



One Watershed One Plan

Middle-Snake-Tamarac Rivers 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: 2020 Middle-Snake-Tamarac Rivers One Watershed, One Plan Planning Grant

Grant ID:

Fiscal Agent/Grantee: Middle Snake Tamarac River WD

Administrative Lead (project coordinator): West Polk Soil and Water Conservation District

Phase 1: Pre-Planning

Task 1.1: Establish and Maintain Partnership

1W1P Policy:	Operating Procedures IV.A.1	
Lead:	MSTRW Steering Team	
Support:	Policy Committee	
Start Date:	After work plan approval and executed grant agreement	
Completion Date:	End of planning Process	
	.1	Establish steering team (may occur prior to final grant agreement)- MSTRW Steering Team
	.2	Revise memorandum of agreement for review by each participating organization in the partnership- MSTRW Steering Team
	.3	Establish policy committee with approved by-laws- MSTRW Steering Team
	.4	Establish advisory committee. ST assemble list for review and approval by PC. MSTRW Steering Team
	.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- West Polk SWCD/MSTRWD/MSTRW Steering Team/Consultant
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. – West Polk SWCD/MSTRWD
		Develop participation plan that describes membership, roles, responsibilities, and expectations for participation in policy committee, advisory committee, and steering team. – Consultant

		Create, host, and update website for planning process. – MSTRW Steering Team
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{Task 1.2: develop work plan}

Task 1.3: Aggregate Watershed Information

1W1P Policy:	Operating Procedures IV.A.3	
Lead:	MSTRW Steering Team	
Support:	Consultant/TSA (WRAPS/TMDLs, existing H2O plans)	
Start Date:		
Completion Date:		
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)- MSTRW Steering Team/Consultant
	.2	Identify gaps in existing data- MSTRW Steering Team/Consultant
	.3	Complete an outline of what the plan will contain for use in public information/input process- MSTRW Steering Team/Consultant
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 Consultant/MSTRW Steering Team	
	An outline of plan contents for use in the public information/input process Consultant/MSTRW Steering Team	

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:	MSTRW Steering Team/Consultant
Support:	Policy/Advisory Committees
Start Date:	
Completion Date:	

Subtasks:	.1	Compile a list of review authorities/ stakeholders- MSTRW Steering Team
	.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- West Polk SWCD
	.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.- MSTRW Steering Team/Consultant
	.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.- MSTRW Steering Team/Consultant
	.5	Record and post meeting minutes and compile input for use in plan development- MSTRW Steering Team/Consultant
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. MSTRW Steering Team
		Public meeting held and documented MSTRW Steering Team/Consultant
		Stakeholder input gathered and compiled. <i>(Deliverables may include surveys, meetings, and other input gathering activities.)</i> MSTRW Steering/Kyle Ag Services Coord. Marshall/Penn./Consultant

Task 1.5: Hire Consultants (optional)

1W1P Policy:	No policy reference. This step is optional.	
Lead:	MSTRW Steering Team	
Support:	Policy Committee/Facilitator	
Suggested Start Date:		
Completion Date:	After signed grant agreement	
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)- MSTRW Steering Team
	.2	Develop a scope of services for each consultant- MSTRW Steering Team

	.3	Select and negotiate contract with selected consultant(s) (policy committee) MSTRW Steering Team
Objectives:		Consultant(s) selected to help the partnership develop the comprehensive watershed management plan
Deliverables:		Request, selection process, negotiated contract MSTRW Steering Team

Phase 2: Draft Plan

Task 2.1: Write the Land Water Resources Narrative

1W1P Policy:	Plan Content Requirements: Sec 3 3.B	
Lead:	MSTRW Steering Team/Consultant	
Support:	Steering Team	
Start Date:		
Completion Date:		
Subtasks:	.1	Compile input/comments received at the initial planning meeting(s), from existing local water plans, from agencies, TMDL studies, WRAPS, and other local and agency plans for use in draft plan. – MSTRW Steering Team/Consultant/Mary TSA
	.2	Review information for commonalities, conflicts, and gaps (Gaps in resource inventory information may be evaluated as potential implementation action(s) to acquire needed data; plans should be based on existing data and resource inventory information rather than delaying the planning process to generate new data.) – Consultant/MSTRW Steering Team
	.3	Aggregate data, issues, goals, strategies, actions, etc. (continued from task 1.3) – Consultant/MSTRW Steering Team
	.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 – Consultant/MSTRW Steering Team
	.5	Use aggregated information to create the land and water resources narrative to better inform subsequent tasks – MSTRW Steering Team/Consultant
Outcomes:	Better watershed orientation, understanding, discussion, and prioritization	
Deliverables:	A draft land and water resources narrative – Consultant/MSTRW Steering Team/TSA (maps)	

	Other materials (e.g., presentations, posters) that summarize land and water information, to be shared with policy committee and/or at public information meetings. MSTRW Steering Committee/Consultant/TSA
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Task 2.2: Identify and Prioritize Resources and Issues

1W1P Policy	Plan Content Requirements III.C
Lead:	Consultant/Facilitator/MSTRW Steering Team
Support:	Advisory/Facilitator
Start Date:	
Completion Date:	
Subtasks:	.1 Determine the process that will be used to complete this step. MSTRW Steering Team/Consultant
	.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. Consultant/MSTRW Steering Team
	.3 Identify and draft issue statements that reflect problems or opportunities to be prioritized. Consultant/MSTRW Steering Team
	.4 Create, apply, and document in plan the method(s) used to prioritize the identified issues. – Consultant/MSTRW Steering Team
	.5 Manage policy committee agreement on the priority issues that will be addressed in the 10-year plan. – MSTRW Steering Team/Consultant
	.6 Identify priority sub watersheds where the priority issues will be addressed. - Consultant/MSTRW Steering Team
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. Consultant/MSTRW Steering Team
	Draft map(s) of priority areas for focusing implementation during the ten-year timeframe of the plan. TSA/Consultant/MSTRW Steering Team

Task 2.3: Establish Measurable Goals

1W1P Policy:	Plan Content Requirement III.D	
Lead:	Consultant/Facilitator/MSTRW Steering Team	
Support:	MSTRW Steering Team/IWI/TSA	
Start Date:		
Completion Date:		
	.1	For each issue, describe the desired future condition (aka long term goal). This goal may not be achievable during the ten-year time frame of the plan. -MSTRW Steering Team/Consultant
	.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. -MSTRW Steering Team/Consultant
	.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) -MSTRW Steering Team/Consultant
	.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) – MSTRW Steering Team/TSA (scenario building)/IWI (Hydro-conditioning & run PTMApp)/Consultant
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 Consultant/MSTRW Steering Team	

Task 2.4: Develop a Targeted Implementation Schedule

1W1P Policy:	Plan Content Requirements III.E	
Lead:	Consultant/Facilitator/MSTRW Steering Team	
Support:	MSTRW Steering Team/TSA	
Start Date:		
Completion Date:		

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. - Consultant/MSTRW Steering Team/TSA
	.2	Identify approaches (models, tools etc.) that will be used to target implementation practices to the most important areas. – Consultant/MSTRW Steering Team
	.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 – Consultant/MSTRW Steering Team
	.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. Consultant/MSTRW Steering Team
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. Consultant/MSTRW Steering Team

Task 2.5: Describe Implementation Programs

1W1P Policy:	Plan Content Requirements III.F	
Lead:	MRSTW Steering Team	
Support:	Consultant/Facilitator	
Start Date:		
Completion Date:		
Subtasks:	.1	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. - MSRTW Steering Team/Consultant
	.2	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 in for the watershed planning partnership) - MRSTW Steering Team/Consultant
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 MSTRW Steering Team/Consultant

Task 2.6: Determine Plan Administration and Coordination

1W1P Policy:	Plan Content Requirements III.G; Operating Procedures IV.B.3	
Lead:	Consultant/MSTRW Steering Team	
Support:	Policy Committee/MSTRW Steering Team	
Start Date:		
Completion Date:	By Local adoption of Plan	
Subtasks:	.1	Manage assessment of policy committee decision regarding organizational options. – MSTRW Steering Team
	.2	Draft any required formal agreement documents (e.g. joint powers agreement), if necessary. - MSTRW Steering Team
	.3	Manage review of formal agreements by MCIT and/or local legal counsel. - MSTRW Steering Team
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. MSTRW Steering Team	

Task 2.7: Write Plan Final Review Draft

1W1P Policy:	Plan Content Requirements III.A Operating Procedures IV.B
Lead:	Consultant/Facilitator
Support:	Steering Team

Suggested Start Date:		
Completion Date:		
Subtasks:	.1	Compile drafted sections of the plan; review drafts to ensure they meet all plan content requirements. - Consultant
	.2	Write an executive summary. - Consultant/MSTRW Steering Team
	.3	Manage <i>internal</i> review among watershed partner entities, committee members (internal review may be continuous as plan sections are drafted.) - Consultant/MSTRW Steering Team
	.4	Prepare final draft for formal review. - Consultant
	.5	Manage policy committee approval of final draft for formal review. - MSTRW Steering Team
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. Consultant	

Phase 3: Formal Plan Review and Public Hearing

Task 3.1: Conduct Formal Review

1W1P Policy:	Operating Procedures IV. C	
Lead:	MSTRW Steering Team/West Polk SWCD	
Support:	Consultant/Facilitator/Policy Committee	
Start Date:	May [public hearing should be conducted no sooner than 14 days after the close of the 60-day review period]	
Completion Date:		
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- West Polk SWCD
	.2	Develop and provide process for stakeholder comments. - Consultant
	.3	Write responses to comments received during 60-day review. - Consultant/MSTRW Steering Team
	.4	Incorporate changes suggested during the comment period into the draft plan. - Consultant

	.5	Schedule one or more hearing date(s) and location(s); send notice(s) with agenda. – MSTRW Steering Team
	.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. – MSTRW Steering Team
	.7	Policy committee members: Attend, conduct, and present plan and review comments summary at hearing. - Policy Committee/MSTRW Steering Team/MSTRWD
	.8	Post hearing minutes in a public location (e.g., web page). – MSTRWD
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. Consultant/MSTRW Steering Team
		Plan review process administered as outlined in the memorandum of agreement as well as statute and rule. MSTRW Steering Team
		Meeting minutes documenting the public hearing MSTRWD

Task 3.2: Write Final Plan and Submit to BWSR

1W1P Policy:	Operating Procedures IV. C and D	
Lead:	MSTRW Steering Team/Consultant	
Support:	Consultant/Facilitator	
Start Date:		
Completion Date:		
Subtasks:	.1	Make final plan revisions. - Consultant
	.2	If required by the memorandum of agreement, support the approval of plan by each local government participant. – MSTRW Steering Team

	.3	Manage policy committee approval of final plan for BWSR review. -MSTRW Steering Team
	.4	Submit the final plan, revised responses to comments, and the changes incorporated as a result of the review process to BWSR. – West Polk SWCD/Consultant/MRSTW Steering Team
	.5	Attend and make presentations at BWSR regional committee, board meeting, and other meetings as required to support BWSR plan review. -MSTRW Steering Team/Policy Committee
	.6	If needed, manage appeals and dispute of plan decision (following existing authorities and procedures of BWSR Board). -Policy Committee/MSTRW Steering Team
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. Consultant/MRSTW Steering Team
		Board approves or disapproves a plan based on determination of compliance with plan content and operating procedures. BWSR

Task 3.3: Adopt Plan Locally

1W1P Policy:	Operating Procedures IV. E	
Lead:	MRSTW Steering Team	
Support:	Consultant/Facilitator	
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. -Policy Committee/MSTRW Steering Team
	.2	Send copies of resolutions to adopt the plan to BWSR in order to be eligible for grants for plan implementation. -West Polk SWCD
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 MRSTW Steering Team/Policy Committee
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Task 3.4: Grant Reporting

1W1P Policy:	One Watershed, One Plan Grants Policy (this task only applies to groups with planning grants)
Lead:	West Polk SWCD/MRSTWD
Support:	MRSTW Steering Team
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 West Polk SWCD/MRSTWD
	.2 Prepare and submit audit as required by MOA West Polk SWCD/MRSTWD
	.3 Provide reports to policy committee West Polk SWCD/MRSTWD
	.4 Submit final grant report in eLink and other formats as required West Polk SWCD/MRSTWD
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; grant reconciliation completed West Polk SWCD/MRSTWD