

Plan Amendment Procedures and Guidance

Comprehensive Watershed Management Plans: Amendments and Extensions

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Introduction and Overview

This document outlines procedures and guidance for amending and extending comprehensive watershed management plans (“plans”) developed through the One Watershed, One Plan program (Minnesota Statutes §103B.801).

Once submitted, BWSR determines administrative procedure for plan amendments, outlined below (i.e., BWSR procedures supersede procedures described in plans or other locally developed documents). See the [BWSR Water Planning Guidebook chapter “Plan Amendments Overview”](#) for general information about plan amendments, including guidance for determining if the minor amendment procedure can be used.

Table 1. Timing, policy, and review considerations for amendments and extensions to comprehensive watershed management plans.

Information	Minor Amendment	Regular Amendment	Plan Renewal Amendment		Plan Extension
When	Anytime during the plan life span (consider a Plan Renewal Amendment if within 24 months of plan expiration)		Between mid-point evaluation (min. 4 years from approval) and before plan expiration date (initiate 12-24 months prior)		Before plan expiration date (initiate 6-12 months prior)
Review Process	Streamlined (30-day comment period, public hearing)	Same as original plan development (60-day draft, public hearing, final submittal to BWSR, BWSR regional committee and Board approval)		–	Regional committee and BWSR Board approval
1W1P Program Policy Applies to...	Amended section must comply with current version		Entire plan must comply with current version	–	N/A

What Should Your Plan Say About Amendments?

Comprehensive watershed management plans developed through the One Watershed, One Plan Program must “...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.” (*One Watershed, One Plan – Plan Content Requirements*)

This section of the plan should focus on the local government or partnerships’ process for deciding to pursue a plan amendment. This section of the plan may include discussions of the following types of questions:

- Who can initiate an amendment?
- When and how is new data and information brought into the plan?
- What are the roles of advisory committees and local officials in decisions about changing the plan?

This section of the plan should discuss the partnership’s “internal” process to come to agreement about an amendment. It should be further supported by procedures laid out in the implementation agreement and the bylaws of the partnership. If partnerships wish to limit the

procedural discussion in the plan, then the implementation agreement and bylaws should address relevant questions (see below). In any case, a single person or entity can't make a change to a plan; plan amendments must follow the process agreed upon by the partnership.

This section of the plan should **not** describe the BWSR process for plan amendments. References to Minnesota statutes or rules are not necessary; if they appear, they should be appropriate for the entities in the partnership (i.e., references to Minnesota Rule 8410, which applies to entities covered by the Metropolitan Surface Water Management Act, are not appropriate).

- If the plan is being implemented under a memorandum of agreement or joint powers collaboration, do the individual participating boards need to agree to the change?
- If there is a cost associated with the amendment, who will pay for it?
- Are there sections that are specific to one partner that should have special processes for amendments that set limits to the policy committee's involvement? If so, BWSR suggests 1) a reference to the procedure that would be used for the amendment; and 2) a courtesy notification to the policy committee prior to initiating an amendment. Two examples:
 - An appendix specific to one county could be amended by that county alone without consent from the other partnership members. The amendment would follow the procedures for comprehensive watershed management plans.
 - A watershed district can write a section that establishes water management districts and specifies that amendments of the section will be carried out by the watershed district and follow the procedure outlined in 103D.729.

Amendment Procedures and Guidance

The following sections outline procedures and guidance for the three types of amendments available for comprehensive watershed management plans and extensions of comprehensive watershed management plans.

Abbreviations and Formatting: **1W1P OP:** *One Watershed, One Plan Operating Procedures*; **BC:** BWSR board conservationist; **PC:** Policy committee or individual boards, as specified in the plan, implementation agreement, or by-laws. Some steps may involve or be carried out by partnership staff; **PRA:** Plan Review Authorities; **RM:** BWSR Regional Manager;

- Regular font: verbatim language from the One Watershed, One Plan Operating Procedures, which is BWSR board-adopted policy
- *Italics:* fills gaps and provides additional details for the process laid out in the *One Watershed, One Plan Operating Procedures*

Minor Amendment

A minor amendment uses a streamlined (shorter length, no BWSR board approval) process for eligible plan amendments. See the BWSR Water Planning Guidebook chapter “Plan Amendments Overview” for guidance on determining if the minor amendment procedure can be used.

Table 2. Procedures and Guidance for Minor Amendments to Comprehensive Watershed Management Plans.

Reference	Who	Action/Policy	Notes/Guidance
Plan, agreement, and/or by-laws	PC	<i>Draft amendment. Decide to submit amendment to BWSR via policy committee vote or vote of individual participating boards.</i>	<i>Refer to decision making processes in the comprehensive watershed management plan (“plan”), implementation agreement, and/or partnership by-laws.</i>
1w1P O.P. IV.F.2.b.i	PC, BC, RM	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.	<i>Minor amendments require robust communication with potentially interested and affected parties as well as BWSR. When deciding whether to pursue a minor amendment, consider the degree to which advisory committee members have been involved (e.g., the amendment is incorporated with a plan assessment with agency involvement).</i> <i>The board conservationist may also consult with the clean water specialist.</i>
1W1P OP IV.F.2.b.ii(a)	PC	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).	<i>Depending on the scope of the amendment, the submittal must be in the form of replacement pages clearly showing changes (e.g., addition of implementation actions) or a new plan document accompanied by documentation of the changes in the new document. Materials can be submitted electronically.</i>

Reference	Who	Action/Policy	Notes/Guidance
Best Practice	BC	<i>Verify that notification has gone to all plan review authorities and Minnesota Tribal Nations.</i>	<i>Plan review authorities are state agencies <u>and</u> local governments – see definition in 1W1P Operating Procedures; also verify that all agency contacts are correct – see the <u>1W1P State Agency Plan review roster</u>.</i>
		<i>BWSR publishes a notification of the minor amendment on the <u>One Watershed, One Plan Participating Watersheds</u> web page.</i>	
1W1P OP IV.F.2.b.ii(b)	PRA	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).	<p><i>This is 30 calendar days, not working days.</i></p> <p><i>30 days is the minimum time frame. The partnership may extend the comment period if they receive a request to do so from one or more plan review authority.</i></p> <p><i>If any of the plan review authorities was missed on the original notification or the notification was sent to the wrong email address, the authority must be offered the full 30 days to comment starting from when they received the proposed amendment (and the comment period extended).</i></p>
1W1P OP IV.F.2.b.ii(b)(i)	BC	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 regular amendment process.	<p><i>Within five working days after the end of the comment period, the BC reviews comments received and determines whether the amendment can proceed as a minor amendment.</i></p> <p><i>The partnership and the BC may mutually agree on an extension to the five working days.</i></p> <p><i>The BC responds in writing in a letter sent via email within five days of the end of the comment period.</i></p>
1W1P OP IV.F.2.b.ii(b)(ii)	BC	If the BWSR board conservationist fails to act within five working days of the end of the comment period (unless	

Reference	Who	Action/Policy	Notes/Guidance
		an extension is mutually agreed to with the partnership), the amendment is considered approved.	
1W1P OP IV.F.2.b.ii(c)	PC	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.	<p><i>The public hearing can be held before, during, or after the minor amendment is submitted (see below).</i></p> <p><i>BWSR recommends that partnerships follow the process for other amendment types: hold the public hearing no sooner than 14 days after the end of the amendment review (30-day) period.</i></p> <p><i>Depending on the formal agreement, the participating local governments may need to hold individual public hearings.</i></p> <p><i>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.</i></p>
1W1P OP IV.F.2.b.ii(d)	PC, BC, RM	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.	<p><i>Responses to comments are summarized in the regional manager's comment letter to ensure a public and transparent process.</i></p> <p><i>If the public hearing was held after the end of the 30-day comment period, the regional manager sends a second letter (via email) verifying that the required steps were fulfilled, that feedback was appropriately incorporated and responded to, and that the amendment is approved</i></p> <p><i>If the public hearing took place during the 30-day comment, the regional manager sends a letter verifying that the required steps were fulfilled, that feedback was appropriately incorporated and responded to, and that the amendment is approved.</i></p>

Reference	Who	Action/Policy	Notes/Guidance
			<i>If changes because of this step warrant, the proposed amendment may need to go back to the individual boards or the policy committee. If comments on and changes to the draft amendment are significant, process restarted from the beginning.</i>
	PC	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).	<i>Any partners with web links to the plan on partner or individual websites must post the updated plan document.</i> <i>The amendment may be distributed electronically, with a note that hard copies can be made available on request.</i>
1W1P OP IV.F	PC	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.	<i>Discuss the form of the amendment with the board conservationist and the 1W1P Program Coordinator. Ensure the cover or inside cover of the plan clearly identifies the date the plan was amended.</i>
	PC	The amendment takes effect immediately upon BWSR approval. Local adoption is not required.	<i>Once complete, the plan amendment applies automatically to all previous adopters. This avoids issues if some partners do not adopt the change. 'Local adoption not required' means it isn't optional—it simply isn't part of the process.</i>

Regular Amendment

A regular amendment follows the same process used for approving a comprehensive watershed management plan.

Table 3. Procedures and Guidance for Regular Amendments to Comprehensive Watershed Management Plans.

Reference	Who	Action/Policy	Notes/Guidance
Plan, agreement, and/or by-laws	PC	<i>Draft amendment. Decide to submit amendment to BWSR via a vote of the PC / joint powers board vote or vote of individual participating boards.</i>	<i>Refer to decision making processes in the comprehensive watershed management plan (“plan”), implementation agreement, and/or partnership by-laws.</i>
1W1P OP IV.C.1	PC	Submit and notify. 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.	<i>Depending on the scope of the amendment, the submittal must be in the form of replacement pages clearly showing changes (e.g., addition of implementation actions) or a new plan document accompanied by documentation of the changes in the new document.</i> <i>Materials can be submitted electronically, as long as they are in a “fixed” format that can’t be changed after submittal.</i>
Best Practice	BC	<i>Verify that notification has gone to all plan review authorities and Minnesota Tribal Nations.</i>	<i>Plan review authorities are state agencies <u>and</u> local governments – see definition in 1W1P Operating Procedures; also verify that all agency contacts are correct – see the <u>1W1P State Agency Plan review roster</u>.</i>
		<i>BWSR publishes a notification of the amendment on the <u>One Watershed, One Plan Participating Watersheds</u> web page.</i>	
1W1P OP IV.C.2	PRA	60-day review. Plan review authorities have 60 days to provide comment on the plan. Comments must be submitted to both the	<i>This is 60 calendar days, not working days.</i>

Reference	Who	Action/Policy	Notes/Guidance
		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).	<p><i>60 days is the minimum time frame. The partnership may extend the comment period if they receive a request to do so from one or more plan review authority.</i></p> <p><i>If any of the plan review authorities was missed on the original notification or the notification was sent to the wrong email address, the authority must be offered the full 60 days to comment starting from when they received the proposed amendment (and the comment period extended).</i></p>
1W1P OP IV.C.3	PC	<p>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.</p> <ul style="list-style-type: none"> 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. 	
1W1P OP IV.D.	PC, BC	<p>Submit Final Amendment. After the public hearing, the policy committee submits the final draft amendment 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</p>	<p><i>The BC may work with the RM and the partnership, if they are willing, to optimize the submittal date relative to upcoming BWSR committee and board meetings in order to stay within the 90-day review timeline.</i></p>

Reference	Who	Action/Policy	Notes/Guidance
		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.	
Best Practice	BC	<i>Verify that plan review agencies received the final submittal and request a recommendation from each agency.</i>	<i>Plan review agencies should indicate whether they support the amendment or not (additional comments are not needed unless they don't recommend approval) The BC should set a deadline for receipt of agency responses.</i>
1W1P OP IV.D.1.	BC, RM	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.	<p><i>The BC may consult with the clean water specialist, the One Watershed, One Plan Program Coordinator, or the regional manager in their review and recommendations.</i></p> <p><i>The amendment is 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.</i></p>
1W1P OP IV.F.2.a	BC, RM	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.	<i>The review is limited to the amendment; the amendment may proceed if other aspects of the plan not related to the amendment are not in conformance with the program policies.</i>
1W1P OP IV.D.2.	BWSR Board	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.	<i>The board order approves the amended plan; the plan expiration date does not change relative to the original board order approving the plan.</i>

Reference	Who	Action/Policy	Notes/Guidance
1W1P OP IV.D.3.	PC, BWSR Board	Appeals and Disputes. Appeals and dispute of plan decision follow existing authorities and procedures of BWSR Board.	
Best Practice	PC	Distribute. The partnership distributes the final amendment to all parties who received the initial notification.	<p><i>Any partners with web links to the plan on partner or individual websites must post the updated plan document.</i></p> <p><i>The amendment may be distributed electronically, with a note that hard copies can be made available on request.</i></p>
1W1P OP IV.F	PC	Regular 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.	<i>Discuss the form of the amendment with the board conservationist and the 1W1P Program Coordinator. Ensure the cover or inside cover of the plan clearly identifies the date the plan was amended.</i>
1W1P OP IV.F	PC	The amendment takes effect immediately upon BWSR approval. Local adoption is not required.	<i>Once complete, the plan amendment applies automatically to all previous adopters. This avoids issues if some partners do not adopt the change. 'Local adoption not required' means it isn't optional—it simply isn't part of the process.</i>

Plan Renewal Amendment

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, provided the criteria in the One Watershed, One Plan Operating Procedures are met (see below).

Table 4. Procedures and Guidance for Plan Renewal Amendments to Comprehensive Watershed Management Plans.

Reference	Who	Action/Policy	Notes/Guidance
1W1P OP IV.F.c	PC	Evaluate plan. 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.	For more information, see: <i>“Guidance for Assessing Implementation of Comprehensive Watershed Management Plans”</i> <i>“One Watershed One Plan Mid-Point Evaluations (in DRAFT)”</i>
1W1P OP IV.F.c.ii	PC	Invite optional participants. ... The amendment must: ... Provide opportunity for participation by optional participants described in section II.	<i>Municipalities and Minnesota Tribal Nations that are not already participating in the partnership must be given the option to join the partnership in the way they choose (e.g., policy committee, advisory committee, other).</i>
1W1P OP II and 1W1P OP II.C	PC	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: <ul style="list-style-type: none"> - 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). www.bwsr.state.mn.us 	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

Reference	Who	Action/Policy	Notes/Guidance
		<ul style="list-style-type: none"> - 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. <p>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.</p>	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.
1W1P OP III	PC	Review existing organizational structure. Review the implementation agreement to verify that it includes the required elements of a planning agreement outlined in 1W1P OP III.A (Purpose, Participants, Procedures, Fiscal Agent).	<i>The agreement may need to be amended if it does not give the policy committee the authority to amend a plan.</i>
1W1P OP IV.A.1	PC	Review existing committees. Review the existing committees outlined in 1W1P OP IV.A.1 (Steering Team, Policy Committee, Advisory Committee) to verify that the required and recommended participants are included in the process.	<i>If needed, refresh and update committees in advance of starting the plan renewal amendment process.</i>
1W1P OP IV.A.2	PC	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.	<i>This notification is required for plan renewal amendments.</i>
1W1P OP IV.A.2	BC	<i>Respond to request for initial comments.</i>	<i>Template available.</i>
1W1P OP IV.A.4	PC	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	<i>By the time groups are ready for a plan renewal amendment, they should have a solid list of external partners and other potentially</i>

Reference	Who	Action/Policy	Notes/Guidance
		<p>issues of stakeholders have been gathered and should be held after steps 2 and 3 above.</p> <ul style="list-style-type: none"> 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. 	<i>interested and affected parties that they can invite to this meeting.</i>
1W1P OP IV.B.4;	PC	<p>Draft the plan renewal amendment.</p> <p>The amendment must: i... iv. Comply with the most current version of the One Watershed, One Plan – Plan Content Requirements.</p>	<i>The entire amendment must comply with the version of the One Watershed, One Plan – Plan Content Requirements that was in place at the time of the notification referenced in 1W1P OP IV.A.2.</i>
Plan, agreement, and/or by-laws	PC	<i>Decide to submit amendment to BWSR via policy committee vote or vote of individual participating boards.</i>	<i>Refer to decision making processes in the comprehensive watershed management plan (“plan”), implementation agreement, and/or partnership by-laws.</i>
1W1P OP IV.C.1	PC	<p>Submit and notify. 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.</p>	<i>Depending on the scope of the amendment, the submittal must be in the form of replacement pages clearly showing changes (e.g., addition of implementation actions) or a new plan document accompanied by documentation of</i>

Reference	Who	Action/Policy	Notes/Guidance
		Partnerships are encouraged to make a copy of the draft plan available online with a clear process for stakeholder comments.	<i>the changes in the new document. Materials can be submitted electronically.</i>
Best Practice	BC	<i>Verify that notification has gone to all plan review authorities and Minnesota Tribal Nations.</i>	<i>Plan review authorities are state agencies <u>and</u> local governments – see definition in 1W1P Operating Procedures; also verify that all agency contacts are correct – see the <u>1W1P State Agency Plan review roster</u>.</i>
		<i>BWSR publishes a notification of the minor amendment on the <u>One Watershed, One Plan Participating Watersheds</u> web page.</i>	
1W1P OP IV.C.2	PRA	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).	<p><i>This is 60 calendar days, not working days.</i></p> <p><i>60 days is the minimum time frame. The partnership may extend the comment period if they receive a request to do so from one or more plan review authority.</i></p> <p><i>If any of the plan review authorities was missed on the original notification or the notification was sent to the wrong email address, the authority must be offered the full 60 days to comment starting from when they received the proposed amendment (and the comment period extended).</i></p>
1W1P OP IV.C.3	PC	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.	

Reference	Who	Action/Policy	Notes/Guidance
		<p>d. Depending on the formal agreement, the participating local governments may need to hold individual public hearings.</p> <p>e. 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.</p>	
	PC, BC	<p>Submit Final Amendment. After the public hearing, the policy committee submits the final draft amendment 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.</p>	<p><i>The BC may work with the RM and the partnership, if they are willing, to optimize the submittal date relative to upcoming BWSR committee and board meetings in order to stay within the 90-day review timeline.</i></p>
Best Practice (?)	BC	<p><i>Verify that plan review agencies received the final submittal and request a recommendation from each agency.</i></p>	<p><i>Plan review agencies should indicate whether they support the amendment or not (additional comments are not needed unless they don't recommend approval) The BC should set a deadline for receipt of agency responses.</i></p>
1W1P OP IV.D.1.	BC, RM	<p>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</p>	<p><i>The BC may consult with the clean water specialist, the One Watershed, One Plan Program Coordinator, or the regional manager in their review and recommendations.</i></p> <p><i>The amendment is presented to the committee by representatives of the planning partnership. The regional BWSR committee makes a</i></p>

Reference	Who	Action/Policy	Notes/Guidance
		the planning partnership. The regional BWSR committee makes a recommendation to the BWSR Board where a final decision is made.	<i>recommendation to the BWSR Board where a final decision is made.</i>
1W1P OP IV.D.2.	BWSR Board	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.	<i>The board order approves the amended plan; the plan expiration date does not change relative to the original board order approving the plan.</i>
1W1P OP IV.D.3.	PC, BWSR Board	Appeals and Disputes. Appeals and dispute of plan decision follow existing authorities and procedures of BWSR Board.	
Best Practice	PC	Distribute. The partnership distributes the final amendment to all parties who received the initial notification.	<i>Any partners with web links to the plan on partner or individual websites must post the updated plan document.</i> <i>The amendment may be distributed electronically, with a note that hard copies can be made available on request.</i>
1W1P OP IV.F	PC	Regular 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.	<i>Discuss the form of the amendment with the board conservationist and the 1W1P Program Coordinator. Ensure the cover or inside cover of the plan clearly identifies the date the plan was amended.</i>
1W1P OP IV.F	PC	The amendment takes effect immediately upon BWSR approval. Local adoption is not required.	<i>Once complete, the plan amendment applies automatically to all previous adopters. This avoids issues if some partners do not adopt the change. 'Local adoption not required' means it isn't optional—it simply isn't part of the process.</i>

Extension

Minnesota Statutes §103B.3367 says “The board may grant extensions with or without conditions of the revision date of a comprehensive local water management plan or a comprehensive watershed management plan.” There are no additional policy references (previous font designations do not apply to this section).

An extension revises the effective plan dates via a board order from the Board of Water and Soil Resources based on a recommendation from a regional committee. An extension may be sought on its own or in conjunction with a regular amendment. BWSR staff will consider the following when evaluating whether to recommend an extension to the regional committee:

- Dates and scope of previous plan amendments.
- To synchronize the timing of a watershed planning cycle with state data collection/compilation efforts (examples, WRAPS updates, GRAPS reports) so that a future plan amendment incorporates anticipated new data. A request should include a clear understanding of state data scope and timelines for delivery.
- To integrate Tribal Governments into the planning partnership (timelines for this may be outside of the partners’ control).
- Whether progress has been made toward plan goals and the partnership functions effectively.
- Other circumstances could be justification for a plan extension. The board conservationist will work with the regional manager and program coordinator in unique situations.

Table 5. Procedures and Guidance for Extensions to Comprehensive Watershed Management Plans.

Who	Action/Policy	Notes/Guidance
PC	Pre-work and initial discussion. The steering team, in consultation with the BC, RM, and AC members, lays out the rationale for the extension and seeks support from the policy committee and individual member boards.	Refer to the partnerships’ workflow with the policy committee and individual boards. Early coordination with the BC is essential. BC: please notify the 1W1P program coordinator of extension discussions and milestones (steps outlined below).
PC	Decide to request an extension from BWSR via a vote of the PC / joint powers board (for JPE) or vote of individual participating boards (for JPCs). An extension request requires a resolution from individual boards if authority is not given to the PC /JPB (for JPEs) in the implementation joint powers agreement.	Refer to decision making processes in the comprehensive watershed management plan (“plan”), implementation agreement, and/or partnership by-laws.

Who	Action/Policy	Notes/Guidance
	Local board resolutions should include documentation of the rationale for the extension request.	
PC	<p>Submit. The extension request may be submitted to the BWSR BC electronically via email attachment. The request must include:</p> <ul style="list-style-type: none"> ■ Date. List the requested new expiration date (e.g., December 31, 2027). ■ Rationale. Describe the reasons for the extension request. Depending on the rationale, the following supporting documentation must be provided: <ul style="list-style-type: none"> ● A summary and timeline of previous amendments ● Documentation from state agencies describing scope and timing of new data ● Correspondence from Tribal Governments describing nature of desired participation ● Relevant assessment (mid-point and/or PRAP) or other documentation of progress toward goals and WBIF spending ■ Board resolution(s). Include copies of resolutions from individual participating local/tribal boards/councils or, a joint powers entity with authority delegated by members. 	
PC	Notify Advisory Committee. The partnership forwards the extension request (date and rationale; board resolutions not needed) to the advisory committee including the plan review agencies.	This is a courtesy notification. The board conservationist may check in with plan review agencies, who can take feedback prior to the BWSR board meeting.

Who	Action/Policy	Notes/Guidance
	Regional Committee Review. Extension requests must come to the BWSR Board via a regional committee recommendation to approve or disapprove the request.	The committee packet should include: rationale provided by the partnership and supporting materials, staff recommendation, draft board order, (if applicable) presentation to committee (e.g., slide deck).
PC	Present the extension request and rationale to regional committee. The presentation must include a demonstration of progress toward plan goals.	The progress toward plan goals is an opportunity for the committee to hear from the partnership about the work to date to implement the plan.
BC	Present recommendation to approve or deny the extension request to the regional committee. The presentation must include a discussion of PRAP and WBIF assurance measures results.	The committee may wish to consider an evaluation report or PRAP report and assurance measures as demonstration of partnership function, progress toward goals, implementation in priority areas, spending funds on time/budget, and leveraged funds.
	BWSR Board Decision. Within 90 days of receiving the request, The BWSR Board will approve or disapprove an extension request.	If approved, the board establishes the new expiration date for the plan and includes any conditions associated with the approval. If disapproved, the board votes 'no' on the extension request and the original extension date on the original board order remains.
PC	Appeals and Disputes. Appeals and dispute of a plan extension decision follow existing authorities and procedures of BWSR Board.	From IV.D.3 of 1W1P Operating Procedures.
PC	Notify. If the extension was brought by a JPE, the JPB should notify its member boards.	The PC should notify other partners (e.g., advisory committee) of the plan extension.
BC	BWSR updates the plan expiration date in eLINK and requests that the 1W1P program coordinator update the BWSR website.	
	The extension takes effect immediately upon BWSR approval. Local adoption is not required.	Local adoption is <u>not required</u> . This is to avoid potential issues that could arise if one or more partners does not adopt the amended plan.

Definitions

- **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.