

M.L. 2016, Chp. 186, Sec. 2, Subd. 05h Project Abstract

PROJECT TITLE: Master Water Stewards Expansion

PROJECT MANAGER: Leslie Yetka

AFFILIATION: Freshwater Society

MAILING ADDRESS: 2424 Territorial Rd Ste B

CITY/STATE/ZIP: St. Paul, MN 55114

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FUNDING SOURCE: Environment and Natural Resources Trust Fund

LEGAL CITATION: M.L. 2016, Chp. 186, Sec. 2, Subd. 05h

APPROPRIATION AMOUNT: \$ 116,000

AMOUNT SPENT: \$ 116,000

AMOUNT REMAINING: \$0

Sound bite of Project Outcomes and Results

Freshwater's Master Water Steward Program trains community leaders throughout the state to take action to work with local governments to improve the health of our water. This project has helped amplify the availability of this program to community partners with varying needs and unique water challenges, and to effectively communicate the impact of the stewards.

Overall Project Outcome and Results

The Master Water Steward program quickly grew in size from its implementation in 2013 from 18 stewards to 340 at the beginning of 2019. A need also grew to expand the scope of the program as it reached the edges of the communities with urban water concerns (areas with curb and gutter). The program needed to address different issues and solutions for new areas of MN that had their own unique challenges. In addition, the program needed to be able to show the work of the many volunteers doing many different kinds of work, in a collaborative way.

The program needed a new "track" of the curriculum that taught rural stormwater runoff challenges and solutions for stewards that lived on the edge of or beyond the urban areas. Through this grant the program was able to implement that new track to the curriculum and offer it not just to new areas and people, but also offer it to certified stewards as additional learning.

The program also had a need for a collaborative approach to communicating the effectiveness of all of the Master Water Steward's work. The result of this grant is that we now have a functioning way of connecting stewards through a web application where they can report projects, volunteer time, and tell their stories. The work of the stewards is now available and accessible to stakeholders and program partners.

The overall success of this grant project was that it gave a well-established metro area program a solid new footing and improved educational and participatory structures to reach volunteers and program partners in all parts of Minnesota without losing the connection to the communities we have already built and continue to grow.

The number of Minnesotans who will benefit from this work is unlimited. Each trained steward reaches hundreds of individuals through their work and keeps thousands of gallons of polluted stormwater from reaching our waterways each year. As we grow further, this will continue to be the case in each area we reach.

Project Results Use and Dissemination

Dissemination of these project outcomes has already begun and continues to be shared with every new partner organization and steward volunteer. We've created a Program Guide meant to help our partner organizations and volunteers work together and help them do their work. We have created a Capstone Guide that will help guide each project of a steward. We have a high-functioning web application to keep track of projects and volunteer time to help tell the collective story of the Master Water Steward volunteers. And finally we have a curriculum that stewards who live inside of rural areas who can now take action for the health of their water and be included in the Master Water Steward community.



Environment and Natural Resources Trust Fund (ENRTF)

M.L. 2016 Work Plan

Date of Report: August 15, 2019

Final Report

Date of Work Plan Approval: June 7, 2016

Project Completion Date: June 30, 2019

Does this submission include an amendment request? NO

PROJECT TITLE: Master Water Steward Program Expansion

Project Manager: Leslie Yetka

Organization: Freshwater Society

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Location: Statewide

Total ENRTF Project Budget:	ENRTF Appropriation:	\$116,000.00
	Amount Spent:	\$116,000.00
	Balance:	\$0.00

Legal Citation: M.L. 2016, Chp. 186, Sec. 2, Subd. 05h

Appropriation Language:

\$116,000 the second year is from the trust fund to the commissioner of natural resources for an agreement with the Freshwater Society to train community volunteers as master water stewards who will work with neighborhoods to install water management projects that preserve and restore water quality. This appropriation is available until June 30, 2019, by which time the project must be completed and final products delivered.

I. PROJECT TITLE: Master Water Stewards Program Expansion

II. PROJECT STATEMENT:

Non-point pollution is a hard-to-address threat to waters in our state. Because the problem is decentralized and sources of pollution are highly localized, we need to address the challenge with decentralized, locally focused efforts. The Master Water Stewards program identifies, educates, certifies and supports volunteer community leaders, called “Master Water Stewards,” who engage their communities and take action to restore and preserve local water resources. As part of their certification, they are required to work with their neighbors and complete a Capstone Project that includes installing a rainscaping project and conducting behavior change/citizen action campaigns. The program extends environmental leadership opportunities into neighborhoods and inspires a new set of confident community leaders to install residential-scale green infrastructure projects, and carry the clean water message. The program just finished a highly successful three-year pilot that showed the program can run on a self-sustaining basis.

Demand for the program from metropolitan Watershed Districts and other local governments outside the Minnehaha Creek Watershed District pilot area grew quickly. We adapted the core curriculum to step up to a metro wide service area. This included creating substantial on-line learning modules in 2016 in order to serve the wider geography and keep staffing costs low enough to retain the self-sustaining nature of the program.

This project will allow us to adapt the program so it can take the next step up to the statewide level. Adaptations will need to include land uses and practices such as rural section roads, wellhead protection areas, alternative utility placements, and other region-specific uses and practices. The program has also identified key “communities of interest” such as lake associations, service clubs, and school communities that offer additional opportunities for outreach and stewardship to a greater diversity of audiences. Program staff will work with these communities of interest to develop additional training for effective outreach to these audiences. Once the program is equipped with the tools and structure this grant will provide, we will be able to train stewards and fund construction using the program’s self-sustaining model. (i.e. we have a solid program, the LCCMR funds will pay for the transitioning leap to statewide availability)

Accessing, motivating, and channeling efforts of volunteers is a critical part of the program as well as a force multiplier. A tool for organizations to manage volunteers in a wide diversity of settings and track measurable outcomes has become a critical need as the program expands. Being able to report back on pollutant reductions and volunteer hours logged, for example, on either a municipal or watershed basis will help quantify benefits from the projects being installed.

III. OVERALL PROJECT STATUS UPDATES:

Project Status as of January 2017:

As of January, 2017, major activities that have occurred include fairly significant updates to the architecture and the curriculum of thirteen online classes that comprise the Master Water Stewards certification course (of which 64 stewards are currently enrolled). These updates are based in evaluation feedback from students during the first year of the online course (2016) related to depth of content, and flow of the course including the in-person meetings that students attend. The online content for the course is housed on a Moodle platform (course management system), and is available to all who participate in the Master Water Stewards and pay tuition. General content information and water resource information is available at the Master Water Steward website, which is open to the public. All course tuition fees go back into program operations to maintain the program structure.

Freshwater Society was also able to participate in a University of St. Thomas class to develop a prototype online web-based app that will aid in reporting steward activities. This app will be accessible by program partners as well, to monitor and report as needed on steward activities.

Lastly, a program Advisory Board has been identified to provide guidance and recommendations for the program as it expands throughout the state. This Advisory Board will be comprised of two initial groups, 1) Metro Area participants who are knowledgeable or fairly knowledgeable about the program, and 2) new potential participants from greater Minnesota who have unique interests and needs separate from the Metro Area. These groups will be convened over three meetings between March and May, 2017, and will be encouraged to continue to meet on a semi-annual basis long term (depending on need and interests) to provide ongoing program guidance. An Advisory Board charge has been developed to convey the need and purpose of this advisory group.

Amendment Request (February 21, 2017) - Due to changes in staffing, we are requesting an update to the Project Manager position from Peggy Knapp (former Director of Programs) to Leslie Yetka (new Director of Programs) as of January 1, 2017. Also, the Program Assistant position has changed from Whitney Canton to Alex Van Loh, starting July 1, 2016. There are no other amendments requested at this time.

Amendment Approved: [03/09/2016]

Project Status as of June 2017:

As of June, 2017, primary work on the project included convening an Advisory Board of members to aid in strategic planning for the program and expansion of the program, and hosting a meeting in Duluth with potential new partners and to gather information on local needs. We also are continuing to adapt the curriculum to meet local needs outside of the metro area (non-urban curriculum) by working with subject matter experts from the Washington Conservation District. Lastly, we have spent time on developing a Reporting App to aid in volunteer management and reporting the success and value of the volunteers to our partners.

Retroactive Amendment Request (September 6, 2017): We are requesting a shift in budget line items of the following:

- The amount needed for consultants for the web app development is much more than anticipated in the budget. We did solicit bids for the project with an initial proposal selected that had an hourly rate and range of hours anticipated for project completion. The project came in at the top of that range due to significant amounts of coding and refinements that were needed for this custom app to function as we needed. We are requesting for additional funds to shift to this line item in the amount of \$9,510 related to the web app development. This reporting app is an important component of the program expansion that will allow FWS to track the outcomes and success of the program as we work to expand the program statewide, so while we would have hoped that the project costs would have been less, the final outcome will be integral to the program moving forward that will allow FWS to measure program success to make wise investments in the future .

In relation, we will recognize savings of \$9,510 related to consultant expenses associated with adapting the education modules and refining of the curriculum and guidebook as more can be completed by current staff; software licenses that will not be needed for online databases; and travel expenses that will be covered by Freshwater Society and not charged to the grant.

Project Status as of January 2018:

As of January, 2018, work on the program primarily consisted of continuing to adapt the curriculum to meet local (new partner) needs, including the addition of a module track framed around rural habitat restoration, which is a need identified by program partners outside the urban metro area. The new curriculum includes:

- Habitat restoration planning (woodlands, prairies, shoreline)
- Habitat restoration design and construction
- Habitat restoration evaluation and maintenance
- A full-day workshop on building healthy soil, native vegetation and selection, and fundamentals of habitat restoration

Work also continued on completing the reporting app for piloting with current stewards and program partners in early 2018. The reporting app will allow for consolidated reporting by volunteers on their program work, and allow partners to pull information on volunteer activities for their own reporting needs.

Partner guidance in the form of a Partner Guidebook is also essentially complete, and will be given to partners when they begin each program year. Volunteer management guidance also continues to be developed in the form of a program policies and procedures handbook, which will become the basis for all program activities moving forward. Many program elements are falling into place that will support the ongoing implementation and expansion of the Master Water Stewards program in the future.

Project Status as of June 2018:

As of June 2018, work on the program primarily consisted of continuing to adapt the curriculum to meet local (new partner) needs, including the addition of a module track framed around rural habitat restoration, which is a need identified by program partners outside the urban metro area. The new curriculum includes. Work also included course content and delivery updates to meet the needs of local partners working with Stewards. The new reporting app is complete, and was rolled out to volunteers and partner staff as a way to collect information on volunteer actions. Also, along with continued course updates, a new cohort of partners and stewards has been formed in SE Minnesota, which is an exciting opportunity for growth of the program.

Project Status as of January 2019:

As of January 2019, much of the program work involved implementing a newly revised curriculum and delivery to meet the needs of partners and steward volunteers. This included revised content in the online classes to reflect the needs of rural communities (rural rainscaping, water quantity and groundwater information) and new partners (revised class facilitation guide, policy handbook, and Capstone Guide). Work continues on updating the reporting app to best facilitate steward/partner needs so we can have accurate data on volunteer activities, along with a new activity calendar that supports partners who want to engage their volunteers in local activities. Also, a new SE MN cohort of stewards (and new partners) continued to work with Freshwater on exploring what a steward program must look like to meet local/rural community needs. At this point, a revised training model (less in-person contact) is likely what is needed to allow for adequate participation in the program in greater Minnesota.

Overall Project Outcomes and Results:

The final outcomes of this work include a comprehensive website that meets the needs of MWS volunteers and partners in all parts of the state and can record capstone projects and volunteer work that vary in content and scope according to the geography and specific needs of communities. A rural

arm of this program has been implemented as a regular ‘track’ of the program and is additionally available online to stewards who are already certified to learn as continuing education. The Program Guidebook (the Volunteer Guide and Partner Guide have been merged) has been released as a final document to program partners and participants. Our work to reach outstate MN volunteers and partners has guided us into a new framework for classes and funding which we have now piloted in South East MN and can use as a template for other areas of greater MN. We are poised now to truly be a statewide Master Water Steward program.

IV. PROJECT ACTIVITIES AND OUTCOMES:

ACTIVITY 1: Systems and policies to run the program safely and sustainably

Description: This activity builds the tools, policies, forms, procedures, reporting mechanisms, and pollution prevention calculators, and refines materials to expand implementation of the Master Water Stewards (MWS) Program to a wider diversity of organizations and settings statewide. This is necessary because MWS was originally piloted in an urban/suburban setting. Subsequent updates and revisions addressed the wider array of soils and land uses found in the broader metropolitan area. Approaches will be revised again to address a wider spectrum of approaches.

A critical step in the process includes assembling an Advisory Board to identify local issues and concerns. The group will help improve the quality of a needs assessment for local partners (Watershed Districts, Watershed Management Organizations, Cities, and Counties) that systematically determine the kinds of tools, metrics, and policies they need to successfully offer the program. A series of regional meetings outside the Twin Cities metro area will also be hosted to gather input on meeting the needs of new partners, and garnering new partner support for the program.

The Partner Organization Guidebook (to be made available in printed and online formats) will include the following components developed through the needs assessment: tools, policies, forms, procedures, reporting mechanisms, and pollution prevention calculators.

Summary Budget Information for Activity 1:

ENRTF Budget: \$11,290.00
Amount Spent: \$11,290.00
Balance: \$0.00

Outcome	Completion Date
<i>1. Set up volunteer Advisory Board of stakeholders to influence content and local partnership recruitment</i>	January 2017
<i>2. Develop a complete “Train the Trainer” package in the form of a Partner Organization Guidebook for new program partners appropriate to a wide diversity of local settings</i>	December 2017
<i>3. Pilot materials by implementing training with partners in in no fewer than 5 communities or organizations outside the metro area, training 30 Stewards</i>	June 2019
<i>4. Evaluate tools and materials and revise education modules and materials</i>	December 2018

Activity Status as of January 2017:

- 1. Set up volunteer Advisory Board of stakeholders to influence content and local partnership recruitment (January, 2017)*

A Master Water Stewards program Advisory Board has been identified, consisting of 1) Metro Area participants who are knowledgeable or fairly knowledgeable about the program, and 2) potential participants from greater Minnesota who have unique interests and needs separate from the Metro Area. The Advisory Board will play a

critical role in providing input and guidance for program updates in education, training, policies, and procedures. These updates will be used to strengthen the existing program and meet unique community and geographic needs as the program expands statewide. The work of the Advisory Board will be to become familiar with the Master Water Stewards volunteer program (if not already) and review and provide recommendations to program staff related to:

1. Program mission and strategic plan for growth throughout Minnesota
2. Certification and curriculum updates to meet the needs of local and geographically diverse communities throughout the state
3. Existing and new program tools, policies and procedures for volunteers, local facilitators, and program partners
4. Recruitment tools and strategies for engaging new volunteers

To accomplish this work, we will convene the Advisory Board during three 3-hour meetings. Tentative dates include:

- o Metro Region: March 23, 2017 - 10:00am-1:00pm (confirmed)
- o North Region: April 19, 2017 - 10:00am-1:00pm (tentative)
- o South Region: May 18, 2017 - 10:00am-1:00pm (tentative)

Meetings will be held at the Mississippi Watershed Management Organization, located at 2522 Marshall Street NE, Minneapolis, MN 55418. Lunch will be provided. Travel costs can be covered for those traveling from outside the Metro Area. Beyond the initial meetings, we anticipate a need to reconvene the Advisory Board on a semi-annual basis depending on the needs and desires of the participants.

The initial invite list includes:

Metro Region	
Name	Organization
Madeline Seveland	Carver County Watershed Management Organization
Anne Gelbmann	Minnesota Pollution Control Agency
Rebecca Flood	Minnesota Pollution Control Agency
Becky Rice	Metro Blooms
Shanai Matteson	Works Progress
Shahram Missaghi	University of Minnesota Extension
Diane Spector	Wenck and Associates
Patience Caso	Hennepin County
Eric MacBeth	City of Eagan
Darren Lochner	Minnehaha Creek Watershed District
Stephanie Johnson	Mississippi Watershed Management Organization
Lindsey Schwantes	Capitol Region Watershed District
Erica Sniegowski	Nine Mile Creek Watershed District
Michelle Jordan	Riley Purgatory Bluff Creek Watershed District
Matt Lindon	Minnesota Pollution Control Agency/Master Water Steward

Dorothy Pederson	Master Water Steward
Louann Waddick	Master Water Steward
Erica Spande	Master Water Steward
Jessica Miller	Master Water Steward
Jessica Vanderwerf	City of Edina
Angie Hong	East Metro Water Resources Education Program
Paula Leopold	Vermillion River Watershed Management Organization
Diane Greiwe	University of Minnesota Extension – Master Gardeners
Madeline Seveland	Carver County Water Management Organization
Amy Delbecq	Minnesota Pollution Control Agency

Greater Minnesota (North and South Regions)	
Name	Organization
Andrea Lorek Strauss	Extension
Chris Kleist	City of Duluth
Darren Newville	East Otter Tail County SCWD
Dawn Doering	Coon Creek WD
Dennis Fuchs	St. Cloud SWCD
Jackie Froemming	UMN Extension
Jen Wahls	Wabasha Co. SWCD
Jesse Schomberg	Northland NEMO/Sea Grant
Karen Terry	UMN Extension
Kristi Pursell	CRWP
Patrick Shea	City of St. Cloud
Paula Liepold	Vermillion River JPO
Renee Lafflam	R Neighbors (Rochester)
Ruth Schaefer	Middle Fork Crow Wing WD
Susan Shaw	Mille Lacs SWCD
Suzanne Fischer	City of Elk River
TBD	City of Rochester
TBD	City of Mankato
Tim Houle	Crow Wing County SCWD/City of Brainerd

2. *Develop a complete “Train the Trainer” package in the form of a Partner Organization Guidebook for new program partners appropriate to a wide diversity of local settings (June 2017) - Work has not begun on this item*

3. *Pilot materials by implementing training with partners in in no fewer than 5 communities or organizations outside the metro area, training 30 Stewards (June 2019) - Work has not begun on this item*
4. *Evaluate tools and materials and revise education modules and materials (December 2018) – Work has not begun on this item.*

Activity Status as of June 2017:

1. *Set up volunteer Advisory Board of stakeholders to influence content and local partnership recruitment*

An Advisory Board meeting was held on March 23, 2017 to identify issues and needs for the program as we expand the program statewide. A tremendous amount of valuable information was gathered in the areas of Program Structure and Management, Volunteer Management, Education and Training, Communications, and Marketing and Funding. The information generated will be used to develop a program strategic plan for future growth and implementation, as well as in developing the Partner Guidebook and Volunteer Handbook for the program. Example information generated from the Advisory Board, pertaining to Volunteer Management, is included below:

Volunteer Strategies	Volunteer Recognition	Social Events	Have regular social activities for volunteers to connect and stay energized; "Alumni reunions"	
		Annual Conference	Annual Brew-haha/awards, etc/recognition	
		Recognition Policy	Awards for MWS hours, recognition: different levels, type of BMP installed, innovation in BMPs, beauty, length of service.	
	Volunteer Support	Communications Plan		Create a master calendar to hold info about opportunities and events
				find-a-steward
				Regional volunteer opportunities
		Partner Handbook		Help partners define expectations for MWS volunteer parameters
	Volunteer Training	Volunteer Policy		county/watershed needs list of options available for MWS hours
				Grant opportunities for MWS to leverage resources
		Continuing Education		Allow "leveraging" of volunteer hours (but not 100%) for MWS that organize or engage others (removes some socio-economic barriers)
				Opportunities for group P.D./continuing ed
			Planned program of education after 1st year: what else do MWS need to know, where can they get training, coordinated schedule	
		public engagement/education component		
		Have stewards focus on relationships that are more difficult for MS4 cities to develop. We don't need help installing or maintaining BMPs. There are liabilities for them doing that work, really anything beyond a raingarden, If they want to work with a city, it will be		

		more policy, outreach, presentations, relationships, and less installing BMPs (aside from res. raingarden scale projects). (Ditto for my watersheds- we need help with outreach and recruiting willing landowners but want to design and install ourselves)
	Mentorship Program	Integrate past stewards into current class (use hrs) mentorship program

Final participation in the Advisory Board consisted of 31 representatives of current program partners, collaborators, Master Water Stewards, state agencies, class instructors, and the University of Minnesota:

Advisory Board Member	Program Affiliation	Organization
Madeline Seveland	Collaborator	Carver County WMO
Anne Gelbmann	Collaborator	MPCA
Rebecca Flood	Collaborator	MPCA
Becky Rice	Collaborator	Metro Blooms
Shanai Matteson	Collaborator	Works Progress
Shahram Missaghi	Instructor	Extension
Diane Spector	Instructor	Wenck
Patience Caso	Instructor/Partner	Hennepin County
Darren Lochner	Partner	MCWD
Stephanie Johnson	Partner	MWMO
Lindsey Schwantes	Partner	Capitol Region WD
Erica Sniegowski	Partner	Nine Mile Creek WD
Michelle Jordan	Partner	Riley Purgatory Bluff Creek Watershed District
Matt Lindon	Steward	MPCA
Dorothy Pederson	Steward	MSW
Louann Waddick	Steward	MSW
Erica Spande	Steward	MSW
Jessica Miller	Steward	MSW
Jessica Vanderwerf-Wilson	Water Resources Coordinator	City of Edina
Angie Hong	Partner	EMWREP
Paula Leopold	Partner	Vermillion River WMO
Diane Greiwe	Collaborator	UMN Extension
Mary Hammes	Facilitator	Park Connections
Kristi Pursell	Facilitator	CRWP
Abby Moore	Partner	MWMO
Sage Passi	Partner	RWMWD

Eric MacBeth	Partner	City of Eagan
Gael Zembal	Partner	Nine Mile Creek WD
Matt Kumka	Instructor	Barr Egnineering
Andrea Lorek Strauss	Collaborator	Extension
Amy Delbecq	Steward	MPCA

Advisory Board members agreed to continue to participate in meetings on a quarterly to semi-annual basis, depending on needs of the program and the Freshwater Society. The Advisory Board will be used as a way to generate information and recommendations on future policies and strategies used within the program.

It was also determined that, along with the Advisory Board, focused regional meetings with potential new partners was the best way gain new partner support for the program, and to understand regional needs to adapt curriculum. Program staff hosted one Master Water Stewards information workshop on May 25th in Duluth, MN to gather input on local needs as well as helping to recruit new partner organizations and stewards. It is expected that a Duluth cohort will be established for the 2018/2019 class of stewards, pending funding. Participants in the workshop included:

Jesse Schomberg	MN Sea Grant
Thomas Beery	Minnesota Sea Grant
Kris Eilers	St. Louis River Alliance
Marte Kitson	Minnesota Sea Grant
Erica Strom	MN GreenCorps / City of Duluth
Kate Kubiak	southstlouisswcd
Larissa Scott	Umd
Kris Eilers	St. Louis River Alliance
Tom Nicodemus	Friends of Lake Superior NERR
Tiffany Sprague	Natural Resources Research Institute
Kristy DeVera	City of Superior
Dave Stark	Rainwater Management Solutions
Todd Carlson	City of Duluth
Frank Jewell	1st District Commissioner

The workshop agenda was designed to introduce the program to new partners, answer questions they may have, and identify local needs:

Master Water Stewards Regional Workshops - Internal Agenda

Thursday, May 25, 2017 - 9:00-11:00 a.m.

MPCA Office | 525 Lake Ave. S. | Duluth, MN 55802

Purpose:

1. Provide information and overview of the MWS volunteer program; answer questions that participants have
 - a. Brief history
 - b. Certification process (blended coursework culminating in a capstone project)
 - c. Volunteer requirements - hours, continuing education, projects, reporting value
 - d. Partner involvement - tuition, resources and volunteer opportunities (care and feeding of volunteers), reporting value
2. Gather input and feedback on program adaptation to meet local needs (what would be needed in certification and training)

How could Stewards help you or your organization achieve your goals?

What would you need Stewards to know or be able to do to help in your work?

Invitation:

The Master Water Stewards is a volunteer program of the Freshwater Society. We train and certify volunteers to help partner organizations leverage limited resources and achieve your clean water goals.

Learn more about the program and how it might benefit your organization by attending an upcoming information session.

Agenda:

9:00 - Welcome, framing, and flow - Leslie

9:10 - MWS program overview with Q&A

- Program history and purpose - Deirdre
- Certification process
 - Blended coursework - Alex
 - Capstone Projects, purpose and examples - Deirdre
- Volunteer requirements - Deirdre
 - Recruitment, hours, continuing education, ongoing projects, reporting
- Partner involvement -
 - Tuition and commitments - Leslie
 - Care and feeding of volunteers, recruitment, communications, opportunities - Deirdre
 - Reporting value of the program - Leslie

10:00 - World Cafe - gather input and feedback on program adaptation to meet local needs

Round 1 - Deirdre: *How could Stewards help you or your organization achieve your goals? (25 mins)*

- *2-3 people per table*
- *one idea per post it*
- *Sort into categories and name*
- *Debrief*
- *Switch to another table*

Round 2 - Alex: *What would you need Stewards to know or be able to do to help in your work? (25 mins)*

- *2-3 people per table*
- *one idea per post it*
- *Sort into categories and name*

- *Debrief*

10:50 - Wrap Up and Next Steps - Leslie

- Looking at 2018 program year
- Want to develop a Duluth cohort
- Need to work with individual partners that are interested - agreements
- Recruitment and curriculum

Additional regional meetings are anticipated to be held in St. Cloud, Minnesota in July 2017, and in Rochester sometime during Fall, 2017.

2. *Develop a complete “Train the Trainer” package in the form of a Partner Organization Guidebook for new program partners appropriate to a wide diversity of local settings*

Work on a Partner Guidebook is approximately 40% complete. We anticipate completion of the guidebook by December, 2017. This is later due to the fact that the Reporting App needed to be completed prior to completing the guidebook, which was just finished recently. Below is a draft outline of the guidebook sections to be included. Much of the policies and strategies developed is derived from comments received during the Advisory Board meeting in March, 2017.

Partner Guidebook



Community Leadership for Clean Water

Freshwater Society

- Program history and association
- Program divisions and staff contacts

Program Partners

- What does it mean to be a partner?
- How to become a partner
- Participating partners and staff
 - Resources

Master Water Stewards

- MWS statement and affiliation
- What do Master Water Stewards do?

Policies and Procedures

- Requirements to program participation
 - Recruiting
 - Application and acceptance
 - Partners interview and accept applicants to participate and inform FWS once accepted

- Waitlisted applicants
- Steward Candidate Drop Policy
- Certification
- What does being a Master Water Steward mean?
- Volunteering and Continuing Education
- Volunteering Guidelines and Reporting (Reporting App)
- Continuing Education
- Volunteer Management and Recognition
- Program costs
- Feedback and evaluation

Communications

- Regular steward meetings
- Partner communication with Stewards
- Steward communication with partners
- FWS communication with partners, stewards, and steward candidates
- MWS logo and representation
- Representing the Master Water Steward Program in a political atmosphere:
- Liability forms and releases (media, copywrite, etc.?)

Capstone Project

- Project descriptions
 - Project funding or fundraising
3. *Pilot materials by implementing training with partners in in no fewer than 5 communities or organizations outside the metro area, training 30 Stewards* - Work has not begun on this item.
 4. *Evaluate tools and materials and revise education modules and materials*- Work has not begun on this item.

Activity Status as of January 2018:

1. *Set up volunteer Advisory Board of stakeholders to influence content and local partnership recruitment (January, 2017)* – Task completed. A re-convening of the Advisory Board is expected to occur in Fall, 2018.
2. *Develop a complete “Train the Trainer” package in the form of a Partner Organization Guidebook for new program partners appropriate to a wide diversity of local settings (December, 2017)* – The original partner guidebook identified in the status update for Activity 1, Task 2 as of June 2017 was misplaced, and should fall under Activity 3, Task 1 and has been renamed as a Master Water Stewards Program Policy and Procedures Handbook for volunteers and partners. As of January 2018, the actual partner guidebook is complete, and is given to partner organizations before the program begins in October of each year. The guidebook will differ from year to year (dates, etc.), but an example is below:

Partner Participation Guide

The following is a list of courses that the partner should be providing local expert content. If you cannot provide this content, let Freshwater Society Staff know. As soon as you are able, provide a name and contact for the person who will attend each of the following courses.

Intro to MWS (Oct. 10 at MWMO)

You will want to have your main contact for the stewards program attend this meeting to begin building a relationship with the stewards, and learn how to navigate the Course Website.

Watershed Tour: (Oct. 14)

Partner education and outreach staff will plan and provide interpretation on the tour
All stewards will need their journal and something to write with Review the instructions for the Wonder Wander activity (led by facilitators)
Goal: Show Master Water Stewards key stormwater infrastructure features to foster an understanding of stormwater management and water resource impacts of stormwater at a watershed scale. Give Stewards and understanding of what the partner would like to see as a Capstone Project. Objectives: 1. Provide an overview of the Partner area 2. Summarize the major roles and projects the partner has completed in recent years Provide information on the sort of infrastructure and projects completed to protect water Discuss community involvement and influence in the type and scope of projects completed
To be provided by the watershed district. The agenda should include stops at 2-3 BMPs the district wants to highlight and emphasize with stewards. Facilitators will lead the observation and question writing steps of a Wonder Wander activity at each of these stops, taking 15 minutes at each.

Water Policy (Nov. 28)

The partner guest speaker will be part of the discussion of the water policy articles stewards bring in as their pre-class assignment, prepare a 15- to 20-minute presentation and then allow 10-15 minutes for Q&A. The guest speaker will:

- Describe the watershed district
- Explain local watershed agencies and their activities
- Describe their important partners and collaborative projects
- Explore current challenges and solutions
- Answer questions

Community Engagement (Jan. 23)

The partner guest speaker will cover:

- **Audience:** Who is the partner trying to reach?
- **Messages:** What are the key messages the partner delivers and to which audiences in the partner area?
- **Media:** How is media used, i.e., how do the education and outreach coordinators actually make contact with audiences?

- **Events:** What specific education and outreach events do the partner sponsor and/or promote?
- **Engagement framework:** Does the partner use a certain theory of engagement? [For example, some agencies use Community-Based Social Marketing theory as their theoretical foundation for community outreach and engagement.]

Residential Stormwater Planning (Feb. 20)

*Freshwater will be providing landscape designers to help the stewards through this class; you are welcome to send your own if you'd prefer your stewards to work with your designer. **Please let Freshwater staff know that you will be sending your own expert by Jan 31.**

This class will provide an opportunity for Stewards to:

- Interact with a residential stormwater expert to get answers to their questions.
- Practice designing a stormwater management plan.
- Discuss various options for stormwater management planning.

BMP Evaluation and Maintenance (Mar. 6)

The partner guest speaker will be a BMP specialist: If you do not have a specialist on staff **let Freshwater staff know by Jan 31, and we will fill the spot for you.**

For 20-30 minutes, the partner speaker will describe how the Partner organization evaluates BMPs to help ensure stormwater management and protect water quality.

Topics the partner speaker will address include:

- How the district evaluates and maintains projects, from smaller residential projects to larger capital projects.
- Types of projects that are important for the district to maintain
- What the Stewards can do to help the district
- Answer questions

Capstone Charrette (Mar. 20)

The Partner guest speakers will be an education and outreach specialist, designer (*Freshwater will again provide a designer unless you request to send your own staff to approve your steward capstone plans), and cost share specialist.

This class will provide an opportunity for Stewards to:

- Interact with topic experts and facilitators for guidance about their capstone projects.
- Finalize plans for both components of their capstone
- Consult with a cost-share specialist.

Next Steps (Apr. 17 @TBD)

This is the final class in the Master Water Stewards course. We will be going over project and volunteer reporting. You will not need to prepare anything for this course, but partner staff should be in attendance to better manage the stewards as they complete projects and begin to volunteer.

3. *Pilot materials by implementing training with partners in no fewer than 5 communities or organizations outside the metro area, training 30 Stewards –*

Work has not yet begun on this task but will for the upcoming cohort entering the program in fall, 2018.

4. *Evaluate tools and materials and revise education modules and materials-* Work has not yet begun on this task but will for the upcoming cohort entering the program in fall, 2018.

Activity Status as of June 2018:

1. *Set up volunteer Advisory Board of stakeholders to influence content and local partnership recruitment*

New partner connections were made through hosting an information session with potential partners in southeast Minnesota. As part of the recruitment process, a new partner information session was held on Thursday, February 1st, 2018. The agenda included:

Master Water Stewards Regional Workshops - Internal Agenda

Thursday, February 1, 2018 - 1:00-3:30 p.m.

Whitewater State Park Visitor's Center | 19041 Highway 74 | Altura, MN

Purpose:

1. Provide information and overview of the MWS volunteer program; answer questions that participants have
 - a. Brief history
 - b. Certification process (blended coursework culminating in a capstone project)
 - c. Volunteer requirements - hours, continuing education, projects, reporting value
 - d. Partner involvement - tuition, resources and volunteer opportunities (care and feeding of volunteers), reporting value
2. Gather input and feedback on program adaptation to meet local needs (what would be needed in certification and training)
 - . *How could Stewards help you or your organization achieve your goals?*
 - a. *What would you need Stewards to know or be able to do to help in your work?*

Invitation:

The Master Water Stewards is a volunteer program of the Freshwater Society. We train and certify volunteers to help partner organizations leverage limited resources and achieve your clean water goals.

Learn more about the program and how it might benefit your organization by attending an upcoming information session.

Agenda:

1:00 - Welcome, framing, and flow - Leslie

1:10 - MWS program overview with Q&A - Deirdre

- Program history and purpose
- Certification process
 - Blended coursework
 - Capstone Projects, purpose and examples
- Volunteer requirements

- Recruitment, hours, continuing education, ongoing projects, reporting
- Partner involvement - Leslie
 - Tuition and commitments
 - Care and feeding of volunteers, recruitment, communications, opportunities
 - Reporting value of the program - Leslie

2:00 - World Cafe - gather input and feedback on program adaptation to meet local needs

Round 1 - Deirdre: *How could Stewards help you or your organization achieve your goals? (25 mins)*

- *2-3 people per table*
- *one idea per post it*
- *Sort into categories and name*
- *Debrief*
- *Switch to another table*

Round 2 - Leslie: *What would you need Stewards to know or be able to do to help in your work? (25 mins)*

- *2-3 people per table*
- *one idea per post it*
- *Sort into categories and name*
- *Debrief*

2:50 - Wrap Up and Next Steps - Leslie

- Looking at 2018 program year
- Want to develop an area cohort
- Need to work with individual partners that are interested - agreements
- Recruitment and curriculum

2. *Develop a complete “Train the Trainer” package in the form of a Partner Organization Guidebook for new program partners appropriate to a wide diversity of local settings – Activity completed.*

3. *Pilot materials by implementing training with partners in no fewer than 5 communities or organizations outside the metro area, training 30 Stewards –*

As a result of current recruiting efforts, a new SE Minnesota cohort is forming for the upcoming program year, consisting of Winona County, City of Rochester, and Lake Pepin Legacy Alliance, with a potential of adding Lake City, Hormel Nature Center, University of Minnesota-Rochester, Winona State University, and the Welch Ski Resort company. To date, five new stewards are confirmed to participate in this new cohort. Also to date, 21 new stewards are participating in the volunteer training from watershed districts outside of the urban metro area, requiring updates to curriculum to meet local geographic (rural) needs.

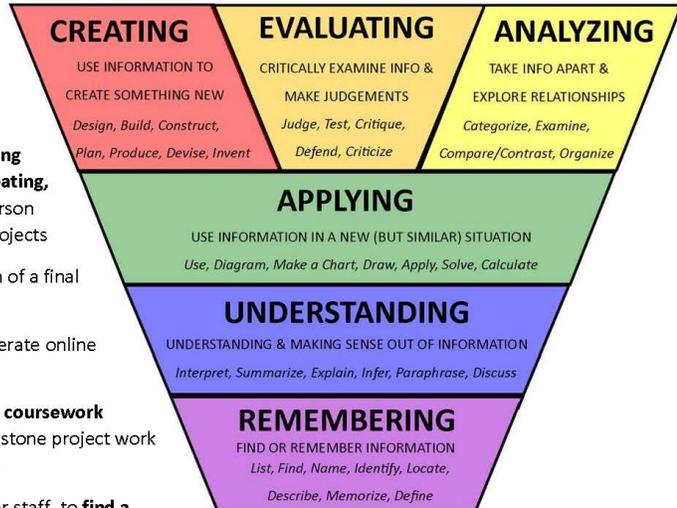
4. *Evaluate tools and materials and revise education modules and materials-*

Revision of education modules and materials is ongoing, with a significant update happening for the 2018/2019 cohort year. In response to partner evaluations, the content and delivery model is changing to meet partner and new volunteer needs. The new training structure is outlined below:

Master Water Stewards Certification Model

Guiding Principles

- **Flipped classroom** – content online, with in-person sessions to allow for guided practice and developing relationships
- Online modules include **interactions among cohort members** through assignments and/or discussion
- Students will work in the **understanding and applying** category of Bloom’s Taxonomy, with forays into **creating, evaluating, and analyzing** information during in-person sessions and during implementation of capstone projects
- **Evaluation** will be included in each class in the form of a final subject area quiz or assignment to turn in
- A **volunteer teaching assistant** will be used to moderate online discussions
- The **capstone project will be embedded within the coursework** through written guidance and assignments, but capstone project work will extend into the spring/summer growing season
- Students will be encouraged, with help from partner staff, to **find a mentor** (certified steward) in their area during the certification process



Master Water Stewards Certification Model

Certification Course Details

- Online modules include resources from subject matter experts (no formal instructors)
- Connection to experts through Q&A forum; no live virtual office hours
- Face to face classes are three hours (evening or Saturday) taught by facilitators (program partner, MWS, or paid facilitator)

■ = face to face cohort class; ■ = Freshwater/Facilitator-led cohort class

October	November	December	January
<input type="checkbox"/> Program Basics (online) <input type="checkbox"/> Capstone Essentials (online) <input checked="" type="checkbox"/> Intro Class (3 hrs; FWS, P's) <input checked="" type="checkbox"/> Watershed Tour (P's)	<input type="checkbox"/> Hydrology - SW & GW (online) <input type="checkbox"/> Stormwater Basics (online) <input type="checkbox"/> Water Use/Supply (online) <input type="checkbox"/> Water Policy (online) <input checked="" type="checkbox"/> Water Foundations (3 hrs; Water Facilitator, P's)	<input type="checkbox"/> Optional Partner Cohort Gathering	<input type="checkbox"/> Env. Decision-Making (online) <input type="checkbox"/> Outreach/Comm. (online) <input type="checkbox"/> Comm. Engagement (online) <input checked="" type="checkbox"/> Engaging with People (3 hrs; Engagement Facilitator, P's)
February	March	April-September	October
<input type="checkbox"/> Track I: Urban Rainscaping (online) <input type="checkbox"/> Track II: Rural Rainscaping (online) <input type="checkbox"/> Track III: Water Conservation (online) <input checked="" type="checkbox"/> Rainscaping - Track I, II (full day; FWS, SME) <input checked="" type="checkbox"/> Water Cons. - Track III (full day; FWS, SME)	<input type="checkbox"/> Life as a Steward (online) <input checked="" type="checkbox"/> Capstone Charette Next Steps (3 hrs; FWS, P's)	<input type="checkbox"/> Capstone Implementation (online) <input type="checkbox"/> Optional Mentor Experience	<input checked="" type="checkbox"/> Graduation/Annual Mtg. (FWS, P's)

Activity Status as of January 2019:

1. *Set up volunteer Advisory Board of stakeholders to influence content and local partnership recruitment*

Activity completed

2. *Develop a complete “Train the Trainer” package in the form of a Partner Organization Guidebook for new program partners appropriate to a wide diversity of local settings*

Because this program is always evolving, we created a slightly revised guidebook on policies and procedures that supports both current and new partners. Below is a brief outline:

Master Water Stewards Program a volunteer program of Freshwater

Policies and Procedures Handbook

Freshwater - Program staff contacts

General program contact information (calls or e-mails will be directed to the appropriate staff):

info@masterwaterstewards.org

651-313-5806

Director of Programs

Leslie Yetka

lyetka@freshwater.org

651-313-58

Program Coordinator

Deirdre Coleman

dcoleman@freshwater.org

651-313-5806

Program Assistant and Continuing Education Lead

Alex Van Loh

avanloh@freshwater.org

651-313-5814

Program Assistant and Water Conservation Advisor Lead

Kris Meyer

kmeyer@freshwater.org

651-313-5815

MN Green Corps Member 2018/2019

Brennen Lauer

blauer@freshwater.org

651-313-5816

Outline:

Master Water Steward Program Overview

- Program history and association
- Program goals
- Program statements
- Conceptual model

Master Water Steward Volunteers

- MWS statement and affiliation
- MWS responsibilities and benefits

Program Partners

- The role of a program partner
- How to become a partner
- Participating partners and staff
 - Resources
 - Partner Participation Guide (See Class Guide Attachment A)
 - Program Cost

Program Policies and Procedures

- Requirements for program participation
 - Age requirement
 - Background check
- Recruitment of new volunteers
 - Freshwater provides materials and calendar for recruiting
 - Informational Sessions
 - Partner staff uses network and resources for recruiting
- Application process and acceptance
 - Freshwater receives applications and forwards to partners while keeping a master list
 - Partners interview and accept applicants to participate and inform FWS once accepted
 - Sample interview
 - Sample acceptance letter
 - Waitlisted applicants
- Steward Candidate Drop Policy

Certification

- Volunteering and Continuing Education
 - Volunteering
 - Continuing education
- Volunteer Management and Recognition
- MWS logo and representation
- Liability forms and releases
- Program cost

- Feedback and evaluation

Communications

- Partner communication with Stewards
- Steward communication with partners
- FWS communication with partners, stewards, and steward candidates

3. *Pilot materials by implementing training with partners in no fewer than 5 communities or organizations outside the metro area, training 30 Stewards.*

The partners listed in the previous status report have since backed out of participation in the program, citing funding and time as their barriers. We have trained one steward from the City of Rochester who is tasked with being our ‘local recruiter’. We are adapting the structure of the program to address some local barriers and will begin working with local partners to train two new stewards from Winona County alongside one steward from the City of Byron (non-paying). We are continuing to reach out to new partners in the area alongside our development staff, and will be delivering an adapted training model in spring 2019.

4. *Evaluate tools and materials and revise education modules and materials-*

Revision of education modules and materials is ongoing, with a significant update happening for the 2018/2019 cohort year. In response to partner evaluations, the content and delivery model is changing to meet partner and new volunteer needs. We originally anticipated this to be completed by December 2018, but we continue to update and revise materials as participants complete more coursework and offer more feedback.

Final Report Summary:

The MWS curriculum was adapted and refined to address the needs and particular water issues for outstate partners. After the pilot we’ve made some small revisions and feel we have a good curriculum in place for our outstate partners. One challenge we did not initially foresee was related to outstate partners funding capacity to enroll stewards in the program. This is something we are still working to address and was a reason why we were not able to recruit as many new stewards and outstate partners as originally hoped under this grant. We are working together with advisory teams and exploring new models and funding structures for these outstate areas. The Program Guidebook evolved as we entered this process but is now complete and circulating. The Rural track of the MWS program is complete, and an outstate version of the program with specific localized content has been created and piloted. See below for online curriculum captures of the South East MN pilot:



Freshwater Online Programs

FreshwaterU is the home of the Master Water Stewards and Water Conservation Advisor online education programs. These advanced level education programs, including classes, workshops, and online or blended course opportunities, are designed to increase knowledge and inspire local leadership for clean water.

Additional continuing education coursework includes topics related to water conservation, lake and river protection, sustainable landscape practices, drinking water protection, and adapting to our changing climate.

Trained volunteers are provided with resources and teaching tools to support work within their communities.

Master Water Steward Online Courses

Course categories



Dashboard

Customise this page

Course overview

Timeline Courses

In progress Future Past



Private files

No files available

Manage private files...

Online users

(last 5 minutes: 1)

Deirdre Coleman



Master Water Stewards

Community Leadership for Clean Water

Welcome to the Master Water Steward online certification course. The goal of this course is to give you a solid foundation for understanding both issues and solutions for protecting our freshwater resources (surface and groundwater). Each separate module will provide you with both the knowledge and skills you need to become clean water advocates. Enjoy!

Announcements

Funded in part by:



Karst in SE Minnesota

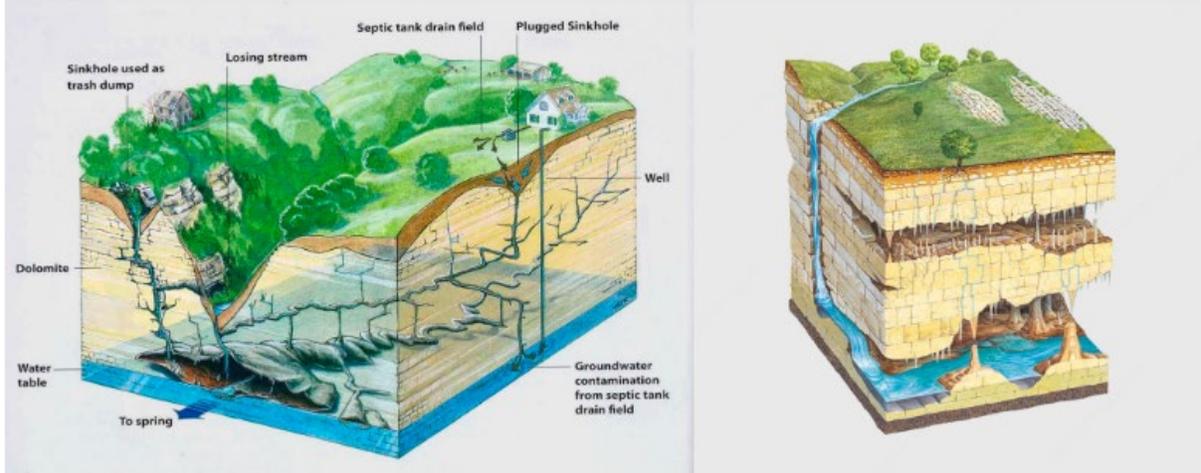
Karst is a unique to this area of the state and poses its own unique challenges to water and how we manage it. Review the below links to understand the science of Karst areas.

<https://www.pca.state.mn.us/karst/minnesota>

<https://mpca.maps.arcgis.com/apps/MapTour/index.html?appid=cb108141401d4e2bbb5bb1356673ad5#>

Optional reading for a deeper dive into Karst:

<https://water.usgs.gov/log/karst/>



ACTIVITY 2: Training program to deliver and support stormwater management and green infrastructure education for Stewards

Description: This activity modifies and delivers the existing Master Water Stewards education materials necessary to expand the program to serve a wider array of audiences throughout Minnesota.

The process will include revising the existing online course modules using feedback from the first year of using the online delivery mode. Program staff will evaluate feedback from program partners, participants, and the Advisory Board on the effectiveness of the existing curriculum. Staff will also gather input on

evolving state and local water priorities from community members and water professionals in five communities or organizations outside the metro area to guide the modifications and adaptations of education modules. The online course modules will also be refined based on feedback and information gathered.

Changes may incorporate the inclusion of issues and priorities such as Chloride Management, Water Reuse Strategies, groundwater protection, pollution prevention, illicit discharges, pollinator habitat restoration, buffers, well-sealing and other rural BMPs. Similar to other issue areas, resources and guidelines will help trainers and facilitators in organizing and running the MWS programs.

Early results in the metropolitan area have had good results from tapping existing groups, or, “communities of interest.” Existing modules will be adapted to serve specific audiences including K-12 teachers working with schools, lake associations, and community leaders working with homeowner associations. Developing these strategies will increase the effectiveness and geographic range of Stewards.

A cohort will recruited of potential stewards to pilot the online course modules in communities outside the metro area. Those stewards will complete the updated training course that will provide them with the education, training, and foundation to work within their communities to improve stormwater management for years to come. These stewards will implement 15 stormwater projects over the summer of 2019 that will be completed post grant period.

Summary Budget Information for Activity 2:

ENRTF Budget: \$33,900.00
Amount Spent: \$33,900.00
Balance: \$0.00

Outcome	Completion Date
1. Revise 14 existing online course modules to integrate evaluation feedback from the first year of implementation of the online delivery mode.	June 2018
2. Modify existing courses to reflect evolving state and local priorities to better serve all regions of Minnesota.	January 2019
3. Adapt existing education modules to better serve specific audiences, including but not limited to schools, lake associations and homeowner associations,	June 2019
4. Develop trainer and facilitator resources and guidelines to help in organizing and running the MWS programs	June 2019
5. Recruit cohort of stewards to pilot the online course modules in no fewer than 5 communities or organizations outside the metro area. This will result in 30 trained stewards. These stewards will implement 15 stormwater management projects that will be completed post grant period, during the summer of 2019.	June 2019

Activity Status as of January 2017:

- 1. Revise 14 existing online course modules to integrate evaluation feedback from the first year of implementation of the online delivery mode (June, 2018)*

As of January, the fourteen original online course modules (classes) have been updated using evaluation feedback from the 2015/2016 cohort of Master Water Stewards. While still ongoing, an Instructional Designer and the Program Assistant worked to develop the information architecture for the online Moodle course, and curriculum for the following classes were updated:

- Introduction to the Master Water Stewards Program
- Capstone Essentials
- Watershed Tour

- Hydrology Basics
- Stormwater Basics
- Water Policy
- Environmental Decision Making
- Community Engagement
- Rainscaping (formerly Rainscaping 1 and Rainscaping 2, now combined)
- Residential Stormwater Planning
- BMP Evaluation and Maintenance
- Aquatic Invasive Species (archived)
- Next Steps Class

The online Moodle course update is ongoing using staff time with the Program Assistant until the 2017 course is completed this coming May, 2017. Below is a screen capture of a portion of the Basic Hydrology course, showing the information architecture, revised learning objectives, class introduction, and topic areas:

Basic Hydrology

After completing this class, you will be able to:

- Describe the hydrologic or water cycle and define key terms.
- Define what a 'watershed' is.
- Identify the factors that influence how water moves across the landscape.
- Describe how various soil types influence infiltration of water into the soil.
- Explain how rainfall, runoff, and the movement of water are described and measured.
- Discuss how climate changes might impact water resources.



Available from October 15 2016, 8:00 PM

Your progress ⓘ

Class Introduction

- Basic Hydrology Class Overview
- Instructor and Virtual Office Hours Information
- Ask the Expert: Basic Hydrology
- Pre-Quiz: Basic Hydrology

Please take this pre-quiz before starting the course activities.

The Water Cycle

- Why Water?
- The Hydrologic or Water Cycle

Moving Water and Watersheds

- Watersheds
- Factors that Influence Water Movement

2. *Modify existing courses to reflect evolving state and local priorities to better serve all regions of Minnesota (January 2019) – Work has not begun on this item.*
3. *Adapt existing education modules to better serve specific audiences, including but not limited to schools, lake associations and homeowner associations (January 2019) – Work has not begun on this item.*
4. *Develop trainer and facilitator resources and guidelines to help in organizing and running the MWS programs (June 2019) – Work has not begun on this item.*

5. *Recruit cohort of stewards to pilot the online course modules in no fewer than 5 communities or organizations outside the metro area. This will result in 30 trained stewards. These stewards will implement 15 stormwater management projects that will be completed post grant period, during the summer of 2019 (June 2019) – Work has not begun on this item.*

Activity Status as of June 2017:

1. *Revise 14 existing online course modules to integrate evaluation feedback from the first year of implementation of the online delivery mode. – Work on this item has been completed (see previous status report).*
2. *Modify existing courses to reflect evolving state and local priorities to better serve all regions of Minnesota.*

In May, 2017, Freshwater program staff met with subject matter experts from the Washington Conservation District to identify curriculum needs for a “rural” track to be embedded into the current certification course. At this time, we have identified two areas of curriculum needs that exist for stewards working in a non-urban setting: habitat restoration (shoreline/streambank, forest, prairie) and an introduction to agricultural best management practices. We are currently working on hiring an instructional designer (our previous one retired) to aid in identifying the specific curricula, and translate into an online course environment. The goal will be to have course modifications made for the upcoming 2017/2018 course.

3. *Adapt existing education modules to better serve specific audiences, including but not limited to schools, lake associations and homeowner associations. - Work has not begun on this item.*
4. *Develop trainer and facilitator resources and guidelines to help in organizing and running the MWS programs.*

Program staff has developed a Facilitator Guide to help facilitators host the in-person class sessions, and ensure uniformity among the classes for the stewards. Below is a snapshot of the How to Use this Guide section, to provide an understanding of the guide itself:

How to Use this Guide

This Facilitator Guide provides detailed instructions about how to conduct the required in-person sessions in the certification program for Master Water Stewards. The overall goal of each in-person session is to provide an engaging and highly interactive learning experience that helps achieve the course objectives (listed in the syllabus).

For each in-person session, this guide includes:

- Technology needed
- Guest speakers (if any)
- Facilitation materials you need to have on hand
- Additional pre-work for Stewards (beyond completion of all course activities on the Moodle site)
- Agenda with suggested times
- Purpose of each section

- Detailed instructions for each activity

Before facilitating each session, it's important that facilitators sign into learning.freshwater.org, review the learning objectives in the course syllabus, and participate in the learning activities that Stewards complete as prerequisites to the session. ***You need to know what they are doing online*** in order to facilitate the activities in the classroom. Subject matter experts in this course will host office hours each week for 30 minutes. These sessions are intended to offer Stewards and facilitators direct access to the experts, to answer questions, discuss ideas that are challenging or complex, and any other individualized needs of participants. Each session will be recorded for later viewing, if necessary. ***Facilitators are expected to sign in for office hours and participate in the discussions.***

Class sequence and requirements for Stewards

The first two meetings of the program will be the Introduction Class, which all Stewards attend, and the Watershed Tour, arranged by each individual watershed and attended by Stewards in that watershed. *Facilitators are expected to attend both of these classes.*

After these first two classes, you will be able to establish regular routines and processes with your group of Stewards for the in-person classes.

NOTE: Stewards will be taking a final quiz for eight of the online classes. *They must achieve a score of 80% correct or higher on each quiz to 'officially' complete the course.* There is no final test. They have unlimited attempts at each quiz, however if they fail to achieve a passing score, we will work with them to retake the quiz. Our goal is not to fail them out of the course, but to help them learn what they need to be active Master Water Stewards.

IN-PERSON SESSION structure

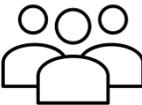
This guide provides detailed instructions to help you structure the sessions, manage time, and maximize interaction. Facilitators are also expected and encouraged to tailor the focus of each activity based on Stewards' needs, as long as such changes contribute to achieving the overall purpose of the session.

Most in-person sessions follow this same general structure (with timing adjustments as needed):

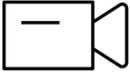
- Reflection activity (30 minutes)
- Activity to apply their learning (45 minutes)
- Break (15 minutes)
- Learning a new skill (30 minutes)

This guide uses icons as prompts for ease of use while facilitating the in-person sessions:

Who's doing what:

Facilitator Presentation	Individual Activity	Small Group Activity	Large Group Discussion	Q&A Session
				

Materials and supplies:

Flip Chart 	PowerPoint Slides 	Handouts 	Steward Journal 	Video 
Website 	Notes/Homework 			

The in-betweens:

Key Idea 	Moving People 	Break 
---	--	--

Facilitator Preparation for Each Session

1. Carefully review in-person training session agenda
2. During the two-week period before each class:
 - a) Join the Google Hangout for the office-hour session(s) with subject matter experts from the Moodle online course.
 - b) Monitor the online discussion forums in the course. Respond to postings when appropriate or necessary to answer questions or correct misunderstandings.

Tips for leading online discussions

- *Create a comfortable environment.* Encourage Stewards to actively participate in the discussions and get to know one another. Use an informal and friendly tone in your messages. Show your personality so your participants feel as if they know you.
- *Model discussion and participation techniques.* Be both professional and informal, establishing an environment of mutual respect and comfort while avoiding any sense of intimidation. Being inclusive and making connections between participants' comments will model this type of discussion behavior and attitude for your Stewards as well.
- *Foster communication among Stewards.* Try to avoid "over-facilitating" the online discussions. *You don't need to answer every question and settle every point!* In general, unless a question is pressing, wait a day or two to address comments, to give Stewards an opportunity to respond to one another. Or, suggest Stewards pose that question to the subject matter expert during office hours. Phrase your discussion posts to encourage further responses from participants, and draw connections between participants' comments. When you do post messages, try to push the discussion forward by raising additional questions.
- *Keep the discussion alive.* Periodically post "acknowledgment" messages to Stewards' comments, even if you don't have anything specific to contribute on that point. A simple "interesting idea," "good example," "I agree," or similar message can provide the online equivalent of eye contact and a nod of the head: it lets the person know that someone is paying attention. If you keep the discussion alive and stimulating, your Stewards will have an incentive to check the forums more frequently.

- *Keep the discussion on-topic.* If necessary, refocus the discussion by posing a new question that stems from the current conversation. Avoid diluting the discussions on the forums with private one-on-one communication. Even if you find that some participants prefer to share their thoughts with you via email, keep your communication mostly in the public forum.
- *Provide behind-the-scenes support via email, if needed.* Use 1-1 email to respond to individual problems or to motivate people to participate without embarrassing them. If Stewards send you interesting content-related comments via email, encourage them to post these thoughts to the forum as well, so that everyone can benefit from the information.

Adapted from Ten Tips for Effective Online Facilitation: http://courses.edtechleaders.org/documents/opd/ETLO_Ten_Tips.htm

5. *Recruit cohort of stewards to pilot the online course modules in no fewer than 5 communities or organizations outside the metro area. This will result in 30 trained stewards. These stewards will implement 15 stormwater management projects that will be completed post grant period, during the summer of 2019.* - Work has not begun on this item yet.

Activity Status as of January 2018:

1. *Revise 14 existing online course modules to integrate evaluation feedback from the first year of implementation of the online delivery mode (June, 2018 – Work completed on this task.*
2. *Modify existing courses to reflect evolving state and local priorities to better serve all regions of Minnesota (January 2019) – Three new courses were compiled and offered as a separate track for training non-urban volunteers, primarily focused on habitat restoration. Based on partner feedback, habitat restoration (woodland, prairie, shoreline) was seen as a missing piece in the training. Thus, three new modules were developed in the online course, and an in-person train-the-trainer session was developed to increase knowledge and capacity in this topic.*
3. *Adapt existing education modules to better serve specific audiences, including but not limited to schools, lake associations and homeowner associations (January 2019) – Work has not begun on this item, but will begin soon to allow for more guided practice by stewards from difference audiences going through the certification course.*
4. *Develop trainer and facilitator resources and guidelines to help in organizing and running the MWS programs (June 2019) – A facilitator guide was substantially developed and used prior to beginning the 2018 cohort training (see prior status report). Subsequently, some updates were needed prior to use by facilitators as the course continues to evolve.*
5. *Recruit cohort of stewards to pilot the online course modules in no fewer than 5 communities or organizations outside the metro area. This will result in 30 trained stewards. These stewards will implement 15 stormwater management projects that will be completed post grant period, during the summer of 2019 (June 2019) – No work took place for this task during the time period, but a new southern Minnesota cohort of stewards is in development with a number of local partners, along with the potential for a new cohort in northeastern Minnesota. Information will be provided in the next status report.*

Activity Status as of June 2018:

1. *Revise 14 existing online course modules to integrate evaluation feedback from the first year of implementation of the online delivery mode.* – Activity completed
2. *Modify existing courses to reflect evolving state and local priorities to better serve all regions of Minnesota.*

Work on three new courses that were compiled and offered as a separate track for training non-urban volunteers was completed and offered starting in February, 2018. These new course tracks primarily focused on habitat restoration. Based on partner feedback, habitat restoration (woodland, prairie, shoreline) was seen as a missing piece in the training. Thus, three new modules were developed in the online course, and an in-person train-the-trainer session was developed to increase knowledge and capacity in this topic.

3. *Adapt existing education modules to better serve specific audiences, including but not limited to schools, lake associations and homeowner associations (January 2019)* – Work has not begun on this item, but will begin soon to allow for more guided practice by stewards from difference audiences going through the certification course.
4. *Develop trainer and facilitator resources and guidelines to help in organizing and running the MWS programs (June 2019)* – A facilitator guide was substantially developed and used prior to beginning the 2018 cohort training (see prior status report). Work on this task continues as new partners are brought on board and participate.
5. *Recruit cohort of stewards to pilot the online course modules in no fewer than 5 communities or organizations outside the metro area. This will result in 30 trained stewards. These stewards will implement 15 stormwater management projects that will be completed post grant period, during the summer of 2019 (June 2019)* – See Activity 1, tasks 1 and 3 as these overlap.

Activity Status as of January 2019:

1. *Revise 14 existing online course modules to integrate evaluation feedback from the first year of implementation of the online delivery mode.*

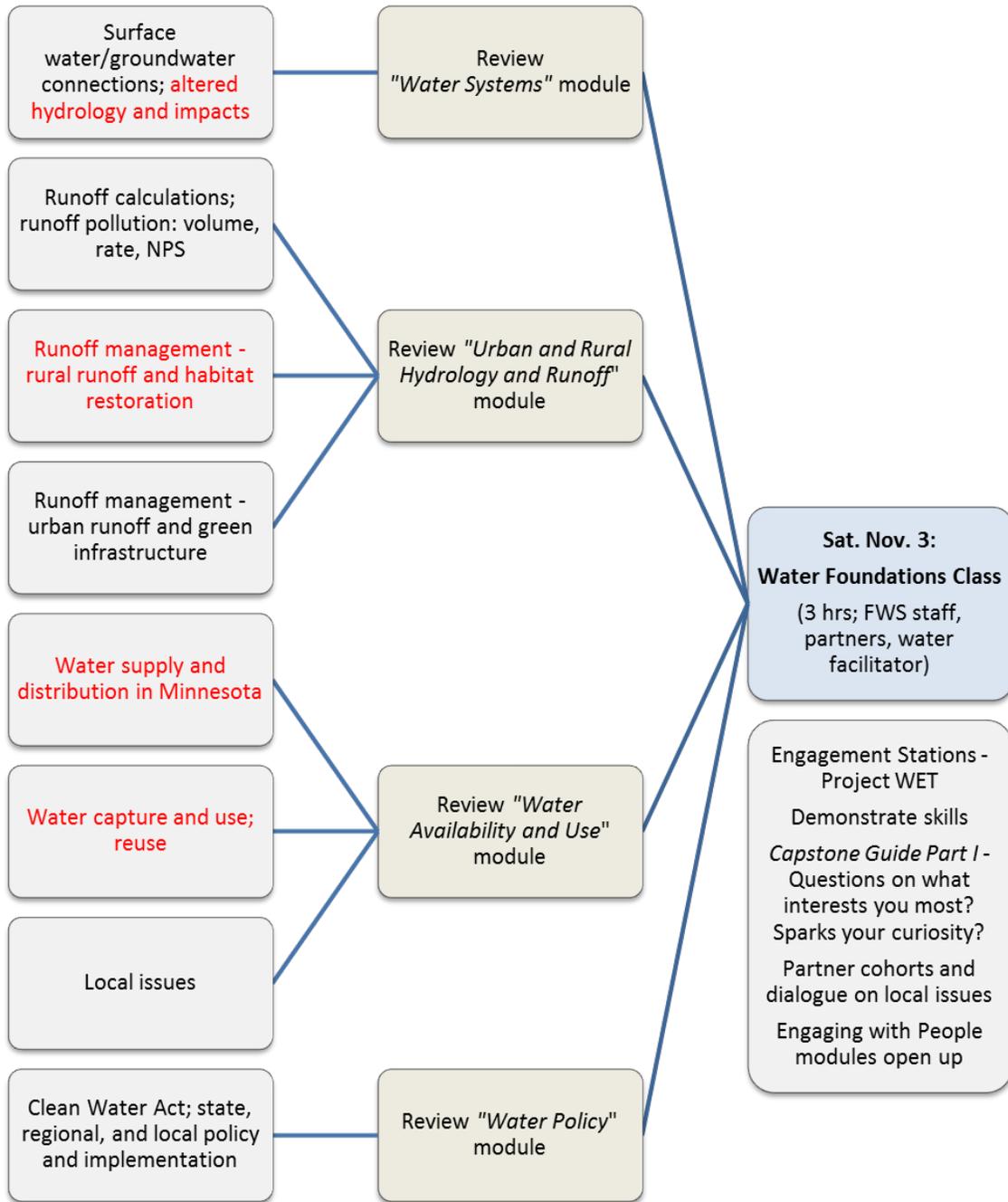
Activity completed

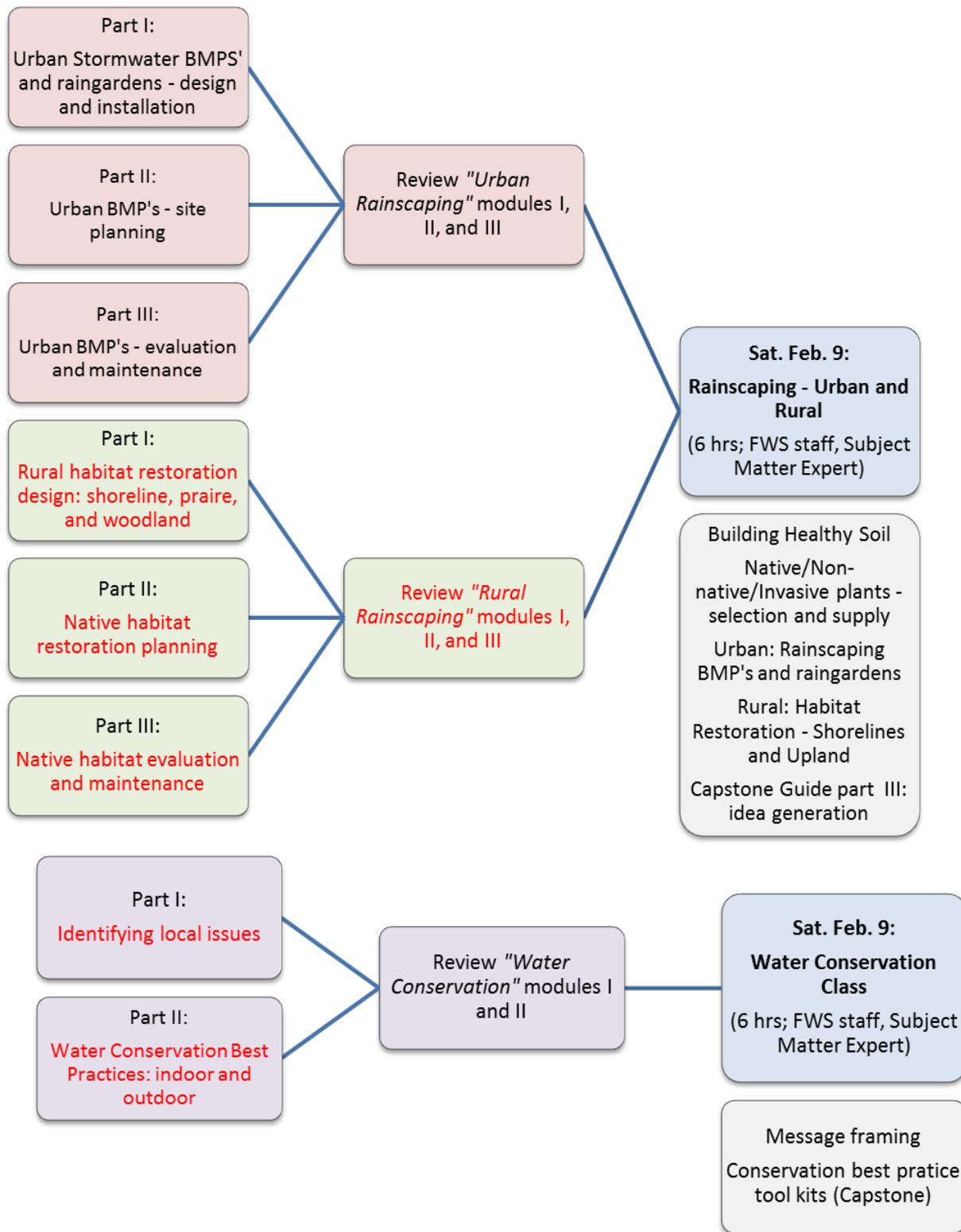
2. *Modify existing courses to reflect evolving state and local priorities to better serve all regions of Minnesota.*

Work on three new courses that were compiled and offered as a separate track for training non-urban volunteers was completed and offered starting in February, 2018. These new course tracks primarily focused on habitat restoration. Based on partner feedback, habitat restoration (woodland, prairie, shoreline) was seen as a missing piece in the training. Thus, three new modules were developed in the online course, and an in-person train-the-trainer session was developed to increase knowledge and capacity in this topic.

In addition, new water quantity protection (water conservation) curriculum was inserted into the current water science module of the online course (“Water Foundations and Local Water Issues” class),

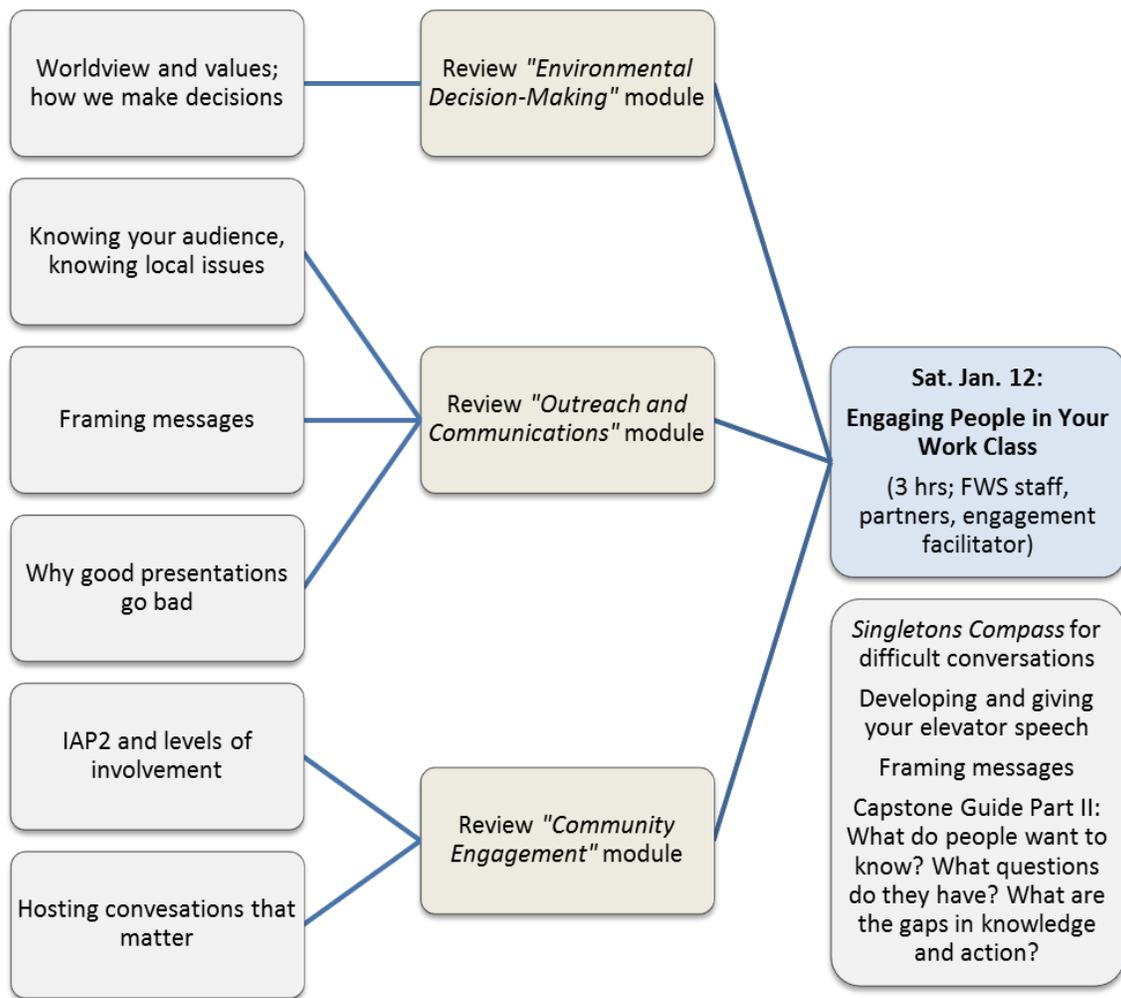
along with new Rainscaping for water quality protection curriculum to support local projects. Class details below (change areas highlighted in red):





3. *Adapt existing education modules to better serve specific audiences, including but not limited to schools, lake associations and homeowner associations (January 2019)*

Curriculum modifications were completed to incorporate rural landscaping practices of particular important to those living on lakes (lake association members), and more robust curriculum on engaging community members (e.g. homeowner associations):



4. *Develop trainer and facilitator resources and guidelines to help in organizing and running the MWS programs (June 2019)*

A revised class guide (facilitator resource) was developed to reflect the curriculum updates that occurred last fall for the 2018/2019 cohort training. See below for a snapshot:

Training and Certification Program

Class Guide

2019 Cohort #7



CONTENTS

Introduction

Course Overview

How to Use this Guide

Class 1: Welcome — Introduction to the Program

Online Module

Welcome

Class 2: Watershed Tour

Online Module

Water Foundations

Class 3: Water Foundations

Online Module

Engaging with People

Class 4: Engaging People

Online Module

Urban Rainscaping

OR

Rural Rainscaping

Class 5: Rainscaping

Online Module

Capstone Charrette and Next Steps

Class 6: Capstone Projects and Next Steps

INTRODUCTION

This guide is for the subject matter experts, facilitators, and partners in the Master Water Steward (MWS) certification training. Your role is to work directly with the MWS Program Coordinator to ensure a positive and productive learning experience for all Master Water Steward Candidates.

Your position in the program is to guide and mentor Master Water Steward Candidates as you participate in the training sessions. The Program Coordinator and program staff from partner organizations will provide information and assistance as needed.

A sense of community is an essential element of the Master Water Steward program. You can help create this sense of camaraderie and mutual support. Please share your own experience and build confidence in the new stewards by assuring them that have the support of a network of peers and experts ready to help them succeed with their projects. Encourage new stewards to ask questions and share their own experiences throughout their training.

5. *Recruit cohort of stewards to pilot the online course modules in no fewer than 5 communities or organizations outside the metro area. This will result in 30 trained stewards. These stewards will implement 15 stormwater management projects that will be completed post grant period, during the summer of 2019 (June 2019).*

See Activity 1, Tasks 1 and 3 as these overlap.

Final Report Summary:

1. *Revise 14 existing online course modules to integrate evaluation feedback from the first year of implementation of the online delivery mode (FINAL) – Work completed on this task.*
2. *Modify existing courses to reflect evolving state and local priorities to better serve all regions of Minnesota (FINAL)– New videos of the Rainscaping presentations were added to this track for online viewers to revisit what the in-person Rural Rainscaping arm would cover. This completes this work and the track is now available entirely online AND in-person to rural AND current certified stewards.*
3. *Adapt existing education modules to better serve specific audiences, including but not limited to schools, lake associations and homeowner associations (FINAL) – Educators, home-owner association members, and lake association members have been completing the 2019 program and are well into their capstone projects as of July. We have added more content and discussion to address these specific audiences and as capstones are complete will ask for input from those audiences through a meeting after graduation.*
4. *Develop trainer and facilitator resources and guidelines to help in organizing and running the MWS programs (FINAL) – The facilitator guide is now the final “Class Guide” and addresses anyone facilitating each section of the course including Freshwater Staff, Facilitators, and Partners who all participate in the education and can be replicated by anyone leading the course.*
5. *Recruit cohort of stewards to pilot the online course modules in no fewer than 5 communities or organizations outside the metro area. This will result in 30 trained stewards. These stewards will implement 15 stormwater management projects that will be completed post grant period, during the summer of 2019 (FINAL) – This task evolved based on feedback from the relationships built in this outstate exploration process. Because of the structure of the MWS course in general, as well as the funding and tuition structure, Freshwater was faced with an unforeseen challenge in recruiting new stewards and outstate partners. We continue to gather feedback from our advisory teams and are piloting some possible program/funding changes. There are 4 newly trained stewards as of the end of the grant period and 10 scheduled for fall with no limit on the spring session. 4 projects are scheduled for Summer 2019 with more to come in 2020.*

ACTIVITY 3: Materials to manage and sustain ongoing local stewardship and project implementation

Description: Master Water Stewards conduct outreach campaigns and promote the installation of green infrastructure projects. Accessing, motivating, and monitoring the efforts of volunteers works as a force multiplier to implement practices that protect water, and conduct outreach and education to build community awareness. This activity builds the tools necessary for organizations to manage volunteers and support ongoing stewardship in a wide range of settings.

“Train the Trainer” packages will be provided for and piloted with local staff in the form of Volunteer Management Guidebooks. These will provide a field guide for managing volunteers as they implement stormwater management projects and education outreach campaigns in a variety of local contexts.

Materials will focus on:

- a. Communicating local priorities and waters to volunteers
- b. Focusing and targeting volunteer efforts on specific projects
- c. Working with specialized audiences, such as local policymakers and communities of interest, such as schools, lake associations, and homeowner associations
- d. Recruiting and retaining volunteers
- e. Communicating with volunteers to increase retention

Development of a robust online tracking system website for volunteer efforts is critical for tracking and quantifying measurable outcomes. Master Water Stewards’ work contributes to their community’s efforts

to meet the six Minimum Control Measures of their MS4 permit requirements. We will develop a tracking system that records the impact of volunteers’ pollution prevention projects (volume reduction, phosphorus removed and Total Suspended Solids removed), and education and outreach efforts. Cities and other local governments may include those efforts through their MS4 reporting on a municipal or watershed basis. The outcome will quantify the impact of water resources of community members’ education, outreach and actions.

Summary Budget Information for Activity 3:

ENRTF Budget: \$70,810.00
Amount Spent: \$70,810.00
Balance: \$0.00

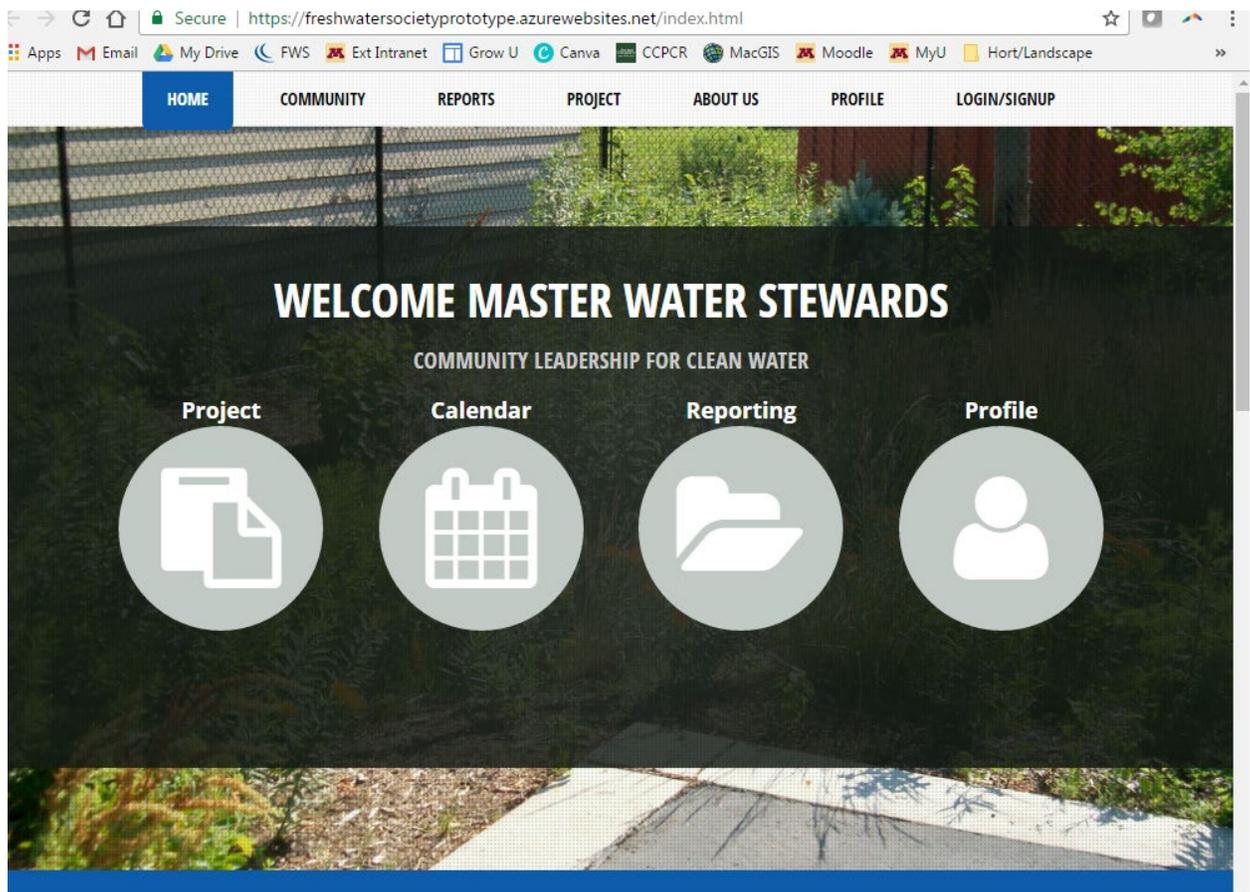
Outcome	Completion Date
1. Develop “Train the Trainer” education materials for local staff in the form of a Volunteer Management Guidebook	June 2018
2. Adapt course modules for local partners who will work with Stewards	January 2019
3. Develop a robust online tracking system for volunteer efforts	January 2019
4. Develop tools that help partners target volunteer opportunities that focus on priority issues and waters	January 2019
5. Pilot volunteer management and tracking systems in 7 metro area watershed districts currently engaged with the Master Water Stewards program. Tracking systems will quantify the pollution prevention efforts of 60-70 Stewards in the metro area (30-35 green infrastructure projects and outreach campaigns)	Ongoing, ending June 2019
6. Review and refine reporting mechanisms to better meet partner needs	Ongoing, ending June 2019

Activity Status as of January 2017:

1. *Develop “Train the Trainer” education materials for local staff in the form of a Volunteer Management Guidebook (June 2018) – Work has not begun on this item.*
2. *Adapt course modules for local partners who will work with Stewards(January 2019) – Work has not begun on this item.*
3. *Develop a robust online tracking system for volunteer efforts (January, 2019)*

As of January, 2017, a prototype web-based online reporting tool was developed by a University of St. Thomas IT class. With assistance from the Freshwater Society, students identified the needs of both Freshwater Society, Master Water Stewards, and program partners for reporting information and activities of the stewards. The prototype and reporting app characterization report has been provided to Freshwater Society to solicit bids for web-based app developers to complete the reporting app.

Below is a screen capture of the prototype web-based online reporting tool:



4. *Develop tools that help partners target volunteer opportunities that focus on priority issues and waters (January 2019) – Work has not begun on this item.*
5. *Pilot volunteer management and tracking systems in 7 metro area watershed districts currently engaged with the Master Water Stewards program. Tracking systems will quantify the pollution prevention efforts of 60-70 Stewards in the metro area (30-35 green infrastructure projects and outreach campaigns) (Ongoing, ending June 2019)*

Upon completion of the work in task #3 above, the tracking system will be piloting with current partners in the metro area – expected in early summer 2017.

6. *Review and refine reporting mechanisms to better meet partner needs(Ongoing, ending June 2019) – Work has not begun on this item.*

Activity Status as of June 2017:

1. *Develop “Train the Trainer” education materials for local staff in the form of a Volunteer Management Guidebook*

Work on the Volunteer Management Guidebook is happening in conjunction with the Partner Handbook. See Activity 1, Item #2 for update.

2. *Adapt course modules for local partners who will work with Stewards – Work on this item has not begun yet.*
3. *Develop a robust online tracking system for volunteer efforts.*

We have completed development of a working Reporting App, and are now in the phase of tweaking a few parts, and will begin pilot testing with a cohort of current Master Water Stewards, and program partners in Fall of 2017. The Reporting App will be an essential tool in the Partner Handbook, and will allow us to evaluate the success of the work stewards are doing on an ongoing basis.

4. *Pilot volunteer management and tracking systems in 7 metro area watershed districts currently engaged with the Master Water Stewards program. Tracking systems will quantify the pollution prevention efforts of 60-70 Stewards in the metro area (30-35 green infrastructure projects and outreach campaigns) – Work on this item has not begun yet.*
5. *Review and refine reporting mechanisms to better meet partner needs – Work on this item has not begun yet.*

Activity Status as of January 2018:

1. *Develop “Train the Trainer” education materials for local staff in the form of a Volunteer Management Guidebook (June 2018) – A Master Water Stewards program policies and procedures handbook is nearly complete, including policies, tools, procedures, and guides for program implementation that both the volunteers and the partners can benefit from. This element of the program was misidentified as belonging under Activity 1, Task 2, but actually belongs here. Below is an outline of the contents of the handbook:*

Policies and Procedures Handbook

Program Mission and Vision

- Program history and association
- History
- Conceptual Model

The Role of Freshwater Society

- Program divisions and staff contacts

The Role of Program Partners

- The role of a program partner
- How to become a partner
- Participating partners and staff
 - Resources
 - Partner Participation Guide

The Role of Master Water Steward Volunteers

- MWS statement and affiliation
- What do Master Water Stewards do? (position description)

Program Policies and Procedures

- Requirements for program participation
 - Age requirement
 - Background check
- Recruitment of new volunteers
 - Freshwater provides materials and calendar for recruiting
 - Informational Sessions
 - Partner staff uses network and resources for recruiting
- Application process and acceptance
 - Freshwater receives applications and forwards to partners while keeping a master list
 - Partners interview and accept applicants to participate and inform FWS once accepted
 - Sample interview
 - Sample acceptance letter
 - Waitlisted applicants
- Steward Candidate Drop Policy
- Certification
- What does being a Master Water Steward mean?
- Volunteering and Continuing Education
 - Volunteering
 - Guidelines
 - Boundaries
 - Reporting
 - Continuing Education
 - FWS will provide at least 8 hours of continuing education opportunities per year.
 - Guidelines
 - Boundaries
 - Reporting
- Volunteer Management and Recognition
- MWS logo and representation
 - Representing the Master Water Steward Program in a political atmosphere:
- Liability forms and releases (media, copyright, etc.?)
- Program cost
- Feedback and evaluation
- Nomenclature

Communications

- Regular steward meetings
- Partner communication with Stewards
- Steward communication with partners
- FWS communication with partners, stewards, and steward candidates

Project funding/fundraising

Appendices

- Position descriptions

2. *Adapt course modules for local partners who will work with Stewards (January 2019)* – Work has not begun on this item, but will prior to the new cohort of stewards starting in Fall, 2018.
3. *Develop a robust online tracking system for volunteer efforts (January, 2019)* – The online tracking app (see prior status report) is primarily complete with volunteer user data entered. The reporting app can be used by stewards by going to the site at <https://reporting.masterwaterstewards.org/mws-login/>. Partners are also able to access the site and pull data from stewards in their geographic area.
4. *Pilot volunteer management and tracking systems in 7 metro area watershed districts currently engaged with the Master Water Stewards program. Tracking systems will quantify the pollution prevention efforts of 60-70 Stewards in the metro area (30-35 green infrastructure projects and outreach campaigns)* – Work on this item has not begun yet, but will be reported in the next status report after it is rolled out in March, 2018.
5. *Review and refine reporting mechanisms to better meet partner needs* – Work on this item has not begun yet, but it is anticipated that a few modifications will be needed on an ongoing basis based on user feedback from both volunteers and partners. Information will be included in the next status report.

Activity Status as of June 2018:

1. *Develop “Train the Trainer” education materials for local staff in the form of a Volunteer Management Guidebook.*

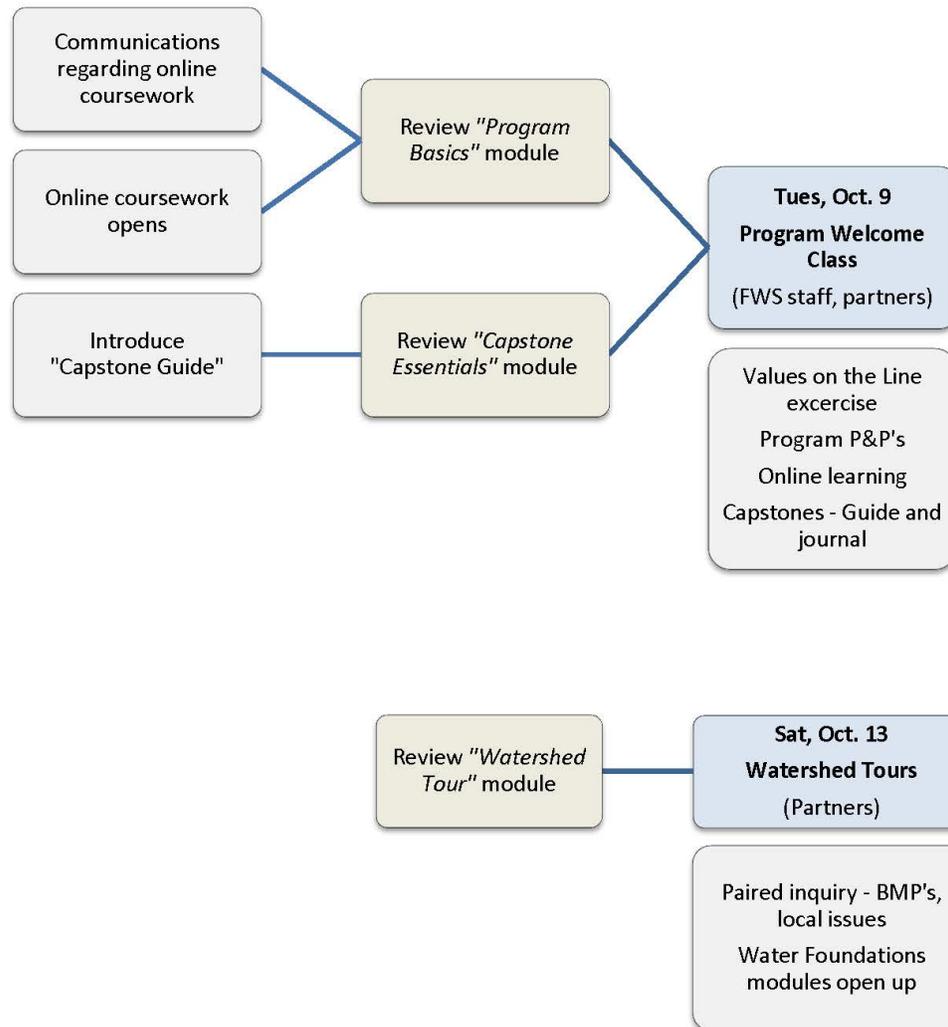
Work has been completed on this task.

2. *Adapt course modules for local partners who will work with Stewards (January 2019)*

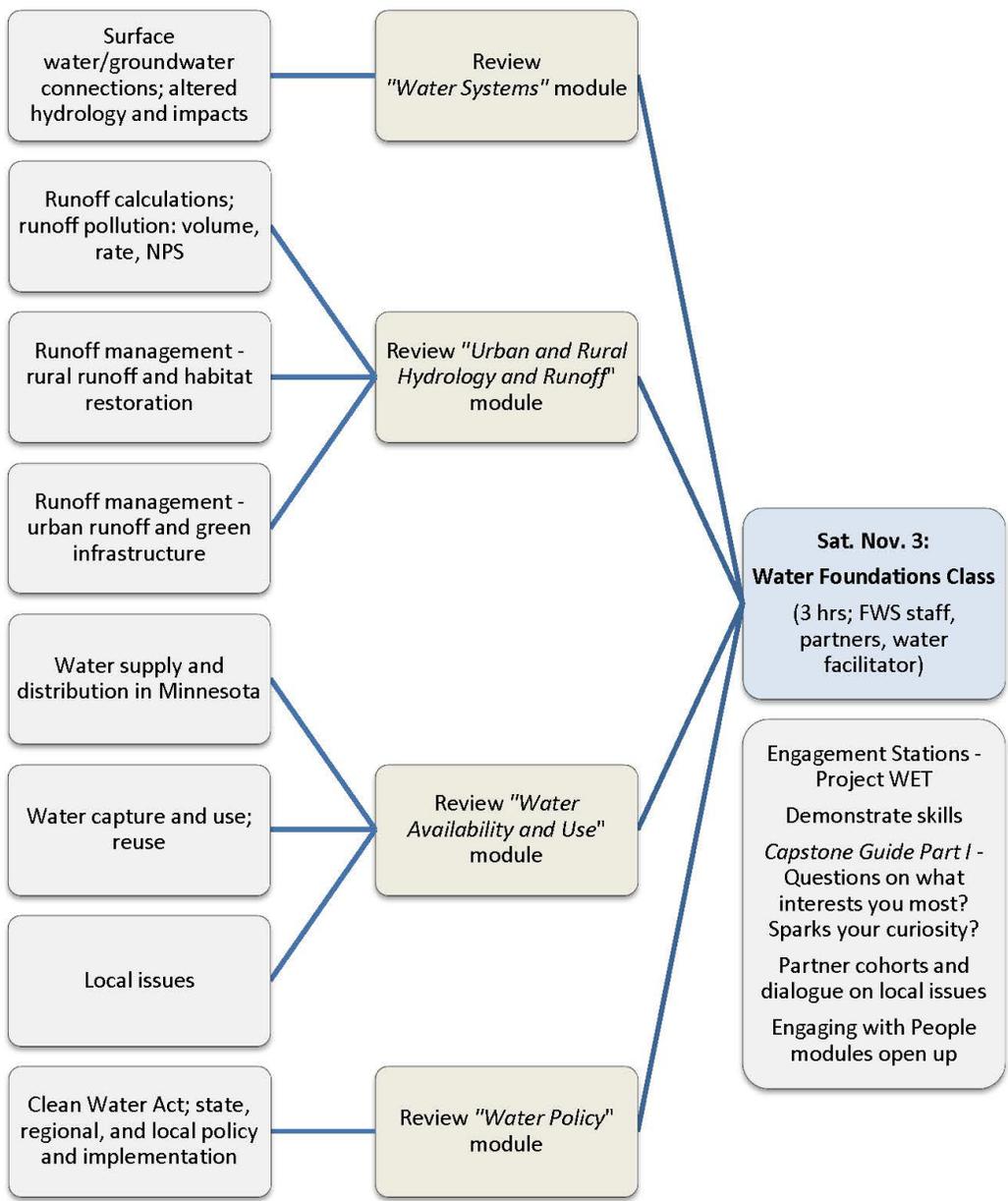
Based on evaluation of the coursework and training model, adaptation of the training course modules is underway. Below is a revised course structure that meets the needs of local partners who are working with Stewards. Most notably, the areas of volunteer engagement and peer-to-peer relationship building, as well as volunteer efficacy, are being addressed according to partner feedback:

MWS Certification Structure and Process

OCTOBER – Program Basics and getting started



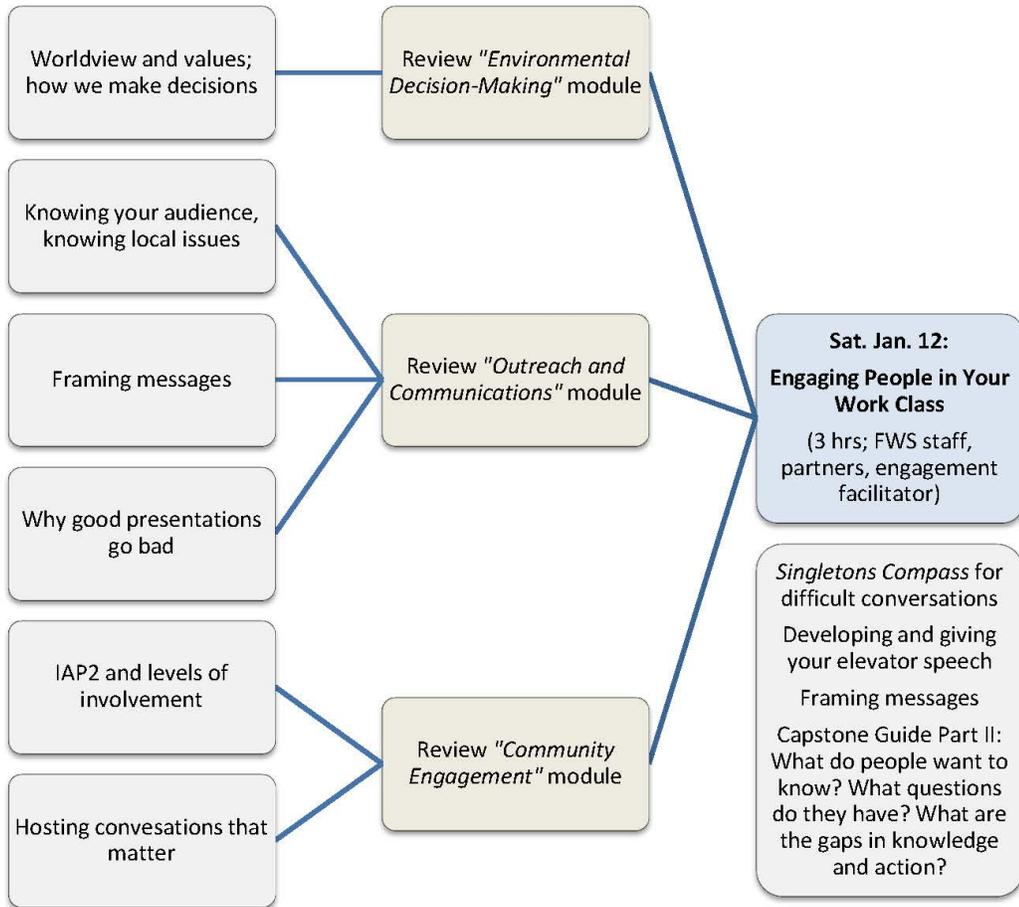
NOVEMBER – Foundations in watershed management and local water issues



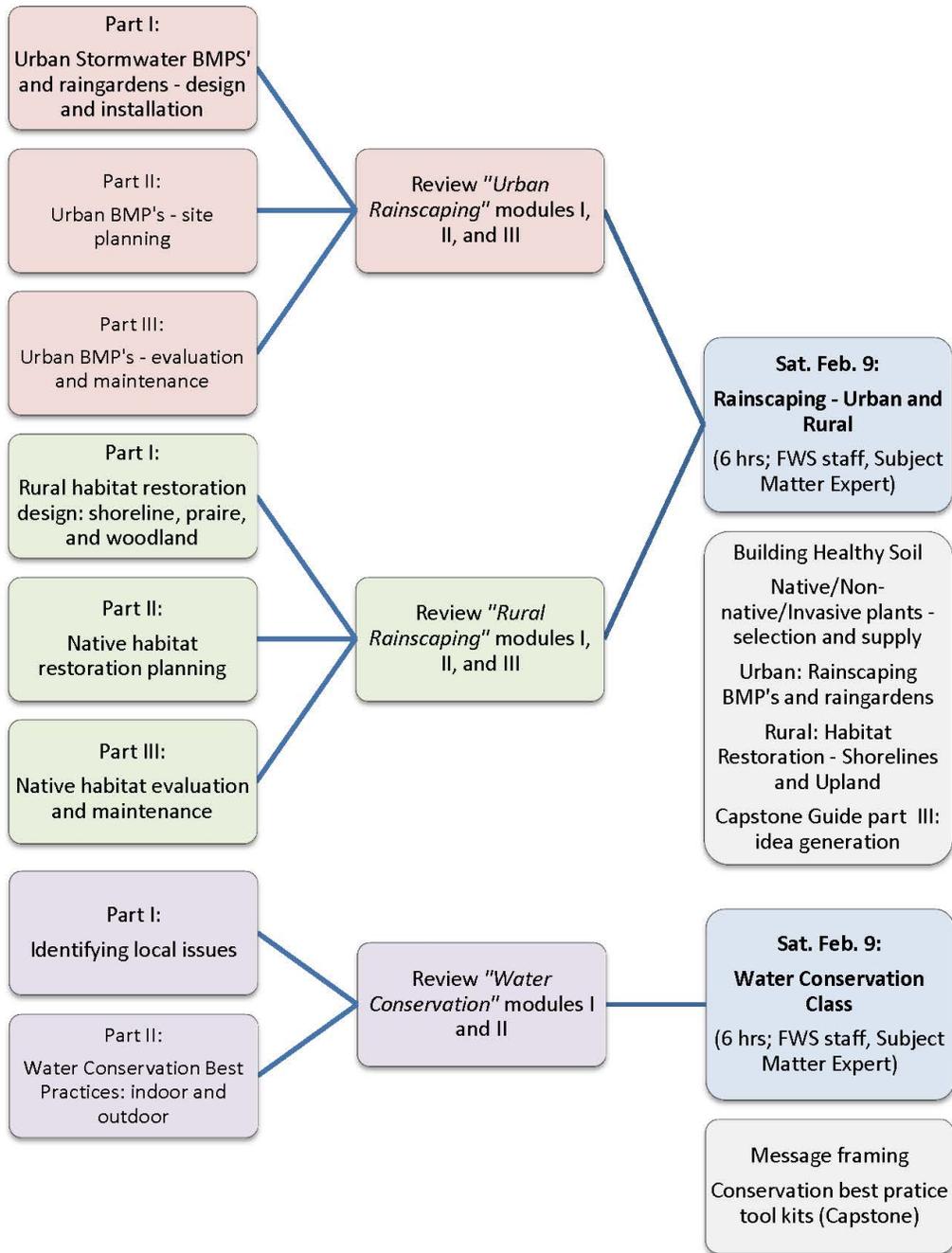
DECEMBER – Partner connections and developing relationships

December
Optional Partner Cohort
Gatherings
(Partners)

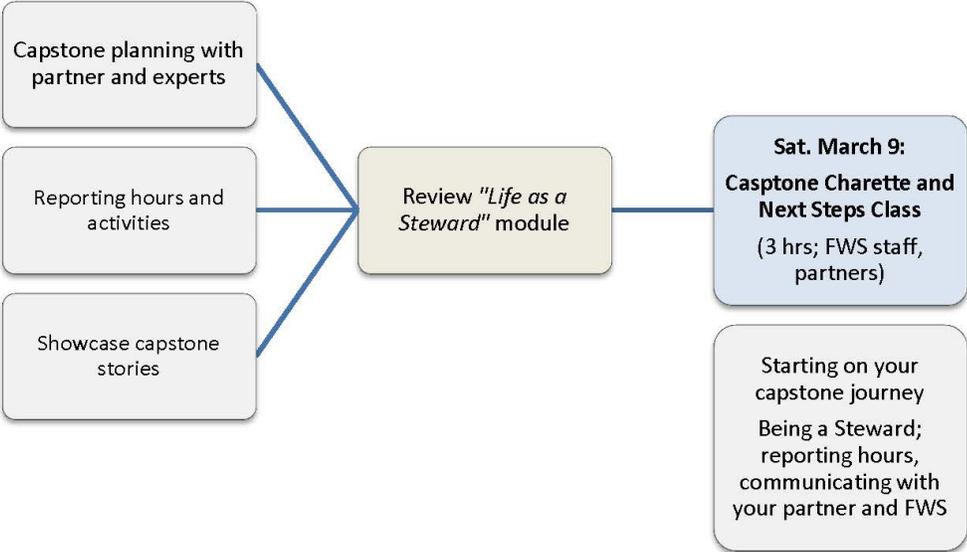
JANUARY – Engaging with people in our work



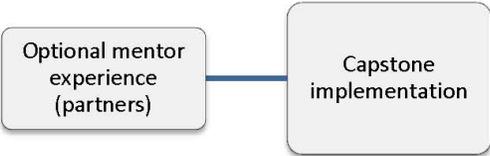
FEBRUARY – Water projects: choose your adventure!



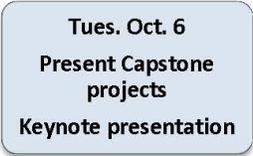
MARCH – Capstone charette and next steps – Being a Master Water Steward



APRIL TO SEPTEMBER – Capstone implementation



OCTOBER – Graduation and Annual Meeting



3. *Develop a robust online tracking system for volunteer efforts (January, 2019)* – The online tracking app is complete with volunteer user data entered. The reporting app can be used by stewards by going to the site at <https://reporting.masterwaterstewards.org/mws-login/>. Partners are also able to access the site and pull data from stewards in their geographic area.

4. *Develop tools that help partners target volunteer opportunities that focus on priority issues and waters.*

The reporting app created to collect data on volunteer activities also includes a calendar of activities that is accessible by volunteers as well as partner staff. Partners have the capability to insert project opportunities that volunteers can take advantage of and target priority projects.

5. *Pilot volunteer management and tracking systems in 7 metro area watershed districts currently engaged with the Master Water Stewards program. Tracking systems will quantify the pollution prevention efforts of 60-70 Stewards in the metro area (30-35 green infrastructure projects and outreach campaigns) –*

A notice including a reporting app training document was sent to all current Master Water Stewards and program partner staff in April, 2018. The reporting app captures volunteer activities and project details that are retrievable by program partner staff. A sample of the reporting app instructions is below:

You should have received an e-mail with your username and password. If you did not please e-mail or call: info@masterwaterstewards.org 651-313-5814

Login here and click on **Remember Me**:

Master Water Stewards
Community Leadership for Clean Water

Login

Username or Email Address
dcoleman

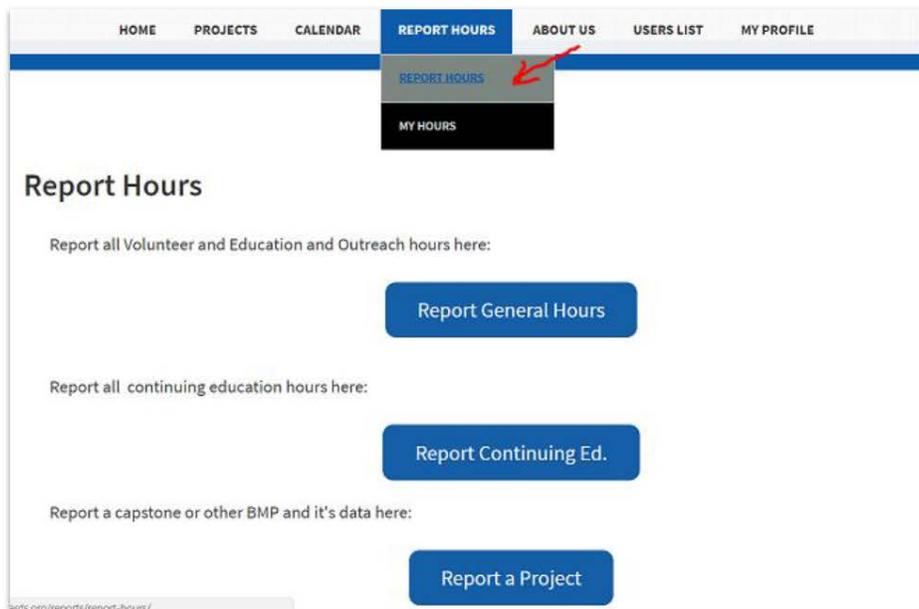
Password
.....

Remember Me

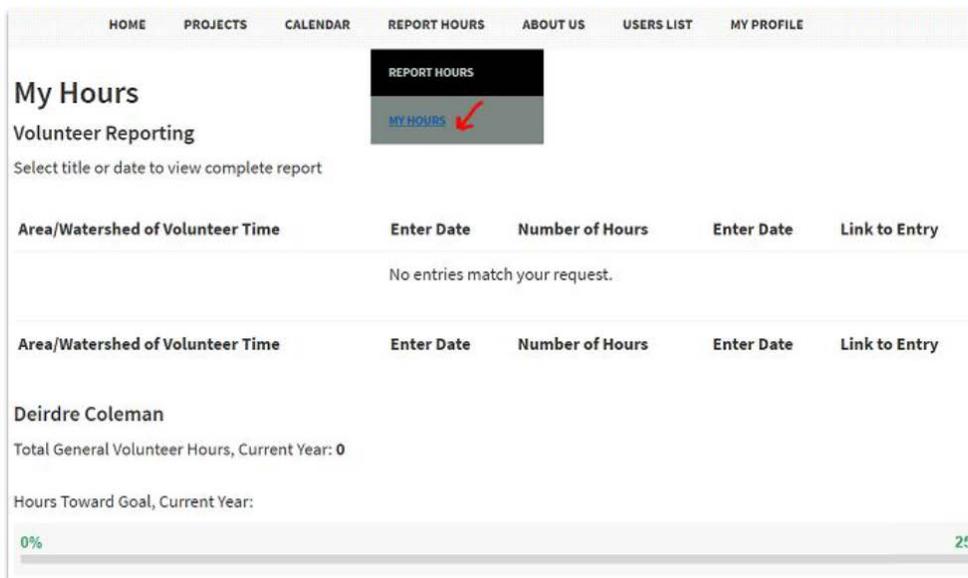
[Log In](#)

To report your volunteer and continuing education hours as well as report projects (including capstones), click on **REPORT HOURS**.

Then click the type of reporting you wish and fill in the various fields.



To see a report of your hours and a progress bar of the current year's goal click on **MY HOURS** under the REPORT HOURS tab.



Other features:

Calendar: See upcoming events and opportunities and add your own to a MWS community calendar.

Discussion Board: Connect to other stewards via e-mail or social media

Projects and Maintenance: see a list of projects and sort them. Add projects that need maintaining to a maintenance list so other stewards can volunteer to help maintain.

Users List: Search for other stewards or partners through this list.



6. *Review and refine reporting mechanisms to better meet partner needs* – A template for partner reporting was developed and disseminated to local partners. The template allows partners to better communicate the results and value the volunteer work taking place within their jurisdiction. A sample template is below:

Master Water Stewards

Community Leadership for Clean Water



Art, Kids and Community Peggy Thomas and Chris Kunz

A 20 year old Raingarden at Linwood Recreation Center had lost its function and its connection to the community. Capitol Region Master Water Stewards stepped in and helped to restore the garden. In order to reconnect the garden with the community and raise awareness of its function, three 2nd grade classrooms got involved from the area both learning about protecting water and planting plants for the garden. A local artist also helped the kids create art that connected them to water as they helped plant, weed and maintain the raingarden.



Capitol Region Watershed District Master Water Stewards

Cumulative results: 2016-2018

*No 2018 stewards reporting time or projects yet, will not see project results before fall 2018.

14 (5 additional certified in October 2018)

Stewards certified

236

Volunteer hours served

823+

People reached

9

Projects, including:

- Raingardens
- Adopt-a-Drain outreach
- Sidewalk chalk campaign
- Info booth at Little Mekong Night Market
- Community garden

515,952

Gallons of water infiltrated annually

236

Lbs of sediment removed annually

1.29

Lbs of phosphorus removed annually



Activity Status as of January 2019:

1. Develop "Train the Trainer" education materials for local staff in the form of a Volunteer Management Guidebook.

Work has been completed on this task.

2. Adapt course modules for local partners who will work with Stewards

A new Capstone Guide was developed to aid partners in their work with volunteers who are going through the training. A few sample pages are below:

Introduction to Your Capstone Project

One of the essential roles of a Master Water Steward is to organize community action for the restoration and preservation of our water resources. Your Capstone Project is designed to demonstrate your leadership role in educating others and building local partnerships to successfully complete a water improvement project. Regardless of your project focus, completing the Capstone Project and building community partnerships should begin with small steps, which can later be turned into larger actions that build momentum over time. Keep this in mind, and recognize that your Capstone Project is a point of beginning.

As you progress through your coursework, you will also be developing your Capstone Project, which you may complete with a partner. This Capstone Guide is a workbook for planning your Capstone Project. It will help you generate ideas, collect contacts to create your network, develop your message, and eventually design and draft your own project. As you go through the online modules and in-person classes, you will be referred to sections of this guide and asked to answer specific questions, fill out forms, and use as a space to record your thoughts. Each section corresponds to an online class topic. Wait to fill out each section until you go through that class, as concepts and skills you learn will affect your Capstone work.

Your Capstone Project will consist of two main parts:

- **Part 1:** A hands-on water improvement project that will physically improve, restore, or protect a community's water resources. This may be a landscaping project you complete on a private property (e.g. raingarden, cistern, native planting), or a larger installation project that is being developed or managed by a partner organization (e.g. city, watershed district, county). There are many types of water improvement projects you can use for your capstone experience, but just remember to *keep it small and manageable!*
- **Part 2:** A community education and outreach campaign that engages others in a water topic and leads to people changing their behavior. This may be associated with your water improvement project. During the coursework, you will gain an understanding of how to 1) identify a behavior you want to change related to water, 2) define your audience, 3) understand the barriers and benefits of the behavior as it relates to your audience, 4) develop and implement a strategy for engaging people, and 5) measure change in the behavior over time.

Water Foundations

Section 1: Developing Your Area of Interests

Capstone Projects can take on a variety of forms, such as sustainable landscape practices including raingardens, permeable pavement, dry creek beds, transforming a traditional turf lawn to native plants, prairie restoration, rain barrels, cisterns, or shoreline restoration to name a few. It may also focus on water conservation and drinking water protection through wise water use inside the home or outdoors. The final selection and planning of your project may be accomplished through conversation with you and a partner organization, but use this space to generate and collect your ideas. When it comes to your Capstone Project, where do your interests lie? What do you find exciting? What urgent need do you see in your community today?

Write ideas, draw pictures, jot down questions... Brainstorm!



3. *Develop a robust online tracking system for volunteer efforts*

Work has been completed on this task.

4. *Develop tools that help partners target volunteer opportunities that focus on priority issues and waters.*

Work on this task has been completed.

5. *Pilot volunteer management and tracking systems in 7 metro area watershed districts currently engaged with the Master Water Stewards program. Tracking systems will quantify the pollution prevention efforts of 60-70 Stewards in the metro area (30-35 green infrastructure projects and outreach campaigns) –*

The reporting app captures volunteer activities and project details that are retrievable by program partner staff. Ongoing communications to all steward volunteers and program partners continues through the program newsletter, direct emails to volunteers, and at MWS training classes.

6. *Review and refine reporting mechanisms to better meet partner needs.*

A template for partner reporting was developed and disseminated to local partners. The template allows partners to better communicate the results and value the volunteer work taking place within their jurisdiction. This is an ongoing task.

Final Report Summary:

1. *Develop “Train the Trainer” education materials for local staff in the form of a Volunteer Management Guidebook (FINAL) –* The final Program Guidebook is complete and available as of 2019. This document, now called the Program Guidebook, includes instruction and procedures for MWS program staff, volunteers and partner of all sorts. The final contents of this 20 page manual are as follows:

Master Water Steward Program Overview

- Program history and association
- Program goals
- Program statements
- Conceptual model

Master Water Steward Volunteers

- MWS statement and affiliation
- MWS responsibilities and benefits

Program Partners

- The role of a program partner
- How to become a partner
- Participating partners and staff
 - Resources
 - Partner Participation Guide (See Class Guide Attachment A)
 - Program Cost

Program Policies and Procedures

- Requirements for program participation
 - Age requirement
 - Background check
- Recruitment of new volunteers
 - Freshwater provides materials and calendar for recruiting
 - Informational Sessions
 - Partner staff uses network and resources for recruiting
- Application process and acceptance
 - Freshwater receives applications and forwards to partners while keeping a master list
 - Partners interview and accept applicants to participate and inform FWS once accepted
 - Sample interview
 - Sample acceptance letter
 - Waitlisted applicants
- Steward Candidate Drop Policy

Certification

- Volunteering and Continuing Education
 - Volunteering
 - Continuing education
- Volunteer Management and Recognition
- MWS logo and representation
- Liability forms and releases
- Program cost
- Feedback and evaluation

Communications

- Partner communication with Stewards
 - Steward communication with partners
 - FWS communication with partners, stewards, and steward candidates
-

2. *Adapt course modules for local partners who will work with Stewards (FINAL)* – This task is complete for the rural track of the program as well as the new outstate model. See screenshots of samples of both online modules adaptations below:

- *Rural Track*

Rural Rainscaping - Habitat Restoration for Shorelines, Prairies, and Woodlands

The purpose of this topic is to help you understand the benefits of native habitat restoration, including lake shorelines, woodlands, and prairie communities, to help guide land owners in making better decisions.

After completing this class you will be able to:

- Describe why native habitat restoration (shorelines, woodlands, and prairies) is important and how it relates to water quality
- Understand the difference between native and non-native plants, and identify common management concerns of invasive plant species
- Describe basic shoreline restoration, prairie, and woodland site assessment, preparation and installation best practices
- Understand that local ordinances may affect your project
- Understand the need for maintenance to sustain a native plant community over time
- Be able to describe the key considerations for maintaining a native planting, including annual, short term, and long term maintenance needs (weeding, mowing, burning, spot spraying)

- Restricted** Not available unless:
- It is after **12 January 2019, 11:00 AM**
 - You belong to **Rural 2019**

Your progress

Introduction to Shorelines, Prairies, and Woodlands

- VIDEO: Why habitat restoration is important (5 mins)
- Importance of healthy shorelines
- Prairie communities
- Woodland and forest communities

Restoration: Shorelines/Prairie/Woodlands

Native habitat restoration, regardless of type (shoreline, prairie, woodland) requires the same key considerations. Read more about them below in excerpts from the Board of Water and Soil Resources' Native Vegetation Establishment and Enhancement Guidelines.

Plants Overview

- Benefits of native plant communities
- Native and non-native plants
- Pictures of common grasses and flowers
- Common woodland/forest species

Restoration Basics

- General restoration strategies
- Seed/Plant Resources
- Site Preparation

- Outstate specific content in new adapted course

FRESHWATER

Karst in SE Minnesota

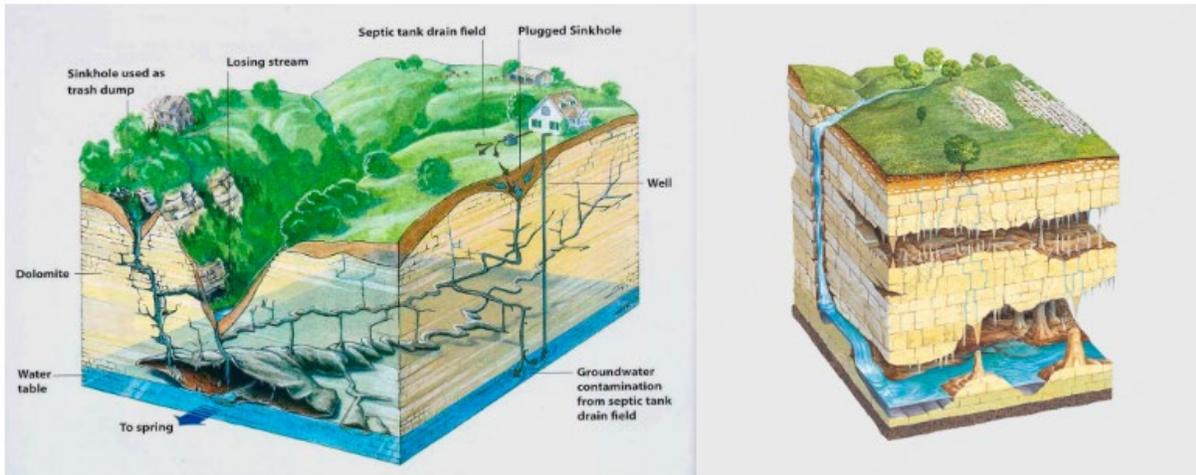
Karst is a unique to this area of the state and poses its own unique challenges to water and how we manage it. Review the below links to understand the science of Karst areas.

<https://www.pca.state.mn.us/karst-minnesota>

<https://mnpca.maps.arcgis.com/apps/MapTour/index.html?appid=cb108141401d4c2bbb56b1356673ad54>

Optional reading for a deeper dive into Karst:

<https://water.usgs.gov/learn/karst/>



3. *Develop a robust online tracking system for volunteer efforts (FINAL)*

The reporting tool is complete and being utilized by volunteers and partners as a regular part of the course. The partners have given feedback on the data they need to receive from the application and we have implemented a way for them to reach that data easily. The types of projects reported and ways of telling the story around each volunteer activity have greatly increased since the beginning of this project and continues to be a significant tool for the MWS program.

- 4. *Develop tools that help partners target volunteer opportunities that focus on priority issues and waters (FINAL)* – This work is complete as a part of the reporting application created in task 3. See previous reports.
- 5. *Pilot volunteer management and tracking systems in 7 metro area watershed districts currently engaged with the Master Water Stewards program. Tracking systems will quantify the pollution prevention efforts of 60-70 Stewards in the metro area (30-35 green infrastructure projects and outreach campaigns) (FINAL)* – This task is complete and the tracking system/reporting website is operating in full and has been used among all 340 stewards and 16 partners in the metro and beyond.
- 6. *Review and refine reporting mechanisms to better meet partner needs (FINAL)* – Work is complete on this task. Partner input was used to develop the final reporting application piece using the developed partner report inserts and made available through the application.





Partner Reports

General Volunteer Hours, Current

General Volunteer Hours, Historical

Partner Project Reporting, Current Year

Partner Project Reporting, Historical



Partner Project Reporting, Current Year

Partner Project Reporting

Minnehaha Creek Watershed District

CSV

Excel

Project Title	Installation Date	Area/Watershed of Project
+ Barb's Capstone	07/23/2018	Minnehaha Creek Watershed District
+ Boulevard Bioswales	06/28/2018	Minnehaha Creek Watershed District
+ Eco-Camp for Kids	06/26/2019	Minnehaha Creek Watershed District

V. DISSEMINATION:

Description: The products developed with support from the grant will be disseminated on two web sites. One, the Master Water Stewards informational site, <http://masterwaterstewards.org/> will offer a public facing site that gives potential Stewards and other public audiences information on the program, how to get involved, program requirements, benefits of joining, and information on individual actions that protect water.

A second web site, <http://learning.freshwater.org/>, will be a participant site that grants access to the curriculum, special events, professional development, best practices for managing Stewards, managing cost share and grant processes, reporting tools and other operational information. Resources will be made available for download and printing. Education modules will be made available through an online education software delivery platform.

The basic framework for these sites has been developed with other funding. As we do the work of expanding the program statewide with support from this grant, these two sites will be built out to accommodate the materials, processes, and tools developed in this work plan.

Status as of January 2017:

As of January, minor edits have been completed on the www.masterwaterstewards.org website (routine maintenance). As for the online Moodle course (<http://learning.freshwater.org/>), see Activity 2 for detailed update activities. The online Moodle course is available for partners and collaborators to view; a request for an account can be submitted to Alex Van Loh at avanloh@freshwater.org.

Status as of June 2017:

As of June, no new updates have been made to the online Moodle course or the website. Most of staff time has been spent on developing the Reporting App, which will be accessed by a link through the www.masterwaterstewards.org website.

Status as of January 2018:

As of January, initial revisions for adapting the Moodle course to meet local geographic needs has been completed. The online reporting app has also been substantially completed (see links above). These revisions and the app (see links above) have been made available to stewards in the program, as well as to all program partners and collaborators.

Status as of June 2018:

As of June 2018, the reporting app and new, geographically relevant online course modules were made available to all Stewards and program partners. Also noted is an online course template update to be more visually pleasing and engaging for volunteer participants. Links to all online coursework and reporting can be found at www.masterwaterstewards.org

Status as of January 2019:

As of January, 2019, the newly redesigned curriculum was implemented with 67 new stewards-in-training as part of the 2018/2019 cohort. All current and new Stewards (almost 300) along with all current partners can access curriculum and data on volunteer activities through www.masterwaterstewards.org. Information on the current program updates are also disseminated via electronic newsletters, a Facebook page, and a google group.

Final Report Summary:

At the conclusion of the grant period, the curriculum was continuing to be used and was offered to all 340 stewards in the program as a continued learning option and was built into newly structured outstate model of the program. This is all accessible through www.masterwaterstewards.org, learning.freshwater.org and reporting.masterwaterstewards.org. Information on the current program updates are also disseminated via electronic newsletters, a Facebook page, and a google groups, as well as our partner organization networks.

VI. PROJECT BUDGET SUMMARY:

A. ENRTF Budget Overview:

Budget Category	\$ Amount	Overview Explanation
Personnel:	\$ 83,490	Program Director at 18% FTE over three years (\$49,490), Program Coordinator at 16% FTE over three years (\$26,930), Program Assistant at 5% over three years (\$7,070)
Professional/Technical/Service Contracts:	\$32,510	Contract consultant(S) to adapt education modules and refine curriculum and guidebooks (\$11,000); Contract consultant(s) to develop tracking and reporting tools/databases (\$21,510).
Equipment/Tools/Supplies:	\$0	
Travel Expenses in MN:	\$0	
TOTAL ENRTF BUDGET:	\$116,000	

Explanation of Use of Classified Staff: N/A

Explanation of Capital Expenditures Greater Than \$5,000: N/A

Number of Full-time Equivalents (FTE) Directly Funded with this ENRTF Appropriation: 1.17

Number of Full-time Equivalents (FTE) Estimated to Be Funded through Contracts with this ENRTF Appropriation: .5 FTE over three years

B. Other Funds:

Source of Funds	\$ Amount Proposed	\$ Amount Spent	Use of Other Funds
Non-state			
Participating Watershed Districts	\$150,000	\$150,000	Adapt curriculum to online delivery mode
Watershed Districts, communities organizations (anticipated revenue)	\$105,000 (\$3,500 per Steward enrolled)		No funding has been requested or secured for this project "Master Water Stewards Program Expansion". FWS will seek funding for general expenses of the Master Water Stewards program of approx. \$2,500 per steward and for the capstone project implementation of approx. \$1,000 per project which is not covered by this grant but is part of our MWS program.
State			
	\$	\$	
TOTAL OTHER FUNDS:	\$225,000	\$150,000	

VII. PROJECT STRATEGY:

A. Project Partners: Freshwater Society will collaborate with the instructors of our current curriculum: Metro Blooms/Blue Thumb, University of Minnesota Extension, Wenck Associates, Waterdrop Design, Hennepin County Environmental Services, MN DNR, University of St. Thomas, and Freshwater Society. Web consultants,

designers and programmers will be used to develop the education systems and volunteer tracking online. Part of the funding from the Environmental and Natural Resources Trust Fund will be put towards this. Those consultants have not yet been finalized.

B. Project Impact and Long-term Strategy: Currently, the 2015 Stewards are participating in 50 hours of hands-on training on pollution prevention. The training includes 13 learning sessions, designed to give them the knowledge, skills and confidence they need to take a leadership role in neighborhood-level stormwater management. As part of their certification, they are required to work with their neighbors and complete a Capstone Project that includes installing a rainscaping project and conducting behavior change/citizen action campaigns. The first years’ stewards’ management projects drain a total area of 10,296 square feet of impermeable surface, and will reduce run off by 5,397 gallons per one-inch rainfall or 145,649 gallons a year. Calculations were done using the Minimal Impact Design Standards (MIDS) calculator created by and for the state of Minnesota.

With each cohort of trainees the reach of the program expands exponentially. Project work by stewards in the first two cohorts has continued to occur and increase each year beyond their capstone projects. We intend to align all volunteer management practices with accepted best practices in this sector, including safety, liability, background checks. We will align reporting procedures to include the Minimal Impact Design Standards (MIDS) calculator and watershed specific calculators where they align. Reporting via this system will help municipalities to meet several minimum control measures on their Stormwater Pollution Prevention Plans.

We work with watershed districts, counties, cities, and SWCDs to dedicate available cost-share funds so volunteers have incentive funds available to construct projects when landowners express interest. As more LGUs establish these small funds, the ability for the program to sustain itself will increase.

C. Funding History:

Funding Source and Use of Funds	Funding Timeframe	\$ Amount
Meadowlark Foundation	2013	\$ 2,000
Butler Family Foundation	2013	\$ 15,000
Clean Water Fund	2013-15	\$ 326,000
Participating Watershed Districts	2016	\$150,000
Cynthia Krieg Watershed Stewardship Fund	2014-15	\$ 25,000
Hennepin county Green Partners grant	2013-15	\$ 45,000
New Belgium Stewardship grant	2015	\$ 1,500
Jeffers Foundation (in-kind)	2015	\$ 15,000

VIII. FEE TITLE ACQUISITION/CONSERVATION EASEMENT/RESTORATION REQUIREMENTS:

A. Parcel List: N/A

B. Acquisition/Restoration Information: N/A

IX. VISUAL COMPONENT or MAP(S):

As part of their certification, Stewards are required to work in pairs to complete a Capstone Project that includes installing a rainscaping project and conducting behavior change/citizen action campaigns. Projects might include, but are not limited to:



Redirecting Downspouts



Rainbarrels and Rain Chains



Permeable Pavement



Raingardens



Shoreline Plantings



Education and Outreach Events



Cisterns

X. RESEARCH ADDENDUM: N/A

XI. REPORTING REQUIREMENTS:

Periodic work plan status update reports will be submitted no later than [January 31, 2017], [June 30, 2017], [January 31, 2018], [June 30, 2018], and [January 31, 2019]. A final report and associated products will be submitted between June 30 and August 15, 2019.

**Environment and Natural Resources Trust Fund
M.L. 2016 Project Budget**



Project Title: Master Water Steward Program Expansion

Legal Citation: M.L. 2016, Chp. 186, Sec. 2, Subd. 05h

Project Manager: Leslie Yetka

Organization: Freshwater Society

M.L. 2016 ENRTF Appropriation: \$116,000

Project Length and Completion Date: 3 years, June 2019

Date of Report: June 30, 2019

ENVIRONMENT AND NATURAL RESOURCES TRUST FUND BUDGET	Revised Activity 1 Budget 6/30/17	Amount Spent	Activity 1 Balance	Revised Activity 2 Budget 6/30/17	Amount Spent	Activity 2 Balance	Revised Activity 3 Budget 6/30/17	Amount Spent	Activity 3 Balance	TOTAL BUDGET	TOTAL SPENT	TOTAL BALANCE
BUDGET ITEM												
Personnel (Wages and Benefits)	\$11,290.00	\$11,290.00	\$0.00	\$25,600.00	\$25,600.00	\$0.00	\$46,600.00	\$46,600.00	\$0.00	\$83,490.00	\$83,490.00	\$0.00
Peggy Knapp/Leslie Yetka, Program Director \$49,490 (75% salary, 25% benefits); 18% FTE over 3 years		\$3,170.99			\$17,598.03			\$19,684.41			\$40,453.43	
Deirdre Coleman, Program Coordinator \$26,930 (75% salary, 25% benefits); 16% FTE over 3 years		\$604.56			\$4,094.52			\$16,900.20			\$21,599.28	
Alex Van Loh, Program Assistant \$7,070 (75% salary, 25% benefits) 5% FTE over 3 years		\$7,514.45			\$3,907.45			\$10,015.39			\$21,437.29	
Professional/Technical/Service Contracts												
Consultant(s) to adapt education modules and refine curriculum and guidebook	\$0.00	\$0.00	\$0.00	\$8,300.00	\$8,300.00	\$0.00	\$2,700.00	\$2,700.00	\$0.00	\$11,000.00	\$11,000.00	\$0.00
Consultant(s) to develop tracking and reporting tools and databases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,510.00	\$21,510.00	\$0.00	\$21,510.00	\$21,510.00	\$0.00
Equipment/Tools/Supplies												
Program Supplies and software licenses needed for online databases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel expenses in Minnesota												
Travel expenses for outstate meetings with partners and stakeholders (mileage, hotel, meals)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
COLUMN TOTAL	\$11,290.00	\$11,290.00	\$0.00	\$33,900.00	\$33,900.00	\$0.00	\$70,810.00	\$70,810.00	\$0.00	\$116,000.00	\$116,000.00	\$0.00