TODD COUNTY SWCD BOARD MEETING AGENDA

There will be a meeting of the Todd Soil and Water Conservation District Board of Supervisors on Thursday, January 10, 2019 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.

Call to Order
Pledge of Allegiance
Act On Approving Agenda

Oath of Office

Secretary’s Report (Minutes)
Treasurer’s Report (Financial) (December's)
Cost Share Report

1 Decisions Needed

1 Approve 2019 IRS Mileage rate for per diem reimbursements ($0.58)
2 Approve 2019 Annual Plan of Work
3 Approve 2019 Annual District fee schedule
4 Approve Soil and Water official newspaper
5 Approve SWCD Board of Supervisors appointments
6 Accept 2019 AIS Funds from Todd County
7 Approve paying MCIT Invoice for Board of Supervisors coverage
8 Approve paying Annual MASWCD Dues in the amount of $3,410.98
9 Approve supervisors attending Day at the Capitol-March 5-6, 2019-Best Western Plus Capitol Ridge, St. Paul

Speaker
Anton
Anton
Anton
Anton
Anton
Anton
Anton
Anton
Anton

2 Discussion

1 Discuss policy review
2 Update on 2018 SWCD Audit
3 Update on SWCD Grant Reconciliation
4 2019 Feedlot Meeting Update
5 Discuss Liaison Meeting date and topics
6 Discuss date and topics for joint meeting with Todd County Commissioners
7 Discuss AIS Committee meeting - Monday, January 14, 2019
8 Discuss Water Plan Committee Meeting and Local Work Group Meeting - Friday, April 5, 2019
9 Discuss DRAFT 2018 Annual Report [Will approve at joint meeting with Commissioners]
10 Discuss 2019 Conservationist Award
11 Discuss 2019 Land Stewardship Award

Speaker
Anton/Stieber
Stieber
Stieber
Anton
Anton
Anton
Stieber
Anton
Anton
Anton

3 Reports

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

Speaker
Kircher/Kneisl
SWCD Staff
Thoma
Kleinschmidt
Williamson
Pence

4 Informational

5 Other

Adjourn

The next regular SWCD board meeting will be March 14, 2019 at 8:30 a.m. at the Historic Courthouse, (Prairie Conference Room), 215 1st Ave South, Long Prairie, MN 56347.
MINUTES FROM THE DECEMBER 13, 2018 REGULAR BOARD MEETING

Chairman Katterhagen called the Thursday, December 13, 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 Dan Whitney, Guest.

The Pledge of Allegiance was recited.

Introductions were made.

Katterhagen asked if there were any additions to the agenda. Pesta made a motion, seconded by Williamson to approve the agenda for December 13, 2018 regular board meeting with the additions of:

⇒ Approve encumbering additional MPCA 319 Lake Osakis cost share funds for Middendorf in the amount of $1,628.87 for Phase I
⇒ Approve encumbering additional FY2018 Local Capacity funds for Middendorf in the amount $405.06 for Phase I
⇒ Approve payment of FY2017 MPCA Lake Osakis in the amount of $87,835.82 for Middendorf Phase I
⇒ Approve payment of FY2018 Local Capacity funds in the amount of $21,957.55 for Middendorf Phase I
⇒ Approve encumbering FY2017 MPCA Lake Osakis cost share in the amount of $62,949.50 for Middendorf Phase II
⇒ Approve encumbering FY2018 State Cost Share in the amount of $1,242.93 for Middendorf Phase II
⇒ Approve encumbering FY2018 Local Capacity cost share funds in the amount of $6,539.95 for Middendorf Phase II
⇒ Approve encumbering FY2019 Local Capacity cost share funds in the amount of $7,954.50 for Middendorf Phase II

Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Katterhagen asked if there were any additions or corrections to the minutes from the October 11, 2018 regular board meeting. Buchholz made a motion, seconded by Krause to approve the minutes as disbursed from the October 11, 2018 regular board meeting. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Buchholz presented October’s Program Summary. Williamson made a motion, seconded by Krause to accept October’s program summary with receipts totaling $250,510.11 and disbursements totaling $4,922.47. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.
Buchholz presented November’s Program Summary. Williamson made a motion, seconded by Pesta, to approve November’s Program Summary with receipts totaling $171,280.95 and disbursements totaling $90,503.64. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

COST SHARE REPORT: Reviewed by Anton.

Buchholz made a motion, seconded by Williamson to have the 2019 Soil and Water Board meetings, the 2nd Thursday of each month, except February, May and November, unless called by Board of Supervisors. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Krause made a motion, seconded by Williamson to approve the re-alignment of Soil and Water Board members, effective January 1, 2019 as follows:

Chairman—Tom Williamson
Vice Chairman—Leland Buchholz
Secretary—Kenny Pesta
Treasurer—Dale Katterhagen
Member—Dan Whitney

Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Williamson made a motion, seconded by Pesta to approve Clifton Larson Allen audit bid for the 2018 Audit. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Williamson made a motion, seconded by Buchholz to accept 2018 Enviro Fest donations in the amount of $2,350.00. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

No motion was made regarding St. Agnes School request for a donation.

Buchholz made a motion, seconded by Krause to approve FY2019 Farm Bill Assistance grant. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Pesta made a motion, seconded by Williamson to approve SWCD Supervisors Katterhagen and Buchholz to be part of the interview committee for the Resource Conservationist-Agriculture position. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Buchholz made a motion, seconded by Pesta to approve request to cancel FY2018 Buffer Cost Share for Jay Noska, contract #1-18 in the amount of $4,582.68. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Buchholz made a motion, seconded by Krause to approve re-encumbering $4,582.68 for Buffer cost share projects. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Pesta made a motion, seconded by Williamson to approve payment of FY2018 Buffer Cost Share for Tim Pesta, contract #2-18, in the amount of $251.29. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Williamson made a motion, seconded by Krause to approve payment of FY2018 Buffer cost share funds for Jeff Brown, contract #3-18 in the amount of $645.00. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.
Williamson made a motion, seconded by Buchholz to approve payment of FY2017 State Cost Share funds for Rinde Farms, contract #5-17 in the amount of $12,116.76. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Buchholz made a motion, seconded by Williamson to approve payment of FY2016 Local Capacity cost share funds for Rinde Farms, contract #2-16 LC in the amount of $11,193.53. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Pesta made a motion, seconded by Buchholz to approve allocating $2,189.71 FY16 Local Capacity cost share funds, to FY16 Local Capacity Riparian Zone Technical Assistance. Discussion: Not all funds were spent for the Rinde cost share contract. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Williamson made a motion, seconded by Krause to approve SWCD Staff closing out FY2018 State Cost Share grant after final expenditures have been reported. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Krause made a motion, seconded by Krause to approve SWCD staff closing out FY2016 Local Capacity grant after final expenditures have been reported. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Buchholz made a motion, seconded by Krause to approve request for additional FY2018 Riparian Aid cost share funds for John Bakke, contract #1-18RA in the amount of $2,500.00. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Krause made a motion, seconded by Williamson to approve payment of FY2018 Riparian Aid Cost Share funds for John Bakke, contract #1-18 RA in the amount of $43,583.00 pending certification from NRCS. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Williamson made a motion, seconded by Krause to approve request for additional FY2018 Local Capacity cost share funds in the amount of $4,652.50 for the Baxter pit closure project, contract #1-18LC. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Buchholz made a motion, seconded by Williamson to approve payment of FY2018 Local Capacity cost share funds in the amount of $16,502.50 for Baxter’s pit closure project, contract #1-18LC. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Williamson made a motion, seconded by Buchholz to approve payment of Performance credit funds to Middendorf in the amount of $1,338.75 for soil borings, contract #1-15PF. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Williamson made a motion, seconded by Krause to approve encumbering additional MPCA 319 Lake Osakis cost share funds in the amount of $1,628.87 for Middendorf for Phase I, contract #1-17LO/319. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Pesta made a motion, seconded by Williamson to approve encumbering additional FY2018 Local Capacity cost share funds in the amount of $405.06 for Middendorf for Phase I, contract #2-18LC. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.
Buchholz made a motion, seconded by Williamson to approve payment of MPCA 319 Lake Osakis cost share funds in the amount of $87,835.82 for Middendorf for Phase I, contract #1-17 LO/319. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Buchholz made a motion, seconded by Williamson to approve payment of FY2018 Local Capacity cost share funds in the amount of $21,957.55 for Middendorf Phase I, contract #2-18LC. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Williamson made a motion, seconded by Buchholz to approve encumbering MPCA 319 Lake Osakis Cost Share funds in the amount of $62,949.50, (contract 2-17 LO/319) FY2018 State Cost Share funds in the amount of $1,242.93, (contract #6-18), encumbering FY2018 Local Capacity cost share funds in the amount of $6,539.95, (contract #3-18 LC) and FY2019 Local Capacity funds cost share funds in the amount of $7,954.50 (contract #1-19 LC) for a total of $78,686.88 for Nate Middendorf for Phase II of the Ag Waste project. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Buchholz made a motion, seconded by Williamson to approve the request of canceling Steve Drayna cost share contract for performance credit funds in the amount of $6,152.98. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

DISCUSSION

Summary of Enviro Fest: S. Katterhagen presented the 2018 Enviro Fest summary to the board.

2019 Todd SWCD Annual Plan of Work Review- Draft: The board reviewed the draft 2019 Annual Plan of Work. Anton provided board with updates and changes.

2019 Feedlot Meeting Planning Update: See handout that was provided by Anton.

Liaison Meeting date and review: Board consensus to pick a date at January’s board meeting. Stieber reported liaison committee will be reviewing the agreement between the District and the County.

REPORTS:

Commissioner Report: Neumann reported the County is reviewing the 2019 levy. Neumann also noted for 2019 he won’t be the Commissioner Liaison for the District. He has enjoyed the last six years and enjoyed learning more the District.

Staff Reports: Brown reported Bakke finished his cost share project, working on new potential projects, and was onsite with WCTSA on Panek’s construction inspection. Anton reported she has been busy with cost share project review. Noska reported he has had TEP meetings, completed 2018 spot checks, completed streambarb surveys, and has flagged buffers. S. Katterhagen reported soon she will start on working on yearend financials, grant closeouts, and in the near future the District will be having a grants reconciliation.

Whitney asked what is a TEP. Noska explained it’s a Technical Evaluation Panel that review wetland projects.

Pheasant Forever Report: Thoma reported he has been providing technical assistance.

NRCS Report: Kleinschmidt reported NRCS is still working on the re-organization; it’s a slow process.
IWIP Report: Williamson reported no meeting for the month of December. There should be a meeting in January.

BWSR Report: Pence provided the board and staff with BWSR updates.

INFORMATIONAL: Board reviewed City of Motley notice of intent to LGU’s and work plan for wellhead protection plan.

Other: Dan Whitney informed the board and staff about his background.

Chairman Katterhagen adjourned the meeting at 11:27 a.m.

The next meeting of the Todd SWCD Board of Supervisors will be held on Thursday, January 10, 2019 beginning at 8:30 a.m. at the Todd County Historic Courthouse (Prairie Conference room), Long Prairie, MN 56347.
## TODD SOIL & WATER CONSERVATION DISTRICT
### SWCD TREASURER'S MONTHLY REPORT
### PROGRAM SUMMARY

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>CASH BALANCE</th>
<th>RECEIPTS</th>
<th>DISBURSEMENTS</th>
<th>CASH BALANCE</th>
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<tr>
<td>District Savings Account</td>
<td>$271,099.77</td>
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<td>$271,551.08</td>
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<td>Change Fund</td>
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<td>$20.00</td>
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<tr>
<td>District Operations</td>
<td>$(10,924.77)</td>
<td>$12,812.60</td>
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<td>MN State Grant</td>
<td>$36,780.37</td>
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<td>Tree Program</td>
<td>$6,029.30</td>
<td>$925.55</td>
<td>$1,251.09</td>
<td>$1,574.06</td>
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<td>Misc Revenue</td>
<td>$2,057.48</td>
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<td>$1,251.09</td>
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<td>MN Riparian Buffer Cost Share Program</td>
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<td>$1,168.36</td>
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<td>$5,728.35</td>
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<td>NRBG Feedlot Funds</td>
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<td>$33,195.55</td>
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<td>NRBG Feedlot Match - FY18</td>
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<tr>
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<tr>
<td>NRBG Water Plan Funds</td>
<td>$3,445.53</td>
<td>$425.80</td>
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<td>$3,019.73</td>
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<td>NRBG Water Plan Funds - FY19</td>
<td>$14,676.00</td>
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<td>$14,676.00</td>
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<tr>
<td>NRBG Water Plan Levy</td>
<td>$3,460.46</td>
<td>$759.27</td>
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<td>$4,219.73</td>
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<td>NRBG WCA Funds</td>
<td>$3,553.04</td>
<td>$3,553.04</td>
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<tr>
<td>NRBG WCA Funds - FY19</td>
<td>$21,641.00</td>
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<td>$21,641.00</td>
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<td>NRBG WCA Funds - FY18 Match</td>
<td>$21,641.00</td>
<td>$5,163.32</td>
<td>$16,477.68</td>
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<td>FY17 State Cost Share Fund + T/A</td>
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<td>$15,080.93</td>
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<td>FY2018 Conservation Delivery</td>
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<td>FY2018 State Cost Share Fund + T/A</td>
<td>$10,659.92</td>
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<td>FY2019 Conservation Delivery</td>
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<td>$5,394.02</td>
<td>$14,659.98</td>
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<td>FY2019 State Cost Share Funds + T/A</td>
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<td>$16,595.00</td>
<td>$-</td>
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<td>Ob Well Program</td>
<td>$(1,170.00)</td>
<td>$780.00</td>
<td>$(1,950.00)</td>
<td>$(1,950.00)</td>
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<tr>
<td>Farm Bill</td>
<td>$20,000.00</td>
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<td>$20,000.00</td>
<td>$-</td>
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<td>FY2018 Buffer Compliance</td>
<td>$17,349.59</td>
<td>$1,943.88</td>
<td>$15,405.71</td>
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<tr>
<td>FY16 &amp; FY17 CWL Local Capacity</td>
<td>$56,592.66</td>
<td>$18,417.90</td>
<td>$38,174.76</td>
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<td>FY2018 CWL Local Capacity</td>
<td>$120,000.00</td>
<td>$38,460.05</td>
<td>$81,539.95</td>
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<td>FY2019 CWL Local Capacity</td>
<td>$100,000.00</td>
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<td>$100,000.00</td>
<td>$-</td>
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<tr>
<td>Todd County Riparian Aid Cost Share Program</td>
<td>$110,562.00</td>
<td>$43,583.00</td>
<td>$66,979.00</td>
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<tr>
<td>Todd County Riparian Aid Education Program</td>
<td>$30,000.00</td>
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<td>$30,000.00</td>
<td>$-</td>
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<tr>
<td>Todd County Allocation</td>
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<td>$3,780.78</td>
<td>$4,799.69</td>
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<tr>
<td>MPCA/319 Lake Osakis 2017-2021-Admin</td>
<td>$(280.00)</td>
<td>$160.00</td>
<td>$(440.00)</td>
<td>$(440.00)</td>
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<tr>
<td>MPCA/319 Lake Osakis 2017-2021-C/S</td>
<td>$(87,835.82)</td>
<td>$58,934.39</td>
<td>$(87,835.82)</td>
<td>$(87,835.82)</td>
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<td>MPCA/319 Lake Osakis 2017-2021-T/A</td>
<td>$(4,116.41)</td>
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<td></td>
<td>$(4,116.41)</td>
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</tbody>
</table>

**TOTAL** $1,080,135.85 $14,711.73 $290,691.70 $804,155.88

Prepared by: Sarah Katterhagen, Program Coordinator
Reviewed by: Deja Anton, SWCD District Manager
Dale Katterhagen, District Treasurer

**Completed before year-end closeout**
### 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>Wiese</td>
<td>Pit Closure</td>
<td>12/1/2018</td>
<td>$7,350.00</td>
<td>75% Request for Extension</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 All</td>
<td></td>
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<tr>
<td>Bauer</td>
<td>Streambarb</td>
<td></td>
<td></td>
<td>SRWD Funded through SRWD Demonstration site</td>
<td>Kevin</td>
</tr>
<tr>
<td>Middendorf</td>
<td>Ag Waste Phase II</td>
<td>8/1/2020</td>
<td>$78,686.88</td>
<td>Multiple Source Project</td>
<td>Deja</td>
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</tbody>
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#### Waiting for Estimates

<table>
<thead>
<tr>
<th>Name of Project</th>
<th>Type of Project</th>
<th>Source of C/S</th>
<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>Fudd</td>
<td>Ag Waste</td>
<td>MPCA 319 Lake Osakis, State Cost Share, Local Capacity</td>
<td>TBD</td>
<td></td>
<td>Deja</td>
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<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>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>
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<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>
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<tr>
<td>Bolley Cemetery</td>
<td>Streambarb</td>
<td>2019-MPCA Streambarb</td>
<td>TBD</td>
<td>Waiting for Grant Agreement-March</td>
<td>Deja</td>
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<tr>
<td>Anderson</td>
<td>Shoreline</td>
<td>Riparian AID, State Cost Share, Local Capacity</td>
<td>TBD</td>
<td>Waiting for Plan from WCITSA to see cost</td>
<td>Deja</td>
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<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>
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</table>

#### Other Projects

<table>
<thead>
<tr>
<th>Name of Project</th>
<th>Type of Project</th>
<th>Source of C/S</th>
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<td>Harff</td>
<td>Pit Closure</td>
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<td>May</td>
<td>Soil Erosion</td>
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<td>Williamson</td>
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<td>Kevin</td>
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<td>Asfeld</td>
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<td>Bertram</td>
<td>Feedlot Fix</td>
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<td>Feedlot Fix</td>
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*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: 12/31/2018
WASHINGTON — The Internal Revenue Service today issued the 2019 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on Jan. 1, 2019, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 58 cents per mile driven for business use, up 3.5 cents from the rate for 2018,
- 20 cents per mile driven for medical or moving purposes, up 2 cents from the rate for 2018, and
- 14 cents per mile driven in service of charitable organizations.

The business mileage rate increased 3.5 cents for business travel driven and 2 cents for medical and certain moving expense from the rates for 2018. The charitable rate is set by statute and remains unchanged.

It is important to note that under the Tax Cuts and Jobs Act, taxpayers cannot claim a miscellaneous itemized deduction for unreimbursed employee travel expenses. Taxpayers also cannot claim a deduction for moving expenses, except members of the Armed Forces on active duty moving under orders to a permanent change of station. For more details see Notice-2019-02.

The standard mileage rate for business use is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs.

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

A taxpayer may not use the business standard mileage rate for a vehicle after using any depreciation method under the Modified Accelerated Cost Recovery System (MACRS) or after claiming a Section 179 deduction for that vehicle. In addition, the business standard mileage rate cannot be used for more than four vehicles used simultaneously. These and other limitations are described in section 4.05 of Rev. Proc. 2010-51.
Notice 2019-02, posted today on IRS.gov, contains the standard mileage rates, the amount a taxpayer must use in calculating reductions to basis for depreciation taken under the business standard mileage rate, and the maximum standard automobile cost that a taxpayer may use in computing the allowance under a fixed and variable rate plan.

Page Last Reviewed or Updated: 14-Dec-2018
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 measureable 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>
<th>Todd County Board of Commissioners</th>
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<tr>
<td>Area 1: Dan Whitney</td>
<td>District 1: Barbara Becker</td>
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<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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</table>

Todd County Soil and Water Staff
Deja Anton, District Manager
Sarah Katterhagen, Program Coordinator
Kevin Brown, Feedlot and Conservation Technician
Lew Noska, Conservation Technician
TBD, Feedlot and Conservation Technician

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.

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**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, water, and related natural resources.

**Leadership Actions**
- Chair USDA’ Local Work Group meeting to set priorities.
- Support activities that strengthen the USDA-NRCS-SWCD partnership.
- Continue to support the Pheasants 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 FOTG 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 of 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 Pheasants 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 Pheasants 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 wooded 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 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>
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<th>Amount</th>
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<td>Intergovernmental Revenue</td>
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<td>County</td>
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<td>County Allocation-Riparian AID</td>
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<td>General State Grants</td>
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#### Expense

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<td><strong>Net Income</strong></td>
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Attachment #3: Todd County Commissioner Districts
### Soil and Water Price List

**Trees:** Cost is $1.50 each with a minimum order of 25 of each species ordered.

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Price before tax</th>
<th>Tax</th>
<th>Total with tax</th>
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<tr>
<td>25 Trees</td>
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<td>50 Trees</td>
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<td>100 Trees</td>
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</table>

**Packets:** $26.25/packets plus tax $1.94 = $28.19 ($1.75/tree)

**Potted Stock:** $9.00/per tree plus tax $.66 = $9.66

**Kits:** $50.00/kit plus tax $369 = $53.69

**Flags:** Bundles of 100 = $10.00 plus tax $0.77 = $10.77

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

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

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

**MN Tax Charge:** 7.375%

**Fee for Service:** Wages and Benefits Hourly Rate for Employees Utilized

Approved on: _____________________________

*Conservation, Protection, and Enhancement of Todd County’s Natural Resources*
## Soil and Water Board Member Committees for 2018

<table>
<thead>
<tr>
<th>Committee</th>
<th>Liaison(s)</th>
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<tbody>
<tr>
<td><strong>Liaison Committee</strong></td>
<td>Leland Buchholz &amp; Norman Krause</td>
</tr>
<tr>
<td><strong>PC &amp; BOA Liaison</strong></td>
<td>Dale Katterhagen</td>
</tr>
<tr>
<td><strong>WCTSA Committee</strong></td>
<td>Kenny Pesta</td>
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<tr>
<td></td>
<td>Alternate: Tom Williamson</td>
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<tr>
<td><strong>Water Plan Committee</strong></td>
<td>Dale Katterhagen</td>
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<tr>
<td><strong>Local Work Group</strong></td>
<td>Kenny Pesta</td>
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<tr>
<td><strong>1W1P for SRWD</strong></td>
<td>Tom Williamson &amp; Leland Buchholz</td>
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</tbody>
</table>
Payment due by 1/31/2019 or finance charges will accrue. See Article X, Section 10.1 of the MCIT Bylaws for payment terms. Issuance of this invoice denotes continuing membership in MCIT per the MCIT Joint Powers Agreement and By-laws.
December 18, 2018

To: Minnesota Association of Soil and Water Conservation Districts
From: Roland Cleveland, MASWCD President
Subj: MASWCD Dues

Following the Minnesota Association of Soil and Water Conservation Districts (MASWCD) Annual Meeting, it is time for membership dues renewal. Please see the attachment for your district’s FY 2019 MASWCD dues. Through your support the MASWCD provides a number of efforts towards building district capacity and advancing the SWCD mission including:

- advocating for SWCD financial and technical resources,
- providing a forum for SWCD members to adopt policies and resolutions for conservation issues from throughout the state,
- providing educational and leadership opportunities for our members,
- partnering with various organizations to leverage programs and funding to promote soil and water conservation in Minnesota, and
- promoting the role of SWCDs in the restoration and protection of Minnesota’s natural resources.

According to MASWCD By-Laws: 2.2) DUES - Approval and determination of dues is made at the annual meeting; therefore, dues are payable by January 31st with invoice being sent out by December 23rd.

If you have any questions, please feel free to contact your MASWCD Area Director or myself at 612-978-3989.

- Northwest Area 1 Director Paul Krabbenhoft (Clay SWCD), 701-799-0369
- West Central Area 2 Chuck Rau (Benton SWCD), 320-493-9503
- Northeast Area 3 Director Paul Hoppe (Kanabec SWCD), 320-272-0033
- Metropolitan Area 4 Director Doug Schoenecker (Scott SWCD), 952-758-3435
- Southwest Area 5 Director Clark Lingbeek (Cottonwood SWCD), 507-877-2753
- South Central Area 6 Mark Schnobrich (McLeod SWCD), 320-587-3760
- Southeast Area 7 Director Bill Thompson (Dodge SWCD), 507-635-5998
- North Central Area 8 Director Ken Laporte (Cass SWCD), 218-746-3027

On behalf of the MASWCD Board of Directors, we appreciate your generous contribution to keep your Association a viable and functioning organization. Thank you.
Minnesota Association of Soil and Water Conservation Districts

255 E. Kellogg Blvd #101
St. Paul, MN 55101

Phone # 6516909028
E-mail STEFANIE.MARTINEZ@MASWCD.ORG
Web Site www.maswcd.org

<table>
<thead>
<tr>
<th>BILL TO</th>
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<tbody>
<tr>
<td>Todd SWCD</td>
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<tr>
<td>215 1st Ave S Ste 104</td>
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<tr>
<td>Long Prairie, MN 56347</td>
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<td>$3,410.98</td>
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<tr>
<td>FY Nov 1 2018-Oct 31 2019</td>
<td></td>
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<tr>
<td>Thank you for your partnership!</td>
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| Total | $3,410.98 |
The Minnesota Association of Soil and Water Conservation Districts (MASWCD) provides a collaborative, centralized voice for Minnesota’s soil and water conservation districts (SWCDs).

**Strengthened our capacity**
- Maintained SWCD funding momentum at the legislature.
- Communicated the importance of technical training for SWCD professionals.
- Helped districts provide education opportunities for area students with sponsorship of the Minnesota State Envirothon.
- Organized another successful MASWCD Leadership Institute.

**Advanced public policy**
- Supported SWCDs and conservation delivery with state and federal legislators.
- Leveraged federal Farm Bill and state funding for conservation projects and for staffing and technical support.
- Built connections with members of Congress during a Farm Bill year.
- Nurtured state legislative relationships.

**Enhanced partnerships**
- Strengthened SWCD and Natural Resources Conservation Service (NRCS) partnerships, hosting six locally-led workshops for more than 200 total SWCD and NRCS representatives.
- Maintained a strong presence on the Local Government Water Roundtable, along with Association of Minnesota Counties and Minnesota Association of Watershed Districts.

**Shared our story**
- Improved external and internal communications with video highlighting the value of SWCDs across the state, new e-newsletter and social media accounts.
- Organized a Day at the Capitol, where MASWCD members engaged in critical conversations with their elected officials.
- Conducted 22 area meetings, providing a forum for members to advocate for grassroots policy, share information on district programs, and learn from peers.
From: employees <employees-bounces@maswcd.org> on behalf of Sheila Vanney <sheila.vanney@maswcd.org>

Sent: Friday, December 21, 2018 4:15 PM

To: Sheila Vanney

Subject: SAVE THE DATES: MARCH 5-6 MASWCD Legislative Briefing and Day at the Capitol

MASWCD Legislative Briefing and Day at the Capitol
March 5-6, 2019 - Best Western Plus Capitol Ridge, St. Paul MN

The 2019 MASWCD Legislative Briefing and Day at the Capitol will be held March 5-6 at the Best Western Plus Capitol Ridge in St. Paul. March 5 will include an evening briefing and reception with legislators at the hotel, and March 6 will be open for you to schedule meetings with your legislators at their offices.

We hope you can attend and make sure our statewide membership is visible to legislators!

The 2019 Legislature will convene on January 8th. Legislators and the Governor are taking up several important issues during this year’s session, including the state’s two year budget, policy issues, and dedicated funding expenditures from the Clean Water Fund, Outdoor Heritage Fund and the Environment and Natural Resources Trust Fund.

Additional information, including registration form, program agenda, and MASWCD legislative platform, will be forwarded as it becomes finalized.

Minnesota Association of Soil and Water Conservation Districts
www.maswcd.org
As your local Soil and Water Resource Conservation District (SWCD), we are committed to you, the citizens of Todd County, in the “conservation, protection, and enhancement of Todd County’s natural resources”.

Founded in 1965, Todd SWCD provides conservation leadership and educational, technical, and financial assistance to landowners, businesses, and local governments to proactively encourage a steady improvement in the use of natural resources. While housing what have been typically called “regulatory programs” under our roof, we are not a regulatory agency—instead, we model and fully believe in accomplishment through voluntary collaboration with you, the citizens of Todd County.

Todd SWCD provides ongoing staff and supervisor training to maintain technical skills and the most up to date science based knowledge. This provides and maximizes trust and credibility with landowners and agencies, alike, ensuring the continued success of our collective on-the-ground efforts. At the same time, we listen to and highly regard your knowledge, skills, and input as owners and descendants of the land. We understand that all that is accomplished is because of you, the landowner, and your willingness to install, implement, and experiment with best management practices on your property.

Along with our commitment to property owners, we continue to seek strategic partnerships with local committees, associations, and agencies to develop conservation on a broader scale. Through grant applications, state cost-share, and other funding initiatives, we can achieve affordable conservation. Contact us today with your plans for a stronger Todd County.

320-732-2644
Todd Co. Historic Courthouse
1st Ave. S. Long Prairie, MN

Our Commitment

- Clean water is vital for the future of Todd County.
- Healthy soils are life-sustaining, nonreplicable natural resources essential to Todd County’s economy and impactful to its water supply and water quality.
- Wildlife and natural ecosystems (i.e. wetlands and forests) are valuable to the people of Todd County and act as indirect benefactors to water and soil resource quality.
- Educated and informed citizens generally make good land and resource decisions; therefore Todd SWCD is dedicated to providing the best customer service and educational opportunities to ALL members of the public.
- Animal agriculture is necessary to Todd County and is important in sustaining natural resources.

Inside this Report:

- Initiative 1: Leadership 2-7
- Initiative 2: Surface Water 8-9
- Initiative 3: Groundwater 9-10
- Initiative 4: Soil & Farm Sustainability 11
- Initiative 5: Forested & Nature 13
- Initiative 6: Public Lands & Waters 14-15
- Another Year in the Books 16

SWCD Organizational Values

- Clean water is vital for the future of Todd County.
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- Animal agriculture is necessary to Todd County and is important in sustaining natural resources.

2018 Todd SWCD Board Supervisors (L-R):

Tom Williamson
Dale Katterhagen
Kenny Pesta
Norm Krausse
Lee Buchholz

320-732-2644
Todd Co. Historic Courthouse
1st Ave. S. Long Prairie, MN
Public Involvement & Outreach:
Every year Todd County SWCD, in collaboration with Minnesota Credit Union, Unity Bank, First International Bank, Central Minnesota Credit Union, Compeer Financial, American Heritage Bank, Todd Livestock Advisory Council, and other local sponsors and businesses host what has come to be known as the Annual Feedlot Meeting and Producer Appreciation. This event has drawn crowds numbering 180 in attendance and is found to be both informational and fun. This year’s meeting, titled “Hashtags Hit the Fan!” was held at the Clarissa Ballroom. 160 attendees came to learn about responsible manure application and record keeping, Nitrogen Fertilizer Rule Updates and well nitrate testing; Ag BMP loans, carcass management, farm biology and animal illnesses, invasive weed identification and winter grazing on cover crops. This is SWCD’s top, most attended event in the area of public involvement and adult outreach. We look forward to the 2019 Feedlot Meeting, entitled, “Teat’s Up!” on Wednesday, March 2019. More information to follow in coming months.

Annual Feedlot Meeting

Enviro-Fest 2018

2019 will mark the 25th Anniversary of the Todd County Enviro-Fest hosted at the farm of Marie and Dale Katterhagen, SWCD

Public Involvement and Outreach: 383 students attended this year Todd County Enviro-Fest on September 20, 2018. Students learned about farm life, topography, soils, pollinators, erosion, furs, trees, birds, & hydroponics. This event is sponsored in part by the Cities of Clarissa, Staples, Browerville, Hewitt, Bertha, Gray Eagle; MN Credit Union, Compeer Financial, Dan’s Prize, Pro-Ag, Todd Wadena Electrical Co-op, American Food Group, - Long Prairie and Todd County Corn and Soybean Growers.
Partnership and Customer Service: Todd SWCD is proud to partner with the Minnesota Department of Ag to offer low interest (3%) loans for rural landowners and farmers implementing practices that protect water quality. In 2018, a total of eleven loans were processed: two for septic/sewage practices; one for conservation tillage practices, and eight for ag waste practices. The purpose of the program is to encourage Best Management Practices that prevent or reduce runoff or groundwater contamination from feedlots, farm fields, septic systems, or other potential pollutions. Private and cluster septic system installations, upgrades, or repairs within Todd County are eligible for AgBMP funding. Examples of approved projects include: Bedding management equipment, buffer strips, clean water diversions, composting structures, diet management and control, feedlot improvements, livestock paddocks or exclusions, manure handling equipment, loading, transfer, agitation, pumping, or spreading, manure storage, pit closures, milk house treatments or storages, nutrient management...

<table>
<thead>
<tr>
<th>Ag BMP Practice</th>
<th>Amount Loaned</th>
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</thead>
<tbody>
<tr>
<td>Septic / Sewage</td>
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<tr>
<td>Conservation Tillage</td>
<td>$79000.00</td>
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<tr>
<td>Ag Waste</td>
<td>$546505.43</td>
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<tr>
<td><strong>Total 2018 Loans:</strong></td>
<td><strong>$641448.08</strong></td>
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Planning and Partnership: August 1, 2018 USDA Local Workshop; St. Cloud. Pictured: Kenny Pesta, Todd SWCD Board Supervisor; Russell Kleinschmidt, Long Prairie NRCS, and Tim Steiber, SWCD Director.

Public Involvement, Outreach & Partnership: Breakfast on the Farm (BOTF) 2018. Partnering with BOTF, a Todd SWCD Technician explains the workings of a manure handling facility at Rinde Farms to one of many farm tour groups.
Partnership and Funding: Do you have a livestock farm located within the outlined areas on the map? Todd SWCD has funding available for manure pit closures, feedlot upgrades, clean water diversions, roof gutters, intakes, stacking slabs, and more. The purpose of this grant is to protect this area from nutrient loading in the form of runoff. This minor water shed is currently contaminated for high nutrient loading, primarily phosphorous. With this grant, 133 lbs. of nitrogen and 78 lbs. of phosphorous were reduced annually in 2018 projects. This grant provides 75% cost share for all qualified best management practices. Call 320-732-2644 to join us in this conservation effort.
Todd Soil and Water Board of Supervisors recognized the John and Christine Petron Family of JCP Farms as 2018 Conservationist of the Year at their August Board meeting. The farm has been a part of Todd County agriculture for over 40 years and continues to be a successful and sustaining farm operation.

John Petron, pictured right with four of their seven children, has been working on the farm since 1977. The farm was started by his father Richard Petron in 1967. John, his wife Christine, and 7 children ranging from 8 to 24 years old manage close to 4000 acres of land around the county.

Fresh market potatoes is the primary crop grown in rotation with corn, soybeans, small grains, and cover crops. In addition, a small herd of Black Angus cattle is kept for beef production. The farm markets close to 30 million pounds of fresh market potatoes annually and these are distributed across the United States and as exports to other countries. The farm has had a sustained positive impact on the local economy here in Todd County. An average of 15 full-time employees are maintained with close to 100 employed during harvest and subsequent potato grading, packing, and shipping.

Conservation practices implemented include extensive use of cover crops—mainly rye but other crops have been tested such as rape or mustard—the most colorful example of a cover which reduces the need for fungicide. The Petrons have found cover crops to reduce erosion (both water and wind), to reduce reliance on pesticides and improve soil microbes. They have not sprayed their red potatoes in ten years as they found they have not had the need. Other conservation practices include wind erosion practices—trees, integrated pest management (IPM), and planting of buffers along water ways. Nutrients are incorporated quickly into the soil. The farm is experimenting with organic potato production and the associated production challenges from growing a crop without chemical inputs. JCP Farms worked with Todd SWCD to install some stream barbs in the Long Prairie River along their property to address bank erosion and sedimentation that was occurring. The project was successful and erosion is no longer a problem in that area. A natural result of this project is a significant reduction of phosphorus contributions to the Long Prairie River.

The Petrons face the same challenges as other Todd County farmers including fluctuating crop prices, constantly changing pest pressures, and climate and weather variations from year to year. However, due to the sandy soil make up of many of their fields, irrigation was necessary. Dry years in the past made irrigating from the Long Prairie River risky and resulted in the farm drilling deep wells away from the river for irrigation. Modern irrigation scheduling practices have been implemented and pivots can be turned on and off remotely using a cell phone to prevent un-needed irrigation or well withdrawals. Monitoring of these wells occurs often.

When not farming the Petron’s support local communities and charities and fish, hunt, XC ski, and travel as a family.

Todd SWCD thanks the Petron Family for their contribution to agriculture in Todd County and encourages their growing conservation achievements.
Jim and Becky Pratt own and operate the Clarissa Ballroom. The number of community events they have supported are too many to count, and if you haven’t attended a wedding reception at the ballroom, you must be new to the area. The Todd SWCD Annual Feedlot Meeting (northern event) has been hosted at the Ballroom, most recently in March of 2018. Becky always cooks up the best buffet dishes attracting many hungry farmers! Jim and Becky are very accommodating – making last minute adjustments up to the event day to ensure the best possible outcome.

Over the years, the Pratts have made donations of equipment and their time to the SWCD Enviro-fest – the district’s annual outdoor education venue put on for 6th graders. Other meetings hosted by the Pratts include irrigation meetings, Pheasant’s Forever, and other wildlife club events.

Local farm groups and businesses also use the venue extensively throughout the year. The Pratts are active in their community in other ways. Jim is on the Todd County Board of Adjustment, and the family has been involved in 4H for years. They raise cattle and sheep on their farm in Germain Township.

The Clarissa Ballroom is a historic venue—the building having been physically moved from Bertha to its current location in Clarissa in 1948. A main hall was added in 1956, and a kitchen was added in 1986. A beautiful 30 x 40 foot outdoor porch was built in the summer of 2016. You may recall many years ago Whoopee John, a musician originating from New Ulm, played at the Ballroom, songs such as “Clarinet Polka” played in ballrooms across the nation in the 1940s and 1950s.

The Clarissa Ballroom is busy year-round. Santa visits the ballroom every December. The Polka Fest has been held every Memorial Day weekend for the past 29 years. The four-day event features loads of dancing, food, and daily drawings for prizes and fun.

Todd SWCD is thankful to receive support from the Clarissa Ballroom for its education and outreach events. It is our honor to award the Todd County 2018 Stewardship award to Becky and Jim Pratt.

**Partnerships: West Central Technical Service Area (WCTSA)**

- **16 Site Visits**
- **11 Site Surveys**
- **18 Preliminary Projects Designs**
- **8 Final Project Designs**
- **Construction Oversight on 5 Projects**

**Todd SWCD Mission Statement:**

Conservation, Protection, and Enhancement of Todd County’s Natural Resources
Not all projects are SWCD funded in Todd County, but SWCD technical expertise is offered at no cost. Above is one example of a partially installed bark bed treatment system for milk house wastes, the only one of its kind in Todd County, now complete and functioning well, as reported by the owner.
Initiative 2: Conservation, Protection, & Enhancement of Surface Waters
Buffers; Wetlands; Feedlots & Farm Conservation

**Buffer Cost Share Available 2018– May 2019**
on DNR Protected Waters and Public Ditches**

Most Todd County landowners know vegetative buffers were required on public waterways by November 1, 2017 and on county ditches by November 1, 2018. This is very important considering Todd County spans out over almost 1,000 square miles, has 123 public lakes, 380 miles of public streams, and 379 miles of county ditches.

Todd County SWCD has completed a county wide buffer inventory on all public waters and public ditches. Many landowners have already contacted the SWCD and have installed compliant buffers.

If buffer compliance is not observed, Todd County has informed Todd SWCD that the County will assess fees to the property owner.

Todd County SWCD recognizes that in 2018 cold temperatures and early snowfall are to be considered when requiring buffer compliance. Due to this, the SWCD is offering funding for those who were unable to install buffers in the fall of 2018. A payment of $300 per acre of required buffer installed is available to landowners who are currently non-compliant. The deadline to sign up for buffer funding is May 1, 2019.

Todd County is making excellent progress reaching compliance with the state buffer initiative, but there is still some work to be done. If you feel buffers on your property may be affected or if you have any questions regarding buffers in Todd County, please contact the SWCD at 320-732-2644.

For more information about the Governor’s buffer law, please visit: [bwsr.state.mn.us/buffers/](http://bwsr.state.mn.us/buffers/)

Wetlands Conservation Report:

- 20 Exemption Decisions
- 6 No Loss Decisions
- 7 Satisfactory Violation Restorations
- 1 Boundary/Type Decision
- 5 Local Road Replacement Replacements
- 94 Site Visits
- 371 Wetland Related Questions/Contacts
- Hosted Monthly TEP Meetings
Feedlot and Farm Conservation

Feedlot Program Mission Statement:
The Program strives to offer an equitable and consistent, customer—oriented program. Reasonable solutions are found to economic, seasonal, and operational barriers that impact farms in their quest to meet water quality rules, regulations, and other required measures protecting Todd County’s natural resources.

Feedlot and Farm Conservation Program
- 330 Feedlot Registrations Processed
- 2 Construction Short Forms (new buildings or expansions)
- 4 Interim Permits
- 394 Site Visits and 30 In-Office Meetings with Individual Producers
- 485 Feedlot Related Questions
- 4 Pit Closures
- 11 Air Quality Exemptions
- 18 Complaint Responses
- Livestock Investment Grant Assistance Requests

Todd County has set aside Riparian Funds to promote best management practices in areas adjacent to streams, lakes, and other direct conduits to surface waters. To the right, you can see a fencing project to protect Moran Creek. Over 100 acres (1400 linear feet) of shoreland and wetland buffer are now protected with livestock access control fencing. Alternative watering systems like the ones shown below will keep animals well watered—no longer needing access to the creek for drinking water. This project alone reduced nitrogen, phosphorous and bacterial contributions to Moran Creek—already impaired for E. Coli. Do you have an area where you would like to keep livestock out of surface waters? Contact Todd SWCD for fencing plans, alternative watering devices, and 75% cost—share opportunities. Partner with us to promote conservation. 320-732-2644

Meet our newest technician, Kevin Brown

Sturdy summer tire waterer on protective pad

Winter water installation
Todd SWCD Lands Grant for Landowners
With Unused Manure Pits for 2019-2021

Have an unused manure storage pit? In 2018, Todd SWCD applied for and received an MPCA 319 grant for cost-share to close any outdated, unused manure pits in the Little Partridge River Minor Watershed (See outline on map below.) Partridge River is listed for a bacteria impairment. Since groundwater is hydrologically connected to surface waters, closing old pits that do not meet today’s design standards ensures no seepage of pollution to groundwater. State rule requires closure of outdated, unpermitted manure pits. Contact Todd SWCD 320-732-2644 to join us in this conservation effort.

Above: Excavated pit unused for over a decade, before closure in Todd County. Prior to excavation, the inside of the pit appeared solid and grown in with grass—maybe 4 feet in depth. Surprise to all parties involved when the excavator poked through the upper crust to a depth of ten feet and mucky liquid below. The pit was in close proximity to a river and playing children,

Above: Same pit, immediately after backfill. What was once wasted space is now converted to usable ground.
Todd SWCD Provides Cost Share for Sealing Abandoned Wells

The term “well sealing” references the act of permanently closing a well that is no longer in use or is deemed unsafe. State law requires abandoned wells in Minnesota to be sealed. Well sealing involves clearing debris from the well and filling it with grout. This must be done by a licensed contractor.

An unsealed well can act as a drain, allowing surface runoff, polluted water and improperly disposed of solid wastes to contaminate groundwater, especially in sandy or gravelly soils. Sealing abandoned wells protects groundwater quality. It can also protect surface water quality in areas with spring fed streams or with other connections to groundwater.

Well sealing is especially important in wellhead protection areas (areas that supply water to public wells that receive special attention from state and local agencies to prevent contamination of drinking water). Many areas surrounding or adjacent to Cities in Todd County have wellhead protection areas or Drinking Water Supply Management Areas (DWSMA).

In 2018, Todd SWCD assisted in funding two well sealings. Todd SWCD looks forward to increasing the number of decommissioned wells in 2019. Please contact our office to join us in this conservation effort. 320-732-2644.
Todd SWCD Signs on 6 New Ag Water Quality Certified Farms for 2018

Todd SWCD proudly congratulates the following farmers and one, wishing to remain un-named, who reached certification status in 2018 bringing the total number of farms certified in Todd County to 24:

- Richard Nelson
- Curt Richter
- Kevin Kyar
- Jacob May
- Harold Freyholtz

Becoming Ag Water Quality Certified is strictly voluntary. It is open to farms of all sizes and types. Farmers are intrigued with the holistic information provided about their farming operation, even if they opt not to become certified. Insight is given to crop, field, livestock management and farm sustainability. New ideas are discussed as are methods to improve soil health and stabilization, often with less input costs. Some farmers are appeased to hear they can change little to nothing about their farm operation. It’s a nice feeling to hear you are doing a great job, as most farmers are, in Todd County. Becoming certified costs nothing; nothing is forced, farms can market goods labeled as being produced by an “Ag Water Quality Certified Farm”— encouraging the ever conscientious consumer, and it opens certified farms to an exclusive pool of funding to make further small improvements to their farms. Todd SWCD encourages all farms to explore Ag Water Certification. Contact Todd SWCD to join us in this conservation effort. 320-732-2644
CRP stands for Conservation Reserve Program—a voluntary program setting aside previously farmed acres (marginal, sensitive areas) in exchange for payment to keep the land environmentally protected for a contracted number of years. The program is funded through USDA.

The Purpose of Field Windbreaks

Todd SWCD designs windbreaks for landowners who have cultivated acres. Every spring and fall, tons of good Minnesota top soil is lost before and after crops are on the field. This topsoil will never be regained and typically lands in ditches and other flowing conduits to our rivers and lakes. Leaving behind crop residue is one way to control soil erosion. But for those fields chopped or tilled in the fall and left open, one of the main ways to keep soils out of the ditch and on the field is to slow down the wind or catch water through carefully designed field windbreaks. The direction of wind flow and topography is taken into consideration in the design. The right location, the right tree species for the soils and the right spacing are part of the design process. Save your soils and buy some trees by contacting Todd County SWCD design technicians for assistance this winter.

320-732-2644.
**Initiative 6: Public Lands and Waters**  
Aquatic Invasive Species Program; Walk-In Access; Streambank Stabilization

**Todd SWCD in Collaboration with Todd County LGU and Lake Associations End Another Successful Program Year for Aquatic Invasive Species (AIS) in 2018**

**AIS Prevention Funds Utilized to Protect Lakes**

In 2014 the State of Minnesota legislature allocated AIS Prevention Aid funds to counties provided that they prepare and submit an action plan to slow the spread and introduction of AIS within county waters. A Todd County AIS Plan was prepared in 2015 with input from interested parties including lake associations, county commissioners, and Todd SWCD staff. Implementation

**Program Accomplishments**

* 29,053 boat inspections
* Up to 30 lakes inspected annually
* Signage at all DNR landings
* Monitoring for Zebra Mussels
  * Outreach and Education included articles, radio, presentations, and at outdoor science events

**How AIS Impact Lakes**

Plant AIS can impact lakes in a number of ways: Flowering rush can crowd out native plants and block fish spawning beds. Eurasian watermilfoil gets so thick on a lake's surface it can block boats. Thousands of gallons of herbicide are used each year to control it. Curly Leaf Pond weed grows quickly then dies mid-summer – releasing nutrients into the

**Todd SWCD Promotes the Walk-In Access Program in 2018**

Minnesota DNR’s Walk-In Access (WIA) program provides new hunting opportunities on private land. The WIA program is entirely voluntary for landowners and was started in 2011 in 31 southwestern Minnesota Counties. Enrollments have reached over 26,700 acres in Minnesota.

Walk-In Access is a tool to generate additional income of $10-$13/acre for landowners who have parcels of >40 acres in high quality natural cover. (Some exceptions apply)

- $10/acre base rate
- +$1/acre if >140 acres
- +$1/acre if <½ mile from public hunting land
- +$1/acre if enrolled multi-year

Parcels may include those already in a conservation program such as CREP, CRP, RIM or WRP. However, any parcel that has high quality natural vegetation such as grassland, wetland or timber may be considered.

Contracts are 1-3 years and landowners may opt out at any time, without penalty, although payments are pro-rated based on the date of the opt-out. Maps of currently enrolled WIA sites and more information on the program can be found at
The Long Prairie Streambank Project grant was awarded after a year's worth of work by Todd SWCD technicians, SWCD Director Tim Stieber, Villard Township officials, and the Motley Cemetery Association. That year's worth of work paid off in the sum of $156,450 dollars worth of grant funding for a failing bank of the Long Prairie River on Spruce Road in Villard Township and a second eroding bank at the Motley Cemetery. Both locations have stream bank erosion threatening road utility on Spruce Road and gravesites at the Motley Cemetery. Pete Berscheit, Todd County Veteran Services Officer, spearheaded an effort to raise an additional $45,000 match for the Motley Cemetery bank stabilization project using the Region Five County Veteran Service Officers, a multi-county organization involving Todd, Wadena, and Morrison Counties. A Sourcewell grant was obtained for this effort. West Central Technical engineers are finalizing designs for each project, and construction is expected to begin in 2019.

Bank sloughing indicates how dangerously close the Long Prairie River is too sweeping away a portion of the Motley Cemetery at fence line. Bank stabilization efforts will begin in 2019 preventing tons of sediment from dumping into the river.

"Don’t Rock the Boat" — Todd County SWCD technicians and West Central technician, Gary Borash (see page 6), three in a boat, balance across the eddy at Motley Cemetery con-
Another Year in the Books...

2018 Year End Closures

Todd SWCD Closes Out Three Year 2015 CWP Swan River Grant

Todd SWCD says thank you and good bye to SWCD Board Supervisor, Norm Krause (left picture on right) after years of service and to Shannon Wettstein, former Todd SWCD Water Planner, now Manager of Morrison County SWCD.
Manager’s Report for December 4, 2018- January 3, 2018

Feedlot & Farm Conservation Duties:

Site Visits (3)
- Middendorf- assistance visit
- Tomsche Dry Cow Facility- Final Construction inspection
- Eischeid- Design Plan revision visit

In Office Meetings (1) Hollermann Family Dairy, Inc.

Complaints: (1)
- Odor Complaint (1)- exempt

Air Quality Exemptions (0)

Producer/Citizen Assistance- Counter & Phone Calls until October 3 (Feedlot Related): (31)

Meetings/Trainings: SWCD Board Meeting (12/13)

Other:
- Feedlot Registration, Reviews for Staff, and Data Entry (3 hrs.)
- MPCA 319 Grant hours- Middendorf- (6.5 hrs.)
- AgBMP loan assistance and outreach- 1 customer
- Staff Reporting – (6 hrs.)
- Bakke Project Budget Review- Riparian (6 hrs.)
- Rinde Project Budget Review (2.5 hrs.)
- Baxter- Brommelong Project Budget Review (1.5 hrs.)
- Middendorf Phase 1 Project Budget Review (6 hrs.)
- Middendorf Phase 2 Proposal Review (3.5 hrs.)
- Livestock Investment Grant Assistance- 3 producers
- Hollermann Dairy Permit Review
- Consultation with Hollermann Nutrient Management Consultant, Ed Gruenes

Manager Duties:

- Leadership Assimilation Meeting (12/5 & 12/6/2018)
- BSWR Grant Skype (12/5/2018)
- Annual Convention (12/10 & 12/11/2018)
- Newspaper contact & meeting for January Newsletter
- Review of Feedlot Position resumes, top 5
- Revisions to interview questions and development of Round 2 interview questions
- Developed agendas for staff meetings; Staff Meetings held: 12/17, 12/19
- Round 1 and 2 interviews for Feedlot Position
- In- office meeting with Larry Beebus- AIS
- Developed Annual Report
- SWCD/NRCS Combination Meeting (1/2/2019)
- Final Review of Board Agenda and Annual Plan
- Correspondence on Wetland Issue with Douglas County

Report Submitted this 3rd day of January, 2019 by Deja Anton- SWCD District Manager

To Meet the Public’s Needs by Protecting the Land and Safeguarding the Water
Per Request of Board
Project Status Report for Feedlot & Farm Conservation

Top Conservation Focus- (Bold currently under construction): (Items in Bold= new for this report)

1. **Middendorf**- Permit Modification Needed Phase 2
2. **Kreemer**- Project Complete – Final Compliance Inspection and Permit Review due
3. **Wiese**- Pre-Con Complete; Spring 2019 closure planned
4. **Vetsch**- Permit Issued- Pre-Construction Meeting held; Construction for Spring 2019
5. **Henry Street Properties, LLC**- Completed; Under Permit for MMP
6. **Buderus North**- Refer to Planning & Zoning for CUP Review- no action; Failure to meet deadlines
7. **Berscheit**- Nutrient Mgt. Plan Complete- Construction slated for Spring 2020- Grant Declined
8. **Keppers**- plan complete- grant submitted- Grant Declined
9. **Johnson**- plan complete- grant submitted- Grant Declined
10. **Hallerman**- preliminary design- grant submitted Grant Declined
11. **J-V Feeders**- Nutrient Management Plan Complete- Waiting for engineer for approved design for feedlot fix
12. **Schmidt**- Constructing Lot 1
13. **Yoder**- Under Permit- reduced lot usage for minimal impact until fix complete
14. **Eischeid**- Working on final design- Plan 3 MAWQCP
15. **Bertram**- Tech assistance and SWCD contract requested
16. **Rewitzer**- Nutrient Management Plan complete- working on designs- Construction slated for 2019
17. **Henrich**- Nutrient Management Plan Complete- Construction slated for 2019
18. **Gray**- developing Nutrient Management Plan and working on acceptable design
19. **Judd**- Preliminary design
20. **Julig**- Nutrient Management Plan Complete- final design- Construction slated for ? Change in circumstances
21. **Lamm**- Waiting for nutrient management plan; survey & design in preliminary stages
22. **Lamusga**- waiting for Nutrient Management plan- preliminary design
23. **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
24. **Schmitz**- Low cost fix design- Under Permit
25. **Larson**- technician design complete-waiting for bids. Contact Needed.
26. **Johnson**- Waiting for bids. Contact Needed
27. **Bock**- Nutrient Management Plan needs completion- preliminary design- Change in circumstances
28. **Waltzing**- Preliminary plan in progress; interested in receiving Riparian funds c/s. Site Visit Requested.
29. **Asfeld**- Roof Over Structure ranked
30. **Williamson**- Survey done- MAWQCP- Site Visits in Progress
32. **Anderson**- shoreland project- survey in process
33. **Unger**- preliminary plan
34. **Bauer**- preliminary plan
35. **Motely Cemetery**- survey complete
36. **Villard TWP**- preliminary plan
37. **Hollermann Family Dairy, Inc.**- Permit Application

To Meet the Public’s Needs by Protecting the Land and Safeguarding the Water

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Staff Report:

Kevin Brown
12/01/2018-12/31/2018

- Feedlot Inspections Entered into Tempo:
  1. Working on entering feedlot inspections into Tempo.

- Prep. For Boarding Meeting
  1. Helped prepare landowner projects for the board meeting to get approval for payment.

- Exclusion Fencing:
  1. Preliminary design to exclude cattle from wetlands.

- Cattlemen’s Convention:
  1. Attended the convention to learn the legality’s of feedlots and nuisance complaints.

- Feedlot Registrations:
  1. Continuing to complete feedlot registrations as they come in.

- Site Visit:
  1. Lamm’s – Survey
  2. Eischied – Project Planning

- HAD A BABY on December 21st.
Reporting Dates: December 2018

**Trainings/Meetings attended:** Monthly WCA TEP Meeting

**WCA:**

New Applications received:
- Neil Shingledecker – Drainage Maintenance
- Roger Millner – de minimis wetland crossing

Notice of Decisions:
- City of Grey Eagle – Utilities Exemption
- Neil Shingledecker – Drainage Maintenance
- Roger Millner – de minimis wetland crossing

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

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

**SWCD:**
- Buffer Technical Assistance (and site visits - 6)
- Buffer Cost-Share landowner assistance
- Buffer Law State Compliance Tracking
- Cost Share Spot Checks
- Tree Sale Assistance
- 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
- Processed AgBMP Loans as they came in
  - 2019 Application received from MDA –Due 2/1/2019
- Worked on year-end reports
- Started to prepare/organize materials for 2018 Audit
  - Audit is scheduled for the week of January 21-25. {two in house field days}
- Coordinating with BWSR to scheduled grants verification
- 2018 Board meeting minutes posted to website

Tree Program
- An insert will be in 2019-January SWCD newsletter
- Prepared 2018 4th Quarter sales tax report

Projects
- Overman—He working with his contractor to get an itemized bid for his well seal. {still waiting to hear back from his contractor—did a follow up e-mail on 1/2/2019}

Grant Programs
- Started preparing materials for year-end reporting
- Added 1 project requests to internal tracker {staff complete scorecards to rank projects}

Feedlot Program:
- Updated internal Arc Map
- Processed a couple of registrations in TEMPO

Meetings/Trainings:
- Staff meetings—Attended
- NRCS Meeting—Attended

County Programs:
- Planning & Zoning financials {materials prepared for Tim’s Review}
- Year-end financials

AIS Program:
- Sent out save the date for meeting on January 14, 2019
- *Year-end financials
CRP: Still has not been a signup or any updates on CRP since early September. There are two contract modifications that I am working on. Almost finished with one and waiting on the landowner to get back to me with some information for the other. Still pre planning for a future signup and catching up with little things here and there from the previous signup.

CREP: There hasn’t been much moving on the CREP applications. We have most of the contracts reviewed and ready for the landowners signatures to get these things passed through to the finish line, however, still waiting on the details of the farm bill before we can move forward.

EQIP: Trying to wrap up the planning for EQIP applications and starting to create cons plans for them.

Random: I enjoyed some time off during the holiday season, had a wonderful trip up to Lake of the Woods and spent a lot of time with friends and family. Always emails to catch up on and finally able to get back in touch with landowners who reached out to me for technical assistance back in the fall.
EQIP applications for 2019 are being accepted through January 19th. We continue to see high interest in EQIP and are also working on the conservation plans for these applications. Please encourage folks to stop in to talk about their conservation needs. There are still EQIP payments coming in to be paid from work done in 2018 and we are starting to complete status reviews for EQIP contracts as well.

CSP workload has primarily been focused on reviewing annual documentation of enhancements and review and certification for 2018 annual payments. We also still need to process about 6 modifications for CSP folks to enable us to pay the 2018 payment. Most payments are either already certified and paid or will be paid in January. Exceptions include those that need modifications and those for which the producers haven’t brought in documentation.

CRP is limited to status reviews, plan revisions, and site visits as there has not been any acre allocation for these since September. With the new Farm Bill hopefully there will be acres released soon.

All the reorganization of the USDA and Agencies are continuing, for the most part, to be moving ahead. The vision of One USDA, FPAC, Business Center, etc. are taking shape. Although the MN NRCS Reorganization has not been formally approved we are continuing to manage toward this vision as well.

Although our Agency is part of the Shutdown since we do not have a budget allocation after December 21st we are able to draw on past appropriations (primarily mandatory program dollars) from previous years. We should have enough funds to keep us open for business for a few weeks or around the end of January it sounds. FSA, on the other hand, only had enough funds through 28th December and formally shutdown/furloughed employees on 31st. Our office will assist where we can to assist customers in the meantime or provide information, websites/resources where possible.