

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

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**To:** Board of Managers

**Date:** May 2, 2019

**From:** Mike Kinney

**Subject:** Watershed Management Plan Amendment

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**Background/Discussion**

The purpose of this agenda item is to consider approving the outreach plan for the District's 10-Year Watershed Management Plan (WMP) update. Staff informally reviewed the draft plan with East Metro Water Resources Education Program. The draft plan is enclosed for managers to review. Upon approval by the Board, the final outreach plan will be sent to BWSR for approval.

In addition to drafting the outreach plan, staff have begun preparations for the outreach kickoff event (June 11<sup>th</sup>) and initial planning meeting (June 20<sup>th</sup>).

**Recommended Action**

Proposed Motion: Manager \_\_\_\_\_ moves to approve the WMP Update Outreach Plan. Seconded by Manager \_\_\_\_\_.

**Attachment:** WMP Update Outreach Plan

# Outreach Plan

CLFLWD Watershed Management Plan Amendment

May 2, 2019

## Introduction

The Comfort Lake-Forest Lake Watershed District (CLFLWD or District) initiated the process of updating its Watershed Management Plan (WMP or Plan) by adoption of resolution 19-03-02 on March 28, 2019. The Plan will expire on September 28, 2021. Over the 2 ½-year period between those two dates, the District aims to utilize an amendment process which is open, transparent, and actively seeks the input of agencies and the public.

This outreach plan will describe the proposed public outreach and interagency communication efforts associated with the plan update. Guidance from Minnesota Rules (8410) and Statutes (103b.231) as well as guidance from the Board of Water and Soil Resources (BWSR) were utilized to develop this outreach plan. This plan is not an exhaustive list of every outreach/communication activity that is to occur, but rather serves the purpose of planning out activities to the best of our ability at this point in time. As is the District's philosophy with other projects, an adaptive management approach will be taken with this outreach plan, and course-correction will be utilized throughout the process.

BWSR's Metro Watershed Management Plan Update Guide breaks the process into four phases and 21 steps. The four phases are as follows:

- Phase 1 – Initiate
- Phase 2 – Draft plan
- Phase 3 – Formal review and approval
- Phase 4 – Plan adoption, production, distribution

Appendix A contains a high-level overview of the projected timeframes for each of the steps and phases. Tables 1 and 2 provide overviews of the proposed involvement from the CLFLWD Board of Managers and proposed outreach and interagency coordination steps in the process, respectively. Detailed descriptions for each item are provided further below.

## Summary Tables

Table 1. Summary of Proposed Involvement from CLFLWD Board of Managers

Step in BWSR Guideline <sup>1</sup>	Description	Estimated Timeframe/Actual Date(s)
Step 1. Consult	Board Meeting – Initial discussions and interagency coordination	March 4, 2019
Step 1. Consult	Board Meeting – Further discussion and adopt resolution officially beginning amendment process	March 28, 2019
Step 1. Consult	Board Meeting – Further discussion about amendment process and public outreach	April 8, 2019
Step 1. Consult	Joint Board Meeting – Carnelian-Marine-St. Croix Watershed District	April-May 2019
Step 1. Consult	Board Meeting – Discussion and approval of outreach plan	May 9, 2019
Step 5. Public Input	Kickoff event – initiate the public input process with a kickoff event	June 11, 2019
Step 4. Initial planning meeting	Initial planning meeting – hold an initial planning meeting presided over by the CLFLWD Board of Managers to receive, review, and discuss input.	June 20, 2019
Step 8. Identify priority issues	Board Meeting/Workshop – Progress update, discuss priority issues	August 2019
Step 5. Public input	Annual District Tour: discuss draft plan outline and priority issues during Annual District Tour in order to obtain additional feedback before completing the first draft amendment and presenting to the Board of Managers and advisory committees.	September 2019
Step 9. Outline	Board Meeting/Workshop – Discuss and approve WMP outline	October 2019
Step 12. Discuss and provide direction regarding feedback	Board Meeting/Workshop – Board and Advisory Committees discuss and provide direction regarding feedback from informal review of first draft	March 2020
Step 13. Revise draft plan	Board Meeting/Workshop – Submit second draft WMP for review with CLFLWD Board approval and direction to submit for first round of formal review	May 2020
Step 17. Public hearing	Board Meeting – Hold public hearing	September 2020
Step 18. Revise plan	Board Meeting/Workshop – Obtain Board approval to submit plan to BWSR for final review	November 2020
Step 20. Adopt	Board Meeting – Adopt final plan as approved by BWSR (within 120 days of BWSR approval)	April 22, 2021

Table 2. Summary of Public Outreach/Interagency Coordination Steps and Events (excluding regular CLFLWD board meetings/workshops)

Step in BWSR Guideline <sup>1</sup>	Description	Estimated Timeframe/Actual Date(s)
Step 1. Consult	Hold Joint Board Meeting with Carnelian-Marine-St. Croix Watershed District to discuss plan coordination efforts	April-May 2019
Step 2. Advisory committees	Hold Technical Advisory Committee (TAC) meetings. Involve the TAC throughout the process.	April 2019-May 2020
Step 2. Advisory committees	Engage Citizen Advisory Committee (CAC) at monthly meetings	April 2019-May 2020
Step 3. Notify and solicit agency priority issues	Request agency priority issues, allow 60 days to respond	April 1-May 31
Step 5. Public input	Create webpage and online public survey	April-May 2019
Step 5. Public input	Engage lake associations and other stakeholder groups	April 2019-March 2020
Step 5. Public Input	Kickoff event – initiate the public input process with a kickoff event	June 11, 2019
Step 4. Initial planning meeting	Initial planning meeting – hold an initial planning meeting presided over by the CLFLWD Board of Managers to receive, review, and discuss input.	June 20, 2019
Step 5. Public input	Annual District Tour: discuss draft plan outline and priority issues during Annual District Tour in order to obtain additional feedback before completing the first draft amendment and presenting to the Board of Managers and advisory committees.	September 2019
Step 5. Public input	Small group meetings/listening sessions (group by organization types – lake associations, farm organizations, municipalities etc.)	November 2019-March 2020
Step 11. Informal review of first draft	Review draft WMP with TAC/CAC	January-March 2020
Step 14. Formal review	First agency review and comment period	June-August 2020
Step 17. Public hearing	Board Meeting – Hold public hearing	September 2020
Step 18. Submit plan to BWSR for final review	Submit final draft plan to BWSR and other review agencies to complete final formal review and comment period	December 2020-March 2021
Step 21. Distribute	Distribute final amended plan and post to website	May 2021

<sup>1</sup> Board of Water and Soil Resources (BWSR) steps are outlined in the [Metro Watershed Management Plan Update Guide \(published 4/24/2018\)](#). Some steps from the guide are excluded in these summary tables for simplification purposes, as they are not related to public engagement or require direct Board involvement. The full guide is incorporated into the District’s internal amendment process tracking system. The BWSR guide, and more information, can be found at [www.bwsr.state.mn.us/planning/metro/](http://www.bwsr.state.mn.us/planning/metro/).

## Detailed Descriptions of Outreach and Interagency Communications

### Joint Board Meeting with Carnelian-Marine-St. Croix Watershed District

Coordination with other watershed districts may be helpful throughout the update process. For example, using tips and templates from watershed districts that recently went through their 10-year update process. More hands-on coordination, such as partnering to hold advisory committee meetings and create outreach materials, may be helpful as well. Carnelian-Marine-St. Croix Watershed District (CMSCWD) is in the process of updating its Watershed Management Plan, which will expire in 2020. The CLFLWD coordinates frequently with CMSCWD on several other activities such as permitting inspections and general education and outreach. Coordination on the plan updates may be discussed by both watershed districts at a joint board meeting. Staff from each district will coordinate with their respective boards to set a time and place.

### Technical Advisory Committee and Citizen Advisory Committee Meetings

*Statute/rules reference: 8410.0045, Subpart 2*

Committees will be engaged at multiple points throughout the update process. The purpose of the committees is 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. The CLFLWD has a standing Technical Advisory Committee (TAC) and Citizen Advisory Committee (CAC).

#### Technical Advisory Committee

The TAC meets periodically, upon request, in order to advise the District on matters such as WMP amendments, rule revisions, and other major changes to District plans and policies. Members of the regular TAC may elect alternative members of their organization to participate in the WMP-focused TAC meetings, as the alternative members may have a specialized focus on watershed planning etc.

The District proposes to hold multiple TAC meetings at key junctures in the planning process such as identifying priority issues and outlining, drafting, and reviewing the amended Plan. The TAC will also be invited to participate in the Initial Planning Meeting, which is further described further below in this outreach plan.

#### Citizen Advisory Committee

The CAC meets on a monthly basis to discuss current initiatives and District news. The CAC advises the District on a variety of matters, many of which focus on public education and outreach.

The District will engage the CAC at several of their regularly-scheduled monthly meetings. Topics of discussion may include public outreach, identifying priority issues, and reviewing the draft outline and amended Plan.

### Request Agency Priority Issues

*Statute/rules reference: 8410.0045 Subparts 3 and 4*

The District must notify the required state review agencies, any county, township and soil and water conservation district (SWCD) in the area, and MnDOT. The notice describes the initiation of the plan update and requests input on water resource information. It must allow 60 days for response (prior to the initial planning meeting). On Monday, April 1, 2019 the District distributed the notice and request for agency priority issues. The 60-day response period ends on Friday, May 31, 2019.

## Webpage and Survey

In order to facilitate public and agency participation, the District will create a website to house all information about the plan update. The site will be visually-aesthetic to encourage user interaction, and user-friendly so that both the public and agency staff members alike can easily obtain information pertaining to the plan update. The District facilitated the creation of such a website for the Lower St. Croix One Watershed, One Plan (1W1P) Initiative ([www.lsc1w1p.org](http://www.lsc1w1p.org)); this site will be used as inspiration for the plan update site.

A brief online survey was created by East Metro Water Resources Education Program (EMWREP) for the plan update. The survey can be utilized during public events (as described later in this outreach plan) as well as provide an opportunity for people to submit input conveniently and from the comfort of their home. The survey consists of 10 questions pertaining to local resource uses, concerns and priorities. The survey is available at [tinyurl.com/clfsurvey2019](http://tinyurl.com/clfsurvey2019).

## Initial Planning Meeting

*Statute/rules reference: 8410.0045 Subparts 5 and 7*

The District must hold an initial planning meeting presided over by the Board of Managers to receive, review, and discuss input. The Board will hold a public meeting, inviting the plan review authorities and known stakeholders including affected counties, cities, and towns and MnDOT. Legal notice will be posted on the District's website and comply with open meeting law requirements. All notifications will occur at least two weeks before the meeting. The plan will document the public input.

This meeting will be held in a formal setting wherein all attendees can make their voices heard. A venue larger than the District office conference room will be utilized in order to accommodate a potentially high turnout of 30+ attendees. Potential venues may include the Forest Lake City Hall Community Room, Scandia Community Center, and Wyoming City Hall building. The meeting will focus on obtaining input from agencies and local organizations but will be open to the public. As of the date of this outreach plan, the initial planning meeting is scheduled for June 20, 2019; final location and time to be determined.

## Kickoff Event

Separate from the required initial planning meeting, the District will hold a kickoff event. Whereas the initial planning meeting primarily focuses on obtaining agency input, the kickoff event will aim to obtain input from members of the community. As such, it will be held within an existing community event – Forest Lake Arts in the Park. Arts in the Park is a popular, family-friendly community event held every Tuesday night June through August from 5-9 pm in Forest Lake's Lakeside Memorial Park. It features a variety of vendors, a farmer's market, food trucks, live entertainment, and opportunities for local government and nonprofits to host informational tables. The District has participated in this event multiple times in years past. The Forest Lake Lake Association (FLLA) also regularly hosts an informational table at Arts in the Park. As of the date of this outreach plan, the kickoff event is scheduled for June 11, 2019 at Arts in the Park from 5:00-9:00 pm.

At the kickoff event, the District will host a booth/table similar to those it has hosted in the past, but with some additional features. Members of the Citizen Advisory Committee (CAC) and East Metro Water Resources Education Program (EMWREP) will collaborate with District staff to host the table. Several engaging activities and incentives will be offered including:

- Ice cream! Free ice cream will be offered to all those who pass by and are interested in participating in a game, taking the survey, or simply learning a bit more about the District.
- Fun games and displays. EMWREP has an inventory of several games and activities which engage both children and adults alike. Some of these include:

- Table-top pop-up displays (lawn care, pollinators, aquatic invasive species and soils),
- Groundwater table-top displays (two interactive displays that fold up into a wooden suitcase for easy transport. One focuses on water conservation and the other on groundwater resources in Washington County.)
- Stormwater displays (“Your street connects to lakes and rivers” pipe and “What color will your kids color lakes?” pop-up banner)
- Planting for Clean Water displays (Interactive native plant roots display, Native Flower faces for photo ops, Blue Thumb pop-up banner, 3-sided spinner kiosks with flyers)
- Pond dipping hosted by EMWREP. This is an activity that EMWREP has facilitated many times. It is educational exercise which lets adults and children alike observe natural plant and microorganism samples from the lake. Water samples are taken right from the lake and then observed up-close to identify different organisms within.
- Survey tablets. Several hand-held tablets will be provided so that citizens can take the 5-minute online survey described earlier in this outreach plan. Survey results will be utilized in the Watershed Management Plan update. This is a method that has been used by other watershed districts, with the help of EMWREP, as part of their plan updates. It often works well for people to stop by the table and take a minute to fill out the survey while they eat their free ice cream.
- General outreach materials and discussion. Staff/committee members on-hand to answer questions and talk about the District and the plan update. Flyers and other paper handouts will be available for people to take home and read later.

Advertising for the event during the weeks leading up to it will include social media and website posts, a blog post and news article submission by EMWREP, and personalized email invitations to local stakeholder groups, such as lake associations, and the District’s email listserv.

### Engage Stakeholder Groups

In addition to agencies and local government organizations, there are many stakeholder groups that are active within the District. These include lake associations, sporting clubs, rotaries, lions’ clubs, farming organizations, educational organizations, etc. The District will personally reach out to several such groups early on in the plan update process to invite them to provide input on their priorities and attend the kickoff meeting on June 11, 2019. Throughout the update process, District staff will attend meetings of these groups to talk about the District and its plan. District staff will coordinate with the groups ahead of time in order to secure a place on their meeting agenda. By going to these groups’ meetings, the District hopes to gain more input and participation than if it only invited these groups to District meetings and events.

### Annual District Tour

By fall 2019, the District plans to be in the final stages of identifying priority issues and in the initial stages of drafting the plan amendment. This timeframe coincides with the proposed timeframe of the Annual District Tour which is a public event wherein attendees take a bus tour around points of interest in the District and ultimately convening at a designated location for food and further presentations and discussion about the resources and projects visited. As part of the 2019 annual tour, the District will incorporate a theme of referencing back to the WMP update. Tour attendees will be encouraged to review the draft plan outline and provide some final input prior to the first draft amendment being completed and presented to the Board of Managers and advisory committees that winter.

### Small Group Meetings

Under the Engage Stakeholder Groups task, the District will be participating in small group meetings of each individual group. In winter 2019/2020 the District will gauge interest in conducting additional small group meetings in order to allow further discussion among stakeholder groups. One example might be a meeting with all three active lake associations

within the District – Forest Lake, Comfort Lake, and Bone Lake. Other examples may be farming/agricultural organizations or municipality staffs. Completion of these additional small group meetings will be heavily dependent on interest from the groups themselves.

### Review Draft WMP with TAC/CAC

This activity is a crucial element of the process Phase 2 – Draft Plan. All prior activities are part of Phase 1 – Initiate. Prior to this activity, the District will create an outline and a first draft of the proposed amendment. It will then have an informal review of the first draft with the TAC and CAC wherein each advisory committee may provide feedback. This feedback will then be discussed with the District Board of Managers, and the draft plan will subsequently be revised, as necessary. The informal review process with each advisory committee may occur separately, or a combined meeting may occur. It may be possible that some committee members are more comfortable providing feedback in a smaller group, in which case separate meetings may facilitate more open discussion. On the other hand, combining the meetings may result in increased sharing of knowledge and perspectives. The committees will be gauged in order to under which process is preferable.

### First Agency Review and Comment Period

*Statute/rules reference: 103B.231, Subpart 7*

This activity is the first step in Phase 3 – Formal review and approval. It consists of a 60-day review and comment period by agencies, counties, cities, townships, soil and water conservation districts (SWCDs) and adjacent watershed management organizations (WMOs) and watershed districts (WDs). The plan will be sent to the review agencies in the designated format, as indicated in the Metro Watershed Management Plan State Agencies Review Roster. Once the 60-day period is over, the District will compile comments in a table and respond in writing to all comments received.

### Public Hearing

*Statute/rules reference: 103B.231, Subpart 7, (c.)*

At least 10 days after distribution of the response to comments and no sooner than 14 days after the end of the 60-day review period, the District will hold a public hearing during which it will hear public comments on the plan. Public notice for the hearing will be published in accordance with statute requirements.

### Final Agency Review and Comment Period

*Statute/rules reference: 103B.231, Subpart 9*

The District will submit its final draft plan to BWSR to complete final formal review. The BWSR subcommittee will make a recommendation and send to the BWSR Board for decision. BWSR has 90 days to approve or disapprove the plan. Additionally, the District will copy all other review agencies on the correspondence to BWSR and allow final comments from them as well. Other agencies will be directed to send their comments to BWSR.

### Public Board Meetings

Several board meetings and workshops will be held throughout the update process, as outlined in Table 1. Every meeting of the CLFLWD Board of Managers is free and open to the public, and it is duly noticed by posting on the District website, office door, and email to the District listserv. While the majority of the outreach for the plan update focuses on other types of communication, the public board meetings serve as a consistent avenue for citizens to check-in on the process and make their voice heard during the regularly-held public open forum.



## Final Distribution

*Statute/rules reference: 8410.0140, Subpart 5*

The CLFLWD Board of Managers will adopt the final plan as approved by BWSR. Upon receiving notice that BWSR has approved its plan, the District has 120 days to pass an Adoption and Implementation Resolution and forward a copy of the adoption to the BWSR Regional Manager and Board Conservationist. The District will prepare a final plan for electronic and print distribution, then distribute the plan to stakeholders.

DRAFT

# Appendix A - WMP Update Timeline

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	02/05/19	05/09/19	Step 1. Consult																																			
+ Step 2. Advisory committees	04/01/19	05/14/20	Step 2. Advisory committees																																			
+ 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 meeting	04/09/19	06/20/19	Step 4. Initial planning 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																																			