



2023 Performance Review and Assistance Program

Report to the Minnesota Legislature

January 24, 2024

Minnesota Board of Water and Soil Resources

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2023 PRAP Legislative Report

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 18 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.

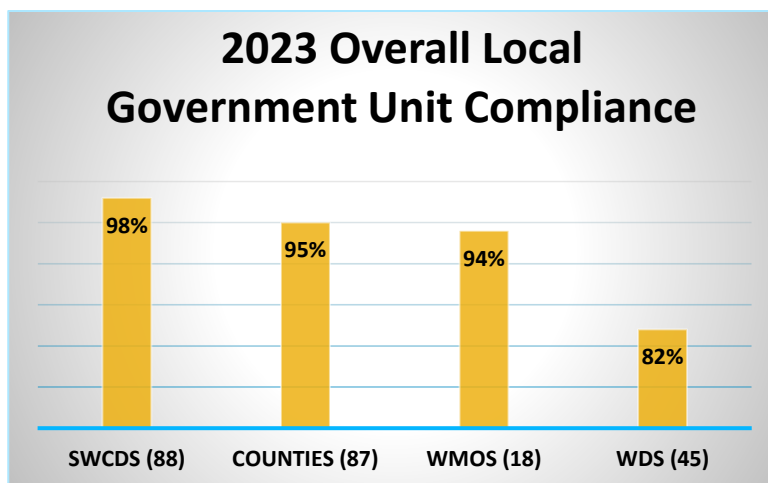
BWSR's PRAP uses four levels of review to assess performance ranging from statewide oversight in the statewide summary, to a focus on individual LGU performance in the Organizational Assessment, review of comprehensive watershed management plan progress in the Watershed-based Assessment, and Special Assessment for organizations needing additional assistance.

2023 Program Summary

- Hired and trained a new PRAP Coordinator
- Tracked 238 LGU's performance via Statewide Summary.
- Continued 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.
- Completed two Watershed-based Performance Reviews, with 17 LGU partners.
- Evaluated PRAP Program and developed changes to process materials based on findings.
- Emphasized 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 to LGUs.
- Surveyed LGUs from 2020 Organizational Assessment PRAP review to track LGU implementation of PRAP recommendations.
- Monitored and review compliance with Action Items identified during Organizational Assessment review to measure progress toward the goal of 100% compliance within 18 months for required Action Items.
- Continued to promote PRAP Assistance Grant to enhance LGU organizational effectiveness.
- Updated Watershed-based PRAP Performance Standards checklist, guidance document and Survey questions for pilot Watershed-based PRAP process.
- 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.

2023 Results of Annual Tracking of 238 LGUs' Plans and Reports (PRAP Annual Statewide Summary)

In 2023, overall compliance with LGU plan revision and reporting requirements was 94%. All drainage buffer reports were submitted on time. 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 2024 to identify issues with the audit submittals and improve overall LGU compliance. In 2023, reminders were sent out to improve compliance.



- **Long-range Plan Status:** the number of overdue plans is 1 in 2023 (*decreased from 4 in 2022*).
 - Counties: No water plans are overdue.
 - Soil and Water Conservation Districts: No plans are overdue.
 - Watershed Districts: One watershed management plan is overdue (Two Rivers WD).
 - Watershed Management Organizations: No watershed management plans are overdue.
- **LGUs in Full Compliance with Level I Performance Standards: 94%.**
 - Soil & Water Conservation Districts: 98% compliance (86/88).
 - County Water Management: 95% compliance (83/87).
 - Watershed Districts: 82% compliance (37/45).
 - Watershed Management Organizations: 94% compliance (17/18).

Selected PRAP Program Objectives for 2024

- 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 up to 18 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 2021 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.

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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 Board Conservationists and 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 2023 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. No organizational assessments were completed in 2023.

Organizations were assessed through the Watershed-based Assessment process.

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. Two watershed-based assessments were completed in 2023 and involved a total of 17 LGUs.

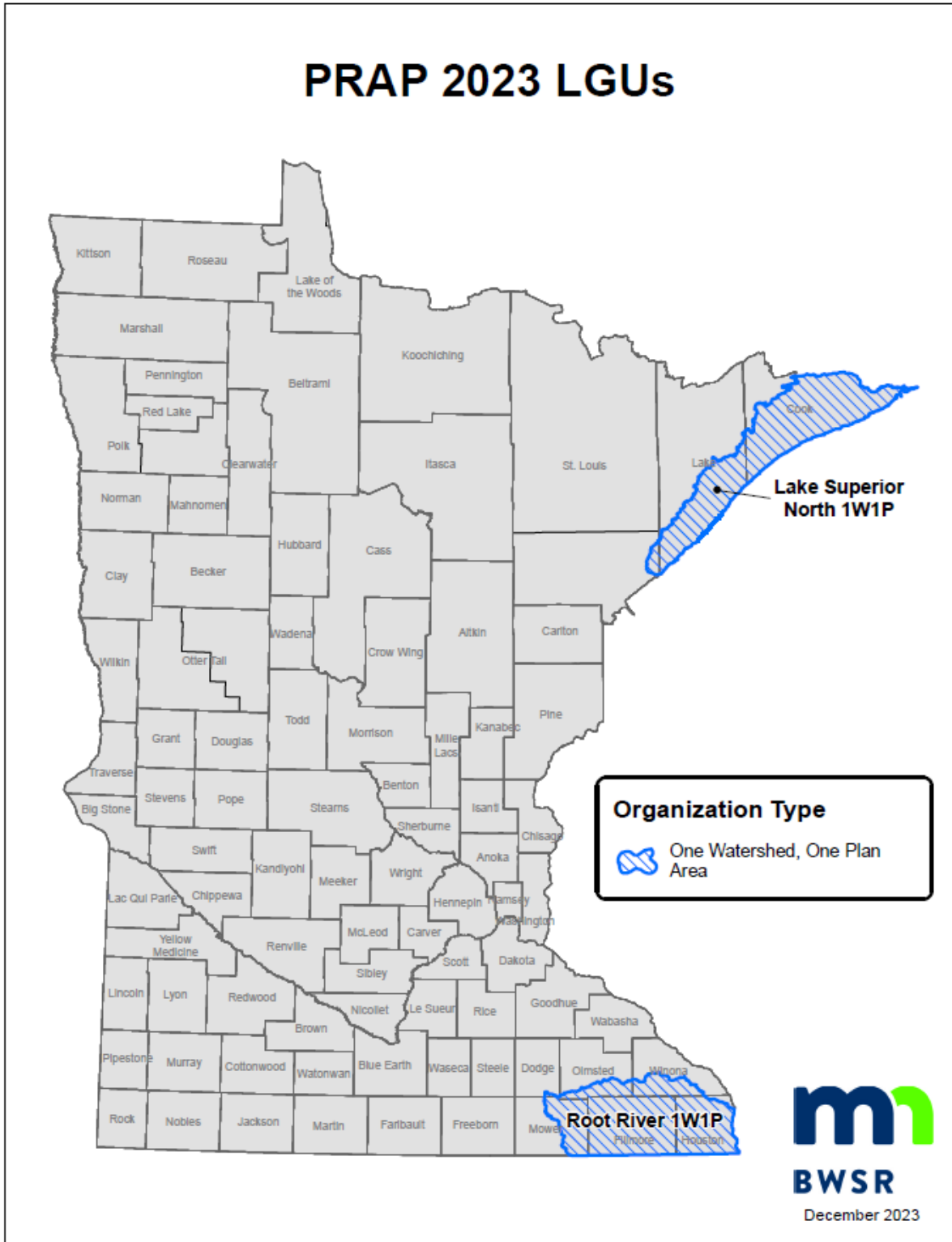
Special Assessment is an in-depth assessment of an LGU faced with performance challenges. A Special Assessment is initiated by BWSR or the LGU and usually involves targeted assistance to address specific performance needs. BWSR regularly monitors all LGUs for challenges that would necessitate a Special Assessment. No Special Assessments were completed in 2023.

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 2023 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 2023 program activities with the corresponding objectives from the 2022 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 in 2023 was 94% compliance, the same as 2022. Overdue long-range water management plans totaled 1 in 2023.
Continue efforts to improve Statewide Summary performance review reporting of all LGUs through cooperation and persistent follow up by BWSR staff.	WD compliance dropped to 82% in 2023 as compared to 84% in 2022. In 2023, 94% of Watershed Management Organizations met reporting or auditing requirements, as compared to 100% in 2022.
Evaluate PRAP Program and make changes to processes and materials based on findings.	Worked with Management Analysis and Development division to conduct an evaluation of the PRAP program to identify areas for improvement and efficiencies.
Complete 4 Watershed-based Assessments with partnerships of local governments working together to implement comprehensive watershed management plans (CWMPs) developed through the One Watershed, One Plan Program	Completed two Watershed-based Assessments in the Lake Superior North and Root River Watersheds. The decreased number of assessments completed in 2023 is due to an intentional reduction to complete the PRAP program evaluation, and due to turnover in the PRAP coordinator position.
Complete up to 2 Special Assessments, if needed, in 2023.	Discussed need for Special Assessment with BWSR Regional Managers and Organizational Effectiveness Manager and concluded that no Special Assessments were needed in 2023.
Survey LGUs from 2020 Organizational Assessment PRAP reviews to track LGU implementation of PRAP recommendations.	In 2020, 17 LGUs were reviewed. Of the 17, three LGUs received a total of four 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 the 2023 Watershed-based Assessments 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 2023 include Fillmore SWCD (review and update job descriptions and pay scale), Technical Service Area 7 (strategic workload analysis and staffing needs), Aitkin SWCD (strategic planning and staffing plan), Cass SWCD (strategic planning and staffing needs), and Morrison SWCD (strategic planning and staffing. Total grant funds awarded in 2023 is \$54,900.</p>

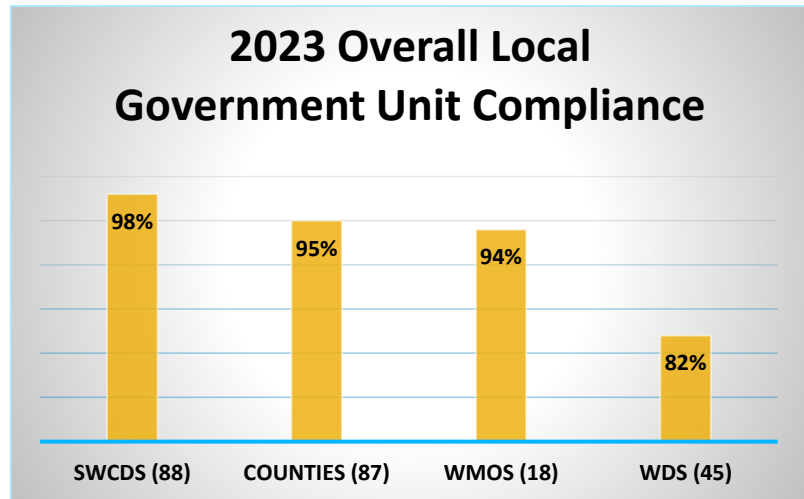
REPORTING OBJECTIVES

<p>What We Proposed</p>	<p>What We Did</p>
<p>Provide leadership in communicating the importance of measuring outcomes in Watershed-based Assessments and 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>In 2023, two Watershed-based Assessments were completed with watershed partners in the Lake Superior North and Root River watersheds. These Watershed-based Assessments measured the watershed partners progress towards their plan goals and whether assurance measures for Watershed-based Implementation funding are being met. Monitoring plan progress and compliance with assurance measures will continue to be a requirement of the comprehensive watershed management plans developed via the One Watershed One Plan program.</p>

2023 LGU Performance Review Results

Statewide Summary Results

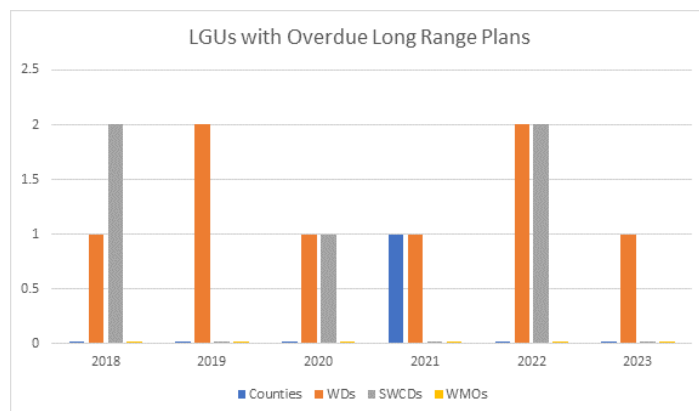
The Annual Statewide Summary monitors and tabulates all 238 LGUs’ long-range plan updates and their annual reporting of activities, ditch buffer reports, grants, and finances. BWSR tracks these performance measures each year to provide oversight of legal and policy mandates, but also to screen LGUs for 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 2023. BWSR began tightening Level I compliance tracking in 2013, and compliance percentages have remained high from 2018-2023, 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. The 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 in 2023 has decreased from 2022. Just one Watershed District water management plan is overdue at the end of 2023. No county local water plan and watershed management organization plans have expired as of December 31, 2023. 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 2023, 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, 2023, deadline, maintaining the 100% reporting compliance achieved from 2015 through 2022. 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. In 2023, 99% of LGUs met the reporting deadline compared with 99% in 2022, 99% in 2021, 98% in 2020, 98% in 2019, and 97% in 2018.

Watershed district compliance with the annual activity report requirement dropped slightly in 2022 with 84% compliance, this compared to 89% in 2022, 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 2023 82% of WDs met the audit performance standard, compared to 89% in 2022. In 2023, 94% of WMOs met this standard, as compared to 100% in 2022. 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.

Performance Review Results

There have been significant changes in the way that Minnesota approaches water management since PRAP started in 2008. In particular, the transition to watershed-based management plans have changed the way water planning is occurring at a local level. In 2023, BWSR determined that an evaluation of the PRAP program was needed to review the effectiveness of the program and to identify any areas for improvement or efficiencies.

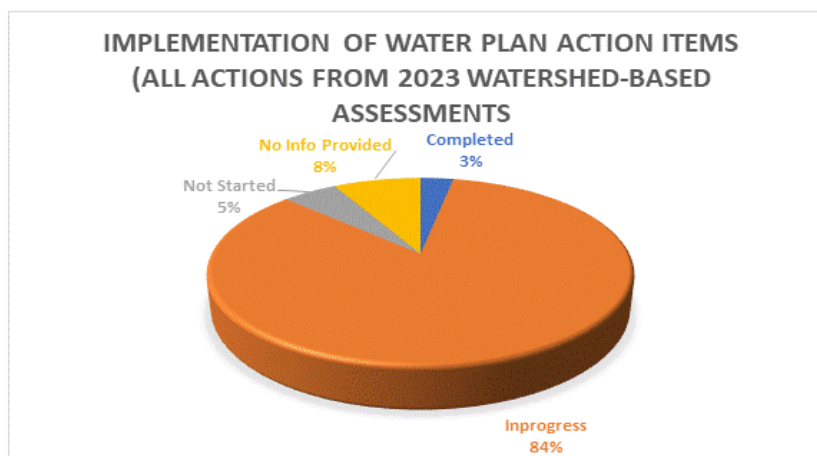
The program evaluation occurred between January and June of 2023. This work, in conjunction with a vacancy in the PRAP coordinator position and necessary onboarding and training for a new coordinator resulted in just two of the four watershed-based reviews scheduled for 2023 being completed.

In 2023, BWSR conducted Watershed-based PRAP Assessments for two Comprehensive Watershed Based Management Plans: **Lake Superior North and Root River Watersheds.**

Appendix G (pages 24-38) contains summaries of the 2023 performance review reports. Full reports are available from BWSR by request.

Implementation of Water Plan Action Items

Two Watershed-based Assessments were completed in 2023 to review progress made towards their One Watershed, One Plans (Lake Superior North and Root River Watersheds). Those plans identified a combined 257 action items. Of those action items, 215 had at least some progress made, with 8 actions being completed, and 13 action items that were not started or dropped. Eighty-four percent of the total actions were implemented to some extent (either completed or ongoing).



Common Recommendations in 2023

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. Increase engagement with Advisory Committee (including stakeholders).** Working to improve engagement of Advisory Committee members is extremely important. Individuals from Advisory Committees have a unique skillset and are great resources. Additional steps to engage Advisory Committee members should be built into a Partnership's annual plan of work, activities, and process.
- 2. Evaluate Establishing Adjustable Cost-Share Rates based on Priority Levels/Locations.** Evaluating projects based on highest priority areas, reviewing adjustable rates based on location, and considering cost effectiveness are very important considerations when ranking projects. There are many examples throughout the state of ranking forms and spreadsheets.
- 3. Tailor Educational Messaging to Reach Goals.** Tailoring educational messaging and resources is an important aspect of reaching specific watershed and sub-watershed goals. Narrowing and focusing messaging is necessary to reach the intended audiences. Partnerships should determine what skillsets are needed to meet plan goals, and evaluate which skillsets are currently provided by partnership staff. If the existing partners do not have the time or available resources, consider options for shared services, or outside contracting.
- 4. Annually Conduct Work Planning Exercise.** The PRAP Assessment is intended to assist local governments in determining progress towards plan goals and activities. It is important to continually reevaluate activities throughout the life of the plan to determine whether the activity is still relevant or whether modifications are needed.
- 5. Improve Plan Progress Tracking and Consider Articulating Goals in Concrete/Measurable Fashion in Future Plan Amendments.** Tracking plan progress is an important component of evaluating partnership success. Partnerships should continue to work to improve tracking, communication/coordination, and articulate success. For future plan amendments, existing goals should be modified using concrete, measurable language when possible.

Action Items

During Performance Review Assessments, an 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 the 2023 PRAP Assessment reviews will be verified within 18 months to ensure completion. A PRAP follow-up survey demonstrated that all four of the action items assigned for 2020 LGUs were implemented within 18 months.

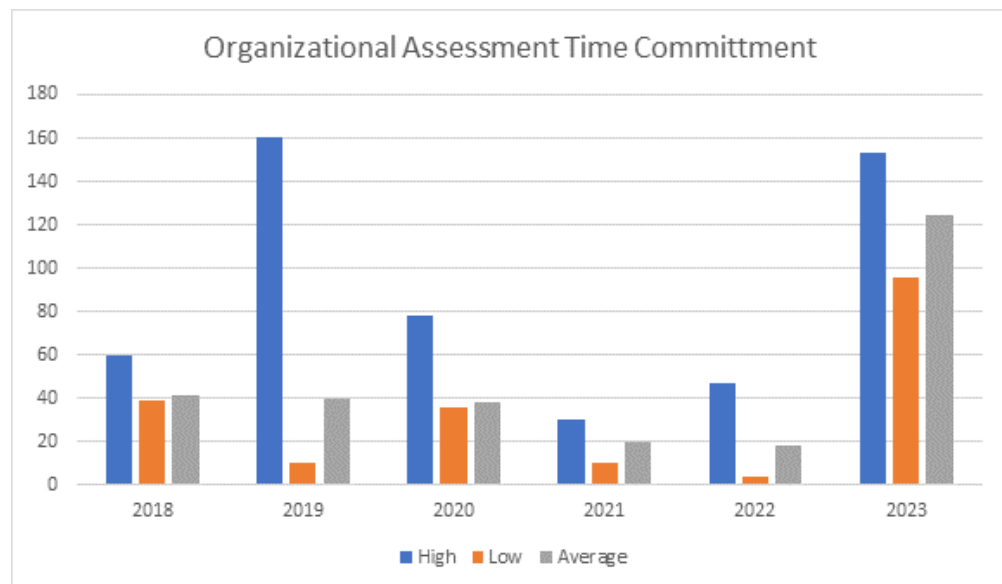
Special Assessment Results

No Special Assessment reviews were completed in 2023 as there was no expressed desire by BCs or regional supervisors to conduct this level of review on any LGUs.

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 2023, LGU staff spent an average of about 125 hours on their Watershed-based Assessment, higher than the previous year’s Watershed-based assessment (Yellow Medicine). The amount of LGU staff time to conduct the Watershed-based Assessment is trending higher than an Organizational



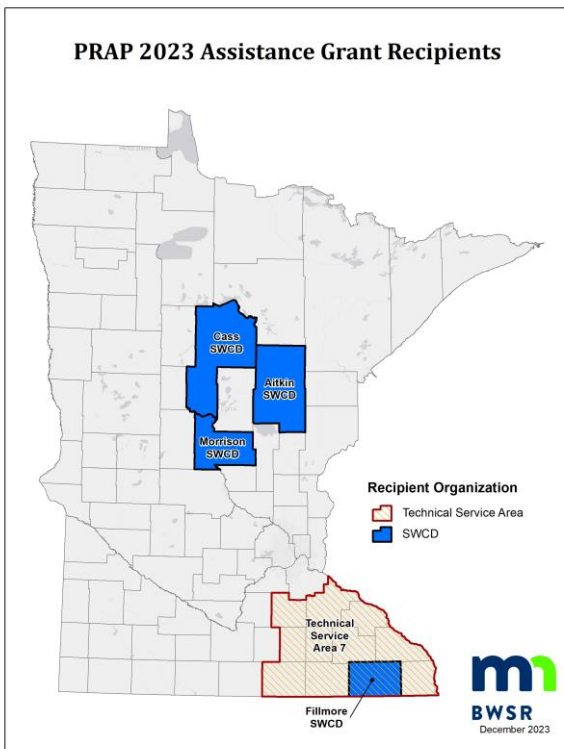
Assessment because it includes time from several LGUs as compared to a single LGU. Not including overall performance review administration and process development, BWSR staff spent an average of 90 hours for each Watershed-based Assessment. This is consistent with the amount of time spent (90 hours) on the Yellow Medicine Watershed-based Assessment in 2022 and slightly higher than the time spent on Organizational Assessments (65 hours) in 2022.

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

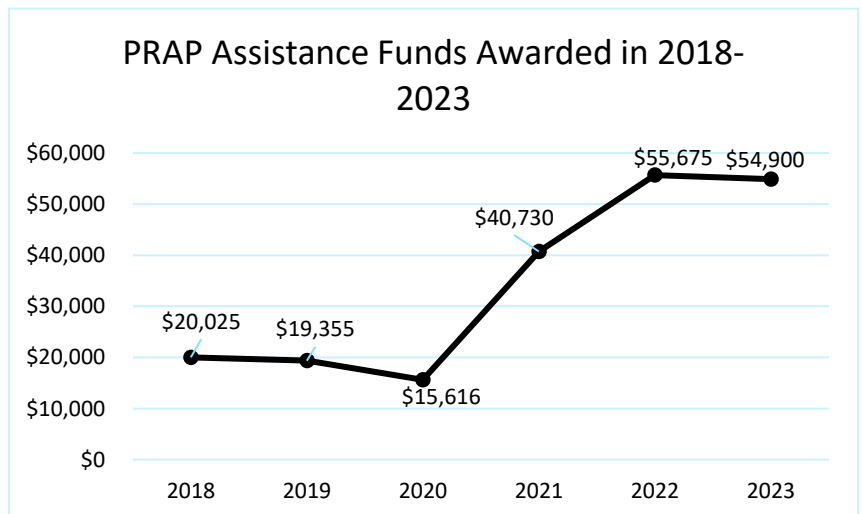
PRAP Assistance Program

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 \$290,000 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 2023, PRAP Assistance Grants were provided for Fillmore SWCD, Technical Service Area 7, Cass SWCD, Aitkin SWCD and Morrison SWCD. 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 (M.S. 103B.102) 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 (M.S. 103B.102, Subd. 3), 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 or Watershed-based Assessment, their report lists "commendations" for compliance with each high-performance standard, demonstrating practices over and above basic requirements. The Root River Partnership and the Lake Superior North Watershed Partnership received the following commendations in 2023:

- Involving the policy committee or board in project funding discussions and decision making.
- Shared service opportunities leveraged between partners.
- Updating and reviewing committee membership lists regularly.
- Training efforts are made to policy committee on watershed related topics.
- Coordinating with County Board, SWCD Board, WD Board, Township officials.
- Cooperative projects/tasks with neighboring organizations, such as counties, SWCDs, WDs, tribal governments, and Non-Governmental Organizations.

Program Conclusions and Future Direction

Conclusions from 2023 Reviews

All Action Items identified during 2023 Watershed-based Assessment PRAP were assigned an 18-month timeline for completion. In 2023, BWSR completed follow up of all Organizational Assessment (previously Level II review) PRAPs for the year 2020.

Action Items from previous Organizational Assessment PRAP are being implemented.

In 2020, three organizations received a total of four action items, each of which were implemented within 18 months.

- **Common recommendations for watershed partners in 2023 was to Annually Conduct a Work Planning Exercise, Improve Plan Progress Tracking, and Consider Articulating Goals in a Concrete/Measurable Fashion in Future Plan Amendments.** These recommendations will help watershed partnerships recognize the successes they've achieved, determine progress they've made towards plan goals and activities, and help them to determine which planned activities are still relevant.

Reminders and incentives contribute significantly to on-time reporting by LGUs. Overall LGU reporting performance and non-expired plans improved in 2023. Buffer strip reporting was maintained at full LGU compliance after reaching 100% compliance in 2015 through 2023 which can be attributed to close attention from BWSR staff. Overall compliance also improved to 94% in 2023, compared to 92% in 2022.

PRAP Program Evaluation

In January 2023, the Minnesota Board of Water and Soil Resources (BWSR) contracted with Management Analysis and Development (MAD) to evaluate the core components of the Performance Review and Assistance Program (PRAP) and make recommendations for internal process improvements. Information for the evaluation was gathered through a series of interviews with BWSR staff, and with LGU partner staff that had been part of the PRAP review within the last 2 years, document review and process mapping.

Feedback about the program was generally positive, and it appears that BWSR and LGU partners find value in the reviews. The report also provided recommendations on how to improve the program moving forward. In 2024 BWSR will prioritize the recommendations and begin to integrate changes into the program implementation.

PRAP Program Objectives for 2024

- 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 up to 18 Performance Reviews.
- Use recommendations from the 2023 PRAP program evaluation to make changes to the program and associated processes.
- 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 2021 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

All resolutions are current.

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

- Two Rivers Watershed District is overdue (will have an approved Comprehensive Watershed Management Plan prior to the end of 2024).

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

Late Reports:

- Nicollet SWCD

Counties

Drainage Authority Buffer Strip Reports

All reports submitted on time.

eLINK Status Reports of Grant Expenditures

Late Reports:

- Lake County
- Olmsted County
- Pine County
- Steel County

Watershed Districts

Drainage Authority Buffer Strip Reports

All reports submitted on time.

Annual Activity Reports Not Submitted (or submitted late):

- Joe River WD
- Wild Rice 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 2022 as of December 31, 2023

Soil and Water Conservation Districts

Annual Audits

Annual Audits Not Submitted (or submitted late)

- Hubbard
- West Polk *

Watershed Districts

Annual Audits Not Completed (or submitted late):

- Coon Creek *
- Heron Lake
- Joe River
- Lower Minnesota River **
- North Fork Crow River **
- Middle Snake Tamarac Rivers
- Sauk River **
- Yellow Medicine *

Metro Joint Powers Watershed Management Organizations

Annual Audits Not Submitted (or submitted late):

- Lower Mississippi River *

** Submitted late*

*** dropped by auditor, complete in 2024*

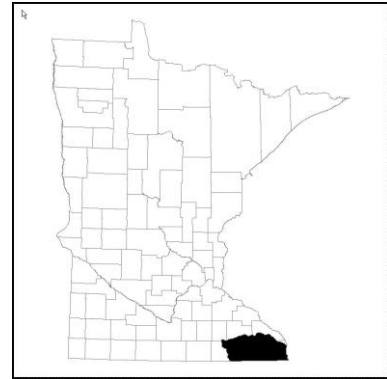
Appendix G

Watershed-based Assessment Performance Review Final Report Summaries

Root River Partnership (Watershed-based PRAP)

Key Findings and Conclusions

The Root River Partnership is commended for their work in implementing activities identified within their Comprehensive Watershed Plan. In general, Advisory Committee members feel the partnership is doing an effective job in implementing projects on the ground to meet plan priorities.



Increasing communication with both the Policy and Advisory Committees will help improve conservation delivery in the watershed. Additionally, considerations should be made in developing a formal project ranking process that includes evaluating cost effectiveness and tiers/adjusts rates based on priority levels. This will help focus and emphasize implementation on the desired locations. Focused implementation can also be increased through targeted marketing campaigns. 33.3% of Plan Work Group members stated that the partnership *rarely* or *sometimes* provided direct outreach to specific landowners.

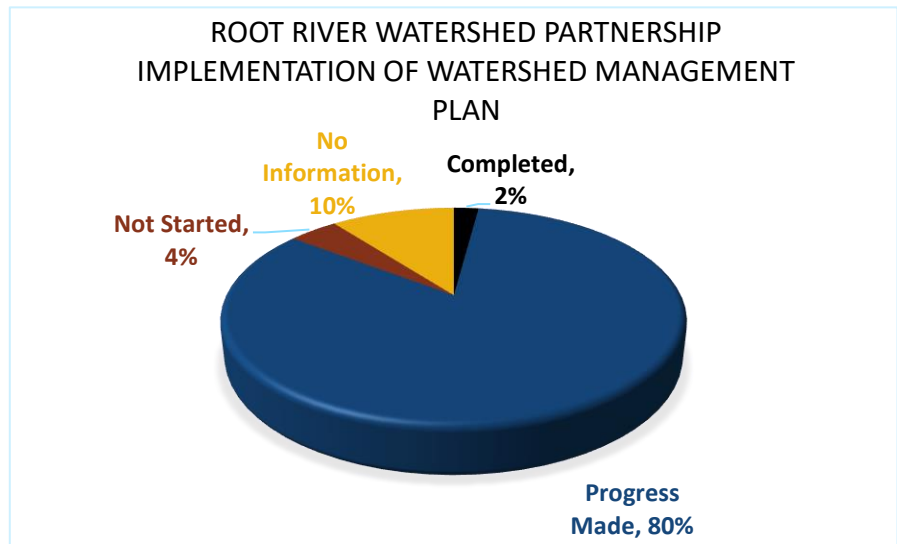
The Partnership is commended for meeting 16 of 22 applicable best standards/practices, including reviewing the committee membership and updating annually, having current operational guidelines for fiscal procedures, and updating agency partners on accomplishments regularly.

The Partnership is also commended for meeting 8 of 11 high performance standards, a testament to the efforts made by the Root River Partnership.

Resource Outcomes:

The Root River One Watershed, One Plan contains 210 action items. Of those, 176 activities identified as in progress/on-going, 9 were identified as not started, 4 were identified as completed, and the remaining 21 had no information provided to make a determination.

The Root River Partnership is commended for making progress on over 80% of the action items/activities identified within the implementation section of the plan.



Summary of Partnership Recommendations

Based on an analysis of the information and data collected during this review, BWSR staff developed several recommendations for the Partnership. BWSR relies heavily on our relationships with staff as well as the input of partners, staff, and board members to make sure recommendations provided are relevant, timely, and helpful for the partnership to implement and improve their operations. The full text of the recommendations can be found in the conclusions section.

- **Recommendation 1: Improve Plan Progress Tracking**
- **Recommendation 2: Increase Communication Between Staff and Policy Committee Members**
- **Recommendation 3: Public Education with Watershed Focus**
- **Recommendation 4: Increase Engagement with Advisory Committee (including stakeholders)**
- **Recommendation 5: Develop Formal Process to Rank Projects**
- **Recommendation 6: Annually Conduct Work Planning Exercise**

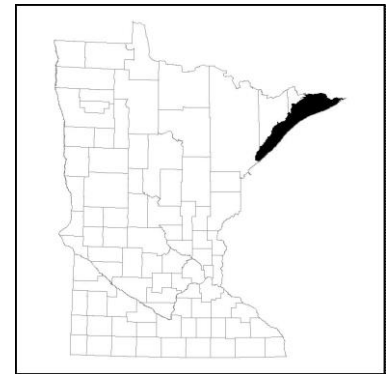
Lake Superior North Watershed Partnership (Watershed-based PRAP)

Key Findings and Conclusions

The Lake Superior North Partnership is commended for their work in implementing activities identified within their Comprehensive Watershed Management Plan. In general, Advisory Committee members feel additional communication and consultation would be beneficial. Partners believe they could provide expertise on various items, but the partnership rarely asked for outside assistance.

Developing strong working relationships/communicating with partners will help the partnership weather any challenges, and further assist in addressing water management issues and improving conservation delivery in the watershed.

Reviewing cost share criteria to ensure priority locations are focused upon, tailoring messages and marketing directly to landowners to meet goals, and annually conducting work planning would benefit the partnership.



The Partnership is commended for meeting 17 of 22 applicable best standards/practices, including having current operational guidelines for fiscal procedures, reviewing the committee membership, and updating annually, and updating agency partners on accomplishments regularly.

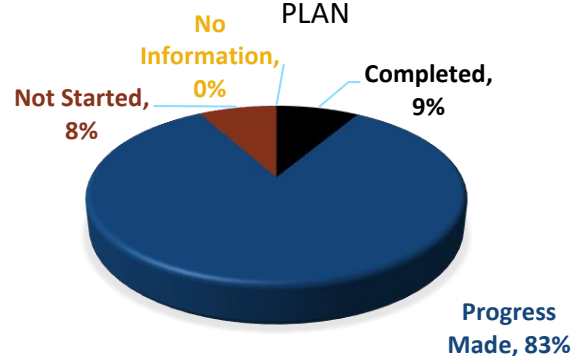
The Partnership is also commended for meeting 11 of 11 high performance standards, a notably high amount, and testament to the efforts made by the Lake Superior North Partnership.

Resource Outcomes:

The Lake Superior North One Watershed, One Plan contains a total of 47 action items. Of those, 39 activities were identified as in progress/on-going, 4 were identified as not started, 4 were identified as completed.

The Lake Superior North Partnership is commended for making progress on over 90% of the action items/activities identified within the implementation section of the plan.

LAKE SUPERIOR NORTH WATERSHED PARTNERSHIP IMPLEMENTATION OF WATERSHED MANAGEMENT PLAN



Summary of Recommendations

Based on an analysis of the information and data collected during this review, BWSR staff developed several recommendations for the Partnership. We rely heavily on our relationships with staff as well as the input of partners, staff, and board members to make sure we provide recommendations that are relevant, timely, and helpful for the partnership to implement and improve their operations. The full text of the recommendations can be found in the conclusions section.

- **Recommendation 1: Increase Engagement with Advisory Committee (including stakeholders)**
- **Recommendation 2: Evaluate Establishing Adjustable Cost-Share Rates based on Priority Levels/Locations**
- **Recommendation 3: Tailor Messaging to Reach Goals**
- **Recommendation 4: Annually Conduct Work Planning Exercise**
- **Recommendation 5: Improve Plan Progress Tracking and Consider Articulating Goals in Concrete/Measurable Fashion in Future Plan Amendments**

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	
		Basic practice or statutory requirement ★ High Performance standard (see instructions for explanation of standards)		Annual Compliance II BWSR Staff Review & Assessment (1/10 yrs.)	Yes, No, or Value	
					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, or Value	
	<ul style="list-style-type: none"> ■ Basic Practice or Statutory requirement ★ High Performance standard (See instructions for explanation of standards) 	<ul style="list-style-type: none"> I Annual Compliance II BWSR Staff Review & Assessment (1/10 yrs.) 	<ul style="list-style-type: none"> YES NO 	
Administration	■ 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				

Watershed-Based Performance Standards

Watershed Partnership Name: _____

Performance Area	Performance Standard	Level of Review	Rating		
			Yes, No, Unsure or N/A		
			YES	NO	Unsure or N/A
	<ul style="list-style-type: none"> ★ High Performance standard ■ Best Standard/practice ● Basic Requirement 	<ul style="list-style-type: none"> I Annual Compliance II BWSR Staff Review & Assessment 			
General Administration	■ Financial Reports provided to Elected Official Committee/Board on an annual basis.	II			
	● eLINK Grant Report(s): submitted on time (annual or biannual if funds exceed \$500,000)	I			
	● Conflict of Interest Policy exists and is reviewed/signed by the JPE or fiscal agent	I			
	● Annual financial audits are completed on time (if applicable)	I			
	■ Develop and implement an annual work plan (outside of WBIF grant)	II			
	■ Individual partner governing boards/councils are updated on annual proposed workplan activities	II			
	● Assurance measures completed for WBIF	I			
	■ Obtain stakeholder input within the last year	II			
	● Coordinator or lead staff person identified for the partnership	I			
	■ Operational guidelines for fiscal procedures exist and are current	II			
	■ Partnership annually evaluates progress towards water quality goals identified in the CWMP	II			
	★ Shared services opportunities are leveraged between partners	II			
	■ Financial tracking system outside of eLINK used at minimum annually by the watershed partnership	II			
■ Project accomplishments tracking system outside of eLINK used annually by the watershed partnership	II				
Elected Official Committee/Board	■ Elected Official Committee/Board updated at least annually on accomplishments and progress towards plan goals	II			
	★ Training: efforts are made to inform on watershed related topics	II			
	■ Training: basic orientation is provided to new members and new member representatives	II			
	● Each participating member has adopted the comprehensive watershed management plan	I			
	■ All participating partners are implementing the comprehensive watershed management plan	II			
	■ Reviewed governing documents (bylaws, formal agreements) within the last 5 years (if applicable)	II			
	★ As defined by the implementation agreement, the policy committee or board is involved in project funding discussions or decision making	II			
	★ Staff has open (2-way) communication with members	II			
	■ Committee membership reviewed/updated annually	II			
	★ Self-assessment completed in last 5 years or more if identified in your CWMP	II			
★ Short-term and long-term plan priorities evaluated on an annual basis	II				
Staff, Agency, Other Advisors	● Staff and Agency partners participate in plan updates/revisions/amendments	I			
	■ As described in the CWMP, are data collection/monitoring activities being used to evaluate progress	II			
	■ As noted in the CWMP, are watershed water quality/hydrologic trends monitored/reported	II			
	■ Members meet at least once annually	II			
	★ Committee membership list reviewed/updated regularly	II			
■ Agency members provide updates on accomplishments regularly	II				

Staff Committee	★	Water quality trends tracked for priority water bodies	II				
	★	Members meet at least three times a year and reviews plan goals and actions	II				
	■	Members participate in annual work planning related to their CWMP	II				
	●	Members completed the five-year evaluation as defined within their CWMP	I				
	■	Members each provide the partnership coordinator their individual accomplishments for annual reporting	II				
Communication & Coordination	■	Partnership Website(s): Specific to comprehensive planning effort/plan is maintained & accomplishments are regularly updated.	II				
	●	Partnership Website(s): Contains accomplishments, progress towards plan goal, board meeting, contact information, etc.	I				
	■	Communication piece: sent within last 12 months (newsletter, press release, newspaper, social media) that highlight work and program opportunities	II				
	■	Public education materials contain a watershed focus	II				
	Communication Target Audience:						
	★	Coordination with County Board, SWCD Board, WD/WMO Board, City/Township officials	II				
	★	Partnerships: cooperative projects/tasks with neighboring organizations, such as municipalities, counties, SWCDs, WDs/WMOs, tribal governments, non-government organizations	II				

Appendix I

2023 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)

Skip Langer, District Manager Olmsted Soil and Water Conservation District

Soil and Water Conservation District of the Year

(Minnesota Association of Soil and Water Conservation Districts)

Dakota Soil and Water Conservation District

Outstanding Administrator of the Year

(Minnesota Association of Watershed District Administrators)

Matt Moore, South Washington Watershed District

Outstanding Watershed District Employee

(Board of Water and Soil Resources)

Michael Hayman, Minnehaha Creek Watershed District

Program of the Year Award

(Minnesota Association of Watershed Districts)

Bois de Sioux Watershed District, Multipurpose Drainage Management Program

WD Project of the Year

(Minnesota Association of Watershed Districts)

South Washington Watershed District, Trout Brook Stream Restoration

County Conservation Awards

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

Pennington County, Pennington County Ditch 96