TO LEDD COUNTY SWCD BOARD MEETING AGENDA

There will be a meeting of the Todd Soil and Water Conservation District Board of Supervisors on Thursday, December 13, 2018 beginning at 8:30 a.m. The meeting will take place at the Todd County Historic Courthouse (County Commissioner Board Room) 215 1st Ave South, Long Prairie, MN 56347

D. Katterhagen

Call to Order
Pledge of Allegiance
Act On Approving Agenda
Secretary’s Report (Minutes)
Treasurer's Report (Financial) (October & November)
Cost Share Report

Williamson

1 Decisions Needed

1. Review and approve 2019 meeting schedule
2. Review and approve re-alignment of Soil & Water Board Members--Effective January 1, 2019
3. Review Audit Bids and approve Auditor for 2018 financials
4. Review and accept 2018 Enviro Fest donations
5. Review donation request from St. Agnes School
6. Review and approve 2019 Farm Bill Assistance Grant
7. Approve SWCD Supervisor(s) on interview committee for Resource Conservationist - Agriculture position
8. Approve request to cancel FY2018 Buffer Cost Share for Jay Noska, contract #1-18, in the amount of $4,582.68
9. Approve payment of FY2018 Buffer Cost Share for Tim Pesta, contract #2-18, in the amount of $251.29
10. Approve payment of FY2018 Buffer Cost Share for Jeff Brown, contract #3-18, in the amount of $645.00
11. Approve payment of FY2017 State Cost Share funds for Rinde Farms, contract #5-17 in the amount of $12,116.76
12. Approve payment of FY2016 Local Capacity funds for Rinde Farms, contract 2-16LC in the amount of $11,193.53
13. Approve allocating $2,189.71 of FY2016 Local Capacity funds to Riparian Zone Technical Assistance
14. Approve SWCD Staff closing out FY2017 State Cost Share grant after final expenditures are reported
15. Approve SWCD Staff closing out FY2018 Local Capacity grant after final expenditures are reported
16. Approve request for additional FY2018 Riparian Aid funds for John Bakke, contract #1-18RA in the amount of $2,500.00
17. Approve payment of FY2018 Riparian Aid funds for John Bakke, contract #1-18 RA in the amount of $43,583.00
18. Approve request for additional FY2018 Local Capacity funds for Baxter/Broemling approx. $5,000.00
19. Approve payment of FY2018 Local Capacity funds for Baxter/Broemling approx. $16,000.00
20. Approve payment of Performance Credit funds to Middendorf in the amount of $1,590.00
21. Approve payment of multiple sources cost share funds to Middendorf approx. $107,762.44
22. Approve encumbering multiple sources of funding for Middendorf approx. $90,000.00 for Phase II
23. Approve request of canceling Performance Credit funds for Drayna

D. Katterhagen

2 Discussion

1. Summary of 2018 Enviro Fest
2. 2019 Todd SWCD Annual Plan of Work-Review Draft
3. 2019 Feedlot Meeting Planning
4. Liaison Meeting date and review

D. Katterhagen

3 Reports

1. Commissioner's Report
2. Staff Report
3. Pheasants Forever Report
4. NRCS Report
5. 1W1P-SRWD
6. BWSR Report

D. Katterhagen

4 Informational

1. City of Motley Notice of Intent to LGUs and Workplan

D. Katterhagen

5 Other

Adjourn

The next regular SWCD board meeting will be January 10, 2018 at 8:30 a.m. at the Historic Courthouse, (Prairie Conference Room), 215 1st Ave South, Long Prairie, MN 56347.
Chairman Katterhagen called the Thursday, October 11, 2018 meeting to order at 8:30 a.m.

The meeting was held at the Historic Courthouse, 215 1st Ave South, Long Prairie, MN 56347. Board members present were: Dale Katterhagen, Tom Williamson, Leland Buchholz, Norman Krause and Kenny Pesta. Others present were: Tim Stieber, Division Director, Sarah Katterhagen, Program Coordinator, Deja Anton, Livestock Advisor, Lew Noska, Conservation Technician, Kevin Brown, Conservation Technician, Luke Thoma, Pheasants Forever, Russell Kleinschmidt, NRCS, Randy Neumann, County Commissioner, Gary Kneisl, County Commissioner, Chris Pence, Board of Water and Soil Resources (BWSR), and Jonathan Stainbrook, Todd County Coordinator.

The Pledge of Allegiance was recited.

**Introductions were entered.**

Katterhagen asked if there were any additions to the agenda. **Pesta made a motion, seconded by Buchholz to approve the agenda for October 11, 2018 regular board meeting. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.**

Katterhagen asked if there were any additions or corrections to the minutes from the September 13, 2018 regular board meeting. **Krause made a motion, seconded by Williamson to approve the minutes as disbursed from the September 13, 2018 regular board meeting. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.**

Buchholz presented September’s Program Summary. **Williamson made a motion, seconded by Krause to accept September’s program summary with receipts totaling $10,401.00 and disbursements totaling $4,033.94. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.**

**COST SHARE REPORT:** The cost share report was presented by Stieber. Stieber noted projects will be removed if landowner hasn’t replied back to the office. The Middendorf project will continue, and roof over request for cost share will be coming in the future. Hauer has completed the CNMP, and the construction design has not been finalized.

**Krause made a motion, seconded by Williamson to approve Buchholz and Williamson attending the SRWD Groundwater event on November 14, 2018. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.**

Pence joined the meeting at 8:48 a.m.

**Williamson made a motion, seconded by Buchholz to approve accepting Riparian funds from Todd County. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.**
Buchholz made a motion, seconded by Williamson to approve Todd County SWCD’s monitoring plan for Buffer compliance tracking (20181011-01). Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.


Krause made a motion, seconded by Williamson to approve payment of FY18 State Cost Share funds for Bryon Hartung, contract #5-18 in the amount of $337.50 for a well sealing project. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Buchholz made a motion, seconded by Pesta to approve payment of FY18 Buffer Cost Share funds for Andy Statema, contract #4-18 in the amount of $192.00 for buffer project. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Buchholz made a motion, seconded by Pesta to approve amendment for extension for cost share contract #1-18 for Wallace Wiese until December 1, 2019. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Kleinschmidt joined the meeting at 9:00 a.m.

Pesta made a motion, seconded by Williamson to approve the 2019 Todd Soil and Water budget. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.


UPDATE ON SWCD MANAGER POSITION: Stieber reported the County received seven applications, and will be interviewing five of the seven applicants. Krause made a motion, seconded by Buchholz to have two District Supervisors on the interview committee. Discussion: D. Katterhagen and Buchholz will be part of the committee. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

DISCUSS ANNUAL PLAN UPDATE: Stieber collected the worksheets from the Supervisors. Buchholz and Krause will turn their worksheets into the office.

REPORTS:

Commissioner Report: No new updated.

Staff Reports: Stieber reported Guell is the new Planning & Zoning Specialist & he started in June. Anton is working on inspections, projects, with Long Lake Association, and on the Ag Water Quality Program. Brown reported that he has been onsite for the Bakke’s project and completed RIM spot checks with Thoma. Noska reported that he has completed notice of decisions, and assisted with the planning and set up of Enviro Fest. S. Katterhagen thanked The Katterhagen’s, Supervisors, and staff for all the help and support for the 2018 Enviro Fest, and will have a summary for December’s board meeting.
**Pheasant Forever Report:** Thoma reported he has making a lot of site visits the last month, and waiting for the Farm Bill to pass.

**NRCS Report:** Kleinschmidt discussed the re-organization of the NRCS offices, completing CSP payments and renewals.

**1W1P Report:** Williamson reported that there was no meeting held last month.

**BWSR Report:** Pence reported the deadline to submit the match documentation for local capacity grant is January 15, 2019, and recommend staff to keep e link reporting up to date as much as possible.

**Other:** The board reviewed the MASWCD Annual Resolutions.

Chairman Katterhagen adjourned the meeting at 9:50 a.m.

Following the regular board meeting, the board of supervisors met at Countryside Restaurant in Long Prairie for the Annual Awards Luncheon at 11:00 a.m.

The next meeting of the Todd SWCD Board of Supervisors will be held on Thursday, December 13, 2018 beginning at 8:30 a.m. at the Todd County Historic Courthouse (Prairie Conference room), Long Prairie, MN 56347. Following the board meeting, the District will host the Annual the awards luncheon at the Countryside restaurant.

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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**TOTAL** | $753,770.90 | $250,510.11 | $4,922.47 | $999,358.54

Prepared by: Sarah Katterhagen, Program Coordinator
Date

Reviewed by: Tim Stieber, Division Director
Date

Leland Buchholz, District Treasurer
Date
### ACCOUNT ACTIVITY REPORT

**Fund 79 - TODD SOIL & WATER AGENCY FUND**

**From:** 10/01/2018  **Thru:** 10/31/2018

#### DEPT 603 - SOIL AND WATER CONSERVATION (FEEDLOT PROGRAM) 000

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**Total** 2,535.54

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**PROGRAM 000 Total**

77.69-

**PROGRAM 531**

**97- 060- 531- 0000- 6807 - COST SHARE EXP- RIPARIAN BUFFER PROGRAM**

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**PROGRAM 531 Total**

192.00-

**PROGRAM 551**

**97- 060- 551- 0000- 5801 - MISCELLANEOUS REVENUE**

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**PROGRAM 551 Total**

48,047.00-

**PROGRAM 563**

**97- 060- 563- 0000- 5001 - PROPERTY TAXES - CURRENT**

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**PROGRAM 563 Total**

14,676.00-

**PROGRAM 564**

**97- 060- 564- 0000- 5301 - MN GRANT**

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<td>115482 10/31/2018 222</td>
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**PROGRAM 564 Total**

21,641.00-

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Copyright 2010-2017 Integrated Financial Systems
**Todd County**

ACCOUNT ACTIVITY REPORT

From: 10/01/2018 Thru: 10/31/2018

Report Basis: 1

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<td>DI DI</td>
<td>79- 603- 567- 0000- 6807 - COST SHARE EXP</td>
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Total: 15 Accounts

Final Total: 245,587.64
### Treasurer’s Cash Trial Balance - SWCD

As of 11/2018

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<td><strong>Fund Total</strong></td>
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<td>Journal Entries</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>80,777.31</strong></td>
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<td><strong>302,307.65</strong></td>
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**TOTAL** $999,358.54 $171,280.95 $90,503.64 $1,080,135.85

Prepared by: Sarah Katterhagen, Program Coordinator
Reviewed by: Tim Stieber, Division Director
Leland Buchholz, District Treasurer
**ACCOUNT ACTIVITY REPORT**

**From: 11/01/2018 Thru: 11/30/2018**

**1. DEPT 603 - SOIL AND WATER CONSERVATION (FEEDLOT PROGRAM)**

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**2. DEPT 603 - SOIL AND WATER CONSERVATION (FUND 79- 603- 000- 0000- 5801 - MISCELLANEOUS REVENUE)**

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**3. DEPT 603 - SOIL AND WATER CONSERVATION (FUND 79- 603- 000- 0000- 6103 - PER DIEM)**

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Copyright 2010-2018 Integrated Financial Systems
### Todd County

**ACCOUNT ACTIVITY REPORT**

**From:** 11/01/2018 **Thru:** 11/30/2018

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- **102.46**
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### ACCOUNT ACTIVITY REPORT

**Fund 79 - TODD SOIL & WATER AGENCY FUND**

**From:** 11/01/2018  **Thru:** 11/30/2018

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**ACCOUNT ACTIVITY REPORT**

**Page 4**

Copyright 2010-2018 Integrated Financial Systems
# ACCOUNT ACTIVITY REPORT

**Todd County**

**ACCOUNT ACTIVITY REPORT**

From: **11/01/2018** Thru: **11/30/2018**

Report Basis: **Budget Program**

**Fund 79 - TODD SOIL & WATER AGENCY FU**

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Total: 96979.00- COUNTY RIPARIAN AID FOR 2019

Total: 2613.98- SoilWaterWageReimb:PP#15-21
### Todd County

**ACCOUNT ACTIVITY REPORT**

From: **11/01/2018** Thru: **11/30/2018**

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#### PROGRAM 585

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| AMOUNT | 4,396.41 |

#### DEPT 603 - SOIL AND WATER CONSERVATION (FEEDLOT) Total

| AMOUNT | 80,777.31- |

#### Fund 79 - TODD SOIL & WATER AGENCY FUND Total

| AMOUNT | 80,777.31- |

88 Transactions | 23 Accounts | Final Total | 80,777.31- |
<table>
<thead>
<tr>
<th>Fund</th>
<th>Beginning Balance</th>
<th>This Month</th>
<th>YTD</th>
<th>Current Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>79</td>
<td>TODD SOIL &amp; WATER AGENCY FUND</td>
<td>777,808.20</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Receipts</td>
<td>171,280.95</td>
<td>590,133.36</td>
<td></td>
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<tr>
<td></td>
<td>Disbursements</td>
<td>7,252.95</td>
<td>114,772.43</td>
<td></td>
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<td></td>
<td>Journal Entries</td>
<td>83,250.69</td>
<td>173,053.28</td>
<td></td>
</tr>
<tr>
<td>Fund Total . . . .</td>
<td>80,777.31</td>
<td>302,307.65</td>
<td>1,080,115.85</td>
<td></td>
</tr>
<tr>
<td>All Funds ........</td>
<td>777,808.20</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Cost Share Project Summary

**Report for December's Board Meeting**

#### Cost Share Funds Encumbered

<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>
</tr>
</thead>
<tbody>
<tr>
<td>Noska</td>
<td>Buffer</td>
<td>11/1/2018</td>
<td>Flat Rate</td>
<td>Landowner request to cancel</td>
<td>Lew</td>
</tr>
<tr>
<td>Brown</td>
<td>Buffer</td>
<td>11/1/2018</td>
<td>Flat Rate</td>
<td>Request for payment</td>
<td>Lew</td>
</tr>
<tr>
<td>Pesta</td>
<td>Buffer</td>
<td>11/1/2018</td>
<td>Flat Rate</td>
<td>Request for payment</td>
<td>Lew</td>
</tr>
<tr>
<td>Bromeling/Baxter</td>
<td>Pit Closure</td>
<td>11/30/2019</td>
<td>$11,850.00</td>
<td>Request for payment</td>
<td>Deja</td>
</tr>
<tr>
<td>Bakke</td>
<td>Access Control</td>
<td>12/1/2018</td>
<td>$41,083.00</td>
<td>Request for payment</td>
<td>Kevin</td>
</tr>
<tr>
<td>Rine</td>
<td>Ag Waste</td>
<td>12/1/2018</td>
<td>To be added</td>
<td>Request for payment</td>
<td>Deja</td>
</tr>
<tr>
<td>Wiese</td>
<td>Pit Closure</td>
<td>12/1/2019</td>
<td>$7,350.00</td>
<td>75% Request for Extension</td>
<td>Deja</td>
</tr>
<tr>
<td>Middendorf</td>
<td>Ag Waste</td>
<td>12/1/2019</td>
<td>$107,762.44</td>
<td>*2nd phase of project will be coming</td>
<td>Deja</td>
</tr>
<tr>
<td>Overman</td>
<td>Well Sealing</td>
<td>12/1/2018</td>
<td>$187.50</td>
<td>Landowner working to get itemized invoice</td>
<td>All</td>
</tr>
<tr>
<td>Uryna</td>
<td>Pipe</td>
<td>12/1/2018</td>
<td>$6,152.98</td>
<td>Cancel?</td>
<td>Kevin/Deja</td>
</tr>
<tr>
<td>Bauer</td>
<td>Streambarb</td>
<td>Stream project, Other source of funding</td>
<td>SRWD Funded through SRWD Demonstration site</td>
<td>Kevin</td>
<td></td>
</tr>
</tbody>
</table>

#### Waiting for Estimates

<table>
<thead>
<tr>
<th>Name of Project</th>
<th>Type of Project</th>
<th>Source of C/S</th>
<th>Amount</th>
<th>Notes</th>
<th>Tech Lead</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unger</td>
<td>Shoreline</td>
<td>Riparian AID, State Cost Share, Local Capacity</td>
<td>TBD</td>
<td>Kevin met with landowner, will be getting bids</td>
<td>Deja</td>
</tr>
<tr>
<td>Larson</td>
<td>Ag Waste-Small fix</td>
<td>Performance Credit Funds</td>
<td>TBD</td>
<td>Getting bids, goal to be ready for Sept</td>
<td>Deja</td>
</tr>
<tr>
<td>Johnson</td>
<td>Pit Closure</td>
<td>Local Capacity Funding</td>
<td>TBD</td>
<td>Northern Todd CTY, landowner getting bids</td>
<td>Deja</td>
</tr>
</tbody>
</table>

#### 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>Notes</th>
<th>Tech Lead</th>
</tr>
</thead>
<tbody>
<tr>
<td>Judd</td>
<td>Ag Waste</td>
<td>MPCA 319 Lake Osakis, State Cost Share, Local Capacity</td>
<td>TBD</td>
<td></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></td>
<td>Kevin/Deja</td>
</tr>
<tr>
<td>Alexander</td>
<td>Pit Closure</td>
<td>2019-MPCA Partridge River</td>
<td>TBD</td>
<td>Waiting for Grant Agreement-March</td>
<td>Kevin/Deja</td>
</tr>
<tr>
<td>Helle</td>
<td>Pit Closure</td>
<td>2019-MPCA Partridge River</td>
<td>TBD</td>
<td>Waiting for Grant Agreement-March</td>
<td>Kevin/Deja</td>
</tr>
<tr>
<td>Villard Township</td>
<td>Streambarb</td>
<td>2019-MPCA Streambarb</td>
<td>TBD</td>
<td>Waiting for Grant Agreement-March</td>
<td>Deja</td>
</tr>
<tr>
<td>Motley Cemetery</td>
<td>Streambarb</td>
<td>2019 - MPCA Streambarb</td>
<td>TBD</td>
<td>Waiting for Grant Agreement-March</td>
<td>Deja</td>
</tr>
<tr>
<td>Anderson</td>
<td>Shoreline</td>
<td>Riparian AID, State Cost Share, Local Capacity</td>
<td>TBD</td>
<td>Waiting for Plan from WCTSA to see cost</td>
<td>Deja</td>
</tr>
<tr>
<td>Waltzing</td>
<td>Fencing</td>
<td>Local Capacity Funding</td>
<td>TBD</td>
<td>Waiting to see what other projects cost, before offer</td>
<td>Deja</td>
</tr>
<tr>
<td>Dooley</td>
<td>Erosion</td>
<td>TBD</td>
<td>TBD</td>
<td>Waiting to see what other projects cost, before offer</td>
<td>Deja</td>
</tr>
</tbody>
</table>

#### Other Projects

<table>
<thead>
<tr>
<th>Name of Project</th>
<th>Type of Project</th>
<th>Source of C/S</th>
<th>Amount</th>
<th>Notes</th>
<th>Tech Lead</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vetsch</td>
<td>Ag Waste</td>
<td>Other</td>
<td></td>
<td></td>
<td>Deja</td>
</tr>
<tr>
<td>Panek</td>
<td>Ag Waste</td>
<td>Other</td>
<td></td>
<td></td>
<td>Deja</td>
</tr>
<tr>
<td>Einscheid</td>
<td>Ag Waste</td>
<td>Other</td>
<td></td>
<td></td>
<td>Deja</td>
</tr>
<tr>
<td>Lamnusa</td>
<td>Ag Waste</td>
<td>Other</td>
<td></td>
<td></td>
<td>Deja</td>
</tr>
<tr>
<td>Lamm</td>
<td>Ag Waste</td>
<td>Other</td>
<td></td>
<td></td>
<td>Deja</td>
</tr>
<tr>
<td>Rewitzer</td>
<td>Ag Waste</td>
<td>Other</td>
<td></td>
<td></td>
<td>Deja</td>
</tr>
<tr>
<td>Julig</td>
<td>Ag Waste</td>
<td>Other</td>
<td></td>
<td></td>
<td>Deja</td>
</tr>
<tr>
<td>Bock</td>
<td>Ag Waste</td>
<td>Other</td>
<td></td>
<td></td>
<td>Deja</td>
</tr>
<tr>
<td>Kreemer</td>
<td>Ag Waste</td>
<td>Other</td>
<td></td>
<td></td>
<td>Deja</td>
</tr>
<tr>
<td>Gray</td>
<td>Ag Waste</td>
<td>Other</td>
<td></td>
<td></td>
<td>Deja</td>
</tr>
<tr>
<td>Keppers</td>
<td>Ag Waste</td>
<td>S&amp;W Applied for Funding</td>
<td></td>
<td></td>
<td>Deja</td>
</tr>
<tr>
<td>Johnson</td>
<td>Ag Waste</td>
<td>S&amp;W Applied for Funding</td>
<td></td>
<td></td>
<td>Deja</td>
</tr>
<tr>
<td>Huberus</td>
<td>Ag Waste</td>
<td>Other</td>
<td></td>
<td></td>
<td>Deja</td>
</tr>
<tr>
<td>Henrich</td>
<td>Ag Waste</td>
<td>Other</td>
<td></td>
<td></td>
<td>Deja</td>
</tr>
<tr>
<td>Berschert</td>
<td>Ag Waste</td>
<td>S&amp;W Applied for Funding &amp; Other</td>
<td></td>
<td></td>
<td>Deja</td>
</tr>
<tr>
<td>Hauer</td>
<td>Ag Waste</td>
<td>Other</td>
<td></td>
<td></td>
<td>Deja</td>
</tr>
<tr>
<td>Hartl</td>
<td>Pit Closure</td>
<td>(Mike Motl site)</td>
<td></td>
<td></td>
<td>Deja</td>
</tr>
<tr>
<td>May</td>
<td>Soil Erosion</td>
<td></td>
<td></td>
<td></td>
<td>Deja</td>
</tr>
<tr>
<td>Williamson</td>
<td>Soil Erosion</td>
<td></td>
<td></td>
<td></td>
<td>Kevin</td>
</tr>
<tr>
<td>Astfeld</td>
<td>Buffer/Feedlot Fix</td>
<td></td>
<td></td>
<td></td>
<td>Deja</td>
</tr>
<tr>
<td>Bertram</td>
<td>Feedlot Fix</td>
<td></td>
<td></td>
<td></td>
<td>Deja</td>
</tr>
<tr>
<td>Smidgell</td>
<td>Exclusion Fencing</td>
<td></td>
<td></td>
<td></td>
<td>Deja</td>
</tr>
<tr>
<td>Fry</td>
<td>Exclusion Fencing</td>
<td></td>
<td></td>
<td></td>
<td>Deja</td>
</tr>
<tr>
<td>Kneisl</td>
<td>Feedlot Fix</td>
<td></td>
<td></td>
<td></td>
<td>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.

*Projects are not in any order*

---

Last updated: 12/5/2018
Memo

To: Todd SWCD Board Members
From: Tim Stieber
cc: Deja Anton
Date: 12/5/2018
Re: Soil and Water Board Meeting Schedule

I am proposing that we continue to keep the SWCD Board meetings the 2nd Thursday of each month, except February, May and November. If needed a meeting can be held in February, May and November as determined by SWCD Supervisors.

Meeting location will be in the Prairie Conference room located in the Historic Courthouse, unless noted otherwise, and will begin at 8:30 a.m.

Supervisors will have a joint meeting with the Todd County Commissioner in February.

Meeting agenda and board meeting materials will be provided one week prior to the board meeting. The materials will be posted on the County website.
<table>
<thead>
<tr>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairman</td>
<td>Tom Williamson</td>
<td>Leland Buchholz</td>
<td>Kenny Pesta</td>
<td>Dale Katterhagen</td>
<td>Norman Krause</td>
<td>Tom Williamson</td>
<td>Leland Buchholz</td>
<td>Kenny Pesta</td>
<td>Dale Katterhagen</td>
<td>Norman Krause</td>
</tr>
<tr>
<td>Vice Chairman</td>
<td>Leland Buchholz</td>
<td>Kenny Pesta</td>
<td>Dale Katterhagen</td>
<td>Norman Krause</td>
<td>Tom Williamson</td>
<td>Leland Buchholz</td>
<td>Kenny Pesta</td>
<td>Dale Katterhagen</td>
<td>Norman Krause</td>
<td></td>
</tr>
<tr>
<td>Secretary</td>
<td>Kenny Pesta</td>
<td>Dale Katterhagen</td>
<td>Norman Krause</td>
<td>Tom Williamson</td>
<td>Leland Buchholz</td>
<td>Kenny Pesta</td>
<td>Dale Katterhagen</td>
<td>Norman Krause</td>
<td>Tom Williamson</td>
<td></td>
</tr>
<tr>
<td>Treasurer</td>
<td>Dale Katterhagen</td>
<td>Norman Krause</td>
<td>Tom Williamson</td>
<td>Leland Buchholz</td>
<td>Kenny Pesta</td>
<td>Dale Katterhagen</td>
<td>Norman Krause</td>
<td>Tom Williamson</td>
<td>Leland Buchholz</td>
<td></td>
</tr>
<tr>
<td>Member</td>
<td>Norman Krause</td>
<td>Tom Williamson</td>
<td>Leland Buchholz</td>
<td>Kenny Pesta</td>
<td>Dale Katterhagen</td>
<td>Norman Krause</td>
<td>Tom Williamson</td>
<td>Leland Buchholz</td>
<td>Kenny Pesta</td>
<td></td>
</tr>
</tbody>
</table>
**Memorandum**

**Date:** November 1, 2018

**To:** SWCD District Managers and Board Chairs

**From:** Jeremy Olson, Chief Financial Officer

**RE: SWCD Financial Statements and Audits**

The current requirements for Soil and Water Conservation Districts (SWCD) audits and financial statements have been in place since 1993. Circumstances establishing these requirements have changed over the past 25 years; therefore the Board of Water and Soil Resources (BWSR) is making changes as well. This memo outlines the next steps for SWCD audits and financial statements.

**SWCD Audits**

Minnesota Statute §103C.325 requires SWCDs to complete an annual audit unless the Office of the State Auditor (OSA) determines an annual audit is not necessary. As reflected in a 1993 Memorandum of Understanding (MOU) between BWSR and the OSA, SWCDs are currently required to submit an audit a minimum of every 3 years or when cumulative revenue reaches $500,000. This threshold is calculated annually by BWSR after receipt of annual financial statements. BWSR staff met recently with OSA staff for an initial conversation regarding updating audit process and procedure, and ultimately the MOU, to better serve BWSR, OSA, and SWCD needs today.

In the next few months, BWSR will work with the Minnesota Association of Soil and Water Conservation Districts (MASWCD) to establish a working group of SWCD Board members and staff to further the discussion of types of audits, frequency, and thresholds to determine if changes can be made to more efficiently and effectively meet audit needs and requirements. **The charge of this working group will be to make recommendations to BWSR and the OSA for a revised MOU** reflecting audit requirements that will better meet today’s needs. The goal would be to have this work completed to apply to audits completed for the year ending 2019.

**Financial Statements**

SWCDs are also required to submit unaudited financial statements annually by March 15. These financial statements are valuable in understanding SWCD revenues and expenditures, supporting legislative initiatives, and identifying if an audit is needed in a given year. However, financial statements are based on early draft numbers that are often inconsistent with the final audited numbers. Also, SWCDs have expressed difficulty in completing the required financial statements without assistance, and BWSR has limited resources to guide SWCDs through this process.
As a pilot for 2018, BWSR is waiving the requirement to submit unaudited financial statements for SWCDs that will be completing an audit for the 2018 fiscal year, if an audit is required because the time or revenue threshold has been met. If an SWCD has already arranged for an audit, the SWCD shall submit a Statement of Revenues and Expenditures by March 15. If the SWCD is unsure or near the threshold for the requirement to submit an audit, the SWCD may choose to submit a Statement of Revenues and Expenditures in lieu of the unaudited financial statement PRIOR to March 15 for evaluation and committing to completing an audit for the 2018 fiscal year. If an audit is not required, the SWCD must submit the full unaudited financial statement by March 15. All audit drafts must be presented to BWSR and the Office of the State Auditor annually by October 31. Future requirements for financial statements will be discussed with the Audit Working Group noted previously.

If you have any questions about the changes noted above, please contact me at jeremy.olson@state.mn.us or 651-282-2929. If you are interested in participating with the Audit Working Group, please contact LeAnn Buck at leann.buck@maswcd.org or (651) 690-9028.
October 8, 2018

Board of Supervisors and Management
Todd Soil and Water Conservation District
215 First Avenue South, Suite 104
Long Prairie MN 56347

Dear Board of Supervisors and Management:

We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the audit and nonaudit services CliftonLarsonAllen LLP (“CLA,” “we,” “us,” and “our”) will provide for the Todd Soil and Water Conservation District (“you,” “your,” or “the entity”) for the year ended December 31, 2018.

Douglas P. Host is responsible for the performance of the audit engagement.

Audit services

We will audit the financial statements of the governmental activities and major fund, which collectively comprise the basic financial statements of the Todd Soil and Water Conservation District, as of and for the year ended December 31, 2018, and the related notes to the financial statements.

The Governmental Accounting Standards Board (GASB) provides for certain required supplementary information (RSI) to accompany the entity’s basic financial statements. The following RSI will be subjected to certain limited procedures, but will not be audited.

1. Management’s discussion and analysis
2. Budgetary comparison schedules
3. Schedule of the proportionate share of the net pension liability, if applicable
4. Schedule of contributions, if applicable

Nonaudit services

We will also provide the following nonaudit services:

- Preparation of your financial statements and related notes.
- Preparation of adjusting journal entries.

Audit objectives

The objective of our audit is the expression of opinions about whether your basic financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United
States of America (U.S. GAAP). Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) and the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. We will apply certain limited procedures to the RSI in accordance with U.S. GAAS. However, we will not express an opinion or provide any assurance on the RSI because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. We will also perform procedures to enable us to express an opinion on whether the supplementary information (as identified above) other than RSI accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

We will issue a written report upon completion of our audit of your financial statements. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming opinions on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express opinions or issue a report, or withdrawing from the engagement.

We will also provide a report (which does not include an opinion) on internal control related to the financial statements and on compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements, as required by Government Auditing Standards. The report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity’s internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity’s internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the entity is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit conducted in accordance with U.S. GAAS and the standards for financial audits contained in Government Auditing Standards may not satisfy the relevant legal, regulatory, or contractual requirements.

As part of our audit, we will also perform the procedures and provide the report required by the Minnesota Legal Compliance Audit Guide for Political Subdivisions.

Auditor responsibilities, procedures, and limitations

We will conduct our audit in accordance with U.S. GAAS and the standards for financial audits contained in Government Auditing Standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements as a whole are free from material misstatement, whether due to fraud or error. An audit involves performing procedures to obtain sufficient appropriate audit evidence about the amounts and disclosures in the basic financial statements. The procedures
selected depend on the auditors’ judgment, including the assessment of the risks of material misstatement of
the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of
accounting policies used and the reasonableness of significant accounting estimates made by management, as
well as evaluating the overall presentation of the basic financial statements.

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent
limitations of internal control, that some material misstatements may not be detected, even though the audit is
properly planned and performed in accordance with U.S. GAAS and Government Auditing Standards. Because we
will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors,
(2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental
regulations that are attributable to the entity or to acts by management or employees acting on behalf of the
entity, may not be detected. Because the determination of abuse is subjective, Government Auditing Standards
do not expect auditors to provide reasonable assurance of detecting abuse.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental
regulations that do not have a direct and material effect on the financial statements. However, we will inform
the appropriate level of management and those charged with governance of any material errors, fraudulent
financial reporting, or misappropriation of assets that come to our attention. We will also inform the
appropriate level of management and those charged with governance of any violations of laws or governmental
regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to
our attention.

In making our risk assessments, we consider internal control relevant to the entity’s preparation and fair
presentation of the basic financial statements in order to design audit procedures that are appropriate in the
circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity’s internal
control. Tests of controls may be performed to test the effectiveness of certain controls that we consider
relevant to preventing and detecting fraud or errors that are material to the financial statements and to
preventing and detecting misstatements resulting from noncompliance with provisions of laws, regulations,
contracts, and grant agreements that have a material effect on the financial statements. Our tests, if performed,
will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no
opinion will be expressed in our report on internal control issued pursuant to Government Auditing Standards.
An audit is not designed to provide assurance on internal control or to identify deficiencies, significant
deficiencies, or material weaknesses in internal control. However, we will communicate to you in writing
significant deficiencies or material weaknesses in internal control relevant to the audit of the basic financial
statements that we identify during the audit that are required to be communicated under AICPA professional
standards and Government Auditing Standards.

As part of obtaining reasonable assurance about whether the financial statements are free of material
misstatement, we will perform tests of the entity’s compliance with the provisions of laws, regulations,
contracts, and grant agreements that have a material effect on the financial statements. However, the objective
of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in
our report on compliance issued pursuant to Government Auditing Standards.
We will include in our report on internal control over financial reporting and compliance relevant information about any fraud; noncompliance with provisions of laws, regulations, contracts, or grant agreements; or abuse that may have occurred that are required to be communicated under *Government Auditing Standards*.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

**Management responsibilities**

Our audit will be conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledge and understand that you have certain responsibilities that are fundamental to the conduct of an audit.

You are responsible for the preparation and fair presentation of the financial statements and RSI in accordance with U.S. GAAP. Management’s responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design, implementation, and maintenance of effective internal control, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error. You are responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud; assessing the risk that the financial statements may be materially misstated as a result of fraud; and for informing us about all known or suspected fraud affecting the entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for implementing systems designed to achieve compliance with applicable laws and regulations and the provisions of contracts and grant agreements; identifying and ensuring that the entity complies with applicable laws, regulations, contracts, and grant agreements; and informing us of all instances of identified or suspected noncompliance whose effects on the financial statements should be considered. You are responsible for taking timely and appropriate steps to remedy any fraud; noncompliance with provisions of laws, regulations, contracts, or grant agreements; or abuse that we may report.

You are responsible for ensuring that management is reliable and for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters, and for the accuracy and completeness of that information, and for ensuring the information is reliable and properly reported; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence. You agree to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.
Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit and the presentation of the basic financial statements and RSI. During our engagement, we will request information and explanations from you regarding, among other matters, the entity’s activities, internal control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the representations that we receive in the representation letter and otherwise from you. Accordingly, inaccurate, incomplete, or false representations could cause us to expend unnecessary effort or could cause a material fraud or error to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity’s financial statements that we may fail to detect as a result of misrepresentations made to us by you.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the “Audit objectives” section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestations engagements, performance audits, or other engagements or studies. You are also responsible for providing management’s views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

**Responsibilities and limitations related to nonaudit services**

For all nonaudit services we may provide to you, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services.

The responsibilities and limitations related to the nonaudit services performed as part of this engagement are as follows:

- We will prepare a draft of your financial statements and related notes. Since the preparation and fair presentation of the financial statements is your responsibility, you will be required to acknowledge in the representation letter our assistance with preparation of the financial statements and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for those financial statements. You have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements.

- We will propose adjusting journal entries as needed. You will be required to review and approve those entries and to understand the nature of the changes and their impact on the financial statements.

These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.
Use of financial statements

The financial statements and our report thereon are for management’s use. If you intend to reproduce and publish the financial statements and our report thereon, they must be reproduced in their entirety. Inclusion of the audited financial statements in a document, such as an annual report or an offering document, should be done only with our prior approval of the document. You are responsible to provide us the opportunity to review such documents before issuance.

If the parties (i.e., you and CLA) agree that CLA will not be involved with your official statements related to municipal securities filings or other offering documents, we will require that any official statements or other offering documents issued by you with which we are not involved clearly indicate that CLA is not involved with the contents of such documents. Such disclosure should read as follows:

CliftonLarsonAllen LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. CliftonLarsonAllen LLP also has not performed any procedures relating to this offering document.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website or submitted on a regulator website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

We may issue preliminary draft financial statements to you for your review. Any preliminary draft financial statements should not be relied on or distributed.

Engagement administration and other matters

We expect to begin our audit in January 2019.

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing. A list of information we expect to need for our audit and the dates required will be provided in a separate communication.

We will provide copies of our reports to the entity; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

We are available to perform additional procedures with regard to fraud detection and prevention, at your request, as a separate engagement, subject to completion of our normal engagement acceptance procedures. The terms and fees of such an engagement would be documented in a separate engagement letter.

The audit documentation for this engagement is the sole and exclusive property of CLA and constitutes confidential and proprietary information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Minnesota Office of the State Auditor, or its designee, a federal agency providing direct or indirect funding, or
the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of CLA personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the Minnesota Office of the State Auditor. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Except as permitted by the “Consent” section of this agreement, CLA will not disclose any confidential, proprietary, or privileged information of the entity to any persons without the authorization of entity management or unless required by law. This confidentiality provision does not prohibit us from disclosing your information to one or more of our affiliated companies in order to provide services that you have requested from us or from any such affiliated company. Any such affiliated company shall be subject to the same restrictions on the use and disclosure of your information as apply to us.

Professional standards require us to be independent with respect to you in the performance of these services. Any discussion that you have with our personnel regarding potential employment with you could impair our independence with respect to this engagement. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence and objectivity. Further, any employment offers to any staff members working on this engagement without our prior knowledge may require substantial additional procedures to ensure our independence. You will be responsible for any additional costs incurred to perform these procedures.

Our relationship with you is limited to that described in this letter. As such, you understand and agree that we are acting solely as independent accountants. We are not acting in any way as a fiduciary or assuming any fiduciary responsibilities for you. We are not responsible for the preparation of any report to any governmental agency, or any other form, return, or report or for providing advice or any other service not specifically recited in this letter.

Our engagement and responsibility end on delivery of our signed report. Any additional services that might be requested will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

*Government Auditing Standards* require that we make our most recent external peer review report publicly available. The report is posted on our website at [www.CLAconnect.com/Aboutus/](http://www.CLAconnect.com/Aboutus/).

**Mediation**

Any disagreement, controversy, or claim (“Dispute”) that may arise out of any aspect of our services or relationship with you, including this engagement, shall be submitted to non-binding mediation by written notice (“Mediation Notice”) to the other party. In mediation, we will work with you to resolve any differences voluntarily with the aid of an impartial mediator.
The mediation will be conducted as specified by the mediator and agreed upon by the parties. The parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the Dispute.

Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties.

Any Dispute will be governed by the laws of the state of Minnesota, without giving effect to choice of law principles.

**Time limitation**
The nature of our services makes it difficult, with the passage of time, to gather and present evidence that fully and fairly establishes the facts underlying any Dispute that may arise between the parties. The parties agree that, notwithstanding any statute or law of limitations that might otherwise apply to a Dispute, including one arising out of this agreement or the services performed under this agreement, for breach of contract or fiduciary duty, tort, fraud, misrepresentation or any other cause of action or remedy, any action or legal proceeding by you against us must be commenced within twenty-four (24) months (“Limitation Period”) after the date when we deliver our final audit report under this agreement to you, regardless of whether we do other services for you relating to the audit report, or you shall be forever barred from commencing a lawsuit or obtaining any legal or equitable relief or recovery.

The Limitation Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of the existence or possible existence of a Dispute.

**Fees**
We estimate that our fees for these services will be $4,800. These fees include travel, other costs such as report production, word processing, postage, etc., and internal and administrative charges. The fee estimate is based on anticipated cooperation from your personnel and their assistance with preparing confirmations and requested schedules. If the requested items are not available on the dates required or are not accurate, the estimated fee for services will likely be higher. If unexpected circumstances require significant additional time, we will provide detailed billing information and explanations of additional charges. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not issued our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

**Changes in accounting and audit standards**
Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in the letter increases due to such changes, our fee may need to be adjusted. We will discuss such circumstances with you prior to performing the additional work.
**Other fees**
You also agree to compensate us for any time and expenses, including time and expenses of legal counsel, we may incur in responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings that we are asked to respond to on your behalf.

**Finance charges and collection expenses**
You agree that if any statement is not paid within 30 days from its billing date, the unpaid balance shall accrue interest at the monthly rate of one and one-quarter percent (1.25%), which is an annual percentage rate of 15%. In the event that any collection action is required to collect unpaid balances due us, reasonable attorney fees and expenses shall be recoverable.

**Consent**

**Consent to use financial information**
Annually, we assemble a variety of benchmarking analyses using client data obtained through our audit and other engagements. Some of this benchmarking information is published and released publicly. However, the information that we obtain is confidential, as required by the AICPA Code of Professional Conduct. Your acceptance of this engagement letter will serve as your consent to use of Todd Soil Water and Conservation District’s information in these cost comparison, performance indicator, and/or benchmarking reports.

**Subcontractors**
CLA may, at times, use subcontractors to perform services under this agreement, and they may have access to your information and records. Any such subcontractors will be subject to the same restrictions on the use of such information and records as apply to CLA under this agreement.
Agreement

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. This letter constitutes the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA. If you have any questions, please let us know. Please sign, date, and return a copy of this letter to us to indicate your acknowledgment and understanding of, and agreement with, the arrangements for our audit of your financial statements including the terms of our engagement and the parties’ respective responsibilities.

Sincerely,

CliftonLarsonAllen LLP

[Signature]

Douglas P. Host, CPA
Principal
218-825-2948
doug.host@CLAconnect.com

Response:
This letter correctly sets forth the understanding of Todd Soil Water and Conservation District.

Authorized governance signature: ____________________________________
Title: __________________________________________
Date: ______________________________

Authorized management signature: ____________________________________
Title: __________________________________________
Date: ______________________________
October 29, 2018

Tim Stieber
Todd Soil and Water Conservation District
215 1st Avenue South, Ste 104
Long Prairie, MN 56347

Dear Tim:

We appreciate the opportunity to respond to your request for an audit bid on your Organization for the fiscal year ending December 31, 2018. The audit will be performed in compliance with all applicable audit standards.

It is anticipated that one day of field work will be required in your office. During this time and during the completion of the audit, we will be happy to answer your questions and assist with policies and procedures at no additional cost. The year-end audit fee will be $3,000. If you were to commit to three years, the fees would be: 2018 - $2,900; 2019 - $2,950 and 2020 - $3,000.

If you choose to use our services, we will provide the engagement letter for your review and signature. Thank you for contacting us and we look forward to hearing from you.

Sincerely,

Michael Peterson, CPA
Peterson Company, Ltd.
## 2018 Enviro Fest Donations

<table>
<thead>
<tr>
<th>Business/Organization Name</th>
<th>Amount Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central MN Credit Union</td>
<td>$100.00</td>
</tr>
<tr>
<td>Compeer Financial</td>
<td>$100.00</td>
</tr>
<tr>
<td>Dan's Prize</td>
<td>$100.00</td>
</tr>
<tr>
<td>Pro Ag</td>
<td>$100.00</td>
</tr>
<tr>
<td>Todd Wadena Electrical co-op</td>
<td>$250.00</td>
</tr>
<tr>
<td>American Food Group/Long Prairie Packing</td>
<td>$100.00</td>
</tr>
<tr>
<td>Todd County Corn &amp; Soy Bean Growers</td>
<td>$500.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,250.00</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cities</th>
<th>Amount Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Clarissa</td>
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</tr>
<tr>
<td>City of Staples</td>
<td>$200.00</td>
</tr>
<tr>
<td>City of Browerville</td>
<td>$200.00</td>
</tr>
<tr>
<td>City of Hewitt</td>
<td>$200.00</td>
</tr>
<tr>
<td>City of Bertha</td>
<td>$100.00</td>
</tr>
<tr>
<td>City of Greg Eagle</td>
<td>$200.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,100.00</strong></td>
</tr>
</tbody>
</table>

**Total**                                              **$2,350.00**
Nov. 21, 2018

Dear Todd County Soil and Water Conservation District:

The Fifth and Sixth Grade students at St. Agnes School are eagerly looking forward to their Long Lake Conservation Camp experience on Feb. 6-8, 2019.

At the Camp, which is located near Aitkin, Minnesota, students are taught ways in which to respectfully use, enjoy, and conserve nature. They are given many exciting opportunities to learn about God’s bountiful natural resource, the great north woods of Minnesota. This knowledge fosters a greater respect and understanding of their future responsibility as stewards of the land.

We are hoping to raise approximately $1500 to assist students in paying for this life long learning experience. Each student has a $118.00 camping fee as well as the travel costs to and from camp. We would appreciate any help that you feel your organization can give to support a young students’ investment in conservation education.

If your organization would like an additional information on more specific goals of the Long Lake Conservation Camp experience, please let us know and we will be happy to share these with you. Additionally, you can visit the Long Lake Conservation Camp website: https://www.longlakecc.org/natureeducation

Thank you for your thoughtful consideration, and God bless you for supporting our community and youth.

Sincerely,

Mrs. Pat Pospisil
Principal

Mrs. Barbara Peterson
Grade 5 & 6 Teacher
This Grant Agreement is between the State of Minnesota, acting through its Board of Water and Soil Resources (Board) and Todd SWCD, 215 1st Ave S Ste 104 Long Prairie Minnesota 56347 (Grantee).

This grant is for the following Grant Programs:

<table>
<thead>
<tr>
<th>Program ID</th>
<th>Program Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>P19-3427</td>
<td>2019 - Farm Bill Assistance (Todd SWCD)</td>
<td>$29,250</td>
</tr>
</tbody>
</table>

**Total Grant Awarded:** $29,250

**Recitals**

1. The Laws of Minnesota 2015, 1st Special Session, Chapter 2, Article 2, Sec. 7(f), 7(g), and 7(l) (CWF); and Laws of Minnesota 2016, Regular Session, Chapter 172, Article 1, Sec. 2, Subd. 2(g) and, Subd. 4(c) (OHF); and Laws of Minnesota 2017, Regular Session, Chapter 91, Article 1, Sec. 2, Subd. 2(g) and Subd. 4(c) and Article 2, Sec. 7(f), 7(g), 7(k) have appropriated funding for this Grants Program.
2. The Board is authorized to enter into agreements with soil and water conservation districts pursuant to Minn. Stat. § 103C.401, subd. 1 & 2.
3. Board Resolution #18-48 authorizes staff to allocate these Conservation Assistance Program funds.
4. The Grantee has submitted a BWSR approved workplan which is incorporated into this Agreement.
5. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract to the satisfaction of the State.
6. As a condition of the grant, Grantee agrees to minimize administration costs and expend the required local match.

**Authorized Representative**

The State's Authorized Representative is Tabor Hoek, BWSR Private Lands Specialist, 1400 East Lyon Street, Marshall, MN 56258, (507) 537-7260, or his successor. The State’s Authorized Representative has the responsibility to monitor the Grantee’s performance and the authority to accept the services and performance provided under this Grant Agreement.

The Grantee’s Authorized Representative is:

**Program Coordinator**
215 1st Ave, STE 104
Long Prairie, MN 56347
320-732-2644

If the Grantee’s Authorized Representative changes at any time during this Grant Agreement, the Grantee must immediately notify the Board.

**Grant Agreement**

1. **Term of Grant Agreement**
   1.1. **Effective date:** The date the Board obtains all required signatures under Minn. Stat. § 16B.98, Subd.5. **The State’s Authorized Representative will notify the Grantee when this grant agreement has been executed.** Expenses incurred prior to grant execution are allowable retroactive to July 1, 2018.
   1.2. **Expiration date:** June 30, 2020, or until all obligations have been satisfactorily fulfilled, whichever comes first.
2. Grantee’s Duties
   The Grantee will comply with required grants management policies and procedures set forth through Minn. Stat. §16B.97, Subd. 4(a)(1). The Grantee is responsible for the specific duties for the Program as follows:
   2.1. Use this funding to employ or contract professional staff to provide technical and administrative assistance for local implementation of Farm Bill conservation programs. Person(s) employed in whole or in part with this funding will be employees solely of the SWCD and are not employees, contractors, or agents of the Board.
   2.2. If applicable, provide employee benefits and employment needs including but not limited to annual and sick leave, health insurance, related administration, other prudent insurance, office supplies, postage and printing, transportation, office space, telephone, and training.
   2.3. The Grantee will develop an annual work plan consistent with the purposes of the funding sources, containing goals and priorities for the work to be performed under this grant, and abide by the Farm Bill Assistance and CREP Outreach Program Policy. This work plan must be approved by BWSR.
   2.4. Provide management and supervision of the employee(s). The SWCD will be responsible for the work performed by the Employee.
   2.5. Provide a quarterly progress report of the work accomplished by or in cooperation with the employee in a format specified by the Board. The Board will have no obligation to inspect or determine the adequacy of any work done pursuant to this Agreement, but reserves the authority to conduct periodic quality assurance reviews of any work done pursuant to this Agreement.
   2.6. Provide to the Board an annual financial report in a format designated by the Board, which reflects the use of funds provided under this Agreement.
   2.7. Participate in six-month performance review as requested by Board.

3. Time
   The Grantee must comply with all the time requirements described in this Grant Agreement. In the performance of this Grant Agreement, time is of the essence.

4. Terms of Payment
   4.1. Payments from this grant will be on a reimbursement basis and will occur every quarter (3 months). The SWCD is required to submit a progress report at the end of each quarter. These reports will be summarized and processed for payment on a form provided by the Board.
   4.2. Any grant funds remaining unspent after the end of the expiration date stated above will be returned to the Board within one month of that date.
   4.3. The obligation of the State under this grant agreement will not exceed the amount stated above.

5. Conditions of Payment
   All services provided by the Grantee under this Grant Agreement must be performed to the State’s satisfaction, as determined at the sole discretion of the State’s Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. All Grantees must follow the Board’s Grants Administration Manual policies and procedures. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

6. Assignment, Amendments, and Waiver
   6.1 Assignment. The Grantee may neither assign nor transfer any rights or obligations under this Grant Agreement without the prior consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Grant Agreement, or their successors in office.
   6.2 Amendments. Any amendment to this Grant Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Grant Agreement, or their successors in office. Amendments must be executed prior to the expiration of the original agreement or any amendments thereto.
   6.3 Waiver. If the State fails to enforce any provision of this Grant Agreement, that failure does not waive the provision or its right to enforce it.

7. Liability
   The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of
action, including attorney’s fees incurred by the State, arising from the performance of this Grant Agreement by the Grantee or the Grantee’s agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State’s failure to fulfill its obligations under this Grant Agreement.

8. **State Audits**
Under Minn. Stat. § 16B.98, subd. 8, the Grantee’s books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this Grant Agreement or transaction are subject to examination by the Board and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Grant Agreement, receipt and approval of all final reports, or the required period of time to satisfy all State and program retention requirements, whichever is later.

9. **Government Data Practices**
The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract. The civil remedies of Minn. Stat. §13.08 apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee’s response to the request shall comply with applicable law.

10. **Workers’ Compensation**
The Grantee certifies that it is in compliance with Minn. Stat. §176.181, subd. 2, pertaining to workers’ compensation insurance coverage. The Grantee’s employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers’ Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State’s obligation or responsibility.

11. **Publicity and Endorsement**
11.1. **Publicity.** Any publicity regarding the subject matter of this Grant Agreement must identify the Board as the sponsoring agency and include the Clean Water Land and Legacy Amendment Logo. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Grant Agreement. It is the responsibility of the Grantee to comply with requirements for project signage as provided in Minnesota Laws 2010, Chapter 361, article 3, section 5 (b) for Clean Water Fund projects.

11.2. **Endorsement.** The Grantee must not claim that the State endorses its products or services.

12. **Governing Law, Jurisdiction, and Venue**
Minnesota law, without regard to its choice-of-law provisions, governs this Grant Agreement. Venue for all legal proceedings out of this Agreement, or its breach, must be in the appropriate State or federal court with competent jurisdiction in Ramsey County, Minnesota.

13. **Termination**
13.1. The State may cancel this Grant Agreement at any time, with or without cause, upon 30 days’ written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

13.2. In the event of a lawsuit, an appropriation from a Clean Water Fund or Outdoor Heritage Fund is canceled to the extent that a court determines that the appropriation unconstitutionally substitutes for a traditional source of funding.

13.3. The State may immediately terminate this grant contract if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

14. **Data Disclosure**
Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the
State, to federal and State tax agencies and State personnel involved in the payment of State obligations. These identification numbers may be used in the enforcement of federal and State tax laws which could result in action requiring the Grantee to file State tax returns and pay delinquent State tax liabilities, if any.

15. Constitutional Compliance
   It is the responsibility of the Grantee to comply with requirements of the Minnesota Constitution regarding use of Clean Water Funds and Outdoor Heritage Funds to supplement traditional sources of funding.

16. Intellectual Property Rights
   The State owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents created and paid for under this grant. Works means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Grantee, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this grant. Works includes "Documents." Documents are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, agents, or subcontractors, in the performance of this grant. The Documents will be the exclusive property of the State and all such Documents must be immediately returned to the State by the Grantee upon completion or cancellation of this grant at the State’s request. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." The Grantee assigns all right, title, and interest it may have in the Works and the Documents to the State. The Grantee must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State’s ownership interest in the Works and Documents.

IN WITNESS WHEREOF, the parties have caused this Grant Agreement to be duly executed intending to be bound thereby.

Approved:

Todd SWCD                                      Board of Water and Soil Resources

By: _________________________________________  By: _________________________________________

(print)                                      (signature)

Title: ________________________________________  Title: ________________________________________

Date: ____________________________  Date: ____________________________
From: Lewis Noska
Sent: Tuesday, November 06, 2018 9:18 AM
To: Sarah Katterhagen
Subject: Fwd: contract cancellation

Lewis Noska
Wetlands Coordinator
Todd County SWCD

Begin forwarded message:

From: Jay Noska <jmarnoska@gmail.com>
Date: November 6, 2018 at 9:12:33 AM CST
To: <lewis.noska@co.todd.mn.us>
Subject: contract cancellation

We request that our buffer cost share contract be cancelled.
Thank you,
Jay and Marie Noska
December 13, 2018

Jay Noska
20891 County 14
Browerville, MN 56438

Dear Jay Noska:

Todd SWCD Board has approved your request to cancel your contract #1-18BUFF for FY2018 Buffer Cost Share funds in the amount of $4,582.68.

If you have any question or concerns, please contact our office at 320-732-2644.

Sincerely,

Dale Katterhagen
SWCD Board Chairman
**FLAT RATE - VOUCHER AND PRACTICE CERTIFICATION FORM**

**PAYEE AND COST INFORMATION**

Name: Tim Pesta
Address: 25117 Co Rd 12
City, State, Zip: Long Prairie, MN 56347

**Contract No.: 2-18Buff**

<table>
<thead>
<tr>
<th>Practice</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unit Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buffer Seed</td>
<td>0.84</td>
<td>acre</td>
<td>$300.00</td>
<td>$251.29</td>
</tr>
</tbody>
</table>

**Total Amount Authorized:** $251 (from contract)

**PAYMENT REQUEST:** $251.29

I certify that this is an accurate and true summation of the above project.

Payee Signature

Date: 12-4-18

**PAYMENT AND CERTIFICATION INFORMATION**

A. Type of request (partial or final):

B. Payment amount requested: $251.29

C. Total Amount Authorized: $251.29

D. Total previous partial payments: 

E. Amount available (C - D): $251.29

**Amount Approved for This Voucher:** $251.29 (cannot exceed Total Amount Authorized)

**Technical Certification**

I certify that an inspection has been performed and as-built received and that the items identified under the Practice Information section of this form have been completed and are in accordance with the requested practice standards and specifications.

Technical Assistance Provider

Date: 12/4/18

**Administrative Certification**

I certify that I have reviewed this voucher and all supporting information and that to the best of my knowledge and belief, the quantities and rates are accurate and are in accordance with terms of the contract identified.

Administrative Sign-off

Date: 12-5-18
TODD COUNTY VOUCHER

Name: Tim Pesta
Address: 25117 CO RD 12
City, State, Zip: Long Prairie, MN 56347

Date: 12/13/2018
Description: Cost Share Payment
Amount: $251.29
Invoice #: 2-18 Buff
Account #: 79-603-531-0000-6807

Total Claim: $251.29

If this expense reimbursement request includes personal automobile mileage, my submission affirms that I possess a current valid driver’s license and appropriate motor vehicle insurance.

Mileage Purposes Only - Employee Signature

Date

An Equal Opportunity Employer
Todd County Auditor-Treasurer’s Office, 215 1st Ave S, #201, Long Prairie, MN 56347
FLAT RATE - VOUCHER AND PRACTICE CERTIFICATION FORM

PAYEE AND COST INFORMATION

Name: Jeffrey Brown
Address: 22183 300th St.
City, State, Zip: Browerville, MN 56438
Contract No.: 3-18Buff
Total Amount Authorized: $645
(from contract)

<table>
<thead>
<tr>
<th>Practice</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unit Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buffer Seed</td>
<td>2.15</td>
<td>acre</td>
<td>$300.00</td>
<td>$645.00</td>
</tr>
</tbody>
</table>

PAYMENT REQUEST: $645.00

I certify that this is an accurate and true summation of the above project.

Payee Signature: ____________________________ Date: 12-2-16

PAYMENT AND CERTIFICATION INFORMATION

A. Type of request (partial or final):

B. Payment amount requested: $645.00

C. Total Amount Authorized: $645.00

D. Total previous partial payments:

E. Amount available (C - D): $645.00

Amount Approved for This Voucher: $645.00

(cannot exceed Total Amount Authorized)

Technical Certification

I certify that an inspection has been performed and as-built received and that the items identified under the Practice Information section of this form have been completed and are in accordance with the requested practice standards and specifications.

Technical Assistance Provider: ____________________________ Date: 11/15/18

Administrative Certification

I certify that I have reviewed this voucher and all supporting information and that to the best of my knowledge and belief, the quantities and rates are accurate and are in accordance with terms of the contract identified.

Administrative Sign-off: ____________________________ Date: 12-5-18
Name: Jeffrey Brown
Address: 22183 300th ST
City, State, Zip: Browerville, MN 56438

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>Invoice #</th>
<th>Account #</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/13/2018</td>
<td>Cost Share Payment</td>
<td>$645.00</td>
<td>3-18 Buff</td>
<td>79-603-531-0000-6807</td>
</tr>
</tbody>
</table>

Total Claim: $645.00

If this expense reimbursement request includes personal automobile mileage, my submission affirms that I possess a current valid driver's license and appropriate motor vehicle insurance.

Mileage Purposes Only - Employee Signature

Date

An Equal Opportunity Employer
Todd County Auditor-Treasurer's Office, 215 1st Ave S, #201, Long Prairie, MN 56347
Houle Pontoon Pump in action on newly installed NRCS HPDE lined pit

**Purpose of Pump:** To stir/surface agitate nutrients and minute suspended solids; to reuse pit water by filtering watering back through pumping station to flushing lanes in barn. 100% recycled water use for flush flume. Nutrient rich water get land applied at agronomic rates as outlined in Comprehensive Nutrient Management Plan so soils and crops are revitalized at appropriate times of year.

<table>
<thead>
<tr>
<th>Engineer Estimate</th>
<th>Contractors’ Estimates</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>26138.90 (minus electrical install)</td>
<td>34000.00</td>
<td>31080.38</td>
</tr>
<tr>
<td>75% c/s payout</td>
<td>Est. pay out: 25500.00</td>
<td>Actual pay out: $23310.285</td>
</tr>
</tbody>
</table>

Reductions were calculated using volume of manure that was previously produced by animal units and nutrient loss % (minus volatization) associated with surface applying year round.
PERCENT BASED - VOUCHER AND PRACTICE CERTIFICATION FORM

PAYEE AND COST INFORMATION
Name: Todd SWCD
Address: 28189 CO 25
City, State, Zip: Long Prairie, MN 56347
Contract No.: 2-16 LC & 5-17
Total Amount: $25,500.00
Authorized: (from contract) 75% (state) 75% (state & non-state)

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hartung-Freeport- Piping (see attached Invoice)</td>
<td></td>
<td></td>
<td></td>
<td>$1,627.00</td>
</tr>
<tr>
<td>Hartung-Freeport- Pontoon Pump + Materials</td>
<td></td>
<td></td>
<td></td>
<td>$20,745.00</td>
</tr>
<tr>
<td>A&amp; A Electric (see attached Invoice)</td>
<td></td>
<td></td>
<td></td>
<td>$8,708.38</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

PROJECT COST: $31,080.38

I certify that this is an accurate and true summation of the actual costs and quantities of material, labor, and equipment used on the above project. In cases where the receipts included items not used on the project, I have corrected them accordingly.

PAYMENT AND CERTIFICATION INFORMATION
A. Type of request (partial or final): Final
B. Total cost of practice to date: $31,080.38
C. Eligible amount (total cost x % approved): $23,310.29 (state) $23,310.29 (state & non-state)
D. Total other state payment amount: $0.00
E. Total non-state payment amount: $0.00
F. Total previous partial payments: $0.00
G. Maximum payment amount $23,310.29

Amount Approved for This Voucher: $23,310.29
(cannot exceed Total Amount Authorized)

Technical Certification
I certify that an inspection has been performed and as-built received and that the items identified under the Cost Information section of this form have been completed and are in accordance with the requested practice standards and specifications.

Administrative Certification
I certify that I have reviewed this voucher and all supporting information, including invoices and paid receipts, and that to the best of my knowledge and belief, the quantities and billed cost or disbursements are accurate and are in accordance with terms of the contract identified.

Technical Assistance Provider
Administrative Sign-off

Date
Date
## TODD COUNTY VOUCHER

**Vendor #** 14665

**Dept. Head Approval:**

**Name:** Rinde Farms

**Prepared by:** Sarah Katterhagen

**Address:** 28189 CO 25

**City, State, Zip:** Long Prairie, MN 56347

**SWCD Chairman:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>Invoice #</th>
<th>Account #</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/13/2018</td>
<td>Cost Share Payment</td>
<td>$12,116.76</td>
<td>5-17</td>
<td>79-603-567-0000-6807</td>
</tr>
<tr>
<td>12/13/2018</td>
<td>Cost Share Payment</td>
<td>$11,193.53</td>
<td>2-16 LC</td>
<td>79-603-580-0000-6807</td>
</tr>
</tbody>
</table>

**Total Claim:** $23,310.29

*If this expense reimbursement request includes personal automobile mileage, my submission affirms that I possess a current valid driver's license and appropriate motor vehicle insurance.*

---

**Mileage Purposes Only - Employee Signature**

**Date**

An Equal Opportunity Employer
Tod County Auditor-Treasurer's Office, 215 1st Ave S, #201, Long Prairie, MN 56347
Resource Concern: Moran Creek

Minor 14036 Long Prairie Watershed- Impaired for E.coli

Protection: To manage land and associated wetlands adjacent to Moran Creek by limiting cattle access to protected waters and wetlands with flash graze management during dry periods. Mr. Bakke has recently expressed an interest in maintaining the control area in wildlife habitat. A total of four pipelines and waterers were installed as alternative water sources for cattle. Mr. Bakke grazes 100 cow/calf pairs on approximately 200 acres. He has developed a rotational grazing plan with Jeff Deschene, NRCS Grazing Specialist. Mr. Bakke’s farm will be our 7th to be Ag Water Quality certified in 2018. There was an old stockpile left on site by the former owner which has been removed by John to reach full compliance.

Final E. coli reductions equate to 1.67123e11cfu/100 mL/yr. (167,123,361,147cfu). To put this in perspective, the EPA E. coli limit for swimming is 285 cfu/100mL/yr. Of course, reductions are added to other source cfu and/or diluted down by cubic water volumes flowing through Moran Creek.

Project Components include:

- Access Control Fencing (code 472 and 382)
- Livestock Pipeline (Code 516)
- Heavy Use Protection (HUAP) and Water Tanks (code 561)

Fund Source: FY18 Riparian AID

<table>
<thead>
<tr>
<th>Component</th>
<th>Low Bid</th>
<th>Actual</th>
<th>75% PAYMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access Control</td>
<td>$30105.00</td>
<td>29902.31</td>
<td>22426.73</td>
</tr>
<tr>
<td>Pipeline</td>
<td>$12802.70</td>
<td>12250.00</td>
<td>9187.50</td>
</tr>
<tr>
<td>HUAP / Tanks</td>
<td>$18003.13</td>
<td>18672.74**</td>
<td>14004.55</td>
</tr>
<tr>
<td></td>
<td>$50910.83</td>
<td>60825.05</td>
<td>45618.78</td>
</tr>
</tbody>
</table>

* Cost share amount not to exceed $41083.00 (fund pool remaining) or 75% of invoices received- whichever is less.

* Landowner has been informed of this rate and agrees to rate limits.

** Additional costs were a result of extra unanticipated critical area planting necessary to revegetate over trenching areas.

Staff recommends approving amendment for additional $2500 to increase final payout to $43583.00 which equates to approximately 72% cost-share.

Technicians: Deja Anton, SWCD (JAA certifying Access Control/ HUAP)
Darlene Drayna, NRCS (JAA certifying Livestock Pipeline)
Kevin Brown, SWCD (Planner)
Bakke Farms – Exclusion Project

Summer Water Tank and Heavy Use Protection Area

Winter Water Tank and Concrete Pad

Exclusion Fencing

Pipeline Crossing Morar Creek

Excluding Cattle from Wetland

Stockpile removed and area cleaned up to ensure compliance
**AMENDMENT TO CONSERVATION PRACTICE ASSISTANCE CONTRACT**

<table>
<thead>
<tr>
<th>Organization</th>
<th>Contract Number</th>
<th>Amendment Number</th>
<th>Amendment Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Todd SWCD</td>
<td>1-18RA</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

Amendment requests that are received outside the executed State grant agreement date, outside the contract practice install date, or grant program policies BWSR staff must be consulted and a grant agreement amendment may be required.

State Grant Agreement Expiration Date: 12/31/20  
Original Contract Install Date: 12/1/18

Amended Contract Install Date (if applicable): NA

<table>
<thead>
<tr>
<th>Original Total Amount Authorized:</th>
<th>$41,083.00</th>
<th>Amended Total Amount Authorized:</th>
<th>$43,583.00</th>
</tr>
</thead>
</table>

The parties whose names are signed below hereby agree that the above-referenced Conservation Practice Assistance Contract is amended as follows:

**IT IS AGREED THAT:** Additional funds were made available in FY2018 County Riparian AID funds. The amount of $2,500.00 has been added to the original cost share amount, for a new cost share amount of $43,583.00.

The original contract, as numbered, shall remain in full force and effect, except for those changes made necessary by this amendment.

This amendment is to take effect on the date of the last signature hereto.

<table>
<thead>
<tr>
<th>Date</th>
<th>Land Occupier</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Landowner, if different from applicant</th>
</tr>
</thead>
</table>

**Technical Assessment and Cost Estimate**

I have viewed the site where the above listed are to be installed and find that they are needed, and that the amended estimated quantities, costs or completion date described above are practical and reasonable.

<table>
<thead>
<tr>
<th>Date</th>
<th>Technical Assistance Provider</th>
</tr>
</thead>
</table>

**Organization Approval**

<table>
<thead>
<tr>
<th>Board Meeting Date</th>
<th>Authorized Signature</th>
</tr>
</thead>
</table>

*Attach this form to the Conservation Practice Assistance Contract*
December 13, 2018

John Bakke
901 Burlwood Drive
Oakes, ND 58474

Dear John:

The Todd SWCD Board has approved your request for additional FY2018 Riparian Aid Cost Share funding in the amount of $2,500.00. The new total cost share for your contract #1-18RA is $43,583.00.

When your practice is completed according to specifications, all receipts must be furnished to the District to insure prompt payment to you. No payments will be made until the entire project is completed.

State law requires that you maintain this practice for at least ten (10) years. If you have any questions, please call our office at (320) 732-2644.

Sincerely,

Dale Katterhagen
SWCD Board Chairman
PERCENT BASED - VOUCHER AND PRACTICE CERTIFICATION FORM

PAYEE AND COST INFORMATION

Name: John Bakke
Contract No.: 1-18 RA

Address: 901 Burlwood Drive

City, State, Zip: Oakes, ND 58474

Authorized: $43,583.00
% Approved: 75% (state)

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>See Attachment</td>
<td></td>
<td></td>
<td></td>
<td>$60,825.05</td>
</tr>
</tbody>
</table>

PROJECT COST: $60,825.05

PAYMENT AND CERTIFICATION INFORMATION

A. Type of request (partial or final): Final
B. Total cost of practice to date: $61,625.05
C. Eligible amount: $43,583.00 (state)
D. Total other state payment amount: $0.00
E. Total non-state payment amount: $0.00
F. Total previous partial payments: $0.00
G. Maximum payment amount: $43,583.00

Amount Approved for This Voucher: $43,583.00
(can not exceed Total Amount Authorized)

Technical Certification
I certify that an inspection has been performed and as-built received and that the items identified under the Cost Information section of this form have been completed and are in accordance with the requested practice standards and specifications.

Administrative Certification
I certify that I have reviewed this voucher and all supporting information, including invoices and paid receipts, and that to the best of my knowledge and belief, the quantities and billed cost or disbursements are accurate and are in accordance with terms of the contract identified.

Payee Signature

Date

Technical Assistance Provider

Date

Administrative Sign-off
**TODD COUNTY VOUCHER**

<table>
<thead>
<tr>
<th>Vendor #</th>
<th>Department Head Approval:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: John Bakke</td>
<td>Prepared by: Sarah Katterhagen</td>
</tr>
<tr>
<td>Address: 901 Burlwood Drive</td>
<td>SWCD Chairman:</td>
</tr>
<tr>
<td>City, State, Zip: Oakes, ND 58474</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>Invoice #</th>
<th>Account #</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/13/2018</td>
<td>Cost Share Payment</td>
<td>$ 43,583.00</td>
<td>1-18 RA</td>
<td>79-603-583-0000-6807</td>
</tr>
</tbody>
</table>

**Total Claim:** $ 43,583.00

*If this expense reimbursement request includes personal automobile mileage, my submission affirms that I possess a current valid driver's license and appropriate motor vehicle insurance.*

---

**Mileage Purposes Only - Employee Signature**

---

An Equal Opportunity Employer
Todd County Auditor-Treasurer's Office, 215 1st Ave S, #201, Long Prairie, MN 56347
Enviro Fest 2018 Summary

24th Annual Enviro Fest held on September 20, 2018

Host
Dale and Marie Katterhagen

<table>
<thead>
<tr>
<th>School Name</th>
<th># of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bertha-Hewitt</td>
<td>44</td>
</tr>
<tr>
<td>Browerville Elementary</td>
<td>45</td>
</tr>
<tr>
<td>Christ the King-Browerville</td>
<td>13</td>
</tr>
<tr>
<td>Home School Group</td>
<td>6</td>
</tr>
<tr>
<td>Long Prairie/Grey Eagle Elementary</td>
<td>69</td>
</tr>
<tr>
<td>Osakis Elementary</td>
<td>70</td>
</tr>
<tr>
<td>St Agnes-Osakis</td>
<td>8</td>
</tr>
<tr>
<td>St. John’s-Long Prairie</td>
<td>9</td>
</tr>
<tr>
<td>St. Mary’s-Long Prairie</td>
<td>27</td>
</tr>
<tr>
<td>Staples/Motley Middle School</td>
<td>92</td>
</tr>
</tbody>
</table>

Planning & Set up Crew
Sarah Katterhagen                      Todd SWCD
Lew Noska                               Todd SWCD
Tim Stieber                             Todd SWCD

19 Stations

<table>
<thead>
<tr>
<th>Station</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wildlife</td>
<td>Luke Thoma, Pheasants Forever</td>
</tr>
<tr>
<td>Soils</td>
<td>Deja Anton, Todd SWCD</td>
</tr>
<tr>
<td>Soils</td>
<td>Kevin Brown, Todd SWCD</td>
</tr>
<tr>
<td>Electricity</td>
<td>Mary Williams, Todd-Wadena Electrical Co-op</td>
</tr>
<tr>
<td>Bubbleloggy</td>
<td>Nathan Braaten, Extension</td>
</tr>
<tr>
<td>Topography</td>
<td>Doug Thom, GIS and Kathryn Macy, GIS</td>
</tr>
<tr>
<td>Invasive Species</td>
<td>Chris Jurek, DNR</td>
</tr>
<tr>
<td>Watershed Jeopardy</td>
<td>Lynn Nelson, Sauk River Watershed</td>
</tr>
<tr>
<td>Bears</td>
<td>Adam Thompson, Camp Ripley</td>
</tr>
<tr>
<td>Erosion</td>
<td>Grant Pearson &amp; Brad Wenz, Stearns SWCD</td>
</tr>
<tr>
<td>Farm Tour/Gophers</td>
<td>Dale Katterhagen, Host and Clint Conserve, Volunteer</td>
</tr>
<tr>
<td>Farm Tour/Importance of Trees</td>
<td>Zach Miller, CPS and Marcia Rapatz, Snow Pines</td>
</tr>
<tr>
<td>Farm Tour/Farm Water</td>
<td>Brenda Miller, Extension</td>
</tr>
<tr>
<td>Forestry</td>
<td>Paul Kedrowski, DNR</td>
</tr>
<tr>
<td>Bees</td>
<td>Tim and Caroline Venis, Bee Keeper</td>
</tr>
<tr>
<td>Furs</td>
<td>Keith Bertram, DNR</td>
</tr>
<tr>
<td>Birds</td>
<td>Michael North, DNR</td>
</tr>
<tr>
<td>Water</td>
<td>MN Science Museum</td>
</tr>
<tr>
<td>Hydroponics</td>
<td>Kimberly, Central Lakes College</td>
</tr>
</tbody>
</table>
Volunteers
Tom Williamson MN Corn & Soybean Growers & Todd SWCD Supervisor
Leland Buchholz Todd SWCD Supervisor
Bruce Curley Retired Teacher
Russell Kleinschmidt NRCS
Darlene Drayna NRCS
Tim Ludwig Todd County
Elisha Graves MN Corn & Soybean Growers & Central MN Credit Union
Neil Katterhagen Volunteer
Jerry Locken Volunteer
Darrell Braver Volunteer

Enviro Fest Expense and Donation Chart
Total donations received to date for 2018 Enviro Fest is $2,350.00. To date total expense for 2018 Enviro Fest is $4,898.31. The increase in expense was due to having a vendor come in and set up tents. This expense saved costs in County staff, volunteers and other agencies time in setting up and taking down tents, tables and chairs. That cost was not calculated in previous years. We estimated that total cost of staff time in previous years was: $3,500.00. The total expense for renting and the vendor setting up and taking down for 2018 was $1,705.00

2018 Donations
City of Clarissa Compeer Financial
City of Staples Dan’s Prize
City of Browerville Pro Ag
City of Hewitt Todd Wadena Electrical Co-op
City of Bertha American Food Group-Long Prairie
City of Grey Eagle Todd County Corn & Soy Bean Growers
Central MN Credit Union

Enviro-Fest Expenses and Donations

![Bar chart showing Enviro-Fest Expenses and Donations from 2014 to 2018](chart.jpg)
2018 Enviro Fest
Annual Plan of Work

2019

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

Equal Opportunities Statement
Todd County is an Equal Opportunity Employer.
USDA is an Equal Opportunity Provider and Employer.
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Program Summary

This Annual Plan of Work is adopted by the SWCD Board of Supervisors and USDA Natural Resources Conservation Service (NRCS) as their Annual Plan of Work for 2019. It will be used by the SWCD and NRCS to guide and prioritize staff activities and projects for 2019.

Organizational guiding principles and values are listed first and are intended to frame the entire plan.

The Annual Plan of Work is divided into six work initiatives. Each has a brief description describing why it is important to achieving the organizational mission. Goals to make progress on each initiative are detailed along with measurable indices and some detail on how the goal will be achieved using technical, financial, and education and outreach approaches.

Organizational Guiding Principles

Todd SWCD is an independent, self-governing, non-political entity created in 1965 to work toward conservation, protection, restoration, and enhancement of Todd County’s natural resources.

Todd SWCD works to conserve, restore, and protect Todd County’s soil and water resources by providing conservation leadership, technical, financial, and educational assistance to landowners, local governments, and businesses.

Todd SWCD prefers to work proactively with landowners to bring about a steady improvement of natural resources instead of reactive, compliance driven programs whenever possible.

Todd SWCD forms strategic partnerships to maximize outcomes work and minimize duplication with our partners. Maintenance of these relationships and the continued success of our partners is important to supervisors and staff.

Todd SWCD provides staff and board training to maintain technical skills and science based knowledge to better serve our constituents, maximize our credibility, and to increase success of our on-the-ground efforts.

Todd SWCD serves landowners that voluntarily request assistance from SWCD made available through grants, state cost-share, and other resources to administer mandated and funded resource initiatives.

Organizational Guiding Values

Clean water is vital for Todd County’s future.

Healthy soil is a life-sustaining, nonreplicable resource essential to the Todd County’s economy and water supply.

Animal agriculture is a necessary and important part of life in Todd County.

Educated and informed citizens generally make good land use decisions. Todd SWCD works to provide excellent customer service, provide education and outreach venues, and serve as a resource for landowners.

Wildlife and ecosystems are valuable to the people of Todd County and will benefit secondarily from SWCD conservation efforts focused on water and soil resources.

Todd SWCD works with all members of the public on natural resource management and improvement.
District Leadership
Todd Soil Water Conservation District (Todd SWCD) is governed by a Board of five elected supervisors who develop policy, long range plans, and district budgets. Todd SWCD does not have any independent staff, however the district board is served by dedicated county staff that focus their time on district projects and priorities. Todd County Board of Commissioners are important supporters of Todd SWCD. All staff working to complete initiatives outlined in this plan are county employees and rely on county resources – making the Todd County Commissioners part of the leadership.

<table>
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<tr>
<th>Todd SWCD Board of Supervisors</th>
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<tbody>
<tr>
<td>Area 1: Dan Whitney</td>
<td>District 1: Barbara Becker</td>
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<tr>
<td>Area 2: Kenneth Pesta</td>
<td>District 2: Gary Kneisl</td>
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<td>Area 3: Dale Katterhagen</td>
<td>District 3: Rod Erickson</td>
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<td>Area 4: Leland Buchholz</td>
<td>District 4: David Kircher</td>
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<td>Area 5: Thomas Williamson</td>
<td>District 5: Randy Neumann</td>
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<th>Todd County Soil and Water Staff</th>
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<tr>
<td>Deja Anton, District Manager</td>
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<tr>
<td>Sarah Katterhagen, Program Coordinator</td>
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<tr>
<td>Kevin Brown, Feedlot and Conservation Technician</td>
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<tr>
<td>Lew Noska, Conservation Technician</td>
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<td>TBD, Feedlot and Conservation Technician</td>
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Key Partners

**USDA-NRCS**
Russell Kleinschmidt, District Conservationist
Darlene Drayna, Soil Conservation Technician

**Pheasants Forever**
Luke Thoma – Farm Bill Biologist

**Cooperating SWCD’s**
Douglas SWCD
Morrison SWCD
Ottertail SWCD
Stearns SWCD
Wadena SWCD

**Todd County Planning and Zoning**
Tim Stieber, Division Director
Loren Miller, Land Use Planner
Chris Arens, Land Use Planner
Ben Guell, Planning and Zoning Specialist
LeeAnne Louden, Administrative Assistant

**West Central Technical Service Area Staff**
Ross Reiffenberger, WCTSA Engineer
Luke Herkenhoff, WCTSA Engineering Technician
Gary Borash, WCTSA Feedlot Technician
Steve Linow, WCTSA Engineering Technician (Morris office)

**Cooperating Agencies and Organizations**
Sauk River Watershed District (SRWD)
Bureau of Soil and Water Resources (BWSR)
MN Dept. of Natural Resources (DNR)
Minnesota Pollution Control Agency (MPCA)
Initiative #1: Provide Leadership to Ensure that Todd SWCD Guiding Principles and Values are Evident in All Programs and Activities.

The Todd Soil Water Conservation District (SWCD) was organized on March 25, 1965 and certified by the Minnesota Secretary of State on April 12th, 1965. The district is governed by a board of five elected supervisors that develop policy, long range plans, approve budgets, and provide program direction for staff. Soil and Water Conservation Districts derive most of their statutory authority from Minnesota Statute 103C. Todd SWCD does not currently have independent staff but through an agreement with Todd County four technical staff and two administrative staff work to implement plans, programs, and activities approved by the Board of Supervisors.

Todd County is a large rural county that relies on its natural resources: soil, water, wetlands, and forests. Therefore, it is important to Todd County citizens to have a locally lead conservation organization compared to a statewide agency. Locally lead efforts provide better planning, more applicable technical assistance, financial targeting impacting the biggest conservation issues, and information and outreach that is most needed by landowners. Todd SWCD has a long history of working with the county on Water Plan development, providing input into the County Comprehensive Plan, and review and commenting on proposed land use applications.

Goal 1-1 Seek public input and involvement into district programs and activities.
- Conduct public board meetings and planning meetings according to public meeting law rules.
- **Continually seek ways for the public and groups to provide input into the SWCD.**
- Work collaboratively with county by regularly holding County Commissioner -SWCD liaison meetings.
- Complete annual report of activities and make available on line and in print.

Goal 1-2 Lead through conservation outreach to Todd County citizens.
- Sponsor and organize Enviro-Fest for Todd County 6th graders involving 350+ students and organizers.
- Select and promote Conservationist of the Year and Land Stewardship Award winners.
- **Organize a River and Lake Day educational event reaching lake association members.**
- Prepare and distribute bi-annual Soil and Water newsletter reaching 9800 per issue.
- Provide conservation and program news monthly over the radio reaching at least 100 citizens per broadcast.
- Provide 10 press releases and monthly news article to raise conservation awareness reaching 9800 per article.
- Organize a livestock meeting reaching over 100 producers to educate them on conservation issues.
- Maintain web site with relevant materials and Facebook entries to maintain interest in Todd SWCD.
- Work collaboratively with agencies, neighboring districts, and partners.
- Participate and support Breakfast on the Farm reaching over 500 citizens with displays or outreach.
- Strive to meet and communicate with Todd County citizens through site and office visits and electronically.

Goal 1-3 Encourage and support planning efforts necessary to prioritize activities and ensure steady progress is made on identified natural resource issues.
- **Develop a five year Strategic Plan for the district (Water Plan serves as long range plan)**
- Be active contributors to one-watershed-one-plan efforts underway (Sauk River, Red Eye).
- Review County Water Plan for progress and potential revision.
- Assist MPCA with TMDL development efforts for watersheds occurring in the county (Miss. Brainerd).
- Maintain project and customer database to assist with project prioritization and customer service.
- Participate in Planning and Zoning’s Development and Review Team (DRT) evaluation of plat applications.
Goal 1-4  Maintain partnerships with local, state, and federal departments, groups and agencies to achieve common goals and increase effectiveness toward reaching Todd SWCD goals.

- Hold monthly communication and collaboration meetings with USDA-NRCS.
- Attend annual convention, participate in state association and Area II functions and meetings.
- Develop resolutions for MASWCD to advance conservation through legislation. Participate in “Day at the Capitol” if there are burning issues – or invite legislators to local events.
- Continue financial support of West Central Technical Service Area technical program.
- Seek local involvement with local groups such as Livestock Advisory Committee, MN Corn and Soybean Grower meetings, Lake Associations, Farm Bureau and others that request information or assistance.
- Maintain good relations with state agency staff including BWSR, DNR, MPCA, and MDA.
- Assist state climatologist with volunteer rainfall monitoring program.
- Review county tax forfeited parcels for environmental considerations.
- Support requests from other county departments as feasible.

Goal 1-5  Maintain a high level of professionalism and customer service.

- Provide excellent customer service in a friendly, timely, and respectful manner.
- Hold regular staff meetings during which expectations are discussed and refined.
- Follow Todd County Personnel and Procedures manual and follow EEO in the workplace.
- Implement Individual Development Plans to obtain Job Approval Authority.
- Support staff development through training and development opportunities.
- Schedule and arrange SWCD teamwork exercises.
- Work to provide needed support for programs through part-time hires, interns, and duty re-assignment.

Goal 1-6  Budget, administer, and develop funding sources.

- Develop annual budget with Board of Supervisor input.
- Review financial information and expenditures at every regularly scheduled board meeting.
- Meet funder expectations for funders for financial and activity reporting.
- Have funds audited annually by independent auditor.
- Develop and submit proposals for Clean Water Legacy Funds and 319 Clean Water Act Funds.
- Continue to develop new funding sources.
- Administer the AgBMP Loan Program and advertise to landowners that these funds are available.
Initiative #2: Conservation, Protection, and Enhancement of Surface Water.

Todd County has extensive surface waters that impact the economy and culture of the county. Surface water supports agriculture which is the largest economic sector in the county. Over 118 named lakes in the county and the several river systems provide abundant opportunity for recreation and contribute to the culture and quality of life in the county. Lake properties are valued real estate and contribute to the tax base of the county with part time and full time dwellings. Surface water leaves the county through several watersheds and is used for municipal water, recreation, and agriculture downstream. Wetlands are extensive with approximately 25% of land area of the county classified as wetlands. These wetlands are valuable for protecting water quality and regulating water levels.

Protecting and improving surface water is a top priority for the State of Minnesota and for Todd SWCD. Large amounts of technical and financial resources are allocated to this priority goal.

Todd SWCD has expended considerable effort of the past 50 years on surface water protection efforts including soil erosion control, promotion of minimum tillage, supporting USDA conservation programs, cost-sharing feedlot upgrades, exclusion areas, tree and grass buffer plantings, and many other surface water protection measures.

Goal 2-1 Support landowners seeking compliance with the Buffer Law and establishing buffers.

Measureable:
- Maintain or improve the 97.5% compliance level of landowners as tracked by BuffCat (Buffer Compliance and Tracking Tool) program.

Leadership Actions
- Support Buffer Law as a water quality measure – not just a regulatory mandate.
- Move landowners steadily toward 100% compliance by supporting staff as they work on the greatest identified buffer needs on state protected waters.

Technical Assistance Actions
- Develop alternative practice strategies for landowners.
- Measure and flag required buffer widths for landowners.
- Sign off on buffer compliance determinations and cost share applications.
- Complete state reporting associated with Buffer Law.
- Promote SRWD Buffer Program.
- Hold Buffer Team meetings to coordinate regulatory activities.

Financial Assistance Actions
- Utilize riparian funds for cost share if applicable.

Education and Outreach Actions
- Provide outreach and information about buffer requirements and benefits through newsletter, press releases, direct mailing, presentations, Facebook and web site.

Goal 2-2 Improve land stewardship through expansion of Minnesota Agricultural Water Quality Management Certification Program

Measureable:
- Enroll 4 new Landowners in program.
- Provide assistance to 18 certified landowners enrolled in the MAWQMP program.

Leadership Actions
- Highlight success of program.

Technical Assistance Actions
- Support certified producers seeking to improve their operations through site visits and planning assistance.
- Work to increase enrollment in the certification program.
Financial Assistance Actions
● Promote financial incentives made available through the program (USDA and MDA).

Education and Outreach Actions
● Provide outreach and information about program requirements and benefits through newsletter, press releases, direct mailing, presentations, Facebook and web site.

Goal 2-3 Protect surface water through efforts to improve crop nutrient management.
Measurable:
● Landowners assisted with manure management plan development – goal of 4.
● Review land application records for N & P for 25 landowners.

Leadership Actions
● Recognize nutrient losses and their impact to water quality.
● Recognize that farming operations are contributors of nutrients to surface waters.

Technical Assistance Actions
● Implement the Feedlot program, review and assist development of nutrient management systems.
● Review and assist in development of nutrient management systems for feedlots.
● Inspect land application events, record keeping, manure management BMP’s.

Financial Assistance Actions
● Research cost share sources for manure and nutrient management plans.
● Encourage enrollment into EQIP to provide cost share of nutrient management practices.

Education and Outreach Actions
● Provide outreach and information about need to improve nutrient management.
● Conduct feedlot site visits and discussions, review management plans with landowners.
● Use Feedlot Meeting as a venue to improve knowledge of nutrient management practices.
● Stay informed about Nitrogen Fertilizer Rules and the role Ag has in meeting requirements.

Goal 2-4 Protect surface water through implementation of the Feedlot Program and improving feedlot runoff controls.
Measurable:
● Number of feedlots improved and improvement in compliance status.

Leadership Actions
● Support feedlot program and its annual work plan.
● Collaborate with agencies, citizens, to seek resolution to issues pertaining to animal agriculture.

Technical Assistance Actions
● Support Planning and Zoning staff to ensure feedlot requirements are met during permitting process.
● Complete farm site inspections as outlined in MPCA Annual Work Plan.
● Maintain feedlot inventory and GIS layer of registrations as required by MPCA Annual Work Plan.
● Conduct spot checks of installed runoff controls and best management practices that were cost shared.
● Review applications for protective measures and issue CSF and interim permits.
● Assist producers with finding solutions to problems relative to protecting surface water.
● Respond to citizen concerns/complaints to ensure water quality is being protected.
● Work to improve feedlot inspection processes and TEMPO program data entry.

Financial Assistance Actions
● Use existing cost share and seek additional funds to install feedlot improvements.
Education and Outreach Actions
- Use radio, newsletters, publications, tours, site visits, meetings, and events to increase familiarity with best management practices.
- Contribute and participate in the Todd Livestock Advisory Committee as requested.
- Host annual feedlot meeting to educate landowners and broaden understanding and accessibility.
- Maintain knowledgeable staff who are current with issues and skills.
- Maintain transparency of the Feedlot Program

Goal 2-5 Protect surface water through implementation of Wetland Conservation Act (WCA).
Measurable:
- Assist over 300 landowners with wetland information and technical assistance, process over 40 applications for work in wetland areas, investigate and resolve WCA violations as they occur seeking solutions for the landowner to come into compliance.

Leadership Actions
- Continue to support wetland policy adopted by TSWCD February 2, 2017.
- Review WCA policy for changes.

Technical Assistance Actions
- Provide wetland determinations and assistance completing applications to landowners.
- Assist townships with WCA and applications.
- Provide wetland assistance to other county departments.
- Coordinate and administer federal wetland laws: Swampbuster, 1985 Food Security Act, and CWA 404

Financial Assistance Actions
- Refer fundable projects to USFW and assist landowners with project.

Education and Outreach Actions
- Raise awareness of wetland benefits through news articles and one-on-one contacts.

Goal 2-6 Protect surface water through cost-sharing project cost.
Measurable:
- Complete 5 projects through technical and financial assistance with that protect water quality.

Leadership Actions
- Support use of cost share to protect water quality.
- Prioritize available projects and direct funds to those with greatest potential to protect water.

Technical Assistance Actions
- Work with landowners to develop projects needed to protect water quality including erosion control, livestock exclusion, shore land stabilization, etc. that follow USDA-NRCS Field Office Technical Guide standards.
- Conduct site visits, arrange project design development if needed, develop cost share applications to fit available sources of funding.
- Provide technical assistance for diversity of projects expected: tree plantings, buffers, soil erosion, exclusion fencing, shoreline stabilization, well sealing, pit closure and ag waste system improvements.

Financial Assistance Actions
- Use existing cost share and seek additional sources during the year.

Education and Outreach Actions
- Use radio, newsletters, publications, tours, site visits, meetings, and events to let landowners know about funding sources available.
Goal 2-7 Provide Input to Stormwater Management

Measurable:
- Cities assisted with storm water information.

Leadership Actions
- Support training and time needed.

Technical Assistance Actions
- Obtain needed training to enable implementing storm water requirements.

Financial Assistance Actions
- Cost share if appropriate.

Education and Outreach Actions
- Conduct outreach related to storm water.

Initiative #3 Conservation, Protection, and Enhancement of Ground Water.

Todd County has a good supply of groundwater resources contained in two main aquifers. Groundwater supplies support crop irrigation, livestock operations, dairies, industry, and municipal and domestic wells. Although abundant, groundwater resources are not infinite and conservation practices and planning are needed to maintain both quantity and quality of groundwater for future generations.

Todd SWCD has supported a variety of activities to protect and improve groundwater resources. Staff have worked with cities as they developed their Drinking Water Supply Management Area plans. Ground water observation wells have been monitored in cooperation with the MN Department of Natural Resources. Groundwater quality efforts have been supported and testing encouraged. Practices to reduce potential for impacts have been cost-shared such as well sealing, feedlot pit closures, feedlot design and upgrades, and nutrient management.

Goal 3-1 Perform observation well monitoring measuring groundwater depth.

Measurable:
- Complete groundwater well network monitoring and reporting to MN DNR.

Leadership Actions
- Continue contract with MN DNR to perform work

Technical Assistance Actions
- Measure wells, report results.

Financial Assistance Actions
- No financial assistance provided with this activity.

Education and Outreach Actions
- Articles on the program to inform citizens that work is ongoing.

Goal 3-2 Work to protect groundwater from sources of nitrate.

Measurable:
- Technical assistance and closure of manure pits.

Leadership Actions
- Support staff seeking to develop a program of technical and financial assistance to work on this problem.
- Stay current with Statewide Nutrient Management Plan efforts and progress.

Technical Assistance Actions
• Provide nitrate sample analysis, have office serve as sample drop location, stay trained and current on alternatives and practices to limit nitrogen loss to groundwater such as fertilizer and manure BMP’s, cover crops, precision agriculture technology, etc.

**Financial Assistance Actions**
- Promote partner programs that have cost share available, focus state cost share into townships with high nitrates.

**Education and Outreach Actions**
- Support partners that are cost sharing nitrogen BMP’s (USDA, NRCS, MPCA, SRWD)
- Deliver education related to well setbacks.
- Stay current with GRAPS process in Sauk River Watershed
- Distribute articles about protecting groundwater.

---

**Goal 3-3** Close “out-of-use” and non-compliant Ag waste storage areas to protect ground water and for safety concerns.

**Measurable:**
- Number of manure pits closed for the year – goal of 5 with focus Partridge River grant area.

**Leadership Actions**
- Prioritize areas to focus pit closure work – Osakis and Partridge River

**Technical Assistance Actions**
- Develop alternative closure projects with landowners and verify that pits are closed properly.

**Financial Assistance Actions**
- Obtain additional pit-closure funds by prioritizing pits identified to be closed.

**Education and Outreach Actions**
- Continue outreach on the need to close feedlot pits, especially in sensitive areas.

---

**Goal 3-4** Cost share abandoned well sealing to protect ground water.

**Measurable:**
- Number of wells sealed for the year.

**Leadership Actions**
- Approve program to focus increased level of funds for well sealing in priority areas – set cost share rates, etc. Have staff focus efforts into a priority area based on soil vulnerability and depth to groundwater.
- Increase the target number of wells to be sealed per year.

**Technical Assistance Actions**
- Develop cost shared project and see the projects through to completion.

**Financial Assistance Actions**
- Increase number of wells sealed using cost share.

**Education and Outreach Actions**
- Focused mailing and outreach effort. Use multiple approaches for next 2-3 years.

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**Goal 3-5** Provide irrigation scheduling support to irrigators and irrigation conservation plans.

**Measurable:**
- Number of acres and number of landowners receiving technical assistance - # referred and plans written.

**Leadership Actions**
- Support web based irrigation based scheduling program.

**Technical Assistance Actions**
- Promote irrigation scheduling service selected with irrigators.
- Develop conservation plans related to irrigation permit applications.

**Financial Assistance Actions**
- Support funds for program to be made available to landowners throughout the county.

**Education and Outreach Actions**
- One on one contacts. Respond to requests for conservation plans from landowners.

**Goal 3-6**
**Support cities with drinking water management area plans.**

**Measurable:**
- Assistance provided to cities.

**Leadership Actions**
- Be proactive and contact cities about what SWCD can provide.

**Technical Assistance Actions**
- Support requests from cities for input into their plans. Offer to identify projects for cities that may reduce nitrate losses to groundwater within their DWSMA.
- **Follow up on project leads known to be in a DWSMA.**

**Financial Assistance Actions**
- Prioritize cost share on projects identified within a city DWSMA

**Education and Outreach Actions**
- Provide information to cities related to DWSMAs

**Goal 3-7**
**Safeguard groundwater by working to improving livestock operations located in sensitive groundwater areas.**

**Measurable:**
- Number of operations assisted and education activities implemented.

**Leadership Actions**
- Support Feedlot Program in identifying operations in sensitive areas.
- Support program with adequate funds to allow addressing groundwater concerns.

**Technical Assistance Actions**
- Evaluate sites with groundwater protection as a consideration.
- **Overlay known feedlot locations with soil and groundwater sensitivity indices to determine what operations need to be evaluated for current practices.**
- Review manure management records to ensure that amounts applied fit agronomic requirements.

**Financial Assistance Actions**
- Seek out cost share and funding to assist the ag waste industry in reaching compliance.

**Education and Outreach Actions**
- Reach landowner through a variety of events and programs throughout the year.
- Work to educate the ag industry on the laws and rules in place and suggest BMP’s and solutions that will help protect groundwater in Todd County.
Initiative #4  Conservation, Protection, and Enhancement of Soil Productivity and Farm Sustainability.

The Todd County Soil Survey originally published in 1989 provides a wealth of information related to the soils found in Todd County. A wide diversity of soils can be found in Todd County with 97 soil series listed in the Soil Survey ranging from clay to sand in texture. These soil support agriculture practiced on 273,000 acres of cultivated land and 138,000 acres of land classed as hay land, pasture, and grass land. Both row and hay crops support a large base of animal production with over 900+ feedlots identified and large processing facilities located in the county.

Maintaining soil productivity and health is important to safeguard the future of agriculture as the largest economic driver for the county. High quality soils are an important key to long term farm sustainability. If soil quality decreases water infiltration rate also generally decreases. This results in increased runoff and soil erosion Small changes in soil infiltration rate on soils over a 100,000 acre land area can create some real problems for public ditches, rivers, and lakes.

Soil productivity and farm sustainability can be positively influenced through promotion of cover crops and residue management, through the Minnesota Ag Water Quality Program, by promotion of Precision Agriculture, through promotion of proper grazing management. Straight education and outreach activities relative to soil health and soil quality conducted one-on-one can also be an effective teaching approach.

Goal 4-1  Increase awareness and knowledge of relationship between soil productivity and farm sustainability.

Measurable:
- Develop baseline for number of customers being delivered soil health information.

Leadership Actions
- Maintain staff training and experience such that they are in a position to work with farmers on solving soil related problems such as erosion and infiltration.
- Encourage livestock grazing operators since there are so many links between soil health and grazing.

Technical Assistance Actions
- Advise landowners on how soil quality and productivity relates to farm sustainability.
- Conduct landowner soil health tests and discuss BMP plans that impact soil health.
- Continue to use MAWQCP to protect soil, raise awareness of soil productivity and protection.
- Promote precision agriculture as a means of protecting soil and ensuring farm sustainability.
- Promote the soil benefits of manure application, pasture management, and cover crops.
- Promote proper grazing management as a means of protecting and improving our soil resource.
- Acquire more pasture and grazing JAA and accompany NRCS Specialist on site visits.

Financial Assistance Actions
- Refer landowners to existing programs that fund soil health activities.
- Develop funding source for pasture plans, access control, grassed waterways, WASCOBS, and projects that control erosion and protect soil.

Education and Outreach Actions
- Continue to incorporate soil health into existing events and programs such as Feedlot Meeting.
- Consider developing an event that models soil quality tools.
- Consistently deliver relevant information that can solve producer needs.
Goal 4-2  Support USDA-NRCS with their program implementation, delivery, promotion.

**Measurable:**
- Number of landowners enrolled and projects implemented to protect and improve soil.

**Leadership Actions**
- Chair USDA’ Local Work Group meeting to set priorities.
- Support activities that strengthen the USDA-NRCS-SWCD partnership.
- Continue to support the Pheasant’s Forever Farm Bill Biologist position as a means of supporting our local USDA office programs and staff.

**Technical Assistance Actions (USDA-NRCS staff)**
- Provide technical assistance for CRP contracts through FBAP position administered by the district.
- Provide technical assistance for Environmental Quality Incentives Program (EQIP) through FBAP position administered by the district.
- Provide Assistance related to Conservation Stewardship Program (CSP) and establish 10 contracts.
- Complete conservation and compliance plans using FTOG as the standard for specifications.
- Conduct compliance reviews for FSA loan requirements.

**Financial Assistance Actions**
- Prioritize cost share projects and use cost share to augment USDA program funds.

**Education and Outreach Actions (SWCD staff)**
- Support USDA programs by including information in newsletters and other venues.

Goal 4-3  Address Identified Soil Erosion Problems

**Measurable:**
- Number of soil erosion problems resolved voluntarily through technical assistance.

**Leadership Actions**
- Ensure staff training is adequate to evaluate magnitude of soil erosion problems and develop alternatives.

**Technical Assistance Actions**
- Advise landowners on how soil quality and productivity relates to farm sustainability.
- Conduct landowner soil health tests and discuss BMP plans that impact soil health.
- Continue to use MAWQP to protect soil, raise awareness of soil productivity and protection.
- Respond to excessive soil loss complaints and work to resolve the soil erosion problems.
- Design field windbreaks, and planting plans for landowners designed to reduce erosion.

**Financial Assistance Actions**
- Direct landowners to funding sources to solve soil erosion problems.

**Education and Outreach Actions**
- Make to soil erosion loss program more widely known through newsletters and press releases.
Initiative #5  Conservation, Protection, and Enhancement of Todd County Private Forest Lands and Natural Areas.

Approximately 135,000 acres of Todd County are in woodland. Most of the large un-cleared woodlands are privately owned and occur in the eastern third of the county where terrain and rocky soils made these areas less suited to farming. These forests add to the scenic quality of the area and provide protection for many of the lakes which have excellent water quality. These areas are vulnerable to future development and potential lake impacts.

Markets for timber resources have changed with closing of a local paper pulp mill and a bioreactor power generator in adjacent counties. Several small sawmills located in the county primarily produce pallet components from locally harvested trees. Todd County is on the edge of the prairie with almost no timber land to the south and west. Relatively few foresters work the County and many residences do not view timber as a major resource. However, with proper management, forest resources can provide multiple future benefits to the county.

Todd SWCD has been active in forest management in the past. Reductions in state programs that supported tree planting and forest management plan development and implementation and greater state emphasis on water quality protection took staff away from a forestry focus.

Historically, the district has not had a large emphasis on natural area development or wildlife habitat improvement. About 28% of county land is owned for recreational purposes. These landowners have a strong desire to improve the wildlife habitat values associated with their properties. Establishment of the Farm Bill Biologist position through Pheasant’s Forever in 2013 allowed some focus on natural area work. This position is funded through BWSR with some local match. The primary focus of the position was initially to establish CRP contracts on sensitive lands. This was highly successful with Todd County CRP acres increasing while most counties lost CRP acres. Additional natural area work in recent years includes seeking protective easements around the remaining wild rice lakes in the county, and assisting landowners with planting of native prairie seed mixes.

Goal 5-1  Support landowners interested in forest stewardship.

Measurable:
- Number of landowners served.

Leadership Actions
- Acknowledge forestry and our woodlands as a valuable county resource.

Technical Assistance Actions
- Connect landowners seeking forestry assistance with MN DNR or private foresters.
- Discuss forestry stewardship at site visits to properties with eligible forests.

Financial Assistance Actions
- Connect landowners with available resources

Education and Outreach Actions
- Support existing forestry resources using education and outreach.

Goal 5-2  Provide easy access to trees and shrubs and provide technical information to landowners about enhancing their land through vegetation establishment. Hold Annual Tree and Shrub Sale.

Measurable:
- Number of customers served and plants sold to landowners.

Leadership Actions
- Acknowledge the customer service value of the annual tree program.
Technical Assistance Actions
- Provide information to landowners seeking advice on tree selection.
- Refer customers to MN DNR for private forest management (PFM) and forest stewardship plantings.
- Promote native plants that grow best under a variety of conditions.
- Design shelter belts, field windbreaks, and planting plans for landowners.

Financial Assistance Actions
- Cost share plantings where allowed by cost-share rules.

Education and Outreach Actions
- Provide information on planting methods to landowners.

Goal 5-3  Continue support for the Farm Bill Biologist Program partnership between Pheasant’s Forever, Todd SWCD, and USDA-NRCS.

Measurable:
- Number of landowners assisted and projects implemented because of the partnership.

Leadership Actions
- Acknowledge the value of FBAP position that reaches both traditional customers and non-farm clientele.

Technical Assistance Actions
- Provide service to landowners related to wildlife habitat establishment on private lands.
- Promote the SRWD hay buffer program
- Work with landowners that are interested in signing up for the RIM easement program.

Financial Assistance Actions
- Work with landowners to get signed up with USDA Farm Bill Programs – CRP, CREP, RIM
- Increase use of SRWD funding sources and wildlife funds by landowners.

Education and Outreach Actions
- Use newsletter and other outreach to raise landowner awareness.
- Use one-on-one site visits as an opportunity to educate and inform landowners.

Goal 5-4  Promote and establish permanent RIM/CREP easements on sensitive lands.

Measurable:
- Number of landowners signed up for easements.

Leadership Actions
- Acknowledge the use of easements as an effective conservation tool.

Technical Assistance Actions
- Provide service to landowners related to developing applications for easements.
- Complete spot checks of existing easements and work to resolve identified issues.

Financial Assistance Actions
- Develop estimates for landowners for RIM and CREP program.

Education and Outreach Actions
- Use direct mailing and 1:1 site visits to solicit interest in easements.
- Use news articles to articles to highlight successful projects.
Initiative #6  Conservation, Protection, and Enhancement of Public Lands and Waters.

Private recreational land makes up a significant portion of land within Todd County. Both non-homestead lakeshore and non-homesteaded seasonal recreation consisting mostly of forested and wetlands fall in this category. In a survey conducted as part of the Priority Concerns Scoping Document (PCSD) for the Water Plan Update 2015 hunting and fishing (59.8%) and swimming, canoeing, boating or jet skiing (35.9%) were the top two responses to the question, “When you think about Todd County Water what comes to mind for you?” The highest number of respondents also rated “Wildlife Habitat” as seeing some improvements within the county in recent years.

Public recreation land within Todd County is primarily managed by the MN DNR. In addition to public lands, some lands are made available to the public through hunting access easements such as the Walk-In-Access program.

Park Land: Todd County administers one park – Battle Point on Lake Osakis and a canoe landing on the Long Prairie River. Many of the towns and cities throughout the county have parks.

Public Land: Consist of wetlands, uplands, or woods owned and managed for wildlife by the Department of Natural Resources (DNR). A total of 15,195 acres of management areas, USFW Waterfowl Production Areas, and Walk-In Access land are available to the public.

Public Waters: Todd County’s lakes, rivers and streams are a valuable resource for the County. In Todd County, protected waters such as lakes and rivers cumulatively cover over 32,000 acres. There are 355 bodies of water listed on the Minnesota Department of Natural Resources water inventory, including 118 bodies defined as protected lakes, 178 defined as protected wetlands and 59 protected rivers and streams. These water bodies not only provide great natural beauty, they supply the water necessary for recreation, industry, agriculture and aquatic life. Threats to our public waters include surface runoff addressed in Initiative #2 and groundwater contamination addressed in Initiative #3. Aquatic Invasive Species are also a serious threat that can negatively impact public waters – reducing property values and the public resource.

Goal 6-1  Protect Public Waters from Aquatic Invasive Species (AIS) by implementing and directing an AIS program designed to reduce the threat of invasion and education the public.

Measurable:

- Number of boat inspections, numbers of landowners reached, AIS programing delivered.

Leadership Actions

- Prepare and update Todd County Aquatic Invasive Species Plan to be approved by Board of Commissioners for 2019
- Prepare materials for and pull together a steering committee for AIS and develop annual work plan.
- Develop resolution for county to delegate AIS work to the SWCD starting 2019.

Technical Assistance Actions

- Support contractors and Lake Associations and landowners seeking information on AIS.
- Research new approaches to be taken for AIS committee.
- Be the point of contact for AIS issues.

Financial Assistance Actions

- Administer AIS Prevention Aid Funds (receive funds from county which is the recipient of funds).

Education and Outreach Actions

- Implement strategies and activities outlined in AIS annual work plan.
Goal 6-2 Implement watershed and minor watershed level planning when prioritizing projects in an effort to protect public waters to the highest degree possible with funds expended.

Measurable:
- Implement project prioritization data base.
- Use of minor watershed data to target restoration projects and funding requests.

Leadership Actions
- Strengthen the prioritization and targeting of projects into minor watersheds that will benefit most.

Technical Assistance Actions
- Select projects based on most likelihood to improve public waters.
- Collect and use data that will allow ranking, targeting, and prioritizing of projects.

Financial Assistance Actions
- Develop grant applications using prioritizing methods.

Education and Outreach Actions
- Conduct outreach activities in prioritized areas that will improve water quality

Goal 6-3 Increase use of the Walk-In-Access Program by Todd County Landowners.

Measurable:
- Number of landowners enrolled in the county and acres enrolled.

Leadership Actions
- Promote the of WIA as a means of adding value to set-aside conservation programs such as CRP.

Technical Assistance Actions
- Assist landowners with sign-up.

Financial Assistance Actions
- Inform landowners that some restoration project money is available for their property after they signup.

Education and Outreach Actions
- Promote the program and seek additional sign-ups.

Goal 6-4 Implement streambank and lake shore stabilization projects to directly protect water quality.

Measurable:
- Number of projects and actions taken to protect shoreline areas.

Leadership Actions
- Identify and prioritize water bodies that can be significantly improved through this type of project.

Technical Assistance Actions
- Respond to landowners and local governments seeking assistance and designs to solve shoreline erosion.

Financial Assistance Actions
- Seek funding for shoreline stabilization projects and use what is already available.

Education and Outreach Actions
- Advertise successful projects.

Goal 6-5 Develop program to focus Shoreland Landowner education and project implementation.

Measurable:
- Completed plan to identify land parcels around lakes that have a high risk of runoff.

Leadership Actions
- Support development of plan and implementation of the plan.

Technical Assistance Actions
- Study work from Crow Wing County and develop outline for steps to be taken around Todd County Lakes.
Financial Assistance Actions
- Seek funding to support an intern or PTE to complete pilot study data gathering around lakes.

Education and Outreach Actions
- Contact lake associations to determine which may be interested in serving as a pilot.
## 2019 Todd County Soil and Water Budget

### Income

<table>
<thead>
<tr>
<th>Intergovernmental Revenue</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Allocation-General</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>County Allocation-Riparian AID</td>
<td>$96,979.00</td>
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<tr>
<td>County Allocation for Flood Program</td>
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<tr>
<td>County Allocation for Wetland Program</td>
<td>$21,641.00</td>
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<tr>
<td>Local Levy for Water Plan</td>
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<tr>
<td>MPCA Riproductive Program Delegated to SWCD</td>
<td>$70,423.00</td>
</tr>
<tr>
<td>Wetland Conservation Program Delegated to SWCD</td>
<td>$21,641.00</td>
</tr>
<tr>
<td>Local Water Management Delegated to SWCD</td>
<td>$14,676.00</td>
</tr>
</tbody>
</table>

**Total Intergovernmental Revenue:** $209,434.00

### Expenses

<table>
<thead>
<tr>
<th>Expense</th>
<th>District Operations</th>
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</thead>
<tbody>
<tr>
<td>Supervisor Compensation</td>
<td>$6,000.00</td>
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</tbody>
</table>

**Total Operations and Other Services:** $19,650.00

### Project Expense

<table>
<thead>
<tr>
<th>District Projects</th>
<th>District Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tree Expense</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>Miscellaneous Project Expense</td>
<td>$10,000.00</td>
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<tr>
<td>Farm Bill Assistance Expense</td>
<td>$58,500.00</td>
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<tr>
<td>Program Expense</td>
<td>$406,620.00</td>
</tr>
</tbody>
</table>

**Total Project Expense:** $973,703.00

**Total Expense:** $813,353.00

**Net Income:** $19,050.00
Attachment #2: Todd Soil and Water Conservation District Supervisor Districts
Attachment #3: Todd County Commissioner Districts
October and November 2018 Staff Report  
Tim Stieber, Division Director

Meetings, Events & Coordination
- Participated in SWCD and PZ staff meetings.
- Prepared for BOC meeting with several action forms prepared and presented each month.
- Prepared materials for October and December SWCD board meetings
- Presented on radio 2X (SWCD programs and GIS).
- Attended Groundwater Training hosted by MN DNR
- Attended TEP meeting
- Presented several topics at Commissioner Board work session.
- Worked on convention arrangements.
- Total contacts for month included 9 for SWCD and 41 for PZ = 50 total  

Operations
- Met with facilities to discuss office arrangement
- Dept. Head meeting on Oct. 10 and Nov. 14
- Worked on creating an office space for new manager.
- Wrote up conservation articles as needed – Soil & PZ article
- Worked on SWCD Annual Work Plan 2019 with Deja

Field Projects and Activities
- Participated in Sauk River Watershed WRAPS review to prioritize TMDL completion
- Developed 1W1P datasheets for Todd County and Todd SWCD requested by Respec.
- Participated in Sauk River 1W1P public meeting and work session.
- Worked on AIS activities, reporting, planning 2019’s program, etc..

Planning & Zoning
- Prepared the 2019 fee schedule and made improvements – reviewed with staff.
- Submitted Ordinance Enforcement Policy and submitted to County Attorney.
- Prepared for Planning Commission meeting, prepared staff report, presented cases, follow-up.
- Prepared for Board of Adjustment meetings, prepared staff report, presented cases, follow-up.
- Worked on Septic Inventory Grant final reporting
- Worked to get 8 board members to commit for terms that are open for re-appointment

Staff Management
- Prepared for and participated in District Manager interviews and hiring process.
- Prepared materials necessary to post Feedlot position for advertisement.
- Prepared for and completed 8 staff evaluations and associated documentation
- Reviewed timesheets and reporting records
- Recommended Ben Guell for FT employment after successful 6 month evaluation
- 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.
Site visits by Deja (35)—some in conjunction with Kevin Brown:

- **Dukowitz**- SWCD Final spot check on grazing system
- **Bakke**- Construction visit (1); Ag Water Quality assistance (2); Compliance Inspection (1); Project Closure Inspection
- **May**- MAWQCP assistance visit; SWCD technical assistance; Livestock Investment Grant assistance
- **Lamm**- (2) Site Survey and facility assessment
- **Buderus**- Construction Inspection
- **Johnson**- assistance visit
- **Montanez**- Shoreland compliance inspection
- **Brown**- SWCD Final spot check and Compliance inspection
- **Eischaid**- Conservation Delivery/Construction visit with WCTSA
- **Middendorf**- Conservation assistance (2) Construction Inspection (2)
- **Uhlenkamp**- SWCD Spot Check and Compliance Inspection
- **Baxter-Bromeling**- Construction Inspection (1); Pit Closure Inspection (3)
- **Detloff**- Assistance Visit
- **Reppers**- SWCD spot check(1); Assistance visit (1)
- **Middendorf**- Pit Closure Inspection
- **Williamson**- MAWQCP visit
- **Holmquist**- Compliance Inspection
- **Pank**- Final Compliance Inspection
- **Rinde**- Final Compliance Inspection and SWCD Project Closure
- **Motely Cemetery**- Streambarb survey
- **Complaint Visits** (3)
- **Emergency Response Site Visit** (1)

In Office Meetings (2) Bakke (11/27/2018); Hollermann Family Dairy, Inc (11/27/2018)

Complaints: (7)
- Not adhering to setbacks during land application- unsubstantiated
- Not adhering to Setbacks during land application- unsubstantiated
- Failure to obtain Stormwater Permit- substantiated
- Failure to adhere to setbacks during land application- substantiated
- Illegal Pit Use- unsubstantiated
- Odor Complaints (2)- exempt

Air Quality Exemptions (5)

Producer/Citizen Assistance- Counter & Phone Calls until October 3 (Feedlot Related): (75)

Meetings/Trainings: SWCD Staff Meeting (10/8; 10/22; 11/13; 11/26; 12/3); NRCS Nutrient Mgt. Web-Ex (10/10); MPCA Roles and Responsibility Team (10/31); Groundwater Event (11/14); Annual Feedlot Meeting Planning Meeting (11/15); MPCA Regional Meeting (11/1); BWSR Academy (11/29&11/30); Chris Pence/BWSR (11/27); AIS Team meeting w/ Tim & Sarah (12/3)

*To Meet the Public's Needs by Protecting the Land and Safeguarding the Water*
Other:
- Feedlot Registration, Reviews for Staff, and Data Entry  (22.5 hrs.)
- MPCA 319 Grant hours- Middendorf- (8.5 hrs.)
- AgBMP loan assistance and outreach- 1 customer
- Staff Reporting - (11 hrs)
- Ag Water Quality Program- (13 hrs.) 6 certified new this year, waiting on 1 more!!
- Johnson Pit Investigation/ Research- calls to Melissa Wilson & Randy Pepin & preparation of bid packet
- Newspaper article
- MinnFarms11
- Calhoun County, VA- request for assistance in feedlot permitting
- Researching MPCA requirement for SWPPP plans for feedlot construction
- Project and cost reviews/Prepared Board presentations for approval/payout: Rinde, Bakke, etc.

New District Management Position
- Rework of CFO job description
- Management Goals & Smart Goals
- Review and revision of SWCD Annual Work Plan
- Agendas for and holding of two staff meetings
- Reviewed AIS plan
- Reviewed Board Agenda
- Leadership Assimilation Staff Presentation

See Back Page for Status Review per Request of Board

Report Submitted this 3rd day of October by Deja Anton- SWCD Livestock Advisor/ District Manager

To Meet the Public's Needs by Protecting the Land and Safeguarding the Water
Top Conservation Focus - (Bold currently under construction):
1. Middendorf- Permit issued. Mid Construction. Phase I Complete (C/S Amendments upcoming)
2. Kreemer- Permit issued. -only a small percentage of feedlot fence remains to be completed
3. Panek- Completed; MAWQCP
4. Rinde- Completed
5. Bakke- Completed; MAWQCP
6. Wiese- Pre-Con Complete; Spring 2019 closure planned
7. Baxter- Completed
8. Vetsch-Permit Issued- Pre-Construction Meeting held; Construction for Spring 2019
9. Henry Street Properties, LLC- Completed; Under Permit for MMP
10. Buderus North- Refer to Planning & Zoning for CUP Review- no action; Failure to meet deadlines
12. Keppers- plan complete- grant submitted
13. Johnson- plan complete- grant submitted
14. Hallerman- preliminary design- grant submitted
15. J-V Feeders- Nutrient Management Plan Complete- Waiting for engineer for approved design for feedlot fix
16. Schmidt- Constructing Lot 1
17. Yoder- Under Permit- reduced lot usage for minimal impact until fix complete
18. Eischel- Working on final design- Plan 3 MAWQCP
19. Bertram- Tech assistance and SWCD contract requested
20. Rewitzer- Nutrient Management Plan complete- working on designs- Construction slated for 2019
22. Gray- developing Nutrient Management Plan and working on acceptable design
23. Judd- Preliminary design
25. Lamm- Waiting for nutrient management plan; survey & design in preliminary stages
26. Lamusoga- waiting for Nutrient Management plan- preliminary design (Kevin- Lead)
27. Hauer- Nutrient management plan complete- design complete- P&Z referred entered into County agreement- - minimum action- construction due by 2023 per County Agreement. Request for Pit Closure funding. Change in circumstances
28. Schmitz- Low cost fix design- Under Permit
29. Larson- technician design complete-waiting for bids
30. Drona- new conditions set on contract- declined use of funds; may reapply in Spring
31. Tomsche Dry Cow Facility- Completed
32. Black Pines Angus- request for SWCD assistance- livestock exclusion fencing; Riparian
33. Johnson- Waiting for bids
34. Bock- Nutrient Management Plan needs completion- preliminary design- Change in circumstances
35. Waltzing- Preliminary plan in progress; interested in receiving Riparian funds c/s
36. Asfeld- Roof Over Structure ranked
37. Williamson- Survey done- MAWQCP
38. Fry- Watering Facility- waiting for preliminary design
39. Anderson- Shoreland project- survey in process
40. Unger- preliminary plan
41. Bauer- preliminary plan 42. Motely Cemetery- survey complete 43. Villard TWP- preliminary plan

To Meet the Public's Needs by Protecting the Land and Safeguarding the Water
Staff Report:
Kevin Brown
11/01/2018-11/30/2018

- Feedlot Registrations:
  1. Reviewing Registrations to determine if an inspection is needed or the amount of AU’s are correct.

- Site Inspection:
  1. John Bakke – Project Final Inspection
  2. Tom Panick – Construction
  3. Dittberner – Pit Closure Final Inspection

- Complaints:
  1. Worked with Rickbeil on land application and manure pit complaint. Was able to resolve the issue

- Site visits:
  1. Fry – Site overview
  2. Williamson – Survey

- Regional Feedlot Meeting:
  1. Meeting was held in St. Cloud

- Groundwater Event:
  1. Osakis

- Nutrient Management Training:
  1. Alexandria

- Minnesota Ag Water Quality Certification Program:
  1. Kyer – Certified
  2. Schmidt – Certified

- Sauk River Watershed District Meeting:
  1. Met with Jon about Bauer’s permit for project
  2. Met with Scott discussing who to speak to about projects and the finances for them

- Feedlot Inspections in Tempo:
  1. Working on entering inspections into Tempo
Reporting Dates: October-November 2018

**Trainings/Meetings attended:** Two monthly WCA TEP Meetings, BWSR Academy, and Groundwater Seminar

**WCA:**

Violation Restorations:
- Dan Palmersheim – Fill in Bass Lake Type 3
- Jim Hall – Fill over 400 sq ft in shoreland

New Applications received:
- City of Grey Eagle – Utilities Exemption
- Brad Twardowski – Drainage Exemption

Notice of Decisions:
- Donabauer Plat – Wetland Boundary determination
- Brad Twardowski – Drainage Exemption

Ongoing Violations/ Upcoming Projects:
- Hartford Twp. – 275th Ave Delineation
- Richard Zunker – Over excavation of private ditch

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

**SWCD:**
- Buffer Technical Assistance (and site visits - 11)
- Buffer Cost-Share landowner assistance
- Buffer Law State Compliance Tracking
- 1 - Buffer Law Notice of Non-compliance forwarded to P&Z for corrective action
- DNR Observation Wells
- Cost Share Spot Checks
- Tree Sale Assistance
- Motley Cemetery Stream Barb Survey
- Shoreline Technical Assistance

**County:**
- Front Counter Assistance (mapping)
Financial/Reporting/Administrative:
- Financials—deposits & vouchers {materials prepared for Tim’s review}
- Prepared agenda + materials for SWCD Board meeting
- Completed October and November Program Summary
- Submitted SWCD 2019 budget—it has been entered in financial system
- Completed 2018 Enviro Fest Summary
- Processed AgBMP Loans as they came in
  - Requested additional funds for remaining 2018-It was approved from MDA
- Entered data in for Observation Well Readings & Precipitation data
- Prepared materials for closeout of FY2017 Buffer Cost Share {Tim signed, & will be submitting}

Tree Program
- Approx. 1200 trees have been sold to date.
- An insert will be in 2019-January SWCD newsletter

Projects
- Overman—He working with his contractor to get an itemized bid for his well seal.

Grant Programs
- Updated grant cost share logs
- Provided staff with grant balances
- Added project requests to internal tracker {staff complete scorecards to rank projects}

Feedlot Program:
- Updated internal Arc Map
- Updated 2 Registrations in TEMPO {waiting for more to come back—and to be reassigned to me}

Meetings/Trainings:
- Staff meetings—Attended
- NRCS/S&W staff meeting—No meetings were held
- BWSR Academy—I was signed up, but unfortunately I was unable to attend this year.
- 1:1 meetings with Tim

County Programs:
- Planning & Zoning financials {materials prepared for Tim’s Review}
- Septic V – closeout materials prepared for Tim; so he can submit final report
- Work with Tim updated P&Z Budgets & other account budgets

AIS Program:
- Processed invoices
- Completed draft 2018 Summary review for Tim to add his input
Luke Thoma
December Board Report
12/4/2018

CRP: There has not been a signup or any updates on CRP since early September. I’ve been working on a few contract modifications that have involved some back and forth conversations with landowners and NRCS staff. Site visits have been needed here and there as FSA requests practice certification for contracts. I have written a number of practice certification letters to the FSA County Committee and I have been performing site visits for landowners who are interested in enrolling once a signup does open up.

CTA: I’ve been providing some landowners with Technical assistance on enhancing their property for wildlife habitat. We’ve been in contact via phone calls and emails and trying to figure out what their goals are for the properties and putting plans together. I was out with the forester on a few of the sites and he took over the forestry aspects of their plans and I am working on the upland and wetland habitat. Some of the plans are almost completed and some are still in the process of being developed.

CREP: There hasn’t been much moving on the CREP applications. We had one application that SHPO requested a full archeological site survey be done on. I’ve been working with FSA, BWSR and NRCS to straighten this out and hopefully we can work around it or come up with some funding assistance for the landowners to have the survey done.

EQIP: We wrapped up all of the Honey Bee Plantings monitoring. All of the HBP contracts have been reviewed and processed for payment. There has been a wealth of people interested in signing up for the Honey Bee Planting through EQIP. I’ve been visiting with those folks and making sure that EQIP is what really fits their management goals. I’ve been making pre contract site visits to determine eligibility and potential site prep needs.

Random: We had our PF team meeting in Aitkin this fall. I got to put faces to names finally and learn in more detail what my role with PF is and how to better my role in conservation. We also discussed EQIP a little bit and had some NRCS staff give us presentations on EQIP. I also attended BWSR academy and got to meet even more partners there and learned quite a bit more on developing relationships, putting planting plans together and hosting events.

As of right now we are still waiting on a Farm Bill to be passed so there has been a lot of pre planning on my end. Getting ready for future CRP and EQIP signups, getting landowners interested in programs or practices and assisting those landowners who do not want to go through a program of any kind.
NOTICE OF INTENT TO LGUs AND WORKPLAN

Date: November 15, 2018

To: Jeffery Jelinski, Chairperson, Morrison County Board
Randy Neumann, Chairperson, Todd County Board
Kenneth Gotvald, Clerk, Motley Township Board
Mary Tantina Koening, Clerk, Villard Township Board
Al Yoder, Mayor, City of Motley
Dale Katterhagen, Chairperson, Todd Soil and Water Conservation District
Bill Faber Chairperson, Morrison Soil and Water Conservation District
Cheryl Lee Hills, Exec. Director, Region Five Development Commission
George Minrich, Planner, Minnesota Department of Health

From: Bruce Brotherton, Motley Public Works

Re: City of Motley Wellhead Protection Program

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

The entire project will take about 3 years to complete. Public informational meetings will be held December 2019 and April 2021.

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

Wellhead Protection Managers: Bruce Brotherton, Public Works Director
City of Motley
316 Highway 10 South
Motley, MN 56466
(218) 352-6649

Lacey L. Smieja, Clerk/Treasurer
City of Motley
316 Highway 10 South
Motley, MN 56466
(218) 352-6200

1. Unique Well Numbers: Well 3 (478713), Well 4 (522797 E), Well 5 (522798 E), Well 6 (826161)
2. Date Wellhead Protection Plan Must Be Completed: June 1, 2021
4. Missing Data Elements Needed for Wellhead Protection Plan
   If you have any of these data elements, please submit them to me.
   • Maps of parcel boundaries, political boundaries and land use maps in the area.
   • Maps of storm sewers, sanitary sewers public water systems and public ditches in the area.
   • Lists of water wells in the area that have state appropriation permits, including type of used and water amounts.
   • Descriptions of any known water conflict or interference problems.
   • Locations of any environmental boreholes including Unique Well Number, aquifer measured, years of records and monthly average records.
   • Existing water and related land resource plans and official controls
   • Description of conflicts, problems, or opportunities that you want examined and addressed in our wellhead protection plan.

Thank you for your assistance in our wellhead protection efforts.

cc: Lance Chisholm, Water Planner, Morrison SWCD
Helen McLaren, Manager, Morrison Soil and Water Conservation District
Shannon Wetstein, Water Planner, Soil and Water Conservation District
Tim Stieher Manager, Todd Soil and Water Conservation District
Trudi Witkowski, Minnesota Department of Health
# WELLHEAD PROTECTION (WHP) PLAN WORK PLAN

<table>
<thead>
<tr>
<th><strong>STEP</strong></th>
<th><strong>PROJECTED COMPLETION DATE (MONTH/YEAR)</strong></th>
</tr>
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<tbody>
<tr>
<td><strong>PART I</strong></td>
<td></td>
</tr>
<tr>
<td>*Letter From MDH Initiating Plan Development</td>
<td>May 6, 2018</td>
</tr>
<tr>
<td>Send Notice of Plan Development to Local Units of Government (LUGs)</td>
<td>Nov 14, 2018</td>
</tr>
<tr>
<td>Appoint WHP Managers</td>
<td></td>
</tr>
<tr>
<td>Appoint WHP Team</td>
<td>TBD</td>
</tr>
<tr>
<td>Scoping 1 Meeting Held (MDH led)</td>
<td>Sept 18, 2018</td>
</tr>
<tr>
<td>*MDH Scoping 1 Decision (Letter)</td>
<td>Oct 10, 2018</td>
</tr>
<tr>
<td>Prepare Aquifer Test Plan and Submit to MDH</td>
<td>Nov 2018</td>
</tr>
<tr>
<td>*MDH Approval of Aquifer Test Plan</td>
<td>Jan 2019</td>
</tr>
<tr>
<td>Delineate Wellhead Protection Area (WHPA)</td>
<td>Feb 2019 to July 2019</td>
</tr>
<tr>
<td>Delineate Drinking Water Supply Management Area (DWSMA)</td>
<td>Feb 2019 to July 2019</td>
</tr>
<tr>
<td>Conduct Vulnerability Assessment</td>
<td></td>
</tr>
<tr>
<td>Submit Part I Plan: WHPA, DWSMA, and Vulnerability Assessment to MDH</td>
<td>Aug 15, 2019</td>
</tr>
<tr>
<td>*MDH Approval of WHPA, DWSMA, and Vulnerability Assessment</td>
<td>Oct 1, 2019</td>
</tr>
<tr>
<td>Submit Part I Plan: WHPA, DWSMA, and Vulnerability Assessment to LUGs</td>
<td>Nov 1, 2019</td>
</tr>
<tr>
<td>Hold Public Information/LUGs Meeting</td>
<td>Dec 1, 2019</td>
</tr>
<tr>
<td><strong>PART II</strong></td>
<td></td>
</tr>
<tr>
<td>Scoping 2 Meeting Held (MDH led)</td>
<td>Dec 2019</td>
</tr>
<tr>
<td>*MDH Scoping 2 Decision (Letter)</td>
<td>Jan 2020</td>
</tr>
<tr>
<td>Inventory Potential Contaminant Sources (PCSI)</td>
<td>Feb 2020 to Sept 2020</td>
</tr>
<tr>
<td>Prepare Management Portion of Plan(^1) (Part II Plan)</td>
<td>Feb 2020 to Sept 2020</td>
</tr>
<tr>
<td>Submit Draft Part II Plan and PCSI Data to MDH/MDWA for Review</td>
<td>Sept 2020</td>
</tr>
<tr>
<td>PCSI Endorsement by MDH</td>
<td>Nov 2020</td>
</tr>
<tr>
<td>Submit Draft Part II Plan to LUGs</td>
<td>Jan 2021</td>
</tr>
<tr>
<td>Consider Comments Received by LUGs(^2)</td>
<td>Mar 2021</td>
</tr>
<tr>
<td>Hold Public Hearing</td>
<td>Apr 2021</td>
</tr>
<tr>
<td>Submit Final Part II Plan to MDH</td>
<td>June 1, 2021</td>
</tr>
<tr>
<td>*MDH Review</td>
<td>June 2021 to Sept 2021</td>
</tr>
<tr>
<td>*MDH Approval</td>
<td>Sept 2021</td>
</tr>
<tr>
<td>Provide Notice to LUGs About Plan Approval</td>
<td>Oct 2021</td>
</tr>
<tr>
<td>Begin Plan Implementation</td>
<td>Nov 2021</td>
</tr>
</tbody>
</table>

\(^1\) Prepare response to impact of changes on PWS well; issues, problems and opportunities; WHP goals; objectives and plan of action; evaluation program; alternate water supply; contingency strategy.

\(^2\) Incorporate response to comments in plan.

* These steps are completed by MDH.

Highlighted text denotes deliverables, milestones, and submittal dates for the PWS.

**Name of Person Completing This Form:** Bruce Brosherton, WHP Manager

**Date:** Nov 15, 2018