MINUTES FROM THE JANUARY 11, 2018 REGULAR BOARD MEETING

Chairman Katterhagen called the Thursday, January 11, 2018 meeting to order at 8:30 a.m.

The meeting was held at the Historic Courthouse, 215 1st Ave South, Long Prairie, MN 56347. Board members present were: Kenny Pesta, Dale Katterhagen, and Tom Williamson. Others present were: Tim Stieber, Division Director, Sarah Katterhagen, Program Coordinator, Deja Anton, Feedlot Advisor, Shannon Wettstein, Water Planner, Lew Noska, Conservation Technician, Russell Kleinschmidt, NRCS, Randy Neumann, County Commissioner, and Gary Kneisl, County Commissioner.

Board Member Absent: Norman Krause and Leland Buchholz.

Staff Member Absent: Sabin Adams, Pheasants Forever.

The Pledge of Allegiance was recited.

Katterhagen asked if there were any additions to the agenda. Pesta made a motion, seconded by Williamson to approve the agenda for regular January 11, 2018 meeting with the additions of: To approve support letter for Nutrient Management Specialist for WCTSA AREA II and to approve encumbering FY2018 State Cost Share funds for Monica Krebsbach, contract #2-18. Affirmative: Katterhagen, Williamson and Pesta. Motion Carried.

Katterhagen asked if there were any additions or corrections to the minutes from the December 14, 2017 regular board meeting. Pesta made a motion, seconded by Williamson to approve the minutes as distributed from the December 14, 2017 regular board meeting. Affirmative: Katterhagen, Williamson and Pesta. Motion Carried.

S. Katterhagen reviewed December’s Program Summary. Pesta made a motion, seconded by Williamson to accept December’s program summary with receipts totaling $123,786.45 and disbursements totaling $88,160.12. Affirmative: Katterhagen, Williamson and Pesta. Motion Carried.

Williamson made a motion, seconded by Pesta to approve the 2017 Annual Report. Affirmative: Katterhagen, Williamson and Pesta. Motion Carried.

Williamson made a motion, seconded by Pesta to approve the 2018 Annual Plan of Work and the New Mission Statement. Affirmative: Katterhagen, Williamson and Pesta. Motion Carried.

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

Pesta made a motion, seconded by Williamson to table SWCD Board of Supervisors appointments to next board meeting with full board. Affirmative: Katterhagen, Williamson and Pesta. Motion Carried.
Williamson made a motion, seconded by Pesta to approve the 2018 Annual District Fee schedule. Discussion: S. Katterhagen noted fees presented are the same from 2017. Affirmative: Katterhagen, Williamson and Pesta. Motion Carried.

Pesta made a motion, seconded by Williamson to approve the 2018 IRS mileage rate for mileage reimbursements. Affirmative: Katterhagen, Williamson and Pesta. Motion Carried.

Pesta made a motion, seconded by Williamson to approve Staples World as the official newspaper for 2018. Discussion: Pesta questioned if the other newspapers get our information. S. Katterhagen noted the official newspaper is for public notices items, and Staples World, passes the information to other newspapers—On the billing end we only get one invoice instead of multiple invoices. S. Katterhagen noted for advertisements the office will select a newspaper in the area they are targeting. Affirmative: Katterhagen, Williamson and Pesta. Motion Carried.

Williamson made motion, seconded by Pesta to approve policy authorizing conservation technicians to complete cost share spot checks. Resolution #20180111-01. Affirmative: Katterhagen, Williamson and Pesta. Motion Carried.

Williamson made a motion, seconded by Pesta to approve encumbering FY2018 Buffer Cost Share funds for Jeffrey Brown, contract #3-18 in the amount of $645.00 for planting a vegetative buffer. Affirmative: Katterhagen, Williamson and Pesta. Motion Carried.

Pesta made a motion, seconded by Williamson to approve encumbering FY2018 Buffer Cost Share funds for Andy Statema, contract #4-18 in the amount of $192.00 for planting a vegetative buffer. Affirmative: Katterhagen, Williamson and Pesta. Motion Carried.

Williamson made a motion, seconded by Pesta to approve support letter for Nutrient Management Specialist for WCTSA AREA II. Discussion: Stieber and Anton added this position would help projects to move along, as they are getting tied up at this stage. Stieber will present this idea at the WCTSA meeting that is coming up. Affirmative: Katterhagen, Williamson and Pesta. Motion Carried.

Williamson made a motion, seconded by Pesta to approve encumbering FY2018 State Cost Share funds for Monica Krebsbach in the amount of $2,590.23 for a the field windbreak project. Affirmative: Katterhagen, Williamson and Pesta. Motion Carried.

ANNUAL FEEDLOT MEETING UPDATE: Anton reported the Annual Feedlot meeting will be held on Wednesday, March 21, 2018 at the Clarissa Ballroom with a focus on manure and nutrients. Katterhagen suggested to include information on bio-security and vaccines. Anton added she would like to have a presenter on palmer amaranth.

DISCUSS LIAISON MEETING SUMMARY: (See attachment)

DISCUSS JOINT MEETING WITH TODD COUNTY COMMISSIONERS: Items of discussion include: annual report, work plan, buffer program update and open positions. Neumann suggested that each staff give a report during the meeting. The joint meeting will be held on February 6, 2018.
MASWCD LEGISLATIVE BRIEFING AND DAY AT THE CAPITOL: The day at the capitol will be held March 12-13, 2018 at the Embassy Suites in downtown St. Paul.

DISCUSS COMMISSIONER LIAISON SCHEDULE: Commissioner Chair and vice chair will be the liaison for Todd SWCD board meetings.

DISCUSS OPEN POSITIONS—Conservation technician position is open and Pheasants Forever position is open and is posted. Williamson asked how Pheasants Forever position is paid, Stieber added the position is paid though the grants funds.

COMMISSIONER REPORT: Neumann reported the county is working on filling the Human Resources Manager position.

STAFF REPORTS: (see attachment) Stieber reported the request to change the Todd County Ordinance to keep livestock out of lakes with public access will have public hearing on February 1, 2018.

Wettstein reported she is working on yearend reporting, working with Pete Berscheit with Veterans on funding the Motley Cemetery project.

Noska reported that he will be attending stormwater training and no TEP meeting in December

S. Katterhagen reported working on yearend financials and working with Stieber on the 2017 Audit prep work.

Anton reported she is working on finalizing 2017 feedlot registrations.

PHEASANTS FOREVER STAFF REPORT: (See attachment).

NRCS REPORT: Kleinschmidt reported he is working on EQIP payments and applications.

INFORMATIONAL:

MASWCD AREA 2 MAWQCP (AG WATER PROGRAM) REPORT: See attachment. Stieber added that he is drafting a letter to send to landowners in the program about current funding opportunities that are available.

Chairman Katterhagen adjourned the meeting at 10:04 a.m.

The Todd SWCD Board of Supervisors will be having a joint meeting with Todd County Commissioner’s on February 6, 2018.

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

Sarah Katterhagen, Minute Prepare 3/8/2018

Tom Williamson, Secretary 3/8/18

Page Todd SWCD Board Minutes from January 11, 2018
## CASH PROGRAM BALANCE RECEIPTS DISBURSEMENTS BALANCE

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<tr>
<th>PROGRAM</th>
<th>BALANCE 12/01/17</th>
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Prepared by: Sarah Katterhagen, Program Coordinator

Date

District Treasurer, Leland Buchholz

Date
December Staff Report

Tim Stieber, Division Director

Meetings, Events & Coordination
• Attended the Annual SWCD Convention Dec 3-5, in Bloomington.
• Prepared for BOC meetings with action forms presented on Dec. 6th and Dec 19th.
• Prepared for and participated in a SWCD board meeting on Dec. 14th.
• Prepared for SWCD BOC liaison meeting on Dec. 19th.
• Attended 1W1P meeting in Melrose. Presented 1W1P information to BOC at work session.
• Participated in AIS Plan Development meeting organized by Shannon.
• Delivered radio message Dec. 15th.

Operations
• Worked on end of year activities related to
• Developed fee schedule and submitted to administration.
• Completed cost share prioritization sheet working with staff.
• Completed follow up work associated with hazardous mitigation planning effort.
• Completed elink entries for several projects and activities.

Field Projects and Activities
• Went into the field two days seeking Feedlot registrations.

Planning & Zoning
• Met with Dean Schultee of Latimer Lake Association about application to change ordinance.
• Buffer Team Meeting (2cd) with Danielle, Loren, Sarah, Tim
• Prepared materials, presentations, and follow-up for cases for Planning Commission and Board of Adjustment meetings for December.
• Worked on several violations with staff and 1:1 with landowner to reach resolution.

Staff Management
• Completed interviews for Land use Planner Position with several candidates.
• Worked to obtain staff work hours in reporting format.
• Met with staff one-on-one as needed during the past month.

Signatures
• Signed vouchers for SWCD and P&Z Expenses during the month.
• Signed WCA decisions for the month prepared by Lew.
• Signed Planning and Zoning permits and decisions.
Feedlot Staff Report for- December 6, 2017 to January 9, 2017

Site visits by Deja (37 total):
- Middendorf- assistance visit and plan review
- Oyster- Pit Closure Inspection
- Varner- permitting visit and overview of final plan and processed for J-V Feeders
- Good- Compliance inspection and registration
- Kortan- registration visit
- Engel- registration visit
- Frieler- registration and assistance visit
- Sieben- registration visit
- Koopmeiners- registration and assistance visit
- Bense- registration visit
- Wiechman Brothers- assistance visit
- Wiechman- registration visit
- Chaika- registration visit
- Holmquist- registration visit
- Additional registration site visits done by Deja = 23
  Additional registration site visits done by Loren = 22; Tim = 12; and Lew = 82

In Office Meetings (5 Total):  Bettis         Rowe         Bussman      Hauer      Henrich
Complaints: (0)
Air quality exemptions (0)
Producer/Citizen Assistance (Feedlot Related): (31)
Meetings/ Trainings:  SWCD Staff (12/12, 12/18, &1/8); FeMAT (12/18): Gourley Pre-Trial Meeting (12-7)
Other:
- Feedlot Registration Work outside of site visits = 68 hours;
- Inspection write ups and review/entry (6 hrs.);
- Gourley Trial Preparation (12/7-8);
- Gourley Court Testimony (12/11);
- Producer education on completing a Manure Management Plan;
- Assisted 3 producers with the Livestock Investment Grant Application Process;
- AgBMP loan assistance;
- Development of JAA- Job Approval Authority Portfolio;
- Land Application Record Keeping Reviews;
- Affidavit of Demolition Burial recorded on deed assistance;
- MPCA Permit by Rule Demolition Permit assistance;
- Newsletter articles;
- SWCD Quarterly Reporting (3 hours);
- SWCD Scoring Rubric for Producer Priority List;
- Completion of the State Mandatory List for Feedlot Registration

Submitted by Déjà C. Anton- SWCD Livestock Advisor, CFO —January 9, 2017

To Meet the Public’s Needs by Protecting the Land and Safeguarding the Water
Reporting Dates: December 2017

Trainings attended: none

Upcoming trainings to attend: January – Stormwater Pollution Prevention Planning

WCA:

New Applications received:
  - Richard Zunker – Leslie Twp.
  - Todd County – CSAH 14 Box Culvert

Notice of Decisions:

Ongoing cases and Violations:
  - Kody Throener – Burnhamville – Voluntary Restoration Complete
  - Dennis Thiel – Germania Twp. – Very Close to Restored

Customer outreach:
  - 4 Site visits
  - 18 Phone calls, office visits, etc.

SWCD:
  - 84 Feedlot Registration Site Visits
  - Buffer Office Assistance

County:
  - Front Desk Assistance
Training
- None

Projects
- Current/Recently Completed Projects/Upcoming projects for approval
  - None
- Visited Cost Share Spot Checks
  - None
- Provided Technical Assistance & Potential projects for Shore Land / River Restoration / Erosion
  - Unger, Big Lake
  - Hudalla, Charlotte Lake
  - Johnson, Bass Lake
  - Sauk Centre Lions Club, Fairy Lake
  - Jacob May, Hartford Township
  - Motley Cemetery, Long Prairie River
- Aquatic Invasive Species (AIS)
  - Held 2018 Planning Meeting
  - Lake Beauty Lake Association, Sign Assistance
  - Sauk Lake pamphlet cost share
  - Watercraft Inspection Year-End Report Submitted to DNR
  - Year-end program metric submitted to DNR
- RIM/WRP
  - None
- Mississippi River Brainerd Watershed
  - Submitted final reimbursement request and final report
- Outreach
  - Winter Newsletter
  - Insert for Newsletter
  - Annual Report finalized
  - Hosted Science Museum on using AR Sandbox
  - Working with Great River Region Library to tour AR Sandbox
- Meetings
  - SWCD Staff Meetings
  - One Watershed One Plan Meeting for Sauk River Watershed
- Funding
  - Final Report and Final Invoice for 2016 SWAG grant
Sarah Katterhagen’s Staff Report  
Board Meeting: January 11, 2018

Financial/Administrative:
- Year End reporting and meeting deadlines
- Submitted 4th QRT wages adjustments to Todd County
- Reported 4th QRT Sales tax report
- Entered and submitted Precipitations records
- Board meeting prep and follow up
- Started to created 2018 tracking sheets for staff

Feedlot Program:
- Assisted with Feedlot registration (counter and over the phone)
- Processed registrations into State’s reporting system
- Interesting: 4th Quarter—35% of my hours were for Feedlot Program, 25% hours for entire year for Feedlot program.

Meetings/Trainings:
- Staff meetings
- NRCS/S&W staff meetings
- Meeting with Deja/Tim to discuss Feedlot workload and prioritization

County Programs:
- Septic Inventory Program
- Grant Reporting for P&Z Zoning Grants
- Wage/Grant Report
- Buffer Team Meeting
- Financials

AIS Program:
- Posted RFP Information and updated Todd County’s website
- Yearend financial report for Shannon
Sabin Adams
Staff Report
Nov. 2017

- Submitted one CREP application in Kandota Township.
- Have Three more CREP applications in process.
- Signed two Hayed Buffer contracts for SRWD. 12.6 acres and 14.8 acres.
- Attended PF State Staff Meeting in Marshall MN.
- Processing Mark Walters RIM wetland restoration reimbursement
- Moving on!- Still going to be handling a few contracts and applications until new person is hired on. I will train in the new person as well.
Most EQIP payments and CSP payments have been made, and we are currently working on the remaining 2018 CSP and a few remaining EQIP payments. There still remains a few modifications that are needed to enable processing of payments as well. Remaining status reviews for contracts will also be completed soon and the “Annual Practice Reminder Letter” will be sent out.

Carol Wimmer has been on for just over a month now and she has greatly improved our office work flow and customer service.

I will continue to serve the NW part of Minnesota as Acting ARC until a person can be found nationwide for another 120 day acting position. This time they are advertising this to hopefully pull somebody in from another state to alleviate the “musical chairs” and MN employees trying to do more than their primary position like has been this past year. My duties as Acting ARC were scheduled to be over on January 14th, but I will remain in the position until another person takes over, which may be sometime in February. In the interim I will attend the annual statewide ARC meeting in St. Paul on January 24-25 and will lead the review of approximately 600 EQIP applications for the Technical Quality Assurance Review in the NW area.

Darlene and I are currently busy completing planning and contracting on 46 FY 2018 EQIP applications. The deadline for completing the plans and eligibility is January 19th. We likely will not have time to complete all the plans given the timeframe and some plans information not forthcoming for various reasons. The deadline was asked to be moved by all DC’s statewide, but the State Leadership Team has denied this request. The reasoning I was told was due to the deadline being announced months ago. However until the payment docket and information was released just recently many plans sat idle due to final decisions not being made on how to proceed. In addition, this may be a good decision based on last year Darlene and I clocking almost 120 Comp time hours to complete all the plans in time and only less than half of the applications moved forward to a contract. In this way our office can work on the high priority applications and those where the producers have made final decisions and have a well thought out plan. Time will tell how this decision will impact us and our producers and projects overall.

Curtis Elke, State Conservationist from Idaho is currently the MN Acting State Conservationist for at least the next 4-6 months. The State Office is also advertising to fill an Acting position for my Supervisor as well. Lance Smith, the SW Area Grazing and Nutrient Management Specialist is fulfilling this role at this time.

Next month we will continue work on EQIP and continue towards funding decisions with ranking and program QAR deadlines. In addition, there will be some meetings and trainings that will be attended.