



County Local Water Management

Performance Standards Checklist Guidance

January 2019

General Instructions

The Performance Standards checklist is to be used as part of BWSR's Level II PRAP review process. The purpose of this part is to provide an overview of your county's local water management operations in four areas: administration, planning, execution, and communication/coordination.

The performance standards cover basic or required practices (■) and high performance practices (★). We expect each county to meet all of the basic practice standards. The high performance standards describe the practices of high performing counties and are met less frequently. Counties will receive BWSR commendations for compliance with high performance standards. Any unmet high performance standards can serve as stretch goals for performance improvement.

Administration

- **eLink grant report(s): submitted on time**
The deadline for filing the report is February 1 of each year. The report accounts for how the county spent state grant money.
- **County has an adopting resolution assuming WCA responsibilities and appropriate decision delegation resolutions as warranted.** LGU must have an adopting resolution assuming its responsibilities under the WCA. LGU may through resolution, rule or ordinance place decision-making authority with staff. Copies of resolutions, rules and/or ordinances will be reviewed to determine if the LGU has an appropriate adopting resolution and if all decision-making authorities have been formally and properly delegated.
- **County has a knowledgeable and trained staff member that manages the WCA program and/or has secured a qualified delegate.** WCA rules require an LGU to provide a knowledgeable and trained staff to manage the program or for them to secure a qualified delegate to manage the program on their behalf. BWSR wetland specialists will evaluate the background, training and experience of the LGU's designated WCA program coordinator to determine if they are qualified to effectively administer the program.
- **Drainage authority buffer strip report submitted on time**
If the county is the local drainage authority, the annual buffer strip establishment and inspection report required by MS Chap. 103E.067 must be submitted to BWSR by February 1 each year. If the county is not the local drainage authority, enter "N/A" for this item.
- ★ **Public drainage records: meet modernization guidelines**
Counties that serve as the drainage authority will meet this high performance standard if they have upgraded their drainage system records to meet the Drainage Records Modernization Guidelines. These guidelines are explained on the BWSR website. If the county is not the local drainage authority, enter "N/A" for this item.

Planning

- **Local water management plan: current**

This standard identifies whether the county is operating under a current local water management plan. According to MS Chap. 103B.311 Subp. 4, plans must cover at least 5 but no more than 10 years before an update is required.

- ★ **Metro counties: groundwater plan up-to-date**

In accordance with MS 103B.255, BWSR-approved, county adopted groundwater plans in cover at least five and at most ten years. This standard reflects whether a County's ground water plan is current or is due for revision. Non-metro counties and metro area counties that have chosen not to prepare a groundwater plan should mark "N/A" for this standard.

- **Biennial Budget Request submitted on time**

Counties are required to submit at least the Program and Operations Grant component of the Biennial Budget Request in order to receive their Natural Resources Block Grant. In addition, counties that submit a BBR prior to applying for Clean Water Fund grants receive a rating bonus on their grant application. The BBR is submitted biennially and covers a 2-year period. There is additional guidance at <http://www.bwsr.state.mn.us/grants/bbr/index.html>.

- ★ **Prioritized, Targeted and Measureable criteria are used for Goals and Objectives in the local water management plan as appropriate.**

Counties can meet this standard by ensuring that the goals and objectives in the approved water plan are prioritized based on resource value and impact issue, articulate what the planning partners want to achieve, can be evaluated for progress, and identify cost-effective, aimed, and measurable actions.

- ★ **Water quality trend data used for short- and long-range plan priorities**

Counties that meet this high performance standard will be recognized for using water quality trend data for key water resources to identify on which areas or on what programs to focus in their annual or long-range plans.

Execution

- **WCA decisions and determinations made in conformance with all WCA requirements.** WCA requires LGUs to make decisions and determinations in conformance with specific noticing, timeline and other procedural and substantive requirements. BWSR wetland specialists will review a sample of decisions and determinations made by the LGU to determine if WCA rules are being followed. (N/A if delegated to another LGU)

- **WCA TEP reviews and recommendations appropriately coordinated.** WCA rules require that the TEP make findings and recommendations to the LGU in regard to decisions and various technical aspects of rule requirements. The LGU must provide a staff member to serve on the TEP and must coordinate TEP reviews and recommendations to insure that they are technically sound and timely. BWSR wetland specialists will review a sampling of various decisions and associated TEP recommendations to determine if this requirement is met. (N/A if delegated to another LGU)

- ★ **Certified wetland delineator on staff or retainer**

Check the “yes” box if a member of the county staff is certified as a WCA wetland delineator or if the County has a standing contract with a certified private delineator who represents the County on TEPs.

★ **Water quality data collected to track outcomes for each priority concern**

Counties that meet this high performance standard will have identified outcomes or indicators for each of the priority concerns in their local water plan and be collecting water quality data to measure those outcomes.

★ **Water quality trends tracked for priority water bodies**

Counties that meet this high performance standard will have identified priority water bodies and have an established monitoring program to track the water quality of those water bodies.

Communication and Coordination

■ **BWSR grant report(s) posted on county website**

Counties that receive BWSR grants must meet website reporting requirements.

★ **Communication piece sent within last 12 months; indicate target**

A communication piece can be a newsletter, press release for publication in local newspapers, website article, enclosure with regular mailings, etc. that highlight the work and program opportunities of the local water management program. Check “yes” if your County has sent out a communication piece within the last 12 months, and indicate who the primary target audience for the piece was.

★ **Obtain stakeholder input: within last 5 years**

Counties that meet this high performance standard have obtained stakeholder opinions or interests in water conservation and quality issues within the past 5 years. This effort can take several forms and need not be a scientifically based, random sample. In general, BWSR recommends seeking such broad-based public input in conjunction with major plan updates in order to give stakeholders an opportunity to inform priority setting by the water planning committee.

★ **Partnerships: liaison with SWCDs/WDs and cooperative projects/tasks done**

Counties that meet this high performance standard will have conducted programs and projects in cooperation with other local government, or non-governmental entities (e.g., Pheasants Forever, local lake association). Programs will include sharing in education, monitoring, planning and implementation efforts. This standard implies a level of partnership that goes beyond the customary project cost-share match.

★ **Report to water plan advisory committee on plan progress**

Counties will meet this high performance standard if they annually report to their water plan advisory committee regarding the progress on specific objectives and action items in their local water management plan.

★ **Track progress for I & E objectives in Plan**

Counties that meet this high performance standard will have data that measures the outcomes of the public education and information objectives in the local water management plan. Types of outcomes could include changed attitudes and behaviors, increased participation in programs, and increased demand for assistance with water management

projects. Counties without I & E objectives in their plan can indicate N/A (“not applicable”) for this standard.

★ **Coordination with state watershed-based initiatives**

Counties that meet this high performance standard will actively participate in state level watershed initiatives, including intensive watershed monitoring, watershed restoration and protection strategies development, or one watershed-one plan pilots.

★ **County local water plan on county website**

Counties that meet this high performance standard will have the local water management plan accessible on their website.

★ **Water management ordinances on county website**

Counties that meet this high performance standard will have the county water management ordinances in accordance with MS Chap 103B.325 accessible on their website. Counties without water management ordinances should indicate N/A.