



# One Watershed One Plan

## **Sand Hill River Watershed Plan Development: Work Plan**

This work plan outlines tasks for developing a comprehensive watershed management plan through the Board of Water and Soil Resources' (BWSR) One Watershed, One Plan program. The work plan is designed to reflect the One Watershed, One Plan Operating Procedures and Plan Content Requirements. Suggested start dates may not be in sequential order due to the overlapping nature of the tasks.

This document, along with a budget and a timeline reflecting the work plan tasks, are required in order to receive a BWSR planning grant through the One Watershed, One Plan program.

**Grant Title:** 2021 SHRW One Watershed, One Plan Planning Grant

**Grant ID:** [will be provided by BWSR]

**Fiscal Agent/Grantee:** April Swenby, Sand Hill River Watershed District Administrator

**Administrative Lead (project coordinator):** Nicole Bernd, WPSWCD

## Phase 1: Pre-Planning

### Task 1.1: Establish and Maintain Partnership

<b>1W1P Policy:</b>	Operating Procedures IV.A.1	
<b>Lead:</b>	Steering Committee	
<b>Support:</b>	Steering Committee	
<b>Start Date:</b>	January 2022	
<b>Completion Date:</b>	End of Planning process	
	.1	Establish steering team (may occur prior to final grant agreement)
	.2	Draft memorandum of agreement for review by each participating organization in the partnership
	.3	Establish policy committee with approved by-laws
	.4	Establish advisory committee (done by policy committee)
	.5	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
<b>Objectives:</b>		Membership, roles, responsibilities, and expectations for participation in committee, team, or work group explicitly described
		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
<b>Deliverables:</b>		For all policy committee and advisory committee meetings, agendas distributed at least one week prior to each meeting and meeting minutes distributed/posted no later than one week after the meeting.

### Task 1.2: Develop work plan (applies to partnerships approved for a BWSR 1W1P planning grant)

<b>1W1P Policy:</b>	BWSR Grants Policy
<b>Lead:</b>	Sand Hill River Watershed Steering Committee
<b>Support:</b>	Steering Committee

<b>Start Date:</b>	2-10-2022	
<b>Completion Date:</b>	May 31, 2022	
	.1	Fill out narrative work plan (this document), deciding who will lead on each step. – Steering Committee
	.2	Adapt the BWSR-provided timeline spreadsheet to reflect state and completion dates for tasks, including details for subtasks. – Steering Committee
	.3	Adapt the BWSR-provided budget spreadsheet for the planning process. Check in with BWSR Board Conservationist on draft budget. – Steering Committee
	.4	Submit the documents from subtasks 1-3 to BWSR Board Conservationist for review and approval. – SHRWD/West Polk SWCD
	.5	Upload work plan documents in eLINK and populate eLINK work plan. – West Polk SWCD
<b>Objectives:</b>	Partners understand, discuss, and agree on the tasks, sequencing, approximate timing, and budget for the planning process. – Steering Committee	
<b>Deliverables:</b>	A BWSR approved work plan including word document, excel documents, and eLINK work plan. – Steering Committee	

### Task 1.3: Aggregate Watershed Information

<b>1W1P Policy:</b>	Operating Procedures IV.A.3	
<b>Lead:</b>	SHRW Steering Team	
<b>Support:</b>	Consultants (WRAPS/TMDLs, LiDAR)	
<b>Start Date:</b>	April 1, 2022	
<b>Completion Date:</b>	July 31, 2022	
<b>Subtasks:</b>	.1	Aggregate data, issues, goals, strategies, actions (e.g., existing local water plans, input received from review agencies, TMDL studies, WRAPS, and other local and agency plans). - Steering Committee/Consultant
	.2	Identify gaps in existing data. - Steering Committee/Consultant
	.3	Complete an outline of what the plan will contain for use in public information/input process. - Steering Committee/Consultant
<b>Objectives:</b>	Better watershed orientation, understanding, discussion, and prioritization (not intended to be exhaustive, but rather a	

		compilation for the purposes of understanding current priorities and goals for the watershed)
<b>Deliverables:</b>		A document (e.g., narrative/table/spreadsheet) that summarizes issues, goals, strategies, actions, and clearly identifies gaps. - Steering Committee/Consultant
		An outline of plan contents for use in the public information/input process. - Steering Committee/Consultant

### Task 1.4: Notify Plan Review Authorities and Host Public Kickoff Meeting

<b>1W1P Policy:</b>	Operating Procedures IV.A.2 Operating Procedures IV.A.4	
<b>Lead:</b>	Steering Committee/Consultant	
<b>Support:</b>	Policy & Advisory Committees	
<b>Start Date:</b>	May 1, 2022	
<b>Completion Date:</b>	December 31, 2022	
<b>Subtasks:</b>	.1	Compile a list of review authorities/stakeholders. - Steering Committee
	.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. - West Polk SWCD/SHRWD
	.3	Implement method(s) to obtain public input determined by the steering team and approved by the policy committee (or its delegate) such as, but not limited to web survey, workshops with specific interest groups, citizen surveys, public input meeting, etc. ( <i>not required</i> ). - Steering Committee/Consultant
	.4	Plan and carry out a public kickoff meeting, including publishing a meeting notice to meet the requirements of MN Statutes §103B.313, Subd. 3. - Steering Committee/Consultant
	.5	Record and post meeting minutes and compile input for use in plan development. - Steering Committee/Consultant
<b>Objectives:</b>	Stakeholders are notified of the planning process and have an opportunity to provide input.	
<b>Deliverables:</b>		List of plan review authorities and stakeholders, formal notification sent. - Steering Committee
		Public meeting held and documented. - Steering Committee/Consultant
		Stakeholder input gathered and compiled. ( <i>Deliverables may include surveys, meetings, and other input gathering activities.</i> -

	Steering Committee/Consultant/Counties/Watershed/SWCDs/Private stakeholders)
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### Task 1.5: Hire Consultants (optional)

<b>1W1P Policy:</b>	No policy reference. This step is optional.	
<b>Lead:</b>	Policy Committee and Steering Committee	
<b>Support:</b>	Steering Committee	
<b>Suggested Start Date:</b>	April 1, 2022	
<b>Completion Date:</b>	May 30, 2022	
<b>Subtasks:</b>	.1	Determine what planning tasks will be completed “in-house” by the partners and what tasks will be contracted to entities “outside” of the partners (e.g., facilitation, plan writing, technical analysis)
	.2	Develop a scope of services for each consultant.
	.3	Make a recommendation for preferred consultant (HEI) to Policy Committee.
	.4	Negotiate contract with selected consultant(s). -Policy committee
<b>Objectives:</b>	Consultant(s) hired to help the partnership develop the comprehensive watershed management plan.	
<b>Deliverables:</b>	Negotiate contract.	

## Phase 2: Draft Plan

### Task 2.1: Write the Land Water Resources Narrative

<b>1W1P Policy:</b>	Plan Content Requirements: Sec 3 3.B	
<b>Lead:</b>	SHRW Steering Committee/Consultant	
<b>Support:</b>	Steering Team	
<b>Start Date:</b>	April 2022	
<b>Completion Date:</b>	July 2022	
<b>Subtasks:</b>	.1	Compile input/comments received at the initial planning meeting(s), from existing local water plans, from agencies, TMDL

		studies, WRAPS, and other local and agency plans for use in draft plan. – Steering Committee/Consultant/West Polk SWCD
	.2	Review information for commonalities, conflicts, and gaps (Gaps in resource inventory information may be evaluated as potential implementation action(s) to acquire needed data; plans should be based on existing data and resource inventory information rather than delaying the planning process to generate new data.)
	.3	Aggregate data, issues, goals, strategies, actions, etc. (continued from task 1.3)
	.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.
	.5	Use aggregated information to create the land and water resources narrative to better inform subsequent tasks.
<b>Outcomes:</b>		Better watershed orientation, understanding, discussion, and prioritization.
<b>Deliverables:</b>		A draft land and water resources narrative. - Steering Committee/Consultant
		Other materials (e.g., presentations, posters) that summarize land and water information, to be shared with policy committee and/or at public information meetings. - Steering Committee/Consultant

## Task 2.2: Identify and Prioritize Resources and Issues

<b>1W1P Policy</b>	Plan Content Requirements III.C	
<b>Lead:</b>	Consultant/Facilitator/SHRW Steering Team	
<b>Support:</b>	Advisory/Facilitator	
<b>Start Date:</b>	June 2022	
<b>Completion Date:</b>	December 2022	
<b>Subtasks:</b>	.1	Determine the process that will be used to complete this step. - Steering Committee
	.2	Review, aggregate and summarize 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. - Consultant/Steering Committee
	.3	Identify and draft issue statements that reflect problems or opportunities to be prioritized. - Consultant/Steering Committee
	.4	Create, apply, and document in plan the method(s) used to prioritize the identified issues. – Consultant/ Steering Committee

	.5	Manage policy committee agreement on the priority issues that will be addressed in the 10-year plan. – Consultant/Steering Committee
	.6	Identify priority sub watersheds where the priority issues will be addressed. - Consultant/Steering Committee
<b>Objectives:</b>		The planning partnership discusses and determines priorities to be addressed in the plan based on data and information as well as local values gathered through the initial input process.
<b>Deliverables:</b>		A draft list of agreed upon priority issues for the watershed for the ten-year timeframe of the plan, drafted into plan. - Consultant/Steering Committee
		Draft map(s) of priority areas for focusing implementation during the ten-year timeframe of the plan. Consultant/Steering Committee

### Task 2.3: Establish Measurable Goals

<b>1W1P Policy:</b>	Plan Content Requirement III.D	
<b>Lead:</b>	Consultant/Facilitator/SHRW Steering Team	
<b>Support:</b>	SHRW Steering Team/IWI/TSA	
<b>Start Date:</b>	July 2022	
<b>Completion Date:</b>	December 2022	
	.1	For each issue, describe the desired future condition (aka long-term goal). This goal may not be achievable during the ten-year time frame of the plan. - Steering Committee
	.2	Determine what modeling approaches or tools will be used to estimate the progress that can be made toward the long-term goal in the ten-year plan period. -Steering Committee
	.3	Select indicators that will be used to describe progress toward the long-term goal (complete after task 2.4.1 – selection of implementation approaches – because some indicators may be outputs, not outcomes) -Steering Committee
	.4	Apply the approach identified in 2.3.2 to calculate the measurable goal for the 10-year plan period (complete after task 2.4.4 – implementation schedule - because you can't know how far you can get until you estimate how much you will do) – Steering Committee/RRVCSA TSA
<b>Objectives:</b>		The planning partnership establishes a shared understanding of a desired future and a realistic estimate of how much progress can be made in the 10-year timeframe of the plan
<b>Deliverables</b>		A draft of clearly stated goals that describe a desired future condition and an estimate of the pace of progress that can be

	achieved by implementing the actions listed in the plan. - Consultant/Steering Committee
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### Task 2.4: Develop a Targeted Implementation Schedule

<b>1W1P Policy:</b>	Plan Content Requirements III.E								
<b>Lead:</b>	Consultant/Facilitator/SHRW Steering Team								
<b>Support:</b>	Steering Committee/RRVCSA TSA								
<b>Start Date:</b>	August 2022								
<b>Completion Date:</b>	December 2022								
<b>Subtasks:</b>	<table border="1"> <tr> <td>.1</td> <td>Determine the types of actions that will be most cost effective and yield the greatest natural resource benefits given the priority issues for the plan. -Consultant/Steering Committee</td> </tr> <tr> <td>.2</td> <td>Identify approaches (models, tools etc.) that will be used to target implementation practices to the most important areas. – Consultant/Steering Committee</td> </tr> <tr> <td>.3</td> <td><u>Estimate</u> the amount of funding that will be available to the partnership based on current expenditures in the watershed and anticipated grants. – Consultant/Steering Committee</td> </tr> <tr> <td>.4</td> <td>Create an implementation schedule that describes local water management activities, assigns responsibilities, and identifies a timeframe for implementation over the 10-year plan period. Consultant/Steering Committee</td> </tr> </table>	.1	Determine the types of actions that will be most cost effective and yield the greatest natural resource benefits given the priority issues for the plan. -Consultant/Steering Committee	.2	Identify approaches (models, tools etc.) that will be used to target implementation practices to the most important areas. – Consultant/Steering Committee	.3	<u>Estimate</u> the amount of funding that will be available to the partnership based on current expenditures in the watershed and anticipated grants. – Consultant/Steering Committee	.4	Create an implementation schedule that describes local water management activities, assigns responsibilities, and identifies a timeframe for implementation over the 10-year plan period. Consultant/Steering Committee
.1	Determine the types of actions that will be most cost effective and yield the greatest natural resource benefits given the priority issues for the plan. -Consultant/Steering Committee								
.2	Identify approaches (models, tools etc.) that will be used to target implementation practices to the most important areas. – Consultant/Steering Committee								
.3	<u>Estimate</u> the amount of funding that will be available to the partnership based on current expenditures in the watershed and anticipated grants. – Consultant/Steering Committee								
.4	Create an implementation schedule that describes local water management activities, assigns responsibilities, and identifies a timeframe for implementation over the 10-year plan period. Consultant/Steering Committee								
<b>Objectives:</b>	The planning partnership discusses the most appropriate, cost effective, multiple-benefit implementation actions to address the plan goals, estimates a realistic level of implementation based on anticipated future funds, and commits to contributing local resources (time, money, equipment, etc.) to implementing the plan.								
<b>Deliverables:</b>	Draft implementation schedule with targeted and measurable actions and capital improvements. Schedule includes a description of each action/project, location, responsibility, cost, schedule, potential funding sources of the action, and how the outcomes of the action will be measured. - Consultant/Steering Committee								

### Task 2.5: Describe Implementation Programs

<b>1W1P Policy:</b>	Plan Content Requirements III.F
<b>Lead:</b>	Steering Committee
<b>Support:</b>	Consultant/Facilitator



<b>Start Date:</b>	August 2022	
<b>Completion Date:</b>	December 2022	
<b>Subtasks:</b>	.1	Compile information about existing implementation programs from each partnership. Identify commonalities, gaps, and opportunities to collaborate. - Steering Team/Consultant
	.2	Describe the various implementation programs (cost share, regulatory, capital improvements, operations, data collection, public participation) that will be needed to achieve the plan goals and carry out the actions described in the previous sections. - Steering Committee
	.3	Describe who will carry out the programs and incorporate appropriate elements into the targeted implementation schedule if applicable. (partners may want to list new programs as part of the targeted implementation program, while ongoing programs being done by individual partners may not be priorities in for the watershed planning partnership). - Steering Committee
<b>Objectives:</b>	The partnership thoughtfully discusses what kinds of programs will be most effective and appropriate for the watershed. Ideally, discussions result in a commitment to develop and carry out programs as a watershed partnership.	
<b>Deliverables:</b>	A draft description of implementation programs that will be carried out by the partnership and/or its members. - Consultant/Steering Committee	

## Task 2.6: Determine Plan Administration and Coordination

<b>1W1P Policy:</b>	Plan Content Requirements III.G; Operating Procedures IV.B.3	
<b>Lead:</b>	Consultant/ Steering Committee	
<b>Support:</b>	Policy Committee/Advisory Committee	
<b>Start Date:</b>	<i>October 2022</i>	
<b>Completion Date:</b>	By Local adoption of Plan	
<b>Subtasks:</b>	.1	Introduce the concept of plan administration and coordination, including laying out a range of options for implementation agreements. - Steering Committee
	.2	Draft any required formal agreement documents (e.g., joint powers agreement), if necessary. - Steering Committee
	.3	Manage review of formal agreements by MCIT and/or local legal counsel. - Steering Committee

<b>Objectives:</b>		The planning partnership discusses and agrees to the most appropriate organizational structure to fit their needs and to implement the plan.
<b>Deliverables:</b>		Draft formal agreement documents, including identification of fiscal agent if appropriate and sub-agreements needed to carry out partnership programs described in the plan. - Steering Committee/ Consultant

## Task 2.7: Write Plan Final Review Draft

<b>1W1P Policy:</b>	Plan Content Requirements III.A Operating Procedures IV.B	
<b>Lead:</b>	Consultant/Facilitator	
<b>Support:</b>	Steering Committee	
<b>Suggested Start Date:</b>	January 2023	
<b>Completion Date:</b>	April 2023	
<b>Subtasks:</b>	.1	Compile drafted sections of the plan; review drafts to ensure they meet all plan content requirements. - Consultant
	.2	Write an executive summary. - Consultant
	.3	Manage <i>internal</i> review among watershed partner entities, committee members (internal review may be continuous as plan sections are drafted.) - Consultant
	.4	Prepare final draft for formal review. - Consultant
	.5	Manage policy committee approval of final draft for formal review. - Steering Committee
<b>Objectives:</b>	Planning partnership has the opportunity to view all draft sections of the plan together as one document and to have internal discussions about any unresolved items prior to the formal review process.	
<b>Deliverables:</b>	Final plan draft prepared for informal and formal review. Consultant	

## Phase 3: Plan review and submission

### Task 3.1: Conduct Formal Review

<b>1W1P Policy:</b>	Operating Procedures IV. C
<b>Lead:</b>	Steering Committee

<b>Support:</b>	Consultant/Facilitator/Policy Committee	
<b>Start Date:</b>	April 2023	
<b>Completion Date:</b>	June 2023	
<b>Subtasks:</b>	.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. - West Polk SWCD
	.2	Develop and provide process for stakeholder comments. – Consultant
	.3	Write responses to comments received during 60-day review. - Consultant/Steering Committee
	.4	Incorporate changes suggested during the comment period into the draft plan. – Consultant
	.5	Schedule one or more hearing date(s) and location(s); send notice(s) with agenda. – Steering Committee/Consultant
	.6	Provide the responses to comment to BWSR, other state review agencies, and anyone who provided comments 10 days before the public hearing. BWSR will post the responses to comments on the BWSR website. – Consultant/Steering Committee
	.7	Policy committee members: Attend, conduct, and present plan and review comments summary at hearing. -Policy Committee
	.8	Post hearing minutes in a public location (e.g., web page). – SHRWD
<b>Objectives:</b>	Provide the opportunity for any stakeholders to review the draft plan and comment on the draft plan, in writing and in a public setting. Ideally, the advisory committee represented key stakeholders throughout the process so that formal comments on the plan do not result in the need to make major changes at this point in the process.	
<b>Deliverables:</b>	Draft plan reviewed by review authorities and/or local governments. Comments received and compiled. Comment summary and responses made available as required. - Consultant/Steering Committee	
	Plan review process administered as outlined in the memorandum of agreement as well as statute and rule. - Consultant	
	Meeting minutes documenting the public hearing. – East Polk SWCD	

### Task 3.2: Write Final Plan and Submit to BWSR

<b>1W1P Policy:</b>	Operating Procedures IV. C and D	
<b>Lead:</b>	CONSULTANT – Steering Committee	
<b>Support:</b>	Advisory Committee; Policy Committee; Steering Committee	
<b>Start Date:</b>	July, 2023	
<b>Completion Date:</b>	October 2023	
<b>Subtasks:</b>	.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
	.4	Submit the final plan, revised responses to comments, and the changes incorporated as a result of the review process to BWSR
	.5	Attend and make presentations at BWSR regional committee, board meeting, and other meetings as required to support BWSR plan review
	.6	If needed, manage appeals and dispute of plan decision (following existing authorities and procedures of BWSR Board).
<b>Objectives:</b>		The input gathered during the plan review process results in improvements to the plan or dialogue explaining why input was not incorporated.
		The partnership has the opportunity to present their plan to the BWSR Board and make the case for approval of the plan.
<b>Deliverables:</b>		Final plan draft prepared for final review and approval.
		Board approves or disapproves a plan based on determination of compliance with plan content and operating procedures.

### Task 3.3: Adopt Plan Locally

<b>1W1P Policy:</b>	Operating Procedures IV.E	
<b>Lead:</b>	SHRWD, WPSWCD, NCSWCD, MCSWCD, EPSWCD, Norman County, Polk County and Mahnomon County	
<b>Support:</b>	Steering Committee; Policy Committee	
<b>Completion Date:</b>	December 2023	
<b>Subtasks:</b>	.1	Support the final plan adoption by the local plan authority(ies) within 120 days of BWSR Board approval by presenting the plan to individual local governments and preparing resolutions and other materials necessary for the process
	.2	Send copies of resolutions to adopt the plan to BWSR in order to be eligible for grants for plan implementation
<b>Objectives:</b>		Local governments in the partnership signal their intent and

		commitment to implementing the plan by adopting it as their local plan for the part of their jurisdiction that lies in the planning boundary.
<b>Deliverables:</b>		Plan adopted for implementation by all participating local units of government

### Task 3.4: Grant Reporting

<b>1W1P Policy:</b>	One Watershed, One Plan Grants Policy (this task only applies to groups with planning grants)	
<b>Lead:</b>	West Polk SWCD	
<b>Support:</b>	Steering Committee	
<b>Completion Date:</b>	Annual: February 1 <sup>st</sup> (during grant) Post-grant: when plan is completed, and grant agreement requirements are fulfilled	
<b>Subtasks:</b>	.1	Submit required grant reports in eLINK - West Polk SWCD
	.2	Prepare (SHRWD) and submit (West Polk SWCD) audit as required by MOA.
	.3	Provide periodic reports to policy committee - SHRWD
	.4	Submit final grant report in eLINK and other formats as required. - West Polk SWCD
<b>Objectives:</b>	BWSR and local governments fulfill responsibilities associated with accountability for state funds, consistent with state grant policy, rule, and statute.	
<b>Deliverables:</b>	Documented progress towards work plan tasks; grant agreement requirements met	