

Tuesday, October 29		Session 1		10:30 am - 12:00 pm	
Building Your Budget: Today, Tomorrow, and into the Future		Lawns to Legumes: Partnering for Change in Residential Landscapes			
Track: Org Capacity Skill Level: Intermediate LGU Org: All		Track: Foundational Technical Skill Level: Beginner/Intermediate LGU Org: All			
Budgeting is important for managing an organization in stable times and critical for managing in turbulent times. However, developing a resilient budget requires more than taking the previous budget and changing the year. A sound budget is based upon previous year's numbers, includes an assessment of potential revenues and expenditures for the upcoming year, and considers financial risks. Attendees to this session will come away with an awareness of the components of a solid budget that can be applied back in your home office. <i>Trainers: Maggie Kuchenbaker – Mille Lacs SWCD & Pam Tomevi – Koochiching SWCD</i>		The new Lawns to Legumes program has created significant interest from the public in supporting pollinator populations and creating new pollinator habitat. This session will summarize the many environmental benefits of turf conversion and residential habitat, and components of this new program. Planting options and resources that are being promoted through the program will be discussed, as well as key ways that local governments and conservation partners can help build momentum and be involved in this effort. We will spend time at the end of the session answering questions about the program and furthering the dialog about establishing pollinator habitat. <i>Trainers: Paul Erdmann & Dan Shaw – BWSR</i>			
Minimum Impact Design Standard Calculator: How to Use It		Grant Writing (BWSR and Beyond)			
Track: Applied Technical Skill Level: Intermediate LGU Org: All		Track: Grants Skill Level: Beginner/Intermediate LGU Org: SWCD/WD			
The Minimal Impact Design Standards (MIDS) best management practice calculator was developed to assist designers and regulators in determining conformance to the MIDS performance goals, and is an efficient tool to determine stormwater runoff volume and pollutant reduction capabilities of various BMPs. This session will walk you through how it works and how to use it. <i>Trainer: John Chapman – University of MN</i>		The world of grant funding is a large and diverse one. It goes beyond just BWSR grants. This session hopes to give attendees a few tips, tricks, and thoughts to ponder for the grant writing process. What makes a good grant application? What kind of planning needs to be done before writing even begins? The session trainers hope to answer these questions and more. <i>Trainers: Jill Sackett Eberhart – BWSR, Gerry Maciej – Benton SWCD, & Melissa Barrick – Crow Wing SWCD</i>			
Conservation Conversation with Landowners/Renters		The Governing Galaxies: Orientation to Conservation in Minnesota			
Track: Outreach Skill Level: All LGU Org: All		Track: Workshops Skill Level: Beginner LGU Org: All			
Meeting someone for the first time is difficult, then try suggesting a conservation practice that is not their idea and the conversation can get uncomfortable in a hurry. You may have the best intentions, but instead of seeing the conservation benefit, all the producer hears is “they are saying “I’m doing a poor job” or “this will cost me money I don’t have”. Understanding the relationship and dynamics between a landowner and renter can make that awkward conversation less stressful. In this session, you will learn how to approach the landowner or renter of a potential conservation practice, how to prepare for the meeting, how to gain their trust, and how to maintain the relationship to achieve a successful project. <i>Trainer: Dan Nadeau – Wright SWCD</i>		The government galaxies involved in protecting the State's water quality can make navigating among the stars difficult for the novice. Local, state, and federal agencies each have their own gravitational pulls that can confuse even the most intrepid new employee. And then there are those landowners. Without a good star map, it is maddening! Attendees to this session will get a firm understanding for how the many galaxies align and how best to navigate toward the Clean Water Nebula while avoiding the dreaded bureaucratic black hole. This session is a must for all new employees. <i>Trainers: Jason Weinerman & Jennifer Mocol-Johnson – BWSR</i>			
Buffers 101: Buffers for Newbies					
Track: Programs Skill Level: Beginner/Intermediate LGU Org: All					
This session is a basic introduction to the Buffer Law, intended for staff that are new to implementing the requirements of the program, or for those that could use a refresher! The very basics of Minnesota’s Buffer Law will be discussed: Why Buffers?, Buffer Maps, BuffCAT/BuffCAT Mobile, Top of Bank, Alternative Practices, Working with Landowners and LGU staff, and more. A 20-minute interactive exercise will close the session. <i>Trainers: Kevin Roth & Darren Mayers – BWSR</i>					

Tuesday, October 29		Session 2		1:30 pm - 3:00 pm	
Minnesota's Diverse Human Environment		Making Sense of Our Changing Climate: Minnesota's Climate Tools and Data			
Track: Org Capacity Skill Level: Beginner LGU Org: All		Track: Foundational Technical Skill Level: Intermediate/Advanced LGU Org: All			
<p>For conservation professionals to be successful, they need to understand the different landscapes in which they work. The understanding of this natural environment is just one part of the job. The complexity of the natural environment is matched by the complexity of the human environment. Developing a foundational understanding of the diverse human landscape can enhance the resource professional's ability to connect resource management to the people living and working within the landscape. This session will provide attendees with a foundational understanding on the importance of incorporating concepts of human diversity into their professional skillsets to better engage with all Minnesotans.</p> <p><i>Trainer: Renee Pardello – University of MN Extension</i></p>		<p>This session will introduce participants to the wealth of regional and watershed-scale climate data that DNR provides; identify the most relevant data for identifying changes in precipitation, runoff, and temperature (i.e., winter minimums); and include opportunities to do some hands-on work with the data at the watershed scale. This knowledge can be applied in developing county or watershed plans, designing conservation projects for long-term resiliency, and communicating climate information to local officials in a neutral and scientifically-based way.</p> <p><i>Trainers: Kenny Blumenfeld – MN DNR, Suzanne Rhees – BWSR, & John Lommis – South Washington WD</i></p>			
Noxious Weeds Invaded my Restoration Project – What Should I Do?		Diversifying Your Funding: Charting a Course to Sustainability			
Track: Applied Technical Skill Level: Beginner LGU Org: SWCD		Track: Grants Skill Level: Beginner LGU Org: All			
<p>Noxious weeds threaten our grasslands, forests and riparian areas. Disturbance created by construction projects can be a pathway for weed movement. We will use a restoration construction project as a case study to examine ways to prevent weed introduction and what to do if weeds are introduced. We will go over steps for plant identification, reporting and surveying/mapping. Considerations such as SWCD practices, collaboration with other organizations, weed law and potential funding sources will be discussed.</p> <p><i>Trainers: Aimee Duchene – East Otter Tail SWCD, Mari Hardel – MN Department of Agriculture</i></p>		<p>A diversified funding stream is critical in achieving long-term sustainability. During this session, we will brainstorm strategies to develop partnerships, conduct research and secure foundation support, government grants and donations. Participants will leave with tools to set them on a path to success.</p> <p><i>Trainers: Kristi Ackley & Amanda Whittemore – Fair Winds Consulting</i></p>			
Navigating Social Media and Creating Content		QuickBooks for Grants Management - Part 1			
Track: Outreach Skill Level: Beginner LGU Org: SWCD/WD		Track: Workshops Skill Level: Beginner/Intermediate LGU Org: SWCD			
<p>Facebook, Twitter, Instagram, YouTube...where should you concentrate your efforts? This session will explore strategies and tricks to improve your online communication with the public through social media. Participants will also learn about creating content through memes, blogging, e-newsletters, and website page improvement. If you have a laptop computer, you should bring it to this interactive session. We will be creating graphics for social media posts through a free online software image program.</p> <p><i>Trainer: Teresa DeMars – Rice SWCD</i></p>		<p>Using the unearned revenue method, learn how to track grant revenues and expenses in QuickBooks. Recording transactions with this method provides accurate reporting of net revenue throughout the year. The basis of an accounting system is the chart of accounts which enables district/grants accounting and flows through to the financial statements. We'll review how to charge services to grants and explore tracking grants using QB classes. Prerequisite for this workshop is a basic understanding of QuickBooks functions.</p> <p><i>Trainers: Blake Lindquist – Peterson Company, Ltd. & Mason Schirmer – MSchirmer Accounting</i></p>			
RIM: Acquisition and Updates					
Track: Programs Skill Level: Beginner/Intermediate LGU Org: SWCD					
<p>The RIM: Acquisition and Updates session will include three general components. The session will give participants the information and tools needed to interpret complicated easement and title related documents with the goal of conveying information to landowners in an effective manner. The session will also cover information on RIM easement GIS data, including creating/editing boundaries and maps, spatial data products, accuracy and limitations, and required easement application materials. Last but not least, recent RIM and CREP updates will be shared along with a question and answer session for program related topics.</p> <p><i>Trainers: Sharon Doucette, Luke Anderson, & Lucy Kozub – BWSR</i></p>					

Successful Collaborations and Partnerships are Easy

Track: Org Capacity **Skill Level:** All
LGU Org: All

Successful collaborations and partnerships are easy. Just like our families, they depend on shared visions and outcomes, mutual trust, individual competency, transparent communication, flexibility and adaptability among other traits. Ok, it is not easy. This session will discuss the challenges of creating and succeeding in joint partnerships and collaborations. Participants will identify successful and not so successful collaborations. There will be discussions regarding the difference between being partners and being a hired gun. We will explore and also discuss the power dynamic and how it affects the relationships between the participants. Tools such as a joint SWOT analysis, asset inventories, and agreed-upon outcome metrics improve success potential. In the end, collaboration is just like family. Now...eat your peas....because I said so.

Trainer: Jim Mulder – Private Consultant

Advance Your Knowledge and Skills for Protecting Groundwater

Track: Foundational Technical **Skill Level:** Intermediate
LGU Org: All

In this two part session, you will review groundwater information for your area to help you identify target areas, actions, and resources that will help protect groundwater resources. Groundwater information and other materials will be provided.

Part One: Learn about the geology and hydrogeology, pollution sensitivity and interactions between surface water and groundwater in your area.

Part Two: Review groundwater basics exploring the factors that influence pollution sensitivity, connectivity between groundwater and surface water, and other considerations for groundwater planning. Identify available programs and resources, including funding tools.

Trainer: Carrie Raber, T. J. Farnum – MN Department of Health & Annie Felix-Gerth – BWSR

Native Seed Mixes for Conservation Practices

Track: Applied Technical **Skill Level:** Intermediate
LGU Org: All

Participants in this session will learn how to develop and evaluate native seed mixes for conservation plantings in their work area. Topics will include consideration of native plant community composition, seed source, incorporating pollinator species, and meeting conservation practice specifications. **Seed calculators and other tools will be used, so please bring a laptop to this session.**

Trainer: Kelly Voigt –BWSR

QuickBooks for Grants Management - Part 2

Track: Workshops **Skill Level:** Beginner/Intermediate
LGU Org: SWCD

Part 2 is a continuation of Part 1: Using the unearned revenue method, learn how to track grant revenues and expenses in QuickBooks. Recording transactions with this method provides accurate reporting of net revenue throughout the year. The basis of an accounting system is the chart of accounts which enables district/grants accounting and flows through to the financial statements. We'll review how to charge services to grants and explore tracking grants using QB classes. Prerequisite for this workshop is a basic understanding of QuickBooks functions.

Trainers: Blake Lindquist – Peterson Company, Ltd. & Mason Schirmer – MSchirmer Accounting

Selling Conservation: Tips and Lessons Learned

Track: Outreach **Skill Level:** Beginner/Intermediate
LGU Org: SWCD/WD

In this session, you will learn what selling a car and selling conservation have in common. You will leave the session with tips and suggestions to use when working with landowners to “sell” conservation. This interactive session will introduce you to a process and you will have time during the session to identify what will work in your situation.

Trainer: Jesse Walters – Martin SWCD

No Sleep Til eLINK

Track: Grants **Skill Level:** Beginner/Intermediate
LGU Org: All

This session will help you complete your eLINK reporting efficiently and correctly the first time. We'll cover common mistakes made during reporting, helpful resources, why BWSR captures indicators and other reported data, and how to calculate indicators using popular pollution reduction tools. ****Bring a laptop or tablet. ****

Trainers: Gwen Steel, Matt Drewitz, & Jill Sackett Eberhart – BWSR

Enforcement Case Management Strategies

Track: Programs **Skill Level:** Beginner
LGU Org: All

Regulatory programs such as the Buffer Law, Wetland Conservation Act (WCA), and other land use regulations are typically implemented and complied with on a voluntary basis. There are times, however, that enforcement is needed to ensure compliance with these regulatory requirements. This session will focus on compiling proper documentation of the site condition/violation, developing written findings of fact that clearly illustrate the existence of a violation, generating potential remedies to informally resolve any noncompliance within reasonable timelines, and finally creating a case file that can be submitted to the County Attorney’s Office for enforcement purposes. This session will also include enforcement case examples and situations that may be encountered when administering and enforcing various land use regulations.

Trainers: Jay Squires – Rupp, Anderson, Squires and Waldspurger, PA, Melissa Devetter – Dodge County & Dave Rush – Douglas County

Wednesday, October 30		Session 1		8:30 am – 10:00 am	
Everyday Leadership Skills: Learn from a Master			So You Want to Fly Drones for Conservation?		
Track: Org Capacity LGU Org: All		Skill Level: Beginner		Track: Foundational Technical LGU Org: All	
<p>Take advantage of this rare opportunity to learn from John Linc Stine, a true leader in every sense of the word. John served in many leadership roles in state agencies, including more than six years as MPCA commissioner, and is now executive director of Freshwater. In this session, you will hear from John on key leadership topics and learn hands-on skills from MPCA Organizational Improvement staff. Participants will learn how to apply leadership principles whatever their role in their organization - you can be a leader even if you are not at the top of the organizational chart!</p> <p><i>Trainers: John Linc Stine – Freshwater, Kimberly Nuckles – MPCA</i></p>			<p>Flying UAVs in the name of conservation is a useful tool, but there is a lot to learn. This session will introduce you to the world of drones and how to go about using one safely, legally, and effectively for varying applications. As more people and businesses begin to use drones in their everyday activities, the technology and application for drones continues to advance. We will discuss ideas and technologies that can help conservation offices utilize drones to their full potential.</p> <p><i>Trainers: Aaron Gamm – Olmsted SWCD, Beau Kennedy – Goodhue SWCD, & Chad Jurgensen – Olmsted County</i></p>		
WEPP for RUSLE II Users			Great Grant Administration Starts Here!		
Track: Applied Technical LGU Org: All		Skill Level: Intermediate		Track: Grants LGU Org: All	
<p>Intermediate update and hands-on examples of using the NRCS WEPP tool. This is an intermediate level training and not suited for someone with little to no experience in soil loss modeling. A laptop capable of connecting to the Internet is necessary.</p> <p><i>Trainer: Lawrence Svien – BWSR</i></p>			<p>This session is designed as a grants management refresher, including a review of how the reconciliation process is going, discussion of common errors discovered during reconciliations, and tips for avoiding these errors. We'll also review frequently asked questions and billable rate calculations. To wrap everything up, we'll provide tips to maximize your grant dollars and give an overview of a few simple mechanisms to track grants to make eLINK reporting easier.</p> <p><i>Trainers: Jeannette Austin & Julie Krebs – BWSR</i></p>		
Marketing your Message in an Urban Environment			What are the Critters Up To? How to Interpret Soil Health Tests - Part 1		
Track: Outreach LGU Org: All		Skill Level: Beginner/Intermediate		Track: Workshops LGU Org: All	
<p>Are you looking for ways for your message to have more of an impact? Join this session to learn how building your network and collaborating with unexpected partners can help you connect with a wider audience. Finding connections between what matters to your audience and what matters to your organization can lead to tangible results. This presentation will include lessons learned from educational initiatives and outreach activities in the City of Rochester that have proven successful, including the city-wide "A Litter Bit Better" annual clean-up event, the "Realize Rain Gardens Rochester" cost-share grant program, and others. Participants will also work through a case study on a "Wipes Clog Pipes" educational initiative to create behavior change.</p> <p><i>Trainer: Megan Moeller – City of Rochester</i></p>			<p>By understanding soil biology and nutrient cycling, we can better use and interpret soil health indicators. The session will begin with soil basics, including a hands-on texturing exercise. The session will conclude discussing soil health linking popular indicators to key soil processes, demo soil respiration and structure tests, and discuss why management might affect different indicators.</p> <p><i>Trainers: Dr. Anna Cates – University of MN Extension & David Demmer – BWSR</i></p>		
It's Not Your Daddy's Cost Share					
Track: Programs LGU Org: All		Skill Level: Intermediate			
<p>The State Cost Share Program has been around for over 40 years. Some of the basics remain the same. A cost share contract is still a legal document that has responsibilities and requirements. But there are new options and opportunities intended to make it easier for SWCDs to get conservation on the ground. Learn how to maximize the flexibility of the program and minimize your risk of non-compliance.</p> <p><i>Trainers: Pete Waller, Jason Beckler, & Jeff Hrubes – BWSR</i></p>					

Wednesday, October 30		Session 2		10:30 am – 12:00 pm	
Learning to Count to Three: A Key to Well-Functioning Boards			Mind the (Data) Gap! Water Quality Data and Planning		
Track: Org Capacity		Skill Level: All		Track: Foundational Technical	
LGU Org: All				Skill Level: Beginner/Intermediate	
<p>It is the responsibility of board members, managers, and staff to ensure that an organization functions well. Successful organizations use established, repeatable processes with clear goals, objectives, and metrics to measure both. They know what 'hills to die on'. This session will explore how communication, both strategic and visionary, can reduce crisis management moments; provide suggestions for dealing with dysfunctional staffs and boards; and put the organization on a more productive path. The session will review the basics of organizational structure and process, including using parliamentary procedure, memorializing the work of the organization, and in the noted words of a first-grade teacher, "Be able to get along well with others."</p> <p><i>Trainer: Jim Mulder – Private Consultant</i></p>			<p>This session will discuss types of water quality data and how to interpret if the data you have fits your needs. This training will include discussion on results (QA issues, reporting limits, units), monitoring design (condition vs. loads), and environmental information to consider (flows, critical time periods). The session will show participants how to recognize data gaps to target future monitoring and how to use data to aid with local water management planning efforts.</p> <p><i>Trainers: Pam Anderson – MPCA & Ilena Hansel – Cook County SWCD</i></p>		
Shoreline Restoration Methods and Strategies			Who, What, Where, How, and Why of Partnership Agreements		
Track: Applied Technical		Skill Level: Beginner		Track: Grants	
LGU Org: SWCD/WD				Skill Level: Intermediate/Advanced	
<p>The session will explore shoreline restoration using green technology. It will cover (1) resource inventory, (2) site assessment, (3) site constraints, (4) ecological designed BMPS for shoreline, (5) green engineered practices for shoreline, (6) designing a comprehensive plan for shoreline restoration and water quality protection.</p> <p><i>Trainers: Beth Hippert, TSA 8 & Bill Westerberg – TSA 8</i></p>			<p>Whether you are beginning a One Watershed, One Plan, implementing watershed-based funding, working across geographic boundaries with fellow LGUs, or contracting for services with other entities, there are things you should know and considerations that need to be made to mitigate risk, ensure compliance with your BWSR grant agreement, and forge lasting working relationships. This session will arm you with important questions to ask when entering into partnerships and help to illustrate your role as a BWSR grantee, fiscal agent, and member of a partnership. The session will cover aspects of Joint Powers statute and different types of partnership arrangements (Joint Powers Entity, Joint Powers Collaboration, Memorandum of Understanding, Cooperative Agreement, Professional Service Agreement, etc.). Hear insights and perspectives from a county attorney, representative from MCIT, and BWSR Grants Coordinator.</p> <p><i>Trainers: Nicole Clapp – BWSR, Karin Sonneman – Winona County, & Jennifer Wolf – MCIT</i></p>		
Reaching Beyond the Choir: Influencing Agricultural Behavior			What are the Critters Up To? How to Interpret Soil Health Tests - Part 2		
Track: Outreach		Skill Level: All		Track: Workshops	
LGU Org: All				Skill Level: Beginner	
<p>While farmers have increasingly begun to adopt sustainable soil health practices to improve water quality, widespread adoption remains elusive. To improve outreach to farmers necessary to encourage adoption of sustainable practices, the National Wildlife Federation (NWF) will hold a mini-training on how to communicate based on farmer value systems. It will go over the seven steps of successfully reaching people more hesitant to changing their behavior. These strategies have been tested and applied in real world farmer outreach efforts. Concrete examples will be highlighted from NWF's Cover Crop Champion program, which is an agricultural grassroots outreach program.</p> <p><i>Trainer: Jessica Espenshade – National Wildlife Federation</i></p>			<p>By understanding soil biology and nutrient cycling, we can better use and interpret soil health indicators. The session will begin with soil basics, including a hands-on texturing exercise. The session will conclude discussing soil health linking popular indicators to key soil processes, demo soil respiration and structure tests, and discuss why management might affect different indicators.</p> <p><i>Trainers: Dr. Anna Cates – University of MN Extension & David Demmer – BWSR</i></p>		
Multipurpose Drainage Management Program Opportunities					
Track: Programs		Skill Level: All			
LGU Org: All					
<p>Multipurpose Drainage Management (MDM) provides many opportunities to achieve drainage, water quality, and habitat related goals. BWSR staff and drainage authorities will discuss MDM and the MDM grant program, including case studies, followed by a discussion about partnerships developed and the challenges encountered.</p> <p><i>Trainers: Mark Hiles & Henry Van Offelen – BWSR, Erik Jones – Buffalo Red River WD / Houston Engineering, & Don Bajumpa – Wilkin County SWCD</i></p>					

Wednesday, October 30		Session 3		1:00 pm – 2:30 pm	
Navigating Conflict Situations			Water Everywhere – Understanding and Planning for Changes to Watershed Hydrology		
Track: Org Capacity		Skill Level: Beginner/Intermediate		Track: Foundational Technical	
LGU Org: All				Skill Level: Beginner/Intermediate	
<p>How often do you find yourself in conflict situations? Conflict can arise whenever individuals have different values, opinions, needs, or interests and are unable to resolve those differences. You can find conflict in many different settings, including your office environment, during a board meeting, when working with stakeholders, or in a public meeting. When conflict is present, the physiological response is "fight or flight" but neither of those reactions helps those involved to work through it. If you'd like to improve your ability to manage conflict, then consider this training where we will explore the costs and sources of conflict as you learn strategies to sort out differences to work toward agreement.</p> <p><i>Trainer: Jody Horntvedt – University of MN Extension</i></p>			<p>Hydrologic conditions within Minnesota watersheds have changed in the past century and will continue to change due to climatic and human drivers. This session will establish a baseline of understanding of current hydrologic conditions of Minnesota watersheds, the factors that drive change, and will provide an overview of the tools and practices that can effectively lead to improved watershed conditions and resiliency.</p> <p><i>Trainer: Henry Van Offelen – BWSR</i></p>		
Compaction in Construction Inspection			Fraud Update: Cases, Prevention, and Detection		
Track: Applied Technical		Skill Level: Beginner/Intermediate		Track: Grants	
LGU Org: SWCD/WD				Skill Level: Beginner/Intermediate	
<p>This session will cover important soil mechanics and construction oversight aspects related to earthfill. To be a designer and inspector on structural practices involving earthfill, you need to understand soil properties, compactive effort, machinery used on construction sites, and the importance of moisture. A number of engineering practices require embankments to hold back water and depend on proper compaction. This presentation will incorporate items covered in the 2019 two-day Basics of Construction Inspection course specific to earthfill and compaction.</p> <p><i>Trainer: Aaron Peter – BWSR</i></p>			<p>This practical course outlines different types of fraud observed in various local government settings. It describes actual examples of fraud and essential internal controls and procedures that you can use to reduce the opportunity for fraud and prevent problems before they arise.</p> <p><i>Trainers: Kay (Clark) Gross – Cottonwood SWCD & Mark Kerr – Office of the State Auditor</i></p>		
The Role of Networks when Partnering with Others			One Watershed, One Plan: Process, People, and Product - Part 1		
Track: Outreach		Skill Level: Beginner/Intermediate		Track: Workshops	
LGU Org: All				Skill Level: Intermediate	
<p>Projects and events often involve partnering with others. Are you creating and using networks effectively in your work? Do you know that effectively using networks can redistribute tasks to lessen the work of leads on projects and events? This session will cover the role of networks when coming together to partner in your efforts and network weaving. This interactive session will introduce you to the elements of network weaving, share experiences and learnings from partnering and using networks, and provide an opportunity for interactive learning.</p> <p><i>Trainers: Todd Holman – The Nature Conservancy & Barbara Radke – BWSR</i></p>			<p>This workshop will focus on the key processes and ingredients for successfully creating a quality comprehensive management plan. Part I will focus on how to work together in planning: laying the groundwork for a solid partnership, dealing with consultants, having effective meetings, and engaging the public in planning. Part II will focus on creating the products that go into your plan: using data to set priorities and goals, targeting your implementation work, and describing your activities and programs so you can hit the ground running when it comes to implementation. Participants wishing to learn about implementing an approved plan should attend the <i>Beyond Planning - Watershed-based Funding</i> session on October 31.</p> <p><i>Trainer: Julie Westerlund – BWSR</i></p>		
Take a Walk on the Hydric Side					
Track: Programs		Skill Level: Beginner			
LGU Org: All					
<p>Sorry, Lou Reed will not be performing at this session! Instead, participants will learn the basic concepts of the Minnesota Wetland Conservation Act (WCA). The content is focused on what you need to know about the WCA for people who don't work with it daily. The session will begin by introducing the basic definition of a wetland, Minnesota wetland regulatory programs, and then provide an overview of the scope and administration of the WCA, including common scenarios that may interact with other natural resource programs in the State.</p> <p><i>Trainer: David Demmer – BWSR</i></p>					

Wednesday, October 30	Session 4	2:45 pm – 4:15 pm
Policies, Procedures, & Personnel: Building a Framework for District Operations		Ag 101: What Drives the Tractor? (Land-use Decisions and Conservation)
Track: Org Capacity Skill Level: Intermediate/Advanced LGU Org: SWCD		Track: Foundational Technical Skill Level: Beginner/Intermediate LGU Org: All
<p>Effective conservation work is built upon a foundation of human resources, district administration, and board governance. These operational policies and procedures are critical to retain staff and consistently implement programs, but sometimes are overlooked in the daily commotion of our busy offices. This session will provide a framework for the development and adoption of personnel, administrative, financial, board, statutory, and other policies to streamline your workflow and keep your district out of trouble.</p> <p><i>Trainer: Kyle Weimann – Stearns County SWCD</i></p>		<p>There are many factors that influence landowner land-use decisions that would affect the adoption of conservation practices as part of their operation. A broad understanding of the current climate of economics, farming practices, and other constraints for operations can assist technical staff when working with landowners to implement BMP practices that will be better received for their operation. The session attendee will gain perspective on the importance of making conservation decisions with a more comprehensive farm planning approach as well as the importance of maintaining long-term value in a public/private partnership with producers and industry leaders. The session will also go over the basics of agronomics, whole farm planning, and social construct of ag-related industry in Minnesota.</p> <p><i>Trainers: Ian Olson – CENTROL Crop Consulting & Doug Bos, Rock County SWCD/Land Management</i></p>
Easements: Finding the Diamond in the Rough		Presenting Financial Statements to Your Board
Track: Applied Technical Skill Level: Intermediate LGU Org: All		Track: Grants Skill Level: Beginner/Intermediate LGU Org: SWCD/WD
<p>The Legacy Fund Restoration Evaluation Program has evaluated over 150 restorations in Minnesota, including projects on easements and private property. In this work we have interacted with local, state, and federal staff who successfully maximize habitat benefits while working within constraints of individual sites. This session will bring in some of those staff. Participants will hear recommendations from the Restoration Evaluation Program and take part in interactive discussions with peers and practitioners who have a track record of successfully scoring (Ryan Rothstein, Stearns County SWCD), restoring (Daryl Peterson, MN Land Trust) and maintaining (Alex Galt, USFWS) restorations and easements. This training will provide participants with information, practical advice, and suggestions for application in their work with easements and managing restorations.</p> <p><i>Trainers: Gina Quiram & Wade Johnson – MN DNR</i></p>		<p>Understand the basics of your financial statement, how to use them to help your Board make sound financial decisions, and get some tools and tricks to make it an engaging topic of discussion.</p> <p><i>Trainers: Jason Weinerman & Linda Donnay – BWSR</i></p>
Choosing the Right Medium for the Right Message		One Watershed, One Plan: Process, People, and Product - Part 2
Track: Outreach Skill Level: Beginner LGU Org: All		Track: Workshops Skill Level: Intermediate LGU Org: All
<p>There is no shortage of ways to communicate with stakeholders and the public. But which ones will be most effective for your organization? Should you focus on getting in the newspaper? How often should you send out your newsletter? Which social media channels should you be on? Do you need a new website? What about videos, or Story Maps? "This session will focus on the fundamentals of crafting a communication plan that works for your organization. We'll discuss best practices for different media and showcase success stories and examples of innovation from the water resources management world."</p> <p><i>Trainer: Nick Busse – Mississippi WMO</i></p>		<p>This workshop will focus on the key processes and ingredients for successfully creating a quality comprehensive management plan. Part I will focus on how to work together in planning: laying the groundwork for a solid partnership, dealing with consultants, having effective meetings, and engaging the public in planning. Part II will focus on creating the products that go into your plan: using data to set priorities and goals, targeting your implementation work, and describing your activities and programs so you can hit the ground running when it comes to implementation. Participants wishing to learn about implementing an approved plan should attend the <i>Beyond Planning - Watershed-based Funding</i> session on October 31.</p> <p><i>Trainer: Julie Westerlund – BWSR</i></p>
Buffers: Where are We and Where are We Going?		
Track: Programs Skill Level: All LGU Org: All		
<p>This session will provide an update on the Buffer Law - where have we been and where do we go to next? Compliance and enforcement numbers, the enforcement process, alternative practices, ongoing compliance monitoring, updating BuffCAT, BuffCAT Mobile, and more will be discussed. A 20-minute interactive component will close the session.</p> <p><i>Trainers: Kevin Roth, Darren Mayers, & Paul Erdmann – BWSR</i></p>		

Transitional Thinking: Taking Charge During Changing Times

Track: Org Capacity **Skill Level:** Beginner/Intermediate
LGU Org: All

When the change forecast shifts from gentle winds to an approaching hurricane, is your organization ready? Will you be proactive and positioned to take advantage of the new future or will you be reactive and rely on hope to survive the storm? Organizations that can think their way through varying winds of change are better able to take advantage of opportunities and are more resilient in the face of risk. This session will provide attendees with some tools to harness the power of the winds of change to propel you and your organization forward.

Trainer: Jason Weinerman – BWSR

The 9 Steps of Conservation Planning

Track: Foundational Technical **Skill Level:** Beginner
LGU Org: All

Conservation planning is an integral part of working with clients on private land conservation. Even if you have never heard of the nine steps of conservation planning, when you are working on solving resource concerns on the landscape, you are doing at least some of the steps. This introductory session will help you to incorporate all nine steps of the conservation planning process into the conservation work you do. Using all nine steps gives a holistic perspective and maximizes landowner engagement in the planning.

Trainer: Kelly Voigt – BWSR

Irrigation Scheduling @ Your Fingertips

Track: Applied Technical **Skill Level:** Beginner/ Intermediate
LGU Org: All

Throughout Minnesota, irrigation is utilized to grow healthy crops, but with irrigation comes a concern of over applying water and losing nutrients to groundwater. Irrigation scheduling is the art of timing water applications based on soil moisture levels, crop growth stages, and future rain forecasts to aid producers in deciding when and how much to irrigate. This session will cover the basics of irrigation scheduling, from what should be taken into account, such as different soils and their water holding capacities and how much water the crop is using, to inserting inputs into the checkbook and coming out with recommendations. It will also include hands-on practice determining soil moisture by feel and looking at the sensors and technology available to producers.

Trainer: Nathan Wiese & Trisha Demaris – East Otter Tail SWCD & Vasudha Sharma – University of MN

SWCD Financial Management

Track: Grants **Skill Level:** Beginner/Intermediate
LGU Org: SWCD

If you provide financial management services at a SWCD, this session is for you. We'll plan to review a draft version of the SWCD Operational Handbook - Financial Management chapter. Potential topics include: monthly Treasurer's Report, chart of accounts, receivables, payables, payroll, equipment purchases, bank statements, reports to run, year-end process, and SWCD financial statement adjustments.

Trainer: Linda Donnay – BWSR

Understanding Farm Economics' Role in Conservation Adoption

Track: Outreach **Skill Level:** Beginner/Intermediate
LGU Org: All

This session will focus on the current trends in Minnesota farming with an emphasis on the economic and business aspects of farming. We will focus on the Farm Business Management Analysis Information compiled by MNSCU and the University of Minnesota Center for Farm Financial Management. Participants will also walk through some examples of practical and applied calculations of ROI "Return of Investment" of some capital investments, and or adoptions of BMPs "Best Management Practices".

Trainer: Dan Miller – MNSCU Riverland Community College

Hello and Goodbye: HR Considerations for the Beginning and Ending of a Position - Part 1

Track: Workshops **Skill Level:** Intermediate
LGU Org: All

Effective Human Resources Management optimizes employee performance so that they can effectively achieve the organization's objective. Two key aspects of human resources management is how an organization brings a person on board and how an organization lets a person go. This workshop will cover both of these aspects of human resources management. The first session will provide information on the hiring process, and the second session will focus on the policies and procedures for when an individual departs an organization. By mastering the fundamentals of both of these HR processes, organizations can ensure they have the work force needed to achieve the local mission.

Trainers: Jennifer Wolf & Sonya Guggemos – MCIT

Beyond Planning: Watershed-based Funding

Track: Programs **Skill Level:** Intermediate
LGU Org: All

This session will focus on watershed-based funding (WBF) and provide unique insights into how partnerships are working together in implementing clean water aspects of their comprehensive watershed management plan. Participants will walk away with a better understanding of the WBF policy and assurance measures. Participants wishing to learn about agreements needed to plan or implement should attend the *Who, What, Where, How and Why of Partnership Agreements* session on October 30.

Trainer: Marcey Westrick – BWSR

Finding Your Findings**Track:** Org Capacity
LGU Org: All**Skill Level:** All

Land use ordinances can be an effective conservation tool when they are properly applied and documented. In this session you will hear from experienced local government staff who have dealt with controversial land use issues, from feedlots to frack sand, and lived to tell about it. Participants will get to practice developing findings of fact based on real life land use proposals. Participants will also learn about the roles and responsibilities associated with land use ordinances, the importance of process and documentation, and even get some tips on diffusing difficult situations that arise in the regulatory process.

*Trainer: Kay Qualley, AICP, Winona County***Understanding and Identifying Minnesota Grasses****Track:** Foundational Technical
LGU Org: All**Skill Level:** Beginner

The goal of this session is to give participants a background on the anatomy of grasses and how to identify some common grass species found in Minnesota, with a focus on characteristics that are useful in the field. A 40-minute presentation will cover characteristics that are easily seen in the field, and some of the more common grass species of wetlands, uplands, and restorations. Following the presentation participants will have an opportunity to examine pressed specimens and compare look-alike species.

*Trainer: Rhett Johnson – MN DNR***Cover Crops****Track:** Applied Technical
LGU Org: SWCD/WD**Skill Level:** Intermediate

Brief review of NRCS Agronomy Technical Note 33 and the hands-on use of various tools in design of cover crop mixtures to achieve desired goals.

*Trainers: Lawrence Svien – BWSR***Contract Management:
Hoping for the Best but Preparing for the Worst****Track:** Grants
LGU Org: All**Skill Level:** Beginner/Intermediate

A project or practice is clearly needed. You have a willing landowner(s) and available funds. Now what? This session is designed to provide attendees with a better understanding of where to go from here, when to use BWSR templates and when not to, landowner contracts, consulting firm contracts, developing good RFPs/RFQs and how they relate to contract management, and record retention.

*Trainers: Chris Pence & Barb Peichel – BWSR***Clear, Concise and Correct: Keys to Effective Communication****Track:** Outreach
LGU Org: All**Skill Level:** All

Using language that your audience can understand is critical to getting your message across. We'll cover the importance of plain language and how to improve your writing so the public understands the technical world that you work in. This session will include an overview of the process and structure to effectively communicate and will offer attendees the opportunity to re-write commonly used documents to deliver a clear message.

*Trainers: Steve Christopher & Julie Westerlund – BWSR***Hello and Goodbye: HR Considerations for the
Beginning and Ending of a Position - Part 2****Track:** Workshops
LGU Org: All**Skill Level:** Intermediate

Effective Human Resources Management optimizes employee performance so that they can effectively achieve the organization's objective. Two key aspects of human resources management is how an organization brings a person on board and how an organization lets a person go. This workshop will cover both of these aspects of human resources management. The first session will provide information on the hiring process, and the second session will focus on the policies and procedures for when an individual departs an organization. By mastering the fundamentals of both of these HR processes, organizations can ensure they have the work force needed to achieve the local mission.

*Trainers: Jennifer Wolf & Sonya Guggemos – MCIT***RIM Easement Management****Track:** Programs
LGU Org: SWCD**Skill Level:** Beginner/Intermediate

Participants will learn the administrative process of easements and the options that are available to landowners in terms of management. This session will begin by introducing the benefits of landowner relationships and development of an easement management plan upfront, writing a conservation plan, management options available to landowners, and then provide an overview of the process of amending/modifying a recorded easement.

Trainers: Dusty Van Thuyne & Tabor Hoek – BWSR & Aaron Larson – West Otter Tail SWCD