

# MORRISON SOIL AND WATER CONSERVATION DISTRICT

## ANNUAL PLAN OF OPERATIONS

January 1, 2010 to December 31, 2010

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

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

### 2. Planning, Follow Up and Maintenance

- |   |               |     |
|---|---------------|-----|
| <ul style="list-style-type: none"> <li>▪ Plan and revise plans for CRP, ACUB, EQIP and conservation compliance as needed</li> </ul> | District/NRCS | 100 |
|---|---------------|-----|

*OBJECTIVE ONE – Continued*

GOALS AND ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
<ul style="list-style-type: none"> <li>▪ Spot-check and complete status reviews for:</li> </ul>		
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>State Cost-Share Practices</li> </ul> </li> </ul>	Ringwelski/Chisholm	7
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>RIM Acres</li> </ul> </li> </ul>	Ringwelski/McLennan	2
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Feedlot Water Quality</li> </ul> </li> </ul>	Ringwelski/McLennan/Zapzalka	10
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>ACUB</li> </ul> </li> </ul>	McLennan/Chisholm	6
<ul style="list-style-type: none"> <li>▪ Process appeals and answer questions about wetland determinations</li> </ul>	District/NRCS	80
<ul style="list-style-type: none"> <li>▪ Conduct wetland determinations for tax forfeiture sales</li> </ul>	McLennan	.5
<ul style="list-style-type: none"> <li>▪ Administer Wetland Conservation Act (WCA)</li> </ul>	McLennan/Ringwelski/Smude/Chisholm	400
<b>3. Application of Erosion Control Practices</b>		
<ul style="list-style-type: none"> <li>▪ Complete state cost-share and EQIP with erosion control or water quality problems in waters identified in LWP</li> </ul>	District Staff/NRCS	2
<ul style="list-style-type: none"> <li>▪ Prepare radio spots as needed</li> </ul>	McLennan	2
<ul style="list-style-type: none"> <li>▪ Conduct talks and tours for education classes</li> </ul>	District/NRCS Staff	8
<ul style="list-style-type: none"> <li>▪ Complete survey, design, layout and construction checks on conservation practices</li> </ul>	SWCD/NRCS	75
<ul style="list-style-type: none"> <li>▪ Develop shoreland erosion control plans for county permits and DNR shoreland management grant</li> </ul>	Ringwelski/McLennan/Cass & Crown Wing Counties	8

*OBJECTIVE ONE – Continued*

GOALS AND ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
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- Complete 319 grant projects/reports      McLennan/Ringwelski/NRCS      3

**4. Promote Farmstead and Field Windbreaks**

- Print order form in the newspaper and send the new order form to everyone who ordered the last three years      Smude/Ringwelski      4
- Process tree orders and develop as many plans as possible in the fall and winter      Smude/Ringwelski/McLennan      30
- Coordinate the packing and delivery of tree orders      SWCD Staff/Tree Help      20
- 4 radio spots about the tree program      Smude/McLennan      2
- Conduct tree open house      SWCD/NRCS Staff      2
- Complete certification and planting supervision      Ringwelski/McLennan  
Chisholm      10

**5. Work with Landowners Who Request Help On:**

- CRP, Conservation Planning, Wetland Preservation, Nutrient management planning, and Army Compatible Use Buffer Program, 319 Grant, EQIP, CSP, & Wetland Restoration      Private Consultants  
District/NRCS      250

**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"> <li>▪ Conduct environmental and natural landscaping plans for shoreland development</li> </ul>                  | Ringwelski/McLennan                            | 5  |
| <ul style="list-style-type: none"> <li>▪ Assist with feedlot applications and open lot agreement plans</li> </ul>                                  | Ringwelski/McLennan/Zapzalka<br>WSTSA/Chisholm | 70 |
| <ul style="list-style-type: none"> <li>▪ Conduct 7 large scale P &amp; Z environmental reviews, including surveying and designing plans</li> </ul> | Ringwelski/McLennan                            | 60 |
| <ul style="list-style-type: none"> <li>▪ Conduct 5 small scale P &amp; Z Environmental reviews</li> </ul>  | Ringwelski/McLennan                            | 10 |
| <ul style="list-style-type: none"> <li>▪ Attend public hearings for Conditional Use Permits &amp; Variances</li> </ul>                             | McLennan                                       | 6  |

**2. Administer the Local Water Plan Management**

- |   |                                  |     |
|---|----------------------------------|-----|
| <ul style="list-style-type: none"> <li>▪ Promote BMP's for problem sites on all shoreland properties</li> </ul>                               | SWCD Staff/P & Z/<br>Cass County | 12  |
| <ul style="list-style-type: none"> <li>▪ Work to further our water quality goals through writing and administrating the Water Plan</li> </ul> | SWCD Staff                       | 75  |
| <ul style="list-style-type: none"> <li>▪ Implement water plan strategies</li> </ul>   | SWCD Staff/County/<br>DNR        | 100 |
| <ul style="list-style-type: none"> <li>▪ Identify and locate 6,800 wells for the Geologic Atlas</li> </ul>                                    | SWCD Staff/ P&Z Staff            | 450 |
| <ul style="list-style-type: none"> <li>▪ Assist Little Falls and Royalton in wellhead protection planning</li> </ul>                          | McLennan/Cities/MRW              | 4   |

*OBJECTIVE TWO – Continued*

GOALS AND ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
<b>3. Installation of Ag Waste Systems</b>		
<ul style="list-style-type: none"> <li>▪ Supervise installation of 5 ag waste systems</li> </ul>	Ringwelski/WCTSA Staff/ NRCS/Chisholm	100
<b>4. Ag Waste Management</b>		
<ul style="list-style-type: none"> <li>▪ Provide ag waste management plans for new manure systems</li> </ul>	Lutes/Zapzalka/ Ringwelski	40
<ul style="list-style-type: none"> <li>▪ Develop nutrient management and manure management plans for permitted livestock producers</li> </ul>	Lutes/Zapzalka	50
<b>5. Wetland Delineations</b>		
<ul style="list-style-type: none"> <li>▪ Conduct wetland delineations to identify and measure wetlands</li> </ul>	Ringwelski/Smude/Chisholm	10
<b>6. Feedlot Inventory</b>		
<ul style="list-style-type: none"> <li>▪ Follow up on feedlot site problems as referred by local feedlot officer</li> </ul>	Planning and Zoning/Chisholm Ringwelski/Zapzalka/McLennan	40
<b>7. Promote Wetlands for Wildlife</b>		
<ul style="list-style-type: none"> <li>▪ Assist U.S. Fish &amp; Wildlife Service with their wetland restorations</li> </ul>	Ringwelski/Beam	3
<ul style="list-style-type: none"> <li>▪ Conduct site checks on wetlands in state banking program</li> </ul>	Ringwelski/McLennan	3
<ul style="list-style-type: none"> <li>▪ Wetland Restoration of Doucette Site/TEP/Tech Time</li> </ul>	SWCD/ACOE/DNR/BWSR	25

*OBJECTIVE TWO – Continued*

GOALS AND ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
<ul style="list-style-type: none"> <li>▪ Protect existing wetland under the Wetland Conservation Act (WCA)</li> </ul>	District Staff	240
<ul style="list-style-type: none"> <li>▪ Conduct annual training for P/Z, Contractors, &amp; WCA enforcement</li> </ul>	Ringwelski/P & Z/BWSR McLennan/DNR Enforcement	3
<b>8. Water Management Plan</b>		
<ul style="list-style-type: none"> <li>▪ Write, hold public hearings, get approval by Morrison County – hold 4 Task Force meetings to implement Water Plan</li> </ul>	McLennan/Morrison County	75
<b>9. Process Water Permit Requests</b>		
<ul style="list-style-type: none"> <li>▪ Review and comment on selected water permit requests</li> </ul>	Ringwelski/Smude	5
<ul style="list-style-type: none"> <li>▪ Prepare conservation plans for Irrigation permits</li> </ul>	Smude/Ringwelski	10
<b>10. Observation Well Program</b>		
<ul style="list-style-type: none"> <li>▪ Continue to monitor 16 wells for quantity</li> </ul>	Chisholm	10
<b>11. Promote and Manage the BMP's</b>		
<ul style="list-style-type: none"> <li>▪ Work with landowners enrolled In ACUB program to incorporate Ag BMP Plans</li> </ul>	McLennan/BWSR/Chisholm	12

**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

**2. Woodland Management**

- Develop Forest riparian buffers on Morrison County water courses
McLennan/Ringwelski/NRCS
7
- Promote living snow fence practices on roadways that experience blowing snow
District & NRCS Staff/  
Morrison Cty Townships
2

**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
- Conduct staff evaluations annually
McLennan
1
- Attend committee meetings as assigned
Supervisors
30

*OBJECTIVE FOUR – Continued*

GOALS AND ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
<ul style="list-style-type: none"> <li>▪ Conduct financial planning for District</li> </ul>	McLennan/Smude/Finance Committee	2
<ul style="list-style-type: none"> <li>▪ Administer health flex benefit plan</li> </ul>	McLennan/Smude	2
<b>2. BWSR Required Reporting</b>		
<ul style="list-style-type: none"> <li>▪ Produce eLink reporting requirements, including year-end financial statements and notes to the financial statements</li> </ul>	Smude/Ringwelski	10
<ul style="list-style-type: none"> <li>▪ Produce annual plan</li> </ul>	Staff/Supervisors	3
<ul style="list-style-type: none"> <li>▪ Complete eLINK reports as required</li> </ul>	Smude	5
<b>3. District Equipment</b>		
<ul style="list-style-type: none"> <li>▪ Maintain District truck and plotmaster</li> </ul>	Ringwelski/Chisholm	1
<b>4. Additional Program Maintenance</b>		
<ul style="list-style-type: none"> <li>▪ Administer, report, maintain files, process applications and perform clerical duties for SRF, ACUB, 319 and State Cost Share</li> </ul>	Smude/McLennan	40
<b>5. Employee Administration</b>		
<ul style="list-style-type: none"> <li>▪ Conduct employee administrative duties, staff meetings, employee timesheets and files/evaluations</li> </ul>	McLennan	12

*OBJECTIVE FOUR – Continued*

GOALS AND ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
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**6. Ongoing Training**

- |   |       |    |
|---|-------|----|
| <ul style="list-style-type: none"> <li>▪ Participate in administrative sessions</li> </ul>                                  | Smude | 1  |
| <ul style="list-style-type: none"> <li>▪ Attend WCA and feedlot rules training</li> </ul>                                   | Staff | 6  |
| <ul style="list-style-type: none"> <li>▪ Participate in training sessions and workshops as they become available</li> </ul> | Staff | 10 |

**7. EEO and Civil Rights**

- |   |       |    |
|---|-------|----|
| <ul style="list-style-type: none"> <li>▪ Ensure equal employment opportunities and civil rights for employees, employment applicants and program participants.</li> </ul> | Staff | .5 |
|---|-------|----|

**8. Increase the Visibility of Morrison SWCD**

- |  |                              |    |
|--|------------------------------|----|
| <ul style="list-style-type: none"> <li>▪ Help sponsor educational programs for county schools; i.e. Water Festival, classroom presentations, outdoor classroom educational activities, Lake &amp; River Day, Lake Assn meetings</li> </ul> | SWCD/NRCS                    | 12 |
| <ul style="list-style-type: none"> <li>▪ Submit articles to news media</li> </ul>  | McLennan/Zapzalka            | 2  |
| <ul style="list-style-type: none"> <li>▪ Work with area schools to discuss and demonstrate best management practices</li> </ul>  | McLennan/Ringwelski/Zapzalka | 3  |
| <ul style="list-style-type: none"> <li>▪ Maintain weekly radio spot on LF Radio</li> </ul>   | McLennan                     | 2  |

*OBJECTIVE FOUR – Continued*

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

**OBJECTIVE FIVE:** Administer the State Cost-Share Program.

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

- |   |       |    |
|---|-------|----|
| <ul style="list-style-type: none"> <li>▪ Administer program, take applications and supervise the installation of practices</li> </ul> | Staff | 35 |
| <ul style="list-style-type: none"> <li>▪ Set up Doucette Wetland Bank</li> </ul>  | Staff | 10 |

**2. Fund Administration**

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

**3. Practice Installation Priority Areas**

- |   |                       |    |
|---|-----------------------|----|
| <ul style="list-style-type: none"> <li>▪ Practices will be installed in high priority areas located throughout the county, including but not limited to:</li> </ul> | Ringwelski/Tech Staff | 20 |
|---|-----------------------|----|

*OBJECTIVE FIVE – Continued*

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

The Pierz Drumlin Area  
 The Brainerd Drumlin Area  
 The Elmdale Upsala Area  
 South of the Swan River  
 Mississippi River Watershed  
 The Brainerd Sartell Area

- 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**

GOALS AND ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
<b>1. Education Partners</b>		
<ul style="list-style-type: none"> <li>▪ Conduct educational workshops and special activities to Morrison County Schools/Communities</li> </ul>	All Agencies/All Staff	2
<b>2. Inter-SWCD Partnerships</b>		
<ul style="list-style-type: none"> <li>▪ Share training and technical responsibilities with surrounding county SWCD personnel</li> </ul>	All Staff of Morrison/Todd Wadena/Crow Wing/ Benton and Cass SWCD's	3
<ul style="list-style-type: none"> <li>▪ Work with US Army Corp of Engineers, and DNR on coordinated effort to administer the Wetland Conservation Act (WCA)</li> </ul>	District/DNR/US Army Corp of Engineers/BWSR	50
<b>3. Inter-Governmental Partnerships</b>		
<ul style="list-style-type: none"> <li>▪ Work with Camp Ripley, BWSR, DNR, and TNC on Army Compatible Use Buffer Initiative</li> </ul>	McLennan/BWSR/DNR/Chisholm/ Crow Wing SWCD/ Camp Ripley	100
<ul style="list-style-type: none"> <li>▪ Hold LWP Task Force meetings</li> </ul>	SWCD/P&Z/DNR/BWSR/TNC/ MPCA/Camp Ripley/City of LF/ County Board	4
<b>4. District/Community Relationships</b>		
<ul style="list-style-type: none"> <li>▪ Work with landowners/ Townships/ other government units on neighbor conflict resolution</li> </ul>	SWCD/NRCS/Morrison Cty Courts/Township Officials	10

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

RECEIPTS	2010 BUDGET
Tree Program	\$70,000.00
Rental Equipment	\$50.00
Other Services	\$100,000.00
WCA Fees	\$5,000.00
Local Revenue	\$0.00
Water Plan	\$28434.00
County Allocation	\$72,000.00
WCA County Administration	\$34,517.00
P & Z Environmental Reviews	\$6,000.00
State Service Grant	\$23,971.00
State Cost-Share	\$21,861.00
RIM T & A	\$2,180.00
OB Wells	\$1,350.00
Interest Income	\$8,000.00
Miscellaneous Income	\$3,500.00
<b>TOTAL INCOME</b>	<b>\$376,863.00</b>

*OBJECTIVE SEVEN – Continued*

EXPENSES	2010 BUDGET
Employee Wages	\$221,832.00
Supervisor Comp	\$7,500.00
PERA	\$15,528.24
FICA	\$16,970.15
Employee Insurance	\$20,898.00
Supervisor Expense	\$2,000.00
Employee Expense	\$1,500.00
Vehicle Expense & Garage Rent	\$1,000.00
Newsletters, Education, & Pub. Awareness	\$1,000.00
Insurance & Bonds	\$4,800.00
Licenses & Dues	\$500.00
Office Rent	\$9,145.00
Audit	\$4,500.00
Computer Expenses	\$3,000.00
Equipment Expenses	\$100.00
Miscellaneous Expense	\$1,000.00
Operation Expense	\$7,500.00
Supplies	\$2,500.00
Capital Outlay	\$2,500.00
Water Plan Expenses	\$14,000.00
ACUB	\$10,000.00
Swan River/319	\$7,000.00
Tree Program	\$60,000.00
State Cost-Share	\$25,000.00
Special Project/Feedlot Grants	\$71,000.00
<b>TOTAL EXPENSES</b>	<b>\$510,773.39</b>

\* Revenues do not equal expenses due to the expected payouts on Feedlot Grant funds and Swan River/319.