

# Mississippi Headwaters Board Work Plan

## July 1<sup>st</sup>, 2015 to June 30<sup>th</sup>, 2016

### SFY 2016

This Work Plan is submitted as required by Minnesota Statute 103F.361 to 103F.377 and the MNDNR. The Work Plan is to be implemented by the joint powers board member counties of Aitkin, Beltrami, Cass, Clearwater, Crow Wing, Hubbard, Itasca and Morrison in conjunction with the attached budget.

#### **WORK PLAN:**

The Mississippi Headwaters Board (MHB) participates with and provides leadership and staff support to citizens and partners within the Upper 400 mile Mississippi River corridor, as funding permits, in four program areas:

- A.** Long Range Planning through administration of the Comprehensive Plan
- B.** Resource Stewardship, River utilization and Best Management Practices implementation
- C.** Public Education, Information and Incentives.
- D.** Administration.

The Mississippi Headwaters Board has made river protection a priority, and remains ready to champion the development of this cause. The funding necessary to complete this will require utilizing many revenue streams such as: Clean Water Legacy, general appropriation, Outdoor Heritage funding, and private funding opportunities. The work plan and budget constitute an effective plan to coordinate Mississippi Headwaters Board efforts with the Minnesota's water protection initiatives. This organization is up to the challenge with and through the on-going support of the state of Minnesota, our eight member counties, various local agencies, and private partners. Below are key initiatives that the Mississippi Headwaters Board plans to execute, followed by the four program area details as mentioned above.

## **2015 INITIATIVES**

### **I. Stormwater Planning grant (BWSR)**

The Executive Director will work with 7 cities within the MHB counties (Riverton, Aitkin, Pallisade, LaPrairie, Cohasset, Walker, and Cass Lake) and HDR to develop a storm water retrofit plan for them. After completion, a conference with participating cities that have stormwater retrofit plans will be held to answer questions regarding storm water practices and functions.

**Outcome:** Cities will be able to understand the options and complexities of storm water retrofit planning; a better understanding of storm water practices and functions will be obtained; and a closer working relationship will be developed with the MHB.

**Measurable:** A survey will be distributed at the conference to measure audiences understanding of the their level of understanding.

## **II. Aquatic Invasive Species (AIS)**

Apply for funding for MHB to receive funding for a multi-county AIS awareness distribution campaign.

**Outcome:** Production and distribution of 4 infomercials

**Measurable:** Funding will be received and infomercials will be produced and distributed in regional markets.

**Result:** Funding was obtained from the NJPA to fund the distribution of 1 infomercial.

## **III. Natural Resource Protection**

The MHB will utilize the “Moving the Needle toward Protection” campaign to protect the Mississippi River.

**Outcome:** The MHB will apply for a Lessard-Sams Outdoor Heritage grant to assist in protecting the habitat and water quality of the Mississippi River.

**Measurable:** An application will be submitted to the LSOHC council in June of 2015.

**Result:** Grant was applied for on June 4<sup>th</sup>, 2015.

## **PROGRAM AREAS**

### **A. Long range planning through administration of the Comprehensive Plan.**

1. Review the existing plan annually and update as needed.
2. Facilitate public hearings in each county on any plan changes.
3. Facilitate communication and cooperation between the counties and other agencies via resolutions of support and cooperative agreement procurement.
4. Continue to assist the eight individual Mississippi Headwaters Board counties in the development and improvement of a river specific Water Plan chapter amendment specific to water quality objectives along the first 400-miles of the river corridor.
5. Submit reports as required to State and DNR.
6. Review and certification of land use actions within the first 400 miles of the Mississippi River corridor.
7. Prepare and present to the appropriate policy committees of the Minnesota legislature a biennial report concerning the action of the Board in exercising the authority granted by the legislature under sections 103F.361 to 103F.377

### **B. Encourage Resource Stewardship and Best Management Practices.**

1. Partner with entities that work within the MHB area through exchange of report analysis (i.e. GIS and existing data sets).
2. Seek effective interface with lake and river citizen groups.
3. Continue to encourage new techniques and practices specifically in municipal annexations and townships through communication and collaboration.
4. Review, certify, and track city and township ordinances as they affect the Mississippi Headwaters corridor, while supporting each in the strategic development and implementation of projects along the river.
6. Update and maintain the Mississippi Headwaters Board web site to provide the public with easy access to information about the board, and other pertinent regulatory information.
7. Conduct public meetings and training as necessary to afford opportunity to the public to be fully informed of the plan, Best Management Practices and project cost-share opportunities.
8. Advocate safe and environmentally conscientious community and public recreational access to and usage of the river corridor.
9. Produce literature for the on-going education of river stewardship.
10. Support the positions of the Mississippi Headwaters Board and perform tasks as required to fulfill the State statute and values of the board.
11. Continued attention to the coordinated management of headwaters dams as a system rather than individual sites in the Mississippi Headwaters Board corridor.
12. Work with counties on Aquatic Invasive Species prevention strategies.

**C. Plan Implementation through Public Education, Information and Incentives.**

1. Seek funding for various Mississippi river quality programs.
2. Participate and encourage implementation of goals through collaboration on partner projects in the Minnesota Upper Mississippi watershed basin.
3. Seek opportunities to inform the public of water monitoring opportunities and practices.
4. Work with other area organizations and partners on various grants throughout the Upper Mississippi River for water monitoring programs.

**D. Administration:**

Consistent with the MCIT (Minnesota County Trust Insurance) and other government policies, Mississippi Headwaters Board will administer, coordinate, and communicate efficiently and ethically in the public interest, to provide cost efficient, reliable and courteous public service to the best of its ability. This will be accomplished in compliance with the enabling statute and the Comprehensive Land-use Plan. The computer programs will be used to the maximum potential within the abilities of staff, taking into consideration that many constituents rely on traditional means of communication and cannot be neglected.

1. Provide technical support, staff support, comment, training and review as needed.
2. Ensure consistent, administered action of minimum standards through zoning procedures and a prioritized risk assessment methodology for specific river focused objectives.
3. Provide review and comment of conditional use projects in the corridor.
4. Certify county actions on variances, ordinances, and amendments to zoning ordinances; or utilize process for appeal.
5. Work with applicants (and/or local zoning personnel) prior to the board meeting in order to improve application quality and compliance.

6. Meetings (External Operations)

- a. The Mississippi Headwaters Board will meet monthly or as necessary to review and certify zoning variances, amendments and ordinances from the eight member counties.
- b. Prepare testimony as needed.
- c. Provide an agenda that provides information on budget, correspondence, actions, and pertinent issues.
- d. Meet with the Technical Advisory Committee as deemed necessary to review over the Comprehensive plan and area zoning requirements.
- e. Mississippi Headwaters Advisory Committee will meet according to the by-laws and as deemed necessary.
- f. Assemble a Project Review Committee to assist the board with filtering area zoning/environmental projects for board involvement.
- g. Administer and maintain professional services and contracts as needed.

7. Internal Operations

- a. The Executive Director with the direction of the Mississippi Headwaters Board will oversee activities in compliance with the Crow Wing Personnel Policy and continue the planning process to acquire funding for the position to oversee day to day operations and ensure funding sustainability.
  - i. Define duties & obligations.
  - ii. Assure eight county participation with the Mississippi Headwaters Board activities.
  - iii. Locate/strengthen ties with other partners and legislative agencies.
  - iv. Formal planning process for continued development of Mississippi Headwaters Board role.
- b. The Fiscal Agent with the direction of the Executive Director will perform office duties in compliance with the Personnel Policy.
  - i. Maintain office and computer network.
  - ii. Maintain website and mailing list files.
  - iii. Archive old files.
  - iv. Address needs in compliance with the MCIT, OSHA, and other recommendations.
  - v. Maintain financial system and provide:
    - Revenue accounts, invoices, contracts and expenditures.
    - Monthly financial reports to the Mississippi Headwaters Board.
    - Assistance for audits.
    - Prepare annual and FY budget, materials, and requests for each county.
    - Coordinate annual budget.
- c. Staff Development
  1. Continued professional education of staff.
  2. Fulfill federal, state, local and Mississippi Headwaters Board requirements for employees as discussed in the Crow Wing County Personnel Policy.