



Pomme de Terre Watershed Plan Development: Work Plan

This Work Plan outlines tasks for the development of watershed-based plans consistent with the *One Watershed, One Plan* vision and program grant requirements. The tasks in the work plan will be tested by the local government units developing the pilot watershed-based plans through *One Watershed, One Plan*, with final procedures anticipated to be adopted by BWSR in December 2015.

This Work Plan assumes the Formal Agreement and Memorandum of Agreement documents are already completed. The tasks are outlined 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 streamlined eLINK work plan will also be required in order to process the grant agreement and grant payments.

Grant Title: 2017, Pomme de Terre River Watershed One Watershed, One Plan

Grant I.D: _____

Fiscal Agent Organization: Pomme de Terre River Association

Grant Agreement, Day-to-day Contact: Watershed Project Coordinator, PDTRA

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1. SELECTION OF PLAN CONSULTANT

Task No. 1.1: Process Request for Proposals for Plan Consultant

Prior to grant agreement execution, develop RFP for list of consultants to send out to. After grant agreement is signed, a formal decision will be made on a selected consultant and a contract will be created and signed between the Policy committee and the consultant.

Lead: Consultant Subcommittee, PDTRA Coordinator

Support: Planning Committee, Policy Committee

Suggested Start Date: March 8th, 2017

Completion Date: July 14th, 2017.

Subtask:

- Consultant Sub. Committee write RFP content for professional consultant tasks
- RFQ sent to list of consultants
- Develop qualification ranking method. Consultant Subcommittee (Planning Committee members invited) will interview 3 top consultants
- Planning Committee makes recommendation to Policy Committee
- Policy committee selects and negotiates contract with selected consultant

Outcomes:

- ❖ Consultant selected to compile information from existing models developed for the Pomme de Terre watershed and develop the comprehensive watershed management plan. Will also provide technical side of facilitating public meetings.

2. NOTIFICATIONS, COMMITTEES, AND INITIAL PLANNING MEETINGS

Task No. 2.1: Establish and maintain committees and workgroups

Meeting arrangements, prepare/send meeting notices and agendas, support and committees.

Prior to Grant Execution, the following committees will be established:

Policy Committee – Will be composed of current Pomme de Terre Joint Powers Board members which includes 1 SWCD Supervisor and 1 County Commissioner from each of the 6 counties within the Pomme de Terre watershed. Committee will make final decisions about content of the plan and submittal.

Planning Committee - Will be composed of state agency staff, stakeholder groups, and LGU staff (including those in the Workgroup) and will make recommendations on the plan and plan implementation to the Policy Committee, including identification of priorities. *(referred to as a technical advisory committee in One Watershed, One Plan Operating Procedures)*

Workgroup - Will be composed of local water planners, SWCD staff and hired consultants for purposes of logistical non-policy decision-making in the process. This group will likely bubble off from Planning Committee as certain individuals volunteer themselves. *(referred to as planning workgroup in One Watershed, One Plan Operating Procedures)*

Citizen Advisory Committees - Will be formed after grant agreement is signed. Due to the size of the Pomme de Terre watershed, there will be 2 Advisory Committees (one for the Northern and one for the Southern portion of the watershed). Groups will meet 3-4 times each throughout planning process for pertinent information exchange (i.e. identifying local issues). These committees will consist of up to 12 members with recommended representation including 2 lake organization representatives, 2 sportsmen club representatives, 2 city representatives, 2 township representatives, 2 agriculture representatives, and 2 at-large members. The number of representatives can be adjusted if needed based on area.

Lead: 1W1P Steering Committee, PDTRA Project Coordinator

Support: 1W1P Personnel Sub-Committee

Suggested Start Date: March 8th, 2017

Completion Date: End of Planning Process

Subtask:

- Establish Policy Committee
- Establish Planning Committee
- Establish Workgroup
- Roles and responsibilities are described and accepted by each committee
- Facilitator (PDTRA Projects Coordinator) will coordinate committee meetings, including preparation and distribution of lists, meeting notices and agendas, and publication of required legal notices.
- Recording of meeting notes will be taken by a selected person at each meeting.

Outcomes:

- ❖ Broad range of stakeholder participation to ensure an integrated approach to watershed management
- ❖ Meet 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, notification must be sent to 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.

Lead: PDTRA Project Coordinator

Support: Planning Committee, Workgroup

Suggested Start Date: May 12st, 2017

Completion Date: July 12th, 2017

Subtask:

- Compile list of review authorities (i.e. Drainage authorities, federal agencies, lake/river associations, citizen-based environmental groups, sporting organizations, farm organization, and agricultural groups, other interested and technical persons such as current and former county water plan taskforce member)
- Write and send 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.
- Allow 60 days for responses to notification
- Implement method(s) to obtain public input determined by the Work Group and approved by the Policy Committee. Such as, but not limited to, web survey, public meetings, etc.

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 from existing local water plans, input received from review agencies, TMDL studies, WRAPS, and other local and agency plans. Identify current gaps, priorities, goals, strategies, and actions for the watershed; prepare a plan and aggregation of plan information is not intended to be exhaustive, but rather a compilation for understanding current priorities and goals.

Lead: Consultant

Support: Workgroup, Planning Committee, PDTRA Coordinator

Suggested Start Date: July 12th, 2017

Completion Date: October 30th, 2017

Subtask:

- Aggregate data, issues, goals, strategies, actions, etc.
- Identify gaps in existing data
- Complete an outline of what the plan will contain for use in public input process

Outcomes:

- ❖ Better watershed orientation, understanding, discussion, and prioritization

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

Plan and conduct an initial public information meeting(s) following the 60-day comment period in Task 2.2 and present information compiled in task 2.3, including proposed plan outline. Consideration in holding two meetings (one for the North and Southern portions of the watershed) to help encourage participation.

Lead: PDTRA Project Coordinator

Support: Consultant, Planning Committee, Policy Committee, Personnel Subcommittee

Completion Date: October 30th, 2017

Subtask:

- Hold 2 public information meetings, one for North and South portions of the watershed.
- Watershed bus tour for all committees
- Publish legal notice for meeting(s) with a minimum 10 day advance to meet requirements of MN Statutes §103B.313, Subd. 3.
- Prepare materials and handouts for meeting
- Attend and conduct meeting
- A chosen individual will record meeting minutes. Minutes will then be posted to web page
- 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: Continue to aggregate watershed information

Continue to aggregate watershed information as in Task 2.3. Any gaps in resource inventory information should be listed as implementation action(s) to acquire needed data. *One Watershed, One plan* plans are based on existing data.

Lead: Consultant

Support: Workgroup, Planning Committee, Citizen Advisory Committee, PDTRA Coordinator

Suggested Start Date: October 1st, 2017

Completion Date: November 31st, 2017

Subtask:

- Compile input received at initial planning meeting(s), existing local water plans, agencies, TDML studies, WRAPs, and other local and agency plans for use in draft plan
- Review information for commonalities, conflicts, and gaps
- Aggregate data, issues, goals, strategies, actions, etc.
- 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.
- Periodic reviews of drafts by Planning committee and Workgroup

Outcomes:

- ❖ Better watershed orientation, understanding, discussion, and prioritization
- ❖ Gaps filled by implementation actions
- ❖ Project remains on track

Task No. 3.2: Analyze and prioritize issues

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, Planning Committee

Support: Workgroup, Possible outside lead on zonation, Citizen Advisory Committee, PDTRA Coordinator

Suggested Start Date: November 1st, 2017

Completion Date: January 31st, 2017

Subtask:

- 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

- Identify and draft a summary of the issues and resource concerns into the plan
- Create, apply, and document in the 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

Outcomes:

- ❖ Better watershed orientation, understanding, discussion, and prioritization
- ❖ Gaps filled by implementation actions
- ❖ Project remains on track

Task No. 3.3: Establish measurable goals

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

Lead: Consultant, Planning Committee

Support: Workgroup, Citizen Advisory Committee, PDTRA Coordinator

Suggested Start Date: December 1st, 2017

Completion Date: April 31st, 2018

Subtask:

- Develop measurable goals to address priority issues and indicate an intended pace of progress

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: Develop targeted and measurable implementation schedule and programs

Identify cost-effective, targeted, and measurable actions necessary to achieve the goals. Use of technical evaluation tools is recommend (i.e. LiDAR, HSPF, Ecological Ranking Tool, Hydrological DEM, PTMApp). A schedule or table will 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, data collection, and education.

Lead: Consultant, Planning Committee

Support: Workgroup, Citizen Advisory Committee, PDTRA Coordinator

Suggested Start Date: February 1st, 2018

Completion Date: June 31st, 2018

Subtask:

- Create an implementation Plan and Schedule that describes local water management, actives, assigns responsibilities and timeframe for implementation over 10-year plan

- Describe implementation programs and related responsibilities and schedule required to implement the plan
- Describe 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 action in the schedule
- ❖ Implementation schedule drafted into plan with targeted and measurable actions, 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: Determine organizational arrangement for plan implementation

Policy Committee is responsible for determining the on-going organizational structures or arrangements among partner entities for plan implementation

Lead: Policy Committee

Support: Planning Committee, PDTRA Coordinator

Suggested Start Date: May 1st, 2018

Completion Date: June 31st, 2018

Subtask:

- Evaluation by the Policy Committee regarding current and ongoing organizational structure.

Outcomes:

- ❖ Agreements necessary to implement the actions in the plan are identified, agreed upon, and described.

Task No. 3.6: Write plan final review draft

Compile drafted sections into a completed written draft document for internal and external review. Write executive summary, compile appendices, conduct internal review of draft plan.

Lead: Consultant

Support: Planning Committee, Policy Committee, PDTRA Coordinator

Suggested Start Date: April 1st, 2018

Completion Date: June 30th, 2018

Subtask:

- Compile draft and complete internal review among all committees (review of each completed section will be conducted throughout drafting process)
- Final draft for formal review by Planning committee for Policy Committee approval

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: All Committees, PDTRA Coordinator

Suggested Start Date: July 1st, 2018

Completion Date: August 31th, 2018

Subtask:

- Submit plan to plan review authorities for 60-day formal review; submit draft electronically; provide website copy of draft for review
- Develop and provide process for stakeholder comments. Consolidation of comments by Workgroup to be presented to Planning Committee and Policy Committee
- Write responses to comments received during 60-day review
- 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 website or upon request.

Outcomes:

- ❖ Draft plan reviewed by review authorities and local government
- ❖ 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: PDTRA Projects Coordinator

Support: All Committees, Consultant

Suggested Start Date: September 1st, 2018

Completion Date: October 1st st, 2018

Subtask:

- Schedule hearing date(s), location; send notice with agenda
- Send summary of comments, responses, and handouts for hearing at least 10days before hearing date
- Policy Committee members will attend, conduct, and present plan and review comments summary at hearing.

- Hearing minutes will be posted 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 Committee, Policy Committee, PDTRA Coordinator

Suggested Start Date: September 1st, 2018

Completion Date: October 30th, 2018

Subtask:

- Make final plan revisions
- If required by the Memorandum of Agreement support the approval of plan by each local government participant in a process that is to be determined by the Policy Committee
- Planning Committee will make recommendations regarding final plan for Policy Committee to approve for BWSR review

Outcomes:

- Final plan draft prepared for final review and approval

5. PLAN 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 disputes of plan decision following existing authorities and procedures of BWSR Board.

Lead: PDTRA Projects Coordinator

Support: All Committees

Suggested Start Date: November 1st, 2018

Completion Date: January 31st, 2019

Subtask:

- Submit final plan to BWSR in required format, content and distribution
- 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 adoption by the local plan authority(ies) within 120 days of BWSR Board approval.

Lead: PDTRA Project Coordinator

Support: All Committees

Completion Date: Within 120 days of BWSR approval

Subtask:

- Send Copies of resolution 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

Track and report the progress towards tasks in the work plan

Lead: PDTRA Projects Coordinator

Support: All Committees

Completion Date: Annual: February 1st

Subtask:

- Submit required grant reports in eLink
- Prepare and submit audit as required by MOA
- Provide reports to Policy Committee

Outcomes:

- ❖ Documented progress towards work plan tasks

Task No. 7.2: Final Grant Reporting

Submit final grant report.

Lead: PDTRA Projects Coordinator

Support: All Committees

Completion Date: Post grant completion

Subtask:

- Submit final grant report in eLink and other formats as required

Outcomes:

- ❖ Grant agreement requirements met

Pomme de Terre River Watershed One Watershed, One Plan

Plan Development Timeline

					2017												2018												2019					
Start Date	Duration	End Date	Task		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
				Pre-Planning																														
	90	2/1/2017	Establish Memorandum of Agreement																															
3/8/2017	90	6/9/2017	Develop Grant Work Plan, Budget, and Timeline																															
3/8/2017	120	6/9/2017	1.1 Process Request(s) for qualifications for plan development consultants*																															
Ongoing			2.1 Establish and Maintain Committees, Team & Workgroups*																															
	1	6/30/2017	Sign Grant Agreement																															
5/12/2017	90	7/12/2017	2.2 Notify Plan Review Authorities & Stakeholders (includes 60-day comment period)																															
7/12/2017	120	9/30/2017	2.3 Aggregate Watershed Information & Review for Commonalities, Conflicts and Gaps*																															
6/1/2017	60	10/30/2017	Plan and Notice Public Information/Kickoff Meeting																															
	1	10/30/2017	2.4 Hold Public Information/Kickoff Meeting																															
			Planning																															
10/1/2017	60	11/30/2017	3.1 Continue to Aggregate Watershed Information																															
11/1/2017	150	1/31/2018	3.2 Analyze and Prioritize Issues																															
12/1/2017	120	4/30/2018	3.3 Establish Measurable Goals																															
3/1/2017	150	7/30/2018	3.4 Develop a Targeted & Measurable Implementation Schedule and Programs																															
6/1/2017	60	7/30/2018	3.5 Determine Organizational Arrangement for Plan Implementation																															
5/1/2018	90	7/30/2018	3.6 Write Plan Final Review Draft																															
			Plan review																															
8/1/2018	60	9/30/2018	4.1 Formal Review																															
	1	10/1/2018	4.2 Public Hearing																															
10/1/2018	60	11/31/2018	4.3 Write Final Plan																															
12/1/2018	90	2/31/2019	5.1 Plan Approval by BWSR																															
3/1/2019	120	6/31/2019	6.1 Local Adoption																															
Ongoing			7.1 Annual Grant Reporting (deadline = February 1)																															
Ongoing			7.2 Final Grant Reporting																															

*work that occurs before the 1W1P grant agreement is signed is not reimbursable with grant dollars.

dark boxes indicate the start and end of the main planning process.

Pomme de Terre River One Watershed, One Plan Partnership

GRANT BUDGET

This document is an attachment to the 1W1P Grant Work Plan and will be put into eLINK.

	LEAD	ESTIMATED COST
CONSULTANTS		
Pre-Planning		
Aggregate Watershed Information...	EOR	\$ 12,210
Public Informational Kick-Off Meeting(s)	EOR	\$ 15,918
Planning		
Outreach/Facilitation	EOR	\$ 47,754
Continue to Aggregate Watershed Information	EOR	\$ 5,579
Analyze and Prioritize Issues	EOR	\$ 18,724
Establish Measurable Goals	EOR	\$ 12,736
Develop a Targeted and Measurable Implementation Schedule and Program	EOR	\$ 17,858
Write Plan Final Review Draft	EOR	\$ 37,786
Plan Review and Final Plan		
Write Final Plan	EOR	\$ 11,511
Other Costs		
Expenses: Printing, Travel	<i>EOR- Included in above Outreach/Facil. costs</i>	
SUBTOTAL		\$ 180,076.00
PARTNERSHIP		
	Hourly Rate	Hours
Fiscal Coordination/ Project Management	\$ 36.22	300
Fiscal Coordination	\$ 50.70	20
Grant Reporting (Elink)	\$ 36.22	138
Policy/Planning/Advisory/Workgroup Committee Coordination	\$ 36.22	528
Public Meeting Coordination	\$ 36.22	85
Meeting Expenses (facility, materials, food)		
Publication Expenses (notices, invitations)		
SUBTOTAL		\$ 43,961
CONTINGENCY (add 10% to final amount)		\$ 22,404
TOTAL		\$ 246,441

add lines as needed to accurately reflect the steps in the process and the work done by individual partner LGUs.