

# Metro Enhanced SWCD Comprehensive Plan Options

Effective January 2022

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## 2 PURPOSE

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This document lays out both the content and process that metro SWCDs can use to develop an eligible plan that meets the requirements for metro Watershed Based Implementation Funding. The first step is to consider the following question:

1. Are your SWCD priorities, targeted resource areas, measurable goals and associated actions covered sufficiently/inclusively/comprehensively in existing 103B plans? (Metro Groundwater Plan, Metro Watershed Management Plan, Comprehensive Watershed Management Plan)
  - a. If yes, then no further action is needed. You can collaborate with your partners to select projects to receive WBIF and implement selected projects.
  - b. If no, then consider discussing with the respective metro surface or groundwater management plan holder(s) whether an amendment to those plans could be a practical way to incorporate any additional priority resource concerns or activities identified by the soil and water conservation district.

Otherwise, then consider developing one of the three following plans:

- i. Metro SWCD Enhanced Comp. Plan (10 yr duration)
- ii. Metro SWCD Enhanced Comp. Plan Supplement (2-5 yr duration)
- iii. Metro SWCD Enhanced Biennial Work Plan (2 yr duration)

The options differ in terms of their content and duration. Each option is described in this document.

The review and decision process for all three options will be the same, see *Process for plan initiation, review, and* decision section below. After plans have been approved by the BWSR Board, changes to plans are described in the *Amendments* section and *Non-amendment plan changes* section.

## 3 PROCESS FOR PLAN INITIATION, REVIEW, AND DECISION

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### 3.1 PLAN INITIATION

Before development of a plan, the SWCD shall send written notification of plan initiation to the following plan review authorities within their boundary:

- a. the county,
- b. each town, statutory and home rule charter city,
- c. each watershed management organization,
- d. each tribal government,

- e. and each state review agency (Minnesota Department of Natural Resources, Minnesota Pollution Control Agency, Minnesota Department of Agriculture, Minnesota Department of Health)

The SWCD can include other key stakeholders in the notice as applicable.

The notification will include a request for written input on relevant resource information related to the issues listed in Minnesota Statutes, Section 103C.005, Soil and Water Conservation Policy:

- a. control or prevent erosion, sedimentation, siltation, and related pollution in order to preserve natural resources;
- b. ensure continued soil productivity;
- c. protect water quality;
- d. prevent impairment of dams and reservoirs;
- e. reduce damages caused by floods;
- f. preserve wildlife;
- g. protect the tax base; and
- h. protect public lands and waters.

The SWCD shall establish an advisory committee for the purpose of making recommendations on the plan. The SWCD shall extend an invitation to participate on the advisory committee to the following entities (at a minimum): the county, each watershed management organization, each state review agency, and each tribal government. The advisory committee shall meet at least once during the process. The process shall be summarized in the plan, including the number of meetings, who was involved, what was discussed, etc.

### 3.2 DRAFT PLAN REVIEW

1. Upon completion of the draft SWCD comprehensive plan, the SWCD shall submit the draft plan for a 60-day review and comment period to the following plan review authorities:
  - a. the county,
  - b. each town, statutory and home rule charter city,
  - c. each watershed management organization,
  - d. each tribal government,
  - e. and each state review agency
2. The SWCD will respond in writing to any concerns within 30 days of receiving each comment.
3. The SWCD will hold a public hearing on the draft plan no sooner than 30 days and no later than 45 days after the 60-day review period of the draft plan. The hearing notice process shall follow Minn. Stat. [§103C.101, Subd. 5](#).

### 3.3 DECISION PROCESS

1. After completion of the review process, the SWCD will submit the final draft plan (including all the comments received and summary of changes incorporated as a result) to BWSR for a final decision on the plan. The BWSR Board shall make its decision within 60 days.
2. BWSR sends the SWCD official notice of BWSR Board action on the plan.
3. The SWCD adopts its comprehensive plan within 120 days after approval of the plan by BWSR.

## 4 CONTENT: METRO SWCD COMPREHENSIVE PLAN

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### 4.1 EXECUTIVE SUMMARY

- Purpose of the comprehensive plan. Include the mission statement of the district, the purpose of the comprehensive plan, and the ten-year plan duration the plan addresses. Where there is overlap with a 103B plan (including a Comprehensive Watershed Management Plan(s) (CWMP) through the One Watershed, One Plan Program), include a summary of the SWCD's involvement in implementation of the plan(s) and/or how implementation efforts intertwine between the 103B plan(s) and the SWCD Comprehensive Plan.
- Priority issues and specific resources addressed in the plan
- Measurable goals
- Targeted implementation actions

### 4.2 PRIORITY ISSUES

Identify high priorities for the issues identified in 103C.005. Discuss how each priority was selected. Provide a discussion and/or map(s) of the issues. Identify priority areas within the district and how/where it will be addressed in the plan.

Information may be incorporated by reference from a watershed management plan(s) authorized under §103B.231, a comprehensive watershed management plan authorized under §103B.801, a watershed restoration and protection strategy authorized under 114D.26, a groundwater restoration and protection strategy, or a county groundwater plan authorized under §103B.255.

Other existing reports, studies, data sources can be referenced. No new modeling data is needed to determine priority issues.

### 4.3 MEASURABLE GOALS

Identify measurable goals for each priority issue. Some goals will be countywide; however, the majority should be focused on a specific subwatershed or natural resource. Goals for the prevention of future water management problems should also be considered.

Information may be incorporated by reference from a watershed management plan(s) authorized under §103B.231, a comprehensive watershed management plan authorized under §103B.801, or a county groundwater plan authorized under §103B.255. Goals that are incorporated by reference need to include a description on how the SWCD is responsible for or

involved with achieving that goal. You may want to consider adding an action item in your plan to track those goals so you can evaluate whether your management actions were effective.

Example measurable goal: “Improve the water clarity in Round Lake from 4 to 7 feet in 10 years.”

#### 4.4 TARGETED IMPLEMENTATION ACTION TABLE

The plan shall include an implementation table of action items. The table must clearly identify the actions the SWCD will undertake with available non-state, non-federal funds versus the actions that will be implemented only if other sources of funds become available. The table will contain two to five years of planned implementation actions. The SWCD shall evaluate the implementation actions in its plan every two to five years.

The following information must be included for each action item:

- Implementation action – a brief description of the activity itself and how it relates to goals (project or program)
- Priority resource or issue addressed
- Location where the action will occur
- Estimated cost
- Funding Source(s)
- Identification of roles and key partners (local government, non-governmental, and other state or federal agency partners as applicable)
- Measurable outcomes or outputs - estimated pollution reductions, countable projects, activities, services, or products you use to track progress

## 5 CONTENT: METRO SWCD COMPREHENSIVE PLAN SUPPLEMENT

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A Metro SWCD Comprehensive Plan Supplement builds off existing 103B plans or an existing metro SWCD Comprehensive Plan. It can cover a time duration for two to five years.

### 5.1 EXECUTIVE SUMMARY

Purpose of the comprehensive plan supplement. Include the mission statement of the district, the purpose of the comprehensive plan supplement, and specify the time duration the plan addresses. Where there is overlap with a 103B plan, include a summary of the SWCD's involvement in implementation of the 103B plan and/or how implementation efforts intertwine between the 103B plan and the SWCD Comprehensive Plan Supplement.

### 5.2 PLAN BODY

The supplement will incorporate the required content listed in the *Content: metro swcd comprehensive* plan section that is missing in the existing SWCD Comprehensive Plan. An example scenario: There is an existing WMO plan that covers a portion of a county, but it doesn't contain goals, target areas, and actions for soil health, which is a priority issue for the SWCD. In this case, a SWCD can develop a Metro SWCD Comp. Plan Supplement to address this priority issue.

## 6 CONTENT: METRO SWCD ENHANCED BIENNIAL WORK PLAN

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A Metro SWCD Enhanced Biennial Work Plan utilizes existing 103B plans and/or an existing SWCD Comprehensive Plan. It covers a time duration of two years.

### 6.1 EXECUTIVE SUMMARY

The executive summary needs to contain the following information:

- the mission statement of the district
- the purpose of the enhanced metro SWCD biennial work plan
- the time duration the plan addresses
- references for existing 103B plans and/or the existing SWCD Comprehensive Plan that will be utilized to develop the work plan

### 6.2 PLAN BODY

The work plan shall include an implementation table of action items, as described in the Targeted Implementation Action Table section. An example scenario: The SWCD goals, priority issues are covered in existing 103B plans and/or the SWCD Comprehensive plan, however these plans do not contain a Targeted Implementation Action Table with the required elements listed in this document. The SWCD can develop a Targeted Implementation Action Table as part of the Enhanced Biennial Work Plan.



## 7 AMENDMENTS

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Amendments to the plan will be required for changes to priority issues, target areas and /or goals, as well as, plans that will expire.

### 7.1 PROCESS

1. The SWCD creates a new version of the plan showing deleted text as stricken and new text as underlined and provides a copy.
2. The SWCD shall submit the draft amended plan for a 45-day review and comment period to the following plan review authorities:
  - a. the county,
  - b. each town, statutory and home rule charter city,
  - c. each watershed management organization,
  - d. each tribal government,
  - e. and each state review agency
3. The SWCD will respond in writing to any concerns within 30 days of receiving each comment.
4. The SWCD will hold a public meeting on the draft amended plan.
5. The SWCD sends copies of the amended plan (clean revised version) to the plan review authorities for their records.

## 8 NON-AMENDMENT PLAN CHANGES

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The following changes to the plan do not require a plan amendment:

- a. Revision of the targeted implementation schedule;
- b. formatting or reorganization of the plan;
- c. revision of a procedure meant to streamline administration of the plan;
- d. clarification of existing plan goals or policies;
- e. inclusion of additional data not requiring interpretation;
- f. expansion of public process; or
- g. adjustments to how an organization will carry out program activities within its discretion.

The SWCD creates a new version of the plan showing deleted text as stricken and new text as underlined and provides a copy to the BWSR BC. The SWCD sends copies of the revised plan (clean revised version) to the plan review authorities for their records.