

Kankakee County Soil and Water Conservation District
Annual Plan of Work
Fiscal Year July 1, 2011-June 30, 2012

VISION STATEMENT

“Showing the public a better way to manage our natural resources.”

MISSION STATEMENT

The Kankakee County Soil and Water Conservation District will provide leadership and coordinate programs focusing technical, financial and educational assistance to help the landowner and the public protect, preserve and enhance our natural resources.

VALUE STATEMENTS

What is important as the District conducts business with our client, cooperators, public entities, businesses and employees?

- Promote and project a friendly atmosphere viewed by all as:
 - Informative
 - Cooperative
 - Selfless
 - Helpful
 - Respectful
- “Go To” organization for natural resources related information and assistance
- Maintain highly motivated staff who enjoy servicing customers and getting conservation on the land

Objective 1: Water Quality

Goal: To have the chemical, physical and biological characteristics of the water resources of Kankakee County meet or exceed the EPA water quality standards for their intended uses.

Objective 2: Soil Erosion

Goal: Monitor and continue to reduce soil erosion and sedimentation and eliminate gully erosion to ensure long-term productivity of the soil.

Objective 3: Land Use

Goal: To preserve prime agricultural land through wise land use and development that is compact and contiguous to existing development.

Objective 4: Water Management

Goal: To maintain and enhance surface and subsurface drainage systems in an environmentally sound manner to improve agricultural production, improve water quality and minimize adverse affects on urban and rural areas.

Objective 5: Wildlife and Habitat Development

Goal: Increase and enhance the areas of the county established in prairie, wetland and woodland habitats.

Objective 6: Education and Outreach

Goal: Showing the public a better way to manage our natural resources.

Objective 7: District Operations

Goal: Manage SWCD-NRCS operations for greatest efficiency in meeting resource objectives.

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1. WATER QUALITY

To have the chemical, physical and biological characteristics of the water resources of Kankakee County meet or exceed the EPA water quality standards for their intended uses.

Action Items	Responsibilities	Time Frame
1. Seal 6 wells w/CPP or District funds. Progress:	RC	07/11-06/12
2. Utilize Nutrient Mgt. to reduce phosphorous and nitrates (w/CPP and EQIP, if possible). Progress: Contracted 1 Nutrient Management Contract through EQIP in FY11	DC, RC	07/11-06/12
3. Market capabilities for Storm water Ordinance and contract for services- 5 munis. Progress: Target Kankakee, Bradley, Bourbonnais, Manteno and Aroma Park.	RC, Comm.	07/11-06/12
4. Host Storm water/Sediment Control measure workshop (inspectors, developers, gov't). Progress: Goal – ½ of muni's represented, hand delivery of invitation to muni's plus ask IEPA to send letter.	RC	Nov-Dec 11
5. Promote Cover Crop program utilizing EQIP Funding. Progress:	DC, Board, RC	07/11-09/12
6. Monitor Will County Airport progress and runoff concerns. Progress:	Board, RC	On-going
7. Conduct outreach with livestock producers regarding benefits of grazing land plan and EQIP program. Progress:	NRCS, Extension	07/11-06/12
8. Publish two articles on fertilizer and pesticide Best management practices for lawns. Progress:	RC	07/11-06/12

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2. SOIL EROSION AND SEDIMENT CONTROL

Monitor and continue to reduce soil erosion and sedimentation and eliminate gully erosion to ensure long-term productivity of the soil.

Action Items	Responsibilities	Time Frame
1. Promote, plan and implement stream bank stabilization projects – CPP or EQIP. Progress: Potential projects in Bradley and/or Herscher	RC, DC	07/11-09/12
2. Conservation applied to improve soil quality on 3000 acres (EQIP and CTA). Progress: As of 3/2011: 12% completed	DC	07/11-06/12

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3. LAND USE

To preserve prime agricultural land through wise land use and development that is compact and contiguous to existing development.

Action Items	Responsibilities	Time Frame
1. Work with County Planning Dept. on updating subdivision and related ordinances including LESA. Collect site assessment factors from other LESA's by the end of January 2008, form a committee to review and have recommendations for County Ad Hoc committee. Have PZA approve by Jan. to send to County Board in Feb. to form Ad Hoc. Progress:	RC	07/11-06/12
2. Promote distribution and use of the digital soil survey in FSA, Health Dept. programs. Progress:	DC, RC	07/11-06/12
3. Provide NRI reports for County As necessary Progress:	RC, AC	07/11-06/12
4. Conduct tillage transect survey (done in even # years). Progress:	RC	June 2012
5. Review and comment on Facility Planning Area requests, as required. Progress: Rare – typically 4 hrs every other year	RC	07/11-06/12

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4. WATER MANAGEMENT

To maintain and enhance surface and subsurface drainage systems in an environmentally sound manner to improve agricultural production, improve water quality and minimize adverse affects on urban and rural areas.

Action Items	Responsibilities	Time Frame
1. Assist local landowners with drainage issues/concerns. Progress:	RC	07/11-06/12
2. Maintain GIS layer for drainage district boundaries, tiles and ditches. Progress:	RC, AC	07/11-06/12
3. Conduct Drainage Dist. Meeting w/IADD-potential topic NPDES, Army Corp of Eng., IEPA. Progress:	RC, Comm.	02/12

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5. WILDLIFE HABITAT DEVELOPMENT

Increase and enhance the areas of the county established in prairie, wetland and woodland habitats.

Action Items	Responsibilities	Time Frame
1. Conservation applied to improve Fish and wildlife habitat on 200 acres (EQIP, WHIP, WRP, CRP). Progress: As of 3/2011: 75% completed	DC	07/11-09/12
2. Participate in or conduct pond management or conservation practice tour or workshop. Progress:	RC, Comm.	Fall/Winter 11/12
3. Encourage 100% re-enrollment of expiring CRP acreage with FSA. Progress:	DC	07/11-09/12
4. Assist Kankakee River Basin Local Partnership Council on river issues. Progress:	RC, AC	07/11-06/12
5. Encourage applications for Acres for Wildlife and Forestry Development Act and Stewardship Mgmt. Plan. Progress:	IDNR, DC	07/11-09/12
6. Provide IDNR with needed assistance - recommend/assist with development of habitat plans. Progress:	IDNR, DC	07/11-09/12
7. Provide support for the IRAP program.	RC, AC, Board	07/11-06/12

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6. EDUCATION AND OUTREACH

Showing the public a better way to manage our natural resources.

Action Items	Responsibilities	Time Frame
1. Promote and assist with Envirothon. Progress:	RC	04/12
2. Assist with Kids Day at the Farm administration. Progress:	RC	07/11-06/12
3. Participate in and support Kids Day at the Farm. Progress:	AC, Board, RC	March 2012
4. Provide 4 - \$250 teacher grants for SWCD suggested and approved environmental projects. Progress:	Board, RC	February 2012
5. Make presentation and programs upon request. Progress:	RC, AC	07/11-06/12
6. Assist with FFA soil judging contest. Progress: Hosted in Kankakee	RC	October 11
7. Grant one scholarship to post high school student in the study of agriculture or environmental science. Progress:	RC, Comm.	04/12
8. Publish Newsletter/Annual Report. Convert to digital format during FY 11 Progress:	RC, AC, Board	Summer '11 Fall '11 Winter '12 Spring '12
9. Participate in Salute to Ag at Farmer's market. Progress:	RC, Board	June 12
10. Conduct radio and newspaper interviews to provide information. Progress:	RC, DC, Board	07/11-06/12

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11. Maintain internet website. Progress:	AC,RC, Board	07/11-06/12
12. Write monthly column for Farm Bureau paper. Progress:	RC, Chair	07/11-06/12
13. Invite elected officials and partners to activities. Progress:	RC	07/11-06/12
14. Improve contacts with elected officials. Progress:	RC, AC, Board	07/11-06/12
15. Publicly recognize groups and individuals for conservation. Progress:	Board	February 2012
16. Conduct used oil day. Progress:	RC	August 2011
17. Remain active in RC&D and participate in group development and project identification. Progress:	RC, Board, Associate Directors	07/11-06/12
18. Utilize weekly newspapers to publish 4 conservation articles. Progress: Look for IDNR, NRCS, AISWCD articles	RC, AC, DC	07/11-09/12
19. Announce new programs via mail, telenet w/Ext Office, build awareness of existing programs and services. Progress:	DC, RC, Comm.	07/11-09/12
20. Assist with Extension Natural Resource Day at Camp Shaw. Progress:	RC	May 2012
21. Host Locally Led Conservation Group To identify local resource concerns Progress:	Board, RC, DC	July 2012

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7. DISTRICT OPERATIONS

Manage SWCD-NRCS operations for greatest efficiency in meeting resource objectives.

Sub-Goal 1: Operations

Action Items	Responsibilities	Time Frame
1. Assist walk-in customers with information and office services. Progress:	RC .	07/11-06/12
2. Assist with NRCS Administration. Progress:	AC, RC backup	07/11-06/12
3. Produce GIS maps for clientele. Progress:	AC, RC	07/11-06/12

Sub-Goal 2: Financial responsibilities

Action Items	Responsibilities	Time Frame
1. Prepare and approve annual budget w/income plan. Progress:	Board, RC, AC	07/11
2. Compile and maintain all financial records. Progress:	AC, Treasurer, RC	07/11-06/12
3. Obtain other funding sources (i.e. grants, storm water inspections). Progress:	RC, Board, AC	07/11-06/12
4. Conduct tree, fish, map, flag, filter fabric and water testing kit sales. Progress:	RC, AC, Board	07/11-06/12
5. Secure newsletter/annual report advertisers. Progress:	AC, RC, Board	07/11-06/12
6. Prepare all Federal, State and local level reports. Progress:	AC, RC	07/11-06/12

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Sub-Goal 3: Legal requirements and recommendations

Action Items	Responsibilities	Time Frame
1. Conduct Board/Committee meetings according to open meeting act and Roberts Rules of Order. Progress:	Chairman, RC, AC	07/11-06/12
2. Conduct annual meeting and election of Directors. Progress:	Board, RC	Feb. 2, 2012
3. Adhere to all laws on sexual harassment and employment conditions. Progress:	Board, AC, RC	07/11-06/12
4. List of persons including women and minorities, for directors, associates and committee members, recruit 3 Associate Directors. Progress: Look at Farm Bureau, Ext, Teachers, DD's	Board	07/11-06/12
5. Update EEO and Civil Rights file as required. Progress:	Comm., RC, DC	07/11-06/12
6. Maintain District policy handbook as required. Progress:	Comm. RC, AC	07/11-06/12

Sub-Goal 4: Personnel recommendations

Action Items	Responsibilities	Time Frame
1. Conduct employee evaluations, update job descriptions as required. Progress:	Board	12/11 06/12
2. Annually review and develop training need for District Staff. Progress:	Board	4/12

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Sub-Goal 5: Maintain and expand interagency cooperation

Action Items	Responsibilities	Time Frame
1. Review the Supplemental Memos of Understanding between the District, NRCS, DOA and the County. Progress:	Board	Nov. 2011
2. Kankakee River Basin Partnership financial support – review and adj rate if necessary. Progress:	RC, AC	07/11-06/12
3. Conduct semi-annual FSA and County Committee cooperation meetings. Progress:	Chairman, RC	07/11-06/12
4. Request the attendance of 1 elected District Director at the LUC III quarterly meetings. Progress:	Board	09/11, 12/11, 03/12, 06/12
5. Attendance of 1 elected District Director at the AISWCD Summer Conference. Progress:	Board	Summer 2011
6. Attendance of elected District Directors at one training workshop annually. Progress:	Board	07/11-06/12

Sub-Goal 6: Structural evaluation, planning and reorganization

Action Items	Responsibilities	Time Frame
1. Prioritize new issues as they arise to determine role. Progress:	Board	07/11-06/11
2. Develop staffing plan and cost/income scenarios. Progress:	Comm.	06/12 for FY13

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3. Review Long Range Plan annually. Progress:	Board, RC, AC, DC	March, 2012
4. Restructure Board, Ethics Officer and Committees – annual and as needed. Progress:	Board	March 2012
5. Review and update the Annual Plan of Work Semi-annually. Progress:	RC, AC, DC	12/11 06/12