



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, May 8, 2025 beginning at 8:30 am in person at the Todd County Historic Courthouse, Commissioner's Board room located at 215 1st Ave S, Long Prairie, MN 56347.

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 April 10, 2025 Board Meeting | Secretary |
| 1.6. Act on Approving Program Summary Report—April 2025 | Treasurer |
| 1.7. Call for Conflict of Interest | Chairperson |
| 1.8. Special Guest: Don Bajumpa,- Todd Performance Review and Assessment Results | BWSR 30 min |

2. Reports

- | | | |
|--|-------------|--------|
| 2.1. Commissioners' Report | Byers/Denny | 5 min |
| 2.2. Director | Ossefoort | 5 min |
| 2.3. SWCD Manager Report | | 0 min |
| 2.4. Kasen Celebration | | 2 min |
| 2.5. NRCS Report | Thoma | 2 min |
| 2.6. 1W1P – Sauk- <i>Next Policy Meeting scheduled May 15 @1:00 at SRWD office</i> | Williamson | 2 min |
| 2.7. 1W1P – Red Eye | Wendel | 2 min |
| 2.8. 1W1P – Long Prairie | Katterhagen | 2 min |
| 2.9. 1W1P – Crow Wing | Wendel | 2 min |
| 2.10. 1W1P – Mississippi-Brainerd | Bebus | 2 min |
| 2.11. BWSR Report | Mayers | 10 min |

3. Decisions needed for encumbering cost share funds

- | | | |
|---|------------------|-------|
| 3.1. Ploof- Forest Stewardship Plan (FSP), FY25 Miss_ Brainerd WBIF in the amount of \$712.50. Total cost of project is \$950. | Anton | 1 min |
| 3.2. Lamusga- Earthwork for Feedlot Heavy Use and Roof Over structure- Piggyback request from the FY23/25 Long Prairie WBIF in the amount of \$66,737.18 or 12% of total cost of project. | Anton | 2 min |
| 3.3. Thielen- Pit Closure, FY23 Long Prairie WBIF in the amount of \$18,450.13. | Anton for Pratt, | 2 min |

4. Decisions needed for cost-share contract amendments

- | | | |
|--|--------|-------|
| 4.1. <i>Tentative:</i> Approve cancelling Brandon and Amber Toenyan, C#20250410-3.2 contract for a field windbreak project in the amount of \$976.98 | Scheve | 2 min |
|--|--------|-------|

5. Decision needed for payment of cost share funds

- | | | |
|---|--------------|-------|
| 5.1. Parent – FSP Payout from FY25 Miss-B in the amount of \$675. Total cost of project was \$900 | Christiansen | 1 min |
|---|--------------|-------|

Staff can be dismissed at this time

6. Decisions needed for operations

6.1. Approve 2025 feedlot meeting donations in the amount of \$4,068.66

6.2. Approve the 2024 Audit as presented at the April 10, 2025 Board Meeting

6.3. Review and adopt A RESOLUTION TO UPDATE THE POLICY ON SEALING IRRIGATION WELLS **or** allow irrigation wells to be funded at the same 75% rate as all other practices

Anton 2 min

6.4. Review and approve updates to A RESOLUTION ESTABLISHING COST SHARE RATES FOR COVER CROPS AND SOIL HEALTH PRACTICES

Anton 2 min

6.5. Review and choose one of two options for updates to A RESOLUTION ESTABLISHING PRACTICE COST-SHARE RATES FOR ALL FUND SOURCES

Anton 2 min

6.6 Review and approve updates to A RESOLUTION AUTHORIZING NAMED STAFF TO CONDUCT SPOT CHECKS

Anton 1 min

6.7 Review and approve updates to A RESOLUTION TO ADDRESS NON COMPLIANCE COST SHARE CONTRACTS

Anton 2 min

6.8 Nullify outdated policy, A RESOLUTION ESTABLISHING POLICY TO IDENTIFY PRACTICE STANDARDS TO BE USED FOR DESIGN, CONSTRUCTION, OPERATION AND MAINTENANCE 20150108-03

Anton 1 min

6.9 Nullify outdated policy, SUPPORT FOR RECLASSIFYING TODD COUNTY SWCD DIVISION PLANNING AND ZONING UNIT COORDINATOR POSITION TO RESOURCE CONSERVATIONIST 5/8/2012

Anton 1 min

7. Discussion items

7.1 Is there a need or desire to review the Todd SWCD/County Agreement in 2025?

7.2 Are there any desired changes to the Board packet or meeting procedures for 2025?

8. Informational- to be found inside your folders

8.1. Project Status Report

8.2. 2nd Friday of the month – Radio Show

8.3. June 18, 2025 – Local Work Group and Conservation Tour

8.4. September 10 & 11, 2025 – SWCD Governance 101 – Holiday Inn, St. Cloud, MN

8.5. September 18, 2025 – Todd County Enviro Fest

8.6. The depth of wells located in the Central Sand testing area

8.7. Save the Date: July 6, Lake Osakis Alternatives Analysis Workshop- on site lakeshore “tour”

8.8. LCCMR What a Match! Forestry Grant Extended to May 1, 2028

The next scheduled meeting for the Todd SWCD Board of Supervisors will be Thursday, June 12, 2025 at 8:30 a.m. at Todd County Historic Courthouse located at 215 1st Ave S, Long Prairie, MN 56347.



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 April 10, 2025 Regular Board Meeting

Chairperson Wendel called the Thursday, April 10, 2025 meeting to order at 8:30 a.m.

The meeting was held in person at the Historic Courthouse in the Commissioner's Board room located at 215 1st Ave S, STE 104, Long Prairie, MN 56347.

The Pledge of Allegiance was recited.

Call for Introductions.

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

Others present in person were: Adam Ossefoort, Division Director, Deja Anton, District Manager, Sarah Katterhagen, Program Coordinator, Josh Votruba, Conservation Technician, Alyssa Scheve, Conservation Technician, Luke Thoma, NRCS, Bob Byers, County Commissioner, Tim Denny, County Commissioner and Darrin Mayers, BWSR.

Clifton Larson Allen: Shawna Jenson with CLA joined the meeting at 8:40 a.m. over a zoom call.

Wendel 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 April 10, 2025 meeting.

- 2.4. Add on: WCA PRAP Report
- 2.13. Add on: 2024 Central Sands Nitrogen Test Results
- 6.1. Add on: Approve contract with Waterguards for 2025 watercraft inspection season
- 8.11 Add on: Call for AREA II Resolutions to be approved at May's Board Meeting
- 8.12 Add on: Policy packet for May's Supervisor meeting

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

Katterhagen made a motion, seconded by James to approve the minutes as distributed from the March 13, 2025 regular board meeting with adding Kevin and Margaret's last name Grondahl to project payment approval motion. Affirmative: Wendel, Katterhagen, James, Williamson and Bebus. Motion Carried.

Wendel asked the board to review March 2025 Treasurer's Report. Katterhagen made a motion, seconded by Bebus to accept March 2025 Treasurer's Report with receipts totaling \$352,587.34 and disbursements totaling \$78,189.53 Affirmative: Wendel, Katterhagen, James, Williamson and Bebus. Motion Carried.

Wendel called for conflict of interest. Bebus reported conflict of interest in item number 6.1 – Approving contract with Waterguards for 2025 AIS inspection season.

Audit Report: Shawna Jenson with Clifton Laron Allen joined the meeting over zoom. CLA reviewed the 2024 Audit Report with the board. The Audit report was reviewed by OSA which happens every three years. The



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audit opinion was clean. Finding #1: CLA assists with preparing the financial statements. This is normal as it's not cost effective to have CPA on staff. Finding #2: CLA books the material audit adjustments. This is a normal finding. Finding #3 Prior Year Adjustment: This happened due to the new Soil Aid funding that was received in 2023 and coding incorrectly. It effected the starting fund balance. CLA noted the funding was new, and it was put in the wrong bucket in 2023.

Jenson left the zoom call at 8:50 a.m.

Celebrations: Anton thanked the Supervisors for their positivity, support and attendance at the annual Todd County Feedlot meeting and thanked Riley Peterson with Pheasants Forever for taking pictures at the event.

Reports:

Commissioner's Report: Commissioner Denny reported the Commissioners are doing their best to stay informed about the potential cuts in state funding. The Solid Waste project is coming along and will save the County money as the County will be able to do more in house. The project is about 65% completed and the goal is to be completed in August 2025. Byers reported Public Works has a lot of road and bridge projects planned for this summer.

Commissioner Byers left the meeting at 9:00 a.m.

Director Report: Ossefoort discussed rip rap and sand blankets requirements. Ossefoort also showed examples of violations, and informed the board at times it can be a struggle to enforce. He reminded the board of the kick off meeting for the Comp Plan on April 15, 2025 at 6 pm at the Browerville Community Center.

SWCD Manager Report: See Anton's report for more details.

Anton reported she reviewed the AIS RFP's that were submitted and sent out the cost share award letters. Currently the state is looking at cutting the AIS program by 50% for 2026. Anton reported she had a kick off meeting for the Swam Alum grant. Anton reported she submitted a MDA grant for a nitrate machine and the grant application was denied.

Anton reported the farm conservation position will be re-opened. There was a lot of bumps and adjustments, so they decided to reopen the position. Katterhagen would like to see if we could speed up the hiring process. Anton also reported AREA II would like the Nutrient Management position filled soon.

Anton reported she attended the Annual Township meeting, helped with the feedlot meeting and the contractor meeting.

Anton reported the Varner project is moving forward.

Anton reported that she has received multiple calls from landowners upset with the selection of the Conservationist Award recipient. Anton also informed the board that there is a potential buffer violation on a piece of property the landowners rent.



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Staff Updates: Anton reported Scheve has been busy with outreach activities, designed a drinking water billboard, attended Long Prairie High School career day, open mic, soil health site visits and ag water quality site visits.

Anton reported Pratt has been busy with permitting and helped plan the feedlot meeting.

Anton reported Votruba sent out three non-compliance buffer letters, reviewing buffers, went out on five site visits, one walk in access renewal and completed two wetland notices.

Anton reported Christiansen is working on two cost share projects, currently no wetland violations, prepared for the PRAP review and attended the Long Prairie High School career day.

Anton reported S. Katterhagen has been busy with tree sales, reviewing feedlot registrations, provided information for the Red Eye WBIF grant reconciliation and also presented at a Mississippi Brainerd steering committee meeting.

Staff Visual Report: This was part of Division Director's report.

WCA PRAP Report: Todd SWCD is meeting the requirements of the WCA program. During May's policy meeting there will be some updates to the WCA policy. The updates will help clean up verbiage in the policy.

NRCS Report: Thoma thanked Soil and Water for inviting NRCS to be part of the feedlot meeting. Thoma provided the board a copy of the NRCS 2024 annual report. EQIP and CSP are NRCS's two biggest programs. He reminded the board the NRCS provides technical assistance and plans to landowners. Funded projects need to be addressing a resource concern.

1W1P- Sauk River Report: No meeting.

1W1P Red Eye Report: No meeting.

1W1P Long Prairie Report: The next policy meeting is set for April 17, 2025.

1W1P Crow Wing Report: Wendel reported funding will be coming through soon and the tribe will be signing on.

1W1P Mississippi Brainerd Report: No meeting. The next meeting will be April 28, 2025.

BWSR Report: Mayers reported there is a new contact for the LCCMR grant and the grant received an extension; the grant amendment will be sent over soon for signature. On May 5, 2025 there are some grant RFP's openings and June 30, 2025 some grants will be expiring. Mayers also handed out "The Economic Impact of Conservation Funding" for the board to review.

2024 Central Sands Nitrogen Test Results: Anton provided the board the report. Board would like to know how deep the wells are.



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Decisions needed for encumbering cost share funds:

Katterhagen made a motion, seconded by Williamson to approve encumbering C23-3483 Long Prairie WBIF cost share funds for Mike and Teresa Wagner, C#20250410-3.1 for a well sealing project (4 wells) in the amount of \$2,362.50. Affirmative: Wendel, Katterhagen, James, Williamson and Bebus. Motion Carried.

Commissioner Byers entered the meeting at 9:45 am.

Katterhagen made a motion, seconded by James to approve encumbering FY24 State Conservation cost share funds for Brandon Toenyan, C#20250410-3.2 for tree and shrub establishment project in the amount of \$976.98. Affirmative: Wendel, Katterhagen, James, Williamson and Bebus. Motion Carried.

Williamson made a motion, seconded by Bebus to approve encumbering C24-0198 Mississippi Brainerd WBIF cost share funds for Lawrence Metter, C#20250410-3.3 for a forest stewardship plan in the amount of \$588.69. Affirmative: Wendel, Katterhagen, James, Williamson and Bebus. Motion Carried.

Williamson made a motion, seconded by James to approve encumbering C22-7830 Red Eye WBIF cost share funds for Dale Lovelace, C#20250410-3.4 for a pit closure project in the amount of \$9,825. Discussion: Anton reported \$9,825 will be the max the landowner can receive in cost share funds. Affirmative: Wendel, Katterhagen, James, Williamson and Bebus. Motion Carried.

Bebus made a motion, seconded by Williamson to approve encumbering C24-0198 Mississippi Brainerd WBIF cost share funds for James Parent, C#20250410-3.5 for a forest stewardship plan in the amount of \$675. Affirmative: Wendel, Katterhagen, James, Williamson and Bebus. Motion Carried.

Katterhagen made a motion, seconded by James to approve encumbering F24 State Conservation cost share funds for Nicholas and Jennifer Anderson, C#20250410-3.6 for a tree and shrub establishment project in the amount of \$1,224.69. Affirmative: Wendel, Katterhagen, James, Williamson and Bebus. Motion Carried.

Decisions needed for cost share contract amendments: No actions taken.

Decision needed for payment of cost share funds:

James made a motion, seconded by Bebus to approve payment of C24-0198 Mississippi Brainerd WBIF cost share funds to Lucas and Tania Hendrickson, C#20250313-3.2 for a well sealing project in the amount of \$243.75. Affirmative: Wendel, Katterhagen, James, Williamson and Bebus. Motion Carried.

Decisions needed for operations:

Katterhagen made a motion, seconded by James to approve contract with Waterguards for the 2025 watercraft inspection season. Affirmative: Wendel, Katterhagen, James and Williamson. Abstained: Bebus. Motion Carried.

Discussion Items:



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Supervisor suggestions for Conservation Tour: The board suggested providing history of SWCD projects and if possible include some of the older projects on the tour. Board suggested to look back at previous Annual reports.

Policies to be updated at May's Policy meeting: A policy packet was handed out at the meeting.

Informational:

The board reviewed the project status report.

Soil and Water participates in open-mic the 2nd Friday of each month.

On Tuesday, April 15, 2025 there is a legislature meeting with the Todd County Commissioners. Soil and Water will discuss AIS program funding, SWCD AID, current local projects and the support needed for the West Central Area Engineers.

On Tuesday, April 15, 2025 there is a County Comp plan update kick off meeting at the Browerville Community Center at 6:00 pm.

Tree pick up will be Friday, May 2, 2025 at the Todd County Fairgrounds.

The local work group and conservation tour will be Wednesday, June 18, 2025.

Enviro Fest will be held on Thursday, September 18, 2025.

The board received a list of award recipients since 1966.

Board reviewed the handout on NACD updates on recent executive actions.

Board reviewed the handout on status of NRCS programs as of March 21, 2025.

If the board has a resolution that they would like to be brought to the AREA II meeting, the resolution needs to be brought to the SWCD board meeting in May.

The board received proposed policy changes for May's meeting.

The next scheduled meeting for the Todd SWCD Board of Supervisors will be Thursday, May 8, 2025 at 8:30 a.m. at Historic Courthouse at 215 1st Ave S, Long Prairie, MN 56347.

Chairperson Wendel adjourned the meeting at 10:15 a.m.



Sarah Katterhagen, Minute Prepare

Date

Deja Anton, SWCD District Manager

Date

Barb James, Secretary

Date



Ploof FSP Request

Location Information

Parcel Number 24-00126

Township Name Turtle Creek

TWP, Range, Section 12-131-32
Choose an item.

Minor Watershed 10501 Elk River- there is a portion of the forest in the Long Prairie watershed:
14038- Turtle Cr

Project Information

Project Type Ecological

Practice Types FSP

Project Codes 106

Field Technicians Anton

Engineering Assistance Dean Makey

POA Targeted Initiative: **Soil Profiles: Protect Land Productivity. Effective Soil/ Land MGMT**

Resource Concern and Project Purpose Description

The Protection Goal in the Mississippi Brainerd 1W1P is to protect and enhance forest cover particularly around streams and surface waters integral for soil and water quality protections upwards to 14,765 acres over the plan's ten year time frame. The desired goal in the South Management Zone (Todd County) is to develop 50 management plans in 10 years. This property, located in a Tier 2 plan protection area, borders a robust shallow marsh to the east and lies on the shores of North Buckthorn Lake, a natural environment lake (in the Long Prairie watershed). The forest directly east is also in protection. Together, this area has ~320 acres of contiguous protection. Additional benefits from this project are protection and habitat enhancements for wildlife, enhancement of soil water storage capacity, and protection of current carbon storage in existing trees still in growth.

Alternative Conservation or Management Practice(s) Considered

Alternative solutions were weighed regarding cost analysis, practicality of installation, material availability, longevity, maintenance requirements, and effective resolution to cause. The solutions were no management vs. management.

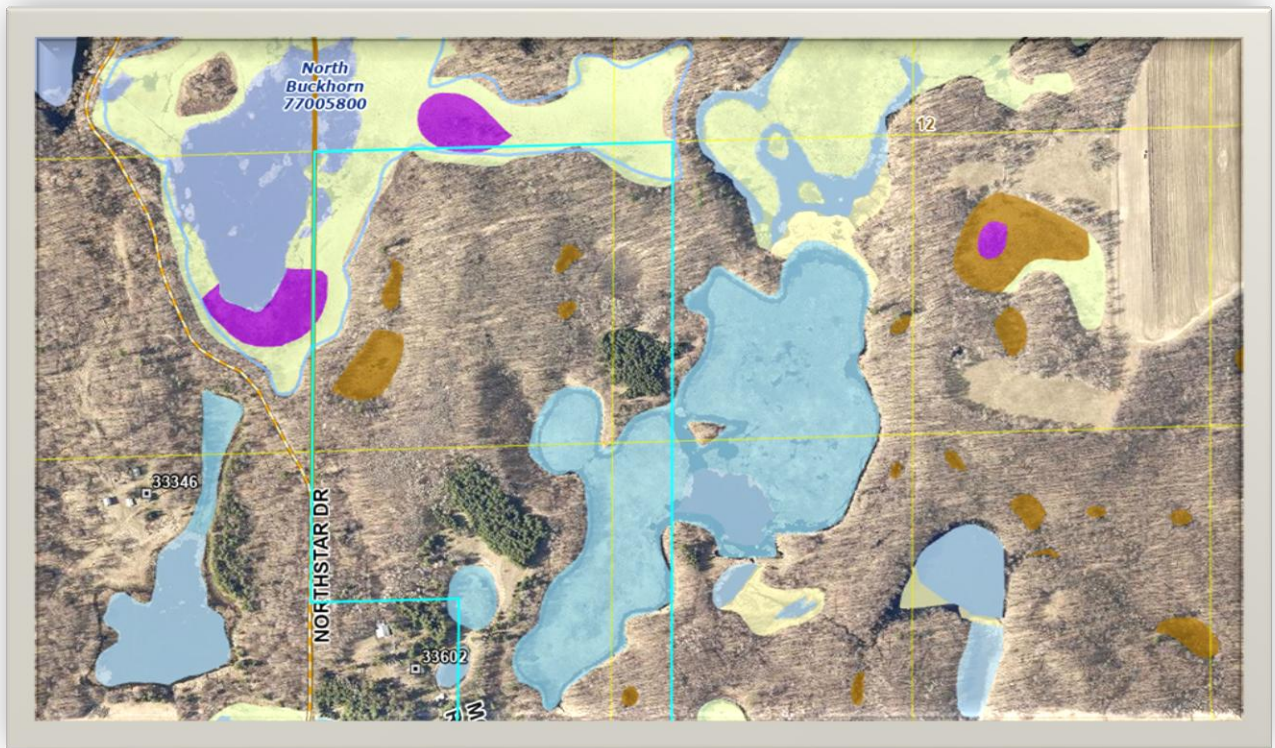
Funding Information

Bid & Contractor Name	Cost Share %	Funding Amount
\$950- Dean Makey	75%	\$712.50

Final Invoice (s)	TBD	Cost Share Payment Amount	TBD
Funding Source	F25 Miss_Brainerd 1W1P FY & Grant Name.	Enter \$\$ Amount FY & Grant Name.	

Todd SWCD Mission Statement: Conservation, Protection, and Enhancement of Todd County's Natural Resources

Ploof FSP Encumber Request submitted by Deja C. Anton for May 8, 2025



Todd SWCD Mission Statement: Conservation, Protection, and Enhancement of Todd County's Natural Resources

Ploof FSP Encumber Request submitted by Deja C. Anton for May 8, 2025



Lamusga Feedlot Heavy Use/Roof Over Structure Piggyback Request-1

Location Information

Parcel Number 16-0017901
 Township Name Little Elk
 TWP, Range, Section 130-32-19
 Major Watershed Long Prairie
 Minor Watershed Long Prairie 14052

Project Information

Project Type Engineered
 Practice Types/Codes 558 Roof-Over structure; 561- Heavy Use; 516- Pipeline; 614 Watering Facility; 570- Stormwater; 362-diversion; 382-fence
 Field Technicians Anton/Pratt
 Engineering Assistance Nathan Pesta, P E
 Engineering Assistance enter name

POA Targeted Initiative: **Hard Surfaces, More Water: Protect Surface Waters through Cost-share Practices**

Resource Concern and Project Purpose Description

Project is in line with the targeted implementation table for Turtle Creek regarding Bacteria reduction. Lmuaga currently has a beef feedlot located on a ditch draining to Turtle Creek and a State of Minnesota Wetland complex. Turtke Creek is impaired for bacteria. The landowner has been working with us for several years now. Because this is a piggyback project with other federal funds, cost-share was determined by the engineer's total cost estimate multiplied by the 75% allowed cost-shared rate minus the proposed federal funding amounts.

Alternative Conservation or Management Practice(s) Considered

Alternative solutions were weighed regarding cost analysis, practicality of install, material availability, longevity, maintenance requirements, and effective resolution of cause. Alternative solutions examined were removal of the cattle, a large barn over a liquid pit, berming, and this final roof over structure with solid manure storage. The most long term and effective solution was the roof over structure.

Funding Information

High Bid & Contractor Name	Low Bid & Contractor Name	12%	\$66,737.18
\$647,982 Dozer, Excavating & Ridgeline Contracting	\$548,938 Nathan Pesta. P E.		

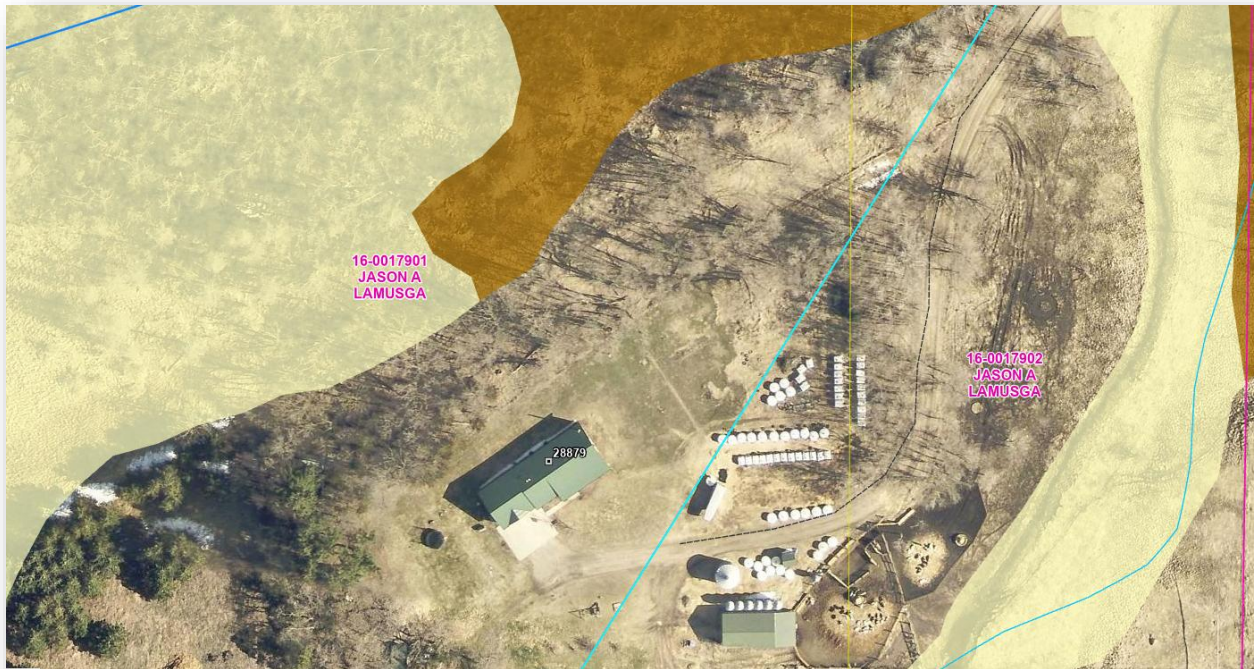
		Cost Share Payment Amount	TBD
Final Invoice (s)	TBD	TBD	
Funding Source	FY23/or FY25 LP WBIF	FY & Grant Name.	
	FY & Grant Name.	FY & Grant Name.	

Todd SWCD Mission Statement: Conservation, Protection, and Enhancement of Todd County's Natural Resources

Lamusga Piggyback for Feedlot Project Encumber Request, submitted by Deja Anton for May 8, 2025

**Reductions**

	Annually
COD	364 lbs.
Nitrogen	20 lbs.
Fecal Coliform	2.6E=14 Cfu
BOD	81 lbs.
Sediment/TSS	NA
Phosphorus	7 lbs.

**AERIAL
IMAGERY**

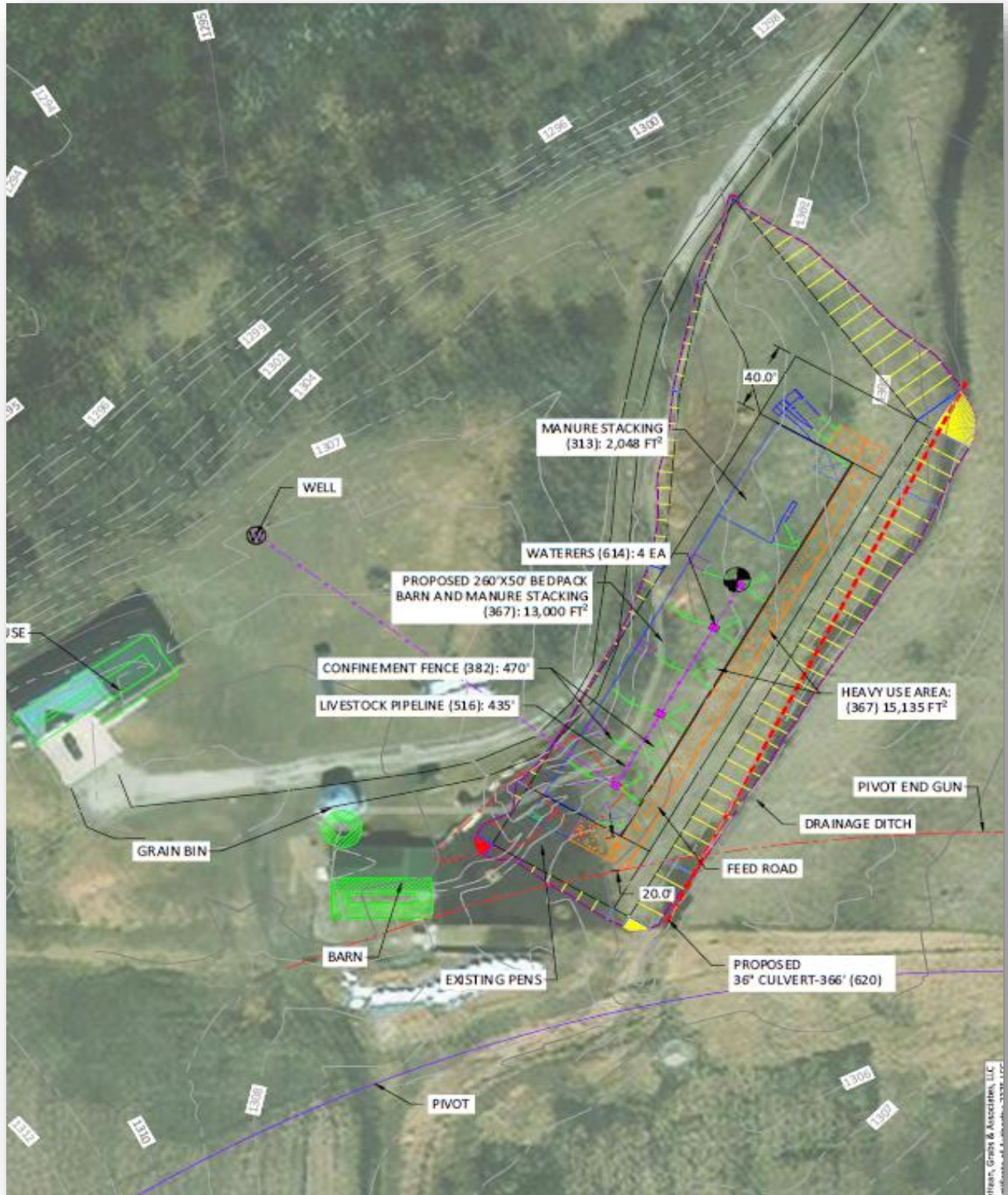
Turtle Creek, a direct tributary of the Long Prairie River, is noted to the NW of the Lamusga Property. This photo shows the summer feeder lots adjacent to the ditch in the SE corner of the image. In the winter, the landowner has been feeding cow/calf pairs (~20)in the area north of the summer feedlots also adjacent to the ditch. This farm is registered for 85.52 animal units.

Todd SWCD Mission Statement: Conservation, Protection, and Enhancement of Todd County's Natural Resources

Lamusga Piggback for Feedlot Project Encumber Request, submitted by Deja Anton for May 8, 2025



Basic Engineer Design Plan



Todd SWCD Mission Statement: Conservation, Protection, and Enhancement of Todd County's Natural Resources

Lamusga Piggback for Feedlot Project Encumber Request, submitted by Deja Anton for May 8, 2025

Thielen Pit Closure

Location Information

Parcel Number 26-0027700
 Township Name Ward
 TWP, Range, Section 131, 33, 29
 Major Watershed Long Prairie
 Minor Watershed HUC 12-Horseshoe Lake

Project Information

Project Type Engineered
 Practice Types Waste Facility Closure
 Project Codes 360
 Field Technicians Pratt/Anton
 Engineering Assistance Pratt

Resource Concern and Project Purpose Description

This property contains a round earthen manure storage pit to be closed, lying within ~350 feet of County Ditch 8, a tributary of the Long Prairie River and within 86' of the wetland hydrologic connectivity to the ditch. This is a water quality concern for E. coli bacteria, nitrogen, and phosphorus contributions through the instability of pit integrity due to age and condition of base and sidewalls.

The dimensions of the pit are 110 feet in diameter with a depth of 10 feet, which equals roughly 485,000 gallons when full.

Funding Information

High Bid
 \$27,114.00

Low Bid
 \$16,772.75

Cost Share
 75%

\$18,450.13 (10% contingency)

Plautz Excavating

Statema Backhoe Service

Final Invoice (s)
Funding Source

TBD
 FY23LP WBIF
 FY & Grant Name.

Cost Share Payment Amount
 Enter \$\$ Amount
 FY & Grant Name.

TBD

Add notes if needed.

Annual Reductions

E. Coli 1.7E+15CFU
 Nitrogen 11 mg/L
 Phosphorus 7 mg/L



James Parent FSP Plan – Payout

Location Information

Parcel Number	16-0025000
Township Name	Little Elk
TWP, Range, Section	130N, 32W, 26
Minor Watershed	Mississippi-Brainerd
	10130 – Karlen Cr.

Project Information

Project Type	Ecological
Practice Types	Forest Mgmt
Project Codes	106
Field Technicians	Christiansen
Engineering Assistance	Bob Perleberg

POA Targeted Initiative: **Soil Profiles: Protect Land Productivity with Effective Soil and Nutrient Management**

Resource Concern and Project Purpose Description

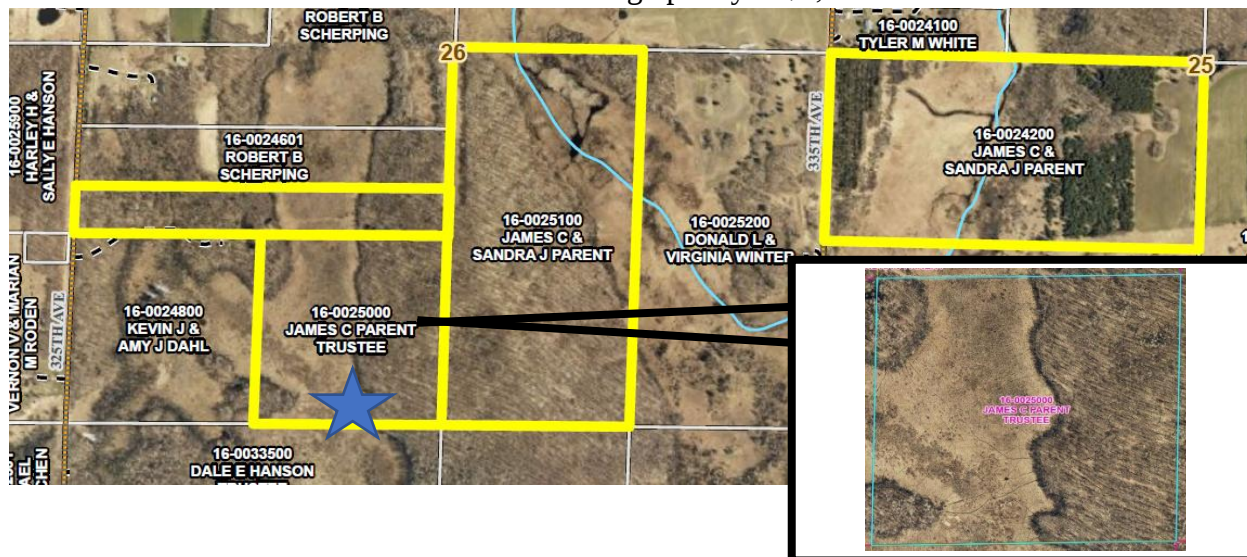
40-acre tract that is part of an ongoing 3 parcel (139.7 acre) LCCMR Easement contract in review. The property is located within the high priority management zone regarding habitat/forestry and groundwater resource concerns of the Mississippi-Brainerd 1W1P. Karlen Creek contributes into the Little Swan River. The landowner also has 65.7 acre ongoing LCCMR easement contract in the review process located 0.5 miles away. Plan approved by the MN DNR, 4.24.2024

Funding Information

Forestry First, LLC	Cost Share %	Funding Amount
\$900	75%	\$675

Final Invoice (s)	Submitted at a later date	Cost Share Payment Amount	\$675
Funding Source	Mississippi Brainerd WBIF C24-0198	\$675	

The max amount of cost-share allowable through policy is \$1,200.



Todd SWCD Mission Statement: Conservation, Protection, and Enhancement of Todd County's Natural Resources

Parent FSP Plan, Payout, Submitted by Kasen Christiansen, 2025.5.08



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2025 Feedlot Meeting Cash Donations Ending 04/30/2025

Bank Sponsorship

MN National Bank	\$100
American Heritage	\$400
Compeer Financial	\$400
Unity Bank	\$400
Magnifi	<u>\$500</u>
	\$1,800

Other Organizations:

Long Prairie Oil	\$100
Centra Sota	\$250
Todd-Wadena Electric	\$250
Todd County Farm Bureau	\$250
Todd County Corn and Soybean Growers	\$500
Minnesota Association of County Feedlot Officers	<u>\$918.66</u>
	\$2,268.66

Total: \$4,068.66

****Doesn't include milk donation, door prizes and other in-kind items***

Todd SWCD Policy for Sealing Irrigation Wells

In attempt to best utilize grant funding for sealing irrigation wells the following criteria will be followed:

Irrigation Well Sealing Score Card

Landowner: _____

Well Location: _____

1. Is the well located in a Wellhead Protection Area?

Yes= 60 pts

No= 0 pts

2. Is the well located in a Drinking Water Supply Management Area?

Yes= 30 pts

No= 0 pts

3. Is the well located within a TMDL watershed or adjacent to an impaired water body (303d list)?

Yes=10 pts

No= 0 pts

Total Points: _____ out of 100

Funding Break-down

0-29 points \$750

30-59 points \$1,100

60-100 points \$1,500

***Total Funding: \$** _____

***not to exceed 50% of the total cost.**

Kenny Pesta, Chairman

Date

Norman Krause, Secretary

Date

TODD COUNTY SOIL AND WATER BOARD OF SUPERVISORS

A RESOLUTION TO UPDATE THE POLICY ON SEALING IRRIGATION WELLS

WHEREAS, Todd County Soil and Water Board created a policy and score card for sealing irrigation wells due to expense in 2012;

WHEREAS, terminology and information has changed since 2012, and the score card requires updates,

THEREFORE BE IT RESOLVED that the score card and cost-share rates be amended as reflected below:

Irrigation Well Sealing Card

Current PID#:

Legal Description:

Coordinates:

1. Is the well located in a Drinking Water Supply Management Area (DWSMA)/Well Head Protection Area WHP or DNR vulnerable aquifer? **(If Yes, 50 points)**
2. Is the well located within a Priority Groundwater Protection area within a One Watershed/One Plan? **(If Yes, 25 points)**
3. Is the well located in sandy or gravelly soil profiles? **(If Yes, 10 points)**
4. Is the well proven to be contaminated, or does the well have a contamination source within 300 feet (examples include: septic, manure pit, gas or washing station, auto body shop, dump, Ag Coop storing chemical fertilizer, Ag/ Forestry/ Commercial/ Recreational or Shoreland areas where pesticides, herbicides, or bio-products are known to be land applied. **(If Yes, 15 points)**

Total Points: _____ **out of 100**

Cost-share breakdown:

<25 points = 50%

>25 points = 75%

Suspected Health Threat/Emergency, not yet in violation, with assistance request from the Minnesota Department of Health (MDH) - up to 100%

District Manager

Date

Chairperson

Date



Todd Soil and Water Board of Supervisors Cost-Share Policy for Cover Crop Practices

Approximately 63% of all acres in Todd County is classified as “cropland” (United States Department of Agriculture 2017 Agriculture Consensus). It has been common practice over the last century to leave cropland soils in clean shape for spring planting, meaning once the harvest is taken, the soils are disked black and left exposed to the elements. With many of Todd County soils being composed of sand or fine silts, erosion of the field service is a common occurrence in Todd County caused by winds, snow melt and rain, particularly in the late fall and spring portions of the year. Following the Dust Bowl and the formation of SWCDs, erosion has been a priority resource concern across the country. Erosion removes the most valuable growing layers of top soil and slowly depletes agricultural productivity. Erosion causes soil particulates to deposit into surface waters hastening the natural eutrophication of lakes and negative alteration of river, stream, and wetland habitats. Maintaining a cover on the soils and planting cover crops are considered a best management practice to control and reduce both water and wind erosion, no matter the size of field and type of coverage.

WHEREAS, Todd SWCD has consistently provided 75% cost-share for all agricultural related BMPs, and recognizing the enhancement value of cover crop practices to the economy and sustainability of Todd County agriculture and as an integral part of wise agricultural management and conservation of soil and water resources;

BE IT RESOLVED that Todd SWCD hereby adopts a 75% cost-share policy for the installation of cover crops that covers the following:

- 1) 75% of seed costs including shipping and application mediums
- 2) 75% of costs for bed preparation and seeding: limited to no more than two light tillage passes. (*Further tillage passes will result in the applicant not receiving cost-share for seed- bed preparation.*)
- 3) 75% of machinery, equipment, and man hours used for application of seed: machinery hours, rental fees, fly-on/aerial seeding, blowing, etc., equipment modification hours, and costs of modification materials*
- 4) 75% of soil testing and soil amendments necessary to ensure the success of the cover crop.

Items not covered under this cost-share policy include:

- Cover Crop termination
- Fertilizers and amendments not required specifically by the cover crop itself
- Planting of Alfalfa and other primary crops
- Machinery purchase

The purpose of the cost-share program is to encourage farmers who have never planted cover crops to do so, as well as to motivate those who have only used basic cover crops, like oats or rye, to adopt practices that are more advanced. This includes implementing more complex seed mixes to enhance the biological activity in the soil. Cover Crop installation must follow NRCS standards and specs including Agronomy Tech Note 33. Farmers who accept cost-share are required to follow the recommendation of field technicians and agronomy plan approved by the SWCD.

**Rates will be based off the most recent publication of the Nebraska Custom Rates Survey, northeastern region. In the event a specific rate cannot be found within the Nebraska survey, technicians will reference the most recent publication of the Iowa Custom Rate Survey.*

There is no minimum acreage size but competing applications will be given heavier consideration for parcels larger in area that are adjacent to surface waters, and/or parcels in sensitive or watershed funding priority or targeted areas.

Acreage caps may be limited by available funding, number of applicants, soil or region specific limitations or priorities as outlined in watershed based implementation funding (WBIF) (or other source) implementation plans when applicable.

Contracts run the life of the grant-funding source as long as funds are available and cover crops are expected to be planted every year following the initial install on parcels owned by the farmer throughout the life of the grant. (Grants typically have a three year life span.)

Grazing and forage and biomass management of cover crops for the individual farmer's own livestock use is allowable. Intentions to harvest cover crops for the sole purpose of sale/commodity income is not coverable;

It is not necessary for land occupiers to provide two bids for cover crop installations due to the difficulty in obtaining different bids as pricing is based off of local and commodity marketing. If the SWCD technician determines that the bids do not compare to realistic market rates, the technician retains the right to request the land occupier to provide additional bids from a different vendor;

When incentive payments are the intent of a particular fund source, the incentive payment will replace the cost-share rate provided the land occupier submits a W-9 form; and

NOW, BE IT FURTHER RESOLVED that this document will act as the policy framework in SWCD operations related to cover crop cost-share until subject to revision per Todd SWCD Supervisors as changes occur to BWSR, MPCA, or other fund source requirements and/or NRCS standard codes.

(SWCD Board Chair)

(Date)

TODD SOIL AND WATER BOARD OF SUPERVISORS

A RESOLUTION ESTABLISHING PRACTICE COST SHARE RATES FOR ALL FUND SOURCES

WHEREAS, the State of Minnesota has adopted the 2021 MN Statute 103.B801 Comprehensive Management Planning Program, now commonly referred to as One Watershed, One Plans (1W1P), to focus on the implementation of prioritized and targeted actions, including the installation of *location specific* best management practices, capable of achieving measurable progress (Subd. 2 (5);

WHEREAS, the Board of Soil and Water Resources (BWSR) provides Watershed- Based Implementation Funding (WBIF) to Soil and Water Conservation Districts to share the cost with land occupiers for specific prioritized practices in targeted locations while Todd SWCD also has access to other federal state, county, and local program sources of land occupier cost-share;

WHEREAS, cost share rates represent the percent of practice installation costs that may be provided to a land occupier including design, materials, and labor;

WHEREAS, BWSR Board establishes maximum allowable cost share rates through policy and implements these rates through grant agreements with Districts;

WHEREAS, district boards may set local cost share rates prior to receiving any applications from land occupiers, up to the maximum rate identified in BWSR policy;

WHEREAS, Todd SWCD staff request consistency in district cost-share rates across all programs to most efficiently assist landowners through the various programs;

BE IT RESOLVED, Todd SWCD District Board approves establishing the following percentage rates of the total actual costs of design, materials, and contractor* installation:

- Up to 75% for well sealing contracts**
- Up to 75% for any other best management practice contract

BE IT FURTHER RESOLVED, in the event that a contract meets all of the following qualifiers:

- The practice is a priority practice written into the work plan or implementation schedule,
- The practice is in a targeted high priority area specifically outlined in the work plan or implementation schedule,
- The practice requires no Operation and Maintenance Plan on the part of the land occupier following installation (i.e. in the event of a recorded maintenance easement or component closure), and
- A 10% grant match has been obtained by the SWCD ahead of the contract going into effect.

a higher percentage based cost-share allowance not to exceed 100% of total costs may be set at the SWCD Board's discretion.

District Chair

Date

**Policy 20250508-6.4 establishes the Landowner In-kind Labor to be based off first NEBRASKA, then IOWA custom survey rates*

*** Follow the Scoring guide for the Sealing of Irrigation Wells adopted May 8, 2025.*

TODD SOIL AND WATER BOARD OF SUPERVISORS

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District Chair

Date

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Board Action Tracking Number: 20250508-6.5 revising 20220908-01

TODD COUNTY SOIL AND WATER BOARD OF SUPERVISORS

A RESOLUTION AUTHORIZING NAMED STAFF TO CONDUCT SPOT CHECKS ON COST-SHARED PRACTICES

WHEREAS, the District Board and staff have the responsibility to ensure that cost-share funds are spent according to state and federal rules;

WHEREAS, state cost-share protocols require regularly scheduled spot checks for quality assurances purposes; and

WHEREAS, spot checks must be conducted by technicians with the proper trainings and Job Approval Authorities (JAA) and/or Board approved technical authority (TA) credentials;

NOW, THEREFORE BE IT RESOLVED that the Todd County Soil and Water Conservation District Board of Supervisors authorize the following staff to complete spot checks to the full limit of their technical expertise:

Deja Anton, Adam Ossefoort, Dylan Pratt, Joshua Votruba, Kasen Christiansen, and Alyssa Scheve.

District Manager

Date

Chairperson

Date

TODD COUNTY SOIL AND WATER BOARD OF SUPERVISORS

A RESOLUTION FOR NON-COMPLIANCE OF COST-SHARE CONTRACTS

WHEREAS, the land occupier/owner is responsible for the full establishment, operation, and maintenance of all cost-shared practices throughout the effective life of a practice.

WHEREAS, specific operation and maintenance requirements for the installed conservation practice are listed in the operation and maintenance plan provided to and signed off by the land occupier/owner at the time of contracting.

WHEREAS, the contract states that if the land occupier/owner fails to maintain the practice throughout its effective life, he/she/they will be liable to the State of Minnesota for an amount up to 100% of the cost-share assistance received, unless the failure was due to circumstances beyond the land occupier's or owner's control (such as Acts of God);

WHEREAS, the land occupier has the mandated responsibility to disclose the contract in force to any future purchaser of the property on which the contracted practice is installed;

NOW BE IT THEREFORE RESOLVED that if a current or future land occupier fails to meet the contract's operation and maintenance requirements while the contract is in force or if the practice is removed or destroyed before the contract expires, the Soil and Water Board of Supervisors, with the County Attorney's support, will issue notice to the landowner. This notice will provide two options for fulfilling the cost-share contract guidelines:

1. Reestablish the practice by a certain deadline
2. Pay Todd SWCD back for the cost-share funds issued for installation of the practice

Failure to do either will result in court action to collect the debt owed.

District Manager

Date

Chairperson

Date

TODD SOIL AND WATER BOARD OF SUPERVISORS

A RESOLUTION ESTABLISHING POLICY ON NON COMPLIANCE COST SHARE CONTRACTS

WHEREAS, 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 or 15 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 organization technical representative.

WHEREAS, 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.

WHEREAS, If title to this land is transferred to another party before expiration of the aforementioned life, it shall be the responsibility of the land occupier who signed this contract to advise the new owner that this contract is in force.

BE IT FURTHER RESOLVED, If land occupier fails to stay in compliance with their cost share contract, the Soil and Water Conservation District Board of Supervisors will issue a letter providing the land occupier three options to fulfill the cost share contract guidelines,

1. Reestablish the Practice
2. Pay Todd SWCD back the cost share funds
3. Further action to collect through conciliation court

District Chairman

Date

TODD SOIL AND WATER BOARD OF SUPERVISORS

A RESOLUTION ESTABLISHING POLICY TO IDENTIFY PRACTICE STANDARDS TO BE USED FOR DESIGN, CONSTRUCTION, OPERATION, AND MAINTENANCE

WHEREAS, All practices must be consistent with the NRCS Field Office Technical Guide (FOTG) or professionally accepted engineering or ecological practices. Design standards for all practices must include specifications for operation and maintenance for the life of the given practice, including an inspection schedule and procedure. Practices where runoff or sediment from the contributing watershed prevents the practice from achieving the intended purpose with normal operation and maintenance are ineligible. Vegetative practices must follow the BWSR Native Vegetation Guidelines.

BE IT FURTHER RESOLVED, All Todd County Soil and Water Conservation District cost share contracts follow the NRCS Field Office Technical Guide (FOTG) for all grants that require to follow the FOTG standards.

District Chairman

Date

**SERVICE AGREEMENT BETWEEN:
THE COUNTY OF TODD AND THE TODD SOIL AND WATER CONSERVATION
DISTRICT**

THIS AGREEMENT, made and entered into this 7th day of September, 2021, by and between the COUNTY of TODD (hereinafter "County"), a political subdivision of the State of Minnesota, and the TODD SOIL AND WATER CONSERVATION DISTRICT, a political subdivision of the State of Minnesota (hereinafter "SWCD"), the effective date of this Agreement shall be September 7, 2021, WITNESSETH:

WHEREAS, The County is a duly organized and existing political subdivision of the State of Minnesota, and,

WHEREAS, SWCD is a Soil and Water Conservation District organized and operating in accordance with Minnesota Statutes Chapter 103C, and,

WHEREAS, The parties hereto are authorized and empowered by M.S. 375.18 and M.S. 103C.231 to enter into cooperative agreements for the purpose of the powers of each of the parties hereto, and,

WHEREAS, SWCD desires to concentrate its time, energy and effort on the establishment and management of conservation practices and on stewardship promotion and conservation education, and,

WHEREAS, The County has, or will have, available the personnel such as Auditor/Treasurer and Human Resources, office space and equipment necessary to provide all administrative, personnel, financial management and other operational functions necessary to carry out the duties and programs of the SWCD;

NOW THEREFORE, It is agreed by and between the parties hereto as follows:

1. DIVISION NAME: The SWCD will be part of the Division referred to as Soil, Water Conservation and Development with two separate departments maintaining their identity: Todd Soil Water Conservation District and Todd County Planning and Zoning.
2. RECITALS: The recitals set forth in the whereas clauses are incorporated by reference as if fully set forth herein.
3. DUTIES OF COUNTY: That the County shall provide to the SWCD without cost to the District:
 - a. All office space, equipment, vehicles, and supplies;
 - b. All other office services such as telephone, copying and similar services, and;
 - c. A Division Director to administer and operate the programs and projects of the SWCD.
 - d. All personnel shall be and remain employees of the County and under its direction and control.
 - e. That the County shall retain ownership of all such equipment, supplies, and furniture acquired for the purpose of complying with this paragraph.
4. DUTIES OF SWCD: That the SWCD shall retain authority and shall be responsible for the development of natural resources conservation policy, a comprehensive natural resources conservation plan, and the approval, development, and management of conservation projects and all other powers

generally enumerated in M.S. 103C.331, except as otherwise herein specifically designated and allocated to the County.

The County hereby designates the SWCD responsibility for developing policy, writing an annual plan of work, and administering the following:

- a. Provide conservation practice technical assistance to landowners in cooperation with partnering agencies and organizations, public and private.
- b. Education programs related to land stewardship, water quality, and resource conservation;
- c. Provide factual findings to the Soil, Water, Conservation and Development Division;
- d. Administer and oversee state grants related to natural resources conservation;
- e. Appoint one (1) SWCD supervisor advisor to the Board of Adjustment and Planning Commission.

5. EQUIPMENT: All equipment, vehicles and property of the SWCD shall become the property of Todd County.

6. SWCD BUDGET

- a. Project/Grant Funds: The SWCD shall retain the control, management and approval authority for all funds for conservation projects and practices including, by example, the receipt and disbursement of State grant funds, the receipt, disbursement and collection of loan funds, and any other funds specifically and directly related to a conservation practice. The SWCD shall maintain SWCD administrative and project funds in segregated accounts.
- b. Administrative Funds. The SWCD shall retain the control, management and approval authority for all general, discretionary and administrative funds received by it.
- c. Operating Budget: No later than October 31 of each year, the authorized representatives of the SWCD Board shall meet with the Todd County Board of Commissioners with a proposed budget for the following year.

7 LIABILITY: Nothing in the agreement shall obligate or cause either party to incur any liability as the result of the actions of the other party as to any specific duty or responsibility assumed or retained hereunder. The County shall not incur any liability by reason of any action taken by SWCD under the authority retained under Section 3. SWCD shall not incur any liability by reason of any action taken by the County under Sections 2 and 3.

The County Attorney shall represent SWCD in matters brought against SWCD. If Todd SWCD takes legal action against the county or county board they must use outside legal counsel since the County Attorney also represents the county.

8. LIAISON COMMITTEE AND ANNUAL MEETING: That there shall be established a natural resources and land use liaison committee consisting of two members of the County Board of Commissioners and two members of the Soil and Water Conservation District Board of Supervisors. The County Coordinator and/or Administrator, Soil, Water, Conservation and Development Director, and Soil and Water Conservation District Manager shall serve as non-voting advisory members. This committee shall serve as the liaison and personnel committee for the SWCD. Said committee shall meet upon the request of its members for purposes of program and policy review and to assist the Director and/or Manager with personnel decisions and matters of concern affecting the agreement. At least annually, prior to June 1 of each year, said committee shall meet for the purpose of reviewing the

effectiveness of this agreement, discussing budgets, and making a recommendation to their respective Boards as to the desirability of continuing the agreement. At least once per year, preferably in February, the entire Todd County Board of Commissioners and the Soil and Water Conservation District Board will meet in joint session to discuss SWCD's accomplishments for the past year and its work plan for the coming year. Other agenda items for the meeting may also be submitted one week prior to the meeting to allow proper public notice and preparation of board members for the meeting.

9. EMPLOYEES:

a. Hiring

- i. the Director of the Soil, Water, Conservation and Development Division and the Manager of the Soil and Water Conservation District shall be appointed by the Todd County Board of Commissioners, in accordance with Todd County Personnel Policy with the agreement of the SWCD Board of Supervisors. The liaison committee shall serve as the interview and recommendation committee for the hire of the Director and Manager
- ii. staff positions shall be appointed in accordance with the Todd County Personnel Policy at the recommendation of the liaison committee. If the County Coordinator and/or Administrator refuses to appoint a position at the recommendation of the liaison committee, the matter is immediately forwarded to the County Board of Commissioners for potential overturn.

b. Management of Division Director and SWCD Manager

- i. will be under the day to day management and control of the Todd County Board of Commissioners and/or their designee. This includes all performance management, discipline or other management activities. Termination of the Director and Manager requires agreement by both Boards.

c. Performance evaluation

- i. performance evaluations will be conducted in accordance with Todd County Policy. The SWCD Board shall be offered the opportunity to comment on the performance evaluation of staff. The SWCD Board shall be allowed the opportunity to hold an independent evaluation of the Director and Manager, the said performance evaluation will be included in the employees personnel file.

10. CHAIN OF COMMAND: The SWCD Board and the Todd County Board of Commissioners recognizes that there is potential for miscommunication given the relationship between two elected Boards and the accountability of the Director and Manager. In recognition of that, both Boards agree to abide by a strict chain of command for all performance and management issues, which goes through the liaison committee in the absence of a County Coordinator and/or Administrator. Adherence to this chain of command will help to ensure a positive and smooth operation and collaboration.

11. EFFECTIVE DATE: CONTINUING EFFECT: This agreement shall be effective on the date set forth in the first paragraph of this Agreement and shall continue thereafter, from year to year, unless specifically terminated by either of the parties to this agreement to the other.

12. ALTERNATIVE DISPUTE RESOLUTION: In the event there is a dispute that arises from this agreement and the collaborative operation of the departments, before engaging in termination, the parties agree to engage in alternative dispute resolution in accordance with county personnel policy.

13. TERMINATION: This agreement shall terminate with either party giving 60 days written notice to the other party of their desire to terminate the agreement prior to July 1 of any year of this agreement or of any extension thereof.

14. AMENDMENTS: Any amendments, deletions, or waivers of the provisions of this agreement shall be valid only when reduced to writing and signed by the parties.

15. SWCD FUNDS: When the SWCD has balanced all of its accounts payable and receivable the SWCD will provide the remaining funds to the County to be held in a trustee fund. The SWCD Board of Supervisors shall have authority over said funds.

16. ENTIRE AGREEMENT: This agreement shall constitute the entire agreement of the parties and shall supersede all oral and any prior agreements and negotiation between the parties relating to the subject matter herein.

COUNTY OF TODD

BY Barbara Becker
Chairperson, Todd County Board of Commissioners

ATTEST Renise Lude
Todd County Auditor - Treasurer

DATE 9-7-2021

TODD COUNTY SOIL AND WATER CONSERVATION DISTRICT

BY Dale Kallio
Chairperson, Todd Soil and Water Conservation District Board

ATTEST Tom Williamson
Secretary, Todd County SWCD

DATE 10/14/21