



One Watershed One Plan

Lower Minnesota River West Watershed Plan Development: Work Plan

This work plan outlines tasks for developing a comprehensive watershed management plan through the Board of Water and Soil Resources' (BWSR) One Watershed, One Plan program. The work plan is designed to reflect the One Watershed, One Plan Operating Procedures and Plan Content Requirements. Suggested start dates may not be in sequential order due to the overlapping nature of the tasks.

This document, along with a budget and a timeline reflecting the work plan tasks, are required in order to receive a BWSR planning grant through the One Watershed, One Plan program.

Grant Title: 2019 Lower Minnesota River West One Watershed, One Plan Planning Grant

Grant ID: [will be provided by BWSR]

Fiscal Agent/Grantee: Sibley County

Contact: Marliee Peterson

Administrative Lead: Sibley Soil and Water Conservation District

Administrative: Joel Wurscher

Project Coordinator: Jack Bushman

Phase 1: Pre-Planning

Task 1.1: Establish and Maintain Partnership

1W1P Policy:	Operating Procedures IV.A.1	
Lead:	Administrative Lead	
Support:	Steering Team, LGU Leads, Policy Committee	
Start Date:	November 2019	
Completion Date:	End of Planning process	
	.1	Establish steering team (may occur prior to final grant agreement)
	.2	Draft memorandum of agreement for review by each participating organization in the partnership
	.3	Establish policy committee with approved by-laws
	.4	Establish advisory committee (done by policy committee)
	.5	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
Objectives:		Membership, roles, responsibilities, and expectations for participation in committee, team, or work group explicitly described
		Broad range of stakeholder participation to ensure an integrated approach to watershed management
		Meet goals and requirements identified in statute for public and stakeholder participation for existing local water plans
Deliverables:		For all policy committee and advisory committee meetings, agendas distributed at least one week prior to each meeting and meeting minutes distributed/posted no later than one week after the meeting.

Task 1.2: Develop work plan

1W1P Policy:	BWSR Grants Policy	
Lead:	Steering Team	
Support:	Project Coordinator	
Start Date:	November 2019	
Completion Date:	March 2020	
	.1	Fill out narrative work plan, assign lead on each step.

	.2	Adapt the BWSR-provided timeline spreadsheet to reflect work plan and identify completion dates for tasks, including details for subtasks
	.3	Adapt the BWSR-provided budget spreadsheet for the planning process. Review BWSR Board Conservationist
	.4	Submit the documents from subtasks 1-3 to BWSR Board Conservationist for review and approval
	.5	Upload work plan documents in eLINK and populate eLINK work plan
Objectives:		Partners understand, discuss, and agree on the tasks, sequencing, approximate timing and budget for the planning process.
Deliverables:		A BWSR approved work plan including word document, excel documents, and eLINK work plan

Task 1.3: Aggregate Watershed Information

1W1P Policy:	Operating Procedures IV.A.3	
Lead:	Consultant	
Support:	Steering Team, Advisory Committee	
Start Date:	March 2020	
Completion Date:	August 2020	
Subtasks:	.1	Aggregate data, issues, goals, strategies, actions (e.g., existing local water plans, input received from review agencies, TMDL studies, WRAPS, and other local and agency plans)
	.2	Identify gaps in existing data
	.3	Complete an outline of what the plan will contain for use in public information/input process
Objectives:	Better watershed orientation, understanding, discussion, and prioritization (not intended to be exhaustive, but rather a compilation for the purposes of understanding current priorities and goals for the watershed)	
Deliverables:		A document (e.g., narrative/table/spreadsheet) that summarizes issues, goals, strategies, actions, and clearly identifies gaps
		An outline of plan contents for use in the public information/input process

Task 1.4: Notify Plan Review Authorities and Host Public Kickoff Meeting

1W1P Policy:	Operating Procedures IV.A.2 Operating Procedures IV.A.4	
Lead:	Consultant	
Support:	Steering Team, Policy Committee, Administrative Lead	
Start Date:	February 2020	
Completion Date:	August 2020	
Subtasks:	.1	Compile a list of review authorities/ stakeholders
	.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 steering team and approved by the policy committee (or its delegate) such as, but not limited to: web survey, workshops with specific interest groups, citizen surveys, public input meeting, etc.
	.4	Plan and carry out a public kickoff meeting, including publishing a meeting notice to meet the requirements of MN Statutes §103B.313, Subd. 3.
	.5	Record and post meeting minutes and compile input for use in plan development
Objectives:	Stakeholders are notified of the planning process and have an opportunity to provide input	
Deliverables:	List of plan review authorities and stakeholders, formal notification sent.	
	Public meeting held and documented	
	Stakeholder input gathered and compiled.	

Task 1.5: Hire Consultants

1W1P Policy:	No policy reference.
Lead:	Policy Committee
Support:	Steering Team
Suggested Start Date:	February 2020
Completion Date:	June 2020

Subtasks:	.1	Determine what planning tasks will be completed “in-house” by the partners and what tasks will be contracted to entities “outside” of the partners (e.g., facilitation, plan writing, technical analysis)
	.2	Develop a scope of services for each consultant
	.3	Develop and distribute RFQ/RFP/RFI content for professional consultant tasks, develop qualification rating method and process for selection of consultant
	.4	Manage the process of reviewing and ranking consultant responses according to method. If needed, interview consultants based on ranking.
	.5	Select and negotiate contract with selected consultant(s)
Objectives:		Consultant(s) selected to help the partnership develop the comprehensive watershed management plan
Deliverables:		Request, selection process, negotiated contract

Phase 2: Draft Plan

Task 2.1: Write the Land and Water Resources Narrative

1W1P Policy:	Plan Content Requirements III.B	
Lead:	Consultant	
Support:	Steering Team, Advisory Committee	
Start Date:	March 2020	
Completion Date:	August 2020	
Subtasks:	.1	Gather maps, inventories, and data about the watershed, including information from task 1.3
	.2	Use aggregated information to create the land and water resources narrative to better inform subsequent tasks
	.3	Create other materials (e.g., presentations, posters, story maps) to communicate the story of the watershed
	.4	Submit a complete land and water resource narrative for inclusion in the comprehensive watershed management plan
Outcomes:	Better watershed orientation, understanding, discussion, and prioritization	
Deliverables:	A draft land and water resources narrative	
	Other materials (e.g., presentations, posters, story maps) that summarize land and water information, to be shared with policy committee and/or at public information meetings, including the public kickoff meeting.	

Task 2.2: Identify and Prioritize Resources and Issues

1W1P Policy:	Plan Content Requirements III.C	
Lead:	Consultant	
Support:	Advisory Committee, Steering Team	
Start Date:	June 2020	
Completion Date:	September 2020	
Subtasks:	.1	Determine the process(es) that will be used to complete this step.
	.2	Review, aggregate and summarize 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.
	.3	Identify and draft issue statements that reflect problems or opportunities to be prioritized
	.4	Create, apply, and document in plan the method(s) used to prioritize the identified issues.
	.5	Manage policy committee agreement on the priority issues that will be addressed in the 10-year plan.
	.6	Identify priority sub watersheds where the priority issues will be addressed.
Objectives:	The planning partnership discusses and determines priorities to be addressed in the plan based on data and information as well as local values gathered through the initial input process.	
Deliverables:	A draft list of agreed upon priority issues for the watershed for the ten-year timeframe of the plan, drafted into plan.	
	Draft map(s) of priority areas for focusing implementation during the ten-year timeframe of the plan	

Task 2.3: Establish Measurable Goals

1W1P Policy:	Plan Content Requirements III.D	
Lead:	Consultant	
Support:	Advisory Committee, Policy Committee	
Start Date:	August 2020	
Completion Date:	April 2021	
	.1	For each issue, describe the desired future condition (long term goals). This goal may not be achievable during the ten-year time frame of the plan.

	.2	Determine what modeling approaches or tools will be used to estimate the progress that can be made toward the long-term goal in the ten-year plan period.
	.3	Select indicators that will be used to describe progress toward the long-term goal (complete after task 2.4.1 – selection of implementation approaches – because some indicators may be outputs, not outcomes)
	.4	Apply the approach identified in 2.3.2 to calculate the measurable goal for the 10 year plan period (complete after task 2.4.4 – implementation schedule - because you can't know how far you can get until you estimate how much you will do)
Objectives:		The planning partnership establishes a shared understanding of a desired future and a realistic estimate of how much progress can be made in the 10-year timeframe of the plan
Deliverables		A draft of clearly stated goals that describe a desired future condition and an estimate of the pace of progress that can be achieved by implementing the actions listed in the plan

Task 2.4: Develop a Targeted Implementation Schedule

1W1P Policy:	Plan Content Requirements III.E	
Lead:	Consultant	
Support:	Advisory Committee	
Start Date:	October 2020	
Completion Date:	February 2021	
Subtasks:	.1	Determine the types of actions that will be most cost effective and yield the greatest natural resource benefits given the priority issues for the plan.
	.2	Identify approach/es (model, tool etc.) that will be used to target implementation practices to the most important areas.
	.3	<u>Estimate</u> the amount of funding that will be available to the partnership based on current expenditures in the watershed and anticipated grants
	.4	Create an implementation schedule that describes local water management activities, assigns responsibilities, and identifies a timeframe for implementation over the 10-year plan period.
Objectives:	The planning partnership discusses the most appropriate, cost effective, multiple-benefit implementation actions to address the plan goals, estimates a realistic level of implementation based on anticipated future funds, and commits to contributing local	

		resources (time, money, equipment, etc.) to implementing the plan.
Deliverables:		Draft implementation schedule with targeted and measurable actions and capital improvements. Schedule includes a description of each action/project, location, responsibility, cost, schedule, potential funding sources of the action, and how the outcomes of the action will be measured.

Task 2.5: Describe Implementation Programs

1W1P Policy:	Plan Content Requirements III.F	
Lead:	Consultant	
Support:	Advisory Committee	
Start Date:	September 2020	
Completion Date:	April 2021	
Subtasks:	.1	Compile information about existing implementation programs from each partnership. Identify commonalities, gaps, and opportunities to collaborate.
	.2	Describe the various implementation programs (cost share, regulatory, capital improvements, operations, data collection, public participation) that will be needed to achieve the plan goals and carry out the actions described in the previous sections.
	.3	Describe who will carry out the programs and incorporate appropriate elements into the targeted implementation schedule if applicable. (partners may want to list new programs as part of the targeted implementation program, while ongoing programs being done by individual partners may not be priorities for the watershed planning partnership).
Objectives:	The partnership thoughtfully discusses what kinds of programs will be most effective and appropriate for the watershed. Ideally, discussions result in a commitment to develop and carry out programs as a watershed partnership.	
Deliverables:	A draft description of implementation programs that will be carried out by the partnership and/or its members.	

Task 2.6: Determine Plan Administration and Coordination

1W1P Policy:	Plan Content Requirements III.G; Operating Procedures IV.B.3
Lead:	Consultant
Support:	Policy Committee, Steering Team

Start Date:	August 2020	
Completion Date:	May 2021	
Subtasks:	.1	Introduce the concept of plan administration and coordination, including laying out a range of options for implementation agreements
	.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
Objectives:	The planning partnership discusses and agrees to the most appropriate organizational structure to fit their needs and to implement the plan.	
Deliverables:	Draft formal agreement documents, including identification of fiscal agent if appropriate and sub-agreements needed to carry out partnership programs described in the plan.	

Task 2.7: Write Plan Final Review Draft

1W1P Policy:	Plan Content Requirements III.A Operating Procedures IV.B	
Lead:	Consultant	
Support:	Policy Committee, Advisory Committee, Steering Team	
Suggested Start Date:	April 2021	
Completion Date:	June 2021	
Subtasks:	.1	Compile drafted sections of the plan; review drafts to ensure they meet all plan content requirements
	.2	Write an executive summary
	.3	Manage <i>internal</i> review among watershed partner entities, committee members (internal review may be continuous as plan sections are drafted.)
	.4	Prepare final draft for formal review
	.5	Manage policy committee approval of final draft for formal review
Objectives:	Planning partnership has the opportunity to view all draft sections of the plan together as one document and to have internal discussions about any unresolved items prior to the formal review process.	
Deliverables:	Final plan draft prepared for informal and formal review.	

Phase 3: Plan review and submission

Task 3.1: Conduct Formal Review

1W1P Policy:	Operating Procedures IV. C	
Lead:	Consultant, Policy Committee	
Support:	Steering Team	
Start Date:	June 2021	
Completion Date:	September 2021	
Subtasks:	.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	Incorporate changes suggested during the comment period into the draft plan
	.5	Schedule one or more hearing date(s) and location(s); send notice(s) with agenda
	.6	Provide the responses to comment to BWSR, other state review agencies, and anyone who provided comments 10 days before the public hearing. BWSR will post the responses to comments on the BWSR website.
	.7	Policy committee members: Attend, conduct, and present plan and review comments summary at hearing
	.8	Post hearing minutes in a public location (e.g., web page)
Objectives:	Provide the opportunity for any stakeholders to review the draft plan and comment on the draft plan, in writing and in a public setting. Ideally, the advisory committee represented key stakeholders throughout the process so that formal comments on the plan do not result in the need to make major changes at this point in the process.	
Deliverables:	Draft plan reviewed by review authorities and/or local governments. Comments received and compiled. Comment summary and responses made available as required.	
	Plan review process administered as outlined in the memorandum of agreement as well as statute and rule.	
	Meeting minutes documenting the public hearing	

Task 3.2: Write Final Plan and Submit to BWSR

1W1P Policy:	Operating Procedures IV. C and D	
Lead:	Consultant	
Support:	Policy Committee, Steering Team	
Start Date:	October 2021	
Completion Date:	February 2022	
Subtasks:	.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
	.4	Submit the final plan, revised responses to comments, and the changes incorporated as a result of the review process to BWSR
	.5	Attend and make presentations at BWSR regional committee, board meeting, and other meetings as required to support BWSR plan review
	.6	If needed, manage appeals and dispute of plan decision (following existing authorities and procedures of BWSR Board).
Objectives:		The input gathered during the plan review process results in improvements to the plan or dialogue explaining why input was not incorporated.
		The partnership has the opportunity to present their plan to the BWSR Board and make the case for approval of the plan.
Deliverables:		Final plan draft prepared for final review and approval.
		Board approves or disapproves a plan based on determination of compliance with plan content and operating procedures.

Task 3.3: Adopt Plan Locally

1W1P Policy:	Operating Procedures IV.E	
Lead:	Policy Committee	
Support:	Steering Team	
Completion Date:	Within 120 days of BWSR approval	
Subtasks:	.1	Support the final plan adoption by the local plan authority(ies) within 120 days of BWSR Board approval by presenting the plan to individual local governments and preparing resolutions and other materials necessary for the process

	.2	Send copies of resolutions to adopt the plan to BWSR in order to be eligible for grants for plan implementation
Objectives:		Local governments in the partnership signal their intent and commitment to implementing the plan by adopting it as their local plan for the part of their jurisdiction that lies in the planning boundary.
Deliverables:		Plan adopted for implementation by all participating local units of government

Task 3.4: Grant Reporting

1W1P Policy:	One Watershed, One Plan Grants Policy	
Lead:	Fiscal Agent	
Support:	Administrative Lead	
Completion Date:	Annual: February 1 st (during grant) Post-grant: when plan is completed, and grant agreement requirements are fulfilled	
Subtasks:	.1	Submit required grant reports in eLINK
	.2	Prepare and submit audit as required by MOA
	.3	Provide periodic reports to policy committee
	.4	Submit final grant report in eLINK and other formats as required
Objectives:	BWSR and local governments fulfill responsibilities associated with accountability for state funds, consistent with state grant policy, rule, and statute.	
Deliverables:	Documented progress towards work plan tasks; grant agreement requirements met	