

Soil & Water Conservation District

215 1st Avenue South, Suite 104, Long Prairie, MN 56347 Phone: 320-732-2644 Fax: 320-732-4803

Minutes from January 14, 2016 TODD COUNTY SWCD BOARD MEETING

Chairman Buchholz called the Thursday, January 14TH, 2016 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: Leland Buchholz, Tom Williamson, Kenny Pesta, and Dale Katterhagen. Others present were: Tim Stieber, Division Director, Deja Anton, Feedlot Officer, Shannon Wettstein, Water Planner, Matt Danzl, Conservation Technician, Danielle Kuperus, Conservation Technician, Sabin Adams, Pheasants Forever, Randy Neumann, County Commissioner and Rod Erickson, County Commissioner.

Board Members Missing: Norman Krause

Staff Missing: Sarah Katterhagen

The Pledge of Allegiance was recited.

Buchholz asked if there were any additions to the agenda. **Pesta made a motion, seconded by Williamson to accept the agenda for January 14, 2016 regular board meeting with the addition of item #4.2 to review some Correspondence from the state. Motion carried unanimously.**

Buchholz asked if there were any additions or corrections to the minutes from the December 12, 2015 regular board meeting. **Pesta made a motion to pass minutes as presented, seconded by Williamson. Motion carried unanimously.**

Tim Stieber presented December 1, 2015 to December 31, 2015 treasurer's report to **showing all receipts and disbursements since the last meeting of the board. The fund balance as of December 31, 2015 was \$474,552.62 Williamson made a motion, seconded by Pesta to accept the treasurer's report.**

Discussion: Questions arose about wage adjustments, Buchholz would like more information. **Motion carried unanimously.**

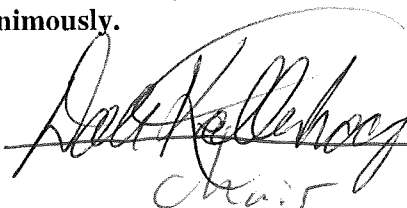
Decisions Made on Agenda Items

1.1. Motion by Katterhagen, second by Williamson to approve Minnesota Valley Testing for Township Nitrate Testing.

Discussion: Select Testing lab according to bids provided by 4 labs. **Motion carried unanimously**

1.2. Motion by Williamson, second by Pesta to approve Soil and Water staff direct billing rates—Effective January 1, 2016.

Discussion: Billing rates are calculated using: hourly rates including benefits + 10% overhead. **Motion carried unanimously.**


Chair

3-10-16

1.3. Motion by Katterhagen, second by Williamson to approve Staples World as official Soil and Water newspaper.

Discussion: Coverage provided by Staples World and cost associated. Staples World is the official county newspaper. **Motion carried unanimously.**

1.4. Motion by Williamson, second by Katterhagen to approve 2015 Annual Report.

Discussion: Presented at December meeting. **Motion carried unanimously.**

1.5. Motion by Pesta, second by Williamson to approve 2016 Annual Plan of Work

Discussion: Presented at December meeting. **Motion carried unanimously.**

1.6. Motion by Katterhagen, second by Williamson to approve SWCD Board Officers and Appointments

Discussion: Reviewed Appointments, kept as is. **Motion carried unanimously.**

1.7. Motion by Pesta, second by Katterhagen to approve payment of MASWCD Dues for 2016 (\$3,262.32).

Discussion: There was an increase in dues from last year. Tim Stieber will distribute additional information to board members Williamson and Pesta post-meeting. **Motion carried unanimously.**

1.8. Motion by Williamson, second by Katterhagen to Approve Support for Area II Enviro-thon in the amount of \$150. Motion carried unanimously.

1.9. Motion by Katterhagen, second by Williamson to approve 2016 District Fee Schedule.

Discussion: The fees were the same as last year – only modification was the “fee for service” was revised to conform to county policy. **Motion carried unanimously.**

1.10. Motion by Pesta, second by Katterhagen to approve applying for SWAG grant for monitoring of 11 lakes. Shannon explain the project and reason that the SWCD should be leading it. **Motion carried unanimously.**

1.11. Decision tabled on approving Board Members to attend the AREA II Meeting.

Discussion: April 13TH tentative date and Benton County is hosting. Move decision to March meeting since there is not an official date or location set for meeting.

1.12. Motion by Katterhagen, second by Williamson to approve no Board Members attending Day at the Capitol.

Discussion: Due to temporary reduction in Soil and Water staff, no Board Members or Staff are attending. **Motion carried unanimously.**

1.13. February 2, 2016 – Date of joint Commissioner and District Supervisors meeting. Will present annual report, annual work plan, and water plan. All Soil and Water Board Members are to attend. Liaison meeting has yet to be scheduled, need to coordinate with Commissioners before a date can be selected.

Discussion

2.1 Discussion about contracting directly with a contractor to complete a project instead of the landowner.

Anton gave presentation on why this has come up. Many Amish landowners have manure pits in need of closing and their Bishops need time to discuss the acceptance of cost-share funds. Stieber shared that he has spoken to BWSR and Chuck about this topic and found them to be supportive, but still need to look into specific legalities. Sauk River Watershed District usually pays directly to contractor. Stieber had the policy manual and forms from SRWD outlining how they pay the contractor directly. Kleinschmidt said to see how landowners' taxes are affected to make sure landowners still pay them. Buchholz would like this to be worked on more and for Stieber

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to talk to Chuck more. Board thinks this would be a useful tool. But, would like to possibly limit this option to pit closures and make available for everyone, not just Amish.

2.2 Feedlot Meeting is scheduled for March 16TH, 2016. Schedule is set and 3 presenters are lined up. Topics include: electrical pollution, soil health, and biosecurity, with Anton presenting on land application of manure. Board asked if RSVP's will be used and if they will be available online. Anton will look into how she will do RSVP's.

2.3 Walters RIM Easement has been completed and signed. Took over a year to complete the project and is a good example of the type of easements we should look for in the future. This easement is made up of hydric soils and highly erodible soils mixed together so water resources are protected as well as habitat created.

Reports

3.1. Commissioner Report—Randy & Rod: Chair and Vice Chair have changed. Four out of seven union contracts have been signed. 2016 budget was reduced to an 8% increase vs a 12% increase initially.

3.2. Staff Reports—Tim, Deja, Shannon, Matt, Danielle – answered questions from the board.

3.3. Pheasants Forever Report—Sabin: Sauk River Watershed District Hayed Buffer program may get a rental rate increase that can be doubled with a CRP contract. Program area may increase as well to include the Osakis area. Russ and Sabin aren't sure why no one is signing up for the program.

3.4. NRCS Report—Russell

Informational

4.1. Review Civil Rights—Russell Kleinschmidt: NRCS requires board to sign off on Civil Right policies annually. All supervisors present signed the document – Norm still needs to sign.

4.2. Correspondence

Adjourned at 10:34 a.m.

The next meeting of the SWCD Board will be February 2nd, 2016 at a joint meeting of BOC / SWCD at the Historic Courthouse, 215 1st Ave South, Long Prairie, MN 56347.

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

PROGRAM	CASH			CASH
	BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
	12/01/15			12/31/15
District Savings Account	\$269,579.26	\$135.93		\$269,715.19
Change Fund	\$20.00			\$20.00
District Operations	(\$13,066.95)	\$14,885.34	\$1,818.39	(\$0.00)
Misc Revenue	\$11,879.41		\$6,564.94	\$5,314.47
Tree Program	\$7,273.31	\$1,148.18	\$361.00	\$8,060.49
NRCS Federal Agreement	\$10,073.22			\$10,073.22
Farm Bill	\$25,847.34		\$10,728.48	\$15,118.86
NRBG Feedlot Funds	\$130,528.80		\$19,269.15	\$111,259.65
NRBG Water Plan Funds	\$24,535.27		\$9,859.27	\$14,676.00
NRBG WCA Funds	\$23,420.67		\$1,779.67	\$21,641.00
FY15 Conservation Delivery	\$4,905.12		\$4,905.12	\$0.00
FY15 Easement Delivery	\$0.00		\$100.00	(\$100.00)
FY15 State Cost Share Fund	\$10,796.67		\$568.76	\$10,227.91
FY16 Conservation Delivery	\$20,054.00		\$9,980.22	\$10,073.78
FY16 Easement Delivery	\$190.00			\$190.00
FY16 State Cost Share Fund	\$16,595.00			\$16,595.00
2012-2014 Feedlot Quality Assistance - Cost Share	\$11,408.80		\$75,655.51	(\$64,246.71)
2012-2014 Feedlot Quality Assistance - Admin	(\$315.00)		\$551.35	(\$866.35)
2012-2014 Feedlot Quality Assistance- PD	(\$5,211.00)			(\$5,211.00)
2012-2014 Feedlot Quality Assistance T/A	(\$837.90)		\$7,941.00	(\$8,778.90)
2013-2015 Livestock Management-Cost Share	\$78,028.52			\$78,028.52
2013-2015 Livestock Management-Admin	\$0.00		\$811.75	(\$811.75)
2013-2015 Livestock Management-T/A	\$15,037.57		\$12,202.45	\$2,835.12
2013-2015 Livestock Management-PD	\$0.00			\$0.00
2014-2017 MPCA 319 Grant - Admin	(\$1,900.00)		\$700.00	(\$2,600.00)
2014-2017 MPCA 319 Grant - Cost Share	(\$47,243.59)		\$0.00	(\$47,243.59)
2014-2017 MPCA 319 Grant - Technical Assistance	(\$2,750.00)	\$5,850.14	\$414.96	\$2,685.18
2015-2018 CWP Swan River Headwaters-Admin	\$513.00		\$0.00	\$513.00
2015-2018 CWP Swan River Headwaters-T/A	\$2,025.00		\$0.00	\$2,025.00
2015-2018 CWP Swan River Headwaters-C/S	\$7,125.00		\$0.00	\$7,125.00
Ob Well Program	(\$840.41)		\$854.90	(\$1,695.31)
MN Buffer Compliance Grant	\$20,000.00		\$3,434.86	\$16,565.14
MN Ag Quality Certification Program	\$4,000.00		\$636.30	\$3,363.70
MDA Township Nitrate Testing	\$ -			\$0.00
TOTAL	\$621,671.11	\$22,019.59	\$169,138.08	\$474,552.62

actual expenses = 154252.74

14,885.34 is an adjustment to zero out District Operations

Norm Krause
District Treasurer, Norm Krause (not present)

1/14/2016
Date

*Cash Balance Dec 1, 2015 based on reconciled November reports.

* Cash Receipts and Disbursements reconciled to balance using County Fund 79 printouts 1/8/16 TS

Chris signature

December Staff Report

Tim Stieber, Division Director

Meetings & Coordination

- Participated in SWCD and P&Z staff meetings as needed.
- Presented information about funding on Radio show.
- Attended open house for Ag water Quality Program.
- Attended Truth in Taxation meeting.
- Attended MASWCD Annual Convention with Tom and Norm.
- Met with FSA Director with Danielle to discuss having them assist us in getting the word out regarding the buffer program and other SWCD work activities. Danielle will now submit material for their e-newsletter.

Operations

- Tallied hours for all staff and calculated hours to request from all grants. Prepared a request to compensate the county back for \$71,341 for wages for the quarter.
- Presented SWCD-BOC agreement at BOC meeting and received a vote to sign the document effective January 1, 2016.
- Executed the grant agreement for the 100k new funds from BWSR and set up a work plan in elink.
- Prepared vouchers and entered receipt of funds after Sarah went on leave in December.
- Worked on P&Z and SWCD audit documents with Clifton Larson
- Extensive work on elink related to year-end reporting.

Field Projects and Activities

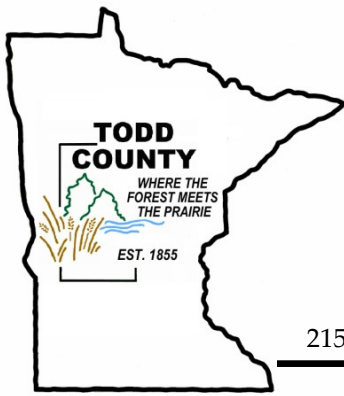
- Worked with Shannon to prepare for her upcoming leave – met with RMB Labs related to sampling.
- Generated and distributed permit report related to November 2015 permit activity for P&Z.
- Completed AIS financial work for 2015 and finalized AIS Work Plan for 2016 with BOC approval. Participated in an AIS meeting in Little Falls coordinated by MN DNR.
- Discussed with Matt preparing an action plan to work on some WCA program issues.
- Hired Carol Wimmer for GIS data entry related to buffer program..
- Continued worked on Tomsche RIM easement issues.
- Completed FBAP funding request for 4th qtr. of 2015.

Planning & Zoning

- Attended Board of Adjustment meeting and participated in case development.
- Worked on Osakis Commons Road issue – responding to township concerns.
- Changed P&Z permit fee schedule through board action and worked with staff to implement.
- Participated in a Bruce Township meeting to coordinate working with them on land use issues.

Staff Management

- Completed 6 mo review for Loren Miller and 3 mo review for Danielle Kuperus.
- Worked on planning and scheduling staff training for P&Z staff the coming fall and winter.



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Feedlot Staff Report for December 10, 2015 to January 14, 2016

Site visits (15 total):

West Acres Farm- Construction Inspection (3)

Vetsch- Facility Assessment

Scott Thompson- Reciprocal Assistance Visit

Berscheit- Construction (2); Assistance (1)

Pollema- Assistance (2)

Kurt Waltzing- Registration and new County feedlot compliance inspection

Lambright- Assistance (1)

Producer/ Citizen Assistance: (23 to January 5)

Producer In-office Meetings: (1) Hauer

Complaints: (0)

Emergency Response (0)

Air Quality Exemptions: (1)

Meetings/ Trainings: Hosted the *2015 Brainstorming Session for the Annual Feedlot Meeting* (1/17); SWCD Board Meeting (1/14); SWCD Staff Meetings (12/21 & 28 and 1/4 & 11); Division Meeting (1/8 scheduled); MPCA Web-Ex Training –Annual CFO Reports (1/6); SWCD/ NRCS Meeting (1/13 scheduled); DNR Geo. Atlas training (1/7); County Security training (1/7); Pope/Douglas local CFO TEMPO mentorship and data entry practice (1/6 & 11)

Other: Permit Review/ Issuance- Gary Westerberg; Final CUP application review &, LMSA Construction review for Birchdale Pork expansion proposal, SWCD newsletter articles, excerpts, and editing; Staff reporting; E-link data for Tim; Douglas County mentorship (last one); 2016 Feedlot Meeting Pre-Planning; Grant extension projects for FSA, radio, and BWSR; MPCA 319 Grant review; Contractor Direct Payment inquiry; Registrations, MinnFARMS, inspection result letters, and TEMPO data entry

Danielle Kuperus- 7 site visits for County Feedlot Registrations

Save the Date!

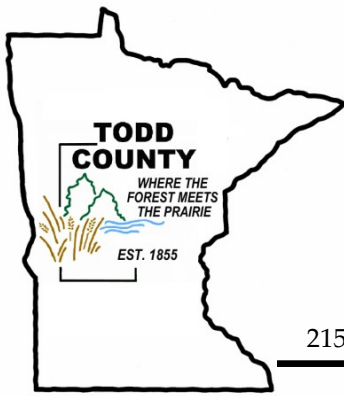
Annual Feedlot Meeting

Wednesday, March 16, 2016 at the HUB Supper Club, Burtrum

Submitted by Déjà C. Anton- SWCD Livestock Advisor, CFO —January 5, 2016

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Reporting Dates: December 2015

Trainings attended: Irrigator Clinic, Glenwood; Living Snow fence, UMN webinar;

Upcoming trainings to attend: Jan: DNR Geological Atlas Training, Stalk nitrate meeting, MN Dept of Health Drinking water; Feb: Soil health summit.

WCA:

New Applications received:

- Ron Lynch—Villard Twp.
- Paul Siegle —Long Prairie Twp.
- Peter Klick— Little Sauk twp. (2)
- Richard Hanson—Little Sauk Twp.

Notice of Decisions/Applications/Concurrence:

- Ron Lynch—Villard Twp.
- Paul Siegle —Long Prairie Twp.
- Peter Klick— Little Sauk twp. (2)
- Richard Hanson—Little Sauk Twp.
- CentraCare—Long Prairie Twp.
- Don Maus—Gordon Twp. (2)
- Darly Schmeisser—Birchdale Twp.

Ongoing cases, violations & other:

- Larry Hanson – Staples Twp. – De minimis
- Denny/Bauer—Reynolds Twp.
- John Warner—Reynolds twp.

Customer outreach:

- 3 Site visits
- 29 Phone calls, office visits, etc.

SWCD:

- Attended combined NRCS and SWCD monthly meeting about projects
- Finished Cost Share spot checks
- Newsletter article
- Wetlands restoration projects with USFWS

County: Security trainings

STAFF REPORT FOR SHANNON WETTSTEIN

Board Meeting
January 2015

TRAINING

- DNR Geological Atlas 1/7/15
- AIS Watercraft Inspection Data Management using Pivot Tables

ONGOING PROJECTS

- Current/Recently Completed Projects
 - None
- Upcoming projects for approval
 - None
- Visited Cost Share Spot Checks
 - None
- Provided Technical Assistance
 - None
- Potential projects for Shore Land / River Restoration / Erosion
 - None
- Aquatic Invasive Species (AIS)
 - Reviewed 2015 data from DNR
 - 2016 Todd County Plan approved
 - Year-end summary published as an insert with Winter Newsletter
- RIM/WRP
 - Mark Wolter closing completed, Sellnow Law Office
- Township Testing Program
 - Four proposals received for Township Testing Program
- Outreach
 - Winter Newsletter and AIS Insert
- Meetings
 - Long Prairie River Watershed, Draft WRAPS with EOR. Final, contract completed.
 - Redeye River Watershed, Draft WRAPS with EOR. Final, contract completed.

WATER PLAN UPDATE

- Water Plan is completed and will go to the BWSR board on January 13th.
- Public Hearing held on December 15th. No comments on final document.
- Water Plan will be posted on Todd County website.

MPCA WATERSHED APPROACH

- Mississippi River Brainerd Watershed: 2016 SWAG Monitoring grant for lakes <500 acres in this watershed.

DANIELLE KUPERUS
STAFF REPORT FOR DECEMBER 2015

Board meeting date: January 14TH, 2016

Training

- Working on technical authority

Projects

- **Buffers**
 - Prepared Todd county buffer initiative and implementation plan
- **MAWQCP**
 - Open House December 2ND – Had 9 producers attend and 5 apply
- **Winter Newsletter**
 - Made newsletter to help Shannon out

Meetings

- Met with Farm Bill Technician to discuss buffer funding options through NRCS & FSA
- Attended Livestock Committee meeting to answer questions about buffers
- Attended Water Plan Meeting to answer questions about buffers and provide input
- Met with Jay Backowski at FSA to collaborate on programs – SWCD now has a spot in monthly FSA newsletter distributed to 1,709 people.
- Attended Feedlot Brainstorming Session to provide input

Site Visits

- 7 feedlot visits to see if registration is still necessary