



**WADENA COUNTY**  
**SOIL & WATER**  
**CONSERVATION DISTRICT**  
**FY 2010**  
**ANNUAL WORK PLAN**

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**WADENA SOIL AND WATER CONSERVATION DISTRICT  
ANNUAL PLAN OF WORK  
FY 2010**

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**Mission Statement**

*“The Wadena County Soil and Water Conservation District seeks to achieve and maintain the highest quality and quantity of natural resources possible through wise stewardship for now and the future within the limits of human and financial means available.”*

## LISTING OF ACRONYMS

This report utilizes an extensive number of acronyms for various local, regional, state and federal agencies and programs. The following list identifies those that are most commonly used in this report.

### PROGRAMS

Ag BMPs: Agricultural Best Management Practices  
BMPs: Best Management Practices  
CRP: Conservation Reserve Program  
CSP: Conservation Security Program  
CSP: Conservation Stewardship Program  
CWI: County Well Index  
CWL: Clean Water Legacy  
EQIP: Environmental Quality Incentive Program  
FSP: Forest Stewardship Program  
GIS: Geographic Information Systems  
ISTS: Individual Septic Treatment Systems  
LWRM: Local Water Resource Management  
MACAI: MN Association of County Ag Inspectors  
PWP: Permanent Wetland Preserve  
RIM: Reinvest in Minnesota  
RPPTP: Rural Preserves Property Tax Program  
SRF: State Revolving Fund  
SSTS: Subsurface Septic Treatment System  
SWAG: Source Water Assessment Grant  
TMDL: Total Maximum Daily Load  
WCA: Wetland Conservation Act  
WRM: Water Resource Management  
WHIP: Wildlife Habitat Incentive Program

### AGENCIES & STAFF

BWSR: Board of Water and Soil Resources  
CAI: County Ag Inspector  
DNR: Department of Natural Resources  
FSA: Farm Service Agency  
JPB: Joint Powers Board  
MDA: MN Department of Agriculture  
MDH: MN Department of Health  
MES: MN Extension Service  
MFRC: MN Forest Resources Council  
NRCS: Natural Resources Conservation Service  
PHD: Public Health Department  
RC&D: Resource Conservation and Development  
SWCD: Soil and Water Conservation District  
USDA: United States Department of Agriculture

# **WADENA SOIL AND WATER CONSERVATION DISTRICT 2010 ANNUAL PLAN OF WORK**

## **I. INTRODUCTION**

The Annual Plan was developed by the District to approach our soil and water conservation problems in an organized manner during the 2010 fiscal year.

As a result of a study that was completed in FY2009 during the Local Work Group meeting in conjunction with the NRCS EQIP program, the Wadena County Commissioners, the County Committee of FSA, the SWCD, NRCS, DNR Forestry, DNR Wildlife, MDA and the Wadena County Water Management Task Force, we have prioritized the following problems in Wadena County.

### **AREAS OF CONCERN**

1. Water Quality (High Priority)
2. Ag Waste Management Systems (High Priority)
3. Erosion Control (High Priority)
4. Forest Management (High Priority)
5. Grazing Systems (High Priority)
6. Wildlife Habitat
7. Irrigation Management
8. Pest Management
9. Recreation
10. Land Conversion

The following District projects and programs all work together to address the on-going priorities and concerns of Wadena County: The Local Water Resource Management (LWRM); the Citizens Lake and Stream Monitoring Programs; Well Sealing Cost Share Program; BWSR Challenge Grant Projects; the Septic Treatment System Low Interest Loan Program; the No-Till Drill and Native Grass Seeder Program; Tree Program; Cost Share Projects; the State Re-Invest in Minnesota Program (RIM); the Wetland Conservation Act (WCA); MPCA Feedlot Program; Forest Stewardship Program (FSP); Weed and Seed Inspections and State Revolving Fund (SRF).

The following Federal Programs also work to address the ongoing priorities and concerns of Wadena County: the Conservation Reserve Program (CRP), Permanent Wetland Preserve (PWP), Wildlife Habitat Incentive Program (WHIP), Environmental Quality Incentive Program (EQIP), Conservation Security Program (CSP) and Conservation Stewardship Program (CSP).

## II. ANNUAL GOALS

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| <b>Annual Goal #1</b> |
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| <b>Reduce non-point source pollution on agriculture land.</b> |
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A. OBJECTIVE:

**Assist NRCS with the installation of ag waste systems**

Actions:

1. SWCD will assist the JPB Engineer or NRCS Engineer with survey, technical design and development of ag waste systems.
2. Assist landowners in applying for available cost-share funding.
3. Assist landowners with application for MDA Low Interest Loan Program dollars.
4. Include closure plans with the project plans.

B. OBJECTIVE:

**Eliminate pollution problems associated with feedlot runoff.**

Actions:

1. SWCD will assist the JPB or NRCS Engineer with survey, technical design and projects to control feedlot runoff.
2. Assist landowners in applying for available cost-share funding.
3. Assist landowners with application for MDA Low Interest Loan Program dollars.
4. Use MINNFARM to rate and eliminate the pollution problem.
5. Use the feedlot programs funding to host educational meetings for local producers.

C. OBJECTIVE:

**Register every feedlot in Wadena County.**

Actions:

1. Maintain a Level III Feedlot Inventory, identifying and mapping all feedlots within Wadena County.
2. Complete site inspections according to MPCA guidelines.
3. Complete manure management plans for those with over 300 animal units.
4. Maintain a database of MPCA registered feedlot owners and animal unit numbers.
5. Correct feedlot pollution through state cost share projects.
6. Apply for Feedlot Water Quality Grant funds and MDA Loan funds to assist feedlot owners in becoming compliant.
7. Submit reports to MPCA in a timely manner through the eLINK reporting program.

D. OBJECTIVE:

**Prevent contamination of Wadena County's groundwater as part of the Local Water Resource Management plan (LWRM).**

Actions:

1. Educational news articles will be written in conjunction with the Minnesota Department of Agriculture (MDA), Minnesota Extension Service (MES) and the Public Health Department (PHD) to provide information regarding water quality, quantity and best management practices (BMP's) to help prevent contamination of Wadena County's surface and groundwater.

2. Establish a database and maps of water quality information and known or potential impacts on surface and ground water quality using the Geographic Information System (GIS).
3. Provide information through pamphlets to personnel working in areas that can lead to non-point and source pollution, including septic system installers, well drillers, contractors and sewage haulers.
4. Use the County Well Index (CWI) to locate wells within the county.
5. Work with the local cities on their Well Head Protection Plans.
6. Assist landowners with water quality testing.
7. Promote awareness of rural drinking water source protection, identification and quality.
8. Provide cost share assistance for Well Sealing.

E. OBJECTIVE:

**Provide the MDA Low Interest Loan Program to landowners for Subsurface Septic Treatment Systems.**

Actions:

1. Provide MDA low interest loan funds for the landowners in Wadena County to install SSTS.
2. Promote upgrading of failing septic systems through news releases and radio.
3. Provide program applications and information to landowners.
4. Work with the Region 5 Development Commission to provide fast and dependable service to landowners.
5. Work with the Planning and Zoning office to provide inspection service.
6. Work with the Planning and Zoning office to provide funding from a CWL SSTS grant to those who do not qualify for the SSTS Loan Program because of a poor credit history.
7. Work with the Stocking Lake Association, Blueberry Township and the Planning and Zoning office on Rural Communities Development Initiative Septic Inspection Grant.

F. OBJECTIVE:

**Define critical erosion areas that are degrading streams and lakes and work to fix them.**

Actions:

1. Apply for special project grants (if available) and put them to use on the defined areas of erosion on our rivers and lakes.
2. Inventory shorelines for possible erosion projects.
3. As funding allows complete a mass mailing to survey shoreline owners requesting information on possible erosion areas to be repaired.
4. Work with the County Parks Department to provide cost share and technical assistance to stop erosion at canoe landings, county parks and on the Crow Wing River.

G. OBJECTIVE:

**Work to establish permanent cover along lakes, streams and ditches to protect water quality.**

Actions:

1. Work with lakeshore owners and stream residents to promote native vegetation.
2. Educate on the value of permanent large vegetation adjacent to surface waters.
3. Promote buffer strips and filter strips.

H. OBJECTIVE:

**Correctly treat agricultural lands which now deposit sediment directly into lakes or streams.**

Actions:

1. Install critical area stabilization structures along rivers and lakes where critical sedimentation takes place.
2. Provide cost share for critical area stabilization diversions. Provide technical assistance with installation of diversions.

I. OBJECTIVE

**Continue the Manure/Nutrient Management Project as developed by the Local Water Resource Management Program.**

Actions:

1. Support continuation of agriculture conservation plans for county landowners.
2. Encourage regular, preferably annual, soil testing and manure testing for landowners through state certified testing services.
3. Research grant opportunities for Nutrient Management to provide landowners with on farm testing of their manure and soils.
4. Promote test availability through newsletters, radio, etc.
5. As funding allows provide Local Water Resource Management funds to cover sampling costs.
6. Using test results, the trained project technician will meet individually with Landowners using the NRCS Nutrient Management Planner, to do a yearly waste utilization plan.
7. Encourage proper use of fertilizers, allowing for natural organic nutrient credits.

J. OBJECTIVE:

**Work with MDA to continue a Groundwater Quality study in the Outwash Sand Plain Area of Wadena County, as part of the LWRM.**

Actions:

1. Determine areas in Wadena County where pesticides and nutrients are impacting water resources.
2. MDA is monitoring 9 wells in Wadena County; the SWCD measures the water level monthly in the 18 DNR wells.
3. MDA will collect water samples quarterly and test for pesticides and nitrates.
4. MDA and the Wadena SWCD will develop Best Management Practices to educate the landowners of Wadena County.
5. Identify and seal wells that were installed as test wells and are no longer in use.

K. OBJECTIVE:

**Identify, prioritize and assist in the closure of abandoned animal waste pits, to eliminate contamination of surface and ground water.**

Actions:

1. Assist NRCS with the EQIP program to provide landowners with a 50% cost share to close abandoned Ag waste pits.
2. Eliminate the probability of ground water contamination caused from abandoned animal waste pits.
3. Use a GIS based prioritization model and conduct field visits.
4. Target water quality protection in the Red Eye/Leaf River, Crow Wing River and Long Prairie River Watersheds.
5. Promote BMP's and utilize cost share for implementation.

6. Update and maintain current inventory of all known animal waste pits in the county.

L. OBJECTIVE:

**Continue to provide cost share funds to properly seal abandoned wells as part of the State Cost Share Program.**

Actions:

1. Provide state cost share funds at a rate of 50% to assist landowners in closing abandoned wells.
2. Publish news releases on the dangers of abandoned wells.

(Manager 8 days, Water Plan Tech 17 days, Technician 56 days)

**Annual Goal #2**

**Promote the conservation of our soil and water resources by reducing erosion to within the allowable "T" in accordance with NRCS guidelines.**

A. OBJECTIVE:

**Inform landowners regarding the value both environmentally and economically of installing conservation practices.**

Actions:

1. Promote Conservation of our soil and water resources through our website, news releases, flyers and workshops. Inform landowners regarding the value, both environmental and economically of installing conservation practices.
2. Promote the installation and maintenance of field and farmstead windbreaks.
3. Educate landowners as to the benefits of conservation tillage such as soil erosion reduction, time, fuel, and money savings.
4. Encourage landowners to use strip cropping and contour strips on critical highly sloping areas.
5. Use local radio stations to inform the public of all the SWCD and NRCS programs.
6. Staff and Supervisors speak at Association meetings explaining programs and projects to the public and other agencies.
7. Present outstanding Conservation Cooperator of the Year award in Wadena County.

B. OBJECTIVE:

**Promote the RIM program.**

Actions:

1. Provide program information.
2. Provide technical assistance and recommendations.
3. Assist landowners in applying for RIM funding if it becomes available.
4. Complete yearly inspections of RIM land.

C. OBJECTIVE:

**Establish 10,000 ft. of field and farmstead windbreaks.**

Actions:

1. Assist landowners in the planning and design of field and farmstead windbreaks.
2. Provide a district tree program for landowners, which include the sale of 30,000 trees.

3. Provide a tree planting service and plant 30,000 trees in Wadena County.
4. Provide tree guard, flags, mulch mats and tubex for sale to landowners.
5. Assist landowners on cost share programs for field and farmstead windbreaks including WHIP and EQIP programs.

**D. OBJECTIVE:**

**Promote strip-cropping and contour strips.**

Actions:

1. Assist landowners in the planning and designing of how to develop and apply a cropping system for a farming unit which provides for planting row crops with the contour where practicable and incorporate alternate strips of row crops.
2. Establish systems of farming with contour or field strip-cropping to reduce wind and water erosion and sediment pollution.

**E. OBJECTIVE:**

**Improve pastureland.**

Actions:

1. Provide information and technical assistance on pasture renovation and management.
2. Incorporate use of equipment such as no-till drill and trax native grass seeder .

**F. OBJECTIVE:**

**Provide specialized equipment as necessary for installation of conservation practices.**

Actions:

1. Provide a No-Till Drill for the rental program with a goal of seeding 800 acres/year.
2. Provide a No-Till Native Grass Seeder for the rental program with a goal of seeding 600 acres/year.
3. Provide a Tree Planting Service with a goal of planting 30,000 trees per year.

(Manager 39 days, Water Plan Tech 23 days, Technician 58 days, Forestry Tech 28 days)

**Annual Goal #3**

**Increase the awareness of the economical and environmental benefits of good soil and water management.**

**A. OBJECTIVE:**

**The Wadena SWCD staff is to participate in activities of local organizations and conservation groups.**

Actions:

1. Staff, supervisors, and NRCS staff speak at functions upon request.
2. Assist conservation groups with specific programs when possible.
3. Sponsor two or more youth to the Long Lake Conservation Camp in Palisade MN.
4. Attend Lake Association Meetings and give presentations on the volunteer lake monitoring project and erosion control.
5. Continue to work with the City of Menahga in implementing the lake management plan for Spirit Lake.
6. Work with cities to develop well head protection plans with implementation.

7. Work with Lake and River Organizations to form a county wide association of Lakes Rivers Associations.
8. Assist with implementation of management plans for lakes and river.
9. Work with the City of Wadena to restore the shorelines along Sunnybrook Park.
10. District Technician will be a member of the Wadena Chamber of Commerce Board.

**B. OBJECTIVE:**

**Hold an educational event for students and teachers.**

Actions:

1. Organize and hold "Conservation Days" as an annual event. To be held in September of 2010.
  - a. An outdoor classroom with several speakers on subjects such as, Soils, Water, Nature, Wildlife, Forestry, History of the site and "Babou".
  - b. Enroll 400 fifth and sixth grade students from 10 area schools.
  - c. Request speakers from the DNR, Science Museum, NRCS, SWCD and others.

**C. OBJECTIVE:**

**Provide area schools with information and materials for the poster and essay contests.**

Actions:

1. Give presentations in all Wadena County schools on Poster, Essay and Video theme, to all fifth and sixth grade students.
2. Judge poster, murals and videos, and enter the county winners in the North Central AREA VIII and state competition.
3. Display the winning posters at the Wadena County Fair and other functions.

**D. OBJECTIVE:**

**Develop conservation displays to be utilized by the Central Lakes Ag Center, County Fair, schools and other public facilities.**

Actions:

1. Set up booth at County Fair to display information on programs and projects.
2. Set up displays at our annual banquet, workshops, nitrate clinics, Central MN Irrigators Council meeting, Central Lakes Ag Center's annual field day, Conservation and Wildlife Expo and other activities throughout the year.

**E. OBJECTIVE:**

**Provide a resource center for area students.**

Actions:

1. Maintain an updated library of conservation publications.
2. Provide a film and slide presentation library.
3. Provide a list of materials available to students .
4. Provide Enviro-Scape and Groundwater Model to schools, 4-H or scouts upon request.

**F. OBJECTIVE:**

**Educate the landowners of Wadena County through a semi-annual newsletter, the SWCD Website, local newspapers and radio stations.**

Action:

1. Write and distribute two newsletters per year to 3,300 landowners in Wadena County.
2. Write news articles for the local newspapers.

3. Continue the Insight radio talk show program, to discuss District and NRCS programs every other week.
4. Use local radio stations to inform public on new programs and activities of the District.
5. Keep the SWCD website current and useful for citizens.

**G. OBJECTIVE:**

**Provide a Scholarship Program.**

Action:

1. Continue the Senior Scholarship program for students entering a college to study Agriculture or Natural Resource Programs.
2. Provide \$250.00 from the General Fund.

**H. OBJECTIVE:**

**Work with WesMin RC&D to solve other resource problems.**

Actions:

1. One supervisor is appointed to the WesMin RC&D council, to represent the District.
2. Request grant writing and technical assistance from the WesMin RC&D.
3. Let the WesMin RC&D staff assist us with the Conservation and Wildlife EXPO.
4. Work with the WesMin RC&D staff to write a grant for and develop a plan to renovate the Wadena County Fairgrounds.
5. Work with the WesMin RC&D staff to promote a Community Garden Project.

**I. OBJECTIVE:**

**Hold Wadena County's Fifth Annual Conservation and Wildlife EXPO.**

Actions:

1. Provide an educational event with speakers focusing on education of our landowners interested in providing wildlife habitat and conserving our natural resources.
2. Provide an annual event for sportsman and landowners to come together to view the many booths, learn from the speakers, have fun and grow from the experience.
3. Focus on youth education and promotion of our conservation programs. Keep track of attendance and use surveys to determine the impact of the Expo.

**J. OBJECTIVE:**

**Hold the Annual Meeting of the Wadena Soil and Water Conservation District.**

Actions:

1. Hold an evening highlighting events and projects that took place over the past year.
2. Advertise on radio and in newspapers to encourage public attendance.

(Manager 32 days, Water Plan Tech 22 days, Technician 53 days, Forestry/Education 20 days)

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| <p><b>Annual Goal #4</b></p> <p><b>Preserve/Maintain Wetlands within the County</b></p> |
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**A. OBJECTIVE:**

**To conserve surface waters, improve water quality, preserve wildlife habitat and reduce runoff, provide for floodwater retention, reduce stream sedimentation and enhance the natural beauty of the landscape.**

Actions:

1. Enforce the Wetland Conservation Act of 1991.
2. Assist landowners in applying for the Permanent Wetland Reserve program.
3. Achieve no net loss in the quantity, quality, and biological diversity of MN existing wetlands.
4. Increase the quantity, quality, and biological diversity of Minnesota's wetlands by restoring or enhancing diminished or drained wetlands.
5. Avoid direct or indirect impacts from activities that destroy or diminish the quantity, quality, and biological diversity of wetlands.
6. Replace wetland values where avoidance of activity is not feasible and prudent.
7. Educate landowners regarding rules of the WCA.
8. Provide landowners with permit applications and exemption certificates.
9. Use the state Wetland Bank to provide an alternative for more workable solutions for the no-net-loss part of the WCA.
10. Complete Tax Forfeit Land reviews for Wadena County.

**B. OBJECTIVE:**

**Develop and manage wildlife wetland habitat including impoundments.**

Actions:

1. Assist landowners in developing their property for wildlife.
2. Work with the DNR and FWS to give technical advice to landowners and local Sportsmen Clubs within the County on the development of Wildlife Refuges and Wetland Areas.

(Manager 4 days, District Technician 68 days)

**Annual Goal #5**

**Provide a Comprehensive Local Water Management Plan for Wadena County.**

**A. OBJECTIVE:**

**As funding allows provide administration of the Wadena County Local Water Resource Management Program.**

Actions:

1. Provide a District Water Resource Management Technician position to maintain a progressive program.
2. Maintain a Water Management Task Force committee, to meet four times per year.
3. The committee will review the plan implementation and oversee coordination by County departments.
4. Update Five Year Implementation Plan of the Water Plan, due March 2011.

**B. OBJECTIVE:**

**Create a comprehensive and coordinated system of county specific water management information for use in education, monitoring and enforcement.**

Actions:

1. Collect, on an annual basis, water test results, precipitation levels and observation well information for the MDH, PHD, DNR and MPCA.
2. Maintain a Water Resource Information Center in the county.
3. Hold Free Nitrate Testing Clinics throughout the county a minimum of two per year.
4. Enroll volunteers in the Citizens Stream Monitoring Program and Lake Monitoring Programs.
5. Write grants to implement projects for LWRM.

6. Work with volunteers to collect water samples for the Red Eye River Surface Watershed Assessment grant. 16 sites will be monitored.
7. Assist the cities of Wadena and Staples with the development of their well head protection plans.
8. Collect MPCA 10X water quality data for 6 sites on the Crow Wing River.

**C. OBJECTIVE:**

**Utilize the Geographic Information System (GIS) computerized water resource data base system with ArcGIS.**

Actions:

1. Utilize the current land use data layers to provide better management of the outwash sand plain aquifer in Wadena County.
2. Establish a database and maps of water quality information and known or potential impacts on surface and ground water quality on the GIS program, from the land use, abandoned well, wetlands and feedlot inventories.
3. Develop a Forestry Inventory from the GIS data base.

**D. OBJECTIVE:**

**Continue to monitor nineteen observation wells throughout the County for the DNR. Maintain a system of 15 rain gauges throughout the county, maintaining flexibility to monitor more frequently as drought conditions persist. Work with MPCA monitoring for the RESWAG, Crow Wing 10X projects and the Crow Wing Intensive Watershed Management Project.**

Actions:

1. Monitor DNR wells for ground water depth. Provide acquired data to the DNR
2. Develop graphs for display and reporting. Well data will be compiled into GIS.
3. Provide acquired data to local newspapers.
4. Gather information from the four lakes involved with the Lake Monitoring Project utilizing installed rain gauges.
5. Forward rain gauge information to the MN Climatology Network.
6. Complete water monitoring of rivers and streams and give information to MPCA for data analysis.

**E. OBJECTIVE:**

**Study the sedimentation problem of Lower Twin Lake.**

Actions:

1. Research ways to protect Upper Twin Lake from sedimentation problems caused from the high velocity.
2. Enhance and protect water quality of the Shell River, a major tributary of the Crow Wing River.
3. Educate the area landowners on proper BMP's for the soils and landscape of the project area.
4. Work with Hubbard County on issues dealing within the shared watershed.
5. Twin Lake is on the 2008 impaired waters list, assist MPCA on the TMDL.

**F. OBJECTIVE:**

**To promote implementation of the lake management plan for Spirit Lake in Menahga. Future growth and other municipal activities should fit into a management scheme that protects this urban lake.**

Actions:

1. Assess the information available about Spirit Lake and the surrounding watershed, identify data gaps that may exist and develop plans to gather necessary information.
2. Recognize the community resource value that Spirit Lake provides to Menahga and Wadena County.
3. Identify principles and policies calculated to protect that resource from non-point and point source pollution stemming from urbanization, expansion and redevelopment within the City of Menahga.
4. Schedule implementation of operational and developmental policies or ordinances needed to protect the water resource.
5. Identify, prioritize and schedule for implementing specific action items, including but not limited to, public space management, implementation of municipal “housekeeping” BMP’s, and coordinating information to city residents.

G. OBJECTIVE:

**Assist local lake associations and promote river associations to take citizen leadership roles in surface water management.**

Actions:

1. Administer the remaining Healthy Lakes and Rivers Program grant funds for Twin Lakes, Stocking Lake and the Menahga Conservation Club from the Central MN Initiative Foundation.
2. Promote and work with individual landowners on Native Vegetation Shoreline Restoration.
3. Provide advisory leadership to organizations on water quality BMP’s.
4. Assist MPCA with a TMDL study of Blueberry and Twin Lakes.
5. Stocking Lake Rural Communities Development Initiatives septic inspections.
6. Assist the Menahga Conservation Club with the mussel survey and Adopt a River Clean Up.
7. Complete University of MN Phosphorus study of Stocking Lake’s sub-watershed.

H. OBJECTIVE:

**Assist irrigators in properly managing water resources as part of the LWRM and EQIP Irrigation Water Management program.**

Actions:

1. Educate irrigators on water management and Best Management Practices (BMP's) regarding non-point pollution and chemigation.
2. Assist irrigators in the EQIP irrigation management program with irrigation scheduling and conversion from high to low pressure systems.
3. Review all Water Permit applications received from the DNR and make comments on any that are of concern.
4. Keep an accurate data base of all water permits, irrigation, CWI and DNR wells.
5. Assist with irrigation scheduling as requested by landowners.

I. OBJECTIVE

**Stormwater Management.**

Actions:

1. Promote NPDES training for staff and city officials for an understanding of the program.
2. Work with urban storm water management in Wadena County urban areas.

J. OBJECTIVE

**State Cost Share Projects**

Actions:

1. Provide cost share funding for well sealing projects.
2. Provide cost share funding erosion control projects.
3. Provide cost share funding for lake shore restoration projects.

(Manager 10 days, Water Plan Technician 168 days)

**Annual Goal #6**

**Promote, develop, and manage our forest resources.**

**A. OBJECTIVE:**

**As funding allows provide administration for the Wadena County Forestry Land Use Specialist**

Actions:

1. Provide a Wadena County Forestry Land Use position to maintain a progressive program.
2. Research and apply for additional funding from such programs as Clean Water Legacy, Firewise, MFRC and buckthorn cleanup.
3. Develop a 10- year strategic plan for forestry issues that the SWCD may deal with.
4. Work with the MN Forest Resource Council on a jack pine management project, educating landowners on the importance of jack pine habitat and management.

**B. OBJECTIVE:**

**Inform landowners about the Forest Stewardship Program (FSP)**

Actions:

1. Trained SWCD staff will write Forest Stewardship Plans for small woodlot owners.
2. Provide cost sharing on reforestation and related practices in conjunction with NRCS and FSA.
3. Coordinate planning of forest acres with DNR wildlife and forestry to conform to the RIM, CRP or other state cost share Programs.
4. Plant 25,000 trees, for wildlife, field and farmstead windbreaks, for 10 landowners.
5. Continue meeting with Foresters to talk about statewide issues.
6. SWCD continues to be a member of the MN SWCD Forestry Association.
7. Develop a database of private forest landowners.

**C. OBJECTIVE:**

**Target private landowners by providing technical assistance for developing and implementing comprehensive land-use plans and practices through the EQIP Program.**

Actions:

1. Establish tree plantings and/or grass seeding.
2. Complete wildlife habitat improvements.
3. Implement timber stand improvements.
4. Work with landowners in Wadena County, to inform, promote and implement conservation practices.

5. Develop a procedure for on-site visits of properties with forest stewardship plans.

**D. OBJECTIVE:**

**Assist State, Federal, and County agencies and private landowners in soil evaluation interpretation for correct tree and shrub species selection and weed control.**

**Actions:**

1. Assist in determination of tree and shrub species for each soil type on a landowner's property.
2. Determine methods of site preparation to minimize erosion and provide an adequate seedbed.
3. Provide information in regard to proper chemical and application rates in order to ensure healthy stands.
4. Utilize and develop landscape data for natural habitat re-vegetation parameters in partnership with the MFRC and the St. Cloud State University.
5. Create a neighborhood buckthorn control program promoting removal of buckthorn.
6. Purchase mechanical weed control equipment to lend out to landowners.

**E. OBJECTIVE:**

**To promote the importance of trees.**

**Actions:**

1. Sponsor a Big Tree Contest.
2. Use ArcGIS information to document locations of large older trees in Wadena County.
3. Educate landowners on the benefits of trees on the radio program and through news releases.

(Manager 4 days, Forestry/Education Technician 190 days)

**Annual Goal #7**

**Fulfill the County Agricultural Inspector Position.**

**A. OBJECTIVE:**

**Carry out the enforcement of the Noxious Weed Law.**

**Actions:**

1. Prepare and organize training for local township and city inspectors annually.
2. Support local inspectors with the noxious weed enforcement.
3. Educate the public on the importance and benefits of good vegetation management.
4. Administer Commercial Pesticide tests for area applicators.
5. Collect seed samples according to submitted work plan send to MDA for analysis.
6. Establish and monitor bio-control on invasive species.
7. Attend annual training at the MACAI conference.
8. Prepare annual reports for the County Board, SWCD Board and MDA.
9. Prepare budget for County Commissioners.

**B. OBJECTIVE:**

**Carry out the Cooperative Weed Management Grant.**

**Actions**

1. Convene the Cooperative Weed Management Committee quarterly.
2. Complete the Cooperative Weed Management Plan of Work.
3. Prepare a petition for the County Commissioners to add Spotted Knapweed to the List of Noxious Weeds in Wadena County.
4. Work to inventory and eradicate three noxious weeds in the county, namely: Buckthorn, Spotted Knapweed and Leafy Spurge.

(Manager/County Ag Inspector 75 staff days)

**Annual Goal #8**

**Assist landowners with the Rural Preserves Property Tax Program.**

**A. OBJECTIVE:**

**Provide a certified Conservation Plan Writer to complete the RPPTP.**

Actions:

1. Property owner contacts SWCD to have a conservation management plan prepared for the property
2. Approved plan writer and property owner work together to develop conservation management plan (CMP).
3. When CMP is completed the District Manager must approve the plan.
4. Plan writer will provide landowner with two original copies of the CMP.
5. Landowner is charged a fee for the completed CMP.

(Manager 2 staff days, Forestry/CMP/Education Technician 20 staff days)

**Annual Goal #9**

**Coordinate and maintain the Wadena SWCD office.**

**A. OBJECTIVE:**

**Provide inter-office direction, priorities, goals and objectives.**

Actions:

1. SWCD Supervisors hold monthly meetings to develop policies, review cost share applications, discuss District programs, etc.
2. SWCD staff holds weekly staff meetings to coordinate daily activities. NRCS staff attends meetings weekly.
3. Provide each employee with district policy handbook during the first week of employment.
4. Provide a well-defined job description including priorities, percentage of time, and specifics of position.
5. Provide pay stubs to employees at the end of each pay period.
6. Before the employee's anniversary date, provide an evaluation with at least two supervisors in attendance.
7. Follow the salary scale as written. This is an eleven-step ten-year scale that helps the employee know what they are working towards and assists with budgeting.
8. Hold an Annual Banquet each year to show our progress on District programs and projects to local landowners and agency staff.
9. Prepare annual plans and reports each Fiscal Year as necessary to BWSR .

10. Complete eLINK reporting on the web for BWSR.
11. Keep the Web Site updated with new programs, tree order blanks etc.

**B. OBJECTIVE:**

**Maintain a bookkeeping system in accordance with state auditor recommendations.**

Actions:

1. The District will maintain the QuickBooks program of accounting.
2. A Treasurer's report of all transactions will be prepared for the supervisor's board meeting monthly.
3. Interim Budget Reports will be presented to the board quarterly.
4. A financial report will be prepared at the end of each Fiscal Year.
5. An audit will be completed every other year by a certified public accountant. Copies of the audit will be given to each supervisor, BWSR and the office of the state auditor.
6. Post annual financial report and audit on web site.
7. First National Bank will send the monthly bank statement to the Treasurer of the Board for review. A copy will be sent to the office for account reconciliation each month.

**C. OBJECTIVE:**

**Staff attends training sessions as needed and maintains grant writing capabilities.**

Actions:

1. Staff should attend training sessions as needed to continue their education regarding the programs that they are working on. Cross training is to be continued as needed.
2. All staff is capable of writing grants and has experience writing grants. Many thousands of dollars have come into the District from grants and this will continue.

(Manager 86 days, Water Plan Tech 30 days, Technician 25 days, Forestry/Edu Tech 22 days)

### III. SUMMARY OF STATE COST SHARE PROGRAM

The state cost share allocation for the Wadena SWCD fiscal year 2010 is \$ 9,721.00. Twenty percent will be used for administration (\$ 1,944.00). It is possible that this year the District may vote to use all of the cost share allocation for technical service to help out our budget in 2010.

|  |   |                    |
|--|---|--------------------|
| <b>12/31/09 Balance of FY2008 funds</b>                  | = | <b>\$ 4,577.25</b> |
| Projects to be completed with FY08 C/S Funds Encumbered: |   |                    |
| A. Stream & Shoreline Restoration                        | = | <u>\$ 3,750.00</u> |
| Total C/S encumbered                                     | = | <u>\$ 3,750.00</u> |
| 20% Administration encumbered                            | = | <u>\$ 827.25</u>   |
| <b>Balance of FY2008 Funds</b>                           | = | <b>0.00</b>        |
| <br>   |   |                    |
| <b>FY 2009 Funds Received</b>                            | = | <b>\$17,000.00</b> |
| Projects to be completed with FY09 C/S Funds Encumbered: |   |                    |
| A. Well Sealing  | = | \$ 652.50          |
| B. Subsurface Drainage                                   | = | 5,625.00           |
| C. Field & Farmstead Windbreaks                          | = | <u>4,294.50</u>    |
| Total C/S encumbered                                     | = | <u>\$10,572.00</u> |
| 20% Administration encumbered                            | = | <u>\$ 2,643.00</u> |
| <b>12/31/09 Balance of FY2009 Funds</b>                  | = | <b>\$ 3,785.00</b> |
| <br>   |   |                    |
| <b>FY 2010 Funds Received</b>                            | = | <b>\$ 9,721.00</b> |
| Projects to be completed with FY10 C/S Funds Encumbered: |   |                    |
| Total C/S encumbered                                     | = | \$ 0.00            |
| 20% Administration encumbered                            | = | <u>\$ 0.00</u>     |
| <b>12/31/09 Balance of FY 2010 Funds</b>                 | = | <b>\$ 9,721.00</b> |
| <br>   |   |                    |
| <b>Total of all Funds Available for Landowners</b>       | = | <b>\$13,506.00</b> |

#### IV. PROPOSED BUDGET FOR FY2010

### WADENA SOIL AND WATER CONSERVATION DISTRICT

### PROPOSED BUDGET FOR FISCAL YEAR 2010

January 1, 2010 - December 31, 2010

| <b>REVENUES:</b>                      | <b>Actual 2009</b> | <b>Budgeted 2010</b> |
|---------------------------------------|--------------------|----------------------|
| Intergovernmental                     |                    |                      |
| State                                 | 50,553             | 49,150               |
| County                                | 62,340             | 62,340               |
| Water Plan Funds                      | 100,798            | 53,305               |
| Wetland Conserv. Act Funds            | 24,482             | 21,750               |
| Feedlot Program                       | 12,527             | 11,425               |
| ISTS Program                          | 3,514              | 1,000                |
| Forest Stewardship Program            | 33,795             | 15,200               |
| Federal                               | 931                | 1,000                |
| Charges for Services                  | 40,423             | 39,105               |
| Conservation & Wildlife Expo          | 9,539              | 12,450               |
| Interest & Miscellaneous              | 3,745              | 3,275                |
| <b>TOTAL INCOME</b>                   | <b>\$ 342,647</b>  | <b>\$ 270,000</b>    |
| <br>                                  |                    |                      |
| <b>EXPENDITURES:</b>                  | <b>Actual 2009</b> | <b>Budgeted 2010</b> |
| District Operations                   |                    |                      |
| Personal Services                     | 197,331            | 155,000              |
| Other Services & Charges              | 43,140             | 42,200               |
| Supplies                              | 5,522              | 4,275                |
| Capital Outlay                        | 892                | 5,000                |
| State Project Expenses                | 16,371             | 22,000               |
| Project Expenses District             | 21,192             | 22,025               |
| Forest Stewardship Expenses           | 31,730             | 300                  |
| Conservation & Wildlife Expo Expenses | 6,415              | 7,400                |
| Water Plan Projects                   | 69,136             | 31,100               |
| <b>TOTAL EXPENDITURES</b>             | <b>\$ 391,729</b>  | <b>\$ 289,300</b>    |
| <br>                                  |                    |                      |
| <b>Income over Expenses</b>           | <b>\$ (49,083)</b> | <b>\$ (19,300)</b>   |