



**2009**

**ANNUAL PLAN OF WORK**

**ROOT RIVER**

**SOIL & WATER**

**CONSERVATION DISTRICT**



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## PLAN OF ACTION – 2009

### I. SOIL EROSION

#### Objective A. Practice application will continue to be our #1 objective for 2009.

1. Provide administrative and technical assistance to Houston County in flood recovery.
  - a. Administer State Cost-Share.
  - b. Assist with federal programs.
  - c. Sponsor EWP projects as identified.
  - d. Other programs that meet SWCD objectives.
  - e. Host BWSR technical staff.
2. Continue technical and administrative duties of the following programs to provide assistance to land users.
  - a. Provide technical assistance to landowners.
  - b. Provide financial assistance on high priority practices.
  - c. Provide administrative assistance on local conservation programs (Water Plan, Feedlot, WCA, etc.).
3. Work with NRCS to administer the provisions of the conservation programs in Houston County.
  - a. Provide assistance to landowners who sustained damage resulting from August 2007 and subsequent rainfall event.
  - b. Provide technical assistance to landowners with scheduling and implementing of sound conservation practices as outlined in the landowners' farm plans.
  - c. Environmental Quality Incentive Program (EQIP)
    1. Participate in the local work group.
    2. Assist NRCS with providing technical assistance to landowners to assure full benefits of program dollars to Houston County.
  - d. Assist with Conservation Reserve Program
    1. Provide information on availability of Continuous CRP to landowners, targeting Winnebago and Crooked Creek Watershed.
    2. Assist with design and installation of grassed waterways, field windbreaks, buffers, and other practices on Continuous CRP.
  - e. Assist with implementation of the Conservation Security Program, WHIP, PL566, and other cost share programs as available.
4. Develop or revise resource management plans as requested.
  - a. Report implementation of conservation practices.
  - b. Support buffer strips and other components of the Houston County's shore land regulations.

**Objective B. Work with local and county road authorities to reduce roadside erosion.**

1. Educate road authorities on methods and techniques of erosion control applicable to roadsides.
  - a. County
    1. Assist Houston County DOT to utilize watershed district projects in conjunction with county roads where applicable.
    2. Actively pursue water plan issues related to Houston County DOT.
  - b. Townships
    1. Meet with Houston County Township Officers Association.
2. Provide technical assistance to local road authorities on erosion control practices.
3. Provide financial assistance.
  - a. Inform all local governments of state and local programs.
  - b. Assist with application process.
  - c. Solicit applications when problem sites become apparent.
4. Make mulching equipment and supplies available to road authorities at affordable rates.

**Objective C: Implement cost effective methods of stream bank protection and market these concepts to landowners.**

1. Encourage landowners to implement cost effective practices on their own.
2. Provide technical assistance on stream bank protection.
3. Seek funding for debris removal and stream bank protection for areas damaged by 2007 flood.

**Objective D: Urban storm water control.**

1. Assist with storm water control.
2. Provide cities with alternatives for reducing sedimentation on storm water runoff.
3. Assist rural landowners to develop home site construction plans in conjunction with Houston County Zoning.
4. Attend applicable training sessions as recommended.
5. Assist cities with developing (on-site) erosion control plans.
6. Assist Houston County to develop and implement a plan to emphasize roles and responsibilities of the Phase II Storm Water Control Requirements.

## **II. WATER MANAGEMENT**

### **Objective A: Provide assistance to Houston County on all water management issues through coordination of the Houston County Comprehensive Water Management Plan.**

1. Maintain accurate financial records of water resources block grant.
2. Hold six joint Citizens / Technical Committee meetings to coordinate implementation efforts.
3. Represent Houston County in regional and state water planning efforts.
4. Process necessary plans, reports, and correspondence for Natural Resources Block Grant and Challenge Grants.
5. Provide administrative oversight of updating the Houston County Comprehensive Water Management Plan.

### **Objective B: Update and incorporate water management concerns as part of all resource management systems.**

### **Objective C: Feedlots**

1. Assist Houston County with feedlot program by providing assistance on “Open Lot Agreement”
2. Provide administrative assistance to SE MN Technical Support Joint Power Board by hosting feedlot technician for Houston and surrounding counties.
3. Provide technical assistance on at least 16 pollution abatement systems. Coordinate engineering assistance between NRCS / SRF engineers and the landowners.
4. Assist county as requested to develop and implement the Ag Best Management Loan Program (State Revolving Loan Fund, SRF).
5. Provide follow-up with landowners who have completed plans for “Open Lot Agreement”.
6. Assist Houston County with development of Nutrient Management Plans.

#### **Objective D: Push-Up Ponds**

1. Plan and assist with construction of 10-12 push-up ponds in 2009.
2. Assist landowners for the needs and location of push-up ponds.
3. Promote push-up ponds through one newsletter and news articles in local newspapers in Houston County.
4. Train and keep staff updated on the program.
5. Maintain accurate records of location, drainage area, and landowners.
6. Perform spot checks on 10% of the ponds per year.
7. Keep data records on the Conservation Assistance Notes form.

#### **Objective E: Pesticides**

1. Recommendations will be based on state, federal, and local regulations.
2. Encourage landowners to read and follow label instructions.
3. Provide information to urban and residential land users on pesticides and fertilizer management.

#### **Objective F: Provide assistance to county on water management issues within the Root River SWCD.**

1. Provide technical and administrative services to Crooked Creek Watershed Board on contract basis.
2. Provide technical and administrative services to Bear Creek Watershed through county allocation.
  - a. Accelerate implementation of practices.
  - b. Target technical assistance.
3. Pursue opportunities for technical and financial assistance with erosion and flood control measures in other watersheds.
  - a. Winnebago Watershed.
  - b. Bee & Duck Creek Watershed.
  - c. Root River Watershed.
4. Implement mechanism for long term maintenance/repair of PL 566 and ACP structures.

### **III. FORESTRY**

#### **Objective A: Incorporate forest management on all resource management systems developed in 2009.**

1. Maintain a referral system on private forestlands with the DNR.
2. Continue to provide training to field staff on forest management planning.
3. Assist with development and implementation of erosion control components for all forest management plans.

#### **Objective B: Develop private forest management programs with the district.**

1. Seek funding for district forester position.
  - a. Forest Stewardship funds.
  - b. Other funds.
2. Develop woodland stewardship plans on private forestlands and for RIM participants.
3. Promote the District tree program with all landowners.
4. Assist with forestry education.
  - a. Assist with tours.
  - b. Assist with Woodland Council.



#### **IV. COMMUNICATIONS PLAN**

##### **Objective A. Expand public awareness of District Services beyond program participants to a constituent wide target audience.**

1. Develop mechanisms for communication of district issues to public.
2. Provide public service announcements, public interest articles, and issue awareness to local newspapers weekly targeting:
  - a. Financial services provided annually.
  - b. Resource benefits of conservation.
  - c. Technical assistance provided.
  - d. Progress/accomplishments recognition.
3. Provide District representation at public events.
  - a. Conditional Use Hearings regarding erosion control plans.
  - b. Township Officers Annual Meeting.
  - c. Annual SWCD Banquet.
  - d. Special events.

##### **Objective B. Provide information to public officials regarding SWCD services. Conservation Issues.**

1. Regular attendance with monthly reports to Houston County Land Use Committee on SWCD activities/accomplishments.
2. Quarterly written reports to commissioners on feedlots.
3. Annual slide presentation to County Board on financial and technical services, accomplishments, services provided and natural resource benefits.
4. Provide advance copies of newsletter and articles to commissioners.
5. Hold joint SWCD & County Board meeting annually to review programs and services.
6. Hold conservation tour for commissioners and legislators.
7. Inform legislators of conservation issues important to our district.

##### **Objective C. Encourage Supervisor/Staff Communication**

1. Staff Reports monthly to Board.
2. Provide before and after photos on projects.

## **V. EDUCATION**

### **Objective A: Youth Education**

1. Schools.
  - a. Conduct 6<sup>th</sup> Grade Conservation Tour/Field Day.
  - b. Conduct tour/demonstration with high school agriculture departments.
  - c. Make available the conservation model.
  - d. Make available the Karst Trunk.
  - e. Envirothon.
2. Civic Youth Groups.
  - a. Individual conservation projects.
  - b. 4-H, Scouts, and other Civic Group projects.

### **Objective B: Adult Education**

1. Conservation Tour.
2. Tree Program.
3. Annual Conservation dinner.
4. Ag Waste Education Workshop.
5. Watershed Tour.
6. Conservation Cooperator Award and other recognition opportunities.

### **Objective C: Promote all district programs and activities.**

1. Research opportunities for newsletter.
2. Monthly news articles as needed.
3. Annual reports.

### **Objective D: Work closely with Minnesota Extension Service on agriculture related educational activities.**

1. Assist with hay sales.
2. Assist with other County Extension Service activities as approved by the District.

## **VI. WILDLIFE**

### **Objective A: Address upland wildlife habitat as part of resource management system. In 2009 develop, protect, or improve a minimum of 100 acres of wildlife habitat.**

1. Encourage enrollment into federal and state land retirement programs – Conservation Reserve Program (CRP), Reinvest in Minnesota (RIM), Wildlife Habitat Improvement Program (WHIP), Bobwhite Quail Initiative.
2. Maintain and develop plans for wildlife habitat on these enrolled acres.
3. Assist in developing plans for wildlife habitat areas that would qualify for annual FSA set aside acres.
4. Assist in maintaining our district tree program. Targeted goal of selling 25,000 trees and shrubs annually.
5. Assist landowners with information and opportunities to receive cost share assistance on upland wildlife habitat projects.

### **Objective B: Address wetlands wildlife habitat management and development.**

1. Review and discuss Fish and Wildlife Service Cooperative agreement.
2. Encourage protection of existing wetlands and stream banks by:
  - a. Notification of 2002 Farm Bill Regulations on wetlands and subsequent farm bill regulations.
  - b. Provide information to landowners on Minnesota Wetlands Conservation Act (WCA) as requested.
  - c. Assist with implementation of county shore land ordinances.
  - d. Provide technical assistance to local government units to implement WCA.
  - e. Encourage participation in Permanent Wetland Preserve (PWP).

### **Objective C: Work with wildlife groups in coordinating projects in Houston County.**

1. Assist wildlife organizations.
2. Assist wildlife organizations with wildlife habitat development.
3. Encourage staff participation in wildlife organizations.
4. Invite wildlife organizations to discuss resource needs in Houston County.
5. Assist wildlife organizations with education programs.

## **VII. POLITICAL AWARENESS AND ACTIVITY**

**Objective A: Congressional support of conservation issues.**

**Contact Person: Ralph Tuck**

1. Offer letters to legislators that:
  - a. Voice concerns on local conservation issues as needed.
  - b. Recognize legislators for past and future support.
  - c. Participate in state legislative initiatives.
2. Host annual conservation tours for all elected officials and BWSR board and staff.

**Objective B: Follow legislative issues as related to the district.**

**Contact Person: Ralph Tuck**

1. Monitor development of 2008 Farm Bill and respond as needed.
2. Respond to MASWCD/BWSR legislative alerts as needed.
3. Review and discuss other legislative issues as they develop monthly through staff reports and board discussion.

## **VIII. ENERGY CONSERVATION**

**Objective A: Promote energy conservation by providing technical assistance.**

**Contact Person: Dave Walter**

1. Farmstead shelterbelts.
2. Conservation tillage.
3. Provide technical service and financial assistance through state cost share on windbreaks.
4. Explore energy conservation and renewable energy opportunities as identified by SWCD board.

## STAFFING NEEDS

<b>Goal I</b>	<b>Flood</b>	<b>8,000 hours</b>
<b>Goal II</b>	<b>Soil Erosion</b>	<b>2,400 hours</b>
<b>Goal III</b>	<b>Water Management</b>	<b>3,000 hours</b>
<b>Goal IV</b>	<b>Forestry</b>	<b>1,000 hours</b>
<b>Goal V</b>	<b>Communication</b>	<b>500 hours</b>
<b>Goal VI</b>	<b>Education</b>	<b>500 hours</b>
<b>Goal VII</b>	<b>Wildlife</b>	<b>1,000 hours</b>
<b>Goal VIII</b>	<b>Political Awareness</b>	<b>750 hours</b>
<b>Goal IX</b>	<b>Energy Conservation</b>	<b><u>500 hours</u></b>
	<b>Total</b>	<b>17,650 hours</b>

### **Other Sources**

<b>BWSR Technician</b>	<b>1,000 hours</b>
<b>Consulting Engineer (BWSR)</b>	<b>600 hours</b>
<b>JPB</b>	<b>500 hours</b>
<b>Workforce Center</b>	<b><u>500 hours</u></b>
<b>Total</b>	<b>2,600 hours</b>

**Shortfall** **5,650 hours**

## BUDGET 2009

### Revenues

County		2009
76-605-5564	Appropriations (From County Revenue)	\$ 158,588.00
76-605-5565	Bear Creek Watershed - (From County Revenue)	\$ 2,000.00
76-605-5567	Other	
<b>State</b>		
76-605-5385	Feedlot Base Grant (we formerly had Feedlot Grant - State Grant on reports)	\$ 22,640.00
76-605-5381	Feedlot Cost-Share (from State/BWSR)	\$ 50,000.00
76-605-5882	Forest Stewardship	\$ 12,000.00
76-605-5395	General Services	\$ 27,363.00
76-605-5382	Native Buffer Initiative	
76-605-5826	RIM Services	\$ 14,000.00
76-605-5394	State Cost-Share (from State/BWSR)	\$ 400,000.00
76-605-5386	WCA (State Grant)	\$ 14,793.00
76-605-5310	Other	\$ 26,000.00
<b>Federal</b>		
76-605-5308	Contribution Agreement	\$ 7,500.00
76-605-5824	Bear Creek Project Reimbursement	
76-605-501-5385	319 Funds - Feedlot (JPB report says State Grant)	\$ 12,000.00
76-605-501-5386	319 Funds - Nitrate Monitoring	
76-605-5469	Other	
<b>Other Grants</b>		
76-605-5839	Crooked Creek Watershed District	
76-605-5838	Nature Conservancy	
76-605-5840	Other	
<b>District</b>		
76-605-5818	Banquet	
76-605-5705	Interest Income - Designated Reserve	\$ 500.00
76-605-5706	Interest Income - S/C & C (State Cost Share & Cash)	\$ 9,500.00
76-605-5829	Refunds/Reimbursements/Cancellations	\$ 4,000.00
76-605-5537	Sale of Material - flags, crimper rental	\$ 700.00
76-605-5538	Sale of Tress	\$ 14,000.00
76-605-5825	Sales Tax Collected	\$ 1,200.00
	<b>Total Revenue</b>	<b>\$ 776,784.00</b>

<b>EXPENDITURES</b>		<b>2009</b>
76-605-6105	Regular Salaries - (Employee)	\$ 207,500.00
76-605-6115	Per Diem - (Supervisors)	\$ 8,500.00
76-605-6151	Health Insurance - (Employer Pd.)	\$ 38,012.00
76-605-6152	Life Insurance - (Employer Pd.)	\$ 1,475.00
76-605-6161	PERA - (Employer Pd.)	\$ 13,500.00
76-605-6171	FICA - (Employer Pd.)	\$ 12,865.00
76-605-6172	Workers Compensation	\$ 1,700.00
76-605-6178	Medicare - (Employer Pd.)	\$ 3,000.00
76-605-6202	Telephone	\$ 700.00
76-605-6204	Postage	\$ 1,300.00
76-605-6241	Advertising, Publishing	\$ 400.00
76-605-6242	Membership Dues	\$ 3,600.00
76-605-6243	Registration/Training Fees	\$ 1,500.00
76-605-6271	Audit	\$ 2,300.00
76-605-6301	Office Machines, Equipment	\$ 4,372.00
76-605-6331	Mileage - (EMPLOYEE/SUPERVISOR)	\$ 1,200.00
76-605-6332	Lodging - (EMPLOYEE/SUPERVISOR)	\$ 1,200.00
76-605-6333	Meals - (EMPLOYEE/SUPERVISOR)	\$ 500.00
76-605-6346	Office Rent	\$ 14,560.00
76-605-6356	Liability Insurance - (Bond & Property also)	\$ 4,000.00
76-605-6376	Forestry Stewardship Technician	\$ 15,000.00
76-605-6379	Misc Charges & Recording Fees	\$ 1,000.00
76-605-6401	Office Supplies	\$ 500.00
76-605-6411	General Supplies	\$ 400.00
76-605-6418	Field Supplies (Flags)	\$ 1,000.00
76-605-6610	Furniture & Equip/Long Term Capital Expenditures	\$ 5,000.00
76-605-6805	Miscellaneous Expenses	\$ 500.00
76-605-6809	Trees (District Tree Expenses)	\$ 10,000.00
76-605-6811	Education, Awards and Tours	\$ 1,000.00
76-605-6812	Fall Cover Crop	\$ 5,000.00
76-605-6813	Projects- Bear Creek Watershed	\$ 2,000.00
76-605-6814	Cost Share Contracts (State BWSR Cost Share Projects/Grant)	\$ 350,000.00
76-605-6819	JPB Payments	\$ 5,000.00
76-605-6821	JPB Expenses	\$ 2,000.00
76-605-6837	Cost Share Feedlots (State BWSR Feedlot Projects/Grant))	\$ 50,000.00
76-605-6979	MN Sales & Use Tax	\$ 1,200.00
		<b>\$ 772,811.00</b>
76-605-501-6105	Regular Salaries (319 Grant)	
76-605-501-6202	Telephone (319 Grant)	
76-605-501-6562	Vehicle Maintenance (319 Grant)	\$ 5,000.00
76-605-6816	319 Cost Share & RCD (for Small Fixes)	
		<b>\$ 10,000.00</b>
<b>Total Expense</b>		<b>\$ 782,811.00</b>

## WATER PLAN BUDGET 2009

Water Plan Budget - Expenses		2009
76-606-6105	Regular Salaries	\$ 10,700.00
76-606-6115	Per Diem	
76-606-6151	Health Insurance	\$ 600.00
76-606-6152	Life Insurance	\$ 95.00
76-606-6161	PERA (6.75%)	\$ 650.00
76-606-6171	Social Security (6.2%)	\$ 700.00
76-606-6178	Medicare (1.45%)	\$ 175.00
76-606-6202	Telephone	
76-606-6204	Postage	\$ 175.00
76-606-6234	Publications - Brochures Newsletters (Advertising)	
76-606-6243	Registrations	\$ 200.00
76-606-6331	Mileage	\$ 375.00
76-606-6332	Lodging	\$ 150.00
76-606-6333	Meals	\$ 75.00
76-606-6357	Water Quality - SE MN	\$ 3,200.00
76-606-6390	Citizens Advisory Committee	\$ 200.00
76-606-6401	Office Supplies	\$ 500.00
76-606-6811	General Education/Awards/Tours - (6th Grade Environmental Day)	\$ 400.00
76-606-6812	Projects	
	Infant water tests	\$ 500.00
	Push Up Pond	\$ 4,556.00
76-606-6837	Projects - Challenge Grant - Admin	
76-606-6839	Projects - Challenge Grant - Roof Gutter	
		\$ 23,251.00
Water Plan Budget - Revenue		2009
76-606-5385	State Grant - Challenge Grant - Admin	
76-606-5386	State Grant - BWSR/County Qtr. Water Plan Payment	\$ 19,348.00
76-606-5564	From County Revenue - Levy	\$ 3,903.00
		\$ 23,251.00

**\*\* Projects include: push up ponds, household hazardous waste, water testing for infants, educational projects, well sealing, environmental day for sixth grade, newsletters, 4-H water monitoring, no-till, cover crop, and manure test.**