MINUTES FROM THE JUNE 9 2016 REGULAR BOARD MEETING

Chairman Buchholz called the Thursday, June 9, 2016 meeting to order at 8:33 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, Shannon Wettstein, Water Planner, Matt Danzl, Conservation Technician, Sarah Katterhagen, Program Coordinator, Sabin Adams, Pheasants Forever, Russell Kleinschmidt, NRCS, Randy Neumann, County Commissioner, and Gary Kneisl, County Commissioner.

Others Present: Maggie Leach, Board Conservationist.

Missing Staff: Danielle Kuperus.

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 June 9, 2016 Todd Soil and Water Board meeting with amended item #1.2 to add encumber FY13-15 Livestock Management cost share funds; and the additions of the following items: 1.3 Approve encumbering FY12-14 CWL Feedlot Assistance funds and FY13-15 Livestock Management cost share funds for Lambright for pond closure, 1.4: Approve encumbering additional FY15 state cost share funds for Bussmann for WASCOB project, 1.5: Approve payment of FY15 & FY16 state cost share funds for Bussmann WASCOB project, 1.6: Approve authorization to sign FY 2017 Phase XVI MN Farm Bill Assistance grant agreement, 1.7 Approve final financial statement for MN Ag Quality Certification Program. Affirmative: Buchholz, Pesta, Katterhagen, Krause and Williamson. Motion Carried.

Buchholz asked if there were any additions or corrections to the minutes from the April 14, 2016 regular board meeting. Krause made a motion, seconded by Williamson to approve the minutes as distributed from the April 14, 2016 regular board meeting with addition of attaching the resolution to pay contractor directly for abandonment of an Ag waste pit. Affirmative: Buchholz, Pesta, Katterhagen, Krause and Williamson. Motion Carried.

S. Katterhagen and Stieber presented the April 1, 2016 to April 30, 2016 and the May 1, 2016 to May 31, 2016 program summary to board. They added on the April summary the 40% from the FY2012-2014 Feedlot Assistance Grant was received and they added the 1st quarter wages back to the account were included on the May report for a total of $58,732.62. Williamson made a motion, seconded by Katterhagen to accept the District’s receipts in the amount of $125,170.97 for April and $16,756.15 for May and total disbursements in the amount of $15,271.42 for April and $88,247.55 for May. Affirmative: Buchholz, Pesta, Katterhagen, Krause and Williamson. Motion Carried.

MAWQCP Recognition of Supervisor: Stieber passed around a recent press release where Supervisor Tom Williamson was recently certified under the MN Ag Water Quality Certification program.

AUDIT REVIEW: Doug Host from Clifton Larsen Allen presented the final audit review via phone conference. He noted during 2015 there was no findings, only minor adjustments and classification changes. The board questioned if there
was a change in the budget throughout the year if should modified budget, per Host it isn’t necessary to modify the budget. Board questioned where the District’s saving account shows up in the in the Audit, and Host replied its part of the cash total. Motion by Katterhagen, seconded by Williamson to accept the 2015 Soil and Water audit. Affirmative: Buchholz, Pesta, Katterhagen, Krause and Williamson. Motion Carried.

Krause made a motion, seconded by Katterhagen to approve payment of FY16 state cost share funds for Bentz well sealing project in the amount of $197.50. Affirmative: Buchholz, Pesta, Katterhagen, Krause and Williamson. Motion Carried.

Kleinschmidt and Adams joined the meeting at 9:15 a.m.

Katterhagen made a motion, seconded by Williamson to approve encumbering FY12-14 feedlot assistance funds in the amount of $68,000 and approve encumbering FY13-15 Livestock management funds in the amount of $943.75 for a total of $68,943.75 or 75% of the cost for Jon Ainnall for a stacking slab project. Affirmative: Buchholz, Pesta, Katterhagen, Krause and Williamson. Motion Carried.

Katterhagen made a motion, seconded by Pesta to approve encumbering FY12-14 CWL feedlot assistance funds in the amount of $4,452.54, and approve encumbering FY13-15 CWL livestock management funds in the amount of $2,428.71 for a total of $6,881.25 or 75% of the cost for Levi Lambright to abandon an Ag waste pit project. Affirmative: Buchholz, Pesta, Katterhagen, Krause and Williamson. Motion Carried.

Katterhagen made a motion, seconded by Krause to approve encumbering additional FY15 state cost share funds for Bussmann in the amount of $88.00 for WASCOB project. Affirmative: Buchholz, Pesta, Katterhagen, Krause and Williamson. Motion Carried.

Krause made a motion, seconded by Katterhagen to approve payment of FY15 state cost share funds in the amount of $7,452.95 and payment of FY16 state cost share funds in the amount of $12,362.18 for a total of $19,815.13. S. Katterhagen added the landowner also is receiving $4,000 from SRWD, and with all amounts added together landowner is receiving a cost share rate of 75% of the total cost of the project. Affirmative: Buchholz, Pesta, Katterhagen, Krause and Williamson. Motion Carried.

Williamson made a motion, seconded by Katterhagen to approve authorization for Stieber to sign the FY2017 XVI Farm Bill Assistance grant agreement. Discussion: Stieber added we don’t have the agreement yet, but should be arriving before our next board meeting. The total cash for the grant is $58,500. Affirmative: Buchholz, Pesta, Katterhagen, Krause and Williamson. Motion Carried.

Katterhagen made a motion, seconded by Williamson to approve the final financial statement for MN Ag Quality Certification grant in the amount of $4,000.00. Discussion: S. Katterhagen added the grant ended on May 31, 2016. Affirmative: Buchholz, Pesta, Katterhagen, Krause and Williamson. Motion Carried.

THE BOARD OF SUPERVISORS ACKNOWLEDGE THE INTENT LETTER FROM CITY OF GREY EAGLE FOR WELLHEAD PROTECTION PLAN. Wettstein added the plan process has just begun, and their goal is to have it completed by 2018.

DISCUSS LOCATION OF SOIL AND WATER BOARD MEETING: Board consensus to continue to have the board meetings in the Prairie Conference room in the Historic Courthouse.

DISCUSS ANNUAL TREE/PLUG SALE: (See handout). S. Katterhagen presented the report to the board. She added the report doesn’t represent 2nd quarter wages, and will use remaining cash balance from previous year’s to cover the wages.

DISCUSS RIVER AND LAKE DAY: Wettstein reported the Annual River and Lake Day was held on May 27, 2016 at the Hub Supper Club. Approximately 45 people attended the event, and Greg Berg, Stearns SWCD former Shoreland Specialist was the main speaker.

2| Page Todd SWCD Board Meeting Minutes for June 9, 2016
DISCUSS ANNUAL AWARDS: The board’s consensus for staff to pick top three candidates for the Conservationist Award and top three candidate for the Land Stewardship Award and present the top picks at July’s soil and water board meeting.

COMMISSIONER REPORT: Commissioner Neumann reported he continues to attend the Sauk River Watershed meetings, Lake Osakis recently removed a bog, mentioned the crooked lake project of judicial ditch 2, and recently had some complaints about tiling, and because of the tiling the culverts are not big enough for the water flow. The County Highway department is starting with road construction on County 10. Also Battle Point will be installing additional playground equipment on July 11, 2016 and the park board is working with SRWD to install another dock at Battle Point.

STAFF REPORTS: (See attachments). Stieber added in the future Counties will have opportunity to receive buffer money for enforcement. Krause noted, that it would have been nice to receive a map with the letters that were sent, so the landowner knew which parcel of land was being addressed. Anton added Ken Kraemer is planning for a monoslope barn, and Tri County is moving forward with their permitting. Wetstein added she is working on Mississippi Brainerd TMDL/WRAPS, and it’s a 5 year process, and recently visited a potential streambarb project up in the Staples area and looking for funding sources to help fund the project. Danzl added he continues to work on cleaning up the ongoing Wetland cases. S. Katterhagen added the county auditor’s office completed the journal entries from the District’s 2015 audit.

PHEASANTS FOREVER REPORT: (See attachment). Adams reported he continues to work on general and continue CRP sign ups, and shared a precision Ag handout. One of his goals is to get a meeting scheduled in the area.

NRCS REPORT: (See attachment): Kleinschmidt added the Local Work Group meeting was held on June 1, 2016, and hosted a field day on June 8, 2016 at Rinde Farms, Kleinschmidt also added he is working with Supervisor Buchholz on demo plot.

AREA II MEETING—JUNE 22, 2016—The board of supervisors reviewed Stearns’ proposed resolution for the AREA II meeting called “Fall Nitrogen”. Staff member, Katterhagen and Supervisors Buchholz, Pesta and Williamson will be attending the meeting on June 22, 2016.

BREAKFAST ON THE FARM—JUNE 25, 2016—DALE AND MARIE KATTERHAGEN FARM—The Annual Breakfast on the Farm will be held at the Dale and Marie Katterhagen farm on June 25, 2016.

OTHER: Maggie Leach from MN Board of Water and Soil Resources introduced herself. She is our new Board Conservationist, as Dan Steward accepted a new position within BWSR. She added CWL grant applications will be coming out in July, Buffer implementation dollars will be remaining the same amount, and the one watershed, one plan grant deadline is June 17, 2017.

Chairman Buchholz adjourned the meeting at 10:48 a.m.

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

District Treasurer: Norm Krause

*Balance in accrual

Date: 6/9/2016

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Prepared by: Sarah Katterhagen, Program Coordinator

District Treasurer, Norm Krause

*Balance in accrual

6/9/2016

Date
March 2016 Staff Report

Tim Stieber, Division Director

Meetings & Coordination
• Participated in SWCD and P&Z staff meetings as needed – generally 1X per week.
• Attended Department head meetings to discuss county management issues.
• Held a SWCD-BOC liaison meeting April 6th and prepared materials.
• Attended a BBLA meeting and presented to their board.
• Presented SWCD and P&Z topics at township annual meeting.
• Attended Area II meeting in Foley with supervisors and staff.
• Attended a SRWD coordination regional meeting.

Operations
• Worked with staff on best utilizing the new RT vision program and solving some of the issues.
• Worked with other department heads on a facilities proposal.
• Met with MPCA to discuss our work with them on sampling our lakes.
• Completed a BBR for P&Z and worked with Sarah on a SWCD BBR – entered into elink.
• Continued supporting Danielle in her implementation of the buffer program.
• Prepared a FBAP grant request for the upcoming year – submitted to BWSR.

Field Projects and Activities
• Worked on nitrate sampling project – final mailing letter, etc.
• Continued work on the AIS program – inspector training, etc.
• Continued assisting Danielle with Buffer project.
• Worked on tree sale – picked up plants and bark, packing orders, customer pick-up day.

Planning & Zoning
• Generated and distributed permit report related to April and May permit activity.
• Attended Board of Adjustment and Planning Commission meetings – preparation through follow-up.
• Continued working with staff on a large violation on Big Birch Lake.
• Prepared for and coordinated a special Planning Commission meeting for a rezone case.
• Worked with landowners regularly during the month one-on-one, by phone, and email.

Staff Management
• Prepared and submitted a self-appraisal then participated in a staff evaluation.
• Met with staff to discuss allocation of hours toward various activities on time reports.

Signatures
• Signed 1 Rice Lake Protection Easement applications - Sekora
• Signed WIA program grant agreement.
• Signed FBAP grant application to BWSR.
• Signed vouchers for SWCD and P&Z Expenses during the month.
Feedlot Staff Report for April 14, 2016 - June 9, 2016

Site visits (35 total as of June 1, 2016):
- Dinkel - tree planting/ site conditions assessment
- Burns - SWCD Grazing cost-share assistance visits (cost share delivery) and grazing site inspection (4)
- CC Morgan - Level 3 Manure Land Application inspection
- Borntréger/Duda - Level 3 Manure Land Application inspection
- Ainali - Facility Assessment w/WCTSA (1); Feedlot Inspection (1); cost share bid packet/ cost share/conservation delivery (1)
- Heinrich - producer initiated feedlot assistance, windbreak (1) and facility assessment (1)
- Hengemühle - CSF Construction Inspection; MinnFARMS- two total
- Capko - Flagged embankment 6 & 13; offsets for Tile Main and Tile Lat 2, 3 and 4, flagged toes and centerlines for basins; elevation shots and cuts offsets; rapid point boundary shots, recorded ACTM pipe; Pre-Con Meeting; [(4)4days]
- Bussman - Construction Inspection & Feedlot Inspection (1); Cost-share Delivery (1)
- Meckels - producer initiated registration inquiry and feedlot assistance visit
- Twin Eagle Dairy - Stacking slab inspection with MPCA
- Jordahl - Grazing Plan Visit
- Brinkman - Level 3- Manure Land Application inspection
- Buderus - Level 1, 2, 3- land application inspections; MinnFARM; and registration visit
- Baum - facility assessment with WCTSA
- Simpson - well setback; feedlot inspection
- Kraemer - Producer initiated feedlot inspection; MinnFARM; permitting assistance
- Salber - Producer initiated feedlot assistance; MinnFARMS- three total
- J-V Feeders - Feedlot Inspection (1) Producer Permitting assistance (1)
- Lambright - follow up visit- no communication on cost-share application
- Rinde - technical site visit with engineer/NRCS on pit design
- Tri-County Cattle Co - Permitting assistance and (1) land application inspection on land owned by Aspen Plantation and (1) emergency response

Producer/Citizen Assistance (Feedlot Related): (75 to June 1)

Producer In-office Meetings: (5) Ken Kraemer (2); Jamie Rowe (2); Rick and Julie Baum (1)
Complaints: (6)
- Over-application of manure- ongoing review
- Feedlot conditions on a wetland – substantiated; fix in progress
- Discharge across property boundary- ongoing review
- Odor complaint- within legal allowances
- Manure stockpiling- validated- fix in progress

Meetings/Trainings: TEMPO Web-Ex (4/26); SWCD Staff Meetings (5/9; 5/23; 5/31 ); Web-Ex MinnFARM Training (5/10); Web-Ex Records Review (5/25); CFO training in Hutchinson (4/28); SWCD / NRCS Meeting (6/1); TCLAC (6/2); J-V Feeders Variance and CUP Planning Commission Meeting (6/2); SWCD Board Meeting (6/9)

Other: Tree Sales- receipt and binding of orders; phone calls; and barn set-up and clean up; River and Lake Days- receipt of phone calls/ office sitting; County/Township Feedlot in DWSMA Research; SWCD Monthly Reporting and Time Cards; FSA Bulletin; submitted three articles for newsletter; Gray- permit review (incomplete); Hauer- MMP Review; LMSA Review; and Interim permit Issuance; J-V Feeders- Permit review (incomplete), submitted Findings of Facts for CUP hearing with maps, and plan design; Buderus- LMSA and Limited Risk Review; Joe and Heather Eisched- CSF Permit Issuance; Kraemer Farms- Permit review- incomplete; Public Notifications for all permits; Registration Updates; 30 + hours TEMPO entries.

Submitted by Déjà C. Anton- SWCD Livestock Advisor, CFO —June 1. 2016

To Meet the Public’s Needs by Protecting the Land and Safeguarding the Water
Returned to work full-time May 9th, Part-time two weeks prior to this date

TRAINING

- None

ONGOING PROJECTS

- Current/Recently Completed Projects
  - Kraig Kruizenga Raingarden, Little Birch Lake (Provided Technical Assistance & WCTSA Engineering)

- Upcoming projects for approval
  - None

- Visited Cost Share Spot Checks
  - None

- Provided Technical Assistance
  - Sara Fletcher, Long Prairie River
  - Rick Jones, Lake Beauty
  - Blake Dirks, Little Fish Trap Lake
  - RT of Melrose, Latimer lakeshed
  - Pete Bauers, Horseshoe Lake

- Potential projects for Shore Land / River Restoration / Erosion
  - Motley Cemetery
  - Sherri Schreckengaust, Big Lake

- Aquatic Invasive Species (AIS)
  - Lake inspections started in May
  - Assisted lake associations, inspectors, contractors and director as needed

- RIM/WRP
  - Matt Danzl will now be handling this program

- Township Testing Program
  - Letters and kits mailed out by townships started in April
  - Assisted landowners, lab and MDA as needed

- Mississippi River Brainerd Watershed 2016 SWAG
  - Met with Kelly O’Hara from PCA regarding project requirements
  - May samples collected on 11 lakes with Matt Danzl

- Outreach
  - River & Lake Day – 45 attendees / Greg Berg, Stearns SWCD-BWSR BC as main presenter

- Meetings
  - Mississippi River Brainerd Kickoff Event, Brainerd
  - Mississippi River Brainerd Cohort, U of M Extension, Brainerd
  - BWSR’s Calculator Estimator and other topics with Jason Wienerman
  - SWCD/NRCS Monthly Meeting
Reporting Dates: March-May 2016

**Trainings attended:** UMN Erosion and Stormwater

**Meetings attended:** Rivers and Lakes Day

**Upcoming Meetings:** NRCS soil health field day, Area II

**WCA:**

New Applications received:
- Grewe—Stowe Prairie
- Gretken—Leslie
- Peyton—Long Prairie
- Peyton—Round Prairie
- Asfeld—West Union
- Theisen—Germania

Notice of Decisions/Applications/Concurrence:
- Grewe—Stowe Prairie
- Gretken—Leslie
- Peyton—Long Prairie
- Peyton—Round Prairie
- Asfeld—West Union

Ongoing cases, violations & other:
- Hanson – Staples
- Denny/Bauer—Reynolds
- Miller—Eagle Valley
- Middendorf—Kandota (closed)
- Welle—Little Sauk
- Schroeder—Wykeham
- Carstensen—Hartford
- Hengemuhle—Little Sauk
- Elliot—Grey Eagle
- Jacobs—Birchdale
- Rieland—Kandota

**Customer outreach:**
- Wetland Determinations—2
- 30 Site visits
- 155 customer contacts (phone calls, office visits, etc.)
- Presentation for Contractor meeting
- Met with City of Bertha Officials and local Conservation Officer for wetland related questions
- Met with FWS about upcoming projects

**SWCD:**
- Attended combined NRCS and SWCD monthly meeting about projects
- Technical Authority Approval training (Capko project)
- DNR Observation Well readings (April & May)
- Tree sales work (15 hrs)
- Write up newsletter article
- Feedlot Program assistance (8.5 hrs)
- SWAG Lake water assessment sampling (3 days)

**Other:** Grew our family tree- Isaac Harrington Danzl born 4-7-16, 7lbs 12oz.
Training

- MAWQCP assessment tools
- WASCOB and Tile plan staking
- WASCOB and Tile Construction Inspections

Projects

- **Buffers**
  - Analyzing data and compliance
  - Site visits - 4
- **MAWQCP**
  - 7 applications being processed
  - 5 more producers certified in Todd County for a total of 6!
    - Pete Berscheit
    - Kevin Ehnes
    - Danny Peyton
    - Mike Stine
    - Tom Williamson
  - Site visits - 7
- **Feedlots**
  - Assisting Deja
  - Site visits - 1

Meetings

- Annual Township Meeting
- Area II Meeting
- River and Lake Day

Other

- **Cost Share Sites**
  - Site visits - 6
Administrative:
- Assisted Tim with 1st Quarter wage adjustment. Report was submitted to Auditor’s office (will show on May’s report)
- Reviewed grant balances and hours with Tim
- Completed “special” wage adjustment report for Ag Water Certification grant as grant ended 5/31/16
- Signed grant agreement for additional $2,000.00 FY15 RIM (additional as Walter’s RIM Project was approved, THANKS TO SABIN). Funds were deposited into our account
- Attended County Work session on Budget Review and Training. 5/17/16
- Sent invoice to BWSR RIM program for reimbursement for Tomche and Walter RIM files. 5/31/2016
- In the process of changing tracking tools/spreadsheets per Tim’s request
- Assisted Matt with note taking for TEP Meeting on 5/31/2016
- Participated in River and Lake Day—helped advertisement, set up, and sign in 5/27/16
- Working with Tim on cost share process/steps
- Started working on Summer Newsletter
- RtVision Meeting- 5/25/16
- Audit JE were submitted to Auditor’s office, per Auditor’s office goal is to have them completed in June 6/2/16

FY14-17 MPCA 319 Grant
- Updated grant spreadsheets. Notified partners of cost share balances.

2 CWL Grants
- Prepared bid packets for Ainali’s ag waste project

State Cost Share
- Bentz completed well sealing project.

AgBMP Loan Program
- Capko Equipment loan for $22,800 was finalized.

Feedlot Program
- Updated 3 feedlot registrations

Tree Program
- 2016 Tree season completed. All trees were sold. Packed orders and assisted with tree sale pick up, and clean up

Walk In Access
- Submitted news release, and 130 letters were sent to landowners who would eligible for program 5/20/16

Meetings/Trainings
- Attended Staff meetings/NRCS Meeting
- Will be attending AREA II Meeting on June 22, 2016

County Programs:
- AIS: Made business cards. Reviewed apps. Completed vouchers
- P&Z: Prepared and process Septic inventory vouchers. Assisting with P&Z RtVision program with the receipting process.

Sarah’s Upcoming Events/Trainings
- June 22, 2016—AREA II Meeting—attending with Tom, Kenny and Lee
- July 1, 2016—BWSR Leadership Workshop attending with Tim
- July 7, 2016—Soil and Water Board Meeting
- July 11, 2016—Excel Training
Signed 16 CRP contracts for 401 acres.
Todd got one general CRP contract approved out of eight applicants.
Signed four EQIP Honey Bee contracts for 17.3 acres.
Signed one SRWD hayed buffer contract for five acres.
Listened to DNR Walk in Access Training.
Had a station at SRWD Water Fest Day.
Had PF team meeting in Gary SD.
All EQIP contracts have been obligated for FY 2016, and we are working on conservation plans and applications for the FY 2017 funding cycle. Application deadline this year will be August 19th with a eligibility (planning completed) of September 30, 2016. Unfunded applications will be deferred to FY 2017. We held the LWG meeting on 1 June 2016, but had very little turn out. This was expected as not much has changed. In all for 2016 we funded 17 EQIP contracts on 1784 acres obligating $152,935. This is significantly less than the past.

Currently we are working to complete CSP field verifications on the 10 preapproved applications. This year all applications were funded that were eligible. These contracts will be obligated by July 1.

Multiple projects are on-going currently with a couple projects already completed for construction. This is much better than the last 2 years for field work.