MINUTES FROM THE APRIL 14, 2016 REGULAR BOARD MEETING

Chairman Buchholz called the Thursday, April 14, 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, Kenny Pesta and Dale Katterhagen, Norman Krause and Tom Williamson. Others present were: Tim Stieber, Division Director, Deja Anton, Feedlot Officer, Danielle Kuperus, Conservation Technician, Sarah Katterhagen, Program Coordinator, Sabin Adams, Pheasants Forever, Russell Kleinschmidt, NRCS, Randy Neumann, County Commissioner, Gary Kneisl, County Commissioner.

Staff members missing: Shannon Wettstein, Water Planner and Matt Danzl, Conservation Technician.

The Pledge of Allegiance was recited.

Buchholz asked if there were any additions to the agenda. Pesta made a motion, seconded by Katterhagen to accept the agenda for the regular April 14, 2016 Todd Soil and Water Board meeting with the additions of the following items: 1.9-Approve CliftonLarsonAllen representation letter, 1.10-Approve state cost payment for Larry Johnson for the well sealing practice, 1.11-Approve payment of $5,000.00 to Wadena SWCD to support the Irrigation Technician Position, 1.12-Approve payment of being NACD members, 1.13- Approve encumbering FY12-14 Feedlot Assistance funds for Burn’s fencing project. Affirmative: Buchholz, Pesta, Katterhagen, Krause and Williamson. Motion Carried.

Buchholz asked if there were any additions or corrections to the minutes from the March 10, 2016 regular board meeting. Williamson made a motion, seconded by Pesta to approve the minutes as distributed from the March 10, 2016 regular board meeting. Affirmative: Buchholz, Pesta, Katterhagen, Krause and Williamson. Motion Carried.

S. Katterhagen presented the March 1, 2016 to March 31, 2016 program summary to board. S. Katterhagen noted she included the activity log from the County, so the board could review each receipt and disbursement, she also noted that in December’s program summary, and in January/February’s program summary there were coding errors, and she corrected them. The total receipts and disbursements amounts stayed the same. Williamson made a motion, seconded by Pesta to accept the District’s receipts in the amount of $7,160.42 and total disbursements in the amount of $3,795.94 for March. Affirmative: Buchholz, Pesta, Katterhagen, Krause and Williamson. Motion Carried.

Krause made a motion, seconded by Katterhagen to approve the donations for the feedlot meeting. (See attachment). Affirmative: Buchholz, Pesta, Katterhagen, Krause and Williamson. Motion Carried.
Williamson made a motion, seconded by Pesta to approve a resolution establishing policy on paying contractor directly for abandonment of Ag Waste pits. Affirmative: Buchholz, Pesta, Katterhagen, Krause and Williamson. Motion Carried.

Katterhagen made a motion, seconded by Williamson to approve a resolution adopting the Todd County Comprehensive Local Water Management Plan as the Comprehensive Plan of the Todd SWCD. Affirmative: Buchholz, Pesta, Katterhagen, Krause and Williamson. Motion Carried.

Williamson made a motion, seconded by Krause to approve June 1, 2016 at the date for the Local Work Group meeting with listening session from 10:00 a.m. to 11:00 a.m. and with the meeting starting at 11:00 a.m. Affirmative: Buchholz, Pesta, Katterhagen, Krause and Williamson. Motion Carried.

Krause made a motion, seconded by Katterhagen to approve the eligibility for Capko Brothers to apply for AgBMP loans dollars in the amount of $44,955.00. Affirmative: Buchholz, Pesta, Katterhagen, Krause and Williamson. Motion Carried. Discussion: The loan dollars will be applied toward their portion of their water and sediment control basin project, and to purchase a fertilizer applicator. Affirmative: Buchholz, Pesta, Katterhagen, Krause and Williamson. Motion Carried.

Katterhagen made a motion, seconded by Krause to approve encumbering FY14-17 Long Prairie River Watershed funds for Capko Brothers for Water and Sediment Control basin practice in the amount of $51,695.70. Affirmative: Buchholz, Pesta, Katterhagen, Krause and Williamson. Motion Carried.

Krause made a motion, seconded by Katterhagen to approve encumbering FY12-14 Feedlot Assistance funds for Gerald Lenk for the Ag Waste abandonment practice in the amount of $1,488.75. Affirmative: Buchholz, Pesta, Katterhagen, Krause and Williamson. Motion Carried.

Katterhagen made a motion, seconded by Williamson to approve state cost share payment for Glenz for the well sealing practice in the amount of $137.50. Affirmative: Buchholz, Pesta, Katterhagen, Krause and Williamson. Motion Carried.

Katterhagen made a motion, seconded by Williamson to approve Clifton Larson Allen representation letter. Affirmative: Buchholz, Pesta, Katterhagen, Krause and Williamson. Motion Carried.

Pesta made a motion, seconded by Williamson to approve cost share payment for Larry Johnson for the well sealing practice in the amount of $662.00. Affirmative: Buchholz, Pesta, Katterhagen, Krause and Williamson. Motion Carried.

Krause made a motion, seconded by Pesta to approve payment of $5,000.00 to Wadena SWCD to support the irrigation technician position for one year. Affirmative: Buchholz, Pesta, Katterhagen, Krause and Williamson. Motion Carried.

Board acknowledged receiving membership request from NACD.

Krause made a motion, seconded by Pesta to deny encumbering FY12-14 Feedlot funds for Steve Burns for grazing practice in the amount of $18,412.05 for phase one as exterior fence was started prior to funds being encumbered for the project. Affirmative: Buchholz, Pesta, Katterhagen, Krause and Williamson. Motion Carried.

**UPDATE ON TOWNSHIP NITRATE TESTING PROGRAM:** Stieber reported that the schedule has been set and landowners located in those townships will start receiving the kits.
DISCUSS BOARD MEETING PROCESS, STAFF REPORTS AND SET UP: Board commented that they like receiving monthly reports from the staff, like that staff attend the board meetings, so they can ask questions. The board also encouraged to have photos, plans and meeting material up the screen as much as possible to help eliminate information being passed around.

DISCUSS NRCS GATEWAY PROGRAM: Kleinschmidt explained this program would allow producers to views their files and contracts online.

DISCUSS LIAISON MEETING: See handout from Stieber.

COMMISSIONER REPORT: Neumann reported that all five counties in the SRWD will be attending SRWD’s meeting in May. Neumann will be hosting his District meeting on April 22, 2016 in West Union at 7:00 p.m. Neumann asked if the board would be willing to provide an opinion about farming road right aways on County roads in the future.

STAFF REPORTS: (See attachments). Anton thanked the board, commissioners and staff for attending the Annual Feedlot meeting. Kuperus reported so far she has 39% of the surveys returned. S. Katterhagen mentioned that Annual River and Lake Day will be held on May 27, 2016 and is getting for tree sale pick up.

PHEASANTS FOREVER REPORT: (See attachment).

NRCS REPORT: Kleinschmidt is working on EQIP signups.

Chairman Buchholz adjourned the meeting at 10:06 a.m.

The next meeting of the Todd SWCD Board of Supervisors will be held on June 9, 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

6-9-2016

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Prepared by: Sarah Kittnerhagen, Program Coordinator

District Treasurer, Norm Krause
TODD SOIL AND WATER BOARD OF SUPERVISORS

A RESOLUTION ESTABLISHING POLICY ON PAYING CONTRACTOR DIRECTLY FOR ABANDONMENT OF AG WASTE PITS

WHEREAS, According to the Board of Water and Soil Resources grants administration manual payments must be made to the party that the contract is with;

WHEREAS, According to the Board of Water and Soil Resources grants administration manual if so desired, and it recommend by the LGU attorney, a joint payment may be made to the land occupier and contractor;

WHEREAS, The land occupier incurs all expenses for the project implementation and submits receipts or invoices to the organization. The land occupier certifies, by signing the Voucher Form, that the submitted materials are accurate and true summation of actual costs of practice construction;

WHEREAS, Todd Soil and Water Conservation District consulted with the County Attorney and received a written letter of acceptance;

WHEREAS, Abandonment of Ag Waste Pits must follow the NRCS FOTG standard and receive a certification letter for proper closure from County Feedlot Officer;

BE IT FURTHER RESOLVED, Todd Soil and Water Conservation District is allowed to pay contractors directly for abandonment of Ag waste pits after the land occupier signs a release of payment statement to Todd SWCD.

[Signature]
District Chairman

[Signature]
Date

Board Action Tracking Number: 20160414-1
April 14, 2016

MN Board of Water and Soil Resources
ATTN: Maggie Leach
1601 Minnesota Drive
Brainerd, MN 56401
Maggie.leach@state.mn.us

RE: SWCD Comprehensive Plan Policy

Dear Maggie,

At the District’s regular board meeting on April 14, 2016 the Board of Supervisors unanimously adopted a policy adopting the Todd County’s Comprehensive Local Water Plan as the Todd Soil and Water Conservation District’s official comprehensive plan.

Attached is a copy of the policy that was approved on April 14, 2016

If you have any questions or concerns, please call the Todd SWCD office at 320-732-2644.

Sincerely,

Sarah Katterhagen
Program Coordinator
Todd SWCD
sarah.katterhagen@co.todd.mn.us

Attachments
ADOPTING THE TODD COUNTY COMPREHENSIVE LOCAL WATER MANAGEMENT PLAN AS THE COMPREHENSIVE PLAN OF THE TODD SWCD

WHEREAS, the Todd County SWCD has been an active participant in the development and all updates of the Todd County Comprehensive Local Water Management Plan (CLWMP); and

WHEREAS, the Todd County CLWMP includes a map and description of the soil classifications within the conservation district; and

WHEREAS, the Todd County CLWMP identifies the areas within the conservation district where erosion, sedimentation and related water quality problems are the most severe; and

WHEREAS, the Todd County CLWMP has been approved by the BWSR and had been determined to be in compliance with all laws and rules governing water in the State of Minnesota; and

WHEREAS, the Todd County CLWMP identifies high priority erosion, sedimentation and water quality problems in accordance with BWSR rules and guidelines.

NOW THEREFORE BE IT RESOLVED:

THAT THE Todd county SWCD adopts the Todd County CLWMP as its Comprehensive Plan for the calendars years of 2016-2020.

[Signature]
District Chairman

4/14/2010
Date

Board Action Tracking Number: 20160414-2
March 2016 Staff Report

Tim Stieber, Division Director

Meetings & Coordination
• Participated in SWCD and P&Z staff meetings as needed – generally 1X per week.
• Presented nitrate sampling project at Todd County Farm Bureau meeting.
• Attended Department head meeting to discuss county management issues.
• Set up SWCD-BOC liaison meeting for April 6th and prepared materials.
• Prepared information for March SWCD meeting. Pulled together handouts, prepared materials, conducted follow-up after the meeting as directed.
• Participated in annual contractors meeting.
• Participated in a land use training with staff and BOA and PC members.

Operations
• Worked on 2015 financial audit and summary reports needed for BWSR.
• Participated in a WCTSA planning meeting to discuss how to best use new funds coming available.
• Discussed various projects with staff that are being planned and intended to be costs shared.
• Submitted requested materials to Simpson’s case attorney.
• Met with Dan Steward and Maggie Leech – our new BWSR representative.
• Worked with Danielle on the buffer program as she moves from inventory to implementation.
• Submitted a quarterly report for the FBAP program as discussed progress with Sabin.

Field Projects and Activities
• Submitted a work plan and QA/QC plan for the SWAG Monitoring project.
• Worked to obtain 3 completed contracts for AIS work to start this spring.
• Continued work on the nitrate sampling project – getting a mailing list to the lab and a schedule to townships.
• Conducted a Swankee Creek site visit to view a wetland violation and the creek through Adamek property.
• Started planning for the upcoming tree sale and making some arrangements.

Planning & Zoning
• Generated and distributed permit report related to March permit activity.
• Attended Board of Adjustment and Planning Commission meetings – preparation through follow-up.
• Worked with staff on a large violation on Big Birch Lake including a Cease and Desist Order, Restoration Order Request, and interacting with the public requesting information.
• Prepared and submitted 2 ordinance violation cases to the sheriff’s office to get resolution.
• Worked with landowners regularly during the month one-on-one, by phone, and email.

Staff Management
• Wrapped up PT term of employment for Carol Wimmer who was working on the buffer inventory.
• Conducted 6 month evaluation for Danielle Kuperus, recommended FT status to HR department.

Signatures
• Signed 2 Rice Lake Protection Easement applications
• Signed SWAG grant QA/QC plan.
• Signed vouchers for SWCD and P&Z Expenses during the month.
Feedlot Staff Report for- March 10, 2016-To April 14, 2016

Site visits (15 total as of April 5, 2016):
- Capko- erosion control site, looking for sediment basins on HEL cropland: on site with NRCS engineer as SWCD technician; Obtained contract for SWCD application for cost share.
- Jordahl- feedlot registration; inspection
- Bussman- (1) SWCD technician visit (1) SWCD PreCon w/ WCTSA & contractor for sediment basins, erosion control, tiling
- Joe Eischeid- Feedlot Inspection and P&Z inquiry visit with BOA member
- Simpson- (1) Land Application Inspection (1) Final follow up Inspection
- Baum- Feedlot Assistance Inspection w/ WCTSA
- Mettler- Facility Assessment and SWCD site inspection for Livestock Access Control; MinnFARM
- Ainali- Assistance visit- proposed stacking slab site
- Grays- Feedlot Assistance Visit with WCTSA
- Wimmer- Producer Requested feedlot/ erosion control practices visit
- Lambright- SWCD Assistance Visit
- Saldana- Feedlot related assistance visit
- Jason Kreemer- feedlot visit with WCTSA

Producer/Citizen Assistance (Feedlot Related): (34 to April 5)

Producer In-office Meetings: (6) Ken Kraemer; Richard Mettler; Lenk; Jamie Rowe; Saldana; Hauer & Ray M.

Complaints: (2)
- Manure handling- complaint validated and resolved
- Feedlot in R zoning- complaint validated; resolution in progress

Emergency Response (0)

Air Quality Exemptions: (0)

Meetings/Trainings: SWCD Board Meeting (4/14); SWCD Staff Meetings (3/14, 3/28 & 4/4 ); SWCD Contract Update Meeting with Tim & Sarah (3/8); Division Meeting (3/11 & 4/8); SWCD/ NRCS Meeting (3/9 & 4/6); Feedlot Meeting (3/16); TCLAC (4/7); Township Meeting (4/7)

Other: Feedlot Meeting Powerpoint presentation on land app records and other prep; VACATION; Feedlot meeting follow up; Development of 382 fencing plan for Burns and request for fencing bid; Development of bid sheets for pit closure for Lenk and Lambright; Capko notes and photos; preparation to P&Z info on McCoy case; Review of Eischeid permit app, MMP; and findings of fact for public hearing; various P&Z permit reviews pertaining to feedlots; Ken Kraemer research on multi-side registrations and setbacks for Tier III; Birchdale Pork Pre-Con 4/4; Westerberg project start up 4/4

Submitted by Déjà C. Anton- SWCD Livestock Advisor, CFO —April 6, 2016
Board meeting date: April 14TH, 2016

Training

- MAWQCP assessment tools
- PTM App

Projects

- **Buffers**
  - Analyzing data, preparing additional outreach
  - 304 letters mailed out to landowners
- **MAWQCP**
  - 10 applications being processed
  - Finished two certifications – Tom Williamson and Mike Stine
- **Feedlots**
  - Assisted with Feedlot Meeting – Flyers, postcards, door prizes
- **Trees**
  - Total tress sold increasing consistently

Meetings

- 8 meetings with MAWQCP applicants
- 3 scheduled meetings on buffers

Site Visits

- Three
Administrative:
- Audit-Soil and Water was completed. Waiting for final reports from firm
- Financials-Reviewed income and expenses from December –Present (Program Summaries were updated)
- Financials-Reviewed cash deposits and expenses for S&W, P&Z
- Financials-Reviewing activity logs for Division-(working on program summary 4/5/16)
- Completed QRT #1 Tax Report-
- Wages Reports – Have not been completed for 1st Quarter
- Grants- Updated grant tracking spreadsheets and created new tracking sheets for new grants
- Created draft policy for Abandoning Ag Waste Ponds
- Created draft policy for adopting CLWMP as Comp Plan

FY16 SWAG Grant
- Ordering Monitoring equipment/supplies

Township Nitrate Testing Grant
- Submitted a news release to papers

FY14-17 MPCA 319 Grant
- New C/S app for WASCOB from Capko Brothers
- Pollema-Need final plan/estimates for project before we can encumber the funds

2 CWL Grants
- Lenk-Pond closure

State Cost Share
- Larry Johnson-Spoke with and he will be getting his irrigation well sealed
- Bussman-Project has started
- Glenz- Completed well sealing-submitted completed voucher for payment
- Bentz- still in progress

AgBMP
- Berscheit’s Loan was finalized

Feedlot Program
- Updated two feedlot registrations
- Helped with sign in at Feedlot Meeting

Tree Program
- Tree Inventory-took orders-
- Scheduled/organized tree pick up and sales  (Pick up April 29, 2016)

Meetings/Trainings
- Met with Dan Steward and Maggie Leach. Maggie is our new BC regarding grant funding, new ideas, and reports in e link
- Attended: Feedlot Meeting
- Participated in staff meetings & NRCS joint meeting

County Programs:
- AIS: Reviewed AIS tracking sheets, ordered banners, submitted invoices
- P&Z: Discussion with Tim on receipting, accepting incomplete apps, MPCA septic c/s program, and worked with Loren with their new program (RtVision), with receipting and deposits

Sarah Katterhagen
Staff Report

Sabin Adams

March 2016

- Signed 13 CRP contracts for 442.5 acres
  - 21.6 acres filterstrip
  - 160.6 acres of wetlands
  - 149.2 acres of pollinator
  - 111 acres prairie
- Signed 3 Wild Rice Easement Applications
- Attended Feedlot Meeting
- Helped with PF new employee orientation
- Presented at annual weed inspector meeting