

ANNUAL PLAN OF WORK FOR THE  
SWIFT COUNTY SOIL AND WATER  
CONSERVATION DISTRICT  
JANUARY 1, 2018 TO DECEMBER 31, 2018

**SUPERVISORS**

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CHAIRMAN – DALE SCHLIEMAN  
VICE CHAIRMAN – MARK WEIMERSKIRCH  
SECRETARY – CLINTON SCHUERMAN  
TREASURER – ORVIN GRONSETH  
PR & I – CARL AHRNDT

**DISTRICT STAFF**

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PHEASANTS FOREVER FARMBILL BIOLOGIST - GEMMA KLEINSCHMIDT  
DISTICT MANAGER - ANDY ALBERTSEN  
OFFICE MANAGER – SHERI GADES  
CONSERVATION TECHNICIAN – DALTON HERRBOLDT  
COUNTY AG INSPECTOR - TOM ORR (contracted through the District)

**NATURAL RESOURCES CONSERVATION SERVICE**

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DISTRICT CONSERVATIONIST – JEFF HELLERMANN (ACTING)  
SOIL CONSERVATION TECHNICIAN – RICK GRONSETH  
AREA CONSERVATIONIST- GARY WATSON  
STATE CONSERVATIONIST – CURTIS ELKE (ACTING)

**BOARD OF WATER AND SOIL RESOURCES**

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EXECUTIVE DIRECTOR – JOHN JASCHKE, ST PAUL  
BOARD CONSERVATIONISTS- TARA OSTENDORF, WAITE PARK  
WETLAND SPECIALIST – LYNDA PONTING, ST. CLOUD  
CLEAN WATER SPECIALIST – BRAD WOZNEY, ST. CLOUD  
BUFFER AND SOIL LOSS SPECIALIST – PAUL ERDMANN, ST. PAUL

The District cooperates with the USDA Natural Resources Conservation Service (NRCS) under a Memorandum of Understanding and Operational Agreement whereby technical assistance on soil survey, engineering, agronomy, biology, woodland conservation and administration is furnished to the District by the NRCS office at Benson, Minnesota as their headquarters.

The NRCS and SWCD prohibits discrimination in its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or familial status. (Not all prohibited bases apply to all programs.)

**ANNUAL PLAN OF WORK FOR JAN. 1, 2018 TO DEC. 31, 2018**

**SWIFT COUNTY SOIL AND WATER CONSERVATION DISTRICT  
1430 UTAH AVE  
BENSON, MINNESOTA 56215**

**I. INTRODUCTION**

The purpose of this Annual Plan is to identify resource problems within our Soil and Water Conservation District. In addition to identifying these resource problems, the Plan outlines and specifies objectives to be accomplished in solving these resource problems. The Annual Plan breaks down the goals and objectives identified in the Comprehensive Plan with specific actions to be taken in the year 2018.

The Swift County Soil and Water Conservation District Board of Supervisors and Staff will review this plan three times in 2018 at our May, August and December meetings.

**THE OBJECTIVES OF THE SWIFT COUNTY SOIL AND WATER CONSERVATION DISTRICT ARE AS FOLLOWS:**

- A. Water Quality Improvement
- B. Soil Erosion and Sediment Control
- C. Provide Education and Information
- D. Improve Public Relations

## II. OBJECTIVES AND ACTIONS:

### Objective A. WATER QUALITY IMPROVEMENT

- ❖ Promote the CRP practice sign-up by encouraging landowners to establish grass filter strips by use of the District newsletter and media. **Goal - 500 acres in filter strips.**
- ❖ EQIP Program - including irrigation upgrades, no-till practices, cover crops and composting system are scheduled to be completed. (10 applications received). The top three priorities for 2018 EQIP are: 1) erosion control, 2) water quality and 3) nutrient management. **Goal – 15 erosion control practices, such as terraces, grass waterways, or sediment control basins.**
- ❖ Continue to work on high priority animal waste systems. NRCS/SWCD will assist with technical assistance and cost share dollars and with technical engineering. **Goal – 2 landowner contracts/assistance.**
- ❖ Treatment for sedimentation and pollution within priority watersheds using terraces, sediment basins, grade stabilization structures, grassed waterways, and filter strips. **Goal - 200 acres treated.**
- ❖ Promote shelterbelts and renovations. Promote wildlife practices such as ponds and tree plantings.
- ❖ Chippewa River Watershed
  - Promote the Chippewa River 319 Sediment Reduction Grant. For Swift County, available practices are cover crops and grazing management projects. **Goal – two landowner contracts.**
  - Incorporate the Lower Shakopee Accelerated Implementation Grant in planning projects. **Goal – host/contribute at two outreach events.**
  - Assist in improving governance structure within the watershed.
  - Work with partner counties to identify future grant needs.
  - Begin discussions on future 1W1P planning process and begin gathering necessary information.
  - Attend monthly Local Work Group meetings.
  - Target impairments in the watershed with BMP practices to address them.
- ❖ Pomme de Terre River Watershed
  - One Supervisor and one County Commissioner serve on the PdT Joint Powers Board. One staff and the Swift County Environmental Service Director serve on the Technical Advisory Committee along with representatives from five other counties in the Pomme de Terre River Watershed.
  - The Pomme de Terre River Association has received a Clean Water Fund grant to implement projects in the watershed that addresses sediment reduction within the watershed. **Goal – two landowner contracts.**

- The local watershed work group has listed various conservation practices, including water and sediment control basins, rain gardens, terraces, and others as priority practices to be addressed through a MPCA 319 grant with funding incentives attached to practices that qualify and are approved. **Goal – two landowner contracts.**
  - Contribute towards the development and implementation of One Watershed, One Plan for which the PDTRA received funding to develop.
  - Contribute towards the development of PTMapp for the watershed.
  - Meet with landowners, lake shore property owners and city representatives to determine what priorities should be addressed and indicate what programs are available.
  - Assist the Pomme de Terre coordinator in promoting practices to reduce fecal coliform and turbidity impairments in the watershed. Practices include sediment basin, shoreline restorations, alternative tile intakes, livestock exclusion, wetland restorations, buffer strips, grassed waterways and rain gardens.
  - Assist Swift County with continued investigation and monitoring for the Pomme de Terre Watershed diagnostic study.
  - Implementation of the WRAPS report will begin in 2018.
- ❖ Be an active member with the Area II West Central Technical Service Area (WCTSA) to deliver engineering assistance to land users in Swift County for practices such as shoreline restorations, alternative tile intakes sediment control basins, streambank stabilizations and other projects as necessary.
- ❖ Irrigation water management
- Promote conversion to low pressure nozzles.
  - Promote a “checkbook” method for tracking water usage. **Goal – three new users.**
  - Participate in or host an Irrigator Water Management clinic. **Goal – one event.**
  - Coordinate these efforts with CAMP (community-based aquifer management program).
  - Send mailing to all irrigator owners in the county eliciting a workshop or conversion cost share opportunities.
- ❖ Administer and inform county residents regarding the AgBMP Loan Program. **Goal – one application.**
- ❖ Assist Swift County with implementation of the Minnesota Wetland Conservation Act.
- Assist with wetland determination processing and be a member of the technical evaluation panel participation.
  - When needed, assist with restoration and/or replacement plans.
  - Act as clearinghouse for information as it pertains to WCA and wetland banking.
- ❖ The District will continue to have a Farm Bill Biologist to assist with implementing Farm Bill conservation programs. (see Goal under Soil Erosion & Sediment Control objective)

- Work with landowners who wish to sign up for general and continuous CRP.
  - Promote state, federal, and local programs through newspaper articles, media and District meetings.
  - Promote and sign up landowners interested in the DNR Walk-In Access program with assistance from PF Biologist.
  - Assist with annual RIM site inspections.
  - Assist with WRP reviews and site inspections.
- ❖ Continue utilizing the Cooperative Weed Management Program with Pope SWCD to identify and manage the spread of invasive species.
    - Apply for funding sources that allow for the continuation of services provided under the PSCWMA.
    - Post Weed of the Week articles in local print media.
    - Update weed watcher's website with relevant information.
    - Track the spread of various terrestrial invasive species.
    - Consider using GPS to map location and size of invasive species sites.
    - Address questions that pertain to weed control.
    - Use chemical or biological methods, as time and funds allow, to control the spread of weeds.
- ❖ Administer the State Buffer Law.
    - Maintain a county buffer database and update compliance status using the state BuffCAT system.
    - Work with landowners to become compliant by stated deadlines.
    - Provide technical assistance for installing buffer strips.
    - Promote voluntary buffer strips on areas not requiring a buffer.
    - **Goal – 100% overall compliance**
- ❖ Partner with Swift County Environmental Services and Parks, Drainage, and Wetlands.
    - Work with county staff on areas identified as needing improvements, specifically feedlots that are out of compliance and side inlet structures in need of repair.
- ❖ Assist the Swift County Board of Commissioners and Water Planning Staff with the implementation of the water planning activities in the county.
    - One Supervisor and the District Technician will continue to serve on the local water plan task force.
    - District will promote well sealing through the EQIP and local cost share programs.
    - Identify locations for rain gardens. **Goal – two rain gardens.**

## **OBJECTIVE B: SOIL EROSION & SEDIMENT CONTROL**

- ❖ Protect cropland from water and wind erosion by bringing the soil loss within tolerable limits by implementing conservation practices that utilize various state and federal cost share and land retirement programs.
  - Continue to implement and encourage the WRE (Wetland Reserve Easement), RIM, CRP, and CREP programs.
    - Promote wetland restorations.
    - Promote riparian land sign-ups.
    - Promote marginal ag land sign-ups
    - **Goal – 1200 acres enrolled**
  - Farm Bill Biologist will work with landowners to enroll marginal cropland into CRP and CREP and assist with developing plans to help landowners manage their vegetative cover.
  - Promote RIM and WRE (Wetland Reserve Easement) sign-up and assist with establishment of vegetative cover on these acres.
  - Complete RIM/CREP site inspection/maintenance reviews.
  - Promote and enroll landowners in CREP III. **Goal – 3 approved applications.**
  - Stay actively aware and promote funding available to help enhance privately protected land.
  - Concentrate our efforts in high priority watersheds and along ditch systems, as well as identify potential sites for side inlet structure.
  
- ❖ Soil Health Initiative
  - District staff will work with producers to promote incorporation of cover crops into their rotation.
  - Incorporation of a Non-structural Land Management Policy that will allow the District to use its funds to provide cost share for cover crops, nutrient management, conservation tillage, and irrigation water management. **Goal – 500 acres consulted on.**
  - Partner with Centrol, Inc. to work with producers and allow staff to gain necessary experience to obtain Job Approval Authority for various non-structural practices.
  
- ❖ Continue District tree planting program. Provide technical assistance for farmstead shelterbelts and field windbreaks and wildlife plantings. Inform the public of the availability of the Tree planter and Fabric Weed Barrier machine.
  - Provide tree matting fabric service.
  - **Goal – 6,000 trees planted**
  - **Goal – 1 mile of field windbreaks and 4 farmstead shelterbelts**
  - Promote tree planting on appropriate CRP practices. On CRP Forestry practices, and DNR Forester will assist with plans.
  - Establish wildlife habitat plantings.
  
- ❖ No-till drill program
  - Promote the no-till drill program by renting out our two drills. **Goal -- 400 acres.**
  - Promote the use of our ATV broadcast seeder. **Goal – 5 acres.**

- ❖ Sell native seed mixes and cover crop seed mixes through the District.
  - Provide information to potential clients on how to create a successful stand of grasses/forbs.

## **OBJECTIVE C: EDUCATION AND INFORMATION**

- ❖ Develop new interest in the cost-share and land retirement programs. These programs include State Cost-Share, EQIP, CSP, RIM/CREP, WRE, CRP, State Revolving Loan Fund, and Walk-In Access program.
- ❖ Individual farm contacts are to be made by a District staff to promote all cost share and land retirement programs.
- ❖ Inform the public through informational meetings, District newsletters, radio, news articles and personal contacts. Create a presence on social media.
- ❖ District will continue to function as a clearinghouse for the existing conservation programs available.
- ❖ Continue to promote conservation tillage practices in Swift County.
- ❖ Supervisors will attend two of the four Area/State meetings.
- ❖ The SWCD will work with other groups and agencies in the continued maintenance of the outdoor learning area at Ambush Park.
- ❖ Conduct a county bus tour of local projects to showcase SWCD efforts. Invite county commissioners, county administrator, local officials, and partnering agencies/staff.
- ❖ Work with area schools to teach conservation practices and learn of the benefits associated with it through the local Water Festival.
  - Host one environmental presentation for elementary students discussing the benefits of trees in conjunction with Arbor Day.
  - Host a water festival for area 5<sup>th</sup> and/or 6<sup>th</sup> graders at the Outdoor Learning Center.
- ❖ Host a Cover Crops field day. **Goal – one field day.**
- ❖ Host a Rain Garden Workshop. **Goal – one workshop.**
- ❖ Provide well water testing for nitrates. **Goal – two clinics.**



- ❖ Educate the landowners and operators in the Shakopee Creek watershed of the sedimentation and pollution problems and solutions in the sub watershed.
- ❖ Inform citizens of yearly rain fall utilizing the data collected through the six monitors in the county. **Goal – recruit two new monitors.**
- ❖ Publish updated website to provide updated information to reflect District services.
- ❖ Ag Inspector has been certified as a county weed inspector. Give commercial pesticide applicator test to 6-8 new people each year and give presentation to township officials at their annual meeting.
- ❖ Promote conservation practices and programs by use of District newsletter. This will be published annually. Work with FSA possibly utilizing their newsletter also.
- ❖ Improve the Districts overall education and information efforts in schools, churches and other establishments.
  - Soil Stewardship materials will be provided to schools during Soil Stewardship Week.
  - Promote and participate in the State Envirothon.
  - Hand out evergreen tree seedlings to KMS sixth grade students for Arbor Day.
- ❖ Continue to monitor 27 observation wells throughout the county

#### **OBJECTIVE D: IMPROVE PUBLIC RELATIONS**

- ❖ Board will attend county commissioner meetings quarterly to update them on the summary of SWCD activities.
- ❖ SWCD will invite one of the county commissioners to each monthly Board meeting.
- ❖ Set up a booth at the Swift County Fair.
- ❖ Publish news articles in area papers highlighting the District and future events/projects. Publish articles that promote various conservation practices and good land stewardship. **Goal – 6 articles.**
- ❖ The District will create Facebook and Twitter accounts to provide another means of engaging with the community. **Goal – 1 post per week.**

### **III: COST-SHARE PROGRAM REQUIREMENTS**

#### **A: HIGH PRIORITY WIND AND SOIL EROSION PROBLEMS**

High priority erosion problems mean areas where erosion from wind or water is occurring equal to, or more than, 2 tons per acres per year or is occurring on any area that exhibits active erosion or is identified as high priority in the comprehensive local water plan or the conservation District's comprehensive plan or is classified as being Highly Erodible (HEL) or Potentially Highly Erodible (PHEL).

State cost-share funds will be used to install critical area stabilization, diversions, field windbreaks, grassed waterways, agricultural waste management, water and sediment control basins, erosion or water control structures, streambank stabilizations, shore land and roadside protection, rain gardens, and terraces.

#### **B. HIGH PRIORITY WATER QUALITY**

High priority water quality problems mean areas where sediment, nutrients, chemicals, or other pollutants discharge to Department of Natural Resources designated public waters or to any high priority waters as identified in a comprehensive local water plan or the conservation District's comprehensive plan, or discharged to groundwater. The pollutant delivery rate to the water source is in amounts that will impair the quality or usefulness of the water resource.

**IV: 2018 PROPOSED BUDGET**

	<b>2017</b>	<b>2018</b>
	<b><u>BUDGET</u></b>	<b><u>BUDGET</u></b>
<b>REVENUES</b>		
<b>Intergovernmental Revenue-State</b>		
BWSR General Services Grant	\$ 26,757.00	\$ 26,757.00
BWSR Cost Share Grant	\$ 10,055.00	\$ 10,055.00
Clean Water Fund Capacity	\$ 100,000.00	\$ 100,000.00
Buffer Grant Cost Share Grant		\$ 60,000.00
Buffer Grant	\$ 30,000.00	\$ 30,000.00
DNR Well Monitoring	\$ 5,820.00	\$ 5,820.00
<b>Total State Grants</b>	<b>\$ 172,632.00</b>	<b>\$ 232,632.00</b>
<b>Local Government Revenue - County</b>		
WCA Grant	\$ 5,000.00	\$ 5,000.00
County Allocation	\$ 55,000.00	\$ 55,000.00
County Ag Inspector	\$ 13,500.00	\$ 13,500.00
Pomme de Terre Watershed	\$ 8,000.00	\$ 8,000.00
<b>Total County Grants</b>	<b>\$ 81,500.00</b>	<b>\$ 81,500.00</b>
<b>BWSR Match</b>	<b>\$ 10,000.00</b>	<b>\$15,000.00</b>
<b>County Match</b>	<b>\$ 10,000.00</b>	<b>\$15,000.00</b>
<b>Total Intergovernmental Revenue</b>	<b>\$ 264,132.00</b>	<b>\$ 344,132.00</b>
<b>Charges for Services</b>		
Tree Sales	\$ 13,000.00	\$ 13,000.00
Planting Charges	\$ 1,000.00	\$ 1,000.00
Tree Mat Sales	\$ 7,000.00	\$ 8,000.00
Drill Rental	\$ 8,000.00	\$ 8,000.00
<b>Total Charges for Services</b>	<b>\$ 29,000.00</b>	<b>\$ 30,000.00</b>
<b>Interest Earnings</b>	<b>\$ 380.00</b>	<b>\$ 380.00</b>
<b>Other Miscellaneous Revenues</b>	<b>\$ 1,000.00</b>	<b>\$ 1,000.00</b>
<b>Total Miscellaneous Revenues</b>	<b>\$ 1,380.00</b>	<b>\$ 1,380.00</b>
<b>TOTAL REVENUES</b>	<b><u>\$ 294,512.00</u></b>	<b><u>\$ 375,512.00</u></b>
<b>Difference Revenues over Expenditures</b>	<b>\$ 9,582.00</b>	
The difference between revenue & expenses will be made up by the district fund balance.		
MCIT Dividend not included in revenue		\$1,422.00
<b>Total</b>		<b>\$ 11,004.00</b>

	2017	2018	
	<u>BUDGET</u>	<u>BUDGET</u>	
<b>EXPENDITURES</b>			
<b>District Operations - Personal Services</b>			
Supervisors Compensation	\$ 7,500.00	\$ 7,500.00	
Employee Salary	\$ 130,400.00	\$ 130,400.00	
Employer Contributions FICA	\$ 11,000.00	\$ 11,000.00	
Employer Contributions PERA	\$ 9,780.00	\$ 9,780.00	
Employer Contributions Medicare	\$ 3,200.00	\$ 3,200.00	
<b>Total District Operations - Personal Services</b>	<b>\$ 161,880.00</b>	<b>\$ 161,880.00</b>	
<b>District Operation - Other Services &amp; Charges</b>			
Ag Inspector Contractor		\$ 13,500.00	
Supervisor Expenses	\$ 4,000.00	\$ 4,000.00	
Telephone	\$ 100.00	\$ -	
Training	\$ 3,000.00	\$ 3,000.00	
Employee Expenses	\$ 2,000.00	\$ 2,000.00	
Office Maintenance	\$ 3,500.00	\$ 1,500.00	
Professional Services	\$ 2,800.00	\$ 2,800.00	audits
Fees and Dues	\$ 4,000.00	\$ 3,500.00	
Gasoline	\$ 3,000.00	\$ 3,000.00	
Vehicle Maintenance	\$ 4,000.00	\$ 3,500.00	
Education and Promotion	\$ 1,600.00	\$ 1,600.00	
Insurance	\$ 6,000.00	\$ 5,000.00	
Rent	\$ 8,200.00	\$ 8,200.00	
Misc. Other Services & Charges	\$ 150.00	\$ 150.00	
<b>Total District Operation Other Serv. &amp; Chgs.</b>	<b>\$ 42,350.00</b>	<b>\$ 38,250.00</b>	
<b>District Operations - Supplies</b>			
Office Supplies	\$ 3,000.00	\$ 2,000.00	
Postage	\$ 400.00	\$ 400.00	
Field Supplies	\$ 400.00	\$ 400.00	
Newsletter Expense	\$ 6,000.00	\$ 6,000.00	
<b>Total District Operation - Supplies</b>	<b>\$ 9,800.00</b>	<b>\$ 8,800.00</b>	
<b>District Operations - Equipment Replacement</b>	<b>\$ 26,803.00</b>	<b>\$ 10,000.00</b>	
<b>Project Expenses</b>			
State Buffer Cost Share Projects	\$ -	\$ 60,000.00	
State Cost Share Projects	\$ 10,000.00	\$ 10,000.00	
<b>Total Project Expense State</b>	<b>\$ 10,000.00</b>	<b>\$ 70,000.00</b>	
<b>District Expenses</b>			
Tree Expenses	\$ 10,000.00	\$ 11,000.00	
Tree Building Expense	\$ 20,000.00	\$ 56,000.00	new storage/tree bldg
Tree Mat Expenses	\$ 6,000.00	\$ 6,000.00	
Native Grass Drill Expenses/Field Supplies	\$ 4,000.00	\$ 4,000.00	repairing old ones
Miscellaneous Project Expenses			
<b>Total District Expenses</b>	<b>\$ 40,000.00</b>	<b>\$ 77,000.00</b>	
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 290,833.00</u></b>	<b><u>\$ 365,930.00</u></b>	

**V: STAFFING NEEDS WORKLOAD ANALYSIS WORKSHEET**

Our staff consists of a District Manager, Farm Bill Biologist, Office Manager, Conservation Technician, NRCS District Conservationist, and NRCS Soil Conservation Technician.

2018 STAFF OBJECTIVES:

**A: WATER QUALITY IMPROVEMENT:**

Improve surface water and water quality land treatments, execute the 2014 Farm Bill, well water monitoring. Help implement Swift County Water Plan, RIM Program, Soil Health Initiative, and Watershed programs.

**B: SOIL EROSION CONTROL:**

Promote State-Cost Share Program through farm contacts and information campaigns. Control soil erosion on vulnerable land, tree planting, living snow fences and grass drill program.

**C: EDUCATION AND INFORMATION:**

Work with special promotions and conservation tillage. Implement education and outreach information, soil stewardship material, Workshops, radio and newspapers, schools.

**D: IMPROVE PUBLIC RELATIONS:**

Staff will work to establish a line of communication with county officials, create content for social and print media, and attend various events to professionally represent the District.

Total staff time for FY 2018

	<b>Dist. Mgr.</b>	<b>Office Mgr.</b>	<b>FB Biologist</b>	<b>Cons. Tech</b>
	<b>.35</b>	<b>.25</b>	<b>.70</b>	<b>.20</b>
	<b>.35</b>	<b>.25</b>	<b>.10</b>	<b>.40</b>
	<b>.15</b>	<b>.25</b>	<b>.10</b>	<b>.20</b>
	<b>.15</b>	<b>.25</b>	<b>.10</b>	<b>.20</b>
	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

**TOTAL Staff time: 4.00\***

\*This total does not include the NRCS District Conservationist or NRCS Soil Conservation Technician.