

METRO WATERSHED DISTRICT and WMO PERFORMANCE STANDARDS

LGU Name: _____

Performance Area	Performance Standard	Level of Review	Rating	
	<ul style="list-style-type: none"> ★ High Performance standard ■ Basic practice or statutory requirement (see instructions for explanation of standards) 	<ul style="list-style-type: none"> I Annual Compliance II BWSR Staff Review & Assessment (1/10yrs) 	Yes, No, or Value	
			YES	NO
Administration	■ Activity report: annual, on-time	I		
	■ Financial report & audit completed on time	I		
	■ Drainage authority buffer strip report submitted on time	I		
	■ eLink Grant Report(s): submitted on time	I		
	■ Rules: date of last revision or review	II	mo/yr	
	■ Personnel policy: exists and reviewed/updated within last 5 yrs	II		
	■ Data practices policy: exists & reviewed/updated within last 5 yrs	II		
	■ Manager appointments: current and reported	II		
	■ Consultant RFP: within 2 yrs for professional services	II		
	■ WD/WMO has resolution assuming WCA responsibilities and appropriate delegation resolutions as warranted(N/A if not LGU)	II		
	■ WD/WMO has knowledgeable & trained staff that manages WCA program or has secured a qualified delegate. (N/A if not WCA LGU)	II		
	★ Administrator on staff	II		
	★ Board training: orient.& cont. ed. Plan, record for each board member	II		
	★ Staff training: orient. & cont. ed. plan and record for each staff person	II		
★ Operational guidelines for fiscal procedures and conflicts of interest exist and current	II			
★ Public drainage records: meet modernization guidelines	II			
Planning	■ Watershed management plan: up-to-date	I		
	■ City/twp. local water plans not yet approved	II		
	■ Capital Improvement Program: reviewed every 2 yrs	II		
	★ Biennial Budget Request submitted on time	II		
	★ Strategic plan identifies short-term priorities	II		
Execution	■ Engineer Reports: submitted for DNR & BWSR review	II		
	■ WCA decisions and determinations are made in conformance with all WCA requirements. (if delegated WCA LGU)	II		
	■ WCA TEP reviews & recommendations appropriately coordinated. (if delegated WCA LGU)	II		
	■ Total expenditures per year (past 10 yrs)	II	attach	
	★ Water quality trends tracked for key water bodies	II		
	★ Watershed hydrologic trends monitored / reported	II		
Communication & Coordination	■ Website: contains information as required by MR 8410.0150 Subp. 3a, i.e. as board meeting, contact information, water plan, etc.	II		
	■ Functioning advisory committee(s): recommendations on projects, reports, 2-way communication with Board	II		
	■ Communication piece: sent within last 12 months	II		
	■ <i>Communication Target Audience:</i>			
	★ Track progress for I & E objectives in Plan	II		
	★ Coordination with County Board, SWCD Board, City/Twp officials	II		
★ Partnerships: cooperative projects/tasks with neighboring organizations, such as counties, soil and water districts, watershed districts and non-governmental organizations	II			