



One Watershed One Plan

Rum River Watershed Plan Development: Work Plan

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

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

Grant Title: 2018, Rum River One Watershed, One Plan Planning Grant

Grant ID: [will be provided by BWSR]

Fiscal Agent/Grantee: Sherburne SWCD, Dan Cibulka

Administrative Lead (project coordinator): Isanti SWCD, Tiffany Determan

Committee Roles

Detailed descriptions of each committee can be found here:

http://www.bwsr.state.mn.us/planning/1W1P/Planning_guidance.pdf

	Planning Team (PT)	Steering Committee (SC)	Advisory Committee (AC)	Policy Committee (PC)
Description	Subset of the SC that are the “heavy lifters” doing planning work.	Date-to-day plan development/participation. May provide recommendations to Advisory and Policy Committee	Provides recommendations to Policy Committee.	Decision-making authority.
Participants	Local agency staff and consultants whose roles are specified and/ local agency staff that request to participate in planning meetings/activities. Includes BWSR staff.	Staff from local agencies formally participating in 1W1P by signing the MOA; BWSR staff in an advisory role; Consultants.	Committee makeup is approved by PC: <u>Must include:</u> Steering Committee & State agencies and Met Council. <u>May include:</u> reps from other groups as recommended by Steering Committee. PC can be invited to AC meetings.	One elected or appointed board member (plus an alternate) from each entity that signs the 1W1P MOA.
Duties	1. Pre-identified roles specified in table 1. 2. Other activities necessary to keep the plan on track.	1. Provide AC membership recommendations to PC. 2. Distil feedback from the AC and PC and provide direction to the plan writer. 3. Make recommendations to the AC and PC.	1. Make recommendations on the plan to the PC. The bulk of input in development of the plan will come from this group. 2. Vet ideas and provide feedback on the plan to the plan writer.	1. Review recommendations of the AC. 2. Make final decisions about the content of the plan, its submittal and future cooperative structure.
# Mtgs	As needed	Bi-monthly- ~12	8-12	18-24
Work outside of meetings	Lots- See Planning Team Roles outline in next section.	Review material in advance of meetings. Actively participate in meetings and provide input requested by consultants. Comment on drafts. Serve on subcommittees as needed.		Review materials in advance of meetings, usually with staff.

Planning Team

The Planning Team is a subset of the Steering Committee that takes on “heavy-lifting” roles in the planning process. Roles are listed in the table below and are eligible for grant reimbursement. Note: some of the tasks completed by the Planning Team will take place prior to grant execution and will therefore not be eligible for reimbursement.

Table 1 Planning Team Member Roles

Role	Description	Appr ox. Hrs.	Lead
Project Coordinator	<ul style="list-style-type: none"> • Central person who orchestrates the process. • Coordinate, schedule and send notifications and agendas for Policy, Steering, Advisory and Planning team meetings. • Prepare agendas with assistance from meeting facilitator(s) and Plan Writer. • Oversee consultant management. • Initiate discussions to ensure that the partnership is prepared to continue to work seamlessly and cohesively after plan completion. 	225	Isanti SWCD
Fiscal Agent	<ul style="list-style-type: none"> • Track project finances (including consultant hours). • Hold contracts with all partners including consultant, (fiscal agent’s board must approve all contracts). • Receive and issue payments. • Complete eLINK Reporting. • Lead consultant RFP Process: prepare RFP, distribute RFP, summarize proposals, ensure proposed work contracts are within budget. • Draft agreements with those serving on the planning team (subcontracts) and manage/track approvals. • Present all proposed contracts to policy committee as needed. • Others as listed in the project Memorandum of Agreement. 	200	Sherburne SWCD
Outreach Coordinator (2)	<ul style="list-style-type: none"> • Prepare an Outreach and Education Plan that builds cohesiveness. • Provide 1W1P education to Steering, Advisory and Policy Committee. • Prepare and distribute outreach and education materials. • Plan and host kickoff meeting(s) (may be done in partnership with Consultants). • Develop and maintain a 1W1P webpage. • Plan and host public gatherings. 	240	Mille Lacs SWCD

Notifications Coordinator	<ul style="list-style-type: none"> • Before planning begins, send required notices of intent to prepare the plan to required entities and other stakeholders as identified by the steering committee. • After a draft plan is prepared, manage 60-day formal review process(s) of draft 1W1P. • Consolidate/organize comments received from notices. 	20	Isanti County
Land & Water Resource Inventory Data Consolidator/Organizer	<ul style="list-style-type: none"> • Gather data and organize it to tell the watershed story to help planning groups identify and prioritize issues and support the plan's strategies and actions. • The narrative should paint a clear picture of watershed characteristics. • Inventory to follow Land and Water Resource Inventory guidelines set by BWSR: http://www.bwsr.state.mn.us/planning/1W1P/Land_and_water_resources_inventory.pdf 	60	Mille Lacs County
Meeting Facilitator (non-technical)*	<ul style="list-style-type: none"> • Facilitate approximately ½ of Steering Committee Meetings (prior to Consultant). • Facilitate all Policy Committee meetings (prior to chair election), reviews items for discussion, and assist Policy Committee chair with meeting facilitation. • Summarize material and decisions. • Keep meetings and discussions on task, on time, and productive. Ensure all points are heard. Verify quantitative and qualitative analyses/summaries of the input received during meetings to guide decision making, prioritization and plan writing. 	200	Mille Lacs County; Anoka SWCD
Meeting Facilitator (Technical)	<ul style="list-style-type: none"> • Facilitate Advisory Committee meetings. • Facilitate Steering Committee meetings (if needed). • Participate in other committee meetings (i.e. PT) when specific and critical technical information is needed for the plan writing process. • Initiate discussions to ensure that the partnership is prepared to continue to work seamlessly and cohesively after plan completion. • Verify quantitative and qualitative analyses/summaries of the input received during meetings to guide decision making, prioritization and plan writing. 	180	Consultant (TBD)
Note Taker (2)*	<ul style="list-style-type: none"> • Prepare meeting minutes for Steering, Advisory, and Policy Committee meetings. • Work closely with project coordinator and plan writers to ensure meetings input is reflected in plan content. 	150	Mille Lacs SWCD; Atkin SWCD

Plan Writer	<ul style="list-style-type: none"> Aggregate watershed information including results from watershed models that have been completed. Analyze and prioritize issues, establish measurable goals, develop a targeted and measurable implementation schedule and programs, write plan. Participate in discussions to ensure that the partnership is prepared to continue to work seamlessly and cohesively after plan completion. 	830	Consultant (TBD)
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The BWSR Planning Checklist and Project Timeline should be referred to during each phase of plan development described in this document.

Phase 1: Pre-Planning

Task 1.1: Establish and Maintain Partnership

A formal agreement such as a Memorandum of Agreement (MOA) should be in place before formally establishing the Policy and Advisory Committee.

The Contracts Manager will draft and manage the execution process of a MOA that will be reviewed and ultimately signed by each partnership organization. Signatories shall assign one elected/appointed official to serve as a representative on the Policy Committee and one alternate member. The Contracts manager will also Draft Policy Committee By-laws for review and approval by the Policy Committee.

The Steering Committee, with assistance from the Outreach Coordinator, will identify the Advisory Committee members and a structure for subcommittees if necessary (i.e. Technical and Non-technical) as well as other forms of communication to be considered by the Policy Committee. The Policy Committee shall approve the Advisory Committee membership.

1W1P Policy:	Operating Procedures IV.A.1		Lead(s)
Support:	Planning Team w/assistance from Steering Committee, Plan Writer (Consultant)		
Start Date:	November 2018		
Completion Date:	End of Planning process		
Tasks	.1	Prepare MOA and facilitate execution.	Fiscal Agent
	.2	Establish steering team (composed of staff from MOA signatory entities + BWSR)	All
	.3	Establish advisory committee (approved by policy committee)	Outreach Coordinator

	.4	Coordinate all committee meetings, including preparation and maintenance of distribution lists, preparation of meeting notices and agendas.	Project Coordinator
	.5	Post required legal notices and agendas to website	Outreach Coordinator
	.6	Record meeting notes/minutes	Note Taker
Objectives:		Membership, roles, responsibilities, and expectations for participation in committee, team, or work group explicitly described.	
		Broad range of stakeholder participation to ensure an integrated approach to watershed management.	
		Meet goals and requirements identified in statute for public and stakeholder participation for existing local water plans.	
Deliverable:		For all policy committee and advisory committee meetings, agendas distributed at least one week prior to each meeting and meeting minutes distributed/posted no later than one week after the meeting.	

Task 1.2: Develop work plan

The Project Coordinator will draft the work plan and modify it with assistance and input from the Planning team and Steering Committee and submit to the Fiscal Agent.

While each partner on the steering committee is responsible for reviewing the work plan with their respective Policy Committee member, the Fiscal Agent's board is ultimately responsible for approval of the work plan.

1W1P Policy:	BWSR Grants Policy		Lead(s)
Support:	Steering Committee		
Start Date:	November 2018		
Completion Date:	February 2019		
	.1	Fill out narrative work plan (this document), deciding who will lead on each step.	Planning Team
	.2	Adapt the BWSR-provided timeline spreadsheet to reflect state and completion dates for tasks, including details for subtasks.	Planning Team
	.3	Adapt the BWSR-provided budget spreadsheet for the planning process. Check in with BWSR Board Conservationist on draft budget.	Planning Team
	.4	Planning team reviews Work plan with the Steering Committee and the Steering Committee reviews the work plan with their respective Policy Committee member. No formal action needed by the Policy Committee.	Steering Team
	.5	Submit the documents from subtasks 1-3 to BWSR Board Conservationist for review and approval.	Fiscal Agent
	.6	Upload work plan documents in eLINK and populate eLINK work plan.	Fiscal Agent
Objectives:		Partners understand, discuss, and agree on the tasks, sequencing, approximate timing and budget for the planning process.	
Deliverables:		A BWSR approved work plan including word document, excel documents, and eLINK work plan.	

Grant Agreement Executed Between Fiscal Agent and BWSR

Task 1.3: Local partner work agreements and Policy Committee bylaws

Subcontracts for each Planning Team member will be developed and approved by the Fiscal Agent and approved by the Fiscal Agent’s board and each subcontractors board.

1W1P Policy:	N/A		Lead(s)
Support:	Steering Committee		
Start Date:	January 2019		
Completion Date:	February 2018 (see internal Contracting timeline for details)		
	.1	Steering Committee recruits from within itself for Planning Team Members (i.e. what tasks will be done “in-house” by local partners and what tasks will be contracted to consultants).	
	.2	Fiscal Agent writes partner agreements and manages the process of approvals with the local partners and Steering Committee.	Fiscal Agent
	.3	Fiscal Agent Drafts Policy Committee Bylaws (based on BWSR template)- this will be completed after Policy Committee meets.	Fiscal Agent
Objectives:	Local partners clearly understand their roles and duties.		
Deliverables:	Local partner subcontracts signed.		

Task 1.4: Write the Land and Water Resources Narrative

This action will be completed by the Land & Water Resources Data Consolidator and will follow the guidelines for Creating a Land and Water Resource Narrative (version 2.0). The narrative sets the context for other planning elements and should paint a clear picture of watershed characteristics such as topography, soils, geology, precipitation, water resources, stormwater systems, drainage systems, water-based recreation areas, etcThe narrative should be kept sufficiently concise, consider highlighting only the most pertinent maps in this section, and including any other maps in the Plan Appendix.

This information will be used for providing general watershed information for people not involved in the process and should be created with this in mind. It should be noted that much of this information exists in the MPCA watershed monitoring report (MPCA): <https://www.pca.state.mn.us/sites/default/files/wq-ws3-07010207b.pdf>.

Staff will refer to the BWSR Land and Water Resource Narrative Guidance document: http://www.bwsr.state.mn.us/planning/1W1P/Land_and_water_resources_inventory.pdf

1W1P Policy:	Plan Content Requirements III.B.		Lead(s)
Support:	Advisory Committee		
Start Date:	<i>March 2019 (or immediately upon grant and partner subcontract execution)</i>		
Completion Date:	April 2019		
Subtasks:	.1	Gather maps, inventories, and data about the watershed.	Land & Water Resources Data Consolidator
	.2	Use aggregated information to create the land and water resources narrative to better inform subsequent tasks.	Land & Water Resources Data Consolidator
	.3	Review draft with committees as needed.	Land & Water Resources Data Consolidator
	.3	Create other materials (e.g., presentations, posters, story maps) in cooperation with the Outreach Coordinator to communicate the story of the watershed.	Land & Water Resources Data Consolidator
Outcomes:	Better watershed orientation, understanding, discussion, and prioritization.		
Deliverables:	A land and water resources narrative- a short summary that can be used to provide background information to advisory and policy committee or other stakeholders regarding the characteristics of the watershed. General watershed characterization for people not involved in the process.		
	Other materials (e.g., presentations, posters, story maps) that summarize land and water information, to be shared with policy committee and/or at public information meetings, including the public kickoff meeting.		

Task 1. 5: Notify Plan Review Authorities

Prior to the development of the plan, the Notifications Coordinator will notify the plan review authorities (required state agencies including the Metropolitan Council) of plan initiation. It is recommended to send the required authorities notices prior to grant execution to keep the process moving.

The Steering Committee will provide guidance on whether the notifications will be sent to other stakeholders. Alternative methods for receiving input from other stakeholders may be used.

This step will be completed ASAP after partner subcontracts are executed to help ensure this project is completed within the allowed timeline.

1W1P Policy:	Operating Procedures IV.A.2		Lead(s)
Support:	Steering Committee		
Start Date:	February 2019		
Completion Date:	April 2019		
Subtasks:	.1	Compile a list of review authorities/ stakeholders.	Notifications Coordinator
	.2	Write and send a formal notification of intent to prepare a watershed plan, which includes an invitation to submit priority issues and concerns to be addressed in the plan and establishes a 60-day comment period.	Notifications Coordinator
	.3	Consolidate/organize comments received from notices.	Notifications Coordinator
Outcomes:	Stakeholders are notified of the planning process and have an opportunity to provide input.		
Deliverables:	List of plan review authorities and stakeholders, formal notification sent.		
	Consolidated comments received formatted appropriately for presentation to the Policy Committee.		

Task 1.6: Outreach, Kickoff and Orientation

We will plan, organize and conduct outreach efforts which will allow stakeholders to learn about and comment on the planning process. The Outreach Coordinator is responsible for developing an outreach plan and in implementing that plan. The plan will include the development of a simple website.

A Policy Committee orientation may occur prior to grant execution.

A required kickoff effort(s) will occur and blend with outreach that occurs after that.

1W1P Policy:	Operating Procedures IV.A.4		Lead(s)
Support:	Steering Committee, Consultant (Kickoff meeting)		
Start Date:	February 2019		
Completion Date:	End of Planning Process		
Subtasks:	.1	Host a Policy Committee orientation.	Outreach Coordinator
	.2	Plan and carry out a public kickoff meeting(s), including publishing a meeting notice to meet the requirements of MN Statutes §103B.313, Subd. 3. May take place May-Sept 2019.	Outreach Coordinator
	.3	Develop and implement an outreach plan to obtain public input with assistance from the steering committee and approved by the policy committee (or its delegate) such as, but not limited to: web survey, workshops with specific interest groups, citizen surveys, public input meetings, etc.	Outreach Coordinator
	.4	Record and post stakeholder meeting notes/comments and compile input for use in plan development.	Outreach Coordinator
Objectives:	Stakeholders are notified of the planning process and have an opportunity to provide input.		
Deliverables:	Public meeting held and documented.		
	Outreach Plan Developed (may include surveys, meetings, and other input gathering activities).		
	Stakeholder input gathered, compiled and shared as appropriate.		

Task 1.7: Hire Consultants

The Fiscal Agent will manage the request for proposals (RFP) process for selection of consultants/professionals with assistance from the Planning Team. Because the local partners are largely familiar with the qualifications of most local consultants, a separate request for qualifications (RFQ) process will not occur. Rather, a RFP will be issued that details the scope of work. The consultants will be asked to propose methods for prioritizing and targeting for each land use type including groundwater. Responses to the RFP must include the consultant’s fees, approaches and qualifications. No contract with a consultant will be signed until after the work plan and grant is executed.

1W1P Policy:	No policy reference. This step is optional.		Lead(s)
Support:	All Committees as indicated below		
Suggested Start Date:	<i>February 2019- (See supplemental Contracting timeline for details)</i>		
Completion Date:	April 2019		
Subtasks:	.1	Determine what planning tasks will be completed “in-house” by the partners and what tasks will be contracted to consultants “outside” of the partners (e.g., facilitation, plan writing, technical analysis).	COMPLETE
	.2	The Planning Team discusses key skills to look for in a consultant (i.e. such as technical modeling experience) and presents the information for concurrence to the Steering Committee.—See task 3.2 & 2.4	Fiscal Agent
	.3	Fiscal Agent writes RFP content for consultant tasks and the Policy Committee reviews. The RFP must include: <ul style="list-style-type: none"> Detailed consultant work plan listing deliverables. Cost itemization. Proposed models, tools or analyses the consultant will use to identify priority areas and approximate actions needed to reach goals. Qualifications. 	Fiscal Agent
	.4	A list of consultants is developed by the Fiscal Agent with suggestions solicited by email from the Steering Committee.	Fiscal Agent
	.5	Develop qualification rating method and process (Consultant Qualification Scoring Criteria Checklist available from BWSR Board Conservationist).	Fiscal Agent

	.6	Fiscal Agent sends RFP to consultants. Receives and summarizes responses. Present proposals to Steering Committee in order to facilitate selecting finalists or interviewees.	Fiscal Agent
	.7	Manage the process of reviewing and ranking consultant responses. If needed, interview consultants..	Fiscal Agent
	.8	Policy Committee makes consultant selection recommendation to the Fiscal Agent's board.	Fiscal Agent
		Fiscal Agent board makes the final decision and negotiates contract.	Fiscal Agent
Objectives:		Consultant(s) selected to help the partnership develop the comprehensive watershed management plan.	
Deliverables:		Request, selection process, negotiated contract.	

Phase 2: Draft Plan

Task 2.1: Aggregate Watershed Information

This task will be primarily completed by consultants but will make use of information collected by the Steering Committee during the planning grant submission process (spreadsheets located at Isanti SWCD).

The goal of this task is to ensure we make use of existing local water plans, input received from agencies, TMDL studies, WRAPS, and other local and agency plans. Information to be aggregated includes land and water resource inventories, data, issues, goals, strategies, actions, etc. This aggregation of plan information is not intended to be exhaustive, but rather a compilation for the purposes of understanding current priorities and goals for the watershed and orientation to the watershed.

This data is to be used for discussion and decision-making purposes throughout the planning process. The information collected can also be used to familiarize the Policy Committee with the watershed.

1W1P Policy:	Operating Procedures IV.A.3		Lead(s)
Support:	Steering Committee		
Start Date:	May 2019		
Completion Date:	June 2019		
Subtasks:	.1	Aggregate data, issues, goals, strategies, actions (e.g., existing local water plans, input received from review agencies, TMDL studies, WRAPS, and other local and agency plans).	Plan Writer (Consultant)

	.2	Identify gaps in existing data, ordinances and programs.	Plan Writer (Consultant)
Objectives:		Better watershed orientation, understanding, discussion, and prioritization (not intended to be exhaustive, but rather a compilation for the purposes of understanding current priorities and goals for the watershed).	
Deliverables:		Natural resource data and plans and policy data to be used for discussion and decision-making purposes throughout the planning process.	

Task 2.2: Identify and Prioritize Resources and Issues

Priority issues can be articulated in the plan through both a list/descriptions(s) and maps(s). The format and exact terminology used in the plan for presenting priority issues may vary as long as the plan covers the three requirements listed in the Plan Content Requirements 2.0 including: 1) a summary of the issues and resource concerns identified from all sources for consideration in this section; 2) the steps used to consider and prioritize the identified resources and issues; 3) a list of the agreed upon priority resources and issues for the watershed and a brief issue statement that describes the relevance of the issue for the planning area.

The consultant will propose recommendations for prioritizing issues. Processes for prioritizing could/should include local and regional management plans, public input, advisory committee input, and zonation.

1W1P Policy	Plan Content Requirements III.C		Lead(s)
Support:	Advisory Committee, Policy Committee		
Start Date:	June 2019		
Completion Date:	Sept 2019		
Subtasks:	.1	Determine the process(es) that will be used to complete this step (how will we prioritize resources and issues).	Plan Writer/Facilitator-Consultant(s)
	.2	Review, aggregate and summarize issues from existing local plans, studies, and information; feedback received from initial notifications to the plan review authorities and stakeholders; and the initial planning meeting(s).	Plan Writer/Facilitator-Consultant(s)
	.3	Identify and draft issue statements that reflect problems or opportunities to be prioritized.	Plan Writer/Facilitator-Consultant(s)

	.4	Create, apply, and document in plan the method(s) used to prioritize the identified issues.	Plan Writer/Facilitator-Consultant(s)
	.5	Identify priority waterbodies and subwatersheds or areas where the priority issues will be addressed.	Plan Writer/Facilitator-Consultant(s)
	.6	Plan Writer and Meeting Facilitator (consultants) will manage Policy Committee agreement on the priority issues that will be addressed in the 10-year plan.	Plan Writer/Facilitator-Consultant(s)
Objectives:		The planning partnership discusses and determines priorities to be addressed in the plan based on data and information as well as local values gathered through the initial input process.	
Deliverables:		A draft list of agreed upon priority issues and waterbodies or subwatersheds for the ten-year timeframe of the plan.	
		Draft map(s) of priority areas for focusing implementation during the ten-year timeframe of the plan.	

Task 2.3: Establish Measurable Goals

The development of measurable goals and the resulting implementation actions will be an iterative process. Goals from existing local water plans and information should be summarized and discussed for potential inclusion as part of this process. WRAPS, TMDLS, and the models used for the prioritization process noted above should all be used in the setting of goals. The implementation programs and schedule for achieving the goals should be considered and goals adjusted to reflect which are achievable within the timeframe of the plan versus goals that may reflect a longer view.

Each priority issue must have associated measurable goals for addressing the issue. Some goals will be watershed-wide; however, the majority should be focused on a specific subwatershed, natural resource, or local government. Goals for prevention of future water management problems should also be considered.

1W1P Policy:	Plan Content Requirements III.D	Lead(s)
Lead:	Plan Writer/ Plan Facilitator (consultant)	
Support:	Advisory Committee, Policy Committee	
Start Date:	August 2019	
Completion Date:	October 2019	
	.1 For each priority issue, describe the desired future condition (aka long-term goal). This goal may not be achievable during the ten-year time frame of the plan.	Plan Writer/Facilitator-Consultant(s)
	.2 Determine what modeling approaches or tools will be used to estimate the progress that can be made toward the long-term goal in the ten-year plan period. The consultant will propose models or other methods in the RFP process, and these should be formalized in the consultant contract with the Fiscal agent.	Plan Writer/Facilitator-Consultant(s)
	.3 Select indicators that will be used to describe progress toward the long-term goal (complete after task 2.4.1 – selection of implementation approaches – because some indicators may be outputs, not outcomes).	Plan Writer/Facilitator-Consultant(s)
	.4 Apply the approach identified in 2.3.2 to calculate the measurable goals for the 10-year plan period (complete after task 2.4.4 – implementation schedule - because you can't know how far you can get until you estimate how much you will do).	Plan Writer/Facilitator-Consultant(s)
	.5 Share work products with committees and outreach coordinator for feedback.	Plan Writer/Facilitator-Consultant(s)
Objectives:	The planning partnership establishes a shared understanding of a desired future and a realistic estimate of how much progress can be made in the 10-year timeframe of the plan.	
Deliverables	A draft of clearly stated goals that describe a desired future condition and an estimate of the pace of progress that can be achieved by implementing the actions listed in the plan.	

Task 2.4: Develop a Targeted Implementation Schedule

The purposes of the implementation schedule are to: clearly indicate the intended actions and timeline for achieving the goals; support development of shorter term plans and budgets for the planning partners; and to support funding requests. The schedule should be supported by maps indicating the location(s) of the targeted activities.

The schedule must clearly identify the actions the planning partners will undertake with available local funds versus the actions that will be implemented only if other sources of funds become available (i.e. Watershed-based funding).

1W1P Policy:	Plan Content Requirements III.E		Lead(s)
Support:	Advisory Committee, Policy Committee		
Start Date:	October 2019		
Completion Date:	January 2020		
Subtasks:	.1	Determine the types of actions that will be most cost effective and yield the greatest natural resource benefits given the priority issues for the plan.	Plan Writer/Facilitator -Consultant(s)
	.2	Identify approach/es (model, tool etc.) that will be used to target implementation practices to the most important areas.	Plan Writer/Facilitator -Consultant(s)
	.3	Estimate the amount of funding that will be available to the partnership based on current expenditures in the watershed and anticipated grants.	Plan Writer/Facilitator -Consultant(s)
	.4	Create an implementation schedule that describes local and regional water management activities, assigns responsibilities, and identifies a timeframe for implementation over the 10-year plan period.	Plan Writer/Facilitator -Consultant(s)
Objectives:	The planning partnership discusses the most appropriate, cost effective, multiple-benefit implementation actions to address the plan goals, estimates a realistic level of implementation based on anticipated future funds, and commits to contributing local resources (time, money, equipment, etc.) to implementing the plan.		
Deliverables:	Draft implementation schedule with targeted and measurable actions and capital improvements. Schedule includes a description of each action/project, location, responsibility, cost, schedule, potential funding sources of the action, and how the outcomes of the action will be measured.		

Task 2.5: Describe Implementation Programs

The implementation programs should support the targeted implementation schedule by describing the overarching programs(s) that will be used to implement actions identified in the schedule and how these programs will be coordinated between the local water management responsibilities.

1W1P Policy:	Plan Content Requirements III.F		Lead(s)
Support:	Advisory Committee, Policy Committee		
Start Date:	December 2019		
Completion Date:	March 2020		
Subtasks:	.1	Compile information about existing implementation programs from each partnership. Identify commonalities, gaps, and opportunities to collaborate.	Plan Writer/Facilitator-Consultant(s)
	.2	Describe the various implementation programs (cost share, regulatory, capital improvements, operations, data collection, public participation) that will be needed to achieve the plan goals and carry out the actions described in the previous sections.	Plan Writer/Facilitator-Consultant(s)
	.3	Describe who will carry out the programs and incorporate appropriate elements into the targeted implementation schedule if applicable. (partners may want to list new partnership/shared programs as part of the targeted implementation program, while ongoing programs being done by individual partners may not be priorities in for the watershed planning partnership).	Plan Writer/Facilitator-Consultant(s)
Objectives:	The partnership thoughtfully discusses what kinds of programs will be most effective and appropriate for the watershed. Ideally, discussions result in a commitment to develop and carry out programs as a watershed partnership.		
Deliverables:	A draft description of implementation programs that will be carried out by the partnership and/or its members.		

Task 2.6: Determine Plan Administration and Coordination

The plan must describe all administration and coordination programs as dictated in Section 5.A of the BWSR Plan Content Requirements.

Discussions to address this task will begin early in the process; however, we will not ask the group HOW they want to implement before they know WHAT they want to implement. Final decisions will be made after completion of the implementation schedule.

1W1P Policy:	Plan Content Requirements III.G; Operating Procedures IV.B.3		Leads(s)
Lead:	Project Coordinator, Facilitator (consultant)		
Support:	Steering Committee, Policy Committee		
Start Date:	August 2019* and July 2020		
Completion Date:	October 2019* and August 2020		
Subtasks:	.1	Introduce the concept of plan administration and coordination, including laying out a range of options for implementation agreements to the Steering Committee for comments and ideas.*	Project Coordinator and Facilitator (Consultant)
	.2	Present favored concept ideas (as developed by the Steering Committee) and corresponding information to the Policy Committee for approval.	Project Coordinator and Facilitator (Consultant)
	.3	Draft any required formal agreement documents (e.g. joint powers agreement), if necessary.	Fiscal Agent
	.4	Manage review of formal agreements by MCIT and/or local legal counsel.	TBD
	.5	Present concept ideas (as developed by the Steering Committee) and corresponding information to the Policy Committee for approval.	Project Coordinator and Facilitator (Consultant)
Objectives:	The planning partnership discusses and agrees to the most appropriate organizational structure to fit their needs and to implement the plan.		
Deliverables:	Draft formal agreement documents, including identification of fiscal agent if appropriate and sub-agreements needed to carry out partnership programs described in the plan.		

Task 2.7: Write Plan Final Review Draft

Compile drafted sections into a completed written draft document for internal and external review. Write all required sections of plan and conduct/coordinate internal (i.e. partnership entities, Advisory Committee member organizations and individuals) review of draft plan.

1W1P Policy:	Plan Content Requirements III.A Operating Procedures IV.B	Lead(s)
Support:	Advisory Committee, Policy Committee	
Suggested Start Date:	June 2020	
Completion Date:	August 2020	
Subtasks:	.1 Compile drafted sections of the plan; review drafts to ensure they meet all plan content requirements.	Plan Writer
	.2 Write an executive summary.	Plan Writer
	.3 Manage <i>internal</i> review among watershed partner entities, committee members (internal review may be continuous as plan sections are drafted.).	Plan Writer
	.4 Prepare final draft for formal review.	Plan Writer
	.5 Manage policy committee approval of final draft for formal review.	Plan Writer
Objectives:	Planning partnership has the opportunity to view all draft sections of the plan together as one document and to have internal discussions about any unresolved items prior to the formal review process.	
Deliverables:	Final plan draft prepared for informal and formal review.	

Phase 3: Plan review and submission

Task 3.1: Conduct Formal Review

After the plan has been drafted, the Notifications Coordinator submits the plan on behalf of the local plan authorities to the plan review authorities for 60-day formal review (as described in section IV.C of the Operating Procedures). The notifications Coordinator will compile comments for review to be sent to the Plan Writer. Upon completion, the coordinator will send the comments to BWSR to be posted on their website, State Review Agencies, and anyone who submitted comments.

Depending on the decision-making outlined in the Memorandum of Agreement, the participating local governments may need to approve the draft prior to submittal and/or schedule one or more public hearings. Regardless, the public hearing should be conducted no sooner than 14 days after the close of the 60-day review period.

The Outreach Coordinator will provide recommendations on the process for stakeholder comments.

1W1P Policy:	Operating Procedures IV. C		Lead(s)
Support:	Advisory Committee, Policy Committee		
Start Date:	November 2020		
Completion Date:	January 2021		
Subtasks:	.1	Submit plan to plan review authorities for 60-day formal review; submit draft electronically (<i>or</i>) submit paper copies if requested; provide website copy of draft for review.	Notifications Coordinator
	.2	Develop and provide process for stakeholder comments.	Outreach Coordinator
	.3	Write responses to comments received during 60-day review.	Plan Writer
	.4	Incorporate changes suggested during the comment period into the draft plan.	Plan Writer
	.5	Schedule one or more hearing date(s) and location(s); send notice(s) with agenda (check MOA for requirements on holding individual public meetings).	Steering Committee
	.6	Provide the responses to comment to BWSR, other state review agencies, and anyone who provided comments 10 days before the public hearing. BWSR will post the responses to comments on the BWSR website.	Notifications Coordinator
	.7	The Policy Committee will hold a public hearing on draft plan.	Project Coordinator
	.8	Post hearing minutes in a public location (e.g., web page).	Note Taker
Objectives:		Provide the opportunity for any stakeholders to review the draft plan and comment on the draft plan, in writing and in a public setting. Ideally, the advisory committee represented key stakeholders throughout the process so that formal comments on the plan do not result in the need to make major changes at this point in the process.	

Deliverables:		Draft plan reviewed by review authorities and/or local governments. Comments received and compiled. Comment summary and responses made available as required.	
		Plan review process administered as outlined in the memorandum of agreement as well as statute and rule.	
		Meeting minutes documenting the public hearing.	

Task 3.2: Write Final Plan and Submit to BWSR

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

Support the review process for BWSR approval, which includes staff review and recommendation to a BWSR Regional Committee, presentation to the BWSR Board, and any appeals and dispute of plan decision following existing authorities and procedures of BWSR Board. By law, BWSR has up to 90 days to act from the final plan submittal date.

The Project Coordinator will submit the final plan to BWSR.

1W1P Policy:	Operating Procedures IV. C and D		Lead(s)
Support:	Policy Committee		
Start Date:	February 2021		
Completion Date:	April 2021		
Subtasks:	.1	Make final plan revisions.	Plan Writer
	.2	If required by the memorandum of agreement, support the approval of plan by each local government participant.	Steering Committee
	.3	Manage policy committee approval of final plan for BWSR review.	Plan Writer
	.4	Submit the final plan, revised responses to comments, and the changes incorporated as a result of the review process to BWSR .	Fiscal Agent
	.5	Attend and make presentations at BWSR regional committee, board meeting, and other meetings as required to support BWSR plan review.	Planning Team
	.6	If needed, manage appeals and dispute of plan decision (following existing authorities and procedures of BWSR Board).	Planning Team

Objectives:		The input gathered during the plan review process results in improvements to the plan or dialogue explaining why input was not incorporated.	
		The partnership has the opportunity to present their plan to the BWSR Board and make the case for approval of the plan.	
Deliverables:		Final plan draft prepared for final review and approval.	
		MN Board of Water and Soil Resources approves or disapproves a plan based on determination of compliance with plan content and operating procedures.	

Task 3.3: Adopt Plan Locally

Local adoption by the local plan authority is required within 120 days of BWSR Board approval. If so granted through a joint powers agreement, the adoption may be by a watershed joint powers entity. If no joint powers entity with the authorities of the local plan authority was created, each local government unit shall adopt the plan individually. Participants in the 1W1P from Anoka County are not required to, but may, adopt the 1W1P. A copy of resolution(s) to adopt the plan must be sent to BWSR to be eligible for grants.

Local resolutions will be compiled by the Project Coordinator and sent to BWSR.

Implementation may occur individually or cooperatively for all or parts of the plan depending on ongoing agreement(s) between the planning partners.

[This activity is included for information purposes and may or may not be included as a funded task in the BWSR grant agreement.]

1W1P Policy:	Operating Procedures IV.E		Lead(s)
Support:	Policy Committee		
Completion Date:	Within 120 days of BWSR approval		
Subtasks:	.1	Support the final plan adoption by the local plan authority(ies) within 120 days of BWSR Board approval by presenting the plan to individual local governments and preparing resolutions and other materials necessary for the process.	Steering Committee/MOA Participants
	.2	Send copies of resolutions to adopt the plan to BWSR in order to be eligible for grants for plan	Fiscal Agent

		implementation. Each LGU will submit their resolution to the Fiscal Agent.	
Objectives:		Local governments in the partnership signal their intent and commitment to implementing the plan by adopting it as their local plan for the part of their jurisdiction that lies in the planning boundary.	
Deliverables:		Plan adopted for implementation by all participating local units of government.	

Task 3.4: Grant Reporting

The Fiscal Agent is responsible to maintain detailed financial records of revenues and expenditures in accordance with BWSR policies. Records should include in-kind time by all Steering Committee Members, this includes Policy Committee per diems and mileage.

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