TODD COUNTY SWCD BOARD MEETING AGENDA

There will be a meeting of the Todd Soil and Water Conservation District Board of Supervisors on Thursday, June 13, 2019 beginning at 8:30 a.m. The meeting will take place at the Todd County Historic Courthouse (Prairie Conference Room) 215 1st Ave South, Long Prairie, MN 56347

Call to Order
Pledge of Allegiance
Act On Approving Agenda
Secretary's Report (May's Minutes)
Treasurer's Report (Financial) (May)
Public Introductions & Comment (when present)

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

2 Decisions Needed
1 Approve encumbering FY2019 Local Capacity cost share funds for Randy Alexander in the amount of $4,500 for pit closure
2 Approve encumbering FY2018 Partridge River Phase I cost share funds for Randy Alexander in the amount of $18,000 for pit closure
3 Approve amendment for additional FY2019 state cost share funds for Jason Johnson in the amount of $900.00 pit closure
4 Approve payment of FY2018 State cost share for Jason Johnson in the amount of $137.50 for pit closure
5 Approve payment of FY2019 Local Capacity funds for Jason Johnson in the amount of $12,045.50 for pit closure
6 Approve payment of FY2019 State Cost Share funds for Jason Johnson in the amount of $8,817.00 for pit closure
7 Approve encumbering FY2019 State cost share funds for Larry Capko, contract #3-19 in the amount of $162.50 for well sealing
8 Approve encumbering FY2018 Buffer cost share for John Petron, contract #8-18 BUFF in the amount of $114.00 for buffer planting
9 Approve amendment for extension for FY2018 Buffer cost share for CC Morgan, contract #7-18BUFF
10 Approve payment of FY2018 Buffer cost share for Doug Kaiser, contract #5-18 BUFF in the amount of $93.00
11 Approve accepting 2018 Enviro Fest donation from City of Long Prairie in the amount of $300.00
12 Approve accepting 2019 Feedlot Meeting donation from MN Association of County Feedlot Officers in the amount of $700.00
13 Consideration for wetland restoration measures becoming a fundable c/s practice for pit closure

3 Discussion
1 2019 Tree & Plant Sale Review
2 2020 Tree & Plant Sale - Discuss Tree Tubes

4 Informational
1 1W1P "Index Card" Information- no more than an index card worth of information
2 AREA II Meeting Agenda for June 19, 2019
3 Notice to LGU's Regarding WHP Plan Approval & Implementation Intent - City of Grey Eagle
4 Water Plan Summary
5 Pictures needed of planting/harvest/livestock and any other newsletter topic requests- Draft due June 26

*Estimated times do not include any discussion

Adjourn

The next regular SWCD board meeting will be July 11, 2019 at 8:30 a.m. at the Historic Courthouse, (Prairie Conference Room), 215 1st Ave South, Long Prairie, MN 56347.

Conservation, Protection, and Enhancement of Todd County’s Natural Resources
MINUTES FROM THE MAY 9, 2019 REGULAR BOARD MEETING

Chairman Williamson called the Thursday, May 9, 2019 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: Tom Williamson, Leland Buchholz, Kenny Pesta, Dale Katterhagen and Dan Whitney. Others present were: Deja Anton, SWCD District Manager, Sarah Katterhagen, Program Coordinator, and Gary Kneisl, County Commissioner.

The Pledge of Allegiance was recited.

Williamson asked if there were any additions to the agenda. **Buchholz made a motion, seconded by Katterhagen to approve the agenda for May 9, 2019 regular board meeting with the addition of discussing AREA II Meeting for June 19, 2019. Affirmative: Williamson, Buchholz, Pesta, Katterhagen and Whitney. Motion Carried.**

Williamson called for conflict of interest. No conflict of interest.

Williamson asked if there were any additions or corrections to the minutes from the April 11, 2019 regular board meeting. **Pesta made a motion, seconded by Katterhagen to approve the minutes as disbursed from the April 11, 2019 regular board meeting. Affirmative: Williamson, Buchholz, Pesta, Katterhagen and Whitney. Motion Carried.**

Katterhagen presented April’s Program Summary. **Buchholz made a motion, seconded by Pesta to accept April’s program summary with receipts totaling $9,708.00 and disbursements totaling $7,435.71. Discussion: S. Katterhagen and Anton added that the first period of wage reimbursements to Todd County has not been completed. Working with the County’s Administrative office to determine if any changes need to be made to billable rates. Affirmative: Williamson, Buchholz, Pesta, Katterhagen and Whitney. Motion Carried.**

**COST SHARE REPORT: Reviewed by Anton.**

**REPORTS:**

**Commissioner Report:** Commissioner Kneisl reported the County Board approved posting the Division Director position for Soil & Water and Planning & Zoning

**Staff Reports:** No staff reports.

**Pheasant Forever Report:** No Report.

**NRCS Report:** No Report.

**1W1P Report:** No Report.

**BWSR Report:** No Report.

Katterhagen made a motion, seconded by Whitney to approve encumbering FY2018 buffer cost share funds for Jason Bock, contract #6-18 Buff in the amount of $153.00 for a buffer planting project. **Affirmative: Williamson, Buchholz, Pesta, Katterhagen and Whitney. Motion Carried.**
Buchholz made a motion, seconded by Katterhagen to approve encumbering FY2018 buffer cost share, for CC Morgan, contract #7-18 Buff in the amount of $579.00 for a buffer planting project. Affirmative: Williamson, Buchholz, Pesta, Katterhagen and Whitney. Motion Carried.

Katterhagen made a motion, seconded by Buchholz to approve encumbering FY2019 state cost share funds, for Pat Hegarty, contract #2-19 in the amount of $275.00 for a well sealing project. Affirmative: Williamson, Buchholz, Pesta, Katterhagen and Whitney. Motion Carried.

Buchholz made a motion, seconded by Whitney to accept the 2019 Feedlot donations to date in the amount of $2,450.00. Affirmative: Williamson, Buchholz, Pesta, Katterhagen and Whitney. Motion Carried.

Katterhagen made a motion, seconded by Buchholz to approve encumbering FY2019 Riparian cost share contract #2-19RA for Hollermann Family Dairy, INC in the amount of $58,380.00 for Water and Sediment Control Basins. Affirmative: Williamson, Buchholz, Pesta, Katterhagen and Whitney. Motion Carried.

DISCUSSION: No discussion items.

INFORMATIONAL:

1W1P “Index Card” Information: Anton reported she will inform the board at each meeting about what she is learning about the 1W1P process. See handout.

Pots and Pits – May 23, 2019- Granny’s Café: On May 23, 2019 there will be a gathering at Granny’s Café to discuss grants in the Partridge River Watershed Area. Invites to landowners have been sent out.

Nutrient Management Planner –Position Update: The position announcement is closed. Interviews will be held soon. Motion by Katterhagen, seconded by Buchholz to approve Whitney to serve on the interview committee for the Nutrient Management Position. Affirmative: Williamson, Buchholz, Pesta, Katterhagen and Whitney. Motion Carried.

AREA II Meeting: The next AREA II Meeting will be held on Wednesday, June 19, 2019. Pesta and Williamson have agreed to attend. Buchholz is unable to attend. Katterhagen and Whitney will inform the office if they are able to attend.

Chairman Williamson adjourned the meeting at 9:40 a.m.

The next meeting of the Todd SWCD Board of Supervisors will be held on June 13, 2019 beginning at 8:30 a.m. at the Todd County Historic Courthouse (Prairie Conference room), Long Prairie, MN 56347.

Sarah Katterhagen, Minute Prepare __________________________ Date

Deja Anton, SWCD District Manager ________________________ Date

Kenny Pesta, Secretary __________________________ Date

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Prepared by: Sarah Katterhagen, Program Coordinator

Reviewed by: Deja Anton, SWCD District Manager

Dale Katterhagen, District Treasurer
ACCOUNT ACTIVITY REPORT

Page Break Option: 1 - Page Break by FUND  
2 - Page Break by DEPT  
Print Service Dates: No

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1st G 2nd D 3rd T 4th N 5th M 6th W  
F - G/L Object Within Fund Number  
G - G/L Account Number  
P - G/L Object Within Dept Number  
D - Transaction Date  
M - G/L Month & Year  
N - Vendor/Payer Name  
T - Type Of Transaction  
W - Receipt/Warrant Number

Range Subtotals: 1 - No Subtotals  
2 - Detail and Subtotals by OBJECT Range  
3 - Subtotals only by OBJECT Range  
4 - Account Totals and Subtotals by OBJECT Range  
5 - Account Totals and Subtotals by PROGRAM Range  
Only This Basis?: No

Print YTD Totals: No  
Type of Report: 1 - DETAIL  
2 - ABBREVIATED

Specific Dates: From: 05/01/2019  Thru: 05/31/2019

Comment:
FUND Range From 79 Thru 79
DEPT Range From 603 Thru 603
# ACCOUNT ACTIVITY REPORT

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## Account Activity Report

**Fund 79 - Todd Soil & Water Agency Fund**

**Account Activity Report**

From: 05/01/2019  Thru: 05/31/2019

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- **TYPE:** TODD SWCD
- **G/L:** 79-603-000-0000-5530 - FEE - DEPT PRJ SALES
- **AMOUNT:**
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  - 160 TREES/N CROATT
  - 161.06
  - 100 TREES/ J TAUTGES
  - 59.59
  - 25 TREES 2 POTTED/ T LEINBACH
  - 56.18
  - 5 TREES 5 POTTED/P HARMON
  - 40.27
  - 135 TREES D DETERMAN
  - 120.80
  - 75 TREES/MR DEERING
  - 300.00
  - 300.00
  - 700.00
  - 40.27
  - 220 TREES/ L THOMA
  - 248.04
  - 10 TREES 24 POTTED/ T PROP
  - 80.53
  - 50 TREES/ T PESTA
  - 48.32
  - 5 POTTED/ S KATTERHAGEN
  - 80.54
  - 50 TREES/J RUDRUD
  - 120.80
  - 75 TREES/MR DEERING
  - 28.99
  - 3 POTTED/ J ANDERSON
  - 700.00

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- **TRAN:** DI
- **TYPE:** 9074-BUCHHOLZ/LELAND
- **AMOUNT:**
  - 75.00
  - SWCD BoardMeeting
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- **TYPE:** 9891-KATTERHAGEN/DALE
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  - WaterPlanMtg
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  - Soil&WaterBoard
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- **TYPE:** 16080-PESTA/KENNETH
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  - LocalWorkGroupMtg
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- **AMOUNT:**
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  - SWCD Board Mtg

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

ACCOUNT ACTIVITY REPORT

From: 05/01/2019 Thru: 05/31/2019

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**Todd County**

**ACCOUNT ACTIVITY REPORT**

From: 05/01/2019 Thru: 05/31/2019

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<td>05/2019</td>
<td>233695 05/13/2019 333</td>
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Copyright 2010-2018 Integrated Financial Systems
**Todd County**

**ACCOUNT ACTIVITY REPORT**

From: **05/01/2019** Thru: **05/31/2019**

Report Basis: 1

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<th>Seq</th>
<th>AMOUNT</th>
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<th>Accr Cd</th>
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<td>79 - TODD SOIL &amp; WATER AGENCY FUND</td>
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112 Transactions 14 Accounts Final Total 5,408.72
### Soil and Water Projects

#### Cost Share Funds Encumbered

<table>
<thead>
<tr>
<th>Name of Project</th>
<th>Type of Project</th>
<th>Source of C/S</th>
<th>Contract Deadline Date</th>
<th>Amount</th>
<th>Notes</th>
<th>Tech Lead</th>
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<tbody>
<tr>
<td>Wiese Pit Closure</td>
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<td>12/1/2019</td>
<td>$7,350.00</td>
<td>75% Request for Extension</td>
<td>Deja</td>
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<tr>
<td>Baer Streambarb</td>
<td>Stream Project. Other source of funding</td>
<td>SRWD</td>
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<td></td>
<td>Funded through SRWD. Demonstration site</td>
<td>Kevin/Deja</td>
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<td>Middendorf Ag Waste Phase II</td>
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<td>8/1/2020</td>
<td>$78,686.88</td>
<td>Multiple Source Project</td>
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<td>May Seeding</td>
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<td>12/1/2019</td>
<td>$21,900.00</td>
<td>Riparian AID</td>
<td>Kevin</td>
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<td>Johnson Pit Closure</td>
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<td>12/1/2019</td>
<td>$20,100.00</td>
<td>Amendment &amp; Payment Request for June</td>
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<td>Kaiser Buffer Planting</td>
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<td>6/11/2019</td>
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<td>Payment request for June</td>
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<td>CC Morgan Buffer Planting</td>
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<td>$579.00</td>
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<td>Hegarty Well Seal</td>
<td>State Cost Share</td>
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<td>$275.00</td>
<td>Landowner getting well sealing</td>
<td>Reba</td>
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<td>Hollermann Erosion</td>
<td>Riparian Aid</td>
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<td>$58,380.00</td>
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<td>Alexander Pit Closure</td>
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<td>12/1/2019</td>
<td>$22,500.00</td>
<td>Two Sources of Funding, Board Approval Needed</td>
<td>Kevin/Deja</td>
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<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>
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</thead>
<tbody>
<tr>
<td>Unger Shoreline Riparian AID, State Cost Share, Local Capacity</td>
<td>TBD</td>
<td>*This plan may need to be updated</td>
<td>Deja</td>
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<tr>
<td>Larson Ag Waste-Small fix Performance Credit Funds</td>
<td>TBD</td>
<td>Getting bids, goal to be ready for Sept.</td>
<td>Kevin</td>
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<td>Villeda TWP Stream Barb</td>
<td>2019 Stream Barb</td>
<td>TBD</td>
<td>Bid Packet Delivered; Waiting for bids</td>
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#### Waiting for Estimates

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<th>Name of Project</th>
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<tr>
<td>Helle Pit Closure</td>
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<td>2019-MPCA Partridge River</td>
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<td>Scheduling Site Visit</td>
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<td>Monkey Cemetery Streambarb</td>
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<td>2019-MPCA Streambarb</td>
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<td>Anderson Shoreline Riparian AID, State Cost Share, Local Capacity</td>
<td>Site Visit Scheduled</td>
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<td>Walzing Fencing Local Capacity Funding</td>
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<td>Dooley Erosion TBD SRWD may have funding available</td>
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#### Planning Stages

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<td>Lamsga Ag Waste Other</td>
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<tr>
<td>Lamm Ag Waste Other</td>
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<td>Kevin</td>
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<tr>
<td>Hartl Pit Closure (Mike Motl site)</td>
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<tr>
<td>Asfeld Buffer/Feedlot Fix</td>
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<td>Kevin</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: 6/5/2019
Manager's Report for April 3, 2019 – June 5, 2019

Feedlot & Farm Conservation Program: (down 2 staff in May)

Site Visits (16)
Alexander - Producer initiated site assessment; Feedlot Inspection & pit closure review training (KEVIN & REBA)
Detloff - (1) Pit closure inspection (1) Feedlot compliance inspection
Wiese - Pit closure inspection
Johnson - (1) pre construction meeting (1) Pit Closure Inspection (1) Compliance inspection
Baum - SWCD Spot Check/Feedlot Inspection and Field Erosion assessment visit in conjunction w/ WCTSA Survey
Siefert - Producer initiated site assessment visit; compliance inspection training (REBA)
Petersen - Pit closure verification/ feedlot inspection training (KEVIN & REBA)
Frie (Kenny & Irwin) – Douglas County Osakis 319 site visit assistance
Middendorf - Pre construction Meeting Phase 11
Carlson - Ag water quality and producer initiated site assessment visit
Thoennes/Holmquist - Registration roadside stop
Hollermann - (1) Site assessment visit for stormwater controls (1) Pre Construction inspection

Hollermann Conditional Use Request:
Hollermann Phone Consultation: 1.5 hrs.
Long Lake Phone Consultation: 2 hrs.
On Site Meetings:
Long Lake Association Meeting with MPCA Joe Hadash on Proper E. coli testing - (5/29)
Hollermann’s Storm Water Control Assessment Meeting (4/26)
Long Lake Annual Meeting Presentation on the Hollermann Farm – with permission from the Hollermanns (5/18)

In-house Meetings (10)
Siefert 4/15; Fitzsimons/ Perry (4/17); Utech (5/8); Twardowski (5/8 & 5/20); Kniesl (5/13); WCTSA Meeting on Todd County sites (5/3); Anonymous site Complaint (5/14); Muellner (5.23); Hollermann (5/30)
Producer/Citizen Assistance - Counter & Phone Calls until April 3, 2019 (73)

Air Quality Exemptions (6)
Registration Review/Processing: 18 hrs.
Complaints (3):
(1) odor - exempted by air quality exemption for farmers (1) dead animals - RESOLVED
(1) Dead animals- & discharge to waters of the state- substantiated -ongoing investigation
Other:
- Pits & Pots Outreach Meeting - (5/23) 8 farmer attendees- perfect size
- Direct in office training of new hires
- Assist staff as requested in decision making; final calls; protocol
- File review for Lake View Farms variance request (3.5 hrs.)
- Nutrient Management Position (development & hiring) - (11) hrs.
- Research & Meetings for upcoming PC meeting for 3 part request for PIC/Gourley Brothers proposal (9 hrs.)
- Presentation of Annual CFO Report to Commissioners (5/22)
- Siefert WCTSA Request—Hollermann Bid review & board presentation; K. Middendorf - score sheet
SWCD Manager Duties:
Shoreland component:

Site visits: (8)
Bjornebo-Maple Lake- assistance for shoreline damage over winter
Marcyes- Lake Osakis- vegetative planting & shoreline damage over winter – submitted WCTSA Request
Frey- Lake Osakis- severe shoreline loss; utility concern
Rausch- Lake Charlotte-shoreline damage over winter- referred to P&Z & DNR for permits
Wobasch- Mound Lake- technical assistance on rain garden and French drains- variance request
Ardolf- Lake Charlotte- site assessment
Anderson- Shoreline stabilization needed- WCTSA has developed a final design
Welle- Birch Lake- stormwater control pipe broken- sediment to loss to lake potential

In house Meetings (1):
Mark Anderson DNR permitting for Villard TWP stream barb (4/30)

Complaints (3):
1) Schwanke Creek flooding due to road work & beaver dam removal- action found within legal limits; (1) removal of trees/ erosion/exposed soil on Long Lake- referred to P&Z- minimal disturbance- owner told to reseed area disturbed areas (1) wetland biological disturbance/ flow to Eagle Creek- referred to WCA & DNR

Customer service/ Counter & phone calls (Shoreland, tree sales; general SWCD service) to June 5: (38)
Outreach/ Presentations:
- Swan Lake Annual Meeting on phosphorous loading (5/18)

General Management:
Grants:
AIS:
- Acquired 8 new signs through DNR permissions and PJ signs
- Reviewed cost share applications and bids for AIS controls
- Meeting with WaterGuards, Contractor (4/18)
- Phone meeting with Tina Wolbers AIS State Lead (5/13)
- Site visit to Little Birch AIS Inspection Station (5/12)
- AIS in house Meetings with Jeff Mayer, Little Sauk (5/30) & Alan Bailey (5/13)

Other:
CREP sign off
RIM Work Order sign off
FY/18 & 19 Local Capacity
MPCA 319 Small Watershed Focus Interview (5/28)
County SSTS grant amendment- verbiage
319 Partridge River Phase II- 9 element Plan Review

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

**County Water Plan/Local Work Group Meeting and Presentation** (4/5)
Personnel Meeting- Nutrient Mgt. Position (4/8)
Board Meeting- Nutrient Mgt. Planner Position Support (4/11)

**Annual Twp. Meeting Presentation** (4/11)
1W1P Long Prairie Pre-planning Meeting (4/16)
Red Eye 1W1P meetings (4/24 & 5/23)
Local Work Group Priority Focus Meeting (5/9)
Long Prairie Wellhead Protection Meeting (5/13)
TEP Meeting (5/14)
Interviewing for Nutrient Mgt. Position (5/16 & 5/31)
Buffer Team meeting (5/21)
SWCD/SRWD Collaboration Meeting (5/24)
Detroit Lakes Regional MPCA Meeting (5/29)
General Staff: 4/8, 15, &22; 5/6 (Individuals)
SWCD Board Meeting(s) 4/11 & 5/9
In house individual SWCD Supervisor Meetings (brief): 4/11

Trainings:
MPCA Web-ex training 4/17
**Public Administrator/ SWCD Manager's Training Session 2: 4/30, 5/1, 5/2**

Other:
Tree Packing and Sales
County AMC Response
Voucher reviews
Employee Management & Services- Time Cards, guidance, oversight
Article Submission for Crow Wing County Collaboration Grant- Jodie Schwen/ Melissa Barrick
Final Draft- Conflict of Interest Resolution
Water Plan Summary Report
Overall Program Management & Assistance

Per Request of Board
Project Status Report for Feedlot & Conservation Next Page
Project Status Report for Feedlot & Conservation Programming

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

1. Middendorf- Construction has begun
2. Kreemer- Project Complete – Final Compliance Inspection and Permit Review due
3. Wiese- Pre-Con Complete; Excavation Complete- backfill after crops are in
4. Vetsch- Permit Issued- Pre-Construction Meeting held; Construction for Spring 2019
5. Henry Street Properties, LLC- Completed; Under Permit for MMP- Permit Conditions Met
6. Hollermann Family Dairy, Inc.- Construction In Process
7. Bauer- Construction In Progress
8. Williamson- Contract Pending; MAWQCP
9. Johnson- Board Presentation- Project Complete
10. Motley Cemetery- Final Plan ready for Bid Packet
11. Villard TWP- Obtaining bids
12. Anderson- Waiting for Bid Packets
13. Rewitzer- Construction slated for 2019- NOT Funded
15. Alexander- Bids Submitted for review- board presentation
16. Helle- Obtaining Bids
17. J-V Feeders- NMP Complete- Design Plan Complete- Elevated to EQIP consideration for 2019
18. Eischeid- Forced in roof over if EQIP funded- NOT currently Funded
19. Yoder- Under Permit- reduced lot usage for minimal impact until fix complete- Spring Inspection due
20. Schmitz- Low cost fix design- Under Permit- Spring & Early summer inspection planned
21. Lamm- Waiting for nutrient management plan; survey & design in preliminary stages
22. Lamusga- Funded for CNMP
23. Schmidt- Constructing Lot 1
24. Buderus North- Refer to Planning & Zoning for CUP Review- no action; Failure to meet deadlines
25. Bertram- Tech assistance and SWCD contract requested
26. Gray- developing Nutrient Management Plan and working on acceptable design
27. Judd- Preliminary design
29. 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
30. Larson- technician design complete-waiting for bids. Contact Needed by Deja
31. Waltzing- Preliminary plan in progress; interested in receiving Riparian funds c/s. Site Visit Next Step.
32. Asfeld- Roof Over Structure ranked
34. Unger- preliminary plan
35. Berscheit- Nutrient Mgt. Plan Complete- Construction slated for Spring 2020- Grant Declined
36. Keppers- plan complete- grant submitted- Grant Declined
37. Johnson- plan complete- grant submitted- Grant Declined
38. Hallerman- preliminary design- grant submitted Grant Declined
39. Marcyes- Waiting for Plan

Report Submitted by Deja C. Anton- Todd SWCD District Manager on the 6th day of June, 2019

To Meet the Public’s Needs by Protecting the Land and Safeguarding the Water
Staff Report for April 1, 2019 to May 31, 2019:

Reba Van Beusekom

- Feedlot registrations
  - Put in several of 2018’s
  - Confirmation letters out for 2019’s and sent to PCA

- Historical documents
  - Going through out files to link them to the current pits with the parcel

- Site visits
  - Paneck – Ag Water Quality
  - Henry St. land applications
  - Pat Hegarty – well location
  - Middendorf’s – pre-con meeting, checklist
  - Danny Petterson – pit closed, uncertified
  - Alexander Pit closure
  - Ag Water Quality field checks
  - Holmquist’s – manure and dead animals
  - Detloff’s – pit closure, pre-con and site visit
  - Irving and Kenny Frie – pit build for the Osakis Grant
  - Eric Seifert – site visit for future projects and to provide information on various funding opportunities
  - Rick Baum – survey and site inspection

- Meetings
  - Soil and Water Staff Meetings
  - Denis Ness – for Long Lake
  - Jason Lamusga – cost share project
  - Jack Perry and Gourley
  - Tyler Carlson – Ag Water Quality review
  - Jeff Twardowski
  - Pots and Pits – informational meeting for the Partridge River Watershed Grant
  - Muellner Expansion
  - Regional MPCA Meeting

- Trainings
  - Irrigation Management Training – 4/4/2019
  - CFO WebEx – 4/17/2019

- Other
  - Tree week
  - Mississippi – Brainerd Watershed Grant – finding potential projects
  - Out of office from 5/7/2019 – 5/17/2019 for surgery
Reporting Dates: April/May 2019

**Trainings/Meetings attended:** Facilitated April and May WCA TEP Mtg, April Twp meeting, Irrigation tool training Wadena.

**WCA:**

Approved Local Road Replacements:
- Todd County Public Works – CSAH 19 Safety Widening
- Todd County Public Works – CSAH Paving and Culvert

Notice Of Decisions:
- Alfano – CD32 Crossing
- Miller – Wetland Access
- Zellgert – Cattle Crossings
- Bulcher – Ditch Maint
- Berczyk – Trench Filling

Ongoing Violations/ Upcoming Projects:
- Hartford Twp. – 275th Ave Delineation
- Richard Zunker – Restoration order sent by DNR
- 2 wetland fill violations, voluntary restoration (Bennet, Kroll)

Other:
- Tiling Setback Mapping
- Contractor Responsibility for Twp culvert projects
- Ditch Surveying for Landowners

Customer outreach:
- 28 Site visits
- 49 Phone calls, office visits, etc.
SWCD:
- Buffer Technical Assistance (6 site visits, 12 contacts)
- Buffer Cost-Share landowner assistance
- Buffer Law State Compliance Tracking
- Tree Sale including Setup and Cleanup
- Streambank restoration assistance (Villard/Motley Cemetery)

County:
- Front Counter Assistance (mapping)
- Tax forfeit parcel assistance
Sarah Katterhagen's Staff Report
Board Meeting: June 13, 2019

**Financial/Reporting/Administrative:**
- Financials deposits & vouchers
- Office coverage/phones
- SWCD Board Meeting minutes
- Answer questions from County Coordinator regarding billable rates and reimbursements to the County
- Wages reimbursements have not been completed waiting for a direction from County Administration Office process might be changed from way it has been completed since 2012
- Submitted 2nd QRT tax report (even though doesn’t end until 6/30/2019- there should not be any receipts from now to then with sales tax)
- Reserved tents for Enviro Fest same company as 2018
- Confirmed Science Museum for Enviro Fest

**Tree Program**
- Another successful tree season

**Projects**
- Capko- Received bids for well seal & prepared contact
- Assisted in Buffer Cost Share contracts, amendments, payment forms

**Grant Programs**
- Updated Grant tracking log sheets
- Submitted Grant application for Pheasants Forever position (50%)
- Received amendment amount ($20,000) for FY2019 Local Capacity funds

**Feedlot Program:**
- Processed 2018 registrations in TEMPO
- 2019 2nd Notices were sent out for those that didn’t return 1st Notices
- Reviewed 2019 Registrations and sent confirmation letters
- Continued to scanned Historic files/ and not required registrations/updated internal ARC map layer

**Meetings/Trainings:**
- None

**County Programs:**
- Planning & Zoning financials (deposits and payments)
- Counter Assistance

**AIS Program:**
- Assisted District Manager in Program Management of the program

Have a great summer and see you in September 😊
CRP: A continuous signup has just opened up on June 3rd. Prior to this signup I have been making site visits with landowners and discussing program options. I am currently in the process of working through the expiring contracts and determining eligibilities and enhancements that are going to be needed to meet reenrollment criteria. Of the around 50 expiring contracts about half are opting for a 1 year extension to their contract, about a fourth are wanting to reenroll if eligible and about another ¼ are either not interested in reenrolling or they do not meet current eligibility. There are also 6 new offers that I am preparing eligibility and plans for.

CREP: I have attended some CREP trainings and webinars over the last 2 months. CREP also reopened with the CRP signup so this is allowing me to submit new CREP offers as well as continuing to work through the offers that were already approved. Currently we have 3 new offers that I am preparing eligibility documents and plans for. Once completed they need to be submitted to BWSR and accepted or denied by them.

EQIP: We have started to do practice certification site visits. Landowners have started dropping off their seed tags and invoices and I have been reviewing them. I also spent a day going to some sites and flagging the planting boundaries for the owners. We finished up a second signup in May and I have not heard the final results from that signup period. Russell may be able to add to that.

Others: We had our team meeting in Iowa where I got to meet a lot of new folks and learned a lot. While we were down there I had the pleasure to tour a John deere dealership and tear into some of the new equipment that’s out there. There’s always a constant flow of landowners stopping in with habitat projects and asking about programs. Overall the last 2 months have been very busy and will continue to get busier throughout June.
PERCENT BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

General Information

<table>
<thead>
<tr>
<th>Organization</th>
<th>Contract Number</th>
<th>Other state or non-state funds?</th>
</tr>
</thead>
<tbody>
<tr>
<td>SWCD</td>
<td>1-18 P#-1</td>
<td>Yes ☒ No ☐</td>
</tr>
<tr>
<td></td>
<td>3-19 LC</td>
<td></td>
</tr>
</tbody>
</table>

Phone: 218-756-3792

*If contract amended, attach amendment form(s) to this contract.

Applicant

<table>
<thead>
<tr>
<th>Land Occupier Name</th>
<th>Address</th>
<th>City/State</th>
<th>Zip code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Randy and Kathryn Alexander</td>
<td>19064 404th St Sect 28</td>
<td>Clarissa</td>
<td>56440</td>
</tr>
</tbody>
</table>

*If a group contract, this must be filled and signed by the group spokesperson as designated in the group agreement and the group agreement attached to this form.

Conservation Practice Location

<table>
<thead>
<tr>
<th>Township Name</th>
<th>Township</th>
<th>Range</th>
<th>Section</th>
<th>1/4, 1/4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Germania</td>
<td>132</td>
<td>34</td>
<td>28</td>
<td>W2, NW4</td>
</tr>
</tbody>
</table>

Contract Information

I (we), the undersigned, do hereby request cost share assistance to help defray the cost of installing the following practice(s) listed on the second page of this contract. It is understood that:

1. The land occupier is responsible for full establishment, operation, and maintenance of all practices and upland treatment criteria applied under this program to ensure that the conservation objective of the practice is met and the effective life, a minimum of 10 years, is achieved. The specific operation and maintenance requirements for the conservation practice listed are described in the operation and maintenance plan prepared for this contract by the technical assistance provider.

2. Should the land occupier fail to maintain the practice during its effective life, the land occupier is liable to the State of Minnesota for the amount up to 150% of the amount of financial assistance received to install and establish the practice unless the failure was caused by reasons beyond the land occupier’s control, or if conservation practices are applied at the land occupier’s expense that provide equivalent protection of the soil and water resources.

3. If title to this land is transferred to another party before expiration of the aforementioned life, it shall be the responsibility of the landowner who signed this contract to advise the new owner that this contract is in force and to notify other parties to the contract of the transfer.

4. Practice(s) must be planned and installed in accordance with technical standards and specifications of the: NRCS 360

5. Increases in the practice units or cost must be approved by the organization board through amendment of this contract as a condition to increase the cost-share payments.

6. This contract, when approved by the organization board or council, will remain in effect unless canceled or amended by mutual agreement, except where installations of practices covered by this contract have not been installed by December 1, 2019 (date), this contract will be automatically terminated on that date.

7. Items of cost for which reimbursement is claimed are to be supported by invoices/receipts for payments and will be verified by the organization board as practical and reasonable. The organization board has the authority to make adjustments to the costs submitted for reimbursement.

Applicant Signatures

The land occupier’s signature indicates agreement to:

1. Grant the organization’s representative(s) access to the parcel where the conservation practice will be located.
2. Obtain all permits required in conjunction with the installation and establishment of the practice prior to starting construction of the practice.

Effective July 1, 2018
3. Be responsible for the operation and maintenance of conservation practices applied under this program in accordance with an operation and maintenance plan prepared by the technical assistance provider.

4. Not accept cost-share funds, from state sources in excess of 75% percent, or state and non-state sources that when combined are in excess of 75% percent of the total cost to establish the conservation practice.

5. To provide copies of all forms and contracts pertinent to any other state or non-state programs that are contributing funds toward this project.

Conservation Practice
The primary practice for which cost-share is requested is Manure Pit Closure.

<table>
<thead>
<tr>
<th>Practice standards or eligible component(s)</th>
<th>Engineered Practice</th>
<th>Total Project Cost Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRCS 360</td>
<td></td>
<td>$30,000.00</td>
</tr>
</tbody>
</table>

Technical Assessment and Cost Estimate
I have the appropriate technical expertise and have reviewed the site where the above-listed practice is to be installed and find it is needed and that the estimated quantities and costs are practical and reasonable.

Amount Authorized for Financial Assistance
The organization board or council has authorized the following for financial assistance, total not to exceed 75% percent of the total cost to establish the conservation practice.

<table>
<thead>
<tr>
<th>Amount</th>
<th>Program Name</th>
<th>Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>$18,000</td>
<td>MPCA-Partridge River-Phase 1</td>
<td>2018</td>
</tr>
<tr>
<td>4,500</td>
<td>Local Capacity</td>
<td>2019</td>
</tr>
</tbody>
</table>
Randy and Kathryn Alexander – Waste Facility Closure; Sect. 28, Germania TWP, Todd Co. Submitted by R. Van Beusekom

Resource Concern: Partridge River; and associated wetlands draining to the Crow Wing River located in the Major Watershed of the Crow Wing River; Minor: 12048 Partridge R. impaired for biology and bacteria- high restoration priority according to WRAPS report, 2016.

Background & Research: Randy and Kathryn Alexander came into the SWCD and Planning and Zoning Office for a building permit. When looking into their feedlot file, the feedlot registration was expired and they had an old, unused manure pit. They were quite interested in closing the pit after we talked to them about it and suggested potential cost-share in the future. The pit was permitted in 1979 and the original plans were located in the historic files.

Reduction Estimates ~ 284-2200 mg/ml of Nitrogen & 7mg/ml annually based off of 2001 MPCA Studies of unlined pits constructed prior to 1996.

Bacteria reductions: 1.3797e11 CFU annually

Project Components include:
- Primary: Waste Facility Closure (CODE 360)

Fund Source: 1-18 State Cost-Share, 2-19 Local Capacity, 1-19 State Cost-Share

<table>
<thead>
<tr>
<th>Component</th>
<th>High Bid</th>
<th>Low Bid</th>
<th>75% PAYMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seeding</td>
<td>$31,450.00</td>
<td>$30,000.00</td>
<td>$22,500.00</td>
</tr>
<tr>
<td>Pump out contaminated water/manure &amp; land apply</td>
<td>$4,500.00</td>
<td>$2,500.00</td>
<td></td>
</tr>
</tbody>
</table>

- Debris/cattail/inlet/outlet pipes-obstruction removal
- Excavation of liner/contaminated soils
- Backfill or added borrow
- Seed/Mulch & necessary erosion controls
- Mobilization

  • $7,850.00
  • $6,250.00
  • $6,850.00
  • $2,500.00
  • $3,500.00

Total Cost $22,500.00

Technical staff: Deja Anton, SWCD Manager & Reba Van Beusekom- CFO
Resource Concern: Unprotected intermittent stream; and associated wetlands draining to the Wing River located in the Major Watershed of the Red Eye; Minor: 13003 Wing R. impaired for biology and bacteria- high restoration priority according to WRAPS report, 2016.

Protection: To protect groundwater and potential flume to the surface waters listed above through the closure of an unlined ("self-sealing") manure storage basin. Approximate age of pit is 30+ years. Land will be converted back to a grass lawn by the fall of 2019. Grassed and mulched already,

Final Reduction Estimates ~ 284-2200 mg/ml of Nitrogen & 7mg/ml annually based off of 2001 MPCA Studies of unlined pits constructed prior to 1996.

Bacteria reductions: 1.3797e11Cfu annually

Project Components include:
• Primary: Waste Facility Closure (CODE 360)

Fund Source: FY 18 State Cost-Share, FY 19 Local Capacity, FY 19 State Cost-Share

<table>
<thead>
<tr>
<th>Low Bid</th>
<th>Contracted Pay Out</th>
<th>Actual Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>$26,800.00</td>
<td>$20,100</td>
<td>$28,000.00</td>
</tr>
</tbody>
</table>

*****There is an amendment due to going over the bid, pending on proof from the contractor.

Technical staff: Deja Anton, SWCD Manager, Reba Van Beusekom – CFO, & Kevin Brown- CFO
The upper photo shows overgrowth and why it appears, before excavation, that ground is more solid than in reality.

Photo to right: compacting the soil with a sheepfoot.

Using pumps to get keep an inlet pipe from the creek from flowing back into the pit.

Emptying out pit

ABOVE: Closure designed to match natural elevations.
AMENDMENT TO CONSERVATION PRACTICE ASSISTANCE CONTRACT

<table>
<thead>
<tr>
<th>Organization</th>
<th>Contract Number</th>
<th>Amendment Number</th>
<th>Amendment Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Todd SWCD</td>
<td>7-18 C/S, 2-19 LC,</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1-19C/S</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Board meeting date:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>6/13/19</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

State Grant Agreement Expiration Date: 12/31/20    Original Contract Install Date: 12/1/19

Amended Contract Install Date (if applicable):

Original Total Amount Authorized: $20,000.00    Amended Total Amount Authorized: $21,000.00

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

**IT IS AGREED THAT:** Due to wet spring season, more water control measures were needed. An extra $1,200.00 of expenses occurred. $1200 x 75% = $900.00 It is agreed the additional funds will come from FY2019 State Cost Share funds.

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

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

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

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

**Technical Assessment and Cost Estimate**

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

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

**Organization Approval**

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

*Attach this form to the Conservation Practice Assistance Contract*
PERCENT BASED - VOUCHER AND PRACTICE CERTIFICATION FORM

PAYEE AND COST INFORMATION

Name: Jason Johnson

Address: 10925 400th ST

City, State, Zip: Eagle Bend, MN 56446

Contract No.: 7-18 CS, 2-19 LC, & 1-19CS

Authorized: $21,000.00 % Approved: 75% (state) 75% (state & non-state)
(from contract)

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>See Attached Invoice for Pit Closure</td>
<td>1</td>
<td></td>
<td>$28,000.00</td>
<td>$28,000.00</td>
</tr>
</tbody>
</table>

PROJECT COST: $28,000.00

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

Payee Signature

Pay Date

PAYMENT AND CERTIFICATION INFORMATION

A. Type of request (partial or final): Final

B. Total cost of practice to date: $28,000.00

C. Eligible amount (total cost x % approved): $21,000.00 (state) $21,000.00 (state & non-state)

D. Total other state payment amount: $0.00

E. Total non-state payment amount: $0.00

F. Total previous partial payments: $0.00

G. Maximum payment amount $21,000.00

Amount Approved for This Voucher: $21,000.00

(cnannot exceed Total Amount Authorized)

Technical Certification

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

Technical Assistance Provider

Date

Administrative Certification

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

Administrative Sign-off

Date
### TODD COUNTY VOUCHER

**Vendor #**

---

**Dept. Head**

---

**Approval:**

---

**Name:** Jason Johnson

---

**Prepared by:** Sarah Katterhagen

---

**Address:** 10925 400th Street

---

**Chairman:**

---

**City, State, Zip:** Eagle Bend, MN 56446

---

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>Invoice #</th>
<th>Account #</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/13/2019</td>
<td>Cost Share Payment-FY2018</td>
<td>$137.50</td>
<td>02-0025700</td>
<td>79-603-567-0000-6807</td>
</tr>
<tr>
<td></td>
<td>Cost Share Payment-FY2019</td>
<td>$12,045.50</td>
<td>02-0025700</td>
<td>79-603-580-0000-6807</td>
</tr>
<tr>
<td></td>
<td>Cost Share Payment-FY2019</td>
<td>$8,817.00</td>
<td>02-0025700</td>
<td>79-603-567-0000-6807</td>
</tr>
</tbody>
</table>

**Total Claim:** $21,000.00

---

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

---

**Mileage Purposes Only - Employee Signature**

---

**Date**

---

*An Equal Opportunity Employer*

Todd County Auditor-Treasurer's Office, 215 1st Ave S, #201, Long Prairie, MN 56347
<table>
<thead>
<tr>
<th>P.O. No.</th>
<th>Terms</th>
<th>Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due on receipt</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>pump out contaminated water and disperse on field, excavator/dozer/bobcat use dig out contaminated soil, load on manure spreader and land apply</td>
<td>4,000.00</td>
<td>4,000.00</td>
</tr>
<tr>
<td></td>
<td>Debris/cattail/inlet/outlet pipes-obstruction removal-excavator/dozer, Chainsaw use cut trees, set in hole, bury</td>
<td>3,000.00</td>
<td>3,000.00</td>
</tr>
<tr>
<td></td>
<td>Excavation of liner/contaminated soils-Excavator/Dozer</td>
<td>3,500.00</td>
<td>3,500.00</td>
</tr>
<tr>
<td></td>
<td>Backfill or added borrow-Tractor Scraper, dozer, drum roller packer, bobcat/laser grader</td>
<td>14,000.00</td>
<td>14,000.00</td>
</tr>
<tr>
<td></td>
<td>Bring in and Level Black Dirt, Laser grader, Landscape rake, Brillion seeder, Seed/Straw Mulch</td>
<td>2,300.00</td>
<td>2,300.00</td>
</tr>
</tbody>
</table>

**EXTRAS:**
Water control during job-Diaphragm pump, submersible pump, generator use
(The bill for it was $2400 and I didn't figure anywhere close to that I only figured $500. I am not asking for anything extra for the Wet dirt we had to deal with and it taking longer because of the wet dirt: the tractor scraper would only load 1/2 way because it was wet if it would of been dry I would of been able to fill the scraper.)

1,200.00 | 1,200.00 |

The money I saved from the pumping is what I used for it being wet and taking longer, I would of started 2 weeks from now and still would of been done before spring 2019, so like I said I am not asking for anything extra on that part just the water control, I'm not complaining about anything everything went good, we got it done just asking for a little more for water control, Thank You For Your Business

Please water lawn daily, keep moist all the time!
Thank you for your business.

Total | 28,000.00 |
PERCENT BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

General Information

<table>
<thead>
<tr>
<th>Organization:</th>
<th>Contract Number:</th>
<th>Other state or non-State funds?</th>
<th>Amendment</th>
<th>Canceled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Todd SWCD</td>
<td>2-19</td>
<td>YES</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>

*If contract amended, attach amendment form(s) to this contract.

Applicant

<table>
<thead>
<tr>
<th>Land Occupier Name</th>
<th>Address</th>
<th>City/State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Larry Capko</td>
<td>3352 140th ST</td>
<td>Swanville, MN</td>
<td>56382</td>
</tr>
</tbody>
</table>

*If a group contract, this must be filed and signed by the group spokesperson as designated in the group agreement and the group agreement attached to this form.

Conservation Practice Location

<table>
<thead>
<tr>
<th>Township Name:</th>
<th>Township No:</th>
<th>Range No.:</th>
<th>Section No.</th>
<th>1/4,1/4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long Prairie</td>
<td>129</td>
<td>33</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

Contract Information

I (we), the undersigned, do hereby request cost share assistance to help defray the cost of installing the following practice(s) listed on the second page of this contract. It is understood that:

1. The land occupier is responsible for full establishment, operation, and maintenance of all practices and upland treatment criteria applied under this program to ensure that the conservation objective of the practice is met and the effective life, a minimum of 10 years, is achieved. The specific operation and maintenance requirements for the conservation practice listed are described in the operation and maintenance plan prepared for this contract by the technical assistance provider.
2. Should the land occupier fail to maintain the practice during its effective life, the land occupier is liable to the State of Minnesota for the amount up to 150% of the amount of financial assistance received to install and establish the practice unless the failure was caused by reasons beyond the land occupier’s control, or if conservation practices are applied at the land occupier’s expense that provide equivalent protection of the soil and water resources.
3. If title to this land is transferred to another party before expiration of the aforementioned life, it shall be the responsibility of the landowner who signed this contract to advise the new owner that this contract is in force and to notify other parties to the contract of the transfer.
4. Practice(s) must be planned and installed in accordance with technical standards and specifications of the:
   
   NRCS Standard-351

5. Increases in the practice units or cost must be approved by the organization board through amendment of this contract as a condition to increase the cost-share payments.
6. This contract, when approved by the organization board or council, will remain in effect unless canceled or amended by mutual agreement, except where installations of practices covered by this contract have not been installed by 12/1/2019, this contract will be automatically terminated on that date.
7. Items of cost for which reimbursement is claimed are to be supported by invoices/receipts for payments and will be verified by the organization board as practical and reasonable. The invoices must include the name of the vendor; materials, labor or equipment used; the component unit costs and the dates the work was performed. The organization board has the authority to make adjustments to the costs submitted for reimbursement.

Applicant Signatures

The land occupier’s signature indicates agreement to:

1. Grant the organization’s representative(s) access to the parcel where the conservation practice will be located.
2. Obtain all permits required in conjunction with the installation and establishment of the practice prior to starting construction of the practice.
3. Be responsible for the operation and maintenance of conservation practices applied under this program in accordance with an operation and maintenance plan prepared by the technical assistance provider.
4. Not accept cost-share funds, from state sources in excess of 50.0%, or state and federal sources that when combined are in excess of 50.0% of the total cost to establish the conservation practice.
5. To provide copies of all forms and contracts pertinent to any other state or non-state programs that are contributing funds toward this project.
Conservation Practice
The primary practice for which cost-share is requested is:  Well Sealing

<table>
<thead>
<tr>
<th>Eligible Component Standards &amp; Names</th>
<th>Engineered Practice:</th>
<th>Ecological Practice:</th>
<th>Total Project Cost Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Well Sealing</td>
<td>□ YES</td>
<td>X YES</td>
<td>$325.00</td>
</tr>
</tbody>
</table>

Technical Assessment and Cost Estimate
I have the appropriate technical expertise and have reviewed the site where the above-listed practice is to be installed and find it is needed and that the estimated quantities and costs are practical and reasonable.

Amount Authorized for Financial Assistance
The organization board or council has authorized the following for financial assistance, total not to exceed 50.0% of the total cost to establish the conservation practice.

<table>
<thead>
<tr>
<th>Amount</th>
<th>Program Name</th>
<th>Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>$162.50</td>
<td>State cost Program</td>
<td>2019</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Board Meeting</th>
<th>Authorized Signature</th>
<th>Total Amount Authorized</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$162.50</td>
</tr>
</tbody>
</table>
# Flat Rate Conservation Practice Assistance Contract

## General Information

<table>
<thead>
<tr>
<th>Organization</th>
<th>Contract Number</th>
<th>Other State or Non-State Funds?</th>
<th>Amendment</th>
<th>Canceled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Todd SWCD</td>
<td>8-18</td>
<td>Yes ☐ No ☒</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*If contract amended, attach amendment form(s) to this contract.

<table>
<thead>
<tr>
<th>Applicant</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Land Occupier Name</strong></td>
</tr>
<tr>
<td>John Petron</td>
</tr>
</tbody>
</table>

*If a group contract, this must be filed and signed by the group spokesperson as designated in the group agreement and the group agreement attached to this form.

## Conservation Practice Location

<table>
<thead>
<tr>
<th>Township Name</th>
<th>Township</th>
<th>Range</th>
<th>Section</th>
<th>1/4/1/4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reynolds</td>
<td>129</td>
<td>24</td>
<td>9</td>
<td>SE</td>
</tr>
</tbody>
</table>

## Contract Information

I (we), the undersigned, do hereby request assistance to help defray the cost of installing the following practice(s) listed on the second page of this contract. It is understood that:

1. The land occupier is responsible for full establishment, operation, and maintenance of all practices and upland treatment criteria applied under this program to ensure that the conservation objective of the practice is met and the effective life, a **minimum of 10 years**, is achieved. The specific operation and maintenance requirements for the conservation practice listed are described in the operation and maintenance plan prepared for this contract by the technical assistance provider.

2. Should the land occupier fail to maintain the practice during its effective life, the land occupier is liable to the State of Minnesota for the amount up to 150% of the amount of financial assistance received to install and establish the practice unless the failure was caused by reasons beyond the land occupier’s control, or if conservation practices are applied at the land occupier’s expense that provide equivalent protection of the soil and water resources.

3. If title to this land is transferred to another party before expiration of the aforementioned life, it shall be the responsibility of the landowner who signed this contract to advise the new owner that this contract is in force and to notify other parties to the contract of the transfer.

4. Practice(s) must be planned and installed in accordance with technical standards and specifications of the: **Buffer Law**

5. Increases in the practice units or cost must be approved by the organization board through amendment of this contract as a condition to increase the payments.

6. This contract, when approved by the organization board or council, will remain in effect unless canceled or amended by mutual agreement, except where installations of practices covered by this contract have not been installed by **July 15th, 2019** (date), this contract will be automatically terminated on that date.

7. Reimbursement requests must be supported by a completed voucher.

## Applicant Signatures

The land occupier’s signature indicates agreement to:

1. Grant the organization’s representative(s) access to the parcel where the conservation practice will be located.
2. Obtain all permits required in conjunction with the installation and establishment of the practice prior to starting construction of the practice.
3. Be responsible for the operation and maintenance of conservation practices applied under this program in accordance with an operation and maintenance plan prepared by the technical assistance provider.
4. Not accept any other state or federal funds for this practice.

Conservation Practice
The primary practice for which assistance is requested is **Buffer**

<table>
<thead>
<tr>
<th>Practice standards or eligible component(s)</th>
<th>Engineered Practice</th>
<th>Total Project Cost Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Buffer Requirement</td>
<td>yes or no</td>
<td>$114.00</td>
</tr>
<tr>
<td></td>
<td>Ecological practice</td>
<td></td>
</tr>
</tbody>
</table>

Technical Assessment and Cost Estimate
I have the appropriate technical expertise and have reviewed the site where the above-listed practice is to be installed and find it is needed and that the estimated quantities and costs are practical and reasonable.

Amount Authorized for Financial Assistance
The organization board or council has authorized the following for financial assistance, total not to exceed a rate of $300/acre.

<table>
<thead>
<tr>
<th>Amount</th>
<th>Program Name</th>
<th>Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>$114.00</td>
<td>Buffer Cost Share</td>
<td>18</td>
</tr>
</tbody>
</table>

Board Meeting Date: 
Authorized Signature: 
Total Amount Authorized: $
# Contract Amendment Form

<table>
<thead>
<tr>
<th>Organization:</th>
<th>Contract Number:</th>
<th>Amendment Number:</th>
<th>Amendment Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Todd SWCD</td>
<td>7-18 BUFF</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

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

State Grant Agreement Expiration Date: 12/31/2019  
Original Contract Install Date: 6/25/2019  
Amended Contract Install Date (If applicable): 7/30/19

Original Total Amount Authorized:  
Amended Total Amount Authorized:  

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

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

This Amendment is to take affect on the date of the last signature hereto.

<table>
<thead>
<tr>
<th>Date</th>
<th>Land Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 3, 2019</td>
<td>[Signature]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Landowner, If different from applicant</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>[Signature]</td>
</tr>
</tbody>
</table>

**Technical Assessment and Cost Estimate**

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Technical Assistance Provider</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/3/19</td>
<td>[Signature]</td>
</tr>
</tbody>
</table>

**Organizational Approval**

<table>
<thead>
<tr>
<th>Date</th>
<th>Authorized Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>[Signature]</td>
</tr>
</tbody>
</table>

*Attach this form to the Conservation Practice Assistance Contract*
# FLAT RATE - VOUCHER AND PRACTICE CERTIFICATION FORM

## PAYEE AND COST INFORMATION

| Name:          | Doug Kaiser                           |
|               |                                     |
| Address:      | 15961 County 65                      |
|               |                                     |
| City, State, Zip: | Long Prairie, MN 56347               |
| Contract No.: | 5-18Buff                              |
|               |                                     |
| Total Amount Authorized: | $93 (from contract)                  |

### Practice Details

<table>
<thead>
<tr>
<th>Practice</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unit Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buffer Seed</td>
<td>0.31</td>
<td>acre</td>
<td>$300.00</td>
<td>$93.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**PAYMENT REQUEST:** $93.00

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

---

## PAYMENT AND CERTIFICATION INFORMATION

A. Type of request (partial or final):

B. Payment amount requested: $93.00

C. Total Amount Authorized: $93.00

D. Total previous partial payments: $93.00

E. Amount available (C - D): $93.00

**Amount Approved for This Voucher:**

(cannot exceed Total Amount Authorized) $93.00

---

### Technical Certification

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

---

### Administrative Certification

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

---

### Technical Assistance Provider

Date

---

### Administrative Sign-off

Date
<table>
<thead>
<tr>
<th>Description</th>
<th>Acre</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seed, Fertilizer, Lime, Instil</td>
<td>1</td>
<td>149.55</td>
</tr>
<tr>
<td>Tilling &amp; Rolling</td>
<td>1</td>
<td>20.55</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>169.55</td>
</tr>
<tr>
<td>32 acres</td>
<td></td>
<td>5425.74</td>
</tr>
</tbody>
</table>

**Statement**

**DATE:** 5-14-19  
**TERMS:**

**TO:**  
Doug Kaiser  
Hay Seeding

**IN ACCOUNT WITH:**  
Joseph Reinbold  
18546 Co 3  
Long Prairie, MN 56347

**CURRENT**  
**OVER 30 DAYS**  
**OVER 60 DAYS**  
**TOTAL AMOUNT**

**Signature:** Joseph Reinbold

---

985536
2012: $13,424.76
2013: $12,385.84
2014: $14,224.48
2015: $16,861.29
2016: $17,395.49
2017: $21,746.14
2018: $26,627.62
2019: $27,147.42
MASWCD AREA II MEETING

9:00 A.M. Wednesday, June 19, 2019

Lakeside Ballroom
180 S Lakeshore Drive
Glenwood, MN 56334

MASWCD is a nonprofit organization which exists to provide leadership and a common voice for Minnesota’s soil and water conservation districts and to maintain a positive, results-oriented relationship with rule making agencies, partners and legislators; expanding education opportunities for the districts so they may carry out effective conservation programs.

MASWCD Mission Statement

Agenda

8:30 Registration and Coffee

9:00 Call to Order and Pledge of Allegiance
- Welcome: Chippewa SWCD
- Agenda: Additions / Approval
- Secretary’s Report & Roll Call
- Previous Minutes: March 20, 2019 / Approval
- Treasurer’s Report / Approval
- Director’s Report: Chuck Rau

Committee & Partner Reports
- WCTSA2 Report: Dennis Fuchs & Ross Reiffenberger
- MAWQCP Report: Grant Pearson
- MASWCD: LeAnn Buck, Director
  - State Committee Reports (ie. legislative, finance, education)
- Area 2 Education Committee: Judy Johnston, Stevens SWCD
- NRCS
- BWSR: Chris Pence, BC

New Business
- 2019 Proposed Resolutions-First Reading
- Resolution Voting
- MASWCD Legislative Update
- Set fall 2019 Meeting: Date: _________________ Host: Todd

10:15 Break

10:30 BWSR: Chris Pence, 1W1P & Watershed-based funding

11:00 Presentation: Paul Sweeney with Ecosystem Services Exchange

12:00 Adjourn & Lunch

* Note:
- West Central Area Technical Service Area Committee Will Meet After Lunch
- Posters will be judged during lunch
NOTICE TO LGUs REGARDING WHP PLAN APPROVAL AND IMPLEMENTATION INTENT

Date:    May 28, 2019

To:     Gary Kneisl, Chairperson, Todd County Board
         Mary Ann Primus, Clerk, Grey Eagle Township Board
         Joseph Arnzen, Mayor, City of Grey Eagle
         Thomas Williamson Chairperson, Todd Soil and Water Conservation District
         Tyler Carlson, President, Sauk River Watershed Dist.
         Cheryal Lee Hills, Exec. Director, Region Five Development Commission
         George Minerich, Planner, Minnesota Department of Health

From:    Lori Hellman, Clerk, Grey Eagle MN

Re:    Wellhead Protection Plan for the City of Grey Eagle

The City of Grey Eagle has completed the wellhead protection planning process and received notice from the Minnesota Department of Health that the submitted plan has been approved on April 25, 2019. With this approval, we must begin implementation of our plan within 60 days after approval (part 4720.5560, subpart 1).

The City of Grey Eagle appreciated your assistance with the development of our wellhead protection plan, and we look forward to your continued cooperation with this effort.

If you have any questions or concerns, please contact me at (320)285-2464

cc:    Deja Anton, Dist. Manager, Todd Soil and Water Conservation District
         Scott Henderson, Administrator Sauk River Watershed Dist.
         Trudi Witkowski, Minnesota Department of Health

"The City of Grey Eagle is an Equal Opportunity Employer and Provider."