

Kittson Soil & Water Conservation District/Natural Resources Conservation Service 2016 Work Plan



Kittson SWCD's mission is to help producers implement best management practices for conservation purposes.

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This report is respectfully submitted by the Board of Supervisors of the Kittson Soil and Water Conservation District (SWCD).

March 9, 2016

C.J. Peterson, *Chairman*

Heather Peterson, *Vice Chairman*

Justin Dagen, *Secretary*

Joe Wilebski, *Treasurer*

Ron Anderson, *Public Relations*

2016 Kittson SWCD/NRCS Annual Work Plan

Purpose

The Kittson Soil and Water Conservation District (SWCD) is a political subdivision of the State of Minnesota. The Kittson SWCD along with the federally funded Natural Resources Conservation Services (NRCS) works with landowners through conservation planning and assistance designed to benefit the soil, water, air, plants, and animals that result in productive lands and healthy ecosystems. Together they carry out programs for the conservation, use and development of soil, water and related resources.

Leadership and governance is provided by the five locally elected Kittson SWCD Supervisors. The role of the elected District Supervisors are policy development, long-range plan preparation, annual budget development, directing staff in preparing and implementing this annual work plan.

It is the objective of the Kittson SWCD/NRCS to help Kittson County residents conserve, improve and sustain our natural resources.

The purpose of this annual plan is to identify opportunities for conservation and development of natural resources in the Kittson SWCD/NRCS. It will serve as a guide for planning and implementing work by the Kittson SWCD/NRCS, its cooperators, units of government and associated agencies.

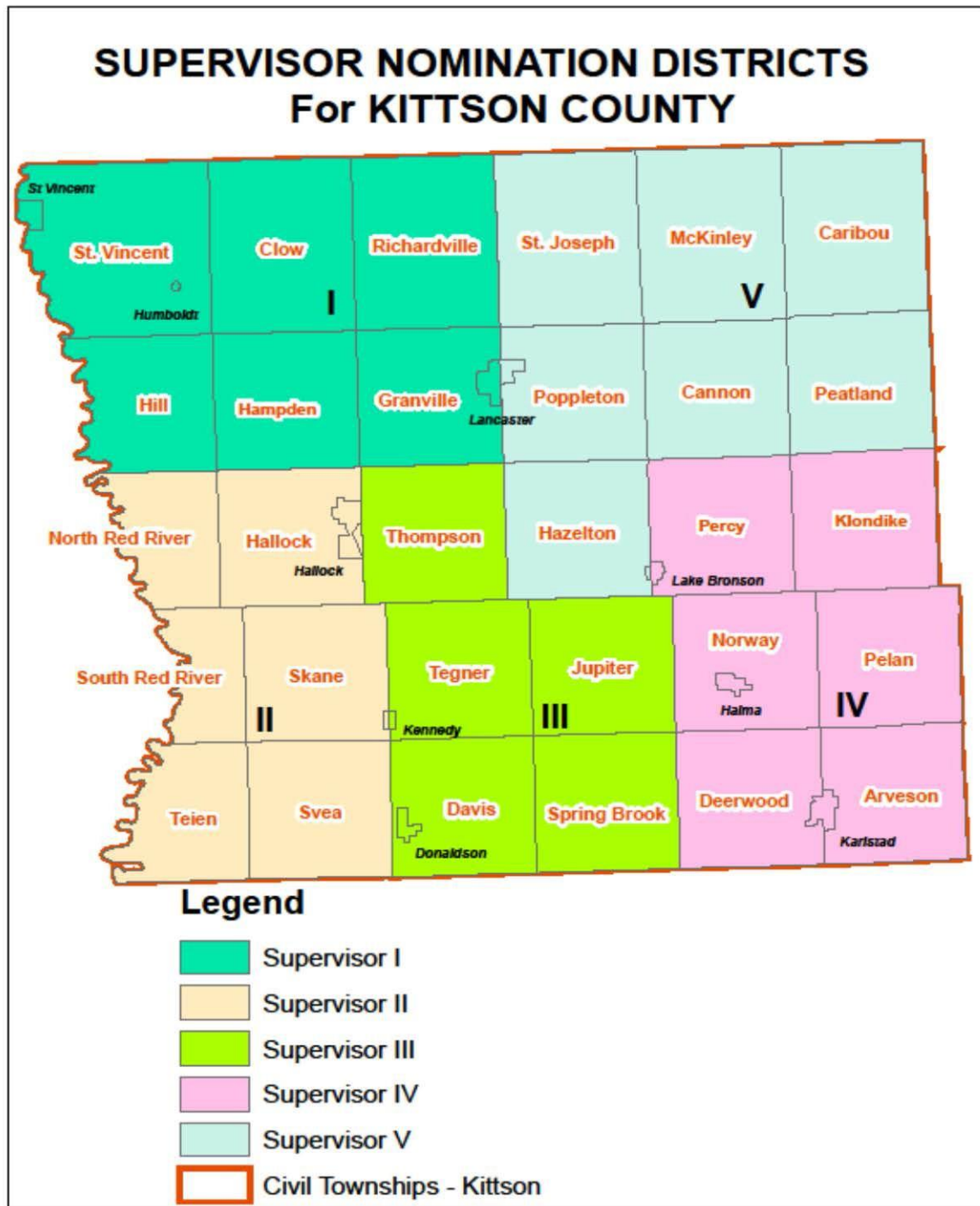


Before and After Pictures of a Streambank Stabilization Project on the South Branch Two Rivers

2016 Board of Supervisors

- District 1** CJ Peterson, *Chairman (middle)*
3381 270th Ave.
Lancaster, MN 56735
(218) 843-1766
Term Expires: 2016
- District 2** Heather Peterson, *Vice Chairman (1st on right)*
1808 210th St.
Hallock, MN 56728
(218) 843-2865
Term Expires: 2016
- District 3** Justin Dagen, *Secretary (2nd from right)*
1148 360th Ave.
Karlstad, MN 56732
(218) 436-2156
Term Expires: 2018
- District 4** Ron Anderson, *Public Relations (2nd from left)*
1371 430th Ave.
Karlstad, MN 56732
(218) 436-2164
Term Expires: 2018
- District 5** Joe Wilebski, *Treasurer (1st on left)*
3988 320th Ave.
Lancaster, MN 56735
(218) 762-7251
Term Expires: 2016





The Board of Supervisors will meet at 8:00 a.m. on the second Wednesday of each month. Notice of the meetings will be listed in the local newspapers. All regularly scheduled meetings will be held at the Kittson SWCD office, 410 South 5 Street, Suite 106 in Hallock, MN. Special Board meetings will be scheduled as needed.

STAFF AVAILABLE FOR ADMINISTRATIVE AND TECHNICAL ASSISTANCE

There are 4.0 FTE District and NRCS employees available to provide administrative and technical assistance for implementation of the 2016 Work Plan.

KITTSOON SOIL AND WATER CONSERVATION DISTRICT STAFF:

Jamie Osowski, District Administrator

Justin Muller, District Technician I

Sarah Gossman, District Technician II

NATURAL RESOURCES CONSERVATION SERVICES STAFF:

Jim Schwab, Conservation Program Analyst

Area and State staff – as needed, NRCS Agronomists, Biologists, Soil Scientists and Engineers will be available for special projects.

EQUIPMENT NEEDS:

An inventory of existing equipment will be reviewed. Repairs on equipment will be made as needed. New equipment will be purchased as needed. Work vehicles available through NRCS and the Kittson SWCD will be utilized.

COOPERATING UNITS OF GOVERNMENT WITH THE KITTSOON SWCD/NRCS:

1. Two Rivers Watershed District (TRWD)
2. Joe River Watershed District (JRWD)
3. Roseau River Watershed District (RRWD)
4. Middle River/Snake River/Tamarac River Watershed District (MSTRWD)
5. City of Hallock
6. City of Kennedy
7. City of Donaldson
8. City of Humboldt
9. City of St. Vincent
10. City of Karlstad
11. City of Halma
12. City of Lake Bronson
13. City of Lancaster
14. Arveson Township
15. Cannon Township
16. Caribou Township
17. Clow Township
18. Davis Township
19. Deerwood Township
20. Granville Township
21. Hallock Township
22. Hampden Township

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23. Hazelton Township
24. Hill Township
25. Jupiter Township
26. Klondike Township
27. McKinley Township
28. North Red River Township
29. Norway Township
30. Peatland Township
31. Pelan Township
32. Percy Township
33. Poppleton Township
34. Richardville Township
35. St. Joseph Township
36. St. Vincent Township
37. Skane Township
38. South Red River Township
39. Spring Brook Township
40. Svea Township
41. Tegner Township
42. Teien Township
43. Thompson Township
44. US Fish and Wildlife Service
45. USDA Farm Service Agency (FSA)
46. University of Minnesota Kittson County Extension Service
47. MN Department of Natural Resources – Forestry, Water and Wildlife Division
48. MN Board of Water and Soil Resources
49. MN Department of Agriculture
50. MN Pollution Control Agency
51. MN Department of Health
52. MN Association of Soil and Water Conservation Districts
53. Pembina R C & D
54. Kittson County – Planning, Environmental Health, Natural Resources,
Highway Divisions

KITTSOON SWCD/NRCS RESOURCE MANAGEMENT CATEGORIES

The following list of resource management categories are consistent with the water management categories identified in the Kittson SWCD Comprehensive Local Water Management Plan (CLWMP).

1. Wind Erosion
2. Water Quality
3. Ground Water Quality
4. Wildlife Habitat Management
5. Education
6. Cost Share Programs
7. Staff and District Goals

Objective: I

Reduce wind erosion in Kittson County.

Wind erosion is a big problem in Kittson County, with 70 percent of the cropland acreage eroding at a rate greater than “T”. For the soils in Kittson County “T” is between 2-5 tons per acre per year. Highly intensive farming systems in Kittson County include large acres of low residue crops that are harvested too late in the fall to permit establishment of winter cover crops needed to control soil blowing.

Actions:

- Administer the Kittson SWCD Tree Program and Tree Planting Program and provide technical assistance to Kittson County landowners in carrying out their tree planting needs.
- Promote conservation tillage throughout Kittson County and increase conservation tillage acres on the land. Promote conservation tillage with the federally funded Environmental Quality Incentives Program (EQIP) and the Minnesota Department of Agriculture’s Ag BMP loan program.
- Encourage installation of erosion control measures by assisting landowners in taking advantage of the State Cost Share Program, EQIP, Conservation Security Program (CSP) or Continuous Conservation Reserve Program (CCRP)/General Conservation Reserve Program (CRP).
- Promote the installation of field windbreaks, living snowfences and farmstead windbreaks for effective erosion control. Support the United States Department of Agriculture (USDA) promotion of the CCRP practices such as; CP 5a (Field Windbreak Establishment), CP 16a (Shelterbelt Establishment) and CP 17a (Living Snow Fences).

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- Promote proper tree planting and care of tree plantings through the Northland Newsletter, educational booths, news articles, Crop Improvement Day and the tree open house.
- Provide information pertaining to the economic value of wind erosion control as it relates to cost production. Display this information at the Crop Improvement Day, County Fair Booths and the tree open house.
- Hold a tree open house by March 31.
- Assist landowners and Natural Resources Conservation Services (NRCS) with the implementation of Farm Service Agency (FSA) provisions, data entry and CCRP/CRP rules and contract extensions.
- Promote Reinvest in Minnesota (RIM) when Board of Water & Soil Resources (BWSR) announces sign-ups. High environmental protection priorities such as wind erosion, well head protection and surface water runoff are eligible. Inform inquiring landowners of the program and payment rates.
- Promote tree planting plans through the Wildlife Habitat Incentives Program (WHIP).
- Assist in development and application of CCRP, CRP, EQIP, CSP, WHIP plans and with all future signups for these programs.
- For Clean Water Funds and EQIP sign-ups, priority consideration will be awarded for projects in the Little Joe Diversion Watershed, North Branch @ Outlet Watershed, Unnamed Coulee and Judicial Ditch #10 in the TRWD. Also the entire JRWD will have priority consideration.

Objective: II

Water Quality in Kittson County.

Increase awareness of water quality concerns in our District by working with the Two Rivers Watershed District (TRWD), Joe River Watershed District (JRWD), Roseau River Watershed District (RRWD) and the Middle River/Snake River/Tamarac River Watershed District (MSTRWD) in identifying point and non-point source pollution and providing technical assistance.

Actions:

- Carry out all Comprehensive Local Water Plan (CLWP) duties for Kittson County per MN Statute 103B. Start to implement the 2010-2020 Kittson County Local Water Plan initiatives such as well head protection, sensitive ground water areas, etc. Report all activities to County Board and prepare all related grants, reports and budgets.
- Continue to emphasize water management in the *Northland Conservation News* newsletter sent out by the Kittson SWCD/NRCS. Conservation

- practices such as conservation tillage, field windbreaks and other conservation practices can be applied to cropland without fear of retaining excess moisture which could delay crop planting.
- Continue providing surveying service to local landowners as requested. This service will help those who have drainage maintenance agreements for farmed wetlands.
 - Continue informational and educational programs stressing the need for maintaining existing drainage system without violation of Swampbuster portion of the Food Security Act or the MN Wetlands Conservation Act for non-USDA Farm Program participants. Assist landowners and NRCS with the implementation of the Swampbuster provisions and administer the Wetland Conservation Act for Kittson County.
 - Work with County, Township and Watershed Boards on soil and water resource projects and conduct maintenance inspections.
 - Monitor rain gauge reports and publicize results in the District newsletter, at booths and in the annual plan. There are currently 20 rain gauge monitors in Kittson County.
 - Review all water permit applications and submit recommendations to DNR within 30 days.
 - Continue to identify abandoned wells throughout Kittson County. Work with the CLWP coordinator to prioritize for cost sharing on the sealing of abandoned wells through State Cost Share, CLWP Cost Share and EQIP, if available. Start an ARC View GIS Layer on the computer for potential well sealings and ones that have already been cost shared.
 - Identify sedimentation problems along rivers and streams within the County by using integrated management capabilities. Provide technical assistance upon request.
 - Continue administering the County Feedlot program.
 - River Watch monitoring takes place May Through November.
 - Continue to work with the TRWD in the water quality study of the Two Rivers and the Joe River. This includes water sampling at 11 different sites. Water samples are analyzed for various parameters including nitrogen, pH, phosphorus, dissolved oxygen and pesticides.
 - SSTS Ordinance administration and inspection reports will continue to be enforced by the SWCD.
 - Carry out all administrative and technical responsibilities of the MN Wetlands Conservation Act for the County, which includes developing replacement plans, issuing certificates of exemption, no loss determinations, banking applications and delineating types of wetlands.
 - Continue to monitor the observation well located 4 miles east of Kennedy. This well, which is in the DNR obwell Network, is measured for water levels once a month for eight months per year.
 - Support the USDA promotion of the CRP/CCRP practices such as; CP 21 – Grass Filter Strips, CP 22 – Riparian Forest Buffer, CP 23 – Wetland

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Restoration, CP 27/28 – Farmable Wetland and Associated Buffer, and CP 30 – Marginal Pasture Wetland Buffer.

- Comment on DNR Public Water Permit applications when applicable.
- Assist in making wetland determinations for FSA and NRCS.
- Works with Minnesota Pollution Control Agency (MPCA), JRWD, TRWD and MSTRWD on the Joe River or Judicial Ditch #10 TMDL (Total Maximum Daily Load)/work plan.

Objective: III

Protect and Preserve the Ground Water Quality in Kittson County.

Kittson County currently has an excellent source of ground water for its North Kittson Rural Water and Kittson Marshall Rural Water Systems. However, this aquifer is relatively exposed as the soils above it are fairly permeable and do not have the preferred confining clay layers to protect it.

Actions:

- Carryout an abandoned well sealing cost share program with CLWP and State Cost Share Funds.
- Monitor 1 DNR Ob Well East of Kennedy on Highway 7.
- Administer the Kittson County Local Water Management Plan.
- Assist landowners in the proper closure of unused animal waste facilities and inform them of funding assistance that may be available through the Federal EQIP program or the State Cost Share program.

Objective: IV

Promote Wildlife Habitat Development/Management in Kittson County.

Planting more native grasses on RIM, CCRP and CRP would be helpful to enhance habitat for Kittson County's thriving deer population and upland game populations such as the Sharp tailed Grouse.

Actions:

- Promote tree and shrub plantings throughout Kittson County.
- Promote wildlife habitat development practices through CCRP and WHIP.
- Continue the District's own beaver damage control program.
- Identify wildlife habitat needs through conservation planning.
- Promote No-till or Minimum-till practices to provide food and cover for wildlife and also to protect soil resources.
- Promote rotational grazing. Develop grazing plans and Best Management Practices (BMP's) through the use of AgBMP and EQIP funds to prevent areas

- from becoming overgrazed. This will allow areas with critical habitat for all wildlife with cover, feeding and nesting areas.
- Promote prescribed burns on all wildlife lands to increase the amount of Native grasses in Kittson County. Look at the possibility of getting the Nature Conservancy, DNR or local fire departments to hold a prescribed burn for educational purposes.
 - Administration and submit RIM applications when BWSR announces sign-up periods.
 - Provide technical assistance upon request to landowners to maintain or improve wildlife habitat such as ponds, food plots, etc.
 - Utilize US Fish and Wildlife Service with wetland restorations or wildlife pond plans at landowner's request.
 - Utilize the DNR technical expertise for developing wildlife management plans when a landowner requests it.

Objective: V

Education

Provide timely and effective information to the public concerning natural resource issues.

Actions:

- Continue to educate the public on erosion control methods through local newspapers, newsletter, public presentations, local radio broadcasts and demonstrations.
- Assist CLWP coordinator in informing the public about water quality issues through newsletter, newspaper, public presentations and educational booths to provide timely information on resource concerns. Currently, 2,300 landowners, business and associations receive the newsletter.
- Set up Crop Improvement Day and County Fair booths to promote District activities, Ag BMP rainfall monitoring and other conservation related activities.
- Hold a tree open house.
- Attend the MASWCD State Conference in St. Paul and select a Kittson County Conservationist of the Year and recognize them at the State Conference.
- Keep Kittson County Commissioners and State Legislators informed of District activities and needs through presentations, regular meetings, etc. Email them copies of District meeting minutes and agenda and extend an open invitation for them to attend our meetings.
- Continue to upgrade the contents of the SWCD web page to keep the public informed of District programs and activities.
- River Watch monitoring by high schools.

- Visit kindergarten classrooms and give a short presentation on trees. Distribute district trees to promote Arbor Day.
- Presenters for the Northwestern Area I Envirothon. Provide two staff people as presenters and help with funding requests from local businesses and organizations for a minimum of \$400 countywide and \$100 each from area watershed districts.
- Promote rural development through the Pembina Trail RC & D.
- Continue memberships in the Minnesota Association of Soil and Water Conservation Districts (MASWCD), Area I MASWCD and National Association of Conservation Districts.
- Conduct all education activities with awareness of equal employment opportunities and civil rights.
- Presenter for the Northwestern Minnesota Water Festival.
- Educate landowners and operators on EQIP which features practices such as: rotational grazing, Nutrient Management, minimum tillage practices, cover crops, field borders, etc.
- Promote abandoned/unused well sealings, using EQIP, State Cost Share and/or CLWP Cost Share Funds.

Objective: VI

Cost Share Program requirements.

Identify high priority problems and meet the State Cost Share or USDA Farm program requirements.

Actions:

- The District receives 25% of its state cost share grant for technical assistance for each project approved by the Board of Supervisors.
- Federal cost share funds are used to install side water inlet pipes and rock chutes to deal with sedimentation issues. High priority sedimentation problems are becoming a problem in the District. We encourage landowners to take advantage of our State Cost Share programs, if needed. Keeping legal ditches clean is a concern, as drainage for crop production is a must.
- Promote abandoned/unused well sealings, using EQIP, State Cost Share or CLWP Cost Share Funds.
- Inventory high priority streambank erosion sites when buildings or structures are threatened giving them high priority.
- Conduct follow-ups to service CLWP and state cost share referrals and to ensure operation and maintenance is carried out.
- Grazing land protection will also be addressed. Livestock producers in the County will be eligible for cost share on grazing management systems, which may include fencing, ponds, watering facilities and Ag waste systems.

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- In the past, field windbreaks were installed under the state cost share when the soil loss was greater than 2 tons per acre. According to previous studies, two-thirds of Kittson County is eroding at a rate greater than 2 tons per acre per year. Most of this occurs in the western portion of the County.
- High priority feedlots. At the present time we do not have any landowners interested in any animal waste facilities. We will assist as landowners request our service. CLWP could identify nitrate concerns for these sites.

Objective: VII

Staff, Kittson SWCD/NRCS Goals

Maintain an adequate staff to accomplish Kittson SWCD/NRCS goals.

Actions:

- Analyze and keep records of staff training needs.
- Keep records and accounts current as required by the Board and State of Minnesota.
- Accommodate office staff with necessary training to meet the goals and objectives of this plan.
- Provide safety awareness for field office personnel through staff meetings and other gatherings.
- Maintain a current database for newsletter mailing lists.
- Perform the duties of the CLWP, Wetland Conservation Act, the County Feedlot Officer, the County Ag Inspector, the SSTS Ordinance and Shoreland Ordinance.
- Promotion of all other programs such as EQIP, CCRP, CRP, State Cost Share, WHIP, etc. on a daily basis.

COST-SHARE PROGRAM REQUIREMENTS

High Priority Erosion Problems

High priority erosion problems mean areas where erosion from wind and water is occurring equal to, or in excess of 2xT tons per acre per year, any area that exhibits active gully erosion, or is identified as high priority in the comprehensive local water plan or the conservation district's comprehensive plan.

State cost-share funds will be used to install windbreaks, living snow fences and farmstead shelterbelt, seal unused wells and design and install grade stabilization structures.

High Priority Water Quality

High priority water quality problems mean areas where sediment, nutrients, chemicals or other pollutants discharge to DNR designated protected waters or to any high priority waters as identified in the comprehensive local water plan, or discharge to groundwater. The pollutant delivery rate to the water source is in amounts that will impair the quality or usefulness of the water resource.

State Cost-Share Funding

The Kittson SWCD allocation for FY16 is \$9,607.00. These dollars will be used to install practices in high priority erosion areas. The District Board has a policy not to exceed 75% of the project cost.

The District will be applying for any available competitive grant dollars (i.e. Clean Water Funds, Contribution Work Agreements, Clean Water Legacy Grants, etc.); to help landowners install best management practices on their property, due to the demand for cost share dollars far exceeds the current allocation.

Some Measureable Results for all Objectives:

1. Implement Contribution Work Agreement between the Kittson SWCD & NRCS, TRWD and JRWD. Such Contribution Work Agreements would be:
 - a. PL 566 Spring Brook Project Surveying.
 - b. CRP Conservation Plans Writing
 - c. CCRP Conservation Plans Writing
 - d. JRWD TMDL Study.
2. CCRP (Continuous Conservation Reserve Program)
 - a. Contact 100 landowners to solicit participation.
 - b. Process 25 applications.
 - c. Conduct status reviews on 25 existing contracts.
3. EQIP (Environmental Quality Incentives Program)
 - a. 2015 EQIP applications will be submitted for all interested land operators/owners in Kittson County.
 - b. District Manager maintains Conservation Planner Certification.
 - c. Prepare 20 conservation plans for 4,000 acres.
 - d. Design and install 20 agronomic practices – i.e. conservation tillage, cover crops, windbreaks, tree plans, native grass plantings, etc.
 - e. Survey, design and construct 5 conservation practices – i.e. streambank stabilization, side inlets, well decommissioning, etc.
4. Kittson SWCD
 - a. Provide design assistance for 5 farmstead windbreak plans and 5 wildlife plantings.
 - b. Assist the State Climatologist with rainfall monitoring in Kittson County, providing precipitation data from 20 SWCD monitoring stations.
 - c. Obtain 125 nuisance beaver tails to protect our waterways.
 - d. Work on an ARC View Layer for potential Abandoned Wells in the County.
 - e. Work on an ARC View Layer for Cost Share Well Sealings.
 - f. Work on an ARC View Layer for Conservation Practices applied in 2016.
5. MN DNR
 - a. Take readings DNR ObWell at least 7 times in 2016.
6. Two River Watershed District (TRWD)
 - a. Help with water quality sampling when needed.
 - b. Assist with TMDL for Judicial Ditch 10.
 - c. PL 566 Spring Brook Project.
7. Joe River Watershed District (JRWD)
 - a. Assist with TMDL for Joe River.

Calendar of Events

January 1, 2016 to December 31, 2016

January

- Board Meeting 2nd Wednesday of the month at 8:00 a.m.
- Staff Meetings once or twice a month.
- Close out 2015 year-end financial system.
- File 2015 Sales tax, workman's compensation, CAI and CLWP.
- Crop Improvement Day.
- Enter 2015 annual reporting into eLINK.
- Complete 2015 SSTS Annual Report.
- Complete 2015 Annual DNR Shoreland Report.
- Complete 2015 Annual Report.
- Write 2016 plan of work.
- Promote tree sales.
- Distribute Northland newsletter.
- Send out funding letters for Envirothon.
- Promote 2016 EQIP, CCRP, CSP and other NRCS/SWCD programs when possible.
- Submit Rain Gauge Data on the MN State Climatology website.
- Update Kittson SWCD web page once a month.

February

- Board Meeting 2nd Wednesday of the month at 8:00 a.m.
- Staff Meetings once or twice a month.
- Complete AG BMP 2015 report and 2016 funding application.
- Prepare questions and references for Envirothon.
- Promote tree sales.
- Continue to develop tree plans.
- Update tree sales inventory.
- Send out reference materials for Envirothon to schools.
- Promote 2016 EQIP, CCRP, CSP and other NRCS/SWCD programs when possible.
- Submit Rain Gauge Data on the MN State Climatology website.
- Update Kittson SWCD web page once a month.

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March

- Board Meeting 2nd Wednesday of the month at 8:00 a.m.
- Staff Meetings once or twice a month.
- Continue to develop tree plans.
- Update tree sales inventory.
- Submit 2016 work plan to BWSR by March 15th –one copy to BC and a hard copy to St. Paul.
- Hold an SWCD Tree Open House and give away two trees.
- Attend Area I Meeting.
- Order trees for schools.
- Promote 2016 EQIP, CCRP, CSP and other NRCS/SWCD programs when possible.
- Submit Rain Gauge Data on the MN State Climatology website.
- Update Kittson SWCD web page once a month.

April

- Board Meeting 2nd Wednesday of the month at 8:00 a.m.
- Staff Meetings once or twice a month.
- Complete all assignments for tree orders.
- Update tree sales inventory; prepare tree shed and cooling system.
- Promote 2016 EQIP, CCRP, CSP and other NRCS/SWCD programs when possible.
- File quarterly Federal and State withholding report.
- Host Area I Envirothon.
- Submit Rain Gauge Data on the MN State Climatology website.
- Arbor Day for elementary students in Kittson County.
- Begin staking tree rows as weather permits and remind tree customers to put up end stakes if needed.
- Update Kittson SWCD web page once a month

May

- Board Meeting 2nd Wednesday of the month at 8:00 a.m.
- Staff Meetings once or twice a month.
- Seed house inspections and seed sampling, if time and tree planting permits.
- Plant and distribute trees.
- Submit Noxious Weed Law General Notice to local newspapers.
- Submit Rain Gauge Data on the MN State Climatology website.
- Promote 2016 EQIP, CCRP, CSP and other NRCS/SWCD programs when possible.
- Distribute newsletter.

June

- Board Meeting 2nd Wednesday of the month at 8:00 a.m.
- Staff Meetings once or twice a month.
- Attend Area I meeting.
- Prepare 2016 SWCD Budget.
- Mail out tree bills.
- Perform status reviews noxious weed site inspections.
- Assist NRCS with CCRP/CRP and HEL plan spot checks.
- Assist NRCS with status reviews.
- Promote 2016 EQIP, CCRP, CSP and other NRCS/SWCD programs when possible.
- Check all tree sites for cost share performance.
- WCA delineations, determinations and project field visits.
- Follow up on noxious weed complaints.
- Field surveys, state revolving fund (SRF) projects and construction inspections.
- Submit Rain Gauge Data on the MN State Climatology website.
- Review Long Range plan in preparation for August submission, in even numbered years.
- Update Kittson SWCD web page once a month.

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July

- Board Meeting 2nd Wednesday of the month at 8:00 a.m.
- Staff Meetings once or twice a month.
- Enter state cost share grant into eLINK when BWSR submits request for funds proposal (RFP).
- Noxious weed inspections and follow up on noxious weed complaints.
- Meet with County Commissioners on budgets for SWCD, CAI, Feedlot, SSTS and Floodplain.
- Field surveys.
- Set up Kittson County Fair booth displaying the Kittson SWCD staff and give away five trees.
- File quarterly Federal and State withholding report.
- Promote 2016 EQIP, CCRP, CSP and other NRCS/SWCD programs when possible.
- Conduct RIM status reviews.
- Assist NRCS with status reviews.
- Submit Rain Gauge Data on the MN State Climatology website.
- WCA delineations, determinations and project field visits.
- Review Long Range plan in preparations for August submission in even numbered years.
- Update Kittson SWCD web page once a month.

August

- Board Meeting 2nd Wednesday of the month at 8:00 a.m.
- Staff Meetings once or twice a month.
- Submit Long Range plan in even numbered years.
- Outdoor classroom work, mowing and trail clearing if possible.
- Field surveys.
- Noxious weed inspections and follow up on noxious weed complaints.
- WCA delineations, determinations and project field visits.
- Select conservation farmer of the year.
- Collect surface water samples.
- Notify landowners to prepare tree sites for 2017.
- Promote 2016 EQIP, CCRP, CSP and other NRCS/SWCD programs when possible.
- Assist NRCS with status reviews.
- Submit Rain Gauge Data on the MN State Climatology website.
- Recognition of Conservation Farmer Award selection announced in even numbered years.
- Update Kittson SWCD web page once a month.

September

- Board Meeting 2nd Wednesday of the month at 8:00 a.m.
- Staff Meetings once or twice a month.
- Submit Rain Gauge Data on the MN State Climatology website.
- Promote 2016 EQIP, CCRP, CSP and other NRCS/SWCD programs when possible.
- Assist NRCS with status reviews.
- Follow up on noxious weed complaints and payment penalties.
- Distribute a newsletter.
- Present at the Northwest Minnesota Water Festival.
- WCA delineations, determinations and project field visits.
- Update Kittson SWCD web page once a month.

October

- Board Meeting 2nd Wednesday of the month at 8:00 a.m.
- Staff Meetings once or twice a month.
- Field surveys.
- Review SWCD program record.
- File quarterly Federal and State withholding report.
- Inspect construction projects.
- Submit Rain Gauge Data on the MN State Climatology website.
- Attend Area I meeting.
- Job performance evaluations for wage negotiations.
- Attend the annual County Feedlot Officer's conference.
- Promote 2016 EQIP, CCRP, CSP and other NRCS/SWCD programs when possible.
- Assist NRCS with status reviews.
- Update Kittson SWCD web page once a month.

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November

- Board Meeting 2nd Wednesday of the month at 8:00 a.m.
- Staff Meetings once or twice a month.
- Review SWCD program record and finances.
- Start ordering trees for 2017 planting season.
- Promote 2016 EQIP, CCRP, CSP and other NRCS/SWCD programs when possible.
- Assist NRCS with status reviews.
- Submit Rain Gauge Data on the MN State Climatology website.
- Update Kittson SWCD web page once a month.

December

- Board Meeting 2nd Wednesday of the month at 8:00 a.m.
- Staff Meetings once or twice a month.
- Attend the 2016 MASWCD State Convention.
- Recognition of Conservation Farmer Award selection announced in even numbered years at State Convention.
- Order Conservation Farmer plaque.
- File quarterly Federal and State withholding report.
- Complete bookkeeping transactions and accounts receivable before year end.
- 2017 Natural Resources Block Grant Application in eLINK.
- Promote 2016 EQIP, CCRP, CSP and other NRCS/SWCD programs when possible.
- Submit Rain Gauge Data on the MN State Climatology website.
- Update Kittson SWCD web page once a month.

Projected/Estimated 2016 Hours for the Kittson SWCD

Kittson SWCD Program/Project	District Admin	District Technician I	District Technician II
District Meetings	40	40	40
Monthly Reports	250	20	80
Annual Reports	248	44	90
Public Relations	300	30	300
Envirothon	110	20	20
Newsletters	40	40	40
Tree Program	120	200	120
Secretarial	250		250
CLWP	100	100	100
Feedlot		180	
Shoreland	50	50	100
SSTS		150	100
Education	60	30	68
WCA		500	
Ag Inspector		300	
District Administration	200	24	120
Training	80	80	80
RIM		40	40
BSWR Grants (CWF, etc)	40		300
Holidays	80	80	80
Annual Leave	80	80	80
Sick Leave	80	80	80
ANNUAL TOTAL	2088	2088	2088