Pursuant to MN Statutes 13D.021, the Todd SWCD Board of Supervisors meeting Thursday, April 9, 2020 beginning at 8:30am by electronic means due to the Health Pandemic Emergency declared under Chapter 12 by the Governor of MN. A notice of the meeting was posted on the door of the SWCD Office Location 215th 1st Ave S, Suite 104 and explained how the public was able to participate in the meeting. The meeting has and will follow all of the requirements of an electronic meeting as spelled out in MN Statutes 13D.021 Subdivision 1, 1-4.

Call to Order and Inform callers of ground rules and open meeting procedures

Pledge of Allegiance

Act On Approving Agenda

Call for Conflict of Interest

Secretary's Report (March's Minutes)

Treasurer's Report (Financial) (March)

Public Introductions & Comment (when present)

1 Reports

1. Commissioner's Report
2. Staff Reports & Project Status Update (Director, Manager, Technicians)
3. Pheasants Forever Report
4. NRCS Report
5. 1W1P- SRWD Policy Meeting
6. BWSR Report
7. Celebration- Todd SWCD remains busy while heeding to federal, state, and local recommendations during the COVID-19 Pandemic

Speaker

1. Tentative: Approve resolution to appoint the Board Chair as Presiding Officer and the District Manager as the Chief Administrative Officer Chair pursuant to MN Statute 13D.021 for the purpose of calling an electronic meeting
2. To review and approve a letter of support for the Environmental & Natural Resource Trust Fund Grant application headed by Crow Wing SWCD to complete forest management plans, BMP's on private and public lands, and access to supervised controlled burns for eastern portions of Todd County within the Camp Ripley Sentinel Landscape Boundary.
3. Accept Feedlot Donations - to use toward 2021 Todd County Feedlot Meeting
5. Approve FY2020 Riparian Aid costshare contract for T. Zastrow pit closure for $12,085.33.

2 Decisions Needed

Speaker

1. Anton/Pence- 3 minutes
2. Anton- 3 min
3. Anton- 3 min
4. Anton- 5 min
5. Buchholz- 1 min

3 Discussion

1. Notification letters to Conservation and Stewardship Award Recipients
2. Todd SWCD Public Health Emergency Policy per BWSR recommendation
3. Long Prairie Chamber Membership

Speaker

1. Anton- 4 minutes
2. Anton- 4 minutes
3. Anton- 4 minutes

4 Informational

1. Election Period Dates: Filing opens May 19, 2020 @8:00 am and closes on June 2, 2020 @ 5:00pm.
2. Review 2019 Audit Report & submit questions to District Manager Prior to June 1, 2020
3. Be prepared for a May 14 Board meeting if necessary.
4. The April 13 Water Plan Committee and Local Work group meeting has been postponed. Alternative dates have yet to be provided.

Estimated times do not include any discussion

Adjourn

As of today's date, the next regular SWCD board meeting will be June 11, 2020 at 8:30 a.m. at the Historic Courthouse, (Prairie Conference Room), 215 1st Ave South, Long Prairie, MN 56347. Meeting format subject to change to an electronic meeting if needed to follow the direction of federal, state, and/or local government in the duration of the COVID-19 pandemic.

Conservation, Protection, and Enhancement of Todd County’s Natural Resources
MINUTES FROM THE MARCH 12, 2020 REGULAR BOARD MEETING

Chairman Buchholz called the Thursday, March 12, 2020 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: Adam Ossefoort, Division Director, Deja Anton, District Manager, Sarah Katterhagen, Program Coordinator, Lewis Noska, Conservation Technician, Reba Van Beusekom, Conservation Technician, Tim Ebnet, Nutrient Management Planner, Darlene Drayna, NRCS, Barb Becker, County Commissioner, and Chris Pence, Board Conservationist.

Introductions were made.

The Pledge of Allegiance was recited.

Buchholz asked if there were any additions to the agenda. Katterhagen made a motion, seconded by Pesta to approve the agenda and the addition to discuss USDA Civil Rights Policy Statement and discussion of contact information on the web. Affirmative: Buchholz, Pesta, Katterhagen, Whitney and Williamson. Motion Carried.

Buchholz called for conflict of interest. Pesta called conflict of interest on item 2.3 – Approve encumbering cost share funds for Glenn Pesta in the amount of $280.00 and item 2-.4 Approve encumbering cost share funds for Glenn Pesta in the amount of $310.00.

Buchholz asked if there were any additions or corrections to the minutes from the January 9, 2020 regular board meeting. Katterhagen made a motion, seconded by Williamson to approve the minutes as disbursed from the January 9, 2020 regular board meeting with the change of Buchholz adjourning the meeting, not Williamson. Affirmative: Buchholz, Pesta, Katterhagen, Whitney and Williamson. Motion Carried.

Buchholz asked the board to review the Treasurer’s Report. Whitney made a motion, seconded by Williamson to accept January’s Treasurer’s Report with receipts totaling $178,189.87 and disbursements totaling $7,544.30 and February’s Treasurer’s Report with receipts totaling $25,378.98 and disbursements totaling $12,056.41. Affirmative: Buchholz, Pesta, Katterhagen, Whitney and Williamson. Motion Carried.

REPORTS:

Commissioner Report: Commissioner Becker reported the County is receiving bids for the Expo building, Commissioners attended AMC conference. Becker added she has been receiving calls about the ditching project between Morrison and Todd County. It was recommended to have those landowners contact the Todd SWCD office directly. Discussion doing a press release with to keep the public updated and informed.

Ossefoort joined the meeting at 8:45AM.

Staff Reports:
Ossefoort informed the board the County was recently rewarded CWP loan for septic system upgrades. Landowners can obtain a loan for 1.5%. Planning and Zoning has received applications for a new development, working with Sourcewell for temp positions, working on developing internal cost share process, and recently held a Division Staff meeting. Anton reviewed her staff report and project status report. Van Beusekom, Noska, Ebnet and S. Katterhagen reviewed their staff reports.

**Pheasants Forever Report:** Board reviewed Thoma’s staff report

**NRCS Staff Report:** Drayna received the USDA Civil Rights Policy.

**1W1P- SRWD Policy Meeting:** Williamson reported he attended the policy member meeting. MCIT has a presentation and there was discussion of what LGU wants to be the fiscal agent.

**BWSR Report:** Pence showed different features on the BWSR’s website, such as training information and calendar.

**Celebrations – Awards – Grant – Feedlot Meeting – Livestock Investment Grants** – Anton reported the BWSR Partridge River Grant application was approved, Van Beusekom has been working on the feedlot meeting and Todd SWCD assisted producers in applying for livestock investment grants.

Ebnet and Van Beusekom left the meeting at 9:30 a.m.

**DECISIONS NEEDED:**

Pesta made a motion, seconded by Katterhagen to approve sponsorship of $150.00 for the Enviro-thon. 
Affirmative: Buchholz, Pesta, Katterhagen, Whitney and Williamson. Motion Carried.

No action was taken on NACD Dues.

Williamson made a motion, seconded by Whitney to approve encumbering FY2019 State Cost Share funds for Glenn Pesta, contract #8-19 in the amount of $280.00 for well sealing project. Affirmative: Buchholz, Katterhagen, Whitney and Williamson. Abstained: Pesta. Motion Carried.

Williamson made a motion, seconded by Whitney to approve encumbering FY2019 State Cost Share funds for Glenn Pesta, contract #9-19 in the amount of $380.00 for well sealing project. Affirmative: Buchholz, Katterhagen, Whitney and Williamson. Abstained: Pesta. Motion Carried.

Katterhagen made a motion, seconded by Williamson to approve encumbering FY2019 Cost share funds for Garret Streitz, contract #10-19 in the amount of $366.18 for Field Windbreak project. Affirmative: Buchholz, Pesta, Katterhagen, Whitney and Williamson. Motion Carried.


Pesta made a motion, seconded by Katterhagen to approve Benton SWCD request for nonbinding commitment for irrigation programming updates in the amount of $1500.00. Affirmative: Buchholz, Pesta, Katterhagen, Whitney and Williamson. Motion Carried.

Katterhagen made a motion, seconded by Pesta to approve in person exit meeting/presentation for 2019 Audit in the amount of $300.00
Discussion: The board discuss this will not have to be an every year thing, but with changes of a new supervisor and new staff, that board felt it would be appropriate.
Affirmative: Buchholz, Pesta, Katterhagen, Whitney and Williamson. Motion Carried.

Williamson made a motion, seconded by Katterhagen to approve The Stellings as the 2020 Outstanding Conservationist of the Year award recipient. Affirmative: Buchholz, Pesta, Katterhagen, Whitney and Williamson. Motion Carried.

Whitney made a motion, seconded by Pesta to approve Bruce Curley at the 2020 Land Stewardship Award recipient. Affirmative: Buchholz, Pesta, Katterhagen, Whitney and Williamson. Motion Carried.

Noska left the meeting at 10:10 a.m.

Whitney made a motion, seconded by Williamson to add contact information on the county website. Affirmative: Buchholz, Pesta, Katterhagen, Whitney and Williamson. Motion Carried.

DISCUSSION:

Licensure and Ownership of turning point clickers: Anton reported MPCA no longer has a need for the clickers and said Todd County can have them, and Todd County would just need to pay for the licensing. Anton will do more research, and present to Ossefoort who will bring forward to the County.

INFORMATIONAL:

City of Motley – Approve Part 1 Amendment Update – Board review the letter and the map.

FY2017 Reconciliation Results and Direct to Contractor Payments—Anton reviewed the reconciliation went good. BWSR is requesting that Todd SWCD stop paying contractors directly. Anton will be doing follow up with BWSR.

Work Order #77-19-W099 for $450.00 was signed: Anton signed a worker for RIM spot checks for 2020.

Local Work Group and Water Plan Meeting – April 13, 2020- Historic Courthouse: This meeting will start at 9:30 a.m. and Chris Pence with BWSR will be the guess speaking talking about the One Watershed One Plan process.

Board Awareness – Kandota Township Proposal – CUP/Feedlot: Planning and Zoning received a CUP request for 999AU. At this time the landowner withdrew the application and will bring forward when he has more information.
Chairman Buchholz adjourned the meeting at 10:50 a.m.

The next meeting of the Todd SWCD Board of Supervisors will be held on April 9, 2020 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

____________________________________      __________________
Dale Katterhagen, Secretary             Date
## SWCD Treasurer’s Monthly Report

### Program Summary

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**TOTAL** $1,068,967.21 $80,773.26 $45,513.93 $1,104,226.54

Prepared by: Sarah Katterhagen, Programs Coordinator

Reviewed by: Deja Anton, SWCD District Manager

Dan Whitney, District Treasurer

*Grants SWCD Applied for

**Funds/Program/Program Match from Todd County
### Todd County

**ACCOUNT ACTIVITY REPORT**

*Report Basis:  1*

**From: 03/01/2020 Thru: 03/31/2020**

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**4,752.12**

**200.00**

**200.00**

**Copyright 2010-2019 Integrated Financial Systems**
## ACCOUNT ACTIVITY REPORT

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

**Date Range:** From: 03/01/2020 Thru: 03/31/2020

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**Total: 1,965.66**

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**Total: 3,150.00**

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**Total: 1,965.66**
## ACCOUNT ACTIVITY REPORT

**Report Basis:** From: 03/01/2020 Thru: 03/31/2020

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

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**Programs:**
- **Program 563**
  - **79-603-563-0000-6845 - PROGRAM EXPENSE (LOCAL WTR MNG)**
- **Program 574**
  - **79-603-574-0000-6282 - CONTRACTED SERVICES**
- **Program 580**
  - **79-603-580-0000-6845 - PROG/PROJ EXP- LOCAL CAPACITY SERV GR**
- **Program 585**
  - **79-603-585-0000-5301 - MN GRANT- OSAKIS LK MINOR WTRSHD/MP**
  - **79-603-585-0000-5301 - MN GRANT- OSAKIS LK MINOR**
- **Program 586**
  - **79-603-586-0000-6845 - PROGRAM/PROJECT EXP- AIS PROGRAM**
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Manager's Report for March 4, 2020

**SWCD Manager Duties:**
**Shoreland/ Riparian component:**

**Assistance Calls:** (8)
**Site Visits:** (1)
  - **Scheffer** - review of sediment ponds around Lake Osakis, tree planting guidance & permitting assist

**General Management:**

**Water Planning:**
- Brainerd/Mississippi Watershed:
- Sauk River Watershed
  - IWIP Meeting 4/1
- Long Prairie Watershed
  - 1W1P Planning Meeting 3/6 - Team is currently drafting application components.
  - Long Prairie Watershed Cycle 2 Meeting 3/10
  - Review Draft application by Adam
  - Brad Wozney, BWSR response - concern for Commissioners not being dedicated to LP 1W1P
- Red Eye Watershed
  - Advisory Committee Meeting 3/26

-Water Plan/ Local Work Group Meeting scheduled for April 13 has been postponed.

**Education & Publications:**
- Resource Guide SWCD and AIS Advertisement
- Holistic Site Visit Worksheet
- Facility Assessment Training

**Grants:**
- **AIS -**
  - **Assistance Calls** (12)
    - AIS RFP applications have come in - (2) - Waterguards & Waterfront

- **Local Capacity/BWSR -**
  - Call into Jeannette Austin concerning grant reporting

- **MPCA 319 -**
  - Semi-Annual Reporting Questions for the Osakis- 319

**Additional Management Duties:**

**Customer Assist/Counter/ Phone: (trees, wellhead, septic, road approach, & P&Z) to April 1** (13)
Soil & Water Conservation District

Other:
- Staff Meetings 3/9; 3/16; 3/23
- TEP Meeting 3/10
- Division Meeting 3/10
- AREA 2 Meeting 3/11
- SWCD Board of Supervisor meeting 3/12
- NRCS/SWCD combination Meeting 3/19
- Letter of support for Crow Wing reforestation application
- CREP review and signature or Waldorf property
- COVID 19 protocols and processes (3.5 hrs.)
- Grant Reporting, Time cards,
- Vouchers
- Board packet preparation

Feedlot & Farm Conservation Program:

Assistance Calls: (28)
Site Visits (3)
- Buderus- land application inspection, 2 fields - 499 AU; Crow Wing Watershed
- Korfe- pit to pond inspection - 87 AU- Never been inspected; Long Prairie Watershed- threat to GW
- Clasemann Dairy- land application- 425 AU; Long Prairie Watershed

In-house Meetings (5)
- Julig 3/6; James-3/6 & 3/12; Schroeder 3/18; Thiesen 3/18

Complaints received (3)
- (1) Land application- substantiated
- (1) Manure in road- unsubstantiated (1) Manure too close to well- unsubstantiated

Other:
- MAWQCP Program (2 hrs.) - 2 producers (Lemke & Reno)
- Registrations (5.5 hrs.)
- Feedlot Team Meeting- Protocols 3/20
- Livestock Advisory Council Benefit Letter
- FEMA determinations & surveys w/ MPCA, DNR, Army Corp. Of Engineers, FEMA, WCTSA, & P&Z
- Soil Health assistance- Lawns to Legumes (2)
- Sourcewell Teleconference meeting on obtaining intern for Feedlot program in Kevin’s absence- due to COVID- 19, application has been dropped
- Draft of Annual Assessment Response from MPCA for Commissioners. See attachment A2
- Feedlot Program Financial Report submission and questions to MPCA

To Meet the Public’s Needs by Protecting the Land and Safeguarding the Water
April 1, 2020

Deja Anton  
Reba Van Beusekom  
215 1st Avenue South, Suite 104  
Long Prairie, MN 56347  

RE: 2019 Todd County Feedlot Program Year-End Review  

Dear Deja Anton and Reba Vanbeusekom:  

On March 23, 2020, the Minnesota Pollution Control Agency (MPCA) completed a year-end review of the Todd County (County) delegated feedlot program for the period of January 1, 2019 through December 31, 2019. Based upon the review, the MPCA has determined that the County satisfactorily met 20 out of an applicable 20 or 100 percent of non-inspection minimum program requirements (MPRs). The County also satisfactorily conducted 62 inspections of the 664 feedlots required to be registered for an inspection rate of nine percent.

During the review, the following topics were recognized and/or discussed:

- Registrations were completed and copies were kept on file.  
- Interim and construction short form permits.  
- The County’s complaint log and work plan strategies.

In addition, the MPCA has reviewed and approved the County’s 2020 - 2021 Delegation Agreement and Work Plan. No modifications to the Delegation Agreement and Work Plan have been proposed at this time.

The MPCA commends the County for its work in 2019. If you have any questions regarding the review please do not hesitate to contact me at 218-316-3900 or rhonda.adkins@state.mn.us.

Sincerely,

Rhonda Adkins  
Environmental Specialist  
Watershed Division

RA:jls

Enclosure:  Updated 2019 Year-End Review Checklist

cc: Michelle Oie, MPCA
March 18, 2020

Michelle Oie  
MPCA Watershed Specialist  
7678 College Road Suite 105  
Baxter, MN 56425

Dear Ms. Oie,

County Commissioners received the results of the Todd County Delegated Feedlot Program Assessment Report conducted on September 24, 2019.

Below are the County’s responses, required by the MPCA, to each of the program areas described as “needing improvement”:

1. Correct inspection types need to be specified on the inspection checklist, on the follow-up letter, and entered in Tempo. Inspection follow-up letters need to contain the date they were mailed. Inspection dates should be accurately reflected on inspection checklists and inspection follow-up letters, and accurately entered into Tempo. Paper file contents need to be in the site file. If contents are in a different file, reference this in the site file. Please indicate how the County will address these issues moving forward.

   **County Response:** Each member of the Todd County feedlot team has received a list of required protocols for inspection documentation and procedures that touch and expand upon the areas of weaknesses contained in your letter. Each month a team meeting is held at which these procedures are reviewed to keep all staff, veteran and new, abreast on current procedures. In communications with Deja Anton, Program Lead, considering the number of inspections conducted annually, the findings identified in your letter as weaknesses are rare. Aside from occasional human err, the County feels confident that these defined “weaknesses” are being addressed.

2. All permit application materials need to be date stamped. Permits need to specify the breakdown of animal unit categories on permits. Please indicate how the County will address these issues moving forward.

   **County Response:** Of all the permits reviewed, one was not date stamped. Permits do specify the breakdown of animal unit categories with the exception of sites that will continually operate at max
capacity with regular fluctuation head, such as sale barns. On the latter permits, the max number of
head of each species is identified to ensure no EPA threshold is surpassed. Each member of the Todd
County feedlot team has received a list of required protocols for permit documentation and procedures
that touch and expand upon the areas of weaknesses contained in your letter. Each month a team
meeting is held at which these procedures are reviewed to keep all staff, veteran and new, abreast on
current procedures. In communications with Deja Anton, Program Lead, there were 16 permits issued
over the review years, with one date stamp missing. Occasional human err aside, the County feels
confident that these defined “weaknesses” are being addressed.

3. The most recent MPCA registration form needs to be used when registering feedlot sites. The
Tempo registration date needs to match the received date stamped on the registration form. Please
indicate how the County will address these issues moving forward.

County Response: The County is aware that MPCA changed feedlot registration forms many times over
the past ten years. The feedlot program will only use the most updated form for registration moving
forward. Each member of the Todd County feedlot team has received a list of required protocols for
registration documentation and procedures that touch and expand upon the areas of weaknesses
contained in your letter. Each month a team meeting is held at which these procedures are reviewed to
keep all staff, veteran and new, abreast on current procedures. In communications with Deja Anton,
Program Lead, considering the number of registrations updated and processed annually (400), the
areas identified in your letter as weaknesses were oddities. Aside from occasional human err, the
County feels confident that these defined “weaknesses” are being addressed.

4. Please provide an update on the Paul Theisen Farm uncertified manure basin closure.

County Response: Concerning the Paul Theisen uncertified manure basin, Mr. Theisen is in the process
of obtaining a permit. He intends to fully clean the under-barn manure basin this spring (2020), have it
inspected for potential certification, or will temporary close the pit for use until the building is
demolished or engineer re-design occurs. This follows the written delegation agreement between Todd
County and MPCA.
County Response: Starting in 2020, with the new requirement that all grant monies be expended by December 31 of the current year, staff are tracking their hours biweekly in an excel spreadsheet. At the end of the month, administration will summarize technical staff hourly wage reports and expenditures. This summary will be reported to Management to ensure that the program is on track to meet the annual expenditure deadline of December 31st of the current grant year. This summary will be available to County Commissioners and the MPCA within the SWCD Board Meeting minutes as posted on the County website. Realignment of staff focus areas will occur if any variation indicates that funding amounts are behind or ahead of expenditure timelines, ensuring funds will be spent within the current grant year.

It is worthy to note: Concerns for 2020 grant expenditure may arise from the Covid-19 pandemic and the limitations that County, Federal, and State response protocols have on the MPCA and County delegated feedlot programs.

This concludes the Todd County responses to the MPCA 2019 Assessment findings. Thank you.

Respectfully,

Dave Kircher  
Chair  
Todd County Board of Commissioners

cc. Adam Ossefoort, SWCDD Division Director  
    Deja Anton, SWCD Manager/ Feedlot Program Lead
Reba Van Beusekom’s Staff Report for March 1, 2020 to March 31, 2020

- **Feedlot registrations**
  - Worked on a few 2019’s – confirmation letters, sending to PCA, putting in TEMPO
  - Input past registrations that were not processed by MPCA previous years
  - Closeout registrations and final review of sites

- **Other Feedlot Stuff**
  - Historic files – matching ancient records to current parcels
  - Final feedlot meeting prep – cater calls, presenter calls, getting presenter slides, etc.
  - Planned to pick up door prize – but was called back to the office before attaining possession
  - Cancelled the feedlot meeting – made phone calls and send postcards to those we did not have phone numbers, sent emails, etc.
  - Donated potatoes and onions to food shelf (was a door prize for feedlot meeting)
  - MPCA Feedlot Review

- **Site visits**
  - Assistance Visits
    - James Julig
  - Complaint Response
    - One
  - Ag Water Quality
    - Wagner (multiple meetings and phone calls)
    - Lemke
    - Schroeders

- **Owner Assistance**
  - Linn Smith
  - Jerry Korfe
  - Birchdale (Grey Eagle) Pork Assistance with their permitting

- **SWCD Business**
  - Schroeders grazing plan – map, bid packet, communications, etc.

- **Meetings**
  - Feedlot Team Meeting

- **Permitting**
  - Thirteen Acres (CSF Permit)

- **Trainings**
  - CFO WebEX (Jan and Feb)
  - Oliver Kelley Farm
    - Scholarship recipient to attend Midwest Health Soil Summit

- **Other**
  - Soil Health Conference Call
  - Time tracking
Reporting Dates: March 2020

**Trainings/Meetings attended:** Facilitated Todd County WCA TEP

**WCA:**

New Applications:
- Raugutt – Private Ditch Maintenance
- Baum – Private Ditch Maintenance
- Sutton – Wetland Crossing

Notice of Decisions:
- Raugutt – Private Ditch Maintenance
- Baum – Private Ditch Maintenance
- Sutton – Wetland Crossing

Ongoing Violations/Upcoming Projects:
- Richard Zunker – Ditch plugs installed, perf tile replaced with non-perf, tile disabled
  Monitoring in spring

Other:
- Tiling Setback Mapping
- Wildlife habitat improvement ponds
- Elevation Surveys for DNR

Customer outreach:
- 9 Site visits
- 43 Phone calls, office visits, etc

**SWCD:**
- Buffer Technical Assistance
- Buffer Cost-Share landowner assistance
- Buffer Law State Compliance Tracking
- Windbreak Planning
- Tree Sale and guidance
County:
  - Front Counter Assistance (mapping)
  - Upcoming Plat review
Tim Ebnet Staff Report

3/2/20 -3/31/20

Note: As with everyone, Covid-19 has thrown a wrench into everyday operations. CNMP writing has slowed as you may notice in my completion rates, they have not changed much. You will see in training that I have spent the last 2 weeks in March working towards my planner certification.

Training

- Conservation Planner Training. Online based training. Spent the last 2 weeks of March completing some of the requirements.

CNMP Yellow Highlight = New

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<td><strong>Gary Borash, Stearns County stacking slab</strong></td>
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<td><strong>Richard Kasper, Stearns County pit</strong></td>
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<td><strong>Barb &amp; Mike James, Todd County monoslope barn</strong></td>
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<td><strong>David Hubner, Morrison County monoslope barn</strong></td>
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<td><strong>Zach Humbert, Stearns County poultry stacking slab</strong></td>
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<td><strong>Galen Stumpf, Morrison County poultry stacking slab</strong></td>
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<td><strong>Gerald Girtz, Morrison County poultry stacking slab</strong></td>
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<td><strong>Lydia Alexander, Todd County Pit</strong></td>
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2021 Projects

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<td><strong>Sonny Wunderlich, Douglas County Pit</strong></td>
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<td><strong>Zapzalka Farms, Morrison County Stacking Slab</strong></td>
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<td><strong>John Hoffman, Morrison County poultry stacking slab</strong></td>
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<td><strong>Chris Kremer, Morrison County Stacking Slab - Buffalo</strong></td>
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<td><strong>Adam Sunderman, Todd County monoslope barn</strong></td>
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Other

- Brainstorming for Conservation Farmer and Land Stewardship Awards.
Sarah Katterhagen’s Staff Report
Board Meeting: April 9, 2020

Due to Covid-19 – I have been remotely working since March 25 (the 24th I was sent home in the afternoon to get things set up). Currently, I visit the office on Monday’s, Wednesday’s and Friday’s in the AM to check mail, mail necessary items, print items, complete deposits, prepare payments, return files, and grab more files. (both for SWCD and PZ). I am rocking being a 2nd grade and Kindergarten teacher in the evenings 😊

SWCD Activities

Financial/Reporting/Administrative:
- Daily receipts and deposits – mainly for the tree program
- Prepared voucher for invoices as needed
- Review billable rates as drafted by Managers
- Office assistance as needed

Feedlot Program:
- All the registrations have been mailed out
- Reviewing registrations as they come in
- Take calls regarding registrations
- Donation for 2020 – will be used for 2021 feedlot meeting if approved by Todd SWCD board – Incurred expense for the Feedlot meeting for 2020 will be charged to program.

Tree Program:
- 3,000 trees to sale
- Will start to prep orders for staff for tree barn week
- Tree pick up this year will most likely be like a drive-thru due to Covid-19

Cost Share:
- Started to pull cost share spot checks for 2020

AIS Program:

Office/Ongoing Projects:
- Going to create an Arc Map layer for Cost Share projects – (on hold)
- Will be going through the electronic files – deleting outdated information and re-organizing the information (in spare time)
CRP: We made it through the General CRP signup. The signup closed on February 28th. We had a total of 63 offers. Of the 63 offers we had 54 that were accepted. FSA is currently getting in touch with landowners and determining if they would like to move forward with their accepted offers. Nationally there were 3.4 million acres accepted with an average acceptance rate of 89%. Continuous CRP, CRP grasslands and CRP SHIPP are still being offered. I am currently still discussing these programs with landowners and determining eligibility.

CREP: The CREP batching period close on March 31st. We had one CREP application that was submitted during this batching period. The next batching period opens on the 13th of April. Right now I have one landowner that is wanting to apply through this next period. This property has a potential for 24+ wetland basins that could be restored and should score very high in the CREP ranking. Fingers crossed things will continue smoothly for these CREP applications. I have been working with Sarah, Deja and sellnow law office to complete title insurance process for the previously accepted applications. Most should be able to start construction this summer. Hope for a dryer year than the last. I have also been working with SRWD to obtain the required permits for these constructions.

EQIP: We are beginning to Rank and process the EQIP applications.

Others: 64 phone calls with producers regarding programs/projects/technical assistance
14 office visits with producers regarding programs/projects/technical Assistance
8 site visits regarding programs Certifications, eligibility and Technical Assistance

I am currently teleworking and things are going relatively smoothly. My wife and I are expecting at the end of April so our baby girl could be coming any day now. This means that I will be taking some time off in the near future to care for our new baby and my wife. I will still have access to my email so during that time email will be the best method to get in touch with me.
Nationwide all USDA Service Centers are at a Level II Working due to Coronavirus. What this means is the offices are locked and only one or few people are at the office at any one time. Telework or work from home is being maximized. There are some offices, which were listed as Level III; Long Prairie and two other offices in the State are in this condition until after April 2, 2020. This was due to potential exposure to COVID-19 through an employee at a meeting who was believed to have COVID-19 and staff within those offices were in contact with this person. Level III means nobody is in the office until instructed to be. NRCS was told to telework and stay away from the office the full 14 days and FSA was allowed back on a limited extent (Level II) after the building was thoroughly cleaned. Offices are still able to assist customers remotely through email, phone, and mail. Field visits and such are allowed if social distancing measures can be taken (maintain at least 6 feet away from all people; producers or staff). We will be starting a rotating basis of one person in the office for NRCS each day starting April 6th through most likely April 30th. So far we have been able to maintain most communications needed and to be able to provide customer service needed and to complete workload.

EQIP applications are being planned and ranked and currently we have over 100 applications. The application deadline has passed and was March 13th. This is the most applications the Long Prairie office has ever had. This is mainly due to a large backlog of unfunded applications from the last two years and a large sign-up this year as well. Applications won’t be approved until June so obligating contracts will occur after this.

CSP applications are still being accepted and we also finished with accepting renewal and extension requests from 2014-2016 contract holders. CSP workload will coincide somewhat, but trail later than the EQIP process and deadlines. The cut-off deadline for new applications is May 29th and renewal applications of March 20th.

The CRP general sign-up ended February 28th and continuous sign-ups are open currently. CREP enrollments are also going on at different batching periods during the year. Rental rates are low, but some sign-ups have still been accepted and many were funded.

Wetland determination backlog is around 5 months out. If you know of anybody considering drainage or clearing projects, please let them know to stop in now for later summer and Fall projects.

Our biggest challenges are the large workload on top of new program rules and new planning and ranking software (Conservation Desktop and CART) along with our new normal of teleworking and remote assistance/work. So far we have achieved all deadlines and workload needed and on time. We hope to continue this effort and will make whatever work that we need to.
13D.021 MEETINGS BY TELEPHONE OR OTHER ELECTRONIC MEANS; CONDITIONS.

Subdivision 1. Conditions. A meeting governed by this section and section 13D.01, subdivisions 1, 2, 4, and 5, may be conducted by telephone or other electronic means so long as the following conditions are met:

(1) the presiding officer, chief legal counsel, or chief administrative officer for the affected governing body determines that an in-person meeting or a meeting conducted under section 13D.02 is not practical or prudent because of a health pandemic or an emergency declared under chapter 12;

(2) all members of the body participating in the meeting, wherever their physical location, can hear one another and can hear all discussion and testimony;

(3) members of the public present at the regular meeting location of the body can hear all discussion and testimony and all votes of the members of the body, unless attendance at the regular meeting location is not feasible due to the health pandemic or emergency declaration;

(4) at least one member of the body, chief legal counsel, or chief administrative officer is physically present at the regular meeting location, unless unfeasible due to the health pandemic or emergency declaration; and

(5) all votes are conducted by roll call, so each member's vote on each issue can be identified and recorded.

Subd. 2. Members are present for quorum, participation. Each member of the body participating in a meeting by telephone or other electronic means is considered present at the meeting for purposes of determining a quorum and participating in all proceedings.

Subd. 3. Monitoring from remote site; costs. If telephone or another electronic means is used to conduct a meeting, to the extent practical, the body shall allow a person to monitor the meeting electronically from a remote location. The body may require the person making a connection to pay for the documented additional cost that the body incurs as a result of the additional connection.

Subd. 4. Notice of regular and all member sites. If telephone or another electronic means is used to conduct a regular, special, or emergency meeting, the public body shall provide notice of the regular meeting location, of the fact that some members may participate by telephone or other electronic means, and of the provisions of subdivision 3. The timing and method of providing notice is governed by section 13D.04 of the Open Meeting Law.

History: 2007 c 110 s 1

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TODD SOIL AND WATER BOARD OF SUPERVISORS

A RESOLUTION DELEGATING THE BOARD CHAIR AS PRESIDING OFFICER AND THE DISTRICT MANAGER AS THE CHIEF ADMINISTRATIVE OFFICER FOR THE PURPOSE OF CALLING ELECTRONIC MEETINGS

WHEREAS, there may exist times when a SWCD Board meeting may need to hold meetings electronically in a time of pandemic, catastrophic event, or similar cause when SWCD Board supervisors are unable or prohibited from meeting in person.

WHEREAS, pursuant to MN Statute 13D.021, the positions acknowledged as Presiding Officer or Chief Administrative Officer may call an electronic meeting under the above circumstances.

BE IT NOW RESOLVED, Todd SWCD Board of Supervisors’ does appoint the SWCD Board Chair as Presiding Officer and the District Manager as Chief Administrative Officer for the sole delegation of calling electronic meetings in a time of pandemic, catastrophic event, or similar cause.

_____________________________________    __________________
District Chairman                   Date
April 10, 2020

Melissa Barrick
Crow Wing SWCD
322 Laurel St. Suite 13
Brainerd, MN 56401

Dear Ms. Barrick:

On April 9, 2020, the Todd County Soil and Water Conservation District (SWCD) Board of Supervisors voted to support the 2020 Environment and Natural Resources Trust Fund Grant Application that Crow Wing SWCD has initiated. It is understood that the grant application covers the following activities within the Camp Ripley Sentinel Landscape (a 10-mile radius of Camp Ripley including parts of Cass, Crow Wing, Todd, and Morrison Counties).

1. Todd and partnering SWCDs will assist landowners and private consultants in writing Forest Stewardship Plans for private landowners and forestry improvement projects.

2. Great River Greening will complete forestry improvement projects on public and private conservation easements lands as outlined in the grant application.

3. The Nature Conservancy will assist prescribed fire burn restoration on 200-acres of public or private lands as outlined in the grant application.

4. The Crow Wing SWCD will serve as the fiscal agent for the project and coordinate with all partners. Partners for this project include Great River Greening, the Nature Conservancy, Camp Ripley as well as Morrison, Crow Wing, Cass, and Todd SWCDs.

This project will focus on forest resilience for all lands meeting the specific initiative within the Todd SWCD Scope of Duties, below:

Initiative #5 Conservation, Protection, and Enhancement of Private Forest Lands and Natural Areas.
Goal 5-1 Support landowners interested in forest stewardship.

Landowners will be able to choose which programs they participate and what level of service they receive. We concur with the attached map depicting the project boundary areas.

It is understood that, if awarded, the grant funds are intended to be available July 1, 2021.

As Your Partner in Conservation…

Lee Buccholz
Chair-SWCD Board of Supervisors
Todd Soil & Water Conservation District

Conservation, Protection, and Enhancement of Todd County’s Natural Resources
2020 Annual Feedlot Meeting

Donations

<table>
<thead>
<tr>
<th>Sponsor Name</th>
<th>Date Received</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>MN National Bank</td>
<td>1/22/2020</td>
<td>$250.00</td>
</tr>
<tr>
<td>Central MN Credit Union</td>
<td>1/22/2020</td>
<td>$250.00</td>
</tr>
<tr>
<td>Compeer Financial</td>
<td>1/29/2020</td>
<td>$250.00</td>
</tr>
<tr>
<td>First International Bank</td>
<td>2/3/2020</td>
<td>$250.00</td>
</tr>
<tr>
<td>American Heritage Bank</td>
<td>2/3/2020</td>
<td>$200.00</td>
</tr>
<tr>
<td>Todd County Livestock</td>
<td>2/10/2020</td>
<td>$250.00</td>
</tr>
<tr>
<td>MN Corn Growers and Soybeans</td>
<td>2/19/2020</td>
<td>$250.00</td>
</tr>
<tr>
<td>Unity Bank</td>
<td>3/2/2020</td>
<td>$200.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$1,900.00</strong></td>
</tr>
</tbody>
</table>
Resource Concern: The pit is an outdated, unused pit located approximately 300 feet from a drainage to Turtle Creek, a stream of biologic significance for both aquatic life and also used in aquatic recreation within the Long Prairie River Watershed. The river indicates impairments of low DO, with contributing streams with bacteria, fish and macroinvertebrates IBI impairments. The pit itself is less than 1000 feet upland of the Turtle Creek watershed. Threats to groundwater are also a concern as the soils in the area are 720 Blowers and 703 Paddock which indicate a perched and apparent water table anywhere from 1-3 feet October through June.

MINOR: Long Prairie River 14056 Turtle Creek

Protection: By closing the pit, we are protecting the associated watersheds from contaminants due to potential structural damage caused by erosion, lack of maintenance, weather events, age and poor pit integrity. The pit was installed prior to 1991 to outdated standards for which studies have proven bacterial impacts to both ground and surface waters within 400 feet is likely.
Tom Zastrow- Pit Closure Project; Section 22, Long Prairie TWP, Todd Co., MN-
Continued from p. 1

Reductions: 137,970 Cfu annually; 11mg/L nitrogen and 7 mg/L phosphorus any given day

Project Components include:

Primary cost-share component-
  - Waste Facility Closure- Code 360
    - Critical Area Planting 342
    - Land Smoothing 466
    - Mulching 484
    - Obstruction Removal 500
    - Stormwater Runoff Control 570

<table>
<thead>
<tr>
<th>Bid component</th>
<th>Landowner Match</th>
<th>Highest Bid</th>
<th>Lowest Bid</th>
<th>X.75 cost-share of lowest bids</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pump-out &amp; land application</td>
<td>$3735</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Obstruction removal</td>
<td></td>
<td>$2500</td>
<td>$2500</td>
<td></td>
</tr>
<tr>
<td>Excavation of contamination</td>
<td>$7600</td>
<td>$6135</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Backfill &amp; smoothing</td>
<td>$5500</td>
<td>$6000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Critical Area Seed, mulch, &amp; SW control</td>
<td>$535.00</td>
<td>$1850</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mobilization</td>
<td>$500</td>
<td></td>
<td>$500</td>
<td></td>
</tr>
<tr>
<td>Totals</td>
<td>$4470</td>
<td>$17950</td>
<td>$15135</td>
<td>$14703.75</td>
</tr>
</tbody>
</table>

Recommended pay out and description/ justification for any increases or decreases

Staff recommends approving the contract with Thomas Zastrow to encumber the cost-share amount of $14,703.75 from FY2019 Riparian Aid for $2,618.42* and FY2020 for $12,085.33 from FY2020 Riparian Aid.

* This will close out the grant for FY2019 RA.
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>Cancelled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Todd SWCD</td>
<td>2019 RA 4-9</td>
<td>Yes □ No X □</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2020 RA 4-9</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Applicant

<table>
<thead>
<tr>
<th>Land Owner Name</th>
<th>Address</th>
<th>City/State</th>
<th>Zip code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thomas Zastrow</td>
<td>26115 County 12</td>
<td>Long Prairie</td>
<td>56347</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 the 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>Long Prairie</td>
<td>129</td>
<td>33</td>
<td>22</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 9 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: **EFOTG 360: Waste Facility Closure**

5. Any increases in the practice units or cost must be approved ahead 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 **Dec. 1 2021** , 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. Pre-Construction Cover is exempt from having the required invoices/receipts.

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 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. Pre-construction Cover is exempt from the percent reimbursement rate limitations when utilizing the flat rate payment option.
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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Land Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-3-2020</td>
<td>John Smith</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Land Owner, if different from applicant</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address, if different from applicant information:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Conservation Practice
The primary practice for which cost-share is requested is 360- Waste Facility 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>360- Waste Facility Closure</td>
<td>□ yes □ no</td>
<td>19,605.00</td>
</tr>
<tr>
<td>342 Critical Area Planting</td>
<td>□ yes □ no</td>
<td></td>
</tr>
<tr>
<td>466 Land Smoothing</td>
<td>□ yes □ no</td>
<td></td>
</tr>
<tr>
<td>484- Mulching</td>
<td>□ yes □ no</td>
<td></td>
</tr>
<tr>
<td>500- Obstruction Removal</td>
<td>□ yes □ no</td>
<td></td>
</tr>
<tr>
<td>570 Stormwater Runoff Control</td>
<td>□ yes □ no</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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Technical Assistance Provider</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-3-2020</td>
<td>John Smith</td>
</tr>
</tbody>
</table>

Amount Authorized for Financial Assistance
The organization board or council has authorized the following for financial assistance, total not to exceed percent of the total cost to establish the conservation practice plus the pre-construction cover total amount if utilizing the flat rate payment option.

<table>
<thead>
<tr>
<th>Amount</th>
<th>Program Name</th>
<th>Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Board Meeting Date</th>
<th>Authorized Signature</th>
<th>Total Amount Authorized</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>
Dear Stelling Family,

In acknowledgement of your pursuits in:

- Improving the soil health of your fields,
- Obtaining Ag Water Quality certification,
- Achieving decades of experience as reputable dairy, beef, and crop farmers,
- Adopting best management practices in the realm of conservation,
- Providing ongoing contribution to the ag industry, and
- for all the Stelling family has done and continues to do as outstanding citizens in the community,

the Todd SWCD Board of Supervisors has nominated you as Todd SWCD Outstanding Conservationists for the year 2020. To accept this nomination, please contact Todd SWCD District Manager, Deja Anton at 320-732-2644. It is our pleasure to honor Stelling Land & Cattle Company with this recognition.

Yours in Conservation,

Lee Buchholz
Chair
Todd SWCD Board of Supervisors
April 9, 2020

RE: 2020 Nomination for Todd SWCD Stewardship Recognition

Dear Bruce,

In acknowledgement of your:

- Passion for the natural world,
- Dedication to the advancement of science,
- Decades of educating hundreds of youth in Todd County,
- Efforts in best management practices in the name of conservation,
- Volunteerism at our EnviroFest instilling these very same qualities in the hearts of children, and
- For all you do as an outstanding citizen and role model in our community,

the Todd SWCD Board of Supervisors has nominated you as the Todd SWCD Stewardship Award recipient for the year 2020. To accept this nomination, please contact Todd SWCD District Manager, Deja Anton at 320-732-2644. It is our pleasure to honor you, Bruce, with this recognition.

Yours in Conservation,

Lee Buchholz
Chair
Todd SWCD Board of Supervisors
March 24, 2020
10:00am

Good morning everyone,

I took some time to really think about our working remotely situation and just have a few simple protocols to help us through the next few week(s). The four areas that jump to mind are: Services, Meetings, Financials, & Accountability.

---

**Todd SWCD Public Health Emergency Policy throughout the Duration of a Declared State or County Emergency**

**Services:**
Todd SWCD does provide services that are defined as essential within the Department of Homeland Security Memorandum (March 19, 2020) titled “Identification of Essential Critical Infrastructure Workers During COVID-19 Response” under the listing, “Food and Agriculture: Workers essential for assistance programs and government payments. Failure to provide the services outlined above could jeopardize local agriculture, food safety, food production and supply, and adversely affect the health, welfare and safety of the public.”

**Current situation:** To honor Governor Walz’ Stay-at-Home executive order, to maintain appropriate isolation distances amongst employees, and as furthered public protection, Todd County has locked its doors to the public while providing its employees the tools necessary to perform work related duties at home. Starting today, March 24, 2020, all technical staff working under Todd SWCD are asked to follow State and County protocol by working within their homes.

- Todd SWCD will continue to provide excellent customer service aside from generating additional, non-essential site visits for strictly a programmatic purpose, i.e. feedlot inspections without urgent due cause of eminent threat to public safety. “Service the people, not the program”.

- All employees within Todd SWCD have been equipped with cell phones. The main phone line will ring into the Program Coordinator’s and the Manager’s call lines. For requested services relating to a specific job description, technicians will be provided customer contact information and a brief summary of the request. SWCD staff should be as prompt as possible in returning customer calls.

- To provide the flexibility needed when working at home, employees may exercise reasonable freedom in adjusting their daily work schedules. It remains essential, however, for employees to be most available during the normal business hours of 8:00am - 4:30pm when customers most often recruit SWCD services.

- **At this time**, employees are allowed access to the building for copying, grabbing files, etc.

- County/ SWCD vehicles are required to remain in County parking lots.
- Keys to SWCD work vehicles will remain in the Courthouse office. In the case of the Courthouse entering into full lockdown mode in which conducting work from home is still authorized (observation wells and drive by spot checks, as examples), employees working under Todd SWCD will be notified to pick up the keys to assigned vehicles.

- Todd County encourages the SWCD to maintain excellent and prompt customer service. If a customer requests a site visit, employees are encouraged to use wise judgement and proceed cautiously.
  - Maintain a minimum of 6 foot of social separation.
  - Do not share pens.
  - Do not conduct site visits if you are uncomfortable.

**Meetings:**

- Staff reports are due the first Wednesday of every month. SWCD staff will continue to save reports in: Soil & Water Operations> Meetings and Events>SWCD Supervisor meeting> 2020 <date> folder.

- SWCD Board Meetings will remain public and subject to Open Meeting laws. All public meetings will be held electronically or by phone during this time period. SWCD Board of Supervisors meetings will be optional for SWCD technical staff. In the instance of a specific public or internal concern within an employees designated Program of which the supervisors should be aware, the associated technician(s) are encouraged to call in to provide detail. The conference number for public meetings and the SWCD Board of Supervisors Meetings is:

  
  **Public Conference Access**
  Phone Number: 3205334630
  Conference ID: 954003

- Staff meetings for employees under the SWCD will be suspended throughout the duration of the emergency unless urgent concerns necessitate. Topics of urgent concern will be discussed in a conference call format. Employees will be notified ahead. The Todd SWCD District Manager is available to employees working under Todd SWCD and to Todd SWCD Supervisors at all times (nights, weekends, etc.) if necessitated. Best contact number: 320-533-0943

**Financials:**

- The Todd SWCD District Manager will be in the Courthouse office on Mondays, Tuesdays and Thursdays at minimum. The Program Coordinator will stop in on Mondays, Wednesdays and Fridays at minimum. The two positions will coordinate schedules closely. Mail will be attended as will billings, orders, postal communications, and vouchers. Emails will be attended to on a daily basis by all SWCD staff.

- Credit cards will be unavailable for purchases. If the event of a County vehicle breakdown or equipment failure that is essential, contact the SWCD District Manager, Division Director, or County Administrator, preferably in that order, for further direction.

- County employee paychecks will be issued every other Wednesday as usual.

**Accountability:**

- Time tracking is the responsibility of the employee. Time cards are honest testimony for work performed. Employee timecards are expected to be completed by the Monday directly following the previous pay period ending.
Employee work hours can be flexed in any way to combine to 8 hours a day unless sick time is needed or personal leave requested. Employees are encouraged to work normal business hours in as much as possible as public interactions are most frequent during those hours.

No comp time will be approved during the emergency period.

Employees should note sick leave and request vacation on the District Manager’s Outlook calendar.

For County Accountability, employees will clearly document hours worked and the specific duties performed within those hours on the employee’s personal Outlook calendars. (Description of duties should be more detailed than simply listing the program or grant billed.)

Employees will save personal calendars at the close of every Friday here:

This PC>Shared>Soil and Water Operations>COVID-19Protocols>0Employee calendar-weekly

The following steps are helpful:

- Go to your Outlook Calendar
- Hit File Print
- In settings: select Calendar Detail Style
- Print Option: select date range
- Print to CutePDF Writer
- Save in 0Employee calendar-weekly

Last, family is first at Todd SWCD. If an employee or their family member(s) becomes ill, the employee is authorized to remain at home. If an employee or member of their household is exposed to Covid-19, or shows symptoms of Covid-19 (respiratory challenges with fever of 100.4 or greater), expedited self-quarantine is mandate.

In the event of a quarantine situation:

- Contact the District Manager, Division Director, or HR as soon as possible.
- Do not enter the Courthouse building to make contact.
- Suspend all customer service visits.
- Suspend all County vehicle travel.

In closing, you and your families are our top priority. Do not place yourself or your family at jeopardy for any reason. I cherish our relationships. Stay safe. Stay healthy. And, enjoy the flexibility of working from home.

Deja Anton
Todd SWCD District Manager

Conservation, Protection, and Enhancement of Todd County’s Natural Resources
Mission: The mission of the Long Prairie Area Chamber of Commerce is to promote, educate & support a vital business community while enhancing and nurturing the livability and community connectedness of the area.

Membership Benefits

- Promotion via Facebook, Electronic Sign on HWY 71 & Email
- Newspaper announcement of your NEW membership
- Phone Referrals
- Bi-weekly email: Chamber News & Upcoming Events
- Chamber Bucks promotion- Keep it local
- Visit from the MN Chamber of Commerce
- Up to a possible 12% savings w/Auto Owners Insurance
- Member brochure, business cards and flyer display in office lobby
- Career/Job Fairs and other employee search and retention programs
- Publication requests- each year the Chamber receives up to 1,000 requests for literature about Long Prairie. We send Visitors’ Guides, brochures and practical information as requested.

Member Engagement Checklist

Advocate
- Check in Regularly - Let us know what’s up and what’s new so we can pass it along!
- Read all Member Mailings - Stay Informed and Up to Date
- Display Membership Certificate & Decal - Let Your Customers Know You are a Chamber Member

Connect & Network
- Attend or host Networking Opportunities- Good Morning Long Prairie networking breakfast
- Attend Learning Luncheons
- Attend or volunteer for other Community Events: For example, Prairie Days and Bright Friday Night
- Come to Monthly Chamber Board Meeting- 4th Wednesday of the Month, 4:30pm @ City Hall
- Sponsor or Host an Event
## Rate Sheet : January 1, 2020 through December 31, 2020

<table>
<thead>
<tr>
<th>Classification</th>
<th>Base Investment</th>
<th>Plus, Full time Equivalents</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Membership/Ag</td>
<td>$192 ($16.00 pre month)</td>
<td>Owner/manager is included in the base fee Plus $7 per FTE $1200 Maximum</td>
</tr>
<tr>
<td>Businesses / Vendors not classified in another category.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seasonal / Vendor Membership</td>
<td>$96.00 ($8.00 per month)</td>
<td></td>
</tr>
<tr>
<td>6 month or monthly vendor sales membership &amp; promotion</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Membership</td>
<td>$1,067</td>
<td></td>
</tr>
<tr>
<td>Including banks, credit unions and mortgage companies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manufacturing Membership</td>
<td>$255 ($21.25 per month)</td>
<td>Plus $6.65 per FTE employee(s) 1-200 Plus $0.50 per FTE employee(s) 201+ Maximum $2000</td>
</tr>
<tr>
<td>Not-For-Profit Organization 1-3 employees</td>
<td>$66 ($5.50 per month)</td>
<td></td>
</tr>
<tr>
<td>Organizations not classified in another category</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Large Organizations 4-7 FTE employees</td>
<td>$129 ($10.75 per month)</td>
<td></td>
</tr>
<tr>
<td>Hospitals/Nursing Homes/Clincs</td>
<td>$510 ($42.50 per month)</td>
<td>For ten or more employees. Clinics with fewer than 5 employees pay under general membership schedule Plus $7.50 per FTE over 5 employees Maximum $1200</td>
</tr>
<tr>
<td>Colleges/Universities/Technical School</td>
<td>$384 ($32.00 per month)</td>
<td></td>
</tr>
<tr>
<td>Individual Membership</td>
<td>$63 ($5.25 per month)</td>
<td></td>
</tr>
<tr>
<td>Individuals not active in for-profit businesses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Small Business Listing</td>
<td>$33.00 ($2.75 per month)</td>
<td></td>
</tr>
</tbody>
</table>

*NEW: This will be listed under Community Services on the Chamber website: www.longprairie.org/community-services.html

Your investment may be tax deductible! Check with your tax expert. FTE=Full Time Equivalent. Two part-time employees equals 1 full-time employee. Do you need help determining your membership dues? Please do not hesitate to call the Long Prairie Area Chamber of Commerce at: 320-732-2514 and the Director will assist you! chamber@longprairie.org
Payment Schedule - Jan. 1, 2020 through Dec. 31, 2020

Basic Rate: __________________________

Select the proper classification for your type of business: General/Ag, Financial, Manufacturing, Hospitals/Clinics, Not for Profit, Individual, etc. and fill in the basic investment/rate. If you are not sure which classification your business falls under, please call the Chamber office for assistance at 320-732-2514.

Additional Employees __________________ x ________________ = __________________
(Number of Full-time (Amount per employee) Total for this line)
Equivalent FTE: two part-time equals one FTE)

☐ Check this box if a new member

Total Annual Investment________________

You can choose when you would like pay your Annual Investment:

☐ Annually

☐ Semi-Annually

☐ Quarterly

Make checks payable to: Long Prairie Area Chamber of Commerce
42 Third Street North
Long Prairie, MN 56347

If you have questions, please do not hesitate to contact the Chamber. Thank you. We look forward to working with you!

The Mission of the Long Prairie Chamber of Commerce is to Promote, Educate, and Support a vital business community while enhancing and nurturing the livability and community connectedness of the area.
Member Name: _____________________________________________ Business Name: __________________________________________

PROFILE

Primary Address: ___________________________________________________________________________________________________

City: ___________________________________ State: ___________________ Zip: _______________ County: ___________________

Billing Address: (if different from above) ________________________________________________________________________________

Date of Business Start-up: ________________

COMMUNICATION INFORMATION (Primary)

Phone 1: ________________________ Phone 2: ________________________ Mobile: ____________________ Fax: ______________

Email: __________________________________________________ Website URL: _____________________________________________

Preferred Method of Communication: ___ Email ___ Phone ___Postal Mail

What is your Reason for Chamber Membership? __________________________________________________________________________

Membership Dues Investment

Number of Full Time Employees (FTE): Full Time _____ Part Time _____ Total FTE’s _____ (one FTE = 40 hours)

Business Type: ___________________________________________ Dues Amount: ________________

Renews to be Invoiced on: _____ Annual Basis _____ Semi-Annual Basis _____ Quarterly Basis

I hereby apply for membership in the Long Prairie Area Chamber of Commerce and agree to pay the above listed sum. Membership is automatically renewable and remains in effect until terminated in writing.

_________________________________________________________ ____________________
Authorized Signature Date