# CASS COUNTY
# SOIL CONSERVATION DISTRICT

## 2026

## ANNUAL PLAN OF WORK

**BY:** Terry Hoffman
**CHAIRMAN**

**DATE:** _____

## I. HIGH PRIORITY ITEMS OF CONCERN

A. Soil Management
   1. Soil Erosion - All phases of wind and water erosion
   2. Food Security Act
      a. Highly Erodible Land
         1. Compliance Plan Updating and Implementation
      b. Wetland
         1. Monitor Scope and Effect
   3. Conservation Cropping System
      a. Crop Residue Management
      b. Shelterbelts
      c. Cover Crops
      d. Improved diversity
   4. Soil Salinity

B. Water Management in the Red River Valley - necessary tool for crop production
   1. Drainage and Retention
      a. Tiling
   2. Water Quality
      a. Promote Integrated Crop Management
      b. Crop Residue Management
      c. Shelterbelts
      d. Tiling

C. Quality of Life
   1. Energy Conservation
   2. Landscape and Aesthetics
   3. Public Safety
   4. Wildlife
   5. Snow Control

D. Education
   1. Promote Conservation in Cass County Schools
   2. Promote Water Quality – Conservation cropping systems and BMP demonstrations

E. Flooding - Controlling by means of land treatment or non-structures

F. Socio-Political Concerns - Gain public support for local conservation programs and also work with other government entities in their conservation programs

G. Urban Expansion
   1. Erosion control on construction sites
      a. Point Source
      b. Low Impact Development
   2. Windbreak protection
   3. Riparian area protection

## II. Goals

A. Encourage tree planting, windbreak renovation and weed control

B. Encourage management of trees, native grasses and forbs at Brewer Lake and the District's shop and land

C. Promote Residue Management
1. Strip-Till management
2. No-Till management
3. Mulch-Till management

D. Promote Water Management and Coordinated Drainage
1. Consult and work with Water Resource Districts
2. Assist in other projects

E. Promote education and communication program through:
1. District Newsletters - Quarterly
2. Conservation Achievement program
3. District Website and Facebook
4. Conservation Tours / Workshops
5. Meet with USDA Agencies
6. Radio, TV and Newspaper
7. Perennial plantings to mitigate soil salinity
8. Land Management at District property

F. Compliance Plan - Review, Update and Implementation

G. Contact county and state representatives and senators on conservation issues

H. Provide Water Quality Plans
1. Acquire and target grant funds
2. Educate the public and promote BMPs

I. Use the Calendar of Events

J. Staff Guidelines
1. Review and Update employee handbook

# CALENDAR OF EVENTS

SCD BOARD MEETINGS HELD EVERY 2ND TUESDAY OF THE MONTH

**FISCAL YEAR 2026 (JAN 1 – DEC 31)** LAST UPDATED – 7/7/2026

## JANUARY

- Appoint members to SCD Board
- Reorganize the SCD Board
- Reorganize Standing Committees
- File Open Meetings: County Auditor
- Review Newsletter/Annual Report
- Discuss Civil Rights
- Arrange for financial audit: Begins in January
- Ladies Ag
- Nominations for Achievement Winner
- Evaluate Well Sealing Program
- Bank Pledge amounts/approval in Minutes

**Reorganization:**

Nominations do not need a second

To move nominations- Cease and Cast a unanimous ballot "I move nominations cease and cast a unanimous ballot for Name" (needs a second and is not debatable)

Schedule for Reorganization:

1. Chairman entertains a motion to move meeting to special business, needs a 2nd and there is no discussion.
2. Chairman steps down and gives mediatory roll to Director
3. Director opens nominations for Chairman- remember nominations do not need a 2nd
4. All five board members can vote
5. Options for voting: Roll-call, Ballot, or Voice Vote
6. Director turns meeting over to new Chairman
7. Chairman opens nominations for Vice-Chairman
8. Chairman asks for committee chairs for: Personnel, Education, RC &D, Equipment
9. Chairman entertains a motion to move meeting back to regular business

## FEBRUARY

- Review the following MOU's Between the SCD and: checked were reviewed in 2016
  - ✓ USDA
  - ✓ NRCS – new MOU in 2019
  - ✓ FSA
  - ✓ County Commissioners
  - ✓ NDSSCC
  - ✓ ND State Forester
  - ✓ ND Game and Fish
  - ✓ Cass County Park Board
  - ✓ Cass County Extension
  - ✓ Cass County Weed Board
- Post Tree Planters positions
- Review 2026 revised budget
- Nominations for 2026 Achievement Winner

## MARCH

- Ladies Ag: March 19, 2026
- Meet with County Weed Board and Park Board
- Envirothon: approve contribution amount
- Review Price List of Handplants and Services for 2027 season
- Interview Tree Planters for spring
- Develop Budget for next Fiscal year (First Draft)
- Participate in Ag in the Classroom: done
- Attend ND District Annual Meeting

## APRIL

- Prepare Cooler for Trees
- Review/Distribute newsletter

## MAY

- Select Conservation Achievement Award Winner – Submit to NDASCD
- Tree Planting ongoing
- Promote Arbor Day Events

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## JUNE

- O&M Inspections – CATS, Watershed & 216 Measures
- Lay Fabric
- Maintenance of Brewer Lake Arboretum
- Finalize budget and send mill levy papers to the auditor's office
- Determine and plan grass seeding sites / acres

## JULY

- Review District Plan of work for current year
- Quarterly Newsletter
- Bank Pledge amounts and approval in Minutes

## AUGUST

- Equipment maintenance for fall planting
- Storage for equipment
- Grass Seeding / Cover Crops
- Evaluate job performance of tree planters

## SEPTEMBER

- Eco-Ed
- 2027 Budget Hearing:
- Finalize Grass seeding measurements for billing
- Line up Fall Tree planting
- Red River Water Festival:
- Employee Handbook review
- Visit Spring Planting Sites with Producers
- Promote Envirothon Activities

## OCTOBER

- Review Eco-Ed Tours
- Visit Sites that were planted this year with producers
- Perform Dormant Grass Seeding
- Equipment Maintenance for Spring
- Store Equipment for winter
- Review Quarterly Newsletter
- National Convention planning
- Local Work Group: EQIP ranking questions

## NOVEMBER

- Apply Casoron after ground temp is below 50 degrees
- Review Fall Tree Planting Results
- Review Health Insurance (contract expires 12/31/2026
- Review Dormant Grass Seeding Results
- Review Equipment Maintenance
- Attend NDACSD Annual Meeting
- Develop Annual Plan of Work for upcoming year

## DECEMBER

- Send out Estimate for Spring Plantings
- Discuss Reorganization for January
- Discuss Annual Report from current Year
- Review Long Range Plan
- Employee evaluation and review
- Review District Insurance