



# 2018 Plan of Work and Operations

PROVIDING QUALITY CONSERVATION RESOURCES  
SINCE 1949

## I. 2018 PLAN OF WORK AND OPERATIONS

The purpose of the Annual plan is to identify resource issues within Pope Soil and Water Conservation District. The annual plan outlines specific goals to resolve these resource problems.

The Pope SWCD board and staff will review this plan annually.

The goals and objectives of the Pope Soil & Water Conservation District are defined as:

1. Improve water quality and reduce erosion in our lakes, streams, groundwater, ditches, wetlands, and water resources.
2. Expand research opportunities at the Herman Rosholt Research Farm.
3. Reduce point source pollution from feedlots.
4. Promote and provide Irrigation Management Program to landowners and operators.
5. Promote land conservation programs.
6. Reduce soil erosion by promoting conservation tillage and increasing the acres under conservation tillage in the county.
7. Continue and expand the District's Conservation Tree Program.
8. Continue to develop native grass program.
9. Implement EEO and civil rights responsibilities resulting in strong working relationships with agencies, units of government, and organizations.
10. Continue to educate the public and students about Conservation efforts in Pope County.
11. Continue to promote better storm water and urban management of urban land and water.

### **OBJECTIVE 1**

#### **Improve water quality and help reduce erosion in our lakes, streams, groundwater, ditches, wetlands, and water resources.**

- A. Coordinate at least three projects or activities that coincide with the priorities and objectives of the North Fork Crow River Watershed District, Chippewa River Watershed Project, and the Sauk River Watershed District.
- B. Implement the Wetland Conservation Act as the LGU and coordinate the activities of the Technical Evaluation Panel (TEP).
- C. Coordinate Water Plan activities with high priority watersheds based on the Pope County 8 Lake TMDL, 2013 Pope County Comprehensive Water Plan, and other scientifically proven data.

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- D. Conduct a meeting with the Water Plan Task Force at least semi-annually to provide background on progress and other activities.
- E. Complete and publish an Annual Water Plan report with activities completed to address the priorities listed in the Comprehensive Water Plan.
- F. Complete an update to the Pope SWCD website to include a tab specifically for the Pope County Water Plan.
- G. Implement a well sealing program with the funding allocated through the water plan funding and the Natural Resources Block Grant.
- H. Set an annual plan of work and budget for water plan activities that coincide with priorities listed in the Comprehensive Water Plan.
- I. Coordinate work with the Pope County Land & Resources Management Department to protect and educate the public about water resource concerns and implement the activities in the Pope County 8 Lake TMDL and the 2013 Comprehensive Water Management Plan. At least quarterly the Pope County Land & Resource Management Department and Pope SWCD will hold planning and reporting sessions.
- J. Monitor and complete paperwork for 19 Observation Wells for the DNR with Groundwater Quality Monitoring program.
- K. Install 100 acres of filter strips.
- L. Install ten water and sediment control basin structures.
- M. Promote conservation practices in the news media (5 articles) and the County Fair.
- N. Complete applications for Clean Water Fund or other grants to complete projects.
- O. Two staff will work to obtain Technical Approval Authority.
- P. Install two alternative tile intakes.
- Q. Coordinate a project (monitoring/implementation) with the City of Glenwood to improve storm water quality management and to protect Lake Minnewaska.
- R. Attend Pope County COLA meetings and Chippewa River Watershed LWG to coordinate projects.
- S. Coordinate and implement buffer initiative by assisting landowners throughout the County in identifying areas that do not currently meet buffer requirements.

## **OBJECTIVE 2**

### **Expand research opportunities at the Herman Rosholt Research Farm.**

- A. Partner with Prairie Lakes Co-op, MN Department of Agriculture, and the University of Minnesota to implement a field trial researching nitrogen impacts on ground water.
- B. Coordinate efforts with Prairie Lakes Cooperative for field day to demonstrate new technology and techniques.
- C. Conduct at least one annual planning session with all partners.

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- D. Partner with MDA and provide a nitrate water testing clinic for private well owners.
- E. Hire, supervise, and oversee daily workplan for an intern completing daily water quality monitoring of lysimeters.
- F. Coordinate with other entities to utilize the research facilities for education and training.

## **OBJECTIVE 3**

### **Reduce point source pollution from feedlots.**

- A. Recommend/Design practices on two feedlots to reduce water pollution.
- B. Provide recommendations to four feedlot operators on guidelines for Nutrient Management.
- C. Encourage staff to become Nutrient Management certified.
- D. Assist Pope County Land and Resource Management and the Pope County Feedlot Officer on feedlot issues.

## **OBJECTIVE 4**

### **Promote and provide Irrigation Management Program to landowners and operators.**

- A. Secure enrollment of 500 acres in the program.
- B. Promote the program in 2 articles (newspaper or newsletter).
- C. Contact and send program information to all irrigators in Pope County.

## **OBJECTIVE 5**

### **Promote land conservation programs including CCRP, CRP, EQIP, GRP, WRP, WHIP, RIM, CSP, and others as they are available.**

- A. Work with Chippewa River Watershed, Sauk River Watershed, and North Fork Crow River Watershed Districts and Pope County Land & Resource Management Department to provide information to help promote conservation.
- B. Work with local sportsmen groups to promote wildlife habitat through the CRP programs including program and display for local banquets.
- C. Distribute a quarterly newsletter to Pope County Landowners promoting all the programs available.
- D. Publish two news articles regarding programs that are available.
- E. Promote CRP, CCRP programs through Farm Bill Technician position and other programs as available.
- F. Promote Living Snow fences, the DOT initiative, and provide technical knowledge to the public.

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## **OBJECTIVE 6**

**To reduce soil erosion by promoting conservation tillage and increasing the acres under conservation tillage in the county.**

- A. Produce two newspaper articles concerning conservation tillage.
- B. Write conservation tillage newsletters and articles to be published in our local county-wide newspapers.
- C. Assist and Conduct Tillage Workshops as needed.
- D. Conduct Tillage Transect Survey as needed.
- E. Provide no-till drills to landowners for rent.

## **OBJECTIVE 7**

**Continue with and expand the District's Conservation Tree Program.**

- A. Establish two miles of field windbreaks.
- B. Install 10 miles of weed control fabric.
- C. Produce two annual publications which promote the District's Conservation Tree Program.
- D. Promote conservation trees at the Pope County Fair.
- E. Continue to sponsor trees for elementary student plantings for Arbor Month observation.
- F. Establish ten farmstead shelterbelts.
- G. Establish Wildlife Habitat plantings.
- H. Work with FSA, NRCS, and DNR Forestry to promote plantings.

## **OBJECTIVE 8**

**Continue to develop and streamline the District's native grass program.**

- A. Provide a variety of quality certified seed mixes to ensure germination rates.
- B. Provide operators with knowledge of how to establish and maintain their own plantings.
- C. Provide operators access to equipment needed.
- D. Promote Native grass plantings.

## **OBJECTIVE 9**

**Implement EEO and civil rights responsibilities resulting in strong working relationships with agencies, units of government and organizations.**

- A. Review semi-annually status of assistance by race & sex to check for deficiencies.
- B. Document correction in NRCS civil rights folder.

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- C. Review Memorandum of Understanding including CR, EEO, and Drug Free.
- D. Include nondiscriminatory statements on public releases.
- E. Maintain a civil rights file with NRCS.
- F. Review handicap accessibility issues annually.

## **OBJECTIVE 10**

**Continue to promote and educate the public and students about Conservation efforts in Pope County.**

- A. Promote the Districts activities through a website, newsletters, and brochures.
- B. Educate students about conservation through Conservation Day and a Water Festival Day.
- C. Educate students about water quality through Nitrates in the Classroom education program with the Minnesota Department of Agriculture.
- D. Promote conservation programs through displays at events including Pope County Fair, Area Ag Show, and other events as appropriate.
- E. Provide educational materials and give presentations to elementary schools for annual poster contest.
- F. Provide and distribute Soil Stewardship materials to local churches.
- G. Select an Outstanding Conservationist for the year.
- H. Participate and assist in the planning and organizational efforts of the Area II Envirothon/Jr. Envirothon/Poster Contest.
- I. Promote and conduct at least one Nitrate Testing Clinic(s).

## **OBJECTIVE 11**

**Continue to promote better management of urban land and water to control stormwater runoff through the following.**

- A. Educate the public about rain gardens, retention ponds, pervious vs. impervious surfaces through at least 2 articles and a workshop.
- B. Promote a recycling day as applicable.
- C. Educate and Promote Lakescaping and conduct a shoreline restoration project for stormwater runoff control.
- D. Write 2 articles about Best Management Practices for urban areas.
- E. Work with municipalities, townships, and lake associations to secure funding for water conservation that includes stormwater projects.
- F. Complete the first year of the Clean Water Partnership Grant Phase I-Investigation to monitor three main tributaries that outlet into Lake Minnewaska to further define and target efforts to protect Lake Minnewaska.

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## II. 2018 CALENDAR OF EVENTS

### January (Board Meeting 2<sup>nd</sup> Tuesday)

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1. Approve current bills
2. Approve minutes
3. Review fund balances
4. Approve agreement
5. Election of Officers and oath of office
6. Appointments to special committees
7. Begin work on Annual Report
8. Approve Calendar of Events
9. Staff written reports
10. Conduct Staff Annual Reviews
11. Discuss Seasonal Staffing
12. Review Personnel Policies
13. Review MCIT Insurance Coverage

### February (Board Meeting 3<sup>rd</sup> Tuesday)

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1. Approve current bills
2. Approve minutes
3. Review fund balances
4. Approve Agreements and Existing Programs
5. Review and approve Agency Objectives Report-Due at BWSR March 15th
6. Review Agency Objectives
7. Publish and distribute Newsletter/Annual Report
8. Review Rosholt/Prairie Lakes Project
9. Attend Legislative Day at the Capitol
10. Discuss and Select Outstanding Conservationist
11. E-link Reporting Due February 1st

### March (Board Meeting 3<sup>rd</sup> Tuesday)

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1. Approve current bills
2. Approve minutes
3. Review fund balances

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4. Approve agreements
5. Review Tree Planter Safety
6. Review RIM, CREP, WRP, & PWP programs
7. Staff written reports
8. Discuss Seasonal Vehicle Policies
9. Review Tree Program Revenues and Expenses
10. Discuss tree pickup
11. Discuss safety at the workplace
12. Attend Area II meeting
13. Complete presentation for conservation poster contest and distribute materials for the contest
14. Fundraising for Waterfest

## **April (Board Meeting 3<sup>rd</sup> Tuesday)**

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1. Approve current bills
2. Approve current minutes
3. Review fund balances
4. Review First Quarter District progress
5. Review State Cost Share Program
6. Notify area ministerial organization of Soil Stewardship week and refer them to information
7. Staff Written Reports
8. Judge poster contest
9. Complete tree pickup

## **May (Board Meeting 3<sup>rd</sup> Tuesday)**

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1. Approve current bills
2. Approve minutes
3. Review fund balances & budget to actual income and expenses
4. Arbor Day Tree Donations to schools
5. Staff written reports
6. Envirothon held in May

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7. Attend Awards Ceremonies and present Poster Contest Certificates at schools

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## **June (Board Meeting 3<sup>rd</sup> Tuesday)**

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1. Approve current bills
2. Approve minutes
3. Review fund Balance and budget
4. Approve Agreements
5. Review Draft 2016 County Appropriation Budget
6. Staff written reports
7. RC& D Report
8. Host Weed Awareness workshops in Pope & Swift Counties
9. Review project end reports for BWSR
10. Attend Area II meeting
11. Review prices for programs, trees and planter rates for 2016 budget

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## **July (Board Meeting 3<sup>rd</sup> Tuesday)**

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1. Approve current bills
2. Approve minutes
3. Review fund balance & budget
4. Review YTD Budget Vs. Actual I & E
5. Approve agreements
6. Review BWSR Capacity Application
7. Plan County Fair display
8. Review State Cost Share
9. Publish quarterly Newsletter
10. Staff booth at the Pope County Fair
11. Sponsor an Environmental Education event at the Pope County Fair
12. Display CWMA information at the Swift County Fair

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## **August (Board Meeting 3<sup>rd</sup> Tuesday )**

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1. Approve current bills
2. Approve minutes
3. Review fund Balance & Budget
4. Approve agreements
5. Staff Written Reports

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6. Submit budget request to County Commissioners

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## **September (Board Meeting 3<sup>rd</sup> Tuesday)**

1. Approve current bills
2. Approve minutes
3. Review fund balance and budget
4. Approve agreements
5. Staff written reports
6. Co-host WaterFest with Stevens SWCD
7. Co-host Conservation Day with Stevens SWCD
8. Attend County Commissioners meeting to discuss allocation request
9. Publish quarterly Newsletter

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## **October (Board Meeting 3<sup>rd</sup> Tuesday)**

1. Approve Current bills
2. Approve minutes
3. Review fund YTD budget vs. actual I &E
4. Approve Agreements
5. Staff Reports
6. Arrange Customer Appreciation Day
7. Participate in Area II Envirothon
8. Discuss attending MASWCD Convention

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## **November (Board meeting 3<sup>rd</sup> Tuesday)**

1. Approve current bills
2. Approve minutes
3. Review fund balance & budget
4. Approve Agreements
5. Attend Area II meeting
6. Arrange to attend MASWCD State Convention
7. Host Open House & sales program kick-off

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## **December (Board Meeting 3<sup>rd</sup> Tuesday)**

1. Approve current bills
2. Approve minutes
3. Review fund balances & budget

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4. Approve agreements
5. Review Plan of Operations with NRCS
6. State Convention held
7. Review Memo of Understanding with NRCS

## III. 2018 Budget

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