



2022 Performance Review and Assistance Program

Report to the Minnesota Legislature

January 25, 2023

Minnesota Board of Water and Soil Resources

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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.

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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 88 soil and water conservation districts (SWCDs), 87 counties, 45 watershed districts (WDs) and 19 watershed management organizations (WMOs). 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—meeting administrative mandates and following 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 the statewide summary, to a focus on individual LGU performance in the Organizational Assessment, review of comprehensive watershed management plan progress in the Watershed-based Assessment, and Special Assessment for organizations needing additional assistance.

2022 Program Summary

- Trained new PRAP Coordinator
- Completed 16 Organizational Assessment performance reviews, consistent with the goal.
- Created GIS decision support tool by inputting dates of all Organizational Assessment PRAPs in eLINK. LGU information is updated on an ongoing basis and will be used to visually track dates of PRAPs completed statewide.
- Updated website and fact sheet to clarify reformatted PRAP program and review structure. The new approach incorporates new assessment types and provides a basis for comprehensive watershed management plan reviews consistent with BWSR's 1W1P program.
- Completed Watershed-based PRAP Performance Standards document and Survey questions for pilot Watershed-based PRAP process.
- Completed pilot Watershed-based PRAP of the Yellow Medicine Watershed Partnership
 - Provided partnership reflection survey.
- Presented results of the Watershed-based PRAP to Yellow Medicine staff and policy committee, internal BWSR staff, local government associations, and BWSR Academy.
- Tracked 238 LGUs' performance via statewide summary.
- Provided PRAP Assistance Grants for 5 local government units.
- Continued review of Wetland Conservation Act program implementation as part of Organizational Assessments to measure local government unit compliance.
- Stressed the importance of measuring outcomes in all 16 Organizational Assessment performance reviews conducted in 2022. Discussed ways of demonstrating resource outcomes resulting from plan implementation, and specific expectations for reporting resource outcomes by LGUs.

2022 Results of Annual Tracking of 238 LGUs' Plans and Reports (PRAP Annual Statewide Summary)

In 2022, overall compliance with LGU plan revision and reporting requirements was 92%. All drainage buffer reports were submitted on time, and WMO compliance remained at 100%, the same as 2021, compared to 72% in 2020, and 87% in 2019. The SWCD annual audit submittals greatly increased from the previous year. This was a new requirement for SWCDs in 2020. Staff efforts will continue in 2023 to identify issues with the audit submittals and improve overall LGU compliance. In 2022, reminders were sent out to improve compliance.

- **Long-range Plan Status:** the number of overdue plans is 4 in 2022 (*increased from 2 in 2021*).
 - Counties: No water plans are overdue.
 - Soil and Water Conservation Districts: Two SWCDs do not have a current resolution adopting the local water plan (West Polk SWCD and East Polk SWCD).*
 - Watershed Districts: Two watershed management plans are overdue (High Island Creek WD and Cormorant Lakes WD).**
 - Watershed Management Organizations: No watershed management plans are overdue.
- **LGUs in Full Compliance with Level I Performance Standards: 94%.**
 - Soil & Water Conservation Districts: 94% compliance (83/88).***
 - County Water Management: 99% compliance (86/87).***
 - Watershed Districts: 84% compliance (38/45).
 - Watershed Management Organizations: 100% compliance (18/18).

Selected PRAP Program Objectives for 2023

- Track 238 LGUs' performance via Statewide Summary.
- Continue efforts to improve Statewide Summary performance review reporting of all LGUs through LGU cooperation and persistent follow-up by BWSR staff and increase compliance with SWCD audit requirements.
- Complete four Watershed-based Performance Reviews.
- Evaluate PRAP Program and make changes to processes and materials based on findings.
- Emphasize the importance of measuring outcomes in PRAP Reviews, ways of demonstrating resource outcomes resulting from plan implementation, and set specific expectations for reporting resource outcomes by LGUs.
- Survey LGUs from 2020 Organizational Assessment PRAP reviews to track LGU implementation of PRAP recommendations.
- Continue monitoring and reviewing compliance with Action Items identified during an Organizational Assessment review to measure progress toward 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.

* Both organizations will have resolutions adopting local water plans prior to Jan 31, 2023

** Both organizations are actively implementing One Watershed One Plan and will approve the Comprehensive Watershed Management Plan with their respective partnership prior to the end of calendar year 2023.

*** Both the SWCD and County had one organization that submitted required eLINK reporting less than 24 hours after the deadline.

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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 238 distinct organizations. PRAP, authorized in 2007 (see Appendix A), is coordinated by one BWSR 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 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 <https://bwsr.state.mn.us/prap>)

Current Multi-level Structure

PRAP has three operational components:

- performance review
- assistance
- reporting

The **performance review** structure for 2022 includes an Annual Statewide Summary and three types of assessment.

Statewide Summary review is an annual tabulation of required plans and reports for all 238 LGUs. The Statewide Summary review is conducted entirely by BWSR staff and does not require additional input from LGUs.

Organizational Assessment is a routine, interactive review intended to cover all LGUs at least once every 10 years. An Organizational Assessment evaluates progress on plan implementation, operational effectiveness, and partner relationships. This review includes assessing compliance with Level II performance standards. The map on page 3 shows which LGUs have gone through an Organizational Assessment during calendar year 2022.

Watershed-based Assessment is a routine review conducted with partnerships of local governments working together to implement comprehensive watershed management plans (CWMPs) developed through the One Watershed, One Plan Program. This review occurs at roughly the five-year plan adoption point, evaluates progress on plan implementation and analyzes partners working relationships. The pilot for watershed-based assessments was initiated in 2022.

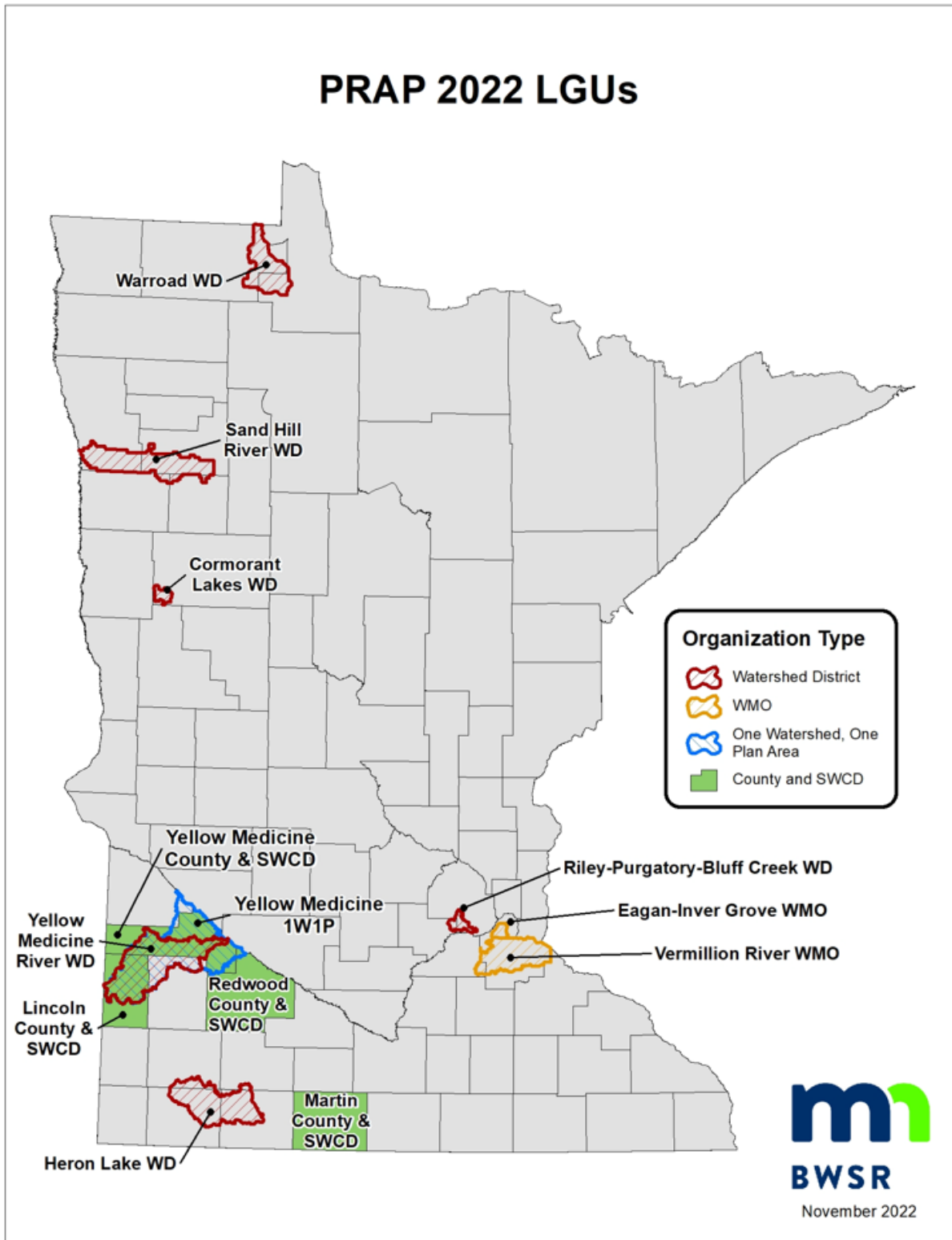
Special Assessment is an in-depth assessment of an LGU faced with performance challenges. A Special Assessment is initiated by BWSR or the LGU and usually involves targeted assistance to address specific performance needs. BWSR regularly monitors all LGUs for challenges that would necessitate a Special Assessment.

Assistance (pages 11-12). 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. In 2022 BWSR awarded five PRAP assistance grants to LGUs.

Reporting (pages 13-14) 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 <https://bwsr.state.mn.us/prap-legislative-reports>. In addition, the PRAP Coordinator presents results from Organizational Assessment 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 2017, BWSR added review of local government units' implementation of the Wetland Conservation Act program.



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 2022 program activities with the corresponding objectives from the 2021 PRAP legislative report.

PERFORMANCE REVIEW OBJECTIVES

What We Proposed	What We Did
Track 238 LGUs' performance via Statewide Summary	All LGUs were tracked for basic plan and reporting compliance. Overall, Level I performance increased in 2022 to 94% compliance. This was an increase from 88% in 2021. Overdue long-range water management plans totaled 2 in 2022. 2 SWCDs also did not have updated resolutions adopting the water plans.
Continue efforts to improve Statewide Summary performance review reporting of all LGUs through cooperation and persistent follow up by BWSR staff.	WD compliance remained at 84% in 2022, the same rate as 2021. In 2022, 100% of Watershed Management Organizations met reporting or auditing requirements, the same rate as in 2021.
Set Target of 16 Organizational Assessments in 2022.	In 2022, 16 Organizational Assessment performance reviews were completed.
Set Target of One Watershed-Based Pilot PRAP	Completed the Yellow Medicine Watershed Partnership PRAP, the draft version was presented to the Yellow Medicine Policy Committee August 2022.
Complete up to 2 Special Assessments, if needed, in 2022.	Discussed need for Special Assessment with BWSR Regional Managers and Organizational Effectiveness Manager and concluded that no Special Assessments were needed in 2022.
Survey LGUs from 2018 and 2019 Organizational Assessment PRAP reviews to track LGU implementation of PRAP recommendations.	In 2018, six organizations received a total of six action items, each of which were implemented within 18 months. In 2019, nine organizations received a total of 12 action items, each of which was implemented within 18 months.
Continue monitoring and reviewing compliance with Action Items identified during an Organizational Assessment 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 2022 Organizational Assessment PRAP reviews were assigned an 18-month timeline for completion.

<p>Continue evaluating and updating protocol for PRAP Statewide Summary and Organizational Assessment reviews for performance-based funding for implementation of watershed based One Watershed-One Plans.</p>	<p>PRAP Coordinator utilized PRAP Assessment material in the Pilot Watershed-based PRAP for the Yellow Medicine Watershed Partnership. The Watershed-based PRAP Assessment includes one part devoted to Watershed Based Implementation Funding/assessment and is completed with assistance from the Board Conservationist.</p>
<p>Work with BWSR Water Planning Team to develop protocol for tracking, assessment, evaluation and reporting for One Watershed, One Plans.</p>	<p>Maintained membership on Water Planning Team. This effort will continue as the Team evaluates protocol on an ongoing basis.</p>

ASSISTANCE OBJECTIVES

<p>What We Proposed</p>	<p>What We Did</p>
<p>Continue the promotion and use of PRAP Assistance Grants to enhance LGU organizational effectiveness.</p>	<p>The PRAP assistance grant program was updated in 2021 to acknowledge the need for partnerships, newly formed or existing to access adequate assistance funding for their development. Beginning in 2021 partnerships are eligible for up to \$20,000 in assistance funds, while individual LGUs remain eligible for up to \$10,000. LGUs funded in 2022 include Crow Wing SWCD (review of personnel policy, job descriptions and pay scale), Wright SWCD (strategic assessment and review of mission, vision and staff capacity), Technical Service Area 8 (strategic workload analysis/organizational plan to review current structure), Technical Service Area 1: Red River Valley Conservation Service Area (CSA)- Phase II (determine governance and structure options) and TSA 1: Red River Valley Conservation Service Area (CSA) in partnership with MASWCD (update the 2014 essential services analysis). Total grant funds awarded in 2022: \$55,675.</p>

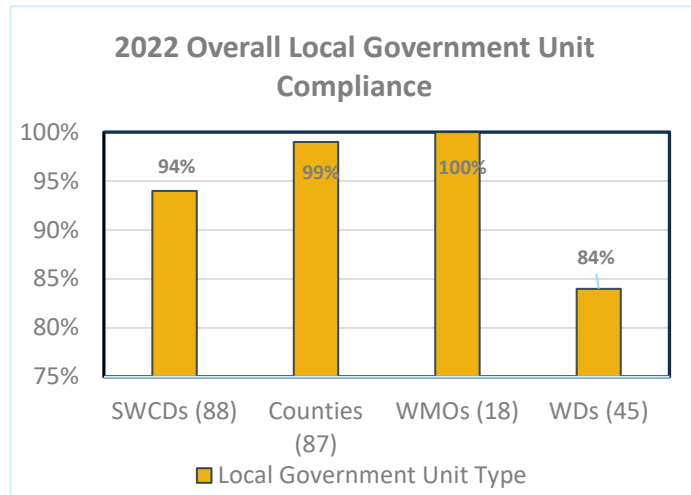
REPORTING OBJECTIVES

<p>What We Proposed</p>	<p>What We Did</p>
<p>Provide leadership in communicating the importance of measuring outcomes in Organizational Assessment performance reviews, ways of demonstrating resource outcomes resulting from plan implementation, and set specific expectations for reporting resource outcomes by LGUs.</p>	<p>For the 16 local governments, a total of five water plans were reviewed in 2022 as part of the Organizational Assessment. The review analyzed targets or objectives for resource outcomes and if outcomes are being reported. There were only a few plans in 2022 that had resource outcomes listed in their plans, and many of them had no reference at all to resource issues or measurable outcomes. In those instances, recommendations were made. Outcomes will continue to be a requirement of the comprehensive watershed management plans developed via the One Watershed One Plan program.</p>

2022 LGU Performance Review Results

Statewide Summary Results

The Annual Statewide Summary monitors and tabulates all 238 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.

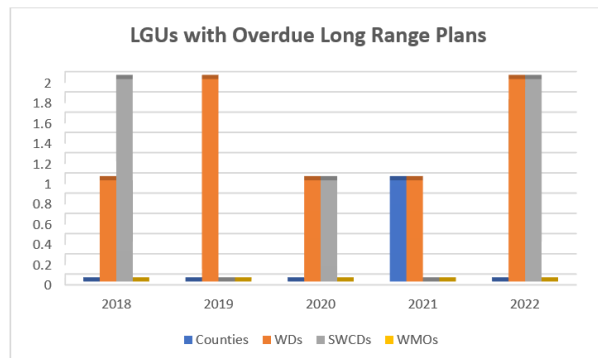


Overall, LGU compliance with Level I standards increased to 94% in 2022. BWSR began tightening Level I compliance tracking in 2013, and compliance percentages have remained high from 2018-2022, as seen above.

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.

Annual Statewide Summary tracks whether LGUs are meeting their plan revision due dates. For this review, LGUs that have been granted an extension for their plan revision are not considered to have an overdue plan.



Many Local Water Management plans were operating under extensions granted by the BWSR as LGUs continue transitioning to development of One Watershed One Plans.

The number of overdue plans is 4 in 2022, increased from 2021. Two Watershed District water management plans are overdue at the end of 2022 and two SWCDs are in the process of approving resolutions to adopt. It should be noted that both SWCDs will have approved resolutions in January of 2023. No county local water plan and watershed management organization plans have expired as of December 31, 2022. Local government units without an approved water management plan are not eligible for Clean Water grant funds awarded by BWSR.

Appendix D (page 21) lists the LGUs whose plans are overdue for a plan revision.

Annual activity and grant report

LGU annual reports are an important means of providing citizens and BWSR with information about LGU activities and grants expenditures. The Annual Statewide Summary review tracks both missing and late reports.

In 2022, there was complete on-time submittal of drainage system buffer strip reports by both County and WD drainage authorities. Of the 96 LGUs that must submit annual buffer reports, 100% met the February 1, 2022 deadline, maintaining the 100% reporting compliance achieved from 2015 through 2021. 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. Both 2022 and 2021 had 99% of LGUs meeting the deadline compared with 98% in 2020, 98% in 2019, and 97% in 2018.

Watershed district compliance with the annual activity report requirement dropped slightly in 2022 with 89% compliance, this compared to 91% in 2021, 89% in 2020, and 87% in 2019. Continued improvement in reporting will continue to be an objective of BWSR staff in 2023, with a goal of reaching 100% compliance.

Appendix E (page 22) contains more details about reporting.

Annual financial reports and audits

Starting in 2020, all SWCDs were required to prepare annual audits of their financial record and submit audited financial statements to BWSR. A reminder was sent out to SWCDs regarding the due date for audit report submissions to BWSR.

Watershed Districts and WMOs are also required to prepare annual audits. In 2022, 89% of WDs met the audit performance standard, compared to 93% in 2021 and 2020, and 89% in 2019. In 2022, 100% of WMOs met this standard, the same as 2021, and a significant increase from 72% in 2020. See Appendix F (page 23) for financial report and audit details.

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

Organizational Assessment Performance Review Results

The Organizational Assessment 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. If actively implementing a Comprehensive Watershed Management Plan, this part may be omitted and completed through the Watershed-based PRAP process. Organizational Assessments also include surveys of board members, staff, and partners to assess the LGU's effectiveness and existing relationships with other organizations. If the organization is the delegated Wetland Conservation Act (WCA) authority, the process may include a WCA review as well.

BWSR conducted Organizational Assessment reviews of 16 LGUs in 2022: **Cormorant Lakes WD, Eagan-Inver Grove WMO, Heron Lake WD, Lincoln County, Lincoln SWCD, Martin County, Martin SWCD, Redwood County, Redwood SWCD, Riley-Purgatory Bluff Creek WD, Sand Hill River WD, Vermillion River WMO, Warroad WD, Yellow Medicine County, Yellow Medicine SWCD, and Yellow Medicine WD.**

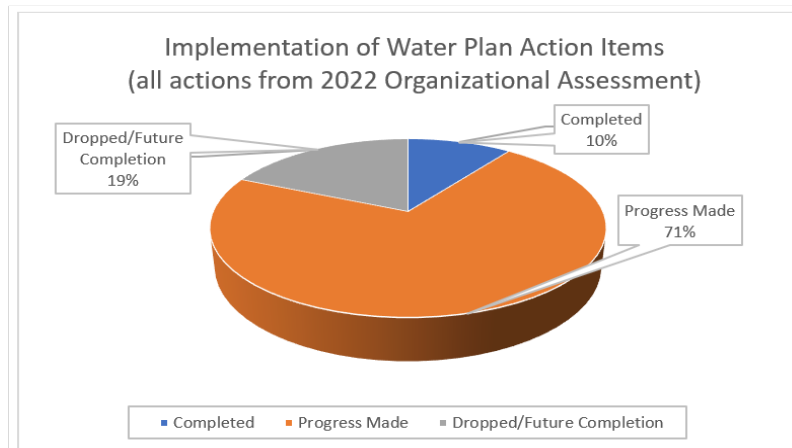
BWSR also initiated and completed the pilot Watershed-based PRAP for the Yellow Medicine Partnership.

In the instances where the County and the SWCD share the same local water plan the reviews were conducted jointly. The remaining LGUs received individual reviews. Appendix G (pages 24-38) contains summaries of the performance review reports. Full reports are available from BWSR by request.

Implementation of Water Plan Action Items

Each year BWSR regional and program staff meet to discuss which LGUs should be selected for PRAP reviews. Some of the factors considered include the expiration date of water plans, whether the LGU has had a review in the past and other factors such as recent LGU staff turnover.

For the 16 local governments, a total of five water plans were reviewed in 2022 as part of the Organizational Assessment. Those plans identified a combined 503 action items. Of those action items, 359 had at least some progress made, with 51 actions being completed. 93 action items were not started or dropped. Eighty one percent of the total actions were implemented to some extent (either completed or ongoing). That is a slightly lower percent than in the previous year, however most of the plans reviewed still had several years remaining in the 10-year plan to initiate additional projects.



Common Recommendations in 2022

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. Communicate Progress on Water Plan Goals. Organizational PRAPs have shown that LGUs are doing a great job. Based off the survey responses and review of water plan accomplishments, Counties and SWCDs are active and quantifiable differences. Providing communication that articulates progress towards water plan goals is important not only for an external audience to show how important the work the local governments do is, but also internally to provide measurement of what has been accomplished and how close LGUs are to meeting goals. Working on this effort in partnership will improve communication, marketing, and add to LGU partnerships.

2. Create/Distribute customer service survey to landowners. Providing landowners within the county/watershed an opportunity to evaluate the assistance they were provided is a great opportunity for self-reflection and adaptation as necessary. This recommendation was given to LGUs when survey responses indicated communication and customer service were areas of potential improvement. One of the greatest benefits to this recommendation is the low initial level of effort, with distribution options as simple as providing a link to landowners within an email or mailing a post card requesting input after assistance was provided.

3. Develop orientation and continuing education plan for board members and staff and keep records of trainings attended. This recommendation was primarily given to SWCDs. The intent is to provide a simple training plan to ensure that board and staff members can build the knowledge and skills necessary to carry out their respective duties and stay informed on current best practices. Included within this is the recommendation to add training opportunities to the end of monthly board meeting agendas to give an opportunity for staff and board members to articulate potential opportunities that exist.

4. Continue to Seek Additional Opportunities for Coordination with Partners. This recommendation focuses on coordinating efforts with partners. Realizing that each person brings specialized skills and consider partnerships with those that the LGU has not historically worked with. As partners continue to work together to develop Comprehensive Watershed Management Plans through the One Watershed One Plan program, this recommendation will become increasingly important.

5. Recommendation to conduct a strategic assessment of the SWCD to determine whether existing mission, goals and staff capacity are enough to meet the demands for conservation services in the district. This recommendation focused on the increasing expectations and SWCD responsibilities in recent years. To meet new conservation challenges and to manage the workload associated with an increase in watershed-dedicated funding the SWCDs were encouraged to consider conducting a strategic assessment of the to determine whether existing mission, goals and staff capacity are enough to meet the conservation needs in their respective jurisdictions. This recommendation recognizes that even the most competent organizations will need to determine if higher expectations and dollar amounts will cause workloads to exceed staffing resources over an extended period and offers assistance through the PRAP assistance grants to help identify those potential needs.

6. Evaluate, maintain, or improve implementation of the Wetland Conservation Act. 2022 was the sixth year that Organizational Assessments 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 Organizational Assessment reviews did identify several weaknesses in LGU implementation of the program. Examples of Wetland Conservation Act recommendations provided to LGUs in 2022 included update LGU resolutions clarifying decision making authority, appoint qualified member to the Technical Evaluation Panel, and clarify wetland appeal processes.

Action Items

During an Organizational Assessment, 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 2022 Organizational Assessment PRAP reviews are verified within 18 months to ensure completion. The PRAP follow-up survey demonstrated that all 18 of the action items assigned for 2018 and 2019 LGUs were implemented within 18 months.

Special Assessment Results

No Special Assessment reviews were completed in 2022 as there was no expressed desire by BCs or regional supervisors to conduct this level of review on any LGUs.

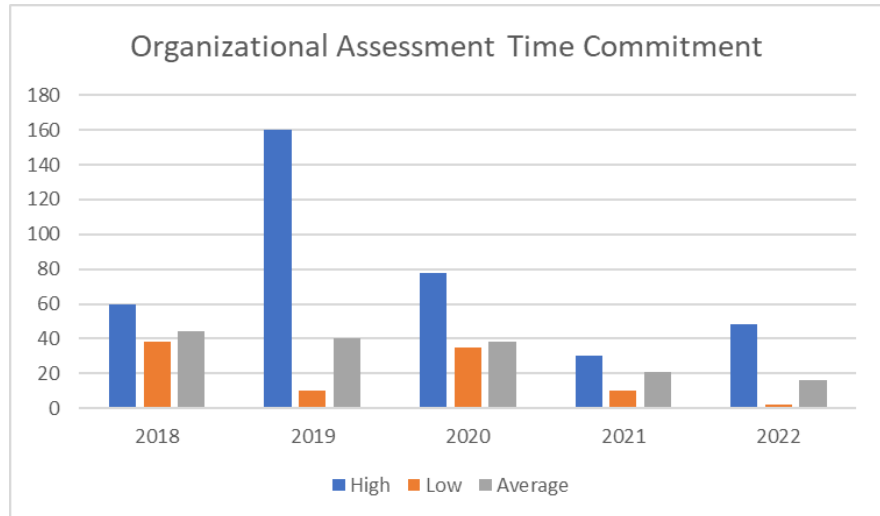
Special Assessment Results

No Special Assessment actions were conducted in 2022.

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.

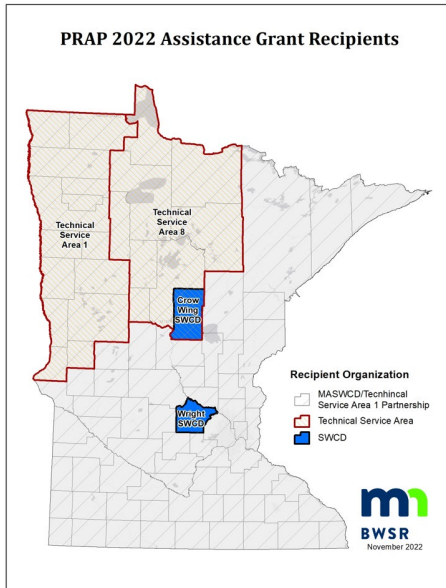
In 2022 LGU staff spent an average of about 16 hours on their Organizational Assessment, lower than the previous years. Not including overall performance review administration and process development, BWSR staff spent an average of 65 hours for each Organizational Assessment, slightly lower than calendar year 2021 (82).



While BWSR seeks to maintain a balance between getting good information and minimizing the LGU time required to provide it. 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

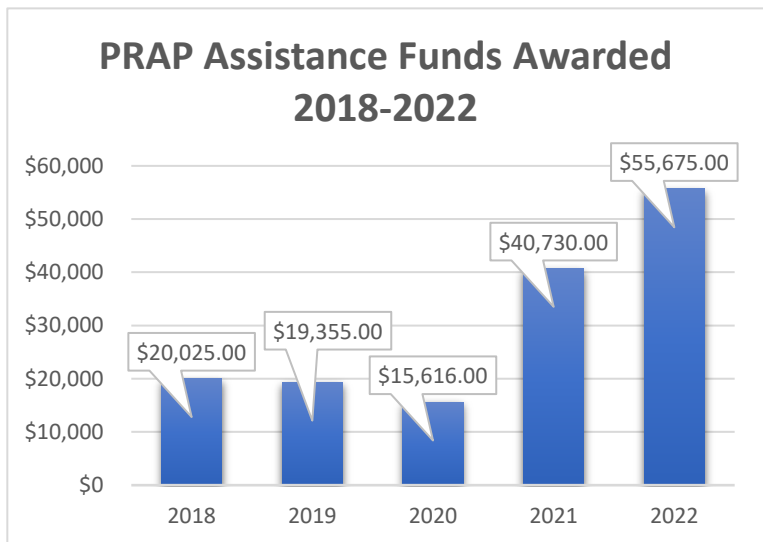
PRAP Assistance Program



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 \$245,000 has been awarded to LGUs around Minnesota. Priority is given to applicants submitting projects related to eligible PRAP Organizational Assessment or Special Assessment recommendations, but other organizations are also eligible. The grants are made on a cost-share, reimbursement basis with a cap of \$10,000 per single LGU or \$20,000 for partnerships applying as a group. 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 if 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 Executive Director regularly informs Board members of assistance grant status.

In calendar year 2022, PRAP Assistance Grants were provided for Crow Wing SWCD, Wright SWCD, Technical Service Area 8, Technical Service Area 1: Red River Valley Conservation Service Area (CSA)- Phase II, and Technical Service Area 1: Red River Valley Conservation Service Area (CSA), in partnership with MASWCD. Board Conservationists were encouraged to work with LGUs who could benefit from PRAP Assistance grants. LGUs undergoing an Organizational Assessment 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.

The application information for PRAP assistance grants can be found in Appendix C (pg. 19-20).

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 Statewide Summary 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 three types of assessments (Organization, Watershed-Based and Special Assessment)
- Application information for PRAP grants
- Background on the PRAP Legislative Report
- Description of the Annual Statewide Summary

For more information see: <https://bwsr.state.mn.us/prap>

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 Organizational Assessment 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 an Organizational Assessment 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).

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 43).

For those LGUs that undergo an Organizational Assessment, their report lists "commendations" for compliance with each high-performance standard, demonstrating practices over and above basic requirements. All 2022 LGUs that completed Organizational Assessments received such commendations.

Program Conclusions and Future Direction

Conclusions from 2022 Reviews

All Action Items identified during 2022 Organizational Assessment PRAP were assigned an 18-month timeline for completion. In 2022, BWSR completed follow up of all Organizational Assessment (previously Level II review) PRAPs for the years of 2018 and 2019.

Action Items from previous Organizational Assessment PRAP are being implemented.

In 2018, six organizations received a total of six action items, each of which were implemented within 18 months. In 2019, nine organizations received a total of 12 action items, each of which was implemented within 18 months.

A common recommendation for several local government units in 2022 was to conduct a strategic assessment of the organization to determine whether existing mission, goals and staff capacity are sufficient to meet the demands and need for conservation services. 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.

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

2022 was the sixth year that Organizational Assessment 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 Organizational Assessment reviews did identify several weaknesses in LGU implementation of the program. Examples of Wetland Conservation Act recommendations provided to LGUs in 2022, included:

- To pass a new clarifying resolution for delegation of responsibilities for the Wetland Conservation Act,
- Enhancing the record and administrative requirements of WCA- Decisions and Determinations made in conformance with requirements (per file review), and
- Technical professional appointed and serving on WCA TEP

Reminders and incentives contribute significantly to on-time reporting by LGUs. Overall LGU reporting performance and non-expired plans maintained strong in 2022. Buffer strip reporting was maintained at full LGU compliance after reaching 100% compliance in 2015 through 2022 which can be attributed to close attention from BWSR staff. In the last year WMO overall compliance remained at 100%, the same rate as 2021 compared to just 72% in 2020. WD overall compliance remained 84% in 2022 the same as in 2021.

New Structure – for implementation starting in 2022

In 2021, BWSR staff redesigned the existing structure of the PRAP program to better accommodate the ongoing statewide transition from county-based water planning to watershed-based planning and partnerships. The new structure was implemented in 2022 and is summarized below:

The **Statewide Summary** takes the place of the "Level I" annual tabulation of required plans and reports for 238 LGUs. This summary will continue to be collected solely by BWSR staff and will be updated annually for this report.

Organizational Assessment, which takes the place of the “Level II” assessments. Many of our individual LGUs will be implementing a comprehensive watershed management plan, and in those cases plan progress will be removed from the assessment. Additionally, as done prior, the Wetland Conservation Act (WCA) review is only for those entities that are the delegated WCA authority. These assessments will continue as previously designed, on a 10-year rotation for all 238 LGUs.

Watershed-based Assessment is the newest addition to PRAP and was developed to accommodate the transition of local county water planning to watershed-based comprehensive plans via LGU partnerships. This assessment type will be used when groups have implemented their approved watershed-based plans for 5-7 years and is designed to closely follow our current Organizational Assessment process, but on a much larger, more comprehensive scale.

Special Assessment, which is conducted on an as needed basis and include an in-depth assessment of an LGU’s performance in response to identified issues. Special Assessments are used to provide targeted assistance to an LGU to address specific performance needs. In situations where an LGU has significant performance deficiencies, penalties as authorized by statute may be assigned. A Special Assessment can be initiated by BWSR, or the LGU. Special Assessments replaced the “Level III” and “Level IV” reviews in 2022.

PRAP Program Objectives for 2023

- Track 238 LGUs’ performance via Statewide Summary (previously identified as Level I).
- Continue efforts to improve Statewide Summary performance review reporting of all LGUs through LGU cooperation and persistent follow-up by BWSR staff and increase compliance with SWCD audit requirements.
- Complete four Watershed-based Performance Reviews.
- Evaluate PRAP Program and make changes to processes and materials based on findings.
- Emphasize the importance of measuring outcomes in PRAP Reviews, ways of demonstrating resource outcomes resulting from plan implementation, and set specific expectations for reporting resource outcomes by LGUs.
- Survey LGUs from 2020 Organizational Assessment PRAP reviews to track LGU implementation of PRAP recommendations.
- Continue monitoring and reviewing compliance with Action Items identified during an Organizational Assessment review to measure progress toward 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.

Appendix A

PRAP Authorizing Legislation

103B.102, Minnesota Statutes 2013

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103B.102 LOCAL WATER MANAGEMENT ACCOUNTABILITY AND OVERSIGHT.

Subd. 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 # 21-22

BOARD ORDER

Performance Review and Assistance Program (PRAP) Assistance Service Grants

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 December 2018, the Board through Resolution #18-71 "approved the allocation of designated or available funds to eligible local water management entities and reconfirmed the delegation of authority to the Executive Director to approve individual PRAP Assistance grants up to \$10,000 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 noting an increase in requests from multiple entities or partnerships.
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 August 11, 2021 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. Confirms the delegation of authority to the Executive Director to approve PRAP Assistance grants or contracts up to \$10,000 per contract for single entity requests and \$20,000 for projects that involve multiple entities or partnerships 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 #18-71.

Dated at Austin, Minnesota, this August 26, 2021.

MINNESOTA BOARD OF WATER AND SOIL RESOURCES


Gerald Van Amburg, Chair
Board of Water and Soil Resources

Date: August 26, 2021

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 an Organizational Assessment, Watershed-based Assessment or Special Assessment.

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 for individual LGUs, \$20,000 for LGU partnerships. 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 Organizational Assessment, Watershed-based Assessment, or Special Assessment 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 the PRAP Coordinator 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

Annual Statewide Summary: 2022 LGU Long-Range Plan Status as of December 31, 2022

Soil and Water Conservation Districts

(Districts have a choice of option A or B)

A. Current Resolution Adopting County Local Water Management Plan

East Polk SWCD resolution was not current on December 31, 2022

West Polk SWCD resolution was not current on December 31, 2022

(both adopting at January 2023 board meeting)

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

Watershed Districts

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

- High Island Creek Watershed District is overdue
- Cormorant Lakes Watershed District is overdue
(Both organizations participating in One Watershed One Plan, and will have an approved Comprehensive Watershed Management Plan prior to the end of 2023)

Watershed Management Organizations

- All plans are current

Appendix E

Annual Statewide Summary: Status of Annual Reports for 2021 as of December 31, 2022

Soil and Water Conservation Districts

eLINK Status Reports of Grant Expenditures

- Rock SWCD

(Reports submitted less than 24 hours after deadline)

Counties

Drainage Authority Buffer Strip Reports

All reports submitted on time.

eLINK Status Reports of Grant Expenditures

Late Reports:

- Rock County

(Reports submitted less than 24 hours after deadline)

Watershed Districts

Drainage Authority Buffer Strip Reports

All reports submitted on time.

Annual Activity Reports Not Submitted (or submitted late):

- Joe River WD
- Heron Lake WD
- Crooked Creek WD
- Lower Minnesota River WD
- Ramsey-Washington Metro WD

Metro Joint Powers Watershed Management Organizations

Annual Activity Reports not submitted (or submitted late):

All reports submitted on time.

Appendix F

Annual Statewide Summary: Status of Financial Reports and Audits for 2021 as of December 31, 2022

Soil and Water Conservation Districts

Annual Audits

Annual Audits Not Submitted (or submitted late)

- Aitkin SWCD
- West Otter Tail SWCD
- Pipestone SWCD
- Itasca SWCD

Watershed Districts

Annual Audits Not Completed (or submitted late):

- Stockton Rollingstone – Minnesota City WD
- Lower Minnesota River WD
- Heron Lake WD
- Joe River WD
- Coon Creek WD

Metro Joint Powers Watershed Management Organizations

Annual Audits Not Submitted (or submitted late):

All audits submitted on time

Appendix G

Organizational Assessment Performance Review Final Report Summaries

Cormorant Lakes Watershed District



Key Findings and Conclusions

The Cormorant Lakes Watershed District should be commended for participating in the Otter Tail River One Watershed One Plan watershed planning effort. Partners have provided favorable scores related to the Watershed District's quality of work, and timelines/follow through.

Existing challenges include remembering to be present and available to building relationships with partners. Assessing staffing needs and workload would benefit the Watershed District, and partners, and assist in determining what is necessary to meet the goals of the watershed as well as organizational goals.

The Cormorant Lakes Watershed District is commended for meeting 10 of 12 basic performance standards including completing and submitting financial audits on time, submitting engineer reports for DNR/BWSR review, and having manager appointments current/reported. They are also commended for meeting 13 of 14 high-performance standards.

Resource Outcomes

The Cormorant Lakes Watershed District intends to adopt the Otter Tail Comprehensive Watershed Management Plan, which will be reviewed as part of the Watershed-Based PRAP Assessment process.

Commendations:

The Cormorant Lakes WD is commended for meeting 13 of 14 High Performance Standards for Greater Minnesota Watershed Districts.

Recommendations:

Recommendation 1 – Establish new and Improve working relationships with partners

Recommendation 2 – Evaluate Opportunities for Shared Services

Recommendation 3 – Attend Watershed District's Manager's Orientation/Refresher Session

Action Items:

Cormorant Lakes WD had two action items to address. The WD did not have a data practice policy or personnel policy. Cormorant Lakes was given eighteen months to address both action items with follow-up assistance from BWSR staff.

Eagan-Inver Grove Heights Watershed Management Organization



Key Findings and Conclusions

The Eagan- Inver Grove Heights Watershed Management Organization (E-IGHWMO) is commended for their work in providing education and outreach within the watershed. The board and staff are viewed favorably by their partners and have made progress in working towards the goals within their watershed management plan.

Ongoing water management challenges in the metro area have created the necessity to forge stronger working relationships among partners to improve local water management within the watershed.

The E-IGHWMO is commended for meeting all required applicable basic performance standards including completing required annual reports, maintaining an updated management plan, and keeping a dedicated website up to-date on projects and programs. They are also commended for meeting 6 of 12 high-performance standards, including tracking water quality trends for key water bodies and maintaining cooperative partnerships.

Resource Outcomes:

The Eagan- Inver Grove Heights WMO adopted the 2016-2025 Eagan- Inver Grove Heights WMO Watershed Management Plan which was reviewed in this process. Plan goals tend to be broad high level. The actions within the plan are fairly high level, making it difficult to ascertain progress towards larger goals. Of the total 13 actions within the plan, all are listed as ongoing activities.

Commendations:

E-IGHWMO is commended for meeting 6 of 12 applicable High-Performance Standards for Metro Watershed Management Organizations.

Recommendations:

Recommendation 1 – Reestablish Advisory Committee

Recommendation 2 – Develop clear, measurable goals and actions for future plan implementation

Recommendation 3 – Conduct strategic assessment to evaluate short-term priorities

Action Items:

E-IGHWMO had no action items to address at the time of this report.

Heron Lake Watershed District



Key Findings and Conclusions

Heron Lake Watershed District should be commended for their assistance and participation in watershed implementation efforts. Over the past two years, the WD has seen staffing changes. Partner survey responses indicated a desire to reconnect and reestablish working relationships.

Ongoing water management challenges have created the necessity to forge new working relationships among partners to collaborate to address local water management issues and improve conservation delivery in the watershed. The opportunity for participation in the development of the Des Moines River Comprehensive Watershed Management Plan, developed through the One

Watershed One Plan program, has provided the organization additional collaboration opportunities.

Heron Lake WD is commended for meeting all of their basic performance standards including maintaining a website that contains appropriate information, completing and submitting the drainage authority buffer strip report on time, and having an updated watershed management plan. They are also commended for meeting several high-performance standards, a testament to the efforts of the organization during evolving and changing organizational times.

Resource Outcomes:

The Heron Lake WD intends to adopt the Des Moines River Comprehensive Watershed Management Plan, which will be reviewed as part of the Watershed-Based PRAP Assessment process.

Commendations:

The Heron Lake Watershed District is commended for meeting 9 of 15 High Performance Standards for Greater Minnesota Watershed Districts.

Recommendations:

Recommendation 1 – Develop orientation and continuing education plan for board members and staff and keep records of trainings attended

Recommendation 2 – Complete Modernization of Public Drainage Records

Recommendation 3 – Establish new and improve existing relationships with partners

Recommendation 4 – Create/Distribute customer service survey to landowners

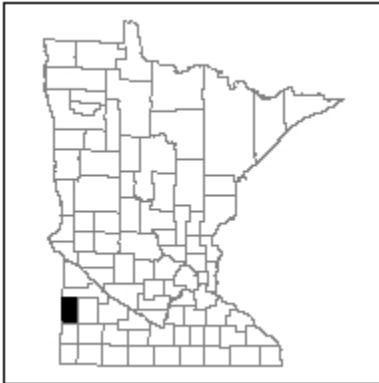
Recommendation 5 – Conduct a strategic assessment to evaluate the mission, vision, and establish goals and priorities for the future

Recommendation 6 – Complete Rule Revision Review

Action Items:

Heron Lake WD did not have any action items to address at the time of this report.

Lincoln County and Lincoln Soil and Water Conservation District



Key Findings and Conclusions

Lincoln SWCD and Lincoln County should be commended for their work in implementing core programs, the Wetlands Conservation Act, and planning and implementation efforts. The board and staff of both local governments are viewed favorably by their partners and multiple responses in the survey alluded to always having shovel-ready projects in high priority locations.

In recent years, the SWCD has weathered staffing changes, but has worked to hire and fill positions as they become vacant. This type of proactive thinking has helped the SWCD in managing and improving conservation delivery in Lincoln County. The opportunity for participation in the development of comprehensive

watershed management plans through the One Watershed, One Plan program and implementation funding has provided additional collaboration opportunities for Lincoln SWCD, County, and partners to focus on specific problems and priorities for the local waterbodies.

Lincoln County is commended for meeting all nine basic performance standards, including completion of eLINK reporting and buffer strip reporting on time, as well as having a delegation resolution for WCA responsibility. Lincoln SWCD is commended for meeting 18 of 19 basic standards, including reviewing of personnel policy within the last 5 years, completion of eLINK reporting on time, and having a technical professional appointed and serving on the WCA TEP.

Resource Outcomes:

Lincoln County contains four watersheds: Yellow Medicine River Watershed, Missouri River Watershed, Lac Qui Parle River Watershed, and Redwood River Watershed. Both the Yellow Medicine River Watershed and Missouri River have Approved Comprehensive Watershed Management Plans, while the Lac Qui Parle River Watershed initiated the planning to develop a Comprehensive Watershed Management Plan in 2020, and the Redwood River has not started the planning process. The Pilot Watershed-Based PRAP will occur for the Yellow Medicine River Watershed in conjunction to this process.

Commendations:

Lincoln SWCD is commended for meeting 11 of 21 high-performance standards

Lincoln County is commended for meeting 12 of 14 high-performance standards

Recommendations:

Recommendation 1 – SWCD Recommendation: Develop orientation and continuing education plan for board members and keep records of trainings attended

Recommendation 2 – SWCD Recommendation: Develop a strategy to manage the Lincoln SWCD reserve fund balance

Recommendation 3 – SWCD Recommendation: Review existing operational guidelines and policies and establish new guidelines and policies as necessary

Recommendation 4 – Joint Recommendation: Continue to communicate and collaborate in partners

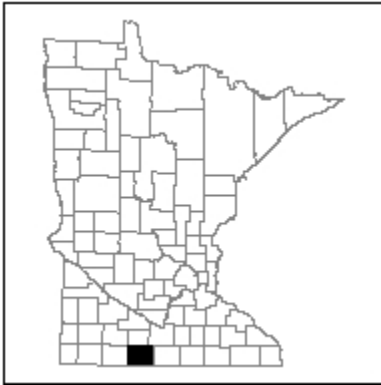
Recommendation 5 – WCA Recommendation: TEP Member Attend WCA Specific Training

Action Items:

Lincoln County did not have any action items to address at the time of this report.

Lincoln SWCD had one action item to address. The SWCD did not have a current data practice policy. The SWCD was given eighteen months to address the issue with follow-up assistance from BWSR staff.

Martin County and Martin Soil and Water Conservation District



Key Findings and Conclusions

Martin SWCD and Martin County should be commended for their work in implementing core programs, the Wetlands Conservation Act, and planning and implementation efforts. The board and staff of both local governments are viewed favorably by their partners and have made significant progress toward implementing the Martin County Local Water Management Plan.

Developing strong working relationships/communication with partners will help in weathering challenges, and further assist in addressing local water management issues and improve conservation delivery in Martin County. The opportunity for participation in the development of comprehensive watershed management plans through the One Watershed, One Plan program provides

additional collaboration opportunities for Martin SWCD, County, and partners to focus on specific problems and priorities for the local waterbodies.

Martin County is commended for meeting all basic performance standards, including completion of eLINK reporting and buffer strip reporting on time, as well as having a delegation resolution for WCA responsibility. Martin SWCD is commended for meeting 18 of 19 basic standards, including reviewing of personnel policy within the last 5 years, completion of eLINK reporting on time, and having a knowledgeable/trained staff member manage the WCA program. Both are commended for their effective administration of the Wetlands Conservation Act, and also for meeting several high-performance standards, a testament to the quality of work they are recognized for by their partners.

Resource Outcomes

The Martin County local water management plan is fairly broad in scope, with most items identifying some numeric result. The plan contained 79 total action items: 51 having some progress or ongoing, nine completed, and nineteen dropped or not yet started.

Commendations

The Martin SWCD is commended for achieving 18 of 22 high-performance standards, and Martin County is commended for achieving 14 out of 14 applicable high-performance standards.

Recommendations:

Recommendation 1 – SWCD Recommendation: Develop orientation and continuing education plan for board members and staff and keep records of trainings attended

Recommendation 2 – Joint Recommendation: Communicate Progress on Water Plan Goals

Recommendation 3 – Joint Recommendation: Continue to Seek Additional Opportunities for Coordination with Partners

Recommendation 4 – WCA Recommendation: Revise the Service Agreement to clarify the types of decisions the SWCD has authority to make

Recommendation 5 – WCA Recommendation: New Technical Evaluation Panel (TEP) member be appointed who is knowledgeable and trained in technical aspects of WCA

Recommendation 6 – WCA Recommendation: District staff ask the TEP to produce TEP Findings and Recommendations for complex decisions, violations, and/or disagreements

Action Items:

Martin County did not have any action items to address at the time of this report.

Martin SWCD had one action item to address. The SWCD did not have a current data practice policy. The SWCD was given eighteen months to address the issue with follow-up assistance from BWSR staff.

Redwood County and Redwood Soil and Water Conservation District



Key Findings and Conclusions

Redwood Soil and Water Conservation District (SWCD) and Redwood County should be commended for their work in implementing core programs, the Wetlands Conservation Act, and implementing activities identified within the county water plan. The board and staff of both local governments are viewed favorably by their partners and have strong technical capacity, which aids in the implementation of activities identified within the Redwood County Local Water Plan.

Developing strong working relationships/communication with partners will help in weathering challenges, and further assist in address local water management issues and improve conservation delivery in Redwood County. Opportunities exist for participation in the development of comprehensive watershed management plans through the One Watershed, One Plan program, which will provide additional collaboration opportunities for Redwood SWCD, County, and future partners to focus on specific problems and priorities for the local waterbodies.

Redwood County reported compliance with 4 of 5 applicable basic standards. Examples of items in compliance with include: eLINK grant reporting submitted on time, drainage authority buffer strip report submitted on time, and current local water management plan. The SWCD reported compliance with 16 of 19 basic performance standards, including reviewing of personnel policy within the last 5 years, completion of eLINK reporting on time, and completing WCA reporting on time. The three basic performance items identified by the LGU include not having a technical representative appointed to the WCA TEP, not having a knowledgeable and trained WCA staff member managing the WCA program.

Resource Outcomes

The Redwood County local water management plan contained 103 action items; 98 of which had some progress made and/or ongoing work, three actions listed as complete or goal met, and two have been dropped or not yet started. The plan is fairly broad in scope, with many items having a clear numeric goal as related to number of projects, number of events, or number of acres of cover crops. Because it is an older plan, the overall results do not necessarily tie back to an overall plan, water quality goal, or strategy for addressing resource issues or concerns.

Commendations

The Redwood SWCD is commended for achieving 14 of 22 high-performance standards and Redwood County is commended for achieving nine of 15 applicable high-performance standards.

Recommendations:

Recommendation 1 – Joint Recommendation: Continue to Seek Additional Opportunities for Coordination with Partners

Recommendation 2 – Joint Recommendation: Communicate Progress on Water Plan Goals

Recommendation 3 – SWCD Recommendation: Develop orientation and continuing education plan for board members and staff and keep records of trainings attended

Recommendation 4 – SWCD Recommendation: Conduct a Strategic Assessment of the SWCD to Evaluate Long Range Priorities

Recommendation 5 – County Recommendation: Complete Modernization of Public Drainage Records

Recommendation 6 – WCA-Recommendation: Improve Replacement Plan Decision Making

Recommendation 7 – WCA-Recommendation: New Staff Attend the 5-day MWPCP Training

Recommendation 8 – WCA-Recommendation: Include the TEP/DNR in future Enforcement Review

Recommendation 9 – WCA-Recommendation: Enhance Record Keeping

Action Items:

Redwood SWCD had no action items to be address at the time of this report.

Redwood County had one action item. The County did not have BWSR grant reports posted on the county website. The SWCD was given eighteen months to address the issue with follow-up assistance from BWSR staff.

Riley-Purgatory Bluff Creek Watershed District



Key Findings and Conclusions

The Riley-Purgatory Bluff Creek Watershed District (RPBCWD) should be commended for building partnerships, implementing projects, and investing in staff and programs to increase community engagement and monitoring efforts.

Ongoing water management challenges in the metro area have created the necessity to forge stronger working relationships among partners to improve local water management within the watershed.

The RPBCWD is commended for meeting all applicable basic performance standards including completing required annual reports, maintaining an updated management plan, and keeping a dedicated website up to-date on

projects and programs. They are also commended for meeting most high-performance standards, including monitoring hydrologic trends and maintaining cooperative partnerships.

Resource Outcomes

The Riley Purgatory Bluff Creek WD adopted the 2018-2027 Riley-Purgatory-Bluff Creek Watershed District Management Plan. The plan contains 69 action items; 65 of which are ongoing, one not started, and three completed.

Commendations:

The Riley-Purgatory Bluff Creek WD is commended for achieving 10 of 12 applicable high-performance standards.

Recommendations:

Recommendation 1 – Engage in Mediated Discussions with Third Party to Ensure both the Board and Staff address issues that Adversely Affect the Organization

Recommendation 2 – Evaluate Options for Increased Efficiencies at Board Meetings

Recommendation 3 – Conduct a Strategic Assessment to Evaluate the Mission, Vision and Establish goals and priorities for the future

Recommendation 4 – Establish new and improve existing working relationships with partners

Action Items: Riley-Purgatory Bluff Creek WD did not have any action items to address at the time of this report.

Sand Hill River Watershed District



Key Findings and Conclusions

Sand Hill River Watershed District should be commended for their assistance and participation in watershed planning efforts. Partner survey responses indicated both the board and staff are viewed favorably.

Existing challenges include building relationships with partners whose purpose may not necessarily align. Communication with partners and involvement in watershed planning efforts will assist in this concern and aid in board/staff survey comments related to funding as a limitation to accomplishing goals.

Sand Hill River WD reports compliance with 13 of 14 applicable basic performance standards, and 13 of 15 high-performance standards. The Sand Hill River WD has demonstrated a desire to work in partnership with MnDOT, MN DNR, and BWSR. The WD should continue building and enhancing those relationships, and work to strengthen the organization via partnerships in comprehensive watershed management efforts, and project implementation.

Resource Outcomes:

The Sand Hill River WD intends to adopt the Sand Hill River Comprehensive Management Plan, which will be reviewed as part of the Watershed-Based PRAP Assessment process.

Commendations:

The Sand Hill River Watershed District is commended for meeting 13 of 15 High Performance Standards.

Recommendations:

Recommendation 1 – Develop orientation and continuing education plans for board members and staff and keep records of trainings attended

Recommendation 2 – Continue to seek additional opportunities for coordination and collaboration amongst partners

Action Items:

Sand Hill River Watershed District has one action item to address. The WD has not updated/reviewed their data practice policy in the past five years. Sand Hill River WD was given eighteen months to address the action item with follow-up assistance from BWSR staff.

Vermillion River Watershed Joint Powers Organization



Key Findings and Conclusions

Vermillion River Watershed Joint Powers Organization (VRWJPO) should be commended for their education/outreach efforts, having strong technical capacity, and implementing projects within their Comprehensive Watershed Management Plan. The board and staff are viewed favorably by their partners and have made significant progress toward implementing their local water management plan.

Ongoing water management challenges in the metro area have created the necessity to forge stronger working relationships among partners to improve local water management within the watershed. The VRWJPO is commended for

meeting all applicable basic performance standards including completing required annual reports, maintaining an updated management plan, and keeping a dedicated website up to date on projects and programs. They are also commended for meeting most high-performance standards, including monitoring hydrologic trends and maintaining cooperative partnerships.

Resource Outcomes:

The Watershed Management Plan for the VRWJPO contains a total of 239 action items. A total of seven goals forms the foundation of actions within the plan. Plan goals tend to be broad high level, and the specific actions and objectives to address larger goals provide more specific clarity. Of the total 239 action items, 71 were identified as to be completed/worked on in the future, 36 action items had been completed, and 132 items were ongoing. The VRWJPO has demonstrated clear progress toward their plan goals and actions, effectiveness in implementation of projects, and a strong, reliable partner.

Commendations:

The VRWJPO is commended for meeting 10 of 12 high-performance standards.

Recommendations:

Recommendation 1: Create/Distribute Customer Service survey to implementers

Recommendation 2: Develop orientation and continuing education plan for board members and staff and keep records of trainings attended

Recommendation 3: Evaluate Needs of Partner Municipalities

Action Items:

Vermillion River Watershed JPO had no action items to address at the time of this report.

Warroad Watershed District



Key Findings and Conclusions

The Warroad Watershed District should be commended for their work in adding capacity, participating in watershed efforts, and building relationships. Partners have provided favorable comments related to the watershed districts effort to organizationally improve and grow in response to increased opportunities.

Existing challenges include assessing staffing needs and determining what skill sets and growth is necessary to meet the goals of the watershed as well as organizational goals. Working with partners and discussing the watershed districts' possible contribution(s) will continue to benefit the organization.

The Warroad WD is commended for meeting 8 of 9 of the basic performance standards including maintaining a website that contains appropriate information, completing and submitting financial audits and elink reporting on time, and having an updated watershed management plan. They are also commended for meeting 7 of 13 high-performance standards.

Resource Outcomes:

The Warroad WD has locally adopted the Lake of the Woods Comprehensive Watershed Management Plan. Evaluation of plan implementation progress will occur during the Watershed-Based Assessment. For this reason, the local water plan review was omitted from the assessment.

Commendations:

The Warroad WD is commended for achieving 7 of 13 high performance standards.

Recommendations:

- Recommendation 1 – Develop orientation and continuing education plan for board members and staff and keep records of trainings attended
- Recommendation 2 – Finalize workload assessment and formalize roles and responsibilities
- Recommendation 3 – Review existing operation guidelines and establish new guidelines and policies as necessary
- Recommendation 4 – Work with partners to track water quality trends and accomplishments

Action Items:

The Warroad WD had one action item to address at the time of this report. The WD did not have a data practice policy. The WD was given eighteen months to address the issue with follow-up assistance from BWSR staff.

Yellow Medicine County and Yellow Medicine Soil and Water Conservation District



Key Findings and Conclusions

Yellow Medicine SWCD and Yellow Medicine County should be commended for their work in implementing core programs, the Wetlands Conservation Act, and planning and implementation efforts. The board and staff of both local governments are viewed favorably by their partners and have made significant progress toward implementing the Yellow Medicine Comprehensive Watershed Management Plan.

Developing strong working relationships/communication with partners will help in weathering challenges and assist in address local water management issues and improve conservation delivery in Yellow Medicine County. Partner survey responses indicated the value of being proactive, thinking outside the box, and remembering the importance of outreach and communication.

Yellow Medicine County is commended for meeting all basic performance standards, including completion of eLINK reporting and buffer strip reporting on time, as well as making a delegation resolution for WCA responsibility. Yellow Medicine SWCD is commended for meeting 19 of 19 basic standards, including reviewing of personnel policy within the last 5 years, completion of eLINK reporting on time, and having a technical professional appointed and serving on the WCA TEP.

Both the SWCD and County are commended for their effective administration of the Wetlands Conservation Act, and also for meeting several high-performance standards, a testament to the quality of work they are recognized for by their partners.

Resource Outcomes:

The Yellow Medicine Comprehensive Watershed Management Plan was reviewed as part of the Watershed-Based PRAP Assessment process.

Commendations:

The Yellow Medicine SWCD is commended for achieving 17 of 22 high-performance standards and Yellow Medicine County is commended for achieving four of 13 applicable high-performance standards.

Recommendations:

Recommendation 1 – SWCD Recommendation: Develop orientation and continuing education plan for board members and keep records of trainings attended

Recommendation 2 – County Recommendation: Complete Modernization of Public Drainage Records

Recommendation 3 – County Recommendation: Develop or enhance communication and outreach strategies to connect with partners

Recommendation 4 – SWCD Recommendation: Continue to seek additional opportunities for coordination and collaboration amongst partners

Action Items:

Yellow Medicine County had no action items to be address at the time of this report.

Yellow Medicine SWCD had no action items to be address at the time of this report.

Yellow Medicine Watershed District



Key Findings and Conclusions

The Yellow Medicine Watershed District is commended for their assistance in both participating and leading watershed implementation efforts. Partners have provided favorable scores related to the watershed districts quality of work, and initiative.

Existing challenges include building relationships with partners, with primary concerns related to communication, lack of delegation, and follow through. Assessing staffing needs and workload would benefit the watershed district, and partners, and assist in determining what is necessary to meet the goals of the watershed as well as organizational goals.

The Yellow Medicine WD is commended for meeting 13 of 13 basic performance standards including maintaining a website that contains appropriate information, completing and submitting financial audits and elink reporting on time, and having an updated watershed management plan. They are also commended for meeting 9 of 15 high-performance standards.

Resource Outcomes:

The Yellow Medicine Comprehensive Watershed Management Plan was reviewed as part of the Watershed-Based PRAP Assessment process.

Commendations:

The Yellow Medicine WD is commended for achieving 9 of 15 high performance standards.

Recommendations:

Recommendation 1 – Develop orientation and continuing education plan for board members and staff and keep records of trainings attended

Recommendation 2 – Determine Office Staffing Needs

Recommendation 3 – Utilize a Third Party to complete a Workload Assessment

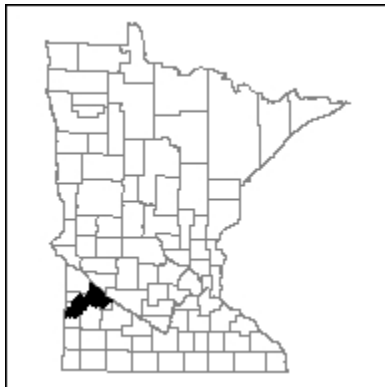
Recommendation 4 – Review existing operational guidelines and establish new guidelines and policies as necessary

Recommendation 5 – Establish new and Improve working relationships with partners

Action Items:

The Yellow Medicine WD had no action items to address at the time of this report.

Yellow Medicine Partnership (Watershed Based PRAP Pilot)



Key Findings and Conclusions

The Yellow Medicine Partnership is commended for their work in implementing activities identified within their Comprehensive Watershed Management Plan. Partner’s view both the policy committee members and staff favorably.

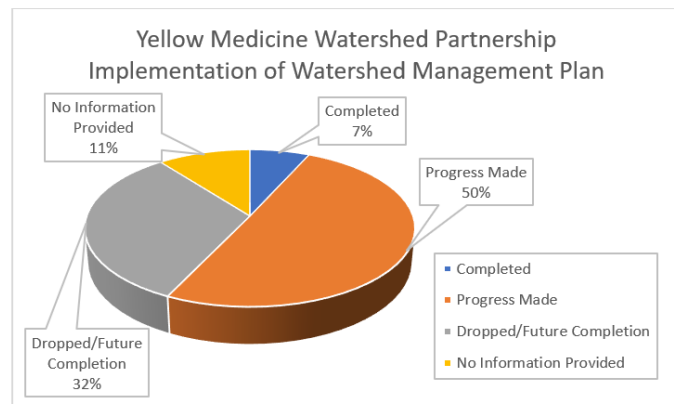
The Partnership has done a great job in implementing practices and appears to highly focus on the priority areas as defined in the plan. Both Communication/Coordination and Timelines/Follow-through are areas of improvement with the partnership needing to formally define roles, processes, and sufficient response time for accomplishing tasks. Further, establishing and utilizing a tracking mechanism will assist the partnership in receiving proper

credit for the implementation work.

In brief review, the Yellow Medicine Partnership reports achieving 18 of the 22 best standards or practices (those items that the partnership should be doing to remain effective), and 8 of 11 high performance standards. The Yellow Medicine Partnership has clearly demonstrated effectiveness in implementation of best management practices in priority areas within the landscape. As found in the survey checklist, the partnership would benefit from targeting outreach to priority areas vs watershed wide. This will become increasingly important throughout the duration of the plan.

Resource Outcomes:

The Yellow Medicine Comprehensive Watershed Management Plan contains 133 action items that were reviewed. Progress on individual plan goals appears to be appropriate, with 67 activities identified as in progress, 43 identified as not started yet, 9 have been completed with goals met and even exceeded in some cases, and 14 had no information provided in order to make sufficient determination.



The Yellow Medicine Partnership is commended for making progress on over half of the action items/activities identified within the implementation section of the plan. Within the Stormwater Storage goal, roughly 13% of the goal was met by the partnership. Additionally, six activities within the Best Management Practice (Objective 1) contained goals that were either met or exceeded.

Commendations:

The Yellow Medicine Watershed Partnership is commended for achieving 8 of 11 high performance standards.

Recommendations:

- Recommendation 1 – Partnership Recommendation: Improve Plan Progress Tracking
- Recommendation 2 – Partnership Recommendation: Review of Internal Processes and Workflow
- Recommendation 3 – Partnership Recommendation: Increase engagement with Advisory Committee (including stakeholders)
- Recommendation 4 – Partnership Recommendation: Complete Assessment identified in Section 6.7
- Recommendation 5 – Partnership Recommendation: Public Education with Watershed Focus
- Recommendation 6 – Partnership Recommendation: Clearly Communicate Availability and Establish Expectations for Turnaround Time

Recommendation 7 – Partnership Recommendation: Increase transparency on progress towards goals (community outreach)

Action Items:

The Yellow Medicine Watershed Partnership had no action items to address at the time of this report.

Appendix H

Performance Standards Checklists used in Organizational Assessments

Organizational Assessment- PRAP

Performance Standards

2022

COUNTY LOCAL WATER MANAGEMENT PERFORMANCE STANDARDS

LGU Name:

Performance Area	Performance Standard		Level of Review		Rating	
		(see instructions for explanation of standards)		Annual Compliance	Yes, No, or Value	
				II BWSR Staff Review & Assessment (1/10 yrs.)	YES	NO
Administration	■	eLINK Grant Report(s): submitted on time		I		
	■	County has resolution assuming WCA responsibilities and delegation resolutions (if needed).		II		
	■	County has knowledgeable and trained staff to manage WCA program or secured a qualified delegate.		II		
	■	WCA Annual Reporting requirements met (if WCA LGU)		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		
	★	Prioritized, Targeted & Measurable criteria are used for Goals, Objectives and Actions in local water management plan		II		
	★	Water quality trend data used for short- and long-range plan priorities		II		
Execution	■	WCA decisions and determinations are made in conformance with WCA requirements.		II		
	■	WCA TEP reviews and recommendations are appropriately coordinated.		II		
	★	Certified wetland delineator on staff or retainer		II		
	★	WCA Communication and Coordination		II		
	★	Water quality data collected to track outcomes for each priority concern		II		
	★	Water quality trends tracked for priority water bodies and/or groundwater		II		
Communication & Coordination	■	BWSR grant report(s) posted on county website		I		
	★	Communication piece sent within last 12 months: indicate target audience below		II		
	Communication Target Audience:					
	★	Obtain stakeholder input: within last 12 months		II		
	★	Partnerships: liaison with SWCDs/WDs and cooperative projects/tasks done (in addition to 1W1P)		II		
	★	Annual report to water plan advisory committee on plan progress		II		
	★	Track progress for I & E objectives in Plan		II		
	★	Coordination with state watershed-based initiatives		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
Administration	■ Basic Practice or Statutory requirement	I Annual Compliance	Yes, No, or Value	
	★ High Performance standard (See instructions for explanation of standards)	II BWSR Staff Review & Assessment (1/10 yrs.)		
	■ 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 years	II		
	■ Personnel policy: exists and reviewed/updated within last 5 years	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		
	■ SWCD has knowledgeable and trained staff to manage WCA program (if WCA LGU)	II		
	■ WCA Annual Reporting requirements met (if WCA LGU)	II		
	★ Job approval authorities: reviewed and reported annually	II		
	★ Operational guidelines and policies exist and are current	II		
	★ Board training: orientation and continuing education plan and record for each board member	II		
★ Staff training: orientation and cont. ed. plan/record for each staff	II			
Planning	■ Comprehensive Plan: updated within 5 years or current resolution adopting unexpired county Local Water Management Plan (LWMP)	I		
	★ Prioritized, Targeted and Measurable criteria used for Goals and Objectives in the LWMP as appropriate	II		
	★ Annual Plan of Work: based on comp plan, strategic plan priorities	II		
	★ SWCD is currently actively involved in at least one 1W1P	II		
	★ SWCD has received a competitive CWF grant in past 2 years	II		
	★ Strategic Plan or Self-Assessment completed within last 5 years	II		
Execution	■ Are state grant funds spent in high priority problem areas	II		
	■ Total expenditures per year (over past 10 years)	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 knowledgeable/trained in WCA technical aspects	II		
	■ WCA TEP member contributes to reviews, findings & recommendations	II		
	■ WCA decisions and determinations are made in conformance with all WCA requirements (if LGU)	II		
	■ WCA TEP reviews/recommendations appropriately coordinated (if LGU)	II		
	★ Certified wetland delineator: on staff or retainer	II		
	★ Effective WCA Coordination and Communication with other agencies and the public	II		
★ Water quality data collected to track outcomes for each pr. concern	II			
★ Water quality trends tracked for priority water bodies	II			
Communication & Coordination	■ Website contains all required content elements	I		
	★ Website contains additional content beyond minimum required	II		
	★ Coordination with state watershed-based initiatives	II		
	★ Communication piece sent within last 12 months, indicate target	II		
	Communication Target Audience			
	★ Outcome trends monitored and reported for key resources	II		
	★ Track progress on Information and Education objectives in Plan	II		
	★ Obtain stakeholder input: within last 12 months	II		
	★ Annual report communicates progress on water plan goals	II		
	★ Partnerships: cooperative projects/tasks with neighboring districts, counties, watershed districts, NGOs, or private businesses	II		
★ Coordination with County Board by supervisors or staff	II			
Year				
Expenditure				

METRO WATERSHED DISTRICT and WMO PERFORMANCE STANDARDS

LGU Name: _____

Performance Area	Performance Standard	Level of Review	Rating	
			YES	NO
Administration	★ High Performance standard	I Annual Compliance	Yes, No, or Value	
	■ Basic practice or statutory requirement (see instructions for explanation of standards)	II BWSR Staff Review & Assessment (1/10 yrs.)		
	■ 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 – Please enter month/year (i.e., 01/20)	II		
	■ Personnel policy: exists and reviewed/updated within last 5 years	II		
	■ Data practices policy: exists and reviewed/updated within last 5 years	II		
	■ Manager appointments: current and reported	II		
	■ Consultant RFP: within 2 yrs. for professional services	II		
	■ WD/WMO has resolution assuming WCA responsibilities and appropriate delegation resolutions as warranted (N/A if not LGU)	II		
	■ WD/WMO has knowledgeable & trained staff that manages WCA program or has secured qualified delegate. (N/A if not LGU)	II		
	★ Administrator on staff	II		
	★ Board training: orientation and continuing education plan, record for each board member	II		
	★ Staff training: orientation and continuing education plan and record for each staff	II		
	Planning	■ Watershed management plan: up-to-date	I	
■ City/twp. local water plans not yet approved		II		
■ Capital Improvement Program: reviewed every 2 years		II		
★ Strategic plan or self-assessment completed in last 5 years		II		
★ Strategic plan identifies short-term priorities		II		
Execution	■ Engineer Reports: submitted for DNR & BWSR review	II		
	■ WCA decisions and determinations are made in conformance with all WCA requirements. (if delegated WCA LGU)	II		
	■ WCA TEP reviews & recommendations appropriately coordinated. (if delegated WCA LGU)	II		
	★ Certified wetland delineator on staff or retainer	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 Subpart 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 Information and Education objectives in Plan	II		
	★ Coordination with County Board, SWCD Board, City/Township officials	II		
★ Partnerships: cooperative projects/tasks with neighboring organizations, such as counties, SWCDs, WDs, tribal governments, Non-Government Organizations	II			

Year									
Expenditures									

GREATER MN WATERSHED DISTRICT PERFORMANCE STANDARDS

LGU Name: _____

Performance Area	Performance Standard	Level of Review	Rating	
			YES	NO
	★ High Performance standard	I Annual Compliance	Yes, No, or Value	
	■ Basic practice or Statutory requirement <i>(see instructions for explanation of standards)</i>	II BWSR Staff Review & Assessment (1/10 yrs.)		
Administration	■ Annual report: submitted on time	I		
	■ Financial 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 – Please enter month/year (i.e., 01/20)	II		
	■ Personnel policy: exists and reviewed/updated within last 5 years	II		
	■ Data practices policy: exists and reviewed/updated within last 5 years	II		
	■ Manager appointments: current and reported	II		
	■ WD has resolution assuming WCA responsibilities & appropriate delegation resolutions as warranted. <i>(N/A if not LGU)</i>	II		
	■ WD has knowledgeable & trained staff that manages WCA program or has secured a qualified delegate. <i>(N/A if not WCA LGU)</i>	II		
	★ Administrator on staff	II		
	★ Board training: orientation and continuing education plan and record for board members	II		
	★ Staff training: orientation and continuing education 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		
	★ Prioritized, Targeted, Measurable criteria used in WD Plan	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		
	■ WCA decisions and determinations made in conformance with all WCA requirements. <i>(N/A if not LGU)</i>	II		
	■ WCA TEP reviews/recommendations coordinated <i>(N/A if not LGU)</i>	II		
	★ Certified wetland delineator on staff or retainer	II		
	■ Total expenditures per year for past 10 years	II	attach	
	★ Water quality trends tracked for key water bodies	II		
Communication & Coordination	★ Watershed hydrologic trends monitored / reported	II		
	■ 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 meeting	II		
	★ Obtain stakeholder input: within last 12 months	II		
	★ Coordination with watershed based initiatives	II		
	★ Track progress for I & E objectives in Plan	II		
	★ Coordination with County Board, SWCD Board, City/Township officials	II		
★ Partnerships: cooperative projects/tasks with neighboring districts, counties, soil and water districts, non-governmental organizations	II			

Year										
Expenditures										

Appendix I

2022 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)

Bryan Malone, Administrator, Becker Soil and Water Conservation District

Soil and Water Conservation District of the Year

(Minnesota Association of Soil and Water Conservation Districts)

Mille Lacs Soil and Water Conservation District

Outstanding Administrator of the Year

(Minnesota Association of Watershed District Administrators)

Mark Doneux – Administrator, Capitol Region Watershed District

Outstanding Watershed District Employee

(Board of Water and Soil Resources)

Bob Fossum – Monitoring and Research Division Manager, Capitol Region Watershed District

Program of the Year Award

(Minnesota Association of Watershed Districts)

Hennepin County – Chloride Initiative

WD Project of the Year

(Minnesota Association of Watershed Districts)

Lac qui Parle- Yellow Bank Watershed District – Protecting Del Clarke Lake and Restoring Canby Creek

County Conservation Awards

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

Dakota County- Reintroduction of Bison at Spring Lake Park Reserve