

2011 Annual Plan of Work

Todd Soil & Water Conservation District

607 9th St. NE, Long Prairie, MN 56347



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Introduction

Todd Soil and Water Conservation District's Annual Plan of Work serves as a planning tool by the SWCD Board of Supervisors, Todd SWCD, Todd County P&Z, Todd County GIS and NRCS staff. Todd County P&Z and GIS are included in the 2011 Plan of Work to begin the process of our collaboration on programs and practices with the impending merger of the departments. The Annual Plan of Work is used to analyze present and future trends while defining and prioritizing problems and establishing goals and objectives to address those problems. The plan and budget serve as guides in decision making and actions taken to reach a common goal. The map of Todd County serves as a guide in prioritizing watershed areas utilizing available resources. While all areas in Todd County are a priority; the Long Prairie River Watershed and the Swan River Watershed are currently our focus areas.

Since 1996, the Todd SWCD Board has been adopting the Todd County Comprehensive Local Water Management Plan as the SWCD's Comprehensive Plan.

Mission Statement

To meet society's needs in protecting the land and safeguarding water quality by providing technical and financial assistance to landowners and users.

Todd SWCD Board of Supervisors

Chairman: Leland Buchholz
Vice Chairman: Kenneth Pesta
Secretary: Dale Katterhagen
Treasurer: Norman Krause
Member: Thomas Williamson

Todd SWCD Staff

Sandy Rohr, District Manager
Greg Ostrowski, Technical Manager
Ed Uhlenkamp, Feedlot Technician/WCA Coordinator
Amy Piekarski, Resource Conservationist
Sarah Primus, Administrative Assistant

Todd County P & Z Staff

Garry Johanson, Planning & Zoning Director
Chris Arens, Planning & Zoning Coordinator
Linda Bleess, Administrative Assistant

Todd County GIS Staff

Gloria Stevenson, GIS Coordinator/ Dept. Mgr
Bonnie Foster, GIS Technician
Jake Rodel, GIS Technician

NRCS Staff

Russell Kleinschmidt, District Conservationist
Darlene Drayna, Soil Conservation Technician
Grant Pearson, Nutrient Management Specialist

Objective 1: Provide technical assistance to land users in Todd County, emphasizing high priority areas (See Attachment B).

Goal 1: Assist land users in developing plans and applying conservation practices to protect natural resources, using all local, state and federal programs that are available, targeting high priority areas to attain measurable outcomes.

Actions:

1.

Practice	Goal for 2011
Cropland Protection Against Erosion (ac)	5,000
Nutrient Management Systems (ac)	5,000
Tillage, Irrigation, & Residue Management (ac)	4,000
Waste Management Systems Installed (no)	5
Wetland Creation & Restoration (ac)	150
Tree & Shrub Establishment (ac)	75
Buffers (ac)	5
Prescribed Grazing Plans (ac)	750
Non-cropland Erosion Control Projects (no)	25
Closure of Waste Impoundments	10
Feedlot Filter Strips	5
Stream Bank Erosion Projects	5
Feedlot Spot Checks	100
Feedlot Re-registration	250

2. Assist Livestock Producers with Feedlot Compliance.

Goal 2: Promote programs and apply practices to enhance and protect natural resources.

Actions:

1. Perform feedlot compliance checks to assist landowners with County and MN 7020 Feedlot Rules.
2. Continue promoting and implementing Best Management Practices (BMPs) through the BWSR Clean Water Legacy (CWL) and CWL 319 Grants.
3. Assist with the development of wildlife tree planting plans and promote the seeding of native grasses/forbs prioritizing riparian areas.
4. Continue to promote and sell certified nursery stock through the Todd SWCD Tree Program.
5. Have tree planting services available to land users through the SWCD.
6. Assist in the development of plans/contracts for Conservation Reserve Program (CRP) and CCRP, Wildlife habitat Incentive Program (WHIP), Environmental Quality Incentive Program (EQIP), Reinvest in Minnesota (RIM)/Wetland Reserve Program (WRP) Mississippi River Basin Initiative (MRBI) and Conservation Stewardship Program (CSP).
7. Assist NRCS with CRP, EQIP, RIM/WRP, MRBI and WRP status reviews and pursue responsibility of status reviews with FSA.
8. Provide planning assistance consistent with Field Office Technical Guide, using Soil, Water, Air, Plants, and Animals with Human Consideration and Energy (SWAPAHE) process.

9. Promote and support NRCS and other agency's wetland restoration programs.
10. Provide assistance to landowners eligible for Wetland Conservation Act (WCA) exemptions to evaluate alternatives and minimize wetland impacts.
11. Work with P&Z and GIS to continue assisting lake associations in developing and implementing Lake Management Plans.
12. Work with Todd County Assessor and landowners to write Conservation Management Plans for Rural Preserves Property Tax Program.
13. Promote joint projects with P&Z and GIS.

Objective 2: Increase public awareness of SWCD and partners' programs.

Goal 1: Provide conservation education to land users, schools, agencies, units of government, and public service groups.

Actions:

1. Give conservation presentations to schools, public service groups and others upon request.
2. Provide environmental education related materials to schools upon request.
3. Sponsor Enviro Fest field day for all Todd County 6th Grade Students.
4. Provide information and work with lake associations in Todd County.
5. Display conservation booth at the Todd County Fair and other events upon request.
6. Assist NRCS and Farm Service Agency (FSA) with information campaign for USDA programs in the County.
7. Provide periodic conservation news on talk program on KEYL radio.
8. Provide news release items to all media in the SWCD when appropriate.
9. Assist and participate in the Area II and State Envirothon Contest.
10. Sponsor water testing clinics for Todd County landowners, in cooperation with Minnesota Department of Agriculture (MDA), Minnesota Department of Health (MDH), P&Z and GIS.
11. Participate in land user's recognition programs "Conservationist of the Year" and "Land Stewardship Award".
12. Update SWCD Downing Display for use at events in Todd County.
13. Manage SWCD Program Assistance and other pertinent SWCD information distributed on SWCD website (www.toddsxcd.org).
14. Increase public awareness of the feedlot rule requirements at the local and state level.
15. Participate in "Contractors" meeting along with P&Z.
16. Participate in "Lakescaping" projects with the Department of Natural Resources (DNR) Fisheries, P&Z, GIS and others.
17. Collaborate with P&Z and GIS to participate in the Todd County "Annual Township Officers Meeting".
18. Jointly sponsor Annual Feedlot Meeting for Ag producers in Todd County with P&Z.
19. Actively pursue the services that can be provided by WesMin RC & D.
20. Utilize the SWCD's semi-annual newsletter to promote conservation programs and incentives.
21. Collaborate with GIS to Distribute new Geologic atlas info to public
22. Participate in the County's Annual Amish meeting along with P&Z and GIS.

Goal 2: Promote conservation programs and inform legislators at the local, state and federal levels.

Actions:

1. Invite legislators to local functions such as tours and demonstrations.
2. Correspond with the federal and state legislators throughout the year, via letter, email and personal contact to promote SWCD priorities and conservation programs.
3. Participate and meet with legislators during the “Day at the Capitol” and other visits as necessary.
4. Develop resolutions as needed to promote conservation programs through appropriate legislation.

Objective 3: Strengthen conservation partnership with groups and agencies.

Goal 1: Encourage cooperation with other agencies and groups to promote conservation programs.

Actions:

1. Promote Clean Water Legacy (CWL) funding and other ongoing BWSR and MPCA grants.
2. Promote the use of DNR’s Forest Stewardship Program.
3. Maintain strong relationships with agency staff and private citizens on the Todd County Local Water Management Committee.
4. Administer and perform wetland determinations for the Minnesota Wetlands Conservation Act (WCA), organize the Technical Evaluation Panel (TEP) and Wetland Advisory Committee.
5. Cooperate with all County, State and Federal departments and agencies to carry out joint programs.
6. Provide technical assistance to the Todd County Development Initial Review Team (DIRT).
7. Assist NRCS in developing and revising Conservation Compliance Plans on highly erodible fields.
8. Assist Sauk River Watershed District (SRWD) and lake associations in addressing their resource needs and lakeshed plan development.
9. Provide leadership to coordinate wetland laws at the local level: Swampbuster, Wetland Conservation provision of the 1985 Food Security Act, as amended and CWA-404.
10. Review memorandums of understanding periodically with other units of government.
11. Assist the State Climatologist in gathering precipitation data for the Rainfall Monitoring Program, utilizing a volunteer network of Todd County Residents.
12. Work with dairy producers in Todd County in completing the Livestock Environmental Quality Assurance Program (LEQA) in cooperation with Minnesota Milk Producers Association.
13. Cooperate and assist cities in Todd County in implementing their Wellhead Protection Programs.
14. Assist cities and urbanized county areas with development and management of wastewater treatment, erosion control and storm water management strategies (Phase II National Pollutant Discharge System (NPDES)).
15. Provide assistance and training to Todd County P&Z with feedlot review process.
16. Assist the Farm Service Agency and NRCS in the promotion of USDA’s conservation programs.
17. Assist with the training of new County and Federal staff as needed.
18. Apply for BWSR Challenge Grants when available.
19. Continue cooperation with Minnesota Pollution Control Agency (MPCA) in the ongoing development and implementation of TMDL plans.
20. Review all tax forfeit parcels for the Todd County Auditor’s Office, noting if parcel is wooded or has wetlands.
21. Assist the DNR Observation Well Program by monitoring 26 wells for water quality.
22. Assist with technical guidance on the Staples bridge development project.
23. Promote and encourage participation in the Reinvest in Minnesota (RIM) Program.
24. Attend Todd County Livestock Board meetings and serve as a technical advisor.

25. Cooperate with adjacent SWCD's in the completion of work plan components for the Crow Wing River Watershed area.
26. Support the Central Sands nitrate monitoring being done by the MDA and cooperate with other SWCDs in completing selective initiatives.

Goal 2: Implement the Todd County Local Water Management Plan (CLWM).

Actions:

1. Facilitate CLWM Advisory Committee meetings to implement the plan.

Goal 3: Provide guidance in ditch maintenance when relating to WCA and Swampbuster.

Actions:

1. Provide technical guidance to the Todd County Ditch Inspector with issues relative to WCA and Swampbuster Rules.
2. The Technical Evaluation Panel (TEP) will complete ditch maintenance reviews when applicable.
3. Work with Todd County GIS for technical assistance of electronic data conversion.

Objective 4: Promote Cost-Share and incentive programs for land users.

Goal 1: Administer and promote state cost-share programs, including Clean Water Legacy Funds.

Actions:

1. Promote Swan River Watershed best management practices cost share projects.
2. Promote Long Prairie River Watershed best management practices cost-share projects.
3. Promote Sauk River Watershed District (SRWD) best management practices cost-share projects.

Goal 2: Promote federal cost-share and incentive programs administered by USDA.

Actions:

1. Assist with implementing Environmental Quality Incentive Program (EQIP); Reinvest in Minnesota (RIM)/Wetland Reserve Program (WRP) contracts in high priority areas.
2. Assist with status reviews of previously implemented EQIP practices.
3. Promote Federal Conservation Stewardship Program (CSP).
4. Assist with promotion of CRP windbreaks and buffer practices.
5. Chair Local EQIP Workgroup and set local conservation priorities.

Goal 3: Coordinate grants and loans from other agencies.

Actions:

1. Administer Clean Water Legacy BWSR and MPCA Grant funds for cost-sharing.
2. Administer State Revolving Fund (SRF) Low Interest Loan Program.
3. Promote United States Fish and Wildlife Service (USFWS) Private Lands Partnership Program.
4. Offer cost-sharing for sealing unused wells with Natural Resource Block Grant (NRBG) CLWM funds and 319 funds where eligible.

Objective 5: Provide administration for SWCD programs (See Attachment A).

Goal 1: Prioritize programs according to direction of SWCD Board. Provide training needs for all supervisors and staff as it becomes available.

Actions:

1. Attend the Minnesota Association of Soil and Water Conservation Districts (MASWCD) Convention, area meetings, BWSR Academy, and other training/informational sessions as needed.
2. Participate in the SWCD Capacity Award Program sponsored by the Farmer Magazine and MASWCD to evaluate the SWCD's effectiveness in accomplishing its objectives.
3. Appoint board members to represent the SWCD on special committees.
4. Coordinate SWCD priorities with State and NRCS programs and priorities.
5. Review Annual Plan at staff meetings on a regular basis to evaluate progress.
6. Provide orientation and training for new staff and supervisors, as needed.

Goal 3: Utilize SWCD Staff to carry out the objectives as directed by the Board.

Actions:

1. Participate in technical and administrative training as needed to reach goals and objectives.
2. Provide assistance to land users in planning and installing conservation practices.
3. Assist USDA with Federal programs.
4. Follow work assignments in line with SWCD goals and objectives.
5. Coordinate regular meetings for SWCD and NRCS staff for design and engineering services.
6. Utilize the MASWCD Area II Technical Service Area (TSA) staff for design and engineering services.
7. Continue updating and implementing Todd SWCD's approved Long Range Staffing Plan.
8. Take part in BWSR self-evaluation of Todd SWCD.

Goal 4: Maintain paid positions through county allocations, grants and from other local partners.

Actions:

1. Secure funding from the Todd County Commissioners to maintain existing staffing levels.
2. Cooperate with partners, such as Douglas, Wadena Cass and Morrison SWCD's and Sauk River Watershed District (SRWD), lake associations, P&Z, GIS and others to combine resources and staff for special projects.
3. Secure services provided by the Minnesota Conservation Corps (MCC) for installing conservation practices.
4. Work through Minnesota Workforce Center to utilize their clients as support staff for the SWCD.
5. Utilize Todd County Sentence to Service clients to assist with SWCD projects.

Objective 6: Work towards merging with Todd County

Goal 1: Work collectively with P&Z and GIS on merging into a single department.

Actions:

1. Provide one-stop shopping for clients in Todd County for Land and Resource needs.
2. Provide a consistent unified message to public on programs, policies and procedures.

3. Become familiar with programs offered by the different merging groups.
4. Share knowledge and responsibility between SWCD, P&Z and GIS.
5. Coordinate meetings for all members of groups participating in merger.

Objective 7: Budget for implementation of SWCD goals (See Attachment C).

Goal 1: Secure stable funding from the State of Minnesota for general service and state cost-share programs.

Actions:

1. Support pertinent resolutions for stable funding.
2. Keep legislators informed of the local need for additional grants and cost-share funds for all conservation practices.
3. Seek to be a part of the decision making process on how the new Clean Water Legacy funds are distributed.

Goal 2: Secure funding from the Todd County Commissioners.

Actions:

1. Keep the County Administrator and Commissioners informed of programs and activities by encouraging attendance of regular SWCD meetings, invite them to SWCD activities and attend county commissioners meetings periodically to give them updates on SWCD accomplishments.
2. Continue to provide technical assistance to county departments.
3. Encourage Sauk River Watershed District (SRWD) and other partners to inform the Todd County Commissioners of Todd SWCD contributions to their programs.

Goal 3: Seek grants for special project funding.

Actions:

1. Continue monitoring programs, both public and private to secure sources of additional funding to meet the goals and objectives of the SWCD.
2. Work with Sauk River Watershed District (SRWD) to pursue additional funding, grants and loans.
3. Apply for continued Clean Water Legacy funding if available.
4. Continue utilizing Natural Resources Block Grant (NRBG) funding for special projects.

Objective 8: Maintain natural resources data bases for water quality and quantity monitoring programs.

Goal 1: Establish natural resources databases to plan and implement new initiatives and help in environmental policy development and modification.

Actions:

1. Continue water quality monitoring on the Long Prairie River and other waters in Todd County as requested or when funds become available.
2. Begin a surface water assessment for Fawn and Pine Island Lakes in the Sylvan Shores Development.

3. Continue monitoring water quantity for one irrigation and 25 non-irrigation wells, through the DNR Observation Well Program.
4. Continue to support the Secchi Disc programs for lakes.
5. Continue to sponsor the network of precipitation monitoring throughout the county.
6. Support lake association's water quality monitoring programs.
7. Continue collecting data for the tillage transect survey if funding becomes available.
8. Utilize eLINK in reporting natural resource accomplishments.
9. Report Wetland Conservation Act (WCA) activity using the eLINK reporting system.
10. Report on all NRBG Funding the SWCD receives in eLINK and provide assistance to the County offices for their program reporting.
11. Seek funding for additional equipment to support culvert and other field data collection.

Objective 9: Increase office automation through the use of electronic data sharing.

Goal 1: Increase the efficiency of program delivery and reporting.

Actions:

1. Utilize Todd County MIS for IT services and support.
2. Utilize eLINK, Delta, and other Local Government Reporting System.
3. Maintain computerized accounting and record keeping.
4. Regularly update to maintain Todd SWCD's website.
5. Work with Todd County GIS in electronic data conversion of WCA and Feedlot permitting files.

Goal2: Maintain computer and building security.

Actions:

1. Comply with Todd County's MIS computer and building security procedures.

Objective 10: EEO and Civil Rights.

Goal1: Ensure equal employment opportunities and civil rights for employees, employment applicants and program participants.

Actions:

1. Discrimination in all its programs and activities on the basis of race, color, national origin, religion, sex, age, disability, marital status, parental status, sexual orientation, genetic information, political beliefs, reprisal or because all or a part of an individual's income is derived from any public assistance program is prohibited by USDA and Todd SWCD.
2. Maintain the Todd SWCD Personnel Policy utilizing Todd County's Personnel Policies and Procedures Manual as a guide.

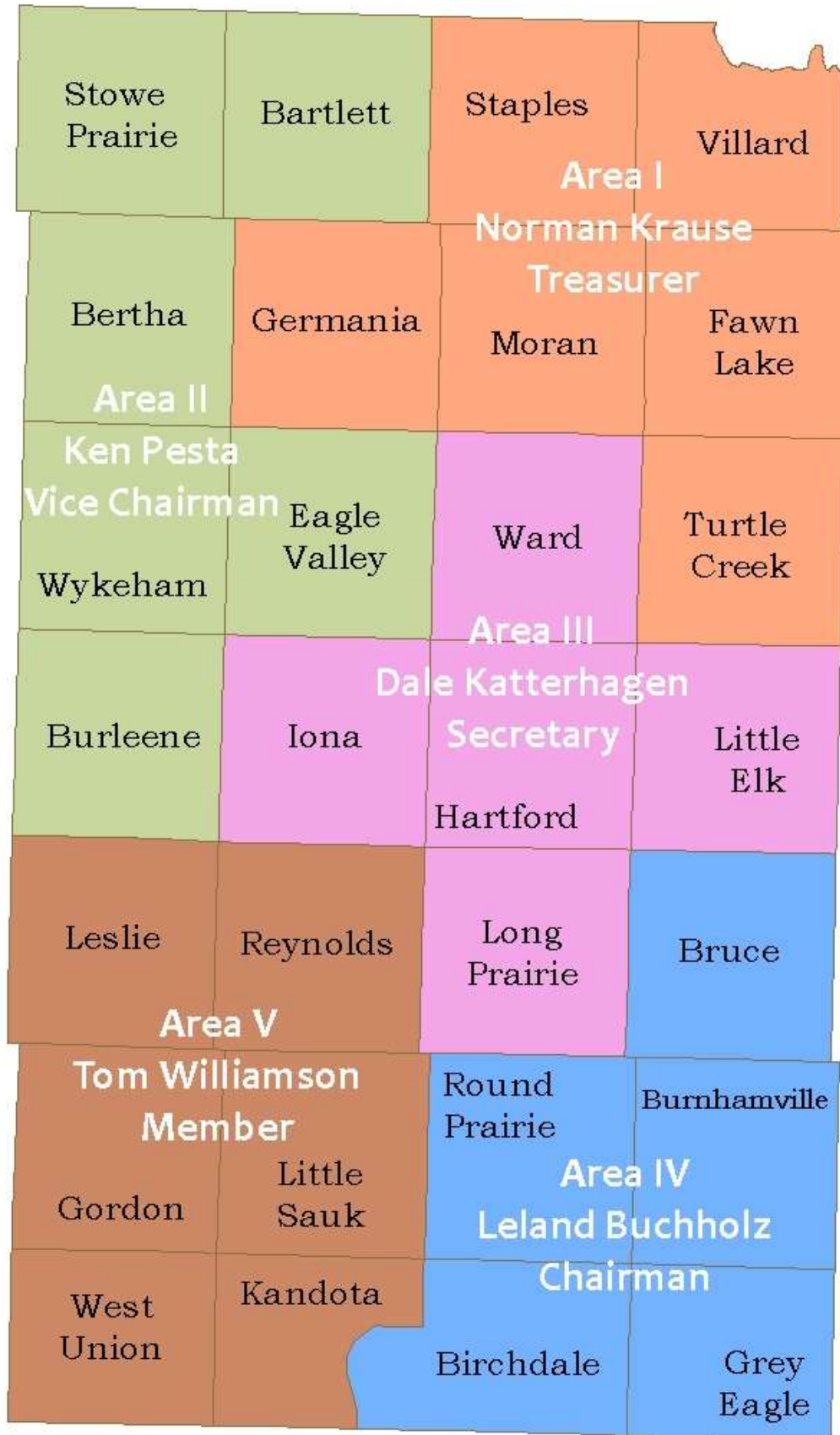
Attachment A: Supervisor & Staff Areas of Representation & Emphasis

Todd SWCD Staff:

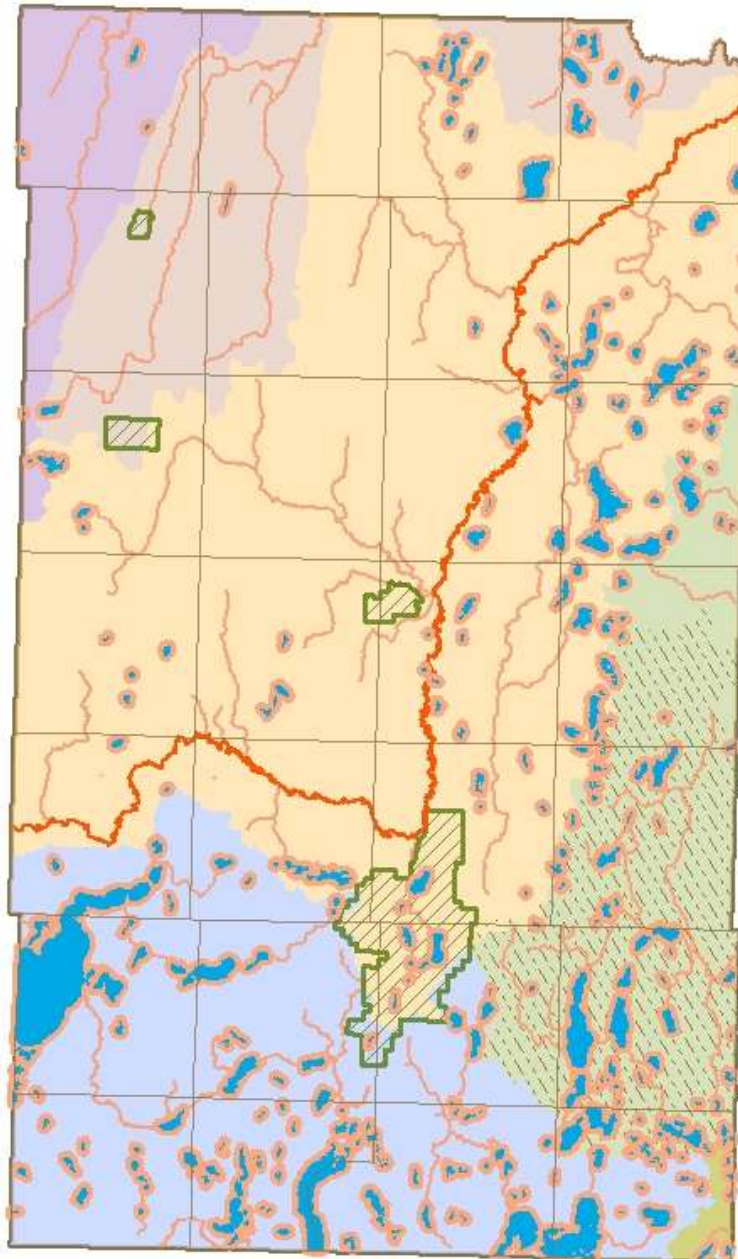
Staff Years—Area of Emphasis

Name	Title	Clerical	Technical	Administration
Sandy Rohr	District Manager	.3	.1	.6
Greg Ostrowski	Technical Manager	.2	.6	.2
Ed Uhlenkamp	Feedlot Technician/ WCA Coordinator	.2	.6	.2
Amy Piekarski	Resource Conservationist	.2	.6	.2
Sarah Primus	Administrative Assistant	.6	.1	.3
Staff Years		1.5	2	1.5

SWCD Board Supervisors



Todd SWCD 2011 Priority Areas



-  Shoreland Zone
-  TMDL River
-  Drinking Water Supply Management Area
-  Swan River Sub-Watershed
-  Long Prairie River Watershed
-  Mississippi River-Brainerd
-  Crow Wing River Watershed
-  Sauk River Watershed
-  Redeye River Watershed
-  Mississippi River Sartell



Sources:
Todd GIS
MN DNR
MDH
11.16.10

Attachment C: Budget for Calendar Year 2011

Todd SWCD 2011 Budget

Income

Intergovernmental Revenue

County

County Allocation	65,000.00	
County Feedlot Work	70,000.00	
LWM Grant	19,443.00	
WCA Grant	33,605.00	
Total County		188,048.00

State

Swan River Headwaters BWSR	100,678.00	
CWF		
Sylvan Shores SWAG	4,080.00	
BWSR Cost Share Grants	20,000.00	
BWSR Service Grants	19,000.00	
Clean Water Legacy-BWSR	235,500.00	
Clean Water Legacy- MPCA	133,500.00	
Ob Well Monitoring	2,910.00	
Total State		515,668.00

Total Intergovernmental Revenue 703,716.00

Charges for Service

Tree Sales	20,000.00	
Tree Planting/Fabric Charges	14,000.00	
Total Charges for Service		34,000.00

Miscellaneous Revenues

Interest Earnings	8,000.00	
Other Miscellaneous Revenues	5,000.00	
Total Miscellaneous Revenues		13,000.00

Total Income 750,716.00

Expense

District Operations

Personal Services

Supervisor Compensation	6,000.00	
Employee Salary	237,700.00	
Employer Contributions- FICA	17,800.00	
Employer Contributions-PERA	14,500.00	
Life & Medical Insurance	2,437.56	
Total Personal Services		278,437.56

Other Services & Charges		
Supervisor Expense	3,500.00	
Employee Expense	6,000.00	
Office Maintenance	6,000.00	
IT Services	1,000.00	
Professional Services	18,000.00	
Fees & Dues	2,680.00	
Vehicle Maintenance & Expense	2,500.00	
Public Relations & Education	10,000.00	
Business Insurance	5,745.00	
Rent	8,531.00	
Misc. Other Services & Charges	500.00	
Total Other Services & Charges		64,456.00
Supplies		
Office Supplies	2,500.00	
Field Supplies	2,500.00	
Total Supplies		5,000.00
Total District Operations	347,893.56	
Capital Outlay		2,000.00
Project Expense		
District Projects		
Tree Expense	18,000.00	
Miscellaneous Project Expense	11,000.00	
Total District Projects		29,000.00
State Projects		
Swan River Headwaters- C/S	74,000.00	
Clean Water Legacy- BWSR- C/S	160,000.00	
Clean Water Legacy- MPCA C/S	130,000.00	
State Cost Share	16,000.00	
Total State Projects		380,000.00
Total Project Expense		409,000.00
Total Expense		758,893.56
Net Income		-8,177.56