MINUTES FROM THE DECEMBER 8, 2016 REGULAR BOARD MEETING

Chairman Buchholz called the Thursday, December 8, 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, 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, Sabin Adams, Pheasants Forever, Russell Kleinschmidt, NRCS, and Gary Kneisl, County Commissioner.

Others Absent: Randy Neumann, County Commissioner.

The Pledge of Allegiance was recited.

Buchholz asked if there were any additions to the agenda. Krause made a motion, seconded by Pesta to accept the agenda for the regular December 8, 2016 Todd Soil and Water Board meeting. Affirmative: Buchholz, Pesta, Katterhagen, Krause and Williamson. Motion Carried.

Buchholz asked if there were any additions or corrections to the minutes from the October 13, 2016 regular board meeting. Katterhagen made a motion, seconded by Williamson to approve the minutes as distributed from the October 13, 2016 regular board meeting. Affirmative: Buchholz, Pesta, Katterhagen, Krause and Williamson. Motion Carried.

Wettstein joined the meeting at 8:35 a.m.

Stieber presented the program summary to the board. Krause made a motion, seconded by Katterhagen to accept the District’s receipts in the amount of $38,009.67 for October and total disbursements in the amount of $242,968.35 for October; and total receipts in the amount of $20,076.13 for November and total disbursement in the amount of $4,870.06 for November. Affirmative: Buchholz, Pesta, Katterhagen, Krause and Williamson. Motion Carried.

Stieber discussed the Purpose of WCA:
- Achieve no net loss in the quantity, quality and biological diversity of Minnesota’s existing wetlands
- Increase wetland resources by restoring or enhancing diminished or drained wetlands
- Avoid direct or indirect impacts to Minnesota’s wetlands
- Replace wetland values where avoidance is not feasible or prudent

This is achieved by requiring persons proposing to impact a wetland by draining, excavating or filling to:
- First, attempt to avoid the impact,
- Seconded, attempt to minimize the impact; and
- Finally, replace any impacted area with another wetland of at least equal function and value.

Stieber discussed the Todd County Wetland Management Policy. He addressed changes he made after the policy was sent as part of the board packet.
Board requested Stieber to obtain a report to show counties that are gaining wetlands, fillings wetland, and number of exemptions. Stieber noted that he would be able to obtain that report for the board.

Katterhagen made a motion, seconded by Krause, to recommend the Todd County Wetland Management Policy to the Todd County Commissioners for review.
Discussion: Kneisl said the next County work session is December 20, 2016. Affirmative: Buchholz, Pesta, Katterhagen, Krause and Williamson. Motion Carried.

Pesta made a motion, seconded by Katterhagen to approve encumbering FY17 State Cost Share funds for Zion Lutheran Church, contract #2-17 in the amount of $237.50 for the well sealing practice. Affirmative: Buchholz, Pesta, Katterhagen, Krause and Williamson. Motion Carried.

Krause made a motion, seconded by Williamson to approve cancellation request of FY13-15 Livestock Management funds for Lambright, contract #6-13LM, in the amount of $2,428.71. Affirmative: Buchholz, Pesta, Katterhagen, Krause and Williamson. Motion Carried.

Katterhagen made a motion, seconded by Krause to approve re-encumbering FY13-15 Livestock Management funds in the amount of $2,428.71. Affirmative: Buchholz, Pesta, Katterhagen, Krause and Williamson. Motion Carried.

Pesta made a motion, seconded by Katterhagen to approve encumbering additional FY12-14 Feedlot Assistance funds for Lambright, contract #11-12FA in the amount of $1,997.46 for a new total of $6,450.00 for the pond closure practice. Affirmative: Buchholz, Pesta, Katterhagen, Krause and Williamson. Motion Carried.

Katterhagen made a motion, seconded by Pesta to approve payment of FY12-14 Feedlot Assistance funds for Lambright, contract #11-12FA in the amount of $6,450.00 for the pond closure practice, and to approve payment to be made directly to Marcyes’ Excavating in the amount of $6,450.00. Affirmative: Buchholz, Pesta, Katterhagen, Krause and Williamson. Motion Carried.

Williamson made a motion, seconded by Katterhagen to approve amendment for additional FY13-15 Livestock Management funds for Rick Baum, contract #7-13LM in the amount of $450.00 for engineering cost. Affirmative: Buchholz, Pesta, Katterhagen, Krause and Williamson. Motion Carried.

Krause made a motion, seconded by Katterhagen to approve payment of FY13-15 Livestock Management funds for Rick Baum, contract #7-13LM in the amount of $450.00 for engineering cost. Affirmative: Buchholz, Pesta, Katterhagen, Krause and Williamson. Motion Carried.

Katterhagen made a motion, seconded by Krause to approve the 2nd Thursday of each month, except February, May, and November for regular board meetings beginning at 8:30 a.m. in the Historic Courthouse, and to meet with the Commissioners in February.
Discussion: Kneisl added the Commissioners meet the 1st and 3rd Tuesday of each month. Affirmative: Buchholz, Pesta, Katterhagen, Krause and Williamson. Motion Carried.

Pesta made a motion, seconded by Katterhagen to approve re-alignment of Soil and Water Board members effective January 1, 2017

Kenny Pesta— Chairman
Dale Katterhagen— Vice Chairman
Norman Krause— Secretary
Toin Williamson— Treasurer
Leland Buchholz— Member

Affirmative: Buchholz, Pesta, Katterhagen, Krause and Williamson. Motion Carried.
Katterhagen made a motion, seconded by Pesta to approve 2017 AREA II Enviro-thon sponsorship in the amount of $150.00.
Discussion: S. Katterhagen confirmed to the board the funds will be pulled from the Water Plan funds under the education category. **Affirmative: Buchholz, Pesta, Katterhagen, Krause and Williamson. Motion Carried.**

Katterhagen made a motion, seconded by Williamson to approve 2016 Audit Engagement Letter with CliftonLarsonAllen for the amount of $4,500.00.
Discussion: Board expressed concern over the price of the Audit. Stieber stated that the District is receiving high level Audit. Stieber told the board he would investigate more into the Audit and obtaining bids in the future. **Affirmative: Buchholz, Pesta, Katterhagen, Krause and Williamson. Motion Carried.**

Pesta made a motion, seconded by Williamson to approve the 2016 Enviro Fest donations in the amount of $2,650.00.
Discussion: S. Katterhagen added the total expense for the Enviro Fest was $3,767.16. **Affirmative: Buchholz, Pesta, Katterhagen, Krause and Williamson. Motion Carried.**

Krause made a motion, seconded by Williamson to approve September 21, 2017 as the date for the 2017 Enviro Fest. **Affirmative: Buchholz, Pesta, Katterhagen, Krause and Williamson. Motion Carried.**

**DISCUSSION OF 2016 ENVIRO FEST:** Wettstein summarized her handout. There were 367 Todd County Students that attended the event, 34 presenters, 23 stations, volunteers from other county departments and other organizations, and sponsorship for the event.

**DISCUSSION OF FY17 SWCD LOCAL CAPACITY SERVICE GRANT AND ADDITIONAL ALLOCATION:** Pesta made a motion, seconded by Krause to accept proposed work plan for FY17 SWCD Capacity grant in the amount of $118,000 as follows: $95,000 for staff wages, $5,000 to support irrigation program through the East Otter Tail Soil and Water office, and use $18,000 for a cost share program following the state cost share program rules. Board and staff discussed the option of getting a drone and a no till drill. Stieber added that won’t be able to do with this allocation, but maybe in the future. **Affirmative: Buchholz, Pesta, Katterhagen, Krause and Williamson. Motion Carried.**

**DISCUSS 2017 DRAFT ANNUAL PLAN OF WORK:** Stieber discussed the draft 2017 Annual Plan of Work.

**DISCUSS 2016 ANNUAL REPORT:** Wettstein presented the draft Annual Report.

**DISCUSS BUFFER UPDATE:** Stieber reported that the County will have decide if they want to do the enforcement for the Buffer program, BWSR will be releasing guidance documents, the DNR released an updated map, and Kuperus has been reporting buffer information in the BuffCat program. The BuffCat program will meet all reporting requirements for the program.

**COMMISSIONER REPORT:** Commissioner Kneisl reported that he recently attended the AMC conference earlier in the week and the big item of discussion was the buffer law.

**STAFF REPORTS:** (See attachments). Kuperus and Wettstein reported they are reviewing what additional waters should be added and the deadline for that is July 1, 2017. Wettstein reported she AIS inspection season is completed, and part of her time is spent on the AIS program. Anton reported that she is starting the prep work for the Annual Feedlot Meeting and that she and Kuperus looked at NPJA and Central Lakes College. The board suggested partnering with neighboring counties for the Feedlot Meeting. Anton also reported that landowners have been turning in their manure records. S. Katterhagen reported that she will be starting with the yearend reporting soon. Stieber watched a webinar on an irrigation program that in Benton County, the program currently isn’t available in Todd County.

**PHEASANTS FOREVER REPORT:** (See attachment). Adams noted that in CRP projects landowners need to control their weeds; can’t have noxious and invasive weeds.
NRCS REPORT: (See attachment). Kleinschmidt that in the near future there will be some changes in staffing. Justin's and Cariss' position haven't been replaced. Mark Kulig took a different position.

ANNUAL CIVIL RIGHTS AND EEO PARTNER DISCUSSION: Kleinschmidt reviewed the Civil Rights and EEO Partnership.

CAN COST SHARE PAYMENTS BE ROUNDED? Stieber reported that cost share payments can't be rounded to the nearest dollar.

Krause left the meeting at 10:48 a.m.

The Soil and Water Board was informed about Revolution Plastics Company. It's a free, on-farm ag and silage plastic recycling program.

Chairman Buchholz adjourned the meeting at 10:50 a.m.

The next meeting of the Todd SWCD Board of Supervisors will be held on January 12, 2017 beginning at 8:30 a.m. at the Todd County Historic Courthouse (Prairie Conference room), Long Prairie, MN 56347.

Sarah Katterhagen, Minute Preparer

Norman Krause, Secretary

2/22/2017

Date

01/12/17

Date
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*Balance in modified accrual

Prepared by: Sarah Kattre-Hagen, Program Coordinator
District Treasurer: Norm Krause

12/8/2016
Date

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Date
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TOTAL $611,834.80 $38,009.67 $242,968.35 $406,876.12

Prepared by: Sarah Katterhagen, Program Coordinator

District Treasurer, Norm Krause

12/8/2016

Date

12/8/2016

Date
October and November 2016 Staff Report

Tim Stieber, Division Director

Meetings & Coordination
• Participated in SWCD staff meetings as needed – generally 1X per week.
• Prepared for and presented at 2 BOC meetings with action forms and associated follow up.
• Prepared for and participated in a SWCD board meeting and WCA work session.
• Organized TEP meetings for October and November with follow-up.
• Attended BWSR Academy training.

Operations
• Attended a department head meeting.
• Arranged accommodations and made plans for upcoming MASWCD Convention.
• Worked on annual work plan for SWCD, drafted a plan for Planning and Zoning.
• Worked on WCA cases with other staff, visited with landowners, prepared decisions on cases when they were ready, put together WCA agenda, participated in TEP and follow-up. Made field visits.
• Completed elink entries for cost share projects.

Field Projects and Activities
• Participated in a webinar related to a new irrigation scheduling program being developed by Benton County. The program is very powerful and easy to use – it will not be available for Todd County fields in 2017 to my knowledge.
• Participated in an AIS Committee meeting to discuss 2016 results and help plan for 2017.

Planning & Zoning
• Generated and distributed permit report related to October and November permit activity.
• Organized a Board of Adjustment meeting – case review, site visits, preparation, and presentation.
• Worked with staff on case follow-up throughout the month.
• Finalized proposed ordinance changes, had mailed out and posted on web site. Prepared materials to present the changes at upcoming Planning Commission meetings.
• Continued work on a 15 lot plat proposed for Little Swan Lake.
• Assisted landowners during the month seeking ways to resolve cases or move them forward.

Staff Management
• Completed materials for WCA Coordinator interview; set up interviews, ranked interviews, discussed situation with HR and candidates. Had 3 individuals decline the position from the first round of interviews. Ranked remaining applicants – scheduled 3 more interviews for Dec. 9.
• Participated in PF employee evaluation.

Signatures
• Signed vouchers for SWCD and P&Z Expenses during the month.
• Signed off on financial report for low income septic grant.
Feedlot Staff Report for- October 13, 2016 to December 8, 2016

*Site visits (41 total as of November 30, 2016):*

**Tri- County Cattle Co-** Final Compliance Inspection

**Levi Lambright-** (3) Pit Closure Inspections

**Ainali-** Documentation of Manure Clean Up for County Agreement

**Mark Sieben-** Producer/ County Requested Site Visit for Building Permit and Registration

**Prairie Lakes Farm-** Spot Check and MMP Review Follow Up

**Hengemeuhle-** Record keeping for Land Application of Manure; Registration Discussion; and Heifer Site Improvements

**Tom and Kate Gray-** Permitting

**Steve Katterhagen-** Permitting and owner assistance

**Schmitz Red Angus-** Compliance Inspection

**Harold Schmidt-** Historical Feedlot Registration/County Inspection

**Hauer Farms-** Permit inspection

**Jennie-O South Farm (Paul Bolle)-** Permitting Inspection

**Joe Eischeid-** Facility Assessment with NRCS and Construction Inspection

**JV Feeders-** Facility Assessment with NRCS and Construction Inspection

**Jennie-O (Steve Fladboe)-** Construction/Permitting Inspection; new feedlot; GAP site

**Westerbergs-** Concrete Pour/ Construction Inspection

**Kraemer Farms-** Construction Inspection

**Capko Brothers-** SWCD Spot Check on Terraces

**Jason Bock-** Site Survey with WCTSA/ OLA site visit

**Tom Keppers-** SWCD Spot Check/ Inspection- referral to WCTSA

**Mark Berscheit-** SWCD Spot Check/ Inspection

**Dan Meyer (Hidden Bison Ranch East and West)-** (2) Producer Requested Site Visit and Registration/Inspection

**Dave Determan-** Registration visit

**DeVona and Richard Hlatky-** Follow up Open Lot Inspection

**James Julig-** Producer Requested Facility Assessment with NRCS- scheduled Site Survey

**Marcus Meiner-** Facility Assessment with NRCS

**Varner/ Rowe-** Full Compliance Inspection

**Curt Gregerson-** SWCD Spot Check/ Inspection

**Pat Middendorf-** SWCD Spot check/ Inspection

**Mark Brinkman-** SWCD Spot Check/ Inspection

**Wiechman Brothers-** SWCD Spot Check/ Inspection

**Detloff-** driveby compliance check- horses no longer in ditch

**James Hobbs-** SWCD Spot check/ Inspection for Cattle Crossing

**Dan Trembruell-** Registration and County Compliance Visit

To Meet the Public’s Needs by Protecting the Land and Safeguarding the Water
Jim Johnson - SWCD Spot Check/ Inspection
Grey Eagle Pork - Final Construction inspection (County CUP)
Mike Stine - SWCD Spot Check for Grazing Practices
Kunstleben - Delivery of Award

**Producer/Citizen Assistance (Feedlot Related):** (50 to November 30) 35 hours

**In Office Meetings:** Bob Bryniarski; Mark Anderson; Paul Bolle (Jennie-O)

**Air Quality Exemptions:** (2)

**Meetings/ Trainings:** SWCD Staff Meetings (10/17; 10/31; 11/14; 11/28); Division Meeting (10/7); Livestock Advisory Meeting (10/6); SWCD Board Meeting (12/8); MACFO/FeMAT meeting (11/17); Blue Cross/ Blue Shield Meeting (10/12); SWCD/NRCS Combo Meeting (10/2); MACFO Conference (10/2, 3, and 4); CNMP Training (11/1)

**Other:** 20 hours TEMPO entry; Bruce TWP Feedlot Report and associated research; WCTSA Request for Joe Eischeid; Tree Sales; Plat Book Sales; Referral to Nate Pesta, P.E. for engineer assistance for Tri-County; Shoreline Alteration/ WCA assistance to two landowners; Historical Feedlot and Shoreland Violation Research for County; ~10 hours reporting

Submitted by Déjà C. Anton - SWCD Livestock Advisor, CFO —November 28, 2016
Trainings

- BWSR Academy 10/24 – 10/26
- CNMP 11/1
- MAWQCP 11/2

Technical Assistance Provided

- Charles Moberg – Tree plan
- David Holmberg – Conservation Irrigation Plan
- Rick Adamitz – Stream bank erosion on Long Prairie River in Villard Township
- Dan Tembreull – Tree plan
- Byron Cook – Tree plan
- Gregory Koval – Buffer flagging
- Gene Siegle – Tree maintainance

Buffers

- Analyzing data and compliance
- Working with landowners to identify buffer needs
- Working in BWSR’s BuffCAT (Buffer Compliance and Tracking Tool)
- Site visits – 4
- Started working with Shannon on identifying “Other Waters”

MAWQCP

- 1 new applicant
- 9 applications being processed
- 1 producer certified – Bill Berscheit
- Site visits – 5

Cost Share

- Cost Share Spot Checks
  - Tree Plantings – 10
  - Ag Waste Projects – 3

Events

- University of Minnesota Land Rent Meeting
  - Presented on buffers
TRAINING

BWSR Academy

PROJECTS

- Current/Recently Completed Projects
  - Sara and Dylan Fletcher, Long Prairie River – Postponed until Spring

- Upcoming projects for approval
  - None

- Visited Cost Share Spot Checks
  - None

- Provided Technical Assistance
  - Mike Wolters, Big Swan
  - Shirley Rice, Sauk Lake
  - Angler Drive, Little Birch
  - TEP Meeting – Attendance, minutes, follow-up
  - Bjorstrom Wildlife Pond
  - Pekula Wildlife Pond
  - Pillsbury Lake Development
  - Hewitt Dam
  - Villard Township
  - Mike Disher, Big Sauk
  - Shelly Johnston Schmidt, Tree Planting

- Potential projects for Shore Land / River Restoration / Erosion
  - Michael & Marcia Wolters, Big Swan
  - Villard Township

- Aquatic Invasive Species (AIS)
  - 2016 Summary Meeting

- RIM/WRP
  - None

- Township Testing Program
  - Grant ended in September, should know results in January/February

- Mississippi River Brainerd Watershed
  - SWAG sampling complete for 2016, will start again in May 2017
  - Attended “Cohort” on 11/9/16

- Outreach
  - Newspaper article written
  - Staples Motley High School – 12 students
  - Long Prairie Grey Eagle Career Fair

- Meetings
  - Weekly Staff Meetings
  - “New Waters” with Danielle – Requirement of the Buffer Program
Financial/Administrative:

- 2016 Audit is tentatively scheduled for March (Tim will review engagement letter)
- FY12-14 Feedlot Assistance grant will be closing out grant and final payments. Slight change in grant budget. Able to move funds without BWSR approval as it effected less than 10% of the grant total.
- FY13-15 Livestock Management grant will be closing out grant after final payments. Slight change in the grant budget. Able to move funds without BWSR approval as it effected less than 10% of the grant total.
- Assisting Deja with Feedlot Registration updates (approx. 3 to 4 hours per day)
- Entered Tree Order Sales and processed payments
- Rain logs will be disbursed to participate readers soon. (all volunteers receive $25.00 gift card)
- Facebook Page is launched.
- Tim will be presenting board items during board meetings, as requested by staff members and Tim. (Which this change, Tim and I will have to meet a prior to board meetings to review each item and review contracts in detail, so he is able to present the details.). Through this change Tim also has decided to review invoices for contracts and complete the vouchers for files. (1 hours on 11.29.16, 2 hours on 11.30.16, and will meet on the afternoon of 12.7.16)
- Provided AgBMP Loan information to two landowners that may use the funding to install a septic system
- Provided input to Tim for the Annual Plan of Work.
- Provided suggestions to about work plan for new allocation of 100K
- Provided comments/suggestions to Tim, about grant programs and the ability to cover staff wages. (the 4 Technicians)
- Prepared payment vouchers
- Provided input to Tim on WCA policy
- Sent out cost share inspection results (technicians completed spot checks)
- Reviewed October’s Account Activity Report and prepared Program Summary. (November potentially could be ready at the meeting)

Meetings/Trainings:

- Attended weekly staff meetings
- Will be attending Annual Convention December 5th & 6th
- Attended BWSR Academy end of October

County Programs:

- AIS: Updated tracking sheet for AIS Program
- P&Z: Provided input for P&Z Permit program, receipting process, and deposit reports. Processed reimbursement request for septic inventory.

Upcoming Events:

- Annual Convention
Staff Report
Sabin Adams
Nov. 2016

- Processed EQIP, Prairie Pothole and Honey Bee Monitoring forms for landowner payments.
- Flagged four CRP fields for fall plantings
- Signed two CRP contracts. Nearly at national 24 million acre cap.
- Attended NRCS State Technical Committee meeting.
- Completing paperwork for three of four RIM contracts. One still in application phase.
- Completed annual review/new position work plan with Tanner Bruse.
Currently we are working on conservation plans for the upcoming EQIP deadline. We have a total of 58 applications that we need to complete plans and designs on. We have about half of the plans written. We are still waiting on the payment docket and program information was released yesterday.

We are still working on CSP payments, and all producers have been called. Many of the payments have been made for those that have stopped and signed and wanted their payment in 2016. Due to a fund transfer issue renewal contracts cannot be signed at this time and final payments on their current contract are being held. We will be making modifications to extend the current contract expiration date. We were also given training on the new evaluation and ranking process for CSP and a sign-up announcement has been made. Applications will be received until February. The new CSP process seems like it may pay more, but could be more difficult to be eligible. We won’t know for sure until running through some applications.

We still do not have an administrative staff person, and it sounds like it may take awhile before we will. We also will not be replacing the Soil Conservationist position in our office in the foreseeable future. Due to staffing, workload, and deadlines we are extremely behind. We’ve also had a few complaints due to this, but are trying our best.

Construction for a short time picked up after the snow melted, but now looks like it will stop for the remainder of the winter.