



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, 2017 to December 31, 2017

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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| ▪ Promote thru EQIP & CSP | District Staff / NRCS Staff | 10 |
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2. Planning, Follow-Up and Maintenance

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| ▪ Plan & revise plans for CRP, ACUB, EQIP, CSP and conservation compliance as needed | District Staff / NRCS Staff | 175 |
|--|-----------------------------|-----|
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|---|---|----|
| ▪ Spot-check and complete status reviews for: | | |
| ➤ State Cost-Share Practices | Ringwelski / McLennan / Nouis / Becker | 20 |
| ➤ RIM Acres | Chisholm / McLennan / Ringwelski | 2 |
| ➤ MAWQCP | Ringwelski / McLennan / Zapzalka / Stearns SWCD | 20 |
| ➤ ACUB | Chisholm / McLennan | 10 |
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|---|-----------------------------|----|
| ▪ Process appeals and answer / questions about wetland determinations | District Staff / NRCS Staff | 15 |
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|---|----------|----|
| ▪ Conduct wetland determinations for tax forfeiture sales | McLennan | .5 |
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|---------------------------------------|----------------|-----|
| ▪ Administer Wetland Conservation Act | District Staff | 100 |
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OBJECTIVE ONE - (Continued...)

GOALS & ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
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3. Application of Erosion Control Practices

<ul style="list-style-type: none"> ▪ Complete State Cost-Share and EQIP with erosion control or water quality problems in waters identified in LWP / Sentinel Landscape Plan 	District Staff / NRCS	40
<ul style="list-style-type: none"> ▪ Prepare news releases as needed 	McLennan / NRCS	1
<ul style="list-style-type: none"> ▪ Conduct talks and tours for education classes 	District Staff / NRCS Staff	14
<ul style="list-style-type: none"> ▪ Complete survey, design, layout and construction checks on conservation practices 	District Staff / NRCS / WCTSA	100
<ul style="list-style-type: none"> ▪ Develop shoreland erosion control plans for county permits 	Ringwelski / McLennan / Land Services	25
<ul style="list-style-type: none"> ▪ Implement Little Rock TMDL work plan 	Benton / District Staff	20
<ul style="list-style-type: none"> ▪ Implement Crow Wing TMDL work plan 	Wadena / Crow Wing / Morrison SWCD	1
<ul style="list-style-type: none"> ▪ Implement Long Prairie TMDL work plan 	Todd / District Staff / DNR	4
<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	5
<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 	District Staff / Tree Help	20
<ul style="list-style-type: none"> ▪ Conduct tree open house 	District Staff / Zapzalka	4
<ul style="list-style-type: none"> ▪ Complete cert. and planting supervision 	Ringwelski / McLennan	3

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"> ▪ Buffer Program, CRP, Conservation Planning, Wetland Preservation, Nutrient Management Planning, Army Compatible Use Buffer Buffer Program, 319 Grant, EQIP, CSP, RCPP, and Wetland Restoration 	District Staff / NRCS Staff / WCTSA Staff	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	15
<ul style="list-style-type: none"> ▪ Implement Buffer Law 	Ringwelski / McLennan / Becker	150
<ul style="list-style-type: none"> ▪ Assist with feedlot applications 	Ringwelski / McLennan / Zapzalka / WSTSA / Chisholm / Land Services	10
<ul style="list-style-type: none"> ▪ Conduct 5 large scale Land Services environmental reviews, including surveying and designing plans 	Ringwelski / McLennan / Chisholm	40
<ul style="list-style-type: none"> ▪ Conduct 3 small scale Land Services Environmental Reviews 	Ringwelski / McLennan / Chisholm	5
<ul style="list-style-type: none"> ▪ Attend public hearings for Conditional Use Permits & Variances 	McLennan	10
<ul style="list-style-type: none"> ▪ Apply for LSOHC & CWF funds to implement LWP strategies 	McLennan / Nouis / Chisholm	15

2. Administer the Local Water Plan Management

<ul style="list-style-type: none"> ▪ Promote BMP's for problem sites on all shore land properties and buffer zone 	SWCD Staff / Land Services Staff	25
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OBJECTIVE TWO - (Continued...)

GOALS & ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
<ul style="list-style-type: none"> ▪ Create “Other Waters” map inventory for Buffer Law 	District Staff / DNR / Land Services	4
<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	60
<ul style="list-style-type: none"> ▪ Implement water plan strategies 	SWCD Staff / Land Services Staff / BWSR	20
<ul style="list-style-type: none"> ▪ Assist Bowlus, Buckman, 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 / Mille Lacs	20
<ul style="list-style-type: none"> ▪ Support and implement WRAP / TMDL Plans for Rum River, Little Rock, Long Prairie, & Crow Wing Rivers / Mississippi River (Brainerd / Sartell) 	McLennan / Chisholm / Nouis / MPCA / County & Neighboring Counties	15
<ul style="list-style-type: none"> ▪ Assist County with Aquatic Invasive Education 	Chisholm / McLennan / Land Services / Lake Association	3
<ul style="list-style-type: none"> ▪ Continue Mississippi River (Brainerd / Sartell) Monitoring 	McLennan / Nouis / MPCA	15
<p>3. <u>Installation of Ag Waste Systems</u></p>		
<ul style="list-style-type: none"> ▪ Supervise installation 2 ag waste systems 	District Staff / NRCS Staff / WCTSA	15
<p>4. <u>Ag Waste Management</u></p>		
<ul style="list-style-type: none"> ▪ Provide ag waste management plans for new manure systems 	WCTSA / NRCS / Zapzalka	10
<p>5. <u>Feedlot Inventory</u></p>		
<ul style="list-style-type: none"> ▪ Follow up on feedlot site problems as referred by local feedlot officer 	Morrison County Feedlot Officer / Ringwelski / Zapzalka / McLennan	20

OBJECTIVE TWO - (Continued...)

GOALS & ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
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6. Promote Wetlands for Wildlife

<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	2
<ul style="list-style-type: none"> ▪ Wetland bank management of County Banks / Site / TEP / Tech Time 	McLennan / Ringwelski	3
<ul style="list-style-type: none"> ▪ Protect existing wetland under the Wetland Conservation Act (WCA) 	SWCD Staff / Technical Eval. Panel	100
<ul style="list-style-type: none"> ▪ Assist landowners with new bank system 	McLennan / Ringwelski	25

7. Water Management Plan

<ul style="list-style-type: none"> ▪ Meetings - Hold 4 Task Force meetings to rewrite Water Plan & get state approval 	Chisholm / McLennan / SWCB Supervisors Morrison County Task Force	25
<ul style="list-style-type: none"> ▪ Continue LCCMR Grant for drainage Management 	District Staff / Public Waters	200

8. Process Water Permit Requests

<ul style="list-style-type: none"> ▪ Review and comment on selected water permit requests 	Ringwelski	10
<ul style="list-style-type: none"> ▪ Prepare conservation plans for Irrigation permits 	Ringwelski	10
<ul style="list-style-type: none"> ▪ Review & work with irrigators in LR watershed to implement BMP irrigation plans 	Benton SWCD Staff / Morrison SWCD Staff	5

9. 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 / Chisholm / TNC / BWSR / Camp Ripley / NRCS	20
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GOALS & ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
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OBJECTIVE THREE:

To work with landowners to improve forage and forest products.

1. Education or Info on Water Quality

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| <ul style="list-style-type: none"> ▪ Conduct 2 week long nitrate clinic for county residents | District Staff | 10 |
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2. Woodland Management

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| <ul style="list-style-type: none"> ▪ Develop Forest riparian buffers on Morrison County water courses | McLennan / Ringwelski / NRCS | 10 |
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| <ul style="list-style-type: none"> ▪ Promote small woodlot management in the ACUB zone | District Staff / Crow Wing SWCD / BWSR
TNC / MN Forest Resource Council | 6 |
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| <ul style="list-style-type: none"> ▪ Promote NRCS RCPP Program & Sentinel Landscape | District Staff / NRCS Staff
/ Camp Ripley / TNC | 10 |
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OBJECTIVE FOUR:

To administer District activities and responsibilities.

1. Board of Supervisors Meeting

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

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| <ul style="list-style-type: none"> ▪ Produce eLink reporting requirements, including year-end financial statements and notes to the financial statements | Chisholm / Nouis | 30 |
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| <ul style="list-style-type: none"> ▪ Produce annual plan | Nouis / McLennan / NRCS / District Supervisors | 3 |
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OBJECTIVE FOUR - (Continued...)

GOALS & ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
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3. Additional Program Maintenance

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| <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 | District Staff | 50 |
|---|----------------|----|

4. Employee Administration

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|---|----------|----|
| <ul style="list-style-type: none"> ▪ Conduct employee administrative duties, staff meetings, employee timesheets and files/evaluations | McLennan | 10 |
| <ul style="list-style-type: none"> ▪ Administer Employee Policy | McLennan | 5 |

5. Ongoing Training

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|---|-----------------------|----|
| <ul style="list-style-type: none"> ▪ Participate in administrative sessions | Nouis | 8 |
| <ul style="list-style-type: none"> ▪ Attend WCA, Buffer Law & feedlot rules training and recertification | Ringwelski / McLennan | 6 |
| <ul style="list-style-type: none"> ▪ Participate in training sessions and workshops as they become available | District Staff | 10 |

6. 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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7. Increase the Visibility of Morrison SWCD

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| <ul style="list-style-type: none"> ▪ Help sponsor educational programs for country schools: i.e. Water Festival, classroom presentations, outdoor classroom educational activities, Radio, Lake & River Day, Lake Assn. meetings, and Contractor training. Maintain SWCD Website. | LWP Partners / District Staff / NRCS Staff | 15 |
| <ul style="list-style-type: none"> ▪ Submit articles to news media | McLennan / Nouis | 10 |
| <ul style="list-style-type: none"> ▪ Work with area schools to discuss and demonstrate best management practices | McLennan / Ringwelski / Chisholm / Becker / NRCS | 10 |

OBJECTIVE FOUR - (Continued...)

GOALS & ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
<ul style="list-style-type: none"> ▪ Work with area and state legislators to promote environmental initiatives (conduct tour) 	<p>McLennan / TNC / Camp Ripley / BWSR / County</p>	<p>5</p>
<ul style="list-style-type: none"> ▪ Continue to promote the on-going public awareness & 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 Spots ➤ 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 ➤ Water Festival ➤ Envirothon ➤ Planning Commission Meetings ➤ Board of Adjustment Meetings ➤ Nitrate Clinic ➤ SWCD Website ➤ ACUB Annual Meeting ➤ DRT Meetings ➤ Website Maintenance ➤ Press Releases 	<p>District Staff / NRCS Staff</p>	<p>35</p>

OBJECTIVE FIVE:

Administer the State Cost-Share Program.

1. Program Administration

<ul style="list-style-type: none"> ▪ Administer program, take applications and supervise the installation of practices 	<p>District Staff</p>	<p>10</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: District Staff / Supervisors 10
 - ❖ Erosion Control = 50%
 - ✚ Water & Sediment Control Basins 15%
 - ✚ Field Windbreaks 5%
 - ✚ Waterways 5%
 - ✚ Terraces 5%
 - ✚ Critical Area Stabilization 5%
 - ✚ Forest Stewardship 15%
 - ❖ 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
 - ✚ Little Rock Watershed
 - ❖ 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 ACUB, CRP & ACUB Programs will be given a higher priority when funds are allocated.

OBJECTIVE SIX:

Inter-Agency Cooperation and Relationships.

1. Education Partners

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

2. Inter-SWCD Partnerships

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|--|--|----|
| <ul style="list-style-type: none"> ▪ Share training and technical responsibilities with surrounding county SWCD personnel | All District Staff: Morrison / Todd / Wadena / Crow Wing / Benton / Mille Lacs / Cass Counties | 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 Staff / DNR / BWSR /USCOE | 24 |

3. Inter-Governmental Partnerships

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|---|---|-----|
| <ul style="list-style-type: none"> ▪ Work with Camp Ripley, BWSR, DNR, NRCS and TNC on Army Compatible Use Buffer Initiative | McLennan / BWSR / TNC / Chisholm / Camp Ripley / NRCS | 100 |
| <ul style="list-style-type: none"> ▪ Hold LWP Task Force Meetings | District / Land Services / DNR / BWSR / TNC / MPCA / Camp Ripley / City of LF / County Board / Royalton | 12 |
| <ul style="list-style-type: none"> ▪ Work with all relevant groups to Secure CWF for specified initiatives | County / Cities / LWP / Other Partners / District Board / District Staff | 10 |

OBJECTIVE SIX - (Continued...)

GOALS & ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
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4. District / Community Relationships

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| <ul style="list-style-type: none"> ▪ Work with landowners / Townships / other government units on neighbor conflict resolution | <p>District Staff / 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 2017 Budget as a guideline...

<u>RECEIPTS</u>	<u>2017 BUDGET</u>
Tree Program Income	\$ 60,000
Tree Products / S & H Fees	\$ 1,000
WCA Bank Sales Fees (BWSR) Pass-Thru	\$ 3,000
WCA Bank Sales Fees (Landowner) Pass-Thru	\$ 100,000
WCA Bank Sales Fees (SWCD)	\$ 5,000
WCA Permit Income	\$ 2,000
County Allocation	\$ 118,275
Land Services Environmental Reviews	\$ 3,500
NRBG (County Levy = \$7,243& Local Water Plan = \$12,609)	\$ 20,852
WCA County Administration (NRBG)	\$ 30,298
ACUB Income	\$ 80,000
Buffer Grant (Jump Start)	\$ 25,000
Local Capacity Services Grant	\$ 122,750
Clean Water Funds FY2013 Pass-Thru	\$ 7,125
Conservation Delivery (Supervisor Per Diem / Exp.)	\$ 20,252
Easement Delivery (RIM T&A)	\$ 6,427
LCCMR Grant (Drainage Management)	\$ 73,000
RCPP (Sentinel Landscape)	\$ 50,000
Special Projects Income Pass-Thru (LR Proj/MAWQCP/Variano)	\$ 39,500
State Cost-Share Pass-Thru	\$ 22,808
Interest Income	\$ -0-
Miscellaneous Income (signs/plat books/PO/refunds, etc.)	\$ 2,500
<u>TOTAL INCOME</u>	<u>\$ 793,287</u>

<u>EXPENSES</u>	<u>2017 BUDGET</u>
Employee Wages (Including: Drainage Buffer Tech. & 2 Temps.)	\$ 340,380
FICA (Employer: Medicare/Soc. Sec.)	\$ 28,539
PERA (Employer)	\$ 20,965
Taxable Fringe	\$ 50,849
Supervisor Compensation	\$ 6,000
Audit Expense	\$ 2,500
Capital Outlay	\$ 1,500
Computer Expenses	\$ 1,000
Employee / Training / Internet Reimb. Expense	\$ 2,000
Insurance & Bonds Expense	\$ 7,180
Licenses & Dues Expense	\$ 4,500
Miscellaneous Exp. (signs/plat books/PO/refunds/RIM Monitoring)	\$ 1,000
Office Expenses (Tele/Internet/PO)	\$ 2,500
Office Rent Expense	\$ 9,000
Office Supplies Expense	\$ 3,000
Supervisor Expense	\$ 2,000
Vehicle Repairs / Gas Expense	\$ 5,000
Tree Program Expenses	\$ 40,000
Water Plan Expenses	\$ 3,000
WCA Bank Sales Fees (BWSR) Pass-Thru	\$ 4,500
WCA Bank Sales Fees (Landowner) Pass-Thru	\$ 75,000
ACUB Expense Pass-Thru BWSR Reimb.	\$ 20,000
Buffer Grant (Jump Start)	\$ 25,000
Local Capacity Services Grant Exp.	\$ 40,000
LCCMR Grant Exp. (Drainage Management)	\$ 20,000
RCPP (Sentinel Landscape)	\$ -0-
Special Project Expenses Pass-Thru (LR Proj/MAWQCP/Variano)	\$ 20,000
State Cost-Share Expenses Pass-Thru	\$ 15,000
<u>TOTAL EXPENSES</u>	<u>\$ 750,413</u>