

Pipestone Soil and Water Conservation District



2010 Annual Plan



*Mission: To Promote Conservation of Natural Resources through
Education, Technical Assistance and 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 \$15,214 of cost-share funds on high priority contracts
 - a. Install 3 sediment control basins (638)
 - b. Utilize dollars on 2 feedlot facilities to reduce pollution
 - c. 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, and grass Seeder Program
 - 1. Plan and plant 8,000 trees
 - 2. Distribute and install 5,000 feet of tree mats
 - 3. Rent seeder to seed 700 acres
- C. Provide assistance to USDA Programs
 - 1. Host an annual EQIP docket meeting
 - 2. Assist with signup and implementation of 4 feedlot runoff control and 3 erosion control EQIP applications
 - 3. Support Federal Conservation Programs
 - 4. Assist with 12 apps for 150 acres of SAFE and CRP signups
 - 5. Identify and coordinate 1 Living Snow Fence signup

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 90 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
 - 7. Distribute up to \$44,050 dollars to landowners and the technical service area to complete feedlot water quality management practices.
- C. Administer the County SSTS Program

1. Complete design and soil review on 30 systems
2. Conduct site inspection during installation on 30 systems
3. Attend recertification courses to retain Certification
4. Provide planning assistance to 2 cluster developments and one un-sewered community with planning and installation and maintenance of systems
5. Distribute remaining \$3,500 of CWL low income loan funds before June 31, 2010
6. Distribute approximately \$75,000 of \$150,000 of Ag BMP loan dollars to citizens who update their SSTS
7. Distribute up to \$48,000 of grant dollars to Low Income residents for 50% of the total cost of a new or updated SSTS
8. Distribute approximately \$100,000 of \$200,000 of Rock River TMDL grant dollars through the Pipestone County Loan program for citizens to update their SSTS
9. Distribute \$30,000 of County low interest loan funds

D. Coordinate the State Revolving Fund (SRF) for Pipestone County

1. Distribute \$200,000 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
3. Rock River
 - a. Work jointly with 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, battery, empty pesticide container, & fluorescent bulb collections
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
3. Utilize funds for education on clean water management & training sessions

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 newsletter to 850 residents
3. Air 2 - 30 second conservation radio ads per day
4. Place meeting information, public notices, & other educational material on the city of Pipestone's public access channel

B. Information Meetings

1. Hold an annual SSTS informational meeting for contractors
2. Host an annual feedlot informational meeting
3. Hold an annual meeting for contractors on WCA & Solid Waste Rules

C. Youth Education

1. Environmental Fair
 - a. Provide staff to work
 - b. Pay for bussing of students
 - c. Encourage all schools to participate
2. Hole in the Mountain Field Day
 - a. Provide staff to give presentations to 4th grade students from Lincoln County and the RTR School in Pipestone County.
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 Contest
 - a. Present information to 5th and 6th grade students
 - b. Award 1st, 2nd & 3rd place winners
5. Teacher Assistance
 - a. Provide teachers with conservation curriculum

D. Stewardship / Community Education

1. Conservation tour
 - a. Educate the community and county commissioners on the different cost-shared practices there are within the county
2. Women's Conservation Day
 - a. Provide staff to organize & work at the event
 - b. Pay for transportation of citizens
 - c. Encourage all lady landowners to attend
3. Conservation Farmer Program
 - a. Nominate an outstanding conservation farmer within the county
 - b. Provide funding for the conservation farmer & their family to attend the MASWCD convention
 - c. Invite the winners to an SWCD board meeting to acknowledge them on their award
3. County Fair
 - a. Have an educational booth at the county fair
 - b. Organize a recycling program for the event

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. TSA
 - 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

2010 Pipestone SWCD Budget

EXPENDITURES	Budgeted 2009	Actual 2009	Budgeted 2010
Operating Expenses			
Employee & Supervisor Salaries	\$71,044	\$82,645	\$85,224
FICA	\$4,908	\$5,124	\$5,284
Medi	\$1,148	\$1,198	\$1,236
PERA (District Share)	\$4,795	\$5,323	\$5,397
Employee Insurance	\$15,746	\$12,179	\$8,904
Supervisor Expenses	\$7,925	\$2,938	\$5,470
Employee Expenses	\$7,015	\$1,918	\$3,640
Rent		\$8,986	\$11,072
Janitor	\$10,407	\$1,430	\$1,440
Office Equipment Maintenance		\$750	\$800
Office Supplies & Charges	\$15,500	\$1,794	\$1,500
Postage		\$1,758	\$2,000
Telephone		\$650	\$651
Professional Services		\$8,371	\$10,500
Dues, Fees	\$11,415	\$7,475	\$4,465
Promotional Material		\$3,126	\$6,000
Educational Materials	\$1,600	\$2,356	\$2,450
Equipment/Vehicle	\$3,250	\$1,424	\$2,200
District Expenses	\$2,128	\$2,044	\$5,000
Water Plan Projects		\$11,621	\$19,288
2008 & 2009 State Cost-share		\$10,536	\$12,171
TOTAL EXPENSES	\$165,007	\$173,646	\$194,692
REVENUES			
BWSR General Service	\$22,824	\$22,824	\$22,099
BWSR Cons. Easement Service	\$1,530	\$1,530	\$1,567
BWSR Cost-Share Service	\$5,000	\$5,000	\$15,214
Wetland Conservation Act	\$10,000	\$10,000	\$10,000
Land Water Management:			
Projects		\$15,075	\$15,878
Admin		\$5,000	\$5,000
LWM Levy		\$1,992	\$2,412
Feedlot Program	\$48,049	\$61,972	\$48,668
Feedlot Performance Credits			\$5,504
DNR Shorland	\$2,979	\$2,979	\$2,979
County General Grant	\$51,240	\$51,240	\$51,240
SSTS	\$9,885	\$9,885	\$9,931
DNR - Well Observation	\$1,000	\$1,020	\$1,100
Interest	\$7,500	\$3,075	\$3,100
TOTAL REVENUES	\$165,007	\$191,592	\$194,692
Revenues - Expenses	(\$0)		\$0

Pipestone County Conservation and Zoning Workload Analysis 2010

Staff	Administrator	SWCD Con.	Admin Asst	Solid Waste Tech	TOTAL
Employed Hours	2080	2080	2080	1040	7280
Paid Leave					
Annual	120	120	96	48	384
Sick	120	120	96	48	384
Holiday	80	80	80	40	280
Other	0	0	0	0	0
TOTAL TIME AVAILABLE	1760	1760	1808	904	6232
	Administrator	SWCD Con.	Admin Asst	Seasonal	TOTAL
Duties					
State cost/share	70	60	40	0	170
Survey Design	24	80	10	0	114
Tree/Seeding	80	314	80	50	524
RIM/CREP	40	16	0	0	56
NRCS	20	60	0	0	80
L.W.P.	200	40	80	0	320
Wetland Act	80	0	20	0	100
Shoreland	40	0	10	0	50
Septics	120	300	80	100	600
Feedlot	200	530	100	100	930
Data / GIS	290	40	100	0	430
SRF	10	90	0	0	100
Educ./Promo.	10	80	160	0	250
Zoning	356	100	300	150	906
Solid Waste	160	20	250	504	934
Accounting	40	10	498	0	548
General Office	20	20	80		120
TOTAL TIME NEEDED	1760	1760	1808	904	6232