



One Watershed One Plan

Cannon River Watershed Plan Development: Work Plan

This Work Plan outlines tasks and a budget for the development of a watershed-based plan consistent with the One Watershed, One Plan vision and program grant requirements adopted by the Board of Water and Soil Resources (BWSR).

This Work Plan cannot be finalized until the participating local water management entities have adopted the Memorandum of Agreement. The tasks are listed in sequential order according to Completion Dates. Suggested Start Dates may not be in sequential order, due to the overlapping nature of the tasks.

A budget and timeline must be attached with the completed work plan document. The BWSR Board Conservationist can provide resources for Partnership members to use in developing the work plan:

- Sample agendas for initial Planning Work Group meetings
- Timeline template
- Budget template

An eLINK work plan, which is consistent with but condensed from this document, is required in order to process the grant agreement and begin grant payments.

Grant Title: Cannon River One Watershed, One Plan Development Grant

Grant ID: [will be provided by BWSR]

Fiscal Agent Organization: Rice SWCD Contact: Steve Pahs

Grant Agreement Day-to-day contact: Dakota SWCD Contact: Brian Watson

1. Selection of Plan Consultant(s) *(if applicable)*

Task No. 1.1: Process request for proposals (RFP) for plan development consultant(s)

Manage the RFP process for selection of consultants/professionals to complete various products/services required throughout plan development. The plan development process has many elements, some of which are best provided by professional planning or other types of consultants. In addition to plan development consultants, a watershed partnership may contract for the services of a professional facilitator, public involvement consultant and/or other professionals to assist in developing a plan.

Lead:	Administrator/Sub-Work Group	
Support:	Planning Work Group	
Suggested Start Date:	After work plan approved (and execution of grant agreement)	
Completion Date:		
Subtasks:	.1	Planning Work Group and/or Policy Committee determines what planning tasks will be completed “in-house” by the partners and what tasks will be contracted to entities “outside” of the partners,
	.2	Planning Work Group write RFP content for professional consultant tasks
	.3	RFP sent to consultants
	.4	Develop Qualification Rating method and process
	.5	Manage the process of reviewing and ranking consultant responses according to method. If needed, interview consultants based on ranking.
	.6	Policy Committee selects and negotiates contract with selected consultant(s)
Outcomes:	✓	Consultant(s) selected to develop the comprehensive watershed management plan, and assist in the facilitation of the planning process.

2. Committees, Notifications, and Initial Planning Meeting

Task No. 2.1: Establish and maintain committees, teams and workgroups

Establish, make meeting arrangements, prepare/send meeting notices and agendas, support the Policy and Advisory Committees, Planning Work Group and any teams/subcommittees, for successful development of the plan.

Lead:	Planning Work Group	
Support:	BWSR Staff	
Suggested Start Date:	December 1, 2016	
Completion Date:	End of Planning process	
Subtasks:	.1	Establish Policy Committee with approved by-laws
	.2	Advisory Committee established by Policy Committee
	.3	Establish Planning Work Group (may occur prior to final grant agreement)
	.4	Roles and responsibilities explained for each committee, team, or workgroup
	.5	Membership, roles, responsibilities, and expectations for participation in committee, team, or workgroup explicitly described
	.6	Coordinate all committee meetings, including preparation and maintenance of distribution lists, preparation and distribution of meeting notices and agendas, publication of required legal notices, recording of meeting notes/minutes
Outcomes:	✓	Broad range of stakeholder participation to ensure an integrated approach to watershed management
	✓	Met goals and requirements identified in statute for public and stakeholder participation for existing local water plans

Task No. 2.2: Notify plan review authorities and other stakeholders

Prior to the development of the plan, notify the plan review authorities of plan initiation. The notification may also be sent to other stakeholders, or alternative methods for receiving input may be used for these interested parties. This is a statutory requirement.

Lead:	Administrator/Sub-Work Group	
Support:	Planning Work Group	
Suggested Start Date:	February 1, 2017	
Completion Date:	May 1, 2017	
Subtasks:	.1	Compile a list of review authorities / stakeholders (i.e.: Drainage authorities, federal and state agencies, tribal governments, lake or river associations, citizen-based environmental group(s), sporting organization(s), farm organization(s) and agricultural groups, other interested and technical persons such as current and former county water plan taskforce members)

	.2	Write and send a formal notification of intent to prepare a watershed plan, which includes an invitation to submit priority issues and concerns to be addressed in the plan, and establishes a 60-day comment period
	.3	Implement method(s) to obtain public input determined by the Work Group and approved by the Policy Committee (or its delegate): such as, but not limited to web survey, workshops with specific interest groups, citizen surveys, etc. <i>(not required)</i>
Outcomes:	✓	Input received from stakeholders
	✓	Input received from public

Task No. 2.3: Aggregate watershed information and review for commonalities, conflicts, and gaps

Aggregate watershed information (e.g., existing local water plans, input received from review agencies, TMDL studies, WRAPS, and other local and agency plans); identify gaps; identify current priorities/goals/strategies/actions for the watershed; prepare a plan outline for public information meeting . The assessment and aggregation of plan information is not intended to be exhaustive, but rather a compilation for the purposes of understanding current priorities and goals for the watershed. If this task is not performed by the plan development consultant, it should be completed in a manner that makes the information compatible with the plan development process.

Lead:	Consultant	
Support:	Planning Work Group	
Suggested Start Date:	April 1, 2017	
Completion Date:	September 30, 2017	
Subtasks:	.1	Aggregate data, issues, goals, strategies, actions, etc.
	.2	Identify gaps in existing data
	.3	Complete an outline of what the plan will contain for use in public information/input process
Outcomes:	✓	Better watershed orientation, understanding, discussion, and prioritization

Task No. 2.4: Hold “public information meeting” or “kickoff meeting”

Plan, organize and conduct initial public information meeting(s). The meeting(s) should follow the 60-day comment period in Task 2.2 and present the information compiled in Task No. 2.3, including the proposed plan outline.

Lead:	Planning Work Group	
Support:	Consultant and Policy Committee	
Suggested Start Date:	April 1, 2017	
Completion Date:	May 31, 2017	
Subtasks:	.1	Publish legal notice for meeting to meet requirements of MN Statutes §103B.313, Subd. 3
	.2	Prepare materials and handouts for the meeting
	.3	Attend and conduct the meeting
	.4	Record meeting minutes and post to web page
	.5	Summarize comments/input for use in plan development
Outcomes:	✓	Meeting minutes and attendance used to document public involvement process

3. Draft Plan

Task No. 3.1: Draft Plan - Continue to aggregate watershed information

Continue to aggregate watershed information as in Task 2.3 above. Any gaps in resource inventory information should be listed as implementation action(s) to acquire needed data. *One Watershed, One Plan* plans are to be based on existing data and resource inventory information rather than delaying the planning process to generate new data.

Lead:	Consultant	
Support:	Advisory Committee and Planning Work Group	
Suggested Start Date:	July 1, 2017	
Completion Date:	November 30, 2017	
Subtasks:	.1	Compile input/comments received at the initial planning meeting(s) (Task 2.4), from existing local water plans, from agencies, TMDL studies, WRAPS, and other local and agency plans for use in draft plan
	.2	Review information for commonalities, conflicts, and gaps
	.3	Aggregate data, issues, goals, strategies, actions, etc.
	.4	Incorporate resource data and inventory information in plan by reference, with a general description and

		information on where to find the data and inventory information (see Plan Content Guidance Document Item II.6.)
Outcomes:	✓	Better watershed orientation, understanding, discussion, and prioritization
	✓	Data Gaps filled by planned implementation actions
	✓	Project remains on track

Task No. 3.2: Draft Plan- Analyze and Prioritize Issues (Plan Content Requirement II.2)

Conduct a thorough analysis of issues using available science and data. Manage a process of issue prioritization to determine which issues will be addressed in the 10-year plan timeframe; some items will be addressed before others.

Lead:	Consultant	
Support:	Policy Committee and Planning Work Group	
Suggested Start Date:	August 1, 2017	
Completion Date:	November 30, 2017	
Subtasks:	.1	Review, aggregate and summarize Priority issues from existing local plans, studies, and information; feedback received from initial notifications to the plan review authorities and stakeholders, and the initial planning meeting; informed by local knowledge
	.2	Identify and draft a summary of the issues and resource concerns into the plan
	.3	Create, apply, and document in plan the method(s) used to prioritize the identified issues. If the Consultant implements a tool for issue identification and prioritization, it must be documented in the plan.
	.4	Manage Policy Committee agreement on the watershed issues and priorities that will be addressed within the plan timeframe.
Outcomes:	✓	List of agreed upon priority issues for the watershed for the ten year timeframe of the plan, drafted into plan.
	✓	Consultant provides Advisory Committee and Work Group with draft BMP management goals/plan to achieve water quality goals as prescribed by the WRAPS and other prioritizing information as determined in planning process.

Task No. 3.3: Draft Plan- Establish Measurable Goals (Plan Content Requirement II.3)

Develop measurable goals to address the priority issues over the ten-year life of the plan. Goals may be watershed-wide; most will be subwatershed or natural resource specific. Goals can be for both restoration and protection of watershed resources.

Lead:	Consultant	
Support:	Policy Committee and Planning Work Group	
Suggested Start Date:	November 1, 2017	
Completion Date:	January 31, 2018	
Subtasks:	.1	Develop measurable goals to address priority issues and indicate an intended pace of progress
	.2	Establish goals with Policy Committee
Outcomes:	✓	Goals drafted in the plan that clearly describe where the planning partners want to be or what they want to achieve within the 10-year timeframe of the plan

Task No. 3.4: Draft Plan - Develop a targeted and measurable implementation schedule and programs (Plan Content Requirements II.4 and 5)

Based on the priority issues and goals, identify cost-effective, targeted, and measurable actions necessary to achieve the goals. Use of technical evaluation tools is recommended. Use a schedule or table to describe actions, lead and supporting entities, timeframe and budget. Implementation Programs include plan administration / coordination, funding, work planning, assessment / evaluation, amendments, formal agreements, incentive programs, capital improvements, operation and maintenance, regulation / enforcement, data collection / monitoring, and information / education.

Lead:	Consultant	
Support:	Planning Work Group	
Suggested Start Date:	December 1, 2017	
Completion Date:	March 31, 2018	
Subtasks:	.1	Create an Implementation Plan and Schedule that describes local water management, activities, assigns responsibilities and timeframe for implementation over the 10-year plan period.
	.2	Describe the Implementation Programs and related responsibilities and schedule required to implement the plan.
	.3	Describe the structures that will be implemented in a Capital Improvement Plan with responsibilities, funding sources and schedule for construction.

Outcomes:	✓	Implementation plan drafted that describes the coordination and programs necessary for achieving the actions in the schedule
	✓	Implementation schedule drafted into plan with targeted and measurable actions and capital improvements including a description of each action/project, location, responsibility, cost, schedule, potential funding sources of the action, and how the action will be measured

Task No. 3.5: Draft Plan - Determine organizational arrangements for plan implementation (Plan Content Requirement II.5.A.vii.)

Policy Committee is responsible for determining the on-going organizational structures or arrangements among partner entities for plan implementation. Management of the process for making this decision should start early in plan development. The Minnesota Counties Intergovernmental Trust (MCIT) and/or legal counsel of the participating organizations may be consulted to assist in this determination if new organizational structures are proposed.

Lead:	Consultant	
Support:	Policy Committee and Planning Work Group	
Suggested Start Date:	January 1, 2018	
Completion Date:	April 1, 2018	
Subtasks:	.1	Manage assessment of and Policy Committee decision regarding organizational options.
	.2	Draft any required formal agreement documents (e.g. joint powers agreement), if necessary
	.3	Manage review of formal agreements by MCIT and/or local legal counsel
Outcomes:	✓	Agreements necessary to implement the actions in the plan, are identified, agreed upon, and described

Task No. 3.6: Draft Plan- Write Plan Final review draft

Compile drafted sections into a completed written draft document for internal and external review. Write Executive Summary (Plan Content Requirement II.1), compile Appendices, etc. Conduct /coordinate internal (i.e., Partnership entities, Advisory Committee member organizations and individuals) review of draft plan.

Lead:	Consultant
Support:	All Stakeholders
Suggested Start Date:	February 1, 2018
Completion Date:	May 1, 2018

Subtasks:	.1	Compile drafted sections of the plan; complete all plan content elements
	.2	Manage <i>internal</i> review among watershed partner entities, committee members. (Internal review may be continuous as plan sections are drafted.)
	.3	Prepare final draft for formal review
	.4	Manage Policy Committee approval of final draft for formal review
Outcomes:	✓	Final plan draft prepared for informal and formal review.

4. Formal Plan Review and Public Hearing

Task No. 4.1: Formal review

The formal review process will follow procedures described in the Memorandum of Agreement and in state statute and rule.

Lead:	Consultant	
Support:	Planning Work Group	
Suggested Start Date:	May 1, 2018	
Completion Date:	August 31, 2018	
Subtasks:	.1	Submit plan to plan review authorities for 60-day formal review; submit draft electronically (<i>or</i>) submit paper copies if requested; provide website copy of draft for review
	.2	Develop and provide process for stakeholder comments
	.3	Write responses to comments received during 60-day review
	.4	Provide BWSR, other state review agencies, and Policy Committee with a summary of comments received in the review period and responses to comments. Comments must be made available to all others on a website or upon request.
Outcomes:	✓	Draft plan reviewed by review authorities and/or local governments
	✓	Input received
	✓	Comment summary and responses made available as required

Task No. 4.2: Public hearing

Schedule and hold a public hearing(s) on the draft plan on behalf of the Policy Committee. Depending on the Memorandum of Agreement, the participating local governments may need to hold individual public hearings.

Lead:	Consultant	
Support:	Planning Work Group and Policy Committee	
Suggested Start Date:	[no sooner than 14 days after the close of the 60-day comment period]	
Completion Date:	August 31, 2018	
Subtasks:	.1	Schedule hearing date, location; send notice with agenda
	.2	Send summary of comments and responses and handouts for hearing at least 10 days before hearing date
	.3	Policy Committee members: Attend, conduct, and present plan and review comments summary at hearing
	.4	Post hearing minutes to web page
Outcomes:	✓	Meeting minutes used to document public involvement

Task No. 4.3: Write Final Plan

Write and approve Final Plan based on 60-day review and public hearing comments.

Lead:	Consultant	
Support:	Planning Work Group	
Suggested Start Date:	September 1, 2018	
Completion Date:	October 31, 2018	
Subtasks:	.1	Make final plan revisions
	.2	If required by the Memorandum of Agreement, support the approval of plan by each local government participant
	.3	Manage Policy Committee approval of final plan for BWSR review
Outcomes:	✓	Final plan draft prepared for final review and approval.

5. Approval by BWSR

Task No. 5.1: Plan Approval by BWSR

Support the review process for BWSR approval, which includes staff review and recommendation to a BWSR Regional Committee, presentation to the BWSR Board, and any appeals and dispute of plan decision following existing authorities and procedures of BWSR Board.

Lead:	Consultant	
Support:	Planning Work Group and Policy Committee	
Suggested Start Date:	November 1, 2018	
Completion Date:	January 31, 2019	
Subtasks:	.1	Submit the final plan to BWSR in required format, content and distribution
	.2	Attend BWSR Regional Committee, Board Meeting, and other meetings as required to support BWSR plan review
Outcomes:	✓	Board approves or disapproves a plan based on determination of compliance with plan content and operating procedures.

6. Local Adoption

Task No. 6.1: Local adoption

Support the final plan adoption by the local plan authority(ies) within 120 days of BWSR Board approval.

Lead:	Policy Committee	
Support:	Planning Work Group	
Completion Date:	Within 120 days of BWSR approval	
Subtasks:	.1	Send copies of resolutions to adopt the plan to BWSR in order to be eligible for grants for plan implementation
Outcomes:	✓	Plan adopted for implementation by all participating local units of government

7. Grant Reporting

Task No. 7.1: Annual Grant Reporting (during grant)

Track and report the progress towards tasks in the work plan.

Lead:	Administrator	
Support:	Fiscal Administrator	
Completion Date:	Annual: February 1st	
Subtasks:	.1	Submit required grant reports in eLink
	.2	Prepare and submit audit as required by MOA
	.3	Provide reports to Policy Committee
Outcomes:	✓	Documented progress towards work plan tasks

Task No. 7.2: Final Grant Reporting

Submit final grant report.

Lead:	Administrator	
Support:	Fiscal Administrator	
Completion Date:	Post grant completion	
Subtasks:	.1	Submit final grant report in eLink and other formats as required
Outcomes:	✓	Grant agreement requirements met