



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, 2013 to December 31, 2013

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 | 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 | 100 |
| <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 | | |
| <ul style="list-style-type: none"> Ringwelski / McLennan / Chisholm Chisholm Ringwelski / McLennan / Zapzalka / WCTSA Chisholm | | 17
6
20
10 |

OBJECTIVE ONE - (Continued...)

GOALS & ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
▪ Process appeals and answer / questions about wetland determinations	District / NRCS	100
▪ Conduct wetland determinations for tax forfeiture sales	McLennan	.5
▪ Administer Wetland Conservation Act (WCA)	McLennan / Ringwelski / Nouis / Chisholm	300
3. <u>Application of Erosion Control Practices</u>		
▪ Complete State Cost-Share and EQIP with erosion control or water quality problems in waters identified in LWP	District Staff / NRCS	18
▪ Prepare radio spots as needed	McLennan / NRCS	2
▪ Conduct talks and tours for education classes	District / NRCS Staff	10
▪ Complete survey, design, layout and construction checks on conservation practices	SWCD / NRCS / WCTSA	125
▪ Develop shoreland erosion control plans for county permits	Ringwelski / McLennan / P & Z	11
▪ Implement Little Rock TMDL work plan	Benton / Morrison SWCD	10
▪ Implement Crow Wing TMDL work plan	Cass / Crow Wing / Morrison SWCD	5
▪ Implement Long Prairie TMDL work plan	Todd / Morrison SWCD	5
4. <u>Promote Farmstead and Field Windbreaks</u>		
▪ Print order form in the newspaper and send the new order form to everyone who ordered the last three years	Nouis / Ringwelski	6
▪ Process tree orders and develop as many plans as possible in the fall and winter	Nouis / Ringwelski	20

OBJECTIVE ONE - (Continued...)

GOALS & ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
▪ 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 / Zapzalka	4
▪ Complete cert. and planting supervision	Ringwelski / McLennan / Chisholm	5

5. 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 	Private Consultants / District / NRCS / WCTSA	200
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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	10
<ul style="list-style-type: none"> ▪ Assist with feedlot applications and open lot agreement plans 	Ringwelski / McLennan / Zapzalka / WSTSA / Chisholm / P & Z	40
<ul style="list-style-type: none"> ▪ Conduct 5 large scale P & Z environmental reviews, including surveying and designing plans 	Ringwelski / McLennan / Chisholm	60
<ul style="list-style-type: none"> ▪ Conduct 3 small scale P & Z Environmental reviews 	Ringwelski / McLennan / Chisholm	4
<ul style="list-style-type: none"> ▪ Attend public hearings for Conditional Use Permits & Variances 	McLennan	6

OBJECTIVE TWO - (Continued...)

GOALS & ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
<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 	SWCD Staff / NRCS	25
<ul style="list-style-type: none"> ▪ Implement water plan strategies 	SWCD Staff / DNR / P & Z / BWSR	100
<ul style="list-style-type: none"> ▪ Assist Little Falls, Royalton, Pierz, Swanville and Camp Ripley in wellhead protection planning 	McLennan / Cities / MDH	3
<ul style="list-style-type: none"> ▪ Participate in watershed planning with neighboring counties 	Morrison / Benton / Todd / Crow Wing / Wadena	10
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 / Ringwelski	50
<ul style="list-style-type: none"> ▪ Develop nutrient management and manure management plans for permitted livestock producers 	Zapzalka / Independent Contractors	40
5. <u>Wetland Delineations</u>		
<ul style="list-style-type: none"> ▪ Conduct wetland delineations to identify and measure wetlands 	Ringwelski / Chisholm	4

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 | 40 |
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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) | 3 |
| <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 Restoration of Doucette Site / TEP / Tech Time | WCTSA / SWCD / ACOE / DNR / BWSR | 5 |
| <ul style="list-style-type: none"> ▪ Protect existing wetland under the Wetland Conservation Act (WCA) | SWCD / BWSR / TEP | 200 |
| <ul style="list-style-type: none"> ▪ Conduct Annual Training for P & Z, Contractors and WCA Enforcement | P & Z / BWSR / McLennan / Ringwelski / WCTSA | 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 / Morrison County Task Force | 10 |
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9. Process Water Permit Requests

- | | | |
|---|------------------------|----|
| <ul style="list-style-type: none"> ▪ Review and comment on selected water permit requests | Ringwelski | 12 |
| <ul style="list-style-type: none"> ▪ Prepare conservation plans for Irrigation permits | Ringwelski | 12 |
| <ul style="list-style-type: none"> ▪ Review and work with irrigators in LR watershed to implement BMP irrigation plans | Benton / Morrison SWCD | 30 |

OBJECTIVE TWO - (Continued...)

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

- Continue to monitor 16 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 10

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 / NRCS 6
- Promote small woodlot management in the ACUB zone District / BWSR / TNC / MN Forest Resource Council 5

OBJECTIVE FOUR:

To administer District activities and responsibilities.

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 2

OBJECTIVE FOUR - (Continued...)

GOALS & ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
▪ Conduct financial planning for District	McLennan / Nouis / Finance Committee	2
▪ Administer health flex benefit plan	McLennan / Nouis	2
2. <u>BWSR Required Reporting</u>		
▪ Produce eLink reporting requirements, including year-end financial statements and notes to the financial statements	Chisholm / Nouis	20
▪ Produce annual plan	Nouis / SWCD Supervisors / NRCS	3
▪ Complete eLINK reports as require	Chisholm / Nouis	20
3. <u>District Equipment</u>		
▪ Maintain District truck and Plotmaster	Ringwelski / Chisholm	4
▪ Promote small food-plots	McLennan / Ringwelski	1
4. <u>Additional Program Maintenance</u>		
▪ 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	Nouis / McLennan / Chisholm	40
5. <u>Employee Administration</u>		
▪ Conduct employee administrative duties, staff meetings, employee timesheets and files/evaluations	McLennan	15
▪ Administer Employee Policy	McLennan	15
6. <u>Ongoing Training</u>		
▪ Participate in administrative sessions	Nouis	1
▪ Attend WCA and feedlot rules training	Staff	6

OBJECTIVE FOUR - (Continued...)

GOALS & ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
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|---|-------|----|
| <ul style="list-style-type: none"> ▪ Participate in training sessions and workshops as they become available | Staff | 10 |
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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. Maintain SWCD Website. | LWP Partners / SWCD / NRCS | 15 |
| <ul style="list-style-type: none"> ▪ Submit articles to news media | McLennan / Zapzalka / Hanson | 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 |
| <ul style="list-style-type: none"> ▪ Continue to promote the on-going public awareness and education activities listed below: | SWCD / NRCS Staff | 30 |

- 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

OBJECTIVE FOUR - (Continued...)

GOALS & ACTIONS	STAFF & SUPERVISORS RESPONSIBLE	DAYS NEEDED
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- Land Use Ordinance Meetings
- Water Festival
- Envirothon
- Planning Commission Meetings
- Board of Adjustment Meetings
- Nitrate Clinic
- SWCD Website
- ACUB Annual Meeting

OBJECTIVE FIVE:

Administer the State Cost-Share Program.

1. Program Administration

- Administer program, take applications and supervise the installation of practices Staff 45

2. Fund Administration

- Allocate funds using the following guidelines: Staff/Supervisors 10

❖ Erosion Control = 50%

- Farmstead Shelterbelts 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%

OBJECTIVE FIVE - (Continued...)

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

- Conduct educational workshops and special activities to Morrison County Schools/Communities All Agencies / All Staff 7

2. Inter-SWCD Partnerships

- Share training and technical responsibilities with surrounding county SWCD personnel All SWCD Staff of Morrison / Todd / Wadena / Crow Wing / Benton / Cass Counties 3
- 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 50

3. Inter-Governmental Partnerships

- Work with Camp Ripley, BWSR, DNR, and TNC on Army Compatible Use Buffer Initiative McLennan / BWSR / DNR / Chisholm / Camp Ripley 100
- Hold LWP Task Force meetings SWCD / P & Z / DNR / BWSR / TNC / MPCA / Camp Ripley / City of LF / County Board 12

4. District / Community Relationships

- Work with landowners / Townships / other government units on neighbor conflict resolution SWCD / Morrison County Courts / NRCS / Township Officials 5

OBJECTIVE SEVEN:

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

<u>RECEIPTS</u>	<u>2013 BUDGET</u>
Tree Program Income	\$ 51,000.00
WCA Fees Bank Sales Fees (BWSR)	\$ 6,000.00
WCA Fees Bank Sales Fees (Landowner)	\$ 170,000.00
WCA Fees Bank Sales Fees (SWCD)	\$ 11,050.00
WCA Permit Income	\$ 5,000.00
County Allocation	\$ 85,000.00
P & Z Environmental Reviews	\$ 3,000.00
NRBG (County Levy & Local Water Plan)	\$ 20,627.00
WCA County Administration	\$ 30,298.00
ACUB Project Income	\$ 11,793.00
Clean Water Funds	\$ 167,632.50
Conservation Delivery	\$ 20,252.00
Easement Delivery	\$ 1,555.00
LSOHC	\$ TBD
OB Wells Income	\$ 1,920.00
Special Projects Income	\$ 7,500.00
State Cost-Share	\$ 29,650.00
Interest Income	\$ 2,000.00
Miscellaneous Income (signs/plat books/PO/refunds/rental, etc.)	\$ 5,000.00
<u>TOTAL INCOME</u>	<u>\$ 629,277.50</u>

<u>EXPENSES</u>	<u>2013 BUDGET</u>
Employee Insurance	\$ 28,800.00
Employee Wages	\$ 244,560.09
FICA	\$ 18,614.30
PERA	\$ 17,294.12
Supervisor Compensation	\$ 7,000.00
Audit Expense	\$ 0.00
Capital Outlay	\$ 1,000.00
Computer Expenses	\$ 1,500.00
Employee / Training Expense	\$ 1,500.00
Insurance & Bonds Expense	\$ 5,397.00
Licenses & Dues Expense	\$ 3,400.00
Miscellaneous Expense	\$ 1,500.00
Office Expenses (Tele/Internet/PO)	\$ 2,100.00
Office Rent Expense	\$ 8,000.00
Office Supplies Expense	\$ 2,000.00
Supervisor Expense	\$ 2,000.00
Vehicle Repairs / Gas Expense	\$ 2,500.00
ACUB Income (Title Work Pass Through)	\$ 12,000.00
Tree Program Expenses	\$ 38,000.00
Water Plan Expenses	\$ 3,000.00
WCA Bank Sales Fees (BWSR)	\$ 6,000.00
WCA Bank Sales Fees (Landowner)	\$ 170,000.00
Clean Water Funds	\$ 167,632.50
LSOHC	\$ TBD
Special Project Expenses	\$ 7,500.00
State Cost-Share Expenses	\$ 29,650.00
<u>TOTAL EXPENSES</u>	<u>\$ 780,948.01</u>

* Revenues do not equal expenses due to the expected payouts on Grant funds for 2013.