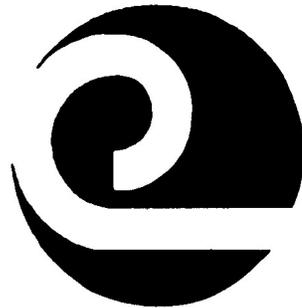


**2020  
ANNUAL PLAN OF WORK**

**STEUBEN COUNTY SOIL AND WATER  
CONSERVATION DISTRICT**

**Angola, Indiana**



**BOARD OF SUPERVISORS  
Craig Holman, Chairman  
Chuck Howard, Vice-Chairman  
Kayleen Hart, Secretary  
Gene Diehl  
David Perkins**

## DESIRED OUTCOMES:

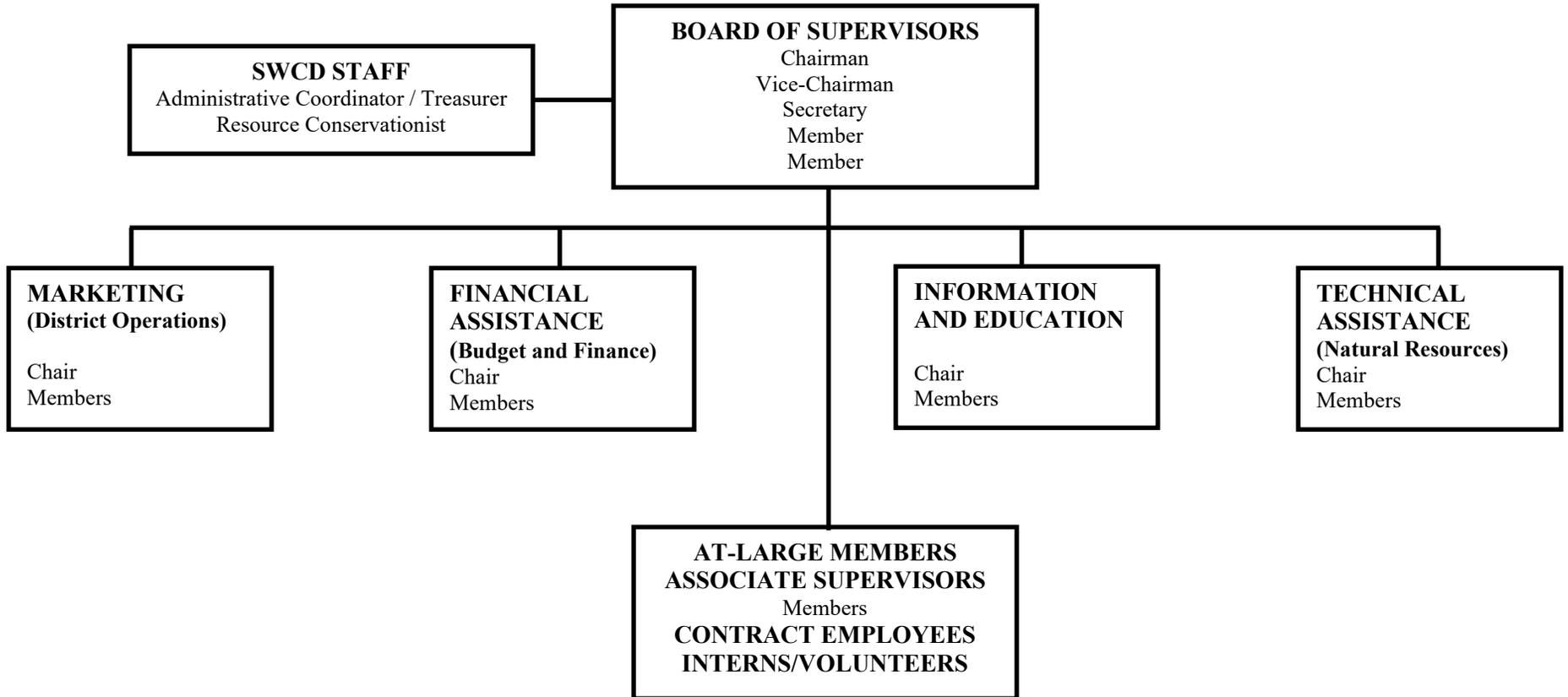
All residents and land users of the county will better understand how their activities on the land impact natural resources and subsequently how soil erosion control and water quality are achieved.

- Agricultural producers and landowners work towards full implementation of their conservation plan.
- Contractors and 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.
- 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: July 8, 2020

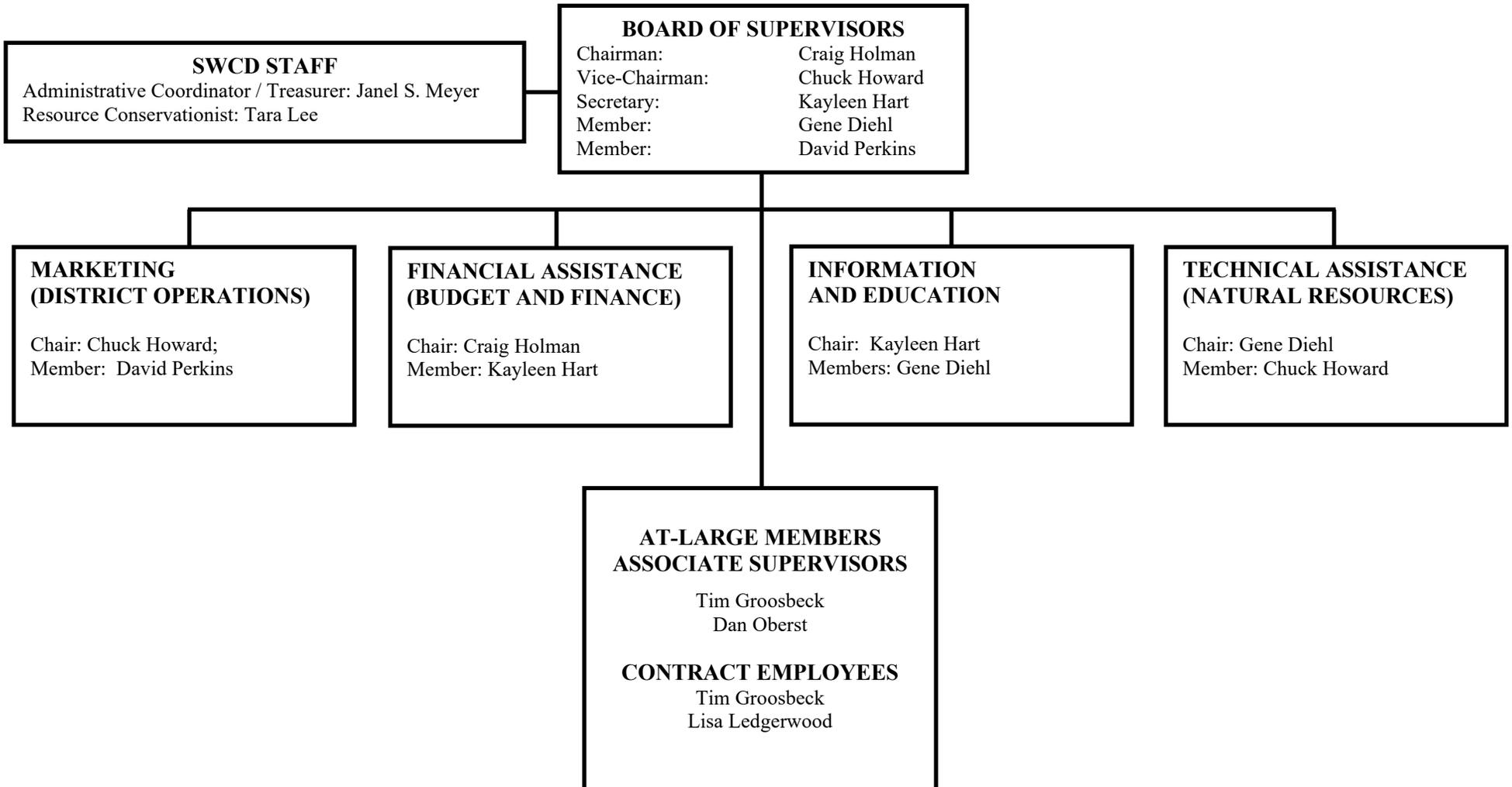
# OPERATIONAL STRUCTURE

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.	<b>Supervisor Election</b> - Appoint Election Committee - Secure nominees for election - Carry out election of new supervisor	Chmn. of Board Election Committee Election Committee	Before November 1 Before December 1 At Annual Meeting	
2.	<b>Supervisor Appointment</b> 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 <b>Annual Meeting</b> .	Entire Board	Begin in August; hold Annual meeting in March	
4.	Conduct election of <b>Board officers</b> .	Entire Board	At the Board Meeting as soon as possible following Annual Meeting	
5.	Develop <b>Annual Plan of Work</b> (Committee members to submit recommendations)	Entire Board	By May Board Meeting	
6.	<b>Business Plan</b> - Review 2017 to 2020 plan to evaluate progress - Develop 2020 to 2023 business plan	Entire Board	By November	
7.	<b>Administrative</b> - 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. - Continue development of handbook on SWCD policies, etc.	D.O. Chmn. and B.F. Chmn. D.O. Chmn. D.O. Chmn. D.O. Chmn.	By September As needed By December Continuous	
8.	<b>Personnel</b> - Review job descriptions for the Administrative Coordinator and Resource Conservationist with the Board and County. Work towards improving pay scale.	D.O. Chmn.	Yearly	

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

<u>Item No.</u>	<u>Activity</u>	<u>Who</u>	<u>When</u>	<u>Comments/Action</u>
18.	Review <b>contests/awards</b> and ascertain participation.	D.O. Chmn.	As needed	
19.	Use <b>Mission Statement</b> in promotion of District.	D.O. Chmn.	Continuous	
20.	<b>Watershed Projects and Programs</b> - Monitor the administration of all watershed projects and programs. - Provide administrative support.	D.O. Chmn. D.O. Chmn.	Continuous Continuous	
21.	Monitor condition of <b>signs at County lines</b> . 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	Continuous	
22.	<b>Website</b> - Perform edits/updates to new Steuben SWCD website. - Maintain website with current District information.	D.O. Chmn. & Resource Cons.	Bi-weekly Updates	Review overall content quarterly

## **FINANCIAL ASSISTANCE (Budget and Finance)**

**Craig Holman, Chair**

<u>Item No.</u>	<u>Activity</u>	<u>Who</u>	<u>When</u>	<u>Comments/Action</u>
1.	Keep abreast of <b>expenditures / budget allocations</b> for current year	B.F. Chmn.	Continuous	
2.	<b>Establish projected budget</b> for next calendar year.	B.F. Chmn.	Before July 1	
3.	Carry out directives received from the State Soil Conservation Board and the State Board of Accounts regarding the <b>handling of all funds</b> .	B.F. Chmn. With D.O. Chair	As needed	
4.	<b>Audit financial records</b> 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. Chmn.	Before Feb. 28  By July	
5.	Continue to investigate <b>alternate methods of funding the budget</b> , such as grants, sponsorship from private organizations, etc.	B.F. Chmn.	Continuous	Quarterly Board meeting report
6.	Carry out District <b>funding projects</b> , such as annual Affiliate Memberships, sale of flags, etc.	B.F. Chmn.	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 <b>insurance coverage</b> , including equipment, vehicle, and bonding.	B.F. Chmn.	As needed	
8.	Monitor the <b>financial aspects and record keeping</b> of all watershed project grants.	B.F. Chmn.	Continuous	Monthly Board meeting report
9.	Determine use of <b>Clean Water Indiana Funds</b> / Track matching funds	B.F. Chmn.	Continuous	Monthly Board meeting report
10.	Monitor <b>Clean Water Indiana Grants</b> available to Districts	B.F. Chmn.	Continuous	Monthly Board meeting report

## **INFORMATION AND EDUCATION**

**Kayleen Hart, Chair**

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

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

## TECHNICAL ASSISTANCE (Natural Resources)

**Gene Diehl, Chair**

<u>Item No.</u>	<u>Activity</u>	<u>Who</u>	<u>When</u>	<u>Comments/Action</u>
1.	<b>Farm Service Agency (FSA)</b> - Work with County Committee/staff to establish conservation priority areas and get effective erosion control practices fully funded for cost-sharing. - Review Memo of Understanding with County Committee.	N.R. Chmn.	Continuous	Attend FSA Board as necessary.
		Chmn. of Board	Annually	

<u>Item No.</u>	<u>Activity</u>	<u>Who</u>	<u>When</u>	<u>Comments/Action</u>
2.	<b>Contractors</b> - Review need for information meeting covering Clean Water Indiana, EQIP budget, watershed projects, scheduling and conservation practices. - Update District-sponsored "List of Contractors".	N.R. Chmn. N.R. Chmn.	January February/March	
3.	<b>Maumee River Basin Commission</b> - Actively participate in the work of the Commission; attend mtgs.	N.R. Chmn.	Attend as able	
4.	<b>IDNR Tree Program</b> - Continue to promote programs to the public. - Assist in annual tree pick-up and distribution to the public.	N.R. Chmn. N.R. Chmn.	Continuous March/April	
5.	<b>Wildlife Food Plot Program</b> - Continue to promote programs to the public. If seed is available through IDNR or Environmental organizations, assist in distribution.	N.R. Chmn.	April thru June	
6.	<b>Promotion of Soil Health by:</b> - 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, Agronomy Field Day, <b>DeKalb County No-Till Drill</b> , etc.) - Conducting the tillage transect each year and providing information	N.R. Chmn. N.R. Chmn. N.R. Chmn.	As needed Continuous May/Early June November/December	Goal: sponsor one meeting/workshop annually
7.	<b>Northeast Indiana Solid Waste Management District</b> - Participate on Committees, as requested. - 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. Chmn. N.R. Chmn. N.R. Chmn.	As requested As requested	Quarterly Board meeting report
8.	<b>Agricultural Act of 2018 -Natural Resources Conservation Service (NRCS)</b> - Assist in fulfilling requirements of Farm Bill programs, particularly locally led conservation and assessing/prioritizing of watersheds.	N.R. Chmn.	Continuous	Data review in January

<u>Item No.</u>	<u>Activity</u>	<u>Who</u>	<u>When</u>	<u>Comments/Action</u>
	- Approve Conservation Plan and Contracts.	Board Chair/ Vice Chair	Continuous	
	- Provide information on alternate land uses for ground after CRP	N.R. Chmn.	Continuous	
	- Maintain on-going information program on implementing the Farm Bill (e.g. residue management, etc.).	N.R. Chmn.	Continuous	
	- Assist with Local Work Group meeting and survey.	N.R. Chmn.	July - August	
9.	<b>Clean Water Indiana (CWI) duties:</b>			
	- Fulfill responsibilities as local coordinating agency.	N.R. Chmn.	Continuous	
	- 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.	N.R. Chmn.	Continuous	
	- Keep State legislators abreast of positive impact of CWI program in our County (e.g. letters, attend legislative breakfast, legislative tours).	Leg. Liaison and/or Chmn. Of Bd.	Continuous	Continue sending monthly Board Meeting Minutes and Quarterly Newsletters
10.	<b>IDEM Rule 5</b>			
	- Review Memorandum of Understanding between IDEM and Districts, and fulfill our responsibilities to receive plans and forward to IDEM for their review and follow-up.	N.R. Chmn.	Annually	
	- Coordinate with IDEM and the County to determine the best way to handle the review of Rule 5 plans and accomplish associated follow-up.	N.R. Chmn.	As needed	
	- Assist the City of Angola in implementing its MS4 program.	N.R. Chmn.	As needed	
11.	<b>Steuben County Drainage Board/Surveyor</b>			
	- Work with Drainage Board/Surveyor to get proper erosion control and construction information incorporated into drain specifications. Ascertain need for a tour.	N.R. Chmn.	Continuous	Quarterly Board meeting report
	- Continue working relationship with Surveyor on the installation of conservation practices.	N.R. Chmn.	As needed	
	- Provide technical assistance on urban erosion control ordinance, if requested.	N.R. Chmn.	As needed	
	- Review Memo of Understanding	Board Chmn.	As needed	

<u>Item No.</u>	<u>Activity</u>	<u>Who</u>	<u>When</u>	<u>Comments/Action</u>
12.	<b>Steuben County Health Department</b> - 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	N.R. Chmn. & Staff N.R. Chmn.	As needed Continuous	Quarterly Board meeting report
13.	<b>Steuben County Plan Commission</b> - 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. Chmn. N.R. Chmn.	Continuous Continuous	Quarterly Board meeting report
14.	<b>Steuben County Highway Department</b> - Maintain working relationship with Highway Engineer on the installation of conservation practices.	N.R. Chmn.	Quarterly communication with County Engineer	Quarterly Board meeting report
15.	<b>Fish Creek Watershed (WLEB area)</b> - Continue to work with the ICP on this project area	N.R. Chmn.	Quarterly coordination/ meetings	Quarterly Board meeting report
16.	<b>St. Joseph River Watershed Initiative</b> - Provide Technical and Educational Assistance to the Initiative.	N.R. Chmn.	Meeting attendance as required	Quarterly Board meeting report
17.	<b>St. Joseph River Basin Commission</b> - Administrative Coordinator and County Commissioner-Advisory Council - Monitor minutes and meeting agendas. Try to attend when possible.	N.R. Chmn. N.R. Chmn.	Meeting attendance Continuous	Quarterly Board meeting report
18.	<b>Friends of the St. Joseph River Association</b> - Resource Conservationist - Advisory Council - Monitor minutes and meeting agendas. Try to attend when possible.	N.R. Chmn. N.R. Chmn.	Continuous Meeting attendance	Quarterly Board meeting report
19.	<b>LAKE and RIVER ENHANCEMENT PROJECTS</b> <b>LARE – Fawn River Watershed Land Treatment Project</b> - Promote project to watershed producers/landowners. - Fulfill project responsibilities. - Apply for additional LARE funding	N.R. Chmn. N.R. Chmn. N.R. Chmn.	Continuous Continuous By January 15, 2020	Monthly Board meeting report

<u>Item No.</u>	<u>Activity</u>	<u>Who</u>	<u>When</u>	<u>Comments/Action</u>
20.	<b>LAKE and RIVER ENHANCEMENT PROJECTS</b> <b>LARE – Pigeon River Watershed Land Treatment Project</b> - Apply for additional LARE funding	N.R. Chmn.	By January 15, 2020	
21.	<b>Western Lake Erie Basin (WLEB) / St. Joseph River Basin RCPP Grants</b> - 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)].	N.R. Chmn. N.R. Chmn.	Continuous Continuous	Monthly Board meeting report Monthly Board meeting report
22.	<b>Multi-County CWI Grant – DeKalb</b> - Work with DeKalb County SWCD on development of additional multi-county CWI Grant	N.R. Chmn.	As needed	
23.	<b>2018 Multi-County CWI Urban Grant</b> - Work on implementing grant / fulfill project responsibilities	N.R. Chmn.	Continuous	Monthly Board meeting report
24.	<b>Great Lakes Nutrient and Sediment Reduction Grant – Pigeon Ck. Watershed</b> - Work on implementing grant / fulfill project responsibilities - Continue working and coordinating with Steering Committee.	N.R. Chmn. N.R. Chmn.	Continuous As needed	Based on Board direction
25.	<b>District Cost-Share Program</b> - Develop cost-share program to fund BMP practices in areas not currently covered by other grants.	N.R. Chmn.	As needed	Develop cost-share program guidelines
26.	<b>Water Quality Monitoring</b> - Serve on the Steuben County Lakes Council Water Quality Committee - Enter water quality data into database - Coordinate volunteer Hoosier Riverwatch water monitoring kits - Coordinate volunteer Indiana Clean Lakes Program Dissolved Oxygen Meter	N.R. Chmn. N.R. Chmn. N.R. Chmn. N.R. Chmn.	Meeting attendance as needed As needed Continuous Continuous	Quarterly Board meeting report