

Soil & Water Conservation District

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

MINUTES FROM THE JUNE 8, 2017 REGULAR BOARD MEETING

Chairman Pesta called the Thursday, June 8, 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, Sarah Katterhagen, Program Coordinator, Deja Anton, Feedlot Advisor, Shannon Wettstein, Water planner, Lew Noska, Conservation Technician, Sabin Adams, Pheasants Forever, Russell Kleinschmidt, and Randy Neumann, County Commissioner, Gary Kneisl, County Commissioner, Ethan Dahl, Conservation Corps, and Maggie Leach, BWSR.

Staff absent: Danielle Kuperus, Conservation Technician

The Pledge of Allegiance was recited.

Pesta asked if there were any additions to the agenda. **Buchholz made a motion, seconded by Katterhagen to accept the June 8, 2017 agenda with the additions of 1.3. Review and approve groundwater level monitoring grant agreement for FY2018, and 1.4. Review and approve paying contractors directly for cost share payments. Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.**

Introductions.

Pesta asked if there were any additions or corrections to the minutes from the May 4, 2017 regular board meeting. **Krause made a motion, seconded by Buchholz to approve minutes as distributed from the May 4, 2017 regular board meeting. Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.**

S. Katterhagen and Stieber reviewed April's and May's Program Summary. **Katterhagen made a motion, seconded by Krause to accept April's program summary with receipts totaling \$3,307.01 and disbursements totaling \$5,610.90, and May's program summary with receipts totaling \$5,254.47, and disbursements totaling \$104,990.79. Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.**

Williamson made a motion, seconded by Buchholz to approve Resolution #20170608-01 "Local Water Resources Riparian Protection in Todd County". Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.

Buchholz made a motion, seconded by Katterhagen to approve additional feedlot donations in the amount of \$1,050.00. Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.

Krause made a motion, seconded by Williamson to approve Groundwater Level Monitoring grant agreement for fiscal year 2018. Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.

Buchholz made a motion, seconded by Williamson to approve resolution #20170608-02, "A resolution establishing policy on paying contractor directly for cost share contracts.

Discussion: The request must be made by the landowner, not the contractor.

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

Local Work Group Meeting: The Local Work Group Meeting will be held on November 15, 2017. Pesta is the Chairperson for the meeting.

Annual Tree and Plant Sale: S. Katterhagen reviewed the handout.

2017 River and Lake Day Event: The River and Lake Day event will be held on Friday, June 16, 2017 at the MN National Bank in Sauk Centre. The morning session will be about identifying aquatic plants, and the afternoon will be about sampling for veligers.

Grant application window: Stieber and staff will be meeting with BWSR following the regular board meeting to discuss how to prepare grant applications and grant period will open in July.

Discussed Groundwater Coordination Resolution from Benton SWCD: This resolution will be reviewed at the AREA II Meeting.

2017 Conservationist Award: See handout. Board recommendation to added Potato Farmers to the list of ideas.

2017 Land Stewardship Award: See handout.

MOU with NRCS: Reviewed by Kleinschmidt, and he will have copies for the next board meeting.

Williamson made a motion, seconded by Katterhagen to approve Cooperative and Operation Agreement with NRCS. Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.

COMMISSIONER REPORT: Neumann reported the County will be making a final decision about the Eagle Valley School District and the County will be hiring an organization to review the County's insurance plan. Neumann also thanked Stieber and Adams for assisting in the pollinator planting out at Battle Point Park.

STAFF REPORTS: Stieber reported that he attended a training about Buffers, and the Counties will be receiving monies for Buffer Compliance, attended township meeting, shooter training, and assisted in the pollinator planting at Battle Point Park.

Wettstein provided an update on the Nitrate Testing.

Board asked Stieber how many landowners need to comply with the buffer law, how many acres, and what percentage is out of compliance. Stieber reported that he would report at next month's meeting.

Noska reported that wetland applications have slowed down, four landowners signed up for the Walk In Access program, and he has completed observation monitoring for the month of May.

S. Katterhagen reported that the office has received the Performance Credit for the Feedlot Program.

Anton reported that she has been busy with reviewing feedlot registrations, site visits, and presented at the Douglas SWCD's enviro fest.

Adams has been working on CRP plans.

Kleinschmidt has been working on plans and projects.

Breakfast on the Farm: The 2017 Breakfast on the Farm will be at the Ron Hengemuhle Farm.

Todd County Fair: Todd County's Fair will be July 13-16, 2017, and Todd SWCD will be having a booth.

Wellhead Protection Plan, Part 1, for Grey Eagle: City of Grey Eagle working to develop a wellhead protection plan.
Other:


MDA Draft Fertilizer Nitrogen Management rule is out, and there are upcoming local meetings coming up for comment.

Maggie from BWSR reported that County's need to let BWSR know by June 28, 2017 if there are going to implement buffer enforcement and cost share will be available for buffers.

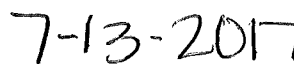
Katterhagen asked if anyone knew about the straw bales in Maple Lake. Stieber and Wettstein reported they are trying to use the straw to clean up the lake; the straw takes up the nutrients.

Chairman Pesta adjourned the meeting at 10:21 a.m.

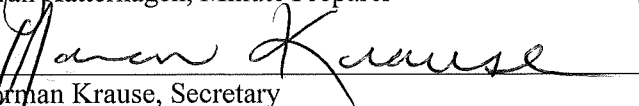
The next meeting of the Todd SWCD Board of Supervisors will be **held on Thursday, July 13, 2017 beginning at 8:30 a.m. at the Todd County Historic Courthouse (Prairie Conference room), Long Prairie, MN 56347.**



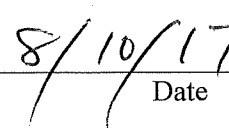
Sarah Katterhagen, Minute Preparer



Date



Norman Krause, Secretary



Date

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

PROGRAM	CASH			CASH BALANCE 03/31/17
	BALANCE 03/01/17	RECEIPTS	DISBURSEMENTS	
District Savings Account	\$ 270,256.59			\$ 270,256.59
Change Fund	\$ 20.00			\$ 20.00
District Operatlons	\$ (5,825.85)			\$ (5,825.85)
MN State Grant	\$ 10,348.03	\$ 2,676.50		\$ 13,024.53
Misc Revenue	\$ 11,530.00	\$ 260.77	\$ 993.32	\$ 10,797.45
Tree Program	\$ 14,650.81	\$ 4,095.53	\$ 4,154.89	\$ 14,591.45
NRCS Federal Agreement	\$ 4,770.08		\$ 35.00	\$ 4,735.08
Farm Bill	\$ 17,980.62		\$ 14,627.60	\$ 3,353.02
NRBG Feedlot Funds	\$ 138,764.16		\$ 175.00	\$ 138,589.16
NRBG Water Plan Funds	\$ 14,458.16			\$ 14,458.16
NRBG WCA Funds	\$ 21,641.00		\$ 93.68	\$ 21,547.32
FY16 State Cost Share Fund + T/A	\$ 723.52			\$ 723.52
FY17 Conservation Delivery	\$ 10,174.29			\$ 10,174.29
FY17 Easement Delivery	\$ 230.00			\$ 230.00
FY17 State Cost Share Fund + T/A	\$ 16,170.00			\$ 16,170.00
2014-2017 MPCA 319 Grant - Admin	\$ -			\$ -
2014-2017 MPCA 319 Grant - Cost Share	\$ -			\$ -
2014-2017 MPCA 319 Grant - Technical Assistance	\$ -			\$ -
2015-2018 CWP Swan River Headwaters-Admin	\$ (187.00)			\$ (187.00)
2015-2018 CWP Swan River Headwaters-T/A	\$ (575.00)			\$ (575.00)
2015-2018 CWP Swan River Headwaters-C/S	\$ 2,858.50			\$ 2,858.50
Buffer Compliance	\$ 20,000.00			\$ 20,000.00
Ob Well Program	\$ (1,560.00)			\$ (1,560.00)
CWL Local Capacity 100k	\$ 180,238.21	\$	\$ 175.00	\$ 180,063.21
MPCA - SWAG Monitoring	\$ (1,193.00)			\$ (1,193.00)
TOTAL	\$ 725,473.12	\$7,032.80	\$ 20,254.49	\$712,251.43

Prepared by: Sarah Katterhagen, Program Coordinator

Date

District Treasurer, Tom Williamson

Date

4-13-17

April 13

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

PROGRAM	CASH		RECEIPTS	DISBURSEMENTS	CASH	
	BALANCE				BALANCE	
	05/01/17				05/31/17	
District Savings Account	\$ 270,389.89				\$ 270,389.89	
Change Fund	\$ 20.00				\$ 20.00	
District Operations	\$ (7,169.17)		\$	1,198.71	\$ (8,367.88)	
MN State Grant	\$ 13,024.53	\$	1,000.00	\$ 13,010.87	\$ 1,013.66	
Misc Revenue	\$ 7,343.21	\$	800.00	\$ 3,776.84	\$ 4,366.37	
Tree Program	\$ 20,796.82	\$	1,900.00	\$ 14,291.92	\$ 8,404.90	
NRCS Federal Agreement	\$ 4,735.08				\$ 4,735.08	
Farm Bill	\$ 3,353.02				\$ 3,353.02	
NRBG Feedlot Funds	\$ 137,469.16		\$	24,473.40	\$ 112,995.76	
NRBG Water Plan Funds	\$ 13,483.16		\$	7,428.40	\$ 6,054.76	
NRBG WCA Funds	\$ 20,672.32		\$	11,727.79	\$ 8,944.53	
FY16 State Cost Share Fund + T/A	\$ 723.52		\$	430.00	\$ 293.52	
FY17 Conservation Delivery	\$ 9,299.29		\$	520.00	\$ 8,779.29	
FY17 Easement Delivery	\$ 230.00		\$		\$ 230.00	
FY17 State Cost Share Fund + T/A	\$ 16,170.00		\$	303.75	\$ 15,866.25	
2014-2017 MPCA 319 Grant - Admin	\$ -				\$ -	
2014-2017 MPCA 319 Grant - Cost Share	\$ -				\$ -	
2014-2017 MPCA 319 Grant - Technical Assistance	\$ -		\$	6,775.00	\$ (6,775.00)	
2015-2018 CWP Swan River Headwaters-Admin	\$ (187.00)		\$	100.00	\$ (287.00)	
2015-2018 CWP Swan River Headwaters-T/A	\$ (575.00)				\$ (575.00)	
2015-2018 CWP Swan River Headwaters-C/S	\$ 2,858.50				\$ 2,858.50	
Buffer Compliance	\$ 20,000.00		\$	1,336.69	\$ 18,663.31	
Ob Well Program	\$ (1,560.00)				\$ (1,560.00)	
CWL Local Capacity 100k	\$ 180,063.21		\$	19,617.42	\$ 160,445.79	
MPCA - SWAG Monitoring	\$ (1,193.00)	\$	1,554.47		\$ 361.47	
TOTAL	\$ 709,947.54		\$5,254.47	\$ 104,990.79	\$610,211.22	

Sarah Katterhagen
Prepared by: Sarah Katterhagen, Program Coordinator

6/8/2017
Date

Tom Williamson
District Treasurer, Tom Williamson

6/8/17
Date

April and May 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 meetings.
- Prepared presentation and presented at annual township meeting.
- Participated in TEP meetings April and May and discussed cases with Lew as needed.
- Attended area II meeting with supervisors and prepared 2 resolutions.
- Attended Todd County Development annual meeting.

Operations

- Worked with Sarah on reviewing work hours on reporting sheets submitted by staff.
- Attended active shooter training.
- Attended 2 Department Head meeting.
- Presented on radio with Loren Miller.
- Prepared Division COOP plan outlining how division would respond to a disaster.

Field Projects and Activities

- Contributed to annual tree and shrub sale event.
- Helped arrange a pollinator planting event for Battle Point Park using Long Prairie students.

Planning & Zoning

- Attended Land Use Training.
- Worked with two townships with road issues related to PZ permitting.
- Researched various methods used to issue bonds for mining permits.
- Worked with multiple landowners on land use cases and applications.
- Prepared materials, presentations, and follow-up for cases for Planning Commission and Board of Adjustment meeting. Particularly heavy workload – 20 cases in two months.

Staff Management

- Scheduled team building exercise for SWCD staff and other departments (June 6th).
- Met with staff one-on-one as needed during the past 2 months.
- Completed 3 month evaluation for WCA position.
- Reviewed, commented on, and submitted two position classification appeals.
- Prepared and distributed staff expectations and supporting information.
- Made arrangements for Conservation Corps intern who started in May.

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.
- Prepared and submitted request for continued funding for FBAP program.

DANIELLE KUPERUS

STAFF REPORT – APRIL & MAY

Board meeting date: June 8th, 2017

Meetings, Training, Events & Outreach

- Planning meeting with SRWD 4/5/17
- NRCS & SWCD Meetings 4/5/17 & 5/10/17
- Osakis Watershed Landowner Meeting – Presentation 4/10/17
- Division Meetings 4/12/17 & 5/12/17
- Annual Township Meeting – Presentation 4/13/17
- Nutrient Management Training 5/4/17
- Filterstrip Webinar 5/11/17
- Radio Show – Open Mike 5/19/17
- MinnFARM Training 5/23/17 – 5/24/17

Buffers

- Analyzing data and compliance
- Working with landowners to identify buffer needs
- Working in BWSR's BuffCAT (Buffer Compliance and Tracking Tool)
- Working with Shannon on identifying and defining "Other Waters" – SWCD must pass list before July 1, 2017
- Assist at counter
- Alternative Practices released by BWSR
- 60 reminder letters sent in May to landowners who may not be in compliance
- Site visits/buffer flagging – 7

MAWQCP

- 13 applications being processed
- Danny Peyton installed 2 water tanks to help keep cattle out of Latimer Lake. He received C/S from the MDA through his MAWQCP certification ☺
- Site visit/meetings – 10

Feedlots

- Assisting Deja with Registrations and Site Visits
- Site visits – 4

Trees

- Assist with tree selection for specific sites/conditions
- Updated plant vendor list to hand out to landowners
- Site visits – 2

Cost Share

Potential Project Site Visits

- Ag Waste –
- Stream Erosion – 1

Projects

- Tree Plan – Moberg

Spot Checks

- Tree Plantings – 2

Other Activities

- Lake Sampling with Shannon

STAFF REPORT FOR SHANNON WETTSTEIN

Board Meeting, June 2017

Training

- None

Projects

- Current/Recently Completed Projects/Upcoming projects for approval
 - None
- Visited Cost Share Spot Checks
 - Krauel, Long Lake
 - Long Lake Association
- Provided Technical Assistance & Potential projects for Shore Land / River Restoration / Erosion *
 - Long, Latimer, Little Birch and Big Birch Lake Association
 - Sara and Dylan Fletchers, Long Prairie River
 - Skuza, Long *
 - Theilen, Ward Township*
 - Bitz, Little Birch
 - Bristlin, Osakis
 - Disher, Sauk*
 - Mosby and Hillman, Charlotte
 - Sinnen and Wolters, Big Swan
 - Shriver, Big Birch
 - City of Swanville, Pillsbury
 - Bauer, Ashley Creek*
- Aquatic Invasive Species (AIS)
 - Training lined up for Level 1 Watercraft Inspectors, 21 Inspections Certified
 - Relaying “Buddy Program” with Sherriff’s Department and AIS Inspectors
 - Middle Sauk River Watershed AIS Food Web Crashers to 4th graders (w/Lew Noska)
- RIM/WRP
 - None
- Mississippi River Brainerd Watershed
 - Civic Engagement started, Press Release to papers in May
 - Lake sampling started in 11 lakes
- Outreach
 - Latimer Lake Association Meeting
 - Planning for River and Lake Day – Aquatic Plant ID and Zebra Mussel Veliger Sampling
 - Osakis Lake Producers Meeting (w/SRWD)
 - Kids Water Festival, Douglas County SWCD
 - Dairy Ridge and Lake Latimer Meeting
- Meetings
 - NRCS/SWCD Meeting
 - SWCD Staff Meeting
 - Camp Ripley SL Practices/Restoration Team Meeting
- Funding
 - Meeting to discuss grant ideas (w/Tim Stieber)
 - Reporting to MPCA for SWAG
 - MPCA Work Plan for 319 Funding
- Other
 - Observation Wells (w/Lew Noska)
 - Tree Program, set-up, take-down and sale day
 - MN Conservation Corp prep and shadowin

Reporting Dates: April-May 2017

Trainings attended: MN Public Drainage Workshop

Upcoming trainings to attend: September, Wetland Delineation

WCA:

New Applications received:

- John Gmyrek – Ward Twp.
- Mark Millerbernd – Leslie Twp.
- Trent Anderson – Stowe Prairie Twp.
- Stowe Prairie Twp. - ROW
- Jerry Haugen – Reynolds Twp.
- Luke Miner – Bertha Twp.
- Joe Kauffman – Eagle Valley Twp.
- Dairy Ridge – Long Prairie Twp.
- Northern Nat. Gas – Long Prairie Twp.
- Pete Bosl – Reynolds TWP

Notice of Decisions:

- Michael Ebnet – Reynolds Twp.
- Roxane Lindberg – Fawn Lake Twp.
- Northern Nat. Gas – Long Prairie Twp.
- Dairy Ridge – Long Prairie Twp.
- Joe Kauffman – Eagle Valley Twp.
- Luke Miner – Bertha Twp.
- Jerry Haugen – Reynolds Twp.
- Stowe Prairie Twp. - ROW
- Trent Anderson – Stowe Prairie Twp.
- Mark Millerbernd – Leslie Twp.
- John Gmyrek – Ward Twp.
- CD 18

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:

- Certificate of Satisfactory Restoration Sent to Ron Hengemuhle

Customer outreach:

- 34 Site visits
- 81 Phone calls, office visits, etc.

SWCD:

- Walk-In-Access with MNDNR
- DNR OB Wells
- Lake Water Monitoring
- Tree Sales
- Middle Sauk Water Festival AIS

County:

- Attended Union Meeting

Financial/Administrative:

- Demo new changes in the e link program
- Assisted in Tree Week & Pick Up (all trees were sold)
- Grant tracking
- Invoiced for MPCA 319 Grant
- Prepared spot checks for 2017 for staff

Feedlot Program:

(have been averaging 4+ hours/day on the Feedlot Program)

- Assisted in feedlot registrations at the front counter
- Did 2nd mass mailing (265+ Registrations went out)
- 80+ 2nd Notice for registrations went out
- Reviewing Feedlot registration forms, and feedlot file information

Funding:

- Mailed out cost share approval letters
- Entered funding information into E link

Meetings/Trainings:

- Attended staff meetings
- Attended NRCS staff meeting
- Attended Division Meeting
- Met with Director (average 3x a week)

Upcoming Meeting/Trainings:

- AREA II Meeting
- Admin Training-Walker

County Programs:

- **AIS:** Submitted Vouchers
- **P&Z:** Deposits & Vouchers. Assisted with Inventory and cost share applications for septic
- **GIS:** Deposits.

Upcoming Events:

- Area II Meeting.

Staff Report

Sabin Adams

May 2017

- Signed 16 CRP conservation plans.
 - Tree buffers-37.46 acres
 - Windbreaks and shelterbelts- 10.25 acres
 - Grass buffers-8.9 acres
 - Grass Upland-47.6 acres
 - Wetlands and associated uplands- 342.8 acres
- Flagged 5 CRP fields that will be seeded this spring.
- Did 5 site visits.
- Signed 2 EQIP honey bee contracts.
- Attended SRWD Waterfest day in Sauk Centre.
- Conducted WRP monitoring Training in Becker County.
- Attended PF Bi-annual all staff meeting in SD.
- Met with USFWS to discuss EQIP/CRP wetland restoration partnership.
- Attended CREP trainings.

Provided on 31 May 2017

NRCS Report for 8 June 2017 Todd SWCD Board Meeting

By Russell Kleinschmidt

We have signed all the remaining EQIP contracts for this year for a total of 19 contract on 1744.8 acres totaling \$724,857.00. This was out of a total of 44 applications. There is a chance additional money may come available, but is limited.

We are working through the CSP CAET Interviews to score and rank the applications. Contracts won't be obligated until June.

Still no word on hiring another administrative contract employee, but it has been delayed.

Conservation Client Gate (CCG) is still being promoted and we are looking for more folks interested in signing up. Our office can assist producers.

Limited site inspections and preconstruction meetings have occurred since the last Board meeting.

With continued limited staff we are working diligently to maintain and keep up with daily workload along with programs and deadlines. We have continued to manage to complete tasks to meet required deadlines.