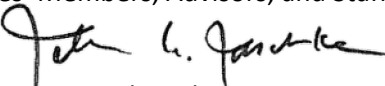




DATE: August 15, 2023
TO: Board of Water and Soil Resources' Members, Advisors, and Staff
FROM: John Jaschke, Executive Director 
SUBJECT: August 23-24, 2023 BWSR Board Tour Details and Meeting Notice

The Board of Water and Soil Resources (BWSR) will tour Dakota County on Wednesday, August 23, 2023. See *attached tour itinerary*. The accommodations for the Board Tour will be at the GrandStay Hotel & Conference Center, 7083 153rd Street West in Apple Valley.

Sleeping rooms for board members who requested accommodations have been reserved at the GrandStay Hotel in Apple Valley, on Tuesday and Wednesday evenings, August 22 and 23. Rooms have been direct billed (BWSR Board members, with the exception of agency members, do not pay for the room). Please contact Rachel Mueller if you have any questions about accommodations at Rachel.L.Mueller@state.mn.us.

Wednesday, August 23rd – BWSR Board Tour

Breakfast, starting at 6:00 AM, is included for guests staying at the GrandStay Hotel on Tuesday evening. Check in for the tour will begin at 7:30 AM at the registration table in the LaGrand Conference Center at the GrandStay Hotel. At 7:45 AM the tour will begin with a brief welcome and overview of the day.

The tour will consist of a few stops where we will be walking a short distance, wear your comfortable walking shoes, and casual attire. The tour will be held rain or shine, so please dress accordingly.

The coach bus will travel through Dakota County, with stops at the East Lake Habitat Restoration Project, the Erickson Park Stormwater Improvement Project, the King Park Stormwater Reuse System, and the Rambling River Park Stream Restoration. We will arrive in Farmington at 12:07 PM for lunch at the Glenhaven. The coach bus will then depart at 1:07 PM and will continue traveling through Dakota County. The bus will stop at the Groundwater Protection – Chuck Louis Farm, the Braun Wetland Bank Easement, the Prairie Strips and Climate Resiliency – Kimber Contours, and the South Branch Nitrate Treatment Wetland on the return ride to Apple Valley. The coach bus will arrive back at the GrandStay Hotel around 4:47 PM where dinner will be on your own.

Thursday, August 24th – BWSR Board Meeting

Breakfast, starting at 6:00 AM, is included for guests staying at the GrandStay Hotel on Wednesday evening.

The Board of Water and Soil Resources (BWSR) will meet on Thursday, August 23, 2023, beginning at 8:30 AM. The meeting will be held in the LaGrand Conference Center at the GrandStay Hotel and by Microsoft Teams. Individuals interested in attending the meeting through Teams should do so by either 1) logging into Teams by [clicking here to join the meeting](#) or 2) join by audio only conference call by calling telephone number: 651-395-7448 and entering the conference ID: 293 933 020#.

The following information pertains to agenda items:

COMMITTEE RECOMMENDATIONS

Southern Region Committee

1. **Le Sueur River Watershed Comprehensive Watershed Management Plan** – The Le Sueur River Watershed was selected by BWSR as one of the seven planning areas for the One Watershed, One Plan program in 2020. The watershed partnership Policy Committee, Advisory Committee, and Steering Team members attended regularly scheduled meetings and submitted the Le Sueur River Watershed Comprehensive Watershed Management Plan to BWSR on May 1, 2023, for review and approval. The Southern Regional Committee (Committee) met on July 25, 2023, to review the content of the Plan, State agency comments on the Plan, and to make a recommendation for approval. The Committee recommends approval by the full Board. **DECISION ITEM**
2. **City of Beardsley Dry Lake Grant** – The 2023 Minnesota Legislature appropriated funding to the City of Beardsley for the removal and replacement or repair to a portion of the drain line designed to remove excess water from Dry Lake and protect the City of Beardsley from flooding. The resulting fiscal year 2024 grant will be for the amount of \$2,000,000. Staff recommends approval and execution of the grant agreement for FY 2024. The Board's Southern Regional Committee met on July 25, 2023 to review and recommends approval and execution of the FY 2024 grant. **DECISION ITEM**
3. **Area II Minnesota River Basin Projects FY 2024 & 2025 Biennial Plan (Plan) and Area II Floodplain Grant** – BWSR oversees the administrative funding related to the efforts of the Area II Minnesota River Basin Projects (Area II). The 2023 Minnesota Legislature appropriated administrative funding for Area II Minnesota River Basin Projects in the amount of \$190,000 each for fiscal years 2024 and 2025. The overall budget objectives are included in the Plan. Staff recommends approval of this Plan and execution of the administrative grant agreement. The Board's Southern Regional Committee met on July 25, 2023 to review the Area II Biennial Plan and recommends approval of the Plan and execution of the grant. **DECISION ITEM**
4. **Area II Minnesota River Basin Projects 2024 Floodwater Retention** – The 2023 Minnesota Legislature appropriated \$1,500,000 to the Area II Minnesota River Basin Projects for capital improvements to prevent or alleviate flood damage in Area II of the Minnesota River Basin. This appropriation is not available until the Board determines that \$1 has been committed from nonstate sources for every \$3 of State grant funding. The Board's Southern Regional Committee, at their July 25, 2023, meeting, discussed and reviewed the Area II Bonding statute and grant allocation and recommended approval to the Board. **DECISION ITEM**

Water Management and Strategic Planning Committee

1. **One Watershed, One Plan Operating Procedures and Plan Content Requirements** – Revisions to the One Watershed, One Plan Operating Procedures clarify the procedures for amending comprehensive watershed management plans. Previous policy was silent on amendment procedure. Revisions to the One Watershed, One Plan – Plan Content Requirements include modifications to the list of issues they may be addressed in comprehensive watershed management plans and new language acknowledging the important connection between these plans and the Minnesota Climate Action Framework. All modifications to policies are summarized in a table at the end of each policy. **DECISION ITEM**

Grants Program and Policy Committee

1. **One Watershed, One Plan Planning Grants Authorization** – The calendar year 2023 (FY24 grants) One Watershed, One Plan Planning Grants request for proposal (RFP) period opened on March 24, 2023 and closed on June 19, 2023. BWSR received three proposals. Staff reviewed the three proposals (locations shown on attached map) against the RFP selection criteria. BWSR's Senior Management Team reviewed staff

recommendations on June 12, 2023 and recommended funding all three proposals. Grants Program and Policy Committee reviewed this recommendation on July 25, 2022. A draft board order is attached.

Funds are from the 2022-2023 biennium, Laws of Minnesota, 2021, 1st Special Session, Chapter 1, Article 2, Section 6 (i) and the 2024-2025 biennium, Laws of Minnesota, 2023, Chapter 40, Article 2, Section 6 (i) for assistance, oversight, and grants to local governments to transition local water management plans to a watershed approach as well as previously returned clean water fund grants. **DECISION ITEM**

2. **One Watershed, One Plan Mid-Point Grants** – The Board previously approved Mid-Point grants for assessing and amending comprehensive watershed management plans. Pilot assessments are underway and staff more plan implementation groups are approaching the point in time for doing and assessment. To accommodate varying timelines for individual groups’ assessments, staff have asked, and the Grants Program and Policy Committee has recommended, that the authority to approve these grants be delegated to the executive director. **DECISION ITEM**
3. **FY 2024 & FY 2025 Buffer Implementation Grants** – This is the annual Grant support funding for SWCD’s role to provide Planning, Technical and implementation assistance to landowners under 103F.48 (Buffer Law) as well as their annual monitoring and reporting on compliance status. **DECISION ITEM**
4. **Fiscal Years 2024 and 2025 Soil and Water Conservation District Grants Authorization** – State Statute 103C.501 “Cost-Sharing Program for Erosion Control and Water Management” has been amended as the “Conservation Contracts Program” and requires adjustments to our current Erosion Control and Water Management Policy. In addition to approving the policy, staff are also recommending the authorization of the Conservation Delivery and Conservation Contract allocations. The Grants Program and Policy Committee met on May 22 and July 24, 2023 and recommend approval to the full board. **DECISION ITEM**
5. **FY24-25 Watershed Based Implementation Funding Program** – On August 24, the BWSR Board will make a decision on the FY24-25 Watershed Based Implementation Funding that was appropriated this legislative session. Staff have prepared a draft policy and board order including allocation amounts, which the Grants Program & Policy Committee reviewed on August 14. **DECISION ITEM**

If you have any questions regarding the agenda, please feel free to call me at 651-539-2587. We look forward to seeing you on August 23 and 24.

Itinerary

Time	Location & Activity
6:00 – 7:30 AM	Breakfast for guests of GrandStay Hotel & Conference 7083 153rd Street West, Apple Valley, Minnesota 55124
7:30 AM	Check-in at the registration table in the LaGrand Conference Center at the GrandStay Hotel
7:45 AM	Welcome & Introductions: <ul style="list-style-type: none"> - Commissioner Mike Slavik, Vermillion River Watershed Joint Powers Board, Dakota County - Jayne Hager Dee, Dakota County Soil and Water Conservation District supervisor and BWSR Board Member - Mark Zabel BWSR Board Member
8:10 AM	Load bus from hotel and depart to East Lake Habitat Restoration Project.

Time	Tour Location & Activity	Bus 1 Host: Anne Sawyer, BWSR	Bus 2 Host: Steve Christopher, BWSR
8:40 AM	East Lake Habitat Restoration Project (0.4 mile south of 160th St. W. and Eagleview Drive)	- Ann Messerschmidt, City of Lakeville - Travis Thiel, Vermillion River Watershed Joint Powers Organization (VRWJPO)	
9:32 AM	Erickson Park Stormwater Improvement Project (0.1 miles south of 140th St. W. and 142nd Path W., then 0.1 miles east of 142nd Path W. and 142nd St. W.)	- Samantha Berger, City of Apple Valley - Travis Thiel, VRWJPO	
10:27 AM	King Park Stormwater Reuse System (Approx. 0.9 miles southwest of Dodd Blvd and Highview Ave)	- Mac Cafferty, City of Lakeville - Mark Kruse, City of Lakeville - Travis Thiel, VRWJPO	
11:09 AM	Rambling River Park Stream Restoration (Approx. 0.1 mile south of Dakota County Hwy 50 and Denmark Ave)	- Kellee Omlid, City of Farmington - TJ Debates, MNDNR - Mark Nemeth, MNDNR - Travis Thiel, VRWJPO	
12:07 – 1:07 PM	Lunch at Glenhaven (1595 220th Street East, Farmington, MN 55024)		
1:14 PM	Groundwater Protection – Chuck Louis Farm (Approx. 1.1 miles east of Blaine Ave. and 210th St. E)	- Chuck Louis, Landowner - Matthew Belanger, Dakota County Environmental Resources Department - Larry Gunderson, Minnesota Department of Ag. - Ashley Gallagher, Dakota County SWCD	

2:11 PM	Travel - Braun Wetland Bank Easement (Approx. 1.9 mile south of Blaine Ave. and State Hwy 50)	Curt Coudron, Dakota County SWCD	Brian Watson, Dakota County SWCD
2:40 PM	Prairie Strips and Climate Resiliency – Kimber Contours (Approx. 2.5 miles west of Blaine Ave. and 270th St. W.)	<ul style="list-style-type: none"> - Kurt Kimber, Carol Lowry, and Christine Kimber, landowners - Matthew Schaar, Natural Resources Conservation Service - John Stelzner, Dakota County SWCD 	
3:40 PM	South Branch Nitrate Treatment Wetland (Approx. 0.5 miles north of 240th St. W. and Denmark Ave)	<ul style="list-style-type: none"> - Travis Thiel, VRWJPO 	
4:47 PM	Return to GrandStay Hotel		

**BOARD OF WATER AND SOIL RESOURCES
7083 153RD STREET WEST
APPLE VALLEY, MN 55124
THURSDAY, AUGUST 24, 2023**

PRELIMINARY AGENDA

8:30 AM CALL MEETING TO ORDER

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

MINUTES OF JUNE 28, 2023 BOARD MEETING

PUBLIC ACCESS FORUM (10-minute agenda time, two-minute limit/person)

CONFLICT OF INTEREST DECLARATION

A conflict of interest, whether actual, potential, or perceived, occurs when someone in a position of trust has competing professional or personal interests, and these competing interests make it difficult to fulfill professional duties impartially. At this time, members are requested to declare conflicts of interest they may have regarding today's business. Any member who declares an actual conflict of interest must not vote on that agenda item. All actual, potential, and perceived conflicts of interest will be announced to the board by members or staff before any vote.

REPORTS

- Chair & Administrative Advisory Committee – Todd Holman
- Executive Director – John Jaschke
- Audit & Oversight Committee – Joe Collins
- Dispute Resolution and Compliance Report – Travis Germundson/Rich Sve
- Grants Program & Policy Committee – Todd Holman
- RIM Reserve Committee – Jayne Hager Dee
- Water Management & Strategic Planning Committee – Joe Collins
- Wetland Conservation Committee – Jill Crafton
- Buffers, Soils & Drainage Committee – Mark Zabel
- Drainage Work Group – Neil Peterson/Tom Gile

AGENCY REPORTS

- Minnesota Department of Agriculture – Thom Petersen
- Minnesota Department of Health – Steve Robertson
- Minnesota Department of Natural Resources – Sarah Strommen
- Minnesota Extension – Joel Larson
- Minnesota Pollution Control Agency – Katrina Kessler

ADVISORY COMMENTS

- Association of Minnesota Counties – Brian Martinson
- Minnesota Association of Conservation District Employees – Mike Schultz
- Minnesota Association of Soil & Water Conservation Districts – LeAnn Buck
- Minnesota Association of Townships – Eunice Biel
- Minnesota Watersheds – Jan Voit
- Natural Resources Conservation Service – Troy Daniell

COMMITTEE RECOMMENDATIONS

Southern Region Committee

1. Le Sueur River Comprehensive Watershed Management Plan – Ted Winter and Ed Lenz ***DECISION ITEM***
2. City of Beardsley Dry Lake Grant – Ed Lenz – ***DECISION ITEM***
3. Area II Minnesota River Basin Projects Biennial Plan & Area II Floodplain Management Grant – John Shea – ***DECISION ITEM***
4. Area II Minnesota River Basin Projects Bonding Work Plan & Grant – John Shea – ***DECISION ITEM***

Water Management and Strategic Planning Committee

1. One Watershed, One Plan Operating Procedures and Plan Content Requirements – Julie Westerlund – ***DECISION ITEM***

Grants Program and Policy Committee

1. One Watershed, One Plan Planning Grants Authorization – Julie Westerlund – ***DECISION ITEM***
2. One Watershed, One Plan Mid-Point Grants – Julie Westerlund – ***DECISION ITEM***
3. FY 2024 & FY 2025 Buffer Implementation Grants – Tom Gile – ***DECISION ITEM***
4. Fiscal Years 2024 and 2025 Soil and Water Conservation District Grants Authorization – James Adkinson – ***DECISION ITEM***
5. FY24-25 Watershed Based Implementation Funding Program – Annie Felix-Gerth – ***DECISION ITEM***

UPCOMING MEETINGS

- BWSR Board meeting is scheduled for September 27, 2023, at 9:00 a.m. in St. Paul and by MS Teams.

ADJOURN

**BOARD OF WATER AND SOIL RESOURCES
520 LAFAYETTE ROAD NORTH
LOWER-LEVEL BOARD ROOM
ST. PAUL, MN 55155
WEDNESDAY, JUNE 28, 2023**

BOARD MEMBERS PRESENT:

Joe Collins, Jill Crafton, Jayne Hager Dee, Rich Sve, Gerald Van Amburg, Ted Winter, Neil Peterson, Kelly Kirkpatrick, LeRoy Ose, Eunice Biel, Todd Holman, Ronald Staples, Mark Zabel, Melissa Lewis, MPCA; Joel Larson, University of Minnesota Extension; Thom Petersen, MDA; Steve Robertson, MDH; Sarah Strommen, DNR

BOARD MEMBERS ABSENT:

Kurt Beckstrom, Carly Johnson

STAFF PRESENT:

John Jaschke, Rachel Mueller, Tom Gile, Travis Germundson, Annie Felix-Gerth, Mike Nelson, Rita Weaver, Dave Weirens, Ryan Hughes, Melissa King, Julie Westerlund, Craig Engwall, Justin Hanson, James Adkinson, Steve Christopher, Jenny Gieseke

OTHERS PRESENT:

Jeff Berg, MDA; Brian Martinson, AMC; Jan Voit, Minnesota Watersheds; Rob Sip, RRWMB; Sheila Vanney, MASWCD; Keith Mykleseth, Sarah Boser, Morteza Maher

Rich Sve was nominated to be Chair for the June Board meeting.

Chair Rich Sve called the meeting to order at 9:02 AM.

PLEDGE OF ALLEGIANCE

23-35 **ADOPTION OF AGENDA** - Moved by Thom Petersen, seconded by Jill Crafton, to adopt the agenda as presented. ***Motion passed on a roll call vote.***

23-36 **MINUTES OF MAY 24, 2023 BOARD MEETING** – Moved by Thom Petersen, seconded by Jayne Hager Dee, to approve the minutes of May 24, 2023, as circulated. ***Motion passed on a roll call vote.***

PUBLIC ACCESS FORUM

No members of the public provided comments to the board.

CONFLICT OF INTEREST DECLARATION

Chair Sve read the statement:

“A conflict of interest, whether actual, potential, or perceived, occurs when someone in a position of trust has competing professional or personal interests, and these competing interests make it difficult to fulfill professional duties impartially. At this time, members are requested to declare conflicts of interest they may have regarding today’s business. Any member who declares an actual conflict of interest must not vote on that agenda item. All actual, potential, and perceived conflicts of interest will be announced to the board by members or staff before any vote.”

REPORTS

Chair & Administrative Advisory Committee – No report was provided.

Executive Director’s Report - John Jaschke reported our Chief Financial Officer accepted a position with the Department of Agriculture. Paul Erdman also accepted a new position at Ramsey Metro Watershed District. Our PRAP Coordinator Jenny Mocol-Johnson accepted a position in the private sector. Stated they hired a couple staff in the Easement Section. John attended the Camp Ripley Sentinel Landscape event in early June with Todd Holman. John stated they are figuring out what the best paths are to pursue for the federal funding that passed in the Inflation Reduction Act.

John reviewed the Day of Packet that included an agenda, two updated board orders, and Snapshot articles.

Jayne Hager Dee asked where appointments are at. John stated they are being worked on but has not heard when they will be announced.

Audit and Oversight Committee – Joe Collins reported they have not met.

Dispute Resolution and Compliance Report – Travis Germundson reported there are presently five appeals pending and one new appeal since the last report. Stated it includes an appeal of a WCA notice of decision in Aitkin County. The appeal regards the approval of the Mille Lacs Meadows North Wetland Mitigation Bank consisting of an area of approximately 617 acres generating approximately 450 wetland credits. The appeal contends the site is ineligible for replacement and credits, no decision has been made.

Travis provided a Buffer Compliance Status Update.

Grants Program & Policy Committee – Todd Holman reported there are items on the agenda for action today. Staff have been tracking legislative and funding changes and provided updates at the committee meeting. Stated they are trying to find a new standing meeting time.

RIM Reserve Committee – Jayne Hager Dee reported the committee has not met.

Water Management & Strategic Planning Committee – Joe Collins reported they had an informational meeting about the One Watershed One Plan amendment process and a climate change discussion for the One Watershed One Plan. The next meeting is July 26th.

Wetland Conservation Committee – Jill Crafton reported the committee has not met.

Buffers, Soils & Drainage Committee – Mark Zabel reported the committee has not met.

Drainage Work Group (DWG) – Tom Gile reported they met and discussed prioritization of activities from the legislative session along with the structure and process of the Drainage Work Group. Stated they are looking to schedule a meeting in August in St. Cloud.

AGENCY REPORTS

Minnesota Department of Agriculture – Thom Petersen reported they are working on some of their legislative pieces. They have a lot of interest in their Soil Health Equipment Grants and BMP loan program. Stated they are watching the drought situation. Reported pork and dairy prices are at an all-time low. They are working on finalizing a letter regarding the Farm Bill from the administration and received input from DNR and BWSR.

Jill Crafton stated she read an article about the dairy farm with extra milk and asked if that was organic milk. Thom stated most of it is organic.

Minnesota Department of Health – Steve Robertson reported the PFAS effort is largely complete, and results are available online. Also available online is a technical report about work they've been doing to look at pathogens or viruses in public water system wells.

Minnesota Department of Natural Resources – Sarah Strommen reported they are working on implantation of policy changes and financial appropriations from the last legislative session. The Governor went to Mankato and highlighted some of the investments in fish hatcheries. Commissioner Strommen stated they have been part of conversations with BWSR, NRCS, Nature Conservancy, and SWCDs on the federal money, in particularly the forestry practice dollars and figuring out how to bring maximum Federal dollars to match State dollars. Stated they are also monitoring the drought. Stated they received a proposal from Talon Metals for a new mining project in Aitkin County. They are working on a fisheries management plan for the Minnesota River that is out for public comment through August 11th. They are also in a public comment period on the EIS for the Grindstone Dam removal through July 26th.

Jayne Hager Dee asked if the Southern Minnesota hatchery is in Waterville and asked what the difference is between a hatchery and a fishery. Commissioner Strommen stated one of the main hatcheries is in Waterville and is responsible for a lot of the fishing opportunities in Southern Minnesota. Stated a fishery is the assembly of fish in a particular location.

Minnesota Extension – Joel Larson reported they received funding to develop and build their climate extension programming. They have a new Extension Educator position who's focusing on agricultural climate resiliency. The Minnesota Climate Resilience Conference is going to be in Duluth this October 25th through the 27th. The annual Minnesota Water Resources Conference is October 17th through 18th in St. Paul.

Minnesota Pollution Control Agency – Melissa Lewis reported they are working through the legislative outcomes. In June they finished the last WRAPS report for Minnesota watersheds. Staff meteorologists have been busy with the air quality index.

Thom Petersen left the meeting at 9:52 a.m.

ADVISORY COMMENTS

Association of Minnesota Counties – Brian Martinson reported they completed their spring District meetings. Stated they feel the legislative session was successful with additional county program aid funds. They will be working with BWSR staff on how to implement funding and new programs.

Minnesota Association of Conservation District Employees – No report was provided. John Jaschke stated they have an opportunity for a pass-through grant from the National Association that Mike Schultz is leading along with LeAnn Buck.

Minnesota Association of Soil & Water Conservation Districts – Sheila Vanney reported they've had a series of regional meetings. Their focus has been on the SWCD involvement in comprehensive watershed management planning and implementation.

Minnesota Association of Townships – Eunice Biel gave a legislative update. Township Tuesday calls will be on the first and third Tuesday with transcripts available online.

Minnesota Watersheds – Jan Voit reported they completed a statewide organization survey. Will be working with administrators to review and present a report at the annual conference in December. Had their summer tour last week co-hosted by Shell Rock River Watershed District, Turtle Creek Watershed District, and Cedar River Watersheds. Stated they are actively participating with the Drainage Work Group. Jan has been asked to serve on a committee that's looking at early coordination pilot projects. Stated they have been working to develop a handbook for Watershed District and Watershed Management Organization Board and staff. They are ready to put online with links to statutes and examples and will have ready for training at their annual conference in December.

Natural Resources Conservation Service – No report was provided.

Chair Sve called a recess at 10:08 a.m. and called the meeting back to order at 10:18 a.m.

NEW BUSINESS

Historical Context: Tribes – Melissa King and Craig Engwall presented Historical Context on Tribal Relations and Governments.

As part of continuous learning, a summary was shared of historical events that have shaped and impacted Tribal Nations that share geography with Minnesota.

Jill Crafton asked if the presentation could be shared. John Jaschke stated Rachel Mueller can share the presentation.

COMMITTEE RECOMMENDATIONS

Administrative Advisory Committee

Bylaws Update – John Jaschke presented the Bylaws Update.

Proposed bylaws updates were reviewed by the Administrative Advisory committee on May 15, 2023 and reviewed by the Board on May 24, 2023.

John Jaschke noted Commissioner Petersen needed to step away and Jeff Berg will be voting for Department of Ag.

**
23-37 Moved by Ron Staples, seconded by Jayne Hager Dee, to approve the Bylaws Update. ***Motion passed on a roll call vote.***

Grants Program and Policy Committee

Rock County Soil and Water Conservation District – Watershed Project Tracking Grant– Justin Hanson presented Rock County Soil and Water Conservation District – Watershed Project Tracking Grant.

In December of 2022, MASWCD passed a resolution that asked BWSR to create a “Tracking Tool” that would support local watershed partnerships and help them track their work. In response, BWSR assembled a work group that would assess the local watershed partnership needs of SWCD’s and WD’s. The work group met during the early part of 2023. The outcome from that meeting:

- The workgroup does not desire a uniform tracking tool for the entire state. Unless it is a program that could be directly integrated into ELINK and add efficiency values to their work.
- The workgroup identified the biggest need is uniform standards for tracking their work. Many are already using locally developed tools and want to continue with that process. However, standardized methods will help create a statewide consistency regarding how those activities are described across partnerships
- The workgroup recognized that many partnerships do not have any tracking mechanism in place. There are several partnerships that have already started working on a specific tool called “MS4Front” which is being developed by watershed partnerships in the Missouri and Des Moines watersheds. Collectively, it was decided that an example prototype tool could be developed, using the Missouri and Des Moines project tool as an option for those partnerships that wish to utilize a tool that ready to go.

BWSR is not in a position (in the near term) to develop a tool that will integrate ELINK into a statewide tool. It’s not clear that BWSR would have the capability to integrate the needs of locals into the current ELINK program. ELINK has never been designed for project tracking. There are also proprietary challenges with how outside information is integrated into ELINK. The workgroup has expressed interest in having something in place that they can start using in the near term.

Rock SWCD has been out in front of this process and is currently developing a process that addresses the work group recommendations above (#2 and #3). In the interest of time and effectiveness, BWSR is proposing that we contract with Rock SWCD to support their local tracking process. By doing so, we can capture the progress that they have made. Then leverage their work to develop the work group priorities outlined in #2 and #3 above.

This project does not create a tool that BWSR will own. Therefore, there is no proprietary ownership of a product.

LGU partners will utilize local funding resources to support ongoing subscription fees or licenses available to manage any tracking tool that they elect to use. They may or may not use WBIF funding resources to support this administrative work.

Thom Petersen rejoined the meeting at 11:05 a.m.

John Jaschke stated if members have a conflict of interest to note it orally during the roll call vote or on the form included in the day of packet.

**
23-38

Moved by Jill Crafton, seconded by Ted Winter, to approve the Rock County Soil and Water Conservation District – Watershed Project Tracking Grant ***Motion passed on a roll call vote.***

Approval of FY23 Water Quality and Storage Pilot Grant Program Funding Recommendations – Rita Weaver presented Approval of FY23 Water Quality and Storage Pilot Grant Program Funding Recommendations

The Water Quality and Storage Pilot Grant program was passed into law by the MN Legislature in 2021. The intent of the program is to fund projects that will reduce runoff volume or peak flow rates by implementing storage practices. This is the second year of the pilot program.

On January 25, 2023, the Board adopted Board Order #23-05, which authorized staff to conduct a request for proposals for the FY23 Water Quality and Storage Pilot Program grants. An application period was open from March 13, 2023 to May 4, 2023. Six (6) applications were received requesting a total of approximately \$3.075M.

Grants were scored and ranked by a team of BWSR staff, and the scoring team recommends that two projects be fully funded, and that one additional project be partially funded with the remaining FY22-23 funds.

The staff recommendations were presented to the BWSR SMT June 13, 2023 and the Grants Program and Policy Committee on June 26, 2023. The funding recommendations included in the board order are a result of those meetings.

**
23-39

Moved by Jayne Hager Dee, seconded by LeRoy Ose, to approve the Approval of FY23 Water Quality and Storage Pilot Grant Program Funding Recommendations. ***Motion passed on a roll call vote.***

Chair Sve called a recess at 11:22 a.m. and called the meeting back to order at 11:31 a.m.

FY 2024 CWF Competitive Grants Policy and RFP Criteria – Annie Felix-Gerth presented FY 2024 CWF Competitive Grants Policy and RFP Criteria.

The Clean Water Fund Competitive Grant Policy is reviewed and approved annually. For FY 2024, the policy will apply to Projects and Practices and Projects and Practices Drinking Water grants.

The changes in this policy from the previous year include:

- Drinking Water grant only – public water suppliers and rural water systems are eligible to directly apply for the grant.
- Match changed from 25% to 10%
- Eligible practices section: 1) Practice Standards updated to include CWF statute language related to “demonstrated effectiveness and provide the greatest long-term positive impact on water quality. Innovative approaches may be incorporated on a case-by-case basis.” 2) Non-Structural Practices and Measures updated to include “Any projects proposing to provide cost share for installing or adopting non-structural land management practices for a duration longer than three years must be reviewed by BWSR staff and approved by the Assistant Director of Regional Operations prior to workplan approval.”
- Ineligible practices section: 1) Drainage law language simplified. 2) Permanent stormwater treatment activities added.

In addition to approving the policy, the board order also authorizes the fiscal year 2024 Clean Water Fund Competitive Grants Program and authorizes staff to finalize and issue a Request for Proposals. The Grants Program and Policy Committee reviewed these recommendations on May 22 and June 26, 2023 and recommends the attached policy and order to the board.

**
23-40 Moved by Mark Zabel, seconded by Todd Holman, to approve the FY 2024 CWF Competitive Grants Policy and RFP Criteria. ***Motion passed on a roll call vote.***

Fiscal Year 2024 and 2025 Natural Resources Block Grants Authorization – James Adkinson presented Fiscal Year 2024 and 2025 Natural Resources Block Grants Authorization.

The purpose of this agenda item is to allocate Natural Resources Block Grants. The recommended grants reflect at 36.5%, one-time increase for the biennium, applied uniformly across all grants, using the existing allocation formula. The Grants Program & Policy Committee (GP&P) reviewed the recommendations at their May 22 meeting and recommended approval of the order to the board.

**
23-41 Moved by Todd Holman, seconded by Mark Zabel, to approve the Fiscal Year 2024 and 2025 Natural Resources Block Grants Authorization. ***Motion passed on a roll call vote.***

Fiscal Year 2024 and 2025 Technical Service Area Grants Authorization – James Adkinson presented Fiscal Year 2024 and 2025 Technical Service Area Grants Authorization.

The purpose of this agenda item is to allocate Technical Service Area (TSA) Grants. The recommended grants are consistent with allocations to each TSA except for the equipment funds which are rotated on an established schedule. The Grants Program & Policy Committee reviewed the recommendations at their May 22, 2023 meeting and recommended approval of the order to the board.

**
23-42 Moved by LeRoy Ose, seconded by Neil Peterson, to approve the Fiscal Year 2024 and 2025 Technical Service Area Grants Authorization. ***Motion passed on a roll call vote.***

Central Region Committee

North Fork Crow River Comprehensive Watershed Management Plan 2018-2028 Plan Amendment – Steve Christopher presented North Fork Crow River Comprehensive Watershed Management Plan 2018-2028 Plan Amendment.

Background:

The current North Fork Crow River Comprehensive Watershed Management Plan (Plan) was approved on June 27, 2018 and expires on June 27, 2028. The Plan partners of the North Fork Crow River Watershed Planning Partnership (NFCRWPP) include McLeod County, McLeod Soil and Water Conservation District (SWCD), Meeker County, Meeker SWCD, Kandiyohi County, Kandiyohi SWCD, Pope County, Pope SWCD, Stearns County, Stearns SWCD, Wright County, Wright SWCD, Middle Fork Crow River Watershed District, and North Fork Crow River Watershed District.

Plan Amendment:

Following approval from each of the NFCRWPP respective boards and concurrence with the partnerships Policy Committee, the Wright SWCD submitted a draft amendment to the Plan on their behalf on September 29, 2022. The NFCRWPP received initial input on the draft in fall 2022, then held a 60-day review that ended on April 23, 2023. The Wright SWCD held a public hearing on the Plan amendment on May 8, 2023. The 90-day review began on May 17, 2023.

The purpose for the Plan amendment is to make the Plan more usable for the NFCRWPP, provide clarity on implementation actions and goals, and make clerical revisions. A significant portion of the implementation tables in the Plan included items that local government units were not the lead entity. The tables have been revised in the amended draft to include only those actions undertaken by the “Local Leads.” The implementation tables have also been simplified to only include actions relevant to the highest priorities as identified for each of the seven planning regions. Maps have been provided to highlight areas where the NFCRWPP will focus their efforts and create priority areas geographically that align with their resource goals. Lastly, since the Plan was approved, the Crow River Organization of Water (CROW) has discontinued its operations. All references to the CROW in the Plan have been removed and the action items within the implementation section have been reassigned.

Comments on the draft amendment were received from BWSR, Metropolitan Council, Minnesota Department of Health, Minnesota Department of Natural Resources, and the City of Otsego. The NFCRWPP provided a written response to all comments and made edits to the draft amendment as needed. BWSR staff worked closely with the NFCRWPP in the development of the Amendment and through the review process. BWSR staff has completed its review and recommends approval of the North Fork Crow River Comprehensive Watershed Management Plan Amendment.

**
23-43 Moved by Joe Collins, seconded by Jill Crafton, to approve the North Fork Crow River Comprehensive Watershed Management Plan 2018-2028 Plan Amendment. ***Motion passed on a roll call vote.***

UPCOMING MEETINGS

- Joint summer tour and meeting, August 23-24, 2023.

Chair Sve adjourned the meeting at 11:57 AM

Respectfully submitted,

Todd Holman
Chair

BOARD MEETING AGENDA ITEM

AGENDA ITEM TITLE: Dispute Resolution/Compliance Report

Meeting Date: August 24, 2023

Agenda Category: Committee Recommendation New Business Old Business

Item Type: Decision Discussion Information

Keywords for Electronic Searchability: Wetland Conservation Act Appeals/Buffer Compliance

Section/Region: Central

Contact: Travis Germundson

Prepared by: Travis Germundson

Reviewed by: _____ Committee(s)

Presented by: Rich Sve, DRC Chair

Time requested: 5 minutes

Audio/Visual Equipment Needed for Agenda Item Presentation

Attachments: Resolution Order Map Other Supporting Information

Fiscal/Policy Impact

- | | |
|---|---|
| <input checked="" type="checkbox"/> None | <input type="checkbox"/> General Fund Budget |
| <input type="checkbox"/> Amended Policy Requested | <input type="checkbox"/> Capital Budget |
| <input type="checkbox"/> New Policy Requested | <input type="checkbox"/> Outdoor Heritage Fund Budget |
| <input type="checkbox"/> Other: | <input type="checkbox"/> Clean Water Fund Budget |

ACTION REQUESTED

None

LINKS TO ADDITIONAL INFORMATION

See attached report.

SUMMARY *(Consider: history, reason for consideration now, alternatives evaluated, basis for recommendation)*

The report provides a monthly update on the number of appeals filed with the Board of Water and Soil Resources and summary on buffer compliance/enforcement actions statewide.

Dispute Resolution and Compliance Report

August 8, 2023

By: Travis Germundson

There are presently four appeals pending. There has been one new appeal filed since last report.

Format note: New appeals that have been filed since last report to the Board.
~~Appeals that have been decided since last report to the Board.~~

File 23-5 (7-19-23) This is an appeal of a WCA notice of decision in Meeker County. The appeal regards the approval of a no-loss determination to replace and lower an existing road culvert. The petition challenges the LGU's authority to issue a decision to an individual that is not the landowner and does not have the requisite property rights to perform the activity. No decision has been made on the appeal.

File 23-4 (6-16-23) This is an appeal of a WCA notice of decision involving a banking plan in Aitkin County. The appeal regards the approval of a the Mille Lacs Meadows North Wetland Bank consisting of an area of approximately 617.3 acres. The appeal contends that the site is ineligible for replacement wetland credits. *A decision has been made to grant and hear the appeal. The LGU is in the process of complying a copy of the official record on which the decision was based.*

File 23-1 (2-27-23) This is an appeal of a WCA Restoration Order in Olmsted County. The appeal regards the impact of approximately 6,000 sq. ft. of wetland associated with a parking lot expansion project. *The appeal has been placed in abeyance and the Restoration Order stayed until the LGU makes a final decision on an after-the-fact replacement plan application. A decision was issued approving the purchasing of replacement bank credits. However, the credits have yet to be withdrawn.*

~~File 22-7 (12-6-2022)~~ This is an appeal of a WCA notice of decision involving a replacement plan in Brown County. The appeal regards the approval of an after-the-fact replacement plan for wetland impacts associated with a road and turnaround areas located in a campground facility. *The appeal has been remanded back to the Brown County to develop an adequate record that considers the written Technical Evaluation Panel Report. The 60-day deadline for remand proceedings has been extended. A new decision was issued under remand on June 28, 2023. As a result, the file has been closed and the case dismissed.*

~~File 22-6 (11-16-2022)~~ This is an appeal of a WCA Restoration Order in Wright County. The appeal regards the alleged drainage impacts to wetlands associated with the installation of new drain tile. The petition request that that the appeal be placed in abeyance to allow further investigation and submittal of an after-the-fact application. *The appeal has been placed in abeyance and the Restoration Order stayed for the submittal of a complete application. The time period to submit a complete application has been extended. A Notice of Decision was issued by the LGU approving a drainage exemption. The Restoration Order was subsequently rescinded. As a result, the appeal was dismissed.*

File 21-8 (12-17-21) This is an appeal of a WCA Restoration Order in Rock County. The appeal regards the alleged placement of tile lines through wetlands and DNR Public Waters. The petition request that the appeal be placed in abeyance for the submittal of an after-the-fact wetland application. *The appeal was placed in abeyance and the Restoration Order stayed for further investigation and submittal of an after-the-fact wetland application. An after-the-fact application for a no-loss was approved, which allows for the installation of non-perforated tile. The restoration/placement of this tile has yet to occur do to do DNR Public Waters permitting/approval. The time period on the stay of the Restoration Order has been extended until September 30, 2023.*

Summary Table for Appeals

Type of Decision	Total for Calendar Year 2022	Total for Calendar Year 2023
Order in favor of appellant		
Order not in favor of appellant	3	2
Order Modified	1	
Order Remanded	2	1
Order Place Appeal in Abeyance	5	
Negotiated Settlement		
Withdrawn/Dismissed	1	2

Buffer Compliance Status Update: BWSR has received Notifications of Noncompliance (NONs) on 57 parcels from the 12 counties BWSR is responsible for enforcement. Currently there are no active Corrective Action Notices (CANs) and three Administrative Penalty Orders (APOs) issued by BWSR that are still active. Of the actions being tracked over 53 of those have been resolved.

*Statewide 35 counties are fully compliant, and 51 counties have enforcement cases in progress. Of those counties (with enforcement cases in progress) there are currently 337 CANs and 65 APOs actively in place. Of the actions being tracked over 2,427 of those have been resolved.

**Disclaimer: These numbers are generated monthly from BWSR's Access database. The information is obtained through notifications from LGUs on actions taken to bring about compliance and may not reflect the current status of compliance numbers.*

COMMITTEE RECOMMENDATIONS

Southern Region Committee

1. Le Sueur River Comprehensive Watershed Management Plan – Ted Winter and Ed Lenz ***DECISION ITEM***
2. City of Beardsley Dry Lake Grant – Ed Lenz – ***DECISION ITEM***
3. Area II Minnesota River Basin Projects Biennial Plan & Area II Floodplain Management Grant – John Shea – ***DECISION ITEM***
4. Area II Minnesota River Basin Projects Bonding Work Plan & Grant – John Shea – ***DECISION ITEM***

BOARD MEETING AGENDA ITEM

AGENDA ITEM TITLE: Le Sueur River Comprehensive Watershed Management Plan

Meeting Date: August 24, 2023

Agenda Category: Committee Recommendation New Business Old Business

Item Type: Decision Discussion Information Non-Public Data

Keywords for Electronic Searchability: Le Sueur, 1W1P, Planning

Section/Region: Regional Operations/Southern

Contact: Ed Lenz

Prepared by: Jill Sackett Eberhart

Reviewed by: Southern Regional Committee(s)
Ted Winter, Southern Regional Chair;

Presented by: Ed Lenz, Southern Regional Manager

Time requested: 10 minutes

Audio/Visual Equipment Needed for Agenda Item Presentation

Attachments: Resolution Order Map Other Supporting Information

Fiscal/Policy Impact

- | | |
|---|---|
| <input checked="" type="checkbox"/> None | <input type="checkbox"/> General Fund Budget |
| <input type="checkbox"/> Amended Policy Requested | <input type="checkbox"/> Capital Budget |
| <input type="checkbox"/> New Policy Requested | <input type="checkbox"/> Outdoor Heritage Fund Budget |
| <input type="checkbox"/> Other: | <input type="checkbox"/> Clean Water Fund Budget |

ACTION REQUESTED

Approval of the Le Sueur River Watershed Comprehensive Watershed Management Plan as recommended by the Southern Regional Committee.

LINKS TO ADDITIONAL INFORMATION

[Le Sueur River One Watershed, One Plan](#)

SUMMARY *(Consider: history, reason for consideration now, alternatives evaluated, basis for recommendation)*

The Le Sueur River Watershed encompasses a total of 1,112 square miles, or approximately 711,000 acres, in portions of Blue Earth, Faribault, Freeborn, Le Sueur, Steele, and Waseca counties. The predominant land use is agriculture at over 83% of the watershed. There are a total of 20 municipalities also found within the watershed. The Le Sueur River Watershed One Watershed, One Plan Partnership (Partnership) was established in 2020 through adoption of a Memorandum of Agreement for the purposes of developing a Comprehensive Watershed

Management Plan. The membership of the Partnership includes Blue Earth County, Blue Earth County Soil and Water Conservation District (SWCD), Faribault County, Faribault County SWCD, Freeborn County, Freeborn County SWCD, Waseca County, and Waseca SWCD. Per the BWSR Operating Procedures, if less than 10% of the jurisdictional land area of the local government is within the watershed planning boundary, participation by that local government is optional. Le Sueur County, Le Sueur County SWCD, Steele County, and Steele County SWCD opted out of the planning process.

On May 1, 2023, the Board received the Plan, a record of the public hearing, and copies of all written comments pertaining to the Plan for final State review. The Planning Partnership responded to all comments received and incorporated appropriate revisions to the final Plan. The State agencies recommended that BWSR approve the Plan as submitted.

BWSR staff completed its review and subsequently found the Plan meets the requirements of Minnesota Statutes and BWSR Policy.

On July 25, 2023, the Southern Regional Committee (Committee) met to review and discuss the Plan. The Committee's decision was to recommend approval of the Le Sueur River Watershed Comprehensive Watershed Management Plan to the full Board per the attached draft Order.

Minnesota Board of Water and Soil Resources
520 Lafayette Road North
St. Paul, Minnesota 55155

In the Matter of the review of the Comprehensive Watershed Management Plan for the Le Sueur River Watershed Partnership, pursuant to Minnesota Statutes, Sections 103B.101, Subdivision 14 and 103B.801.

**ORDER
APPROVING
COMPREHENSIVE
WATERSHED
MANAGEMENT PLAN**

Whereas, the Policy Committee of the Le Sueur River Watershed One Watershed, One Plan Partnership submitted a Comprehensive Watershed Management Plan (Plan) to the Minnesota Board of Water and Soil Resources (Board) on May 1, 2023, pursuant to Minnesota Statutes, Sections 103B.101, Subdivision 14 and 103B.801 and Board Resolution #18-14 and;

Whereas, the Board has completed its review of the Plan;

Now Therefore, the Board hereby makes the following Findings of Fact, Conclusions, and Order:

FINDINGS OF FACT

- Partnership Establishment.** The Le Sueur River Watershed One Watershed, One Plan Partnership (Partnership) was established in 2020 through adoption of a Memorandum of Agreement for the purposes of developing a Comprehensive Watershed Management Plan. The membership of the Partnership includes Blue Earth County, Blue Earth County Soil and Water Conservation District (SWCD), Faribault County, Faribault County SWCD, Freeborn County, Freeborn County SWCD, Waseca County, and Waseca SWCD. Per the BWSR Operating Procedures, if less than 10% of the jurisdictional land area of the local government is within the watershed planning boundary, participation by that local government is optional. Le Sueur County, Le Sueur County SWCD, Steele County, and Steele County SWCD opted out of the planning process.
- Authority to Plan.** Minnesota Statutes, Sections 103B.101, Subdivision 14 allows the Board to adopt resolutions, policies or orders that allow a comprehensive plan, local water management plan, or watershed management plan, developed or amended, approved and adopted, according to Chapter 103B, 103C, or 103D to serve as substitutes for one another or be replaced with a comprehensive watershed management plan. Minnesota Statutes, Sections 103B.801 established the Comprehensive Watershed Management Planning Program; also known as One Watershed, One Plan. Board Resolution #18-14 adopted the One Watershed, One Plan Operating Procedures version 2.0 and Board Resolution #19-41 adopted the Plan Content Requirements version 2.1.
- Nature of the Watershed.** The Le Sueur River Watershed encompasses a total of 1,112 square miles, or 711,000 acres, in portions of Blue Earth, Faribault, Freeborn, Le Sueur, Steele, and Waseca counties. The predominant land use is agriculture at over 83% of the watershed. There are a total of 20 municipalities also found within the watershed.

4. **Plan Development.** The Le Sueur River Watershed Comprehensive Watershed Management Plan is a restoration-based Plan. The Plan focuses on restoring impaired waters and habitats, protecting high quality lakes, reducing peak flows through water storage, and protecting groundwater quality through resource management.
5. **Plan Review.** On May 1, 2023, the Board received the Plan, a record of the public hearing, and copies of all written comments pertaining to the Plan for final State review pursuant to Board #18-14. State agency representatives attended and provided input at advisory committee meetings during development of the Plan. The following State review comments were received during the comment period.
 - A. Minnesota Department of Agriculture offered the following comments: “The Minnesota Department of Agriculture (MDA) has received and reviewed the final draft of the Le Sueur Watershed Comprehensive Watershed Management Plan. MDA does not have any further comments as part of the official 90-day review and comment period and recommends the Plan for approval.”
 - B. Minnesota Department of Health (MDH) offered the following comments: “The Minnesota Department of Health has received the final draft plan to review and does not have any further comments or suggestions. MDH recommends approval of the Le Sueur River Comprehensive Watershed Management Plan.”
 - C. Minnesota Department of Natural Resources (DNR) offered the following comments: “The Minnesota DNR has received and reviewed the final draft plan and does not have any further comments or suggestions. The DNR recommends approval of the Le Sueur Comprehensive Watershed Management Plan.”
 - D. Minnesota Pollution Control Agency (MPCA) provided a letter which included the following statement: “Overall, the Plan is very well written, concise, and thorough. We have no comments as part of the official 90-day Review and Comment period and recommend it for approval.”
 - E. Minnesota Environmental Quality Board provided an acknowledgement that it had received the draft plan but did not offer comments, as is customary.
 - F. Minnesota Board of Water and Soil Resources regional staff: BWSR staff have conducted a review of the Plan and find the Plan meets all relevant BWSR CWMP Plan Content requirements. BWSR staff recommend BWSR Board approval of the Plan.
6. **Plan Summary and Highlights.** The highlights of the plan include:
 - Organizing the watershed into the three main tributaries - the Cobb, Le Sueur, and Maple Rivers - and dividing each of these tributaries into an upper, middle, and lower zone.
 - A total of nine Resource Concerns, listed here in order of priority: Water Quality in Rivers and Streams, Water Quality in Lakes, Erosion, Water Quantity and Flooding, Wetlands, Leadership, Bacteria in Rivers and Streams, Riparian and Shorelands, and Groundwater Protection.
 - A total of six Emerging Issues were also referenced in the Plan based on the aggregated data that was reviewed: Chlorides, Climate Change, Contaminants of Emerging Concern, Land Development and Changes, Pesticide and Fertilizer Impacts, and Other Emerging Issues.
 - The Partnership established a Water Storage goal of 11,246 acre-feet.

7. **Southern Regional Committee.** On July 25, 2023, the Southern Regional Committee met to review and discuss the Plan. Those in attendance from the Board's Committee were Jeff Berg, Eunice Biel, Steve Robertson, Scott Roemhildt, and Ted Winter. Board staff in attendance were Southern Regional Manager Ed Lenz; Board Conservationists Jason Beckler, David Copeland, and John Shea; and Office and Administrative Specialist Carla Swanson-Cullen. The representatives from the Partnership were Rachel Wehner, Freeborn County; Scott Salisbury, Blue Earth County; Jared Bach, Blue Earth County SWCD; Nathan Carr, Faribault County SWCD; Eric Miller, Waseca County; and Mark Schaetzke, Waseca SWCD. Board regional staff provided their recommendation of Plan approval to the Committee. After discussion, the Committee's decision was to present a recommendation of approval of the Plan to the full Board.
8. This Plan will be in effect for a ten-year period until August 24, 2033.

CONCLUSIONS

1. All relevant substantive and procedural requirements of law have been fulfilled.
2. The Board has proper jurisdiction in the matter of approving a Comprehensive Watershed Management Plan for the Le Sueur River Watershed Partnership pursuant to Minnesota Statutes, Sections 103B.101, Subd. 14 and 103B.801 and Board Resolution #18-14.
3. The Le Sueur River Watershed Planning Partnership Plan attached to this Order states water and water-related problems within the planning area; priority resource issues and possible solutions thereto; goals, objectives, and actions of the Partnership; and an implementation program.
4. The attached Plan is in conformance with the requirements of Minnesota Statutes Section 103B.101, Subd. 14 and 103B.801 and Board Resolution #19-41.
5. The attached plan when adopted through local resolution by the members of the Partnership will serve as a replacement for the comprehensive plan, local water management plan, or watershed management plan, developed or amended, approved and adopted, according to Chapter 103B, 103C, or 103D, but only to the geographic area of the Plan and consistent with the One Watershed, One Plan Suggested Boundary Map.

ORDER

The Board hereby approves the attached Comprehensive Watershed Management Plan of the Le Sueur River Watershed Partnership, dated August 24, 2023.

Dated at Apple Valley, Minnesota, this 24th of August 2023.

MINNESOTA BOARD OF WATER AND SOIL RESOURCES

BY: Todd Holman, Chair

August 24, 2023

Le Sueur River Watershed Planning Partnership
c/o Eric Miller, Watershed Management Coordinator
900 3rd Street NE
Waseca, MN 56093

RE: Approval of the Le Sueur River Watershed Comprehensive Watershed Plan

Dear Le Sueur River Watershed Planning Partnership:

The Minnesota Board of Water and Soil Resources (BWSR) is pleased to inform you the Le Sueur River Comprehensive Watershed Plan (Plan) was approved at its meeting held on August 24, 2023. Attached is the signed Board Order that documents approval of the Plan and indicates the Plan meets all relevant requirements of law, rule, and policy.

This Plan is effective for a ten-year period until August 24, 2033. Please be advised, the partners must adopt and begin implementing the Plan within 120 days of the date of the Order in accordance with Minnesota Statutes §103B.101, Subd. 14, and the One Watershed, One Plan Operating Procedures.

The members of the partnership and participants in the Plan development process are to be commended for writing a plan that clearly presents water management goals, actions, and priorities of the Partnership. The BWSR looks forward to working with you as you implement this Plan and document its outcomes.

Please contact Board Conservationist Jill Sackett Eberhart of our staff at 507-344-2825 or jill.sackett.eberhart@state.mn.us for further assistance in this matter.

Sincerely,

Todd Holman, Chair
Minnesota Board of Water and Soil Resources

Enclosure: BWSR Board Order

CC:	Scott Matteson, MDA (via email)	Jeff Risberg, PCA (via email)
	Margaret Wagner, MDA (via email)	Ed Lenz, BWSR (via email)
	Scott J. Hanson, MDH (via email)	Jill Sackett Eberhart, BWSR (via email)
	Carrie Raber, MDH (via email)	Julie Westerlund, BWSR (via email)
	Erynn Jenzen, DNR (via email)	Rachel Mueller, BWSR (file copy)
	Barbara Weisman, DNR (via email)	
	Korey Woodley, DNR (via email)	
	Catherine Neuschler, EQB (via email)	
	Paul Davis, MPCA (via email)	

Bemidji 403 Fourth Street NW Suite 200 Bemidji, MN 56601 (218) 755-2600	Brainerd 1601 Minnesota Drive Brainerd, MN 56401 (218) 203-4470	Detroit Lakes 26624 N. Tower Road Detroit Lakes, MN 56501 (218) 846-8400	Duluth 394 S. Lake Avenue Suite 403 Duluth, MN 55802 (218) 723-4752	Mankato 11 Civic Center Plaza Suite 300 Mankato, MN 56001 (507) 344-2826	Marshall 607 Main Street Suite 103 Marshall, MN 56258 (507) 537-6060	Rochester 3555 9 th Street NW Suite 350 Rochester, MN 55901 (507) 206-2889	St Cloud 110 Second St. South Suite 307 Waite Park, MN 56387
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Central Office / Metro Office 520 Lafayette Road North Saint Paul, MN 55155 Phone: (651) 296-3767 Fax: (651) 297-5615

www.bwsr.state.mn.us TTY: (800) 627-3529 An equal opportunity employer

EXECUTIVE SUMMARY

Did you know?

This plan was developed by, and will be implemented by, local government units across the Watershed (Partnership), as well as their partners from state and federal agencies, non-profits, citizens, and other stakeholders.

EXECUTIVE SUMMARY

Introduction

The Le Sueur River Comprehensive Watershed Management Plan (Plan) is a unifying strategy for water management in the Le Sueur River Watershed (Watershed). It was developed by, and will be implemented by, local government units across the Watershed (Partnership), as well as their partners from state and federal agencies, non-profit organizations, citizens, and other stakeholders. The Plan focuses on restoring impaired waters and habitats, protecting high quality lakes (*Figure 0.1*), reducing peak flows through water storage, and protecting groundwater quality through resource management. Approximately 65 meetings of the various planning committees were held to develop the plan. Local government units also worked with the Water Resources Center through the Minnesota State University - Mankato to include input from non-agency stakeholders throughout the planning process.

This section covers:

- Watershed overview
- Planning management zones
- Participating local governments
- Roles and responsibilities
- Community engagement
- Plan development at a glance
- Prioritized issues list
- Resource categories
- Priority issue statements and goals
- Implementation actions and programs
- Plan administration and coordination



Figure 0.1 Reeds Lake

Did you know?

Participation in the One Watershed, One Plan (1W1P) process is not required if less than 10 percent of the jurisdictional land area of the local government is within the Watershed and will not be important to the success of the Plan.



Watershed Overview

The Watershed includes portions of the following counties (Figure 0.2):

- Blue Earth County
- Faribault County
- Freeborn County
- Waseca County
- Le Sueur County
- Steele County

Due to the small amount of their counties within the watershed, Le Sueur and Steele counties and Soil and Water Conservation District (SWCD) chose not to participate in the Watershed planning process. Participation in the One Watershed, One Plan (1W1P) process is not required if less than 10 percent of the jurisdictional land area of the local government is within the Watershed and will not be important to the success of the Plan.

The Watershed is 1,112 square miles (711,000 acres) and is in southern Minnesota. The watershed is predominately agricultural land use, although 20 municipalities are located within the watershed (Figure 0.3).

Planning Terminology

A set of planning terms were adopted at the beginning of the planning process to ensure consistency and application of planning terms. These definitions are provided throughout the Plan in orange text in the page sidebars.

Watershed Facts

1,112

Square Miles

711,000

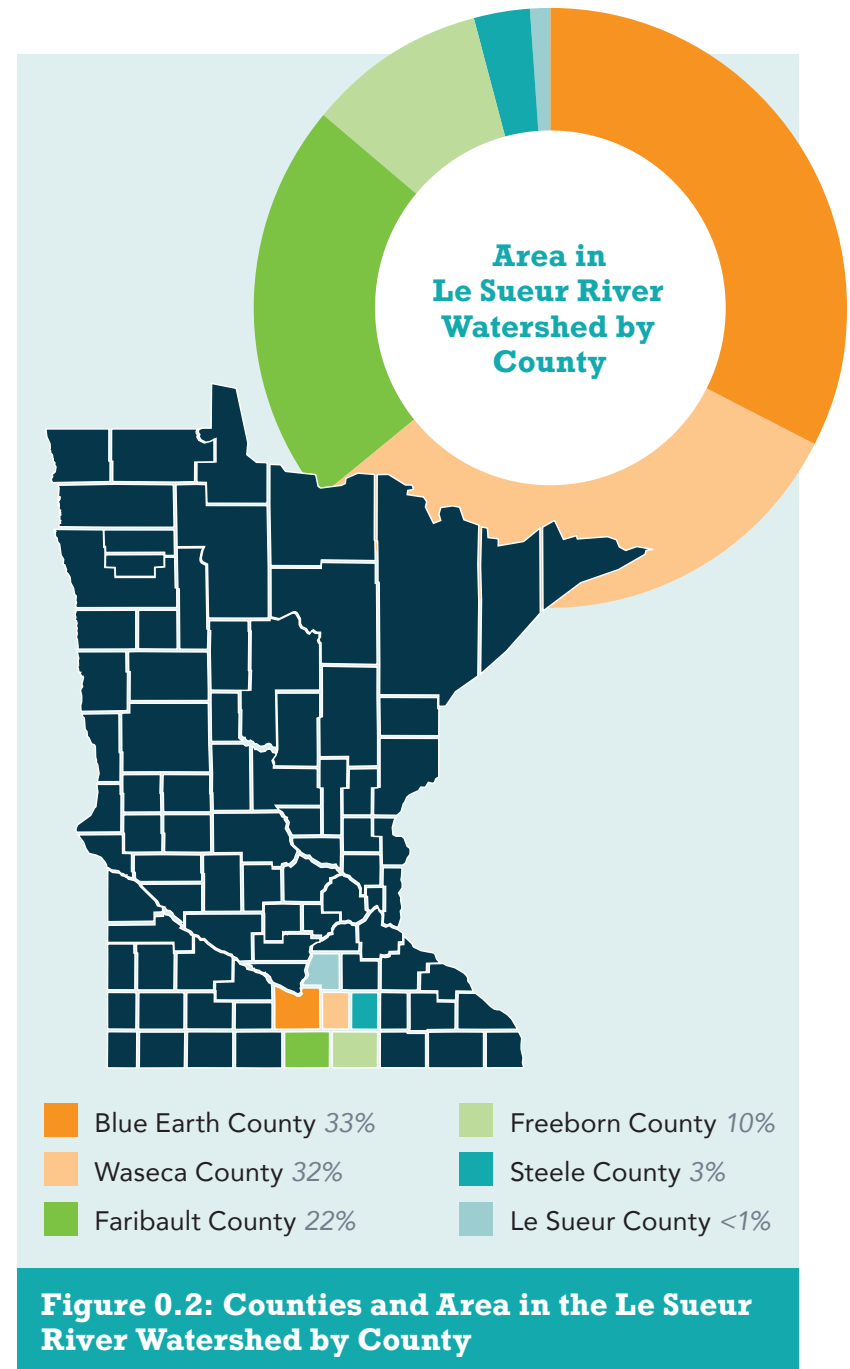
Acres

6

Counties Found in Watershed

20

Municipalities Found in Watershed



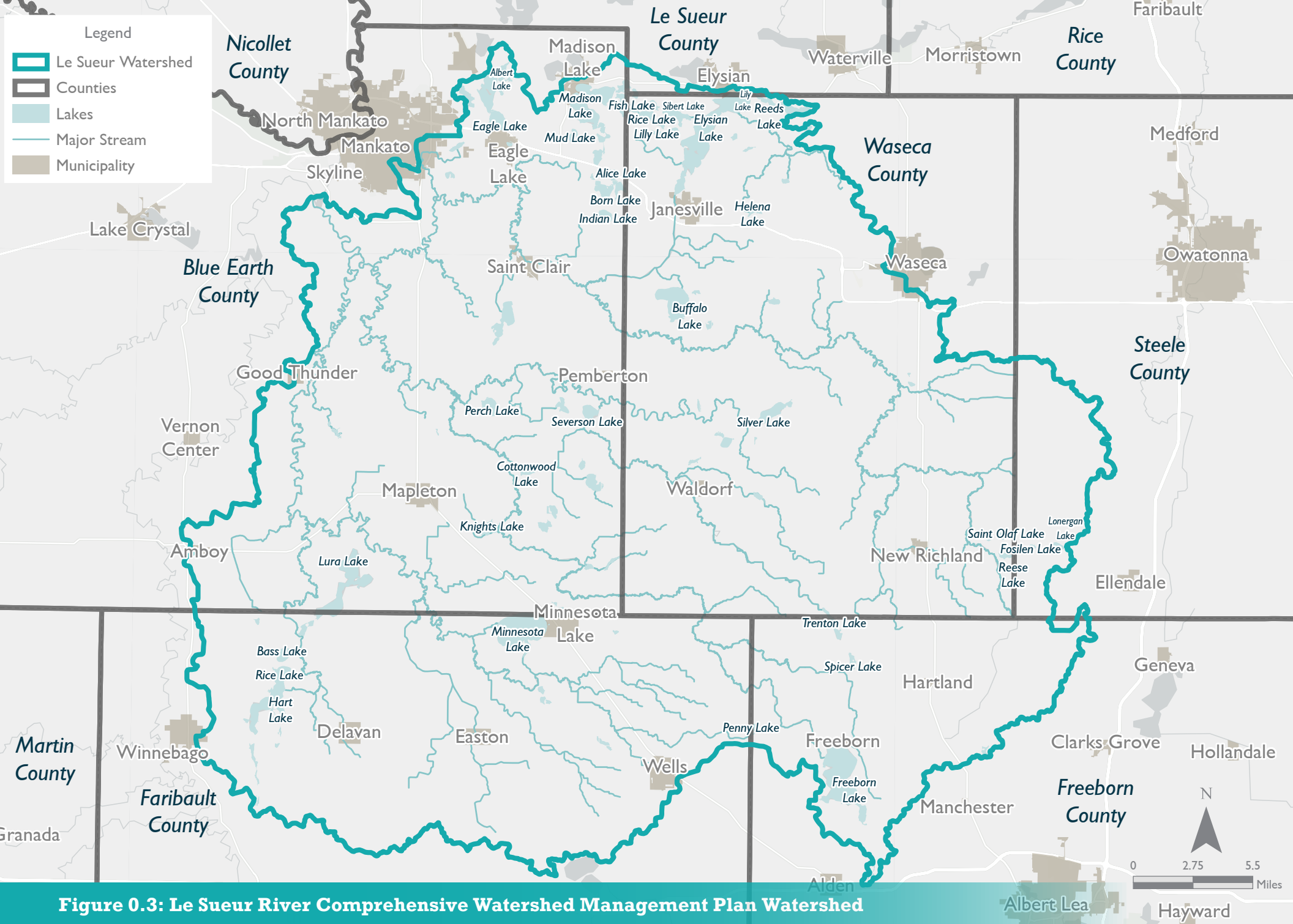


Figure 0.3: Le Sueur River Comprehensive Watershed Management Plan Watershed

Geomorphic

Relating to the form of the landscape and other natural features of the earth's surface.

Did you know?

The management zones were developed to make the process of prioritizing and targeting efforts by partners more manageable across the entire watershed.

9

Management zones

Planning Management Zones

Main Tributaries

The Watershed is divided into three main tributaries or drainage areas (*Figures 0.4–0.6*):

- Cobb River
- Le Sueur River
- Maple River

Management Zones

Each of these tributaries has a:

- Lower Zone
- Middle Zone
- Upper Zone

This results in nine management zones (*Figure 0.7*). These zones were developed during the planning process based on the major drainage areas across the Watershed along with landscape and **geomorphic** characteristics within each of those drainage areas. These zones were developed to make prioritizing and targeting efforts by partners more manageable across the entire watershed.

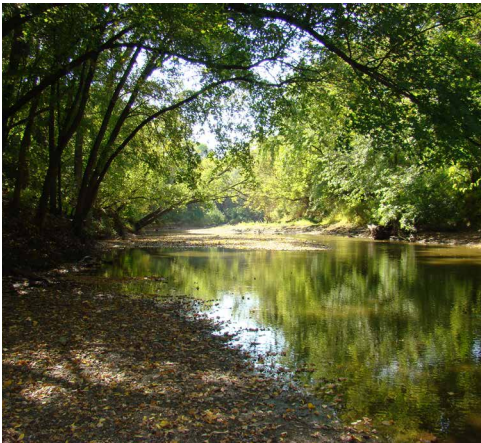


Figure 0.4: Le Sueur River
(Source: Blue Earth County)



Figure 0.5: Le Sueur River
(Source: Carrie Jennings)



Figure 0.6: Maple River
(Source: Carrie Jennings)

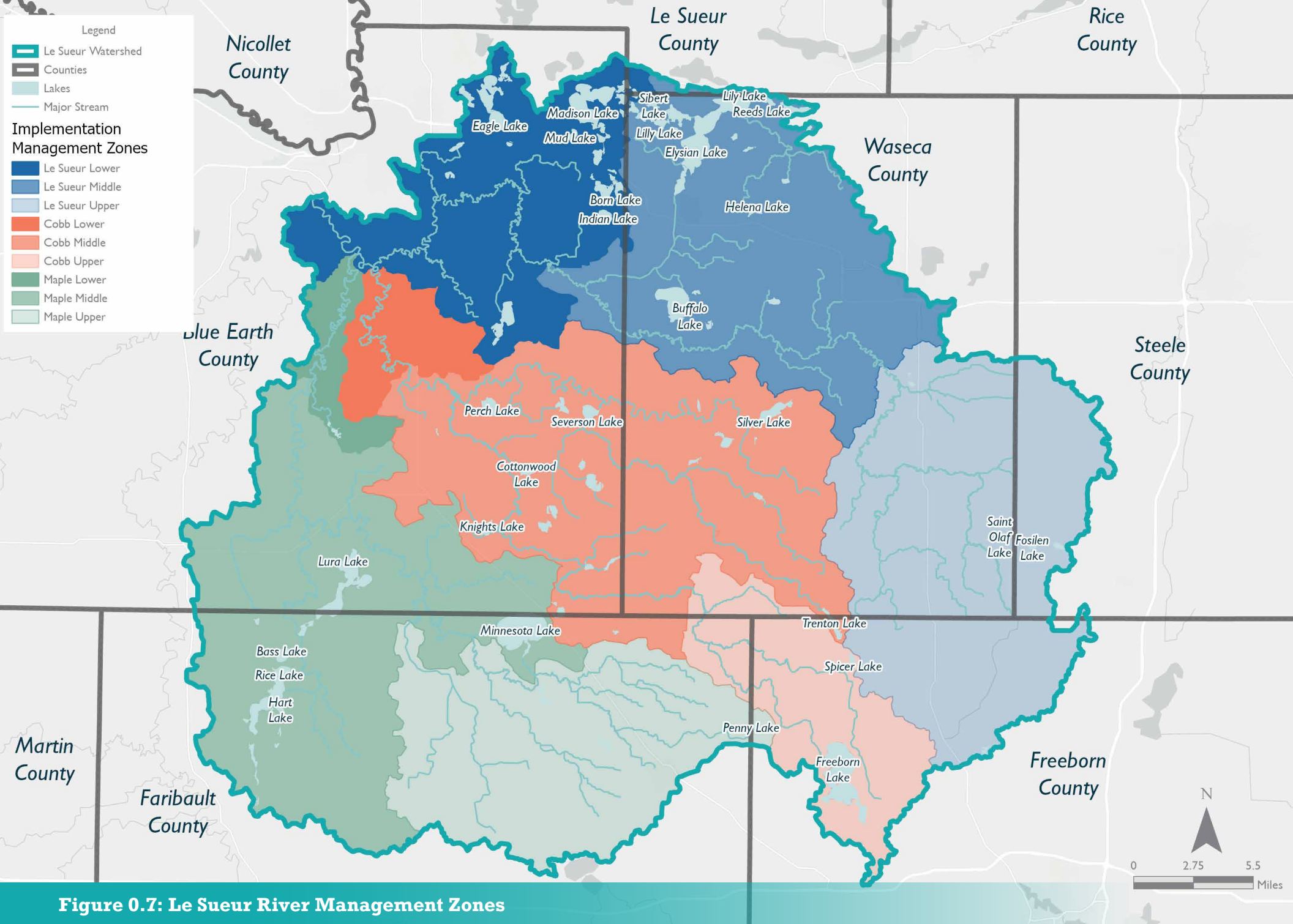


Figure 0.7: Le Sueur River Management Zones

Local Government Units (LGUs)

The Census Bureau has established five types for classifying local government units: county, municipal, township, special district, and school district governments.

Memorandum of Agreement (MOA)

A MOA is a document written between parties to cooperatively work together on an agreed upon project or meet an agreed upon objective. The purpose of a MOA is to have a written formal understanding of the agreement between parties.

Bylaw

A rule made by a company or society to control the actions of its members.

8

Local governments and entities recognized the need for watershed awareness

Participating Local Governments

The **local government units (LGUs)** involved in managing the Watershed resources recognized that Minnesota Board of Water and Soil Resources (BWSR)'s One Watershed, One Plan (1W1P) program provided a unique opportunity to develop a management plan that unifies and accelerates the restoration of degraded resources and protection of high-quality resources.



Learn more about BWSR here!

bwsr.state.mn.us



Learn more about the One Watershed, One Plan (1W1P) program here!

bwsr.state.mn.us/one-watershed-one-plan

The following entities recognized the need to increase coordination, reduce potential duplication of activities, and provide greater assurances for meeting measurable goals. Soil and water conservation district names are abbreviated throughout the document.

- Blue Earth County
- Blue Earth County Soil and Water Conservation District
- Faribault County
- Faribault County Soil and Water Conservation District
- Freeborn County
- Freeborn County Soil and Water Conservation District
- Waseca County
- Waseca Soil and Water Conservation District

Le Sueur River 1W1P Steering Team (Partnership)

The Le Sueur River 1W1P Steering Team (Partnership) was established and worked collaboratively to develop and submit a response to a BWSR-generated Request for Proposals. Upon application for BWSR funding and approval, the collaborative arrangement was formalized through a **Memorandum of Agreement (MOA)** and subsequent **bylaws** that were approved. The local governments listed above entered into the Memorandum of Agreement. *Figure 0.3* shows the jurisdictional boundaries in the Watershed.

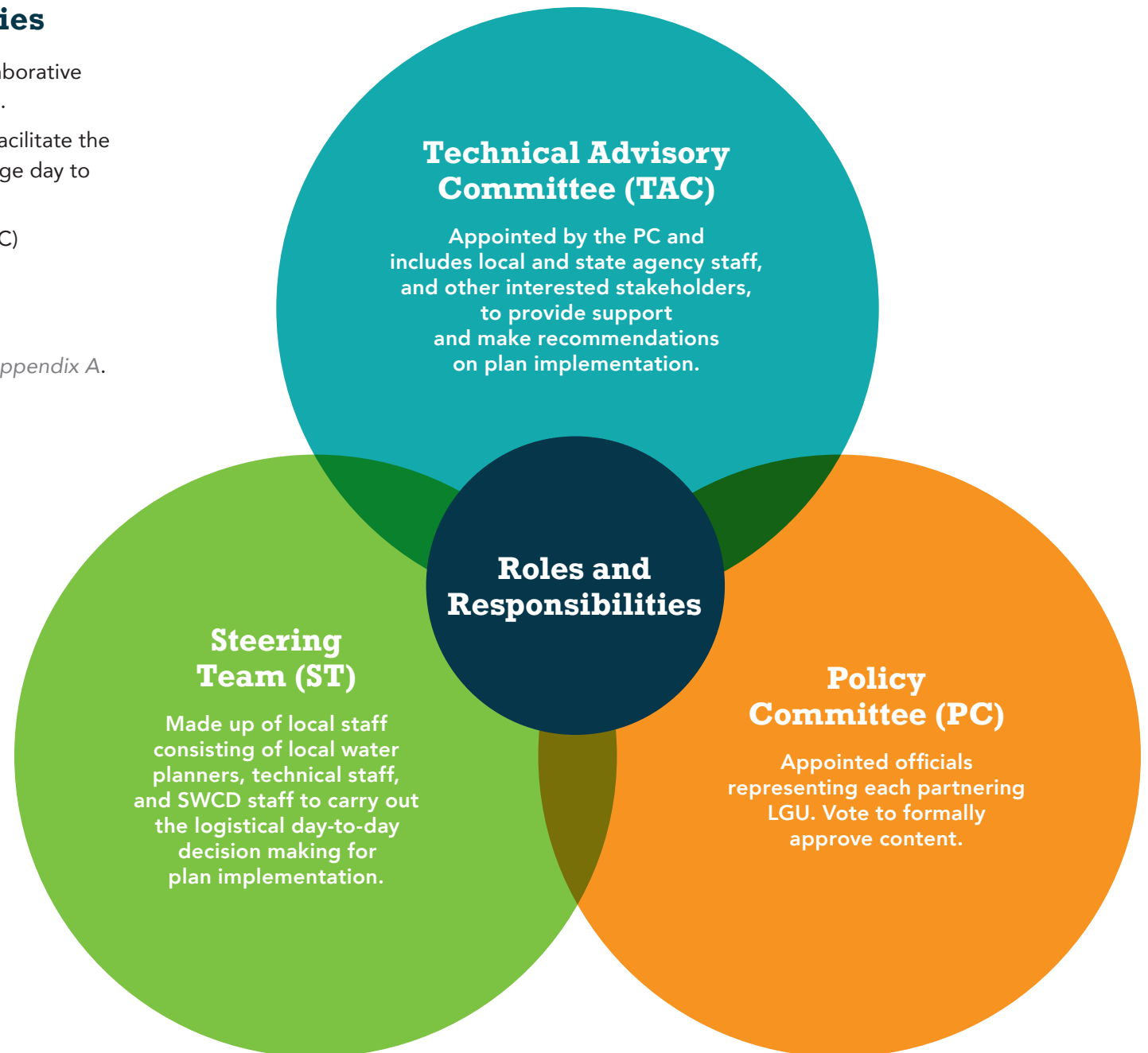
Roles and Responsibilities

The development of the Plan was a collaborative effort by all members of the Partnership.

Three committees were established to facilitate the creation of plan content as well as manage day to day operations.

- Technical Advisory Committee (TAC)
- Steering Team (ST)
- Policy Committee (PC)

Committee membership is detailed in *Appendix A*.





Water Planning and Project Implementation MN §103B

revisor.mn.gov/statutes/cite/103B ↗



Minnesota State University, Mankato, Water Resources Center (WRC)

cset.mnsu.edu/wrc/ ↗

2

Online public input surveys

1

Kick-off meeting

1

Mid-point meeting

Community Engagement

Public Notices

This Plan is governed by Minnesota Statute 103B, and public notices were published in each local government’s designated legal newspaper. The official 45-day public notice of the intent to plan and corresponding comment period began on March 30, 2021, and ended on May 29, 2021. Eight comment letters were received (see *Appendix B*). The public were provided opportunity to submit comments during the 60-day review period held from December 20, 2022 to February 18, 2023. A final public notice was issued for the public hearing held on March 24, 2023.

Public Input Meetings

The Minnesota State University, Mankato, Water Resources Center (WRC) planned, facilitated, and summarized the public engagement portion of the planning process (see *Figures 0.8–0.10*). The process included two online public input surveys, one kick-off meeting at the beginning of the planning process, and one mid-point meeting half-way through the planning process.

To accommodate busy schedules and lingering concerns from the pandemic, both meetings also had a corresponding online survey that was available before, during, and after the meeting as an alternative means for providing input. The WRC provided summaries of both public input meetings and corresponding surveys (see *Appendices F and G*).

The information gathered from the kick-off meeting and corresponding survey was used as a starting point for developing a list of priority issues and concerns that was later aggregated and filtered into the plan document.

Feedback gathered from the mid-point meeting and corresponding survey was used to gain additional public input, review priority resource concerns, and confirm that the initial public feedback received had been captured adequately and integrated into the planning framework.

Adjustments to the plan framework were made as needed to further incorporate the feedback received. Additional details on the feedback received are in *Section 2*.



Figure 0.8:
Input Meeting

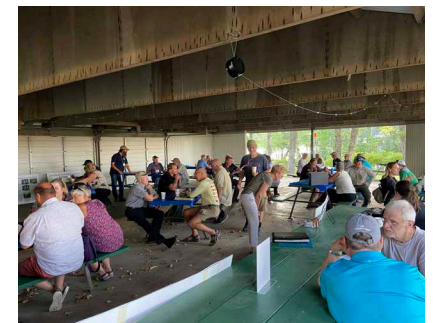


Figure 0.9:
Input Meeting



Figure 0.10:
Input Meeting

Plan Development at a Glance

Figure 0.11 represents the process of gathering, refining, and prioritizing issues, resources, and implementation actions related to watershed management throughout the planning process.

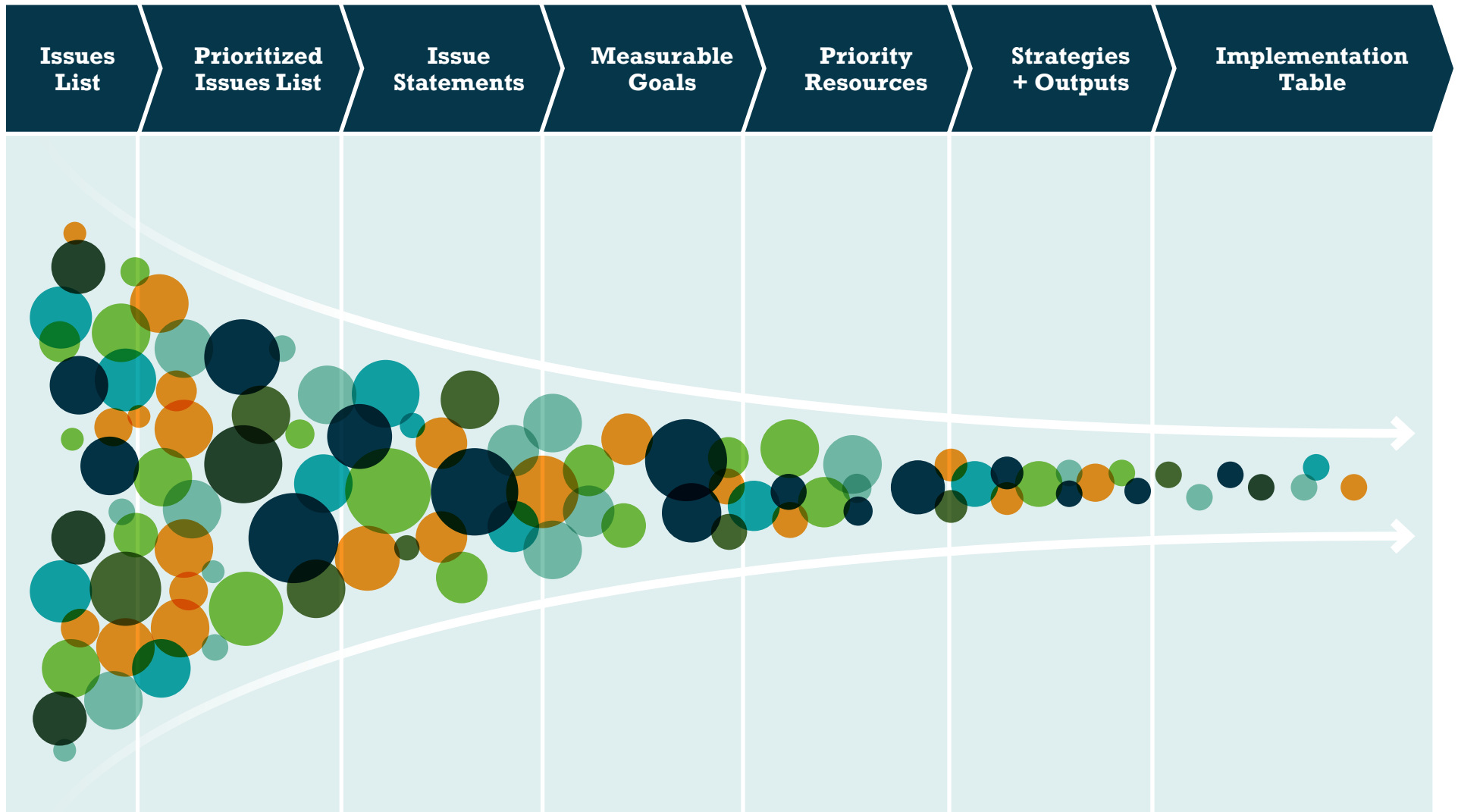


Figure 0.11: Plan Development Graphic

Priority Issue Statement

The agreed upon issues that are identified as the focus of the Plan though a prioritization process.

Issue

Problems, risks, or opportunities for a watershed’s priority resources.

Prioritized Issues List

The issues for the Le Sueur River Comprehensive Watershed Management Plan (Plan) were generated and prioritized with input from the public, ST, TAC, PC, state agencies, and existing local management plans and studies (see Figure 0.12).

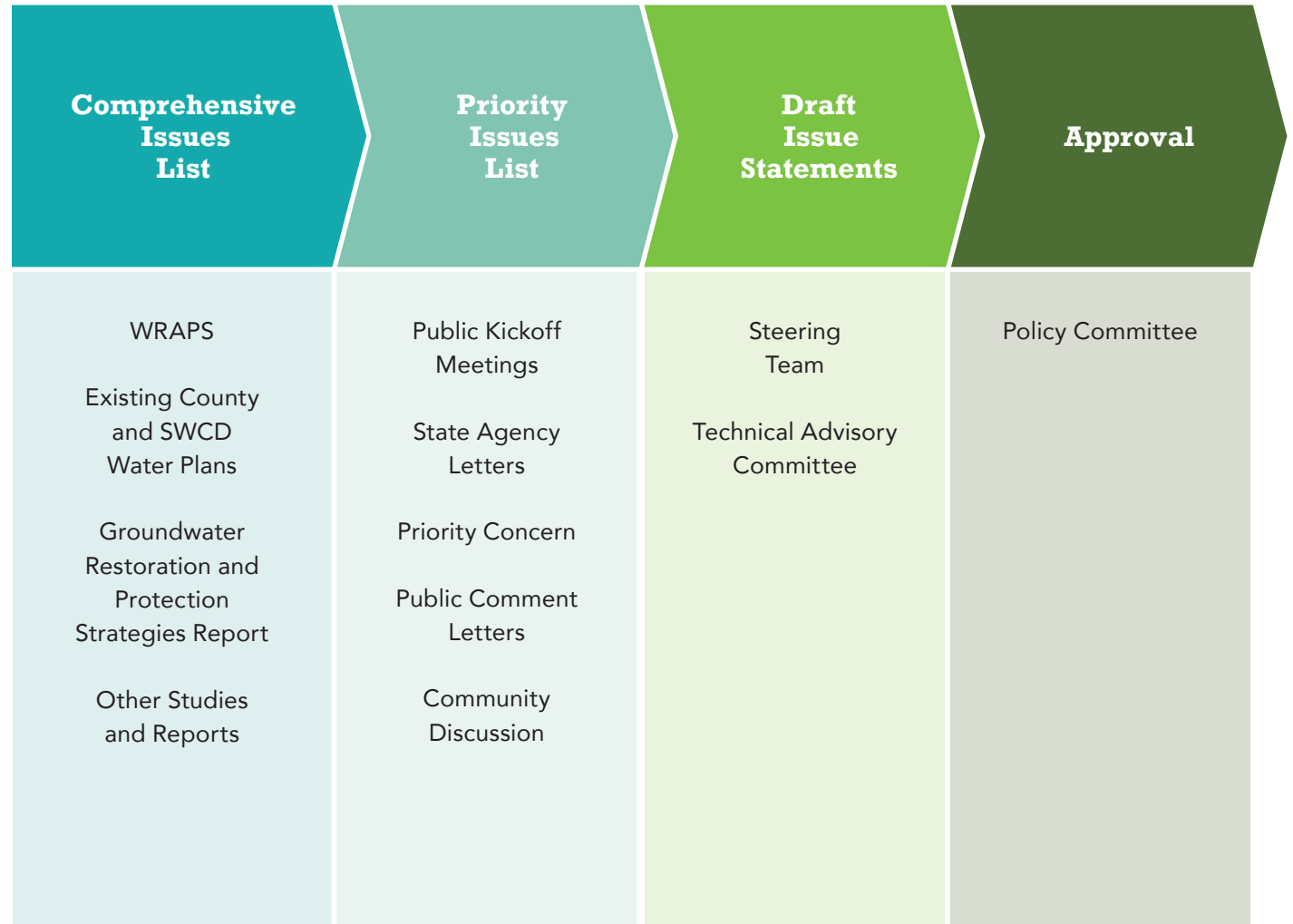


Figure 0.12 Prioritized Issues List

Resource Categories

Broad Resource Types

One of the first steps of the planning process is **data aggregation**. This process involves the review of all existing natural resource plans, studies, and related documents within the watershed and compiling local priorities and key takeaways from each document. Comments from the public, state agencies, local units of government, and other interested parties were also reviewed and incorporated into this process. All the comments and data gathered during the data aggregation process were grouped according to the type of resource the data addressed. There were three broad resource types.



Surface water



Groundwater



Natural resources

Non-Resource Categories

Although it is not a specific resource type, a leadership category also emerged as a priority throughout the data aggregation process, capturing concerns related to educational efforts for the public and decision makers, general support of conservation work, and more. Emerging issues and quality of life categories contained fewer concerns, but were still worth mentioning.



Leadership



Emerging issues



Quality of life

Categorization

Within each resource type, data were categorized according to major themes, such as the quality or quantity of the resource. Finally, each comment and data point was further classified as a value, concern, or strategy.

The values and concerns for each resource category were considered in drafting the issue statements. Strategies were considered as means to address the issue statements after the preliminary goals were established.

Data Aggregation

Data aggregation is the compiling of information from databases with intent to prepare combined datasets for data processing.

Priority Issue Statements and Goals

Table 0.1 contains a summary of all individual issue statements that were developed through the data aggregation process, including those that were not carried forward through the planning process. Each statement below was reviewed by the Technical Advisory Committee and Steering Team, and ranked according to level of priority, as shown by the weighted averages in the table. Issue statements were ranked high (an absolute priority or inclusion in this 10-year plan), medium (a priority, but only if time and money allow), and low priority (not a priority for this 10-year plan and okay to not include in plan) as shown in the table below. As the TAC and ST provided feedback, issue statements with overlapping content or high value secondary benefits were combined. Those combined issue statements are presented later in the plan document as the 9 priority issue statements.

Table 0.1: Issue Statements

High Priority Issue Statements	Weighted Average
There is degraded water quality in rivers and streams due to high sediment and nutrient loading.	7
There is degraded water quality in lakes due to excess nutrients, specifically phosphorus.	6.63
Increases in peak flows and annual flow volume as a result of altered hydrology, shifts in cropping practices, increase in drainage, and decrease in evapotranspiration.	6.63
Degraded soil health has led to reduced soil water retention, decreased infiltration, and increased erosion furthering the impacts of altered hydrology.	6.25
Erosion of agricultural lands delivers sediments to waterbodies.	6.25
Ravine, bank, and bluff erosion contribute sediment to rivers and streams and pose a risk to damage or loss of public and private infrastructure.	5.88
A significant loss of wetlands and wetland function from historical ditching, drainage, and land use changes.	5.88
Increased precipitation amounts and intensities contribute to higher peak flow rates and increased volume of runoff.	5.5
Increases in flooding frequency and intensity has created risks to public safety and vital infrastructure.	5.13
The Le Sueur River delivers large sediment loads to downstream waters such as the Blue Earth River, Minnesota River, and Lake Pepin.	5.13
A lack of technical understanding amongst decision makers and public related to issues and strategies for protection of surface water, groundwater quality and quantity, and drinking water.	5.13

Table 0.1 (Continued): Issue Statements

Medium Priority Issue Statement	Weighted Average
Streams are impaired due to high E. Coli (bacteria) levels in surface waters.	4.75
A lack of implementation of multipurpose drainage management practices.	4.75
The implementation of voluntary best management practices has not met the level of adoption needed to meet watershed goals.	4.75
Poor surface water quality and habitat degradation limit outdoor recreation.	4.75
A reduction in quality and quantity of riparian and shoreland habitat.	4.38
Poor water quality causes a lack of diversity and abundance in aquatic life and habitat.	4.38
Increased flood risk due to reduction or loss of floodplain connectivity.	4
Insufficient collaboration and coordination between citizens, LGUs, and state agencies.	4
Elevated contaminants in groundwater, particularly nitrates, are an ongoing threat to drinking water quality and public health.	4
Urban, industrial, and commercial runoff contaminants such as pesticides, fertilizers, oil, metals, pathogens, salt, debris, etc. degrade water quality.	3.63
Aquatic invasive species (AIS) threaten native ecosystems and recreational opportunities.	3.63
Limited staff capacity, staff turnover, and funding limit progress toward watershed goals	3.63
A loss of groundwater recharge as a result of altered hydrology.	3.63
There is insufficient testing of groundwater contaminants to assess drinking water quality and safety.	3.63
The Le Sueur River delivers large nutrient loads to downstream waters including the Mississippi River and the Gulf of Mexico.	3.25
A loss or degradation of natural corridors fragments upland habitat.	3.25





Table 0.1 (Continued): Issue Statements

Low Priority Issue Statement	Weighted Average
Terrestrial invasive species threaten native ecosystems and recreational opportunities.	2.88
A lack of monitoring data, analysis, and research across the watershed to assess waterbodies and inform watershed planning.	2.5
A lack of consistency and coordination across and between counties in the process and proceedings of drainage management.	2.5
State programs do not allow enough flexibility to meet local needs.	2.5
Increases in impervious surfaces in urban areas increase runoff volumes and velocities.	2.13
Contaminants of emerging concern (PFAS, PCBs, etc.) pose an uncertain risk to human health	2.13
There may be a lack of regulatory controls on development in and near sensitive habitat areas	1.75
A lack of consistency and coordination across and between counties related to ordinances, policy, and enforcement.	1.75
Barriers such as dams, weirs, and culverts restricts aquatic connectivity.	1.38

Aggregated By Resource Concern






Once the issue statements were ranked high, medium, and low priority, they were aggregated by resource concern to create concise issue statements for each concern. *Table 0.2* shows the high priority aggregated issue statements, organized by resource concern. The table also contains individual weighted averages for each issue statement and an overall resource concern average. These averages determined the resource concern ranking shown in the left-hand column. These issue statement were determined to be the top priority for the watershed and will be the focus areas that this plan will address in the next 10 years.

Table 0.2: Priority Issue Statements Aggregated By Resource Concern

Rank	Resource Concerns	Issue Statement(s)	Individual Issues Weighted Average	Resource Concern Total Averages
1	 Water Quality in Rivers and Streams	There is degraded water quality in rivers and streams due to high sediment and nutrient loading.	7	7
2	 Water Quality in Lakes	There is degraded water quality in lakes due to excess nutrients, specifically phosphorus.	6.63	6.63
3	 Erosion	Degraded soil health has led to reduced soil water retention, decreased infiltration, and increased erosion furthering the impacts of altered hydrology.	6.25	6.13
		Erosion of agricultural lands delivers sediments to waterbodies.	6.25	
		Ravine, bank, and bluff erosion contribute sediment to rivers and streams and pose a risk to damage or loss of public and private infrastructure.	5.88	
4	 Water Quantity and Flooding	Increases in peak flows and annual flow volume as a result of altered hydrology, shifts in cropping practices, increase in drainage, and decrease in evapotranspiration.*	6.63	5.75
		Increased precipitation amounts and intensities contribute to higher peak flow rates and increased volume of runoff.*	5.5	
		Increases in flooding frequency and intensity has created risks to public safety and vital infrastructure.*	5.13	

*Combined into one issue statement to reflect complexity and interconnectedness of factors influencing water quantity, rate, and flooding.

Table 0.2 (Continued): Priority Issue Statements Aggregated By Resource Concern

Rank	Resource Concerns	Issue Statement(s)	Individual Issues Weighted Average	Resource Concern Total Averages
5	 Wetlands	A significant loss of wetlands and wetland function from historical ditching, drainage, and land use changes.	5.88	5.88
6	 Leadership	A lack of technical understanding amongst decision makers and public related to issues and strategies for protection of surface water, groundwater quality and quantity, and drinking water.	5.13	4.88
		The implementation of voluntary best management practices has not met the level of adoption needed to meet watershed goals.	4.75	4.75
7	 Bacteria in Rivers and Streams	Streams are impaired due to high E. Coli (bacteria) levels in surface waters.	4.75	4.75
8	 Riparian and Shorelands	A reduction in quality and quantity of riparian and shoreland habitat.	4.38	4.38
9	 Groundwater Protection	Elevated contaminants in groundwater, particularly nitrates and arsenic, are an ongoing threat to drinking water quality and public health.	4	4

Measurable Goals

Measurable goals for each issue statement were established to guide the development of strategies and implementation action items. A review of previous studies and existing resources was conducted to build a draft list of strategies and implementation actions. This list was reviewed, along with the issue statements, to determine what additional strategies and implementation actions were needed to fully address the priority issue statement goals. This process led to a final list of strategies and implementation actions that would be used to develop the measurable goals. The Hydrologic Simulation Program – Fortran (HSPF) watershed model and spreadsheet targeting tool provided ISG with the necessary tools to simulate the impacts of the Steering Team’s selected implementation actions and develop numeric, measurable goals. The Plan’s goals were compared to the goals in the WRAPS for a point of reference regarding the Steering Team’s desired achievements. Existing and desired level of effort was used for measurable goals that lack appropriate models or studies to quantify, such as outreach and education and groundwater quality actions. Once the implementation tables were assembled, the goals and measurable goals were refined to better align with the anticipated level of effort and expected funding levels for each action item. Details for each priority issue and targeting approach are provided in *sections 3 and 4*.

Implementation Actions and Programs

The activities that will be undertaken to address the priority issues are presented in the Plan. The existing implementation programs are detailed in *Section 5*, and the anticipated efforts for implementation actions are summarized within the implementation tables in *Section 4*. Plan implementation costs, based on the implementation tables, is approximately \$29,602,100. These efforts include 56 unique BMPs or action items, and will result in reductions at the Le Sueur River outlet totaling 3% reduction for total suspended solids, 5% reduction for total phosphorus, and a 2% reduction for total nitrogen. To keep implementation efforts organized, separate tables were completed for Best Management Practices (BMP), Education and Outreach, and Data, Studies, and Monitoring. Tracking implementation and completion of items within the implementation tables will assist the Partnership with reporting progress towards achieving the identified measurable goals detailed in *Section 3*. Tracking will be completed by calculating project reductions and compiling them in a spreadsheet to develop running totals. The spreadsheet will be developed by the Steering Team after the Plan has been adopted.

Plan Administration and Coordination

The Policy Committee decided to form a Joint Powers Collaboration upon plan adoption. The Joint Power Collaborative will develop appropriate legal obligations and corresponding content. The agreement will clearly establish the roles and responsibilities of all signing entities to implement the Plan. Plan implementation will be coordinated by the plan coordinator and fiscal agent. These representatives from the partnership will work together to guide the group through work planning and project selection, grant reporting, and other tasks as necessary. The plan coordinator will schedule and facilitate meetings, and be responsible for bringing information to the Policy Committee to review.

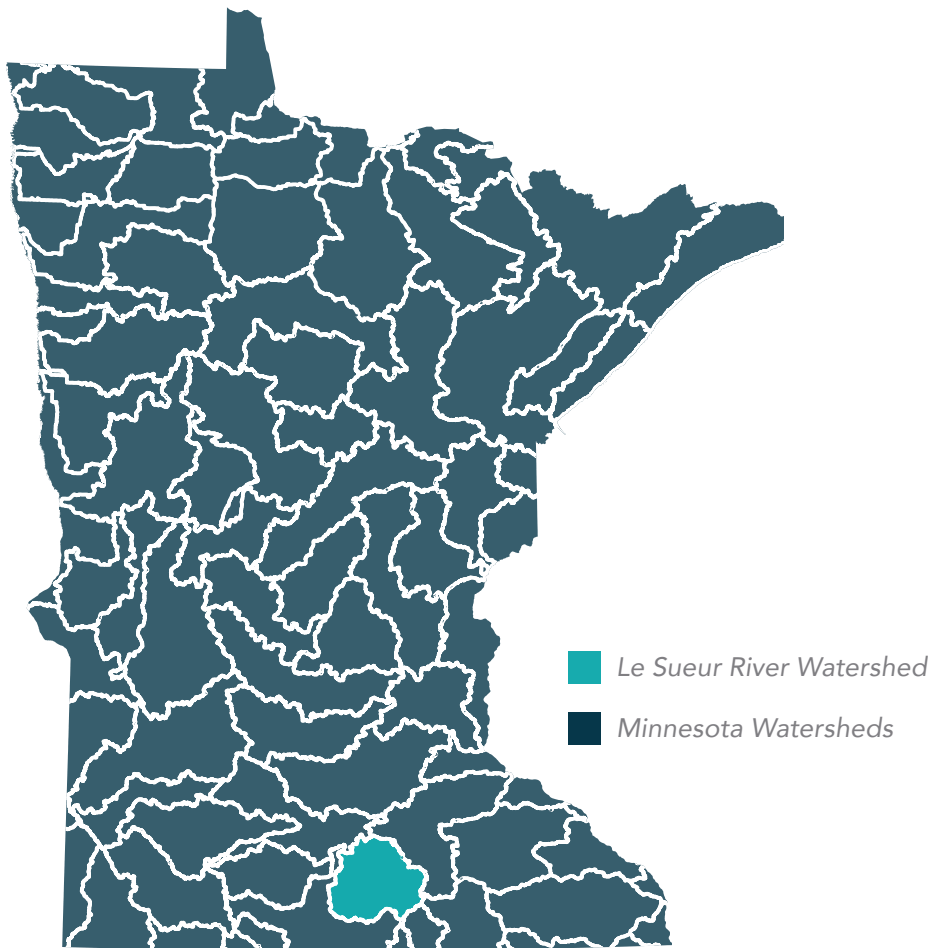


Figure 1.1: Minnesota Watersheds

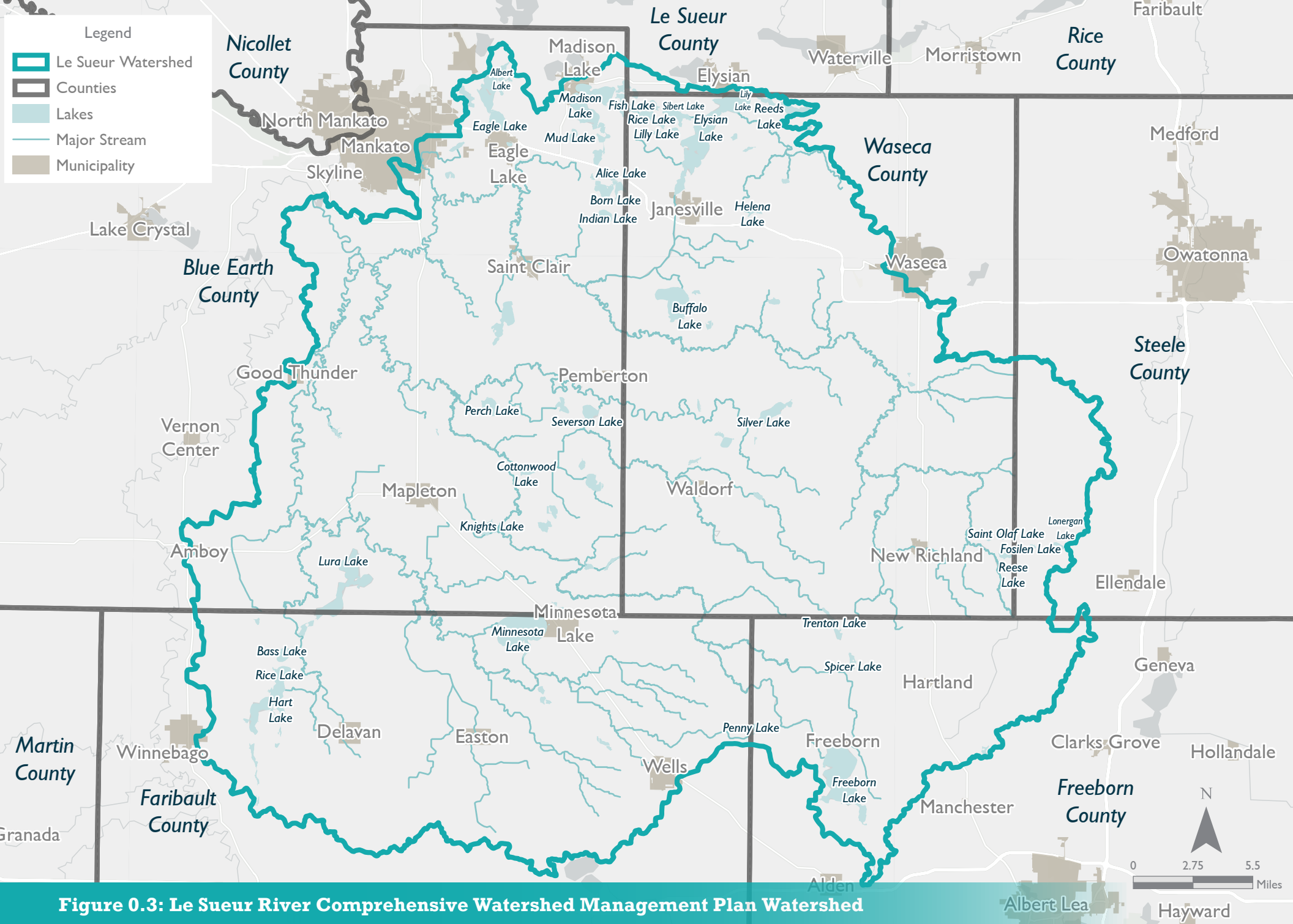


Figure 0.3: Le Sueur River Comprehensive Watershed Management Plan Watershed

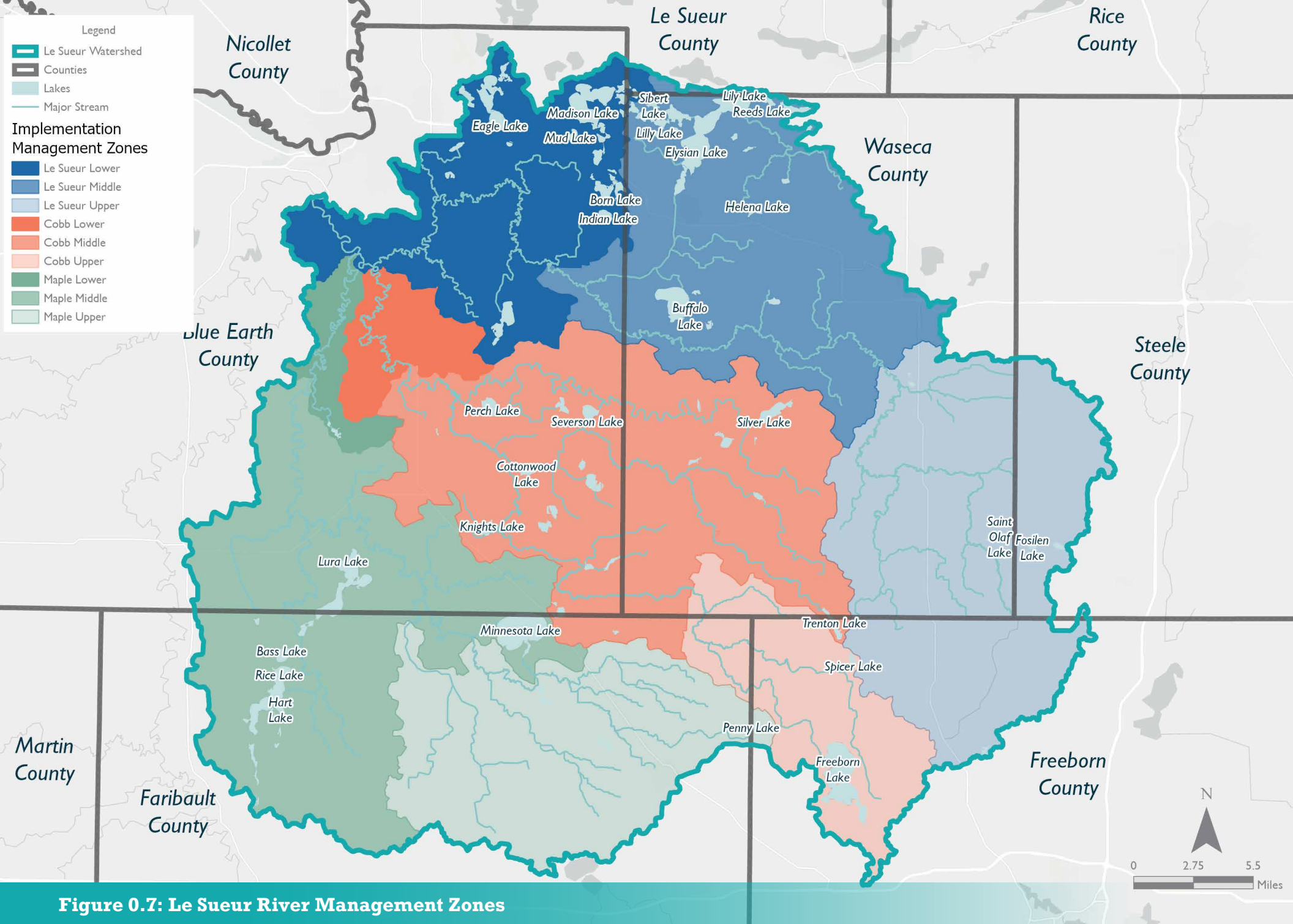


Figure 0.7: Le Sueur River Management Zones

BOARD MEETING AGENDA ITEM

AGENDA ITEM TITLE: City of Beardsley Dry Lake Grant

Meeting Date: August 24, 2023

Agenda Category: Committee Recommendation New Business Old Business

Item Type: Decision Discussion Information

Section/Region: Southern

Contact: Ed Lenz

Prepared by: Jason Beckler

Reviewed by: Southern Regional Committee Committee(s)

Presented by: Ed Lenz

Audio/Visual Equipment Needed for Agenda Item Presentation

Attachments: Resolution Order Map Other Supporting Information

Fiscal/Policy Impact

- | | |
|---|---|
| <input type="checkbox"/> None | <input checked="" type="checkbox"/> General Fund Budget |
| <input type="checkbox"/> Amended Policy Requested | <input type="checkbox"/> Capital Budget |
| <input type="checkbox"/> New Policy Requested | <input type="checkbox"/> Outdoor Heritage Fund Budget |
| <input type="checkbox"/> Other: | <input type="checkbox"/> Clean Water Fund Budget |

ACTION REQUESTED

Approval and execution of FY 2024 grant agreement for the City of Beardsley.

LINKS TO ADDITIONAL INFORMATION

SUMMARY *(Consider: history, reason for consideration now, alternatives evaluated, basis for recommendation)*

In the winter of 1996-97 over 100 inches of snowfall covered the City of Beardsley and surrounding areas. Runoff during the 1997 spring melting period caused flooding in Dry Lake, located just north of town.

The lake’s water surface rose 19 feet and the surface of the lake grew eleven times larger than levels recorded in the last DNR survey.

The flooding of Dry Lake inundated the Beardsley wastewater treatment system, overtopped two state highways and a county road. It caused wide-spread basement flooding to those within the city limits of Beardsley.

The City of Beardsley worked with the Federal Emergency Management Agency (FEMA) and the Minnesota Department of Natural Resources (MnDNR) to install 2.6 miles of 36-inch RCP outflow pipe in 1997, under

emergency action. This project, known as the Beardsley-Dry Lake Diversion Project, was built to provide water quality and flood damage reduction to flooding issues related to Dry Lake.

The pipe has since experienced seepage, sinking, and erosion issues resulting in sinkholes forming during the summer of 2019.

Current estimates for total project cost range between \$4 Million and \$5 Million.

The City of Beardsley is eligible to receive a \$2,000,000 FY 2024 grant through Minnesota Statutes 2023 Regular Session, Chapter 72, Article 2, Section 5 from the Minnesota Board of Water and Soil Resources (BWSR).

This grant can be used to pay for the removal, and replacement or repair of a portion of drain tile in the gravity pipe system designed to remove excess water from Dry Lake and prevent flooding in the City of Beardsley.

The City must undertake this project in coordination with the Upper Minnesota River Watershed District.

Funding for the FY 2024 City of Beardsley Dry Lake Grant is a pass-through grant that requires BWSR approval before funds can be appropriated to the City of Beardsley.

Board Resolution # - _____

City of Beardsley Dry Lake Grant

WHEREAS, The City of Beardsley is eligible to receive a \$2,000,000 FY 2024 grant through Minnesota Statutes 2023 Regular Session, Chapter 72, Article 2, Section 5 from the Minnesota Board of Water and Soil Resources (BWSR).; and

WHEREAS, This grant is available for the removal, and replacement or repair of a portion of drain tile in the gravity pipe system designed to remove excess water from Dry Lake and prevent flooding in the City of Beardsley.; and

WHEREAS, The City of Beardsley must undertake this project in coordination with the Upper Minnesota River Watershed District.; and

WHEREAS, On July 25, 2023, the Southern Regional Committee met to review the City of Beardsley Dry Lake Grant. The Committee’s decision was to present a recommendation of approval of this Grant to the Board.

THEREFORE, BE IT RESOLVED, the Board of Water and Soil Resources authorizes staff to enter into a grant agreement with the City of Beardsley consistent with this resolution.

Date: _____

Todd Holman, Chair
Minnesota Board of Water and Soil Resources



August 24, 2023

City of Beardsley
c/o Kayla Holtz, Mayor
P.O. Box 238
Beardsley, MN 56211

RE: City of Beardsley Dry Lake Grant

Dear Mayor Holtz:

The Minnesota Board of Water and Soil Resources (BWSR) is pleased to inform you the resolution to enter into a grant agreement with the City of Beardsley for the removal, and replacement or repair of the Dry Lake outflow pipe was approved at its regular meeting held on August 24, 2023. Attached is the signed resolution that documents approval.

The BWSR looks forward to working with you as you address the issues related to the Dry Lake outflow pipe.

Please contact Board Conservationist Jason Beckler of our staff at 507-829-8204 or jason.beckler@state.mn.us for further assistance in this matter.

Sincerely,

Todd Holman, Chair
Minnesota Board of Water and Soil Resources

Enclosure: BWSR Board Resolution

CC: Amber Doschadis, Upper Minnesota River Watershed District Administrator (via email)
Ed Lenz, BWSR Regional Manager (via email)
Jason Beckler, BWSR Board Conservationist (via email)
Rachel Mueller, BWSR (file copy)

Technical Memorandum

To: Amber Doschadis
Administrator – Upper Minnesota River
Watershed District

From: Lisa Odens PE, CFM
Houston Engineering, Inc.

Subject: Evaluation of Dry Lake Tile – Revised (added Certification)

Date: January 16, 2020

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am duly Licensed Professional Engineer under the laws of the State of MN.



1-16-2020

Lisa D Odens
Reg. No. 51685

Date

CONTENTS

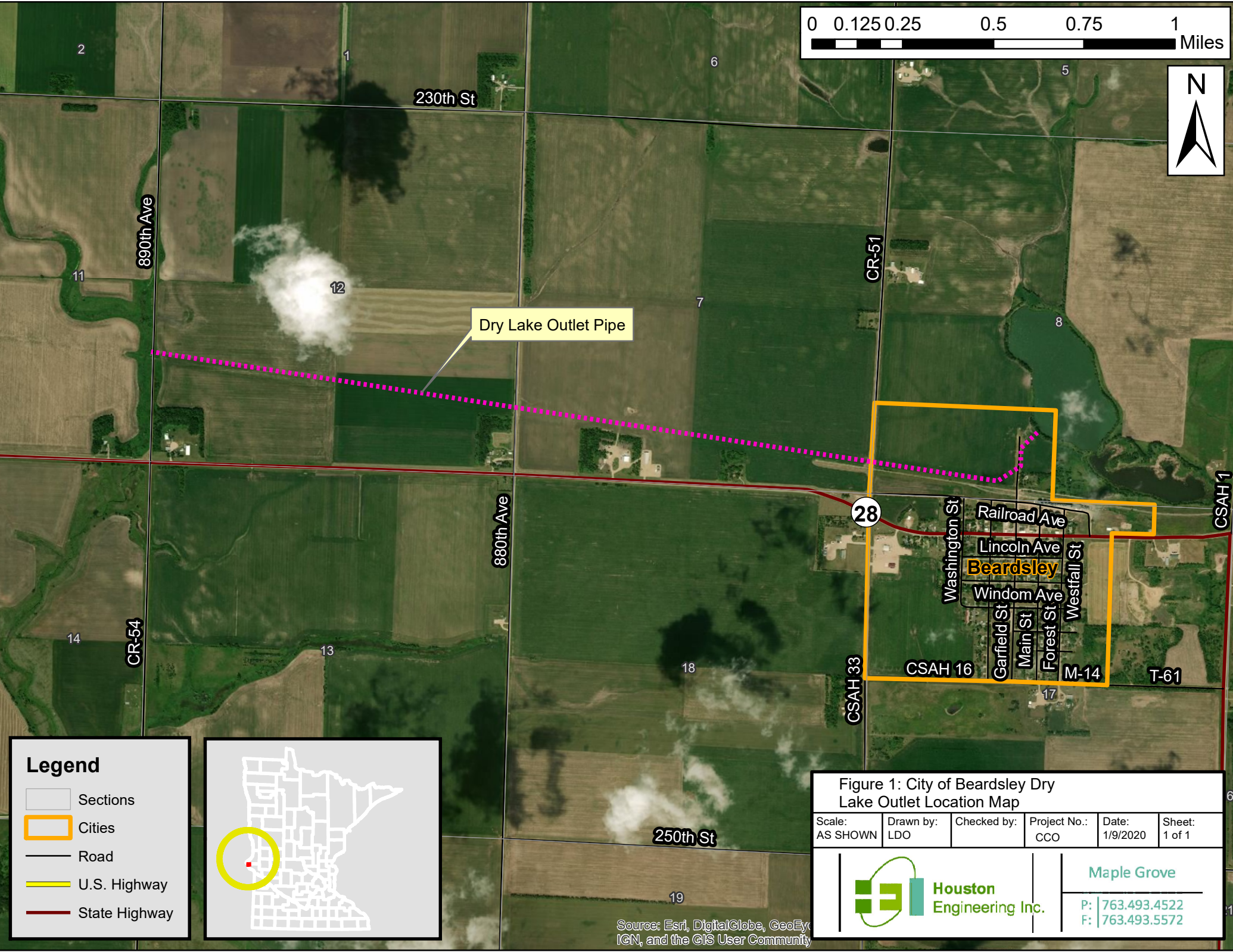
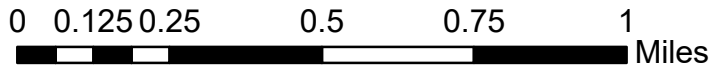
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Evaluation of Existing Tile Condition	4
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Alternatives, Prioritization, and Costs	6
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Attachment 2 – Analysis of HydroGeology	
Attachment 3 – Engineer’s Opinion of Probable Construction Cost	
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INTRODUCTION AND BACKGROUND

The City of Beardsley worked with the Federal Emergency Management Agency (FEMA) and the Minnesota Department of Natural Resources (MnDNR) to install a 36-inch RCP outflow pipe in 1997. This project, known as the “Beardsley- Dry Lake Diversion Project, was built to provide water quality and flood damage reduction to flooding issues related to Dry Lake. The location of this outlet is shown in **Figure 1**. The plans are dated July 1997, and were developed by Widseth Smith Nolting (WSN). Record drawings were recorded with a February 1998 date.

FEMA paid the cost of original construction under an agreement with the City the future operations, maintenance and inspection would be the City’s obligation. During project development, the Upper Minnesota Watershed District (UMRWD), Big Stone County, and the MnDNR agreed that the UMRWD was the best entity to undertake responsibility for the project obligations. The City of Beardsley petitioned the UMRWD to establish the project as a Watershed District Project pursuant to statute 103D. In response to this petition the watershed project was established in January of 2000.






The pipe has since experienced seepage, sinking, and erosion issues resulting in a sinkhole forming during the summer of 2019. The sinkhole was temporarily repaired by removing approximately 80 feet of pipe and cutting back side slopes, see **Figure 2**.



Dry Lake Outlet Pipe

Beardsley

Legend

-  Sections
-  Cities
-  Road
-  U.S. Highway
-  State Highway

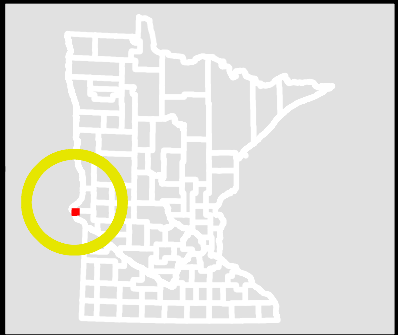


Figure 1: City of Beardsley Dry Lake Outlet Location Map

Scale: AS SHOWN	Drawn by: LDO	Checked by:	Project No.: CCO	Date: 1/9/2020	Sheet: 1 of 1
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Maple Grove

P: 763.493.4522
F: 763.493.5572

Source: Esri, DigitalGlobe, GeoEye, IGN, and the GIS User Community



Figure 2: Temporary Modification at Sinkhole (Approximately Station 35+00)

The UMRWD contracted with Johnson Jet-Line Sewer Cleaning & Pipe Inspection to perform televising of the 2.6 mile-long pipe in the summer and fall of 2019. The pipe was accessed using the existing manholes in 14 segments, shown in **Attachment 1**. Some segments of the pipe were not televised due to either grade, sediment, or complications with backwater.

The purpose of this memorandum is to provide a summary of the televising effort and develop a recommended conceptual repair for the pipe. The televising reports are available in **Appendix B**.

EVALUATION OF EXISTING TILE CONDITION

The televising reports were reviewed, and measurements converted to stationing, for comparison to the Record Drawings (**Appendix A**). **Attachment 1** details a summary of observations made within the televising reports. In the lower portion of this figure, a series of marks show the noted issues with the pipe. Noted issues were summarized as either a “Crack/Break/Spalling”, “Infiltration/Joint”, “Not Televised”, “Camera Under Water”, or “Sediment/Blockage”. Also shown near the bottom of the figure are locations where televising was determined infeasible and not completed.

Attachment 1 also shows the pipe invert, top of pipe, manhole locations, and ground surface elevations. The ground surface elevations are based on LiDAR in the approximate location of the pipe.

SUMMARY OF ISSUES

- **Cracking:** Some segments of the pipe exhibit multiple transverse cracks and longitudinal cracks. Not all cracks require repair, rehabilitation or replacement. However, longitudinal cracks can be an indicator that the steel has taken a portion of the loading. According to the American Concrete Pipe Association: *Cracks less than 0.01 inches in width are minor and only need to be noted in the inspection report. Cracks greater than hairline cracks, or those more than 0.01 inch in width but less than 0.1 inches, should be described in the inspection report and noted as possible candidates for maintenance. Longitudinal cracking in excess of 0.1 inch in width may indicate overloading or poor bedding. If the pipe is placed on hard material and backfill is not adequately compacted around the pipe or under the haunches of the pipe, loads will be concentrated along the bottom of the pipe and may result in flexure or shear cracking.*
Cracking or sprawling that has reached a point of exposed reinforcement, is a candidate for repair, depending on severity of the cracking and the soil conditions, i.e. corrosivity of the water. Exposed reinforcement was observed in one location and exposed aggregate was observed in several locations. Feasibility of reusing and rebedding the cracked pipe segments cannot full be known until the pipe is exposed.
- **Pipe Settlement / Pipe Grade Issues:** Significant portions of the pipe appear to have settled unevenly or been placed an improper grade, as indicated by standing water in the pipe (including locations televised under water or not televised at all). Sediment or other blockages may contribute to some of these standing water levels. However, it is likely most of these segments have flat or negative grades. These grade issues may be from initial construction or settling over time

- Infiltration and Joint Issues: Several portions of the pipe have prevalent infiltration or joint offset issues. Records from construction are unavailable but given the extent of infiltration it is likely the joints were not wrapped. This, combined with pipe separation due to settling, allows adjacent sediment to enter the pipe, which creates a cavity. These cavities and infiltration issues are likely contributing to the other observed issues, such as settling and cracking.
- Sediment and Blockages: Likely related to the infiltration and joint issues, there are several locations where sediment or blockages were observed in the pipe. In one instance, sediment caused the televising to be abandoned. Some blockages appear to be caused by roots growing into the pipe joint, and/or debris entering from the lake outlet structure.

OPINION OF PROBABLE CAUSES

The observed issues indicate poor bedding compaction and possible lack of joint wrapping during installation. The longitudinal cracking indicates that compaction around the pipe haunches was not adequate. The infiltration and joint issues indicate that the joints were not wrapped. The infiltration has likely caused sedimentation and cavities, which has likely contributed to the settling and grade issues.

Several segments of this pipe have significant bury depths, which would require Class II, Class III, and Class IV RCP pipe. Specifications from construction of the outlet pipe were not available for review, therefore the class of pipe used throughout is unknown. Televising showed pipe class and date stamps at stations 1+05 and 1+51, indicating class II pipe. In this area Class II would be expected, but if the class of pipe was not increased in areas of increased bury depth, that too could be contributing to the poor pipe conditions.

POTENTIAL REPAIR TYPES

- Excavate, Replace Bedding, Reset, and Wrap Joints: In locations where the pipe is in good condition, it can be excavated, and reset on new compacted bedding. At this time, joints can be wrapped, and watertight gaskets can be installed. Cracked, broken or spalled pipe sections should be replaced.
- Clean Sediment and Debris: Accumulated sediment and debris reduces the capacity of the pipe, which is a significant issue in the spring and summer when the outlet pipe runs full a significant portion of time. This sediment can be removed by jetting and vacuuming to bring the function back to full capacity.
- Spot Repair – Pipe Replacement: In isolated locations where pipe has failed, the individual segments can be replaced with reinforced concrete pipe.
- Large Segment Pipe Replacement with HDPE: As alternative to repairs to the existing pipe, large sections (or the entire pipe) can be removed, disposed of, and replaced with non-perforated dual-wall high density polyethylene (HDPE). To avoid infiltration and root intrusion, the HDPE can be specified to a watertight standard.
- Continued Monitoring: In areas where the pipe conditions do not have observed issues, further monitoring can be done. While there currently are not observed problems, it is likely the causes of other issues are present through these segments too and similar issues may present themselves in the future.
- Pipe Lining: In some circumstances, cracked pipes may be lined to add service life, either with a smaller pipe (slip-lining) or through a cured-in-place liner. The smoothness of these liners sometimes maintains the capacity of the pipe despite the loss in inside diameter and cross-sectional area. However, lining the Dry Lake outlet pipe is infeasible due to the settlement and grade issues, which

would remain (and likely continue to worsen) following a pipe lining. We do not recommend that pipe lining be further considered.

ALTERNATIVES, PRIORITIZATION, AND COSTS

Three alternatives have been conceptualized, providing varying levels of cost and risk avoidance.

ALTERNATIVE 1 – SPOT REPAIR, SALVAGE AND REINSTALL RCP WHERE FEASIBLE

The alternative includes, at locations requiring repair as noted in **Attachment 1**, salvaging and reinstalling the pipe sections that are not cracked or broken, and furnishing and installing new reinforced concrete pipe to replace broken segments. To avoid future infiltration problems, it is recommended that all joints be wrapped.

This alternative includes the resetting all manholes at locations of pipe repair. However, it is recommended that prior to or at the beginning of construction, manholes be surveyed and those that have not experienced settling be preserved in place along with the adjacent pipe segments.

This alternative also includes removal of significant sediment and blockages. These locations are located at approximate station 84+00, 86+00 and 107+50. Depending on the equipment available to the contractor, they may choose to excavate and replace the blocked sections for access.

This alternative potentially provides the least cost solution but does not address the access difficulties caused by manholes being located in the middle of agricultural field and buried 3 feet below the surface. The cost of this alternative may also rise substantially, if many pipe segments are determined to be unsalvageable once they are unearthed. For this reason, this alternative provides the least amount of certainty.

ALTERNATIVE 2 – SPOT REPAIR, REPLACE WITH HDPE

This alternative is similar to Alternative 1, except that in all locations requiring repair, the pipe is replaced with HDPE rather than being reused. This alternative also includes the replacement of manholes with HDPE riser structures located at section lines and quarter-quarter lines (along the tree line) to avoid the need to bury the accesses.

This alternative is more costly than Alternative 1, but the cost has greater certainty. This alternative also addresses access issues in locations where pipes are being replaced since the riser structures can daylight along tree lines. HDPE pipe does not bear loading itself, rather the weight is born by the compacted bedding around it. If HDPE pipe is utilized great attention should be taken to ensure that the contractor is following bedding and compaction specifications.

ALTERNATIVE 3 – FULL HDPE REPLACEMENT

This alternative assumes replacement of the entire outlet pipe with HDPE, with the exception of the outlet control structure, which is assumed to be in good condition. All RCP and manholes would be removed and disposed of. HDPE riser structures would be installed near section lines and quarter-quarter lines.

This alternative is the greatest cost, but is the lowest risk solution. This alternative also resolves access issues throughout the system. HDPE pipe does not bear loading itself, rather the weight is born by the compacted

bedding around it. If HDPE pipe is utilized great attention should be taken to ensure that the contractor is following bedding and compaction specifications.

PRIORTIZATION

The work described in the alternatives above may be completed in stages, to reduce up-front costs and facilitate a timelier completion of the most urgent repairs. We recommend that work be prioritized per the following schedule:

- Priority 1 – Re-lay or replace current failing pipe (Station 7+44 to 45+00): These repairs address the most urgent issues, including sinkholes and major pipe settlement.
- Priority 2 -- Remove sediment and blockages (Station 84+00, 86+50, 105+50): These relatively inexpensive repairs will remove inefficiencies at isolated locations in the system.
- Priority 3 – Re-lay or replace eminently failing pipe locations (Station 52+22 to 53+60, 65+00 to 77+75, 88+25 to 132+15, and 132+39 to 135+00): These locations do not currently cause major reductions in pipe capacity but are likely to deteriorate rapidly in the future.

The location of each priority work area is shown at the top of **Attachment 1**. Note that staging the work will increase long-term costs, due to additional mobilization of equipment, additional contractor procurement efforts, and a reduced economy of scale.

CONCEPTUAL ENGINEER'S OPINION OF PROBABLE CONSTRUCTION COST

An engineer's opinion of probable construction costs were developed for each of the three alternatives, and are shown in **Attachment 3**. The unit prices are based on average bid prices in the State of MN in 2018 and 2017, recent projects bid locally (Toelee Coulee), and engineering judgement. The costs of the preferred alternative should be revisited at the time of plan develop, to further refine costs.

RECOMMENDATION

At a minimum it is recommended that the Priority 1 project components be developed into construction plans and bids for the work be solicited. As construction begins, and manholes can be exposed for excess it is recommended that survey of manhole elevations be completed and additional televising be performed from Station 128+49 to the pipe inlet, to confirm the extent of damage in these locations, and potentially scale back the project. The board may also choose to perform only spot repairs at these locations, depending on the conditions observed from televising.

Due to the high cost of repairs it is recommended that only Priority 1 and Priority 2 locations be repaired/replaced at this time and remaining sections of the pipe be monitored. Alternative 2 (HDPE replacement) is recommended due the uncertainty associated with Alternative 1 (Alternative 1 cost may increase if more sections of pipe than anticipated are not salvageable). Additionally, Alternative 2 leaves open the option for the board to replace the entire pipe with HDPE during subsequent repairs.

CERTIFICATION

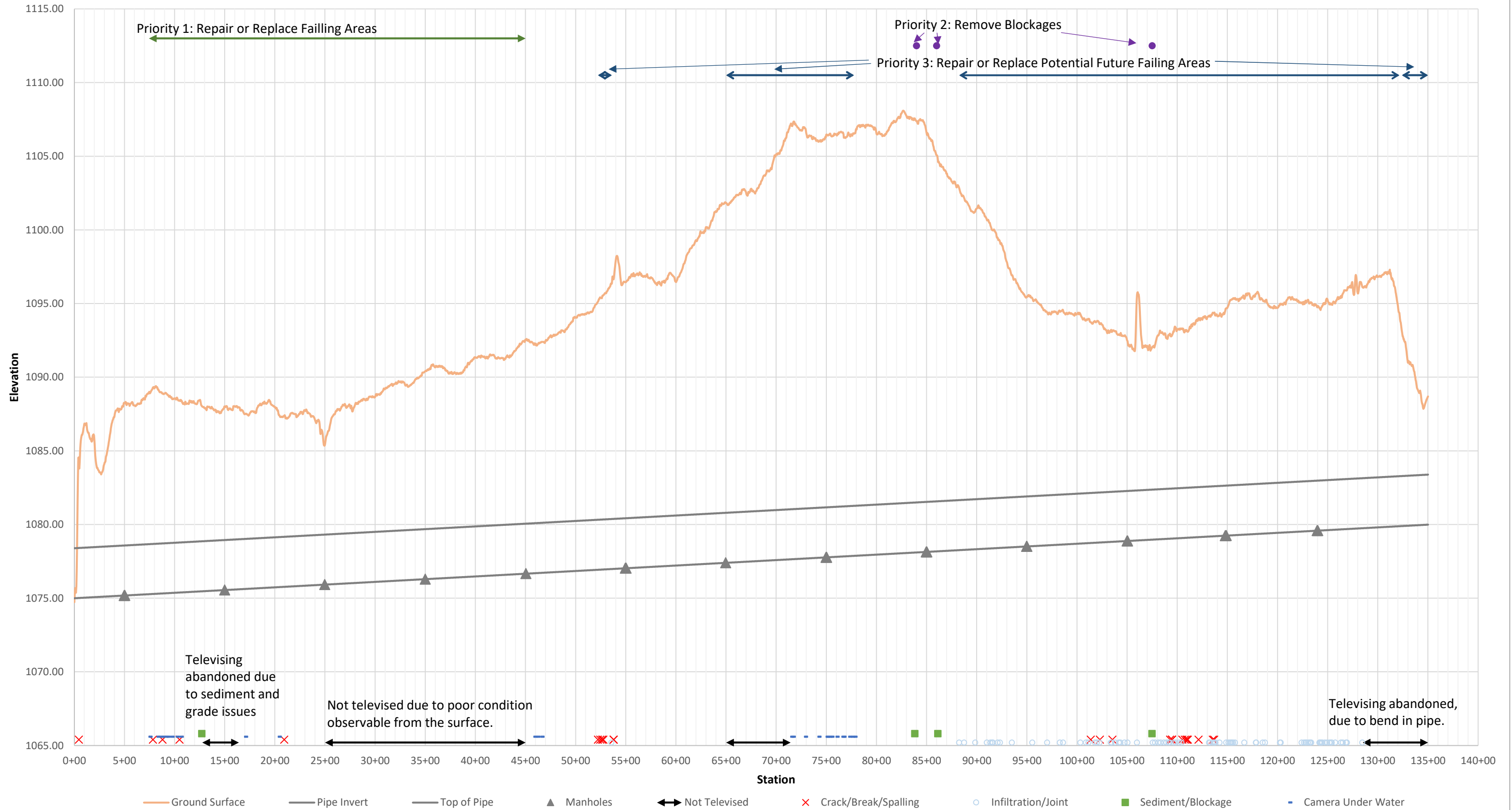
Per MN Statute 103D. 635, we certify that the project is in such a state of disrepair that it cannot be restored by normal and routine maintenance to the same condition as when it was originally constructed or subsequently improved.

Regular maintenance procedures may repair cracks or fill joints, but the none will resolve the observed issues from station 7+44 to 45+00 to restore the capacity of the pipe to the as constructed condition. The settling of the pipe from stations 7+44 to 45+00 requires excavation and repair or replacement of the pipes to resolve the grade issues.

A similar condition exists through Station 52+22 to 53+60, 65+00 to 77+75, 88+25 to 132+15, and 132+39 to 135+00; however, action on these segments is less urgent, until a time when the issues manifests in ground setting, blockages, or other failures. While the Board may choose to pursue these segments now, to prevent settling or an emergency repair, monitoring is also an appropriate action for these segments.

ATTACHMENT 1 -

Pipe Condition and Recommendation Summary



ATTACHMENT 2 – ANALYSIS OF HYDROGEOLOGY

Based on published geologic maps by the Minnesota Geological Survey, the pipeline section is constructed across several different surficial sediment types (Harris, 2006)¹. From the pipe outlet at Station 0+00 to approximately Station 7+00, the pipe is constructed in recent alluvial sediments (sand, silts and clay) associated with the unnamed intermittent channel west of the pipe outfall. From Station 7+00 to approximately Station 30+00, the surface geology consists of eroded glacial clay till sediments. These glacial clay till sediments are unsorted, unbedded pebbly clays, often containing cobbles and boulders. From Station 30+00 to the eastern origin of the pipe, the sediments are glacial clay tills directly deposited by glacial ice. The sedimentology of the redeposited sediments is the same as the source areas but may also contain former scour channels and thin veneers of river sediments¹.

Comparison of the documented pipe issue locations to surficial geologic conditions suggests only limited potential correlations. The western “sag” at the terminal end of the pipe (Station 0+00 to 10+00) generally correlates with the mapped extent of the recent alluvial sediments. It is possible that the geotechnical conditions of the recent alluvial sediments (sands, silts, clays) encountered in the trench are sufficiently different from the balance of the pipe trench (clay-rich glacial till) to have required different bedding or pipe construction efforts to meet project requirements.

Noted issues within the central and eastern portion of the pipe occur within normally competent glacial clay till sediments. Pipe issues near Station 27+00 may be related to changes in surficial sediments associated with a minor south-trending surface drainage, and potentially less-competent recent sediments within that drainage feature. There is the potential for encountering other features such as scours, channels and outwash lenses within the central and eastern portions of the pipe, but these are not evident on aerial imagery, or topographic data available for this project.

Groundwater is inferred to be present in the glacial till, primarily contained within vertical joints inherent in the near-surface glacial clay due to desiccation and weathering processes. In general, groundwater is present within 5 to 15 feet of the ground surface, although quantities are generally limited as the intersecting joints are of limited horizontal extent. As a result, it is unlikely that groundwater is present in sufficient quantities to significantly affect pipe competency.

Overall, aside from a potential correlation between pipe problems and the recent alluvial sediments of the western pipe outlet, there are no obvious geologic or hydrogeologic features that have contributed to the pipe issues documented in the survey.

¹ Harris, K.L.. (2006). Quaternary geology- Traverse-Grant area, west-central Minnesota [Part A]. Minnesota Geological Survey. Retrieved from the University of Minnesota Digital Conservancy, <http://hdl.handle.net/11299/59784>.

ATTACHMENT 3 -

Engineer's Opinion of Probable Construction Costs: Dry Lake Outlet Repair Alternatives

Alternative 1: Salvage or Replace RCP

Item	Description	Units	Unit Cost	Quantity - Priority 1	Extension	Quantity - Priority 2	Extension	Quantity - Priority 3	Extension
	Mobilization	LS	Varies	1	\$ 40,000			1	\$ 60,000
	Dewatering	LS	\$ 10,000	1	\$ 10,000		\$ -		\$ -
	Stripping and Stockpiling	CY	\$ 4	751.2	\$ 3,005		\$ -	1225.2	\$ 4,901
	Topsoil Respreading	CY	\$ 4	751.2	\$ 3,005		\$ -	1225.2	\$ 4,901
	Remove & Dispose of Inplace Culvert	LF	\$ 15	160	\$ 2,400		\$ -	352	\$ 5,280
	Remove & Dispose of Manhole	EACH	\$ 400		\$ -		\$ -		\$ -
	Salvage and Reinstall 36-Inch RCP (<12 feet depth)	LF	\$ 60	3596	\$ 215,760		\$ -	1473	\$ 88,380
	Salvage and Reinstall 36-Inch RCP (12-17 feet depth)	LF	\$ 75		\$ -		\$ -	2655	\$ 199,125
	Salvage and Reinstall 36-Inch RCP (>17 feet depth)	LF	\$ 95		\$ -		\$ -	1646	\$ 156,370
	Salvage and Reinstall Manhole Structures	EACH	\$ 3,000	5	\$ 15,000		\$ -	7	\$ 21,000
	Finish and Install 36-inch Class III RCP (<12 feet depth)	LF	\$ 140	160	\$ 22,400		\$ -	88	\$ 12,320
	Finish and Install 36-inch Class III RCP (12-17 feet depth)	LF	\$ 155		\$ -		\$ -	160	\$ 24,800
	Finish and Install 36-inch Class III RCP (>17 feet depth)	LF	\$ 175		\$ -		\$ -	104	\$ 18,200
	Finish and Install 36" HDPE Pipe Culvert (<12 feet depth)	LF	\$ 85		\$ -		\$ -		\$ -
	Furnish and Install 36" HDPE Pipe Culvert (12-17 feet depth)	LF	\$ 90		\$ -		\$ -		\$ -
	Furnish and Install 36" HDPE Pipe Culvert (>17 feet depth)	LF	\$ 110		\$ -		\$ -		\$ -
	Furnish and Install HDPE Riser Structures	EA	\$ 1,500		\$ -		\$ -		\$ -
	Furnish and Install 36" GS Pipe Apron	EA	\$ 1,000		\$ -		\$ -		\$ -
	Furnish and Install Granular Bedding	CY	\$ 30	2031	\$ 60,930		\$ -	3312	\$ 99,360
	Connect to Existing	EACH	\$ 2,000	2	\$ 4,000		\$ -	7	\$ 14,000
	Remove Sediment and Blockages	EACH	\$ 3,400		\$ -	3	\$ 10,200	1	\$ (3,400)
	Gravel Road Repair	EACH	\$ 2,500		\$ -		\$ -	1	\$ 2,500
	Erosion Control	LS	\$ 10,000	0.5	\$ 5,000		\$ -	0.5	\$ 5,000
TOTAL EXTENSIONS INCREMENT (in dollars):						\$ 381,500	\$ 10,200		\$ 712,737
TOTAL EXTENSIONS CUMMULATIVE (in dollars):						\$ 381,500	\$ 391,700		\$ 1,104,436
TOTAL EXTENSIONS CUMMULATIVE (in dollars) WITH CONTINGENCY (30%):						\$ 495,949	\$ 509,209		\$ 1,435,767

Alternative 2: Replace long sections with HDPE

Item	Description	Units	Unit Cost	Quantity - Priority 1	Extension	Quantity - Priority 2	Extension	Quantity - Priority 3	Extension
1	Mobilization	LS	Varies	1	\$ 40,000			1.00	\$ 60,000
2	Dewatering	LS	\$ 10,000	1	\$ 10,000		\$ -		\$ -
3	Stripping and Stockpiling	CY	\$ 4	751.2	\$ 3,005		\$ -	1225.2	\$ 4,901
4	Topsoil Respreading	CY	\$ 4	751.2	\$ 3,005		\$ -	1225.2	\$ 4,901
5	Remove & Dispose of Inplace Culvert	LF	\$ 15	3756	\$ 56,340		\$ -	6126	\$ 91,890
6	Remove & Dispose of Manhole	EACH	\$ 400	3	\$ 1,200		\$ -	3	\$ 1,200
7	Salvage and Reinstall 36-Inch RCP (<12 feet depth)	LF	\$ 60		\$ -		\$ -		\$ -
	Salvage and Reinstall 36-Inch RCP (12-17 feet depth)	LF	\$ 75		\$ -		\$ -		\$ -
	Salvage and Reinstall 36-Inch RCP (>17 feet depth)	LF	\$ 95		\$ -		\$ -		\$ -
8	Salvage and Reinstall Manhole Structures	EACH	\$ 3,000		\$ -		\$ -		\$ -
9	Finish and Install 36-inch Class III RCP (<12 feet depth)	LF	\$ 140		\$ -		\$ -		\$ -
	Finish and Install 36-inch Class III RCP (12-17 feet depth)	LF	\$ 155		\$ -		\$ -		\$ -
	Finish and Install 36-inch Class III RCP (>17 feet depth)	LF	\$ 175		\$ -		\$ -		\$ -
10	Furnish and Install 36" HDPE Pipe Culvert (<12 feet depth)	LF	\$ 85	3756	\$ 319,260	0	\$ -	1561	\$ 132,685
	Furnish and Install 36" HDPE Pipe Culvert (12-17 feet depth)	LF	\$ 90		\$ -	0	\$ -	2815	\$ 253,350
	Furnish and Install 36" HDPE Pipe Culvert (>17 feet depth)	LF	\$ 110		\$ -	0	\$ -	1750	\$ 192,500
11	Furnish and Install HDPE Riser Structures	EA	\$ 1,500	1	\$ 1,500		\$ -	1	\$ 1,500
12	Furnish and Install 36" GS Pipe Apron	EA	\$ 1,000		\$ -		\$ -	1	\$ 1,000
13	Furnish and Install Granular Bedding	CY	\$ 30	2029	\$ 60,870		\$ -	3309	\$ 99,270
15	Connect to Existing	EACH	\$ 2,000	2	\$ 4,000		\$ -	7	\$ 14,000
16	Remove Sediment and Blockages	EACH	\$ 3,400		\$ -	3	\$ 10,200	1	\$ (3,400)
17	Gravel Road Repair	EACH	\$ 2,500		\$ -		\$ -	1	\$ 2,500
18	Erosion Control	LS	\$ 10,000	0.5	\$ 5,000		\$ -	0.5	\$ 5,000
TOTAL EXTENSIONS INCREMENT (in dollars):						\$ 504,180	\$ 10,200		\$ 861,297
TOTAL EXTENSIONS CUMMULATIVE (in dollars):						\$ 504,180	\$ 514,380		\$ 1,375,676
TOTAL EXTENSIONS CUMMULATIVE (in dollars) WITH CONTINGENCY (30%):						\$ 655,433	\$ 668,693		\$ 1,788,379

Alternative 3: Full HDPE Replacement

Item	Description	Units	Unit Cost	Quantity - FULL HDPE Alternative	Extension
1	Mobilization	LS	Varies	1	\$ 160,000
2	Dewatering	LS	\$ 10,000	1	\$ 10,000
3	Stripping and Stockpiling	CY	\$ 4	2700	\$ 10,800
4	Topsoil Respreading	CY	\$ 4	2700	\$ 10,800
5	Remove & Dispose of Inplace Culvert	LF	\$ 15	13500	\$ 202,500
6	Remove & Dispose of Manhole	EACH	\$ 400	13	\$ 5,200
7	Salvage and Reinstall 36-Inch RCP (<12 feet depth)	LF	\$ 60		\$ -
	Salvage and Reinstall 36-Inch RCP (12-17 feet depth)	LF	\$ 75		\$ -
	Salvage and Reinstall 36-Inch RCP (>17 feet depth)	LF	\$ 95		\$ -
8	Salvage and Reinstall Manhole Structures	EACH	\$ 3,000		\$ -
9	Finish and Install 36-inch Class III RCP (<12 feet depth)	LF	\$ 140		\$ -
	Finish and Install 36-inch Class III RCP (12-17 feet depth)	LF	\$ 155		\$ -
	Finish and Install 36-inch Class III RCP (>17 feet depth)	LF	\$ 175		\$ -
10	Furnish and Install 36" HDPE Pipe Culvert (<12 feet depth)	LF	\$ 85	6000	\$ 510,000
	Furnish and Install 36" HDPE Pipe Culvert (12-17 feet depth)	LF	\$ 90	4300	\$ 387,000
	Furnish and Install 36" HDPE Pipe Culvert (>17 feet depth)	LF	\$ 110	3200	\$ 352,000
11	Furnish and Install HDPE Riser Structures	EA	\$ 1,500	6	\$ 9,000
12	Furnish and Install 36" GS Pipe Apron	EA	\$ 1,000	1	\$ 1,000
13	Furnish and Install Granular Bedding	CY	\$ 30	7294	\$ 218,820
15	Connect to Existing	EACH	\$ 2,000	2	\$ 4,000
16	Remove Sediment and Blockages	EACH	\$ 3,400		\$ -
17	Gravel Road Repair	EACH	\$ 2,500	3	\$ 7,500
18	Erosion Control	LS	\$ 10,000	1	\$ 10,000
TOTAL EXTENSIONS INCREMENT (in dollars):					\$ 1,898,620
TOTAL EXTENSIONS CUMMULATIVE (in dollars):					\$ 1,898,620
TOTAL EXTENSIONS CUMMULATIVE (in dollars) WITH CONTINGENCY (30%):					\$ 2,468,206



APPENDIX A – RECORD DRAWINGS



APPENDIX B – TELEVISION REPORTS

Engineer's Opinion of Probable Costs: Dry Lake Outlet Repair Alternatives (Assumed 2025 Construction)

Prepared 6-15-2023

Alternative 3: Full Plastic* Replacement

Item	Description	Units	Unit Cost	Quantity - FULL HDPE Alternative	Extension
1	Mobilization	LS	\$ 200,000.00	1	\$ 200,000
2	Dewatering	LS	\$ 16,000.00	1	\$ 16,000
3	Stripping and Stockpiling	CY	\$ 6.00	2700	\$ 16,200
4	Topsoil Respreading	CY	\$ 6.00	2700	\$ 16,200
5	Remove & Dispose of Inplace Culvert	LF	\$ 23.00	13500	\$ 310,500
6	Remove & Dispose of Manhole	EACH	\$ 820.00	13	\$ 10,660
7	Salvage and Reinstall 36-Inch RCP (<12 feet depth)	LF	\$ 120.00		\$ -
8	Salvage and Reinstall 36-Inch RCP (12-17 feet depth)	LF	\$ 130.00		\$ -
9	Salvage and Reinstall 36-Inch RCP (>17 feet depth)	LF	\$ 160.00		\$ -
10	Salvage and Reinstall Manhole Structures	EACH	\$ 3,940.00		\$ -
11	Furnish and Install 36-inch Class II RCP (<12 feet depth)	LF	\$ 160.00		\$ -
12	Furnish and Install 36-inch Class III RCP (12-17 feet depth)	LF	\$ 180.00		\$ -
13	Furnish and Install 36-inch Class IV RCP (>17 feet depth)	LF	\$ 200.00		\$ -
14	Furnish and Install 36" HDPE Pipe Culvert (<12 feet depth)	LF	\$ 110.00	6000	\$ 660,000
15	Furnish and Install 36" HDPE Pipe Culvert (12-17 feet depth)	LF	\$ 120.00	4300	\$ 516,000
16	Furnish and Install 36" HDPP Pipe Culvert (>17 feet depth)	LF	\$ 160.00	3200	\$ 512,000
17	Furnish and Install HDPE Riser Structures	EA	\$ 1,970.00	6	\$ 11,820
18	Furnish and Install 36" GS Pipe Apron	EA	\$ 1,500.00	1	\$ 1,500
19	Furnish and Install Granular Bedding	CY	\$ 60.00	7294	\$ 437,640
20	Connect to Existing	EACH	\$ 1,430.00	2	\$ 2,860
21	Remove Sediment and Blockages	EACH	\$ 4,640.00		\$ -
22	Gravel Road Repair	EACH	\$ 2,750.00	3	\$ 8,250
23	Erosion Control	LS	\$ 1,300.00	1	\$ 1,300

TOTAL EXTENSIONS CUMMULATIVE (in dollars):	\$ 2,720,930
TOTAL EXTENSIONS CUMMULATIVE (in dollars) WITH CONTINGENCY (30%):	\$ 3,537,000
ENGINEERING ANALYSIS, DESIGN, BIDDING (~9%)	\$ 245,000
ENGINEERING CONSTRUCTION MANAGEMENT (~9%)	\$ 245,000
LEGAL AND ADMINISTRATIVE (~2%)	\$ 71,000
TOTAL PROJECT COSTS	\$ 4,098,000

*Combination of polyethylene and polypropylene pipe

Alternative 4: Full RCP Replacement*

Item	Description	Units	Unit Cost	Quantity - FULL RCP Alternative	Extension
1	Mobilization	LS	\$ 200,000.00	1	\$ 200,000
2	Dewatering	LS	\$ 16,000.00	1	\$ 16,000
3	Stripping and Stockpiling	CY	\$ 6.00	2700	\$ 16,200
4	Topsoil Respreading	CY	\$ 6.00	2700	\$ 16,200
5	Remove & Dispose of Inplace Culvert	LF	\$ 23.00	13500	\$ 310,500
6	Remove & Dispose of Manhole	EACH	\$ 820.00	0	\$ -
7	Salvage and Reinstall 36-Inch RCP (<12 feet depth)	LF	\$ 120.00	0	\$ -
8	Salvage and Reinstall 36-Inch RCP (12-17 feet depth)	LF	\$ 130.00	0	\$ -
9	Salvage and Reinstall 36-Inch RCP (>17 feet depth)	LF	\$ 160.00	0	\$ -
10	Salvage and Reinstall Manhole Structures	EACH	\$ 3,940.00	13	\$ 51,220
11	Furnish and Install 36-inch Class II RCP (<12 feet depth)	LF	\$ 160.00	6000	\$ 960,000
12	Furnish and Install 36-inch Class III RCP (12-17 feet depth)	LF	\$ 180.00	4300	\$ 774,000
13	Furnish and Install 36-inch Class IV RCP (>17 feet depth)	LF	\$ 200.00	3200	\$ 640,000
14	Furnish and Install 36" HDPE Pipe Culvert (<12 feet depth)	LF	\$ 110.00		\$ -
15	Furnish and Install 36" HDPE Pipe Culvert (12-17 feet depth)	LF	\$ 120.00		\$ -
16	Furnish and Install 36" HDPP Pipe Culvert (>17 feet depth)	LF	\$ 160.00		\$ -
17	Furnish and Install HDPE Riser Structures	EA	\$ 1,970.00		\$ -
18	Furnish and Install 36" GS Pipe Apron	EA	\$ 1,500.00		\$ -
19	Furnish and Install Granular Bedding	CY	\$ 60.00	7298	\$ 437,880
20	Connect to Existing	EACH	\$ 1,430.00	2	\$ 2,860
21	Remove Sediment and Blockages	EACH	\$ 4,640.00		\$ -
22	Gravel Road Repair	EACH	\$ 2,750.00	3	\$ 8,250
23	Erosion Control	LS	\$ 1,300.00	1	\$ 1,300

TOTAL EXTENSIONS CUMMULATIVE (in dollars):	\$ 3,434,410
TOTAL EXTENSIONS CUMMULATIVE (in dollars) WITH CONTINGENCY (30%):	\$ 4,465,000
ENGINEERING ANALYSIS, DESIGN, BIDDING (~9%)	\$ 245,000
ENGINEERING CONSTRUCTION MANAGEMENT (~9%)	\$ 245,000
LEGAL AND ADMINISTRATIVE (~2%)	\$ 71,000
TOTAL PROJECT COSTS	\$ 5,026,000

*Assumes salvage and reinstall of manhole structures, and that the existing outlet structure remains in-place.

BOARD MEETING AGENDA ITEM

AGENDA ITEM TITLE: Area II Minnesota River Basin Projects Biennial Plan & Area II Floodplain Management Grant

Meeting Date: August 24th 2023

Agenda Category: Committee Recommendation New Business Old Business

Item Type: Decision Discussion Information Non-Public Data

Keywords for Electronic Searchability: Area II Biennial Plan Floodplain Grant

Section/Region: Southern

Contact: Ed Lenz

Prepared by: John Shea

Reviewed by: Southern Regional Committee(s)

Presented by: Board Conservationist John Shea

Time requested: 10 minutes

Audio/Visual Equipment Needed for Agenda Item Presentation

Attachments: Resolution Order Map Other Supporting Information

Fiscal/Policy Impact

- | | |
|---|---|
| <input type="checkbox"/> None | <input checked="" type="checkbox"/> General Fund Budget |
| <input type="checkbox"/> Amended Policy Requested | <input type="checkbox"/> Capital Budget |
| <input type="checkbox"/> New Policy Requested | <input type="checkbox"/> Outdoor Heritage Fund Budget |
| <input type="checkbox"/> Other: | <input type="checkbox"/> Clean Water Fund Budget |

ACTION REQUESTED

Approval of Fiscal Year 2024-25 Area II Minnesota River Basin Projects (Area II) Biennial Plan, execution of Area II Floodplain Management Grant Agreements, and authorization for staff to review and approve the FY 2024 annual update to the Area II Biennial Work Plan prior to payment of the FY 2025 grant funds.

LINKS TO ADDITIONAL INFORMATION

SUMMARY *(Consider: history, reason for consideration now, alternatives evaluated, basis for recommendation)*

The funding provided to the Area II Board via specific legislation is targeted at administration of this nine-county joint powers board in the amount of \$190,000 each for fiscal years 2024 and 2025. This grant requires a 25% local match.

BOARD ORDER**Fiscal Year 2024 and 2025 Area II Minnesota River Basin Projects Biennial Plan
and Area II Floodplain Management Grants Approval****PURPOSE**

Approval of the Area II Minnesota River Basin Projects (Area II) Biennial Plan and fiscal years (FY) 2024 and 2025 General Fund Floodplain Management Grants to Area II.

FINDINGS OF FACT / RECITALS

- A. The Laws of Minnesota 2023 Session, Chapter 60, Article 1, Section 4(f), appropriated \$190,000 for each fiscal year 2024 and 2025 for administrative and implementation efforts of Area II within their nine-county project area.
- B. Area II has developed a Biennial Plan to cover activities for FY 2024 and 2025.
- C. The Area II Floodplain Management Grant has a 25 percent match requirement which has been secured by Area II.
- D. The Southern Regional Committee, at their July 25th meeting, discussed and reviewed the Area II Biennial Work Plan and grant allocation and recommended approval to the Board.

ORDER

The Board hereby:

1. Approves the Area II FY 2024 and 2025 Biennial Plan.
2. Authorizes staff to enter into a grant agreement for the FY 2024 and 2025 Area II Floodplain Management Grant consistent with the provisions of the appropriation and this Board Order.
3. Authorizes staff to review and approve an annual update to the Biennial Plan prior to payment of the FY 2025 grant funds.

Dated at Apple Valley, Minnesota, this 24th of August 2023.

MINNESOTA BOARD OF WATER AND SOIL RESOURCES

Todd Holman, Chair
Board of Water and Soil Resources

Date: _____

Attachment: *Area II FY 2024 and 2025 Biennial Plan*



August 24, 2023

Kerry Netzke, Executive Director
Area II Minnesota River Basin Projects
1424 East College Drive, Suite 300
Marshall, MN 56258

RE: FY 2024-2025 Biennial Plan and Area II Floodplain Management Grant

Dear Ms. Netzke:

The Minnesota Board of Water and Soil Resources (BWSR) is pleased to inform you the Area II Minnesota River Basin Projects (Area II) Fiscal Year 2024-2025 Biennial Plan and Area II Floodplain Management Grant were approved at its regular meeting held on August 24, 2023. Attached is the signed Board Order that documents approval.

The BWSR looks forward to working with you as you address the issues related to the Dry Lake outflow pipe.

Please contact Board Conservationist John Shea of our staff at 507-838-9423 or john.shea@state.mn.us for further assistance in this matter.

Sincerely,

Todd Holman, Chair
Minnesota Board of Water and Soil Resources

Enclosure: BWSR Board Order

CC: Ed Lenz, BWSR Regional Manager (via email)
John Shea, BWSR Board Conservationist (via email)
Rachel Mueller, BWSR (file copy)

Bemidji	Brainerd	Detroit Lakes	Duluth	Mankato	Marshall	Rochester	St Cloud
403 Fourth Street NW Suite 200 Bemidji, MN 56601 (218) 755-2600	1601 Minnesota Drive Brainerd, MN 56401 (218) 203-4470	26624 N. Tower Road Detroit Lakes, MN 56501 (218) 846-8400	394 S. Lake Avenue Suite 403 Duluth, MN 55802 (218) 723-4752	11 Civic Center Plaza Suite 300 Mankato, MN 56001 (507) 344-2826	607 Main Street Suite 103 Marshall, MN 56258 (507) 537-6060	3555 9 th Street NW Suite 350 Rochester, MN 55901 (507) 206-2889	110 Second St. South Suite 307 Waite Park, MN 56387

Central Office / Metro Office 520 Lafayette Road North Saint Paul, MN 55155 Phone: (651) 296-3767 Fax: (651) 297-5615

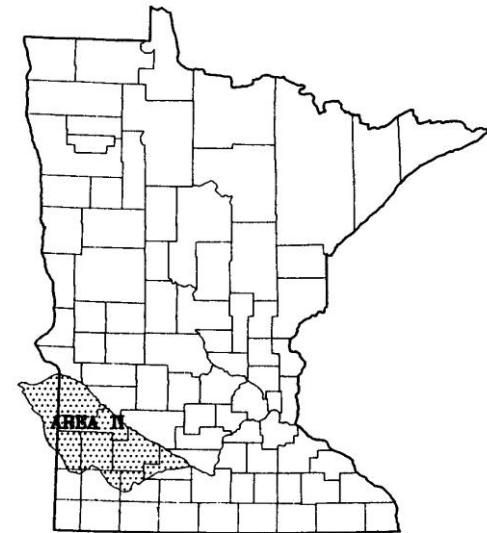
www.bwsr.state.mn.us TTY: (800) 627-3529 An equal opportunity employer

BIENNIAL PLAN – FY2024 & 2025

JULY 1, 2023 – JUNE 30, 2025



Springdale 19 Grade Stabilization (Lyon County)



Member Counties

*Brown • Cottonwood • Lac qui Parle
Lincoln • Lyon • Murray • Pipestone
Redwood • Yellow Medicine*

AREA II MINNESOTA RIVER BASIN PROJECTS

1424 EAST COLLEGE DRIVE - SUITE 300 - MARSHALL, MN 56258

WWW.AREA2.ORG



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OTHER ENDEAVORS - PAGES 5 & 6

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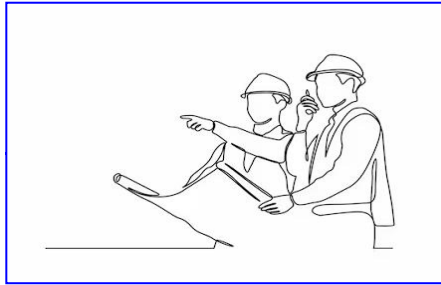
FY 2023 TECHNICAL OFFICE BUDGET - PAGE 9

ATTACHMENTS:

A – FY 2023 COMPLETED PROJECTS

B – FY 2023 ADMINISTRATIVE GRANT SUMMARY

C – FY 2022 ADMINISTRATIVE GRANT SUMMARY



2023 BOARD OF DIRECTORS

BIENNIAL PLAN – FY2024 & 2025

BROWN COUNTY

JEFF VEERKAMP

BRIAN BRAUN (ALTERNATE)

MURRAY COUNTY

LORI GUNNINK

MOLLY MALONE (ALTERNATE)

COTTONWOOD COUNTY

LARRY ANDERSON – CHAIR

KEVIN STEVENS (ALTERNATE)

PIPESTONE COUNTY

LUKE JOHNSON

DALLAS ROSKAMP (ALTERNATE)

LAC QUI PARLE COUNTY

JOHN MAATZ

STACY TUFTO (ALTERNATE)

REDWOOD COUNTY

RICK WAKEFIELD

DENNIS GROEBNER (ALTERNATE)

LINCOLN COUNTY

JOE DRIETZ

COREY SIK (ALTERNATE)

YELLOW MEDICINE COUNTY

GLEN KACK – VICE CHAIR

RON ANTONY (ALTERNATE)

LYON COUNTY

GARY CROWLEY – SECRETARY/TREASURER

TOM ANDRIES (ALTERNATE)



WORK PLAN NARRATIVE

BIENNIAL PLAN – FY2024 & 2025

Area II, formed in 1978 as a non-profit organization, works to alleviate the recurrent flood problems which plague this area of southwestern Minnesota. This organization is recognized as a leader in flood damage reduction by the installation of dams, reservoirs, grade stabilizations and road retentions. Area II assists member counties with the engineering design, hydrologic and hydraulic modeling, construction and inspection, and finance of flood damage reduction projects. Due to the unique landforms of this region, particularly the Coteau de Prairies (the Buffalo Ridge), Area II receives a 75/25 cost-share rate for office administration and project implementation. Oversight of this grant-in-aid program is provided by the Minnesota Board of Water and Soil Resources.

This Biennial Plan provides direction for a two-year period while the Technical Office Budget serves one fiscal year. By June 30, 2024, updates to the Biennial Plan and the Technical Office Budget for FY 2025 will be provided for BWSR staff review.

1) Initiative: FY 2024 – ADMINISTRATIVE SERVICES

Description: Provide administrative and coordination oversight for the Area II Board of Directors. Provide financial reports and records that meet State accounting and auditing standards, prepare budgets, provide supervision and management of staff, evaluate employee performance, draft agenda and minutes of monthly board meetings. Conduct local government and citizen outreach and education.

Actions:

- Maintain a complete Board of Directors of nine (9) delegates and nine (9) alternates; conduct monthly board meetings.
- Maintain adequate staffing to address the goals of Area II. Evaluate job performance of all employees yearly.
- Utilize engineering consultant services to assist with engineering, hydrologic and project planning and prioritization.
- Maintain policies and procedures. Review and update Operating Policies, Joint Powers Agreement and Bylaws annually.
- Maintain a public outreach and information program. Accomplish by maintaining the Area II website; conduct tours as necessary to highlight projects completed; prepare an annual report. Complete website reporting requirements by March 15 of each year.
- Provide fiscal accountability by preparing and adopting an annual budget; reviewing monthly financial reports, and annually obtaining a professional audit of the financial records.
- Provide administrative services to the Redwood-Cottonwood Rivers Control Area (RCRCA) via an approved Contract for Services Agreement. Each organization maintains its organizational purpose and goals while sharing an executive director and office space. Continue operational efficiency measures with RCRCA. Ensure that office operations, income and expenditures for each organization are clearly separate and documented including time tracking, monthly billing of contract services, and Board approval.
- Meet and communicate with member county commissioners, engineers, water planners, watershed districts, SWCD, NRCS, watershed project staff regarding technical services and potential projects.
- Serve on technical committees (as requested) for watershed projects, TMDL project assessment and implementation efforts.

2) Initiative: FY 2024 – ENGINEERING SERVICES

Description: Employ a senior engineering technician and a registered consultant engineer to provide design services which include planning, hydrologic and hydraulic design, construction, and inspection of floodwater retention projects to the member counties. Provide engineering services for projects funded through outside sources involving USDA Environmental Quality Incentive Program (EQIP), Clean Water Funds, Disaster Relief Funds and other state funding acquired by SWCDs, RCRCAs and counties.

Actions:

- Continue contracting professional engineering services through Bolton & Menk, Inc.
- Schedule and complete annual operation and maintenance inspections and reports for nine (9) existing reservoirs.
- Ensure annual inspection of road retention projects by owners and keep inspection reports on file. Follow up on noted concerns.
- Provide wetland monitoring and annual reporting for mitigation sites associated with constructed project.
- Provide project management and coordination with local/state/federal permitting authorities.
- Coordinate with local/state/federal agencies for early project review and coordination regarding wetland impacts.
- Process payment requests in a timely manner and provide as-built plans and construction documentation.
- Assist in securing the local matching funds for projects from eligible partners and sources.

3) Initiative: FY 2024 – OPERATIONAL & SUPPORT EXPENSES

Description: Utilize funding for operational and support expenses of Area II Minnesota River Basin Projects for payroll, consultant engineering fees, field and office supplies, telephone / internet and computer services, training and certification, vehicle and equipment expenses, liability / business / auto insurance, and general business expenses.

4) Initiative: FY 2024 – PROJECT IMPLEMENTATION VIA ADMINISTRATIVE GRANT

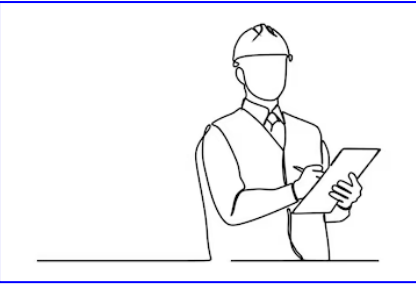
Description: See Potential Project List for FY 2024 & FY 2025 – Page 7 of this document.

5) Initiative: BONDING APPROPRIATIONS (if applicable)

Description: Provide project management and engineering services to construct flood damage reduction structures to meet the 3:1 match requirement and provide the most floodwater storage as practicable.

Actions:

- Administer the appropriation and report project outcomes in eLINK and to the BWSR Board annually.
- Process cost-share contracts with landowners with approval by the Area II Minnesota River Basin Projects Board of Directors.
- Complete fiscal expenditure report due at end of grant period listing total costs and cost-sharing by all partners.
- Facilitate wetland mitigation if required for proposed projects.
- Provide project management and coordination with local/state/federal permitting authorities.
- Process payment requests in a timely manner and provide as-built Plans and construction documentation.
- Assist in securing the local matching funds for projects from eligible partners and sources.



OTHER ENDEAVORS

BIENNIAL PLAN – FY2024 & 2025

● WATER QUALITY & STORAGE GRANT APPLICATIONS

Area II submitted two projects for consideration in May 2023: Alta Vista 27 Road Retention (Lincoln County) and the Redwood Falls 8/9 Grade Stabilization in conjunction with Redwood Falls 8/14 WSCBs (Redwood County). If successfully funded, Area II will provide grant, project and construction management for the applications.

● WATER QUALITY & STORAGE PILOT PROGRAM (*Custer 10 Grade Stabilization – Lyon County*)

Area II was successfully awarded \$94,723.84 for the Custer 10 Grade Stabilization in Lyon County. The project will provide 30.4 acre-feet of storage for the 100-year storm, reducing flows 45.8% (181 cfs). This project will reduce sediment by 213 tons/year as the confluence with the Cottonwood River is approximately ¼ mile downstream. Due to the unavailability of concrete pipe in 2022, the project will be constructed in 2023. Area II provides grant, project, and construction management.

● ENGINEERING FOR PLUM AND PELL CREEK CLEAN WATER FUND GRANTS

Significant federal and state funds have been received by these two subwatersheds within the Cottonwood River Watershed. Several projects involve floodwater storage in addition to water quality benefits which has involved Area II's services for surveying, engineering, and construction management.

● ONE WATERSHED, ONE PLAN

Cottonwood-Middle Minnesota

Area II is a MOA partner with this newly-funded planning effort which began in Spring 2023.

Yellow Medicine

The Yellow Medicine River watershed was one of the five pilot projects offering a plan with a regional approach. This was desirable as many commonalities of the five Area II major watersheds exist due to the Buffalo Ridge. Although these watersheds have unique issues of their own, topography and flooding bind these southwestern watersheds together.

As the Plan implementation moves forward, Area II has been challenged with a key role in the **Priority Concern: Mitigate Altered Hydrology and Minimize Flooding**. One of the measurable goals is to “Add 1,000 acre-feet of new stormwater storage” by means of capital improvement projects. Although 1,000 acre-feet is achievable in the 10-year period, a more restrictive calculation was added to this goal whereby the overall drawdown time must be greater than 48 hours for 10-year summer rainfall event. This restriction has created a severe obstacle as the steep topography of this area most often does not allow for lengthy drawdown times as compared to projects located in the Red River Valley.

Lac qui Parle-Yellow Bank

The Lac qui Parle-Yellow Bank Plan was approved in March 2024 and is entering the implementation phase. Area II will have a similar role as with the Yellow Medicine 1W1P to assist with providing floodwater retention.

Redwood

Area II has expressed their support via resolution for the planning effort and application for plan funding. Planning is anticipated to begin in early 2024.

- **LCCMR (*Building Resiliency to Extreme Precipitation in Minnesota, \$192,000*)**

This project was funded by LCCMR in 2023 which analyses the Cottonwood River Watershed as a ‘climatic phenomenon’ for the amount of extreme precipitation events. Jason Ulrich from the St. Croix Research Station is leading this effort with assistance from many partners throughout the watershed. The timeline of this project overlays nicely with the Cottonwood-Middle Minnesota 1W1P with findings of both efforts being shared mutually. Public infrastructure within the City of Springfield has been devastated by recurrent flood events, and the research findings will hopefully identify how proactive efforts can benefit the City of Springfield once the resiliency of the watershed is more fully understood.

- **LEGISLATIVE FUNDING REQUESTS**

Requests to the 2023 Legislature were made for an increase to the biennial appropriation to Area II (\$190,000 per year), and for \$1,500,000 of Capital Investment funds for floodwater retention.

The administrative appropriation was included in the omnibus environmental bills at differing amounts and was resolved in conference committee at \$190,000 per year for FY24-25. Funding for FY26-27 would fall back to \$140,000 per year.

As for the bonding request, Area II was included in the cash portion of the bonding bill (hf 670) for the full \$1.5 million. No bonding funds have been received since the FY2019 appropriation which justified the increased amount.



POTENTIAL PROJECTS

BIENNIAL PLAN – FY2024 & 2025

KEY: *FY 2024 Construction Planned*

BROWN COUNTY

- Leavenworth 11 Grade Stabilization
- Stately 5 Grade Stabilization
- Stately 29 Grade Stabilization Repair

COTTONWOOD COUNTY

- Ann 17 Grade Stabilization
- Storden 10 Grade Stabilization Repairs (3)

LAC QUI PARLE COUNTY

- Lac qui Parle River Diversion Restoration

LINCOLN COUNTY

- Alta Vista 18 Grade Stabilization Repair
- Lake Shaokatan Outlet Restoration
- Marble 23 Grade Stabilization

LYON COUNTY

- Amiret 6 Grade Stabilization
- *Custer 10 Grade Stabilization*
- Island Lake 27 Grade Stabilization
- Lynd 2 Grade Stabilization
- Lynd 31 Road Retention
- *Nordland 6 Dam Restoration*
- Nordland 18 Grade Stabilization
- Nordland 28 Grade Stabilization Repair
- Sodus 24 Grade Stabilization

MURRAY COUNTY

- Dovray 16 Grade Stabilization
- *Holly 10 Grade Stabilization*
- *Holly 21 Grade Stabilization, Restoration, WSCB*

- Milford 12 Grade Stabilization Repair
- Stately 9 Grade Stabilization

- *Storden 2 Grade Stabilization*

- *Alta Vista 27 Road Retention*
- Marble 11 Wetland Restoration

- Amiret 28 Grade Stabilization
- Island Lake 6 Grade Stabilization Repair
- Lake Marshall 28 Grade Stabilization Repair
- Lynd 28 Grade Stabilization Repair
- Monroe 30 Grade Stabilization
- Nordland 8 Dam Restoration
- Nordland 23 Grade Stabilization
- Sodus 22 Grade Stabilization
- Stanley 19 Grade Stabilization

- Holly 4 Grade Stabilization
- *Holly 11 Grade Stabilization*
- Holly 22 Road Retention

POTENTIAL PROJECTS

CONTINUED

REDWOOD COUNTY

- Delhi 24 Dam Restoration
- Lamberton 26 Grade Stabilization
- North Hero 34 Road Retention
- Sherman 6 Streambank Stabilization
- Springdale 26 Grade Stabilization
- Swede's Forest 19 Dam Restoration
- Lamberton 22 Grade Stabilization
- North Hero 31 Grade Stabilization Repair
- ***Redwood Falls 8/9 Grade Stabilization***
- North Hero 26 Restoration
- ***Springdale 24 Grade Stabilization***
- Swede's Forest 27 Dam Restoration

YELLOW MEDICINE COUNTY

- Fortier 8 Grade Stabilization Repair
- Norman 7 Grade Stabilization Repair
- Florida 15 Grade Stabilization Repair
- Norman 10 Grade Stabilization





FY 2024 TECHNICAL OFFICE BUDGET

BIENNIAL PLAN – FY2024 & 2025

OFFICE OPERATIONS

PERSONNEL SERVICES:

Directors' Compensation.....	\$	600.00
Directors' FICA.....		45.90
Employees' Salaries.....		158,048.22
Employees' FICA.....		11,101.16
Employees' Medical Insurance.....		36,150.00
Employees' Retirement.....		11,853.62
Employees' FlexPlan.....		66.00
Total Personnel Services.....	\$	217,864.90

SUPPLIES:

Office & Field.....	\$	1,750.00
Investigation & Testing		30,000.00
Capital Outlay.....		25,000.00
Total Supplies.....	\$	56,750.00

OTHER SERVICES AND COSTS:

Directors' Expenses.....	\$	500.00
Employees' Expenses.....		1,000.00
Contract Services.....		16,000.00
Professional Services.....		65,000.00
Permit Expense.....		300.00
Telephone.....		600.00
Postage.....		350.00
Vehicle Expense.....		3,500.00
Rent.....		10,044.00
Insurance.....		5,900.00
Website Expenses.....		150.00
Maintenance & Repairs.....		4,250.00
Miscellaneous Expenses.....		2,000.00
Total Other Services and Costs.....	\$	109,594.00

TOTAL OFFICE OPERATIONS.....	\$	384,208.90
Total Ineligible for Cost-Share by the State.....		1,145.90*
Total Eligible for Cost-Share by the State.....	\$	383,063.00

** These items not cost-shared by the State*

STATE SHARE OF ELIGIBLE OFFICE COSTS.....	\$	190,000.00
Local Share of Eligible Office Costs.....	\$	92,000.00
Income from Other Sources & Grants.....	\$	188,566.02
Anticipated Income.....	\$	470,566.02

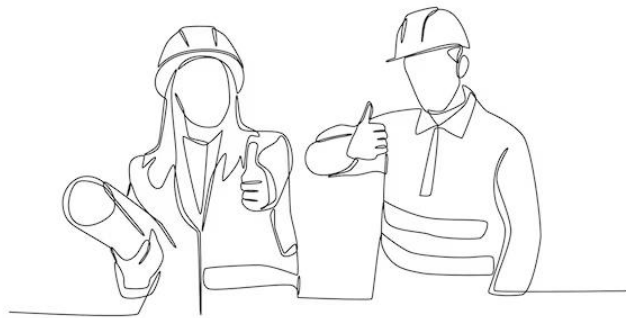
ATTACHMENTS

BIENNIAL PLAN – FY2024 & 2025

ATTACHMENT A – FY2023 COMPLETED PROJECTS

ATTACHMENT B – FY2023 ADMINISTRATIVE GRANT SUMMARY

ATTACHMENT C – FY2022 ADMINISTRATIVE GRANT SUMMARY



ATTACHMENT A

FY2023 COMPLETED PROJECTS

Amiret 28 Water Diversion - Lyon	<u>\$ 27,359.91</u>
Lyon SWCD Cons. Delivery Funds	\$ 17,200.43
Landowner	\$ 3,233.48
Amiret Township	\$ 2,500.00
Area II Counties (engineering)	\$ 1,106.50
Lyon SWCD	\$ 3,319.50

Amiret 31 Streambank Stabilization - Lyon	<u>\$ 17,879.85</u>
Landowner	\$ 17,623.00
Area II Counties (engineering)	\$ 256.75

Lake Benton Outlet Restoration – Lincoln	<u>\$ 73,589.15</u>
Lincoln County	\$ 72,398.40
Area II Counties (engineering)	\$ 1,190.75



Holly 9 Dam Repair - Murray	<u>\$ 20,462.20</u>
Plum Creek Clean Water Funds	\$ 2,773.08
Plum Creek 319 Federal Funds	\$ 11,092.32
Landowner	\$ 4,621.80
<i>Area II provided professional engineering reimbursed by Clean Water Funds.</i>	

Fortier 24 Repair – Yellow Medicine	<u>\$ 50,629.56</u>
Del Clark Lake Clean Water Funds	\$ 45,882.55
LQP-YB Watershed District	\$ 2,747.01
Landowner	\$ 2,000.00
<i>Area II provided professional engineering reimbursed by Clean Water Funds.</i>	

FY2023 COMPLETED PROJECTS	
Clean Water Funds	\$ 48,655.63
319 Federal Funds	\$ 11,092.32
Townships	\$ 2,500.00
Watershed Districts	\$ 2,747.01
SWCD Funds	\$ 20,519.93
County Funds	\$ 72,398.40
Area II Counties	\$ 2,554.00
Landowners	\$ 27,478.38
TOTAL	<u>\$ 187,945.67</u>

ATTACHMENT B

AREA II MINNESOTA RIVER BASIN PROJECTS

AREA II MINNESOTA RIVER BASIN PROJECTS

GRANT PERIOD:
From: August 3, 2022
To: June 30, 2023

**AREA II STATUTORY
AUTHORITY:**
MN Statutes, Sections
103F.171 - 103F.187

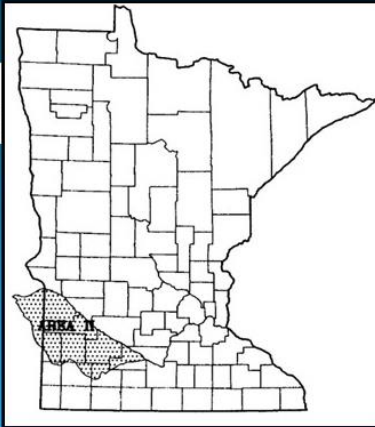
Administrative Services Grant Expenditures

*NOTE: Totals from
Area II Profit & Loss Statement
for the 10-month period of
Aug. 3, 2022 – May 31, 2023*

Personnel Services	\$ 170,439.03
Other Services	\$ 31,902.13
Prof. Services	\$ 54,934.75
Supplies	\$ 698.77
Investigation & Testing	\$ 49,113.00
Business Insurance	\$ 5,936.00
Project Expenses	\$ 18,190.88
TOTAL FY23 EXPENDITURE (to date)	\$ 331,214.56

PROJECT CONTACT:
Kerry Netzke, Executive Director
(507) 537-6369
kerry.netzke@area2.org

Project Title: FY'23 ADMINISTRATIVE SERVICES GRANT
CONTRACT NO. P23-1141 \$140,000.00



Area II Minnesota River Basin Projects Watershed Boundary

Member Counties:

- Brown*
- Cottonwood*
- Lac qui Parle*
- Lincoln*
- Lyon*
- Murray*
- Pipestone*
- Redwood*
- Yellow Medicine*

Overall Project Description

Minnesota Statutes establish a grant-in-aid program administered by BWSR for providing financial and technical assistance to local government units (counties, SWCDS, and watershed districts) located in Area II for project and construction costs of floodwater retarding and retention structures within a general plan for floodplain management.

Nine counties within Area II have entered into a Joint Powers Agreement since 1978 to coordinate the implementation of such floodwater retarding and retention projects, and for this purpose, established Area II Minnesota River Basin Projects.

Statute authorizes BWSR to supervise the program and provide individual project grants not to exceed 75% of total project costs where federal funds are not utilized, or 50% of the nonfederal costs where federal funds are utilized.

Area II has an established office which houses Area II personnel and equipment to provide the engineering and other technical services of projects cost-shared through this program.

Costs eligible for cost-sharing under this Grant Agreement include technical office administration costs, but do not include the compensation, expenses, or insurance costs for the Area II Board of Directors.

The combination of the nine member counties provide \$92,000.00 to the Administrative Services Grant of \$140,000.00. This far exceeds the required 25% local match of \$46,666.67.

ATTACHMENT C

AREA II MINNESOTA RIVER BASIN PROJECTS

AREA II MINNESOTA RIVER BASIN PROJECTS

GRANT PERIOD:
From: July 1, 2021
To: June 30, 2022

**AREA II STATUTORY
AUTHORITY:**
MN Statutes, Sections
103F.171 - 103F.187

Administrative Services Grant Expenditures

*NOTE: Totals from
Audited Financial Statements
for FY2022
July 1, 2021 – June 30, 2022*

Personnel Services	\$ 205,585
Other Services	\$ 39,518
Prof. Services	\$ 54,160
Supplies	\$ 879
Investigation & Testing	\$ 0
Prop. Insurance	\$ 4,701
Capitol Outlay	\$ 62,291 <i>(Right-to-use Lease Asset)</i>
TOTAL FY22 EXPENDITURE	\$ 367,134

PROJECT CONTACT:
Kerry Netzke, Executive Director
(507) 537-6369
kerry.netzke@area2.org

Project Title: FY'22 ADMINISTRATIVE SERVICES GRANT
CONTRACT NO. P22-5880 \$140,000.00



Area II Minnesota River Basin Projects Watershed Boundary

Member Counties:

- Brown*
- Cottonwood*
- Lac qui Parle*
- Lincoln*
- Lyon*
- Murray*
- Pipestone*
- Redwood*
- Yellow Medicine*

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BOARD MEETING AGENDA ITEM

AGENDA ITEM TITLE: Area II Minnesota River Basin Projects Bonding Work Plan & Grant

Meeting Date: August 24, 2023

Agenda Category: Committee Recommendation New Business Old Business

Item Type: Decision Discussion Information Non-Public Data

Keywords for Electronic Searchability: Area II Bonding Grant

Section/Region: Southern

Contact: Ed Lenz

Prepared by: John Shea

Reviewed by: Southern Regional Committee(s)

Presented by: Board Conservationist John Shea

Time requested: 10 minutes

Audio/Visual Equipment Needed for Agenda Item Presentation

Attachments: Resolution Order Map Other Supporting Information

Fiscal/Policy Impact

- | | |
|---|---|
| <input type="checkbox"/> None | <input type="checkbox"/> General Fund Budget |
| <input type="checkbox"/> Amended Policy Requested | <input checked="" type="checkbox"/> Capital Budget |
| <input type="checkbox"/> New Policy Requested | <input type="checkbox"/> Outdoor Heritage Fund Budget |
| <input type="checkbox"/> Other: | <input type="checkbox"/> Clean Water Fund Budget |

ACTION REQUESTED

Approval and execution of fiscal year 2024 bonding grant agreement.

LINKS TO ADDITIONAL INFORMATION

SUMMARY *(Consider: history, reason for consideration now, alternatives evaluated, basis for recommendation)*

Legislative appropriation (Bonding) to Area II Minnesota River Basins Project Inc. to assist its nine member counties flood control projects in southwestern Minnesota. A cost share rate of 75% state funding and 25% non-state sources is required for project implementation; oversight is provided by BWSR.

BOARD ORDER**Area II Minnesota River Basin Projects 2024 Floodwater Retention****PURPOSE**

Approval of the Area II Minnesota River Basin Projects (Area II) 2024 Bonding Floodwater Retention Grant to Area II.

RECITALS /FINDINGS OF FACT

- A. The Laws of Minnesota 2023 Session, Chapter 71, Article 1, Section 4, appropriated \$1,500,000 for capital improvements to prevent or alleviate flood damage in Area II of the Minnesota River Basin.
- B. This appropriation is not available until the Board determines that \$1 has been committed from nonstate sources for every \$3 of State grant funding.
- C. The Southern Regional Committee, at their July 25, 2023 meeting, discussed and reviewed the Area II Bonding statute and grant allocation and recommended approval to the Board.

ORDER

The Board hereby:

- 1. Authorizes staff to enter into a grant agreement for the FY 2024 Floodwater Retention (Area II Minnesota River Basin Projects).

Dated at Apple Valley, Minnesota, this 24th of August 2023.

MINNESOTA BOARD OF WATER AND SOIL RESOURCES

Todd Holman, Chair
Board of Water and Soil Resources

Date: _____



August 24, 2023

Kerry Netzke, Executive Director
Area II Minnesota River Basin Projects
1424 East College Drive, Suite 300
Marshall, MN 56258

RE: FY 2024-2025 Biennial Plan and Area II Floodplain Management Grant

Dear Ms. Netzke:

The Minnesota Board of Water and Soil Resources (BWSR) is pleased to inform you the Area II Minnesota River Basin Projects (Area II) Bonding Work Plan and Grant were approved at its regular meeting held on August 24, 2023. Attached is the signed Board Order that documents approval.

The BWSR looks forward to working with you as you address the issues related to the Dry Lake outflow pipe.

Please contact Board Conservationist John Shea of our staff at 507-838-9423 or john.shea@state.mn.us for further assistance in this matter.

Sincerely,

Todd Holman, Chair
Minnesota Board of Water and Soil Resources

Enclosure: BWSR Board Order

CC: Ed Lenz, BWSR Regional Manager (via email)
John Shea, BWSR Board Conservationist (via email)
Rachel Mueller, BWSR (file copy)

Bemidji 403 Fourth Street NW Suite 200 Bemidji, MN 56601 (218) 755-2600	Brainerd 1601 Minnesota Drive Brainerd, MN 56401 (218) 203-4470	Detroit Lakes 26624 N. Tower Road Detroit Lakes, MN 56501 (218) 846-8400	Duluth 394 S. Lake Avenue Suite 403 Duluth, MN 55802 (218) 723-4752	Mankato 11 Civic Center Plaza Suite 300 Mankato, MN 56001 (507) 344-2826	Marshall 607 Main Street Suite 103 Marshall, MN 56258 (507) 537-6060	Rochester 3555 9 th Street NW Suite 350 Rochester, MN 55901 (507) 206-2889	St Cloud 110 Second St. South Suite 307 Waite Park, MN 56387
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Central Office / Metro Office 520 Lafayette Road North Saint Paul, MN 55155 Phone: (651) 296-3767 Fax: (651) 297-5615

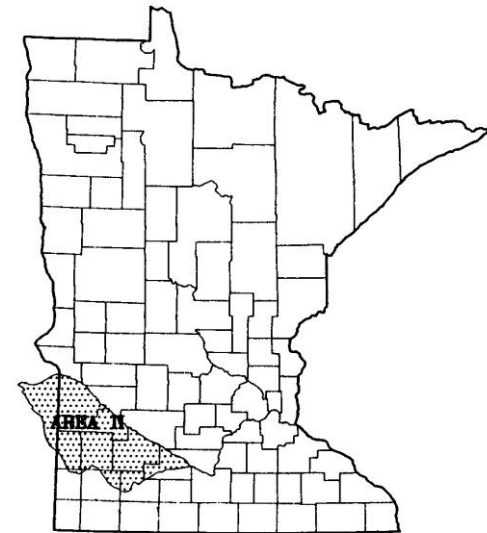
www.bwsr.state.mn.us TTY: (800) 627-3529 An equal opportunity employer

BIENNIAL PLAN – FY2024 & 2025

JULY 1, 2023 – JUNE 30, 2025



Springdale 19 Grade Stabilization (Lyon County)



Member Counties

*Brown • Cottonwood • Lac qui Parle
Lincoln • Lyon • Murray • Pipestone
Redwood • Yellow Medicine*

AREA II MINNESOTA RIVER BASIN PROJECTS

1424 EAST COLLEGE DRIVE - SUITE 300 - MARSHALL, MN 56258

WWW.AREA2.ORG



CONTENTS

BIENNIAL PLAN – FY2024 & 2025

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OTHER ENDEAVORS - PAGES 5 & 6

POTENTIAL PROJECTS - PAGES 7 & 8

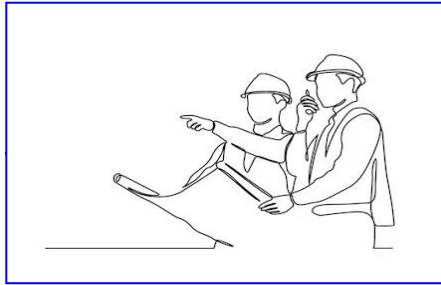
FY 2023 TECHNICAL OFFICE BUDGET - PAGE 9

ATTACHMENTS:

A – FY 2023 COMPLETED PROJECTS

B – FY 2023 ADMINISTRATIVE GRANT SUMMARY

C – FY 2022 ADMINISTRATIVE GRANT SUMMARY



2023 BOARD OF DIRECTORS

BIENNIAL PLAN – FY2024 & 2025

BROWN COUNTY

JEFF VEERKAMP

BRIAN BRAUN (ALTERNATE)

MURRAY COUNTY

LORI GUNNINK

MOLLY MALONE (ALTERNATE)

COTTONWOOD COUNTY

LARRY ANDERSON – CHAIR

KEVIN STEVENS (ALTERNATE)

PIPESTONE COUNTY

LUKE JOHNSON

DALLAS ROSKAMP (ALTERNATE)

LAC QUI PARLE COUNTY

JOHN MAATZ

STACY TUFTO (ALTERNATE)

REDWOOD COUNTY

RICK WAKEFIELD

DENNIS GROEBNER (ALTERNATE)

LINCOLN COUNTY

JOE DRIETZ

COREY SIK (ALTERNATE)

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LYON COUNTY

GARY CROWLEY – SECRETARY/TREASURER

TOM ANDRIES (ALTERNATE)



WORK PLAN NARRATIVE

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- Maintain adequate staffing to address the goals of Area II. Evaluate job performance of all employees yearly.
- Utilize engineering consultant services to assist with engineering, hydrologic and project planning and prioritization.
- Maintain policies and procedures. Review and update Operating Policies, Joint Powers Agreement and Bylaws annually.
- Maintain a public outreach and information program. Accomplish by maintaining the Area II website; conduct tours as necessary to highlight projects completed; prepare an annual report. Complete website reporting requirements by March 15 of each year.
- Provide fiscal accountability by preparing and adopting an annual budget; reviewing monthly financial reports, and annually obtaining a professional audit of the financial records.
- Provide administrative services to the Redwood-Cottonwood Rivers Control Area (RCRCA) via an approved Contract for Services Agreement. Each organization maintains its organizational purpose and goals while sharing an executive director and office space. Continue operational efficiency measures with RCRCA. Ensure that office operations, income and expenditures for each organization are clearly separate and documented including time tracking, monthly billing of contract services, and Board approval.
- Meet and communicate with member county commissioners, engineers, water planners, watershed districts, SWCD, NRCS, watershed project staff regarding technical services and potential projects.
- Serve on technical committees (as requested) for watershed projects, TMDL project assessment and implementation efforts.

2) Initiative: FY 2024 – ENGINEERING SERVICES

Description: Employ a senior engineering technician and a registered consultant engineer to provide design services which include planning, hydrologic and hydraulic design, construction, and inspection of floodwater retention projects to the member counties. Provide engineering services for projects funded through outside sources involving USDA Environmental Quality Incentive Program (EQIP), Clean Water Funds, Disaster Relief Funds and other state funding acquired by SWCDs, RCRCAs and counties.

Actions:

- Continue contracting professional engineering services through Bolton & Menk, Inc.
- Schedule and complete annual operation and maintenance inspections and reports for nine (9) existing reservoirs.
- Ensure annual inspection of road retention projects by owners and keep inspection reports on file. Follow up on noted concerns.
- Provide wetland monitoring and annual reporting for mitigation sites associated with constructed project.
- Provide project management and coordination with local/state/federal permitting authorities.
- Coordinate with local/state/federal agencies for early project review and coordination regarding wetland impacts.
- Process payment requests in a timely manner and provide as-built plans and construction documentation.
- Assist in securing the local matching funds for projects from eligible partners and sources.

3) Initiative: FY 2024 – OPERATIONAL & SUPPORT EXPENSES

Description: Utilize funding for operational and support expenses of Area II Minnesota River Basin Projects for payroll, consultant engineering fees, field and office supplies, telephone / internet and computer services, training and certification, vehicle and equipment expenses, liability / business / auto insurance, and general business expenses.

4) Initiative: FY 2024 – PROJECT IMPLEMENTATION VIA ADMINISTRATIVE GRANT

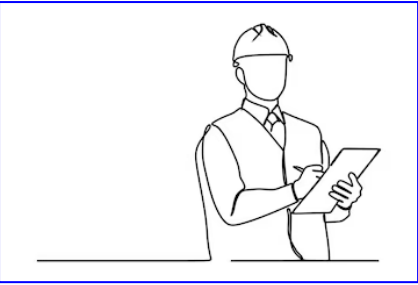
Description: See Potential Project List for FY 2024 & FY 2025 – Page 7 of this document.

5) Initiative: BONDING APPROPRIATIONS (if applicable)

Description: Provide project management and engineering services to construct flood damage reduction structures to meet the 3:1 match requirement and provide the most floodwater storage as practicable.

Actions:

- Administer the appropriation and report project outcomes in eLINK and to the BWSR Board annually.
- Process cost-share contracts with landowners with approval by the Area II Minnesota River Basin Projects Board of Directors.
- Complete fiscal expenditure report due at end of grant period listing total costs and cost-sharing by all partners.
- Facilitate wetland mitigation if required for proposed projects.
- Provide project management and coordination with local/state/federal permitting authorities.
- Process payment requests in a timely manner and provide as-built Plans and construction documentation.
- Assist in securing the local matching funds for projects from eligible partners and sources.



OTHER ENDEAVORS

BIENNIAL PLAN – FY2024 & 2025

● WATER QUALITY & STORAGE GRANT APPLICATIONS

Area II submitted two projects for consideration in May 2023: Alta Vista 27 Road Retention (Lincoln County) and the Redwood Falls 8/9 Grade Stabilization in conjunction with Redwood Falls 8/14 WSCBs (Redwood County). If successfully funded, Area II will provide grant, project and construction management for the applications.

● WATER QUALITY & STORAGE PILOT PROGRAM (*Custer 10 Grade Stabilization – Lyon County*)

Area II was successfully awarded \$94,723.84 for the Custer 10 Grade Stabilization in Lyon County. The project will provide 30.4 acre-feet of storage for the 100-year storm, reducing flows 45.8% (181 cfs). This project will reduce sediment by 213 tons/year as the confluence with the Cottonwood River is approximately ¼ mile downstream. Due to the unavailability of concrete pipe in 2022, the project will be constructed in 2023. Area II provides grant, project, and construction management.

● ENGINEERING FOR PLUM AND PELL CREEK CLEAN WATER FUND GRANTS

Significant federal and state funds have been received by these two subwatersheds within the Cottonwood River Watershed. Several projects involve floodwater storage in addition to water quality benefits which has involved Area II's services for surveying, engineering, and construction management.

● ONE WATERSHED, ONE PLAN

Cottonwood-Middle Minnesota

Area II is a MOA partner with this newly-funded planning effort which began in Spring 2023.

Yellow Medicine

The Yellow Medicine River watershed was one of the five pilot projects offering a plan with a regional approach. This was desirable as many commonalities of the five Area II major watersheds exist due to the Buffalo Ridge. Although these watersheds have unique issues of their own, topography and flooding bind these southwestern watersheds together.

As the Plan implementation moves forward, Area II has been challenged with a key role in the **Priority Concern: Mitigate Altered Hydrology and Minimize Flooding**. One of the measurable goals is to “Add 1,000 acre-feet of new stormwater storage” by means of capital improvement projects. Although 1,000 acre-feet is achievable in the 10-year period, a more restrictive calculation was added to this goal whereby the overall drawdown time must be greater than 48 hours for 10-year summer rainfall event. This restriction has created a severe obstacle as the steep topography of this area most often does not allow for lengthy drawdown times as compared to projects located in the Red River Valley.

Lac qui Parle-Yellow Bank

The Lac qui Parle-Yellow Bank Plan was approved in March 2024 and is entering the implementation phase. Area II will have a similar role as with the Yellow Medicine 1W1P to assist with providing floodwater retention.

Redwood

Area II has expressed their support via resolution for the planning effort and application for plan funding. Planning is anticipated to begin in early 2024.

- **LCCMR (*Building Resiliency to Extreme Precipitation in Minnesota, \$192,000*)**

This project was funded by LCCMR in 2023 which analyses the Cottonwood River Watershed as a ‘climatic phenomenon’ for the amount of extreme precipitation events. Jason Ulrich from the St. Croix Research Station is leading this effort with assistance from many partners throughout the watershed. The timeline of this project overlays nicely with the Cottonwood-Middle Minnesota 1W1P with findings of both efforts being shared mutually. Public infrastructure within the City of Springfield has been devastated by recurrent flood events, and the research findings will hopefully identify how proactive efforts can benefit the City of Springfield once the resiliency of the watershed is more fully understood.

- **LEGISLATIVE FUNDING REQUESTS**

Requests to the 2023 Legislature were made for an increase to the biennial appropriation to Area II (\$190,000 per year), and for \$1,500,000 of Capital Investment funds for floodwater retention.

The administrative appropriation was included in the omnibus environmental bills at differing amounts and was resolved in conference committee at \$190,000 per year for FY24-25. Funding for FY26-27 would fall back to \$140,000 per year.

As for the bonding request, Area II was included in the cash portion of the bonding bill (hf 670) for the full \$1.5 million. No bonding funds have been received since the FY2019 appropriation which justified the increased amount.



POTENTIAL PROJECTS

BIENNIAL PLAN – FY2024 & 2025

KEY: *FY 2024 Construction Planned*

BROWN COUNTY

- Leavenworth 11 Grade Stabilization
- Stately 5 Grade Stabilization
- Stately 29 Grade Stabilization Repair

COTTONWOOD COUNTY

- Ann 17 Grade Stabilization
- Storden 10 Grade Stabilization Repairs (3)

LAC QUI PARLE COUNTY

- Lac qui Parle River Diversion Restoration

LINCOLN COUNTY

- Alta Vista 18 Grade Stabilization Repair
- Lake Shaokatan Outlet Restoration
- Marble 23 Grade Stabilization

LYON COUNTY

- Amiret 6 Grade Stabilization
- *Custer 10 Grade Stabilization*
- Island Lake 27 Grade Stabilization
- Lynd 2 Grade Stabilization
- Lynd 31 Road Retention
- *Nordland 6 Dam Restoration*
- Nordland 18 Grade Stabilization
- Nordland 28 Grade Stabilization Repair
- Sodus 24 Grade Stabilization

MURRAY COUNTY

- Dovray 16 Grade Stabilization
- *Holly 10 Grade Stabilization*
- *Holly 21 Grade Stabilization, Restoration, WSCB*

- Milford 12 Grade Stabilization Repair
- Stately 9 Grade Stabilization

- *Storden 2 Grade Stabilization*

- *Alta Vista 27 Road Retention*
- Marble 11 Wetland Restoration

- Amiret 28 Grade Stabilization
- Island Lake 6 Grade Stabilization Repair
- Lake Marshall 28 Grade Stabilization Repair
- Lynd 28 Grade Stabilization Repair
- Monroe 30 Grade Stabilization
- Nordland 8 Dam Restoration
- Nordland 23 Grade Stabilization
- Sodus 22 Grade Stabilization
- Stanley 19 Grade Stabilization

- Holly 4 Grade Stabilization
- *Holly 11 Grade Stabilization*
- Holly 22 Road Retention

POTENTIAL PROJECTS

CONTINUED

REDWOOD COUNTY

- Delhi 24 Dam Restoration
- Lamberton 26 Grade Stabilization
- North Hero 34 Road Retention
- Sherman 6 Streambank Stabilization
- Springdale 26 Grade Stabilization
- Swede's Forest 19 Dam Restoration
- Lamberton 22 Grade Stabilization
- North Hero 31 Grade Stabilization Repair
- ***Redwood Falls 8/9 Grade Stabilization***
- North Hero 26 Restoration
- ***Springdale 24 Grade Stabilization***
- Swede's Forest 27 Dam Restoration

YELLOW MEDICINE COUNTY

- Fortier 8 Grade Stabilization Repair
- Norman 7 Grade Stabilization Repair
- Florida 15 Grade Stabilization Repair
- Norman 10 Grade Stabilization





FY 2024 TECHNICAL OFFICE BUDGET

BIENNIAL PLAN – FY2024 & 2025

OFFICE OPERATIONS

PERSONNEL SERVICES:

Directors' Compensation.....	\$ 600.00
Directors' FICA.....	45.90
Employees' Salaries.....	158,048.22
Employees' FICA.....	11,101.16
Employees' Medical Insurance.....	36,150.00
Employees' Retirement.....	11,853.62
Employees' FlexPlan.....	66.00
Total Personnel Services.....	\$ 217,864.90

SUPPLIES:

Office & Field.....	\$ 1,750.00
Investigation & Testing	30,000.00
Capital Outlay.....	25,000.00
Total Supplies.....	\$ 56,750.00

OTHER SERVICES AND COSTS:

Directors' Expenses.....	\$ 500.00
Employees' Expenses.....	1,000.00
Contract Services.....	16,000.00
Professional Services.....	65,000.00
Permit Expense.....	300.00
Telephone.....	600.00
Postage.....	350.00
Vehicle Expense.....	3,500.00
Rent.....	10,044.00
Insurance.....	5,900.00
Website Expenses.....	150.00
Maintenance & Repairs.....	4,250.00
Miscellaneous Expenses.....	2,000.00
Total Other Services and Costs.....	\$ 109,594.00

TOTAL OFFICE OPERATIONS.....	\$ 384,208.90
Total Ineligible for Cost-Share by the State.....	<u>1,145.90*</u>
Total Eligible for Cost-Share by the State.....	\$ 383,063.00

** These items not cost-shared by the State*

STATE SHARE OF ELIGIBLE OFFICE COSTS.....	\$ 190,000.00
Local Share of Eligible Office Costs.....	\$ 92,000.00
Income from Other Sources & Grants.....	<u>\$ 188,566.02</u>
Anticipated Income.....	\$ 470,566.02

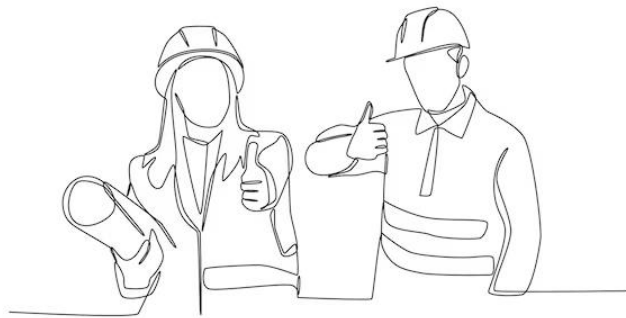
ATTACHMENTS

BIENNIAL PLAN – FY2024 & 2025

ATTACHMENT A – FY2023 COMPLETED PROJECTS

ATTACHMENT B – FY2023 ADMINISTRATIVE GRANT SUMMARY

ATTACHMENT C – FY2022 ADMINISTRATIVE GRANT SUMMARY



ATTACHMENT A

FY2023 COMPLETED PROJECTS

Amiret 28 Water Diversion - Lyon	<u>\$ 27,359.91</u>
Lyon SWCD Cons. Delivery Funds	\$ 17,200.43
Landowner	\$ 3,233.48
Amiret Township	\$ 2,500.00
Area II Counties (engineering)	\$ 1,106.50
Lyon SWCD	\$ 3,319.50

Amiret 31 Streambank Stabilization - Lyon	<u>\$ 17,879.85</u>
Landowner	\$ 17,623.00
Area II Counties (engineering)	\$ 256.75

Lake Benton Outlet Restoration – Lincoln	<u>\$ 73,589.15</u>
Lincoln County	\$ 72,398.40
Area II Counties (engineering)	\$ 1,190.75



Holly 9 Dam Repair - Murray	<u>\$ 20,462.20</u>
Plum Creek Clean Water Funds	\$ 2,773.08
Plum Creek 319 Federal Funds	\$ 11,092.32
Landowner	\$ 4,621.80
<i>Area II provided professional engineering reimbursed by Clean Water Funds.</i>	

Fortier 24 Repair – Yellow Medicine	<u>\$ 50,629.56</u>
Del Clark Lake Clean Water Funds	\$ 45,882.55
LQP-YB Watershed District	\$ 2,747.01
Landowner	\$ 2,000.00
<i>Area II provided professional engineering reimbursed by Clean Water Funds.</i>	

FY2023 COMPLETED PROJECTS	
Clean Water Funds	\$ 48,655.63
319 Federal Funds	\$ 11,092.32
Townships	\$ 2,500.00
Watershed Districts	\$ 2,747.01
SWCD Funds	\$ 20,519.93
County Funds	\$ 72,398.40
Area II Counties	\$ 2,554.00
Landowners	<u>\$ 27,478.38</u>
TOTAL	<u>\$ 187,945.67</u>

ATTACHMENT B

AREA II MINNESOTA RIVER BASIN PROJECTS

AREA II MINNESOTA RIVER BASIN PROJECTS

GRANT PERIOD:
From: August 3, 2022
To: June 30, 2023

**AREA II STATUTORY
AUTHORITY:**
MN Statutes, Sections
103F.171 - 103F.187

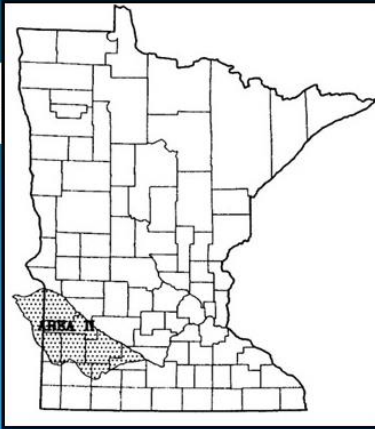
Administrative Services Grant Expenditures

*NOTE: Totals from
Area II Profit & Loss Statement
for the 10-month period of
Aug. 3, 2022 – May 31, 2023*

Personnel Services	\$ 170,439.03
Other Services	\$ 31,902.13
Prof. Services	\$ 54,934.75
Supplies	\$ 698.77
Investigation & Testing	\$ 49,113.00
Business Insurance	\$ 5,936.00
Project Expenses	\$ 18,190.88
TOTAL FY23 EXPENDITURE (to date)	\$ 331,214.56

PROJECT CONTACT:
Kerry Netzke, Executive Director
(507) 537-6369
kerry.netzke@area2.org

Project Title: FY'23 ADMINISTRATIVE SERVICES GRANT
CONTRACT NO. P23-1141 \$140,000.00



Area II Minnesota River Basin Projects Watershed Boundary

Member Counties:

- Brown*
- Cottonwood*
- Lac qui Parle*
- Lincoln*
- Lyon*
- Murray*
- Pipestone*
- Redwood*
- Yellow Medicine*

Overall Project Description

Minnesota Statutes establish a grant-in-aid program administered by BWSR for providing financial and technical assistance to local government units (counties, SWCDS, and watershed districts) located in Area II for project and construction costs of floodwater retarding and retention structures within a general plan for floodplain management.

Nine counties within Area II have entered into a Joint Powers Agreement since 1978 to coordinate the implementation of such floodwater retarding and retention projects, and for this purpose, established Area II Minnesota River Basin Projects.

Statute authorizes BWSR to supervise the program and provide individual project grants not to exceed 75% of total project costs where federal funds are not utilized, or 50% of the nonfederal costs where federal funds are utilized.

Area II has an established office which houses Area II personnel and equipment to provide the engineering and other technical services of projects cost-shared through this program.

Costs eligible for cost-sharing under this Grant Agreement include technical office administration costs, but do not include the compensation, expenses, or insurance costs for the Area II Board of Directors.

The combination of the nine member counties provide \$92,000.00 to the Administrative Services Grant of \$140,000.00. This far exceeds the required 25% local match of \$46,666.67.

ATTACHMENT C

AREA II MINNESOTA RIVER BASIN PROJECTS

AREA II MINNESOTA RIVER BASIN PROJECTS

GRANT PERIOD:
From: July 1, 2021
To: June 30, 2022

**AREA II STATUTORY
AUTHORITY:**
MN Statutes, Sections
103F.171 - 103F.187

Administrative Services Grant Expenditures

*NOTE: Totals from
Audited Financial Statements
for FY2022
July 1, 2021 – June 30, 2022*

Personnel Services	\$ 205,585
Other Services	\$ 39,518
Prof. Services	\$ 54,160
Supplies	\$ 879
Investigation & Testing	\$ 0
Prop. Insurance	\$ 4,701
Capitol Outlay	\$ 62,291 <i>(Right-to-use Lease Asset)</i>
TOTAL FY22 EXPENDITURE	\$ 367,134

PROJECT CONTACT:
Kerry Netzke, Executive Director
(507) 537-6369
kerry.netzke@area2.org

Project Title: FY'22 ADMINISTRATIVE SERVICES GRANT
CONTRACT NO. P22-5880 \$140,000.00



Area II Minnesota River Basin Projects Watershed Boundary

Member Counties:

- Brown*
- Cottonwood*
- Lac qui Parle*
- Lincoln*
- Lyon*
- Murray*
- Pipestone*
- Redwood*
- Yellow Medicine*

Overall Project Description

Minnesota Statutes establish a grant-in-aid program administered by BWSR for providing financial and technical assistance to local government units (counties, SWCDS, and watershed districts) located in Area II for project and construction costs of floodwater retarding and retention structures within a general plan for floodplain management.

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The combination of the nine member counties provide \$92,000.00 to the Administrative Services Grant of \$140,000.00. This far exceeds the required 25% local match of \$46,666.67.

COMMITTEE RECOMMENDATIONS

Water Management and Strategic Planning Committee

1. One Watershed, One Plan Operating Procedures and Plan Content Requirements – Julie Westerlund – ***DECISION ITEM***

BOARD MEETING AGENDA ITEM

AGENDA ITEM TITLE: One Watershed, One Plan Operating Procedures and Plan Content Requirements

Meeting Date: August 24, 2023

Agenda Category: Committee Recommendation New Business Old Business

Item Type: Decision Discussion Information

Keywords for Electronic Searchability: One Watershed, One Plan; Policy; Operating Procedures; Plan Content Requirements; Revisions

Section/Region: Central Region – Local Water Management Section

Contact: Julie Westerlund

Prepared by: Julie Westerlund

Reviewed by: Water Management and Strategic Planning Committee(s)

Presented by: Julie Westerlund

Time requested: 20 minutes

Audio/Visual Equipment Needed for Agenda Item Presentation

Attachments: Resolution Order Map Other Supporting Information

Fiscal/Policy Impact

- None
- Amended Policy Requested
- New Policy Requested
- Other:
- General Fund Budget
- Capital Budget
- Outdoor Heritage Fund Budget
- Clean Water Fund Budget

ACTION REQUESTED

Adopt revised versions of the *One Watershed, One Plan Operating Procedures* and the *One Watershed, One Plan – Plan Content Requirements* and authorize staff to implement the revised policies.

LINKS TO ADDITIONAL INFORMATION

SUMMARY (*Consider: history, reason for consideration now, alternatives evaluated, basis for recommendation*)

Revisions to the *One Watershed, One Plan Operating Procedures* clarify the procedures for amending comprehensive watershed management plans. Previous policy was silent on amendment procedure. Revisions to the *One Watershed, One Plan – Plan Content Requirements* include modifications to the list of issues that may be addressed in comprehensive watershed management plans and new language acknowledging the important connection between these plans and the Minnesota Climate Action Framework. All modifications to policies are summarized in a table at the end of each policy.

BOARD ORDER

Revisions to the *One Watershed, One Plan Operating Procedures* and the *One Watershed, One Plan – Plan Content Requirements*

PURPOSE

Adopt revised versions of the *One Watershed, One Plan Operating Procedures* and the *One Watershed, One Plan – Plan Content Requirements*.

RECITALS /FINDINGS OF FACT

- A. Minnesota Statutes §103B.801 established the Comprehensive Watershed Management Planning Program, also known as the One Watershed, One Plan Program, and directs the board to develop policies for coordination and development of comprehensive watershed management plans and required comprehensive watershed management plan content.
- B. The Board approved the *One Watershed, One Plan Operating Procedures* on March 23, 2016 and approved subsequent revisions on March 28, 2018 and March 24, 2021.
- C. The Board approved the *One Watershed, One Plan – Plan Content Requirements* on March 23, 2016 and approved subsequent revisions on March 28, 2018, August 29, 2019, and December 15, 2022.
- D. The agency’s water planning team identified the need to revise the One Watershed, One Plan policies, including changes related to plan amendments and the Minnesota Climate Action Framework, and recommended revisions to the Senior Management Team.
- E. The Board’s Senior Management Team on July 11, 2023 reviewed revisions to the *One Watershed, One Plan Operating Procedures* and the *One Watershed, One Plan – Plan Content Requirements* and recommended both policy revisions to the Board’s Water Management and Strategic Planning Committee for consideration.
- F. The Board’s Water Management and Strategic Planning Committee reviewed the revisions on July 26, 2023 and recommended approval of both policy revisions to the full board.

ORDER

The Board hereby:

- 1. Adopts the *One Watershed, One Plan Operating Procedures* version 3.0, dated August 24, 2023
- 2. Adopts the *One Watershed, One Plan, Plan Content Requirements* version 3.0, dated August 24, 2023.
- 3. Authorizes staff to implement the revised *One Watershed, One Plan Operating Procedures and One Watershed, One Plan, Plan Content Requirements*.

Dated at Apple Valley, Minnesota, this August 24th, 2023.

MINNESOTA BOARD OF WATER AND SOIL RESOURCES

Date: _____

Todd Holman, Chair
Board of Water and Soil Resources

One Watershed, One Plan

Operating Procedures

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

Version: 3.0
Effective Date: 08/24/2023
Approval: Board Decision # 23-##

Policy Statement

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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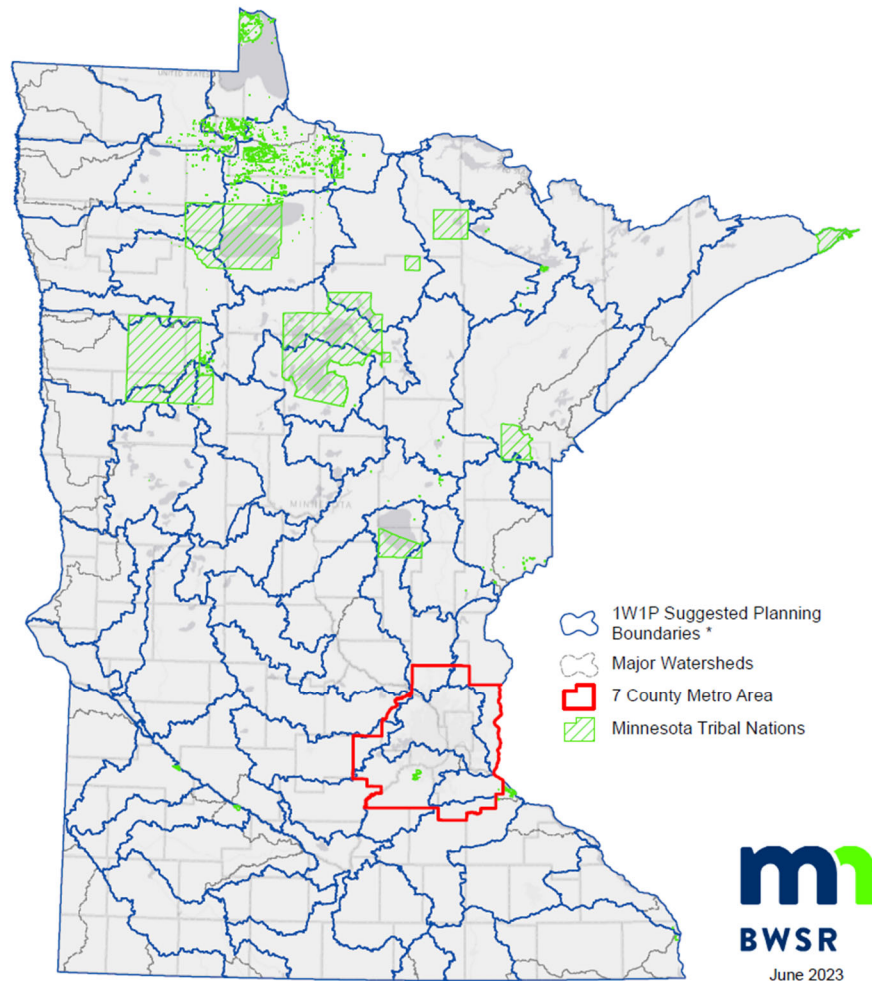
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I. Boundary Framework

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 and as subsequently revised (Figure 1). Boundaries within this map are recommended but not mandated; procedures for establishing and deviating from the boundaries are in this section.



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

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 manager of the intent to initiate planning. This notification shall include:
 - i. Local concurrence of all participants that they will use the planning boundary established in the BWSR Board adopted map, or
 - ii. A new map delineating a revised planning boundary with local concurrence of all participants as well as required participants with land in adjacent planning boundaries that would be affected by a deviation from the BWSR Board adopted map. 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 plan has been approved, 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 or areas that are in more than one planning boundary.
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

When the One Watershed, One Plan planning process is initiated within a watershed area, all potentially affected units of government within the 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 government unit is encouraged to be directly involved in the planning process but is not required to formally agree. All municipalities (cities and townships) and Minnesota Tribal Nations (“tribes” or “tribal governments”) are optional participants.

As planning partnerships come together, required participants must extend an invitation to Minnesota Tribal Nations with reserved lands or rights within the proposed planning boundary.

Table 1. Participation Requirements by Government Type

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**
Minnesota Tribal Nations	Optional ***

*Metro refers to the seven-county metropolitan area.

** See “Guidance for Committees and Getting Ready to Plan” for considerations for municipal participation.

***Required participants must invite these groups to participate.

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 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 required participant 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 by Minnesota Tribal Nations

Minnesota Statute §10.65 affirms the government-to-government relationship between the State of Minnesota and Minnesota Tribal Nations. BWSR is committed to promoting consultation, coordination, and cooperation among tribes, state agencies, and local governments via the One Watershed, One Plan process.

Minnesota Tribal Nations have natural resource management authorities (including those delegated under the Clean Water Act), responsibilities, programs and information for lands within reservation boundaries and ceded territories. Each tribal government has a unique structure; the nature of tribal participation in a planning effort will be determined by the tribe(s). See “Guidance for Committees and Getting Ready to Plan” for more information.

D. 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 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 an individual government 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

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

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, state, and tribal plans and data as well as existing 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 and tribal government (if applicable) staff {typically local water planners and lead staff from participating local governments, tribal natural resources staff (if applicable), 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 and tribal governments (if applicable) 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 tribal representatives (if they choose not to participate at the policy committee level) and 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, other government entities, 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 groups or alternative methods for receiving input may be used for these interested parties.
- a. Government entities such as drainage authorities, federal agencies, and tribal governments.
 - b. Stakeholders such as 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.
 - c. 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 water plans, input received from agencies, TMDL studies, WRAPS, and other local, agency, and tribal (if applicable) or other natural resource 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 water plans, input received from agencies, TMDL studies, WRAPS, and other natural resource 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 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) and Minnesota Tribal Nations with reserved lands or rights (see definitions) within the planning boundary 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. Partnerships are 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.
 - a. Depending on the formal agreement, the participating local governments may need to hold individual public hearings.
 - b. 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 according to the process outlined in IV.C.1. 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*. 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 planning partnership. The regional BWSR committee makes a recommendation to the BWSR Board where a 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 Amendments

1. **Assessment, evaluation and reporting** should be completed according to the approach described in the plan (see the *One Watershed, One Plan – Plan Content Requirements*).
2. **Plan Amendments.** There are three options for plan amendments:
 - a. **Regular Amendment.** The plan may be amended at any time using the formal review and approval process described in IV.C – D. The amended portion must comply with the most current version of the *One Watershed, One Plan-Plan Content Requirements*.
 - b. **Minor Amendment.** If the proposed amendment meets the criteria below, a minor amendment procedure can be used.
 - i. **Minor Amendment Criteria.** An amendment can proceed as a minor amendment if the BWSR board conservationist and the regional manager agree that the following criteria are met:
 - (a) The amendment does not create a new funding mechanism (e.g., water management district) or a new program that would have significant implications for local funding or taxing; and
 - (b) The amendment does not change overall plan priorities or goals.
 - ii. **Minor Amendment Procedure.**
 - (a) **Submit and notify.** The policy committee submits the proposed amendment to BWSR and notifies the required plan review authorities and Minnesota Tribal Nations with reserved lands or rights within the proposed planning boundary. The notification must specify that the minor amendment procedure is being used and that comments must be submitted to the partnership and BWSR (board conservationist).
 - (b) **30-day comment period.** Plan review authorities have 30 days to provide comment on the proposed amendment. Comments must be submitted to both the partnership and BWSR (board conservationist).
 - (i) If any objections are raised, the BWSR board conservationist, in consultation with the partnership and the regional manager, determines whether the amendment can move forward as a minor amendment (if the determination is that the amendment

cannot proceed, the partnership must re-submit the amendment for the full amendment process).

- (ii) If the BWSR board conservationist fails to act within five working days of the end of the comment period (unless an extension is mutually agreed to with the partnership), the amendment is considered approved.
 - (c) **Public hearing.** The policy committee will schedule and hold a public hearing(s) on the amendment before the amendment can be approved. Depending on the implementation agreement, the participating local governments may need to hold individual public hearings.
 - (d) **Finalize and distribute.** The partnership, in consultation with the BWSR board conservationist, will address comments that were received and make necessary revisions. The partnership will include the BWSR board conservationist on responses to individual commenters. The partnership will distribute the final amendment to all parties who received the initial notification according to the method consistent with the recipient's requirements (electronic, hard copy, or web link).
- c. **Plan Renewal Amendment.** At least once every ten years after the original plan is approved by BWSR, a thorough assessment of the plan must be conducted. This assessment must evaluate plan implementation, progress toward goals, new information and other changes since the plan was approved. A plan renewal amendment will result in a new plan expiration date that is 10 years from the date the BWSR board approves the amendment. The amendment must:
- i. Incorporate the assessment results.
 - ii. Provide opportunity for participation by optional participants described in section II.
 - iii. Be developed with public input, including notification requirements described in section IV.A.II.
 - iv. Comply with the most current version of the *One Watershed, One Plan – Plan Content Requirements*

Regular and minor amendments must take the form of replacement pages for the existing plan document or a replacement plan document if there are a large number of changes.

The amendment takes effect immediately upon BWSR approval. Local adoption is not required.

V. Definitions

- **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.
- **Reserved lands or rights.** Land reserved for a tribe or tribes under treaty or other agreement with the United States, executive order, or federal statute or administrative action as permanent tribal homelands, and where the federal government holds title to the land in trust on behalf of a tribe. Tribal nations with rights, whether inherent or in treaty, may also have a participation interest in One Watershed, One Plan.

History

Version	Description	Date
3.0	<ul style="list-style-type: none">■ Updated Suggested Boundary Map to reflect approved boundary changes to date and to include Minnesota Tribal Nations■ Replaced Executive Order 19-24 with Minnesota Statute §10.65.■ Added options and procedures for plan amendments■ Minor edits to improve clarity and readability	August 24, 2023
2.1	<ul style="list-style-type: none">■ Clarified requirements for tribal participation■ Updated Suggested Boundary Map to reflect approved boundary changes to date■ Minor edits to improve clarity and readability	March 24, 2021
2.0	<ul style="list-style-type: none">■ Formatted with new policy template and logo; edited to improve clarity and readability■ 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)■ Simplified and clarified participation requirements and planning agreements (II.A and III.A.3, respectively)■ Added requirements for sharing public comments during the plan review and approval process (IV.C.3 and IV.D)	March 28, 2018
1.0	<ul style="list-style-type: none">■ Pilot Program Operating Procedures modified to reflect transition to program	March 23, 2016
0.0	<ul style="list-style-type: none">■ Pilot Program Operating Procedures	June 25, 2014

One Watershed, One Plan

Plan Content Requirements

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

Version: 3.0

Effective Date: 08/24/2023

Approval: Board Decision 23-##

Policy Statement

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

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

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.

- Surface water and ground water quality protection, restoration, and improvement, including prevention of erosion and soil transport into surface water systems
- Restoration, protection, and preservation of drinking water sources and 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
- Climate impacts on water resources (see II.C)
- Land cover changes
- Ecosystem health and resilience
- Water supply (protect, provide, and conserve)
- Drinking water supply
- Drainage system management
- Wastewater management
- Storm water management
- Drought mitigation
- Chlorides
- Contaminants of emerging concern
- Emerging issues
- Invasive species prevention and/or management
- Public outreach
- Equity and environmental justice
- Maintenance of core services; understanding of local capacity
- 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: Minnesota Climate Action Framework

Local water planning and implementation can play a key role in achieving adaptation and mitigation goals in Minnesota's Climate Action Framework, especially the goals specific to climate-smart natural and working lands and resilient communities. The framework identifies the following measure of progress for Natural and Working Lands: *By 2030, all state funded or sponsored land, water, and species management plans identify actions to increase adaptation.*

In addition, watershed planning provides an opportunity for BWSR and partners to work together to address Minnesota Statutes §103B.101 subd. 16 (a)(5) related to climate adaptation, resiliency, or mitigation.

Counties may also have an All-Hazard Mitigation Plan that could inform watershed planning. Partnerships are encouraged to make linkages between these plan types.

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

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 to allow 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
9. Acknowledgement of Minnesota Tribal Nations in the planning boundary

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.

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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
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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 (field scale) locations for individual practice types are not required, but the plan must identify approaches that will be used to locate different types of BMPs or focus programs during implementation.

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.

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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. **Financial Assistance Programs.** Describe local voluntary financial assistance 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. Financial assistance 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 watershed plan. Describe local procedures for ensuring future drainage projects are not inconsistent with the goals of the plan.
 - b. **Capital Improvement Programs (CIPs) for Watershed Districts:** CIPs are required in the plan when a watershed district is included, consistent with the requirements of Minnesota Statutes §103B and 103D. A CIP is an itemized program for at least a five-year prospective period. A CIP sets forth the schedule, timing, and details of specific contemplated capital improvements by year. CIPs also describe estimated costs, 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. Amendments are subject to at least biennial review.
 - c. **Permanent Protection:** Describe opportunities for permanent land protection necessary to meet the resource needs and achieve the goals for the watershed.
3. **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, and legal drainage systems. Specify any new programs or revisions to existing programs needed to accomplish the goals or that may benefit from watershed-wide collaboration.
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 - 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 §103D.337-103D.345.

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5. **Data Collection and Monitoring.** Describe how data collection and monitoring activities will be used to reasonably evaluate progress toward plan goals and describe additional data collection activities needed to fill gaps that have been identified during the planning process. Include commitments to periodically analyze data, collect data consistent with state compatibility guidelines, and submit locally collected data to the appropriate state agency for entry into public databases.
- a. **Monitoring Summary:** Summarize the locations, frequency, and parameters of existing water quality, quantity, and other monitoring in the watershed. The summary should include local, state, and other ongoing monitoring programs and the scale (e.g., field, subwatershed, major watershed) 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 and outreach 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 wastewater 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. **Mid-Point Evaluation:** Include a schedule for a thorough mid-point evaluation 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

Version	Description	Date
3.0	<ul style="list-style-type: none"> ■ Modified “Other Topics” list (II.B) ■ Changed “extreme weather” to “Minnesota Climate Adaptation Framework” and modified description (II.C) ■ Added tribal acknowledgement to Land and Water Resources Narrative (III.B.9) ■ Added of language clarifying targeting requirement (III.E) ■ Changed “cost share” to “financial assistance” (III.F.1) ■ Fixed a typographical error in a statute reference (III.F.4.2.a) ■ Removed “education” (III.F.6) 	August 24, 2023
2.2	<ul style="list-style-type: none"> ■ Changed “Five Year” to “Mid-point” (III.G.5.c) 	December 15, 2022
2.1	<ul style="list-style-type: none"> ■ Added “drinking water sources” to the list of issues that must be addressed (II.A) 	August 29, 2019
2.0	<ul style="list-style-type: none"> ■ Formatted with new policy template and logo; edited to improve clarity and readability ■ 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) ■ Updated list of issues that must be in the plan to reflect statute (II) ■ 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). ■ Removed “potential sources of funding” from, and added requirement for two year time increments to, Targeted Implementation Schedule requirement (III.E.4) ■ Modified Targeted Implementation Schedule requirement to clarify inclusion of local priorities (III.E) 	March 28, 2018

- Added “legal drainage systems” to Operations and Maintenance requirement (III.F.3)
- Removed reference to the buffer law from Regulation and Enforcement requirement (III.F.4). Added inclusion of comprehensive plan dates (III.F.4.b)
- Modified Data Collection and Monitoring requirement to clarify program intent (III.F.5)
- Added needs assessment and strategy development; changed heading to Public Participation and Engagement (formerly *Information, Education, and Outreach*) (III.F.6)
- Added policy committee role and federal coordination to Decision-making and Staffing (III.G.1.a,b)
- Modified Work Planning requirement to clarify program intent (III.G.2)
- Modified Assessment, Evaluation, and Reporting to clarify program intent (III.G.3)

1.00	■ Pilot Plan Content Requirements modified to reflect transition to program	March 23, 2016
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0.00	■ Pilot Plan Content Requirements	June 25, 2014
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One Watershed, One Plan

Plan Content Requirements

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

Version: ~~3.02.2~~
Effective Date: ~~12mm/15dd/20223~~
Approval: Board Decision ~~22-54XX-XX~~

Policy Statement

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

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

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.

- Surface water and ground water quality protection, restoration, and improvement, including prevention of erosion and soil transport into surface water systems
- Restoration, protection, and preservation of drinking water sources and 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
- Climate impacts on water resources (see II.C)
- Land cover changes
- Ecosystem health and resilience
- ~~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~~
- Chlorides
- Contaminants of emerging concern
- Emerging issues ~~(e.g. land cover, climate change, etc.)~~
- Invasive species prevention and/or management
- ~~Chlorides~~
- Public Education and outreach
- Equity and environmental justice
- Maintenance of core services; understanding of local capacity
- 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: Minnesota Climate Action Framework ~~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.~~

Local water planning and implementation can play a key role in achieving adaptation and mitigation goals in Minnesota's Climate Action Framework, especially the goals specific to climate-smart natural and working lands and resilient communities. The framework identifies the following measure of progress for Natural and Working Lands: By 2030, all state funded or sponsored land, water, and species management plans identify actions to increase adaptation.

In addition, watershed planning provides an opportunity for BWSR and partners to work together to address Minnesota Statutes §103B.101 subd. 16 (a)(5) related to climate adaptation, resiliency, or mitigation.

Counties may also have an All-Hazard Mitigation Plan that could inform watershed planning. Partnerships are encouraged to make linkages between these plan types.

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

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

8.9. Acknowledgement of Minnesota Tribal Nations in the planning boundary

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.

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Each plan must have a targeted implementation schedule with:

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[Specific \(field scale\) locations for individual practice types are not required, but the plan must identify approaches that will be used to locate different types of BMPs or focus programs during implementation.](#)

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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. **Financial Assistance ~~Incentive~~ Programs.** Describe local voluntary ~~financial assistance~~~~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. ~~Financial assistance~~~~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.
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 - 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 watershed plan. Describe local procedures for ensuring future drainage projects are not inconsistent with the goals of the plan.
 - b. **Capital Improvement Programs (CIPs) for Watershed Districts:** CIPs are required in the plan when a watershed district is included, consistent with the requirements of Minnesota Statutes §103B and 103D. A CIP is an itemized program for at least a five-year prospective period. A CIP sets forth the schedule, timing, and details of specific contemplated capital improvements by year. CIPs also describe estimated costs, 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. Amendments are subject to at least biennial review.
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 - b. **Comprehensive or land use plans:** List the date of the last Comprehensive Plan adoption for each LGU. 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.
5. **Data Collection and Monitoring.** Describe how data collection and monitoring activities will be used to reasonably evaluate progress toward plan goals and describe additional data collection activities needed to fill gaps that have been identified during the planning process. Include commitments to periodically analyze data, collect data consistent with state compatibility guidelines, and submit locally collected data to the appropriate state agency for entry into public databases.
- a. **Monitoring Summary:** Summarize the locations, frequency, and parameters of existing water quality, quantity, and other monitoring in the watershed. The summary should include local, state, and other ongoing monitoring programs and the scale (e.g., field, subwatershed, major watershed) 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 ~~and~~ 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. **Mid-Point Evaluation:** Include a schedule for a thorough mid-point evaluation 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

Version	Description	Date
<u>3.0</u>	<ul style="list-style-type: none"> ■ <u>Modified “Other Topics” list (II.B)</u> ■ <u>Changed “extreme weather” to “Minnesota Climate Adaptation Framework” and modified description (II.C)</u> ■ <u>Added tribal acknowledgement to Land and Water Resources Narrative (III.B.9)</u> ■ <u>Added of language clarifying targeting requirement (III.E)</u> ■ <u>Changed “cost share” to “financial assistance” (III.F.1)</u> ■ <u>Fixed a typographical error in a statute reference (III.F.4.2.a)</u> ■ <u>Removed “education” (III.F.6)</u> 	<u>August 24, 2023</u>
2.2	<ul style="list-style-type: none"> ■ Changed “Five Year” to “Mid-point” (III.G.5.c) 	December 15, 2022
2.1	<ul style="list-style-type: none"> ■ Added “drinking water sources” to the list of issues that must be addressed (II.A) 	August 29, 2019
2.0	<ul style="list-style-type: none"> ■ Formatted with new policy template and logo; edited to improve clarity and readability ■ 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) ■ Updated list of issues that must be in the plan to reflect statute (II) ■ 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). ■ Removed “potential sources of funding” from, and added requirement for two year time increments to, Targeted Implementation Schedule requirement (III.E.4) ■ Modified Targeted Implementation Schedule requirement to clarify inclusion of local priorities (III.E) 	March 28, 2018

- Added “legal drainage systems” to Operations and Maintenance requirement (III.F.3)
- Removed reference to the buffer law from Regulation and Enforcement requirement (III.F.4). Added inclusion of comprehensive plan dates (III.F.4.b)
- Modified Data Collection and Monitoring requirement to clarify program intent (III.F.5)
- Added needs assessment and strategy development; changed heading to Public Participation and Engagement (formerly *Information, Education, and Outreach*) (III.F.6)
- Added policy committee role and federal coordination to Decision-making and Staffing (III.G.1.a,b)
- Modified Work Planning requirement to clarify program intent (III.G.2)
- Modified Assessment, Evaluation, and Reporting to clarify program intent (III.G.3)

1.00	■ Pilot Plan Content Requirements modified to reflect transition to program	March 23, 2016
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0.00	■ Pilot Plan Content Requirements	June 25, 2014
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One Watershed, One Plan

Operating Procedures

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

Version: ~~3.02-1~~
Effective Date: ~~mm-3/dd24/202321~~
Approval: Board Decision # ~~231-xx08~~

Policy Statement

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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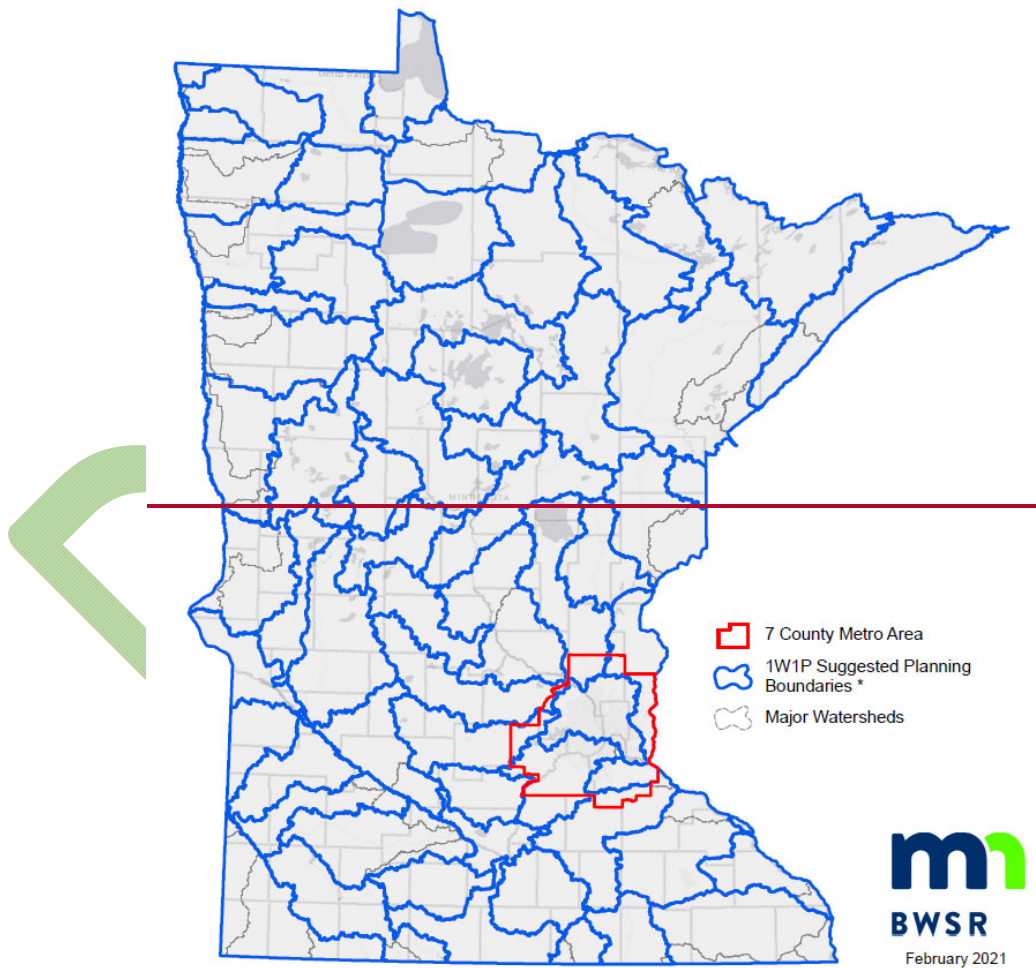
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I. Boundary Framework

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 and as subsequently revised (Figure 1). Boundaries within this map are recommended but not mandated; procedures for establishing and deviating from the boundaries are in this section.



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

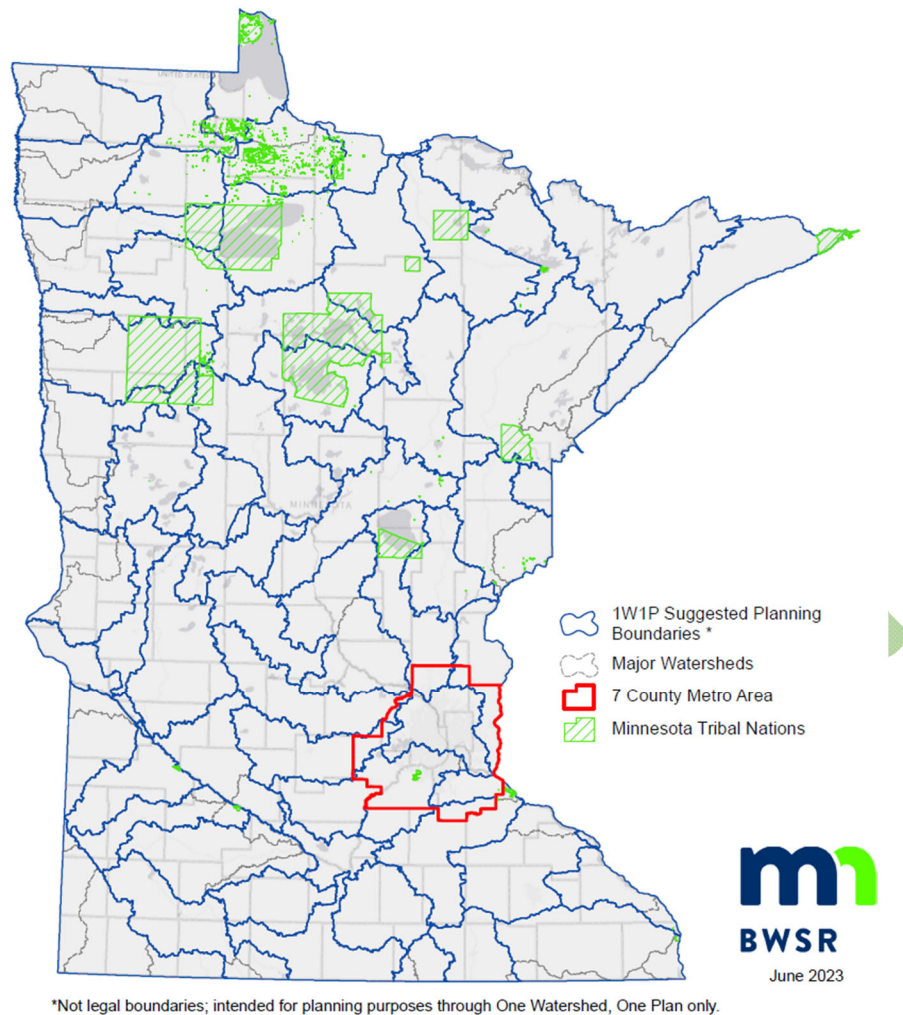


Figure 1. Suggested Boundary Map

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 manager of the intent to initiate planning. This notification shall include:

- i. Local concurrence of all participants that they will use the planning boundary established in the BWSR Board adopted map, or
 - ii. A new map delineating a revised planning boundary with local concurrence of all participants as well as required participants with land in adjacent planning boundaries that would be affected by a deviation from the BWSR Board adopted map. 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 plan has been approved, 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 or areas that are in more than one planning boundary.
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

When the One Watershed, One Plan planning process is initiated within a watershed area, all potentially affected units of government within the 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 government unit is encouraged to be directly involved in the planning process but is not required to formally agree. All municipalities (cities and townships) and Minnesota Tribal Nations (“tribes” or “tribal governments”) are optional participants.

As planning partnerships come together, required participants must extend an invitation to Minnesota Tribal Nations with reserved lands or rights within the proposed planning boundary.

Table 1. Participation Requirements by Government Type

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**
Minnesota Tribal Nations	Optional ***

*Metro refers to the seven-county metropolitan area.

** See “Guidance for Committees and Getting Ready to Plan” for considerations for municipal participation.

***Required participants must invite these groups to participate.

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 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 required participant 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 by Minnesota Tribal Nations

[Minnesota Statute §10.65](#) ~~Executive Order 19-24~~ affirms the government-to-government relationship between the State of Minnesota and Minnesota Tribal Nations. BWSR is committed to promoting consultation, coordination, and cooperation among tribes, state agencies, and local governments via the One Watershed, One Plan process.

Minnesota Tribal Nations have natural resource management authorities (including those delegated under the Clean Water Act), responsibilities, programs and information for lands within reservation boundaries and ceded territories. Each tribal government has a unique structure; the nature of tribal participation in a planning effort will be determined by the tribe(s). See “Guidance for Committees and Getting Ready to Plan” for more information.

D. 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 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 an individual government 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

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

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, state, and tribal plans and data as well as existing 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 and tribal government (if applicable) staff {typically local water planners and lead staff from participating local governments, tribal natural resources staff (if applicable), 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 and tribal governments (if applicable) 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 tribal representatives (if they choose not to participate at the policy committee level) and 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, other government entities, 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 groups or alternative methods for receiving input may be used for these interested parties.
- a. Government entities such as drainage authorities, federal agencies, and tribal governments.
 - b. Stakeholders such as 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.
 - c. 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 water plans, input received from agencies, TMDL studies, WRAPS, and other local, agency, and tribal (if applicable) or other natural resource 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 water plans, input received from agencies, TMDL studies, WRAPS, and other natural resource 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 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) and Minnesota Tribal Nations with reserved lands or rights (see definitions) within the planning boundary 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. Partnerships are 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.
 - a. Depending on the formal agreement, the participating local governments may need to hold individual public hearings.
 - b. 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 according to the process outlined in IV.C.1. 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 planning partnership. The regional BWSR committee makes a recommendation to the BWSR Board where a 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 Amendments ~~and Updates~~

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

~~Updates to the plan are required every ten years. The extent of the required update (or amendments) will depend on evidence that implementation is occurring. BWSR can issue “findings” when a complete update is not required based on the strength of the plan and amendments that have occurred since the plan was last approved.~~

2. **Plan Amendments.** ~~There are three options for plan amendments:~~

- a. **Regular Amendment.** ~~The plan may be amended at any time using the formal review and approval process described in IV.C – D. The amended portion must comply with the most current version of the *One Watershed, One Plan-Plan Content Requirements*.~~

- a.b. **Minor Amendment.** ~~If the proposed amendment meets the criteria below, a minor amendment procedure can be used.~~

1. **Minor Amendment Criteria.** ~~An amendment can proceed as a minor amendment if the BWSR board conservationist and the regional manager agree that the following criteria are met:~~

- (i) ~~The amendment does not create a new funding mechanism (e.g., water management district) or a new program that would have significant implications for local funding or taxing; and~~
- (ii) ~~The amendment does not change overall plan priorities or goals.~~

2. **Minor Amendment Procedure.**

- (i) **Submit and notify.** ~~The policy committee submits the proposed amendment to BWSR and notifies the required plan review authorities and Minnesota Tribal Nations with reserved lands or rights within the proposed planning boundary. The notification must specify that the minor amendment procedure is being used and that comments must be submitted to the partnership and BWSR (board conservationist).~~

- (ii) **30-day comment period.** ~~Plan review authorities have 30 days to provide comment on the proposed amendment. Comments must be submitted to both the partnership and BWSR (board conservationist).~~

1. ~~If any objections are raised, the BWSR board conservationist, in consultation with the partnership and the regional manager, determines whether the amendment can move forward as a minor amendment (if the determination is that the amendment cannot proceed, the partnership must re-submit the amendment for the full amendment process).~~
2. ~~If the BWSR board conservationist fails to act within five working days of the end of the comment period (unless an extension is mutually agreed to with the partnership), the amendment is considered approved.~~

(iii) **Public hearing.** The policy committee will schedule and hold a public hearing(s) on the amendment before the amendment can be approved. Depending on the implementation agreement, the participating local governments may need to hold individual public hearings.

(ii)(iv) **Finalize and distribute.** The partnership, in consultation with the BWSR board conservationist, will address comments that were received and make necessary revisions. The partnership will include the BWSR board conservationist on responses to individual commenters. The partnership will distribute the final amendment to all parties who received the initial notification according to the method consistent with the recipient's requirements (electronic, hard copy, or web link).

c. **Plan Renewal Amendment.** At least once every ten years after the original plan is approved by BWSR, a thorough assessment of the plan must be conducted. This assessment must evaluate plan implementation, progress toward goals, new information and other changes since the plan was approved. A plan renewal amendment will result in a new plan expiration date that is 10 years from the date the BWSR board approves the amendment. The amendment must:

1. Incorporate the assessment results.
2. Provide opportunity for participation by optional participants described in section II.
3. Be developed with public input, including notification requirements described in section IV.A.II.
4. Comply with the most current version of the *One Watershed, One Plan – Plan Content Requirements*

Regular and minor amendments must take the form of replacement pages for the existing plan document or a replacement plan document if there are a large number of changes.

The amendment takes effect immediately upon BWSR approval. Local adoption is not required.

V. Definitions

- **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.
- **Reserved lands or rights.** Land reserved for a tribe or tribes under treaty or other agreement with the United States, executive order, or federal statute or administrative action as permanent tribal homelands, and where the federal government holds title to the land in trust on behalf of a tribe. Tribal nations with rights, whether inherent or in treaty, may also have a participation interest in One Watershed, One Plan.

DRAFT

History

Version	Description	Date
<u>3.0</u>	<ul style="list-style-type: none"> ■ <u>Updated Suggested Boundary Map to reflect approved boundary changes to date and to include Minnesota Tribal Nations</u> ■ <u>Replaced Executive Order 19-24 with Minnesota Statute §10.65.</u> ■ <u>Added options and procedures for plan amendments</u> ■ <u>Minor edits to improve clarity and readability</u> 	<u>August 24, 2023</u>
2.1	<ul style="list-style-type: none"> ■ Clarified requirements for tribal participation ■ Updated Suggested Boundary Map to reflect approved boundary changes to date ■ Minor edits to improve clarity and readability 	March 24, 2021
2.0	<ul style="list-style-type: none"> ■ Formatted with new policy template and logo; edited to improve clarity and readability ■ 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) ■ Simplified and clarified participation requirements and planning agreements (II.A and III.A.3, respectively) ■ Added requirements for sharing public comments during the plan review and approval process (IV.C.3 and IV.D) 	March 28, 2018
1.0	<ul style="list-style-type: none"> ■ Pilot Program Operating Procedures modified to reflect transition to program 	March 23, 2016
0.0	<ul style="list-style-type: none"> ■ Pilot Program Operating Procedures 	June 25, 2014

COMMITTEE RECOMMENDATIONS

Grants Program and Policy Committee

1. One Watershed, One Plan Planning Grants Authorization – Julie Westerlund – ***DECISION ITEM***
2. One Watershed, One Plan Mid-Point Grants – Julie Westerlund – ***DECISION ITEM***
3. FY 2024 & FY 2025 Buffer Implementation Grants – Tom Gile – ***DECISION ITEM***
4. Fiscal Years 2024 and 2025 Soil and Water Conservation District Grants Authorization – James Adkinson – ***DECISION ITEM***
5. FY24-25 Watershed Based Implementation Funding Program – Annie Felix-Gerth – ***DECISION ITEM***

BOARD MEETING AGENDA ITEM

AGENDA ITEM TITLE: One Watershed, One Plan Planning Grants Authorization

Meeting Date: August 24, 2023

Agenda Category: Committee Recommendation New Business Old Business

Item Type: Decision Discussion Information

Keywords for Electronic Searchability: One Watershed, One Plan; Planning Grants; FY2024

Section/Region: Central Region; Land and Water Section

Contact: Julie Westerlund

Prepared by: Julie Westerlund

Reviewed by: Grants Program and Policy Committee(s)

Presented by: Julie Westerlund

Time requested: 10 minutes

Audio/Visual Equipment Needed for Agenda Item Presentation

Attachments: Resolution Order Map Other Supporting Information

Fiscal/Policy Impact

- | | |
|---|---|
| <input type="checkbox"/> None | <input type="checkbox"/> General Fund Budget |
| <input type="checkbox"/> Amended Policy Requested | <input type="checkbox"/> Capital Budget |
| <input type="checkbox"/> New Policy Requested | <input type="checkbox"/> Outdoor Heritage Fund Budget |
| <input type="checkbox"/> Other: | <input checked="" type="checkbox"/> Clean Water Fund Budget |

ACTION REQUESTED

Approve three planning boundaries for One Watershed, One Plan planning grants.

LINKS TO ADDITIONAL INFORMATION

SUMMARY *(Consider: history, reason for consideration now, alternatives evaluated, basis for recommendation)*

The calendar year 2023 (FY24 grants) One Watershed, One Plan Planning Grants request for proposal (RFP) period opened on March 24, 2023 and closed on June 19, 2023. BWSR received three proposals. Staff reviewed the three proposals (locations shown on attached map) against the RFP selection criteria. BWSR’s Senior Management Team reviewed staff recommendations on June 12, 2023 and recommended funding all three proposals. Grants Program and Policy Committee reviewed this recommendation on July 25, 2022. A draft board order is attached.

Funds are from the 2022-2023 biennium, Laws of Minnesota, 2021, 1st Special Session, Chapter 1, Article 2, Section 6 (i) and the 2024-2025 biennium, Laws of Minnesota, 2023, Chapter 40, Article 2, Section 6 (i) for assistance, oversight, and grants to local governments to transition local water management plans to a watershed approach as well as previously returned clean water fund grants.

BOARD ORDER

One Watershed, One Plan FY24 Planning Grants

PURPOSE

Authorize the fiscal year 2024 One Watershed, One Plan Planning Grants.

RECITALS /FINDINGS OF FACT

- A. The Laws of Minnesota, 2021, 1st Special Session, Chapter 1, Article 2, Section 6 (i) and the Laws of Minnesota, 2023, Chapter 40, Article 2, Section 6 (i) appropriated funds for assistance, oversight, and grants to local governments to transition local water management plans to a watershed approach as provided for in Minnesota Statutes, chapters 103B, 103C, 103D and 114D.
- B. The Board has authority under Minnesota Statutes §103B.101 and §103B.3369 to make grants to cities, townships, counties, soil and water conservation districts or authorities with jurisdiction in water and related land resources management when a proposed project, practice or activity implements a county water plan, watershed management plan, or county groundwater plan.
- C. The Comprehensive Watershed Management Planning Program authority, also known as One Watershed, One Plan, is established in Minnesota Statutes §103B.801.
- D. The Board on June 22, 2016 adopted a One Watershed, One Plan Transition Plan (Board Resolution #16-53) for development, approval, adoption, and coordination of plans consistent with Minnesota Statutes §103A.212.
- E. The Board on March 22, 2023 authorized staff to distribute and promote a request for proposals (RFP) for planning grants for the One Watershed, One Plan Program and a formal request for proposal was noticed on March 24, 2023 with a submittal deadline of June 19, 2023.
- F. The BWSR Senior Management Team met on July 11, 2023 and reviewed the applications with consideration of staff, consistency with the Transition Plan, and the selection criteria within the RFP and recommended providing planning grant funds to the following three watershed planning boundaries: Blue Earth River, Minnesota River Mankato, and Redwood River.
- G. The Grants Program and Policy Committee met on July 24, 2023 and reviewed the Senior Management Team's recommendations for One Watershed, One Plan Planning Grants and recommended board approval of planning grants for the Blue Earth River, Minnesota River Mankato, and Redwood River watershed planning boundaries.

ORDER

The Board hereby:

1. Approves and authorizes three One Watershed, One Plan Planning Grants: Blue Earth River, Minnesota River Mankato, Redwood River watershed planning boundaries.
2. Authorizes staff to approve work plans and enter into grant agreements with these watershed areas for development of One Watershed, One Plans.
3. Approves the allocation of grants funds for the three watershed areas not to exceed \$800,000 in total.

Dated at Apple Valley, Minnesota, this 24th of August 2023.

MINNESOTA BOARD OF WATER AND SOIL RESOURCES

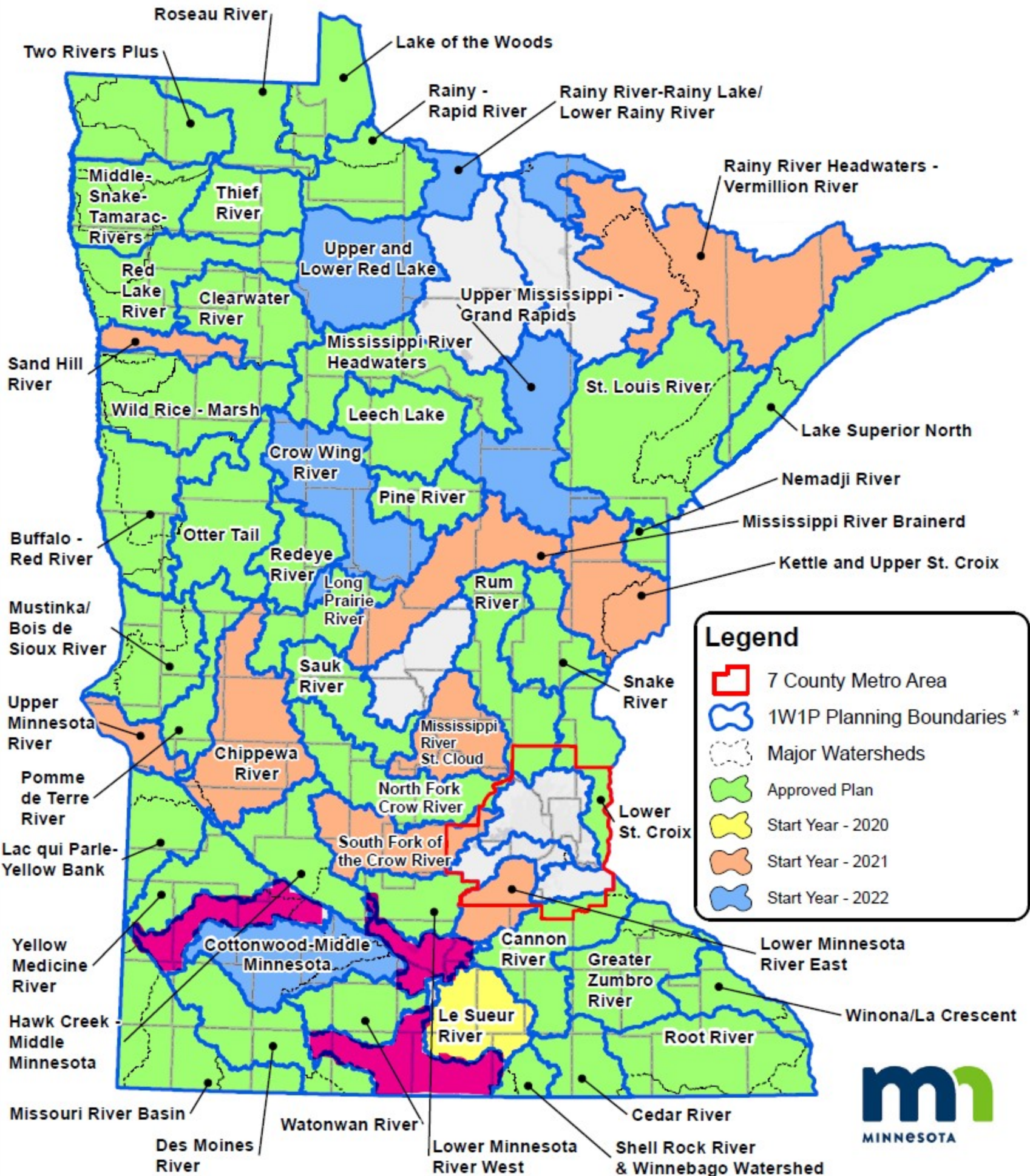
Date: _____

Todd Holman, Chair
Board of Water and Soil Resources

One Watershed, One Plan

Participating Watersheds

2023 Proposed Planning Grants



May 2023

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

BOARD MEETING AGENDA ITEM

AGENDA ITEM TITLE: One Watershed, One Plan Mid-Point Grants

Meeting Date: August 24, 2023

Agenda Category: Committee Recommendation New Business Old Business

Item Type: Decision Discussion Information

Keywords for Electronic Searchability: One Watershed, One Plan; Mid-Point Grants

Section/Region: Central Region – Local Water Management Section

Contact: Julie Westerlund

Prepared by: Julie Westerlund

Reviewed by: Grants Program and Policy Committee(s)

Presented by: Julie Westerlund

Time requested: 15 minutes

Audio/Visual Equipment Needed for Agenda Item Presentation

Attachments: Resolution Order Map Other Supporting Information

Fiscal/Policy Impact

- | | |
|---|---|
| <input type="checkbox"/> None | <input type="checkbox"/> General Fund Budget |
| <input type="checkbox"/> Amended Policy Requested | <input type="checkbox"/> Capital Budget |
| <input type="checkbox"/> New Policy Requested | <input type="checkbox"/> Outdoor Heritage Fund Budget |
| <input type="checkbox"/> Other: | <input checked="" type="checkbox"/> Clean Water Fund Budget |

ACTION REQUESTED

Authorize One Watershed, One Plan Mid-Point Grants and delegate approval of these grants to the Executive Director.

LINKS TO ADDITIONAL INFORMATION

SUMMARY *(Consider: history, reason for consideration now, alternatives evaluated, basis for recommendation)*

The Board previously approved Mid-Point grants for assessing and amending comprehensive watershed management plans. Pilot assessments are underway and staff more plan implementation groups are approaching the point in time for doing and assessment. To accommodate varying timelines for individual groups’ assessments, staff have asked, and the Grants Program and Policy Committee has recommended, that the authority to approve these grants be delegated to the executive director.

BOARD ORDER

One Watershed, One Plan Mid-Point Grants

PURPOSE

Authorize One Watershed, One Plan Mid-Point Grants and delegate approval of these grants to the Executive Director.

RECITALS /FINDINGS OF FACT

1. Past appropriations have been made to BWSR and BWSR anticipates future appropriations for transitioning local water management plans to a watershed approach.
2. The Comprehensive Watershed Management Planning Program authority, also known as One Watershed, One Plan, is established in Minnesota Statutes §103B.801.
3. An evaluation of the administration of the One Watershed, One Plan Program was completed by the Management Analysis and Development (MAD) in May 2022 with a specific recommendation regarding supporting successful plan maintenance.
4. In December 2022, the Board reviewed and approved via Board Order 22-54 the initial One Watershed, One Plan Mid-Point Grants to support local governments' efforts to evaluate progress on implementation of comprehensive watershed management plans and/or amend comprehensive watershed management plans.
5. The Board anticipates continued requests for Mid-Point Grants.
6. The timing of Mid-Point Grants will depend on readiness of each plan implementing partnership.
7. SMT reviewed and approved a staff recommendation consistent with this proposed Board Order on August 8, 2023.
8. The Grants Program and Policy Committee, at their August 14, 2023 meeting, reviewed this request and recommended Board approval of this order.

ORDER

The Board hereby:

1. Authorizes staff to establish a grant application process and delegates authority to the Executive Director to approve Mid-Point Grants up to \$75,000 per One Watershed, One Plan planning boundary for a mid-point assessment and /or comprehensive watershed management plan amendment.
2. Authorizes staff to enter into grant agreements or contracts for these purposes.
3. Directs staff to provide quarterly reports to the grants program and policy committee on this program.

Dated Apple Valley, Minnesota, this August 24th, 2023.

MINNESOTA BOARD OF WATER AND SOIL RESOURCES

Todd Holman, Chair
Board of Water and Soil Resources

Date: _____

Fact Sheet: Mid-Point Planning Grants



Purpose

These noncompetitive grants support groups in conducting evaluations and/or amending comprehensive watershed management plans developed through the One Watershed, One Plan program. Funding is from Clean Water Funds appropriated to BWSR for developing comprehensive watershed management plans.

The *One Watershed, One Plan – Plan Content Requirements* requires a schedule for a **mid-point year evaluation** of progress, along with an examination of new data, to determine whether a plan amendment is warranted (section III.G.5.c).

- c. **Mid-Point Evaluation:** Include a schedule for a thorough mid-point evaluation 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.

Eligibility Requirements

These grants are available to partnerships of local governments that are implementing a BWSR approved, locally adopted comprehensive watershed management plan developed via the One Watershed, One Plan program. Partnerships must have entered into a formal agreement to collaboratively implement the plan.

Eligible Activities

Two main activities are allowable under these grants: evaluation and plan amendments.

Evaluation. Activities described in the “Evaluating” section of [Guidance for Assessing the Implementation of Comprehensive Watershed Management Plans](#) (pages 6-9) are eligible under this grant. Each item in the list below should be examined to determine if a plan amendment is needed.

- New information
- Progress toward plan goals

- Administrative or other changes

Plan Amendments. This funding can be used for amending a comprehensive watershed management plan. See the “**Plan Amendments**” chapter of the [One Watershed, One Plan Guidebook](#) (page 53).

Amount, Availability and Timing

Amount: Up to \$50,000.

Availability: One grant is available to each eligible partnership on a non-competitive basis.

Timing: Eligible partnerships may access these funds at the mid-point of the plan implementation period. Timing may vary depending on factors including timing of Watershed-Based Implementation Funding grants, MPCA’s monitoring cycle, and BWSR’s PRAP schedule. Groups must work with their BWSR Board Conservationist and the One Watershed, One Plan program coordinator to determine the appropriate time to access funding.

Administration

Funds will be administered as an independent item in a Watershed-Based Implementation Funding (WBIF) grant agreement. Unused funds must be returned to BWSR; they cannot be used to implement other items in the WBIF work plan.

Request: Following discussion with the Board Conservationist and program coordinator, eligible partnerships may request up to \$50,000. This request will most likely occur concurrently with the third WBIF grant. The request must include a description of proposed outcomes.

Work Plan: Once approved, the budget request becomes the grant work plan.

Reporting: Reporting in eLINK will include a brief description of the actual outcomes along with a reference to documentation of the evaluation and/or the amended plan. For plan amendments requiring BWSR approval, the amendment must be submitted to BWSR by the grant end date (BWSR does not need to approve the amendment to fulfill the terms of the grant).



BOARD MEETING AGENDA ITEM

AGENDA ITEM TITLE: FY 2024 & FY 2025 Buffer Implementation Grants

Meeting Date: August 24, 2023

Agenda Category: Committee Recommendation New Business Old Business

Item Type: Decision Discussion Information

Keywords for Electronic Searchability: FY 2024 & FY 2025 Buffer Implementation

Section/Region: Resource Conservation

Contact: Tom Gile

Prepared by: Tom Gile

Reviewed by: Grants Program and Policy Committee(s)

Presented by: Tom Gile

Time requested: 10 minutes

Audio/Visual Equipment Needed for Agenda Item Presentation

Attachments: Resolution Order Map Other Supporting Information

Fiscal/Policy Impact

- | | |
|---|---|
| <input type="checkbox"/> None | <input type="checkbox"/> General Fund Budget |
| <input type="checkbox"/> Amended Policy Requested | <input type="checkbox"/> Capital Budget |
| <input type="checkbox"/> New Policy Requested | <input type="checkbox"/> Outdoor Heritage Fund Budget |
| <input type="checkbox"/> Other: | <input checked="" type="checkbox"/> Clean Water Fund Budget |

ACTION REQUESTED

Approval of Issuance of FY 2023 Buffer Implementation Grants for SWCD use.

LINKS TO ADDITIONAL INFORMATION

SUMMARY *(Consider: history, reason for consideration now, alternatives evaluated, basis for recommendation)*

This is the annual Grant support funding for SWCD’s role to provide Planning, Technical and implementation assistance to landowners under 103F.48 (Buffer Law) as well as their annual monitoring and reporting on compliance status.

BOARD ORDER

FY 2024-2025 Buffer Program Implementation Grants

PURPOSE

Provide Buffer Program funds to Soil and Water Conservation Districts to implement buffer program activities for fiscal year 2024-2025.

FINDINGS OF FACT / RECITALS

- A. The Board of Water and Soil Resources (Board) has the responsibility to oversee the provisions of Minnesota Statute 103F.48 (the Buffer Law) and to provide funds to Soil and Water Conservation Districts (SWCDs) to implement the law.
- B. The Laws of Minnesota 2023, Regular Session, Chapter 40, Article 2, Section 6(e) appropriated fiscal year 2024 and 2025 Buffer Program Implementation funds.
- C. The proposed allocations in this order were developed consistent with these appropriations.
- D. The Grants Program and Policy Committee, at their July 24, 2023 meeting, reviewed the proposed allocations and recommended approval to the Board.

ORDER

The Board hereby:

- 1. Authorizes staff to enter into grant agreements with eligible SWCDs, and Hennepin and Ramsey Counties that are meeting statute, policy, or grant program requirements for fiscal year 2024 and 2025 up to the amounts listed in the attached allocation table and totaling up to \$1,805,000 each year.
- 2. Establishes that the Buffer Program Implementation grants awarded pursuant to this order are to be used to fulfil the obligations of SWCDs under Minnesota Statute 103F.48 and has no required match.
- 3. Authorizes staff to carry out the Buffer Implementation Grant Program pursuant to this order and adopt grant management procedures consistent with requirements for Clean Water Fund expenditures.

Dated at Apple Valley, Minnesota, this 24th of August 2023.

MINNESOTA BOARD OF WATER AND SOIL RESOURCES

Date: _____

Todd Holman, Chair
Board of Water and Soil Resources

Attachment: FY2024-2025 Buffer Program Implementation Grant Allocations

FY23 Buffer Program Implementation Grant Allocations

SWCD	Proposed FY 23 Allocation
AITKIN	\$8,500
ANOKA	\$8,500
BECKER	\$21,500
BELTRAMI	\$17,000
BENTON	\$17,000
BIG STONE	\$21,500
BLUE EARTH	\$25,500
BROWN	\$25,500
CARLTON	\$2,500
CARVER	\$17,000
CASS	\$8,500
CHIPPEWA	\$25,500
CHISAGO	\$8,500
CLAY	\$30,000
CLEARWATER	\$17,000
COOK	\$2,500
COTTONWOOD	\$25,500
CROW WING	\$8,500
DAKOTA	\$17,000
DODGE	\$21,500
DOUGLAS	\$17,000
FARIBAULT	\$25,500
FILLMORE	\$25,500
FREEBORN	\$25,500
GOODHUE	\$21,500
GRANT	\$21,500
HENNEPIN COUNTY	\$8,500
HUBBARD	\$8,500
ISANTI	\$8,500

SWCD	Proposed FY23 Allocation
ITASCA	\$2,500
JACKSON	\$25,500
KANABEC	\$8,500
KANDIYOHI	\$25,500
KITTSOON	\$30,000
KOOCHICHING	\$2,500
LAC QUI PARLE	\$25,500
LAKE	\$2,500
LAKE OF THE WOODS	\$8,500
LE SUEUR	\$21,500
LINCOLN	\$21,500
LYON	\$25,500
MAHNOMEN	\$17,000
MARSHALL	\$38,500
MARTIN	\$30,000
MC LEOD	\$17,000
MEEKER	\$21,500
MILLE LACS	\$8,500
MORRISON	\$21,500
MOWER	\$25,500
MURRAY	\$25,500
NICOLLET	\$17,000
NOBLES	\$30,000
NORMAN	\$30,000
OLMSTED	\$21,500
OTTER TAIL E	\$21,500
OTTER TAIL W	\$21,500
PENNINGTON	\$21,500
PINE	\$8,500
PIPESTONE	\$21,500
POLK E	\$21,500

SWCD	Proposed FY23 Allocation
POLK W 45	\$38,500
POPE	\$21,500
RAMSEY	\$2,500
RED LAKE	\$17,000
REDWOOD	\$30,000
RENVILLE	\$38,500
RICE	\$17,000
ROCK	\$21,500
ROOT RIVER	\$17,000
ROSEAU	\$30,000
SCOTT	\$8,500
SHERBURNE	\$8,500
SIBLEY	\$21,500
ST. LOUIS N	\$2,500
ST. LOUIS S	\$2,500
STEARNS	\$30,000
STEELE	\$21,500
STEVENS	\$25,500
SWIFT	\$25,500
TODD	\$17,000
TRAVERSE	\$25,500
WABASHA	\$17,000
WADENA	\$8,500
WASECA	\$17,000
WASHINGTON	\$8,500
WATONWAN	\$21,500
WILKIN	\$30,000
WINONA	\$17,000
WRIGHT	\$17,000
YELLOW MEDICINE	\$30,000
	\$1,698,500

SWCD	Proposed FY 24 25 Allocation
COOK	2500
LAKE	2500
RAMSEY	2500
ST. LOUIS N	2500
ST. LOUIS S	2500
CARLTON	2500
ITASCA	2500
KOOCHICHING	2500
AITKIN	10000
CASS	10000
CROW WING	10000
ISANTI	10000
MILLE LACS	10000
WADENA	10000
HUBBARD	10000
KANABEC	10000
PINE	10000
ANOKA	10000
SCOTT	10000
SHERBURNE	10000
HENNEPIN COUNTY	10000
WASHINGTON	10000
CHISAGO	10000
LAKE OF THE WOODS	10000
CLEARWATER	20000
ROOT RIVER	20000
WABASHA	20000
WINONA	20000
DAKOTA	20000
BENTON	20000
TODD	20000
MAHNOMEN	20000
RICE	20000
CARVER	20000
NICOLLET	20000
BELTRAMI	20000
RED LAKE	20000
WRIGHT	20000
WASECA	20000
MC LEOD	20000
DOUGLAS	20000
DODGE	20000
OLMSTED	20000
MORRISON	20000

SWCD	Proposed FY 24 25 Allocation
GOODHUE	20000
STEELE	20000
POPE	20000
LINCOLN	20000
MEEKER	20000
PIPESTONE	20000
ROCK	20000
SIBLEY	20000
OTTER TAIL E	20000
OTTER TAIL W	20000
BECKER	20000
LE SUEUR	20000
BIG STONE	20000
WATONWAN	20000
GRANT	20000
PENNINGTON	20000
POLK E	20000
FILLMORE	25000
SWIFT	25000
FARIBAULT	25000
JACKSON	25000
MOWER	25000
MURRAY	25000
BROWN	25000
LAC QUI PARLE	25000
FREEBORN	25000
CHIPPEWA	25000
COTTONWOOD	25000
BLUE EARTH	25000
STEVENS	25000
TRAVERSE	25000
LYON	25000
KANDIYOHI	25000
MARTIN	35000
STEARNS	35000
NOBLES	35000
ROSEAU	35000
KITTSOON	35000
WILKIN	35000
YELLOW MEDICINE	35000
CLAY	35000
NORMAN	35000
REDWOOD	35000
RENVILLE	45000
POLK W	45000
MARSHALL	45000

BOARD MEETING AGENDA ITEM

AGENDA ITEM TITLE: Fiscal Years 2024 and 2025 Soil and Water Conservation District Grants Authorization

Meeting Date: August 24, 2023

Agenda Category: Committee Recommendation New Business Old Business

Item Type: Decision Discussion Information

Keywords for Electronic Searchability: Soil and Water, Conservation, Grants, Districts

Section/Region: Central Region – Local Water Management Section

Contact: James Adkinson

Prepared by: James Adkinson

Reviewed by: Grants Program and Policy Committee(s)

Presented by: James Adkinson

Time requested: 15 minutes

Audio/Visual Equipment Needed for Agenda Item Presentation

Attachments: Resolution Order Map Other Supporting Information

Fiscal/Policy Impact

- | | |
|--|---|
| <input type="checkbox"/> None | <input checked="" type="checkbox"/> General Fund Budget |
| <input checked="" type="checkbox"/> Amended Policy Requested | <input type="checkbox"/> Capital Budget |
| <input type="checkbox"/> New Policy Requested | <input type="checkbox"/> Outdoor Heritage Fund Budget |
| <input type="checkbox"/> Other: | <input type="checkbox"/> Clean Water Fund Budget |

ACTION REQUESTED

Authorize FY2024 and FY2025 SWCD grants and approve the Conservation Contracts Program Policy.

LINKS TO ADDITIONAL INFORMATION

SUMMARY *(Consider: history, reason for consideration now, alternatives evaluated, basis for recommendation)*

State Statute 103C.501 “Cost-Sharing Program for Erosion Control and Water Management” has been amended as the “Conservation Contracts Program” and requires adjustments to our current Erosion Control and Water Management Policy. In addition to approving the policy, staff are also recommending the authorization of the Conservation Delivery and Conservation Contract allocations. The Grants Program and Policy Committee met on May 22 and July 24, 2023 and recommend approval to the full board.

BOARD ORDER

Fiscal Years 2024 and 2025 Soil and Water Conservation District Grants Authorization

PURPOSE

Provide fiscal years 2024 and 2025 Soil and Water Conservation District (SWCD) grants.

FINDINGS OF FACT / RECITALS

1. Laws of Minnesota 2023, Regular Session, Chapter 60 Article 1, Section 4 appropriated fiscal year (FY) 2024 and 2025 funds for Conservation Delivery and Conservation Contracts Program grants to BWSR.
2. The Board has authorities under Minnesota Statute 103B.101 to award grants and contracts to accomplish water and related land resources management.
3. The provisional allocations in this order were developed consistent with this appropriation.
4. The Grants Program and Policy Committee, at their May 22 and July 24 2023 meetings reviewed the allocations and Conservation Contracts Program Policy and recommended approval to the Board.

ORDER

The Board hereby:

1. Adopts the Conservation Contracts Program Policy
2. Authorizes staff to enter into individual grant agreements with SWCDs for fiscal year 2024 and 2025 consistent with legislation and currently totaling:

Grant	FY 2024	FY 2025
Conservation Delivery	\$1,765,001	\$1,765,001
Conservation Contracts	\$1,460,000	\$1,460,000

Dated at Apple Valley, Minnesota, this August 24, 2023.

MINNESOTA BOARD OF WATER AND SOIL RESOURCES

Date: _____

Todd Holman, Chair
Board of Water and Soil Resources

Attachments: *FY2024 and 2025 SWCD Programs and Operations Grants*

FY 2024 and 2025 SWCD Programs and Operations Grants		
SWCD	Conservation Delivery	Conservation Contracts Program
AITKIN	\$20,212	\$10,000
ANOKA	\$20,765	\$13,896
BECKER	\$19,026	\$28,833
BELTRAMI	\$26,376	\$12,911
BENTON	\$19,224	\$13,958
BIG STONE	\$18,037	\$10,000
BLUE EARTH	\$18,868	\$20,098
BROWN	\$18,947	\$17,546
CARLTON	\$18,670	\$10,790
CARVER	\$19,698	\$19,462
CASS	\$18,275	\$11,136
CHIPPEWA	\$18,947	\$14,002
CHISAGO	\$19,737	\$11,633
CLAY	\$19,263	\$19,257
CLEARWATER	\$18,750	\$10,295
COOK	\$18,196	\$12,931
COTTONWOOD	\$18,947	\$16,880
CROW WING	\$18,354	\$12,396
DAKOTA	\$21,240	\$24,843
DODGE	\$19,343	\$12,697
DOUGLAS	\$20,172	\$19,199
FARIBAULT	\$19,343	\$15,440
FILLMORE	\$20,133	\$27,078
FREEBORN	\$19,145	\$19,271
GOODHUE	\$20,054	\$28,644
GRANT	\$19,026	\$14,121
HENNEPIN COUNTY	\$25,930	\$16,181
HUBBARD	\$18,157	\$10,550
ISANTI	\$20,172	\$10,000
ITASCA	\$18,828	\$10,000
JACKSON	\$18,314	\$14,558
KANABEC	\$18,710	\$12,396
KANDIYOHI	\$19,501	\$17,083
KITTSOON	\$19,184	\$12,396
KOOCHICHING	\$18,472	\$12,931
LAC QUI PARLE	\$18,750	\$23,310
LAKE	\$18,314	\$12,931
LAKE OF THE WOODS	\$18,037	\$12,931
LE SUEUR	\$19,619	\$22,268
LINCOLN	\$19,896	\$18,316
LYON	\$19,224	\$16,930
MAHNOMEN	\$18,117	\$13,588
MARSHALL	\$29,596	\$12,280
MARTIN	\$18,908	\$20,734
MC LEOD	\$18,789	\$13,776

MEEKER	\$18,552	\$17,766
MILLE LACS	\$18,868	\$10,000
MORRISON	\$20,252	\$25,597
MOWER	\$20,805	\$13,608
MURRAY	\$18,235	\$13,673
NICOLLET	\$19,224	\$15,651
NOBLES	\$18,512	\$20,172
NORMAN	\$18,986	\$12,394
OLMSTED	\$21,754	\$33,431
OTTER TAIL EAST	\$18,986	\$18,743
OTTER TAIL WEST	\$18,986	\$23,721
PENNINGTON	\$18,710	\$13,827
PINE	\$18,986	\$15,834
PIPESTONE	\$18,670	\$18,662
POLK EAST	\$18,828	\$13,082
POLK WEST	\$18,828	\$16,203
POPE	\$18,592	\$22,716
RAMSEY	\$19,343	\$12,952
RED LAKE	\$18,077	\$10,000
REDWOOD	\$19,343	\$16,365
RENVILLE	\$19,501	\$13,249
RICE	\$22,940	\$17,680
ROCK	\$19,343	\$18,712
ROOT RIVER	\$22,505	\$23,690
ROSEAU	\$18,750	\$13,314
SCOTT	\$19,935	\$21,155
SHERBURNE	\$21,635	\$10,282
SIBLEY	\$18,868	\$11,794
ST. LOUIS NORTH	\$18,789	\$11,339
ST. LOUIS SOUTH	\$18,789	\$10,000
STEARNS	\$22,030	\$39,603
STEELE	\$20,014	\$13,398
STEVENS	\$19,184	\$18,098
SWIFT	\$18,592	\$12,844
TODD	\$20,054	\$19,384
TRAVERSE	\$19,145	\$10,000
WABASHA	\$19,619	\$18,190
WADENA	\$18,710	\$12,931
WASECA	\$18,986	\$13,341
WASHINGTON	\$20,568	\$14,525
WATONWAN	\$18,394	\$12,483
WILKIN	\$19,263	\$16,216
WINONA	\$20,963	\$14,418
WRIGHT	\$21,358	\$18,586
YELLOW MEDICINE	\$19,263	\$19,849
ALLOCATED TOTALS	\$1,765,001	\$1,460,000

DRAFT Conservation Contracts Program Policy

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

Version: 1.00
Effective Date: 08/24/2023
Approval: Board Order #23-xx

Policy Statement

The Conservation Contracts Program is established via Minnesota Statutes (M.S.), §103C.501 to allocate funds to Soil and Water Conservation Districts (districts) for practices, projects, and systems (projects) for:

- Erosion and sedimentation control,
- Improvements to water quality or water quantity,
- Habitat enhancement,
- Plant biodiversity,
- Energy conservation, or
- Climate adaptation, resiliency, or mitigation.¹

This policy applies to the Conservation Contracts Program and may apply to other funds allocated by BWSR to districts or other grantees based on legislative appropriation and/or board order. Program specific policy addendums may be used to identify additional or modified requirements.

Reason for the policy

The purpose of this policy is to provide expectations for conservation activities implemented through the Conservation Contracts Program and other programs conforming to this policy based on board order.

BWSR will use grant agreements for assurance of deliverables and compliance with appropriate statutes, rules, and established policies. Willful or negligent disregard of relevant statutes, rules, and policies may lead to imposition of financial penalties or future sanctions on the grantee.

¹ M.S. §103C.501, Subd. 1.

The BWSR Grants Administration Manual is the primary framework for grantee management of BWSR grant funds.

BWSR reserves the right to review and consider grantee administration of provisions subject to this policy.

Program Requirements

1. Eligible Activities

This policy supports use of funding for:

- Financial assistance for projects,
- Technical assistance,
- Project support,
- Administration, and
- Reporting.

Eligible activities must:

- Be identified in a state-approved plan established under M.S. Chapter 103B, 103C, 103D, 103F, 103G, or 114D,
- Leverage federal or other nonstate funds, or
- Address high-priority needs identified by the district based on public input.²

2. Ineligible Activities

Funds may not be used for projects that are designed only to increase land productivity.³

3. Financial Assistance

Grantees may provide financial assistance based on a percentage of installation cost, flat-rate, or incentive payments consistent with the procedures in the *Implementing Contracts with Land Occupiers* section of the BWSR Grants Administration Manual.

² M.S. §103C.501, Subd. 4.

³ M.S. §103C.501, Subd. 5. (c)

4. Project Assurances

A contract is required when funds are used to provide financial assistance to install projects. Grantees have the responsibility to ensure that the installed conservation project(s) meet the requirements identified in the *Project and Practice Assurances* section of the BWSR Grants Administration Manual.

5. Technical Quality Assurances

Grantees have the following responsibilities to ensure long-term public benefit of projects:

- **Technical Assistance Providers.** Ensure that identified technical assistance provider(s) have the appropriate technical expertise, skills, and training to their assigned role(s).
- **Standards.** Ensure the use of appropriate standards for design and installation.
- **Certification.** Certify that the project was installed according to applicable plans and specifications.
- **Operation and Maintenance.** Ensure an appropriate operation and maintenance plan is developed by qualified staff that identifies necessary activities and timing.
- **Periodic Project Inspection.** Conduct periodic project inspections to confirm the operation and maintenance plan is being followed and the project has not been altered or removed.⁴

For further information on assessing technical quality assurance for state funded projects see the *Technical Quality Assurance* section of the BWSR Grants Administration Manual.

6. Financial Assistance Policy

Grantees are encouraged to adopt a financial assistance policy before entering any financial assistance contracts. See the *Recommended Local Policies and Requirements* section of the BWSR Grants Administration Manual.

7. Grant Reporting

Requirements and procedures for grant reporting are found in the *Reporting Requirements for BWSR Grants* and *Closing out a BWSR Grant* sections of the BWSR Grants Administration Manual.

⁴ M.S. §103C.501, Subd. 7

History

Version	Description	Date
1.0	Conservation Contracts Program Policy (previously known as the Erosion Control and Water Management Program); first adoption	08/24/2023

Contact

For additional information, contact the designated BWSR staff.

DRAFT

BOARD MEETING AGENDA ITEM

AGENDA ITEM TITLE: FY24-25 Watershed Based Implementation Funding Program

Meeting Date: August 24, 2023

Agenda Category: Committee Recommendation New Business Old Business

Item Type: Decision Discussion Information

Keywords for Electronic Searchability: WBIF, watershed based, clean water fund, 2024, 2025

Section/Region: Central Region Land and Water

Contact: Annie Felix-Gerth

Prepared by: Annie Felix-Gerth

Reviewed by: Grants Program and Policy Committee(s)

Presented by: Annie Felix-Gerth

Time requested: 20 minutes

Audio/Visual Equipment Needed for Agenda Item Presentation

Attachments: Resolution Order Map Other Supporting Information

Fiscal/Policy Impact

- | | |
|---|---|
| <input type="checkbox"/> None | <input type="checkbox"/> General Fund Budget |
| <input type="checkbox"/> Amended Policy Requested | <input type="checkbox"/> Capital Budget |
| <input type="checkbox"/> New Policy Requested | <input type="checkbox"/> Outdoor Heritage Fund Budget |
| <input type="checkbox"/> Other: | <input checked="" type="checkbox"/> Clean Water Fund Budget |

ACTION REQUESTED

Authorization of the FY24-25 Clean Water Fund Watershed-based Implementation Funding Program

LINKS TO ADDITIONAL INFORMATION

SUMMARY *(Consider: history, reason for consideration now, alternatives evaluated, basis for recommendation)*

BWSR staff have met over the past 6 months with an internal staff team (Clean Water Team), BWSR Senior Management Team, and BWSR Grants Program and Policy Board Committee to discuss the policy, and allocations for the Watershed-based Implementation Funding Program.

The BWSR Grants Program and Policy Committee reviewed the policy and allocation authorizations on August 14 2023 and made a recommendation to the full Board. The draft FY2024-2025 Clean Water Fund Watershed Based Implementation Funding Program policy and board order are attached based on the recommendations of the Grants Program and Policy Committee.

DRAFT BOARD ORDER

Clean Water Fund Watershed Based Implementation Funding Program

PURPOSE

Authorize the fiscal years 2024-2025 Clean Water Fund Watershed Based Implementation Funding (WBIF) Program and adopt the Program Policy.

FINDINGS OF FACT / RECITALS

1. The Laws of Minnesota 2023, Chapter 40, Article 2, Section 6 (a) appropriated \$39,500,000 for fiscal year 2024 and \$39,500,000 for fiscal year 2025 to implement activities in watershed plans.
2. The Board has authorities under Minnesota Statutes §103B.101 to award grants and contracts to accomplish water and related land resources management.
3. The Board has authorities under Minnesota Statutes §103B.101, Subd. 14 and 103B.801 to approve comprehensive watershed management plans, Minnesota Statutes §103B.255 to approve county groundwater plans, Minnesota Statutes §103C.401 to approve soil and water conservation district plans, and Minnesota Statutes §103B.231 to approved watershed management plans.
4. WBIF is based on a comprehensive and holistic approach to watershed management and includes funding local implementation actions to restore and protect both groundwater and surface water.
5. The fiscal years 2024-2025 Clean Water Fund WBIF Program policy was created to provide expectations for subsequent implementation activities conducted with these funds.
6. The Grants Program and Policy Committee, at their July 24 and August 14, 2023 meetings, discussed and recommended allocations of fiscal years 2024-2025 Clean Water Fund WBIF that includes: a) a \$250,000 base per watershed planning area outside of the Metro, b) a \$100,000 base per watershed planning area inside of the metro, and c) a distribution of funds based on a weighting of 90% private land and 10% on public waters to all eligible areas.
7. The Grants Program and Policy Committee, at their July 24 and August 14, 2023 meetings, reviewed the fiscal year 2024-2025 Clean Water Fund WBIF Program policy, and proposed funding allocations, and recommended approval to the Board.

ORDER

The Board hereby:

1. Adopts the attached fiscal years 2024-2025 Clean Water Fund WBIF Program Policy.
2. Adopts the attached map in Figure 1: Twin Cities Metropolitan Area Allocation Boundaries for depicting the metro allocations in Table 2.
3. Authorizes staff to establish a schedule and enter into grant agreements consistent with statutory appropriations and the attached:
 - a. Table 1: FY2024 and FY2025 WBIF Grant Allocations (excludes 7-county metro area)
 - b. Table 2: FY2024 and FY2025 WBIF Metro Only Grant Allocations

Note: Fiscal 2025 funds will not be available until July 1, 2024, and some recipients may not receive funds until after this date.

4. Authorizes staff to adjust the timing and availability of funding identified in Tables 1 and 2 based on timing of plan approval, sufficiency of partner coordination, readiness to proceed, commitment of nonstate match, or expenditure of previously awarded Watershed Based Implementation Funds.
5. Authorizes staff to distribute remaining or otherwise undesignated grant funds from FY2024-2025 and previous WBIF appropriations, consistent with the purpose of the WBIF program.

Dated at Apple Valley, Minnesota, this August 24, 2023.

MINNESOTA BOARD OF WATER AND SOIL RESOURCES

Todd Holman, Chair
Board of Water and Soil Resources

Date: _____

Attachments:

- FY 2024-2025 Clean Water Fund WBIF Program Policy

DRAFT

Table 1. FY 2024-2025 WBIF Grant Allocations (excludes 7-county metro area)

1W1P Planning Area #	1W1P Name	FY 24-25 Allocation Amount	Allocation Year
35	Bois de Sioux-Mustinka	\$ 1,594,226	2025
37	Buffalo-Red River	\$ 1,906,278	2024
54	Cannon River	\$ 1,536,990	2025
33	Cedar River	\$ 974,677	2024
20	Chippewa River	\$ 2,163,227	2024
43	Clearwater River	\$ 1,485,882	2025
23	Cottonwood River	\$ 1,958,370	2025
7	Crow Wing River	\$ 1,677,248	2025
34	Des Moines River	\$ 1,736,891	2025
30	Greater Zumbro River	\$ 1,897,768	2024
53	Hawk Creek - Middle Minnesota	\$ 1,504,444	2024
27	Kettle and Upper St. Croix	\$ 1,412,047	2024
18	Lac qui Parle-Yellow Bank	\$ 1,228,526	2025
51	Lake of the Woods	\$ 546,981	2024
1	Lake Superior North	\$ 1,043,910	2024
26	Le Sueur River	\$ 1,355,872	2025
4	Leech Lake River	\$ 598,665	2024
9	Long Prairie River	\$ 1,032,278	2025
56	Lower Minnesota River East	\$ 538,396	2024
55	Lower Minnesota River West	\$ 1,004,297	2025
29	Lower St. Croix River	\$ 778,691	2025
44	Middle-Snake-Tamarac Rivers	\$ 1,620,713	2025
5	Mississippi River - Grand Rapids	\$ 1,324,119	2025
61	Mississippi River Brainerd	\$ 1,492,655	2024
3	Mississippi River Headwaters	\$ 1,013,278	2024
11	Mississippi River St. Cloud	\$ 1,271,008	2025
52	Missouri River Basin	\$ 2,096,184	2024
64	Nemadji River	\$ 469,317	2025
12	North Fork Crow River	\$ 1,518,486	2024
36	Otter Tail	\$ 1,507,070	2025
6	Pine River	\$ 634,381	2024
17	Pomme de Terre River	\$ 1,006,033	2025
50	Rainy - Rapid River	\$ 520,667	2024
67	Rainy Lake Koochiching Co (butterfly)	\$ 558,419	2025
47	Rainy River Headwaters - Vermillion River	\$ 1,004,508	2024
41	Red Lake River	\$ 1,700,439	2024
8	Redeye River	\$ 1,112,800	2025
32	Root River	\$ 2,300,950	2024
46	Roseau River	\$ 864,534	2025
15	Rum River	\$ 1,331,559	2025

39	Sand Hill River	\$ 705,267	2024
10	Sauk River	\$ 1,212,865	2024
63	Shell Rock River/Winnebago Watershed	\$ 547,409	2024
28	Snake River	\$ 1,024,471	2024
13	South Fork of the Crow River	\$ 1,286,465	2024
2	St. Louis River	\$ 2,228,654	2024
42	Thief River	\$ 702,239	2024
45	Two Rivers Plus	\$ 1,662,685	2024
16	Upper Minnesota River	\$ 675,322	2024
40	Upper/Lower Red Lake	\$ 782,449	2025
25	Watonwan River	\$ 1,136,479	2024
38	Wild Rice - Marsh	\$ 1,993,181	2025
31	Winona/La Crescent	\$ 896,267	2025
19	Yellow Medicine River	\$ 1,323,460	2024

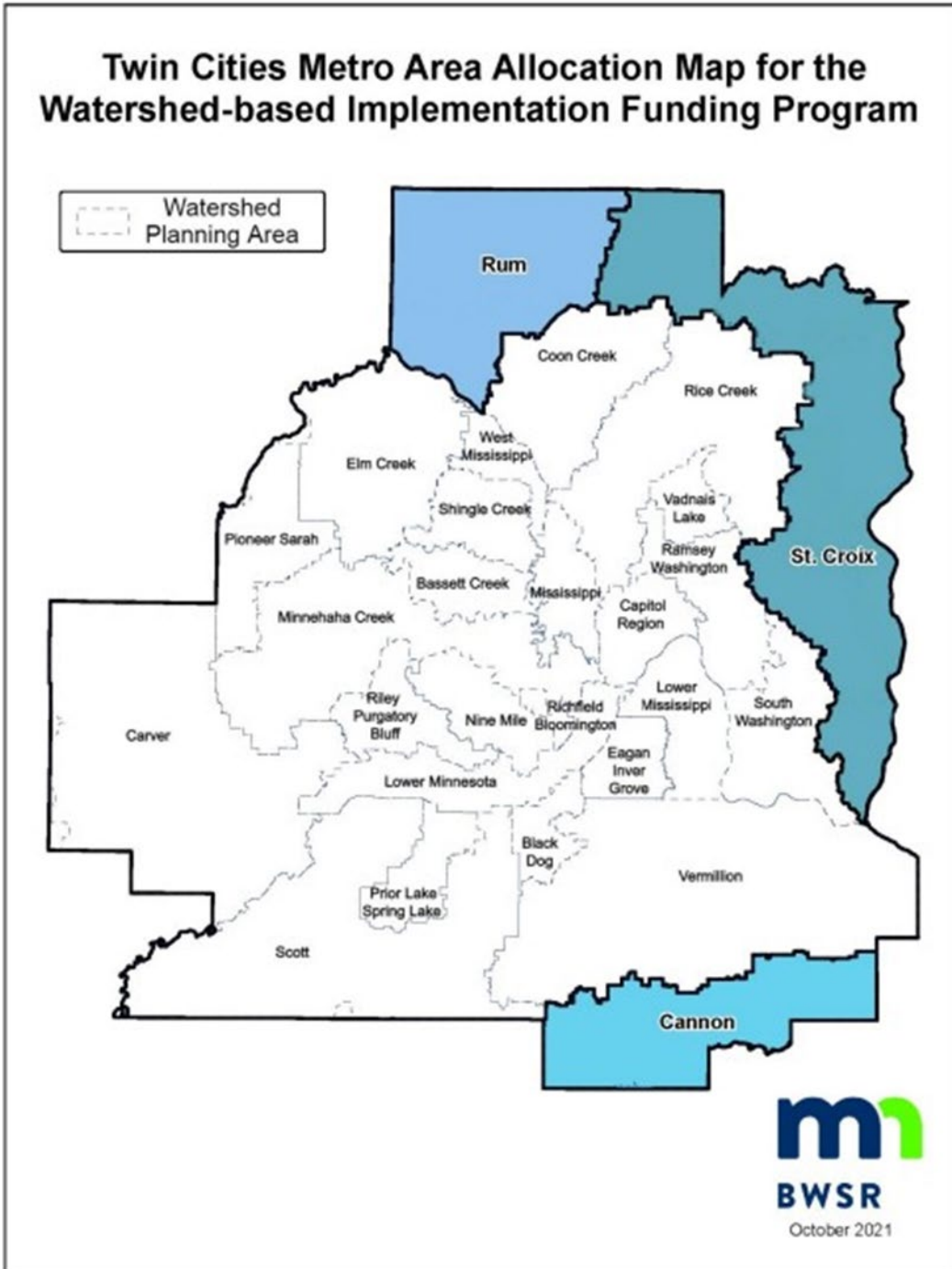
TOTAL \$ 67,500,000

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Table 2. FY 2024-2025 WBIF Grant Seven County Metro Allocations

1W1P Planning Area #	Metro Watershed Planning Area (WPA) or 1W1P Name	FY24-25 Funding Amount	Allocation Year
Metro	Bassett Creek WPA	\$ 183,256	2025
Metro	Black Dog WPA	\$ 151,542	2025
54	Cannon River (Metro)	\$ 395,361	2025
Metro	Capitol Region WPA	\$ 176,241	2025
Metro	Carver County WPA	\$ 721,325	2025
Metro	Coon Creek WPA	\$ 294,100	2025
Metro	Eagan-Inver Grove WPA	\$ 162,370	2025
Metro	Elm Creek WPA	\$ 373,590	2025
Metro	Lower Minnesota River WPA	\$ 217,485	2025
Metro	Lower Mississippi River WPA	\$ 208,410	2025
29	Lower St. Croix River (Metro)	\$ 1,266,380	2025
Metro	Minnehaha Creek WPA	\$ 424,534	2025
Metro	Mississippi WPA	\$ 176,951	2025
Metro	Nine Mile Creek WPA	\$ 195,026	2025
Metro	Pioneer-Sarah Creek WPA	\$ 240,415	2025
Metro	Prior Lake-Spring Lake WPA	\$ 169,935	2025
Metro	Ramsey Washington Metro WPA	\$ 230,182	2025
Metro	Rice Creek WPA	\$ 448,016	2025
Metro	Richfield-Bloomington WPA	\$ 114,644	2025
Metro	Riley-Purgatory-Bluff Creek WPA	\$ 197,194	2025
15	Rum River (Metro)	\$ 569,378	2025
Metro	Scott County WPA	\$ 646,054	2025
Metro	Shingle Creek WPA	\$ 191,662	2025
Metro	South Washington WPA	\$ 228,539	2025
Metro	Vadnais Lake Area WPA	\$ 147,921	2025
Metro	Vermillion River WPA	\$ 717,191	2025
Metro	West Mississippi WPA	\$ 152,299	2025
Metro Subtotal		\$ 9,000,000	

Figure 1. Twin Cities Metropolitan Area Allocation Boundaries



DRAFT Watershed-Based Implementation Funding FY24-25 Policy

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

Effective: August 23, 2023

Approval: Board Decision #23-##

Policy Statement

This policy provides expectations for implementation activities conducted via the Board of Water and Soil Resources (BWSR) Clean Water Fund Watershed Based Implementation Funding (WBIF) program as defined by the Clean Water Fund appropriation under Laws of Minnesota 2023, Chapter 40, Article 2, Section 6 (a).

The Clean Water Fund was established to implement part of Article XI, Section 15, of the Minnesota Constitution, and Minnesota Statutes §114D with the purpose of protecting, enhancing, and restoring water quality in lakes, rivers, and streams and to protect groundwater and drinking water sources from degradation.

Reason for the policy

These funds are specifically to be used to advance Minnesota's water resource goals through prioritized and targeted cost-effective actions with measurable water quality results. The primary purpose of activities funded through this program is to implement projects and programs that protect, enhance, and restore surface water quality in lakes, rivers, and streams; protect groundwater from degradation; and protect drinking water sources.

Grant Administration

BWSR will use grant agreements for assurance of deliverables and compliance with appropriate statutes, rules and established policies. Willful or negligent disregard of relevant statutes, rules and policies may lead to imposition of financial penalties or future sanctions on the grant recipient. BWSR's Grants Administration Manual (GAM) provides the primary framework for local management of all state grants administered by BWSR (<http://www.bwsr.state.mn.us/grants/manual/>).

Program Requirements

1. Eligibility

All grantees must be in compliance with applicable federal, state, and local laws, policies, ordinances, rules, and regulations. Recipients who have previously received a grant from BWSR must be in compliance with BWSR requirements for grantee website and eLINK reporting before grant execution and payment

For areas outside of the seven-county Twin Cities Metropolitan Area: To be eligible, local governments must have a current state approved and locally adopted comprehensive watershed management plan authorized under Minnesota statutes §103B.101, Subd. 14 or §103B.801 and have entered into an implementation agreement with other members of the planning partnership. If a local government within the geographic area of the plan has not adopted the plan, these funds can still be spent on implementation in that area by another eligible local government.

In the seven-county Twin Cities Metropolitan (Metro) Area: To be eligible, counties, watershed districts, watershed management organizations, soil and water conservation districts¹, and municipalities² must have a current state approved and locally adopted watershed management plan as required under §103B.231, county groundwater plan authorized under §103B.255, or soil and water conservation district comprehensive plan under Minnesota statutes §103C.331, Subd. 11. Participants, including one representative from each watershed district, watershed management organization, soil and water conservation district³, county with a county groundwater plan, up to two municipalities, must coordinate within the designated watershed planning areas before submitting a watershed-based implementation funding budget request that is prioritized, targeted and measurable.

Federally Recognized Minnesota Tribal Nations are eligible if they are implementing projects or programs for the purpose of this funding that are identified in a state approved 1) comprehensive watershed management plan developed under the One Watershed, One Plan program, or 2) plan developed under the seven-county metropolitan groundwater or surface water management frameworks.

BWSR staff will work with Minnesota Tribal Nations and implementing partners regarding tribal interest in this program.

2. Match Requirements

All grants require a non-state match equal to at least 10% of the amount of the Watershed Based Implementation Funding received. Match can be provided by landowners, land occupiers, private organizations, local governments or other non-state sources. Match can be in the form of cash or the cash value of services or materials contributed to the accomplishment of grant objectives.

3. Eligible Activities

All eligible activities must have a primary benefit towards water quality. Activities that result in multiple benefits are strongly encouraged. Eligible activities must be identified in the implementation section of a state approved,

¹ BWSR has established the content and process for metro soil and water conservation districts to develop an enhanced comprehensive plan consistent with Minnesota Statutes §103C.331 if the SWCD determines that an eligible 103B plan does not sufficiently and comprehensively include their activities. The plan content must include priority issues, measurable goals, and a targeted implementation action table. The process must include stakeholder input, establishment of an advisory committee, a public notice and comment period, a public hearing, and BWSR Board approval. See the [Metro Enhanced SWCD Comprehensive Plan Options](https://bwsr.state.mn.us/sites/default/files/2022-02/Metro%20SWCD%20Comp%20Plan%20Options_v2.pdf) document on the BWSR website: https://bwsr.state.mn.us/sites/default/files/2022-02/Metro%20SWCD%20Comp%20Plan%20Options_v2.pdf

² Municipalities (cities and townships) in the seven-county metropolitan area are eligible if they have a water plan that has been approved by a watershed district or a watershed management organization as provided under Minn. Stat. 103B.235.

³ Including Hennepin and Ramsey Counties if they have an enhanced comprehensive plan authorized under Minn. Statute 103C.331.

locally adopted comprehensive watershed management plan developed under Minnesota statutes §103B.101, Subd. 14 or §103B.801, watershed management plan required under §103B.231, county groundwater plan authorized under §103B.255, or a Metro soil and water conservation district enhanced plan as identified in the “Metro Enhanced SWCD Comprehensive Plan Options Guidance Document” (<https://bwsr.state.mn.us/watershed-based-implementation-funding-program>) and authorized under §103C.331.

Eligible activities can consist of structural and non-structural activities; program and project support, including staffing; easements; and grant management and reporting. Technical and engineering assistance necessary to implement these activities are considered essential and are eligible to be included. The BWSR website has activity category and practice lists (not all are eligible for this grant), see <https://bwsr.state.mn.us/elink-guidance-activity-categories>; <https://bwsr.state.mn.us/elink-guidance-practices>.

The following categories describe the eligible activities in more detail:

Structural and non-structural practices and activities

- All structural practices must be designed and maintained for a minimum effective life of ten years for best management practices and 25 years for capital improvement practices. The beginning date for a practice’s effective life is the same date final payment is approved and the project is considered complete. Where questions arise under this section, the effective lifespan of structural practices and projects shall be defined by current and acceptable design standards or criteria as defined in Section 5: Technical Expertise.
- Incentive payments should be reasonable and justifiable, supported by grant recipient policy, consistent with prevailing local conditions, and must be based on established standards. BWSR reserves the right to review and approve incentive payment rates established by grant recipient policy. Incentives to install or adopt best management practices must have a maximum duration of three years with a goal of ongoing landowner adoption unless otherwise approved by the Assistant Director of Regional Operations prior to work plan approval.
- Non-structural practices and activities that supplement or exceed current minimum state standards or procedures for protection, enhancement, and restoration of water quality in lakes, rivers, and streams or that protect groundwater and drinking water sources from degradation are eligible. Any projects proposing to provide financial assistance for installing or adopting non-structural land management practices for a duration longer than three years must be reviewed by BWSR staff and approved by the Assistant Director of Regional Operations prior to workplan approval.

Program and project support

- Staffing and/or technical and engineering assistance necessary to implement these activities.

- Public participation and engagement, equipment⁴, and other activities necessary for the implementation of water quality practices and programs consistent with the purposes of these funds.
- Actual technical and administrative expenses to advance plan implementation, site investigations and assessments, design and cost estimates, construction or installation supervision, and inspections.
- Developing of ordinances to protect water quality (example: Minimal Impact Design Standards) and must supplement existing federal/state/local requirements.

Easements

Easements and payment amounts must be reviewed and approved by BWSR staff prior to expenditure of grant funds to acquire an easement. When implementing perpetual easements, state easement payments shall not exceed current standard Reinvest in Minnesota (RIM) rates.

Grant management and reporting

Eligible activities include local grant administration, management, and reporting that are directly related to and necessary for implementing the project or activity. All grant recipients are required to report on the outcomes, activities, and accomplishments of Clean Water Fund grants. Grant management and reporting expenditures must be documented according to the Grants Administration Manual (See Reporting Requirements for BWSR Grants).

WBIF Specific Requirements

The following activities have specific definitions and requirements in addition to the Grants Administration Manual:

In-lake or in-channel treatment

Eligible practices include management practices such as rough fish management, vegetation management, lake drawdown, and alum treatments that have been identified as an implementation activity in a TMDL study or Watershed Restoration and Protection Strategies report and/or in a comprehensive watershed management plan or metro watershed management plan. Eligible expenses include only initial costs for design and implementation. All subsequent applications and treatments under this subsection are considered to be a local operation and maintenance expense responsibility. A feasibility study must be completed, reviewed and approved by BWSR staff prior to these activities being proposed in a grant work plan. The feasibility study must include:

- a) Lake and watershed information based on data that has been collected within the last 10-years (at minimum, include lake morphology and depth, summary of water quality information, and the assessment of aquatic invasive species);
- b) Description of internal load vs. external load nutrient reductions needed to meet the state's water quality standard;

⁴ See the Allowable and Unallowable Costs section of the Grants Administration Manual for Capital Equipment Purchases.

- c) History of projects completed in the lake's watershed (if none have been completed, that should be stated), as well as other in-lake activities if applicable;
- d) Cost benefit analysis of all options considered and reasons given for why you are choosing the proposed activities;
- e) Projected effective life of the proposed activities;
- f) Expected water quality outcome of the proposed activity;
- g) Plan for monitoring water quality to assure the proposed activity's total phosphorus goal will be achieved during its effective life (monitoring plans should include monitoring through the effective life), and
- h) For activities related to rough fish (example carp), the feasibility study must also include:
 - i. Methods used to estimate adult and juvenile carp populations;
 - ii. Description of the known interconnectedness of waterbodies (lakes, ponds, streams, wetlands, etc.);
 - iii. Identified nursery areas;
 - iv. Methods used to track carp movement;
 - v. Proposed actions to limit recruitment and movement; and
 - vi. Proposed actions to reduce adult carp populations.

Feedlots

Eligible practices are limited to: livestock management systems that were constructed before October 23, 2000; and livestock operations registered with the Minnesota Pollution Control Agency Database or its equivalent, not classified as a Concentrated Animal Feeding Operation (CAFO), and with less than 500 animal units (AUs) in accordance with Minnesota Rule Chapter 7020. BWSR reserves the right to deny, postpone or cancel funding where financial penalties related to violations have been imposed on the operator.

- a) Funded projects must comply with standards in MN Rule Chapter 7020 upon completion.
- b) Eligible practices are limited to best management practices listed by the Minnesota NRCS.
- c) Eligible practices and project components must meet all applicable local, State, and federal standards and permitting requirements.
- d) Feedlot roof structures are eligible up to \$100,000 per project with state grant funds and not to exceed 100% of construction costs.
- e) Feedlot relocations are eligible, up to \$100,000 per project with state grant funds and not to exceed 100% of the construction costs. The existing eligible feedlot must be permanently closed in accordance with local and State requirements. The existing and relocated livestock waste management systems sites are considered one project for grant funding.

Subsurface Sewage Treatment Systems.

- a) Local governments should first exhaust SSTS grant funding from the Minnesota Pollution Control Agency.
- b) Eligible activities are limited to identified imminent threat to public health systems (ITPHS) and systems that fail to protect groundwater. Land occupiers must meet low-income thresholds. Low-income guidelines from U.S Rural Development are strongly encouraged as the basis for the definition of low income.
- c) Proposed community wastewater treatment solutions involving multiple landowners are eligible for funding but must be listed on the MPCA's Project Priority List (PPL) and have a Community Assessment Report (CAR)

or facilities plan (Minn. Rule 7077.0272) developed prior to work plan submittal. For community wastewater system applications that include ITPHS, systems that fail to protect groundwater are also eligible.

- d) In an unsewered area that is connecting into a sewer line to a municipal wastewater treatment plant (WWTP), the costs associated with connecting the home to the sewer line is eligible for funding if the criteria in b. and c. above are met.

Drainage Systems

Funds can be used as an external source of funding for Minnesota Statutes §103E.011 Subd. 5 to facilitate multi-purpose drainage management practices with a primary purpose of improving water quality to reduce erosion and sedimentation and provide secondary benefits of reducing peak flows and flooding while protecting drainage system efficiency and reducing drainage system maintenance.

4. Ineligible Activities

Activities that do not have a primary benefit of water quality are ineligible. Common examples include:

- a. Water quality monitoring such as, but not limited to, routine, baseline, diagnostic, or effectiveness monitoring. This includes both surface and groundwater monitoring activities.
- b. Household water conservation appliances and water fixtures.
- c. Wastewater treatment systems with the exception of Subsurface Sewage Treatment Systems that are listed in the Eligible Activities section above.
- d. Municipal drinking water supply facilities or individual drinking water treatment systems.
- e. Stormwater conveyances that collect and move runoff, but do not provide water quality treatment benefit.
- f. Replacement, realignment or creation of bridges, trails or roads.
- g. Aquatic plant harvesting.
- h. Routine maintenance activities or repair of capital equipment and infrastructure within the effective life of existing practices or projects.
- i. Feedlots
 - 1) Feedlot expansions beyond state registered number of animal units, and
 - 2) Slats placed on top of manure storage structures.
- j. Subsurface Sewage Treatment Systems (SSTS)
 - 1) Small community wastewater treatment systems serving over 10,000 gallons per day with a soil treatment system, and
 - 2) A small community wastewater treatment system that discharges treated sewage effluent directly to surface waters without land treatment.
- k. Drainage management
 - 1) Drain tile, except for tile outlets required for water and sediment control basins, tile required to make eligible drainage water management practices function, tile required to collect and move runoff to treatment system, and dense pattern tile to replace open tile inlet(s).
 - 2) Ditching except if needed for the creation of a storage and treatment wetland restoration.

- 3) Back-flow preventing flap gates on side inlet structure pipes where a system-wide analysis has not been completed.
 - 4) Continuous berms greater than an average of 3 feet high (above existing ground) along Chapter 103E drainage ditches.
- l. Fee title land acquisition or easement costs, unless specifically allowed. If not specifically allowed, land acquisition and easement costs can count toward the required match if directly associated with the project and incurred within the grant period (costs may count towards match).
 - m. Buffers or other alternative practices that are required by law (e.g., Buffer Law, Drainage Law, Shoreland Law).
 - n. Contribution to a contingency or reserve fund or payment(s) to an equipment replacement fund that extends beyond the grant agreement period.
 - o. Activities that outlet landlocked basins.
 - p. Development and delivery of educational activities and curriculum that do not support or lead to the implementation of water quality practices.
 - q. Components required by 103E Drainage Law.
 - r. Any project that contributes to, or otherwise is used to replace wetlands impacted under the Wetland Conservation Act (per Minn. Rules 8420).
 - s. Activities required under the Groundwater Protection Rule.
 - t. Permanent stormwater treatment activities required to only meet the minimum requirements in Section 15 (Permanent Stormwater Treatment System) of the NPDES Construction Stormwater Permit which addresses development projects that creates a net increase of one or more acres of cumulative impervious surface.

5. Technical Expertise

Consistent with the Grants Administration Manual (GAM), grantees have the following responsibilities to ensure long-term public benefit of projects. See the following sections of the GAM for more details: Technical Quality Assurances (TQA), Projects and Practices Assurances (PPA), Operation, Maintenance, and Inspection of Practices (OMIP), and Implementing Contracts with Landowners (ICL).

- **Technical Assistance Providers.** Ensure that identified technical assistance provider(s) have the appropriate technical expertise, skills, and training to their assigned role(s). (TQA)
- **Standards.** Ensure the use of appropriate standards for design and installation. Innovative approaches may be incorporated on a case-by-case basis. (TQA)
- **Vegetation Requirements.** Non-structural vegetative practices must follow the Native Vegetation Establishment and Enhancement Guidelines, see <https://bwsr.state.mn.us/node/8806>.
- **Project Assurances.** Provide assurances that landowners or land occupiers receiving this funding will keep the practice in place for its intended use for the expected lifespan of the practice. (PPA)
- **Certification.** Certify that the project was installed according to applicable plans and specifications. (TQA)
- **Operation and Maintenance.** Ensure an appropriate operation and maintenance plan is developed by qualified staff that identifies necessary activities and timing. (TQA, OMIP)

- **Periodic Project Inspection.** Conduct periodic project inspections to confirm the operation and maintenance plan is being followed and the project has not been altered or removed. (TQA, OMIP)

6. BWSR Grant Budget Request, Work Plan, Reporting and Reconciliation Requirements

Activities must be first submitted through a budget request and work plan that will be reviewed by BWSR. The work plan must be approved by BWSR prior to funds being distributed. Metro grantees must request state funds that equal or exceed \$50,000. Applications submitted that do not meet this minimum dollar amount will not be accepted.

BWSR staff is authorized to develop grant agreements and requirements and processes for budget requests, work plans, project outcomes reporting, fiscal reconciliations, and grant closeouts. In the event there is a violation of the terms of the grant agreement, BWSR will enforce the grant agreement and evaluate appropriate actions, up to and including repayment of grant funds at a rate up to 100% of the grant agreement.

Important information below:

- All grantees must follow the relevant elements of the Grants Administration Manual policy and guidance including requirements for proposed work plan revisions and grant amendments.
- The grantee board has the authority and responsibility to approve the expenditure of funds within their own organization. The approval or denial of individual expenditures of funds must be documented in the grantee board's meeting minutes.
- Funds repaid to a grantee from a landowner or other land occupier who has failed to maintain a practice for its effective life must be reallocated to a local cost share program or project account consistent with MN Statutes Chapter 114D.50, less the administrative cost of the grantee.

7. Assurance Measures

WBIF assurance measures are based upon fiscal integrity and accountability for achieving measurable progress towards water quality elements of eligible watershed management or comprehensive watershed management plans. BWSR will use the measures to summarize and communicate about the use of WBIF relative to BWSR's expectations in accelerating clean water outcomes. The following assurance measures are supplemental to existing reporting and on-going grant monitoring efforts.

1. Prioritized, targeted, and measurable work is making progress toward achieving clean water goals.
2. Programs, projects, and practices are being implemented in priority areas.
3. Grant work is on-schedule and on-budget.
4. Leverage of non-state funds.

History

This policy may be reviewed annually and updated as needed.

Description	Date
This policy was originally created in 2019.	9/25/19
This policy was updated in 2021 to add a few ineligible activities and clarify language related to eligible activities and entities and change Metro soil and water conservation district annual work plans to enhanced plans under eligible activities.	10/27/2021
This policy was updated in 2023 to add tribal nations to eligibility list, and clarify language related to eligible and ineligible activities.	6/28/2023

DRAFT