MINUTES FROM THE SEPTEMBER 10, 2015 REGULAR BOARD MEETING

Chairman Williamson called the Thursday, September 10, 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, Dale Katterhagen and Norman Krause. Others present were: Tim Stieber, Division Director, Deja Anton, Feedlot Officer, Shannon Wettstein, Water Planner, Matt Danzl, Conservation Technician, Sarah Katterhagen, Program Coordinator, Russell Kleinschmidt, NRCS, Randy Neumann, County Commissioner and Rod Erickson, County Commissioner.

Board Members Missing: Leland Buchholz and Kenny Pesta.

Staff Missing: Sabin Adams.

The Pledge of Allegiance was recited.

Williamson asked if there were any additions to the agenda. Krause made a motion, seconded by Katterhagen to accept the agenda for the September 10, 2015 regular board meeting with the addition item #1.8 to approve Buffer and MAWQCP Implementation Grant Agreement. Affirmative: Williamson, Katterhagen and Krause. Motion carried.

Williamson asked if there were any additions or corrections to the minutes from the August 13, 2015 regular board meeting. Katterhagen made a motion, seconded by Krause to approve the minutes as distributed from the August 13, 2015 regular board meeting. Affirmative: Williamson, Katterhagen and Krause. Motion carried.

Sarah Katterhagen presented August 1, 2015 to August 31, 2015 program summary to board. Krause made a motion, seconded by Katterhagen to accept the District’s receipts in the amount of $155,944.32 and total disbursements in the amount of $4,265.53 for August.

Discussion: S. Katterhagen noted the receipts included: FY16 State Cost Share grant, 40% of the Livestock Management Grant, and 25% of the CWP Swan River Watershed grant. Affirmative: Williamson, Katterhagen and Krause. Motion carried.

Krause made a motion, seconded by Katterhagen to approve 2016 Soil and Water Budget.

Discussion: Stieber and S. Katterhagen discussed that budget potentially could be modified prior to end of year, if we receive buffer agreement, Ag Quality agreement, and new allocation for Districts. S. Katterhagen also added the budget doesn’t include carry forward funds. Some of the carry forward funds included CWP Swan River Watershed and FY16 State Cost Share funds. Affirmative: Williamson, Katterhagen and Krause. Motion carried.
Katterhagen made a motion, seconded by Krause to approve changes to the SWCD and Todd County Service Agreement effective January 1, 2016. Affirmative: Williamson, Katterhagen and Krause. Motion carried.

Krause made a motion, seconded by Katterhagen to approve request to cancel FY14-17 MPCA/319 cost share funds for Tomford, contract #3-14/319 in the amount of $8,450.00. Affirmative: Williamson, Katterhagen and Krause. Motion carried.

Katterhagen made a motion, seconded by Krause to approve payment of FY14-17 MPCA/319 cost share funds for Bauer, contract #1-14/319 in the amount of $5,345.20. Affirmative: Williamson, Katterhagen and Krause. Motion carried.

Krause made a motion, seconded by Katterhagen to approve payment of FY15 cost share funds for Levine, contract #4-15 in the amount of $3,133.13. Affirmative: Williamson, Katterhagen and Krause. Motion carried.

Katterhagen made a motion, seconded by Krause to approve request for AIS grant dollars for Enviro Fest in the amount of $250.00. Affirmative: Williamson, Katterhagen and Krause. Motion carried.

Katterhagen made a motion, seconded by Krause to approve Todd County Township Nitrate Sampling program. 
Discussion: Wettstein reported this program will include nine Todd County Townships for amount of $60,720.00. Affirmative: Williamson, Katterhagen and Krause. Motion carried.

Katterhagen made a motion, seconded by Krause to approve Buffer and MAWQCP implementation grant request in the amount of $20,000.00 and $4,000 respectively. Affirmative: Williamson, Katterhagen and Krause. Motion carried.

CONFIRM ATTENDANCE FOR DECISION MAKER TRAINING—Katterhagen and Williamson confirmed attendance. Krause unable to attend. S. Katterhagen will follow up with Buchholz and Pesta.

CONFIRM ATTENDANCE FOR AREA II MEETING—SEPTEMBER 23, 2015: Williamson, Krause and Katterhagen all will be attending AREA II Meeting. S. Katterhagen will confirm with Pesta and Buchholz.

DISCUSS ENVIRO FEST AND HAVING SCHOOLS OUTSIDE OF TODD COUNTY ATTENDING: Wettstein reported the Annual Todd County Enviro Fest has been held at the Dale and Marie Katterhagen farm, and in the past we had up to 400 kids attending the event. Wettstein mentioned that she recently had a school contact her from the St. Cloud area to see if they can attend. Board consensus to list pros and cons of having schools outside of Todd County attend at a future meeting.

COMMISSIONER REPORT: Commissioner Erickson reported the County is working on preliminary budgets and will have special board meeting on September 24, 2015; also County is working on negotiations and health insurance.

STAFF REPORTS: (See attachment).

Stieber reported he had 12 applicants for the Buffer position and held three interviews; Danielle Kuperus has accepted the position and will start on September 21, 2015.
Anton reported a Level III inspection is when you go on landowner’s property to review manure application and stockpiles.

Wettstein reported the Annual Enviro Fest will be held on September 23, 2015 at the Dale and Marie Katterhagen farm, submitted the CWL grant application for the West Union Area, and MPCA is working on the TMDL study for the Mississippi River Brainerd Watershed.

Danzl reported he completed the observation well readings, staying busy with Wetland cases and explained the definition of De-Minimis: Minimal impact to Wetlands.

S. Katterhagen reported she will submitted the final budget to the auditor’s office and tree sales have started.

**PHEASANTS FOREVER REPORT:** (See attachment) No report.

**NRCS REPORT:** (See attachment) Kleinschmidt reported they are working on CSP and CRP renewals, they have 17 EQIP contracts, and their fiscal year will be ending September 30, 2015.

Chairman Williamson presented a check from MN Corn Growers for the Enviro Fest, and he noted MN Corn Growers will have three people from their organization at Enviro Fest.

Chairman Williamson also handout a card from MN Corn Growers about promoting people to stand up and speak out by telling your conservation story.

Chairman Williamson adjourned the meeting at 10:00 a.m.

Following the meeting Chairman Williamson attended the awards luncheon at the Hub Supper Club.

The next meeting of the Todd SWCD Board of Supervisors will be **held on October 8, 2015 beginning at 8:30 a.m. at the Todd County Historic Courthouse (Prairie Conference room), Long Prairie, MN 56347.**
## TODD SOIL & WATER CONSERVATION DISTRICT
### TREASURER'S MONTHLY REPORT
#### PROGRAM SUMMARY

<table>
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<tr>
<th>PROGRAM</th>
<th>CASH BALANCE</th>
<th>RECEIPTS</th>
<th>DISBURSEMENTS</th>
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<td><strong>$155,944.32</strong></td>
<td><strong>$4,265.53</strong></td>
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District Treasurer: Date Katterhagen

Date: 9/10/2015
August Staff Report

Tim Stieber, Division Director

Meetings & Coordination
- Participated in SWCD and P&Z staff meetings as needed.
- Prepared materials for a BOC meeting and one SWCD board meeting with associated FUP.
- Met with East Ottertail staff for a second time to develop two grant ideas.
- Attended ground water training with other staff.

Operations
- Participated in a Dept. Head meetings to discuss county issues.
- Discussed SWCD cost share availability and buffer programs on radio.
- Assisted with Wetlands Program including case resolution, discussed cases.
- Continued working on 2016 budget.
- Prepared summary for division costs to county at request of fiscal committee.
- Presented SWCD-BOC agreement, vehicle plan, and equip loan protocol at BOC work session.
- Reviewed Silver Creek grant prepared by Shannon for future field work in West Union area.

Field Projects and Activities
- Participated in buffer meeting coordinated by Farm Bureau.
- Generated a distributed permit report related to August 2015 permit activity for P&Z.
- Met with GIS to develop how Buffer Layer work will proceed.
- Worked to review where we are with regard to AIS budget expenditures and activities listed in the plan.

Planning & Zoning
- Completed Planning Commission cases (3) including site reviews, staff reports, and presentations.
- No Board of Adjustment meeting during August, developed training materials for board and reviewed case review questions for future adoption.
- Worked to complete and submit grant proposals for Clean Water legacy Funds for a septic inventory ($49,529) and for an abatement grant ($66,872) for future work.
- Followed up on 2 violation reports and made site visits and wrote correspondence verifying that these were resolved. Worked with other staff to guide cases toward resolution.
- Participated in a meeting related to establishing RT Vision software – what steps are needed to move forward.
- Generated and distributed a permit report related to July 2015 activity for P&Z.
- Discussed permitting options and requirements with landowners at the office, email, and over phone.
- Worked to learn how the county needs to interact with West Union Township related to dwelling and feedlot permits. West Union has its own ordinance that is more restrictive than Todd County’s Ordinance.

Staff Management
- Prepared for Conservation Technician interview and selected 3 candidates.
- Worked on concerns related to implementing Springstad compensation plan that is pending implementation starting next year.
- Worked on planning, scheduling, and approving staff training.
Feedlot Staff Report for August 13, 2015 to September 10, 2015

Site visits (11 total):
Berscheit- (3) Construction Inspections
Zimmer- Technical Visit with Gary Borash of WCTSA for feedlot fixes
Gregerson- Technical Visit with Gary Borash of WCTSA for feedlot fixes
Kreemer- Technical Visit with Gary Borash of WCTSA
Didier- (1) Construction Inspection (1) Pit Closure Inspection
Gourley Brothers/ Weldele- Producer Requested Level III Inspection
Hollerman- Pasture Walk/ shoreline Visit
Roerick- Milkhouse Waste Inspection

Producer/ Citizen Assistance: (18 to September 2)

Complaints: (1)
Cattle In Lake- Yes, pasture cattle do enter lake; no feedlot conditions

Air Quality Exemptions: (2)

Meetings/ Trainings: SWCD Groundwater Training (8/19); SWCD Board Meeting (8/13); SWCD Staff Meetings (8/10 & 8/31); NRCS & SWCD Combination Meeting (scheduled for 9/9); Division Meeting (8/14); P&Z Brainstorming Session on Riding Camp Horses on Pillsbury with Galen and Loren (9/6)

Other: Ongoing CFO Mentorship Douglas County; SWCD Monthly Reporting; Eischel/ Nate Pesta permitting assistance and correction to permit app; Issuance of County CSF Permit for Alpha Foods, Inc; Covenants assistance for livestock on Saddleback Ridge; West Union Twp Feedlot Ordinance vs. County Ordinance; Checklist and Review of CNMP, manure storage facility, and engineer designs for Buderus, Eischel/ Tri-County; and Westerberg; One week “vacation” (sister’s wedding in state of Maine)

Research: Well setbacks from Pasture Waterer and MPCA Official Pit Closure Reqs

Submitted by Déjà C. Anton- Todd Co. Feedlots—September 2, 2015

To Meet the Public’s Needs by Protecting the Land and Safeguarding the Water
STAFF REPORT FOR SHANNON WETTSTEIN

Board Meeting
September 2015

TRAINING:

➢ Groundwater Training, Stearns County Service Center (Groundwater: Managing an Invisible Resource-Technical Training for SWCD Staff)

ONGOING PROJECTS:

➢ Current/Recently Completed Projects
  o None

➢ Upcoming projects for approval
  o Pete Bauer, Lakeshore Native Planting on Horseshoe Lake (Payment to be approved)
  o Rebecca Levine, Lakeshore Native Planting on Moose Lake (Payment to be approved)

➢ Visited Cost Share Spot Checks
  o Larry Kirschman Long Lake
  o Richard & Julia Patnode, Long Lake

➢ Provided Technical Assistance
  o Long Lake (Before Annual Meeting & Monitoring Equipment Direction)
  o Big Swan Lake (Before Annual Meeting)

➢ Potential projects for Shore Land / River Restoration / Erosion
  o Steve Richter, Big Swan
  o Rick LaForge, Big Swan
  o BWSR Grant Applied For- Silver Creek Subwatershed Protection, West Union Township
  o PCA Grant Report for Swan River Subwatershed Projects

➢ Aquatic Invasive Species (AIS)
  o Assisting Director with various duties

➢ RIM/WRP
  o None

➢ Outreach
  o Township and city meeting agenda items for Decision Maker Training (see below)
  o Surrounding area SWCD’s for Decision Maker Training (see below)
  o Todd County Fair Booth Set-up
  o Enviro-Fest Schools, Presenters and Sponsors

➢ Meetings
  o None

ANNUAL PROJECTS
Matt Danzl  Staff Report—August 2015

Reporting Dates: August 1st – August 31th

Trainings attended: Groundwater workshop August 19th

Upcoming trainings to attend: UMN Wetland Delineator course

WCA:

New Applications:
  o BNSF – Fawn Lake Twp. – Withdrawn
  o Todd Dirkes – West Union twp. – exemption
  o Pat Lunemann (2) – Eagle Valley twp – no loss

Notice of Decisions/Applications:
  o Mike Marquardt – Iona – De minimis
  o Dan Connor – Iona – De minimis
  o BNSF – Fawn Lake – Type/boundary confirmation

Ongoing cases & violations:
  o Larry Hanson – Staples Twp. – De minimis
  o Mark Berscheit—Impoundment structure removal
  o Ward Twp. Violation
  o Dan Mensen/Round Prairie Twp violation
  o Wayne Carstensen—Hartford—violation

Customer outreach:
  o 13 Site visits
  o 31 Phone calls, office visits, etc.

SWCD:
  o Continual reviewing of Rules and Statutes
  o Attended combined NRCS and SWCD monthly meeting about projects
  o Started doing Cost Share spot checks
  o DNR Observation Well readings
  o County Fair set up

P&Z:
  o Site Visit with Galen on Osakis Lake
Important Items:
- September 17, 2015: Annual Enviro Fest
- September 23, 2015: AREA II Meeting (hosted by Todd)—Reserved ElmerZ in Sauk Centre
- October 7, 2015: Decision Making Training in Parkers Prairie
- October 27-29, 2015: BWSR Academy
- December 6-8, 2015: Annual Convention--Bloomington

Administrative:
- Posted information on website
- Send out registrations for AREA II meeting
- Continue to receive non-compliant payments from Thomas Dirkes, contract #8-10, (previous Moberg)
- Put together spreadsheet from 2006-Present with Income/Expense for District per Stieber’s request—as he needed for County side

Ag BMP Loan Program:
- No applications have been received.

FY12-14 Feedlot Assistance Grant: (Grant Closeout December 2015) (still need 40% and 10%)
- Berscheit—Payment should be at the October Meeting-Project is moving along
- Buderus-Waiting for bids—Needs to be completed by December 1, 2015
- Hauer-Deja is working with landowner on getting bids submitted—I sent letter reminding landowner importance of getting contract completed—otherwise funds will be returned to the state

FY2013-2015 Livestock Management Grant: (Grant Closeout December 2015) (still need 10%)
- Received 40% of the grant. (will received remaining 10% after final closeout)
- Hauer- Deja is working with landowner on getting bids submitted

FY14-17 MPCA 319 Funds—Long Prairie River Watershed: (Grant Closeout August 2017) (reimbursement grant)
- P. Bauer—Shoreline Project has been completed and certified. Waiting for paid invoice
- Tomford—(Douglas Project)—Landowner submitted letter to request cancellation of cost share contract
- Hauer— Deja is working with landowner on getting bids submitted
- Klimek—Douglas SWCD Project
- Pollema—Todd SWCD—has expressed interest in the C/S funds.

State Cost Share Grant:
- Rebecca Levine—Project will be paid during September board meeting- (50%)
- FY15: $8,458.08 needs to be encumbered for cost share projects
- FY16: $13,276.00 needs to be encumbered for cost share projects

FY15-18 CWP Grant: (Grant ends 2018)
- Work plan and budget was submitted

Feedlot Program:
- Feedlot registrations will be going out in October

Tree Program:
- Ordered Trees from the DNR from Schumacher’s
- E-mailed out Tree Order form
- Posted to website

County:
- Septic Inventory Grant and Cost Share program vouchers
Staff Report

Sabin Adams

August 2015

- Attended NRCS Conservation Planner training. 4 Days
- Attended PF state staff meeting.
- Signed 4 CRP contracts totaling 76.28 acres.
- Working on 20+ CRP re-enrollments before Sept 15th.
- Went on 9 site visits.
- Have 2 EQIP honey bee contracts in process.
Submitted on 3 September 2015

NRCS Report for 10 September 2015 Todd SWCD Board Meeting

By Russell Kleinschmidt

We are busy finalizing 18 CSP renewal contracts during September. All step of the renewal process need to be complete through the field verification process by September 30. In addition 3 CSP contracts will have spot checks completed before September 30 as well. CSP has proven to be a heavy workload item.

All EQIP contracts have been signed for FY 2015 as far as we know. This year 17 contracts were signed on over 4,000 acres for almost $600,000.

Field work has continued to be heavy with many field visits for CRP renewals, new grazing plans, and field work for inspection on current contracts. In addition, many payments and modifications are continuing to be processed.

The application cut-off for EQIP sounds like will be postponed to sometime later this fall. This is a positive change due to the limited amount of time we’ve had to complete good plans for future EQIP contracts. The plans we do before this deadline will be our potential 2016 applicants for programs. Folks still interested in projects for next year need to stop in or contact us very soon. Please continue to send folks our way.

CRP workload has picked up substantially in the last few weeks. With renewals due by September 15, and many new contracts with a planned start date of October 1 most staff have had to pitch in to help out.

End of fiscal year reports, deadlines, and tasks will occupy most of our time for September along with continued field work.