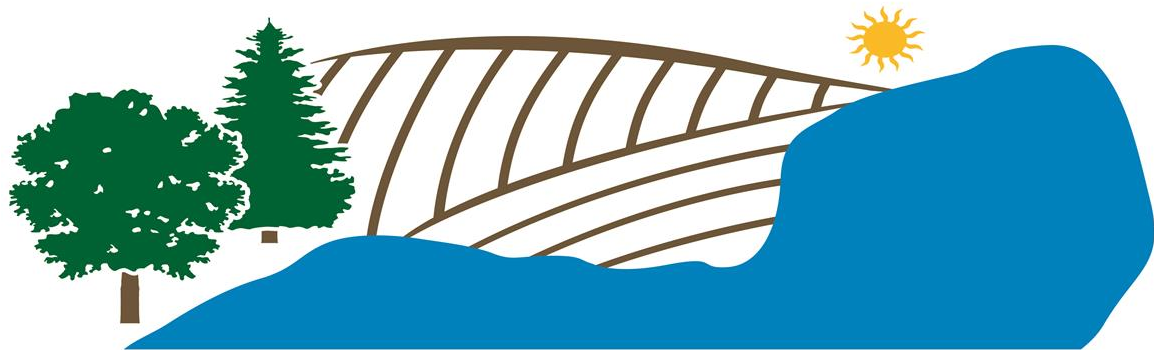


# ANNUAL PLAN OF WORK

## 2019

### POPE SOIL & WATER

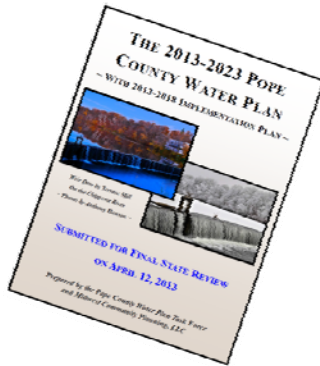


CONSERVATION DISTRICT

### MISSION STATEMENT

Conservation, Protection, and Enhancement of Pope County's Natural Resources.

# 2019 PLAN OF WORK AND OPERATIONS



## PLANNING

The purpose of the Annual Plan is to identify resource issues within Pope County and the role and responsibilities of implementation for the Pope Soil and Water Conservation District.

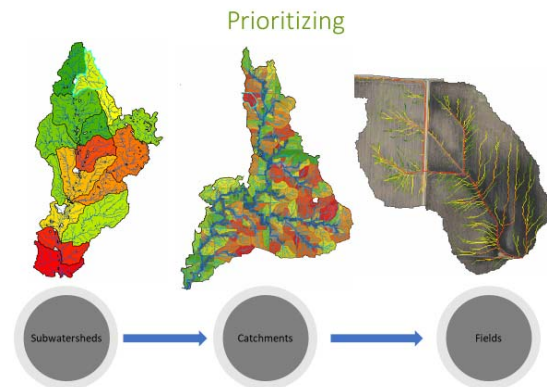
The Annual Plan outlines specific goals to resolve these resource problems which are tied to the ten-year Pope County Water Plan.

The four main priorities identified in the Pope County Water Plan are surface water quality, erosion and sediment control, surface water management, and groundwater quality and quantity.

The Pope County Water Plan identifies the specific actions needed to improve our natural resources in the County. The Plan also indicates completing projects with high priority watersheds based on the Pope County 8 Lake TMDL; Pope County Lake Monitoring Program; City of Glenwood Stormwater Study; Lake Minnewaska Targeted Subwatershed Study; Lake Emily Targeted Subwatershed Study; Villard, Amelia, Leven, and Gilchrist Targeted Subwatershed Study; and the East Branch of the Chippewa Targeted Study. Our annual goals and objectives correlate with these actions in the Pope County Water Plan. A full copy of the Pope County Water Plan can be found at [www.popeswcd.org](http://www.popeswcd.org).

## OVERALL PLAN ACTIONS:

1. Conduct a meeting with the Water Plan Task Force annually to provide background on progress and other activities.
2. Complete and publish an Annual Water Plan report with activities completed to address the priorities listed in the Comprehensive Water Plan.
3. Set an annual plan of work and budget for water plan activities that coincide with priorities listed in the Comprehensive Water Plan.
4. Review this plan annually by the Pope SWCD Board and staff.



## PARTNERSHIP ACTIONS:

1. 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.
2. Work with the Chippewa River Watershed, Sauk River Watershed, and North Fork Crow River Watershed District, and Pope County Land & Resource Management Department to provide information to help promote conservation.
3. Participate on Technical Advisory and Policy Committees for watershed projects with a One Watershed One Plan (Comprehensive Water Management Plan).
4. Provide support to water quality monitoring programs: Pope County Lake Monitoring, Chippewa River watershed, North Fork Crow River watershed, and Sauk River watershed monitoring of lakes and streams.
5. Participate in the JPA with the West Central Technical Service Area Engineering Team and provide guidance on annual workload.

## TRAINING & CERTIFICATIONS:

1. Maintain Job Approval Authority for staff.
  - a. Ecological Sciences
    - i. CP21, CP23, CP23A, CP37, CP5A, CPI6A, CP22, CPI7A, CP38, CP2
    - ii. 342, 643, 327, 314, 340, 393, 512, 666, 449, 118, 146, 338, 329, 391, 528, 612, 657, 660, 490, 645, 644, 380, 329
    - iii. ARCGIS, ARCMAP, RUSLE, Toolkit, Soils, Lidar
  - b. Engineering
    - i. Hydrology, Watershed
    - ii. 638, 410, 412, 468, 580, 620, 360, 351
  - c. Pesticide Applicator
    - i. Category A and C
    - ii. Category J
2. Other training as identified as a part of the job requirements.



2018 Board and Staff

Staff Pictured Top Left: Nicole Brede, Holly Kovarik, Jessica Hoheisel, Kelly Erickson

Board Pictured Top Right: Randy Pederson, D. Gary Reents, Tom Talle, Mike Billehus  
(replaced by Randy Mitteness in 2019), Keith Nygaard

**SUPERVISORY BOARD 2019**

**REGULAR MEETING SCHEDULE: 7:00 A.M. ON THE 3<sup>RD</sup> TUESDAY OF EACH MONTH**

**LOCATION: POPE SWCD OFFICE, 1680 N. FRANKLIN ST., GLENWOOD, MN**

<p align="center"><b>CHAIR</b></p> <p>Tom Talle 17553 295<sup>th</sup> Street Glenwood, MN 56334 320-278-3770</p>	<p><b>DISTRICT 3</b></p>	<p><b>RE-ELECTION 2022</b></p>
<p align="center"><b>VICE-CHAIR</b></p> <p>Keith Nygaard 27378 180<sup>th</sup> Street Starbuck, MN 56381 320-239-4279</p>	<p><b>DISTRICT 1</b></p>	<p><b>RE-ELECTION 2022</b></p>
<p align="center"><b>SECRETARY</b></p> <p>Randy Pederson 131 E. Minnesota Avenue Glenwood, MN 56334 320-634-4737</p>	<p><b>DISTRICT 2</b></p>	<p><b>RE-ELECTION 2020</b></p>
<p align="center"><b>TREASURER</b></p> <p>D. Gary Reents 15821 Co. Rd 29 Villard, MN 56385 320-554-3328</p>	<p><b>DISTRICT 5</b></p>	<p><b>RE-ELECTION 2020</b></p>
<p align="center"><b>PUBLIC RELATIONS</b></p> <p>Randy Mitteness 32060 325<sup>th</sup> Street Benson, MN 56215 701-238-0932</p>	<p><b>DISTRICT 4</b></p>	<p><b>RE-ELECTION 2022</b></p>

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

1. Conservation, Protection, and Enhancement of Surface Water
2. Conservation, Protection, and Enhancement of Ground Water
3. Conservation, Protection, and Enhancement of Soil Health and Productivity
4. Research, Education, and Outreach
5. Conservation, Protection, and Enhancement of Lands

### **Conservation, Protection, and Enhancement of Surface Water**

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

1. Implement the Wetland Conservation Act as the LGU and coordinate the activities of the Technical Evaluation Panel (TEP).
  - a. Hold TEP meetings monthly with partners
2. Support landowners seeking compliance with the Buffer Law and establishing buffers.
  - a. Install 100 acres of filter strips.
  - b. Complete inspections on 10% annually or review buffer parcels for compliance once per three years.
3. Improve land stewardship through Minnesota Ag Water Quality Certification Program.
  - a. Sign up at least 5 landowners per year into the program or 1,000 acres certified.
  - b. Educate the public on the program by providing materials to 20 new producers.
  - c. Write at least 2 articles to be used in newspaper or newsletter publications.
4. Protect surface water through Cost Share Program.
  - a. Install 10 water and sediment control basin structures.
  - b. Complete applications for Clean Water Fund or other grants to complete projects.
5. Protect surface water through implementing an Urban Conservation Program.
  - a. Coordinate a project (implementation) with the City of Glenwood to improve storm water quality management and to protect Lake Minnewaska.
  - b. Educate the public about rain gardens, retention ponds, pervious vs. impervious surfaces through at least 2 articles and a workshop.
  - c. Complete applications for Clean Water Fund or other grants to complete stormwater or conservation projects as needed.
6. Protect surface water through implementing a Tree and Native Grass Sales Program.
  - a. Establish 2 miles of field windbreaks.
  - b. Install 10 miles of weed control fabric.
  - c. Produce 2 annual publications which promote the District's Conservation Tree Program.
  - d. Promote conservation trees at the Pope County Fair.
  - e. Establish 10 farmstead shelterbelts.
  - f. Establish at least 2 Wildlife Habitat plantings.
  - g. Promote native grass plantings and install at least 100 acres.

- h. Provide a variety of quality certified seed mixes to ensure germination rates.
  - i. Provide all landowners with knowledge of how to establish and maintain their own plantings by creating and distributing fact sheets on these practices.
- 7. Protect surface water through implementation of a **Shoreline Enhancement and Restoration Program**.
  - a. Educate and Promote Lakescaping to interested landowners.
  - b. Conduct three shoreline restoration projects for stormwater runoff control.
- 8. Assist Pope County Land and Resource Management and the Pope County Feedlot Officer on feedlot issues.
  - a. Complete applications for Clean Water Fund or other grants to promote and cost share feedlot best management practices to reduce water pollution.
  - b. Assist in implementation of projects.

### **Conservation, Protection, and Enhancement of Ground Water**

Improve water quality and help reduce impacts in groundwater and other water resources.

- 1. Protect groundwater through a **Cost Share Program**.
  - a. Install 2 alternative tile intakes.
  - b. Implement a **Well Sealing Program** with the funding allocated through the water plan funding and the Natural Resources Block Grant.
    - i. Cost share the sealing of 5 wells annually.
- 2. Implement the **DNR Observation Well Monitoring Program**
  - a. Complete paperwork and groundwater monitoring for 25 Observation Wells.
- 3. Safe guard drinking water by protecting groundwater from nitrate sources.
  - a. Promote and conduct at least 1 Nitrate Testing Clinic(s) partnering with the Minnesota Department of Agriculture for private well owners.
  - b. Educate students about water quality through Nitrates in the Classroom education program with the Minnesota Department of Agriculture.
- 4. Implement an **Irrigation Management Program**
  - a. Secure enrollment of 500 acres in the Irrigation Management Program.
  - b. Promote the Irrigation Management Program in 2 articles (newspaper or newsletter).
  - c. Contact and send Irrigation Management Program information to all Pope County irrigators.

### **Conservation, Protection, and Enhancement of Soil Health and Productivity**

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

- 1. Write conservation tillage newsletters and articles to be published in our local county-wide newspapers.
- 2. Assist and conduct Tillage Workshops as needed.
- 3. Conduct Tillage Transect Survey as needed.

4. Protect and Enhance soil health and productivity through Equipment Rental Program
  - a. Provide no-till drills and a packer to landowners for rent with a 500 acre goal.

## Research, Education, and Outreach

Improve water quality and help reduce erosion in our lakes, streams, groundwater, ditches, wetlands, and water resources through research, education, and outreach.

### 1. Rosholt Research Farm

- a. Partner with MN Department of Agriculture and the University of Minnesota to implement a field trial researching nitrogen impacts on ground water.
  - i. Hire, supervise, and oversee daily workplan for an intern completing daily water quality monitoring of lysimeters.
  - ii. Coordinate efforts with the MN Department of Agriculture and the University of Minnesota for a field day to demonstrate new technology and techniques.
- b. Partner with the MN Department of Agriculture and the University of Minnesota to conduct Irrigation Research at the farm.
  - i. Hire, supervise, and oversee daily workplan for an intern completing daily water quality monitoring.
  - ii. Coordinate with the MN Department of Agriculture and the University of Minnesota for a field day to demonstrate new technology and techniques.
- c. Partner with Stearns Soil and Water Conservation District, the Forever Green Initiative, the University of Minnesota, and others on a Kernza study to reduce nitrates in groundwater and drinking water supplies.
  - i. Hire, supervise, and oversee daily workplan for an intern completing daily water quality monitoring with lysimeters.
  - ii. Coordinate with Forever Green, the University of Minnesota, and Stearns SWCD on the study.
- d. Coordinate with other entities to utilize the research facilities for education and training.

### 2. Youth Education Program

- a. Educate students about conservation through Conservation Day, Glacial Hills Day, and a Water Festival Day.
- b. Provide educational materials and give presentations to 3 elementary schools for an annual poster contest.
- c. Participate and assist in the planning and organizational efforts of the Area II Envirothon/Jr. Envirothon/Poster Contest.

### 3. Adult Education Programs

- a. Promote conservation programs through displays at events including the Pope County Fair, Area Ag Show, and other events as appropriate.
- b. Provide and distribute Soil Stewardship materials to local churches.
- c. Distribute a quarterly newsletter to Pope County landowners promoting all the programs available.

- d. Work with local sportsmen groups to promote wildlife habitat through programs
- e. Partner with sportsman groups at local banquets by providing program information at event.
- f. Promote conservation practices in the news media with 5 articles.
- g. Select an Outstanding Conservationist for the year.

### Conservation, Protection, and Enhancement of Lands

#### Promote land conservation programs

1. Complete grant applications to complete projects.
2. Promote land conservation programs with partners through the Farm Bill Technician position. These programs include but are not limited to the:
  - a. Continuous Conservation Reserve Program
  - b. Conservation Reserve Program
  - c. Conservation Enhancement Reserve Program
  - d. Environmental Quality Incentive Program
  - e. Grassland Reserve Program
  - f. Wetland Reserve Program
  - g. Conservation Stewardship Program
  - h. Reinvest in Minnesota Program
  - i. Walk-In Access Program
3. Promote and Administer the **Cooperative Weed Management Program**.
  - a. Digitize all data points into new GIS shapefile.
  - b. Monitor sites of infestations of priority invasives from plan.
  - c. Adopt annually a strategic management plan for treating invasives.
  - d. Write at least 1 article per month for the weed of the month articles in the newspaper during the summer months.
  - e. Maintain pesticide applicator licenses for 3 SWCD staff.



## II. 2019 CALENDAR OF EVENTS

### January (Board Meeting 3<sup>rd</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. Staff written reports
8. Publish and distribute Newsletter/Annual Report
9. Review Rosholt/Prairie Lakes Project
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
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. Attend Legislative Day at the Capitol
11. Discuss tree pickup

12. Discuss safety at the workplace
13. Attend Area II meeting
14. Complete presentation for conservation poster contest and distribute materials for the contest
15. 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 ministerial organization of Soil Stewardship week and refer them to information
7. Staff written reports
8. Annual Tree Pick up day

**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. Staff written reports
5. Envirothon held in May
6. Judge poster contest
7. Attend Awards Ceremonies and present Poster Contest Certificates at schools

**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. Attend Area II meeting
8. Review prices for programs, trees and planter rates for budget

**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. Approve agreements
5. Review BWSR Capacity Application
6. Plan County Fair display

7. Review State Cost Share
8. Publish quarterly Newsletter
9. Staff booth at the Pope County Fair

**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
6. Submit budget request to County Commissioners

**September** (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. Staff written reports
6. Co-host Water Fest with Stevens SWCD
7. Co-host Conservation Day with Stevens SWCD
8. Attend County Commissioners meeting to discuss allocation request
9. Publish quarterly Newsletter

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

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1. Approve Current bills
2. Approve minutes
3. Review fund YTD budget vs. actual I & E
4. Approve Agreements
5. Staff written reports
6. Discuss attending MASWCD Convention

**November** (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. Attend Area II meeting
6. Staff written reports
7. Arrange to attend MASWCD State Convention
8. Have 10% Discount on early tree orders.

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

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1. Approve current bills
2. Approve minutes
3. Review fund balances & budget
4. Approve agreements
5. Review Plan of Operations with NRCS
6. State Convention held
7. Staff written reports
8. Review Memo of Understanding with NRCS

III. 2019 Budget  
(see attached)