MINUTES FROM THE APRIL 12, 2018 REGULAR BOARD MEETING

Chairman Katterhagen called the Thursday, April 12, 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: Dale Katterhagen, 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, Luke Thoma, Pheasants Forever, Russell Kleinschmidt, NRCS, Randy Neumann, County Commissioner, Gary Kneisl, County Commissioner, and Rick Johnson, Landowner.

Board Member Absent: Norman Krause

Staff Member Absent: Shannon Wettstein, Water Planner and Kevin Brown, Conservation Technician.

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 April 12, 2018 regular board meeting with the addition of discussing having a May board meeting. Affirmative: Katterhagen, Williamson, Buchholz and Pesta. Motion Carried.

Katterhagen asked if there were any additions or corrections to the minutes from the March 8, 2018 regular board meeting. Williamson made a motion, seconded by Buchholz to approve the minutes as disbursed from the March 8, 2018 regular board meeting. Affirmative: Katterhagen, Williamson, Buchholz and Pesta. Motion Carried.

Buchholz reviewed March’s Program Summary. Williamson made a motion, seconded by Pesta to accept March’s program summary with receipts totaling $17,482.90 and disbursements totaling $6,955.61. Affirmative: Katterhagen, Williamson, Buchholz and Pesta. Motion Carried.

Buchholz made a motion, seconded by Williamson to approve Todd SWCD’s staff billable rates for January – June and for July – December. Affirmative: Katterhagen, Williamson, Buchholz and Pesta. Motion Carried.

Buchholz made a motion, seconded by Williamson to accept the 2018 Feedlot meeting donations in the amount of $2,500.00. Affirmative: Katterhagen, Williamson, Buchholz and Pesta. Motion Carried.

Pesta made a motion, seconded by Williamson to approve encumbering FY15-18 CWP cost share funds for Rick Johnson, contract #4-15CWP in the amount of $5,228.50 for a rain garden project. Affirmative: Katterhagen, Williamson, Buchholz and Pesta. Motion Carried.

Kleinschmidt and Thoma entered the meeting. Introductions were made.

Buchholz made a motion, seconded by Pesta to approve encumbering FY18 state cost share funds for Dana Barfknecht, contract #4-18 in the amount of $2,304.36 for a field windbreak project. Affirmative: Katterhagen, Williamson, Buchholz and Pesta. Motion Carried.
Pesta made a motion, seconded by Buchholz to approve encumbering FY18 local capacity funds for Bromeling/Baxter, contract #1-18LC in the amount of $11,850.00 for basin closure project. Affirmative: Katterhagen, Williamson, Buchholz and Pesta. Motion Carried.

2018 FEEDLOT MEETING SUMMARY: S. Katterhagen reported at the next board meeting she would have the financial summary for the feedlot meeting. Anton reported the feedlot meeting had a good turnout. She would like to start planning the 2019 Feedlot meeting in November and if anyone has ideas or speakers in mind to let the office know.

DISCUSS MEETING PER DIEM POLICY: Board consensus to review the Supervisor handbook from BWSR at a future meeting. Buchholz is willing to help review the policy with staff prior to a board meeting.

DISCUSS MAY MEETING: Buchholz made a motion, seconded by Pesta to have a regular board meeting on May 10, 2018 at 8:05 a.m. in the Prairie Conference room located in the Historic Courthouse. Affirmative: Katterhagen, Williamson, Buchholz and Pesta. Motion Carried.

COMMISSIONER’S REPORT: Neumann reported Todd County will be updating their website and has adopted a new official logo. Neumann will be part of the preliminary levy discussion and will take part in the finance meeting for Todd County. Todd County has hired a new HR Coordinator. Neumann also reported that he is working with Sauk River Watershed District on poison ivy control project for Battle Point Park. In the future Neumann will be attending the One Watershed, One Plan meetings for the Sauk River Watershed area.

STAFF REPORTS: (see attachment) Stieber reported that he completed the Individual Development Plans (IDP) for the technical staff. The IDP will provide as a guideline for staff to obtain Job Approval Authority (JAA). Todd SWCD was recently informed of being the recipient of two MPCA grants (1) for streambarb projects for Villard Township and for Motley Cemetery project (2) for Pit closures in the Partridge River Watershed area. The next step is to work on the nine elements and work plan for each grant. S. Katterhagen added the funds will be made available in March 2019. Stieber reported the grant applications were a team effort and would like to continue to see this in the future. The request to change the ordinance—To keep livestock out of lakes with public access—was recommended for denial from Planning Commission to the Commissioners. Stieber is still actively working on the Elliott case.

Anton reported she has been getting calls about land application and assisted in the grant writing.

Noska reported that he is now the lead for the buffer program.

S. Katterhagen reported the reporting season is done and the tree sales are going good.

PHEASANTS FOREVER REPORT: Thoma just recently starting working in the Pheasants Forever position.

NRCS REPORT: Kleinschmidt reported his working on EQIP contracts.

IRRIGATION SCHEDULING ASSISTANCE PROGRAM FOR 2018 AND BEYOND: Stieber reported Darrin Newville from East Otter Tail/Wadena was unable to make the meeting. Noska presented the online tool.

ONE WATERSHED, ONE PLAN FOR SAUK RIVER WATERSHED: Stieber reviewed the bylaws, policy and the RFP.

Chairman Katterhagen adjourned the meeting at 10:53 a.m.

The next meeting of the Todd SWCD Board of Supervisors will be held on Thursday, May 10, 2018 beginning at 8:05 a.m. at the Todd County Historic Courthouse (Prairie Conference room), Long Prairie, MN 56347.

Sarah Katterhagen, Minute Prepare

Tom Williamson, Secretary

2 Page Todd SWCD Board Minutes from April 12, 2018
# Todd Soil & Water Conservation District
## SWCD Treasurer's Monthly Report
### Program Summary

<table>
<thead>
<tr>
<th>Program</th>
<th>Cash Balance 03/01/18</th>
<th>Cash Receipts</th>
<th>Cash Disbursements</th>
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Total: $811,597.18 $17,482.90 $6,955.61 $822,124.47

Prepared by: Sarah Katterhagen, Program Coordinator

District Treasurer, Leland Buchholz

[Signature]

4-12-18

[Signature] 12, 2018
March Staff Report

Tim Stieber, Division Director

Meetings, Events & Coordination
• Attended 1W1P meeting in Melrose
• Prepared for BOC meetings with action forms presented on March 6 and 20.
• Prepared for and participated in a SWCD board meeting on March 8th.
• Radio: regular monthly appearance and Feedlot Meeting Commercial.
• Participated in Feedlot Meeting preparation and meeting.

Operations
• Prepared a BBR for SWCD and submitted in elink.
• Held Division meeting held for all staff.
• Worked on Individualized Development Plans for SWCD staff after webinar training.
• Worked with staff and NRCS to submit a contribution request for project design and technical work that would be completed by WCTSA or contractors.
• Completed hazardous mitigation worksheets for county plan.

Field Projects and Activities
• Worked on AIS activities including meeting with AIS Inspection contractor to develop a schedule for boat inspections for the coming year, veliger monitoring, etc.
• Discussed cost-share projects with staff related to c/s allocation decisions.

Planning & Zoning
• Prepared a BBR for the Zoning office and submitted via elink.
• Prepared materials, presentations, and follow-up for cases for Planning Commission and Board of Adjustment meetings. Prepared Finding of Fact documents for two cases. Summarized Ordinance revision materials for “cows in the lake” application.
• Developed a restoration plan for Blake Elliott detailing restoration conditions to meet.
• Developed a restoration plan for Bass Lake property related to a violation on that lake.
• Met with landowners regarding plans and pending cases.

Staff Management
• Hired Ben Guell for planning and Zoning Specialist – to start end of May
• Completed hiring and interview process for Kevin Brown, Conservation Technician.
• Completed interviews and hiring for Lucas Thoma, PF Farm Bill Biologist.
• 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.
Feedlot Staff Report for- March 6- April 4, 2018

Site visits by Deja (5 total):
- Johnson- pit inspection and review for possible funding assistance
- Bromeling-Baxter- site inspection and prep for pit closure
- Simpson- land application inspection
- Christiansen- assistance/education visit
- DairyRidge- assisted MPCA per request of Rhonda Adkins- provided permitting information

In Office Meetings (3 Total): Wielenberg (3/15); Westerberg (3/21); Bakke (4/6)

Complaints: (3)
- Winter land application in shoreland- unsubstantiated
- non-compliant stockpile- substantiated- letter of warning
- Pasture cattle/ land application too close to a private well- resolved

Air quality exemptions (0)

Producer/Citizen Assistance (Feedlot Related): (42)

Meetings/ Trainings: Division Meeting (3/9); Individual Development Plan Webinar (3/14); Technical Training Team (2/5); NRCS/SWCD meeting (4/4); SWCD Board Meeting (3/8); MACFO/FeMAT Meeting (3/12 & 3/27); SWCD Staff Meeting (3/19,3/26 7 4/2); MACFO Conference 3/27, 3/28 & 3/29

Other:
- Feedlot Registration and Data Entry
- AgBMP loan assistance;
- SWCD Quarterly Reporting (2 hours);
- Tree Sales
- 2 Minn Farms
- Baxter/Bromeling Pit Closure Bid Review & Contractor Assistance
- Livestock Exclusion Fencing Design Plan- Bakke
- Ag Water Quality Assistance- Eischeid
- One LOW and one NOV
- Feedlot Meeting: advertisement, invites, radio ads, presenter and funding correspondence/organization, Power Points, presentation, door prize acquisition, slideshow, food/ venue acquisition and setup, acoustics and technology meetings, etc. Virtually all in person feedback has been positive on the meeting including sponsors, attendees, presenters, and other players. Presenter and farmer, Ryan Hough left saying, “I wish our County would put on something like this and your SWCD actually looks for/ seeks funding for farmers... WOW!”

A special thank you to: LeeAnne Louden, Tim Stieber, and Lew Noska for assisting with door prize acquisition, Sarah Katterhagen for the post card design and registration, Loren Miller, Tim Stieber, and Kevin Brown for acting skills, and all SWCD staff for the finer details, support, and clean up. Thank you to MIS for technology support and set up, and GIS for poster printing.

Thank you to the SWCD Board for your support and enthusiasm for the Annual 2018 Feedlot Meeting!

Submitted April 4, 2018 by Deja C. Anton- SWCD Livestock Advisor

To Meet the Public’s Needs by Protecting the Land and Safeguarding the Water
Staff Report:
Kevin Brown
3/19/2018-3/31/2018

- **Staff Level Training:**
  1. Learned about the building and office
  2. Looked over information about the feedlot program
  3. Learned how to maneuver through the share drive
  4. NRCS office meeting

- **Feedlot Meeting in Clarissa:**
  1. Help set up for meeting
  2. Introduced myself and gave out prize
  3. Helped landowners with survey

- **MACFO Conference St. Cloud:**
  1. Met with feedlot officers throughout the state
  2. Learned about feedlot officers and their responsibilities
Lew Noska       Staff Report—April 2018

Reporting Dates: March 2018

**Trainings attended:** JAA Webinar

**Upcoming trainings to attend:** Irrigation Scheduling

**WCA:**

New Applications received:
- City of Eagle Bend Bridge Replacements

Notice of Decisions:
- USFWS – Krist Habitat Restoration
- USFWS – Warzecha Habitat Restoration

Ongoing cases and Violations:

**Customer outreach:**
- 5 Site visits
- 30 Phone calls, office visits, etc.

**SWCD:**
- Buffer Technical Assistance and State Compliance Tracking
- Tree Sale Customer Service
- Feedlot Meeting

**County:**
- Front Desk Assistance
Sarah Katterhagen’s Staff Report
Board Meeting: April 12, 2018

**Financial/Reporting/Administrative:**
- Prepared for Board Meetings
- Financial keeping
- Assisting in planning Annual Admin session (will be held in June)
- Processed tree orders.
- AgBMP application for 2018 was reviewed and accepted
- BWSR RIM Easement—grant amendment was signed by Tim for $8,000.00
- Entered precipitation data
- Website reporting is completed
  - Todd County will be updating their website.
- Updated e link reporting as needed
- Local Capacity amendment ($20,000) was received
- Working with WCTSA area on submitting Contribution request through NRCS
- Completed 2018 1st QRT Tax Report

**Grant Programs**
- Prepared cost share application for Tree Planting project
- Prepared cost share application for Rain Garden project

**Feedlot Program:**
- Helped organize/plan the feedlot meeting
- Attended the Annual Feedlot Meeting
- Entered registrations into TEMPO.

**Meetings/Trainings:**
- Staff meetings
- NRCS/S&W staff meetings
- Attended AREA II Meeting

**County Programs:**
- Septic Inventory Program
- Grant Reporting for P&Z Zoning Grants
- Buffer Team Meeting—No meeting was held
- Financials
- County Audit

**AIS Program:**
- Reviewed reimbursement requests
- Financials
We are just starting to obligate EQIP contracts and have been waiting for additional preapproval offers on additional fund pools. We are also currently working through 5 CAP reviews for potential future ag waste contracts. These have been waiting in the office for review due to other program deadlines and priorities.

Lucas Thoma started with PF in our office on Monday. He fills the vacant position Sabin left. Carol Wimmer has been doing great, and tasks that had been piling up are starting to disappear.

I am done with serving as the NW part of Minnesota Acting ARC.

Next month we will continue work on EQIP obligation and start on CSP applications.