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

Buchholz

Pledge of Allegiance

Buchholz

Act On Approving Agenda

Buchholz

Call for Conflict of Interest

Buchholz

Secretary's Report (May’s Minutes)

D. Katterhagen

Treasurer's Report (Financial)  (May )

Whitney

Public Introductions & Comment (when present)

5 minutes

Clifton Larson Allen FINAL 2019 Audit Review - in person. (15 min. presentation*)

Doug Host -15 min

Commissioner's Report

Kircher/Becker - 5 min

Staff Reports & Project Status Update (Director, Manager, Technical Staff)

SWCD Staff - 10 min

Pheasants Forever Report

Thoma - 2 min

NRCS Report

Kleinschmidt - 2 min

1W1P- SRWD Policy Meeting

Williamson - 2 min

BWSR Report

Pence - 10 min

Celebration- Todd SWCD remains strong through COVID-19! No service complaints; on the contrary, rather! Kudos to Reba, Lew, and Sarah! We begin transitioning back to the office, Mon.

Approve payment of MPCA 319 LP DO cost share funds for Motley Cemetery, contract LPDO#2, in the amount of $60,290.00 and payment of FY19 LC funds in the amount of $5,572.00 for a total cost-share payout of $65,862.00 for streambank restoration Antony- 3min

Approve payment of FY2019 cost share funds for Glenn Pesta, contract#8-19 in the amount of $280.00 for well sealing project

S. Katterhagen

Approve payment of FY2019 cost share funds for Glenn Pesta, contract#9-19 in the amount of $310.00 for well sealing project

S. Katterhagen

Approve payment of FY2019 State Cost Share funds for Dale Greenwaldt, contract 67-19 in the amount of $168.75 for well sealing project

S. Katterhagen

Approve payment of FY2019 State Cost Share funds for Dale Greenwaldt, contract #7-19 in the amount of $168.75 for well sealing project

S. Katterhagen

Approve encumbering FY2019 State Cost Share funds for well sealing project for Teri Bense, contract #11-19, in the amount of $287.50

S. Katterhagen/Anton

Approve 2019 Audit Report

Buchholz -2 min

Approve Emergency Declaration Policy-attached

Anton -2 min

AREA II Meeting for June 18, 2020 POSTPONED

Buchholz

WCTSA AREA II ZOOM meeting, June 18, 2020 @ 9:30 to 10:30am Kenny, Tim Ebnet, Deja

Local Work Group Meeting - June 11, 2020 - 1pm -Phone Conference- Kenny, Sarah, Deja

Red Eye 1W1P has asked for an optional resolution of support acknowledging the completed Red Eye 1W1P and its coverage area of Todd County. Questions or opposition should be reported to Deja prior to July 1. Hearing none, she will draw up resolution for approval on July 9.

If it’s that time of year! Auditor/Treasurer office is calling for draft 2021 budgets from SWCD & P&Z. Proposal will be reviewed at July 9 meeting. If you wish to preview the budget proposal prior to the meeting, drop a note to Deja.

* Times do not reflect discussion. Board Chair will make determination on discussion periods.

Adjourn

As of today’s date, the next regular SWCD board meeting will be July 9, 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 MAY 14, 2020 REGULAR BOARD MEETING

Pursuant to MN Statutes 13D.021, the Todd SWCD held the SWCD Board of Supervisors meeting Thursday, May 14, 2020 beginning at 8:30 a.m. 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 215 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 for an electronic meeting as spelled out in MN Statutes 13D.021 Subdivision 1, 1-4.

Chairman Buchholz called the Thursday, May 14, 2020 meeting to order at 8:31 a.m.

The meeting will held by electronic means.

Introductions were made.

Board members present were: Tom Williamson, Leland Buchholz, Kenny Pesta and Dale Katterhagen. Others present were: Adam Ossefoort, Division Director, Deja Anton, District Manager, Sarah Katterhagen, Program Coordinator, Reba VanBeuseksom, Conservation Technician, Russell Kleinschmidt, NRCS, Josh Hanson, NRCS, Barb Becker, Todd County Commissioner and Chris Pence, Board Conservationist.

Board Member Absent: Dan Whitney.

The Pledge of Allegiance was recited.

Buchholz asked if there were any additions to the agenda. Williamson made a motion seconded by Pesta to approve agenda for May 14, 2020 SWCD Board meeting with the addition of discussing a meeting date for the Local Work Group meeting. Buchholz called for a roll call vote. Affirmative: Buchholz, Pesta, Katterhagen and Williamson. Motion Carried.

Buchholz called for conflict of interest. No conflict of interest.

Buchholz asked if there were any additions or corrections to the minutes from the April 9, 2020 regular board meeting. District Manager, Anton suggested that the minutes should include that management (SWCD Director and Manager) reviewed the AIS RFP’s for the inspection program. Williamson made a motion, seconded by Pesta to approve the minutes as disbursed from the April 9, 2020 regular board meeting. Buchholz called for a roll call vote. Affirmative: Buchholz, Pesta, Katterhagen and Williamson. Motion Carried. {Noted: Minutes were not updated with suggested correction as not part of the motion}


REPORTS: No reports were given during this meeting
DECISIONS NEEDED:

Katterhagen made a motion, seconded by Pesta to approve encumbering FY2020 Local Capacity funds, contract #5-1420LC2 in the amount of $2,020.48 for Forage and Biomass seeding for Ryan and Ginger Schroeder. Buchholz called for a roll call vote. Affirmative: Buchholz, Pesta, Katterhagen and Williamson. Motion Carried.

Pesta made a motion, seconded by Williamson to approve encumbering FY2019 Local Capacity, contract #5-14-19CL in the amount of $3,435.29 and encumbering FY2020 Local Capacity, contract #5-14-20CL in the amount of $11,564.71 for a maximum cost share of $15,000 for pit closure for Jeremiah and Kalie Korfe.

Discussion: Buchholz asked if cost share funds can be used to close water ponds. Anton reported, cost share funds can’t be used to closed water ponds.

Buchholz called for a roll call vote. Affirmative: Buchholz, Pesta, Katterhagen and Williamson. Motion Carried.

Williamson made a motion, seconded by Pesta to approve encumbering MPCA 319 Partridge River Phase #1, contract #5-1420PR1 in the amount of $5,250.00 and encumbering BWSR-CWL FY2020, contract #5-14CWL in the amount of $1,312.50 for a total of $6,562.50 for a pit closure project for Linn Smith. Buchholz called for a roll call vote. Affirmative: Buchholz, Pesta, Katterhagen and Williamson. Motion Carried.

DISCUSSION:

Local Work Group Meeting Date: Consensus to have Local Work Group Meeting on June 11, 2020 at 1:00 pm. Hanson explained most likely a survey monkey with questions about resources concerns will be sent out prior to the meeting to help streamline the meeting.

INFORMATIONAL:

2020 Election Guide for SWCD: Anton reported she sent out a press release to the newspaper about SWCD Elections.

Review 1W1P for the Red Eye Watershed: Anton said if the board has any comments about the plan, they can be submitted to her.

Review MOA between NRCS and SWCD: Hanson reported the MOA is so the partners can share conservation across the lines. Anton reported the board will vote at June’s meeting and the final copy will have Todd SWCD information in the MOA.

Greenbelt Ground Truths Listed in the 1W1P for the Sauk River Watershed: Anton reported Commissioner Neumann asked that she share this information with the SWCD Board. The Greenbelt Ground Truth is currently listed in the 1W1P for the Sauk River Watershed. Commissioner Becker asked if it is listed in all Watershed Plans. Anton reported right now it is just in the Sauk River Watershed Plan and emphasis’ key
areas. D. Katterhagen commented that there are other methods to get livestock out of water; instead of regulatory. He feels that it could look like the Soil and Water is a regulatory party and what about the key areas today and the key areas tomorrow? Anton commented when the draft of the SRWD 1W1P comes forward for public comment it will be important for SWCD to provide comment at that time. Williamson asked if Anton will handle it for the board. Anton commented that it would be important for Williamson to bring up the Todd SWCD’s board concerns at the SRWD 1W1P committee meetings as he is a liaison for the Todd SWCD Board. Pesta reported he has the same feeling as D. Katterhagen. Buchholz reported he likes voluntary, not regulatory and he has strong reservations about the enforcement part. Also concerned about designating specific areas, than that changes. He has lots of reservation about the Greenbelt Ground Truth and would like more information about it. D. Katterhagen agreed, not enough information has been provided or presented on the Greenbelt Ground Truth. Anton encourages the SWCD Supervisors and Commissioner to contact to Commissioner Neumann.

2019 Audit Report: Reminder to Supervisors to review the Audit Report and send in any questions to District Manager, Anton, and she will get the questions to the Clifton Larson for review prior to the scheduled in-person final Audit review.

Pesta made a motion, seconded by Williamson to adjourn the meeting at 9:10 a.m. Buchholz called for a roll call vote. Affirmative: Buchholz, Pesta, Katterhagen and Williamson. Motion Carried.

Chairman Buchholz thanked all the participants that participate in the Todd SWCD Board Meeting.

The next meeting of the Todd SWCD Board of Supervisors will be held on June 11, 2020 beginning at 8:30 a.m. at the Todd County Historic Courthouse (Prairie Conference Room), Long Prairie, MN 56347.
# SWCD Treasurer's Monthly Report

**Program Summary**

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**Total**                                      | $1,150,883.40    | $28,621.73          | $114,302.45              | $1,065,202.68    

Prepared by: Sarah Katterhagen, Programs Coordinator

Reviewed by: Deja Anton, SWCD District Manager

Date

Dan Whitney, District Treasurer

Date

*Grants SWCD Applied for

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

**ACCOUNT ACTIVITY REPORT**

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

*From: 05/01/2020 Thru: 05/31/2020*

Report Basis: 1

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### Program 000 Total

**Program 000 Total** 34,475.95
**ACCOUNT ACTIVITY REPORT**

From: 05/01/2020 Thru: 05/31/2020

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

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- All amounts are in thousands of dollars.
- All dates are in the format MM/DD/YYYY.
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Manager’s Report for April 2, 2020- June 2, 2020

SWCD Manager Duties:

**Shoreland/ Riparian component:**

**Assistance Calls:** (38)

- **Villard Township**- Streambank Construction Inspection
- **Motley Cemetery**- Streambank Stabilization Construction Inspections (3)
- **Bjornebo**- Shoreline Restoration Conservation Delivery and Discussion of Buffer Planting Design
- **Weldon**- Site Visit and Conservation Delivery for Erosion Control Project (2)
- **Sandy Shores**- Landowner requested site visit; conducted spot check
- **Hillman**- Site Inspection and Conservation Delivery for Shoreline Restoration Plan (2)
- **Stachowski**- Bass Lake Algae Concern
- **Long Prairie Packing**- Streambank Stabilization structure- Survey by canoe attempted.

**In house-5/28** Frisk – actually outside

**General Management:**

**Water Planning:**

- **Brainerd/ Mississippi Watershed:**
  - 6/1 Skype Meeting (30 min) Watershed Project Updates
- **Sauk River Watershed:**
  - 4/29 IWIP
  - 5/5 Sauk River Partnership Zoom Meeting
  - 5/14 Outdoor Heritage Foundation grant Application Meeting
  - 5/19 MPCA Sauk River Professional Judgement Group Meeting

*High level of concern from Higgins- Long and Fairy Lake citizens concerning high water and potential for property and erosion damage. Lew and I participated in this discussion via telephone on April 16/2020*

- **Long Prairie Watershed:**
  - 4/14 MPCA Long Prairie WRAPS Meeting
  - 4/3 & 5/1 1W1P Planning Meetings- Application complete- group is reviewing.

**Education & Publications:**

- 4 two page citizen informational s on the Long Prairie Watershed- now posted on the County website
- Back to back radio shows on the proposed 1W1P for the Long Prairie @KEYL radio 5/20 & 21 w/Adam
- 1 hr. radio show in Alexandria on the proposed 1W1P for the Long Prairie with Jerry Haggenmiller
- “Cover Crops, Carbon & Cash?” News release
- Content Article on supervisor positions and 2020 election- printed in the Leader & mailed to TWPs
- SWCD Release on High Levels of Algal Blooms on smaller lakes throughout Todd County and Minnesota
- Local Work Group Invite
- First draft budgeting format for Long Prairie 1W1P grant application
- Priority Ranking Guide for AGBMP loan applicants

*Conservation, Protection, and Enhancement of Todd County’s Natural Resources*
**Grants:**

- **AIS:**
  - Assistance Calls (9)
    - Contract with Waterguards
    - Cost Share Contracts have been completed
    - Letter of Acceptance/ Deny to Contractors who bid
    - Watercraft Inspection Submittals to DNR
    - Outside meet-ups with inspectors to assign devices and weeds sticks
    - Responded to two calls for unstable dock and contaminated buoys being installed on lakes

**Save the Date:** Todd County/SWCD hosts Starry Trek Event, August 15, 2020 @ Battle Point Park

- **Local Capacity/BWSR:**
  - MACSWCD Conference call-in regarding funding-5/4 expect a 25% reduction in some pools

- **MPCA 319:**
  - Motley Cemetery Project is complete- Photos of project by Doug Wonder featured in Staples World
  - Villard Twp. Streambank Project commenced Monday, June 1
  - Very pleased with contractor doing the work at both sites.

- **CREP:**
  - Request for Intent was submitted

- **Riparian Assistance Funds:**
  - Designed Shoreline Protection Plan for Hillman and Bjornebo- Survey is complete for Bjornebo
  - Developed bid packets for Weldon Erosion Project off of Long Lake- Survey and Final Design complete

- **Feedlot Performance Credits:**
  - Low Cost Fix Contract with D. Middendorf

**Additional Management Duties:**

**Customer Assist/Counter/ Phone:** (trees-30, wells-4, soil testing-1, ditches-5 to June 2) (40)

**Other:**

- **BOC Meeting 4/7**
- **SWCD Board of Supervisor meeting 4/9; 5/14**
- **NRCS/SWCD combination Meeting 4/8; 5/13**
- **Organized the Todd County Emergency MGT Conference Call on Livestock Mortality & Carcass Mgt. needs in the event of COVID-19 outbreaks at packing plants- all but one producer invited participated**
- **Grant Reporting, Time cards, vouchers, etc.**
- **Board agendas and packet preparation**
- **MCIT Survey submitted**
- **Tree Sale:** Unloaded trucks, packed orders (Monday only), created signs and helped with car delivery
  - Site Visit to customer who would not pick up trees. Hand delivered a bill for delivery services if trees were not picked up by second deadline. Trees were picked up.
- **Received enthusiastic acceptance form our conservation Award winners**

- **Local Work Group Meeting is a phone Conference Call to be held this afternoon 6/11 at 1:00 pm**
- **WCTSA Meeting- June 18, 9:30-10:30. This is a Zoom Meeting.**

**Feedlot & Farm Conservation Program Components:**

- **Assistance Calls:** (83)
- **Air Quality Exemptions** (2)
- **Site Visits** (26)
Conservation, Protection, and Enhancement of Todd County’s Natural Resources

SOIL AND WATER CONSERVATION DISTRICT
215 1st Avenue South, Suite 104
Long Prairie, MN 56347
Phone: 320-732-2644 Fax: 320-732-4803

Buderus- follow up inspection - 499 AU; Crow Wing Watershed
Lamm- assistance visit; site inspection- <100 AU, shoreland; Long Prairie Watershed; MAWQCP app
Vetsch- construction inspection >300; Mississippi Brainerd Watershed
Middendorf- compliance site visit >100 AU Long Prairie Watershed
Zehrer- Site visit with WCTSA. Survey completed.> 500 AU Sauk River Watershed
Twardowski- Producer requested site inspection and conservation delivery (2) <100 AU; never been inspected; Long Prairie Watershed
Schroeder- Forage & Biomass Pre-Con < 100 AU; Long Prairie Watershed
Lamusga- Producer initiated site visit; compliance inspection ;< 300AU Long Prairie Watershed
Keulbs- Producer initiated site visit; MAWQCP app
Zimmer- Producer initiated compliance inspection, conservation delivery; survey and Facility Assessment (3) <300; AU Long Prairie Watershed; Never been inspected; MAWQCP app
Motzko- Follow up inspections (2)
Reiffer- Producer initiated site inspection; MAWQCP app
Korfe- pit to pond inspection Pre-Con, conservation delivery assistance visits (3); 87 AU- Never been inspected; Long Prairie Watershed
Siefert- Producer Initiated site visit; survey; and Facility Assessment;
Williamson- Spot check- WASCOR
Zastrow- Site inspection; pre-con; construction inspection (2); < 100 AU; never been inspected; Long Prairie Watershed
Smith- Pre-Construction inspection; <100 AU; Never been inspected; Crow Wing Watershed
Hendershot- Producer initiated site inspection; <300 AU; never been inspected; Long Prairie Watershed

In-house Meetings (1)
Zastrow (4/2) - actually outside

Complaints received (2)
(1) Dead animals- improper disposal- substantiated. Resolved.
(1) Feedlot Runoff crossing property boundaries- assigned to Reba

Other:
- MAWQCP Program (11 hrs.) - 10 producers (Keulbs, Hendershot, L. Schroder, Schroeders, Siefert, Bisel; Reiffer; Zimmer; Williamson, Wegner)
- Inspection documents (5.5 hours)
- Registrations (12 hrs.)
- 2 MinnFARMS- Zimmer
- Laromie, Wyoming Feedlot Assistance
- Facility Assessments: Reiffer & Siefert
- Design Plans & bid packets: Twardowski & Korfe (bid review and board presentation)
- WCTSA Requests; Zimmer & Reiffer
- Zastrow Board Presentation and bid review
- Review of Herbicide Carryover for Schroeder Plan

Conservation, Protection, and Enhancement of Todd County’s Natural Resources
Per Request of Board

Project Status Report for Feedlot & Conservation Programming

(Bold currently under construction): (Items in Bold= new for this report)

1. **Vetsch** Yr. 2016- Construction ongoing; **concrete pour**
2. **Motley Cemetery** Yr. 2016- **COMPLETED** Funding: Long Prairie 319 Grant/BWSR LC 19
3. **Villard TWP** Yr. 2016- **Near Completion;** Funding: Long Prairie MPCA 319 Grant
4. **Helle** Yr. 2019- Pre-Construction Meeting held 10/11; Partridge River MPCA 319 & BWSR LC 19
5. **Denise Middendorf** 2019- Small cost Fix Feedlot **CONTRACTED- Performance Credits**
6. **Zastrow**- 2020 Pit closure; **Funded nearly complete- Riparian**
7. **Smith**- 2020- Pit Closure; **Pre- Con held- MPCA 319 Partridge River**
8. **Korfe 2019- Pre-Con held; July start- State Cost-share**
9. **Lamm 2018- CNMP complete for roof over structure; waiting for funding approval**
10. **Lamusga 2018- CNMP complete; waiting for funding approval**
11. **Eischeid 2016- Roof over structure-3rd Plan-waiting for funding approval**
12. **James 2019- CNMP Complete; roof over structure; waiting for funding approval; Riparian piggyback?**
13. **Buderus 2015- North- Plans for 2020 construction; waiting for funding approval**
14. **Gray 2014- CNMP Completed- New Preliminary Design.**
15. **Becker 2019- CNMP in development; Building design**
16. **Fairy Lake 2019- approval for land use received from Fairy Lakes Lions Club; downstream impact studies in order; Applying for MPCA Small Watershed Focus as partial funding**
17. **Long Prairie Packing 2019- Moving forward shortly**
18. **Swan Lake 2019- Survey Completed- not moving forward at this time- will be removed off of active list**
19. **Schmidt 2017- Constructing Lot 1- Reba**
20. **Julig 2017- CNMP Complete- Contemplating Osakis Grant Sign up - Meeting held on 3/6**
21. **Larson 2017- technician design complete-waiting for bids. Contact.**
22. **Asfeld 2019- Request for WCTSA assistance- Erosion/ Site visit needed.**
23. **Rewitzer 2018- Construction slated for 2020- CNMP Complete waiting for funding approval**
24. **J-V Feeders 2017- NMP Complete- Design Plan Complete- AGI acquired; waiting for funding approval**
25. **Pat Bjornebo 2019- Preliminary Plan, final surveys complete; waiting on final plan from WCTSA**
26. **Fries 2019- Preliminary Plan**
27. **Weldon 2019- ditch erosion to Long lake (Kandota)- Final Design & Bid Packets created. Waiting for bids.**
28. **Holmquist 2020- Flooding issue; multiple site visits have been completed; waiting for spring thaw for further action**
29. **Zinns 2019- Osakis Grant potential- Feedlot Fix – Reba will visit**
30. **Zehrer 2020- Lot runoff controls; Survey completed; waiting for preliminary design**
31. **Sunderman 2019- CNMP near complete; Proposed 2021 Structure**
32. **Zimmer 2020-Facility Assessment complete; Survey complete; Waiting on Preliminary Design; scrape lanes; stacking slab; structure; Proposed 2021**
33. **Reiffer 2020-- Facility Assessment Complete; Survey Done; Meeting 6/4/2020 on Structure location; Proposed 2021 Construction**
34. **Hendershot2020-- Initial site visit completed; Proposed 2021 Structure**
35. **Sieffert 2019- Initial site visit; Facility Assessment; Survey completed; stacking slab; Proposed 2021**
36. **Hillman 2020- Site visit and plan developed; Shoreline restoration; waiting for bids**

Conservation, Protection, and Enhancement of Todd County’s Natural Resources
Reba Van Beusekom’s Staff Report for April 1, 2020 to May 31, 2020

- Feedlot registrations
  - 2020’s – reviewing information
  - Closeout registrations and final review of sites
- Site visits
  - Complaint Follow-Up
    - Buderus
  - Assistance Visits and/or Conversations
    - Zehrer
    - Linn Smith
    - Rieffer
    - Henry Becker
    - Zimmer
  - Compliance Inspections
    - Willard and Amanda Borntreger
  - Construction Inspections
    - Vetch
    - Linn Smith (Pre-Con)
    - Schroeder’s (Pre-Con for planting)
    - Korfe – Pit Closure
  - Ag Water Quality
    - Wagner (multiple meetings and phone calls)
    - Schroeders
- Owner Assistance
  - Linn Smith
  - Jerry Korfe
  - Virgil Schmidt
  - Colby Deters
  - Birchdale (Grey Eagle) Pork
  - Dean Zins
- Permitting
  - Birchdale (Grey Eagle) Pork
- SWCD Business
  - Schroeders grazing plan – map, bid packet, communications, etc.
  - Schroeders fencing plan - map, bid packet, communications, etc.
  - Tree Barn
  - Helped with Long Prairie River survey
- Trainings
  - CFO WebEX
  - BWSR Tech Talk Webinars
  - Silvopasture in MN
- Other
  - Soil Health Conference Call
  - Drove around looking at fields and manure applications
  - Cover Crop Review and Calls
  - Time tracking
  - Moved office home
  - Various in/out trips to/from the Todd Co. Office
Lew Noska  

Staff Report—April 2020

Reporting Dates: April-May 2020

**Trainings/Meetings attended:** Two On-Site WCA TEPs with BWSR Wetland Specialist, Two Higgins Lake Video Calls

**WCA:**

New Applications:
- Altrichter – Wetland Crossing
- Zimmermann – Wildlife Habitat Pond
- D Michael Delineation Approval
- Chris Erickson – Driveway
- Stan Spychalla – Private Ditch Maintenance

Notice of Decisions:
- Altrichter – Wetland Crossing
- Zimmermann – Wildlife Habitat Pond
- Chris Erickson – Driveway
- Stan Spychalla – Private Ditch Maintenance
- TH27 Widening Delineation of Non-ROW Wetlands Approval

Ongoing Violations/ Upcoming Projects:
- Richard Zunker – Ditch plugs installed, perf tile replaced with non-perf, tile disabled
  Monitoring in summer
- Kevin Faust – Wetland Fill
- Shawn Hollermann – Shoreland Wetland Fill
- Alex McLennan – New Ditch

Other:
- Tiling Setback Mapping and flagging
- Wildlife habitat improvement ponds
- County Ditch Beaver Dam Removal assistance

Customer outreach:
- 39 Site visits
- 82 Phone calls, office visits, etc
SWCD:
- Buffer Technical Assistance
- Buffer Law State Compliance Tracking
- Windbreak Cost-Share Pre Construction
- Tree Sale and planting guidance
- May DNR Ob Well Monitoring

County:
- Upcoming Plat review with P&Z (D. Michael)
Sarah Katterhagen’s Staff Report
Board Meeting: June 11, 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). I currently go into the office multiple times a week to check mail, deposits, and printed items (mainly feedlot confirmation letters). (as of May 29, 2020)

SWCD Activities/Highlights

Financial/Reporting/Administrative:

- Continue to complete financial transactions – Meeting deadlines for Auditor’s office
- Submitted Audit JE to Auditor’s office (completed)
- Submitted Wages Reimbursement reported (completed, will see on May financials) – for period of January 1-March 28, 2020
- Reimbursements from partners have been received for the Nutrient Management position, Ag Water program and Mississippi Headwaters.
- Updated staff grant time tracker sheets.

Feedlot Program:

- Over ½ of my time within the last month has been spent on reviewing registrations, preparing confirmation letters, and submitted registration to MPCA for them to enter, so we can update registration in the database
- 2nd Notices for registrations will start going out soon. (will review prior to sending out to make we don’t have an error on our end)

Tree Program:

- Successful season – ALL trees were sold prior to pick up
- We did a drive thru- for pick up – and that went really well – I would recommend doing that for future years as well.

Cost Share:

- Completed (4) vouchers for well sealing projects (on agenda)
- Received (1) called for a well sealing project (tentative on the agenda as 5/29/2020)

AIS Program:

- Information out to AIS committee about upcoming trainings

County:

- Received CWP Loan applications
### Tim Ebnet Staff Report

4/1/20 - 5/29/20

**CNMP Completion**

- Gary Borash, Stearns County stacking slab
- Barb & Mike James, Todd County monoslope barn
- David Hubner, Morrison County monoslope barn
- Zach Humbert, Stearns County poultry stacking slab
- Galen Stumpf, Morrison County poultry stacking slab
- Gerald Girtz, Morrison County poultry stacking slab
- Neil Zimmer Family, Todd County
- Eric Seifet, Todd County
- Mike Czech, Morrison County
- Joel Reifer, Todd County
- Greg/Jim Knopik, Morrison County
- Landon Craig, Douglas County
- Mark Suska, Morrison County Stacking Slab
- Sonny Wunderlich, Douglas County Pit
- Zapzalka Farms, Morrison County Stacking Slab
- Becker Bros Beef, Todd County monoslope barn
- Scott Hanfler, Morrison County Monoslope and/or stacking slab
- Greg Poster, Morrison County Stacking Slab
- Chris Kremer, Morrison County Stacking Slab - Buffalo
- Adam Sunderman, Todd County monoslope barn
- Lydia Alexander, Todd County Pit
- John Hoffman, Morrison County poultry stacking slab

These CNMP’s have been completed and submitted to their NRCS office for eligibility.

**Site Visits**


**Call in meetings**

- NRCS/S&W call in update meeting

**Training**

- Conservation Planner Training. Online based training.
Other

- Tree delivery and pick-up
- Becker Bro’s manure spreader calibration
- Todd and Morrison county NRCS office visits
CRP: Continuous signup continues to be offered. There hasn’t been a whole lot of people inquiring about CRP over the last two months but once in a while a landowner will get in touch with me. I have been working on determining practice eligibilities for some landowners and already have a pile of landowners that are interested in the next general CRP signup.

CREP: The CREP batching period closed on June 1st and the next batching period will open on June 22nd. We currently have one application that was approved and we are working through the contract to keep it moving towards the easement stage. I submitted one application through the last batching period and we are waiting on a waiver to determine if that application will be accepted or not. We are in the final stages on 3 previously accepted applications from last year. Landowners are now through the title insurance portion of the easement and are in the works of hiring contractors and beginning their constructions. I have been busy going back and fourth with landowners and answering any questions they’ve had throughout this process.

EQIP: It was a busy last 3 weeks working on EQIP. All of the applications are now ranked and ready to be reviewed by state office to determine which are acceptable for funding. I worked on approximately 24 honey bee plans through EQIP.

Others: I have been trying to get out into the field as much as possible the last few weeks and meet with landowners in person. The phone seems to be ringing non-stop and we have a lot of great habitat/conservation projects in the works that will be completed over the next 2 years. Stay tuned for some awesome before and after photo’s.

I am still teleworking and in the office 1 or 2 days a week. My wife and I had our baby at the end of April so I took some time off and spent it with my two girls. I would like to introduce you all to Lola Mae Thoma 😊
Resource Concern: Long Prairie Watershed/ Long Prairie River

Minor 14027 Long Prairie River- Impaired for Dissolved Oxygen

Purpose: The purpose of this project is to prevent further destabilization of the river bank, erosion, sedimentation, unnatural channelization of the streambed, and turbidity altering the biota, habitats, and flow regime within the river. Additional protection for the integrity of historic burial locations and the graves of local ancestry which lie in very close proximity to the destabilized area.

Reductions: To be provided by WCTSA

Project Components include:

- Streambank stabilization Code 580
- Stormwater sediment/erosion control Code 570

Costs:

Contractor Bid: $109,770.00. Project cost came in as bid at $109,770.00

Staff recommends payout of FY19 Long Prairie 319 DO cost share funds in the amount of $60,290.00 (55% cost-share of the total project estimate) combined with 2019 Local Capacity cost share funds of $5,572.00 (5% of the total cost). Total payout would be $65,862.00 (60% total cost of project). The remainder of the project costs were covered by the Veteran’s Administration through a grant applied with Sourcewell.

Before: site conditions

The line of dirt, right, was the fence line (torn down for construction) of the Motley Cemetery. The bend in the river at the top of the picture was where the most erosion was occurring cutting closer and closer to the fence and the Potter’s graves you see in the distance.
Sloughing of bank along cemetery

Downstream from slough

Exposed roots from high flow event. If tree goes down, whole bank will be lost into river.

Over 600 cubic yards of rock armor, 3 J Hooks, 700 square yards of geotextile fabric, root wads, and 26 four foot boulders are just a few key ingredients to stabilizing the shoreline along this particular bend of the Long Prairie River In Motley, MN reducing sediment loading and permanent impacts to the stream channel, oxygen levels, fish biota and aquatic habitat.
Construction:

Root wads with trunks 16 feet in length and sharpened at the end by chainsaw and pile driven into the bank like a nail gun. The rooty mass slows down water flowing adjacent to the bank.

Boulders of this size are pounded into the river bank and down into the stream base for the J- Hooks. They are later covered with rip rap rock material creating great nooks for fish habitat. The J- hooks divert water around and away from the river bank.
Placement of the boulders in the J hook. The direction of the J-Hooks point upstream. Ross Reiffenberger, professional engineer from West Central Technical Service Area, directs the placement of each rock. He spent entire days in the river assisting the equipment operators. Some boulders have to be set twice to meet the exact placement and design criteria in the plan. MID-MINN Excavating successfully executed the work.
Before

From sloughing banks, exposed tree roots and ever decreasing land area between the cemetery fence and river currents to stream bars directing water flow to the center of the river, reinforced rock armor banks for ice jam protection and gentler elevation drops. The Motley Cemetery and river bank should be secure through our life time.

After

Erosion control blanket over seed bed.
The Todd County GIS & Land Services Department has made every effort to provide the most accurate and up-to-date information available in this publication and cannot be held responsible for any unforeseen errors or omissions. If the recipient wishes to locate parcel corners and property lines, they should employ the services of a Registered Land Surveyor.
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 Board Meeting Date(s):</th>
<th>Canceled Board Meeting Date(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Todd County SWCD</td>
<td>11-19</td>
<td>YES</td>
<td>No</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>Teri Bense</td>
<td>33795 170th ST</td>
<td>Burtrum, MN</td>
<td>56318</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>
</tr>
</thead>
<tbody>
<tr>
<td>Burnhamville</td>
<td>128</td>
<td>32</td>
<td>26</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other state or non-State funds?</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES</td>
</tr>
</tbody>
</table>

Board Meeting Date(s): 11-19

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 USDA-NRCS FIELD OFFICE TECHNICAL GUIDE (FTOG)

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 12/1/2020, 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 50%, or state and non-state sources that when combined are in excess of 50% 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 Occupier</th>
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<table>
<thead>
<tr>
<th>Date</th>
<th>Landowner, if different from applicant</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td></td>
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</table>

Address, if different from applicant information:

Conservation Practice
The primary practice for which cost-share is requested is: 351 Well Decommissioning

<table>
<thead>
<tr>
<th>Eligible Component Standards &amp; Names</th>
<th>Engineered Practice:</th>
<th>YES</th>
<th>NO</th>
<th>Total Project Cost Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>351 Well Decommissioning</td>
<td></td>
<td></td>
<td></td>
<td>$575.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ecological Practice:</th>
<th>YES</th>
<th>NO</th>
<th>Total Amount Authorized</th>
</tr>
</thead>
</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>
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<tbody>
<tr>
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</table>

Pre-Construction Cover
Is allowed when temporary cover is necessary for the future installation of structural conservation practices. A flat rate payment of up to $150 per acre, not to exceed 10 acres, is allowed as part of a state cost-share contract for the installation of structural practice(s).

<table>
<thead>
<tr>
<th>Amount / Acre (NTE $150/acre)</th>
<th>Number of Acres (NTE 10 Acres)</th>
<th>Total Amount</th>
</tr>
</thead>
</table>

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 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>
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</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Authorized Signature</th>
<th>Total Amount Authorized</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$287.50</td>
</tr>
</tbody>
</table>
UTM: 370619 (x), 5081345 (y) Latitude/Longitude: 45.87351 / -94.66711
Township: 128 North, Range: 32 West, Section: 26, Quarters: NW NE, City/Township: Burnhamville Twp.
**Well Name:** BEMSE CROS 128 32 W 26 BAA  
**Address:** 33795 170TH ST BURTRUM MN 56318

**Well Depth**  
<table>
<thead>
<tr>
<th>Depth</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>40 ft.</td>
<td>11/07/2013</td>
</tr>
</tbody>
</table>

**Well Hydrofractured?**  
- Yes  
- No  
- Not applicable

**Casing Type**  
- Single casing

**Depth Completed**  
<table>
<thead>
<tr>
<th>Depth</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>40 ft.</td>
<td>11/07/2013</td>
</tr>
</tbody>
</table>

**Drill Fluid**  
- Bentonite

**Drive Shoe?**  
- Yes  
- No  
- Not applicable

**Casing Diameter**  
- 5 in.  
**Weight**  
- To 36 ft. lbs./ft.  
**Hole Diameter**  
- 9 in.  
**To 40 ft.**

**Suction due to less than 50% of casing. CA**

**Open Hole**  
- From  
- To  
- 5 ft.  
- 4 ft.  
- 36 ft.  
- 40 ft.  
- 33 ft.  
- 33 ft.

**Static Water Level**  
- 18 ft. land surface  
- Measure  
- 11/07/2013

**Pumping Level (below land surface)**  
- 36 ft.  
- 1 hrs.  
- Pumping at  
- 25 g.p.m.

**Wellhead Completion**  
- Pitsless adapter manufacturer  
- Model  
- Casing Protection  
- Above grade  
- Environmental Wells and Borings ONLY

**Grounding Information**  
- Well Groated?  
- Yes  
- No  
- Not Specified

**Nearest Known Source of Contamination**  
- 150 feet  
- North  
- Type  
- Septic tank/drain field  
- Well disinfected upon completion?  
- Yes  
- No

**Pump**  
- Manufacturer's name  
- Model Number  
- Vol.  
- Length of drop pipe  
- Capacity  
- Typ

**Abandoned**  
- Yes  
- No

**Variance**  
- Yes  
- No

**Miscellaneous**  
- Aquifer  
- Depth to Bedrock  
- ft

**Angled Drill Hole**

**Well Contractor**  
- Atkinson Well and Pump Ltd.  
- 2114  
- 2114

**Date**  
- 03/18/2014  
- 03/18/2014  
- 11/22/2013

**Remarks**  
- OTHER GROUTING MATERIAL-BENCUTTING

**County:** Todd  
**Quad:** 799735  
**Quad ID:**

**Entry Date:** 03/18/2014  
**Update Date:** 03/18/2014  
**Received Date:** 11/22/2013

**Non-sensitive qualifiers**  
- Does have 35% of refining layer making it less sensitive in nature according to MDH.
Todd SWCD Operational Policy under a Declared Federal, State, or County Public Emergency

Services:
In general, the services of Soil and Water Conservation Districts (SWCDs) are federally classified under the critical infrastructure category of “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.”

In the event that services provided by Soil & Water Conservation Districts (SWCDs) are defined as essential by the Department of Homeland Security such as in the March 19, 2020 memorandum titled “Identification of Essential Critical Infrastructure Workers during COVID-19 Response” or by State or County Emergency Management Executive Order(s), Todd SWCD will follow the actions outlined in this policy.

Policy Statement:
Todd SWCD will follow Federal, State, and County Executive Orders to cease or continue to provide services as ordered.

Todd SWCD Operation Procedures when continuation of services are ordered:

1) When ordered to continue services, Todd SWCD will continue to provide excellent and prompt 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”.

2) Employees working under Todd SWCD will adhere to the most up to date current CDC, Federal, State, or County guidelines to ensure public safety.

3) All employees within Todd SWCD are equipped with cell phones with access to email and text. 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, texts, and emails.

4) 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.

5) In the event that an employee feels unsafe or threatened in their interactions with the public or in their ability to continue services, employees should contact their Supervisor or HR for further guidance. Employees are not required to place themselves in danger or in any situation where their own safety or health is jeopardized.

Meetings:
- SWCD Board Meetings will remain public and subject to Open Meeting laws.
- When mandated, public meetings will be held electronically through the duration of the Emergency Declaration pursuant to MN Statutes 13D.021 and will follow Subdivision I, 1-4 of this statute.

Conservation, Protection, and Enhancement of Todd County’s Natural Resources
• SWCD Board of Supervisors meetings may not necessitate the participation of SWCD technical staff. In the instance of a specific public or internal concern within an employee’s designated Program of which the supervisors should be aware, the associated technician(s) are encouraged to join in to provide detail.

• Staff meetings for employees under the SWCD may be suspended throughout the duration of the emergency unless urgent concerns necessitate. Topics of urgent concern will be discussed in electronic format. Employees will be notified of the date and time of the meeting in advance to ensure attendance availability.

• The Todd SWCD District Manager will make him/herself available to employees working under Todd SWCD and to Todd SWCD Supervisors at all times, necessitated. Up to date contact information will be provided to all members of Todd SWCD.

Financials:

• The positions of District Manager and Program Coordinator will coordinate schedules closely. Mail will be attended as will billings, orders, postal communications, vouchers, and other financially related items. Financial records and operational expenditures and income will be kept up to date.

• County employee paychecks will remain to be issued as scheduled.

Accountability:

• Time tracking including sick, vacation, and personal leave is the responsibility of the employee. Sick leave must be documented with the employee’s Supervisor. Vacation or other forms of leave must be requested for approval in advance to the employee’s Supervisor. 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.

• No comp time will be approved during the emergency period, unless called upon by the County.

• For County Accountability, employees will clearly document dates and hours worked and the specific duties performed within those hours. Such documentation will be formatted per the request of the employee Supervisor and be made readily available per request of the employee’s Supervisor, Division Director, or County Administrator (Description of duties should be more detailed than simply listing the program or grant billed.)

This document will act as the policy framework for the operations of Todd SWCD in the event of a Public Emergency. Additions tailored to each Emergency Declaration may be made per District Manager and/or Division Director in order to meet the specific requirements of Executive Order.

_________________________________________                    _____________________________________
Todd SWCD Board Chair- Leland Buchholz                                          Date