



# One Watershed One Plan

## **Thief 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). The plan outlines the anticipated tasks of the Planning Work Group (PWG), Policy Committee (PC) and the Consultant.

**Grant Title:** 2017, Thief River One Watershed, One Plan Development Grant

**Grant ID:** TBD

**Fiscal Agent Organization:** Red Lake Watershed District, Myron Jesme

**Grant Agreement Day-to-day contact:** Pennington Soil and Water Conservation District, Peter Nelson

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

**Task No. 1.1: Process request for qualifications (RFQ) for plan development consultant(s)**

Manage the Work Plan needs and project scope with the consultant. Establish project goals and specific scoping needs from the consultant, along with proposed budget costs for identified needs and costs.

<b>Lead:</b>	Myron			
<b>Support:</b>	Planning Work Group (PWG)			
<b>Suggested Start Date:</b>	March 1, 2017			
<b>Completion Date:</b>	June 30, 2017			
<b>Subtasks:</b>	.1	Planning Work Group 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.	PWG	
	.2	RFQ and scoring criteria is developed and RFQ is sent to potential consultant. Consultant proposals are reviewed and interviews conducted.	PWG	
	.3	Policy Committee selects and negotiates contract with selected consultant(s).	PC	
	.4	Develop Work Plan and Scoping Document with Consultant.	PWG	
	.5	Review of Scoping Document from Consultant.	PWG	
<b>Outcomes:</b>	✓	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.

<b>Lead:</b>	Myron			
<b>Support:</b>	Planning Work Group (PWG)			
<b>Suggested Start Date:</b>	March 1, 2017			
<b>Completion Date:</b>	End of Planning process			
<b>Subtasks:</b>	.1	Establish Policy Committee with approved by-laws	PWG	
	.2	Advisory Committee established by Policy Committee	PC	
	.3	Establish Planning Work Group	PWG	
	.4	Roles and responsibilities explained for each committee, team, or workgroup	PWG	
	.5	Membership, roles, responsibilities, and expectations for participation in committee, team, or workgroup explicitly described	PWG	
	.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	PWG	
	.7	Participation Plan, Vision presentation, ArcGIS Storymap	Consultant	
<b>Outcomes:</b>	✓	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.

<b>Lead:</b>	Peter Nelson			
<b>Support:</b>	Planning Work Group (PWG)			
<b>Suggested Start Date:</b>	March 1, 2017			
<b>Completion Date:</b>	September 30, 2017			
<b>Subtasks:</b>	.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)	PWG	
	.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	PWG	
	.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.	C,PWG	
	.4	Review and summarize responses from review authorities for identifying priority issues and concerns for use in subsequent tasks.	Consultant	
<b>Outcomes:</b>	✓	Input received from stakeholders		
	✓	Input received from public		

**Task No. 2.3: Facilitation of Meeting**

Facilitating staff, policy and stakeholder meetings throughout the planning process.

<b>Lead:</b>	Myron Jesme			
<b>Support:</b>	Planning Work Group (PWG)			
<b>Suggested Start Date:</b>	July 1, 2017			
<b>Completion Date:</b>	End of Planning Process.			
	.1	Lead Facilitation on Planning Work Group, Policy Committee and additional Advisory Committee meetings.	PWG	
	.2	Assist in facilitation of Planning Work Group, Advisory and Policy Committee meetings by taking communication lead on modeling, aggregating and plan draft discussion. Responsible for communicating Advisory Committee recommendations to the Policy Committee.	Consultant	
<b>Outcomes:</b>	✓	Open communications, understanding and buy in from all stakeholders engaged in the planning process.		

**Task No. 2.4: 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.

<b>Lead:</b>	Consultant			
<b>Support:</b>	Planning Work Group (PWG) Corey Hanson			
<b>Suggested Start Date:</b>	July 1, 2017			
<b>Completion Date:</b>	August 31, 2017			
<b>Subtasks:</b>	.1	Aggregate data, issues, goals, strategies, actions, etc.	Consultant	
	.2	Identify gaps in existing data	Consultant	
	.3	Complete an outline of what the plan will contain for use in public information/input process	Consultant	
<b>Outcomes:</b>	✓	Better watershed orientation, understanding, discussion, and prioritization		

**Task No. 2.5: Hold “public information meeting” or “kickoff meeting”**

Plan, organize and conduct initial public information meeting(s). The meeting should follow the 60-day comment period in Task 2.2 and present the information compiled in Task No. 2.4, including the proposed plan outline.

<b>Lead:</b>	Consultant			
<b>Support:</b>	Planning Work Group (PWG) Myron Jesme			
<b>Suggested Start Date:</b>	July 1, 2017			
<b>Completion Date:</b>	September 30, 2017			
<b>Subtasks:</b>	.1	Publish legal notice for meeting to meet requirements of MN Statutes §103B.313, Subd. 3	PWG	
	.2	Prepare materials and handouts for the meeting	Consultant	
	.3	Attend and conduct the meeting	Consultant	
	.4	Record meeting minutes and post to web page/SharePoint	PWG	
	.5	Summarize comments/input for use in plan development	Consultant	
<b>Outcomes:</b>	✓	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 2.4 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.

<b>Lead:</b>	Consultant			
<b>Support:</b>	Planning Work Group (PWG) Corey Hanson			
<b>Suggested Start Date:</b>	October 1, 2017			
<b>Completion Date:</b>	November 30, 2017			
<b>Subtasks:</b>	.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	Consultant	
	.2	Review information for commonalities, conflicts, and gaps	Consultant	
	.3	Aggregate data, issues, goals, strategies, actions, etc.	Consultant	
	.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.)	Consultant	
<b>Outcomes:</b>	✓	Better watershed orientation, understanding, discussion, and prioritization		
	✓	Data Gaps filled by planned implementation actions		
	✓	Project remains on track		
	✓	Land and water resource inventory draft (see Plan Content Guidance Document Item II.6)		



**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.

<b>Lead:</b>	Consultant			
<b>Support:</b>	Planning Work Group (PWG) Josh Johnston			
<b>Suggested Start Date:</b>	November 1, 2017			
<b>Completion Date:</b>	April 30, 2017			
<b>Subtasks:</b>	.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	Consultant	
	.2	Identify and draft a summary of the issues and resource concerns into the plan	Consultant	
	.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. DNR Zonation and PTMApp tools will be incorporated into the plan.	Consultant	
	.4	Manage Policy Committee agreement on the watershed issues and priorities that will be addressed within the plan timeframe.	PWG	
<b>Outcomes:</b>	✓	List of agreed upon priority issues for the watershed for the ten year timeframe of the plan, drafted into plan and approved by Policy Committee.	PC	
	✓	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.

<b>Lead:</b>	Consultant			
<b>Support:</b>	Planning Work Group (PWG) Darren			
<b>Suggested Start Date:</b>	January 1, 2018			
<b>Completion Date:</b>	June 30, 2018			
<b>Subtasks:</b>	.1	Develop measurable goals to address priority issues and indicate an intended pace of progress	Consultant	
<b>Outcomes:</b>	✓	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. Technical evaluation tools will be used (see BWSR guidance document “Tools for Prioritizing, Targeting, and Measuring” at [http://www.bwsr.state.mn.us/planning/1W1P/1W1P\\_PTM\\_Fact\\_Sheet.pdf](http://www.bwsr.state.mn.us/planning/1W1P/1W1P_PTM_Fact_Sheet.pdf)). 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.

<b>Lead:</b>	Consultant			
<b>Support:</b>	Planning Work Group (PWG) Peter Nelson			
<b>Suggested Start Date:</b>	March 1, 2018			
<b>Completion Date:</b>	September 30, 2018			
<b>Subtasks:</b>	.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.	Consultant	
	.2	Describe the Implementation Programs and related responsibilities and schedule required to implement the plan.	Consultant	
	.3	Describe the structures that will be implemented in a Capital Improvement Plan with responsibilities, funding sources and schedule for construction.	Consultant	
<b>Outcomes:</b>	✓	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.

<b>Lead:</b>	Peter			
<b>Support:</b>	Planning Work Group (PWG)			
<b>Suggested Start Date:</b>	July 1, 2018			
<b>Completion Date:</b>	September 30, 2018			
<b>Subtasks:</b>	.1	Manage assessment of and Policy Committee decision regarding organizational options	PWG	
	.2	Draft any required formal agreement documents (e.g. joint powers agreement), if necessary	PWG	
	.3	Manage review of formal agreements by MCIT and/or local legal counsel	PWG	
<b>Outcomes:</b>	✓	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.

<b>Lead:</b>	Consultant			
<b>Support:</b>	Planning Work Group (PWG) Zach/Corey			
<b>Suggested Start Date:</b>	May 1, 2018			
<b>Completion Date:</b>	November 30, 2018			
<b>Subtasks:</b>	.1	Compile drafted sections of the plan; complete all plan content elements	Consultant	
	.2	Manage <i>internal</i> review among watershed partner entities, committee members. (Internal review will be continuous as plan sections are drafted.)	PWG	
	.3	Prepare final draft for formal review	Consultant	
	.4	Manage Policy Committee approval of final draft for formal review	PWG	
<b>Outcomes:</b>	✓	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.

<b>Lead:</b>	Corey, Zach			
<b>Support:</b>	Planning Work Group (PWG)			
<b>Suggested Start Date:</b>	December 1, 2018			
<b>Completion Date:</b>	February 28, 2019			
<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	PWG	
	.2	Develop and provide process for stakeholder comments	PWG	
	.3	Write responses to comments received during 60-day review	Consultant	
	.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.	PWG	
<b>Outcomes:</b>	✓	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.

<b>Lead:</b>	Myron			
<b>Support:</b>	Planning Work Group (PWG)			
<b>Suggested Start Date:</b>	February 1, 2019			
<b>Completion Date:</b>	April 31, 2019			
<b>Subtasks:</b>	.1	Schedule hearing date, location; send notice with agenda	PWG	
	.2	Send summary of comments and responses and handouts for hearing at least 10 days before hearing date	PWG	
	.3	Policy Committee members: Attend and conduct hearing. Consultant will present plan and review comments summary at hearing	Consultant	
	.4	Post hearing minutes to web page	PWG	
<b>Outcomes:</b>	✓	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.

<b>Lead:</b>	Consultant			
<b>Support:</b>	Planning Work Group (PWG) Zach, Corey			
<b>Suggested Start Date:</b>	April 1, 2019			
<b>Completion Date:</b>	April 31, 2019			
<b>Subtasks:</b>	.1	Make final plan revisions	Consultant	
	.2	Required by the Memorandum of Agreement, support the approval of plan by each local government participant	PWG	
	.3	Manage Policy Committee approval of final plan for BWSR review	PWG	
<b>Outcomes:</b>	✓	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.

<b>Lead:</b>	Myron			
<b>Support:</b>	Planning Work Group (PWG)			
<b>Suggested Start Date:</b>	May 1, 2019			
<b>Completion Date:</b>	July 31, 2019			
<b>Subtasks:</b>	.1	Submit the final plan to BWSR in required format, content and distribution	PWG	
	.2	Attend BWSR Regional Committee, Board Meeting, and other meetings as required to support BWSR plan review	PWG, PC and Consultant	
<b>Outcomes:</b>	✓	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. [This activity is included for information purposes and may or may not be included as a funded task in the BWSR grant agreement.]

<b>Lead:</b>	Josh			
<b>Support:</b>	Planning Work Group (PWG)			
<b>Completion Date:</b>	Within 120 days of BWSR approval			
<b>Subtasks:</b>	.1	Send copies of resolutions to adopt the plan to BWSR in order to be eligible for grants for plan implementation	PWG	
<b>Outcomes:</b>	✓	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.

<b>Lead:</b>	Peter Nelson			
<b>Support:</b>	Planning Work Group (PWG)			
<b>Completion Date:</b>	Annual: February 1st			
<b>Subtasks:</b>	.1	Submit required grant reports in eLink	PWG	
	.2	Prepare and submit audit as required by MOA	PWG	
	.3	Provide reports to Policy Committee	PWG	
<b>Outcomes:</b>	✓	Documented progress towards work plan tasks		

**Task No. 7.2: Final Grant Reporting**

Submit final grant report.

<b>Lead:</b>	Peter Nelson			
<b>Support:</b>	Planning Work Group (PWG)			
<b>Completion Date:</b>	Post grant completion			
<b>Subtasks:</b>	.1	Submit final grant report in eLink and other formats as required	PWG	
<b>Outcomes:</b>	✓	Grant agreement requirements met		
	✓			

**General Roles and Responsibilities for Plan Development Process**

<b>Policy Committee</b>	Set Policy. Approve payments and agreements. Provide oversight and comment.
<b>Planning Work Group</b>	Set Direction. Review plan information. Provide Comments. Represent LGU at meetings.
<b>Consultant</b>	Write the Plan according to BWSR standards. Aggregate information. Integrate Local priorities with existing science and modeling. Respond to comments and communicate plan priorities with outside agencies. Provide modeling in areas that need additional information. Assist with facilitation of Policy and PWG and public meetings.