

**SHERBURNE SOIL & WATER
CONSERVATION DISTRICT**

2009

ANNUAL PLAN OF WORK

Table of Contents

Acronyms and Phrases.....	Page 3
Introduction	Page 5
Annual Objectives	Page 5
State Cost Share Requirements	Page 8
2009 Budget.....	Page 10

Acronyms and Phrases

- BMP Best Management Practice
- BWSR Board of Soil and Water Resources
- County..... Sherburne County
- CRP Conservation Reserve Program
- CWP..... Clean Water Partnership
- DNR Minnesota Department of Natural Resources
- EAW..... Environmental Assessment Worksheet
- ERWS Elk River Watershed
- ERWA Elk River Watershed Association Joint Powers Board
- EPA..... U.S. Environmental Protection Agency
- EQIP NRCS' Environmental Quality Incentive Program
- FEMA..... Federal Emergency Management Agency
- FSA Farm Service Agency of the U.S. Department of Agriculture
- IBI..... Index of Biotic Integrity
- LAP Lake Assessment Program
- LCMR..... Legislative Commission on Minnesota Resources
- LID Low Impact Development. LID is a site design strategy with a goal of maintaining or replicating the predevelopment hydrologic regime through the use of design techniques to create a functionally equivalent hydrologic landscape.
- LGU..... Local Government Unit
- MASWCD..... Minnesota Association of Soil & Water Conservation Districts
- MDA Minnesota Department of Agriculture
- MDH..... Minnesota Department of Health
- MGS..... Minnesota Geological Survey
- mg/L..... Milligrams per liter (equals parts per million)
- MNDOT Minnesota Department of Transportation
- MPCA..... Minnesota Pollution Control Agency
- MS4..... Municipal Separate Storm Sewer System
- NALMS..... North American Lake management Society
- NPDES..... National Pollution Discharge Elimination System
- NRCS..... Natural Resources Conservation Service of the U.S. Department of Agriculture

NWR National Wildlife Refuge
 OBWELL Observation Well
 OHWM Ordinary High Water Mark
 PPB Parts per billion (equals ug/L)
 PPM Parts per million (equals mg/L)
 PUD Planned Unit Development
 RAL's Recommended Allowable Limits
 RC&D Resource Conservation & Development Council
 RIM Reinvest in Minnesota
 SNA Scientific and Natural Area
 SRF State Revolving Fund
 STORET The EPA's water quality data base (maintained in Minnesota by the MPCA)
 SWCD Soil and Water Conservation District
 SWPPP Stormwater Pollution Prevention Plan
 TEP Technical Evaluation Panel
 TMDL Total Maximum Daily Load
 ug/L micrograms per liter (equals parts per billion)
 USDA U.S. Department of Agriculture
 USFWS U.S. Fish and Wildlife Service
 USGS U.S. Geological Survey
 VOC Volatile Organic Compounds
 WCA Wetland Conservation Act
 WHIP NRCS' Wildlife Habitat Incentive Program
 WMA Wildlife Management Area
 WRP Wetland Reserve Program

ANNUAL PLAN
SHERBURNE SOIL & WATER CONSERVATION DISTRICT
NATURAL RESOURCES CONSERVATION SERVICE
ELK RIVER FIELD OFFICE
January 1, through December 31, 2009

I. Introduction

The purpose of this Annual Plan is to set realistic goals that can be accomplished by the District, and to specify those objectives that the District will work toward during 2009.

II. Annual Objectives

A. Protect and/or Improve Water Quality and Quantity

1. Continue well monitoring for the DNR
2. Promote Wetland Reserve Program
3. Cooperate with, and take part in the Anoka Sand Plain Association of SWCDs
4. Participate in the SRF cluster Joint Powers Agreement – Engineering assistance
5. Review Irrigation permit applications and prepare Conservation Plans
6. Apply for MDA's SRF Loan Program, and administer Ag BMP program
7. Review work in DNR protected waters permit applications
8. Coordinate implementation of the Local Comprehensive Water Management Plan
9. Participate on, and administer the Elk River Watershed Joint Powers Board
10. Administer Elk River Watershed cost-share program
11. Participate in Elk River 319 Grant for ERWA
12. Conduct TMDL projects and pursue additional TMDL contracts
13. Monitor identified stream & lake water quality problems
14. Work with Sherburne County Public Works and landowners to establish a Wetland Bank in the County
15. Assist public water suppliers with their Well Head & Source Water Protection plans
16. Maintain rain gauge reader network to at least one per township
17. Serve on the WCA Technical Evaluation Panels for Elk River, Zimmerman, Big Lake, and Sherburne County
18. Conduct/review wetland delineations for County implementation of WCA
19. Assist landowners with plans towards compliance of County manure ordinance
20. Maintain Crescent Lake Weather Station – (SNOTEL Station)
21. Promote EQIP and CRP Filter Strips, and Riparian Buffers
22. Conduct local work group meetings for EQIP
23. Install Storm Water treatment projects
24. Implement Irrigation Water Management Program through the use of weather station information, including the weekly crop water use reports
25. Conduct Pasture Management Program
26. Assist Lake Associations with Development monitoring programs, with emphasis on training volunteers, and students to conduct monitoring; SWCD will coordinate data management

27. Develop seeding plans for sediment basins
28. Promote citizen stream & lake monitoring programs
29. Assist Sherburne County with ditch monitoring
30. Assist Lake Associations with management plans
31. Submit local water quality data to MPCA's STORET database

B. Reduce soil loss from wind erosion by:

1. Planning/Planting 25,000 feet of field windbreaks
2. Expand District tree sales
3. Promote the tree program by way of a newsletter, news releases, educational handouts, landowner contacts, and through the web site, city newsletters & websites, lake association newsletters & websites and the county website
4. Continue to cost share windbreaks through State and Federal cost share programs
5. Implement tree planting and maintenance program through conservation planning
6. Promote windbreaks under center pivot irrigation through landowner contacts.
8. Promote/publicize and maintain Plant Material Evaluation site
9. Use continuous CRP and EQIP sign up to promote windbreak planting
10. Work with agricultural producers to implement residue management on cropland
11. Promote living snowfence and windbreaks on small acreage
12. Promote native vegetation plantings for upland habitat

C. Reduce soil loss from water erosion and sedimentation by:

1. Utilize local, state, and federal programs to reduce soil loss from water erosion and sedimentation
2. Assist with activities of the 2002 and 2008 farm bills
3. Increase Farmer contact through on farm visits, and cross compliance work
4. Participate in Tillage Transect survey every third year.
5. Review erosion and storm water pollution control plans and compliance as requested
6. Assist landowners with shoreland and stream bank erosion problems

D. Native Vegetation Restoration

1. Assist County Zoning with PUD open space planning
2. Promote Federal, State and Local Programs
3. Promote and Implement Native Pollinator Programs
4. Participate in North American Pollinator Protection Campaign
5. Promoting Native Habitat plantings
6. Assist landowners with shoreland buffer re-vegetation
7. Promote Wetland Restorations
8. Restore 80 acres of native habitat
9. Conduct native plant sale

E. Cooperation and coordination with other agencies and organizations

1. Sherburne County Water Plan Committee
2. Sherburne County Zoning Office
3. Elk River Watershed Joint Powers
4. EQIP local work groups
5. Lake Associations
6. Rural Living Task Force Committee
7. Sherburne County Pheasants Forever
8. Sherburne County History Center
9. Mid-Minnesota Mississippi RC&D Council
10. Work with Sherburne County Public Works
11. Lake Orono Water Quality Committee
12. Assist Clear Lake and Baldwin Park Committees
13. East Central Minnesota Irrigators Association
14. Work with Cities within the County on conservation projects
15. Sherburne County Parks Department
16. Recruit Earthteam volunteers and interns
17. Act as fiscal agent for the ERWS Coordinator Position
18. Seek opportunities to develop additional partnerships including the Upper Mississippi River Source Water Protection Plan and other state, federal and regional agencies

F. Participate in educational programs and contests

1. Set up a booth at the Sherburne County Fair
2. Pollinator Day
3. Offer materials for soil stewardship week
4. Conservation camp essay contest
5. Conduct low water use landscape workshop for municipalities
6. Participate in Annual Environmental Education Days at Refuge
7. Conservation tour for County Commissioners, Sherburne county Water Plan Committee, and the SWCD Board of Supervisors
8. Provide lake education programs
9. Participate in MASWCD Conservation Cooperator Award contests
10. Coordinate Rural Living Task Force environmental programs
11. Educate landowners on Water Quality BMP's
12. Conduct nitrate test clinics
13. Contribute quarterly to the Environmental Educator newsletter
14. Pursue a regular column in the a local newspaper
15. Co Sponsor Plant Material site and Research Farm field day
16. Coordinate Elk River Watershed Cleanup Day
17. Provide update to conservation organizations, the County Board, the SWCD Board and others about Elk River Watershed activities
18. Watershed presentation to Master Gardener's group
19. Explore "Green Topic" meetings
20. Explore fund raising activities, i.e. "Run for Water"
21. Develop soil quality test comparison sites
22. Submit news releases on water erosion and sedimentation to newspapers.

G. Other Objectives

1. Hire Administrative Assistant

2. Develop and manage County Forestry Programs
3. Upgrade staff time tracking to a digital format that is tied to expenditures from specific funds
4. Hire additional technical staff
5. Create new website
6. Post on website: Board Meeting Agendas and minutes, SWCD Annual Plan, Budget, Annual Report and Annual Audit
7. Transition to a computerized bookkeeping and payroll
8. Update position plans, i.e. Resource Conservationist, District Manager, and Watershed Coordinator
9. Assess office space needs for SWCD staffing
10. Update pay grade scale and conduct pay equity study
11. Attend MASWCD Area 4 association meetings
12. Attend MASWCD annual convention
13. Respond to EAW's
14. Attend training sessions
15. Reformat Annual Plan for 2010
16. Maintain District Policy Handbook and Supervisor Policy Handbook
17. Expand services to urban and small acreage landowners
18. Publish District highlights brochure for 2008 activities
19. Annual E-Link reporting
20. Complete Historic Photo Preservation Project

III. State Cost Share Program Requirements

- A. High priority erosion problems: "High priority erosion problems" means areas where erosion from wind or water is occurring on Class I-IV soils equal to or in excess of 2 X T tons per acre per year/or any area within 300 feet of a water course or within 1,000 feet of a water basin or wetland eroding by water in excess of T tons per acre per year. The water basin, wetland, or watercourse must be classified by the Department of Natural Resources as protected water. Erosion problems occurring on non-shoreland areas in excess of T but less than 2 X T tons per acre per year are classified as secondary priority.

1. Install 25,000 feet of windbreaks--Est. cost \$6,000
2. Install 5 acres of tree and shrub plantings--Est. cost \$3,000
3. Install 10 acres Critical Area Plantings—Est. cost \$8,000

- B. High priority water quality problems. "High priority water quality problems" means areas where sediment, nutrients, chemicals, or other pollutants discharge to protected waters or to a sinkhole or ground water so as to impair their quality or usefulness. These include high priority feedlots and sedimentation problems.

Other high priority water quality concerns include establishing, and mapping resource information for the Elk River watershed and Sherburne County.

Install 3 bio retention basins—Est. cost \$18,000

- C. "High priority feedlots" means feedlots where the pollution potential rating from the feedlot model is greater than or equal to one and which are discharging pollutants to

DNR protected waters or to a sinkhole or shallow soils overlying fractured or cavernous bedrock or within 100 feet of a water well.

- D. "High priority sedimentation problems" means areas within 300 feet of a water course or 1000 feet of a water basin or wetland where the water erosion rate exceeds 3 tons per acre per year or areas where the District can show that sediment delivery occurs from a watershed or direct conveyance structure such as a storm sewer or paved outlet channel discharging to these waters.

1. Install 400' of stream bank and lakeshore protection - Est. cost \$40,000

- E. Special projects

None planned

Projected Budget for 2009--following page

**SHERBURNE SOIL & WATER CONSERVATION DISTRICT
2009 BUDGET**

Revenues

Intergovernmental

County	\$450,421
Local	0
Federal	1,395
State grants	58,583

Total intergovernmental	\$510,399
--------------------------------	------------------

Charges for services	\$82,928
-----------------------------	-----------------

Miscellaneous

Interest earnings	\$4,000
Other	10,000

Total miscellaneous	\$14,000
----------------------------	-----------------

Total Revenues	\$607,327
-----------------------	------------------

Expenditures

District operations

Personal services	\$412,036
Membership Dues:	
NACD	\$1,775
MASWCD	\$2,750
MASWCD Area4	\$225
Sam's Club	\$30
Pheasants Forever	\$60
Other services and charges	76,596
Supplies	1,500
Capital outlay	21,900

Total district operations	\$516,872
----------------------------------	------------------

Project expenditures

District	\$64,810
State	24,250
Federal	1,395

Total project expenditures	\$90,455
-----------------------------------	-----------------

Total Expenditures	\$607,327
---------------------------	------------------