

6 ADMINISTRATION

6.1 AMENDMENTS TO THE PLAN

This Plan remains in effect through 2027, unless it is superseded by the adoption and approval of a subsequent plan. All amendments to this Plan must follow the procedures set forth in this section, or as required by Minnesota laws and rules. Amendments to the Plan may be proposed by any person, special interest group, LGU, or federal, state, or regional agency to the District managers. All proposed amendments must be submitted to the District Administrator in writing and must identify the problem, need, rationale for District involvement, and cost estimate. The District will review all proposals at monthly Board meetings to determine whether or not proposed changes fit state laws and rules governing minor or major amendments.

6.1.1 Major Amendments

MN Rules 8410.0140, Subp. 2, requires that all plan amendments adhere to the procedure documented in M.S. 103B.231, Subp. 11, except when the proposed amendments constitute minor amendments according to the following provisions:

- A. The District sent copies of the amendment(s) to the Plan review authorities for review and comment, allowing at least 30 days for receipt of comments, ensured that the minor amendment procedure was followed, and directed comments to the District and the BWSR Board.
- B. BWSR Board has either agreed that the amendment(s) is minor or failed to act within five (5) working days of the end of the comment period specified in item A, unless an extension is mutually agreed to with the District.
- C. No county board filed an objection to the amendment(s) with District and BWSR Board within the comment period specified in item A, unless the county and District agreed to an extension.
- D. The District held a public meeting to explain the amendment(s) and published a legal notice of the meeting twice, at least seven (7) days and 14 days before the meeting date.
- E. The amendment(s) is not necessary to make the Plan consistent with an approved and adopted county groundwater plan.

Major changes, or changes that affect other jurisdictions within the District, shall be submitted to those jurisdictions for review and comment as required by M.S. 103B.231, Subp. 11. The District staff shall notify the sponsor of each proposed amendment of the public meeting time and place and shall publish or distribute meeting notices summarizing all proposed changes. Furthermore, before any action on the proposed amendment, LGUs shall be given a period of sixty (60) days review if the action proposes changes in funding. Changes requiring LGU and agency review will indicate the impact on LWP and identify those local plans that will require revision upon approval of the change. The review period shall be limited to sixty (60) days.

Concurrently, the proposed changes shall be submitted to the Metropolitan Council, DNR, MPCA, DOA, DOH and BWSR. Following the prescribed review period, or upon receipt of all comments, the District shall publish a notice of public hearing on the proposed plan amendments in at least one legal newspaper in each of the municipalities covered under the Plan.

6.1.2 Amendment Format and Distribution

Upon completion, the District will submit the Plan amendment to the appropriate review authorities in a format consistent with MN Rules 8410.0140, Subp. 4. The rule requires that, unless the entire document is reprinted, all adopted amendments must be printed with replacement pages for the Plan. Each page must:

- Show deleted text as stricken and new text as underlined
- Be renumbered as appropriate
- Include the effective date of the amendment

The District will maintain a distribution list of everyone who receives a copy of the Plan. Within 30 days of adopting an amendment, the District will distribute copies of the amendment to everyone on the distribution list.

6.2 ANNUAL REPORTING

MN Rules 8410.0150 requires that the District complete annual financial activities and audit reports within 120 days of the end of the calendar year. The District shall submit to BWSR the aforementioned reports, separately or combined as a single document, for the preceding fiscal year if it has expended or accrued funds during that time.

6.2.1 Financial Report

MN Rules 8410.0150, Subp. 2., requires that all annual financial reports have the following information:

- District approved budget
- Reporting of revenue
- Reporting of expenditures

6.2.2 Activity Report

The activity report shall include the following, as outlined in MN Rules 8410.0150, Subp.3:

- A list of the District managers, advisory committee members, and manager vacancies at the end of the reporting year, including the names of designated officers and members, contact information, and each appointed member's county
- A list of District employees and consultants, including mailing addresses and telephone numbers

- An assessment of the previous year's annual work plan that indicates whether the stated goals and objectives were achieved or not achieved, with an explanation
- A projected work plan for the next year indicating the desired goals and objectives
- A summary of water quality monitoring data collected by the District or its local units of government
- An evaluation of the local plan adoption and implementation status based on a review of LGU activities by the District during the past year
- A copy of the written communication required by part 8410.0100, subpart 3
- The District's activities related to the biennial solicitations for interest proposals for legal, professional, or technical consultant services under M.S., section 103B.227, subdivision 5
- An assessment of fund balance changes, including a description of the program costs with respect to the overall annual budget.

6.2.3 Audit Report

A financial audit report, prepared by a certified public accountant or the state auditor, shall include a balance sheet, a classification of revenues and expenditures, an analysis of changes in final balances, and any additional statements considered necessary for full financial disclosure.