MINUTES FROM THE OCTOBER 12, 2017 REGULAR BOARD MEETING

Vice chairman Katterhagen called the Thursday, October 12, 2017 meeting to order at 10:05 a.m.

The meeting was held at the Historic Courthouse, 215 1st Ave South, Long Prairie, MN 56347. Board members present were: Dale Katterhagen, Norman Krause and Tom Williamson. Others present were: Tim Stieber, Division Director, Sarah Katterhagen, Program Coordinator, Danielle Anderson, Conservation Technician, Lew Noska, Conservation Technician. Sabin Adams, Pheasants Forever, Russell Kleinschmidt, NRCS, Randy Neumann, County Commissioner, and Jason Weiner, Board Conservationist.

Board Members Absent: Kenny Pesta and Leland Buchholz.

Staff Member Absent: Deja Anton, Feedlot Advisor, and Shannon Wettstein, Water Planner.

Others Absent: Gary Kneisl.

The Pledge of Allegiance was recited.

Katterhagen asked if there were any additions to the agenda. Williamson made a motion, seconded by Krause to approve the agenda for regular October 12, 2017 meeting. Affirmative: Katterhagen, Williamson and Krause. Motion Carried.

Katterhagen asked if there were any additions or corrections to the minutes from the September 14, 2017 regular board meeting. Williamson made a motion, seconded by Krause to approve the minutes as distributed from the September 14, 2017 regular board meeting. Affirmative: Katterhagen, Williamson and Krause. Motion Carried.

Stieber and S. Katterhagen reviewed September’s Program Summary. Krause made a motion, seconded by Williamson to accept September’s program summary with receipts totaling $44,883.00 and disbursements totaling $2,538.67. Affirmative: Katterhagen, Williamson and Krause. Motion Carried.

Williamson made a motion, seconded by Krause to approve utilizing Feedlot Program funds to hire a temporary employee. Discussion: Stieber informed that the temp hire would be reviewing aerial imagery for unregistered feedlots in Todd County, and will also be reviewing buffers. Krause noted that he would like to see this completed by the end of December. Stieber noted, that is the goal. Affirmative: Katterhagen, Williamson and Krause. Motion Carried.

The Board of Supervisors took a recess at 10:11 a.m.
The Board of Supervisor reconvened at 10:17 a.m.

Krause made a motion, seconded by Williamson to approve payment of FY17 State Cost Share funds for Connie Davis, contract #6-17 in the amount of $174.50 for the well sealing project. Affirmative: Katterhagen, Williamson and Krause. Motion Carried.
Krause made a motion, seconded by Williamson to approve encumbering FY2018 State Cost Share funds for Wally Weise, contract #1-18 in the amount of $7,350.00 for ag waste pond abandonment practice. 
Affirmative: Katterhagen, Williamson and Krause. Motion Carried.

Williamson made a motion, seconded by Krause to approve the 2018 Soil and Water proposed budget. 
Affirmative: Katterhagen, Williamson and Krause. Motion Carried.

Williamson made a motion, seconded by Krause to approve the amended Buffer Cost Share policy. Policy #20171012-01. Affirmative: Katterhagen, Williamson and Krause. Motion Carried.

Williamson made a motion, seconded by Krause to approve encumbering FY2018 Buffer Cost Share for Jay Noska, contract #1-18 Buff in the amount of $4,582.68. Affirmative: Katterhagen, Williamson and Krause. Motion Carried.

The following was discussed and no decisions were made at the work session:
- Enviro Fest Summary + TV Clip
- Augment Reality Topo Sandbox
- Sandbox Demo
- One Watershed, One Plan
- Private Forest Management Legislative Tour
- Planning Session Document

COMMISSIONER REPORT: See work session notes.

STAFF REPORTS: (See attachment) See work session notes.

INFORMATIONAL:
The following was discussed and no decisions were made at the work session:
- Cooperative Working Agreement between NRCS and S&W (final copy was received)
- FY2018-2019 SWCD Programs and Operations Executed Grant agreement was received
- WCTSA Meeting will take place at the Annual Convention

Vice Chairman adjourned the meeting at 10:35 a.m.

Following the board meeting, the Board of Supervisors hosted the Annual Awards Luncheon at the Countryside Restaurant in Long Prairie, MN.

The next meeting of the Todd SWCD Board of Supervisors will be held on Thursday, November 9, 2017 beginning at 8:30 a.m. at the Todd County Historic Courthouse (Prairie Conference room), Long Prairie, MN 56347. Following the board meeting, the Board of Supervisors will hold a work session.
## TODD SOIL & WATER CONSERVATION DISTRICT  
**SWCD TREASURER’S MONTHLY REPORT**  
**PROGRAM SUMMARY**

<table>
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<tr>
<th>PROGRAM</th>
<th>CASH BALANCE</th>
<th>RECEIPTS</th>
<th>DISBURSEMENTS</th>
<th>CASH BALANCE</th>
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**TOTAL**                                      | $577,953.03  | $44,883.00 | $2,538.67     | $620,297.36  |

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Prepared by: Sarah Katterhagen, Program Coordinator  
Date: 10/12/2017  

District Treasurer, Tom Williamson  
Date: 10/12/17
September 2017 Staff Report

Tim Stieber, Division Director

Meetings, Events & Coordination
• Participated in SWCD & PZ staff meetings as needed – generally 1X per week.
• Prepared for BOC meetings with action forms presented on Sept. 5 and Sept. 19.
• Prepared for and participated in a SWCD board meeting.
• Attended Turtle Creek Township meeting related to land use issues.
• Attended 25 by 25 meeting for LGU organized by BWSR.
• Attended 1W1P organizational meeting for Sauk River Watershed
• Attended Area II meeting

Operations
• Worked with Danielle on a policy amendment related to Buffer Cost share.
• Submitted a request for a demo-time tracker database for office use.
• Worked on cost share prioritization sheet.
• Continued development of annual work plan.
• Attended Department Head meeting / training session.
• Worked with Sarah on a SWCD budget for 2018

Field Projects and Activities
• Supported Enviro-Fest.

Planning & Zoning
• Prepared new forms for splits and property line adjustments.
• Attended 2 Land Use Trainings.
• Presented the buffer ordinance at second PC meeting and took input from landowners.
• Prepared materials, presentations, and follow-up for cases for Planning Commission and Board of Adjustment meeting.
• Worked on several violations – letters, phone calls, landowner meetings.

Staff Management
• Worked with contracted staff for 2 weeks on Land Use permitting.
• Met with staff one-on-one as needed during the past month.
• Continued work on Job Approval Authority for staff – listened to webinar.

Signatures
• Signed vouchers for SWCD and P&Z Expenses during the month.
• Signed WCA decisions for the month prepared by Lew.
• Signed Planning and Zoning permits and decisions and approved permits.
Feedlot Staff Report for- September 14, 2017 to October 4, 2017

Site visits (14 total):

- Dennis Reed - Assistance visit
- Pansch - Assistance visit
- Hallerman - Spot Check inspection
- Gregerson - Spot Check Inspection and producer requested educational visit
- Oyster - Pre- Construction inspection
- Hollerman Family Dairy - (1) SWCD Spot Check and feedlot inspection (2) SWCD Conservation visit on new parcel (3) Permitting visit, Duty Officer visit, and flow map for new parcel
- Croonquist - Registration visit and inspection of pit
- Pohlman - SWCD Spot check and feedlot inspection
- Ainali - SWCD Spot check inspection
- Halbersma - SWCD Spot check, OLA and feedlot inspection
- Bussman - Permitting visit; SWCD Spot Check, and inspection, and request for MMP
- Kreemer - Permit Issuance, Feedlot inspection, and after the fact Pre- Con

Complaints: (1) land application to close to wetland TBD

Air quality exemptions (1)

Producer/Citizen Assistance (Feedlot Related): (26)

Meetings/ Trainings: SWCD Staff Meetings (9/18 & 25); SWCD Board meeting (9/14)

Other: 2 MinnFARMS; Prep for and attend Todd County Grazing Tour (9/22- VERY GOOD- 10 attendees); Feedlot Registration Processing (20 hrs.); TEMPO Inspection Entry (1.5 hrs.); Douglas County mentorship (.5 hrs.); Legal correspondence with Krueger (Bruce TWP): Kreemer and Hollerman Permits; Envirofest Prep and present; Emergency Response and spill report; and a VACATION!!!!!!!!!!

Submitted by Déjà C. Anton- SWCD Livestock Advisor, CFO —September 26, 2017
Board meeting date: October 12th, 2017

Meetings, Training, Events & Outreach
- Lake Day with SRWD 9/18/2017
- Enviro-Fest – Soils 9/21/2017
- Pasture Walk 9/22/2017

Buffers
- Analyzing data and compliance
- Working with landowners to identify buffer needs
- Working in BWSR’s BuffCAT (Buffer Compliance and Tracking Tool)
- Assist at counter
- Cost-share program
- Site visits/buffer flagging
  - Larson
- Waivers
  - Accepted – 2
  - Rejected – 1

MAWQCP
- 12 applications being processed
- 12 certified producers
- Site visit/meetings
  - Panek

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

Cost Share
  Potential Projects
- Jay Noska – clean water diversion, exclusion fencing
- Daniel Deibele – stream bank erosion

Trees
- Assist with tree selection for specific sites/conditions
- Site visits – 7

Other
- Lake sampling with Shannon 9/27, 9/28
- Assist with Enviro-Fest organization and set up
Training
- None

Projects
- Current/Recently Completed Projects/Upcoming projects for approval
  - None
- Visited Cost Share Spot Checks
  - Hagerdorn, Tree Planting
- Provided Technical Assistance & Potential projects for Shore Land / River Restoration / Erosion *
  - Benson, Fairy Lake
  - Walker, Fairy Lake
  - Hagerdorn, Ward Township
  - Betsinger, Leslie Township
  - Kourty, Big Sauk Lake
  - Unger, Big Lake
  - Hellman, Little Birch Lake
  - Bebus, Little Birch Lake
- Aquatic Invasive Species (AIS)
  - Reviewed watercraft inspection data
  - Budget review for end of season planning
  - Extended watercraft inspection season to mid-October
  - Reimbursements for meeting attendance
- RIM/WRP
  - Spot Checks completed on two sites: Braatz & Wolter
- Mississippi River Brainerd Watershed
  - Lake sampling in 10 lakes for September (One lake inaccessible)
  - Make-up samples on 5 lakes for September 2016
- Outreach
  - Enviro-Fest : Lakeland Public TV
  - Enviro-Fest : Linder Farm Network
  - Enviro-Fest : KEYL/KXDL Radio
  - Osakis Field Day with SRWD – 75, 8th Grade Students
  - Lake Osakis Fall Newsletter Article
  - Community Education Class, Sauk Centre : Backyard Habitat
- Meetings
  - SWCD Staff Meeting
  - NRCS Meeting
  - Kathy Boeckman, Lake Beauty Lake Association President
- Funding
  - Donation requests for Enviro-Fest
- Other
  - Enviro-Fest Planning
  - Interactive 3D Sandbox Discussions with MIS/GIS and Science Museum
  - Meryl Wagner final interview and Awards Luncheon Correspondence
Reporting Dates: September 2017

**Trainings attended:** Wetland Delineation

**Upcoming trainings to attend:** November-BWSR Academy

**WCA:**
New Applications received:
- Long Prairie Packing – City of LP
- Rudy Miller – Iona Twp.
- Pat Lunemann – Eagle Valley Twp.
- Don Maus – Gordon Twp.
- James Nathe – West Union
- Nancy U. – CD12 – West Union

Notice of Decisions:
- TEP was postponed due to Wetland Delineation Class

Ongoing cases and Violations:
- Tyler Lavoy – Lake Beauty Violation
- Olaf Dahlgren C/O Josh Discher – Germania Twp. Extension sent
- Eric Denny – Reynolds Twp.
- Dennis Thiel – Germania Twp.
- Tim Pesta – Long Prairie Twp. – Restoration has been started

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

**SWCD:**
- DNR OB Wells
- Envirofest
- Beaver Dam Management

**County:**
- FEMA floodplain assistance
- Turtle Creek Twp. Northstar Drive Erosion management/Abandonment
Financial/Administrative:
- Completed 3rd Tax Report (No sales tax collected for quarter #3)
- Grant Tracking and reporting
- Modified grant timecards—new programs and initiatives were added
- Ob Wells measurements were reported
- Attended Annual Enviro Fest
- Reviewed financial reports
- Assisted Tim with Budget prep for Todd SWCD

Feedlot Program:
- Continued to review and process feedlot registrations

Funding:
- Received signed grant agreement for FY2018-2019 SWCD Programs & Operations Grant Agreement

Meetings/Trainings:
- Attended Soil and Water staff meetings
- Annual Convention Planning—Via e-mails

Upcoming Meeting/Trainings:
- BWSR Academy-End of October

County Programs:
- Assisted in Septic Cost Share program and inventory program. (paperwork)
- Planning and Zoning vouchers and deposits
- Assisted at front counter when needed.

AIS Program:
- Processed invoices

Upcoming Events:
- Annual Awards Luncheon-October 12, 2017
- MASWCD Annual Convention—December 3-5, 2017
Signed 4 CRP Cons. Plans
  o 5.9 acres buffers
  o 120 acres Upland
  o 6.2 acres wetland practice
• Met with two Landowners interested in CREP
• Met with two Landowners on RIM Wild Rice Easements.
• Met with five farmers about SRWD Hayed Buffers Program.
  o Four application so far. Josh Anderson, Roger Triebenbach, Michael Becker and Ron Traulich
  o First Three applications approved need to sign contracts.
• Conducted 19 CRP Status Reviews and Practice Certifications.
• Attended EnviroFest! Best Year So Far.
• Meet with my PF supervisor for my annual review.
Not a lot has changed with workload as we’ve been continuing to work toward many program related deadlines. However, here is an update and summary of our current and expected workload.

We received a total of 31 new EQIP applications and 15 applications were deferred from last year that were not funded. For CSP we are working on completing 2 renewal contracts and no application deadline has been announced for FY 2018 applications.

Our current field work has been slow and steady with completing field checks for practices completed; namely prescribed grazing and related practices, nutrient management, and honey bee monitoring. Most of our Ag waste and construction related projects are at a standstill due to the excessive amounts of rain.

At the office we received a total of 29.22” from April through September and 2.77” in the first 4 days of October. This is well above average.

The Ultima Contract is now active and the Long Prairie position is being advertised to fill. The announcement can be found online at the InDeed website at www.indeed.com. It is paying $13.74/hr. and is Full Time 40 hours with benefits.

**Link found at:**

Starting next week payments, modifications, and other contracting tasks can begin again. I’ve been working with the SWCD on updating their JAA to be approved as well. Many trainings and other tasks for the FY 2018 are just starting to be announced.

Lastly, I will be the Acting Area Resource Conservationist (ARC) for Area 1 & 2 (NW MN), which includes Todd County until the middle of January. This will require some extra time and effort along with a few additional trainings/meetings, but has been Ok so far.