



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 January 8, 2026 Regular Board Meeting

The meeting was held in person at Todd County Historic Courthouse, Commissioner's board room located at 215 1st Ave S, Long Prairie, MN 56347.

Vice Chairperson James called the Thursday, January 8, 2026 meeting to order at 8:30 a.m.

The Pledge of Allegiance was recited.

Call for Introductions.

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

Katterhagen joined the meeting at 8:57 a.m.

Others present in person were: Adam Ossefoort, Division Director, Deja Anton, District Manager, Sarah Katterhagen, Program Coordinator, Dylan Pratt, Conservation Technician, Josh Votruba, Conservation Technician, Kasen Christiansen, Conservation Technician, Alyssa Scheve, Conservation Technician, Jessica Moore, Conservation Technician, Luke Thoma, NRCS, Bob Byers, Todd County Commissioner, and Darren Mayers, BWSR.

James asked if there were any additions or corrections to the agenda. Wendel made a motion, seconded by Williamson to accept the revised agenda for the regular January 8, 2026 meeting.

3.4. Add on: Encumbering request from Johnson for FSP in the amount of \$825.

9.7. Add on: P26-0150 2026 Buffer Law grant agreement executed in the amount of \$20,000.

9.8. Add on: Scott Becker is retiring from Precipitation Network Program.

9.9 Add on: Audit Rates Survey.

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

Bebus made a motion, seconded by Williamson to approve the minutes as distributed from the December 11, 2025 regular board meeting. Affirmative: James, Williamson, Bebus and Wendel. Motion Carried.

James asked the board to review the December 2025 Treasurer's Report. Program Coordinator summarized disbursement and revenues. Williamson made a motion, seconded by Bebus to accept December's 2025 Treasurer's Report with receipts totaling \$424,812.01 and disbursements totaling \$254,016.63. Affirmative: James, Williamson, Bebus and Wendel. Motion Carried.

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

Celebration: Happy New Years from the District Manager.

Reports:



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Commissioner's Report: Commissioner Byers acknowledged the great work the SWCD is doing and to keep up the good work.

Director Report: Ossefoort presented his visual report which showed history of number of permits and revenue from permits. Ossefoort reported there is one request for a solar panel farm and a cannabis application was withdrawn. Anton recommended Ossefoort to request SWCD representation on solar panel requests.

The next Comprehensive plan meeting date is set for January 27, 2026.

Staff Visual Report: See above from Ossefoort.

Manager Report on Staff Accomplishments:

Anton reported that Moore completed one nutrient management plan and she covered the office when staff were out over the Holidays.

Anton reported that Scheve has been busy with the RCPP funding, working on easements, windbreak designs and went on the radio.

Anton reported that S. Katterhagen is working on the Long Prairie WBIF grant reconciliation, 40% of the trees are sold, and working on yearend closeouts.

Anton reported that Christiansen is working on easements, two wetland violations were resolved, Marthaler cost share project, and one forest stewardship cost share contract.

Anton reported that Votruba completed spot checks, wrote a plant article and has taken tree calls.

Anton reported Pratt has been busy with nineteen site visits, a tree planting plan and attended MASWCD Convention.

SWCD Manager Report: Anton presented her visual report. Report is available upon request. Some highlights include: Anton attended a BWSR Cradle to Grave training, thanked the board for the gift basket, Long Prairie Watershed plan has been translated to Spanish, showed a drinking cup video, is planning an AIS committee meeting and had meetings regarding the Marthaler cost share project.

NRCS Report: Thoma reported the NRCS EQIP ranking is based on local work group priorities and EQIP ranking deadline has not been determined.

Katterhagen joined the meeting at 8:57 a.m.

FSA Report: No report.

1W1P- Sauk River Report: No updates.



1W1P Red Eye Report: No updates.

1W1P Long Prairie Report: No updates.

1W1P Crow Wing Report: No updates.

1W1P Mississippi Brainerd Report: No updates.

BWSR Report: Mayers reminded the board grant reporting deadline is February 1, 2026. Mayers gave a presentation on duties of SWCD Supervisors and reminded the board deadline to file for elections is May 19, 2026.

Decisions needed for encumbering cost share funds:

Williamson made a motion, seconded by Bebus to approve encumbering Long Prairie LCCMR funds for Mick, C#20260108-3.1 in the amount of \$622.50 for a forest stewardship plan. Affirmative: Katterhagen, James, Williamson, Bebus and Wendel. Motion Carried.

Bebus made a motion, seconded by Katterhagen to approve encumbering C25-0118 Red Eye 3.0 funds for Rettig, C#20260108-3.2 in the amount of \$795 for a forest stewardship plan. Affirmative: Katterhagen, James, Williamson, Bebus and Wendel. Motion Carried.

Williamson made a motion, seconded by Wendel to approve encumbering funds for Padua Lakes Partnership, C#20260108-3.3 in the amount of \$109,997.25 for a field erosion control project pending final approval by the Sauk WBIF technical steering committee. Affirmative: Katterhagen, James, Williamson, Bebus and Wendel. Motion Carried.

Katterhagen made a motion, seconded by Williamson to approve encumbering C24-0198 Mississippi River Brainerd funds for Johnson, C#20260108-3.4 in the amount of \$825 for a forest stewardship plan. Affirmative: Katterhagen, James, Williamson, Bebus and Wendel. Motion Carried.

Decisions needed for cost share contract amendments:

Bebus made a motion, seconded by Katterhagen to approve request for additional C24-0198 Mississippi River Brainerd funds for Baum, C#06122025-3.4 in the amount of \$375 for a new total of \$3,187.50 for a nutrient management plan. Affirmative: Katterhagen, James, Williamson, Bebus and Wendel. Motion Carried.

Wendel made a motion, seconded by Williamson to approve amendment for extension for Zimmer, C#06122025-3.5 until November 1, 2026 for funds for technical engineering. Affirmative: Katterhagen, James, Williamson, Bebus and Wendel. Motion Carried.

Wendel made a motion, seconded by Bebus to approve amendment for additional funds for Lamusga, C#05082025-3.2 in the amount of \$14,166.82 for a new total cost share of \$80,904 pending approval from Long Prairie Steering Committee and exact source will depend on Long Prairie Steering Committee approval. Affirmative: Katterhagen, James, Williamson, Bebus and Wendel. Motion Carried.



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Decision needed for payment of cost share funds:

Katterhagen made a motion, seconded by Williamson to approve payment of C24-0198 Mississippi Brainerd funds for Baum, C#061222025 in the amount of \$3,197.50 for a nutrient management plan. Affirmative: Katterhagen, James, Williamson, Bebus and Wendel. Motion Carried.

Katterhagen made a motion, seconded by Williamson to approve payment of C25-0169 Big Swan Phosphorus Reduction grant for Swan Lake LID, C#08.14.2025-3.8 in the amount of \$1,350 for engineering assistance and contractor oversight. Affirmative: Katterhagen, James, Williamson, Bebus and Wendel. Motion Carried.

Wendel made a motion, seconded by Bebus to approve payment of Long Prairie WBIF funds for Lamusga, C#05082025-3.2X in the amount of \$80,904 pending approval and funding source approval from Long Prairie steering committee. Affirmative: Katterhagen, James, Williamson, Bebus and Wendel. Motion Carried.

Pratt, Votruba, Christiansen, Scheve and Moore left the meeting at 9:38 a.m.

Decisions needed for operations:

Bebus made a motion, seconded by Williamson to approve 2026 Plan of Action. Affirmative: Katterhagen, James, Williamson, Bebus and Wendel. Motion Carried.

Katterhagen made a motion, seconded by Bebus to approve policy and procedure related to per diems. Affirmative: Katterhagen, James, Williamson, Bebus and Wendel. Motion Carried.

Katterhagen made a motion, seconded by Williamson to approve MASWCD FY26 dues in the amount of \$7,654.59. Affirmative: Katterhagen, James, Williamson and Bebus. Opposed: Wendel. Motion Carried.

Katterhagen made motion, seconded by Bebus to approve MCIT invoice for PC in the amount of \$3,857 and WC in the amount of \$261. Affirmative: Katterhagen, James, Williamson, Bebus and Wendel. Motion Carried.

Bebus made a motion, seconded by Williamson to approve contribution toward Envirothon in the amount of \$150. Affirmative: Katterhagen, James, Williamson, Bebus and Wendel. Motion Carried.

Discussion Items:

Agenda and discussion items for the Joint Meeting: Anton recommended the joint meeting to be held on Tuesday, February 17, 2026. Commissioner Byers noted that it would work. Anton suggested presenting on 2025 cost share projects, inform the Commissioner's about the Long Prairie Watershed plan being translated to Spanish, and 2025 SWCD Annual report.

Outline for the SWCD Annual Report: Anton presented an outline for the SWCD Annual Report.

Contracts and documents approved by the Chair:



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None.

Informational:

The 2nd Friday of the month is the radio show.

The Long Prairie LCCMR grant amendment was approved on December 15, 2025.

Anton informed the board the AIS report is available upon request.

The 2026 standard mileage rate is 72.5 cents per mile.

Supervisors received a copy of award nominees for 2026.

Supervisors received a copy of the article called "Todd SWCD backed manure put closure prepared by BWSR.

P26-0150 2026 Buffer Law grant agreement was executed in the amount of \$20,000.

Scott Becker retired from being a volunteer for the Precipitation Network program. Chairperson signed a thank you letter.

Supervisors received a copy of audit rates survey.

Bebus made a motion, seconded by Wendel to obtain audit bids for 206 Audit.

Discussion: Anton will check to review the current agreement length. Affirmative: Katterhagen, James, Williamson, Bebus and Wendel. Motion Carried.

In February, the Todd SWCD Board of Supervisors will hold a joint meeting with the Todd County Commissioners. The exact time and date of the joint meeting is yet to be determined. Public notice will be posted ahead of the meeting.

The next scheduled meeting for the Todd SWCD Board of Supervisors will be Thursday, March 12, 2026 at 8:30 a.m. The meeting will take place at the Historic Courthouse in the Commissioner's Board Room located at 215 1st Avenue South, Long Prairie, MN 56347.

Vice Chairperson James adjourned the meeting at 10:26 a.m.

S. Katterhagen, Byers, and Mayers left the meeting at 10:26 a.m.

Immediately following the regular meeting, Todd SWCD Board of Supervisors held a closed meeting for the purpose of the annual assessment of job performance of the District Manager.



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The board moved into a closed session to complete the annual review of District Manager, Deja Anton.

Chairperson Katterhagen opened the Closed meeting at 10:37 AM

The board completed the review of Deja Anton, District Manager, and established a positive review for the year of 2025.

Chairperson Katterhagen reopened the regular meeting upon completion of the review.

Wendel made a motion, seconded by James to adjourn the meeting at 11:08 AM.

Sarah Katterhagen
Sarah Katterhagen, Minute Preparer

3/12/2026
Date

Deja Anton
Deja Anton, SWCD District Manager

3/12/2026
Date

Tom Williamson
Tom Williamson, Secretary

3.12.2026
Date