

**MEMORANDUM**  
**Comfort Lake-Forest Lake Watershed District**

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**To:** Board of Managers **Date:** March 21, 2019  
**From:** Mike Kinney **Revised:** March 25, 2019  
**Subject:** Watershed Management Plan Amendment

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**Background/Discussion**

The purpose of this agenda item is to provide the Board with an overview of the upcoming Watershed Management Plan (WMP) ten-year amendment, and to recommend Board adoption of a resolution officially beginning the amendment process. This topic was discussed at the March 4<sup>th</sup> regular board meeting, particularly as it relates to coordination with other entities.

**Timeline Overview**

The exact expiration date of the current WMP is September 28, 2021 (note that the memo at the March 4<sup>th</sup> meeting memo indicated October as the expiration date and has since been corrected). As such, the District must receive a letter of approval (or alternatively an extension) from the Board of Water and Soil Resources (BWSR) by September 28, 2021. However, staff is aiming to complete the amendment well before this date so that CIP items are finalized before the 2022 budget process begins. Enclosed with this memo is a timeline overview for the four phases and 21 steps associated with the process, as well as some BWSR guidance documents. The current projection is to have the final amended plan adopted by the CLFLWD board at the **April 22, 2021** regular board meeting.

**Stakeholders, Coordination and Outreach**

A major element of the amendment will be interagency and public input. Enclosed is a summary-level stakeholder register used to identify stakeholders/groups that will be reached out to during the process. There are three major groups: review agencies (as required by statute), local stakeholder groups such as lake associations, and general public/District residents that may not be part of a particular group. We aim to obtain a wide variety of perspectives on this major amendment, and as such will be trying to reach out to a diverse audience. Coordination/outreach events will include: a plan kick-off meeting, joint board meeting(s), Citizen Advisory Committee (CAC) meetings, Technical Advisory Committee (TAC) meetings, a public open house, discussions at stakeholder group meetings, potentially holding additional small group meetings/workshops, and a public hearing. Additionally, the District will solicit priority issues from agencies and participate in two rounds of formal agency review, comment, and response.

**Plan Kick-Off/Initial Planning Meeting**

Later this spring/summer, the District will host an initial planning meeting/plan kick-off, presided over by the Board, to receive, review and discuss public input (per MN Rules 8410.0045, Subparts 5 and 7). At the initial planning meeting, the District will discuss the planning process, issues identified during the initial 60-day agency comment period, potential goals and priorities, and discuss public input opportunities.

For the March 28<sup>th</sup> board meeting, managers are asked to start considering and potentially discuss potential dates for the kick-off meeting. It must occur after the initial 60-day agency priority issues comment period, which puts it in late June. The new manager TeamUp shared calendar (see other 3/28 agenda item) may be helpful with this. As an example, during Browns Creek WD's last amendment, they combined their plan kick-off meeting with a trail project opening event and ice cream social. Having some sort of event as part

## MEMORANDUM

### Comfort Lake-Forest Lake Watershed District

of the kick-off meeting is recommended so that more people are encouraged to attend. As discussed during the last board meeting, the District may want to combine this event with Carnelian-Marine St. Croix Watershed District and/or a One Watershed, One Plan event so as to maximize turnout. Planning for the event should begin as soon as possible.

#### Amendment Goals and Objectives

Overall, the goal of the WMP update is to plan for the next ten-year period from 2022-2031. In order to do this, the District will, at a minimum, need to solicit input from agencies and stakeholders, assess needs and gaps, review the current WMP and new available information, identify priority issues and goals, consider annual/plan-period spending levels, and its relationship with local government units and other stakeholders and their role in projects, regulatory and other realms of activity. The shape of the updated WMP will form over the next few months as input is received, but overall, staff expects that the WMP will remain roughly on its current track. BWSR staff has indicated that the current CLFLWD WMP has a good format (i.e. 1000, 3000, 5000 structure) and does a good job of incorporating the Prioritized, Targeted, and Measurable (PTM) implementation procedure. Still, we plan to strive to make the amendment process open and inclusive, and continue to make improvements on an already good plan.

#### Next Steps and Recommended Action

Prior to soliciting agency priority issues, the BWSR-recommended procedure suggests formally initiating the plan update process by passing a resolution indicating the District's intent. The proposed resolution is enclosed. Upon adoption, staff will provide this to BWSR, as recommended in the guidance document.

Proposed Motion: Manager \_\_\_\_\_ moves to adopt resolution 19-03-02. Seconded by Manager \_\_\_\_\_.

Finally, again, managers are encouraged to review their calendars for availability in late June to host a kick-off meeting. Note that MN Rules indicate that the planning meeting is to be "presided over by the organization's governing body", so a quorum of the Board is recommended.

#### Attached:

- WMP Process Timeline/Gantt Chart
- BWSR Guidance Documents
- Stakeholder Overview
- Resolution 19-03-02

Tasks	Start Date	End/Due Date	2019												2020												2021											
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Watershed Management Plan Major Amendment</b>																																						
<b>- Phase 1: Initiate</b>	02/05/19	05/14/20	Phase 1: Initiate																																			
+ Step 1. Consult BWSR staff and CLFLWD board	02/05/19	04/30/19	Step 1. Consult BWSR staff and CLFLWD board																																			
+ Step 2. Involve advisory committees throughout process	04/01/19	05/14/20	Step 2. Involve advisory committees throughout process																																			
+ Step 3. Notify and solicit agency priority issues	04/01/19	05/31/19	Step 3. Notify and solicit agency priority issues																																			
+ Step 4. Initial planning/kick-off meeting	04/01/19	06/21/19	Step 4. Initial planning/kick-off meeting																																			
+ Step 5. Public input	04/01/19	03/26/20	Step 5. Public input																																			
+ Step 6. Needs assessment	04/01/19	05/31/19	Step 6. Needs assessment																																			
+ Step 7. Review relevant plans and programs	04/01/19	06/19/19	Step 7. Review relevant plans and programs																																			
+ Step 8. Identify priority issues	06/19/19	09/17/19	Step 8. Identify priority issues																																			
<b>- Phase 2: Draft plan</b>	09/17/19	05/28/20	Phase 2: Draft plan																																			
+ Step 9. Outline	09/17/19	10/24/19	Step 9. Outline																																			
+ Step 10. First draft	11/13/19	01/12/20	Step 10. First draft																																			
+ Step 11. Informal review of first draft	01/12/20	03/12/20	Step 11. Informal review of first draft																																			
+ Step 12. Discuss and provide direction regarding feedback	03/26/20	03/26/20	Step 12. Discuss and provide direction regarding feedback																																			
+ Step 13. Revise draft plan	04/14/20	05/28/20	Step 13. Revise draft plan																																			
<b>- Phase 3: Formal review and approval</b>	06/16/20	03/23/21	Phase 3: Formal review and approval																																			
+ Step 14. Formal review	06/16/20	08/15/20	Step 14. Formal review																																			
+ Step 15. Compile comments	08/15/20	09/14/20	Step 15. Compile comments																																			
+ Step 16. Response to comments	08/15/20	09/14/20	Step 16. Response to comments																																			
+ Step 17. Public hearing	09/03/20	09/24/20	Step 17. Public hearing																																			
+ Step 18. Revise plan	10/13/20	11/19/20	Step 18. Revise plan																																			
+ Step 19. Submit plan to BWSR for final review	12/09/20	03/23/21	Step 19. Submit plan to BWSR for final review																																			
<b>- Phase 4: Plan adoption, production, distribution</b>	04/15/21	05/10/21	Phase 4: Plan adoption, production, distribution																																			
+ Step 20. Adopt	04/15/21	04/22/21	Step 20. Adopt																																			
+ Step 21. Distribute	04/26/21	05/10/21	Step 21. Distribute																																			



## Timeline for Watershed Plan Review

### **Begin planning 1 to 1.5 years before expiration**

- Develop plan with key partners and public input
- Utilize citizen and technical advisory committees
- Hold a kick-off or initial planning meeting
- Identify and prioritize issues
- Assess existing plan, data and information
- Establish measurable goals and policies, and a comprehensive implementation program



### **Submit the draft plan to BWSR, DNR, PCA, MDA, MDH, DOT, Met Council, counties, cities, townships, SWCDs and adjacent WMOs/WDs**

- 60 days to respond with comments
- Counties may approve or disapprove Capital Improvements identified in the plan if county funds are to be used



### **Public hearing by WMO/WD no sooner than 14 days after the close of the 60-day draft plan review period**

- Respond in writing to review agencies to concerns expressed by review agencies at least 10 days before the public hearing



### **Submit final draft plan, summary of revisions, all comments and record of public hearing to BWSR, DNR, PCA, MDA, MDH, Met Council, and local entities if desired, for final review**

- BWSR has 90 days to complete its review and approve or disapprove all or parts of the plan



# Metro Watershed Management Plan Update Guide

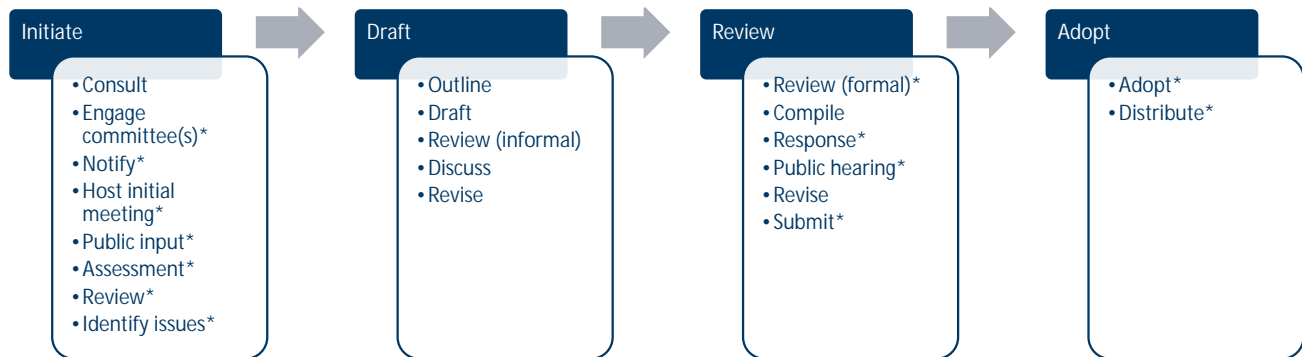
Published 4/24/2018

## Purpose

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The following guide provides information for metro Watershed Districts (WD) and Water Management Organizations (WMO) about the process for updating metro watershed plans (plans). The update process is broken up into four major phases: initiate, draft, review and adopt (see Figure 1). Each phase consists of required and recommended steps for updating water plans, as per [Minnesota Statute §103B.231](#) and [Rule 8410](#). The required steps are indicated with an asterisk (\*).

Figure 1. Metro Watershed Plan Update Process



## Update Process

### Phase One: Initiate the update process

#### Step 1. Consult

WD/WMO consults with BWSR Board Conservationist to review the plan update process. Prepare to start the update process approximately 18-26 months prior to the expiration of the current plan to allow adequate time to gather priority concerns, write the plan, and meet the review timelines. Discuss public input ideas. Set a due date for update completion and work backward to develop an internal timeline.

WD/WMO takes an official board action to start the update process. A resolution indicating the intent to update their plan is encouraged. Submit resolution to the BWSR Board Conservationist.

#### Step 2. Advisory committee(s)\*

Engage committee(s) in the update process. The purpose of the committee(s) are to make recommendations on the issues identified in the plan (8410.0045, Subpart 2). Committees are most beneficial when their input is solicited and integrated regularly throughout the update process. WDs have a standing advisory committee and a technical advisory committee. WMOs have an advisory committee and/or other type of committee, or other public and technical participation.

### Step 3. Notify\*

WD/WMO notifies the required [state review agencies](#), any county, city, township and soil and water conservation district in the area, and MnDOT. The notice describes the initiation of the plan update and requests input on water resource information; allow 60 days for response (prior to initial planning meeting) ([8410.0045, Subparts 3 and 4.](#)).

### Step 4. Initial planning meeting\*

Host initial planning meeting(s) to receive, review and discuss public input (8410.0045, Subparts 5 and 7). At the initial planning meeting, the WD/WMO should discuss the planning process, issues identified during the initial 60-day agency comment period, potential goals and priorities, and discuss public input opportunities.

### Step 5. Public input\*

Develop a public input process that is WD/WMO Board approved and acceptable to BWSR. At least one public input meeting is required, however, multiple public meetings may be necessary to explain the planning process, the goals of the plan, and to solicit meaningful input. Citizen surveys and workshops with interest groups can be additional means to gather public input.

### Step 6. Assessment\*

WD/WMO performs self-assessment, gap analysis, and/or needs assessment to evaluate progress on current plan ([8410.0045, Subpart 7.](#)).

### Step 7. Review\*

WD/WMO identifies and considers all relevant plans and programs ([8410.0045, Subpart 6.](#)). Review any Water Resources and Protection Strategies (WRAPS) reports, Groundwater Restoration and Protection Strategies (GRAPS) reports, and One Watershed, One Plans (1W1P) developed for the area. The BWSR website contains information on [how to use the Watershed Restoration and Protection Strategies \(WRAPS\) reports](#) in water plans.

### Step 8. Identify priority issues\*

WD/WMO Committee(s) and Board identify and prioritize issues after assessing available information including input from the public and the resource inventory.

## Phase Two: Draft plan

### Step 9. Outline

WD/WMO reviews current plan sections, develop list of sections to update/revise, note areas where information is missing, or out of date. Develop and approve plan outline.

### Step 10. Draft

WD/WMO develops first draft of plan. See [Minnesota Rules 8410](#) for plan content requirements. Advisory and Technical Committees should provide input throughout the drafting process.

### Step 11. Informal review

WD/WMO conducts an informal review. Gather feedback on first draft plan from required review agencies, Advisory Committee(s) and other means of public participation.

#### Step 12. Discuss

WD/WMO Board and Advisory Committee discuss and provide direction regarding feedback.

#### Step 13. Revise draft plan

WD/WMO revises draft plan per informal review and WD/WMO Board and Advisory Committee discussions. Submit second draft plan for review with WD/WMO Board approval.

### Phase 3: Formal Review and Approval

#### Step 14. Formal review\*

WD/WMO conducts first formal review of (60 day) draft plan ([103B.231, Subpart 7](#)). Allow at least 60 days for comments.

#### Step 15. Compile comments

WD/WMO compiles comments and prepares draft response to comments.

#### Step 16. Response to comments\*

WD/WMO Board approves response to comments. Distribute responses to comments at least 10 days prior to public hearing ([103B.231, Subpart 7, \(b\)](#)).

#### Step 17. Public hearing\*

WD/WMO conducts public hearing on (60 day) draft plan ([103B.231, Subpart 7, \(c\)](#)). Public hearing is held at least 10 days after distribution of response to comments and no sooner than 14 days after end of 60-day review period.

#### Step 18. Revise plan

WD/WMO revises (60 day) draft plan. Obtain WD/WMO Board approval to submit plan to BWSR for final review.

#### Step 19. Submit plan\*

WD/WMO submits (90 day) final draft plan to BWSR to complete final formal review ([103B.231, Subpart 9](#)). The BWSR subcommittee will make a recommendation and send to the BWSR Board for decision.

### Phase 4: Plan Adoption, Production, Distribution

#### Step 20. Adopt\*

WD/WMO Board adopts final plan as approved by BWSR ([103B.231, Subpart 10, \(a\)](#)). Upon receiving notice that BWSR has approved their plan, the organization has 120 days to pass an Adoption and Implementation Resolution ([template on BWSR website](#)) and forward a copy of the adoption to the BWSR Regional Manager and Board Conservationist.

#### Step 21. Distribute\*



WD/WMO prepares final plan for electronic and print distribution. WD/WMO distributes Plan to stakeholders ([8410.0140, Subpart 5](#)).

## WMP Amendment Stakeholder Overview

Project Name:	WMP Major Update	Start Date:	03/28/19
Lake Management District:	District-Wide	Prop. End Date:	03/25/21

Stakeholder Register		
Overview		
Stakeholder	Stakeholder's Most Important Goal(s)	Role/How Will They Contribute?
<b>Review Agencies</b>		
BWSR	[Obtain through request for agency priority issues]	Required review, provide technical/org-specific feedback
DNR	[Obtain through request for agency priority issues]	Required review, provide technical/org-specific feedback
PCA	[Obtain through request for agency priority issues]	Required review, provide technical/org-specific feedback
MDA	[Obtain through request for agency priority issues]	Required review, provide technical/org-specific feedback
MDH	[Obtain through request for agency priority issues]	Required review, provide technical/org-specific feedback
DOT	[Obtain through request for agency priority issues]	Required review, provide technical/org-specific feedback
Met Council	[Obtain through request for agency priority issues]	Required review, provide technical/org-specific feedback
<b>Counties</b>		
Washington	[Obtain through request for agency priority issues]	Required review, provide technical/org-specific feedback
Chisago	[Obtain through request for agency priority issues]	Required review, provide technical/org-specific feedback
<b>Cities/Townships</b>		
City of Forest Lake	[Obtain through request for agency priority issues]	Required review, provide technical/org-specific feedback
City of Scandia	[Obtain through request for agency priority issues]	Required review, provide technical/org-specific feedback
City of Wyoming	[Obtain through request for agency priority issues]	Required review, provide technical/org-specific feedback
Chisago Lakes Twp	[Obtain through request for agency priority issues]	Required review, provide technical/org-specific feedback
Franconia Twp	[Obtain through request for agency priority issues]	Required review, provide technical/org-specific feedback
<b>SWCDs</b>		
WCD	[Obtain through request for agency priority issues]	Required review, provide technical/org-specific feedback
Chisago SWCD	[Obtain through request for agency priority issues]	Required review, provide technical/org-specific feedback
<b>Adjacent WDs/WMOs</b>		
RCWD	[Obtain through request for agency priority issues]	Required review, provide technical/org-specific feedback

## WMP Amendment Stakeholder Overview

Stakeholder Register		
Overview		
Stakeholder	Stakeholder's Most Important Goal(s)	Role/How Will They Contribute?
CMSCWD	[Obtain through request for agency priority issues]	Required review, provide technical/org-specific feedback
Sunrise River WMO	[Obtain through request for agency priority issues]	Required review, provide technical/org-specific feedback
<b>Stakeholder Groups</b>		
Citizen Advisory Committee (CAC)		
CAC	[Obtain through discussions at monthly CAC meetings]	Review at desired level and provide feedback based on CAC priorities
Lake Associations		
FLLA	[Obtain through public open house/small group meetings]	Review at desired level/Forest Lake goals and projects
BLA	[Obtain through public open house/small group meetings]	Review at desired level/Bone Lake goals and projects
CLA	[Obtain through public open house/small group meetings]	Review at desired level/Comfort Lake goals and projects
Rotary Clubs		
Forest Lake	[Obtain through public open house/small group meetings]	Review at desired level/Forest Lake goals and projects
Scandia	[Obtain through public open house/small group meetings]	Review at desired level/Bone Lake goals and projects
Wyoming	[Obtain through public open house/small group meetings]	Review at desired level/Comfort Lake goals and projects
Lions Clubs		
Forest Lake	[Obtain through public open house/small group meetings]	Review at desired level/Forest Lake goals and projects
Scandia	[Obtain through public open house/small group meetings]	Review at desired level/Bone Lake goals and projects
Wyoming	[Obtain through public open house/small group meetings]	Review at desired level/Comfort Lake goals and projects
Chamber of Commerce		
Forest Lake	[Obtain through public open house/small group meetings]	Review at desired level/Forest Lake goals and projects
Scandia	[Obtain through public open house/small group meetings]	Review at desired level/Bone Lake goals and projects
Wyoming	[Obtain through public open house/small group meetings]	Review at desired level/Comfort Lake goals and projects
Sportsmans' Associations		
Forest Lake Sportsmans Club	[Obtain through public open house/small group meetings]	Review at desired level/sporting interests such as wetlands etc.
MN Deer Hunter Association	[Obtain through public open house/small group meetings]	Review at desired level/sporting interests such as wetlands etc.
Ducks Unlimited	[Obtain through public open house/small group meetings]	Review at desired level/sporting interests such as wetlands etc.

## WMP Amendment Stakeholder Overview

Stakeholder Register		
Overview		
Stakeholder	Stakeholder's Most Important Goal(s)	Role/How Will They Contribute?
Pheasants Forever	[Obtain through public open house/small group meetings]	Review at desired level/sporting interests such as wetlands etc.
Farming Organizations		
Farm Bureau	[Obtain through public open house/small group meetings]	Review at desired level/ag-related issues
MN Sustainable Farming Association	[Obtain through public open house/small group meetings]	Review at desired level/ag-related issues
Land Stewardship Project	[Obtain through public open house/small group meetings]	Review at desired level/ag-related issues
Farmers Union	[Obtain through public open house/small group meetings]	Review at desired level/ag-related issues
Education Organizations		
Future Farmers of America (FFA)	[Obtain through public open house/small group meetings]	Review at desired level/education and ag-related issues
<b>General Public/District Residents (grouped by communication format)</b>		
Email listserv	[Obtain through public open house/small group meetings]	Review level may range from broad strokes to details pertaining to personal interest
Newsletter mailing list	[Obtain through public open house/small group meetings]	Review level may range from broad strokes to details pertaining to personal interest
Social media followers	[Obtain through public open house/small group meetings; potentially social media survey/question]	Review level may range from broad strokes to details pertaining to personal interest

**COMFORT LAKE-FOREST LAKE WATERSHED DISTRICT  
BOARD OF MANAGERS**

**RESOLUTION 19-03-02**

**INITIATING THE PROCESS OF UPDATING THE  
2012-2021 WATERSHED MANAGEMENT PLAN**

Manager \_\_\_\_\_ offered the following resolution and moved its adoption, seconded by  
Manager \_\_\_\_\_:

**WHEREAS** the Comfort Lake - Forest Lake Watershed District (“District”) adopted and implements a watershed management plan (WMP) in accordance with Minnesota Statutes §103B.231 that identifies and programs capital improvement projects and related actions for the purpose of protecting and enhancing water quality, managing flooding, and otherwise providing for the beneficial use of water resources within the watershed for the period 2012-21;

**WHEREAS** watershed districts must review and amend their watershed management plans every 10 years, and the WMP will expire on September 28, 2021;

**WHEREAS** the District has made significant progress in implementing the projects and programs outlined in the 2012-21 implementation plan contained in the WMP;

**WHEREAS** the District will update its implementation plan for years 2022-2031 using an adaptive management philosophy and a Prioritized, Targeted, and Measurable approach for project/program selection to best and most cost-effectively achieve WMP goals;

**WHEREAS** the District will seek meaningful stakeholder involvement throughout the WMP amendment process, with outreach to include elements such as a plan kick-off meeting, solicitation of priority issues from agencies, joint watershed district board meeting(s), Citizens Advisory Committee meetings, Technical Advisory Committee meetings, a public open house, discussions at stakeholder meetings, small group meetings/workshops, a public hearing, and two rounds of formal agency review, comment, and response;

**THEREFORE, BE IT RESOLVED** that the Board of Managers hereby initiates the District’s 10-year WMP amendment;

**BE IT FURTHER RESOLVED** that in accordance with Minnesota Rules 8410.0045, the District Administrator is to notify the required plan review agencies and authorities, and the Minnesota Department of Transportation, of WMP amendment initiation; and

**BE IT FINALLY RESOLVED** that the District Administrator will prepare an outreach plan for review and approval by the Board of Managers.

The question was on the adoption of the above resolution and there were \_\_\_\_ ayes and \_\_\_\_ nays as follows:

	<u>AYE</u>	<u>NAY</u>	<u>ABSENT</u>
Jon W. Spence			
Jackie A. Anderson			
Wayne S. Moe			
Stephen Schmaltz			
Jen Oknich			

The President declared the resolution adopted.

Dated: March 28, 2019

\_\_\_\_\_  
Jen Oknich, Secretary

\* \* \* \* \*

I, Jen Oknich, Secretary of the Comfort Lake-Forest Lake Watershed District Board of Managers, do hereby certify that I have compared the above resolution with the original thereof as the same appears on record and on file in the District's offices and find the same to be a true and correct copy thereof.

IN TESTIMONY WHEREOF, I have hereunto set my hand this 28<sup>th</sup> of March 2019.

\_\_\_\_\_  
Jen Oknich, Secretary