

Pipestone Soil and Water Conservation District

2009 Annual Plan



Mission: *To Promote Conservation of Natural Resources through Education, Technical Assistance, & Stewardship.*

Introduction

This work plan serves as the Pipestone Soil and Water Conservation District Annual Work Plan. The plan provides specific actions to be achieved, the programs to be implemented, and the budget allocated to each program. It also serves as a tool for guiding actions during the year and for measuring performance of those actions.

1. Promote Conservation Practices and Programs to County Residents

- A. Distribute Board of Water and Soil Resources (BWSR) cost-share grants according to guidelines and policies
 - 1. Encumber \$27,707 of cost-share funds on high priority contracts
 - a. Install 10 sediment control basins (638)
 - b. Utilize up to 20% for T&A as funds allow
 - 2. Identify projects within the Redwood River Watershed.
 - a. Promote projects and provide information to landowners
 - b. Utilize project funding from (RCRCA)
 - 3. Apply for Feedlot Water Quality Grant funds
 - 4. Complete survey and engineering of conservation practices.
- B. Maintain an active district Tree, Mat, Seeder, and Mulcher Program.
 - 1. Plan and plant 15,000 trees.
 - 2. Distribute and install 15,000 feet of tree mats.
 - 3. Rent seeder to seed 500 acres
- C. Provide assistance to USDA Programs
 - 1. Host an annual EQIP docket meeting
 - 2. Assist with signup and implementation of 2 feedlot runoff control and 4 erosion control EQIP applications
 - 3. Support Federal Conservation Programs
 - 4. Assist with 15 apps for 200 acres of SAFE and CRP signups
 - 5. Identify and coordinate 2 Living Snow Fence signups

2. Program Administration

- A. Administer the Reinvest in Minnesota (RIM) Reserve, Wetland Reserve Program (WRP), and buffer program.
 - 1. Promote program to landowners.
 - 2. Complete and submit applications
 - 3. Review implementation of conservation plans.
 - 4. Complete 8 status reviews.
- B. Administer Feedlot Delegation Program
 - 1. Conduct 70 site inspections
 - 2. Review 20 Manure Management Plans
 - 3. Permit 8 new and/or expanding sites
 - 4. Host producer meetings
 - 5. Maintain site registrations
 - 6. Provide producer assistance with runoff control practices
- C. Administer the County SSTS Program
 - 1. Complete design and soil review on 35 systems
 - 2. Conduct site inspection during installation on 35 systems
 - 3. Attend recertification courses to retain Certification
 - 4. Provide planning assistance to 3 cluster developments and one un-sewered community with planning and installation and maintenance of systems
 - 5. Distribute \$50,000 of County low interest loan funds
 - 6. Distribute \$15,000 of CWL low income loan funds
- D. Coordinate the State Revolving Fund (SRF) for Pipestone County.
 - 1. Distribute \$120,000 on non-point pollution reduction projects

- 2. Complete necessary reports.
- E. Administer the Wetland Conservation Act
 - 1. Complete application review
 - 2. Conduct field investigations on all sites
 - 3. Attend training as required
- F. Administer DNR Shoreland rules
 - 1. Ensure shoreland rules are enforced
 - 2. Review DNR water permits
 - 3. Provide producer assistance
- G. Coordinate County TMDL's
 - 1. Pipestone Creek
 - a. Apply for 319 and Clean Water Legacy Funds
 - b. Complete implementation
 - 2. Split Rock Creek
 - a. Coordinate water monitoring with Park Staff
 - 3. Rock River
 - a. Work jointly with Rock, Nobles, and Rock County
 - b. Attend watershed meetings
 - c. Assist in implementation
- H. Administer Solid Waste and Recycling Program
 - 1. Hold spring and fall Household hazardous waste collections
 - 2. Hold monthly electronic, appliance, bulb collection
 - 3. Manage the County recycling contract
- I. Maintain a County GIS program
 - 1. Update and maintain County Shapefiles
 - 2. Provide GIS training
 - 3. Generate maps as requested
 - 4. Oversee contracted services with Lyon County
 - 5. Coordinate GIS committee meeting
- J. Administer the County Local Water Management Program
 - 1. Provide cost-share on sealing of 20 abandoned wells
 - 2. Provide incentive dollars towards BMP's
- K. Administer County Zoning Ordinance
 - 1. Issue 125 land use permits
 - 2. Schedule and oversee Conditional Use and Variance hearings
 - 3. Carry out Enforcement of State statute, rules, and ordinances
- L. Coordinate County Ag Inspector Program
 - 1. Conduct site inspections
 - 2. Carry out enforcement

3. Education/Information

- A. Publications
 - 1. Maintain a website
 - 2. Distribute a fall and Spring Conservation Edition to 850 residents
 - 3. Air 2 30 second conservation radio ads per day
- B. Information Meetings

1. Hold an annual SSTS informational meeting for contractors
2. Host an annual feedlot informational meeting

C. Youth Education

1. Environmental Fair
 - a. Provide staff to work
 - b. Pay for bussing of students
 - c. Encourage all schools to participate
2. Envirothon
 - a. Provide staff to work
 - b. Pay for bussing of students
 - c. Encourage all schools to participate
3. Ecology Bus
 - a. Provide \$3,000 in funding for presentation to be conducted to local elementary and middle schools, estimated 500 students
4. Poster
 - a. Present information to 5th and 6th grade students
 - b. Forward winners to Area
5. Teacher Assistance
 - a. Provide teachers with conservation curriculum

D. Stewardship

1. Distribute Soil Stewardship information to 18 area Churches
2. Participate in Conservation Farmer Program
3. Participate in Women Conservation Day
4. Participate with booth at County farm and home shows
5. Participate with booth at County Fair

3. High Priority Problems.

- A. High Priority Erosion Problems - High priority erosion problems means areas where erosion from wind or water is occurring equal to, or in excess of, 2 X T tons per acre per year or is occurring on any area that exhibits active gully erosion or is identified as high priority in the comprehensive local water management plan or the conservation district's comprehensive plan.
- B. High Priority Water Quality Problems - High priority water quality problems means areas where sediment, nutrients, chemicals, or other pollutants discharge to Department of Natural Resources designated protected waters or to any high priority waters as identified in a comprehensive local water management plan or the conservation district's comprehensive plan, or discharge to a sinkhole or groundwater. The pollutant delivery rate to the water source is in amounts that will impair the quality or usefulness of the water resource.

4. Operations

- A. Maintain operations of the Environmental Office.
 1. Maintain an active liaisons committee.
 2. Allow staff to assist in the completion of county planning and zoning issues.
 3. Staff will obtain the appropriate training as necessary.
 4. Complete an Annual Plan and Report
 - a) Identify next year's activities
 - b) Report on last year's accomplishments

- B. Cooperate with the County Board of Commissioners.
 - 1. Mail board minutes to each commissioner.
 - 2. Request time on their agenda.
 - 3. Annually request funds and review agreements.
- C. Participate in a cooperative agreement through NRCS.
 - 1. Allow employees to work on EQIP projects.
 - 2. Pursue appropriate job approval authority.
- D. Cooperate with all units of government.
 - 1. Joint Powers
 - a. SW Prairie
 - b. RCRC
 - c. Area II
 - 2. Conservation Organizations
 - a. MASWCD
 - b. DNR
 - c. Pheasants Forever
 - d. Dept. Health
 - e. Dept. Ag
 - f. MPCA
 - 3. RC&D
 - a. Review and approve local projects
 - b. Attend area meetings
 - 4. USDA NRCS, FSA
 - 5. Extension
- E. Strengthen policies of the district, area, state and national organizations.
 - 1. Sustain an active elected Board of Supervisors.
 - a. Hold regular monthly board meetings.
 - b. Maintain financial and operation records.
 - 2. Participate as members of the supervisor and employee associations.
 - a. Allow supervisors and staff to serve on committees as needed.
 - b. Have representation at all association meetings.
 - c. Attend functions as deemed necessary.
 - d. Attend SWCD Legislative Day.
 - e. Participate in NACD functions.

2009 Pipestone SWCD Budget

EXPENDITURES	Actual 2007	Budgeted 2008	Budgeted 2009
Operating Expenses			
Supervisor Compensation	\$4,760	6,025	\$8,125
Employee Compensation	\$78,851	93,401	\$71,044
FICA	\$4,539	6,164	\$4,908
Medi	\$1,062	1,442	\$1,148
PERA (District Share)	\$4,278	5,604	\$4,795
Employee Insurance	\$9,155	14,976	\$15,746
Supervisor Reimburse. & Mtg.	\$3,995	7,425	\$7,925
Employee Reimburse. & Mtg.	\$3,386	6,715	\$7,015
Rent /Janitor	\$11,138	10,407	\$10,407
Office Supplies & Charges	\$5,310	9,000	\$15,500
Dues, Fees	\$4,300	4,415	\$11,415
Educational Materials	\$2,341	1,250	\$1,600
Vehicle Gas/Maintenance	\$579	3,250	\$3,250
District Mis	\$3,519	5,348	\$2,128
TOTAL EXPENSES	\$137,213	\$175,422	\$165,007
REVENUES			
BWSR General Service	\$22,824	\$22,824	\$22,824
BWSR Cons. Easement Service	\$1,496	\$1,496	\$1,530
BWSR Cost-Share Service	\$2,653	\$5,000	\$5,000
Wetland Conservation Act	\$10,000	\$10,000	\$10,000
Water Plan Admin	\$5,000	\$5,000	\$5,000
Feedlot Program	\$52,039	\$52,039	\$48,049
DNR Shorland	\$2,979	\$2,979	\$2,979
County General Grant	\$35,535	\$61,240	\$51,240
ISTS	\$9,885	\$9,885	\$9,885
DNR - Well Observation	\$1,005	\$1,000	\$1,000
Interest	\$7,630	\$3,959	\$7,500
Mis	\$0		\$0
NRCS Coop Agreement	\$3,200	\$0	\$0
TOTAL REVENUES	\$154,246	\$175,422	\$165,007
Revenues - Expenses	\$17,033	\$0	(\$0)

Pipestone County Conservation and Zoning Workload Analysis 2009

Staff	Administrator	SWCD Con.	Admin Asst	Seasonal	TOTAL
Employed Hours	2080	2080	2080	0	6240
Paid Leave					
Annual	120	96	96	0	312
Sick	120	96	96	0	312
Holiday	80	80	80	0	240
Other	0	0	0	0	0
TOTAL TIME AVAILABLE	1760	1808	1808	0	5376
	Administrator	SWCD Con.	Admin Asst	Seasonal	TOTAL
Duties					
State cost/share	70	60	20	0	150
Survey Design	24	80	0	0	104
Tree/Seeding	80	312	80	0	472
RIM/CREP	40	16	0	0	56
NRCS	20	80	0	0	100
L.W.P.	200	80	80	0	360
Wetland Act	80	0	20	0	100
Shoreland	40	0	20	0	60
Septics	120	300	80	0	500
Feedlot	200	530	100	0	830
Data / GIS	290	40	100	0	430
SRF	10	80	0	0	90
Educ./Promo.	10	80	180	0	270
Zoning	356	100	300	0	756
Solid Waste	160	20	250	0	430
Accounting	40	10	498	0	548
General Office	20	20	80	0	120
TOTAL TIME NEEDED	1760	1808	1808	0	5376