MINUTES FROM THE MARCH 12, 2015 REGULAR BOARD MEETING

Chairman Williamson called the Thursday, March 12, 2015 meeting to order at 8:30 a.m.

The meeting was held at the Historic Courthouse, 215 1st Ave South, Long Prairie, MN 56347. Board members present were: Tom Williamson, Kenny Pesta, Lee Buchholz, Dale Katterhagen and Norman Krause. Others present were: Tim Stieber, Division Director, Greg Ostrowski, Conservation Technician, Deja Anton, Feedlot Officer, Shannon Haasser, Water Planner, Sarah Katterhagen, Program Coordinator, Russell Kleinschmidt, NRCS, Sabin Adams, Pheasants Forever, Randy Neumann, County Commissioner and Jeff Hrubes, BWSR.

The Pledge of Allegiance was recited.

Williamson asked if there were any additions to the agenda. S. Katterhagen noted Douglas Soil and Water Conservation District’s request for MPCA/319 for an Ag Waste project wasn’t ready for this meeting, and should be ready for April’s meeting, as it was missing some information. Katterhagen made a motion, seconded by Pesta to accept the agenda. Affirmative: Williamson, Pesta, Buchholz, Katterhagen and Krause. Motion carried.

Krause recited Oath of Office.

Williamson asked if there were any additions or corrections to the minutes from the January 8, 2015 regular board meeting. Katterhagen made a motion, seconded by Buchholz to approve the minutes as distributed from the January 8, 2015 regular board meeting. Affirmative: Williamson, Pesta, Buchholz, Katterhagen and Krause. Motion carried.

Sarah Katterhagen presented the February 28, 2015 program summary to board. Buchholz made a motion, seconded by Krause to accept the District’s receipts in the amount of $24,209.23 and disbursements in the amount of $21,431.24 for January and February. Discussion: S. Katterhagen explained the cash represented on program summary is lower than the actual, as journal entries from 2013 were not completed, and now we are going to wait for 2013 and 2014 journal entries to be completed before correcting the cash balance. The auditor’s office expects this to be completed prior to the April’s board meeting. Affirmative: Williamson, Pesta, Buchholz, Katterhagen and Krause. Motion carried.

COMMISSIONER REPORT: Commissioner Neumann reported the County Board of Commissioners are working with the Unions on negotiations. Neumann discussed the Buffer Law and he commented that Soil and Water Board of Supervisors should be enforcing the rules and some people you can’t educate, so you have to do enforcement. Buchholz commented that Soil and Water is a voluntary agency and enforcement comes from the County Board.

Neumann asked status of project near Almond Drive. Ostrowski commented SRWD, NRCS and Soil and Water offices are working with the landowner on a buffer and grass waterways, and that he has kept the concerned citizens updated on the status of the project, but will send them another follow up e-mail.
Anton commented some events are considered natural disasters and it takes time to get problem fixed as there are steps that needed to be followed.

DAY AT CAPITOL AND BRIEFING REPORT: Buchholz and Stieber reported tax authority was discussed. Buchholz doesn’t agree with tax authority. Stieber reported he has been talking with Doug Thomas from BWSR regarding stable funding for Soil and Water’s.

AREA II MEETING REPORT: Stieber reported there was a presentation on buffers from Grant County, and that AREA II is having trouble getting officers to serve, and will be looking at changing the bylaws, so officers can run longer than a two year period. Also, at AREA II meeting they discussed the Water Quality Certification Program.

STAFF REPORTS: (See attachment). Ostrowski reported he is working on two irrigation plans for old irrigations systems; the landowners finally obtained permits from the DNR, and that he attended the Ward Township meeting.

Anton discussed Ward Township meeting, she completed her Annual Review with the MPCA, and has been busy planning for the Feedlot Meeting (that was held March 11, 2015). She also is working with a landowner who has denied Soil and Water cost share funding, so she has pushed him into an interim permit.

Haasser discussed she is working on the AIS program, River and Lake Day, summer Tour, and MPCA Professional Conference for Local decision makers.

PHEASANTS FOREVER REPORT: (See attachment) Adams reported he has been busy with CRP, met with John from Fish and Wildlife, EQIP rules have changed, and has been working with SRWD on Farmer Lead Committee for their buffer program. They are going to allow buffers to be hayed and a minimum of 50 feet in width, and incentive payments of $100.00 per acre to install buffer.

NRCS REPORT: (See attachment) Kleinschmidt reported they will find out on Monday who will be funded the first round for EQIP, CSP deadline is Friday, March 13, and March 24-27 NRCS will be having their field office review.

Krause made a motion, seconded by Buchholz to accept the 2015 Feedlot Donations in the amount of $1,700.00.

Discussion: S. Katterhagen noted from recent Soil and Water Audit it was suggested to the Board to formally accept donations, and the donations for the Feedlot Meeting will be put toward the meal expense for the event.

Affirmative: Williamson, Pesta, Buchholz, Katterhagen and Krause. Motion carried.

Pesta made a motion, seconded by Katterhagen to approve payment of FY14 and FY15 State Cost Share funds for Rick Atkinson in the amount of $438.08 and $336.92 for a total of $775.00 for the well sealing practice.

Discussion: S. Katterhagen reminded the Board well sealing cost share percentage is at 50%. Affirmative: Williamson, Pesta, Buchholz, Katterhagen and Krause. Motion carried.

Buchholz made a motion, seconded by Katterhagen to approve May 22, 2015 for River and Lake Day and spend up to $315.00 to host the event. Affirmative: Williamson, Pesta, Buchholz, Katterhagen and Krause. Motion carried.

Katterhagen made a motion, seconded by Pesta to approve July 29, 2015 for Summer Tour and to spend up to $2,000.00 to host the event. Affirmative: Williamson, Pesta, Buchholz, Katterhagen and Krause. Motion carried.

Katterhagen made a motion, seconded by Pesta to approve July 29, 2015 for the Celebration of 50 Years in Conservation and to spend up to $725.00 to host the event.

2|Page Todd SWCD Board Meeting Minutes for March 12, 2015
Discussion: Haasser reported the Celebration would follow the tour, and BWSR would be presenting Soil and Water a plaque. Affirmative: Williamson, Pesta, Buchholz, Katterhagen and Krause. Motion carried.

Buchholz made a motion, seconded by Krause to approve letter requesting AIS for the amount of $250.00 for the Annual River and Lake Day.
Affirmative: Williamson, Pesta, Buchholz, Katterhagen and Krause. Motion carried.

Buchholz made a motion, seconded by Katterhagen to approve letter requesting AIS funds for the amount of $250.00 for Soil and Water’s summer tour. Affirmative: Williamson, Pesta, Buchholz, Katterhagen and Krause. Motion carried.

Katterhagen made a motion, seconded by Buchholz to approve letter requesting AIS funds for the amount of $800.00 for the Bi-Annual Soil and Water Newsletter.
Discussion: S. Katterhagen added it would be $400.00 per edition, one for July of 2015 and January of 2016.
Affirmative: Williamson, Pesta, Buchholz, Katterhagen and Krause. Motion carried.

Krause made a motion, seconded by Katterhagen to approve CWP grant application and resolution that was submitted by Stieber and Katterhagen to MPCA on March 3, 2015.
Discussion: S. Katterhagen noted that application was in the amount of $38,650.00 and the grant requires a 50% match and $28,500 is for cost share projects and rest is for wages. Affirmative: Williamson, Pesta, Buchholz, Katterhagen and Krause. Motion carried.

Motion by Pesta, seconded by Katterhagen to authorize Shannon Haasser authority to apply for grant funding for Soil and Water Conservation District.
Discussion: S. Katterhagen noted this will allow Haasser the opportunity to apply for funding for the District.
Affirmative: Williamson, Pesta, Buchholz, Katterhagen and Krause. Motion carried.

Pesta made a motion, seconded by Buchholz to approve the in kind policy. (Policy #20150312-06).
Discussion: S. Katterhagen added this was tabled at last month’s meeting for more information. She added Morrison SWCD follows EQIP rates, Stearns SWCD sets their own rates based on EQIP, Douglas SWCD and East Otter Tail SWCD follow Iowa’s Custom rates. Ostrowski added there aren’t additional rates for using your own equipment for a project as the landowner has a choice to it themselves or hire a vendor. Affirmative: Williamson, Pesta, Buchholz, Katterhagen and Krause. Motion carried.

Buchholz made a motion, seconded by Krause to approve Sarah Katterhagen authorization to obtain and maintain access to MN Office of the State Auditor.
Discussion: Stieber noted this is necessary so the District can submit their Audit report to the State.
Affirmative: Williamson, Pesta, Buchholz, Katterhagen and Krause. Motion carried.

DISCUSS MICHAEL SANDER RIM WETLAND APPLICATION: Adams reported this application wasn’t approved.

DISCUSS MARK WALTERS RIM WETLAND APPLICATION: (See map) Adams reported this application was approved. This project is located in West Union section 4. Sabin will be working with landowner and making sure the easement is recorded.

DISCUS LIAISON MEETING: (See minutes from meeting) Stieber reported County Attorney Rasmussen said the current agreement is workable. Stieber is working on replacement plan for vehicles for the Division, and discussed Mitch’s replacement will be ½ WCA and ½ other duties (between Soil and Water & Planning and Zoning). Stieber also discussed having a smaller interview team. He will contact Krause, Buchholz, Neumann, Kneisl, and Nalezny with interview dates.
DISCUSS SOIL AND WATER & COUNTY SERVICE AGREEMENT: (See agreement with proposed changes). Stieber noted in the section about the Division Name—that Soil and Water & Planning and Zoning will be two separate departments working under one division. Stieber discussed holding joint meetings one time per year, instead of twice, and not during a work session. Board suggested Stieber taking the proposed changes to the County Attorney and to the County Board of Commissioners. The board will continue to review the proposed changes.

DISCUSS BUFFER INITIATIVE: (See handout) Stieber discussed handout. This grant would allow the GIS department to create layers in the mapping program to create an inventory on where buffers are needed in Todd County. The grant deadline is April 3, 2015. Stieber asked for the board support in the grant application and will be asking the Board of Commissioners for support too.

Buchholz made a motion, seconded by Pesta to support Stieber in applying for the buffer grant. Discussion: Hrubes encourage Stieber to increase the amounts for wages that he had in the budget. Affirmative: Williamson, Pesta, Buchholz, Katterhagen and Krause. Motion carried.

BWSR UPDATES: Hrubes added that he thinks it’s great that we are applying for the buffer grant, and commented that Soil and Water is here to help the landowners, not for enforcement. Hrubes discussed non-point funding. Stieber, Haasser, and S. Katterhagen will be meeting with Jeff Hrubes from Board of Water Resources (BWSR) to discuss grant applications and other sources of funding.

Other: S. Katterhagen asked the board to review the Audit report prior to April’s board meeting, as Doug Host from Clifton Larson Allen, will be calling in during April’s board meeting.

Chairman Williamson adjourned the meeting at 11:35 a.m.

The next meeting of the Todd SWCD Board of Supervisors will be held on April 9, 2015 beginning at 8:30 a.m. at the Todd County Historic Courthouse (Prairie Conference room), Long Prairie, MN 56347.

Kenny Pesta, Secretary

4-9-2015

Date
# TODD SOIL & WATER CONSERVATION DISTRICT
## TREASURER'S MONTHLY REPORT
### PROGRAM SUMMARY

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TOTAL: $542,074.49 | $24,209.23 | $21,431.24 | $544,852.48 **

3/12/2015 Date

This summary is for January and February

**The cash balance is off**
January and February 2015 Staff Report
Tim Stieber, Division Director

Meetings & Coordination
• Prepared materials for 2 AIS meetings. Finalized Todd County 2015 plan. Requested and presented RFP’s for AIS work this summer. Worked to coordinate work on border lakes with Stearns and Douglas county. Prepared and presented need for delegation agreement with MN DNR to BOC.
• Attended Long Prairie Watershed meeting organized by Shannon.
• Participated in the MASWCD legislator day at the capitol with Lee. Followed up after the visit with follow up research related to funding options for districts.
• Prepared materials for work session involving BOC and SWCD supervisors – followed up after the work session to search out and pull together information related to the merger of SWCD and the county. This work was presented and discussed extensively at a liaison meeting Feb 10th.
• Participated in Todd County Livestock Meeting.
• Participated in Ward Township meeting to discuss proposed livestock facility expansion.
• Participated in TEP meeting with Chris Ahrens to work through several wetland cases.

Operations
• Participated in a Dept. Head meetings Jan.& Feb. to discuss county issues.
• Completed about a dozen elink grant summaries to finish off 2014 reporting.
• Presented items at 4 Board of Commissioner meetings during December.
• Worked on the audit of 2014 books with Sarah and auditor before during and post-audit.
• Prepared a first draft of a vehicle replacement plan for SWCD Division.
• Completed PRAP review survey.

Field Projects and Activities
• Met with Birchdale Pork representatives and also Prairie Lakes to discuss feedlot process.
• Went on 1400 AM during January to discuss wetlands.
• Worked with Sabin to secure financial support for his buffer work from SRWD.
• In response to funding opportunity to support inventories of ag buffers – developed concept paper on Todd County buffers that may serve as a proposal to complete such an inventory. Consulted agencies and GIS.
• Worked on a project idea with staff and Lake Latimer Lake Association.

Planning & Zoning
• Completed Planning Commission cases site reviews, staff reports, and presentations.
• Completed Board of Adjustment site reviews for cases and developed a staff report.
• Reviewed low-income cost share program with Galen and Sarah and selected 4 likely projects to fund.
• Worked to resolve complaints and land use violations – letters, phone calls.
• Presented ordinance changes that would allow better enforcement of violations to the BOC @ work session.
• Completed MCPZA annual P&Z practices survey and submitted to state association.
• Worked with several landowners on land use cases.

Staff Management
• Submitted personnel action forms for Deja and Shannon to HR recommending them for FT employment.
• Accepted staff resignation from Mitch Ness and began worked necessary to fill the position.
• Participated in staff discussions related to their individual activities throughout the month.
• Worked on plans for additional retirements in P&Z and SWCD involving planning, discussions with staff and researching options with HR.
March 4, 2015

MARCH 2015 - BOARD REPORT

MEETINGS ATTENDED – Soil Health, St. Cloud, MN - Ward Twp. meeting to discuss the feedlot operation on the former Gary Duncan site.
MEETINGS TO ATTEND - Todd County Annual Feedlot meeting, Clarissa Ballroom, 3-11-2015. Todd County P & Z and SWCD contractors meeting, Todd County Courthouse, 3-25-2015.
SWAN RIVER 319 GRANT – No report.
GROUND WATER WELLS - The wells are not monitored during the winter months.
LEGACY COST SHARE FUNDS- No report.
IRRIGATION CONSERVATION PLANS- Two new plans.
DIRT TEAM REVIEWS- None.
PROJECTS UPDATE:
Mark Berscheit- Update-No new progress, this year construction.
Gary/Chris Westerberg – Gary Westerberg was in, and met with the WCTSA engineer on plan revisions.
John Kunstleben – This is a feedlot runoff mitigation project, being addressed through a Vegetative Feedlot Area, plan is complete and John is in the process of getting bids, for summer construction, funding through the Legacy grant, with WCTSA doing the engineering.
Maple Lake runoff site: No progress.
Myron Eckel- NO PROGRESS-This project is a grade stabilization with grassed waterway; final plan is complete, bids obtained and hopefully summer 2015 construction.
RIM/WRP- We are still working on an old Perpetual Rim easement, (Smith) to get boundaries corrected. Update: We are now in the process of obtaining signatures from prior owners to update easement and to rewrite the conservation plan.
EQIP FUNDS - If you know of anyone wanting an Ag. Waste system, pond closure or grazing project, please have them contact NRCS, they have a lot of funding for livestock projects, and we have funding for projects in the Long Prairie River watershed.
TREE PLANTING- To date about 3,000 trees left to sell.
LITTLE BIRCH LAKE FLOODING/EROSION/SEDIMENTATION- December 16, 2014 - I met with the engineer Ross Reiffenberger to discuss the plan he is working on for Dale Ahrens, the goal is to discuss the options in this proposal with Dale after the first of the year, get his approval so we can have a final plan for spring 2015. Update-preliminary plan is complete; Dale Ahrens has reviewed the proposed plan and is in agreement, looking at funding this project as proposed with Eqip funds, which Dale has already applied for. We are also hoping to fund the proposed grass buffer with SRWD buffer initiative funds, hopefully this program is up and running.
POTENTIAL NEW AG. WASTE SITES- James Buderus – Josh Hauer- Tom Gray, Todd Pollema, and Josh Holt.

Resource Conservationist
Greg O.
Soil & Water Conservation District

Feedlot Staff Report for December 31, 2014 to March 5, 2015

Site visits (9 total):

Prairie Lakes Farm, LLC - (1) Transfer of Ownership, Registration update, Site Inspection, Permitting
Information (2) Open Lot Evaluation & state Facility Assessment with Al Larson, Anez Consulting/ MinnFARM
Aaron Ekola- New feedlot Inspection and Siting, New Feedlot Registration
Sands Farm - Site Inspection, barn siting and well setbacks, Registration Update/MinnFARM.
Moses and Ura Yoder- County Registration and FSA site visit
Mose Börntreger- (1) County Registration for FSA (2) Inspection
Tri-Cattie County Cattle- Plan revision for site fix and information gathering for re-issuance of Interim Permit as afforded by the MPCA
Lois Theilen/John Kunstleben- Bid Packets, signature documents, and Manure Estimator

In office scheduled producer meetings (6 total):

Birchdale Pork - (1) Permitting and Zoning/ Ordinance Questions (2) Engineer meeting with Jeff Bauwman- Anez Consulting
Prairie Lakes Farm, LLC- Permitting Questions and Lot Usage- Review of MinnFARMS
Jeff Rinde- Education/ Resource direction/ Permitting Questions and request for Inspection
Gary Westerberg- Engineer Meeting (WCTSA) on final designs
John Kunstleben- Engineer Meeting (WCTSA) on fina designs and signing of contracts and Operations and Maintenance Form

Producer/ Citizen Assistance and Education Opportunities: 45 Total

Complaints and Emergency Response: (0)

Meetings: NRCS Staff meeting (1/5); SWCD Board Meeting (1/8); Division Meeting (1/9); SWCD/NRCS Meeting (1/14); TCLAC Meeting (1/15 & 2/5); NRCS/Feedlot Meeting (2/18 & 3/4)

CFO Lead Informational Presentations/ Preparation/Trainings:
Phosphorus Management Presentation Preparation (1/22); Ward Township Presentation (2/10); Douglas County CFO Mentor Training (1/23 & 2/23)

Trainings:
Phosphorus Management- Long Prairie (1/22); RUSL 2/ WePs training- Fergus Falls (2/3); Nitrogen Management Conference- Mankato (2/9) MMP Training- Rhonda Adkins- MPCA (2/19); Panic Button training (2/26) 🙌

Other:
Registration updates- second round; MPCA Annual Review/ “audit” file- 100% ☑ (2/19); Permit Review and Issuance for JRB Heifers (Interim Permit), Prairie Lakes Farm, LLC (CSF Permit), Bob Byrniarski (Interim Permit); MMP and Land Application Review for JRB Heifers, Duane Dirkes, and Prairie Lakes; extensive Well Review and Sensitivity Determination with MN Dept. of Health, Mark Johnson; extensive buffer determination research with George Schwintz - MPCA, Al Larson- Anez Consulting; Greg Ostrowski; Chris Ahrens; extensive Prairie Lakes permit review with Scott Schraeder & Rhonda Adkins -MPCA; Annual Feedlot Meeting Preparation: contacted and lined up presenters, agenda, flyer and poster- first draft, feedlot fix flow chart- draft, “Steps for Feedlot Fix” hand out; panel structure, newspaper article, “Inspection Dissection” presentation; George Brazinka- Swan Lake Association- Informational Packet; Notification that two Todd County producers I assisted in applying for the Livestock Investment Grant were awarded!!!!!!Yaay!

In Summary: Overall, a great two months! Lots of producer inquiry! I will be ready to “hit the road” after the feedlot meeting. Over 100 attendees are currently registered for our Annual Feedlot Meeting!
Submitted by Déjà C. Anton- Todd Co. Feedlots—March 5, 2015

To Meet the Public’s Needs by Protecting the Land and Safeguarding the Water
TRAINING:

- Aquatic Invaders Summit in St. Cloud hosted by the Initiative Foundation
  January 20th.

PROJECTS:

- Upcoming projects for approval
  - Rebecca Levine
- Visited Cost Share Spot Checks
  - None
- Visited potential projects for Shore Land Restoration
  - None
- General Permit Meeting, Todd Public Works
  - Proposed bridge and culvert replacement projects for 2015
- Aquatic Invasive Species (AIS)
  - AIS Committee Meeting February 23rd, 2015
  - Reviewed RFP's for inspection and monitoring
  - Developed Cost-Share mechanisms for programs
- Contractor Meeting Planning
  - March 25th
  - Afternoon topic speakers: Eric Altena, DNR Fisheries on using wood for stream bank restoration & Aquatic Invasive Species information for contractors
- River and Lakes Day Planning
  - May 22nd (Friday before Memorial Day)
  - Budget
- 50th Anniversary Summer Bus Tour Planning
  - Morning of July 29th (Last Wednesday of month)
  - Budget
- 50th Anniversary Celebration
  - Afternoon of July 29th
  - Budget

WATER PLAN UPDATE:

Fifth meeting was January 21st. There were 17 people in attendance. Discussed land use issues. Tim Stieber was the main speaker.

Sixth meeting was February 11th. There were 14 people in attendance. Discussed soil health and reviewed survey results. Russell Kleinschmidt was the main speaker.

Water Plan Survey Results: 350 returned surveys! Summary will be posted on the Todd County website by the end of March.

MPCA WATERSHED APPROACH:

- Long Prairie River Watershed: TMDL draft is pending on its second revision. Todd County is responsible for civic engagement/outreach on this project. Public Hearing and Civic Engagement campaign TBD once EPA approves draft. Working with Morrison and Douglas County.

What else????

Married John Wettstein, son of Don and Sue Wettstein! Will be changing my name to Shannon M.H. Wettstein (but no rush! I have to ease into this idea)
Important Items:
- 2014 Audit was completed—and Tim is responsible for submitting other documents to BWSR
  - My Cash balance is lower than what the Audit shows—based on some JE that were not completed last year in the system—I am waiting for the Auditor’s office to complete last year’s JE and this year’s JE, to fix cash balance. Those were not completed, causing my balance to be off
- Sent certified non-compliance cost share letter to Keith and Kathleen Kolstad, cost share contract #4-09, previous owner Scott Kern, received notification that they received it, no response from new landowner.

Administrative:
- Reviewed new electronic voucher—2/24/15
- Listen to Ag BMP Review webinar—2/26/15
- Received Payment #3 in the amount of $113,85 for non compliance cost share contract (8-10), Previous owner Charles Moberg, new Thomas and Theresa Dirkes—2/26/15
- Received notification City of Eagle Bend is in the process of developing a wellhead protection plan
- Reviewed CWP Grant application and made budget suggestions
- Worked with Tim and Greg on in-kind policy

Ag BMP Loan Program:
- Submitted Ag BMP Loan Application—Shortly will be receiving the Work Plan to sign

FY12-14 Feedlot Assistance Grant:
- Bershett will start construction next Spring—Needs to be completed by December 1, 2015
- Buderus—Waiting for bids, construction will start next Spring—Needs to be completed by December 1, 2015
- Hauer—Waiting for bids, construction will start next Spring—Needs to be completed by December 1, 2015

FY2013-2015 Livestock Management Grant:
- Hauer—Waiting for bids, construction will start next Spring—Needs to be completed by December 1, 2015
- Kunsbteken—Reviewed cost share contract with landowner, landowner will be getting bids. Funds need to be encumbered based on the bids (Hoping to encumber by April)

FY14-17 MPCA 319 Funds—Long Prairie River Watershed:
- P. Bauer—Shoreline Project—Will be completed during 2015 construction season
- Tomford—Feedlot Project—(Douglas SWCD)—needs to be completed by August 1, 2015
- Smokey Timbers (Douglas SWCD)—Deadline July 2015.
- Hauer—Needs to be completed by December 1, 2015

State Cost Share Grant:
- Hobbs (FY14 & F15)—will be completed during 2015 Construction Season
- Rick Atkinson (FY14 & FY15)—Well Sealing completed, payment at March Board Meeting
- Looking at using remaining FY15 funds for a Shoreland Project & for Dennis Traulich site

Feedlot Program:
- Assisted Deja with planning the Annual Feedlot Meeting—March 11, 2015
- Worked with Greg on getting Bank Donations (Need to be accepted at March’s Board Meeting)
- Advertised in newspapers, Radio, mailed out post cards, office counter

Tree Program:
- Approx. 3,000 trees left to sell, and 95 potted stock left to sell

News/Education:
- News articles to the newspapers

County:
- Submitted vouchers and reviewed deposits (hopefully in future we can eliminate double tracking)
- Created AIS grant tracking spreadsheet—and contract forms

If you have any questions or concerns about my board report, please let me know.
All CSP payments and status reviews are done for last year, and we’ve been focused on getting new applications and renewal offer applications signed before the March 13th and 31st deadlines respectively. Currently we have 25 new applications, and he hope to have at least 30. Over half of the renewal offer applications have come in and signed as well. We intend to complete as much of the CSP workload now in anticipation of other program deadlines and priorities.

Most EQIP status reviews are being finalized and annual practice reminder letters will be sent out soon. In our first round of funding we had 10 applications eligible for funding consideration, and we are in the process of reviewing these applications. Our preapproval list should be out on March 16th. The next round of funding will occur in April/May and the last round of funding in May/June. Producers interested in EQIP need to work with us this spring/summer ahead of the September deadline for applications for FY 2016 funding consideration.

For CRP Sabin is continuing to work on plans and renewals. We’ve had increased interest/visits by producer’s looking at this option recently.

On 24-27 March we have our FO Appraisal. Area Office staff will be reviewing all aspects of our office and operations. This is usually done every 5 years or so on a rotating basis.

Lastly, we still don’t have a new State Conservationist yet.

For the upcoming month we will continue to work on program related activities and obligating new contracts and completing CSP interviews. In addition, we still have many trainings, meetings, and workshops in March and early April to attend.
Staff Report Jan-Feb.

Sabin Adams

2015

- Submitted two RIM wetland easement applications. Gordon TWP 40 acres, West Union TWP 70 acres.
- Contacted 40 landowners.
- Presented Buffers at water plan meeting.
- Enrolled 19.6 acres into CCRP. Numerous landowners in progress.
- Working with new USFW employee, John Riens, on a few projects.
- Attended The Wildlife Society Minnesota Meeting.
- Attended Pheasants Forever State Convention.
- Prepared EQIP contracts for 1st round of funding. Lost 3 due to changes in program.
- Attended 3 SRWD meeting about Hayed Buffer Program. (see map)