



WHERE THE FOREST MEETS THE PRAIRIE

Todd County
• MINNESOTA • EST. 1855 •

SOIL AND WATER CONSERVATION DISTRICT

215 1st Avenue South, Suite 104

Long Prairie, MN 56347

Phone: 320-732-2644 Fax: 320-732-4803

MINUTES FROM THE MAY 13, 2021 REGULAR BOARD MEETING

Chairperson Katterhagen called the Thursday, May 13, 2021 meeting to order at 8:30 a.m.

The meeting was held in person at the Historic Courthouse located at 215 1st Ave S, Long Prairie in the Commissioner's Board meeting room and held over a ZOOM due to COVID-19 pandemic.

The Pledge of Allegiance was recited.

Chairperson Katterhagen called for roll call of who was present at the meeting in person and over zoom.

Board members present in person were: Dale Katterhagen, Dan Whitney, Leland Buchholz and Wayne Wendel.

Board members present over zoom were: Tom Williamson. Williamson left the meeting at 10:15 a.m.

Others present in person were: Adam Ossefoort, Division Director, Deja Anton, District Manager, Sarah Katterhagen, Program Coordinator, Dylan Pratt, Resource Conservationist, Barb Becker, Todd County Commissioner and Chris Pelzer, County Coordinator. Pratt left the meeting after his introduction.

Others present over zoom were: Chris Pence with BWSR.

Katterhagen asked if there were any additions to the agenda. Whitney made a motion, seconded by Buchholz to approve the revised agenda for May 13, 2021 meeting. Revisions include: For item #3.3 Add the dollar amount of \$59,589.37 for the Lamm project, add item #4.4 Does the board want to make comment or desire an update on what we are currently looking at for near future capacity request and add item #5.6 Save the date for the AREA II Meeting that will be held on June 22, 2021. Katterhagen called for a roll call vote. Affirmative: Katterhagen, Whitney, Williamson, Buchholz and Wendel. Motion Carried.

Katterhagen asked if there were any additions or corrections to the minutes from the April 8, 2021 regular board meeting. Williamson made a motion, seconded by Whitney to approve the minutes as disbursed from the April 8, 2021 regular board meeting. Katterhagen called for a roll call vote. Affirmative: Katterhagen, Whitney, Williamson, Buchholz and Wendel. Motion Carried.

Katterhagen asked the board to review April 2021 Treasurer's Report. Buchholz made mention of the AIS expense and would like an update on who was selected for the AIS contractor. Wendel made a motion, seconded by Buchholz to accept April's Treasurer's Report with receipts totaling \$35,394.35 and disbursements totaling \$115,981.70. Katterhagen called for a roll call vote. Affirmative: Katterhagen, Whitney, Williamson, Buchholz and Wendel. Motion Carried.

Katterhagen called for conflict of interest. No conflict of interest was reported.

Dylan Pratt, the new Resource Conservationist introduced himself to the board. Pratt left the meeting after his introduction.



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REPORTS:

Commissioner Becker reported the County is starting the 2022 budget process, the County is taking steps to get things back to normal, and added that their maybe future discussions on how to appropriately incorporate ZOOM meetings and protocols into the meetings as new requirements are coming forth now that the emergency declaration is being is being lifted. Zoom is likely here to stay.

Pence with BWSR reported the RFP is open for watershed planning grants and BWSR staff are still working from home and are starting to attend in person events.

DECISIONS

Buchholz made a motion, seconded by Whitney to approve encumbering FY2021 state cost share funds for Kyle Karnes, contract #37-0004200 in the amount of \$297.50 for a well sealing project. Affirmative: Katterhagen, Whitney, Williamson, Buchholz and Wendel. Motion Carried.

Buchholz made a motion, seconded by Wendel to approve resolution to authorize Crow Wing County to move forward with a planning application for a One Watershed, One Plan for the Brainerd – Mississippi Watershed. Katterhagen called for a roll call vote. Affirmative: Katterhagen, Whitney, Williamson, Buchholz and Wendel. Motion Carried.

Whitney made a motion, seconded by Williamson to have supervisor Buchholz serve on the committee for Brainerd Mississippi One Watershed, One Plan and Katterhagen as the alternate. Katterhagen called for a roll call vote. Affirmative: Katterhagen, Whitney, Williamson, Buchholz and Wendel. Motion Carried.

Whitney made a motion, seconded by Wendel to approve encumbering FY2021 Riparian funds for Pam and Corey Lamm in the amount of \$59,589.37, contract #5-8-21-RA-28-00152 for a stacking slab project. Discussion: Anton presented the project to the board. Katterhagen called for a roll call vote. Affirmative: Katterhagen, Whitney, Williamson, Buchholz and Wendel. Motion Carried.

DISCUSSION:

The board reviewed District Manager's notations and questions pertaining to the 2015 Todd SWCD as it hadn't been reviewed annually as the agreement suggested, and she felt it important to relook at the agreement together. Manager brought forth recommendations for clarification, revision, amendments and updates. (See board packet for more details).

After some discussion, it was Board consensus to leave the Division name as the Soil, Water, Conservation District and Development Division (SWCDD) as internal Division name. Each department (Planning and Zoning and Soil and Water) will continue to maintain their own identity and name.

Discussed page #1 on the agreement the duties of the County. Manager mentioned that SWCD is need of a Riparian position and asked how to proceed. Buchholz suggested to bring this and related matters first to the Liaison Committee (2 SWCD Supervisors, 2 Commissioners). In the past, those meetings were held on an as needed basis to discuss items pertaining to capacity needs. Separately, employee performance issues need to



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follow the County policy. Todd SWCD doesn't have employees, staff are County employees. The District manager has been following this protocol. Whitney asked if there was a need to acquire a part time grant writer to gain additional SWCD capacity. Pence from BWSR added competitive grants are going away but that he would supply some names.

Discussed page #2 in the agreement 4E – Consensus to notify the SWCD advisor (Board member serving on the Planning Commission and Board of Adjustment) of Ag related cases then they can determine if they should attend the meeting (s).

An employee thought there should be importance of being careful of not getting too specific in the agreement, otherwise the agreement will have to be updated all the time. The grant will be reviewed and updated as needed, and if gray areas are proven too gray for transparency and use purposes). For example, the County created a Finance Committee after the agreement was created, and that is where the budget is now presented instead at the County board meeting. Because this was specified or updated in the agreement, it brought forth much confusion for the CLA this year.

Discussed performance reviews of management staff. In 2020, the Board declined to make comment on the Division Director. Moving forward, the Division Director will forward his/her self-evaluation to the Board to allow the Board to add commentary to that document if they so desire before he takes it to formal annual review. The SWCD Board met with the District Manager and provided input via survey in 2020.

Discussed updating titles and adding titles in the agreement. For example, adding District Manager as the position was created, and removing title of County Administrator, and adding County Coordinator.

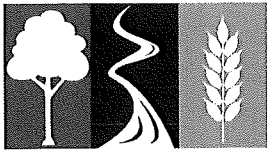
In conclusion if reviewing the agreement the following process should be followed:

- *Liaison review and makes recommendations*
- *SWCD Board meeting and Commissioner Work Session*
- *If both parties agree, have County Attorney review (get in writing)*
- *If both parties agree, have MCIT review (get in writing)*
- *Hold Joint meeting to approve the updated the agreement.*

Williamson left the meeting at 10:12 a.m.

The Board reviewed the District Manager's chart for recommended policy updates. Yes/No column (column #1 & #3) represents the SWCD Board recommendation. Column #2 is resolutions that District Manager proposed leaving as is and column #4 are resolutions District Manager recommended to be updated.

Column #1	Column #2	Column #3	Column #4
Update Yes or No	Resolution/Policy Okay as is	Update Yes or No	Review or Update Needed
No	2021- Planning Boundary for Miss-Sartell 1W1P Boundary	Yes	2020-Technical Approval for Well Seals Remove Reba
No	2021- Adoption of Red Eye 1W1P Funding Plan	Yes	2018- Staff Technical Authority for Spot Checks-



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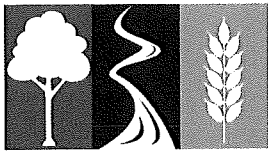
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			Remove Shannon; Add Kevin, Tim, Dylan
No	2021- Submittal of Sauk 1W1P to BWSR	Yes	2017- Retract- Pay C/s direct to Contractor
No	2020- Adoption of the Red Eye 1W1P	Yes	2015- Retract? In-kind C/S Limits for Tree Planting, Mulching, Safety Fence, and Feedlot Fence as replaced by 2019 In-Kind Rates-IOWA
No	2020- Resolution to extend Water Plan to 2025	Yes	2015- Accepting Scanned/Fax Signatures- Do we want to include electronic signatures & photos docs?
No	2020- Delegate Board Chair as Presiding Officer & District Manager Chief Administrative Officer for Electronic Meetings in pandemics	No	2012 -Irrigation Well Seal Score Card
No	2020- Trust Fund Policy	Yes	2008- Retract-Fencing Rates- outdated; follow IOWA
No	2020- Buffer Technical Approval		
No	2019- Support Application for LP 1W1P		
No	2019- Pond as a Cost-Share Practice		
No	2019- Authorizing Staff to Sign Program Docs		
No	2019- Technical Expertise for Staff		
No	2019- Data Request Protocol		
No	2019- Hourly Rate for In-Kind Labor (IOWA)		
No	2019- Conflict of Interest		
No	2018- Monitoring Plan for Buffer Compliance		
No	2017- Updated WCTSA Joint Powers Agreement		
No	2017- Local Water Resources- Riparian Protection		
No	2015- Identify Practice Standards for C/S (FOTG)		
No	2015- Non-Compliant C/S Contracts (O&M)		
No	2014- C/S rates for Shoreland Erosion @ 50%		
No	2012- Customer Bill of Rights		
No	2012- Complaint Policy		
No	2011 - Tree Replacement Policy		



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The board reviewed the proposed policy on newly elected board members and role assignments. It was recommended the policy be put before the Board at the next meeting for adoption consideration.

Added item 4.4 to discuss was not discussed as it will be brought to the liaison group for more discussion.

INFORMATIONAL:

Luke Thoma took a new position within the NRCS office in Todd County. Pheasants Forever will determine if and when the Farm Biologist position will re-open.

The Long Prairie Dissolved Oxygen MPCA 319 and Local Work Group car tour and meeting will be held on June 9, 2021. (Rain date June 16, 2021) beginning at 9:00 a.m. at the Motely Cemetery and ending at Central Lakes Ag and Research Center.

Todd County along with the counties of East Otter Tail, Wadena, Cass, Becker, Dakota, Morrison, Benton, Stearns, Pope, Douglas, Stevens, Kandiyohi, Sherburne, Washington and Grant were awarded the RCPP Irrigation Management Grant with the Department of Agriculture and CLC in the amount of 3.5 million dollars to implement conservation measures on irrigated land.

Todd SWCD also offered outreach support in a grant application to the Minnesota Department of Health on a groundwater education.

The 2020 Annual Feedlot Report was submitted. The report was approved by the MPCA and the County Board. Questions can be directed to Deja Anton.

The next AREA II meeting will be June 22, 2021 in person in Willmar.

OTHER:

Whitney asked the board's thoughts on setting time limits for meetings. Board consensus at this time that they would like to get things covered in one meeting instead of having another meeting. No limits are placed on meetings at this time.

Katterhagen discussed articles he has read about butterfly gardens.

Katterhagen adjourned the meeting at 11:15 a.m.

The next meeting of the Todd SWCD Board of Supervisors will be held on June 10, 2021.

Sarah Katterhagen
Sarah Katterhagen, Minute Prepare

6/10/2021
Date

Deja Anton
Deja Anton, SWCD District Manager

6/10/2021
Date

Tom Williamson
Tom Williamson, Secretary

6/10/21
Date