TODD COUNTY SWCD BOARD MEETING AGENDA

There will be a meeting of the Todd Soil and Water Conservation District Board of Supervisors on Thursday, March 8, 2018 beginning at 9:30 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 Dale Katterhagen
Pledge of Allegiance
Act on Approving Agenda
Secretary’s Report (Minutes) Tom Williamson
Treasurer’s Report (Financial) Leland Buchholz
CliftonLarsonAllen LLP Audit Review (9:45 a.m.)

1. Decisions Needed
   1. Approve SWCD Board of Supervisors Appointments for 2018 (Tabled in January)
   2. Review and approve minutes from Joint Meeting with Todd County Commissioners
   3. Accept Enviro-Fest (2017) from Sauk River Watershed in the amount of $1,100.00
   4. Approve Envirothon sponsorship in the amount of $150.00
   5. Approve MOU for One Watershed, One Plan in the Sauk River Watershed
   6. Approve resolution adopting Todd County’s financial policies and procedures #20180308-01
   7. Approve FY2018 Local Capacity Grant amendment and Budget
   8. Approve encumbering FY18 State Cost share for Stephen/Randee Kleinfehn, contract #3-18 for well sealing project
   9. Approve National Association of Conservation District request for membership
   10. Approve 2017 Todd SWCD Audit Management Representation Letter

2. Discussion
   1. NRCS Conservation Grant Agreement Opportunities
   2. Todd County Planning Ordinance Change
   3. Resolution topics to be submitted to AREA II – for June Approval

3. Reports
   1. Commissioner’s Report
   2. Staff Reports
   3. Pheasants Forever Report
   4. NRCS Report

4. Informational
   1. City of Clarissa Wellhead Protection Program (letter)
   2. City of Long Prairie Wellhead Plan Amendment (letter)
   3. MASWCD Correspondence on 25 by 2025
   4. Department of Ag Dairy Census

5. Other

Adjourn

The next regular SWCD board meeting will be April 12, 2018 beginning at 8:30 a.m. at the Historic Courthouse, (Prairie Conference Room), 215 1st Ave South, Long Prairie, MN 56347.
Chairman Katterhagen called the Thursday, January 11, 2018 meeting to order at 8:30 a.m.

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

Board Member Absent: Norman Krause and Leland Buchholz.

Staff Member Absent: Sabin Adams, Pheasants Forever.

The Pledge of Allegiance was recited.

Katterhagen asked if there were any additions to the agenda. Pesta made a motion, seconded by Williamson to approve the agenda for regular January 11, 2018 meeting with the additions of: To approve support letter for Nutrient Management Specialist for WCTSA AREA II and to approve encumbering FY2018 State Cost Share funds for Monica Krebsbach, contract #2-18. Affirmative: Katterhagen, Williamson and Pesta. Motion Carried.

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

S. Katterhagen reviewed December’s Program Summary. Pesta made a motion, seconded by Williamson to accept December’s program summary with receipts totaling $123,786.45 and disbursements totaling $88,160.12. Affirmative: Katterhagen, Williamson and Pesta. Motion Carried.

Williamson made a motion, seconded by Pesta to approve the 2017 Annual Report. Affirmative: Katterhagen, Williamson and Pesta. Motion Carried.

Williamson made a motion, seconded by Pesta to approve the 2018 Annual Plan of Work and the New Mission Statement. Affirmative: Katterhagen, Williamson and Pesta. Motion Carried.

New Mission Statement: Conservation, Protection, and Enhancement of Todd County’s Natural Resources.

Pesta made a motion, seconded by Williamson to table SWCD Board of Supervisors appointments to next board meeting with full board. Affirmative: Katterhagen, Williamson and Pesta. Motion Carried.
Williamson made a motion, seconded by Pesta to approve the 2018 Annual District Fee schedule. Discussion: S. Katterhagen noted fees presented are the same from 2017. **Affirmative: Katterhagen, Williamson and Pesta. Motion Carried.**

Pesta made a motion, seconded by Williamson to approve the 2018 IRS mileage rate for mileage reimbursements. **Affirmative: Katterhagen, Williamson and Pesta. Motion Carried.**

Pesta made a motion, seconded by Williamson to approve Staples World as the official newspaper for 2018. **Discussion:** Pesta questioned if the other newspapers get our information. S. Katterhagen noted the official newspaper is for public notices items, and Staples World, passes the information to other newspapers—On the billing end we only get one invoice instead of multiple invoices. S. Katterhagen noted for advertisements the office will select a newspaper in the area they are targeting. **Affirmative: Katterhagen, Williamson and Pesta. Motion Carried.**

Williamson made motion, seconded by Pesta to approve policy authorizing conservation technicians to complete cost share spot checks. Resolution #20180111-01. **Affirmative: Katterhagen, Williamson and Pesta. Motion Carried.**

Williamson made a motion, seconded by Pesta to approve encumbering FY2018 Buffer Cost Share funds for Jeffrey Brown, contract #3-18 in the amount of $645.00 for planting a vegetative buffer. **Affirmative: Katterhagen, Williamson and Pesta. Motion Carried.**

Pesta made a motion, seconded by Williamson to approve encumbering FY2018 Buffer Cost Share funds for Andy Statema, contract #4-18 in the amount of $192.00 for planting a vegetative buffer. **Affirmative: Katterhagen, Williamson and Pesta. Motion Carried.**

Williamson made a motion, seconded by Pesta to approve support letter for Nutrient Management Specialist for WCTSA AREA II. **Discussion:** Stieber and Anton added this position would help projects to move along, as they are getting tied up at this stage. Stieber will present this idea at the WCTSA meeting that is coming up. **Affirmative: Katterhagen, Williamson and Pesta. Motion Carried.**

Williamson made a motion, seconded by Pesta to approve encumbering FY2018 State Cost Share funds for Monica Krebsbach in the amount of $2,590.23 for the field windbreak project. **Affirmative: Katterhagen, Williamson and Pesta. Motion Carried.**

**ANNUAL FEEDLOT MEETING UPDATE:** Anton reported the Annual Feedlot meeting will be held on Wednesday, March 21, 2018 at the Clarissa Ballroom with a focus on manure and nutrients. Katterhagen suggested to include information on bio-security and vaccines. Anton added she would like to have a presenter on palmer amaranth.

**DISCUSS LIAISON MEETING SUMMARY:** (See attachment)

**DISCUSS JOINT MEETING WITH TODD COUNTY COMMISSIONERS:** Items of discussion include: annual report, work plan, buffer program update and open positions. Neumann suggested that each staff give a report during the meeting. The joint meeting will be held on February 6, 2018.
MASWCD LEGISLATIVE BRIEFING AND DAY AT THE CAPITOL: The day at the capitol will be held March 12-13, 2018 at the Embassy Suites in downtown St. Paul.

DISCUSS COMMISSIONER LIAISON SCHEDULE: Commissioner Chair and vice chair will be the liaison for Todd SWCD board meetings.

DISCUSS OPEN POSITIONS—Conservation technician position is open and Pheasants Forever position is open and is posted. Williamson asked how Pheasants Forever position is paid, Stieber added the position is paid though the grants funds.

COMMISSIONER REPORT: Neumann reported the county is working on filling the Human Resources Manager position.

STAFF REPORTS: (see attachment) Stieber reported the request to change the Todd County Ordinance to keep livestock out of lakes with public access will have public hearing on February 1, 2018.

Wettstein reported she is working on yearend reporting, working with Pete Berscheit with Veterans on funding the Motley Cemetery project.

Noska reported that he will be attending stormwater training and no TEP meeting in December

S. Katterhagen reported working on yearend financials and working with Stieber on the 2017 Audit prep work.

Anton reported she is working on finalizing 2017 feedlot registrations.

PHEASANTS FOREVER STAFF REPORT: (See attachment).

NRCS REPORT: Kleinschmidt reported he is working on EQIP payments and applications.

INFORMATIONAL:

MASWCD AREA 2 MAWQCP (AG WATER PROGRAM) REPORT: See attachment. Stieber added that he is drafting a letter to send to landowners in the program about current funding opportunities that are available.

Chairman Katterhagen adjourned the meeting at 10:04 a.m.

The Todd SWCD Board of Supervisors will be having a joint meeting with Todd County Commissioner’s on February 6, 2018.

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

Sarah Katterhagen, Minute Prepare

Tom Williamson, Secretary
### Soil and Water Board Member Committees for 2017

<table>
<thead>
<tr>
<th>Committee</th>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liaison Committee</td>
<td>Leland Buchholz &amp; Norman Krause</td>
</tr>
<tr>
<td>PC &amp; BOA Liaison</td>
<td>Dale Katterhagen</td>
</tr>
<tr>
<td>WCTSA Committee</td>
<td>Kenny Pesta, Alternate: Tom Williamson</td>
</tr>
<tr>
<td>Water Plan Committee</td>
<td>Dale Katterhagen</td>
</tr>
<tr>
<td>Local Work Group</td>
<td>Kenny Pesta</td>
</tr>
<tr>
<td>1W1P for SRWD</td>
<td>Tom Williamson</td>
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</table>
TODD COUNTY BOARD OF COMMISSIONERS

And

TODD COUNTY SWCD SUPERVISORS

Minutes of the Joint Meeting of the Todd County Board of Commissioners and Todd County SWCD Supervisors held on February 6, 2018

Call to Order

The Todd County Board of Commissioners and Todd County SWCD Board of Supervisors met in the Commissioner’s Board Room in the City of Long Prairie, MN on the 6th day of February, 2018 at 9:30 A.M. Chairperson Neumann and Chairperson Katterhagen called the meeting to order at 9:30 with all members present with the exception of SWCD Supervisor Williamson and SWCD Supervisor Krause.

Approval of Agenda

On motion by Pesta and second by Buchholz, the following motion was introduced and adopted by unanimous vote: To approve the agenda as presented.

On motion by Kneisl and second by Kircher, the following motion was introduced and adopted by unanimous vote: To approve the agenda as presented.

SWCD Supervisor Williamson entered the meeting at 9:35 a.m.

SWCD Supervisor Krause entered the meeting at 9:35 a.m.

Todd County SWCD Annual Report 2017

Tim Stieber, SWCD Director reported on the 2017 Annual Report and held discussion.

Todd County SWCD Work Plan 2018

Tim Stieber, SWCD Director reported on the 2018 Work Plan and held discussion.

Staff Positions Update

Tim Stieber, SWCD Director reported regarding the Buffer/Ag and the Pheasants Forever positions currently vacant within the division.

Other Discussion

Commissioner Neumann requested that the number of dairy farmers within Todd County over history be gathered and data shared with both boards.

SWCD Supervisors Buchholz and Katterhagen commented regarding the overall support from the Board of Commissioners for the past year and their willingness to work together on programs.

Adjourn

On motion by Pesta and second by Pesta, the Todd County SWCD Board of Supervisors adjourned the joint meeting at 10:00 a.m.

On motion by Erickson and second by Becker, the Todd County Board of Commissioners adjourned the joint meeting at 10:00 a.m.
TODD COUNTY BOARD OF COMMISSIONERS

And

TODD COUNTY SWCD SUPERVISORS

On a motion by Becker and second by Kircher, the preceding minutes of the County Board meeting held February 6, 2018 were duly approved by unanimous vote at the Todd County Board of Commissioners at the Regular Board Meeting held on February 20, 2018.

Witness my hand and seal:

[Signature]
Randy Neumaier, County Board Chairperson

[Signature]
Denise Gaida, Todd County Auditor-Treasurer
January 19, 2018

TO: District Supervisors – Area 2

FROM: Starla Arceneau
       Area 2 Envirothon, Secretary/Treasurer

RE: 2018 Area 2 Envirothon Sponsorship

This letter is a funding request to the Area II Districts to submit their 2018 Sponsorship Dollars for the Area 2 Envirothon that will take place in April at the Prairie Woods Environmental Center near Spicer. We encourage all of the Districts to support this great educational event for students, including those Districts who do not have schools participating. We also encourage District Staff to become involved by volunteering to help at this year’s Envirothon.

Judy from Stevens SWCD will be coordinating the 2018 Envirothon and the Envirothon Committee has in the past been instrumental in helping with fund raising, registration, setup, food, bookkeeping and decision making.

It takes a budget of approximately $2,700 to host an Envirothon each year. Our committee is once again asking each District to contribute $150 towards this budget. We appreciate your support and are looking forward to another successful Envirothon in 2018.

Contribution checks should be written out to Area 2 Envirothon and mailed to:

    Douglas SWCD
    C/O Starla Arceneau
    900 Robert St Suite 102
    Alexandria, MN 56308

Thanks in advance for your support!
This Agreement is made and entered into by and between:

The Counties of Douglas, Meeker, Pope, Todd, and Stearns by and through their respective County Board of Commissioners, and

The Douglas, Meeker, Pope, Todd, and Stearns Soil and Water Conservation Districts, by and through their respective Soil and Water Conservation District Board of Supervisors, and

The Sauk River Watershed District by and through their respective Board of Managers,

Collectively referred to as the “Parties.”

WHEREAS, the Counties of this Agreement are political subdivisions of the State of Minnesota, with authority to carry out environmental programs and land use controls, pursuant to Minnesota Statutes Chapter 375 and as otherwise provided by law; and

WHEREAS, the Soil and Water Conservation Districts (SWCDs) of this Agreement are political subdivisions of the State of Minnesota, with statutory authority to carry out erosion control and other soil and water conservation programs, pursuant to Minnesota Statutes Chapter 103C and as otherwise provided by law; and

WHEREAS, the Watershed District of this Agreement is a political subdivision of the State of Minnesota, with statutory authority to carry out conservation of the natural resources of the state by land use controls, flood control, and other conservation projects for the protection of the public health and welfare and the provident use of the natural resources, pursuant to Minnesota Statutes Chapters 103B, 103D and as otherwise provided by law; and

WHEREAS, the parties to this Agreement have a common interest and statutory authority to prepare, adopt, and assure implementation of a comprehensive watershed management plan in Sauk River Watershed to conserve soil and water resources through the implementation of practices, programs, and regulatory controls that effectively control or prevent erosion, sedimentation, siltation and related pollution in order to preserve natural resources, ensure continued soil productivity, protect water quality, reduce damages caused by floods, preserve wildlife, protect the tax base, and protect public lands and waters; and

WHEREAS, with matters that relate to coordination of water management authorities pursuant to Minnesota Statutes Chapters 103B, 103C, and 103D, and with public drainage systems pursuant to Minnesota Statutes Chapter 103E, this Agreement does not change the rights or obligations of the public drainage system authorities.

WHEREAS, the Parties have formed this Agreement for the specific goal of developing a plan pursuant to Minnesota Statutes § 103B.801, Comprehensive Watershed Management Planning, also known as One Watershed, One Plan.

NOW, THEREFORE, the Parties hereto agree as follows:

1. **Purpose:** The Parties to this Agreement recognize the importance of partnerships to plan and implement protection and restoration efforts for the Sauk River Watershed as depicted in Attachment A, which is incorporated herein. The purpose of this Agreement is to collectively develop and adopt, as local
government units, a coordinated watershed management plan for implementation per the provisions of the Plan.

2. **Term:** This Agreement is effective upon signature of the Parties in consideration of the Board of Water and Soil Resources (BWSR) Operating Procedures for One Watershed, One Plan. Notwithstanding the date of the signature of the party, this Agreement will remain in effect during the term of the BWSR Grant Agreement, entitled by BWSR 2018 One Watershed, One Plan – Sauk River Watershed, unless otherwise extended by written agreement of the parties, canceled, or terminated in accordance with the provisions of this Agreement, or earlier terminated by law.

3. **Administration:**

   a. **Establishment of Committees for Development of the Plan.** The Parties agree to designate one representative, who must be an elected or appointed member of the governing board, to the Sauk River Watershed Policy Committee to decide on content of the watershed-based plan and shall appoint one or more technical representatives to an Advisory Committee for development of the plan in consideration of the BWSR Operating Procedures for One Watershed, One Plan.

      i. The Policy Committee will meet as needed to decide on the content of the watershed-based plan. Each member of the Policy Committee shall serve as a liaison to their respective board, and make recommendations to the Committee as well as their respective board.

         (1) Each governing board shall choose one alternate to serve on the Policy Committee as needed in the absence of the designated member.

         (2) The Policy Committee shall establish operating procedures (or bylaws) by <DATE>. Each member of the Policy Committee will have one vote during the planning process.

      ii. The Advisory Committee shall consist of those members appointed by the Parties to this Agreement and those other members approved by the Policy Committee or required by statute. The Advisory Committee shall meet monthly or as needed to assist and provide technical support and make recommendations to the Policy Committee on the content of the plan. Members of the Advisory Committee may not be a current board member of any of the Parties. Based on content input from the Policy Committee, the Advisory Committee will develop the plan.

         iii. Additional responsibilities of the Committees are detailed in the BWSR One Watershed One Plan operating procedure dated March 23, 2016 (http://www.bwsr.state.mn.us/planning/1W1P/Operating_Procedures_for_Program.pdf).

   b. **Submittal of the Plan.** The Advisory Committee with the assistance of the Policy Committee, will develop a watershed plan which includes the content required in Minnesota Statute 103B.801, Subd. 4.
i. The Policy Committee shall initiate a local review and comment process, which shall include properly noticed public hearings, and complies with the requirements of Minnesota Statutes, Chapters 103B and 103D.

ii. The Policy Committee will recommend the plan to the Parties of this agreement.

iii. Each Party will be responsible for initiating any further local review, comment process, and public hearings they deem necessary.

iv. Upon completion of local review and comment, and approval of the plan for submittal by each Party, the Policy Committee will submit the plan to BWSR for review and approval.

c. **Adoption of the Plan.** The Parties agree to adopt and begin implementation of the plan within 120 days of receiving notice of state approval, and provide notice of plan adoption pursuant to Minnesota Statutes Chapters 103B and 103D.

d. **Fiscal Agent:** Sauk River Watershed District will act as the fiscal agent for the purposes of this Agreement and agrees to:

   1. Accept all responsibilities associated with the implementation of the BWSR grant agreement for developing a watershed-based plan.
   2. Perform financial transactions as part of grant agreement and contract implementation.
   3. Annually provide a full and complete audit report.
   4. Provide the Policy Committee with the records necessary to describe the financial condition of the BWSR grant agreement.
   5. Retain fiscal records consistent with the agent’s records retention schedule.

e. **Grant Administration:** Sauk River Watershed District will act as the grant administrator for the purposes of this Agreement and agrees to provide the following services:

   1. Accept all day-to-day responsibilities associated with the implementation of the BWSR grant agreement for developing a watershed-based plan, including being the primary BWSR contact for the *One Watershed, One Plan* Grant Agreement and being responsible for BWSR reporting requirements associated with the grant agreement.
   2. Provide the Policy Committee with the records necessary to describe the planning condition of the BWSR grant agreement.

4. **General Provisions:**

   a. **Additional Parties:** Other political subdivisions within the Sauk River Watershed may become a Party to this Agreement by indicating its qualifications and intent to become a Party to the Sauk
River Watershed Agreement in a resolution adopted by its governing board prior to <DATE> and submitted to the Policy Committee. The Policy Committee shall determine whether the plan development process will benefit from participation of the Party, and whether the Party has sufficient interest and legal authority to prepare, adopt, and assure implementation of a comprehensive watershed management plan. If allowed to become a Party, the governing board of the Party must also execute the current version of this Agreement.

b. **Withdrawal of Party:** A Party desiring to terminate its' participation in this Agreement shall submit a resolution to that effect from its governing board and directed to the Policy Committee. Notice must be made at least 30 days in advance of termination of participation.

c. **Division of Resources Upon Withdrawal or Termination:** A withdrawing Party shall not be entitled to a refund of property or monies contributed under this Agreement prior to the effective date of withdrawal.

After the effective date of termination of this Agreement, the Policy Committee shall exist for the limited purpose of discharging any outstanding debts, settlement of affairs and disposition of surplus property and monies, if any. Any surplus monies or property will be returned to the Parties in proportion to contributions of the Parties after the purposes of the Agreement have been completed.

d. **Compliance with Laws:** The Parties agree to abide by all federal, state, and local laws; statutes, ordinances, rules and regulations now in effect or hereafter adopted pertaining to this Agreement.

e. **Limitation of Liability:** Each Party to this Agreement shall be liable for the acts of its officers, employees or agents and the results thereof to the extent authorized or limited by law and shall not be responsible for the acts of any other Party, its officers, employees or agents. The provisions of the Municipal Tort Claims Act, Minnesota Statute Chapter 466 and other applicable laws govern liability of the Parties.

To the full extent permitted by law, actions by the Parties, their respective officers, employees, and agents pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity." It is the intent of the Parties that they shall be deemed a "single governmental unit" for the purpose of liability, as set forth in Minnesota Statutes § 471.59, subd. 1a(a). For purposes of Minnesota Statutes § 471.59, subd. 1a(a) it is the intent of each Party that this Agreement does not create any liability or exposure of one Party for the acts or omissions of any other Party.

f. **Records Retention and Data Practices:** The Parties agree that records created pursuant to the terms of this Agreement will be retained in a manner that meets their respective entity's records retention schedules as approved by the State in accordance with Minnesota Statutes § 138.17.
The Parties further agree that records prepared and maintained in furtherance of the agreement, with the exception of attorney-client work product and attorney-client privileged documents, shall be subject to the Minnesota Government Data Practices Act. Copies of each Party's records relating to this Agreement, with the exception of attorney-client work product and attorney-client privileged documents, shall be provided to the Sauk River Watershed District.

g. **Timeliness:** The Parties agree to perform obligations under this Agreement in a timely manner and keep each other informed about any delays that may occur.

h. **Extension:** The Parties may extend the termination date of this Agreement upon written agreement by all Parties.

i. **Entire Agreement:** This Agreement, including any and all attachments referenced herein, contains the entire understanding and agreement of the Parties and there have been no other promises, representations, agreements, warranties or undertakings by any of the Parties, either oral or written, of any character or nature.

j. **Amendments:** This Agreement may be altered, amended or modified only by an instrument in writing executed by the Parties to this Agreement and by no other means.

5. **Authorized Representatives:** The following persons will be the primary contacts for all matters concerning this Agreement:

<table>
<thead>
<tr>
<th>Douglas County SWCD</th>
<th>Meeker County SWCD</th>
<th>Pope County SWCD</th>
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<td>Alexandria, MN 56308</td>
<td>Litchfield, MN 55355</td>
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<td>(320) 762-3033</td>
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<tr>
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<td>Litchfield, MN 55355</td>
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<td>(320) 762-3033</td>
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<td>(320) 634-7791</td>
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Todd County
Primary: _____________________________
Secondary: ___________________________
215 1st Avenue SE, #300
Long Prairie, MN 56347
(320) 732-6447

Todd County SWCD
Primary: _____________________________
Secondary: ___________________________
215 1st Avenue SE, #104
Long Prairie, MN 56347
(320) 732-2644

Stearns County
Primary: _____________________________
Secondary: ___________________________
705 Courthouse Square, Room 121
St. Cloud, MN 56303
(320) 656-3601

Stearns County SWCD
Primary: _____________________________
Secondary: ___________________________
110 2nd Street South, #128
Waite Park, MN 56387
(320) 251-7800

Sauk River Watershed District
Primary: _____________________________
Secondary: ___________________________
524 4th Street South
Sauk Centre, MN 56378
(320) 352-2231
IN TESTIMONY WHEREOF the Parties have duly executed this agreement by their duly authorized officers.

PARTY: 

APPROVED:

BY: 

Board Chair Date

BY: 

District Manager/Administrator Date
TODD SOIL AND WATER BOARD OF SUPERVISORS

A RESOLUTION ADOPTING TODD COUNTY FINANCIAL POLICIES

WHEREAS, the goal is to manage Todd Soil and Water Conservation District (SWCD) resources according to state standards, and

WHEREAS, Todd SWCD utilizes Todd County financial services for operations and project implementation, and

WHEREAS, Todd County has financial policies in place and reviews them regularly to ensure compliance with financial best management practices, and

WHEREAS, Todd County staff managing Todd SWCD resources must follow County financial policies,

BE IT RESOLVED, that Todd County Soil and Water Conservation District and District Board of Supervisors will follow Todd County’s financial policies, and

BE IT FURTHER RESOLVED, District Director will stay up to date on Todd County financial procedures, and inform the District board of any changes to County’s financials policies that would affect the board.

____________________________________  _____________________
District Chairman                                        Date
## Grant Workplan

**SWCD Local Capacity Services 2018**

<table>
<thead>
<tr>
<th>Budget from E link</th>
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<td>Engineering Assistance (WCTSA)</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
<td>4%</td>
</tr>
</tbody>
</table>

Total: $100,000.00 | $100,000.00 | $20,000.00 | $120,000.00 | 100% |

### Cost Share Notes:
- Middendorf = $30,000
- Proposing $15,000 for Pit Closure.

*Modified budget based on what was entered into E link by Director, Tim Stieber.*
PLEASE RENEW YOUR MEMBERSHIP NOW!

This is the second invoice for NACD's 2018 fiscal year which runs October 1, 2017 to September 30, 2018. Please continue to support your National Association by making your membership payment. Complete the application form and send with payment to NACD headquarters.

Kim LaFleur
Kim LaFleur
NACD Secretary/Treasurer

Conservation Investment FY18 (check one)

<table>
<thead>
<tr>
<th></th>
<th>€ Platinum ($3,001+)</th>
<th>€ Diamond ($1,776 - $3,000)</th>
<th>€ Gold ($775 - $1,775)</th>
<th>€ Silver ($501 - $774)</th>
<th>€ Bronze ($101 - $500)</th>
<th>€ Contributor ($1 - $100)</th>
</tr>
</thead>
</table>

Payment

€ Final Payment
€ Installment _____ of _____
Amount Paid: ______________

€ Check # ______________
€ Visa  € MasterCard  € Discover
Card No. ___________________________ Exp. Date ________
Name on Card ___________________________ Signature ___________________________

STAY IN TOUCH!

Membership provides access to the "members only" section on the website. Please provide contact information for individuals you wish to grant access with your membership.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
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<tr>
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</tbody>
</table>

Mail check and form to:
National Association of Conservation Districts
509 Capitol Court NE | Washington, DC 20002
Fax credit cards and form to: 202-547-6450
Dear District Officials,

Attached is your second invoice for NACD’s 2018 Fiscal Year (FY). Now is the time to make a payment toward your membership dues to show support for your national association.

What does NACD do for you?

Technical Assistance Grants – In October, NACD secured a $10 million cooperative agreement with NRCS to enhance conservation district technical assistance across the nation. The majority of funds will be allocated to hire district employees that will assist landowners in implementing EQIP contracts, addressing staff shortages specific to EQIP implementation. Additional funding will be used for conservation districts that require greater capacity to provide conservation planning. Overall, about 180 staff-years of work will be funded. NACD is pleased to announce to date $3.2 million has been awarded in grants for 73 positions in 28 states and territories.

District Resources – Last fall, NACD launched a members only section of the website. Looking for information on how to recruit board members, fundraising opportunities, onboard new employees or develop relationships with media? These items and much, much more are now available on the members only portion of the NACD website. Dues-paying members are granted full access to these FREE and easy-to-download materials. Be sure to check back regularly for new materials and updates!

Regional and national meetings – SAVE THE DATE! NACD will head to Williamsburg, Virginia, August 2 to August 8 for the 2018 Conservation Forum and Tour held in conjunction with the NACD Southeast Region Meeting. Besides business meetings, attendees will hear from engaging speakers, sit in on panel discussions and have the opportunity to network and attend a conservation tour. Planning is underway, so be sure to check back for more details on the agenda and speakers. Hope to see you there!

Training Opportunity – Conservation Planning Boot Camp picks back up in March! NRCS has opened the Conservation Planning Boot Camp to district employees’ participation to increase district-assisted conservation planning. The three-week training course uses classroom and field experience to show participants how NRCS and its conservation partners help landowners conserve, maintain and improve natural resources. The best part? NACD will reimburse your employee for ALL training related expenses! Visit NACD’s website for more information on session dates and eligibility.

Stewardship Week – NACD 63rd Stewardship Week will be held April 29 to May 5. Established in 1955, Stewardship Week has grown to be one of the largest conservation-related observances in the country. Stewardship Week recognizes the important conservation work being done from coast to coast. Join NACD in
National Association of Conservation Districts

celebrating this year’s theme Watersheds - our Water our Home. And don’t forget to grab your FREE materials for download on NACD’s Marketplace.

Two pages is just not enough space to highlight all of NACD’s programs, advocacy work and direct services to conservation districts! Be sure to sign up for NACD’s electronic publications and follow us on Facebook and Twitter to stay up to date!

Sincerely,

Kim LaFleur
Secretary-Treasurer

<table>
<thead>
<tr>
<th>Platinum*</th>
<th>$3,001+</th>
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</thead>
<tbody>
<tr>
<td>• 2nd registration free to NACD Annual Meeting</td>
<td></td>
</tr>
<tr>
<td>• 2 invitations to NACD President’s Reception at Annual Meeting</td>
<td></td>
</tr>
<tr>
<td>• 20% off a single purchase of $100 or more from the NACD Marketplace (excluding sale/clearance items)</td>
<td></td>
</tr>
<tr>
<td>Diamond*</td>
<td>$1,776 - $3,000</td>
</tr>
<tr>
<td>• 2nd registration half-price to NACD Annual Meeting</td>
<td></td>
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<tr>
<td>• 1 invitation to NACD President’s Reception at NACD Annual Meeting</td>
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<tr>
<td>• 15% off a single purchase of $100 or more from NACD Marketplace (excluding sale/clearance items)</td>
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<tr>
<td>Gold*</td>
<td>$775 - $1,775</td>
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<td>• 10% off a single purchase of $100 or more from the NACD Marketplace (excluding sale/clearance items)</td>
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<td>Silver</td>
<td>$501 - $774</td>
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<tr>
<td>Bronze</td>
<td>$101 - $500</td>
</tr>
<tr>
<td>Contributor</td>
<td>$1 - $100</td>
</tr>
</tbody>
</table>

*Full Membership Level (Gold and above)
This representation letter is provided in connection with your audit of the financial statements of Todd Soil and Water Conservation District, which comprise the respective financial position of the governmental activities and the general fund as of December 31, 2017 and the respective changes in financial position for the year then ended, and the related notes to the financial statements, for the purpose of expressing opinions on whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm, to the best of our knowledge and belief, as of February 8, 2018, the following representations made to you during your audit.

Financial Statements

- We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated October 31, 2017, for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP. The financial statements include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.

- We acknowledge and have fulfilled our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

- We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.

- We have identified all accounting estimates that could be material to the financial statements, including the key factors and significant assumptions used in making those estimates, and we believe the estimates (including those measured at fair value) and the significant assumptions used in making those accounting estimates are reasonable.
• Related party relationships and transactions, including, but not limited to, revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.

• No events, including instances of noncompliance, have occurred subsequent to the financial statement date and through the date of this letter that would require adjustment to, or disclosure in, the financial statements.

• You have proposed adjusting journal entries that have been posted to the entity’s accounts, including adjusting journal entries to convert our cash basis records to the accrual basis. We have reviewed and approved those adjusting journal entries and understand the nature of the changes and their impact on the financial statements. We are in agreement with those adjustments and accept responsibility for them.

• We have not identified or been notified of any uncorrected financial statement misstatements.

• The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.

• Receivables recorded in the financial statements represent valid claims against debtors for transactions arising on or before the financial statement date and have been reduced to their estimated net realizable value.

• We believe that all material expenditures that have been deferred to future periods will be recoverable.

Information Provided
• We have provided you with:
  o Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements such as records, documentation, and other matters.
  o Additional information that you have requested from us for the purpose of the audit.
  o Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
  o Complete minutes of the meetings of the governing board and related committees, or summaries of actions of recent meetings for which minutes have not yet been prepared.
  o Access to all audit or relevant monitoring reports, if any, received from funding sources.

• All material transactions have been recorded in the accounting records and are reflected in the financial statements.
• We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.

• We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
  o Management;
  o Employees who have significant roles in internal control; or
  o Others when the fraud could have a material effect on the financial statements.

• We have no knowledge of any allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, grantors, regulators, or others.

• We have no knowledge of any instances of noncompliance or suspected noncompliance with laws and regulations and provisions of contracts and grant agreements, or abuse whose effects should be considered when preparing financial statements.

• We are not aware of any pending or threatened litigation, claims, or assessments, or unasserted claims or assessments, that are required to be accrued or disclosed in the financial statements in accordance with U.S. GAAP, and we have not consulted a lawyer concerning litigation, claims, or assessments.

• We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.

• We have a process to track the status of audit findings and recommendations.

• We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.

• We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.

• We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to Todd Soil and Water Conservation District, including tax or debt limits and debt contracts; and we have identified and disclosed to you all laws, regulations, and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives, including legal and contractual provisions for reporting specific activities in separate funds.

• There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
The entity has complied with all aspects of contractual or grant agreements that would have a material effect on the financial statements in the event of noncompliance.

We have complied with all restrictions on resources (including donor restrictions) and all aspects of contractual and grant agreements that would have a material effect on the financial statements in the event of noncompliance. This includes complying with donor requirements to maintain a specific asset composition necessary to satisfy their restrictions.

We are responsible for determining whether we have received, expended, or otherwise been the beneficiary of any federal awards during the period of this audit. No federal award, received directly from federal agencies or indirectly as a subrecipient, was expended in an amount that cumulatively totals from all sources $750,000 or more. For this representation, “award” means financial assistance and federal cost-reimbursement contracts that non-federal entities receive directly from federal awarding agencies or indirectly from pass-through entities. It does not include procurement contracts, user grants, or contracts used to buy goods or services from vendors.

We have followed all applicable laws and regulations in adopting, approving, and amending budgets.

The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures, jointly governed organizations, and other related organizations.

The financial statements properly classify all funds and activities.

All funds that meet the quantitative criteria in GASB Statement Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.

Components of net position (net investment in capital assets; restricted; and unrestricted) and equity amounts are properly classified and, if applicable, approved.

Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.

Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.

Deposits and investment securities and derivative instruments are properly classified as to risk and are properly valued and disclosed.

We have appropriately disclosed the entity’s policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
• We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.

• We understand that you prepared the trial balance for use during the audit and that your preparation of the trial balance was limited to formatting information into a working trial balance based on management’s chart of accounts.

• As part of your audit, you prepared the draft financial statements and related notes. We have designated an individual who possesses suitable skill, knowledge, and/or experience to understand and oversee your services; have made all management judgments and decisions; and have assumed all management responsibilities. We have evaluated the adequacy and results of the service. We have reviewed, approved, and accepted responsibility for those financial statements and related notes.

• We understand that as part of your audit, you prepared the adjusting journal entries necessary to convert our cash basis records to the accrual basis of accounting and acknowledge that we have reviewed and approved those entries and accepted responsibility for them.

• In regards to the preparation of financial statement services performed by you, we have:
  o Made all management judgments and decisions and assumed all management responsibilities.
  o Designated an individual who possesses suitable skill, knowledge, or and/or experience to understand and oversee the services.
  o Evaluated the adequacy and results of the services performed.
  o Accepted responsibility for the results of the services.

Signature: ___________________________________________ Title: _______________________

Signature: ___________________________________________ Title: _______________________

Signature: ___________________________________________ Title: _______________________
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.
You are invited!!

Todd County 2018 Feedlot Meeting & Farmer Appreciation Buffet
Clarissa Ballroom-19281 Kotter Road- Clarissa

### Hashtags Hit the Fan

Wednesday, March 21, 2018

9:30-10:00 Cinnamon Bun and Coffee Social Begins

10:00 Presentations begin

“#Hashtags Hit the Fan!”, the theme for this year’s meeting promises to be a smattering of down and dirty topics, Q & A, and finger lickin’ fun! Door Prizes, laughter, and free buffet catered by the Clarissa Ballroom in appreciation for all you do!

#Hashtag topics:

#ThatStinks!, Dealing With Public Perception of Agriculture and Manure;
Presenter: Rick Martens, Executive Director of the MN Custom Applicators Association;

#YourLand- Next Steps for the Nitrogen Fertilizer Rule; Presenter: Ryan Perish, MN Department of Ag;

#Weedwhackers- Todd County Weed Creep ID; An Interactive Presentation by Nancy Uhlenkamp, Ag Inspector;

#JamaisVu- More Manure & Fertilizer Regulations (returning to haunt us again & again)- “Déjà vu”, SWCD Livestock Advisor

#Butts&Guts Disease Transmissions in Manure & Cutting Edge Composting for Farms;
Joint Presenters: John W. Piehl, DVM -USDA Veterinarian Medical Officer & Brian Ziemer- MN Board of Animal Health

#ThePathOutoftheBarn-Switching up Grazing Management for Soil Health;
Joint Presenters: Crop & Livestock Farmer, Ryan Hough & Jeff Duchene, NRCS Grazing Specialist

Please RSVP for meal count by Wednesday March 14 at 320-732-2644.
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
City of Clarissa

NOTICE OF INTENT TO LGUs AND WORKPLAN (AMENDMENT)

Date: December 18, 2017

To: Rod Erickson, Todd County Board Chairperson
   Randy LaVoie, Clerk, Eagle Valley Township
   Gene Booker, Acting Mayor, Clarissa
   Dale Katterhagen, Chairperson, Todd County SWCD
   Tim Stieber, Director, Todd County SWCD
   Cheryal Lee Hills, Director, Region Five Development Commission
   George Minerich, MN Department of Health

From: Sue Kent, Clerk

Re: City of Clarissa Wellhead Protection Program

City of Clarissa is notifying neighboring and overlying units of government of its intent to amend our wellhead protection plan. The goal of the plan is to prevent human-caused contaminants from entering our water supply wells and to protect all who use our water supply from adverse health effects associated with groundwater contamination. This notice is required by the Minnesota Wellhead Protection Rule, part 4720.5300, subpart 3.

The entire project will take three years to complete. Public informational meetings will be held February 2018 and May 2019.

In accordance with the wellhead protection rule, the following information must be included in this notice:

1. Wellhead Protection Manager: Sue Kent & Jim Thomes
   City of Clarissa
   PO Box 396
   Clarissa, MN 56440
   (218) 756-2125

2. Unique Well Numbers: Well 2 – 241958, Well 4 – 693740 & Well 5 - 693747
3. Date Wellhead Protection Plan Amendment Must Be Completed: August 10, 2020

The City of Clarissa is an equal opportunity employer and provider.
5. **Missing Data Elements Needed for Wellhead Protection Plan Amendment:**
   If you have any of these data elements, please submit them to me.
   - Locations of undocumented wells in the area and well logs for wells in the area.
   - Any information on PWS well including repair and reconstruction.
   - Pump test information for wells in the area
   - Any existing water and related land resource plans and official controls
   - A description of conflicts, problems, or opportunities that you want examined and addressed in our wellhead protection plan amendment.

Thank you for your assistance in our wellhead protection efforts.

cc: Shannon Wettstein, Water Planner, Todd County SWCD
    Trudi Witkowski, Minnesota Department of Health
<table>
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<tr>
<th>STEP</th>
<th>PROJECTED COMPLETION DATE (MONTH/YEAR)</th>
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CLARISSA WELLHEAD PROTECTION (WHP) PLAN AMENDMENT WORK PLAN
## PART I

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Date</th>
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<tbody>
<tr>
<td>*Letter From MDH Initiating Plan Development</td>
<td>Sept 3, 2017</td>
</tr>
<tr>
<td>Send Notice of Plan Development to Local Units of Government (LUGs)</td>
<td>Dec 18, 2017</td>
</tr>
<tr>
<td>Appoint WHP Manager</td>
<td>Jan 2017</td>
</tr>
<tr>
<td>Appoint WHP Team</td>
<td>TBD</td>
</tr>
<tr>
<td>Scoping 1 Meeting Held (MDH led)</td>
<td>Nov 22, 2017</td>
</tr>
<tr>
<td>*MDH Scoping 1 Decision (Letter)</td>
<td>Nov 30, 2017</td>
</tr>
<tr>
<td>Prepare Aquifer Test Plan and Submit to MDH</td>
<td>Dec 2017</td>
</tr>
<tr>
<td>*MDH Approval of Aquifer Test Plan</td>
<td>Dec 2017</td>
</tr>
<tr>
<td>Delineate Wellhead Protection Area (WHPA)</td>
<td>Dec 2017</td>
</tr>
<tr>
<td>Delineate Drinking Water Supply Management Area (DWSMA)</td>
<td>Dec 2017</td>
</tr>
<tr>
<td>Conduct Vulnerability Assessment</td>
<td>Dec 2017</td>
</tr>
<tr>
<td>Submit Part I Plan, WHPA, DWSMA, and Vulnerability Assessment to MDH</td>
<td>Jan 2018</td>
</tr>
<tr>
<td>*MDH Approval of WHPA, DWSMA, and Vulnerability Assessment</td>
<td>Feb 2018</td>
</tr>
<tr>
<td>Submit Part I Plan, WHPA, DWSMA, and Vulnerability Assessment to LUGs</td>
<td>Mar 2018</td>
</tr>
<tr>
<td>Hold Public Informational/LUGs Meeting</td>
<td>May 2018</td>
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</tbody>
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## PART II

<table>
<thead>
<tr>
<th>Task Description</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Scoping 2 Meeting Held (MDH led)</td>
<td>June 2018</td>
</tr>
<tr>
<td>*MDH Scoping 2 Decision (Letter)</td>
<td>July 2018</td>
</tr>
<tr>
<td>Inventory Potential Contaminant Sources (PCSI)</td>
<td>Aug 2018 to Dec 2018</td>
</tr>
<tr>
<td>Prepare Management Portion of Plan¹ (Part II Plan)</td>
<td>Aug 2018 to Dec 2018</td>
</tr>
<tr>
<td>Submit Draft Part II Plan and PCSI Data to MDH/MRWA for Review</td>
<td>Jan 2019</td>
</tr>
<tr>
<td>PCSI Endorsement by MDH</td>
<td>Feb 2019</td>
</tr>
<tr>
<td>Submit Draft Part II Plan to LUGs</td>
<td>Mar 2019</td>
</tr>
<tr>
<td>Consider Comments Received by LUGs²</td>
<td>May 2019</td>
</tr>
<tr>
<td>Hold Public Hearing</td>
<td>May 2019</td>
</tr>
<tr>
<td>Submit Final Part II Plan to MDH</td>
<td>June 5, 2019</td>
</tr>
<tr>
<td>*MDH Review</td>
<td>July to Sept 2019</td>
</tr>
<tr>
<td>*MDH Approval</td>
<td>Oct 2019</td>
</tr>
<tr>
<td>Provide Notice to LUGs About Plan Approval</td>
<td>Dec 2019</td>
</tr>
<tr>
<td>Begin Plan Implementation</td>
<td>Jan 2020</td>
</tr>
</tbody>
</table>

¹ Prepare response to impact of changes on PWS well; issues, problems and opportunities; WHP goals; objectives and plan of action; evaluation program; alternate water supply; contingency strategy. ² Incorporate response to comments in plan.

* These steps are completed by MDH.

---

**Name of Person Completing This Form**

Sue Kent

**Date**: December 18, 2017
Date: February 23, 2018

To: Randy Neumann, Chairperson, Todd County Board of Commissioners
    Don Klinkhammer, Chairperson, Long Prairie Township Board
    Mark Pachan, Chairperson, Round Prairie Township Board
    Don Rasmussen, Mayor, City of Long Prairie
    Cheryal Lee Hills, Executive Director, Region 5 Development Commission
    Dale Katterhagen, Chairperson, Todd Soil and Water Conservation District
    Shannon Wettstein, Water Planner, Todd Soil and Water Conservation District
    Tim Stieber, Director, Todd County Soil, Water, Conservation and Development
    Dan Spieker, Public Works Director, City of Long Prairie

From: Brenda Thomes, Wellhead Protection Manager, City of Long Prairie

Re: Wellhead Protection Plan Amendment for the City of Long Prairie

The City of Long Prairie has completed the wellhead protection amendment process and received notice from the Minnesota Department of Health that the submitted plan amendment has been approved on February 16, 2018. With this approval, we must begin implementation of our plan amendment within 60 days after approval (part 4720.5560, subpart 1).

The City of Long Prairie appreciated your assistance with amending our wellhead protection plan, and we look forward to your continued cooperation with this effort.

If you have any questions or concerns, please contact me at (320) 732-2167.

cc: George Minerich, Minnesota Department of Health
    Dave Neiman, Minnesota Rural Water Association
    Trudi Witkowski, Minnesota Department of Health
Minnesota Association of Soil and Water Conservation Districts
255 Kellogg Boulevard East, Suite 101, St. Paul, MN 55101 | 651-690-9028 | www.maswcd.org

Date: January 19, 2017

To: Member Soil and Water Conservation Districts

From: Kurt Beckstrom, MASWCD President

Subject: Thank you, and MASWCD Correspondence on 25 by 2025

On behalf of MASWCD, I want to thank SWCD representatives who attended and provided input toward water quality town hall meetings held across the state this past summer and fall related to a Governor initiative to improve water quality 25% by the year 2025. It wasn’t an accident that these meeting locations happened to coincide with MASWCD Area boundaries, as MASWCD has maintained communications with the Governor’s office on the important role of SWCDs.

Along the lines of maintained communications and in the interest of highlighting and advocating for SWCD operational funding and programs as part of water quality improvements, MASWCD submitted the enclosed letter to Governor Dayton.

Please feel free to share this among your SWCD office staff and board members.

Again, thank you for your commitment to conservation!
November 13, 2017

The Honorable Mark Dayton
Governor of the State of Minnesota
130 State Capitol
75 Rev Dr. Martin Luther King Jr. Blvd.
St. Paul, MN 55155

Governor Dayton,

On behalf of the Soil and Water Conservation Districts (SWCDs) of Minnesota, I want to extend our sincere appreciation to you for making water quality initiatives a priority for Minnesota. I also want to thank you for allowing us this opportunity to reiterate the important role SWCDs have in realizing a shared clean water vision for our State: where landowners and citizens have an instilled water quality ethic; where we work tirelessly to protect our abundant natural resources; and where we build a thriving state economy.

As you well know, local SWCDs have the responsibility to work with private landowners and landusers to offer information and education, as well as technical and financial assistance. SWCDs are ready to accelerate and enhance the adoption of conservation practices in ways that help us, through our work with landowners, to make progress toward our clean water goals.

While the pace of progress toward those goals may seem frustratingly slow at times, if not for the efforts of SWCDs and local partners over the many years since the first SWCD was established 80 years ago, we would be facing even greater water quality challenges than those we face today.

There are ways, however, that the local conservation delivery system can accelerate our pace of progress. Our ideas and suggestions gleaned from SWCD participation in all of your “25 by 25” water town hall meetings and MASWCD grass-roots policy are included on the attached summary of recommendations.

In closing, we want to again thank you for allowing us to share our clean water vision for Minnesota. The role SWCDs play in achieving our clean water goals is pivotal now and will be for many years to come.

Sincerely,

Kurt Beckstrom, MASWCD President

cc: John Jaschke, Executive Director, Board of Water and Soil Resources
Anna Henderson, Water Advisor, Office of Governor Mark Dayton
Recommendations from “25 by ‘25” water town hall meetings
Minnesota Association of Soil and Water Conservation Districts
November 2017

Working Lands Alternatives: Additional resources for soil health and erosion prevention are needed that acknowledge a greater emphasis on “conservation agronomy” to encourage adoption of practices on the 26 million acres of Minnesota’s agricultural production lands. Practices such as cover crops and reduced tillage, diversified crop systems (e.g. utilizing the research coming out of the University of Minnesota’s Forever Green program), nutrient management that customizes the amount and type of application of phosphorous and nitrogen for a given field, and water and sediment storage basins that provide a means of storing and retaining water all provide water quality benefits on agricultural production land.

Multi-benefit Land Retirement Options: Expanded support is important for multi-benefit landscape restoration and protection projects that retain and treat water and also provide habitat and flood control (e.g., wetland restorations) via conservation easement and covenant programs such as the Re-Invest in Minnesota (RIM) Program, the Conservation Reserve Enhancement Program (CREP) and the Sustainable Forests Incentive Act (SIFA).

Shoreland Water Quality Practices: To address the land-water interface, new or expanded programs for cost-sharing or tax incentives are needed to encourage Minnesota’s shoreland property owners to establish and accelerate water quality practices such as native vegetation buffers and runoff control measures that provide water quality benefits and add habitat and biodiversity important for fish spawning, amphibians, pollinators and waterfowl.

Implementation of Local Comprehensive Watershed Strategies: Predictable and on-going state funding should be provided for the implementation of actions identified in comprehensive watershed strategies (aka One Watershed One Plan). The One Watershed One Plan program allows for local resource professionals and officials to work with citizens to develop and adopt science-based strategies to improve and protect Minnesota’s water quality. Consistent and simplified funding for prioritized activities is vital for the implementation of local strategies to improve water quality in Minnesota.

Enhancing Capacity of SWCDs: SWCD employees, guided by their elected boards, are working tirelessly, often with little to no recognition, with cooperating agricultural producers, forest landowners, and urban residents. It is our local SWCDs who work directly with landowners to implement the State’s Soil and Water Conservation Policy. But our capacity to effectively accomplish our healthy soil and clean water goals and priorities is limited by the funding we receive from the state, county, and federal government. The current SWCD funding methods are both unreliable and insufficient to meet the rapidly growing water quality improvement expectations as projects are dependent on an annual competitive grant processes. The dual problems of inadequacy and unreliability lead to inconsistent levels of effort and responsiveness to citizen expectations.

- **SWCDs need statutory funding authority** that enables locally elected SWCD boards to raise revenue to support their operations and to provide additional resources to help landowners and citizens implement water quality practices.
- **SWCDs need additional technology investments** to achieve greater efficiencies in using scientific, geographic and demographic data and tools to harness the power of data to provide services to landowners for the adoption of clean water practices on their land.