MINUTES FROM THE JULY 12, 2018 REGULAR BOARD MEETING

Chairman Katterhagen called the Thursday, July 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, Shannon Wettstein, Water Planner, Lew Noska, Conservation Technician, Kevin Brown, Conservation Technician, Luke Thoma, Pheasants Forever, Russell Kleinschmidt, NRCS, Randy Neumann, County Commissioner, Gary Kneisl, County Commissioner, and Chris Pence, Board of Water and Soil Resources (BWSR).

Board Member Absent: Norman Krause

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 July 12, 2018 regular board meeting with the addition of: to approve applying for grants. Affirmative: Katterhagen, Williamson, Buchholz and Pesta. Motion Carried.

Katterhagen asked if there were any additions or corrections to the minutes from the June 14, 2018 regular board meeting. Pesta made a motion, seconded by Buchholz to approve the minutes as disbursed from the June 14, 2018 regular board meeting. Affirmative: Katterhagen, Williamson, Buchholz and Pesta. Motion Carried.

Buchholz presented June’s Program Summary. S. Katterhagen noted that the starting date should be June 1, 2018, not June 10, 2018. Stieber noted approximately $176,000 of the cash balance is for cost share projects. Williamson made a motion, seconded by Pesta to accept June’s program summary with receipts totaling $18,192.72 and disbursements totaling $8,810.42. Affirmative: Katterhagen, Williamson, Buchholz and Pesta. Motion Carried.

COST SHARE REPORT: The board reviewed the cost share report. Board would like to see other projects that are being worked on.

Anton reported that she needs to leave the meeting and wants to inform the board of one thing. She reported that the Oyster project is completed, and the payment voucher needs to be completed; so the landowner can sign voucher, and hopes the board can consider approving the payment.

Anton left the meeting at 8:40 a.m.

Kleinschmidt joined the meeting at 8:40 a.m.
Katterhagen asked the staff why the payment voucher wasn’t completed. Stieber said when he left the night before at 5:00 p.m. nothing was received to complete the voucher.

Pence joined the meeting at 8:45 a.m.

Board discussed the procedure of submitting information for board meetings, specifically cost share contract information. After hearing there is no set time and since agenda items have changed or been added at almost every meeting Katterhagen asked the board if they should set a policy on the matter. Buchholz commented having one in place would not be about staff, but instead about ensuring consistency and clarity on the subject.

All of the board agreed the staff is doing a great job, but a policy should be made if there is not already one. Katterhagen felt it was important to get the information in their board packets so information would be on the official posted agenda and because the SWCD board is responsible for managing public funds it is equally important it be in their packet so they can have time to consider the decision. The board again expressed their willingness to hold a special meeting in the months where they do not regularly meet if a contract needs their consideration. (Note: No policy on this was found in our files. TS)

Pesta made a motion, seconded by Williamson to have all necessary materials in board packet for board meetings at least one week prior to the board meeting. Affirmative: Katterhagen, Williamson, Buchholz and Pesta. Motion Carried.

Williamson made a motion, seconded by Pesta to table payment of FY17 state cost share funds and FY17 local capacity funds for Oyster. Affirmative: Katterhagen, Williamson, Buchholz and Pesta. Motion Carried.

Williamson made a motion, seconded by Buchholz to approve Pesta and Buchholz to attend the local led workshop on August 1, 2018. Affirmative: Katterhagen, Williamson, Buchholz and Pesta. Motion Carried.

Williamson made a motion, seconded by Buchholz to approve appreciation letter to Veteran’s Services. Discussion: With their partnership matching funds were obtained for the Motley Cemetery streambarb project. Affirmative: Katterhagen, Williamson, Buchholz and Pesta. Motion Carried.

Williamson made a motion, seconded by Pesta to apply for NWQI grant application. Affirmative: Katterhagen, Williamson, Buchholz and Pesta. Motion Carried.

Buchholz made a motion, seconded by Williamson to approve applying for BWSR projects and practices grant. Affirmative: Katterhagen, Williamson, Buchholz and Pesta. Motion Carried.

Buchholz made a motion, seconded by Pesta to approve applying for BWSR accelerated implementation grant. Affirmative: Katterhagen, Williamson, Buchholz and Pesta. Motion Carried.

The board would like to see grant proposals at August’s board meeting.

DISCUSS 2018 TREE AND PLANT SUMMARY: Stieber presented the summary to the board.

DISCUSS PROPOSED PRICE CHANGE FOR 2019 TREE AND PLANT SALE: Pesta made a motion, seconded by Williamson to accept the proposed changes on the prices. In bundles of 25, tree price will go from $1.25/tree to $1.50/tree; in small packets of 15 trees, tree price will go from $1.50/tree to $1.75/tree; one gallon potted stock will go from $8.00/tree to $9.00/tree, and kits will go from $45.00/kit to $50.00/kit. Those prices do not include sales tax. Affirmative: Katterhagen, Williamson, Buchholz and Pesta. Motion Carried.
DISCUSS TODD SWCD’S 2019 BUDGET: Stieber reviewed the draft budget. The final budget doesn’t need to be approved until late fall.

DISCUSS 2018 CONSERVATIONIST AWARD: Board consensus to interview the following: John Petron, Stelling Farm, Marcus Meiners and Joe Pansch.

DISCUSS 2018 LAND STEWARDSHIP AWARD: Board consensus to interview Clarissa Ballroom (Jim and Becky Pratt).

DISCUSS THE UPDATE ON NRCS REORGANIZATION: Kleinschmidt reported a new state conservationist will be starting. In the future there will be one team lead (formally known as District Conservationist (DC) for Todd, Wadena and Morrison Counties. The goal is to make sure each office has two resource conservationists. NRCS, FSA and RMA will be located in one office in the future.

REPORTS:

Commissioner Report: Kneisl reported seven applications for the coordinator position have been received so far and the County is working on their 2019 budget. Neumann reported the County board was made aware of issues with the expo building and Courthouse rock wall. Neumann thanked Stieber and Anton for representing Todd County at the Bruce Township meeting and for their professionalism.

Staff Reports: Board asked Stieber what is the status on Elliott’s violation. Stieber reported his is working with Elliott on the restoration order, and will be making a site visit soon. Brown reported that he is working on the remaining registrations from the 2017 inventory and on the Ag Water Quality program. Wettstein reported there was a recent press release on the sampling results from last year. Noska reported the FY2019 groundwater monitoring (ob well) contract was approved. S. Katterhagen noted the financial statements are not always completed prior to board packet deadline due do when month end is completed with the Auditor’s office and the time.

The board discussed in the future may be changing the meeting dates. After discussion it was decided 2nd Thursday is the best time for right now, since it falls between the weeks between the Commissioner’s meetings.

Pheasant Forever Report: Thoma reported he is working with landowners to get them enrolled in the CREP program, and working on CRP contracts and enrollments.

NRCS Report: Kleinschmidt reported Alan Lepp is the new area Supervisor. In their office they are working on cleaning up old files, and CSP contracts.

1W1P Report: Williamson reported at the previous 1W1P SRWD meeting the contractor’s presented their proposals. They were able to narrow it down to two contractors. At the next meeting those contractor’s will come back and do another presentation, and then a decision will be made.

BWSR Report: Pence reported BWSR grant application period is open until August 31, 2018. Red Eye Watershed submitted an application for 1W1P. Nine applications were received, and BWSR is hoping to fund seven of the nine applications. Local Capacity funding will be the same as the previous fiscal year, and match documentation will need to be submitted e-link by January 15, 2019. BWSR is in the process of updating their website along with the SWCD handbook.

INFORMATIONAL:

USDA Anti-Harassment Policy: Kleinschmidt reviewed the policy.
Civil Rights Policy Statement: Kleinschmidt reviewed the policy.

Chairman Katterhagen adjourned the meeting at 10:52 a.m.

The next meeting of the Todd SWCD Board of Supervisors will be held on Thursday, August 9, 2018 beginning at 8:30 a.m. at the Todd County Historic Courthouse (Prairie Conference room), Long Prairie, MN 56347.

Sarah Katterhagen, Minute Prepare

Tim Stieber, Division Director

Tom Williamson, Secretary
# TODD SOIL & WATER CONSERVATION DISTRICT
## SWCD TREASURER'S MONTHLY REPORT
### PROGRAM SUMMARY

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<th>PROGRAM</th>
<th>CASH BALANCE 06/30/18</th>
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<th>DISBURSEMENTS</th>
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**TOTAL** $ 781,139.80 $ 18,192.72 $ 8,810.42 $ 790,522.10

Prepared by: Sarah Katterhagen, Program Coordinator
District Treasurer, Leland Buettner

Date 7/12/18

Date 07/12/2018
June 2018 Staff Report

Tim Stieber, Division Director

Meetings, Events & Coordination
• Participated in SWCD and PZ staff meetings and NRCS-SWCD meeting.
• Prepared for BOC meetings with action forms presented on June 5 and 19.
• Prepared materials for SWCD board meeting.
• 1W1P meeting to choose contractor.
• Attended Area II meeting in Nelson.
• Attended Land Use Planning Training in Staples, MN
• Total contacts for month included 29 for SWCD and 64 for PZ = 93 total

Operations
• Began implementing electronic tools plan for staff – phones – lap-tops - etc
• Developed newsletter and newspaper articles.
• Worked with Sarah K. to develop draft budgets for 603-611 and 105 funds.

Field Projects and Activities
• Met with Josh Hauer regarding plan development and timeline to bring his feedlot into compliance.
• Worked with staff to start prioritizing field projects for upcoming grant writing efforts.
• Worked with Long Prairie Airport on runway extension and zoning map and position of alternate runway that is important for a pending land use case.

Planning & Zoning
• Met with 5 different landowners about cases during the month.
• Worked with Big Swan Campground on analyzing their CIC to determine options for them going forward.
• Prepared for Planning Commission meeting, prepared staff report, presented cases, follow-up.
• Prepared for Board of Adjustment meeting, prepared staff report, presented cases, follow-up.
• Worked on multiple violation cases during the month.

Staff Management
• Completed 3 mo. evaluation and goals for Kevin Brown.
• Worked with Ben Guell during his first month of employment.
• Took one week vacation during month.
• 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.
Deja’s Staff Report for June 14, 2018- July 5, 2018

Due to family medical emergency, I have only been in –office 7 days this reporting period

**Site visits by Deja (9) -some in conjunction with Kevin Brown:**

- Katterhagen- spot check and compliance inspection
- Rewitzer- conservation delivery, wetland delineation (Lew), and assistance visit
- Schmitz Red Angus- survey proposed fence line- technical assistance
- Middendorf- (1) Permitting assistance (1) Pre- Construction Meeting
- Schmit- compliance inspection/ assistance visit for expansion
- Rowe- registration and MMP assistance visit
- Rasinski- compliance inspection
- Drayna- Pre-Construction Meeting

**In Office Meetings (1)**

- Drayna- concern that the project has increased in costs after cost-share approved-after pre-con meeting- may do some of his own work to offset costs which will reduce amount of c/s dollars requested. I am researching and recommended amendment at a later date. Also noted: a change in renters/ operators is likely.

**Complaints:** (0)  

**Air quality exemptions (0)**

**Producer/Citizen Assistance- Counter and Phone Calls until June 2 (Feedlot Related):** (28)

**Meetings/ Trainings:** SWCD Staff Meeting (6/18; 7/2; and 7/9); Grant Writing Meeting in office (7/3); CFO web-Ex (6/20)

**Other:**

- Feedlot Registration, Reviews for Staff, and Data Entry  (5.5 hrs)
- AgBMP loan assistance;
- SWCD Quarterly Reporting ( 4 hrs);
- MinnFarms-Rocking D
- **Ag Water Quality Assistance**- Schmidgall (.5 hrs)
- Feedlot Meeting- Thank you notes
- **MPCA 319 Grant hours**- Middendorf- 7 hrs
- **Breakfast on the Farm Presenter and Obstacle Course Design**
- **2 articles for SWCD newsletter- Topics: Registration and Ag Water Quality**
- Interim Permit issued for Glen/Nate Middendorf
- **MPCA Mid-year Review**
- Currently working with 36 landowners with proposed or ongoing conservation projects:
  - **Status Updates:** Oyster- waiting for invoices for payment review: Middendorf- July construction- may need amendment for one additional expense; Larson- need to do final tile survey before project can come forward- waiting for scheduling by Larson; Drayna- See above; Rinde- mid construction; Bakke- Fencing ongoing; Wiese- mid-summer construction; Baxter- fall construction

Report Submitted this 2nd day of July, 2018 by Deja Anton- SWCD Livestock Adviso

To Meet the Public’s Needs by Protecting the Land and Safeguarding the Water
Staff Report:
Kevin Brown
6/01/2018-6/30/2018

- **MAWQCP:**
  1. Met with Joe May on alternative water source for his MAWQCP
  2. Site visit for Norman Krause and Tom Williamson

- **Feedlot Regional Meeting in St. Cloud**

- **Feedlot Registrations:**
  1. Burnhamville, Hartford, Leslie, Round Prairie, Staples, Villard, Iona have been completed

- **Site Inspection:**
  1. Conducted a site inspection for Steve Katterhagen to insure his basin was working correctly and following the Operation and Maintenance Plan

- **Windbreak Spot Checks**
  1. Assisted Lew on spot checks

- **Kevin Schmidt Fencing:**
  1. Helped stake out the location of fencing to help Mr. Schmidt become compliant at his feedlot

- **Breakfast on the Farm:**
  1. Gathered information to be handed out during the event

- **KEYL Radio:**
  1. Introduced myself on the radio and discussed feedlot registrations and the Minnesota Ag Water Quality Certification Program
Training

- None

Projects

- Current/Recently Completed Projects/Upcoming projects for approval
  - None
- Visited Cost Share Spot Checks
  - None
- Provided Technical Assistance & Potential projects for Shore Land / River Restoration / Erosion
  - Downs, Beauty
  - Fletcher, Long Prairie River
  - Jacobson, Little Osakis
  - Kalinowski, Osakis
  - Diehl, Long
  - Beauty Lake Association
  - Big Birch Lake Association
  - Little Birch Lake Association
  - Benson, Fairy Lake
  - Big Sauk Lake Association
  - Habek (Bjornebo), Maple
  - Bauer, Ashley Creek
  - Kepp, Ashley Creek
- Aquatic Invasive Species (AIS)
  - Scheduling meeting with LAMB
  - Cost Share for Control on Big Swan
  - First round of veliger sampling completed with volunteers
  - Webpage update with MIS
- RIM/WRP/CREP
  - None
- Mississippi River Brainerd Watershed
  - Meeting with Core Team to discuss TMDL list
  - Civic Engagement planning for Open House
- Outreach
  - Press Release for water testing results
  - Newsletter
  - Summary for Motley Cemetery Board on Project Status – for newspaper as well
- Meetings
  - SWCD Staff Meetings
  - NRCS/SWCD Meeting
  - 1W1P Sauk River to select consultant
- Funding
  - Working on prioritization for upcoming BWSR grant
Reporting Dates: June 2018

Trainings/Meetings attended: SourceWell Innovation Funding Meeting (Motley Cemetery Streambank)

WCA:
New Violations:
   o VanHeel – Draining Type 3 Wetland and New Ditch - Restored
   o Kahout – 2,665 sq. ft. fill in Type 3 wetland

New Applications received:
   o Hustoft – Widen Livestock Crossing

Notice of Decisions:
   o Reining – Cattle Crossing
   o Schmidt – Cattle Crossing
   o Raugutt – Livestock Crossing
   o 320th Bridge – Local road replacement
   o Hustoft – Widen Livestock Crossing

Ongoing Violations/ Upcoming Projects:
   o Future Cty 19 delineation

WCA Customer outreach:
   o 15 Site visits
   o 25 Phone calls, office visits, etc.

SWCD:
   o Buffer Technical Assistance (and site visits) and State Compliance Tracking
   o Breakfast on The Farm
   o DNR Wells
   o Cost Share Tree Plantings
   o Cost Share Spot Checks

County:
   o Front Desk Assistance
   o County Tax Forfeit Determinations
Financial/Reporting/Administrative:
- Prepared for Board Meetings/follow up after board meetings
- Financial keeping/preparing vouchers
- Submitted FY18 Groundwater Invoice
- 2nd Tax Report submitted
- OSA reporting complete (requirement)
- Tree Report Summary (board packet)
- Prepared propose changed for Tree Fees (Last increase was 2012)
- June’s program summary will be available at July’s meeting. As of 7/3/18-month end hasn’t been completed.

Grant Programs
- Worked with GIS on creating a map layer of proposed projects
- Meeting to discuss upcoming grants

Feedlot Program:
- Reviewing registrations as they come in.
- Assisted landowner with registration form (over phone and at counter)

Meetings/Trainings:
- Staff meetings--Attended
- NRCS/S&W staff meeting
- AREA II Meeting: June 21, 2018--Attended
- Admin Session: June 27-28th--Attended

County Programs:
- Provided input for County budget
- Counter
- Financial (payments and deposits)

AIS Program:
- Financials
CRP: Opened a signup period for continuous CRP practices. I have been busy going through expiring contracts determining which are eligible for reenrollments, which ones we should put a one year extension on and which ones there’s nothing we can do for them with this limited signup. The signup is open until August so I will continue to be busy with site checks and CRP contracts. Also with the rains we got in the middle of the month a lot of contracts that were supposed to be planted by the 30th of June were requesting extensions on seeding date. There has been a lot of follow up with questions regarding landowner’s concerns for seeding.

WRP: The wetland reserve program has monitoring that is needed to be submitted by July 30th. I have been back and forth with a few folks trying to get my easements and monitoring points straightened out. I believe I’ve got everything I need now and it’s just a matter of getting out on site and getting the pictures taken and the paper work completed.

CREP: I have gotten one CREP application finished up. Just waiting for the landowner to sign the application. There has also been some small issues with previously submitted CREP applications but I have been working with BWSR to get them straightened out. I have one couple that is wanting to signup for CREP so I will try to be working with them and getting their application uploaded ASAP.

EQIP: Honey bee plantings are going to need monitoring here in the near future. I have went out and staked a few of the transects for landowners and I have a few more who are requesting assistance with monitoring. Will be setting up site visits and helping them work through the monitoring.