MINUTES FROM THE JUNE 14, 2018 REGULAR BOARD MEETING

Chairman Katterhagen called the Thursday, June 14, 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, Norman Krause, Tom Williamson, Leland Buchholz and Kenny Pesta. Others present were: Sarah Katterhagen, Program Coordinator, Shannon Wettstein, Water Planner, Lew Noska, Conservation Technician, Kevin Brown, Conservation Technician, Luke Thoma, Pheasants Forever, Russell Kleinschmidt, NRCS, Austen Byrer, NRCS Intern, Randy Neumann, County Commissioner, and Chris Pence, Board of Water and Soil Resources (BWSR).

Staff Members Absent: Tim Stieber, Division Director and Deja Anton, Livestock Advisor.

Others Absent: Gary Kneisl, County Commissioner.

The Pledge of Allegiance was recited.

INTRODUCTIONS:

Katterhagen asked if there were any additions to the agenda. Pesta made a motion, seconded by Williamson to approve the agenda for June 14, 2018 regular board meeting with the additions of: To approve amendment of additional CWP cost share funds for Rick Johnson, approve re-encumbering FY2018 state cost share funds, 2018 MASHCD candidate prospectus booklet, and BWSR Report. Affirmative: Katterhagen, Krause, Williamson, Buchholz and Pesta. Motion Carried.

Katterhagen asked if there were any additions or corrections to the minutes from the May 10, 2018 regular board meeting. Pesta made a motion, seconded by Krause to approve the minutes as disbursed from the May 10, 2018 regular board meeting. Affirmative: Katterhagen, Krause, Williamson, Buchholz and Pesta. Motion Carried.

Buchholz presented May’s Program Summary. S. Katterhagen added expenses included reimbursing Todd County for staff wages and of the cash balance approximately $156,000.00 is designated for cost share. Buchholz made a motion, seconded by Williamson to accept May’s program summary with receipts totaling $3,712.32 and disbursements totaling $64,127.03. Affirmative: Katterhagen, Krause, Williamson, Buchholz and Pesta. Motion Carried.

COST SHARE REPORT: Board reviewed the report. Board consensus to continue to have similar report for board meetings, and Pence also liked the idea of having a summary for the board to view.

INTERN REPORT: Byrer reported that he is interning with NRCS until August and is on his 3rd internship related to Natural Resources. He is looking forwarded to spending some time in Minnesota.

Byrer left the meeting.

Kleinschmidt joined the meeting at 9:15 a.m.

BWSR REPORT: Pence reported his goal is to attend Todd SWCD’s board of Supervisor’s meetings. The deadline to apply for One Watershed, One Plan is July 1, 2018. The 2018 BWSR academy will be at Breezy Point and encourages
the board to send their staff to the training. Pence recommends using cost share forms directly from BWSR’s website, so the District is always using the most current form. Pence encouraged the board to look into adopting a data practices policy. BUFFCAT the reporting site for buffers needs to be updated by July 1, 2018 and Darrin Myers is Todd SWCD’s contact if there is questions about buffers. The taxing authority didn’t pass and the Local Capacity funds stayed in the CWL funds; didn’t go into the general fund. The SWCD board asked who keeps pushing the tax authority as they believed it did not pass at the convention. Pence recommended asking LeAnn Buck or ask at the next AREA II Meeting. The proposed buffer penalty by BWSR was veto. Pence recommends the board reviewing policies in relationship to staff signing contracts and approving their JAA.

Krause made a motion, seconded by Buchholz to accept feedlot meeting donation from the Livestock board in the amount of $250.00. Affirmative: Katterhagen, Krause, Williamson, Buchholz and Pesta. Motion Carried.

Buchholz made a motion, seconded by Williamson to approve encumbering additional CWP cost share funds for Rick Johnson, contract #4-15 CWP in the amount $187.50 for his raingarden project. Affirmative: Katterhagen, Krause, Williamson, Buchholz and Pesta. Motion Carried.

Williamson made a motion, seconded by Pesta to approve payment of CWP cost share funds for Rick Johnson in the amount of $5,416.00 for his raingarden project. Affirmative: Katterhagen, Krause, Williamson, Buchholz and Pesta. Motion Carried.

Krause made a motion, seconded by Buchholz to approve request to cancel cost share contract #3-15CWP for Steve and Betty Richter in the amount of $1,920.00 for their native planting project. Affirmative: Katterhagen, Krause, Williamson, Buchholz and Pesta. Motion Carried.

Buchholz made a motion, seconded by Krause to approve encumbering FY2018 state cost share funds for Lisa Overman, contract #5-18, in the amount of $137.50. Affirmative: Katterhagen, Krause, Williamson, Buchholz and Pesta. Motion Carried.

Buchholz made a motion, seconded by Pesta to approve encumbering FY15 performance credit cost share funds in the amount of $4,113.39 and FY16 performance credit cost share funds in the amount of $2,039.59 for a total of $6,152.98 for Steve Drayna for manure transfer pipe. Affirmative: Katterhagen, Krause, Williamson, Buchholz and Pesta. Motion Carried.

Pesta made a motion, seconded by Krause to table payment of FY2018 state cost share funds and FY17 Local Capacity cost share funds for Kalob Oyster until paid invoices are received and reviewed. Affirmative: Katterhagen, Krause, Williamson, Buchholz and Pesta. Motion Carried.

Krause made a motion, seconded by Williamson to approve payment of FY2018 state cost share funds for Dana Barfntect, contract #4-18 in the amount of $1,377.83 for the field windbreak project. Affirmative: Katterhagen, Krause, Williamson, Buchholz and Pesta. Motion Carried.

Buchholz made a motion, seconded by Williamson to approve re-encumbering FY2018 state cost share funds in the amount of $1,158.16 as a project came in costing less than planned. Affirmative: Katterhagen, Krause, Williamson, Buchholz and Pesta. Motion Carried.

Wettstein entered the meeting at 10:00 a.m.


Williamson made a motion, seconded by Krause to approve AREA 2 District MAWQCP Agreement. Affirmative: Katterhagen, Krause, Williamson, Buchholz and Pesta. Motion Carried.
Buchholz made a motion, seconded by Williamson to approve AREA 2 District MAWQCP Engineering Agreement. Affirmative: Katterhagen, Krause, Williamson, Buchholz and Pesta. Motion Carried.

Pesta made a motion, seconded by Williamson to approve Sauk Conservation Planner Contract. Affirmative: Katterhagen, Krause, Williamson, Buchholz and Pesta. Motion Carried.

DISCUSSION SUPERVISOR’S HANDBOOK: S. Katterhagen asked the board if they had any questions regarding the Supervisor’s handbook that was provided to them at May’s board meeting. Pence noted BWSR is in the process of reviewing and updating the SWCD Supervisor handbook and would like to hear if Todd’s Supervisors having any input or suggestions. The board will let the office know of any suggestions for the handbook.

DISCUSSION 2018 CONSERVATION AWARD AND LAND STEWARDSHIP AWARD: Board would like staff input and the board will let the office know if they think of anyone. Katterhagen suggested the Potato Farmer’s in Todd County, and questioned if Stieber had ever set up an interview with them. S. Katterhagen noted to her knowledge that was never completed. S. Katterhagen also questioned in the board would like to have interviews with the candidates prior to selecting an award recipient. Pesta noted in the past staff would provide the input, and feels that way works and would like to continue like that.

DISCUSSION OF 2019 TODD SWCD BUDGET: S. Katterhagen noted Todd County has started with 2019 budget and that Stieber will have a draft SWCD budget for either July or August’s board meeting.

DISCUSSION OF PROXY VOTING FOR WCTSA BOARD: Board consensus would like to keep the voting with the Supervisors.

DISCUSSION OF PROPOSED GROUNDWATER PROTECTION RULE UPDATE: Noska reported that he attended the informational meeting. The rule applies to commercial uses and applying on frozen soils and course soils.

DISCUSSION OF LOCALLY LED WORKSHOPS: S. Katterhagen reported that Stieber and Kleinschmidt will be attending from the office, and maybe Wettstein. Supervisors are encouraged to attend. Board consensus to bring back to July’s meeting since registration isn’t due until after July’s meeting and gives board members a chance to check their schedules.

REPORTS:

Commissioner Report: Neumann reported the County has started the 2019 budget process and new forms were created for department heads to complete to explain in changes in the budget. Todd County has hired a search firm to a hire a new County Coordinator. Park board is working on a getting a viewing deck at Battle Point Park. Neumann encourages SWCD Board of Supervisors to keep an eye on the Lake Shamineau project request.

Staff Reports: Noska reported he has been attending trainings and has completed notice of decisions. Wettstein reported she has been working with partners on various projects and recently worked with the Veteran’s service office on obtaining a grant for match for the Motley Cemetery project, which was recently funded. She is working with Lions Club on Fairy Lake’s Buckthorn project. Wettstein also is working with SRWD on a demonstration project on Ashley Creek. Brown reported that he did the pre-con meeting for Bakke’s project, helped with tree sale week, dealing with a lot of complaint inspections, and has been attending trainings. S. Katterhagen added she helped during tree week and completed wage reimbursement report. S. Katterhagen also handout Anton’s report and highlighted items on her report.

Brown and S. Katterhagen reported that a landowner had concerns about the Feedlot Registration. On the feedlot registration form, the floodplain question was added. Brown added that no new feedlots can be in a floodplain. If a current site is in floodplain, it is important that they keep their registration current as they are grandfathered in.

Pheasant Forever staff report: Thoma reported CRP areas are open.

Buchholz left the meeting at 10:30 a.m.
NRCS Report: Kleinschmidt reported in the future there will be informational meetings about the reorganization of the NRCS and FSA. NRCS is now hiring.

1W1P Report: Williamson reported the plan is in the planning stage. At next meeting consulting firms that put in a bid will have 30 minutes to give a presentation on their proposals, after that there will be a 60 days of public comments.

Pence recommended to look ahead in the planning process—what type of agreements will be needed and how is the money going to be spent.

INFORMATIONAL:

2018 MASWCD Candidate Prospectus: Katterhagen reported that it would be great if someone from Todd SWCD Board of Supervisors would run as Chairman or Vice Chairman for MASWCD organization.

Chairman Katterhagen adjourned the meeting at 10:41 a.m.

The next meeting of the Todd SWCD Board of Supervisors will be held on Thursday, July 12, 2018 beginning at 8:05 a.m. at the Todd County Historic Courthouse (Prairie Conference room), Long Prairie, MN 56347.
### Cost Share Funds Encumber

<table>
<thead>
<tr>
<th>Name of Project</th>
<th>Type of Project</th>
<th>Deadline Date</th>
<th>Amount</th>
<th>Notes</th>
<th>Tech Lead</th>
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<tr>
<td>Noska</td>
<td>Buffer</td>
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<td>Lew</td>
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<td>Buffer</td>
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<td>Lew</td>
<td>Lew</td>
</tr>
<tr>
<td>Statema</td>
<td>Buffer</td>
<td>11/1/2018</td>
<td>To be added</td>
<td>Lew</td>
<td>Lew</td>
</tr>
<tr>
<td>Bromeling/Baxter</td>
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<td>12/1/2018</td>
<td>To be added</td>
<td>Lew</td>
<td>Lew</td>
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<tr>
<td>Bakke</td>
<td>Access Control</td>
<td>12/1/2018</td>
<td>To be added</td>
<td>Kevin</td>
<td>Kevin</td>
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<tr>
<td>Krebsbach</td>
<td>Tree Planting</td>
<td>12/1/2018</td>
<td>To be added</td>
<td>Shannon/Lew</td>
<td>Lew</td>
</tr>
<tr>
<td>Runde</td>
<td>Ag Waste</td>
<td>12/1/2018</td>
<td>To be added</td>
<td>Deja</td>
<td>Deja</td>
</tr>
<tr>
<td>Wiese</td>
<td>Pit Closure</td>
<td>12/1/2018</td>
<td>To be added</td>
<td>Deja</td>
<td>Deja</td>
</tr>
<tr>
<td>Oyster</td>
<td>Pit Closure</td>
<td>12/1/2018</td>
<td>To be added</td>
<td>Deja</td>
<td>Deja</td>
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<tr>
<td>Middendorf</td>
<td>Ag Waste</td>
<td>12/1/2019</td>
<td>To be added</td>
<td>Future amendment</td>
<td>Deja</td>
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<tr>
<td>Overman</td>
<td>Well Sealing</td>
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<td>All</td>
<td>All</td>
</tr>
<tr>
<td>Drayna</td>
<td>Pipe</td>
<td>12/1/2018</td>
<td>To be added</td>
<td>Kevin/Deja</td>
<td>Kevin/Deja</td>
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### Waiting for Estimates

<table>
<thead>
<tr>
<th>Name of Project</th>
<th>Type of Project</th>
<th>Source of C/S</th>
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<th>Tech Lead</th>
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<tbody>
<tr>
<td>Unger</td>
<td>Shoreline</td>
<td>Riparian AID, State Cost Share, Local Capacity</td>
<td>TBD</td>
<td>Shannon</td>
</tr>
<tr>
<td>Pesta</td>
<td>Well Sealing</td>
<td>State Cost Share</td>
<td>TBD</td>
<td>All</td>
</tr>
<tr>
<td>Pesta</td>
<td>Well Sealing</td>
<td>State Cost Share</td>
<td>TBD</td>
<td>All</td>
</tr>
<tr>
<td>Schurmann</td>
<td>Well Sealing</td>
<td>State Cost Share</td>
<td>TBD</td>
<td>All</td>
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<tr>
<td>Ditthener</td>
<td>Pit Closure</td>
<td>Local Capacity</td>
<td>TBD</td>
<td>Deja</td>
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</tbody>
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### Planning Stages

<table>
<thead>
<tr>
<th>Name of Project</th>
<th>Type of Project</th>
<th>Source of C/S</th>
<th>Amount</th>
<th>Tech Lead</th>
</tr>
</thead>
<tbody>
<tr>
<td>Larson</td>
<td>Ag Waste-Small fix</td>
<td>Performance Credit Funds</td>
<td>TBD</td>
<td>Deja</td>
</tr>
<tr>
<td>Schmitz</td>
<td>Access Control</td>
<td>Riparian AID, State Cost Share, Local Capacity</td>
<td>TBD</td>
<td>Deja</td>
</tr>
<tr>
<td>Judd</td>
<td>Ag Waste</td>
<td>MPCA 319 Lake Osakis, State Cost Share, Local Capacity</td>
<td>TBD</td>
<td>Deja</td>
</tr>
<tr>
<td>Stelling</td>
<td>Ag Waste</td>
<td>MPCA 319 Lake Osakis, State Cost Share, Local Capacity</td>
<td>TBD</td>
<td>Kevin/Deja</td>
</tr>
<tr>
<td>Alexander</td>
<td>Pit Closure</td>
<td>2019-MPCA Partridge River</td>
<td>TBD</td>
<td>Kevin/Deja</td>
</tr>
<tr>
<td>Helle</td>
<td>Pit Closure</td>
<td>2019-MPCA Partridge River</td>
<td>TBD</td>
<td>Kevin/Deja</td>
</tr>
</tbody>
</table>

*Well Sealing projects may skip Planning Stages and jump right into encumbering*

*List doesn't include all projects, only projects that are top priority and funding is available*

Last updated: June 14, 2018
Locally Led Workshop

*Training & Informational Sessions for SWCD and NRCS representatives to enhance the Local Working Group and associated conservation activities and programs.*

Gathering local input in a collaborative manner strengthens the conservation partnership and focuses resources (state, federal, local) on shared priorities increasing chances of successfully achieving goals.

JOIN US for the 2018 Locally Led Training Workshops 9:00 am — 3:00 pm

June 26; Thief River Falls; Government Joint Use Facility, 250 125th Avenue NE

June 27; Fergus Falls; County Inn Suites/Bigwood Event Center, 925 Western Avenue

July 16; Rochester; Courtyard Marriot Rochester Mayo Clinic Area, 161 13th Avenue

July 31; Grand Rapids; Timberlake Lodge Hotel, 144 SE 17th Street

August 1; St. Cloud; Courtyard Marriot, 404 West Germain Street

August 2; Marshall; American Inn by Wyndham, 1406 East Lyon Street

SWCD and NRCS workshop attendees will:

♦ Obtain the latest information on the FY 2019 Local Working Group process

♦ Align planning expectations and clarification of federal, state and local requirements necessary to enhance the local work group process.

♦ Streamline the stakeholder input processes for One Watershed One Plan, Comprehensive Water Planning and Local Work Groups

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Local Working Groups

In accordance with the Farm Bill, Local Working Groups are subcommittees of the NRCS State Technical Committee and provide recommendations to USDA on local and state natural resource priorities and criteria for conservation activities and programs. According to NRCS Program policy, it is recommended that SWCDs should convene the Local Working Group.
Locally Led Workshop Registration

Training & Informational Sessions for SWCD and NRCS representatives to enhance the Local Working Group and associated conservation activities and programs.

For additional information contact the MASWCD office at 651-690-9028.

Who should attend: SWCD Employees, SWCD Supervisors, NRCS Staff and BWSR staff

REGISTRATION FORM
(please mail to MASWCD, 255 Kellogg Blvd. East. #101, St. Paul, MN 55101)

Name_____________________________________________ District___________________________

Please circle:
○ SWCD Staff   ○ SWCD Supervisor   ○ NRCS Staff   ○ BWSR Staff

Address________________________________________________________________________________

City_____________________________________________ State_________ Zip______________________

Phone_______________________ E-mail______________________________________

Please check workshop you will be attending: 9:00 am — 3:00 pm

___ June 26; Thief River Falls; Government Joint Use Facility, 250 125th Avenue NE

___ June 27; Fergus Falls; County Inn Suites/Bigwood Event Center, 925 Western Avenue

___ July 16; Rochester; Courtyard Marriott Rochester Mayo Clinic Area, 161 13th Avenue

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___ August 1; St. Cloud; Courtyard Marriott, 404 West Germain Street

___ August 2; Marshall; American Inn by Wyndham, 1406 East Lyon Street

There is no registration fee, however advanced registration is required. Registration Deadline one week prior to session

Please make additional copies of this registration form as needed.
Mr. Berscheit and the Veterans Officers of Cass, Crow Wing, Morrison and Wadena Counties,

On behalf of the Todd County Soil and Water Conservation Board and Todd County we would like to express our sincere gratitude for your partnership and leadership in finding a solution to stabilize the streambank at the Motley Public Cemetery. The cumulative effort of your time to put the application and presentation as well as your support the day of the voting has been invaluable to our district. In obtaining the funding from Sourcewell’s Innovation Fund the project is now fully funded and will commence in 2019. The restored streambank will not only preserve the cemetery and continue to honors its citizens and veterans buried there but the SWCD has estimated it will prevent over 750 tons of sediment and 630 pounds of phosphorus from entering the Long Prairie River each year.

We wish you the best in your future endeavors in your own projects. Thank you again for your partnership.

Sincerely,

Dale Katterhagen, SWCD Board Chairperson

Randy Neumann, Todd County Commissioner
## 2018 Tree Sale Report

### Percentage of Income Spent

<table>
<thead>
<tr>
<th>Income</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Sale-2017</td>
<td>$4,157.27</td>
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<tr>
<td>Spring Sale-2018</td>
<td>$22,470.35</td>
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</table>

### Expenses

<table>
<thead>
<tr>
<th>ITEM</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursery Certificate</td>
<td>$350.00</td>
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<tr>
<td>Refund To Landowner</td>
<td>$33.55</td>
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<tr>
<td>Sales Tax 2017 QRT 4</td>
<td>$275.00</td>
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<tr>
<td>Sales Tax 2018 QRT 1</td>
<td>$1,020.00</td>
</tr>
<tr>
<td>Supplies</td>
<td>$297.82</td>
</tr>
<tr>
<td>Schumacher's</td>
<td>$15,729.75</td>
</tr>
<tr>
<td>MN Native Landscapes</td>
<td>$633.60</td>
</tr>
<tr>
<td>2018 QRT 1 Wages</td>
<td>$755.68</td>
</tr>
<tr>
<td>Sales Tax 2018 QRT 2</td>
<td>$361.00</td>
</tr>
</tbody>
</table>

### Summary

- **TOTAL MONTHLY INCOME**: $26,627.62
- **TOTAL MONTHLY EXPENSES**: $19,456.40
- **CASH BALANCE**: $7,171.22
# Soil and Water Price List

**Trees:** Cost is $1.25 each with a minimum order of 25 of each species ordered.

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Cost per Tree</th>
<th>Total Cost + Tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>25 Trees</td>
<td>$31.25</td>
<td>$33.55 + tax $2.30 = $35.85</td>
</tr>
<tr>
<td>50 Trees</td>
<td>$62.50</td>
<td>$67.11 + tax $4.61 = $71.72</td>
</tr>
<tr>
<td>75 Trees</td>
<td>$93.75</td>
<td>$100.66 + tax $6.91 = $107.57</td>
</tr>
<tr>
<td>100 Trees</td>
<td>$125.00</td>
<td>$134.22 + tax $9.22 = $143.44</td>
</tr>
</tbody>
</table>

Propose change:
- $33.55 + tax $2.30 = $35.85
- $71.72 + tax $4.61 = $76.33
- $107.57 + tax $6.91 = $114.48
- $143.44 + tax $9.22 = $152.66

**Packets:** $22.50/packets plus tax $1.66 = $24.16
Propose change to: $26.25 + tax $1.94 = $28.19

**Potted Stock:** $8.00/per tree plus tax $.59 = $8.59
Propose change to: $9.00 + tax $0.66 = $9.66

**Kits:** $45.00/kit plus tax $3.32 = $48.32
Propose change to: $50.00/kit + tax $3.69 = $53.69

**Flags:** Bundles of 100 = $10.00 plus tax $.77 = $10.77

**Plantskydd Repellents:**
- 1 Quart Spray: $21.95 + tax $1.62 = $23.57
- 1 Pound Soluble Powder Concentrate: $24.95 + tax $1.84 = $26.79
- 3 Pounds Re-Sealable ShakerPak: $22.95 + tax $1.69 = $24.64

**Manure Pit Signs**
- $14.00 Each Sign
  - $ 1.03 Tax
  - $15.03 Total

**Danger Toxic Gases Sign**
- $29.00 Each Sign
  - $ 2.14 Tax
  - $31.14 Total

**MN Tax Charge:** 7.375%

**Fee for Service:** Wages and Benefits Hourly Rate for Employees Utilized
## 2019 (DRAFT) Todd County Soil and Water Budget

**7.2.18**

### Income

#### Intergovernmental Revenue

**County**
- County Allocation-General $20,000.00
- County Allocation-Riparian AID $60,000.00
- County Allocation for Feedlot Program $49,297.00
- County Allocation for Wetland Program $21,641.00
- Local Levy for Water Plan $4,777.00
- MPCA Feedlot Program-Delegated to SWCD $70,423.00
- Wetland Conservation Program-Delegated to SWCD $21,641.00
- Local Water Management-Delegated to SWCD $14,676.00

**State**
- General State Grants $20,000.00
- BWSR Service Grant $20,054.00
- BWSR Erosion & Control (C/S) $16,595.00
- MN DNR Br Well Grant $5,120.00
- Farm Bill Assistance Grant $58,500.00
- MPCA Lake Osakis/319 Grant $211,000.00
- BWSR Buffer Grant $20,000.00
- BWSR Local Capacity Funding $120,000.00

**Total Intergovernmental Revenue** $469,269.00

**Charge for Service**
- Tree and Plant Sales $15,000.00

**Miscellaneous Revenues**
- Interest Earnings $600.00
- Other Miscellaneous Revenues $10,000.00

**Total Income** $757,324.00

### Expense

#### District Operations
- Supervisor Compensation $6,000.00

**Other Services & Charges**
- MCIT Supervisors Work Comp $50.00
- Membership & Registrations $4,000.00
- Professional Services (Audit) $4,800.00
- Travel and Expense $3,000.00
- MCIT Supervisors Insurance Coverage $1,800.00

**Total Operations and Other Services** $13,650.00

#### Project Expense

**District Projects**
- Tree Expense $15,000.00
- Miscellaneous Project Expense $10,000.00
- Farm Bill Assistance Program $58,500.00
- Program Expense $376,629.00

**State Projects/Cost Share Projects**
- State Cost Share $16,595.00
- MPCA Lake Osakis/319 Grant $200,000.00
- Local Capacity Service Cost Share $40,000.00
- County Riparian AID Cost Share $40,000.00

**Total Project Expense** $756,724.00

**Total Expense** $776,374.00

**Net Income** $(-19,050.00)

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***This budget does not reflect balances that will be carry forward at the end of the year.***

This draft was prepared by Tim Stieber and Sarah Katterhagen, Todd SWCD

This draft will be reviewed during the regular board meeting on July 12, 2018

****This budget shows MPCA Feedlot Program/NRBG grants as income from County. In Audit completed by Clifton Larson Allen, it is considered at State Revenue****

*****This budget only includes grants that have grant agreements*****
2018 Award Nominees

Conservationist Award

- John Petron
- Mike Stine
- Kroll Farm
- Meadowlawn Farm (Marcus Meiners)
- Kevin Faust
- Stelling Farm

Land Stewardship Award

- Clarissa Ballroom
- Camphill Village
- Larry Bebus
- Sauk Centre Lions Club
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 Tour 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
  - Habeck (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:
- VanHeel – Draining Type 3 Wetland and New Ditch - Restored
- Kahout – 2,665 sq. ft. fill in Type 3 wetland

New Applications received:
- Hustoft – Widen Livestock Crossing

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

Ongoing Violations/Upcoming Projects:
- Future Cty 19 delineation

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

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

**County:**
- Front Desk Assistance
- 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.
May 25, 2018

USDA ANTI HARASSMENT POLICY

The U.S. Department of Agriculture (USDA) is committed to creating and maintaining a talented, diverse, and inclusive workforce. USDA provides employment opportunities, programs, and services to the American public in a manner that demonstrates our commitment to fairness, integrity, and equality. USDA is dedicated to ensuring a workplace free of all forms of harassment. In accordance with requirements established by the U.S. Supreme Court in Burlington Industries, Inc. v. Ellerth, 524 U.S. 742 (1998), and Faragher v. City of Boca Raton, 524 U.S. 775 (1998), this policy applies to USDA employees in their working relationship with Federal employees, non-Federal employees, and the public. It also applies to contractors and individuals employed under other formal agreements with USDA.

My expectation for all employees and contractors is simple—“Do right and feed everyone.” In order to do right, we must help employees avoid actions or statements considered inappropriate. It is important to define what these terms mean.

- **Discrimination:** Discrimination is defined under federal statutes as unlawful treatment or prejudicial denial of benefits, services, rights, or privileges to a person or persons because of:
  - Race;\(^2\)
  - Color;\(^3\)
  - National Origin;\(^4\)
  - Religion;\(^5\)
  - Sex;\(^6\)
  - Disability;\(^7\)
  - Age;\(^8\) or
  - Genetic Information.\(^9\)

Presidential Executive Orders and USDA’s published regulations cover additional bases of discrimination including:

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- **Retaliation:** Taking an action that might deter a reasonable person from participating in activity protected by antidiscrimination and/or whistleblower laws. Protected activity includes: complaining about discriminatory or harassing behavior; disclosing or reporting violations of law, rule, or procedure or disclosing or reporting fraud, waste, and abuse; and assisting with investigations into allegations of discrimination. It includes being fired, demoted, harassed, or otherwise retaliated against because of either having filed a charge of discrimination, complained about discrimination, or participated in an employment discrimination proceeding (such as an investigation or lawsuit). Retaliatory actions are not limited to formal personnel actions such as termination, demotion, non-promotion, or non-selection. Retaliatory actions are broadly defined to include harassing behavior, significant changes to job duties or working conditions, and even threats to take personnel actions.

- **Harassment:** Harassment is unwelcome conduct that is based on race, color, national origin, religion, sex, disability, age, genetic information, sexual orientation, marital status, familial and/or parental status, income derived from a public assistance program, political beliefs, or gender identity. Harassment becomes unlawful when enduring the offensive conduct becomes a condition of continued employment or the conduct is sufficiently severe or pervasive to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. “Sexual” harassment is a particular type of harassment that includes unwelcome conduct such as sexual advances; requests for sexual favors or dates; remarks about an individual’s appearance; discussions, remarks, or jokes of a sexual nature; and other verbal or physical harassment of a sexual nature. It is a type of discriminatory behavior where an individual is subjected to unwelcome verbal or physical conduct that is so objectively offensive as to alter the victim’s terms and conditions of employment. The harasser can be the victim’s supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of the employer, such as a client or customer.

Harassing conduct may include, but is not limited to, the following actions:

1. Sexual harassment, which is a particularly egregious form of prohibited harassment and a form of sex discrimination prohibited by law and regulation.

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11 7 C.F.R. § 15d.3 (2017).
13 7 C.F.R. § 15d.3 (2017).
14 7 C.F.R. § 15d.3 (2017).
Harassing conduct is often, but not always, sexual in nature. USDA policy forbids harassment based on gender regardless of whether the offensive conduct is sexual in nature or whether the harassing individual and the individual being harassed are of the same sex. Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct based on sex (whether or not it is sexual in nature) constitute sexual harassment when:

a. Submission to such conduct is either an explicit or implicit term or condition of employment; or

b. Submission to or rejection of the conduct is used as a basis for making employment decisions; or

c. The conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creates an intimidating, offensive, or hostile environment.

2. Use of derogatory words, phrases, epithets, gestures, pictures, drawings, or cartoons not otherwise protected by the First Amendment’s guarantee of the right to freedom of speech and of the right to religious free exercise:

a. Targets on race, color, national origin, religion, sex, disability, age, genetic information, sexual orientation, marital status, familial and/or parental status, income derived from a public assistance program, political beliefs, or gender identity, regardless of the means of delivery (that is, verbal or electronic communication); or

b. Intimidates, abuses, offends, or creates a hostile work environment.

3. The use of electronic devices or forms of communication (computers, cellular telephones, tablets, internet, email and/or other technological equipment) to harass, demean, or degrade another. This includes the viewing, downloading, storage, or distribution of pornographic or sexually explicit material on the employer’s electronic systems whether in the workplace or not, whether on duty or off duty, and whether or not another employee witnesses it.

4. Retaliation against any individual for reporting matters under this policy, or for an individual’s involvement in an inquiry related to such a report.

Employees who witness harassment should immediately report it to their manager, supervisor, to another management official in your office or agency, or to your civil rights office. Any individual who believes he or she has been subjected to or witnessed harassment in the workplace is encouraged to inform the alleged harasser directly that the conduct is unwelcome and must stop. Additionally, harassment reports should be made with USDA’s Office of the Assistant Secretary for Civil Rights, CR-info@ascr.usda.gov, or (202) 401–0005 (local) or
1-800-795-3272 (outside/toll free), or the individual subcomponent Civil Rights Office where the individual works or believes harassment has occurred. A list of these resources, along with contacts at the Office of Human Resources Management, Office of Inspector General, Office of the General Counsel, Office of Ethics, and individual subcomponent Mission Area Human Resources Offices, are attached to this policy.

Reports of harassment must be addressed in a prompt, impartial, and confidential manner to the extent allowed by law. Only individuals who determine if harassment occurred, or develop recommendations and implement corrective measures, shall be made aware of harassment reports.

Any individual who initiates a harassment complaint or provides information related to a harassment complaint may do so without fear of retaliation before, during, and after the inquiry or investigative process. Appropriate steps will be taken to investigate and remedy any known incidents or reports of harassment within established timeframes by impartial parties. If a record of inquiry supports a finding that harassment has occurred, or that an individual has failed to follow the procedures outlined in this policy, that individual will be subject to the appropriate corrective and/or disciplinary actions, not limited to reprimand, suspension, demotion, or removal.

Individuals who believe they have been subjected to unlawful discrimination, including sexual harassment or reprisal for harassment-related civil rights activity, may also file a complaint of discrimination by contacting an Equal Employment Opportunity (EEO) Counselor at 1-800-787-8821 within 45 calendar days of the alleged incident. Failure to do so may result in dismissal of the EEO complaint for untimeliness. However, expiration of the 45 calendar-day period does not preclude the individual from reporting the incident to an appropriate official to have the incident investigated.

This anti-harassment process is distinct and separate from any rights or obligations in the EEO, Merit Systems Protection Board (MSPB), or internal grievance processes. Reporting harassment is not equivalent to filing an EEO complaint under 29 C.F.R. Part 1614.

Sonny Perdue
Secretary
USDA Civil Rights Policy Statement

The hallmark of my tenure as Secretary of the U.S. Department of Agriculture (USDA) is to do right and feed everyone and I don’t intend for that to be just a hollow creed. This pledge is at the heart of our work, which includes our commitment to protecting the civil rights of all USDA employees and customers.

Doing right means treating all people equally, regardless of race, religion, gender, national origin, or any other characteristic. We are part of the same human family, imbued with dignity and worthy of respect. I expect every USDA employee to foster a workplace free from discrimination, harassment, and retaliation so everyone can reach his or her full potential. Our workplace will be a model for proper enforcement of civil rights protections, not only because it’s the law, but also because it’s the right thing to do.

Feeding everyone means it doesn’t matter what you look like or where you come from, USDA programs are for you. Hunger knows no color or creed. Whether we are responding to disasters with food aid, cultivating sustainable agriculture programs overseas, or improving school meals here at home, at USDA we know food has the power to unite.

When you start with a simple expression of integrity and equality, upholding civil rights and all the freedoms enshrined in our laws is not just compulsory, it becomes intrinsic. For that reason and working together, we will continue to return to our touchstone: Do right … by everyone … and feed everyone.

Sonny Perdue
Secretary