



Watershed Districts - Greater MN

Performance Standards Checklist Guidance

General Instructions:

The Performance Standards checklist is to be used as part of BWSR’s Organizational Assessment review process. The purpose of the checklist is to provide an overview of your district’s operations in four areas: administration, planning, execution, and communication/coordination.

The performance standards cover two areas: basic requirements and high-performance practices. We expect each district to meet all the basic practice standards. The high-performance standards describe the practices of high performing districts and are met less frequently. Districts will receive BWSR commendations for compliance with high performance standards. Any unmet high-performance standards can serve as stretch goals for performance improvement.

Administration

Performance Standard Type	Performance Standard
Basic	<p>Annual report: submitted by mid-year.</p> <p><i>This standard confirms if the annual report that is due to BWSR has been submitted, is received within a “reasonable time” (i.e. mid-year for the previous year’s activities). (MS Chap. 103D.351).</i></p>
Basic	<p>Financial audit: completed within last 12 months.</p> <p><i>The audit is required by MS Chap. 103D.355. The district should have completed an audit for the previous year within the last 12 months. Audit reports are due 180 days from the end of the watershed district’s fiscal year.</i></p>
Basic	<p>eLink Grant Report(s) submitted on time.</p> <p><i>Reporting the results of work done with BWSR grant funds via the web-based eLink system. Grant reporting must be completed by February 1st and meet the content requirements of grant agreements. Districts without grants requiring eLink reporting should enter N/A.</i></p>
Basic	<p>Rules: date of last revision or review.</p> <p><i>The date of the last revision, review or adoption of district rules (month and year) should be entered in the space on the form. Rules reflect the authority of the district and must be kept relevant to the changing conditions within the district.</i></p>

Basic	<p>Personnel policy adopted and reviewed/updated within last 5 years.</p> <p><i>A personnel policy includes such procedures as how staff are compensated, hired and dismissed, and how benefits are provided and used. A written policy document provides consistency in the board's decisions on staff-related issues. If there are no district staff, enter N/A for this standard.</i></p>
Basic	<p>Data practices policy adopted and reviewed/updated within last 5 years.</p> <p><i>A data practices policy describes how the district responds to requests for information submitted under the Minnesota Data Practices Act (MS Chap. 13). To check "yes" the district must have a local policy and have reviewed it (determined that it is up to date or update it within the past 5 years).</i></p>
Basic	<p>Manager appointments: current and reported.</p> <p><i>This standard confirms compliance with MS Chap. 103D.311 Subp. 4. BWSR is one of the entities that must be notified of appointments made to the board of managers.</i></p>
Basic	<p>WD has an adopting resolution assuming WCA responsibilities and appropriate decision delegation resolutions as warranted.</p> <p><i>LGU must have an adopted resolution assuming its responsibilities under the WCA. LGU may through resolution, rule or ordinance place decision-making authority with staff. Copies of resolutions, rules and/or ordinances will be reviewed to determine if the LGU has an appropriate adopting resolution and if all decision-making authorities have been formally and properly delegated. (N/A if not WCA LGU)</i></p>
Basic	<p>WD has a knowledgeable and trained staff member that manages the WCA program and/or has secured a qualified delegate.</p> <p><i>WCA rules require an LGU to provide knowledgeable and trained staff to manage the program or for them to secure a qualified delegate to manage the program on their behalf. BWSR wetland specialists will evaluate the background, training and experience of the LGU's designated WCA program coordinator to determine if they are qualified to effectively administer the program. (N/A if not WCA LGU)</i></p>
High	<p>Administrator on staff</p> <p><i>Record "yes" if the district contracts for or employs a person designated as the district administrator. In general, the administrator serves as lead staff to the board of managers and coordinates the overall administrative, project, regulatory, and public relations operations of the district.</i></p>
High	<p>Board training: orientation and cont. ed. plan and record for each board member. <i>Districts who meet these standards will provide mandatory orientation class(es) for new board members. There will also be a training plan, which can be individually tailored, for each board member to enhance skills or technical expertise related to their service to the district. The district will also maintain a record of what elements of the plan each board has completed.</i></p>

High	Staff training: orientation and cont. ed. plan and record for each staff member. <i>Districts who meet these standards will provide for mandatory orientation class(es) for new staff members. There will also be a training plan, which can be individually tailored, for each staff person to enhance skills or technical expertise related to their service to the district. The district will also maintain a record of what elements of the plan each staff member has completed. Districts without staff should enter N/A for the staff training item.</i>
High	Operational guidelines exist and current. <i>Operational guidelines are written procedures and policies that are used to inform and guide the operation of the district. There is no prescribed format or content for these. However, the Minnesota Office of the State Auditor website http://www.auditor.state.mn.us/default.aspx?page=pitfalls has helpful information regarding procedures for local government, as does BWSR.</i>
High	Public drainage records: meet modernization guidelines. <i>Districts that serve as the public drainage authority will meet this standard if they have upgraded their drainage system records to meet the Drainage Records Modernization Guidelines. Districts that are not the public drainage authority should enter "N/A" for this item.</i>

Planning

Performance Standard Type	Performance Standard
Basic	Watershed management plan is current and up to date. <i>This standard identifies whether the district is operating under a current management plan that is not overdue for revision.</i>
High	Prioritized, Targeted, Measurable criteria used in the WD plan. <i>This standard identifies if PTM criteria is used to target program and project priorities.</i>
High	Strategic plan identifies short-term activities & budgets based on state and local watershed priorities. <i>Districts that meet this performance standard will periodically develop and use a shortterm, strategic plan to set priorities for annual budgets and work plans based on the watershed management plan objectives, state agency watershed priorities, and the CIP. State watershed priorities include the schedule for intensive watershed monitoring and watershed restoration and protection strategies.</i>
High	Member of County Water Plan or 1W1P Committee(s) <i>Districts that meet this performance standard are members of water plan advisory committees for Counties or 1W1P committees located within their watershed district.</i>

Execution

Performance Standard Type	Performance Standard
Basic	<p>Engineer Reports: submitted for DNR & BWSR review.</p> <p><i>Record a “yes” if during the last five years all required engineer reports for district projects have been submitted for DNR and BWSR review and comment, as required by MS Chap. 103D.711 Subd.5.</i></p>
Basic	<p>WCA decisions and determinations made in conformance with all WCA requirements.</p> <p><i>WCA requires LGUs to make decisions and determinations in conformance with specific noticing, timeline and other procedural and substantive requirements. BWSR wetland specialists will review a sample of decisions and determinations made by the LGU to determine if WCA rules are being followed. (N/A if not WCA LGU)</i></p>
Basic	<p>WCA TEP reviews and recommendations are appropriately coordinated.</p> <p><i>WCA rules require that the TEP make findings and recommendations to the LGU about decisions and various technical aspects of rule requirements. The LGU must provide a staff member to serve on the TEP and must coordinate TEP reviews and recommendations to ensure that they are technically sound and timely. BWSR wetland specialists will review a sample of various decisions and associated TEP recommendations to determine if this requirement is met. (N/A if not WCA LGU)</i></p>
High	<p>Certified wetland delineator on staff or retainer.</p>
Basic	<p>Total expenditure per year for past 10 years; operations/project split.</p> <p><i>This is the district’s total expenditure from all sources of funds for operations vs projects for each of the last 10 years for which data are complete. This information provides indications of any trends in the level of district activity. The information can be included at the bottom of the checklist or attached separately.</i></p>
High	<p>Water quality trends are tracked for key water bodies.</p> <p><i>Districts that meet this standard will have identified key water bodies in their district and have an established monitoring program to track the water quality of those water bodies. The water quality data can be used to set priorities for strategic and annual activity planning and projects.</i></p>
High	<p>Watershed hydrologic trends monitored / reported.</p> <p><i>Districts that meet this performance 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, base flow, and other hydrologic characteristics related to the district’s watershed management objectives.</i></p>

Communication & Coordination

Performance Standard Type	Performance Standard
Basic	<p>Functioning advisory committee(s): recommendations on projects, reports; maintains 2-way communication with board.</p> <p><i>Districts have both a citizens' and a technical advisory committee or can combine them into one. To meet this standard the district's advisory committee(s) meets regularly, submits recommendations and/or comments on district projects and reports, or other products. There is regular communication between the advisory committee(s) and the board.</i></p>
Basic	<p>Communication piece sent within last 12 months; indicate target audience.</p> <p><i>A communication piece can be a newsletter, press release for publication in local newspapers, enclosure with regular local government mailings, etc. that highlight the work and program opportunities of the watershed organization. Check "yes" if your District has sent out a communication piece within the last 12 months and indicate who the primary target audience for the piece was.</i></p>
High	<p>Website: contains annual report, financial statement, board members, contact info, grant report(s), watershed management plan, meeting notices, agendas & minutes, updated after each board mtg.</p> <p><i>Districts that meet this standard will include the listed items on their website, update them regularly (i.e., monthly) and can include other items such as news updates, project status reports, or links to monitoring data. For website grant reporting requirements, visit our website.</i></p>
High	<p>Obtain stakeholder input: within last 5 years.</p> <p><i>Districts that meet this performance standard will have obtained stakeholder opinions or interests in water management issues within the past 5 years. 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 to give district stakeholders an opportunity to inform priority setting.</i></p>
High	<p>Coordination with watershed-based initiative.</p> <p><i>Districts that meet this standard are participating in state watershed-based initiatives i.e., 1W1P</i></p>
High	<p>Track progress for I & E objectives in Plan.</p> <p><i>Districts that meet this performance standard will have public information and education objectives in their management plan and will track measures to determine their progress in meeting those objectives. Types of outcomes could include changed attitudes and behaviors, increased participation in district programs, and increased demand for district assistance with water management projects.</i></p>

High	<p>Coordination with County Board, SWCD Supervisors and City/Twp officials.</p> <p><i>Districts that meet this performance standard will have regular contact and coordination by their managers or staff with their county commissioners, SWCD Supervisors, and 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 board of managers meetings, or establishing a liaison person for regular consultation with local government staff.</i></p>
High	<p>Partnerships: cooperative projects/tasks with neighboring districts, counties, soil and water districts, non-governmental organizations.</p> <p><i>Districts that meet this performance standard will have conducted or coordinated programs and projects with other local governments, or non-governmental entities (e.g., Pheasants Forever, local lake association). Programs will include sharing in education, monitoring, planning, and project implementation efforts.</i></p>