

CHAPTER SEVEN PLAN ADMINISTRATION

Chapter five contains information on plan administration, including plan coordination, implementation, schedule, District's role in implementation, other agencies roles in implementation, recommendations for State programs, intergovernmental conflicts/resolution process, plan evaluation, major and minor plan amendment procedures and general information.

Plan Coordination

Managing the water resources of the BCWD is a complicated task, involving many local, State and Federal agencies, as well as private citizens and special interest groups. For any water management activity to be successful, a well-coordinated effort is needed. The BCWD is committed to working with all of its stakeholders to ensure proper management of its water resources.

Implementation

The District will ensure coordination and implementation of its Overall Plan through its Advisory Committee. The committee will meet, at least annually, to review progress, identify emerging problems, opportunities and issues and continue to direct the implementation of the plan. The Board of Managers shall coordinate the activities of the Advisory Committee and direct the administration of the plan.

Schedule

Coordination of the Overall Plan's initiatives will commence with the Board of Managers' adoption of the plan. Initiatives will be carried out throughout the lifetime of the plan, which is specified as January 1, 2004 to December 31, 2013.

Role of the District in Implementation

The District recognizes the importance of water resource management and the role citizens and local units of government play in decision making. The Overall Plan's goals, objectives, policy guidelines and action items are a reflection of the water related concerns in the BCWD. Implementation will be based on current needs and availability of funding. The District's annual report will detail measurable criteria for action items to be carried out.

Table 7A lists the estimated annual expenditures per action identified in the Overall Plan. The District realizes that in order to complete all of the action items listed, additional funding beyond the District's budget will likely be necessary. The District, through various sources, will actively pursue outside funding opportunities as they become available.

Table 7A
Estimated Annual Expenditures Per Action Item

Action Item #	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	Total
1	\$350	\$350	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$1,500
2	\$1,250	\$1,250									\$2,500
3	\$1,875	\$1,875	\$1,875	\$1,875	\$1,875						\$7,500
4	\$50	\$50	\$50	\$50	\$50						\$250
5	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$500
6	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$5,000
7	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$10,000
8	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$10,000
9	\$60,000 per year if hired										
10					\$4,000	\$4,000					\$8,000
11	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000						\$5,000
12	\$500	\$500	\$500	\$500	\$500						\$2,500
13	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000						\$5,000
14		\$3,750	\$3,750	\$3,750	\$3,750						\$15,000
15	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000			\$40,000
16	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$450,000
17	\$50	\$50									\$100
18				\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$7,000
19						\$500	\$500	\$500	\$500	\$500	\$2,500
20	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$120,000
21	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$250
22	\$50	\$50									\$100
23						\$400	\$400	\$400	\$400	\$400	\$2,000
24						\$200	\$200	\$200	\$200	\$200	\$1,000
Total	\$70,700	\$74,450	\$72,850	\$73,850	\$77,850	\$70,775	\$66,775	\$66,775	\$61,775	\$61,775	\$695,700

Each year, the District is required to prepare and approve an annual budget. The fiscal year for the District runs from January 1 to December 31. In 2003, the District had an approved budget of \$119,100. In order to evaluate the potential impact of implementing the action items outlined in the Overall Plan on the District’s annual budget, the following 10-year projected budget has been developed. The projected budget is based upon the typical expenditures of the District over the past two year, with a 3 percent per year inflation rate taken into consideration. *(*Please note that due to the fact that action items are provided a timeframe for implementation and are not given exact initiation and completion dates, inflation is not factored into the Overall Plan Action Items total)*

Administration

Audit Expenses (\$2,000/yr)	\$22,928
MN Watershed Assn. Dues (\$2,000/yr)	\$22,928
Bond Premiums and Insurance (\$1,100/yr).....	\$12,610
Newspaper and Office Expenses (\$1,000/yr).....	\$11,180
Board Manager Salaries and Expenses (\$10,000/yr)....	\$114,639
Legal Services (\$9,000/yr).....	\$103,175
Engineering Services (\$8,000/yr)	\$91,711
Overall Plan Action Items*	\$695,700
Total Expenditures	\$1,074,871
Total Expenditures Per Year	\$107,487

According to the projected budget, annual expenditures under the District’s 2004-2013 Overall Plan are anticipated to be approximately \$12,000 less than its 2003 budget. While this projected budget indicates that the District may have some fiscal flexibility over the next decade, it should be noted that the cost of hiring a District administrator is not reflected in the projection. Also, additional opportunities, not listed in the Overall Plan, may arise and which the District may need to capitalize upon.

Other Agencies Roles in Implementation

Throughout the Overall Plan, the stakeholders involved in the District’s interests are mentioned. It is hoped that relationships with these entities can be created or further enhanced, thus improving the coordination of the plan’s initiatives.

Recommendations for State Programs

To implement the initiatives set forth in the Overall Plan, continued cooperation between the District and various State agencies is necessary. In an effort to increase coordination in this effort, the District respectfully makes the following recommendations regarding State agency programs.

- The District should be better informed of State agency program changes and the availability of funding.
- Data collected by State agencies should be readily shared with the District to avoid duplicative efforts.

- State agencies should continue to provide local and/or regional staff to assist local officials with agency programs.
- State agencies should provide greater flexibility to districts in setting annual work plan priorities. Priorities should be based upon current needs, availability of funding and changes in State initiatives and regulations.

Intergovernmental Conflicts/Resolution Process

In the development of the Overall Plan, no intergovernmental conflicts arose. In the event of an intergovernmental conflict, the Board of Managers shall request the Advisory Committee to intervene and informally negotiate resolution of the conflict. If the committee does not resolve the conflict, the District shall petition the BWSR for a contested case hearing.

Plan Evaluation

To successfully implement the Overall Plan, periodic review is necessary. The District should review the plan at least once every two years in order to ensure that the BCWD’s “vision” remains both accurate and constructive. Any changes can be documented as an amendment to the plan. The plan can be amended by the recommendation of the Advisory Committee to the Board of Managers, or the Board of Managers can propose an amendment to the plan by resolution to the Advisory Committee.

Major Plan Amendment Procedure

The Overall Plan is intended to extend through December 31, 2013; however, the District may propose amendments to the plan prior to that. The following procedures will be used by the District for major amendment proposals to the Overall Plan.

1. When issues are brought to the attention of the District with regard to the need for amendments to its adopted Overall Plan, the District will refer that person, group, local unit of government, or agency to the District’s Advisory Committee.
2. The District’s Advisory Committee will review the issue and may, if necessary, undertake studies relating to the issue. After review, the committee will determine whether the Overall Plan should be amended.
3. If the District’s Advisory Committee determines that the Overall Plan should be amended, it will make recommendations to the Board of Managers. The Board of Managers shall approve or disapprove the proposed amendment.

After development, a proposed amendment to the Overall Plan must be submitted for local review and comment in the following manner. The District must submit the proposed plan amendment to all local units of government wholly or partly within the District, the applicable regional development commission (if any) and other counties or watershed management organizations within the same watershed unit and groundwater system that may be affected by the proposed plan amendment. Each local unit of government must review the proposed amendment, along with its own water and land-related land resources plans and/or official

controls, and comment on the fiscal and policy ramifications of the amendment. Comments from local review must be submitted to the Board of Managers within 60 days after receiving a proposed plan amendment for comment, unless the Board of Managers determines that good cause exists for an extension of this period and grants an extension. The Board of Managers must conduct a public hearing on the proposed plan amendment after the 60-day period is completed, but before it is submitted to the State.

After conducting the public hearing, the Board of Managers must submit the proposed plan amendment, all written comments and a record of the public hearing to the BWSR for review. The BWSR must complete the review within 90 days after receiving the proposed Overall Plan amendment and supporting documentation. The BWSR must consult with the Departments of Agriculture, Health, Natural Resources, Pollution Control, Planning Agency, Environmental Quality and other appropriate State agencies during the review.

The BWSR may disapprove a proposed amendment if it determines the amendment is not consistent with State law or the principles of sound hydrologic management, effective environmental protection or efficient management. If the amendment is disapproved, the BWSR must provide a written statement of its reasons for disapproval. The disapproved Overall Plan amendment may be revised by the Board of Managers and resubmitted for approval by the BWSR within 120 days after receiving notice of disapproval, unless the BWSR extends the period for good cause. The decision of the BWSR to disapprove the amendment may be appealed by the Board of Managers to District Court. The Board of Managers must adopt and begin implementation of its amended Overall Plan within 120 days after receiving notice of approval of the amendment from the BWSR.

Minor Plan Amendment Procedure

If an amendment to the Overall Plan is considered to be minor in nature, the following process will be followed:

1. The Board of Managers will receive a recommendation from the Advisory Committee for an amendment to the Overall Plan.
2. At the Board of Manager's meeting, where the amendment is introduced, the District will hold a public hearing to explain the amendments and publish a legal notice of the hearing at least ten (10) days before the date of the hearing in the official District newspaper.
3. The District will send copies of the amendment to the BWSR Board Conservationist assigned to the District for review and comment.

General Information

All amendments adopted by the District will be printed in the form of replacement pages for the Overall Plan. Each page will show deleted text as stricken and new text as underlines on draft amendments, as needed, and include the effective date of the amendment. The District will maintain a distribution list of agencies and individuals who have received a copy of the Overall Plan and the District shall distribute copies of the amendment(s) within thirty days of adoption.

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For questions or comments regarding the contents of this Overall Plan, please contact the Buffalo Creek Watershed District. A listing of pertinent District contact information is provided below. District Board meetings are held on the fourth Tuesday of every month (November through March 1:00 PM, April through October 8:00 PM).

District Mailing Address: Buffalo Creek Watershed District
PO Box 55
Glencoe, MN 55336

Board Managers:

Donald Belter (Sibley County)
43540 180th Street
Glencoe, MN 55336
(320) 864-6250

Corey Henke (McLeod County)
13031 Co. Rd. 7
Stewart, MN 55385
(320) 587-9143

Larry Phillips (McLeod County)
8495 Ideal Avenue
Glencoe, MN 55336
(320) 864-4142

Howard Ryberg (Renville County)
55527 Co. Rd. 38
Buffalo Lake, MN 55314
(320) 833-5516

George Schlagel (Renville County)
870th Avenue
Buffalo Lake, MN 55314
(320) 587-8562

District Attorney:

John Keefe
Keefe & Kasal
720 Century Avenue SW
Hutchinson, MN 55350
(320) 587-2163

District Engineer:

Charles Eberhard
McCombs Frank Roos Associates, Inc.
15050 23rd Avenue North
Plymouth, MN 55447
(763) 476-6010



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The Mid-Minnesota Development Commission

333 West Sixth Street

Willmar, MN 56201

Phone: (320) 235-8504

Fax: (320) 235-4329

Toll Free: (800) 450-8608

E-mail: midmndevcom@willmar.com

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