

# *Pipestone Soil and Water Conservation District*



## **2012 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 \$20,635 of cost-share funds on high priority contracts
    - a. Install 3 farmstead shelterbelts
    - b. Install runoff control practice on 1 feedlot to reduce pollution
    - c. Install 1 rain garden
    - d. Utilize up to 20% for T&A as funds allow
  - 2. Utilize \$25,000 of cost-share funds on high priority flood damaged conservation practices
    - a. Install 2 stream bank erosion control practices
  - 3. Encumber \$30,407 of Clean Water Feedlot cost-share funds
    - a. Install 1 vegetated filter strip for manure runoff
  - 4. Encumber \$41,600 of Clean Water SSTS cost-share funds
    - a. Install 9 Septic Systems for low income residents
  - 5. Identify projects within the Redwood River Watershed
    - a. Promote projects and provide information to landowners
    - b. Utilize project funding from (RCRCA)
  - 6. Apply for Feedlot Water Quality Grant funds
  - 7. Complete survey and engineering of conservation practices
- B. Maintain an active district Tree, Mat, and grass Seeder Program
  - 1. Plan and plant 14,000 trees
  - 2. Distribute and install 9,000 feet of tree mats
  - 3. Rent seeder to seed 800 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 2 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
  - 6. Complete at least 122 off site / onsite Certified Wetland Determinations as per the agreement between NRCS & the Pipestone SWCD.
- D. Minnesota DNR Walk-In Program
  - 1. Promote Program
  - 2. Enroll 300 acres

## 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 50 site inspections
2. Review 20 Manure Management Plans
3. Permit 6 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 ordinance update
2. Complete design and soil review on 28 systems
3. Conduct site inspection during installation on 28 systems
4. Attend recertification courses to retain Certification
5. Provide planning assistance to 1 cluster developments and one un-sewered community with planning and installation and maintenance of systems
7. Distribute approximately \$50,000 of \$150,000 of Ag BMP loan dollars to citizens who update their SSTS
8. Distribute up to \$41,600 of grant dollars to Low Income residents for 50% of the total cost of a new or updated SSTS
9. Distribute approximately \$50,000 of Rock River TMDL grant dollars through the Pipestone County Loan program for citizens to update their SSTS
10. Distribute \$30,000 of County low interest loan funds

D. Administer the Wetland Conservation Act

1. Complete application review
2. Conduct field investigations on all sites
3. Attend training as required

E. Administer DNR Shoreland rules

1. Ensure shoreland rules are enforced
2. Review DNR water permits
3. Provide producer assistance

F. 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
- d. Help host Nutrient Management Field Day for producers and commercial applicators

G. 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

H. Maintain a County GIS program

- 1. Update and maintain County Shape files
- 2. Provide GIS training
- 3. Generate maps as requested
- 4. Oversee contracted services with Lyon County
- 5. Coordinate GIS committee meeting

I. 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

J. 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
- 4. Complete ordinance update

K. Coordinate County Ag Inspector Program

- 1. Conduct site inspections
- 2. Carry out enforcement

L. Participate in the Surface Water Assessment Grant for the Missouri River Watershed Intense Water Monitoring

- 1. Collect water samples at 8 10x sites
- 2. Log data into state database

M. Participate in Lincoln Pipestone Rural Water contaminated source Well Head inventory.

**3. Education/Information**

A. Publications

- 1. Maintain a website
- 2. Distribute a fall and spring Conservation Edition newsletter to 1000 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

C. Youth Education

1. Environmental Fair
  - a. Provide staff to work
  - b. Pay for bussing of students
  - c. Encourage all schools to participate
2. Ecology Bus
  - a. Provide \$3,500 in funding for presentation to be conducted to local elementary and middle schools, estimated 500 students
3. Teacher Assistance
  - a. Provide teachers with conservation curriculum
4. Area Envirothon
  - a. Provide staff to work
  - b. Pay for bussing of students
  - c. Encourage all schools to participate
5. Summer Conservation / 4-H Camp
  - b. Provide staff to work
  - c. Provide \$500 in funds
  - d. Encourage children to attend

D. Stewardship / Community Education

1. Feedlot Programs/Regulations tour
  - a. Educate Feedlot producers on the different cost-share programs that are available to them
  - b. Tour recently installed Conservation practices within the county
  - c. Discuss feedlot rules & permitting regulations with producers
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
- F. Household Hazardous Waste & Recycling Facility
  - 1. Coordinate the construction of a facility
  - 2. See that the project is complete
- G. SWCD Tree & Equipment Storage Building
  - 1. Coordinate the construction of a Storage building
  - 2. See that the project is complete
- H. Hire New Staff Person
  - 1. Hire Person to handle Solid Waste / Recycling & WCA Programs

# 2012 Pipestone SWCD Budget

EXPENDITURES	Budgeted 2012
<b>Operating Expenses</b>	
Payroll	\$80,891
FICA	\$5,418
Medicare	\$1,267
PERA (District Share)	\$5,865
Employee Insurance	\$12,000
Supervisor per diem / expenses	\$13,620
Employee Expenses	\$3,645
Rent	\$10,898
Janitor	\$1,440
Office Equipment Maintenance	\$2,000
Office Supplies	\$3,000
Postage	\$3,000
Telephone/Fax/Internet	\$1,301
Professional Services	\$7,000
Dues, Fees	\$4,415
Promotional Material	\$5,500
Equipment/Vehicle	\$2,000
Water Plan Projects	\$12,952
State Cost-share	\$16,508
Tree/Mats	\$25,500
Pictometry	\$50,000
<b>TOTAL EXPENSES</b>	<b>\$268,220</b>
<b>REVENUES</b>	
BWSR General Service	\$18,760
BWSR Cons. Easement Service	\$1,259
BWSR Cost-Share Service	\$20,635
Wetland Conservation Act	\$8,778
Local Water Management & County Levy	\$17,952
Feedlot Program	\$46,662
Feedlot Performance Credits	\$0
DNR Shoreland	\$2,615
County General Grant	\$51,240
SSTS	\$18,941
DNR - Well Observation	\$1,020
Interest	\$2,000
Trees/Mats/Seeding	\$40,000
Surface Water Assessment Grant	\$12,384
Clean Water Grant Admin	\$2,368
Reserve draw down	\$23,606
<b>TOTAL REVENUES</b>	<b>\$268,220</b>
<b>Revenues - Expenses</b>	<b>(\$0)</b>



# Pipestone County Conservation and Zoning Workload Analysis 2012

Staff	Administrator	SWCD Con.	Admin Asst	Env./S.W Tech	TOTAL
Employed Hours	2080	2080	2080	2080	8320
Paid Leave					
Annual	120	120	120	96	456
Sick	120	120	120	96	456
Holiday	80	80	80	80	320
Other	0	0	0	0	0
<b>TOTAL TIME AVAILABLE</b>	<b>1760</b>	<b>1760</b>	<b>1760</b>	<b>1808</b>	<b>7088</b>
	Administrator	SWCD Con.	Admin Asst	Env./S.W Tech	TOTAL
Duties					
State cost/share	70	60	40	0	170
Survey Design	24	80	10	0	114
Tree/Seeding	80	314	80	150	624
RIM/CREP	40	16	0	0	56
NRCS	20	60	0	0	80
L.W.P.	200	40	80	200	520
Wetland Act	80	0	20	400	500
Shoreland	40	0	10	0	50
Septics	120	300	80	0	500
Feedlot	200	530	100	0	830
Data / GIS	290	40	100	0	430
SRF	10	90	0	0	100
Educ./Promo.	10	80	160	0	250
Zoning	356	100	300	200	956
Solid Waste	160	20	150	758	1088
Accounting	40	10	480	0	530
General Office	20	20	150	100	290
<b>TOTAL TIME NEEDED</b>	<b>1760</b>	<b>1760</b>	<b>1760</b>	<b>1808</b>	<b>7088</b>