



# Hubbard County Soil and Water Conservation District (SWCD)

Fiscal Year 2020 Work Plan & 2019 Report

603 Central Ave N, Suite 100

Park Rapids, MN 56470

218-732-0121 ext. 4

[hubbardswcd.org](http://hubbardswcd.org)

## **TABLE OF CONTENTS**

Hubbard County SWCD Mission Statement .....	3
Section 1: 2020 Work Plan .....	4
2020 Revised Budget.....	13
Section 2: 2019 Report.....	14
2019 Hubbard SWCD Mapped Projects .....	18
Thank You Community Partners .....	20
Unaudited 2019 Financial Reports.....	21

## Hubbard County SWCD Mission Statement:

*To provide leadership, education, technical advice, financial assistance to landowners and community groups while cooperating with other local, state, and federal agencies to manage and protect the district's soil, water, forests, wildlife, and recreational resources.*

- Hubbard County SWCD is one of 88 districts in Minnesota. The district is governed by a board of 5 elected members who each represent four to seven townships within our county and who provide oversight and guidance to the district staff. As a group we are tasked with providing local, on-the-ground assistance to local communities and private landowners to protect our soil and water resources for present and future generations.
- Hubbard County consists of a diverse landscape which includes some of Minnesota's most beautiful lake shores, several trout fishing streams, farmland, and forestland. We have 639,000 acres total with approximately 89,500 acres of cropland, 57,510 acres of Lakeland, and 415,350 acres of forestland.
- The water in Hubbard County flows downstate into the Twin Cities region—when we protect our water quality locally, we also protect the drinking water for the most populous part of our state.
- Hubbard County's population was 21,332 in 2018, which is a jump from 14,939 in 1990. Rapid growth in the county is expected through 2030, which will likely create more demands on its natural resources.

### District Elected Supervisors:

(Left to Right)

Don Rettinger

Bob Iles

Lynn Goodrich

Don Sells

Marcel Noyes



### District Staff:



Crystal Mathisrud  
District Manager



Annette Olson  
Admin. Asst.



Alicia Gohmann  
WQ Technician



Peter Jacobson  
WQ Specialist

# SECTION 1: 2020 Work Plan

The purpose of Hubbard County SWCD’s annual workplan is to define our intended priorities for the year ahead as well as to document how we intend to collaborate with community partners, knowing that we will be able to achieve more together if we communicate well about our abilities and intentions.

## Hubbard County SWCD 2020 Priorities

1. Build Hubbard County Community Partnerships and Sustainable SWCD Operations and Infrastructure
2. Protect Wetland and Forest Resources to Promote Clean Drinking Water and Wildlife Habitat
3. Protect and Enhance Shoreland and Stream Corridors
4. Maintain, Restore, and Enhance the Productive Capacity of Working Lands
5. Community Education and Outreach

## WORKING TOGETHER TO MULTIPLY COMMUNITY SUCCESS

### SWCD STAFF & SUPERVISORS

- Knowledge of Programs
- Boots-On-the-Ground
- Master Networkers
- Project Design
- Grant Writing to Establish Programs to Respond to Community Need

### LANDOWNERS & COMMUNITY GROUPS

- Project Ideas
- Creative Solutions
- Matching In-Kind Contributions
- Proximity to Community Need and Knowledge



### PARTNERING ORGANIZATIONS

- Specialized Expertise
- Technical Skills
- Access to Long-Term Data and Current Research
- Science Based Problem-Solvers
- Complimentary Programs and Project Collaboration

### COMMUNITY LEADERS – STATE & LOCAL OFFICIALS

- Political Considerations
- Economic Considerations
- Knowledge of Community Trends and Needs
- Financial Partners

# Priority

# 1

## Build Hubbard County Community Partnerships and Sustainable SWCD Operations and Infrastructure

Task	Actions
<b>Objective 1.1</b>	<b>Identify funding mechanisms in order to provide a stable base annual operating budget</b>
1.1.1	Complete all annual workplans and reports according to the guidelines and deadlines of our current funding sources.
1.1.2	Implement a District Fundraising Campaign by: <ul style="list-style-type: none"> <li>• Reaching out to local businesses and community support groups</li> <li>• Identifying and applying for grants via organizations who are seeking partners for wildlife, sustainable farming, conservation planning, etc.</li> <li>• Meet with local and state officials to identify new potential projects and sources of funding.</li> </ul>
1.1.3	Present annual budget and workplan to the County along with a request for funding to support community-based project development and outreach with the goal of building stronger ties and trust through service and project completion. <ul style="list-style-type: none"> <li>• Ask the county commissioners and staff how we can be strong partners and what common goals we take on.</li> <li>• Create an annual white paper for the county to briefly document projects completed with county funds and identify new projects. Ensure the document also functions as a public awareness communication tool for our county officials to use to show the public how they are using funds to partner with organizations and get projects done that benefit the community.</li> </ul>
<b>Objective 1.2</b>	<b>Expand District Capacity and Skill-Sets to Provide Effective Service to the Community and Fulfill the District's Mission</b>
1.2.1	Continue working with our local partners via meetings and collaborations to utilize everyone's skills and expertise in pursuing our common goal of community service.
1.2.2	Establish new partnerships: <ul style="list-style-type: none"> <li>• Build relationship with Bemidji State University's Environmental Science Department and McNair Scholars Program to recruit interns, volunteers and new staff while affording college students the opportunity to get some experience, network, and collect samples in the field for their own research projects.</li> <li>• Develop partnership agreements with local organizations and neighboring SWCDs to provide specialized services.</li> <li>• Seek out and strengthen relationships with agriculture, conservation, and community stakeholders.</li> </ul>
1.2.3	Create and follow an annual training plan for each staff member to increase our internal expertise and skill-set. Consider the SWCD mission as well as individual interests, goals and natural abilities to ensure we build an effective, engaged, stable, and resilient team.
1.2.4	Request assistance from TSA8 engineering, mapping and design teams early where appropriate and follow their processes and policies to ensure timely and accurate delivery of specialized services. Learn from each experience so we have the ability to do more in-house in the future.

1.2.5	Seek opportunities and provide support for elected supervisors to network with local and state elected officials to discuss ideas and needs.
<b>Objective 1.3 Streamline District Operations to Achieve More with the Time and Funding Available</b>	
1.3.1	Invest in human resources and technology systems to simplify our processes and increase skill and productivity.
1.3.2	Maintain equipment and records according to a schedule broken down into periods of time so that all resources are in a ready-to-find and ready-to use condition at all times.
1.3.3	Create a team flowchart to clearly divide daily, weekly, monthly tasks, define working group teams and identify where individual staff has available time and energy and where individual staff needs more support.
1.3.4	Hold weekly staff meetings to check in on project development, workloads and needs. Arrange for staff to consult individually or as a group with BWSR specialists promptly when training or guidance is needed.
<b>Objective 1.4 Improve Transparency</b>	
1.4.1	Hold monthly meetings that are open to the public to ensure a transparent decision-making process.
1.4.2	Develop an annual operating plan and budget for FY2021 before January 2021.
1.4.3	Improve website and social media outlets to provide an accessible forum for the public to learn about and follow SWCD projects and activities.
1.4.4	Complete annual district financial audit.

# Priority 2

Protect Wetland and Forest Resources to Promote Clean Drinking Water and Wildlife Habitat

Task	Actions
<b>Objective 2.1 Participate in Planning, Development and Implementation of the 3 Major One Watershed One Plans in Hubbard County</b>	
2.1.1	<p>Collaborate with Cass County SWCD to implement the Leech Lake River One Watershed One Plan.</p> <ul style="list-style-type: none"> <li>• Communicate with stakeholders to implement stormwater projects and culvert inventories.</li> <li>• Conduct outreach activities to raise awareness, develop projects and locate partner landowners.</li> <li>• Implement a campaign to encourage participation in easement programs, forest stewardship and sustainable grazing practices.</li> </ul>
2.1.2	<p>Send at least one SWCD representative to each Mississippi Headwaters One Watershed One Plan Policy Committee and Advisory Team committee meetings.</p> <ul style="list-style-type: none"> <li>• Ensure the person attending is knowledgeable about the goals and requirements of the 1W1P's and Hubbard County community needs and attitudes about participation.</li> <li>• Provide opportunities for the person attending these meetings to communicate with other Hubbard County LGU officials and the public to raise community awareness and SWCD awareness of community need.</li> </ul>
2.1.3	<p>Develop a plan to lead or co-lead the planning and implementation process for the Crow Wing River One Watershed One Plan.</p> <ul style="list-style-type: none"> <li>• Network with BWSR staff and other SWCD stakeholders.</li> <li>• Be clear about intent to participate as a lead LGU throughout the collaboration process.</li> <li>• Advocate for setting a start date and timeline for planning committees to begin meeting.</li> </ul>
<b>Objective 2.2 Contribute to Hubbard County's Smart Development and Conservation Plan to Promote the Wise and Effective Use of Land and Water Resources to Grow Our Local Economy While Protecting the Landscape We Love</b>	
2.2.1	<p>Schedule time to have intentional conversations with Hubbard County and Township elected officials to learn more about local perspectives, needs and project wish lists.</p> <ul style="list-style-type: none"> <li>• Identify where we have common goals and develop plans to work together financially and physically to get projects done on the ground.</li> <li>• Keep a list of potential collaborations, create annual goals together, and seek funding for existing needs where there is no current funding.</li> </ul>
2.2.2	<p>Promote Forest Stewardship:</p> <ul style="list-style-type: none"> <li>• Continue to reach out to local landowners regarding forest stewardship programs and funding.</li> <li>• Collaborate with Private Foresters to get Forest Stewardship Plans written and registered.</li> <li>• Continue and Grow HC SWCD Tree Sales Program.</li> </ul>
2.2.3	<p>Identify and pursue Gem Parcels for Reinvest in Minnesota, Wild Rice, Wildlife Habitat Corridor, Wellhead Protection, and Critical Shoreland easement programs so that parcels may remain in recreational use and private landowner hands while entering protection status that ensures access and enjoyment of those resources for future generations.</p>

2.2.4	Participate in defining and lead the implementation of Hubbard County’s Local Water Management Plan (LWMP). <ul style="list-style-type: none"> <li>• Schedule 2020 Hubbard County LWMP Task Force meeting for May/June.</li> <li>• Update partners on activities, reports, outreach and map development progress.</li> <li>• Facilitate conversations to define FY2021 projects.</li> </ul>
2.2.5	Wellhead Protection: <ul style="list-style-type: none"> <li>• Review current wellhead protection plans, implementation progress, research and funding.</li> <li>• Identify future needs for education, planning, funding and action.</li> </ul>
<b>Objective 2.3 Implement the Wetland Conservation Act (WCA) for Hubbard County</b>	
2.3.1	Provide wetland conservation information to the public via our website, pamphlets and individual contact.
2.3.2	Receive and review WCA applications and violation reports.
2.3.3	Follow up with landowners to avoid and reduce wetland impacts, to create replacement plans where needed, and to apply for exemptions as appropriate.
2.3.4	Complete documentation and responses within the timeline as defined by WCA law: <ul style="list-style-type: none"> <li>• Respond to applications with Notice of Decision.</li> <li>• Issue violation notices and request DNR follow up with serving documents to landowners.</li> <li>• Write restoration plans and orders.</li> <li>• Ensure restorations are completed and issue Certificate of Completion.</li> <li>• Provide two supervisors for the WCA Appeals Board.</li> <li>• Complete annual WCA reporting.</li> </ul>
2.3.5	Ensure staff receives adequate training to understand and implement all facets of the law including any annual updates.
<b>Objective 2.4 Ground Water Data Collection in Collaboration with DNR</b>	
2.4.1	Conduct static water level and temperature measurements of Hubbard County Observation Wells 4 times a year and download complete data from all computer equipped wells to upload to the DNR database.

# Priority

# 3

## Protect and Enhance Shoreland and Stream Corridors

Task	Actions
<b>Objective 3.1 Provide Funding and Technical Support for Erosion Control and Buffer Cost-Share Projects</b>	
3.1.1	Identify high priority lake and stream shores where wind and water erosion issues are present or likely given local hazards, conditions and soil types.
3.1.2	Identify pollution and nutrient loading issues and risks by evaluating existing water quality data. <ul style="list-style-type: none"> <li>• Pursue collection of new data via collaborations with local organizations such as COLA, MPCA, DNR, etc.</li> <li>• Continue rainfall monitor and lake ice-in/ice-out volunteer programs to collect community data and observations to aid in record keeping and the identification of potential projects.</li> </ul>
3.1.3	Reach out to community stakeholders and landowners in these priority areas to pursue project development via: <ul style="list-style-type: none"> <li>• Responding to individual requests for cost-share assistance.</li> <li>• Website and social media awareness and story-based posts to raise public awareness and interest in these goals.</li> <li>• Sending outreach letters to owners of priority lands to establish new relationships.</li> <li>• Follow-up on initial outreach with a phone call and/or site visit.</li> </ul>
<b>Objective 3.2 Implement Buffer Law and Review Compliance County Wide Every 3 Years</b>	
3.2.1	Review new pictometry data within BuffCat to identify possible Buffer Law non-compliance and ground truth those findings with site visits by July 15 <sup>th</sup> .
3.2.2	Follow up with correction plans for any non-compliant parcels or at-risk for non-compliance parcels by August 1 <sup>st</sup> .
3.2.3	Assist landowners in maintaining compliance by offering cost-shares for currently compliant but at-risk parcels.
<b>Objective 3.3 Promote and Participate in Water Quality Data Collection</b>	
3.3.1	Participate in MPCA Water Quality Assessment initiatives to collect lake and stream data throughout the Crow Wing River Watershed in 2020 and 2021. <ul style="list-style-type: none"> <li>• Collect samples from 20 lakes and 2 streams according to MPCA schedule May 1, 2020 through September 30, 2021.</li> <li>• Collaborate with RMB to complete testing and report data back to MPCA.</li> <li>• Maintain a copy of all resulting water quality records at HC SWCD.</li> </ul>
3.3.2	Offer veliger sampling on a fee for service basis to lake associations, lake shore owners and community groups.
3.3.3	Continue to offer free nitrate testing at community events and in HC SWCD office throughout the year.

3.3.4	Offer Hydrolab services on a fee for services basis to lake associations, lake shore owners and community groups. Data sets include: <ul style="list-style-type: none"><li>• Dissolved Oxygen</li><li>• Temperature profiles</li><li>• Clarity assessments</li><li>• Salinity</li></ul>
3.3.5	Offer detailed water quality testing in collaboration with RMB labs on a fee for service basis, including: <ul style="list-style-type: none"><li>• Lead testing</li><li>• Nitrates</li><li>• Bactria</li><li>• Arsenic</li><li>• Host of Secondary Contaminants</li></ul>

# Priority 4

## Maintain, Restore, and Enhance the Productive Capacity of Working Lands

Task	Actions
<b>Objective 4.1 Collaborate with NRCS to Plan and Hold 2021 Hubbard County Grazing Workshop</b>	
4.1.1	Review feedback from the 2020 Grazing Workshop to identify what worked well and what aspects of planning, marketing and hosting could be improved upon for 2021.
4.1.2	Collaborate with NRCS to create a 2021 speaker schedule and to plan for event needs.
4.1.3	Conduct annual event fundraising in November through December 2020.
<b>Objective 4.2 Develop Agriculture Specific Cost-Share Program</b>	
4.2.1	Identify priority parcels for implementing sustainable practices to protect soil and water via mapped data and ground truthing.
4.2.2	Reach out to local farmers to find out what their needs are and how receptive they are to implementing conservation practices with technical and/or financial support from HC SWCD.
4.2.3	Identify where current funds may be used to provide support for specific agriculture based-cost shares and how we may collaborate with NRCS to develop and complete projects.
4.2.4	Identify additional sources of funding by searching for relevant grants and having conversations with state and local officials who could advocate for funding within the legislature.
4.2.5	Prepare to apply for funds according to identified need within the 2020/2021 grant cycles.
<b>Objective 4.3 Advocate for the Development of a Sustainable Grazing/Grasslands Programs in Hubbard County</b>	
4.3.1	Participate in the NFWF Grazing Lands Management Program to maximize the benefits of Farm Bill programs for working lands: <ul style="list-style-type: none"> <li>Identify potential projects that fit the scope of the call for applications.</li> <li>Contact landowners who could participate to evaluate interest.</li> <li>Write and submit plans and applications by May 6<sup>th</sup> 2020 where possible.</li> <li>Plan for applications to submit in the 2021 application period.</li> </ul>
4.3.2	Collaborate with Becker, Cass, Crow Wing and Wadena SWCDs to submit resolutions and advocate for a Sustainable Grazing/Grasslands Initiative Act patterned after the Sustainable Forestry Incentive Act.
4.3.3	Continue to collaborate with The Nature Conservancy and the Crow Wing Healthy Waters Working Group on developing a working lands easement program that can be administered by SWCDs.
<b>Objective 4.4 Promote and Participate in the Irrigation Scheduler Program</b>	
4.4.1	Become familiar with and use the Irrigation Scheduler Software when communicating with people and organizations who are irrigating.
4.4.2	Use Irrigation Scheduler Pamphlets to share program information and to encourage local use.

# Priority 5

## Community Education and Outreach

Task	Actions
<b>Objective 5.1</b>	<b>Raise Community Awareness of SWCD Goals, Activities and Programs</b>
5.1.1	Participate in community events by offering school and private/public group presentations, nitrate testing at events, activities for kids and question and answer sessions.
5.1.2	<p>Create thoughtful marketing materials that engage people on a deeper level and are kept within the home for reference or enjoyment.</p> <ul style="list-style-type: none"> <li>• Collaborate with COLA, Resorts, Schools, 4-H, Boy Scouts, Girl Scouts and other groups to get education and marketing tools into the hands of individuals.</li> <li>• Utilize social media including Facebook and Instagram to share our community stories.</li> <li>• Ensure SWCD stories are Community stories and that we share them in a way that resonates, inspires and gives credit to our valued partners and participants.</li> <li>• Collect stories and pictures to share daily when in the field.</li> </ul>
5.1.3	Plan and Host Annual Freshwater Festival.
5.1.4	Seek new opportunities for education and outreach as well as new funding for events, presentations and interactive activities for school and youth groups.

## 2020 REVISED Budget

ESTIMATED INCOME		ESTIMATED EXPENSES	
<b>INTERGOVERNMENTAL</b>		<b>DISTRICT OPERATIONS</b>	
<b>STATE</b>		<b>PERSONAL SERVICES</b>	
Buffer Law	10,000	Supervisor Comp.	10,000
Conservation Delivery	18,157	Employee Salaries	160,000
Cost Share	7,761	Employee - FICA	12,240
Local Capacity 2018	35,000	PERA	12,000
Local Capacity 2019	65,000	Medical Insurance	26,400
Local Capacity 2020	130,741	<b>Total</b>	<b>220,640</b>
RIM	300		
<b>Total</b>	<b>266,959</b>	<b>OTHER SERVICES &amp; CHARGES</b>	
		Audit	2,800
		Professional Fees	100
<b>COUNTY</b>		District Insurance	4,500
County Allocation	30,000	Dues/Subscriptions	6,300
LWP Levy - Coordinator	8,566	Employee Expenses	2,500
LWP - Projects	13,245	Newsletter	1,000
WCA	25,103	Office Supplies	2,000
<b>Total</b>	<b>76,914</b>	Postage	1,000
		Rent	0
		Shipping/Freight	850
<b>LOCAL/DISTRICT</b>		Staff Training	1,500
Donations to Projects	4,000	Supervisor Expenses	7,000
<b>Total</b>	<b>4,000</b>	Telephone	2,500
		Vehicle Expenses	2,000
		<b>Total</b>	<b>34,050</b>
		<b>PROJECT EXPENSES</b>	
		<b>STATE</b>	
<b>MISCELLANEOUS REVENUE</b>		Cost Share	7,761
Interest	800	Local Capacity	90,000
<b>Total</b>	<b>800</b>	<b>Total</b>	<b>97,761</b>
		<b>COUNTY</b>	
		LWP - Projects	6,000
		<b>Total</b>	<b>6,000</b>
		<b>LOCAL/DISTRICT</b>	
<b>CHARGES FOR SERVICES</b>		Trees	13,000
Tree sales	16,000	Plat Book	0
Observation Wells	4,380	Plantskydd, Tubes, Flags	180
Plantskydd, Tubes, Flags	200	Boat/Motor/Rental Expenses	600
Plat Books	7,000	Water Quality Monitoring Expenses	800
Water Quality Monitoring	700	Capital improvement	5,422
Veliger	1,500	<b>Total</b>	<b>20,002</b>
<b>Total</b>	<b>29,780</b>		
<b>Total Estimated Income</b>	<b>378,453</b>	<b>Total Estimated Expense</b>	<b>378,453</b>
REVISED 2020 Budget approved November 13, 2019		(Original Budget approved July 10, 2019)	

## SECTION 2: 2019 Accomplishments

FY2019 was exceptionally busy with new opportunities for community collaboration, planning and growth. Below is a summary of our accomplishments, each pursued with a variety of partners. Thank you to everyone for their contributions in time, energy, ideas and fiscal matters.

### GARY ROERICK NOMINATED FOR OUTSTANDING FOREST STEWARD

Gary Roerick received the 2019 Outstanding Forest Steward Award at the MASWCD State Convention in December 2019. A resident of Hubbard County for the past 41 years, Gary has been very active working to enhance and maintain the vibrancy of natural forest lands. Gary was president of the Natural Resource Club in college. As a young adult he was part of the U.S. Forest Service, planting millions of trees in the Chippewa National Forest along with other young adults through the Conservation Corps. Gary has been active with the Brainerd college advising young adults in the natural resource programs. He presently has two active forest stewardship plans covering over 700 acres. Along with many other community activities, he has been a volunteer rain/snow monitor for the SWCD since May 2015. We would like to thank Gary Roerick for the many great things he has done and is still doing to help our natural resources in Hubbard County.

### EDUCATION AND OUTREACH

- **Lake Water Monitoring** - Monitored water quality of 35 area lakes in coordination with Hubbard County Coalition of Lake Associations (COLA).
- **Freshwater Festival** - Over 200 sixth graders attended our annual Freshwater Festival at Camp Wilderness Boy Scout Camp, near Emmaville, MN, in May 2019. Schools that attended were Park Rapids, Nevis, Laporte and St. Philips. Nineteen citizen volunteers from the area assisted. Presenters at the learning stations included personnel from MN Pollution Control Agency (MPCA), MN Department of Health (MDH), MN DNR, NRCS, SWCD, Tom Gibson - Environmental Educator, Headwaters Science Center and local experts.
- **Nitrate Testing Clinics** - Free Nitrate testing clinics were held the first Friday of every month at our office. Special area nitrate testing days were held at Akeley Paul Bunyan Days, Laporte Independence Celebration Days, Hubbard County Fair and Lake George Blueberry Festival. We provided drop off collection clinics at the Farden Cleanup Days, Laporte Men's Club, Grace Lake Association and Becida Days in Fern Township. Over 350 tests were completed during 2019.
- **2020 Annual Grazing Workshop** – On January 29<sup>th</sup>, more than 60 area grazing producers, guest speakers and staff gathered at the Guthrie Community Center for a full day of presentations by Kent Solberg, Nathan Hulinky, Dr. Randall Lindemann and Greg Booth and to enjoy a complimentary catered lunch from locally owned 209 Grille.
- **2019 Regional Envirothon** - Held at Lake Bemidji State Park for high school and junior high students. Area 8 SWCD staff organize the annual event and 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.

- **League of Women Voters Presentation** – Presentation on nitrates in our drinking water and how they get from surface to aquifers.
- **Park Rapids 4<sup>th</sup> Grade Environmental Days** – Presentation on how Wetlands work with a Sponge Activity and Q&A.

### **WETLAND PRESERVATION/WETLAND CONSERVATION ACT**

- 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.
- In 2019 HC SWCD addressed 137 WCA questions from the public and conducted 34 total site visits for pre-application, application and violation response.

### **BUFFER LAW COMPLIANCE**

- Inspected and updated the buffer compliance maps
- Created an “Other Waters” list for the county
- Set up a three year rotation of total buffer inspection for the county to ensure we maintain compliance
- Worked with landowners to bring noncompliant parcels up to compliance and provided technical and financial assistance where needed.

### **COMMUNICATIONS**

- Published our biannual newsletter electronically on our website and in print. Distributed the print version to over 1000 subscribers.
- Updated the HC SWCD Website at [www.hubbardswcd.org](http://www.hubbardswcd.org).
- Staff started a Hubbard SWCD Facebook page early in the year.

### **DISTRICT PROGRAMS**

- **Rural Rainfall Program** - A network of 33 landowners throughout the county who measure rainfall and 16 landowners that measure snowfall and report back monthly. Data is recorded into the DNR website at the District office and collection sheets are sent to the University of Minnesota’s Office of State Climatology.
- **Observation Well Monitoring Program** - Began in the 1970’s. Wells around the county are monitored for static water levels four times a year, and one well is monitored twice a year, data is then 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. More than 13,000 trees were sold in 2019 as well as a variety of grass and pollinator seeds. The District also sell Plantskydd®, a deer/rabbit repellent, along with tree tubes, tree mats and flags.

- **Wild Rice RIM Easement Program** – Program developed out of 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 1<sup>st</sup> and 4<sup>th</sup> 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. A Lessard Sam’s Grant has been submitted for round 7 of Wild Rice RIM Easements.
- **Kabekona River Bacteria Monitoring** – Kabekona Lake Foundation provided funding for 2 years, which ended in September 2018. This program was to monitor 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 (WRAPS) report. A project in Lakeport township was completed November 1, 2018 to exclude cattle from the Kabekona River on the western pasture where a separate watering facility was located. Hubbard SWCD funded the 2019 E. coli testing in the river from June – September 2019.
- **Hubbard County Plat Book** – the 2019 Plat Book was updated and available to the public to purchase since February 2019.
- **Lake Water Quality Monitoring** – was completed by Hubbard SWCD on Lake Alice, Lake George, Benedict Lake and Hart Lake once a month for 4 months beginning in June through September 2019. This was to fill in gaps in data for these lakes to be able to determine water quality trends. Water samples were collected and were evaluated at RMB labs, a certified lab, in Detroit Lakes, MN.

### **LEECH LAKE RIVER ONE WATERSHED ONE PLAN**

Hubbard and Cass County SWCDs have completed a comprehensive plan for prioritizing, targeting and measuring projects and programs within the Leech Lake River Watershed. After the Planning Phase, an Implementation Grant is available to install practices, projects, programs, and use protection strategies to protect this watershed. Initial implementation funding for 2020 and 2021 is \$598,015 which is expected to be renewed for every two-year period of the total 10-year plan.

### **MISSISSIPPI HEADWATERS RIVER ONE WATERSHED ONE PLAN**

Hubbard and Beltrami SWCDs are in the planning phase of the Mississippi Headwaters 1W1P and are on track to begin the implementation phase in 2021. Beltrami County SWCD has taken the lead on writing the plan documents while representatives from both counties attend the steering team and policy committee meetings.

### **SURFACE WATER ACCESSMENT GRANT (SWAG) MPCA**

Hubbard County SWCD submitted a proposal to participate in Cycle II of Minnesota Pollution Control Agency’s (MPCA) Surface Water Assessment Grants (SWAG)

- Proposal Accepted March 2020 - This gives us an opportunity to collect additional data on waterbodies of interest to us for other projects, including targeting protection and restoration initiatives such as cost-shares, easements, and forest stewardship plans. We will receive up to \$30,331 from MPCA to complete the sampling and associated reporting.

## **WORKING LANDS FOR CLEAN DRINKING WATER RCPP**

Hubbard County SWCD participated in planning meetings and the grant proposal process along with the Nature Conservancy and other regional SWCDs for a new project to implement protection strategies on working lands. Becker, Ottertail, East Ottertail, Hubbard, Wadena, Cass and Crow Wing counties are included in the project area, which focuses on grazing conservation easements and ecological grazing plans with the goal of protecting land and water while still allowing the landowner flexibility to use the land and make income from it. If awarded, the grant would also support landowners in preparing the land for ecological grazing via cost-shares for waterers, fencing, etc. HC SWCD committed to \$5000 in-kind matching contributions for technical assistance and education/outreach each year for the 5 projected years of the program.

## **IMPLEMENTING INNOVATIVE IRRIGATION PRACTICES TO PROTECT GROUNDWATER QUALITY AND QUANTITY RCPP**

The writing of this grant was headed up by Darren Newville and Jeppe Kjaersgaard. The project area and collaborating SWCDs include Cass, Becker, Otter Tail, Wadena, Grant, Todd, Douglas, Morrison, Stevens, Pope, Stearns, Benton, Sherburne, Kandiyohi, and Swift County. This is an ambitious proposal, requesting \$5,000,000 in funding, backed up by about \$4,000,000 in matched funds and in-kind contributions. The goal of this project is to implement the use of available technology to do more precision irrigation and nutrient application within the project area. It is projected that the large upfront cost of targeting properties and installing systems will have long lasting impacts. Education plays a large role in this project too, engaging many state-wide agencies in the cooperative effort to irrigate in a way that is better for water, soil, and farmers.

## **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.

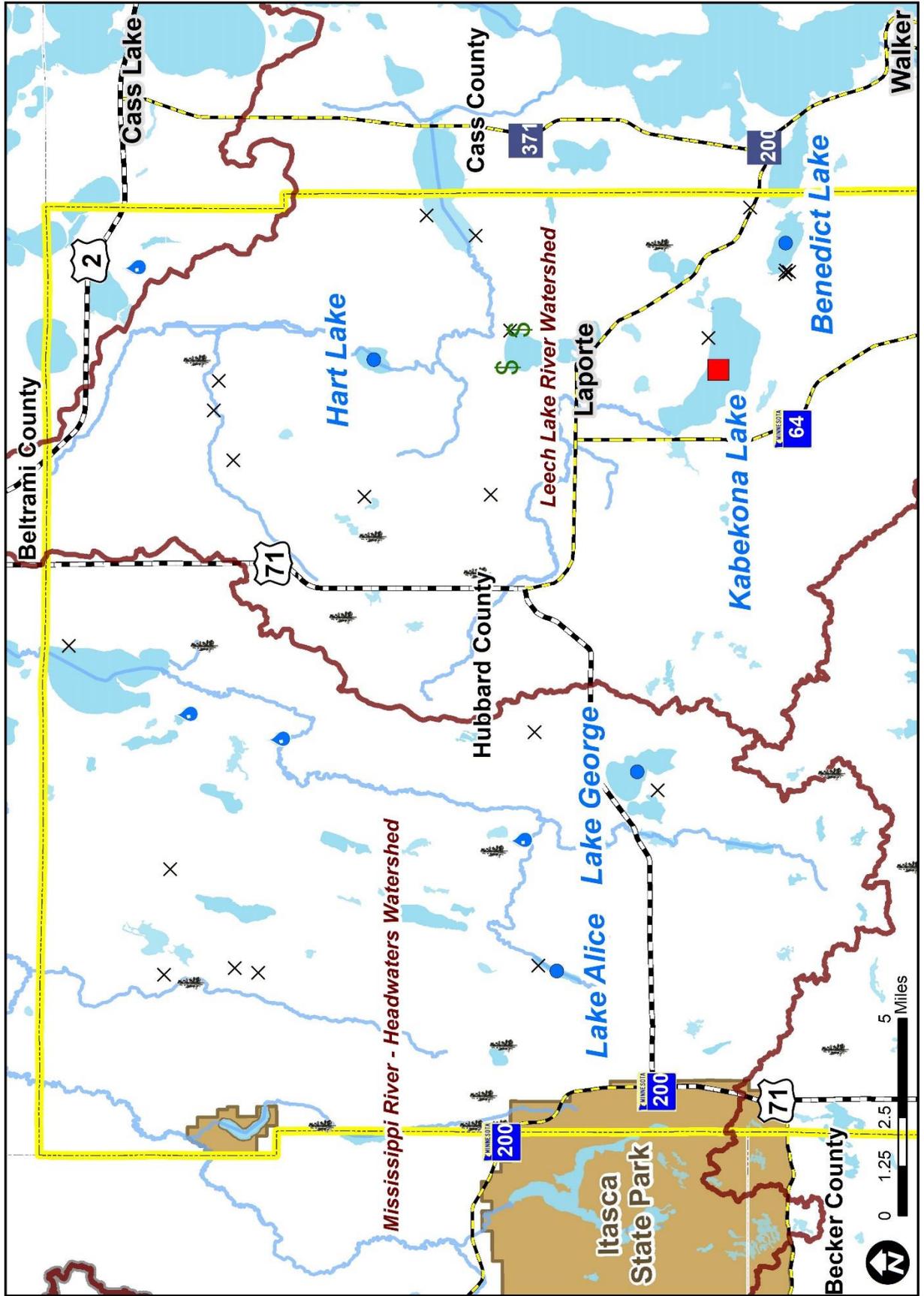
Two cost-share projects were worked on and funded through this grant in 2019.

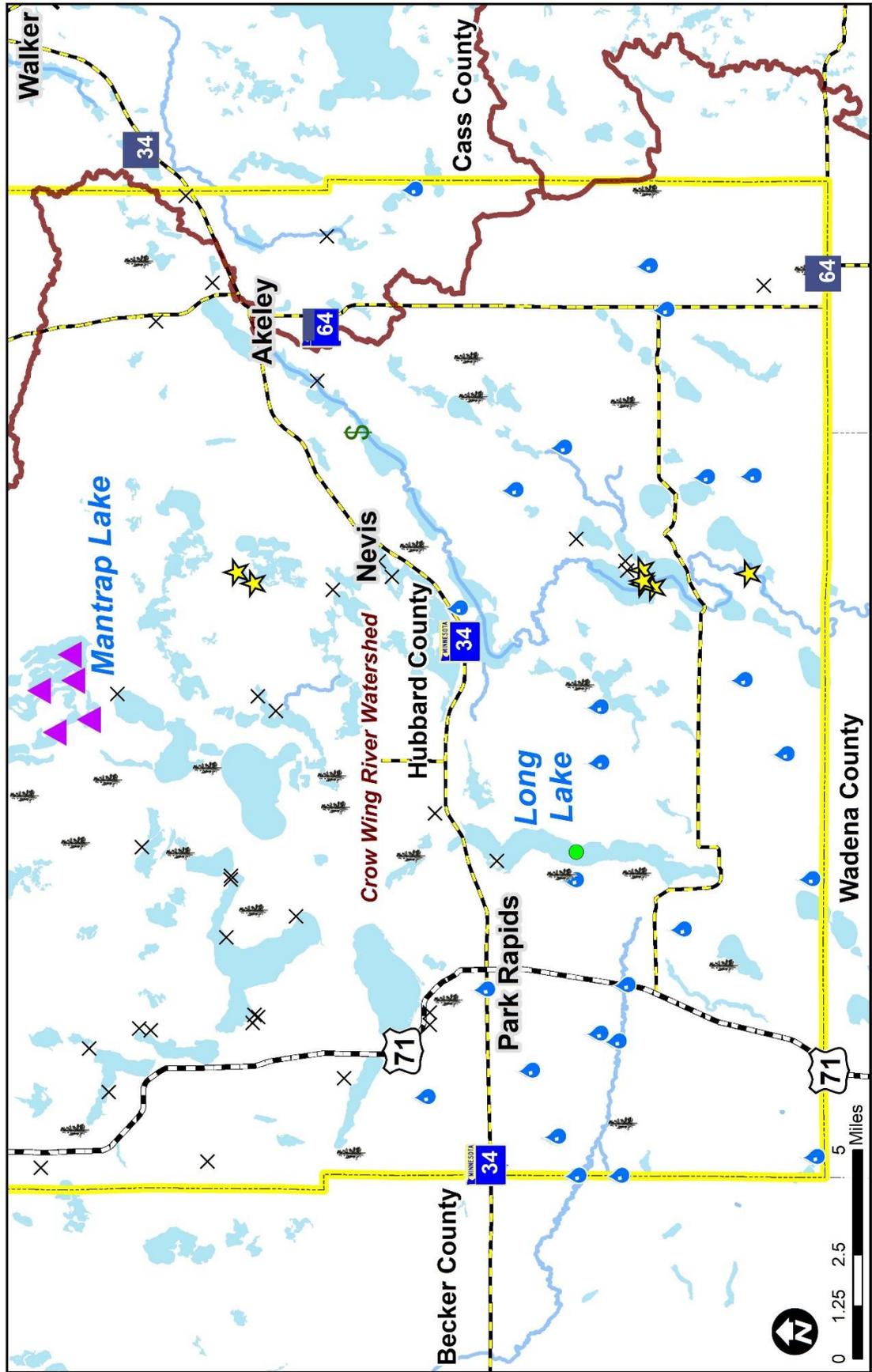
Staff attended a day long workshop on Shoreland Restoration practices, which included ideas on how to be more effective at engaging landowners to participate in cost-shares and seeing these cost-shares through. We plan to be in touch with Becker County SWCD to learn more about expanding our cost-share reach in 2020.

## **PARTNERSHIPS**

The District works closely with lake associations, other SWCDs, 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), Hubbard County and Hubbard County Townships.

# Hubbard SWCD 2019 Mapped Projects





Project Types		Lake Monitoring/Testing Category	
\$	Cost Share- In Process	■	Bacteria (E. coli)
✕	WCA (Wetland Conservation Act)	●	Water Quality
☆	Forest stewardship plan	●	Dissolved Oxygen
☆	RIM Easements (Reinvest in Minnesota)	▲	Zebra Mussels (Veligers)
		●	Observation Wells Monitored

## **COMMUNITY PARTNERS**

**Hubbard County SWCD appreciates your support and contributions,  
thank you for all you do!**

<i>Akeley Fire Department</i>	<i>Minnesota Association of Conservation</i>	<i>Northwoods Bank</i>
<i>Area School Districts</i>	<i>District Employees</i>	<i>Northwoods Press</i>
<i>Citizens National Bank</i>	<i>Mantrap Valley Conservation Club</i>	<i>North Central Area 8 Joint Powers Board (JPB)</i>
<i>City of Akeley</i>	<i>Minnesota Association of Soil and Water Conservation Districts (MASWCD)</i>	<i>Minnesota SWCD Forestry Association</i>
<i>City of Laporte</i>	<i>Minnesota Board of Water and Soil Resources (BWSR)</i>	<i>Northwest Minnesota Foundation</i>
<i>City of Nevis</i>	<i>Minnesota Dark House Association</i>	<i>NWTF Tall Pine's Tom's Chapter</i>
<i>City of Park Rapids</i>	<i>Minnesota Deer Hunters Association (MDHA)</i>	<i>Otto Hendrickson Post #212</i>
<i>Farm Service Agency (FSA)</i>	<i>Minnesota Department of Agriculture (USDA)</i>	<i>Office of State Climatology</i>
<i>Hubbard Coalition of Lake Associations (COLA)</i>	<i>Minnesota Department of Health (MDH)</i>	<i>Park Rapids Enterprise</i>
<i>Hubbard County Auditor</i>	<i>Minnesota Department of Natural Resources (DNR)</i>	<i>Paul Bunyan Communications</i>
<i>Hubbard County Assessor</i>	<i>Minnesota Pollution Control Agency (MPCA)</i>	<i>Radio Station KK-FM</i>
<i>Hubbard County Board of Commissioners</i>	<i>Minnesota SWCD Forestry Association</i>	<i>Radio Station KPRM</i>
<i>Hubbard County Engineer</i>	<i>Natural Resources Conservation Service (NRCS)</i>	<i>RESPEC</i>
<i>Hubbard County Environmental Services</i>	<i>Northern Lights Council BSA, Camp Wilderness</i>	<i>RMB Laboratories</i>
<i>Hubbard County Extension Service</i>	<i>Northview Bank</i>	<i>TSA North Central Area 8</i>
<i>Hubbard County Township Association</i>		<i>The Nature Conservancy</i>
<i>Hubbard County Treasurer</i>		<i>The Review Messenger</i>
<i>Itasca State Park Staff</i>		<i>Trout Unlimited Headwaters Chapter</i>
<i>Lake Associations</i>		<i>University of Minnesota</i>
<i>Lamb-Weston/RDO Frozen</i>		<i>USDA Forest Service</i>
<i>Lions Club – Laporte area</i>		<i>U.S. Army Corps of Engineers</i>

HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT  
PARK RAPIDS, MINNESOTA  
UNAUDITED STATEMENT OF NET POSITION AND  
GOVERNMENTAL FUND BALANCE SHEET  
DECEMBER 31, 2019

	General Fund	Adjustments See Notes	Statement of Net Position
<b><u>Assets</u></b>			
Cash and Investments	\$200,991		\$200,991
Accounts Receivable	\$506		\$506
Inventory	\$3,000		\$3,000
Due from Other Governments	\$4,158		\$4,158
Prepaid Items			\$0
Capital Assets:			
Equipment (net of accumulated depreciation)		\$8,982	\$8,982
Total Assets	\$208,654	\$8,982	\$217,636
<b>Deferred Outflows of Resources</b>			
Defined Benefit Pension Plan		\$6,219	\$6,219
<b>Combined Assets and Deferred Outflows of Resources</b>	<b>\$208,654</b>	<b>\$15,201</b>	<b>\$223,855</b>
<b><u>Liabilities</u></b>			
Current Liabilities:			
Accounts Payable	\$2,270		\$2,270
Salaries Payable	\$4,013		\$4,013
Sales Tax Payable	\$89		\$89
Donations & Fees Payable	\$550		\$550
Customer Tree Deposit	\$12,109		\$12,109
Due to Other Governments			\$0
Unearned Revenue	\$142,823		\$142,823
Long-term Liabilities:			\$0
Net Pension Liability		\$99,518	\$99,518
Compensated Absences		\$10,220	\$10,220
Total Liabilities	\$161,854	\$109,738	\$271,592
<b>Deferred Inflows of Resources</b>			
Defined Benefit Pension Plan		\$1,622	\$1,622
<b>Combined Liabilities and Deferred Inflows of Resources</b>	<b>\$161,854</b>	<b>\$111,360</b>	<b>\$273,214</b>
<b><u>Fund Balance/Net Position</u></b>			
Fund Balance			
Nonspendable (Prepays, Inventories)	\$7,157	(\$7,157)	\$0
Assigned		\$0	\$0
Unassigned	\$39,643	(\$39,643)	\$0
<b>Total Fund Balance</b>	<b>\$46,800</b>	<b>(\$46,800)</b>	<b>\$0</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$208,654</b>		
Net Position			
Investments in Capital Assets		\$8,982	\$8,982
Unrestricted		(\$58,341)	(\$58,341)
<b>Total Net Position</b>		<b>(\$96,159)</b>	<b>(\$49,359)</b>
<b>Total Liabilities and Net Position</b>		<b>\$15,201</b>	<b>\$223,855</b>

HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT  
PARK RAPIDS, MINNESOTA

UNAUDITED BUDGETARY COMPARISON STATEMENT  
BUDGET AND ACTUAL GENERAL FUND  
YEAR ENDED DECEMBER 31, 2019

	Original <u>Budget</u>	Final <u>Budget</u>	<u>Actual</u>	Variance with Final Budget Positive (Neg)
<b>Revenues</b>				
<b>Intergovernmental</b>				
County	\$76,914	\$76,914	\$69,375	(\$7,539)
Local/District	\$4,000	\$4,000	\$5,832	\$1,832
Local/District Pass-through		\$0	\$9,725	\$9,725
State Grants	<u>\$236,218</u>	<u>\$266,959</u>	<u>\$199,613</u>	<u>(\$67,346)</u>
<b>Total Intergovernmental</b>	<b>\$317,132</b>	<b>\$347,873</b>	<b>\$284,545</b>	<b>(\$63,328)</b>
<b>Charges for Services</b>	<b>\$29,780</b>	<b>\$29,780</b>	<b>\$33,104</b>	<b>\$3,324</b>
<b>Miscellaneous</b>				
Interest Earnings	\$800	\$800	\$1,425	\$625
Other	<u>\$0</u>	<u>\$0</u>	<u>\$656</u>	<u>\$656</u>
<b>Total Miscellaneous</b>	<b>\$800</b>	<b>\$800</b>	<b>\$2,082</b>	<b>\$1,282</b>
<b>Total Revenues</b>	<b><u>\$347,712</u></b>	<b><u>\$378,453</u></b>	<b><u>\$319,730</u></b>	<b><u>(\$58,723)</u></b>
<b>Expenditures</b>				
<b>District Operations</b>				
Personnel Services	\$182,954	\$220,640	\$188,577	\$32,063
Other Services and Charges	\$30,550	\$32,050	\$30,157	\$1,893
Cost of Goods Sold			\$19,554	(\$19,554)
Supplies	\$1,640	\$2,000	\$1,111	\$889
Capital Outlay	<u>\$14,227</u>	<u>\$5,422</u>	<u>\$2,087</u>	<u>\$3,335</u>
<b>Total District Operations</b>	<b>\$229,371</b>	<b>\$260,112</b>	<b>\$241,486</b>	<b>\$18,626</b>
<b>Project Expenditures</b>				
Local/District	\$14,580	\$14,580	\$4,171	\$10,409
Local/District Pass-through		\$0	\$9,725	(\$9,725)
County	\$6,000	\$6,000	\$4,056	\$1,944
State	<u>\$97,761</u>	<u>\$97,761</u>	<u>\$67,524</u>	<u>\$30,237</u>
<b>Total project expenditures</b>	<b>\$118,341</b>	<b>\$118,341</b>	<b>\$85,475</b>	<b>\$32,866</b>
<b>Total Expenditures</b>	<b><u>\$347,712</u></b>	<b><u>\$378,453</u></b>	<b><u>\$326,961</u></b>	<b><u>\$51,492</u></b>
<b>Excess of Revenues Over (Under) Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$7,231)</b>	<b>(\$7,231)</b>
<b>Fund Balance - January 1</b>	<b><u>\$54,031</u></b>	<b><u>\$54,031</u></b>	<b><u>\$54,031</u></b>	<b><u>\$0</u></b>
<b>Fund Balance - December 31</b>	<b><u>\$54,031</u></b>	<b><u>\$54,031</u></b>	<b><u>\$46,800</u></b>	<b><u>(\$7,231)</u></b>

HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT  
PARK RAPIDS, MINNESOTA

UNAUDITED STATEMENT OF ACTIVITIES AND  
GOVERNMENTAL FUND REVENUES, EXPENDITURES AND CHANGES  
IN FUND BALANCE  
FOR THE YEAR ENDED DECEMBER 31, 2019

	General Fund	Adjustments See Notes	Statement of Activities
<b>Revenues</b>			
Intergovernmental	\$284,545	\$0	\$284,545
Charges for Services	\$33,104	\$0	\$33,104
Investment Earnings	\$1,425	\$0	\$1,425
Miscellaneous	<u>\$656</u>	<u>\$0</u>	<u>\$656</u>
<b>Total Revenues</b>	<b>\$319,730</b>	<b>\$0</b>	<b>\$319,730</b>
<b>Expenditures/Expenses</b>			
Conservation			
Current	\$324,874	(\$10,739)	\$314,134
Capital outlay	<u>\$2,087</u>	<u>(\$2,087)</u>	<u>\$0</u>
<b>Total Expenditures/Expenses</b>	<b>\$326,961</b>	<b>(\$12,827)</b>	<b>\$314,134</b>
<b>Excess of Revenues Over (Under) Expenditures/Expenses</b>	<b>(\$7,231)</b>	<b>\$12,827</b>	<b>\$5,596</b>
<b>Fund Balance/Net Position January 1</b>	<b>\$54,031</b>		<b>(\$54,955)</b>
<b>Fund Balance/Net Position December 31</b>	<b><u>\$46,800</u></b>	<b><u>\$12,827</u></b>	<b><u>(\$49,359)</u></b>

**BREAKDOWN OF 2019 COUNTY REVENUE**

ANNUAL ALLOCATION	\$ <u>30,000</u>
LWM-NRBG 2019	\$ <u>13,245</u>
LWM-NRBG LEVY 2019	\$ <u>8,566</u>
WETLAND MONEY 2019	\$ <u>25,103</u>
<b>TOTAL</b>	<b>\$ <u>76,914</u></b>

**BREAKDOWN OF 2019 STATE REVENUE**

BUFFER LAW	\$ <u>10,000</u>
CONSERVATION DELIVERY	\$ <u>18,175</u>
LOCAL CAPACITY	\$ <u>108,000</u>
RIM EASEMENTS	\$ <u>300</u>
STATE COST SHARE	\$ <u>25,301</u>
<b>TOTAL</b>	<b>\$ <u>161,776</u></b>

**REMAINING UNEARNED REVENUE BREAKDOWN  
as of December 31, 2019**

Balance of BWSR Service Grants: (Conservation Delivery) \$                      -0-

Balance of unencumbered BWSR Cost-Share Grants: Current fiscal year \$                      8,236  
*(State Cost-Share 2018 = \$475, 2019 = \$7,761)* Previous fiscal years \$                      -0-

Balance of encumbered BWSR Cost-Share Grant (list each contract separately):

FY	Contract No.	Contract Amount	T & A Encumbered
2017	17-08	\$ 1,200 remaining	
2018	18-01	\$20,000 remaining	
2018	18-02	\$ 2,365 not started	

Total of all Cost-Share Encumbrances \$                      23,565

Balance of County WCA Funds: \$                      16,716

Balance of County Water Plan Funds: \$                      14,431

Balance of other funds being deferred (list if any):

remaining 2018 & 2019 Local Capacity \$            77,340

remaining 2018 & 2019 Buffer Law \$            15,807

Subtotal of other funds: \$                      93,147

TOTAL OF REMAINING UNEARNED REVENUE \$                      132,531

Minus Cost-Share Encumbrances: \$                      (23,565)

REMAINING TOTAL OF UNEARNED REVENUE: \$                      108,966

**2019 Hubbard SWCD Capital Assets**

Hubbard County SWCD Board raised the Fixed Asset Threshold to \$1,500.00 as of March 14, 2018.

Class	Expenditure Function	Purchased/Constructed	Useful Life	Beginning Balance	Threshold Adjustment	Adjusted Balance	Additions	Deletions	Ending Balance	Beginning Accumulated Depreciation	2019 Depreciation	Deletion	Ending Accumulated Depreciation	Asset Balance
Land Buildings Equipment, furniture and vehicles	Hydrolab	2007	5	5,524	0	5,524	0	0	5,524	0	0	0	5,524	0
	Trimble	2013	5	1,816	0	1,816	0	0	1,816	0	0	0	1,816	0
	Ford Pickup	2014	5	28,209	0	28,209	0	0	28,209	0	0	0	28,209	0
	Purchased MOY Admin Asst Dell Tower	2016	5	1,276	0	1,276	639	255	894	639	255	0	894	382
Purchased MOY Admin Asst Lenovo LapTop	2016	5	792	0	792	395	158	554	395	158	0	554	238	
Purchased in Oct Konica Bizhub C308 Printer/Copier	2017	5	5,581	0	5,581	1,395	1,116	2,512	1,395	1,116	0	2,512	3,069	
Apr-18 Hydrolab Tablet	2018	5	3,086	0	3,086	309	617	826	309	617	0	826	2,160	
May-18 WQRS Tower	2018	5	2,087	0	2,087	209	417	627	2,087	209	0	627	1,460	
Feb-19 WQRS Tower	2019	5	0	0	0	2,087	0	0	2,087	0	417	0	417	1,670
<b>Total equipment, furniture, vehicles</b>				48,371	0	48,371.00	2,087.00	0.00	50,458.00	38,496.80	2,981.80	0.00	41,478.60	8,979.40
<b>Total Capital Assets</b>				48,371	0	48,371.00	2,087.00	adjustment per 2017 Audit	50,458.00	38,494.40	2,981.80	0.00	41,478.20	8,981.80

	11/2019	12/31/2019
Capital Assets	48,371.00	50,458.00
Accumulated Depreciation	-38,494.40	-41,476.20
Net book value	9,876.60	8,981.80

Hubbard County SWCD Board raised the Fixed Asset Threshold to \$1,500.00 as of March 14, 2018. (threshold was at \$500)