

Soil & Water Conservation District

215 1st Avenue South, STE 104, Long Prairie, MN 56347 Phone: 320-732-2644

MINUTES FROM THE MARCH 8, 2018 REGULAR BOARD MEETING

Chairman Katterhagen called the Thursday, March 8, 2018 meeting to order at 9:30 a.m.

The meeting was held at the Historic Courthouse, 215 1st Ave South, Long Prairie, MN 56347. Board members present were: Dale Katterhagen, Norman Krause, Tom Williamson, Leland Buchholz and Kenny Pesta. Others present were: Tim Stieber, Division Director, Sarah Katterhagen, Program Coordinator, Deja Anton, Livestock Advisor, Lew Noska, Conservation Technician, Russell Kleinschmidt, NRCS, Randy Neumann, County Commissioner, and Gary Kneisl, County Commissioner.

Staff Member Absent: Shannon Wettstein, Water Planner.

The Pledge of Allegiance was recited.

Katterhagen asked if there were any additions to the agenda. **Krause made a motion, seconded by Buchholz to approve the agenda for March 8, 2018 regular board meeting. Affirmative: Katterhagen, Krause, Williamson, Buchholz and Pesta. Motion Carried.**

Katterhagen asked if there were any additions or corrections to the minutes from the January 11, 2018 regular board meeting. **Williamson made a motion, seconded by Pesta to approve the minutes as distributed from January 11, 2018 regular board meeting. Affirmative: Katterhagen, Krause, Williamson, Buchholz and Pesta. Motion Carried.**

Buchholz reviewed January and February's Program Summary. **Pesta made a motion, seconded by Williamson to accept January's program summary with receipts totaling \$32,441.88 and disbursements totaling \$6,585.18; and to accept February's program summary with receipts totaling \$19,845.78 and disbursements totaling \$35,689.50. Affirmative: Katterhagen, Krause, Williamson, Buchholz and Pesta. Motion Carried.**

Krause made a motion, seconded by Williamson to have Buchholz as the alternative for the One Watershed, One Plan committee for the Sauk River Watershed. Affirmative: Katterhagen, Krause, Williamson, Buchholz and Pesta. Motion Carried.

Pesta made a motion, seconded by Williamson to approve the following appointments for 2018:

Liaison Committee:	Leland Buchholz and Norm Krause
Planning Commission Liaison:	Dale Katterhagen
Board of Adjustment Liaison:	Dale Katterhagen
WCTSA Committee:	Kenny Pesta <i>Alternate:</i> Tom Williamson
Water Plan Committee:	Dale Katterhagen
Local Work Group:	Kenny Pesta
SRWD One Watershed One Plan:	Tom Williamson <i>Alternate:</i> Leland Buchholz

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

CliftonLarsonAllen Review: Telephone conference with Doug Host from CliftonLarsonAllen. He reviewed the 2017 Todd SWCD audit.

Krause made a motion, seconded by Buchholz to accept the 2017 Audit. Affirmative: Katterhagen, Krause, Williamson, Buchholz and Pesta. Motion Carried.

Buchholz made a motion, seconded by Krause to approve the minutes from the February 6, 2018 joint meeting with Todd County Commissioners with change in the adjournment motion.

Discussion: S. Katterhagen will notify the Auditor's office with the change.

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

Buchholz made a motion, seconded by Williamson to approve accepting the 2017 Enviro Fest donation from Sauk River Watershed in the amount of \$1,100.00. Affirmative: Katterhagen, Krause, Williamson, Buchholz and Pesta. Motion Carried.

Krause made a motion, seconded by Williamson to approve the Enviro-thon sponsorship in the amount of \$150.00. Affirmative: Katterhagen, Krause, Williamson, Buchholz and Pesta. Motion Carried.

Williamson made a motion, seconded by Krause to approve the Sauk River Watershed Policy/Plan Development Agreement. Affirmative: Katterhagen, Krause, Williamson, Buchholz and Pesta. Motion Carried.

Krause made a motion, seconded by Pesta to table resolution adopting Todd County's financial policies and procedures. Resolution #20180308-01. Affirmative: Katterhagen, Krause, Williamson, Buchholz and Pesta. Motion Carried.

Buchholz made a motion, seconded by Pesta to approve the FY2018 Local Capacity grant amendment and the amended budget. Affirmative: Katterhagen, Krause, Williamson, Buchholz and Pesta. Motion Carried.

Krause made a motion, seconded by Williamson to approve encumbering FY18 state cost share for Stephen/Randee Kleinfehn, contract #3-18 for a well sealing project in the amount of \$240.00. Affirmative: Katterhagen, Krause, Williamson, Buchholz and Pesta. Motion Carried.

Pesta made a motion, seconded by Williamson to deny the membership request from National Association of Conservation District. Affirmative: Katterhagen, Krause, Williamson, Buchholz and Pesta. Motion Carried.

Buchholz made a motion, seconded by Krause to approve the 2017 Todd SWCD Audit Management Representation letter. Affirmative: Katterhagen, Krause, Williamson, Buchholz and Pesta. Motion Carried.

NRCS Conservation Grant Agreement: Stieber reported that grant opportunities are available through NRCS. Stieber will be talking with other Districts and WCTSA about putting in a grant application.

Todd County Planning and Zoning Ordinance Change Request: There has been two public hearings regarding the request to change the ordinance to keep livestock out of lakes with public access. Stieber is working on putting together the findings of facts and summary for the next Planning Commission meeting.

Resolutions to be submitted to AREA II: Stieber reported if they board has any resolutions that they would like to submit to the AREA II, the District board would need to approve the resolutions at the April's board meeting.

COMMISSIONER'S REPORT: Commissioner's reported Todd County has hired a new Human Resources Manager.

STAFF REPORTS: (see attachment) Stieber reported Kevin Brown has been hired to fill the vacant position. Anton reported she is working on the feedlot meeting and Todd County received 100% for the annual feedlot review. Noska reported that his working with Fish and Wildlife on a habitat project and will be attending an upcoming irrigation training. S. Katterhagen reported that tree sales have been going good and that the District has returned the unencumbered buffer cost share funds to Board of Water and Soil Resources (BWSR). Stieber added the Pheasants Forever position has been reposted and interviews will be held soon.

NRCS REPORT: Kleinschmidt reported that NRCS is working on CSP applications and FSA and NRCS will become one office in the future.

CITY OF CLARISSA WELLHEAD PROTECTION PROGRAM (LETTER): Stieber reported City of Clarissa is looking for input on their wellhead protection plan.

CITY OF LONG PRAIRIE WELLHEAD PLAN AMENDMENT (LETTER) Stieber reported the letter was to inform the District that the DWSMA size has changed.

DEPARTMENT OF AG DAIRY CENSUS: 184 dairy farmers and 30 goat farms. (that are registered to sell milk)

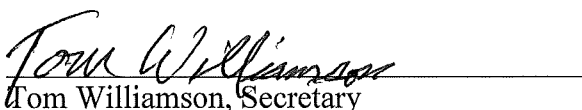
MASWCD CORRESPONDENCE: See handout.

Chairman Katterhagen adjourned the meeting at 11:15 a.m.

The next meeting of the Todd SWCD Board of Supervisors will be **held on Thursday, April 12, 2018 beginning at 8:30 a.m. at the Todd County Historic Courthouse (Prairie Conference room), Long Prairie, MN 56347.**


Sarah Katterhagen, Minute Prepare

4-12-18
Date


Tom Williamson, Secretary

4/12/18
Date

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

PROGRAM	CASH		RECEIPTS	DISBURSEMENTS	CASH	
	BALANCE				BALANCE	
		01/01/18				01/31/18
District Savings Account	\$	270,797.60			\$	270,797.60
Change Fund	\$	20.00			\$	20.00
District Operations	\$	-		\$	2,435.18	\$ (2,435.18)
MN State Grant	\$	20,157.58	\$	1,257.25	\$	21,414.83
Misc Revenue	\$	1,268.05	\$	2,090.58	\$	3,058.63
Tree Program	\$	5,064.77	\$	3,878.35	\$	8,668.12
Farm Bill	\$	3,353.38	\$	14,628.00	\$	17,981.38
NRBG Feedlot Funds	\$	150,580.31		\$	475.00	\$ 150,105.31
NRBG Water Plan Funds	\$	14,574.16				\$ 14,574.16
NRBG Water Plan Levy	\$	-	\$	209.67	\$	209.67
NRBG WCA Funds	\$	28,303.86			\$	28,303.86
FY17 Conservation Delivery	\$	-			\$	-
FY17 Easement Delivery	\$	-			\$	-
FY17 State Cost Share Fund + T/A	\$	15,443.43			\$	15,443.43
FY2018 Conservation Delivery	\$	14,801.14			\$	14,801.14
FY2018 State Cost Share Fund + T/A	\$	16,595.00			\$	16,595.00
2014-2017 MPCA 319 Grant - Admin	\$	-			\$	-
2014-2017 MPCA 319 Grant - Cost Share	\$	-			\$	-
2014-2017 MPCA 319 Grant - Technical Assistance	\$	-			\$	-
2015-2018 CWP Swan River Headwaters-Admin	\$	(1,562.00)			\$	(1,562.00)
2015-2018 CWP Swan River Headwaters-T/A	\$	(2,900.00)		\$	3,100.00	\$ (6,000.00)
2015-2018 CWP Swan River Headwaters-C/S	\$	(7,425.00)			\$	(7,425.00)
FY2017 Buffer Compliance	\$	5,001.39			\$	5,001.39
FY2018 Buffer Compliance	\$	20,000.00			\$	20,000.00
Ob Well Program	\$	(1,669.50)			\$	(1,669.50)
FY16 & FY17 CWL Local Capacity 100k	\$	90,975.06			\$	90,975.06
FY2018 CWL Local Capacity	\$	100,000.00			\$	100,000.00
MPCA - SWAG Monitoring	\$	(10,378.03)	\$	10,378.03	\$	-
MN Riparian Buffer Cost Share Program	\$	25,000.00			\$	25,000.00
Todd County Riparian AID Cost Share Program	\$	43,583.00			\$	43,583.00
TOTAL	\$	801,584.20	\$	32,441.88	\$	6,585.18
						\$827,440.90

Sarah Katterhagen
Prepared by: Sarah Katterhagen, Program Coordinator

Leland Buchholz
District Treasurer, Leland Buchholz

3/8/2018
Date

3/8/2018
Date

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

PROGRAM	CASH		RECEIPTS	DISBURSEMENTS	CASH	
	BALANCE				BALANCE	
	02/01/18				02/28/18	
District Savings Account	\$ 270,797.60				\$ 270,797.60	
Change Fund	\$ 20.00				\$ 20.00	
District Operations	\$ (2,435.18)		\$	427.85	\$ (2,863.03)	
MN State Grant	\$ 21,414.83				\$ 21,414.83	
Misc Revenue	\$ 3,058.63	\$	2,887.50		\$ 5,946.13	
Tree Program	\$ 8,668.12	\$	5,071.28		\$ 13,739.40	
Farm Bill	\$ 17,981.38		\$	14,397.36	\$ 3,584.02	
NRBG Feedlot Funds	\$ 150,105.31		\$	238.25	\$ 149,867.06	
NRBG Water Plan Funds	\$ 14,574.16				\$ 14,574.16	
NRBG Water Plan Levy	\$ 209.67				\$ 209.67	
NRBG WCA Funds	\$ 28,303.86				\$ 28,303.86	
FY17 Conservation Delivery	\$ -				\$ -	
FY17 Easement Delivery	\$ -				\$ -	
FY17 State Cost Share Fund + T/A	\$ 15,443.43				\$ 15,443.43	
FY2018 Conservation Delivery	\$ 14,801.14		\$	2,714.75	\$ 12,086.39	
FY2018 State Cost Share Fund + T/A	\$ 16,595.00				\$ 16,595.00	
2014-2017 MPCA 319 Grant - Admin	\$ -				\$ -	
2014-2017 MPCA 319 Grant - Cost Share	\$ -				\$ -	
2014-2017 MPCA 319 Grant - Technical Assistance	\$ -				\$ -	
2015-2018 CWP Swan River Headwaters-Admin	\$ (1,562.00)	\$	1,562.00		\$ -	
2015-2018 CWP Swan River Headwaters-T/A	\$ (6,000.00)	\$	2,900.00		\$ (3,100.00)	
2015-2018 CWP Swan River Headwaters-C/S	\$ (7,425.00)	\$	7,425.00		\$ -	
FY2017 Buffer Compliance	\$ 5,001.39				\$ 5,001.39	
FY2018 Buffer Compliance	\$ 20,000.00				\$ 20,000.00	
Ob Well Program	\$ (1,669.50)				\$ (1,669.50)	
FY16 & FY17 CWL Local Capacity 100k	\$ 90,975.06				\$ 90,975.06	
FY2018 CWL Local Capacity	\$ 100,000.00				\$ 100,000.00	
MPCA - SWAG Monitoring	\$ -				\$ -	
MN Riparian Buffer Cost Share Program	\$ 25,000.00		\$	17,911.29	\$ 7,088.71	
Todd County Riparian AID Cost Share Program	\$ 43,583.00				\$ 43,583.00	
TOTAL	\$ 827,440.90	\$	19,845.78	\$	35,689.50	\$811,597.18

Sarah Katterhagen
Prepared by: Sarah Katterhagen, Program Coordinator

3-8-18
Date

Leland Buchholz
District Treasurer, Leland Buchholz

3/8/2018
Date

January and February Staff Report

Tim Stieber, Division Director

Meetings, Events & Coordination

- Attended Erosion and Storm water Management Certification Training (2 days).
- Prepared for BOC meetings with action forms presented on Jan 2 & 9, and Feb. 6th and 20th.
- Prepared for and participated in a SWCD board meeting on January 11th.
- Prepared for and presented at joint SWCD-BOC meeting February 6th.
- Attended WCTSA meeting to discuss new agreement and workload with all 12 counties.
- Participated in staff training plan webinar – individualized training plans to be completed in March.

Operations

- Worked with Sarah to complete the audit for SWCD financials for 2017.
- Worked with staff to develop 319 water quality grant ideas then researched and developed two grants that were submitted to MPCA for funding consideration:
 - Long Prairie River Stream Bank Restoration \$156,500
 - Partridge River E.coli Reduction \$79,724
- Visited with staff about upcoming NRCS-SWCD contribution agreements.

Field Projects and Activities

- Worked on AIS activities such as developing contracts with Lake Associations and corresponding with association members about planned activities and processing requests. Opened bids for inspection services and awarded the inspection service to Lamb Services. Prepared a contract with Lamb and submitted contract to Board of Commissioners for signing.
- Discussed cost-share projects with staff related to c/s allocation decisions.

Planning & Zoning

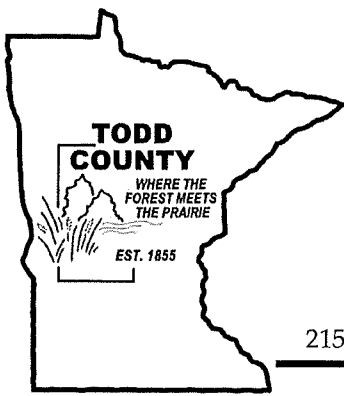
- Prepared a year-end summary of activities for the PZ department.
- Buffer Team Meeting (3rd) with Lew, Loren, Sarah, Tim
- Prepared materials, presentations, and follow-up for cases for Planning Commission and Board of Adjustment meetings. Prepared a presentation for 75 people on an ordinance revision.
- Developed a violation report and sent to Todd County Court requesting that Blake Elliott appear in court since Restoration Order was not completed last fall. Currently preparing new restoration order for Mr. Elliott.
- Worked with staff on winter organizing tasks such as complaint resolution, inventorying projects, and development and refinement of forms and fact sheets.

Staff Management

- Hired Loren Miller for Land Use Planner Position.
- Developed materials and advertised Planning and Zoning Specialist position.
- Developed materials and advertised for Resource Conservationist position.
- Met with staff one-on-one as needed during the past month.

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.



Soil & Water Conservation District

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Feedlot Staff Report for- January 9 to March 6, 2017

Site visits by Deja (10 total):

- **Wiese- Pre-** Construction inspection for Pit Closure
- **Crazy D Ranch-** inspection
- **JRB Heifers-** inspection
- **Twadowski, Site 1-** Producer initiated inspection
- **Twardowski, Site 2 -**Producer initiated inspection
- **Stelling Land and Cattle Company-** assistance visit
- **Stelling-** producer initiated inspection
- **Zehrer-** assistance visit
- **Statema-** assistance visit
- **Henrich-** assistance visit

In Office Meetings (1 Total): Middendorf (2/12)

Complaints: (2)

- land application discharging to ditch- substantiated- violation
- non-compliant stockpile- substantiated- letter of warning

Air quality exemptions (0)

Producer/Citizen Assistance (Feedlot Related): (73)

Meetings/ Trainings: Division Meeting (1/12); MPCA Web-Ex- TEMPO Reporting (1/31); Technical Training Team (2/5); NRCS/SWCD meeting (2/7); Hydrology Training (2/16); Board of Commissioner's Meeting (2/20); MPCA Web-Ex- Intro to CFO Tool box (2/21); Webinar: Intro to JAA Accreditation Tool (2/22)

Other:

- **Feedlot Registration and Data Entry Into TEMPO= 73 hours;**
- **Inspection Data Entry into TEMPO= 31 hours;**
- AgBMP loan assistance;
- Leader newspaper articles;
- SWCD Quarterly Reporting (4 hours);
- MPCA Annual Report & Development of Discrepancy List (10.5 hrs), and MPCA Annual Review= 100%
- TEMPO direct problem solving with MPCA due to computer lock out= 12 hrs.!!!
- Interviewing committee for new hire
- Tree Sales
- Buffer assistance
- Douglas County Mentorship
- Interim permits issued to Bennie Yoder and Schmitz Red Angus
- 4 Minn Farms
- MPCA 319 Grant Writing Team - research/ revision/ co-writing (13 hrs.)

FUN FACT: 184 active dairies remain in Todd Co.-Submitted by Déjà C. Anton- SWCD Livestock Advisor, CFO

To Meet the Public's Needs by Protecting the Land and Safeguarding the Water

Reporting Dates: January-February 2018

Trainings attended: SWPPP Designer, Stearns County Shoreland Training

Upcoming trainings to attend:

WCA:

New Applications received:

- CD04 Maintenance

Notice of Decisions:

- Richard Zunker – Leslie Twp.
- Todd County – CSAH 14 Box Culvert
- USFWS – Ostendorf Habitat Restoration
- USFWS – Haeg Habitat Restoration

Ongoing cases and Violations:

- Dennis Thiel – Germania Twp. – Restoration Complete

Customer outreach:

- 6 Site visits
- 31 Phone calls, office visits, etc.

SWCD:

- 19 Feedlot Registration Site Visits
- Buffer Technical Assistance and State Compliance

County:

- Front Desk Assistance

Financial/Administrative:

- 2017 Audit is completed☺.
 - The difference between modified accrual balance and Cash Trail Balance (which was the same number since 2012) has been corrected. The accrual balance and cash trail balance now should always be the same
- Finished E link reporting for grants

Grant Applications:

- Provide comments and suggestions on grant applications.
 - Streambarb Grant Applications (2 projects)
 - Pit Closure Application

MPCA Lake Osakis Grant:

- Signed MPCA Lake Osakis Grant Agreement. Grant agreement is executed

Cost Share:

- Assisted Lew with a well sealing contract

Buffer Cost Share Program:

- Updated tracking log
- Submitted tracking log to BWSR (Deadline was March 1)
- Returned the unencumbered funds to BWSR (\$17,911.29)

Feedlot Program:

- Assisted with Feedlot registration (counter and over the phone)
- Processed registrations into State's reporting system
- Feedlot Meeting-Assisted Deja with Planning
- Watched a webex on updating registrations in TEMPO
- 2016 & 2017 Feedlot Financial Reports. These reports were updated to match the cash tracking books.

Tree Program

- Processed tree orders
- Answer Tree questions when I could.

Meetings/Trainings:

- Staff meetings
- Attended Joint meeting with Commissioners
- Webinar on potential NRCS Contribution agreements
 - Another one will be held on March 8, 2018
- AREA II Meeting- Will be attending AREA II Meeting on March 15.

County Programs:

- Grant Reporting for P&Z Zoning Grants
- Discussed Grant opportunities with landowners for Septic System updates.
- Buffer Team Meeting
- Financials

AIS Program:

- Reviewed invoices for Education reimbursement request