

MORRISON SOIL AND WATER CONSERVATION DISTRICT

ANNUAL PLAN OF OPERATIONS

January 1, 2008 to December 31, 2008

OBJECTIVE ONE: To work with landowners to plan, install and maintain conservation practices and programs to reduce soil erosions.

GOALS AND ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
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1. Promote Conservation Tillage

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| <ul style="list-style-type: none"> ▪ Promote conservation tillage through Ag BMP Program | McLennan/Ringwelski | .5 |
| <ul style="list-style-type: none"> ▪ Promote thru EQIP | NRCS | 10 |

2. Planning, Follow Up and Maintenance

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| <ul style="list-style-type: none"> ▪ Plan and revise plans for CRP, ACUB, EQIP and conservation compliance as needed | District/NRCS | 175 |
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OBJECTIVE ONE – Continued

GOALS AND ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
<ul style="list-style-type: none"> ▪ Spot-check and complete status reviews for: 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> State Cost-Share Practices 	Ringwelski/Chisholm	5
<ul style="list-style-type: none"> <ul style="list-style-type: none"> RIM Acres 	Ringwelski/McLennan	3
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Feedlot Water Quality 	Ringwelski/McLennan/Zapzalka	6
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ACUB 	McLennan/Chisholm	2
<ul style="list-style-type: none"> ▪ Process appeals and answer questions about wetland determinations 	District/NRCS	100
<ul style="list-style-type: none"> ▪ Conduct wetland determinations for tax forfeiture sales 	McLennan	.5
<ul style="list-style-type: none"> ▪ Administer Wetland Conservation Act (WCA) 	McLennan/Ringwelski/Smude/Chisholm	500
3. Application of Erosion Control Practices		
<ul style="list-style-type: none"> ▪ Complete state cost-share, EQIP, and 319 with priority given to landowners with erosion control or water quality problems in priority Swan River Watersheds 	District Staff/NRCS	15
<ul style="list-style-type: none"> ▪ Prepare radio spots as needed 	McLennan	2
<ul style="list-style-type: none"> ▪ Conduct talks and tours for education classes 	District/NRCS Staff	5
<ul style="list-style-type: none"> ▪ Complete survey, design, layout and construction checks on conservation practices 	SWCD/NRCS	75
<ul style="list-style-type: none"> ▪ Develop shoreland erosion control plans for county permits 	Ringwelski/McLennan	7

OBJECTIVE ONE – Continued

GOALS AND ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
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| <ul style="list-style-type: none"> ▪ Conduct outreach/inventory in Swan River Watershed to implement 319 Grant | <p>Todd SWCD/Smude
McLennan/Ringwelski</p> | <p>15</p> |
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4. Promote Farmstead and Field Windbreaks

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| <ul style="list-style-type: none"> ▪ Print order form in the newspaper and send the new order form to everyone who ordered the last three years | <p>Smude/Ringwelski</p> | <p>4</p> |
| <ul style="list-style-type: none"> ▪ Process tree orders and develop as many plans as possible in the fall and winter | <p>Smude/Ringwelski/McLennan</p> | <p>50</p> |
| <ul style="list-style-type: none"> ▪ Coordinate the packing and delivery of tree orders | <p>Smude/Ringwelski/McLennan/Tree Help</p> | <p>20</p> |
| <ul style="list-style-type: none"> ▪ 2 news articles and 4 radio spots about the tree program | <p>Smude/McLennan</p> | <p>2</p> |
| <ul style="list-style-type: none"> ▪ Conduct tree open house | <p>SWCD/NRCS Staff</p> | <p>2.5</p> |
| <ul style="list-style-type: none"> ▪ Complete staking, certification and planting supervision | <p>Ringwelski/McLennan/Intern</p> | <p>10</p> |

5. Work with Landowners Who Request Help On:

- | | | |
|--|---|-----------|
| <ul style="list-style-type: none"> ▪ CRP, Conservation Planning, Wetland Preservation, Nutrient management planning, and Army Compatible Use Buffer Program, 319 Grant & EQIP | <p>Private Consultants/
District/NRCS</p> | <p>90</p> |
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OBJECTIVE TWO: To improve and protect the quality and quantity of water and wetlands in Morrison County.

OBJECTIVE TWO - Continued

GOALS AND ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
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1. Assist Morrison County and the Planning and Zoning Office

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| <ul style="list-style-type: none"> ▪ Conduct environmental and natural landscaping plans for shoreland development | Ringwelski/McLennan | 5 |
| <ul style="list-style-type: none"> ▪ Assist with feedlot applications and open lot agreement plans | Ringwelski/McLennan/Zapzalka/JPB | 60 |
| <ul style="list-style-type: none"> ▪ Conduct 20 large scale P & Z environmental reviews, including surveying and designing plans | Ringwelski/McLennan | 80 |
| <ul style="list-style-type: none"> ▪ Conduct 5 small scale P & Z Environmental reviews | Ringwelski/McLennan | 10 |
| <ul style="list-style-type: none"> ▪ Attend public hearings upon with County/assist in County Land Use Ordinance Re-write | McLennan | 16 |

2. Assist with Local Water Plan Management

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|---|---------------------------|---|
| <ul style="list-style-type: none"> ▪ Promote BMP's for problem sites on all shoreland properties | McLennan/Ringwelski/P & Z | 8 |
| <ul style="list-style-type: none"> ▪ Work to further our water quality goals through assisting P & Z by serving on the Water Plan Task Force and rewriting Morrison County Water Plan Update | McLennan/Morrison County | 3 |

OBJECTIVE TWO – Continued

GOALS AND ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
<ul style="list-style-type: none"> ▪ Implement water plan strategies 	McLennan/County/DNR	4
3. Installation of Ag Waste Systems		
<ul style="list-style-type: none"> ▪ Supervise installation of 5 ag waste systems 	Ringwelski/JPB Staff/NRCS	100
4. Ag Waste Management		
<ul style="list-style-type: none"> ▪ Provide ag waste management plans for new manure systems 	Ringwelski/Lutes/Zapzalka	40
<ul style="list-style-type: none"> ▪ Develop nutrient management and manure management plans for permitted livestock producers 	Lutes/Zapzalka	75
5. Wetland Delineations		
<ul style="list-style-type: none"> ▪ Conduct wetland delineations to identify and measure wetlands 	Ringwelski/Smude/McLennan	20
6. Feedlot Inventory		
<ul style="list-style-type: none"> ▪ Follow up on feedlot site problems as referred by local feedlot officer 	Planning and Zoning/Chisholm Ringwelski/Zapzalka/McLennan	50
7. Promote Wetlands for Wildlife		
<ul style="list-style-type: none"> ▪ Assist U.S. Fish & Wildlife Service with their wetland restorations 	Ringwelski/Beam	5

OBJECTIVE TWO – Continued

GOALS AND ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
<ul style="list-style-type: none"> ▪ Conduct site checks on wetlands in state banking program 	Ringwelski/McLennan	5
<ul style="list-style-type: none"> ▪ Protect existing wetland under the Wetland Conservation Act (WCA) 	District Staff	300
<ul style="list-style-type: none"> ▪ Conduct annual training for P/Z, Contractors, & WCA enforcement 	Ringwelski/P & Z McLennan/DNR Enforcement	5
8. Water Management Plan		
<ul style="list-style-type: none"> ▪ Review water management plan through participation on the county task force to update plan 	McLennan/Morrison County	4
9. Process Water Permit Requests		
<ul style="list-style-type: none"> ▪ Review and comment on selected water permit requests 	Ringwelski/Smude	10
<ul style="list-style-type: none"> ▪ Prepare conservation plans for Irrigation permits 	Smude/Ringwelski	12
10. Observation Well Program		
<ul style="list-style-type: none"> ▪ Continue to monitor 16 wells for quantity 	Chisholm/Intern	10
11. Promote and Manage the BMP's		
<ul style="list-style-type: none"> ▪ Work with landowners enrolled In ACUB program to incorporate Ag BMP Plans 	McLennan/BWSR/Chisholm	5

OBJECTIVE THREE: To work with landowners to improve forage and forest products.

GOALS AND ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
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1. Education or Info on Water Quality

- Conduct weeklong nitrate clinic for county residents

District Staff	5
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2. Woodland Management

- Develop Forest riparian buffers on Morrison County water courses

McLennan/Ringwelski/NRCS	3
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- Promote living snow fence practices on roadways that experience blowing snow

District & NRCS Staff/ Morrison Cty Townships	2
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OBJECTIVE FOUR: To administer District activities and responsibilities.

GOALS AND ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
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1. Board of Supervisors Meeting

- Hold regular board meetings on the fourth Thursday of each month

Staff/Supervisors	12
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- Conduct staff evaluations annually

McLennan	2
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- Attend annual RCD meeting & tour

Staff/Supervisors	1
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OBJECTIVE FOUR – Continued

GOALS AND ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
<ul style="list-style-type: none"> ▪ Conduct financial planning for District 	McLennan/Smude/Finance Committee	2
<ul style="list-style-type: none"> ▪ Administer health flex benefit plan 	McLennan/Smude	3
<ul style="list-style-type: none"> ▪ Hold special meeting and/or committee meetings as needed 	Staff/Supervisors	3
2. BWSR Required Reporting		
<ul style="list-style-type: none"> ▪ Produce eLink reporting requirements, including year-end financial statements and notes to the financial statements 	Smude/Ringwelski	10
<ul style="list-style-type: none"> ▪ Produce annual plan 	Staff/Supervisors	3
<ul style="list-style-type: none"> ▪ Complete eLINK reports as required 	Smude/Ringwelski	10
3. District Equipment		
<ul style="list-style-type: none"> ▪ Maintain District truck 	Ringwelski/Chisholm	1
4. District and JPB Financial Maintenance		
<ul style="list-style-type: none"> ▪ Set up and maintain District and JPB financial and cost-share ledgers, accounts, reports, files and correspondence 	Smude/McLennan	70
5. Additional Program Maintenance		
<ul style="list-style-type: none"> ▪ Administer, report, maintain files, process applications and perform clerical duties for SRF, JPB, ACUB, 319 	Smude/McLennan	40

OBJECTIVE FOUR – Continued

GOALS AND ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
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6. Employee Administration

- Conduct employee administrative duties, staff meetings, employee timesheets and files/evaluations
 McLennan
20

7. Ongoing Training

- Participate in administrative sessions
 Smude
1
- Attend WCA and feedlot rules training
 Staff
10
- Participate in training sessions and workshops as they become available
 Staff
10

8. Increase the Visibility of Morrison SWCD

- Represent the District as a member of the Water Plan Task Force
 McLennan
1
- Help sponsor educational programs for county schools; i.e. Water Festival, classroom presentations, outdoor classroom educational activities
 SWCD/NRCS Staff
8
- Submit articles to news media
 McLennan/Smude
2
- Work with area schools to discuss and demonstrate best management practices
 McLennan/Ringwelski/Zapzalka
3
- Maintain weekly radio spot on LF Radio
 McLennan
2

OBJECTIVE FOUR – Continued

GOALS AND ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
<ul style="list-style-type: none"> ▪ Work with area and state legislators to promote environmental initiatives 	McLennan	2
<ul style="list-style-type: none"> ▪ Continue to promote the on-going public awareness and education activities listed below: <ul style="list-style-type: none"> • Manure Management Seminars • WCA Training Sessions • WCA Contractor/Septic Designers/Realtor Training Session/P & Z Staff • Tree Open House • Weekly Radio Programs • Township Official Meetings • Township Government Training Sessions • Water Management Task Force • Lake and River Day • Tours and Newsletters • County Commissioner Meetings • Conservation Officer Wetland Training • Land Use Ordinance Meetings • Water Festival • Envirothon 	SWCD/NRCS Staff	30

OBJECTIVE FIVE: Administer the State Cost-Share Program.

OBJECTIVE FIVE – Continued

GOALS AND ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
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1. Program Administration

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| <ul style="list-style-type: none"> ▪ Administer program, take applications and supervise the installation of practices | Staff | 50 |
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2. Fund Administration

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|---|-------------------|----|
| <ul style="list-style-type: none"> ▪ Allocate funds using the following guidelines: | Staff/Supervisors | 10 |
| <ul style="list-style-type: none"> <ul style="list-style-type: none"> • Erosion Control | 50% | |
| <ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> Farmstead Shelterbelts | 20% | |
| <ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> Field Windbreaks | 5% | |
| <ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> Waterways | 5% | |
| <ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> Terraces | 10% | |
| <ul style="list-style-type: none"> <ul style="list-style-type: none"> • Water Quality | 50% | |
| <ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> Ag Waste/Feedlots | 25% | |
| <ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> Forest Riparian Buffers | 25% | |

3. Practice Installation Priority Areas

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|---|-----------------------|----|
| <ul style="list-style-type: none"> ▪ Practices will be installed in high priority areas located throughout the county, including but not limited to: | Ringwelski/Tech Staff | 20 |
| <ul style="list-style-type: none"> <ul style="list-style-type: none"> • <u>Water Erosion</u> | | |
| <ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> The Pierz Drumlin Area | | |
| <ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> The Brainerd Drumlin Area | | |
| <ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> The Elmdale Upsala Area | | |
| <ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> South of the Swan River | | |
| <ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> Mississippi River Watershed | | |
| <ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> The Brainerd Sartell Area | | |

OBJECTIVE FIVE – Continued

GOALS AND ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
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- Wind Erosion

City of Royalton, Bellevue Township
Southwest of Pierz
Northwest of Royalton
Southwest of Buckman
The Mississippi Sand Plain

- Water Quality

Along the many lakes, rivers, streams, wetlands and other protected waters, with special emphasis on impaired waters and TMDL watersheds of the County as identified by MPCA/Morrison County Water Plan

Areas identified in the Morrison County Water Management Plan and other water quality practices involved in the RIM and CRP programs will be given a higher priority when funds are allocated.

OBJECTIVE SIX: Inter-Agency Cooperation and Relationships

OBJECTIVE SIX – Continued

GOALS AND ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
1. Education Partners		
<ul style="list-style-type: none"> ▪ Conduct educational workshops and special activities to Morrison County Schools/Communities 	All Agencies/All Staff	2
2. Inter-SWCD Partnerships		
<ul style="list-style-type: none"> ▪ Share training and technical responsibilities with surrounding county SWCD personnel 	All Staff of Morrison/Todd Wadena/Crow Wing/ Benton and Cass SWCD's	3
<ul style="list-style-type: none"> ▪ Work with US Army Corp of Engineers, and DNR on coordinated effort to administer the Wetland Conservation Act (WCA) 	District/DNR/US Army Corp of Engineers/BWSR	50
3. Inter-Governmental Partnerships		
<ul style="list-style-type: none"> ▪ Work with Camp Ripley, BWSR, DNR, and TNC on Army Compatible Use Buffer Initiative 	McLennan/BWSR/DNR/Cass SWCD/ Crow Wing SWCD/ Camp Ripley	60
4. District/Community Relationships		
<ul style="list-style-type: none"> ▪ Work with landowners/ Townships/ other government units on neighbor conflict resolution 	SWCD/NRCS/Morrison Cty Courts/Township Officials	20

OBJECTIVE SEVEN: The District funds will be administered using the following budget as a guideline.

RECEIPTS	2008 BUDGET
Tree Program	\$55,000.00
Other Services	\$100,000.00
WCA Fees	\$25,000.00
Local Revenue	\$0.00
County Allocation	\$80,000.00
WCA County Administration	\$34,517.00
P & Z Environmental Reviews	\$6,000.00
State Service Grant	\$24,696.00
State Cost-Share	\$39,665.00
RIM T & A	\$2,209.00
OB Wells	\$1,920.00
Federal Dollars	\$5,000.00
Interest Income	\$8,500.00
Miscellaneous Income	\$3,000.00
TOTAL INCOME	\$385,507.00

OBJECTIVE SEVEN – Continued

EXPENSES	2008 BUDGET
Employee Wages	\$170,292.00
Supervisor Comp	\$7,500.00
PERA	\$11,069.00
FICA	\$12,687.00
Employee Insurance	\$20,898.00
Supervisor Expense	\$2,000.00
Employee Expense	\$1,500.00
Vehicle Expense & Garage Rent	\$500.00
Newsletters, Education, & Pub. Awareness	\$600.00
Insurance & Bonds	\$4,500.00
Licenses & Dues	\$250.00
Office Rent	\$9,145.00
Audit	\$3,500.00
Computer Expenses	\$3,000.00
Equipment Expenses	\$100.00
Miscellaneous Expense	\$1,000.00
Operation Expense	\$7,000.00
Supplies	\$2,500.00
Capital Outlay	\$5,000.00
ACUB	\$10,000.00
Swan River/319	\$9,000.00
Tree Program	\$50,000.00
State Cost-Share	\$30,000.00
Special Project/Feedlot Grants	\$46,000.00
TOTAL EXPENSES	\$408,041.00

* Revenues do not equal expenses due to the expected payouts on Feedlot Grant funds.