

MEMORANDUM
Comfort Lake-Forest Lake Watershed District

To: Board of Managers

Date: June 17, 2020

From: Mike Kinney

Subject: Watershed Management Plan Update Outline

Background/Discussion

The draft plan outline is enclosed for managers' review. The issues workshops held this spring have been very useful in identifying proposed changes to the plan structure. These discussions have illuminated the need for some plan revisions beyond simply updating what is already there. The purpose of the outline is to lay the foundation for the new plan. The comments to the side of the outline provide additional explanation as to why we are proposing to set the plan up in this way.

Staff and Emmons & Olivier Resources have already begun drafting the content for several sections of the plan. We propose to bring drafts to the Board, as well as the Technical Advisory Committee and Citizen Advisory Committee, in smaller chunks throughout the summer. Our goal is for the Board to approve the draft plan and direct staff to submit for the official 60-day comment period at the regular meeting on October 22, 2020. Beginning the 60-day comment period in November will position the District to finalize the plan well before expiration on September 28, 2021.

As always, managers are encouraged to provide any comments or questions to staff prior to the meeting. This will enable us to prepare responses, which will help control meeting length.

Recommended Action

Proposed Motion: Manager _____ moves to approve the Plan Update Outline as presented.
Seconded by Manager _____.

Attached: Draft Plan Update Outline

Watershed Management Plan Update Outline

Comfort Lake-Forest Lake Watershed District

Proposed new (or significantly reformatted) chapters/sections are underlined.

Comments to the right provide additional explanation. Items without comments at this time are proposed to be updated simply.

1. EXECUTIVE SUMMARY

2. INTRODUCTION

2.1. Purpose

2.2. Mission

2.3. Layout of this Plan

2.4. History of the District

2.5. Board of Managers and Administration

2.6. Committees

2.7. Watershed Characterization

3. ISSUES IDENTIFICATION AND PRIORITIZATION PROCESS

3.1. Gaps Analysis & Issues Identification

3.2. Prioritization

3.2.1. Priority Resources

3.2.2. Goal Prioritization

3.3. Targeting

3.4. Measurement

Commented [EH1]: Add brief description of adaptive management process and the progress we made in the last 10-year plan.

Commented [EH2]: Include additional language from CAC's Roles and Responsibilities document.

Commented [EH3]: Proposed new section. Essentially a shortened (0.5-1 page) Land and Water Resource Inventory (LWRI) that helps set the stage for the rest of the plan. Full LWRI content requirements to be met elsewhere in the plan.

Commented [EH4]: Proposed new chapter. Explicitly sets the stage for the Prioritized, Targeted and Measurable (PTM) framework. Also brings forward some existing plan items that were previously ordered further back in the plan (e.g. Gaps Analysis). After we have the Watershed Characterization that sets the physical stage, the plan then moves into this new chapter which sets the planning stage.

Commented [EH5]: Talk about the process we went through during the plan update in 2019 and early 2020 - public outreach (plan website and survey, kickoff event at Arts in the Park, small group listening sessions, etc.), interagency coordination (agency issues 60-day comment period, TAC workshops from early 2020).

Commented [EH6]: Lay out Priority Tier Structure. Similar to what we have had on the Issues Workshops worksheets.

Commented [EH7]: Prioritization can be done at many scales. From the broader Issues and Goals scale, down to the more detailed Implementation scale. Propose splitting up the broader scale into two categories - which resources are the highest priority (e.g. lakes vs upland resources) and then which goals are the highest priority (e.g. Tier 1, Tier 2, Tier 3). Explain how these will be different for each Lake Management District, and how specific issues statements and goals can be found within each of the four LMD profiles in Chapter 4.

Commented [EH8]: Describe what are the tools and strategies we're using as part of the targeting process for projects (e.g. diagnostic studies, H&H model, Agricultural Conservation Planning Framework) as well as programs (e.g. target audiences and areas for education and outreach initiatives).

Commented [EH9]: Talk about how actual on-the-ground measurement is a key part of adaptive management. Not only do goals need to be measurable, but you have to get out and actually do the measuring to make sure your outputs are what you estimated they'd be.

4. **PRIORITY ISSUES, GOALS AND STRATEGIES**

4.1. Introduction

4.2. **Adaptive Management**

4.3. Administration

4.3.1. Board Administration

4.3.2. General Office Expenses

4.3.3. General Administration

4.3.4. Professional Services

4.4. **Programs**

4.4.1. District Rules & Rulemaking

4.4.2. Permitting

4.4.3. Monitoring & Data Assessment

4.4.4. Non-Point Source Pollution Abatement Program

4.4.5. Education & Outreach

4.4.6. Technical Resource Sharing & Interagency Communication

4.4.7. Research

4.4.8. Measurement of Progress

4.4.9. Grant Research & Preparation

4.4.10. Operations & Maintenance

4.4.11. Aquatic Invasive Species Prevention & Management

4.4.12. **Land Acquisition & Management**

4.4.13. **Watershed Planning & Resiliency**

4.5. **Projects**

4.5.1. **Project Issues Overview**

4.5.1.1. Floodplain

4.5.1.2. Lakes

4.5.1.3. Streams

4.5.1.4. Wetlands

4.5.1.5. Upland Resources

4.5.1.6. Groundwater

4.5.2. **Bone Lake Management District Profile** [See attachment]

4.5.3. **Little Comfort Lake Management District Profile**

4.5.4. **Forest Lake Management District Profile**

4.5.5. **Comfort Lake Management District Profile**

Commented [EH10]: Propose significant reformatting to combine Issues Statements, Goals and Objectives (existing plan Chapter 3) with Implementation (existing plan Chapter 4). Merge these two chapters into one and include some Land and Water Resource Inventory type information for each LMD. Objective is to create a chapter that holistically looks at our plan for managing the watershed. Will likely end up looking quite different from existing plan, but more readable and usable. Will continue to maintain our effective numbering/lettering structure (1000 series, 3000 series, 5000 series etc.) in the capital improvement plan schedule/cost table (Chapter 5).

Commented [EH11]: In the current plan, Adaptive Management is talked about immediately in the Introduction chapter. Propose creating a section dedicated to adaptive management so it is easier to find in the plan. This will also tie in well with the introduction to our implementation philosophy consistent throughout this chapter.

Commented [EH12]: Include [PTM] goals and metrics under each program. Using information from the workload analysis, perform a program analysis similar to the project-related issue areas analyses we've been doing this spring.

Commented [EH13]: Create new program for land acquisition and management. This place in the plan will house the systematic process which is outlined in section 5900 of the current plan. Acquisition follows this standard process, and management is often of a programmatic nature (ongoing vegetation management, signage etc.).

Commented [EH14]: Create new program not only for the Resiliency Planning that we've been discussing this spring, but create a space in the plan to house general planning line items. Current plan only has item 3006F for the Plan Update.

Commented [EH15]: Provide a general overview of each tangible resource issue area. Each of these will be discussed in greater detail and tailored to each LMD profile in the following section.

Commented [EH16]: Sample Lake Management District profile is included at the end of the outline. This is not yet a complete section, but a rough overview of some of the proposed layout/content.

5. CAPITAL IMPROVEMENT PLAN

5.1. Capital Improvement Plan Structure

5.2. Implementation Schedule and Cost Table

Commented [EH17]: Explain system of 1000-5000 series, two-digit identifier for each lake/stream.

Commented [EH18]: Comprehensive update of our existing CIP table
Add columns for measurable outputs

6. MEASURING IMPLEMENTATION PROGRESS

7. FINANCING APPROACH

8. INTERGOVERNMENTAL COORDINATION AND IMPACT

9. AMENDMENT TO THIS PLAN

10. ANNUAL REPORTING

11. REFERENCES

12. APPENDICES

- A. Land and Water Resources Inventory Summary
- B. Agreements with Communities
- C. Review of Municipal Comprehensive Plans
- D. Cost-Share Program Descriptions
- E. Sunrise River Water Quality and Flowage Project Petition
- F. Washington County Budget and Financial Policy #2403
- G. Chisago Soil and Water Conservation District 103F.48 Subd. 4 "Additional Waters" Criteria

Commented [EH19]: Propose to provide all appendices online only, not in print format.

Commented [EH20]: The current plan's LWRI is in Volume II, and there are several statutory requirements for the type of LWRI information needed to be included in the plan (see Plan Content Requirements table on next page). We propose meeting these requirements by including information in a variety of places throughout the plan, which should make the plan more readable (as opposed to a single huge LWRI at the end).

List of places where LWRI requirements will be met:

1. Online interactive map
 - a. Include majority of maps that are currently in Vol II (soils, land cover etc.)
 - b. To be similar to LSC 1WIP but tailored to CLFLWD
 - c. More accessible and easier to keep up to date as time goes on
 - d. Staff has had preliminary discussions with BWSR which support this approach
2. Watershed Characterization section
 - a. To be a brief introductory overview to set the scene for the plan
3. Lake Management District Profiles
 - a. Tailored to each LMD and organized by highest priorities
 - b. To include some printed maps such as hydrologic boundaries and general flow patterns
4. Appendix A. LWRI Summary
 - a. This will include a summary table showing how and where we've met all the statute plan content requirements within the other parts of the plan
 - b. To also include the goal table worksheets that EOR prepared for issues workshops #2b and #3 this spring.

PLAN CONTENT REQUIREMENTS CHECKLIST

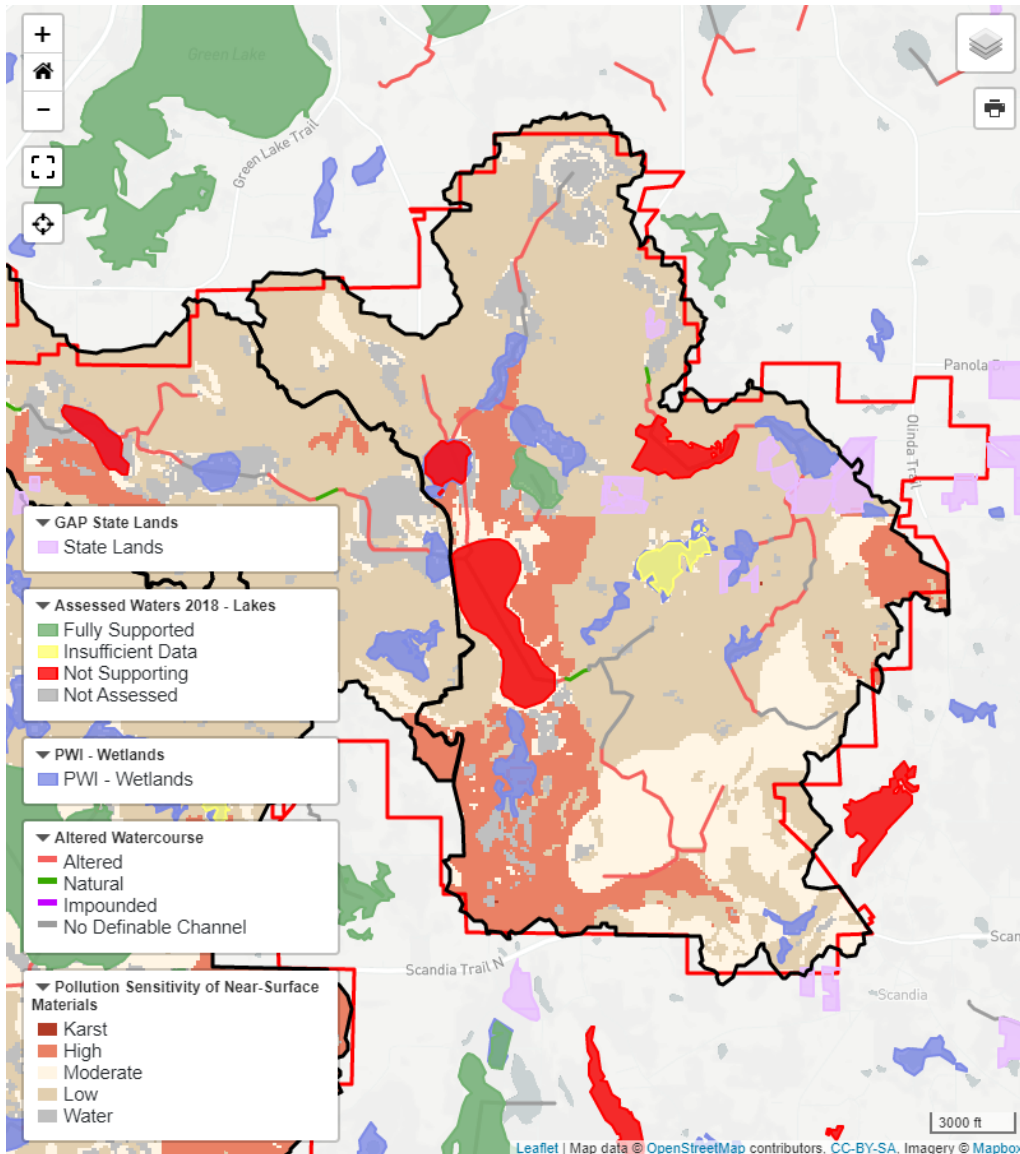
Minnesota Statutes §103B.231

Minnesota Rules 8410

Plan Content Requirement	Description	Plan Section
Executive Summary	To include the purpose of the watershed district, a map of the organization, the primary issues addressed in the plan, the main goals in the plan, the major actions in the plan, and the responsibilities of local governments related to implementation of the plan including any changes in responsibilities from the previous plan.	Section 1.0
Land and Water Resources Inventory	Describes the existing physical environment, land use, and development in the area and the environment, land use and development proposed in existing local and metropolitan comprehensive plans.	Section 2.7 Watershed Characterization , Section 4.0 , Appendix A , and online interactive webmap (link to be shared later)
Priority Issues	Identify priority issues in consideration of water management problems, funding levels, and regional, county, city, state and federal water management priorities.	Section 3.0 , Section 4.0
Goals	Specific measurable goals that address the following issues: water quantity, water quality, public drainage systems, groundwater, wetlands.	Section 4.0
Hydrologic system including drainage systems constructed under chapter 103E	Present information on the hydrologic system and existing and potential problems related to the existing systems; describe the effect of the plan on the existing drainage system	Section 4.0
Wetland management	Describe high priority areas for wetland preservation, enhancement, restoration, and establishment and describe any conflicts with wetlands and land use in these areas.	Section 4.0
Implementation Program	Includes a capital improvement program and standards and schedules for amending the comprehensive plans and official controls of local government units in the watershed to bring about	Section 5.0

Plan Content Requirement	Description	Plan Section
	<p>conformance with the watershed plan.</p> <p>Includes descriptions of the following programs: CIP, Operation and Maintenance Program, Information and Education Program, Data Collection Program, Regulatory Program, Incentive Programs and Waters Restoration and Protection Program.</p> <p>Include a procedure to evaluate progress for the implementation actions at a minimum of every two year.</p>	
Plan Amendments	Set out procedures and timelines for amending the plan	Section 9.0
Impacts to Local Units of Government, Roles and Responsibilities	Describe conflicts between the watershed plan and existing plans of local government units. Addresses specifics related to local water plans.	Section 8.0
Annual Reporting and Evaluation Requirements	Includes required Annual Activity and Audit Reports, District website.	Section 10.0

Bone Lake Management District Plan [EXAMPLE, NOT YET COMPLETE SECTION] (Aligns with section 4.5.2.)



Description

Description of the drainage area from the LWRI and mapping exercise. Include map of drainage area with priority areas and concerns denoted from applicable interactive web map layers.

Priority Issues

- **Lakes** – three lakes on the impaired waters list, there has been a canopy cover loss in the lake shoreline buffer of 12% on Bone Lake and 26% on Moody Lake since 2001.
- **Groundwater** – areas of high pollution sensitivity of near surface materials along the east shore of Moody and Bone Lakes and south of Bone lake
- **Floodplains/Drainage Management** – conversion of agriculture to large lot residential, highly altered drainage, several small land locked areas and lakes that are susceptible to high water levels
- **AIS**

Measurable Goals

1. Achieve the long-term District phosphorus goals for Moody and Bone Lakes
2. Increase natural (deep rooted vegetation) shoreline by X% and natural upland by X% from 2001 conditions in Bone Lake
3. No net loss of

Implementation Actions

1. Acquire 5 of 15 identified wetland sites for the wetland banking program
2. Three wetland restorations with legacy phosphorus loads
3. Acquire 3 parcels in areas prone to flooding under extreme rain events

SAMPLE