

# **GOODHUE COUNTY SOIL AND WATER CONSERVATION DISTRICT**



**2011 ANNUAL PLAN OF WORK**  
**(January 1, 2011 – December 31, 2011)**

# I. INTRODUCTION

The mission of the Goodhue County Soil and Water Conservation District is to promote, educate and assist Goodhue County landusers in the adoption of best management practices that reduces soil erosion and protects surface and groundwater quality.

The major objectives of the Goodhue SWCD lay out the framework for addressing local resource problems and providing service to local residents. The following eight major objectives were adopted to help guide our programs and activities in 2011.

1. Provide technical assistance to Goodhue County landusers on planning and application of conservation practices that address natural resource problems in Goodhue County.
2. Accelerate the adoption of residue management practices by producers so that residue management practices are recognized as the conventional farming methods in Goodhue County.
3. Accelerate the adoption of Ag nutrient management practices that maximize profitable crop production and minimize negative environmental impacts.
4. Foster and strengthen productive working relationships with local, state and federal units of government and organizations to implement an integrated natural resource management program in Goodhue County.
5. Accelerate the awareness and understanding among farm and non-farm residents and legislature of how our daily activities impact natural resources in the county.
6. Strengthen working relationships with county school districts to encourage them to integrate environmental education materials and resources into their curriculum.
7. Effectively and efficiently administer allocated funds and program responsibilities to ensure fiscal responsibility and service to the public.
8. Utilize any programs or other funding sources that may be available through the USDA 2002 Farm Bill to achieve our conservation goals.

The following Plan of Work is organized with individual goals that were developed to address the major objectives. The District Board will implement the action items listed under each goal and Staff in cooperation with the USDA Natural Resources Conservation Service and other agencies in an effort to meet these identified goals.

All programs administered by the District and other programs that the District provides assistance to are addressed in **Section II. Plan of Work.** This section services the District as a planning tool to monitor program workload and staff, schedule activities and report accomplishments throughout the year.

All information required by the MN Board of Water and Soil Resources has been included in the Plan of Work Section or has been included in the following appendixes: 1. Cost-Share Program Requirements, 2. Staffing Needs, 3. Budget Requirements, and 4. Calendar of Events. In retrospect, it is recognized that larger budgets and staffing would be needed to fully address all concerns. In an effort to combat deficiencies in staffing and funding, assistance from other groups and individuals shall be canvassed and grant opportunities will be acted on. Services and volunteers, local wildlife groups and interested individuals will be utilized to aid us in the completion of our action items.

The District Board of Supervisors wish to thank the Goodhue County Board of Commissioners for their continued financial support and their partnership in addressing the natural resource problems and needs in Goodhue County. The District programs are made possible by a variety of local, state and federal funding sources and support mechanisms highlighted throughout this plan. The Board of Supervisors also wishes to thank all those who have contributed their time, talents and treasures.

All programs and services of the Goodhue County Soil and Water Conservation District are offered on a nondiscriminatory basis, without regard to race, color, national origin, religion, sex, age, marital status or handicap.

## Goodhue Co. SWCD Annual Report 2010

The SWCD promotes the establishment of vegetative buffers along all streams and rivers to filter out and trap pollutants before they enter the surface water. Working with Goodhue County and local townships, SWCD staff have helped many landowners understand the benefits and requirements for these buffers. Various programs offer incentives to establish these buffers, including CRP. A new Clean Water Legacy Grant coordinated thru the Rice SWCD and Cannon River Watershed Partnership was implemented that provided payments to establish buffers that can be hayed along public waters.

Erosion control and stormwater runoff control continue to be priorities, with two full time staff working in cooperation with our federal partner (NRCS) to survey, design, and monitor construction of these practices. SWCD staff assisted on the following projects which had State Cost Share funding:

1 Prescribed Burning of a Buffer, 4 Water and Sediment Control Basins, 1 Compost Barn, 1 Grassed Waterway, 1 Grade Stabilization Structure/Diversion, 4 Feedlot Fixes, 1 Manure Pit. These were funded with \$126,993 from State Cost-Share, \$53,798 from USDA EQIP funds and \$132,037 in landowner costs for a total of \$312,828. In addition SWCD staff assisted NRCS on 24 new contracts which resulted in 62 new practices being applied that included 2 Storm Water Ponds, 35 Basins, 3 Terraces and 22 Grassed Waterways; resulting in \$455,107 in EQIP payments.

Water Quality is a SWCD priority and is promoted through educational efforts, a nitrate well testing program, and stream quality monitoring on several streams, including the Little Cannon River, Butler Creek, Spring Creek, Pine Island Creek, Trout Brook, and the North Branch Zumbro River.

A County Feedlot Officer works as part of the SWCD staff to administer all parts of the County Feedlot Program. 1161 feedlots are registered, with 701 of them having over 50 Animal Units or within a shoreland area. 60 feedlots were inspected, 2 Construction Short Form or Interim Permits were issued. The SWCD works closely with county land-use staff on permitting issues when necessary.

Feedlot technical assistance is provided by SWCD technicians in coordination with engineering staff and nutrient management planning staff from the Non-Point Engineering Assistance program. This gives landowners technical assistance on complex feedlot runoff control projects. The Goodhue SWCD also has on staff an engineering technician dedicated to assisting on similar projects in addition to Nutrient Management Plans with manure spreader calibrations.

Through the SWCD's No-Till Drill Rental Program, the SWCD provides a John Deere 1590 no-till drill with an appropriate seed mix for use on newly constructed grass waterways. Seeding is done into the firm untilled soil to reduce erosion potential, and is a time saver to landowners who do not have to purchase small amounts of seed and locate a small drill that fits their new waterway. 47 landowners rented this drill in 2010 to plan 448.0 acres, many being less than 3 acre per use.

A Truax No-till drill available to rent from the SWCD for planting native grass and forbes. These seeds do not flow well through conventional planting equipment and must be planted very shallow. Because the seed is 'fluffy', each seed mix requires drill calibration to achieve proper planting rates. 14 landowners used this drill last year on 153.2 acres.

The SWCD also coordinates Low Interest Rate Loan Programs for both Ag Best Management Practices and Small Septic Treatment System repair or replacements. \$1.8 million in new loan funds have been allocated to Goodhue County thru this program since its start in 1995. As these loans can be 'revolved' during their first 10 years, the net result has been \$4.1 million in low interest loans.

Woodland management is promoted with a tree and shrub program along with providing a Forest Stewardship Planner in cooperation with the MN DNR Division of Forestry. 18,903 bare root trees and shrubs were sold last year to 133 individuals, provided with technical assistance when needed; including windbreak design, species recommendation, spacing, and other technical assistance.

### **BOARD OF SUPERVISORS**

John Jaeger – Chairman  
Larry Thomforde – Vice-Chairman  
Paul Voxland – Treasurer  
Donald Banks – Secretary  
Edward McNamara – Reporter

### **GOODHUE SWCD DISTRICT EMPLOYEES**

Josh Finnesgard – Feedlot Compliance Coordinator  
Chris Fritz – District Technician  
Coty Hyllengren – District Technician  
Beau Kennedy – Water Planner/Wetland Administrator  
Glen Roberson – District Manager  
Chris Wagner – Administrative Assistant

### **Cooperating Agencies:**

The Goodhue Co. SWCD works closely with many local, state, and federal agencies to complete its work. The following are some of our main cooperating partners:

Goodhue County (Administration, Public Works, Public Health, Land Use Management,  
County Attorney, Recorder Office)  
Cannon River Watershed Partnership  
Well Creek Watershed Partnership  
Zumbro River Watershed Partnership  
SE MN Water Resources Board  
SE SWCD Technical Support Joint Powers Board  
MN Board of Water & Soil Resources  
MN Department of Natural Resources: Forestry and Waters  
MN Pollution Control Agency  
University of MN Extension Service;  
USDA Natural Resources Conservation Service  
USDA Farm Service Agency

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**Goodhue Co. SWCD**

**NARRATIVE PLAN OF OPERATIONS**

**Fiscal Year: 2011**

## Plan of Operations

**OBJECTIVE: 1:** Provide technical assistance to Goodhue County landusers on planning and application of conservation practices that address natural resource problems in Goodhue County.

**GOAL: 1** Promote, administer and provide technical assistance to landowners on **state cost-share programs** available through the District.

**ACTION ITEM #1.** Inform county landowners about practices eligible for state cost-share funding through District information activities and one-on-one contacts.

**RESPONSIBLE PERSON:** Fritz, Hyllengren, SWCD Staff

**ACTION ITEM #2.** Provide technical planning assistance to landowners interested in state cost-share funding.

**RESPONSIBLE PERSON:** Fritz, Hyllengren, SWCD Staff, NRCS Staff

**ACTION ITEM #3.** Adopt practice priorities for state cost-share program based on soil erosion and water quality impacts.

**RESPONSIBLE PERSON:** Roberson, Steger, Hyllengren, Fritz, SWCD Board

**ACTION ITEM #4.** Request cost-share special project funds when available for projects on the work commitment list.

**RESPONSIBLE PERSON:** Roberson, Fritz, Hyllengren

**GOAL: 2.** Provide **technical assistance** to landusers in the planning, surveying, designing and construction of conservation practices being applied through **CRP, EQIP, and other appropriate federal cost-share programs.**

**ACTION ITEM #1.** Complete needs on CRP, and EQIP referrals for conservation practices.

**RESPONSIBLE PERSON:** Fritz, Steger, Hyllengren, SWCD Staff, NRCS Staff

**ACTION ITEM #2.** Provide technical assistance on site for surveying and design of conservation practices being installed under cost-share programs.

**RESPONSIBLE PERSON:** Fritz, Hyllengren, SWCD Staff, NRCS Staff

**ACTION ITEM #3.** Provide technical assistance on site during construction of conservation practices being applied under cost-share programs.

**RESPONSIBLE PERSON:** Fritz, Hyllengren, SWCD Staff, NRCS Staff

**ACTION ITEM #4.** Make landowner contacts, both one on one and group meetings, in targeted watersheds to inform and assist landowners on available programs.

RESPONSIBLE PERSON: Fritz, Hyllengren, Kennedy, SWCD Staff, NRCS Staff

**GOAL: 3.** Promote and provide technical landowner assistance on **long-term land retirement programs** available to landusers through State and Federal programs.

**ACTION ITEM #1.** **Process CREP/ RIM Reserve signups.** Develop conservation plans for new RIM Reserve participants and complete work associated with easements.

RESPONSIBLE PERSON: Fritz, Kennedy, Hyllengren, Roberson, SWCD Board

**ACTION ITEM #2.** Develop methods for enhancing certain RIM and CREP easements by promoting diversity in the planted cover.

RESPONSIBLE PERSON: Fritz, Kennedy, Hyllengren, SWCD Staff.

**ACTION ITEM #3.** Assist NRCS in servicing landowners interested in USDA programs such as WHIP and Wetland Reserve Program as workload and time permits.

RESPONSIBLE PERSON: Hyllengren, Kennedy, Fritz,

**ACTION ITEM #4.** Promote the continuation of the CRP program. Assist landowners with CRP Continuous and Regular signup and expiring CRP contracts.

RESPONSIBLE PERSON: Hyllengren, Fritz, SWCD Staff

**ACTION ITEM #5.** Process applications for Conservation Reserve Program and assist landowners with plan development and application on approved contracts.

RESPONSIBLE PERSON: Steger, Fritz, Hyllengren

**GOAL: 4.** Promote and provide technical assistance to landowners applying **forestry practices** on private lands through available programs and agency partnerships.

**ACTION ITEM #1.** Administer the District Tree Program that includes planning and designing of windbreaks, and tree sales.

RESPONSIBLE PERSON: Roberson, Wagner, SWCD Staff

**ACTION ITEM #2.** Augment the District Tree Program by providing services including tree mats, tree fertilizer packs.

RESPONSIBLE PERSON: Roberson, Wagner

**ACTION ITEM #3.** Provide assistance and financial support for the Forestry Stewardship Program to implement project grant work plan in cooperation with DNR Forester.

RESPONSIBLE PERSON: Roberson, Wagner, SWCD Staff, DNR Forestry

**ACTION ITEM #4.** Promote the Stewardship Incentive Program and other available forestry programs.

RESPONSIBLE PERSON: SWCD Staff, NRCS Staff, DNR Forestry

**ACTION ITEM #5.** Assist with applications for the Forestry Incentive Program and similar programs to assist landowners with plan development and implementation on accepted contracts.

RESPONSIBLE PERSON: SWCD Staff, Steger, DNR Forestry

**GOAL: 5.** Administer the State **Wetland Conservation Act** and County Wetland Program in coordination with Goodhue County.

**ACTION ITEM #1.** Meet jointly with the County Board of Commissioners to review WCA implementation and review WCA activities from the previous year.

RESPONSIBLE PERSON: SWCD Board, Kennedy, Roberson

**ACTION ITEM #2.** Coordinate WCA implementation procedures with appropriate County and State Departments.

RESPONSIBLE PERSON: Kennedy, Roberson

**ACTION ITEM #3.** Coordinate the Technical Evaluation Panel to review replacement plans and provide recommendations to the planning advisory board.

RESPONSIBLE PERSON: Kennedy, SWCD Staff

**ACTION ITEM #4.** Provide assistance to Ag producers, county residents, and units of government in working with various wetland protection programs as well as implementing the Wetland Conservation Act.

RESPONSIBLE PERSON: Kennedy, SWCD Staff, SWCD Board, Steger

**GOAL: 6.** Provide one-on-one technical assistance to landowners in planning and **applying Best Management Practices.**

**ACTION ITEM #1.** Provide conservation planning and plan revision assistance to landowners.

RESPONSIBLE PERSON: Fritz, Hyllengren, SWCD Staff, NRCS Staff

**ACTION ITEM #2.** Provide assistance to landowners in planning and applying priority conservation practices on non-highly erodible acres.

RESPONSIBLE PERSON: Fritz, Hyllengren, SWCD Staff, NRCS Staff

**GOAL:** 7. Promote the application of Agricultural Best Management Practices through participation in the State Revolving Fund program.

**ACTION ITEM #1.** Participate as a member of the Southeast Soil and Water Conservation Districts Technical Support Joint Powers Board.

**RESPONSIBLE PERSON:** SWCD Board, Roberson, Wagner

**ACTION ITEM #2.** Administer the duties of Host and Fiscal District for the Southeast SWCD Technical Support Joint Powers Board; which provides technical engineering staff for the Non-Point Engineering Assistance Program (NPEA).

**RESPONSIBLE PERSON:** SWCD Board, Roberson, Wagner

**ACTION ITEM #3.** Administer the Ag BMP and Individual Sewage Treatment System (ISTS) loan programs for Goodhue County.

**RESPONSIBLE PERSON:** Wagner, Roberson, SWCD Board

**ACTION ITEM #4.** Provide technical assistance for the implementation of NPEA Best Management Practices.

**RESPONSIBLE PERSON:** Hyllengren, Fritz, SWCD Staff, NRCS Staff

**ACTION ITEM #5.** Promote cooperation with NRCS, FSA, Goodhue County, and others to enhance the NPEA Program.

**RESPONSIBLE PERSON:** Wagner, Roberson, SWCD Board, SWCD Staff

**GOAL:** 8. Promote and provide technical assistance to landowners on **Streambank stabilization** using bioengineering techniques such as tree revetments.

**ACTION ITEM #1.** Inform landowners on streambank stabilization using tree revetment.

**RESPONSIBLE PERSON:** Kennedy, Hyllengren, Fritz.

**ACTION ITEM #2.** Promote the use of alternative streambank stabilization practices for demonstration purposes.

**RESPONSIBLE PERSON:** Kennedy, Hyllengren, Fritz, SWCD Staff

**ACTION ITEM #3.** Evaluate effectiveness of established streambank stabilization projects.

**RESPONSIBLE PERSON:** Kennedy, Hyllengren, Fritz, NRCS Staff

**GOAL:** 9. Promote soil conservation on construction practices through the use of **No-Till seeding, mulching, hydro seeding** and other conservation practices.

**ACTION ITEM #1.** Provide an equipment program designed to establish seedings for use in conjunction with construction practices where this equipment is not readily available to the land user.

RESPONSIBLE PERSON: Fritz, Hyllengren, SWCD Staff, NRCS Staff

**ACTION ITEM #2.** Promote benefits of mulching, anchored residue, and no-till in reducing erosion on construction sites through demonstrations, newsletter, and other methods.

RESPONSIBLE PERSON: Fritz, Hyllengren, SWCD Staff, NRCS Staff

**GOAL: 10.** Promote Native plant establishment and maintenance.

**ACTION ITEM #1.** Encourage the use of controlled burning of vegetation to maintain native plant communities.

RESPONSIBLE PERSON: Fritz, Kennedy, Hyllengren, SWCD Staff, SWCD Board.

**ACTION ITEM #2.** Promote the establishment of native grass and forbes by coordinating a seed and drill program specifically for this specialty type of seeding in CRP, RIM, and other appropriate areas.

RESPONSIBLE PERSON: Fritz, Hyllengren, Kennedy, SWCD Staff, SWCD Board.

**ACTION ITEM #3.** Promote and demonstrate to landowners the benefits of planting native species vs. non-native species.

RESPONSIBLE PERSON: Fritz, Roberson, Kennedy, NRCS

**OBJECTIVE: 2.** Accelerate the adoption of residue management practices by crop producers so that residue management practices are recognized as the conventional farming methods in Goodhue County.

**GOAL: 1.** Promote hands-on experience with no-till planting.

**ACTION ITEM #1.** Act as a referral agent for potential no-tillers to the owners of no-till planters and drills in respective locals.

RESPONSIBLE PERSON: Fritz, Hyllengren, SWCD Staff

**GOAL: 2.** Sponsor information and education activities that provide up-to-date technology on residue management options and techniques.

**ACTION ITEM #1.** Communicate with local agri-businesses involved with crop pesticide application and farm equipment sales to both inform and to be informed on the subject of residue management.

RESPONSIBLE PERSON: Fritz, Hyllengren

**ACTION ITEM #2.** Develop timely news articles for publication exemplifying no-till farming in relation to land and water stewardship and economics.

RESPONSIBLE PERSON: Hyllengren, Fritz, SWCD Staff, NRCS

**GOAL: 3.** Coordinate informational group tours to demonstration sites for Goodhue county producers as opportunities arise to compliment District activities.

**ACTION ITEM #1.** Arrange to visit areas where the effects of long-term no-till crop production can be witnessed by Goodhue county producers and technical staff.

RESPONSIBLE PERSON: Hyllengren, Fritz, SWCD Staff, NRCS

**ACTION ITEM #2.** Arrange accommodations to local and national seminars as producer interest dictates and workload permits.

RESPONSIBLE PERSON: Hyllengren, Fritz, SWCD Staff

**OBJECTIVE: 3.** Accelerate the adoption of Ag nutrient management practices that maximize profitable crop production and minimize negative environmental impacts.

**GOAL: 1.** Provide one-to-one technical assistance to Goodhue County Ag producers requesting assistance on nutrient management and manure management practices.

**ACTION ITEM #1.** Assist livestock producers in establishing manure management demonstrations to show cost-effective methods of manure utilization.

RESPONSIBLE PERSON: Finnesgard, Hyllengren, Steger, Extension

**ACTION ITEM #2.** Work directly with ag producers in developing an on-farm nutrient management plan for their operation.

RESPONSIBLE PERSON: Finnesgard, Hyllengren, Steger, Staff

**ACTION ITEM #3.** Provide necessary technical training to personnel assigned to nutrient management projects.

RESPONSIBLE PERSON: SWCD Board, NRCS

**ACTION ITEM #4.** Keep up-to-date on new technologies and management alternatives for nutrient and manure management.

RESPONSIBLE PERSON: Finnesgard, Hyllengren, NRCS

**ACTION ITEM #5.** Coordinate and promote manure spreader calibrations for producers in Goodhue County.

RESPONSIBLE PERSON: Finnesgard, Hyllengren, SWCD Staff

**ACTION ITEM #6.** Conduct informational meetings on nutrient management issues.

RESPONSIBLE PERSON: Finnesgard, Hyllengren, NRCS

**ACTION ITEM #7.** Promote incentive programs for nutrient management implementation.

RESPONSIBLE PERSON: Hyllengren, Finnesgard, Kennedy, SWCD Staff, NRCS

**GOAL: 2.** Inform livestock producers on benefits of manure collection, storage and handling systems and assist them in planning a system that will work for their operations.

**ACTION ITEM #1.** Make initial landowner contact by referral and work commitment list to assess interest.

RESPONSIBLE PERSON: Finnesgard, Hyllengren, NRCS

**ACTION ITEM #2.** Make follow-up visit to livestock operations that express interest in manure management systems.

RESPONSIBLE PERSON: Hyllengren, Finnesgard, NRCS

**ACTION ITEM #3.** Develop nutrient management plans with interested landowners that include a survey and review of existing livestock buildings, feedlot area and handling systems to determine potential pollution for cost-share eligibility. Coordinate efforts with Feedlot Program (Objective 8)

RESPONSIBLE PERSON: Hyllengren, Finnesgard, NRCS

**ACTION ITEM #4.** Assist landowners through the paperwork necessary for implementing a nutrient management system for their operation.

RESPONSIBLE PERSON: Hyllengren Finnesgard, NRCS

**ACTION ITEM #5.** Follow-up and review nutrient management systems developed and installed.

RESPONSIBLE PERSON: Hyllengren, Finnesgard, NRCS

**GOAL: 3.** Develop and conduct an accelerated information campaign that features local demonstrations and transfers nutrient management technologies to ag producers.

**ACTION ITEM #1.** Publish news articles announcing program and promoting on-farm resource management practices.

RESPONSIBLE PERSON: Finnesgard, Hyllegren, Kennedy, NRCS, Extension

**ACTION ITEM #2.** Plan and conduct a summer field day, with local groups such as the Corn Growers Association that incorporates a manure management field demonstration.

RESPONSIBLE PERSON: Finnesgard, Hyllegren, NRCS

**ACTION ITEM #3.** Transfer technologies/experiences of the manure management demonstration results through news releases, fact sheets and one-on-one landowner assistance.

RESPONSIBLE PERSON: Hyllegren, Kennedy, NRCS

**ACTION ITEM #4.** Distribute manure-sampling kits to Goodhue County livestock producers.

RESPONSIBLE PERSON: Finnesgard, SWCD Staff

**GOAL: 4.** Promote "precision farming" practices of placing nutrients at the best location and rate for best use by the crop and least adverse impact on the environment.

**ACTION ITEM #1.** Provide training and information to District Staff on Precision Farming technology.

RESPONSIBLE PERSON: SWCD Board, SWCD Staff, NRCS

**ACTION ITEM #2.** Coordinate efforts with the County and State to make data available to Ag producers that are necessary for Precision Farming, such as digitized soil maps and field maps; and maps of environmentally sensitive areas.

RESPONSIBLE PERSON: SWCD Staff, SWCD Board, NRCS

**ACTION ITEM #3.** Work with area businesses and others that offer precision farming services to ag producers to gain countywide adoption of this type of best management practice and ensure its success.

RESPONSIBLE PERSON: SWCD Staff, SWCD Board, NRCS

**OBJECTIVE: 4.** Foster and strengthen productive working relationships with local, state and federal units of government and organizations to implement an integrated natural resource management program in Goodhue County.

**GOAL: 1.** Inform and educate County Commissioners on how SWCD programs serve Goodhue County residents and county government.

**ACTION ITEM #1.** Send commissioners current information on SWCD programs and activities and provide them copies of the annual report and annual plan.

RESPONSIBLE PERSON: Roberson, Wagner, SWCD Board

**ACTION ITEM #2.** Update county commissioners on program activity by presenting information at commissioners meeting semi-annually.

RESPONSIBLE PERSON: Roberson, SWCD Board

**GOAL:** 2. Coordinate and administer all required water plan revisions and implementation actions of the Comprehensive Local Water Plan to meet the needs of Goodhue county residents.

**ACTION ITEM #1.** Coordinate and provide representation at regular Technical Water Plan Committee Meetings.

RESPONSIBLE PERSON: Kennedy, Roberson, SWCD Staff

**ACTION ITEM #2.** Distribute well water testing kits to Goodhue landusers.

RESPONSIBLE PERSON: Wagner, Kennedy, SWCD Staff

**ACTION ITEM #3.** Provide technical assistance to County Commissioners in implementing the soil survey update for Goodhue County.

RESPONSIBLE PERSON: NRCS, Roberson, SWCD

**ACTION ITEM #4.** Serve as Goodhue County's representative to the Southeast Minnesota Water Resources Board technical committee.

RESPONSIBLE PERSON: Kennedy, Roberson

**ACTION ITEM #5.** Work with cooperating agencies to ensure goals and actions items are current and water plan goals are completed based on workload and funding.

RESPONSIBLE PERSON: Kennedy, Roberson, SWCD Staff

**ACTION ITEM #7.** Coordinate the Water Plan Policy Committee during implementation of the revised Goodhue County Comprehensive Local Water Plan.

RESPONSIBLE PERSON: Kennedy, Banks, Roberson

**ACTION ITEM #8.** Develop annual Water Plan Implementation Budget and apply for grants to fund its implementation.

RESPONSIBLE PERSON: Kennedy, Roberson, SWCD Staff

**ACTION ITEM #9.** Complete and submit annual Comprehensive Local Water Plan report as required.

RESPONSIBLE PERSON: Kennedy, Roberson, SWCD Staff

**ACTION ITEM #10.** Coordinate Comprehensive Local Water Plan Revision (10 Year Plan).

RESPONSIBLE PERSON: Kennedy, Roberson, SWCD Staff

**GOAL:** 3. Work with local, state and federal units of government in addressing soil and water resource concerns in Goodhue County.

**ACTION ITEM #1.** Promote on-going local, state and federal conservation programs which could benefit local landowners or operators.

RESPONSIBLE PERSON: Roberson, SWCD Board, SWCD Staff

**ACTION ITEM #2.** Invite cooperating agencies to the District's annual planning meeting to share ideas and provide input to program goals and objectives.

RESPONSIBLE PERSON: Roberson, SWCD Board

**ACTION ITEM #3.** Review memorandums of understanding with agencies and revise when needed to effectively implement District Programs.

RESPONSIBLE PERSON: Roberson, SWCD Board

**ACTION ITEM #4.** Work with cooperating agencies on educational activities when they jointly address District goals and objectives.

RESPONSIBLE PERSON: Roberson, Kennedy, SWCD Staff, NRCS

**ACTION ITEM #5.** Review DNR water permits and carry out necessary site inspections to ensure soil erosion is addressed at permitting sites.

RESPONSIBLE PERSON: Kennedy, SWCD Staff

**ACTION ITEM #6.** Assist MN Climatology Office in precipitation records by administrating the county rain gauge monitoring program.

RESPONSIBLE PERSON: Wagner, Roberson

**ACTION ITEM #7.** Provide technical assistance to Goodhue County landowners on request for compliance with the Soil Loss Ordinance.

RESPONSIBLE PERSON: Hyllengren, Kennedy, Fritz, SWCD Staff

**GOAL:** 4. Provide input and assistance to organizations who have common objectives and when activities complement SWCD program implementation.

**ACTION ITEM #1.** Provide SWCD Board representation at regular Cannon and Zumbro River Watershed Partnership Meetings.

**RESPONSIBLE PERSON:** SWCD Board, Kennedy, Roberson

**ACTION ITEM #2.** Promote the MN Association of Soil and Water Conservation Districts and the National Association of Conservation Districts through paid membership and involvement in policy and issues.

**RESPONSIBLE PERSON:** SWCD Board, SWCD Staff

**ACTION ITEM #3.** Provide technical assistance to organizations in the area of soil and water resource management when requested and workload permits.

**RESPONSIBLE PERSON:** SWCD Staff, NRCS

**ACTION ITEM #4.** Provide assistance to watershed groups/alliances in planning and implementing a watershed based approach to natural resource management. (Wells Creek, Cannon River Watershed, Zumbro River Watershed, BALMM, Vermilion River Watershed)

**RESPONSIBLE PERSON:** Kennedy, Roberson, SWCD Staff, NRCS

**ACTION ITEM #5.** Serve on Committees whose objectives are consistent with the Goodhue Co. SWCD's mission; and as requested by such groups as Goodhue County, FSA, NRCS, MASWCD, and SE Water Resources Joint Powers Board.

**RESPONSIBLE PERSON:** Roberson, Kennedy, SWCD Staff, SWCD Board

**ACTION ITEM #6.** Emphasize conservation planning and implementation in the targeted sub-watersheds of the Cannon River, Zumbro River, and Wells Creek.

**RESPONSIBLE PERSON:** Kennedy, Fritz, Hyllengren, NRCS

**OBJECTIVE:** 5. Accelerate the awareness and understanding among farm and non-farm residents and Legislature of how our daily activities impact natural resources in the county.

**GOAL:** 1. Utilize news media when opportunity arises to promote District programs and confirm our position on resource management issues.

**ACTION ITEM #1.** Develop and send monthly news release to county papers to inform residents about District programs and activities.

**RESPONSIBLE PERSON:** Roberson, Wagner, SWCD Staff

**ACTION ITEM #2.** Develop feature news articles on landowners that have implemented best management practices and/or nutrient management plans on their land.

RESPONSIBLE PERSON: Hyllengren, Finnesgard, , Fritz, SWCD Staff

**ACTION ITEM #3.** Assist news media on reporting accurate information on SWCD's programs and recommendations.

RESPONSIBLE PERSON: Roberson, SWCD Staff, SWCD Board

**ACTION ITEM #4.** Promote the Goodhue Co. SWCD through increased advertising and use of the Goodhue Co. SWCD Internet Web Site.

RESPONSIBLE PERSON: Roberson, Kennedy, SWCD Board

**GOAL: 2.** Cooperate with Goodhue County Departments in publishing newsletters sent out to producers and residents in the county.

**ACTION ITEM #1.** Plan and write new articles for SWCD newsletter.

RESPONSIBLE PERSON: SWCD Staff, NRCS

**ACTION ITEM #2.** Develop and update mailing list of key community leaders and organizations.

RESPONSIBLE PERSON: Wagner, SWCD Staff

**ACTION ITEM #3.** Submit articles to Watershed newsletters when requested and/or opportunity arise.

RESPONSIBLE PERSON: SWCD Staff, NRCS

**ACTION ITEM #4.** Develop contacts with local radio stations for airing public service messages and promotional items for district programs.

RESPONSIBLE PERSON: SWCD Staff, SWCD Board, NRCS

**GOAL: 3.** Recognize local residents who practice land and water stewardship and report on accomplishments of the District.

**ACTION ITEM #1.** Select the Goodhue County Conservation Farmer of the Year and present award at recognition event and Host them at the annual MASWCD Convention.

RESPONSIBLE PERSON: SWCD Board, SWCD Staff

**ACTION ITEM #2.** Co-sponsor the Outstanding Woodland Manager of the Year in cooperation with DNR and present award at recognition event.

RESPONSIBLE PERSON: SWCD Board, DNR Forestry

**ACTION ITEM #3.** Publish feature article on award winners in the local newspapers.

RESPONSIBLE PERSON: SWCD Staff, NRCS

**GOAL:** 4. Provide staff time and resources for promoting SWCD activities and programs during community functions when time and workload permits.

**ACTION ITEM #1.** Explore opportunities for displaying information on current resource issues at business locations and/or at community functions.

RESPONSIBLE PERSON: SWCD Board, Kennedy, SWCD Staff

**ACTION ITEM #2.** Provide staff time to make presentations to civic organizations when requested and workload permits.

RESPONSIBLE PERSON: SWCD Staff, NRCS

**ACTION ITEM #3.** Attend Legislative SWCD Day At The Capital.

RESPONSIBLE PERSON: Roberson, SWCD Board

**GOAL:** 5. Promote and encourage county churches to actively observe Soil and Water Stewardship Week during May.

**ACTION ITEM #1.** Facilitate ordering of materials for observing Soil and Water Stewardship Week for County Churches.

RESPONSIBLE PERSON: SWCD Board, SWCD Staff

**GOAL:** 6. Provide meaningful reports on District Assistance to the County and its residents.

**ACTION ITEM #1.** Work with NRCS to organize progress reports on activities on a regular basis.

RESPONSIBLE PERSON: Roberson, Wagner, NRCS

**ACTION ITEM #2.** Utilize the BWSR sponsored reporting system (e-Links) for reporting and tracking District activities.

RESPONSIBLE PERSON: Roberson, Kennedy, Hyllengren, Finnesgard

**OBJECTIVE:** 6. Strengthen working relationships with county school districts to encourage them to integrate environmental education materials and resources into their curriculum.

**GOAL:** 1. Sponsor and conduct the annual 6th grade conservation field day for Goodhue County School Districts.

**ACTION ITEM #1.** Organize agencies involved in co-sponsoring the field day and provide staff time to begin making plans.

RESPONSIBLE PERSON: Wagner, Roberson, SWCD Staff

**ACTION ITEM #2.** Develop learning stations for the field day, assign responsibility, and line up presenters.

RESPONSIBLE PERSON: Wagner, Fritz, Roberson, SWCD Staff

**ACTION ITEM #3.** Contact schools for participation and schedule times.

RESPONSIBLE PERSON: Wagner, Kennedy, SWCD Staff

**ACTION ITEM #4.** Provide staff and supervisor time during the field day in September.

RESPONSIBLE PERSON: SWCD Staff, SWCD Board, NRCS

**GOAL: 2.** Assist with FFA Contour Line and Soil Judging Practice session for county FFA Chapters.

**ACTION ITEM #1.** Assist in finding a site for both soil pits for judging and suitable for practicing layout of contour line.

RESPONSIBLE PERSON: Hyllengren, Fritz, SWCD Staff

**ACTION ITEM #2.** Provide adequate staff for practice session.

RESPONSIBLE PERSON: Fritz, Hyllengren, SWCD Staff, NRCS

**GOAL: 3.** Co-sponsor and assist Area VII SWCDs in developing and implementing an area Envirothon Contest in May for Grades 9-12.

**ACTION ITEM #1.** Provide representation on the area planning committee for the Area VII Envirothon Contest.

RESPONSIBLE PERSON: Wagner, SWCD Staff

**ACTION ITEM #2.** Provide annual dues contribution to co-sponsor the Area VII Envirothon Contest.

RESPONSIBLE PERSON: SWCD Board

**ACTION ITEM #3.** Contact county schools to encourage participation by entering a team of 9-12 graders into the contest.

RESPONSIBLE PERSON: Wagner, SWCD Staff

**ACTION ITEM #4.** Provide staff person to develop and present materials for a learning station.

RESPONSIBLE PERSON: Kennedy, Wagner, SWCD Staff

**ACTION ITEM #5.** Provide up to three staff days for helping to conduct the Envirothon Contest on the scheduled day.

RESPONSIBLE PERSON: Wagner, Kennedy, SWCD Staff

**GOAL:** 4. Explore opportunities to work with K-12 instructors and students to promote the use of environmental education curriculum.

**ACTION ITEM #1.** Develop contacts within the county schools with instructors and curriculum directors.

**RESPONSIBLE PERSON:** Kennedy, Wagner, SWCD Staff

**ACTION ITEM #2.** Organize and update library and curriculum resource materials for easy access for schools and requests for educational materials.

**RESPONSIBLE PERSON:** Wagner, SWCD Staff, NRCS

**OBJECTIVE:** 7. Effectively and efficiently administer allocated funds and program responsibilities to ensure fiscal responsibility and service to the public.

**GOAL:** 1. Develop and utilize updated resource management tools to plan and address priority concerns and current needs.

**ACTION ITEM #1.** Utilize progress reporting of District programs to determine status of land treatment and program implementation.

**RESPONSIBLE PERSON:** Roberson, Wagner, SWCD Staff

**ACTION ITEM #2.** Track staff time spent on District objectives and resource concerns to determine analyze and prioritize staff workload.

**RESPONSIBLE PERSON:** Roberson, Wagner, SWCD Staff

**ACTION ITEM #3.** Develop an annual plan with input from cooperating agencies to augment the District's comprehensive plan objectives and reflect current programs and needs.

RESPONSIBLE PERSON: Roberson, SWCD Staff, SWCD Board

**GOAL: 2.** Implement District programs based on sound financial planning and budgeting to ensure efficient use of public generated funds.

**ACTION ITEM #1.** Reorganize Board of Supervisors and assign members to committees.

RESPONSIBLE PERSON: SWCD Board, Roberson

**ACTION ITEM #2.** The District Board of Supervisors will conduct monthly board meetings to plan, monitor, administer and set policy for District programs and schedule special board meeting as needed.

RESPONSIBLE PERSON: Roberson, SWCD Board, SWCD Staff

**ACTION ITEM #3.** Record, report, and document District financial activities on a modified accrual accounting basis with checks and balances to ensure financial accountability.

RESPONSIBLE PERSON: Roberson, Wagner, SWCD Board

**ACTION ITEM #4.** Develop annual report of District accomplishments and financial statements and submit to necessary entities as outlined in District Operating Handbook.

RESPONSIBLE PERSON: Roberson, Wagner, SWCD Board

**ACTION ITEM #5.** Contract with an independent auditing firm to audit the district's financial records to stay in compliance with generally accepted accounting procedures as required.

RESPONSIBLE PERSON: SWCD Board, Roberson, Wagner

**GOAL: 3.** Increase technical and managerial capability of District staff and supervisors.

**ACTION ITEM #1.** Evaluate training needs for all employees and supervisors.

RESPONSIBLE PERSON: Roberson, SWCD Board, NRCS

**ACTION ITEM #2.** Prioritize requests for on-the-job training and formal training through NRCS, BWSR and outside sources, and inform effected agencies.

RESPONSIBLE PERSON: Roberson, SWCD Board, NRCS

**ACTION ITEM #3.** Conduct employee performance reviews and annually review with personnel committee.

RESPONSIBLE PERSON: Roberson, SWCD Board

**ACTION ITEM #4.** Update personnel policy as needed to ensure that it reflects current conditions and includes state and federal required employee policy.

**RESPONSIBLE PERSON:** Roberson, Wagner, SWCD Board

**GOAL:** 4. Implement appropriate programs to ensure compliance with state and federal laws.

**ACTION ITEM #1.** Use Non-Discrimination policies and statements as appropriate.

**RESPONSIBLE PERSON:** Roberson, Wagner, SWCD Board, SWCD Staff

**ACTION ITEM #2.** Train Supervisors and staff on appropriate codes of conduct to ensure elimination of harassment of personnel and clients.

**RESPONSIBLE PERSON:** Roberson, BWSR, SWCD Board

**GOAL:** 5. Promote the use of volunteers to assist with the District's activities.

**ACTION ITEM #1.** Recruit volunteers to assist with District Projects.

**RESPONSIBLE PERSON:** Roberson, SWCD Board, NRCS

**ACTION ITEM #2.** Develop and maintain a list of activities that volunteers can do with minimal supervision.

**RESPONSIBLE PERSON:** Roberson, Steger, Wagner

**OBJECTIVE:** 8. Provide technical and administrative assistance to ensure compliance with State and County Feedlot rules.

**GOAL:** 1. Coordinate the County Feedlot Program.

**ACTION ITEM #1.** Coordinate feedlot registration program within Goodhue County.

**RESPONSIBLE PERSON:** Finnesgard, Roberson

**ACTION ITEM #2.** Inspect feedlots, respond to complaints, and coordinate all other items according to Feedlot Delegation Agreement.

**RESPONSIBLE PERSON:** Finnesgard, SWCD Staff

**ACTION ITEM #3.** Coordinate all feedlot related permitting activities with Goodhue County.

**RESPONSIBLE PERSON:** Finnesgard, SWCD Staff

**ACTION ITEM #4.** Provide recommendations and assistance to Goodhue County related to Feedlot issues, including Land Use Ordinance revisions necessary due to the new State Feedlot rules.

RESPONSIBLE PERSON: Finnesgard, SWCD Staff

**GOAL: 2.** Provide technical assistance to livestock operations designed to achieve State and Local feedlot compliance.

**ACTION ITEM #1.** Provide site visits to assess resource concerns.

RESPONSIBLE PERSON: Finnesgard, Fritz, Hyllengren, NRCS

**ACTION ITEM #2.** Assist feedlot operations by providing survey, advice on compliance options, design, and installation of feedlot Best Management Practices.

RESPONSIBLE PERSON: Finnesgard, Fritz, Hyllengren, SWCD Staff

**ACTION ITEM #3.** Work cooperatively with the County and State in the Feedlot permitting process; including Feedlot Registration.

RESPONSIBLE PERSON: Finnesgard, SWCD Staff, NRCS

**ACTION ITEM #4.** Maintain a list of engineering resources that provide service in Goodhue County.

RESPONSIBLE PERSON: Finnesgard, Wagner, NRCS

**ACTION ITEM #5.** Stay informed of current Feedlot issues.

RESPONSIBLE PERSON: Finnesgard, Hyllengren, SWCD Staff, NRCS

**1. COST-SHARE PROGRAM  
REQUIREMENTS**

# 1. COST SHARE PROGRAM REQUIREMENTS

## A. High Priority Resource Problems / Needs

### 1. High Priority Erosion and Water Quality Problems

**High priority erosion problems have been defined as:**

*“Areas where erosion from wind or water is occurring on Class I – IV soils equal to or in excess of 2 x T tones per acre per year or any area within 300 feet of a water course or within 1,000 feet of a water basin or wetland eroding by water in excess of T tons per acre per year. The water basin, wetland, or water course must be classified by the Department of Natural Resources as a protected water.”*

Wetlands have been extensively drained and impaired within Goodhue County. In addition to the above criteria, practices that address erosion and water quality issues directly associated with any wetland will be prioritized and promoted.

### 2. High Priority Sedimentation / Definition

**High priority sedimentation problems have been defined as:**

*“Areas within 300 feet of a water course or 1,000 feet of a water basin or wetland where the water erosion rate exceeds three tons per acre per year or areas where the district can show that sediment delivery occurs from a watershed or direct conveyance structure such as a storm sewer or paved outlet channel discharging to these waters. The water basin, wetland, or water course must be classified by the Department of Natural Resources as a protected water.”*

Streambank erosion and sedimentation continues to be a major problem in Goodhue County. The District will continue to promote innovative streambank treatment methods such as buffers, tree revetments and bio-engineering methods. Practices that address sedimentation reduction associated with wetlands will be prioritized. The District will continue to promote the use of proper upland treatment to reduce sedimentation and water quality problems. The District staff will focus their efforts on the surveying, designing, and installation of conservation practices.

### 3. High Priority Feedlots / Definition

**High priority feedlots are defined as:**

*“Feedlots where the pollution potential rating from the feedlot model is greater than or equal to one and which are discharging pollutants to Department of Natural Resources designated protected waters or to a sinkhole or shallow soils overlying fractured or cavernous bedrock or within 100 feet of a water well.”*

Goodhue County has 1161 register feedlots. The majority of these feedlots are located near streams, water resources or in sinkhole risk areas. Milkhouse waste is a major concern for getting Dairies into feedlot compliance. Goodhue Co. SWCD administers the Feedlot Program for the County and MPCA, including registering feedlots, conducting site visits, and providing technical assistance to meet the Open Lot Agreement requirements for eligible feedlots. These feedlots continue to be prioritized for technical assistance and cost share funding as it becomes available.

The District and County are cooperatively implementing an Ag Nutrient Management program. Landowners will be encouraged to apply for cost share funds from the USDA EQIP program, Clean Water Legacy and State cost share programs, and the Ag BMP loan program.

#### 4. **High Priority Target Sub-Watershed**

**High priority target sub-watershed is defined as:**

*"A selected portion of a watershed where accelerated technical assistance will be provided."*

The District, in cooperation with the Zumbro Watershed Partnership, Cannon River Watershed Project, Wells Creek Watershed Project, and NRCS, has targeted several small sub-watersheds. They include Trout Brook, North Branch Zumbro River, Pine Island Creek, Little Cannon River, and the Wells Creek watershed. These areas will serve as demonstration areas for what can potentially be done on a wider area. Vegetative buffers will be promoted along streams and other public waters, including a Clean Water Legacy Grant targeted to the Cannon River Watershed. Additionally, the repair of older erosion control structures that have rusting metal pipes is a high priority where the repair can extend its life at a fraction of a total replacement cost. Even though sub-watersheds are targeted, site specific high priority projects on other areas can still be assisted.

#### **Cost Share Programs**

##### 1. State Cost Share Program

Funding and assistance for conservation will be concentrated in areas with high priority erosion and water quality problems. Cost share project funds from the State and Federal Programs will help us to accomplish our goals by providing financial assistance to land users installing conservation practices.

The District Board administers the State Cost Share program and develops policy and guidelines for implementing the program. Technical assistance is provided by the USDA NRCS, District Staff, and SE SWCD Technical Support JPB. The total allocation for Fiscal Year 2011 amounts to \$25,036.00. This is a slight increase from the previous year. Due to a high workload from recent EQIP signups and current budget considerations, all of these funds may be used to provide Technical Assistance. EQIP Contracts to be funded in 2011 will be known late in March 2011 at which time the SWCD Board will make their decision as to the use of the 2011 State Cost-Share funds and request permission from the Board of Water and Soil Resources.

In 2010, the Goodhue SWCD cost shared on 13 separate projects utilizing \$126,993.00 in state cost share funds (included Feedlot cost share, and other FY funds). This was matched by \$132,037.00 from the landowners plus \$53,798.00 in USDA EQIP funds; for a total of \$312,828.00 spent on conservation practices that included grassed waterways, feedlot fixes, and a compost barn, prescribed burning of a buffer, a grade stabilization structure, and sediment control basins.

More detailed cost share and pollution reduction details have been submitted to the MN Board of Water & Soil Resources through its e-link reporting system.

## **2. STAFFING NEEDS**

## 2011 WORKLOAD ANALYSIS BY STAFF DAYS

ACTIVITY	ADMIN.	TECHNICAL	CLERICAL	TOTAL
<b>1 Conservation Program Assistance</b>				
Fed. Conservation Planning Assistance	1	140	0	141
Fed. Conservation Design / Application	1	50	2	53
<b>2 Mandated State Programs</b>				0
CREP / Reinvest in Minnesota (RIM) Program	2	30	2	34
State Cost Share Program: Planning	4	35	3	42
State Cost Share Program: Application	1	30	3	34
Wetland Conservation Act Program	2	58	1	61
Special Projects	0	1	0	1
<b>3 Non-Point Engineering Assistance Programs</b>				0
SE SWCD Technical Program	46	0	14	60
Ag BMP Loan Program	1	0	8	9
County-wide ISTS Loan Program	0	0	2	2
<b>4 District Programs</b>				0
No-Till Drill Program: JD Drill	2	20	4	26
No-Till Drill Program: Truax	1	18	4	23
Tree Program	20	4	9	33
Forestry Stewardship Program	2	0	1	3
Ag Nutrient Management	1	30	1	32
Feedlot Delegated Program	1	380	5	386
Feedlot Technical Assist Program	5	260	5	270
Krimper Program	0	4	1	5
Computer Network Operations	1	22		23
<b>Education and Promotion</b>				0
Newsletter	2	4	2	8
Conservation Bus Tour	2	5	1	8
Resource Management Workshops	1	5	1	7
Conservation Field Days	2	4	2	8
Field Demonstration Plots	1	5	1	7
Soil & Water Stewardship	1		1	2
6th Grade Poster / Essay Program	1	1	1	3
6th Grade Field Day	2	6	3	11
Envirothon Contest (7-12 Grade)	1	2	4	7
FFA Contour / Soils Judging	0	2	1	3
Fair Booth / Farm Shows / Displays	1	4	1	6
<b>Misc. District Programs</b>	5	10	5	20
<b>5 District Administration</b>				0
District Management				0
Annual Plan Development	4	4	3	11
Budget Management	40	0	5	45
Personnel Management	20	0	1	21
Grant Proposals / Grant Programs	12	20	2	34
Interagency Relations	20	3	2	25
Committees and Organizations	20	10	4	34

## 2011 WORKLOAD ANALYSIS BY STAFF DAYS

ACTIVITY	ADMIN.	TECHNICAL	CLERICAL	TOTAL
<b>District Operations</b>				
Accounting Procedures	12	0	60	72
Correspondence Procedures	12	12	50	74
Customer Service	10	40	24	74
File Data Management	3	2	20	25
Time and Progress Reporting	4	4	16	24
Annual Report Development	5	5	5	15
Employee Development	4	35	4	43
6 Water Plan Activities				0
<b>Water Plan Coordination</b>	2	60	4	66
<b>Water Plan Implementation</b>	1	140	1	142
7 Watershed Initiatives	2	12	1	15
8 Leave				0
Annual Leave	22.75	71.5	22.75	117
Sick Leave	7.8	31.2	7.8	46.8
Military Leave		15		
Holiday Leave	11.5	46	11.5	69
<b>TOTALS</b>	<b>323.05</b>	<b>1640.7</b>	<b>332.05</b>	<b>2280.8</b>
<b>STAFF DAYS AVAILABLE</b>				
District Board of Supervisors **	35			35
1 District Manager	220	30	10	260
2 District Administrative Assistant	6	4	250	260
3 District Technician	2	254	4	260
4 District Technician	2	254	4	260
5 Feedlot Compliance Coordinator	10	240	10	260
6 Water Plan / Wetland Cons. Act Coordinator	6	240	14	260
8 Water Plan: Summer Intern		50		50
<b>TOTAL STAFF DAYS AVAILABLE</b>	<b>281</b>	<b>1072</b>	<b>292</b>	<b>1645</b>
DIFFERENCE + OR - (days)	-42.05	-568.7	-40.05	-635.8
Difference + OR - (FTE's)	-0.2	-2.2	-0.2	-2.4
Note: 260 Staff Days equal one Staff Year (52 weeks x 5 days)				
** Does not include time spent at District Board Meetings				

### **3. BUDGET REQUIREMENTS**

	A	H
1	<b>2011 Budget</b>	Approved
2	<b>Goodhue Co. SWCD</b>	
3	Calendar Years	
4	Originated	
5	Revised:	<b>2011 Bgt 12/21/2010</b>
6		
7	<b>SOURCES OF REVENUE</b>	
8		
9	INTERGOVERNMENTAL REVENUE - LOCAL	
10	County General Levy Allocation	310,000
11	County Capital Budget Reimbursement	0
12	Co. Water Plan (thru County from BWSR)	9,274
13	Co. WCA Grant (thru County from BWSR)	16,170
14	County Feedlot Program Grant (from MPCA)	74,690
15	Other Local Funding	7,000
16	<b>Small Feedlot Fixes Grant</b>	
17	<b>Small Feedlot Fix T&amp;A</b>	
18		
19	<b>SUBTOTAL - REVENUE - LOCAL</b>	<b>417,134</b>
20		
21	INTERGOVERNMENTAL REV. - STATE	
22	BWSR Service Grants	32,871
23	BWSR State Cost Share Grant: New	20,029
24	BWSR State C/S Used for Tech Assist	5,007
25	BWSR: Flood Cost Share	40,000
26	BWSR: Flood Technical Funding	10,000
27	BWSR State Cost Share Grants: Prior to 2011	108,019
28	MPCA SWAG Grants	16,000
29	MPCA Watershed Assessment Grant (Wells Creek)	7,000
30	Well Network Monitoring	3,000
31	MDA Demo Grant (Ed McNamara test plots)	3,100
32	CWF SSTS Co. Grant	30,000
33	CWF Vegetative Buffer Grant: Cost Share	18,000
34	CWF Vegetative Buffer Grant: Technical	1,800
35	BWSR: CWL Feedlot Fix Cost Share: New	143,561
36	<b>SWAG Grant 2008</b>	<b>0</b>
37		
38	* Farm Bill Promotion	15,750
39		
40	DNR Forest Stewardship Grants	5,000
41		
42	<b>SUBTOTAL - REVENUE - STATE</b>	<b>\$459,137</b>
43		
44	INTERGOVERNMENTAL REV. - Federal	
45	<b>NRCS Contribution Agreement</b>	<b>0</b>
46		

	A	H
3	Calendar Years	
4	Originated	
5	Revised:	<b>2011 Bgt</b>
		<b>12/21/2010</b>
47	<b>CHARGES FOR SERVICES</b>	
48	Tree Program Sales	27,360
49	Tree Planter Rental	200
50	Tree Mat Sales	2,000
51	Tree Fertilizer Sales	400
52	Wildflower Seed Sales	0
53	No-Till Drill Rental, John Deere	4,500
54	No-Till Drill John Deere: Seed	4,000
55	Truax Drill Rental	3,000
56	Truax Native Seed Sales	700
57		
58		
59	Survey Flags	210
60	Krimper Rental	100
61	Banquet Ticket Sales	100
62	Misc. Other	
63		
64	<b><i>SUBTOTAL - CHARGES FOR SERVICES</i></b>	<b>\$42,570</b>
65		
66	<b>MISC. REVENUE - INTEREST</b>	
67	Interest Earnings	8,000
68		
69	<b><i>SUBTOTAL - MISC. REVENUE - INTEREST</i></b>	<b>\$8,000</b>
70		
71	Sale of District Capital Equipment	0
72		
73	<b>DISTRICT DESIGNATED RESERVE FUNDS</b>	
74	<b>Equipment (Truck &amp; Drill)</b>	0
75		
76	<b><i>SUBTOTAL - DIST. DESIGN. RES. FUNDS</i></b>	<b>0</b>
77		
78	<b>MISC. REVENUE - OTHER</b>	
79	Donations, Grants	0
80	Finance Charges	50
81	<b>Feedlot Registration Fees</b>	1,000
82	Feedlot Annual Fees	0
83	WCA Fees	3,000
84		
85	Other Misc. Revenue	1,200
86	Envirothon	2,150
87		
88	<b><i>SUBTOTAL - MISC. REVENUE - OTHER</i></b>	<b>\$7,400</b>
89		
90	<b>TOTAL DISTRICT REVENUE BUDGET</b>	<b>\$934,241</b>

	A	H
3	Calendar Years	
4	Originated	
5	Revised:	<b>2011 Bgt 12/21/2010</b>
91		
92	<b>EXPENSES</b>	
93	DISTRICT OPERATIONS	
94	PERSONNEL SERVICES	
95	Supervisor's Compensation	3% COLA - No step 12,375
96	Employee Salary - Permanent	363,778
97	Employee Salary - Seasonal	12,000
98	Employer Share - FICA	To Include Supers PERA and Reimbursement 22,554
99	Employer Share - PERA	25,635
100	Employer Share - Medicare	Includes Supers Medicare \$20 5,295
101	Employer Paid Life, Health, Disability	47,140
102		
103	<b>SUBTOTAL - PERSONNEL SERVICES</b>	<b>\$488,777</b>
104		
105		
106		
107	OTHER SERVICES & CHARGES	
108	Supervisor Expenses	300
109	Supervisor Mileage	2,000
110	Employee Expenses	400
111	Employee Education & Training	3,500
112	Employee Mileage	1,080
113	Hiring Expense	0
114	RC & D Member Expenses	0
115	Professional Services-Incl. Position Evaluation	\$5000 est. for position evaluations. 7,700
116	Postage	1,200
117	Telephone	1,380
118	Vehicle Expenses	9,000
119	Fees and Dues	4,950
120	Insurance Expenses	6,820
121	Building Rent	26,872
122	Education and Information	1,000
123	Subscriptions and Publications	531
124	Donations	0
125	Equipment Maintenance & Repair	3,990
126	Conferences and Conventions	2,990
127	Misc. Other Services and Charges	500
128	Office Supplies	2,260
129	Field Supplies	1,080
130		
131	<b>SUBTOTAL - OTHER SERVICES &amp; CHARGES</b>	<b>\$77,553</b>
132		
133	CAPITAL OUTLAY	
134	Equipment Purchase	16,500

	A	H
3	Calendar Years	
4	Originated	<b>2011 Bgt</b>
5	Revised:	<b>12/21/2010</b>
135		
136	<i>SUBTOTAL - EQUIPMENT PURCHASE</i>	\$16,500
137		
138	PROJECT EXPENSE - DISTRICT	
139	Tree Expense	12,000
140	Tree Nursery Licence	300
141		
142	Tree Mat Expense	750
143	Fertilizer Expense	300
144	Wildflower Seed Expense	0
145	Plat Book Expense	0
146	<i>No-Till Drill Expense (repair for John Deere)</i>	1,000
147	<i>No-Till Drill Expense (seed for John Deere)</i>	3,500
148	<i>Truax Drill Expense</i>	200
149	<i>Truax Native Seed Expense (seed only)</i>	670
150	Field Demonstration Plot Expense	0
151	<i>Survey Flags Expense</i>	350
152		
153	Annual Banquet Expense	600
154	Forestry Stewardship Project Expense	10,000
155	Misc. Project Expense	500
156	Krimper Expense	100
157	Collection Fee	
158	<b><i>CWL Grant Expenses: Veg. Buffer</i></b>	
159	Envirothon Expense	2,325
160		
161	<i>SUBTOTAL - PROJECT EXP. DISTRICT</i>	\$32,595
162		
163	PROJECT EXPENSE - COUNTY	
164	Water Plan Implementation	6,700
165	<b><i>Well Network Monitoring</i></b>	700
166	<b><i>CWL E.coli Assessment</i></b>	0
167	<b><i>GIS Contract with Goodhue County</i></b>	8,000
168	<b><i>MPCA SWAG Grants</i></b>	4,727
169	<i>County Feedlot Program</i>	
170		
171	<i>SUBTOTAL - PROJECT EXP. - COUNTY</i>	\$20,127
172		
173	PROJECT EXPENSE - STATE	
174	BWSR State Cost Share Grant: New	20,029
175	BWSR State Cost Share Grants: Prior to 2011	108,019
176	BWSR: CWL Feedlot Fix Cost Share: New	126,383
177	BWSR: Flood Cost Share	40,000
178	Small Feedlot Fixes Grant	0

	A	H
3	Calendar Years	
4	Originated	<b>2011 Bgt</b>
5	Revised:	<b>12/21/2010</b>
179	MPCA Watershed Assessment Grant (Wells Creek)	2,500
180	CWF Vegetative Buffer Grant: Cost Share	18,000
181	CWF SSTS Co. Grant	5,000
182	State cwl Project	0
183		
184	<i>SUBTOTAL - PROJECT EXPENSE - STATE</i>	<i>\$319,931</i>
185		
186	<b>GRAND TOTAL - EXPENSE BUDGET</b>	<b>\$955,483</b>
187		
188		
189	<b>AUTHORIZED DESIGNATED FUNDS NEEDED</b>	<b>\$21,242</b>
190	<b>TO BALANCE BUDGET</b>	
191		
192	<b>TOTAL DISTRICT REVENUE</b>	<b>\$934,241</b>

## **4. CALENDAR OF EVENTS**

# CALENDAR OF EVENTS

## 2011

### JANUARY

1. New Year's Day Holiday-December 31, 2010
2. Election of Officers (Odd Number Years)
3. Pay NACD, MASWCD, SEMACD Dues
4. Finalize Conservation Farmer/Woodland Manager Luncheon Plans, Programs, Etc.
5. Employee Anniversary Dates – Raises Effective January 1st
6. Fiscal Year End Bookkeeping Close-out, Prepare Year End Reports
7. Begin Annual Report Preparation, including E-Link reports
8. Apply for Forestry Stewardship Funding
9. Martin Luther King, Jr. Holiday (Jan 17,2011)
10. SE SWCD Technical Support JPB Meeting
11. Apply for Natural Resources Block Grant
12. Apply for AgBMP Low Interest Loan Funding
13. Review Memorandums of Understanding
14. Approve Envirothon Donation for 2012

### FEBRUARY

1. Approve Annual Plan of Work (due March 15')
2. Cancel Surplus Trees
3. Presidents Day Holiday (Feb 21, 2011)
4. SWCD legislative Day at the Capitol (Feb. 28-March 1, 2011)

### MARCH

1. Area 7 Employees Meeting
2. Meet Jointly with County Commissioners
4. Annual Recognition Luncheon

### APRIL

1. Distribute Trees, Order 2012 Trees
2. Good Friday Holiday (1/2 Day, April 22,2011)

### MAY

1. Approve Local Resolutions for submittal to MASWCD
2. Memorial Day Holiday (May 30, 2011)

### JUNE

1. Solicit Bids for Financial Audit
2. Fiscal Year end for SWCD and JPB
3. Area 7 Supervisors Meeting (Resolutions meeting)
4. Select Wildlife Habitat Management Award Winner

### JULY

1. Review/Revise 2011 Budget
2. Review/Approve Draft 2012 Budget and submit to County
3. SE SWCD Technical Support JPB Meeting
4. Approve State Cost Share Contract with BWSR
5. Review/Approve 5 Year Comprehensive Plan (Even numbered years)
6. Supervisor Election Filing Period (Even numbered years)
7. Independence Day Holiday (July 4, 2011, observed)

## **AUGUST**

1. Select Bid for Financial Audit
2. Select Conservation Farmer, and Woodland Manager of the Year
3. Preparation for 6<sup>th</sup> Grade Field Day
4. Present Wildlife Habitat Management Award and Woodland Manager of the Year Award at the Goodhue County Commissioners Meeting during the Goodhue County Fair.

## **SEPTEMBER**

1. Complete/Extend Forestry Stewardship Contract
2. Area 7 Meeting
3. Labor Day Holiday (September 5, 2011)
4. 6<sup>th</sup> Grade Field Day

## **OCTOBER**

1. Review Budget for Year 2012
2. Hold Joint Meeting with County Commissioners-Budget
3. Authorize Attendance at MASWCD Convention
4. Columbus Day Holiday (Oct. 10,201)
7. Tree Sales Begin

## **NOVEMBER**

1. Review Budget for Year 2012
2. Veteran's Day Holiday (Nov 11, 2011, observed)
3. Thanksgiving Day Holiday (Nov. 24, 2011)

## **DECEMBER**

1. Authorize payment of bills through end of year
2. Approve Cost of Living Adjustment
3. Approve Salary Step changes for staff
4. Approve Budget for year 2012
5. Set meetings for SE SWCD Technical Support JPB: Finance, Personnel, JPB
6. Attend MASWCD Convention
7. Christmas Day Holiday Dec. 26, 2011
8. Authorize Native Seed Program Purchase
9. Schedule Winter Meetings