



MORRISON SOIL AND WATER CONSERVATION DISTRICT

16776 Heron Road
 Little Falls, MN 56345
 (320) 616-2479
www.morrisonswcd.org

ANNUAL PLAN OF OPERATIONS

January 1, 2014 to December 31, 2014

OBJECTIVE ONE:

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

GOALS & 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 | <p>McLennan / Ringwelski</p> | <p>.5</p> |
| <ul style="list-style-type: none"> ▪ Promote thru EQIP & CSP | <p>NRCS</p> | <p>20</p> |

2. Planning, Follow-Up and Maintenance

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|---|--|--|
| <ul style="list-style-type: none"> ▪ Plan & revise plans for CRP, ACUB, EQIP, CSP and conservation compliance as needed | <p>District / NRCS</p> | <p>125</p> |
| <ul style="list-style-type: none"> ▪ Spot-check and complete status reviews for: <ul style="list-style-type: none"> ➢ State Cost-Share Practices ➢ RIM Acres ➢ Feedlot Water Quality ➢ ACUB | <p>Ringwelski / McLennan / Chisholm
 Chisholm
 Ringwelski / McLennan / Zapzalka / WCTSA
 Chisholm / McLennan</p> | <p>20
 2
 20
 10</p> |
| <ul style="list-style-type: none"> ▪ Process appeals and answer / questions about wetland determinations | <p>District / NRCS</p> | <p>150</p> |

OBJECTIVE ONE - (Continued...)

GOALS & ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
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|---|---|-----|
| <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 /
Nouis / Chisholm | 220 |

3. Application of Erosion Control Practices

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|---|------------------------------------|-----|
| <ul style="list-style-type: none"> ▪ Complete State Cost-Share and EQIP with erosion control or water quality problems in waters identified in LWP | District Staff / NRCS | 10 |
| <ul style="list-style-type: none"> ▪ Prepare radio spots as needed | McLennan / NRCS | 2 |
| <ul style="list-style-type: none"> ▪ Conduct talks and tours for education classes | District / NRCS Staff | 10 |
| <ul style="list-style-type: none"> ▪ Complete survey, design, layout and construction checks on conservation practices | SWCD / NRCS / WCTSA | 150 |
| <ul style="list-style-type: none"> ▪ Develop shoreland erosion control plans for county permits | Ringwelski / McLennan / P & Z | 11 |
| <ul style="list-style-type: none"> ▪ Implement Little Rock TMDL work plan | Benton / Morrison SWCD | 5 |
| <ul style="list-style-type: none"> ▪ Implement Crow Wing TMDL work plan | Wadena / Crow Wing / Morrison SWCD | 5 |
| <ul style="list-style-type: none"> ▪ Implement Long Prairie TMDL work plan | Todd / Morrison SWCD | 5 |

4. Promote Rum River and Field Windbreaks and Forest Conservation

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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 | Nouis / Ringwelski | 7 |
| <ul style="list-style-type: none"> ▪ Process tree orders and develop as many plans as possible in the fall and winter | Nouis / Ringwelski | 20 |
| <ul style="list-style-type: none"> ▪ Coordinate the packing and delivery of tree orders | SWCD Staff / Tree Help | 20 |

OBJECTIVE ONE - (Continued...)

GOALS & ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
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|---|-----------------------|---|
| ▪ 4 - radio spots about the tree program | McLennan | 1 |
| ▪ Conduct tree open house | SWCD / Zapzalka | 4 |
| ▪ Complete cert. and planting supervision | Ringwelski / McLennan | 5 |

5. Work with Landowners Who Request Help On

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|--|----------------------------------|-----|
| <ul style="list-style-type: none"> ▪ CRP, Conservation Planning, Wetland Preservation, Nutrient Management Planning, Army Compatible Use Buffer Program, 319 Grant, EQIP, CSP, WHIP and Wetland Restoration | <p>District
NRCS / WCTSA</p> | 130 |
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OBJECTIVE TWO:

To improve and protect the quality and quantity of water and wetlands in Morrison County.

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

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| ▪ Conduct environmental and natural landscaping plans for shoreland development | Ringwelski / McLennan | 15 |
| ▪ Assist with feedlot applications | Ringwelski / McLennan / Zapzalka / WSTSA / Chisholm / P & Z | 40 |
| ▪ Conduct 3 large scale P & Z environmental reviews, including surveying and designing plans | Ringwelski / McLennan / Chisholm | 30 |
| ▪ Conduct 3 small scale P & Z Environmental reviews | Ringwelski / McLennan / Chisholm | 4 |

OBJECTIVE TWO - (Continued...)

GOALS & ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
<ul style="list-style-type: none"> ▪ Attend public hearings for Conditional Use Permits & Variances 	McLennan	8
<ul style="list-style-type: none"> ▪ Apply for LSOHC & CWL funds to implement LWP strategies 	McLennan / Nouis / Chisholm	30
2. <u>Administer the Local Water Plan Management</u>		
<ul style="list-style-type: none"> ▪ Promote BMP's for problem sites on all shore land properties 	SWCD Staff / P & Z	12
<ul style="list-style-type: none"> ▪ Work to further our water quality goals through writing and administrating the Water Plan 	Chisholm / McLennan / LWP Group Task Force	15
<ul style="list-style-type: none"> ▪ Implement water plan strategies 	SWCD Staff / P & Z / BWSR	60
<ul style="list-style-type: none"> ▪ Assist Bowlus, Little Falls, Royalton, Pierz, Swanville and Camp Ripley in wellhead protection planning 	McLennan / Chisholm / Cities	5
<ul style="list-style-type: none"> ▪ Participate in watershed planning with neighboring counties 	Morrison / Benton / Todd / Crow Wing / Wadena / Aitkin	10
<ul style="list-style-type: none"> ▪ Develop new MHB Plan / Strategy 	McLennan / County / MHB	5
3. <u>Installation of Ag Waste Systems</u>		
<ul style="list-style-type: none"> ▪ Supervise installation of 3 ag waste systems 	Ringwelski / WCTSA Staff / NRCS / Chisholm	70
4. <u>Ag Waste Management</u>		
<ul style="list-style-type: none"> ▪ Provide ag waste management plans for new manure systems 	WCTSA / NRCS / Zapzalka	30
5. <u>Wetland Delineations</u>		
<ul style="list-style-type: none"> ▪ Conduct wetland delineations to identify and measure wetlands 	Ringwelski / Chisholm	2

OBJECTIVE TWO - (Continued...)

GOALS & ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
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6. Feedlot Inventory

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|---|---|----|
| <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 | 30 |
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7. Promote Wetlands for Wildlife

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|---|--------------------------------------|-----|
| <ul style="list-style-type: none"> ▪ Assist U.S. Fish & Wildlife Service with their wetland restorations | Ringwelski / Beam (USFW) | 2 |
| <ul style="list-style-type: none"> ▪ Conduct site checks on wetlands in state banking program | Ringwelski / McLennan / TEP | 5 |
| <ul style="list-style-type: none"> ▪ Wetland bank management of County Banks / Site / TEP / Tech Time | McLennan / Ringwelski | 5 |
| <ul style="list-style-type: none"> ▪ Protect existing wetland under the Wetland Conservation Act (WCA) | SWCD / TEP | 200 |
| <ul style="list-style-type: none"> ▪ Conduct Annual Training for P & Z, Contractors and WCA Enforcement | P & Z / BWSR / McLennan / Ringwelski | 6 |

8. Water Management Plan

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|---|--|----|
| <ul style="list-style-type: none"> ▪ Meetings - Hold 4 Task Force meetings to implement Water Plan & develop annual strategies | Chisholm / McLennan / Brutscher Morrison County Task Force | 10 |
|---|--|----|

9. Process Water Permit Requests

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|---|------------------------|----|
| <ul style="list-style-type: none"> ▪ Review and comment on selected water permit requests | Ringwelski | 15 |
| <ul style="list-style-type: none"> ▪ Prepare conservation plans for Irrigation permits | Ringwelski | 20 |
| <ul style="list-style-type: none"> ▪ Review and work with irrigators in LR watershed to implement BMP irrigation plans | Benton / Morrison SWCD | 15 |

OBJECTIVE TWO - (Continued...)

GOALS & ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
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10. Observation Well Program

- Continue to monitor 17 wells for quantity Chisholm 10

11. Promote and Manage the BMP's

- Work with landowners enrolled in ACUB program to incorporate Ag BMP Plans McLennan / TNC / BWSR / Chisholm 5

OBJECTIVE THREE:

To work with landowners to improve forage and forest products.

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

- Conduct 2 week long nitrate clinic for county residents District Staff 10

2. Woodland Management

- Develop Forest riparian buffers on Morrison County water courses McLennan / Ringwelski 3
- Promote small woodlot management in the ACUB zone District / BWSR / TNC / MN Forest Resource Council 3

OBJECTIVE FOUR:

To administer District activities and responsibilities.

GOALS & 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	4
▪ Conduct financial planning for District	McLennan / Nousis / Finance Committee	4
▪ Administer health insurance plans	McLennan / Nousis	2

2. BWSR Required Reporting

▪ Produce eLink reporting requirements, including year-end financial statements and notes to the financial statements	Chisholm / Nousis	30
▪ Produce annual plan	Nousis / Hanson / SWCD Supervisors	3

3. District Equipment

▪ Maintain District truck / Plotmaster / gopher machine	Ringwelski / Chisholm / Nousis	1
▪ Promote small food-plots	McLennan / Ringwelski	.5

4. Additional Program Maintenance

▪ Administer, report, maintain files, process applications and perform Ag. BMP clerical duties for ACUB, LWP, State Cost Share and Contribution agreements with NRCS – LSOHC, CWF	Nousis / McLennan / Chisholm	40
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OBJECTIVE FOUR - (Continued...)

GOALS & ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
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5. Employee Administration

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|---|----------|----|
| <ul style="list-style-type: none"> ▪ Conduct employee administrative duties, staff meetings, employee timesheets and files/evaluations | McLennan | 15 |
| <ul style="list-style-type: none"> ▪ Administer Employee Policy | McLennan | 15 |

6. Ongoing Training

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|---|-------|----|
| <ul style="list-style-type: none"> ▪ Participate in administrative sessions | Nouis | 2 |
| <ul style="list-style-type: none"> ▪ Attend WCA and feedlot rules training | Staff | 4 |
| <ul style="list-style-type: none"> ▪ Participate in training sessions and workshops as they become available | Staff | 10 |

7. EEO and Civil Rights

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|---|----------|----|
| <ul style="list-style-type: none"> ▪ Ensure equal employment opportunities and civil rights for employees, employment applicants and program participants. | McLennan | .5 |
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8. Increase the Visibility of Morrison SWCD

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|--|----------------------------------|----|
| <ul style="list-style-type: none"> ▪ Help sponsor educational programs for county schools: i.e. Water Festival, classroom presentations, outdoor classroom educational activities, Lake & River Day, Lake Assn. meetings, and Contractor training. Maintain SWCD Website. | LWP Partners / SWCD / NRCS | 15 |
| <ul style="list-style-type: none"> ▪ Submit articles to news media | McLennan / NRCS | 2 |
| <ul style="list-style-type: none"> ▪ Work with area schools to discuss and demonstrate best management practices | McLennan / Ringwelski / Zapzalka | 3 |
| <ul style="list-style-type: none"> ▪ Maintain weekly radio spot on LF Radio | McLennan / Hanson | 2 |
| <ul style="list-style-type: none"> ▪ Work with area and state legislators to promote environmental initiatives | TNC / McLennan / BWSR / County | 5 |

OBJECTIVE FOUR - (Continued...)

GOALS & ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
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|---|--------------------------|-----------|
| <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"> ➤ WCA Training Sessions ➤ WCA Contractor / Septic Designers / P & Z Staff ➤ Tree Open House ➤ Weekly Radio Programs ➤ Township Government Training Sessions ➤ Water Management Task Force ➤ Lake and River Day ➤ Tours and Newsletters ➤ County Commissioner Meetings ➤ Conservation Officer Wetland Training ➤ Elected Official Training on Land Use Decisions ➤ Land Use Ordinance Meetings ➤ Water Festival ➤ Envirothon ➤ Planning Commission Meetings ➤ Board of Adjustment Meetings ➤ Nitrate Clinic ➤ SWCD Website ➤ ACUB Annual Meeting | <p>SWCD / NRCS Staff</p> | <p>35</p> |
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OBJECTIVE FIVE:

Administer the State Cost-Share Program.

GOALS & 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 | <p>Staff</p> | <p>30</p> |
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OBJECTIVE FIVE - (Continued...)

GOALS & ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
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2. Fund Administration

- Allocate funds using the following guidelines: Staff/Supervisors 10
 - ❖ Erosion Control = 50%
 - ✚ Forest Conservation 10%
 - ✚ Field Windbreaks 5%
 - ✚ Waterways 10%
 - ✚ Terraces 5%
 - ✚ Critical Area Stabilization 10%
 - ✚ Water & Sediment Control Basins 10%
 - ❖ Water Quality = 50%
 - ✚ Ag Waste/Feedlots 20%
 - ✚ Forest Riparian Buffers 5%
 - ✚ Wetland Restoration 5%
 - ✚ Local Water Plan 20%

3. Practice Installation Priority Areas

- Practices will be installed in high priority areas located throughout the county, including but not limited to: WCTSA / Ringwelski / Tech Staff 20
 - ❖ 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

OBJECTIVE FIVE - (Continued...)

GOALS & ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
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❖ 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 & ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
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1. Education Partners

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|---|---------------------------------|----------|
| <ul style="list-style-type: none"> ▪ Conduct educational workshops and special activities to Morrison County Schools/Communities | <p>All Agencies / All Staff</p> | <p>7</p> |
|---|---------------------------------|----------|

2. Inter-SWCD Partnerships

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|--|--|-----------|
| <ul style="list-style-type: none"> ▪ Share training and technical responsibilities with surrounding county SWCD personnel | <p>All SWCD Staff of Morrison / Todd / Wadena / Crow Wing / Benton / Cass Counties</p> | <p>3</p> |
| <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) | <p>District / DNR / BWSR / US Army Corp. of Engineers</p> | <p>50</p> |

OBJECTIVE SIX - (Continued...)

GOALS & ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
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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 / TNC / Chisholm / Camp Ripley	100
<ul style="list-style-type: none"> ▪ Hold LWP Task Force meetings 	SWCD / P & Z / DNR / BWSR / TNC / MPCA / Camp Ripley / City of LF / County Board	12
<ul style="list-style-type: none"> ▪ Work with all relevant groups to Secure CWF for specified initiatives 	County / Cities / LWP / Board / Staff	10

4. District / Community Relationships

<ul style="list-style-type: none"> ▪ Work with landowners / Townships / other government units on neighbor conflict resolution 	SWCD / Morrison County Courts / NRCS / Township Officials	5
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OBJECTIVE SEVEN:

The District funds will be administered using the following 2014 Budget as a guideline...

<u>RECEIPTS</u>	<u>2014 BUDGET</u>
Tree Program Income	\$ 60,000.00
WCA Fees Bank Sales Fees (BWSR)	\$ 3,900.00
WCA Fees Bank Sales Fees (Landowner)	\$ 60,000.00
WCA Fees Bank Sales Fees (SWCD)	\$ 3,900.00
WCA Permit Income	\$ 5,000.00
County Allocation	\$ 92,500.00
P & Z Environmental Reviews	\$ 1,000.00
NRBG (County Levy & Local Water Plan)	\$ 21,150.00
WCA County Administration	\$ 30,289.00
ACUB Project Income	\$ 72,000.00
Clean Water Funds	\$ 126,184.00
Conservation Delivery	\$ 20,252.00
Easement Delivery	\$ 1,526.00
LSOHC	\$ 36,000.00
Federal & Local Income	\$ 34,000.00
OB Wells Income	\$ 1,920.00
Special Projects Income	\$ 5,000.00
State Cost-Share	\$ 20,808.00
Interest Income	\$ 1,200.00
Miscellaneous Income (signs/plat books/PO/refunds/rental, etc.)	\$ 5,000.00
<u>TOTAL INCOME</u>	<u>\$ 594,629.00</u>

<u>EXPENSES</u>	<u>2014 BUDGET</u>
Employee Insurance	\$ 28,800.00
Employee Wages	\$ 243,150.00
FICA	\$ 18,600.00
PERA	\$ 32,825.34
Compensated Absences	\$ 6,250.00
Supervisor Compensation	\$ 6,000.00
Audit Expense	\$ 2,000.00
Capital Outlay	\$ 1,000.00
Computer Expenses	\$ 1,000.00
Employee / Training Expense	\$ 1,500.00
Insurance & Bonds Expense	\$ 5,557.00
Licenses & Dues Expense	\$ 3,400.00
Miscellaneous Expense	\$ 1,500.00
Office Expenses (Tele/Internet/PO)	\$ 2,000.00
Office Rent Expense	\$ 7,500.00
Office Supplies Expense	\$ 2,000.00
Supervisor Expense	\$ 2,000.00
Vehicle Repairs / Gas Expense	\$ 2,500.00
Tree Program Expenses	\$ 38,000.00
Water Plan Expenses	\$ 3,000.00
WCA Bank Sales Fees (BWSR)	\$ 3,900.00
WCA Bank Sales Fees (Landowner)	\$ 60,000.00
Clean Water Funds	\$?
LSOHC	\$ 36,000.00
Special Project Expenses	\$ 5,000.00
State Cost-Share Expenses	\$ 22,808.00
<u>TOTAL EXPENSES</u>	<u>\$ 536,290.34</u>

* Revenues do not equal expenses due to the expected payouts on Grant funds for 2014.