

# Greater MN Watershed District Performance Standards

LGU Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Key for Performance Standard Check List

### Performance Standard Type

Basic practice: Required by statute or policy  
 High performance: Exceeds what is required  
 See guidance checklist for explanation of standards.

### Level of review

I=Annual Compliance  
 II=BWSR Staff review & Assessment (1/10yrs)

## Administration Performance Standards

Performance Standard	Performance Standard Type	Level of Review	Rating (yes, no, or value)
Annual report: submitted on time	Basic	I	
Financial audit: completed on time	Basic	I	
eLINK Grant Report(s) submitted on time	Basic	I	
Rules: date of las revision or review (Date)	Basic	I	
Personnel policy exists and reviewed/updated within last 5 years	Basic	II	
Data practices policy exists and reviewed/updated within last 5 years	Basic	II	
Manager appointments current and reported	Basic	II	
WD has resolution assuming WCA responsibilities & appropriate delegation resolutions as warranted (N/A if not WCA LGU)	Basic	II	
WD has knowledgeable & trained staff that manages WCA program or has secured a qualified delegate (N/A if not WCA LGU)	Basic	II	
Administrator on staff	High	II	
Board training: orientation and continuing education plan and record for board members	High	II	
Staff training: orientation and continuing education plan and record for each staff	High	II	
Operational guidelines exist and current	High	II	
Public drainage records meet modernization guidelines	High	II	

## Planning Performance Standards

Performance Standard	Performance Standard Type	Level of Review	Rating (yes, no, or value)
Watershed management plan up to date	Basic	I	
Prioritized, Targeted, Measurable criteria used in WD plan	High	II	
Strategic plan identifies short-term activities & budgets based on state and local watershed priorities	High	II	
Member of LCWP/CWMP advisory committee	High	II	

## Execution Standards

Performance Standard	Performance Standard Type	Level of Review	Rating (yes, no, or value)
Engineer reports submitted for DNR and BWSR review	Basic	II	
WCA decisions and determinations made in conformance with all WCA requirements (N/A if not LGU)	Basic	II	
WCA TEP reviews/recommendations coordinated (N/A if not LGU)	Basic	II	
Certified wetland delineator on staff or retainer	High	II	
Total expenditures per year for past 10 years	Basic	II	See below
Water quality trends tracked for key water bodies	High	II	
Watershed hydrologic trends monitored/reported	High	II	

## Communication & Coordination Standards

Performance Standard	Performance Standard Type	Level of Review	Rating (yes, no, or value)
Functioning advisory committee: recommendations on projects, reports, maintains 2-way communication with board	Basic	II	
Communication piece sent within last 12 months	Basic	II	
Website contains annual report, financial statement, board members, grant report(s), watershed management plan, meeting notices, agendas & minutes, updated after each board meeting	High	II	
Obtain stakeholder input within last 12 months	High	II	
Coordination with watershed-based initiatives	High	II	
Track progress for I & E objectives in plan	High	II	
Coordination with County Board, SWCD Board, City/Twp officials	High	II	
Partnerships: cooperative projects/tasks with neighboring districts, counties, soil and water districts, non-governmental organizations	High	II	

Year	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Expenditure										