



# 2018 Performance Review and Assistance Program

Report to the Minnesota Legislature

January 23, 2019

**Minnesota Board of Water and Soil Resources**

520 Lafayette Road North

St. Paul, MN 55155

651-296-3767

[www.bwsr.state.mn.us](http://www.bwsr.state.mn.us)

This report has been prepared for the Minnesota State Legislature by the Minnesota Board of Water and Soil Resources (BWSR) in partial fulfillment of Minnesota Statutes Chapter 103B.102, subdivision 3.

Prepared by Dale Krystosek, PRAP Coordinator ([dale.krystosek@state.mn.us](mailto:dale.krystosek@state.mn.us) 218-820-9381)

The estimated cost of preparing this report (as required by Minn. Stat. 3.197) was:

Total staff time: \$3,500

Production/duplication: \$300

Total: \$3,800

BWSR is reducing printing and mailing costs by using the Internet to distribute reports and information to wider audiences. This report is available at [www.bwsr.state.mn.us/PRAP.index](http://www.bwsr.state.mn.us/PRAP.index) and available in alternative formats upon request.

## MINNESOTA BOARD OF WATER AND SOIL RESOURCES Performance Review and Assistance Program (PRAP)

# Executive Summary

Since 2008, BWSR's Performance Review and Assistance Program has assessed the performance of the local units of government constituting Minnesota's local delivery system for conservation of water and related land resources. These local units of government include 89 soil and water conservation districts, 87 counties, 45 watershed districts and 18 watershed management organizations. The program goal is to assist these local government partners to be the best they can be in their management of Minnesota's land and water resources.

### **PRAP focuses on three aspects of Local Governmental Unit (LGU) performance:**

- 1) Plan Implementation—how well an LGU's accomplishments meet planned objectives.
- 2) Compliance with performance standards—administrative mandates and best practices.
- 3) Collaboration and Communication—the quality of partner and stakeholder relationships.

BWSR's PRAP uses four levels of review to assess performance ranging from statewide oversight in Level I, to a focus on individual LGU performance in Levels II and III, and to remediation in Level IV.

### **2018 Program Summary**

- Completed 24 Level II performance reviews.
- Surveyed 25 LGUs reviewed in 2016 to assess implementation of BWSR's recommendations for organizational improvements and action items. All 25 of the LGUs completed the survey, and reported fully completing 41% of their recommendations, and partially completing another 51% of their recommendations in their 2016 Level II performance review reports. This means that LGUs took some action on 92% of their recommendations. In 2016, six LGUs were given a total of 12 action items. All 12 of the 2016 action items were resolved within 18 months.
- Completed one Level III PRAP Assessment in 2018 (one soil and water conservation district). This SWCD requested a PRAP Assistance Grant which was approved to implement recommendations of the Level III report.
- Tracked 239 LGUs' Level I performance.
- Continued review of Wetland Conservation Act program implementation as part of Level II and Level III assessments to measure local government unit compliance with this program.
- Evaluated and updated potential key performance measures for PRAP Level II reviews within the framework of the watershed-based One Watershed-One Plan approach to LGU water plan implementation.
- Evaluated implementation progress of 4 watershed based funding initiatives - 2 Targeted Watershed Demonstration Program Grants (*Rice Creek Watershed District and Capitol Region Watershed District*) and two LGUs for early implementation of One Watershed, One Plan (*Lake Superior North - Lake County and Lake SWCD*). These reviews were done as part of 4 level II reviews that also reviewed progress on implementation of the LGU's water plan. (*New in 2018*)
- Developed protocol for evaluating Technical Service Area (TSA) performance including development of performance standards. (*New in 2018*).

## 2018 Results of Annual Tracking of 239 LGUs' Plans and Reports (PRAP Level I)

Overall compliance with LGU plan revision and reporting requirements improved to 94% in 2018. All drainage buffer reports were submitted on time, and WMO compliance was steady at 89% this year (same as 2017) compared to 78% in 2016 and 44% in 2015. Staff efforts will continue in 2019 to improve compliance.

- **Long-range Plan Status: the number of overdue plans is one in 2018** (*down from 3 in 2017 and 8 in 2016*).
  - Counties: No local water management plans are overdue.
  - Watershed Districts: No watershed management plans are overdue. (down from one overdue plan in 2017)
  - Watershed Management Organizations: One watershed management plan is overdue (Upper Rum River WMO).
- **LGUs in Full Compliance with Level I Performance Standards: 94%.**
  - Soil & Water Conservation Districts: 96% compliance (85/89).
  - County Water Management: 98% compliance (85/87).
  - Watershed Districts: 87% compliance (39/45).
  - Watershed Management Organizations: 89% compliance (16/18).

## Selected PRAP Program Objectives for 2019

- Track 239 LGUs' Level I performance.
- Continue efforts to improve WMO and WD reporting.
- Maintain the target of 24 Level II performance reviews per year.
- Complete up to two Level III performance reviews if needed in 2019.
- BWSR will provide leadership in enunciating the importance of measuring outcomes in Level II performance reviews, ways of demonstrating resource outcomes resulting from plan implementation, and set expectations for reporting resource outcomes by LGUs.
- Survey LGUs from 2017 Level II PRAP reviews to track LGU implementation of PRAP recommendations.
- Continue monitoring and reviewing compliance with Action Items identified during a Level II review. This will allow us to determine if we are meeting the goal of 100% compliance within 18 months for required Action Items.
- Continue the promotion and use of PRAP Assistance Grants to enhance LGU organizational effectiveness.
- Continue updating protocol for PRAP Level I and Level II reviews for performance based funding for implementation of watershed-based One Watershed-One Plans.
- Continue development of protocol for evaluating Technical Service Area (TSA) performance and evaluate one TSA if time permits.
- Review and update Performance Standards Checklists for counties, soil and water conservation districts, watershed districts and watershed management organizations. (*New for 2019*).
- Evaluate implementation progress for Level III reviews conducted in 2017 and 2018 (*New for 2019*).
- Develop performance standards that focus on reporting of resource outcomes for assessment of One Watershed One Plans (*New for 2019*).

## Table of Contents

Executive Summary.....	iii
What is the Performance Review & Assistance Program? .....	1
Report on PRAP Performance.....	7
2018 LGU Performance Review Results.....	9
Assistance Services to Local Governments.....	15
Reporting.....	17
Program Conclusions and Future Direction .....	19
Appendix A.....	20
PRAP Authorizing Legislation .....	21
Subdivision 1.Findings; improving accountability and oversight. ....	21
Subd. 2.Definitions.....	21
Subd. 3. Evaluation and report. ....	21
Subd. 4. Corrective actions. ....	21
History:.....	21
Appendix B .....	22
Board Authorization of Delegation for PRAP Assistance Grants .....	22
Appendix C.....	24
PRAP Assistance Grant Application Information .....	24
Appendix D.....	26
Level I: 2018 LGU Long-Range Plan Status.....	26
Appendix E .....	27
Level I: Status of Annual Reports for 2017 .....	27
Appendix F .....	28
Level I: Status of Financial Reports and Audits for 2017 (as of 12/31/18) .....	28
Appendix G.....	29
Standard Level II Performance Review .....	29
Final Report Summaries.....	29
Appendix H.....	44
Performance Standards Checklists used in Level II Reviews .....	44
Appendix I .....	48
2018 Local Government Performance Awards and Recognition .....	48

# What is the Performance Review & Assistance Program?

## Supporting Local Delivery of Conservation Services

PRAP is primarily a performance assessment activity conducted by the Minnesota Board of Water and Soil Resources (BWSR). The subjects of the assessments are the local governmental units (LGUs) that deliver BWSR's water and land conservation programs and the process is designed to evaluate how well LGUs are implementing their long-range plans. The LGUs reviewed include soil and water conservation districts (SWCDs), watershed districts (WDs), watershed management organizations (WMOs), and the water management function of counties—a total of 239 distinct organizations. PRAP, authorized in 2007 (see Appendix A), is coordinated by one BWSR central office staff member, with assistance from BWSR's 18 Board Conservationists and 3 regional managers, who routinely work with these LGUs.

## Guiding Principles

PRAP is based on and uses the following principles adopted by the BWSR Board.

- Pre-emptive
- Systematic
- Constructive
- Includes consequences
- Provides recognition for high performance
- Transparent
- Retains local ownership and autonomy
- Maintains proportionate expectations
- Preserves the state/local partnership
- Results in effective on-the-ground conservation

The principles set parameters for the program's purpose of helping LGUs to be the best they can be in their operational effectiveness. Of particular note is the principle of proportionate expectations. This means that LGUs are rated on the accomplishment of their own plan's objectives. Moreover, BWSR rates operational performance using both basic and high performance standards specific to each type of LGU. (For more detail see [www.bwsr.state.mn.us/PRAP/index.html](http://www.bwsr.state.mn.us/PRAP/index.html).)

## Multi-level Process

PRAP has three operational components:

- performance review
- assistance
- reporting

The **performance review** component is applied at four levels (see pages 9-12).

**Level I** is an annual tabulation of required plans and reports for all 239 LGUs. Level I is conducted entirely by BWSR staff and does not require additional input from LGUs.

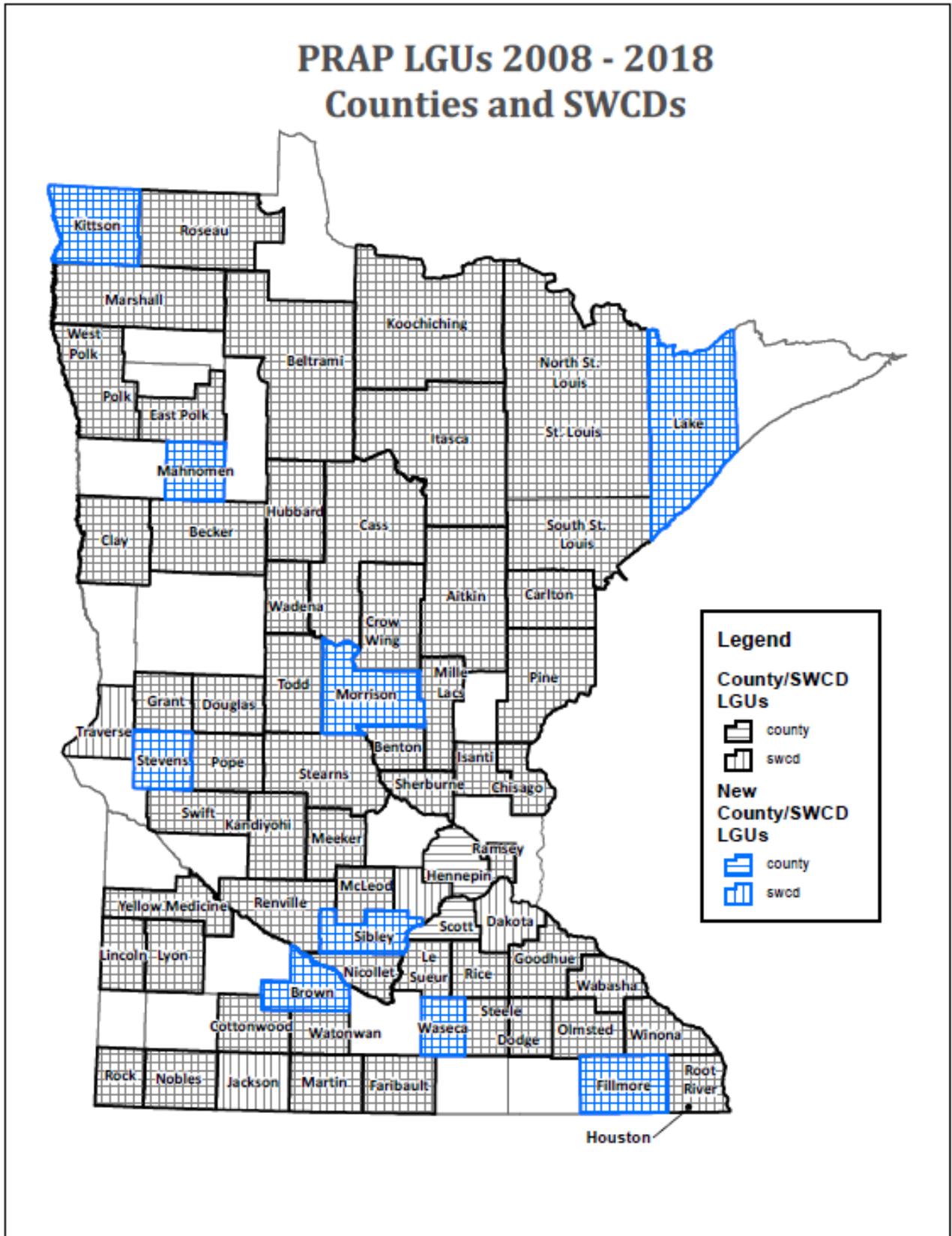
**Level II** is a routine, interactive review intended to cover all LGUs at least once every 10 years. A Level II review evaluates progress on plan implementation, operational effectiveness, and partner

relationships. This review includes assessing compliance with Level II performance standards. The maps on pages 3-5 show which LGUs have gone through a Level II review since the program started in 2008.

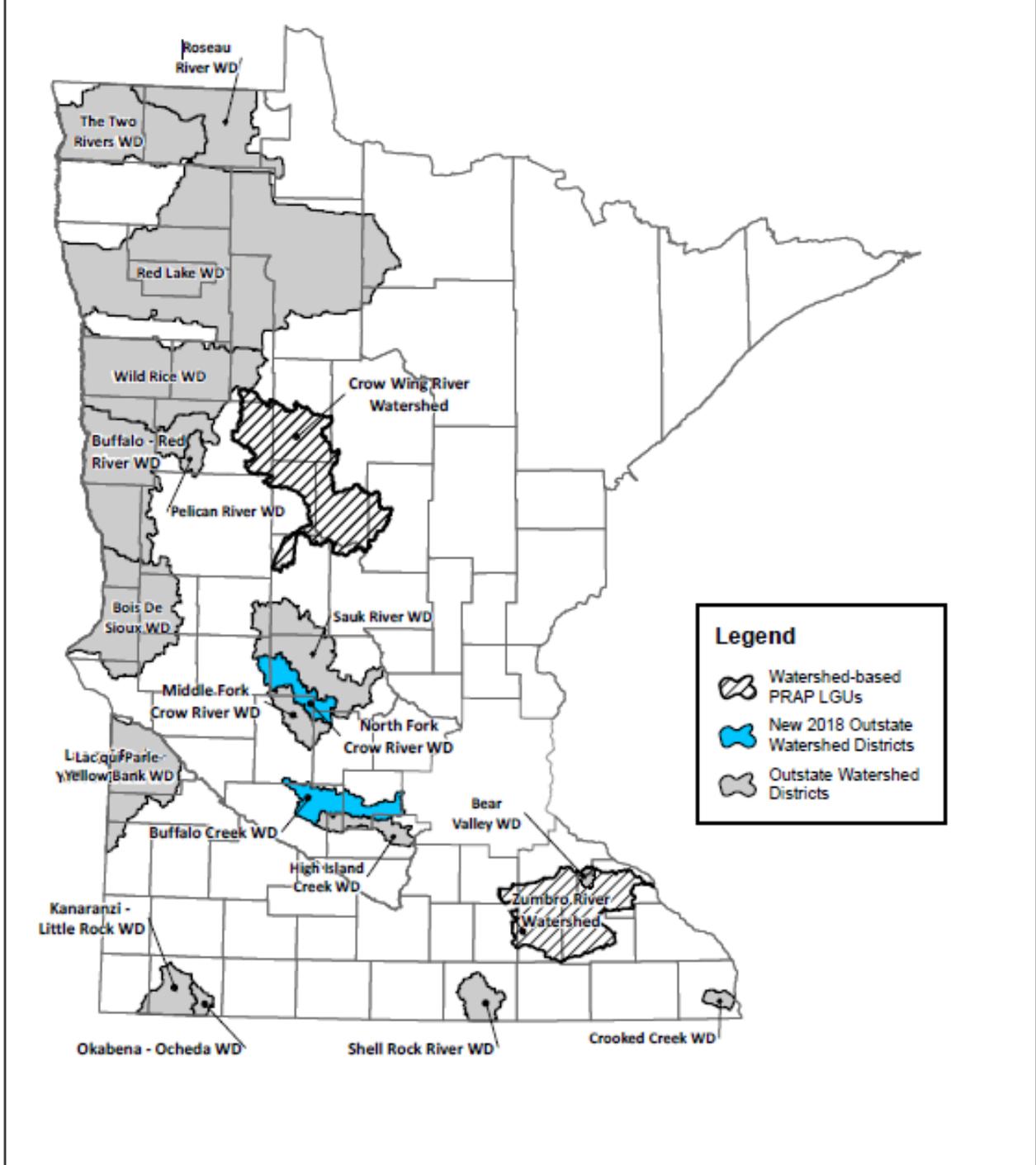
**Level III** is an in-depth assessment of an LGU's performance problems and issues. A Level III review is initiated by BWSR or the LGU and usually involves targeted assistance to address specific performance needs. Since 2008 BWSR has conducted Level III reviews for three LGUs at their request and in 2017 we completed two more. In 2018, a level III review was completed for Pine SWCD. BWSR regularly monitors all LGUs for challenges that would necessitate a Level III review.

**Level IV** is for LGUs with significant performance deficiencies, and includes BWSR Board action to assign penalties as authorized by statute. Levels I-III are designed to avoid the need for Level IV. To date there have not been any Level IV reviews.

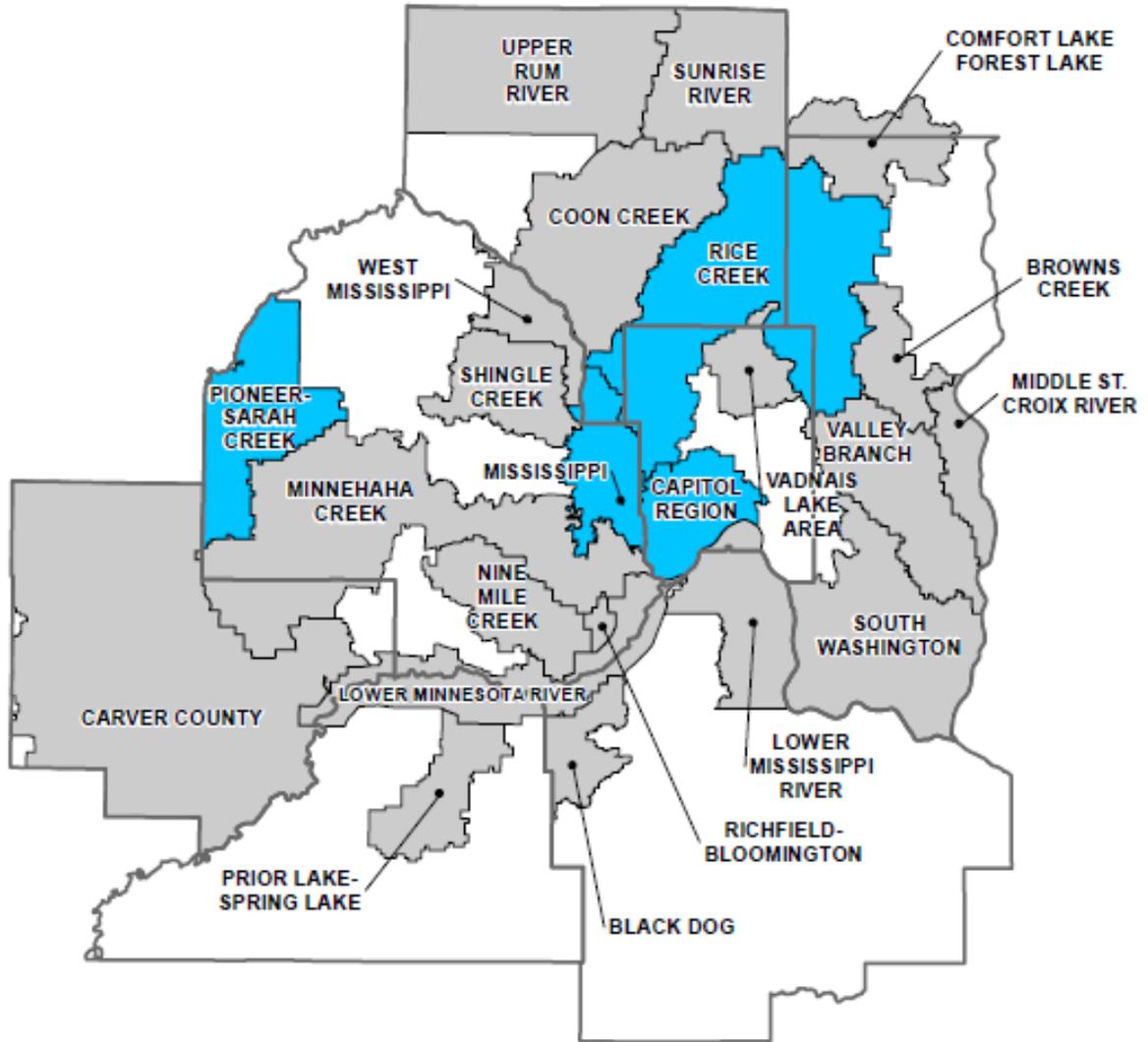
Sibley, Brown, Wasecas



## PRAP LGUs 2008 - 2018 Outstate Watershed Districts and Watersheds



## PRAP LGUs 2008-2018 Metro Watershed Districts and Management Organizations



**Legend**

-  New 2018 Watershed Districts and Management Orgs
-  Metro Watershed Districts and Management Orgs

**Assistance** (page 15). In 2012, BWSR began awarding PRAP assistance grants to assist LGUs in obtaining practical and financial assistance for organizational improvements or to address performance issues. The grants are typically used for consultant services for activities identified by the LGU, or recommended by BWSR in a performance review.

**Reporting** (pages 17-18) makes information about LGU performance accessible to the LGUs' stakeholders and constituents. Reporting methods specific to PRAP include links to performance review summaries and this annual report to the legislature, which can be accessed via the PRAP page on BWSR's website <http://www.bwsr.state.mn.us/PRAP/index.html> In addition, the PRAP Coordinator presents results from Level II performance reviews to LGU boards at the completion of the review, and to additional boards/committees upon request.

**Accountability: From Measuring Effort to Tracking Results**

The administration of government programs necessitates a high degree of accountability. PRAP was developed, in part, to deliver on that demand by providing systematic local government performance review and then reporting results. In 2018, BWSR expanded the scope of PRAP to lay the groundwork for future evaluation of SWCD Technical Service Areas (TSA) and for the first time, evaluated progress of implementation of one of the first One Watershed, One Plans that has begun implementation, the Lake Superior North plan.

# Report on PRAP Performance

## BWSR's Accountability

BWSR continues to hold itself accountable for the objectives of the PRAP program. In consideration of that commitment, this section lists 2018 program activities with the corresponding objectives from the 2017 PRAP legislative report.

### PERFORMANCE REVIEW OBJECTIVES

What We Proposed	What We Did
Track 239 LGUs' Level I performance.	All LGUs were tracked for basic plan and reporting compliance. Level I Compliance is documented in the PRAP Legislative report. Overall, Level I performance continued its upward trend in 2018, reaching 94%. Overdue long-range water management plans decreased from 3 to 1 in 2018.
Take measures to improve WMO and WD reporting.	Reminders were sent by PRAP Coordinator to Board Conservationists and LGUs to remind them of deadlines. WD compliance improved in 2018, although about 13% of Watershed Districts and 11% of Watershed Management Organizations still do not meet reporting or audit requirements.
Maintain the target of 24 Level II performance reviews per year.	In 2018, 24 Level II performance reviews were completed.
Complete up to 2 Level III performance reviews, if needed, in 2018.	A Level III performance review of the Pine Soil and Water Conservation District was initiated and completed in 2018. Follow up for the 2017 Level III Review of the Wabasha SWCD was achieved through a PRAP Assistance Grant.
Survey LGUs from 2016 Level II PRAP reviews to track LGU implementation of PRAP recommendations.	Surveyed 25 LGUs reviewed in 2016 to assess implementation of BWSR's recommendations for organizational improvements and action items. All 25 LGUs completed the survey and reported fully completing 41% of their recommendations, and reported partially completing another 51% of their recommendations in their Level II performance review reports, meaning that LGUs took action on 92% of the recommendations. A summary of survey results is in the report.
Continue monitoring and reviewing compliance with Action Items identified during a Level II review. This will allow us to determine if we are meeting the goal of 100% compliance within 18 months established for required Action Items.	All Action Items identified during 2018 PRAP Level II reviews were assigned an 18 month timeline for completion. BWSR followed up with these LGUs to verify completion within 18 months. The PRAP follow-up survey demonstrated that all of the action items included for 2016 LGUs were

	implemented within 18 months ( <i>twelve total action items assigned to 6 LGUs</i> ).
Continue evaluating and updating protocol for PRAP Level I and Level II reviews for performance based funding for implementation of watershed based One Watershed-One Plans.	Continued evaluation and refinement of key performance measures for PRAP Level II reviews within framework of watershed-based One Watershed-One Plan approach to LGU water plan implementation. Conducted an evaluation of early implementation of the Lake Superior North 1W1P (Lake County and Lake SWCD).
Evaluate implementation progress of at least 3 Targeted Watershed Demonstration Program Projects as part of Level II reviews.	Evaluated implementation progress of the implementation of 4 LGU’s watershed based initiatives - 2 Targeted Watershed Demonstration Program Grants ( <i>Rice Creek Watershed District and Capitol Region Watershed District</i> ) and two LGUs for early implementation of the Lake Superior North One Watershed, One Plan ( <i>Lake County Environmental Services Department and Lake Soil and Water Conservation District</i> ).
Develop protocol for evaluating Technical Service Area (TSA) performance including development of performance standards and evaluate one TSA if time permits.	Participated on a BWSR TSA Staff team and developed a draft Performance Standards Checklist for TSAs. The team decided to initially develop a TSA handbook ( <i>with LGU review and comments</i> ) and provide to TSAs prior to conducting a TSA assessment.

**ASSISTANCE OBJECTIVES**

<b>What We Proposed</b>	<b>What We Did</b>
Continue the promotion and use of PRAP Assistance Grants to enhance LGU organizational effectiveness.	Board Conservationists were encouraged to work with LGUs who could benefit from PRAP Assistance grants. LGUs undergoing a Level II PRAP review were also notified of PRAP assistance funding when recommendations were made for activities that would be eligible for PRAP funds. In fiscal year 2018, PRAP Assistance Grants were provided for Swift SWCD, Fillmore SWCD and Pine SWCD for a total of \$19,371.

**REPORTING OBJECTIVES**

<b>What We Proposed</b>	<b>What We Did</b>
Increase the focus on developing and reporting resource outcomes by LGUs in Level II reviews.	While all 24 Level II performance reviews included a review of the LGUs water plans for targets or objectives for resource outcomes and if outcomes are being reported, much work remains. Only seven LGUs covered by Level II reviews in 2018 have targets. Reported progress on resource outcomes is less frequent.

# 2018 LGU Performance Review Results

## Level I Results

The Level I Performance Review monitors and tabulates all 239 LGUs’ long-range plan updates and their annual reporting of activities, ditch buffer reports, grants, and finances. BWSR tracks these performance measures each year to provide oversight of legal and policy mandates, but also to screen LGUs for indications of potential problems. Chronic lateness in financial or grant reporting, for example, may be a symptom of operational issues that require BWSR assistance.

	2018	2017	2016	2015	2014
<b>239 LGUs</b>	<b>94%</b>	<b>90%</b>	<b>87%</b>	<b>81%</b>	<b>79%</b>
SWCDs (89)	96%	93%	93%	87%	88%
Counties (87)	98%	94%	91%	91%	87%
WMOs (18)	89%	89%	78%	44%	28%
WDs (45 )	87%	80%	73%	65%	65%

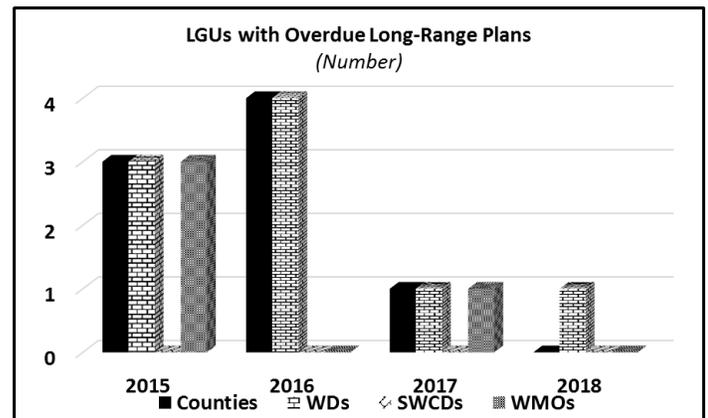
Overall, LGU compliance with Level I standards improved to 94% in 2018, up from 90% in 2017. BWSR began tightening Level I compliance tracking in 2013, and as can be seen in the table above, improvement in overall compliance has occurred since that time.

**Long-range plans.** BWSR’s legislative mandate for PRAP includes a specific emphasis on evaluating progress in LGU plan implementation. Therefore, helping LGUs keep their plans current is basic to that review. Level I PRAP tracks whether LGUs are meeting their plan revision due dates. For the purposes of Level I reviews, LGUs that have been granted an extension for their plan revision are not considered to have an overdue plan. At the time of this report, 15 Local Water Management plans were operating under extensions granted by the BWSR Board. The number of overdue plans decreased to one

in 2018 compared to 3 in 2017. Only one Watershed Management Organization water management plan is overdue at the end of 2018. All other counties, soil and water conservation districts, watershed districts and watershed management organizations are operating under an approved or extended plan. Local government units without an approved water management plan are not eligible for Clean Water grant funds awarded by BWSR.

The Carver County Groundwater management plan was approved by the BWSR Board in January, 2016. Ramsey County and Scott County metro area county groundwater plans need updating, but are not considered overdue because the plans are optional and these counties are still eligible for Clean Water Fund grants.

Appendix D (page 26) lists the LGU that is overdue for a plan revision.



**Annual activity and grant reports.** LGU annual reports are an important means of providing citizens and BWSR with information about LGU activities and grants expenditures. The Level I review tracks both missing and late reports.

As in 2017, there was complete on-time submittal of drainage system buffer strip

reports by both County and WD drainage authorities in 2018. Of the 96 LGUs that must submit annual buffer reports, 100% met the February 1, 2018 deadline, maintaining the 100% compliance achieved from 2015 through 2017. This continued compliance is attributed to persistent efforts by BWSR staff to contact LGUs with missing reports before the due date.

SWCDs and counties maintained a high level of compliance for on-time submittal of grant status reports via BWSR's on-line eLINK system, with 98% of LGUs meeting the deadline compared with 97% in 2017, 96% in 2016, 95% in 2015, and 93% in 2014.

Watershed district compliance with the annual activity report requirement was slightly higher in 2018 at 89% compliance compared with 84% in 2017, and 82% in 2016, but is not as good as it should be. Continued improvement in WMO and WD reporting will continue to be an objective of BWSR staff in 2019.

Appendix E (page 27) contains more details about reporting.

**Annual financial reports and audits.** All SWCDs submit annual financial reports to BWSR, and most are required to prepare annual audits of their financial records. SWCDs whose annual expenditures fall below a certain threshold do not have to prepare audits. In 2018, only one SWCD financial report was not submitted on time, leaving 88 of 89 SWCDs in full compliance (99%), the same level as last year. 97% met the audit performance standard for SWCDs.

Watershed Districts and WMOs are also required to prepare annual audits. In 2018, 91% of WDs met the audit performance standard compared to 80% in 2017 and 76% in 2016. In 2018, 94% (17/18) of WMOs met this standard, maintaining the same level as in 2017. In 2016 78% of WMOs met the standard and in 2015, only 56% were in compliance with the audit standard. See Appendix F (page 28) for financial report and audit details.

BWSR does not track county audits because counties are accountable to the Office of the State Auditor.

## Level II Performance Review Results

The Level II performance review process is designed to give both BWSR and the individual LGUs an overall assessment of the LGU's effectiveness in both the delivery and the effects of their efforts in conservation. The review looks at the LGU's implementation of their plan's action items and their compliance with BWSR's operational performance standards. Level II reviews also include surveys of board members, staff and partners to assess the LGU's effectiveness and existing relationships with other organizations.

BWSR conducted standard Level II reviews of 24 LGUs in 2018: **Waseca County and SWCD, Buffalo Creek Watershed District, Brown County and SWCD, North Fork Crow River Watershed District, Rice Creek Watershed District, Mahnommen County and SWCD, Mississippi WMO, Stevens County and SWCD, Kittson County and SWCD, Fillmore County and SWCD, Morrison County and SWCD, Pioneer Sarah Creek WMO, Capitol Region Watershed District, Lake County and SWCD and Sibley County and SWCD.**

In the instances where the County and the SWCD share the same local water plan (*Waseca, Brown, Mahnommen, Stevens, Kittson, Fillmore, Morrison, Lake and Sibley*) the reviews were conducted jointly. The remaining LGUs received individual reviews. Appendix G (pages 29-47) contains summaries of the performance review reports. Full reports are available from BWSR by request.

## Common Recommendations in 2018

While none of the findings or conclusions from these reviews apply to all LGUs, there were general observations and commonly

used recommendations to improve LGU performance worth noting.

**1. Add Prioritized, Targeted and Measureable (PTM) specifics into water plan.** All of the non-watershed based Level II PRAP reviews resulted in a recommendation that organizations include, or expand on existing use of Prioritized, Targeted and Measureable as criteria in their next water planning efforts. The PTM criteria are the new standard for One Watershed-One Plan efforts currently underway and beyond those pilot projects, the degree to which this criteria is currently being used varies. In 2018, two Level II reviews were completed where One Watershed-One Plans had been approved and the early stages of implementation had begun. The Level II review for Fillmore County and SWCD confirmed that the PTM approach had been incorporated into implementation of the Root River 1W1P. The Lake SWCD provided an accomplishment report for the early stages of implementation of the Lake Superior North 1W1P as part of their Level II review.

**2. Use the major or minor watershed scale for plan organization.**

BWSR has been recommending for both county water plan updates and new One Watershed-One Plan efforts currently underway that priority concerns be identified by major or minor watershed and action items also be carefully targeted to differing watershed priorities. While some recent water plans had begun to organize plans by watershed, this approach has been a standard recommendation for most PRAP Level II reports.

**3. Encourage strong participation and leadership in development and implementation of One Watershed One Plans (1W1P).** This recommendation focused on leadership in implementation of 1W1Ps where they have already been developed (Fillmore, Lake and Kittson Counties). For the rest of the SWCDs and counties that were reviewed in 2018, recommendations focused on strong

participation and leadership in development of the 1W1P within their counties.

**4. Recommendation to conduct a strategic assessment of the SWCD (or county department) to determine whether existing mission, goals and staff capacity are sufficient to meet the demands for conservation services in the district.**

This commonly used recommendation focused on the increasing expectations and SWCD responsibilities in recent years. To meet new conservation challenges, the SWCDs were encouraged to consider conducting a strategic assessment of the SWCD to determine whether existing mission, goals and staff capacity are sufficient to meet the conservation needs in the county. This recommendation recognizes that even the most competent organizations will lose effectiveness when workload exceeds staffing resources over an extended period of time.

**5. Evaluate, maintain or improve implementation of the Wetland Conservation Act.**

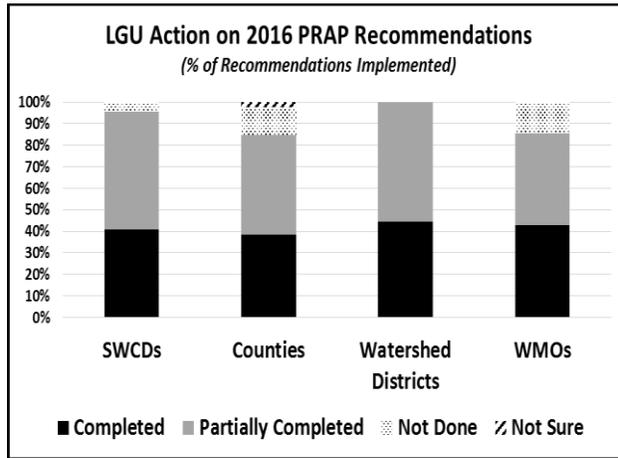
2018 was the second year that Level II reviews included an evaluation of the LGU's performance in implementing the Wetland Conservation Act. In general, most local government units were doing a good job implementing the program. However, the Level II reviews did identify several weaknesses in LGU implementation of the program. Examples of Wetland Conservation Act recommendations provided to LGUs in 2018, included to clarify wetland appeal processes, to improve coordination with DNR Enforcement and to update flawed LGU resolutions adopting the program. The addition of the Wetland Conservation Act to PRAP resulted in better coordination among LGU and state agency staff for surface water management.

**6. Website reporting of resource trends could be improved.**

Many of the LGUs included in 2018 Level II reviews participate in or lead water quality monitoring programs, yet the use of websites to report trends and results is limited. Additional efforts to make these results easily accessible to the public would be beneficial.

### Survey of LGU Implementation of PRAP Recommendations

A PRAP program goal for 2018 was to find out to what extent LGUs are following through on the recommendations BWSR offers as part of each performance review.



BWSR surveyed 25 LGUs that had a Level II performance review in 2016. Lead staff were asked to indicate the level of completion for each recommendation included in their PRAP reports.

All 25 (100%) of the LGUs surveyed responded. This survey response rate continued a trend of improvement from the 2017 rate of 93% and the 2016 response rate of 61%. Additional reminders were sent in an effort to improve the survey response rate in 2018. Survey results showed that LGUs self-reported fully completing 41% of the recommendations and partially completing another 51%, meaning that 92% of BWSR’s recommendations for these LGUs were addressed to some degree.

These survey results indicate that LGUs find the majority of the recommendations contained in the PRAP reports to be useful for their organizations. Additional follow up is needed to determine why some recommendations are completed while others are not fully implemented.

#### Action Items

During a Level II or Level III review, the LGU’s compliance with performance standards is

reviewed. Action items are based on the LGU’s lack of compliance with BWSR’s basic practice performance standards. LGU’s are given an Action Item in the PRAP Report to address lack of compliance with one or more basic standards.

All Action Items identified during 2018 PRAP Level II reviews were assigned an 18 month timeline for completion. BWSR followed up with LGUs to verify completion within 18 months. The PRAP follow-up survey demonstrated that all of the action items included for 2016 LGUs were implemented within 18 months (*twelve total action items assigned to 6 LGUs*).

#### Level III Results

One Level III performance review was completed in 2018. This assessment was for Pine SWCD in east central Minnesota.

Below is a brief summary of the recommendations made for the Pine SWCD Level III assessment:

1. Recommendation 1: The Pine SWCD should consider contracting with a consultant to provide guidance to staff and board to improve organizational performance.
2. Recommendation 2: Conduct a strategic assessment of the District to determine whether existing mission, goals, and staff capacity are sufficient to meet the needs and demands for conservation services in the District and develop an annual work plan to address high priority items with specific, measurable action items.
3. Recommendation 3: Monitor staff delivery of programs and projects. Based on the Annual Work Plan, establish a regular quarterly agenda item during which staff report their time spent and results achieved on the

action items assigned to them from the plan.

4. Recommendation 4: Review the Pine SWCD’s Priority Concerns and begin utilizing existing programs, such as Clean Water Funds, to implement land treatment to accelerate progress toward solving the District’s top priority concerns.
5. Develop orientation and continued education plan for the board of supervisors and staff, and keep records of trainings attended.
6. Address action items within 18 months.
7. Address items from Self-Assessment and select PRAP high performance standards as goals to implement to improve organizational performance.
8. Present Pine SWCD 2019 Annual Work Plan to the Pine County Board of Commissioners as soon as possible.

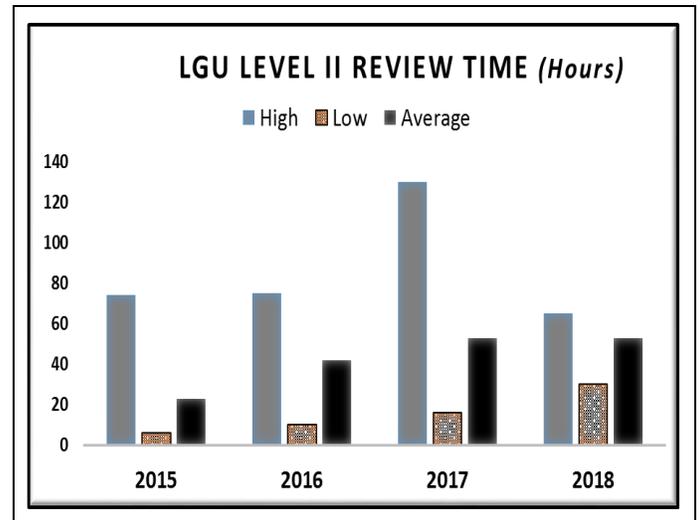
**Level IV Results**

No Level IV actions were conducted in 2018.

**PRAP Performance Review Time**

BWSR tracks the time spent by LGUs in a performance review as a substitute for accounting their financial costs. Factors affecting an LGU’s time include the number of action items in their long-range plan, the number of staff who help with data collection, and the ready availability of performance data. In 2018 LGU staff spent an average of 44.6 hours on their Level II review, about 14% less than in the previous year.

Not including overall performance review administration and process development, BWSR staff spent an average of 76.5 hours for each Level II performance review, slightly higher than in 2017.



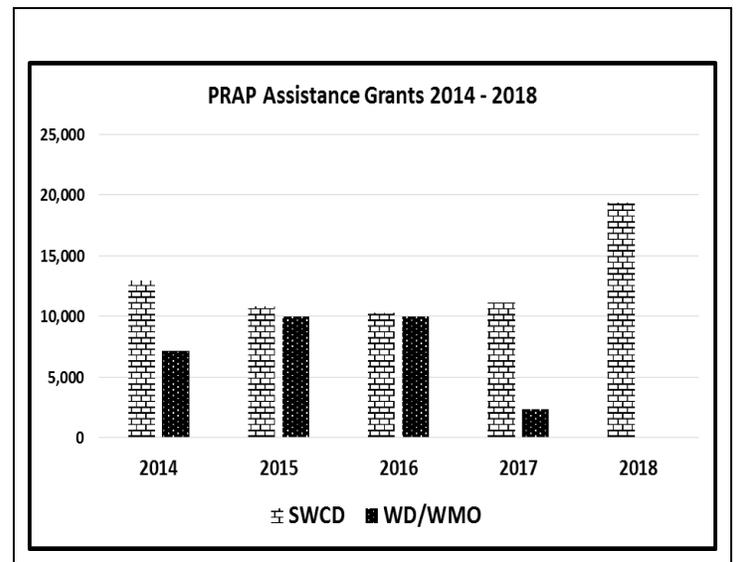
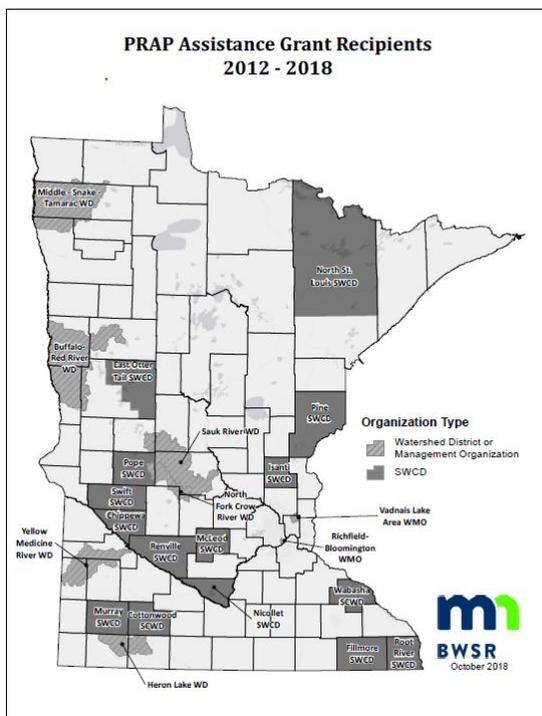
While BWSR seeks to maintain a balance between getting good information and minimizing the LGU time required to provide it, spending less time on a PRAP review isn’t always desirable. Our goal is to gather as much pertinent information as needed to assess the performance of the LGU, and offer realistic and useful recommendations for improving performance.

# Assistance Services to Local Governments

## PRAP Assistance Program

In 2012, BWSR developed the PRAP Assistance program to provide financial assistance to LGUs for improving operating performance and executing planned goals and objectives. Since the program started, more than \$120,000 has been awarded to LGUs around Minnesota. Priority is given to applicants submitting projects related to eligible PRAP Level II, III, or IV recommendations, but other organizations are also eligible. The grants are made on a cost-share, reimbursement basis with a cap of \$10,000 per LGU. The application process requires basic information about the need, the proposed use of funds, a timeline, and the source of match dollars. BWSR staff assess the LGU need as part of the application review process, and grants are awarded on a first-come, first-serve basis as long as funds are available.

In 2015, the BWSR Board delegated authority to the Executive Director to award grants or contracts for the purpose of assisting LGUs in making organizational improvements (see resolution in Appendix B). The board will continue to receive annual updates on the program, but will not need to renew the resolution each biennium until they choose to modify the program.



In fiscal year 2018, PRAP Assistance Grants were provided for Swift SWCD, Fillmore SWCD and Pine SWCD for a total of \$19,371. No applications were received from watershed districts or watershed management organizations in 2018. Board Conservationists were encouraged to work with LGUs who could benefit from PRAP Assistance grants. LGUs undergoing a Level II PRAP review were also notified of PRAP assistance funding when recommendations were made for activities that would be eligible for PRAP funds.

The awarded funds will be used for the development of operating policies, organizational assessments, strategic planning and goal setting.

In 2015, BWSR changed some of the application requirements for PRAP assistance funds, and provided more clarity about what types of activities and expenses are eligible for the grants. The new guidance and application information maintains the streamlined process used in the past, but now asks applicants to describe how their Board will be involved in the project, to outline a scope of work, and to provide more detailed budget information as part of the application. The revised application information can be found in Appendix C.

The BWSR Executive Director regularly informs Board members of assistance grant status. Potential applicants can find information on the BWSR website <http://www.bwsr.state.mn.us/PRAP/index.html>.

# Reporting

## Purpose of Reporting

BWSR reports on LGU performance to:

- meet the legislative mandate to provide the public with information about the performance of their local water management entities, and
- provide information that will encourage LGUs to learn from one another about methods and programs that produce the most effective results.

## Report Types

PRAP either relies on or generates different types of reports to achieve the purposes listed above.

### LGU-Generated

These include information posted on the LGU websites and the required or voluntary reports submitted to BWSR, other units of government, and the public about fiscal status, plans, programs and activities. These all serve as a means of communicating what each LGU is achieving and allow stakeholders to make their own evaluations of LGU performance. PRAP tracks submittal of required, self-generated LGU reports in the Level I review process.

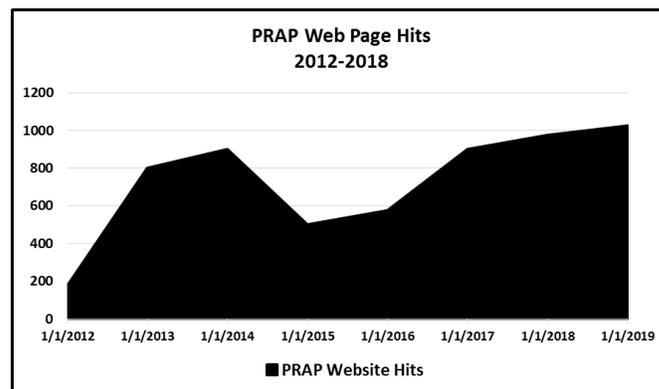
### BWSR Website

The BWSR website contains a webpage devoted to PRAP information. The site provides background information on the program including:

- Guiding principles for the program
- a description of the 4 Levels of PRAP
- Application information for PRAP grants
- Background on the PRAP Legislative Report
- Description of Level I Reporting

For more information see:

<http://www.bwsr.state.mn.us/PRAP/index.html>



The BWSR website also includes regularly updated maps of long-range plan status by LGU type. Visitors to the PRAP webpage can find general program information, tables of current performance standards by LGU type, summaries of Level II performance review reports, and copies of annual legislative reports.

### Performance Review Reports

BWSR prepares a report containing findings, conclusions, and recommendations for each LGU subject of a Level II or Level III performance review. The LGU lead staff and board or water plan task force members receive a draft of the report to which they are invited to submit comments. BWSR then sends a final report to the LGU. A one page summary from each review is included in the annual legislative report (see Appendices G and H). In 2014 BWSR added a resource outcomes feature to all Level II reports, highlighting those changes in resource conditions related to LGU projects and program. This feature was continued in 2018.

**Annual Legislative Report**

As required by statute, BWSR prepares an annual report for the legislature containing the results of the previous year's program activities and a general assessment of the performance of the LGUs providing land and water conservation services and programs. These reports are reviewed and approved by the BWSR board and then sent to the chairpersons of the senate and house environmental policy committees, to statewide LGU associations and to the office of the legislative auditor.

**Recognition for Exemplary Performance**

The PRAP Guiding Principles include a provision for recognizing exemplary LGU performance. Each year this legislative report highlights those LGUs that are recognized by their peers or other organizations for their contribution to Minnesota's resource management and protection, as well as service to their local clientele. (See Appendix I, page 48).

For those LGUs that undergo a Level II performance review, their report lists a "commendation" for compliance with each high performance standard, demonstrating practices over and above basic requirements. All 2018 standard Level II LGUs received such commendations.

# Program Conclusions and Future Direction

## Conclusions from 2018 Reviews

- A 2018 LGU survey showed that 92% of 2016 PRAP Level II recommendations for LGU improvements were seen as useful or necessary, as shown by the rates at which LGUs have adopted them** (*from a follow-up survey of 25 LGUs who participated in PRAP Level II in 2016*). This compares to 90% from the follow-up survey conducted in 2017 and 87% from the follow-up survey conducted in 2016. This data shows a trend of more LGUs implementing recommendations in recent years. However, BWSR must do more to follow-up with LGUs to find out why some recommendations are not being adopted, and promote PRAP Assistance Grants as a means to implement improvements.
- Several LGUs are already making progress on implementing One Watershed, One Plans.** In 2018, two Level II reviews were completed where One Watershed-One Plans had been approved and the early stages of implementation had begun. The Level II review for Fillmore County and SWCD confirmed that the PTM approach is being incorporated into implementation of the Root River 1W1P. The Lake SWCD provided an accomplishment report for the early stages of implementation of the Lake Superior North 1W1P as part of their Level II review.
- Evaluate, maintain or improve implementation of the Wetland Conservation Act.** 2018 was the second year that Level II reviews included an evaluation of the LGU's performance in implementing the Wetland Conservation Act. In general, most local government units were doing a good job implementing the program. However, the Level II reviews did identify several weaknesses in LGU implementation of the

program. Examples of Wetland Conservation Act recommendations provided to LGUs in 2018, included to clarify wetland appeal processes, to improve coordination with DNR Enforcement and to update flawed LGU resolutions adopting the program. The addition of the Wetland Conservation Act to PRAP resulted in better coordination among LGU and state agency staff for surface water management.

- The watershed based PRAP level II process is most useful if there is an existing watershed based plan in place.** BWSR PRAP staff continued working on an internal staff team evaluating key performance measures that may be used in the future to measure LGU progress in implementing One Watershed, One Plans. Implementation of several of these plans has begun and progress is being made in the Lake Superior North and several other recently approved plans, but several additional years will be needed to evaluate implementation progress for most plans.
- Reminders and incentives contribute significantly to on-time reporting by LGUs.** Overall reporting performance and plan status improved slightly in 2018. Buffer strip reporting was maintained at full LGU compliance after reaching 100% compliance in 2015 through 2017 which can be attributed to close attention from BWSR staff. In the last year WMO overall compliance was maintained at 89%, (the same as in 2017) compared to 78% in 2016 and 44% compliance in 2015. WD overall compliance improved to 89% in 2018 compared to 80% compliance in 2017, 73% in 2016 and 65% in 2015.
- A common recommendation for several local government units in 2018 was to conduct a strategic assessment** of the LGU

to determine whether existing mission, goals and staff capacity are sufficient to meet the demands and need for conservation services in the district. This recommendation was used where there appeared to be underperformance of the LGU due to shortage of staff or lack of focus on targeted land treatment and resource improvement.

- **Website reporting of resource trends could be improved.** Many of the LGUs included in 2018 Level II reviews participate in or lead water quality monitoring programs, yet the use of websites to report trends and results is limited. Additional efforts to make these results easily accessible to the public would be beneficial.

### Selected PRAP Program Objectives for 2019

- Track 239 LGUs' Level I performance.
- Continue efforts to improve WMO and WD reporting.
- Maintain the target of 24 Level II performance reviews per year.
- Complete up to two Level III performance reviews if needed in 2019.
- BWSR will provide leadership in enunciating the importance of measuring outcomes in Level II performance reviews, ways of demonstrating resource outcomes resulting from plan implementation, and set expectations for reporting resource outcomes by LGUs.
- Survey LGUs from 2017 Level II PRAP reviews to track LGU implementation of PRAP recommendations.
- Continue monitoring and reviewing compliance with Action Items identified during a Level II review. This will allow us to determine if we are meeting the goal of 100% compliance within 18 months for required Action Items.
- Continue the promotion and use of PRAP Assistance Grants to enhance LGU organizational effectiveness.
- Continue updating protocol for PRAP Level I and Level II reviews for performance based funding for implementation of watershed-based One Watershed-One Plans.
- Continue development of protocol for evaluating Technical Service Area (TSA) performance and evaluate one TSA if time permits.
- Review and update Performance Standards Checklists for counties, soil and water conservation districts, watershed districts and watershed management organizations. *(New for 2019)*.
- Evaluate implementation progress for Level III reviews conducted in 2017 and 2018 *(New for 2019)*.
- Develop performance standards that focus on reporting of resource outcomes for assessment of One Watershed One Plans *(New for 2019)*.

# Appendix A

## PRAP Authorizing Legislation 103B.102, Minnesota Statutes 2013

Copyright © 2013 by the Office of Revisor of Statutes, State of Minnesota.

### 103B.102 LOCAL WATER MANAGEMENT ACCOUNTABILITY AND OVERSIGHT.

#### Subdivision 1. **Findings; improving accountability and oversight.**

The legislature finds that a process is needed to monitor the performance and activities of local water management entities. The process should be preemptive so that problems can be identified early and systematically. Underperforming entities should be provided assistance and direction for improving performance in a reasonable time frame.

#### Subd. 2. **Definitions.**

For the purposes of this section, "local water management entities" means watershed districts, soil and water conservation districts, metropolitan water management organizations, and counties operating separately or jointly in their role as local water management authorities under chapter 103B, 103C, 103D, or 103G and chapter 114D.

#### Subd. 3. **Evaluation and report.**

The Board of Water and Soil Resources shall evaluate performance, financial, and activity information for each local water management entity. The board shall evaluate the entities' progress in accomplishing their adopted plans on a regular basis as determined by the board based on budget and operations of the local water management entity, but not less than once every ten years. The board shall maintain a summary of local water management entity performance on the board's Web site. Beginning February 1, 2008, and annually thereafter, the board shall provide an analysis of local water management entity performance to the chairs of the house of representatives and senate committees having jurisdiction over environment and natural resources policy.

#### Subd. 4. **Corrective actions.**

(a) In addition to other authorities, the Board of Water and Soil Resources may, based on its evaluation in subdivision 3, reduce, withhold, or redirect grants and other funding if the local water management entity has not corrected deficiencies as prescribed in a notice from the board within one year from the date of the notice.

(b) The board may defer a decision on a termination petition filed under section [103B.221](#), [103C.225](#), or [103D.271](#) for up to one year to conduct or update the evaluation under subdivision 3 or to communicate the results of the evaluation to petitioners or to local and state government agencies.

#### **History:**

*[2007 c 57 art 1 s 104](#); [2013 c 143 art 4 s 1](#)*

# Appendix B

## Board Authorization of Delegation for PRAP Assistance Grants

BOARD DECISION # 18-71



### BOARD ORDER

#### Performance Review and Assistance Program (PRAP) Assistance Service

#### PURPOSE

Authorize PRAP Assistance services and delegate approval of payment to the Executive Director.

#### FINDINGS OF FACT / RECITALS

1. The Board of Water and Soil Resources (Board) regularly monitors and evaluates the performance and activities of local water management entities and provides assistance in improving performance under the authorities and requirements of Minnesota Statutes §103B.102.
2. In June 2018, the Board through Resolution #18-41 which "reconfirmed the delegation of authority to the Executive Director to approve individual PRAP Assistance grants up to \$10,000, and requires that program awards are reported to the Board at least once per year."
3. The Board continues to receive requests for PRAP assistance services to address operational or service delivery needs identified through a PRAP assessment or specialized assistance request.
4. The Board has authorities under Minnesota Statutes §103B.3369 and 103B.101 to award grants and contracts to accomplish water and related land resources management.
5. The Grants Program and Policy Committee, at their November 26, 2018 meeting, reviewed this request and recommended the Board approve this order.

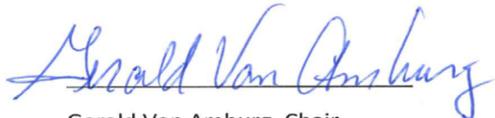
#### ORDER

The Board hereby:

1. Approves the allocation of designated or available funds, consistent with the appropriation of the designated or available funds, to eligible local government water management entities for fulfilling the provisions of Minnesota Statutes §103B.102.
2. Reconfirms the delegation of authority to the Executive Director to approve PRAP Assistance grants or contracts up to \$10,000 per contract with a maximum of \$50,000 per year and requires that program awards are reported to the Board at least once per year.
3. Establishes that all PRAP Assistance awards be cost shared by the grantee at a percentage determined by the Executive Director.
4. Authorizes staff to enter into grant agreements or contracts for these purposes.
5. Establishes that this order replaces previous Board resolution #18-41.

Dated at St. Paul, Minnesota, this December 19, 2018.

**MINNESOTA BOARD OF WATER AND SOIL RESOURCES**



Gerald Van Amburg, Chair  
Board of Water and Soil Resources

Date: 12-19-2018

# Appendix C

## PRAP Assistance Grant Application Information

The PRAP Assistance program provides financial assistance to LGUs to improve operating performance and execution of planned goals and objectives. Funding priority is given to activities recommended as part of a Level II, III or IV PRAP review.

**Examples of eligible activities:** facilitation, mediation or consulting services related to organizational improvement such as reorganizations/mergers, strategic planning, organizational development, assessments for shared services, benchmarking, non-routine audits, and staff and board capacity assessments.

**Activities that are not eligible for grant funds, or to be used as LGU match:** Technology upgrades (computer equipment, software, smartphones, etc.), infrastructure improvements (vehicles, office remodel, furniture), staff performance incentives (bonuses, rewards program), basic staff training (BWSR Academy fees and expenses; Wetland Delineator Certification, subjects offered at BWSR Academy, training for promotion, basic computer training), water planning, conservation practices design or installation, publication or publicity materials, food & refreshments, (other than costs associated with meetings and conferences where the primary purpose is an approved, eligible grant activity) lodging, staff salaries, and regular board member per diems.

**Note:** Board member per diems and associated expenses outside of regular meetings, and associated with an approved, eligible activity are eligible for grant funds or can be used as match.

**Grant Limit:** \$10,000. In most cases a 50 percent cash match will be required.

**Who May Apply:** County water management/environmental services; SWCDs; watershed districts; watershed management organizations. In some cases, LGU joint powers associations or boards, or other types of LGU water management partnerships will be eligible for grants. Priority is given to applicants submitting projects related to eligible PRAP Level II, III, or IV recommendations.

**Terms:** BWSR pays its share of the LGU's eligible expenditures as reimbursement for expenses incurred by the LGU after the execution date of the grant agreement. Reporting and reimbursement requirements are also described in the agreement. Grant agreements are processed through BWSR's eLINK system.

**How to Apply:** Submit an email request to Dale Krystosek, PRAP Coordinator ([dale.krystosek@state.mn.us](mailto:dale.krystosek@state.mn.us)) with the following information:

- 1) Description, purpose and scope of work for the proposed activity (If the activity or services will be contracted, do you have a contracting procedure in by-laws or operating guidelines?)
- 2) Expected products or deliverables
- 3) Desired outcome or result
- 4) Does this activity address any recommendations associated with a recent Level II, III or IV PRAP Assessment? If so, describe how.
- 5) How has your Board indicated support for this project? How will they be kept involved?
- 6) Duration of activity: proposed start and end dates
- 7) Itemized Project Budget including

- a. Amount of request
  - b. Source of funds to be used for match (cannot be state money nor in-kind)
  - c. Total project budget
- 8) Have you submitted other funding requests for this activity? If yes, to whom and when?
- 9) Provide name and contact information for the person who will be managing the grant agreement and providing evidence of expenditures for reimbursement.

# Appendix D

## Level I: 2018 LGU Long-Range Plan Status as of December 31, 2018

### **Soil and Water Conservation Districts**

(Districts have a choice of option A or B)

#### **A. Current Resolution Adopting County Local Water Management Plan**

All resolutions are current.

#### **B. Current District Comprehensive Plan**

All comprehensive plans are current.

### **Counties**

#### **Local Water Management Plan Revision Overdue: Plan Revision in Progress**

- All Plans are current

#### **Metro County Groundwater Plan Revision Not Updated (*These Plans are Optional*)**

- Ramsey
- Scott

The Carver County Groundwater Plan update was approved by BWSR in 2016. Anoka and Hennepin Counties have chosen not to participate in this optional program authorized under 103B.255. Ramsey and Scott County have decided to not update their groundwater plan. Development of these groundwater plans is optional and so they are not considered overdue.

### **Watershed Districts**

#### **10-Year Watershed Management Plan Revision Overdue: Plan Revision in Progress**

- All plans are current

### **Watershed Management Organizations**

One WMO plan is expired, but is currently being updated.

- Upper Rum River WMO plan is expired

# Appendix E

## Level I: Status of Annual Reports for 2017 as of December 31, 2018

### Soil and Water Conservation Districts

#### eLINK Status Reports of Grant Expenditures

##### Late Reports:

- Rock SWCD

### Counties

#### Drainage Authority Buffer Strip Reports

All reports submitted on time.

#### eLINK Status Reports of Grant Expenditures

Two counties submitted late reports.

##### Late Reports:

- Nobles County
- Mille Lacs County

### Watershed Districts

#### Drainage Authority Buffer Strip Reports

All reports submitted on time.

#### Annual Activity Reports Not Submitted:

- Ramsey Washington Metro WD
- Joe River WD
- Lower Minnesota River WD
- Stockton-Rollingstone-MN City WD
- Sand Hill River
- Cormorant Lakes WD

### Metro Joint Powers Watershed Management Organizations

#### Annual Activity Reports not submitted

- None

# Appendix F

## Level I: Status of Financial Reports and Audits for 2017 as of December 31, 2018

### Soil and Water Conservation Districts

#### Annual Financial Reports (all 89 Districts)

##### Financial Reports Not Completed:

- None

##### Annual Audits (78 required)

##### Annual Audits Not Submitted (or submitted late)

- Redwood SWCD
- Nobles SWCD

### Watershed Districts

#### Annual Audits Not Completed (or submitted late):

- Cormorant Lakes WD
- Stockton-Rollingstone-MN City WD
- Joe River WD
- Lower Minnesota River WD
- Sand Hill River WD
- Riley-Purgatory-Bluff Creek WD

### Metro Joint Powers Watershed Management Organizations

#### Annual Audits Not Submitted:

- Richfield Bloomington WMO

# Appendix G

## Standard Level II Performance Review

### Final Report Summaries

#### Brown County Planning and Zoning Department

#### Brown Soil and Water Conservation District



#### Key Findings and Conclusions

The Brown County Planning and Zoning Department (County) and the Brown Soil and Water Conservation District (SWCD) need to continue to build a strong working relationship to meet the water management and conservation challenges in the county. For the most part, their partners believe both entities are doing good work and are good to work with. Ongoing water management challenges in southern Minnesota have created the necessity to forge new working relationships among partners to improve local water management in Brown County. Strong participation in the development of One Watershed, One Plans provide an opportunity for Brown County and SWCD to reorient its water planning efforts to focus on specific problems and priorities for the county's waterbodies. The partners who responded to the PRAP survey provided good to strong marks in their judgement of the performance of the County, and acceptable to strong marks in the performance of the SWCD.

#### Resource Outcomes

The current Brown Local Water Management Plan does not include targets or objectives for resource outcomes.

#### Commendations:

The Brown Soil and Water Conservation District is commended for meeting 4 of 14 high performance standards for SWCDs and the Brown County Planning and Zoning Department is commended for meeting 5 of 13 high performance standards.

#### Recommendations:

**Joint Recommendation 1:** Use the major or minor watershed scale for plan organization.

**Joint Recommendation 2:** Develop Prioritized, Targeted and Measureable criteria for Goals and Objectives in the next water management plan.

**Joint Recommendation 3:** Structure website information to report progress and trends made in achieving resource outcome goals and implementation of County Water Plan.

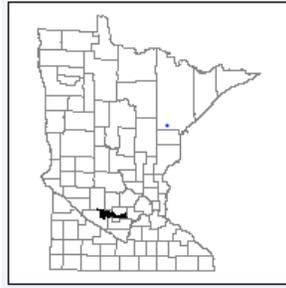
**Brown SWCD Recommendation 1:** Address action item within 18 months.

The Brown SWCD should address the action item by developing a data practices policy.

**Brown SWCD Recommendation 2:** Conduct a strategic assessment of the SWCD to determine whether existing mission, goals and staff capacity are sufficient to meet the demands for conservation services in the district.

**Brown County Recommendation 1:** Conduct a strategic assessment of the Planning and Zoning Department to determine whether existing mission, goals and staff capacity are sufficient to address the conservation challenges in Brown County.

## Buffalo Creek Watershed District



### Key Findings and Conclusions

Buffalo Creek Watershed District is active in administering local water management programs and projects. The organization is getting important work done in the areas of flood damage reduction and drainage maintenance.

With the upcoming opportunity to participate in One Watershed, One Plan development, there is an opportunity for the Buffalo Creek Watershed District to focus its local water plan to problems and priorities specific to the watershed's major waterbodies, and to provide resource specific outcomes.

The Buffalo Creek Watershed District shows generally good compliance with BWSR's basic and high performance standards.

### Resource Outcomes

The Buffalo Creek Watershed District Plan does not contain resource outcome goals and objectives.

### Commendations

The Buffalo Creek Watershed District is commended for meeting 7 out of 16 High Performance Standards

Action Items – The Buffalo Creek Watershed District has one action item which should be addressed within the next 18 months:

- **The Watershed District should develop a data practices policy.**

### Recommendations:

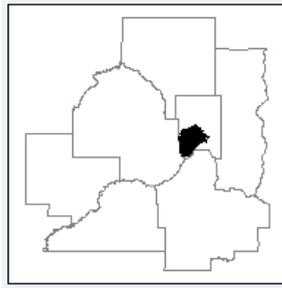
**Recommendation 1:** Continue and expand the use of Prioritized, Targeted and Measureable as criteria for Goals and Objectives in the next water management plan as appropriate.

**Recommendation 2:** Participate in the development of One Watershed One plans for watersheds within the District using the major or minor watershed scale for plan organization.

**Recommendation 3:** Structure website information to report progress and trends made in achieving resource outcome goals.

**Recommendation 4:** Complete the action item within 18 months to develop a data practices policy.

## Capitol Region Watershed District



### Key Findings and Conclusions

The Capitol Region Watershed District (CRWD) has been very effective in conducting water quality monitoring programs and water quality improvement projects. The CRWD has been particularly effective in conducting water management research and increasing awareness of water quality issues.

The CRWD has been very effective in achieving the goals outlined in their water management plan, and has been successful in creating partnerships and joint efforts to do so.

High marks were given to the CRWD by about 90% of their partners in the areas of quality of work, relationships, initiative and follow through with 78% rating the District strong or good in the communication area. This demonstrates a strong working relationship with partners.

The CRWD shows complete compliance with BWSR's basic and high performance standards.

### Resource Outcomes

The CRWD Plan does contain some resource outcome goals and objectives.

### Commendations

The CRWD is commended for meeting 11 out of 11 High Performance Standards

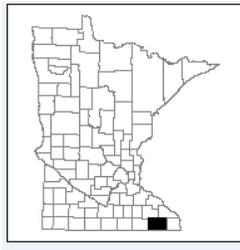
Action Item – The CRWD has no action items.

### Recommendations:

**Recommendation 1:** Continue and expand the use of Prioritized, Targeted and Measureable as criteria for Goals and Objectives in the next water management plan as appropriate.

**Recommendation 2:** Structure website information to report progress and trends made in achieving resource outcome goals.

## Fillmore County Zoning Department Fillmore Soil and Water Conservation District



### Key Findings and Conclusions

The Fillmore County Zoning Department (County) and the Fillmore Soil and Water Conservation District (SWCD) need to continue to build a strong working relationship to meet the water management and conservation challenges in the county. New water management challenges have created the necessity to forge new working relationships among partners, but there is a strong base to build upon for future local water management in Fillmore County. With the ongoing opportunities for implementation of One Watershed, One Plan, there are opportunities for Fillmore County and SWCD to focus its water plan implementation activities to specific problems and priorities for the county's waterbodies. The partners who responded to the PRAP survey provided strong to poor marks in their judgement of the performance of the County, and good to strong marks in the performance of the SWCD.

The Fillmore SWCD reports compliance with 18 of 18 basic standards, and 10 of 14 high performance standards. For this Level II review, the county reports compliance with 8 of 8 basic standards. The county reported compliance with 8 of 12 high performance standards.

**Resource Outcomes** - The Fillmore Local Water Management Plan does not include targets or objectives for resource outcomes. The Level II review for Fillmore County and SWCD confirmed that the PTM approach is being incorporated into implementation of the Root River 1W1P.

### Commendations:

The Fillmore Soil and Water Conservation District is commended for meeting 10 of 14 high performance standards for SWCDs and the Fillmore County Zoning Department Office is commended for meeting 8 of 12 high performance standards for counties.

### Recommendations:

**Fillmore SWCD Recommendation 1:** Engage in mediated strategic discussions with NRCS staff to ensure that both organizations address any issues that could adversely affect their partnership.

**Fillmore SWCD Recommendation 2:** Conduct a staffing analysis, staff training and succession planning session for the SWCD.

**Fillmore County Recommendation #1:** Conduct a strategic assessment of the Department to determine whether existing mission, goals and staff capacity are sufficient to meet the demands of conservation services in the county.

**Joint Recommendation 1:** Provide strong participation in the Root River 1W1P implementation using the watershed scale for prioritizing projects and program implementation and using Prioritized, Targeted and Measureable criteria for measuring progress for goals and objectives.

**Joint Recommendation 2:** Structure website information to report progress and trends made in achieving resource outcome goals and implementation of 1W1P.

**Action Items:** Fillmore County and Fillmore SWCD have no action items.

## Kittson County Environmental Services Department and Kittson Soil and Water Conservation District



### Key Findings and Conclusions

The Kittson County Environmental Services Department (County) and the Kittson Soil and Water Conservation District (SWCD) need to continue to build a strong working relationship to meet the water management and conservation challenges in the county. For the most part, their partners believe both entities are doing good work and are good to work with. New water management challenges have created the necessity to forge new working relationships among partners, for future local water management in Kittson County. With the ongoing opportunities for development of One Watershed, One Plan, there will be an opportunity for Kittson County and SWCD to reorient its local water plan to specific problems and priorities for the county's waterbodies.

The partners who responded to the PRAP survey generally provided strong to acceptable marks in their judgement of the performance of the County, and in the performance of the SWCD.

### Resource Outcomes

The Kittson Local Water Management Plan does not include targets or objectives for resource outcomes.

### Commendations:

The Kittson Soil and Water Conservation District is commended for meeting 4 of 14 high performance standards for SWCDs and the Kittson County Environmental Services Department Office is commended for meeting 2 of 13 high performance standards for counties.

### Recommendations:

**Kittson SWCD Recommendation 1:** Conduct a strategic assessment of the SWCD to determine whether existing mission, goals and staff capacity are sufficient to meet the demands for conservation services in the district.

**Joint Recommendation 1:** Address action items in the next eighteen months.

**Joint Recommendation 2:** Provide strong participation in the development and implementation of One Watershed, One Plans (1W1P).

**Joint Recommendation 3:** Structure website information to report progress and trends made in achieving resource outcome goals and implementation of County Water Plan.

### Action Items:

**Kittson SWCD has one action item.**

- The SWCD should develop a data practices policy.

**Kittson County and the SWCD have one joint action item.**

The County and SWCD should clarify who the decision maker is for all WCA decisions.

## Lake County Environmental Services Department and Lake Soil & Water Conservation District



### Key Findings and Conclusions

The Lake County Environmental Services Department (County) and the Lake Soil and Water Conservation District (SWCD) need to continue to build a strong working relationship to meet the water management and conservation challenges in the county. For the most part, their partners believe both entities are doing good work and are good to work with. New water management challenges have created the necessity to forge new working relationships among partners, but there is a strong base to build upon for future local water management in Lake County. With the upcoming opportunities for implementation of One Watershed, One Plan, there will be an opportunity for Lake County and SWCD to focus projects on specific problems and priorities for the watershed and county's waterbodies. The partners who responded to the PRAP survey provided generally good to strong marks in their judgement of the performance of the County, and good to strong marks in the performance of the SWCD.

### Resource Outcomes

The Lake County Local Water Management Plan (the basis for most of the report) does not include targets or objectives for resource outcomes. The Lake Superior North One Watershed One Plan does include targets and measures for resource outcomes. The early stages of plan implementation was evaluated as part of this assessment and there has already been significant progress made.

### Commendations:

The Lake Soil and Water Conservation District is commended for meeting 11 of 14 high performance standards for SWCDs and the Lake County Environmental Services Department is commended for meeting 9 of 12 high performance standards for counties.

### Recommendations:

**Joint Recommendation 1:** Continue providing strong participation in the Lake Superior North 1W1P implementation using the watershed scale for prioritizing projects and program implementation and using Prioritized, Targeted and Measurable criteria for measuring progress for goals and objectives.

**Joint Recommendation 2:** Structure website information to report progress and trends made in achieving resource outcome goals and implementation of the 1W1P.

**Lake SWCD Recommendation 1:** Implement the strategic assessment of the SWCD to revise and improve existing mission, goals and staff capacity to meet the demands for conservation services in the district.

**Lake County Wetland Conservation Act Recommendation 1:** The County should pass a new Wetland Conservation Act resolution adopting the Rule.

**Lake County Wetland Conservation Act Recommendation 2:** The County should continue to work with BWSR and TEP and DNR Water Resources Enforcement Officer to review administration of the WCA in the County.

**Action Items:** Lake SWCD and Lake County Environmental Services Department have no action items.

## Mahnomen County Planning and Zoning Department Mahnomen Soil and Water Conservation District



### Key Findings and Conclusions

Mahnomen County and the Mahnomen SWCD are doing an adequate job of administering local water management and land conservation programs and projects. For the most part, both organizations are getting the work done, but more effort could be made to achieve higher performance.

The County and SWCD show good compliance with BWSR's basic and high performance standards. With the upcoming opportunities for development of One Watershed, One Plan, there will be an opportunity for Mahnomen County and SWCD to reorient its local water plan to specific problems and priorities for the county's waterbodies. The partners who responded to the PRAP survey provided acceptable to good marks in their judgement of the performance of the County, and gave mostly good marks for the performance of the SWCD.

### Resource Outcomes

The Mahnomen Local Water Management Plan does not include targets or objectives for resource outcomes.

### Commendations:

The Mahnomen Soil and Water Conservation District is commended for meeting 5 of 14 high performance standards for SWCDs and the Mahnomen County Planning and Zoning Department is commended for meeting 5 of 13 high performance standards for counties.

### Recommendations:

**Joint Recommendation 1:** Use the major or minor watershed scale for plan organization through development of a 1W1P for the Wild Rice River WD.

**Joint Recommendation 2:** Develop Prioritized, Targeted and Measureable criteria for Goals and Objectives in the next water management plan.

**Joint Recommendation 3:** Structure website information to report progress and trends made in achieving resource outcome goals and implementation of County Water Plan.

**Mahnomen SWCD Recommendation 1:** Conduct a strategic assessment of the SWCD to determine whether existing mission, goals and staff capacity are sufficient to meet the demands for conservation services in the district.

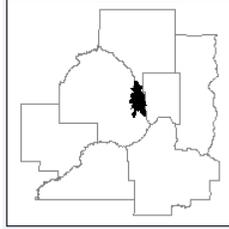
**Mahnomen SWCD Recommendation 2:** Develop staff technical capacity through the new BWSR Technical Training and Certification Program (TTCP).

**Mahnomen SWCD Recommendation 3:** Pursue strategic grant funding opportunities to implement prioritized conservation practices.

### Action Items:

Mahnomen SWCD and Mahnomen County have no action items.

## Mississippi Watershed Management Organization



### Key Findings and Conclusions

The Mississippi WMO has a good record of accomplishment in implementation of their current water management plan which covers the years 2011-2021.

The WMO's compliance with BWSR performance standards is very good in meeting the essential, administrative, planning and communication practices that lead to an effective, efficient organization.

The WMO's partners reinforce these conclusions in their high marks for communication, quality of work, relations with customers and follow-through.

### Resource Outcomes

The Mississippi WMO watershed management plan contains specific, measureable resource outcomes goals for water quality. The WMO annual water quality report contains information about the water quality results achieved in area surface waters. The Mississippi WMO has completed 30 action items in the current plan with another 198 activities ongoing.

### Action Items:

Mississippi WMO has no action items.

### Commendations

The Mississippi WMO is commended for meeting 10 out of 11 High Performance Standards (applicable to WMOs), which is an outstanding performance.

### Recommendations

**Recommendation 1:** Develop and implement training plan for each board member.

**Recommendation 2:** Make water quality data and trends easily accessible to the public.

## Morrison County Land Services Department and Morrison Soil and Water Conservation District



### Key Findings and Conclusions

The Morrison County Land Services Department (County) and the Morrison Soil and Water Conservation District (SWCD) need to continue to build a strong working relationship to meet the water management and conservation challenges in the county.

For the most part, their partners believe both entities are doing good work and are good to work with. New water management challenges have created the necessity to forge new working relationships among partners, but there is a strong base to build upon for future local water management in Morrison County. With the upcoming opportunities for development of One Watershed, One Plan, there will be an opportunity for Morrison County and SWCD to reorient its local water plan to specific problems and priorities for the county's waterbodies. The partners who responded to the PRAP survey provided good to strong marks in their judgement of the performance of the County, and good to strong marks in the performance of the SWCD.

The county and SWCD are both making very good progress on implementing their assigned action items in the local water plan. The county and SWCD have made progress on implementing 106 of their 118 action items (90 percent). The County and SWCD have completed 23 of their action items, 83 items are ongoing and twelve action items have not been started.

### Resource Outcomes

The Morrison Local Water Management Plan does not include targets or objectives for resource outcomes.

### Commendations:

The Morrison Soil and Water Conservation District is commended for meeting 11 of 14 high performance standards for SWCDs and the Morrison County Land Services Department is commended for meeting 9 of 13 high performance standards for counties.

### Recommendations:

**Joint Recommendation 1:** Focus implementation of water plan projects by using Prioritized, Targeted and Measureable criteria for measuring progress for goals and objectives.

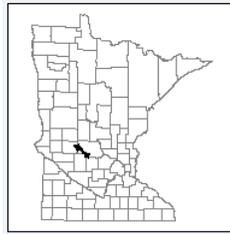
**Joint Recommendation 2:** Structure website information to report progress and trends made in achieving resource outcome goals and implementation of County Water Plan.

**SWCD Recommendation 1:** SWCD should clarify in District Policy the appropriate appeal path of a Wetland Conservation Act staff decision.

### Action Items:

**Morrison SWCD and Morrison County have no action items.**

## North Fork Crow River Watershed District



### Key Findings and Conclusions

North Fork Crow River Watershed District is doing a good job of implementing its watershed management plan and conducting water monitoring programs and projects. The organization is getting important work done in the areas of drainage maintenance.

With the current participation in One Watershed, One Plan implementation, there is an opportunity for the North Fork Crow River Watershed District to focus its implementation activities to focus on problems and priorities specific to the watershed's major waterbodies, and to provide resource specific outcomes.

The North Fork Crow River Watershed District shows excellent compliance with BWSR's basic and high performance standards.

### Resource Outcomes

The North Fork Crow River Watershed District Plan does contain some resource outcome goals and objectives. However, progress toward those goals is not routinely reported.

### Commendations

The North Fork Crow River Watershed District is commended for meeting 7 out of 15 High Performance Standards.

**Action Item** – The North Fork Crow River Watershed District has no action items.

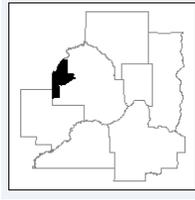
### Recommendations:

**Recommendation 1:** Continue and expand the use of Prioritized, Targeted and Measureable as criteria for Goals and Objectives in implementing the North Fork Crow River 1W1P.

**Recommendation 2:** Develop orientation and continued education plan for both board and staff and keep records of trainings attended.

**Recommendation 3:** Structure website information to report progress and trends made in achieving resource outcome goals.

## Pioneer Sarah Creek Watershed Management Organization



### Key Findings and Conclusions

The Pioneer Sarah Creek WMC has a good record of accomplishment in implementation of their current water management plan which covers the years 2015-2020.

The WMC's compliance with BWSR performance standards is good in meeting the essential, administrative, planning and communication practices for a watershed management organization.

**Overall, the partner's ratings of the Pioneer Sarah Creek WMC's performance in five key areas of communication, quality of work, relations with customers, initiative and follow-through ranged widely from strong to poor.**

### Resource Outcomes

The Pioneer Sarah Creek WMC watershed management plan contains some specific, measureable resource outcomes goals for water quality. The Pioneer Sarah Creek WMC has completed 2 of 35 action items in the current plan with another 32 activities ongoing.

### Action Items:

The Pioneer Sarah Creek WMC has no action items at this time.

### Commendations

The Pioneer Sarah Creek WMC is commended for meeting 7 out of 9 High Performance Standards (applicable to WMCs).

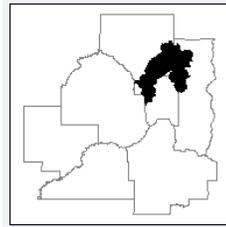
### Recommendations

**Recommendation 1:** Develop and implement training plan for each board member.

**Recommendation 2:** Make water quality data and trends easily accessible to the public.

**Recommendation 3:** Conduct a strategic planning initiative and workload analysis to assess the WMC's ability to comply with the 8410.0105 Subpart 1, and 8410.0140 Subpart 1. C. requirements that the WMC shall evaluate progress for the implementation of plan actions at a minimum of every two years.

## Rice Creek Watershed District



### **Key Findings and Conclusions**

Rice Creek Watershed District is doing a very good job of administering local water management and conducting water monitoring programs and projects. The organization is getting important work done in the areas of flood damage reduction, drainage maintenance, and water quality protection.

With the upcoming opportunity to update the Watershed District Plan there is an opportunity for the Rice Creek Watershed District to focus its watershed plan to problems and priorities specific to the watershed's major waterbodies, and to provide resource specific outcomes.

The Rice Creek Watershed District shows excellent compliance with BWSR's basic and high performance standards.

### **Resource Outcomes**

The Rice Creek Watershed District Plan does contain some resource outcome goals and objectives.

### **Commendations**

The Rice Creek Watershed District is commended for meeting 11 out of 12 High Performance Standards.

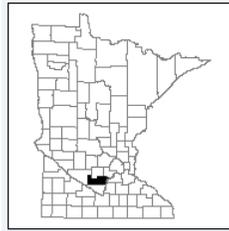
**Action Item** – The Rice Creek Watershed District has no action items.

### **Recommendations:**

**Recommendation 1:** Continue and expand the use of Prioritized, Targeted and Measureable as criteria for Goals and Objectives in the next water management plan as appropriate.

**Recommendation 2:** Structure website information to report progress and trends made in achieving resource outcome goals.

## Sibley County Property Assessing and Zoning Department and Sibley Soil and Water Conservation District



### Key Findings and Conclusions

The Sibley County Property Assessing and Zoning Department (County) and the Sibley Soil and Water Conservation District (SWCD) need to continue to build a strong working relationship to meet the water management and conservation challenges in the county. For the most part, their partners believe both entities are doing good work and are good to work with. New water management challenges have created the necessity to forge new working relationships among partners, but there is a strong base to build upon for future local water management in Sibley County. With the upcoming opportunities for development of One Watershed, One Plan, there will be an opportunity for Sibley County and SWCD to reorient its local water plan to specific problems and priorities for the county's waterbodies.

The partners who responded to the PRAP survey provided generally good marks in their judgement of the performance of the County, and for the performance of the SWCD.

#### Resource Outcomes

The Sibley Local Water Management Plan does not include targets or objectives for resource outcomes.

### Commendations:

The Sibley Soil and Water Conservation District is commended for meeting 5 of 14 high performance standards for SWCDs and the Sibley County Property Assessing and Zoning Department Office is commended for meeting 8 of 13 high performance standards for counties.

### Recommendations:

**Joint Recommendation 1:** Use the major or minor watershed scale for plan organization.

**Joint Recommendation 2:** Consider using Prioritized, Targeted and Measureable criteria for Goals and Objectives in the next water management plan.

**Joint Recommendation 3:** Structure website information to report progress and trends made in achieving resource outcome goals and implementation of County Water Plan.

**Joint Recommendation 4:** Address action items in the next 18 months.

**Sibley SWCD Recommendation 1:** Conduct a strategic assessment of the SWCD to determine whether existing mission, goals and staff capacity are sufficient to meet the demands for conservation services in the district.

### Action Items:

Sibley County has one action item which should be addressed in the next 18 months:

- The County should maintain current BWSR grant reports on their website.

Sibley SWCD has one action item which should be addressed in the next 18 months:

- **The SWCD website should be updated to contain all required items.**

## Stevens County Environmental Services and Stevens Soil and Water Conservation District



### Key Findings and Conclusions

**Stevens County and the Stevens SWCD are doing an adequate job of administering local water management and land conservation programs and projects. For the most part, both organizations are getting the work done, but more effort could be made to achieve higher performance.**

With the current opportunities for development of One Watershed, One Plan, there will be an opportunity for Stevens County and SWCD to reorient its local water plan to specific problems and priorities for the county's waterbodies and to provide resource specific outcomes.

The partners who responded to the PRAP survey generally provided acceptable to strong marks in their judgement of the performance of the County, and strong to poor marks in the performance of the SWCD.

#### Resource Outcomes

The Stevens Local Water Management Plan does not include targets or objectives for resource outcomes.

#### Commendations:

The Stevens Soil and Water Conservation District is commended for meeting 4 of 14 high performance standards for SWCDs and the Stevens County Environmental Services Office is commended for meeting 4 of 13 high performance standards for counties.

#### Action Items:

**Stevens County has no action items.**

**Stevens SWCD has one action item which should be addressed in the next 18 months:**

- The SWCD should develop a data practices policy

#### Recommendations:

**Stevens SWCD Recommendation 1:** Conduct a strategic assessment of the SWCD to determine whether existing mission, goals and staff capacity are sufficient to meet the demands for conservation services in the district.

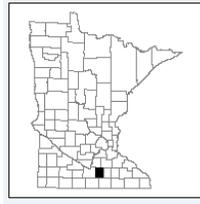
**Stevens SWCD Recommendation 2:** Address action item to develop a data practices policy in the next eighteen months.

**SWCD Recommendation 3:** Improve and maintain a consistent level of communication among office staff internally and externally to build a stronger working relationship with existing and new partners.

**Joint Recommendation 1:** Provide strong participation in the Pomme de Terre and Mustinka/Bois de Sioux 1W1P (and eventually the Chippewa 1W1P) using the watershed scale for plan organization and use of Prioritized, Targeted and Measureable criteria for goals and objectives.

**Joint Recommendation 2:** Meet annually with Water Plan Task Force to review annual accomplishments and set priorities for next year.

## Waseca County Planning and Zoning Department and Waseca Soil and Water Conservation District



### Key Findings and Conclusions

The Waseca County Planning and Zoning Department (County) and the Waseca Soil and Water Conservation District (SWCD) appear to have a strong working relationship in partnering to meet the water management and conservation challenges in the county. For the most part, their partners believe both entities are doing good work and are good to work with. New water management challenges have created the necessity to forge new working relationships among partners. With the upcoming opportunities for development of One Watershed, One Plan, there will be an opportunity for Waseca County and SWCD to reorient its local water plan to specific problems and priorities for the county's waterbodies.

The partners who responded to the PRAP survey generally provided acceptable to strong marks in their judgement of the performance of the County, and good to acceptable marks in the performance of the SWCD.

### Resource Outcomes

The Waseca Local Water Management Plan does not include targets or objectives for resource outcomes.

#### Commendations:

The Waseca Soil and Water Conservation District is commended for meeting 4 of 14 high performance standards for SWCDs and the Waseca County Planning and Zoning Department Office is commended for meeting 5 of 13 high performance standards for counties.

#### Recommendations:

**Waseca SWCD Recommendation 1:** Conduct a strategic assessment of the SWCD to determine whether existing mission, goals, staff capacity and resources are sufficient to meet the demands for conservation services in the district.

**Joint Recommendation 1:** Use the major or minor watershed scale for plan organization.

**Joint Recommendation 2:** Develop Prioritized, Targeted and Measureable criteria for Goals and Objectives in the next water management plan.

**Joint Recommendation 3:** Structure website information to report progress and trends made in achieving resource outcome goals and implementation of County Water Plan.

**Waseca County Recommendation 1:** Conduct a strategic assessment of the Planning and Zoning Department to determine whether existing mission, goals, staff capacity and resources are sufficient to meet the demands for services in the county.

**Action Items:** Waseca County and Waseca SWCD have no action items.

# Appendix H

## Performance Standards Checklists used in Level II Reviews

### COUNTY LOCAL WATER MANAGEMENT PERFORMANCE STANDARDS

LGU Name: \_\_\_\_\_

Performance Area	Performance Standard	Level of Review	Rating	
	<ul style="list-style-type: none"> <li>■ Basic practice or statutory requirement</li> <li>★ High Performance standard</li> </ul> (see instructions for explanation of standards)	I Annual Compliance II BWSR Staff Review & Assessment (1/10 yrs)	Yes	No
Admin	■ eLINK Grant Report(s): submitted on time	I		
	■ <b>County has resolution assuming WCA responsibilities and delegation resolutions (if needed).</b>	II		
	■ <b>County has knowledgeable and trained staff to manage WCA program or secured a qualified delegate.</b>	II		
	■ Drainage authority buffer strip report submitted on time	I		
	★ Public drainage records: meet modernization guidelines	II		
Planning	■ Local water mgmt plan: current	I		
	★ Metro counties: groundwater plan up-to-date	I		
	■ Biennial Budget Request submitted on-time	I		
	★ Prioritized, Targeted & Measureable criteria are used for Goals & Objectives in local water management plan as appropriate.	II		
	★ Water quality trend data used for short- and long-range plan priorities	II		
Execution	■ <b>WCA decisions and determinations are made in conformance with WCA requirements.</b>	II		
	■ <b>WCA TEP reviews and recommendations are appropriately coordinated.</b>	II		
	★ <b>Certified wetland delineator on staff or retainer</b>	II		
	★ Water quality data collected to track outcomes for each priority concern	II		
	★ Water quality trends tracked for priority water bodies	II		
Communication & Coordination	■ BWSR grant report(s) posted on website	I		
	★ Communication piece sent within last 12 months: indicate target audience below	II		
	Communication Target Audience:			
	★ Obtain stakeholder input: within last 5 yrs	II		
	★ Partnerships: liaison with SWCDs/WDs and cooperative projects/tasks done	II		
	★ Annual report to water plan advisory committee on plan progress	II		
	★ Track progress for I & E objectives in Plan	II		
	★ County local water plan on county website	II		
★ Water management ordinances on county website	II			

**SOIL AND WATER CONSERVATION DISTRICT PERFORMANCE STANDARDS**

LGU Name: \_\_\_\_\_

Performance Area	Performance Standard	Level of Review	Rating	
			YES	NO
	<ul style="list-style-type: none"> <li>■ Basic practice or Statutory requirement</li> <li>★ High Performance standard (see instructions for explanation of standards)</li> </ul>	<ul style="list-style-type: none"> <li>I Annual Compliance</li> <li>II BWSR Staff Review &amp; Assessment (1/10 yrs)</li> </ul>	Yes, No, or Value	
Administration	■ Financial statement: annual, on-time and complete	I		
	■ Financial audit: completed as required by statute (see guidance) or as per BWSR correspondence	I		
	■ eLINK Grant Report(s) submitted on-time	I		
	■ Data practices policy: exists and reviewed/updated within last 5 yrs	II		
	■ Personnel policy: exists and reviewed/updated within last 5 yrs	II		
	■ Technical professional appointed and serving on WCA TEP	II		
	■ SWCD has an adopting resolution assuming WCA responsibilities and appropriate decision delegation resolutions as warranted (If WCA LGU)	II		
	★ Job approval authorities: reviewed and reported annually	II		
	★ Operational guidelines and policies exist and are current	II		
	★ Board training: orientation & cont. ed. plan and record for each board member	II		
★ Staff training: orientation and cont. ed. plan/record for each staff member	II			
Planning	■ Comprehensive Plan: updated within 5 yrs or current resolution adopting unexpired county LWM plan	I		
	■ Biennial Budget Request submitted on time	I		
	★ Prioritized, Targeted and Measureable criteria are used for Goals and Objectives in the local water management plan as appropriate.	II		
	★ Annual Plan of Work: based on comp plan, strategic priorities	II		
Execution	■ Are state grant funds spent in high priority problem areas	II		
	■ Total expenditures per year (over past 10 yrs)	II	see below	
	■ Months of operating funds in reserve	II		
	■ Replacement and restoration orders are prepared in conformance with WCA rules and requirements.	II		
	■ WCA TEP member is knowledgeable/trained in WCA technical aspects	II		
	■ WCA TEP member contributes to TEP reviews, findings & recommendations	II		
	■ WCA decisions and determinations are made in conformance with all WCA requirements (If WCA LGU)	II		
	■ WCA TEP reviews/recommendations appropriately coordinated(if LGU)	II		
	★ Certified wetland delineator: on staff or retainer	II		
★ Outcome trends monitored and reported for key resources	II			
Communication & Coordination	■ Website contains all required content elements	I		
	★ Website contains additional content beyond minimum required	II		
	★ Track progress on I & E objectives in Plan	II		
	★ Obtain stakeholder input: within last 5 yrs	II		
	★ Annual report communicates progress on plan goals	II		
	★ Partnerships: cooperative projects/tasks with neighboring districts, counties, watershed districts, non-governmental organizations	II		
	★ Coordination with County Board by supervisors or staff	II		

**METRO WATERSHED DISTRICT and WMO PERFORMANCE STANDARDS**

LGU Name:

Performance Area	Performance Standard	Level of Review	Rating	
			YES	NO
	<ul style="list-style-type: none"> <li>★ High Performance standard</li> <li>■ Basic practice or statutory requirement (see instructions for explanation of standards)</li> </ul>	<ul style="list-style-type: none"> <li>I Annual Compliance</li> <li>II BWSR Staff Review &amp; Assessment (1/5 yrs)</li> </ul>	Yes, No, or Value	
Administration	■ Activity report: annual, on-time	I		
	■ Financial report & audit completed on time	I		
	■ Drainage authority buffer strip report submitted on time	I		
	■ eLink Grant Report(s): submitted on time	I		
	■ Rules: date of last revision or review	II	mo/yr	
	■ Personnel policy: exists and reviewed/updated within last 5 yrs	II		
	■ Data practices policy: exists & reviewed/updated within last 5 yrs	II		
	■ Manager appointments: current and reported	II		
	■ Consultant RFP: within 2 yrs for professional services	II		
	■ <b>WD/WMO has resolution assuming WCA responsibilities and appropriate delegation resolutions as warranted(N/A if not LGU)</b>	II		
	■ <b>WD/WMO has knowledgeable &amp; trained staff that manages WCA program or has secured a qualified delegate. (N/A if not WCA LGU)</b>	II		
	★ Administrator on staff	II		
	★ Board training: orient.& cont. ed. Plan, record for each board member	II		
	★ Staff training: orient. & cont. ed. plan and record for each staff person	II		
★ Operational guidelines for fiscal procedures and conflicts of interest exist and current	II			
★ Public drainage records: meet modernization guidelines	II			
Planning	■ Watershed management plan: up-to-date	I		
	■ City/twp. local water plans not yet approved	II		
	■ Capital Improvement Program: reviewed every 2 yrs	II		
	★ Biennial Budget Request submitted on time	II		
	★ Strategic plan identifies short-term priorities	II		
Execution	■ Engineer Reports: submitted for DNR & BWSR review	II		
	■ <b>WCA decisions and determinations are made in conformance with all WCA requirements. (if delegated WCA LGU)</b>	II		
	■ <b>WCA TEP reviews &amp; recommendations appropriately coordinated. (if delegated WCA LGU)</b>	II		
	■ Total expenditures per year (past 10 yrs)	II	see below	
	★ Water quality trends tracked for key water bodies	II		
	★ Watershed hydrologic trends monitored / reported	II		
Communication & Coordination	■ Website: contains information as required by MR 8410.0150 Subp. 3a, i.e. as board meeting, contact information, water plan, etc.	II		
	■ Functioning advisory committee(s): recommendations on projects, reports, 2-way communication with Board	II		
	■ Communication piece: sent within last 12 months	II		
	Communication Target Audience:			
	★ Track progress for I & E objectives in Plan	II		
	★ Coordination with County Board, SWCD Board, City/Twp officials	II		
★ Partnerships: cooperative projects/tasks with neighboring organizations, such as counties, soil and water districts, watershed districts and non-governmental organizations	II			

**GREATER MN WATERSHED DISTRICT PERFORMANCE STANDARDS**

LGU Name: \_\_\_\_\_

Performance Area	Performance Standard	Level of Review	Rating	
			YES	NO
	<ul style="list-style-type: none"> <li>★ High Performance standard</li> <li>■ Basic practice or Statutory requirement (see instructions for explanation of standards)</li> </ul>	<ul style="list-style-type: none"> <li>I Annual Compliance</li> <li>II BWSR Staff Review &amp; Assessment (1/10 yrs)</li> </ul>	Yes, No, or Value	
Administration	■ Annual report: submitted by mid-year	I		
	■ Financial audit: completed within last 12 months	I		
	■ Drainage authority buffer strip report submitted on time	I		
	■ eLink Grant Report(s): submitted on time	I		
	■ Rules: date of last revision or review	II	mo/yr	
	■ Personnel policy: exists and reviewed/updated within last 5 yrs	II		
	■ Data practices policy: exists and reviewed/updated within last 5 yrs	II		
	■ Manager appointments: current and reported	II		
	■ <b>WD has resolution assuming WCA responsibilities &amp; appropriate delegation resolutions as warranted. (N/A if not LGU)</b>	II		
	■ <b>WD has knowledgeable &amp; trained staff that manages WCA program or has secured a qualified delegate. (N/A if not WCA LGU)</b>	II		
	★ Administrator on staff	II		
	★ Board training: orientation & cont. ed. Plan/record for each board member	II		
	★ Staff training: orientation & cont. ed. Plan/record for each staff	II		
	★ Operational guidelines exist and current	II		
★ Public drainage records: meet modernization guidelines	II			
Planning	■ Watershed management plan: up-to-date	I		
	★ Biennial Budget Request submitted on time	II		
	★ Strategic plan identifies short-term activities & budgets based on state and local watershed priorities	II		
	★ Member of County Water Plan Advisory Committee(s)	II		
Execution	■ Engineer Reports: submitted for DNR & BWSR review	II		
	■ <b>WCA decisions and determinations made in conformance with all WCA requirements. (N/A if not LGU)</b>	II		
	■ <b>WCA TEP reviews/recommendations coordinated (N/A if not LGU)</b>	II		
	■ Total expenditures per year for past 10 years	II	attach	
	★ Water quality trends tracked for key water bodies	II		
★ Watershed hydrologic trends monitored / reported	II			
Communication & Coordination	■ Functioning advisory committee: recommendations on projects, reports, maintains 2-way communication with Board	II		
	■ Communication piece sent within last 12 months	II		
	★ Website: contains annual report, financial statement, board members, contact info, grant report(s), watershed management plan, meeting notices, agendas & minutes, updated after each board	II		
	★ Obtain stakeholder input: within last 5 yrs	II		
	★ Track progress for I & E objectives in Plan	II		
	★ Coordination with County Board, SWCD Board, City/Twp officials	II		
	★ Partnerships: cooperative projects/tasks with neighboring districts, counties, soil and water districts, non-governmental organizations	II		

# Appendix I

## 2018 Local Government Performance Awards and Recognition

(Awarding agency listed in parentheses.)

### **Outstanding Soil and Water Conservation District (SWCD) Employee**

(Board of Water and Soil Resources)

Donna Rasmussen, Fillmore Soil & Water Conservation District Administrator

### **Outstanding SWCD Supervisor Award**

(Minnesota Association of Soil and Water Conservation Districts)

Ian Cunningham, Pipestone Soil and Water Conservation District Supervisor

### **SWCD of the Year**

(Minnesota Association of Soil and Water Conservation Districts)

Sherburne Soil and Water Conservation District

### **SWCD Appreciation Award**

(Department of Natural Resources)

West Polk Soil and Water Conservation District

### **Community Conservationist Award**

(Minnesota Association of Soil and Water Conservation Districts /Minnesota Pollution Control Agency)

City of Crosby, nominated by Crow Wing Soil and Water Conservation District

### **Outstanding Forest Steward Award**

(Minnesota Association of Soil and Water Conservation Districts / Department of Natural Resources)

Erik and Amanda Nelson, nominated by Itasca Soil and Water Conservation District

### **Outstanding Watershed District Employee**

(Board of Water and Soil Resources)

Dan Livdahl, Okabena-Ocheda Watershed District

### **Watershed District of the Year**

(Department of Natural Resources)

Roseau River Watershed District

### **Program of the Year Award**

(Minnesota Association of Watershed Districts)

Valley Branch Watershed District, Valley Creek Watershed Restoration and Stabilization Program

### **WD Project of the Year**

(Minnesota Association of Watershed Districts)

Capitol Region Watershed District, Upper Villa Park Stormwater Infiltration and Reuse Project

### **County Conservation Award**

(Association of Minnesota Counties and Board of Water and Soil Resources)

Kandiyohi County, Grass Lake Prairie Wetland  
Restoration