TODD COUNTY SWCD BOARD MEETING AGENDA

Pursuant to MN Statutes 13D.021, Todd SWCD will be holding its Board of Supervisors meeting Thursday, July 9, 2020 beginning at 8:30am. This will be a face to face meeting for the Board, BOC reps, and staff. All others can join by electronic means due to the Emergency Declaration under Chapter 12 by the Governor of MN. A notice of the meeting is posted on the door of the SWCD Office Location 215 1st Ave S, Suite 104 and explains how the public is able to participate in the meeting. The meeting follows all requirements for 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 
Buchholz
Pledge of Allegiance

Act On Approving Agenda
Buchholz
Call for Conflict of Interest

Secretary’s Report (May’s Minutes)
D. Katterangen
Treasurer’s Report (Financial) (May)
Whitney
Public Introductions & Comment (when present)
5 minutes

1 Reports
1 Commissione’s Report
2 Staff Reports & Project Status Update (Director, Manager, Technical Staff)
Kircher/Becker - 5 min
3 Pheasants Forever Report
SWCD Staff - 10 min
4 NRCS Report
Thoma - 2 min
5 1W1P- SRWD Policy Meeting
Kleinschmidt - 2 min
6 BWSR Report
Williamson - 2 min
7 Celebration- Wonderful Interview with Kenny Pesta- look for it in the newsletter!
Pence - 10 min

2 Decisions Needed
1 Approve submitting a letter of recommendation to submit the Red Eye 1W1P for BWSR consideration

Anton - 1 min
2 Approve signing the resolution for Extension of the 2021 Water Plan
Anton - 1 min
3 Approve signing of local partners agreement for FY21 with Pheasants Forever
Anton - 1 min
4 Approve payment to Villard TWP in the amount of $86,910.00 from FY18 MPCA Long Prairie DO for completion of a streambank protection project, contract LPDO2019 #1
Anton - 2 min
5 Consider approving a request from Ginger Schroeder to amend FY20 Local Capacity, contract FY20 #1 LCS-14 to change the c/s requested amount from $2020.48 to $2189.74, representing an increase in costs of $169.26
Anton - 1 min
6 Approve payment to Ginger Schroeder in the amount of $2189.74 from FY2020 Local Capacity, contract FY20 #1 LCS-14 for completion of a Forage & Biomass Project
Anton for V. Beusekon
7 Consider approving a request from Tom Zastrow to amend FY20 Riparian Aid, contract 2020RA4-5 to change the c/s request amount from $12,085.33 to $13,552.14, representing an increase in costs of
Anton - 1 min
8 Approve the combined payment to Tom Zastrow of $2,618.42 from FY 2019 Riparian Aid and $13,552.14 from FY20 Riparian Aid, contract 2019RAA-92020RA4-9 for completion of a Waste Facility Closure
Anton - 2 min
9 Consider a request for cost share from Patricia Bjornebo in the amount of $9550.5 from FY20 Riparian aid, contract RRA7-9-2020 for a shoreline protection project
Anton - 2 min
10 Consider a request for cost share from Jeff Weldon in the amount of $32,799.00 from FY20 Riparian Aid, contract FY20 RAA37-9 for a lined waterway erosion control project
Anton - 2 min

3 Discussion
1 2021 Budget - DRAFT Presentation
Anton

4 Informational
1 Todd Holman from the Nature Conservancy is scheduled to present an update on the Sentinel Landscape and the Fort Ripley RCPP per board request at the August 13th Board meeting
Buchholz-1 min
2 AREA II Meeting July 15, 2020- ZOOM
Buchholz-1 min
3 Enviro Fest Planning is on hold - Waiting on Governor’s call.
Buchholz-1 min
4 The SWCD July Newsletter is scheduled to be out in the next 2 weeks
Buchholz-1 min

* 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 August 13, 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
Manager's Report for June 2 - June 30, 2020

**SWCD Manager Duties:**

**Shoreland/Riparian component:**

**Assistance Calls:** (29)

**Site Visits:** (9)
- **Villard Township:** Streambank Construction Inspections (3)
- **Motley Cemetery:** Conservation Delivery (2)
- **Bjornebo:** Shoreline Restoration Conservation Delivery
- **Dingmans:** Spot check and response to a potential failing lakeshore bank
- **Hampton:** Severe erosion site visit on Sauk Lake - future project
- **Higgins Long:** Site visit

**General Management:**

**Water Planning:**
- **Brainerd/Mississippi Watershed:**
  - Localized Outreach information on WRAPS for reaching out to all Lake Associations
- **Sauk River Watershed:**
  - 6/3, 6/10, 6/24 IWIP meetings (Zoom)
  - Provided final prioritization information for Todd County and submittals of financials
  - Provided pictures for publication in the plan
- **Long Prairie Watershed:**
  - Review and edit 1WIP grant application before submission
- **Mississippi- Sartell Watershed**
  - 6/25 Wraps Meeting (Zoom)
- **Overall**
  - 6/25 - Meeting with Chris Pence over Todd County Water Plan Extension

**Education & Publications:**
- Mississippi- Sartell Outreach materials to all lake associations
- Interview with Kenny Pesta
- Todd SWCD State of Emergency Resolution

**Grants:**

**-AIS-**

**Assistance Calls:** (5)
- 6/29 - Starry Trek Training (Zoom)
- Save the Date: Todd County/SWCD hosts Starry Trek Event, August 15, 2020 @ Battle Point Park

**-MPCA 319-**
- Villard Twp. Streambank Project is complete

**-Riparian Assistance Funds-**
- Created bid packet, reviewed bids, and prepared c/s contract for Bjornebo project - to be presented at meeting

*Conservation, Protection, and Enhancement of Todd County's Natural Resources*
Additional Management Duties:
Customer Assist/Counter/ Phone: (trees-4, wells-3, wetlands-2 to June 30) (9)
Other:
- New GPS/Trimble training 6/5
- SWCD Board of Supervisor meeting 6/11
- Grant Reporting, Time cards, vouchers, etc.
- Board agendas and packet preparation
- Local Work Group Planning Conference Call 6/11; hosted and was note taker for the Local Work Group Meeting Call on 6/24
- WCTSA Annual Board Meeting (Zoom) 6/18
- Right to Know Training 6/22
- MPCA Small Watershed Focus Grants- 1st Round of Interviews 6/22
- Agreed to Present at 2020 BWSR Academy on interagency communications with Ann Wessel
- 2021 Fund 79 Budget

Feedlot & Farm Conservation Program Components:
Assistance Calls: (34)
Complaints received: (2)
1. Site unregistered and overstocked- substantiated as not registered
2. Manure accumulation/ water quality/unregistered- assigned to Reba

Site Visits (11)
Zastrow- Site inspection; pre-con; construction inspection (4); < 100 AU; never been inspected; Long Prairie Watershed
Smith- Pit closure inspection; <100 AU; Never been inspected; Crow Wing Watershed
Scherping- Feedlot Inspection w/ Reba; <100 AU; Never been inspected; Mississippi- Brainerd
Hollermann- Feedlot Inspection; CUP Review; Spot check; and Land Application Records >500 AU Mississippi- Brainerd
Holmquist- Feedlot Inspection; <50 AU; Sauk River Watershed
Katterhagen- Spot Check; <300 AU; Long Prairie Watershed
D. Zins- producer requested site visit- site inspection and registration; ≤ 50 AU; never been inspected; Mississippi- Brainerd Watershed
Anderson- compliance inspection and registration; <50 AU; Long Prairie Watershed

Other:
- Inspection documents (4 hours)
- Registrations (10.5 hrs.)
- 1 MinnFARM- Anderson
- Zastrow Board pay out Presentation, invoice reviews, Vouchers, and amendment
- Review of WCTSA requests for Deters
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
2. Villard TWP Yr. 2016- **Completed;** Funding: Long Prairie MPCA 319 Grant
3. Helle Yr. 2019- **Commenced 6/30;** Partridge River MPCA 319 & BWSR LC 19
4. Denise Middendorf 2019- Small cost Fix Feedlot CONTRACTED - Performance Credits
5. Zastrow- 2020 Pit closure; **Completed** - Riparian
6. Smith- 2020- Pit Closure; **Contaminants removed; land app needs to be complete before final inspection**
7. Korje 2019- Pre-Con held; July start- State Cost-share
8. Lamm 2018- CNMP complete for roof over structure; NOT FUNDED
9. Lamusga 2018- CNMP complete; NOT FUNDED
10. Eischel 2016- Roof over structure-3rd Plan- NOT FUNDED
11. James 2019- CNMP Complete- roof over structure; Riparian piggyback? NOT FUNDED
12. Buderus 2015- North- Plans for 2020 construction; NOT FUNDED
13. Gray 2014- CNMP Completed- **Plan Design meeting held on June 15th**
14. Becker 2019- CNMP in development; Building design
15. 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
16. Long Prairie Packing 2019- Moving forward shortly
17. Schmidt 2017- Constructing Lot 1- **Reba**
20. Reitz 2018- Construction slated for 2020- CNMP Complete NOT FUNDED- Moving forward on his own- permit?
22. Pat Bjornebo 2019- final surveys complete; to be presented for consideration
23. Friese 2019- Preliminary Plan
24. Weldon 2019- ditch erosion to Long lake (Kandota)- Final Design & Bid Packets created. **BIDS are coming in triple of what WCTSA predicted**
25. Holmquist 2020- Flooding issue; multiple site visits have been completed; waiting for spring thaw for further action- Lew?
26. Zinns 2019- Osakis Grant potential- Feedlot Fix – **Preliminary Visit has occurred**
27. Zehrer 2020- Lot runoff controls; Survey completed; waiting for preliminary design
28. Sunderman 2019- CNMP near complete; Proposed 2021 Structure
29. Zimmer 2020- Facility Assessment complete; Survey complete; Waiting on Preliminary Design; scrape lanes; stacking slab; structure; Proposed 2021
30. Reiffer 2020- Facility Assessment Complete; Survey Done; Meeting 6/4/2020 on Structure location; Proposed 2021 Construction
31. Hendershot 2020- Initial site visit completed; Proposed 2021 Structure
32. Sieffert 2019- Initial site visit; Facility Assessment; Survey completed; stacking slab; Proposed 2021
33. Hillman 2020- Site visit and plan developed; Shoreline restoration; waiting for bids
34. Deters 2020- Preliminary site visit
35. Hampton 2020- Preliminary Site Visit

Conservation, Protection, and Enhancement of Todd County’s Natural Resources
Sarah Katterhagen’s Staff Report
Board Meeting: July 9, 2020

Due to Covid-19 – My current work schedule is – Monday, Tuesday, and Wednesday in office; Thursday and Friday are at home. (this is subject to change at any given time)

SWCD Activities/Highlights

Financial/Reporting/Administrative:

➢ Office work/Support
➢ Reporting (the Audit information was reporting OSA website)
➢ Notarized (2) Easement paperwork for landowners
➢ 2nd QRT Sale Tax Report
➢ Project – reorganizing Electronic drive – waiting for final approval from manager (s) to start moving files

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
➢ Continuing getting 2nd notices out
➢ Training on Online Registration processing (new way! SOON!)

AIS Program:

➢ Information out to AIS committee about upcoming trainings
➢ Prep vouchers for review

County:

➢ Received CWP Loan applications, requests for payments, internal tracking system set up
➢ PZ Financial
➢ Abatement Grant payments
Reporting Dates: June 2020

**Trainings/Meetings attended:** Lake Shamineau LID Meeting, Grant Meeting

**WCA:**
New Applications:
- Raeker – Wetland Fill
- Brick – Private Ditch Maint
- McLennan – de minimis drainage

Notice of Decisions:
- Stan Spychalla – Private Ditch Maintenance
- McLennan – de minimis drainage
- Brick – Private Ditch Maint
- Raeker – Wetland Fill

**Ongoing Violations/ Upcoming Projects:**
- Richard Zunker – Ditch plugs installed, perf tile replaced with non-perf, tile disabled
  Monitoring in summer
- Doug Denny – Wetland Fill
- Gordon Schutte – Shoreland Wetland Fill

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

**Customer outreach:**
- 18 Site visits
- 45 Phone calls, office visits, etc

**SWCD:**
- Buffer Technical Assistance
- Buffer Law State Compliance Tracking
- June DNR Ob Well Monitoring
Reba Van Beusekom's Staff Report for June 1, 2020 to June 30, 2020

- **Feedlot registrations**
  - 2020's – reviewing information
  - Closeout registrations and final review of sites
  - TEMPO

- **Site visits**
  - Assistance Visits and/or Conversations
    - Kauffman – pit closure information
  - Compliance Inspections
    - Maus – 2 different sites
    - Toby and Mary Kauffman
    - Chester and Malinda Kauffman
    - John and Fannie Kauffman
    - Gerald Holmquist
    - Brian Scherping
    - Ward
    - Twin Eagle Dairy (pit closure)
    - Gary and Betty Grinstead
    - Harry and Juanita Hughes
  - Construction Inspections
    - Linn Smith
  - Ag Water Quality
    - Wagner (multiple meetings and phone calls) – Now certified!
    - Joel Rieffer
    - Brian Kuelbs
    - Lemke – Now certified!
    - Zins
    - Eischeid
    - Hendershot
  - MinnFARM
    - Brian Scherping
    - Zins

- **Owner Assistance**
  - Linn Smith
  - Jerry Korfe
  - Zins

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

- **Trainings**
  - CFO WebEX
  - Basic Hydrology I
  - New GPS Trimble Training
Tim Ebnet Staff Report

6/1/20 - 6/30/20

CNMP  Yellow Highlight = New

- Neil Zimmer Family, Todd County  30%
- Eric Seifet, Todd County  20%
- Mike Czech, Morrison County  70%
- Joel Reifer, Todd County  30%
- Greg/Jim Knopik, Morrison County  1%
- Landon Craig, Douglas County  30%
- Mark Suska, Morrison County Stacking Slab  70%
- Sonny Wunderlich, Douglas County Pit  70%
- Zapzalka Farms, Morrison County Stacking Slab  70%
- Becker Bros Beef, Todd County monoslope barn  80%
- Scott Hanfier, Morrison County Monoslope and/or stacking slab  75%
- Greg Poster, Morrison County Stacking Slab  70%
- Chris Kremer, Morrison County Stacking Slab - Buffalo  1%
- Adam Sunderman, Todd County monoslope barn  80%
- Lydia Alexander, Todd County Pit  80%
- John Hoffman, Morrison County poultry stacking slab  90%

Training

- Conservation Planner Training. Online based training.
- Nutrient Management Training. BWSR Online
- Basic Hydrology. BWSR Online

Site Visit

- Mike Czech

Other

- Out of the 6 CNMP’s submitted for 2020 projects, 1 project was accepted and approved. I look at this as an accomplishment! Unfortunately, this project was not a Todd County project.
- Irrigation Article
- Sent the 6 CNMP’s to Nathan Hylla in the Stearns County office for grant progress updates.
Luke Thoma
July Board Report
7/2/2020

CRP: Continuous signup continues to be offered. Still not a whole out of inquiries over the last month but there are some. I am still working on determining practice eligibility for some landowners and making site visits as time allows.

CREP: The CREP batching period closed on June 1st and we had one more application approved that signup period and the next batching period will open on June 22nd. We currently have one application that was approved through that signup. This brings Todd county up to a total of 5 approved easements through CREP. One of the Landowners is still making final decisions on boundaries and restoration design so there has been some back and forth with them, FSA and BWSR to help them make the best decision possible. We are closing in on getting the final easements signed on 3 of the easements. Landowners have put their projects out for bids and are looking at starting construction within the next month.

EQIP: It was still busy with EQIP at the beginning of the month but has since slowed. I made field verifications for plantings that were done this spring. 3 of them were annual plantings and one was perennial planting. Ivan and myself finalized rankings for the Honey Bee Applications I was working on.

Others: 51 phone calls with landowners regarding technical assistance or programs

: 11 site visits

: 4 office visits

Starting to get into the office more often. Spend 3-4 days a week in office and will start closing in on spending 4-5 days a week in office as we keep moving forward.
Right now our offices are at Phase I of the reopening of USDA. This means that employees may be in the building working if they are able to maintain social distancing from coworkers and have disinfectant and masks available. If conversing with staff and while moving around the office masks are supposed to be worn. Doors remain locked and customers are not allowed in the building. Field visits are allowed and telework is still being utilized. Utilizing electronic means, calls, mail, and appointments to pick up and sign documents in the office entry are allowed.

Nationally SWCD’s wanted a local contact so I was appointed by the State Conservationist, Troy Daniells to be the local contact for the Todd SWCD. Josh is the Team Lead and can still be contacted and is still an active part of the partnership. This hasn’t changed our current reorganization; just that I am still the local contact.

EQIP applications were completed and were ranked and the highest scoring applications were pre-approved. We were only successful in getting 4 applications preapproved. Statewide only 18% of applications were preapproved. A Honeybee Pollinator, a High Tunnel System, an Organic application with an Organic Transition Plan and Grazing System, and a Cover Crop application were pre-approved. Due to various reasons only two of the applications are moving forward at this point and I am working on completing all the contract documents and collecting signatures.

CSP 2020 General applications were screened and only 3 high priority applications out of 10 moved forward for consideration of funding. Out of the three only one applicant decided to move forward and was assessed and ranked. We are waiting to hear if this application was pre-approved.

Our wetland and HEL backlog are slowly shrinking and only a couple dozen determinations remain outstanding.

Many trainings have been attended. Most have restructured and were given remotely via a webinar or teleconference and field days were limited by the number of staff present to maintain social distancing.

So far this year we have successfully provided customer service, application processing, contract management, and payment processing along with all other tasks. This amid changes in office operation and new rules, programs, and planning tools and software is a highlight of success. Conservation Desktop and CART are continuing to improve and additional functionality and other customer centric solutions are being developed. We hope to continue this effort of continual customer service improvement and will make every effort possible to continue these improvements.