

**Minnesota Board of Water and Soil Resources**  
**Performance Review and Assistance Program**

**Instructions for Part 2 Performance Standards Checklist**

**LGU Type: Metro Watershed Management Organizations**

**General Instructions:** The Part 2 Performance Standards checklist is intended to be used as part of the Board of Water and Soil Resources' review of local governmental unit performance in the delivery of water management services. The purpose of this part is to provide an overview of your watershed management organization's operations in four areas: administration, planning, execution and communication/coordination. The performance standards cover basic or required practices (■) and high performance practices (★). We expect each organization to meet all of the basic practice standards. The high performance standards describe optional practices that are met less frequently. Organizations will receive BWSR commendations for compliance with high performance standards. Any unmet high performance standards can serve as stretch goals for performance improvement. Where the performance standard lists multiple criteria (e.g., "written and reviewed/updated"), all criteria must be met in order to check the "yes" box on the form.

The performance standards are labeled as being either Level I or Level II. BWSR will monitor and report Level I standard compliance annually for all WMOs. Level II standards are applied to those WMOs selected for the once-in-five-years PRAP Level II performance review. Those organizations will receive special notification and additional instructions for completing the checklist.

**Administration**

- Activity report: annual, on-time  
*Annual activity reports are due to BWSR within 120 days of the end of the organization's fiscal year. Report content is specified in MN Rule 8410.0150 Subp. 3.*
- Financial report and audit completed on schedule  
*The financial report and audit report are required by MN Rule 8410.0150 and must be submitted within 120 days of the end of the organization's fiscal year.*
- Consultant RFP: within 2 years for professional services  
*MS Chap. 103B.227 subd. 5 requires biennial solicitations for consultant services. Organizations that check "yes" will have requested interest proposals within the previous two years.*
- Personnel policies: written and reviewed/updated within last 5 years  
*A personnel policy includes such procedures as how staff are compensated, hired and dismissed, and also how benefits are provided and used. A written policy document provides consistency in the board's decisions on staff-related issues. Organizations without staff should enter "N/A" for this item.*
- Data practices policy: reviewed/updated within last 5 years  
*A data practices policy describes how the organization responds to requests for information submitted under the Minnesota Data Practices Act (MS Chap. 13). Guidance for local governments is available at <http://www.ipad.state.mn.us/>. To*

- check “yes” the organization must have a local policy and have reviewed it (determined that it is up-to-date) or updated it within the past 5 years.*
- ★ **Board training:** orientation and cont. ed. plan and record for each board member *and*  
**Staff training:** orientation and cont. ed. plan and record for each staff member  
*These two standards have the same content but apply to either board members or staff. Organizations that meet these standards will provide for mandatory orientation class(es) for both new staff and board members. There will also be a training plan, which can be individually tailored, for each board member and staff person to enhance skills or technical expertise related to their service to the organization. The organization will also maintain a record of what elements of the plan each board and staff member has completed. Organizations without staff should write N/A in the “yes/no” space for the staff training item.*
  - ★ **Operational guidelines exist and current**  
*Operational guidelines are written procedures and policies that are used to inform and guide the operation of the organization. There is no prescribed format or content for these. However, the Minnesota Office of the State Auditor website ([osa.state.mn.us](http://osa.state.mn.us)) has helpful information regarding standard audit procedures for local government, including guidelines for meeting minutes content, fiscal procedures and conflict of interest. Operating guidelines serve two purposes: they establish standard procedures and policies thereby saving time at board meetings and by using them the organization holds itself to a standard of accountability for how it manages public funds and discharges public duties.*

### **Planning**

- **Watershed Management Plan: up-to-date**  
*This standard identifies whether the organization is operating under a current management plan that is not overdue for revision.*
- **Capital Improvement Program: reviewed every 2 years**  
*A capital improvement program is defined in MS Chap. 103B.205 Subp. 3 and is listed as a required management plan component in MR 8410.0130 Subp. 4. Organizations that meet this standard will review their capital improvement program at least once every 2 years.*
- **City/twp. local water plans not yet approved**  
*Record the total number of cities or townships that do not yet have organization-approved local water plans as a percentage of the total number of such plans required within the watershed.*
- ★ **Plan goals and objectives guide annual budgeting**  
*Organizations that meet this standard will regularly consult their comprehensive management plan when setting annual budgets. Budget priorities will be set based in part on which goals and objectives need attention and the budget document may refer to plan elements.*

### **Execution**

- **Total expenditures per year (over past 10 years)**  
*This is the organization’s total expenditures from all sources of funds with a dollar amount for each of the last 10 years for which data are complete. A table is provided at the bottom of the Part 2 checklist to enter these amounts.*
- ★ **Water quality trends tracked for priority water bodies**

*Organizations that meet this optional standard will have water quality trend data measured for key water bodies (streams, lakes) in the watershed. The water quality data can be used to set priorities for strategic and annual activity planning and projects.*

★ Watershed hydrologic trends monitored / reported

*Districts that meet this optional standard will regularly measure one or more hydrologic parameters for their watershed or sub-watersheds and report the results. Selected parameters should be indicators of the effectiveness of water retention efforts, changes in impervious surface coverage, and hydrologic connectivity and be used to identify trends in peak flows, runoff volumes, baseflow, and other hydrologic characteristics related to the district's watershed management objectives.*

**Communication and Coordination**

■ Website: contains annual report, financial statement, board members, contact info, watershed mgmt plan

*These elements must all be available for review on the organization's website and be changed within a reasonable amount of time after changes to any one element.*

■ Functioning advisory committee(s): recommendations on projects, reports; maintains 2-way communication with board

*WMOs have both a citizens' and a technical advisory committee or can combine them into one. To meet this standard the organization's advisory committee(s) meets regularly, submits recommendations and/or comments on the organization's projects and reports, or other products. There is regular communication between the advisory committee(s) and the board.*

■ Communication piece: sent within last 12 months

*A communication piece can be a newsletter, press release for publication in local newspapers, enclosure with cities' regular mailings, etc. that highlight the work and program opportunities of the watershed organization. Content requirements are described in MN Rule 8410.0100 Subp. 4.*

★ Website contains meeting notices, agendas & minutes, updated after each board mtg., additional content

*Organizations that meet this optional standard will include these items on their website, update them regularly and include other items such as news updates, project status reports, and links to monitoring data.*

★ Track progress for I & E plan objectives in Plan

*Organizations that meet this optional standard will have public information and education objectives in their management plan, and will have developed measures and data that they are tracking to determine their progress in meeting those objectives. Types of outcomes could include changed attitudes and behaviors, increased participation in programs, and increased demand for the organization's assistance with watershed management projects.*

★ Obtain stakeholder input: within last 5 years

*Organizations that meet this standard will have conducted, either solely or in partnership with other local entities, a general formal or informal survey of stakeholder opinions or interest in water management issues. This effort can take several forms and need not be a scientifically based, random sample survey. BWSR recommends seeking such broad-based public input in conjunction with major plan*

- updates in order to give watershed stakeholders an opportunity to inform priority setting.*
- ★ Partnerships: cooperative projects/tasks done with neighboring districts and organizations, counties, cities, non-governmental organizations  
*Organizations that meet this standard will have conducted or coordinated programs and projects with other local government, or non-governmental entities (e.g., local lake association). Programs will include sharing in education, monitoring, planning, and project implementation efforts.*
  - ★ Coordination with County / City / Twp by WMO Board members or staff  
*Organizations that meet this standard will have regular contact and coordination with their county commissioners, city and township officials. Coordination activities include giving periodic status reports at county or municipal board meetings, inviting local elected officials or staff to attend WMO board meetings, or designating a liaison person for regular consultation with local government staff.*