

**Next Generation Watershed Management Plan – Proposed Plan Steps and Schedule**Item 7Bi.  
BCWMC 9-19-13

- Plan Development Simplified:
  - i. How have we done?
  - ii. What do we have?
  - iii. What do we want (to achieve)?
  - iv. How will we achieve it?

The plan steps and Commission actions listed below are also shown on the attached proposed schedule.

Plan Steps and Commission Actions		Status	Responsible Party	Estimated Cost	Cost thru 7/31/13	Amt Over (Under) Budget
1	Establish Steering Committee	Complete	L Loomis, Chair			
2	Develop Public Outreach process <ul style="list-style-type: none"> <li>• Evaluate various methods to conduct outreach to the watershed, including the Golden Valley Envision Process</li> <li>• Make recommendation to the Commission</li> </ul>	Complete	L Loomis L Jester Barr			
3	Notify plan stakeholders <ul style="list-style-type: none"> <li>• Notify plan stakeholders of plan initiation and request information – New and current 8410 requirement. Current 8410 rules require that the WMO request information from the plan review authorities (local, regional and state). The proposed 8410 rules would require that the WMO request this information at a particular time in the planning process (before initial planning meeting), and that the WMO <u>allow 60 days</u> for the stakeholders to respond.</li> </ul>	Complete				
4	Visioning <ul style="list-style-type: none"> <li>• Review BCWMC's current Vision, revised as appropriate. This is an exercise that looks to the future and lays out, in one or two sentences what the Commission/TAC would like the watershed to look like in the future (ten (10) years or more).</li> <li>• Visioning exercise conducted at December 20 Commission meeting</li> </ul>	Complete				

Through August 30, 2013

Plan Steps and Commission Actions		Status	Responsible Party	Estimated Cost	Cost thru 7/31/13	Amt Over (Under) Budget
5	Perform Gaps Analysis <ul style="list-style-type: none"> <li>Evaluate TAC work on Next Generation Plan issues (see February 8, 2012 memo, Item 6F on the February 2012 Commission meeting agenda).</li> <li>Review WMO/member city roles and responsibilities. Although not required in either the current or new/proposed 8410, the new/proposed 8410 rules state “the success of implementing the previous plan...must be summarized and considered in identifying priority issues” which points to at least a self-assessment (see Step 7 below).</li> <li>Cover issues relating to funding and financial stability, regulatory rules and standards, data availability, progress evaluation for TMDL implementation plans, load reduction and other BMPs, and maintaining the existing 100-year flood profile. How “non-bricks and mortar” CIP projects can be funded and implemented. Joel Settles, Hennepin County Environmental Services, should be invited to participate in discussions on this topic.</li> <li>Develop gaps analysis document that identifies new issues and existing topics from the 2004 Plan that may need updating in light of new data, priorities, and regulations.</li> <li>Review Gaps Analysis with Commissioners and TAC at workshop</li> <li>Finalize Gaps Analysis</li> </ul>	Complete  Complete  Complete  Draft completed 12/13/12  Complete 1/28/13  Complete	Barr w/ input from Commissioners and TAC       L Loomis L Jester Barr			
<b>Next Generation Planning Costs through 2/01/2013 (Barr)</b>				<b>NA</b>	<b>\$23,960</b>	
6	Kickoff and Stakeholder Input Process (based in-part on Golden Valley’s Envision process): public participation will consist of a	Complete				

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<p>series of small group meetings, an online survey, and a final summit/large group meeting (described below).</p> <ul style="list-style-type: none"> <li>February: Publish article one month prior to first kickoff meeting. <ul style="list-style-type: none"> <li>Publish in various media outlets including local papers, neighborhood newsletters, city newsletters, etc.</li> <li>Article to contain information about watershed, water resources, and planning process and to solicit input from citizens and groups for new plan. Will contain link to online survey</li> </ul> </li> <li>February: Publish on-line survey for general public to identify major water-resources issues and possible focus areas for the plan.</li> <li>February: Send letter to city staff, mayor, administrator requesting meetings with Council or city commissions for following item</li> <li>February: Recruit and train volunteers from the commission and community. Volunteers will be trained to facilitate small group meetings in each city. Government Training Services may assist in recruiting and training facilitators.</li> <li>March/April/May: Hold small focus group meetings facilitated by volunteers. Meetings will specifically target WMO member cities; anticipate one meeting per city. Cities will be asked to identify groups/departments to be invited to those meetings. Participants may</li> </ul>		<p>M Welch: contact w/reporter</p> <p>L Jester and A Herbert: get article to news outlets after Commission input</p> <p>L Jester and L Loomis: develop survey w/ Commission input A Herbert: Publish survey online</p> <p>L Loomis: write and send letter</p> <p>L Jester and L Loomis: recruit and train volunteers, develop meeting materials</p> <p>Small group meetings: Volunteers –</p>	<p>Writer=\$1,000</p> <p>A Herbert=\$228 L Jester assistance</p> <p>Barr=\$880 A Herbert=\$171 L Jester assistance</p> <p>L Jester assistance</p> <p>A Herbert = \$1,140 Materials:</p>	<p>Writer = \$50 (5%)</p>	<p>(\$950) see roll up below</p>

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	include city councils, city staff, and advisory commissions (e.g., planning, environmental). <i>[A framework will be developed to guide discussion at focus group meetings and other small meetings to allow ample public participation, using the Gaps Analysis as a foundation. Framework will include information and comments submitted to the Commission as part of the initial 60-day notice period from review agencies and the member cities. This process will begin identifying water-resource issues and goals to be addressed in the Next Generation Plan. This information will assist in the development of Goals and Policies and the Assessment of Issues and Opportunities.]</i>		meeting coordination+ attend L Loomis – coordinate + some attendance L Jester – assist w/ coordination + some meeting attendance A Herbert – Formatting meeting notes for the record	(meeting materials, mailings, refreshments)= \$250 L Jester assistance	Materials= \$168 (67%)	(\$82)see roll up below
	<ul style="list-style-type: none"> <li>Identify and contact additional groups for small group meetings, including lake associations, civic organizations, and other self-identified groups wishing to provide input</li> </ul>		Volunteers, L Jester, L Loomis	\$0		
	<ul style="list-style-type: none"> <li>June (early): Host a large meeting/summit to report on the findings from the smaller group meetings, This meeting includes all plan stakeholders, including: BWSR, MDH, MDA, MPCA, Met Council, MnDOT, and member cities and those that participated in small group meetings. <u>Prioritize the issues to be addressed through the Plan (see Step 8 below)</u> and wrap-up the kickoff process.</li> </ul>		L Loomis, L Jester, A Herbert, Barr: Meeting coordination, set up, attendance, notes	Barr = \$1,230 A Herbert = \$342 Meeting materials= \$200	Materials = \$95 (48%)	(\$105) see roll up below
	<ul style="list-style-type: none"> <li>We do not anticipate the need for a standalone Citizen Advisory Committee (CAC). However, one may be developed to follow plan development and offer input on various plan aspects.</li> </ul>		N/A	N/A		
	<ul style="list-style-type: none"> <li>Maintain all planning information on a website including meeting announcements, draft plan documents, scoping</li> </ul>					

Through August 30, 2013

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	documents, etc. This will allow those not able to attend meetings to keep up with the process and allow an open and transparent process.		L Jester and A Herbert	A Herbert = \$570 L Jester assistance		
	STEP 6 TOTALS	Complete		Barr = \$2,100 A Herbert = \$2,451 Writer = \$1,000 Materials = \$450  TOTAL \$6,001	Barr = \$945 (45%) A Herbert = %0 (0%) Writer = \$50 (5%) Materials = \$263 (58%)  TOTAL \$1,258	TOTAL (\$4,743)
7	Self-assessment of past accomplishments <ul style="list-style-type: none"> <li>Develop table for plan of past accomplishments of the Commission for inclusion in the Plan</li> </ul>	Complete	Barr, L Jester, A Herbert	Barr = \$1,970	Barr = \$1,735 (88%)	(\$235)
8	Assess and prioritize issues by Commission <ul style="list-style-type: none"> <li>July: Commission will assess and prioritize issues using input from stakeholders gathered at meetings held in Step 6 and from information obtained in Step 3, including data from survey, small group meetings and large summit. This step includes time to review and summarize the information to be presented at the meeting.</li> </ul>	Complete	Information summary and meeting coordination: L Jester, Barr	Barr = \$2,600 L Jester assistance	Barr = \$1,250 (48%)	(\$1,350)
9	Establish goals, policies, strategies <ul style="list-style-type: none"> <li>The Commission and the TAC have spent some meetings undertaking a self-assessment, some visioning, and some identification of gaps and issues. The next step is to take this "big picture" analysis and to start identifying possible goals and actions for 2014-2023. TAC,</li> </ul>	In Progress	Meeting coordination, drafting possible goals, policies, strategies for review	Barr = \$8,680 L Jester assistance	Barr = \$4,937 (57%)	In Progress

Through August 30, 2013

Plan Steps and Commission Actions		Status	Responsible Party	Estimated Cost	Cost thru 7/31/13	Amt Over (Under) Budget
	Commissioners, review agencies and other stakeholders will be involved in this phase. Revise goals following meetings/feedback.		and discussion: Barr, L Jester, L Loomis, Plan Steering Committee			
10	Finalize goals, policies, strategies with Commission and TAC <ul style="list-style-type: none"> <li>This may involve a large group meeting of all stakeholders including Commissioners, TAC, review agencies, City Managers, and participants of large summit meeting (Step #6) to review and come to consensus on goals, policies and strategies.</li> </ul>		Meeting coordination (if held): L Jester Meeting facilitation (if held): Barr	Barr =\$1,230 L Jester assistance	Barr = \$0 (0%)	
11	Review water quality and water quantity monitoring activities, water quality and quantity monitoring data, hydrologic & hydraulic modeling, and water quality modeling; draft Land and Water Resources Inventory	In Progress	Barr	Barr=\$10,150 L Jester assistance	Barr = \$8,778 (86%)	In Progress
12	Develop water quality and water quantity monitoring plans – reference MN Rules 8410.0100 Implementation Program Subp. 5. Data collection programs		Barr, L Jester, Plan Steering Committee, TAC	Barr=\$2,820 L Jester assistance	Barr = \$180 (6%)	
13	Review Standards and Triggers <ul style="list-style-type: none"> <li>This task should follow the assessment of issues and identification of goals and policies, to strive for consistency with rules and standards across neighboring watersheds and municipalities</li> </ul>		Barr, TAC	Barr=\$2,820 L Jester assistance	Barr = \$0 (0%)	
14	Develop education & outreach plan <ul style="list-style-type: none"> <li>Assess existing water education activities within the watershed to understand the needs (or gaps to fill) for the cities, neighborhood groups, lake associations, schools, and others</li> <li>Education Committee to develop a draft Education and Outreach Plan. The plan will continue to be refined and the final draft will be forwarded to the cities and the citizens' advisory representatives for their review and</li> </ul>		L Jester, Education Committee or other formulation of interested Commissioners and community members	Barr=\$900 L Jester assistance	Barr = \$0 (0%)	

Through August 30, 2013

Plan Steps and Commission Actions		Status	Responsible Party	Estimated Cost	Cost thru 7/31/13	Amt Over (Under) Budget
	input.					
15	Develop implementation plan		Barr	Barr=\$4,450 L Jester assistance	Barr = \$0 (0%)	
16	Establish self-evaluation process		L Jester, Barr	Barr=\$1,940 L Jester assistance	Barr = \$0 (0%)	
17	Complete draft plan – pull together pieces of plan created from previous steps and compile into single document		Barr	Barr=\$6,650	Barr = \$0 (0%)	
18	Approve final draft plan <b>April 17, 2014</b> <ul style="list-style-type: none"> <li>Commission review of final draft plan; authorize 60-day review period</li> </ul>		L Jester, Barr	\$0 (action at regular Commission meeting)		
19	Submit draft plan for 60-day review <ul style="list-style-type: none"> <li>First formal review of draft Plan;</li> <li>60 day city and agency review period</li> </ul>		Barr	Barr = \$2,180 (includes \$1,000 expenses)	Barr = \$0 (0%)	
20	Compile comments and prepare draft responses resulting from the 60-day review		L Jester, Barr	Barr=\$6,650 L Jester assistance	Barr = \$0 (0%)	
21	Commission approval of responses to comments received during 60-day review		L Jester, Barr	\$0 (action at regular Commission meeting)		
22	Submit responses to comments to reviewers at least 10 days prior to the public heading (see Step 23)		Barr	Barr=\$520 A Herbert = \$114	Barr = \$0 (0%)	
23	Public hearing <b>October 16, 2014</b> <ul style="list-style-type: none"> <li>Public hearing on draft Plan – to be held no sooner than 14 days after the 60-day review period and at least 10 days after distribution of the response to comments.</li> </ul>		Barr, L Jester	Barr = \$2,520 L Jester assistance	Barr = \$0 (0%)	
24	Revise Plan per response to comments and commission approval to submit Plan for final review/approval		Barr	Barr = \$3,860	Barr = \$0 (0%)	

Through August 30, 2013

Plan Steps and Commission Actions		Status	Responsible Party	Estimated Cost	Cost thru 7/31/13	Amt Over (Under) Budget
25	Submit Plan for review and BWSR approval by <b>March 27, 2015</b> <ul style="list-style-type: none"> <li>Second/final formal review of Plan &amp; BWSR approval – 3 steps:               <ul style="list-style-type: none"> <li>v. Submit plan for second/final review &amp; BWSR approval;</li> <li>vi. Attend/present at BWSR subcommittee meeting – <u>1 – 2 months after submittal</u>;</li> <li>vii. BWSR Board approval of plan – <u>within 90 days after submittal</u>;</li> </ul> </li> <li>The first key date is the plan expiration date, which is 10 years from the date BWSR approved the current BCWMC Plan: <u>August 25, 2014</u>.</li> </ul>		Barr	Barr = \$2,520	Barr = \$0 (0%)	
26	Commission adoption of plan after BWSR Board approval <b>April 16, 2015</b>		Barr	Barr = \$2,940 (including \$1,500 expenses)	Barr = \$0 (0%)	

Summary of Costs:	Budget (\$)	Spent (\$)	Spent (%)	Remaining Funds
Barr =	\$67,510	\$17,824	26%	\$49,686
A Herbert =	\$2,565	\$0	0%	\$2,565
Writer =	\$1,000	\$50	5%	\$950
Meeting materials expenses =	\$450	\$263	58%	\$187
<b>Subtotal =</b>	<b>\$71,525</b>	<b>\$18,137</b>	<b>18.4%</b>	<b>\$53,388</b>
Next Generation Planning Costs through 2/01/2013 (Barr) =	\$23,960	\$23,960	100%	\$0
<b>Total =</b>	<b>\$95,485</b>	<b>\$42,097</b>	<b>44%</b>	<b>\$53,388</b>

**Notes:**

- Total unspent funds from completed tasks 6, 7, and 8 = \$6,328
- Labor and expenses for KLC to attend Steering Committee Meetings, workshops, and the Summit total \$3,133 (not included in table above)
- Administrator time (including meeting attendance through July) (not included in table above) total \$6,484.



The TAC meetings and topics listed below are also shown on the attached proposed schedule.

<b>TAC Meetings &amp; Topics</b> <b>(Including city staff, review agencies, and other stakeholders – e.g., Minneapolis Park &amp; Recreation Board)</b>		
<b>#</b>	<b>Schedule</b>	<b>Description</b>
1	July 2013	<p>Assess and Prioritize Issues</p> <ul style="list-style-type: none"> <li>Review prioritized issues resulting from the summit meeting (see Plan Step #6) and make recommendations to the Commission.</li> </ul>
2	August 2013	<p>Review Water Quality &amp; Water Quantity Monitoring and Modeling</p> <ul style="list-style-type: none"> <li>List the types of monitoring data the TMDLs identified as necessary in the long-term to best understand lake water quality, improvement strategies and progress toward water quality goals.</li> <li>The TAC will meet to review water quality monitoring results, the various TMDL Implementation Plans, potential new water quality standards, emerging contaminants, TMDL progress monitoring, and potential requirements relating to regional TMDLs and NPDES permitting, and guidance from the MPCA regarding evaluating progress towards meeting TMDL requirements. TAC to discuss and recommend principles of a ten year monitoring plan.</li> <li>The TAC will meet to review water quantity monitoring results and make recommendations with reference to the ten year monitoring plan.</li> <li>BCWMC Staff prepares a monitoring plan based on TAC recommendations that details the specific purpose of each type of monitoring, the frequency, and cost of such monitoring, which will tie the monitoring to specific next generation plan goals and implementation plan (see item 5 below).</li> </ul>
3	September 2013	<p>Review Commission Goals</p> <ul style="list-style-type: none"> <li>Review draft goals and policies developed by the Commission (see Plan Step #9) and make recommendations to the Commission. Review shall consider the results of the self-assessment, visioning, and gaps identification processes.</li> </ul>
4	October 2013	<p>Review Rules &amp; Standards</p> <ul style="list-style-type: none"> <li>Start the discussion on the rules and standards review. <ul style="list-style-type: none"> <li>Size of Projects and Applicability to Redevelopment Projects: <ul style="list-style-type: none"> <li>Linear Projects;</li> </ul> </li> <li>Consistency with Other Standards: <ul style="list-style-type: none"> <li>Lake and Stream TMDLs;</li> <li>Draft NPDES Minnesota General Permit;</li> <li>MPCA's Minimal Impact Design Standards (MIDS);</li> <li>Infiltration in Drinking Water Supply Management Areas (DWSMAs);</li> </ul> </li> </ul> </li> </ul>

<b>TAC Meetings &amp; Topics</b> <b>(Including city staff, review agencies, and other stakeholders – e.g., Minneapolis Park &amp; Recreation Board)</b>		
		<ul style="list-style-type: none"> <li>▪ Soil Management;</li> <li>▪ Inspection of Infiltration/Filtration Facilities;</li> <li>▪ Abstraction Requirements;</li> <li>○ Development of a long-term maintenance plan</li> </ul>
5	November 2013, January 2014	<p>Implementation Plan</p> <ul style="list-style-type: none"> <li>• Review draft Implementation Plan developed by the Commission (see Plan Step #15). Develop list of CIP and other items to be included in the implementation plan.</li> <li>• Generate a table of recommended specific monitoring actions by year over the next 10 years (see item 2 above). It is expected that the table will be revisited in future years to take into account changing requirements.</li> <li>• Consider creating an additional spreadsheet of monitoring activities done by others to reduce redundancy and to identify the sites where monitoring occurs.</li> <li>• Consider creating a spreadsheet of education and outreach activities done by others to reduce redundancy and identify opportunities for coordination.</li> <li>• Build flexibility into implementation program to allow for future revision.</li> </ul>
6	February 2014	<p>Education &amp; Outreach Plan</p> <ul style="list-style-type: none"> <li>• Review the draft Education and Outreach Plan (see Plan item 14). The plan will continue to be refined and the final draft will be forwarded to the cities and identified stakeholders for their review and input.</li> <li>• Identified goals, strategies, and priority areas for education and outreach.</li> </ul>
7	September 2014	Review Comments & Responses
8	November 2014	Review Final Plan Revisions