

**Environment and Natural Resources Trust Fund  
2012-2013 Request for Proposals (RFP)**

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**Project Title:**

**ENRTF ID: 117-F**

Applying Minnesota Drainage Law - Digital Edition

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**Topic Area:** F. Outreach/Education/Training

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**Total Project Budget:** \$ 235,000

**Proposed Project Time Period for the Funding Requested:** 2 yrs. July 2013 - June 2015

**Other Non-State Funds:** \$ 0

**Summary:**

This project creates a new, enhanced digital edition of the 1991 Minnesota Public Drainage Manual for Chapter 103E drainage authorities, their advisors and others to protect and improve natural resources.

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**Sponsoring Organization:** Board of Water and Soil Resources

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**Location**

**Region:** Statewide

**County Name:** Statewide

**City / Township:**

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<input type="checkbox"/>	Funding Priorities	<input type="checkbox"/>	Multiple Benefits	<input type="checkbox"/>	Outcomes	<input type="checkbox"/>	Knowledge Base
<input type="checkbox"/>	Extent of Impact	<input type="checkbox"/>	Innovation	<input type="checkbox"/>	Scientific/Tech Basis	<input type="checkbox"/>	Urgency
<input type="checkbox"/>	Capacity Readiness	<input type="checkbox"/>	Leverage	<input type="checkbox"/>	Employment	<input type="checkbox"/>	TOTAL <input type="checkbox"/> %



# Environment and Natural Resources Trust Fund (ENRTF) 2012-2013 Main Proposal

## PROJECT TITLE: Applying Minnesota Drainage Law – Digital Edition

### I. PROJECT STATEMENT

The Digital Edition will be a thorough update and web-based improvement of the 1991 Minnesota Public Drainage Manual (MPDM) and the associated “Understanding Minnesota Public Drainage Law – 2002 Overview for Decision-makers”. These are very important tools for over 100 county and watershed district drainage authorities charged with implementing Chapter 103E, Minnesota Public Drainage Law. High commodity prices have spurred drainage activity throughout Minnesota, resulting in increased pressure on drainage authorities tasked with public administration of drainage systems regulated by Chapter 103E, including associated compliance with natural resources regulations (e.g. Public Waters, Wetland Conservation Act, Clean Water Act, and Swampbuster). Project activities include gathering stakeholder input to advise the project and providing outreach to practitioners and decision-makers about use of these updated guidance documents via key venues and webinars. The products will be published on the BWSR website in a digital, web-based format that is easy to access, use, search and update.

The MPDM was published in 1991 through a cooperative agreement between the U.S. E.P.A. and the Minnesota DNR to improve uniform, statewide implementation of Minnesota drainage law by counties and watershed districts. The MPDM does not reflect changes in state drainage law since 1991, including recent revisions recommended by the stakeholder Drainage Work Group facilitated by BWSR and adopted by the Legislature. Understanding Minnesota Public Drainage Law – 2002 Overview for Decision Makers was first published in 1997 through a partnership between the Association of Minnesota Counties and the Board of Water and Soil Resources.

Currently, information on drainage system Best Management Practices (BMPs) is not available in a central location for drainage authority decision-makers. A drainage system BMP chapter will be added to the MPDM digital edition and will provide drainage authorities with an easily accessible toolbox for information on applicable BMPs to promote reductions in soil erosion, nutrient transport and flooding. The resulting multiple benefits will include improved water quality, improved aquatic and wildlife habitat, enhanced aquatic recreation, and reduced flooding. The BMP chapter will be dynamic, with peer review (ex. Interagency Drainage Management Team), links to additional information sources and periodic updates.

### II. DESCRIPTION OF PROJECT ACTIVITIES

#### Activity 1: Establish team, refine objectives, execute contracts, and initiate outreach

**Budget: \$15,000**

BWSR will contract with the University of Minnesota, Water Resources Center (WRC) for this project and coordinate closely to establish the project team, advisory committees, focus groups, and outreach efforts to the end users. Members of the stakeholder Drainage Work Group and the interagency Drainage Management Team, as well as other practitioners with relevant expertise, will be recruited to serve on advisory committees for 4 key Public Drainage Manual chapters, based on areas of expertise.

Outcome	Completion Date
1. Project team and associated contract(s) established	September 2013
2. Specific objectives for updates/creation of individual chapters refined	December 2013
2. Advisory committees established for key chapters, by area of expertise	October 2013
4. Updated presentation style and format defined for improved readability/use	January 2014

## Applying Minnesota Drainage Law – Digital Edition

### Activity 2: Develop digital format, write revisions, coordinate review, and web based publishing.

**Budget: \$212,000**

Conduct the core project work to coordinate and develop current, substantially improved digital edition of the MPDM and Overview for Decision-makers and publish on the BWSR website.

Outcome	Completion Date
1. Draft updated Public Drainage Manual	July 2014
2. Review and input by advisory committees	September 2014
3. Completed update of Manual installed and tested on BWSR website	December 2014
4. Updated public drainage law overview for decision-makers	December 2014

### Activity 3: Outreach to drainage authorities and their advisors

**Budget: \$8,000**

Project team members will provide outreach about the updated Minnesota Public Drainage Manual – Digital Edition and Overview for Decision-makers to the Drainage Work Group, Assn. of MN Counties annual meeting, MN Assn. of Watershed Districts annual meeting and at two other drainage management information and education venues.

Outcome	Completion Date
1. Presentation to Drainage Work Group	November 2014
2. Presentation at MAWD and AMC annual meetings, plus two additional info/education venues	December 2014
3. Outreach via webinar to drainage authorities and their advisors	June 2015

## III. PROJECT STRATEGY

### A. Project Team/Partners

#### Roles to be funded by requested ENRTF grant:

- *Ann Lewandowski, Research Fellow, UMN WRC*: Lead production manager.
- *Attorney General Office attorney*: Lead for update of Administration and Legal Issues chapter.
- *Lawrence Woodbury, P.E., Ph.D.*: Lead or co-lead writer for update of Engineering and Environmental Review chapter.
- *Ron Ringquist, Appraiser/Viewer*: Lead advisor/writer for Viewing / Appraising chapter update.
- *Graduate Student, UMN*: Lead organizer/writer for new Drainage System Best Management Practices chapter, with assistance from the interagency Drainage Management Team.

#### Roles to be funded by sources other than ENRTF:

- *Kyle Skov, P.E., Conservation Drainage Engineer, BWSR*: Overall project management, coordination and technical assistance.
- *Al Kean, P.E., Chief Engineer, BWSR*: Technical and administrative oversight and review, based on experience facilitating the stakeholder Drainage Work Group and other drainage involvement.
- *Members of advisory committees*: Provide perspective, assistance, and review of drafts.

### B. Timeline Requirements

This project will begin on July 1, 2013 and be completed by June 30, 2015.

### C. Long-Term Strategy and Future Funding Needs

This project is part of coordinated efforts by agencies, stakeholder groups, the UMN and others for improved drainage water management statewide to achieve multiple benefits, but does not involve known future ENRTF funding needs as part of a larger project. BWSR will maintain the updated documents on its website.

## 2012-2013 Detailed Project Budget

**Project Title: Applying Minnesota Drainage Law - Digital Edition**

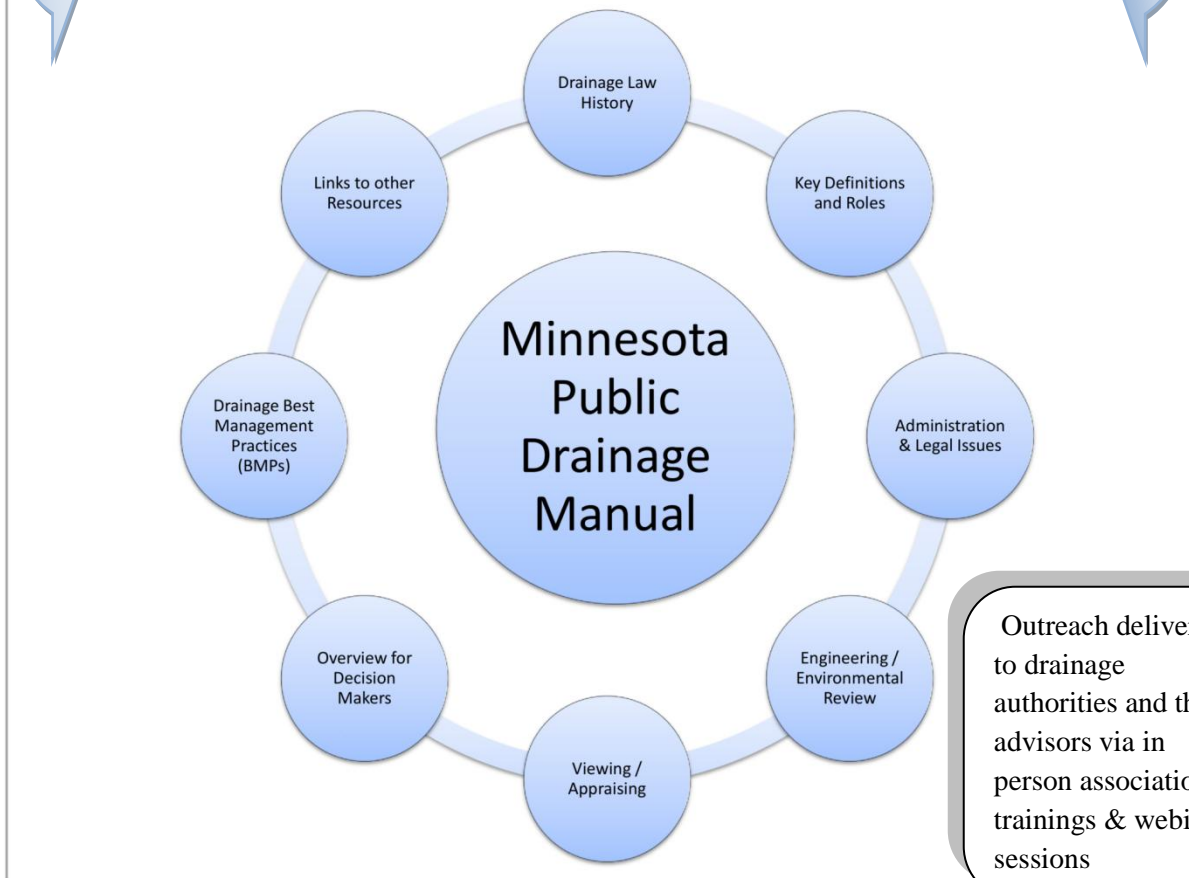
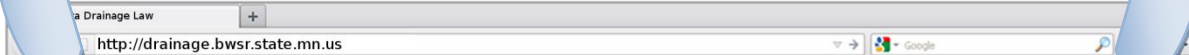
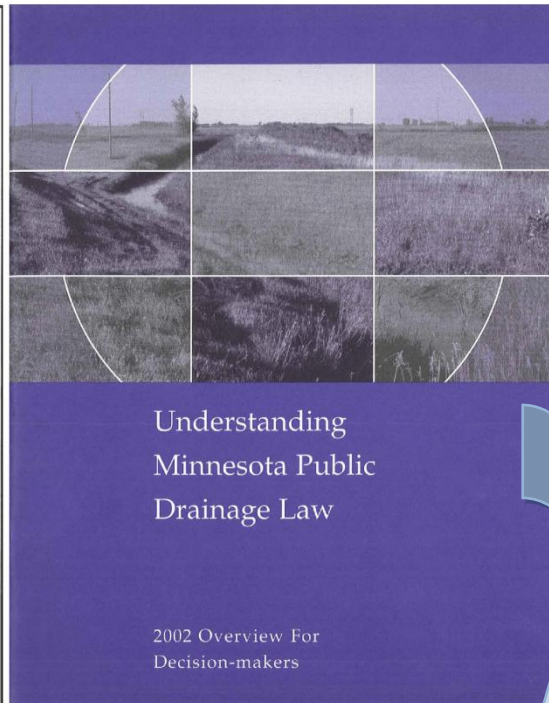
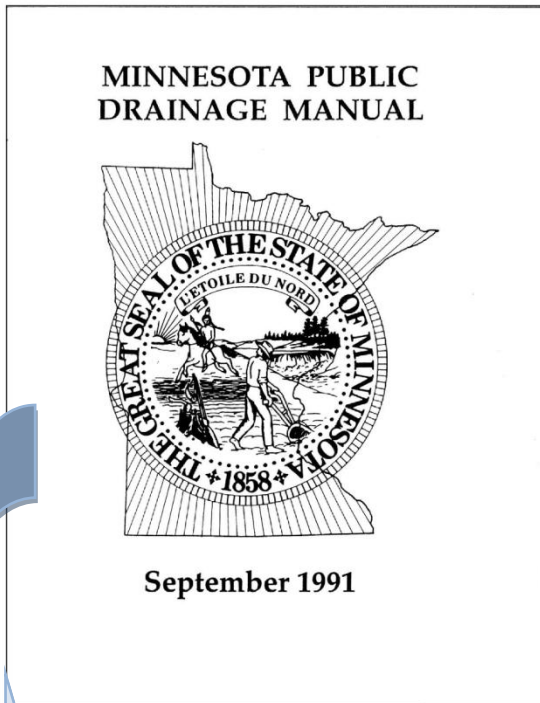
### IV. TOTAL ENRTF REQUEST BUDGET 2 years

<u>BUDGET ITEM</u>	<u>AMOUNT</u>
<b>Contracts:</b> University of Minnesota, Water Resources Center, to serve as the prime contractor to scope and conduct updates of the Minnesota Public Drainage Manual and the Minnesota Public Drainage Law Overview for Decision-makers, and to provide post-production outreach presentations to users of these documents. Preparation of drainage BMP Chapter.	\$ 120,000
<b>Contracts:</b> Attorney Generals Office, Writing of Legal Chapter	\$ 40,000
<b>Contracts:</b> Engineering/Environmental Chapter Author	\$ 40,000
<b>Contracts:</b> Viewing/Appraising Chapter Author	\$ 18,000
<b>Contracts:</b> Web Development	\$ 15,000
<b>Travel:</b> Expenses for lodging, vehicle mileage, meals, and meeting room rental for stakeholder focus group meeting (drainage authorities, attorneys, auditors, engineers, viewers) and for post-production outreach presentations at Minnesota Association of Watershed Districts Annual Meeting and Association of Minnesota Counties Annual Conference, as well as at two other drainage management information and education venues.	\$ 2,000
<b>TOTAL ENVIRONMENT AND NATURAL RESOURCES TRUST FUND \$ REQUEST =</b>	<b>\$ 235,000</b>

### V. OTHER FUNDS

<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>	<u>Status</u>
<b>In-kind Services During Project Period:</b> BWSR Staff Time: (5% Kyle Skov, 3% Al Kean) (salary, benefits, other OH)	\$ 19,000	Secured
<b>Funding History:</b> The existing Minnesota Public Drainage Manual was funded by the US Environmental Protection Agency and the Minnesota DNR. The document Understanding Drainage Law Overview for Decision Makers was funded by the Association of Minnesota Counties (AMC) and MN Board of Water and Soil Resources (BWSR).	No Records Available	Previously Expended

# Applying Minnesota Drainage Law – Digital Edition



## **2012-2013 Project Manager Qualifications and Organizational Description**

**PROJECT TITLE: Applying Minnesota Drainage Law – Digital Edition**

### **Project Manager Qualifications**

Kyle Skov, P.E., serves in the position of Conservation Drainage Engineer at the Board of Water and Soil Resources. This role involves leading coordination and outreach for multipurpose drainage, and serving as a subject matter expert providing engineering expertise, as well as leadership, coordination and outreach related to conservation drainage.

Mr. Skov serves as project manager for ENRTF project “Conservation Based Approach for Assessing Public Drainage Benefits” and for the EPA Section 319 Grant “Side inlets for Improved Water Quality”, which involve contracts with the University of Minnesota. Mr. Skov also provides leadership for drainage management serving as the facilitator of the interagency Drainage Management Team.

Since 1996, Mr. Skov has worked in various positions as a project manager on a wide variety of projects in Minnesota for the City of Albert Lea and private consulting firms. The roles often involved leading project teams and coordination with stakeholders to develop consensus and realize project goals. Mr. Skov previously directed operations in a municipal division; this role involved associated supervision, technical oversight, financial management and leadership.

As project manager, Mr. Skov will be responsible for oversight of project team and advisory committee establishment, help facilitate coordination with stakeholders, and ensure project completion within budget and on schedule.

### **Organizational Description**

The mission of the Board of Water and Soil Resources is to: “Improve and protect Minnesota's water and soil resources by working in partnership with local organizations and private landowners”. This project will support BWSR’s mission by updating two key reference documents used by drainage authorities and their advisors for management of the extensive public drainage infrastructure throughout much of Minnesota’s agricultural lands. Multipurpose drainage management is a critical component of land use practices to improve water quality in Minnesota, while maintaining needed agricultural drainage.

By statute, BWSR provides advisory review of watershed district engineers’ reports, including reports for projects involving Chapter 103E public drainage systems. In addition to facilitating the stakeholder Drainage Work Group, BWSR also facilitates the interagency Drainage Management Team. BWSR works with local government units for conservation, water quality, and wildlife habitat on private lands, as well as flood damage reduction, including work with watershed district and county drainage authorities. Therefore, BWSR is well positioned to lead this project.