



**Koochiching  
Soil & Water  
Conservation District  
2009 Annual Plan**

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**KOOCHICHING SOIL & WATER CONSERVATION DISTRICT**

**BOARD OF SUPERVISORS**

District I	Ralph Lewis, Birchdale.....	Vice-Chair
District II	Wayne Meyers, Littlefork .....	Member
District III	Eldon Voigt, International Falls.....	Secretary
District IV	Bernie Uran, Northome .....	Treasurer
District V	Al Linder, Ray .....	Chair

**DISTRICT STAFF**

Pamela Tomevi .....	District Coordinator
Justin Berg.....	District Technician
Krystina Meyers .....	Program Assistant

**NATURAL RESOURCE CONSERVATION SERVICE STAFF**

Kelly Voigt.....	District Conservationist
Beth Adamek.....	Soil Conservation Technician
Larissa Schmitt .....	Soil Survey Project Leader (acting)

The KSWCD Office is located in the basement of the Koochiching County Courthouse. Regular Board meetings are held the first Monday of each month at 7:00 p.m. during summer months (May – October) and 6:30 p.m. during winter months (November – April) in the Courthouse basement conference room located at 715 4<sup>th</sup> Street, International Falls, MN 56649.

The Koochiching Soil and Water Conservation District complies with national law that prohibits discrimination on the basis of race, color, national origin, sex, religion, age, disability, political beliefs and marital or familial status.

## **INTRODUCTION**

The following document will serve the Koochiching Soil and Water Conservation District as a guide during the year 2009. The **2009 Annual Plan** describes the District's objectives for the year and details specific activities intended to reach those objectives. Some actions are definitive, one-time only events, while others are gradual, ongoing processes incorporated into the day-to-day operations of the District.

The objectives and activities outlined in the Annual Plan are based on overall goals contained in the Comprehensive Water Management Plan (CWMP), updated in 2007, and objectives and initiatives outlined in the 2009 Natural Resources Block Grant.

In drafting this plan, which will be revised annually to fit the changing role of the District in Koochiching County, the District Board and staff intend to produce a document that may be consulted frequently to measure progress, and adjusted to fit changes in state and local priorities while continuing to serve the county and its landowners effectively.

# THE WETLAND CONSERVATION ACT

**DESCRIPTION:** Provide information/education and technical assistance to private sector, municipalities, and agencies and assist the Koochiching County Environmental Services Department (LGU for WCA) as per the Wetland Conservation Act of 1991 and the Koochiching County Wetland Flexibility Plan & Ordinance which was adopted in May of 2000.

## Initiatives:

### Administration/Coordination

- Salaries to support program implementation of the WCA and Koochiching County Wetland Flexibility Plan and Ordinance.
- Carry out wetland determinations/delineation, identification, exemption determinations, replacement plan development, and mitigation/banking procedures. Participate in technical evaluation panel (TEP) reviews/proceedings and attend applicable training sessions.
- Purchase and/or maintenance of applicable office/field equipment and supplies necessary to implement WCA including NWI maps, aerial photos, soil probes, flagging, clerical supplies, computer, and applicable maintenance of the District vehicle for WCA use.
- Coordinate assistance efforts with local, state and federal agencies.

Staffing Needs: Approximately 85 staff days

### Education/Information

- Inform and guide Koochiching landowners and users in the understanding of the Wetland Conservation Act and the Koochiching County Wetland Flexibility Plan & Ordinance.
- Provide general information handouts, brochures, and other materials to public, schools and interested parties regarding wetland identification, functions and values.
- Provide general wetland education outlining their importance and functionality to adult and youth audiences approximately 12 times per year through various media including locally produced natural resource video, fair booth displays, workshops, and presentations.

Staffing Needs: Approximately 55 staff days

# LOCAL WATER MANAGEMENT

**DESCRIPTION:** To implement designated portions of the Koochiching Local Water Management (LWM) plan and work cooperatively with other county departments and/or agency partners on related LWM activities.

## Initiatives:

### Administration/Coordination

- Salaries to support administration/coordination of the LWMP including the NRBG application process, NRBG reporting requirements (eLink), related training sessions, and Water Resources Advisory Committee (WRAC) participation by the SWCD and ESD.
- Staff time for receiving and/or providing natural resource education at events including training sessions, workshops, fair booths, personal site visits, and related activities.
- Provide technical assistance to public and private entities within Koochiching County through non cost-share programs and the utilization of the North Central MN Joint Powers Board and engineering staff.
- Incorporate the local river plans and the Rainy Basin Plan to assist our cooperators in protecting water quality.
- Provide private forest management assistance with emphasis on protecting and enhancing water quality.

Staffing Needs: Approximately 45 staff days

### Education/Information

- Provide awards and scholarships for adult and youth programs such as the Natural Resources Adventure Camp, Outstanding Conservationist, 4-H, MASWCD Poster/Essay Contest, and other local/state/federal programs that promote environmental awareness.
- Provide environmental education/stewardship supplies to churches, schools, fair booths, and general public. Production and distribution of natural resource related pamphlets, brochures, newsletters and other informational items.
- Distribute district newsletters that include articles on water quality, erosion control, forest management, land management, climatology, conservation planting and other clean water initiatives.
- Promote educational programs through the use of public presentations, poster/essay contest, slide/tape show, EnviroScape presentations, and other related programs.
- Support and participate in the Arrowhead Water Quality Team, Area VIII Envirothon, Outdoor Youth Environmental Days, Household Hazardous Waste Collection program, and other similar events.

Staffing Needs: Approximately 50 staff days

# SHORELAND MANAGEMENT

**DESCRIPTION:** Assist County landowners/users with the application of MN shoreland regulations.

## **Initiatives:**

### **Administration/Coordination**

- Manage shoreland program grant funds.
- Work cooperatively with Koochiching County Environmental Services Department, USDA-NRCS, and MN DNR Division of Waters to assist cooperators in protecting water quality including review and comment on permits and permit applications.

Staffing Needs: Approximately 3 staff days

### **Education/Information**

- Provide information on MN Shoreland Regulations to landowners/users within Koochiching County through site visits and various media including direct mailings, newspaper articles, office handouts, district newsletters, and radio broadcasts.
- Conduct and/or participate in shoreland education and restoration workshops, demonstrations, and presentations using various methods including a locally produced video, EnviroScape model, on-site tours, etc.

Staffing Needs: Approximately 7 staff days

# LAND MANAGEMENT AND PLANNING

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

The District hopes to continue its cooperation with the NRCS, MN DNR, FSA, BWSR, Extension Service and other federal, state and local organizations to assist its clientele in reaching their own land management goals through available programs. The primary programs are Forest Stewardship, Beneficial Re-use of Wood Ash and our annual Tree Program.

## **Initiatives:**

### **Forest Stewardship**

- Participate in the Forest Stewardship program, writing plans for private non-industrial forestland owners. Certify qualified properties for inclusion in the SFIA program. Attend applicable training sessions.
- Educate and inform public about forest and wildlife management assistance available through the District via newspaper columns, personal meetings, District newsletter, County fairs, informational seminars, Minnesota Forestry Association (MFA), Woodlands Committee, Woodland Advisor Program, and area meetings. Encourage participation in applicable cost-share programs. Provide education to the public on land management issue, such as exotic species, timber harvest, and state and federal cost share and incentive programs.

Staffing Needs: Approximately 45 staff days

### **Wood Ash**

- Assist BOISE Paper Holdings L.L.C. and their contractor with the Beneficial Re-use of Wood Ash program. Permitting individual application sites, data collection and reporting and customer service. This program not only save landfill costs and space but can provide lime and fertilizer to agricultural crops.

Staffing Needs: Approximately 40 staff days

### **District Programs & Projects**

- Coordinate and administer the District's annual Conservation Tree Sale Program.
- Conduct/participate in the Woodland Advisor Program partnership with MN Extension.
- Partner with the USDA-Natural Resources Conservation Service. Cooperate on workshops, participate in training opportunities, and assist with agricultural contracts and programs including EQIP, WHIP, CRP, CCRP, SWCA and WRP. Partner with NRCS and MN DOT on the Living Snow Fence initiative.
- Attend applicable training sessions for land management programs and projects.

Staffing Needs: Approximately 84 staff days

## **DISTRICT ADMINISTRATION AND PROMOTION**

**DESCRIPTION:** Ensure efficient fiscal management of SWCD operations and effectively promote SWCD programs that serve to educate the public on utilization and conservation of natural resources.

### **Initiatives:**

- Effectively manage the day-to-day operations of the District including general bookkeeping and payroll, general clerical duties, year-end financial reporting, financial and compliance audit preparation, computer program maintenance, asset inventory maintenance, program file maintenance, various grant applications/ reporting, clerical assistance to cooperating agencies as requested, and similar administrative duties.
- Create and maintain a district website
- Prepare and distribute annual and long-range plans
- Prepare annual budgets.
- Prepare and update Personnel and Operational Policy Handbooks.
- Provide on-going training opportunities for staff as needed to perform the administrative, financial, and clerical duties of the District.
- Promote district programs, goals, and activities through various media including newspaper articles, radio spots, district brochure, and newsletters.
- Publicize SWCD/BWSR/NRCS cost-share projects throughout the county through the use of local media, on-site tours, and district newsletters.
- Work closely and cooperatively with the Koochiching County Board of Commissioners, City Councils and state/federal representatives to promote district and county programs.

Staffing Needs: Approximately 158 staff days

## **COST SHARE FUNDING REQUIREMENTS**

Several of Koochiching County's geographical and cultural traits including low level terrain, small amount of agricultural land and the predominance of protective vegetation such as forest and wetland cover-types help protect the land and water resources in much of the county. However, problems with erosion/sedimentation along with slumping/sliding continue to plague certain areas and watersheds within the county, especially along Rainy Lake and the Littlefork, Big Fork, and Rainy Rivers.

In Koochiching County, state cost-share practices are employed to improve and protect water quality throughout the county. State cost-share program dollars have been used to successfully establish:

- SLR practices to riverbanks and lakeshore to correct or prevent water quality problems and provide public and private access to our valuable water resources.
- Critical Area Stabilization for erosion impacted areas adjacent to surface water.
- Assistance in construction of animal waste storage facilities.
- Livestock watering facilities through a special drought disaster cost-share grant.

The regular allocation allows the District to provide financial assistance to 2-3 landowners per year. Although the need for assistance still outweighs the current funding level, the District appreciates the slight increases over the past few years and looks forward to providing greater assistance in the future.

### **COST SHARE FUNDS EXPENDED IN 2008**

In 2008 the SWCD/NCMNJPB/NRCS provided technical, engineering & cost-share assistance to:

#### **1. CS07-1 Streambank Protection on the Big Fork River (Ivan Crawford Access)**

Total Project Cost: \$12,519  
FY07 State Cost-Share: \$ 9,389 on the basis of 75% (\$2347 for District T/A)  
Landowner Cost: \$ 3,130

### **COST SHARE FUNDS ENCUMBERED FOR 2009:**

State and Federal cost-share program funding has been approved for the following projects:

#### **1. CS07-2 Drought Disaster Assistance**

Estimated Project Cost: \$32,400  
FY07 State Cost-Share: \$ 6,000 on the basis of 58%  
FY08 State Cost-Share: \$12,800 on the basis of 58%  
District T/A: \$4700

#### **2. CS09-1 Drought Disaster Assistance**

Estimated Project Cost: \$5,000  
FY09 State Cost-Share: \$2,500 on the basis of 50%  
District T/A: \$ 625

### **COST SHARE CONTRACTS CANCELLED IN 2008:**

Due to non-activity, the following drought disaster contracts were cancelled by mutual agreement and funds were returned to the State:

#### **1. DD07-10 Drought Disaster Assistance**

Estimated Project Cost: \$6270  
FY07 Drought Disaster: \$ 627 plus \$23 in District T/A (total funds returned to the State:\$650)

## Koochiching Soil & Water Conservation District 2009 Approved Operating Budget

### Income

<b>Intergovernmental Revenue</b>	
Transfer from Fund Balance	6,997.00
<b>City of International Falls</b>	
WCA Planning Grant	5,000.00
Total City	5,000.00
<b>County</b>	
County Levy	2,600.00
County Allocation	38,000.00
<b>NRBG Block Grant</b>	
DNR Shoreland Grant	3,101.00
LWM Grant (2008 carryover +2009 grant)	25,840.00
WCA Grant	32,939.00
Total NRBG Block Grant	61,880.00
<b>Total County</b>	102,480.00
<b>State</b>	
BWSR Cost-Share Grant	15,000.00
BWSR Drought Disaster Grant	
BWSR General Service Grant	22,500.00
<b>Total State</b>	37,500.00
<b>Total Intergovernmental Revenue</b>	151,977.00

### Charges For Services & Sales

<b>Tree Program</b>	
Fertilizer Packets	
Plantskydd Deer Repellent	500.00
Tree Sales	10,000.00
<b>Total Tree Program</b>	10,500.00
Forest Stewardship	4,500.00
JPB Engineering Fees	2,500.00
Plat Book Sales	3,000.00
Wood Ash Program	8,000.00
<b>Total Charges For Services &amp; Sales</b>	28,500.00
<b>Misc. Revenue - Interest</b>	5,000.00
<b>Total Income</b>	185,477.00

### Expense

<b>District Operations</b>	
<b>Personal Services</b>	
	(2 full-time/1 three quarter)
<b>Payroll Expenses</b>	
Employee Salary	98,452.00
Supervisor Compensation	8,000.00
SWCD Contributions-FICA	7,650.00
SWCD Contributions-Health Ins	6,000.00
SWCD Contributions-Life Ins	400.00
SWCD Contributions-PERA	6,750.00
<b>Total Payroll Expenses</b>	127,252.00

<b>Total Personal Services</b>	127,252.00
<b>Other Svcs &amp; Chgs</b>	
Dues	3,125.00
Education & Promotion	2,500.00
Employee Expenses	7,500.00
Insurance - MCIT/Bond	3,000.00
Misc. Expenses	500.00
<b>Misc. Other Services &amp; Charges</b>	
Bank Fees & Charges	50.00
Maintenance Service Contracts	750.00
<b>Total Misc. Other Services &amp; Charges</b>	800.00
Photocopying & Film Developing	250.00
Postage	250.00
Professional Services	4,000.00
Publication Subscriptions	200.00
Supervisor Expenses	7,500.00
Telephone	500.00
<b>Vehicle Expenses</b>	
Fuel	1,600.00
Repairs/Maintenance	500.00
Supplies/Other	250.00
<b>Total Vehicle Expenses</b>	2,350.00
<b>Total Other Svcs &amp; Chgs</b>	32,475.00
<b>Supplies</b>	
Field Supplies	250.00
Office Supplies	1,500.00
<b>Total Supplies</b>	1,750.00
<b>Capital Outlay</b>	
Field Equipment Purchases	250.00
Office Equipment Purchases	1,000.00
<b>Total Capital Outlay</b>	1,250.00
<b>Total District Operations</b>	162,727.00
<b>Project Expenditures</b>	
<b>District</b>	
Newsletter Expenses	2,000.00
<b>Tree Program Expenses</b>	
Fertilizer Packets	0.00
Plantskydd Deer Repellent	0.00
Supplies/Misc Expenses	250.00
Tree Stock	6,000.00
<b>Total Tree Program Expenses</b>	6,250.00
Woodland Advisor Program Expenses	
Woodland Advisor Program - Other	
<b>Total Woodland Advisor Program</b>	
<b>Total District</b>	8,250.00
<b>State</b>	
Cost-Share Projects	12,000.00
JPB Engineering Fees	2,500.00
<b>Total State</b>	14,500.00
<b>Total Project Expenditures</b>	22,750.00
<b>Voided Checks</b>	
<b>Total Expense</b>	185,477.00

**Net Ordinary Income**

0.00

Approved by the Koochiching SWCD Board of Supervisors at the regular board meeting held on  
Monday, March 2, 2009

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Pamela Tomevi, District Coordinator

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Date