TODD COUNTY SWCD BOARD MEETING AGENDA

There will be a meeting of the Todd Soil and Water Conservation District Board of Supervisors on Thursday, December 14, 2017 beginning at 8:30 a.m. The meeting will take place at the Todd County Historic Courthouse (County Commissioner Board Room) 215 1st Ave South, Long Prairie, MN 56347.

Call to Order Kenny Pesta
Pledge of Allegiance
Act on Approving Agenda
Secretary’s Report (Minutes) Norman Krause
Treasurer’s Report (Financial) Tom Williamson

1. Decisions Needed
   1. Review and approve 2018 Meeting Schedule Tim
   2. Review and approve re-alignment of Soil and Water Board Members—Effective January 1, 2018 Tim
   3. Accept the 2017 Enviro Fest Donations Tim
   4. Approve date for 2018 Enviro Fest Tim
   5. Approve encumbering FY18 Buffer cost share for Jim Pesta, (POA Tim Pesta) contract #2-18 Buff Tim

2. Discussion
   1. Discuss the summary of the 2017 Enviro Fest Shannon
   2. Update on temp hire Tim
   3. Buffer Update Tim
   4. 2017 Draft Annual Plan of Work Tim
   5. 2017 Draft Annual Report Tim
   6. Proposed change to Ag Use Standard – Submitted to County by Latimer Lake Association Tim

3. Reports
   1. Commissioner’s Report Gary/Randy
   2. Staff Reports SWCD Staff
   3. Pheasants Forever Report Sabin
   4. NRCS Report Russell

4. Informational
   1. Liaison Meeting date and agenda review Tim
   2. Annual Civil Rights and Equal Opportunity Partner Russell

5. Other

Adjourn

The next regular SWCD board meeting will be January 11, 2018 beginning at 8:30 a.m. at the Historic Courthouse, (Prairie Conference Room), 215 1st Ave South, Long Prairie, MN 56347.
MINUTES FROM THE NOVEMBER 9, 2017 REGULAR BOARD MEETING

Chairman Pesta called the Thursday, November 9, 2017 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: 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, Danielle Anderson, Conservation Technician, Lew Noska, Conservation Technician, and Gary Kneisl, County Commissioner.

Staff Member Absent: Shannon Wettstein, Water Planner, Sabin Adams, Pheasants Forever, and Russell Kleinschmidt, NRCS.

Others Absent: Randy Neumann.

The Pledge of Allegiance was recited.

Pesta asked if there were any additions to the agenda. Katterhagen made a motion, seconded by Williamson to approve the agenda for regular November 9, 2017 meeting with the additions of: MASWCD Annual Convention and East Ottertail Groundwater Invite. Affirmative: Pesta, Katterhagen, Williamson, Krause and Buchholz. Motion Carried.

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

S. Katterhagen reviewed October’s Program Summary. Buchholz made a motion, seconded by Williamson to accept October’s program summary with receipts totaling $242,547.14 and disbursements totaling $8,673.58. Discussion: Katterhagen asked about a summary of costs for Enviro Fest. S. Katterhagen noted that will be presented during December’s board meeting. Affirmative: Pesta, Katterhagen, Williamson, Krause and Buchholz. Motion Carried.

Anton provided a summary on Steve Katterhagen’s project.

Williamson made a motion, seconded by Krause to approve cost share payment of FY16 Local Capacity funds for Steve Katterhagen, contract #1-16, in the amount of $11,073.75 for Water and Control Sediment Basin Project. Affirmative: Pesta, Williamson, Krause and Buchholz. Abstained: Katterhagen. Motion Carried.

Katterhagen made a motion, seconded by Buchholz to approve encumbering additional Clean Water Partnership cost share funds for City of Swanville, contract #2-15 CWP in the amount of $525.00. Affirmative: Pesta, Katterhagen, Williamson, Krause and Buchholz. Motion Carried.
Katterhagen made a motion, seconded by Krause to approve cost share payment of Clean Water Partnership cost share funds for City of Swanville, contract #2-15CWP in the amount of $10,283.50 for Shoreline Stabilization project. Affirmative: Pesta, Katterhagen, Williamson, Krause and Buchholz. Motion Carried.

Krause made a motion, seconded by Buchholz to approve Tom Williamson serving on the policy committee for the Sauk River Watershed (SWRD) effective January 1, 2018. Affirmative: Pesta, Katterhagen, Williamson, Krause and Buchholz. Motion Carried.

Buchholz made a motion, seconded by Katterhagen to approve resolution #20171109-01, to approve updated West Central Technical Service Area Joint Powers Agreement. Affirmative: Pesta, Katterhagen, Williamson, Krause and Buchholz. Motion Carried.

Krause made a motion, seconded by Buchholz to approve December 19, 2017 at 10:30 a.m. for the liaison meeting between Todd SWCD and Todd County Commissioners. Discussion: Stieber will contact members of the liaison committee. Affirmative: Pesta, Katterhagen, Williamson, Krause and Buchholz. Motion Carried.

COMMISSIONER REPORT: Kneisl reported that Todd County accepted new provider for Health Care insurance.

STAFF REPORTS: Stieber reported that he has been working on the Annual Plan of Work for 2018, S. Katterhagen will be starting year end financials, Anton is working on feedlot registrations, Anderson noted the Buffer Law took in effect 11/1/2017, and Noska reported that most of the Wetland violations are getting resolved.

INFORMATIONAL:

MASWCD ANNUAL CONVENTION MEETING: Williamson, Pesta, Katterhagen and Krause will be attending the Annual Convention. S. Katterhagen noted that there will be WCTSA meeting during the convention.

LOCAL WORK GROUP MEETING: The local work group meeting will be held on November 15, 2017.

EAST OTTERTAIL GROUNDWATER INVITE: Board members can attend on their own if they wish.

Chairman Pesta adjourned the meeting at 9:18 a.m.

Following the board meeting, the Board of Supervisors had a work session.

The next meeting of the Todd SWCD Board of Supervisors will be held on Thursday, December 12, 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.
## PROGRAM SUMMARY

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**TOTAL** $854,170.92 $7,745.97 $95,659.02 $766,257.87

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Prepared by: Sarah Katterhagen, Program Coordinator

District Treasurer, Tom Williamson

Date

Date
## Todd County

### TRAIL BALANCE REPORT
As of 11/2017

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**79 TODD SOIL & WATER AGENCY FUND**

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Copyright 2010-2017 Integrated Financial Systems
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<td><strong>Total</strong></td>
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<td><strong>318,444.85</strong></td>
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ACCOUNT ACTIVITY REPORT

Page Break Option: 1 - Page Break by FUND
2 - Page Break by DEPT


Print Service Dates: No

F - G/L Object Within Fund Number
G - G/L Account Number
P - G/L Object Within Dept Number
D - Transaction Date
M - G/L Month & Year
N - Vendor/Payer Name
T - Type Of Transaction
W - Receipt/Warrant Number

Range Subtotals: 1 - No Subtotals
2 - Detail and Subtotals by OBJECT Range
3 - Subtotals only by OBJECT Range
4 - Account Totals and Subtotals by OBJECT Range
5 - Account Totals and Subtotals by PROGRAM Range

Report Basis: 1 - Cash

Only This Basis?: No

Print YTD Totals: No

Type of Report: 1 - DETAIL
2 - ABBREVIATED

Specific Dates: From: 11/01/2017 Thru: 11/30/2017

Comment: FUND Range From 79 Thru 79

DEPT Range From 603 Thru 603
### Todd County Account Activity Report

**Fund 79 - TODD SOIL & WATER AGENCY FU**

**ACCOUNT ACTIVITY REPORT**

From: **11/01/2017** Thru: **11/30/2017**

**Report Basis:** 1

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### Todd County

**ACCOUNT ACTIVITY REPORT**

From: **11/01/2017** Thru: **11/30/2017**

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**** Todd County ****

**ACCOUNT ACTIVITY REPORT**

From: **11/01/2017** Thru: **11/30/2017**

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### ACCOUNT ACTIVITY REPORT

**Fund 79 - TODD SOIL & WATER AGENCY FUND**

From: **11/01/2017** Thru: **11/30/2017**

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| Fund | 79 - TODD SOIL & WATER AGENCY FUND Total | 87,913.05 |

62 Transactions | 20 Accounts | Final Total | 87,913.05 |
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| Total Expense         | $4,870.75             |
|                       | $2,700.00 Donations   |
|                       | $2,170.75 WaterPlan    |
| $                     | $4,870.75             |
| Still Coming from SRWD | $1,100.00             |
| Estimated Cost to District with SRWD | $1,070.75 |
ENVIRO-FEST 2017 SUMMARY
23rd Annual held September 21, 2017

Schools
Schools in attendance included Bertha-Hewitt, Browerville, LPGE, Christ the King, St. Mary’s, Homeschool Group, Sacred Heart, Staples-Motley, St. Katherine Drexel (St. Cloud), Osakis and St. Agnes. Both St. Katherine Drexel has never attended Enviro-Fest before and Sacred Heart had not been there since 2010 because Enviro-Fest usually corresponds with their Grandparents Day.

We had 480 5th and 6th grade students attend. Thirty-six teachers/helpers were also in attendance. This was again an increase from 2016’s event. See Enviro-Fest Participation Chart below.

Through the approval of the SWCD Board we had worked with St. Katherine Drexel School out of St. Cloud to attend. It was decided by the board in 2016 if outside schools request to attend we will entertain this but we will not solicit schools outside of the county.

Volunteers/Presenters
We had 78 volunteers and presenters at the event. This was the third year we invited volunteers who were not main presenters to the farm. This was done to create a broader awareness of the event and to gain further community support. It was also nice to give some of our presenters a helping hand.

This year again we jumped from 23 stations to 31 to still offer on average 15 kids at each station. New stations included two stations brought to us by Central Lakes College, Animal Biology and Hydroponics, we increased the number of hayrides from two to three, a Logs to Lumber camp, Water Safety from the Todd County Sherriff’s Department, a Ag Growing Plot by Lee Buchholz and a Geology station from UWS Student and Todd SWCD Intern Ethan Dahl. We also had a new short station before the hayride which included Deer by Jeff Johanson of the DNR.

We reached out to two local schools, Browerville and LPGE and the community college CLC and did get two students from Browerville. We hope to continue to work with these groups in the future. Additional volunteers who helped our presenters and with hosting the event included Todd SWCD Board members, MN Corn and Soybean Association...
members, Sandy Haasser, Dale and Marie’s family members and neighbors including Neal Katterhagen, Daryl and Karen Brever, Jerry Loken, Larry Olson, Paul Evans, Marissa Evans and Marge Evans. Volunteers were all given an Enviro-Fest tee shirt as well. Todd County Public Works employees were available to help during both set-up and take-down. A full list of presenters and volunteers is below.

Evaluations were not given to the volunteers/presenters this year. All groups were kept to an average of 15 students. Volunteers/presenters were all given an Enviro-Fest tee shirt. A list of all presenters and volunteers is available below.

Sponsors

The goal again was to cover the entire cost of the Science Museum again this year and this goal was surpassed. Sauk River Watershed District had a special groundwater education grant which helped to cover this cost. Total donations made directly to Todd SWCD amounted to $2,700 with an additional commitment of $1,100 from SRWD to cover the cost of the Science Museum. This was $1,150 more than last year. As mentioned above Staples Lions donated transportation to the Staples Motley Schools and this was separate. Financial Sponsors included: Sauk River Watershed District, Todd County Corn and Soybean Growers Associations, Central Minnesota Credit Union, Compeer Financial/Ag Star, Long Prairie Packing, City of Grey Eagle, City of Long Prairie, Pro Ag Farmers Cooperative, Crop Production Services, Todd Wadena Electrical Co-op and Long Prairie Lions. Additional sponsors included Clarissa Ballroom (tables), Head of the Lakes Resort (medium tents), MN Valley Irrigation (bottled water), Todd County Corn and Soybean Growers (take-home materials for kids), Todd County Master Gardeners (sandbox), Browerville Liquor Store (ice) and companies and organizations who sent staff for the day (see list). Of course, Enviro-Fest would not be what it is without Dale and Marie Katterhagen’s generous support year after year and their willingness to host. Below is a chart of expenses and donations received the last several years for the event.

Changes

This year we ordered additional station signs through PJ Signs. They are water proof and have metal stakes so they will hold up over time and do not need to be pounded into the ground.

We also hired a local photographer who unfortunately had to cancel the day of the event. The goal was to take a group photo and we still were able with the help of Mark Anderson from Staples World and Marlo Benning from the Independent News Herald/Browerville Blade.
This year was a big step up in the number of people attending again between St. Katherine Drexel and Sacred Heart schools attending adding over 100 more students. We also increased the number of volunteers on site from 48 in 2016 to 78 in 2017. This meant more of everything: Subway sandwiches, cookies, rolls, milk and chips. We decided to order bakery items from Staples Bakery because of the larger orders and asked MN Valley Irrigation to donate water. Thank goodness we did because it was a hot day and not one bottle of the 500 they dropped off was left at the end of the day.

We also ordered two additional large signs from Eagle Bend Lions Club to accommodate additional stations. The extra amount of set-up and take-down time and number of staff time was definitely felt and next year I will be looking at options to rent tents. Tent rental this year was $780 and took approximately 6 hours of 10 Todd County employees time to set up four large tents, two medium tents, one small tent, garbage bins, a safety barrier for the sawmill and all the straw bales for the hayride and Science Museum presentation. There were also three volunteers (neighbors of Dale’s) and the two representatives from the Lions Clubs to help.

The grant from Todd Wadena Electrical Co-op’s Operation Round-Up was put into full use. The two soils stations hosted by Todd SWCD staff Deja Anton and Danielle Anderson were able to utilize the new soil lab tools to examine different soil types health as well as the new Augmented Reality 3D Interactive Sandbox was up and running thanks to Todd GIS staff Katheryn Macey and Doug Thom. The grant money of $1,500 was matched by the Todd County Compliance Fund to complete the projects. In addition Master Gardener, Ken Hovet, generously volunteered his time to construct the elevated child and handicap accessible sandbox.

**Promotion**

August 15th, Shannon Wettstein attended the Todd County Corn and Soybean Growers Association meeting at the CMCU bank in Long Prairie. A short presentation on the event was given and then a donation request was solicited to help pay for the two CLC trailers which were coming from Staples and Brainerd.

The week before the event on September 15th, KEYL/KXDL radio hosted Shannon for a half hour radio show on Enviro-Fest.

Also the week before a media invite was sent to local newspapers. We did get coverage in all the main newspapers the week following the event.

The Linder Farm networks Linda Brekke interviewed Shannon the day of the event which was aired the same day.
Lakeland Public TV’s Sarah Winkelmann visited the farm for about two hours the day of the event and did a story for the stations “Golden Apple” series. The story aired the evening of the event and the next day. A link to a permanent YouTube clip is here: https://www.youtube.com/watch?v=K-tASjjj-Ic
2017 Expenses and Donations as of 11/06/17. Includes financial commitment from SRWD to cover Science Museum.
2017 Volunteers and Presenters

"Lucy" Guadaloupe Botello, Watercraft Patrol
Andy McGuire, DNR Forestry
Betty Martin, Todd Co. Master Gardener
Brad Wenz, Stearns SWCD
Caleb Silgjord, DNR CO
Camp Ripley Supervisor
Carolyn Venis, Bee Keeper
Charlie Jo Jackson, Browerville H.S.
Dale Katterhagen, SWCD Board Member
Danica Derks, Douglas SWCD
Danielle Anderson, Todd SWCD
Darleen Drayna, NRCS
Darrell Braver
Deja Anton, Todd SWCD
Doug Thom, Todd GIS
Elisha Graves, Central MN Credit Union
Ethan Dahl, UWRF Student
DNR Forester
DNR Forester
Gary Martin, Lions Club
Grant Pearson, Stearns SWCD
Greg Nolan, Private Forester
Heidie Sloot, Corn Growers
High School Student
Jason Linkert, Camp Ripley
Jeanette, Anez Consulting
Jeff Halverson, DNR
Jennifer Lust, DNR
Jenny Miller, CPS
Jerry Loken
Jessica Albertsen, Douglas SWCD
Judy Barka, Central Lakes College
Kallie Van De Venter, Todd-Wadena Elec. Coop
Karen Braver
Katheryn, CLC
Kathryn Macey, Todd GIS
Ken Hovet, Todd County Master Gardener
Kim, CLC
Klint Converse
Larry Bebus, Township Board Member
Larry Olson
Lee Buchholtz, SWCD Board Member
Lew Noska, Todd SWCD
Lynn Nelson, Sauk River Watershed District
Marcia Rapatz, Private Forester
Marge Evans
Marie Katterhagen, Host
Marissa Evans
Mary Williams, Todd-Wadena Electrical Co-op
Michael North, DNR
Nathan Braaten, Extension
Neil Katterhagen
Nick Smeby, Prairie Lakes Co-op
Paul Evans
Pete Berscheid, Todd Veterans Services
Russell Kleinschmidt, NRCS
Sabin Adams, Pheasants Forever
Sam Horak, Science Museum
Sandy Haasser
Shane Carlsberg, Todd Co. Deputy
Shirley Hulinsky, American Dairy Association
Steve Marod, DNR
Steven Nous, Sawmill Owner
Susan Kruschke, Todd Co. Master Gardener
Tim Ludwig, Todd County Social Services
Tim Venis, Bee Keeper
Tom Williamson, SWCD Board Member
Ty Riihiluoma, DNR
Tyler Kolles, Browerville H.S.
Vicki Hovet
Todd County Public Works Staff
Mission Statement
Conservation, Protection, and Enhancement of Todd County’s Natural Resources.

Equal Opportunities Statement
Todd County is an Equal Opportunity Employer.
USDA is an Equal Opportunity Provider and Employer.
Table of Contents

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Goal 1-1 Seek public input and involvement into district programs and activities.
Goal 1-2 Lead through conservation outreach to Todd County citizens.
Goal 1-3 Encourage and support comprehensive planning efforts necessary to prioritize activities and ensure steady progress is made on identified natural resource issues.
Goal 1-4 Maintain partnerships with local, state, and federal groups and agencies to achieve common goals and increase effectiveness toward reaching Todd SWCD goals.
Goal 1-5 Maintain a high level of professionalism and customer service.
Goal 1-6 Budget, administer, and develop funding sources.

Initiative #2: Conservation, Protection, and Enhancement of Surface Water ............................................................ 6

Goal 2-1 Support landowners seeking compliance with the Buffer Law and establishing buffers.
Goal 2-2 Improve land stewardship through expansion of Minnesota Agricultural Water Quality Management Certification Program
Goal 2-3 Protect surface water through efforts to improve nutrient management.
Goal 2-4 Protect surface water through implementation of the Feedlot Program and improving feedlot runoff controls.
Goal 2-5 Protect surface water through implementation of Wetland Conservation Act (WCA).
Goal 2-6 Protect surface water through cost-sharing project cost.

Initiative #3: Conservation, Protection, and Enhancement of Ground Water ........................................................... 10

Goal 3-1 Perform observation well monitoring measuring groundwater depth.
Goal 3-2 Work to protect groundwater from sources of nitrate.
Goal 3-3 Close “out-of-use” feedlot pits to protect ground water and for safety concerns.
Goal 3-4 Cost share abandoned well sealing to protect ground water.
Goal 3-5 Provide irrigation scheduling support to irrigators and irrigation conservation plans.
Goal 3-6 Support cities with drinking water management area plans.
Goal 3-7 Safeguard groundwater by working to improving livestock operations located in sensitive groundwater areas.

Initiative #4: Conservation, Protection, and Enhancement of Soil Productivity and Farm Sustainability ...................... 12

Goal 4-1 Increase awareness and knowledge of relationship between soil productivity and farm sustainability.
Goal 4-2 Support USDA-NRCS with their program implementation, delivery, promotion.

Initiative #5: Conservation, Protection, and Enhancement of Private Forest Lands and Natural Areas ............................ 15

Goal 5-1 Support landowners interested in forest stewardship.
Goal 5-2 Provide easy access to native trees and shrubs and technical information to landowners about enhancing their land through vegetation establishment. Hold Annual Tree and Shrub Sale.
Goal 5-3 Continue support for the Farm Bill Biologist Program partnership between Pheasant’s Forever, Todd SWCD, and USDA-NRCS.
Goal 5-4 Promote and establish permanent RIM easements on sensitive lands.

Initiative #6: Conservation, Protection, and Enhancement of Public Lands and Waters .............................................. 17

Goal 6-1 Protect Public Waters from Aquatic Invasive Species (AIS) by implementing and directing an AIS program designed to reduce the threat of invasion and education the public.
Goal 6-2 Implement watershed and minor watershed level planning when prioritizing projects in an effort to protect public waters to the highest degree possible.
Goal 6-3 Increase use of the Walk-In-Access Program by Todd County Landowners.
Goal 6-4 Implement streambank and lake shore stabilization projects to directly protect water quality.

Attachments .............................................................................................................................................................. 19-21

(1) Budget (2) SWCD Supervisor Districts (3) Commissioner Districts
Program Summary

This Annual Plan of Work is adopted by the SWCD Board of Supervisors and USDA Natural Resources Conservation Service (NRCS) as their Annual Plan of Work for 2018. It will be used by the SWCD and NRCS to guide and prioritize staff activities and projects for 2018.

Organizational guiding principles and values are listed first and are intended to frame the entire plan.

The Annual Plan of Work is divided into six work initiatives. Each has a brief description describing why it is important to achieving the organizational mission. Goals to make progress on each initiative are detailed along with measureable indices and some detail on how the goal will be achieved using technical, financial, and education and outreach approaches.

Organizational Guiding Principles

Todd SWCD is an independent, self-governing, non-political entity created in 1965 to work toward conservation, protection, restoration, and enhancement of Todd County’s natural resources.

Todd SWCD works to conserve, restore, and protect Todd County’s soil and water resources by providing conservation leadership, technical, financial, and educational assistance to landowners, local governments, and businesses.

Todd SWCD prefers to work proactively with landowners to bring about a steady improvement of natural resources instead of reactive, compliance driven programs whenever possible.

Todd SWCD forms strategic partnerships to maximize outcomes work and minimize duplication with our partners. Maintenance of these relationships and the continued success of our partners is important to supervisors and staff.

Todd SWCD provides staff and board training to maintain technical skills and science based knowledge to better serve our constituents, maximize our credibility, and to increase success of our on-the-ground efforts.

Todd SWCD serves landowners that voluntarily request assistance from SWCD made available through grants, state cost-share, and other resources to administer mandated and funded resource initiatives.

Organizational Guiding Values

Clean water is vital for Todd County’s future.

Healthy soil is a life-sustaining, nonreplicable resource essential to the Todd County’s economy and water supply.

Animal agriculture is a necessary and important part of life in Todd County.

Educated and informed citizens generally make good land use decisions. Todd SWCD works to provide excellent customer service, provide education and outreach venues, and serve as a resource for landowners.

Wildlife and ecosystems are valuable to the people of Todd County and will benefit secondarily from SWCD conservation efforts focused on water and soil resources.

Todd SWCD works with all members of the public on natural resource management and improvement.
District Leadership
Todd Soil Water Conservation District (Todd SWCD) is governed by a Board of five elected supervisors who develop policy, long range plans, and district budgets. Todd SWCD does not have any independent staff, however the district board is served by dedicated county staff that focus their time on district projects and priorities. Todd County Board of Commissioners are important supporters of Todd SWCD. All staff working to complete initiatives outlined in this plan are county employees and rely on county resources – making the Todd County Commissioners part of the leadership.

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<td>Chris Arens, Land Use Planner</td>
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<td>Shannon Wettstein, Water Planner</td>
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<td>Danielle Anderson, Conservation Technician</td>
<td>LeeAnne Louden, Administrative Assistant</td>
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Initiative #1: Provide Leadership to Ensure that Todd SWCD Guiding Principles and Values are Evident in All Programs and Activities.

The Todd Soil Water Conservation District (SWCD) was organized on March 25, 1965 and certified by the Minnesota Secretary of State on April 12th, 1965. The district is governed by a board of five elected supervisors that develop policy, long range plans, approve budgets, and provide program direction for staff. Soil and Water Conservation Districts derive most of their statutory authority from Minnesota Statute 103C. Todd SWCD does not currently have independent staff but through an agreement with Todd County four technical staff and two administrative staff work to implement plans, programs, and activities approved by the Board of Supervisors.

Todd County is a large rural county that relies on its natural resources: soil, water, wetlands, and forests. Therefore, it is important to Todd County citizens to have a locally lead conservation organization compared to a statewide agency. Locally lead efforts provide better planning, more applicable technical assistance, financial targeting impacting the biggest conservation issues, and information and outreach that is most needed by landowners. Todd SWCD has a long history of working with the county on Water Plan development, providing input into the County Comprehensive Plan, and review and commenting on proposed land use applications.

Goal 1-1 Seek public input and involvement into district programs and activities.
- Conduct public board meetings and planning meetings according to public meeting law rules.
- Continually seek ways for the public and groups to provide input into the SWCD.
- Work collaboratively with county by regularly holding County Commissioner-SWCD liaison meetings.
- Complete annual report of activities and make available on line and in print.

Goal 1-2 Lead through conservation outreach to Todd County citizens.
- Sponsor and organize Enviro-Fest for Todd County 6th graders involving 600 students and organizers.
- Select Conservationist of the Year and Land Stewardship Award winners.
- Organize a River and Lake Day educational event reaching over 30 lake association members.
- Prepare and distribute bi-annual Soil and Water newsletter reaching 9800 per issue.
- Provide conservation and program news monthly over the radio reaching at least 100 citizens per broadcast.
- Provide 10 press releases and monthly news article to raise conservation awareness reaching 9800 per article.
- Organize a livestock meeting reaching over 100 producers to educate them on conservation issues.
- Maintain web site with relevant materials and facebook entries to maintain interest in Todd SWCD.
- Work collaboratively with agencies, neighboring districts, and partners.
- Participate and support Breakfast on the Farm reaching over 500 citizens with displays or outreach.
- Strive to meet and communicate with Todd County citizens through site and office visits and electronically.
- Develop and test a venue to reach Certified Crop Advisors to develop as partners in conservation.

Goal 1-3 Encourage and support planning efforts necessary to prioritize activities and ensure steady progress is made on identified natural resource issues.
- Develop a five year Strategic Plan for the district.
- Be active contributors to one-watershed-one-plan efforts underway. Participate in 1W1P for Sauk River.
- Maintain and update the County Water Plan.
- Assist MPCA with TMDL development efforts for watersheds occurring in the county.
- Develop project and customer database to assist with project prioritization and customer service.
- Participate in Planning and Zoning’s Development and Review Team (DRT) evaluation of plat applications.
Goal 1-4  Maintain partnerships with local, state, and federal departments, groups and agencies to achieve common goals and increase effectiveness toward reaching Todd SWCD goals.
- Hold monthly communication and collaboration meetings with USDA-NRCS.
- Attend annual convention, participate in state association and Area II functions and meetings.
- Develop resolutions for MASWCD to advance conservation through legislation. Participate in “Day at the Capitol” if there are burning issues – or invite legislators to local events.
- Continue financial support of West Central Technical Service Area technical program.
- Continue local involvement with Livestock Advisory Committee, MN Corn and Soybean Grower meetings, Lake Associations, and others that request information or assistance.
- Maintain good relations with state agency staff including BWSR, DNR, MPCA, and MDA.
- Assist state climatologist with volunteer rainfall monitoring program.
- Review county tax forfeited parcels for environmental considerations.
- Support requests from other county departments as feasible.

Goal 1-5  Maintain a high level of professionalism and customer service.
- Provide excellent customer service in a friendly, timely, and confidential manner.
- Hold regular staff meetings during which expectations are discussed and refined.
- Follow Todd County Personnel and Procedures manual and follow EEO in the workplace.
- Develop standard Job Approval Authority baselines for staff to acquire and participate in TAA training team.
- Provide access to training venues for staff as they become available.
- Schedule and arrange SWCD Division wide training on teamwork.
- Work to provide needed support for programs through part-time hires, interns, and duty re-assignment. Apply for conservation corps NJPA internships, and utilize volunteers to augment paid staff.

Goal 1-6  Budget, administer, and develop funding sources.
- Develop annual budget with Supervisor input.
- Review financial information and expenditures at every regularly scheduled board meeting.
- Meet or exceed funder expectations for funders for financial and activity reporting.
- Have funds audited annually by independent auditor.
- Develop and submit proposals for Clean Water Legacy Funds and 319 Clean Water Act Funds.
- Continue to develop new funding sources. Appoint lead for grant writing and finding new sources.
- Administer the AgBMP Loan Program and advertise to landowners that these funds are available.
Initiative #2: Conservation, Protection, and Enhancement of Surface Water.

Todd County has extensive surface waters that impact the economy and culture of the county. Surface water supports agriculture which is the largest economic sector in the county. Over 118 named lakes in the county and the several river systems provide abundant opportunity for recreation and contribute to the culture and quality of life in the county. Lake properties are valued real estate and contribute to the tax base of the county with part time and full time dwellings. Surface water leaves the county through several watersheds and is used for municipal water, recreation, and agriculture downstream. Wetlands are extensive with approximately 25% of land area of the county classified as wetlands. These wetlands are valuable for protecting water quality and regulating water levels.

Protecting and improving surface water is a top priority for the State of Minnesota and for Todd SWCD. Large amounts of technical and financial resources are allocated to this priority goal.

Todd SWCD has expended considerable effort of the past 50 years on surface water protection efforts including soil erosion control, promotion of minimum tillage, supporting USDA conservation programs, cost-sharing feedlot upgrades, exclusion areas, tree and grass buffer plantings, and many other surface water protection measures.

Goal 2-1 Support landowners seeking compliance with the Buffer Law and establishing buffers.

Measureable:
- Maintain or improve the 97.5% compliance level of landowners as tracked by BuffCat (Buffer Compliance and Tracking Tool) program.

Leadership Actions
- Support Buffer Law as a water quality measure – not just a regulatory mandate.
- Move landowners steadily toward 100% compliance by supporting staff as they work on the greatest identified buffer needs on state protected waters.

Technical Assistance Actions
- Develop alternative practice strategies for landowners.
- Measure and flag required buffer widths for landowners.
- Sign off on buffer compliance determinations and cost share applications.
- Complete state reporting associated with Buffer Law.
- Promote SRWD Buffer Program.
- Meet with Buffer Team monthly to coordinate voluntary and regulatory activities.

Financial Assistance Actions
- Make available Buffer Compliance cost-share.

Education and Outreach Actions
- Provide outreach and information about buffer requirements and benefits through newsletter, press releases, direct mailing, presentations, Facebook and web site.

Goal 2-2 Improve land stewardship through expansion of Minnesota Agricultural Water Quality Management Certification Program

Measurable:
- New Landowners successfully enrolled in program (4) and practices implemented by 12 existing landowners enrolled in the program.

Leadership Actions
- Highlight producers using the program through public recognition.

Technical Assistance Actions
- Support certified producers seeking to improve their operations through site visits and planning assistance.
Work to increase enrollment in the certification program.

**Financial Assistance Actions**
- Promote financial incentives made available through the program (USDA and MDA).

**Education and Outreach Actions**
- Provide outreach and information about program requirements and benefits through newsletter, press releases, direct mailing, presentations, Facebook and web site.

**Goal 2-3**
**Protect surface water through efforts to improve crop nutrient management.**

**Measurable:**
- Provide Number of feedlots upgraded to reach full compliance. Number of landowners participating in stalk nitrate program.

**Leadership Actions**
- Recognize nutrient losses and their sources such as challenges to water quality.
- Recognize that farming operations can be significant contributors of nutrients to surface waters.
- Educate the public on the Nitrogen Fertilizer Rules and the role Ag has in meeting requirements.

**Technical Assistance Actions**
- Implement the Feedlot program, review and assist development of nutrient management systems.
- Promote stalk nitrate program.
- Review and assist in development of nutrient management systems for feedlots.
- Inspect land application events, record keeping, manure management BMP’s.

**Financial Assistance Actions**
- Cost share manure and nutrient management plans.
- Encourage enrollment into EQIP to allow cost share of nutrient management practices.

**Education and Outreach Actions**
- Provide outreach and information about need to improve nutrient management.
- Feedlot site visits and discussions, review management plans with landowners.
- Use Feedlot Meeting as a venue to improve knowledge of nutrient management practices.

**Goal 2-4**
**Protect surface water through implementation of the Feedlot Program and improving feedlot runoff controls.**

**Measurable:**
- Number of feedlots improved and improvement in compliance status.

**Leadership Actions**
- Support feedlot program and its annual work plan.
- Collaborate with agencies, citizens, to seek resolution to issues pertaining to animal agriculture.
- Work to improve registration and inspection processes and TEMPO program data entry.

**Technical Assistance Actions**
- Support Planning and Zoning staff to ensure feedlot requirements are met during permitting process.
- Complete farm site inspections as outlined in MPCA Annual Work Plan.
- Maintain feedlot inventory via feedlot registration as required by MPCA Annual Work Plan.
- Conduct spot checks of installed runoff controls and best management practices that were cost shared.
- Review applications for protective measures and issue CSF and interim permits.
- Assist producers with finding solutions to problems relative to protecting surface water.
- Respond to citizen concerns/complaints to ensure water quality is being protected.

**Financial Assistance Actions**
- Use existing cost share and seek additional funds to install feedlot improvements.
Education and Outreach Actions

- Use radio, newsletters, publications, tours, site visits, meetings, and events to increase familiarity with best management practices.
- Contribute and participate in the Todd Livestock Advisory Committee.
- Host annual feedlot meeting to educate landowners and broaden understanding and accessibility.
- Maintain knowledgeable staff current with issues and skills through attendance at trainings and workshops on farm related topics.
- Maintain transparency of the Feedlot Program.

Goal 2-5 Protect surface water through implementation of Wetland Conservation Act (WCA).

Measurable:

- Assist over 300 landowners with wetland information and technical assistance, process over 40 applications for work in wetland areas, investigate and resolve WCA violations as they occur seeking solutions for the landowner to come into compliance.

Leadership Actions

- Continue to support wetland policy adopted by TSWCD February 2, 2017.
- Explore avenues to influence WCA through legislation.

Technical Assistance Actions

- Provide wetland determinations and assistance completing applications to landowners.
- Assist townships with WCA and applications.
- Provide wetland assistance to other county departments.
- Coordinate and administer federal wetland laws: Swampbuster, 1985 Food Security Act, and CWA 404.

Financial Assistance Actions

- Cost share a wetland project to protect water quality.

Education and Outreach Actions

- Raise awareness of wetland benefits through news articles and one-on-one contacts.

Goal 2-6 Protect surface water through cost-sharing project cost.

Measurable:

- Complete 15 projects through technical and financial assistance with that protect water quality.

Leadership Actions

- Support use of cost share to protect water quality.
- Prioritize available projects and direct funds to those with greatest potential to protect water.

Technical Assistance Actions

- Work with landowners to develop projects needed to protect water quality including erosion control, livestock exclusion, shore land stabilization, etc. that follow USDA-NRCS Field Office Technical Guide standards.
- Conduct site visits, arrange project design development if needed, develop cost share applications to fit available sources of funding.
- Provide technical assistance for diversity of projects expected: tree plantings, buffers, soil erosion, exclusion fencing, shoreline stabilization, well sealing, pit closure and ag waste system improvements.

Financial Assistance Actions

- Use existing cost share and seek additional sources during the year.

Education and Outreach Actions

- Use radio, newsletters, publications, tours, site visits, meetings, and events to let landowners know about funding sources available.
Initiative #3 Conservation, Protection, and Enhancement of Ground Water.

Todd County has a good supply of groundwater resources contained in two main aquifers. Groundwater supplies support crop irrigation, livestock operations, dairies, industry, and municipal and domestic wells. Although abundant, groundwater resources are not infinite and conservation practices and planning are needed to maintain both quantity and quality of groundwater for future generations.

Todd SWCD has supported a variety of activities to protect and improve groundwater resources. Staff have worked with cities as they developed their Drinking Water Supply Management Area plans. Groundwater observation wells have been monitored in cooperation with the MN Department of Natural Resources. Groundwater quality efforts have been supported and testing encouraged. Practices to reduce potential for impacts have been cost-shared such as well sealing, feedlot pit closures, feedlot design and upgrades, and nutrient management.

Goal 3-1 Perform observation well monitoring measuring groundwater depth.

Measurable:
- Complete groundwater well network monitoring and reporting to MN DNR.

Leadership Actions
- Continue contract with MN DNR to perform work

Technical Assistance Actions
- Measure wells, report results.

Financial Assistance Actions
- No financial assistance provided with this activity.

Education and Outreach Actions
- Articles on the program to inform citizens that work is ongoing.

Goal 3-2 Work to protect groundwater from sources of nitrate.

Measurable:
- Technical assistance and education delivered on nitrate issue.

Leadership Actions
- Support staff seeking to develop a program of technical and financial assistance to work on this problem.
- Stay current with Statewide Nutrient Management Plan efforts and progress.

Technical Assistance Actions
- Provide nitrate sample analysis, have office serve as sample drop location, stay trained and current on alternatives and practices to limit nitrogen loss to groundwater such as fertilizer and manure BMP’s, cover crops, precision agriculture technology, etc.

Financial Assistance Actions
- Promote partner programs that have cost share available, focus state cost share into townships with high nitrates.

Education and Outreach Actions
- Support partners that are cost sharing nitrogen BMP’s (USDA, NRCS, MPCA,SRWD)

Goal 3-3 Close “out-of-use” and non-compliant Ag waste storage areas to protect ground water and for safety concerns.

Measurable:
- Number of manure pits closed for the year.

Leadership Actions
- Prioritize areas to focus pit closure work, seek funding.

**Technical Assistance Actions**
- Develop alternative closure projects with landowners and verify that pits are closed properly.

**Financial Assistance Actions**
- Obtain additional pit-closure funds by prioritizing pits identified to be closed.

**Education and Outreach Actions**
- Continue outreach on the need to close out of use feedlot pits, especially in sensitive areas.

**Goal 3-4**  
**Cost share abandoned well sealing to protect ground water.**

**Measurable:**
- Number of wells sealed for the year.

**Leadership Actions**
- Have technical staff focus efforts into a priority area. Increase the target number of wells to be sealed per year.

**Technical Assistance Actions**
- Contact and respond to landowners interested or responding to outreach
- Develop cost shared project and see the projects through to completion.

**Financial Assistance Actions**
- Increase number of wells sealed using cost share.

**Education and Outreach Actions**
- Focused mailing and outreach effort. Use multiple approaches for next 2-3 years

**Goal 3-5**  
**Provide irrigation scheduling support to irrigators and irrigation conservation plans.**

**Measurable:**
- Number of acres and number of landowners receiving technical assistance.

**Leadership Actions**
- Determine what is the most economical long term approach to provide irrigation scheduling support to landowners in the county – web based, on-the-ground, etc.

**Technical Assistance Actions**
- Promote irrigation scheduling service selected with irrigators.
- Develop conservation plans related to irrigation permit applications.

**Financial Assistance Actions**
- Support funds for program to be made available to landowners throughout the county.

**Education and Outreach Actions**
- One on one contacts. Respond to requests for conservation plans from landowners.

**Goal 3-6**  
**Support cities with drinking water management area plans.**

**Measurable:**
- Number of DWSMA activities and projects implemented during the year.

**Leadership Actions**
- Be proactive and contact cities about what SWCD can provide.

**Technical Assistance Actions**
- Support requests from cities for input into their plans. Offer to identify projects for cities that may reduce nitrate losses to groundwater within their DWSMA.
- Follow up on project leads known to be in a DWSMA.
Financial Assistance Actions
● Prioritize cost share on projects identified within a city DWSMA

Education and Outreach Actions
● Provide information to cities as requested.

Goal 3-7 Safeguard groundwater by working to improving livestock operations located in sensitive groundwater areas.

Measurable:
● Number of operations assisted and education activities implemented.

Leadership Actions
● Support Feedlot Program in identifying operations in sensitive areas.
● Support program with adequate funds to allow addressing groundwater concerns.

Technical Assistance Actions
● Evaluate sites with groundwater protection as a consideration.
● Overlay know feedlot locations with soil and groundwater sensitivity indices to determine what operations need to be evaluated for current practices.
● Review manure management records to ensure that amounts applied fit agronomic requirements.
● Utilize USDA-NRCS knowledge of county producers to identify operations that need improvement.

Financial Assistance Actions
● Seek out cost share and funding to assist the ag waste industry in reaching compliance.

Education and Outreach Actions
● Reach landowner through a variety of events and programs throughout the year.
● Work to educate the ag industry on the laws and rules in place and suggest BMP’s and solutions that will help protect groundwater in Todd County.
Initiative #4  Conservation, Protection, and Enhancement of Soil Productivity and Farm Sustainability.

The Todd County Soil Survey originally published in 1989 provides a wealth of information related to the soils found in Todd County. A wide diversity of soils can be found in Todd County with 97 soil series listed in the Soil Survey ranging from clay to sand in texture. These soil support agriculture practiced on 273,000 acres of cultivated land and 138,000 acres of land classed as hay land, pasture, and grass land. Both row and hay crops support a large base of animal production with over 900+ feedlots identified and large processing facilities located in the county.

Maintaining soil productivity and health is important to safeguard the future of agriculture as the largest economic driver for the county. High quality soils are an important key to long term farm sustainability. If soil quality decreases water infiltration rate also generally decreases. This results in increased runoff and soil erosion. Small changes in soil infiltration rate on soils over a 100,000 acre land area can create some real problems for public ditches, rivers, and lakes.

Soil productivity and farm sustainability can be positively influenced through promotion of cover crops and residue management, through the Minnesota Ag Water Quality Program, by promotion of Precision Agriculture, through promotion of proper grazing management. Straight education and outreach activities relative to soil health and soil quality conducted one-on-one can also be an effective teaching approach.

Goal 4-1  Increase awareness and knowledge of relationship between soil productivity and farm sustainability.

Measurable:
- Develop baseline for number of customers being delivered soil health information. Potentially develop a survey to gauge knowledge of landowners and use as a future measureable.

Leadership Actions
- Maintain staff training and experience such that they are in a position to work with farmers on solving soil related problems such as erosion and infiltration.
- Encourage livestock grazing operators since there are so many links between soil health and grazing.
- Explore options such as increased private and public ditching to address rising water tables as an impediment to soil productivity.

Technical Assistance Actions
- Advise landowners on how soil quality and productivity relates to farm sustainability.
- Conduct landowner soil health tests and discuss BMP plans that impact soil health.
- Continue to use MAWQP to protect soil, raise awareness of soil productivity and protection.
- Promote precision agriculture as a means of protecting soil and ensuring farm sustainability.
- Promote the soil benefits of manure application, pasture management, and cover crops.
- Promote proper grazing management as a means of protecting and improving our soil resource.
- Educate landowners about impact noxious weeds have on productivity.

Financial Assistance Actions
- Refer landowners to existing programs that fund soil health activities.
- Develop funding source for pasture plans, grassed waterways, WASCOBS, and projects that control erosion and protect soil.

Education and Outreach Actions
- Continue to incorporate soil health into existing events and programs such as Feedlot Meeting.
- Consider developing an event that models soil quality tools.
- Consistently deliver relevant information that can solve producer needs.
Goal 4-2 Support USDA-NRCS with their program implementation, delivery, promotion.

**Measurable:**
- Number of landowners enrolled and projects implemented to protect and improve soil.

**Leadership Actions**
- Chair USDA’ Local Work Group meeting to set priorities.
- Support activities that strengthen the USDA-NRCS-SWCD partnership.
- Continue to support the Pheasant’s Forever Farm Bill Biologist position as a means of supporting our local USDA office programs and staff.

**Technical Assistance Actions (USDA-NRCS staff)**
- Provide technical assistance for CRP contracts through FBAP position administered by the district.
- Provide technical assistance for Environmental Quality Incentives Program (EQIP) through FBAP position administered by the district.
- Provide Assistance related to Conservation Stewardship Program (CSP) and establish 10 contracts.
- Complete conservation and compliance plans using FTOG as the standard for specifications.
- Conduct compliance reviews for FSA loan requirements.

**Financial Assistance Actions**
- Prioritize cost share projects and use cost share to augment USDA program funds.

**Education and Outreach Actions (SWCD staff)**
- Support USDA programs by including information in newsletters and other venues.

Goal 4-3 Address Identified Soil Erosion Problems

**Measurable:**
- Number of soil erosion problems resolved voluntarily through technical assistance.

**Leadership Actions**
- Ensure staff training is adequate to evaluate magnitude of soil erosion problems and develop alternatives.

**Technical Assistance Actions**
- Advise landowners on how soil quality and productivity relates to farm sustainability.
- Conduct landowner soil health tests and discuss BMP plans that impact soil health.
- Continue to use MAWQP to protect soil, raise awareness of soil productivity and protection.
- Respond to excessive soil loss complaints and work to resolve the soil erosion problems.

**Financial Assistance Actions**
- Direct landowners to funding sources to solve soil erosion problems.

**Education and Outreach Actions**
- Make to soil erosion loss program more widely known through newsletters and press releases.
Initiative #5 Conservation, Protection, and Enhancement of Todd County Private Forest Lands and Natural Areas.

Approximately 135,000 acres of Todd County are in woodland. Most of the large un-cleared woodlands are privately owned and occur in the eastern third of the county where terrain and rocky soils made these areas less suited to farming. These forests add to the scenic quality of the area and provide protection of for many of the lakes which have excellent water quality. These areas are vulnerable to future development and potential lake impacts.

Markets for timber resources have changed with closing of a local paper pulp mill and a bioreactor power generator in adjacent counties. Several small sawmills located in the county primarily produce pallet components from locally harvested trees. Todd County is on the edge of the prairie with almost no timber land to the south and west. Relatively few foresters work the County and many residences do not view timber as a major resource. However, with proper management, forest resources can provide multiple future benefits to the county.

Todd SWCD has been active in forest management in the past. Reductions in state programs that supported tree planting and forest management plan development and implementation and greater state emphasis on water quality protection took staff away from a forestry focus.

Historically, the district has not had a large emphasis on natural area development or wildlife habitat improvement. About 28% of county land is owned for recreational purposes. These landowners have a strong desire to improve the wildlife habitat values associated with their properties. Establishment of the Farm Bill Biologist position through Pheasant’s Forever in 2013 allowed some focus on natural area work. This position is funded through BWSR with some local match. The primary focus of the position was initially to establish CRP contracts on sensitive lands. This was highly successful with Todd County CRP acres increasing while most counties lost CRP acres. Additional natural area work in recent years includes seeking protective easements around the remaining wild rice lakes in the county, and assisting landowners with planting of native prairie seed mixes.

Goal 5-1 Support landowners interested in forest stewardship.

Measurable:
● Number of landowners served.

Leadership Actions
● Acknowledge forestry and our woodlands as a valuable county resource.

Technical Assistance Actions
● Connect landowners seeking forestry assistance with MN DNR or private foresters.
● Discuss forestry stewardship at site visits to properties with eligible forests.

Financial Assistance Actions
● Connect landowners with available resources

Education and Outreach Actions
● Support existing forestry resources using education and outreach.

Goal 5-2 Provide easy access to trees and shrubs and provide technical information to landowners about enhancing their land through vegetation establishment. Hold Annual Tree and Shrub Sale.

Measurable:
● Number of customers served and plants sold to landowners.

Leadership Actions
● Acknowledge the customer service value of the annual tree program.
Technical Assistance Actions
● Provide information to landowners seeking advice on plant selection.
● Promote private forest management (PFM) and forest stewardship plantings.
● Promote native plants that grow best under a variety of conditions.
● Design shelter belts, field windbreaks, and planting plans for landowners.

Financial Assistance Actions
● Cost share plantings where allowed by cost-share rules.

Education and Outreach Actions
● Provide information on native plants and planting methods to landowners.

Goal 5-3 Continue support for the Farm Bill Biologist Program partnership between Pheasant’s Forever, Todd SWCD, and USDA-NRCS.
Measurable:
● Number of landowners assisted and projects implemented because of the partnership.

Leadership Actions
● Acknowledge the value of FBAP position that reaches both traditional customers and non-farm clientele.

Technical Assistance Actions
● Provide service to landowners related to wildlife habitat establishment on private lands.
● Promote the SRWD hay buffer program
● Work with landowners that are interested in signing up for the RIM easement program.

Financial Assistance Actions
● Work with landowners to get signed up with USDA Farm Bill Programs – CRP, CREP, RIM
● Increase use of SRWD funding sources and wildlife funds by landowners.

Education and Outreach Actions
● Use newsletter and other outreach to raise landowner awareness.
● Use one-on-one site visits as an opportunity to educate and inform landowners.

Goal 5-4 Promote and establish permanent RIM easements on sensitive lands.
Measurable:
● Number of landowners signed up for easements.

Leadership Actions
● Acknowledge the use of easements as an effective conservation tool.

Technical Assistance Actions
● Provide service to landowners related to developing applications for easements.
● Complete spot checks of existing easements and work to resolve identified issues.

Financial Assistance Actions
● Target landowners where there is funding such as the wild rice lakes program.

Education and Outreach Actions
● Use direct mailing and 1:1 site visits to solicit interest in easements.
● Use news articles to articles to highlight successful projects.
Initiative #6  Conservation, Protection, and Enhancement of Public Lands and Waters.

Private recreational land makes up a significant portion of land within Todd County. Both non-homestead lakeshore and non-homesteaded seasonal recreation consisting mostly of forested and wetlands fall in this category. In a survey conducted as part of the Priority Concerns Scoping Document (PCSD) for the Water Plan Update 2015 hunting and fishing (59.8%) and swimming, canoeing, boating or jet skiing (35.9%) were the top two responses to the question, “When you think about Todd County Water what comes to mind for you?” The highest number of respondents also rated “Wildlife Habitat” as seeing some improvements within the county in recent years.

Public recreation land within Todd County is primarily managed by the MN DNR. In addition to public lands, some lands are made available to the public through hunting access easements such as the Walk-In-Access program.

**Park Land:** Todd County administers one park – Battle Point on Lake Osakis and a canoe landing on the Long Prairie River. Many of the towns and cities throughout the county have parks.

**Public Land:** Consist of wetlands, uplands, or woods owned and managed for wildlife by the Department of Natural Resources (DNR). A total of 15,195 acres of management areas, USFW Waterfowl Production Areas, and Walk-In Access land are available to the public.

**Public Waters:** Todd County’s lakes, rivers and streams are a valuable resource for the County. In Todd County, protected waters such as lakes and rivers cumulatively cover over 32,000 acres. There are 355 bodies of water listed on the Minnesota Department of Natural Resources water inventory, including 118 bodies defined as protected lakes, 178 defined as protected wetlands and 59 protected rivers and streams. These water bodies not only provide great natural beauty, they supply the water necessary for recreation, industry, agriculture and aquatic life. Threats to our public waters include surface runoff addressed in Initiative #2 and groundwater contamination addressed in Initiative #3. Aquatic Invasive Species are also a serious threat that can negatively impact public waters – reducing property values and the public resource.

**Goal 6-1**  Protect Public Waters from Aquatic Invasive Species (AIS) by implementing and directing an AIS program designed to reduce the threat of invasion and education the public.

**Measurable:**
- Number of boat inspections, numbers of landowners reached, AIS programing delivered.

**Leadership Actions**
- Prepare and update Todd County Aquatic Invasive Species Plan to be approved by Board of Commissioners for 2018
- Prepare materials for and pull together a steering committee for AIS and develop annual work plan.
- Develop resolution for county to delegate AIS work to the SWCD starting 2019.

**Technical Assistance Actions**
- Support contractors and Lake Associations and landowners seeking information on AIS.
- Research new approaches to be taken for AIS committee.
- Be the point of contact for AIS issues.

**Financial Assistance Actions**
- Administer AIS Prevention Aid Funds (receive funds from county which is the recipient of funds).

**Education and Outreach Actions**
- Implement strategies and activities outlined in AIS annual work plan.
Goal 6-2  Implement watershed and minor watershed level planning when prioritizing projects in an effort to protect public waters to the highest degree possible with funds expended.

Measurable:
● Implement project prioritization data base.
● Use of minor watershed data to target restoration projects and funding requests.

Leadership Actions
● Strengthen the prioritization and targeting of projects into minor watersheds that will benefit most.

Technical Assistance Actions
● Rank projects based on most likelihood to improve public waters.
● Collect and use data that will allow ranking, targeting, and prioritizing of projects.

Financial Assistance Actions
● Submit grant applications using ranking and prioritizing methods.

Education and Outreach Actions
● Conduct outreach activities in areas that could easily be improved if all identified projects were known and the landowners were willing.

Goal 6-3  Increase use of the Walk-In-Access Program by Todd County Landowners.

Measurable:
● Number of landowners enrolled in the county and acres enrolled.

Leadership Actions
● Promote the of WIA as a means of adding value to set-aside conservation programs such as CRP.

Technical Assistance Actions
● Assist landowners with sign-up.

Financial Assistance Actions
● Inform landowners that some restoration project money is available for their property after they signup.

Education and Outreach Actions
● Promote the program and seek additional sign-ups.

Goal 6-4  Implement streambank and lake shore stabilization projects to directly protect water quality.

Measurable:
● Number of projects and actions taken to protect shoreline areas.

Leadership Actions
● Identify and prioritize water bodies that can be significantly improved through this type of project.

Technical Assistance Actions
● Respond to landowners and local governments seeking assistance and designs to solve shoreline erosion.

Financial Assistance Actions
● Seek funding for shoreline stabilization projects and use what is already available.

Education and Outreach Actions
● Advertise successful projects.
## Attachment #1: Todd Soil and Water Conservation District Annual Budget 2018

### Income

#### Intergovernmental Revenue

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<thead>
<tr>
<th>Category</th>
<th>Amount</th>
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<tr>
<td>County</td>
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<tr>
<td>County Allocation</td>
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<tr>
<td>County Allocation for Feedlot Program</td>
<td>$48,047.00</td>
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<tr>
<td>County Allocation for Wetland Program</td>
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<tr>
<td>County Feedlot Program</td>
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<tr>
<td>Local Water Management</td>
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<tr>
<td>Local Levy</td>
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<tr>
<td>Wetland Conservation Program</td>
<td>$21,641.00</td>
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**Total Intergovernmental Revenue** $198,225.00

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charge for Service</td>
<td>$14,000.00</td>
</tr>
<tr>
<td>Tree and Plant Sales</td>
<td>$14,000.00</td>
</tr>
</tbody>
</table>

**Total Miscellaneous Revenues** $7,600.00

**Total Income** $505,262.00

### Expense

#### District Operations

- Supervisor Compensation: $6,000.00

#### Other Services & Charges

- MCTI Supervisors Work Comp: $50.00
- Membership & Registrations: $6,000.00
- Travel and Expense: $2,000.00
- MCTI Supervisors Insurance Coverage: $1,816.00

**Total Operations and Other Services** $9,866.00

#### Project Expense

- District Projects
  - Tree Expense: $14,000.00
  - Miscellaneous Project Expense: $7,000.00
  - Farm Bill Assistance Expense: $58,500.00
  - Program Expense: $353,599.00

**Total Project Expense** $433,099.00

**Total Expense** $588,299.00

**Net Income** $(83,037.00)

***This budget doesn’t reflect balances that will carry forward at the end of the year. Budget prepared by Tim Stieber and Sarah Katterhagen, Todd SWCD***
Attachment #2: Todd Soil and Water Conservation District Supervisor Districts
Attachment #3: Todd County Commissioner Districts
The MPCA provides financial and technical assistance to local government and other water resource managers to address nonpoint-source water pollution through the state Clean Water Partnership (CWP) and federal Clean Water Act Section 319 (Section 319) programs. Todd SWCD was recently awarded a grant to help reduce total phosphorus contributions from animal agriculture within the Osakis Lake Minor Watershed by providing cost-share assistance, technical assistance and engineered plans to installing best management practices for onsite feedlot fixes.

The goal stated within the Sauk River Watershed’s Comprehensive Plan is to be able to de-list the lake for nutrients by the year 2030 through reducing the annual total phosphorus load by 160-240 pounds. The projects proposed in this work plan would achieve 75% of this annual goal by preventing 140-200 pounds of phosphorus from reaching Osakis Lake through on-farm manure management.
**Programs**

- Coordinated 11 Todd County precipitation volunteer monthly monitor reports
- Monitored 13 observation wells for static water levels in Todd County
- Completed three Irrigation Conservation Plans for DNR
- Irrigation Scheduling Program, Stalk Nitrate Testing and Nutrient Management Initiative Plots delivered through East Otter Tail SWCD
- Minnesota Agricultural Water Quality Certification Program (MAWQCP) in second year and Todd County certified three producers for a total of 5,637 acres certified in the county
- Buffer Initiative work has Todd County at 98% compliance through a combination of guidance documents, landowner discussions and technical support and the review of aerial photography
- Assisted MPCA in water quality monitoring in 11 lakes through the SWAG Grant
- Partnering with Crow Wing SWCD on the I’m 4 Forests Program
- Enrolled four Walk-In Access sites through the DNR
- Provided shoreland assistance to lake organizations, businesses, cities and individual property owners on BMPs, water quality considerations and Aquatic Invasive Species
- Promote clean drinking water through assisting cities in their Wellhead Protection Plans
- Supported wildlife and easement programs through Pheasants Forever position

**Wetlands Conservation Act**

- 31 Exemption Decisions
- 7 No Loss Decisions
- 7 Satisfactory Violation Restorations
- 1 Boundary/Type Decision
- 2 Local Road Replacement Concurrences
- 134 Site Visits
- 360 Wetland Related Questions/Contacts
- Hosted Monthly TEP Meetings

**Feedlot Program**

- Feedlot Inventory for 1196 Feedlots
- 4 Construction Short Forms (new buildings or expansions)
- 10 Interim Permits
- 285 Site Visits and 29 In-Office Meetings with Individual Producers
- 437 Feedlot Related Questions
- 3 Pit Closures
- 11 Air Quality Exemptions
- 14 Complaint Responses
- 10 Return to Compliance/Upgrades

**Tree and Plant Sale Program**

- 13,975 Trees
- 250 One Gallon Potted Stock
- 15 Native Plant Kits
**Best Management Practices Installed Projects**

**State Cost Share**
- 4 Domestic Well Sealings

**Local Capacity Funds**
- 1 Water and Sediment Control Basin

**MPCA 319 Grant**
- 1 Stream Restoration
- 2 Pond Closures
- 1 Ag Waste Management System (additional funding provided through the State Cost Share and Local Capacity Funds)

**CWP Swan River**
- 1 Shoreland Restoration

**AgBMP Loans**
- 4 Total for $284,661.38

**RIM Easement**
- 4 Contracts for 263.9 Acres
On a sunny afternoon in late August Kevin Ehnes took a break from loading sunflower seeds, destined to become bird seed, to tell the story of the Minnesota Ag Water Quality Certified Ehnes Farms. Ehnes Farms is located outside of Eagle Bend and was established by Kevin’s Great Grandparents in 1914. Kevin took over the farm in 1977, shortly after finishing high school. He wasn’t fully up to taking on the entire farm at the time but jumped in with both feet has seen success in the long run. The farm earned its Century Farm title in 2014 after passing through multiple generations of Ehnes’. Currently Kevin and his wife Wannetta, who does much of the bookkeeping, live on and manage the land.

Ehnes farms was originally a diversified 180 acre farm like so many were in those days with both dairy and beef cattle along with other smaller animals and row crops. Over the years, the farm transitioned into just dairy and row crops until 1995 when they stopped milking.

Currently Ehnes farms is home to 30 cow-calf pairs, a handful of steers, and one very friendly dog. Kevin has added land to the original 180 acres and also rents to reach almost 900 tillable acres that he plants into a corn-soybean-wheat rotation or a number of different small grains.

When Kevin first took over the farm, the fields were all under conventional farming methods. Everything was tilled multiple times which left the fields black if there was no crop growing. For years Kevin watched as the wind and rain washed away his nutrient rich top soil thinking “something had to be done.” He contacted the SWCD for technical assistance to look into terraces or strip tillage but nothing quite fit his farm operation. He started using cover crops and increased his buffer strips but still observed erosion on some fields.

One of his landlords (and friend) suggested he try switching his conventional till practice into a no till practice. Kevin was not fond of the idea and didn’t see how it would work for his farm, but through persistence he was convinced to try it out with assistance from the Environmental Quality Incentives Program (EQIP). Ehnes farms now is 100% no till and loving it. Becoming no till was not easy and there were many struggles, but as Kevin put it, “You have to want it to work, to make it work.” By changing to no till Kevin spends less time in the fields, even though harvesting is his favorite part of farming, and has more time for other farm chores, such as enjoying the quietness of the cows. A few of the benefits Kevin said he’s noticed in his fields is the elimination of erosion, water retention due to the increased organic matter (each 1% of organic matter holds up to 20,000 gallons of water per acre), and he no longer picks rocks! 10 years later and he’s very happy with the management changes he has made.

Kevin has always been active in the community. Historically he has been active on Co-Op boards, Church Committees, and the Farmers Union. Presently, Kevin is on the FSA Committee, involved with Todd County Extension, and assists with the popular annual Todd County Breakfast on the Farm event.

When asked what he would like his farm called, Kevin thought for a moment and said “Ehnes Farm, my wife, my mom, and my father have all done a lot for this farm and I would like to honor them as well.”
Meryl started work for Todd SWCD in 1966 – the year after the SWCD was formed. He started as a District Aide and grew in the position into a Conservation Technician. He worked for the District for 39 years. He remembers the job fondly as most every day was different and working with landowners was rewarding. Since then Meryl has continued to be very busy planting trees, enjoying the outdoors and most recently maintaining a vineyard.

In the early years staff worked on establishing contour strips for landowners as a measure to reduce soil erosion. These worked well and were in high demand and many 1000’s of acres were installed. Meryl commented that few of these original strips are in place any longer due to changes in farming practices and bigger equipment that is used on modern farms.

Each year for 39 years Meryl worked with landowners to plant trees. Some years this involved over a month of planting working long days on the planter. Tree planning started soon after the years planting was complete – leading toward the next years planting site projects. One year Meryl remembers planting trees on over 40 sites. He can still see some of the trees growing around the county. Meryl came back after retirement to drive tractor during tree planting season for the district. He also planted extensively on his own property and purchased a tree planter for his own use.

Meryl and Greg Ostrowski worked together to stake out feedlot and ag waste improvement projects – most were cost shared through NRCS. He assisted other agencies throughout the years with surveys and field measurements of shoreline erosion, field erosion, and water monitoring of ground and surface water.

Meryl was around for the start of many new developments during his 39 years. Feedlot Rules were developed and implemented statewide, Water Plans were developed and mandated statewide, and the Wetland Conservation Act (WCA) was passed in the early 1990’s.

Meryl retired in 2006 but has not slowed down. When SWCD staff were preparing for the 50th Anniversary Meryl’s notes, memory and old news articles helped fill in gaps of the districts history. For the last two years his old fishing boat has been the boat SWCD staff have used for water quality monitoring on 11 lakes throughout the county. He said he likes the work the SWCD is currently doing – specifically mentioning the newsletter and Enviro-Fest.

Every year he still makes a point to plant trees saying Norway Pine is his favorite because it does so well in Todd County. Two years ago he lost a large planting in an accidental grass fire and replanted 500 transplants this spring. He laughed saying Greg Nolan and Marcia Rapatz actually did the planting but he had everything laid out exactly how he wanted it before they got there.

Meryl is an avid winter fisherman, deer hunter and outdoorsman. In his free time he also gardens with his wife Linda. They have vegetables, raspberries and native and cultivated plants around their property. Every week they also volunteer for the Food Pantry. Meryl drives 900-1000 pounds of food from Walmart to Long Prairie so they can restock the shelves.

Linda and Meryl also have 900 grape vines in their backyard to supply grapes for Dragon Willow Winery, a new business outside of Long Prairie that their daughter and son-in-law operate. Meryl helps maintain the vineyards at both locations by preserving the grounds, discouraging the turkeys and helping with the harvest.
**Other News & Happenings**

### One Watershed One Plan—Sauk River Watershed

Minnesota has a long history of water management by local government. One Watershed, One Plan is rooted in this history and in work initiated by the Local Government Water Roundtable (Association of Minnesota Counties, Minnesota Association of Watershed Districts, and Minnesota Association of Soil and Water Conservation Districts) in 2011 which recommended that the local governments charged with water management responsibility should organize and develop focused implementation plans on watershed boundaries.

The local units of government (LGUs) of the Sauk River watershed are very supportive of developing a comprehensive management plan. Todd along with Douglas, Stearns, Pope and Meeker Counties have all met in January 2017 to discuss the 1W1P approach and all have agreed to move forward with the 1W1P process. Each county has provided a letter or a board resolution to verify their support for the 1W1P.

BWSR’s vision for One Watershed, One Plan is to align local water planning on major watershed boundaries with state strategies towards prioritized, targeted and measurable implementation plans – the next logical step in the evolution of water planning in Minnesota.

### Mississippi River Brainerd and Sartell Watersheds—2016-2020

The Upper Mississippi River - Brainerd covers 1,079,950 acres (1,687 square miles) in the north central part of the Upper Mississippi River Basin in central Minnesota and encompasses all or parts of Aitkin, Cass, Crow Wing, Morrison and Todd counties.

Biological, chemistry and flow monitoring finished up in 2017 on several key stream reaches and lakes throughout the watershed. Results will be presented in both watershed’s TMDLs and be used to formulate Watershed Restoration and Protection Strategies for the area.

Todd SWCD with the assistance from their Minnesota Conservation Corps volunteer Ethan Dahl (pictured) conducted the lake sampling for the Todd County portion of the watershed.

### Minnesota Conservation Corps Intern

The Minnesota Environment and Natural Resources Trust Fund appropriated funds to train and mentor future conservation professionals by providing apprenticeship service opportunities to soil and water conservation districts. Ethan Dahl, a student at the University of Wisconsin River Falls studying Geology served as an apprentice to Todd SWCD for the summer and helped with a variety of programs at the SWCD including AIS, water quality monitoring, resource concerns with forestry, riparian areas and feedlots.
**Partners**

**West Central Technical Service Area (WCTSA)**

- 22 Site Visits
- 18 Site Surveys
- 18 Preliminary Projects Designs
- 7 Final Project Designs
- Provided Construction Oversight on 6 Projects

**Tri-County Irrigation**

This year 16 Todd County fields were enrolled into the program from seven farmers. Wade Salo, the technician from East Otter Tail SWCD, worked with farmers to monitor the weather and soil moisture to give them a second opinion on whether they should irrigate or not.

**Nutrient Management Initiative Plots & Stalk Nitrogen Program**

There were four nutrient management initiative plots in Todd County this year. These plots are set-up in conjunction with the MDA for the intended purpose to be on-farm field trials. It helps farmers evaluate alternative nitrogen practices, highlight advancements in nitrogen management practices, and evaluate practices that may help reduce field nitrate loss. There are four producers enrolled in the stalk nitrate sampling program. Nathan Wiese from East Otter Tail is the Irrigation/Nutrient Management Specialist who delivers this program.

**NRCS**

- 2,077.7 Acres Continuous CRP in 81 Contracts
- 55.3 Acres Honey Bee Habitat in 2 Contracts
- 11 CSP Contracts
- 16 EQIP Contracts
- 6 Nutrient Management Plan
- 2 Comprehensive Nutrient Management Plans
- 322 Acres of Nutrient Management
- 2800 Feet Livestock Pipeline

- 1 Pit Closure
- 31 Cover Crop Acres
- 589.3 Acres of Prescribed Grazing
- 1 Forest Management Plan
- 1 Water and Sediment Control Basin
- 84 Acres No Till
- 32,041 Feet Grazing System Fences

Data is unofficial and has not been reviewed
Public Relations & Education

- Representatives on the One Watershed One Plan committees, Livestock Advisory’s Committee, Camp Ripley Landscape Stewardship Committee, City Wellhead Protection Planning, MPCA Watershed Approaches, Public Works Annual Permit Meeting, MACFO and Todd County Emergency Response Committee
- Annual Feedlot Meeting, 180 attendees
- Invitational Feedlot Tour, 25 attendees
- Annual River & Lake Day, 22 attendees for morning workshop and 15 for afternoon workshop
- 23rd Annual Enviro-Fest, 594 attendees (students, teachers & presenters)
- Attended Liaison, Local Work Group, NRCS Field Day and MN Forest Resource Council Legislative Tour
- Provided technical assistance to landowners through field site visits regarding BMPs for riparian, forest, wetland ecosystems and developed farmlands and urban areas
- Annual awards program for Outstanding Conservationist and Land Stewardship Awards
- Hosted Booths at the Todd County Fair, Breakfast on the Farm and LPGE High School Career Fair
- Presented at Lake Association meetings, area schools, area towns, Annual Township meeting, Corn and Soybean Growers meetings, Annual Contractor meeting and the Osakis Lake Landowner Meeting
- Partnered with GIS Department to offer hands-on topography training in area schools through the use of an Augmented Reality Sandbox
- Developed a SWCD informational board at the USDA FSA office
- 2 SWCD Newsletters, 8 newspaper articles, 6 news releases, website and Facebook pages
- Attended MASWCD Convention and Day at the Capital
- Monthly radio show on KEYL/Hot Rod Radio
The intent of the 2017 Feedlot Data Inventory was to update the status of livestock facilities in Todd County. The last inventory was conducted in 2001 by road travel. This year’s inventory was done with a combination of aerial photography review and follow-up by door-to-door site visits when sites were identified as not having registered.

Since 2001 time, the need for the inventory and the status of livestock farms has changed. Over the years, the number of neighborhood single family dairy farms have reduced while actual animal numbers have remained relatively steady. Equally noteworthy is the fact that many of the original neighborhood family farms had manure storage areas with installations dating back as far as the 1970’s. Over the years, these sites have not registered due to not having animals on site. However, the pits remain open, unused, and pose a threat to ground water, human and animal safety, and potentially to surface water quality as water captured in these pits remain high in nutrients. The increase in the local goat market in Todd County is notable as well. The swine industry appears to have declined over the years while poultry numbers appear to have remained stable. Due to an increase in potentially devastating or life-threatening zoonoses, viruses, and other animal disease epidemics, the Department of Agriculture has requested a database be kept of all livestock locations within the county, including backyard flocks.

Registration also offers some protections from rule and ordinance changes (basically the right to farm), the value of site registration for the retired farmer/landowner, the animal hobbyist, and the potential buyer’s market has increased significantly over the years, making Todd County properties more marketable.
To view the 2017 SWCD Board Meeting Minutes, visit the Todd County website

HTTP://WWW.CO.TODD.MN.US/
Section 7.11 Agricultural Use Standards.
A. General cultivation farming, grazing, nurseries, horticulture, truck farming, sod farming, and wild crop harvesting are permitted uses if steep slopes and shore and bluff impact zones are maintained in permanent vegetation or operated under an approved conservation plan (Resource Management Systems) consistent with the field office technical guides of the Soil, Water, Conservation & Development Division or the United States Natural Resources Conservation Service. The shore impact zone for parcels with allowed agricultural land uses is equal to a line parallel to and 50 feet from the ordinary high water level.
B. Animal feedlots must meet the standards as prescribed in Section 9.11.

We would like to add a subsection C to Section 7.11. We would like this to state:

C. Restrict all livestock including, but not limited to, cattle, pigs, goats, sheep, horses, etc. from having direct access to all public waters in Todd County with a DNR public access.
October - November 2017 Staff Report

Tim Stieber, Division Director

Meetings, Events & Coordination
• Participated in SWCD & PZ staff meetings as needed – generally 1X per week.
• Prepared for and participated in a SWCD board meeting on Oct. and Work Session in Nov.
• Attended WCA TEP meetings.
• Participated in Local Work Group and prepared materials afterwards.
• Attended Livestock Advisory Meeting
• Delivered radio messages and prepared articles for PZ for news release.

Operations
• Completed Ordinance Adoption related to Buffers a BOC meeting.
• Developed fee schedule and submitted to administration.
• Completed cost share prioritization sheet working with staff.
• Completed annual work plan after work session and input from reviewers.
• Attended Department Head meeting / training sessions in Oct and Nov.
• Worked on hazardous mitigation plan with other departments – submitted ideas for possible funding.
• Worked to have new technology help solve workload problems using apps on smart phone and also an IPad with fillable forms and for use for permitting in field.
• Completed elink entries for several projects and activities.
• received notice of new web based IWM program that will be available to Todd County producers.

Field Projects and Activities
• Went into the field with Deja to assist with Feedlot Registrations.

Planning & Zoning
• Prepared several new forms for 2018.
• Help Buffer Team Meeting (1st one) with Danielle, Loren, Sarah, Tim
• Prepared materials, presentations, and follow-up for cases for Planning Commission and Board of Adjustment meetings for October and November.
• Worked on several violations – letters, phone calls, landowner meetings.

Staff Management
• Posted a Land use Planner Position internally with county.
• Received authorization to hire a temp. employee to assist with feedlot inventory and buffer information. Worked with John to ensure these tasks were completed.
• Met with staff one-on-one as needed during the past month.
• Completed final draft of time policy to be reviewed at Division meeting.
• Participated in Training – Resiliency training For Supervisors.

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- October 4 to December 6, 2017

Site visits by Deja (60 total):
- Kreemer- Construction Inspection
- Nathe- Pit Closure Inspection (1) Final Compliance Inspection (1)
- Berscheit- assistance/ survey for construction
- Yoder- Conservation Planning visit (1) Interim Permit application assistance visit (1)
- Eischeid- Assistance Inspection
- Katterhagen- Construction Inspection (1) Final Compliance Inspection (1) Conservation Delivery visit (1)
- Waldoch- land application inspection (2)
- Prather- registration visit- animals on site- required to register
- Haassen- registration visit
- Lamm- registration visit (1) producer requested compliance inspection (1)
- Schultz- registration assistance
- Eckel- registration assistance (2)
- Capko- Conservation Delivery Spot Check- corn still on field- revisit
- Buderus- Pasture registration and inspection (1)
- Green- registration visit- animals on site –required to register
- Miller- registration update
- Vetsch- Construction Inspection
- Pesta- registration visits (3)
- Judd- construction inspection/survey
- Lunemann- conservation delivery spot checks (3)
- Keppers- assistance visit/survey
- Diebele- Conservation Delivery spot checks/ Compliance Inspection/ and registration
- Bundy- Compliance Inspection and Conservation Delivery Spot Check
- Quam- Compliance Inspection and Conservation Delivery Spot Check
- Larson- Compliance inspection and Conservation Planning visit
- May- Conservation Delivery Spot Check
- Rickbeil- Compliance/ Construction Inspection
- Hauer- assistance visit/ survey
- Henrich- assistance visit/ survey
- Panek- Construction Inspection
- Additional registration site visits done by Deja = 19 (Tim with)
- Additional registration site visits done by Loren = 15
  - Danielle = 18
  - Tim = 10
  - Lew = 66

In Office Meetings (3 Total):
- Hollerman
- Noska
- Jares
Complaints: (3)
- land application too close to wetland- compliant
- land application- odor and not incorporated- unsubstantiated
- cattle defecating in lake- referred to Tim and Commissioners

Air quality exemptions (4)

Producer/Citizen Assistance (Feedlot Related): (44)

Meetings/ Trainings:  SWCD Staff Meetings (10/9, 16, 23, 30 & 11/13, 20, 27); SWCD Board Meeting & Awards Luncheon (10/12); MACFO Meetings (10/23 & 11/17); Division Meeting (10/13)
BWSR Academy (11/1, 2, & 3); CFO Web-Ex Training (11/13); MPCA Regional Meeting (12/4)

Other:
- Feedlot Registrations outside of site visits = 96 hours;
- 3 Farm MinnFARMS;
- Inspection write ups and review/entry (20.5 hrs.);
- Douglas County mentorship (.5 hrs.);
- Yoder and Schmitz Permits;
- Delegation Agreement: prep, review, write, and submit = 8.5 hrs.
- Review and submittal of Katterhagen submittals and Conservation Delivery Project
- Review and Prep of Oyster Pit Closure Project
- Conservation Planning- Yoder
- Conservation Planning- Larsen
- Quarterly Reporting- 6 hrs.
- Tree Sales and Water Kits assistance
- Swan River/ DNR/ Grazers Discussion and research concerning cattle crossing river & rules against fencing navigable waters
- Radio Show (11/17)
- Trained Staff (refresher course) on Laser level and transit use for elevation shots (11/14)
- Trained Temp Hire on Feedlot Inventory/ GIS
- Todd County Annual Plan review and comment
- Subpoena to testify (again)- Gourley Brothers Trial
- Article in the Long Prairie Leader on Registration Inventory and Requirements

Notable Mention: The Feedlot Program would like to acknowledge all those individuals stepping up to the plate to help meet County and State requirements for Feedlot Registration:

Boots on the Ground:  Lew Noska (Go Lew!), Tim Stieber, Loren Miller, Danielle Anderson
In Office: Sarah Katterhagen, LeeAnne Louden, John Reynolds, and volunteer Hagen Gamradt

This is a short-term, heavy workload. Any and all efforts to help us successfully complete this project is so greatly appreciated. Thank you!

Submitted by Déjà C. Anton- SWCD Livestock Advisor, CFO —December 6, 2017

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

**STAFF REPORT – OCTOBER & NOVEMBER**

Board meeting date: December 14th, 2017

**Meetings, Training, Events & Outreach**
- NRCS / SWCD Meeting 10/4/17
- Awards Luncheon 10/12/17
- Division Meeting 10/13/17
- Forest Tour 10/18/17
- BWSR Academy 11/1 – 11/2
- County Insurance Meeting 11/3
- Buffer Team Meeting 11/29/17

**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
- Working with temp on updating BuffCAT & Spreadsheets
- Buffer team meeting prep and organization
- Site visits/flagging
  - Robert Lunser
- Waivers (running total)
  - Accepted – 30
  - Rejected – 1
- Started sending out “Final Warning” Letters

**MAWQCP**
- 12 applications being processed
- 12 certified producers
- Site visit/meetings – 0

**Feedlots**
- Assisting Deja with Registrations and Site Visits
- Site visits – 6

**Cost Share & Technical Assistance**

**Projects**
- Jay Noska – clean water diversion, exclusion fencing
- Daniel Deibele – stream bank erosion
- Kamphenkel – field erosion

**Trees**
- Martin Hagen
- Site visits – 0

**Buffers**
- Pesta – buffer planting

**Other**
- Surveying with lasers 101
- Job Approval Authority – acquiring and finalizing
- State convention gift basket for auction
Financial/Administrative:
- 3rd QRT Wage Adjustment was reported in accounting system
- Reviewed account activity logs
- Reviewed grant budgets—provided Tim with suggestions and proposals on amend FY16 Local Capacity grant budget
- Reported financials in e link
- Updated grant tracking sheets
- Order Trees for 2018
- Working with on time tracker program

Feedlot Program:
- Continued to review and process registrations (daily) LOTS OF HOURS 😊

Meetings/Trainings:
- Attended BWSR academy
- Attended Annual Convention
- Volunteered time to Envirothon Auction

County Programs:
- Assisted in Septic Cost Share program and inventory program. (paperwork)
- Assisted Planning & Zoning in their septic inventory program
- Planning and Zoning vouchers and deposits
- Assisted at front counter when needed
- On the County’s buffer team (to track fines when “if” they are issued to landowners.

AIS Program:
- Updated tracking sheets
Reporting Dates: November 2017

Trainings attended: BWSR Academy

Upcoming trainings to attend: January – Stormwater Pollution Prevention Planning

WCA:

New Applications received:
  o Mike DeMars – Staples Twp.

Notice of Decisions:
  o Mike DeMars – Staples Twp.
  o Rodney McCartney – Reynolds Twp.
  o Glen Middendorf – Reynolds Twp.

Ongoing cases and Violations:
  o Olaf Dahlgren C/O Josh Discher – Satisfactory Restoration Certificate Sent
  o Eric Denny – Reynolds Twp. – Satisfactory Restoration Certificate Sent
  o Dennis Thiel – Germania Twp.
  o Tim Pesta – Long Prairie Twp. – Satisfactory Restoration Certificate Sent

Customer outreach:
  o 2 Site visits
  o 23 Phone calls, office visits, etc.

SWCD:
  o DNR OB Wells
  o 66 Feedlot Registration Site Visits
  o Irrigation Conservation Plan – Steve Kleinfehn
  o Unpermitted Pit map entry

County:
  o Sutton Shoreland Alteration (Driveway Survey)
Training

- None

Projects

- Current/Recently Completed Projects/Upcoming projects for approval
  - None

- Visited Cost Share Spot Checks
  - Sylvan Shores, Raingardens
  - Central Todd County Care Center, Raingarden

- Provided Technical Assistance & Potential projects for Shore Land / River Restoration / Erosion
  - Unger, Big Lake
  - Hudalla, Charlotte Lake
  - Johnson, Bass Lake
  - Sauk Centre Lions Club, Kandota Township and Fairy Lake Association, Fairy Lake
  - Hellman, Little Birch Lake
  - Motley Cemetery, Long Prairie River
  - Court, Fawn Lake
  - Hagedorn, Tree Planting

- Aquatic Invasive Species (AIS)
  - Held year-end summary meeting

- RIM/WRP
  - None

- Mississippi River Brainerd Watershed
  - Entered and submitted field observation data to MPCA for SWAG Grant

- Outreach
  - Long Prairie/Grey Eagle Career Fair with Danielle
  - Radio Show on KEYL/KXDL to discuss Buckthorn
  - Answered questions on forestry mailing for Crow Wing SWCD, four landowners
  - Presented AR Sandbox to St. Agnes School in Osakis

- Meetings
  - SWCD Staff Meetings
  - Kathy Boeckman, Lake Beauty Lake Association President
  - One Watershed One Plan Meeting for Sauk River Watershed

- Funding
  - MPCA Workplan Revisions for 319 Grant

- Other
  - Vacation November 22-December 5
  - MASWCD Annual Convention
  - Legislative Tour of Todd County Forestry by MN Forest Resource Council– 10/18/17
Sabin Adams
Staff Report
Nov. 2017

- Interviewed applicants for FBB position in Marshall County
- Had FBB staff meeting before BWSR Academy
- Attended BWSR Academy
- Sign the last CRP contracts. 11 contracts for 223 acres.
- Continue working on SRWD hayed buffers.
- Flagged three CRP fields. For fall planting.
- Mailed 75 CREP applications to Gordon Township.
- Working on three CREP applications.
We are currently continuing to work on EQIP and CSP Payments primarily. We also are working through a few contract terminations, non-compliance agreements, and contract modifications that take a substantial amount of time. Status reviews for contracts will also be completed hopefully by the end of the year.

Carol Wimmer was hired and started on December 3rd as our new Ultima Administrative Assistant. We are truly glad we have some clerical help again as this was taking approximately 50% of my time and also time from Sabin and Darlene. It will take us awhile to train, gain computer access, and overall get Carol up to speed, but hopefully by January we will be back on track.

I attended the MASWCD convention and during that time NRCS held a 4 hour DC meeting to bring us up to speed on the state of MN NRCS. We were told that the SWCD’s and the local Field Office staff know as much as the Area and State office at this point. You also heard much from Lanette at the MASWCD Convention related to staffing levels, hiring, cooperative and operational agreements, partnering, etc. Currently and in the foreseeable future our staffing will remain low (419 in FY 2010 and currently 238 full time equivalent employees); at 56% of FY 2010 levels. Currently, MN NRCS is approved for only 280 FTE staff so even if hiring can be done we would only regain approximately 40 FTE staff. As I stated at the previous meeting most of us are doing at least 2 jobs and some are doing 3 or more jobs at one time. I still am the Acting NW Area Resource Conservationist. Hiring in our agency is out of the state’s control and although there isn’t a hiring freeze we aren’t “approved” to hire. We truly will rely on partners to help us get the job done as we have in the past. This has been done through cooperative and operational agreements and sometimes contribution agreements. We were told that over $9 million were spent on these agreements with one partner receiving over $1 million dollars. I was also told that these agreements can and should be looked at yearly or more often as needed.

As Acting ARC I just completed 53 FY 2017 spot checks with the assistance of a few other staff.

The FY 2018 EQIP payment docket has just been released and we will begin planning efforts for the 31 EQIP applications soon. The deadline, if not moved, will be mid-January to complete these plans and eligibility. With current workload this will be very difficult, and it was brought to leadership’s attention and most offices are hoping the deadline will be postponed until mid-February.

In the meantime, as we are catching up and training Carol, please bear with us as we are behind on many tasks. Also contact me if you ever need something or need an update on where we are at.
MINNESOTA INSTRUCTION 230-380  ANNUAL CIVIL RIGHTS AND EQUAL OPPORTUNITY PARTNER DISCUSSIONS

380.1 PURPOSE

This instruction provides guidance for field staff on advising Conservation Partners of Civil Rights and Equal Opportunity responsibilities.

380.2 BACKGROUND

The Natural Resources Conservation Service (NRCS) has responsibility to deliver USDA Civil Rights and Equal Opportunity requirements and information with partner(s) who maintain the responsibility to follow USDA Civil Rights regulations in program delivery because they are recipients of Federal assistance. According to General Manual (GM) 230 Part 405.8A, “The NRCS policy is to encourage, support, provide training, and assist all conservation boards, councils, and committees to achieve diverse representation of customer groups on such boards, councils, and committees.”

380.3 POLICY

Per GM 230-405.22 (10), NRCS must administer “NRCS Plan of Action for Representation on Boards, Councils, and Committees.” The local NRCS manager and their supervisors must discuss the civil rights responsibility of the districts and NRCS during the annual review of the supplement Memorandum of Understanding (MOU).

In addition to GM 230-405.22 (8) and (9), NRCS is to encourage, support, provide training, and assist all conservation boards, councils, and committees to achieve representation of customer groups on such boards, councils, and committees and identify persons, including minorities and females, for appointment to the local boards when requested.

380.4 RESPONSIBILITIES

Local NRCS Manager
- Provide annual training to partner(s) regarding Title VI and VII.
- Ensure completion of “Civil Rights Responsibilities for Partners Checklist.”

Assistant State Conservationist for Field Operations
- Ensure Local NRCS Manager complete annual training and checklist.
- Ensure annual training and checklist is completed in a timely fashion.
380.5 INSTRUCTIONS

Every fiscal year, prior to the end of the first quarter, the local NRCS manager must complete the following actions:

1. Provide annual civil rights training to partner(s) and review the following with partner(s):
   - USDA Civil Rights Policy Statement
   - NRCS Anti-Harassment Policy Statement
   - “And Justice for All” Poster
   - AD-2106, Form to Assist in Assessment of USDA Compliance with Civil Rights Laws
   - USDA Non-Discrimination Statement
   - Limited English Proficiency Policy Statement
   - Title VI
     - Program Information
     - Customer Service
     - Soil and Water Conservation District (SWCD) Board Demographic
     - Program Outreach
     - Section 1619 Compliance
   - Title VII
     - Prevention of Harassment
   - GM 230-405.22(9) and (10)

2. Complete “Civil Rights Responsibilities for Partners Checklist.”

3. Ensure completion of “Affirmation of Review.” Maintain original in local field office 230 files. Affirmation must be kept in 230 files for a minimum of three years of date of signatures.

4. Provide a copy to the Area Civil Rights Representative and notify the Assistant State Conservationist for Field Operations of completion.

380.6 FILING INSTRUCTIONS

This Minnesota Instruction will be placed on the Minnesota NRCS SharePoint under 120 - Administrative Services (ADS) _ Minnesota Directives _ Minnesota Instructions.

380.7 CONTACT

Questions regarding the information within this Minnesota Instruction shall be directed to the Minnesota NRCS Civil Rights Chair.

Approved by:

CATHEE PULLMAN
State Conservationist

Attachment: Guidance on Initiating Required Annual Civil Rights and Equal Opportunity Discussions with Partners (memo with attachments)