



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, 2016 to December 31, 2016

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 | NRCS | 20 |
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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 / NRCS | 150 |
| ▪ Spot-check and complete status reviews for: | | |
| ➤ State Cost-Share Practices | Ringwelski / McLennan / Chisholm | 20 |
| ➤ RIM Acres | Chisholm / McLennan | 4 |
| ➤ Feedlot Water Quality | Ringwelski / McLennan / Zapzalka / WCTSA | 20 |
| ➤ ACUB | Chisholm / McLennan | 15 |
| ▪ Process appeals and answer / questions about wetland determinations | District / NRCS | 150 |
| ▪ Conduct wetland determinations for tax forfeiture sales | McLennan | .5 |
| ▪ Administer Wetland Conservation Act | SWCD Staff | 100 |

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 	District Staff / NRCS	25
<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 / 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	6
<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 / 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	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 	SWCD Staff / Tree Help	20
<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	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"> ▪ CRP, Conservation Planning, Wetland Preservation, Nutrient Management Planning, Army Compatible Use Buffer Program, 319 Grant, EQIP, CSP, WHIP and Wetland Restoration Buffer Program 	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"> ▪ Implement Buffer Law 	New Hire / Ringwelski / McLennan	50
<ul style="list-style-type: none"> ▪ Assist with feedlot applications 	Ringwelski / McLennan / Zapzalka / WSTSA / Chisholm / P & Z	10
<ul style="list-style-type: none"> ▪ Conduct 6 large scale P & Z environmental reviews, including surveying and designing plans 	Ringwelski / McLennan / Chisholm	40
<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	10
<ul style="list-style-type: none"> ▪ Apply for LSOHC & CWL 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 / P & Z	25
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OBJECTIVE TWO - (Continued...)

GOALS & ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
<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	50
<ul style="list-style-type: none"> ▪ Implement water plan strategies 	SWCD Staff / P & Z / 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 / Aitkin	20
<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	3
<ul style="list-style-type: none"> ▪ Begin 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 	SWCD / NRCS / WCTSA	25
<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 	Planning and Zoning / Chisholm / Ringwelski / Zapzalka / McLennan	20
<p>6. <u>Promote Wetlands for Wildlife</u></p>		
<ul style="list-style-type: none"> ▪ Assist U.S. Fish & Wildlife Service with their wetland restorations 	Ringwelski / Beam (USFW)	2

OBJECTIVE TWO - (Continued...)

GOALS & ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
<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 / Chisholm	3
<ul style="list-style-type: none"> ▪ Protect existing wetland under the Wetland Conservation Act (WCA) 	SWCD / TEP	100
7. <u>Water Management Plan</u>		
<ul style="list-style-type: none"> ▪ Meetings - Hold 4 Task Force meetings to rewrite Water Plan & get state approval 	Chisholm / McLennan / Brutscher Morrison County Task Force	25
<ul style="list-style-type: none"> ▪ Begin LCCMR Grant for drainage Management 	SWCD / Public Waters	80
8. <u>Process Water Permit Requests</u>		
<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	15
<ul style="list-style-type: none"> ▪ Review & work with irrigators in LR watershed to implement BMP irrigation plans 	Benton / Morrison SWCD	5
<ul style="list-style-type: none"> ▪ Process Federal Farm Program 1026's 	NRCS	20
9. <u>Observation Well Program</u>		
<ul style="list-style-type: none"> ▪ Continue to monitor 17 wells for quantity 	Chisholm	10
10. <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

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 / Chisholm | 10 |
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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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| <ul style="list-style-type: none"> ▪ Promote NRCS ACCP Program & Sentinel Landscape | SWCD / NRCS / 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 | 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 | 4 |
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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 / Hanson / SWCD Supervisors | 3 |
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OBJECTIVE FOUR - (Continued...)

GOALS & ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
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3. District Equipment

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| <ul style="list-style-type: none"> ▪ Maintain District truck / Plotmaster / gopher machine | Ringwelski / Chisholm / Nous | 1 |
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4. 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 | Nous / McLennan / Chisholm / Ringwelski | 50 |
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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 | 10 |
| <ul style="list-style-type: none"> ▪ Administer Employee Policy | McLennan | 10 |

6. Ongoing Training

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| <ul style="list-style-type: none"> ▪ Participate in administrative sessions | Nous | 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. 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 country 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 |
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OBJECTIVE FOUR - (Continued...)

GOALS & ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
▪ Submit articles to news media	McLennan / NRCS	5
▪ Work with area schools to discuss and demonstrate best management practices	McLennan / Ringwelski / Chisholm	5
▪ Work with area and state legislators to promote environmental initiatives (conduct tour)	TNC / McLennan / BWSR / County	7
▪ 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 ➤ 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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| ▪ Administer program, take applications and supervise the installation of practices | Staff | 20 |
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OBJECTIVE FIVE - (Continued...)

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

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| <ul style="list-style-type: none"> ▪ Allocate funds using the following guidelines: <ul style="list-style-type: none"> ❖ <u>Erosion Control</u> = 50% <table border="0" style="width: 100%;"> <tr><td>✚ Forest Conservation</td><td style="text-align: right;">15%</td></tr> <tr><td>✚ Field Windbreaks</td><td style="text-align: right;">5%</td></tr> <tr><td>✚ Waterways</td><td style="text-align: right;">5%</td></tr> <tr><td>✚ Terraces</td><td style="text-align: right;">5%</td></tr> <tr><td>✚ Critical Area Stabilization</td><td style="text-align: right;">5%</td></tr> <tr><td>✚ Water & Sediment Control Basins</td><td style="text-align: right;">15%</td></tr> </table> ❖ <u>Water Quality</u> = 50% <table border="0" style="width: 100%;"> <tr><td>✚ Ag Waste/Feedlots</td><td style="text-align: right;">20%</td></tr> <tr><td>✚ Forest Riparian Buffers</td><td style="text-align: right;">5%</td></tr> <tr><td>✚ Wetland Restoration</td><td style="text-align: right;">5%</td></tr> <tr><td>✚ Local Water Plan</td><td style="text-align: right;">20%</td></tr> </table> | ✚ Forest Conservation | 15% | ✚ Field Windbreaks | 5% | ✚ Waterways | 5% | ✚ Terraces | 5% | ✚ Critical Area Stabilization | 5% | ✚ Water & Sediment Control Basins | 15% | ✚ Ag Waste/Feedlots | 20% | ✚ Forest Riparian Buffers | 5% | ✚ Wetland Restoration | 5% | ✚ Local Water Plan | 20% | Staff/Supervisors | 10 |
| ✚ Forest Conservation | 15% | | | | | | | | | | | | | | | | | | | | | |
| ✚ Field Windbreaks | 5% | | | | | | | | | | | | | | | | | | | | | |
| ✚ Waterways | 5% | | | | | | | | | | | | | | | | | | | | | |
| ✚ Terraces | 5% | | | | | | | | | | | | | | | | | | | | | |
| ✚ Critical Area Stabilization | 5% | | | | | | | | | | | | | | | | | | | | | |
| ✚ Water & Sediment Control Basins | 15% | | | | | | | | | | | | | | | | | | | | | |
| ✚ Ag Waste/Feedlots | 20% | | | | | | | | | | | | | | | | | | | | | |
| ✚ Forest Riparian Buffers | 5% | | | | | | | | | | | | | | | | | | | | | |
| ✚ Wetland Restoration | 5% | | | | | | | | | | | | | | | | | | | | | |
| ✚ Local Water Plan | 20% | | | | | | | | | | | | | | | | | | | | | |

3. Practice Installation Priority Areas

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| <ul style="list-style-type: none"> ▪ Practices will be installed in high priority areas located throughout the county, including but not limited to: <ul style="list-style-type: none"> ❖ <u>Water Erosion</u> <ul style="list-style-type: none"> ✚ The Pierz Drumlin Area ✚ The Brainerd Drumlin Area ✚ The Elmdale Upsala Area ✚ South of the Swan River ✚ Mississippi River Watershed ✚ The Brainerd Sartell Area ❖ <u>Wind Erosion</u> <ul style="list-style-type: none"> ✚ City of Royalton, Bellevue Township ✚ Southwest of Pierz ✚ Northwest of Royalton ✚ Southwest of Buckman ✚ The Mississippi Sand Plain | WCTSA / Ringwelski / Tech Staff | 20 |
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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.

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 |
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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 | All SWCD Staff of Morrison / Todd / Wadena / Crow Wing / Benton / 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 / DNR / BWSR / US Army Corp. of Engineers | 24 |

3. Inter-Governmental Partnerships

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| <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 |

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 style="text-align: center;">SWCD / Morrison County Courts /
NRCS / Township Officials</p> | 5 |
|---|--|---|

OBJECTIVE SEVEN:

The District funds will be administered using the following 2016 Budget as a guideline...

<u>RECEIPTS</u>	<u>2016 BUDGET</u>
Tree Program Income	\$ 46,000
WCA Fees Bank Sales Fees (BWSR)	\$ 3,000
WCA Fees Bank Sales Fees (Landowner)	\$ 120,000
WCA Fees Bank Sales Fees (SWCD)	\$ 7,000
WCA Permit Income	\$ 3,000
County Allocation	\$ 95,000
P & Z Environmental Reviews	\$ 4,000
NRBG (County Levy & Local Water Plan)	\$ 20,627
WCA County Administration	\$ 30,928
ACUB Project Income	\$ 175,000
Buffer Law Implement / Local Capacity Service Grant	\$100,000
LCCMR Grant	\$70,000
Clean Water Funds	\$ 20,607
Conservation Delivery	\$ 20,252
Easement Delivery	\$ 5,269
Federal & Local Income	\$ 21,760
OB Wells Income	\$ 3,500
Special Projects Income	\$ 5,000
State Cost-Share	\$ 22,808
Interest Income	\$ 0
Miscellaneous Income <small>(signs/plat books/PO/refunds/rental, etc.)</small>	\$ 2,000
<u>TOTAL INCOME</u>	<u>\$ 775,121</u>

<u>EXPENSES</u>	<u>2016 BUDGET</u>
Employee Wages	\$ 291,730
FICA	\$ 24,009
PERA	\$ 25,175
Taxable Fringe	\$ 43,933
Compensated Absences	\$ 6,700
Supervisor Compensation	\$ 6,000
Audit Expense	\$ 2,500
Capital Outlay	\$ 40,000
Computer Expenses	\$ 1,000
Employee / Training Internet Reimb. Expense	\$ 2,000
Insurance & Bonds Expense	\$ 6,000
Licenses & Dues Expense	\$ 4,000
Miscellaneous Expense	\$ 1,000
Office Expenses (Tele/Internet/PO)	\$ 1,500
Office Rent Expense	\$ 7,500
Office Supplies Expense	\$ 2,000
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)	\$ 7,000
WCA Bank Sales Fees (Landowner)	\$ 70,000
Buffer Law Implement / Local Capacity Service Grant	\$ 100,000
Clean Water Funds	\$ 20,607
Special Project Expenses	\$ 5,000
State Cost-Share Expenses	\$ 18,246
<u>TOTAL EXPENSES</u>	<u>\$ 735,900</u>