



Todd County Soil and Water Conservation District Board of Supervisors Agenda

The Todd SWCD Board of Supervisors will be holding a meeting of SWCD Board of Supervisors Thursday, January 11, 2024
beginning at 8:30 am in person at The Historic Courthouse at 215 1st Ave S, Long Prairie, MN

Agenda Item

Presenter

1. Routine Business

- | | |
|--|-------------|
| 1.1. Call to Order | Chairperson |
| 1.2. Pledge of Allegiance | Chairperson |
| 1.3. Call for Introductions | Chairperson |
| 1.4. Act on Approving the Agenda | Chairperson |
| 1.5. Act on Approving Minutes from December 14, 2023 Board Meeting | Secretary |
| 1.6. Act on Approving Program Summary Report—December 2023 | Treasurer |
| 1.7. Call for Conflict of Interest | Chairperson |

2. Reports

- | | Time: |
|---|----------------------|
| 2.1. Commissioners' Report | Neumann/Becker 5 min |
| 2.2. Director Update | Ossefoort 2 min |
| 2.3. SWCD Manager Report | Anton 2 min |
| 2.4. Staff Report | Votruba 2 min |
| 2.5. NRCS Report | Thoma 2 min |
| 2.6. 1W1P – Sauk- POLICY MEETING 2-25-24 | Williamson 2 min |
| 2.7. 1W1P – Red Eye POLICY MEETING scheduled for March 11, 10:00 am to noon Sheriff's Building, Wadena | Anton 2 min |
| 2.8. 1W1P – Long Prairie- POLICY MEETING 1-18-24 | Katterhagen 2 min |
| 2.9. 1W1P – Crow Wing- working on priority regions | Wendel 2 min |
| 2.10. 1W1P – Mississippi-Brainerd – POLICY MEETING 1-23-24 | Buchholz 2 min |
| 2.11. BWSR Report- Key Supervisor Roles, Training dates, Updates to Kick off 2024 | Mayers 15 min |

3. Decisions Needed

- | | |
|---|-------------|
| 3.1. JAA approval for Dylan Pratt in the following – 340-Cover Crops, 360 Waste facility closure, 442 Sprinkler System, 449 Irrigation Water Management | Anton 2 min |
| 3.2. MASWCD dues in the amount of \$7,077.92 | Anton 2 min |
| 3.3. Resolution to adopt and implement the Sauk River Comprehensive Watershed Management Plan 2024-25 biennial work plan | Anton 1 min |
| 3.4. 2024 Official Newspaper Designation (recommendation to follow County) | Anton 1 min |
| 3.5. MN Soil Health Coalition Membership in the amount of \$25.00 | Anton 2 min |
| 3.6. 2024 Irrigation Schedule Program Fee Schedule | Anton 2 min |
| 3.7. FY23 Soil Health cost share payment request from Ritt, C# 2023.08.10-3.9 Soil Health in the amount of \$474.83 for strip till practice (project cost less due to less acres) | Ebnet 2 min |

- 3.8. FY21 Red Eye Watershed cost share payment request from French, C# 20230608-3.7
in the amount of \$24,451 for a pit closure project Ebnet 2 min
- 3.9. MPCA FY22 Partridge River Phase II cost share payment request from Helle,
C# C20230914-3.20 in the amount of \$54,071.76 for a partial payment for livestock crossing
Christiansen/Votruba 2 min
- 3.10. FY23 Riparian cost share encumbering request from Stephan Rapatz,
C#2024.01.11-3.10 in the amount of \$10,336.50 for critical area planting project and
tree and shrub establishment. Mississippi- Brainerd Watershed Votruba 2 min
- 3.11. FY23 Riparian cost share encumbering request from Jim Benson C#2023.01.11.-3.11
in the amount of \$9,345 for a critical area planting project. Sauk River Watershed. Votruba 2 min
- 3.12. Approve payment of C#2023.12.14-3.1 in the amount of \$525 from Red Eye FY23
LCCMR Pilot Tree Planting Project for Ron and Denise Hansch for completion of a DNR
approved Forest Management Plan. Anton 2 min

4. Discussion

- 4.1. Review changes to Chain of Command
- 4.2. Review nominees for Conservationist of the Year and Land Stewardship – Approval March
- 4.3. Date of Joint Meeting. Manager prefers February 20 Meeting, 2024 due to development of the annual report. Discussion items for 2024 Joint Meeting will come out of the January 11, 2024 follow-up Liaison Meeting with the Commissioners

5. Information

- 5.1. Project Status Update
- 5.2. 2024 Mileage rate - \$.67
- 5.3. Campaign Finance Board
- 5.4. Todd SWCD Audit – February 12-16, 2024 (onsite the 12th and 13th)
- 5.5. Supervisors encouraged to attend SWCD Supervisor Training – February 13, 2024 in Brainerd

6. Closed Meeting

- 6.1 Performance Evaluation- District Manager
The SWCD Board of Supervisors along with Commissioner Representatives and the SWCDD Division Director will hold a closed session pursuant to Minnesota Statute 13D.05 Subd. 3(a) for the purpose of evaluating the performance of an individual subject to the Boards' authority.
- 6.2. Public Summary Statement concluding the closed sector for Performance Appraisal- District

There will be a joint meeting with the Todd County Commissioners on **Tuesday, February 20, 2024-** subject to change after Board discussion

The next scheduled meeting for the Todd SWCD Board of Supervisors will be Thursday, March 14, 2024 at 8:30 a.m. at the Historic Courthouse at 215 1st Ave S, Long Prairie, MN.



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 DECEMBER 14, 2023 REGULAR BOARD MEETING

Chairperson Williamson called the Thursday, December 14, 2023 meeting to order at 8:32 a.m.

The meeting was held in person at the Historic Courthouse at 215 1st Ave, S, Long Prairie, MN 56347.

The Pledge of Allegiance was recited.

Call for Introductions.

Board members present in person were: Tom Williamson, Leland Buchholz, Wayne Wendel, Dale Katterhagen and Barb James.

Others present in person were: Deja Anton, District Manager, Adam Ossefoort, Division Director, Sarah Katterhagen, Program Coordinator, Tim Ebnet, Conservation Technician, Dylan Pratt, Conservation Technician, Josh Votruba, Conservation Technician, Kasen Christiansen, Conservation Technician, Luke Thoma, NRCS, Barb Becker, Todd County Commissioner, and Randy Neumann, Todd County Commissioner.

Williamson asked if there were any additions or corrections to the agenda. Katterhagen made a motion, seconded by Wendel to accept the revised agenda for the regular December 14, 2023 meeting.

Add: 4.5 – Discuss Customer Bill of Rights

Add: 5.6 – Project Status Report

Affirmative: Williamson, Buchholz, Wendel, Katterhagen and James. Motion Carried.

Wendel made a motion, seconded by Buchholz to approve minutes as disbursed from the November 9, 2023 board meeting. Affirmative: Williamson, Buchholz, Wendel, Katterhagen and James. Motion Carried.

Williamson asked the board to review November's 2023 Treasurer's Report. James made a motion, seconded by Katterhagen to accept November's 2023 Treasurer's Report with receipts totaling \$118,474.72 and disbursements totaling \$43,417.62. Affirmative: Williamson, Buchholz, Wendel, Katterhagen and James. Motion Carried.

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

REPORTS:

Commissioner's Report: Commissioner Neuman reported the County's Finance Committee met and reviewed 2023 3rd quarter finances. Bob Byers was sworn in as County Commissioner.

Director Update: Ossefoort reported he is busy with Planning Commissions meetings, Dairy Ridge's expansion request, ordinance revisions for Solar Ordinance, Septic Ordinance, and will be starting Feedlot Ordinance revisions. Ossefoort also reported he attended the SWCD MASWCD Annual Convention.



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SWCD Manager's Report: See the handout that was provided to Supervisors at the meeting.

Anton reported S. Katterhagen is working on prepping for year-end reporting, CWP loan program, septic cost share requests, and over 25% of the trees have been sold.

Anton reported Votruba and Christiansen finished up with the SWAG program, busy with conducting site visits and are reviewing the Earth Program.

Anton reported Ebnet is working on Nutrient Management requests, pit closure projects and on the Ritt cost share project.

Anton reported Pratt is working on pit closure projects, following up on complaints, and feedlot application reviews.

Staff Report: Pratt presented his visual report.

NRCS Report: Thoma reported, RCPP deadline is December 15, 2023, CSP deadline is January 12, 2024, working on HEL determinations, and are reviewing round #1 EQIP applications.

1W1P SRWD Report: Supplemental request for funds application will be submitted, and the next policy February 15, 2024.

1W1P Red Eye Report: Grant extension for round #1 was submitted. The Red Eye watershed will not be applying for supplemental funds.

1W1P Long Prairie Report: Supplemental funds application will be submitted after the SWCD board approves the application, the committee is discussing interest tracking and the next policy meeting will be January 18, 2024.

1W1P Crow Wing Report: The final draft of the LSP plan was completed and working on resource priorities.

1W1P Mississippi Brainerd Report: The BWSR board will be reviewing the plan for approval, the MOA was reviewed by the County attorney, working on the implementation budget and the outreach and education plan. The next policy meeting will be January 23, 2024.

BWSR Report: Mayers unable to attend the meeting. Anton presented his report. There will be pilot grants available for advancing climate smart technology. Also, there is Soil Health funding available money available to build capacity. Funds can't be used for current positions.

DECISIONS:

Buchholz made a motion, seconded by Katterhagen to approve encumbering FY23 Red Eye LCCMR Pilot Tree Planting cost share funds for Ron and Denise Hansch, C#2023.12.14-3.1 in the amount of \$525 for a Forest Stewardship Plan. Affirmative: Williamson, Buchholz, Wendel, Katterhagen and James. Motion Carried.



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Buchholz made a motion, seconded by James to approve encumbering FY23 Long Prairie LCCMR Pilot Tree Planting cost share funds for Harlan Ebert, C#2023.11.09-3.2 in the amount of \$637.50 for a Forest Stewardship Plan. Affirmative: Williamson, Buchholz, Wendel, Katterhagen and James. Motion Carried.

Wendel made a motion, seconded by Katterhagen to approve the 2024 Board meeting schedule as presented. Affirmative: Williamson, Buchholz, Wendel, Katterhagen and James. Motion Carried.

Katterhagen made a motion, seconded by James to approve organization of the board 2024 as the following:

Chairperson	Leland Buchholz
Vice Chairperson	Wayne Wendel
Secretary	Dale Katterhagen
Treasurer	Barb James
Member	Tom Williamson

Affirmative: Williamson, Buchholz, Wendel, Katterhagen and James. Motion Carried.

Wendel made a motion, seconded by Buchholz to approve 2024 Committee Assignments as the following:

Todd Soil and Water Board of Supervisors Committee Assignment for 2024		
Liaison/Interview Committee	Wayne Wendel and Leland Buchholz	
PC & BOA Liaison	Barb James	Alternate: Dale Katterhagen
WCTSA Committee	Tom Williamson	Alternate: Wayne Wendel
Water Plan Committee	Dale Katterhagen	
Local Work Group	Dale Katterhagen	
1W1P for SRWD	Tom Williamson	Alternate: Leland Buchholz
1W1P for Red Eye	Wayne Wendel	Alternate: Barb James
1W1P for Long Prairie	Dale Katterhagen	Alternate: Barb James
1W1P for Brainerd-Mississippi	Leland Buchholz	Alternate: Barb James
1W1P for Crow Wing	Wayne Wendel	Alternate: Barb James
Finance Committee	Barb James and Tom Williamson	

Affirmative: Williamson, Buchholz, Wendel, Katterhagen and James. Motion Carried.

Buchholz made a motion, seconded by Wendel that any Supervisor can be a 3rd alternate for a Committee Assignments. Affirmative: Williamson, Buchholz, Wendel, Katterhagen and James. Motion Carried.

Buchholz made a motion, seconded by Katterhagen to approve amendment to encumber additional FY22 Sauk River WBIF for Chris Frericks, C#2023.04.13-3.4 in the amount of \$2,875.00 for a pit closure project for a new total of \$25,000 in cost share funds. Affirmative: Williamson, Buchholz, Wendel, Katterhagen and James. Motion Carried.



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Katterhagen made a motion, seconded by Wendel to approve payment pending final approval from Sauk River Steering committee of FY22 Sauk River WBIF to Chris Frericks C#2023.04.13-3.4 in the amount of \$25,000 for the pit closure project. In the event the Steering Committee denies the amendment for additional funding, the board authorizes payment in the amount of \$22,125. Affirmative: Williamson, Buchholz, Wendel, Katterhagen and James. Motion Carried.

Katterhagen made a motion, seconded by Buchholz to approve payment of FY22 County Riparian Funds to Jeff and Kathie Struve, C#03-0067100, in the amount of \$555 as the final payment for an erosion/stabilization project. Affirmative: Williamson, Buchholz, Wendel, Katterhagen and James. Motion Carried.

James made a motion, seconded by Katterhagen to approve 2024 SWCD Plan of Action. Affirmative: Williamson, Buchholz, Wendel, Katterhagen and James. Motion Carried.

James made a motion, seconded by Katterhagen to approve submitting FY23-23 WBIF Supplemental funds request for the Long Prairie Watershed. Affirmative: Williamson, Buchholz, Wendel, Katterhagen and James. Motion Carried.

James made a motion, seconded by Katterhagen to authorize District Manager and Division Director to explore potential partner application for a BWSR funded Soil Health position with East Ottertail and/or Pheasants Forever. Affirmative: Williamson, Buchholz, Wendel, Katterhagen and James. Motion Carried.

Katterhagen made a motion, seconded by Buchholz to approve entering into a Service Agreement with Kanati for the development of an Outreach model for the Long Prairie 1W1P in the amount of \$20,000. Affirmative: Williamson, Buchholz, Wendel, Katterhagen and James. Motion Carried.

Buchholz made a motion, seconded by Katterhagen to approve payment of FY23 Long Prairie WBIF funds to Nate Paulzine, C#2023.08.10-3.3 in the amount of \$3,515.70 for a fencing project.

Discussion: Project cost less than encumbered.

Affirmative: Williamson, Buchholz, Wendel, Katterhagen and James. Motion Carried.

Wendel made a motion, seconded by James to approve amendment to encumber additional FY23 Riparian AID funds in the amount of \$4,282.50 for Dan Reining. C#2023.09.14-3.9 for a pit closure and rain gutter project. Affirmative: Williamson, Buchholz, Wendel, Katterhagen and James. Motion Carried.

Buchholz made a motion, seconded by Wendel to approve payment of FY20 MPCA Partridge River Phase II funds in the amount of \$18,577.32, FY20 BWSR Partridge River funds in the amount of \$4,644.33, and FY23 Riparian AID funds in the amount of \$4,282.50 for a total of \$27,504.15 for Dan Reining, C#2023.019.14-3.9 for a pit closure and rain gutter project. Affirmative: Williamson, Buchholz, Wendel, Katterhagen and James. Motion Carried.

Katterhagen made a motion, seconded by Wendel to approve payment of FY23 Riparian funds to Bryon Cook, C#2023.09.14-3.12 in the amount of \$3,000 for a Wetland Restoration project. Affirmative: Williamson, Buchholz, Wendel, Katterhagen and James. Motion Carried.



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Katterhagen made a motion, seconded by Buchholz to approve payment of FY23 Sauk River WBIFF to Bruce Westbrook, C#2023.11.09-3.4 in the amount of \$5,735.53 for a line channel project. Affirmative: Williamson, Buchholz, Wendel, Katterhagen and James. Motion Carried.

Wendel made a motion, seconded by James to approve payment of Feedlot Performance funds to Jason Kreemer, C#2023.09.14-3.16 in the amount of \$6,915.70 for a heavy use protection area project. Affirmative: Williamson, Buchholz, Wendel, Katterhagen and James. Motion Carried.

DISCUSSION:

MASWCD Annual Convention was a great opportunity for Supervisors to network, to attend the trade show and the buzz word this year was Climate- Smart Technology.

Anton asked the board for feedback on the SWCD work session. Katterhagen noted it's valuable to have that open discussion.

Anton reviewed complaint policy. This resolution was approved in March 12, 2012.

Anton reviewed the Chain of Command handout. Anton informed the board this is a guide. It was recommended to include a flow chart. Additional recommendations of changes were made at the Liaison meeting that followed the board meeting. Anton will present those changes at the next meeting.

Anton reviewed Customer Bill of Rights. This resolution was approved in March 12, 2012.

INFORMATIONAL:

MN DNR GW Level Monitoring Program – Rate will increase from \$30 to \$60 for FY25.

Todd SWCD Audit – February 12-16, 2024 (In person 12th & 13th).

Avian Bird Flu outbreak in Todd County as of 12/6/2023.

Feedlot ordinance up for revision- Public Notice will be sent out 12/15/2023. The first meeting will be January 4, 2024.

Liaison meeting between (2) SWCD Supervisors and (2) Commissioners was held after the regular SWCD Board Meeting of Supervisors.

Anton handed out the Project Status report.

The next regular Todd Soil and Water Board of Supervisors meeting will be held on Thursday, January 11, 2024 at the Historic Courthouse in Long Prairie. The meeting will start at 8:30 a.m.

Chairperson Williamson adjourned the meeting at 11:15 a.m.



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

Sarah Katterhagen, Minute Prepare

Date

Deja Anton, SWCD District Manager

Date

Dale Katterhagen, Secretary

Date



2023 Inspected RIM Easement
West Union Township



Helle Livestock Crossing During Construction



1 of 4 Parcels to achieve Buffer Law Compliance in 2023



**Potential Streambank
Stabilization Project**



Long Prairie SWAG Sampling near Browerville



**Potential Shoreline Project
Lake Osakis**

CONSERVATION SKILLS MATRIX WORKSHEET

Name: Dylan Pratt

Title: Resource Conservationist

Location: LONG PRAIRIE FO

Concurred by:

Rega Ockle - District Manager

Title: 12/14/23

Date:

ETHICS STATEMENT

In exercising Job Approval Authority as shown below, I agree to utilize my assigned technical approval authority only for work that I am competent and qualified to perform. Economic, social, cultural and environmental impacts will be considered before a conservation practice is recommended. I will seek assistance from others when complicating factors warrant. I also understand that conservation practices can have negative effects on some resources. I agree to consider the impacts of practices on all resources before recommending their use.

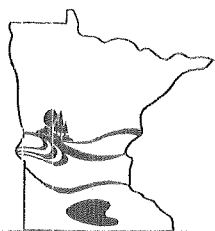
Employee signature:

[Signature]

Date: 12/13/23

Conservation Practice	Lead Discipline	Controlling Factor	Units	I	II	III	IV	V	MAX APPR AUTHORITY I and E Design Const /Planning /Dev /Install	Approved by	date
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340	EsoSci Cover Crop	ESD	ESD- Agron	Number of species planted	Number	1	2 to 3	3 to 5	>5	all	2	2	2		
		ESD	ESD- Agron	Practice Purpose	Purpose	Soil Erosion Wind and Water	Water Quality - Excess Soil Nutrients	Soil Health - Maintain or Increase	Pest Cycles and Pressure	All	1	1	1		
360	Eng Waste Facility Closure	CEID	CEID-EE & ESD- NM	Estimated Storage Volume	Cubic Feet	50,000	100,000	200,000	500,000*	2,000,000*	3	3	3		Craig Peterson 3/31/2023
442	Sprinkler System	CEID	CEID- WME	Area Irrigated	Acres	None	80	160	320	640	4	4	4		Craig Peterson 3/31/2023
449	Irrigation Water Management	CEID	CEID- WME & ESD- Agron	Irrigated Area	Acres	None	80	160	320	All	4	4	4		



MASWCD

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Minnesota Association of Soil and Water Conservation Districts

255 Kellogg Boulevard East, Suite 101, St. Paul, MN 55101 | 651-690-9028 | www.maswcd.org

December 14, 2023

To: Minnesota Soil and Water Conservation District
From: Chuck Rau, MASWCD President
Subj.: MASWCD Dues

Following the Minnesota Association of Soil and Water Conservation Districts (MASWCD) annual meeting, it is time for membership dues renewal. Please see the attachment for your district's FY 2024 MASWCD dues invoice. Through your support the MASWCD is enhancing district capacity and advancing the SWCD mission by:

- advocating for SWCD financial and technical resources,
- providing forums for SWCD members to adopt policies and resolutions for conservation issues from throughout the state,
- providing informational, educational and leadership opportunities for our members,
- partnering with various organizations to leverage programs and funding to promote soil and water conservation in Minnesota, and
- promoting the role of SWCDs in the restoration and protection of Minnesota's natural resources.

According to MASWCD By-Laws: 2.2) DUES - Approval and determination of dues is made at the annual meeting; therefore, dues are payable by January 31st with invoice being sent out by December 23rd.

If you have any questions, please feel free to contact your MASWCD Area Director or myself at 320-493-9503.

- Northwest Area 1 Director Randy Schellack, (Clay SWCD)
- West Central Area 2 Tom Gregory (Stearns SWCD)
- Northeast Area 3 Director Jake Janski (Mille Lacs SWCD)
- Metropolitan Area 4 Director Laura Zanmiller (Dakota SWCD)
- Southwest Area 5 Director Clark Lingbeek (Cottonwood SWCD)
- South Central Area 6 Mark Schnobrich (McLeod SWCD)
- Southeast Area 7 Director Randy Smith (Mower SWCD)
- North Central Area 8 Director Ken LaPorte (Cass SWCD)

On behalf of the MASWCD Board of Directors, we appreciate your generous contribution to keep your Association a viable and functioning organization.



2023 Accomplishments

The Minnesota Association of Soil and Water Conservation Districts (MASWCD) provides leadership and a collaborative, centralized voice for Minnesota's Soil and Water Conservation Districts (SWCDs).



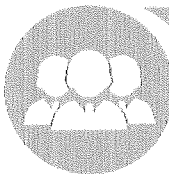
Strengthened Our Capacity

- ⇒ Spearheaded a standing statutory appropriation for SWCD aid.
- ⇒ Provided educational opportunities including the Association's Leadership Institute and district manager training to accelerate the strategic execution of SWCDs' most critical priorities.
- ⇒ Continued our commitment for SWCD technical training to achieve district credentialing and expertise.
- ⇒ Advocated for \$79 million for Watershed Based Implementation Funding to support local water quality practices in a predictable and non-competitive way.
- ⇒ Supported Soil Health initiatives that provide financial assistance and SWCD staffing capacity opportunities.



Advanced Public Policy

- ⇒ Promoted program and policy initiatives to leverage state and federal climate investments for SWCD technical and financial assistance that yields climate related benefits while building resiliency in forestry, soil health and water retention efforts.
- ⇒ Supported the modernization of the SWCD Erosion Control and Water Management Program.
- ⇒ Accelerated relationships with Minnesota's Congressional delegation to support voluntary incentive-based Farm Bill conservation program policy and federal resources to address local resource concerns.



Enhanced Partnerships

- ⇒ Partnered with the Minnesota Conservation District Employees Association to assess and identify strategies to assist SWCD with staff recruitment, hiring and processes to access human resources expertise and guidance.
- ⇒ Fostered ongoing relationships with members of Governor Walz's administration, including State Agency Commissioners and Directors.
- ⇒ Continued our long-standing partnership with NRCS to continue to promote locally led conservation through the Local Working Group process.
- ⇒ Maintained a strong presence on the Local Government Water Roundtable, along with Association of MN Counties and MN Association of Watershed Districts. This work continues to pay dividends through current and future investments to accelerate local comprehensive watershed-based management and implementation.



Shared Our Story

- ⇒ Maintained external and internal communications with our e-newsletter, social media accounts, MASWCD website, and regular email communications.
- ⇒ Provided guidance and messaging for SWCDs to engage with legislators outside the legislative session.
- ⇒ Conducted Association meetings to provide a forum for members to advocate for grassroots policy, share information on district programs, and learn from peers and partners. This included hosting over 750 participants at the December annual convention, featuring awards programs celebrating conservation achievements.

TODD COUNTY SOIL AND WATER BOARD OF SUPERVISORS

RESOLUTION TO ADOPT AND IMPLEMENT
THE SAUK RIVER COMPREHESIVE WATERSHED MANAGEMENT
PLAN 2024-25 BIENNIAL WORKPLAN

WHEREAS, Todd Soil and Water Conservation District (SWCD) adopted the Sauk River Comprehensive Watershed Management Plan (CWMP) for the area of the county identified within the Sauk River Watershed

WHEREAS, the Sauk River CWMP called for the development and adoption of biennial work plans, to be completed by a Policy Committee established via the execution of a joint powers collaborative agreement amongst partnering entities implementing the Sauk River CWMP, and

WHEREAS, Todd SWCD entered into a joint powers collaborative agreement with partnering entities to implement the Sauk River CWMP, and under this agreement a Policy Committee was established to, amongst other duties, review and recommend approval biennial work plans to collaborative partner’s governing boards, and

WHEREAS, Todd SWCD has received notice from said Policy Committee that: 1) the 2024-25 Biennial Work Plan has been reviewed and 2) the Policy Committee recommends approval of the same by each collaborative member’s governing board.

NOW, THEREFORE, BE IT RESOLVED, Todd SWCD hereby adopts and will begin implementation of the Sauk River CWMP 2024-25 Biennial Work Plan.

District Manager

Date

Chairperson

Date

Bryan & Melissa Ritt Strip Till

Location Information

Parcel Number 27-0016600, 27-0015600
 Township Name West Union
 TWP, Range, Section T127N R35W Sec 20,21
 Major Watershed Sauk River
 Minor Watershed 16068

Project Information

Project Type Ecological
 Practice Types Residue & Tillage Management, No Till
 Project Codes 329
 Field Technicians Tim Ebnet

Resource Concern and Project Purpose Description

West Union Lake and intermittent stream less than 300' away. Utilizing strip till instead of full width tillage to prevent soil erosion and increase soil health.

Funding Information

Low Bid

\$2240.20

Cost Share

75% \$1680.15

Final Invoice (s)	\$633.10	Cost Share Payment Amount	\$474.83
Funding Source	FY23 Soil Health Grant		\$474.83

The Ritts were able to complete 26 acres of strip till in the fall of 2023 on soybean stubble. Due to the uncertainty of the new practice of strip till, they choose to try it on their soybean stubble and hope to expand the practice more in 2024

Reductions

	Before	After	Reduction Notes
Sediment/TSS	.53 tons/ac/yr	.22 tons/ac/yr	RUSLE2 Erosion Prediction Calculator. The soil of most concern is 446 Normania Loam.



Ritt Strip Till, submitted by Tim Ebnet, 12/26/2023



Remlinger row units



Ritt Strip Till, submitted by Tim Ebnet, 12/26/2023



Ritt Strip Till, submitted by Tim Ebnet, 12/26/2023

Nicholas French Pit Closure

Location Information

Parcel Number 02-0004501
Township Name Bertha
TWP, Range, Section T132N R35W Sec5
Major Watershed Red Eye

Project Information

Project Type Engineered
Practice Types Pit Closure
Project Codes 340
Field Technicians Tim Ebnet, Deja Anton

Minor Watershed 13003 Wing River

Resource Concern and Project Purpose Description

Two under barn liquid manure storage areas to be closed. Resource concern is the Wing River 1000' away.

Funding Information

Low Bid
\$41,479.12

Cost Share
Approx. 63% \$26,451.00

Final Invoice (s) \$41,750.00 **Cost Share Payment Amount** \$26,451.00
Funding Source Red Eye 1W1P \$26,451.00

Red Eye Watershed has a total of \$26,451.00 for pit closures. Nick French was aware of this when he signed the cost share contract. Cost share payment will cover approx. 63% of the project.

Reductions

Nitrogen 11 mg/L
E. Coli 2.06E+15
Phosphorus 7 mg/L

Reduction Notes

Closure of the two manure pits will results in a reduction of E.Coli, Nitrogen, and Phosphorus.



Nicholas French Pit Closure, Submitted by Tim Ebnet, 12/26/2023



Nicholas French Pit Closure, Submitted by Tim Ebnet, 12/26/2023



Nicholas French Pit Closure, Submitted by Tim Ebnet, 12/26/2023

Helle Livestock Crossing

Location Information

Parcel Number	09-00163
Township Name	Germania
TWP, Range, Section	132-32-21
Major Watershed	Crow Wing
Minor Watershed	12048 Partridge R.

Project Information

Project Type	Engineered
Practice Types	Livestock Crossing
Project Codes	472/578
Field Technicians	Votruba/Christiansen
Engineering Assistance	WCTSA

Resource Concern and Project Purpose Description

The Partridge River is impaired for bacteria- E. coli and considered a headwater of the Crow Wing River. Pasture cattle have crossed this river for decades. Over time the banks have eroded away. Cattle tend to congregate here in the summer months to drink and cool off. Manure contributions have contributed to the E. coli problem. Landowner learned of their potential contributions to the river's impairment while interviewing with BWSR after a pit closure in Phase 1 of this grant, and wanted to do something.

Funding Information

High Bid	Low Bid	Cost Share
97,019.60	85,394.09	75% 64,045.57
Shaw Excavating	Mid- Minn Excavating	

Final Invoice (s) \$82,700

Cost Share Payment Amount \$62,025.00-1,110.12 (Fencing costs from bid) = **\$60,914.88**

Funding Sources

FY20 MPCA Partridge R. Phase II	\$54,071.76
FY23 Local Capacity	\$6,843.12

Will pay out remaining \$1,110.12 from FY23 Local Capacity when fencing component of project is completed

Reductions

Nitrogen	46.83 lbs./yr	MPCA Watershed Pollutant Load Reduction Calculator on 68 acres grazed by 96 cow/calf pairs in the vegetation season with stream access
Fecal Coliform	15+E-12 cfu	
Sediment/TSS	.3 Tons/yr	
Phosphorus	5.6 lbs./yr	



The cattle access both sides of the stream depending on which pasture they are in. This project eliminates erosion and bacteria contributions along the river banks and provides a restricted stable footed crossing for cattle to reach alternate water, supplement, and other grazing areas.





Contractor removing old culvert in driveway



Earthen Dam to hold back water for culvert installation



Contractor installing new culvert in driveway



New Culverts installed and backfilled

Helle Livestock Crossing and Access Control, Josh Votruba & Kasen Christiansen, Todd SWCD- 12-29-2023



Completed Crossing with Erosion/Sediment Control BMPs in Place



Helle Livestock Crossing and Access Control, Josh Votruba & Kasen Christiansen, Todd SWCD- 12-29-2023

Stephen Rapatz-Harr Shoreland Buffer Planting

Location Information		Project Information	
Parcel Number	24-0059900	Project Type	Erosion Control-Riparian
Township Name	Turtle Creek	Practice Type	Critical Area Planting & Tree and Shrub Establishment
TWP, Range, Section	T131, R34W, Section 32	Project Code	342 & 612
Major Watershed	Mississippi-Brainerd	Field Technician	Josh Votruba
Minor Watershed	Little Elk River	Technical Assistance	Kasen Christiansen & Deja Anton

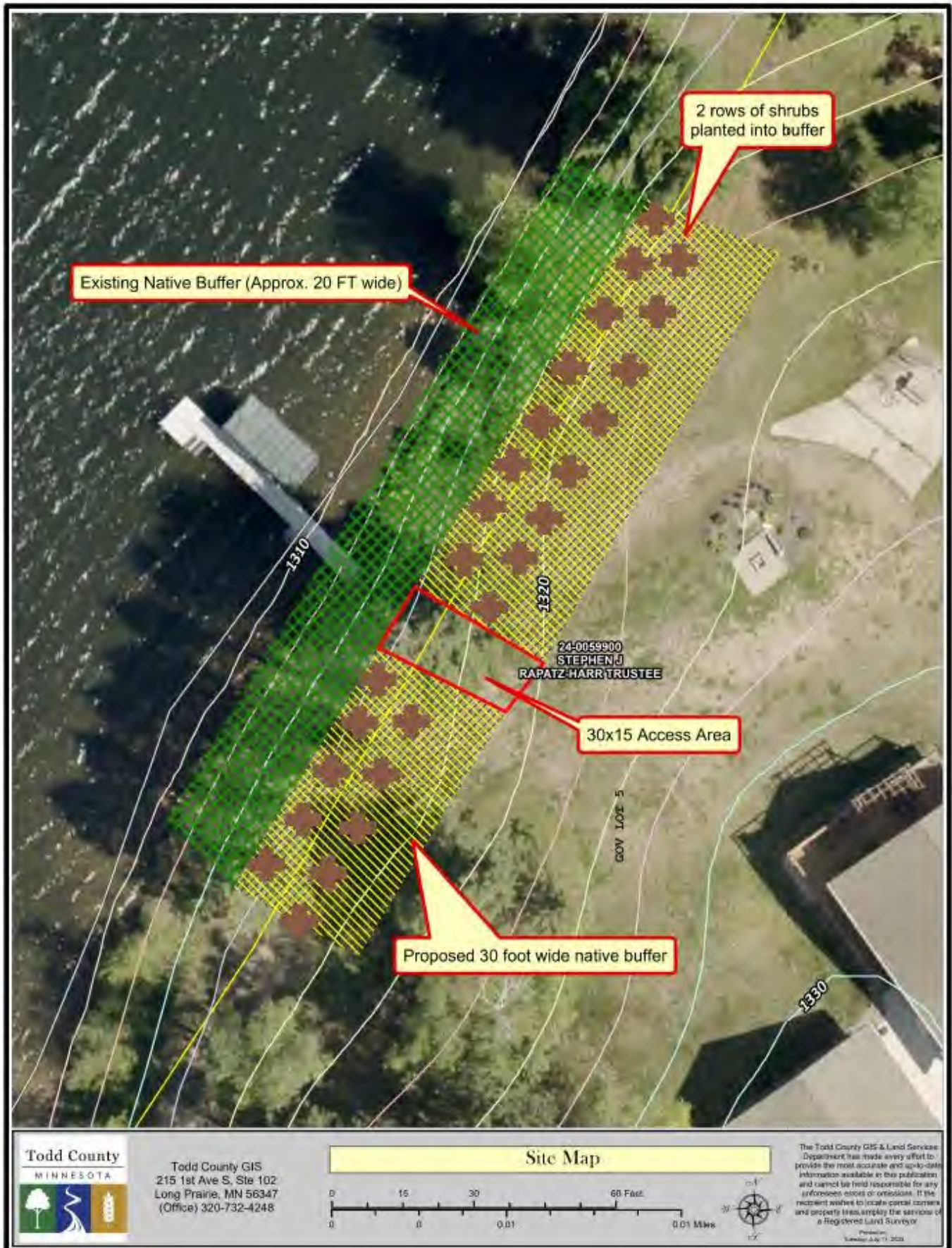
Resource Concern:

Sediment and nutrients entering Pine Island Lake from Soil Erosion. Native vegetation will replace existing lawn grass in a 155 x 30' (4650 Square Feet) area to create a buffer leading down to Pine Island Lake. This buffer will establish deeper root systems to prevent future water erosion off of driveway, upper lawn, roof and garage. The buffer will be created using a dry native prairie mix (state seed mix 35-221) and two rows of shrubs with five foot spacing between shrubs. Due to compaction at site from an old driveway, tillage will be needed for seed to soil contact and to break up compaction. At the landowner's request, a 15-foot-wide by 30 ft in length access area will be excluded to allow for landowner to remove dock and equipment, and to access dock. Shrubs to be planted will be American Hazelnut and Red Osier Dogwood.

Funding Information

High Bid	Low Bid	Cost Share
\$15,895.00	\$13,782.00	75%
(Backyard Reflections)	(Kanati Land Management)	\$10,336.50

Funding Source	FY 23 Riparian	\$10,336.50
	FY & Grant Name.	FY & Grant Name.



Stephen Rapatz-Harr Shoreland Buffer Planting, Submitted by Josh Votruba 1/2/24



Native Buffer vegetation will replace the existing lawn grass above to increase the width of existing native buffer from 20 feet at the site to 50 feet. This buffer planting will increase stormwater infiltration, reduce runoff, and reduce erosion. As a result, less sediment and nutrients will enter Pine Island Lake. At the site, an old gravel driveway previously went through property making the soil extremely compacted. The combination of the compaction plus turf grass has led to erosion.



Stephen Rapatz-Harr Shoreland Buffer Planting, Submitted by Josh Votruba 1/2/24

Jim Benson Shoreland Buffer Planting

Location Information

Parcel Number	14-0036300
Township Name	Kandota
TWP, Range, Section	T127, R34W, Section 20
Major Watershed	Sauk River
Minor Watershed	Fairy Lake

Project Information

Project Type	Erosion Control-Riparian
Practice Type	Critical Area Planting
Project Code	342
Field Technician	Josh Votruba
Technical Assistance	Deja Anton

Resource Concern:

Sediment and nutrients from soil erosion entering Fairy Lake. The goal of the buffer planting is to re-establish forbes on the site so as to be more aesthetically pleasing, make site more erosion resistant, and provide pollinator habitat. Buffer area on the hillside is currently vegetated with warm and cool season grasses as well as some small buckthorn plants. Several native mature oak trees canopy the area so the site is partially shaded. The area to be re-established is approximately 3,000 square feet or 100' x 30' running the length of the property. A woodland edge seed mix along with native plant plugs suited for the site conditions will be used for the buffer vegetation.

Funding Information

High Bid	Low Bid	Cost Share
\$12,952.00	\$12,460.00	75%
(MN Native Landscapes)	(Kanati Land Management)	\$9345.00

Final Invoice (s)	N/A	Cost Share Payment Amount	N/A
Funding Source	FY 23 Riparian	\$9345.00	
	FY & Grant Name.	FY & Grant Name.	



A combination of native plants plugs and native plant seed will be planted to increase native plant diversity on site which will result in increased pollinator habitat and increased resistance to erosion.

Woodland Edge South & West

36-211

Common Name	Scientific Name	Rate (kg/ha)	Rate (lb/ac)	% of Mix (% by wt)	Seeds/ sq ft
big bluestem	<i>Andropogon gerardii</i>	1.12	1.00	2.90%	3.68
side-oats grama	<i>Bouteloua curtipendula</i>	1.12	1.00	2.89%	2.20
kalm's brome	<i>Bromus kalmii</i>	1.68	1.50	4.34%	4.40
nodding wild rye	<i>Elymus canadensis</i>	1.40	1.25	3.61%	2.38
bottlebrush grass	<i>Elymus hystrix</i>	0.36	0.32	0.91%	0.88
slender wheatgrass	<i>Elymus trachycaulus</i>	1.40	1.25	3.64%	3.18
switchgrass	<i>Panicum virgatum</i>	0.07	0.06	0.17%	0.30
little bluestem	<i>Schizachyrium scoparium</i>	0.69	0.62	1.79%	3.40
Indian grass	<i>Sorghastrum nutans</i>	1.12	1.00	2.89%	4.40
Total Grasses		8.97	8.00	23.14%	24.82
common yarrow	<i>Achillea millefolium</i>	0.03	0.03	0.09%	2.00
blue giant hyssop	<i>Agastache foeniculum</i>	0.11	0.10	0.28%	3.20
white snakeroot	<i>Ageratina altissima</i>	0.03	0.03	0.09%	1.70
white prairie clover	<i>Dalea candida</i>	0.19	0.17	0.50%	1.20
Canada tick trefoil	<i>Desmodium canadense</i>	0.16	0.14	0.42%	0.29
ox-eye	<i>Heliopsis helianthoides</i>	0.15	0.13	0.38%	0.30
wild bergamot	<i>Monarda fistulosa</i>	0.07	0.06	0.18%	1.60
stiff goldenrod	<i>Oligoneuron rigidum</i>	0.07	0.06	0.17%	0.90
Clayton's sweet cicely	<i>Osmorhiza claytonii</i>	0.07	0.06	0.17%	0.06
smooth wild rose	<i>Rosa blanda</i>	0.07	0.06	0.17%	0.06
black-eyed susan	<i>Rudbeckia hirta</i>	0.20	0.18	0.52%	6.10
Lance-leaved Figwort	<i>Scrophularia lanceolata</i>	0.06	0.05	0.14%	3.20
zigzag goldenrod	<i>Solidago flexicaulis</i>	0.02	0.02	0.05%	0.50
showy goldenrod	<i>Solidago speciosa</i>	0.07	0.06	0.18%	1.80
smooth aster	<i>Symphotrichum laeve</i>	0.07	0.06	0.19%	1.30
American vetch	<i>Vicia americana</i>	0.20	0.18	0.52%	0.14
golden alexanders	<i>Zizia aurea</i>	0.12	0.11	0.33%	0.46
Total Forbs		1.68	1.50	4.38%	24.80
Oats	<i>Avena sativa</i>	28.02	25.00	72.48%	11.14
Total Cover Crop		28.02	25.00	72.48%	11.14
Totals:		38.67	34.50	100.00%	60.75
Purpose:	Partly shaded grassland planting for native roadsides, reclamation, etc.				
Planting Area:	Tallgrass Aspen Parklands, Prairie Parkland, and Eastern Broadleaf Forest Provinces. Mn/DOT Districts 2(west), 3B, 4, Metro, 6, 7 & 8.				



Jim Benson Shoreland Buffer Planting, Submitted by Josh Votruba 1/2/24



Jim Benson Shoreland Buffer Planting, Submitted by Josh Votruba 1/2/24

Forest Management Plan- Hansch

Location Information

Parcel Number	23-0016500
Township Name	Ron and Denise Hansch
TWP, Range, Section	133, 35, 19
Major Watershed	Red Eye
Minor Watershed	13011-Union Creek; 13009- Oak Creek; and 13003- Wing River

Project Information

Project Type	Ecological
Practice Types	FMP
Project Codes	106
Field Technicians	Anton; DNR
Engineering Assistance	Eggen, Timberlane Forestry

Resource Concern and Project Purpose Description

Soil health and carbon sequestration are the key resource concerns for this parcel which is divided amongst three sub-watersheds. A forest management plan will be developed on 87 acres of mainly deciduous forest. Cost to prepare plan is \$700. This project will be cost-shared at 75% or \$525. **Plan Approved by Tony Miller- DNR**

Final Invoice (s)	\$700	Cost Share Payment Amount
Funding Source	FY23 LCCMR Tree Planting Project- Red Eye	\$525



Hansch FMP submitted by Deja Anton, 01. 04. 2023

Updated 12.04.2024-SWCD Chain of Command

Similar to how good employees are required to respect and follow the Chain of Command when seeking solutions, overall management of the SWCD follows suit.

PURPOSE: In an organizational structure, “chain of command” refers to a company's hierarchy of reporting relationships – from the bottom to the top of an organization, who must answer to whom. The chain of command not only establishes accountability, it lays out a company’s lines of authority and decision-making power.

IMPORTANCE: A well-established chain of command creates efficiency when it’s used to report problems, communicate with personnel, find solutions, maintain respectful relationships and develop positive synergy within the organization. It is important that the chain not be allowed to be broken or challenged by any member of the organization in order to prevent confusion, chaos, disillusionment, negativity or inefficiency of the organization. Those who deviate receive correction or in severe cases of significant deviation can be removed from the organization.

SWCD

SWCD issues effecting the overall operation, reputation, or functionality of the SWCD, its purpose, and mission including SWCD/county synergy as it pertains to the agreement. Concerns either come from the customer, partners, staff or supervisors. Chain of Command is followed when the solution cannot be found at the most bottom level of management.

Scenario A: Employees bring this to the attention of the District Manager, their supervisor.

Management brings concern to the Director and Chair of SWCD Supervisors.

Chair makes the final recommendation of how to proceed.

Scenario B: Customer or Partner brings a concern to the attention of the Manager.

Management brings it to the attention of Director and Chair of the SWCD.

Chair makes final recommendation on how to proceed.

Scenario C: Customer or partner brings a concern to the attention of a Supervisor.

Supervisor contacts the Chair.

Chair brings it to the attention of the Manager who in turn shares with the Director.

County

SWCD Related issues effecting the inner workings of the division, employee, departmental needs and/or county/ SWCD synergy pertaining to the agreement. Concerns come either come from employees, Union, HR, administrator or elected officials. Chain of command is followed when the solution cannot be found within the confines of the most bottom level of management.

Scenario A: Employees shares a concern with the Manager.

Manager shares the concern with the Director and/or HR department.

Scenario B: Elected official has a concern:

No Chain of Command applies. They will address whomever they feel can answer their question.

Employees will first direct all inquiries and phone calls from elected officials to the Director.

Scenario C: The Union gets involved when the employee has sought resolution through the proper chain of command but receives undesirable results.



IRS issues standard mileage rates for 2024; mileage rate increases to 67 cents a mile, up 1.5 cents from 2023

IR-2023-239, Dec. 14, 2023

WASHINGTON — The Internal Revenue Service today issued the 2024 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on Jan. 1, 2024, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 67 cents per mile driven for business use, up 1.5 cents from 2023.
- 21 cents per mile driven for medical or moving purposes for qualified active-duty members of the Armed Forces, a decrease of 1 cent from 2023.
- 14 cents per mile driven in service of charitable organizations; the rate is set by statute and remains unchanged from 2023.

These rates apply to electric and hybrid-electric automobiles as well as gasoline and diesel-powered vehicles.

The standard mileage rate for business use is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs.

It is important to note that under the Tax Cuts and Jobs Act, taxpayers cannot claim a miscellaneous itemized deduction for unreimbursed employee travel expenses. Taxpayers also cannot claim a deduction for moving expenses, unless they are members of the Armed Forces on active duty moving under orders to a permanent change of station. For more details see [Moving expenses for members of the armed forces](#).

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

Taxpayers can use the standard mileage rate but generally must opt to use it in the first year the car is available for business use. Then, in later years, they can choose either the standard mileage rate or actual expenses. Leased vehicles must use the standard mileage rate method for the entire lease period (including renewals) if the

standard mileage rate is chosen.

[Notice 2024-08](#) [PDF](#) contains the optional 2024 standard mileage rates, as well as the maximum automobile cost used to calculate the allowance under a fixed and variable rate (FAVR) plan. In addition, the notice provides the maximum fair market value of employer-provided automobiles first made available to employees for personal use in calendar year 2024 for which employers may use the fleet-average valuation rule in or the vehicle cents-per-mile valuation rule.

Page Last Reviewed or Updated: 14-Dec-2023

SWCD Supervisor Orientation/Refresher



What: 2024 SWCD Supervisor Orientation/Refresher Training Opportunity

For Whom: New or “Experienced” SWCD Supervisors

Hosted By: Darren Mayers

When & Where:

- **Tuesday, February 13, 2024 – Brainerd**
 - 9:00 am – 12:00 pm
DNR building
1601 Minnesota Drive
Brainerd, MN 56401

What will be discussed?

- Water Management & Conservation Universe
- Supervisor Roles and Responsibilities
- Local Policies
- Board/Staff Relationships
- Open Meeting Law/Data Practices
- Resources – SWCD Operational Handbook

Do you want to attend?

Please RSVP to Darren to ensure we have enough materials and refreshments.

- Darren Mayers; darren.mayers@state.mn.us; 218-290-8384