

WATERSHED MANAGEMENT PLAN UPDATE

Date	02/06/2024
To / Contact info	BCWD Board of Managers
From / Contact info	Karen Kill, BCWD Administrator
Regarding	Project Kick-Off Open House – Scope of Work

Background

As the BCWD kicks off its next 10-year watershed management planning (WMP) process, it will need to host a public open house to introduce stakeholders and members of the public to this important initiative. This meeting will serve as the official public kickoff as well as the initial planning meeting as required under Minnesota Rules Chapter 8410.0180. The purpose of this meeting will be to:

- Introduce stakeholders and the public to the planning process.
- Share content (i.e., Issues and Goals) from the 2017-2026 WMP.
- Share feedback received during the 60-day notification period.
- Solicit feedback on the relevance of existing issues/goals and identify anything that is missing.
- Share the Enhanced Engagement effort.

The purpose of this memorandum is to describe the Open House in general terms and to provide a cost estimate for hosting this event.

Scope of Work

An open house meeting for a watershed management plan typically involves inviting community members, stakeholders, and interested parties to provide input and feedback on what the 10-year plan will address. Since this is a plan update, this is an opportunity to review what is in the existing WMP, evaluate relevancy and explore new issues or concerns that may be on the horizon.

It is envisioned that the BCWD Open House will take place over a 4-hour time period (i.e., from 3:00 to 7:00 p.m.) so that people can attend at the end of their workday, on their way home from work or after dinner. It is also envisioned that the Board of Managers will be in attendance for a portion or all of the Open House to welcome and network with attendees.

This scope of work includes the following elements:

Announcement and Invitation: EOR will work with District Staff to create a meeting announcement that can be shared well in advance through various channels such as community newsletters, social media platforms, local newspapers, and flyers distributed in the area. The invitation will include the date, time, location, and purpose of the meeting. To fulfill the requirements for the Initial Planning Meeting, the BCWD will send invitations to the plan review authorities and known stakeholders including affected counties, cities, and towns and the Minnesota Department of Transportation. Legal notice will be posted on the BCWD's website and comply with open meeting law requirements. All notifications will occur at least two weeks before the meeting.

Venue: EOR will work with District Staff to secure a space in a central location that is accessible to the community (i.e. Stillwater Public Library, the Lakes at Stillwater, or a school). The venue will be set up with tables, chairs, presentation

materials, and information boards displaying previous plan content (i.e., issues, goals) for meeting participants to review and respond to.

Welcome Station: Attendees will be greeted upon arrival by District Staff and/or Board Managers. Meeting participants will be introduced to the purpose of the meeting, and the format of the event. EOR will create a one-page handout that provides instructions for navigating the event, how to provide feedback at the Open House and information on how to stay engaged or involved in the planning process.

Interactive Stations or Displays: In lieu of a formal presentation, EOR will create stations around the venue where attendees can explore different aspects of the planning process in more detail. This will include posters describing what a watershed management plan is, what the plan update process looks like, and the issues and goals included in the last 10-year plan. These stations will be interactive, and participants will be given the opportunity to share their thoughts and experiences verbally, or on paper (via post-it notes). See Figures 1 through 3.

Feedback Collection: Attendees are encouraged to provide feedback on the plan content through various means, such as written comment cards, digital surveys, or verbal feedback to District Staff and the Board of Managers.

Networking and Informal Discussions: Throughout the event, attendees have the opportunity to network with District Staff and the Board of Managers, community leaders, and fellow residents. Informal discussions allow for the exchange of ideas, concerns, and suggestions in a relaxed setting.

Follow-Up: After the meeting, EOR and District Staff will review the feedback collected at the Open House and incorporate it into the planning process. Per Minnesota Rules Chapter 8410.0180 the WMP must document the public input collected at this Open House.

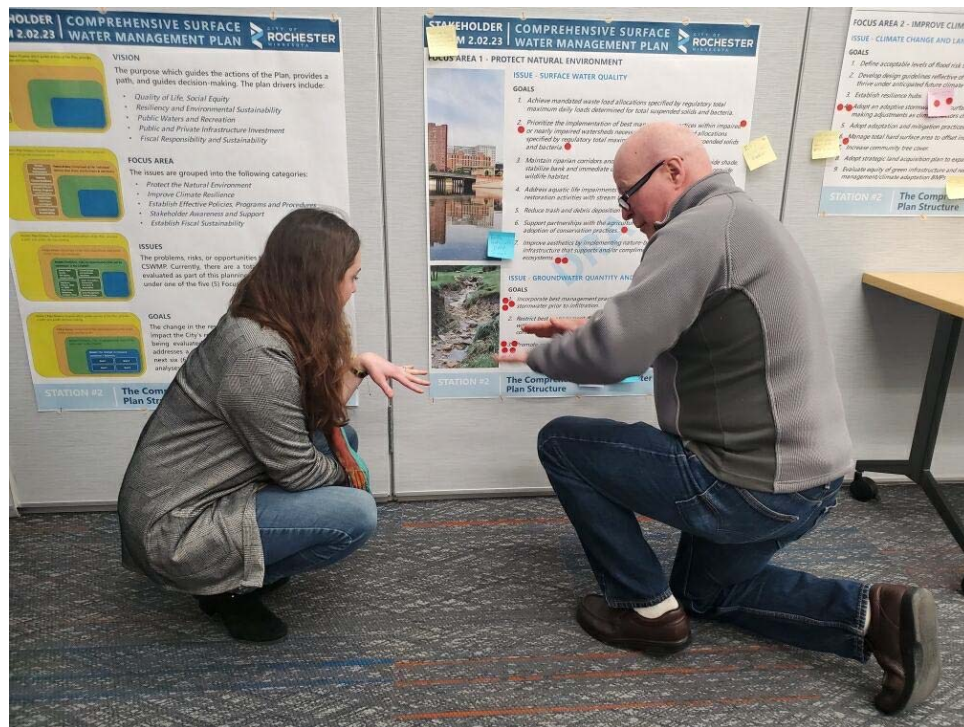


Figure 1. Image from Rochester's CSWMP Stakeholder Forum – example of posters + dotmocracy exercise



Figure 2. Image from Rochester's CSWMP Stakeholder Forum – example of room layout/stations



Figure 3. Image from Rochester's CSWMP Stakeholder Forum – example of room layout

The following table summarizes the costs for hosting this event. Note that a quarter of the estimated cost (\$4,538) is associated with the meeting itself (i.e., planning the meeting, creating the announcement, attending and summarizing the meeting) while three-fourths of the cost is developing materials (posters) that will be used for the Open House as well as the Citizen Advisory Committee (CAC) and Technical Advisory Committee (TAC) meetings. We will design the posters to maximize the use of the content throughout the engagement process and we will strive to reduce the total number of boards by including more than one issue category per board/poster which will save costs.

Tasks	Hours	Cost
Meeting with District Statt to coordinate content/boards	2	\$454
Create Open House Announcement	2	\$301
Create boards/posters (including review by District Administrator & revisions): <ul style="list-style-type: none"> • Welcome Board (1 board) • What is a Watershed Management Plan? (1 board) • What does it take to update a WMP? (1 board) • Issues Boards (15 boards) <ul style="list-style-type: none"> ○ Stormwater Runoff Management ○ Erosion Prevention and Sediment Control ○ Stream Management ○ Lake Management ○ Wetland Management ○ Floodplain Management ○ Groundwater Management ○ Ecological Health ○ Monitoring and Data Collection ○ Regulations ○ Climate Change Adaptation ○ Recreation ○ Education, Outreach and Stewardship ○ Land Conservation ○ Funding 	98	\$15,700 or \$870/poster
Create welcome handout with instructions and layout of the meeting space	8	\$1,204
Attend Public Open House (including set up and clean up)	7	\$1,589
Summarize feedback received at Public Open House	6	\$990
Expenses (i.e., mileage, printing costs for new set of boards and handouts)	NA	\$500
TOTALS	123	\$20,738

Requested Action

1. Approve this scope for \$20,738 from account 927-0000 to host a public open house for the WMP update.

