MINUTES FROM THE MARCH 9, 2017 REGULAR BOARD MEETING

Chairman Pesta called the Thursday, March 9, 2017 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: Kenny Pesta, Dale Katterhagen, Norman Krause, Tom Williamson and Leland Buchholz. Others present were: Tim Stieber, Division Director, Deja Anton, Feedlot Advisor, Shannon Wettstein, Water Planner, Danielle Kuperus, Conservation Technician, Lew Noska, Conservation Technician, Sarah Katterhagen, Program Coordinator, Sabin Adams, Pheasants Forever, Russell Kleinschmidt, NRCS, Gary Kneisl, County Commissioner and Hagen Gamradt, Volunteer.

The Pledge of Allegiance was recited.

Pesta asked if there were any additions to the agenda. Katterhagen made a motion, seconded by Krause to accept the agenda for the regular March 9, 2017 with the addition of item #1.9 to approve Buchholz attending the Day at the Capitol. Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.

Buchholz read Oath of Office.

Pesta asked if there were any additions or corrections to the minutes from the January 12, 2017 regular board meeting. Katterhagen made a motion, seconded by Williamson to approve the minutes as distributed from the January 12, 2017 regular board meeting. Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.

Stieber presented the program summary to the board. Buchholz made a motion, seconded by Krause to accept the District’s receipts in the amount of $18,838.68 and total disbursements in the amount of $8,764.36 for the month of January; and total receipts in the amount of $269,896.67 and total disbursements in the amount of $2,310.89 for the month of February. Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.

Krause made a motion, seconded by Williamson to accept the 2017 billable rates as presented for the following positions: Division Director, Program Coordinator, Feedlot Advisor, Conservation Technician-Buffer, Water Planner and Conservation Technician-Wetlands. Discussion: Stieber added that rates are based on previous year’s annual leave, sick time, compensated time and over time that will average out, and current year hourly rate and benefits. Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.

Williamson made a motion, seconded by Katterhagen to approve the Todd SWCD Master JPA agreement for the RIM program.

I|Page Todd SWCD Board Meeting Minutes for March 9, 2017
**Discussion:** This new process will make sure District’s get compensated even if the RIM contract doesn’t get completed.

**Affirmative:** Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.

Krause made a motion, seconded by Williamson to approve encumbering FY16 state cost share funds in the amount of $578.82, contract #5-16 and FY17 state cost share funds in the amount of $299.24, contract #3-17 for Charles Moberg for the field windbreak practice.

Buchholz made a motion, seconded by Williamson to approve encumbering FY17 state cost share funds in the amount of $197.50, contract #4-17 for Norman Krause for the well sealing practice. **Affirmative:** Pesta, Katterhagen, Williamson and Buchholz. Abstained: Krause. Motion Carried.

Krause made a motion, seconded by Buchholz to approve encumbering FY16 local capacity funds in the amount of $11,073.75, contract #1-16LC for Steve Katterhagen for the Water and Control Sediment basin for Feedlot Runoff control practice. **Affirmative:** Pesta, Krause, Williamson and Buchholz. Abstained: Katterhagen. Motion Carried.

Williamson made a motion, seconded by Katterhagen to approve encumbering FY17 state cost share funds in the amount of $12,116.76, contract #5-17, and FY16 local capacity funds in the amount of $13,383.24, contract #2-16LC for a total of $25,500.00 for the pumping plant for Rinde Farms.

Krause made a motion, seconded by Katterhagen to approve board members attending AREA II meeting on Thursday, April 6, 2017. **Discussion:** Pesta, Williamson, Krause and Buchholz all noted that they can attend the meeting. **Affirmative:** Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.

Krause made a motion, seconded by Williamson to approve sending a thank you letter to Todd Wadena Electrical Co-op for the Operational Roundup grant that was received. **Discussion:** Todd SWCD was awarded $1,500 for the grant, and the County will match the grant with $1,500. **Affirmative:** Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.

Katterhagen made a motion, seconded by Williamson to approve Buchholz attending the Day at the Capitol for one day. **Discussion:** Stieber added that he would attend the meeting with Buchholz. **Affirmative:** Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.

Todd County Coordinator Joe Hatch entered the meeting at 9:00 a.m.

Hatch introduced himself to the board.

Hatch left the meeting at 9:10 a.m.

**DISCUSS UPCOMING FEEDLOT MEETING:** Anton reported over 100 attendees have RSVP for the meeting, donations are being received for the meeting and door prizes. A radio ad was also created.

**DISCUSS JOINT MEETING WITH TODD COUNTY COMMISSIONERS:** Buchholz made a motion, seconded by Williamson to approve the minutes as distributed from the joint meeting on February 7, 2017. **Affirmative:** Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.
MDA TODD COUNTY PRIVATE WELL TESTING RESULTS: (9 Townships)- Wettstein reported that 30% of the test kits were returned, and that she received the preliminary data. (See handouts). Anyone that submitted a water sample, MDA will be contacting them in the future to run another test and will be going door to door.

NITROGEN FERTILIZER RULE: See handout.

DISCUSS LOGO JACKETS: Stieber said that he would come up with a plan

COMMISSIONER REPORT: Neumann reported that he has been attending the SRWD meetings and discussed the Lake Osakis Sediment Ponds—wants to know if there are any results from the ponds. The County will be having their Audit the 1st week in April, Union negotiations in April, and end of April will start preparing for 2018 budgets.

STAFF REPORTS: (See attachments). Stieber reported that he received the Conservation Corp Agreement and asked for board’s approval to sign the grant agreement. Katterhagen made a motion, seconded by Williamson to approve the grant agreement. Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.

Anton reported that she has been scheduling meetings for producers to meet with the West Central Engineers. She has been busy reporting for the Feedlot program, and attending many meetings. Kuperus reported that Todd County has 10 landowners Certified through the Ag Certainty program. BWSR has released the draft APO plan for the Buffer law; and it looks like the renter and owner will both be responsible to make sure the buffer is adequate. Wettstein reported that she has been busy with attending meetings and has received the initial results for the SWAG monitoring grant. Noska reported that he working on on-going violation cases to get them resolved and has been receiving new applications. Katterhagen reported that she assisted Stieber with the Audit requests, and recently sent out 15 letters to landowners located in the Long Prairie River Watershed about available funding for pit closures.

PHEASANTS FOREVER REPORT: (See attachment). Adams reported that he has been busy with meetings, receiving calls about the Walk in Access program, and discussed the CRP program

NRCS REPORT: (See attachment). Kleinschmidt reported that they are working on their backlog of work, cropping landing search engine tool, and NRCS is on a hire freeze until May 1.

ACKNOWLEDGE LETTER THAT WAS SENT TO COUNTY ATTORNEY OFFICE REGARDING PARCEL #11-0043800. Stieber noted he is working on this case for the Planning and Zoning office, and is concerned on how to receive certification of completion of the project.

CLIENT GATEWAY OVERVIEW: Kleinschmidt reviewed the PowerPoint. Client Gateway is a tool for landowners to see their records for NRCS programs.

Chairman Pesta adjourned the meeting at 10:41 a.m.

The next meeting of the Todd SWCD Board of Supervisors will be held on Thursday, April 13, 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

Date

4/13/2017

4/13/17

Page Todd SWCD Board Meeting Minutes for March 9, 2017
## TODD SOIL & WATER CONSERVATION DISTRICT
### SWCD TREASURER’S MONTHLY REPORT
#### PROGRAM SUMMARY

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Prepared by: Sarah Katterhagen, Program Coordinator

District Treasurer, Tom Williamson

Date: 3/9/17
# TODD SOIL & WATER CONSERVATION DISTRICT
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Prepared by: Sarah Katterhagen, Program Coordinator

District Treasurer, Tom Williamson

3/9/17
January and February 2017 Staff Report

Tim Stieber, Division Director

Meetings & Coordination
• Participated in SWCD staff meetings as needed – generally 1X per week.
• Prepared for and presented at 3 BOC meetings with action forms and associated follow up.
• Prepared for and participated in a SWCD board meeting.
• Prepared for and presented at a Joint BOC / SWCD meeting in February.
• Participated in TEP meetings Jan. and Feb. and worked with Lew on follow-up.
• Attended livestock advisory meeting and an MDA livestock planning meeting in Little Falls.
• Met with Sauk River Watershed District and cooperators within Redeye Watershed regarding Todd County participation in a one watershed one plan grant application.

Operations
• Worked with Sarah on developing work hours / reporting sheets to be used for 2017.
• Attended a BWSR grant management training with Sarah in Brainerd.
• Worked on WCA cases with other staff, visited with landowners at the office, assisted with applications and prepared notices of decision. Adopted and distributed the new WCA Policy.
• Attended 2 Department Head meetings.
• Acquired a new vehicle for staff use.
• Presented on radio in January and February.

Field Projects and Activities
• Went into field with Deja to visit manure violation sites and Lew to WCA application sites.
• Worked to complete all e-link reporting by the end of January.

Planning & Zoning
• Finalized Planning and Zoning Ordinance changes that have been in the works for 3 months.
• Organized 2 PZ staff meeting
• Worked with multiple landowners on land use cases and applications.
• Implemented a new Environmental Review Sheet for shoreland BOA applications.
• Prepared materials, presentations, and follow-up for cases for 2 Planning Commission and 2 Board of Adjustment meetings.

Staff Management
• Completed staff evaluations, one-on-one discussions, and follow-up.
• Set 3 month goals for WCA Coordinator.
• Met with staff one-on-one as needed during the past 2 months.

Signatures
• Signed vouchers for SWCD and P&Z Expenses during the month.
• Signed WCA decisions for the month.
• Signed Planning and Zoning permits and decisions.
Feedlot Staff Report for January 5, 2017- March 1, 2017

Site visits (8* total as of March 1, 2016):

- **Meiners** - Initial Review of Engineer Plans – Conservation Delivery
- **Panek** - Producer initiated site visit, facility assessment, WCTSA request form
- **Buderus Stockyard** - Site visit
- **JRB Heifers** - Site visit
- **Decker** - Land application inspection
- **Lines** - Land application inspection
- **Twardowski** - compliance inspection for registration purposes
- **Stelling Land and Cattle** - permitting/ registration visit

**In office producer assistance meetings: (Total of 10)**

- Kraemer - (2/3) 3.5 hrs. and (2/24) 1.5 hrs
- Meiners - (2/7) 1.5 hrs.
- Henrich - (2/7) 1.5 hrs.
- Julig - (2/7) 1.5 hrs.
- Katterhagen - (2.7) 1.5 hrs.
- Twardowski, C. - (2/22) 0.5 hrs.
- Twardowski, J. - (2/22) 2.5 hrs.
- Hauers - (2/28) 1.5 hrs.
- Panek - (2/28) 1.5 hrs.
- Bocks - (2/28) 1.5 hrs.

**Producer/Citizen Assistance (Feedlot Related): (79 to March 1, 2017)**

**Complaints (1)** - Land Application Setbacks/ over application - Substantiated
Stocking Limitations - Partially substantiated
Road Conditions- Unsubstantiated
Direct application into a wetland- Unsubstantiated

**Meetings/ Training**: SWCD Staff Meetings (1/9; 1/17; 1/20; 1/23; 2/6; 2/21); Division Meeting (1/14; 2/13); Livestock Advisory Meeting (2/8); MACFO/FeMAT meeting (2/16); SWCD/NRCS Combo Meeting (2/1); 319 Grant Meeting (1/5); Feedlot Venue/ Technology Meeting @ CLC (2/3); Volunteer Meeting w/ GIS and Hagan for Feedlot survey (1/9); Certified Ag Waste training (1/25); MDA Statewide Exercise Statewide planning Meeting (2/2); Area Technical Training Team (2/22); GIS Feedlot Layer Meeting (2/13); BOA Meeting (2/2); Osakis Watershed Stakeholder Meeting (1/18 & 3/2); Employee Evaluation Meeting (2/9)

**Other**: 53 hours TEMPO entry (11 hrs. registrations & 42 hrs. data entry); Tree Sales; GIS Sales; Two Articles; Open Mic Radio; Feedlot Meeting Planning and Prep; End of Year Reporting for MPCA (13.5 hrs.); MPCA discrepancy list for reporting purposes (16 hrs.); MPCA Financial Reporting (2 hrs.); Jennie –O FGA South County CSF Permit; 319 grant Research (11 hrs.); Rinde Bid Packets (10 packets total); assisted with elink reporting; Sauk Lake- owner assistance research- property inquiry for purchase; RCPP inquiry letter; Agrevolutions Plastics collaboration; SWCD Reporting 2 hrs.

Submitted by Déjà C. Anton- SWCD Livestock Advisor, CFO —March 1, 2017

To Meet the Public’s Needs by Protecting the Land and Safeguarding the Water
DANIELLE KUPERUS

STAFF REPORT – JANUARY & FEBRUARY

Board meeting date: March 9th, 2017

Meetings & Training

- Weekly Staff Meetings
- Monthly Division Meetings
- NRCS & SWCD Meeting
- Board Meeting
- Stalk Nitrate Testing Meeting
- Osakis Meeting with SRWD
- Stearns County Contractor Meeting
- Forest Management for Drinking Water – Camp Ripley
- RCPP – Camp Ripley

Technical Assistance Provided

- Charles Moberg – Tree plan
- Byron Cook – Tree plan
- Buffers at counter

Buffers

- Analyzing data and compliance
- Working with landowners to identify buffer needs
- Working in BWSR’s BuffCAT (Buffer Compliance and Tracking Tool)
- Site visits – 0
- Working with Shannon on identifying “Other Waters”
- Scheduling site visits to flag buffer areas

MAWQCP

- 10 applications being processed
- 1 producer certified – Shawn Jordahl
- Site visit/meetings – 3

Feedlots

- Assisting Deja with feedlot meeting donations and prep work

Cost Share

Potential Project Site Visits
  - Ag Waste – 1
  - Stream Erosion – 2

Events/Outreach

- None
STAFF REPORT FOR SHANNON WETTSTEIN

Board Meeting, March 2017

Training
- Stearns County Shoreline Contractor Meeting, College of St. Benedict 1/19/17
- Mississippi Brainerd and Sartell Watershed Cohort 1/11/17 & 2/8-2/9/17
- Staff Annual Review

Projects
- Current/Recently Completed Projects
  o None
- Upcoming projects for approval
  o None
- Visited Cost Share Spot Checks
  o None
- Provided Technical Assistance
  o Wolters/Sinnen (Big Swan)
  o Troska (Osakis)
  o Joe Godette (Long Prairie River)
  o Schreckengaust & Pearson (Big Lake)
  o Met with landowners and Ross & Luke: Wolters, City of Swanville, Fletchers & Westerberg
- Potential projects for Shore Land / River Restoration / Erosion
  o None
- Aquatic Invasive Species (AIS)
  o RFP Released for Watercraft Inspections, Control and Landing Cost Share Projects
  o Signs for Signage Inventory received from DNR
  o Attended DNR Watercraft Inspection summary meeting
- RIM/WRP
  o Payouts made to landowners
- Township Testing Program
  o Initial Results Presented- see handout
  o Planning for follow-up outreach and staff training
- Mississippi River Brainerd Watershed
  o SWAG sampling complete for 2016, will start again in May 2017
  o Attended “Cohort” Training
- Outreach
  o Planning and Zoning Commission Members
  o City of Hewitt City Council Meeting
  o Feedlot Donation Requests (Danielle)
  o Ag Plastic sign-ups with local producers
- Meetings
  o Weekly Staff Meetings
  o Long Prairie Well Head Protection Planning Meeting
  o One Watershed One Plan Meeting for Redeye River Watershed (Gary Kneisl and Tim Stieber also present)
  o One Watershed One Plan Meeting for Sauk River Watershed (Tim Stieber also present)
  o County Annual Permit Meeting – Bridge Projects
  o Other Waters Discussion with GIS
  o SWCD Database Discussion with Nate Hylla from Stearns County
  o GIS Special Project with Volunteer – Mapping Pits, Historic Farms and Feedlot Locations
- Funding
  o 319 PCA – Osakis Lake Watershed
  o Todd Wadena Electrical Co-op Operation Round-Up - $1,500 awarded for Enviro-Fest
Reporting Dates: January-February 2017

Trainings attended: WIA Webinar

Upcoming trainings to attend: September, Wetland Delineation

WCA:
New Applications received:
- Lance Grewe – Stowe Prairie Twp.
- Michael Martin – Burleene Twp.
- Roger Triebenbach – Leslie Twp.

Notice of Decisions:
- Lance Grewe – Stowe Prairie Twp.
- James Nathe – West Union Twp.
- Michael Martin – Burleene Twp.

Ongoing cases and Violations:
- Mose Miller – Eagle Valley Twp.
- Olaf Dahlgren C/O Josh Discher – Germania Twp.
- Eric Denny – Reynolds Twp.
- Dennis Thiel – Germania Twp.

Other:
- Randy Pekula – Little Elk Twp.
- Mark Parteka – Ward Twp.
- Battle Point Park – Gordon Twp.

Customer outreach:
- 11 Site visits
- 20 Phone calls, office visits, etc.

SWCD:
- Walk-In-Access with MNDNR
- Irrigation Plan – Mark Tiede

County: Security trainings
Financial/Administrative:

- Year-end of reporting – Working with Tim on clarifying roles in reporting. I recommend keeping it consistent.
- Submitted staff evaluation. Had staff evaluation with Tim.
- Completed financial summaries for grants
- Continued to add parcels landowner files (transition)
- Manage Tree Sale Program
- Submitted 2016 Precipitation Data report
- Provide recommendations for staff time cards
- Computed billable rates for 2017. (Modified rates include: 2017 Hourly wage + benefits, previous year’s Annual Leave, sick leave). Reviewed and approved by Tim
- Met with 3 producers about AgBMP Loan applications

Feedlot Program:

- Assisted in feedlot registrations
- Provided financial summary to Tim to report on Feedlot program; provided comments on his report.
- Assisted Deja with postcard mailings for Feedlot Meeting

Funding:

- Mailed out 16 letters to landowners in the Long Prairie River Watershed about current funding for pit closures

Meetings/Trainings:

- Attended AgBMP Loan training in St. Cloud.
- Met with Stearns SWCD, Shannon, MIS on database program for SWCD
- Attended weekly staff meetings
- Meet daily with Tim

Upcoming Meeting/Trainings:

- Feedlot Meeting-Registration Table

County Programs:

- AIS: No Report
- P&Z: Deposits. Provided input on their receipting reporting.
- GIS: Created receipting procedure. (new process.)

AIS Program:

- Reviewed proposed budget with Shannon

Upcoming Events:

- Feedlot Meeting: Thursday, March 16, 2017
- Contractor Meeting: Wednesday, March 22, 2017
Staff Report
Sabin Adams
Feb 2017

• Attended WIA training with Lew. Have numerous LO’s interested.
• Attended RIM Rice board update meeting in Brainerd. More funding in Phase IV still available. Seeking more applications.
• Attended a CREP training webinar. Much more to come.
• Attended Pheasant Fest in Minneapolis 17-19th. Talked to 30+ land owners ranging from Wisconsin to Washington to Texas. Had six Todd County landowners stop at booth. Two have followed up so far with potential projects.
• Signed agreement for RIM Rice application. Still have to do title insurance work. Blake Dirks-Little Fish Trap Lake.
• Signed seven CRP contracts for 219 acres.
We have completed the EQIP plans and are awaiting state decisions on funding for contract. We should know by early April. We have $2,577,971 in requests with 40 applications. Of the original applications 18 cancelled or were not eligible; many due to not getting timely program and payment rate information.

We are finishing the last few CSP payments. For 2017 we received 12 applications and will be working on completing the inventory and ranking in March and April. Contracts won’t be obligated until June.

Currently, we are starting to catch up on past workload and backlog. A large amount of my time is spent doing administrative duties since we have been unable to hire another person to fill Cariss Benning’s vacant position. We haven’t heard much on the new contract agreement or when it will be finalized and a contractor selected.

We still have been managing to keep moving forward on workload and to meet major deadlines. However, we are still behind but catching up as mentioned above. We continue to have a decline in our ability to provide timely and good customer service, but are doing our best. We continue to work extra hours where we can. Jennifer Sweeney is now the acting ASTC(FO), my supervisor currently and into the foreseeable future at this point for both Area 1 and 2; now referred to as the Northwest Area.