



DC REPORT

4/11/2018

Environmental Quality Incentive Program (EQIP) – Similar to last month, not much new to report. At the time that I'm writing this we don't officially know which applications will be funded. Hopefully by the time the Board meets I'll be able to give more of an official update.

Environmental Quality Incentive Program (EQIP) Regional Conservation Partnership Program (RCPP) – RCPP is part of EQIP but contains separate fund pools set up for specific purposes. The next deadline for RCPP is April 13th – we have to have plans done and need to make sure that producers have submitted everything needed to be eligible. In Mille Lacs we're working on applications in two pools:

- ABC Improving Forest Health for Forest Resources – this pool is specifically set up to improve habitat for Gold Winged Warblers, a small songbird whose population has been declining since the 1960's. Mille Lacs is in its nesting range, and the nesting habitat requirements are young forests and shrub dominated lands. Landowners selected for funding will be creating openings in existing forests.
 - o We currently have 7 applications for Gold Winged Warbler habitat improvement
- Minnesota Ag Water Quality Certification Program – this pool of funds is set up for producers that have had or will be having Casey do an assessment on their farms. As a result they are eligible for higher payment rates than the general EQIP program.
 - o Prescribed Grazing – 2
 - o Grassed Waterway - 1

Conservation Stewardship Program (CSP) – We'll be working on CSP intermittently over the next few months. The CSP application deadline ended on 3/2. We have 2 new CSP applications and potentially one renewal (deadline for renewal applications is 4/13). We're working with producers to get rental agreements, "other tenant" waivers, and all the paperwork needed to be eligible for USDA programs by 4/6.

New Ultima Staff – Ultima is a private business contracted with NRCS to provide employees to assist NRCS with administrative items. Amanda Voge started working in the Milaca NRCS office on 4/2 to help out with office tasks, which will be a huge help.



Mille Lacs Soil & Water Conservation District

It is the mission of the Mille Lacs Soil and Water Conservation District to assist area people with soil and water resource management.

Civic Standards for Decision Making: (way to achieve mission and purpose)

- All those impacted by the problem are stakeholders and help define the problem in light of civic principles and the realities of their situation.
- All stakeholders are accountable for contributing resources (leadership/time, knowledge, constituencies & dollars) to solve the problem.
- All stakeholders are engaged in decision-making and policy-making that contributes to the common good.
- All stakeholders organize key stakeholders in their jurisdiction to achieve solutions and institute policies grounded in civic principles in the places where they have the authority to act.

SWCD Staff Report/Program Activities – prepared for the April 11, 2018 SWCD Board meeting

Mille Lacs Lake Watershed

Mille Lacs Lake Watershed Management Group Administration; Process for setting goals and achieving outcomes; Develop effective community engagement

Ms. Maslowski continues to meet with members of MLLWGM in efforts to progress the achievable outcomes in the 2018 Plan of Work. One of the projects is to summarize water quality data into some format that would be of interest to the layman shoreland owner. Bonnie Finnerty of PCA has volunteered to summarize data that Ms. Maslowski and Ms. Gallice have been tasked to identify as of interest.

In a second project, Ms. Maslowski is acting as middle-man between the MLLWGM sub-committee and technical committee on the topics of AIS, and the artist to determine what should go into an AIS brochure for children. The purpose of the brochure is AIS education and will be distributed at the Rivers and Lakes Fair in Aitkin, June 16.

Compass Lake Stewardship process for organizing active citizens

Ms. Gallice has sent an e-mail to invite a landowner in the Mille Lacs Lake Watershed to become a Compass member. This landowner has worked with the MLLWGM in the past and installed two rain gardens on her property and has hosted a rain garden workshop and a MLLWGM meeting. It is hoped that as a Compass member, this landowner will be an example for others interested in Compass.

General Project Development

Ms. Maslowski is working with Ms. Gallice on developing 5 minute and 30 minute presentations that they will use this spring and summer to communicate what Compass is at specific events. Ms. Maslowski met a second time with a specific resort to explore the Compass program and see if the resort sees a value for their resort to participate. She also scheduled what will be the first Compass community meeting at that resort. Ms. Maslowski is working on a mailing list project to reach seasonal owners.

Ms. Gallice and Aitkin SWCD Technician, Janet Smude will each be purchasing 10 rain barrels from their local Hardware Hank stores. These rain barrels will be paid for with the MLLWGM Clean Water Partnership grant and will be offered for sale at half price to residents of the Mille Lacs Lake Watershed as a Best Management Practice (BMP) that will protect Lake Mille Lacs from stormwater runoff. The rain barrels will be advertised on the website and Facebook and will be offered for sale at all Compass outreach activities.

Agriculture

Buffer Implementation

A limited amount of time this month has been spent on buffer implementation. Mr. Field is continuing to work with landowners toward their compliance with the buffer law. In March, Mr. Field received a few phone calls and visits to the office. One landowner came in to ask questions about a postcard he sent over a year ago, one landowner called to talk about his buffer on Prairie Brook, and 2 landowners contacted Mr. Field about the county ditch postcard he sent out a month or so ago. Mr. Field set up one site visit, but the landowner had to reschedule. Mr. Field will start flagging properties when the snow melts and the ground thaws.

Minnesota Agriculture Water Quality Certification Program (MAWQCP)

Mr. Field spent a bulk of his work this month on the MAWQCP. He signed up another applicant for the program and did a site visit. He met with the NRCS Area Grazing Specialist and created a grazing plan for one of the landowners. He worked with MAWQCP Certification Specialist and signed up two landowners' for MDA cost-share. These two landowners' will be implementing a rotational grazing plan. Mr. Field will create the rotational grazing plan for these landowners in April. Landowners are networking and the SWCD is receiving the benefit. The three landowners mentioned above all contacted the SWCD asking for assistance. Two of them heard about us from fellow landowners and the third heard about the SWCD through an online podcast.

Mr. Field has been working with the Isanti SWCD to target farms within the Blue Lake Watershed. Mr. Field wrote personalized letters to these landowners. The Isanti SWCD ran a GIS assessment tool to identify potential project locations within the watershed. Mr. Field used GIS to create a mailing list for the landowners owning the identified properties. Mr. Field also created a general letter for the landowners within the watershed but not identified by the assessment. The letters will be mailed April 2, 2018. The Blue Lake Watershed is expected to have a phosphorus impairment in the next assessment. This outreach is being done to offset those future impairments.

Project Development

Mr. Field assisted two landowners with recommendations on what grasses to plant and spoke with them about rotational grazing. One landowner has a few horses and would like to talk some more about rotational grazing. Mr. Field will be setting up a meeting with this landowner in April or early May. Mr. Field met the second landowner on their property; he gave them information on their soil and estimated how many animals their land could support. Mr. Field gave them information on the MAWQCP and potential cost-share opportunities; he is hoping to continue working with them in the future. One landowner found we could assist with grazing while he was buying trees and the other found out about us while doing online research. Mr. Field assisted a third person who was referred to the SWCD by a realtor. The individual is looking at purchasing farmland in Mille Lacs County and Mr. Field calculated an estimate for how many head of cattle the land can support under different grazing management levels.

County Drainage 14 Sediment Management of the West Branch of the Rum River (CWF FY15) – no activity

Rental Equipment

Mr. Field has started to receive requests to reserve the interseeders. Mr. Field will get the seeders out of storage in early April.

NRCS Coordination

Administrator Shaw will need to coordinate with SWCD Technicians and the NRCS District Conservationist to complete the BWSR Technical Training Individual Development Plan needed to advance statewide job approval authority. Deadline is April 13.

Administration & Financial

Records Management, Records Retention Schedule, Policies

Ms. Kuchenbaker worked on reorganizing the file cabinets. Current files are organized by landowner last name, moving forward the goal is to have project files identifiable by parcel number. Grant file organization is not efficient. The SWCD has a records retention schedule and the files need to be reviewed per this schedule.

Financial, Budget, Grant Tracking, Reporting, Etc.

Additional E-LINK reporting details were requested by BWSR. Year-end financial report to the Office of the State Auditor and MCIT 2019 wage report was submitted. Ms. Kuchenbaker organized the opening of the savings account at Neighborhood Bank in Mora and closing of the savings account at Spire Credit Union in Milaca.

Water Management Planning

SWCD Comprehensive Plan = Mille Lacs County Comprehensive Local Water Management Plan (CLWMP) Update

BWSR along with the state review agencies (MDA, MDH, MPCA), received the Priority Concerns Scoping Document (PCSD) and concurred with the priority concerns identified and noted they felt the process to identify the concerns was commendable. The BWSR Board reviewed these comments and those of the BWSR Central Regional Committee on March 28, 2018. The BWSR Board has deemed the priority concerns to be addressed in the Plan are appropriate; no changes are recommended or required to the PCSD as drafted. Mille Lacs County is asked to proceed with development of Plan goals and action items. The County should include a discussion on climate change and how that may influence water Management within the County. The BWSR Board also encourages the County to continue to engage in a process that includes a broad range of citizens and interest groups, in addition to local government officials, and state and federal resource managers during the development of goals, objectives and an implementation plan.

The Water Plan sub-committee continues to meet a couple times each month to develop the objectives and action steps for Water Management Advisory Committee review April 19.

Identify an SWCD Board process for setting goals and achieving outcomes

Administrator Shaw continues to meet with Board supervisors one on one each month. Ms. Shaw is asking supervisors verify the measurable, achievable goals described in the Work Plan are clear and that they individually agree with the outcomes proposed.

One Watershed One Plan (1W1P)

Ms. Shaw reached out to key BWSR staff and ML County water planning staff to identify next steps and scope a period mid-May for a meeting of all the partners. The RFP was released April 2nd and is open until July 2, 2018.

General Conservation

Nitrate Clinics – no action

Conservation Awareness Day Event

Ms. Kuchenbaker has ten classes confirmed to attend and twelve presenters. The City of Milaca approved the permit and use of Rec Park.

Envirothon Event

Ms. Kuchenbaker signed up to assist with registration and scorekeeping at the Annual Envirothon held on Monday, May 7 at the Cloquet Forestry Center. The event is hosted by Lake SWCD. This year no one from Mille Lacs County will be participating.

Rainfall Monitoring

Ms. Kuchenbaker submitted the monthly rainfall totals.

AgBMP Loan Program – no activity

General Public Assistance

Ms. Kuchenbaker spoke with a landowner who was inquiring about ordering trees. He is interested in planting trees on his 60 acre parcel. Ms. Kuchenbaker contacted Mitch Lundeen and Mitch will get ahold of the landowner and possibly arrange

a site visit. He may also speak with Tony Miller from the DNR once contact has been made with the landowner regarding his entire plan. Ms. Kuchenbaker spoke with Mitch Lundeen and he has a site visit planned in April with the landowner.

Ms. Gallice assisted a landowner interested in purchasing a parcel in Page Township. The landowner was looking for information on well drilling, water testing and soil types. Ms. Gallice e-mailed lists of licensed well drilling contractors and certified water testing labs as well as pointing out information available at the Mille Lacs Soil Service and the Web Soil Survey.

Ms. Gallice assisted someone interesting in gathering information on a parcel listed for sale that has a RIM Easement on it. Ms. Gallice directed them to the BWSR website for general information on RIM. The landowner saw that there was a RIM Easement on the property when they pulled up the parcel on the County GIS app.

Ms. Shaw assisted a landowner with wetland and habitat questions. The landowner had more than 100 acres of wetland and forestland that was undeveloped. His initial inquiry was about excavation in a wetland. Ms. Shaw explored his larger and long-term goals and provided him with contact information for resource professionals that could assist with forestry management and wildlife habitat enhancement ideas.

Professional Development/Training

Watershed Management

Ms. Maslowski is participating in the Watershed Specialist Training provided by the University of Minnesota and is developing skills in planning on a watershed level down to a project level. This includes: using a planning process, having implementation goals that can be successfully measured and documented, exploring physical/social considerations for evaluating the implementation activities, finding resources to compare conservation alternatives, and identifying the most cost effective/most useful options for particular problems. The outcome is to develop skills in the planning process and for prioritizing implementation activities.

Area Technical Training Committee

Ms. Gallice compiled the results of a survey that was sent out last month to confirm Tech Training Area III priorities. The results of the survey show that the most needed trainings are for achieving desired Job Approval Authority are in the areas of Forestry and Shoreland Restoration. Ms. Gallice also attended a meeting of SWCD managers and staff on March 28 to discuss the survey results and the next steps necessary to apply for BWSR Technical Training Grant. The group split specific grant writing duties between the attendees at the meeting. Ms. Gallice will write a rough draft of the main body of the grant and share the results via e-mail. Ms. Gallice also discussed the grant with Melissa Barrick, District Manager of the Crow Wing SWCD. Crow Wing SWCD has offered to host, plan and present Shoreland and Administration trainings by Beth Hippert, the Crow Wing SWCD Technician. Ms. Hippert is very experienced and very knowledgeable in shoreland restoration projects.

Shoreland

Timber Bay

The MLLWMG has approved cost share funds for the Timber Bay project that will remove invasive non-native vegetation and planting of native sedges, grasses, forbs and shrubs. A Timber Bay representative has signed a cost-share application. These cost share funds will come from a MN Pollution Control Agency Clean Water Partnership Grant through the Mille Lacs Lake Watershed Management Group. A DNR permit for planting below the Ordinary High Water mark has been filled out and submitted.

County Agricultural Inspector

The Mille Lacs County Board approved the 2018 County Ag Inspector work plan for 300 hrs.

Noxious Weed Control

Annual Weed Manager Meeting

The Annual Weed Manager meeting will take place on Friday, May 5 from 1-3pm in Conference Room D at the Mille Lacs County Courthouse. Page Township, Greenbush Township and Mille Lacs County Public Works will be speaking on their weed control plans for 2018. Barb Eller will be speaking on the Mille Lacs SWCD policy to recommend non-chemical weed control.

Integrated Roadside Vegetation Management

County Weed Management Support

Ms. Gallice attended a meeting with Mille Lacs County Public Works staff, the Mille Lacs County Administrator and SWCD supervisor Jake Janski. The purpose of the meeting was to exchange information about the distribution of noxious weeds throughout the county and compare integrated management options for biological control, mowing and spot spraying. Ms. Gallice shared non-chemical options and information on biological control.

At the April 3 County Board meeting, County staff recommended Commissioners support spot spraying as the primary method of control south of Hwy 23, utilizing mowing as the primary method north of Hwy 23. This plan was then adopted by the MLC Board. Ms. Shaw attended the County Board meeting and noted that the SWCD recommends non-chemical methods but will still be working with MLC staff to provide weed development information for timed, targeted control. The SWCD will continue to coordinate a biological control program and will assist with comprehensive mapping of the weeds.

Biological Control

Ms. Gallice has contacted the MN Department of Agriculture to determine if they will be leading a bio-control program in 2018. Last year's program was deferred in order to deal with the Palmer Amaranth infestation. Ms. Gallice has offered to organize bio-control harvests by working with other County Ag Inspectors across the state if MDA will not be available to organize this activity.

Comprehensive Weed Mapping

Mille Lacs County is interested in updated gps data on weed infestations to be used for mapping. The SWCD will host a Conservation Corp Apprentice May 30-August 24. One of several duties will be to assist with a comprehensive weed mapping project. Administrator Shaw will coordinate with MLC Environmental Resources to jointly accomplish this project.

Palmar Amaranth Scouting

Funding was not received for this effort through the MDA grant so it is yet to be determined if scouting will occur. The decision will depend upon an evaluation of the priority of this activity up against other work plan goals and deadlines for the MN Ag Water Quality Certification Program and Buffer Law compliance.

Pesticide Applicator Test Monitoring

Ms. Kuchenbaker administrated one test.

Groundwater

Drinking Water Supply Management Area Plan Review – no action

Observation Well – Water Depth Monitoring - not started yet

Unused Well Sealing -

A landowner in Bogus Brook Township has requested cost-share assistance to seal an abandoned well. This well was originally installed in the 1970's and while it meets standards for that time, it does not meet modern well construction standards. In addition, this well produces water that is full of sediment, indicating a cracked casing. The landowner plans to drill a new well and abandon this well.

An unused, unsealed well provides an open channel between the surface and groundwater, allowing polluted surface water to reach an uncontaminated aquifer.

Forestry

Conservation Tree Sale

Ms. Kuchenbaker and Ms. Gallice met to discuss the next steps heading into April. The FFA building has been reserved for the event. Ms. Kuchenbaker and Ms. Gallice will be at the tree barn on April 19 to set up the barn. Trees will be delivered on April 23 from Schumacher Nursery and Wolcyn Nursery. The date of pick-up will be April 26 from 3:00-7:00pm at the Mille Lacs County Fairgrounds and April 27 from noon-1:00pm at DNR Headquarters in Onamia.

Jake Janski and Kurt Beckstrom will be at the tree barn April 27th to help with the event.

Ms. Kuchenbaker ordered the "Pick-Up Reminder" cards from Minuteman Press and added three questions to the cards (Why are you planting trees/shrubs? What species did you choose and why? What species would you like to see available in the future?). This will help with outreach to customers and understanding why people are purchasing and planting trees. Hopefully these questions will lead to more conversations about land management and possible BMPs.

As of March 30 we are sold out of all shrubs, Sugar Maples, White Cedars, Black Spruce; there are 53 bundles remaining out of 364 ordered. Ms. Gallice will be sending out another email to the customer contact list about remaining trees. Additional Facebook posts are planned, but no additional Shopper ads are planned. Staff anticipate the last 1,300 trees will be sold before tree barn. Landowners that call for trees already sold out are being encouraged to purchase what we have remaining. If trees are remaining, staff will create a list of customers interested in additional trees and they will be contacted the day after distribution. This eliminates backups and confusion for customers picking up trees the day of the event.

Reinvest in Minnesota Easements

Begin placement of RIM signage on easements – no action

Easement Inspection – no action

Explore new RIM as a tool to preserve privately managed forestland – no action, next discussion meeting to occur May 10

Wetland Conservation Act (WCA)

WCA Outreach – no action

WCA Enforcement - one final restoration order from 2017 still needs to be written and served to the landowner

Outreach

Website/Social Media/Press/Materials

Ms. Kuchenbaker is posting on Facebook and updating the website. Both tools seem to be doing a great job of promoting the SWCD. People are engaging on Facebook and emails are coming through from the website. So far in 2018 we have received 58 emails from the website from people asking to be on the tree sale mailing list. In July 2017 we had 157 Likes on Facebook, currently we have 210 Likes; an increase of 53 total Likes!

Stormwater

Wahkon Stormwater Management Planning - no activity yet

Snake River Watershed Management Board

Staff Representation at Meetings

Ms. Gallice and Ms. Shaw attended the Snake River Watershed Board meeting on March 26. Jason Weinerman gave a presentation on the history of the SRWMB and how One Watershed, One Plan will likely affect the group. A request has been made to BWSR by the group to extend the project area within the watershed. If approved, this would mean more projects would be eligible under their current Clean Water Fund project grant.

Application to MLLWMG for 2014 CWP Grant Cost-Share for Erosion Control Projects at Timber Bay Camp



Bare soil and erosion in forested area.

Project Summary

The MLLWMG partnered with Timber Bay in 2012 and 2013 to replace turf grass along shoreland areas with native plants to capture, absorb and filter storm water runoff. Native plants were installed in shoreland areas with bare soil or turf grass to prevent further erosion of soils. Some of these areas have become infested with turf grass and Reed Canary Grass. Timber Bay Camp will host a Conservation Corps crew in June to control the invasive species and replant with additional native plants that have aggressive growth habits.

Timber Bay has requested cost share assistance for native plant plugs, shrubs and plant delivery. These cost share funds will come from a MN Pollution Control Agency Clean Water Partnership Grant through the Mille Lacs Lake Watershed Management Group (MLLWMG). The MLLWMG has approved cost share in the amount of \$1,125.00 or an amount not to exceed 75% of the total eligible cost.



Timber Bay shoreline buffer with Reed Canary Grass



Project Budget:

1,000 plugs—\$1,100
50, 4" shrubs—\$150
Delivery—\$150
Sales tax—\$100
Total—\$1,500

Cost Share Requested:

\$1,125 or an amount not to exceed 75% of the total eligible cost.

Landowner contribution:

\$375 or 25% of the total eligible cost.

Resource Concern:

This project will reduce sediment transport into Whitefish Lake in the Mille Lacs Lake Watershed.

Cooperators:

Mille Lacs SWCD
Aitkin SWCD
CCMI
MLLWMG
MN PCA
Landowner: Timber Bay Camp



Location:

Timber Bay Camp
18955 Woodland Road, Onamia
Watershed: Mille Lacs Lake

Mille Lacs Lake Watershed Management Group, 2014 CWP Grant Cost Share Contract

General Information

Organization Mille Lacs Lake Watershed Management Group, Aitkin SWCD as Fiscal Agent	Contract Number MLCWP 2018-01	Other state or non-state funds? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Amendment <input type="checkbox"/> Board meeting date(s):	Canceled <input type="checkbox"/> Board meeting date:
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*If contract amended, attach amendment form(s) to this contract.

Applicant

Land Occupier Name Youth Investment Foundation, Timber Bay Camp	Address 18955 Woodland Road	City/State Onamia, MN	Zip code 56359
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* If a group contract, this must be filed and signed by the group spokesperson as designated in the group agreement and the group agreement attached to this form.

Conservation Practice Location

Township Name Kathio	Township 43N	Range 27W	Section 19	1/4,1/4 SW ¼ of NW ¼
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Contract Information

I (we), the undersigned, do hereby request cost share assistance to help defray the cost of installing the following practice(s) listed on the second page of this contract. It is understood that:

- The land occupier is responsible for full establishment, operation, and maintenance of all practices and upland treatment criteria applied under this program to ensure that the conservation objective of the practice is met and the effective life, a **minimum of 10 years**, is achieved. The specific operation and maintenance requirements for the conservation practice listed are described in the operation and maintenance plan prepared for this contract by the technical assistance provider.
- Should the land occupier fail to maintain the practice during its effective life, the land occupier is liable to the State of Minnesota for the amount up to 150% of the amount of financial assistance received to install and establish the practice unless the failure was caused by reasons beyond the land occupier's control, or if conservation practices are applied at the land occupier's expense that provide equivalent protection of the soil and water resources.
- If title to this land is transferred to another party before expiration of the aforementioned life, it shall be the responsibility of the land occupier who signed this contract to advise the new owner that this contract is in force and to notify other parties to the contract of the transfer.
- Practice(s) must be planned and installed in accordance with technical standards and specifications of the: **NRCS**
- Increases in the practice units or cost must be approved by the organization board through amendment of this contract as a condition to increase the cost-share payments.
- This contract, when approved by the organization board or council, will remain in effect unless canceled or amended by mutual agreement, except where installations of practices covered by this contract have not been installed by **June 15, 2018** (date), this contract will be automatically terminated on that date.
- Items of cost for which reimbursement is claimed are to be supported by invoices/receipts for payments and will be verified by the organization board as practical and reasonable. The organization board has the authority to make adjustments to the costs submitted for reimbursement.

Applicant Signatures

The land occupier's signature indicates agreement to:

- Grant the organization's representative(s) access to the parcel where the conservation practice will be located.

2. Obtain all permits required in conjunction with the installation and establishment of the practice prior to starting construction of the practice.
3. Be responsible for the operation and maintenance of conservation practices applied under this program in accordance with an operation and maintenance plan prepared by the technical assistance provider.
4. Not accept cost-share funds, from state sources in excess of **75** percent, or state and non-state sources that when combined are in excess of **75** percent of the total cost to establish the conservation practice.
5. To provide copies of all forms and contracts pertinent to any other state or non-state programs that are contributing funds toward this project.

Date	Land Occupier
Date	Landowner, if different from applicant
	Address, if different from applicant information:

Conservation Practice

The primary practice for which cost-share is requested is 580, Shoreline and Streambank Protection

Practice standards or eligible component(s) 342, Critical Area Planting	Engineered Practice (<input type="checkbox"/> yes or <input checked="" type="checkbox"/> no) Ecological practice (<input checked="" type="checkbox"/> yes or <input type="checkbox"/> no)	Total Project Cost Estimate \$1,500.00
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Technical Assessment and Cost Estimate

I have the appropriate technical expertise and have reviewed the site where the above-listed practice is to be installed and find it is needed and that the estimated quantities and costs are practical and reasonable.

Date	Technical Assistance Provider
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Amount Authorized for Financial Assistance

The organization board or council has authorized the following for financial assistance, total not to exceed **75** percent of the total cost to establish the conservation practice.

Amount	Program Name	Fiscal Year
\$1,125.00	Clean Water Partnership Grant	2014

Board Meeting Date	Authorized Signature – Aitkin SWCD	Total Amount Authorized \$ \$1,125.00
Board Meeting Date	Authorized Signature – Mille Lacs SWCD	

Unused Well Sealing at 6772 90th Street, Milaca, MN

Landowner: Arlyn Wall



Drilled well, 3" x 25 "

Project Summary

This project will seal a well at 6772 90th Street in Bogus Brook Township. This well was originally installed in the 1970's and while it meets the standards for that time, it does not meet modern well construction standards. In addition, this well produces water that is full of sediment, indicating a cracked casing, The landowner plans to drill a new well and abandon this well.

An unused, unsealed well provides an open channel between the surface and groundwater, allowing polluted surface water to reach an uncontaminated aquifer.



This well in Bogus Brook Township will be abandoned due to sediment which is likely caused by a cracked casing.

Project Status:

Initiated: 2-12-2018

Contract approved:

Completed:

Funding:

SWCD Capacity Fund FY16

Total cost: \$400.00

Implementation assistance:

\$200.00

Landowner cost: \$200.00

Resource Concern:

Groundwater protection.

Cooperators:

Mille Lacs Soil and Water

Conservation District

Funder: Minnesota Board of Water

and Soil Resources

Landowner: Arlyn Wall

Contractor:

Traut Companies

Waite Park, MN

Location:

Bogus Brook Watershed



2018 DISTRICT WORK PLAN - Strategy & Outcomes Tracking DRAFT

FOCUS AREA (project/program)	MEASURABLE, ACHIEVABLE GOAL BY DECEMBER 2018	Lead Organizers					CITIZENS NEEDED TO ACCOMPLISH THE GOAL	UNDERSTAND THE TIME/FUNDS/TRAINING NEEDED TO ACCOMPLISH THE GOAL	%Time	~ Hrs	TRACK & EVALUATE PROGRESS BASED ON USE OF CIVIC STANDARDS:	
		Watershed Coordinator	Shoreland Technician	Agricultural Technician	Admin. Ass./Outreach	District Administrator						CCOM Apprentice
MILLE LACS LAKE WATERSHED:												
Mille Lacs Lake Watershed Management Group	Support the Chair to facilitate Board agreement on measurable, achievable goals for Dec. 2018. Use the Plan of Work to Prioritize goals in connection with the 10 year plan. Ask for time on the MLLWMG meeting agenda to track Work Plan progress. Adapt the work plan as needed with input an agreement by members. Encourage participants at meetings to have an active role in decision making, as well as in implementing MLLWMG goals.	X					Key MLLWMG members	monthly 1:1 meetings with key MLLWMG members	10%	912	<ul style="list-style-type: none"> All those impacted by the problem are stakeholders and help define the problem in light of civic principles and the realities of their situation. All stakeholders are accountable for contributing resources (leadership/time, knowledge, constituencies & dollars) to solve the problem. All stakeholders are engaged in decision-making and policy-making that contributes to the common good. All stakeholders organize key stakeholders in their jurisdiction to achieve solutions, impact governance, and institute policies grounded in civic principles and standards in the places where they have the authority to act. 	
	Increase participation at MLLWMG meetings by non-resource professionals.											
	Test evidence for progress toward this goal through news releases, topic of the month articles, feature articles, meeting speakers/presentations, posting of meeting dates.	X					SWCD staff, volunteers from the MLLWMG members					
	Test evidence for progress toward this goal through in person outreach in the community such as Compass community meetings and individual in person meetings. (Resort to host, door to door)	X					ML Lake Community members	1 day/week + 1 additional day/summer months				
Compass Lake Stewardship process for organizing active citizens	Identify landowners concerns and the connections they have with water quality goals. Address their vision of what the SWCD can do for them and their role in water quality.	X										
	Have one on one conversations with lakeshore property owners about Compass and how they can be involved in keeping the water in their lake clean and safe. These one on one conversations will lead to simple Lake Stewardship Plans. What do individual people feel they can do to protect water quality in Mille Lacs Lake? Do individuals feel it is their responsibility to protect water quality in Mille Lacs lake. If not, whose responsibility do they feel it is?		X				Lakeshore owners, Watershed Coordinator, resort owners, Tourism Council, Wahkon, Onamia, Isle, MLBO		13%	1,128		
Wahkon Stormwater Mgmt Grant	Work with City of Wahkon and Houston Engineering to develop CWF Accelerated Application Grant application to fund the writing of a stormwater management plan for the City of Wahkon.		X				Wahkon City Council, City Administrative/Public Works staff, Contractor		1%	84	3 years outreach lead to Wahkon City Coucil verifying interest and need 2017. SWCD needed as grant sponsor and fiscal agent. Contractor may be identified to write the grant. Pending receipt of funding civic engagement needed to develop the plan would occur 2019.	
Timber Bay	Work with key Timber Bay staff that have initiated the existing BMPs and are supporting ongoing maintenance of the projects. Find out if the conservation value is understood throughout the organization or held only by key individuals. Work with key individuals to expand their shoreland conservation values among other members in the organization to ensure sustainability of the project and conservation goals beyond the tenure of the current individuals in the organization. Work with them to use their good work as an example for neighboring lakeshore property owners.		X				Timber Bay staff & board	1 day/month	0%	36	Technical work done to date to create a planting plan and initiate permits needed.	

2018 DISTRICT WORK PLAN - Strategy & Outcomes Tracking DRAFT

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		Lead Organizers										
		Watershed Coordinator	Shoreland Technician	Agricultural Technician	Admin. Ass./Outreach	District Administrator	CCOM Apprentice					
AGRICULTURE:									18%			
Buffer Law	100% compliance rate. When possible, consider agronomics when working with landowners. Utilize the common ground between agronomics and conservation to implement more projects.		X				Landowner's of the 73 remaining non-compliant parcels	60 hours a month	8%	720		
MAWQCP	Establish the presence of the program within Mille Lacs County through outreach, creating more program applications and certified farmers. Work through the current Isanti County applications and start doing a targeted landowner outreach approach to assist Isanti SWCD with their water quality goals. Utilize the program's cost share to implement projects.			X			Local businesses that might partner for landowner incentives/reconitions, Ag Water Quality Certification Specialist, Local papers/MLC newsletter, Mille Lacs County farmers, NRCS staff and Isanti SWCD staff.	40 hours a month	5%	480		
Project Development	Consider agronomics when working with landowners. Utilize the common ground between agronomics and conservation to implement more projects. When working with landowners, gather their input on what we can do to further assist them and/or the community. Gain a better perspective of the community's needs/goals.		X				NRCS staff, cash crop and cattle farmers.	20 hours a month	3%	240		
Co Drainage 14 Sediment Mgmt for West Branch Rum River (CWF FY15)	Reach out to landowners in the CD14 drainage area to get input on the grant goal*. Be able to ask open ended questions, identify the larger goal that the SWCD may have in common with individual landowners/residents/citizens in addition to ourselves. *Address the entire ditch 14 system to allow a comprehensive inventory of potential storage in upstream areas. Inventory peak water flow storage and treatment opportunities while gaining an understanding of where the system it is being overwhelmed. The outcomes will be a list of technical issues, legal/permitting issues and finally targeted projects to consider.				X	X	Landowners significantly benefited by Ditch 14; County Environmental Resources Manager, TSA3 engineers, SWCD Supervisor District 1	1 day/month	1%	96		
Rental equipment	When renting out the interseeders and tree planter, utilize the opportunity to understand landowner concerns/goals and utilize the time to further the discussion on conservation.		X				Landowners/operators renting equipment	4 hrs/month	1%	48		
NRCS Coordination	Communicate with NRCS staff and their activities. Utilize this information to assist NRCS staff and Mille Lacs County landowners when possible/appropriate. Weekly crop reporting.		X				SWCD and NRCS staff	1.5 hrs/month	0%	42		

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		Lead Organizers													
		Watershed Coordinator	Shoreland Technician	Agricultural Technician	Admin. Ass./Outreach	District Administrator	CCOM Apprentice								
ADMINISTRATION & FINANCIAL															
	Prepare detailed board materials for public and board review in advance of the open public meetings						X	SWCD staff		10%	864				
	General financial assistance, grant tracking & reporting, etc.						X	SWCD staff		5%	480				
	General records management; Records Retention Schedule update						X	SWCD staff		0%	12				
Technical Training and Certification Committee	The goal of the Technical Training and Certification Program (TTCP) is developing and maintaining a highly trained and competent conservation workforce in Minnesota. In order to meet this goal BWSR and the NRCS need to know and understand the current and future technical training needs of Soil and Water Conservation District and Natural Resources Conservation Service staff in Minnesota. To gather this information, the Technical Committee has developed a Technical Training Individual Development Plan (Tech Training IDP) template for technical staff. BWSR will use the data collected through the Individual Development Plan process to determine which trainings and topics are prioritized for both local and statewide training delivery (April 13 deadline). A pilot grant has been created by BWSR but Area staff must submit an application and training plan by May 1.		X					X	Area SWCD and NRCS staff		1%	60	Lynn has surveyed all Area 3 SWCDs and followed up with phone calls to ensure comprehensive input on training needs is collected. Area 3 staff agreed the area needs to apply for the grant even though time is limited. They delegated grant questions that need to be answered. Lynn has coordinating role.		
WATER MANAGEMENT PLANNING:															
SWCD Comprehensive Plan = MLC Comprehensive Local Water Management Plan (CLWMP) Update	Act in a coordinators role in development of the updated County Water Plan document. <u>Work with each SWCD Supervisor to identify the impact/value/role/constituent needs for the CLWMP in their Supervisor District.</u> Host quarterly WMAC meetings: establish an agreed upon process for setting and adjusting WP annual work plan goals/priorities. Check in on progress toward goals, identify actions for WMAC participants to take a role in achieving identified goals.							X	X	SWCD Board Committee Rep + four SWCD Supervisors, MLC Env. Resources Mgr., Land Services Director, Cmsr WMAC Rep	2 hrs for each of eight (8) 1:1 meetings rotating among the stakeholders named/per qtr; 4 hrs/mo subcommittee meetings; 8 hrs/qtr WMAC meeting & prep.		2%	180	
Identify an SWCD Board process for setting goals and achieving outcomes	Establish an agreed upon process for setting and adjusting priorities.						X	X	Five SWCD board members, four staff members and Administrator.						
	Achieve board agreement on measurable, achievable goals for Dec. 2018.						X	X							
	Monthly review of Work Plan progress at Board meetings.						X								
	Regular staff 1:1 and all staff meetings to check in on work plan progress						X								
One Watershed One Plan (1W1P)	Act in a leadership role in formation of a Rum River 1W1P application. Work with MLC & participating SWCD partners to encourage participation in 1W1P, apply spring 2019 for plan development funding, identify partner roles throughout the watershed. Propose civic standards for decision making be adopted by the watershed. Vision an agreed upon process for setting and adjusting watershed wide priorities. Process should provide measurable, achievable goals within year 1, 2 and 3. Establish a regularly scheduled meeting at which progress toward goals is evaluated.							X	SWCD Board Cmte Rep, Co Administrator, five MLC Cmsrs, Env. Resources Mgr, Land Services Director, Water planning staff from Isanti, Sherburne & Anoka SWCDs, MLLWMMG Rep	16 hrs application development, 8 hrs/mo meeting with participant stakeholders named		3%	288		

2018 DISTRICT WORK PLAN - Strategy & Outcomes Tracking DRAFT

FOCUS AREA (project/program)	MEASURABLE, ACHIEVABLE GOAL BY DECEMBER 2018	Lead Organizers					CITIZENS NEEDED TO ACCOMPLISH THE GOAL	UNDERSTAND THE TIME/FUNDS/TRAINING NEEDED TO ACCOMPLISH THE GOAL	%Time	~ Hrs	TRACK & EVALUATE PROGRESS BASED ON USE OF CIVIC STANDARDS:
		Watershed Coordinator	Shoreland Technician	Agricultural Technician	Admin. Ass./Outreach	District Administrator					
GENERAL CONSERVATION:											
Nitrate Clinics	Host clinics at Milaca and Wahkon HHW events and Operation Community Connect. Provide opportunity for citizens to find out if their well water has Nitrates. Make information available. Ask citizens to answer the 2 question survey Water Plan survey: What does clean water mean to you? What concerns do you have about water in MLC?			X		X	Community and Veterans Services, Environmental Services, citizens to show up	Marketing/advertising (3hrs) includes researching a table banner; 3 events @ (6hr) each; maintenance/testing of equipment (4hrs); entering data collected (4hrs) = (30 hrs)	0%	30	<ul style="list-style-type: none"> All those impacted by the problem are stakeholders and help define the problem in light of civic principles and the realities of their situation. All stakeholders are accountable for contributing resources (leadership/time, knowledge, constituencies & dollars) to solve the problem. All stakeholders are engaged in decision-making and policy-making that contributes to the common good. All stakeholders organize key stakeholders in their jurisdiction to achieve solutions, impact governance, and institute policies grounded in civic principles and standards in the places where they have the authority to act.
Youth Education	<p>Conservation Awareness Day: Establish a working relationship with the school to answer the question of who is interested/invested. Ask the following: Have you brought classes to this event before, can you think of any students who told you later that this event was memorable or made an impact? Are there any other activities or things that the school is working on that you think SWCD could partner in? Are you interested in continuing this conversation/possible exchange emails?</p> <p>Education program enhancement idea: Survey school contacts to see if there a way for the SWCD to assist with the 7th grade and 10th grade visits to the School Forest. Goal = find out from 7th and 10th graders if they remember the 5th and 7th grade events and if it made an impact.</p> <p>Envirothon: Survey Isle school teacher participants: Have you brought classes to this event before, can you think of any students who told you later that this event was memorable or made an impact? Are there any other activities or things that the school is working on that you think SWCD could partner in? Are you interested in continuing this conversation?</p>			X		SWCD Board members with interest in the event, 5th grade teachers		0%	30		
Rainfall Monitoring	TBD			X							
AgBMP Loan Program	TBD			X							
General Public Assistance	Respond to walk-in requests	X	X	X	X				9%	840	
Professional Development/Training											
Watershed Specialist Training	Develop approaches to community engagement and skills for leading a watershed community. Enhance skills in effective meetings and communicating water resource sciences to a community.	X					Two experienced water management planner/mentors	Regular weekly 1:1 meetings; 12 week watershed specialist training			
General Project Development:											
Fransen/USFWS project completion	Final installation of phase 2 of the project.		X				Key landowner/FWS.	Project installation - couple days	0%	24	
City of Milaca	Work with the City of Milaca to develop BMPs in public parks along the Rum River. These BMPs would likely be native plant buffers along the river and a repair to an eroding shoreline restoration. These projects would be used by the city to promote BMPs to shoreland landowners in the city of Milaca.		X				City of Milaca Mayor, City Manager, Public Works, Parks Commission, TSA, landowners.	Develop a proposal of BMP projects for the City of Milaca. Meet w/City Mayor, Mgr and PW staff to get input on project needs/goals. Followup w/staff & parks commission. Develop cost estimates for BMPs. Work w/TSA engineers to design. Outreach to landowners re: BMPs. Site visits to investigate resource concerns.	4%	396	

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		Lead Organizers											
		Watershed Coordinator	Shoreland Technician	Agricultural Technician	Admin. Ass./Outreach	District Administrator	CCOM Apprentice						
COUNTY AG INSPECTOR:										3%	300		
Notices/Reporting/Training/Regional mtgs	Meet reporting deadlines: May 15 weed notice, October county-wide weed control report, qtrly State Noxious Weed Advisory Committee meetings to support non-chemical considerations, bi-monthly regional CAI meetings, annual short-course CAI training/conference, MDA grant coordination, reporting & IRVM Steering Committee information for MLC		X				X	1-2 Twp weed managers; MLC Steering Committee reps;	30 hrs/yr				SWCD board and staff representatives participated at the IRVM Steering committee meeting to encourage non-chem methods and learn about MLC goals and priorities. MLC Co Board decision has been made to spot spray so. of HWY 23 except where biological control exists. CAI work plan approved by MLC Board for 300 hrs.
Noxious weed monitoring & recommendations to local weed managers. (City, Township, County, MNDOT, MLBO)	Work 1:1 with 1-2 local township weed managers to support their initiative to identify their own twp priority weeds and who will develop a management plan they can recommend to their township. The SWCD staff can support their effort where requested and check in regularly to see how management is going. Staff will ask that the local weed manager be transparent and share the plan with and report to their own twp board. Staff will explain how the township effort interacts and support a larger community weed management needs and connects with County efforts. Ask local weed managers to set measurable, achievable goals that can be reported at year end and shared with other townships.			X				1-2 Township weed managers, MLC ROW manager	TBD				
Biological control	Sustainable, non-chemical, low cost noxious weed management: Survey local weed managers to identify individuals that can assist with growing the local biological control program.		X					1-2 local weed managers	50 hrs/yr		50		
Local Land Mgr Weed Training	Host a local weed manager "round table" discussion with volunteer presenters from MLC and/or Townships who have active weed management plans and goals. Identify any questions weed managers would like answered county-wide that can be tracked this weed season. (i.e. What would they like to do if \$ wasn't an issue? Do they get complaints from residents? Find out if any twps and/or MLC are interested in improving roadside habitat? Using biological control?)		X					Page Twp weed mgr, MLC ROW manager/representative, other Twp weed mgr TBD					The meeting will be held May 4 and will focus on weed managers presenting their management plans. This is different than past meetings which have primarily been SWCD staff suggesting what managers should do.
IRVM plan update	Define goals and purpose for a plan update that will guide the type of update needed. i.e. public information vs. land manager guidance						X	SWCD IRVM committee					
Noxious weed mgmt effectiveness assessment	Work with an Apprentice to do comprehensive mapping of all listed noxious weeds.		X				X	MLC GIS assistance					Apprentice has been confirmed and will start May 30.
	Inquire of UofM, MDA, DNR & BWSR for information on research done on non-chem noxious weed mgmt. Identify stakeholders in these agencies that could partner on local solutions to meet groundwater protection goals.						X	UofM rep, MDA rep, DNR rep, BWSR rep					
Pesticide test monitoring	Provide a local point of contact for licensing.					X		commercial/non-commercial applicators			20		
Seed Sampling/ Palmer-Amaranth	Sample 2 or 3 seed dealer facilities, use the opportunity to build meaningful relationships within the farming community. Sample native grass seed to be used for plantings by landowners, Mille Lacs County and/or townships pending interest by those project managers. Scout recent conservation plantings for the presence of palmer amaranth.		X				X	Conservationists doing native plantings, Mille Lacs County and townships within Mille Lacs County doing a native grass seeding.	8 hours to seed sample seed dealers. 28 8 hours for sampling native grasses and site inspections for palmer amaranth.	0%	16		
Wetland Conservation Act (WCA)	Develop a message to meet the FY17 Capacity Grant Project goals* with input from citizens in addition to natural resource professionals. Message should identify the larger goal**.						X	Two ag producers that staff have worked with on WCA, Co Cmsrs, NWTFLongbeards Chapter, SWCD/BWSR/MLC/DNR, SWCD Outreach Committee	Hire a marketing professional;				
	*Objective 1 - Decrease the number of citizens unintentionally falling into violation with State/Federal wetland rules by increasing citizen understanding of NRCS Swampbuster and WCA rules.						X		2 hrs per each meeting rotating among 2 stakeholders/mo for message development time/implementation	1%	96		
	*Objective 2 - Respond to the statewide lack of wetland banks for public road projects by increasing citizen awareness of wetland banking opportunities and identifying landowners interested in developing a wetland bank.						X						

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		Lead Organizers										
		Watershed Coordinator	Shoreland Technician	Agricultural Technician	Admin. Ass./Outreach	District Administrator	CCOM Apprentice					
OUTREACH:	Utilize Facebook, Website, News Releases to communicate to citizens about District actions and opportunities to participate in conservation actions. Maintain current information on SWCD activities. Update the website and facebook on a regular and consistent schedule.			X				Outreach Committee, SWCD staff, Local Businesses, Cities, Townships	10 hrs/mo	1%	120	<ul style="list-style-type: none"> All those impacted by the problem are stakeholders and help define the problem in light of civic principles and the realities of their situation. All stakeholders are accountable for contributing resources (leadership/time, knowledge, constituencies & dollars) to solve the problem. All stakeholders are engaged in decision-making and policy-making that contributes to the common good. All stakeholders organize key stakeholders in their jurisdiction to achieve solutions, impact governance, and institute policies grounded in civic principles and standards in the places where they have the authority to act.
SNAKE RIVER WATERSHED:	Contribute input to conservations partners at the meeting. Stay updated with projects and complications neighboring SWCDs are facing within the Snake River Watershed. Utilize this information when implementing conservation within Mille Lacs County.			X						1%	48	
GROUNDWATER:										2%		
Drinking Water Supply Management Area plan review			X							0%	24	
Observation well monitoring			X							1%	60	
Well Sealing projects			X							1%	72	
FORESTRY:										2%		
Tree Program	Sell trees for conservation. Identify why people are interested in the tree program. Partner with Board members to talk to citizens when they are picking up their trees and ask questions to learn why they are planting & other conservation concerns. Follow up after the event: Making the connection between trees and Water Quality.			X			SWCD Board Conservation Committee			2%	192	Survey landowners via the tree pickup reminder post-card.
Forestry Committee/Area Forester												
RIM:										2%		
	Begin placing signage on easements at risk		X	X			X			0%	42	
	Easement inspection		X							2%	144	
	Explore new RIM for the Rum River watershed as a tool for landowners to preserve private managed forestland.					X						

SWCD High Impact Self-Assessment Guide



WHAT? Use this self-assessment guide to become a higher impact (strong positive effect on conservation) District by focusing on governance, leadership, personnel, professionalism, communication, and financial management.

HOW? This assessment tool provides SWCDs an opportunity to step back from everyday business. The District Manager and Board Chair complete it annually, and then facilitate a discussion with the board to identify goals (select 1 area, or 2-3 elements in various areas).

WHY? District self-assessments followed by focused efforts will enhance a district; making even greater impacts on people and conservation. Another result will be a more engaged board and staff with a heightened sense of pride and accomplishment.

Review Key – possible answers for each question:

Yes

No:

- a- We have work in progress or is pending board resolution
- b- We would like to make progress in this area this year (short-term goal)
- c- We would like to make progress in this area in the future (long-term goal)
- d- We understand what this element means and have no plans to change

***Essential Elements** – of the utmost importance; if these are a No, we recommend you start here

A. SWCD GOVERNANCE

1. *Does our SWCD have a mission statement that has been reviewed in the past 3 years?	<input type="checkbox"/> YES <input type="checkbox"/> NO a b c d
2. * Does our board demonstrate mutual respect and share a focus on the mission?	<input type="checkbox"/> YES <input type="checkbox"/> NO a b c d
3. *Are the board agendas carefully planned to ensure focus and implementation of the district’s mission?	<input type="checkbox"/> YES <input type="checkbox"/> NO a b c d
4. * Does our board actively focus its efforts on governance (including setting and reviewing policies and providing overall strategic direction) and allow the district manager to manage the day to day operations of the district (including work planning and internal human relations matters)?	<input type="checkbox"/> YES <input type="checkbox"/> NO a b c d
5. Does our SWCD govern within board-adopted policies and procedures? <ul style="list-style-type: none"> a. <i>Does the district have By-Laws/Operating Rules that were reviewed in the past 5 years?</i> b. <i>Does the district have an updated, comprehensive set of risk management policies (i.e., those required by MN Counties Intergovernmental Trust)? See www.mcit.org/soil-and-water-conservation-districts</i> c. Does our district have and adhere to a clear policy relating to data practices and privacy? 	<input type="checkbox"/> YES <input type="checkbox"/> NO a b c d <input type="checkbox"/> YES <input type="checkbox"/> NO a b c d <input type="checkbox"/> YES <input type="checkbox"/> NO a b c d
6. Does the board evaluate its own effectiveness and set <i>board</i> performance goals at least annually?	<input type="checkbox"/> YES <input type="checkbox"/> NO a b c d
Comments:	

B. SWCD LEADERSHIP

1. *Do our board members and staff step back from the day-to-day operations of the district to engage in strategic thinking and to hone organizational direction at least every other year?	<input type="checkbox"/> YES <input type="checkbox"/> NO a b c d
2. * Does our SWCD have a working list of 2-4 priority issues to focus attention (i.e., areas including programmatic, operational, fiscal, and personnel)?	<input type="checkbox"/> YES <input type="checkbox"/> NO a b c d
3. *Does our SWCD prioritize work based on our up-to-date comprehensive plan, county water plan, or One Watershed One Plan that has specific timelines and indicators of desirable actions?	<input type="checkbox"/> YES <input type="checkbox"/> NO a b c d
4. Do our board members and the district manager reflect on accomplishments and barriers with what the SWCD is doing, set performance goals, and monitor performance at least twice a year?	<input type="checkbox"/> YES <input type="checkbox"/> NO a b c d
5. Does our SWCD evaluate the implementation of projects/practices and decide on strategies for improvement at least annually?	<input type="checkbox"/> YES <input type="checkbox"/> NO a b c d
6. Does our SWCD go through an exercise to end implementation of low priority efforts and to identify what to focus on for more impactful work? (i.e., PLOW, SOW, GROW, HARVEST activity)	<input type="checkbox"/> YES <input type="checkbox"/> NO a b c d
Comments:	

C. SWCD STAFF & BOARD PROFESSIONALISM

1. *Does our SWCD have one or more internal communication processes that are used at least monthly (i.e., staff meetings, team meetings, board chair/district manager one-on-ones)?	<input type="checkbox"/> YES <input type="checkbox"/> NO a b c d
2. *Does our board provide feedback to the District Manager and evaluate his or her performance at least annually?	<input type="checkbox"/> YES <input type="checkbox"/> NO a b c d
3. *Does our District Manager provide other staff members with performance feedback to support their effectiveness at least annually?	<input type="checkbox"/> YES <input type="checkbox"/> NO a b c d
4. *Does our SWCD have a plan in place that we are pursuing for technical staff without <i>Job Approval Authority</i> (JAA) or appropriate certifications to obtain it?	<input type="checkbox"/> YES <input type="checkbox"/> NO a b c d
5. Have one or more Supervisors participated in informational sessions hosted by conservation entities (i.e., JPB, another SWCD, association, etc.) within the last two years?	<input type="checkbox"/> YES <input type="checkbox"/> NO a b c d
6. Have one or more Supervisors participated in advocacy or informational/educational efforts with state or federal policy makers in the past year?	<input type="checkbox"/> YES <input type="checkbox"/> NO a b c d
Comments:	

D. SWCD PERSONNEL

1. *Does our SWCD adhere to personnel policies that are up-to-date (been reviewed within the last five (5) years)?	<input type="checkbox"/> YES <input type="checkbox"/> NO a b c d
2. *Do our personnel policies cover all of the standard areas? (see Endnote for list)	<input type="checkbox"/> YES <input type="checkbox"/> NO a b c d
3. *Does our SWCD have position descriptions for each staff member and have they been reviewed in the past three years?	<input type="checkbox"/> YES <input type="checkbox"/> NO a b c d
4. Does our SWCD use a <i>method</i> of comparing salary, benefit level, etc. with other organizations at least every other year so that it can remain competitive?	<input type="checkbox"/> YES <input type="checkbox"/> NO a b c d
5. Does our SWCD have an overall staffing plan (a sense of what is desired vs. actual)?	<input type="checkbox"/> YES <input type="checkbox"/> NO a b c d
6. Does our SWCD consider selling or buying administrative/technical services or sharing staff with neighboring districts or other partners?	<input type="checkbox"/> YES <input type="checkbox"/> NO a b c d
Comments:	

Standard areas that personnel policies address include at a minimum:

- a. Employee advertising & recruitment
- b. Procedures for interviewing, ranking, and selection
- c. Information on the classification and compensation for employees
- d. Conditions of employment (i.e. probationary period, discipline, termination, grievance)
- e. Information on leave schedules (i.e. vacation, sick, PTO, holidays, etc.)
- f. Administrative Procedures (i.e. hours of work, travel reimbursement, conflict of interest)

E. SWCD COMMUNICATION

1. Do the board and staff know how the community views the mission of the SWCD?	<input type="checkbox"/> YES <input type="checkbox"/> NO a b c d
2. *Does our SWCD use multiple types of media/methods to communicate with our constituents and stakeholders at a minimum on a monthly basis?	<input type="checkbox"/> YES <input type="checkbox"/> NO a b c d
3. *Does our SWCD provide a forum to solicit the opinions, views and feedback from partners on district conservation program and policy issues at least annually?	<input type="checkbox"/> YES <input type="checkbox"/> NO a b c d
4. *Do our elected board members provide information or updates on SWCD activities to constituents that they represent at least once a year (beyond the required website posting of reports)?	<input type="checkbox"/> YES <input type="checkbox"/> NO a b c d
5. *Has our SWCD adopted a records retention policy? a. <i>Has it been filed with the state?</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO a b c d <input type="checkbox"/> YES <input type="checkbox"/> NO a b c d

6. Do our district outreach efforts include a mechanism through which our district can determine the short and long-term effectiveness of changes in behavior?	<input type="checkbox"/> YES <input type="checkbox"/> NO a b c d
7. Does our district attempt to assess and overcome any perceptual barriers to the implementation of sound conservation activities?	<input type="checkbox"/> YES <input type="checkbox"/> NO a b c d
Comments:	

F. SWCD FINANCIAL MANAGEMENT

1. *Does our SWCD have a mechanism in place for supervisors and staff to interact with county officials about district matters at least quarterly (in addition to written reports)?	<input type="checkbox"/> YES <input type="checkbox"/> NO a b c d
2. *Does our SWCD utilize a long-range (beyond a year) budgeting process to plan ahead for financial needs and opportunities? a. <i>Have we discussed if the current proportions of revenue streams (county, state-base, state competitive, fee for service, etc.) desirable and within the board's comfort level?</i> b. <i>Has the district manager and the board developed a plan or system to rebalance revenue streams in such a way as to bring the proportions within acceptable parameters?</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO a b c d <input type="checkbox"/> YES <input type="checkbox"/> NO a b c d <input type="checkbox"/> YES <input type="checkbox"/> NO a b c d
3. *Does the lead financial staff have the appropriate financial background and have they received appropriate training to adequately oversee the financial management of district operations?	<input type="checkbox"/> YES <input type="checkbox"/> NO a b c d
4. *Does our SWCD practice segregation of duties related to accounting (i.e. Bank statements sent to board treasurer)?	<input type="checkbox"/> YES <input type="checkbox"/> NO a b c d
5. *Does our SWCD use an accounting system that enables the preparation of financial documents that fulfill basic accounting standards?	<input type="checkbox"/> YES <input type="checkbox"/> NO a b c d
7. Does our SWCD have written accounting policies/procedures that are followed?	<input type="checkbox"/> YES <input type="checkbox"/> NO a b c d
8. Does our SWCD <i>budget</i> adequately and fairly for staff compensation and benefits so that it can remain competitive?	<input type="checkbox"/> YES <input type="checkbox"/> NO a b c d
9. Does the SWCD have a fund balance policy within limits established by the State Auditor's office?	<input type="checkbox"/> YES <input type="checkbox"/> NO a b c d
Comments:	

SWCD High Impact Self-Assessment Summary

Name of District _____

Date of Self-Assessment _____

1. Our District Strengths are in these areas (check the top two that proportionately have the most YES's)...

- ___ Governance
- ___ Leadership
- ___ Professionalism
- ___ Personnel
- ___ Communication
- ___ Financial Management

2. Our District intends to focus on the items noted below over the next year (recommended to either select one area or elements total from various areas)

Area (check <input type="checkbox"/> one if it will be your focus)	Elements (please indicate number of element within the space following the area name)
Governance	
Leadership	
Personnel	
Professionalism	
Communication	
Financial Management	

****Optional ~ Please send a copy of this summary (only this one page) to:***

Minnesota Association of Soil and Water Conservation Districts (MASWCD)

255 Kellogg Boulevard East, Suite 101

St. Paul, MN 55101

651-690-9028, fax 651-690-9065

leann.buck@maswcd.org

Information will be used as MASWCD Coordinates Training for SWCD Personnel

SWCD GOVERNANCE	Supervisors			Staff		
	YES	NO		YES	NO	Not Sure
Does our SWCD have a mission statement?	5			4	1	
Does our Board demonstrate mutual respect and share a focus on the mission?	5			3	1	
Are the board agendas carefully planned to ensure focus and implementation of the district's mission?	4	1		4		1
Does our board actively focus its efforts on governance and allow the district manager to manage the day to day operations?	5			3	2	
Does our SWCD govern within board-adopted policies and procedures?	5			3	1	1
A) Does the district have by-laws/operating rules that were reviewed in the past 5 years?	3	1			4	1
B) Does the district have an updated, comprehensive set of risk management policies?	2				3	2
C) Does our district have and adhere to a clear policy relating to data practices and privacy?	3				3	2
Does the board evaluate its own effectiveness and set board performance goals at least annually?	3	2		4	1	
SWCD LEADERSHIP	YES	NO		YES	NO	Not Sure
Do our board members and staff step back from day to day operations of the district to engage in strategic thinking and to hone organizational direction at least every other year?	5			5		
Does our SWCD have a working list to 2-4 priority issues to focus attention?	4	1		2		3
Does our SWCD prioritize work based on our up-to-date comprehensive plan, county water plan, or 1W1P that has specific timelines and indicators of desirable actions?	5			3	1	1
Do our board members and the district manager reflect on accomplishments and barriers with what the SWCD is doing, set performance goals and monitor performance at least twice a year?	5			2	2	1
Does our SWCD evaluate the implementation of projects/practices and decide on strategies for improvement at least annually?	5			3	2	
Does our SWCD go through an exercise to end implementation of low priority efforts to identify what to focus on for more impactful work?	4	1		3		1
SWCD STAFF & BOARD PROFESSIONALISM	YES	NO		YES	NO	Not Sure
Does our SWCD have one or more internal communication processes that are used at least monthly?	5			5		

Does our board provide feedback to the District Manager and evaluate her performance at least annually?	5			5		
Does our District Manager provide other staff members with performance feedback to support their effectiveness at least annually?	5			5		
Does our SWCD have a plan in place that we are pursuing for technical staff without Job Approval Authority or appropriate certifications to obtain it?	4	1		2	3	
Have on or more supervisors participated in informational sessions hosted by conservation entities within the last 2 years?	5			4		1
Have on or more supervisors participated in advocacy or informational/educational efforts with state or federal policy makers in the past year?	5			2		
SWCD PERSONNEL	YES	NO		YES	NO	Not Sure
Does our SWCD adhere to personnel policies that are up-to-date?	4	1		5		
Does our personnel policies cover all of the standard areas?	5			5		
Does our SWCD have position descriptions for each staff member and have they been reviewed in the past 3 years?	4	1		5		
Does our SWCD use a method of comparing salary, benefit level, etc. with other organizations at least every other year so that it can remain competitive?	4	1		4		1
Does our SWCD have an overall staffing plan?	4	1		3		2
Does our SWCD consider selling or buying admin/technical services or sharing staff with other districts or partners?	4			5		
SWCD COMMUNICATION	YES	NO		YES	NO	Not Sure
Does the Board and staff know how the community views the mission of the SWCD?	2	2			5	
Does our SWCD use a multiple types of media/methods to communicate with our onstituents and stakeholders at a minimum on a monthly basis?	5			5		
Does our SWCD provide a forum to solicit the opinions, views and feedback from partners on district conservation program and policy issues at least annually?	4	1		3	2	
Does our elected board members provide information or updated on SWCD activities to constituents that they represent at least once a year (beyond website posting)?	3	2			3	1
Has our SWCD adopted a records retention policy?	3	1		4		1
A) Has it been filed with the state?	2			3		2

Does our district outreach efforts include a mechanism through which our district can determine the short and long term effectiveness of changes in behavior?	4	1		2	2	1
Does our district attempt to assess and overcome any perceptual barriers to the implementation of sound conservation activities?	5			3		1
SWCD FINANCIAL MANAGEMENT	YES	NO		YES	NO	Not Sure
Does our SWCD have a mechanism in place for supervisors and staff to interact with county officials about district matters at least quarterly (in addition to written reports)?	4	1		2	1	1
Does our SWCD utilize a long-range (beyond 1 year) budgeting process to plan ahead for financial needs and opportunities?	4	1		4	2	1
A) Have we discussed if the current proportions of revenue streams (beyond 1 year) budgeting process to plan ahead for financial needs and opportunities?	3	2			1	4
B) Has the district manager and the board developed a plan or system to rebalance revenue streams in such a way as to bring the proportions within acceptable parameters?	4	1			1	4
Does the lead financial staff have the appropriate financial background and have they received appropriate training to adequately oversee the financial management of district operations?	4	1		4		1
Does our SWCD practice segregation of duties related to accounting (bank statements sent to Board Treasurer)?	5			4		1
Does our SWCD use an accounting system that enables the preparation of financial documents that fulfill basic accounting standards?	5			3		2
Does our SWCD have written accounting policies/procedures that are followed?	5			2	2	1
Does our SWCD budget adequately and fairly for staff compensation and benefits so that it can remain competitive?	5			2		3
Does the SWCD have a fund balance policy within limits established by the State Auditor's office?	5			3		1



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Date: March 29, 2018
To: Minnesota's Soil and Water Conservation Districts
From: Sheila Vanney, MASWCD Assistant Director
Subject: ***An SWCD's Guide to the 2018 Election Process***

2018 is an election year and a portion of the state's 440 SWCD supervisor seats will be up for election this November. Generally speaking, two to three SWCD supervisor seats will be up for election in each SWCD.

OVERVIEW

- During the elections process (filing period through Election Day) it is especially important that your SWCD web site be up to date. The elections process often spurs members of the public to go online seeking information about what the SWCD is, what it does, which positions are up for election, and other general information about the SWCD.
- **ALL SWCDs SHOULD MAKE IT A PRIORITY TO ENSURE AT LEAST ONE CANDIDATE FILES FOR EVERY OPEN SEAT!!**
- Those interested in running/re-running for SWCD supervisor need to file an **affidavit of candidacy** with their county auditor's office.
- **The filing period this year opens on May 22 and closes at 5:00 p.m. on June 5.**
- SWCD candidates do not participate in primary elections and are elected at the **general election which will take place November 6.**
- **Write-in candidates** must file a written request with the county auditor in order for the write-in votes to be counted. Contact your county auditor for more information.
- SWCD candidate-elects need to file a **Statement of Economic Interest** with the Campaign Finance and Public Disclosure Board within 60 days of the beginning of their term.

AN SWCD'S GUIDE TO THE 2018 ELECTION PROCESS

To assist your SWCD with preparing for the election process, MASWCD has developed ***An SWCD's Guide to the 2018 Election Process***. The guidebook includes information on filing affidavits of candidacy, statements of economic interest, answers to frequently asked questions, tools for recruiting candidates and news release/letters to the editor templates. The information was compiled from:

- Minnesota Statutes – www.revisor.mn.gov
- Minnesota Secretary of State's Office – www.sos.state.mn.us
 - Campaign Finance and Public Disclosure Board – <https://cfb.mn.gov>
 - Supervisor Elections Chapter of the *SWCD Operational Handbook*, maintained by the Board of Water and Soil Resources – www.bwsr.state.mn.us/publications/swcd_op_handbook/SWCD_elections.pdf
 - the *Conservation District Board Member Recruitment and Community Outreach Guide* developed by the National Association of Conservation Districts – requires member log-in. <http://www.nacdnet.org/general-resources/district-guides/>

We encourage you to consult these sources if you have questions or would like additional information. County auditors coordinate your SWCD elections and should also be of assistance.