

MORRISON SOIL AND WATER CONSERVATION DISTRICT

ANNUAL PLAN OF OPERATIONS

January 1, 2011 to December 31, 2011

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 & revise plans for CRP, ACUB, EQIP,CSP and conservation compliance as needed | District/NRCS | 100 |
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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	7
<ul style="list-style-type: none"> <ul style="list-style-type: none"> RIM Acres 	Ringwelski/McLennan/Chisholm	3
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Feedlot Water Quality 	Ringwelski/McLennan/Zapzalka	10
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ACUB 	McLennan/Chisholm	6
<ul style="list-style-type: none"> ▪ Process appeals and answer questions about wetland determinations 	District/NRCS	80
<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	400
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 	District Staff/NRCS	2
<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	8
<ul style="list-style-type: none"> ▪ Complete survey, design, layout and construction checks on conservation practices 	SWCD/NRCS/WCTSA	100
<ul style="list-style-type: none"> ▪ Develop shoreland erosion control plans for county permits and Native Buffer Grant 	Ringwelski/McLennan/	11

OBJECTIVE ONE – Continued

GOALS AND ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
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- Implement Little Rock TMDL work plan Benton/Morrison SWCD 200

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 20
- Coordinate the packing and delivery of tree orders SWCD Staff/Tree Help 20
- 4 radio spots about the tree program McLennan 1
- Conduct tree open house SWCD/NRCS Staff 4
- Complete certification and planting supervision Ringwelski/McLennan
Chisholm 5

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, WHIP & Wetland Restoration Private Consultants
District/NRCS/WCTSA 300

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
WSTSA/Chisholm | 70 |
| <ul style="list-style-type: none"> ▪ Conduct 5 large scale P & Z environmental reviews, including surveying and designing plans | Ringwelski/McLennan | 60 |
| <ul style="list-style-type: none"> ▪ Conduct 3 small scale P & Z Environmental reviews | Ringwelski/McLennan | 7 |
| <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/Smude | 10 |

2. Administer the Local Water Plan Management

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| <ul style="list-style-type: none"> ▪ Promote BMP's for problem sites on all shoreland 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 | SWCD Staff | 75 |
| <ul style="list-style-type: none"> ▪ Implement water plan strategies | SWCD Staff/County/
DNR | 100 |
| <ul style="list-style-type: none"> ▪ Assist Little Falls, Royalton, and Pierz in wellhead protection planning | McLennan/Cities/MRW | 4 |

OBJECTIVE TWO – Continued

GOALS AND ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
3. Installation of Ag Waste Systems		
<ul style="list-style-type: none"> ▪ Supervise installation of 10 ag waste systems 	Ringwelski/WCTSA Staff/ NRCS/Chisholm	130
4. Ag Waste Management		
<ul style="list-style-type: none"> ▪ Provide ag waste management plans for new manure systems 	Pearson/Zapzalka/ Ringwelski	40
<ul style="list-style-type: none"> ▪ Develop nutrient management and manure management plans for permitted livestock producers 	Ringwelski/ Pearson/Zapzalka	50
5. Wetland Delineations		
<ul style="list-style-type: none"> ▪ Conduct wetland delineations to identify and measure wetlands 	Ringwelski/Chisholm	10
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	40
7. Promote Wetlands for Wildlife		
<ul style="list-style-type: none"> ▪ Assist U.S. Fish & Wildlife Service with their wetland restorations 	Ringwelski/Beam	3
<ul style="list-style-type: none"> ▪ Conduct site checks on wetlands in state banking program 	Ringwelski/McLennan	5
<ul style="list-style-type: none"> ▪ Wetland Restoration of Doucette Site/TEP/Tech Time 	WCTSA/SWCD/ ACOE/DNR/BWSR	35

OBJECTIVE TWO – Continued

GOALS AND ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
<ul style="list-style-type: none"> ▪ Protect existing wetland under the Wetland Conservation Act (WCA) 	SWCD/BWSR/TEP	240
<ul style="list-style-type: none"> ▪ Conduct annual training for P/Z, Contractors, & WCA enforcement 	P & Z/BWSR McLennan/WCTSA	3
<p>8. Water Management Plan</p>		
<ul style="list-style-type: none"> ▪ Write, hold public hearings, get approval by Morrison County – hold 4 Task Force meetings to implement Water Plan 	McLennan/Morrison County	75
<p>9. Process Water Permit Requests</p>		
<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	10
<ul style="list-style-type: none"> ▪ Review and work with irrigators in LR watershed to implement BMP irrigation plans 	Benton /Morrison SWCD	40
<p>10. Observation Well Program</p>		
<ul style="list-style-type: none"> ▪ Continue to monitor 16 wells for quantity 	Chisholm	10
<p>11. Promote and Manage the BMP's</p>		
<ul style="list-style-type: none"> ▪ Work with landowners enrolled In ACUB program to incorporate Ag BMP Plans 	McLennan/TNC 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

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| <ul style="list-style-type: none"> ▪ Conduct 2 weeklong 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 | 7 |
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| <ul style="list-style-type: none"> ▪ Promote small woodlot management in the ACUB zone | District/BWSR/
MN Forest Resource Council | 10 |
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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

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| <ul style="list-style-type: none"> ▪ Hold regular board meetings on the fourth Thursday of each month | Staff/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 | Supervisors | 6 |
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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	2
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	5
3. District Equipment		
<ul style="list-style-type: none"> ▪ Maintain District truck and plotmaster 	Ringwelski/Chisholm	1
<ul style="list-style-type: none"> ▪ Promote small foodplots 	McLennan/Ringwelski	1
4. Additional Program Maintenance		
<ul style="list-style-type: none"> ▪ Administer, report, maintain files, process applications and perform clerical duties for SRF, ACUB, LWP, State Cost Share, and Contribution agreements with NRCS – Native Buffer 	Smude/McLennan	40

OBJECTIVE FOUR – Continued

GOALS AND 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 | 12 |
| <ul style="list-style-type: none"> ▪ Re-write employee policy manual for District | McLennan/
Personnel Committee | 15 |

6. Ongoing Training

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| <ul style="list-style-type: none"> ▪ Participate in administrative sessions | Smude | 1 |
| <ul style="list-style-type: none"> ▪ Attend WCA and feedlot rules training | Staff | 6 |
| <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. | Staff | .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 | LWP Partners/
SWCD/NRCS | 12 |
| <ul style="list-style-type: none"> ▪ Submit articles to news media | McLennan/Zapzalka | 2 |

OBJECTIVE FOUR – Continued

GOALS AND ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
<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	2
<ul style="list-style-type: none"> ▪ Continue to promote the on-going public awareness and education activities listed below: 	SWCD/NRCS Staff	30
<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 • Planning Commission Meetings • Board of Adjustment Meetings • Nitrate Clinic 		

OBJECTIVE FIVE: Administer the State Cost-Share Program.

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 | 35 |
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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 | 10% | |
| <ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> Field Windbreaks | 10% | |
| <ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> Waterways | 10% | |
| <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"> <ul style="list-style-type: none"> Critical Area Stabilization | 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 | 20% | |
| <ul style="list-style-type: none"> <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"> <ul style="list-style-type: none"> Wetland Restoration | 5% | |
| <ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> Local Water Plan | 20% | |

OBJECTIVE FIVE – Continued

GOALS AND ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
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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

- 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
1. Education Partners		
<ul style="list-style-type: none"> ▪ Conduct educational workshops and special activities to Morrison County Schools/Communities 	All Agencies/All Staff	4
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/Chisholm/ Crow Wing SWCD/ 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
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	5

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

RECEIPTS	2011 BUDGET
Tree Program	\$50,000.00
Rental Equipment	\$50.00
Other Services	\$56,000.00
WCA Fees	\$6,000.00
Local Revenue	\$0.00
Water Plan	\$21,440.00
County Allocation	\$64,800.00
WCA County Administration	\$29,788.00
P & Z Environmental Reviews	\$3,500.00
State Service Grant	\$19,598.00
State Cost-Share	\$22,085.00
RIM T & A	\$1,627.00
OB Wells	\$1,770.00
Interest Income	\$8,000.00
Miscellaneous Income	\$5,000.00
TOTAL INCOME	\$289,658.00

OBJECTIVE SEVEN – Continued

EXPENSES	2011 BUDGET
Employee Wages	\$221,832.00
Supervisor Comp	\$7,500.00
PERA	\$15,528.24
FICA	\$16,970.15
Employee Insurance	\$24,444.00
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	\$5,200.00
Licenses & Dues	\$500.00
Office Rent	\$6,000.00
Audit	\$4,500.00
Computer Expenses	\$3,000.00
Equipment Expenses	\$100.00
Miscellaneous Expense	\$1,000.00
Operation Expense	\$8,000.00
Supplies	\$2,500.00
Capital Outlay	\$2,500.00
Water Plan Expenses	\$4,000.00
ACUB	\$10,000.00
Sullivan Lake	\$2,616.68
Tree Program	\$35,000.00
State Cost-Share	\$25,000.00
Special Project/Feedlot Grants	\$100,000.00
TOTAL EXPENSES	\$501,691.07

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