



County Local Water Management

Performance Standards Checklist Guidance

General Instructions:

The Performance Standards checklist is to be used as part of BWSR’s Organizational Assessment review process. The purpose of the checklist is to provide an overview of your district’s operations in four areas: administration, planning, execution, and communication/coordination.

The performance standards cover two areas: basic requirements and high-performance practices. We expect each district to meet all the basic practice standards. The high-performance standards describe the practices of high performing districts and are met less frequently. Districts will receive BWSR commendations for compliance with high performance standards. Any unmet high-performance standards can serve as stretch goals for performance improvement.

Administration

Performance Standard Type	Performance Standard
Basic	<p>eLink grant report(s): submitted on time.</p> <p><i>The deadline for filing the report is February 1 of each year. The report accounts for how the county spent state grant money.</i></p>
Basic	<p>County has an adopted resolution assuming WCA responsibilities and appropriate decision delegation resolutions as warranted.</p> <p><i>LGU must have an adopted resolution assuming its responsibilities under the WCA. LGU may through resolution, rule or ordinance place decision-making authority with staff. Copies of resolutions, rules and/or ordinances will be reviewed to determine if the LGU has an appropriate adopting resolution and if all decision making authorities have been formally and properly delegated</i></p>
Basic	<p>County has a knowledgeable and trained staff member that manages the WCA program and/or has secured a qualified delegate.</p> <p><i>WCA rules require an LGU to provide knowledgeable and trained staff to manage the program or for them to secure a qualified delegate to manage the program on their behalf. BWSR wetland specialists will evaluate the background, training and experience of the LGU’s designated WCA program coordinator to determine if they are qualified to effectively administer the program.</i></p>

Basic	WCA annual reporting requirement met (if WCA LGU)
High	<p>Public drainage records: meet modernization guidelines</p> <p><i>Counties that serve as the drainage authority will meet this high-performance standard if they have upgraded their drainage system records to meet the Drainage Records Modernization Guidelines. These guidelines are explained on the BWSR website. If the county is not the local drainage authority, enter "N/A" for this item.</i></p>

Planning

Performance Standard Type	Performance Standard
Basic	<p>Local water management plan: current</p> <p><i>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.</i></p>
High	<p>Metro counties: groundwater plan up to date</p> <p><i>In accordance with MS 103B.255, BWSR-approved, county adopted groundwater plans in cover at least five and at most ten years. This standard reflects whether a county's ground water plan is current or is due for revision. Non-metro counties and metro area counties that have chosen not to prepare a groundwater plan should mark "N/A" for this standard.</i></p>
High	<p>Prioritized, Targeted and Measurable criteria are used for Goals and Objectives in the local water management plan as appropriate.</p> <p><i>Counties can meet this standard by ensuring that the goals and objectives in the approved water plan are prioritized based on resource value and impact issues, articulate what the planning partners want to achieve, can be evaluated for progress, and identify cost-effective, aimed, and measurable actions</i></p>
High	<p>Water quality trend data used for short- and long-range plan priorities.</p> <p><i>Counties that meet this standard will be recognized for using water quality trend data for key water resources to identify which areas or on what programs to focus on their annual or long-range plans.</i></p>

Execution

Performance Standard Type	Performance Standard
Basic	<p>WCA decisions and determinations made in conformance with all WCA requirements.</p> <p><i>WCA requires LGUs to make decisions and determinations in conformance with specific noticing, timeline and other procedural and substantive requirements. BWSR wetland specialists will review a sample of decisions and determinations made by the LGU to determine if WCA rules are being followed. (N/A if delegated to another LGU)</i></p>
Basic	<p>WCA TEP reviews and recommendations are appropriately coordinated.</p> <p><i>WCA rules require that the TEP make findings and recommendations to the LGU about decisions and various technical aspects of rule requirements. The LGU must provide a staff member to serve on the TEP and must coordinate TEP reviews and recommendations to ensure that they are technically sound and timely. BWSR wetland specialists will review a sample of various decisions and associated TEP recommendations to determine if this requirement is met. (N/A if delegated to another LGU)</i></p>
High	<p>Certified wetland delineator on staff or retainer.</p> <p><i>Check the “yes” box if a member of the county staff is certified as a WCA wetland delineator or if the County has a standing contract with a certified private delineator who represents the County on TEPs.</i></p>
High	<p>WCA Communication and Coordination.</p> <p><i>Check yes if communication and coordination is effectively taking place.</i></p>
High	<p>Water quality data collected to track outcomes for each priority concern.</p> <p><i>Counties that meet this standard will have identified outcomes or indicators for each of the priority concerns in their local water plan and be collecting water quality data to measure those outcomes.</i></p>
High	<p>Water quality trends are tracked for priority water bodies.</p> <p><i>Counties that meet this standard will have identified priority water bodies and have an established monitoring program to track the water quality of those water bodies.</i></p>

Communication & Coordination

Performance Standard Type	Performance Standard
High	<p>BWSR grant report(s) posted on county website.</p> <p><i>Counties that receive BWSR grants must meet website reporting requirements as directed by grant agreements.</i></p>
High	<p>Communication piece sent within last 12 months; indicate target</p> <p><i>A communication piece can be a newsletter, press release for publication in local newspapers, website articles, enclosure with regular mailings, etc. that highlight the work and program opportunities of the local water management program. Check “yes” if your County has sent out a communication piece within the last 12 months and indicate who the primary target audience for the piece was.</i></p>
High	<p>Obtain stakeholder input: within last 5 years.</p> <p><i>Counties that meet this standard have obtained stakeholder opinions or interests in water conservation and quality issues within the past 5 years. 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 to give stakeholders an opportunity to inform priority setting by the water planning committee.</i></p>
High	<p>Partnerships: liaison with SWCDs/WDs and cooperative projects/tasks done.</p> <p><i>Counties that meet this standard will have conducted programs and projects in cooperation with other local governments, 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.</i></p>
High	<p>Report to water plan advisory committee on plan progress.</p> <p><i>Counties will meet this 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.</i></p>
High	<p>Track progress for I & E objectives in Plan.</p> <p><i>Counties that meet this 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</i></p> <p><i>Performance Standards Checklist Guidance • Page 4 Minnesota Board of Water & Soil Resources • www.bwsr.state.mn.us/projects. Counties without I & E objectives in their plan can indicate N/A (“not applicable”) for this standard.</i></p>

High	<p>Coordination with state watershed-based initiatives.</p> <p><i>Counties that meet this standard will actively participate in state level watershed initiatives, including intensive watershed monitoring, watershed restoration and protection strategies development, or one watershed-one plan pilots.</i></p>
High	<p>County local water plan on county's website.</p> <p><i>Counties that meet this standard will have the local water management plan accessible on their website.</i></p>
High	<p>Water management ordinances on county's website.</p> <p><i>Counties that meet this standard will have the county water management ordinances in accordance with MS Chap 103B.325 accessible on their website. Counties without water management ordinances should indicate N/A.</i></p>