TODD COUNTY SWCD BOARD MEETING AGENDA

There will be a SPECIAL meeting of the Todd Soil & Water Board of Supervisors on February 14, 2019 beginning at 8:30 am on the upper floor of the Historic Courthouse Prairie Conference Room located at 215 1st Ave S Long Prairie, MN with the agenda items below

Call to Order
Pledge of Allegiance
Act On Approving Agenda

1 Decisions Needed
   1 No decisions needed

2 Discussion
   1 Review/ input to SWCD liaison representatives on the hire of Director/ Planning &Zoning Manager Position
   2 Informational presentation/discussion on the proposed Nutrient Management Position acquired via grant funding

Adjourn

The next regular SWCD board meeting will be March 14, 2019 at 8:30 a.m. at the Historic Courthouse, (Prairie Conference Room), 215 1st Ave South, Long Prairie, MN 56347.

Conservation, Protection, and Enhancement of Todd County's Natural Resources
Purpose of Position
The purpose of this position is to provide leadership and coordinate overall administration of the SWCD Division which includes Soil and Water Conservation District and Planning and Zoning Departments, and GIS units. As a division leader, the position has shared responsibility, along with the unit coordinators, for a broader organizational management role, participating in the development and execution of organizational vision, strategy and goals with respect to programs, people and resources.

The position operates under the supervision of the County Coordinator and the direction of the County Board, The Soil and Water Conservation District Board of Supervisors assists in the hiring and provide input into the annual evaluation of Division Director performance. The position has accountability for a number of distinct functions encompassing comprehensive land use and resource planning to promote orderly land development and to protect and enhance the resources of the County. These functions are accomplished through serving as Planning and Zoning Administrator, implementing comprehensive long range planning, enforcement of state and local regulations and rules, development of resource management initiatives, and the administration and enforcement of the county zoning ordinance, wetland conservation act, including septic system regulations and codes.

The incumbent will serve as professional staff support to the County Board, Planning Commission, Board of Adjustment, and other bodies as assigned. The Director works collaboratively with various committees, organizations and the community to facilitate an efficient review and development of processes and to educate stakeholders on procedures, ordinances and recommendations to achieve the vision and goals of the County’s Comprehensive Plan and Comprehensive Local Water Plan.

The position seeks to establish and maintain synergy between the Planning and Zoning and Soil and Water Conservation District as these two departments work on common activities such as buffers, water planning, feedlots, shore land, and on land uses ongoing in the county.

Basic Performance Expectations of all Todd County Leadership Staff
- Serves as a positive example to other Department Heads and County personnel with regards to workplace actions, decisions, management skills, attitude, and adherence to County policy
- Embodies teamwork and cooperation within and across County departments and with the public
- Has strong communication and interpersonal skills, is honest, fair, and dependable
- Possesses strong supervisory and management skills, including effective conflict management
- Communicates effectively with the County Coordinator/Administrator, County Board and SWCD Board of Supervisors and keeps all appraised of important matters ongoing in their division
- Respect all colleagues, co-workers, board members and the public and demand that those around you also respect the same
Position Specific Essential Duties and Responsibilities

The following duties are normal for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required as assigned. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Basic Performance Expectations of all Todd County Staff

- Serves as a positive example to other County personnel with regard to workplace actions, decisions, work skills, attitude and adherence to workplace policy and procedures
- Has strong communication and interpersonal skills, is honest, fair and dependable
- Embodies teamwork and cooperation within and across County departments and with the public
- Communicates effectively with the Department/Division leader and keeps management apprised of important matters ongoing in the department
- Respect all colleagues, co-workers, board members and the public and lead those around you to do the same
- This position requires regular and timely attendance in accordance with the department schedule

Performs other duties as assigned or apparent

Basic Performance Expectations of all Todd County Leadership Staff

- Serves as a positive example to other Department Heads and County personnel with regards to workplace actions, decisions, management skills, attitude, and adherence to County policy
- Embodies teamwork and cooperation within and across County departments and with the public
- Has strong communication and interpersonal skills, is honest, fair, and dependable
- Possesses strong supervisory and management skills, including effective conflict management
- Communicates effectively with the County Coordinator, County Board and SWCD Board of Supervisors and keeps all apprised of important matters ongoing in their division
- Respect all colleagues, co-workers, board members and the public and demand that those around you also respect the same

Responsible for Providing Leadership For the Planning and Zoning Department

- Be positively visible in the County Community by:
- Attending meetings of other governmental units or groups on an as needed basis
- Presenting to interested boards, committees or groups as requested on issues of interest
- Preparing and managing public relations

Set clear standards for public relations and decorum amongst division staff

- Support the values of the County Board and the Soil and Water Conservation District Board of Supervisors, ensure staff is aware of those values, and ensure that decisions are made in accordance with those values.
- Present information and issues to these boards in understandable and factual manner
- Encourage and demand innovation in processes and practices employed by staff
- Grow the knowledge base of the Department and the County through individual and staff development and ongoing training and development
- Encourage staff, board members and community members to engage in educational activities
- Accept, encourage and engage with individuals and groups who have diverse points of view
- Participate with state wide leadership groups (MCPZA) and professionally represent the County

Provide professional support to the County Board, the Soil and Water Conservation District Board of Supervisors and County Administration

- Ensure positive relationships between the County Board and the Soil and Water Conservation District Board of Supervisors

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- Provide accurate policy analysis to the County Board, the Soil and Water Conservation District Board of Supervisors and County Administration
- Maintain neutral competence, be able to consider all factors, lay out potential options and many factors as possible when developing analysis of potential consequences
- Facilitate planning processes with the County Board, the Soil and Water Conservation District Board of Supervisors, County Administration and Staff to identify strategic goals, policy positions of the Board(s) and ensure that all Staff understand and are able to execute the policies of the Board(s)
- Land Use Strategy: Develop recommended practices, applications and projects to support the achievement of county land use strategies, initiatives and projects, ensuring the achievement of short term and long term goals
- Natural Resources Protection Strategy: Develop recommended practices, applications and projects to support the achievement of county natural resources protection strategies, initiatives and projects, ensuring the achievement of short term and long term goals
- Legislation: Review and analyze legislation and regulatory developments, assessing the impact on county land use regulations and ensuring compliance
- Forecasting: Analyze and interpret trends, forecasts, models and other data points influencing land use planning and ensure appropriate recommendations and revisions are made to address the County’s long term vision and strategy related to land use planning

Specific Division Director Duties Include

1. The Director serves as Planning and Zoning Administrator and takes responsibility for the Department including staff and financial management, workload assignment, quality review, etc.

2. Administer the County’s comprehensive plan, ensuring effective application and document relevance, taking into account strategic priorities, stakeholder objectives, trends, forecasts and legislation.

3. The Director leads the hiring process for all staff within the SWCD and the Planning and Zoning Departments.

4. The Director trains, coaches, and evaluates Planning and Zoning staff and the SWCD District Manager.

5. The Director is responsible to develop and enhance synergy between SWCD and Planning Departments so that each Department remains strong and resilient to change. The SWCD Manager develops projects, programs, and activities with input and direction from the SWCD Board of Supervisors. The Director manages the Planning and Zoning office activities and Division wide concerns.
6. The Director administers the County Land Use Ordinance, ensuring clarity and consistency in interpretation and application, identifying and developing needed revisions, and going through the processes needed to update them.

7. The Director is responsible for developing a transition plan for the Planning and Zoning Department considering upcoming retirements, training for new staff, workload, etc. to ensure continued quality and consistent customer service.

8. The Director is the county lead for One Watershed One Plan and ensuring that Local Water Plan objectives are being implemented through the Planning and Zoning process.

9. The Director will establish an erosion and sediment control permit for shore land areas.

10. The Director develops staff reports and recommendations and presents cases to the Board of Adjustment and Planning Commission on zoning, rezoning, conditional use permits and variance applications.

11. The Director will establish a fee schedule for permits and applications and submit to commissioners.

12. The Director will implement the Ordinance Enforcement Policy adopted in 2018 ranking all significant violations, submit top violations to commissioners each fall for administrative assessment of noncompliance fees and implement the other parts of the policy.

13. The Director prepares an annual report outlining achievements, setting department goals, and budget.

14. The Director secures NRBG and other funding sources through application preparation and submission and ensuring that annual reporting is submitted for shore land, SSTS, and other programs.

15. The Department is responsible for evaluating equipment and supply needs and acquisition for the Division and determines office space, seating arrangements, and other office wide modifications to the work area.

16. Other duties as they arise or are apparent.

16. Provide Stable and Consistent Soil, Water, Conservation and Development Division Leadership For the Planning and Zoning Department

- Be positively visible in the County Community by:
  - Attending meetings of other governmental units or groups on an as needed basis
  - Presenting to interested boards, committees or groups as requested on issues of division interest
  - Preparing and managing public relations
  - Setting clear and requiring standards for public relations and decorum amongst division staff

- Support the values of the County Board and the Soil and Water Conservation District Board of Supervisors, ensure staff is aware of these values, and ensure that decisions are made in accordance with those values.
  - Present information and issues to these boards in understandable and factual manner
  - Encourage and demand innovation in processes and practices employed by staff in the practice area of the division
  - Grow the knowledge base of the Department and the County through individual and staff development
Encourage staff, board members and community members to engage in educational activities in areas of division interest

Accept, encourage and engage with individuals and groups who have diverse points of view

Participate with state wide leadership groups and professionally represent the County

Provide professional support to the County Board, the Soil and Water Conservation District Board of Supervisors and County Administration

Ensure positive relationships between the County Board and the Soil and Water Conservation District Board of Supervisors

Maintain communications between the County Board, the Soil and Water Conservation District Board of Supervisors and County Administration by establishing clear lines of professional communication

Carefully articulate differences of position between the County Board and the Soil and Water Conservation District Board of Supervisors to County Administration, and work with Administration to present options and facilitate mediation

Provide excellent policy analysis to the County Board, the Soil and Water Conservation District Board of Supervisors and County Administration

Provide consistent and correct data by learning the data which needs to be presented and evaluation data presentation methods, ensure that all data is collected efficiently and accurately

Maintain neutral competence, be able to consider all factors, lay out potential options and consider as many factors as possible when developing analysis of potential consequences

Facilitate planning processes with the County Board, the Soil and Water Conservation District Board of Supervisors, County Administration and Staff to identify strategic goals, policy positions of the Board(s) and ensure that all Staff understand and are able to execute the policies of the Board(s)

Land Use Strategy: Develop recommended practices, applications and projects to support the achievement of county land use strategies, initiatives and projects, ensuring the achievement of short term and long term goals

Natural Resources Protection Strategy: Develop recommended practices, applications and projects to support the achievement of county natural resources protection strategies, initiatives and projects, ensuring the achievement of short term and long term goals

Legislation: Review and analyze legislation and regulatory developments, assessing the impact on county land use regulations and ensuring compliance

Forecasting: Analyze and interpret trends, forecasts, models and other data points influencing land use planning and ensure appropriate recommendations and revisions are made to address the County’s long term vision and strategy related to land use planning

Professionally manage the Soil, Water, Conservation and Development Division

Work with County Administration to align the Division budget to the policy priorities of the Board(s)

Ensure the best possible value for every dollar spent

Explore collaborative opportunities

Seek and obtain grant funding which supports the policy priorities of the Board(s)

Ensure the work of the Division is carried out efficiently and professionally

Manage employee performance through setting clear expectations, engaging in performance coaching or mentoring and completing effective evaluations

Administer the land use and natural resources ordinances of the County

Comprehensive Plan: Administer the County’s comprehensive plan, ensuring effective application and document relevance, taking into account strategic priorities, stakeholder objectives, trends, forecasts and legislation

Comprehensive Local Water Plan: Administer the County’s Local Water Plan, ensuring effective application by paralleling the Todd County Comprehensive Plan
Land Use Plans: administer the County Land Use Plans to ensure clarity and consistency of land use provisions and alignment with the Comprehensive Plan and strategic land use objectives

Education and Experience
- Bachelor's degree with coursework in business, public administration, planning, or related field and extensive experience in a related planning and zoning, soil and water conservation, or development position with increasing responsibilities, or equivalent combination of education and experience.
- Five or more years experience in implementing all aspects of a planning and zoning program.
- Previous demonstrated supervision experience – preferably building and maintaining professional staff or a period of years.
- Valid driver's license in the State of Minnesota.

Knowledge, Skills and Abilities
- Effective leadership skills including team leadership experience, coaching and development skills, personal and interpersonal skills, project management and decision making skills, business acumen, financial reasoning, strategic agility and long range planning skills are required.
- Ability to communicate effectively orally and in writing.
- Demonstrated skill working with elected and appointed boards.

Physical Requirements
This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; no special vocal communication skills are required; no special hearing perception is required; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).
### Accelerated Implementation Grant Application

**Grant Name** - WCTSA Nutrient Management Planning Shared Services  
**Grant ID** - C19-2757  
**Organization** - Area 2 - West Central Technical Service Area

<table>
<thead>
<tr>
<th>Allocation</th>
<th>Accelerated Implementation Grant 2019</th>
<th>Grant Contact</th>
<th>Dennis Fuchs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Grant Amount Requested</td>
<td>$285,000.00</td>
<td>Benton, Big Stone, Chippewa, Douglas, Kandiyohi, Meeker, Morrison, Pope, Stearns, Stevens, Swift, Todd</td>
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<tr>
<td>Grant Match Amount</td>
<td>$71,250</td>
<td>12 Digit HUC(s)</td>
<td></td>
</tr>
<tr>
<td>Required Match %</td>
<td>25%</td>
<td>Applicant Organization</td>
<td>Area 2 - West Central Technical Service Area</td>
</tr>
<tr>
<td>Calculated Match %</td>
<td>25%</td>
<td>Application Submitted Date</td>
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### Other Amount

**Project Abstract**

This proposal will fund technical assistance for nutrient management planning to accelerate water quality improvements with the 12-county West Central Technical Service Area (WCTSA). A needs assessment of the WCTSA identified an estimated 156 CNMPs that will be needed over a 3 year period. Of the 71 SWCD employees in the WCTSA, only 1 SWCD staff member is dedicated to nutrient management planning. Currently, there are approximately 1,450 miles of impaired stream and 132 impaired water bodies (covering 86,660 acres) in the WCTSA. This proposal will address this impairment by providing technical assistance for Comprehensive Nutrient Management Plans (CNMPs). A CNMP contains records of the current activities on a livestock operation, an evaluation of the existing environmental risks, and proposals to reduce the risk of negative impacts to the environment. A nutrient management plan is part of a CNMP. A completed CNMP will accelerate waste storage...
facility and feedlot BMPs by making farmers eligible for federal funding for implementation and the lack of technical assistance for CNMPs has slowed progress for implementation. This accelerated technical assistance will improve water quality through the implementation of BMPs.

To accelerate this process, this grant will fund a Regional Planning Specialist (RPS) to address local resource concerns. The new position will be incorporated into the existing successful WCTSA conservation delivery partnership, which includes dedicated WCTSA engineering staff, local SWCD technical assistance, and NRCS partners.

A CNMP and waste storage project would result in a significant reduction of phosphorus, nitrogen, and bacteria to these impaired waters and protect those waters that are not impaired.

The RPS will work to eliminate the backlog and SWCD staff will receive training to ensure that a similar bottleneck does not return in future years due to the need for accelerated technical assistance for CNMPs.

**Proposed Measurable Outcomes**

- Estimated 156 CNMPs/Feedlot Projects and CNMPs
- 3,120 pounds of phosphorus per year
- 10,140 pounds of nitrogen per year
- Eliminate backlog of farmers waiting for CNMP

**Questions & Answers**

**Does your organization have any active CWF grants? If so, specify FY and percentage spent. Also, explain your organization's capacity (including available FTEs or contracted resources) to effectively implement additional Clean Water Fund grant dollars.**

The West Central Technical Service Area does not currently have any active CWF grants. Currently, the WCTSA has 4 FTEs contracted from Member Districts who primarily focus on engineering. The WCTSA has 71 employees across 12 SWCDs and only 1 SWCD has a staff member dedicated to nutrient management planning. This shortage of nutrient management planning assistance creates a bottleneck.
If awarded CWF funds, the WCTSA will fund an RPS dedicated to not only assist with nutrient management planning, but also help increase the capacity of local SWCDs to write their own CNMPs with the proper education and training.

The WCTSA does receive annual Nonpoint Engineering Assistance and Enhanced Shared Technical Services grants from BWSR. Member Districts, including the Host (Stearns SWCD), have several CWF projects in process and have demonstrated the ability to complete these projects on-time and on budget.

**Clarity of Program Goals and Projected Impact:**

1. (10 points) Explain the project, the changes that will result from the successful completion of your project, and the rationale for the need. How will the proposed project go above and beyond existing controls or operations?

This proposal accelerates CNMPs within the 12-county region of WCTSA by funding an RPS.

A needs assessment was completed in the spring of 2018 that identified a need for an estimated 156 CNMPs to be completed over the next 3 years. Currently, there is only 1 SWCD employee dedicated to nutrient management planning. The RPS was included in the WCTSA Biennial Budget Request (BBR) to BWSR as a high priority for the WCTSA.

A CNMP is a whole farm, progressive planning document consisting of a document that outlines a livestock operation, current activities of that operation, an evaluation of the existing environmental risks, and proposals to reduce negative impacts to the environment.

The farmer is required to complete a CNMP prior to the implementation of a feedlot BMP. This document will assist the farmer in using manure for land application in an environmental friendly manner. The RPS will also aid in leveraging federal funds through the EQIP program for nutrient management BMPs such as waste storage facilities, nutrient management, and erosion control practices by completing the CNMP. This lack of technical assistance for nutrient management that is creating the bottleneck and preventing implementation of feedlot BMPs. This acceleration will improve water quality.

The changes that will occur as a result of this project will include the hiring of a RPS which will accelerate the implementation of feedlot BMPs in the WCTSA and reduce loading by an estimated:

- 3,120 pounds of phosphorus/yr
- 10,140 pounds of nitrogen/yr

Estimates were compiled using MinnFARM and a BWSR pollution reduction calculator.

This proposal will above and beyond existing operations by providing SWCD staff with JAA to complete CNMPs through proper training.
Questions & Answers

RPS may assist in training SWCD staff. This will increase the technical capacity of the 12-county SWCD staff to complete CNMPs and ultimately accelerating implementation efficiency across the 12-county area.

<table>
<thead>
<tr>
<th>Clarity of Program Goals and Projected Impact: 2. (15 points) Describe the process, technology, or tools your project would use to accelerate on-the-ground projects and practices.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The process begins when a farmer visits a local SWCD in the WCTSA for technical and financial assistance for a waste storage facility. Technicians at the SWCD request assistance from the WCTSA engineering team and, if funded with this proposal, the RPS. A site visit will occur to identify resource concerns, complete a topographic survey, gather preliminary CNMP data, and discuss future plans with the farmer. After visiting the site, a preliminary engineering plan is drafted and the CNMP is developed. Once the CNMP and design is finalized, the farmer signs the plans and proceeds with signing up for EQIP. If the farmer is approved for EQIP, the paperwork is completed and once the contract is signed, construction on the waste storage facility can begin. A CNMP is required for a farmer to become eligible for EQIP. Nutrient management practices are usually included in the contract which require the farmer to implement the CNMP over a period of 3 years. This conservation planning process has been used to implement BMPs. However, with only 1 SWCD staff member in the WCTSA dedicated to work on CNMPs, there is a shortage of technical assistance to draft these plans. If this proposal is funded, it will accelerate the amount of feedlot BMPs that are implemented in the WCTSA. Top priority would be given to projects providing greatest water quality improvement such as adjacent to a waterway or as identified in a TMDL or other supporting documents. The WCTSA engineering team and the SWCDs in the 12-county area currently use several tools and other technology to implement BMPs. The WCTSA engineering team completes surveys with a Trimble GPS and completes design plans using AutoCAD. If funded, the RPS will use GIS software and the nutrient planning software to complete the CNMP. The Stearns County SWCD has developed a GIS mapping tool that creates CNMP maps with little effort. These resources can be shared across the WCTSA to accelerate BMPs.</td>
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<thead>
<tr>
<th>Clarity of Program Goals and Projected Impact: 3. (15 points) How will this project benefit the general public? Describe the benefits from a local, regional and state perspective.</th>
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<tbody>
<tr>
<td>The state will benefit from reducing nutrient loading into public waters. Currently, there are approximately 1,450 miles of impaired streams and 132 impaired water bodies (covering 86,660 acres) in the WCTSA region. At a local and regional level, this proposal will support livestock producers with natural resource concerns during a period of low commodity and dairy prices. Implementing voluntary conservation practices is a substantial cost burden on most producers. By providing efficient technical and financial assistance and maximizing availability of cost-share, this will accelerate the implementation of these BMPs and accelerate improved water quality. As a secondary benefit, the leveraged federal funds used for project implementation will support the local economy.</td>
</tr>
</tbody>
</table>
by hiring local contractors, creating jobs, and supporting local businesses in west central Minnesota.

At the state level, the public will benefit from reductions in phosphorus, nitrogen, and bacteria from the implementation of agricultural BMPs that improve water quality in both surface and ground water. In addition, the general public will benefit from improved surface water quality for recreational activities such as fishing and swimming. The general public also relies on surface and ground water for drinking in this area. By implementing these agricultural BMPs, clean drinking water will be secured for future generations.

**Questions & Answers**

<table>
<thead>
<tr>
<th>Relationship to Plan: 4a. (25 points) Identify the specific water management plan reference by plan organization, plan title, section and page number. If applicable, also identify specific supporting plans such as a TMDL Implementation Plan, a WRAPS document, or Clean Water Partnership Diagnostic Study.</th>
</tr>
</thead>
<tbody>
<tr>
<td>In addition to the plan language, provide a brief description regarding how the activities in this application relate to the plan reference(s).</td>
</tr>
<tr>
<td>The WCTSA is a partnership of SWCDs in west central Minnesota and consist of Benton, Big Stone, Chippewa, Douglas, Kandiyohi, Meeker, Morrison, Pope, Stearns, Stevens, Swift, and Todd County SWCDs. This partnership currently shares engineering services and collaborates on several projects including planning for future opportunities like nutrient management. This type of partnership is critical to deliver shared services. A review of the local water management plans of each of the twelve counties in the WCTSA indicates that 12 of the plans have identified surface water protection, feedlot BMPs, and manure application as a high priority.</td>
</tr>
<tr>
<td>Due to character limitations and volume of plans that reference the need for this position, not all of the 12 county water plans can be referenced.</td>
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<td>Nine letters of support have been received from Member Districts and a link in question 4b is provided.</td>
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**Benton:** Benton County Comprehensive Local Water Management Plan Amendment 2011-2018
- Goal 1: Reduce or minimize the negative impact of animal manure and fertilizer on surface and groundwater (pg. 11)
  - Objective 1: Increase adoption of feedlot site BMPs
  - Objective 2: Increase adoption of manure and fertilizer application BMPs

**Morrison:** Morrison County Comprehensive Local Water Management Plan, One Plan-Five Watersheds, 2017-2022
- Goal: To ensure that land use decisions are compatible with natural resource protection
  - Objective A-Reduce impacts of agricultural run-off from feedlots and farming practices (pg. 27)
  - Action 4: Bring all non-compliance riparian feedlots into compliance by offering technical and financial assistance. (EQIP and CWF)
<table>
<thead>
<tr>
<th>Questions &amp; Answers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>funding) (pg. 39)</strong></td>
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<tr>
<td>Action 6: Encourage nutrient management practices for manure application through federal and state programs. (pg. 39)</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Relationship to Plan: 4b. Provide web links to all plans referenced.</th>
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<tr>
<td>Letters of Support from Member Districts: <a href="https://drive.google.com/open?id=1Tm2jp-KmZEQsLRVEq77QFuRyktQXKgFq">https://drive.google.com/open?id=1Tm2jp-KmZEQsLRVEq77QFuRyktQXKgFq</a></td>
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<td>Benton County: <a href="https://static1.squarespace.com/static/5991a4db4c0dbfafe10384f8/t/5b63402288251b37719b4f6e/1533231139585/2011+-+2018+Water+Plan+Amendment.pdf">https://static1.squarespace.com/static/5991a4db4c0dbfafe10384f8/t/5b63402288251b37719b4f6e/1533231139585/2011+-+2018+Water+Plan+Amendment.pdf</a></td>
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<tr>
<td>Big Stone County: <a href="http://www.bigstonecounty.org/environmental/waterplanning/BigStoneCountyWaterPlan.pdf">http://www.bigstonecounty.org/environmental/waterplanning/BigStoneCountyWaterPlan.pdf</a></td>
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<td>Chippewa County: <a href="https://www.co.chippewa.mn.us/Chippewa%20County%20Water%20Plan.pdf">https://www.co.chippewa.mn.us/Chippewa%20County%20Water%20Plan.pdf</a></td>
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<td>Douglas County: <a href="https://www.co.chippewa.mn.us/Chippewa%20County%20Water%20Plan.pdf">https://www.co.chippewa.mn.us/Chippewa%20County%20Water%20Plan.pdf</a></td>
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<td>Stearns County: <a href="https://co.stearns.mn.us/Portals/0/docs/Department%20Files/EnvironmentalSvs/CLWP2013AmendWAdd.pdf?ver=2017-09-22-122719-097">https://co.stearns.mn.us/Portals/0/docs/Department%20Files/EnvironmentalSvs/CLWP2013AmendWAdd.pdf?ver=2017-09-22-122719-097</a></td>
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<td>Stevens County: <a href="https://www.co.stevens.mn.us/DocumentCenter/View/611">https://www.co.stevens.mn.us/DocumentCenter/View/611</a></td>
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<tr>
<td>Todd County: <a href="https://www.co.todd.mn.us/sites/default/files/soil_water/Publications/Plans/2016%20WaterPlan/Todd%20County%202016%20Water%20Plan.pdf">https://www.co.todd.mn.us/sites/default/files/soil_water/Publications/Plans/2016%20WaterPlan/Todd%20County%202016%20Water%20Plan.pdf</a></td>
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</table>
Means and Measures:  5. (10 points) Describe how the outcomes of your project would be integrated into day-to-day operations and become the new normal standard of operation or procedure. What are the anticipated results?

The RPS will be integrated into the existing WCTSA conservation delivery team in order to seamlessly work with member SWCDs. The WCTSA will enter into a contract for services with one or more SWCDs to provide new staff to develop CNMPs across the twelve-county region. The RPS will work directly with the producer, SWCD technical staff, and other partners. In addition to directly providing CNMP writing services for landowners, the RPS will assist with training SWCD staff to increase local skills and JAA.

A 2018 assessment of WCTSA member districts identified a need for an estimated 156 CNMPs over the next 3-year period. A recently secured grant from NRCS will provide funding for 42, leaving funding for 114 CNMPs needed. Since there is a shortage of CNMP technical expertise within the member SWCDs, this additional funding would create a full-time position developing CNMPs within the WCTSA.

This will eliminate the bottleneck of farmers waiting for CNMPs by completing approximately 20-30 plans per year for 3 years and utilize existing newly trained SWCD staff in the WCTSA to complete the remainder if needed. The output of CNMPs will not only allow the successful execution of the plan but it will also accelerate the implementation of waste storage facility projects by making them eligible for federal project funds. This will enhance efforts to achieve Local Water Management Plan goals for all WCTSA counties and mitigating groundwater impacts and protecting/restoring impaired waters.

On average, by accelerating waste storage improvements, the reductions from an additional 156 CNMPs/Feedlot Projects are estimated to be:
- 3,120 pounds of phosphorus per year
- 10,140 pounds of nitrogen per year

There will also be significant reductions of phosphorus, nitrogen, and bacteria due to sound manure land application principles required by the CNMP.

Means and Measures:  6. (5 points) How will the outputs of this project lead to more effective or efficient implementation of on-the-ground water quality projects and practices?

Successful completion of this project will lead to completing the estimated 156 CNMPs identified in the WCTSA needs assessment and eliminating the CNMP bottleneck. These plans will be targeted based on county priorities and the severity of each county’s resource concerns from a locally-led effort prioritizing nutrient management as a high demand practice. This assures that these projects will achieve maximum water quality benefits with the most efficient use of public resources. These results and referrals from satisfied
Questions & Answers

landowners/contractors will lead to more inquires and opportunities to implement conservation. Ultimately, the number of CNMPs, waste storage facility designs, and completed projects will all increase, resulting in better protection of at-risk and impaired water resources.

As a result of this project, WCTSA Member Districts will also gain knowledge and Job Approval Authority (JAA) to draft their own CNMPs by including SWCD staff on future training opportunities.

Another output of this project will be an improved conservation delivery system which will accelerate agricultural BMPs. The process, technology, and tools will also be utilized to improve drafting CNMPs and accelerating projects. The conservation delivery team of engineering, an RPS, and existing SWCD staff will lead to effective and efficient implementation of these agricultural BMPs to reduce nutrients and bacteria to surface and ground water.

Means and Measures:  7. (5 points) What evaluation procedures will you use to assess the results of your project?

Several quantitative measures will be used to assess project results:

- Number of CNMPs completed per year
- Wait time from sign-up to CNMP completion, BMP funding
- Measurable nutrient reduction for structural projects tied to CNMP development
- Estimate of manure land application reductions in phosphorus, nitrogen, and bacteria due to the farmers following the CNMP
- SWCD staff will gain JAA for nutrient management planning and assist the RPS in the drafting of CNMPs

Additionally, success can be assessed by qualitative measures such as cooperator satisfaction with technical assistance and additional interest in adopting voluntary conservation practices. MinnFARM, which is a feedlot evaluation tool developed by the University of Minnesota, will be used to quantify the reduction achieved by implementing feedlot BMPs. The reductions of those BMPs are estimated to be:

- 3,120 pounds of phosphorus per year
- 10,140 pounds of nitrogen per year

Timeline for Implementation:  8. (15 points) Provide an anticipated timeline for completion of application activities, including important milestones for your project.

March 2019-Complete workplan and execute grant

April 2019-Advertise and interview RPS candidates for the position
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May 2019-Hire RPS and attend training
- The RPS will begin attending training to familiarize themselves with CNMP and the associated software. This will allow the RPS to begin developing CNMPs for farmers in the WCTSA. BWSR has hired regional training specialists to assist with coordinating training efforts for the state of Minnesota. Several of these training events are related to CNMPs. The RPS will attend these BWSR trainings and will also receive training from other sessions that will accelerate their ability to draft CNMPs.
- Once the RPS has received training, they can begin working on CNMPs. The RPS will need to submit 3 CNMPs to the NRCS State Office for approval and to gain JAA.

June 2019-Dec 2021-Estimated 156 CNMPs will be completed in WCTSA
- Approximately 156 feedlot projects will be completed with an estimated reduction of:
  - 3,120 pounds of phosphorus per year
  - 10,140 pounds of nitrogen per year
- SWCD staff will provide outreach to new producers for additional water quality benefits continuing this effort and conservation delivery across the WCTSA

The Constitutional Amendment requires that Amendment funding must not substitute traditional state funding. Briefly describe how this project will provide water quality benefits to the State of Minnesota without substituting existing funding.

The RPS will be a new position to increase the amount of conservation implemented. Using funding from a USDA-NRCS grant for waste storage facility project technical assistance as match, these CWF grants would support the position for the grant period. With this position, there is a goal to eliminate the estimated 156 CNMPs required in the WCTSA within the grant period while increasing the technical capacity of existing staff to complete CNMPs. The implementation of these CNMPs and waste storage facility projects would provide immediate water quality benefits across the WCTSA and to the downstream receiving waters. This would enhance the delivery of already appropriated funds and completed designs of waste storage facilities.

Application Budget
<table>
<thead>
<tr>
<th>Activity Name</th>
<th>Activity Description</th>
<th>Category</th>
<th>State Grant $ Requested</th>
<th>Activity Lifespan (yrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>WCTSA Regional Planning Specialist</td>
<td>These funds would be used for technical assistance for nutrient management planning in the WCTSA to accelerate feedlot BMPs.</td>
<td>TECHNICAL/ENGINEERING ASSISTANCE</td>
<td>$250,000.00</td>
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<tr>
<td>WCTSA Regional Nutrient Management Training</td>
<td>These funds will be used for training of a Regional Planning Specialist to increase technical capacity.</td>
<td>EDUCATION/INFORMATION</td>
<td>$5,000.00</td>
<td></td>
</tr>
<tr>
<td>WCTSA Regional Planning Specialist Administration</td>
<td>These funds will be used for the administration of the funds for technical assistance. They will also be used for reporting and other requirements associated with the grant.</td>
<td>ADMINISTRATION/COORDINATION</td>
<td>$5,000.00</td>
<td></td>
</tr>
<tr>
<td>WCTSA Regional Planning Specialist Equipment and Supplies</td>
<td>These funds will be used to purchase related equipment and supplies for the Regional Planning Specialist.</td>
<td>SUPPLIES/EQUIPMENT</td>
<td>$25,000.00</td>
<td></td>
</tr>
</tbody>
</table>
Map Image