MINUTES FROM THE AUGUST 9, 2018 REGULAR BOARD MEETING

Chairman Katterhagen called the Thursday, August 9th, 2018 meeting to order at 8:31 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, Lew Noska, Conservation Technician, Kevin Brown, Conservation Technician, Luke Thoma, Pheasants Forever, Russell Kleinschmidt, NRCS, Austen Byrer, Randy Neumann, County Commissioner, Gary Kneisl, County Commissioner, and Chris Pence, Board of Water and Soil Resources (BWSR).


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 August 9, 2018 regular board meeting. Affirmative: Katterhagen, Williamson, Buchholz and Pesta. Motion Carried.

Katterhagen asked if there were any additions or corrections to the minutes from the July 12, 2018 regular board meeting. Pesta made a motion, seconded by Buchholz to approve the minutes as disbursed from the July 12, 2018 regular board meeting. Affirmative: Katterhagen, Williamson, Buchholz and Pesta. Motion Carried.

Buchholz presented July’s Program Summary. Williamson made a motion, seconded by Pesta to accept June’s program summary with receipts totaling $4,422.17 and disbursements totaling $6,376.81. Affirmative: Katterhagen, Williamson, Buchholz and Pesta. Motion Carried.

Krause joined the meeting.

COST SHARE REPORT: Discussion of action items to change encumbered amounts. {Currently that is happening when there is an amendment to cost share contract if there is funds still available in their grant sources}

Buchholz made a motion, seconded by Williamson to approve payment of FY17 state cost share funds in the amount of $362.50, and payment of FY17 local capacity cost share funds in the amount of $8,593.92 for a total of $8,956.42 for Kaleb Oyster pit closure project, contract #7-17 and 2-17LC. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

No action item was taken on proceeding with development of protocol for board meetings. Board recommended that Stieber write up an internal policy and direct staff to prepare the materials for the
board packet. They desire to have adequate information in the Board packet to allow them to make decisions on encumbering funds and paying out funds.

Pesta made a motion, seconded by Buchholz to approve John Petron as the 2018 Conservationist award recipient. 
**Discussion:** Make sure to keep Marcus Meiners on the list for 2019.  
**Affirmative:** Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Buchholz made a motion, seconded by Williamson to approve Clarissa Ballroom (Jim and Becky Pratt) as the 2018 Land Stewardship Award Recipient. **Affirmative:** Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Williamson made a motion, seconded by Krause to approve letter of support to WCTSA to apply for BWSR Accelerated Implementation grant with adding that NRCS could possibly house the position too. 
**Affirmative:** Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Buchholz made a motion, seconded by Williamson to approve final FY17 Wetland Conservation Act financial report. **Affirmative:** Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

**REVIEW GRANT APPLICATION CONCEPTS FOR BWSR PROJECTS AND PRACTICES:**
Stieber outlined the two grants the district is working on including the Partridge River E coli reduction and Big Swan Lake Nutrient and E.coli reduction.

**DISCUSS APPLICATION FOR NWQI PRIORITY AREA:**
This was discussed and due to short timeline will not be completed this year.

**DISCUSS GROUNDWATER EVENT FOR SWCD STAFF AND SWCD SUPERVISORS:** Board recommended staff to attend the event.

**DISCUSS AWARDS LUNCHEON DATE AND LOCATION:** Board recommended October 11th after board meeting starting at 11:00 a.m. at Countryside Restaurant in Long Prairie. Awards were for John Petron for Conservationist and Jim and Becky Pratt for Land Stewardship Award.

**DISCUSS BUFFER PROGRAM UPDATE**
Stieber and Noska handed out an outline from BWSR that is to be used to prepare a Compliance Monitoring Plan for the Buffer Program. It was pre-made with options for districts to choose from with how that district wants to do spot checks and monitor all the properties within its area for buffer compliance. The outline was received two days before the board meeting and was not worked on yet by staff. This has an early fall deadline for adoption.

Board members wanted to know how much this compliance work was going to cost? Stieber indicated that the district does receive significant funds for the buffer program and that what is received has more than covered expenses.

**REPORTS:**

**Commissioner Report:** Randy indicated that County Coordinator interviews are coming up at the end of August.
Staff Reports: Stieber indicated that he is working on the Water Planner position description and duties. It will be impossible to replace Shannon since she was a talented and gifted employee. However – the work must move on. Stieber indicated that he would like a Liaison meeting soon to discuss his concept of providing more leadership to the SWCD side – to augment what he is able to provide and make the SWCD what is can and should be. August 16th will be a liaison meeting.


NRCS Report: Local work group training was interesting.

NRCS Intern Report: Done for year in 5 days – learned a lot

1W1P Report: RESPEC was chosen as the 1W1P contractor. Randy and Board members have issues with the 1W1P effort since they believe it will be a way to regulate or charge landowners for projects down the road. Also – counties like Todd will have 5-6 plans to follow.

BWSR Report: Chris Pence brought materials showing the increase in BWSR staff over the past 8 – 10 years. He also indicated that there has been a large increase in the number of programs and also expectations from the legislators – requiring more staff.

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, September 9, 2018 beginning at 8:30 a.m. at the Todd County Historic Courthouse (Prairie Conference room), Long Prairie, MN 56347.

Tim Stieber, Division Director

Tom Williamson, Secretary
<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>CASH BALANCE 07/01/18</th>
<th>RECEIPTS 07/01/18</th>
<th>DISBURSEMENTS 07/31/18</th>
<th>CASH BALANCE 07/31/18</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Savings Account</td>
<td>$270,797.60</td>
<td>$302.17</td>
<td>$271,099.77</td>
<td></td>
</tr>
<tr>
<td>Change Fund</td>
<td>$20.00</td>
<td></td>
<td>$20.00</td>
<td></td>
</tr>
<tr>
<td>District Operations</td>
<td>$(5,297.78)</td>
<td>$993.81</td>
<td>$(6,291.59)</td>
<td></td>
</tr>
<tr>
<td>MN State Grant</td>
<td>$42,939.18</td>
<td></td>
<td>$42,939.18</td>
<td></td>
</tr>
<tr>
<td>Tree Program</td>
<td>$8,823.27</td>
<td>$1,260.60</td>
<td>$7,562.67</td>
<td></td>
</tr>
<tr>
<td>Misc Revenue</td>
<td>$6,514.66</td>
<td>$3,122.40</td>
<td>$3,392.26</td>
<td></td>
</tr>
<tr>
<td>MN Riparian Buffer Cost Share Program</td>
<td>$7,088.71</td>
<td></td>
<td>$7,088.71</td>
<td></td>
</tr>
<tr>
<td>NRBG Feedlot Funds</td>
<td>$116,628.85</td>
<td></td>
<td>$116,628.85</td>
<td></td>
</tr>
<tr>
<td>NRBG Water Plan Funds</td>
<td>$13,397.32</td>
<td></td>
<td>$13,397.32</td>
<td></td>
</tr>
<tr>
<td>NRBG Water Plan Levy</td>
<td>$2,795.24</td>
<td></td>
<td>$2,795.24</td>
<td></td>
</tr>
<tr>
<td>NRBG WCA Funds</td>
<td>$22,658.24</td>
<td></td>
<td>$22,658.24</td>
<td></td>
</tr>
<tr>
<td>FY17 Conservation Delivery</td>
<td>$0</td>
<td></td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>FY17 Easement Delivery</td>
<td>$0</td>
<td></td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>FY17 State Cost Share Fund + T/A</td>
<td>$15,443.43</td>
<td></td>
<td>$15,443.43</td>
<td></td>
</tr>
<tr>
<td>FY2018 Conservation Delivery</td>
<td>$9,386.39</td>
<td></td>
<td>$9,386.39</td>
<td></td>
</tr>
<tr>
<td>FY2018 State Cost Share Fund + T/A</td>
<td>$14,977.17</td>
<td></td>
<td>$14,977.17</td>
<td></td>
</tr>
<tr>
<td>Ob Well Program</td>
<td>$(1,669.50)</td>
<td>$3,120.00</td>
<td>$1,450.50</td>
<td></td>
</tr>
<tr>
<td>Farm Bill</td>
<td>$3,584.02</td>
<td></td>
<td>$3,584.02</td>
<td></td>
</tr>
<tr>
<td>2015-2018 CWP Swan River Headwaters-CIS</td>
<td>$(5,416.00)</td>
<td></td>
<td>$(5,416.00)</td>
<td></td>
</tr>
<tr>
<td>2015-2018 CWP Swan River Headwaters-Admin</td>
<td>$0</td>
<td></td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>2015-2018 CWP Swan River Headwaters-T/A</td>
<td>$(3,150.00)</td>
<td></td>
<td>$(3,150.00)</td>
<td></td>
</tr>
<tr>
<td>FY2018 Buffer Compliance</td>
<td>$19,218.60</td>
<td></td>
<td>$19,218.60</td>
<td></td>
</tr>
<tr>
<td>FY2017 Buffer Compliance</td>
<td>$3,047.89</td>
<td></td>
<td>$3,047.89</td>
<td></td>
</tr>
<tr>
<td>FY16 &amp; FY17 CWL Local Capacity 100k</td>
<td>$85,151.81</td>
<td></td>
<td>$85,151.81</td>
<td></td>
</tr>
<tr>
<td>FY2018 CWL Local Capacity</td>
<td>$120,000.00</td>
<td></td>
<td>$120,000.00</td>
<td></td>
</tr>
<tr>
<td>Todd County Riparian Aid Cost Share Program</td>
<td>$43,583.00</td>
<td></td>
<td>$43,583.00</td>
<td></td>
</tr>
<tr>
<td>MPCA/319 Lake Osakis 2017-2021-Admin</td>
<td>$0</td>
<td></td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>MPCA/319 Lake Osakis 2017-2021-CS</td>
<td>$0</td>
<td></td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>MPCA/319 Lake Osakis 2017-2021-T/A</td>
<td>$0</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL $790,522.10 $4,422.17 $6,376.81 $788,567.46

Prepared by: Sarah Katterhagen, Program Coordinator

Reviewed by: Tim Steiber, Division Director

Leland Buchholz, District Treasurer

*Completed before month end was completed*
July 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 3 and 17 (by Loren Miller)
- Prepared materials for SWCD board meeting.
- 1W1P meeting to choose contractor.
- Presented on radio about water related activities ongoing at the district.
- Attended Land Use Planning Training in Little Falls with 5 PZ board members
- Total contacts for month included 13 for SWCD and 56 for PZ = 69 total  4 Site visits

Operations
- Met with MIS regarding electronic tools plan for staff – smart phones – lap-tops - etc
- Developed news article for PZ
- Finance meeting with AT, Commissioners
- Dept. Head meeting and 1 hr of training on personality types.

Field Projects and Activities
- Met with staff about Buffer Compliance.
- Met with staff to look at prioritized field projects for upcoming grant writing efforts .
- Met with BWSR to go over grant ideas.
- Visited the Elliott Big birch violation site, prepared a summary, and sent to landowner.
- Visited a difficult Shoreland site that was the location of several violations by previous landowners and worked with current landowners on options to resolve the runoff hazards.

Planning & Zoning
- Met with Bruce Township related to coordination between township and County.
- Worked with Big Swan Campground on their attempt to modify their CIC.
- 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
- Reviewed timesheets and reporting records
- Worked with Ben Guell on 3 month goals
- 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.
- Approved Planning and Zoning permits.
Staff Report for July 5- July 26, 2018
Leave Request: July 27-August 10, 2018

Site visits by Deja (13)-some in conjunction with Kevin Brown:
- Kreemer- Construction Inspection
- Rowe- assistance visits (2)
- Peyton- Site Inspection
- Lamusga- Feedlot Assistance Inspection
- Larson- Tile survey
- Drayna- Assistance Visit/ Conservation Delivery
- Stelling- Conservation Interview
- Pansch- Registration Visit, Site Inspection, Conservation Interview
- Bertram- Feedlot Inspection
- Yoder- Permitting Inspection
- Kniesl- Registration Visit (2)

In Office Meetings (1) Berscheit 7/26/2018

Complaints: (2)
- Horses in Residential Zoning--not a threat to water quality- referred to P&Z
- Buffer degradation & cattle in water- inspection conducted per request of MPCA- referred to Buffer Program. High nutrient density and algal growth in water evidenced.

Producer/Citizen Assistance- Counter and Phone Calls until June 2 (Feedlot Related): (40)

Meetings/ Trainings: Bruce Township Board Meeting- Topic: Feedlots (7/9); Right To Know Training (7/22); Division Meeting (7/13); SWCD Staff Meeting (7/23); CFO Web-Map Tool Ex (7/24); Whole Staff Grant Meeting (7/26)

Other:
- Feedlot Registration, Reviews for Staff, and Data Entry (15 hrs.)
- AgBMP loan assistance and outreach-5 customers;
- SWCD Quarterly Reporting (.5 hrs.);
- MinnFarms-Schmidt; Lamusga, Statema
- Ag Water Quality Assistance and Reporting- (2 hrs.) 3 new sign- ups & 2 more interested
- MPCA 319 Grant hours- Middendorf- 1 hr.
- MPCA Mid-year Evaluation
- Buffer assistance and Tree Planting/ Sales Assistance
- Addendum to Drayna Conditions of Contract
- Hershberger Variance: Findings of Fact submitted to Planning & Zoning

See Back Page for Status Review per Request of Board

Report Submitted this 26th day of July, 2018 by Deja Anton- SWCD Livestock Advisor
To Meet the Public’s Needs by Protecting the Land and Safeguarding the Water
Top Feedlot and Farm conservation Focus- not in any particular order:

1. Vetsch- Permit- Barn Update completed. Application for Construction of Pit for Fall 2018 into Spring 2019
2. J-V Feeders- Nutrient Management Plan Complete- Waiting for engineer for approved design for feedlot fix
3. Middendorf- Under Permit- Pre-Construction meeting Completed- waiting for break in weather – August 2018 Start date planned
4. Schmidt- Request for WCTSA and tech low cost fix ideas for proposed expansion under 300AU
6. Yoder- Under Permit- reduced lot usage for minimal impact until fix complete
7. Eischeid- Nutrient Management Plan Complete- Requesting Interim permit- reviewing final design
8. Bertram- Tech assistance and SWCD contract requested
9. Rewitzer- Nutrient Management Plan complete- working on designs- Construction slated for 2019
11. Kreemer- 2018 Construction near complete
12. Gray- developing Nutrient Management Plan and working on acceptable design
13. Budenus- Refer to Planning & Zoning for CUP Review- no action
14. Judd- Preliminary design
15. Julig- Nutrient Management Plan Complete- final design- construction on hold
16. Lamm- Waiting for nutrient management plan; design in preliminary stages
17. Panek- Under permit- Barn complete- waiting for contractor for Fall 2018 Construction
18. Lamusga- waiting for Nutrient Management plan- preliminary design
19. Hauer- Nutrient management plan complete- design complete- P&Z referred entered into County agreement- - minimum action
20. Oyster- Pit Closure Completed- waiting since July 9 for Board approval for payment
21. Wiese- Pre-Con Completed- late summer- fall 2018 closure planned
22. Baxter- Brommeling- Pre-Construction Meeting scheduled for August 10, 2018 Fall Closure planned
23. Bakke- technician design complete- Fencing up- mid construction 2018
24. Schmitz- Low cost fix design- Under Permit
25. Larson- technician design complete-waiting for bids
26. Kraemer- Final inspection scheduled
27. Rinde- Under permit- mid-construction
28. Drayna- new conditions set on contract- on hold for time being
29. Johnson- plan complete- construction on hold for better markets
30. Keppers- waiting for SWCD contract to come available
31. Tomsche Dry Cow- Project complete-Final Construction Inspection needed- permit expired
32. Black Pines Angus- request for SWCD assistance for livestock exclusion fencing; waiting for SWCD contract to come available
33. Johnson- Pit closure request; waiting for SWCD contract to come available
34. Bock- Nutrient Management Plan needs completion- preliminary design
35. Stelling- preliminary design complete- on hold
36. Dittbener- notification of cost share available for pit closure by office staff. Acceptance pending.

Lots of delays due to weather patterns and poor markets with other potential projects

To Meet the Public’s Needs by Protecting the Land and Safeguarding the Water
Staff Report:
Kevin Brown
7/01/2018-7/31/2018

- Feedlot Registrations:
  1. Gordon, Little Elk, Kandota, and Grey Eagle townships have been completed

- Completed Glen Middendorf Interm Permit Application completed

- Site Inspections:
  1. Guadalupe – Shoreland concern of Long Prairie River
  2. Jason Kraemer

- Site visits:
  1. Virgil Schmidt – possible project in near future, surveyed
  2. Glen Middendorf - pre – con meeting
  3. Rasinski
  4. Row
  5. Danny Payton
  6. Jason Lamusga – possible project in near future, surveyed
  7. Sheldon Larson – surveyed, hoping to have project ready for board next month
  8. John Bertram – site have been ranked and hoping to do a project in near future
  9. John Bakke

- Conservation of the Year Award:
  1. Have conducted interviews for Marcus Meiners, Stellings, and Joel Panch

- County Fair:
  1. Helped set up and take down booth.

- Field Day Morrison County
STAFF REPORT FOR SHANNON WETTSTEIN

Board Meeting, August 2018

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
  - Ardolf, Charlotte
  - Gmerick, Trees
  - Meyers, Trees
  - Sullivan, Little Birch
  - Pine Island Lake Association
  - Younlove, Long
  - Habec (Bjornebo), Maple
  - Bauer, Ashley Creek
  - Central Todd County Care Center
- Aquatic Invasive Species (AIS)
  - Second round of veliger sampling started with volunteers
  - Decal placed at Big Swan landing “Clean In Clean Out”
  - Hosted demonstration of CD3 Waterless Cleaning for AIS Committee
  - Starry Trek organization on August 18
- RIM/WRP/CREP
  - None
- Mississippi River Brainerd Watershed
  - Civic Engagement planning for Open House
- Outreach
  - Newsletter
  - Todd County Fair – Materials at booth
- Meetings
  - SWCD Staff Meetings
  - NRCS/SWCD Meeting
  - Local Workgroup Meeting
- Funding
  - Working on prioritization for upcoming BWSR grant
  - 319 Small Watershed Funding Meeting for Long Lakeshed Application
- Other

I have accepted a position with Morrison SWCD starting August 13th to serve as the District Manager. Helen McLennan is retiring after 32 years. A retirement party is scheduled for November 13th from 4-6 PM at Camp Ripley and will be a shared event with the retirement of Marvin Stangl who has been on the board for 34 years.
Reporting Dates: July 2018

**Trainings/Meetings attended:**

**WCA:**
New Violations:
- Bearson – Fill in Type 2 within shoreland protection zone Lake Osakis
- Parnell-Savoy – Fill in Type 2/6 within shoreland protection zone

New Applications received:
- Harren – Non-perf tile with open inlet
- May – Private lateral of CD18 Maintenance

Notice of Decisions:
- Harren – Non-perf tile with open inlet

Ongoing Violations/ Upcoming Projects:
- Future Cty 19 delineation
- Kahout – 2,665 sq. ft. fill in Type 3 wetland

**WCA Customer outreach:**
- 14 Site visits
- 26 Phone calls, office visits, etc.

**SWCD:**
- Buffer Technical Assistance (and site visits) and State Compliance Tracking
- DNR Wells
- Cost Share Tree Plantings
- Cost Share Spot Checks
- OHW Surveys for landowners

**County:**
- Front Desk Assistance
- SWCD County Fair Booth Materials/Setup
Financial/Reporting/Administrative:
- Prepared for Board Meetings—packets
- Prepared minutes from board meetings
- Financial keeping/preparing vouchers
- July Program summary completed. Month ended hasn’t closed. (8/1/2018, so I don’t have the cash reports)
- PP#9-14 Wage reimbursement completed—April 1, 2018-June 23, 2018 (7/31/2018)

Grant Programs
- Grant tracking
  - Updating grant sheets
  - Will start midyear e link reporting after reimbursements are processed.
- Program review with Tim

Feedlot Program:
- Reviewing registrations as they come in.
- Assisted landowners with registration form *(over phone and at counter)*
- Mapping tool webinar
- 2nd notice mailings to landowners that have not returned registration forms.

Meetings/Trainings:
- Staff meetings—Attended
- NRCS/S&W staff meeting—cancelled
- BWSR Meeting with BC (Chris Pence).

County Programs:
- Financials
- Septic Cost Share review
- PP#9-14 Wage reimbursement completed—April 1, 2018-June 23, 2018 (7/31/2018)

AIS Program:
- Financials
- PP#9-14 Wage reimbursement completed —April 1, 2018-June 23, 2018 (7/31/2018)

I will not be at the next board meeting. Lew Noska will be taking minutes on my behalf.
Luke Thoma  
June Staff Report  
7/31/2018  

CRP: Continuous CRP Reenrollment site visits and mapping. I have been busy going through expiring contracts determining which are eligible for reenrollment. This consists of looking at aerial images and onsite evaluations. Currently have one CP23a practice waiting to be approved and we will be having multiple CP21 and CP22 reenrollment offers soon. We have had a few 2018 seeding contracts that did not get seeded by the July 15th seeding date extension. Those contracts were passed onto the county comity and approved for fall dormant seedings or seeding dates for spring of 2019. In the mean time we are requiring them to seed a temporary cover crop of small grains (Oats or Barley) before September 1st on whatever CRP acreage they did not get planted. This has involved a lot of phone calls, in office visits and back and forth with landowners. Otherwise I have been busy providing technical assistance to landowners with CRP contracts requesting help in dealing with all aspects of their contracts.

WRP: I have completed my WRP monitoring for Polk, Norman, and Becker counties. This involved 2.5 long days of onsite evaluations and numerous hours of prep and paperwork to follow. In total I monitored 14 sites and roughly 7000 acres. It’s been a big relief to have the monitoring done.

CREP: BWSR extended the batching periods for all CREP applications and practices. I currently have one application done and waiting for the CRP portion to be approved before I upload it to BWSR. There are 2 other applications in process and should be signed by landowners in the near future.

EQIP: Assisted a handful of landowners with their HBP monitoring for the month of July. They will be required to do August and September’s monitoring on their own. I went out and site checked 4 other other EQIP projects to approve them for their PPWGRP payment through EQIP.