

# Crow Wing

## Soil and Water Conservation District

### 2016 Annual Plan



**Crow Wing Soil and Water Conservation District Mission Statement:** To work cooperatively with the public, nonprofit organizations, and governmental entities in protecting our water and land resources through the use of conservation practices; providing local leadership for the prudent use and conservation of water, soil, and associated resources while serving as a local natural resource information center.

Crow Wing Soil and Water Conservation District Supervisors

District 1: Leonard Koering.....Treasurer  
District 2: Diane Jacobson.....Secretary  
District 3: Roger Waytashek.....Reporter  
District 4: Robert Becker.....Chair  
District 5: Robert Albrecht.....Vice Chair

Crow Wing Soil and Water Conservation District Staff

Melissa Barrick	District Manager
Beth Hippert	District Technician
Darren Mayers	District Technician
Tasha Lauer	District Coordinator
Sheila Carleton	Outreach Specialist

The Crow Wing SWCD office is located in Crow Wing County Land Services Building Suite 13. Regular board meetings are held on the third Wednesday of the Month at 9:00 a.m. in the Crow Wing County Land Services Conference Room. 322 Laurel St. Brainerd MN 56401

## I. INTRODUCTION

The Crow Wing Soil and Water Conservation District (SWCD) Supervisors and Staff are developing this plan to serve as a tool in measuring and reviewing district soil and water conservation performance. The Annual Plan provides identification of actions performed from January 1, 2016 to December 31, 2016. It will guide the use of time and funds to be used in reaching desired goals. The SWCD was established on June 14, 1956.

## II. ANNUAL OBJECTIVES

- A. Objective: Provide for adequate administration of the SWCD programs.
1. Implement conservation practices and programs to benefit the water and soil resources of Crow Wing County (CWC).
  2. Improve communication among all persons associated with the district.
  3. Improve relations with other governmental entities.
  4. Improve overall district operating efficiency while actively pursuing existing and new sources of revenues to increase staff capability and continue District solvency.
  5. Follow and implement BWSR Grant Procedures and Policies.
  6. Maintain accurate records of all financial transactions.
  7. Maintain updated technical and computer capability.
  8. Update and retain District Policies.
  9. Have adequate staffing.
  10. Maintain an equipment replacement fund.
  11. Participate in the MASWCD Area VIII meetings and annual tour.
  12. Pursue training as needed for district duties.
  13. Complete strategic planning, yearend evaluation, and complete customer and LGU surveys as part of the evaluation.

Staff Needs: Approximately 75 staff days

- B. Objective: Create awareness about the SWCD and available conservation programs.
1. Utilize the County Fair to inform and educate public about best management practices for soil and water.
  2. Submit a minimum of 12 news releases per year.
  3. Invite Legislators, County Administrator, and County Commissioners to SWCD monthly board meetings.
  4. Update the CWC Commissioners on SWCD projects.
  5. Provide schools Area VIII Envirothon information and participate in the Area VIII Envirothon.
  6. Support and promote Brainerd Environmental Learning Network and Lake Friendly Award Ceremony.
  7. Update and maintain SWCD social media sites which include web site, facebook, and Youtube.
  8. Support and assist the Crow Wing Forage Basin Group
  9. Develop Youtube videos related to SWCD programs.
  10. Develop school education programs.

Staff Needs: Approximately 20 staff days

- C. Objective: Resource Inventory, Planning & Management.

Description: Provide assistance to landowners/land-users including non-industrial private forest landowners, commercial businesses, agricultural producers, and Federal/State/Local government units to effectively manage their resources.

The SWCD will continue partner with the NRCS, MN DNR, FSA, BWSR, ACOE, MPCA, Thirty Lakes Watershed District, U of MN Extension, Central Lakes College, and other federal, state and non profits, local organizations to assist its clientele in local land management to protection of the soil and water quality of CWC.

- 1. Forest Management:** encourage better use of the small privately owned forestland within the county.
  - a. Develop a Forest Stewardship Riparian program for landowners who own less than 20 acres.
  - b. Support and implement Tulibee Forestry DNR Project and ACUB Landscape Stewardship Plan.
  - c. Assist landowners in Forestry Sustainable Incentive Act and County Tax 2c incentives programs.
  - d. Write private forest management plans and maintain staff trained and certified to write forest management plans.
  - e. Support the MN SWCD Forestry Committee and MN Forestry Association.
  - f. Assist with the North Central Minnesota Landscape Committee providing administration capacity to the committee.
- 2. Annual Tree Sale:**
  - a. Coordinate administer the District's annual Conservation Tree Sale Program.
  - b. Host Tree Sale Annual Open House.
  - c. Provide native trees, shrubs, plants, and seeds to the public for conservation and wildlife purposes.
  - d. Develop a Media Campaign for the Tree Sale and target mailings for 2015 July 13, 2015 Tree Blow down Event.

Staff Needs: Approximately 40 Staff Days

- 3. Farm Bill Programs:**
  - a. Partner with USDA-Natural Resource Conservation Service to provide access to farm bill following programs: EQUIP, WHIP, CSP, and other programs.
  - b. Convene a local work group and set local priority resource concerns.
  - c. Participate in workshop and in training opportunities.

Staff Needs: Approximately 5 Staff Days

- 4. Resource planning and target sub-watersheds:**
  - a. Prioritize sub-watershed to work in based off CWC Water Plan, impervious surface, threat, current water quality data, and citizen and community interest.
  - b. Identify sub-watershed to complete stormwater analysis or rural sub-watershed analysis. Utilize GIS to help with this process.
  - c. Prioritize sub-watershed catchments to complete best management practices (BMPs) on based off pollutant loads to catchments.
  - d. Partner with BWSR, MN Forest Resource Council, and CWC to develop a minor watershed plan for high priority resources in the Pine River Watershed.

- e. Create specified BMPs list and location.
- f. Complete sub-watershed analysis on the Mayo Creek and Crow Wing Lake.

**2. Monitoring Program:**

- a. Assist Lake Associations in water quality monitoring.
- b. Partner with the MPCA and citizen volunteers to complete surface water quality monitoring in target watersheds.
- c. Provide training to SWCD staff and citizens to enable them to continue water quality monitoring.

Staff Needs: Approximately 10 Staff Days

**5. Clean Water Legacy Grants:**

- a. Pursue grants and serve as the fiscal agent.
- b. Cost-Share with commercial and private landowners on high priority targeted watersheds projects to include: shoreline buffers, raingardens, shoreline stabilization, forestry management practices and other BMPs.
- c. Complete stream stabilization projects on the Little Buffalo Creek.

**1. ~~Implement a Community Centered Runoff Mini-Grant Program mini grant program targeted to nonprofit and community groups to reduce polluted runoff.~~**

- d. Provide technical assistance on maintenance for past projects
- e. Host and utilize the Conservation Corps of Minnesota and Iowa crews and apprentice.

Staff Needs: Approximately 50 days

**6. Targeted Watershed Serpent Lake:** Partner with City of Deerwood, City of Crosby, and Serpent Lake Association to:

- a. Cranberry Lake Treatment
- b. Deerwood Summer Place Stormwater Project
- c. City of Crosby Stormwater Investigation
- d. City of Crosby Stormwater Projects
- e. Ordinance Revisions
- f. Landowner Stormwater Management
- g. Education and Outreach

Staff Needs: Approximately 50 days

**7. Community Centered Runoff Mini-Grant Program:**

- a. Advertise and modify request for proposals
- b. Rank and score applications
- c. Provide mini grants to nonprofit and community to implement structural and vegetative practices to reduce stormwater runoff and retain water on the land to reduce the movement of sediment, nutrients, and pollutants.
- d. Provide oversight, technical assistance, and fiscal management to the grantees.

**Staff Needs: Approximately 50 Days**

**8. DNR Shoreline Habitat and LLCCMR**

- a. Cost-share with landowners to complete shoreline buffers and rain gardens.
- b. Work with Martin County to develop native seeds banks for CWC.

Staff Needs: Approximately 20 days

**9. State Cost Share:**

- a. Administer the State Cost-Share funds Cost-share on high priority water quality and soil erosion problems based off the CWC Water Plan.
- b. Use North Central Minnesota Technical Service Area (TSA) engineer and technician to design plans for water quality projects.
- c. Provide technical assistance on maintenance for past projects
- d. Complete technical approval authority for NRCS practices.

**HIGH PRIORITY EROSION PROBLEMS And WATER QUALITY PROBLEMS:**

- Stormwater runoff practices including: raingardens, shoreline buffers, bioretention, and other BMPs.
- Forestry practices within Tulibee Lakesheds and 07.13.15 blow down area.

Staff Needs: Approximately 20 Days

**10.Fee for Services:**

- a. Conduct on-site inspections and provide technical reports as required by the ordinances.
- b. Review and approve stormwater management plans for new developments when required.
- c. Provide technical assistance for streambank, bioretention, and shoreline projects.
- d. Review and approve stormwater management plans for new developments.
- e. Promote rain gardens (bioretention), buffer strips, native plants and pervious pavement for stormwater management.
- f. Educate landowners and resort owners on BMPs.
- g. Provide information to the county, municipalities, and individuals on vegetation management.
- h. Complete lot development plan reviews on new plats or as requested by zoning authorities.
- i. Develop a Memorandum of Understanding (MOU) with LGUS in CWC.
- j. Maintain and update Fee For Services Program.
- k. Utilize the TSA, Engineer, and Technician for engineering assistance.
- l. Assist the zoning authorities to revise their ordinances as needed.

Staff Needs: Approximately 30Days

**11.MPCA Watershed Projects:**

- a. Assist the MPCA in watershed projects.
- b. Help lead the civic engagement activities including: community conservation, partnership, and leadership development.
- c. Provide information to key partners and host community conservation events.
- d. Utilize information and resources from WRAPS to target and complete BMPs
- e. Assist with TMDL studies, implementation plans, and prioritization of protection activities.
- f. Assist with Harvest Dinner and watershed tours.

Staff Needs: Approximately 40 Days

**12.Implement and Support Easement Programs**

- a. Recruit willing landowners to complete conservation easements through Wild Rice, Tulibee, RIM in the Trees, and other easement programs.
- b. Work with landowners and BWSR to complete required easement

documents.

- c. Support BWSR efforts in RIM in the Trees.

Staff Needs: Approximately 15 Days

**13. Army Compatible Use Buffer Program Camp Ripley:**

- a. Cooperate with Camp Ripley, Cass SWCD, Morrison SWCD and BWSR to implement the Army Compatible Use Buffer Program.
- b. Encourage landowners to enroll in other easement programs.

Staff Needs: Approximately 5 Days

**14. Assist with the MN Agriculture Water Quality Certification (MNAWQCP) and New Buffer Initiative:**

- a. Promote the MNAWQCP Program and work with landowners to sign up for the program.
- b. Implement the new statewide excessive soil erosion provisions that protect downstream waters and property owners from negligent or absent soil and water conservation management practices.
- c. Landowner outreach and information.
- d. Provide technical assistance to landowners.
- e. Provide financial assistance to landowners.

Staff Needs: Approximately 13 Days

- D. Objective: Administer the Wetland Conservation Act (WCA) for Municipalities in CWC.
1. Follow rules of WCA as determined by the BWSR and enter information into eLINK4web.
  2. Be involved in the mitigation process.
  3. Assist other zoning entities as requested.
  4. Assist county, city, and township road authorities to comply with the WCA.
  5. Establish a wetland bank in CWC.
  6. Conduct informational meetings and compile an informational sheet for landowners, realtors, and contractors about the WCA.
  7. Complete inspections of wetland projects to ensure compliance.
  8. Create restoration orders and inspect for compliance.
  9. Update and adopt resolutions with LGUS.

Staff Needs: Approximately 30 Days

- E. Objective: Administer the North Central Joint Power Board technical and engineering services.
1. Complete all bookkeeping, record keeping services, and required reporting. (See Agreement for specifics).
  2. Coordinate JPB Meetings, record official minutes, and keep board members up to date.
  3. Manage personnel including: annual reviews, new hires, and conflict management.

Staff Needs: Approximately 35 days

- F. Objective: CWC Water Plan: Assist CWC in the implementations of the Local Water Management Plan to meet the following objectives and updated 2013 CWC Water Plan priorities:.

1. Aquatic Invasive Species

1. Surface Water
2. Ground Water
3. Land Use Development

<http://mn-crowwingcounty.civicplus.com/DocumentCenter/View/4691>

Staff Needs: Approximately 5 Staff Days

G. Objective: Implement EEO and Civil Rights responsibilities resulting in strong working relationships with agencies, units of government, and organizations.

1. Quarterly review data by race and sex for deficiencies.
2. Document corrections of disparities in the Civil Rights case file.
3. Review MOU with SWCD Board and employees including Civil Rights, EEO, and Drug Free Workplace.
4. Include non-discrimination statements on all public information.
5. Review policies and encourage equal representation.
6. Maintain Civil Rights Case File.