



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, 2015

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

- | | | |
|---|-----------------------|----|
| <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 & CSP | NRCS | 20 |

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 | District / NRCS | 150 |
| <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 / McLennan / Chisholm | 20 |
| <ul style="list-style-type: none"> <ul style="list-style-type: none"> ➢ RIM Acres | Chisholm / McLennan | 4 |
| <ul style="list-style-type: none"> <ul style="list-style-type: none"> ➢ Feedlot Water Quality | Ringwelski / McLennan / Zapzalka / WCTSA | 20 |
| <ul style="list-style-type: none"> <ul style="list-style-type: none"> ➢ ACUB | Chisholm / McLennan | 15 |
| <ul style="list-style-type: none"> ▪ Process appeals and answer / questions about wetland determinations | District / NRCS | 150 |
| <ul style="list-style-type: none"> ▪ Conduct wetland determinations for tax forfeiture sales | McLennan | .5 |

OBJECTIVE ONE - (Continued...)

GOALS & ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
<ul style="list-style-type: none"> ▪ Administer Wetland Conservation Act 	SWCD Staff	200
3. <u>Application of Erosion Control Practices</u>		
<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	25
<ul style="list-style-type: none"> ▪ Prepare radio spots as needed 	McLennan / NRCS	1
<ul style="list-style-type: none"> ▪ Conduct talks and tours for education classes 	District / NRCS Staff	14
<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	25
<ul style="list-style-type: none"> ▪ Implement Little Rock TMDL work plan 	Benton / Morrison SWCD	10
<ul style="list-style-type: none"> ▪ Implement Crow Wing TMDL work plan 	Wadena / Crow Wing / Morrison SWCD	2
<ul style="list-style-type: none"> ▪ Implement Long Prairie TMDL work plan 	Todd / Morrison SWCD / DNR	10
<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
<ul style="list-style-type: none"> ▪ 4 - radio spots about the tree program 	McLennan	1
<ul style="list-style-type: none"> ▪ Conduct tree open house 	SWCD / Zapzalka	4
<ul style="list-style-type: none"> ▪ Complete cert. and planting supervision 	Ringwelski / McLennan	5

OBJECTIVE ONE - (Continued...)

GOALS & ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
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4. Work with Landowners Who Request Help On

<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 	District NRCS / WCTSA	130
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OBJECTIVE TWO:

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

1. Assist Morrison County and the Planning and Zoning Office

<ul style="list-style-type: none"> ▪ Conduct environmental and natural landscaping plans for shoreland development 	Ringwelski / McLennan	25
<ul style="list-style-type: none"> ▪ Assist with feedlot applications 	Ringwelski / McLennan / Zapzalka / WSTSA / Chisholm / P & Z	40
<ul style="list-style-type: none"> ▪ Conduct 3 large scale P & Z environmental reviews, including surveying and designing plans 	Ringwelski / McLennan / Chisholm	25
<ul style="list-style-type: none"> ▪ Conduct 3 small scale P & Z Environmental reviews 	Ringwelski / McLennan / Chisholm	5
<ul style="list-style-type: none"> ▪ Attend public hearings for Conditional Use Permits & Variances 	McLennan	20
<ul style="list-style-type: none"> ▪ Apply for LSOHC & CWL funds to implement LWP strategies 	McLennan / Nouis / Chisholm	20

2. Administer the Local Water Plan Management

<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 re-write 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	50

OBJECTIVE TWO - (Continued...)

GOALS & ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
<ul style="list-style-type: none"> ▪ Assist Bowlus, Little Falls, Royalton, Pierz, Randall, 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 / Cass Crow Wing / Wadena / Aitkin	10
<ul style="list-style-type: none"> ▪ Support and implement WRAP / TMDL Plans for Rum River, Little Rock, Long Prairie, & Crow Wing Rivers 	McLennan / Chisholm / MPCA / County & Neighboring Counties	15
<ul style="list-style-type: none"> ▪ Assist County with Aquatic Invasive Education 	Chisholm / McLennan / P & Z / Lake Association	16
3. <u>Installation of Ag Waste Systems</u>		
<ul style="list-style-type: none"> ▪ Supervise installation 3 ag waste systems 	SWCD / NRCS / WCTSA	50
4. <u>Ag Waste Management</u>		
<ul style="list-style-type: none"> ▪ Provide ag waste management plans for new manure systems 	WCTSA / NRCS / Zapzalka	10
5. <u>Wetland Delineations</u>		
<ul style="list-style-type: none"> ▪ Conduct wetland delineations to identify and measure wetlands 	Ringwelski / Chisholm	5
6. <u>Feedlot Inventory</u>		
<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	20
7. <u>Promote Wetlands for Wildlife</u>		
<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 / Chisholm	10

OBJECTIVE TWO - (Continued...)

GOALS & ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
<ul style="list-style-type: none"> ▪ Protect existing wetland under the Wetland Conservation Act (WCA) 	SWCD / TEP	200
8. <u>Water Management Plan</u>		
<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	25
9. <u>Process Water Permit Requests</u>		
<ul style="list-style-type: none"> ▪ Review and comment on selected water permit requests 	Ringwelski	8
<ul style="list-style-type: none"> ▪ Prepare conservation plans for Irrigation permits 	Ringwelski	15
<ul style="list-style-type: none"> ▪ Review & work with irrigators in LR watershed to implement BMP irrigation plans 	Benton / Morrison SWCD	10
<ul style="list-style-type: none"> ▪ Process Federal Farm Program 1026's 	McLennan / Ringwelski / Chisholm	8
10. <u>Observation Well Program</u>		
<ul style="list-style-type: none"> ▪ Continue to monitor 17 wells for quantity 	Chisholm	10
11. <u>Promote and Manage the BMP's</u>		
<ul style="list-style-type: none"> ▪ Work with landowners enrolled in ACUB program to incorporate Ag BMP Plans 	McLennan / Chisholm / TNC / BWSR / Camp Ripley	5

OBJECTIVE THREE:

To work with landowners to improve forage and forest products.

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 / Chisholm 10

OBJECTIVE THREE - (Continued...)

GOALS & ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
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<ul style="list-style-type: none"> Promote small woodlot management in the ACUB zone 	District / BWSR / TNC / MN Forest Resource Council	6
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OBJECTIVE FOUR:

To administer District activities and responsibilities.

1. Board of Supervisors Meeting

<ul style="list-style-type: none"> Hold regular board meetings on the fourth Thursday of each month 	Staff / Supervisors	12
<ul style="list-style-type: none"> Conduct staff evaluations annually 	McLennan	1
<ul style="list-style-type: none"> Attend committee meetings as assigned 	Supervisors	4
<ul style="list-style-type: none"> Conduct financial planning for District 	McLennan / Nouis / Finance Committee	4

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 	Chisholm / Nouis	30
<ul style="list-style-type: none"> Produce annual plan 	Nouis / Hanson / SWCD Supervisors	3

3. District Equipment

<ul style="list-style-type: none"> Maintain District truck / Plotmaster / gopher machine 	Ringwelski / Chisholm / Nouis	1
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4. Additional Program Maintenance

<ul style="list-style-type: none"> Administer, report, maintain files, process applications and perform Ag. BMP clerical duties for ACUB, WCA LWP, State Cost Share and Contribution agreements with NRCS – LSOHC, CWF 	Nouis / McLennan / Chisholm / Ringwelski	70
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5. Employee Administration

<ul style="list-style-type: none"> Conduct employee administrative duties, staff meetings, employee timesheets and files/evaluations 	McLennan	10
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OBJECTIVE FOUR - (Continued...)

GOALS & ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
<ul style="list-style-type: none"> ▪ Administer Employee Policy 	McLennan	10
6. <u>Ongoing Training</u>		
<ul style="list-style-type: none"> ▪ Participate in administrative sessions 	Nousis	2
<ul style="list-style-type: none"> ▪ Attend WCA and feedlot rules training and recertification 	Ringwelski / McLennan	4
<ul style="list-style-type: none"> ▪ Participate in training sessions and workshops as they become available 	Staff	10
7. <u>EEO and Civil Rights</u>		
<ul style="list-style-type: none"> ▪ Ensure equal employment opportunities and civil rights for employees, employment applicants and program participants. 	McLennan	.5
8. <u>Increase the Visibility of Morrison SWCD</u>		
<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 / Chisholm	5
<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
<ul style="list-style-type: none"> ▪ Continue to promote the on-going public awareness & education activities listed below: 	SWCD & NRCS Staff	35
<ul style="list-style-type: none"> ➤ WCA Training Sessions ➤ WCA Contractor / Septic Designers / P & Z Staff ➤ Tree Open House ➤ Occasional Radio Spots 		

OBJECTIVE FOUR - (Continued...)

GOALS & ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
<ul style="list-style-type: none"> ➤ Township Government Training Sessions ➤ Water Management Task Force ➤ Lake and River Day ➤ Tours and Feature Articles ➤ County Commissioner Meetings ➤ 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 ➤ DRT Meetings ➤ Website Maintenance 		

OBJECTIVE FIVE:

Administer the State Cost-Share Program.

1. Program Administration

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| <ul style="list-style-type: none"> ▪ Administer program, take applications and supervise the installation of practices | Staff | 30 |
|---|-------|----|

2. Fund Administration

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|--|-------------------|----|
| <ul style="list-style-type: none"> ▪ Allocate funds using the following guidelines: | Staff/Supervisors | 10 |
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❖ Erosion Control = 50%

- | | |
|---|-----|
| <ul style="list-style-type: none"> <ul style="list-style-type: none"> ➤ Forest Conservation | 15% |
| <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"> ➤ Waterways | 5% |
| <ul style="list-style-type: none"> <ul style="list-style-type: none"> ➤ Terraces | 5% |
| <ul style="list-style-type: none"> <ul style="list-style-type: none"> ➤ Critical Area Stabilization | 5% |
| <ul style="list-style-type: none"> <ul style="list-style-type: none"> ➤ Water & Sediment Control Basins | 15% |

❖ Water Quality = 50%

- | | |
|---|-----|
| <ul style="list-style-type: none"> <ul style="list-style-type: none"> ➤ Ag Waste/Feedlots | 20% |
| <ul style="list-style-type: none"> <ul style="list-style-type: none"> ➤ Forest Riparian Buffers | 5% |
| <ul style="list-style-type: none"> <ul style="list-style-type: none"> ➤ Wetland Restoration | 5% |

OBJECTIVE FIVE - (Continued...)

GOALS & ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
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✚ Local Water Plan	20%	
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3. Practice Installation Priority Areas

- | | | | |
|---|---|---------------------------------|----|
| <ul style="list-style-type: none"> <table border="0"> <tr> <td data-bbox="183 474 797 583"> <ul style="list-style-type: none"> Practices will be installed in high priority areas located throughout the county, including but not limited to: </td> <td data-bbox="797 474 1289 583">WCTSA / Ringwelski / Tech Staff</td> <td data-bbox="1289 474 1463 583">20</td> </tr> </table> | <ul style="list-style-type: none"> Practices will be installed in high priority areas located throughout the county, including but not limited to: | WCTSA / Ringwelski / Tech Staff | 20 |
| <ul style="list-style-type: none"> 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

❖ 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.

1. Education Partners

- | | | | |
|--|---|--------------------------|--|
| <ul style="list-style-type: none"> <table border="0"> <tr> <td data-bbox="183 1797 797 1911"> <ul style="list-style-type: none"> Conduct educational workshops and special activities to Morrison County Schools/Communities </td> <td data-bbox="797 1797 1289 1911">All Agencies / All Staff</td> <td data-bbox="1289 1797 1463 1911"></td> </tr> </table> | <ul style="list-style-type: none"> Conduct educational workshops and special activities to Morrison County Schools/Communities | All Agencies / All Staff | |
| <ul style="list-style-type: none"> Conduct educational workshops and special activities to Morrison County Schools/Communities | All Agencies / All Staff | | |

OBJECTIVE SIX - (Continued...)

GOALS & ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
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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> |

3. Inter-Governmental Partnerships

- | | | |
|--|---|------------|
| <ul style="list-style-type: none"> ▪ Work with Camp Ripley, BWSR, DNR, and TNC on Army Compatible Use Buffer Initiative | <p>McLennan / BWSR / TNC / Chisholm / Camp Ripley</p> | <p>100</p> |
| <ul style="list-style-type: none"> ▪ Hold LWP Task Force meetings | <p>SWCD / P & Z / DNR / BWSR / TNC / MPCA / Camp Ripley / City of LF / County Board</p> | <p>12</p> |
| <ul style="list-style-type: none"> ▪ Work with all relevant groups to Secure CWF for specified initiatives | <p>County / Cities / LWP / Board / Staff</p> | <p>10</p> |

4. District / Community Relationships

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

The District funds will be administered using the following 2015 Budget as a guideline...

<u>RECEIPTS</u>	<u>2015 BUDGET</u>
Tree Program Income	\$ 51,000
WCA Fees Bank Sales Fees (BWSR)	\$ 7,200
WCA Fees Bank Sales Fees (Landowner)	\$ 120,000
WCA Fees Bank Sales Fees (SWCD)	\$ 7,200
WCA Permit Income	\$ 5,000
County Allocation	\$ 95,000
P & Z Environmental Reviews	\$ 5,000
NRBG (County Levy & Local Water Plan)	\$ 20,627
WCA County Administration	\$ 30,928
ACUB Project Income	\$ 90,000
Clean Water Funds	\$ 55,000
Conservation Delivery	\$ 20,252
Easement Delivery	\$ 4,278
Federal & Local Income	\$ 64,700
OB Wells Income	\$ 3,600
Special Projects Income	\$ 7,000
State Cost-Share	\$ 22,808
Interest Income	\$ 0
Miscellaneous Income (signs/plat books/PO/refunds/rental, etc.)	\$ 5,000
<u>TOTAL INCOME</u>	<u>\$ 614,593</u>

<u>EXPENSES</u>	<u>2015 BUDGET</u>
Employee Wages	\$ 278,475
FICA	\$ 23,186
PERA	\$ 21,974
Compensated Absences	\$ 6,250
Supervisor Compensation	\$ 5,000
Audit Expense	\$ 0
Capital Outlay	\$ 1,000
Computer Expenses	\$ 500
Employee / Training Expense	\$ 1,500
Insurance & Bonds Expense	\$ 5,800
Licenses & Dues Expense	\$ 3,400
Miscellaneous Expense	\$ 1,000
Office Expenses (Tele/Internet/PO)	\$ 1,500
Office Rent Expense	\$ 7,000
Office Supplies Expense	\$ 2,000
Supervisor Expense	\$ 2,000
Vehicle Repairs / Gas Expense	\$ 1,500
Tree Program Expenses	\$ 38,000
Water Plan Expenses	\$ 2,500
WCA Bank Sales Fees (BWSR)	\$ 7,200
WCA Bank Sales Fees (Landowner)	\$ 120,000
Clean Water Funds	\$ 55,000
Special Project Expenses	\$ 7,000
State Cost-Share Expenses	\$ 22,808
<u>TOTAL EXPENSES</u>	<u>\$ 614,593</u>