

**SHERBURNE SOIL & WATER
CONSERVATION DISTRICT**

2016

ANNUAL PLAN OF WORK

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ANNUAL PLAN
SHERBURNE SOIL & WATER CONSERVATION DISTRICT
NATURAL RESOURCES CONSERVATION SERVICE
ELK RIVER FIELD OFFICE
January 1, through December 31, 2016

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 2016.

II. Annual Objectives

A. Protect and/or Improve Water Quality and Quantity

1. Continue well monitoring for the DNR
2. Promote Wetland Reserve & Easement Program and RIM
3. Cooperate with, and take part in the Plant Materials Learning Center Board
4. Participate in the Metro Conservation Districts Joint Powers Board – Engineering Technical Assistance (ETA) etc.
5. Review Irrigation permit applications and prepare Conservation Plans
6. Administer MDA's AgBMP low interest loan program.
7. Review work in DNR protected waters permit applications
8. Coordinate implementation of the Local Water Management Plan
9. Participate on, and act as fiscal agent for the Elk River Watershed Joint Powers Board
10. Administer Elk River Targeted Bacteria Reduction - CWF2014
11. Continue Implementing Sherburne SWCD Targeted Monitoring Program
12. Assist public water suppliers with their Well Head & Source Water Protection plans
13. Coordinate the Watershed Load Pollutant Monitoring Network Grant
14. Maintain rain gauge reader network to at least one per township
15. Assist landowners with plans towards compliance of County manure ordinance
16. Maintain Crescent Lake Weather Station – (SCAN Station)
17. Administer Irrigation Scheduling Grant - CWF2014
18. Promote EQIP and CRP Filter Strips, Riparian Buffers, and Wetland Restoration
19. Conduct local work group meetings for EQIP
20. Install Storm Water treatment projects
21. Administer Elk River Well Sealing Program - CWF2014
22. Implement Irrigation Water Management Program through the use of weather station information, including the weekly crop water use reports
23. Assist Lake Associations to develop monitoring programs, with emphasis on training volunteers, and students to conduct monitoring; SWCD will coordinate data management

24. Administer Community Partners Grant with Briggs Lake Chain Association – CWF2014
25. Administer Birch Lake Stormwater Retrofits – CWF2016
26. Promote citizen stream & lake monitoring programs
27. Assist Lake Associations with management plans
28. Submit local water quality data to MPCA's EQUIS database
29. Administer and coordinate with the Mississippi St. Cloud partners civic engagement activities as identified (MWP)
30. Assist with Rum River Watershed Project
31. Administer City of St. Cloud Raingarden Grant – CWF2013
32. Participate in MCD Landscape Restoration Program and sub-watershed assessments – Orono Lake Subwatershed Assessment & Blue Lake Subwatershed Assessment.
33. Partner with MS4 communities to implement SWPPP
34. Target Agriculture producers identified in the Elk River TMDL area
35. Administer Sherburne County AIS management program
36. Apply for 2017 Clean Water Fund Grants
37. Assist landowners with MAWQCP application
38. Implement MN Buffer Initiative

B. Reduce soil loss from wind erosion

1. Planning/Planting 5,000 feet of field windbreaks
2. Continue District bare root Tree Sale
3. Promote the tree program by way of a newsletter, news releases, educational handouts, landowner contacts, and through social media sites, city newsletters & websites, lake association newsletters & websites and the county website
4. Continue to offer cost share and incentives for windbreaks through State and Federal cost share programs
5. Implement tree planting and maintenance program through conservation planning
6. Promote windbreaks/shrub plantings under center pivot irrigation through landowner contacts.
7. Promote/publicize and maintain Plant Material Evaluation site
8. Use continuous CRP, CSP and EQIP sign up to promote windbreak and grassland planting and renovation
9. Promote soil health by working with agricultural producers to implement residue management on cropland and increase cover crop use
10. Promote living snowfence and windbreaks on small acreage
11. Promote native vegetation plantings for upland habitat and erosion control.
12. Promote management of existing wind breaks along county and township roads
13. Promote MNDOT living snowfence programs
14. Assist landowners with MAWQCP application

C. Reduce soil loss from water erosion and sedimentation

1. Utilize local, state, and federal programs to reduce soil loss from water erosion and sedimentation
2. Assist with activities of the 2014 farm bill, EQIP, CRP, CSP, WRE, ACEP

3. Review erosion and storm water pollution control plans and compliance as requested
4. Assist landowners with shoreland and stream bank erosion problems
5. Cooperate with Township and County road authorities to design/install roadway bio-retention basins and filter strips
6. Assist landowners with MAWQCP application
7. Implement MN Buffer Initiative

D. Native Vegetation Restoration

1. Promote Federal, State and Local Restoration Programs
2. Promote and Implement Native Pollinator Programs
3. Promoting Native Habitat plantings
4. Assist landowners with shoreland buffer re-vegetation
5. Promote Wetland Restorations
6. Restore 30 acres of native habitat
7. Seek funding to cost share new native plantings
8. Continue Bridgeview and Oak Savanna park restoration efforts
9. Promote & administer Native Plant Sale Program

E. Cooperation and coordination with other agencies and organizations

1. Sherburne County Water Plan Committee
2. Sherburne County Zoning Office
3. EQIP local work group
4. Lake Associations
5. Sherburne County Pheasants Forever
6. Sherburne County History Center
7. Farm Friends Barn
8. Sherburne County Public Works
9. Lake Orono Water Quality Committee
10. Assist Clear Lake and Baldwin Park Committees
11. East Central Minnesota Irrigators Association
12. Work with Cities and Townships within the County on conservation projects
13. Urban Forestry Committee
14. Sherburne County Parks Department
15. MN Green Corps Service member
16. Act as fiscal agent for the ERWA
17. Seek opportunities to develop partnerships with state, federal and regional agencies
18. Work with County Weed Inspector to map noxious weed infestation sites.
19. Sentenced to Serve
20. MWP partners –
Elk River Watershed Association, Stearns SWCD, Benton SWCD, Wright SWCD, Clearwater River Watershed District, Stearns County Environmental Services, and Sherburne County Planning and Zoning Administration, USFWS, MNDNR, NPS
21. Mississippi River Fund & National Park Service
22. Serve on the WCA Technical Evaluation Panels for Elk River, Zimmerman, Becker, Big Lake, and Sherburne County
23. Conduct/review wetland delineations for County implementation of WCA

24. Friends of the Refuge
25. Natural Resources Conservation Service
26. Farm Service Agency
27. Minnesota Shade Tree Advisory Council
28. Minnesota Forestry Association
29. MN Tree Care Advisor Program
30. Blue Thumb

F. Participate in educational programs and contests

1. Display a booth at the Sherburne County Fair
2. Conservation camp essay contest for Long Lake
3. Participate in Annual Environmental Education Days at Refuge
4. Conservation tour/annual dinner for County Commissioners, Sherburne county Water Plan Committee, and the SWCD Board of Supervisors, and local legislatures
5. Provide education programs as identified
6. Participate in MASWCD Conservation Cooperator Award contests
7. Conduct well nitrate test clinics
8. Coordinate Elk River Watershed Cleanup Day
9. Provide update to conservation organizations, the County Board, local townships and others about SWCD conservation activities
10. Submit bi-weekly news releases on local environmental topics.
11. Coordinate educational programs as identified through the MWP Civic Engagement process.
12. Host NEMO workshop
13. Administer citizen pruner program for the cities of Becker, Big Lake, Princeton, Elk River, Clear Lake, and Zimmerman
14. Initiate woodpecker activity Survey to promote early detection of EAB
15. Host cover crop demonstration day
16. Participate in STEM program
17. Participate in Master Gardeners Expo in Big Lake
18. Conduct Annual Poster Contest
19. Launch Roots in MN Campaign
20. Administer My Neighborhood Trees Program

G. Other Objectives

1. Attend township meetings to speak on conservation issues
2. Maintain website per BWSR requirements
3. Utilize social media to promote district activities
4. Attend MASWCD MACD association meetings/Secretary Treasurer Responsibilities
5. Attend MASWCD Finance Committee meetings as Area 4 representative
6. Attend MASWCD annual convention
7. Attend Legislative Briefing
8. Respond to EAW's
9. Attend training sessions
10. Attend Mississippi Corridor Eco system sub-committee meetings
11. Maintain District Employee Handbook and Supervisor Policy Handbook
12. Expand services to urban and small acreage landowners

13. Promote District highlights brochure for 2015 activities
14. Annual E-Link reporting
15. Publish monthly e-newsletter
16. Implement Community Forestry Program
17. Provide Forestry Assistance to landowners

Acronyms and Phrases

ACEP.....	Agricultural Conservation Easement Program
AIS.....	Aquatic Invasive Species
BMP.....	Best Management Practice
BWSR.....	Board of Soil and Water Resources
County.....	Sherburne County
CRP.....	Conservation Reserve Program
CSP.....	Conservation Stewardship Program
CWF.....	Clean Water Funds
CWP.....	Clean Water Partnership
DNR.....	Minnesota Department of Natural Resources
EAB.....	Emerald Ash Borer
EAW.....	Environmental Assessment Worksheet
EQIP.....	NRCS' Environmental Quality Incentive Program
EQulS.....	Environmental Quality Information System
ERWS.....	Elk River Watershed
ERWA.....	Elk River Watershed Association Joint Powers Board
EPA.....	U.S. Environmental Protection Agency
ETA.....	Engineering Technical Assistance
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
LRP.....	Landscape Restoration Program
MACD	Metro Area Conservation Districts
MASWCD	Minnesota Association of Soil & Water Conservation Districts
MAWQCP	Minnesota Agriculture Water Quality Certification Program
MCD	Metro 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
MWP.....	Major Watershed Project
NALMS	North American Lake management Society
NEMO.....	Non-Point Education for Municipal Officials
NPEAP	Non-Point Engineering Assistance Program
NPDES	National Pollution Discharge Elimination System
NRCS	Natural Resources Conservation Service of the U.S. Department of Ag.
NPS	National Park Service
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
RIM.....	Reinvest in Minnesota
SNA	Scientific and Natural Area
SRF	State Revolving Fund
SWA	Sub-Watershed Assessment
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
WMA..... Wildlife Management Area
WPLMN Watershed Pollutant Load Monitoring Network

Sherburne SWCD
2016 Draft Budget

REVENUES

Intergovernmental Revenue	
County - Allocation	\$ 256,806.00
LWM - Levy Funds	\$ 21,674.00
LWM - State Funds	\$ 8,094.00
NRBG WCA	\$ 5,000.00
AIS - FY2015 Carry Over	\$ 32,832.00
AIS - FY2016	\$ 72,670.00
State Agencies - Agreements & Grants	\$ 572,587.19
Federal Agencies - Agreements & Grants	\$ 2,000.00
Total Intergovernmental Revenue	\$ 971,663.19
Charges for Services	\$ 42,290.00
Miscellaneous & Other Income	\$ 1,984.00
TOTAL REVENUES	\$ 1,015,937.19

EXPENDITURES

District Operations	
Personnel Expenses	\$ 319,418.64
Employee Insurance Reimbursement	\$ 41,875.20
Payroll Liabilities	\$ 70,207.68
Voluntary Furlough	\$ -
Supervisor Compensation	\$ 7,800.00
Operating Expenses	\$ 93,730.78
Capital Improvements	\$ 2,000.00
Total District Operations	\$ 535,032.30
District Expenditures	
District Projects Expense	\$ 32,700.00
State Agencies - Agreements & Grants	\$ 449,921.89
Federal Agencies - Agreements & Grants	\$ 1,925.00
Total District Expenditures	\$ 484,546.89
TOTAL EXPENDITURES	\$ 1,019,579.19

Excess of Revenues over Expenses	\$ (3,642.00)
Fund Balance - January 2015	\$ 285,895.10
Fund Balance - December 2015	\$ 282,253.10