

**SHERBURNE SOIL & WATER
CONSERVATION DISTRICT**

2014

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, 2014

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 2014.

II. Annual Objectives

A. Protect and/or Improve Water Quality and Quantity

1. Continue well monitoring for the DNR
2. Promote Wetland Reserve 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 – Non-point Engineering Assistance Program (NPEAP) 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. Implement Sherburne SWCD Targeted Monitoring Program
12. Assist public water suppliers with their Well Head & Source Water Protection plans
13. Maintain rain gauge reader network to at least one per township
14. Assist landowners with plans towards compliance of County manure ordinance
15. Maintain Crescent Lake Weather Station – (SCAN Station)
16. Administer Irrigation Scheduling Grant CWF2014
17. Promote EQIP and CRP Filter Strips, Riparian Buffers, and Wetland Restoration
18. Conduct local work group meetings for EQIP
19. Install Storm Water treatment projects
20. Administer Elk River Well Sealing Program CWF2014
21. Implement Irrigation Water Management Program through the use of weather station information, including the weekly crop water use reports
22. Assist Lake Associations to develop monitoring programs, with emphasis on training volunteers, and students to conduct monitoring; SWCD will coordinate data management
23. Administer Community Partners Grant with Briggs Lake Chain Association

24. Promote citizen stream & lake monitoring programs
25. Assist Lake Associations with management plans
26. Submit local water quality data to MPCA's EQUIS database
27. Administer and coordinate the Mississippi St. Cloud Major Watershed Project (MWP)
28. Assist with Rum River Watershed Project
29. Administer CWF-FY13 grant for City of St. Cloud Projects
30. Participate in MCD Landscape Restoration Program and sub-watershed assessments – Orono Lake Subwatershed Assessment.
31. Partner with MS4 communities to implement SWPPP
32. Target Agriculture producers identified in the Elk River TMDL area
33. Birch Lake SWA targeted conservation

B. Reduce soil loss from wind erosion

1. Planning/Planting 5,000 feet of field windbreaks
2. Continue District tree sales
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 cost share 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 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

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 2008 and 2012 farm bills, EQIP, CRP, CSP and WHIP
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

D. Native Vegetation Restoration

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

E. Cooperation and coordination with other agencies and organizations

1. Sherburne County Water Plan Committee
2. Sherburne County Zoning Office
3. EQIP local work groups
4. Lake Associations
5. Sherburne County Pheasants Forever
6. Sherburne County History Center
7. Farm Friends Barn
8. Work with 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 within the County on conservation projects
13. Urban Forestry Committee
14. Sherburne County Parks Department
15. Conservation Corp Minnesota Apprentice
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. Blue Thumb Organization
26. Natural Resources Conservation Service
27. Farm Service Agency

F. Participate in educational programs and contests

1. Display a booth at the Sherburne County Fair
2. Participate in the 2014 Pollinator Week celebration
3. Conservation camp essay contest for Long Lake
4. Participate in Annual Environmental Education Days at Refuge
5. Conservation tour/annual dinner for County Commissioners, Sherburne county Water Plan Committee, and the SWCD Board of Supervisors, and local legislatures
6. Host 2014 Metro Area Summer Tour
7. Provide education programs as identified
8. Participate in MASWCD Conservation Cooperator Award contests
9. Conduct well nitrate test clinics
10. Coordinate Elk River Watershed Cleanup Day
11. Provide update to conservation organizations, the County Board, local townships and others about SWCD conservation activities
12. Submit bi-weekly news releases on local environmental topics.
13. Coordinate educational programs as identified through the MWP Civic Engagement process.
14. Host NEMO workshop
15. Coordinate citizen pruner program for the cities of Becker, Big Lake, Princeton, Elk River

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 annual convention
6. Attend Legislative Briefing
7. Respond to EAW's
8. Attend training sessions
9. Maintain District Employee Handbook and Supervisor Policy Handbook
10. Expand services to urban and small acreage landowners
11. Promote District highlights brochure for 2013 activities
12. Annual E-Link reporting
13. Publish monthly e-newsletter
14. Maintain tree health web resources
15. Implement Urban Forestry Program

Acronyms and Phrases

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
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
LRP.....	Landscape Restoration Program
MACD	Metro Area Conservation Districts
MASWCD	Minnesota Association of Soil & Water Conservation Districts
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
STORET	The EPA's water quality data base (maintained in Minnesota by the MPCA)
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
WHIP	NRCS' Wildlife Habitat Incentive Program
WMA.....	Wildlife Management Area
WRP	Wetland Reserve Program

Sherburne SWCD
2014 Budget

<u>REVENUES</u>	4/30/2014
Intergovernmental Revenue	
County - Agreements and Operations	\$ 247,000.00
LWM - Levy Funds	\$ 21,674.00
LWM - State Funds	\$ 8,094.00
NRBG WCA	\$ 5,000.00
AIS	\$ -
State Agencies - Agreements & Grants	\$ 338,586.38
Federal Agencies - Agreements & Grants	\$ 1,500.00
Total Intergovernmental Revenue	\$ 621,854.38
Charges for Services	\$ 52,574.00
Miscellaneous & Other Income	\$ 1,084.00
TOTAL REVENUES	\$ 675,512.38
EXPENDITURES	
District Operations	
Personnel Expenses	\$ 282,098.20
Employee Insurance Reimbursement	\$ 38,262.60
Life Insurance	\$ 384.00
Payroll Liabilities	\$ 49,476.64
Voluntary Furlough	\$ (5,893.60)
Supervisor Compensation	\$ 6,240.00
Operating Expenses	\$ 66,603.50
Capital Improvements	\$ 1,500.00
Total District Operations	\$ 438,671.34
District Expenditures	
District Projects Expense	\$ 18,550.00
State Agencies - Agreements & Grants	\$ 218,438.36
Federal Agencies - Agreements & Grants	\$ 1,425.00
Total District Expenditures	\$ 238,413.36
TOTAL EXPENDITURES	\$ 677,084.70
Excess of Expenses over Revenues	\$ (1,572.32)
Fund Balance - January 2014	\$ 313,920.54
Fund Balance - December 2014	\$ 312,348.22