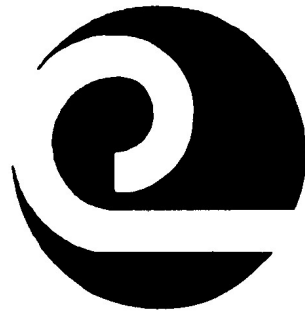


**2021
ANNUAL PLAN OF WORK**

**STEUBEN COUNTY SOIL AND WATER
CONSERVATION DISTRICT**

Angola, Indiana



**BOARD OF SUPERVISORS
Kayleen Hart, Chair
Chuck Howard, Vice-Chair
Beth Williams, Secretary
Craig Holman
David Perkins**

DESIRED OUTCOMES:

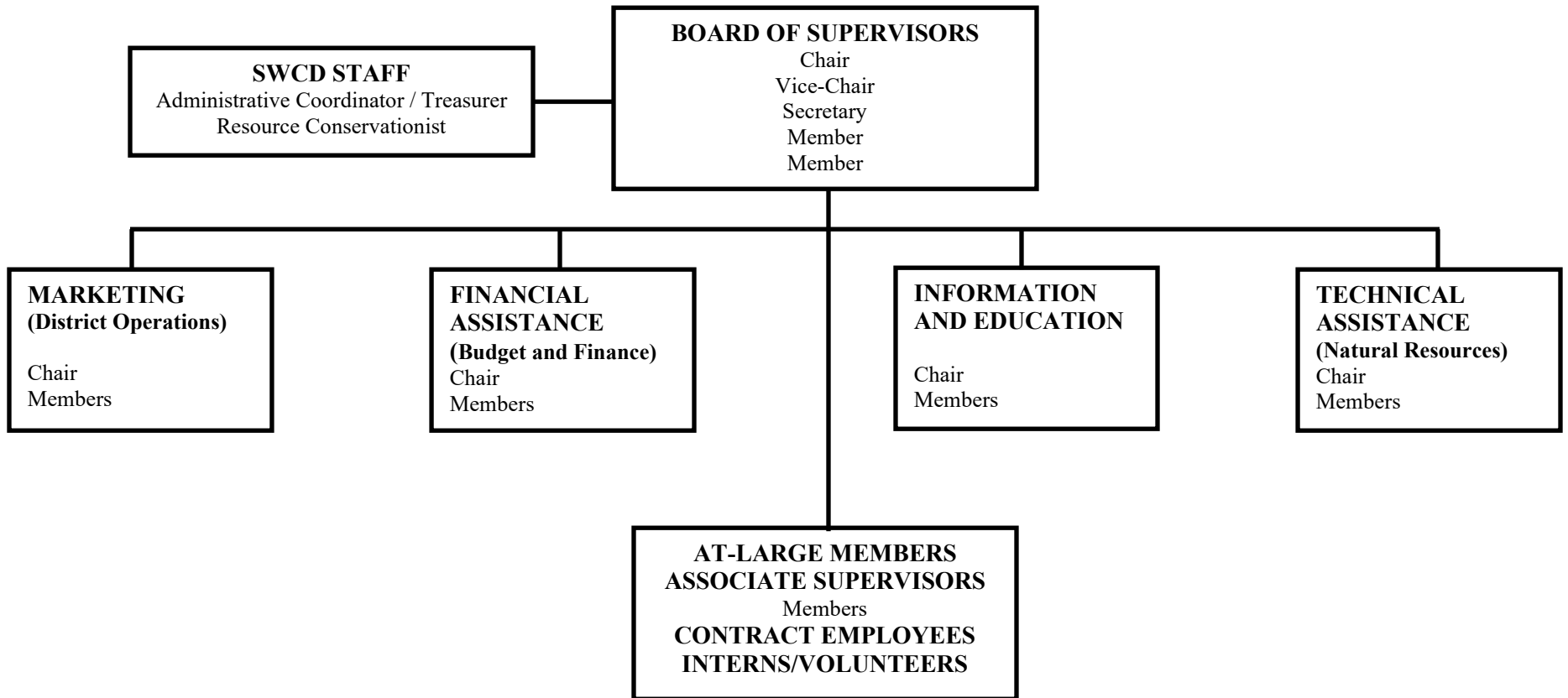
All residents and land users of the county to better understand how their activities on the land impact natural resources and subsequently how soil erosion control and improved water quality are achieved.

- Agricultural producers and landowners work towards full implementation of their conservation plan.
- Contractors, rural and urban landowners work to implement approved conservation practices on their property.
- County planners and developers consider the impact of development and recognize the need to protect the natural resources within the district.
- Maximize voluntary conservation implementation in the county with landowners, farmers, livestock producers, foresters, etc.
- Increased conservation awareness in the county, demonstrated through active conservation actions by landowners.
- Improved soil productivity.
- Increased woodland resources and better managed woodland acre, with native species thriving.
- Cleaner streams, rivers, and lakes – reduced sedimentation & impairment.
- Work towards carrying out the District’s mission: *“To provide leadership and assistance in the proper use and management of soil, water, and related natural resources in Steuben County.”*

Adopted: June 9, 2021

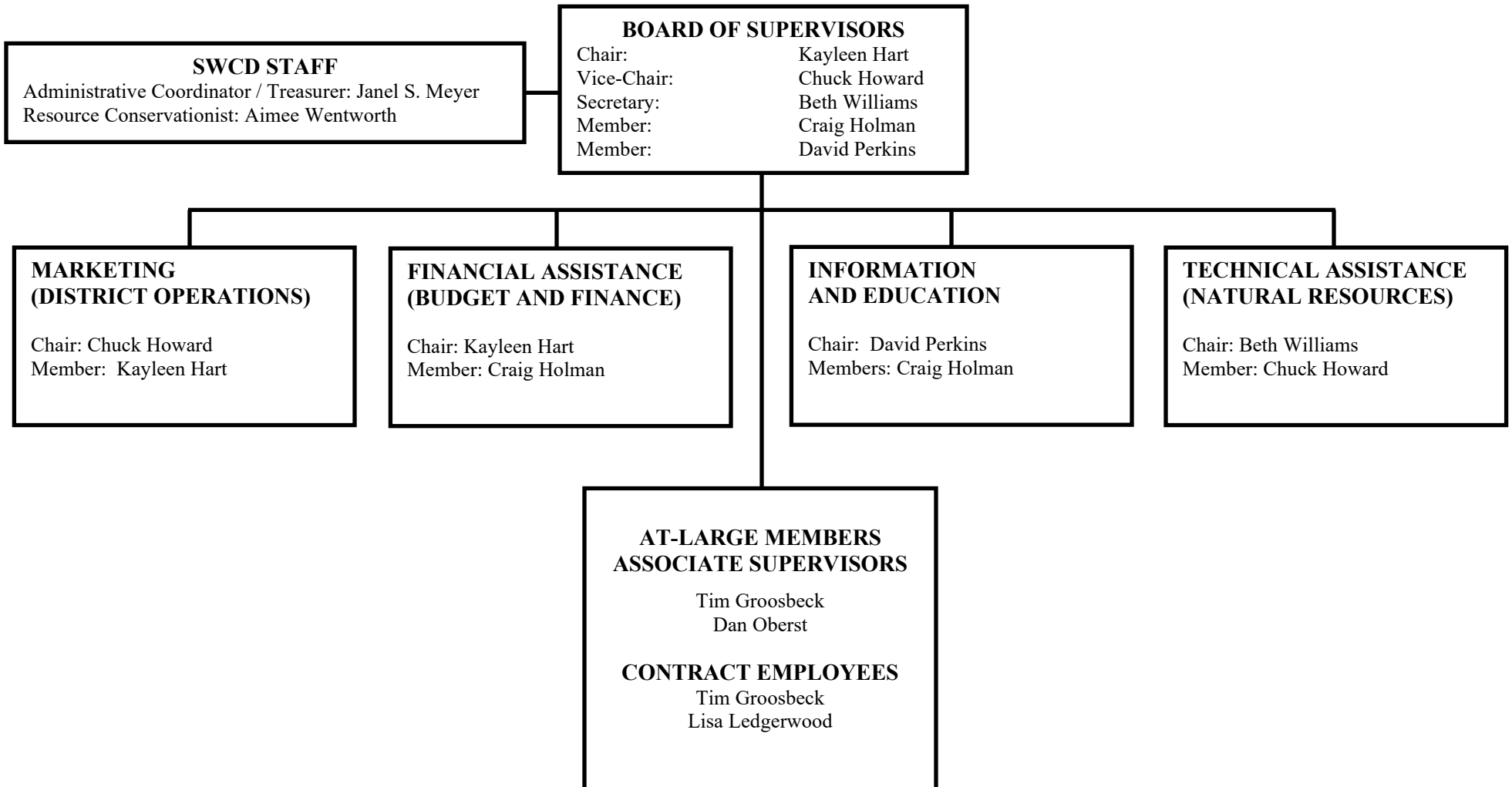
OPERATIONAL STRUCTURE

In order to accomplish the objectives as stated herein, the following structure will be followed in accomplishing the everyday tasks of the District, thereby providing ample time at monthly Board meetings for matters pertaining to the use of soil, water, and related resources in this County.



COMMITTEE ASSIGNMENTS

Board Meetings: Second Wednesday of the month – 5:00 pm / (or later depending upon Board decision)



MARKETING (District Operations)

CHUCK HOWARD - Chair

<u>Item No.</u>	<u>Activity</u>	<u>Who</u>	<u>When</u>	<u>Comments/Action</u>
1.	Supervisor Election - Appoint Election Committee. - Secure nominees for election. - Carry out election of new supervisor.	Board Chair Election Committee Election Committee	Before November 1 Before December 1 At Annual Meeting	
2.	Supervisor Appointment - Make recommendation of supervisor appointment to State Soil Conservation Board if there is an appointment that expires.	Entire Board	By November 1	
3.	Plan and carry out Annual Meeting .	Entire Board	Begin in August; hold Annual meeting in March	
4.	Conduct election of Board officers .	Election Committee/ Entire Board	At the Board Meeting as soon as possible following Annual Meeting	
5.	Develop Annual Plan of Work (Committee members to submit recommendations)	Entire Board	By May Board Meeting	
6.	Business Plan - Review 2020 to 2023 plan to evaluate progress.	Entire Board	By November	
7.	Administrative - Review administrative policies on insurance, bonding, use of General/District funds, designated Depository, etc. as issued by the State Soil Conservation Board and the State Board of Accounts. - Meet periodically with Administrative Coordinator and Resource Conservationist to review workload, direction, use of contract services, etc. - Review with Board, the personnel policy adopted by the County. - Review with Board SWCD Standard Operating Procedures (SOPs) - Continue development of handbook on SWCD policies, etc.	D.O. Chair and B.F. Chair D.O. Chair D.O. Chair D.O. Chair D.O. Chair	By September As needed By December Continuous Continuous	
8.	Personnel - Review job descriptions for the Administrative Coordinator and Resource Conservationist with the Board and County. Work towards improving pay scale.	D.O. Chair	Yearly	

<u>Item No.</u>	<u>Activity</u>	<u>Who</u>	<u>When</u>	<u>Comments/Action</u>
	- Conduct 90-day review of Resource Conservationist. - Conduct review of Administrative Coordinator.	D.O. Chair w/Board D.O. Chair	by July Yearly	June/July
9.	Supervisors - Develop and schedule training/orientation for Supervisors covering District law, responsibilities, and associated policy-setting activities.	D.O. Chair	Every January for review & as needed with new Supervisors	Develop a District Training & Succession Plan
10.	Associate Supervisors - Review, secure, and appoint Associate Supervisors.	D.O. Chair w/Board	April/May	
11.	USDA/NRCS - Review civil rights and EEO policy. - Review cooperative and new working agreements with USDA & NRCS.	D.O. Chair D.O. Chair w/Board	By December By December	
12.	Indiana State Department of Agriculture (ISDA) - Division of Soil Conservation (DSC) - Encourage attendance at Supervisor training sessions and leadership training sessions.	D.O. Chair	Continuous	
13.	Indiana Conservation Partnership - Review Working Agreement to ensure we are addressing our responsibilities in our Annual Plan.	D.O. Chair	By December	
14.	Associations of Soil and Water Conservation Districts (Region/State/National) - Encourage attendance at meetings, especially State Annual Conference in January. - Encourage attendance and help promote Association activities. - Appoint Legislative liaison.	D.O. Chair D.O. Chair D.O. Chair	Continuous Continuous November	
15.	Keep abreast of State and National conservation issues and funding sources , such as Clean Water Indiana and Farm Bill.	D.O. Chair	Continuous	
16.	Maintain communications with County Commissioners and County Council regarding District program, budget, possible rent to NRCS, and USDA office consolidations.	D.O. Chair	Attend quarterly meetings	Continue sending monthly Board Meeting Minutes
17.	Annual Meetings Attend annual meetings of other partner agencies (i.e. Friends of the St. Joseph River, St. Joseph River Basin Commission, etc.).	D.O. Chair	As needed	

<u>Item No.</u>	<u>Activity</u>	<u>Who</u>	<u>When</u>	<u>Comments/Action</u>
18.	Review contests/awards and ascertain participation.	D.O. Chair	As needed	
19.	Use Mission Statement in promotion of District.	D.O. Chair	Continuous	
20.	Watershed Projects and Programs - Monitor the administration of all watershed projects and programs. - Provide administrative support.	D.O. Chair D.O. Chair	Continuous Continuous	
21.	Monitor condition of signs at County lines . Mow or repair as needed. Work with Steuben County Highway Department on relocation of Steuben SWCD South Old US Highway 27 sign for public safety.	All supervisors D.O. Chair	Continuous As soon as possible	
22.	Website - Perform edits/updates to new Steuben SWCD website. - Maintain website with current District information.	D.O. Chair & Resource Cons.	Bi-weekly Updates	Review overall content quarterly

FINANCIAL ASSISTANCE (Budget and Finance)

Kayleen Hart, Chair

<u>Item No.</u>	<u>Activity</u>	<u>Who</u>	<u>When</u>	<u>Comments/Action</u>
1.	Keep abreast of expenditures / budget allocations for current year.	B.F. Chair	Continuous	
2.	Establish projected budget for next calendar year.	B.F. Chair	Before July 1	
3.	Carry out directives received from the State Soil Conservation Board and the State Board of Accounts regarding the handling of all funds .	B.F. Chair with D.O. Chair	As needed	
4.	Audit financial records after close of books at end of calendar year. Continue with internal audit. Work with ISDA-DSC and State Board of Accounts auditors, and implement any needed changes, including compiling, training, an implementing/reviewing Internal Control procedures.	B.F. Chair	Before Feb. 28 By July	
5.	Continue to investigate alternate methods of funding the budget , such as grants, sponsorship from private organizations, etc.	B.F. Chair	Continuous	Quarterly Board meeting report
6.	Carry out District funding projects , such as annual Affiliate Memberships, sale of flags, etc.	B.F. Chair	Continuous	Quarterly Board meeting report

<u>Item No.</u>	<u>Activity</u>	<u>Who</u>	<u>When</u>	<u>Comments/Action</u>
7.	Review and make appropriate recommendations on insurance coverage , including equipment, vehicle, and bonding.	B.F. Chair	As needed	
8.	Monitor the financial aspects and record keeping of all watershed project grants.	B.F. Chair	Continuous	Monthly Board meeting report
9.	Determine use of Clean Water Indiana Funds / Track matching funds	B.F. Chair	Continuous	Monthly Board meeting report
10.	Monitor Clean Water Indiana Grants available to Districts	B.F. Chair	Continuous	Monthly Board meeting report

INFORMATION AND EDUCATION

David Perkins, Chair

<u>Item No.</u>	<u>Activity</u>	<u>Who</u>	<u>When</u>	<u>Comments/Action</u>
1.	Newsletter - Quarterly District newsletter; increase size if necessary. - Continue including conservation-related, technical information. - Maintain newsletter mailing list.	I.E. Chair	Publish February, May, Aug. & Nov.	
2.	Provide area newspapers / radio stations with articles on conservation and District activities.	I.E. Chair	Continuous	Monthly Board meeting report
3.	Work towards increasing visibility of District.	I.E. Chair	Continuous	Monthly Board meeting report
4.	Promote the observance of Soil and Water Stewardship Week with area organizations, and schools. - Provide all elementary school students/teachers with educational materials. (1 st and 2 nd grade materials - sponsorship by Steuben County Lakes Council; maximum reimbursement of \$300). - Promote/conduct Soil and Water Stewardship Poster Contest.	I.E. Chair	April/May	
5.	Youth Education* including, but not limited to: - Promote and assist in Soils Judging Contest. (Work on improving participation) - Promote and assist in Northeast Indiana Conservation Camp. - Encourage 4-H members to carry out soil and water conservation projects. Provide training. Provide awards.	I.E. Chair I.E. Chair I.E. Chair	As needed June, July, August Continuous	

<u>Item No.</u>	<u>Activity</u>	<u>Who</u>	<u>When</u>	<u>Comments/Action</u>
	- Promote and assist in Envirothon competition.	I & E Chair	February	
	- Order Soil and Water Stewardship Week educational materials.	I & E Chair	March/April	
	- Continue to sponsor Conservation Field Day for 4th graders.	I & E Chair	September	
	<ul style="list-style-type: none"> • Provide “soils” books for students/teachers. • Provide “water” books for students/teachers (Sponsorship by Steuben County Lakes Council; maximum reimbursement of \$300). • Provide “Storm Water” books for students/teachers (Sponsorship by MS4). • Work with county school principals to promote field day. 	I & E Chair	Annually	
	- Promote importance of soil and water conservation and watershed management through use of the Augmented Reality Sandbox (ARS).	I & E Chair	Continuous	
	-Work with area school farms/ FFA classes (Prairie Heights and Angola) on possible educational projects with students.	I & E Chair	Annually	
	- Work on completing educational video series with Purdue Extension and Clear Lake Township Land Conservancy.	I & E Chair	Continuous	
	- Work on completing educational kits.	I & E Chair	Continuous	
	- Keep abreast of other youth education activities that could be incorporated into Business or Annual Plan.	I & E Chair	Continuous	
	<i>*In-person youth activities dependent upon County/Indiana Covid-19 Positivity Rates</i>			
6.	Maintain website with current information and educational information. Review content periodically for missing links, etc.	I.E. Chair	Continuous	
7.	Cooperate with and/or assist other organizations/agencies in meetings, workshops, etc. dealing with conservation.	I.E. Chair	As needed	Monthly Board meeting report
8.	Assist in the promotional activities associated with: - All watershed and educational projects. - Urban Erosion Control, IDEM Rule 5 & Rule 13.	I.E. Chair	Continuous	Monthly Board meeting report
9.	Coordinate with Angola MS4 on promotion of urban erosion control, development of urban BMP brochures, and conduct an annual Contractor Workshop. Distribute to area towns/cities/county.	I.E. Chair	As needed By December	Attend MS4 quarterly meetings; provide summary at Board meeting immediately following.

TECHNICAL ASSISTANCE (Natural Resources)

Beth Williams, Chair

<u>Item No.</u>	<u>Activity</u>	<u>Who</u>	<u>When</u>	<u>Comments/Action</u>
1.	Clean Water Indiana (CWI) duties: - Fulfill responsibilities as local coordinating agency. - Work with individual lake associations on lake enhancement projects. Review completed lake and river enhancement studies and target direction for corrective measures. Research alternate funding sources for these measures. - Keep State legislators abreast of positive impact of CWI program in our County (e.g. letters, attend legislative breakfast, legislative tours).	N.R. Chair N.R. Chair Leg. Liaison and/or Board Chair	Continuous Continuous Continuous	Continue sending monthly Board Meeting Minutes and Quarterly Newsletters
2.	Agricultural Act of 2018 -Natural Resources Conservation Service (NRCS) - Assist in fulfilling requirements of Farm Bill programs, particularly locally led conservation and assessing/prioritizing of watersheds. - Approve Conservation Plan and Contracts. - Provide information on alternate land uses for ground after CRP. - Maintain on-going information program on implementing the Farm Bill (e.g. residue management, etc.). - Assist with Local Work Group meeting and survey.	N.R. Chair Board Chair/ Vice Chair N.R. Chair N.R. Chair N.R. Chair	Continuous Continuous Continuous Continuous July – August	Data review in January
3.	Farm Service Agency (FSA) - Work with County Committee/staff to establish conservation priority areas and get effective erosion control practices fully funded for cost-sharing.	N.R. Chair	Continuous	Attend FSA Board as required
4.	Promotion of Soil Health by: - Providing a list of no-till planters, drills, and associated equipment available for rent/custom work, as deemed necessary. - Promoting/assisting in public information meetings on Soil Health. (Through SWCD Associations, agri-business, Extension, Farming Expo, other workshops, etc.). - Conducting the tillage transect each year and providing information.	N.R. Chair N.R. Chair N.R. Chair	As needed Continuous May/Early June November/December	Goal: sponsor one meeting/workshop annually

<u>Item No.</u>	<u>Activity</u>	<u>Who</u>	<u>When</u>	<u>Comments/Action</u>
5.	IDEM Rule 5 - Fulfill Steuben SWCD responsibilities to receive plans and forward to IDEM for their review and follow-up. - Coordinate with IDEM and the County to determine the best way to handle the review of Rule 5 plans and accomplish associated follow-up. - Assist the City of Angola in implementing its MS4 program.	N.R. Chair N.R. Chair N.R. Chair	As needed As needed As needed	
6.	IDNR Tree Program - Continue to promote programs to the public. - Assist in annual tree pick-up and distribution to the public.	N.R. Chair N.R. Chair	Continuous March/April	
7.	Wildlife Food Plot Program - Continue to promote programs to the public. If seed is available through Pheasants Forever (or other Environmental organizations), assist in distribution.	N.R. Chair	April thru June	
8.	Steuben County Drainage Board/Surveyor - Work with Drainage Board/Surveyor to get proper erosion control and construction information incorporated into drain specifications. Ascertain need for a tour. - Continue working relationship with Surveyor on the installation of conservation practices. - Provide technical assistance on urban erosion control ordinance, if requested.	N.R. Chair N.R. Chair N.R. Chair	Continuous As needed As needed	Quarterly Board meeting report
9.	Steuben County Plan Commission - Work with Plan Commission to get soils and other natural resource information used in its proper perspective. - Work with Commission on committees on which we are asked to serve, and provide urban erosion control reviews when needed.	N.R. Chair N.R. Chair	Continuous Continuous	Quarterly Board meeting report
10.	Steuben County Health Department - Work with County Board of Health to get soils and other natural resource information used in its proper perspective. - Research possibilities for septic maintenance and/or repair grants - Conduct a Septic Workshop.	N.R. Chair & Staff N.R. Chair N.R. Chair	As needed Continuous By December	Quarterly Board meeting report

<u>Item No.</u>	<u>Activity</u>	<u>Who</u>	<u>When</u>	<u>Comments/Action</u>
11.	Steuben County Highway Department - Maintain working relationship with Highway Engineer on the installation of conservation practices.	N.R. Chair	Quarterly communication with County Engineer	Quarterly Board meeting report
12.	Steuben County Purdue Extension Office - Cooperate with and/or assist in meetings, workshops, etc. dealing with conservation, natural resources, soil health, etc. - Cooperate with and/or assist with the Indiana INField Advantage Program.	N.R. Chair N.R. Chair	As needed As needed	Monthly Board meeting report Monthly Board meeting report
13.	Contractors - Review need for information meeting covering Clean Water Indiana, EQIP budget, watershed projects, scheduling, and conservation practices. - Update District-sponsored Brochures, Contractor Lists, etc.	N.R. Chair N.R. Chair	January February/March	
14.	St. Joseph River Watershed Initiative - Provide Technical and Educational Assistance to the Initiative.	N.R. Chair	Meeting attendance as required	Quarterly Board meeting report
15.	St. Joseph River Basin Commission - Administrative Coordinator – Advisory Council. - Monitor minutes and meeting agendas. Try to attend when possible.	N.R. Chair N.R. Chair	Meeting attendance Continuous	Quarterly Board meeting report
16.	Friends of the St. Joseph River Association - Resource Conservationist - Advisory Council. - Monitor minutes and meeting agendas. Try to attend when possible.	N.R. Chair N.R. Chair	Continuous Meeting attendance	Quarterly Board meeting report
17.	Northeast Indiana Solid Waste Management District - Keep abreast of District’s progress in developing information and education programs on recycling, etc. Incorporate into our own information and Education program, as deemed advisable. - Assist in programs/field days/demonstrations promoting conservation.	N.R. Chair N.R. Chair	As needed As requested	Quarterly Board meeting report.
18.	Maumee River Basin Commission - Actively participate in the work of the Commission; attend meetings.	N.R. Chair	Attend as able	
19.	Fish Creek Watershed (WLEB area) - Continue to work with the ICP on this project area.	N.R. Chair	Quarterly coordination/ meetings	Quarterly Board meeting report

<u>Item No.</u>	<u>Activity</u>	<u>Who</u>	<u>When</u>	<u>Comments/Action</u>
	- Submit Lake and River Enhancement (LARE) Watershed Land Treatment Grant to the Indiana Department of Natural Resources for funding consideration.	N.R. Chair	By January 15, 2021	
20.	LAKE and RIVER ENHANCEMENT PROJECTS LARE – Fawn River Watershed Land Treatment Project - Promote project to watershed producers/landowners. - Fulfill project responsibilities.	N.R. Chair N.R. Chair	Continuous Continuous	Monthly Board meeting report
21.	LAKE and RIVER ENHANCEMENT PROJECTS LARE – Pigeon River Watershed Land Treatment Project - Promote project to watershed producers/landowners. - Fulfill project responsibilities.	N.R. Chair N.R. Chair	Continuous Continuous	Monthly Board meeting report
22.	Western Lake Erie Basin (WLEB) / St. Joseph River Basin RCPP Grants - Promote and support projects by encouraging landowners in Watershed to participate. - Serve on steering committees [e.g., Domestic Action Plan (DAP) Advisory Committee; WLEB Partnership Meetings] and support Indiana Conservation Partnership efforts.	N.R. Chair N.R. Chair	Continuous Continuous	Monthly Board meeting report Monthly Board meeting report
23.	2018 Multi-County CWI Urban Grant - Work on implementing grant / fulfill project responsibilities.	N.R. Chair	By July	Monthly Board meeting report
24.	Great Lakes Nutrient and Sediment Reduction Grant – Pigeon Ck. Watershed - Work on implementing grant / fulfill project responsibilities. - Continue working and coordinating with Steering Committee.	N.R. Chair N.R. Chair	Continuous As needed	Based on Board direction
25.	District Cost-Share Program - Develop cost-share program to fund BMP practices in areas not currently covered by other grants.	N.R. Chair	As needed	Develop cost-share program guidelines
26.	Water Quality Monitoring - Serve on the Steuben County Lakes Council Water Quality Committee. - Coordinate volunteer Hoosier Riverwatch water monitoring kits. - Coordinate volunteer Indiana Clean Lakes Program Dissolved Oxygen Meter.	N.R. Chair N.R. Chair N.R. Chair	Meeting attendance as needed Continuous Continuous	Quarterly Board meeting report