

Kankakee County Soil and Water Conservation District  
Annual Plan of Work  
Fiscal Year July 1, 2020 – June 30, 2021

**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, Conservation, and Management**

**Goal:** To have the chemical, physical and biological characteristics of the water resources of Kankakee County meet or exceed standards as outlined in the Nutrient Loss Reduction Strategy (NLRS), and to maintain and enhance surface and subsurface drainage systems in an environmentally sound manner to improve agricultural production, improve water quality, and minimize adverse effects on urban and rural areas.

**Objective 2: Soil Health and Preservation**

**Goal:** To monitor and continue to reduce soil erosion and sedimentation and eliminate erosion to ensure long-term productivity of the soil. To promote conservation practices that preserve and improve overall soil health.

**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: Wildlife and Habitat Development**

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

**Objective 5: Education and Outreach**

**Goal:** Showing the public a better way to manage our natural resources through events, hands-on educational programs, and media.

**Objective 6: District Operations**

**Goal:** Identify additional funding sources, including grants and sponsorship, which allow continued operation while fulfilling vision and mission of the SWCD. Manage SWCD-NRCS operations for greatest efficiency in meeting resource objectives.

**RC:** Resource Conservationist – *Emilie Watkins* **AC:** Administrative Coordinator – *Linda Settle*  
**EC:** Educational Coordinator – *Crystal Sauder*; **DC:** District Conservationist – *Trenton Rader*

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**1. WATER QUALITY, CONSERVATION, AND MANAGEMENT**

To have the chemical, physical and biological characteristics of the water resources of Kankakee County meet or exceed standards as outlined in the Nutrient Loss Reduction Strategy (NLRS), and to maintain and enhance surface and subsurface drainage systems in an environmentally sound manner to improve agricultural production, improve water quality, and minimize adverse effects on urban and rural areas.

Action Items	Responsibilities	Time Frame
1. Seal <u>four</u> wells w/ PFC or District funds. Promote decommissioning utilizing PFC funds.	RC, EC	07/20-06/21
2. Promote cover crop programs utilizing EQIP/PFC funds.	DC, RC, Board	07/20-06/21
3. Promote edge of field practices (i.e. buffers, wetlands, bioreactors).	DC, RC, EC, Board	07/20-06/21
4. Plan and host <u>three</u> cover crop field days.	RC, EC	07/20-06/21
5. Assist local landowners with drainage issues and concerns.	RC, EC	07/20-06/21
6. Assist local units of government and local citizens to ensure compliance with the Illinois Water Use Act for high capacity wells (responsibilities undefined).	RC, EC	07/20-06/21
7. Conduct Drainage District Meeting with IADD.	RC, EC	Even number years (2020 meeting postponed to March 2021)
8. Work with any organization working to improve water quality initiatives (i.e. Kankakee River Basin Commission and the Kankakee Riverfront Project).	RC, EC, Board	07/20-06/21

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**2. SOIL HEALTH AND PRESERVATION**

To monitor and continue to reduce soil erosion and sedimentation and eliminate erosion to ensure long-term productivity of the soil. To promote conservation practices that preserve and improve overall soil health.

Action Items	Responsibilities	Time Frame
1. Promote S.T.A.R. Program and enroll <u>20-25 fields</u> from Kankakee County.	RC, Board	07/20-06/21
2. Develop relationship with Soil Health Partnership and promote field day.	RC, EC, Board	07/20-06/21
3. Fulfill requirements for the National Wildlife Federation's Cover Crop Champions Grant program.	RC, EC, Board	07/20-06/21
4. Promote District's Partners for Conservation Cost Share (PFC) funds.	RC, Board	07/21-06/21

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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. Provide NRI reports for County, as necessary.	RC, EC	07/20-06/21
2. Conduct tillage transect survey with IDOA.	RC, EC	Odd number years: None planned
3. Encourage pollinator habitat establishment on Solar Farm construction sites.	RC, EC, Board	07/20-06/21
4. Monitor progress of county & regional development initiatives and runoff concerns (i.e. Illiana Expressway, Will County Airport, Illiana Burnham, Wind & Solar Farms)	RC, Board	Ongoing

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**4. WILDLIFE HABITAT DEVELOPMENT**

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

Action Items	Responsibilities	Time Frame
1. Conduct pond management seminar or workshop.	RC, EC	Even number years Fall 2020
2. Participate in the Kankakee River Basin Commission (KRBC).	RC, EC, Board	07/20-06/21
3. Provide support and encourage 100% re-enrollment of expiring CRP acreage with FSA, tied to the NRCS contribution agreement.	DC, RC	07/20-06/21
4. Research and pursue funding for roadside habitat. Promote use of rights-of-way habitat programs.	RC, EC, Board	07/20-06/21
5. Fulfill grant requirements for Gaylord and Dorothy Donnelley Foundation Land Conservation Grant at Hawkins Park.	RC, EC, Board	07/20-06/21
6. Continue pursuing partnership and grant opportunities with Bourbonnais Elementary School District.	RC, EC, Board	07/20-06/21
7. Continue to research and promote urban habitat and conservation initiatives.	RC, EC	07/20-06/21

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**5. EDUCATION AND OUTREACH**

Showing the public a better way to manage our natural resources through events, hands-on educational programs, and media.

Action Items	Responsibilities	Time Frame
1. Promote and assist with Envirothon.	RC, EC	Spring 2021
2. Participate in and support Farm Bureaus' annual Kids Day at the Farm event.	RC, EC, Board	March 2021
3. Provide <u>five</u> "Conservation Kit" equipment bundles, training, and classroom/field visits to educators in Kankakee County.	RC, EC, Board	07/20-06/21
4. Present <u>one educational program per month</u> on environmental focus areas: soil health, water quality, pollinators and habitat.	RC, EC, Board	07/20-06/21
5. Promote and assist with Pheasants Forever habitat workshops and events.	RC, EC, Board	07/20-06/21
6. Host Teacher Continuing Education events with Kankakee Farm Bureau.	RC, EC	07/20-06/21
7. Host Women in Ag event with National Wildlife Federation.	RC, EC	Summer 2021
8. Assist with Midland States Bank Earth Day Program.	RC, EC	Spring 2021
9. Assist with FFA soil judging contest.	RC	Fall 2020
10. Publish Annual and Semi-annual newsletter.	RC, AC, EC, Board	Summer 2020 Winter 2021
11. Publish Educational newsletter quarterly.	RC, EC	Summer & Fall 2020 Winter & Spring 2021

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Action Items	Responsibilities	Time Frame
12. Conduct radio and newspaper interviews to provide information to the community.	RC, DC, Board	07/20-06/21
13. Write monthly column for Farm Bureau paper.	RC, EC, Chair	07/20-06/21
14. Utilize local newspapers to publish conservation articles, as needed.	RC, AC, EC, Board	07/20-06/21
15. Announce new programs via mail, email, website, social media, etc. to build awareness of existing programs and services.	RC, AC, EC	07/20-06/21
16. Maintain website and all social media, providing outreach reports in January and July.	RC, EC	07/20-06/21
17. Invite elected officials and partners to activities where it applies.	RC, EC	07/20-06/21
18. Publicly recognize groups and individuals for conservation.	Board	07/20-06/21
19. Expand outreach to Olivet and KCC to identify potential joint educational projects.	RC, EC, Board	07/20-06/21
20. Host annual BioBlitz with Olivet and BTPD at Perry Farm Park.	RC, EC	Summer 2020
21. Assist with Heldt Park Summer Programs.	RC, EC	Summer 2020

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**6. DISTRICT OPERATIONS**

Identify additional funding sources which allow continued operation while fulfilling vision and mission of the SWCD.  
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.	RC, EC	07/20-06/21
2. Assist with NRCS Administration.	RC	07/20-06/21
3. Fulfill requirements of NRCS CRP sub-agreement. (CRP, CSP, mid-management).	DC, RC	07/20-06/21

**Sub-Goal 2: Financial responsibilities**

Action Items	Responsibilities	Time Frame
1. Prepare and approve annual budget w/income plan.	Board, RC, AC	07/20-06/21
2. Compile and maintain all financial records.	AC, Treasurer, RC, EC	07/20-06/21
3. Research and expand additional funding sources.	RC, EC, Board, AC	07/20-06/21
4. Maintain K3SWCD Grant Library resource.	RC, EC, Board	07/20-06/21
5. Conduct tree, fish, native plant, flag, and pollinator habitat seed sales.	RC, AC, EC, Board	07/20-06/21
6. Secure newsletter/annual report advertisers with a goal of <u>10</u> new advertisers.	AC, RC, EC	07/20-06/21
7. Prepare all Federal, State and local level reports.	AC, RC, EC	07/20-06/21



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Action Items	Responsibilities	Time Frame
8. Invest excess funds (i.e. CD)	RC, Board	07/20-06/21

**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.	Chairman, RC, AC, EC	07/20-06/21
2. Conduct annual meeting and election of Directors.	Board, RC, EC	February 2021
3. Adhere to all laws on sexual harassment and employment conditions.	Board, AC, RC, EC	07/20-06/2
4. Update EEO and Civil Rights file as required.	Board, AC, RC, EC	07/20-06/21
5. Maintain District policy handbook as required.	Board, RC, AC, EC	07/20-06/21
6. Adhere to FOIA requirements.	Board, AC, RC, EC	07/20-06/21

**Sub-Goal 4: Personnel recommendations**

Action Items	Responsibilities	Time Frame
1. Conduct employee evaluations, update job descriptions as required.	Board	07/20-06/21
2. Annually review and develop training need for District Staff.	Board	April 2021
3. Evaluate possibilities with ONU and KCC for spring and summer internships.	Board, Chairman, RC, EC	07/20-06/21

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Action Items	Responsibilities	Time Frame
4. Annually review staffing, succession, and retirement plans.	AC, RC, Board	07/20-06/21

**Sub-Goal 5: Maintain and expand interagency cooperation**

Action Items	Responsibilities	Time Frame
1. Review Supplemental Memos of understanding, contribution agreements, and all other agreements between the District, NRCS, IDOA, IDNR, IEPA and the County.	Board	07/20-06/21
2. Continue interaction with FSA CED at monthly SWCD Board meetings.	Board, RC	07/20-06/21
3. Request the attendance of 1 elected District Director at the LUC III quarterly meetings.	Board	09/20, 12/20, 03/21, 06/21
4. Attendance of 1 elected District Director at the AISWCD Summer Conference.	Board	Summer 2020
5. Attendance of elected District Directors at one training workshop annually.	Board	07/20-06/21

**Sub-Goal 6: Structural evaluation, planning and reorganization**

Action Items	Responsibilities	Time Frame
1. Prioritize new issues as they arise to determine role.	Board	07/20-06/21
2. Develop staffing plan and cost/income scenarios.	Board, RC	06/20 for FY21
3. Review Long Range Plan annually.	Board, RC, AC, DC	March 2021

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<b>Action Items</b>	<b>Responsibilities</b>	<b>Time Frame</b>
4. Restructure Board, Ethics, OMA and FOIA Officers, Committees – annual and as needed.	Board	March 2021
5. Review and update the Annual Plan of Work	Board, RC, AC, EC	12/20 & 6/21