

Appendix C

Participation Plan





Bois de Sioux - Mustinka One Watershed, One Plan Participation Plan

Image source: Bois de Sioux Watershed District



Table of Contents

1	Background.....	1
2	Committees & Roles.....	3
2.1	Steering Committee	3
2.2	Advisory Committee	3
2.3	Policy Committee.....	4
2.4	General Public	4
3	Intent for Stakeholder Involvement	4
4	Tools for Stakeholder Involvement.....	5
5	Conduct	6
6	Stakeholder List	7
6.1	Steering Committee Members.....	7
6.2	Advisory Committee Members	7
6.3	Policy Committee Members.....	8
7	Schedule	9

Acronyms and Abbreviations List

1W1P	One Watershed, One Plan
BWSR	Board of Water and Soil Resources
MDA	Minnesota Department of Agriculture
MDH	Minnesota Department of Health
MNDNR	Minnesota Department of Natural Resources
MPCA	Minnesota Pollution Control Agency
SWCD	Soil & Water Conservation District

1 **1 BACKGROUND**

2 The Big Stone, Grant, Otter Tail, Stevens, Traverse, and Wilkin Counties, by and through their respective
3 County Board of Commissioners, and the Big Stone, Grant, West Otter Tail, Stevens, Traverse, and
4 Wilkin Soil and Water Conservation Districts (SWCDs), by and through their respective SWCD Board of
5 Supervisors, and the Bois de Sioux Watershed District, by and through its respective Board of Managers
6 were selected in the 2017 planning year by the Board of Water and Soil Resources (BWSR), to complete
7 a One Watershed One Plan (1W1P). Collectively, the parties are called the Bois de Sioux – Mustinka
8 1W1P Partnership (hereafter referred to as the “Partnership”). The Bois de Sioux – Mustinka 1W1P
9 planning area is comprised of two major watersheds: the Bios de Sioux River Watershed and the
10 Mustinka River Watershed. These watersheds and the Bois de Sioux – Mustinka 1W1P planning area is
11 shown in **Figure 1**.

12 The Partnership is responsible for preparing a Comprehensive Watershed Management Plan (Plan)
13 under the 1W1P effort. The members of the local government units share an interest in and the statutory
14 authority to prepare, adopt, and assure implementation of a Plan for the Bois de Sioux – Mustinka de
15 Sioux River Watershed.

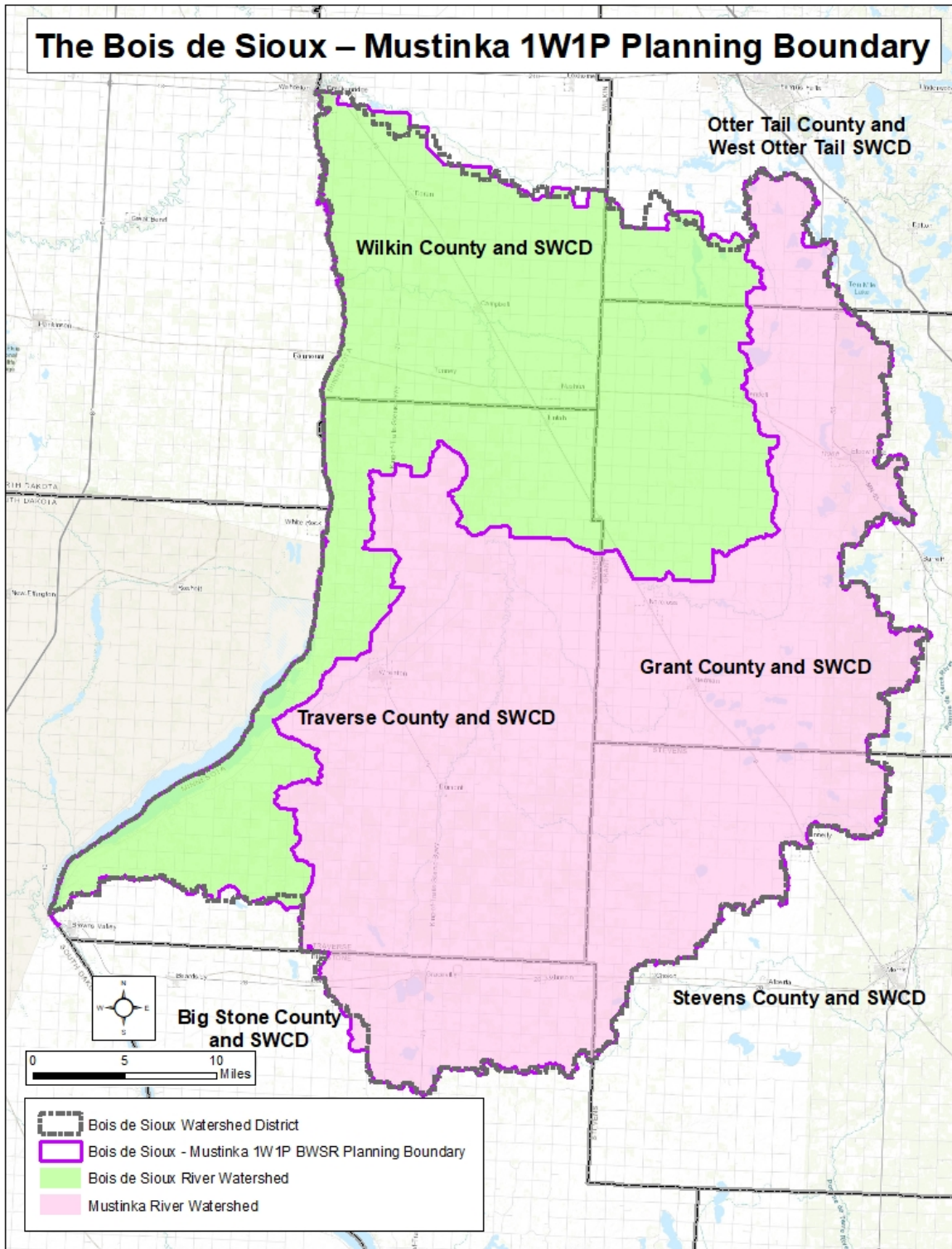
16 The purpose of this document is to describe the participation process for developing the Plan.

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31 **Figure 1. Bois de Sioux – Mustinka 1W1P Planning Area, as established by the Board of Water and Soil**
32 **Resources (BWSR)**



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34 **2 COMMITTEES & ROLES**

35 One of the guiding principles of 1W1P is that the process “must involve a broad range of stakeholders to
36 ensure an integrated approach to watershed management.” A stakeholder is defined as a party (person
37 or group) who holds a vested interest in the outcome of the planning process. The primary outcome
38 resulting from the Plan will be a targeted implementation schedule, focused on the implementation of
39 specific best management practices, capital improvement projects, educational and outreach programs,
40 monitoring activities, and regulatory controls.

41 Participants in the planning process are comprised of several potential stakeholder target audiences or
42 planning committees. These committees and their respective planning roles are described in the following
43 sections.

44 **2.1 Steering Committee**

45 The Steering Committee is comprised of local SWCD, County, and Watershed District staff for the
46 purposes of logistical and day-to-day decision-making in the planning process. The Steering Committee
47 includes the plan writing consultant, plan facilitator, and BWSR Board Conservationist who are also
48 responsible for assembling the draft and final Plan. Members of the Steering Committee are responsible
49 for providing information needed for the planning process, reviewing and accepting draft plan related
50 information, and assisting in Plan development. Identifying priority resources, concerns, and issues for
51 their specific jurisdictional boundary is also the responsibility of the Steering Committee.

52 The Steering Committee will meet monthly and/ or as needed to maintain pace of progress for plan
53 development. Decisions about Plan content will progress without designated Lead or Alternate
54 attendance. If Steering Committee absences becomes evident, at the discretion of the Steering
55 Committee, Steering Committee member must attend Policy Committee meeting to explain absence.

56 **2.2 Advisory Committee**

57 Membership on the Advisory Committee may consist of members from the Steering Committee, other
58 local government staff, the state's main water agencies and/or plan review agencies, interested members
59 of the general public, trade organizations, nonprofit organizations, and special interest groups. Leaders
60 within the local community are valued members of the Advisory Committee. Membership to the Advisory
61 Committee is reviewed and approved by the Policy Committee.

62 The purpose of an Advisory Committee is to make recommendations on the Plan and the targeted
63 implementation schedule to the Policy Committee, including identification of priority resources, concerns,
64 and issues affecting the plan area. Expectations are that members of the Advisory Committee will
65 communicate Plan related activities to their respective organizations. Advisory Committee members are

66 expected to communicate practical concerns during the plan development process and to assist the
67 Policy Committee in ensuring a credible Plan development process. Meetings for Advisory Committee
68 members are expected to be every other month or when subject matter expertise is warranted. No less
69 than three Steering Committee members will attend Advisory Committee meetings.

70 Each state or federal agency or organization participating on the Advisory Committee shall designate one
71 lead representative and one designated alternate. An agency's or organization's guidance, input, and
72 decisions shall be communicated through the lead representative or designated alternative. The lead
73 agency or organization representative is expected to coordinate information flow and communication
74 within their agency or organization.

75 **2.3 Policy Committee**

76 The primary role of the Policy Committee is to collectively develop and adopt, as local government units,
77 a coordinated watershed management plan within the Bois de Sioux – Mustinka 1W1P planning area.
78 Bylaws have been adopted to guide the decision-making process, leadership, and direction of process for
79 the Policy Committee. Expectations are that the Policy Committee will review and approve information
80 about the priority resources, concerns and issues affecting the plan area, and review and approve the
81 Plan. An additional expectation is that members of the Policy Committee will engage in constructive
82 discussion and debate about issues addressed by the Plan and provide consensus direction on plan
83 development matters to the Steering Committee. The Policy Committee will also review and approve
84 membership on the Advisory Committee. Meeting commitments for the Policy Committee are expected to
85 be every other month. The Policy Committee has additional obligations as described by the Memorandum
86 of Agreement executed by the Partnership.

87 **2.4 General Public**

88 Various public meetings and hearings will be completed as part of the Plan development process. The
89 general public is expected to be an important stakeholder group. Input from the public meetings will be
90 used to ensure a complete list of priority issues is developed. The role of the general public is expected to
91 include identifying issues affecting resources. At the direction of the local committees, the public may also
92 be engaged to rank issues establishing a "public priority" rank. An additional role for the general public is
93 expected to include review of and discussion about the targeted implementation schedule and ability to
94 achieve the measurable goals.

95 **3 INTENT FOR STAKEHOLDER INVOLVEMENT**

96 The principal intent of involving stakeholders during the planning process is to discover what's happening
97 in the watershed, what is important to stakeholders, and build acceptance of the Plan and the

98 recommended solutions described by the targeted implementation schedule. Acceptance is critical
99 because the Partnership is focused on actively utilizing their Plan to implement projects and programs
100 within the Bois de Sioux – Mustinka 1W1P planning area. Successful implementation will depend highly
101 on the degree to which the stakeholders believe their concerns, issues, or expectations are addressed
102 within the Plan.

103 The Partnership intends for the stakeholder involvement process to be active, genuine, and credible. To
104 that end, the stakeholder groups will be involved early in the planning process and will remain engaged
105 through plan completion. Input provided by stakeholders is intended to help ensure the
106 comprehensiveness of the Plan and validate the implementation priorities of the Partnership and
107 stakeholders.

108 **4 TOOLS FOR STAKEHOLDER INVOLVEMENT**

109 The Partnership expects to use several tools to involve stakeholders. These tools include:

- 110 • Informing the stakeholders of status and progress by posting information on a website;
- 111 • Convening meetings and workshops with stakeholders at key milestones to discuss relevant
112 content and obtain input; and
- 113 • Use of existing “standing” committees within each county, including local water plan advisory
114 committees. These committees tend to include broad representation.

115 In addition, BWSR has developed guidance for agency comments for the 1W1P planning process that is
116 applicable to all stakeholder groups participating in Plan development (See table below for BWSR
117 guidance on providing comments). This guidance is available on the link provided below.

118 [http://www.bwsr.state.mn.us/planning/1W1P/Best_Practices_for_Agency_Comments_on_Water_Plans.p](http://www.bwsr.state.mn.us/planning/1W1P/Best_Practices_for_Agency_Comments_on_Water_Plans.pdf)
119 [df](http://www.bwsr.state.mn.us/planning/1W1P/Best_Practices_for_Agency_Comments_on_Water_Plans.pdf)

Practical and Valuable Comments	Less Valuable Comments
<p>The following types of comments can be very valuable to the planning effort:</p> <ul style="list-style-type: none"> ■ Feedback on the legality or statutory authority of a proposed action or strategy in a plan, and/or consistency with an agency rule or policy ■ Identification of opportunities for agency collaboration, including when an agency might be willing to lead and/or funds are available through the agency to accomplish a strategy or action ■ Identification of alternative methods to identify or accomplish a goal ■ Identification of data not reviewed or properly considered, or data that may validate a potential concern or issue ■ Work that can or will be done in the future to improve the plan 	<p>The following types of comments are less valuable to the planning process:</p> <ul style="list-style-type: none"> ■ Individual comments that have not been vetted or delivered as an agency perspective ■ Comments that question a method without suggestions for an alternative method ■ Editorial comments, especially in early working drafts of plans, unless the text is unclear

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121 **5 CONDUCT**

122 The conduct of members of the various stakeholder groups—how the committees function and affect the
 123 process—will be based on the overall intent of building acceptance of the Plan through a credible yet
 124 timely process. Where appropriate, the Partnership will strive to achieve consensus on Plan related
 125 matters. However, because of the diversity of issues and range of resources, full agreement between or
 126 among all stakeholders is not realistic or expected. Within the Policy Committee, bylaws specify voting.
 127 The ultimate responsibility for the content of the Plan rests with the Policy Committee. Participants are
 128 expected to act in a professional, constructive, and contributory manner. Members failing to act in good
 129 faith during the planning process can be removed from the Advisory Committee by consensus of the
 130 Policy Committee.

131 **6 STAKEHOLDER LIST (SUBJECT TO CHANGE)**

132 **6.1 Steering Committee Members**

Member Organization	Committee Representative	Designated Alternate
Big Stone County	Danny Tuckett	
Big Stone SWCD	Beau Peterson	Joseph Otto
Grant County	Greg Lillemon	
Grant SWCD	Joe Montonye	Jared House
Otter Tail County	Kyle Westergard	
West Otter Tail SWCD	Brad Mergens	Ben Underhill
Stevens County	Bill Kliendl	
Stevens SWCD	Matt Solemsaas	
Traverse County	Lynn Siegel	Bruce Johnson
Traverse SWCD	Sara Gronfeld	Bruce Johnson
Wilkin County	Breanna Koval	
Wilkin SWCD	Craig Lingen	Don Bajumpaa
Bois de Sioux Watershed District	Jamie Beyer	Linda Vavra
Moore Engineering, Inc.	Chad Engels	

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134 **6.2 Advisory Committee Members**

135 *Note:* Members of the Policy Committee and Steering Committee can also participate in the Advisory
 136 Committee.

Member Organization	Committee Representative	Designated Alternate
Big Stone County	Danny Tuckett	
Big Stone SWCD	Beau Peterson	Joseph Otto
Grant County	Greg Lillemon	
Grant SWCD	Joe Montonye	Jared House
Otter Tail County	Kyle Westergard	
West Otter Tail SWCD	Brad Mergens	Ben Underhill
Stevens County	Bill Kliendl	
Stevens SWCD	Matt Solemsaas	
Traverse County	Lynn Siegel	Bruce Johnson

Traverse SWCD	Sara Gronfeld	Bruce Johnson
Wilkin County	Breanna Koval	
Wilkin SWCD	Craig Lingen	Don Bajumpaa
Bois de Sioux Watershed District	Jamie Beyer	Linda Vavra
BWSR	Pete Waller	
BWSR	Henry Van Offelen	
MNDNR	Annette Drewes	
MPCA	Cary Hernandez	
MDA	Ryan Lemickson	
MDH	Amanda Strommer	

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6.3 Policy Committee Members

Member Organization	Committee Representative	Designated Alternate
Big Stone County	Commissioner Jay Backer	
Big Stone SWCD	Supervisor Dan Morrill	
Grant County	Commissioner Bill LaValley	Commissioner Doyle Sperr
Grant SWCD	Supervisor Randy Larson	Supervisor Odell Christenson
Otter Tail County	Commissioner John Lindquist	Commissioner Lee Rogness
West Otter Tail SWCD	Supervisor John Walkup	Supervisor Richard Viger
Stevens County	Commissioner Ron Staples	Commissioner Neil Wiese
Stevens SWCD	Supervisor Greg Fynboh	Supervisor Debbie Anderson
Traverse County	Commissioner Tom Monson	Commissioner Kevin Leininger
Traverse SWCD	Supervisor Chester Raguse	Supervisor Carol Johnson
Wilkin County	Commissioner Eric Klindt	Commissioner Dennis Larson
Wilkin SWCD	Supervisor Kyle Gowin	Supervisor Josh Deal
Bois de Sioux Watershed District	Manager Linda Vavra	Manager Allen Wold

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