



North St. Louis Soil & Water Conservations District Two-Phase Recovery Plan 8/1/2014 – 12/31/2015

July 1, 2014

Governance:

The North St. Louis Soil & Water Conservation District (NSL SWCD) is organized under the provisions of Minnesota Statutes Chapter 103C and is governed by a Board of Supervisors composed of five members nominated by voters of the District and elected to four-year terms by the voters of the County.

Purpose:

The purpose of the NSL SWCD is to assist land occupiers in applying practices for the conservation of soil and water resources as defined under Soil and Water Conservation Policy MS 103A.206.

Funding:

NSL SWCD operations are currently funded through conservation tree sales, fees for service, and direct support from the County and State.

Partnerships:

The NSL SWCD works closely with organizations and agencies to leverage local, state and federal resources in an effort to meet the conservation needs of local landowners including educational, technical, and financial assistance. Key partners include St. Louis County, the Minnesota Board of Water and Soil Resources (BWSR), St. Louis County Planning and Development, City Planning Departments, Minnesota Department of Natural Resources (DNR), Minnesota Pollution Control Agency (MPCA), and the USDA Natural Resources Conservation Service (NRCS).

Operational Status:

The NSL SWCD currently consists of four active board members from Districts 1, 2, 4 and 5 and one vacant seat in District 3. Current terms for Districts 1 and 3 are due to expire on December 31, 2014 and will be included in the November election.

Due to financial constraints, the NSL SWCD does not currently have office space and does not employ administrative or technical staff. Through St. Louis County Planning and Development, temporary office space and interim wetland services are being provided. With the assistance of the BWSR and Koochiching SWCD, the NSL SWCD has been able to retain basic administrative and financial operations as well as develop the following recovery plan.

Reorganization and Recovery:

The following two-phase recovery plan contains specific objectives and expected outcomes intended to fully restore district operations and enhance service delivery to local landowners and partners. The NSL SWCD Board is committed to working with the County and other partners to implement this plan to ensure long term success and sustainability.

PHASE 1

August 1 – December 31, 2014

Objectives/Tasks:

Expected Outcomes:

1. District Office

A. Office Space:

1. Work with the County to find suitable office space. Possible solution: move to former office in Northland Building which still has signage. Due to financial limitations, request rent be waived and treated as supplemental support.

Provide location for district operations and landowner assistance; facilitate SWCD/County partnership.

B. Communications:

1. Work with the County to provide telephone and internet service. Due to financial limitations, request fees be waived and treated as supplemental support.

Enable District outreach and communications with the public and partners; enable electronic communication, coordination, and reporting with local, state and federal partners.

2. District Administration

A. Board Governance:

1. Hold regular monthly NSL SWCD Board meetings on the second Monday of each month at 10:30 am; invite at least one County Commissioner to attend monthly meetings.

Ensure District governance and compliance; ensure recovery plan implementation; improve public awareness and partnerships; improve communication regarding district priorities and projects.

B. Office Administration:

1. Contract with the Koochiching SWCD to provide part-time District Administrative services.
2. Purchase office supplies & services necessary to the district's operation.

NSL SWCD Board support; financial management and mandated reporting compliance; partner communication and coordination.

Expenses associated with general office supplies, website maintenance, storage unit, cell phone, postage, PO box, fuel, and other miscellaneous support.

3. District Services

A. Interim Technical Services :

1. Subcontract to provide technical and administrative assistance on state cost-share practices

Financial and technical assistance to landowners for the installation of conservation practices.

- | | |
|--|--|
| <p>2. Distribute cost-share to landowners for approved contracts</p> | <p>Financial assistance provided to local landowners or land occupiers to offset the costs of installing conservation practices that protect and improve water quality by controlling soil erosion and reducing sedimentation.</p> |
| <p>3. Continue working with the St. Louis Planning and Development office to provide interim wetland assistance to landowners until SWCD can hire technical staff in 2015.</p> | <p>Continued wetland assistance to landowners.</p> |

B. Subcontracts:

- | | |
|---|---|
| <p>1. Subcontract with the Koochiching SWCD to provide administrative and technical services for existing CPL Grants (Conifer Enhancement and Orr Area Trout Stream Restoration).</p> | <p>Ensure grant administration and reporting; achieve objective outcomes as outlined in project plan. (NOTE: this grant is reimbursable so must have cash on hand to pay bills and request reimbursement)</p> |
| <p>2. Subcontract with the Koochiching SWCD and Lake SWCD to provide administrative and technical services for the MPCA Civic Engagement and WRAPS contract.</p> | <p>Ensure grant administration and reporting; achieve objective outcomes as outlined in work plan; provide income to the NSL SWCD. (NOTE: this grant is reimbursable so must have cash on hand to pay bills and request reimbursement)</p> |
| <p>3. Subcontract to complete Conifer Release CPL grant.</p> | <p>Achieve objective outcomes as outlined in work plan. (NOTE: this grant is reimbursable so must have cash on hand to pay bills and request reimbursement)</p> |

4. Debt Recovery

A. Outstanding Debt:

- | | |
|--|--------------------|
| <p>1. Pay total settlement for early lease termination.</p> | <p>Debt relief</p> |
| <p>2. Pay outstanding unemployment insurance paid to former NSL SWCD staff</p> | <p>Debt relief</p> |

District Operations and Projects
8/1 to 12/31/2014

Projected Revenue:	Budget
Spendable Cash available on 8/1/14	\$ 4,000.00
CPL Cash Match on Hand (Conifer Enhancement)	\$ 5,000.00
County Allocation - District Services	\$ 20,000.00
County Allocation - Recovery Plan Implementation	\$ 29,000.00
BWSR Cost Share FY14	\$ 8,550.00
BWSR Cost Share FY15	\$ 8,550.00
BWSR Conservation Delivery FY15	\$ 18,789.00
State Contracts	
MPCA Civic Engagement	\$ 20,137.14
Orr Area Trout Stream	\$ 734.39
Conifer Enhancement	\$ 937.50
MCIT Dividends	\$ 770.00
Total	\$ 116,468.03

Projected Expenses:	
Rent	\$ 18,000.00
Unemployment	\$ 16,848.00
Rent - New Office	\$ 400.00
Telephone/IT Services	-
PO Box (7/1 - 12/31/2014)	\$ 34.00
Cell phone	\$ 400.00
Telephone (Century Link)	\$ 343.31
Storage Locker Fees	\$ 375.00
Website Fees (10/2-1/2/2015)	\$ 44.58
Fuel	\$ 250.00
Postage	\$ 100.00
Office supplies	\$ 250.00
BWSR Cost-Share projects	\$ 13,680.00
Subcontractors:	
District Administration	\$ 10,000.00
Technical Services	\$ 3,420.00
MPCA Civic Engagement	\$ 13,264.00
Orr Area Trout Stream	\$ 734.39
Conifer Enhancement	\$ 5,937.50
Board per diems/exp	\$ 4,000.00
Miscellaneous Expenses	\$ 500.00
Personnel (wages, fringe)	-
Total	\$ 88,580.78

PHASE 2

January 1 – December 31, 2015

Objectives/Tasks:

Expected Outcomes:

1. District Office

A. Office Space:

1. Work with the County to remain in designated office space. Request rent be waived and treated as supplemental support.

Provide location for district operations and landowner assistance; facilitate SWCD/County partnership.

B. Communications:

1. Work with the County to continue providing telephone and internet service. Request fees be waived and treated as supplemental support.

Enable District outreach and communications with the public and partners; enable electronic communication, coordination, and reporting with local, state and federal partners.

2. District Administration

A. Board Governance:

1. Hold regular monthly NSL SWCD Board meetings on the second Monday of the month at 10:00 am and invite at least one County Commissioner to attend monthly meetings; participate in ongoing education opportunities; attend committee/partner meetings as necessary.

Ensure District governance and compliance; ensure continued recovery plan implementation; improve public awareness and partnerships; ongoing education and partner cooperation.

B. Office Administration:

1. Continue contracting with the Koochiching SWCD from 1/1 - 4/30/2015 to provide training and guidance for new District Administrator.
2. Develop position description for District Administrator. Suggest seeking assistance from County and other SWCD staff experienced with personnel development.

Ensure proper training in District financial and grant management; provide support and guidance for District operations, procedures, and compliance.

Create comprehensive position description with clear job duties and performance expectations.

- | | |
|---|---|
| <p>3. Hire District Administrator qualified in administrative and supervisory skills as outlined in job description. Suggest including County and other SWCD staff experienced in hiring. Target date 4/1/2015.</p> | <p>Qualified District management and staff oversight; administrative support to the NSL SWCD Board; regular communication with County staff; semi-annual updates to the St. Louis County Board of Commissioners; annual activity report and budget request to County.</p> |
| <p>4. Provide training opportunities for administrative and technical staff; support ongoing staff education and training on annual basis.</p> | <p>Ensure staff qualifications to perform job duties; create and improve staff support network.</p> |
| <p>5. Purchase office supplies & services necessary to the District's operation. Maintain MCIT insurance coverage.</p> | <p>Expenses associated with general office supplies, website maintenance, storage unit, cell phone, postage, PO box, fuel, projects, insurance, and other miscellaneous support.</p> |

3. District Services

A. Subcontracts:

- | | |
|---|---|
| <p>1. Continue to subcontract with the Koochiching SWCD to provide administrative and technical services for existing CPL Grants (Conifer Enhancement and Orr Area Trout Stream Restoration).</p> | <p>Ensure grant administration and reporting; achieve objective outcomes as outlined in project plan (NOTE: this grant is reimbursable so must have cash on hand to pay bills and request reimbursement)</p> |
| <p>2. Continue to subcontract with the Koochiching SWCD and Lake SWCD to provide administrative and technical services for the MPCA Civic Engagement and WRAPS Support contract.</p> | <p>Ensure grant administration and reporting; achieve objective outcomes as outlined in work plan; provide income to the NSL SWCD. (NOTE: this grant is reimbursable so must have cash on hand to pay bills and request reimbursement)</p> |

B. Technical & Educational Services

- | | |
|--|--|
| <p>1. Develop position description for resource conservationist. Suggest seeking assistance from County and other SWCD staff experienced with personnel development.</p> | <p>Create comprehensive position description with clear job duties and performance expectations.</p> |
|--|--|

- | | |
|--|--|
| <p>2. Hire resource conservationist qualified in technical skills as outlined in job description. Suggest including County and other SWCD staff experienced in hiring. Target date 4/1/2015.</p> | <p>Qualified technical assistance and project support including WCA and Cost Share program.</p> |
| <p>3. Distribute cost-share to landowners for approved contracts</p> | <p>Financial assistance provided to local landowners or land occupiers to offset the costs of installing conservation practices that protect and improve water quality by controlling soil erosion and reducing sedimentation.</p> |
| <p>4. Develop and implement the District's 2015 Annual Plan of Work to provide educational and technical services consistent with the District's mission.</p> | <p>Targeted educational efforts and technical assistance on programs and projects as defined in the District's Annual Plan including Annual Tree Sale; improved public awareness and support.
(Vehicle/Education/Tree Stock)</p> |

C. Charges for Services:

- | | |
|--|---|
| <p>1. Apply for new state contracts consistent with the District's mission as approved by the Board (i.e.: MPCA Civic Engagement and WRAPS Support, etc.)</p> | <p>Ensure agency cooperation and financial support; provide additional means for long-term District capacity and project implementation.</p> |
| <p>2. Apply for new project grants to address landowner, District, and/or County identified needs as approved by the Board (i.e.: Orr Area Trout Stream / Conifer Enhancement, etc.)</p> | <p>New and enhanced partnerships; implementation of special projects targeting natural resource management including water quality improvement and enhancement.</p> |
| <p>3. Explore/develop "Fees for Service" opportunities as approved by the Board (i.e.: project application fees, GIS mapping, aerial photos, technical site visits, etc.)</p> | <p>Provide additional funding for District operations.</p> |

District Operations and Projects
1/1 to 12/31/2015

Projected Revenue:	Budget
County Allocation - District Services	\$ 40,000.00
NRBG - WCA Transfer from County	\$ 9,000.00
BWSR Cost Share FY16	\$ 8,550.00
BWSR Conservation Delivery FY16	\$ 18,789.00
State Contracts:	
MPCA Civic Engagement	\$ 67,123.80
Orr Area Trout Stream	\$ 2,203.18
Conifer Enhancement	\$ 2,812.50
Charges for Services:	
Tree Sales	\$ 14,000.00
 Total	 \$ 162,478.48
 Projected Expenses:	
Unemployment	\$ 14,048.00
Rent	\$ 2,200.00
Telephone/IT Services	-
PO Box	\$ 70.00
Cell phone	\$ 900.00
Storage Locker Fees	\$ 900.00
Website Fees	\$ 200.00
MCIT Insurance	\$ 3,500.00
Fuel	\$ 1,500.00
Vehicle/Equipment Maintenance	\$ 500.00
Postage	\$ 250.00
Printing	\$ 500.00
Education Supplies/Awards	\$ 500.00
Supplies	\$ 750.00
Tree Stock	\$ 6,000.00
BWSR Cost-Share projects	\$ 6,840.00
Subcontractors:	
Administrative support	\$ 10,000.00
MPCA Civic Engagement	\$ 44,213.60
Orr Area Trout Stream	\$ 2,203.18
Conifer Enhancement	\$ 2,812.50
Board per diems/exp	\$ 12,000.00
Staff Training	\$ 4,000.00
Miscellaneous Expenses	\$ 500.00
Personnel (wages, fringe)	\$ 59,357.46
 Total	 \$ 159,696.74