

UIRWMA | Minutes

Meeting date | time 9/28/2016 4:00 PM | Meeting location Decorah City Council Chambers

Board Attendees:

Rick Weimiller, Jack Knight, Dan Byrnes, Harlan Hickie,
Jan McGovern, John Beard, Andy Carlson, Mark Jensen

AGENDA TOPICS

1.) Agenda topic *Call Meeting to Order 4:00* | Presenter *John Beard*

2.) Agenda topic *Approval of Minutes 6/8/16* | Presenter *John Beard*

Action Items	Motion	Second
Approve Minutes from 6/18/16 meeting	Jan McGovern	Dan Byrnes

3.) Agenda topic *Iowa Flood Center info* | Presenter *Iowa Flood Center staff*

News and events, flooding trends, and hydrological update:

Larry Weber reported:

- 1.) Flood center will be providing quarterly updates
- 2.) Watershed monitoring will be starting Spring 2017 as a two phase approach
 - a. Phase 1: Monitoring in greater Upper Iowa River Watershed
 - b. Phase 2: Monitoring in focused sub-watersheds for further analysis/selection
- 3.) The Iowa Flood Center has received the signed agreement from HUD and returned the necessary information. Anticipates that within 10 days the final agreement will be in place. This will allow for the opportunity to bring down flow of funds to fiscal agents to cover expenditures.
- 4.) Mr. Weber reported that due to the delay in receiving the final agreement from HUD, the original timeline has been pushed back and actionable information will not be generated for 6-9 months.

Antonio Arenas Amado from IFC reported:

- 1.) Hydrological assessment of recent large rainfall events show that statistically they are not larger events, but are however happening more frequently.
- 2.) Iowa Flood Center will be analyzing impact of current and potential conservation practices and the impact they have on hydrological events in the watershed.
- 3.) Variety of graphical illustrations depicting relationship to water flow, ground saturation, and rainfall events.

None

UIRWMA | Agenda

4.) Agenda topic *UNI Prairie on Farms Project* | Presenter *Eric Giddens*

Eric Giddens from the UNI Tall Grass Prairie Center reported:

- 1.) Presentation was to inform the watershed groups of alternative methods that can have impact on watershed management.
- 2.) Use of Prairie on Farm program that implements strips of native prairie species in agricultural fields can impact habitat, nutrient reduction, and flood mitigation.
- 3.) Program currently collaborates with ISU to provide agronomic input to the use of the practices.
- 4.) Focus of the practice is to intercept moving water with tall upright firm plants to impede movement and promote infiltration.
- 5.) Works with NRCS office to provide technical assistance, possible cost share, and other benefits.
- 6.) Seeking to educate members of watersheds in an attempt to generate demo sites and promote the practices.

None

5.) Agenda topic *Iowa DNR* | Presenter *Mary Beth Stevenson*

Mary Beth Stevenson of Iowa DNR reported:

- 1.) Iowa DNR is available to provide assistance to WMA's – SEE ATTACHED DOCUMENT FOR DETAIL
- 2.) Stevenson will be available to aide WMA in the process of hiring the coordinator position.
 - a. Provided outline of job description – SEE ATTACHED DOCUMENT FOR DETAIL
 - b. Suggested creating hiring committee.
 - c. DNR will be providing WMA networking opportunities biannually.
- 3.) Stevenson will provide assistance in developing watershed plan and can provide feedback.

None

6.) Agenda topic *Floor Items* | Presenter

Discussion was had regarding the next steps for the hiring process. Paul Berland of Upper Explorerland informed the UIRWMA board that upon receiving the final HUD agreements the board could move forward with the steps in hiring a Project Coordinator. It was discussed that the coordinator would have to be maintained as an employee of record outside of the board for the proper flow through of funding. Further details will be discussed as the necessary steps are covered. The board elected to have Mr. Berland notify the board of the receipt of completed HUD contract and will look to schedule a meeting to discuss the necessary steps following this.

Action items

Motion

Second

7.) Agenda topic *Set Meeting Time/Date* | Presenter *John Beard*

Net meeting will be held on January 11th, 2017 at the City Council Chambers at 4:00pm

Action items

Motion

Second

Set meeting date

Mark Jensen

Jack Knight

Meeting Adjourned 5:30 pm

DNR HUD-NDRC Pro-Bono Support Services to Counties and WMAs

August 2016

Watershed Formation Activities

- Contact units of government and their representatives.
- Attend meetings with units of government and their representatives.
- Educate governmental units on WMA value, benefits and formation process.
- Develop presentation tools to assist in communicating WMA formation process and benefits.
- Work with local media to promote benefits of WMA formation and address questions or concerns regarding WMA formation.
- Promote participation in WMA formation.
- Work with partners, NGOs, local stakeholders and stakeholder groups to promote benefits of WMA formation and address questions or concerns regarding WMA formation.
- Assist with planning and organizing formation planning meetings.
- Facilitate WMA formation planning meetings.
- Provide GIS mapping services and support for WMA formation process.
- 28E development guidance, drafting and revision assistance.
- Bylaws development guidance, drafting and revision assistance.

WMA Coordinator Hiring Process & Training

- Assist lead county, as needed, in hiring project coordinator (assistance with developing position description, reviewing resumes, interview support, etc.).
- Provide initial training to new project coordinator, as needed.

Watershed Planning Activities

- Facilitate strategic planning workshop with WMA membership to identify, evaluate and select method for pursuing watershed plan development (i.e. conduct in-house; led by local government member; hire consultant group, etc.)
- Assist with developing statement of work for potential contractor RFP to lead WS planning process.
- Assist with RFP document development process.
- Assist with proposal review and selection process.
- Assist with compiling relevant plans and reports to facilitate WMA planning process.
- Provide ongoing technical assistance and guidance throughout the watershed planning process.
- Provide WMA membership, public and stakeholder engagement assistance throughout the watershed planning process.
- Provide water monitoring assistance and data interpretation throughout the watershed planning process.
- Serve on WMA technical assistance (TA) team(s).
- Provide GIS mapping services and support for WMA planning process.
- Provide assessment tool training and assistance for land and stream assessments.
- Provide GIS land use assessment products for WMA planning process.
- Review draft WMP and provide written feedback.

Post-Planning Activities

- Attend regular WMA Board meetings to provide updates on relevant state initiatives & funding opportunities.
- Assist with interpreting Watershed Management Plan and relevant data to aid in site selection during implementation phase.
- Assist with grant applications, as needed.

Web Page Hosting/Maintenance

- Host and maintain a statewide WMA webpage on DNR's website.

WMA Outreach/workshops

- Plan, organize, and facilitate semi-annual WMA Network Meetings in conjunction with NDRC partners to deliver educational content to specific WMA stakeholder audiences (such as emergency managers, floodplain managers, city / county staff, planners, SWCD, etc.). DNR is positioned to help with developing the agenda, coordinating with the relevant partners and WMAs, and other workshop logistics. Possible topics include:
 - Intro to Watershed Planning: what is it, why is it important
 - Hydrology
 - Nutrient Reduction: science & practices
 - Social science related to conservation & behavior change
 - Floodplain Management
 - Soil Health
 - Hazard Mitigation and climate resilience
 - Watershed-based community planning: relevant local policy & ordinances
 - IOWATER training
 - Prairie on Farms

General GIS Assistance

- Develop a standard set of descriptive maps for watershed management plans.
- Work up stream assessment data and produce relevant maps.
- Provide land use statistics and help to answer GIS based questions.

Position Opening Announcement
Watershed Management Authority Project Coordinator

Insert Name of WMA Here

Announcement Date:

Application Closing Date:

Anticipated Date of Hire:

Background

Through the **National Disaster Resilience Competition**, the United States Department of Housing & Urban Development (HUD) has awarded the State of Iowa \$96.9 million to conduct a program to help Iowa communities recover from prior disasters and improve their ability to recover more quickly from future disasters. The award is the result of collaboration among several state and local agencies to create a program called the Iowa Watershed Approach (IWA). The IWA will seek to accomplish six goals, including reducing flood risk, improving water quality, increasing resilience, engaging stakeholders, improving quality of life and health, and developing a program that can be replicated throughout the Midwest and the nation.

The lead state-level agencies involved in implementing the program are the Iowa Economic Development Authority (IEDA), Iowa Homeland Security and Emergency Management (HSEMD), Iowa Department of Natural Resources (DNR), Iowa Department of Agriculture and Land Stewardship (IDALS), Iowa Flood Center (IFC) at the University of Iowa, Iowa State Extension and the Iowa Water Center at Iowa State University, and the Prairie Learning Center at the University of Northern Iowa.

Eight distinct watersheds across Iowa will serve as project sites for the IWA. These are: Upper Iowa River, Upper Wapsipicon River, Middle Cedar River, Clear Creek, English River, North Raccoon River, West Nishnabotna River, and East Nishnabotna River. Each project will work through a watershed management authority to develop a hydrologic assessment and watershed plan, and implement targeted projects to reduce the magnitude of downstream flooding and to improve water quality during and after flood events. These projects will range from construction of farm ponds, wetlands, and storm water detention basins; restoration of floodplains and oxbows; and implementation of perennial cover and buffer strips.

INSERT NAME County seeks a self-motivated, experienced Watershed Project Coordinator to implement the Iowa Watershed Approach project for the **INSERT NAME** watershed. The project will address areas of environmental concern that may include but are not limited to flood reduction, nutrient loading, sedimentation, and other hydrologic, soil conservation and water quality issues for the **INSERT NAME** Watershed Management Authority (WMA). The ideal candidate will have experience in watershed planning and/or project management, an ability to interpret scientific concepts clearly and proficiently, and a demonstrated capacity to work with diverse stakeholder groups, including local public officials, NGOs, landowners, farmers, businesses, and the general public.

Position Summary:

The project coordinator will serve as the primary point of contact for the Iowa Watershed Approach program in **INSERT NAME** County. The multi-faceted nature of this program will require that the successful candidate have a diverse skill set and the ability to coordinate multiple activities with overlapping deadlines. The successful candidate should be well-versed in watershed planning and management concepts, have the technical capacity to interpret water resource data and information, and strong communication skills.

The employee will manage and coordinate, as needed, the formation of a WMA, the development of a watershed management plan for the WMA, the implementation of flood resiliency conservation projects and associated conservation planning, information and education outreach programs, and other related activities essential to the IWA, the WMA and its membership. The project coordinator will be closely involved with overseeing a variety of activities. Specific tasks may include:

- **Stakeholder engagement:** The project coordinator will in many respects be the face of the IWA program in the **INSERT NAME** watershed. In order for the program to be successful, there must be support from all levels of watershed stakeholders including city and county government, landowners, residents and businesses, agricultural producers, concerned citizens, non-governmental organizations, and the many partners that are involved with the IWA program statewide and locally. To that end, the project coordinator will research, plan, and implement an information and education outreach program to raise awareness about the IWA program, encourage participation in the planning process and the implementation of practices. This effort should incorporate some type of water monitoring effort as an informational and evaluation tool. Examples of activities may include informational meetings, field days, newsletters and local media coverage, workshops, and recognitions for active participants.
- **Development of a watershed management plan:** The project coordinator will oversee development of a watershed management plan for the **INSERT NAME** watershed. The project coordinator will collaborate with partners and contractors to ensure the watershed management plan is on track, and assist with collecting water quality data and conducting field assessments.
- **Implementation of the watershed management plan:** The project coordinator will perform professional and technical duties to advance the goals of the watershed management plan. These duties will include implementing the information and education outreach plan, coordinating water quality monitoring, and assisting with the implementation of best management practices designed to increase flood resilience in the project area. The coordinator will work one-on-one with producers and other decision makers to facilitate adoption and implementation of the practices identified in the watershed management plan. The coordinator will also help landowners navigate the process of signing up for cost-share assistance through the IWA program.
- **Project evaluation:** The coordinator will evaluate project activities on an ongoing basis, working with local partners and stakeholders to prioritize current and future project activities. Use current technology and tools, such as GIS, to identify resource needs and identify innovative solutions. Utilize monitoring and measurement techniques to evaluate progress toward meeting project goals and implementation of solutions. Assist the WMA in identifying other potential flood reduction and water quality programs and assisting, as needed, in applying for funds through those programs.

- Overall project coordination: The IWA program will have multiple activities on-going throughout the five-year program. The coordinator will oversee efforts to collaborate with appropriate agencies, groups, and individuals that can affect the success of the project. The coordinator will plan and lead group meetings as well as one-on-one meetings with project sponsors, WMA members, local cooperators, and various WMA stakeholders. The project coordinator will help with organizing and publicizing meetings, will maintain a clear understanding of project timelines and budgets, and will be the point of contact for IWA program partners, as well as contractors and consultants hired to work on different aspects of the program.
- Project Reporting and Administration: The coordinator will provide administrative support and manage the project to maintain quality control and maximize involvement of local advisors, WMA members and staff of program partners. Work with project advisory groups and WMA members to complete annual plans of operations and budgets for the project. Assist, as needed, with completing and submitting all required financial and progress reporting documents in accordance with IEDA and HUD contract deadlines.

Applicant Qualifications:

The ideal candidate will be a highly motivated professional with strong communication skills and an ability to take the initiative on watershed planning and implementation of conservation projects. The Coordinator will need to be flexible and willing to take on new tasks and responsibilities as program opportunities evolve. The position requires a conscientious individual who will provide follow-through on all areas of responsibility.

The Coordinator must have knowledge of ecosystem and watershed concepts, watershed planning, water resource issues, flood mitigation programs and strategies, and watershed improvement practices. Some experience with habitat restoration or agricultural conservation practices, volunteer management, community engagement, environmental education, and/or outreach is also required. The Coordinator must be able to communicate clearly and effectively with a broad range of individuals. The position requires a college degree in Environmental Science or Planning, or a related discipline, and relevant job experience in the watershed management field. A working knowledge of basic state and federal agricultural conservation programs is preferred.

Position Information:

This is a full-time position that will be in effect over the five-year span of the Iowa Watershed Approach program. Primary work hours will be during normal business hours (Monday - Friday, 8:00 am – 5:00 pm), however, early morning, evening and weekend work, with occasional overnight trips, will be regularly required throughout the year to meet with local leaders and boards of political subdivisions, watershed committees, conservation districts, interested stakeholders, various state and federal agencies, and to attend trainings. The successful applicant must have a valid driver's license and the ability to use a personal vehicle for travel.

Compensation and Benefits:

- **INSERT SALARY RANGE HERE**
- Starting pay is commensurate with education, experience and skills.
- Flexible work schedule
- Supportive communities and partner organizations
- Compensation for mileage and travel expenses

- INSERT STATEMENT REGARDING HEALTH AND OTHER INSURANCE BENEFITS HERE
- INSERT STATEMENT REGARDING LEAVE BENEFITS SUCH AS VACATION, HOLIDAYS, SICK LEAVE
- INSERT STATEMENT REGARDING RETIREMENT OR OTHER BENEFITS, IF ANY.

Application Process:

- To apply, please submit each of the following via email to INSERT NAME County, Attention: INSERT CONTACT NAME
 - cover letter
 - resume
 - writing sample
 - three professional references
- The writing sample should be from a newsletter, press release or other outreach piece, or a technical report on relevant environmental issues. If not available, another piece may be submitted that conveys the applicant's ability to clearly interpret the natural world to the general public.
- Submit all four pieces *together* no later than INSERT DEADLINE to:
 - Contact Name
 - Contact Email
 - Contact Mailing Address

INSERT NAME does not discriminate against any qualified employee or applicant for employment because of race, color, religion, sex, national origin, age, sexual orientation, gender identity, familial status, physical or mental disability. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, physical or mental disability, or familial status.