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February 16, 2017

To: Pioneer-Sarah Creek Commissioners  
Fr: Judie Anderson  
Re: 2017 PRAP

In his February 13, 2017 email Vice Chair Joe Baker requested that, taking no more than one hour of billable time, I provide an estimated range of administrative hours and Commissioner time to complete the proposed PRAP – including any/all recommendations that could come from the review. This estimate would help all to understand the potential time commitment and full range of cost for this proposed exercise. The PRAP exercise is not funded by BWSR and is not included in the 2017 Administration budget. It also takes critical time away from the Commission in implementing BMP's consistent with our BWSR-shortened Third Generation Plan timeframe.

I looked back at the PRAP Level II Review conducted in 2008 for guidance since I was unable to learn from BWSR what information the 2017 PRAP would be seeking. That PRAP review and associated activity took 34.39 hours (\$1,946) of administrative time to complete. In addition the Commissioners met on three occasions to discuss responses to the questions contained in the PRAP and, on a fourth occasion, met with BWSR representatives to discuss their final report.

Each goal listed in the 2008 review asked for 1) planned actions or results, 2) proposed timeframe, 3) actual time frame, 4) accomplishments to date, and 5) next steps.

Goal No. 1: Protect, preserve and manage surface water resources. Planned actions included

1. Develop goals and policies for water quantity.
2. Develop goals and policies for water quality.
3. Develop goals and policies for recreation, fish and wildlife.
4. Develop goals and policies for public participation, information and education.
5. Develop goals and policies for public ditches.
6. Develop goals and policies for groundwater.
7. Develop goals and policies for wetlands.
8. Develop goals and policies for erosion control.

Goal No. 2: Manage public expenditures needed to study and control and/or correct flooding and water quality problems.

Goal No. 3: Educate and inform public on pertinent water resource management issues and increase public participation in water management activities.

Goal No. 4: Establish more uniform local policies and official controls for surface water management.

*Since these are the goals set out in the Commission's Second Generation Plan, I assume that the goals outlined in the Third Generation Plan will be reviewed as part of the 2017 PRAP. The Third Generation Plan goals are attached for your convenience. They include*

Goal Area A – Water Quantity  
Goal Area C – Groundwater  
Goal Area E – Drainage Systems

Goal Area B – Water Quality  
Goal Area D – Wetlands  
Goal Area F – Commission Operations and Programming

The Implementation Section of the Plan develops the strategies and activities to reach these goals.

A number of ancillary activities occurred as part of the 2008 review; among them, contacting the member cities to ascertain their progress in developing their local plans and creation of a Data Practices Policy. Some of these activities should not have to be repeated, but others may be added.

In 2017 I estimate that the Commissioners will spend time meeting with BWSR representatives prior to and following the PRAP review as well as in at least one work session to develop responses to the questions contained in the review. (I would recommend that Staff assist with this process by drafting responses to the questions for the Commissioners' consideration.)

I estimate administrative staff will spend approximately 40-42 hours (\$55-60/hour) to complete this activity. I estimate technical staff and TRPD would spend an additional 4-8 hours in collaboration. This estimate is provided based on the expectation that the Commission's responses will be closely scrutinized in light of the short-term approval it received for the Plan in 2015. It does not include time to perform activities that may be identified in BWSR's recommendations. A more complete estimate can be given upon review of the 2017 questionnaire.

### **Selected PRAP Program Objectives for 2017**

- Track 239 LGUs' Level I performance.
- Continue efforts to improve WMO and WD reporting.
- Maintain the target of 24 Level II performance reviews per year.
- Complete the 2 Level III performance reviews initiated in 2016.
- Maintain the focus on resource outcomes in Level II performance reviews.
- Survey LGUs from 2015 Level II PRAP reviews to track LGU implementation of PRAP recommendations.
- Develop a process for monitoring and reviewing compliance with Action Items identified during a Level II review. This will allow us to determine if we are meeting the goal of 100% compliance within 18 months established in 2016 for required Action Items.
- Continue the promotion and use of PRAP Assistance Grants to enhance LGU organizational effectiveness.
- Update the PRAP page of the BWSR website to provide more detailed information about the program.
- Incorporate metrics into Level II and Level III assessments to measure local government unit compliance with Wetland Conservation Act program implementation responsibilities. *(New for 2017)*
- Evaluate and update protocol for PRAP Level II reviews within framework of watershed-based One Watershed-One Plan approach to LGU water plan implementation. *(New for 2017)*

## **4.2. THIRD GENERATION MANAGEMENT GOALS AND ACTIONS**

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Guided by the identification and prioritization of issues in the watersheds, the Commission has developed goals that will guide activities during Plan implementation. These goals were derived from the Gaps Analysis and a review of the accomplishments and unfinished business from the Second Generation Plan; discussions with Commissioners, Technical and Citizens Advisory Committee members, state agency staff, and other city staff.

The framework to achieve these goals is set forth in the Implementation Plan and Capital Improvement Program detailed in the following sections. Member cities supplement and complement these actions with additional policies and programs tailored to their unique priorities and needs. The philosophy of the Joint Powers Agreement and this Plan is that the management plan establishes certain common goals and standards for water resources management in the watershed, agreed to by the member cities, and implemented by those cities by activities at both the Commission and local levels. Successful achievement of the goals in this Plan is dependent on those member cities and their dedication to this effort.

### **4.2.1 Water Quantity**

A statutory responsibility of watershed management organizations is to prevent and mitigate flooding. This Plan accomplishes this by ensuring that development and redevelopment does not create excessive new volumes and rates of runoff that may cause downstream flooding. A second responsibility is promoting groundwater recharge, which impacts stream baseflow and lake levels, and maintaining adequate hydrology to wetlands.

The Third Generation management goals for water quantity are focused on maintaining the current flood profile of the Creek and tributaries, and developing a whole-watershed sustainable water budget.

### **Goal Area A. Water Quantity**

- Goal A.1. Maintain the post-development 2-year, 10-year, and 100-year peak rate of runoff at pre-development level for the critical duration precipitation event.
- Goal A.2. Maintain the post-development annual runoff volume at pre-development volume.
- Goal A.3. Prevent the loss of floodplain storage below the established 100-year elevation.

#### **Water Quantity Actions:**

- a. The Commission shall maintain Rules and Standards requiring development and redevelopment meeting certain criteria to meet runoff rate control and runoff volume and infiltration requirements.
- b. Landlocked depressions that presently do not have a defined outlet and do not typically overflow may only be allowed a positive outlet provided the downstream impacts are addressed and the plan is approved by the Commission.
- c. The Commission encourages the use of Low Impact Design techniques to reduce

## Goal Area A. Water Quantity

runoff rates and volumes, erosion and sedimentation, and pollutant loading.

- d. Member cities shall adopt local controls and local stormwater management plans that are at least as stringent as the Commission Water Quantity goals and policies and the Commission Rules and Standards.

### Floodplain Actions:

- e. The Commission requires a plan review by the local permitting authority for development or redevelopment if any part of the development is within or affects a 100-year floodplain
- f. The Commission shall maintain Rules and Standards requiring development and redevelopment affecting the 100-year floodplain to meet Commission compensatory storage, low flow elevation, and timing requirements.
- g. Member cities shall adopt a floodplain ordinance and any other required local controls, and local stormwater management plans that are at least as stringent as the Commission Floodplain goals and policies and the Commission Rules and Standards.

## 4.2.2 Water Quality

The TMDLs completed for Lake Independence and Lake Sarah established nutrient load reductions necessary to improve water quality in those lakes. The WRAPS study currently underway will establish additional water quality improvement and protection goals for the other lakes and streams in the watershed. The Third Generation goals for water quality are focused on making progress to improve the lakes and streams in the watershed as well as protect those that are not impaired waters. The goals are aggressive; some of them will require much dedication and effort and public and private resources to achieve. However, public input received for this Plan, the TMDLs, and other sources show that achieving a high standard of water quality is a priority for the public as well as required by state statute, and the Implementation Plan includes a number of actions to help meet these goals.

## Goal Area B. Water Quality

- Goal B.1. Improve water clarity in the impaired lakes by 10% over the average of the previous ten years by 2023.
- Goal B.2. Maintain or improve water quality in the lakes and streams with no identified impairments.
- Goal B.3. Conduct a TMDL/WRAPS progress review every five years following approval of the TMDLs and WRAPS study.
- Goal B.4. Foster implementation of Best Management Practices in the watershed through technical and financial assistance.

### Water Quality Actions:

- a. The Commission adopts as water quality goals the standards for Class 2b waters in the North Central Hardwood Forest ecoregion as set forth in Minn. Rules

## Goal Area B. Water Quality

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- b. The Commission will undertake a routine lake and stream monitoring program to assess progress toward meeting these goals.
- c. The Commission shall maintain Rules and Standards requiring development and redevelopment meeting certain criteria to meet water quality requirements.
- d. The Commission shall maintain Rules and Standards requiring development and redevelopment meeting certain criteria to meet erosion control requirements.
- e. The Commission will develop and implement a program to provide technical and financial assistance to the member cities in identifying appropriate and cost-effective Best Management Practices to reduce nutrient and sediment load to lakes and streams.
- f. The Commission will work in partnership with other organizations and agencies to pursue grant and other funding to implement improvement projects and feasibility studies.
- g. The Commission shall update implementation plans and this Plan as necessary following TMDL/WRAPS completion and progress reviews.
- h. Member cities shall adopt local controls and local stormwater management plans that are at least as stringent as Commission Water Quality goals and policies and the Commission Rules and Standards.
- i. The Commission will develop and publish a model manure management ordinance within six months of this Plan's adoption. Member cities shall then have one year to adopt a manure management ordinance using the model ordinance for guidance, or to adopt other standards and practices that will accomplish the objective of reducing phosphorus loading from new livestock operations.

### **4.2.3 Groundwater**

The Commission has undertaken limited groundwater management activities in the past, primarily by encouraging projects requiring project review to infiltrate a portion of runoff. Over the past decade cities that rely on groundwater for drinking water have worked with the Minnesota Department of Health to adopt wellhead protection plans and to implement policies and official controls to protect drinking water sources.

In this Third Generation Plan, the Commission has adopted a new infiltration requirement for new development and redevelopment to promote groundwater recharge and reduce runoff.

## Goal Area C. Groundwater

- Goal C.1. Promote groundwater recharge by requiring abstraction/infiltration of runoff from new development and redevelopment.
- Goal C.2. Protect groundwater quality by incorporating wellhead protection study results into development and redevelopment Rules and Standards.

## Goal Area C. Groundwater

### Groundwater Actions:

- a. The Commission shall maintain Rules and Standards requiring development and redevelopment meeting certain criteria to meet infiltration requirements.
- b. Member cities shall adopt local controls and local stormwater management plans that are at least as stringent as Commission Groundwater goals and policies and the Commission Rules and Standards
- c. The Commission will partner with the DNR, USGS, MDH, and other agencies to educate the member cities and watershed community officials about groundwater issues and their relation to stormwater management and surface water quality.
- d. The Commission shall develop and maintain a map showing the wellhead protection zones within its boundaries upon completion of a local wellhead protection plan for use in determining vulnerable areas that should be exempted from infiltration.
- e. The Commission will develop and implement a program to provide technical and financial assistance to the member cities in identifying appropriate and cost-effective Best Management Practices to increase infiltration and groundwater recharge and reduce stormwater runoff.

### 4.2.4 Wetlands

The Commission's primary tool for managing wetlands is the Wetland Conservation Act (WCA). The Commission serves as the Local Government Unit (LGU) for WCA administration in Greenfield, Loretto and Maple Plain and the other three member cities administer WCA themselves. The Commission requires submittal of a functions and values assessment using the latest version of MnRAM whenever an applicant proposes wetland impacts.

## Goal Area D. Wetlands

- Goal D.1. Preserve the existing functions and values of wetlands within the watershed.
- Goal D.2. Promote wetland the enhancement or restoration of wetlands in the watershed.

### Wetland Actions:

- a. The Commission shall maintain Rules and Standards requiring development and redevelopment meeting certain criteria to provide buffers adjacent to wetlands, lakes, and streams.
- b. Member cities shall adopt local controls and local stormwater management plans that are at least as stringent as Commission Wetland goals and policies and the Commission Rules and Standards.
- c. The Commission shall act as the Local Government Unit (LGU) for the Wetland Conservation act for those communities that choose to so designate.
- d. Developers must complete a wetland delineation by a wetland professional to identify the location and extent of any wetlands present within the development site.

- e. For any development or redevelopment proposing impacts to any wetlands in the watershed, a functions and values assessment using the most recent version of the MnRAM protocol must be completed and submitted to the Commission and to the respective LGU.
- f. Before consideration or approval of a wetland replacement plan or use of wetland banking credits, the Commission shall ensure that the applicant has exhausted all possibilities to avoid and minimize adverse wetland impacts according to the sequencing requirements of the Wetland Conservation Act. The order of descending priority for the location of replacement wetland, including the use of wetland banking credits, is as follows:
  - 1. On-site;
  - 2. Within the same subwatershed;
  - 3. Within the Pioneer-Sarah Creek watershed;
  - 4. Within Hennepin County; and
  - 5. Outside the Pioneer-Sarah Creek watershed within Major Watershed Number 18 or Major Watershed Number 19.

#### **4.2.5 Drainage Systems**

Pioneer Creek between Highway 12 and Watertown Road and several lateral ditches, including parts of Robina Creek, are under the ditch authority of Hennepin County as County Ditch #19. The County also is ditch authority for County Ditch #9 connecting and outletting Lake Schwappauff, Schendel Lake, and Haften Lake in the northern watershed; and Judicial Ditch #20, which includes part of Deer Creek and several laterals, and Pioneer Creek downstream of Ox Yoke Lake. The primary Third Generation activity related to drainage systems is to periodically review the advantages and disadvantages of ditch authority and to reconsider jurisdiction.

#### **Goal Area E. Drainage Systems**

Goal E.1. Continue current Hennepin County jurisdiction over county ditches in the watershed.

Drainage System Actions:

- a. Periodically reconsider the appropriate jurisdiction over the county ditches in the watershed.

#### **4.2.6 Operations and Programming**

These goals guide the routine programs and operations of the Commission, and include the education and outreach program; maintenance of rules and standards; the annual monitoring program; and programs and activities to stay abreast of changing standards and requirements, search for grant and other funds to supplement the regular budget, and operate a capital improvement program and share in the cost of projects.



## Goal Area F. Commission Operations and Programming

- Goal F.1. Identify and operate within a sustainable funding level that is affordable to member cities.
- Goal F.2. Foster implementation of TMDL and other implementation projects by sharing in their cost and proactively seeking grant funds.
- Goal F.3. Operate a public education and outreach program prioritizing elected and appointed officials education and building better understanding between all stakeholders.
- Goal F.4. Operate a monitoring program sufficient to characterize water quantity and quality and biotic integrity in the watershed and to evaluate progress toward TMDL goals.
- Goal F.5. Maintain rules and standards for development and redevelopment that are consistent with local and regional TMDLs, federal guidelines, source water and wellhead protection requirements, nondegradation, and ecosystem management goals.
- Goal F.6. Serve as a technical resource for member cities.

### Operations and Programming Actions:

- a. Annually review the budget and Capital Improvement Program and convene a professional Technical Advisory Committee to identify and prioritize projects.
- b. Convene Citizen Advisory Committees as necessary to advise the Commission and to assist in program development and implementation.
- c. Prepare and implement an annual monitoring plan and provide annual reporting.
- d. According to the schedules set forth in TMDL Implementation Plans and WRAPS studies, every five years evaluate progress toward meeting those water quality goals, and adjust the Implementation Plans as necessary to achieve progress.
- e. Periodically review the development rules and standards for adequacy and make revisions as necessary.
- f. Coordinate water resources management between the Commission, Three Rivers Park District, and the member cities.



# Metro Watershed Districts & WMOs

## Performance Standards Checklist Guidance

Spring 2016

**General Instructions:** The Performance Standards checklist is to be used as part of BWSR's Level II PRAP review process. The purpose of this part is to provide an overview of your district's 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 organization to meet all of the basic practice standards. The high performance standards describe the practices of high performing organizations and are met less frequently. Organizations will receive BWSR commendations for compliance with high performance standards. Any unmet high performance standards can serve as stretch goals for performance improvement.

### Administration

- Activity report: annual, on-time  
*Annual activity reports are due to BWSR within 120 days of the end of the calendar year. The content is specified in [MN Rule 8410.0150 Subp. 3](#).*
- Financial report and audit completed on time  
*The financial and audit reports are required by [MN Rule 8410.0150](#) and must be submitted within 180 days of the end of the organization's fiscal year.*
- Drainage authority buffer strip report: submitted on time  
*If the organization 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 February 1 each year. If the organization is not the drainage authority, enter "N/A" for this item.*
- eLink Grant Report(s): submitted on time  
*Reporting the results of work done with BWSR grant funds is via the web-based eLink system. Grant results reporting must be completed by February 1<sup>st</sup> and meet the content requirements of the particular grant. Organizations without grants requiring eLink reporting should enter N/A. Further guidance is available at <http://www.bwsr.state.mn.us/grants/reporting.html>.*
- Rules: date of last revision or review  
*Watershed Districts only. The date of the last revision or adoption of district rules (month and year) should be entered in the space on the form. Rules reflect the authority of the district and must be kept relevant to the changing conditions within the district. Organizations other than Watershed Districts should enter N/A.*
- Personnel policy: exists and reviewed/updated within last 5 years  
*A personnel policy includes such procedures as how staff are compensated, hired and dismissed, and also how benefits are provided and used. A written document provides consistency in the board's decisions on staff-related issues. If there are no in-house staff, enter N/A for this standard.*



- Data practices policy: exists and reviewed/updated within last 5 years  
*A data practices policy describes how the organization responds to requests for information submitted under the Minnesota Data Practices Act (MS Chap. 13). Guidance for local governments is available at <http://www.ipad.state.mn.us/docs/accessmain.html>. To check “yes” the organization must have a local policy and have reviewed it (determined that it is up-to-date) or updated it within the past 5 years.*
- Manager appointments: current and reported  
*Watershed Districts only. This standard reports compliance with [MS Chap. 103D.311 Subp. 4](#). BWSR is one of the entities that must be notified of appointments made to the board of managers. Organizations other than Watershed Districts should enter N/A.*
- Consultant RFP: within 2 years for professional services  
*MS Chap. [103B.227 subd. 5](#) requires biennial solicitations for consultant services. Organizations that check “yes” will have requested interest proposals within the previous two years.*
- ★ Administrator on staff  
*Watershed Districts only. Record “yes” if the district contracts for or employs a person designated as the district administrator. In general the administrator serves as lead staff to the board of managers and coordinates the overall administrative, project, regulatory, and public involvement operations of the district. Organizations other than Watershed Districts should enter N/A.*
- ★ Board training: orientation and cont. ed. plan and record for each board member  
*Organizations who meet these standards will provide for a mandatory orientation session(s) for new board members. There will also be a training plan, which can be individually tailored, for each board member to enhance skills or technical expertise related to their service to the organization. The organization will also maintain a record of what elements of the plan each board member has completed.*
- ★ Staff training: orientation and cont. ed. plan and record for each staff member  
*Organizations who meet these standards will provide for a mandatory orientation session(s) for new staff members. There will also be a training plan, which can be individually tailored, for each staff person to enhance skills or technical expertise related to their service to the organization. The organization will also maintain a record of what elements of the plan each staff member has completed. Organizations without in-house staff should enter “N/A” for the staff training item.*
- ★ Operational guidelines for fiscal procedures and conflicts of interest exist and are current  
*Operational guidelines are written procedures and policies that are used to inform and guide the operation of the organization. There is no prescribed format or content for these. However, the Minnesota Office of the State Auditor website <http://www.auditor.state.mn.us/default.aspx?page=pitfalls> has helpful information for local government, including guidelines for fiscal procedures and conflicts of interest. BWSR also has examples of good operating guidelines.*
- ★ Public drainage records: meet modernization guidelines  
*Organizations that serve as the public 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 at [www.bwsr.state.mn.us/drainage/index.html](http://www.bwsr.state.mn.us/drainage/index.html). Organizations that are not the public drainage authority should enter "N/A" for this item.*

## Planning

- Watershed management plan: up-to-date  
*This standard identifies whether the organization is operating under a management plan that is not overdue for revision.*
- City/twp. local water plans not yet approved  
*Record the total number of cities or townships that are overdue for approval by the organization.*
- Capital Improvement Program: reviewed every 2 years  
*A capital improvement program is defined in [MS Chap. 103B.205 Subp. 3](#) and is listed as a required management plan component in [MR 8410.0150 Subp. 3e](#). Organizations that meet this standard will review their capital improvement program at least once every 2 years.*
- ★ Biennial Budget Request submitted on time  
*BWSR encourages watershed organizations contemplating applying for competitive grants to use the Biennial Budget Request (BBR) form and process as a planning tool and means to notify funding sources of planned projects in advance. As BBRs are only submitted biennially, the organizations that meet this high performance standard will have submitted a BBR within the past 24 months. There is detailed guidance at <http://www.bwsr.state.mn.us/grants/bbr/index.html>.*
- ★ Strategic plan identifies short-term activities & budgets based on state and local watershed priorities  
*Organizations that meet this high performance standard will periodically develop and use a short-term, strategic plan to set priorities for annual budgets and work plans based on the watershed management plan objectives, state agency watershed priorities, and the CIP. State watershed priorities include the schedule for intensive watershed monitoring and watershed restoration and protection strategies.*

## Execution

- Engineer Reports: submitted for DNR & BWSR review  
*Watershed Districts Only: Record a "yes" if during the last five years all required engineer reports for district projects have been submitted for DNR and BWSR review and comment, as required by [MS Chap. 103D.711 Subd.5](#). Organizations other than Watershed Districts should enter N/A.*
- Total expenditures per year (past 10 years)  
*This is the organization's total expenditures from all sources of funds with a dollar amount for each of the last 10 years for which data are complete. These data are one indicator of trends in the level of organization activity. A table is provided at the bottom of the Part 2 checklist to enter these amounts.*
- ★ Water quality trends tracked for key water bodies  
*Organizations that meet this standard will have identified key water bodies in their organization and have an established monitoring program to track the water quality of those*



water bodies as required by [MR 8410.0060 Subp. 1f](#). The water quality data can be used to set priorities for strategic and annual activity planning and projects.

★ Watershed hydrologic trends monitored / reported

*Organizations that meet this high performance standard will regularly measure one or more hydrologic parameters for their watershed or sub-watersheds and report the results. Selected parameters should be indicators of the effectiveness of water retention efforts, changes in impervious surface coverage, and hydrologic connectivity and be used to identify trends in peak flows, runoff volumes, baseflow, and other hydrologic characteristics related to the organization's watershed management objectives.*

## Communication and Coordination

- Website: contains information as required by [MR 8410.0150 Subp. 3a](#), i.e. board meeting information, contact information, water plan, among others

*These basic elements must be available for review on the organization's website and be updated within a reasonable amount of time after changes to any one element. For website grant reporting requirements, see guidance at <http://www.bwsr.state.mn.us/grants/reporting.html>.*

- Functioning advisory committee(s): recommendations on projects, reports; maintains 2-way communication with board

*Organizations have both a citizens' and a technical advisory committee or can combine them into one. To meet this standard the organization's advisory committee(s) meets regularly, submits recommendations and/or comments on organization projects and reports, or other products. There is regular communication between the advisory committee(s) and the board.*

- Communication piece sent within last 12 months; indicate target audience

*A communication piece can be a newsletter, press release for publication in local newspapers, enclosure with regular local government mailings, etc. that highlight the work and program opportunities of the watershed organization. Content requirements are described in MN Rule [8410.0105 Subp. 4](#). 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.*

★ Track progress for I & E objectives in Plan

*Organizations that meet this high performance standard will have public information and education objectives in their management plan, and will have developed measures and data that they are tracking to determine their progress in meeting those objectives. Types of outcomes could include changed attitudes and behaviors, increased participation in organization programs, and increased demand for organization assistance with water management projects.*

★ Coordination with County Bd and City/Twp officials

*Organizations that meet this high performance standard will have regular contact and coordination by their managers or staff with their county commissioners, city and township officials. Coordination activities include giving periodic status reports at county or municipal board meetings, inviting local elected officials or staff to attend board of managers meetings, or establishing a liaison person for regular consultation with local government staff.*

- ★ Partnerships: cooperative projects/tasks with neighboring organizations, such as counties, soil and water districts, watershed districts and non-governmental organizations  
*Organizations that meet this high performance standard will have conducted or coordinated programs and projects with other local government, or non-governmental entities (e.g., local lake association). Programs will include sharing in education, monitoring, planning, and project implementation efforts.*



## **BWSR PERFORMANCE REVIEW AND ASSISTANCE PROGRAM**

### **Level II Review: Assessing Progress Toward Plan Objectives**

**Name of Organization:**

**Contact Person (Name and contact info.):**

#### **Part 3: Discussion Questions**

**How to use this form:** Please schedule a special meeting or designate time at a regular board meeting to fill out this form. Make sure you invite your BWSR board conservationist to attend the meeting. He or she will observe the discussion and can explain the review process. Your answer to each of the following questions should be based on discussion among board or advisory committee members and principal staff and must reflect the consensus of those people. Return the completed form in electronic format to the BWSR PRAP coordinator. Remember: *your responses on this form become public information.*

1. **How often does your board review your plan or assess progress on planned objectives?**
2. **Where has your organization made the most progress in implementing your plan objectives in the past few years? To what do you attribute that progress?**
3. **For which objective(s) has your organization had the most difficulty making progress? What are the most likely reasons for this lack of progress?**
4. **Since the plan was completed, have there been any unforeseen opportunities or problems that have influenced your board's decisions about which objectives to pursue? Explain those influences.**
5. **What are the five most significant factors that are affecting (positively or negatively) your organization's ability to implement your planned objectives?**
  - a.
  - b.
  - c.
  - d.
  - e.
6. **For which of the factors listed in #4 would your organization like some assistance for either taking better advantage of positive factors or overcoming negative factors? Identify the type of assistance that would be most helpful.**
7. **How will your organization use any of the information you gained from this review in communicating or working with your partners and customers?**