



ANNUAL REPORT

2018

Androscoggin Valley Soil and Water Conservation District

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2019 BUDGET

Expenses		Income	
Personnel Costs		District Funding	
District Manager		Direct Funding	
District Hours (1,770 hours)	\$ 29,205.00	Department of Agriculture	\$ 25,000.00
Admin Leave (150 hours)	\$ 2,475.00	Androscoggin County	\$ 14,000.00
Personal Leave (160 hours)	\$ 2,640.00	Sagadahoc County	\$ 11,000.00
<i>Subtotal</i>	<i>\$ 34,320.00</i>	Total Direct Funding Income	\$ 50,000.00
Project Assistant		Outside Income	
		Uncertain Income	
District Hours (1018 hours)	\$ 14,761.00	Technical Assistance	\$ 2,500.00
Admin Leave (150 hours)	\$ 2,175.00	Event Income	\$ 7,000.00
Personal Leave (80 hours)	\$ 1,160.00	Miscellaneous Income	\$ 100.00
<i>Subtotal</i>	<i>\$ 18,096.00</i>	Plant Sale	\$ 1,500.00
Taxes, etc.		<i>Subtotal</i>	<i>\$ 11,100.00</i>
Workers Compensation (0.27 per hour)	\$ 898.56	Other Income	
Social Security (6.20%)	\$ 3,249.79	DACF Invasive Forest Pests	\$ 2,000.00
Payroll Software Use	\$ 490.58	AVSWG	\$ 6,000.00
Medicare (1.45%)	\$ 760.03	NRCS EQIP Agreement 2018/2019	\$ 11,535.91
Unemployment (0.58% of first \$12,000.00 each employee)	\$ 139.20	Stormwater Fund Admin Time	\$ 505.87
Health Insurance Contribution (\$1.75 per hour)	\$ 5,824.00	Time and Tide RC&D	\$ 540.00
<i>Subtotal Taxes, etc.</i>	<i>\$ 11,362.16</i>	<i>Subtotal</i>	<i>\$ 20,581.78</i>
Total Personnel Costs	\$ 63,778.16	<i>Subtotal</i>	<i>\$ 20,581.78</i>
Operating Costs		Total Outside Income	
Internet Access	\$ 959.88	\$ 31,681.78	
MACD Dues	\$ 2,075.00		
Election Costs	\$ 50.00	TOTAL DISTRICT INCOME	
Microsoft Office Subscription	\$ 114.00	\$ 81,681.78	
Insurance on Equipment	\$ 11.00	Project Funding Remaining	
Office Supplies	\$ 250.00	Stormwater Fund Projects	\$ 9,097.78
Postage	\$ 250.00	Total Project Funding Remaining	
Training	\$ 300.00	\$ 9,097.78	
Bank Services Charges	\$ 120.00	For these accounts we are holding the funds for projects done by partners. These are not categorized as an income or an expense. We must have this money on hand at any given time to be distributed when work is done.	
Website (two years: domain, website, email services, and p	\$ 85.00		
Local Work Group	\$ 75.00		
Workshop Supplies	\$ 4,000.00		
Miscellaneous Costs	\$ 500.00	Total District Income	\$81,681.78
Annual District Event	\$ 1,000.00	Total District Expense	\$76,218.04
Annual Plant Sale	\$ 1,000.00	Net Income	\$5,463.74
Promotions	\$ 150.00		
Travel	\$ 1,500.00		
Total Operating Costs	\$ 12,439.88	Updated December 17th, 2018	
TOTAL DISTRICT EXPENSES	\$ 76,218.04		

FINANCIAL SUMMARY

These reports were created on January 15, 2019 and reflect all activities for the 2018 fiscal year. They were created on this date because all payments, invoices, payroll, etc. were closed out from 2018.

Androscoggin Valley Soil and Water Conservation District	
Balance Sheet	
Jan 18, 19	
ASSETS	
Current Assets	
Checking/Savings	
AVSWCD Checking	1,655.17
Mechanic Savings- Debit Card	241.97
Payroll Checking Account	12,485.95
Projects Fund Savings Account	
Rainy Day Fund	525.00
Projects Fund Savings Account - Other	55,136.83
Total Projects Fund Savings Account	55,661.83
Stormwater Fund Savings Account	9,282.09
Total Checking/Savings	79,327.01
Total Current Assets	79,327.01
TOTAL ASSETS	79,327.01
LIABILITIES & EQUITY	
Androscoggin Valley Soil and Water Conservation District	
Profit & Loss	
Jan 17, '18 - Jan 15, 19	
Income	
Direct Support	50,000.00
Event Income	9,174.50
Interest	6.34
Project Income	21,755.75
Technical Assistance	1,810.46
Total Income	82,747.05
Expense	
Bank Charges	110.00
Computer Programs	222.66
Dues	2,070.00
Equipment Purchases	1,252.16
Insurance	10.19
Internet Service	959.88
Local Working Group	54.26
Materials	5,928.03
Office Supplies	509.23
Payroll Expenses	50,414.92
Postage	263.81
Printing	80.54
Project Costs	10,456.63
Promotion	133.00
Tax Preparation	2.90
Training	165.04
Travel	2,012.59
Website Costs	169.00
Total Expense	74,814.84
Net Income	7,932.21

ANNUAL PLAN OF OPERATIONS



2019 Annual Plan of Operations

ANDROSCOGGIN VALLEY SOIL AND WATER CONSERVATION DISTRICT

TECHNICAL ASSISTANCE (TA)

Androscoggin Valley SWCD will provide technical assistance to land users to promote conservation and address priority natural resource issues and concerns.

TA- Objective 1: To provide direct technical assistance to land owners and users.

TASKS FOR OBJECTIVE 1:

- Identify natural resource concerns that the technical assistance program will target.
- Identify services that will be provided.
 - › Examples: Contractor site evaluations
 - › Erosion and sediment control plans
 - › Stormwater control plans
 - › Soil surveys for site evaluators and landowners
 - › Assistance with forming road associations
 - › Gravel road design, maintenance, and long-range gravel road maintenance plans
 - › Assist with permit applications (Maine DEP Permit by Rule, U.S Army Corps of Engineers, local Code Enforcement requirements, etc.)
 - › Phase 1 Site Assessments
 - › Surveying: erosion sites, outfalls, illicit discharges
 - › Inspections: stormwater treatment, catch basins, ditches, detention basins
 - › Planning: ordinance reviews and recommendations
 - › Site plan reviews
 - › Permit compliance review
 - › Project reviews
 - › Design: stream and shoreline restoration, culvert sizing, basic stormwater runoff
 - › Nutrient management plans
 - › Revegetation plans
- Provide technical assistance in the form of landowner visits to complete entry interview for NRCS as a part of the Contribution Agreement.
- Identify if these services can be provided in-house. If they cannot, determine if training for staff is available/feasible. If the Board of Supervisors would like to offer specific services that cannot be achieved with current staff, identify and initiate contact with entities that could offer these specific services on a contract basis.
- Expand the technical assistance program by developing strategies to inform the public of the service.
 - › Create and distribute a brochure or flyer that describes the technical assistance program to land users, interested resource groups, and all municipalities in the two counties.
 - › Post quarterly technical assistance program Facebook posts.
 - › Update the website to include a technical assistance program guidance page.
 - › As part of the NRCS Contribution Agreement, include information on free farm and forestry visits for EQIP initial consultation. Use this opportunity to better understand the needs of farmers or woodlot owners and what prohibits them from using federal programs.

TA-Objective 2: To improve the ability of land users to implement conservation practices on the land by using programs and grants to assists with funding.

TASKS FOR OBJECTIVE 2:

- Continue to seek appropriate locations for Stormwater Compensation Fund use in the Taylor Pond, Sabattus Pond, and Thompson Lake watersheds.
- Through an NRCS Contribution Agreement, complete a 500-person mailing that includes USDA Farm Bill and Environmental Quality Incentives Program information.

- Continue to search for funding for culvert improvement opportunities for public and private entities to be able to use Bates College project data from 2016 and 2017.
- Search for funding opportunities to help support land owners in improving their properties and conservation practices; e.g. pollinator habitat, bat boxes, runoff improvement, etc.

TA-Objective 3: To identify the natural resource needs of the community to ensure that the technical assistance delivered is appropriate and beneficial.

TASKS FOR OBJECTIVE 3:

- Use Natural Resource Assessment information to ensure that District goals are in line with the concerns of the local communities.
- Ask participants of District programs what natural resource issues they are facing through an evaluation or short survey form.
- Identify resource needs of urban communities and try to target these as well as the suburban and rural needs that we typically target.
- Use information from the NRCS Local Working Group to understand priority natural resource concerns and potential practices to target for programming.
- Contact municipalities, land trusts, Cooperative Extension to see what sort of questions they have been getting. Ask NRCS what concerns their clients have on the farm.

PUBLIC RELATIONS (PR)

To enhance its tradition of service to the citizens of Androscoggin and Sagadahoc Counties, the District will pursue an effective public relations policy.

PR-Objective 1: To provide opportunities for public input

TASKS FOR OBJECTIVE 1:

- Host the Annual Local Working Group meeting with NRCS. On invitation mailing include a short survey on natural resource concerns to better plan for the meeting. Postcards may be the most effective form.
- Host an annual District event to bring in a variety of interested participants. Offer a short survey to identify local resources issues. The survey can act as the door prize “ticket”. Have a guest speaker to provide an entertaining, yet informative, talk on a natural resource topic.
- At every event provide a comment card or evaluation form for participants to offer suggestions to the District about programming opportunities. Ask questions like; How can the District can better serve the public? Have a place on the card/form where participants can sign up for emails or other communications. Add the question, “What other events would you like to see the Conservation District hold?”
- Post click-based response posts on Facebook to get the community to interact with the page. Ask questions about what programs they would attend. Ask what natural resource concerns worry them the most.

PR-Objective 2: To increase the District’s visibility by timely and effective communications

TASKS FOR OBJECTIVE 2:

- Keep outreach plan up to date. Continue to improve our media presence by evaluating the outreach plan. Develop a way to evaluate outreach plan.
- Track website and Facebook analytics to gain a better understanding of what our community responds to online. Correlate event posts with the event file to track attendance.
- Update the website as soon as events pass, dates change, minutes are available, etc.
- To help support NRCS EQIP education and outreach initiatives, work with local farmers to promote “success stories” on conservation practices.
- Develop a brochure or fact sheet, with guidance from NRCS, to better communicate the available practices offered through EQIP.

PR-Objective 3: To market ourselves more effectively

TASKS FOR OBJECTIVE 3:

- Always have information on hand when working with the public to enlist new clients, recruit new associate supervisors, inform interested people in programming and services offered.
- Stick with consistent branding on all District release material.
- Increase frequency of press releases to include more than just event dates.
- Increase the range of people viewing and receiving the quarterly newsletter.
- Improve email blasts to reduce being sent to the spam folder and increase viewership.
- Attend at least one farmers' market a month to have a presence in the community.
- Bring NRCS EQIP information, priority resources, and practice information to events to help promote the cost-share program.

EDUCATION AND OUTREACH (E&O)

To educate all land users of Androscoggin and Sagadahoc Counties to encourage conservation of natural resources

E&O-Objective 1: Continue to provide quality educational opportunities and programs with a focus on conservation

TASKS FOR OBJECTIVE 1:

- Host a minimum of 1 workshop or speaker presentation per month. See Appendix 1 for list of potential topics.
- Create a "master" event spreadsheet where titles, topics, attendees, and speakers can be tracked for improved programming.
- Coordinate a storm drain stenciling event through the Androscoggin Valley Stormwater Group agreement.
- Design a program to get local schools or libraries involved in a fun and interactive way; e.g. conservation calendar/photo contest, trout raising program, volunteer day, spring plant sale activity booth for kids.
- Participate in Maine Ag in the Classroom reading program.
- Through the NRCS Contribution Agreement, host one pollinator workshop and one soil health workshop in Sagadahoc.
- Use the NRCS Conservation Practice Physical Effects list to identify workshop topics in alignment with the practices that EQIP covers.

E&O-Objective 2: Expand educational programs and opportunities

TASKS FOR OBJECTIVE 2:

- Work with Bates College to support a 200-hour internship where the student can develop programming, gather resource information and create outreach material, and perform some office tasks.
- Research the requirements, and funding opportunities, for starting a trout program for elementary school kids where the objectives would be to learn about water quality, invertebrates, the life cycle of trout, and how to protect this, and other, aquatic species.
- Continue to find research opportunities/projects for the Bates College community engaged learning semester course.
- Southwestern Maine Regional Envirothon: assist with planning, coordinating, and promoting Envirothon event with outreach to non-participating schools and groups. Focus on fundraising to provide lunch for students at the event.

E&O-Objective 3: To expand the District's ability to provide information and education by increasing financial support

TASKS FOR OBJECTIVE 3:

- Provide links to financial resources, assist with recruiting skilled professionals, and provide educational/technical training opportunities.
- Attend Auburn Public Works day to promote proper lawncare practices to improve the quality of stormwater runoff and therefor the quality of the Androscoggin. Complete this through the AVSWG agreement.
- Propose hosting two stormwater events or workshops to better meet the MS4 permit requirements through the AVSWG agreement.
- Reapply for the USDA NRCS Contribution Agreement. Focus on practices that have been identified as priorities in local public drinking water watersheds.
- Investigate grant opportunities for environmental education programs.

FUNDING (F)

To strengthen our ability to provide programming and services to the citizens and municipalities of Androscoggin and Sagadahoc Counties, Androscoggin Valley SWCD will diversify our sources of funding

F-Objective 1: To expand our funding from traditional providers**TASKS FOR OBJECTIVE 1:**

- Continue to attend County Commissioner meetings with updates about District activities and successes with County specific details.
- Continue to request funding from Androscoggin and Sagadahoc Counties.
- Propose an increase in funding to the counties to sponsor a county specific program.
- Continue to keep open communication with state and federal partners about District programs and services that support both District objectives and the objectives of the resource agencies.
- Continue to submit a thorough annual report to the State of Maine to secure funding.
- Look at Maine Department of Agriculture, Conservation and Forestry goals and initiatives and determine how to align them with the District's.
- Invite Legislature to District events to increase awareness of the on-the-ground nature of the work and to help ensure Districts are supported in the future.

F-Objective 2: To broaden sponsorships**TASKS FOR OBJECTIVE 2:**

- Offer an annual raffle or 50/50. This will increase District visibility as well as provide incentive to donate to the District cause. Include with prize information about the District and conservation activities in Androscoggin and Sagadahoc Counties.
- Network at public events to increase District visibility.
- Create a donation account with links on both the website and the Facebook account for visitors to donate.
- Find sponsorship for the Southwestern Envirothon. Send thank you cards. Make sure logos are apparent at the event.

F-Objective 3: To provide income to enable us to increase our level of service**TASKS FOR OBJECTIVE 3:**

- Work with MACD to expand state wide grant projects and district capacity building funding.
- Find sponsorships for workshops and public forum meetings.
- Explore grant funding opportunities.
- Cost/benefit analysis of offering District products such as shirts, calendars, bags, etc.
- Develop and hold a pre-order plant sale.
- Investigate MACD/District participation with Green Drinks or other fundraising events.

- Continue to apply for the NRCS Contribution Agreement annually. Work with Lewiston Field Office District Conservationist to identify needs.

PARTNERSHIPS (P)

To improve District effectiveness and capacity, Androscoggin Valley SWCD will strengthen and expand our conservation partnerships.

P-Objective 1: To communicate better and more frequently leading to the better understanding the diverse conservation needs of the District's constituency and improving participation from that community.

TASKS FOR OBJECTIVE 1:

- Increase online presence through website, Facebook, and Instagram updates.
- Increase press release frequency to keep local news readers informed of District activities.
- Create a newsletter that will be available online and through mailings that states the District's purpose, events, volunteer opportunities, successes, and contains at least one educational article.
- Plan and host a meeting for local organization to come together and discuss priorities to find common ground. Invite NRCS to this conversation to talk about focus areas, target practices, and prime/unique farmland.

P-Objective 2: To strengthen partnerships with local people and groups

TASKS FOR OBJECTIVE 2:

- Staffing Ag Trade Show booth.
- Assist with display and staffing booth at District Ag Day with legislators.
- Assist with display and staffing at county fairs.
- Assist with display and staffing at Maine Municipal Association Convention booth
- Research joining the boards of other conservation organization to ensure that we are supporting each other's missions rather than doing the work twice.
- Cultivate relationships with;

› Watershed groups	› Fish/wildlife groups
› Interested residents	› Recreational clubs
› Municipal officials	› Conservation/environmental groups
› Private road association members	› University of Maine Cooperative Extension
› Private camping organizations	› Maine Audubon
› County Commissioners and Budget Committee	› The Nature Conservancy
› Farmers	› Maine Colleges and Universities
› Farm service partners	› USFWS
› Foresters/ loggers/ woodlot owners	› Ecological Organizations
› Marine/ coastal groups	› Local Food Organizations
› Land Trusts	› Immigrant Resource Groups
› Federal/ State government agencies	› Historical Societies
› Educators	› Legislature

P-Objective 3: To expand the District's service capacity by implementing the volunteer service program

TASKS FOR OBJECTIVE 3:

- Develop a volunteer recruitment plan.
- Develop a volunteer enrollment form.
- Use the volunteer recruitment plan to enlist volunteers for events.
- Host an annual "big" volunteer day- such as a river cleanup

BOARD AND STAFF DEVELOPMENT (B&S)

To effectively serve the natural resource conservation needs of the Androscoggin and Sagadahoc Counties, the Androscoggin Valley SWCD will seek to maintain a skilled and diverse board and staff.

B&S-Objective 1: To develop and maintained a skill and diverse board

TASKS FOR OBJECTIVE 1:

- Publish a press release describing District activities, inviting the public to the next meeting, and the need for dedicated Associate Supervisors.
- Identify and contact partners who may be interested in participating on the Board in an Associate or Supervisory role.
- Semi-annually offer a training opportunity at a regularly scheduled Board Meeting, use suggestions from Board and staff about what topics should be covered.

B&S-Objective 2: To invest in our management infrastructure

TASKS FOR OBJECTIVE 2:

- Develop board and staff development and training plan.
- Increase awareness of training opportunities to Board members.
- Set aside thirty minutes semi-annually to check the progress of the District staff and Board and identify places that may need improvement.
- Conduct assessment reviews; personnel performance, programs and projects, annual work plan.
- Review personnel and operational policy.

B&S-Objective 3: To expand and support staff to meet customer needs

TASKS FOR OBJECTIVE 3:

- Provide staff training to build strengths of new employees.
- Increase knowledge in legal employment practices and policies as to stay up to date.
- Increase internal and external transparency and accountability.
- Improve on the ability to articulate the District mission, accomplishments, and future programs. Board and staff should be on the same page about the District's identity.
- Expand board and staff awareness about work of other groups/partners.
- Entertain discussions about potential collaboration with other groups/partners and conservation work.

FARMING/AGRICULTURE:

- › Converting to Organic Production
- › Cover Crops
- › Bringing Good Agricultural Practices (GAPS) to Your Farm
- › Organic and Sustainable Pest Control
- › Field Crops
- › Agriculture and biosystems management
- › Caring for livestock
- › Protecting Livestock from Extreme Weather
- › Weed ecology and management
- › Marketing Your Product in a Digital Age
- › Orchards: Pest and Disease Management
- › Managing Soil Fertility and Organic Matter
- › Farm Business Planning
- › Agricultural safety and health: tractor safety, livestock safety, ergonomics
- › Agroforestry- design and application of agroforestry practices as natural resource management and sustainable agriculture options, silvopasture, alley cropping, forest farming, product marketing, economic benefit, cost-share programs.
- › Agricultural products processing
- › Sustainable agriculture
- › High Tunnel Growing: design, equipment, installation, management. Propagation, germination, winter crops
- › Agricultural greenhouse gas emissions: agricultural soil management, enteric fermentation, manure management, carbon dioxide and fossil fuel consumption, agricultural greenhouse gas sinks
- › Agricultural transportation, distribution, and marketing
- › Assistance to farmers, laborers, and agricultural workers
- › Risk management
- › Seed saving and seed science. Heirloom varieties.
- › Mycology and mushroom science
- › Fermentation/Bioprocessing: bioconversion of agricultural raw waste commodities into value added products
- › Pesticide application

FORESTS:

- › Forests and climate change
- › Forest mensuration, modelling, and forecasting
- › Tree identification Maine
- › Mosses and lichens structure, ecology, and identification

- › Managing forested ecosystems
- › Conservation biology and restoring ecology: habitat fragmentation, population ecology, restoration as mitigation, exotic species, spatial and temporal scales of ecosystems, diversity, relationship with landscape
- › Forest management
- › Modern forestry practices and woodlot management

HISTORY/ HUMAN IMPACT/URBAN ISSUES/ HUMAN HEALTH:

- › Archaeology and pre-history of Maine
- › Primitive skills
- › Environmental health affecting human health
- › Bioaccumulation
- › Consumerism and agriculture
- › Energy: use, conservation, renewable energy
- › Sustainable development and economic-social impacts
- › Urban trees and greenspace in a changing climate
- › Waste accumulation and management/ composting
- › Air quality
- › Infectious disease and public health
- › Rooftop greening
- › Vertical farming
- › Urban agriculture
- › Food preservation

WILDLIFE:

- › Wildlife conservation and management
- › Aquatic entomology
- › Insect collecting
- › Birding
- › Animal tracking and monitoring
- › Winter ecology

FOOD ISSUES:

- › Agroecology, sustainable and secure food systems
- › Food Safety Engineering (inactivation of pathogenic and spoilage microorganisms)
- › FSMA
- › Food security/food justice/ food access
- › Cooking lessons (local seasonal food)
- › Local and Organic: The Benefits and the Differences
- › Local food and local economy

WATER QUALITY/AQUATIC ENVIRONMENTS/WATER AVAILABILITY:

- › Aquatic entomology
- › Seaweed identification and use
- › Wetland identification and delineation
- › Guided canoe/kayak tour
- › Water quality/ pathogens
- › Water availability
- › Aquatic ecosystems: monitoring and evaluation, aquatic/riparian restoration, develop monitoring plan
- › Road-stream crossings design for aquatic organism passage
- › Stream and restoration design and implementation: identifying existing habitat condition, desired future habitat conditions, limiting factors, permitting, planning, implementation
- › Vegetation monitoring/ aquatic invasives
- › Fisheries science, populations, and management

POLLINATORS:

- › Beekeeping
- › Pollinator habitat design/ pollinator promoting plants
- › Beneficial insects/ bats

HOMESTEADING/HOMEOWNER:

- › Gardening and horticulture- for pollinators, for wildlife, for aesthetics, for wild edibles
- › Landscape design
- › Flood/ drought risk management
- › Sustainable pest management
- › Pond design
- › Aquaculture
- › Weed ecology and management
- › Pesticide application
- › Property management and environmental quality
- › Cooking with seasonal produce
- › Food preservation
- › First time vegetable gardening
- › Woodworking
- › Nature photography
- › Nature sketching/journaling
- › Fruit trees
- › Raising Chickens

- › Cheese Making
- › Flood/ drought risk management
- › Tapping Maple and Syrup Making
- › Composting
- › Invasive Plant Management
- › Basic ecology for the homeowner

FAMILY AND CHILDREN:

- › Teaching your kids how to fish. My first tackle box
- › Tidepools for Kids- Intertidal Community Ecology
- › Map/Compass/GPs basics
- › Naturalist Training

INVASIVE SPECIES:

- › Terrestrial plants
- › Aquatic plants
- › Insects

SOIL CONSERVATION:

- › Soil erosion
- › Soil contamination
- › Salination
- › Soil microbes
- › Compaction

JOB TRAINING

- › Erosion and sediment control training. Maine DEP. Certified Contractor Program
- › Septic System Installers Training. Maine Subsurface Wastewater Program.
- › Maine Association of Site Evaluators
- › Pesticide Applicators
- › Foresters
- › Stream Smart
- › Construction BMPs/ DOT
- › Chainsaw Safety Training
- › Permitting Requirements for Soil Movement

CLIMATE CHANGE

- › Resiliency to extreme weather events (coastal, agricultural, municipal)
- › Forests (tree care, ice storm damage prevention)
- › Crops
- › Livestock

ANNUAL REPORT OF ACCOMPLISHMENTS 2018

1. Invasive Forest Pest Program

On September 8, 2018, Androscoggin Valley Soil and Water Conservation District attended Cooperative Extension's Rural Living Day in Houlton, ME. This was an event was focused for small acreage property owners or those looking to move to the country. The day consisted of manning a booth with a wide variety of Invasive Forest Pest information and a few activities for children. We spoke with people who had just moved to Maine and were concerned about managing their forests, people who were aware of the forest pest concerns but wanted more information to help them identify the insects, and a handful of children also were interested in what we had for information. At the end of the afternoon we held the Invasive Forest Pest Program's presentation. There were about five in attendance, two of which were there for pesticide credits. We got a nice praise from an attendee saying that this was the most informative session they had gone to all day.

On September 12, 2018, Androscoggin Valley Soil and Water Conservation District held an Invasive Forest Pest presentation at the Topsham Public Library, 25 Foreside Rd. Topsham, ME 04086 from 5:00pm -7:00pm. Jocelyn Lahey from our District was the presenter for this program. There were 10 people who attended the presentation, one of which did not sign in. The audience was attentive but quiet. There were 2 people that were looking for Maine Board of Pesticide Control Credits and 1 person looking for Society of American Forester credits. The main point of contact for these people who found out about the workshop was either from an email or their local newspaper. We had two attendees drive over an hour to attend. The audience liked that there were a lot of pictures to help show them how to identify the insects as well as the handouts to take home. The attendees said that they would be able to take this information and be more aware while working in the woods, be able to identify the insects if they see them while working and share this information with friends and family. One of the evaluations said that they learned the importance of identifying sightings of pests and damage. Another evaluation said that they liked how up-to-date the information in the presentation was. Photos follow.

2. Local Working Group Meeting

Annually the District hosts the Natural Resources Conservation Service Local Working Group meeting. This is a meeting open not only to NRCS program participants, but all interested residents and landowners. This meeting provides an opportunity for those who attend to comment and vote on where local NRCS funds should be allocated. It also allows them to speak up on what practices should have more emphasis. In the past, we have held these meetings in December; this year, we decided based on feedback to host the meeting after the holidays. On Saturday, January 5th, the Local Working Group meeting was held at the Poland Grange Hall in Poland, Maine. We had 14 people attend their priority ranking for natural resource concerns are as follows:

High Priority:

- Degraded Plant Condition
- Water Quality Degradation
- Soil Erosion and Soil Degradation
- Fish and Wildlife Habitat

Medium Priority:

- Insufficient Water

Low Priority:

- Air Quality

3. Continued Natural Resources Conservation Service (NRCS) Cooperative Agreement

The District applied for and received an additional NRCS Cooperative Agreement for July 2017- June 2019. The primary goals of this agreement are to offer workshops, collect field data, and promote EQIP program opportunities through education and outreach. The District accomplished holding three workshops in 2018.

Workshop: Irrigation Workshop

Summary: An introduction to irrigation systems and the importance of understanding soil will be followed by a site visit to Left Field Farm to discuss irrigation methods and the tools for understanding how much water to apply.

Date: Monday, April 23, 2018

Location: Bowdoinham Public Library 13A School Street Bowdoinham, ME 04008

Time: 9:00AM – 3:00PM

Attendance: 9

Presenters: Candi Gilpatric, NRCS Agricultural Engineer; Dave Rocque, Maine State Soil Scientist; Rebecca Long, NRCS Soil Conservationist

Cost for Refreshments: \$59.40

Workshop 1: Prepping Your Garden Beds for Winter

Summary: In this workshop, we discussed and elaborated on care and preparation for garden beds and soil before winter arrives. This covered topics as broad as pests and disease management, composting, mulching, cover crops, and late-season fruit and vegetable care. Protecting soil year-round is important for the health of soil as far as nutrients, avoiding erosion, disease management and soil composition.

Date: November 9th, 2018

Location: 254 Goddard Road Lewiston, Maine 04240

Time: 1:00PM – 3:00PM

Attendance: 10

Presenter: Lynn Holland and Tammy Libby, Maine Master Gardeners

Cost for Refreshments: \$21.03

Workshop 2: Field, Farm, and Forest: Creating and Conserving Pollinator and Wildlife Habitat

Summary: We had two skilled presenters lined up; Jeremy Markuson, NRCS Biologist, who guided us through turtle and bat conservation practices in Maine and Eric Venturini, Farm Bill Pollinator Conservationist and NRCS Partner Biologist with the Xerces Society for Invertebrate Conservation, who taught us about pollinators and establishing pollinator habitat. The morning was finished with a question and answer session and information regarding NRCS Environmental Quality Incentives Program cost-share opportunities.

Date: November 15th, 2018

Location: 254 Goddard Road Lewiston, Maine 04240

Time: 9:00AM – 11:30AM

Attendance: 5

Presenter: Jeremy Markuson, NRCS Biologist and Eric Venturini, Farm Bill Pollinator Conservationist and NRCS Partner Biologist with the Xerces Society for Invertebrate Conservation

Cost for Refreshments: \$0.00

4. Website, Instagram and Facebook Updates and Maintenance

By maintaining an online presence and making ourselves available to the public on the internet, we continue to broaden our outreach, make the district's contact information more available and provide the community with access to our board meeting minutes, our annual budgets and agendas and our current events and workshops.

5. Maine Ag Trade Show Participation

The Maine Ag Trade Show was held at the Civic Center in Augusta. The District always looks forward to participating at this event. We had information at the Maine Association of Conservation Districts booth and were able to talk with a number of people walking around the event. This event serves as a source for agricultural resources and products. Producers and consumers alike attend the three day show to take stock of current programs, new technologies, and to gather information on the agriculture industry. This is one of the best opportunities for the District to connect with potential new clients face to face.

6. Conservation District Day at the State House

This event is held in the Hall of Flags at the Maine State House. It is an opportunity for the District to display current programs and activities to the legislators that are working in the building as well as anyone else that may be interested. It is important that the District is involved with this because a 50% of our direct funding comes from the Department of Conservation, Agriculture and Forestry and we want them to know the efforts that are being put into the District's work.

7. Septic System Installers Workshop – Lewiston

A full day septic system installers workshop was held in Lewiston. There were over 60 people in attendance. This training is essential for code enforcement officers, septic system installer and inspectors, licensed plumbing inspectors, site evaluators, and contractors looking for licensing and certification. This workshop covers a variety of topics necessary to install long lasting and environmentally safe septic systems.

8. Collaboration with Time and Tide Resource Conservation and Development Area

Time and Tide RC&D is a grassroots nonprofit organization that seeks resources to address area conservation and development priorities in five counties in the central and mid-coast Maine area. Their goal is to provide local people with information, technical assistance, and occasionally financial assistance to allow them to carry out action-oriented plans. AVSWCD provides accounting services for Time and Tide RC&D. The District also looks forward to visiting the school gardens that are built in Androscoggin or Sagadahoc Counties through Time and Tide's School Mini Garden Grant program.

9. Technical Assistance Program

The District is now offering fee-for-service technical assistance in-house! Services that we can provide include erosion and sediment control plans, bank stabilization guidance, permitting assistance, gravel road maintenance guidance, fish passage barrier improvement, event and workshop planning assistance, education/outreach plans, and Food Safety Modernization Act preparation guidance. In 2018 we assisted 16+ clients with erosion and bank stabilization plans, designs, and/or revegetation plans. This significantly outnumbers the services provided in 2017.

10. Androscoggin Valley Stormwater Working Group

Androscoggin Valley Stormwater Working Group (Lewiston, Auburn, Lisbon, and Sabattus) contacted the District to help them implement their Municipal Separate Stormwater Sewer Systems (MS4) permit. This working relationship will continue through the next permit cycle (2019-2023). In the past six months, the District has helped AVSWG host their annual storm drain stenciling event in Lewiston and Auburn. We had a great turnout from local Girl Scouts troops and the children had a blast. We worked closely with the municipalities of Lewiston and Auburn to accomplish this. The District also attended Auburn Public Works Day to booth a table containing information on stormwater and municipal storm drain systems.

The second task that we completed with AVSWG is an additional Bates College project. The Stormwater Group needs to assess how well their outreach program has worked as part of the MS4 requirements. The District led a group of students in completing this survey as well as performing several other research tasks to help the Stormwater Group better reach their target audience. The District analyzed data from this survey and submitted a report to the municipalities of Lisbon and Sabattus.

11. Contractor Certification Training- Sabattus

The District hosted the Maine DEP Voluntary Contractor Certification Program in advanced erosion and sediment control practices training. This course covers best management practices to prevent nonpoint source pollution from construction activity, which is critical to protecting the quality of Maine waters. The District hosts at least one of these trainings every year. This year we held ours in Sabattus and had over 60 people in attendance.

12. Pond Biology and Design Workshop

Summary: This workshop, which was graciously hosted at a client's property, focused on pond construction and maintenance. We were fortunate enough this year to also be able to expand on our pond biology and mechanism portion of this. The workshop began with a classroom portion followed by a hike to a man-made pond on site.

Date: Thursday, May 10, 2018

Location: 303 S River Rd. Greene, ME 04236

Time: 9:00Am- 1:00PM

Attendance: 17

Presenter: Candi Gilpatric, USDA Agricultural Engineer; Joe Dembeck Somerset County SWCD, Executive Director

Cost for Refreshments: \$25.00

13. Eastern Brook Trout Joint Venture Grant Completed

- **Project Title:** Restoring Connectivity in Sunday River &; Martin Stream Watersheds, Riley Township &; Turner, ME EBTJV.
- **Purpose:** Identify barriers to fish passage and re-establish habitat connectivity where possible. Increase collaborative partnerships. Inform the public and encourage interest and participation.
- **Location:** Martin Stream, Sunday River & Bear River Watersheds in western Maine
- **Lat / Long Coordinates:**
 - Lower Sunday River Dam: 44.5012, -70.9213
 - Upper Sunday River Dam: 44.48107, - 70.97093
 - Martin Stream Watershed Stream-Road Crossing Area: 44.9579, -69.8885
 - Cat Alley Brook: 44.4998, - 70.804527
- **Sponsor:** Androscoggin Valley Soil & Water Conservation District
- **Completion Date:** 12/31/18
- **Partners involved:** Androscoggin River Watershed Council (ARWC), Androscoggin Valley Council of Governments (AVCOG), U.S. Fish & Wildlife Service, Maine Department of Inland Fisheries & Wildlife (IF&W), Project SHARE, Sunday River Ski Co., Mollyocket Chapter of Trout Unlimited, Fly Fishing in Maine, U.S.D.A. Natural Resources Conservation Service (USDA NRCS), Oxford County Soil & Water Conservation District (Oxford County SWCD), Maine Department of Transportation (MDOT), Town of Turner, Town of Buckfield, Caribou Springs LLC, Field Geology Services LLC, unaffiliated watershed residents.

14. New Hire – Project Assistant

In September, Androscoggin Valley Soil and Water Conservation District brought on a new hire as the Project Assistant. Mackenzie Richard holds a part-time position to assist with financial reporting, event and workshop planning, district administrative duties and fundraising efforts. By having a second employee, the district will increase the number of hosted events, expand outreach, and offer more technical assistance.

SUPERVISORS AND STAFF LIST

Supervisors

- **Steve Sinsi, Chairman**
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- **Katie Carville, Treasurer**
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- **Ben Dearnley, Supervisor**
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- **Jocelyn Lahey, District Manager**
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- **Mackenzie Richard, Project Assistant, 9/04/2018 Date of Hire**
 Phone: (207) 241-5377
 Email: mrichard@maineconservationdistricts.com
 Address: 254 Goddard Road Lewiston, Maine 04240

2019 ESTIMATED TIME DISTRIBUTION

Task & Description	Hours
District Administration: Includes accounting, board support, budgeting, all paid leave time, meetings, training, quarterly and annual reporting, and all other unclassified administrative tasks.	1,379.00
Support for NRCS: This includes, but is not limited to, phone and reception duties, upkeep of reception area, mail pickup and distribution, meeting setup, assisting with outreach, providing assistance to EQIP clients.	47.50
Education and Outreach: This includes direct education and outreach efforts either in-person or electronically such as attending farmers' markets and classrooms or sending education material via mail, email, Facebook, and posting on the website. This does not include workshops.	217.00
Technical Assistance: Services provided can include erosion and sediment control plans, recommendation, and information. Shoreline stabilization guidelines. Permitting assistance. Gravel road maintenance guidance. Fish passage barrier improvement. Planting recommendations and buffer designs. Food Safety Modernization Act preparation and guidance. Event/workshop planning assistance. Outreach/education plans. School/business/training presentations surrounding natural resource topics.	63.50
Grants/Agreements: Includes the EBTJV grant, the NRCS Cooperative Agreement, and the DEP Stormwater Compensation Fund. Does not include the Invasive Forest Pest Outreach Project, which is under MACD involvement.	204.75
Projects: This includes the Spring Plant Sale and a Farmer Interview Video project.	103.50
Fee for Service Agreements: This includes the Androscoggin Valley Stormwater Working Group agreement and the Time and Tide RC&D agreement.	90.00
MACD Involvement: This includes MACD meetings, Ag Trade Show, District Day at the State House, and Invasive Forest Pest Programs, and Envirothon.	120.75
Workshops and Events: This includes all workshop and events attended by the public except the Local Working Group meeting and the Invasive Forest Pest Programs.	161.50
Total	2387.50