



January 31, 2011

Kennebec County Soil & Water Conservation District

Maine Department of Agriculture Report

Included are the following:

REPORTS ON THE PAST YEAR

Report of 2010 Activities

Report of 2010 Income and Expenses

PLANS FOR THE COMING YEAR

Budget for 2011

Annual Plan Of Operations -- 2011

Board Of Supervisors

As of 1/2011

Linda Leotsakos, Chair (since 4/2008) [currently elected, term starting 1/09]

Dan Tibbetts (since 1/2000) [currently appointed, term starting 1/09]

Marianne Hubert (since 1/1999) [currently appointed, term starting 1/11]

Clif Buuck (since 1/2008) [currently elected, term starting 1/11]

Tom Doore (since 1/2010) [currently serving a 2 year elected term starting 1/11]

Associate Supervisors

Ted Sparrow*

Chad Arms*

Judd Thompson (Past Supervisor)

* indicates active/attended any meetings during 2010

At the end of 2010, Tom Doore, who had been appointed until the 2010 election was elected to complete the final two years of that three year term of office. His term will run through 12/31/2012.

Kennebec Soil & Water Conservation District
21 Enterprise Dr. #1 Augusta, Maine 04330
Tel: (207) 622 – 7847 ext. 3 Fax: (207) 626 - 8196
www.kcswcd.org

As of 1/1/2011

Supervisors

Linda Leotsakos
105 Dr. Mann Rd.
Chelsea, ME 04330
622-0053
Supervisor since 12/2008. Elected for full term 3 year term starting 1/2009

Marianne Hubert,
53 Sherwood Lane
Vassalboro, ME 04989
873-1601
Supervisor since 1/1/1999 Reappointed to 3 year term starting 1/1/2011

Tom Doore
49 Pleasant Hill Rd.
Augusta, ME 04330
622-7800
Supervisor since 1/1/2010 appointed for one year. Elected for two year term starting 1/1/2011..

Clif Buuck
36 Bean's Mills Rd
Readfield, ME 04355
685-9988
Supervisor since 1/1/2008 Elected to 3 year term starting 1/1/2011

Dan Tibbetts
268 Reed Rd.
Windsor, ME 04363
445-2947
Supervisor since 1/1/2000 Appointed to 3 year term starting 1/1/2009

Associate Supervisors*

Rob Mohlar, Past Chair
51 Beaver Dam Rd.
Readfield, Maine 04355
685-9109
Became Associate 1/2009

Judd Thompson
36 Sunrise Dr.—Past Supervisor
S. China, ME 04358
445-4549
Became Associate 1/2004

Ted Sparrow
253 Whitefield Rd.
Pittston, ME 04345
582-2213
Became Associate 1/2008

Chad Arms
17 Cushnoc Rd.
Vassalboro, ME 04989
623-9389

*Any Associate Supervisor may vote if needed for a quorum

District Employees

Josh Platt,

Dale Finseth
Watershed Project
Field Staff

Art Grindle
Executive Director

GIS Specialist

NPS Fieldwork

Hallowell, ME
622-7847 ext. 3
josh@KCSWCD.org

Gardiner, ME
622-7847 ext. 3
dale@KCSWCD.org

Fairfield, ME
622.7847 ext. 3
agrindle@KCSWCD.org

2010 Standing Committees

Executive Committee

Chair: Linda Leotsakos

Treasurer: Ted Sparrow,
Marianne Hubert – Vice/Past Chair

Conservation, Publicity and Education Committee

Finance Committee

Legislative Committee

Personnel Committee:

Other than the Executive Committee, the standing committees listed above do not have standing membership nor do they meet regularly.

The District chooses to address the issues of these committees by appointing various part-time and *ad hoc* committees. Committees are therefore focused upon a specific task with a specific timeframe. It has also served the District well as a means to involve the appropriate staff, Supervisors, Associates and others as the need arises.

Committee Representatives

MACD District Director: Marianne Hubert remains our representative to MACD. Representation at Dept. of Ag. Advisory Committee is not assigned, but identified prior to any meeting.

RC&D Representative: Linda Leotsakos or Dale Finseth

NRCS Technical Committee: Dan Tibbetts

Financial Review(s)

During 2010 the Kennebec District did not have a Financial Review of the previous fiscal year. The last Financial Review was for the 2008 year and is at the District office.

Statement of 2010 finances



Finances 2010

fiscal year is January 1st thru December 31st

Income			
Starting balances as of 1/1/2010	\$	48,878	
DEP Stormwater Comp/Remediation Funds		3,750	
State Ag funds		17,500	
County funds [150% norm due to County FY change]		7,200	
Grant payments received [large ongoing]		56,122	2010 cash income
Subgrant work [for other groups, organizations, associations]		4,774	\$ 213,992
Other project income [GIS, individual TA, etc.]		99,535	
Tree, composter, trout & wreath income		23,021	
Donations & sponsorship, etc. + reimbursements		2,010	
Workshops		0	
Interest income		79	
TOTAL annual INCOME 2010		\$ 262,869	
plus accts receivable as of 12/31	\$	5,234	\$ 268,103
Expenses			
office and other space rent	\$	-	
personnel (wages, insurance, taxes, etc.)	\$	138,458	
staff and other training expenses	\$	165	
consultation not grant related	\$	600	
office and other supplies	\$	1,110	
mileage and other travel expenses	\$	5,833	
postage and printing	\$	7,835	
communications i.e. phone, internet, website	\$	(126)	
grant construction and other conservation payments	\$	37,998	
other project expenses including workshop costs	\$	12,209	
tree/shrub, composter, trout & wreath payments	\$	18,405	
supervisor expenses i.e. annual mtg., etc.-MACD du	\$	1,370	
marketing and advertising expenses	\$	-	
other District expenses	\$	1,162	
banking fees, etc.		205.46	
TOTAL annual EXPENSES 2010		\$ 225,225	
plus bank balances as of 12/31	\$	32,578.00	
plus estimated accts. payable as of 12/31	\$	6,500.00	
			\$ 264,303
<p>During this same year, FFY 2010 the Augusta Service Center of NRCS obligated \$995,985 for conservation work through their USDA programs.</p>			

The \$225,000 spent by the Kennebec District in 2010 generated another \$106,000 of matching income, for a total of \$331,000 used to further the District's conservation work!

2011 Proposed Budget



Kennebec County Soil & Water Conservation District

Proposed Budget for 2011

fiscal year is January 1st thru December 31st

Income

Starting balance as of 1/1/2011	\$ 32,578
DEP Remediation funds to spend in 2011	\$ 15,000
State funds	8,750
County funds	4,800
Large grant payments	169,000
Sub grant work for others, payments expected	32,600
Workshop income	4,000
Other small project income includes TA, GIS etc	20,000
GIS specific	6,000
Tree/shrub, trout, wreath, bulb income	25,000
Misc income [donations, reimb, match, etc.]	2,000
Interest income; minus bank fees	0

Includes StormWtrComp \$15,580
Savings \$11,847 &
Checking \$5,151

\$ 287,150

new income during 2009

State & County funds plus **net** income from sales are used to provide non-grant funded conservation work.

NEW INCOME = \$ 287,150 plus beg. bal = \$ 319,728

Expenses

office and other space rent	\$200
personnel (wages, insurance, taxes, etc.)	\$130,000
staff and other training expenses	\$200
consultation not grant related i.e. audit, legal, computer, etc.	\$2,500
office and other supplies	\$500
mileage and other travel expenses	\$4,000
communication costs (phone, network, internet, web, etc.)	\$500
postage and printing	\$3,000
grant construction and other conservation payments	\$90,000
other project payments for conservation work incl. workshops	\$30,000
tree/shrub, trout, wreath & bulb expenses	\$19,000
supervisor expenses including annual mtg., etc.	\$200
marketing and advertising expenses	\$150
other District expenses including assets	\$1,500
dues and memberships (MACD)	\$1,350

Expenses expected in 2011

TOTAL EXPENSES \$ 283,100

PLUS bank balances expected at end of 2010 \$ 36,628

Used to pay grant and other "accounts payable" obligations.

This will include grant funds set aside for 2012 expenses.

\$ 319,728

Kennebec County Soil and Water Conservation District **2010 Achievements**

The following is a brief review of Kennebec District Conservation Projects during 2010. This report provides some idea of the many projects the Kennebec District works with. It also includes a list of the municipalities that have some property within each project's boundaries. All numbers are through 12/31/2010.

Cobbossee Watershed Basin subwatersheds

Winthrop, Readfield, Mt. Vernon, Fayette, Litchfield, Richmond, W. Gardiner, Monmouth

Pleasant Pond NPS Abatement Project-Phase 2; 4/08 to 12/09 DEP funded

This project was the follow-up phase from the previous DEP project with similar goals. It will help restore the water quality of Pleasant Pond, which still does not attain Maine water quality standards because of phosphorus concentrations and water quality problems. [COMPLETED IN 2010]

Cobbossee Stream Watershed Survey Project 4/09—10/10 DEP funded

This project completed a watershed survey for purposes of identifying NPS site locations and possible BMP's to address the source of Non Point Source erosion and sediment. Field work was done in 2009 and the report was completed in early 2010. [COMPLETED IN 2010]

Wilson Pond and Annabessacook Lake Projects - DEP Funding

The KENNEBEC DISTRICT provided technical Assistance to the Cobbossee Watershed District for the provision of NPS conservation work as part of their DEP 319 projects on both of these watersheds. The mapping work was completed in early 2010. [COMPLETED IN 2010]

Androscoggin Watershed Basin subwatersheds

Wayne, Mt. Vernon, Fayette,

The Kennebec District partnered with the 30 Mile River Watershed Association in their successful 319 application to produce a watershed survey in two of the subwatersheds in their area. Most of that assistance will be provided in 2011 when they carry out the survey.

Belgrade Lakes Watershed Basin subwatersheds

Oakland, Belgrade, Rome, Mt Vernon + Smithfield

Long Pond Watershed Based Plan — DEP Funding

THE KENNEBEC DISTRICT served as the financial manager for the development of a Watershed Based Plan for the Long Pond and Great Pond watersheds. The BRCA provided guidance for the work done by Forrest Bell Environmental. WORK WAS COMPLETED IN 2009 BUT FINAL PAYMENTS DID NOT OCCUR UNTIL EARLY 2010

Long Pond NPS Reduction Project – DEP 319 Funding –

THE KENNEBEC DISTRICT provided Technical Assistance to the Belgrade Regional Conservation Association for the provision of NPS conservation work as part of their DEP 319 Project on Long Pond. TA for this project was completed in 2010 and assistance was provided to BRCA to complete their DEP report. [COMPLETED IN 2010]

Long Pond & Great Pond TA for the BRCA and others —

THE KENNEBEC DISTRICT provided Technical assistance for various landowners and directly for the BRCA during the 2010 field season on an hourly basis. This included assistance with permit applications, erosion control BMP's and LakeSmart reviews.

Sebasticook River Watershed and subwatersheds

Pattee Pond 319 Project DEP — DEP Funding —

Conservation work in this watershed was done through an agreement with the Town of Winslow and the Pattee Pond Association. The Kennebec District provided the technical assistance, modeling and reporting services for the Town of Winslow and their management of the 319 NPS grant which started in 2010 and will be completed in 2011. Most of the construction work was completed in 2010 with final completion expected in 2011.

China Lake & Webber Pond Watersheds

China, Windsor, Vassalboro, Augusta

Conservation work in these watersheds was done through an agreement with the China Regional Lakes Alliance. The Kennebec District provided various technical and reporting services for the CRLA in order for them to manage their own DEP grants and other work done in the watershed based upon municipal funding. Addition work included providing TA for the Phase II China Lake 319 project , reporting to complete the final report for that DEP project, and TA in other watersheds funded directly by CRLA.. WORK IS ONGOING THROUGH AN AGREEMENT WITH THE CRLA

THE KENNEBEC DISTRICT also provided planning and TA in the Webber Pond watershed using Stormwater Compensation Funds. Currently work is planned for a campground site in that watershed addressing erosion and phosphorus runoff issues.

Togus Pond Watershed Augusta, Windsor, Chelsea

Togus Pond 319 Project DEP funded—

Conservation work in this watershed was done through an agreement with the City of Augusta and the Togus Pond Association. The Kennebec District provided the technical assistance, modeling and reporting services for the City of Augusta and their management of the 319 NPS grant which started in 2008 and 2009. Final reporting is scheduled for 2010. WORK WAS COMPLETED IN 2009. REPORTING WAS COMPLETED IN 2010

Bond Brook Watershed Augusta, Manchester, Sidney

The Kennebec District worked with the City of Augusta regarding conservation work planned for a City park along Bond Brook. Work included TA and site review and permitting work with City for the site. That project is being continued in 2011.

Kennebec River Initiative Corridor Phippsburg to Moosehead Lake.

The Kennebec River Initiative was relatively inactive in 2010. The KENNEBEC DISTRICT did work with conservation partners to complete a habitat barrier survey in the Merrymeeting Bay watershed. Field work was completed of road crossings and impoundment barriers and most mapping was completed in 2010. The final reports and analysis of barriers and the impact of barrier removal will be completed in early 2011. Partners in the Kennebec Barrier Survey include, Kennebec Estuary Trust, Andy Valley SWCD, and the Sheepscot River Watershed Council. Funding for the project included the Gulf of Maine Council, Natural Resources Council of Maine, and the Casco Bay Collaborative.

Energy Grant(s) Kennebec County farm energy audit project & Harvesting Clean Energy

October/07—December/09

The Farm Energy Audit project provided energy audits to farmer's in Kennebec County and assisted them in adopting energy conservation practices. Over 30 energy audits were completed through the project. Energy saving equipment was purchased and farmer practices were established. ENERGY AUDIT WORK WAS COMPLETED IN 2009 and FINAL REPORTING WAS DONE IN EARLY 2010.

In October, 2010 the Kennebec District was awarded the "Harvesting Clean Energy" project from the USDA Rural Development program. Services were started in 2010 and will continue throughout most of 2010 to assist rural businesses adopt solar thermal hot water technology in order to help address their energy needs. These projects

lead to the Kennebec District's partnership in the Farm Energy Partners Network and expanded District staff work into the neighboring counties. The work done outside Kennebec County has been accomplished in partnership with our surrounding SWCD's.

GIS Mapping services

This is now an established program within the District's mix of services. Identified below are examples of the type of mapping services we did in 2010.

- Readfield tax map updates.
- Mapping and site analysis for permit application services provided to customers.
- Mapping services for planner and consultant work with towns focused on Comprehensive and Open space plans.
- Miscellaneous foresters and land managers
- Mapping for one Phase I Environmental Site Assessments.
- Mapping for Land Use Assessment.
- All Kennebec District Watershed Projects receive GIS support for mapping NPS sites and providing watershed analysis.

Conservation Assistance to Municipalities & Regional Conservation Groups

The District continued providing much more TA and other services to local conservation groups and municipalities during 2010. This assistance ranged from assistance with permit applications and erosion control plans to mapping for municipal planning activities.

The following District projects are not limited by any grant imposed boundaries and reflect additional conservation efforts made by the Kennebec District

Maine State High School Envirothon competition

- Mid-coast regional Envirothon was held at Unity College with 13 teams ≈90 people.
- State Envirothon - Bangor, ME at Husson College ≈125people

Maine Farm Days – two day farm & conservation demonstration open to the public and organized annually in central Maine. In 2010 it was in Leeds and the Andy Valley SWCD took the lead.

- Number attending Maine Farm Days ≈ 2,000-2,500 attending

Workshops for technical assistance and public education

Workshops/presentations = Misc. Energy Audit Training (65)+ District Day @ Hall of Flags (120) +Solar Thermal workshop at T Sparrows farm (25) + NE Organic Dairy Producers Alliance Field Days at MOFGA (20), NE Regional SWCD conference in Ptd (30) +Belgrade Region Conservation Assoc. public presentations on writing soil & erosion control plans (30) + Maine Municipal Assoc. Convention (100) + Ag Trade Show w/Maine Rural Partners (350)

- Approximate number of people attending ≈ 6-800 people

The Kennebec District also provides technical assistance and 'Fee for Service' conservation work to individuals and organizations. These services are paid for and can be provided anywhere in the area.

- Our District TA services include a number of activities focused on Soil & Erosion Control. Services range from "Third Party Inspections" and Phase 1 Environmental Site Assessments to assisting people with developing permit applications as required by municipal and State agencies. We also help with erosion control BMP designs and installation in addition to GIS mapping services. These services are available throughout the County and are provided to those developing a project mandating such independent review in order to meet DEP or municipal regulations. Throughout the year we nearly always have at least one being done.
- Contractor Certification reviews inspecting contractor erosion control measures for contractors to become DEP "certified". Approximately 6 contractor/contractor companies were certified in

2010.

- Kennebec District sales - The 2009 sales were combined with Somerset County. The Kennebec portion of sales are listed below.
 - 119 people ordered trees plus 100 people purchased at the “leftover” sale = 229 tree customers. 2,852 plants sold + 800 left over plants sold ≈3,650.
 - 7 Trout customers purchased 335 Brook Trout
 - Approximately 52 composters and rainbarrels sold in 2010
 - We had 32 bulb customers.
- **LakeSmart reviews for people to become certified as “conservation models”**
 - In 2007 the Kennebec District arranged to have the LakeSmart reviews done by a representative of the Belgrade Regional Lakes Association (BRCA) and the China Regional Lakes Alliance (CRLA). In 2010 The Kennebec District assisted the BRCA and the CRLA to complete their LakeSmart reviews during the 2010 field season.

Other Specific Conservation Efforts

Outreach

- Published the **Conservation Times** four times throughout the year. The mailing list remains at about 3,600 total with approximately 2,400 people in Kennebec and 1,100 in Somerset. Of that total, 300-500 receive the newsletter electronically.
- Further developed the District website. In 2006 we had about 3,200 hits. In 2007 we had over 3,900 hits. In 2008 we had about 3250 hits . In 2009 we had about 3,720. In 2009 we included pages on our website for the KRI project, Maine Farm Days, and the Merrymeeting Bay Trails Initiative. In 2010 we had about 3,210 hits.
- In cooperation with Time & Tide-RC&D, produced and distributed approximately 7,000 Ag Maps that identified farm stands and other local sales of Kennebec County agricultural products.
- Visited town offices in county and stocked brochures and informational flyers. Met with Fayette selectpersons to identify TA and other conservation work.
- Submitted a weekly conservation article for the *Summertime in the Belgrades* weekly newspaper throughout the summer.
- Have representatives who were either members or attended the following:
 - Time and Tide Board
 - CRLA Board of Directors
 - MACD Education & Envirothon Committee
 - NRCS State Technical Committee
 - MACD Employee Committee
 - MACD State meetings
 - Farm Energy Network
 - DEP Camp Road workgroup to report to the legislature
 - Spring Running Planning Group
 - Boating and Fishing Strategic Planning Committee.
 - Miscellaneous Lake, Pond and Road Associations.
- Provided District materials at the Kennebec Celebration Festival in June, 2010.
- Provided District materials at the Maine Ag Show in January, 2010
- In cooperation with Time & Tide attended and displayed at the Common Ground Fair in Unity/Thorndike.
- Attended and displayed SWCD outreach to municipalities at the Maine Municipal Convention in October, 2010.

Education

- District staff helped coordinate and volunteered at State Envirothon which was held at the

Unity College in Unity.

- Prepared materials and staffed various fairs and community gathering with District and conservation materials.

District Capacity Building—Grants, Finances, Planning & District Development

- Staff attended workshops and/or training on:
 - Solar Thermal Energy installation (Art)
 - PUC training on alternative energy and energy conservation issues (Art)
 - Miscellaneous DEP soil erosion, sedimentation and stormwater control training including the Watershed Roundtable, Gravel Road maintenance and Road Association issues, and other larger workshops. (Art, Josh)
 - Maine GIS users group roundtable.
- District Supervisors and Associate Supervisors attended workshops, conferences, etc. including:
 - Summer MACD meeting with workshops.
 - Winter MACD meeting
- 2010 elections were completed with Clif Buuck elected to a 3 year term and Tom Doore elected to complete the final 2 years of a 3 year term.
- In 2010 no new DEP grants were started by the Kennebec District. Two were completed for other organizations we work for [CRLA and Togus Pond]. One was started [Pattee Pond].
- Strategic Planning—The GIS portion of the Kennebec District services was stable with a number of regular GIS mapping customers including local municipalities. The agreement with Readfield has been continued to maintain and update their electronic tax maps and other mapped features.
- The Kennebec District continued to expand energy related technical assistance to some neighboring counties and more broadly by working with the Farm Energy Partners Network.
- The Energy Audit grant was completed in 2010 and another energy grant focused on Solar Thermal Energy was started in late 2010.
- In 2010 the Kennebec District expanded its work with the China Regional Lakes Alliance [CRLA] to include coordination of its Youth Conservation Corps and writing gravel road maintenance plans in those watersheds.

THE FOLLOWING ARE NEW PROJECTS/GRANTS STARTING IN 2012

- Long Pond 319 Project TA for the Belgrade Regional Conservation Assoc.

NEW THIS YEAR —

STATE AGENCIES WHICH THE KENNEBEC DISTRICT ASSISTS THROUGHOUT THE YEAR FOR NO FEE. THIS WORK IS SUPPORTED BY THE FUNDS RECEIVED FROM THE MAINE DEPT. OF AGRICULTURE.

- Maine Dept of Agriculture
 - Yardscaping workgroup, Farm Energy Partners Network, Planning Team for Renewable energy projects and conservation
- Maine Dept of Environmental Protection
 - Committee membership and workgroups on Stormwater management and NPS erosion control.
 - Assist with development and distribution of training materials i.e. Gravel Road Manual, arrange trainings and staffing workshops

- Assist with specific TA on Gravel Road Assoc. development and LakeSmart TA.
- Maine Dept of Conservation
 - Serve on specific Committee's i.e. boating and fishing access
 - Provide outreach and workshops for Forest Service and assist with grant work i.e. Kennebec Woodlands Partnership.
- Maine Dept. of Marine Resources—Bureau of Sea Run Fisheries
 - Assist with sea-run habitat restoration i.e. Salmon Restoration and alewife barrier removal.
- Maine Dept. of Inland Fisheries and Wildlife
 - Assist with Educational programs offered at IF&W sites.
 - Partnered with brook trout reestablishment project.
 - Guarantee habitat review for conservation work on shoreland.
- Maine Public Utilities Commission
 - Member of Efficiency Maine workgroups and partner for energy conservation
 - Provide training for Efficiency Maine sponsored activities.
- Maine Dept. of Transportation
 - Assist with culvert replacement work.
 - Partner with the use of other grant funds to subsidize DOT construction costs.
- Maine State Planning Office
 - Assist municipal planning initiatives.
 - Provide information for and develop outreach for Waste Management and Recycling projects.

January

- Complete financial activity in order to close the 2010 fiscal year & prepare for audit/reporting.
- Ag Show on 11-13th —shared space with other Maine SWCD's.
- Prepare MACD annual report for legislature and District Day at Hall of Flags.
- MACD District Day in Hall of Flags on 25th.
- Elect officers and committee representatives, and review committee responsibilities.
- Submit annual report, budget, & Annual Plan of Operations [APO] to Dept. of Ag. Due Feb 1st.
- Prepare & send out any 1099 forms as required.
- Negotiate/document employee agreements documenting salary, benefits, etc. for the year.
- Annual staff reviews as needed.
- Assist with Ag Map producers for 2011 edition. Work with the Time & Tide RC&D Council.
- Review grant possibilities for upcoming year and finalize 319 workplans.
- Begin planning and promotion for 2011 regional Mid Coast Envirothon.
- Identify and begin planning for spring workshops.
- Create and mail newsletter early in month - This is the tree and shrub newsletter
- Submit request to Kennebec County Commissioners for funds.
- Update and produce revised Kennebec District and project outreach materials. Make consistent with website presentation.

February

- Prepare to publish and distribute trout order form in a late February/early March newsletter.
 - Include reminder for tree and shrub sale in this newsletter.
 - Use this newsletter for publicizing the District Annual Report information.
- Select date for Annual Meeting & Banquet if it is to be held.
 - Select conservation awards
 - Put invitations into newsletter.
 - Door prizes, PR, food & registration.
- Work with Time & Tide regarding the 2011 Edition of the Kennebec Ag Map.
- Tree and shrub orders will become fairly heavy by end of the month.
- Begin preparation for workshops for various conservation grants for the coming season.
 - Continue the update and produce revised Kennebec District and project outreach materials. Make consistent with website presentation.
- Confirm tree & shrub distribution points and methods for getting the plant stock.
- Get the plant matter sales certification.
- Get the trout sales certification.
- Arrange and prepare for composter sales.

March

- Publish newsletter at the very beginning of March if not in February.
- Majority of tree & shrub orders are received this month.
- Close of orders will be at end of this month. March 21st
- Continue working on any spring workshops preparation and scheduling.
- Take care of Kennebec responsibilities for the Mid Coast Envirothon.
- Final tree & shrub orders due to Fedco on the 21st.
- Septic workshops [2] held in Augusta area in 2011.

- 319 RFP likely to be released.
- Continue Pattee Pond 319 work with Town of Winslow and Pattee Pond Assoc.
- Attend County budget hearing as scheduled and needed
- Possible County defense of funding request.
-

April

- Attend Envirothon preparations and judges site visit for Mid Coast location at Christmas Cove in Tenant's Harbor.
- Regional Mid Coast Envirothon in Tenant's Harbor.
Set-up will be day before .
- Judges Day in April .
- Final preparations for Tree & Shrub sale including the Skowhegan sale site on April 23rd.
- Picking up the trees from Fedco will be Thursday or Friday before the 23rd.
- Most trout orders will be received this month.
- Schedule for Road contractor and other workshops as needed.
- Respond to RFP for Pittston tax map initiative.
- Begin work with the 30 Mile Watershed Association to help them with their new 319 survey project.

May

- Distribute left over tree and shrub sale held late in first or second week of May. At Arboretum.
- Last day for trout orders in May.
- Trout pick-up in May.
- Distribute 2011 Edition of Kennebec Ag Map during this month.
- Select dates for summer Conservation Picnic in August if we have one.
- Bi-Annual 319 reports are due.
- New 319 proposals are due (RFP's)
- Get preliminary bulb list from Fedco so it can go in the next newsletter.
- Publish newsletter by late in month or early June.
- Submit composter order.
- State Envirothon in late May in Bangor.

June

- Final marketing for Open Farm Day Sunday.
- Early summer newsletter with bulb and wreath information in it.
- Receive and begin distributing composters.
- River Festival in Augusta.

July

- Open Farm Day on a Sunday is held.
- Begin attending Lake, Pond, and Road Association annual meetings.
- Learn results of 319 grant competition.
- Begin Personnel Policy and Procedure annual review.
- MACD meeting and employee meetings as part of Summer Meeting.
- Bulb orders.
- 319 and other grant accounting forms to DEP i.e. "how much \$ received and how much have you spent with the remaining balance".

August

- Begin attending any fairs with the primary focus on Windsor Fair at end of the month if booth space is available. Also Fryeburg and Common Ground Fairs for later in fall.
- Maine Farm Days at the Misty Meadows Farm in Clinton .
- Bulb orders need to get to Fedco..

September

- Attendance at any fairs.
- Prepare for Supervisor elections and appointments. (Public notice, slate of candidates, newsletter, etc.)
- Notice in newspaper of election and nomination papers.
- Use this in preparation for Annual Meeting/Banquet if held in winter of 2011-12.
- Begin planning 2012 budget.

October

- Draft 2012 budget preparation and Annual Plan of Operations for 2012.
- Publish and mail election newsletter.
- Present recommendations for Personnel Policy and Procedure annual review.
- Begin seeking auction items for the MACD Winter Meeting in November/December (Kennebec foods is good).
- Pick-up and distribute bulbs.
- Most of the final cost-share payments for grant construction this and next month.

November

- Conduct elections and count ballots.
- Generate auction items for MACD Winter Meeting.
- Develop next year's tree/shrub/plant wish list for the next year's sale.
- 6 Month reports to DEP for 319 grants.
- Plan attendance for MACD Winter meeting. Also who represents District at the meetings. Meeting scheduled for December in Bangor.

December

- Nearly complete APO for coming year.
- Review personnel policy and benefits.
- Investigate/establish COLA base increase to use in 2012. i.e. SSI COLA website
- Introduce Envirothon information for coming year to Kennebec schools.
- Attend MACD Winter meeting.
- Begin to finish Annual Report information.
- Close fiscal year after final check run.
- Prepare the initial copy of 2011 year-end financial report.
- Finalize proposed budget for 2012.
- Contact consultant for financial review/audit of the District finances as needed
- Plan and pre-order next year's Fedco tree order by mid-month. Also pre-pay 10%.
- Review grant possibilities for coming year.
- 2012 Ag Trade Show is January Have materials including sales materials ready to go i.e. trees & shrubs, composters.

***Other ongoing activities are done monthly and not listed separately.**

In Memoriam



Melissa Laser died in the spring of 2010. Her work for the District was a substantial part of the District's development over the years. Her commitment to wildlife habitat particularly Maine's sea run fisheries continued after she left the District as she went to work for the Maine Bureau of Sea Run Fisheries and earned her Ph.D. in Environmental Studies. For those who knew her, Melissa was able to bring her remarkable professional expertise and her personal skills to bare on whatever the issue at hand. Her sense of humor and competitive spirit always provided added interest to any discussion. She will be greatly missed.

Kennebec County Soil & Water Conservation District

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Annual Report for 2010

Annual Plan of Operations for 2011

In 2010 the Kennebec District completed work on our "Farm Energy Audit" program. The Weston's Solar Thermal system and 'on demand' hot water made a big difference in their dairy operation. Their solar thermal system generated nearly 72 million BTU's. In 2011 we will be working with rural business statewide focused on Solar Thermal energy.



The 2010 trout sale was not as big as usual but still just as fascinating.

This report material was prepared by the Kennebec County Soil & Water Conservation District. Reporting materials are reported to the best of our abilities as of January 31, 2011.

All programs and services of the Kennebec District are offered on a non-discriminatory basis, without regard to race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation or marital or familial status.

