-year flood levels and discharges, regulated pollutant sources and permitted wastewater discharges
4. Stormwater systems, drainage systems, and control structures
5. Water-based recreation areas
6. Fish and wildlife habitat, rare and endangered species
7. Existing land uses and anticipated land use changes
8. Relevant socio-economic information

Land and water resources information critical to supporting the priorities and actions of the plan may need to be more thoroughly described in the sections of the plan where those priorities are discussed. For example, a trend analysis may need more in-depth description to support a priority issue in the plan; however, the data behind the analysis can be contained elsewhere and referenced.

If gaps in information are identified through the plan development process, consider implementation action(s) to fill the gap rather than delaying the planning process to generate new data.

Sources of information used to develop the Land and Water Resources Narrative should be referenced in the plan appendix. Please consult the *One Watershed, One Plan Guidebook* for more information on this requirement.

### C. Priority Resources and Issues

The plan must contain:

1. A summary of the issues and resource concerns identified from all sources for consideration in this section
2. The steps used to consider and prioritize the identified resources and issues
3. A list of the agreed upon priority resources and issues for the watershed and a brief issue statement that describes the relevance of the issue for the planning area

Priority issues can be articulated in the plan through both a list/description(s) and map(s). The format and exact planning terminology used in the plan for presenting priority issues may vary as long as the plan covers the three requirements above and the terminology used is defined in the plan (the summary and steps are suggested to be included as appendices). The plan is not expected to address all identified issues; however, it should include a brief explanation as to why certain issues were rejected as priorities for this planning cycle.

In the event that conflicts exist in the interpretation of issues and/or selection of priority issues, consider whether the conflict can be addressed by defining both watershed-wide priorities as well as individual priorities of the participating local governments.

Plans that do not demonstrate a thorough analysis of issues, and that do not use available science and data, will not be approved. Please consult the *One Watershed, One Plan Guidebook* for more information on this requirement.

### D. Measurable Goals

Each priority issue must have associated measurable goals for addressing the issue. Some goals will be watershed-wide; however, the majority should be focused on a specific subwatershed, natural resource, or local government where specific outcomes will be achieved. Goals for prevention of future water management problems should also be considered.

Plans that do not contain sufficient measurable goals to indicate an intended pace of progress for addressing the priority issues will not be approved.

BWSR will consider Minnesota Statutes §103B.801, Subd. 4 (2), the balance of broad versus focused goals and shorter-term versus longer-term goals, and detail in the targeted implementation schedule to assess whether goals are sufficient. Additionally, the pace of progress towards achieving goals will be used in determinations of the extent or depth of future ten year plan revisions. BWSR may consider issuing findings when a plan and associated implementation is sufficient that a complete revision will not be required.

**Specific Goal Requirement:** Consistent with the Clean Water Council policy, plans must establish water storage goals, expressed in acre-feet, and standards for water storage, retention, and infiltration.

Please consult the *One Watershed, One Plan Guidebook* for more information on this requirement.

## E. Targeted Implementation Schedule

Each plan must have a targeted implementation schedule with:

1. A brief description of each action
2. Location targeting where the action will occur
3. Identification of roles and the responsible government unit for the action
4. An estimate of cost for implementing the action
5. An estimate of when the implementation will occur within the ten-year timeframe of the plan in increments of two years or less
6. A description of how the outcomes of the action will be measured

These requirements can be articulated in a table and/or narrative form. The schedule must clearly identify the actions the planning partners will undertake with available local funds versus the actions that will be implemented only if other sources of funds become available, and should be supported by maps indicating the location(s) of the targeted activities.

Specific actions, such as capital improvement projects that are local priorities (but not priorities for the watershed plan) or initiatives that are unique to a particular LGU (but that have not been identified as priorities for the partnership) may be included in the plan but must be clearly indicated as local priorities.

Please consult the *One Watershed, One Plan Guidebook* for more information on this requirement.

## F. Plan Implementation Programs

The implementation programs described below support the targeted implementation schedule by describing the overarching program(s) that will be used to implement actions identified in the schedule and how these programs will be coordinated between the local water management responsibilities. All programs described in this section must be included in the plan, including feasibility studies. Please consult the *One Watershed, One Plan Guidebook* for more information on selected requirements in this section.

1. **Incentive Programs.** Describe local voluntary cost share or grant programs necessary to achieve the goals, including the general purpose and scope, criteria that will be used to select projects/disperse funds, actions to work with landowners in these critical areas to tailor conservation practices, and how the program(s) will be implemented across the watershed to provide consistency and achieve goals. Incentive programs may be targeted to specific issues, e.g. grants for sealing abandoned wells, or specific areas, e.g. a watershed of priority lakes.
2. **Capital Improvements.** Describe opportunities for watershed-wide collaboration (e.g. sharing of specialized services and/or lessons learned on these large-scale projects) on capital improvements (physical/structural improvement with an extended life) identified in the targeted implementation schedule. Consider including opportunities for improved water management associated with county and township roads and within drainage systems managed through Drainage Law.
  - a. **Drainage:** Describe opportunities for enabling large-scale, multi-purpose projects on a watershed basis and for engaging drainage authorities and drainage inspectors in implementation of the





they are designed to evaluate. State agencies are available to help summarize state monitoring activities.

- b. **Use of Data:** Describe if these established monitoring programs are capable of producing an evaluation of the progress being made toward the goals (e.g. monitoring stations properly located relative to priority subwatersheds) and how the data will be used in the evaluation, including improved model calibration.
  - c. **Additional Data Collection:** Identify any new data collection needed to improve understanding of the watershed condition, assess particular resources, or address any gaps in the land and water resources inventory that support actions in the targeted implementation schedule. Identify the purpose and lead organization for new data collection initiatives.
6. **Public Participation and Engagement.** The plan must describe approaches to public participation and engagement for implementing the plan, including information, outreach, and education program(s). Specifically, opportunities where there are benefits from watershed-wide collaborations and areas where focused or targeted actions will support the priority issues and goals of the plan. At a minimum, include: an analysis of the need for public participation and engagement in meeting plan goals, identification of strategies addressing the needs, and an estimate of the financial and technical support needed by the partnership for carrying out the strategies.

## G. Plan Administration and Coordination

Partners must decide what organizational structures are best suited to administer the various programs and how the partnership will carry out the plan. In some cases, new arrangements may be needed or desired. All items described in this section must be addressed in the plan. Please consult the *One Watershed, One Plan Guidebook* for more information on selected requirements in this section.

1. **Decision-making and Staffing.** Describe the roles of planning participants in implementation.
  - a. **Policy Committee** (decision-making): Describe if the policy committee created to develop the plan will continue through plan implementation. If the policy committee will not continue, clearly outline an alternative method to provide oversight and maintain accountability throughout plan implementation. Describe the anticipated role of the policy committee or alternative in plan implementation and its relationship to plan participants.
  - b. **Advisory Committee** (advising): Describe if the advisory committee(s) created for plan development will continue through plan implementation and/or describe alternative methods to ensure a dependable forum to exchange information and knowledge about the watershed and implementation of the plan, and to meet the statutory requirements for ongoing advisory committees of counties (Minnesota Statutes §103B.301-103B.3355) and watershed districts (Minnesota Statutes §103D.331-103D.337). Also, identify opportunities to coordinate with federal partners to convene Local Working Groups to fulfill federal Farm Bill requirements.

The plan should establish procedures for engaging state agencies and describe the ongoing roles and commitments of the state agencies for plan implementation.

- c. **Identification and Coordination of Shared Services** (staffing): Describe specialized and shared service areas that may be used in the watershed to implement the actions identified in the schedule

and achieve greater efficiencies in service delivery. This may include shared services for program management or for project management.

The watershed plan and associated formal agreements should describe how the service will be shared and/or the need met. Shared services may also include partnership with non-governmental organizations.

2. **Collaboration with other Units of Government.** Describe relationships with other units of government not part of the formal agreement for plan development, including the drainage authorities within the planning boundary. For example, cities and townships are not required participants, but they may contribute to improved watershed management in the areas of waste water treatment plants, source water and wellhead protection for population centers, MS4s, and culvert and road maintenance. Additionally, federal government partners are not required participants. However, federal programs and partnerships are very important resources in watershed management.
3. **Funding.** Describe how actions in the implementation schedule will be funded. Both the state and local governments have responsibility for funding water management. All funding methods currently available to participants remain available to the participants and/or to the organization as a whole through the participants.
  - a. **Local:** Describe the funding sources used to generate local funds for plan implementation and clearly outline the participants' local commitments to implementing the plan.
  - b. **State:** Describe state funding needed for implementation of the plan. This can be achieved through separation in the targeted implementation schedule of locally funded projects versus projects that will proceed only with state funds.
  - c. **Collaborative Grants:** Describe the intended approach to coordinated submittal of collaborative grant applications.
  - d. **Federal:** The plan should describe what type of federal funding resources may be pursued to implement the plan.
  - e. **Other Sources:** The plan should describe what other types of funding may be pursued to implement the plan.
4. **Work Planning.** Describe a frequency and method for developing and approving work plans based on: plan priorities, the targeted implementation schedule, and the implementation programs. The work plan can consist of a collaborative work plan for the watershed, elements of individual work plans for each local government participant, or some combination. Describe how the work plan will be finalized and approved.
  - a. **Local Work Plan:** Describe an annual commitment to implementing the plan via local budgeting and staffing decisions. Describe an approach to additional collaborative work planning based on the extent of collaboration intended in the implementation schedule, programs, and subsequent agreements, as well as the extent of collaborative grant-making intended.
  - b. **Funding Request:** Describe a biennial commitment to collaboratively review and submit a funding request to BWSR.

5. **Assessment, Evaluation, and Reporting.** Describe approaches and decision-making for periodic assessment, evaluation, and reporting of plan implementation. Evaluation should measure progress and performance, drive the work plan, and provide accountability.
  - a. **Accomplishment Assessment:** Describe a method for tracking implementation consistently across the watershed. Describe the frequency and methods for compiling and reviewing implementation accomplishments under the targeted implementation schedule and implementation programs described in the plan. This assessment should support future work plan development, progress evaluation, and reporting. Suggested frequency is annual.
  - b. **Partnership Assessment:** Describe the frequency and methods for assessing the partnership with regards to the items listed in 1 – 3 above (fulfillment of committee purposes and roles, efficiencies in service delivery, collaboration with other units of government, and success in securing funding).
  - c. **Five Year Evaluation:** Include a schedule for a thorough five year assessment and potential revision to the implementation schedule. The purpose of this evaluation is to determine progress and consider whether staying the course or resetting direction is necessary. It may also include revisions to models and considerations of new monitoring data. If a WRAPS has been completed or revised since the plan was originally adopted, this evaluation must include an assessment of any changes to the plan necessary due to new information
  - d. **Reporting:** Describe collaborative approaches to provide accountability to stakeholders and to meet annual reporting requirements of local governments, grant reporting requirements, and specific program and financial reporting requirements. Information on required annual reporting can be found on the BWSR website. Consider a periodic ‘state of the watershed report,’ individualized ‘waterbody report cards’, or other methods to provide accountability and demonstrate outcomes locally.
6. **Plan Amendments.** Describe procedures for considering plan amendments, who can propose amendments, what criteria will be used in considering amendments, and who makes the decision to proceed with amendments.
7. **Organizational Structures or Formal Agreements.** List and briefly describe the organizational structures or entities that will be used to implement the plan’s projects and programs. Indicate whether these are existing entities or new ones. In either case, indicate any formal agreements between local governments that are needed and whether these will be modifications of existing agreements or new agreements. For example, prior to completion of the plan, the Memorandum of Agreement (MOA) between partners for planning purposes could be revised for on-going coordination among entities responsible for plan implementation. Consultation with Minnesota Counties Intergovernmental Trust (MCIT) and legal counsel is recommended. MCIT may recommend revising the planning agreement, establishing separate agreements or contracts for specific services or actions, and/or developing a broader, watershed-wide agreement for ongoing partnership.

## History

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Version	Description	Date
2.00	<ul style="list-style-type: none"> <li>■ Formatted with new policy template and logo; edited to improve clarity and readability</li> <li>■ Removed background information not directly relevant to the policy; Introduction and Overview sections reorganized and some content removed (I and II), background and contextual information for requirements removed (III A-E)</li> <li>■ Updated list of issues that must be in the plan to reflect statute (II)</li> <li>■ Land and Water Resources Inventory changed to <i>Narrative</i> and moved from appendix to plan; added requirement for discussion of watershed context (III.A).</li> <li>■ Removed “potential sources of funding” from, and added requirement for two year time increments to, Targeted Implementation Schedule requirement (III.E.4)</li> <li>■ Modified Targeted Implementation Schedule requirement to clarify inclusion of local priorities (III.E)</li> <li>■ Added “legal drainage systems” to Operations and Maintenance requirement (III.F.3)</li> <li>■ Removed reference to the buffer law from Regulation and Enforcement requirement (III.F.4). Added inclusion of comprehensive plan dates (III.F.4.b)</li> <li>■ Modified Data Collection and Monitoring requirement to clarify program intent (III.F.5)</li> <li>■ Added needs assessment and strategy development; changed heading to Public Participation and Engagement (formerly <i>Information, Education, and Outreach</i>) (III.F.6)</li> <li>■ Added policy committee role and federal coordination to Decision-making and Staffing (III.G.1.a,b)</li> <li>■ Modified Work Planning requirement to clarify program intent (III.G.2)</li> <li>■ Modified Assessment, Evaluation, and Reporting to clarify program intent (III.G.3)</li> </ul>	March 28, 2018
1.00	<ul style="list-style-type: none"> <li>■ Pilot Plan Content Requirements modified to reflect transition to program</li> </ul>	March 23, 2016
0.00	<ul style="list-style-type: none"> <li>■ Pilot Plan Content Requirements</li> </ul>	June 25, 2014



## Creating a Land and Water Resources Narrative

*Supporting information for Section III.B of 1W1P Plan Content Requirements (version 2.0)*

This document provides additional considerations for what types of information to include in your plan's Land and Water Resources Narrative, where to find the information, and how to effectively use it.

The narrative, at least in draft format, should be completed before - and used to inform - the process of identifying and prioritizing resources and issues. The narrative should help explain why issues exist in the watershed, and ultimately provides the justification for the actions identified in the plan.

### The Importance of Telling the Watershed Story

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The Land and Water Resources Narrative is a critical component of the plan and the planning process because it sets the context for the other plan elements. The narrative should paint a clear picture of watershed characteristics. To keep the Land and Water Resource Narrative sufficiently concise, consider highlighting only the most pertinent maps in this section, and including any other maps in the Plan Appendix.

Every watershed has a story – its long geological history and its location determine the native soils, vegetation, and natural abundance and quality of lakes, streams, and groundwater. Historical and recent land use changes and hydrologic alterations determine the watershed's current characteristics, while social and economic factors can give clues about the watershed's future. It's also important to acknowledge the watershed's context within the broader basin because actions in upstream watersheds affect downstream neighbors.

Effectively “telling” the watershed story will establish a common understanding among planning participants, help planning groups identify and prioritize issues, and support the plan's strategies and actions.

### Content Considerations and Sources

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There are multiple reports, plans, and studies that already contain most, if not all, of the pieces of information you include in your narrative, but they may not be organized by your planning boundary. The plan must contain sufficient land and water resource information to inform the planning process. Specifically, the plan must include a general description of the available land and water resource information, and where to find that information. The Plan Appendix should include a list of, and links to, data sources and references.

Some types of information are critical to supporting priorities and actions of the plan and may need to be described more thoroughly. For example, a description of trend analysis results may need in-depth coverage to support a priority issue in the plan, but the data used in the analysis does not need to be included (it can be referenced). If gaps in information are identified through the plan development process, consider implementation action(s) to fill the gap rather than delaying planning in order to generate new data.

## Physical Characteristics

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**Table 1** (page 3) lists information types and sources to consider for each required element of the Land and Water Resources Narrative. Some items on this list may not be available or applicable in your watershed, and there may be additional items important to your watershed that are not included. This is simply meant to stimulate ideas on what items to include in the narrative. The information sources below are good starting points to gather information on your watershed's physical characteristics.

Existing local water plans

- [Minnesota Nutrient Planning Portal](#)
- [WRAPS reports \(MPCA\)](#)
- [GRAPS reports \(MDH\)](#)
- [DNR Watershed Health Assessment Framework Context reports](#)
- [Minnesota Forest Resources Council Landscape Stewardship Plans](#)
- [NRCS Rapid Watershed Assessments](#)
- [Minnesota Geospatial Commons](#)

## Socioeconomic Characteristics

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Knowing about the people that live and work in the watershed is crucial to the success of your planning effort. This is a critical, but often overlooked, body of information - it can help you begin to think about the values and motivations of the people in your watershed. **Table 2** (page 4) lists characteristics that you may want to consider, and the list below gives some ideas about where to start gathering information.

- [US Census American Fact Finder](#)
- [MN State Demographic Center](#)
- [USDA Economic Research Service](#)

## Getting to a Quality Plan

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At the end of this process, you should have a **detailed description of the watershed and its story**, giving the reader a clear picture of the characteristics that make the watershed unique. This description should also explain why the issues and actions identified in the plan are relevant and necessary. More detailed narrative information will allow you to be more accurate as you prioritize and target implementation.

The watershed story should explain the watershed's context – the geology, climate, and position in the basin. The main focus should be the major land uses, the people who are responsible for managing the land use, and the economy as a result. This information should appear in the appendix at a minimum, and could also be included in the executive summary and plan introduction sections. Include maps that support the story.

**Table 1.** Information types and sources to consider for plan content requirements for the Land and Water Resources Narrative.

Plan Content Requirements	Potential Information to Include	Potential Sources
<b>Topography, Soils, General Geology</b>	<b>Topography:</b> LiDAR Elevations, Slope; <b>Soils:</b> Soil Texture (percent sand, silt, and clay), Crop Productivity Index, Forest Productivity, Hydric Rating, Wind Erodibility; <b>General Geology:</b> Bedrock, Surficial Geology, Karst Features, Mineral Deposits, Ecological Classifications	MN Geospatial Commons, NRCS Web Soil Survey, Unites States Geological Survey, MN Geological Survey
<b>Precipitation</b>	Normal Annual Precipitation and Temperature, Precipitation and Temperature Trends, Runoff Rates	MN Climatology Office, National Weather Service, NOAA Atlas 14, Modeling (HSPF)
<b>Surface water resources, including streams, lakes, wetlands, public waters and public ditches</b>	Streams (perennial, seasonal), Lakes, Wetlands (current, historical), Public Waters, Public Ditches, Altered Watercourses, Hydrologic Position Index	MN Geospatial Commons, MN Department of Natural Resources, Drainage Authorities
<b>Groundwater resources, including groundwater and surface water connections if known</b>	Groundwater Vulnerability, Springs, Recharge Areas, Depth to Water Table, Well Locations and Depths, Nitrate Levels, Aquifer Properties and Boundaries, Aquifer Water Level Trends, Direction of Groundwater Flow, Water Chemistry	County Geologic Atlas, Regional Hydrogeologic Assessment, MN Geospatial Commons, MN Department of Agriculture Township Testing Program, MN Geological Survey, MN Department of Natural Resources, MN Department of Health
<b>Water quality and quantity, including trends of key locations and 100-year flood levels and discharges, regulated pollutant sources and permitted wastewater discharges</b>	<b>Water Quality:</b> Impairments, Stressors, Trend Information, Regulated Pollutant Sources, Wastewater Treatment Plants; <b>Water Quantity:</b> 100-year Floodplain, Known Damages	Watershed Restoration and Protection Strategies (and associated reports), MN Pollution Control Agency, MN Department of Natural Resources, Federal Emergency Management Agency
<b>Stormwater systems, drainage systems and control structures</b>	Stormwater Systems, Drainage Systems, Dams, Impoundments, Drain Tile Systems	MN Department of Natural Resources, Watershed Districts, Counties, US Army Corps of Engineers, Cities
<b>Water-based recreation areas</b>	Parks, Public Accesses, State Water Trails, Public Beaches, Fishing Piers, Wildlife Management Areas, Waterfowl Production Areas	MN Geospatial Commons, MN Department of Natural Resources, US Fish and Wildlife Service, Cities, Counties
<b>Fish and wildlife habitat, rare and endangered species</b>	Conservation Lands (public conservation lands, easements, etc.), Native Prairie, Important Wild Rice Areas, Tullibee Lakes, Designated Trout Streams, Rare and Endangered Species	MN Geospatial Commons, MN Department of Natural Resources, US Fish and Wildlife Service
<b>Existing land uses and proposed development</b>	Land Cover (present and pre-settlement), Crop Data (types, average yields, irrigated/non-irrigated), Feedlots (type, animal units), Road Network, Impervious Surfaces, Landfills (active, closed), Subsurface Sewage Treatment Systems, Proposed Development	MN Geospatial Commons, USDA Ag Census, MN Department of Natural Resources, MN Pollution Control Agency, MN Department of Agriculture, Counties, Cities



**Table 2.** Socioeconomic information that can be useful in the Land and Water Resources Narrative.

		Source(s)
People	<b>Population</b>	Population size, U.S. Census Bureau, Population Estimates Program. Point-in-time estimate, as of July 1st
	<b>Age distribution</b>	Sex by age, 2011-2015 American Community Survey 5-year estimates
	<b>Educational attainment</b>	Educational Attainment: population 25 years and older (U.S. Census Bureau)
	<b>Employment by industry</b>	Industry by occupation for civilian employed population 16 years and over, 2011-2015 American Community Survey 5-year estimates
	<b>Income</b>	Per capita income, 2011-2015. U.S. Census Bureau, American Community Survey
Economy	<b>County economic base</b>	U.S. Department of Agriculture, Economic Research Service, County Typology Codes, using data from the Bureau of Economic Analysis and the U.S. Census Bureau
	<b>Land ownership</b>	Minnesota Geospatial Information Office, County recorders, assessor's, or land surveyor's offices. Some Minnesota counties provide their parcel data sets online.



## Setting Measurable Goals

*Supporting information for Section III.D of the 1W1P Plan Content Requirements (version 2.0)*

Good watershed management – and the ability to demonstrate progress– relies on setting measurable goals that relate to your watershed’s priority areas and issues. Your ability to set truly measurable goals may be constrained by available data and a suite of uncertainties. During the planning process, it’s important to have robust discussions about how to strive for the most measurable plan possible. This document provides definitions, examples, and considerations for setting measurable goals.

### Definitions

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**Desired future condition** (a.k.a. long-term outcome, goal) - the attributes (water quality, water availability, habitat quality) you are striving to attain, regardless of time frame. The desired future condition (DFC) sets the direction for planning and future management. It should be described for priority water resources and should reflect stakeholder interests.

- Average summer water clarity of 10 feet in Round Lake
- All wells in Sand Township have nitrate levels of 3 ppm or less.

**Measurable goal** (a.k.a. plan goal) – the quantifiable change in resource condition you expect after you implement the 10-year plan. The measurable goal should relate to the desired future condition, and express what percent of progress toward the DFC you will make during the plan period. As you evaluate progress, measurable goals can be predicted through modeling the results of your outputs/outcomes or they can be measured directly via monitoring.

- Improve the water clarity in Round Lake from 4 to 7 feet in 10 years (50% toward DFC).
- Reduce the number of contaminated wells with more than 3 ppm nitrate in Sand Township from 30 to 20 in 10 years (33% toward DFC).

**Outcome** (a.k.a. result) – what, specifically, will happen as a result of the project you installed or the service you provided? Collectively, the outcomes of your activities should get you to your measurable goal (e.g. pollution reduction). Outcomes may also express changes in knowledge or behavior which lead to actions that contribute to measurable goals.

- Installing an infiltration basin will treat a 150 acre subwatershed and infiltrate 0.5 inches of runoff, reducing total phosphorus inputs to Round Lake by 105 pounds annually.
- 50 Sand Township land owners will attend a workshop about cover crops. 60% will report an increase in knowledge, and 40% will ask for additional information about our cost share program.

It’s difficult to demonstrate progress if you don’t know your starting point. Having a baseline measurement is essential to setting a truly measurable goal. If you lack the necessary data, consider using a surrogate goal that would allow you to measure based on what you do know, or include an action item in your plan to fill information gaps.

- 20% of Sand Township workshop attendees will plant cover crops (5,000 acres) which will collectively reduce total phosphorus losses by 2,000 lbs/year and nitrate losses by 22,700 lbs/year.

**Output** (a.k.a. widget) – countable projects, activities, services, or products. Counting outputs is useful for tracking the steps towards achieving your goals, but outputs are not goals in and of themselves because they do not quantify a change in resource condition.

- We installed one regional infiltration basin.
- We sealed 10 wells in a drinking water supply management area.
- We hosted 5 workshops (45 people total in attendance), conducted 6 site visits, and established a cost share program.

**Indicator** (a.k.a. metric, benchmark) – the “measuring stick” you use to determine progress toward achieving your goal.

- Secchi disk readings
- Nitrate concentrations in private wells
- Number of people participating in a cost share program

In some situations where a metric is not clear or feasible, your indicator might be the number of inputs or outputs themselves.

- Hours of staff time spent on landowner engagement
- Number of BMPs installed

## Organizing your Goal-Setting Discussions

In planning, it is important to differentiate between measurable goals, outcomes, and outputs. While counting outputs is useful for tracking the steps taken towards achieving your goals, **outputs are not goals** because they do not describe the change in resource condition.

**Logic models** can be a useful framework for thinking about and establishing measurable goals, relating your outputs and outcomes to your desired future condition, measuring your progress as you implement your plan. See the One Watershed, One Plan webpage for a logic model template and sample questions to ask during the planning process.

**Logic models** encourage you to ask a series of questions throughout the planning process:

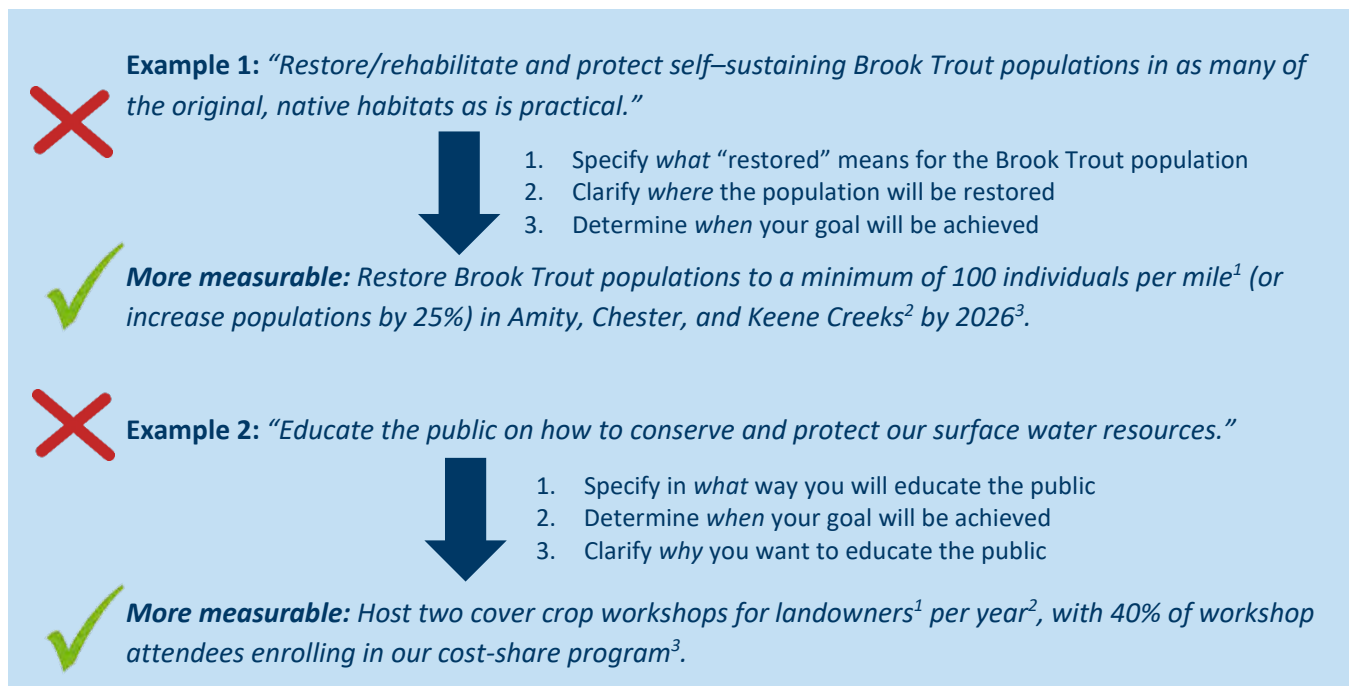
- Can we state the **issue** in a way that links to what people care about?
- What is the **desired future condition**? **What** needs to change, and **by how much**, in order to get there?
- How much of that change can we make during the 10-year plan period? (**measurable goal**)
- What will we do to work toward our goal (**output**), and what, specifically, do we expect to accomplish (**outcome**)?
- Can our outcomes be measured directly? What indicator will we use?
- Who else needs to be involved, what is their role, and what can we do to motivate them?
- What other **assumptions** are we making about the results of our work? What **evidence** (e.g. existing data, models, literature values, anecdotes) leads us to believe our collective actions will lead to the desired results? How **confident** are we?
- Do people **care** enough about the issue to make the **required investments** to reach the goal?

## What makes a Goal Measurable?

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Goals should be specific and clearly defined. **Goals that start with words like “encourage” or “promote” are usually not measurable.** Goals that starts with “improve” or “reduce” may be measurable, but progress toward that goal can only be evaluated if it has a quantifiable element.

When designing your goals, ask the following question: “will we be able to show that we have been successful in achieving this goal when we assess our implementation of the plan in the future?” Think about what you want to accomplish, who will be involved, how long it will take, the location, and the purpose. To be able to report success, your goals must ultimately be specific enough to answer five W’s: What? Who? When? Where? and Why?



**Example 1:** “Restore/rehabilitate and protect self–sustaining Brook Trout populations in as many of the original, native habitats as is practical.”

1. Specify *what* “restored” means for the Brook Trout population
2. Clarify *where* the population will be restored
3. Determine *when* your goal will be achieved

**More measurable:** Restore Brook Trout populations to a minimum of 100 individuals per mile<sup>1</sup> (or increase populations by 25%) in Amity, Chester, and Keene Creeks<sup>2</sup> by 2026<sup>3</sup>.

**Example 2:** “Educate the public on how to conserve and protect our surface water resources.”

1. Specify in *what* way you will educate the public
2. Determine *when* your goal will be achieved
3. Clarify *why* you want to educate the public

**More measurable:** Host two cover crop workshops for landowners<sup>1</sup> per year<sup>2</sup>, with 40% of workshop attendees enrolling in our cost-share program<sup>3</sup>.

## Considerations for Establishing Measurable Goals

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BWSR acknowledges that there are constraints and limitations to setting and achieving goals. Natural systems are complex, and there are variables outside your control. You may lack necessary data, information, or models. Understanding and identifying what you can control, what you can influence, and what is truly outside your control will help you clarify your goals and the actions you will take. Some goals will be more measurable than others. You might include a small number of “aspirational” goals, but the vast majority should have a measurable component. The following points describe factors to consider and discuss while setting goals.

### Uncertainty

- Despite your best efforts, external factors (e.g., land conversion, drain tile installation, changing precipitation patterns) may undo or negate the effects of your good work. You may want to consider adding an action item in your plan to track those factors if possible so you can evaluate whether your management actions were ineffective or if they prevented more severe degradation.

- In some situations, you may need to use a surrogate to quantify the effects of your actions. For example, you may not be able to directly measure a reduction in nitrates in a groundwater aquifer because groundwater systems are complex, but you can measure (or predict) a reduction in nitrogen-based fertilizer application that results from your work with agricultural producers.
- Often, success hinges on the willingness of landowners and citizens to modify their behaviors. A variety of social science techniques (e.g., surveys, focus groups) are available to measure the effectiveness of your education, outreach, and marketing activities.

## Scale

- Measurable goals can be set for any scale in the watershed. While some actions in the plan will apply watershed-wide, your plan should also identify priority water resources or sub-watersheds where you will focus your efforts. Setting measurable goals for targeted lakes, stream reaches, or drinking water supply management areas will increase your chances for demonstrating success.

## Achievability

- Consider what types of activities can be implemented with local resources versus what additional goals could be achieved given outside funding.
- The 1W1P approach encourages goal setting that stretches and challenges your group, but not to the extent that the goals feel demotivating or impossible. Take the time to understand the range of skills and resources present in your partnership, and where you will need to grow in order to achieve your goals.
- Not all water bodies have the potential to be restored to meet water quality standards or public expectations. Each water body must be evaluated for realistic expectations for measurable improvement within the limitations of science and funding.

Challenge your group to set a goal that is as measurable as possible, but **be realistic and take a balanced approach.**

Widgets and metrics are certainly countable, but how meaningful are they when it comes to your ultimate goal? Is the number that's easy to collect a distraction from the **hard work** of watershed management?

Don't get so caught up with what you will **measure** that you lose sight of what you hope to **accomplish.**

## Protection

- If your goal is protection, the long-term goal may be no change in resource condition. Instead, you may be able to quantify risk of negative change (e.g. acres of forest that could get developed or converted to cropland), determine the level of change the resource can withstand while still achieving the desired future condition (e.g. no less than 75% forest cover), and set a measurable goal for prevention (e.g. maintain forest cover on the needed portion of at-risk acres via private forest management, zoning, or easements).

## Getting to a Quality Plan

At the end of this process, you should have a set of quantifiable goals that clearly conveys expected changes in water resources during the 10-year timeframe of your watershed plan. Your goals should be a balance of broad versus focused, and shorter-term versus longer-term, relating directly to your prioritized issue statements. Your goals should indicate an intended pace of progress for addressing your watershed's priority issues, and will ultimately allow you to demonstrate your progress to the public, key stakeholders, and potential funders.



## Identifying and Prioritizing Resources and Issues

*Supporting information for Section III.C of the 1W1P Plan Content Requirements (version 2.0)*

The following document provides suggestions for identifying and prioritizing resources and issues that will be addressed in your comprehensive watershed management plan. The intent is not to prescribe a particular process, but rather to stimulate ideas that lead to a robust discussion around priority issues and potential solutions. When designing your process, ask: What outcome(s) do we want? Who participates, and what is each participant's role in the process? What technique(s) will we use?

Identifying and prioritizing issues lays the foundation for the rest of the plan. The process should:

- Be thoughtful, inclusive, defensible, and documented
- Build on priorities established through other local and state planning efforts
- Be limited to, and focused on, creating and prioritizing issue statements and identifying geographic priorities (setting measurable goals and targeting strategies/actions will happen later)
- Use group decision-making techniques that keep the process moving forward
- Result in issue statements that clearly articulate real and actionable problems, risks, and opportunities that are connected to local values

### Definitions

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**Prioritize** – determining the relative importance and precedence of the resources and issues you have identified in your plan. This includes not only agreeing upon which items will be tackled **first**, but also those that will not be included in your plan.

**Resources** – natural features on the landscape that can be grouped into categories for management activities (e.g., unimpaired lakes, shallow groundwater aquifers, stream riparian corridors, productive soils).

**Issues** – problems, risks, or opportunities for your watershed's priority resources (e.g. flood damage, groundwater contamination, protect unimpaired waters, etc.) that will be addressed in your plan (see example issue statements below).

### Setting the Stage

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It's important that you make sure participants understand the process your group will use to identify issues and set priorities, and their role in that process. Transparency about the process before you start can help mitigate conflict later on. Note that the concepts below apply in the other stages of plan development, too.

#### Set Expectations

Clearly communicate the process design and goals to the participants. What are you trying to achieve? Who will be involved? How long will it take? Who will make the decisions and how? When will you know you are done?

## Clarify Roles

Ideally, people who are interested in the planning effort or who may be affected by the resulting plan get a chance to *provide input* in identifying and/or setting priorities. While a large and diverse group of people will give a good base of information about local values, a smaller set of people who are more intimately engaged in the process (e.g., policy or advisory committees) will *make decisions* about the priority issues that go into the plan. Participants should be clear about their role and how their input will be used. The [IAP2 spectrum](#) offers a framework for thinking about goals for public participation (Inform, Consult, Involve, Collaborate, Empower), and the “promise to the public” that is associated with the opportunity to provide input.

You may want to consult with a **skilled facilitator** who has expertise in designing and leading a group decision making process.

## Identify and Group Resources and Issues

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Once the process is set, generate a list of resources and issues. The “Comprehensive Watershed Management Plans” section of the 1W1P Plan Content Requirements has a list of “issue areas” that must be addressed in the plan plus additional items that may enter the discussion. Priority resources and issues may also be aggregated from existing local plans, studies, and reports, and the Land and Water Resources Inventory.

Planning kickoff meetings are a good venue to gather information and feedback from a **broader group of watershed citizens and stakeholders**. Going into the community, instead of asking them to come to you, is often the best way to reach audiences that don’t normally participate in water conversations (but who may be important implementation partners).

The information you collect should be organized and summarized in two main ways. Your consultant, BWSR staff, or partnership development coach may recommend techniques, such as Zonation or other spatial models for mapping and prioritizing **resources**, and “affinity mapping” or other methods for grouping **issues** by theme.

Asking participants, especially those who will play a role in implementing the plan, to **share their values and concerns** around water resources will help in writing clear, meaningful, and actionable issue statements. That information will also be valuable in the process of prioritizing and targeting. You may want to provide maps where people can indicate the resources that are most important to them.

## Map and prioritize resources

Which water resources will become the focal point of the planning effort? In all likelihood, your plan won’t be able to address all waters in the watershed at one time so it will be important to identify those that the community wants to protect and restore first.

## Group issues by theme

The problems, risks, and opportunities faced by the priority resources must be well understood in order to move forward with effective planning and implementation. You may identify dozens of issues as you aggregate across existing plans and other sources of input, and those issues may relate to multiple resources. Review to see if there are opportunities to “lump” common statements (e.g., describe multiple contaminants for groundwater in one statement). Allow themes to emerge based on your watershed – and your partnership’s – unique

“personality.” It is best to narrow your list to as few themes as possible to ensure your prioritization has the desired focus.

### Examples of clear, meaningful issue statements:

- Groundwater is at risk of being depleted because of overuse and loss of recharge.
- Water clarity in lakes is threatened by increased runoff and associated pollution from potential new development.
- Flooding is causing damage to homes and businesses located near the river.
- Trout populations in the watershed are highly sensitive to increased water temperatures and flashy peak flows resulting from loss of forest cover.

## Prioritizing Issue Statements

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There are a number of prioritization techniques your group can use to determine which of the issues will be addressed in the plan (and which will not). As part of this process, your plan should consider the high-level state priorities identified in the state’s Nonpoint Priority Funding Plan:

- Restore those impaired waters that are closest to meeting state water quality standards.
- Protect those high-quality unimpaired waters at greatest risk of becoming impaired.
- Restore and protect water resources for public use and public health, including drinking water.

Your group may decide to further prioritize issues (e.g., A, B, C) to help you focus implementation efforts.

Keep in mind that the value of prioritization not only lies in agreeing upon what you work on FIRST, but also in clarifying which activities will NOT be addressed in the plan (the plan should include an explanation of why certain priorities were rejected).

Apply local knowledge and consider the following factors to prioritize issue statements:

- Science and data generated through modeling, monitoring, and WRAPS, TMDLs, or equivalent
- Anticipated future impacts or land use changes that may provide an opportunity or escalate a risk if nothing occurs
- Understanding of precipitation frequency as per National Oceanic and Atmospheric Administration (NOAA) Atlas 14
- Understanding of trends and/or tipping points for individual water resources

These priorities will drive the next steps in the planning process, which are setting measurable goals and targeting strategies and actions. During those future discussions, you can consider other factors:

- Feasibility of the actions required to address the issue
- Cost effectiveness of actions/return on investment
- Landowner willingness to adopt the right practices in the right places
- Limitations from lack of data or modeling
- Time/resources available or anticipated to complete implementation actions

“Sticky dots” are often used as a method for voting on priorities. While they can be useful for taking the temperature of a group (provided you are working from well-crafted issue statements), other more robust techniques for prioritization may be appropriate for setting plan priorities. Check with your partnership development coach for ideas.



If you find during the next planning steps that you need to revisit and adjust your priorities, do so. This process is not linear and you may need to revisit and adjust your priorities as more information and data are provided.

## Getting to a Quality Plan

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At the end of this part of the planning process, you should have: 1) a prioritized list of issue statements that clearly conveys the most pressing problems, risks, and opportunities facing the watershed and 2) maps depicting locations of priority resources. The list can indicate those issues identified during the process that are not priorities for the plan, but that could be priorities for other groups. Keep in mind: your plan should guide you to work on the things that are MOST important - in the locations that are most important. “Opportunistic” plans will not serve your partnership when it comes to deciding where to invest your limited implementation resources. The measurable goals, targeted actions, and overall implementation plans and program in the rest of the plan should relate directly to the priority issues.

# Work Plan



# One Watershed One Plan

## **[name of watershed] Watershed Plan Development: Work Plan**

**[\*Note: all text in brackets is explanatory and must be removed from the final version of the work plan.]**

This Work Plan outlines tasks and a budget for the development of a watershed-based plan consistent with the One Watershed, One Plan vision and program grant requirements adopted by the Board of Water and Soil Resources (BWSR).

This Work Plan cannot be finalized until the participating local water management entities have adopted the Memorandum of Agreement. The tasks are listed in sequential order according to Completion Dates. Suggested Start Dates may not be in sequential order, due to the overlapping nature of the tasks.

A budget and timeline must be attached with the completed work plan document. The BWSR Board Conservationist can provide resources for Partnership members to use in developing the work plan:

- Sample agendas for initial Planning Work Group meetings
- Timeline template
- Budget template

An eLINK work plan, which is consistent with but condensed from this document, is required in order to process the grant agreement and begin grant payments.

**Grant Title:** [current calendar year, name of watershed] One Watershed, One Plan Development Grant

**Grant ID:** [will be provided by BWSR]

**Fiscal Agent Organization:** [name of organization and contact person]

**Grant Agreement Day-to-day contact:** [name of organization and contact person]

## 1. Selection of Plan Consultant(s) (if applicable)

**Task No. 1.1: Determine whether you will be hiring one or more consultants for developing the plan. Process request for qualifications (RFQ) for plan development consultant(s)**

Manage the RFQ process for selection of consultants/professionals to complete various products/services required throughout plan development. The plan development process has many elements, some of which are best provided by professional planning or other types of consultants. In addition to plan development consultants, a watershed partnership may contract for the services of a professional facilitator, public involvement consultant and/or other professionals to assist in developing a plan.

<b>Lead:</b>	[to be identified by Policy Committee/Planning Work Group]	
<b>Support:</b>	[to be identified by Policy Committee/Planning Work Group]	
<b>Suggested Start Date:</b>	During development of work plan; any agreements should not be entered into with consultants until the work plan is approved (and the grant agreement is executed grant agreement)	
<b>Completion Date:</b>		
<b>Subtasks:</b>	.1	Planning Work Group, with Policy Committee approval, determines what planning tasks will be completed "in-house" by the partners and what tasks will be contracted to entities "outside" of the partners,
	.2	Planning Work Group write RFQ content for professional consultant tasks (RFQ template available on BWSR website)
	.3	RFQ sent to consultants
	.4	Develop Qualification Rating method and process (Consultant Qualification Scoring Criteria Checklist available from your BWSR Board Conservationist)
	.5	Manage the process of reviewing and ranking consultant responses according to method. If needed, interview consultants based on ranking.
	.6	Policy Committee selects and negotiates contract with selected consultant(s)
<b>Outcomes:</b>	✓	Consultant(s) selected to develop the comprehensive watershed management plan, and assist in the facilitation of the planning process.

## 2. Committees, Notifications, and Initial Planning Meeting

**Task No. 2.1: Establish and maintain committees, teams and workgroups**

Establish, make meeting arrangements, prepare/send meeting notices and agendas, support the Policy and Advisory Committees, Planning Work Group and any teams/subcommittees, for successful development of the plan.

<b>Lead:</b>	
<b>Support:</b>	
<b>Suggested Start Date:</b>	
<b>Completion Date:</b>	End of Planning process
<b>Subtasks:</b>	.1 Establish Policy Committee with approved by-laws
	.2 Advisory Committee established by Policy Committee
	.3 Establish Planning Work Group (may occur prior to final grant agreement; <i>not required</i> )
	.4 Roles and responsibilities explained for each committee, team, or workgroup
	.5 Membership, roles, responsibilities, and expectations for participation in committee, team, or workgroup explicitly described
	.6 Coordinate all committee meetings, including preparation and maintenance of distribution lists, preparation and distribution of meeting notices and agendas, publication of required legal notices, recording of meeting notes/minutes
<b>Outcomes:</b>	✓ Broad range of stakeholder participation to ensure an integrated approach to watershed management
	✓ Met goals and requirements identified in statute for public and stakeholder participation for existing local water plans

**Task No. 2.2: Notify plan review authorities and other stakeholders**

Prior to the development of the plan, notify the plan review authorities of plan initiation. The notification may also be sent to other stakeholders, or alternative methods for receiving input may be used for these interested parties. This is a statutory requirement.

<b>Lead:</b>	
<b>Support:</b>	
<b>Suggested Start Date:</b>	
<b>Completion Date:</b>	
<b>Subtasks:</b>	.1 Compile a list of review authorities / stakeholders (e.g., Drainage

		authorities, federal and state agencies, tribal governments, lake or river associations or other water-related groups or partnerships, citizen-based environmental group(s), sporting organization(s), farm organization(s) and agricultural groups, other interested and technical persons such as current and former county water plan taskforce members)
	.2	Write and send a formal notification of intent to prepare a watershed plan, which includes an invitation to submit priority issues and concerns to be addressed in the plan, and establishes a 60-day comment period
	.3	Implement method(s) to obtain public input determined by the Work Group and approved by the Policy Committee (or its delegate): such as, but not limited to web survey, workshops with specific interest groups, citizen surveys, etc. <i>(not required)</i>
<b>Outcomes:</b>	✓	Input received from stakeholders
	✓	Input received from public

**Task No. 2.3: Aggregate watershed information and review for commonalities, conflicts, and gaps**

Aggregate watershed information (e.g., existing local water plans, input received from review agencies, TMDL studies, WRAPS, and other local and agency plans); identify gaps; identify current priorities/goals/strategies/actions for the watershed; prepare a plan outline for public information meeting. The assessment and aggregation of plan information is not intended to be exhaustive, but rather a compilation for the purposes of understanding current priorities and goals for the watershed. If this task is not performed by the plan development consultant, it should be completed in a manner that makes the information compatible with the plan development process.

<b>Lead:</b>		
<b>Support:</b>		
<b>Suggested Start Date:</b>		
<b>Completion Date:</b>		
<b>Subtasks:</b>	.1	Aggregate data, issues, goals, strategies, actions, etc.
	.2	Identify gaps in existing data
	.3	Complete an outline of what the plan will contain for use in public information/input process
<b>Outcomes:</b>	✓	Better watershed orientation, understanding, discussion, and prioritization

**Task No. 2.4: Hold “public information meeting” or “kickoff meeting”**

Plan, organize and conduct initial public information meeting(s). The meeting should follow the 60-day comment period in Task 2.2 and present the information compiled in Task No. 2.3, including the proposed plan outline.

<b>Lead:</b>													
<b>Support:</b>													
<b>Suggested Start Date:</b>													
<b>Completion Date:</b>													
<b>Subtasks:</b>	<table border="1"> <tr> <td>.1</td> <td>Work with Advisory and Policy Committees to create a plan for the kickoff meeting</td> </tr> <tr> <td>.2</td> <td>Publish legal notice for meeting to meet requirements of MN Statutes §103B.313, Subd. 3</td> </tr> <tr> <td>.3</td> <td>Prepare materials and handouts for the meeting</td> </tr> <tr> <td>.4</td> <td>Attend and conduct the meeting</td> </tr> <tr> <td>.5</td> <td>Record meeting minutes and post to web page/SharePoint</td> </tr> <tr> <td>.6</td> <td>Summarize comments/input for use in plan development</td> </tr> </table>	.1	Work with Advisory and Policy Committees to create a plan for the kickoff meeting	.2	Publish legal notice for meeting to meet requirements of MN Statutes §103B.313, Subd. 3	.3	Prepare materials and handouts for the meeting	.4	Attend and conduct the meeting	.5	Record meeting minutes and post to web page/SharePoint	.6	Summarize comments/input for use in plan development
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.4	Attend and conduct the meeting												
.5	Record meeting minutes and post to web page/SharePoint												
.6	Summarize comments/input for use in plan development												
<b>Outcomes:</b>	<table border="1"> <tr> <td>✓</td> <td>Meeting minutes and attendance used to document public involvement process</td> </tr> </table>	✓	Meeting minutes and attendance used to document public involvement process										
✓	Meeting minutes and attendance used to document public involvement process												

**3. Draft Plan**

**Task No. 3.1: Draft Plan - Continue to aggregate watershed information**

Continue to aggregate watershed information as in Task 2.3 above. Any gaps in resource inventory information should be listed as implementation action(s) to acquire needed data. *One Watershed, One Plan* plans are to be based on existing data and resource inventory information rather than delaying the planning process to generate new data.

<b>Lead:</b>									
<b>Support:</b>									
<b>Suggested Start Date:</b>									
<b>Completion Date:</b>									
<b>Subtasks:</b>	<table border="1"> <tr> <td>.1</td> <td>Compile input/comments received at the initial planning meeting(s) (Task 2.4), from existing local water plans, from agencies, TMDL studies, WRAPS, and other local and agency plans for use in draft plan</td> </tr> <tr> <td>.2</td> <td>Review information for commonalities, conflicts, and gaps</td> </tr> <tr> <td>.3</td> <td>Aggregate data, issues, goals, strategies, actions, etc.</td> </tr> <tr> <td>.4</td> <td>Incorporate resource data and inventory information in</td> </tr> </table>	.1	Compile input/comments received at the initial planning meeting(s) (Task 2.4), from existing local water plans, from agencies, TMDL studies, WRAPS, and other local and agency plans for use in draft plan	.2	Review information for commonalities, conflicts, and gaps	.3	Aggregate data, issues, goals, strategies, actions, etc.	.4	Incorporate resource data and inventory information in
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.2	Review information for commonalities, conflicts, and gaps								
.3	Aggregate data, issues, goals, strategies, actions, etc.								
.4	Incorporate resource data and inventory information in								

		plan by reference, with a general description and information on where to find the data and inventory information (see Plan Content Guidance Document Item II.6.)
	.5	Use aggregated information to draft the <a href="#">Land and Water Resources Inventory</a> to better inform subsequent tasks
<b>Outcomes:</b>	✓	Better watershed orientation, understanding, discussion, and prioritization
	✓	Data Gaps filled by planned implementation actions
	✓	Land and Water Resources Inventory drafted
	✓	Project remains on track

**Task No. 3.2: Draft Plan- Analyze and Prioritize Issues (Plan Content Requirement II.2)**

Conduct a thorough analysis of issues using available science and data. Manage a process of issue prioritization to determine which issues will be addressed in the 10-year plan timeframe; some items will be addressed before others.

<b>Lead:</b>		
<b>Support:</b>		
<b>Suggested Start Date:</b>		
<b>Completion Date:</b>		
<b>Subtasks:</b>	.1	Review <a href="#">Identifying and Prioritizing Resources and Issues</a> and determine the process(es) that will be used to complete this step
	.2	Review, aggregate and summarize Priority issues from existing local plans, studies, and information; feedback received from initial notifications to the plan review authorities and stakeholders, and the initial planning meeting; informed by local knowledge
	.3	Identify and draft a summary of the issues and resource concerns into the plan
	.4	Create, apply, and document in plan the method(s) used to prioritize the identified issues. If the Consultant implements a tool for issue identification and prioritization, it must be documented in the plan.
	.5	Manage Policy Committee agreement on the watershed issues and priorities that will be addressed within the plan timeframe.
<b>Outcomes:</b>	✓ List of agreed upon priority issues for the watershed for the ten year timeframe of the plan, drafted into plan.	

**Task No. 3.3: Draft Plan- Establish Measurable Goals (Plan Content Requirement II.3)**



Develop measurable goals to address the priority issues over the ten-year life of the plan. Goals may be watershed-wide; most will be subwatershed or natural resource specific. Goals can be for both restoration and protection of watershed resources. Review [Setting Measurable Goals](#) and the associated logic model video (coming soon) prior to starting this task.

<b>Lead:</b>	
<b>Support:</b>	
<b>Suggested Start Date:</b>	
<b>Completion Date:</b>	
<b>Subtasks:</b>	.1 Develop measurable goals to address priority issues and indicate an intended pace of progress
<b>Outcomes:</b>	✓ Goals drafted in the plan that clearly describe where the planning partners want to be or what they want to achieve within the 10-year timeframe of the plan

**Task No. 3.4: Draft Plan - Develop a targeted and measurable implementation schedule and programs (Plan Content Requirements II.4 and 5)**

Based on the priority issues and goals, identify cost-effective, targeted, and measurable actions necessary to achieve the goals. Use of technical evaluation tools is recommended. Use a schedule or table to describe actions, lead and supporting entities, timeframe and budget. See [Developing a Targeted Implementation Schedule](#) and the associated [template](#) (coming soon) prior to starting this task. Implementation Programs include plan administration / coordination, funding, work planning, assessment / evaluation, amendments, formal agreements, incentive programs, capital improvements, operation and maintenance, regulation / enforcement, data collection / monitoring, and information / education. See [Describing Implementation Programs](#) (coming soon) prior to starting this task.

<b>Lead:</b>	
<b>Support:</b>	
<b>Suggested Start Date:</b>	
<b>Completion Date:</b>	
<b>Subtasks:</b>	.1 Create an Implementation Plan and Schedule that describes local water management, activities, assigns responsibilities and timeframe for implementation over the 10-year plan period.
	.2 Describe the Implementation Programs and related responsibilities and schedule required to implement the

		plan.
	.3	Describe the structures that will be implemented in a Capital Improvement Plan with responsibilities, funding sources and schedule for construction.
<b>Outcomes:</b>	✓	Implementation plan drafted that describes the coordination and programs necessary for achieving the actions in the schedule
	✓	Implementation schedule drafted into plan with targeted and measurable actions and capital improvements including a description of each action/project, location, responsibility, cost, schedule, potential funding sources of the action, and how the action will be measured

**Task No. 3.5: Draft Plan - Determine organizational arrangements for plan implementation (Plan Content Requirement II.5.A.vii.)**

Policy Committee is responsible for determining the on-going organizational structures or arrangements among partner entities for plan implementation. Management of the process for making this decision should start early in plan development. The Minnesota Counties Intergovernmental Trust (MCIT) and/or legal counsel of the participating organizations may be consulted to assist in this determination if new organizational structures are proposed.

<b>Lead:</b>	
<b>Support:</b>	
<b>Suggested Start Date:</b>	
<b>Completion Date:</b>	
<b>Subtasks:</b>	.1 Manage assessment of and Policy Committee decision regarding organizational options.
	.2 Draft any required formal agreement documents (e.g. joint powers agreement), if necessary
	.3 Manage review of formal agreements by MCIT and/or local legal counsel
<b>Outcomes:</b>	✓ Agreements necessary to implement the actions in the plan, are identified, agreed upon, and described

**Task No. 3.6: Draft Plan- Write Plan Final review draft**

Compile drafted sections into a completed written draft document for internal and external review. Write Executive Summary (Plan Content Requirement II.1), compile Appendices, etc. Conduct /coordinate internal (i.e., Partnership entities, Advisory Committee member organizations and individuals) review of draft plan.

<b>Lead:</b>	
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<b>Support:</b>	
<b>Suggested Start Date:</b>	
<b>Completion Date:</b>	
<b>Subtasks:</b>	.1 Compile drafted sections of the plan; complete all plan content elements
	.2 Manage <i>internal</i> review among watershed partner entities, committee members. (Internal review may be continuous as plan sections are drafted.)
	.3 Prepare final draft for formal review
	.4 Manage Policy Committee approval of final draft for formal review
<b>Outcomes:</b>	✓ Final plan draft prepared for informal and formal review.

#### 4. Formal Plan Review and Public Hearing

##### Task No. 4.1: Formal review

The formal review process will follow procedures described in the Memorandum of Agreement and in state statute and rule.

<b>Lead:</b>	
<b>Support:</b>	
<b>Suggested Start Date:</b>	
<b>Completion Date:</b>	
<b>Subtasks:</b>	.1 Submit plan to plan review authorities for 60-day formal review; submit draft electronically ( <i>or</i> ) submit paper copies if requested; provide website copy of draft for review
	.2 Develop and provide process for stakeholder comments
	.3 Write responses to comments received during 60-day review
	.4 Provide BWSR, other state review agencies, and Policy Committee with a summary of comments received in the review period and responses to comments. Comments must be made available to all others on a website or upon request.
<b>Outcomes:</b>	✓ Draft plan reviewed by review authorities and/or local governments

	✓	Input received
	✓	Comment summary and responses made available as required

**Task No. 4.2: Public hearing**

Schedule and hold a public hearing(s) on the draft plan on behalf of the Policy Committee. Depending on the Memorandum of Agreement, the participating local governments may need to hold individual public hearings.

<b>Lead:</b>									
<b>Support:</b>									
<b>Suggested Start Date:</b>	[no sooner than 14 days after the close of the 60-day comment period]								
<b>Completion Date:</b>									
<b>Subtasks:</b>	<table border="1"> <tr> <td>.1</td> <td>Schedule hearing date, location; send notice with agenda</td> </tr> <tr> <td>.2</td> <td>Send summary of comments and responses and handouts for hearing at least 10 days before hearing date</td> </tr> <tr> <td>.3</td> <td>Policy Committee members: Attend, conduct, and present plan and review comments summary at hearing</td> </tr> <tr> <td>.4</td> <td>Post hearing minutes to web page</td> </tr> </table>	.1	Schedule hearing date, location; send notice with agenda	.2	Send summary of comments and responses and handouts for hearing at least 10 days before hearing date	.3	Policy Committee members: Attend, conduct, and present plan and review comments summary at hearing	.4	Post hearing minutes to web page
.1	Schedule hearing date, location; send notice with agenda								
.2	Send summary of comments and responses and handouts for hearing at least 10 days before hearing date								
.3	Policy Committee members: Attend, conduct, and present plan and review comments summary at hearing								
.4	Post hearing minutes to web page								
<b>Outcomes:</b>	✓ Meeting minutes used to document public involvement								

**Task No. 4.3: Write Final Plan**

Write and approve Final Plan based on 60-day review and public hearing comments.

<b>Lead:</b>							
<b>Support:</b>							
<b>Suggested Start Date:</b>							
<b>Completion Date:</b>	[suggested 30-days after public hearing]						
<b>Subtasks:</b>	<table border="1"> <tr> <td>.1</td> <td>Make final plan revisions</td> </tr> <tr> <td>.2</td> <td>If required by the Memorandum of Agreement, support the approval of plan by each local government participant</td> </tr> <tr> <td>.3</td> <td>Manage Policy Committee approval of final plan for BWSR review</td> </tr> </table>	.1	Make final plan revisions	.2	If required by the Memorandum of Agreement, support the approval of plan by each local government participant	.3	Manage Policy Committee approval of final plan for BWSR review
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.2	If required by the Memorandum of Agreement, support the approval of plan by each local government participant						
.3	Manage Policy Committee approval of final plan for BWSR review						

<b>Outcomes:</b>	✓	Final plan draft prepared for final review and approval.

## 5. Approval by BWSR

### Task No. 5.1: Plan Approval by BWSR

Support the review process for BWSR approval, which includes staff review and recommendation to a BWSR Regional Committee, presentation to the BWSR Board, and any appeals and dispute of plan decision following existing authorities and procedures of BWSR Board.

<b>Lead:</b>	
<b>Support:</b>	
<b>Suggested Start Date:</b>	
<b>Completion Date:</b>	[BWSR has 90 days to act from the final plan submittal date]
<b>Subtasks:</b>	.1 Submit the final plan to BWSR in required format, content and distribution .2 Attend BWSR Regional Committee, Board Meeting, and other meetings as required to support BWSR plan review
<b>Outcomes:</b>	✓ Board approves or disapproves a plan based on determination of compliance with plan content and operating procedures.

## 6. Local Adoption

### Task No. 6.1: Local adoption

Support the final plan adoption by the local plan authority(ies) within 120 days of BWSR Board approval. [This activity is included for information purposes and may or may not be included as a funded task in the BWSR grant agreement.]

<b>Lead:</b>	
<b>Support:</b>	
<b>Completion Date:</b>	Within 120 days of BWSR approval
<b>Subtasks:</b>	.1 Send copies of resolutions to adopt the plan to BWSR in order to be eligible for grants for plan implementation

<b>Outcomes:</b>	✓	Plan adopted for implementation by all participating local units of government

## 7. Grant Reporting

### Task No. 7.1: Annual Grant Reporting (during grant)

Track and report the progress towards tasks in the work plan.

<b>Lead:</b>		
<b>Support:</b>		
<b>Completion Date:</b>	Annual: February 1st	
<b>Subtasks:</b>	.1	Submit required grant reports in eLink
	.2	Prepare and submit audit as required by MOA
	.3	Provide reports to Policy Committee
<b>Outcomes:</b>	✓	Documented progress towards work plan tasks

### Task No. 7.2: Final Grant Reporting

Submit final grant report.

<b>Lead:</b>		
<b>Support:</b>		
<b>Completion Date:</b>	Post grant completion	
<b>Subtasks:</b>	.1	Submit final grant report in eLink and other formats as required
<b>Outcomes:</b>	✓	Grant agreement requirements met
	✓	



**(Watershed Name) One Watershed, One Plan Partnership  
GRANT BUDGET**

*This document is an attachment to the 1W1P Grant Work Plan and will be put into eLINK.*

	LEAD	ESTIMATED COST		
<b>CONSULTANTS</b>				
<b>Pre-Planning</b>				
Aggregate Watershed Information...	Consultant A			
Public Informational Kick-Off Meeting	Consultant A			
<b>Planning</b>				
Outreach/Facilitation	Consultant B			
Continue to Aggregate Watershed Information	Consultant A			
Analyze and Prioritize Issues	Consultant A			
Establish Measurable Goals	Consultant A			
Develop a Targeted and Measurable Implementation Schedule and Program	Consultant A			
Write Plan Final Review Draft	Consultant A			
<b>Plan Review and Final Plan</b>				
Write Final Plan	Consultant A			
<b>Other Costs</b>				
Expenses: Printing, Travel	Consultant A			
<b>SUBTOTAL</b>		\$ -		
<b>PARTNERSHIP</b>				
	<b>Hourly Rate</b>	<b>Hours</b>	<b>LGU LEAD</b>	<b>Total Estimate</b>
Fiscal Coordination				\$ -
Grant Reporting (Elink)				\$ -
Policy Committee/Advisory Committee Coordination				\$ -
Policy Committee/Advisory Committee Coordination				\$ -
Meeting Expenses (facility, materials, food)				
Publication Expenses (notices, invitations)				
<b>SUBTOTAL</b>				\$ -
<b>CONTINGENCY (add 10% to final amount)</b>				\$ -
<b>TOTAL</b>				\$ -

*add lines as needed to accurately reflect the steps in the process and the work done by individual partner LGUs.*



Minnesota Interagency Clean Water Contacts  
Major Watershed Lead Contacts

1W1P Planning Boundary			BWSR	DNR	PCA	MDA	MDH	Met Council
#	Name	Year						
1	Lake Superior - North	2014	Erin Loeffler	Cliff Bentley	Karen Evens	Margaret Wagner*		
19	Minnesota River - Yellow M	2014	Jason Beckler	Lucas Youngsma	Mike Weckwerth	Spencer Herbert		
12	North Fork Crow River	2014	Steve Christopher	Ethan Jenzen	Scott Lucas	Ryan Lemickson		Karen Jensen
41	Red Lake River	2014	Matt Fischer	Henry Van Offelen	Denise Oakes	Ryan Lemickson		
32	Root River	2014	Adam Bielke	Jeff Weiss	Justin Watkins	Kevin Kuehner		
54	Cannon River	2016	Jenny Mocol-Johnson	Todd Piepho	Justin Watkins	Spencer Herbert	Jennifer Ronnenberg	Emily Resseger
33	Cedar River	2016	Dave Copeland	Todd Piepho	Bill Thompson	Spencer Herbert	Jennifer Ronnenberg	
51	Lake of the Woods	2016	Chad Severts	Annette Drewes	Cary Hernandez	Luke Stuewe	Chris Parthun	
4	Leech Lake River	2016	Maggie Leach	Annette Drewes	Phil Votruba	Ryan Lemickson	Chris Parthun	
52	Missouri River Basin	2016	Doug Goodrich	Brian Nyborg	Mark Hanson	Russ Derickson	Amanda Strommer	
17	Pomme de Terre River	2016	Pete Waller	Annette Drewes	Paul Wymar	Ryan Lemickson	Jenilynn Marchand	
42	Thief River	2016	Matt Fischer	Annette Drewes	Denise Oakes	Rob Sip	Jenilynn Marchand	
37	Buffalo - Red River	2017	Brett Arne	Annette Drewes	Tim James	Ryan Lemickson	Jenilynn Marchand	
29	Lower St. Croix River	2017	Dan Fablan	Jason Carlson	Chris Zadak	Margaret Wagner*	John Freitag	Jen Kostzewski
35 & 59	Mustinka/Bois de Sioux Rive	2017	Pete Waller	Annette Drewes	Cary Hernandez	Ryan Lemickson	Jenilynn Marchand	
6	Pine River	2017	Maggie Leach	Taylor Nelson	Scott Lucas	Luke Stuewe	George Minerich	
10	Sauk River	2017	Jason Weinerman	Craig Willis	Scott Lucas	Ryan Lemickson	Karen Voz	
25	Watonwan River	2017	Jill Sackett-Eberhart	Scott Bohling	Paul Davis	Spencer Herbert	Amanda Strommer	
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Minnesota Interagency Clean Water Contacts  
Major Watershed Lead Contacts

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# Work Plan Example

SAMPLE



# One Watershed One Plan

## [name of watershed] Watershed Plan Development: Work Plan

[\*Note: all text in brackets is explanatory and must be removed from the final version of the work plan.]

This Work Plan outlines tasks and a budget for the development of a watershed-based plan consistent with the One Watershed, One Plan vision and program grant requirements adopted by the Board of Water and Soil Resources (BWSR).

This Work Plan cannot be finalized until the participating local water management entities have adopted the Memorandum of Agreement. The tasks are listed in sequential order according to Completion Dates. Suggested Start Dates may not be in sequential order, due to the overlapping nature of the tasks.

A budget and timeline must be attached with the completed work plan document. The BWSR Board Conservationist can provide resources for Partnership members to use in developing the work plan:

- Sample agendas for initial Planning Work Group meetings
- Timeline template
- Budget template

An eLINK work plan, which is consistent with but condensed from this document, is required in order to process the grant agreement and begin grant payments.

**Grant Title:** [current calendar year, name of watershed] One Watershed, One Plan Development Grant

**Grant ID:** [will be provided by BWSR]

**Fiscal Agent Organization:** [name of organization and contact person]

**Grant Agreement Day-to-day contact:** [name of organization and contact person]

<b>Lead:</b>													
<b>Support:</b>													
<b>Suggested Start Date:</b>													
<b>Completion Date:</b>	End of Planning process												
<b>Subtasks:</b>	<table border="1"> <tr> <td>.1</td> <td>Establish Policy Committee with approved by-laws</td> </tr> <tr> <td>.2</td> <td>Advisory Committee established by Policy Committee</td> </tr> <tr> <td>.3</td> <td>Establish Planning Work Group (may occur prior to final grant agreement; <i>not required</i>)</td> </tr> <tr> <td>.4</td> <td>Roles and responsibilities explained for each committee, team, or workgroup</td> </tr> <tr> <td>.5</td> <td>Membership, roles, responsibilities, and expectations for participation in committee, team, or workgroup explicitly described</td> </tr> <tr> <td>.6</td> <td>Coordinate all committee meetings, including preparation and maintenance of distribution lists, preparation and distribution of meeting notices and agendas, publication of required legal notices, recording of meeting notes/minutes</td> </tr> </table>	.1	Establish Policy Committee with approved by-laws	.2	Advisory Committee established by Policy Committee	.3	Establish Planning Work Group (may occur prior to final grant agreement; <i>not required</i> )	.4	Roles and responsibilities explained for each committee, team, or workgroup	.5	Membership, roles, responsibilities, and expectations for participation in committee, team, or workgroup explicitly described	.6	Coordinate all committee meetings, including preparation and maintenance of distribution lists, preparation and distribution of meeting notices and agendas, publication of required legal notices, recording of meeting notes/minutes
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.6	Coordinate all committee meetings, including preparation and maintenance of distribution lists, preparation and distribution of meeting notices and agendas, publication of required legal notices, recording of meeting notes/minutes												
<b>Outcomes:</b>	<table border="1"> <tr> <td>✓</td> <td>Broad range of stakeholder participation to ensure an integrated approach to watershed management</td> </tr> <tr> <td>✓</td> <td>Met goals and requirements identified in statute for public and stakeholder participation for existing local water plans</td> </tr> </table>	✓	Broad range of stakeholder participation to ensure an integrated approach to watershed management	✓	Met goals and requirements identified in statute for public and stakeholder participation for existing local water plans								
✓	Broad range of stakeholder participation to ensure an integrated approach to watershed management												
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**Task No. 2.2: Notify plan review authorities and other stakeholders**

Prior to the development of the plan, notify the plan review authorities of plan initiation. The notification may also be sent to other stakeholders, or alternative methods for receiving input may be used for these interested parties. This is a statutory requirement.

<b>Lead:</b>			
<b>Support:</b>			
<b>Suggested Start Date:</b>			
<b>Completion Date:</b>			
<b>Subtasks:</b>	<table border="1"> <tr> <td>.1</td> <td>Compile a list of review authorities / stakeholders (i.e.: Drainage authorities, federal and state agencies, tribal governments, lake or river associations, citizen-based environmental group(s), sporting organization(s), farm organization(s) and agricultural</td> </tr> </table>	.1	Compile a list of review authorities / stakeholders (i.e.: Drainage authorities, federal and state agencies, tribal governments, lake or river associations, citizen-based environmental group(s), sporting organization(s), farm organization(s) and agricultural
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Plan, organize and conduct initial public information meeting(s). The meeting should follow the 60-day comment period in Task 2.2 and present the information compiled in Task No. 2.3, including the proposed plan outline.

<b>Lead:</b>		
<b>Support:</b>		
<b>Suggested Start Date:</b>		
<b>Completion Date:</b>		
<b>Subtasks:</b>	.1	Publish legal notice for meeting to meet requirements of MN Statutes §103B.313, Subd. 3
	.2	Prepare materials and handouts for the meeting
	.3	Attend and conduct the meeting
	.4	Record meeting minutes and post to web page/SharePoint
	.5	Summarize comments/input for use in plan development
<b>Outcomes:</b>	✓	Meeting minutes and attendance used to document public involvement process

### 3. Draft Plan

#### Task No. 3.1: Draft Plan - Continue to aggregate watershed information

Continue to aggregate watershed information as in Task 2.3 above. Any gaps in resource inventory information should be listed as implementation action(s) to acquire needed data. *One Watershed, One Plan* plans are to be based on existing data and resource inventory information rather than delaying the planning process to generate new data.

<b>Lead:</b>		
<b>Support:</b>		
<b>Suggested Start Date:</b>		
<b>Completion Date:</b>		
<b>Subtasks:</b>	.1	Compile input/comments received at the initial planning meeting(s) (Task 2.4), from existing local water plans, from agencies, TMDL studies, WRAPS, and other local and agency plans for use in draft plan
	.2	Review information for commonalities, conflicts, and gaps
	.3	Aggregate data, issues, goals, strategies, actions, etc.
	.4	Incorporate resource data and inventory information in plan by reference, with a general description and information on where to find the data and inventory

Develop measurable goals to address the priority issues over the ten-year life of the plan. Goals may be watershed-wide; most will be subwatershed or natural resource specific. Goals can be for both restoration and protection of watershed resources.

<b>Lead:</b>		
<b>Support:</b>		
<b>Suggested Start Date:</b>		
<b>Completion Date:</b>		
<b>Subtasks:</b>	.1	Develop measurable goals to address priority issues and indicate an intended pace of progress
<b>Outcomes:</b>	✓	Goals drafted in the plan that clearly describe where the planning partners want to be or what they want to achieve within the 10-year timeframe of the plan

**Task No. 3.4: Draft Plan - Develop a targeted and measurable implementation schedule and programs (Plan Content Requirements II.4 and 5)**

Based on the priority issues and goals, identify cost-effective, targeted, and measurable actions necessary to achieve the goals. Use of technical evaluation tools is recommended (see BWSR guidance document “Tools for Prioritizing, Targeting, and Measuring” at <LINK>). Use a schedule or table to describe actions, lead and supporting entities, timeframe and budget (see BWSR Implementation Schedule template at <LINK>). Implementation Programs include plan administration / coordination, funding, work planning, assessment / evaluation, amendments, formal agreements, incentive programs, capital improvements, operation and maintenance, regulation / enforcement, data collection / monitoring, and information / education.

<b>Lead:</b>		
<b>Support:</b>		
<b>Suggested Start Date:</b>		
<b>Completion Date:</b>		
<b>Subtasks:</b>	.1	Create an Implementation Plan and Schedule that describes local water management, activities, assigns responsibilities and timeframe for implementation over the 10-year plan period.
	.2	Describe the Implementation Programs and related responsibilities and schedule required to implement the plan.

<b>Lead:</b>									
<b>Support:</b>									
<b>Suggested Start Date:</b>									
<b>Completion Date:</b>									
<b>Subtasks:</b>	<table border="1"> <tr> <td>.1</td> <td>Compile drafted sections of the plan; complete all plan content elements</td> </tr> <tr> <td>.2</td> <td>Manage <i>internal review</i> among watershed partner entities, committee members. (Internal review may be continuous as plan sections are drafted.)</td> </tr> <tr> <td>.3</td> <td>Prepare final draft for formal review</td> </tr> <tr> <td>.4</td> <td>Manage Policy Committee approval of final draft for formal review</td> </tr> </table>	.1	Compile drafted sections of the plan; complete all plan content elements	.2	Manage <i>internal review</i> among watershed partner entities, committee members. (Internal review may be continuous as plan sections are drafted.)	.3	Prepare final draft for formal review	.4	Manage Policy Committee approval of final draft for formal review
.1	Compile drafted sections of the plan; complete all plan content elements								
.2	Manage <i>internal review</i> among watershed partner entities, committee members. (Internal review may be continuous as plan sections are drafted.)								
.3	Prepare final draft for formal review								
.4	Manage Policy Committee approval of final draft for formal review								
<b>Outcomes:</b>	✓ Final plan draft prepared for informal and formal review.								

#### 4. Formal Plan Review and Public Hearing

##### Task No. 4.1: Formal review

The formal review process will follow procedures described in the Memorandum of Agreement and in state statute and rule.

<b>Lead:</b>									
<b>Support:</b>									
<b>Suggested Start Date:</b>									
<b>Completion Date:</b>									
<b>Subtasks:</b>	<table border="1"> <tr> <td>.1</td> <td>Submit plan to plan review authorities for 60-day formal review; submit draft electronically (<i>or</i>) submit paper copies if requested; provide website copy of draft for review</td> </tr> <tr> <td>.2</td> <td>Develop and provide process for stakeholder comments</td> </tr> <tr> <td>.3</td> <td>Write responses to comments received during 60-day review</td> </tr> <tr> <td>.4</td> <td>Provide BWSR, other state review agencies, and Policy Committee with a summary of comments received in the review period and responses to comments. Comments must be made available to all others on a website or upon request.</td> </tr> </table>	.1	Submit plan to plan review authorities for 60-day formal review; submit draft electronically ( <i>or</i> ) submit paper copies if requested; provide website copy of draft for review	.2	Develop and provide process for stakeholder comments	.3	Write responses to comments received during 60-day review	.4	Provide BWSR, other state review agencies, and Policy Committee with a summary of comments received in the review period and responses to comments. Comments must be made available to all others on a website or upon request.
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.3	Write responses to comments received during 60-day review								
.4	Provide BWSR, other state review agencies, and Policy Committee with a summary of comments received in the review period and responses to comments. Comments must be made available to all others on a website or upon request.								



	.3	Manage Policy Committee approval of final plan for BWSR review
<b>Outcomes:</b>	✓	Final plan draft prepared for final review and approval.

## 5. Approval by BWSR

### Task No. 5.1: Plan Approval by BWSR

Support the review process for BWSR approval, which includes staff review and recommendation to a BWSR Regional Committee, presentation to the BWSR Board, and any appeals and dispute of plan decision following existing authorities and procedures of BWSR Board.

<b>Lead:</b>	
<b>Support:</b>	
<b>Suggested Start Date:</b>	
<b>Completion Date:</b>	[BWSR has 90 days to act from the final plan submittal date]
<b>Subtasks:</b>	.1 Submit the final plan to BWSR in required format, content and distribution
	.2 Attend BWSR Regional Committee, Board Meeting, and other meetings as required to support BWSR plan review
<b>Outcomes:</b>	✓ Board approves or disapproves a plan based on determination of compliance with plan content and operating procedures.

## 6. Local Adoption

### Task No. 6.1: Local adoption

Support the final plan adoption by the local plan authority(ies) within 120 days of BWSR Board approval. [This activity is included for information purposes and may or may not be included as a funded task in the BWSR grant agreement.]

<b>Lead:</b>	
<b>Support:</b>	
<b>Completion Date:</b>	Within 120 days of BWSR approval

## Allowable Costs for Planning Grants



One Watershed, One Plan planning grants support groups of local governments in developing watershed-based plans that are prioritized, targeted, and capable of achieving measurable results. The following are examples of allowable activities **specific to One Watershed, One Plan planning grants** (see also [BWSR Grant Administration Manual](#), [Allowable and Unallowable Costs](#)). This list applies only to One Watershed, One Plan Planning grants.

### Meeting Coordination and Facilitation and Grant Administration

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- Prepare policy/advisory committee or public meeting agendas and notices
- Plan for and coordinate logistics of policy/advisory committee meetings or public meetings
- Meeting Facilitation (local governments are encouraged to facilitate meetings, but may hire outside facilitation services when deemed necessary)
- Take meeting minutes (note-takers being paid under the grant may not also participate in meetings as the sole representative of their organization)
- Grant reporting and administration, including fiscal administration

The intent of One Watershed, One Plan planning grants is to support LGU staff who are taking a leadership role actively developing agendas, preparing for meetings, facilitating discussions during meetings, or administering grants. The grant is not intended to cover the time of each planning work group member who participates in discussions related to meeting preparation.

### Plan Development

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Members of local government partnerships may use grant dollars for development of plan materials or products as identified in the approved work plan. However, partnerships typically hire plan writing or other consultants to do the “heavy lifting” of putting the plan together.

- Compile and consolidate data and information from multiple sources across the watershed
- Modeling work required to prioritize, target, and measure in a planning context\*
- Prepare responses to public comments
- Conduct public outreach, focus groups, or other public involvement in plan development

\*Developing new studies, models, or other research, including increasing the level of detail in models beyond what’s needed for planning is not an allowable cost.

## Meeting Locations and Materials

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- Facility rental for public or committee meetings
- Materials and supplies for facilitating meetings
- Reasonable food costs for meetings where the primary purpose is to discuss plan development; such as a policy/advisory committee or public meeting
- Publishing meeting notices

## Non-allowable LGU activities (considered in-kind time and activities)

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- Staff time to participate in committee meetings on behalf of your organization
- Gathering and contributing information specific to your organization for inclusion in the plan (e.g., preparing a summary of local ordinances that will then be compiled with information from other organizations)
- Plan review on behalf of your organization
- Staff time for an individual, regularly scheduled, board meeting or county water plan task force meeting where One Watershed, One Plan will be discussed as part of the meeting
- Expenses and per diems of advisory and policy committee members



**(Watershed Name) One Watershed, One Plan Partnership  
GRANT BUDGET**

*This document is an attachment to the 1W1P Grant Work Plan and will be put into eLINK.*

	LEAD	ESTIMATED COST
<b>CONSULTANTS</b>		
<b>Pre-Planning</b>		
Aggregate Watershed Information...	Consultant A	
Public Informational Kick-Off Meeting	Consultant A	
<b>Planning</b>		
Outreach/Facilitation	Consultant B	
Continue to Aggregate Watershed Information	Consultant A	
Analyze and Prioritize Issues	Consultant A	
Establish Measurable Goals	Consultant A	
Develop a Targeted and Measurable Implementation Schedule and Program	Consultant A	
Write Plan Final Review Draft	Consultant A	
<b>Plan Review and Final Plan</b>		
Write Final Plan	Consultant A	
<b>Other Costs</b>		
Expenses: Printing, Travel	Consultant A	
<b>SUBTOTAL</b>		\$ -
<b>PARTNERSHIP</b>		
	<b>Hourly Rate</b>	<b>Hours</b>
	<b>LGU LEAD</b>	<b>Total Estimate</b>
Fiscal Coordination		\$ -
Grant Reporting (Elink)		\$ -
Policy Committee/Advisory Committee Coordination		\$ -
Policy Committee/Advisory Committee Coordination		\$ -
Meeting Expenses (facility, materials, food)		
Publication Expenses (notices, invitations)		
<b>SUBTOTAL</b>		\$ -
<b>CONTINGENCY</b> (add 10% to final amount)		\$ -
<b>TOTAL</b>		\$ -

*add lines as needed to accurately reflect the steps in the process and the work done by individual partner LGUs.*



# State Agency Procedures

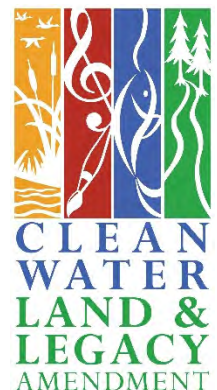
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# State Strategies



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**Purpose:** BWSR's vision for *One Watershed, One Plan* is to align local water planning on major watershed boundaries with state strategies towards prioritized, targeted and measurable implementation plans. There are many state strategy documents in Minnesota that are related to water resource issues. In this document, BWSR has compiled and summarized strategies and their relation to the vision of *One Watershed, One Plan*. This document is intended to help planning partnerships developing Comprehensive Watershed Management Plans through the *One Watershed, One Plan* program align their plans with state strategies. Please note: There may be other relevant state strategies not included in this document which could align with local plans. State agency members of planning partnerships can help provide further context and interpretation of the documents listed here during the planning process.



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## State Strategies: Minnesota Pollution Control Agency

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## NON-POINT PRIORITY FUNDING PLAN

Board of Water and Soil Resources, 2014

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### Description

Sets forth: high level state priorities for investing Clean Water Fund implementation funding; high-level keys to implementation; criteria for evaluating proposed activities for purposes of prioritizing nonpoint funding; and estimated costs for implementing nonpoint activities.

### Relation to *One Watershed, One Plan*

- Keys to implementation for successful achievement of clean water goals in the NPPF are: accelerate *watershed-scale* implementation, *prioritize* and *target* at the watershed scale, *measure* results at the watershed scale, utilize science-based information, build local capacity, maximize existing laws and regulations, support innovative non-regulatory approaches, and integrate hydrologic management systems into watershed plans. These keys to implementation in the NPPF align with the goals of *One Watershed, One Plan*.
- Having "*locally prioritized and targeted*" activities at the watershed scale and having the capacity to produce "*measurable effects*" are among nine other criteria that are used to evaluate proposed program or project activities.

Visit: <http://www.bwsr.state.mn.us/planning/nppf/NPPF%20Final.pdf>

## WATERSHED RESTORATION AND PROTECTION STRATEGIES REPORT (WRAPS)

Minnesota Pollution Control Agency, 2017

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### Description

Provides water quality goals/targets for each assessed water; identification of critical source areas based on pollutant loading and/or hydrologic parameters (peak flows and volumes); an overview of civic engagement efforts in each watershed; and recommended strategies and timelines needed to fully meet restoration goals, protection targets, and groundwater and/or drinking water goals where appropriate.

### Relation to *One Watershed, One Plan*

- WRAPS rely on comprehensive monitoring conducted by MPCA and its partners, water quality assessment, data and trend analysis, modeling, risk assessment and protection and restoration strategy development to inform local water planning and 1W1P development
- Strategies identified in WRAPS help determine what actions are needed to improve or maintain water quality and are intended to help prioritize waters and focus implementation actions and strategies to enhance measurable outcomes.

Visit: <https://www.pca.state.mn.us/water/watershed-approach-restoring-and-protecting-water-quality>

# MINNESOTA'S NONPOINT SOURCE MANAGEMENT PROGRAM PLAN

Minnesota Pollution Control Agency, 2013

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## Description

Includes a comprehensive inventory of nonpoint issues affecting rivers, streams, lakes, groundwater and wetlands, with high-level priority strategies for each, often including specific practices.

## Relation to *One Watershed, One Plan*

- Details non-point source (NPS) policies, laws, regulations, programs, and knowledge to guide policy and decision making on NPS water pollution issues in the coming years.
- Presents opportunities to representatives of federal, state, local, and private organizations to develop Action Plans recommending their priorities for the future. These priorities may be incorporated into a *One Watershed, One Plan*.
- Identifies primary NPS funding sources.
- Statewide action plans with goals, milestones, timelines, funding sources and lead agency responsibilities are provided in this plan for each of the following water resources: groundwater, lakes, rivers and streams, and wetlands. Action plans are also included for monitoring, information and education, feedlots, agricultural erosion, agricultural nutrients, pesticides, urban runoff, forestry, subsurface sewage treatment systems, and effects of atmospheric pollution on water quality.

**Visit:** <http://www.pca.state.mn.us/index.php/view-document.html?gid=19810>

# MINNESOTA NUTRIENT REDUCTION STRATEGY

Minnesota Pollution Control Agency, 2014

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## Description

Identifies phosphorus and nitrogen load reductions, including loads to downstream watersheds within and beyond Minnesota impacting Lake Superior, Lake Winnipeg, and the Gulf of Mexico hypoxia zone. Includes agricultural management practices that:

- Account for natural levels and historical buildup of phosphorus in the soil;
- Keep soil erosion in check;
- Reduce nitrogen application rates;
- Increase vegetative cover during spring and fall months through perennials and cover crops;
- Trap and treat tile water on site to reduce the amount of nitrogen transported offsite.

## Relation to *One Watershed, One Plan*

- One goal of the Nutrient Reduction Strategy is to further focus on the efforts of existing state-level plans and strategies for MN water issues, especially those addressing nutrients, thereby supplementing and coordinating among these other plans.
- Watersheds are *prioritized* on a statewide basis relative to nutrient loads and impacts, and implementation activities are *targeted* to ensure efficient use of resources.

- Water quality evaluations rely on efforts to complete statewide water quality modeling, such as HSPF. Modeling efforts may be leveraged in *One Watershed, One Plan*.

**Visit:** <http://www.pca.state.mn.us/index.php/view-document.html?gid=20213>

## **SEDIMENT REDUCTION STRATEGY FOR THE MINNESOTA RIVER BASIN AND SOUTH METRO MISSISSIPPI RIVER**

*Minnesota Pollution Control Agency, 2015*

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### **Description**

Includes strategies for achieving major reductions in sediment loading from the Minnesota River Basin and significant reductions from the South Metro Mississippi Watershed to meet TMDLs, including interim reduction goals for the next 15 years. Recommended land use changes are practices that reduce sediment loading.

### **Relation to *One Watershed, One Plan***

- WRAPS and *One Watershed, One Plan* will be developed at the major watershed scale as a part of the Watershed Approach. These documents should be developed to protect and restore local water resources as well as to achieve nutrient and sediment reductions. The nutrient strategy provides these milestones for nutrients and the Sediment Reduction Strategy document provides them for sediment.
- Outlines general strategies and actions for local watershed managers to utilize in the development of an individualized action plan that will meet their sediment reduction goals.
- BMP Scenarios were modeled in the Mississippi River Basin to determine which BMP scenarios would meet the 80-90% sediment reduction goal. These scenarios may be leveraged in the creation of a *One Watershed, One Plan*.
- Priority Initiatives identified: Reduce peak flow magnitude and duration, reduce two-year annual peak flow by 25% by 2030, decrease number of days the two-year peak flow is exceeded by 25% by 2030, set water storage goals by watershed, define effective water storage practices, consider hydrology and downstream waters in local watershed planning efforts, provide funding assistance for design and implementation of water storage options in priority watersheds, increase living cover, combine state and federal funding for CPR-RIM partnership for water storage.

**Visit:** <http://www.pca.state.mn.us/index.php/view-document.html?gid=20703>

## **NITROGEN FERTILIZER MANAGEMENT PLAN**

*Minnesota Department of Agriculture, 2015*

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### **Description**

Highlights preventing and mitigating groundwater contamination from nitrogen fertilizer. Includes statewide and regional nitrogen fertilizer best management practices focusing on the type of nitrogen fertilizer and the rate, timing, and method of application to cropland.

## Relation to One Watershed, One Plan

- Mitigation effects are prioritized and rely heavily on voluntary BMPs, intended to engage local communities in protecting groundwater from nitrate contamination.
- BMPs for nitrogen fertilizer have been developed, revised, and promoted to aid in producing measurable results.
- Partnerships with other agencies and stakeholders have been developed and strengthened.
- A general approach to implement the local response activities outlined in the NFMP has been extensively tested and refined at a number of locations, particularly in source water protection areas. This assists with *One Watershed, One Plan* goals of targeting and tailoring.

**Visit:** <http://www.mda.state.mn.us/~media/Files/chemicals/nfmp/nfmp2015.pdf>

## (DRAFT) GROUNDWATER MANAGEMENT PROGRAM STRATEGIC PLAN

*Department of Natural Resources, 2013*

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### Description

Ensures that permitted groundwater appropriations do not adversely impact aquifer water quality or threaten trout streams, calcareous fens, and other groundwater-dependent biological communities.

### Relation to One Watershed, One Plan

- DNR and public partners will begin to collect additional information and engage in new collaborations—for example, focusing on groundwater management areas—necessary to support sustainable groundwater management. This new data and these collaborations will be used during data aggregation for *One Watershed, One Plan*.
- Strategies to accomplish goals: 1) Heighten priority given to groundwater management, 2) improve information available for groundwater management decisions, 3) improve the management of groundwater appropriation permits, 4) improve compliance with groundwater appropriation regulations, 5) improve communication and education for users, stakeholders, partners, and the general public about the importance of groundwater resources and the challenges facing groundwater management, 6) effectively address groundwater management challenges in areas of high groundwater use and/or limited groundwater supply, and 7) promote the use of groundwater and the implementation of water conservation practices.
- During the development of *One Watershed, One Plan*, Strategy #1 may impact plan prioritization activities, Strategy #2 may impact data aggregation during plan development, and Strategy #5 may aid in plan implementation.

**Visit:** <http://files.dnr.state.mn.us/waters/gwmp/gwsp-draftplan.pdf>

## MINNESOTA PRAIRIE CONSERVATION PLAN

*Department of Natural Resources, 2011*

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### Description

Minnesota's conservation partners in the Prairie Region of the state collaborated to develop a twenty-five year strategy for accelerating prairie conservation.

### Relation to One Watershed, One Plan

- Strategic coordination in the plan will prevent potential duplication of efforts, missed opportunities, and the confusion that could stem from conservation entities pursuing their own plans independently.
- Scaled conservation: Identifying geographically large core areas, narrowing in to corridors to connect core areas, and narrowing further still to corridor complexes within the corridors.
- A number of state, federal, and private programs will play important roles in implementing this plan. The activities each program will engage in are detailed (Table 8). The acreage goals are also summarized (Table 9).
- Effectiveness measures for restoration and enhancement activities are included as part of the plan to determine how well the activities are working.

**Visit:** [http://files.dnr.state.mn.us/eco/mcbs/mn\\_prairie\\_conservation\\_plan.pdf](http://files.dnr.state.mn.us/eco/mcbs/mn_prairie_conservation_plan.pdf)

## SHALLOW LAKES PROGRAM PLAN

*Department of Natural Resources, 2010*

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### Description

The goal in the Shallow Lakes Plan is to protect and manage at least 1,800 shallow lakes in Minnesota for their ecological, recreational, and economic importance to the citizens of the state, with particular emphasis on wildlife and wildlife-based recreation. The goals for management and protection of shallow lakes have been identified in order to: meet the objectives in the Minnesota Department of Natural Resources' (DNR) Long Range Duck Recovery Plan (Duck Plan) and Division of Fish and Wildlife Strategic plan, and provide clearer focus for shallow lake management efforts undertaken by the DNR Section of Wildlife Management.

### Relation to One Watershed, One Plan

- Plan objectives are aimed at managing those basins with high wildlife management potential and maximum wildlife and public benefit.
- The plan describes how multiple impacts to shallow lakes necessitate the need for active management of aquatic habitats and watersheds for wildlife and waterfowl.
- The plan is a broad plan to guide wildlife management activities on shallow lakes over the next 45 years, but also provides short-term implementation targets and evaluation of habitats and management.

**Visit:** <http://www.dnr.state.mn.us/wildlife/shallowlakes/index.html>

## FISH HABITAT PLAN

*Department of Natural Resources, 2013*

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### Description

Describes principles of protecting and restoring water quality to provide habitat necessary for biological communities. Identifies focal areas of the state for implementing water quality focused habitat protection.

### Relation to One Watershed, One Plan

- This plan recognizes the importance of watershed management to fish habitats.
- The Section of Fisheries focuses on both protection and restoration, and will strive to direct approximately 60% of habitat management resources towards protection and 40% towards restoration efforts.
- Plan calls for increased coordination between the Section of Fisheries and a variety of partners, both within and external to the DNR.
- The plan draws together a portfolio of existing plans and reports that provide strategic direction, guidance, and performance measures regarding Minnesota's aquatic resources.
- Fish habitat objectives include defining landscape level work areas, prioritizing lakes within the work areas, choosing projects, engaging partners, education and outreach, tracking results (outcomes of habitat project activity should be quantifiable and long-term monitoring is needed to observe effects of protection/restoration), influencing natural resource policy, and learning from and adapting the implementation process. A suite of implementation strategies has been developed for each objective.
- Aquatic habitat protection and restoration is prioritized through the lakes framework (based on stresses to the lake from near-shore disturbance and land use in the watershed), and the stream framework (centered around the index of biological integrity (IBI)).
- Protection, enhancement, and restoration goals will be tailored to specific ecoregions.

**Visit:** [http://files.dnr.state.mn.us/fish\\_wildlife/fisheries/habitat/2013\\_fishhabitatplan.pdf](http://files.dnr.state.mn.us/fish_wildlife/fisheries/habitat/2013_fishhabitatplan.pdf)

## LONG-RANGE PLAN FOR WILD TURKEY IN MINNESOTA

*Department of Natural Resources, 2006*

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### Description

Provides a long-term vision for the wild turkey management program with specific actions for fiscal years 2006-2011 to produce a spring population of 75,000 wild turkeys and 35,000 spring hunting permits by 2011.

- Strategies:
  - Improve turkey habitat throughout the turkey range in Minnesota;
  - Leverage other funds to acquire turkey habitat in fee title or perpetual easement.
- Actions:
  - Establish native woody cover/shrub plantings with emphasis on winter fruit bearing species; Increase oak savannah and oak forest management;
  - Increase streamside corridor development and management of woody cover;

- Annually acquire 20-50 acres of important wild turkey habitat.

#### **Relation to One Watershed, One Plan:**

- Describes how habitat management and land acquisition projects initiated for the benefit of wild turkeys have a positive impact on other wildlife species in Minnesota.
- Identifies information and education as a primary action.
- Describes how long-range planning objectives have been combined with specific actions and time lines to form an operational plan.
- Completed through multi-group cooperation: National Wild Turkey Federation (NWTf), Fond du Lac and Mille Lacs Bands of Ojibwe, White Earth Reservation, and the Great Lakes Indian Fish and Wildlife Commission.

**Visit:** [http://www.sportsmenforchange.org/DNR%20Plans/long\\_range\\_turkey\\_plan\\_2007.pdf](http://www.sportsmenforchange.org/DNR%20Plans/long_range_turkey_plan_2007.pdf)

## **LONG-RANGE DUCK RECOVERY PLAN**

*Department of Natural Resources, 2006*

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### **Description**

This plan describes methods to accomplish 1) increasing the state's average breeding duck population from 636,000 to 1 million birds producing a fall population of 1.4 million birds from Minnesota by 2056, and 2) protecting 2 million acres of duck habitat.

#### **Relation to One Watershed, One Plan**

- Focuses on current acquisition and easement programs employed by state and federal agencies;
- Describes protecting and restoring wetlands and grasslands and protection and enhancement of on-going management of 1,800 shallow lakes across Minnesota;
- Describes how models will be used to track the duck population for results-productivity;
- Promotes outreach to introduce youth to waterfowling.

**Visit:** [http://files.dnr.state.mn.us/recreation/hunting/waterfowl/duckplan\\_042106.pdf](http://files.dnr.state.mn.us/recreation/hunting/waterfowl/duckplan_042106.pdf)

## **LONG-RANGE PLAN FOR THE RING-NECKED PHEASANT IN MINNESOTA**

*Department of Natural Resources, 2005*

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### **Description**

By the year 2025, stakeholders envision a Minnesota pheasant harvest averaging 750,000 roosters. This vision assumes a sufficient habitat base to support an average fall population of 3 million birds. High pheasant populations serve as an indicator of a healthier agricultural ecosystem.

- Strategies:
  - Protect, acquire, maintain, and improve reproductive and winter habitat;

- Provide technical and financial assistance for private land management;
- Encourage tax credits and incentives for developing or managing critical habitat.
- Actions:
  - Increase undisturbed grasslands by 330,000 acres by 2008;
  - Increase undisturbed grasslands by 1.56 million acres by 2025.

### Relation to One Watershed, One Plan

- Describes how Natural Resources Conservation Service and Soil and Water Conservation District staff report that a primary management goal of landowners enrolling in cropland-retirement programs is to increase pheasant numbers on their property. This relates to *One Watershed, One Plan* implementation objectives of increased land retirement.
- Emphasizes farm policy, conservation practices, and subsidies to achieve habitat and population goals.
- Meshes well with long-range plans for many other prairie and farmland wildlife species, as well as plans for conservation of grassland and wetland habitats.

**Visit:** [http://files.dnr.state.mn.us/recreation/hunting/pheasant/pheasantplan\\_final2005.pdf](http://files.dnr.state.mn.us/recreation/hunting/pheasant/pheasantplan_final2005.pdf)

## MUSKIE AND LARGE NORTHERN PIKE LONG RANGE PLAN

*Department of Natural Resources, 2008*

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### Description

The purpose of the Muskie and Large Northern Pike Long Range Plan is to guide fisheries management of muskellunge and northern pike in Minnesota for the next 12 years. Management goals are to improve opportunities for trophy muskellunge and large northern pike, while also providing opportunities to harvest northern pike. This plan builds on the foundation of previous long range plans and incorporates the latest research and management experience.

### Relation to One Watershed, One Plan

- Developed with stakeholder input from angling interests, including six workshops, two roundtables, and public comment through the DNR website.
- Builds on the foundation of previous long range plans and incorporates the latest research and management experience.

**Visit:** [http://files.dnr.state.mn.us/fish\\_wildlife/fisheries/plans/muskiepike\\_2020.pdf](http://files.dnr.state.mn.us/fish_wildlife/fisheries/plans/muskiepike_2020.pdf)

## LONG-RANGE PLAN FOR TROUT STREAM RESOURCE MANAGEMENT IN SOUTHEAST MINNESOTA

*Department of Natural Resources, 2011*

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### Description

At the midpoint of a 12-year strategic plan for southeast Minnesota trout streams, this plan reported on progress and fine-tuned the plans for the 2010 to 2015 period to give these ecologically sensitive streams the special attention needed to assure they remain healthy and productive. Work is under way to update the plan.



### Relation to One Watershed, One Plan

- Popular with anglers from around the upper Midwest, the trout streams of southeast Minnesota trout streams are an important recreational and economic resource.
- Actions to protect and enhance trout habitat also produce clean water and other environmental benefits. Some actions require a watershed-wide perspective.

**Visit:** [http://files.dnr.state.mn.us/areas/fisheries/lanesboro/setrout\\_mgtplan/full\\_report.pdf](http://files.dnr.state.mn.us/areas/fisheries/lanesboro/setrout_mgtplan/full_report.pdf)

## FISHERIES MANAGEMENT PLAN FOR THE MINNESOTA WATERS OF LAKE SUPERIOR

*Department of Natural Resources, 2016-2025*

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### Description

Identifies strategies and actions the Minnesota DNR is focusing on, that others can use as well, to effectively and efficiently protect and provide for sustained use of the Lake Superior fish community.

### Relation to One Watershed, One Plan

- Identifies goals and objectives for managing fish habitat, native prey fish, and non-native prey fish in general, as well as goals and objectives for specific species in the Lake Superior fish community: lean lake trout, brook trout, rainbow trout, chinook salmon, coho salmon, pink salmon, brown trout, sturgeon, and others.
- Includes information on beaver management in trout streams and data that supports the discontinuation of steelhead fry stocking.

**Visit:** [http://files.dnr.state.mn.us/fisheries/lakesuperior/superiormp\\_draft.pdf](http://files.dnr.state.mn.us/fisheries/lakesuperior/superiormp_draft.pdf)

## PARKS AND TRAILS LEGACY PLAN: PARKS AND TRAILS OF STATE AND REGIONAL SIGNIFICANCE: A 25-YEAR LONG-RANGE PLAN FOR MINNESOTA

*Department of Natural Resources, 2011*

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### Description

A long-range plan including a 10-year strategy for using Parks and Trails Fund money and traditional funding sources to: 1) Connect people and the outdoors: Better develop Minnesota's stewards of tomorrow through efforts to increase life-long participation in parks and trails; 2) Acquire land, create opportunities: Create new and expanded park and trail opportunities to satisfy current customers and reach out to new ones. 3) Take care of what we have: Provide safe, high-quality park and trail experiences by regular re-investment in park and trail infrastructure and natural resource management; and, 4) Coordinate among partners: Enhance coordination across the large and complex network of public, private, and non-profit partners that support Minnesota's parks and trails to ensure seamless, enjoyable park and rail experiences for Minnesotans.

## Relation to One Watershed, One Plan

- Priorities in the plan reflect input from citizens and multiple park and trail providers across the state.
- Successful implementation of the plan relies heavily on collaboration among providers and active citizen engagement.
- The plan incorporates strategies related to managing and enhancing water recreation opportunities and the water quality impacts of parks and trails management.

**Visit:** [http://www.legacy.leg.mn/sites/default/files/resources/parks\\_trails\\_legacy\\_plan\\_0.pdf](http://www.legacy.leg.mn/sites/default/files/resources/parks_trails_legacy_plan_0.pdf)

## MINNESOTA'S WILDLIFE ACTION PLAN

*Department of Natural Resources, 2015-2025*

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### Description

A partnership-based conservation plan to: 1) Ensure the long-term health and viability of Minnesota's wildlife with a focus on species that are rare, declining, or vulnerable to decline; 2) Enhance opportunities to enjoy Species in Greatest Conservation Need and other wildlife and to participate in conservation; and 3) Acquire the resources necessary for successful implementation.

## Relation to One Watershed, One Plan

- Defines the concept of Species in Greatest Conservation Need and identifies species that fit the definition.
- Prioritizes conservation for Species in Greatest Conservation Need and other wildlife within a mapped **Wildlife Action Network** of quality terrestrial and aquatic habitats throughout the state.
- Recommends targeting conservation actions within the Wildlife Action Network as the most effective and efficient way to stem declining populations of Species in Greatest Conservation Need. This includes potential Conservation Focus Area partnerships.

**Visit:** <http://files.dnr.state.mn.us/assistance/nrplanning/bigpicture/mnwap/wildlife-action-plan-2015-2025.pdf>

## MINNESOTA WETLANDS CONSERVATION PLAN

*Department of Natural Resources, 1997*

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### Description

The purpose of the Minnesota Wetlands Conservation Plan is to guide stewardship of wetlands. The goal for wetland conservation in Minnesota is to maintain and restore the quality and diversity and increase the overall quantity of wetlands in the state, varying regionally in accordance with differences in the character and health of the wetland resource, in order to promote ecologically, socially, and economically sustainable communities.

## Relation to One Watershed, One Plan

- This plan is a voluntary initiative, created through the collaborative effort of a diverse group of experienced citizens, professionals, and state agencies.
- Strong and thorough local water plans and wetland plans (*prepared on a watershed-basis*) and local land use plans are essential for wetlands conservation in Minnesota, and this plan can support those efforts.

- This plan was a product of an interactive, “grass roots” planning process, bringing together science, citizen knowledge and experience, and land use conditions to create a plan that would have broad-based public and governmental support.

**Visit:** <http://files.dnr.state.mn.us/eco/wetlands/wetland.pdf>

## SOURCE WATER PROTECTION PROGRAM

*Minnesota Department of Health*

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### Description

Source Water Protection (SWP) planning is a science-based planning process that protects the source of drinking water by providing a framework for public water supply systems to identify drinking water protection areas and implement management strategies targeted at identified risks. Partners often include state agencies, local government, citizens, and natural resource professionals.

### Relation to One Watershed, One Plan

- SWP plans (includes Wellhead Protection Plans) provide a targeted approach to address risks identified by a public water supplier in a local aquifer that recharges their wells.
- Managing land use is a core principle of the program that requires successful partnerships to implement, as protection areas are often outside of public water supplier’s jurisdiction. 1W1P participants, and the programs they manage, are the same partnerships and programs relied on by a public water supplier to protect the health of their drinking water supply.

**Visit:** <http://www.health.state.mn.us/divs/eh/water/swp/about/index.html>

## GROUNDWATER RESTORATION AND PROTECTION STRATEGIES

*Minnesota Department of Health*

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### Description

Groundwater Restoration and Protection Strategies (GRAPS) reports are designed to help prioritize and target local efforts to restore and protect groundwater resources as part of local water planning. While groundwater is not broken into watersheds like surface water, several state agencies have worked together to compile information and strategies for groundwater below surface water watersheds. A GRAPS report uses existing state data and information about groundwater and land-use practices that affect groundwater in the watershed to identify key groundwater quality and quantity concerns.

### Relation to One Watershed, One Plan

- GRAPS has been developed to help target where groundwater is at greatest risk to contamination and overuse within a given watershed.
- A list of strategies and recommended actions are identified to help protect the groundwater resource. The strategies and actions were developed considering the programs and resources available to local partners implementing the 1W1P.

**Visit:** [http://www.health.state.mn.us/divs/eh/water/dwp\\_cwl/localimplem/index.html](http://www.health.state.mn.us/divs/eh/water/dwp_cwl/localimplem/index.html)

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# STATEWIDE CONSERVATION AND PRESERVATION PLAN

*University of Minnesota: Institute on the Environment, 2008*

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## Description

The Final Plan of the Statewide Conservation and Preservation Plan provides a series of recommendations for addressing the critical issues and trends identified as having impacts or implications for Minnesota's environment and natural resources. The Plan identifies four priority drivers of change that negatively impact each natural resource, and, if addressed, would benefit the greatest number of natural resources:

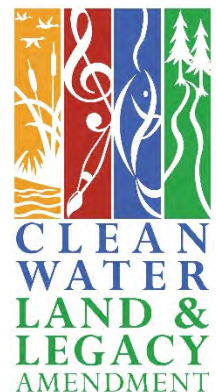
- Land and water habitat fragmentation, degradation, loss, and conversion;
  - Land use practices;
  - Transportation;
  - Energy production and use, and mercury as a toxic contaminant related to energy production.

The recommendations included in the Final Plan will prove useful to a wide variety of public and private entities. In particular, they will be used to help guide expenditures from the Minnesota Environment and Natural Resources Trust Fund.

## Relation to One Watershed, One Plan

- Planning, whether for transportation, energy, community development, water resources, agriculture, or forestry, should be integrated across all agencies and at a multijurisdictional scale.

**Visit:** [http://www.lccmr.leg.mn/documents/scpp/statewide\\_plan/scpp\\_2008-07-08\\_final\\_plan\\_overview.pdf](http://www.lccmr.leg.mn/documents/scpp/statewide_plan/scpp_2008-07-08_final_plan_overview.pdf)



# The Minnesota Water Management Framework

*A high-level, multi-agency, collaborative perspective on managing Minnesota's water resources*

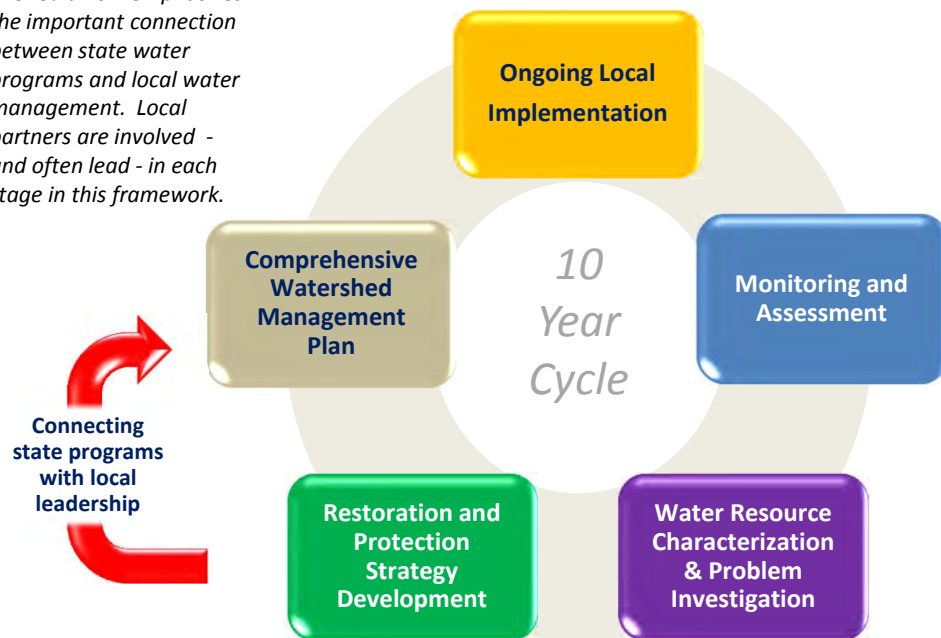


The passage of the Clean Water, Land, and Legacy Amendment is a **game-changer** for water resource management in Minnesota. Increased funding and public expectations have driven the need for **more and better coordination** among the state's main water management agencies.

The **MN Water Quality Framework** and the companion **MN Groundwater Management Framework** were developed by the agencies to enhance collaboration and clarify roles in an integrated water governance structure, so that it's **clear to everyone who is responsible** at each stage in the process, making it **easier and more efficient** for state and local partners to work together.

**Goals:** cleaner water via comprehensive watershed management; ensure that groundwater is protected and managed sustainably.

*The red arrow emphasizes the important connection between state water programs and local water management. Local partners are involved - and often lead - in each stage in this framework.*



Building on a classic “plan - do - check” adaptive management approach, the framework uses 5 “boxes” to outline the steps Minnesota’s agencies are taking toward our goals of clean and sustainable water. The agencies aim to streamline water management by systematically and predictably delivering data, research, and analysis and empowering local action.

**Ongoing Local Implementation** is at the heart of the state’s overall strategy for clean water. Actions must be prioritized, targeted, and measurable in order to ensure limited resources are spent where they are needed most. The rest of the cycle supports effective implementation.

**Monitoring and Assessment** determines the condition of the state’s ground and surface waters and informs future implementation actions. The state’s “watershed approach” systematically assesses the condition of lakes and streams on a 10-year cycle. Groundwater monitoring and assessment is more varied in space and time.

**Water Resource Characterization and Problem Investigation** delves into the science to analyze and synthesize data so that key interactions, stressors, and threats are understood. In this step, watershed and groundwater models and maps are developed to help inform strategies.

**Watershed Restoration and Protection Strategies (WRAPS) and Groundwater Restoration and Protection Strategies (GRAPS)** include the development of strategies and high level plans, “packaged” at the 8-digit HUC scale (81 major watersheds in Minnesota). These strategies identify priorities in each major watershed and inform local planning.

The **Comprehensive Watershed Management Plan** is where information comes together in a local commitment for prioritized, targeted, and measurable action. Local priorities and knowledge are used to refine the broad-scale WRAPS and other assessments into locally based strategies for clean and sustainable water.



Funding and technical assistance for locally implemented watershed restoration and protection projects	Monitor progress of local implementation goals	Conservation targeting tools (e.g., Environmental Benefits Index) BMP guidance (e.g., drainage water management)	Participate on interagency watershed teams developing WRAPS (with all agencies)	Comprehensive Watershed Management Planning (One Watershed, One Plan) Local water and watershed plans
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Appropriations and Public Waters Permitting Shoreland and floodplain management Technical assistance for projects	Stream flow Fish and plants (lakes) Mercury in fish tissue Aquifer levels (with Met Council)	Stream hydrology and geomorphology (support MPCA) Small scale watershed modeling and groundwater level modeling County Geologic Atlas	Advise on conservation actions based on holistic view of watershed health (hydrology, geomorphology, connectivity, biology, water quality)	Input on local conservation actions informed by statewide plans for prairies, forests, etc. Water supply planning and groundwater management areas (with Met Council)
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Funding for source water protection, contaminants of emerging concern Well sealing cost share	Source water and finished drinking water Bacteria monitoring on Lake Superior beaches	Guidance for contaminants of emerging concern Data analysis and modeling to support WHPA delineation and vulnerability assessments for public water supplies	Source water protection planning (identification of problems, issues, and opportunities) Well construction management	Guidance for infiltration in DWSMAs Source water protection planning (local measures and strategies)
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Loans and grants for water infrastructure projects based on priorities set by MDH and PCA



NPDES permit programs, SSTs compliance Grants for Clean Water Partnership, Great Lakes Restoration, stormwater and wastewater treatment (PFA)	Water chemistry (surface and groundwater) Fish and macroinvertebrates (streams) Surface water assessment grants	Stressor Identification for biological impairments Watershed Modeling (8-HUC) TMDLs Civic engagement	Stakeholder agreement on broad watershed restoration and protection strategies (WRAPS) WRAPS report – includes implementation table TMDLs to EPA	Provide WRAPS for incorporation into local plans Input on management strategies informed by statewide nutrient plan
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Ag BMP loans MN Agricultural Water Quality Certification Program Implement Pesticide and Nitrogen Fertilizer Management Plans	Pesticides in surface and groundwater Nitrate in groundwater	Research/evaluation on ag sources, practices and solutions Technical assistance on ag sources and practices, BMP demonstration/evaluation sites Stressor ID for pesticides	Ag practices and management options, nitrogen fertilizer and pesticide use Participate on interagency teams developing WRAPS Vegetative cover	Input on management strategies informed by pesticide and nitrogen fertilizer management plans
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Technical assistance and demonstration projects	Lake, stream, river monitoring: flow, chemistry, biology Effluent monitoring (WWTPs) Impervious surface and land cover assessments	Modeling and trend assessments (surface water) Pollutant load calculations Groundwater mapping and characterization	Participate in WRAPS and local water planning teams Master water supply plan Groundwater management areas (with DNR)	Participate in review of local water and watershed plans (metro area); local water supply plans; and comprehensive land use plans (metro area)
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## State Agency Participation in 1W1P

A key element of BWSR’s vision for One Watershed, One Plan is to align local water planning with state strategies. This requires both meaningful participation by the state as well as a local responsibility to invite, include, and incorporate state agencies and their feedback into the planning process. This guidance document provides a general overview of the roles and responsibilities for local partnerships and state agencies including BWSR, DNR, MDA, MDH, MPCA, and the Met Council.

### The value of state agency involvement

Comprehensive watershed management plans are locally led, locally owned plans. While the state’s role is advisory, it is not optional (see [One Watershed, One Plan Operating Procedures 2.0](#), Section IV.A.1.c.iii). Involving state agencies can benefit local governments by directing state implementation actions in a way that helps achieve local priorities (and vice versa). State agency involvement will also ensure the most recent and applicable data and information are used to develop the plan. Finally, aligning with state priorities will also help local governments tap into state funding.

### Roles and responsibilities for state and local government

State agencies are involved in One Watershed, One Plan in two primary ways: as members of the Advisory Committee and as a plan review authority\*\*. The table below summarizes roles for state and local participants when it comes to including state agencies in the locally led planning process.

**A note about workloads:** The ability of a particular state agency to participate in a given watershed may vary according to a variety of factors including agency budget, proximity of staff, and the staff person’s primary job responsibilities. Agency staff should work with their supervisors, who may coordinate across executive branch agencies, to manage expectations and maximize effectiveness of agency participation.

	Plan Element or Step	Local Partnership roles for including state agencies	State Agency roles for participating
Advisory Committee Role	Establish Advisory Committee	Invite state agencies to participate as a full advisory committee member.	Assign one person to be the initial/main point of contact for your agency.
	Advisory Committee meetings	Include agencies in discussions where plan content is being developed or deliberated. Set clear agendas, distributed in advance, so members can prepare and bring the right people along.	Participate meaningfully in advisory committee meetings and discussions. Bring agency subject matter experts in as appropriate/needed.

	Plan Element or Step	Local Partnership roles for including state agencies	State Agency roles for participating
Advisory Committee Role		<b>Planning Work Group:</b> The planning work group (local partners and consultants) meets regularly to discuss <b>process and logistics</b> . Discussion should focus on “what needs to happen next” to move the planning effort forward.	<b>Interagency Watershed Core Team:</b> State agencies may meet independently to improve the state’s participation. Teams should clarify state priorities and resolve confusing or conflicting language or points of view. They may also submit “shared” comments from multiple agencies reflecting a single point of view from the state. BWSR convenes the core team during plan development.
	Prioritization and plan development	Consider state priorities as local priorities are being developed. When state and local priorities do not align, clearly communicate why not. Consider acknowledging the priority (or difference) in the plan.  Select strategies and actions that will result in multiple benefits toward both local and state goals.	Be knowledgeable about state strategies* with which the local plan can/should align. Clearly communicate state data, tools, and priorities in a way that is relevant to local concerns and implementation actions.  Submit comments in a timely way to avoid costly back-tracking or delays in the process.  Clarify and commit to the state’s contributions as part of a local/state implementation partnership (could include projects, programs, policies, and financial/technical help).  Focus on helping shape and identify how locally-selected implementation actions can be measured and will achieve multiple benefits (rather than whether your agency’s priority issue(s)/concern(s) were ranked highly).
	Policy Committee and public hearings	Use agency staff as resources to communicate data, issues, and goals to the public and policy makers.	Be available to present data, issues, and goals to the public and policy makers so that participants base their decisions on a solid understanding of the issues and the science.
Plan Review Authority Role	Initial Comment Letter	Invite agency to provide initial comments.	Clearly communicate what data and information your agency has and how it is relevant to the local process, your priority issues and concerns, and your commitment to participation.
	60-day Comment Period	Respond to comments in a timely manner.	Clearly communicate practical and constructive comments that will help strengthen the plan.***
	Final Plan Review**	Commit to an ongoing partnership for plan implementation	Clearly communicate your agency’s recommendation to BWSR for plan approval. Commit to an ongoing partnership for plan implementation.

\*See [Using WRAPS Reports in Local Water Planning](#) and [State Strategies Summary](#).

\*\*Note that the EQB is a Plan Review Authority but is only expected to participate in the final plan review step.

\*\*\* See [Best Practices for Agency Comments on Water Plans](#) for more details about the best way to provide comments.





## Using WRAPS Reports in Local Water Planning

This document provides a general overview of connections between a Watershed Restoration and Protection Strategies (WRAPS) report and a water plan, and outlines how local governments can incorporate the elements of a WRAPS report into their local water planning process. It is important to connect local water management programs and activities and WRAPS reports because each informs the other. Water plan in this document refers to County Water Plans, Watershed District Plans, Watershed Management Organization Plans, and Comprehensive Watershed Management Plans (One Watershed, One Plan).

### Reports Available Through the MPCA & the WRAPS Process

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#### Watershed Restoration and Protection Strategies Report (WRAPS)

This report summarizes the reports listed below, and uses that information to determine what actions are needed to improve or maintain water quality. The report includes current and past assessments of water quality, diagnostic studies and TMDL work, water quality (and in some cases drinking water) goals, and outlines ways to prioritize waters and focus implementation actions and strategies to enhance measurable outcomes. The WRAPS also provides:

- Water quality goals/targets for each assessed water
- Identification of critical source areas based on pollutant loading and/or hydrologic parameters (peak flows and volumes);
- An overview of civic engagement efforts that were conducted and that may be useful for future planning and implementation efforts
- Recommended strategies and timelines needed to fully meet restoration goals, protection targets, and groundwater and/or drinking water goals where appropriate

**How to use the WRAPS report in water planning:** The information in the WRAPS report can be valuable to understanding the broader watershed-wide water quality and water resource issues by providing information such as the relative magnitude and type of contributing pollutant sources and the relationships between water management practices and water quality conditions. The protection-related information in WRAPS is designed to help prioritize, target, and deliver measurable improvements in protection outcomes. The WRAPS may also incorporate statewide water quality plans, such as the Nutrient Reduction Strategy and sediment strategy reports where available; potentially streamlining the development of local water plan priorities. WRAPS strategies to restore impaired waters should be incorporated into a water plan. If WRAPS strategies are not identified as local priorities, the plan should include a description of why not.

#### Monitoring and Assessment Report

Identifies the results and status of sampled waters within the watershed over the most recent 10-year period and collects baseline information on a watershed's physical characteristics. The report provides valuable information on the specific resources monitored and assessed as well as any long-term trends within the watershed. Key information found in the report includes:

- Locations of permitted groundwater and surface water withdrawals and summaries of groundwater quality and quantity in the watershed
- Biological condition (fish, macroinvertebrates, and/or aquatic plants) for streams, rivers, and lakes;
- Habitat information documented during each fish sampling visit
- Stream channel stability information
- Watershed hydrology information
- Pollutant loading data at the major watershed outlet (and in some cases for some minor watersheds)
- Water chemistry results representing the outlet of the minor watersheds;
- A summary of lake water quality results
- A summary of drinking water protection needs where appropriate.

**How to use the Monitoring and Assessment Report in water planning:** This report characterizes the water quality conditions in the watershed. Data collected in support of the report (such as the physical characteristics) can be valuable for land and water resources inventory and subsequent prioritization of resources in a plan. Additionally, understanding the monitoring section of the report can assist with development of ongoing monitoring actions within the water plan.

### Stressor Identification Report

Summarizes the key causes or “biotic stressors” contributing to impaired fish, aquatic macroinvertebrate, and aquatic plant communities and includes a comprehensive review of existing biological, chemical, and physical data to assess the stressors on stream and lake health (examples: low oxygen, excess sedimentation, temperature, poor water clarity, interrupted connectivity, and lack of habitat).

**How to use the Stressor Identification Report in water planning:** Stressors identified in the report should be identified as concerns or issues within the water plan. If these biotic stressors are not identified as priorities, the plan should describe why not. Management actions in the implementation sections of water plans should address the stressors to the extent possible.

### TMDL Report

After impaired waters are listed, the MPCA addresses each of the impairments with a Total Maximum Daily Load (TMDL). The TMDL process identifies all sources of the pollutant and determines how much each source must reduce its contribution in order to meet the standard. Implementation recommendations are provided in the TMDL report and/or incorporated directly into the WRAPS report. Each TMDL project may contain one or more waterbodies or segments of a waterbody. A TMDL is the maximum amount of a pollutant a water body can receive without violating water quality standards, and an allocation of that amount to the pollutant’s sources. TMDLs may directly impact municipal stormwater (MS4), wastewater facilities, and permitted/regulated businesses with required pollutant load reductions.

**How to use the TMDL in water planning:** The source reduction strategies form the basis of the TMDL implementation plan which is further refined during the water planning process. The TMDL sets pollution reduction goals (examples: nitrogen, phosphorus, sediment), to be achieved through implementation of the water plan. The TMDL will also provide insight into capital projects and other practices that may be implemented within a watershed to address impairments. The TMDL report identifies the sources of the impairment while the associated TMDL modeling information provides further details about the water quality impairment that are useful for estimating future restoration costs and for funding applications.

## Connecting WRAPS to the Water Planning Process

In the water planning process, data and information are used in the context of local values and needs to set priorities. The following table provides a general overview of the water plan development process and how a WRAPS report connects with those steps. Note that not all the steps are part of every planning process, not every WRAPS is complete, and that local water plans will address many items beyond those in the WRAPS. The connections outlined above may apply to other state plans, e.g. Groundwater Restoration and Protection Strategies report (GRAPS), the Nonpoint Priority Funding Plan.

	Planning Process Step	WRAPS Connection
Planning Start-up	Initial meetings of local government planning staff to discuss planning process	In the meeting, local staff are encouraged to include a discussion of the current status of the WRAPS
	Advisory committee or water plan task force meeting(s) shortly prior to plan initiation	MPCA staff may be asked to provide a WRAPS overview to the Advisory Committee (timing may be more appropriate after plan initiation).
	Governing Board passes a resolution to update the water plan	Local staff may want to consider including a commitment to the WRAPS in the resolution to update the plan.
	Local government requests initial input on the plan or Priority Concerns Scoping Document (PCSD) for County Water Planning	All agencies – be sure to reference WRAPS report and include critical items in the response letter (not all items in the WRAPS can be addressed in a 10-year water plan; specificity about agency priorities early on will help in the planning and approval processes)
County Water Planning PCSD	Local government develops the PCSD	Local staff encouraged to discuss approach for incorporating WRAPS into the PCSD with MPCA project manager, the WRAPS technical core team, or other experts the project manager references.
	Local government response to comments on the PCSD	Review response to comments to ensure any comments regarding WRAPS are addressed.
	Recommendation to BWSR Region Planning Committee (PCSD)	BWSR staff will specifically note if/how PCSD addresses critical issues identified in WRAPS in memo and presentation to board committee.
Plan Development	Local government hosts a plan kickoff meeting and ongoing Advisory Committee or task force meetings	Local staff should be communicating with MPCA staff about providing a WRAPS overview at the kick off meeting and/or to the advisory committee. All agencies should be discussing the WRAPS as appropriate at advisory committee meetings.
	Local government drafts the water plan. Drafts of the plan or plan sections may be provided along the way for feedback.	Go back to response letter submitted during plan start-up and make sure items in letter are addressed in the water plan. Agency staff will coordinate with local and BWSR staff if items are not addressed.
	Public hearing held on the water plan	No specific connection to the WRAPS Report.
Final Plan	Final water plan is submitted to BWSR.	BWSR reviews the plan against statute, rule, and policy requirements and agency letters received. BWSR ensures that critical issues identified in the WRAPS report have been incorporated into the water plan. BWSR will communicate

		with agencies about final review and coordinate if discrepancies are found in the plan.
	Presentation of the final plan to the BWSR Regional Planning Committee of the Board.	In presenting to this committee, LGUs are encouraged to specifically note how the water plan addresses critical issues identified in the WRAPS report. If the WRAPS is not sufficiently addressed in the plan, the committee may not recommend approval to the full BWSR Board.
	Final approval of the water plan by the BWSR Board	No specific connection to the WRAPS Report.

## Information Used in WRAPS That Could Inform Local Water Planning

As part of WRAPS development, a **Hydrological Simulation Program—Fortran** (HSPF) model is built for each major watershed. Following construction of the model, a Scenario Application Manager (SAM) utility may be developed. This utility allows a water planner to evaluate the water quality effects of a range of scenarios (e.g., increase in perennial cover; conversion of forest to agriculture). The application does not require modeling expertise; however, knowledge of the assumptions associated with and appropriate uses for an HSPF model is recommended. A few WRAPS have used a Soil and Water Assessment Tool (SWAT) model instead of HSPF.

In addition, many WRAPS have used information on **fluvial geomorphology** (stream stability), **hydrology** (stream flow), and **connectivity** (dams and road crossings), as well as the Watershed Health Assessment Framework, which provides major watershed and catchment–scale scores for a variety of watershed health metrics.

Other data, analysis, and models not listed here may have been used in the WRAPS process and could be useful in developing a water plan. Agency staff can help local water planners determine what data is available and what analysis and models have been developed for a given watershed.

### Should or Must?

#### Requirements for Using WRAPS and other information in Local Water Plans

Local water planning is a process of prioritizing water bodies and issues and selecting locally relevant strategies to work toward water resource goals. This process is informed by data, information, and goals from a variety of sources, including WRAPS, state-level plans and strategies, and citizen input. Strategies in local plans should be connected back to these sources, and ideally, they should provide multiple benefits to address a variety of issues identified in the planning process. Because WRAPS and some other sources are comprehensive, it's not expected that everything in a WRAPS or other source be reflected in a local water plan. The following clarifies the requirements for using this information in different plan types:

**MUST:** Using WRAPS is a key purpose of One Watershed, One Plan [see Minnesota Statutes §103B.801, Subd. 2(3)] and incorporating data and information from WRAPS and other sources, including state-generated reports, plans and strategies is required (see One Watershed, One Plan - Plan Content Requirements).

**SHOULD:** While this requirement is not presently outlined in statute for County Water Plans, Watershed District Plans, and Watershed Management Organization Plans, WRAPS can add value to all local water plans. All plans should connect information in WRAPS and other sources to the strategies and actions listed for locally identified priority resources.

# Draft MOA/MOU

**WHEREAS**, the Bois de Sioux and Mustinka Comprehensive Watershed Planning area contains two watersheds that the MPCA has identified as a need and has developed a Watershed Restoration and Protection Strategies (WRAPS) for each the Bois de Sioux River and Mustinka River Watersheds.

**WHEREAS**, the Parties intent to identify planning regions within the proposed planning areas as identified by BWSR that will be consistent with the Bois de Sioux River and Mustinka Comprehensive Watershed Planning Area.

**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 the Bois de Sioux and Mustinka Comprehensive Watershed Planning Area (**Attachment A**). 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 Planning Entities.
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 adoption of the plan by all parties unless canceled according to the provisions of this Agreement or earlier terminated by law.
3. **Adding Additional Parties:** A qualifying party desiring to become a member of this Agreement shall indicate its intent by adoption of a board resolution prior to (**insert date**). The party agrees 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

## MEMORANDUM OF AGREEMENT

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

The Counties of Big Stone, Grant, Otter Tail, Stevens, Traverse and Wilkin by and through their respective County Board of Commissioners, and

The Big Stone, Grant, Otter Tail, Stevens, Traverse and Wilkin Soil and Water Conservation Districts, by and through their respective Soil and Water Conservation District Board of Supervisors, and

The Bois de Sioux Watershed District, by and through their respective Board of Managers,

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 Watershed Districts of this Agreement are political subdivisions of the State of Minnesota, with statutory authority to carry out conservation of the natural resources of the state by land use controls, flood control, and other conservation projects for the protection of the public health and welfare and the provident use of the natural resources, pursuant to Minnesota Statutes Chapters 103B, 103D 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 in Bois de Sioux and Mustinka Comprehensive Watershed Planning Area 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*.

**WHEREAS**, it is the intent of the Parties to develop a coordinated watershed management plan within the boundaries of the Bois de Sioux and Mustinka watersheds.

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 the Bois de Sioux Watershed District 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.
- f. **Termination:** The parties anticipate that this Agreement will remain in full force and effect through the term of the grant agreement with BWSR and until cancelled by all parties or until **(insert date)** consistent with the term of the grant agreement, unless otherwise terminated in accordance with law or other provisions of the Agreement.
- g. **(May include additional general provisions as necessary, e.g. amendments, full agreement, appeal process etc.)**

## 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 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 representative shall have one vote.
  - 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 by **(state within X days of execution of this document)** to describe the functions and operations of the committee(s).



- iv. 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. *Each party will be responsible for initiating a local review and comment process that conforms to Minnesota Statutes Chapters 103B and 103D, including required 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 and begin implementation of 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:** Bois de Sioux Watershed District will 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 to all parties hereto and any other applicable entity.
  - d. Provide the Policy Committee and other applicable committees 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 which time, records will be turned over to Bois de Sioux Watershed District.
  - f. Provide prompt payment for services rendered.

8. **Grant Administration:** Grant SWCD will act as the grant administrator 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.
- b. Coordinate the Policy Committee meetings.
- c. Administrate the grant with BWSR for the purposes of developing a watershed-based plan.
- d. Coordinate the Advisory Committee meetings, including the technical and other subcommittees.
- e. Serve as primary contact with the consultant for planning purposes.
- f. Perform all duties outlined within the Scope of Services (Attachment B).

9. **Authorized Representatives:** The following persons will be the primary contacts for all matters concerning this Agreement:

\_\_\_\_\_ County

*(enter name)* or successor

County Administrator

*(enter address)*

Telephone: \_\_\_\_\_

\_\_\_\_\_ SWCD

*(enter name)* or successor

District Administrator

*(enter address)*

Telephone: \_\_\_\_\_

\_\_\_\_\_ Watershed District

*(enter name)* or successor

County Administrator

*(enter address)*

Telephone: \_\_\_\_\_

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

PARTNER: \_\_\_\_\_

APPROVED:

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

BY: \_\_\_\_\_  
District Manager/Administrator Date

**APPROVED AS TO FORM** *(use if necessary)*

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

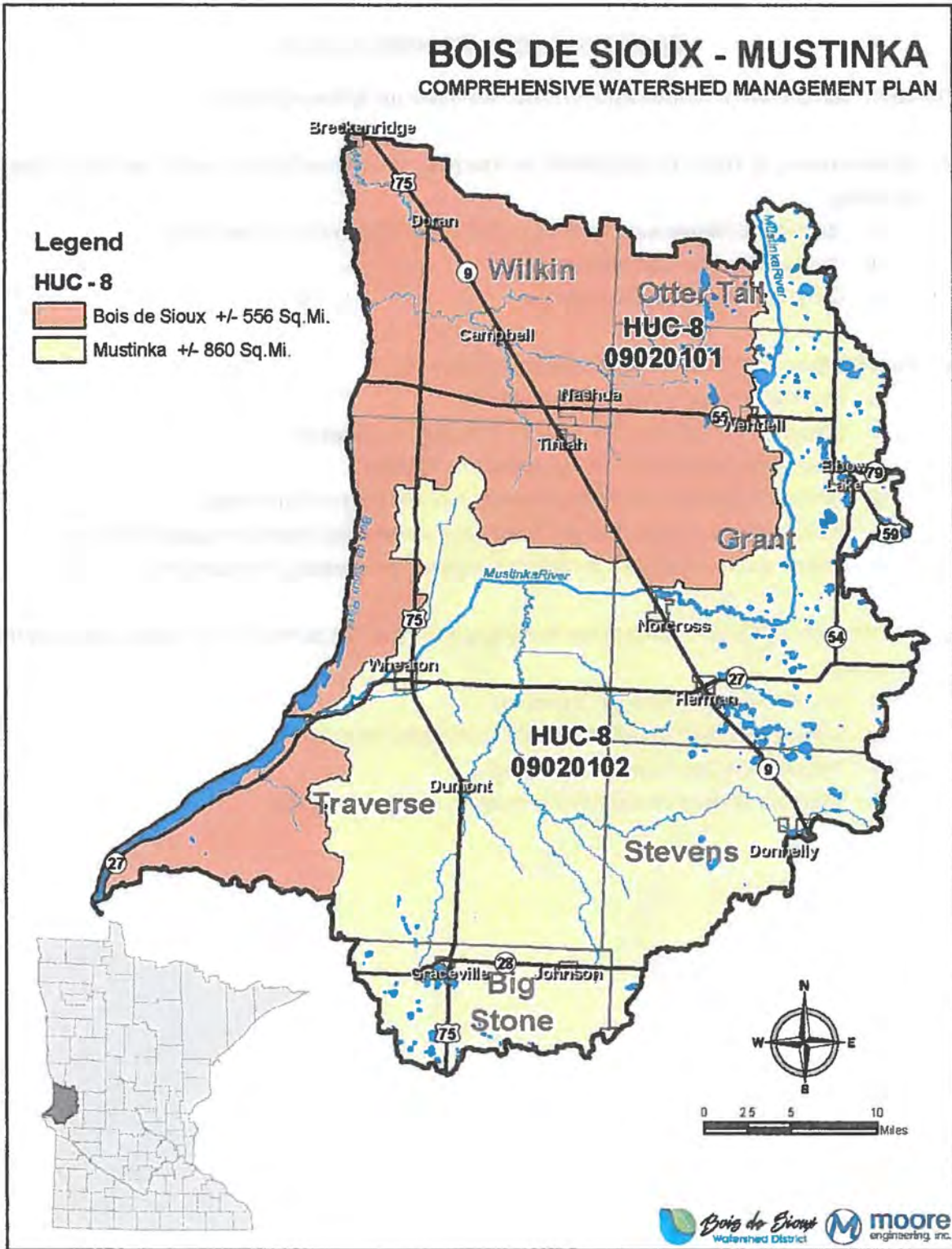
## **Attachment B**

### **Scope of Services Provided by the**

#### **Grant Soil and Water Conservation District**

The Grant Soil and Water Conservation District will have the following duties:

1. Administration of the grant with BWSR for the purposes of developing a watershed-based plan, including:
  - a. Submit this Agreement, work plan, and other documents as required;
  - b. Execute the grant agreement; and
  - c. Complete annual eLINK reporting.
  
2. Coordination of Policy Committee meetings, including:
  - a. Provide advance notice of meetings;
  - b. Prepare and distribute the Agenda and related materials;
  - c. Prepare and distribute Policy Committee Minutes;
  - d. Maintain all records and documentation of the Policy Committee;
  - e. Provide public notices to the counties and watershed district for publication; and
  - f. Gather public comments from public hearing and prepare for submittal.
  
3. Coordination of Advisory Committee meetings, including the technical and citizen subcommittees, including:
  - a. Provide advance notice of meetings;
  - b. Prepare and Distribute the Agenda and related materials;
  - c. Prepare and Distribute Minutes; and
  - d. Maintain all records and documentation of the committees.



#	1W1P Planning Boundary	Name	Year	BWSR	DNR	PCA	MDA	MDH	Met Council
1	Lake Superior - North	2014	Erin Loeffler	Cliff Bentley	Karen Evens	Margaret Wagner*			
19	Minnesota River - Yellow M	2014	Jason Beckler	Lucas Youngsma	Mike Weckwerth	Spencer Herbert			
12	North Fork Crow River	2014	Steve Christopher	Ethan Jenzen	Scott Lucas	Ryan Lemickson			Karen Jensen
41	Red Lake River	2014	Matt Fischer	Henry Van Offelen	Denise Oakes	Ryan Lemickson			
32	Root River	2014	Adam Bielke	Jeff Weiss	Justin Watkins	Kevin Kuehner			
54	Cannon River	2016	Jenny Mocol-Johnson	Todd Piepho	Justin Watkins	Spencer Herbert	Jennifer Ronnenberg		Emily Resseger
33	Cedar River	2016	Dave Copeland	Todd Piepho	Bill Thompson	Spencer Herbert	Jennifer Ronnenberg		
51	Lake of the Woods	2016	Chad Severts	Annette Drewes	Cary Hernandez	Luke Stuewe	Chris Parthun		
4	Leech Lake River	2016	Maggie Leach	Annette Drewes	Phil Votruba	Ryan Lemickson	Chris Parthun		
52	Missouri River Basin	2016	Doug Goodrich	Brian Nyborg	Mark Hanson	Russ Derickson	Amanda Strommer		
17	Pomme de Terre River	2016	Pete Waller	Annette Drewes	Paul Wymar	Ryan Lemickson	Jenilynn Marchand		
42	Thief River	2016	Matt Fischer	Annette Drewes	Denise Oakes	Rob Sip	Jenilynn Marchand		
37	Buffalo - Red River	2017	Brett Arne	Annette Drewes	Tim James	Ryan Lemickson	Jenilynn Marchand		
29	Lower St. Croix River	2017	Dan Fabian	Jason Carlson	Chris Zadak	Margaret Wagner*	John Freitag		Jen Kostrzewski
35 & 59	Mustinka/Bois de Sioux River	2017	Pete Waller	Annette Drewes	Cary Hernandez	Ryan Lemickson	Jenilynn Marchand		
6	Pine River	2017	Maggie Leach	Taylor Nelson	Scott Lucas	Luke Stuewe	George Minerich		
10	Sauk River	2017	Jason Welnerman	Craig Willis	Scott Lucas	Ryan Lemickson	Karen Voz		
25	Watonwan River	2017	Jill Sackett-Eberhart	Scott Bohling	Paul Davis	Spencer Herbert	Amanda Strommer		
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## One Watershed, One Plan Guiding Principles

*From the Board of Water and Soil Resources, State of Minnesota*

**Version:** 2.00  
**Effective Date:** 12/18/2013  
**Approval:** Board Decision #13-106

### Policy Statement

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**Vision:** BWSR's vision for *One Watershed, One Plan* is to align local water planning on major watershed boundaries with state strategies towards prioritized, targeted and measurable implementation plans – the next logical step in the evolution of water planning in Minnesota.

**Purpose:** The purpose of this document is to further outline the *One Watershed, One Plan* vision through providing the guiding principles that will direct and influence the program's future policies and procedures.

### Guiding Principles

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**One Watershed, One Plan will result in plans with prioritized, targeted, and measurable implementation actions that meet or exceed current water plan content standards.**

One Watershed, One Plan will set standards for plan content that will be consistent with or exceed the plan approval standards currently in place for local water plans. Most existing water management plans contain adequate inventories of resources and assessment of issues. One Watershed, One Plan will build from this point, with an expanded focus on prioritized, targeted, and measurable implementation of restoration and protection activities. The intent is for these future water plans to use existing plans, local knowledge and other studies and planning documents—including Watershed Restoration and Protection Strategies developed through the Minnesota Pollution Control Agency—to establish plans with clear implementation timelines, milestones, and cost estimates that will address the largest threats and provide the greatest environmental benefit unique to each watershed.

**One Watershed, One Plan is not an effort to change local governance.**

Local governments have been at the forefront of water management dating back to 1937 with the formation of the State's first soil and water conservation district. One Watershed, One Plan is intended to utilize the existing structures of counties, soil and water conservation districts, watershed districts and Metropolitan watershed management organizations by increasing collaboration and cooperation across political boundaries.

**One Watershed, One Plan will strive for a systematic, watershed-wide, science-based approach to watershed management; driven by the participating local governments.**

It is important for all communities to take part in managing their watersheds through goal setting, monitoring, restoring and protecting water resources and local habitats and ensuring a good quality of life for all who live, work, and recreate in those spaces. A decided “bottom up” approach for water management—allowing the key discussions of major water resource issues, concerns, problems, goals and objectives and potential solutions to originate and be first fully vetted at the stakeholder level—is envisioned. Expanding involvement and collaboration at the ground-level creates greater buy-in and support at all levels of government.

**One Watershed, One Plan will use the state’s delineated major watersheds (8-digit hydrologic unit codes or HUC8) as the starting point for defining the preferred scale for local watershed management planning.**

The Local Government Water Roundtable (LGWR), a collaboration between the Association of Minnesota Counties, the Minnesota Association of Watershed Districts, and the Minnesota Association of Soil and Water Conservation Districts, determined it is in the public interest to manage ground and surface water resources from the perspective of watersheds and aquifers and to achieve protection, preservation, enhancement, and restoration of the state’s valuable water resources. This determination is consistent with the state’s water management policy, furthered through legislation passed in 2012 that provided BWSR with: the authority to develop and implement a comprehensive watershed management plan approach and to establish a suggested watershed boundary framework for implementing this planning approach. One Watershed, One Plan will transform the current system of water plans, largely organized on political boundaries, to one where plans are coordinated and consolidated largely on a watershed basis.

**One Watershed, One Plan must involve a broad range of stakeholders to ensure an integrated approach to watershed management.**

The underlying principle of watershed management is that people, land, and water are connected. People use land in a variety of ways, and affect ecosystems and ultimately their own communities for better or worse. Managing and protecting the environment while providing a high quality of life for people is a complex process that is most successful when governing bodies, community members, and experts in various fields are true partners in the planning process. One Watershed, One Plan envisions an approach that will pull parties together in every aspect of the water arena in a way that goes beyond the interests of any one government agency or stakeholder and in a way that has never been done before.

**Plans developed within One Watershed, One Plan should embrace the concept of multiple benefits in the development and prioritization of implementation strategies and actions.**

Prioritized, multi-benefit projects provide benefits to more than one group or interest and address more than one environmental resource within a watershed. These types of projects are necessary to build the support of citizens and agencies, achieve water quality and quantity goals, and produce the environmental goods and benefits that a healthy watershed provides. Examples of multiple benefits might include a combination of any of the following: flood control, water quality benefits, ecological benefits, administrative efficiencies, economic benefits, or others. Identification of and action on multi-benefit projects should be a priority in One Watershed, One Plan strategies and actions.



**One Watershed, One Plan implementation will be accomplished through formal agreements among participating local governments on how to manage and operate the watershed.**

Decision-making that spans political boundaries is essential to fully implement watershed management and achieve established goals for the watershed; therefore, formal agreements outlining the means and method for this decision-making are also essential.

**One Watershed, One Plan planning and implementation efforts will recognize local commitment and contribution.**

History shows us that when local water management programs and projects rely almost entirely on outside funding, they are unable to sustain themselves over time. Locally supported and funded technical, administration, support, and outreach activities that leverage funding from the State will be key to ensuring sustainable local government capabilities and long-term success on both the local level and watershed scale.

# Plan Documents

The committee decided to create four sub-committees to help foster the 1W1P process:

*Committee Chair  
Hans*

- 1. Consultant Sub-Committee: This group will help create RFP/RFQ for hiring the pertinent plan consultants. Members: ~~Chad Engels~~, Don Bajumpaa, Brad Mergens, Greg Lillemon, Pete Waller, and ~~Jared House~~.
- 2. Work Plan/Budget Sub-Committee: This group will help develop the work plan and budget for the 1W1P grant. Members: ~~Joe Montonye~~, Ben Underhill, Beau Peterson, Pete Waller, and ~~Jared House~~.
- 3. By-laws Sub-Committee: This group will help develop the policy committee's by-laws. Members: Bruce Poppel, Bill Kajar, Bill Kleindel, Linda Vavra, Pete Waller, and ~~Jared House~~.
- 4. Participation/Meeting Sub-Committee: This group will help coordinate the facilitation of the citizen committee and public hearings. Members: Sara Gronfeld, Casey O'leary, Matt Solemsaas, Darren Wilke, Pete Waller, and ~~Jared House~~.

*Chad E*

*swed  
Joet Jared*

*Don - Bajumpaa*

*Sara*

The steering committee decided that the Consultant and Work Plan/Budget Sub-Committees meetings are going to be needed to execute the grant. Jared said he could send out doodle polls to the correct members and set up meetings. He hopes to get a meeting schedule, for both sub-committees, sometime mid-October.

The steering committee decided that we will move next months to Monday October 30<sup>th</sup> at 1:00 p.m., instead of the 16<sup>th</sup>, in order to allow both sub-committees to meet.

Meeting ended at 3:02 p.m.

Jamie  
Bylaw Committee      Chair  
 Don B  
 Breanna Kaul      Linda Vavra  
 Bill Kales      Pete Wilke  
 Bill Kleindel

Bylaws

1-19-18

## Policy Committee Bylaws Template

This bylaws template contains all the basic elements for meeting the *One Watershed, One Plan* requirement to have a clearly outlined decision-making process between the participating local units of government.

Please consider the following in adapting these bylaws to your watershed partnership decision-making body:

- This template assumes that a Memorandum of Agreement (MOA) has been used to define the relationship between the participating local units of government during the Planning Phase of the *One Watershed, One Plan* process. Depending on the content of that MOA, or of any other formal agreement between the participants, some of the items in the bylaws may be unnecessary because:
  - The type of partnership agreement may or may not necessitate some items (e.g. a joint powers agreement that describes the functions of a Board with fiscal authorities would have different requirements than a memorandum of agreement that establishes a partnership);
  - An item in the template is included in the formal agreement and the redundancy is unnecessary.
- The term “Policy Committee” is used throughout and signifies the decision-making body established by a MOA. If a different type of formal agreement established a decision-making body with a different name, that name must be substituted for “Policy Committee.”
- A blank line indicates where information specific to the particular watershed partnership must be entered. Text in italics is explanatory material that must be deleted from the final bylaws.
- Participants are strongly encouraged to obtain the review of the draft bylaws by the appropriate local government legal counsel before adoption.
- This template includes an Advisory Committee that must meet the membership requirements of Minnesota Statutes §103D.331 if the partnership includes a watershed district(s).



# One Watershed One Plan

## Policy Committee Bylaws of the

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*(Name of the organization and watershed to which the bylaws apply, as established by the  
MOA)*

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(List members)

ADOPTED \_\_\_\_\_

(date adopted)

These bylaws establish rules governing the conduct of business by the Policy Committee of the \_\_\_\_\_ (enter name of watershed partnership organization established by the Memorandum of Agreement MOA or other formal agreement).

**ARTICLE I: PURPOSE**

1. The purpose of the Policy Committee is to \_\_\_\_\_ (enter purpose consistent with MOA) pertaining to that area within the \_\_\_\_\_ (name of watershed) watershed.
2. The Policy Committee operates under a Memorandum of Agreement. (substitute other type of board name and formal agreement if applicable, such as "Joint Powers Agreement, pursuant to Minnesota Statutes 471.59"). The Member local units of government are \_\_\_\_\_ (list members of the MOA defined partnership)
3. (Consider additional purpose statements as applicable)

**ARTICLE II: MEMBERSHIP PROVISIONS**

1. The membership of the Policy Committee shall be comprised of at least \_\_\_\_\_ (enter total size of Policy Committee) members as designated by the governing board of each member local unit of government.
2. Members of the Policy Committee shall serve for (select option A or B) (option A: a \_\_\_\_\_ (enter number of years) -year term and members may be reappointed by their respective local unit of government (OR option B: until the expiration of the Memorandum of Agreement) to run concurrently with each Policy Committee member's term on his/her respective board.
3. In the event that a member of the Policy Committee resigns or is otherwise unable to complete his or her term, the member shall notify his or her appointing authority of the vacancy as soon as practicable. The local unit of government shall appoint a replacement member as soon as possible.
4. A Policy Committee member shall not take any action that may materially benefit the financial interest of that member, a member's family member, or a member's close associate, unless and until that member first discloses that interest for the record. The member who so discloses an interest may be present to answer questions related to that interest, but shall not advocate for nor vote on the action. If a Policy Committee member concludes that his or her interest does not create a conflict, but that there may be an appearance of a conflict, he or she shall disclose the interest for the record before participating in discussion or voting on an action.

**ARTICLE III: OFFICERS**

1. The Officers of the Policy Committee shall consist of a Chairperson, Vice Chairperson, and a Secretary elected by members of the Policy Committee at their first meeting (*Note: some formal agreements may establish an entity legally able to receive and disburse funds, in which case the Policy Committee shall also elect a Treasurer. The duties of the Treasurer will be similar to those of the Secretary in item c below, except will apply to financial records of the organization.*)
  - a. The Chairperson shall:
    - i. Serve as Chairperson for all meetings; and
    - ii. Sign and deliver in the name of the Partnership any correspondence pertaining to the business of the Partnership.
  - b. The Vice Chairperson shall:
    - i. Discharge the Chairperson's duties in the event of the absence or disability of the Chairperson.
  - c. The Secretary shall:
    - i. Maintain records of the Partnership.
    - ii. Certify records and proceedings of the Partnership.
    - iii. Ensure that minutes of all Policy Committee meetings are recorded and made available in a timely manner to the Policy Committee, and maintain a file of all approved minutes including corrections and changes.
    - iv. Provide for proper public notice of all meetings.
    - v. The Secretary may delegate a representative to record the minutes and perform other duties of the Secretary. The elected Secretary will sign the official minutes of all meetings following approval by the Policy Committee.
2. An Officer will serve until replaced by the election of a successor. No Policy Committee member may hold more than one office at a time.
3. In the event that an Officer cannot complete his or her term of office, the Policy Committee shall immediately elect from among its members an individual to fill the vacant position. The individual to be elected may not already be serving as an officer of the Policy Committee.
4. The Policy Committee will request the respective local unit of government participant to replace their representative member if that representative member misses two (2) consecutive meetings without notice to the Chairperson.

#### **ARTICLE IV: MEETINGS**

1. All meetings of the Policy Committee will comply with statutes and rules requiring open and public meetings.



2. The conduct of all meetings of the Policy Committee shall be generally governed by the most recent edition of Robert's Rules of Parliamentary Law.
3. A quorum of the Policy Committee shall consist of a simple majority of the members.
4. All votes by Policy Committee members shall be made in person, and no member may appoint a proxy for any question coming before any meeting for a vote.
5. Notice of Policy Committee meetings and a proposed agenda shall be mailed to all Policy Committee members not less than \_\_\_\_\_(enter a number no less than seven) days prior to the scheduled meeting date of the Policy Committee.
6. The minutes of any meeting shall be made available to all Policy Committee members prior to the next meeting.

#### **ARTICLE V – VOTING**

1. A motion or resolution shall be approved by a favorable vote of a simple majority of the members present, provided enough members are present to make a quorum.
2. A supermajority vote of 75 percent of those members present shall be required for final plan approval for submittal to review.
3. *Include additional voting or decision-making requirements, such as actions that may require consensus only, a supermajority, or an absolute majority.*

#### **ARTICLE VI – COMPENSATION**

1. Policy Committee members may be compensated by the member local unit of government they represent for meetings and expenses incurred, according to the policies of the local unit of government.
2. Policy Committee members may not be compensated for meeting time and expenses using funds granted by the state for the purpose of developing the *One Watershed, One Plan*.

#### **ARTICLE VII – SUBCOMMITTEES OF THE POLICY COMMITTEE AND OTHER COMMITTEES**

1. The Policy Committee may appoint subcommittees for the purpose of assisting the Policy Committee in the performance of its duties. Except for a Policy Committee member appointed to a subcommittee, no other member of a subcommittee shall be able to make motions for consideration to the Policy Committee, or vote on matters put before the Policy Committee.
2. The Policy Committee shall appoint an Advisory Committee and act to approve all Advisory Committee members. The Advisory Committee will routinely advise the Policy Committee on the content and development of the *One Watershed, One Plan*, on plan implementation, and on issues of policy and administration related to the plan.

(enter name of watershed, date)

- a. A member of the Policy Committee or an alternate will be assigned by the Chairperson to meet with the Advisory Committee as an ex-officio member.
- b. Each Partnership member local government unit shall designate a representative to the Advisory Committee.
- c. The Advisory Committee shall also include representatives from Minnesota's principal water management or plan review state agencies (Board of Water and Soil Resources, Department of Agriculture, Department of Health, Department of Natural Resources, and Pollution Control Agency). Each agency will designate a lead contact person from its agency to participate on the Advisory Committee. Additional agency or other persons may participate as Advisory Committee members depending on the desire of the Policy Committee or the needs of the Advisory Committee.

( Consider adding these Advisory Committee provisions )

- d. *The term of membership of the Advisory Committee shall be ...*
- e. *The members of the Advisory Committee shall elect a chairperson, a vice chairperson, and a recording secretary to serve for the duration of the Planning Phase, or for a term of one (1) calendar year.*
- f. *The Advisory Committee may form subcommittees to increase Advisory Committee effectiveness or to address specific topics or project areas. Each subcommittee shall report to the Advisory Committee.*

#### **ARTICLE VIII: MEETING LOCATION**

1. All regular meetings of the Policy Committee will be held at a location within the \_\_\_\_\_ watershed (enter the name of the watershed).

#### **ARTICLE IX: MISCELLANEOUS**

1. Portions of these bylaws may be suspended temporarily by a two-thirds vote of the Policy Committee.
2. Addition to, alteration, or repeal of any part of these bylaws by the Policy Committee may be made at any meeting by a majority of the full membership, provided that thirty (30) days advance written notice of the proposed change has been given to each member of the Policy Committee.
3. The Policy Committee's official records and the requirements of the BWSR grant agreement shall be maintained by the fiscal agent, \_\_\_\_\_ (enter name of fiscal agent, OR name of another member of local government if outlined in the formal agreement). The maintenance and disposition of these records shall be in accordance with applicable laws.

(enter name of watershed, date)

- 4. All expenses incurred by the Policy Committee or the Advisory Committee must have prior approval of the Policy Committee, and include a signed claim form itemizing expenses that is submitted to the Policy Committee for approval at their next meeting. All claims must be submitted no more than thirty (30) days after the month in which they were incurred.
- 5. These bylaws are intended to be consistent with applicable provisions of Minnesota Statutes Chapters 103B, 103C, and 103D. In all cases of omission or error, Minnesota Statutes Chapters 103B, 103C, and 103D will govern.

**ARTICLE X – CERTIFICATION**

- 1. These By-laws were adopted by a vote of \_\_\_\_\_ ayes and \_\_\_\_\_ nays by the members of the Policy Committee on \_\_\_\_\_, 20\_\_.

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(Secretary signature & organization)

# **CONTRACT FOR SERVICES**

## **Mustinka/BdSioux One Watershed, One Plan**

**THIS CONTRACT**, made and entered into this day by and between Mustinka/Bois de Sioux Watersheds Policy Committee hereafter called Policy Committee and the Grant Soil and Water Conservation District hereinafter called the Grant SWCD.

**WITNESSETH:** The parties hereto for the consideration hereinafter mentioned, covenant and agree as follows: The Board of Water and Soil Resources has approved an application to create a comprehensive watershed management plan for the Mustinka & Bois de Sioux major watersheds and will provide funding for this purpose through the execution of a One Watershed, One Plan grant.

Policy Committee will:

- a. Reimburse Grant SWCD for One Watershed, One Plan grant coordination in the amount of \$90,000.00. The rate of payment will be \$11,250.00 per quarter, continuously paid over a two year period.
- c. Provide a copy of all grant agreements, in which funds are requested, to Grant SWCD prior to grant implementation.

Grant SWCD will:

- a. Follow the state's regulation for grant funding in accordance with the One Watershed, One Plan Grant Agreement.
- b. Be responsible for coordination of Policy Committee meetings by providing advance notice of meetings, prepare and distribute the agenda and related materials, provide public notices to the counties and watershed district for publication, gather public comments from public hearing(s) and prepare public comments for submittal.
- c. Be responsible for coordination of Advisory Committee meetings by providing advance notice of meetings and prepare and distribute the agenda and related materials.
- d. Be responsible for coordination of the One Watershed, One Plan grant by submitting the agreement, work plan, and other documents required, assist in the accounting of grant funds and assist in the prompt payment of bills incurred, and complete all annual eLINK reporting.
- e. Be the point of contact with hired planning contractor and oversee expenditures incurred by said contractor.
- f. Be responsible for coordinating Citizen Committee meetings and public outreach activities.
- g. Grant SWCD will continue to provide the services listed above as long as funding is available, the One Watershed, One Plan grant remains open, and/or this contract is not terminated.

This contract may be reviewed and modified at the discretion of Mustinka/Bois de Sioux Watersheds Policy Committee and the Grant Soil and Water Conservation District:

IN WITNESS THEREOF, the parties listed below understand and have agreed to the terms outlined in this Contract for Services.

Either party can terminate this contract with 30 days' of written notice to the other party. If the contract is terminated, the Grant SWCD will be paid for work rendered to date of termination.

This contract is effective on the date that both parties have signed the contract and the One Watershed, One Plan grant is executed.

This contract will terminate two years after execution of this contract, unless terminated by either party.

<b>a. NAME: MUSTINKA / BOIS DE SIOUX WATERSHEDS POLICY COMMITTEE</b>	SIGNATURE:	DATE:
<b>b. NAME: GRANT SOIL AND WATER CONSERVATION DISTRICT</b>	SIGNATURE:	DATE:

## Memorandum of Agreement Template - Planning Phase

The attached Memorandum of Agreement (MOA) template contains all the basic elements for a collaborative decision-making process among the participating local units of government that meets the One Watershed, One Plan guiding principles. While this template applies specifically to the Planning Phase of One Watershed, One Plan, the participating organizations could modify it to apply to their on-going relationships during plan implementation.

A few items to consider in adapting this template for a specific watershed:

- This is just one example of an MOA; many other formats exist and may be used as long as the MOA and associated bylaws clearly outline the decision-making process to be used by the representatives of participating local units of government for plan development and submittal.
- In the template, highlighted italicized text indicates where information specific to the particular watershed must be entered.
- Participants are strongly encouraged to obtain assistance from the appropriate local government legal counsel in the development of any agreements and bylaws.
- Item 5b. Submittal of the Plan outlines two possible methods for an integrated review process intended to: meet statutory requirements for the plans being replaced; streamline the formal review process through joint submittal to the Board of Water and Soil Resources (BWSR); and ensure local adoption and implementation of the final watershed-based plan. Planning partners may propose a different method to BWSR, but that method must address these three factors.
- This template sets up a Policy Committee as the decision-making body during the Planning Phase. Local government partners that adopt the MOA must also designate a member of their governing board to serve on the Policy Committee. Some points about Policy Committee responsibilities to include In a cover letter and/or presentation to the boards of the respective parties:

### **Policy Committee Membership Expectations**

1. Actively attend and participate in all scheduled meetings of the Policy Committee. Consider also including an anticipated meeting schedule and frequency, for example “first meeting of the Policy Committee will be in.... The committee will meet approximately monthly through....” Also consider including a generalized outline of anticipated decision points during the process to build interest and provide an expectation of progress.
2. Actively engage in the decision-making process for watershed-based planning with the understanding that goals, objectives, and action items of the water plan must be prioritized, targeted, and measureable.
3. Help to keep board members and constituents apprised of the status and progress of the watershed-based planning process.
4. Utilize the technical resources of their respective entities to assist and inform their decisions in the water planning process.

**\*\*\*DELETE THIS PAGE PRIOR TO USING THIS TEMPLATE\*\*\***

## MEMORANDUM OF AGREEMENT

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

The Counties of \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ by and through their respective County Board of Commissioners, and

The \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ Soil and Water Conservation Districts, by and through their respective Soil and Water Conservation District Board of Supervisors, and

The \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ Watershed Districts, by and through their respective Board of Managers,

*(add more parties as necessary);*

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 Watershed Districts of this Agreement are political subdivisions of the State of Minnesota, with statutory authority to carry out conservation of the natural resources of the state by land use controls, flood control, and other conservation projects for the protection of the public health and welfare and the provident use of the natural resources, pursuant to Minnesota Statutes Chapters 103B, 103D 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 in *(insert name of planning area)* Watershed 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*.

**WHEREAS**, *(may include additional clauses as necessary)*

**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 the (insert name of planning area and/or include an Attachment A with a map of the planning area). 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 (insert a name the Parties can be collectively referred to as, if applicable).
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 adoption of the plan by all parties (OR, may want a specific end date that at a minimum encompasses the term of the BWSR Grant Agreement.), unless canceled according to the provisions of this Agreement or earlier terminated by law.
3. **Adding Additional Parties:** A qualifying party desiring to become a member of this Agreement shall indicate its intent by adoption of a board resolution prior to (insert date). The party agrees 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 the (insert name of government entity) 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.
- f. (May include additional general provisions as necessary, e.g. amendments, full agreement, appeal process etc.)

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 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 representative shall have one vote.
  - 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 by (enter date or state within X days of execution of this document) to describe the functions and operations of the committee(s).
  - iv. 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. (May also consider: Each party will be responsible for initiating a local review and



*comment process that conforms to Minnesota Statutes Chapters 103B and 103D, including required 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 and begin implementation of 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:** *(insert name of a Party)* will 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 *(insert name of a Party)*).
8. **Grant Administration:** *(insert name of a Party)* will act as the grant administrator 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. The *(insert name of a Party)* agrees to provide the following services to the Parties:
- (Enter any additional services that will be provided by an individual local government unit to the partnership within this item, if applicable and necessary. Specifically, may want to consider services of the secretary outlined in the bylaws template. Repeat for each local government providing a specific service. Alternately, services can be outlined in an attachment referenced here, e.g. "The (insert name of a Party)'s Scope of Services: The services set forth in Attachment B are a general scope of services provided by the (insert name of a Party) to the Parties.")*

10. **Authorized Representatives:** The following persons will be the primary contacts for all matters concerning this Agreement:

\_\_\_\_\_ County

**(enter name)** or successor

County Administrator

**(enter address)**

Telephone: \_\_\_\_\_

\_\_\_\_\_ SWCD

**(enter name)** or successor

District Administrator

**(enter address)**

Telephone: \_\_\_\_\_

\_\_\_\_\_ Watershed District

**(enter name)** or successor

County Administrator

**(enter address)**

Telephone: \_\_\_\_\_

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

PARTNER: \_\_\_\_\_

APPROVED:

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

BY: \_\_\_\_\_  
District Manager/Administrator Date

**APPROVED AS TO FORM** *(use if necessary)*

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

**Attachment A**

*(insert map of planning area)*

## Attachment B

### Scope of Services Provided by the

*(insert name of a Party)*

The *(insert name of a Party)* will have the following duties (*the following are examples and should be modified to meet local need, including additional attachments if services are split between multiple parties*):

#### EXAMPLE 1:

1. Identifying potential contracted service providers for process facilitation, plan writing, GIS, mapping, data analysis, monitoring activities, or any other technical services needed throughout the process.
2. Ensure that goals, objectives, and action items of the plan produced are prioritized, targeted, and measurable.
3. Assist with data compilation, meeting facilitation, and plan writing.
4. Upon review and approval by the Policy Committee, establishing and managing contracted services for above mentioned activities.
5. Coordination of Policy Committee meetings, including establishing date, location, time, and any necessary accommodations such as refreshments.
6. Coordination and facilitation of Advisory Committee meetings including establishing date, location, time, space, technology needs, and any necessary accommodations such as refreshments.
7. Coordination of public meetings as required by Minnesota Statutes Chapter 103B and 103D as part of the formal review process for the watershed-based plan, including establishing date, location, time, technology needs, presenters, and any necessary accommodations such as refreshments.
8. Administration of the grant with BWSR for the purposes of developing a watershed-based plan, including reporting, process oversight, consistent planning and update meetings with BWSR staff, and overall coordination of the process.

EXAMPLE 2:

1. Coordination of Policy Committee meetings, including:
  - a. Provide advance notice of meetings;
  - b. Prepare and distribute the Agenda and related materials;
  - c. Prepare and distribute Policy Committee Minutes;
  - d. Maintain all records and documentation of the Policy Committee;
  - e. Provide public notices to the counties and watershed district for publication; and
  - f. Gather public comments from public hearing and prepare for submittal.
  
2. Coordination of Advisory Committee meetings, including the technical and citizen subcommittees, including:
  - a. Provide advance notice of meetings;
  - b. Prepare and Distribute the Agenda and related materials;
  - c. Prepare and Distribute Minutes; and
  - d. Maintain all records and documentation of the committees.
  
3. Administration of the grant with BWSR for the purposes of developing a watershed-based plan, including:
  - a. Submit this Agreement, work plan, and other documents as required;
  - b. Execute the grant agreement;
  - c. Account for grant funds and prompt payment of bills incurred;
  - d. Complete annual eLINK reporting;
  - e. Present an annual audit of grant funds and their usage; and
  - f. Maintain all financial records and accounting.
  
4. Contracting for Services with the chosen consultant for plan preparation and writing of the watershed-based plan, including:
  - a. Execute the Contract for Services agreement;
  - b. Oversee expenditures incurred by the consultant;
  - c. Provide prompt payment for services rendered; and
  - d. Serve as primary contact person with the consultant.

## **Resolution Template for Supporting One Watershed, One Plan**

The following template resolution is just one example of a possible resolution a board may pass to support participation in the One Watershed, One Plan Program. Please read carefully and make edits to fit local needs (e.g. the resolution to support a grant application may or may not be needed, or additional whereas clauses or resolutions may be needed). Also, consider using a more specific map.

**\*\*\*DELETE THIS PAGE PRIOR TO USING THIS TEMPLATE\*\*\***

**RESOLUTION #**

**Resolution to support a Enter name of the watershed Watershed  
One Watershed, One Plan project.**

**WHEREAS**, the Minnesota Board of Water and Soil Resources has developed policies for coordination and development of comprehensive watershed management plans, also known as One Watershed, One Plan, consistent with Minnesota Statutes, Chapter 103B.801, Comprehensive Watershed Management Planning Program; and

**WHEREAS**, Minnesota Statutes, Chapter 103B.301, Comprehensive Local Water Management Act, authorizes Minnesota Counties to develop and implement a local water management plan; and

**WHEREAS**, Minnesota Statutes, Chapter 103D.401, Watershed Management Plan, authorizes Minnesota Watershed Districts to develop and implement a watershed management plan; and

**WHEREAS**, Minnesota Statutes, Chapter 103C.331, subdivision 11, Comprehensive Plan, authorizes Minnesota Soil and Water Conservation Districts to develop and implement a comprehensive plan; and

**WHEREAS**, the counties, soil and water conservation districts, and watershed districts within the enter name & # of the watershed, as delineated in the attached One Watershed, One Plan Suggested Boundary Map, have interest in developing a comprehensive watershed management plan for this area.

**NOW, THEREFORE, BE IT RESOLVED**, that enter name of LGU recognizes and supports watershed-scale planning efforts consistent with Minnesota Statutes, Chapter 103B.801, also known as One Watershed, One Plan; and

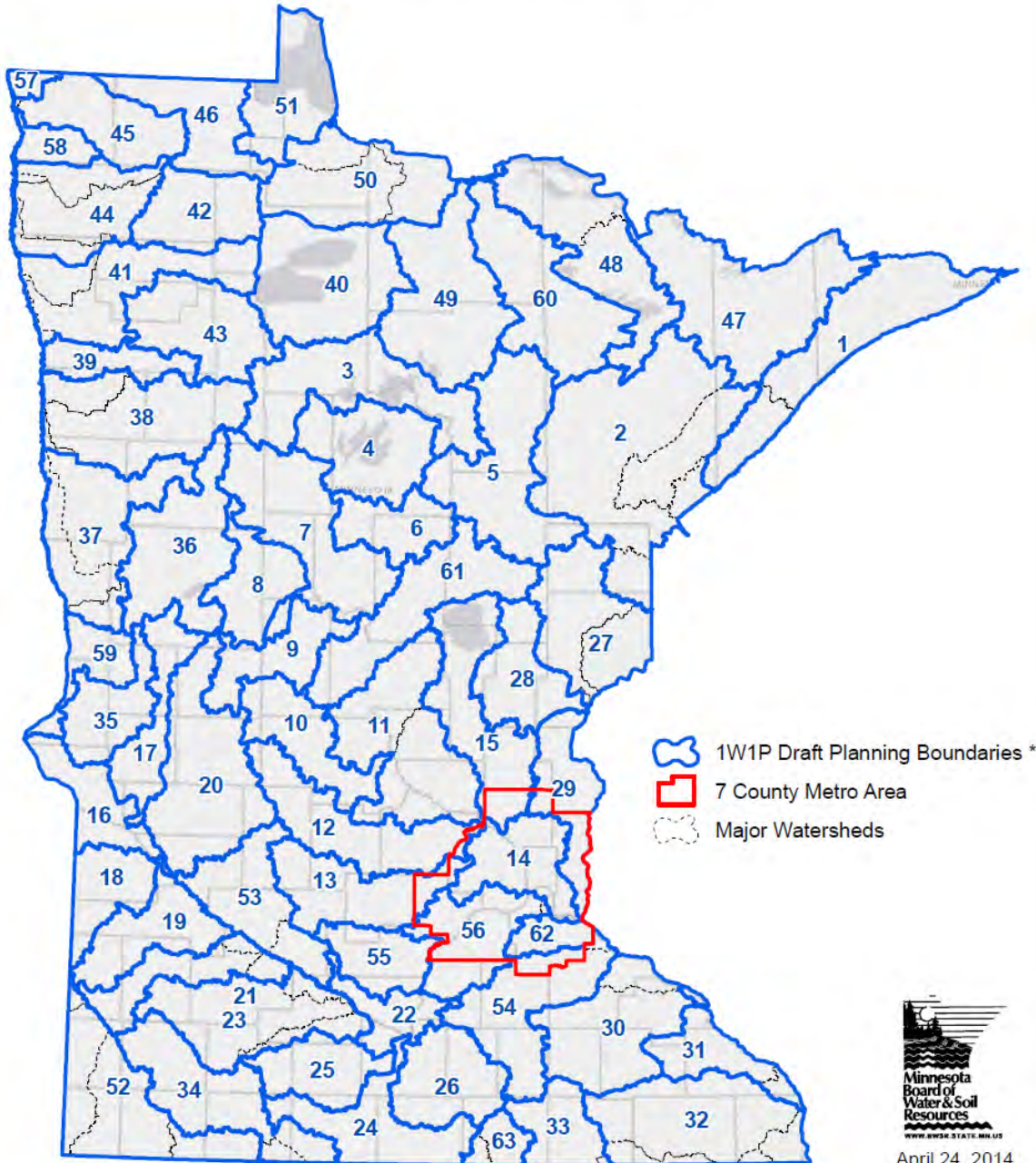
**BE IT FURTHER RESOLVED** that enter name of LGU welcomes the opportunity to collaborate with the counties, soil and water conservation districts, and watershed districts within the enter name of the watershed for watershed-scale planning efforts in the future; and

**BE IT FURTHER RESOLVED** that the enter name of LGU supports an application to the Board of Water and Soil Resources for a planning grant to develop a comprehensive watershed management plan and anticipates entering into a Memorandum of Agreement with the counties, soil and water conservation districts, and watershed districts within the enter name the watershed, to collaborate on this effort, pending selection as a recipient of a planning grant.



# One Watershed, One Plan

## *Suggested Boundary Map*



\*Not legal boundaries; intended for planning purposes through One Watershed, One Plan only.

MOA's

**Resolution 10-01-13**

**WHEREAS**, Minnesota Statutes, Chapter 103B.301, Comprehensive Local Water Management Act, authorizes Minnesota Counties to develop and implement a local water management plan, and

**WHEREAS**, the Act requires that a county update and revise their local water management plan on a periodic basis, and

**WHEREAS**, the Act encourages that a county coordinate its planning with contiguous counties, and solicit input from local governmental units and state review agencies, and

**WHEREAS**, the Act requires that plans and official controls of other local governmental units be consistent with the local water management plan, and

**Whereas**, on March 24, 2010, BWSR approved the 2009 Amendment of the Traverse County Local Water Management Plan for January 1, 2010 through December 31, 2014, and

**Whereas**, Traverse County is required to provide for a complete update of its Water Management Plan prior to December 31, 2014, and

**Whereas**, the Minnesota Pollution Control Agency (MPCA) as part of its ten year watershed approach has initiated the development of Watershed Restoration and Protection Strategies (WRAPS) within the Mustinka and Bois de Sioux to address water quality impairments and protection needs for lakes and streams on a watershed basis. The Mustinka WRAPS is scheduled to be completed in 2015, the Bois de Sioux WRAPS is scheduled to be completed in 2016, and the Upper Minnesota River Watershed District WRAPS is scheduled to be completed in 2017, and

**Whereas**, the Bois de Sioux Watershed District will complete an amendment of their Overall Plan in April of 2017, and

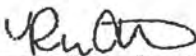
**Whereas**, the Upper Minnesota River Watershed District's Overall Plan was amended for a 10 year period and approved by the Board of Water and Soil Resources on September 25, 2013, and

**Whereas**, the Traverse County Board of Commissioners finds that it would be beneficial to synchronize the updating of its Local Water Management Plan with the watershed district water management plan update schedule and the MPCA Watershed Restoration and Protection Strategy schedule.

**Now Therefore be it Resolved** that the Traverse County Board of Commissioners requests BWSR to extend the required 10 year amendment of the Traverse County Local Water Management Plan until the end of the calendar year following the Bois de Sioux Watershed District Plan amendment or December 31, 2017 as per BWSR Resolution #12-85 dated September 26, 2012.

Adopted this 1<sup>st</sup> day of October 2013.

  
\_\_\_\_\_  
Kevin Leininger – Chairman

  
\_\_\_\_\_  
Rhonda Antrim – Coordinator

**Resolution to Extend the  
Traverse County Comprehensive Local Water Management Plan  
And  
Support One Watershed, One Plan Projects within Traverse County**

**WHEREAS**, Minnesota Statutes, §103B.301, Comprehensive Local Water Management Act, authorizes Minnesota Counties to develop and implement a Comprehensive Local Water Management Plan; and

**WHEREAS**, Traverse County currently has a state approved Comprehensive Local Water Management Plan that covers the period of January 1, 2010 through December 31, 2014; and

**WHEREAS**, Traverse County passed a resolution on October 1, 2013 to extend the required 10 year amendment of the Comprehensive Local Water Management Plan until the end of the calendar year following the Bois de Sioux Watershed District Plan amendment or December 31, 2017 as per BWSR Resolution #12-85 dated September 26, 2012; and

**WHEREAS**, Traverse County, and Traverse Soil and Water Conservation District have interest in developing comprehensive watershed management plans, consistent with Minnesota Statutes §103B.801, for the Bois de Sioux (59), Mustinka (35), and Upper Minnesota (16) river watersheds, as delineated in the attached One Watershed, One Plan Suggested Boundary Map; and

**WHEREAS**, Traverse County formally acknowledges intent to develop comprehensive watershed management plans, also known as One Watershed, One Plan for the Bois de Sioux (59), Mustinka (35), and Upper Minnesota (16) river watersheds; and

**WHEREAS**, Traverse County commits to continued implementation of the current Comprehensive Local Water Management Plan, until such time as comprehensive watershed management plans are developed for all watersheds within Traverse County; and

**WHEREAS**, Traverse Soil and Water Conservation District has adopted the Traverse County Comprehensive Local Water Management Plan as the District's Comprehensive Plan; and

**WHEREAS**, the Minnesota Board of Water and Soil Resources has authorization to grant extensions pursuant to Minnesota Statutes §103B.3367.

**NOW, THEREFORE, BE IT RESOLVED**, that the Traverse Soil and Water Conservation District requests from the Minnesota Board of Water and Soil Resources an extension of the effective date of the current County Comprehensive Local Water Management Plan until, December 31, 2022 in order to transition to comprehensive watershed management planning consistent with Minnesota Statutes §103B.801 for the Bois de Sioux (59), Mustinka (35), and Upper Minnesota (16) river watersheds; and

**BE IT FURTHER RESOLVED**, that Traverse Soil and Water Conservation District welcomes the opportunity to collaborate with the counties, soil and water conservation districts, and watershed districts within the Bois de Sioux (59), Mustinka (35), and Upper Minnesota (16) river watersheds for watershed-scale planning efforts in the future; and

**BE IT FURTHER RESOLVED**, that Traverse Soil and Water Conservation District supports an application to the Board of Water and Soil Resources for planning grants to develop a comprehensive watershed management plans and anticipates entering into a Memorandum of Agreement with the counties, soil and water conservation districts, and or watershed districts within the Bois de Sioux (59), Mustinka (35), and Upper Minnesota (16) river watersheds, to collaborate on this effort, pending selection as a recipient of a planning grant; and

**BE IT FURTHER RESOLVED**, Traverse Soil and Water Conservation District will continue to utilize the Traverse County Comprehensive Local Water Management Plan as the District's Comprehensive Plan until its completion or December 31, 2022; and

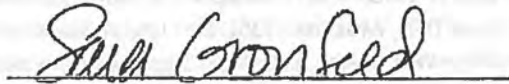
**BE IT FURTHER RESOLVED**, that the resolution passed by Traverse County to update the Comprehensive Local Water Management Plan in accordance with Minnesota Statutes §103B.301, on October 1, 2013 be rescinded upon approval of this resolution by Board of Water and Soil Resources.

---

**CERTIFICATION**

State of Minnesota  
County of Traverse

I do hereby certify that the foregoing resolution is a true and correct copy of a resolution presented to and adopted by the Traverse Soil and Water Conservation District at a duly authorized meeting thereof held on the 4<sup>th</sup> of August 2016.



Sara Gronfeld

Traverse Soil and Water Conservation District Manager

#1

**Resolution to**

**Support One Watershed, One Plan Projects within Otter Tail County**

**WHEREAS**, the Minnesota Board of Soil and Water Resources has developed policies for coordination and development of comprehensive watershed management plans, also known as One Watershed, One Plan, consistent with Minnesota Statutes, Chapter 103B.801, Comprehensive Watershed Management Planning Program; and

**WHEREAS**, Otter Tail County has a state approved Comprehensive Local Water Management Plan that covers the period of August 31, 2009 through August 31, 2019 in accordance with Minnesota Statutes, Chapter 103B.301, Comprehensive Local Water Management Act; and

**WHEREAS**, the counties, soil and water conservation districts, and watershed districts within the Otter Tail River (36), Mustinka River (35), Bois de Sioux River ( 59), Crow Wing River (7), Red River/Buffalo River (37), Pomme de Terre River (17), Chippewa River (20), Redeye River (8), Long Prairie River (9), as delineated in the attached One Watershed, One Plan Suggested Boundary Map, have interest in developing a comprehensive watershed management for this area; and

**WHEREAS**, West Otter Tail Soil and Water Conservation District (WOT SWCD) commits to continued implementation of the current Comprehensive Local Water Management Plan, until such time as Comprehensive Water Management Plans, also known as One Watershed, One Plan, are developed for all watershed within Otter Tail County;

**NOW, THEREFORE, BE IT RESOLVED**, that West Otter Tail Soil and Water Conservation District supports the adoption of Comprehensive Water Management plans, also known as One Watershed, One Plan, for the Otter Tail River, Mustinka River, Bois de Sioux River, Crow Wing River, Red River/Buffalo River, Pomme de Terre River, Chippewa River, Redeye River, Long Prairie River, as delineated in the attached One Watershed, One Plan Suggested Boundary Map; and

**BE IT FURTHER RESOLVED**, that West Otter Tail Soil and Water Conservation District welcomes the opportunity to collaborate with the counties, soil and water conservation districts, and watershed districts for an application to the Board of Water and Soil Resources for a planning grant to develop a comprehensive watershed management plan and anticipates entering into a Memorandum of Agreement with the counties, soil and water conservation districts, and watershed districts within the Otter Tail River, Mustinka River, Bois de Sioux River, Crow Wing River, Red River/Buffalo River, Pomme de Terre River, Chippewa River, Redeye River, Long Prairie River, to collaborate on this effort, pending selection as a recipient of a planning grant

I do hereby certify that the foregoing resolution is true and correct copy of a resolution presented to and adopted by the West Otter Tail Soil and Water Conservation District at a duly authorized meeting held on the 13<sup>th</sup> of June, 2016.



Richard Vlger

West Otter Tail SWCD Chair



**MINUTES OF THE  
OTTER TAIL COUNTY BOARD OF COMMISSIONERS  
Government Services Center, Commissioners' Room  
515 W. Fir Avenue, Fergus Falls, MN  
May 24, 2016  
9:30 a.m.**

**Call to Order**

The Otter Tail County Board of Commissioners convened at 9:30 a.m. Tuesday, May 24, 2016, at the Government Services Center in Fergus Falls, MN, with Commissioners Lee Rogness, Chairman; Doug Huebsch, Vice-Chair, Wayne Johnson, John Lindquist and Roger Froemming present.

**Approval of Agenda**

Chairman Rogness called for approval of the Board agenda. Motion by Froemming, second by Lindquist, and unanimously carried to approve the Board of Commissioners Agenda of May 24, 2016 with the following modification:

Finance Committee Changed to 12:10 p.m.

**Consent Agenda**

Motion by Huebsch, second by Lindquist, and unanimously carried to approve Consent Agenda items as follows:

1. May 10, 2016 Board of Commissioners' Meeting Minutes
2. Warrants/Bills for May 24, 2016 (Exhibit A)
3. Human Services Bills & Claims
4. Approval of On/Off Sale 3.2 Malt Liquor License for 07/01/16 through 06/30/17: Rolling Hills, Big Chief, Inc. and Cozy Cove Road
5. Approval of Off-Sale 3.2 Malt Liquor License for 07/01/16 through 06/30/17: Perham Oasis
6. Approval of On-Sale Wine License for 07/01/16 through 06/30/17: Big Chief, Inc.
7. Approval of On-Sale Seasonal and Sunday Liquor License for 05/01/16 through 10/31/16: Elmers Texas Barbeque
8. Approval of On-Sale and Sunday Liquor License for 07/01/16 through 06/30/17: Silvermoon Lounge and Steakhouse, Stalker Lake Golf Course Bar and Grill and Zorbaz of Little Pine Lake

**Probation Services Interim Advisory Workgroup**

Community Services Director, John Dinsmore submitted a document regarding the purpose, membership and meeting frequency of the PSIAW Charter. This group will focus on the corrections delivery of service systems and promote a sustainable, long-term partnership to influence substantive corrections issues. Motion by Johnson, second by Huebsch, and unanimously carried to appoint Commissioner Roger Froemming to serve on the PSIAW with Commissioner Doug Huebsch as an alternate member representing the County Community Services Division.

**Nitrate Testing on Private Wells**

EOT SWCD Manager, Darren Newville and Luke Stuewe from the Minnesota Department of Agriculture presented a power point titled Otter Tail County Township Nitrate Testing & MDA Nitrogen Fertilizer Plan. The MDA is the responsible agency for protecting groundwater from fertilizer and pesticides. Mr. Stuewe shared results of the Otter Tail County private township well testing and State-wide Township testing. Data collected is then used to develop the Nitrogen Fertilizer Management Plan (NFMP). Lengthy discussion took place regarding the areas that test 10% or more above 10 mg/L nitrate level. MDA and the Soil & Water Conservation Districts will work together to ensure at least 80% adoption of Best Management Practices in these areas. Chairman Rogness stated that Otter Tail County wants to be recognized as a leader in nitrate management on a volunteer and economic basis and requested reports on this project as it is implemented.



The motion for the adoption of the foregoing resolution was introduced by Commissioner Huebsch, duly seconded by Commissioner Lindquist and, after discussion thereof and upon vote being taken thereon, the following voted in favor:

Commissioners Huebsch, Johnson, Lindquist, Froemming and Rogness

and the following voted against the same: None

Adopted at Fergus Falls, Minnesota, Tuesday, May 24, 2016

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

Dated: \_\_\_\_\_

By:

Leland R. Rogness, Chair

Attest: \_\_\_\_\_

Larry Krohn, Clerk

**Recess & Reconvene**

At 10:47 a.m., Chairman Rogness declared the meeting of the Otter Tail County Board of Commissioners recessed for a short break. The meeting was reconvened at 10:52 a.m.

**Maintenance Worker II Position**

Motion by Lindquist, second by Froemming, and unanimously carried to approve a new Maintenance Worker II position in the Facilities Operations Department as recommended by the Internal Services and Finance committees.

**Request for Tax Abatement and Forgiveness of Penalty & Interest**

Property Owner, Larry J. Zacher requested tax abatement and forgiveness of penalty & interest for Parcel No. 23000220171002. Commissioners referred him to the Assessor's office to apply for tax abatement through the Board of Equalization process. No other action was taken.

**Planning Commission Recommendations**

**Preliminary Plat – "Williams Eagle Glen" / William E. Williams:**

Motion by Lindquist, second by Johnson, and unanimously carried to approve a Preliminary Plat titled "Williams Eagle Glen" consisting of 2 single family residential lots as presented. Lake access must be approved by the Department of Natural Resources (DNR). The proposal is located in that Pt Lot 1 Blk 4 Lying Sly of a Ln Com NW Cor Lot 1 of Bailey's Beach, Section 1 of Sverdrup Township; East Lost Lake (56-378), RD.

**Preliminary Plat – "Big Mac Junction" / Marv & Ann Hexum:**

Motion by Huebsch, second by Johnson, and unanimously carried to approve a Preliminary Plat titled "Big Mac Junction" consisting of 4 non-bulldable riparian lots (permanently attached to a residential lot) and 5 single family residential non-riparian lots. The approval is subject to conditions as recommended by the Planning Commission. The proposal is located in Part of GLs 4, 5 & 6, Section 24 of Dora Township; Big McDonald Lake (56-386), RD.

**Conditional Use Permit – "Beach Bum's" / BLM LLP:**

Motion by Froemming, second by Lindquist, and unanimously carried to approve a Conditional Use Permit to serve food and beverages on the beach area across the road from the restaurant known as Beach Bum's with conditions as recommended by the Planning Commission. The proposal is located in Pt Res 3 of GL 1 (.40 Ac), Lot 14 Blk 4 Ex Tr and Lot 15 Blk 4 of Bonita Beach, 2-3 Lot A Blk 3 and 2-3 Lot B Blk 3 of Bonita Beach Rearr Res 1-2-3, and 2-3 Lot A Blk 2 Bonita Beach Rearr Res 1-2-3, Section 5 of Everts Township; Otter Tail Lake (56-242), GD.

**One Watershed, One Plan**

WOT SWCD Manager, Brad Mergens introduced discussion regarding One Watershed, One Plan which is rooted in work initiated by the Association of Minnesota Counties, Minnesota Association of Watershed Districts, and Minnesota Association of Soil and Water Conservation Districts. Recommendations of this group supported 2012 legislation that authorizes the Minnesota Board of Water and Soil Resources (BWSR) to adopt methods to allow local comprehensive water management plans to be replaced with one comprehensive watershed management plan. BWSR grants for watershed planning will be available. BWSR plans to achieve statewide transition to comprehensive watershed management plans by 2025. Mr. Mergens requested adoption of a resolution of support from Otter Tail County by June 15, 2016 in order to move forward with Request for Proposals for a consultant to begin work on the water management plans.

**RESOLUTION TO SUPPORT ONE WATERSHED, ONE PLAN PROJECTS  
WITHIN OTTER TAIL COUNTY**

**Otter Tail County Resolution No. 2016 - 34**

WHEREAS, the Minnesota Board of Soil and Water Resources has developed policies for coordination and development of comprehensive watershed management plans, also known as One Watershed, One Plan, consistent with Minnesota Statutes, Chapter 103B.801, Comprehensive Watershed Management Planning Program; and

WHEREAS, Otter Tail County has a state approved Comprehensive Local Water Management Plan that covers the period of August 31, 2009 through August 31, 2019 in accordance with Minnesota Statutes, Chapter 103B.301, Comprehensive Local Water Management Act; and

WHEREAS, the counties, soil and water conservation districts, and watershed districts within the Otter Tail River (36), Mustinka River (35), Bois de Sioux River (59), Crow Wing River (7), Red River/Buffalo River (37), Pomme de Terre River (17), Chippewa River (20), Redeye River (8), Long Prairie River (9), as delineated in the attached (Exhibit B) One Watershed, One Plan Suggested Boundary Map, have interest in developing a comprehensive watershed management plan for this area; and

WHEREAS, Otter Tail County commits to continued implementation of the current Comprehensive Local Water Management Plan, until such time as Comprehensive Water Management Plans, also known as One Watershed, One Plan, are developed for all watersheds within Otter Tail County.

NOW, THEREFORE, BE IT RESOLVED, that Otter Tail County supports the adoption of Comprehensive Water Management plans, also known as One Watershed, One Plan, for the Otter Tail River, Mustinka River, Bois de Sioux River, Crow Wing River, Red River/Buffalo River, Pomme de Terre River, Chippewa River, Redeye River, Long Prairie River as delineated in the attached One Watershed, One Plan Suggested Boundary Map; and

BE IT FURTHER RESOLVED, that Otter Tail County welcomes the opportunity to collaborate with the counties, soil and water conservation districts, and watershed districts for an application to the Board of Water and Soil Resources for a planning grant to develop a comprehensive watershed management plan and anticipates entering into a Memorandum of Agreement with the counties, soil and water conservation districts, and watershed districts within the Otter Tail River, Mustinka River, Bois de Sioux River, Crow Wing River, Red River/Buffalo River, Pomme de Terre River, Chippewa River, Redeye River, Long Prairie River, to collaborate on this effort, pending selection as a recipient of a planning grant

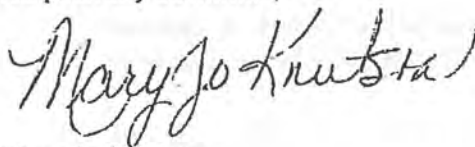
*New Business: (continued)*

8. **USDA Rent Invoice**—The District received a bill for collection from FSA dated 3/29/2016 for rent from 10/01/2014 – 9/30/2015. Board discussed the 6 month time to get a bill out. Larson tabled payment at this time.

Motion was made by Dally, seconded by Stephens to pay the April 2016 bills #12629 - #12647 and all debit card withdrawals as presented. Affirmative: Larson, Christenson, Dally and Stephens. Opposed: None. Motion Carried.

Motion was made by Stephens, seconded by Dally to adjourn the meeting at 10:50 a.m. Affirmative: Larson, Dally and Christenson. Opposed: None. Motion Carried.

Respectfully submitted,



Mary Jo Knutson

*April Board Minutes were approved at the May 26<sup>th</sup> Board Meeting.*

**Resolution to Extend  
the Grant County  
Comprehensive Local Water Management Plan  
And  
Support One Watershed, One Plan Projects within Grant County**

WHEREAS, Minnesota Statutes, §103B.301, Comprehensive Local Water Management Act, authorizes Minnesota Counties to develop and implement a Comprehensive Local Water Management Plan,; and

WHEREAS, Grant County currently has a state approved Comprehensive Local Water Management Plan that covers the period of January 1, 2011 through December 31, 2017,; and

WHEREAS, Grant County passed a resolution on February 16, 2016 to update the Comprehensive Local Water Management Plan in accordance with Minnesota Statutes §103B.301,; and

WHEREAS, Grant County, and Grant Soil and Water Conservation District have interest in developing comprehensive watershed management plans, consistent with Minnesota Statutes §103B.801, for the Pomme de Terre (17), Chippewa (20), Bois de Sioux (59) and Mustinka (35) river watersheds, as delineated in the attached One Watershed, One Plan Suggested Boundary Map,; and

WHEREAS, Grant County formally acknowledge intent to develop comprehensive watershed management plans, also known as One Watershed, One Plan for the Pomme de Terre (17), Chippewa (20), Bois de Sioux (59) and Mustinka (35) river watersheds,; and

WHEREAS, Grant County commits to continued implementation of the current Comprehensive Local Water Management Plan, until such time as comprehensive watershed management plans are developed for all watersheds within Grant County,; and

WHEREAS, the Minnesota Board of Water and Soil Resources has authorization to grant extensions pursuant to Minnesota Statutes §103B.3367,;

NOW, THEREFORE, BE IT RESOLVED, that the Grant County Board of Commissioners requests from the Minnesota Board of Water and Soil Resources an extension of the effective date of the current County Comprehensive Local Water Management Plan until, December 31, 2022 in order to transition to comprehensive watershed management planning consistent with Minnesota Statutes §103B.801 for the Pomme de Terre (17), Chippewa (20), Bois de Sioux (59) and Mustinka (35) river watersheds; and

BE IT FURTHER RESOLVED, that Grant County welcomes the opportunity to collaborate with the counties, soil and water conservation districts, and watershed districts within the Pomme de Terre (17), Chippewa (20), Bois de Sioux (59) and Mustinka (35) river watersheds for watershed-scale planning efforts in the future; and

BE IT FURTHER RESOLVED, that the Grant County supports an application to the Board of Water and Soil Resources for planning grants to develop a comprehensive watershed management plans and anticipates entering into a Memorandum of Agreement with the counties, soil and water conservation districts, and or watershed districts within the Pomme de Terre (17), Chippewa (20), Bois de Sioux (59) and Mustinka (35) river watersheds, to collaborate on this effort, pending selection as a recipient of a planning grant, and

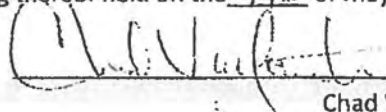
BE IT FURTHER RESOLVED, that the resolution passed by Grant County to update the Comprehensive Local Water Management Plan in accordance with Minnesota Statutes §103B.301, on February 16 2016 be rescinded on approval of this resolution by Board of Water and Soil Resources.

---

CERTIFICATION

State of Minnesota  
Office of County Auditor  
County of Grant

I do hereby certify that the foregoing resolution is a true and correct copy of a resolution presented to and adopted by the County of Grant at a duly authorized meeting thereof held on the 17th of May 2016.

  
Chad Van Santen  
Grant County Auditor

**Stevens Soil & Water Conservation District  
Regular Meeting Minutes  
Tuesday May 10, 2016**

- I. Chair Huntley called the meeting to order at 9:35 a.m. Board member present: Fynboh, Huntley, Krosch, Lonergan, Staff present: Erickson, Johnston, Lembcke, Solemsaas, Staebler and Wiechmann. Others present: Britta Haseman, NRCS.
- II. Supervisor Fynboh moved to approve the agenda as amended. Second by Supervisor Krosch. Passed unanimously.
- III. Supervisor Lonergan moved to approve the minutes from the April regular meeting. Second by Fynboh. Passed unanimously.

IV. Financial Matters

- A. Krosch moved to approve the Treasurer's Report. Second by Lonergan. Passed unanimously.
- B. Krosch moved to approved payment of the following bills. Second by Fynboh. Passed unanimously.

1. Greg Fynboh	Supervisor Pay	82.77
2. Don Huntley	Supervisor Pay	78.98
3. Jim Krosch	Supervisor Pay	80.07
4. Dave Lonergan	Supervisor Pay	79.88
5. Valnes Rentals	May Building Rent	836.33
6. Judy Johnston	Employee expenses	77.37
7. Lawn & Driveway	4 boxes of staples	140.00
8. Bremer Card Services	Postage & office supplies	426.60
9. Forum Communications	Water plan meeting notice	48.30
10. Iceberg Hosting	Website hosting fee	19.99
11. Farnams Genuine Auto Parts	Parts	3.52
12. Pope SWCD	Tree stock	10490.27
13. Valnes Rentals	2015 Arboretum mowing	400.00
14. Munsterman Accounting	Quarterly taxes	56.25
15. Willie's Super Valu	Tree, water plan & Envirothon supplies	51.26
16. Town & Country	Supplies	240.69
17. Morris Cooperative	Tires	1112.84
18. Pope SWCD	Water Fest allocation	700.00
19. Mobiz Computers	Work station & software, technician	1230.20
	i. Work station & software, technician	1200.20
	ii. Service	30.00
20. Morris Lumber & Millwork	Tree supplies	29.40
21. Pomme de Terre River Assn	newsletter printing & postage, AIS	1602.83
22. Peterson Company Ltd	2015 financial statement preparation	875.00
23. Riverwood Bank	Safe Deposit box rent	15.00
24. Chokio Review	Water plan meeting notice	27.63
25. Otter Tail Power	Electric bill	41.83
26. Stevens County Highway	Gas	121.88
27. Custom Fabrication	Truck & Trailer DOT inspections	130.00
28. Ace Hardware	Tree supplies	24.47

V. Old Business

- A. The Area 2 meeting will be held June 22 in Glenwood. Staff and supervisors will sign up at the next local meeting. Chris will prepare the reports ahead of time as she will not be able to attend.
- B. Krosch moved to table approval of the policy handbook revision for a future meeting. Second by Fynboh and all members voting aye, the motion passed.
- C. Solemsaas updated the board on progress with a new building lease and plans for renovation. USDA agencies are planning meetings regarding the issue in the coming months. The building owner would tentatively like to start remodeling in July.
- D. Krosch moved to suspend the water plan re-write and to support moving forward with One Watershed One Plan grant applications for the watersheds within the county. Second by Fynboh. Passed unanimously.

VI. New Business

- A. Krosch moved to approve the 2016 budget as presented. Second by Lonergan. Passed unanimously.
- B. Krosch moved to approve a five-year rental agreement with Metro Sales for a Ricoh copier and service agreement. Second by Fynboh, passed unanimously.
- C. Krosch moved to cancel the State Cost Share contract #01/16 for a grassed waterway. \$1189.50 in FY16 funding will be unallocated. The landowner wished to cancel both his EQIP and State Cost Share contracts. Second by Lonergan. Passed unanimously.
- D. Krosch moved to approve the \$2000 Easement Implementation grant amendment with BWSR. Second by Lonergan. Passed unanimously.
- E. Krosch moved to approve the contract with Peterson Company Ltd for the audit of our 2015 financial statements. Second by Lonergan. Passed unanimously.
- F. Britta Haseman gave a report on recent NRCS activity. She summarized EQIP and applications pending. She recommended that applicants for the MAWQCP do screening for EQIP as well. She reported on WRP monitoring occurring now and talked about contract maintenance activities going on now. She noted that no general CRP applications are being accepted now. There has been one re-enrollment completed by Kasey Wiechmann and there will be more to come. There were 18 new CRP enrolled this month. Cory conducted a training for SWCD staff in Pope and Stevens Counties on CRP contracting. The group also discussed buffer law and how it relates to CRP and other federal programs.
- G. Additions to written staff reports.
  - 1. Lembcke reported on some spraying jobs that we may take on which the Co-op doesn't want to handle because of their smaller size.
  - 2. Johnston noted that she might like to attend the Admin session in June. Someone from Area 2 will need to take care of the poster contest at the Area 2 meeting on the 22<sup>nd</sup>.
  - 3. Solemsaas is working on a computer purchase to be used on the federal network.
  - 4. Wiechmann will attend the MAWQCP training held in Buffalo on June 9.
- H. There were no Supervisor Reports
- I. The board talked about the possible promotion in Stevens County of an irrigation water management system Benton SWCD created.

The meeting was adjourned at 11:30 a.m.

Respectfully submitted,

---

Kirby Hufford, Secretary

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Date

STEVENS COUNTY, MINNESOTA

DATE: June 8, 2016

RESOLUTION NO. 15

Motion by Commissioner Gausman

Seconded by Commissioner Ennen

**RESOLUTION NO. 160607-15**

**Resolution to Extend  
the Stevens County  
Comprehensive Local Water Management Plan  
And  
Support One Watershed, One Plan Projects within Stevens County**

**WHEREAS**, Minnesota Statutes, §103B.301, Comprehensive Local Water Management Act, authorizes Minnesota Counties to develop and implement a Comprehensive Local Water Management Plan; and

**WHEREAS**, Stevens County currently has a state approved Comprehensive Local Water Management Plan that covers the period of January 1, 2011 through June 30, 2017; and

**WHEREAS**, Stevens County passed a resolution on February 16, 2016 to update the Comprehensive Local Water Management Plan in accordance with Minnesota Statutes §103B.301; and

**WHEREAS**, Stevens County, and Stevens Soil and Water Conservation District have interest in developing comprehensive watershed management plans, consistent with Minnesota Statutes §103B.801, for the Pomme de Terre (17), Chippewa (20), and Mustinka (35) river watersheds, as delineated in the attached One Watershed, One Plan Suggested Boundary Map; and

**WHEREAS**, Stevens formally acknowledges intent to develop comprehensive watershed management plans, also known as Oner Watershed, One Plan for the Pomme de Terre (17), Chippewa (20), and Mustinka (35) river; and

**WHEREAS**, Stevens County commits to continued implementation of the current Comprehensive Local Water Management Plan, until such time as comprehensive watershed management plans are developed for all watersheds within Stevens County; and

**WHEREAS**, the Minnesota Board of Water and Soil Resources has authorization to grant extensions pursuant to Minnesota Statutes §103B.3367;

**NOW, THEREFORE, BE IT RESOLVED**, that the Stevens County Board of Commissioners requests from the Minnesota Board of Water and Soil Resources an extension of the effective date of the current County Comprehensive Local Water Management Plan until, December 31, 2022 in order to transition to comprehensive watershed management planning consistent with Minnesota Statutes §103B.801 for the Pomme de Terre (17), Chippewa (20), and Mustinka (35) river watersheds; and

**BE IT FURTHER RESOLVED**, that Stevens County welcomes the opportunity to collaborate with the counties, soil and water conservation districts, and watershed districts within the Pomme de Terre (17), Chippewa (20), and Mustinka (35) river watersheds for watershed-scale planning efforts in the future; and

**BE IT FURTHER RESOLVED**, that the Stevens County supports an application to the Board of Water and Soil Resources for planning grants to develop a comprehensive watershed management plans and anticipates entering into a Memorandum of Agreement with the counties, soil and water conservation districts, and or watershed districts within the Pomme de Terre (17), Chippewa (20), and Mustinka (35) river watersheds, to collaborate on this effort, pending selection as a recipient of a planning grant, and

**BE IT FURTHER RESOLVED**, that the resolution passed by Stevens County to update the Comprehensive Local Water Management Plan in accordance with Minnesota Statutes §103B.301, on February 16 2016 be rescinded on approval of this resolution by Board of Water and Soil Resources.



Kopitzke  
Gausman

Aye  
Aye

Staples  
Wohlers

Aye  
Absent

Ennen

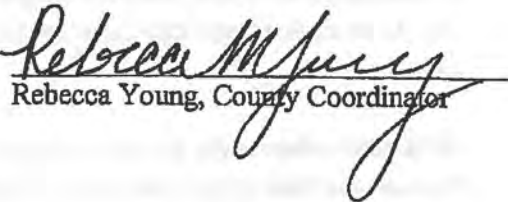
Aye

STATE OF MINNESOTA)

) ss.

COUNTY OF STEVENS)

I, Rebecca Young, County Coordinator and Clerk To The Board, for the County of Stevens, State of Minnesota, do hereby certify that I have compared the foregoing copy of a resolution with the original minutes of the proceedings of the Board of County Commissioners, Stevens County, Minnesota at their session held on the 7th day of June, 2016, now on file in the Stevens County Auditor's office, and have found the same to be a true and correct copy thereof.

  
Rebecca Young, County Coordinator

**RESOLUTION #2016-01**

**Resolution to Support a Bois De Sioux Watershed One Watershed, One Plan Project**

**WHEREAS**, the Minnesota Board of Water and Soil Resources has developed policies for coordination and development of comprehensive watershed management plans, also known as, One Watershed, One Plan, consistent with Minnesota Statutes, Chapter 103B.801, Comprehensive Water Management Planning Program; and

**WHEREAS**, Minnesota Statutes, Chapter 103B.301, Comprehensive Local Water Management Act, authorizes Minnesota Counties to develop and Implement a local water management plan; and;

**WHEREAS**, Minnesota Statutes, Chapter 103D.401, Watershed Management Plan, authorizes Minnesota Watershed Districts to develop and implement a watershed management plan; and

**WHEREAS**, Minnesota Statutes, Chapter 103C.331, subdivision 11, Comprehensive Plan, authorizes Minnesota Soil and Water Conservation Districts to develop and implement a comprehensive plan; and

**WHEREAS**, the counties, soil and water conservation districts, and watershed districts within the Bois De Sioux Watershed, as delineated in the One Watershed, One Plan Boundary Map, have interest in developing a comprehensive watershed management plan for this area.

**NOW, THEREFORE, BE IT RESOLVED**, that the Wilkin Soil and Water Conservation District recognizes and supports watershed scale planning efforts consistent with Minnesota Statutes, Chapter 103B.801, also known as One Watershed, One Plan; and

**BE IT FURTHER RESOLVED** that the Wilkin Soil and Water Conservation District welcomes the opportunity to collaborate with the counties, soil and water conservation districts, and watershed districts within the Bois De Sioux Watershed for watershed-scale planning efforts in the future; and

**BE IT FURTHER RESOLVED** that the Wilkin Soil and Water Conservation District supports an application to the Board of Water and Soil Resources for a planning grant to develop a comprehensive watershed management plan and anticipates entering into a Memorandum of Agreement with the counties, soil and water conservation districts, and watershed districts within the Bois De Sioux Watershed, to collaborate on this effort, pending selection as a recipient of a planning grant.

**CERTIFICATION**

State of Minnesota  
Office of Wilkin Soil and Water Conservation District  
County of Wilkin

I do hereby certify that the foregoing resolution is a true and correct copy of a resolution presented to and adopted by the Wilkin Soil and Water Conservation District at a duly authorized meeting thereof held on the 11<sup>th</sup> of May, 2016.

James H. Boyer  
Name

5/11/16  
Date

Resolution 35-16

**WHEREAS**, Minnesota Statutes, Chapter 103B.301, Comprehensive Local Water Management Act, authorizes Minnesota Counties to develop and implement a local water management plan, and

**WHEREAS**, the Act requires that a county update and revise their local water management plan on a periodic basis, and

**Whereas**, Wilkin County passed a resolution on September 10, 2013, to synchronize our water management plan with Minnesota Pollution Control Agency (MPCA) Watershed Restoration and Protection Strategies (WRAP) schedule for the watersheds identified in this resolution.

**WHEREAS**, Wilkin County has interest in developing comprehensive watershed plans, consistent with Minnesota Statutes 103B.801, for the Bois de Sioux (59), Buffalo, Upper Red, Lower Otter Tail (37) river watersheds as delineated in the attached One Watershed One Plan Suggested Boundary Map; and

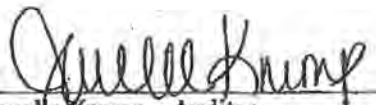
**Whereas**, Wilkin County formally acknowledge intent to develop comprehensive watershed management plans also known as One Watershed One Plan for the Bois de Sioux (59), Buffalo, Upper Red, Lower Otter Tail (37) river watersheds

**Now Therefore be it Resolved** that the Wilkin County Board of Commissioners welcomes the opportunity to collaborate with the counties, soil and water conservation districts, and watershed districts within the Bois de Sioux (59), Buffalo, Upper Red, Lower Otter Tail (37) river watersheds for watershed-scale planning efforts in the future; and

**Be It Further Resolved** that the Wilkin County Board of Commissioners supports an application to the Board of Water and Soil Resources for planning grants to develop a comprehensive watershed management plans and anticipates entering into a Memorandum of Agreement with the counties, soil and water conservation districts within the Bois de Sioux (59), Buffalo, Upper Red, Lower Otter Tail (37) river watersheds, to collaborate on this effort, pending selection as a recipient of a planning grant.

Adopted this 8<sup>th</sup> day of August 2016.

  
\_\_\_\_\_  
Neal Folstad - Chairman

  
\_\_\_\_\_  
Janelle Krump - Auditor

(seal)

**BIG STONE SOIL & WATER CONSERVATION DISTRICT**  
**SUPERVISORS' MEETING –February 9, 2017**  
**AG SERVICE CENTER, ORTONVILLE MN**

The meeting was called to order by Chairman Jorgenson at 3:00 p.m.

The Pledge of Allegiance followed.

Supervisors present: Morrill, Moen, Jorgenson, Reisdorph  
Supervisors absent: Holker

Others present: Beau Peterson, Blayne Johnson, Tammy Neubauer – SWCD; Krecia Leddy, NRCS

**Approval of Agenda:** motion Moen, second Reisdorph, to approve the agenda as presented. All in favor – motion carried.

**Secretary's Minutes** – motion Moen, second Reisdorph, to approve the minutes of the January 3<sup>rd</sup>, 2017, meeting. All in favor – motion carried.

**Treasurer's Report** – motion Moen second Morrill, to approve the Treasurer's Report and pay all bills presented. All in favor – motion carried.

**STRATEGIC PLANNING** – Blayne Johnson presented a grants reconciliation report. This report provides a summary of grants the district has received and the expenses charged to them to date, with remaining balances and grant deadlines.

**BSC Commissioners' Report** – none

**NRCS Report** – Krecia Leddy presented the NRCS Report.

Krecia Leddy left the meeting at 3:10 p.m.

**SWCD Report** – Blayne Johnson presented the SWCD Report. Johnson provided a spreadsheet with potential projects that could be funded with additional assistance from the Local Capacity grant and/or State Cost Share Assistance or EQIP. The Board has intent to fund these projects up to 50-55%, or \$40,000 total assistance from the Local Capacity grant, contingent upon the EQIP contracts that are approved.

**FarmBill Technician Report** – Beau Peterson presented the FBT Report.

**OLD BUSINESS**

- GPS Unit Purchase – Johnson discussed his findings for the different options and prices for the GPS purchase. More information and consideration to be presented at March meeting for purchase approval.
- Food Plot Seeding – Moen would like the District to keep this service in mind for the spring. The decision to plant food plots will be dependent upon the amount of interest from landowners.
- BSLA Chamber Dues – motion Morrill, second Moen, to decline paying Chamber dues for 2017. All in favor – motion carried.

**NEW BUSINESS**

- Employee Wage and Benefits – motion Morrill, second Moen, to approve the proposed increases in wages and benefits, retroactive to January 1<sup>st</sup>, 2017. All in favor – motion carried.
- 2017 Local Capacity Grant Work Plan – after discussion, motion Moen, second Reisdorph, to approve and submit the proposed 2017 Local Capacity Work Plan. All in favor – motion carried.
- Bois de Sioux One Watershed One Plan Agreement – after discussion, motion Morrill, second Reisdorph, to participate in the planning process of the proposed Bois de Sioux/Mustinka Rivers Watershed IWIP application. All in favor – motion carried.
- Drill Operator – Johnson will advertise for a drill operator for the upcoming 2017 planting season.
- Master JPA-RIM/CREP Easement Delivery Services – after discussion, motion Morrill, second Reisdorph, to approve and sign the JPA - RIM/CREP Easement Delivery Services agreement. All in favor – motion carried.
- Minnwest Bank Safety Deposit Box – motion Moen, second Reisdorph, to instruct MW Bank to remove Gary Hoffman and Wanda Holker from the signature card for the safety deposit box, and approve adding Blayne Johnson and Tammy Neubauer to the signature card. All in favor – motion carried.

- Sports & Leisure Show – the Board agrees that the staff will have a booth at the Sports and Leisure Show in Ortonville on March 18-19, 2017.
- Legislative Day at the Capital – Jorgenson discussed the attendance of any supervisors and staff at the Legislative Day in St. Paul, on March 20-21, 2017. Any member interested in attending should let Neubauer know by March 1<sup>st</sup>, for registration and hotel reservations.
- Pomme de Terre WRAPS Implementation Plan – after discussion, motion Moen, second Morrill, to approve and sign agreement that states the District's involvement in the development of the WRAPS Implementation planning process. All in favor – motion carried.
- Area II Meeting – the Area II meeting will be held April 6, 2017, in Litchfield, hosted by Meeker SWCD. Any board member interested in attending should let Neubauer know as soon as possible for registration.

The meeting was closed at 4:17 p.m., to discuss the manager's position.

The meeting was reopened at 4:30 p.m.

- Manager's Position – the Board has provided a request for application information from the staff with regard to their interest in the manager's position. Applications and resumes are due to the personnel committee by February 17<sup>th</sup>, 2017. Interviews will be conducted by special meeting on February 23, 2017, at 4:30 p.m.

Johnson informed the Board that a chip in the Chevy truck side door is causing the paint to peel. Johnson will get a quote to have it repaired.

Being there was no further business, the meeting was adjourned at 4:50 p.m.

Sincerely,

Tammy Neubauer  
District Admin Asst

RESOLUTION NUMBER 2016-21  
BIG STONE COUNTY BOARD OF COMMISSIONERS

Date: August 16, 2016

Motion made by Commissioner Olson and seconded by Commissioner Berning.

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WHEREAS, the Minnesota Board of Soil and Water Resources has developed policies for coordination and development of comprehensive watershed management plans, also known as One Watershed, One Plan, consistent with Minnesota Statutes, Chapter 103B.801, Comprehensive Watershed Management Planning Program; and

WHEREAS, Minnesota Statutes, Chapter 103B.301, Comprehensive Local Water Management Act, authorizes Minnesota Counties to develop and implement a local water management plan; and

WHEREAS, the County has three major watersheds including the Mustinka River #35, the Pomme de Terre River #17, and the Upper Minnesota River #16, as delineated in the attached One Watershed, One Plan Suggested Boundary Map, and has interest in developing a comprehensive watershed management plan for each of the three watersheds within its boundary.

NOW, THEREFORE, BE IT RESOLVED, that Big Stone County recognizes and supports watershed-scale planning efforts consistent with Minnesota Statutes, Chapter 103B.801, also known as One Watershed, One Plan; and

BE IT FURTHER RESOLVED that Big Stone County welcomes the opportunity to collaborate with the counties, watershed districts, watershed joint powers entity, and soil and water conservation districts within the three major watersheds for watershed-scale planning efforts in the future; and

BE IT FURTHER RESOLVED that Big Stone County supports applications to the Board of Water and Soil Resources for a planning grant to develop comprehensive watershed management plans and anticipates entering into a Memorandum of Agreement or Joint Powers Agreement with the counties, watershed districts, watershed joint power entity, and soil and water conservation districts within the major watersheds to collaborate on this effort, pending selection as a recipient of planning grants.

VOTING AYE										
COMMISSIONERS	X	BACKER	X	ATHEY	X	OLSON	X	SANDBERG	X	BERNING
VOTING NAY										
COMMISSIONERS		BACKER		ATHEY		OLSON		SANDBERG		BERNING

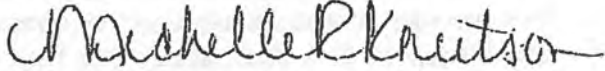
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STATE OF MINNESOTA, COUNTY OF BIG STONE

I, Michelle R. Knutson, Auditor of the County of Big Stone, State of Minnesota, do hereby certify that the foregoing resolution is a true and correct copy of a resolution duly passed at a meeting of the Big Stone County Board of Commissioners held on the 16<sup>th</sup> day of August, 2016.

Witness by hand and official seal at Ortonville this 16<sup>th</sup> day of August, 2016.

SEAL

  
Michelle R. Knutson, Auditor



## Round Two 1W1P Partnership Support Overview

Why is partnership support offered for 1W1P? Each watershed is unique and has a different history of working together. Partnership support provides an opportunity for watersheds to enhance and improve upon that history. Partnering for One Watershed, One Plan occurs among local government staff, elected officials and appointed officials. Watershed planning encompasses partners across a watershed and not only brings together individuals who have worked together but often brings together individuals who have not worked together before.

This Overview is a resource for watersheds to assist in customizing what partnership support will be provided in their watershed.

### **What are the topics?**

Understanding practices for building trust when working together will be introduced to each watershed at the beginning of the planning process along with developing and using networks for planning and implementation near the end of the planning process. In addition, each watershed will determine what two-three topics would be most beneficial to their watershed during the planning process in consultation with their Board Conservationist, members of Steering Committee and Policy Committee. Categories include:

#### *Meeting Design (Agendas, Ground Rules/Working Agreements, Openers & Ice Breakers, Minutes/Notes)*

By establishing a solid foundation for the group to work together, problems that may get in the way of successful partnering can be avoided. Creating a respectful meeting environment helps the group move forward in achieving goals and objectives.

#### *Group Development*

Selecting this topic will introduce participants to the typical four stages in group development when working together and strategies to effectively maneuver through these stages.

#### *Decision Making*

Making decisions occurs throughout the process of working together. Many decisions need to be made before the final decision. This topic introduces a range of decision-making methods and introduces consensus building in a group.

#### *Understanding and Managing Conflict*

This topic introduces sources of conflict. It also identifies individual conflict styles and discuss strengths and challenges associated with each style and ways to communicate more effectively with styles different from one's own preferred style.

#### *Active Listening*

Effective communication is not only about talking and is also about knowing how to listen. This topic helps participants become more aware of communication behaviors in groups. It teaches how to incorporate reflective listening skills.

### *Questioning for Enabling Participation*

Questions can be used to support a discussion that leads to decision-making that is based on known facts rather than assumptions or emotions. Knowing methods and techniques for asking meaningful questions and how and when to ask questions will be part of this topic.

### *Naming and Framing*

Framing is how we word or talk about “something.” There may be times when using different wording is important to manage conflict, have the “something” resonate with another, and build support. This topic will have you thinking about the messaging.

### *8 P’s of Facilitation Planning*

In addition to meeting management, effective meetings require attention to meeting planning and preparation. The purpose of this topic is to introduce you to an approach that can help you design and convene better meetings so that you and the groups you work with can be more successful.

### *Basic Facilitation Skills*

In addition to meeting preparation and planning, basic skills in meeting management, or facilitation, are important to convening work teams and meetings. This topic will introduce you to basic facilitation skills including suggestions for dealing with “difficult” meeting behaviors.

### *Collaboration*

Partnering involves paying attention to elements that support effective collaboration. This topic will introduce you to those elements of having the appropriate people, credible data, and constructive process and explore what that would look like for your watershed.

### *Stakeholder Analysis*

Stakeholder analysis is about identifying who should be involved when working on an issue and how different categories of stakeholders should be interacted with. Effective stakeholder analysis and mapping can help increase the success of an effort.

## **How will partnership support be offered?**

### **In-person Sessions**

In-person session topics, formats, and timing will be determined by each watershed. Topics should be selected with are most important to their work teams and explore ways to integrate these elements and components into how they work together and partner. The topic of trust will be explored as the first topic in each watershed, followed by the selection of two-three topics below, and each watershed will be introduced to the topic of networks toward the end of their planning.

The following are suggestions for participation in the in-person sessions:

#### **Option 1:**

- 1-Day which includes a 2-hour session on *Strengthening Trust for Workgroups*, 3-hours of topic(s) selected from list above by watershed, and 1.5 hours for lunch and breaks. Suggested to provide early in the planning process.
- 3-hour session on partnership topic(s) selected by watershed. Suggested to be provided at some point during the planning process determined by watershed.

- 2-hour session on *Leading With a Network Approach*. Suggested to be provided closer to end of planning process.

#### Option 2

- 2-hour session on *Strengthening Trust for Workgroups* (early in planning process)
- 3-hour session on partnership topics selected by watershed (during planning process)
- 3-hour session on partnership topics selected by watershed (during planning process)
- 2-hour session on *Leading With a Network Approach* (closer to end of planning process)

#### Option 3

- 1-Day (5 hours of session time and 1.5 hours for lunch and breaks) which includes a 2-hour session on *Strengthening Trust for Workgroups* and 3-hours on partnership topic selected from list above by watershed. It is suggested to provide early in the planning process.
- 1-Day (5 hours of session time and 1.5 hours for lunch and breaks) which includes a 2-hour session on *Leading With a Network Approach* and 3-hours of partnership topic selected from list above by watershed. It is suggested to provide near the end planning process.

#### Option 4

- 2-hour session on *Strengthening Trust for Workgroups*. (early in the planning process)
- 1-day (5 hours of session time and 1.5 hours for lunch and breaks) on partnership topic selected from list above by watershed. (during planning process)
- 2-hour session on *Leading With a Network Approach*. (closer to end of planning process)

#### Virtual Teaching

Virtual sessions will be available to support learning, integration and application of partnership elements and skills. The format will be a structured monthly one-hour virtual session which will be scheduled on the same day/time each month. Participants will be encouraged to participate as their schedules permit. They will join virtually via computer with phone as a secondary option.

#### Partnership Support Coaches

BWSR has contracted with UMN Extension's Center for Community Vitality, Leadership and Civic Engagement program area to provide partnership support to One Watershed, One Plan watersheds. The role of the Partnership Development consultants, known as coaches, is to assist watersheds in building their understanding and skills in key elements for partnering and collaborating so watersheds can integrate these components into their partnering efforts. Their role is one of training and coaching. Their role is not to facilitate meetings.

The Partnership Development Coaches are:

**Brian Fredrickson:** Extension Regional Office - Moorhead, email: [fred0252@umn.edu](mailto:fred0252@umn.edu), phone: 612-568-5323. Brian will cover the: Mustinka/Bois de Sioux River, Buffalo-Red River, and Pine River watersheds

**Beth Kallestad:** Extension Regional Office - Rochester, email: [bckall@umn.edu](mailto:bckall@umn.edu), phone: (507)536-6307. Beth will cover the Watonwan River and Sauk River watersheds.

1. The first part of the document is a list of names and addresses of the members of the committee.

Section 1

- 1. Mr. John Doe, 123 Main Street, New York, NY 10001
- 2. Mrs. Jane Smith, 456 Elm Street, New York, NY 10002
- 3. Mr. Robert Brown, 789 Oak Street, New York, NY 10003
- 4. Mrs. Mary White, 1010 Pine Street, New York, NY 10004

Section 2

The second part of the document is a list of names and addresses of the members of the committee.

Section 3

- 1. Mr. James Green, 1111 Maple Street, New York, NY 10005
- 2. Mrs. Elizabeth Black, 1212 Cedar Street, New York, NY 10006
- 3. Mr. William Gray, 1313 Birch Street, New York, NY 10007
- 4. Mrs. Susan Red, 1414 Spruce Street, New York, NY 10008

Section 4

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Section 5

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Section 6

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The seventh part of the document is a list of names and addresses of the members of the committee.

# Round 2 Support Overview

## Internal Memo

**Date:** September 27, 2017

**To:** BWSR Board

**From:** Julie Westerlund, One Watershed, One Plan Coordinator

### **RE: One Watershed, One Plan Program Update**

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This memo provides an update on the current status of One Watershed, One Plan Planning efforts, and reflects developments since the last program update for the BWSR board in January 2017.

#### **Pilot Areas**

**Lake Superior North:** All four local governments in the partnership have adopted the Plan, which was approved by the BWSR Board in January 2017. In May, they signed a Memorandum of Agreement for plan implementation. Local partners are meeting to discuss work planning. Dan Schutte has resigned as Lake SWCD District manager; Andrew Slade has accepted the position and water planning responsibilities are assigned to Sonja Smurerd.

**North Fork Crow River:** The North Fork Crow River partnership is currently working through the final stages of the PTMApp model run and discussing their implementation approach, a key element of which is identifying roles of local staff, advisory committee members and policy members. The Targeted Implementation Schedule is the last major item to be completed. We are anticipating a draft plan distributed for comment by the end of 2017.

**Red Lake River:** All seven local governments in the partnership have adopted the Plan, which was approved by the BWSR Board in April 2017. They signed a "Memorandum of Cooperative Agreement" for plan implementation. The partnership has hired a consultant to work on a refined approach for targeted implementation using PTMApp and to train their staff in the use of PTMApp. The partnership is in the process of developing an annual work plan.

**Root River:** All thirteen local governments in the partnership have adopted the Plan, which was approved by the BWSR Board in December 2016. In May, the partners adopted a Joint Powers Agreement for plan implementation. The Policy Committee approved a 2017 work plan at their March meeting; primary activities were PTMApp training and creating a handout that summarizes the plan to the general public. The Planning Work Group and Advisory Committee have developed preliminary draft work plan that will guide use of watershed-based implementation funding, which they anticipate receiving early next year. There has been significant discussion on the possible role of the Southeast Minnesota Water Resources Board in administering and implementing Comprehensive Watershed Management Plans (including the Root) in this corner of the state.

**Yellow Medicine River:** All ten local governments have adopted the Plan, which was approved by the BWSR board in December 2016. The partners have drafted a Memorandum of Agreement for Implementation and anticipate completing and signing it by Dec. 2017. All partners have started updating local policies to incorporate the priorities in the plan. The partners are developing a work plan that identifies priority BMPs as

their initial activity; it lays out additional activities for increments of \$100,000, including a shared professional engineer. They also developed a draft annual accomplishment report card to track progress and are considering a shared server to save and share information quickly and efficiently.

### **“Round 1” (started 2016) Partnerships**

All partnerships have: entered into formal agreements for planning and established policy committee by-laws; completed work plans and received planning grant funds; selected plan writing consultants; issued planning notifications (most have received initial plan comments); and established planning websites (linked on the BWSR One Watershed, One Plan web page).

**Cannon River:** The public kickoff meeting was held on May 31 with about 45 people attending. The partnership also hosted four “watershed conversations” for a wide range of watershed stakeholders and distributed across the watershed. Two events in mid-July gathered input on plan priorities and two in late September focused on using maps and models to focus on the important locations for restoration and protection work. The Policy Committee has met three times. The partnership has also established a “Technical Advisory Group,” which is a subset of the larger “Advisory Work Group.” The partnership is currently in the priority- setting phase of plan development and is using the Zonation tool to aid in those discussions.

**Cedar River:** The public kickoff meeting was held on June 1 with about 40 people attending and a survey was used to gather feedback on plan priorities. The policy committee has met six times, with recent conversations focused on options for future implementation structures. They decided to use an outside facilitator to establish a shared understanding of their role in the planning process and to lay out a process for deciding their future implementation partnership. The partnership is currently in data aggregation phase of plan development; they are using the Zonation tool in preparation for priority- setting discussions.

**Lake of the Woods:** The public kickoff meeting was held on June 20 with over 30 people attending. The policy committee has met 6 times, with discussions focused mainly on setting the plan organization, consultants, and process. The partnership is currently in priority- setting phase of plan development and is using the Zonation tool to aid in those discussions.

**Leech Lake River:** The public kickoff meeting was held on September 15 with over 60 people attending and featuring a presentation by Ron Schara and small group discussions about the importance of water. The policy committee has met three times. In addition to hiring a plan writing consultant, the partnership is contracting with the Leech Lake Area Foundation to coordinate outreach. The partnership is currently in the data aggregation phase of plan development.

**Missouri River Basin:** Two public kickoff meetings were held on August 22<sup>nd</sup> (Worthington) and August 23<sup>rd</sup> (Pipestone) with a total of 81 people attending. The policy committee has met four times. The partnership is currently finishing the priority –setting phase of plan development and in the early stages of goal setting.

**Pomme de Terre River:** The partnership held a planning kickoff meeting on September 13 in the form of a day-long bus tour of the watershed for planning participants (staff, policy and advisory committee members). The tour was very well executed with about 50 people attending. Two public input meetings are planned for October 23 and 26. The policy committee (which is the same as the Pomme de Terre River Association Board) has met twice. The partnership is currently in the data aggregation phase of plan development.

**Thief River:** The planning notification was issued on August 4 and comments are currently coming in. A public kickoff meeting is being planned for December or January. The policy committee has met four times. The partnership is currently in the data aggregation and issue identification phase of plan development.

### **“Round 2” (started 2017) partnerships**

These partnerships are just starting. BWSR-convened orientation meetings were/will be held on the following dates. Most groups have either recently held or are planning their first partner-led pre-planning meeting. Typically partnerships will need to meet about four times in the pre-planning phase before the policy committee and advisory committees are established and planning starts in earnest.

**Buffalo-Red River:** August 20; **Mustinka/Bois de Sioux:** August 20; **Lower St. Croix River:** August 29; **Pine River:** August 23; **Sauk River:** September 28; **Watonwan River:** August 22

### **Partnership Development**

The intent of partnership development is to support planning partnerships by providing applied and integrated learning and skill building to enhance functionality of the partnership. Based on what we have learned so far from the 2016 pilot program, BWSR has decided to continue with the following modifications:

- Expanding the target audience beyond the planning work group, with special focus on policy committee members;
- Deliver content in the form of day-long workshops instead of integrating material into initial planning work group meetings; and
- Providing monthly structured opportunities for participants to access the knowledge of U of M experts instead of making experts available on a “call us if you need us” basis.



with ~~some~~ meeting 1

Sub Consultant Committee  
advising

Policy Committee - 1 Member from  
@ Bdsawd the Board

Work done by Chuck  
Fritz

GAQC Huston.  
Engineering

Double V in the info -  
Surd - will use for  
Grant writing

Hydrocarbon Dm -

has set  
online for  
every one  
to use.

PTmapp -- using IWP Grant  
# for training  
will give us Com out C. me  
yes Some

State of MN will  
own it.

Hydro Condition Gps -  
DEM.

RFQ Blanket  
on INvention  
Short list 5 minutes

Contract  
for  
Services.

For study - To SubCommitt  
Houston  
Bar  
EOR  
HDR  
Respect.

Update

9-27-17



# One Watershed, One Plan

## Frequently Asked Questions



March 2016  
(minor updates August 2017)

**Purpose:** The purpose of this document is to highlight some of the questions frequently heard regarding *One Watershed, One Plan* (1W1P). If you have additional questions you would like to see covered in this document, please submit them to [julie.westerlund@state.mn.us](mailto:julie.westerlund@state.mn.us)

## General

### Q1. What is One Watershed, One Plan?

One Watershed, One Plan (1W1P) started as a policy recommendation from the [Local Government Water Roundtable](#) (LGWR) and was followed by legislation in 2012 that authorizes BWSR to adopt methods to allow comprehensive plans, local water management plans, or watershed management plans to serve as substitutes for one another; or to be replaced by a Comprehensive Watershed Management Plan. BWSR, in partnership with the LGWR and five participating pilot watersheds, initiated development of the 1W1P Pilot Program in 2014. The experiences of the pilot watersheds have informed the overall 1W1P Program, adopted by BWSR in March 2016. Additional legislation was passed in 2015 providing the purposes for and better definition of Comprehensive Watershed Management Plans. The 2015 legislation also requires BWSR to adopt a transition plan for moving to Comprehensive Watershed Management Plans, with a legislative goal for statewide implementation of 1W1P by 2025.

### Q2. What is the difference between One Watershed, One Plan and a Comprehensive Watershed Management Plan?

One Watershed, One Plan is a BWSR program that aligns local water planning on major watershed boundaries with state strategies towards prioritized, targeted and measurable implementation plans. Comprehensive Watershed Management Plans refers to the watershed-based plan created through the program with purposes and requirements defined by Minnesota Statutes §103B.801. These plans are also often referred to as One Watershed, One Plan or 1W1P.

### Q3. Isn't One Watershed, One Plan just creating another layer of government?

No. One of the guiding principles of One Watershed, One Plan is that "implementation will be accomplished through formal agreements among participating local governments on how to manage and operate on a watershed." Decision-making spans political boundaries, which is essential to establish and achieve goals for the watershed, and is supported by an in-writing commitment from the participants to fully implement watershed management. Formal agreement does not inherently require establishment of another layer of government. Local participants are encouraged to analyze their own situation, with assistance from legal counsel and/or the Minnesota Counties Insurance Trust, to determine how future implementation may occur.

### Q4. We have an existing county water plan, a watershed district plan, a WRAPS, and a TMDL; why do we need another plan?

The Comprehensive Watershed Management Plan, or 1W1P, is intended to replace the existing county water plans, watershed district plans, and Soil and Water Conservation District comprehensive plans for the entire planning boundary while leveraging and incorporating WRAPS, TMDLs, and other valuable data and information.

**Q5. Are there specific state funds tied to developing a Comprehensive Watershed Management Plan (through the One Watershed, One Plan program)?**

In the fiscal years 2013-2014, BWSR received funds from the legislature to initiate development of the One Watershed, One Plan program and for the pilot planning grants. For the fiscal year 2015-2016 biennium, BWSR has received funds to continue the program and provide planning grants to local governments for development of Comprehensive Watershed Management Plans. Details for accessing these funds will be available in 2016.

Completed Comprehensive Watershed Management Plans will be a resource for more thoroughly and competitively answering application questions regarding prioritization, targeting, and measurability of proposed Clean Water Fund competitive grants. In the future, funding **may** become more closely tied to One Watershed, One Plan in order to: leverage the intended efficiencies of watershed-based planning, further the recommendations of the Local Government Water Roundtable, and incentivize watershed-based planning.

**Q6. Where and how are the state agencies going to be involved?**

State agencies with a stake in water management—Board of Water and Soil Resources, Department of Agriculture, Department of Health, Department of Natural Resources, and the Pollution Control Agency—have all committed to a high-level water quality framework for the state of Minnesota that includes agency participation in development of water plans. This framework was developed by the agencies to enhance collaboration and clarify roles so that it's easier and more efficient for state and local partners to work together.

## **Initiating *One Watershed, One Plan***

**Q7. We completed our county water plan recently; do we now have to start planning all over again?**

The vision of One Watershed, One Plan recognizes a ten year transition period; therefore, if your local water plan was just completed recently, now may not be the time to start. Or, if your county is asked by neighboring partners to participate in a plan for a portion of your county, you may want to take a secondary or smaller role in the planning process, leveraging the data and information from your recently completed plan.

**Q8. We just completed our county water plan last year and the Watershed Restoration and Protection Strategies (WRAPS) will be completed next year; do we now have to start planning all over again?**

No (see the question and answer above). You may want to consider an amendment to your water plan if the completed WRAPS provide new information or data that would benefit the plan, its implementation, and/or the competitiveness of grant applications. If not, you may want to wait until other entities are ready to undertake a Comprehensive Watershed Management planning effort or until your next scheduled update.

**Q9. The WRAPS for our area is not completed yet; can we participate in One Watershed, One Plan?**

Yes. The science and data from the WRAPS are very important in the development of a Comprehensive Watershed Management Plan, and having a completed WRAPS prior to starting a planning effort ensures this information is available and minimizes potential complexities. However, having a completed WRAPS is not an absolute requirement for participation at this time. Similar to Question 8 (above), a Comprehensive Watershed Management Plan may need to be reassessed and amended after the WRAPS is completed.

**Q10. We have a number of issues specific to our county in our existing plan, aren't we going to lose this valuable information in a larger, watershed-based plan?**

Writing a plan on a watershed basis does not mean deleting what has already been developed or starting from scratch, but rather working together to organize existing plans on a watershed scale and determine the most

effective and efficient means for implementation of those programs and projects that are capable of achieving measureable results.

**Q11. How do we keep local control (through the planning process)?**

Part of the requirements for developing a Comprehensive Watershed Management Plan is identifying how the plan will be implemented and how collaboration will occur in the future. While this is a local plan, to be comprehensive it should recognize that state and federal agencies have a role in watershed management. Additionally, the plan needs to describe how implementation will be funded. Through the planning process, local folks can leverage assistance from state and federal agencies to identify actions and activities that best align with state and federal priorities and funding sources. For local priorities that don't align with state and federal priorities, other funding sources will need to be found. Collaboration does not have to mean a loss of control.

## Boundary Map and Boundary Framework

**Q12. Why don't the boundaries in the Suggested Boundary Map align with the 81-majors used for the Minnesota Pollution Control Agency's 10-year approach and development of Watershed Restoration and Protection Strategies (WRAPS)?**

The 81-major watershed units (8-digit HUCs) were used as the basis for the Suggested Boundary Map. The boundaries were adjusted to reflect boundaries of existing organizations already operating on a watershed basis, plus some lumping and splitting of major watersheds. An example of lumping includes grouping adjacent major watersheds on the state borders. An example of splitting includes the Minnesota River–Granite Falls major watershed, which is bisected by the Minnesota River. This major watershed has active, separate organizations on both sides of the river. Even with these adjustments, WRAPS are still intended to inform the resulting plan.

**Q13. I don't agree with the planning boundaries in my area; what do I do?**

The boundaries within the One Watershed, One Plan final [suggested boundary map](#), adopted by the BWSR Board in April 2014, reflect planning boundaries (not jurisdictional boundaries) that may be adjusted. Criteria and procedures for making adjustments are outlined in the [One Watershed, One Plan Operating Procedures](#). Be sure to discuss any proposed revisions to the suggested boundary for your area with BWSR prior to initiating planning.

**Q14. My county has more than one Suggested Planning Boundary; this seems like more work for my county, and what happens to the portions not included in a plan being developed through One Watershed, One Plan?**

Planning on a watershed basis does mean that most counties will be participating in more than one plan. However, watershed management inherently requires work (planning and implementation) across jurisdictional boundaries based on where the water flows. A given county may not be the lead for every planning effort within the county, depending on the resource needs in the planning area. Additionally, One Watershed, One Plan has the potential, if fully implemented across the state, to reduce the overall number of local water plans in the state.

For the portions of the county not covered by One Watershed, One Plan, and where an existing county plan has not expired, the area will continue to be 'covered' by the county plan until One Watershed, One Plan is completed for the area. If the current plan has expired or if planning through One Watershed, One Plan is not anticipated to start for a significant amount of time, the county may be asked to update the county plan for this area. See also the BWSR Board adopted Plan Extension policy.

## Future Plan Implementation

**Q15. Will this program change the way planning and zoning is done by cities and counties?**

One Watershed, One Plan is not intended to alter who is responsible for planning and zoning (P&Z) and who is authorized to do P&Z. The Comprehensive Watershed Management plan should recognize existing P&Z as an integral part of watershed management. Some examples where watershed management and P&Z responsibilities

may overlap might include: a plan goal to work with P&Z authorities towards larger, more uniform setbacks on sensitive lakes in the watershed; or tailoring of implementation actions in recognition of underlying zoning. The plan does not have the statutory authority to mandate the city or county to alter their zoning if the local authority chooses not to.

**Q16. How is this plan going to be implemented?**

Legislation passed in 2015 clarified that existing authorities granted to local governments through chapters 103B, 103C, and 103D are retained when a Comprehensive Watershed Management Plan is adopted (Minnesota Statutes §103B.801, Subd. 6); therefore, this plan is implemented through these existing authorities. Additionally, part of the requirements for developing a Comprehensive Watershed Management Plan is identification of how the plan will be implemented and how collaboration will occur in the future. These plans are written for a 10-year period with a minimum of biennial work planning and evaluation. If any given partner chooses not to adopt or implement the plan, the remaining partners will need to reassess the goals of the plan to determine if it can be successfully achieved without that partner.

**Q17. BWSR has spoken about the idea of funding the plan. What does this mean?**

‘Fund the plan’ is a term with a wide variety of meanings and no concrete definition. The Local Government Water Roundtable November 25, 2013 [Comprehensive Water Planning and Management Policy Paper](#) included a policy statement that “long-term predictable state funding should be provided for implementation of actions identified in watershed based plans.” This statement was followed by additional funding recommendations that are all being considered in ongoing discussions regarding future strategies for the distribution of state funds. However, what ‘fund the plan’ means and how it may be implemented is still under discussion and development.

**Q18. Will BWSR provide administrative and implementation funding similar to what is provided through the existing local water management system that helps support a county water planner?**

At this time, no change is anticipated in the distribution of the existing local water management funds allocated to counties through the Natural Resources Block Grant. Additionally, no new funds have been identified specifically for administration of a Comprehensive Watershed Management Plan. See also Q16 above.

## Interaction with Metropolitan Surface Water Management Act (MSWMA)

**Q19. I have heard One Watershed, One Plan doesn’t apply in the 7-county metro, then I heard it does—which is it?**

Local governments within the 7-county metro area are not a *required* partner in plans developed for watersheds that straddle the metro area. This means that metro local governments should be invited to, but are not required to, sign the formal agreement for planning purposes; and these local governments should also be encouraged to participate.

## Non-governmental Organizations (NGOs)

**Q20. How do non-governmental organizations interact with One Watershed, One Plan?**

NGOs have always had a role in water planning as a stakeholder at the table through the planning and implementation process. This role continues through One Watershed, One Plan. However, the statutory language and intent is for the plan to be developed, approved, and funded through existing water planning authorities of local governments.

# Sample Bylaws

1-6 1p

## Bylaws of the Red Lake River Planning Group

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### MEMBERSHIP

**Polk County, Red Lake County, Pennington County, Pennington Soil and Water Conservation District, Red Lake County Soil and Water Conservation District, West Polk Soil and Water Conservation District, and the Red Lake Watershed District**

**ADOPTED November 19, 2014**

(Date adopted)

**AMENDMENT - Article VII: Subcommittees to the Policy Committee, Section 2A amended to read:  
"Policy Committee members should attend the Advisory Committee meetings as they deem necessary."**

**Date Amended: April 15, 2015**



These bylaws establish rules governing the conduct of business of the Red Lake River Planning Group.  
Adopted on November 19, 2014.

#### **ARTICLE I: PURPOSE**

1. The purpose of the Red Lake River Planning Group is to recognize the importance of partnerships to plan and implement protection and restoration efforts pertaining to that area within the Red Lake River watershed.
2. The Red Lake River Planning Group made and entered into a Memorandum of Agreement. Member local units of government are Polk County, Red Lake County, Pennington County, West Polk SWCD, Red Lake County SWCD, Pennington SWCD, and the Red Lake Watershed District.

#### **ARTICLE II: MEMBERSHIP**

1. The membership of the Policy Committee shall be comprised of one (1) member, designated by the board of each member local unit of government. Each local unit of government may designate one alternate member to serve on the Policy Committee.
2. Members of the Policy Committee shall be appointed until completion of the One Watershed One Plan or termination of the Memorandum of Agreement.
3. A Policy Committee member's term continues until a successor is appointed. In the event a member of the Policy Committee resigns or is otherwise unable to complete his or her term on the Policy Committee, the Policy Committee will advise the appointing authority of the vacancy thus created as soon as practicable, and the vacancy will be filled according to the requirements of the respective local unit of government.
4. The Policy Committee shall not take action that may materially benefit the financial interest of a Policy Committee member, a member's family member or a member's close associate unless that interest first is disclosed for the record. The interested Policy Committee member may be present to answer questions, but may not advocate for or vote on the action. If a Policy Committee member concludes that his or her interest does not create a conflict but that there may be an appearance of conflict, he or she shall disclose the interest for the record before participating in discussion or voting on an action.

#### **ARTICLE III: OFFICERS**

1. The officers of the Policy Committee shall consist of a chair, vice chair, and secretary and shall be elected by members of the Policy Committee. The officers shall be elected at the first Policy Committee meeting on November 19, 2014. Following the first Policy Committee meeting, officers of the Policy Committee shall be elected annually beginning in January of 2016.
  - a. The chair shall:
    - i. Serve as chair for all meetings; and

- ii. Sign and deliver in the name of the Red Lake River Planning Group any correspondence pertaining to the business of the Red Lake River Planning Group.
  - b. The vice chair shall:
    - i. Discharge the chair duties in the event of the absence or disability of the chair.
  - c. The secretary shall:
    - i. Maintain records of the Red Lake River Planning Group;
    - ii. Certify records and proceedings of the Red Lake River Planning Group;
    - iii. Ensure that minutes of all Policy Committee meetings are recorded and made available in a timely manner to the Policy Committee, and maintain a file of all approved minutes including corrections and changes;
    - iv. Provide for proper public notice of all meetings; and
    - v. The Red Lake Watershed District will record the minutes and perform other duties of the secretary as stated in the Memorandum of Agreement. The elected secretary will sign the official minutes of all meetings following approval of the Policy Committee.
2. An officer will serve until replaced by the election of a successor. No Policy Committee member may hold more than one office at a time.
3. If there is a vacancy in the office of chair, the vice chair will become the chair. At the next regularly scheduled meeting, there will be an election for vice chair. If there is a vacancy in any other office, Policy Committee members shall elect a member to fill the vacancy at the next regular business meeting.
4. Officers can be removed from office with or without cause by a two-thirds vote at a regular meeting where previous notice has been given.
5. The Policy Committee will request the respective local unit of government member to replace their representative member after missing two (2) consecutive meetings without notice to the chairperson.

#### **ARTICLE IV: MEETINGS**

1. All meetings of the Policy Committee will comply with statutes and rules requiring open and public meeting laws.
2. The conduct of all meetings of the Policy Committee shall be generally governed by the most recent edition of Robert's Rules of Parliamentary Law.

3. A quorum of the Policy Committee shall consist of a simple majority of the members. For meetings lacking a quorum, business can be conducted; however, all actions must be approved at the next regular meeting having a quorum present. Vacant positions will not be considered in determining the quorum.
4. All votes by Policy Committee members, or their respective alternate, shall be made in person, and no member may appoint a proxy for any question coming before any meeting for a vote.
5. A notice of the meeting schedule of the Policy Committee for the year shall be submitted to the official newspaper of each member local unit of government following the annual meeting. The established meeting schedule may be changed with agreement by all the Policy Committee members.
6. The notice of meetings shall be mailed not less than ten (10) days prior to the scheduled meeting date of the Policy Committee.
7. The minutes of any meeting shall be made available to all Policy Committee members prior to the next meeting. For the purpose of approving minutes, only those Policy Committee members present at the meeting to which the minutes pertain shall be counted in determining the presence of a quorum and action on the motion.

#### **ARTICLE V: VOTING**

1. A motion or resolution shall be approved by a favorable vote of a simple majority of the members present providing there is a quorum.
2. Final plan submittal shall be approved by a favorable vote of a supermajority of the Policy Committee.

#### **ARTICLE VI: COMPENSATION**

1. Policy Committee members may be compensated for meetings and expenses incurred attending meetings by the member local unit of government they represent, such as mileage and meals according to that local unit of government's policy.

#### **ARTICLE VII: SUBCOMMITTEES OF THE POLICY COMMITTEE**

1. The Policy Committee may appoint subcommittees for the purpose of assisting the Policy Committee in the performance of its duties. Except for a Policy Committee member appointed to a subcommittee, no other member of a subcommittee shall be able to make motions for consideration, or vote on matters put before the Policy Committee.
2. The Policy Committee will appoint an Advisory Committee. The Advisory Committee will routinely advise the Policy Committee on the plan development and on issues of policy and administration as related to the purpose.
  - a. Policy Committee members should attend the Advisory Committee meetings as they deem necessary.

- b. Each member local government unit may appoint three (3) representative(s) to the advisory committee and should extend an invitation to other stakeholders and plan review authorities within the planning boundary.
- c. In addition to member local government appointments, the advisory committee will include representatives from the state's main water or plan review agencies (Board of Water and Soil Resources, Department of Agriculture, Department of Health, Department of Natural Resources, and Pollution Control Agency). Each agency will designate a lead contact from their agency to participate on the advisory committee; however, specific participation may vary depending on local needs.

#### **ARTICLE VIII: MEETING LOCATION**

1. All regular meetings of the Red Lake River Planning Group will be held at the Red Lake Watershed District (1000 Pennington Ave, Thief River Falls, MN). The Policy Committee may, at its own discretion, change the location.

#### **ARTICLE IX: MISCELLANEOUS**

1. Portions of these bylaws may be suspended temporarily by a majority vote of the Policy Committee.
2. Addition to, alteration, or repeal of any part of these bylaws by the Policy Committee may be made at any meeting, provided thirty days' written notice of the proposed change has been given to each member of the Policy Committee, and, the proposed change is approved by a supermajority vote of the Policy Committee.
3. The Red Lake River Planning Group's official records shall be maintained by the Red Lake Watershed District and requirements of the BWSR grant agreement shall be maintained by the Pennington SWCD. The maintenance and disposition of these records shall be in accordance with applicable laws.
4. All eligible expenses incurred by Policy Committee or Advisory Committee must be approved by the Policy Committee and have a signed claim form submitted itemizing expenses including meetings, mileage, and meals for the Policy Committee approval at their regular monthly meeting. All claims must be submitted within thirty (30) days after the month in which they were incurred.
5. These bylaws are intended to be consistent with applicable provisions of Minnesota Statutes Chapters 103B, 103C, and 103D. In all cases of omission or error, those statutes will govern.

**ARTICLE X – CERTIFICATION**

1. These bylaws were adopted by a vote of 6 ayes and 0 nays by the members of the Policy Committee on November 19, 2014.

RED LAKE COUNTY

Lon Weiss

(Member signature)

POLK COUNTY

Ron Diederich

(Member signature)

PENNINGTON COUNTY

David J. Jones

(Member signature)

RED LAKE WATERSHED DISTRICT

Gene Niedemann

(Member signature)

RED LAKE COUNTY SWCD

Orill Knox

(Member signature)

WEST POLK SWCD

Ben Larson

(Member signature)

PENNINGTON SWCD

M. H.

(Member signature)

## Bylaws of the Red Lake River Planning Group

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4. The Policy Committee shall not take action that may materially benefit the financial interest of a Policy Committee member, a member's family member or a member's close associate unless that interest first is disclosed for the record. The interested Policy Committee member may be present to answer questions, but may not advocate for or vote on the action. If a Policy Committee member concludes that his or her interest does not create a conflict but that there may be an appearance of conflict, he or she shall disclose the interest for the record before participating in discussion or voting on an action.

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- ii. Sign and deliver in the name of the Red Lake River Planning Group any correspondence pertaining to the business of the Red Lake River Planning Group.
  - b. The vice chair shall:
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  - c. The secretary shall:
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    - ii. Certify records and proceedings of the Red Lake River Planning Group;
    - iii. Ensure that minutes of all Policy Committee meetings are recorded and made available in a timely manner to the Policy Committee, and maintain a file of all approved minutes including corrections and changes;
    - iv. Provide for proper public notice of all meetings; and
    - v. The Red Lake Watershed District will record the minutes and perform other duties of the secretary as stated in the Memorandum of Agreement. The elected secretary will sign the official minutes of all meetings following approval of the Policy Committee.
- 2. An officer will serve until replaced by the election of a successor. No Policy Committee member may hold more than one office at a time.
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- 4. Officers can be removed from office with or without cause by a two-thirds vote at a regular meeting where previous notice has been given.
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- 2. The conduct of all meetings of the Policy Committee shall be generally governed by the most recent edition of Robert's Rules of Parliamentary Law.



3. A quorum of the Policy Committee shall consist of a simple majority of the members. For meetings lacking a quorum, business can be conducted; however, all actions must be approved at the next regular meeting having a quorum present. Vacant positions will not be considered in determining the quorum.
4. All votes by Policy Committee members, or their respective alternate, shall be made in person, and no member may appoint a proxy for any question coming before any meeting for a vote.
5. A notice of the meeting schedule of the Policy Committee for the year shall be submitted to the official newspaper of each member local unit of government following the annual meeting. The established meeting schedule may be changed with agreement by all the Policy Committee members.
6. The notice of meetings shall be mailed not less than ten (10) days prior to the scheduled meeting date of the Policy Committee.
7. The minutes of any meeting shall be made available to all Policy Committee members prior to the next meeting. For the purpose of approving minutes, only those Policy Committee members present at the meeting to which the minutes pertain shall be counted in determining the presence of a quorum and action on the motion.

#### **ARTICLE V: VOTING**

1. A motion or resolution shall be approved by a favorable vote of a simple majority of the members present providing there is a quorum.
2. Final plan submittal shall be approved by a favorable vote of a supermajority of the Policy Committee.

#### **ARTICLE VI: COMPENSATION**

1. Policy Committee members may be compensated for meetings and expenses incurred attending meetings by the member local unit of government they represent, such as mileage and meals according to that local unit of government's policy.

#### **ARTICLE VII: SUBCOMMITTEES OF THE POLICY COMMITTEE**

1. The Policy Committee may appoint subcommittees for the purpose of assisting the Policy Committee in the performance of its duties. Except for a Policy Committee member appointed to a subcommittee, no other member of a subcommittee shall be able to make motions for consideration, or vote on matters put before the Policy Committee.
2. The Policy Committee will appoint an Advisory Committee. The Advisory Committee will routinely advise the Policy Committee on the plan development and on issues of policy and administration as related to the purpose.
  - a. Policy Committee members should attend the Advisory Committee meetings as they deem necessary.

- b. Each member local government unit may appoint three (3) representative(s) to the advisory committee and should extend an invitation to other stakeholders and plan review authorities within the planning boundary.
- c. In addition to member local government appointments, the advisory committee will include representatives from the state's main water or plan review agencies (Board of Water and Soil Resources, Department of Agriculture, Department of Health, Department of Natural Resources, and Pollution Control Agency). Each agency will designate a lead contact from their agency to participate on the advisory committee; however, specific participation may vary depending on local needs.

#### **ARTICLE VIII: MEETING LOCATION**

1. All regular meetings of the Red Lake River Planning Group will be held at the Red Lake Watershed District (1000 Pennington Ave, Thief River Falls, MN). The Policy Committee may, at its own discretion, change the location.

#### **ARTICLE IX: MISCELLANEOUS**

1. Portions of these bylaws may be suspended temporarily by a majority vote of the Policy Committee.
2. Addition to, alteration, or repeal of any part of these bylaws by the Policy Committee may be made at any meeting, provided thirty days' written notice of the proposed change has been given to each member of the Policy Committee, and, the proposed change is approved by a supermajority vote of the Policy Committee.
3. The Red Lake River Planning Group's official records shall be maintained by the Red Lake Watershed District and requirements of the BWSR grant agreement shall be maintained by the Pennington SWCD. The maintenance and disposition of these records shall be in accordance with applicable laws.
4. All eligible expenses incurred by Policy Committee or Advisory Committee must be approved by the Policy Committee and have a signed claim form submitted itemizing expenses including meetings, mileage, and meals for the Policy Committee approval at their regular monthly meeting. All claims must be submitted within thirty (30) days after the month in which they were incurred.
5. These bylaws are intended to be consistent with applicable provisions of Minnesota Statutes Chapters 103B, 103C, and 103D. In all cases of omission or error, those statutes will govern.

**ARTICLE X – CERTIFICATION**

1. These bylaws were adopted by a vote of 6 ayes and 0 nays by the members of the Policy Committee on November 19, 2014.

RED LAKE COUNTY

Ron Weiss

(Member signature)

POLK COUNTY

Ron Friedrich

(Member signature)

PENNINGTON COUNTY

David Jones

(Member signature)

RED LAKE WATERSHED DISTRICT

Gene Niedemann

(Member signature)

RED LAKE COUNTY SWCD

Orill Knott

(Member signature)

WEST POLK SWCD

Ben Larson

(Member signature)

PENNINGTON SWCD

[Signature]

(Member signature)