



MORRISON SOIL AND WATER CONSERVATION DISTRICT

16776 Heron Road
 Little Falls, MN 56345
 (320) 616-2479
www.morrisonswcd.org

ANNUAL PLAN OF OPERATIONS

January 1, 2018 to December 31, 2018

OBJECTIVE ONE:

To work with landowners to plan, install and maintain conservation practices and programs to reduce soil erosions.

GOALS & ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
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1. Promote Conservation Tillage

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| ▪ Promote thru EQIP & CSP | District Staff / NRCS Staff | 10 |
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2. Planning, Follow-Up and Maintenance

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| ▪ Plan & revise plans for ACUB, EQIP, CSP and conservation compliance as needed | District Staff / NRCS Staff | 175 |
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| ▪ Spot-check and complete status reviews for: | | |
| ➤ State Cost-Share Practices | Ringwelski / McLennan / Nouis / Becker | 20 |
| ➤ RIM / ACUB | Chisholm / McLennan / Ringwelski | 20 |
| ➤ MAWQCP | Ringwelski / Zapzalka / Stearns SWCD | 20 |
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| ▪ Process appeals and answer / questions about wetland determinations | District Staff | 15 |
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| ▪ Conduct wetland determinations for tax forfeiture sales | McLennan | .5 |
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| ▪ Administer Wetland Conservation Act | District Staff | 100 |
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OBJECTIVE ONE - (Continued...)

GOALS & ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
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3. Application of Erosion Control Practices

<ul style="list-style-type: none"> ▪ Complete State Cost-Share and EQIP with erosion control or water quality problems in waters identified in LWP / Sentinel Landscape Plan 	District Staff / NRCS	40
<ul style="list-style-type: none"> ▪ Prepare news releases as needed 	McLennan / NRCS	4
<ul style="list-style-type: none"> ▪ Conduct talks and tours for education classes 	District Staff / NRCS Staff	4
<ul style="list-style-type: none"> ▪ Complete survey, design, layout and construction checks on conservation practices 	District Staff / NRCS / WCTSA	70
<ul style="list-style-type: none"> ▪ Develop shoreland erosion control plans for county permits 	Ringwelski / McLennan / Land Services	15
<ul style="list-style-type: none"> ▪ Implement Little Rock TMDL work plan 	Benton / District Staff	5
<ul style="list-style-type: none"> ▪ Implement Crow Wing TMDL work plan 	Wadena / Crow Wing / Morrison SWCD	1
<ul style="list-style-type: none"> ▪ Print order form in the newspaper and send the new order form to everyone who ordered the last three years 	Nouis / Ringwelski	5
<ul style="list-style-type: none"> ▪ Process tree orders and develop as many plans as possible in the fall and winter 	Nouis / Ringwelski	20
<ul style="list-style-type: none"> ▪ Coordinate the packing and delivery of tree orders 	District Staff / Tree Help	20
<ul style="list-style-type: none"> ▪ Conduct tree open house 	District Staff	4
<ul style="list-style-type: none"> ▪ Complete cert. and planting supervision 	Ringwelski / McLennan / Heinen / Becker	3

4. Work with Landowners Who Request Help On

<ul style="list-style-type: none"> ▪ Buffer Program, Conservation Planning, Wetland Preservation, Nutrient Management Planning, Army Compatible Use Buffer Program, MAWQCP, EQIP, CSP, RCPP, and Wetland Restoration 	District Staff / NRCS Staff / WCTSA Staff	130
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GOALS & ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
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OBJECTIVE TWO:

To improve and protect the quality and quantity of water and wetlands in Morrison County.

1. Assist Morrison County and the Land Services Department

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| <ul style="list-style-type: none"> ▪ Conduct environmental and natural landscaping plans for shoreland development | Ringwelski / Land Services | 5 |
| <ul style="list-style-type: none"> ▪ Implement Buffer Law | Ringwelski / McLennan / Becker | 75 |
| <ul style="list-style-type: none"> ▪ Assist with feedlot applications | Ringwelski / McLennan / WCTSA / Heinen / Land Services | 25 |
| <ul style="list-style-type: none"> ▪ Conduct 12 large scale Land Services environmental reviews, including surveying and designing plans | Ringwelski / McLennan / Heinen | 60 |
| <ul style="list-style-type: none"> ▪ Attend public hearings for Conditional Use Permits & Variances | McLennan | 10 |
| <ul style="list-style-type: none"> ▪ Apply for CWF funds to implement LWP strategies | McLennan / Nouis / Chisholm | 10 |

2. Administer the Local Water Plan Management

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| <ul style="list-style-type: none"> ▪ Promote BMP's for problem sites on all shore land properties and buffer zone | SWCD Staff / Land Services Staff | 25 |
| <ul style="list-style-type: none"> ▪ Work to promote further our water quality goals through administrating the Water Plan | Chisholm / McLennan / LWP Group Task Force | 20 |
| <ul style="list-style-type: none"> ▪ Implement water plan strategies | SWCD Staff / Land Services Staff / BWSR | 20 |
| <ul style="list-style-type: none"> ▪ Assist Bowlus, Buckman, Little Falls, Royalton, Pierz, Randall, Swanville and Camp Ripley in wellhead protection planning / re-writes | McLennan / Chisholm / Cities | 5 |
| <ul style="list-style-type: none"> ▪ Participate in watershed planning with neighboring counties | Morrison / Benton / Todd / Cass Crow Wing / Wadena / Mille Lacs | 8 |

OBJECTIVE TWO - (Continued...)

GOALS & ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
<ul style="list-style-type: none"> ▪ Support and implement WRAP / TMDL Plans for Rum River, Little Rock, Long Prairie, & Crow Wing Rivers / Mississippi River (Brainerd / Sartell) 	McLennan / Chisholm / Nouis / MPCA / County & Neighboring Counties	10
<ul style="list-style-type: none"> ▪ Assist County with Aquatic Invasive Education 	Chisholm / McLennan / NRCS / DNR / Land Services / Lake Association	2
<ul style="list-style-type: none"> ▪ Continue Mississippi River (Brainerd / Sartell) Monitoring 	McLennan / Nouis / MPCA	5
3. <u>Installation of Ag Waste Systems</u>		
<ul style="list-style-type: none"> ▪ Supervise installation 2 ag waste systems 	District Staff / NRCS Staff / WCTSA	15
4. <u>Ag Waste Management</u>		
<ul style="list-style-type: none"> ▪ Provide ag waste management plans for new manure systems 	WCTSA / NRCS / Zapzalka	5
5. <u>Feedlot Inventory</u>		
<ul style="list-style-type: none"> ▪ Follow up on feedlot site problems as referred by local feedlot officer 	Morrison County Feedlot Officer / Ringwelski / Zapzalka / McLennan	10
6. <u>Promote Wetlands for Wildlife</u>		
<ul style="list-style-type: none"> ▪ Assist U.S. Fish & Wildlife Service with their wetland restorations 	Ringwelski / Beam (USFW)	2
<ul style="list-style-type: none"> ▪ Conduct site checks on wetlands in state banking program 	Ringwelski / McLennan / TEP	1
<ul style="list-style-type: none"> ▪ Wetland bank management of County Banks / Site / TEP / Tech Time 	McLennan	1
<ul style="list-style-type: none"> ▪ Protect existing wetland under the Wetland Conservation Act (WCA) 	SWCD Staff / Technical Eval. Panel	70
<ul style="list-style-type: none"> ▪ Assist landowners with new bank system 	McLennan / Ringwelski	5

OBJECTIVE TWO - (Continued...)

GOALS & ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
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7. Water Management Plan

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| ▪ Meetings - Hold 2 Task Force meetings to Water Plan & strategize | Chisholm / McLennan / Morrison County Task Force | 5 |
| ▪ Continue LCCMR Grant for drainage Management | Becker / Heinen / Nouis | 240 |

8. Process Water Permit Requests

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| ▪ Review and comment on selected water permit requests | Ringwelski | 2 |
| ▪ Prepare conservation plans for Irrigation permits | Ringwelski | 10 |
| ▪ Review & work with irrigators in LR watershed to implement BMP irrigation plans | Benton SWCD Staff / Morrison SWCD Staff | 1 |

9. Promote and Manage the BMP's

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| ▪ Work with landowners enrolled in ACUB program to incorporate Ag BMP Plans | McLennan / Chisholm / TNC / BWSR / Camp Ripley / NRCS | 20 |
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GOALS & ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
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OBJECTIVE THREE:

To work with landowners to improve water quality forage and forest products.

1. Education or Info on Water Quality

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| <ul style="list-style-type: none"> ▪ Conduct 2 week long nitrate clinic for county residents | District Staff | 10 |
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2. Woodland Management

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| <ul style="list-style-type: none"> ▪ Develop Forest riparian buffers on Morrison County water courses | McLennan / Ringwelski / NRCS | 5 |
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| <ul style="list-style-type: none"> ▪ Assist MDA with Nitrogen Fertilizer Management Plan | Ringwelski | 20 |
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| <ul style="list-style-type: none"> ▪ Promote small woodlot management in the ACUB zone | District Staff / Crow Wing SWCD / BWSR
TNC / MN Forest Resource Council | 6 |
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| <ul style="list-style-type: none"> ▪ Promote NRCS RCPP Program & Sentinel Landscape | District Staff / NRCS Staff
/ Camp Ripley / TNC | 10 |
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| <ul style="list-style-type: none"> ▪ Continue to promote forest management planning on ACUB Easements | Chisholm / Crow Wing SWCD | 5 |
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| <ul style="list-style-type: none"> ▪ Cooperate with DNR to eradicate oak wilt - working with landowners / contractors | DNR / District Staff / Landowners | 6 |
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GOALS & ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
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OBJECTIVE FOUR:

To administer District activities and responsibilities.

1. Board of Supervisors Meeting

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| ▪ Hold regular board meetings on the fourth Thursday of each month | District Staff / District Supervisors | 12 |
| ▪ Conduct staff evaluations annually | McLennan | 1 |
| ▪ Attend committee meetings as assigned | District Supervisors | 4 |
| ▪ Conduct financial planning for District | McLennan / Nouis / Finance Committee | 3 |

2. BWSR Required Reporting

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| ▪ Produce eLink reporting requirements, including year-end financial statements and notes to the financial statements | Chisholm / Nouis | 30 |
| ▪ Produce annual plan | Nouis / McLennan / NRCS / District Supervisors | 3 |

3. Additional Program Maintenance

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| ▪ Administer, report, maintain files, process applications and perform Ag. BMP, ACUB, WCA, LWP, State Cost Share and Contribution agreements with NRCS – LSOHC, CWF | District Staff | 20 |
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4. Employee Administration

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| ▪ Conduct employee administrative duties, staff meetings, employee timesheets and files/evaluations | McLennan | 3 |
| ▪ Administer Employee Policy | McLennan | 5 |

5. Ongoing Training

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| ▪ Participate in administrative sessions | Nouis | 8 |
| ▪ Attend WCA, Buffer Law & feedlot rules training and recertification | Ringwelski / McLennan / Becker | 36 |
| ▪ Participate in training sessions and workshops as they become available | District Staff | 5 |

OBJECTIVE FOUR - (Continued...)

GOALS & ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
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6. EEO and Civil Rights

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| <ul style="list-style-type: none"> ▪ Ensure equal employment opportunities and civil rights for employees, employment applicants and program participants. | McLennan | .5 |
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7. Increase the Visibility of Morrison SWCD

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| <ul style="list-style-type: none"> ▪ Help sponsor educational programs for country schools: i.e. Water Festival, classroom presentations, outdoor classroom educational activities, Radio, Lake & River Day, Lake Assn. meetings, and Contractor training.
Maintain SWCD Website. | District Staff / NRCS Staff / County / Partners | 15 |
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| <ul style="list-style-type: none"> ▪ Submit articles to news media | McLennan / Nouis | 10 |
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| <ul style="list-style-type: none"> ▪ Work with area schools to discuss and demonstrate best management practices | McLennan / Ringwelski / Chisholm / Becker / NRCS | 2 |
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| <ul style="list-style-type: none"> ▪ Work with area and state legislators to promote environmental initiatives (conduct tour) | McLennan / TNC / Camp Ripley / BWSR / County | 5 |
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| <ul style="list-style-type: none"> ▪ Continue to promote the on-going public awareness & education activities listed below: | District Staff / NRCS Staff | 35 |
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 - WCA Training Sessions
 - WCA Contractor / Septic Designers / P & Z Staff
 - Tree Open House
 - Weekly Radio Spots
 - Township Government Training Sessions
 - Water Management Task Force
 - Lake and River Day
 - Tours and Feature Articles
 - County Commissioner Meetings
 - Elected Official Training on Land Use Decisions
 - Water Festival
 - Envirothon
 - Planning Commission Meetings
 - Board of Adjustment Meetings
 - Nitrate Clinic
 - SWCD Website
 - ACUB Annual Meeting
 - DRT Meetings
 - Website Maintenance
 - Press Releases

GOALS & ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
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OBJECTIVE FIVE:

Administer the State Cost-Share Program.

1. Program Administration

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| Administer program, take applications and supervise the installation of practices | District Staff | 10 |
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2. Fund Administration

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| Allocate funds using the following guidelines: | District Staff / Supervisors | 10 |
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| <u>Erosion Control</u> = 50% | | |
| ➤ Water & Sediment Control Basins | 15% | |
| ➤ Field Windbreaks | 5% | |
| ➤ Waterways | 5% | |
| ➤ Terraces | 5% | |
| ➤ Critical Area Stabilization | 5% | |
| ➤ Forest Stewardship | 15% | |

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| <u>Water Quality</u> = 50% | | |
| ➤ Ag Waste / Feedlots | 20% | |
| ➤ Forest Riparian Buffers | 5% | |
| ➤ Wetland Restoration | 5% | |
| ➤ Local Water Plan | 20% | |

3. Practice Installation Priority Areas

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| Practices will be installed in high priority areas located throughout the county, including but not limited to: | WCTSA / Ringwelski / Tech Staff | 20 |
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| <u>Water Erosion</u> | | |
| ➤ The Pierz Drumlin Area | | |
| ➤ The Brainerd Drumlin Area | | |
| ➤ The Elmdale Upsala Area | | |
| ➤ South of the Swan River | | |
| ➤ Mississippi River Watershed | | |
| ➤ The Brainerd Sartell Area | | |
| ➤ Little Rock Watershed | | |

OBJECTIVE FIVE - (Continued...)

GOALS & ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
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- Wind Erosion
 - City of Royalton, Bellevue Township
 - Southwest of Pierz
 - Northwest of Royalton
 - Southwest of Buckman
 - The Mississippi Sand Plain

- Water Quality
 - Along the many lakes, rivers, streams, wetlands and other protected waters, with special emphasis on impaired waters and TMDL watersheds of the County as identified by MPCA/Morrison County Water Plan

 - Areas identified in the Morrison County Water Management Plan and other water quality practices involved in the ACUB, CRP & ACUB Programs will be given a higher priority when funds are allocated.

GOALS & ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
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OBJECTIVE SIX:

Inter-Agency Cooperation and Relationships.

1. Education Partners

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| <ul style="list-style-type: none"> ▪ Conduct educational workshops and special activities to Morrison County Schools/Communities | All Agencies / All Staff | 7 |
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2. Inter-SWCD Partnerships

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| <ul style="list-style-type: none"> ▪ Share training and technical responsibilities with surrounding county SWCD personnel | All District Staff: Morrison / Todd / Wadena / Crow Wing / Benton / Mille Lacs / Cass / Stearns Counties | 3 |
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| <ul style="list-style-type: none"> ▪ Work with US Army Corp of Engineers and DNR on coordinated effort to administer the Wetland Conservation Act (WCA) | District Staff / DNR / BWSR /USCOE | 24 |
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3. Inter-Governmental Partnerships

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| <ul style="list-style-type: none"> ▪ Work with Camp Ripley, BWSR, DNR, NRCS and TNC on Army Compatible Use Buffer Initiative | McLennan / BWSR / TNC / Chisholm / Camp Ripley / NRCS | 100 |
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| <ul style="list-style-type: none"> ▪ Hold LWP Task Force Meetings | District / Land Services / DNR / BWSR / TNC / MPCA / Camp Ripley / City of LF / County Board / Royalton | 12 |
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| <ul style="list-style-type: none"> ▪ Work with all relevant groups to Secure CWF for specified initiatives | County / Cities / LWP / Other Partners / District Board / District Staff | 10 |
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4. District / Community Relationships

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| <ul style="list-style-type: none"> ▪ Work with landowners / Townships / other government units on neighbor conflict resolution | District Staff / Morrison County Courts / NRCS / Township Officials | 5 |
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GOALS & ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
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OBJECTIVE SEVEN:

The District funds will be administered using the following 2018 Budget as a guideline...

<u>RECEIPTS</u>	<u>2018 BUDGET</u>
Tree Program Income	\$ 60,000
Tree Products / S & H Fees	\$ 1,000
WCA Bank Sales Fees (BWSR) Pass-Thru	\$ 2,000
WCA Bank Sales Fees (Landowner) Pass-Thru	\$ 40,000
WCA Bank Sales Fees (SWCD)	\$ 1,500
WCA Permit Income	\$ 3,500
County Allocation	\$ 118,275
Land Services Environmental Reviews	\$ 6,000
NRBG (County Levy = \$7,018 & Local Water Plan = \$13,609)	\$ 20,627
WCA County Administration (NRBG)	\$ 30,298
ACUB Income	\$ 115,000
Buffer Grant FY17 & FY18 (Jump Start)	\$ 25,000
Local Capacity Services Grant	\$ 122,750
Conservation Delivery (Supervisor Per Diem / Exp.)	\$ 20,252
Easement Delivery (RIM T&A)	\$ 10,800
LCCMR Grant (Drainage Management) Reimbursable Only	\$ 70,000
Special Projects Income Pass-Thru	\$ 55,819
State Cost-Share Pass-Thru	\$ 22,808
Interest Income	\$ -0-
Miscellaneous Income (signs/plat books/PO/refunds, etc.)	\$ 3,000
<u>TOTAL INCOME</u>	<u>\$ 728,629</u>

<u>EXPENSES</u>	<u>2018 BUDGET</u>
Employee Wages (Including: Drainage Buffer Tech. & 2 Temps.)	\$ 351,723
FICA (Employer: Medicare/Soc. Sec.)	\$ 29,419
Health Care Savings Plan	\$ 3,177
PERA (Employer)	\$ 20,811
Taxable Fringe	\$ 50,849
Supervisor Compensation	\$ 6,000
Audit Expense	\$ 2,700
Capital Outlay	\$ 12,000
Computer Expenses	\$ 15,000
Employee / Training / Internet Reimb. Expense	\$ 2,000
Insurance & Bonds Expense	\$ 8,200
Licenses & Dues Expense	\$ 4,500
Miscellaneous Exp. (signs/plat books/PO/refunds/RIM Monitoring)	\$ 1,000
Office Expenses (Tele/Internet/PO)	\$ 8,000
Office Rent Expense	\$ 11,250
Office Supplies Expense	\$ 6,000
Supervisor Expense	\$ 2,000
Vehicle Repairs / Gas Expense	\$ 4,000
Tree Program Expenses	\$ 40,000
Water Plan Expenses	\$ 3,000
WCA Bank Sales Fees (BWSR) Pass-Thru	\$ 2,000
WCA Bank Sales Fees (Landowner) Pass-Thru	\$ 40,000
ACUB Expense Pass-Thru BWSR Reimb.	\$ 20,000
Buffer Grant (Jump Start)	\$ -0-
Local Capacity Services Grant Exp.	\$ -0-
LCCMR Grant Exp. (Drainage Management)	\$ -0-
RCPP (Sentinel Landscape)	\$ -0-
Buffer Cost Share Exp.	\$ -0-
LCCMR Grant Exp.	\$ 50,000
Special Project Expenses Pass-Thru	\$ 20,000
State Cost-Share Expenses Pass-Thru	\$ 15,000
<u>TOTAL EXPENSES</u>	<u>\$ 728,629</u>