

October 3, 2022

Lower Minnesota River West CWMP Policy Committee  
c/o Joel Wurscher, Sibley SWCD  
112 5<sup>th</sup> Street, PO Box 161  
Gaylord, MN 55334

**Re: Additional services to support implementation of the Lower Minnesota River West Comprehensive Watershed Management Plan (LMRW CWMP)**

Dear Policy Committee Members:

Beginning in 2020, staff from Barr Engineering Co. (Barr) and Short Elliot Hendrickson, Inc. (SEH) have had the pleasure of assisting the Lower Minnesota River Watershed (LMRW) planning partners in developing a comprehensive watershed management plan (Plan) through the One Watershed, One Plan (1W1P) framework. A draft of the Plan was submitted to the Board of Water and Soil Resources (BWSR) and other stakeholders for formal review in August, 2022. The draft Plan is on track to be approved by BWSR and adopted by the partners before expiration of the planning grant on March 31, 2023.

Development of the draft Plan is tracking below anticipated costs. The plan Steering Team requested Barr propose additional Plan-related services to make beneficial use of remaining planning grant funds prior to expiration of the grant. To this end, we propose the following:

**Summary Document Focusing on Landowner Engagement**

We will assist the planning partners in developing a 4-page (tentatively) summary document targeted to a public audience. The purpose of the document will be to inform landowners about the Plan and advertise relevant funding opportunities for best management practices (BMPs) made available via Plan implementation. The summary document will be designed and written for a public audience and leverage images and graphics to convey information. The document will be designed for both digital format and print (two-sided, folded 11x17 booklet).

Specific content to be included in the summary document will be determined in cooperation with the Steering Team, but may include:

- Summary of the planning process
- Summary of priority issues
- Summary of Plan implementation activities
- Maps of targeted implementation areas
- Examples of BMPs implemented in the planning area (i.e., success stories)
- Links to relevant BMP reference information
- Contact information for exploring BMP options (specific to each county)

An example of a similar document Barr developed for the Watershed Alliance for the Greater Zumbro during the 1W1P planning process is [available here](#).

For this work we will bill time and materials at standard rates not to exceed a total cost **\$6,500** unless approved by the Policy Committee. The estimated cost includes an in-person initial planning meeting with the Steering Team and up to two iterations of internal review with the Steering Team (including one joint review with the Policy Committee); review iterations will include virtual meetings. If this work is authorized by the Policy Committee, Barr staff will bill the additional time to a new task number under the existing contract budget.


We plan to begin work on this additional task following the public hearing on the draft Plan and concurrent with the draft Plan 90-day review and approval.

Thank you for opportunity to discuss this additional scope of work. We appreciate your consideration and look forward to continuing to work as we complete the Plan. If you have any questions, please feel free to contact Karen Chandler ([kchandler@barr.com](mailto:kchandler@barr.com), 952-832-2803) or Greg Williams ([gwilliams@barr.com](mailto:gwilliams@barr.com), 651-261-0751).

Sincerely,



Karen Chandler, PE  
Vice President, Principal in Charge



Greg Williams, PE  
Project Manager