



2012 Annual Plan of Work

Soil, Water, Conservation and Development

**Todd County Soil, Water,
Conservation & Development Division**

347 Central Avenue Suite 2, Long Prairie, MN 56347

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Introduction

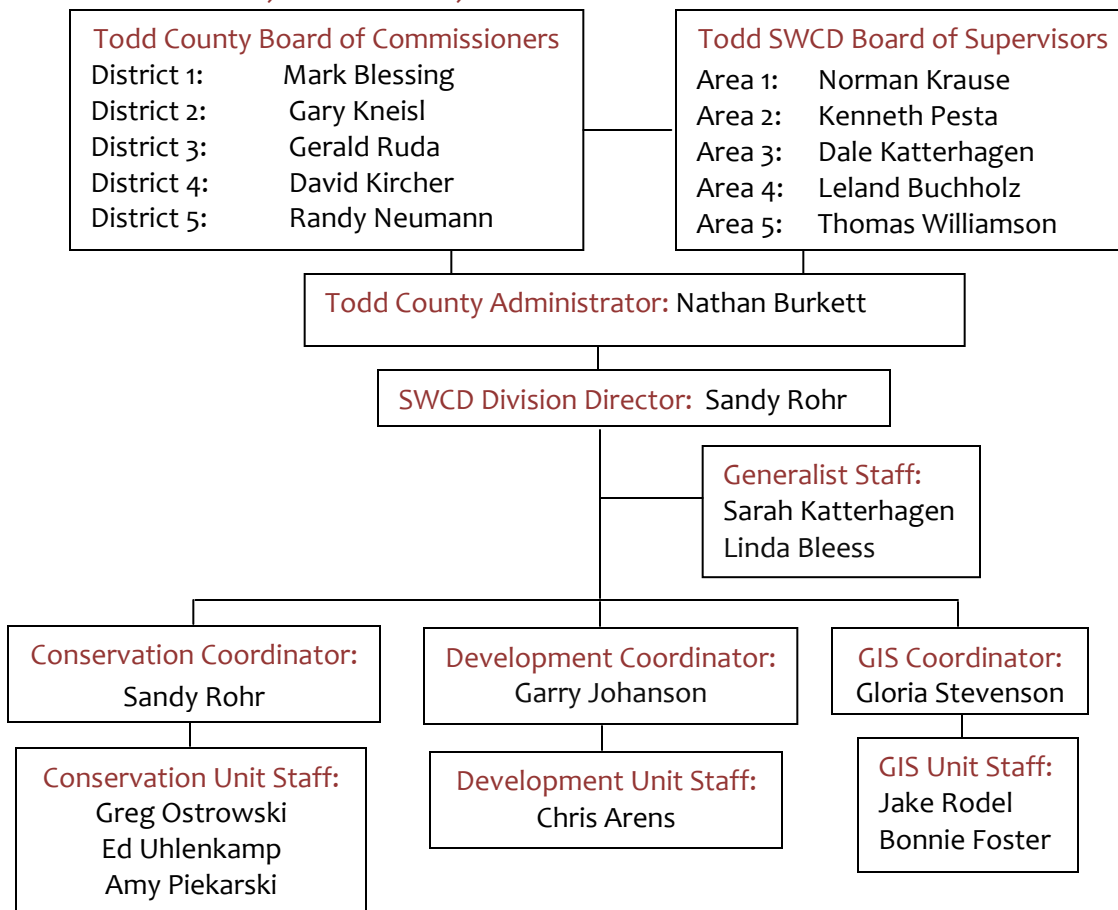
On January 1, 2012 Todd SWCD, Todd County Planning and Zoning and Todd County GIS merged into one division called the Soil, Water, Conservation and Development Division (SWCDD); this Annual Plan of work will be used by the aforementioned units along with the SWCD Board of Supervisors, Todd County Board of Commissioners and NRCS staff. 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, the Swan River Sub-Watershed and feedlots 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.

SWCD 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.

Board of Commissioners, SWCD Board, Administrator and Staff



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 2012
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)	30
Tree & Shrub Establishment (ac)	10
Buffers (ac)	5
Prescribed Grazing Plans (ac)	1,000
Non-cropland Erosion Control Projects (no)	25
Closure of Waste Impoundments	6
Feedlot Filter Strips	4
Stream Bank Erosion Projects	2
Feedlot Spot Checks	56
Feedlot Re-registration	33

2. Assist livestock producers with feedlot compliance.

Goal 2: Assist land users in maintaining and achieving compliance with local and state regulations.

Actions:

1. Research 1,200 shoreland parcels septic system history, complete 600 compliance inspections and require updates to inspected septic systems that are non-compliant.
2. Achieve 90% septic system compliance in the shoreland district.
3. Promote proper permitting to avoid violations and after the fact permitting.
4. Follow up with non-compliance letters and issued permits to ensure that standards are being followed.

Goal 3: 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. Provide planning assistance consistent with Electronic Field Office Technical Guide (eFOTG), using Soil, Water, Air, Plants, and Animals with Human Consideration and Energy (SWAPAHE) process.
8. Promote and support NRCS and other agency's wetland restoration programs.
9. Provide assistance to landowners eligible for Wetland Conservation Act (WCA) exemptions to evaluate alternatives and minimize wetland impacts.
10. Continue assisting lake associations in developing and implementing Lake Management Plans.

Objective 2: Increase education and public awareness of the need to protect our natural resources.

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

Actions:

1. Provide 5,000 hours of natural resources education to citizens and land users of Todd County.
2. Give conservation presentations to schools, public service groups and others upon request.
3. Provide environmental education related materials to schools upon request.
4. Sponsor Enviro Fest field day for all Todd County 6th grade students.
5. Provide information and work with lake associations in Todd County.
6. Hold Annual River and Lake Day to educate shoreland property owners.
7. Display conservation booth at the Todd County Fair and other events upon request.
8. Assist NRCS and Farm Service Agency (FSA) with information campaign for USDA programs in the County.
9. Provide periodic conservation news on talk program on KEYL radio.
10. Coordinate the effort for Todd County Divisions to provide weekly news articles on timely topics to the media.
11. Assist and participate in the Area II and State Envirothon Contest.
12. 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.
13. Participate in land user's recognition programs "Conservationist of the Year" and "Land Stewardship Award".
14. Update SWCDD Downing Display for use at events in Todd County.
15. Manage Program Assistance and other pertinent information distributed on SWCD website (www.toddsxcd.org).
16. Increase public awareness of the feedlot rule requirements at the local and state level.
17. Organize and host "Contractors" meeting.
18. Participate in "Lakescaping" projects with the Department of Natural Resources (DNR) Fisheries and others.
19. Participate in the Todd County Annual Township Officers Meeting.
20. Sponsor Annual Feedlot Meeting for Ag producers in Todd County.
21. Utilize the SWCDD's semi-annual newsletter to promote programs.
22. Participate in the County's Annual Amish meeting.
23. Promote the new Todd County Plat Books.

24. Host three listening sessions between the SWCDD and minority groups.

Goal 2: Promote conservation programs and inform elected and appointed officials at the local, state and federal levels of their value.

Actions:

1. Invite elected and appointed officials to local functions such as tours, demonstrations and meetings.
2. Correspond with the federal and state elected and appointed officials throughout the year, via letter, email and personal contact to promote SWCD priorities and conservation programs.
3. Encourage Sauk River Watershed District (SRWD) and other partners to inform the Todd County Commissioners and SWCD Board of the Todd SWCDD contributions to their programs.
4. Participate and meet with legislators during the “Day at the Capitol” and other visits as necessary.
5. Develop resolutions as needed to promote conservation programs through appropriate legislation.
6. Take advantage of opportunities for staff to serve on regional and state committees and boards.

Objective 3: Strengthen conservation partnerships with groups and agencies.

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

Actions:

1. Promote ongoing BWSR, MPCA and other grants that support division goals.
2. Promote the use of DNR’s Forest Stewardship Program and SIP.
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. Continue to administer 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. Twice annually, in October and March, the entire Todd County Board of Commissioners and the SWCD Board will meet in joint session to discuss natural resources and land use policy and to review the division work plan between 6 and 18 months out.
11. Assist the State Climatologist in gathering precipitation data for the Rainfall Monitoring Program, utilizing a volunteer network of Todd County Residents.
12. Support the 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 Elimination System (NPDES)).
15. Assist the Farm Service Agency and NRCS in the promotion of USDA's conservation programs.
16. Assist with the training of new County and Federal staff as needed.
17. Apply for BWSR Challenge Grants when available.
18. Continue cooperation with Minnesota Pollution Control Agency (MPCA) in the ongoing development and implementation of TMDL plans.
19. Review all tax forfeit parcels for the Todd County Auditor's Office, noting if parcel is wooded or has wetlands.
20. Assist the DNR Observation Well Program by monitoring 14 wells for water quantity.
21. Assist with technical guidance on the Staples bridge development project.
22. Promote and encourage participation in the Reinvest in Minnesota (RIM) Program.
23. Attend Todd County Livestock Board meetings and serve as a technical advisor.
24. Cooperate with adjacent SWCD's in the completion of work plan components for the Crow Wing River, Redeye River and Long Prairie River Watershed Approach.
25. Support the Central Sands nitrate monitoring being done by the MDA and cooperate with other SWCDs in completing selective initiatives including the development of a long term monitoring network.
26. Coordinate with the State Floodplain Management Staff as program changes and errors are identified.
27. Hold regular staff meetings with NRCS to maintain communication, collaboration and coordination of conservation projects.

Goal 2: Administer and Implement local plans and ordinances.

Actions:

1. Implement the Todd County Local Water Management Plan (CLWM).
2. Facilitate CLWM Advisory Committee meetings to implement the plan.
3. Attend yearly Todd County Comprehensive Plan meetings to implement the plan.
4. Update and revise Todd County Ordinances as needed or required.
5. Develop a system for ensuring permit compliance.
6. Participate in the Todd County Hazardous Mitigation Plan update process.
7. Participate in County 911 Plan update and review process.
8. Participate and assist in implementing the County Parks and Trails 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.
4. Develop a web based application for use by the Technical Evaluation Panel (TEP).

Objective 4: Promote Cost Share 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 conservation 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 and WHIP.
5. Chair Local EQIP Workgroup and set local conservation priorities.
6. Promote and assist NRCS with the Mississippi River Basin Initiative (MRBI) in eligible areas of the Sauk River Watershed.

Goal 3: Coordinate grants and loans from other agencies.

Actions:

1. Administer Clean Water Legacy BWSR and MPCA Grant funds.
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 State Cost-Share funds where eligible.

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

Goal 1: Prioritize programs according to direction of the Todd SWCD Board and County Commissioners.

Actions:

1. Attend the Minnesota Association of Soil and Water Conservation Districts (MASWCD) Convention, area meetings, BWSR Academy, MN GIS / LIS Fall Conference & Workshops, MN GIS / LIS Spring Training Workshops, Pine to Prairie GIS User Group, MN Floodplain Managers Conference & Workshops, Mn NENA / APCO – 911 Conference & Workshops, MN NG911 Committee, MCGISA (Minnesota Counties GIS Association), MCIT Safety Training, SSTS Inspection Training, Soils Training, MACPZA Conference and other training/informational sessions as needed.
2. Coordinate SWCDD priorities with State and NRCS programs and priorities.
3. Review Annual Plan at semi-annual meeting between liaison committee.
4. Provide orientation and training for new staff, supervisors and elected and appointed officials, as needed.
5. Encourage opportunities for staff to attend training rather than meetings.

Goal 2: Utilize SWCDD Staff to carry out the objectives as directed by the Boards.

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 SWCDD 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.

Goal 3: Collaborate with local partners to maintain and enhance program delivery.

Actions:

1. Cooperate with partners, such as Douglas, Wadena, Cass and Morrison SWCD's and Sauk River Watershed District (SRWD), lake associations, NRCS and others to combine resources and staff for special projects.
2. Secure services provided by the Minnesota Conservation Corps (MCC) for installing conservation practices.
3. Work through Minnesota Workforce Center to utilize their clients as support staff for the SWCDD.
4. Utilize Todd County Sentence to Service clients to assist with SWCDD projects.
5. Acquire new map data, update and enhance existing data and develop the corresponding metadata for ditches, parcel mapping and section corners.
6. Develop a volunteer register for citizens to assist in conservation delivery.
7. Find new partners to share in collaborative efforts and save money.
8. Find new ways to provide streamlined services that will save time, money and human resources.

Objective 6: Work collectively on becoming a unified division.

Goal 1: Keep all SWCDD staff informed on grants, news, and events.

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 groups.
4. Share knowledge and responsibility between the groups.
5. Coordinate meetings for all members of groups.

Objective 7: Budget for implementation of SWCDD approved 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: 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 SWCDD.

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.
5. Seek funding to provide cost share to bring septic systems into compliance.

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. Continue surface water assessment for Fawn and Pine Island Lakes in the Sylvan Shores Development.
3. Continue monitoring water quantity for 14 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. Utilize MPCA's Delta System for feedlot reporting.
10. Report Wetland Conservation Act (WCA) activity using the eLINK reporting system.
11. Report on all NRBG Funding the SWCDD receives in eLINK.
12. 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 grant 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.
6. Work toward a new permitting system that is compatible with the current system and can be linked to the Assessor's Office and mapping tools.

Goal 2: Maintain computer and building security.

Action:

1. Comply with Todd County's security procedures.

Objective 10: EEO and Civil Rights.

Goal 1: 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 County SWCDD.
2. Abide by Todd County's Personnel Policies and Procedures Manual.

Attachment A: Staff Areas of Representation & Emphasis

SWCDD Staff:

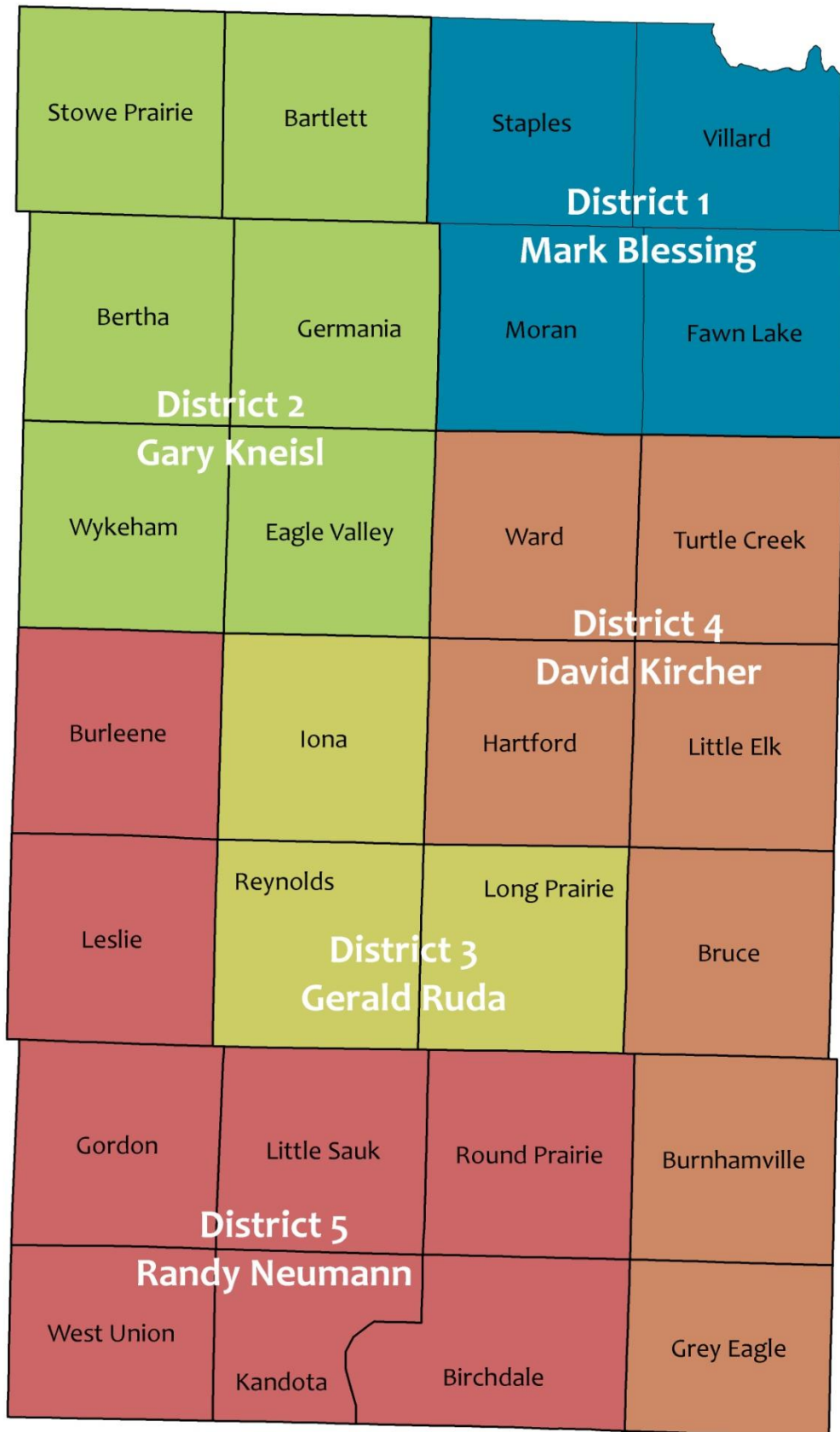
Staff Years—Area of Emphasis

Name	Title	Clerical	Technical	Administration
Sandy Rohr	SWCDD Director	.3	.1	.6
Garry Johanson	Development Unit Coordinator		.5	.5
Gloria Stevenson	GIS Unit Coordinator		.1	.9
Sarah Katterhagen	Generalist	.6	.1	.3
Linda Bleess	Generalist	.6	.1	.3
Greg Ostrowski	Resource Conservationist	.2	.6	.2
Ed Uhlenkamp	Resource Conservationist	.2	.6	.2
Amy Piekarski	Resource Conservationist	.2	.6	.2
Chris Arens	Resource Conservationist	.2	.6	.2
Jake Rodel	GIS Technician	.3	.7	
Bonnie Foster	GIS Technician	.3	.7	
Staff Years		2.9	4.7	3.4

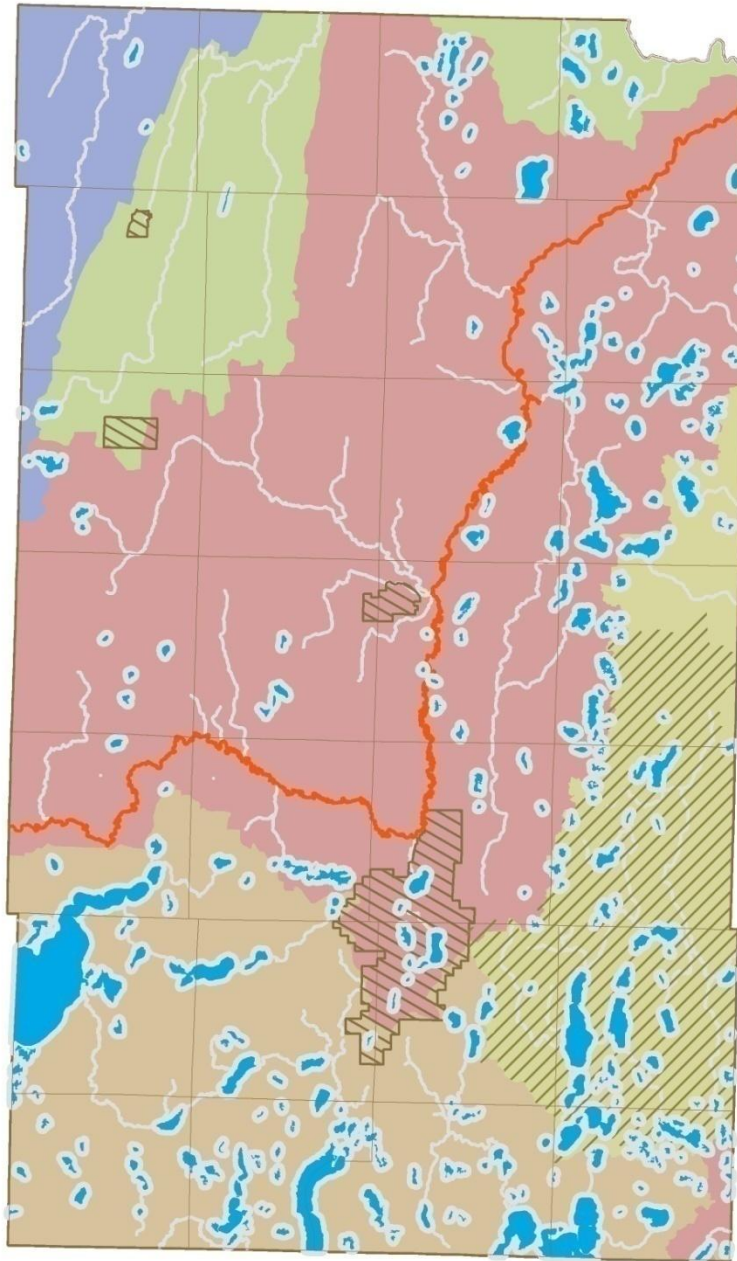
SWCD Board Supervisors

Stowe Prairie	Bartlett	Staples	Villard
		Area I	
Bertha	Germania	Norman Krause Secretary Moran	Fawn Lake
Area II			
Ken Pesta Chairman Wykeham	Eagle Valley	Ward	Turtle Creek
Burleene	Iona	Area III Dale Katterhagen Vice Chairman Hartford	
Leslie	Reynolds	Long Prairie	Bruce
Area V			
Tom Williamson Treasurer	Round Prairie	Burnhamville	
Gordon	Little Sauk	Area IV Leland Buchholz Member	
West Union	Kandota	Birchdale	Grey Eagle

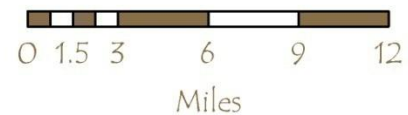
Todd County Board of Commissioners



Todd SWCD 2012 Priority Areas



-  Shoreland Zone
-  TMDL River
-  Swan River Sub-Watershed
-  Drinking Water Supply Management Area
-  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
10.16.11

Attachment C: Budget for Calendar Year 2012

Todd SWCD 2012 Budget

Income

County Match Allocation	82,017.00	
Feedlot	71,774.00	
LWM Grant	14,676.00	
WCA Grant	21,641.00	
MPCA SSTS	18,941.00	
DNR Shoreland	4,933.00	
Total County		213,982.00
State		
Swan River Headwaters CWF	155,308.26	
Sylvan Shores SWAG	4,904.42	
BWSR Cost Share Grants	22,000.00	
BWSR Conservation Delivery	20,054.00	
BWSR Easement Delivery	219.00	
BWSR Feedlot CWF	153,663.00	
Clean Water Legacy- MPCA	125,858.25	
Ob Well Monitoring	1,800.00	
Total State		483,906.93
Total Intergovernmental Revenue		697,888.93
Charges for Service		
Tree Sales	16,000.00	
Tree Planting/Fabric Charges	10,000.00	
Total Charges for Service		26,000.00
Miscellaneous Revenues		
Interest Earnings	8,000.00	
Other Miscellaneous Revenues	28,000.00	
Total Miscellaneous Revenues		36,000.00
Total Income		759,888.93

Expense

District Operations		
Personal Services		
Supervisor Compensation	5,000.00	
Employee Salary	222,552.00	
Employer Contributions- FICA	19,779.00	
Employer Contributions-PERA	18,745.00	
Life & Medical Insurance	17,715.17	
Total Personal Services		279,791.17

Other Services & Charges		
Supervisor Expense	3,000.00	
Employee Expense	4,000.00	
Office Maintenance	2,000.00	
Professional Services	30,613.03	
Fees & Dues	2,680.00	
Vehicle Maintenance & Expense	2,500.00	
Public Relations & Education	8,000.00	
Business Insurance	500.00	
Rent	3,200.00	
Misc. Other Services & Charges	500.00	
Total Other Services & Charges		56,993.00
Supplies		
Field Supplies	7,000.00	
Total Supplies		7,000.00
Total District Operations		
Capital Outlay		30,000.00
Project Expense		
District Projects		
Tree Expense	14,000.00	
Miscellaneous Project Expense	5,000.00	
Total District Projects		19,000.00
State Projects		
Swan River Headwaters- C/S	115,580.95	
BWSR Feedlot CWF- C/S	138,188.00	
Clean Water Legacy- MPCA C/S	91,735.81	
State Cost Share	17,600.00	
Total State Projects		363,104.76
Total Project Expense		382,104.76
Total Expense		759,888.93
Net Income		00.00