

Board of Water and Soil Resources
Performance Review and Assistance Program

Instructions for Part 2 Performance Standards Checklist

LGU Type: County Local Water Management

General Instructions: The Part 2 Performance Standards checklist is to be used as part of the Board of Water and Soil Resources' review of local governmental unit performance in their delivery of water management services. The purpose of this part is to provide an overview of your county's local water management operations in four areas: administration, planning, execution, and communication/coordination. The performance standards cover basic or required practices (■) and high performance practices (★). We expect each county to meet all of the basic practice standards. The high performance standards describe optional practices that are met less frequently. Counties will receive BWSR commendations for compliance with high performance standards. Any unmet high performance standards can serve as stretch goals for performance improvement. Where the performance standard lists multiple criteria (e.g., "written and reviewed/updated"), all criteria must be met in order to check the "yes" box on the form.

The performance standards are labeled as being either Level I or Level II. BWSR will monitor and report compliance with Level I standards annually for all counties. Level II standards are applied to those counties selected for the once-in-five-years PRAP Level II performance review. In those counties where both the county and the soil and water conservation district use the county local water management plan, BWSR will conduct some aspects of the Level II performance reviews jointly. However, BWSR will evaluate each LGU's compliance with the performance standards separately.

Administration

- eLINK 4Web report: completed on time
The deadline for filing the report is February 1 of each year. The report accounts for how the county spent state grant money.
- Drainage authority buffer strip report submitted
If the county is the local drainage authority, the annual buffer strip establishment and inspection report required by MS Chap. 103E.067 must be submitted to BWSR by March 1 each year. If the county is not the local drainage authority, enter "N/A" for this item.
- NRBG Allocation & Contribution Plan/Report submitted and approved
The Plan must be submitted to BWSR in conjunction with the Natural Resources Block Grant Agreement before money can be transferred. The final report must be submitted after the funds have been spent or within 30 days of the end of the grant agreement. The process is not final until the BWSR Board Conservationist has approved the documents.
- ★ Public drainage records: meet modernization guidelines
Counties that serve as the drainage authority will meet this standard if they have upgraded their drainage system records to meet the Drainage Records Modernization Guidelines. These guidelines are explained on the BWSR website (www.bwsr.state.mn.us/drainage/index.html).

Planning

- **Local water mgmt plan: current, with 5- or 10-year update**
This standard identifies whether the county is operating under a current local water management plan. According to MS Chap. 103B.311 Subp. 4, plans must cover at least 5 but no more than 10 years before an update is required.
- **Metro counties: groundwater plan up-to-date**
For metro area counties that have BWSR-approved, county adopted groundwater plans in accordance with MS 103B.255, this standard identifies whether the plan is up-to-date. Adopted plans cover at least five and at most ten years. This standard reflects whether the plan is current or is due for revision according to the designated period of time covered. Non-metro counties and metro area counties that have chosen not to prepare a groundwater plan should mark "N/A" for this standard.
- ★ **LWM implementation plan completed within 5 years of plan adoption**
For plans with a 10-year timeline, counties will meet this standard if the implementation plan has been revised at the 5-year interval in the planning cycle. For counties with an implementation plan update in their plan approval order or written into their plan, this is a mandatory standard. If there have been less than 5 years since the current local water plan was adopted or if the local water plan is a 5-year plan, mark "N/A" for this item.
- ★ **Water quality trend data used for short- and long-range plan priorities**
Counties that meet this optional standard will be recognized for using water quality trend data for key water resources to identify on which areas or on what programs to focus in their annual or long-range plans.

Execution

- **Progress on plan priority concern #**
This standard reports the amount of progress in implementing the aggregate of actions related to each priority concern in the local water management plan. Progress as of the date of this review is to be reported as either Good, Moderate, or Low as follows:
 - Good- work is proceeding on almost all of the planned action items; some are completed.*
 - Moderate- work has started on some of the planned action items; most of the rest are in planning or discussion stages or are scheduled for implementation later in the plan cycle.*
 - Low- none of the action items have been completed; on-going items or actions by others may be underway, but there has been no start-up of planned new initiatives.**A rating should be entered for each of the priority concerns in the plan. If there are more than five priority concerns, additional checklist rows will be added.*
- ★ **State \$ leveraged at least 1.5 times in non-state \$**
For the last 5 complete years add up all non-state money spent to match or cost-share with any state water management grants to the county. State grants include Natural Resources Block Grants, Clean Water Fund grants, drainage records modernization grants, etc. Sources of non-state dollars include county, federal, local governments, private landowners, and non-governmental organizations. If the amount of non-state dollars leveraged exceeds 1.5 times the state funds spent, the county has met this optional high performance standard.

- ★ Data collected to track outcomes for each priority concern
Counties that meet this optional standard will have identified outcomes or indicators for each of the priority concerns in their local water plan and be collecting data to measure those outcomes.
- ★ Water quality trends tracked for priority water bodies
Counties that meet this optional standard will have identified priority water bodies and have an established monitoring program to track the water quality of those water bodies.

Communication and Coordination

- Communication piece: sent within last 12 months
A communication piece can be a newsletter, press release for publication in local newspapers, website article, enclosure with regular mailings, etc. that highlight the work and program opportunities of the local water management program.
- ★ Obtain stakeholder input: within last 5 years
Counties that meet this optional standard will have conducted, either alone or in partnership with other local entities, a formal or informal survey of general stakeholder opinions or interests in water conservation and quality issues. This effort can take several forms and need not be a scientifically based, random sample. In general, BWSR recommends seeking such broad-based public input in conjunction with major plan updates in order to give stakeholders an opportunity to inform priority setting by the water planning committee.
- ★ Partnerships: liaison with SWCDs/WDs and cooperative projects/tasks done
Counties that meet this optional standard will have conducted programs and projects in cooperation with other local government, or non-governmental entities (e.g., Pheasants Forever, local lake association). Programs will include sharing in education, monitoring, planning and implementation efforts. This standard implies a level of partnership that goes beyond the customary project cost-share match.
- ★ Report to water plan advisory committee on plan progress
Counties will meet this optional standard if they annually report to their water plan advisory committee regarding the progress on specific objectives and action items in their local water management plan.
- ★ Track progress for I & E objectives in Plan
Counties that meet this optional standard will have data that measures the outcomes of the public education and information objectives in the local water management plan. Types of outcomes could include changed attitudes and behaviors, increased participation in programs, and increased demand for assistance with water management projects. Counties without I & E objectives in their plan can indicate N/A (“not applicable”) for this standard.
- ★ County local water plan on county website
Counties that meet this optional standard will have the local water management plan accessible on their website.
- ★ Water management ordinances on county website
Counties that meet this optional standard will have the county water management ordinances accessible on their website.