

METRO WATERSHED DISTRICT PERFORMANCE STANDARDS

Capitol Region Watershed District

Performance Area	Performance Standard		Level of Review		Rating	
			I Annual Compliance II BWSR Staff Review & Assessment (1/5 yrs)	Yes, No, or Value		
	★ High Performance standard	■ Basic practice or statutory requirement (see instructions for explanation of standards)			YES	NO
Administration	■	Activity report: annual, on-time	I	x		
	■	Financial report & audit completed on time	I	x		
	■	Drainage authority buffer strip report submitted on time	I	n/a		
	■	eLink Grant Report(s): submitted on time	I	x		
	■	Rules: date of last revision or review	II	4/1/2015		
	■	Personnel policy: exists and reviewed/updated within last 5 yrs	II	x		
	■	Data practices policy: exists and reviewed/updated within last 5 yrs	II	x		
	■	Manager appointments: current and reported	II	x		
	■	Consultant RFP: within 2 yrs for professional services	II	x		
	■	WD/WMO has resolution assuming WCA responsibilities and appropriate delegation resolutions as warranted (N/A if not WCA LGU)	II	x		
	■	WD/WMO has knowledgeable and trained staff that manages WCA program or has secured a qualified delegate. (N/A if not WCA LGU)	II	x		
	★	Administrator on staff	II	x		
	★	Board training: orientation & cont. ed. plan and record for each board member	II	x		
	★	Staff training: orientation & cont. ed. plan and record for each staff person	II	x		
	★	Operational guidelines for fiscal procedures and conflicts of interest exist and current	II	x		
★	Public drainage records: meet modernization guidelines	II	n/a			
Planning	■	Watershed management plan: up-to-date	I	x		
	■	City/twp. local water plans not yet approved	II	0%		
	■	Capital Improvement Program: reviewed every 2 yrs	II	x		
	★	Biennial Budget Request submitted on time	II	x		
	★	Strategic plan identifies short-term priorities	II	x		
Execution	■	Engineer Reports: submitted for DNR & BWSR review	II	x		
	■	WCA decisions & determinations made in conformance with all WCA requirements (if delegated WCA LGU)	II	x		
	■	WCA TEP reviews & recommendations appropriately coordinated. (if delegated WCA LGU)	II	x		
	■	Total expenditures per year (past 10 yrs)	II	see below		
	★	Water quality trends tracked for priority water bodies	II	x		
	★	Watershed hydrologic trends monitored / reported	II	x		
Communication & Coordination	■	Website: contains information as required by MR 8410.0150 Subp. 3a, i.e. as board meeting, contact information, water plan, etc.	II	x		
	■	Functioning advisory committee(s): recommendations on projects, reports, 2-way communication with Board	II	x		
	■	Communication piece: sent within last 12 months	II	x		
		Communication target audience:	residents			
	★	Track progress for I & E objectives in Plan	II	x		
	★	Coordination with County Bd, SWCD Board and City/Twp officials	II	x		
	★	Partnerships: cooperative projects/tasks with neighboring organizations, such as counties, soil and water districts, watershed districts and non-governmental organizations	II	x		