MINUTES FROM THE MARCH 10, 2016 REGULAR BOARD MEETING

Chairman Buchholz called the Thursday, March 10, 2016 meeting to order at 8:32 a.m.

The meeting was held at the Historic Courthouse, 215 1st Ave South, Long Prairie, MN 56347. Board members present were: Leland Buchholz, Kenny Pesta and Dale Katterhagen and Tom Williamson. Others present were: Tim Stieber, Division Director, Deja Anton, Feedlot Officer, Matt Danzl, Conservation Technician, Danielle Kuperus, Conservation Technician, Sarah Katterhagen, Program Coordinator, Sabin Adams, Pheasants Forever, Russell Kleinschmidt, NRCS, Randy Neumann, County Commissioner, Wade Salo, Brittney Johnson & Nathan Weise, East Otter Tail and Ryan Perish, MDA.

Board Members Missing: Norman Krause.

Staff Member Missing: Shannon Wettstein.

Others Missing: Gary Kneisl, County Commissioner.

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 the regular March 10, 2016 Todd Soil and Water Board meeting. Affirmative: Buchholz, Pesta, Katterhagen and Williamson. Motion Carried.**

Buchholz asked if there were any additions or corrections to the minutes from the January 14, 2016 regular board meeting. **Katterhagen made a motion, seconded by Pesta to approve the minutes as distributed from the January 14, 2016 regular board meeting. Affirmative: Buchholz, Pesta, Katterhagen and Williamson. Motion Carried.**

Buchholz asked if there were any additions or corrections to the minutes from the February 16, 2016 meeting between the County Commissioners and Soil and Water Board. **Katterhagen made a motion, seconded by Williamson to approve the minutes as distributed from the February 16, 2016 joint meeting. Affirmative: Buchholz, Pesta, Katterhagen and Williamson. Motion Carried.**

Stieber presented the January 1, 2016 to February 29, 2016 program summary to board. **Williamson made a motion, seconded by Pesta to accept the District’s receipts in the amount of $171,637.11 and total disbursements in the amount of $22,064.03 for January and February. Affirmative: Buchholz, Pesta, Katterhagen and Williamson. Motion Carried.**

Kuperus left the meeting at 8:45 a.m.

**Katterhagen a motion, seconded by Pesta to approve additional AgBMP Loan dollars in the amount of $20,215 for Mark Berscheit for a total of $80,215.00. Affirmative: Buchholz, Pesta, Katterhagen and Williamson. Motion Carried.**
Williamson made a motion, seconded by Katterhagen to approve request for $100.00 for the Ground Water Festival held in Douglas County. Affirmative: Buchholz, Pesta, Katterhagen and Williamson. Motion Carried.

Williamson made a motion, seconded by Katterhagen to approve encumbering FY15 State Cost Share funds in the amount of $7,364.95 and FY16 State Cost Share funds in the amount of $12,941.00 for a total of $20,385.95 for Ron Bussmann for the WASCOCB practice. Affirmative: Buchholz, Pesta, Katterhagen and Williamson. Motion Carried.

Pesta made a motion, seconded by Williamson to approve encumbering FY16 State Cost Share funds in the amount of $197.50 for Bruce Bentz for the well sealing practice. Affirmative: Buchholz, Pesta, Katterhagen and Williamson. Motion Carried.

Katterhagen made a motion, seconded by Pesta to approve encumbering FY16 State Cost Share funds in the amount of $137.50 for Tony Glenz for the well sealing practice. Affirmative: Buchholz, Pesta, Katterhagen and Williamson. Motion Carried.

Pesta made a motion, seconded by Katterhagen to approve agreement “Bridges to Opportunity” with USDA_FSA. Discussion: This agreement will allow SWCD to share information on FSA website for landowners. Affirmative: Buchholz, Pesta, Katterhagen and Williamson. Motion Carried.

Pesta made a motion, seconded by Williamson to approve Todd County Nitrate Testing work plan. Discussion: Nine Townships in Todd County will be receiving packets soon from the lab. Affirmative: Buchholz, Pesta, Katterhagen and Williamson. Motion Carried.

Katterhagen made a motion, seconded by Pesta to approve developing a policy on paying contractors directly for pit closures and requested Stieber to get a letter in writing from the County Attorney approving the procedure. Affirmative: Buchholz, Pesta, Katterhagen and Williamson. Motion Carried.

FEEDLOT MEETING UPDATE: Anton reported 165 have RSVP for the feedlot meeting, and she has received door prizes from the community for the event.

STALK NITRATE SAMPLING PROGRAM: Nathan Wiese introduced himself to the board and staff. He is waiting for his work plan to be approved before starting any work. He is working in five counties and goal is to have 40 fields between the five counties.

IRRIGATION SCHEDULING PROGRAM: Salo reported Todd County had 22 fields for 2015. This year they combined with East Otter Tail for additional resources and staff. Letters were sent to landowners who participated in the program last year and this year’s goal is to have 200 fields between all counties participating in the program.

Motion made by Katterhagen, seconded by Pesta to approve not signing CRP contractors at this time. Discussion: A letter has been drafted and will be sent to the FSA office. Affirmative: Buchholz, Pesta, Katterhagen and Williamson. Motion Carried.

AREA II MEETING WILL BE HELD ON APRIL 13, 2016 IN FOLEY: Buchholz, Pesta and Williamson will be attending the meeting.

BUFFER PROGRAM UPDATE: (See handout) Stieber reported inventory is almost completed, and private ditches have been removed from the law.

WALK IN ACCESS PROGRAM: (See handout) Katterhagen made a motion, seconded Williamson to approve Walk In Access agreement. Affirmative: Buchholz, Pesta, Katterhagen and Williamson. Motion Carried.
MN NUTRIENT MANAGEMENT PLAN: Ryan Perish from MDA was present at the Board Meeting. The nitrogen fertilizer plan has been completed. He also explained through the Township Nitrate Testing program, if an area has more than 10% came back with high nitrates, it would generate a trigger to look at BMP’s in that area.

COMMISSIONER REPORT: Commissioner Neumann reported the Park Board will installing more equipment at Battle Point. He will be holding his District meeting in the City of West Union. Neumann also reported five out of seven unions have settled. Neumann also noted he attends the SRWD meetings that are held the 3rd Tuesday of each month. Neumann questioned if the District knew anything about the Crooked Lake restoration project. Buchholz noted he saw a public notice in the paper, but doesn’t know what is going on.

STAFF REPORTS: (See attachments). Anton reported the Feedlot Program reporting site, “TEMPO” takes a lot of time and is cumbersome to use. She would like a statement from both boards about the time is takes to report. Neumann recommend she write down the top five complaints/issues with the program.

Danzl reported he continues to work on wetland cases and has started to read the cost share manuel to become more familiar with the cost share program.

S. Katterhagen reported she will start full time on Monday, March 14, 2016—and is working with director on the changes and the upcoming Soil and Water audit.

PHEASANTS FOREVER REPORT: (See attachment) Adams working on CRP and RIM sign ups.

NRCS REPORT: (See attachment)

INFORMATIONAL: Stieber handed out the 2015 wage adjustment.

Chairman Buchholz adjourned the meeting at 10:35 a.m.

The next meeting of the Todd SWCD Board of Supervisors will be held on April 14, 2016 beginning at 8:30 a.m. at the Todd County Historic Courthouse (Prairie Conference room), Long Prairie, MN 56347.

Sarah Katterhagen, Minute Preparer

Dale Katterhagen, Secretary

4-14-2016

Date

4-14-2016

Date
## TODD SOIL & WATER CONSERVATION DISTRICT
### SWCD TREASURER'S MONTHLY REPORT
#### PROGRAM SUMMARY MARCH 10, 2016 MEETING

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<th>PROGRAM</th>
<th>CASH BALANCE 01/01/16</th>
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<th>EXPENSES</th>
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**TOTAL** $474,552.62 $171,637.11 $22,064.03 $624,125.70

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*Prepared by Tim Stieber*

District Treasurer, Norm Krause

3/10/2016  Date
January – February 2016 Staff Report

Tim Stieber, Division Director

Meetings & Coordination
• Participated in SWCD and P&Z staff meetings as needed – generally 1X per week.
• Presented information about funding, feedlot program, and other conservation topics on Radio show.
• Attended Department head meetings to discuss county wide issues including need for county lead person.
• Attended Geological Atlas Training put on by MN DNR.
• Prepared information for 1/12/16 SWCD meeting and 2/16/16 joint BOC/SWCD meeting. Pulled together handouts, prepared materials, conducted follow-up after the meeting as directed.

Operations
• Worked on elink reporting for SWCD and P&Z grants meeting deadline of March 1 for all grants.
• Completed MPCA reporting for 319 Long Prairie Grant – requested reimbursement.
• Oversaw staff completion of new timesheet/tracking sheet necessary for BWSR.
• Prepared vouchers and entered receipt of funds into appropriate tracking sheets.
• Began work on SWCD year-end reporting and audit documents for BWSR and Clifton Larson.

Field Projects and Activities
• Generated and distributed permit report related to December 2015 and January 2016 permit activity.
• 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.
• Developed grant agreement with Minnesota Valley testing labs for MDA nitrate testing work.
• Worked with MPCA staff to iron out the proposal we submitted to best fit MPCA’s format. Signed into SWIFT state financial system and signed grant agreement for the SWAG work for $25,277 for 2 year monitoring project.
• Presented the TC water plan to BWSR regional board and to Todd County Board.
• Continued worked on Tomsche RIM easement and Walters easement.
• Looked into direct payment to contractors as a means to close manure pits in the county.
• Worked with Danielle and Carol (PT employee) to get ready for first big buffer outreach.

Planning & Zoning
• Attended Board of Adjustment meetings and participated in case development.
• Attended Planning Commission meetings and participated in case development and presentation.
• Prepared and sent another Osakis Commons Road issue letter to Leslie Township.
• Submitted work plan for Septic V – another lake septic system inventory.
• Participated in an Area II Zoning Administrators meeting to discuss common P&Z issues.
• Pulled together materials on department complaint response protocol – also did follow up on cases that have resisted resolution and directed staff to prepare these for court enforcement.

Staff Management
• Continue to support and direct staff in their respective work areas as needed.
• Scheduled P&Z staff and Board of Adjustment and Planning Commission training for March.

Signatures
Financial statements associated with elink reporting for SWCD and P&Z grants.
SWAG MPCA monitoring grant agreement signed in SWFT system.
Feedlot Staff Report for January 14, 2016 - March 10, 2016

Site visits (8 total):
Jamie Fonteyn - Registration and Compliance Inspection
James Buderus - North Construction Inspection
Wayne Carstensen - Assistance Inspection
Ron Bussman - WCTSA Plan Review & Site Inspection (1) Initial Site Survey and Information Gathering for Additional Erosion Control Practices
Steve Burns - Initial Grazing Visit
Luke Meiner - Initial Grazing Visit
Lambright - Inquiry/Assistance Visit

Producer/Citizen Assistance: (63 to March 1)

Producer In-office Meetings: (11) Roering, Burns, Hiltner, Lenk, Schmitz, Wimmer, Gray, Stutzman, Herschberger, Eischeid, Larson

Complaints: (3)
2 stockpile locations - one unsubstantiated; 1 under investigation
1 potential manure spill - unsubstantiated

Emergency Response (0)

Air Quality Exemptions: (0)

Meetings/Trainings: MPCA Annual report Form Web-Ex (1/6); Chuck Horsager, Unity Bank - Feedlot Planning Meeting (1/19); CAWT Workshop (1/27); Stearn's County Land Application Training (2/3); Advanced Soil Health Training (2/17); Douglas/ Pope Feedlot Meeting (2/24); SWCD Board Meeting (3/10); SWCD Staff Meetings (1/11, 20 & 25; 2/1, 8, 22, & 29); Division Meeting (2/19); SWCD/ NRCS Meeting (2/10); TCLAC Meeting (2/11)

Other: Permit Issuance TRI County Cattle Co.; Permit CSF Birchdale Pork and CUP proceedings; Permit Review - Tom and Kate Gray & Joe Eischeid; Jennie - O (Fladboe) parcel research; Hauer - Request for Permit; Well sealing Cost-share contract info; Tree Orders; MPCA Annual Feedlot and Performance Credit Report; Radio Sow (1/26 & 2/16); WCTSA Requests for Wimmer, Miller, Baum, Katterhagen, & Bussman; NRCS/Todd County Winter Grazing Recs; AgStar AGBMP producer loan assistance; Credit Union producer loan assistance; Set-up of agendas and typing of minutes for NRSC and Staff meetings; assist Tim on Elink reporting Info; Jordahl P&Z Permit Review for Feedlot; Mettler Access Control cost share project; 68 hours of state TEMPO entries; Feedlot Meeting Prep: sponsorship (invoice and receipt); door prize donations; budget; presenters; agenda; advertising; invites; venue and meals; slide show; land app presentation; Annual MPCA Audit (100%)!

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 — March 1, 2016

To Meet the Public’s Needs by Protecting the Land and Safeguarding the Water
Reporting Dates: Jan-Feb 2016

**Trainings attended:** Jan: DNR Geological Atlas Training, Stalk nitrate meeting, MN Dept of Health Drinking water; Feb: Soil health summit.

**Upcoming trainings to attend:** Environmental Quality Board Webinar

**Upcoming Meetings:** Feedlot, Nitrate Township testing, Contractor

**WCA:**
Compiled report for BWSR annual reporting

New Applications received:
- Bruce Johnson—Little Elk twp.

Notice of Decisions/Applications/Concurrence:
- Bruce Johnson—Little Elk twp.—De minimis
- CSAH 1, Long Prairie River Bridge replacement

Ongoing cases, violations & other:
- Larry Hanson – Staples Twp.
- Denny/Bauer—Reynolds Twp.
- Mose Miller—Eagle Valley Twp.
- Ken Middendorf—Kandota Twp.

Customer outreach:
- 6 Site visits
- 23 Phone calls, office visits, etc.
- Prepare presentation for Contractor meeting
- Pre-project consult with NRCS and landowner

Other:
- Develop WCA materials

**SWCD:**
- Attended combined NRCS and SWCD monthly meeting about projects
- Monthly column article
- Review Excessive Soil Loss law
- Feedlot Program assistance (8.5 hrs)
- Fencing C/S

**County:** Data Security trainings
DANIELLE KUPERUS
STAFF REPORT FOR JANUARY & FEBRUARY 2016

Board meeting date: March 18TH, 2016

Training

➤ MAWQCP assessment tools

Projects

➤ Buffers
   o Completed map work
   o Analyzing data, preparing outreach
   o 1462 letters mailed out to landowners to inform of buffer laws

➤ MAWQCP
   o 7 applications being processed
   o Finished one certification

➤ Feedlots
   o Assisting with Feedlot Meeting – Flyers, postcards, door prizes

➤ Trees
   o Total tress sold increasing consistently

Meetings

➤ 8 meetings with MAWQCP applicants

Site Visits

➤ One
Greetings:

BABY GIRL
Emerson Elizabeth
December 17, 2015
8 lbs 14 oz

February 29 – March 11, 2016, I will be back part time.

I will be busy cleaning up the e-mails, getting back into the swing of things, and getting updated on the changes, assisting Tim in the Audit preparation, and hopefully I don’t get too overwhelmed, and hopefully things get handed back to me slowly. 😊

The photo is from March 1, 2016—she was helping me getting ready for work.

Thank you.

Sarah Katterhagen
Signed Mark Walters RIM Easement. 69.9 acres
Signed 6 CCRP contracts for 148.5 acres
Have 5 General CRP contract applications
Met with 16 land owners
Signed 4 EQIP Honey Bee conservation plans.
Attended Minnesota Department of Ag. Pollinator Symposium.
Attended BWSR RIM Rice meeting in Brainerd
Have 3 RIM Rice Easement applications in the works.
Became a dad on Feb. 24th at 8:27 pm. Briar James Adams
The EQIP screening and ranking deadline is past and we are currently having the Area Office review all 21 applications for approximately $171,000 prior to preapproval offers being made on March 18. We had 24 applications, but 1 cancelled and 2 did not have the planning and design work done yet. We also have 8 applications that are pending future funding cycles. We are hoping a second round of funding will be announced later on.

The application deadline for CSP is March 31. We are currently setting up initial meetings with applicants to delineate the agricultural operation and land that will be eligible for enrollment. We are also trying to get all eligibility updated and to review baseline inventory and enhancement data. Applicants will need to stop in for a follow-up appointment to finalize their applications prior to May 20. Unfortunately the National office has not released the CMT so we aren’t able to complete the application process at this time. Applications that are preapproved with be field verified after May 20 and obligated prior to July 1. We’ve had 9 applications cancel since we began making appointments. These were mostly due to applicants not getting funded last year, and they weren’t interested in the time commitment to update records, control of land, and review the CMT and enhancements.

The CRP General Sign-up has just ended. There were a total of 8 sign-up. However, the Continuous CRP we have seen increased interest in and there are more applications here (Sabin’s report will likely have some numbers).

In the coming month we will be busy working on obligating EQIP contracts and reviewing CSP applications. In addition, we will be attending multiple meetings, trainings, and workshops that are scheduled.