

Hubbard County Soil and Water Conservation District

2018 Annual Work Plan



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HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT

January 1, 2017 – December 31, 2017

PERSONNEL

DISTRICT SUPERVISORS

CHAIR	LYNN GOODRICH
VICE CHAIR	DON SELLS
SECRETARY	DON RETTINGER
TREASURER	BOB ILES
PUBLIC RELATIONS & INFORMATION (PR& I)	MARCEL NOYES (starting January 11, 2017)

DISTRICT STAFF

DISTRICT MANAGER	JULIE KINGSLEY
ADMINISTRATIVE ASSISTANT	ANNETTE OLSON
WATER QUALITY/RESOURCE SPECIALIST	JAMIN CARLSON

USDA NATURAL RESOURCES CONSERVATION SERVICE

DISTRICT CONSERVATIONIST	DAN PAZDERNIK
SOIL CONSERVATION TECHNICIAN	ALICIA LATURNUS

MEETING DATES

The Board of Supervisors meets the second Wednesday of each month at 8:30 am in the United States Agricultural Service Center (USDA), 603 Central Avenue N, Suite 100, Park Rapids, MN. Meetings are open to the public.

EEO-Services and programs of the Hubbard County Soil and Water Conservation District and the Natural Resources Conservation Service are offered on a nondiscriminatory basis without regard to race, color, national origin, religion, sex, age, marital status, or handicap.

Services Provided by the Hubbard County SWCD

BWSR Grant Programs

- Conservation Delivery
- Cost-share program to assist landowners in installing conservation practices and well sealing
- Streambank, Lakeshore, and Roadside erosion
- Reinvest in Minnesota (RIM)
- Local Water Management Plan
- Wetland Conservation Act
- Community Partner's Grant
- Ditch Inventory
- Tullibee Forest Stewardship Program
- Wild Rice Easements
- Buffer Law and Buffer Cost Share

Special Programs

- Rural Rainfall Monitoring Network
- Tree Sale Program

Education Programs

- Envirothon (grades 6-12)
- Present at 5th Grade Conservation Education Day
- Present at 4th Grade Resource Rendezvous
- Presentations upon request

Local Water Plan Projects

- Free Nitrate testing clinics and at County Fair in July
- 6th Grade Freshwater Festival (county-wide)
- Lake and river monitoring
- Grazing Workshop
- Education and Information Programing

Services

- Soil and Water Stewardship materials
- Environmental Education materials
- Presentations on conservation topics
- Irrigation Uniformity Testing
- Free Monthly Office Nitrate Testing for private wells
- Kabekona River Bacteria Testing
- Veliger Sampling
- Area Lake Dissolved Oxygen and temperature profile monitoring
- Hubbard County Plat Books

Cooperative Programs

- Joint Powers Board Area 8 Engineer
- TSA Forester Position
- Joint Powers Board GIS Specialist
- Joint Powers Board Graphic Design Artist
- Natural Resources Conservation Service Programs
- DNR Observation Well Program
- Irrigation Scheduler program
- Pineland Sands Aquifer project – native pollinator, tree, shrub and grass plantings
- Leech Lake River One Watershed One Plan.

Website: www.hubbardswcd.org

COOPERATING AGENCIES

The Hubbard County Soil and Water Conservation District would like to thank each of the following for their support and assistance during the year:

<i>Akeley Fire Department</i>	<i>Minnesota Dark House Association</i>
<i>Area School Districts</i>	<i>Minnesota Deer Hunters Association</i>
<i>Citizens National Bank</i>	<i>Minnesota Department of Agriculture</i>
<i>City of Laporte</i>	<i>Minnesota Department of Health</i>
<i>City of Nevis</i>	<i>Minnesota Pollution Control Agency</i>
<i>City of Park Rapids</i>	<i>Natural Resources Conservation Service</i>
<i>Coalition of Lake Associations</i>	<i>Northern Lights Council BSA, Camp Wilderness Northview Bank</i>
<i>Department of Natural Resources</i>	<i>Northwoods Bank</i>
<i>Farm Service Agency</i>	<i>Northwoods Press</i>
<i>Hubbard County Auditor</i>	<i>North Central Area 8 Minnesota Joint Powers Board</i>
<i>Hubbard County Assessor</i>	<i>Northwest Minnesota Foundation</i>
<i>Hubbard County Board of Commissioners</i>	<i>Otto Hendrickson Post #212</i>
<i>Hubbard County Engineer</i>	<i>Office of State Climatology</i>
<i>Hubbard County Environmental Services</i>	<i>Park Rapids Enterprise</i>
<i>Hubbard County Extension Service</i>	<i>Radio Station KK-FM</i>
<i>Hubbard County Township Associations</i>	<i>Radio Station KPRM</i>
<i>Hubbard County Treasurer</i>	<i>RESPEC</i>
<i>Itasca State Park staff</i>	<i>RMB Laboratories</i>
<i>Lake Associations</i>	<i>Superstation KK-FM</i>
<i>Lamb-Weston/RDO Frozen</i>	<i>Tall Tom Pines</i>
<i>Minnesota Association of Conservation District Employees</i>	<i>The Review Messenger</i>
<i>Minnesota Association of Soil and Water Conservation Districts</i>	<i>University of Minnesota</i>
<i>Minnesota Board of Water and Soil Resources</i>	<i>U.S. Army Corps of Engineers</i>

HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT

OVERVIEW AND 2017 ACCOMPLISHMENTS AND ACTIVITIES

Mission Statement:

The purpose of the Hubbard County Soil and Water Conservation District is to provide leadership, education, technical advice, financial assistance to landowners, cooperating agencies for various programs and projects with the goal being the whole community working together in harmony to pursue the sustainable management, wise-use, and protection of the District's soil, water, forests, wildlife, and recreational resources.

Hubbard County's population in the year 2010 was 20,428*, a jump from 14,939 in 1990. With its 639,000 acres, cropland accounts for 89,500 acres, lake acres total 57,510 (9%), and 65% is forested. There are 313 lakes with 10+ acres. Hubbard County is expected to grow by 65% by the year 2030, thereby creating more demands on its resources.

The Hubbard County SWCD District Manager administers District programs and coordinates the Local Water Management Plan and the Wetland Conservation Act. In 2017, the Hubbard County SWCD directed its efforts to preserving the county's natural resources through the following projects and programs:

LOCAL WATER PLAN MANAGEMENT – The District coordinates activities for the Local Water Plan in Hubbard County.

In 2017 projects included:

- **Lake Water Monitoring** - monitor water quality of 24 area lakes.
- **Freshwater Festival** was held for approximately 300 sixth grade students in the county on May 17 at Camp Wilderness, BSA, near Emmaville, MN. Schools that attend were Park Rapids, Nevis and Laporte. Also participating were students from St. Philip's School in Bemidji (Beltrami County), and Walker School (Cass County). Twenty five to thirty citizen volunteers from the area assisted. Presenters at the learning stations included personnel from MN Pollution Control Agency (MPCA), MN Department of Health, MN DNR, NRCS, SWCD, Tom Gibson - Environmental Educator, Headwaters Science Center and local experts.
- **Nitrate Testing Clinics** - Free Nitrate testing clinics are held the first Friday of every month at our office and Friday – Saturday at the County Fair in July. Special area nitrate testing days were in held in Hubbard County in 2017 at Laporte Days, in Farden Township, Grace Lake Association, Lake George Blueberry Festival (approximately 400 tests were completed during the year).
- **7th Annual Grazing Workshop** - Held for area grazing producers in Guthrie Community Center. Approximately 55 attendees.

*www.census.gov

- **Education and Information**
 - **Envirothon** is a yearly event held at Lake Bemidji State Park in May for high school and junior high students in North Central Area 8. Staff persons from these SWCDs organize the event. Volunteers from several agencies presented information at five stations that included forestry, soils, current events, aquatics and wildlife. In addition, each high school team gave an oral presentation that was judged and graded. The three teams with the highest score from all categories participate in the state competition.
 - **Other Presentations** - Two presentations were given to the League of Women Voters on the Mississippi Headwaters and Wetlands-Form and Function; Park Rapids 4th Graders on Wetlands; Girl Scout troop on Water, Wetlands and Nitrates with free nitrate testing of their wells; and Hubbard County Coalition of Lake Associations.

WETLAND PRESERVATION/WETLAND CONSERVATION ACT – Hubbard County is experiencing a high rate of residential development adjacent to lakes and wetlands. Hubbard County has a no net loss of wetlands policy.

The Hubbard County SWCD continues to administer the Wetland Conservation Act (WCA) program for Hubbard County. Fees may incur for multiple site visits, replacement plans, after-the-fact replacement application approval, wetland violations and wetland banking approval.

COMMUNICATIONS – The District publishes a biannual newsletter and submits news articles quarterly.

A new user friendly website at www.hubbardswcd.org has been created and continues to be updated regularly. It has information on all district programs and projects, as well as other information.

OTHER DISTRICT PROGRAMS – The District conducts many programs that have been on-going for several years:

- **Rural Rainfall Program** has a network of 25 landowners throughout the county who measure rainfall/snowfall and report to the District on a monthly basis. Data is recorded at the District office and then sent to the University of Minnesota’s Office of State Climatology.
- **Observation Well Monitoring Program** began in the 1970’s. Forty-five wells around the county are monitored for static water levels four times a year, and data is reported on-line to the Observation Well Manager at DNR – Division of Waters, in St. Paul.
- **District Tree Sale Program** began in the late 1970’s to fulfill a need for getting conservation trees planted on the land. Approximately 10,675 trees were sold in

2017. The District also sells Plantskydd®, a deer/rabbit repellent - along with tree tubes, tree mats, and flags.

- **Wild Rice RIM Easement Program** began from a need to protect some of the most important habitat for wetland-dependent wildlife and plant species in Minnesota. Hubbard County's eligible Wild Rice lakes are 1st and 4th Crow Wing, Spring Lake, Upper Mud Lake and Crow Wing Lake. To date, five Wild Rice RIM Easements have been completed protecting a total of 208.9 acres from development and degradation.
- **Hubbard County Ditch Inventory** – A complete electronic inventory of all known public and judicial ditches in Hubbard County were recorded on video by helicopter, drone, or boat. Copies are available, on jump drive, at the County and Hubbard SWCD offices.
- **Tullibee Forest Stewardship Program** is a cost share program for writing stewardship plans for forested parcels greater than 20 acres that were located in the Kabekona, 9th and 11th Crow Wing Lakes, Big Sand, Spearhead and Mud Lake minor watersheds.
- **Kabekona River Bacteria Monitoring** is finishing its second year of monitoring to record the levels of bacteria in the months of June through September that was identified in the MPCA Leech Lake River Watershed Restoration and Protection Strategies report. From these results, projects will be identified and implemented to reduce the bacteria contamination getting into the river.
- **Department of Agriculture Township Nitrate Testing** was conducted in 2016 to determine the extent of Nitrate contamination in private drinking water wells in 6 Townships in Hubbard County (Todd, Henrietta, Straight River, Hubbard, Crow Wing Lake and Badoura Townships). In 2017, landowners that had higher than the nitrate standard of ≥ 10 mg/L, were re-tested by the Dept. of Ag. and also tested for pesticides, fungicides and other agricultural chemicals. This is in conjunction with the Dept. of Ag's new Nitrogen Management Rule.
- **Hubbard County Plat Book** is updated every three years.

DEERVIEW ROAD STORMWATER MANAGEMENT PROJECT is a cooperative agreement between Hubbard SWCD and Henrietta Township to remedy a stormwater and erosion issue. The road will be re-shaped, ditches constructed and rainwater control basins will be installed to hold and treat stormwater runoff before it enters Long Lake.

COMMUNITY PARTNER GRANT a stormwater project was completed on Pine Haven Christian Assembly Camp on the south end of Long Lake. A pervious paver water storage area, two rain gardens and road re-grading and shaping was done to direct stormwater for treatment and holding areas from buildings and the grounds to reduce the erosion and phosphorous loading of Long Lake.

LEECH LAKE RIVER ONE WATERSHED ONE PLAN Hubbard and Cass County are developing a comprehensive plan for prioritizing, targeting and measuring projects

within the Leech Lake River Watershed. After the Planning Phase, an Implementation Grant will be applied for to install practices to protect the resources in this watershed.

COST-SHARE - The District receives yearly grant money from the Board of Water and Soil Resources (BWSR) for projects administered through the State Cost-Share Program to prevent soil and water erosion on the land. Two group projects were completed for shoreland stabilization and lake shore protection in 2017. One for 3 contiguous landowners on Long Lake and 2 contiguous property owners on Kabekona Lake.

PARTNERSHIPS – The District works closely with lake associations, other SWCD's, Hubbard County Environmental Services and other county offices and state agencies such as the Board of Water and Soil Resources (BWSR), Department of Natural Resources (MN DNR), Minnesota Pollution Control Agency (MPCA), Minnesota Department of Agriculture (MDA), Minnesota Department of Health (MDH), the Natural Resources Conservation Service (NRCS), and Hubbard County Townships.

A supervisor from the SWCD Board attends meetings of the North Central Area 8 Joint Powers Board, the Hubbard County Local Water Plan, the Mississippi Headwaters Board, the SWCD Area Forestry Association and the Leech Lake River One Watershed One Plan. A County Commissioner attends Soil and Water District Board Meetings.

Section 2: Annual Work Plan

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HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT

2018 ANNUAL WORK PLAN

INTRODUCTION:

The Hubbard County Soil and Water Conservation District is committed to accomplishing the goals of this work plan in order to assist Hubbard County in maintaining a high quality natural resource base. The Hubbard County Soil and Water Conservation District will utilize all of its resources, both technical and financial, in protecting the natural resource base of Hubbard County. The issues addressed herein are identified as a priority in the Hubbard County Local Water Plan which also has been adopted as the Hubbard County SWCD's Comprehensive Plan.

I. WATER QUALITY

GOAL: TO ASSIST LAND USERS AND LAND-USE DECISION MAKERS BY INITIATING AND PARTICIPATING IN ACTIONS THAT WILL HELP PROTECT SURFACE AND GROUNDWATER QUALITY.

OBJECTIVE 1: To implement research, collect and store water quality information and provide Best Management Practices to protect water quality in Hubbard County.

Actions:

1. To continue the contract with Minnesota Pollution Control Agency (MPCA) to conduct Total Maximum Daily Load (TMDL) studies on the Mississippi River Headwaters Watershed.
2. Continue Agricultural Irrigation Management Initiatives.
 - A. Continue to partner with Wadena and E. Ottertail SWCDs to work with irrigation specialist.
 - (1) Assist irrigation specialist in signing up new fields for irrigation monitoring.
 - B. Offer irrigators our assistance in irrigation uniformity tests.
 - (1) Provide staff and equipment to assist University of Minnesota (UM) and Natural Resources Conservation Service (NRCS).
 - (2) Provide data analysis and assessment to assist U of MN and NRCS.
 - C. Partner with NRCS to develop conservation plans on all new permitted irrigation systems.
3. Initiate and/or participate in various water quality protection projects.
 - A. Wellhead Protection Plans
 - (1) Assist community and non-community public water suppliers in the development and implementation of wellhead protection plans.
 - (2) Serve on Community Wellhead Protection Plan committees. Research any possible funding and provide technical input in the implementation of this plan.
 - (3) Assist in public education efforts in wellhead protection.
 - B. Abandoned Well Sealing Program
 - (1) Promote the sealing of abandoned wells in Hubbard County and provide cost share from the State Cost Share Program.
 - C. Lake Monitoring Program

- (1) Work with MPCA on interpretation of water quality data and storage of data into the appropriate database.
 - (2) Support the COLA lake monitoring program with LWP funds.
 - (3) Offer Hydrolab services.
 - (4) Long Lake summer Dissolved Oxygen/Temperature monitoring
 - (5) Kabekona River Bacteria monitoring
 - (6) Do monitoring to fill in data gaps for lakes that do not have monitoring programs. In 2018 Lake Alice, Hart Lake, Lake George and Benedict Lake
- D. Nitrate Monitoring
- (1) Offer free nitrate testing clinic monthly as a LWP initiative.
 - (2) Address impacted groundwater supplies in Hubbard County through educational programs.
 - (3) Cooperate with all agencies involved in this concerted effort.
 - (4) Seek funding for nitrate testing if it becomes available.
 - (5) Coordinate the Department of Ag Township Nitrate Testing Program.
- E. Address impacted groundwater supplies in Hubbard County through educational programs.
- F. Play a major role in assisting lake associations in developing, reviewing and implementing lake management plans.
- G. Natural Resources Conservation Service (NRCS) will provide erosion control plans as requested by Hubbard County.
- H. Promote the Minnesota Agricultural Water Quality Certification Program
- (Manager, 138 hours; Admin Assist, 127 hours; Water Quality Spec., 200 hours)

OBJECTIVE 2: Implement the Wetland Conservation Act.

Actions:

1. Soil maps, National Wetland Inventory (NWI) maps and aerial photos are available for review from the NRCS, SWCD and Hubbard County.
2. Discuss avoidance, minimization and replacement, if applicable, with the applicant.
3. Work with applicants on potential exemptions, Combined Project Application (CPA) or other requirements.
4. Staff may request additional information from the landowner at the landowner's expense as per WCA rules.
5. Certify wetland habitat improvement.
6. Write restoration plans and replacement orders with input from the Technical Evaluation Panel (TEP).
7. Certify restoration is completed and issue Certificate of Completion.
8. Develop replacement plans as part of the Technical Evaluation Panel.

9. Inform applicant of other potential required permits, such as Department of Natural Resources (DNR), zoning, township zoning, Corps of Engineers, etc.
10. Conduct onsite investigations.
11. Provide two supervisors for the WCA Appeals Board.
12. Serve on the Technical Evaluation Panel.
13. Provide engineering support, if necessary and available.
14. Do annual reporting to BWSR on all WCA issues.
15. Assist with Natural Resources Block Grant application in conjunction with the Environmental Services Department.
16. Receive training for professional development and provide the public with education on WCA.
(Manager, 700 hours; Admin Assist, 30 hours; Water Quality Spec, 440 hours)

OBJECTIVE 3: Participate in various watershed projects.

Actions:

1. Partner with other agencies in watershed protection projects.
2. Provide information and education on Best Management Practices within lake watersheds.
3. Encourage lakeshore owners to participate in Citizens Lake Monitoring Program or similar programs.
4. Assist lake associations with appropriate projects and activities.
5. Gather watershed data for lakes going into assessment programs.
6. Maintain a supervisor on the Mississippi Headwaters Board.
7. Work cooperatively with BWSR and Cass County on the Leech Lake River One Watershed One Plan for Prioritized, Targeted and Measureable projects within that watershed.
8. Serve on the DNR Straight River Groundwater Management Team.

(Manager, 151 hours; Admin Assist, 60 hours, Water Quality Spec, 388 hours)

OBJECTIVE 4: Administer the County Local Water Plan.

Actions:

1. Assist in the preparation of the Natural Resources Block Grant application.

2. Maintain one staff position as the Local Water Plan Coordinator.
3. Maintain one supervisor and one staff person on the Water Management Task Force
4. Keep informed of local water plan activities and state mandates concerning base and challenge grants.
5. Develop and implement water plan implementation projects for 2018.
 - A. Community Partner's Grant.
6. Initiate and/or participate in grant writing for special projects.
7. Prepare budgets and reports as required.
8. Complete minor watershed maps for the county to facilitate Prioritization and Targeting of projects county wide.

(Manager, 217 hours; Admin Assist, 50 hours; Water Quality Spec, 25 hours)

OBJECTIVE 5: Participate in the State Revolving Fund Program and other non-point source pollution programs.

Actions:

1. Maintain one supervisor on the North Central Joint Powers Board.
2. Utilize staff hired through the JPB for non-point source pollution abatement projects.
3. Identify and select Ag-BMPs and assist Environmental Services in developing the loan application to MDA for revolving loan funds.
 - A. Evaluate and certify proposed projects as to local water plan priorities and standards compliance.
 - B. Provide technical assistance, designs and sign-off through the JPB engineer.

(Manager, 2 hours)

OBJECTIVE 6: Assist lakeshore owners & lake users by participating in programs to combat AIS.

Actions:

1. Administration and supervision of the veliger program on a hired basis for Hubbard County or other counties if asked.

(Manager, 25 hours, Admin Assistant 25 hours, Water Quality Spec 25 hours)

OBJECTIVE 7: BWSR Buffer Implementation.

Actions:

1. Host meeting with shoreland and drainage authorities to discuss implementation roles and responsibilities.
2. Assist DNR with mapping.
3. Provide landowner outreach, expertise, technical and financial help with implementing buffers to meet the law.
4. Adopt buffer recommendation for waters not mapped by DNR for inclusion in the LWP.
5. Implement new statewide soil erosion provisions.

(Manager, 150 hours; Admin Assist, 10 hours; Water Quality Spec, 200 hours)

II. WATER QUANTITY

GOAL: TO CONTINUE WATER QUANTITY DATA COLLECTION AND PROVIDE INFORMATION AND EDUCATION TO ALL WATER USERS ON THE WISE USE OF OUR WATER RESOURCES.

OBJECTIVE 1: To monitor and maintain a static water level monitoring system.

Actions:

1. Conduct static water level checks on 45 observation wells throughout Hubbard County four times a year for the DNR Observation Well Program.
2. Provide information to appropriate agencies and the public to keep everyone informed of static water level trends.

(Manager, 10 hours; Admin Assistant, 8 hours; Water Qual. Spec., 100 hours)

OBJECTIVE 2: To monitor precipitation throughout Hubbard County.

Actions:

1. Maintain adequate level of volunteer monitoring sites in the county for the Rural Rainfall Program. Report data monthly to the Minnesota State Climatology Office.
2. Correlate this information with the observation well program and related land use by developing graphs, a cohesive data base, public news releases, etc.

(Manager 5 hours, Admin Assist, 45 hours, Water Quality Spec, 5 hours)

III. CONSERVATION PRACTICES/PROGRAMS OF THE FEDERAL FARM BILL

GOAL: TO ADDRESS SOIL LOSS THROUGH EROSION CONTROL METHODOLOGIES.

OBJECTIVE 1: To work with land users in implementing Best Management Practices (BMPs) to protect and enhance the natural resource base.

Actions:

1. Assist landowners in the development of Resource Management Systems that utilize conservation practices to reduce soil loss and protect water quality.
2. Assist NRCS, as needed, with provisions of the Federal Farm Bill.
3. Promote local NRCS/SWCD conservation partnership via workload analysis process and EQIP work.
4. Provide staff for field assistance to NRCS in the design, inspection and layout of conservation practices.
5. Work with the County and other agencies to provide support for MPCA's National Pollutant Discharge Elimination System program (NPDES).
6. Assist landowners in the development of nutrient, soil erosion, and sediment control plans.
7. Stay current with new technologies to prevent soil loss on cropland with high priority on rotations that leave residue after harvest.
8. Pineland Sands Aquifer Water Quality Protection Program with Wadena County for planting cover crops, pollinator species, trees or a combination of the three to promote keeping the soil covered.
9. Soil Erosion Law
10. Promote cover crops.
11. Identify and prioritize erosion sites within Hubbard County.

(Manager, 120 hours; Admin Assist, 150 hours; Water Quality Spec 170 hours)

IV. FORESTRY

GOAL: TO ENCOURAGE PRIVATE FOREST LAND OWNERS TO MANAGE THEIR TIMBER FOR PRODUCTION, WILDIFE AND RECREATION BENEFITS.

OBJECTIVE 1: Pursue programs and projects to benefit forest land.

Actions:

1. Work with the DNR Forestry and private forestry consultants to provide soil and water input into private forest management plans.
2. Actively promote forest stewardship program efforts.
3. Maintain the District Tree Program for conservation purposes.
4. Promote the continuous CRP Program offered by USDA.
5. Implement Hubbard County SWCD Forest Stewardship Plan program.
6. Maintain one supervisor on the SWCD Area 8 Forestry Association.
7. Promote & recruit forestry easements & fee title acquisitions for habitat, water quality, and groundwater.

(Manager, 64 hours; Admin Assist, 160 hours; Water Quality Spec, 60 hours)

V. RIM RESERVE AND PERMANENT WETLAND PRESERVES PROGRAMS.

GOAL: PROVIDE THE FOLLOWING PROGRAMS/PROJECTS TO FURTHER THE PROTECTION OF OUR NATURAL RESOURCE BASE.

OBJECTIVE 1: Implement the MN RIM Programs and the Permanent Wetland Preserves programs in the county.

Actions:

1. Provide technical field support required for easement maintenance.

(Manager, 12 hours; Admin Assist, 10 hours; Water Qual. Spec., 5 hours)

VI. STATE COST-SHARE PROGRAM REQUIREMENTS

GOAL: UTILIZE THE STATE COST-SHARE PROGRAM, SPECIAL PROJECTS FUNDS, AND OTHER COST-SHARE PROGRAMS AS NEEDED IN THE COUNTY.

OBJECTIVE 1: Offer landowners the opportunity to receive cost-share funds to implement erosion control practices, water control structures and other practices to reduce erosion and protect water quality. Priority will be given to control high priority problems as identified in the District's Comprehensive Plan (pages 10-13).

Assess loading of nutrients and chemicals to protected waters. Areas of Hubbard County where sediment, nutrients, chemicals or other pollutants discharge to protected waters or ground water so as to impair their quality or usefulness are considered "high priority."

Actions:

1. High Priority Erosion Problems

Lands in Hubbard County that are eroding at a rate of over 2T include soil classes 2-4 (the areas are targeted on the high priority and erosion map, shown in the Long-Range Comprehensive Plan). About 71,180 acres of the 82,422 acres of cropland in the county are in the classes 2-4 soils area. Wind erosion occurs primarily on the southern one-third of the county that is heavily farmed and may be bare during critical time periods. Wind and water conservation practices include conservation cropping systems, crop residue use, diversions, field strip cropping, sod waterways, field windbreaks, and conservation tillage.

2. High Priority Water Quality Problems

Areas of the county where sediment, nutrients, chemicals, or other pollutants discharge to DNR designated protected waters, groundwater, or any high priority waters (as identified in the District’s Comprehensive Plan or the Hubbard County Comprehensive Water Plan) are eligible for cost-share program funds if the pollutant delivery rate to the water source will impair the quality or usefulness of the water resource.

Sealing unused wells that are identified as “high priority” is one of the District’s goals to protect the groundwater resources in the county from contamination. The district would like to see unused wells in the county sealed.

Practices needed to solve water resource problems are: holding ponds; sediment basins; diversions; waste storage areas; waste disposal systems; closing of inactive systems; and nutrient management plans.

Hubbard County has many lakes (313) and other protected water areas. The SWCD/NRCS has been expanding the workload to provide assistance to landowners in solving shoreland problems. Cost-share assistance is offered for eligible projects under State Cost-Share from BWSR.

The estimated funds needed to install the above-mentioned water quality and erosion control practices are listed on Table I.

(Manager, 80 hours; Admin Assist, 80 hours; Water Qual. Spec., 163 hours)

TABLE 1

The estimated funds needed to install the practices to control the high priority problems are listed below:

<u>PRACTICES</u>	<u>COST ESTIMATE</u>	<u>COST SHARE \$</u>
Lakeshore erosion	\$ 30,000.00	\$ 5,000.00
Windbreaks	\$ 500.00	\$ 200.00
Erosion Control Systems	\$ 100,000.00	\$ 2,000.00
Unused Well Program	\$ 1,400.00	\$ 561.00
Ag Waste Systems	\$ 10,000.00	0.00 (SRF)

Fiscal year 2018 State Cost-Share Allocation:		\$ 7,761.00

VII. EDUCATION-INFORMATION

GOAL: TO INFORM AND EDUCATE THE PUBLIC AND SERVE AS A RESOURCE TO LOCAL UNITS OF GOVERNMENT CONCERNING SOIL, WATER AND LAND USE INFORMATION.

OBJECTIVE 1: Provide educational materials and sponsor activities that promote conservation.

Actions:

1. Promote a poster contest through class presentations for grades 5-6 if teachers are interested.
2. Meet with individuals, groups and organizations regarding soil and water concerns, as requested.
3. Co-sponsor the Envirothon for senior and junior high students by helping to obtain presenters, assisting with promotion and funding, supervising the competition, and sending follow-up information.
4. Provide support for the 2018 Envirothon.
5. Promote SWCD programs at the Hubbard County Fair.
6. Administer the Freshwater Festival for area 6th grade students as a LWP initiative.
7. Provide information/education seminars on environmental issues, etc., as a LWP initiative.
8. Maintain and update the District's website.
9. Build presentations in appropriate formats (PowerPoint, etc.) for various projects and programs of the District.
10. Notify area teachers in writing that staff members are available to make presentations on various conservation topics and include a list of suggestions.
11. Participate in 5th Grade Conservation Education Day.
12. Educate local government boards regarding natural resource issues.
13. Work with MDA on water quality education projects.
14. Promote programs through news articles.
15. Publish a biannual newsletter.
16. Seek environmental educational grants for new activities.
17. Help organize and promote the Annual Grazing Workshop in cooperation with NRCS.

(Manager, 78 hours; Admin Assist, 30 hours; Water Quality Specialist, 10 hours)

VIII. OFFICE ADMINISTRATION, RECORDS AND FINANCIAL MANAGEMENT

GOAL: MANAGE WORKLOAD IN ADMINISTRATION, RECORDS AND FINANCIAL ADMINISTRATION OF ALL PROJECTS, PROGRAMS AND GENERAL OPERATIONS.

OBJECTIVE 1: Maintain adequate staff to perform required duties for effective office administration.

Actions:

1. District Manager will supervise programs, projects and general office administration.
2. Administrative Assistant will assist the NRCS field office staff.
3. Administrative Assistant will prepare monthly and annual financial reports and maintain Quick books data.

(Manager, 146 hours; Admin Assist, 1103 hours; Water Qual. Spec. 30)

IX. TRAINING

GOAL: MAINTAIN AN ADEQUATELY TRAINED STAFF.

OBJECTIVE 1: Take advantage of training opportunities on various programs and issues.

Actions:

1. Develop and prioritize training needs to implement programs.
2. Seek additional funding for training activities, especially for staff to receive JAA authority.
3. Staff will attend priority training sessions.
4. Take advantage of various training opportunities that will increase district capabilities.

(Manager, 50 hours; Admin Assist, 60 hours, Water Quality Spec, 35 hours)

X. NEW INITIATIVES

GOAL: TO DEVELOP INITIATIVES THAT ENABLES THE SWCD TO ASSIST COUNTY LANDOWNERS WITH CONSERVATION PROGRAMS.

OBJECTIVE 1: Investigate potential funding available from the Clean Water Amendment.

Actions:

1. Develop a plan to inventory soil erosion sites on selected lakes.

2. Develop a plan of action for the TMDL studies with MPCA.

(Manager, 50 hours, Admin Assist, 30 hours, Water Quality Spec,150 hours)

XI. PLAT BOOKS

GOAL: PROVIDE A CURRENT AND ACCURATE HUBBARD COUNTY PLAT BOOK FOR SALE TO THE PUBLIC.

Action:

1. Work with the Hubbard County GIS department and a map publishing company to produce a plat book and updates as needed.
2. Program is profitable for the district.

(Manager, 10 hours; Admin Assist, 30 hours; Water Quality Spec., 2)

**2018 ANNUAL WORK PLAN
PROJECTS AND STAFF HOURS SUMMARY**

ACTIVITY	<u>Staff Hours</u>		
	<u>MANAGER</u>	<u>ADMIN ASSIST</u>	<u>WATER QLTY SP.</u>
I. Water Quality			
1. Implement Research	138	127	200
2. Wetland Conservation Act	700	30	440
3. Watershed Projects	151	60	388
4. Local Water Plan coordination	217	50	25
5. State Revolving Fund	2	0	0
6. Combat AIS	25	25	25
7. BWSR Buffer Implementation	150	10	200
II. Water Quantity			
1. Observation Well Program	10	8	100
2. Rural Rainfall Program	5	45	5
III. Conservation	120	150	170
IV. Forestry/Tree Program	64	160	60
V. RIM/PWP	12	10	5
VI. State Cost-Share Program	80	80	163
VII. Education/Information	78	30	10
VIII. Office Adm./Records/Financial	146	1103	30
IX. Training	50	60	35
X. New Initiatives	50	30	150
XI. Plat Books	10	30	2
Subtotal staff hours projected	2008	2008	2008
Total staff hours projected:	6024		
Total staff hours available:			
Manager	2008		
Administrative Assistant	2008		
Water Quality/Resource Specialist	2008		

2088 staff hours equal one staff year in 2018. Deductions for holidays were made when stating total staff hours available which leaves 2008 hours per year per person. Personnel annual leave is not part of these figures.

2018 Hubbard County SWCD Budget

ESTIMATED REVENUES	ESTIMATED EXPENSES
INTERGOVERNMENTAL	
STATE	
Buffer	10,000
Conservation Delivery	18,157
Cost Share	7,761
Local Capacity (Fy 2016-2018)	215,000
PERA Aid	401
RIM	230
Total	<u><u>251,549</u></u>
COUNTY	
County Allocation	30,000
LWP Levy - Coordinator	8,566
LWP - Projects	13,245
WCA - 2017	25,103
WCA - 2018	25,103
Total	<u><u>102,017</u></u>
LOCAL/DISTRICT	
Donations to Projects	3,500
Total	<u><u>3,500</u></u>
MISCELLANEOUS REVENUE	
Interest	400
Total	<u><u>400</u></u>
CHARGES FOR SERVICES	
Tree sales	13,000
Observation Wells	4,000
Plantskydd, Tubes, Flags	1,500
Plat Books	3,000
DO - Long Lake	500
Veliger - Mantrap	1,475
Total	<u><u>23,475</u></u>
Total Estimated Income	
380,941	
DISTRICT OPERATIONS	
PERSONAL SERVICES	
Supervisor Comp.	9,000
Employee Salaries	120,683
Employee - FICA	11,502
PERA	9,693
Medical Insurance	12,600
Total	<u><u>163,478</u></u>
OTHER SERVICES & CHARGES	
Audit	3,000
District Insurance	4,400
Dues/Subscriptions	6,000
Employee Expenses	800
Newsletter	1,000
Office Supplies	2,500
Postage	1,000
Rent (FY 2017 Loc Cap)	37,960
Shipping/Freight	895
Staff Training	1,500
Supervisor Expenses	5,000
Telephone	5,000
Vehicle Expenses	2,000
Total	<u><u>71,055</u></u>
PROJECT EXPENSES	
STATE	
Buffer Law	7,000
Cost Share	7,761
Local Capacity	37,500
Total	<u><u>52,261</u></u>
COUNTY	
LWP Levy - Coordinator	8,566
LWP Levy - Projects	13,245
WCA - 2017	25,103
WCA - 2018	25,103
Total	<u><u>72,017</u></u>
LOCAL/DISTRICT	
Trees	10,000
Platbook	150
Plantskydd, Tubes, Flags	1,000
Veliger Testing/Boat & supplies	1,230
Water Quality Services/Boat rental	750
Capital improvement	9,000
Total	<u><u>22,130</u></u>
Total Estimated Expense	
380,941	

2018 CALENDAR OF EVENTS

JANUARY

- Manager & Chair Meeting – Area 8 meeting Jan 3 – Beltrami Admin Bldg, Bemidji @ 9:00
- Awareness Articles for Local Papers
- Board meeting January 10 (Bi-Annual review technical approval authority, memberships & affiliations, designate financial institution, & adopt HCLWMP as comprehensive plan for HCSWCD and Reorganization of Board - next 2019)
- E-Link reporting due by end of month
- Monthly financial reports
- Review by-laws & Pers. Policy
- Declare bank and newspaper we will use
- Joint Powers Agreement – WCA (need 30 day notice if want to change, both county and SWCD need to agree) 5 year agreement - next 2021
- Grazing Workshop – January 31 @ Guthrie Community Center

FEBRUARY

- Board meeting February 14
- Monthly financial reports
- Review Strategic Planning
- Self – Assessment Tool
- Bank signature update
- Consumer Price Index – cost of living increase

MARCH

- Board meeting March 14
- Area 8 meeting March 2 – Beltrami Admin Bldg, Bemidji @ 9:00
- Annual Report and Annual Financial Report due by 15th
- Mail spring newsletter
- Quarterly tax reports
- Monthly financial reports
- Laporte, Lake George, County Fair Nitrate Clinics – get on for advertising

APRIL

- Awareness Articles for Local Papers
- Board meeting April 11
- Rainfall monitoring reports
- Equipment check for lake monitoring
- Monthly financial reports
- Restock tree program materials
- Set date for strategic planning meeting
- Submit Fair Nitrate Clinic Schedule to Enterprise (Candy Parks) for fair brochure

MAY

- Area 8 Resolutions need to be completed for Board Meeting to approve
- Trees packed – May 3
- Trees picked up – May 4, 5, & 6th
- Regional Envirothon – May 2 at Bemidji Lake State Park
- Board meeting May 9
- Rainfall monitoring reports
- Plan fair booth activities
- Freshwater Festival – May 16
- State Envirothon – May 21 at Shetek Lutheran Ministries in Slayton, MN
- Treasurer meets with staff on budget
- Monthly financial reports

JUNE

- Board meeting June 13
- Area 8 meeting June 1 – Beltrami Admin Bldg, Bemidji @ 9:00
- Rainfall monitoring reports
- Cost-share deadline
- Present draft budget to Board
- RIM/cost-share inspections (due by Sept)
- Quarterly tax reports
- Monthly financial reports
- Water Quality/Resource Spec performance review (6/16/15)

JULY

- Awareness Articles for Local Papers
- Board meeting July 11
- Pay yearly sales tax
- Rainfall monitoring reports
- Budget due to County
- Cost-share spot checks
- Monthly financial reports
- Fair Booth – July 12-16
- Donation to Environmental Ed Bldg for booth
- Nitrate Clinic at Fair – July 13-14
- Administrative. Asst. performance review (7/18/16)
- Prepare SWCD & COLA Tree Order Forms
- National Envirothon July 22-26 @ Idaho State University, Pocatello, ID

AUGUST

- Board meeting August 8
- Rainfall monitoring reports
- Order trees from Nurseries
- Monthly financial reports

SEPTEMBER

- Board meeting September 12
- Area 8 tour & meeting Sept 27-28 – Wadena
- Rainfall monitoring reports
- Mail fall newsletter with tree order form included
- Quarterly tax reports
- Order deciduous trees
- Tree order forms available
- Monthly financial reports

OCTOBER

- Awareness Articles for Local Papers
- Board meeting October 10
- Rainfall monitoring reports
- Review draft annual work plan
- Monthly financial reports
- Resolutions Voting
- District Manager yearly performance review (10/15/12)

NOVEMBER

- Board meeting November 14
- Monthly financial reports
- Review Work Plan
- Renew Nursery Stock Dealer Certificate
- MACDE Membership Dues

DECEMBER

- State Convention December 9-11
- Board meeting December 12
- Approve annual work plan
- Quarterly tax reports
- Monthly financial reports
- End of year adjusting journal entries
- Review calendar for next year
- Sales and Use Tax use in January
- Look at By Laws for Annual Meeting (held in January on uneven years)
- MASWCD Dues (due by 1/31)