

Hubbard County Soil and Water Conservation District

2017 Annual Work Plan



Photo by Alissa B.

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HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT

2017 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 SWCD 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
- 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, 105 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, 575 hours; Admin Assist, 30 hours; Water Quality Spec, 420 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, 141 hours; Admin Assist, 50 hours, Water Quality Spec, 350 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 2017.
 - 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 43 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, 25 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 NPDES (national pollutant discharge elimination system) program.
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, WILDLIFE 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. Support ongoing Tullibee Forest Stewardship Programs.(DNR/SWCD)
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, 44 hours; Admin Assist, 150 hours; Water Quality Spec, 45 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, 100 hours; Water Qual. Spec., 153 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 2017 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 2017 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, 1055 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, 40 hours; Admin Assist, 40 hours, Water Quality Spec, 30 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)

**2017 ANNUAL WORK PLAN
PROJECTS AND STAFF HOURS SUMMARY**

ACTIVITY	<u>MANAGER</u>	<u>Staff Hours</u>	
		<u>ADMIN ASSIST</u>	<u>WATER QLTY SP.</u>
I. Water Quality			
1. Implement Research	105	127	200
2. Wetland Conservation Act	575	30	420
3. Watershed Projects	141	50	350
4. Local Water Plan coordination	217	50	25
5. State Revolving Fund	2	0	0
6. Combat AIS	25	50	25
7. BWSR Buffer Implementation	150	10	200
II. Water Quantity			
1. Observation Well Program	120	8	100
2. Rural Rainfall Program	5	25	5
III. Conservation	120	150	170
IV. Forestry/Tree Program	44	140	45
V. RIM/PWP	12	10	5
VI. State Cost-Share Program	80	100	153
VII. Education/Information	78	30	10
VIII. Office Adm./Records/Financial	146	1040	30
IX. Training	40	40	30
X. New Initiatives	50	30	150
XI. Plat Books	10	30	2
Subtotal staff hours projected	1920	1920	1920
Total staff hours projected:5320			
Total staff hours available:			
Manager	1920		
Administrative Assistant	1920		
Water Quality/Resource Specialist	1920		

2080 staff hours equal one staff year in 2017. Deductions for holidays and annual leave were made when stating total staff hours available.

2017 Budget

REVENUES		EXPENSES	
INTERGOVERNMENTAL		DISTRICT OPERATIONS	
STATE		PERSONAL SERVICES	
Conservation Delivery	18,157	Supervisor Comp.	8,500
Cost Share	7,761	Employee Salaries	119,479
PERA Aid	401	Employee - FICA	10,564
RIM	230	PERA	8,961
Buffer	10,000	Medical Insurance	12,600
Local Capacity	137,500	Total	160,104
Ms Headwaters WRAP	10,000	OTHER SERVICES & CHARGES	
Forest Stewardship - Cost Share	10,000	Audit	500
Kabekona River Project	2,610	Supervisor Expenses	3,500
Total	196,659	Employee Expenses	500
COUNTY		Staff Training	1,000
LWP Levy - Coordinator	8,756	Telephone	2,500
WCA	25,103	Postage	1,100
County Allocation	30,000	Vehicle Expenses	2,000
LWP Levy - Projects	13,245	Rent	12,000
Total	77,104	Dues/Subscriptions	6,000
LOCAL		District Insurance	3,500
Donations to Projects	2,000	Newsletter	1,500
Total	2,000	Office Supplies	2,500
CHARGES FOR SERVICES		Total	36,600
Tree sales	10,000	PROJECT EXPENSES	
Observation Wells	3,180	STATE	
Plantskydd, Tubes, Flags	2,000	Cost Share	7,761
Plat Books	4,000	Forest Stewardship	10,000
AIS Watercraft Inspec. Wadena	14,500	Local Capacity	27,230
Water Quality Services	1,000	RIM - \$230 from employee salaries	
Tullibee Forest Stewardship	1,450	LOCAL	
Total	36,130	LWP Levy - Coordinator - \$8,756 from emp. salaries	
MISCELLANEOUS REVENUE		LWP Levy - Projects	13,245
Interest	300	Irrigation Scheduler Program	5,000
Total	300	Pineland Sands Aquifer - \$2,775 from emp. salaries	
Column Total		WCA	25,103
	312,193	Total	88,339
		DISTRICT	
		Hydrolab	5,000
		Other Equipment	5,000
		Trees	9,000
		Platbook	150
		Plantskydd, Tubes, Flags	1,500
		Project Materials/Boat rental	2,500
		Capital improvement	4,000
		Total	27,150
Column Total			312,193

2017 CALENDAR OF EVENTS

JANUARY

- Manager & Chair Meeting – Area 8 meeting Jan 4
- Awareness Articles for Local Papers
- Board meeting January 11 (Bi-Annual review technical approval authority, memberships & affiliations, designate financial institution, & adopt CLWMP as comprehensive plan for HCSWCD and reorganization of Board)
- Review Work Plan
- E-Link reporting due by end of month
- Monthly financial reports
- Review by-laws & Pers. Policy
- Declare Bank we will use
- Joint Powers Agreement – WCA (need 30 day notice if want to change, both county and SWCD need to agree)
- Meet Your Local SWCD – January 17
- Admin. Asst. Review (7-18-16)

FEBRUARY

- Board meeting February 8
- Monthly financial reports
- Review Strategic Planning
- Consumer Price Index
- Self – Assessment Tool
- Bank signature update
- Grazing Workshop February 28
- Observation Well Monitoring

MARCH

- Board meeting March 8
- Area 8 meeting March 10 – Beltrami Adm Bldg, Bemidji @ 9:00
- Annual Report and Annual Financial Report due by 15th
- Board consider cost of living raise
- Mail spring newsletter
- Quarterly tax reports
- Monthly financial reports

APRIL

- Awareness Articles for Local Papers
- Board meeting April 12
- Rainfall monitoring reports
- Equipment check for lake monitoring
- Monthly financial reports
- Restock tree program materials
- Set date for strategic planning meeting

MAY

- Area 8 Resolutions need to be completed for Board Meeting
- Trees packed – May 4
- Trees picked up – May 5, 6 & 7th
- Regional Envirothon – May 3
- Board meeting May 10
- Rainfall monitoring reports
- Observation well monitoring
- Plan fair booth activities
- State Envirothon – May 15
Ironwood Springs – Stewartville, MN
- Freshwater Festival – May 17
- Treasurer meets with staff on budget
- Monthly financial reports
- Area 8 Resolutions

JUNE

- Board meeting June 14
- Area 8 meeting June 2 – Beltrami Adm Bldg, Bemidji @ 9:00
- Bemidji
- Rainfall monitoring reports
- Cost-share deadline
- Present draft budget to Board
- RIM/cost-share inspections
- Quarterly tax reports
- Monthly financial reports
- Water Quality/Resource Spec performance review (6/16/15)

JULY

- Awareness Articles for Local Papers
- Board meeting July 12
- Pay yearly sales tax
- Rainfall monitoring reports
- Budget due to County
- Cost-share spot checks
- Monthly financial reports
- Fair Booth – July 12-16
- Nitrate Clinic at Fair – July 14-15
- Administrative. Asst. performance review (7/18/16)
- Prepare SWCD & COLA Tree Order Forms
- National Envirothon July 23-29 Mt. St. Mary's Emmitsburg, MD

NOVEMBER

- Observation well monitoring
- Board meeting November 8
- Monthly financial reports
- Renew Nursery Stock Dealer Certificate

DECEMBER

- State Convention December 3-5
- Board meeting December 13
- 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

AUGUST

- Board meeting August 9
- Rainfall monitoring reports
- Observation well monitoring
- Order trees from Nurseries
- Monthly financial reports

SEPTEMBER

- Board meeting September 13
- Area 8 tour & meeting Sept 21-22 – Koochiching, Int'l Falls
- Rainfall monitoring reports
- Mail fall newsletter with tree order form included
- Letter to teachers on programs
- Quarterly tax reports
- Order deciduous trees
- Tree order forms available
- Monthly financial reports

OCTOBER

- Awareness Articles for Local Papers
- Board meeting October 11
- Rainfall monitoring reports
- Review draft annual work plan
- Monthly financial reports
- Resolutions Voting
- District Manager yearly performance review (10/15/12)