

# DOUGLAS SWCD AND NRCS



ANNUAL PLAN OF WORK  
January 1, 2016  
Through  
December 31, 2016

# DOUGLAS SOIL AND WATER CONSERVATION DISTRICT

## PLAN OF WORK

### JANUARY 1, 2016 THROUGH DECEMBER 31, 2016

#### I. INTRODUCTION

The purpose of this Plan of Work is to provide a short term approach to implementing wise land use in Douglas County. This plan has been developed from the Douglas County Local Water Management Plan. This plan will address the objectives and goals of the Douglas SWCD and the Natural Resources Conservation Service, Alexandria Field Office.

#### II. OBJECTIVES

The following objectives and goals are the strategy to be followed by the Douglas Soil and Water Conservation District Board and Staff for the period January 1, through December 31, 2016.

##### OBJECTIVE I: To Reduce Wind and Water Erosion in Douglas County.

- A. Continue to promote conservation tillage as a high priority in Douglas County.
  - 1. Provide no-till drill to interested landowners for hands on experience.
  - 2. Distribute annual newsletter with feature article on no-till drill planting, conservation tillage, cost-share for no-till and drill rental program.
  - 3. Promote incentive payments available in EQIP for No-till through news articles, newsletter and radio.
- B. Provide technical assistance in planning, design, layout and construction of:
  - 1. Field windbreaks
  - 2. Farmstead shelterbelts
  - 3. Living Snow fences
  - 4. Terraces and diversions
  - 5. Sediment control structures
  - 6. Grassed waterways
- C. Provide cost-share assistance through State Cost-Share and through the EQIP Program, Sauk River, Chippewa River, Pomme de Terre and Long Prairie Watershed Cost-share Programs for eligible practices and promote CSP Program enhancements.
- D. Assist County, Cities and Minnesota Department of Natural Resources - Division of Waters with controlling erosion in urban areas, developing areas and lakeshore.
- E. Provide assistance to Douglas County landowners on tree planting to reduce erosion and improve wildlife.
  - 1. Protect farmsteads from winds and blowing snow by planting shelter belts.
  - 2. Promote the use of tree shelters and fabric mulch on farmstead shelterbelts to improve survival and to accelerate growth of trees.
  - 3. Work with MN DNR Forestry on tree planting.
- F. Promote CRP Enrollment on highly erodible lands of Douglas County.

##### OBJECTIVE II: Maintain and Improve the Quality and Quantity of our Water Resources for Agricultural, Commercial, Industrial and Recreational Uses.

- A. Keep one Supervisor on the Executive Board for the Douglas County Local Water Management Plan Task Force.
- B. Work with Area Lake Associations on Lake Assessment Programs and Lake Management Plans.

- C. Provide an Ex-Officio Member on the Alexandria Flood Control Board.
- D. Seek funds from the Clean Water Fund for assisting landowners to install Best Management Practices, conservation practices and septic updates to protect and enhance water quality in Douglas County.
  - 1. Utilize Clean Water Funds to solve pollution problem at two feedlot, and install erosion practices on 6 Douglas County Lakes.
  - 2. Utilize Clean Water Funds to solve erosion problems on lake shore sites.
- E. Promote the use of agricultural waste management systems within the county with emphasis on those feedlots that are within 1000 feet of a lake or 300 feet from a watercourse.
  - 1. Provide assistance in design and layout of systems for two landowners and assist in MPCA Permit applications as needed.
  - 2. Assist Douglas County Feedlot Specialist in Feedlot Permit Applications and Feedlot Ordinances.
  - 3. Utilize EQIP and Clean Water Funds as an incentive to encouraging livestock owners into action:
- F. Monitor water table recharge in two test wells near two irrigation wells to determine irrigation draw down and off season recharge. Monitor four test wells to show seasonal flux and annual recharge of ground water.
  - 1. Monitor monthly and report quarterly to the Department of Natural Resources - Division of Water
- G. Work with Alex Light and Power on Clean Water Funds well sealing Cost Share Funds.
- H. Work with the MN Department of Agriculture on Township Testing for nitrates in groundwater in six selected Townships of Douglas County.
- I. Work with landowners in Chippewa and Pomme De Terre Watersheds on sediment and water quality problems to improve MN River quality.
  - 1. Have Representative on Chippewa and Pomme De Terre Watershed Groups
- I. Provide input to Department of Natural Resources - Division of Waters on permit applications for permission to work in public water and appropriation of waters.
- J. Participate in State Rain Gauge Monitoring Program.
  - 1. Maintain ten rain gauges in county.
  - 2. Collect monthly data and report to State Climatologist.
- K. Assist the Sauk River Watershed District on monitoring sites along JD #2 and implement BMP's along JD #2 and the Sauk River Watershed and assist Todd SWCD on implementing BMP's on the Long Prairie River.
- L. Coordinate RIM Program Sign-up in the Crooked Lake Basin.
- M. Promote Buffers with Pheasant Forever Biologist on watercourse and wetlands through RIM Buffer program and Continuous CRP and through news articles and informational programs.
- N. Administer MN Department of Ag Loan Program for septic upgrades and other conservation measures.

**OBJECTIVE III:** Administer the Douglas County Local Water Management Plan (LWMP)

- A. Complete Five Year Update of LWMP.
- B. Conduct semi-annual Water Plan Task Force Meetings.
- C. Work with Douglas County Lakes Association as a liaison for planning and zoning issues with Douglas County Land and Resource Management Office.
- D. Complete mapping of Douglas County lakes for Lakes protection grant.
- E. Administer Long Prairie Major Watershed Projects
- F. Work with Chippewa, Sauk River, Pomme De Terre and Long Prairie Watershed Groups.
- G. Coordinate Water Wisdom Education Project with Douglas County Schools.

- H. Work with Douglas County Lakes Associations on water & AIS testing of area lakes.
- I. Work with 3 Lake Associations on monitoring streams through MPCA Surface Water Assessment Grant.
- I. Promote Shore land Restoration and Rain Gardens through Community Outreach Education Courses.
- J. Provide information or supply resources for any water related questions or concerns.
- K. Coordinate workshops on Rain Barrels and Rain Gardens.
- L. Apply for and administer Water Quality Improvement Grants.

**OBJECTIVE IV:** Promote Landowner participation in the RIM Program in the Crooked Lake area of the Lake Osakis Watershed.

- A. Employee technician to prepare proposals for eligible landowners.
- B. Hold information meeting for eligible landowners.
- C. Work with the Sauk River Watershed District, Ducks Unlimited, NRCS, and MN DNR on promotion of the RIM Program and Sauk River Watershed District Easement Program.
- D. Keep Douglas County Ditch authority informed on progress of the Crooked Lake Restoration Project.
- E. Provide technical assistance in developing conservation plans for the RIM easements.
- F. Process Easements and work with landowners on title issues.
- G. Work with Local Legislature to re-instate funding for WPA Programs.
- H. Work with Sauk River Watershed District on all easement options for landowners

**OBJECTIVE V:** Administer the Wetland Conservation Act for Douglas County.

- A. Have one employee on the County Technical Evaluation Panel.
  - 1. Provide input concerning the value, location, size or type of wetlands.
- B. Provide Technical Assistance to Landowners on Delineation, Replacement and Exemptions.
  - 1. Assisting the Commissioner of DNR, Conservation or other peace officers in the enforcement of the Wetland Conservation Act.
  - 2. Provide input to Douglas County Zoning for preliminary plats.
- C. Work with BWSR to secure more Wetland Banking sites.
- D. Work with the City of Alexandria and Douglas County in updating Ordinances to further protect wetlands from being filled or drained.

**OBJECTIVE VI:** Implement Buffer Law in Douglas County

- A. Employ Conservation Technician to lead buffer program in Douglas County.
- B. Distribution newsletter and newspaper articles on buffer requirements.
- C. Inventory Douglas County Lands for required buffers.
- D. Contact Landowners who require buffers and required deadline.
  - 1. Work with landowners on programs available to meet buffer requirements.
- E. Assist landowners in developing plans for buffer establishment.
- F. Assist Landowners in staking buffer area.

**OBJECTIVE VII** Promote Landowners Participation in and Implement the Farmable Wetland Program (FWP), RIM, Wetland Reserve Easement Program (WRE), Continuous CRP Program, General CRP & CREP Program.

- A. Continue to employ Pheasant Forever Biologist to promote Federal and State Conservation Programs.
- B. Contact local legislators for increased funding for the RIM, PWP and WRE Programs.
- C. Distribute newsletters and newspaper articles publicizing the program and sign-up dates.
- D. Work with RIM Reserve Screening Committee as set up for the 1986 RIM Reserve Program in developing priority contracts.
- E. Provide technical assistance in developing conservation plans for RIM Reserve.

**OBJECTIVE VIII:** Assist the Natural Resources Conservation Service in Implementing the Farm Bill.

- A. NRCS has the responsibility to carry out all technical aspects of Highly Erodible Land planning, Swampbuster provisions, Environmental Quality Incentive Program, Wildlife Habitat Incentive Program, Wetland Reserve Easement Program, Conservation Reserve Program, Forestry Incentive Program, Conservation Security Program, and other federal conservation programs. These programs will be promoted and implemented in the county for continued emphasis on resource conservation. The Douglas SWCD will provide assistance to NRCS on these programs as time permits.
- B. Carry out activities identified in any contribution agreement with NRCS.

**OBJECTIVE IX:** Create Public Awareness of the Douglas Soil and Water Conservation District and the Natural Resources Conservation Service and the services they offer.

- A. Send out annual newsletter to cooperators.
- B. Submit five articles to local news media.
- C. Update County Commissioners monthly on conservation activities.
- D. Participate in a radio and/or television program.
- E. Promote District Tree Program, Tree Shelters Program, Tree Fabric Program and No-Till Program.
- F. Set up and man a booth at the Douglas County Fair.
- G. Hold a Conservation Tour.
- H. Invite Legislators and County Commissioners to take part in a tour of the conservation projects in Douglas County.
- I. Conduct conservation presentations with county fifth and sixth grade classes and Boy and Girl Scout troops.
- J. Recognize an Outstanding Conservationist.
- K. Update and maintain the Douglas SWCD website @ [www.DouglasSWCD.com](http://www.DouglasSWCD.com) , as required by the Board of Water and Soil Resources.
- L. Prepare a conservation slide presentation to show to school groups, civic organizations, sportsmen groups, etc.
- M. Publish and distribute Annual Report.
- N. Promote Soil Stewardship Week and the use of available NACD Soil Stewardship materials.
- O. Promote Conservation Poster and Mural Contest.
- P. Recognize an Outstanding Conservation Teacher-of-the-Year.
- Q. Promote Essay Scholarship Program with the Douglas County Lakes Association.
- R. Assist in organizing the Douglas County Kid's Ground Water Festival.
- S. Promote and Assist with Area II Envirothon and State Envirothon.
- T. Participate in Youth Habitat Day.
- U. Work on one or more Outreach Activities targeting Minority, Limited Resource, or Underserved Groups.

**OBJECTIVE X:** Organization and Management of District Affairs Involving Other Organizations and Encouraging Ongoing Educational Programs for Board Members and Staff

- A. Review Memorandum of Understanding with cooperating agencies.
- B. Invite cooperating agencies, organizations and/or individuals to attend and provide input into Board Meetings and District programs.
- C. Post notice of District Board Meetings.
- D. Review Annual Plan of Work and Comprehensive Plan of Work at least once annually to monitor progress of objectives and goals.
- E. Staff continues to participate in ongoing training programs.
- F. Budget and pay State, National and Area Association dues.
- G. Board members and Staff are encouraged to regularly attend State, Area and Regional Meetings

**OBJECTIVE XI:** Keep Abreast of State and Federal Legislation Concerning Soil and Water Conservation Programs.

- A. Correspond with legislators on vital issues pertaining to soil and water conservation.
- B. Invite State Representative to meeting.
- C. Attend SWCD Legislative Day at the State Capitol.

**OBJECTIVE XII:** Maintain, Improve and Expand County Wildlife.

- A. Plan wildlife habitat on 425 acres.
- B. Provide planning, surveying, design and restore 175 acres of Wetland Restoration.
- C. Work with local sportsmen groups and 95 private individuals to promote wildlife.
- D. Promote wildlife improvement on CRP, \_RIM, and FWP acres with wetland restoration and food plots.
- E. Utilize new CCRP Practices CP-37, Duck Nesting Habitat and CP-38, Pheasant Habitat Practices to encourage landowners to establish cover habitat.
- F. Seek Funding through the Lessard Sam's Outdoor Heritage Council for Wildlife and Habitat Improvement Projects within Douglas County.

**OBJECTIVE XIII:** EEO and Civil Rights

- A. Affirmative Action Policy as stated in Douglas SWCD Employment Policy, Article XXIII, will be implemented by all office employees and SWCD Supervisors.
- B. The United States Department of Agriculture (USDA) and the Douglas SWCD prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation or marital or family status. (Not all prohibited bases apply to all programs). Persons with disabilities who require alternative means for communication of program information (Braille, large print, audio tape, etc.) should contact the USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326W, Whitten Building, 14th and Independence Avenue SW, Washington, DC 20250-9410 or call 202-720-5964 (voice or TDD). USDA and SWCD are equal opportunity providers and employers.

### **III. STATE COST-SHARE PROGRAM REQUIREMENTS**

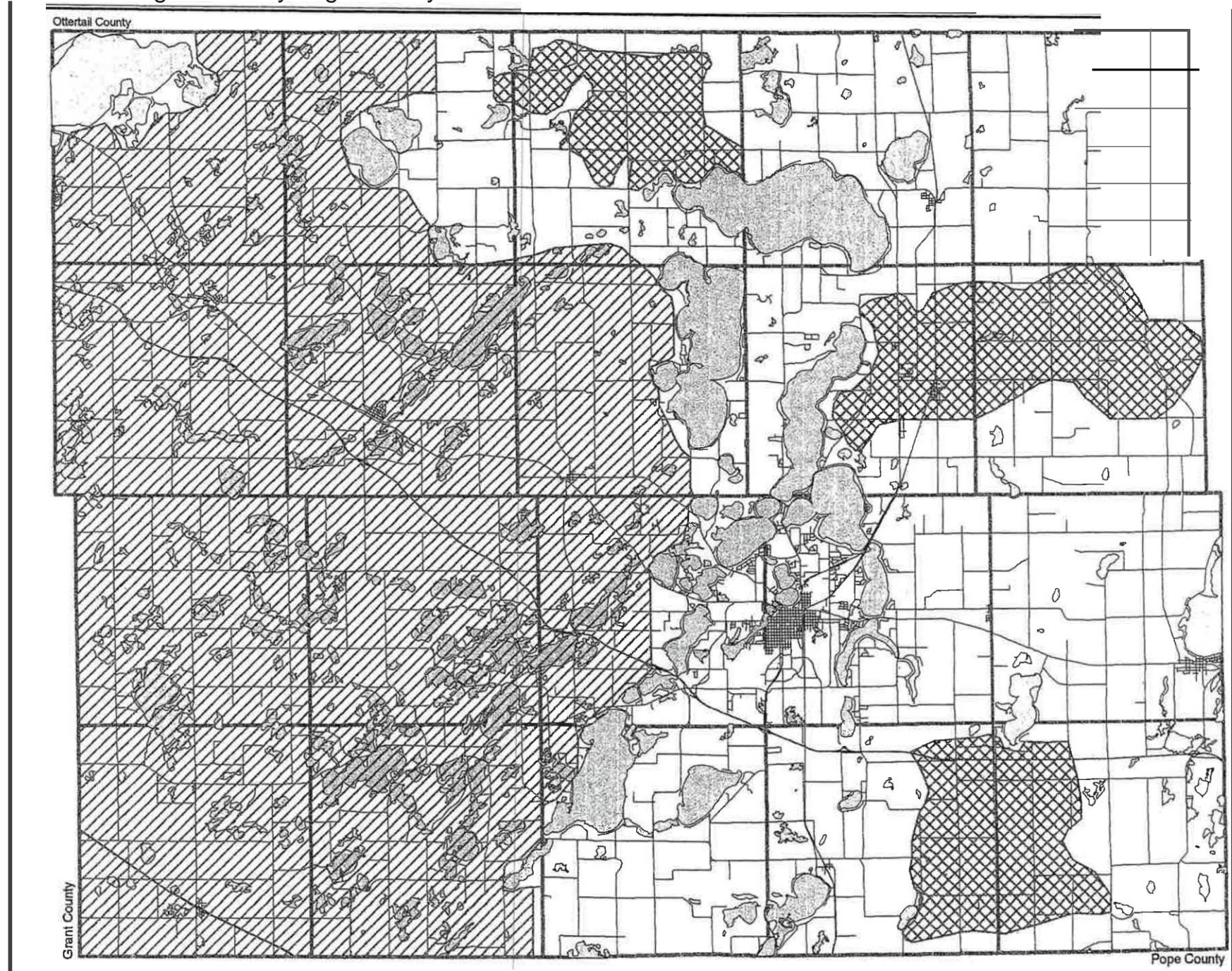
State Cost-Share Funds allocated to Douglas Soil and Water Conservation District for Fiscal Year 2016, totaled \$16,410. Of that, \$3,282 will be used for technical and administrative tasks. The remaining \$13,128 will be used on high priority erosion problems.

The Douglas Soil and Water Conservation District receives funds from the Board of Water and Soil Resources to be used for the District Cost-Share Program. The cost-share funds received from the State Board are spent in Douglas County on high priority erosion problems as listed in the Douglas County Water Plan and annual plan. For the year of 2016, the Douglas SWCD anticipates to spend the State Cost-Share Funds on the following practices. Approximately \$10,000.00 will be spent on sediment control structures which include pipe and tile outlets, sediment control blocks, terraces and diversions. Approximately \$3,128 will be spent on critical area stabilization projects.

The map on the following page indicates the high priority areas for both erosion and sedimentation to be addressed in Douglas County. The largest portion is in the western part of the county where the terrain is quite hilly and conservation practices are needed throughout this area. High priority feedlots are any feedlots located within 1000 feet of a lake or 300 feet from a watercourse or any feedlot runoff that is entering a wetland directly.



## Douglas County High Priority Erosion and Sedimentation Areas



Wind and Water Erosion

A Prepared by Douglas Soil and Water Conservation District, 2003

DOUGLAS SOIL AND WATER CONSERVATION DISTRICT PROPOSED 20  
16 BUDGET

REVENUE	2015 Projected	2016 Proposed
BWSR Service/RIM Grants	28,826	28,826
BWSR Work Grants C/S	13,128	13,128
BWSR Buffer Grant		100,000
County Grant	212,567	228,331
Water Plan County Levy	12,842	12,503
Water Plan Grant	12,077	12,077
WCA Grant	21,641	21,641
Tree Sales	29,000	32,000
Tree Planting	4,500	4,500
No-Till Drill Rental	7,500	9,650
Other Charges for Services	6,060	6,500
Interest Earnings	1,500	1,500
Other Misc. Revenue	7,000	13,500
Tubex Sales	5,000	5,000
Stake Sales	1,500	1,500
Fabric Sales	22,000	25,000
Total Revenue	385,141 =====	515,656 =====
<b>EXPENDITURES</b>		
Supervisor Compensation	6,500	6,500
Employee Salary	218,360	289,278
Employer Contribution - FICA	13,539	17,950
Employer Contribution - Medicare	3,166	4,200
Employer Contribution - PERA	16,383	21,700
Employer Contribution - PERA 5%	300	300
Employer Contribution - Insurance	46,215	73,050
Supervisors Expenses	2,000	2,000
Employee Expenses	1,000	1,000
<b>Office Maintenance</b>	21,000	21,000
<b>Professional Services</b>	3,000	0
Fees and Dues	4,300	4,300
Vehicle Expenses	6,000	6,000
Information & Education	2,000	2,000
Misc. Services and Charges	1,000	1,000
Office Supplies	3,000	3,000
Field Supplies	300	300
Equipment Purchases	1,000	25,000
State Cost-Share Projects	13,128	13,128
WCA Expenses	100	100
Water Plan Expenses	500	500
Tree Expenses	15,000	15,000
Newsletter Expenses	1,500	1,500
No-Till Drill Expenses	500	1,500
Misc. Project Expenses	250	250
Tubex Expenses	1,000	1,000
Stake Expenses	600	600
Fabric Expenses	3,500	3,500
Total Expenditures	385,141 =====	515,656 =====



## 2016 STAFFING NEEDS WORKSHEET

	Administrative	Technical	Clerical	Total
<b>A. Staff Days Available</b>				
1. District Coordinator	146	104	10	260
2. District Technician	6	251	3	260
3. District Secretary	65	13	182	260
4. Drill Program Manager		70		70
5. Land Use Technician/Water Plan	24	228	8	260
6. Conservation Technician	30	200	30	260
<b>B. Staff Days Needed</b>	<b>271</b>	<b>866</b>	<b>233</b>	<b>1370</b>
Workload Analysis Worksheet				
Objective	Administrative	Staff Days Technical	Clerical	Total
<b>I. Reduce wind and water erosion in Douglas County.</b>				
	15	90	22	127
<b>II. Maintain and improve the quality and quantity of our water resources for agriculture, commercial, industrial and recreational uses.</b>				
	15	88	33	136
<b>111. Administer the Douglas County Local Water Management Plan (LWMP)</b>				
	43	150	8	201
<b>IV. Promote Landowner participation in the RIM Program in the Crooked Lake Osakis Watershed</b>				
	15	70		85
<b>V. Implementation of the Wetland Conservation Act of 1991 Permanent Rules.</b>				
	68	148	11	227
<b>VI. Implement Buffer Law in Douglas County</b>				
	30	200	30	260
<b>VII. Promote landowner participation in and implement the Farmable Wetland program (FWP), RIM, Wetland Reserve Easement Program (WRE) Continuous CRP Programs General CRP and CREP Program</b>				
	9	33	1	43
<b>VIII. Assist the Natural Resources Conservation Service in implementing the 1995 Farm Bill.</b>				
	14	51	80	145
<b>IX. Create public awareness of Douglas Soil and Water Conservation District and Natural Resources Conservation Service and the services they offer.</b>				
	34	20	20	74
<b>X. Organization and management of District affairs involves other organizations and encourages on-going educational programs for Board Members and Staff.</b>				
	16	2	15	33
<b>XI. Keep abreast of State and Federal Legislation concerning Soil and Water Conservation Programs.</b>				
	7	2	5	14
<b>XII. Maintain, improve and expand county wildlife through conservation.</b>				
	3	10	6	19
<b>XIII. EEO and Civil Rights</b>				
	2	2	2	6
<b>TOTALS</b>	<b>271</b>	<b>866</b>	<b>233</b>	<b>1370</b>