

OVERVIEW OF RESPONSIBILITIES

LWM PLAN UPDATE

Phase 1: Gather input on priority concerns the plan will focus on.

LGU responsibility:

- Convene task force.
- Develop a public participation process.
- Send notice of update and PC input request to state review agencies, LGUs and citizens.
- Review relevant plans and controls of local, state and federal water and related resources mgt. programs.
- Gathers input and selects priority concerns.

BWSR staff responsibility:

- BC's meet, as requested, with LGU to review the update process.
- Board conservationists, in consultation with the regional supervisor, drafts the priority concerns BWSR would like the plan to focus on.
- Submit to the LGU and copy the board regional water planning subcommittee members.

BWSR regional water planning subcommittee responsibility: none.

Phase 2: Priority Concerns Scoping Document

LGU responsibility:

- Document (PCSD) the process used to gather PCs, the PCs the plan will focus on including how they were selected, and why PC's submitted weren't chosen for the plan's focus.
- Submit the PCSD to state review agencies for comment.

BWSR staff responsibility:

- Forward to the regional water planning subcommittee:
 1. The PCSD
 2. Comments submitted by the state review agencies regarding the PCSD, including BWSR's.

Phase 2: Priority Concerns Scoping Document, BWSR Staff responsibility contd.

3. Other information you feel the subcommittee should be aware of prior to meeting to discuss the priority concerns selected for the plan update's focus.
 - Set up a meeting of the board regional water planning subcommittee and representatives of the local government to discuss the PCSD.
 - After the subcommittee meeting, draft the official comments agreed upon by the BWSR regional water planning subcommittee responsibility (see below).
 - Submit the official draft comments to the Executive Assistant for the agenda of the next board meeting. Copy the LWM agency liaisons (103 Tech Rep group).

BWSR regional water planning subcommittee responsibility:

- Convene, in person, to discuss the PC selected by the LGU for the water plan update's focus.
- Interact with staff and elected officials representing the LGU.
- Invite agency representatives to the regional committee meeting, especially if they are requesting the subcommittee to require a change in the priority concerns selected for the plan's focus.
- Consider the recommendations or requirements state review agencies suggested in their review of the PSCD.
- Agree on the contents of the official comment letter that will be presented to the full board for approval.

BWSR Board:

- Approve or amend and approve the official comment letter the state will forward to the LGU.
- Send the official comments to the LGU and copy all the state agency review appointed liaisons.

Phase 3: Plan Development

LGU responsibility: Draft the contents of the water management plan update.

BWSR staff responsibility: Assist LGU, as requested, in drafting the contents of the plan update. Encourage the LGU to develop the implementation program with participation from local governments, citizen groups, and state agencies.

BWSR regional water planning subcommittee responsibility: none

Phase 4: Public Hearing and Plan Approval

LGU responsibility:

- Legally notice and conduct a public hearing.
- Submit 6 copies of the final plan, public hearing transcript and any written comments received on the final plan draft to the BWSR regional office.

BWSR staff responsibility:

- Review final plan to make sure it:
 - A. focuses on the priority concerns identified in the PCSD;
 - B. addresses any recommendations/requirements communicated in the state's official comment letter;
 - C. adequately assesses the priority concerns and sets forth appropriate goals, and objectives;
 - D. lays out a detailed implementation program with measurable actions, timeline and budget; and
 - E. includes all of the required sections.

- Arrange a subcommittee meeting if the LGU requests a meeting with the board subcommittee to discuss the final plan.
- Draft a recommendation to the subcommittee as to whether the plan should be approved or not.
- Draft required items for the board packet: overview explaining what will be accomplished by the plan (summarize the outcomes) and the order approving the plan.
- After board approval, send county notice of board action. If the plan was approved include an example of the adoption resolution. Update eLINK or spreadsheets as necessary.

BWSR regional water planning subcommittee responsibility:

- Formulate a recommendation for the full board as to whether or not the plan should be approved.
- Meet with LGU as requested.

BWSR Board: Approve, or disapprove all or parts of the plan.