



## Memorandum

**To:** Commissioners, Bassett Creek Watershed Management Commission  
**From:** Karen Chandler, Greg Williams (Barr), and Laura Jester, BCWMC Administrator  
**Subject:** 2025 Watershed Management Plan Draft Scope – revised  
**Date:** March 2, 2022

At their November 17, 2021 meeting, the Commission directed staff to develop a draft scope and budget to develop the 2025 Watershed Management Plan (Plan). The Commission Engineer, in close coordination with the Administrator, prepared the following draft scope of services and associated budget to assist the Commission in preparing its 2025 Plan. The scope includes an estimate of hours and costs for the Commission Engineer and the Administrator. The final budget estimate ranges from \$131,000 – \$161,000 depending on the amount and depth desired by the Commission to perform activities in Phase 2 below, such as research, analysis and policy development for more challenging issues.

### **Requested BCWMC Commissioner action:**

1. Review the draft scope and budget and discuss possible revisions.
2. Consider approval of the scope and budget, as revised, or direct review of the revised scope and budget at a future Commission meeting.
3. Consider establishing and setting the membership of a Plan Steering Committee

### **Plan Steering Committee (PSC)**

Watershed Management Plan development, particularly goal setting, policy development, and prioritization of implementation actions, must be led by the Commission, but will require a considerable time commitment above and beyond regular monthly Commission meetings. A Plan Steering Committee will be established and is likely to meet approximately 12 – 18 times over the next three years. At their February 17, 2022 meeting, the Commission directed that the Plan Steering Committee initially include all commissioners and alternates (i.e., a committee of the whole), with participation of all members expected early in the planning process. Later in the planning process, the PSC may break off into committees and subcommittees. We anticipate in-person meetings will be required due to open meeting law but may leverage virtual meetings as warranted and permitted. PSC meetings would be facilitated by Commission staff and would be open to all commissioners, alternates, TAC members, and the public.

During Plan development, we anticipate the PSC may seek input from partners such as:

- City staff
- Staff from partner groups: Three Rivers Park District, Minneapolis Park and Rec Board, Hennepin County
- Lake association leaders or CAMP volunteers

- Other residents and/or representatives of underserved communities

Once the Commission has established PSC membership, the PSC will discuss meeting timing and format.

## Technical Advisory Committees (TACs)

In addition to the PSC, the Plan's development should include input from a more technical group (Planning TAC) that would meet 4 – 5 times over the next three years and which should include staff from the following groups (see Section 1.11):

- BCWMC Technical Advisory Committee (city staff)
- MN Board of Water and Soil Resources
- MN Pollution Control Agency
- MN Department of Natural Resources
- Metropolitan Council
- Hennepin County
- Three Rivers Park District
- Minneapolis Park and Rec Board

We anticipate that input from the BCWMC TAC (city staff) will be sought on a regular basis, meeting 4 -5 times over the next three years in addition to meetings of the larger Planning TAC. Additional meetings of the BCWMC TAC may be required depending on the scope of priority issues identified (see Phase 2).

## Project Scope

The 2025 Plan scope of work is subdivided into the following four phases:

1. Initial stakeholder engagement
2. Pre-plan work to address challenging issues
3. Development of the draft Plan document
4. Plan review and approval

Figure 1 presents a draft schedule illustrating the above project phases. Phases 1 and 2 are approximately concurrent and pre-requisite to the plan development in phase 3. Some elements of stakeholder engagement, however, will be continued through phases 3 and 4 (e.g., meetings of the Planning Technical Advisory Committee, see Section 1.11).

### Phase 1: Initial stakeholder engagement

Phase 1 Timeline: March 2022 – May 2024

Phase 1 Budget: \$42,727

Phase 1 Meetings: 2 – 3 PSC meetings, 1 BCWMC TAC meeting

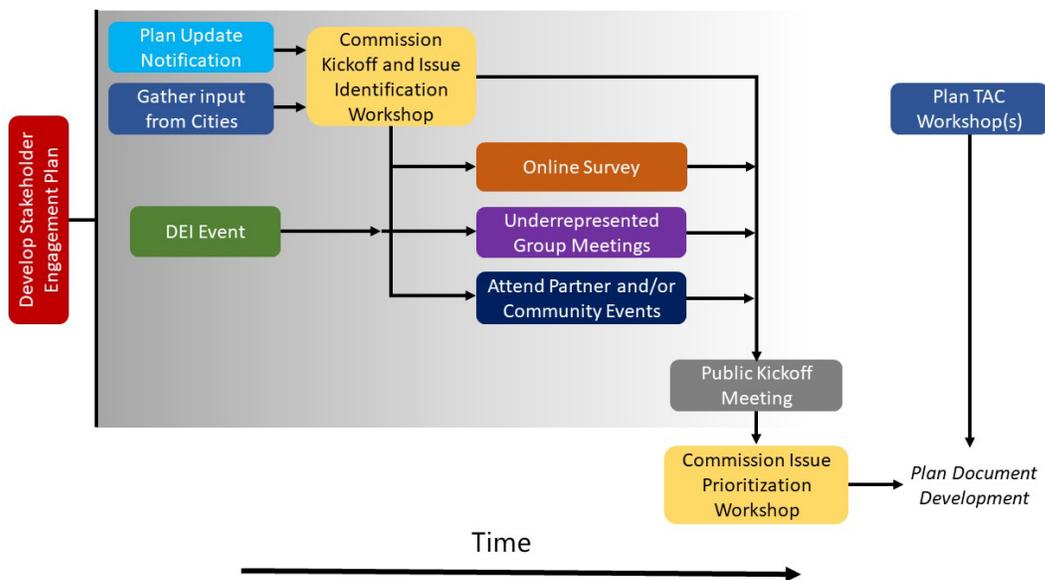
In developing its 2025 Plan, the BCWMC has an opportunity to engage and receive input from a broad group of stakeholders within the watershed. Meaningful input from communities, residents, and partners

is essential to developing a plan focused on priority issues and executed through collaborative action. At the November 17, 2021 BCWMC meeting, the Commission considered varying levels of stakeholder engagement and selected a “moderate” level of engagement. Commission staff scoped the following proposed activities with that decision in mind. Note that several of the stakeholder engagement activities described herein are required per Minnesota Rules 8410. Proposed activities include:

- Developing a stakeholder engagement plan for BWSR review and approval\*
- Notifying plan review authorities of the plan update and summarizing responses\*
- Gathering input from BCWMC member cities regarding priority issues, including:
  - Input from city technical staff gathered by Commission staff
  - Input from city councils/commissions gathered via commissioners and/or city staff
- Hosting Commission workshop to kickoff Plan update process and identify overarching watershed issues and future implementation strategies, opportunities, and challenges
- Hosting an “Equity in Watershed Management” workshop
- Hosting an on-line survey to gather input from residents and various stakeholder groups
- Meeting with members of underrepresented community groups
- Engaging the public at partner/community events (as health restrictions allow)
- Hosting a public kickoff/initial planning meeting\*
- Summarizing stakeholder input and hosting a Commission issue prioritization workshop
- Establishing a Planning Technical Advisory Committee (TAC) for input throughout Plan development\*

\* = activity required per Minnesota Rules 8410

Figure 1 presents a flowchart of proposed initial stakeholder engagement activities.



**Figure 1 Proposed sequence of initial stakeholder engagement activities**

## 1.1 Developing a stakeholder engagement plan for BWSR review and informal approval

BWSR requests that watershed management organizations submit a stakeholder engagement plan for BWSR review and comment. Commission staff will develop a stakeholder engagement plan based on the tasks described in this scope, as revised based on commissioner input. Barr will provide the stakeholder engagement plan to the BWSR Board Conservationist. After BWSR review, Commission staff will present and discuss any proposed revisions to the stakeholder engagement plan at a PSC or Commission meeting and revise the stakeholder engagement plan, as needed. We will submit the revised stakeholder engagement plan to BWSR for (informal) approval.

### Deliverables:

- Draft stakeholder engagement plan
- Final stakeholder engagement plan (as revised)

## 1.2 Notifying Plan review authorities and summarizing responses

Consistent with MN Rules 8410.0045 Subp. 3 and Subp. 4, the Administrator will electronically send a notification of the 2025 Plan update to plan review agencies and the plan review authorities on behalf of the BCWMC. The notification will request that recipients provide information about their respective priority issues, goals, and data relevant to the 2025 Plan within 60 days. The notification will also ask recipients to identify potential TAC member(s) from their organization.

The Administrator will summarize the responses in a memorandum to be presented to the Commission. Commission staff will consider the information provided in the responses to the notification during all subsequent phases of plan development.

### Plan Review Agencies:

- Board of Water and Soil Resources
- Metropolitan Council
- Minnesota Department of Natural Resources
- Minnesota Pollution Control Agency
- Minnesota Department of Health
- Minnesota Department of Agriculture

### Plan Review Authorities additionally include:

- Hennepin County
- Cities of Crystal, Golden Valley, Medicine Lake, Minneapolis, Minnetonka, New Hope, Plymouth, Robbinsdale, and St. Louis Park

### Deliverables:

- Notification of plan update electronic communication
- Memorandum summarizing responses to the notification letter

## 1.3 Gather input from member cities regarding priority issues

City staff from several BCWMC member cities attend Commission meetings and are active partners in watershed management. In addition to this participation, the Administrator will ensure that input on watershed issues is gathered more broadly from member cities and may convene a meeting of the BCWMC TAC to review and discuss input. Commissioners will work with their respective BCWMC TAC members to gather information about priority concerns related to water and natural resources management or BCWMC implementation activities from their city departments, city councils, and/or city

commissions. Commission staff will summarize this information in a memorandum to inform discussion at an initial issue identification workshop of the Commission (see Section 1.4).

**Deliverables:**

- Meeting of the BCWMC TAC
- Summary memorandum of city staff, city council, and city commission input

#### **1.4 Commission workshop to kickoff Plan update process and identify overarching issues**

While stakeholder engagement is an opportunity to hear broad input from diverse stakeholders, we recommend that the Commission seek to focus issue identification and prioritization efforts on those items within the charge of the BCWMC. Commission staff will prepare and deliver a presentation on the history of the BCWMC Plan and Plan update process workshop attended by commissioners and alternates. Commission staff will present the responses to the Plan update notification letter (see Section 1.2), collected city input (see Section 1.3) and the gaps analysis (see Section 2.1). Commission staff will facilitate discussion to identify key overarching issues that must be addressed during Plan development, challenging issues that may require greater effort to address than others, and issues that may be a priority to partners that are outside of the Commission’s roles and responsibilities. Commission staff will summarize the outcomes from this discussion in a memorandum and use the results to focus subsequent stakeholder engagement activities.

**Deliverables:**

- Commission workshop
- Summary memorandum of overarching priority issues

#### **1.5 Hosting a “Equity in Watershed Management” workshop**

The Bassett Creek watershed is home to many residents and other stakeholders who belong to communities historically underrepresented in water and natural resource planning. In Fall 2021, the Commission expressed interest in hosting an event to explore issues of diversity, equity, and inclusion (DEI) as it relates to watershed management and the role of the BCWMC. The Administrator will engage local DEI experts and city, county, and/or other watershed management organization staff to develop and present programming designed to answer:

- What is DEI, environmental justice, and their history in the watershed?
- Why is DEI important in water and natural resource planning?
- How have others addressed DEI in their work?
- How can BCWMC provide for equity in its policies, programs, and projects?

**Deliverables:**

- Equity in Watershed Management workshop
- Workshop outcomes incorporated into policies, programs, and/or projects in 2025 Plan

## **1.6 Hosting an on-line survey**

The Commission Engineer will work with the Administrator and PSC to develop and host an online survey intended to reach a public audience of residents, property owners, business owners, and other individuals who live, work, or recreate in the watershed. The survey will be brief (e.g., five questions) to encourage participation and allow some or all of the survey questions to be asked during potential future face-to-face interactions with stakeholders, if possible (see Section 1.6). The questions will be designed to understand how stakeholders value and interact with the water and natural resources within the Bassett Creek watershed. Draft survey questions will be provided to the Commission for review and comment, prior to publication.

The survey will be linked from the BCWMC website, partner websites, and advertised through social media and targeted e-mailing. Paper copies of the survey will also be available at events or upon request. Staff will summarize the results of the survey in a memorandum prior to the Commission issue prioritization workshop (see Section 1.9). Staff recommends including the summary memorandum as an appendix to the Plan.

### **Deliverables:**

- Draft survey questions for Commission review
- On-line survey
- Memorandum summarizing survey responses

## **1.7 Meetings with underrepresented community groups**

The Administrator will work with the Commission and PSC to identify communities within the watershed for targeted engagement to better understand their community values and concerns as well as opportunities for collaboration. Once a list of potential organizations or groups has been established, the Administrator will contact leaders within those organizations or communities to set up interviews performed by the Administrator and/or commissioners. An intern from Dougherty Family College may also be hired to assist with this work. The meetings are intended to be informal and conversational. These conversations will help identify areas where the interests of both parties may intersect and the ways we may be able to work together in the future. Information gathered from these meetings will be considered in subsequent Plan development tasks.

### **Deliverables:**

- Meetings with up to 10 groups
- Meeting notes

## **1.8 Engaging the public at partner/community events (as health restrictions allow)**

Events focused on water resource management typically draw few attendees, and the attendees often have very specific concerns. Conversely, community events within the watershed present ready-made opportunities for BCWMC representatives (commissioners, PSC members, member city staff, Administrator, and/or Barr staff) to engage with a broader cross-section of potential stakeholders.

To leverage these opportunities, the Administrator will contact member city staff and commissioners to identify up to 10 community events. The Administrator will seek volunteers from commissioners, PSC members, and member city staff to attend one or more events. The Commission Engineer will prepare a large board and one-page handouts including a watershed map, a brief introduction to the BCWMC, and the 2025 Plan development process. BCWMC representatives will answer questions and ask interested individuals to complete the survey (see Section 1.4) online or on paper. BCWMC representatives will provide a summary of the community event at a Commission meeting.

**Deliverables:**

- Information board and 1-page handouts
- Completed surveys
- Summaries of events

### **1.9 Hosting a public kickoff/initial planning meeting**

Per Minnesota Rules 8410.0045 Subp.5 the BCWMC must publicly notice and host an “initial planning meeting presided over by the organization’s governing body to receive, review, and discuss input” on the 2025 Plan. The meeting must occur after receipt of responses to the Plan update notification (or the required time has passed, see Section 1.2).

Staff recommends hosting the initial planning meeting after full or substantial completion of some of the other initial stakeholder tasks to provide input for this meeting (e.g., online survey). The Administrator will work with the Commission to identify a meeting date, secure a meeting location, publicly notice the meeting, and “market” the meeting to residents and stakeholder groups. The Commission representatives (including Engineer, Administrator, and/or commissioners) will prepare and present information about the BCWMC and the 2025 Plan. Agenda and format for the initial planning meeting would be developed with the overall stakeholder engagement plan (see Section 1.1). Staff recommends facilitated, small-group discussions following the initial presentation to identify and discuss issues important to meeting attendees. The Administrator will summarize the results of the initial planning meeting in a memorandum to the Commission.

**Deliverables:**

- Public notice/advertisement for the initial planning meeting
- Initial planning meeting
- Summary memorandum

### **1.10 Summarizing stakeholder input and hosting a Commission issue prioritization workshop**

MN Rules 8410 require that watershed management organization plans identify priority issues and resources to be addressed during the life of the plan. The Commission Engineer and the Administrator will present results of the initial stakeholder engagement activities, existing resource conditions and trends, past CIP projects, and any initial inventory work to the PSC. The PSC will develop recommendations on priority issues for use at a Commission workshop.

The Commission Engineer and the Administrator will present the summary of initial stakeholder engagement and PSC recommendations at a Commission issue prioritization workshop. At the workshop, the Administrator and Commission Engineer will facilitate discussion with the intent of establishing consensus regarding priority issues and resources to be addressed in the 2025 Plan. The Administrator will record the results of the workshop in a memorandum.

### **Deliverables**

- Memorandum summarizing results of initial stakeholder engagement activities and PSC recommendations
- Facilitated commissioner workshop
- Memorandum summarizing issue and resource prioritization

### **1.11 Establishing and meeting with a Planning Technical Advisory Committee (TAC)**

The Administrator will convene a Planning Technical Advisory Committee (Planning TAC) comprised of member city staff, plan review authority staff from state agencies, Hennepin County, and Met Council, and other technical partners identified by the Commission. The Administrator will coordinate in-person or virtual meetings of the Planning TAC to review and provide input on draft Plan content throughout the project. The Commission Engineer and the Administrator will cooperate to present draft Plan content at these meetings. The Administrator will summarize Planning TAC meeting discussions in minutes provided to the PSC and Commission. Likely meeting subjects include, but are not limited to:

- Measurable goals
- BCWMC policies and performance standards
- Implementation actions, schedule and budget

This scope assumes four in-person Planning TAC meetings over the next three years. Additional meetings of the Planning TAC may be necessary during Plan development.

### **Deliverables:**

- Up to four Planning TAC meetings
- Minutes from Planning TAC meetings

### **Phase 2: Pre-Plan work to address challenging issues**

Development of the 2025 Plan is an opportunity for the Commission to perform a comprehensive examination of the BCWMC policies and programs. The Administrator, Commission Engineer, and commissioners identified some topics that should be addressed during 2025 Plan development that may require more effort than others. We anticipate the Commission discussion of overarching issues (see Section 1.4) may clarify existing or identify new challenging issues. We recommend beginning to address these topics through targeted data review, research on how others are addressing these issues, and discussions with commissioners, city staff, and other stakeholders early in the planning process. Because there is a wide range in the depth of analyses and amount of work that could be incorporated into this phase, the budget is presented as a range.

Phase 2 Timeline; April 2022 – March 2023

Phase 2 Budget: \$6,960 - \$37,000

Phase 2 Meetings: 2 – 3 PSC meetings; 1 Planning TAC meeting; 2 – 3 BCWMC TAC meetings

## **2.1 Preliminary gaps analysis**

The Commission Engineer and the Administrator will review the existing plan relative to current watershed management practice, emerging issues, regulatory climate (e.g., current MPCA general permits), and data to identify potential gaps in needs or implementation. We will summarize this analysis in a brief memorandum provided to the PSC and Commission and present the information as part of the Commission discussion of overarching issues (see Section 1.4) and reference this information during the scoping of additional technical work (see Section 2.2).

### **Deliverables**

- Memorandum summarizing preliminary gaps analysis

## **2.2 Identifying topics and scope of pre-Plan work to address challenges**

Following the preliminary gaps analysis, the Administrator will facilitate discussion with the PSC and/or the Commission and TAC to identify potentially more challenging or complex topics that may need additional review ahead of Phase 3. Possible topic areas already identified include:

- Chloride regulations
- Incorporation of DEI principles
- Performance standards for linear projects
- Potential implementation of the Bassett Creek Valley plan to create more flood storage in the lower Bassett Creek Valley
- Process for identifying projects or implementing the Capital Improvement Program (CIP)
- Education program
- Carbon footprint or climate impact considerations of BCWMC projects and programs
- Organizational capacity of Commission staff and partners
- Revisions/updates to the joint powers agreement

After finalizing the list of challenging issues to be addressed in this phase, the Administrator and Commission Engineer will develop a proposed scope of work to address these issues. The scope may include review of existing data and practices, review of other organization practices and/or performance standards, and discussions with commissioners, city staff, and/or other partners. The Administrator will present the draft scope for commissioner review, comment, and approval.

### **Deliverables**

- Discussion with the Commission to identify challenging issues
- Draft scope of work for Commission approval

## **2.3 Performing pre-Plan work to address challenging issues**

The Commission Engineer and the Administrator will execute the proposed pre-Plan work scope to address challenging issues developed as described in Section 2.2. The tasks will vary according to the final scope approved by the Commission. Note that the estimated hours and cost are unknown but contemplated at costing up to \$30,000. More detailed estimates will be developed as this task is scoped in greater detail.

### **Deliverables**

- TBD based on final approved scope

## **Phase 3: Development of the draft Plan document**

During phase 3, the Commission Engineer and the Administrator will draft Plan sections, incorporating input received during Phase 1 and analysis performed in Phase 2. Phase 3 will conclude with the development of a complete draft Plan that is ready to submit for formal review (Phase 4).

Phase 3 Timeline; January 2023 – December 2024

Phase 3 Budget: \$64,850

Phase 3 Meetings: 6 - 10 PSC meetings; 2 - 3 Planning TAC meetings; 1 BCWMC TAC meeting

## **3.1 Updating the Physical Environment Inventory**

The Commission Engineer and the Administrator will update the Physical Environment Inventory section of the Plan (Section 2 of the 2015 Plan). In this section, we will summarize resource data and provide the knowledge base upon which the issues, goals, policies, and implementation activities are built. This section serves as educational reference for non-technical audiences and as a technical reference for City and partner staff.

Topics addressed in this section include, but are not limited to: topography and drainage, land use, soils, geology, groundwater, surface waters, water quality, flooding, wetlands, natural areas, population and demographics, and others deemed significant by the Commission.

The Commission Engineer and the Administrator will update the text, tables, and figures (maps) to present the most current data. We will reference existing data summaries and sources (e.g., annual monitoring reports, data hosted at the BCWMC website) to strike an appropriate balance of detail and brevity while seeking to avoid a Plan that is soon outdated. We will cooperate with city and partner staff, as needed, to obtain local datasets (e.g., redevelopment areas) included in the inventory. A draft of the inventory will be provided to the Commission and city staff for review and comment. The Administrator will receive commissioner comments at a PSC or Commission meeting and city staff comment through electronic communications.

### **Deliverables:**

- Draft text, tables, and maps

- Revised and finalized inventory

### **3.2 Defining issues and measurable goals**

Based on information gained in phase 1 culminating in the Commission issue identification and prioritization workshop (see Section 1.9), the Commission Engineer and the Administrator will draft text detailing the priority issues to be addressed by the Plan. The Commission Engineer and the Administrator will work with the Commission to draft and revise measurable goals to address the priority issues with input from the PSC and Planning TAC. We will correlate goals to specific issues to better allow for measurement of Plan progress.

With the 2015 revision to MN Rules 8410, BWSR increased the emphasis on quantitative, measurable goals. As written, many of the existing BCWMC goals (see Section 4 of the 2015 Plan) are not explicitly measurable and will require updating. We understand that the objective measurability of goals may vary according to the particular issue (e.g., water quality goals vs. education goals). Establishing realistic goals is an iterative process completed in coordination with developing a targeted implementation schedule – that is, understanding the actions the BCWMC can perform during the life of the Plan will inform how much progress towards goals may be expected. We anticipate this task, in conjunction with development of the targeted implementation program (see Section 3.4) will include periodic informal meetings with BWSR staff to ensure Plan content is appropriately prioritized, targeted, and measurable.

#### **Deliverables:**

- Draft issue statements
- Draft measurable goals correlated to issues
- Revised and finalized measurable goals

### **3.3 Revising BCWMC policies and performance standards**

The Commission Engineer and the Administrator will review the existing BCWMC policies, performance standards, and *Requirements for Improvements and Development Proposals* document relative to priority issues, member city and partner policies, and the current regulatory environment. We will incorporate the results of phase 1 and phase 2 as related to policies and performance standards (e.g., DEI issues, chloride regulation, linear project performance standards), as appropriate.

The Commission Engineer and the Administrator will draft proposed revisions to BCWMC policies to promote achieving the BCWMC goals (see Section 3.2) and present the proposed revisions relative to existing policies. We will present the draft policies to the PSC and TAC and/or Planning TAC to receive feedback that will be used to develop draft policies and performance standards to the Commission for review and comment at workshops or regular Commission meetings.

#### **Deliverables:**

- Draft policies and performance standards
- Revised and finalized policies and performance standards

### **3.4 Creating a targeted implementation program**

The Commission Engineer and the Administrator will update Plan text describing the BCWMC programs and operations (Section 5 of the 2015 Plan). We will create a draft implementation schedule (i.e., table) laying out projects, programs, and activities to be completed during the 10-year period. The implementation program will include proposed years of implementation, planning level cost estimates, and potential partners. The Administrator will coordinate meetings of the PSC and TAC and/or Planning TAC to review draft implementation actions and identify member city and partner projects where the BCWMC may be a partner. We will incorporate feedback and present the draft implementation schedule to the Commission for review and comment.

BWSR requires that the implementation program be targeted and prioritized. We will target activities according to the priority issues and resources identified during Plan development. We will work with the Commission to develop and apply a framework to prioritize implementation activities with consideration for priority issues, funding, and other factors. This may be informed by work done in phase 2 related to CIP implementation (see Section 1.2).

BWSR also requires that Plan implementation include a process for evaluating BCWMC progress towards the measurable goals established during Plan development (see Section 3.2). We will correlate implementation activities to goals to facilitate tracking and reporting of Plan progress. We anticipate this task will include periodic informal meetings with BWSR staff to ensure Plan content is appropriately prioritized, targeted, and measurable.

#### **Deliverables:**

- Draft implementation program (including table with schedule and cost estimates and process for measuring progress)
- Refined and finalized implementation program

### **3.5 Compiling the complete draft plan**

The Commission Engineer and the Administrator will revise the various sections of the Plan based on feedback received during phase 3. We will compile a complete draft of the revised Plan in electronic format (PDF and/or MS Word). We will provide paper copies for review upon request for an additional cost outside of this scope. We will distribute the draft Plan for unofficial, internal review. We recommend that this review include commissioners and member city, partner staff, and BWSR.

We will summarize comments received during internal review and propose Plan revisions to the PSC for consideration. We will present the comments and proposed revisions to the Commission for input. Based on this feedback, we will revise the draft Plan and seek Commission approval to submit the draft Plan for official 60-day review. This work includes moving the plan content into a design program (InDesign) to develop a visually pleasing draft plan with photos, graphics, icons, etc.

#### **Deliverables:**

- Complete draft Plan for internal review (digital format)
- Summary of informal comments and proposed revisions
- One joint Commission and member city/partner staff meeting to discuss informal comments and proposed revisions
- Complete revised draft Plan (i.e., 60-day review draft) in standard format (e.g., MS Word)
- Complete InDesign formatted draft plan
- Submittal of draft Plan for official 60-day review

#### **Phase 4 – Formal review, approval, and adoption**

During phase 4, the Commission Engineer and the Administrator will guide the draft Plan through the formal review process as outlined in MN Statutes 103B.

Phase 4 Timeline; December 2024 – September 2025

Phase 3 Budget: \$20,865

Phase 3 Meetings: 2 PSC meetings; 1 Planning TAC meeting

#### **4.1 Completing formal 60-day review and responding to comments**

The Administrator will prepare a distribution letter and distribute the 60-day review draft Plan electronically to all Plan review authorities as required per MN Statutes 103B. We recommend that the BCWMC post the 60-day review draft Plan on its website for public review and comment. The Administrator will compile and organize comments received during the review period. The Commission Engineer and the Administrator will prepare draft responses to the comments and present the draft tabulated responses to the PSC and Commission for approval. Preparing responses to comments may include follow-up discussions with individual plan review authorities, as needed.

##### **Deliverables:**

- Compilation of formal comments and draft responses (table)
- Finalized responses to formal comments

#### **4.2 Distributing responses to comments and holding public hearing**

Per MN Rules 8410, the BCMWC must hold a public hearing after responding to comments. The hearing must be held no sooner than 14 days after the 60-day review period ends and at least 10 days after submittal of the response to comments. If the planning process is successful up to this point, then the public hearing may be just a formality—a ratification of the Plan and the planning process. Typically, few people attend this event. We suggest holding the public hearing as part of a regularly scheduled Commission meeting. The Administrator will publicly notice the hearing consistent with rule and statute requirements. At the public hearing, the Administrator will give an overview of the draft Plan, a summary of the major comments on the Plan, and proposed responses/revisions.

##### **Deliverables:**

- Electronic distribution of responses to comments
- Presentation of plan highlights at public hearing

#### **4.3 Revising the draft Plan for 90-day review**

Following the public hearing, the Commission Engineer and the Administrator will revise the Plan according to the response to comments, additional Commission direction, and in response to comments heard at the public hearing (see Sections 4.1 and 4.2). We will produce two versions of the revised draft Plan – one version showing tracked changes and a clean version with changes accepted. The Administrator will provide the revised draft Plan to the Commission and seek approval to submit the Plan to BWSR for final review and approval. BWSR has 90 days to complete its final review. Prior to BWSR Board action on/approval of the Plan, a BWSR subcommittee meets to make its recommendation for approval/disapproval of the plan. Typically, the BCWMC is requested to attend and present its draft plan at the subcommittee meeting. We assume the Administrator and at least one commissioner will attend and present at the subcommittee meeting.

##### **Deliverables:**

- Revised Plan document (standard format) submitted electronically to the Commission for approval at Commission meeting
- Revised draft plan with tracked changes (standard format) and without tracked changes (InDesign format) electronically submitted to BWSR
- Presentation at the BWSR regional subcommittee meeting

#### **4.4 Obtaining Plan approval from BWSR and BCWMC adoption**

After receiving recommendation for approval from the BWSR regional subcommittee, we assume the BWSR Board will approve the BCWMC Plan. Following BWSR Board approval, the Administrator will request that the Commission approve a resolution to adopt the Plan at a regular meeting. The Commission Engineer and Administrator will make any final revisions needed (revisions at this point are assumed to be very minor) and compile the final Plan in InDesign layout as an electronic PDF.

The Administrator will prepare a transmittal memo and distribution list, and distribute the final Plan electronically. The Commission Engineer will prepare one printed copy for BWSR (as required), and additional printed copies upon request for an additional cost outside of this scope. The Administrator will make the Plan document available on the BCWMC website.

The Commission Engineer will provide the Administrator with all source data in digital format (e.g., MS Word files, tables, and GIS data).

##### **Deliverables:**

- Transmittal memo and distribution list
- Final Plan document (InDesign layout in electronic format suitable for the website and download)
- Source data in original digital format (e.g., MS Word, InDesign, Excel tables, GIS files)
- One printed copy of the Plan for BWSR

## Estimated project costs

Estimated project hours and costs are presented below by project phase. Total costs presented in Table 1 are an initial estimate. Note that the estimated costs of Phase 1 (initial stakeholder engagement) may vary pending the specific scope established during development of the BWSR-approved stakeholder engagement plan (see Section 1.1); we anticipate that changes to Phase 1 estimated costs will be small. The estimated cost of Phase 2 (pre-plan technical work) will vary based on the scoping of pre-plan technical work (see Section 2.2).

Table 1 shows the separate estimated hours of the Commission Administrator and Engineer. Most of the project tasks are anticipated to be collaborative, with Commission Administrator and Engineer staff time apportioned to minimize cost while leveraging appropriate technical skills, institutional knowledge, and capacity.

**Table 1 Estimated Project Costs**

Project Phase	Administrator Hours	Administrator Labor Costs*	Commission Engineer Hours*	Commission Engineer Labor Costs	Expenses	Total Cost
Phase 1 – Initial stakeholder engagement	186	\$13,390	169	\$27,335	\$2,000	\$42,725
Phase 2 – Pre-Plan work to address challenges**	16	\$1,150	36	\$5,760	--	\$6,910 - \$36,910**
Phase 3 – Development of the draft Plan document	166	\$12,450	304	\$48,340	--	\$60,790
Phase 4 – Formal review, approval, and adoption	81	\$6,075	82	\$12,790	\$2,000	\$20,865
<b>Project Total</b>	<b>449</b>	<b>\$33,065</b>	<b>591</b>	<b>\$94,225</b>	<b>\$4,000</b>	<b>\$131,290 - \$161,290 **</b>

\*Administrator labor assumes \$72/hour rate for Phases 1 & 2; \$75/hour rate for Phases 3 & 4; Engineer labor assumes 2022 rates for Phases 1 & 2; anticipated 2023 rates for Phases 3 & 4

\*\*A range is used because current hours for Phase 2 only reflect development of gaps analysis and development of a scope for completing pre-plan work. Expenses for performing any needed pre-plan work are currently unknown but may add up to \$30,000 to overall planning costs.

## Project Schedule

A draft project schedule is provided as Figure 2 on the following page.

