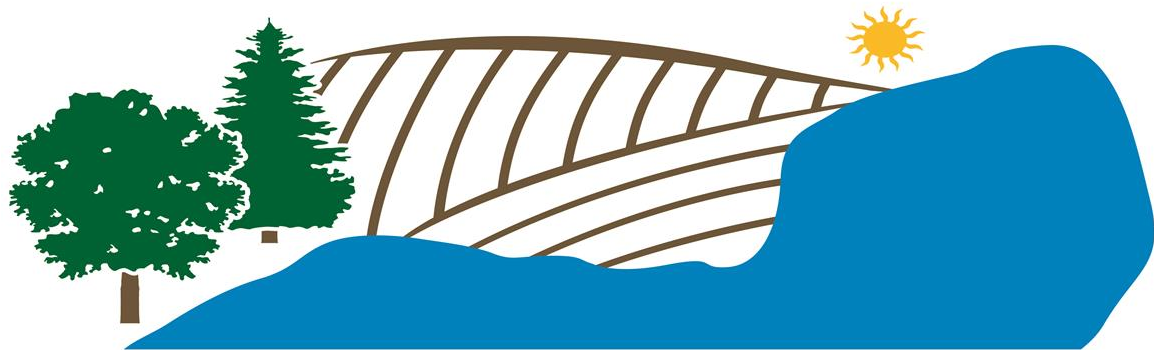


# ANNUAL PLAN OF WORK

## 2021

### POPE SOIL & WATER

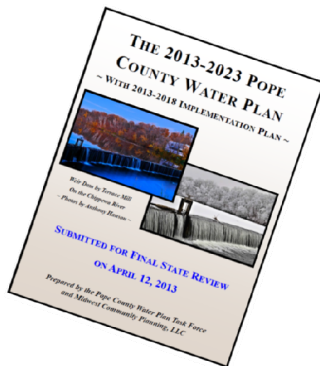
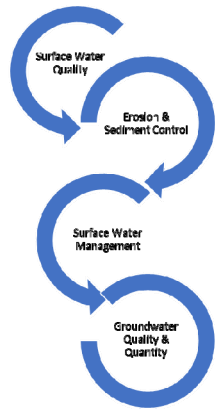


### CONSERVATION DISTRICT

#### MISSION STATEMENT

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

# 2021 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.

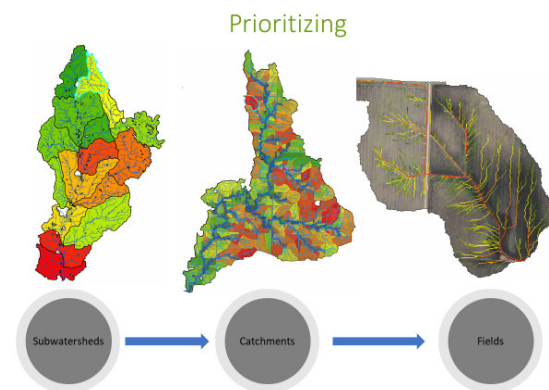
The Annual Plan outlines specific goals to resolve these resource problems which are tied to the ten-year Pope County Water Plan.

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 and approved watershed-based plans.
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:

Note: For SWCD employees, Job Approval Authority ratings shall be recommended by the SWCD Manager and the District Conservationists. The District Conservationist will review the recommendations and provide additional information as needed to the Area Resource Conservationists who will delegate the appropriate JAA rating. The SWCD board should concur with JAA ratings for SWCD employees when recommended by the District Manager and District Conservationist. SWCDs performing reimbursable work as TSPs must have employees with the appropriate JAA. The District Manager will work with each staff member to determine which JAA will be necessary for each employee based on their job description and programs being implemented by that employee. Each staff member's JAA for practices will be kept in their personnel file and reviewed annually during planning for the SWCD. Additionally, JAA designations and need will be discussed with engineering staff as to best utilize the skills and abilities of SWCD personnel and the WCTSA engineering staff. Efficiency in getting practices implemented and quantity of implemented practices will be a major consideration in determining what JAA will be achieved and by which SWCD staff.

1. Work towards/Maintain Job Approval Authority for staff.
  - a. Ecological Sciences practices that
    - i. CP21 Filter strip, CP23 Wetland Restoration-Floodplain, CP23A Wetland Restoration-Non floodplain, CP37 Duck Nesting Habitat, CP5A Windbreak, CP16A Farmstead Shelterbelt, CP22 Riparian Buffer, CP17A Living Snow fence, CP38E Safe Acres-Pheasant Habitat, CP2 Permanent Native Grasses, CP27 Farmable Wetlands, CP28 Farmable Wetland Buffer

- ii. 342 Critical Area Planting, 645 Upland Wildlife Habitat Management, 327 Conservation Cover, 314 Brush Management, 340 Cover Crop, 393 Filter Strip, 512 Forage and Biomass Planting, 666 Forest Stand Improvement, 449 Irrigation Water Management, 118 Irrigation Water Management plan-written, 146 Pollinator Habitat Plan-written, 338 Prescribed Burning, 329 Residue and Tillage Management, No-Till, 391 Riparian Forest Buffer, 528 Prescribed Grazing, 612 Tree/Shrub Establishment, 657 Wetland Restoration, 660 Tree Shrub Pruning, 490 Tree Shrub Site Preparation, 644 Wetland Wildlife Habitat Management, 380 Windbreak/Shelterbelt Establishment, 484 Mulching, 315 Herbaceous Weed Control, 590 Nutrient Management
    - iii. ARCGIS, ARCMAP, RUSLE, Toolkit, Soils, Lidar, Conservation Desktop
  - b. Engineering
    - i. Hydrology, Watershed
    - ii. 638 Water and Sediment Control Basin, 410 Grade Stabilization Structure, 412 Grassed Waterway, 468 Lined Waterway or Outlet, 580 Streambank and Shoreline Protection, 620 Underground Outlet, 360 Waste Facility Closure, 351 Well Decommissioning
  - c. Shoreland Training
  - d. Conservation Planning Training
  - e. Pesticide Applicator
    - i. Category A and C
    - ii. Category J
- 2. Other training as identified as a part of the job requirements.



#### 2020 Board and Staff

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

Board Pictured Top Right: Keith Nygaard, Tom Talle, Randy Pederson, D. Gary Reents, Randy Mittenness

**SUPERVISORY BOARD 2021**  
**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**

<b>CHAIR</b> Tom Talle 17553 295 <sup>th</sup> Street Glenwood, MN 56334 320-278-3770	<b>DISTRICT 3</b>	<b>RE-ELECTION 2022</b>
<b>VICE-CHAIR</b> Keith Nygaard 27378 180 <sup>th</sup> Street Starbuck, MN 56381 320-760-4745	<b>DISTRICT 1</b>	<b>RE-ELECTION 2022</b>
<b>SECRETARY</b> Randy Pederson 131 E. Minnesota Avenue Glenwood, MN 56334 320-634-4737	<b>DISTRICT 2</b>	<b>RE-ELECTION 2024</b>
<b>TREASURER</b> D. Gary Reents 15821 Co. Rd 29 Villard, MN 56385 320-554-3328	<b>DISTRICT 5</b>	<b>RE-ELECTION 2024</b>
<b>PUBLIC RELATIONS</b> Randy Mitteness 32060 325 <sup>th</sup> Street Benson, MN 56215 701-238-0932	<b>DISTRICT 4</b>	<b>RE-ELECTION 2022</b>

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 and social media.
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 5 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. Safeguard 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.
4. Implement an Irrigation Management Program
  - a. Secure enrollment of 10 pivots in the Irrigation Management Program.
  - b. Promote the Irrigation Management Program in 2 articles (newspaper or newsletter) or on social media.
  - c. Contact and send Irrigation Management Program information to Pope County Irrigators through the Irrigation Association of Minnesota
  - d. Organize and execute an Irrigation Clinic for producers

### 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 or on social media.
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.
  - b. Maintain Membership with the Soil Health Coalition
  - c. Promote practices that improve soil health.
  - d. Execute a Manure Management and Soil Health Virtual Webinar.

### 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. Surface Water Monitoring

- a. Partner with the MN Pollution Control Agency to do monitoring as needed.

2. 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.

3. 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.

4. 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 and social media postings.
- 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. 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 and also posts to social media.
  - e. Maintain pesticide applicator licenses for 3 SWCD staff.

## II. 2021 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. Election of Officers and oath of office
5. Appointments to special committees
6. Begin work on Annual Report
7. Approve official newspaper for publications/bank accounts/annual information
8. Grant reports
9. Staff written reports
10. Review Personnel Policies
11. 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. Review Tree Program Revenues and Expenses
5. Approve Agreements and Existing Programs
6. Review and approve Agency Objectives Report-Due at BWSR March 15th
7. Staff written reports
8. Publish and distribute Newsletter/Annual Report
9. Review Rosholt plans
10. 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. Attend Legislative Day at the Capitol/Complete virtual meetings with legislators on SWCD programs and projects
9. Discuss tree pickup
10. Discuss safety at the workplace
11. Attend Area II meeting
12. Complete presentation for conservation poster contest and distributes materials for the contest either in person or virtual.

13. Fundraising for Waterfest as needed

**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. Booth at the Pope County Community Expo
7. Discuss and Select Outstanding Conservationist
8. Notify ministerial organization of Soil Stewardship week and refer them to information
9. Staff written reports
10. 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 will be done virtually
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. Staff written reports
6. Attend Area II meeting
7. 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. Review Draft County Appropriation Request
7. Plan County Fair display
8. Review State Cost Share
9. Publish quarterly Newsletter

**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. Booth at the Pope County Fair
5. Hold Rosholt Field Day
6. Approve agreements
7. Staff written reports
8. 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. Conduct Staff Annual Reviews
7. Approve 2021 Calendar of Events
8. Discuss 2021 Seasonal Staffing
9. State Convention held
10. Staff written reports
11. Review Memo of Understanding with NRCS

### III. 2021 Budget (see attached)