

Project Name	Local Surface Water Management Plan Alignment Guide	Date	9/4/2026
To / Contact info	BCWD Board of Managers		
Cc / Contact info	Karen Kill, District Administrator		
From / Contact info	Alexander Furneaux <afurneaux@eorinc.com>		
Regarding	BCWD WMP Guide for Member Communities' LSWMP		

Background

Brown's Creek Watershed District (BCWD) has recently finalized its 2027-2036 Watershed Management Plan (WMP) with approval by the Board included on the September 9th, 2026 agenda. Under Minnesota Statutes 103B.235, the local government units within the watershed shall prepare a local water management plan, capital improvement program, and official controls to bring local water management into conformance with the watershed plan as described in Section 5.7 of the WMP, *Impacts on Local Government*.

Given the upcoming deadline for local comprehensive plans (December 2028), BCWD's member communities are initiating the local surface water management planning process. To facilitate this process, it is recommended that the BCWD develop a brief plan alignment guide to highlight the District's expectations for local plans and community specific projects or opportunities for partnership.

Scope

EOR will prepare Local Water Management Plan guides for each of the BCWD's member communities including the Cities of Stillwater, Oak Park Heights, Hugo, Grant, and Lake Elmo, Stillwater Township and May Township. Each guide will outline the local water management plan content requirements established under Minnesota Statutes Section 103B.235 and Minnesota Rules Chapter 8410.0160 and will identify watershed district priorities and opportunities the BCWD recommends member communities consider in updating their local plans, including strategies to streamline programs, advance priority projects, and build long-term community resilience.

Guides will be developed in coordination with BCWD staff and tailored to each community's specific context. The goal is to simplify the local water management planning process for member community staff and ensure that updated local plans are consistent with and supportive of the BCWD's fifth generation watershed management plan.

Each guide will be concise in its delivery, at approximately 5 pages in length.

Task	Hours	Cost
Develop General Content <i>applicable to all communities</i>	10	\$1,998
Incorporate community-specific content	8	\$1,542
Review with District Staff and Legal Counsel	3	\$637
Finalize Local Water Management Plan guides for distribution	4	\$724

Totals	25	\$4,901
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Timeline

EOR anticipates completing this scope of work by December 31, 2026.

Requested Action

1. Approve this scope of services not to exceed \$4,901 from account 927-0000.