2012 Services and Fees

Purpose of this Document

This document includes fees for services that the Anoka Conservation District routinely provides to residents and other organizations. It does not include all services potentially offered as Anoka Conservation District Staff and Supervisors are continually adapting programs and services to address the natural resource needs in Anoka County. Custom project proposals may be developed upon request based on the rates indicated in this schedule.

Additional Agreements & Prepayment

The Anoka Conservation District frequently requires work contracts to outline the responsibilities of the parties and to detail the nature of the service to be performed. Prepayment for all, or a part of the agreed upon amount may be required.

Disclaimer

The Anoka Conservation District reserves the right to modify this fee schedule at any time and offer customized fees that deviate from this document. We also reserve the right to refuse to provide services at our sole discretion for reasons including but not limited to the public benefits provided and staffing limitations. The Anoka Conservation District supports equal opportunities and civil rights for all individuals regardless of race, color, religion, national origin, sex, age, marital status, physical or mental handicap.

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About the Anoka Conservation District

The Anoka Conservation District, and other soil and water conservation districts that cover the nation were created to control soil and water erosion caused by runoff and wind. This need emerged out of the dust-bowl era. Since that time, changing land uses have changed those responsibilities to encompass a broader spectrum of conservation and natural resource practices. The District strives to provide well-rounded conservation services to Anoka County residents.

Our focus is working with willing landowners to improve natural resources community-wide.

As it has always been, our focus is working with willing landowners to improve natural resources community-wide. We are a clearinghouse for assistance with managing natural resources on private lands. That assistance includes technical knowledge, financial assistance, and equipment resources. Individual property owners often utilize these services.

We also work at the community level. Examples of this work include natural resource planning, water quality monitoring, and subwatershed-level projects to improve water quality. We frequently work on cooperative projects and partner with other agencies or groups; Among them are other SWCDs, cities, townships, watershed districts, watershed management organizations, lake associations, and others.

We have adopted the following mission:

Anoka Conservation District: We conserve and enhance the natural resources of Anoka County.

<u>We do this by;</u>

- informing and assisting landowners and local governments in natural resource management,
- promoting stewardship practices for soil and water conservation, and
- conducting research and monitoring.

Guiding Principles

- Partner with both public and private sectors
- Maintain highly qualified, knowledgeable staff
- Make fair and ethical decisions
- Promote cost effective and efficient resource management
- Keep natural resource issues visible in Anoka County
- Respond to opportunities and changing needs
- Develop diverse programs, partnerships and funding sources

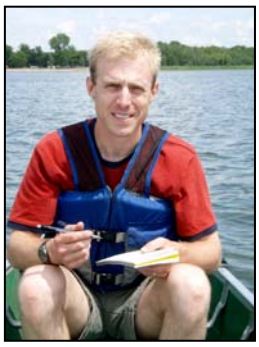
Staff

Chris Lord, District Manager

Chris has been with the District since the summer of 1991. Chris was a technician with the District until March of 1995 when he was promoted to District Manager. Chris has a Bachelor's degree in Natural Resources and Environmental Sciences with a minor in Forestry from the University of MN. In addition to routine management duties, Chris is the resident grant writer and is continually seeking new funding opportunities to meet the needs of Anoka County. Chris has been involved with the production of many state and local plans. Assisting local governments with water quality improvement projects is currently a high priority.

Dennis Rodacker, Wetland Specialist

Dennis joined the District in January of 2005. Dennis holds a Bachelor's degree in Soil Science, and has been a Soil Scientist with the USDA-Natural Resources Conservation Service, as well as a private environmental consultant specializing in wetland related issues. Dennis provides wetland technical and Wetland Conservation Act (WCA) regulatory assistance to county residents, private consultants and local government units implementing the WCA. He also provides technical assistance for wildlife habitat improvements and conducts environmental reviews for new developments.



Jamie Schurbon, Water Resource Specialist

Jamie joined the District in February 2001 as the District Technician and was promoted to Water Resource Specialist later the same year. Jamie holds a Bachelor's degree in Animal Ecology from Iowa State University and a Master's degree in Environmental Biology from the Medical University of South Carolina and the University of Charleston. Jamie is responsible for water quality and quantity monitoring, data analysis and reporting, and coordinating projects to improve impaired water bodies. Jamie has coordinated water plan updates for two Water Management Organizations. He also coordinates environmental education, including the stream biomonitoring program, in which student volunteers examine the macroinvertebrate community to gauge stream health.

Nate Zwonitzer, Conservation Specialist

Nate joined the District in April 2007 as the Seasonal Water Resource Technician, and is now the District's Conservation Specialist. He holds a Bachelors degree in Ecology from Winona State University and is responsible for natural resource monitoring, inventory, assessments and planning. He has also worked on several ecological restoration projects and management plans as well as organizing conservation workshops aimed at improving water quality and wildlife habitat in Anoka County. Nate also works closely with residents to install water quality improvement projects, including cost share grant application coordination.

Mitch Haustein, Water Resource Technician

Mitch joined the District in March of 2010 as the Seasonal Water Resource Technician and was promoted to Water Resource Technician in April of 2011. He holds a Bachelor's degree in Biology from the University of St. Thomas and a Master's degree in Ecology, Evolution, and Behavior from the University of Minnesota. Mitch is responsible for assisting the Water Resource Specialist with water quantity and quality monitoring, data analysis and reporting, and stormwater retrofit assessments. He is also in charge of coordinating the promotion, assembly, and distribution of Rain Guardian pretreatment chambers developed by the District.

Kathy Berkness, Administrative Assistant

Kathy joined the Anoka Conservation District in May of 2005. Her regular responsibilities are general office support. Kathy Berkness administers the annual tree sale and is responsible for promotion of the District programs and distribution of public notices by use of several media formats. She maintains the District's financial records, collects accounts receivable and ensures compliance with annual reporting and grant applications for several state funding sources. Kathy is responsible for updating the website and computer network functions.

Andy Schilling, Landscape Restoration Specialist

Andy began working with Anoka Conservation District in April of 2010 as a staff member of the Metro Conservation Districts' Landscape Restoration Program. When the program ended due to lack of funding on December 31, 2011, Andy accepted a part time position working for Anoka Conservation District. Andy has a Master's degree in Landscape Architecture and a B.A. in Geology. Andy provides technical assistance in the form of site assessment, project design, educational presentations and project oversight. Andy resides in Minneapolis with his wife.

Hourly Rates

Classification	Position*	Hourly Rate
Administrative	Administrative Assistant	$66
Technical Support	Assistant Conservation Technician, Seasonal District Technician, Seasonal Water Resources Technician.	$58
Technical	Conservation Technician, Landscape Restoration Technician, Wildlife Habitat Management Technician	$65
Technical Specialist	Wetland Specialist, Water Resource Specialist, Landscape Restoration Specialist, Conservation Specialist	$73
Managerial	District Manager	$84

*All positions are not necessarily listed. Positions will be billed according to their classification in the current ACD Handbook

Precipitation Monitoring

Description:	The purpose of precipitation monitoring is to aid in all types of hydrologic analyses, predictions, and regulatory decisions within the watershed. Rain gauges are placed throughout a watershed in recognition that rainfall totals and storm phenology vary over distance, and these differences are critical to understanding local hydrology, including predicting flooding. Two options exist: (1) Continuous monitoring of precipitation done with data-logging rain gauges that track the time of each 0.01" that falls. (2) Daily total rainfall monitored with cylinder rain gauges that are read daily by volunteers. 
Components of Work:	For datalogging rain gauge sites: • Equipment installation and maintenance. • Periodic data downloads approximately every 3-4 weeks. • Data management in Excel files. Most recent data available upon request throughout the year. • Reporting, including: (a) Excel files with complete daily precipitation records delivered electronically or on CD (b) a table summarizing monthly totals and (c) a graph comparing current year totals to the 30-year average. For volunteer (manual, cylinder) rain gauge sites: • Provide volunteer with cylinder rain gauge, which the volunteer or a project partner must purchase. • Provide datasheets through Office of State Climatology. • Receive datasheets from volunteers monthly. Datasheets are sent to Office of State Climatology, where it becomes publicly available through their website. • Include data in annual Anoka Water Almanac Report.
Timeline:	• Spring melt – Equipment installation. • Approx April -Nov – Downloading and data management. • Fall ice-up – Remove equipment from field. • March 31 of following year – final reporting in Anoka Water Almanac report.

Fees

Task	**Subsidized Fee** (public sector)	**Full Cost Fee** (private sector)	**ACD subsidy**
Datalogging rain gauge site	$550	$1,000	$450
Volunteer rain gauge site	no fee	$135	$135
Remote Data Systems tipping bucket gauge and logger	$250 (approx)	$250 (approx)	$0
Cylinder rain gauge	$45 (approx)	$45 (approx)	$0

Lake Level Monitoring

Description:	The purpose of lake level monitoring is to understand lake hydrology, including the impact of climate or other water budget changes. These data are useful for regulatory, building/development, and lake management decisions such as resolving water level disputes, determining flood elevations, groundwater to surface water recharge relationships, surficial groundwater fluctuations, flows and trends, and local zoning (such as floodplain and shoreland). Lake water levels will be recorded weekly by volunteers during ice-out conditions using a staff gauge. 
Components of Work:	1. Install and survey the lake gauge to mean sea level. 2. Coordinate the volunteers, such as by providing equipment and datasheets. 3. Troubleshoot problems such as moving gauges in low or high water conditions. 4. Receive the data, check its quality. 5. Periodically submit data to the MN DNR for inclusion on their Lakefinder website database. 6. Include data in annual Anoka Water Almanac Report.
Timeline:	• Spring ice out – install and survey • Open water season – volunteers take weekly readings. • Late October – remove gauges from lakes in locations where they could be a danger to snowmobiles or others. • March 31 of following year – final draft of Anoka Water Almanac report.

Fees

Task	**Subsidized Fee** (public sector)	**Full Cost Fee** (private sector)	**ACD subsidy**
Lake Level Monitoring (weekly readings by volunteers)	$170	$300	$130
Secure a new volunteer	$150	$150	$0
Lake Level Monitoring (weekly readings by ACD staff)	$1,400	$1400	$0

Stream Hydrology Monitoring

Description:	The purpose of stream hydrology is to provide understanding of stream hydrology, including the impact of climate, land use or discharge changes. These data also facilitate calculation of pollutant loads, use of computer models for developing management strategies, and water appropriations permit decisions. Water level is continuously monitored in streams with continuous datalogging, electronic gauges. 
Components of Work:	• Equipment installation • Equipment surveying • Maintenance • Periodic data downloads • Data management in Excel files. • Make most recent data available through Data Access tool on the www.AnokaNaturalResources.com website. • Reporting, including a one-page summary per site in the Anoka Water Almanac.
Timeline:	• Spring melt – Equipment installation. • Approx April - Nov – Periodic equipment downloading and data management. Survey equipment. • Fall ice-up – Remove equipment from streams. • March 31 of following year – final draft of Anoka Water Almanac report.

Fees

Task	**Subsidized Fee** (public sector)	**Full Cost Fee** (private sector)	**ACD subsidy**
Stream Hydrology Monitoring	$550	$800	$250
Electronic, datalogging gauge (1m)	$900 (approx)	$900 (approx)	$0

Stream Rating Curve Development

Description:	A rating curve is a mathematical relationship between stream water level and flow volume. The purpose of creating a rating curve is to allow only water levels to be monitored, and flow derived from that data. Using continuous, dataloggering water level meters, we can obtain continuous flow measurements in this way. For most hydrological and water quality studies flow volume is necessary.  Rating curves are created by taking repeated manual measurements of flow under a variety of water levels. These flow and water level data are plotted on a graph. The equation of the line that best fits the data is the rating curve. A good fit of the line to the data (R^2>0.90) is desired. Rating curves must periodically be updated to account for changes in stream morphology.
Components of Work:	• Establish a survey benchmark from which to measure stream stage. • 12 to 15 measurements of flow and stage under a variety of water levels. • Create the rating curve mathematical relationship • Apply the rating curve to the present year's stream stage data. • Reporting (1-2 pages).
Timeline:	• Spring melt – Equipment installation. • Approx April - Nov – Flow measurements. • March 31 of following year – final draft of Anoka Water Almanac report.

Fees

Task	**Subsidized Fee** (public sector)	**Full Cost Fee** (private sector)	**ACD subsidy**
Rating Curve Development	$1,800	$2,700	$900

Wetland Hydrology Monitoring

Description:	The purpose of our wetland hydrology monitoring program (also referred to as reference wetlands) is to provide understanding of wetland hydrology, including the impact of climate and land use. These data aid in delineation of nearby wetlands by documenting hydrologic trends including the timing, frequency, and duration of saturation. This monitoring occurs as long-term reference wetland sites. Continuous groundwater level monitoring occurs at the wetland boundary, to a depth of 40 inches. County-wide, the Anoka Conservation District maintains a network of 18 wetland hydrology monitoring stations. 
Components of Work:	• Equipment installation • Maintenance • Periodic data downloads • Data management in Excel files. • Make most recent data available through Data Access tool on the www.AnokaNaturalResources.com website. • Reporting, including a one-page summary per site in the Anoka Water Almanac.
Timeline:	• Spring melt – Equipment installation. • Approx April - Nov – Periodic equipment downloading and data management. • Fall ice-up – Remove equipment from field. • March 31 of following year – final draft of Anoka Water Almanac report.

Fees

Task	**Subsidized Fee** (public sector)	**Full Cost Fee** (private sector)	**ACD subsidy**
Wetland Hydrology Monitoring	$550	$550	$0
Electronic, datalogging gauge (1m)	$900 (approx)	$900 (approx)	$0

Lake Water Quality Monitoring

Description:	The purpose of lake water quality monitoring is to detect water quality trends and diagnose the cause of changes. Lake water quality involves sampling every-other-week from May through September for a total of 10 occasions. Parameters tested include total phosphorus, chlorophyll-a, Secchi depth, pH, conductivity, turbidity, salinity, temperature and dissolved oxygen. Samples are taken at a depth of one meter. Subjective ranking of recreational suitability and physical conditions are also noted using the Metropolitan Council's ranking protocol. Work products include an analysis of the data, trend analysis, and recommendations for management. 
Components of Work:	• Monitoring will occur every other week from May through September on a total of 10 occasions. Monitoring will take place at the deepest spot in the lake, marked by GPS for consistent sampling at the same site. • Water will be tested for total phosphorus, chlorophyll-A, dissolved oxygen, turbidity, temperature, conductivity, pH, salinity and Secchi transparency. • Data analysis including trend analysis and recommendations for lake management. • Make most recent data available through Data Access tool on the www.AnokaNaturalResources.com website. • Reporting, including a 1-2 page summary per site in the Anoka Water Almanac.
Timeline:	• May – Monitoring begins. • September – Monitoring ends. • March 31 of following year – final draft of Anoka Water Almanac report.

Fees

Task	**Subsidized Fee** (public sector)	**Full Cost Fee** (private sector)	**ACD subsidy**
Lake Water Quality Monitoring	$1,095	$1,810	$715

Stream Water Quality Monitoring

Description:	The purpose of stream water quality monitoring is to detect water quality trends and diagnose the cause of changes. Grab samples are taken for water quality analyses eight times between April and October (non-ice conditions); four times during baseflow and four times during storm flow. Storm flow events are defined as an approximately one-inch rainfall in 24 hours or a substantial snowmelt event. Parameters tested include total phosphorus, total suspended solids, chlorides, sulfates, hardness, pH, conductivity, turbidity, salinity, temperature and dissolved oxygen. Work products include an analysis of the data and recommendations for management. 
Components of Work:	• Monitoring will occur by grab samples on eight occasions during non-ice conditions (generally April-Oct). Four occasions will be following storms, generally larger storms 1" or more in 24 hr or a similar combination of snowmelt and rain. The remaining four samples are taken during baseflow conditions. Parameters tested include total phosphorus, total suspended solids, chlorides, pH, conductivity, turbidity, salinity, temperature and dissolved oxygen. • Water level will be recorded during each sampling with a staff gauge or automated equipment surveyed to sea level elevation. • Make most recent data available through Data Access tool on the www.AnokaNaturalResources.com website. • Data analysis, including graphs and a narrative interpretation of the data. • Reporting in the Anoka Water Almanac.
Timeline:	• April or snow/ice melt – Monitoring begins. • October or ice formation – Monitoring ends. • March 31 of following year – final draft of Anoka Water Almanac report.

Fees

Task	**Subsidized Fee** (public sector)	**Full Cost Fee** (private sector)	**ACD subsidy**
Stream Water Quality Monitoring	$1,330	$1,450	$120
Addition of E. coli testing to monitoring to stream water quality monitoring. This necessitates extra lab fees, courier fees for accelerated sample deliver to lab, trips to the monitoring site, and reporting.	$600	$600	$0
Monitoring for other parameters	Per lab fees	Per lab fees	Per lab fees

Stream Invertebrate Biomonitoring

Description:	 Biomonitoring based upon the knowledge that different families of macroinvertebrates have different water and habitat quality requirements. The families collectively known as EPT (Ephemeroptera, or mayflies; Plecoptera, or stoneflies; and Trichoptera, or caddisflies) are pollution intolerant. Other families can thrive in low quality water. Therefore, a census of stream macroinvertebrates yields information about stream health. ACD offers biomonitoring with student groups and at a professional level. Student biomonitoring combines environmental education and stream monitoring. Under the supervision of ACD staff, high school science classes collect aquatic macroinvertebrates from a stream, identify their catch to the family level, and use the resulting numbers to gauge water and habitat quality. The experience affords students an opportunity to learn scientific methodologies and become involved in local natural resource management. ACD staff are present during sampling, direct the project, train teachers, perform quality checks on identifications, analyze the data, and write a formal report. Most schools make student biomonitoring a regular part of their curriculum, and therefore build a long-term dataset of consistent monitoring. Sampling occurs in May and October. During professional-level biomonitoring students are not involved, allowing stricter adherence to sampling methods. ACD staff with aquatic ecology specialization perform the work. Sampling is timed to coincide with MN Pollution Control Agency (MPCA) sampling. As with student monitoring, methods followed are those of the US Environmental Protection Agency (EPA) and MPCA. Reporting contains greater analysis.
Components of Work:	Student biomonitoring • Provide and maintain sampling gear. • Guidance to high school classes before, during and after sampling. Monitoring follows methods of the US EPA and MPCA. • Collection of supplemental data including temperature, dissolved oxygen, pH, conductivity, salinity, and turbidity. • Quality assurance procedures on the samples by double checking all student identifications. • Use invertebrate data to calculate Family Biotic Index (FBI), number of families, and number of EPT families. • Analysis and reporting. Professional biomonitoring • Invertebrate monitoring follows methods of the US EPA and MN Pollution Control Agency (MPCA). • Invertebrate identification to the family level. • Use invertebrate data to calculate Family Biotic Index (FBI), number of families, and number of EPT families. • Preserve invertebrates for at least two years.

	• Habitat assessment using the MPCA Stream Habitat Assessment form (done once per year). • Test water pH, conductivity, turbidity, salinity, temperature, dissolved oxygen, and total suspended solids. • Analysis and reporting.
Timeline:	<u>Student biomonitoring</u> • May or October – sample one of these occasions, whichever fits the school's academic needs. If the school is unable to sample either, ACD staff will sample. • March 31 of following year – final draft of Anoka Water Almanac report. <u>Professional biomonitoring</u> • August – summer sampling. Complete MPCA Stream Habitat Assessment form. • October – fall sampling. • March 31 of following year – final draft of Anoka Water Almanac report.

Fees

Task	**Subsidized Fee** (public sector)	**Full Cost Fee** (private sector)	**ACD subsidy**
Student biomonitoring	$800	$1,040	$240
Professional biomonitoring	$1,275	$1,400	$125

Residential Water Quality Project On-site Consultation

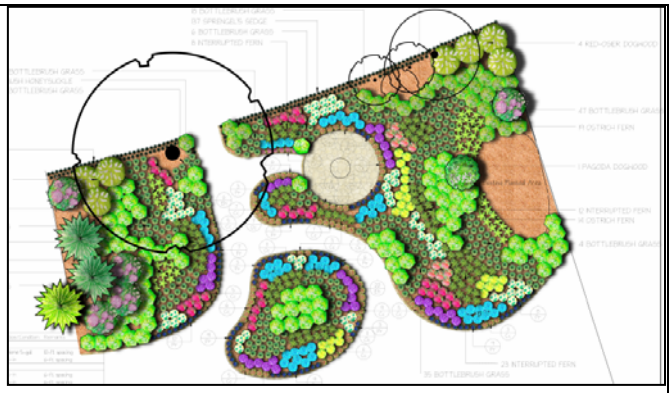
Description:	The ACD will meet with landowners to provide advice about water quality improvement projects. The discussion will include consideration of landowner goals, site characteristics, site limitations, and available financial assistance that may exist. Generally, the types of projects discussed include rain gardens, lakeshore restorations, and erosion correction. Most site consultations include one hour of preparation, one hour on-site, and one hour of follow-up. 
Components of Work:	• Create aerial view of property in office. • Travel to residence. • Consult with landowner. • Take basic measurements needed for initial design of a selected project, or as needed to evaluate options.
Timeline:	May occur year-round.

Fees

Task	**Full Cost**	**Charge**
Site consultation – up to 3 hrs	$210	No charge
Site consultation – after first 3 hrs	$70/hr	$70/hr

Residential Water Quality Project Planning and Design

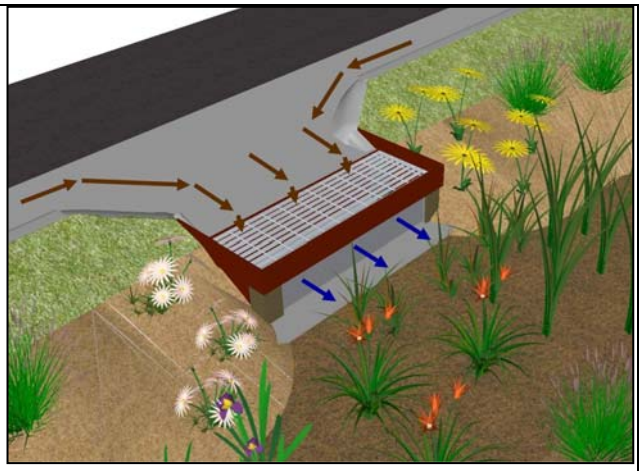
Description:	Following a site consultation, the ACD may work with the landowner to design and install a water quality or habitat improvement project. While planning and design components will vary by project, this service generally includes a drawing set of existing conditions, construction design plans, planting plan, and cross sections as appropriate. A detailed estimate of labor and materials is also included. The size and complexity of the project will influence assessment and design time. If project scope or complexity is beyond the capacity of ACD staff and requires the services of a professional engineer, ACD can request funding from the Metro Conservation Districts to assist with the cost, but an increase in landowner fees may be necessary. Project types most often considered include: • **Curb cut rain gardens** are used in residential and commercial neighborhoods with storm sewer curb and gutter, and are designed to intercept and infiltrate rain water from roadways. • **Lakeshore and riparian plantings** involve the establishment of deep rooted native perennial grasses, sedges, wildflowers and/or trees and shrubs above the normal water level with little or no grading. • **Lakeshore restoration** involves the establishment of deep rooted native perennial grasses, sedges, wildlflowers and/or trees



	and shrubs including the shallow aquatic zone, transitional zone and upland with little or no grading. • **Lakeshore and streambank stabilization** includes the treatment of active erosion utilizing bioengineering and/or hard armoring often in combination with a shoreline restoration or buffer planting and typically involves some grading. **Installation oversight** is crucial, and a service the ACD highly recommends. This includes a preconstruction meeting with the contractor, landowner and permitting authorities along with periodic inspections of the work progress and a final inspection upon completion of the project to ensure proper installation. **Post construction inspections** ensure the project is functioning as intended and properly maintained. The number of inspections varies greatly depending on the nature of the project and environmental condition that could influence its success such as drought or flooding.
Components of Work:	• Meeting with landowner to discuss desired design. • Site visit to gather measurements. • Create a layout of existing site conditions using Dynascape software. • Design project using Dynascape software, providing sufficient detail for construction. • Calculate an itemized cost estimate for materials. • Create a plant list, if needed. • Present design and cost estimate to landowner. Answer any questions. • Installation oversight. • Follow-up inspections.
Timeline:	May occur year-round.

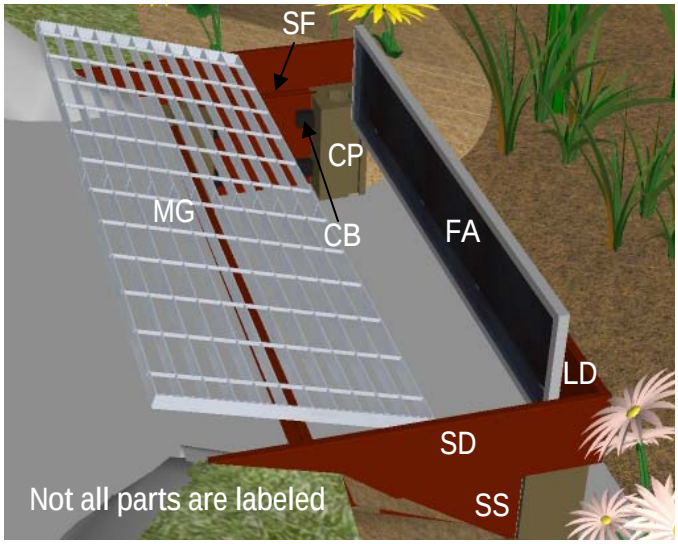
Task	**Hours**	**Full Cost**	**Charge**
Planning and Design*			
Curb cut rain gardens	12 hrs	$840	$420
Lakeshore and riparian plantings	10 hrs	$700	$350
Lakeshore restoration	16 hrs	$1,120	$560
Lakeshore and streambank stabilization	20 hrs	$1,400	$700
Installation Oversight*	4 hrs	$280	No charge for ACD-designed projects
Follow-up Inspections*	5 hrs	$350	No charge for ACD-designed projects
*ACD reserves the right to modify these fees base upon the complexity of the project.			

Water Quality Devices

Description:	ACD has designed a one-of-a-kind pre-treatment chamber for rain gardens. For curb-cut style rain gardens, pre-treatment is highly recommended. This device is installed at the curb cut to filter all water entering the rain garden. It includes a box trap and filter. It is easily cleaned, and made from composite plastics that require no maintenance.     
Components of Work:	ACD will provide a fully assembled pre-treatment chamber and installation guidance.

Fees	
Rain Guardian Pre-treatment Chamber	$650

Rain Guardian Replacement Parts	
Short Side Wall (SS)	$35.00
Long Side Wall (LS)	$45.00
Short Debris Wall (SD)	$17.00
Long Debris Wall (LD)	$35.00
Curb-cut Seam Wall (SW)	$17.00
Short Fill Board (SF)	$6.00
Long Fill Board (SF)	$17.00
Corner Post (CP)	$10.00
Corner Bracket (CB)	$2.00
Filter Assembly (FA)	$68.50
Metal Grate (MG)	$208.00

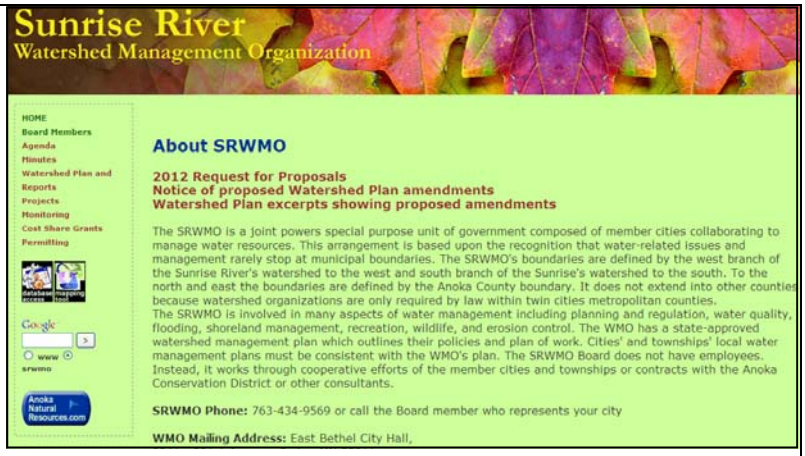


Rain Guardian Delivery		
$80	Minimum charge	Up to 4 chambers
$10	Per chamber (5-30 chambers)	Max 30 chambers per trip
$1.50/mile	For each mile over 50 (round trip)	Max 500 mile round trip delivery distance

Rain Guardian Freight Shipping and Handling	
Freight shipping of Rain Guardians includes the following handling fees plus actual shipping costs.	
$20	Per standard pallet
$5	Per chamber
Up to 8 chambers per pallet	

Website Services

Description:	The ACD provides space on the "Anoka Natural Resources" website to public sector organizations to post natural resources-related information. Web pages for these organizations were created under a grant, which is expended, and therefore creation of web pages for additional organizations is not offered. However, the ACD continues to offer maintenance to existing web pages. The ACD reserves the right to refuse this service if the ACD Board of Supervisors deems that the services requested are not compatible with the intent or nature of the Anoka Natural Resources website. The ACD reserves the right to determine the format of the posted information, which will typically be either html or pdf. All content must be provided to the ACD in digital format. Posting Duration Policy: All items posted will be remain on the website until replaced by more recent information, both the ACD and contracting organization decide to remove the information, or at the ACD's discretion after 2 years, whichever comes first. The ACD reserves the right to exclude any material from the website.
Components of Work:	Modify existing website content.
Timeline:	May occur year-round.



Fees

Service	Fee	Notes
Annual maintenance fee	$170 per organization	Must be paid by all participating organizations. Websites larger than 350MB will incur a higher fee.
Post one meeting minutes or agenda	$10 each	
Update existing web page text or graphics	$50 per page	Not to exceed 1 hour
Create a new web page	$150 per page	Not to exceed 3 hours. Layout must follow layout of existing web pages.

Wetland Services

Description:	Wetlands are unique, both ecologically and because they are specially-regulated. The ACD employs a Wetland Specialist who is also a licensed Professional Soil Scientist. This person assists landowners with understanding wetland resource management, as well as navigating Minnesota's Wetland Conservation Act (WCA). This person also serves to ensure wetlands are properly protected and managed. Toward this end, a number of wetland services are provided. 
Components of Work:	See service descriptions below.
Timeline:	May occur year-round, but primarily in spring, summer, and fall.

Service	Description	Fee
Minnesota Chapter 8420 Wetland Conservation Act (WCA) Consultation and Wetland Resource Management Review		
In office WCA compliance check and environmental review for municipal permits	Includes the in-office environmental and WCA review for building and pond excavation permits.	No Charge
On-site WCA compliance check and environmental review for Municipal permits	Includes the on-site environmental and WCA review for building and pond excavation permits.	$50
WCA and resource management consultation	Includes an on-site evaluation, and summary report of wetland resource management, as well as the requirements of the WCA as they relate to a proposed project.	$90 $70/hr after 2nd hour completed
Wetland Delineation and Exemption Requests		
Wetland delineation according to the 1987 USCOE regional delineation manual	Includes determining and staking the wetland boundaries as well as a report that is compliant with the 1987 USACE Wetland delineation manual.	$70/hr with $350 minimum
WCA exemption request	Includes WCA exemption requests written and submitted by this office to the Local Government Unit (LGU) and other applicable regulatory agencies.	$70/hr with $210 minimum
Wetland delineation reviews	Includes a review and comments on delineations completed per request of LGUs.	$100

Wetland Monitoring		
Monitoring report for wetland mitigation or banking sites.	A wetland monitoring report compliant with the WCA. This report includes recording water levels, inventorying vegetation, maintaining a photo journal, and comparing the constructed wetland to the proposed wetland, and corrective actions if any are appropriate. The report will then be mailed to all required regulatory agencies.	$70/hr
Wetland Enforcement Actions		
Wetland Conservation Act (WCA) enforcement procedures.	When a WCA violation has occurred this office is charged with the duty of creating a wetland restoration, or replacement plan. Completion of this plan will bring the site into compliance with the WCA.	$70 hr

Development Review

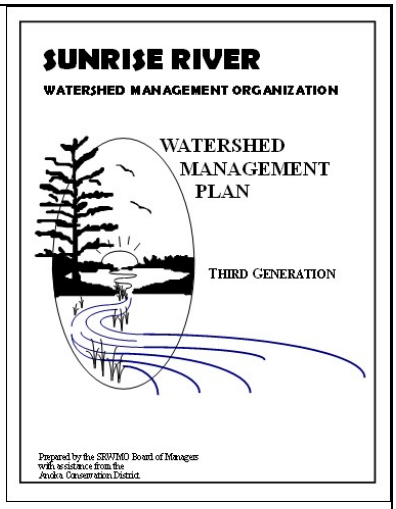
Description:	We offer a review of development proposals from a natural resources perspective. We offer this service to cities, townships, and other government agencies. In reviewing the development proposal, we provide an assessment of how the development can have the least impact on natural resources while still meeting the community's growth needs and developer's financial needs. We approach from the attitude that development is not bad, but some development can be done poorly. 					
Components of Work:	See service descriptions below.					
Timeline:	May occur year-round.					
Service	**Description**		**Fee**			
Plat Review	This involves an inspection of the site, a summary of the soil, water and vegetative resources, a summary of resource degradation potential, and recommendations on the preservation and protection of the resources. This includes but is not limited to site specific information on soils and soil limitations, to construction, erosion and sediment control practices, tree species and protection strategies, endangered species, abandoned wells, wetland identification and protection, archeological sites, solid waste disposal and septic system construction.		Fees are based on the number of residential lots or the number of acres in commercial and industrial developments. Outlots are not counted.			
	Fee Structure	**Plats with roads:**				
	# Lots	2-4	5-10	11-25	26-50	51+
	Fee	$250	$320	$380	$440	$500
		Plats without roads:				
		$150				

Water Conservation Plans

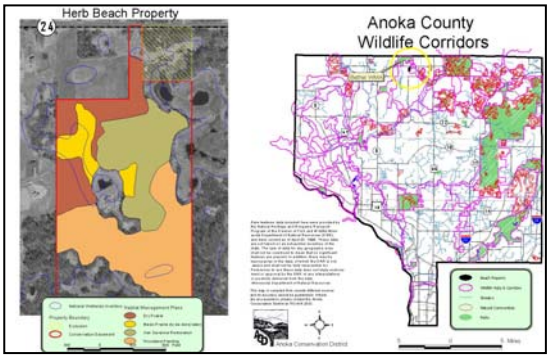
Description:	Most Minnesota Department of Natural Resources water appropriations permits require a water conservation plan developed with, and approved by, the soil and water conservation district. Most often, these plans are similar to water conservation plans already developed for other projects, however some customizing is always necessary. The ACD charges an hourly rate for the development of these plans. Typically, 1-2 hours is required.
Components of Work:	• Discuss project specifics with applicant. • Draft water conservation plan. • Discuss draft plan with applicant. Modify as needed. • Provide signed plan to applicant.
Timeline:	May occur year-round.
Fee	
Water Conservation Plan	$70/hr

Watershed Management Organization Plans

Description:	Watershed management organizations (WMOs) are special purpose units of government, primarily present in the Twin Cities Metropolitan Area in Minnesota. State law requires each WMO to have a watershed management plan, analogous to a city's comprehensive plan. These plans discuss the characteristics of the area, problems, and actions that will be taken. Plans have a life of 10-years. Updating a watershed management plan is a substantial task typically requiring 18 months. ACD is especially well suited to assist WMOs in updating their watershed management plans. Our staff are experts in local water resources. Our Water Resource Specialist has completed an 18-month training in leadership and planning, and has assisted the Sunrise River WMO and Upper Rum River WMO with their plan updates. We are extensive users of the completed plans, and help WMOs create plans that are useful and used. Our process is inclusive of member cities and other interest groups, and does require a time commitment from the WMO Board.
Components of Work:	• Evaluate 1st Generation Plan • Gather input from outside agencies and the public. • Visioning with the WMO Board. • Update the Natural Resource Inventory portion of the plan. • Set resource goals with the WMO Board. • Strategize policies and actions to achieve WMO goals. • Produce a draft plan. • Facilitate formal review process, including required 60 and 45-day review periods and formulating WMO revisions and responses. • Submit final draft to MN Board of Water and Soil Resources for approval. • Produce and distribute final plan.
Timeline:	May occur year-round.
Fee	
Customized on a case-by-case basis.	



GIS Mapping Services

Description:	Geographic information systems (GIS) are computer map-based databases. ACD uses GIS technologies to create maps and geo-spatial databases of natural resources information. GPS services are also available.  
Components of Work:	Project specific.
Timeline:	May occur year-round.

Fees	
< 1 hour	No charge
> 1 hour	$70/hr
Note: printing charges may apply	

Subwatershed Assessments

Description:	Subwatershed assessments are targeted for high priority water bodies and identify potential stormwater retrofit projects that can improve stormwater quality and reduce the volume of runoff entering the stormwater system. The result of the assessment is a prioritized list of projects that can be implemented in a systematic way that maximizes the use of limited financial resources. 
Components of Work:	• Maps with prioritized neighborhoods/sites and corresponding suggested retrofit types. • Stormwater pollutant load and reduction modeling. • General BMP concept designs. • Cost estimates. • Final report including outline of process and results including prioritized list of retrofit projects.
Timeline:	May occur year-round.
Fees	
Costs determined on an individual project basis.	

Annual Tree Sale

Description:	 ACD offers an annual tree and shrub sale. Trees and shrubs are sold as seedlings in bundles of 25 and 10 for conservation plantings. 20+ varieties of trees and shrubs are offered and small quantities of prairie and wildflower seed. We focus upon offering native species that are adapted to local conditions. Offerings include species that will do well in sandy soils, forests, wetlands, and in smaller plantings around your home and yard. Pre-orders for trees are taken beginning in October. Pre-ordering is recommended, as we often sell out of many species. Pre-ordered trees are available for pickup on the last Saturday in April. Any trees not pre-sold are available for sale at the same time (prairie seed not available at this open sale). ACD staff are happy to help residents select tree species. The annual tree order form is available on the ACD website or we will mail it upon request. The website (www.AnokaSWCD.org) includes photos of all trees and the option to order online with a credit card. There is no requirement to be an Anoka County resident to order.
Components of Work:	• Advise residents on tree choices and accept tree orders • Package trees for pickup • Provide planting directions and advice
Timeline:	October to mid-April - Orders are accepted Last Saturday in April – Order pickup day

Fees

See annual order form for species available and more detailed fees

Item	**Fee**
Single species tree/shrub seedling (25-pack)	$29.00 mail form with payment $30.00 online order and payment with credit card
Single species tree/shrub seedling (10 pack)	$16.00 mail form with payment $17.00 online order and payment with credit card
Waters edge grass seed (4 oz) Dry Prairie grass seed(4oz) Wildflower seed (0.5 oz)	$15.00 mail form with payment $16.00 online order and payment with credit card
Moisture retention root gel (for 50 seedlings)	$2.00 mail form with payment $2.50 online order and payment with credit card
Time release fertilizer (for 25 seedlings)	$5.00 mail form with payment $5.50 online order and payment with credit card

Equipment Rental

Description:	Equipment for conservation practice installation and maintenance is available for rental when not in use by ACD staff. Use should be for conservation projects that have public benefits. Projects cooperating with ACD receive preference.		
Components of Work:			
Timeline:	May occur year-round.		
Equipment	**Associated Services & Supplies That Must Be Purchased**	**Associated Supplies Provided**	**Rate**
Kawasaki Mule ATV* 	Safety and maintenance training, gasoline	Safety glasses	$15/hr, 8 hour minimum. $30 for each additional day
Truax 3' Drop Seeder, Cultipacker 	Safety and maintenance training, equipment calibration	Safety glasses	$10/hr, 8 hour minimum. $30 for each additional day
Herbicide Tank and Boom*	Safety and maintenance training, equipment calibration, pre-mixed herbicide	Safety glasses, gloves	$10/hr, 8 hour minimum. $30 for each additional day
Mower – pull-behind* 	Safety and maintenance training, gasoline	Safety glasses	$10/hr, 8 hour minimum. $30 for each additional day
Equipment Transportation			$30 per use (includes transport of all items within the county)
Safety Training			$5 per item rented

Maintenance Training			$5 per item rented
Equipment Calibration			$10 per item rented
Gasoline			Going rate per gallon
Pre-mixed herbicide			Going rate

* $250 security deposit is required.

Printing and Soil Survey

Service	Description	Fee
Photocopying/Printing		
Black and White Photocopies	8.5 x 11 per copy	$0.10 for all copies when the total number of copies exceeds 19
	11x17 per copy	$0.15 for all copies when the total number of copies exceeds 13
Color Photocopies	8.5 x 11 per copy	$0.25 for all copies when the total number of copies exceeds 19
	11x17 per copy	$0.50 for all copies when the total number of copies exceeds 13
Large Format	>11 X 17"	$1.50 / Square ft
Soil Survey of Anoka County		
Soil Survey	Text Copies of Maps Original Set of Maps CD-(includes text and maps)	$15.00 $15.00 $65.00 $20.00