



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 9, 2024 Regular Board Meeting

Chairperson Buchholz called the Thursday, May 9, 2024 meeting to order at 8:30 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: Leland Buchholz, Wayne Wendel, Dale Katterhagen, Barb James and Tom Williamson.

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

Other Guests: Larry Bebus, Todd County Resident.

Buchholz asked if there were any additions or corrections to the agenda. Katterhagen made a motion, seconded by Williamson to accept the revised agenda for the regular May 9, 2024 meeting.

- 3.12 Encumber request from Kaminsky for a Forest Stewardship plan in the amount of \$750
- 4.2 Approve unfunded Cooperative Agreement with NRCS for the Soil Health position
- 4.3 Approve resolution to Support a Mississippi River-Sartell Watershed, One Watershed, One Plan

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

Williamson made a motion, seconded by James to approve minutes as disbursed from the April 11, 2024 board meeting. Affirmative: Buchholz, Wendel, Katterhagen, James and Williamson. Motion Carried.

Buchholz asked the board to review April's 2024 Treasurer's Report. Katterhagen made a motion, seconded by Williamson to accept April's 2024 Treasurer's Report with receipts totaling \$167,267.82 and disbursements totaling \$194,885.09. Affirmative: Buchholz, Wendel, Katterhagen, James and Williamson. Motion Carried.

Buchholz called for conflict of interest. Katterhagen reported conflict interest with item #3.9 -encumbering request from Nathan Katterhagen for a pit closure project.

Reports:

2023 Clifton Larson Allen Audit Report: Doug Host and Shawna Jenson from CLA joined the meeting via zoom call. Host reported the Audit went well and it was clean opinion on the Audit. No material JE were noted for the 2023 Audit. The material weakness, is because of CLA helps prepare the financial statements and it is a



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required communication from an Auditing standpoint. To remove that weakness, SWCD would have to hire a CPA and before looking at doing that, the SWCD needs to look at the cost analysis of hiring a CPA.

Buchholz noted on Page #20, the word City, should be changed to District.

Host also mentioned we could look at removing pages 4-9 in the Audit report for some cost savings. The purpose of those pages to make the Audit report user friendly.

Katterhagen made a motion, seconded by James to approve the 2023 Todd SWCD Audit Report as presented. Affirmative: Buchholz, Wendel, Katterhagen, James and Williamson. Motion Carried.

Discussion on the Crow Wing River Policy Committee: On April 24, 2024, Wendel attended a policy meeting. The policy board voted to have a collaborative agreement and Wendel abstained as he wanted more input from the Todd SWCD Board of Supervisors. After a brief discussion, board consensus to move forward with the collaborative agreement.

Update on the Soil Health Position: Anton reported she presented the position details at a County Work Session and the next step will be to present at a Commissioner Board Meeting. The Liaison committee will be part of the interview committee.

Decisions Needed for Projects:

Katterhagen made a motion, seconded by Wendel to approve Irrigation pooling agreement with East Otter Tail SWCD in the amount of \$28,801.31. Affirmative: Buchholz, Wendel, Katterhagen, James and Williamson. Motion Carried.

Wendel made a motion, seconded by Williamson to approve encumbering request from Krause, C#2024.05.09-3.2 in the amount of \$28,801.31 from the Irrigation Pooling agreement (P23-1461) for Advanced Irrigation Management and Irrigation upgrades located the Crow Wing and Long Prairie River Watershed. Affirmative: Buchholz, Wendel, Katterhagen, James and Williamson. Motion Carried.

James made a motion, seconded by Wendel to approve amendment request for additional cost share funding from Jim Benson, C#2024.01.11-3.11, in the amount of \$975 from FY24 County Riparian cost share funds, for a total of \$10,320 cost share funds for a project located in the Sauk River Watershed. Affirmative: Buchholz, Wendel, Katterhagen, James and Williamson. Motion Carried.

Katterhagen made a motion, seconded by James to approve encumbering request of FY24 County Riparian cost share funds for Rick Jones, C#2024.05.09-3.4 in the amount of \$675 for a repair project to a summer installation project of coir logs that received unexpected damage for a project located in the Mississippi Brainerd Watershed. Affirmative: Buchholz, Wendel, Katterhagen, James and Williamson. Motion Carried.

James made a motion, seconded by Katterhagen to approve payment request of FY23 LCCMR Long Prairie cost share funds to Nicholas Novak, C#2024.03.14-3.5 in the amount of \$375 for a forest stewardship plan located in the Long Prairie River Watershed. Affirmative: Buchholz, Wendel, Katterhagen, James and Williamson. Motion Carried.



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Williamson made a motion, seconded by James to approve payment request of FY23 LCCMR Long Prairie cost share funds to Connie and Gerald James, C#2024.03.14-3.4 in the amount of \$750 for a forest stewardship plan located in the Long Prairie River Watershed. Affirmative: Buchholz, Wendel, Katterhagen, James and Williamson. Motion Carried.

Katterhagen made a motion, seconded by James to approve payment request of FY23 LCCMR Long Prairie cost share funds to Brad Peery, C#2024.03.14-3.6 in the amount of \$777.56 for a forest stewardship plan located in the Long Prairie River Watershed. Affirmative: Buchholz, Wendel, Katterhagen, James and Williamson. Motion Carried.

James made a motion, seconded by Wendel to approve payment request of FY23 LCCMR Long Prairie cost share funds to Kevin Peery, C#2024.03.14-3.7 in the amount of \$418.59 for a forest stewardship plan located in the Long Prairie River Watershed. Affirmative: Buchholz, Wendel, Katterhagen, James and Williamson. Motion Carried.

Wendel made a motion, seconded by Williamson to approve encumber request of FY23 CWF Long Prairie WBIF cost share funds for Nate Katterhagen (Steve Katterhagen is landowner), C#2024.05.05-3.9 in the amount of \$28,872.30 for a pit closure project located in the Long Prairie River Watershed. Affirmative: Buchholz, Wendel, James and Williamson. Abstained: Katterhagen. Motion Carried.

Ebnet left the meeting at 9:23 a.m.

Katterhagen made a motion, seconded by James to approve amendment request for additional cost share funds from FY22 County Riparian Aid cost share funds to, Gabrelcik, C#2024.03.14-3.2 in the amount of \$155.95 for a new cost share total of \$295.69 for a shrub planting projects located in the Sauk River Watershed. Affirmative: Buchholz, Wendel, Katterhagen, James and Williamson. Motion Carried.

James made a motion, seconded by Katterhagen to approve payment request of FY23 LCCMR Long Prairie cost share funds to Myron Kaminsky, C#2024.04.11-3.8 in the amount of \$900 for a forest stewardship plan located in the Long Prairie River Watershed. Affirmative: Buchholz, Wendel, Katterhagen, James and Williamson. Motion Carried.

Votruba and Christiansen left the meeting at 9:29 a.m.

Williamson made a motion, seconded by Katterhagen to approve encumbering request of FY23 LCCMR Long Prairie cost share funds to Myron Kaminsky, C#2024-05.09-3.12 in the amount of \$750 for a forest stewardship plan in the Long Prairie River Watershed. Affirmative: Buchholz, Wendel, Katterhagen, James and Williamson. Motion Carried.



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Decisions Needed for Operations:

James made a motion, seconded by Katterhagen to accept April 2024 feedlot meeting donations in the amount of \$1,650. Affirmative: Buchholz, Wendel, Katterhagen, James and Williamson. Motion Carried.

James made a motion, seconded by Williamson to approve unfunded Cooperative Agreement with NRCS for the Soil Health position and authorize Josh Hanson with NRCS to start the request for a computer seat. Discussion: Request to advertise for the Soil Health position will be on the Commissioner's Agenda for May 21, 2024 and hoping to have a hire by July. It's a three-year grant and already in process at looking at funding for long term. Affirmative: Buchholz, Wendel, Katterhagen, James and Williamson. Motion Carried.

Katterhagen made a motion, seconded by Wendel to approve a Resolution to Support a Mississippi River-Sartell Watershed One Watershed, One Plan project. Affirmative: Buchholz, Wendel, Katterhagen, James and Williamson. Motion Carried.

Discussion:

Williamson and Buchholz will attend the AREA II meeting on June 12, 2024 hosted by Pope SWCD.

Discussion and annual review of the SWCD/County agreement was held. District Management brought up different discussion points within the agreement, including the Division names and duties of the County.

County Coordinator noted other Counties use Environmental Services as a title. Katterhagen reminded the board the SWCD doesn't want to lose its identity.

The agreement was first in effect of January 1, 2012 and then revisions were made in 2021.

Commissioner Becker noted SWCD came over with fewer employees, and now have more and running out of space. With more staff, there is more use of vehicles, which costs the county more money.

Commissioner Neumann noted a former Administrator of the County sold the Commissioner's on the merge as the County would be saving money.

Commissioner Neumann also noted, the County is looking at moving GIS into the Historic Courthouse.

Commissioner Neumann suggested a Liaison meeting to review the agreement and have a cost analysis of the SWCD being part of the County.

Commissioner Neuman left the meeting at 10:00 a.m.

Anton noted she will bring this information to the Liaison meeting.

Board consensus to revise the agenda, and group things together, so the board isn't bouncing back and forth, for example, from encumbering, to payments, and then back to encumbering. The board would also like to continue to receive all packet information in advance. Discussion was had about the delay from postal services.



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County Coordinator Bauer left the meeting at 10:08 a.m.

Discussion was held about the increasing well sealing cost share rates to 75% as allowed by the updated BWSR grant policy. Board consensus to bring current and proposed change to June's meeting and at that time the board will decide.

Discussion was held about cost share funding for shelterbelts and habitat projects. Anton provided a list of projects types completed by Todd SWCD over the last few years. Board consensus to look at project requests as they come in.

Discussion was about making payments directly to contractors. At this time, this is not allowed. At this time the County Attorney and BWSR need to discuss to find a solution.

Anton presented the suggested changes to the current Cover Crop Policy. Board consensus to bring proposed changes to the June meeting.

Anton presented the suggested changes to the current Forest Management Plan cost share policy. Board consensus to bring proposed changes to the June meeting, also board consensus not to do spot checks on the plans.

Discussion of Records of Retention schedule. See handout from Anton. Will bring policy to June's meeting.

Discussion of a Resolution for MASWCD to formulate a group to discuss providing cost share advances for Shoreland Management practices; similar to Nutrient Management plans. BWSR is looking at ways to provide incentives.

Discussed the proposed amendments to Quality Assurance Questionnaire form. Anton will bring proposed changes to June's meeting.

Reviewed the proposed changes to the complaint policy.

Commissioner Becker asked what is the SWCD timeframe to follow up with complaints. Anton reported within 48 hours of the call.

Informational:

SWCD Election filing period will open May 21, 2024 – AREA II & AREA IV up for Elections

Manager Anton will attend a County Commissioner Work session to provide information on Pheasants Forever position. Josh Pommier, Sabin Adams and Luke Thoma will also be attending to provide support May 21, 2024.

Local Work Group Tour and Meeting – June 12, 2024.



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Area II Meeting –June 12, 2024.

Next Soil and Water News article – Dale Katterhagen due June 19, 2024- Local Work Group Tour.

Breakfast on the Farm will be at Dale and Marie Katterhagen's Farm– July 13, 2024.

Enviro Fest at Dale and Marie Katterhagen's Farm –September 19, 2024.

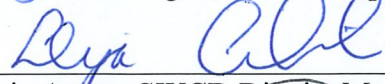
Save the Date: MASWCD Annual Convention at DoubleTree Bloomington - December 2 - 4, 2024.

Passing of a fellow supervisor.

Chairperson Buchholz adjourned the meeting at 10:58 a.m.


Sarah Katterhagen, Minute Prepare

6/13/2024
Date


Deja Anton, SWCD District Manager

6/13/2024
Date


Dale Katterhagen, Secretary

6-13-2024
Date