

***KANDIYOHI SWCD***

***ANNUAL PLAN***

***FOR 2020***

# **KANDIYOHI SOIL AND WATER CONSERVATION DISTRICT**

## **BOARD OF SUPERVISORS**

**Jane Youngkrantz**, Chairman, Lake Lillian  
District IV: Gennessee, Lake Elizabeth, Roseland, Lake Lillian and East Lake Lillian Townships

**Douglas L. Hanson**, Vice Chairman, Willmar  
District III: Willmar, Green Lake, Kandiyohi and Fahlun Townships

**Ron Dilley**, Secretary, Pennock  
District I: Norway Lake, Colfax, Arctander, Lake Andrew and Dovre Townships

**Brandon Smith**, Treasurer, Raymond  
District V: Mamre, St. Johns, Edwards, Holland and Whitefield Townships

**Donnell Williamson**, Public Relations and Information, Spicer  
District II: Burbank, Roseville, New London, Irving and Harrison Townships

## **KANDIYOHI SWCD OFFICE PERSONNEL**

Rick Reimer, District Administrator  
Ryan Peterson, RIM Coordinator  
Sandy Laumer, Office Manager  
Ellie Dittes, Conservation Technician  
Aaron Wilson, Pheasants Forever Farm Bill Biologist  
Part-time staff to assist with tree and seed programs

## **NRCS STAFF ASSISTING KANDIYOHI SWCD**

Melanie Dickman, District Conservationist  
Daniel Jarosz, Soil Conservationist-ACEP  
Denise TeBrake, Farm Bill Tech-ACES  
Southwest Area, Marshall  
Southwest Engineering Staff, Marshall  
NRCS Staff, St. Paul

## **BOARD OF WATER AND SOIL RESOURCES STAFF ASSISTING KANDIYOHI SWCD**

Kevin Bigalke, Regional BC, St Paul  
Jeremy Maul, BC, Mankato  
John Jaschke, BWSR, St. Paul  
BWSR Staff, St. Paul  
Lynda Ponting, BWSR Wetland Specialist

## **MINNESOTA ASSOCIATION OF SOIL AND WATER CONSERVATION DISTRICTS**

LeAnn Buck, Executive Director  
Sheila Vanney, Assistant. Director  
Stefanie Martinez, Administrative Assistant

The Kandiyohi Soil and Water Conservation District's regular meeting is held the second Tuesday of the month, with a starting time of 2:30 p.m. in the Ag Service Center, Willmar, MN.

**KANDIYOHI COUNTY SOIL AND WATER CONSERVATION DISTRICT**  
1005 High Ave. NE, Willmar, MN 56201  
320-235-3906, ext. 3

**ANNUAL WORK PLAN: January 1, 2020 to December 31, 2020**

**INTRODUCTION:** The District's "mission is to encourage the wise use of land and water and to treat these resources in accordance with their needs for protection and improvement. This Annual Plan shall serve as a guide for the Kandiyohi County Soil and Water Conservation District (SWCD) from January 1, 2020 to December 31, 2020.

This plan shall guide the District employees and supervisors cooperating with the Natural Resources Conservation Service (NRCS) personnel in making effective decisions and implementing actions to accomplish our mission. The plan shall be used to evaluate the effectiveness of the District in addressing the resource problems of the county during 2020.

**OBJECTIVE 1: THE LOSS OF TOPSOIL FROM CROPLAND RESULTS IN YIELD LOSSES AND INCREASED PRODUCTIONS COSTS. THE SEDIMENT CARRIED BY WIND AND WATER CREATES POTENTIAL WATER QUALITY HAZARDS. OUR OBJECTIVE IS TO REDUCE EROSION TO TOLERABLE LEVELS ON CROPLAND, LAKESHORES, DITCHBANKS AND URBAN AREAS.**

**ACTION:**

- A. Administer Reinvest in Minnesota (RIM)/Permanent Wetland Preserve (PWP) Programs and Other Easement Programs (Peterson & Staff)
  - 1. Inform and screen applicants for reserve and/or preserve easements.
  - 2. Complete all necessary legal objectives in order to finalize easement application procedures for both RIM and PWP programs.
  - 3. Write conservation plans and maintenance plans on all accepted acreage.
  - 4. Survey, design and supervise restoration of wetlands.
  - 5. Assess completion of required practices addressed in the conservation plan.
  - 6. Complete necessary documents and maintenance spot checks when required.
  - 7. Conservation Reserve Enhancement Program (CREP).
  - 8. RIM/WRP Partnership.Staff days required: 55
  
- B. Support the USDA Conservation Programs
  - 1. Cooperate in screening and eligibility determinations of applicants. (Technical Staff)
  - 2. Assist in the development of conservation plans and maintenance schedules on accepted acreage. (Technical Staff)
  - 3. Participate in CCRP Stakeholders Meeting.
  - 4. Design and install wildlife plantings or tree/shrub plantings on CRP and CCRP sites.
  - 5. Providing seeding of acres of native grass on RIM, CRP and CCRP, and WRE.
  - 6. Promote Living Snow Fences (LSF).
  - 7. Complete necessary documentation and status reviews as needed. (Technical Staff)
  - 8. Host Local Work Group Meeting; Environmental Quality Incentive Program (EQIP). (Staff)
  - 9. Assist in implementation of EQIP. (Staff)
  - 10. Marketing Continuous Conservation Reserve Program (CCRP).
  
  - 11. Assist NRCS in promoting Conservation Stewardship Program (CSP).Staff days required: 125

- C. Support the Conservation Compliance and Swampbusting provisions of the 1985 Food Security Act (FSA) Program.
1. Continue to promote and develop conservation Plans on HEL fields. (Technical Staff)
  2. Approve Conservation plans. (Technical Staff)
  3. Record and maintain tract records. (NRCS Staff)
- Staff days required: 18
- D. Promote installation of sediment blocks with tile.
1. Encourage installation on high priority erosion areas. (Technical Staff)
  2. Administer District cost-sharing in accordance with the program's administrative guidelines. (Staff)
  3. Provide technical assistance for the design, layout, and supervision of construction of the terraces. (Technical Staff)
- Staff days required: 16
- E. Promote installation of waterways.
1. Encourage installation on high priority erosion areas. (Technical Staff)
  2. Administer District cost-sharing in accordance with the program's administrative guidelines. (Staff)
  3. Provide technical assistance for layout, design, and construction supervision for waterways. (Technical Staff)
  4. Make available a finn krimper to aid in establishment of grass cover. (Technical Staff)
- Staff days required: 10
- F. Promote soil stewardship in Kandiyohi County.
1. Conduct an educational tour/fest in cooperation with SWCD, NRCS and other related public and private entities in promoting the use of conservation tillage. (Staff)
  2. Inform the public of the benefits and encourage the use of conservation tillage in the area newspaper columns. (Staff)
  3. Assist with Soil Health Day at Ridgewater College. (Staff)
  4. Promote use of State Revolving Funds (SRF) to purchase conservation tillage equipment. (Staff)
  5. Promote Environmental Quality Incentive Program (EQIP) conservation tillage practice. (Staff)
  6. Promote cover crops. (Staff)
- Staff days required: 18
- G. Encourage and promote the sale of trees for conservation purposes.
1. Recommend and implement necessary changes in the tree program. (Staff)
  2. Design and install farmstead windbreaks, field windbreaks and wildlife plantings. (Staff)
  3. Promote Living Snow Fence (LSF) Program through CRP and MN DOT. (Staff)
  4. Promote proper technical procedures for planting and promote proper maintenance schedules and procedures. (Staff)
  5. Tubex. Promote biodegradable tube type tree protectors to aid in health and vigor of young trees.
  6. Promote and machine install filter fabric for weed control. (Staff)
  7. Promote the use of the chemical and/or mechanical weed control. (Staff)
  8. Promote agro forestry in county.
  9. Certified by state for tree disease and insect control. (Reimer)
  10. Education on control of invasive species. (Staff)
- Staff days required: 48
- H. Promote perennial vegetation & Native Prairie Restoration.
1. Most effective erosion control practice. (Staff)
  2. Promotes livestock. (Staff)
  3. Promotes soil health. (Staff)

Staff days required: 17

- I. Work cooperatively with Pheasants Forever (PF) Farm Bill Wildlife Biologist
  1. Provide office space, computer, software, phone, vehicle and other supplies as needed for position to promote conservation programs.
  2. Provide technical leadership.
  3. Training and education of PF employee in federal, state and local conservation programs.Staff days required: 260

OBJECTIVE II: MAINTAINING THE WATER QUALITY AND QUANTITY OF THE COUNTY IS A MAJOR CONCERN OF THE DISTRICT DUE TO THE ENVIRONMENTAL AND ECONOMIC VALUE OF RECREATIONAL LAKES, WETLANDS, RIVERS AND STREAMS IN KANDIYOHI COUNTY.

ACTION:

- A. Water related programs
  1. Assist the Department of Natural Resources (DNR) with permit applications.
    - a. Review water permit applications and make technical recommendations as necessary. (Reimer)
    - b. Identify existing and potential erosion problems due to point and non-point sources. (Technical Staff)
    - c. Review approved water permits. (Reimer)
    - d. Bonanza Valley Irrigation Ground Water ProtectionStaff days required: 10
  2. Shoreline Naturalization Projects
    - a. Promote bio-engineering on shoreline projects.
    - b. Provide education for shoreline naturalization projects.
    - c. Identify potential projects.
    - d. Design shoreline naturalization projects.Staff days required: 30
  3. Continue to monitor non-irrigation observation wells once a month, with no monitoring done in January and February. Also, monitor irrigation observation wells quarterly. Information is then forwarded to the DNR, Division of waters. (Staff)  
Staff days required: 12
  4. Promote and encourage the use of ag waste systems.
    - a. Focus assistance to high priority point source polluters. (Technical Staff)
    - b. Support and cooperate in the evaluation, design and supervision of construction and provide information on waste nutrient management. (Technical Staff)
    - c. Promote use of SRF Program for ag waste systems. (Staff)
    - d. Promote EQIP for ag waste systems. (Staff)Staff days required: 10
  5. Continue to provide materials and assistance to the 7 volunteer rainfall monitors located throughout the county. (Staff)  
Staff days required: 5
  6. Support and educate Kandiyohi County's lake associations in water quality and quantity issues.
    - a. Provide assistance to Lake Associations based on recommendations from watershed usage. (Technical Staff)
    - b. Promote Best Management Practices (BMP) for area recreational lakes. (Technical Staff)
    - c. Provide technical assistance and pursue funding to lake associations. (Technical Staff)

- d. Promote and apply for the use of grant funds for cost share practices. (Technical Staff)
- e. Cooperate with lake associations to promote the distribution of a newsletter to association members and lake residents. (Technical Staff)
- f. Rice-Koronis Lakeshed Initiative. (Technical Staff)
- g. Watershed delineation and land use on area lakes as requested. (Technical Staff)
- h. Promote Aquatic Invasive Species (AIS) awareness. (Staff)

Staff days required: 20

7. Support watershed projects by attending Local Work Group Meetings, 319 Meetings and providing technical assistance to watershed projects.

- 1W1P Hawk Creek Middle Minnesota Comprehensive Watershed Management Plan
- Hawk Creek Watershed Project
- Chippewa River Watershed Project
- Middle Fork Crow River Watershed District
- 1W1P North Fork Crow River Watershed District
- Kandi-Wakanda Watershed Project

Staff days required: 60

8. Provide watershed research information to lake associations and others to address water quality and quantity issues.

- a. Work with Eagle Lake, Big Kandiyo Lake Associations and the City of Willmar for Willmar Lake to complete the lake assessment program.
- b. Delineate watershed and write letters of support as requested. (Technical Staff)

Staff days required: 15

9. Oversee the state water plan funding

- a. Provide technical assistance to landowners for projects. (Staff)
- b. Provide financial assistance to landowners for projects. (Staff)
- c. Promote Best Management Practices for Kandiyohi County. (Staff)
- d. Provide data and record all funding information. (Staff)

Staff days required: 45

10. Wetland Conservation Act (WCA) of 1991

- a. Serve on Technical Panel. (Reimer)
- b. Assist in preparation of wetland banking plans. (Reimer)

Staff days required: 15

11. Assist Department of Agriculture with Water Testing Clinics. Provide water test kits for landowners.

Staff days required: 2

12. Promote and assist with enrollment of the Minnesota Ag Water Quality Certification Program (MAWQCP).

Staff days required: 10

13. Promote the implementation of buffers for the state mandated buffer program.

Staff days required: 200

14. Cooperate and assist with the County Well Sealing Cost Share Program at the local level.

- a. Promote Cost Share Well Sealing Program with County. (Staff)
- b. Provide technical assistance for program. (Technical Staff)

Staff days required: 2

- B. Grant Writing to Pursue Sustainable Conservation Grants
  - 1. Write grant to apply for Clean Water Legacy Grant funds.
  - 2. Write grant to apply for a Continuation Grant for Cooperative Weed Management Grant funds.
  - 3. Seek and write grant for Shoreline Naturalization projects and other DNR Grants.
 Staff days required: 20
  
- C. State Revolving Fund (SRF) Low Interest Loan Program.
  - 1. Apply for low interest funding for ag waste systems, conservation tillage equipment, individual sewage treatment systems, cover crop equipment or any practice that improves water quality. (Reimer)
  - 2. Promote SRF Program in area newspapers, newsletter, and at county fair. (Staff)
  - 3. Determine eligibility of applicants. (Reimer)
  - 4. Work cooperatively with Heritage Bank to secure low interest loans for landowners with eligible practices. (Reimer)
 Staff days required: 7

OBJECTIVE III: THE DISTRICT BELIEVES EDUCATION REGARDING ECONOMICS AND ENVIRONMENTAL ISSUES IS ESSENTIAL

ACTION:

- A. Utilize media within the District.
  - 1. Write conservation column and submit to local newspapers. (Staff)
  - 2. Conservation Photo News to be submitted to local newspapers. (Staff)
  - 3. Obtain photographs to depict soil and water conservation practices.
  - 4. Broadcast radio programs annually (KWLM, Q102 and KDJS). (Supervisors & Staff)
  - 5. Provide information and assistance for newsletter regarding soil and water conservation issues
  - 6. Maintain website.
  - 7. Maintain Facebook page.
 Staff days required: 14
  
- B. Provide the following educational opportunities.
  - 1. Speak to groups as requested. (Staff)
  - 2. Promote and assist with Area Envirothon. (Staff)
  - 3. Instructors for Prairie Woods Environmental Days. (Staff)
  - 4. Instructors for school presentations. (Staff)
  - 5. Instructor for Willmar Jr. High School Environmental Days. (Staff)
  - 6. Willmar High School environmental classes as requested. (Staff)
  - 7. New London-Spicer environmental classes as requested. (Staff)
  - 8. Instructors for Koronis-Rice Lake Environmental Days. (Staff)
  - 9. Earth Day celebration. (Staff)
  - 10. Aquatic Invasive Species (AIS) outreach Spring and Fall Education Events. (Staff)
  - 11. Soil Health Day at Ridgewater College (Staff)
  - 12. Career Day at Willmar High School and Ridgewater College. (Staff)
 Staff days required: 29
  
- C. Promote Soil Stewardship Day observance and distribute NACD soil stewardship materials. (Staff)
 Staff days required: 2
  
- D. Participate in Kandiyohi County Fair. (Staff/ Supervisors)
 Staff days required: 8
  
- E. Maintain displays for district's use or rental. (Supervisors & Staff)

- Staff days required: 3
- F. Select Outstanding Conservationist. (Supervisors, Staff & NRCS)  
Staff days required: 1
- G. Host a conservation tour for Board members, County Commissioners, and Legislators in the summer. (Staff)  
Staff days required: 3
- H. Promote natural resource and conservation scholarship. (Staff)  
Staff days required: 2
- I. Rain Garden Projects. Promote, design and use state cost share to install rain gardens.  
Staff days required: 6
- J. Pursue additional funding for the continuation of the Cooperative Weed Management Area (CWMA).  
  1. Write grant for additional funding.
  2. Serve as fiscal agent.
  3. Maintain cost share logs.
  4. Enter data into e-LINK.
Staff days required: 15
- K. Rain Barrels  
  1. Promote the use of rain barrels
  2. Sell rain barrels
Staff days required: 2
- L. Promote Urban Storm Water Management.  
Staff days required: 5

**OBJECTIVE IV: THE DISTRICT SHALL STRIVE TO MANAGE PERSONNEL, FUNDS, AND EQUIPMENT TO ATTAIN THE DISTRICT'S PROGRAMS AND OBJECTIVES.**

**ACTION:**

- A. Assist the Board of Supervisors.  
  1. Prepare and circulate agenda. (Reimer & Laumer)
  2. Attend monthly and special meetings. (Staff)
  3. Prepare reports and proposals as needed. (Staff)
  4. Record and circulate minutes. (Laumer)
Staff days required: 30
- B. Prepare and present an annual budget request and work report for the County Commissioners and attend Truth-in-Taxation Hearing. (Reimer & Chairman)  
Staff days required: 5
- C. Maintain necessary bookkeeping and records. (Laumer)  
Staff days required: 40
- D. Conduct Personnel reviews/appraisals. (Personnel Committee)  
Staff days required: 3
- E. Conduct quarterly finance meetings and review budget and financial reports. (Finance Committee)  
Staff Days required: 4



- F. Staff to attend training sessions and seminars. (Staff)  
Staff days required: 46
- G. Conduct SWCD/NRCS staff meetings as needed.  
Staff days required: 12
- H. Manage and maintain equipment inventory. (Staff)  
Staff days required: 8
- I. General correspondence and office operations. (Staff)  
Staff days required: 48
- J. Annual leave and sick leave.  
Staff days required: 65
- K. Holidays  
Staff days required: 40

OBJECTIVE V: THE DISTRICT WILL EMPHASIZE THE IMPORTANCE OF THE COUNTY'S WILDLIFE HABITAT.

ACTION:

- A. Encourage the planting of trees for wildlife.
  - 1. Provide technical assistance regarding design and maintenance. (Staff)
  - 2. Seek additional alternative cost sharing funds. (Staff)
  - 3. Provide tree stock and planting services. (Reimer)
 Staff days required: 16
- B. Promote restoration of native vegetation. Provide native grass seed and planting services for conservation programs. NRCS Plant materials committee and MASWCD Representative. (Peterson)  
Staff days required: 22
- C. Provide technical assistance for the restoration of wetlands and installation of water impoundment structures for conservation programs. (Technical Staff)  
Staff days required: 32
- D. Promote and provide education on control of all invasive species. (Staff)  
Staff days required: 6
- E. MN Walk In Access (WIA) Program (Staff)
  - 1. Attend training for program.
  - 2. Promote WIA Program with mass mailing and newspaper articles.
  - 3. Assist landowners with application process.
  - 4. Enter information into e-LINK.
  - 5. Maintain signage, as needed.
 Staff days required: 22

OBJECTIVE VI: THE DISTRICT WILL CONTINUE TO STRENGTHEN OUR RELATIONSHIP WITH OTHER AGENCIES AND PRIVATE ORGANIZATIONS.

ACTION:

- A. Review memorandums of understanding with agencies. (Supervisors)
- B. West Central Area 2 Association, MN Association of Soil and Water Conservation Districts and National Association of Conservation Districts.

1. Attend Area 2 Meetings. (Supervisors & Staff)
  2. Attend Area 2 Technical Committee Meetings. (Hanson & Reimer)
  3. Attend MASWCD Annual Convention. (Supervisors & Staff)
  4. Select and invite Outstanding Conservationist to state convention.
  5. Minnesota Association of Conservation District Employees (MACDE). (Staff)
- Staff days required: 40

C. Assist County Officials.

1. State Land Sales and Tax Forfeit Sales.
    - a. View parcels, make determinations and draft conservation easements where needed. (Reimer)
    - b. Assist the county auditor's office in making marginal land and wetland determinations for tax forfeit sales in our county. (Reimer)
  2. Update County Assessor on information regarding RIM easements. (Peterson)
- Staff days required: 10

D. Invite the following persons to board meeting during the year:

BWSR Board Conservationist – Jeremy Maul  
 NRCS Area Conservationist – Johnathon Matz  
 FSA – Scott Newberg  
 DNR Division of Wildlife – Cory Netland  
 USF&WS Representative – Jason Nordmann or Scott Glup  
 DNR Division of Water – Ethan Jenzen  
 DNR Fisheries- Dave Cohran  
 Kandiyohi County Environmental Services-Gary Geer  
 City Engineer- Sean Christenson  
 Elected Officials  
 Hawk Creek Watershed Project- Heidi Rauenhorst  
 North Fork Crow Watershed District-Christopher Lundeen  
 Middle Fork Crow Watershed District –Margaret Johnson  
 Chippewa River Water Project-  
 1W1P North Fork Administrator-  
 Prairie Woods Environmental Learning Center-Dave Peterson  
 Obtain assistance from the above in planning and implementing annual work plan.

E. District will utilize civic leaders and organizations.

TOTAL STAFF DAYS REQUIRED FOR PLAN:	1560 days
TOTAL STAFF DAYS AVAILABLE:	1456 days
District Administrator	260 days
Office Manager	260 days
RIM Coordinator	260 days
Conservation Technician	260 days
PF Farm Bill Biologist	260 days
NRCS Staff	60 days
Part-time Seed Program Assistant(s)	60 days
Supervisors	36 days

### COST SHARE PROGRAM REQUIREMENTS

Cost-share funds received from the state are targeted to high priority water, sedimentation and feedlot pollution control practices, and buffers. The District will also assist NRCS with EQIP. The District's priority will be to cost share water erosion control practices which may not adequately be funded by other programs.

2018 SWCD Cost Share	\$1,554
2018 Buffer Cost Share Funds	\$36,711.65
FY 2019 Cost Share Allocation	\$14,294
2019 SWCD Capacity	\$8,000
<b>TOTAL STATE GRANT FUNDS</b>	<b>\$60,559.65</b>

Fiscal year 2019 cost share funds were allocated for the following practices:

PRACTICE	% C-S	\$ AMOUNT
<b>2018 SWCD Capacity Cost-Share Grant:</b>		
Energy Conservation	75%	\$1,554.00
<b>2019 Regular Cost Share Funds</b>		
Unencumbered Funds	75%	\$10,720.50
20% Administrative thur 12-31-19	20%	\$ 3,573.50
2019 SWCD Capacity (unencumbered)	75%	\$8,000
<b>Buffer Cost Share Funds</b>		
Buffer Cost Share Projects completed in 2019	Flat Rate	\$15,746.50
Encumbered Funds	Flat Rate	\$12,830.50
Unencumbered Funds	Flat Rate	\$6,863.33
20% Administrative thur 12/31/19 (Buffer Cost Share)	20%	\$1,271.32
<b>TOTAL STATE GRANT FUNDS</b>		<b>\$60,559.65</b>

#### ANTICIPATED USE OF 2019 FUNDS

##### HIGH PRIORITY EROSION PROBLEMS

“High priority erosion problems” means areas where erosion from wind or water is occurring equal to, or in excess of 2 x T tons per acre per year or is occurring on any area that exhibits active gully erosion or is identified as high priority in the comprehensive local water plan or the conservation district’s comprehensive land. (Note: Maps can be found in the Comprehensive Plan)

FUNDS NEEDED: \$ 3,500

##### HIGH PRIORITY WATER QUALITY PROBLEMS

“High priority water quality problems” means areas where sedimentation, nutrients, chemicals, or other pollutants discharge to Department of Natural Resources designated protected waters or to any high priority waters as identified in a comprehensive local water plan or the conservation district’s comprehensive plan, or discharge to a sinkhole or groundwater. The pollutant delivery rate to the water source is in amounts that will impair the quality or usefulness of the water resource. (Note: Maps can be found in the Comprehensive Plan)

FUNDS NEEDED: \$10,794

##### HIGH PRIORITY FEEDLOTS

The district anticipates constructing animal waste control systems. High priority feedlots are usually found in the general areas previously identified in the high priority water erosion and sediment erosion areas.

FUNDS NEEDED: \$ 0

GRANTS APPLIED FOR TO FUND PROJECTS IN 2020

The Board of Water and Soil Resources has competitive grants available for conservation projects. The following grants have been applied for or will be used to fund cost share projects in 2020:

Cooperative Weed Management Area Program	\$10,000
Low interest State Revolving Funds	\$105,000
2019 SWCD Capacity Grant	\$90,000
2020 SWCD Capacity Grant	\$129.802
2019 State Cost Share	\$14,294
2020 State Cost Share	\$14.294