



MEMORANDUM

To: MCWD Board of Managers
From: James Wisker
Date: April 9, 2018
Re: Minnesota Association of Watershed Districts (MAWD) Priorities

Purpose:

To facilitate discussion by the Minnehaha Creek Watershed District (MCWD) Board regarding priorities for the Minnesota Association of Watershed Districts.

Background:

Following the March Legislative Briefing, the Minnesota Association of Watershed Administrators (MAWA) agreed to solicit feedback from their respective boards on potential 2018-2021 priorities for the MAWD Board.

Input on MAWD priorities has been solicited over the past several years (Attachment 1), and was aggregated to inform the recently adopted strategic plan. For context, below is a summary of the MAWD vision, mission, strategic priorities, and training workplan.

MAWD Vision:

MAWD, in conjunction with the Minnesota Watershed Districts, seeks to protect and preserve the water resources of the state of Minnesota while addressing land management as well as water quality and water quantity issues that affect the citizens of the State, both now and in the future.

MAWD Mission:

The Minnesota Association of Watershed Districts (MAWD) provides educational opportunities, information and training for watershed district managers and staff through yearly tours, meetings and regular communication. MAWD represents 45 watershed districts in the state. The watershed districts are partners in water protection and management.

MAWD Strategic Priorities:

As summarized in Attachment 2, MAWD's strategic plan is generally focused on dividing the responsibilities of government relations and the Executive Director, contracting for services to improve organization and service delivery, improving communications, and creating an enhanced legislative presence.

We collaborate with public and private partners to protect and improve land and water for current and future generations.

MAWD Training Workplan Summary:

With a mission focused on education, MAWD has developed a Training Work Plan (Attachment 3) which outlines the purpose of the work plan, workplan goals and actions, and training by categories, including:

- Board Meetings & Governance
- Leadership
- Human resources
- Financial Management
- Policy Issues
- Partnerships & Public Relations
- Planning
- Technical Training

April 12 Meeting:

At the April 12 MCWD Board Meeting, Managers will be asked to provide feedback on:

- Top three things MAWD must accomplish in 2018
- Top three things MAWD must accomplish in the next three years.

This information will be Mr. Scott Henderson, Sauk River Watershed District Administrator, who will compile responses and submit them to the MAWD Board.

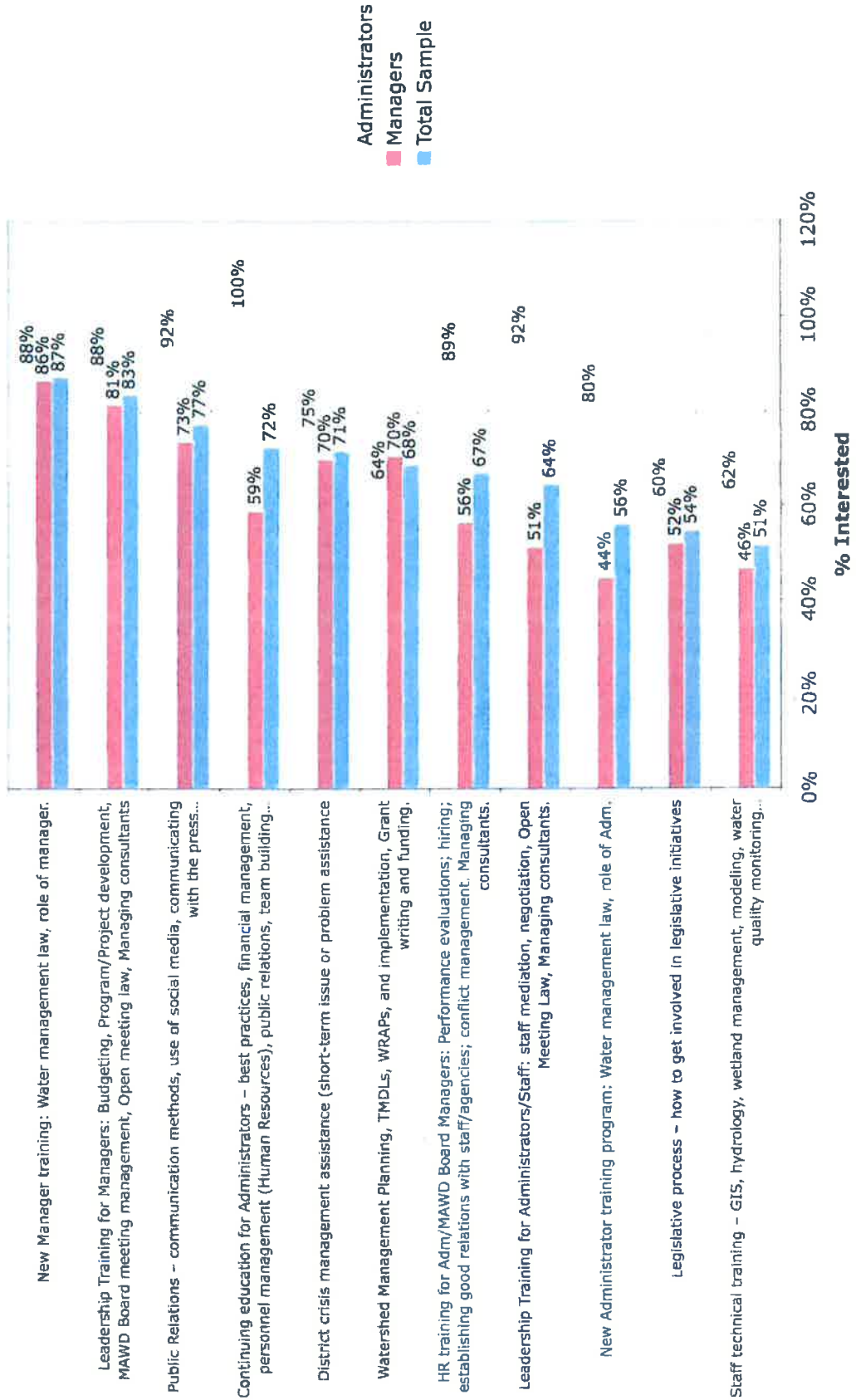
Attachments:

1. Strategic Plan Survey Results
2. Strategic Plan Summary
3. 2018 Draft MAWD Training Plan
4. 2018 1st Quarter MAWD Newsletter

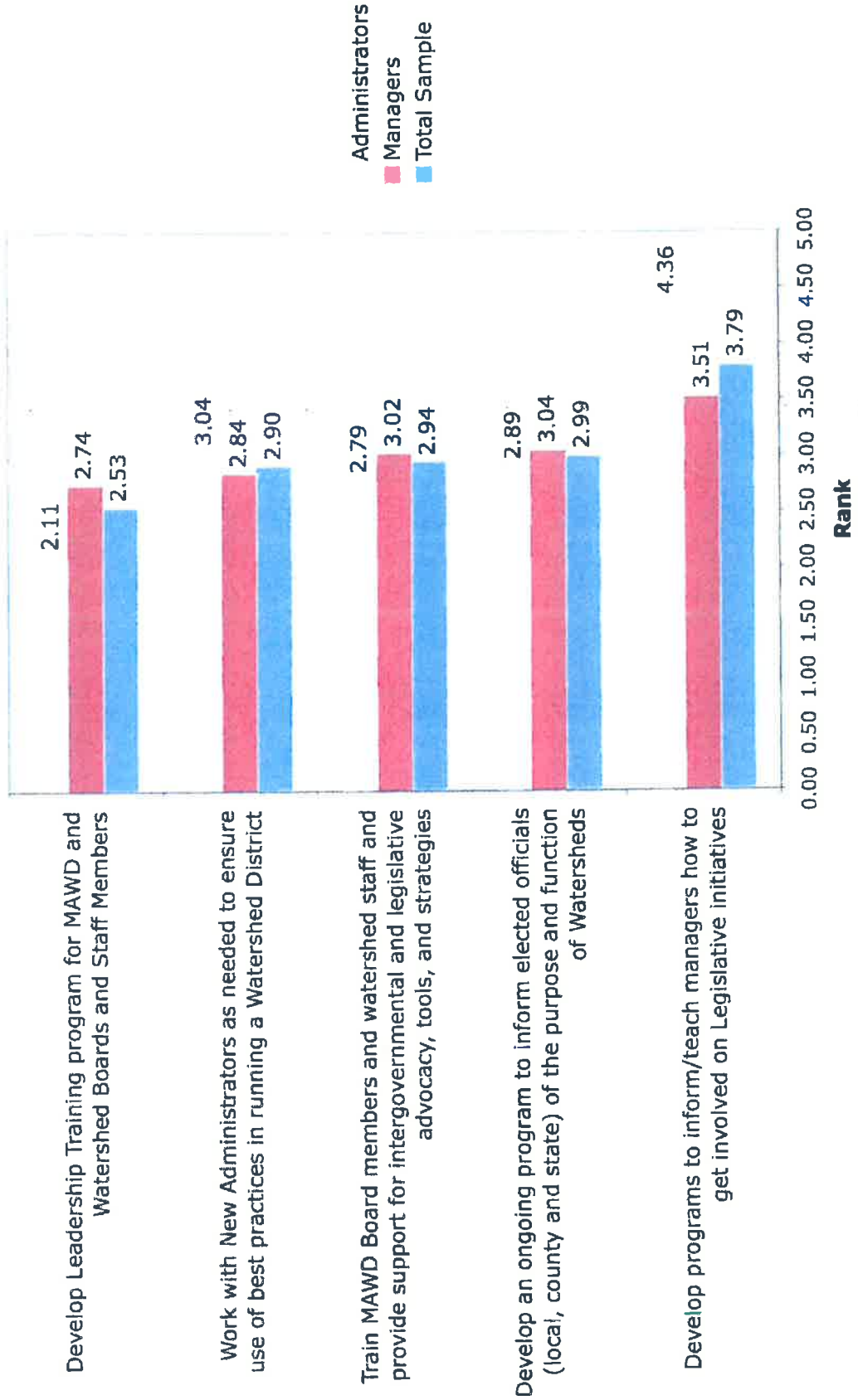
If there are questions in advance of the meeting, please contact: James Wisker at Jwisker@minnehahacreek.org or 952-641-4509

We collaborate with public and private partners to protect and improve land and water for current and future generations.

Future Needs



Education Tasks



The New MAWD would:

- Split Ray's duties into two positions: Executive Director and Lobbyist
- Contract for services to run the following events:
 - Annual Meeting
 - Summer Tour
 - Training events sponsored solely by MAWD
- Contract or hire for administrative services (phones, mail, etc.)
- Establish a formal MAWD office
- Provide a regular presence at the Capitol, both in and out of session
- Provide regular communications on session activities
- Communicate training opportunities throughout the year

Transition Time Table

- To be approved by MAWD membership at 2016 Annual Meeting
- Update the Bylaws to reflect these changes; present at 2017 Annual Meeting
- Contract with Ray Bohn to lobby during the 2017-18 Biennium
- Contract for services to run the following events starting in 2017:
 - Legislative Breakfast
 - Annual Meeting, Workshops & Trade Show
 - Summer Tour
 - Training events sponsored solely by MAWD
 - Web Page & Social Media
- Contract with Media & Gov't Affairs for 2017 administrative services (phones, mail, etc.)
- Hire an Executive Director by 1/1/2018
- Establish a formal MAWD office
- Contract for basic administrative Services
- Contract for lobbying services as of 1/1/2018

Funding

- 2017 funding comes from MAWD reserve funds
- Dues increases for 2018 will be presented at a special membership meeting at the 2017 Summer Tour
- 2018 Budget presented for approval at 2017 Annual Meeting
- Establish non-voting Associate and Affiliate memberships open to
 - Water management stakeholder organizations
 - Service providers
- Apply for training grants

See the full plan at www.mnwatershed.org.

You Spoke MAWD Listened!

Watershed District Managers and Administrators responded to surveys 1st Quarter 2016 where they indicated they wanted the following:

- Split MAWD leadership duties into 2 positions – Executive Director and Lobbyist
- Provide more training opportunities for staff and managers
- Provide a regular presence at the Capitol and with state agencies, both in and out of session
- Provide members with regular communications on legislative and state agencies' activities
- Establish a formal MAWD office

The New MAWD:
Providing
Greater
Leadership
For
Water-focused
Organizations

MAWD's
Road
Map to
The
Future!





Minnesota Association of Watershed Districts Training Work Plan - **DRAFT**

Mission

Provide ample opportunities for managers, administrators, and staff to be as empowered and well-trained as possible so they can maximize their influence on the restoration and protection of Minnesota's water resources.

Vision and Goals

"Empowered to be awesome. No excuses!"

- Goal 1. Unleash the leadership potential in our managers
- Goal 2. Ensure effective organizational operations through our administrators
- Goal 3. Bolster technical capacity of watershed district staff

Actions

Short Term (2018-2019)

1. Create an inventory and track delivery of needed training
 - Create a single list of the needed training topics that have been identified through the 2017 Administrator Survey and the 2016 MAWD Survey completed by Cliff Aichinger
 - Track training events that address the topics on the list
 - Annually review the list, add/subtract as deemed appropriate
2. Increase communication with BWSR to address training concerns
 - Meet with BWSR Academy Coordinator to discuss how the event could be improved for WDs
 - Meet with BWSR to discuss opportunities to create a leadership training program
 - Develop course descriptions on the top training needs and request assistance from BWSR
 - Follow up with BWSR leadership when WDs aren't invited to applicable training events
3. Meet with other state agencies, non-profits, etc. to fill training gaps
4. Make sure districts are aware of existing training opportunities (forward training opportunities to administrators via email and use social media when appropriate)
5. Facilitate the sharing of knowledge between districts
 - Create opportunities for employees with similar positions to network with each other at MAWD sponsored events
 - Promote watershed district exchanges and/or retreats
6. Promote minimum training standards as set forth in the Performance Review and Assessment Program and work with BWSR to develop training plan worksheets
7. Increase the number of training opportunities available to MAWD members
 - Enhance training at existing events (Annual Convention, Summer Tour, Legislative Breakfast)
 - Investigate potential for area/regional meetings and training events
 - Forge partnerships with existing training programs to allow WDs to participate

Long Term (2020+)

1. Set up an online training library
2. Update the MAWD Handbook and transition it to a wiki format
3. Consider setting up a mentoring exchange program

Training Topics by Category

BOARD MEETINGS / GOVERNANCE

- How to run an effective meeting¹
- Parliamentary procedures²
- Board Chair duties²
- Board responsibilities and decision making²
- WD governance/operations
- Open Meeting Law¹
- Role of boards and staff, staff relations and expectations, team work²
- Dealing with disruptive managers²

LEADERSHIP

- New manager training²
- New administrator training²
- Succession planning¹
- Leadership training for staff²
- Leadership training for managers²
- Leadership training for administrators²

FINANCIAL MANAGEMENT

- Financial software options¹
- Tips and Tricks for recordkeeping and grant tracking¹
- Financial reporting¹
- Insurance requirements / recommendations¹
- Payroll, insurance, benefits, tracking taxes¹
- Clean Water Funding for WDs and statewide allocation¹
- Project funding methods (available grants and grant writing)²
- Financial tracking, billing, 1099s¹
- Financial management – budgeting¹
- Consultant lists¹
- Accounting and financial audits²

POLICY ISSUES

- Updating personnel policies¹
- Data Practices Policies (Data privacy and public information)¹
- Record Retention Policies¹
- Financial / Budget Policies¹
- Expense Policies (travel, credit cards)¹
- Beaver Control Policies¹
- Cell Phone and Social Media Use Policies¹

HUMAN RESOURCES

- Administrator performance reviews¹
- Staff performance review procedures¹
- Position descriptions
- Pay Equity Reporting¹
- Hiring (recruiting, selection, compliance with applicable laws, and sample forms, letters, checklists)¹
- Employee management²
- Human Resources: performance evaluations¹, hiring, benefits, managing consultants, position descriptions¹,
- Discipline and termination (understanding the laws, practices, and policies including resignation, retirement, and involuntary discharge)¹
- Types of benefits plans¹
- Continuing education for administrators (best practices, fiscal management, personnel management, public relations, team building)²
- Conflict management training / mediation²
- Board and staff mediation, negotiation, and facilitation²
- District crisis management²

PARTNERSHIPS / PUBLIC RELATIONS

- Requests for Proposals (RFPs) for contracted services¹
- Joint/shared services agreements (health care, payroll, engineering, GIS, monitoring, etc.)¹
- Developing intergovernmental cooperation and coordination with local, state, and federal government agencies and staff²
- How to establish trust and good working relationships with cities / counties²
- How to improve understanding of the purpose and function of WDs
- Developing cooperative projects and programs²
- Managing consultants²
- Working with non-profits and professional organizations²
- Building a strong Citizen Advisory Committee²
- General public relations (communication methods, use of social media, communicating with the press)²
- Better civic engagement¹
- Working with counties on WD appointments²

PLANNING

- Strategic planning²
- Watershed management planning²
- Total Maximum Daily Load (TMDL) studies²
- Watershed Restoration and Protection Strategies (WRAPS)²

TECHNICAL TRAINING

- General education for managers on new technologies and best management practices²
- General education for managers on emerging water management issues²
- Ways to use GIS¹
- Data analysis (nutrient loading models and trends)¹
- Data collection (lakes, rivers, and stormwater facilities)¹
- Nutrient removal calculations for stormwater practices¹
- Water quality goals¹
- PTM (Prioritize Target Measure) tool¹
- Conservation Drainage Management¹
- Stormwater management¹
- Flood management¹
- Climate changes, fluctuations¹
- Building ecosystem resiliency¹
- Effective culvert design for healthy streams¹
- Staff technical training (GIS, hydrology, wetland management, modeling, water quality monitoring)²
- Stormwater reuse²
- Metric development and statistics²
- Ditch authority training²
- General project management²
- New technologies²

¹ 2017 Administrator Survey

² 2016 MAWD Survey by Cliff Aichinger



MN Association of Watershed Districts
18681 Lake Drive East
Chanhassen MN 55317
(612) 790-0700
www.mnwatershed.org
Executive Director Emily Javens
exec.mawd@gmail.com

2018 Board of Directors
President Ruth Schaefer
Vice President Duane Willenbring
Secretary Mary Texer
Treasurers Craig Leiser, Sherry Davis White
Directors Tim Dritz, Peter Fjestad,
Gene Tiedemann, and Linda Vavra

2018 MAWD UPDATE – Quarter One

Administration

It has been a busy few months with exciting changes at MAWD. These changes are a direct result of efforts laid out in the strategic plan from countless hours put in by dedicated watershed district managers and staff who wanted the organization to expand services and were willing to make investments to make that happen! Here's the latest:



OFFICE. An official office was opened in January and is co-located with Riley Purgatory Bluff Creek Watershed District in Chanhassen, MN. See the top of the page for our new address and phone.

STAFFING. Emily Javens started full time as the Executive Director on January 1, 2018. A contract was extended to Ray Bohn, former MAWD Coordinator, to serve as the organization's contract lobbyist for 2018. Maddy Bohn's role as a part-time contract program manager for MAWD events and social media outreach remains unchanged.

Education and Events

The mission of MAWD, as written in the strategic plan, is to provide educational opportunities, information, and training for watershed district managers and staff throughout yearly tours, meetings, and regular communication. Here is an update on MAWD events and efforts to further enhance educational opportunities this year.

TRAINING WORK PLAN. Along with the MN Association of Watershed Administrators (MAWA) education committee, a training work plan has been drafted and implementation of it has begun. Feedback from the work plan is being reviewed and a final draft of the work plan will be distributed soon. Please contact your administrator for more details.



Watershed District Administrators meeting before the MAWD Legislative Reception and Breakfast.

LEGISLATIVE RECEPTION AND BREAKFAST. The annual legislative reception and breakfast was held on March 7-8. 82 watershed district managers and staff attended, along with Senators Carrie Ruud, Bill Weber, Steve Cwodzinski, and Kent Eken; and Representatives Jeff Backer, Dave Baker, and Mary Kunesh-Podein. Both the MAWD Board of Directors and MAWA held meetings in conjunction with the event. A special thank you to everyone who followed up and met with your legislators during this event! The more we tell our stories, the more we will be recognized!

SUMMER TOUR. We are finalizing the details of the summer tour, hosted by the Riley Purgatory Bluff Creek Watershed District, Lower MN Watershed District, and Carver Water Management Organization. The event will be held June 20-22 and includes a barge tour down the Minnesota River, a bus tour, and staff and leadership training. Registration will open in mid-April. Stay tuned!

EDUCATION COMMITTEE. The MAWD Board voted to re-establish the education committee. The goals and tasks of the committee are being reviewed, along with all other committees, at a special board workshop on April 6th.

Legislative Activity

MAWD is actively working on the following bills that have been successfully introduced. Activities involved in moving a bill forward include writing the bill language, finding legislators willing to sponsor your bill, meeting with entities that oppose your ideas, testifying at hearings, etc. More information on legislative activities will continue to be distributed in separate updates emailed to administrators.

- House File (HF) 3908/Senate File (SF) 3647 – A bill that would substantially reduce the overlap between Total Maximum Daily Load (TMDL) studies, Watershed Restoration and Protection Strategies (WRAPS), and One Watershed One Plans (1W1Ps).
- HF3836/SF3410 – A bill that would allow watershed districts to apply for loans through the AgBMP loan program on behalf of multiple landowners for the installation of ditch buffers. The bill would also allow a simpler runoff and sediment delivery calculation to be used when assessing the costs of ditch repairs.
- HF3834/SF3499 – A bill that would specify that watershed district managers can attend board meetings via electronic television (ex. Skype) if they are located outside of the watershed district jurisdiction.
- HF2456/SF3077 – A bill that would fix the language in our project levy statute that says we can levy funds to match Clean Water Partnership grants (a program that no longer exists.) This bill would allow watershed districts to use that levy authority to match other types of grants, such as Clean Water Funds.



MAWD Executive Director Emily Javens testifying in front of the House Ag Policy Committee giving support to legislation vetted by the Drainage Work Group.

We are monitoring the following bills and meeting with the authors to discuss:

- HF2989/SF3407 – A bill that would require metro watershed districts to incorporate practices that slow down the flow of water into their comprehensive watershed management plans.
- HF3805/SF3379 – A bill that would change multiple facets of watershed district authorities.

Communications

MAWD staff are committed to increasing communication with and between members in 2018. So far this year we have made the following improvements and look forward to expanding these efforts.

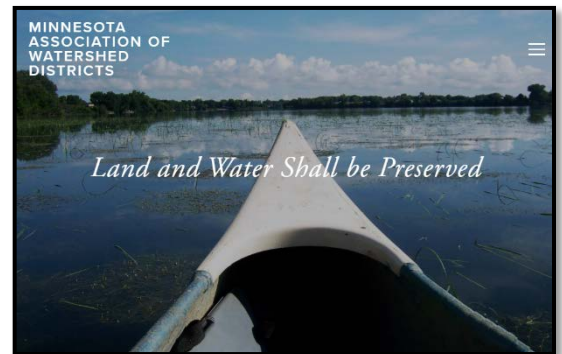


WEBSITE. We launched a new website and continue to make enhancements. Check it out and let us know if there is information you would like to see added!

NEWS EMAILS. We started the following email news features that are sent out to administrators. More collections will be added as additional relevant themes are identified.

- MAWD NEWS on TRAINING: news on upcoming training events
- MAWD NEWS on FUNDING: news on funding opportunities for watershed districts

QUARTERLY NEWSLETTERS. We started a quarterly newsletter to keep members up-to-date. For now, they will be distributed to via email to administrators who are in turn asked to distribute them to managers and staff.



New home page – www.mnwatershed.org

Advocacy

Over the past three months, Javens along with many partners, has been busy advocating on behalf of watershed districts. Here is a sampling of those efforts.

Local Government Water Round Table (LGWRT). The LGWRT is a partnership between the Association of MN Counties (AMC), the MN Association of Soil and Water Conservation Districts (MASWCD) and MAWD. The partnership works together to advance common water-related issues facing local governments. Staff from the three organizations speak on a weekly basis and recently submitted a letter to Governor Dayton asking for his support on various legislative issues. The letter prompted a request from his Water Advisor, Anna Henderson, for a meeting to discuss in more detail.

Clean Water Council. Javens, along with Yellow Medicine River WD Administrator Michelle Overholser and RESPEC Consultant Julie Blackburn, presented the story of the Yellow Medicine One Watershed One Plan initiative to the Clean Water Council in March.

Drainage Work Group. The MAWD Board selected Tim Dritz, Yellow Medicine River WD and MAWD Board member, and Harvey Kruger, Heron Lake Watershed District to represent watershed districts on the Drainage Work Group for the upcoming year. Javens will also serve on the work group, as well as various subcommittees.

MN Board of Water and Soil Resources (BWSR).

Javens meets regularly with BWSR staff to discuss issues such as BWSR Academy, One Watershed One Plan, and drainage issues. Upon request of Tera Guetter, Pelican River WD, Javens facilitated the opportunity for watershed districts who elected jurisdiction of the buffer law to access information stored in BuffCAT, the software program used by SWCDs to track compliance of each parcel in a county with the buffer law.



Governor's Water Advisor Anna Henderson, MASWCD Executive Director LeAnn Buck, and MAWD Executive Director Emily Javens discussing common legislative goals during a meeting at the Capitol. Photo compliments of MAWD Lobbyist Ray Bohn who also attended.



Brainstorming with participants from the G16 group.

MN Pollution Control Agency. Javens also meets regularly with Glenn Skuta, watershed division director, on various issues. Most of the meetings so far have focused on how the efforts of the Watershed Restoration and Protection Strategies (WRAPS) are overlapping unnecessarily with local watershed planning. Thank you to Mark Doneux, Capitol Region WD, for assisting with issues specific to the metro.

404 Assumption Committee. The MAWD Board selected Phil Belfiori, Rice Creek WD and Javens to represent watershed district interests on this committee that has

been exploring the option for Minnesota to take over Section 404 Permitting, eliminating the Army Corps of Engineers from some permitting activities. One meeting was held this quarter that updated the group on recent activities.

G16. MAWD participated in the "G16" meetings. The group is made up of 16 organizations that originally formed in 2003 to discuss policy issues surrounding impaired waters. The group recently began meeting again to evaluate whether current efforts are heading the right direction. A report summarizing the findings will be out this summer.