

Soil & Water Conservation District

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

MINUTES FROM THE SEPTEMBER 8, 2016 REGULAR BOARD MEETING

Chairman Buchholz called the Thursday, September 8, 2016 meeting to order at 8:31 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, Dale Katterhagen, Tom Williamson and Norman Krause. Others present were: Tim Stieber, Division Director, Deja Anton, Feedlot Officer, Shannon Wettstein, Water Planner, Danielle Kuperus, Conservation Technician, Sarah Katterhagen, Program Coordinator, Russell Kleinschmidt, NRCS, Randy Neumann, County Commissioner, and Gary Kneisl, County Commissioner, and Jay Brezinka, Camp Ripley Environmental Supervisor.

Others Absent: Sabin Adams, Pheasants Forever.

The Pledge of Allegiance was recited.

Buchholz asked if there were any additions to the agenda. **Katterhagen made a motion, seconded by Pesta to accept the agenda for the regular September 8, 2016 Todd Soil and Water Board meeting with the addition of item 1.2 to approve encumbering FY17 State Cost Share funds for Buchholz, contract #1-17 for well sealing. Affirmative: Buchholz, Pesta, Katterhagen, Williamson and Krause. Motion Carried.**

Sentential Presentation by Jay Brezinka. See handout. They are looking at expanding funding area boundary into Todd County and focus by Watershed. They would be looking for willing landowners who would want to participate in the easement program. This program is to help prevent development in the Camp Ripley boundary, for example farm fields would stay as farm fields. They are looking for more tools to put in the toolbox. If Todd County would like there area to be included, the District should send a letter of support, so the decision makers know that Todd County is interested. This program would be voluntary, and landowner's located in the area would have more funding available to them to put conservation practices on the ground.

Brezinka left the meeting.

Buchholz asked if there were any additions or corrections to the minutes from the August 18, 2016 regular board meeting. **Williamson made a motion, seconded by Pesta to approve the minutes as distributed from the August 18, 2016 regular board meeting. Affirmative: Buchholz, Pesta, Katterhagen, Williamson and Krause. Motion Carried.**

Krause presented the program summary to the board. **Krause made a motion, seconded by Katterhagen to accept the District's receipts in the amount of \$52,297.55 for August and total disbursements in the amount of \$67,736.44 for August. Affirmative: Buchholz, Pesta, Katterhagen, Williamson and Krause. Motion Carried.**

Krause asked when the District would have the results from the Township Nitrate Testing Grant. Wettstein replied, in the January, the District should have the results.

Williamson made a motion, seconded by Katterhagen to approve the 2017 Soil and Water budget. Affirmative: Buchholz, Pesta, Katterhagen, Williamson and Krause. Motion Carried.

Chairman Buchholz recused himself from item 1.2, to approve encumbering FY17 State Cost Share funds for Buchholz, contract #1-17 for well sealing due to a conflict of interest.

Pesta presented item 1.2 –to approve encumbering FY17 State Cost Share funds for Buchholz, contract #1-17 for well sealing.

Krause made a motion, seconded by Katterhagen to approve encumbering FY17 State Cost Share funds for Buchholz, contract #1-17 in the amount of \$425.00 or 50% of the cost. Affirmative: Pesta, Katterhagen, Williamson and Krause. Buchholz abstained. Motion Carried.

DISCUSS BUFFER ROUNDTABLE MEETING THAT WAS HELD ON AUGUST 22, 2016: Kuperus noted that she completed the buffer inventory mailing, made handouts for buffers, and is working with landowners. The plan for the future is to continue to outreach to landowners. The District determines who does the enforcement, and if the District decides not to add additional waters, they need to have good reasons why those waters don't require the buffer requirement. Todd County Planning and Zoning will need to update their ordinance in regards to buffers. Compliance tracking is completed by the District.

Commissioner Neumann asked the process to follow for a violation case. Kuperus, said, that BWSR is developing a process to follow. Stieber recommends that the County to do the enforcement for the buffer program, unless no additional funding is available for the county.

COMMISSIONER REPORT: Commissioner Neumann reported the County is working on budgets for 2017, and he continues to attend the SRWD meetings.

STAFF REPORTS: (See attachments). Stieber added that he has a project idea for Long Lake. Anton reported with the migration of the feedlot data base to another data base, some feedlots may have been lost, and the numbers have decreased. She was able to get one large data dump, and is planning to do a large feedlot registration update this fall. Ainali and Baum's projects are under construction. Wettstein reported she is filling in the Wetland position, and attended a meeting in Crow Wing to work on getting funding for erosion site. Kuperus reported two more landowners were certified for Ag Water Quality program, and now Todd County has eight producers. The MDA also has a grant available up to \$5,000.00 for those landowners that are certified in the program. S. Katterhagen added she will be helping Deja with feedlot registration updates, and will be taking notes during the TEP meetings.

PHEASANTS FOREVER REPORT: (See attachment) No report as Adams wasn't at the meeting.

NRCS REPORT: Kleinschmidt reported they are working on 29 CRP enrollments and they are due September 9, 2016, cover crop event at Buchholz' had 55 attendees, and Sabin Adams was recently recognized as the top Pheasants Forever staff person in the state.

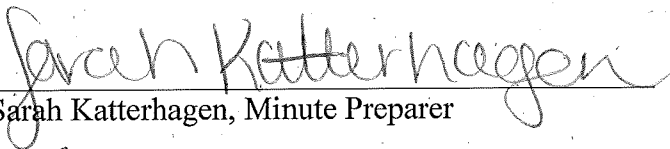
SWCD LOCAL CAPACITY FUNDS GRANT DEADLINE CHANGED: S. Katterhagen noted during the August 18, 2016 board meeting the board signed a grant agreement for the additional \$25,337 with the grant deadline of January 31, 2018, and the grant deadline changed to December 31, 2018.

Following the regular board meeting, the District of Supervisors will hold a work session to discussion the Wetland Conservation Act program.

Chairman Buchholz adjourned the meeting at 10:15 a.m.

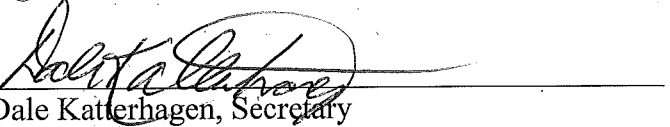
The next meeting of the Todd SWCD Board of Supervisors will be **held on October 13, 2016 beginning at 8:30 a.m. at the Todd County Historic Courthouse (Prairie Conference room), Long Prairie, MN 56347.**

Following the regular board meeting, the Board of Supervisors will have a work session to discuss the Wetland Conservation Act Program.



Sarah Katterhagen, Minute Preparer

10/13/16
Date



Dale Katterhagen, Secretary

10-13-16
Date

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

PROGRAM	CASH			CASH BALANCE 08/31/16
	BALANCE 08/01/16	RECEIPTS	DISBURSEMENTS	
District Savings Account	\$ 269,984.27			\$ 269,984.27
Change Fund	\$ 20.00			\$ 20.00
District Operations	\$ (9,654.32)	\$	693.96	\$ (10,348.28)
MN State Grant	\$ 17,907.25			\$ 17,907.25
Misc Revenue	\$ 11,192.55	\$ 200.00	\$ 357.50	\$ 11,035.05
Tree Program	\$ 2,747.46			\$ 2,747.46
NRCS Federal Agreement	\$ 6,615.48			\$ 6,615.48
Farm Bill	\$ 26,366.86	\$	23,014.32	\$ 3,352.54
NRBG Feedlot Funds	\$ 71,098.46	\$	56.65	\$ 71,041.81
NRBG Water Plan Funds	\$ 11,693.56	\$ 28.55		\$ 11,722.11
NRBG WCA Funds	\$ (386.24)	\$	100.00	\$ (486.24)
FY16 Conservation Delivery	\$ 7,263.53			\$ 7,263.53
FY16 Easement Delivery	\$ 2,190.00			\$ 2,190.00
FY16 State Cost Share Fund + T/A	\$ 723.52			\$ 723.52
FY17 Conservation Delivery	\$ -	\$ 20,054.00		\$ 20,054.00
FY17 Easement Delivery	\$ -	\$ 230.00		\$ 230.00
FY17 State Cost Share Fund + T/A	\$ -	\$ 16,595.00		\$ 16,595.00
2012-2014 Feedlot Quality Assistance - Cost Share	\$ 52,605.94	\$	1,488.75	\$ 51,117.19
2012-2014 Feedlot Quality Assistance - Admin	\$ -			\$ -
2012-2014 Feedlot Quality Assistance- PD	\$ -			\$ -
2012-2014 Feedlot Quality Assistance T/A	\$ (9,152.72)			\$ (9,152.72)
2013-2015 Livestock Management-Cost Share	\$ 78,028.52			\$ 78,028.52
2013-2015 Livestock Management-Admin	\$ (811.75)			\$ (811.75)
2013-2015 Livestock Management-T/A	\$ 2,456.83			\$ 2,456.83
2013-2015 Livestock Management-PD	\$ -			\$ -
2014-2017 MPCA 319 Grant - Admin	\$ (1,400.00)	\$ 1,400.00		\$ -
2014-2017 MPCA 319 Grant - Cost Share	\$ (51,695.70)	\$	27,206.40	\$ (78,902.10)
2014-2017 MPCA 319 Grant - Technical Assistance	\$ (4,325.00)	\$ 4,325.00		\$ -
2015-2018 CWP Swan River Headwaters-Admin	\$ 402.82			\$ 402.82
2015-2018 CWP Swan River Headwaters-T/A	\$ 1,791.59			\$ 1,791.59
2015-2018 CWP Swan River Headwaters-C/S	\$ 7,125.00			\$ 7,125.00
Ob Well Program	\$ -			\$ -
MDA Township Testing Grant	\$ (12,959.00)	\$ 9,465.00	\$ 14,217.50	\$ (17,711.50)
CWL Local Capacity 100k	\$ 72,242.10	\$	56.65	\$ 72,185.45
MPCA - SWAG Monitoring	\$ (6,826.39)	\$	544.71	\$ (7,371.10)
TOTAL	\$ 545,244.62	\$52,297.55	\$ 67,736.44	\$529,805.73

Sarah Katterhagen
Prepared by: Sarah Katterhagen, Program Coordinator

9/8/2016

Date

Norm Krause
District Treasurer, Norm Krause

9/8/2016

Date

*Balance in modified accrual

August 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 meeting to discuss county management issues.
- Met with BWSR reps as they reviewed SWCD 2015 cost share files for content – all was in order.
- Participated in Centennial Landscapes meeting organized by Shannon with TNC, NRCS, and others – this was about the potential to include a few NE townships in an initiative that will be funded – the bottom line is that being included will be good for landowners in that area.
- Prepared for and presented at 2 BOC meetings with BAF's and associated follow up.
- Prepared for and participated in a SWCD board meeting.
- Met with Long Lake Association members regarding concerns over high ecoli and nutrient readings for several inlets coming into the lake off ag lands. Discussed issue with Deja to determine if anything can be done as a follow up to the extremely high readings that may be related to an animal operation.

Operations

- Attended MS – Excel training.
- Worked on WCA cases, NJPA parking area, Lunemann tiling, Denny violation restoration order, among others. Attended a TEP meeting.
- Participated in a SWCD-BOC liaison meeting 8/4/16
- Worked on award winner write-ups

Field Projects and Activities

- Worked on assembling materials for a Special Board Meeting Aug 4th related to WCA. Pulled together materials, presented at the meeting, documented some follow up items, etc..
- Continued work on the AIS program. Some questions on Osakis zebra mussels continue to come in.
- Attended cover crop field day at Lee Buchholz Farm

Planning & Zoning

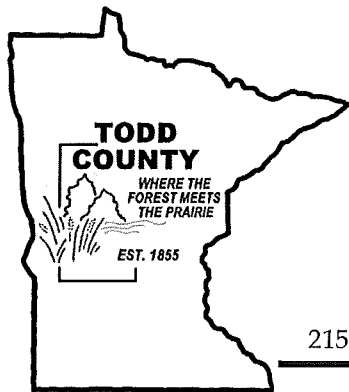
- Generated and distributed permit report related to August permit activity.
- Organized a Planning Commission meeting – case review, site visits, preparation, and presentation.
- Organized a Board of Adjustment meeting – case review, site visits, preparation, and presentation.
- Worked with staff on several reported violations – 2 going through court system.
- Help several meetings with landowners during the month to work to find ways to resolve cases or move them forward.

Staff Management

- Prepared and submitted a BAF to allow advertisement and selection of suitable candidate for WCA Coordinator position.

Signatures

- Signed vouchers for SWCD and P&Z Expenses during the month.
- Signed off on RIM easement application to BWSR for Lester – 59 acres
- Signed off on \$25,337 addition to Local Capacity grant in elink.



Soil & Water Conservation District

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Feedlot Staff Report for- August 18, 2016 to September 8, 2016

Site visits (13 total as of August 31, 2016):

Lenk- Cost share Delivery

Kreemer- Assistance Visit w/ Ross Reiffenberger to design plans and make modifications to pre-liminary plan designed by Gary Borash

Zook/ Stutzman- transfer of Registration, COO, and County feedlot inspection

Asfeld- Follow Up compliance inspection on feedlot and stockpiles

Baum- (2) Construction Inspection/ Trimble shots

Thielen/Kunstleben- Spot check and interview for Conservation Award with Tim Stieber

Prairie Lakes Farm- Construction Inspection/ Spot Check/ MMP Review/ Land Application Records

Tri- County Cattle Co- Pit Construction Inspection

Inspections scheduled for next week:

Detterman - County requested site determination for livestock potential in shoreland zoning

Buderus Stockyard- Construction Inspection

Ainali- Construction Inspection

Meiner- grazing preview

Producer/Citizen Assistance (Feedlot Related): (37 to August 10) 30 hours

In-office Producer Meetings: (1) Ron and Marylou Bussman

Complaints: (0)

Meetings/ Trainings: SWCD Staff Meetings (8/15; 8/23; 9/6); NRCS/ SWCD combination meeting (9/7); Division Meeting (8/19); SWCD Board Meeting (9/8)

Other: 15 hours TEMPO entries; Central Lakes College Ag & Energy Field Day (8/26); Cover Crop Field Day (8/31); P&Z Meeting on feedlots/determination assistance (8/23); Registration process for 2016/2017- new funding deadline Dec. 31, 2017; registration article for newspaper; Cost -share protection application

Submitted by Déjà C. Anton- SWCD Livestock Advisor, CFO —August 31, 2016

STAFF REPORT FOR SHANNON WETTSTEIN

Board Meeting, August 2016

PROJECTS

- Current/Recently Completed Projects
 - Rick and Jolene LaForge, Big Swan Lake
 - Sara and Dylan Fletcher, Long Prairie River
- Upcoming projects for approval
 - None
- Visited Cost Share Spot Checks
 - None
- Provided Technical Assistance
 - Bill Noon, Mound Lake
 - Terry O'Brien, Long Lake
 - City of Swanville, Pillsbury Lake
 - Tracy VanKoevering, Platted Lot
 - Phyllis Younglove, Long Lake
 - Richard and Arlene Sullivan, Beauty Lake
 - Long Lake Association for Annual Meeting
 - Noska, WCA Assistance
 - DNR Observation Wells Completed with Matt Danzl, 11 sites
- Potential projects for Shore Land / River Restoration / Erosion
 - City of Swanville, Pillsbury Lake
 - Bill Noon, Mound Lake
- Aquatic Invasive Species (AIS)
 - Watercraft Inspection Data Dumps
 - Assisted lake associations, inspectors, contractors and director as needed
 - Lake Osakis Zebra Mussel Meeting- Gary Barber, Tim Stieber and Dave Rush
- RIM/WRP
 - None
- Township Testing Program
 - Assisted landowners, lab and MDA as needed
- Mississippi River Brainerd Watershed 2016 SWAG
 - August samples collected on 9 lakes with Danielle Kuperus
 - August samples collected with assistance of volunteers on two lakes, Pine Island and Beauty
- Outreach
 - Lake Beauty Annual Meeting
- Reporting
 - MPCA SWAG
- Enviro-Fest
 - St. Katharine Drexel, Cancelled
 - Staples Motley, Committed to 100 kids
- Meetings
 - LCCMR Grant through Crow Wing County

DANIELLE KUPERUS

STAFF REPORT - AUGUST

Board meeting date: September 8TH, 2016

Training

- **Dirt Rich**
 - Soil health and Cover Crops
 - Grazing

Projects

- **Buffers**
 - Analyzing data and compliance
 - Responding to Public Water Buffer Survey
 - Working with landowners to identify buffer needs
 - DNR map released
- **MAWQCP**
 - 9 applications being processed
 - Site visits – 1
- **Lake Sampling**
 - Assisted Shannon with sampling area lakes

Other

- **Cost Share Sites**
 - Site visits – 2

Events

- **Buffer Round Table** St. Cloud MN
- **Central Lakes Field Day** Staples Campus
 - Was invited to have a booth by Breakfast on the Farm attendee who stopped by SWCD booth.

Financial/Administrative:

- Received FY2017 State Cost, Easement and Conservation Delivery funds
- Entered data into E link for cost share projects and grants
- Assisted with taking Wetland request, and organizing the information for Chris/Tim
- Prepared files for spot checks for technical staff
- Assisted Deja will plans for Feedlot Registrations
- Created the 2017 Tree Order form. (will be made available starting 9/2/2016)
- Created internal process for AgBMP program (still in draft mode as staff are reviewing it)
- Entered Observation Well data into state system (*Shannon went out with Matt before his last day, Tim discussed potentially having me read the observation wells*)
- Submitted the amendment grant agreement for the Local Capacity funds (100K + 25K). The expiration date changed from January 31, 2018 to December 31, 2018. (*Tim is the process of updating work plan in e link and getting approval from BWSR*)
- Updated format of tracking WCTSA projects (projects that use WCTSA include S&W and NRCS).
- Updated Wetland Outreach handout (template was purchased from Anoka SWCD)
- Worked with MIS on facebook page set up
- Created a mailing list for cover crop event for August 31, 2016

Meetings/Trainings:

- Participated in Soil and Water staff meetings
- Will be taking notes during upcoming TEP meetings
- BWSR Academy- TBD

County Programs:

- **AIS:** Financials.
- **P&Z:** Worked on deposits, septic program, septic cost share program, assisted with front counter when planners out in field or at meetings.
- **County:** Submitted weekly articles to newspapers

Upcoming Events

- September 21, 2016—Area II Meeting
- September 22, 2016—Enviro Fest
- October 13, 2016—Soil and Water Board Meeting
- October 24-26—BWSR academy (for staff—Danielle & Tim—so far are only ones that registered)