



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

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 on Thursday, January 8, 2026 beginning at 8:30 am in person at the Historic Courthouse, Commissioners 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 December 11, 2025 Board Meeting	Secretary
1.6. Act on Approving Program Summary Report—December 2025	Treasurer
1.7. Call for Conflict of Interest	Chairperson
1.8. Celebration- Happy New Years from the District Manager!	
2. Reports	
2.1. Commissioners' Report	5 min
2.2. Director Visual Report	Ossefoort 10 min
2.3. Manager Report on Staff Accomplishments	Anton 2 min
2.4. SWCD Manager Report	Anton 5 min
2.5. NRCS Report	Thoma 5 min
2.6. FSA Report	Fellbaum 5 min
2.7. 1W1P – Sauk	Williamson 2 min
2.8. 1W1P – Red Eye	Wendel 2 min
2.9. 1W1P – Long Prairie	Katterhagen 2 min
2.10. 1W1P – Crow Wing	Wendel 2 min
2.11. 1W1P – Mississippi-Brainerd	Bebus 2 min
2.12. BWSR Report- <i>Election Year Processes</i>	Mayers 15 min
3. Decisions needed for encumbering cost-share funds	
3.1. Mick (20260108-3.1) -- \$622.50 for a Forest Stewardship Plan on 53 acres in the Long Prairie Watershed	Anton 1 min
3.2. Rettig (20260108-3.2) -- \$795 for a Forest Stewardship Plan on 63 acres in the Red Eye Watershed	Anton 1 min
3.3. Padua Lakes Partnership (20260108-3.3) --\$109,997.25 Field Erosion Control in the Sauk River Watershed	Christ. 3 min
4. Decisions needed for cost-share contract amendments	
4.1. Baum amendment request (061222025-3.4)- to increase cost-share payment from \$2,812.50 to \$3,187.50 for a total increase of \$375.00	Anton 2 min
4.2. Zimmer amendment request to extend the date expiree of contract 06122025-3.3 from February 1, 2026 to November 1, 2026	
4.3. Lamusga amendment request to increase cost share	

5. Decision needed for payment of cost-share funds

- 5.1. Baum (061222025-3.4X) payment request for \$\$3,197.50 for a nutrient management plan on 160 acres in the Mississippi- Brainerd Watershed C24-0198. Anton 2 min
- 5.2. Swan Lake LID- (08.14.2025-3.8) 3rd payment request - \$1350- for engineering assistance and contractor oversight from C25-0169- Big Swan Phosphorus Reduction Grant Anton 2 min
- 5.3. Lamusga request for cost share payment

Technicians may be excused

6. Decisions needed for operations

- 6.1. Review and approve 2026 Plan of Action (POA)
- 6.2. Review and approve policy and procedure (related to per diems)
- 6.3. Review and approve MASWCD FY26 Dues in the amount of \$7,654.59
- 6.4. Review and approve MCIT Invoice for PC in the amount of \$3,857 and WC in the amount of \$261
- 6.5. Review and approve contribution toward Envirothon in the amount of \$150

7. Discussion items

- 7.1. Agenda and discussion items for the joint meeting on Tuesday, February TBD- *February 17 is recommended by manager*
- 7.2. Outline for the SWCD Annual Report

8. Contracts and documents approved by Chair- none

9. Informational

- 9.1. 2nd Friday of the month –Radio Show
- 9.2. Long Prairie LCCMR Grant amendment approved on 12/15/2025
- 9.3. AIS Annual Report
- 9.4. IRS sets 2026 standard mileage rate at 72.5 (up 2.5 cents per mile)
- 9.5. SWCD Annual Award Nominees by staff
- 9.6. Article Copy: Todd SWCD-backed manure pit closure by BWSR

Immediately following the public meeting, Todd SWCD Board of Supervisors will hold a closed meeting for the purpose of the annual assessment of job performance-- District Manager.

Closed Meeting

1.1 Performance Evaluation- District Manager
The SWCD Board of Supervisors, Commissioner Representatives, and the SWCDD Division Director will hold a closed session pursuant to Minnesota Statute 13D.05 Subd. 3(a) to evaluate the performance of an individual subject to the Boards’ authority.

1.2. Public Summary Statement concluding the closed sector for Performance Appraisal- District

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 at the printing of this agenda. Public Notice will be posted ahead of the meeting.

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



Minutes from the December 11, 2025 Regular Board Meeting

The meeting was held in person at Todd County Historic Courthouse, Prairie Conference room located at 215 1st Ave S, Long Prairie, MN 56347. The meeting was moved to the Prairie Conference room due to another meeting being held in the Commissioner's Board room.

Chairperson Wendel called the Thursday, December 11, 2025 meeting to order at 8:30 a.m.

The Pledge of Allegiance was recited.

Call for Introductions.

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

Absent: Dale Katterhagen.

James joined the meeting at 8:35 a.m.

Others present in person were: 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, Tim Denny, Todd County Commissioner and Kevin Faust, guest speaker.

Denny joined the meeting at 8:40 a.m.

Wendel asked if there were any additions or corrections to the agenda. Williamson made a motion, seconded by Bebus to accept the agenda for the regular December 11, 2025 meeting.

Affirmative: Wendel, Williamson and Bebus. Motion Carried.

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

James joined the meeting at 8:35 a.m.

Wendel asked the board to review the November 2025 Treasurer's Report. Program Coordinator summarized disbursement and revenues. Williamson made a motion, seconded by Bebus to accept November's 2025 Treasurer's Report with receipts totaling \$96,888.65 and disbursements totaling \$91,292.37. Affirmative: Wendel, James, Williamson and Bebus. Motion Carried.

Wendel called for conflict of interest. Bebus reported conflict of interest with item 5.2 – Birchdale Township request for cost share payment.



Celebration: Congratulations on a very successful MASWCD Convention.

Denny joined the meeting at 8:40 a.m.

Reports:

Commissioner's Report: Commissioner Byers reported the finance committee was able to make cuts to the levy. Todd County has one of the lowest levy's in the state for 2026. The Truth and Taxation meeting was held recently. Solid Waste will be having their grand opening. Some of the Commissioners attended the AMC conference. Byers also commented that the SWCD Work Session was a well-organized meeting.

Commissioner Denny added the County worked on the budget for 2026 and made cuts where they could. He noted some departments are doing a five-year budget outlook.

Director Report: No report.

Staff Visual Report: Moore's visual reported was included in the board packet. Moore highlighted that she has been attending a lot of trainings, presented at Enviro fest, working on Nutrient Management plans, and her background included working various positions with the state. She has been with Todd County since June 2025.

Manager Report on Staff Accomplishments: Anton reported all the technicians and herself attended BWSR academy.

Anton reported Moore has been attending trainings and has been working on a feedlot permit.

Anton reported Scheve has been busy with the RCPP funding, wrote the conservation award winner article and attended the Sauk River Education and Outreach meeting.

Anton reported Votruba had 20 site visits since October and has completed RIM easement inspections.

Anton reported Christiansen worked on the Julig fencing project, completed cost share spot checks, and is reviewing possible wetland fill violations.

Anton reported S. Katterhagen started preparing the for Long Prairie Watershed grant reconciliation and the 2026 Tree and Plant order form has been disbursed.

Anton reported Pratt has been busy with 21 site visits, cost share projects and feedlot inspections.

SWCD Manager Report: Anton presented her visual report. Report is available upon request.

NRCS Report: Thoma reported the NRCS office was closed for six weeks due to Government Shutdown. Now they are playing catch up with payments and other assignments. No guidance has been provided for 2026 payments.

FSA Report: No report.



1W1P- Sauk River Report: Williamson reported the policy committee reviewed the FY24 Sauk River work plan rewrite.

1W1P Red Eye Report: No updates.

1W1P Long Prairie Report: The policy meeting met on November 20, 2025. Policy committee liked the numbers of hits the billboards are getting. Anton questioned how long will the billboards be effective for.

1W1P Crow Wing Report: No updates.

1W1P Mississippi Brainerd Report: Bebus reported Anton presented on the Alum Treatment project at the previous policy meeting.

BWSR Report: Mayers was unable to attend the meeting, but sent e-mail update. S. Katterhagen read the e-mail. Mayers would like to remind the board grant extension request deadline is December 15, 2025, fiscal years 2024 and 2025 Programs and Operational grants are expiring 12/31/2025. Grant reporting deadline is February 1, 2026.

Buckthorn Presentation: Kevin Faust, Todd County landowner presented on what he does for Buckthorn Control on his property.

Decisions needed for encumbering cost share funds:

No encumbering requests.

Decisions needed for cost share contract amendments:

James made a motion, seconded by Williamson to approve request for additional C22-7830 Red Eye 2.0 cost share funds from Mike Lovelace, C#20250410-3.4X in the amount of \$17,595.29 for a new cost share total of \$27,420.29 for a pit closure project. Affirmative: Wendel, James, Williamson and Bebus. Motion Carried.

Decision needed for payment of cost share funds:

James made a motion, seconded by Williamson to approve payment request of C22-7830 Red Eye WBIF 2.0 cost share funds from Mike Lovelace, C#20250410-3.4X in the amount of \$27,420.29 for a pit closure project. Affirmative: Wendel, James, Williamson and Bebus. Motion Carried.

Williamson made a motion, seconded by James to approve payment request of FY24 Conservation Contracts in the amount of \$5,740.78 and FY25 Conservation Contracts in the amount of \$19,384 from Birchdale Township, C#6062025-00, for a total cost share payment of \$25,124.78 for a stabilization project. Affirmative: Wendel, James and Williamson. Abstained: Bebus. Motion Carried.



Bebus made a motion, seconded by Williamson to approve payment of P23-2945 Long Prairie LCCMR funds from Jason Batts, C#20250814-3.2 in the amount of \$1,200 for a forest stewardship plan. Affirmative: Wendel, James, Williamson and Bebus. Motion Carried.

Williamson made a motion, seconded by Bebus to approve payment of P23-2945 Long Prairie LCCMR funds from Robert Fritze, C#20250814-3.3 in the amount of \$585 for a forest stewardship plan. Affirmative: Wendel, James, Williamson and Bebus. Motion Carried.

James made a motion, seconded by Bebus to approve payment of P23-2945 Long Prairie LCCMR funds from John Houle, C#20250814-3.10 in the amount of \$1,200 for a forest stewardship plan. Affirmative: Wendel, James, Williamson and Bebus. Motion Carried.

Williamson made a motion, seconded by James to approve payment of P23-2945 Long Prairie LCCMR funds from Jon and Sonja Nelson, C#2025.10.9-3.2 in the amount of \$1,200 for a forest stewardship plan. Affirmative: Wendel, James, Williamson and Bebus. Motion Carried.

Pratt, Votruba, Christiansen, Scheve and Moore left the meeting at 9:50 a.m.

Commissioner Byers and Commissioner Denny left the meeting at 9:50 a.m.

Guest Speaker Kevin Faust left the meeting at 9:50 a.m.

Decisions needed for operations:

James made a motion, seconded by Williamson to approve 2026 Todd SWCD Board of Supervisors meeting schedule as printed.

Discussion: The meetings will continue to held on 2nd Thursday of each month, except for February when the board meets with the Todd County Commissioners. It was also noted that October and November board meetings may be held at a different location.

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

Williamson made a motion, seconded by Bebus to approve 2026 Todd SWCD Board Order as the following:

Chairman	Dale Katterhagen
Vice Chairman	Barb James
Secretary	Tom Williamson
Treasurer	Larry Bebus
Member	Wayne Wendel

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



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Bebus made a motion, seconded by James to approve 2026 Todd SWCD Committee assignment as the following:

Liaison/Interview Committee	Dale Katterhagen and Wayne Wendel	
PC & BOA Liaison	Barb James	Alternate: Dale Katterhagen
WCTSA Committee	Tom Williamson	Alternate: Wayne Wendel
County Comprehensive Plan Review	Larry Bebus and Wayne Wendel	
Local Work Group	Dale Katterhagen	Alternate: Barb James
1W1P for SRWD	Tom Williamson	Alternate: Larry Bebus
1W1P for Red Eye	Wayne Wendel	Alternate: Barb James
1W1P for Long Prairie	Dale Katterhagen	Alternate: Barb James
1W1P for Brainerd-Mississippi	Larry Bebus	Alternate: Barb James
1W1P for Crow Wing	Wayne Wendel	Alternate: Barb James
Finance Committee	Larry Bebus and Wayne Wendel	

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

Bebus made a motion, seconded by James to approve Resolution #20251211-6.4, The Sauk River Watershed Collaborative Watershed Based Implementation Funds (WBIF) Revised FY2024 Workplan. Affirmative: Wendel, James, Williamson and Bebus. Motion Carried.

Discussion Items:

Draft review of the 2026 Plan of Action (POA): Anton reviewed the draft POA. Anton highlighted the Supervisors responsibilities. She would like the Supervisors to review and provide feedback. She will bring forward in January for approval.

C22-7830 Red Eye 2.0 Adjustment of \$235.25: Anton noted during a grant reconciliation review it was found that overpayment was provided to a landowner for cost share payment in the amount of \$235.25. The overage will come from SWCD feedlot performance funds.

Supervisor per diems: Discussion was held on when and when not, supervisors should receive per diem reimbursements. Anton will bring a draft policy to the board in January for review.

E.A.R.T.H. Signs: Anton showed the board the updated design for the signs for the E.A.R.T.H program.

Contracts and documents approved by the Chair:

None.

Informational:

The following information was provided for information purposes:



2nd Friday of the month – Radio Show.

Todd SWCD Tree and Plant order was released on December 1, 2025.

Tree Order and Soil Health insert into the Leader B and Anchor papers.

Jay Noska is retiring from the Precipitation Network Volunteer Program. A Thank you letter will be sent from the board.

FY2026 Buffer Compliance request of interest was submitted on 11/10/2025.

Anton provided the board with links to BWSR article about Helle’s pit closure project.

The next scheduled meeting for the Todd SWCD Board of Supervisors will be Thursday, January 8, 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.

Chairperson Wendel adjourned the meeting at 10:50 a.m.

Sarah Katterhagen, Minute Preparer

Date

Deja Anton, SWCD District Manager

Date

Tom Williamson, Secretary

Date

Todd SWCD's

December Financial Summary
will be available at the meeting

Mick FSP Request

Location Information		Project Information	
Parcel Number	24-0018003	Project Type	Ecological
Township Name	Turtle Creek	Practice Types	FSP
TWP, Range, Section	131-32-19	Project Codes	106
Major Watershed	Long Prairie	Field Technicians	Anton
Minor Watershed	14038 Turtle Creek	Forester:	NA
Project Coordinates:			
46.139103	-94.754878		

POA Targeted Initiative: Water Quality, Safety & Protection

Resource Concern and Project Purpose Description

This project will serve as water quality protection to Rice Lake and Turtle Creek through maintaining a sustainable, regenerative 53 acre coniferous with some hardwood mix forest. This forest is located less than 400 feet from Rice Lake at the parcel’s north-easternmost terminus. It has connectivity through wetlands to the lake and Turtle Creek, ½ mile away. The parcel serves as the highpoint surrounded by hay ground to the south and a complex of shallow, shrub and tree swamps on three sides. This parcel is made up of 458B Menahga coarse and loamy sands, highly erodible. The forest acts as preventative to erosion, wind and water, the root systems and layered foliage acting as soil stabilizers. Forests in riparian areas are key to managing and stabilizing nutrients through uptake and root development. Trees must be managed at different stages of development to assure long-term water quality protection.

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. Options were to not fund the plan and risk forest mismanagement or loss of resource and or resiliency through clearcutting or timber harvest.

Funding Information:

	Estimate:	% C/S	Encumber Amount
	\$830	75%	\$622.50
Final Invoice (s)	TBD	Cost Share Payment	TBD
		Amount	
Funding Source	FY 23 LCCMR	TBD	
	Landowner Amount	TBD	

- Technical Service Provider requests anonymity and protection of proprietor information

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

Enter Project Name, Encumbering or Payment, submitted by, Board Meeting Date 2024.10.10.



	Before	After	Reduction Notes
COD	NA	NA	BWSR FERN Estimator
Nitrogen	115.3 lbs./yr	# or NA.	
Fecal Coliform	NA	# or NA.	
BOD	NA	# or NA	
Sediment/TSS	.52 Tons/yr	# or NA	
Phosphorus	6.41 lbs./yr	# or NA.	



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

Enter Project Name, Encumbering or Payment, submitted by, Board Meeting Date 2024.10.10.

Rettig FSP Request

Location Information		Project Information	
Parcel Number	23-0016901	Project Type	Ecological
Township Name	Stowe Prairie	Practice Types	FSP
TWP, Range, Section	133-35-20	Project Codes	106
Major Watershed	Red Eye	Field Technicians	Anton
Minor Watershed	13003 Wing River	Forester:	Erik Eggen
Project Coordinates:			
46.320229	-95.127984		

POA Targeted Initiative: Water Quality, Safety & Protection

Resource Concern and Project Purpose Description

Wetland, tributary, and Wing River water quality protection through forest management and prevention of erosion, wind and water. Forests in riparian areas are key to managing and stabilizing nutrients through uptake and root development. Trees must be managed at different stages of development to assure long-term water quality protection.

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. Options were to not fund the plan and risk forest mismanagement or loss of resource and or resiliency through clearcutting or timber harvest.

Funding Information:

Erik Eggen, Timberlane Forestry	Estimate:	% C/S	Encumber Amount
	\$1060	75%	\$795
Final Invoice (s)	TBD	Cost Share Payment Amount	TBD
Funding Source	C-25-0118 RED EYE	TBD	
	WBIF		
	Landowner Amount	TBD	

Add notes if needed.

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

Enter Project Name, Encumbering or Payment, submitted by, Board Meeting Date 2024.10.10.



	Before	After	Reduction Notes
COD	NA	NA	BWSR FERN Estimator
Nitrogen	82.1 lbs.yr	# or NA.	
Fecal Coliform	NA	# or NA.	
BOD	NA	# or NA	
Sediment/TSS	.27 Tons/yr	#or NA	
Phosphorus	6.10 lbs.yr	# or NA.	

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

Enter Project Name, Encumbering or Payment, submitted by, Board Meeting Date 2024.10.10.



Grade Stabilization – Padua Prairie Partnership - Encumbering

Location Information		Project Information	
Parcel Number	14-0027200	Project Type	Ecological/Engineered
	14-0027602		ed
Township Name	Kandota	Practice Types	Grade Stabilization/WASCOB
TWP, Range, Section	28/127/34	Project Codes	410, 638
Major Watershed	Sauk River	Field Technicians	Christiansen
Minor Watershed	Ashley Creek - 16035	Engineering:	Ross Reiffenberger
Project Coordinates:	45.784245, -94.973008		WCTSA

POA Targeted Initiative: Water Quality, Safety & Protection

Resource Concern and Project Purpose Description

Padua Prairie Partnership land is 160 acres adjacent to Ashley Creek located within Kandota Township, 0.3 miles south of Fairy Lake (77015400). Ashley Creek is an impaired water and located within a priority area of the Sauk River Watershed- Reach 150. Overtime, a large gully has formed (approximately 3,600 linear feet) causing field erosion and crop loss, causing sediment discharge into Ashley Creek and surrounding wetlands. This project is considered a “phase two” of the Fairy Lake – Outlet Restoration Project. WCTSA Engineer has designed a grade stabilization plan to create 5 WASCOBs and install subsurface drain tile within entirety of the gully slowing the movement of water and limiting sediment discharge into Ashley Creek.

Alternative Conservation or Management Practice(s) Considered

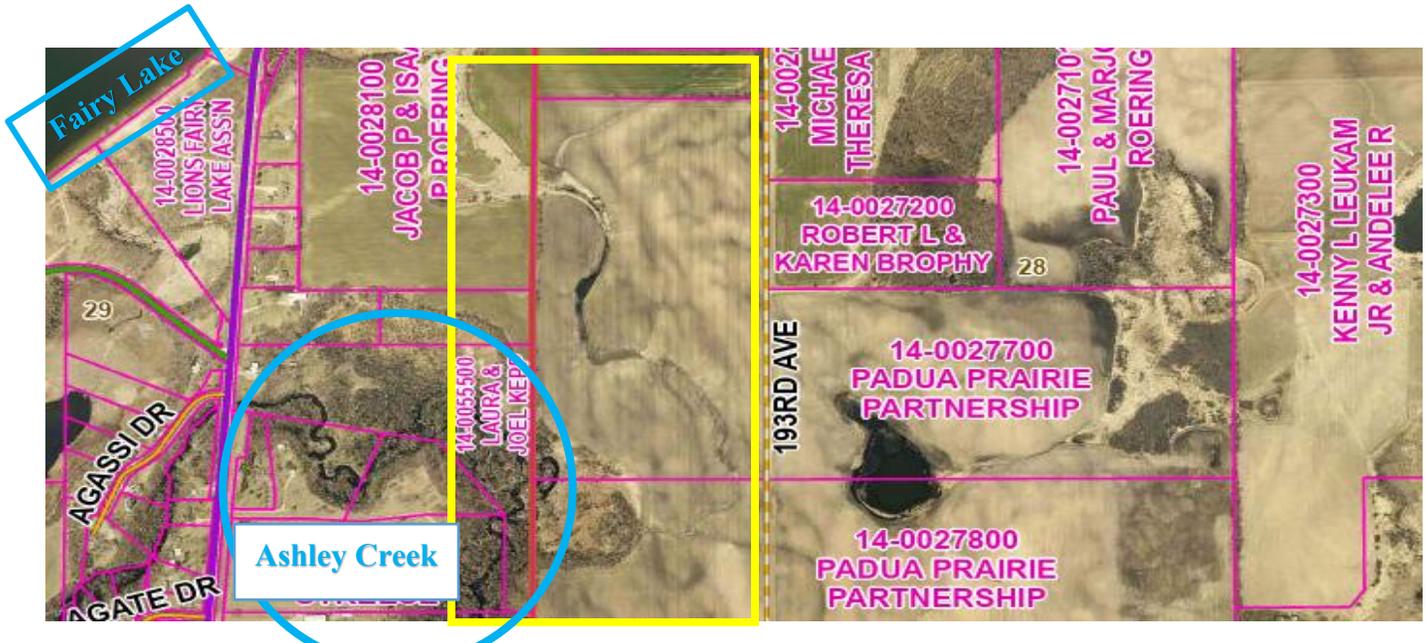
Alternative solutions were weighed regarding cost analysis, practicality of install, material availability, longevity, maintenance requirements, and effective resolution of cause.

Funding Information:

Contractor	Estimate:	% C/S	Encumber Amount
MBC Drainage	\$146,663.00	75%	\$109,997.25
	West Central WCTSA		
	Cost-Estimate		
Final Invoice (s)	TBD	Cost Share Amount	TBD
Potential Funding Source(s)	Sauk WBIF-C22-4860	TBD	
	Sauk WBIF- C24-0088	TBD	
	FY26 Riparian Aid	TBD	

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

Grade Stabilization, Encumbering, Submitted by Kasen Christiansen, 1/8/2026



Reductions from MPCA BEET:

Sediment/TSS	3/7 Tons/ac/yr
Phosphorus	35.1 lbs/ac/yr
Nitrogen	570.3 lbs/ac/yr



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

Grade Stabilization, Encumbering, Submitted by Kasen Christiansen, 1/8/2026



Baum NMP Payment

Location Information

Parcel Number	04-0027400
Township Name	Bruce
TWP, Range, Section	129,32,27
	Mississippi-Brainerd
Minor Watershed	10135 Swan River

Project Information

Project Type	Ecological
Practice Types	Planning -MMP
Project Codes	590
Field Technicians	Anton
CNMP Consultant	Amy Robak

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

Resource Concern and Project Purpose Description

To properly manage manure and other fertilizer applications on ~160 acres of a 430 combined in a Tier One Ag Focus Area of the Mississippi 1W1P and in the Drinking Water Protection Area for the City of St. Cloud. The 1W1P ten-year Plan Goal is to place 3,040 acres under management for such Ag Practices by 2035. This project comes in conjunction with the development of a planned roof over structure to store manure from feeder stock (beef). The farm is currently registered for <100 AU.

Amendment Explanation: 10 additional soil samples were required to complete Nutrient Management Plan due to soil variations on property. Landowner contacted this office in August 2025 of the need and was verified by planner, Amy Robak. Amendment need was brought to the attention of the Board in informal discussion and formally added to the December 11 Board Meeting agenda as Information.

Note: The Baum Family Farm recently became Ag Water Quality certified in 2025 with the completion of this plan and a grazing plan in development!

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. The options are to do nothing and continue unknown manure application or to allow planning to proceed at a cost of \$6.50/ acre.

Funding Information

Bid & Contractor Name	Cost Share %	Funding Amount
\$3750 Centra Sota- Amy Robak	75%	\$2812.50

Final Invoice (s)	\$3,750 (Plan) Add'l Soil Samples \$500 Total cost= \$4,250	Cost Share Payment Amount	\$3,187.50 with amendment
Funding Source	C24 M_B WBIF	\$3,187.50	

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

Baum MMP Request for Pyament Submitted January 8, 2026 by Deja C. Anton

NRCS Code 590- Nutrient Management Plan

DEFINITION

Manage rate, source, placement, and timing of plant nutrients and soil amendments while reducing environmental impacts.

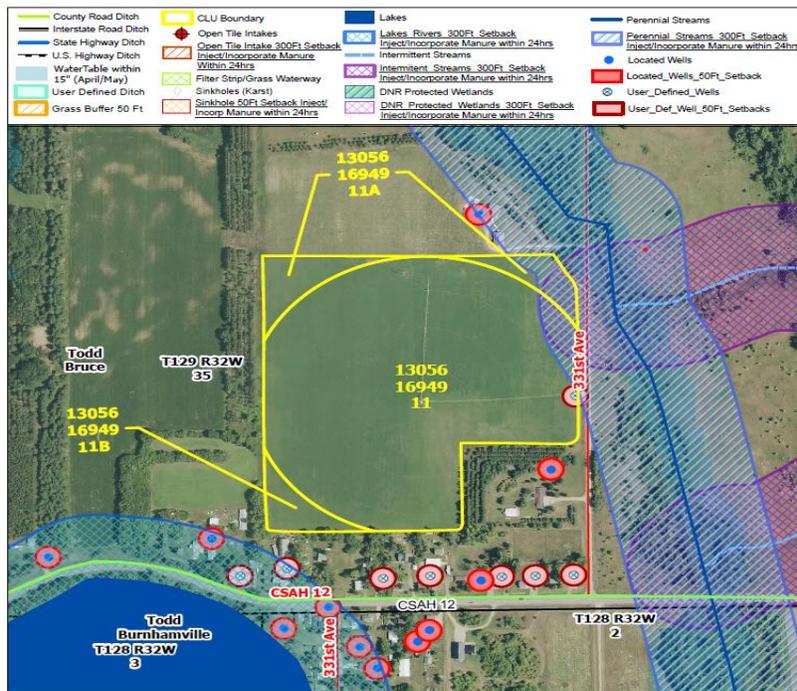
PURPOSE

This practice is used to accomplish one or more of the following purposes:

- Improve plant health and productivity
- Reduce excess nutrients in surface and ground water
- Reduce emissions of objectionable odors
- Reduce emissions of particulate matter (PM) and PM precursors
- Reduce emissions of greenhouse gases (GHG)
- Reduce emissions of ozone precursors
- Reduce the risk of potential pathogens from manure, biosolids, or compost application from reaching surface and ground water
- Improve or maintain soil organic matter

* MPCA Watershed Pollutant Load Reduction Calculator.

Nitrogen 226.4 lbs/ac/yr
Phosphorus 8.6 lbs/ac/yr

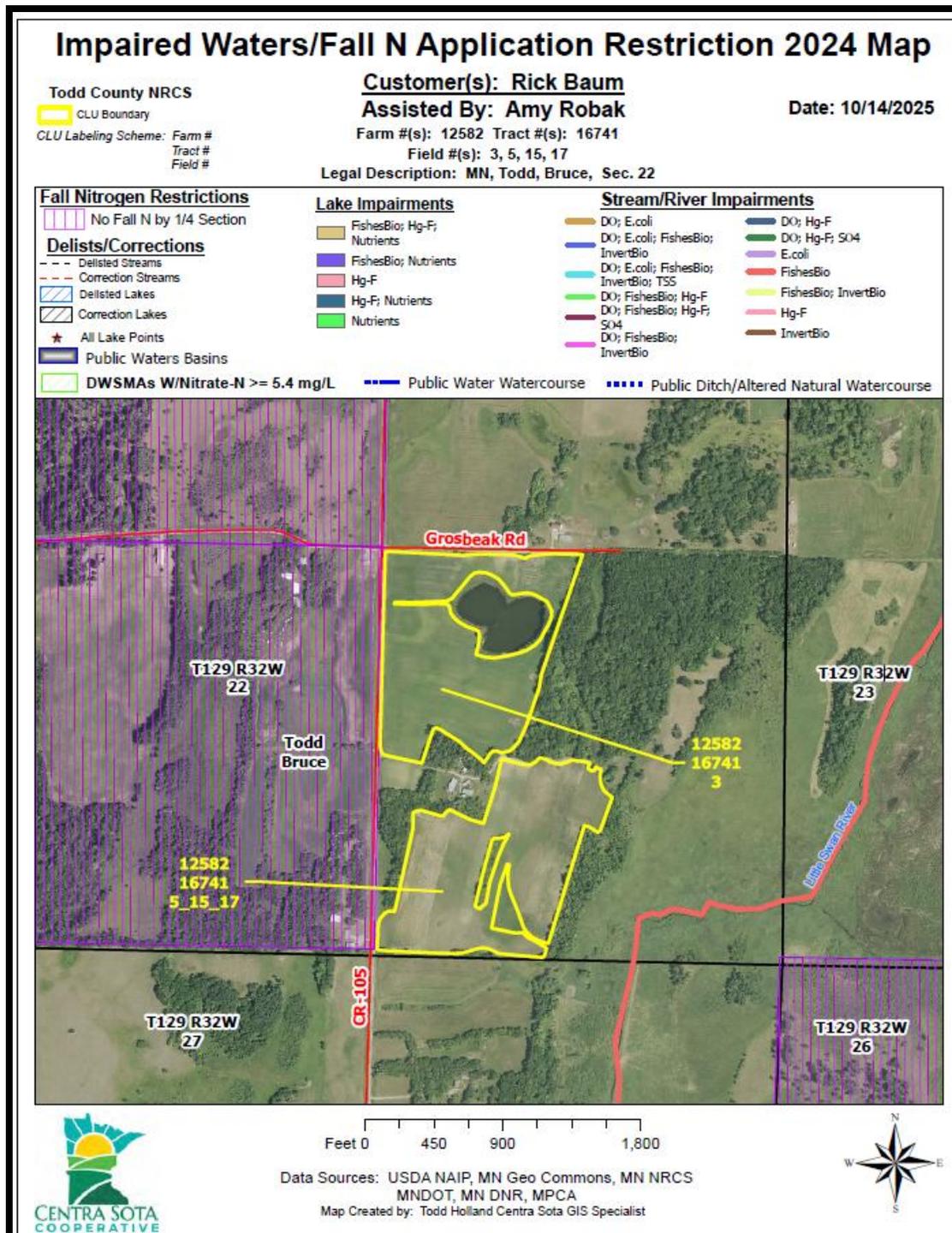


Example of a land application setback map provided in the plan due to sensitive features

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

Baum MMP Request for Payment Submitted January 8, 2026 by Deja C. Anton

Example of a fall nitrogen limiting application map provided in the plan due to soil types.



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

Baum MMP Request for Payment Submitted January 8, 2026 by Deja C. Anton



Big Swan Lake Phosphorus Reduction Alum Treatment Project 3rd payout

Location Information

Project Type Ecological/Engineered
 Practice Types Alum Treatment
 Field Technicians Anton- BWSR Grant
 Engineering Assistance Barr Engineering

Project Information

DNR gave permission for limited use of the DNR public access for staging of the project. MPCA was notified and provided recommendations prior to application

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

Resource Concern and Project Purpose Description

The Big Swan Lake Improvement District, RMB Labs and Lake Restoration and now Barr Engineering have put together a proposal to reduce annual internal phosphorus loading in Big Swan Lake, Todd County- Minnesota- by 80% through a two year split application alum treatment on 95 acres within the lake. This reduction combined with lakeshed conservation projects overseen by the Todd Soil and Water Conservation District (SWCD) will meet the ten year water quality milestone established by the most recent Minnesota Pollution Control Agency (MPCA) "Total Maximum Daily Limit (TMDL)" study. Big Swan Lake is "barely impaired" for phosphorous, meaning it is fixable. The point of this grant is for the alum treatment to buy time, placing phosphorus from internal loading on a hold pattern while we aggressively repair shorelines and upland loading. The goal is to remove Big Swan Lake from the impaired list for phosphorus in ten years' time. Through SWCD Board policy established specifically for this grant, the grant can provide 90% cost-share towards the cost of the alum treatments.

Alternative Conservation or Management Practice(s) Considered

Multiple alternative solutions were weighed regarding cost analysis, practicality of install, material availability, longevity, maintenance requirements, and effective resolution of cause. Request Feasibility Study from Todd SWCD for more information.

Funding Information

High Bid & Contractor Name	Low Bid & Contractor Name	Cost Share %	Funding Amount
Lakeshore Restoration \$598,400	Barr Eng. w/Adjustments \$545,120	90%	\$490,608

Previous payments 1 &2
 paid = \$241,614

Third Payment Funding Source	Invoice 3-\$1500 FY 25 Big Swan Lake Phosphorus Reduction C25-0169	Cost Share Payment Amount \$1,350
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Total cost-share to date will be \$242, 964.

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

Big Swan Alum Treatment Request submitted by Deja Anton. 10.09.2025



SWCD

***This grant was applied for in fall of 2024 by Todd District Manager. BWSR notified Todd of the pending award of grant in late December 2024. The grant agreement was signed for execution on March 7, 2025. Budget for the Alum Treatment category is \$598, 400. Other grant categories include administration (\$1600), Project Development (\$11,000), Technical assistance and Engineering (\$14,000)

Reductions

The end plan is to completely eliminate phosphorus impairment from Big Swan Lake by the expiration of the ten-year CWMP through parallel activities, education campaigns, and project installs. However, the short-term goals for this 3-year proposal are aligned with milestones in the 2020 TMDL and WRAPS report. The milestones include reducing total phosphorus (TP) by 3,388 lbs./yr. through alum treatment, implementing shoreline BMPs to further reduce TP by at least 10 lbs./yr., and introducing Ag BMPs in the lakeshed to decrease annual TP contributions by another 208 lbs. These actions will reach the 31% milestone set by the MPCA in full.



The Alum Treatment is the greenish hue in the water. A pH meter is taken every 50 feet to make sure they are not altering the alkalinity of the water for fish and other important aquatic life.

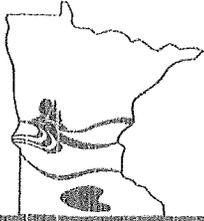
Todd SWCD Mission Statement: Conservation, Protection, and Enhancement of Todd County's Natural Resources

Big Swan Alum Treatment Request submitted by Deja Anton. 10.09.2025

TODD COUNTY SOIL AND WATER BOARD OF SUPERVISORS

A GUIDANCE POLICY ASSISTING STAFF ON PER DIEM PAYOUT DETERMINATIONS

- 1) All Todd SWCD Board of Supervisors' Monthly meetings, assigned Committee Meetings, AREA 2 Meetings, Annual MASWCD Meetings, Meetings when Called to Present or Preside (such as County board meetings or township meetings), or Meetings to Accept Recognition by another agency or partner are automatically recognized by the Board Chair and staff to be paid without question.
- 2) It is expected that one paid Supervisor representing the Board will be present at all SWCD sponsored events and that full per Diem will be paid to any or all Supervisors that attend these events. If any other Supervisor is assigned a duty at the event, per Diem will be paid. Other Supervisors attending in support or interest will be considered "Volunteer".
Events include, but are not limited to include future developed SWCD events, the:
 - *Annual SWCD Feedlot Meeting*
 - *Local Work Group Day*
 - *Bus Tours*
 - *Field Events/ Soil Health Days*
 - *Envirofest*
 - *SWCD Annual Award*
 - *SWCD Annual Work Session*
- 3) Supervisors attending required trainings will be paid per Diem without question.
- 4) 1st round Supervisors wishing to attend trainings not required by their position for the purpose of enhancing their knowledge or understanding of programs or duties may receive per Diem with permission from the Chair.
- 5) Other Supervisors attending trainings or invitational events not required by their position will need to obtain permission from the Chair if per Diem is expected. It is also expected that the Supervisor attending this training, which per Diem is expected will report back to the full Board on what they learned and how they feel the SWCD will be impacted by the event or training outcomes. Per Diem will follow the Board presentation.
- 6) Events such as city celebrations, local fairs, the annual township meeting, parades, etc., will be considered "volunteer" unless assigned a specific duty or requested to act as an SWCD representative by the Board Chair.



MASWCD

Minnesota Association of Soil and Water Conservation Districts

100 Empire Drive, Suite 205, St. Paul, MN 55103 | 651-690-9028 | www.maswcd.org

PRESIDENT
CHARLES RAU
Rice, MN
(320) 493-9503
chuck.rau@maswcd.org

VICE PRESIDENT &
SE AREA 7 DIRECTOR
RANDY SMITH
Adams, MN
(507) 438-4570
randy.smith@maswcd.org

SECRETARY/TREASURER &
NE AREA 3 DIRECTOR
JAKE JANSKI
Milaca, MN
(320) 241-0728
jake.janski@maswcd.org

NW AREA 1 DIRECTOR
RANDY SCHELLACK
Glyndon, MN
(701) 238-8121
randy.schellack@maswcd.org

WC AREA 2 DIRECTOR
TOM GREGORY
Kimball, MN
320-398-7312
tom.gregory@maswcd.org

METRO AREA 4 DIRECTOR
JOHN RHEINBERGER
Stillwater, MN
(612) 300-7937
john.rheinberger@maswcd.org

SW AREA 5 DIRECTOR
CLARK LINGBEEK
Comfrey, MN
(507) 920-9884
clark.lingbeek@maswcd.org

SC AREA 6 DIRECTOR
BOB NIELSEN
Green Isle, MN
763-244-5061
bob.nielsen@maswcd.org

NC AREA 8 DIRECTOR
KEN LAPORTE
Pillager, MN
(218) 746-3927
ken.laporte@maswcd.org

STAFF

Executive Director
LEANN BUCK

Assistant Director
SHEILA VANNEY

Conference & Events Manager
MICHELE ASMUSSEN

Accounting Manager
STEFANIE MARTINEZ

December 12, 2025

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 2026 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,
- Partnering with organizations to leverage resources to promote soil and water conservation in Minnesota
- Providing informational, educational, and leadership training programs for our members
- Promoting the role of SWCDs in restoring and protecting Minnesota's natural resources
- Providing forums for SWCD members to develop and adopt statewide conservation policies and resolutions.

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 John Rheinberger (Washington SWCD)
- Southwest Area 5 Director Clark Lingbeek (Cottonwood SWCD)
- South Central Area 6 Bob Nielsen (Sibley 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, thank you for your generous support, which ensures MASWCD remains a vital and effective organization for all districts.



Key Achievements & Milestones

Your MASWCD

In Minnesota, there are 88 SWCDs that were developed to involve landowners as well as state and local officials in conservation programs focused on safeguarding our state's soil and water resources.

SWCDs are the leading local resource management agencies, bridging the gap between federal and state authorities, other natural resource management agencies and the local land user.

The MASWCD represents and serves Minnesota's 88 SWCDs.

The MASWCD is led by a member-driven board of directors. Each board member is elected by SWCD Supervisors to represent the SWCDs and conservation needs in their respective area. MASWCD is strategic by design as we strengthen district capacity, advance public policy, enhance partnerships, invest in professional development, and elevate the SWCD mission.

Mission

MASWCD is a nonprofit organization providing leadership, educational opportunities, and a common voice for Minnesota's soil and water conservation districts.

Vision

MASWCD is a catalyst for all SWCDs, governed by locally elected leaders, to be effective, vibrant and sustainable.



MASWCD has been able to accomplish much in the realm of conservation in Minnesota and we could not have done it without you!

From the association board level to district supervisors, managers and resource professionals, to our statewide network of conservation partners, we've all demonstrated adaptive leadership.

As local leaders and conservation partners, you have been exceptionally creative in continuing our conservation collaboration and outreach within our Minnesota communities.

We are proud to represent your conservation goals and will continue to partner with you to ensure success in your communities.

On behalf of the MASWCD Board of Directors and staff, we are continually grateful for your dedication.

Thank you for another successful year in conservation.

Sincerely,

Chuck Rau
MASWCD President

LeAnn Buck
MASWCD Executive Director

MASWCD Supporting SWCD Essential Services

MASWCD provides educational and informational forums to provide SWCDs with the skills and knowledge to advance the district mission.

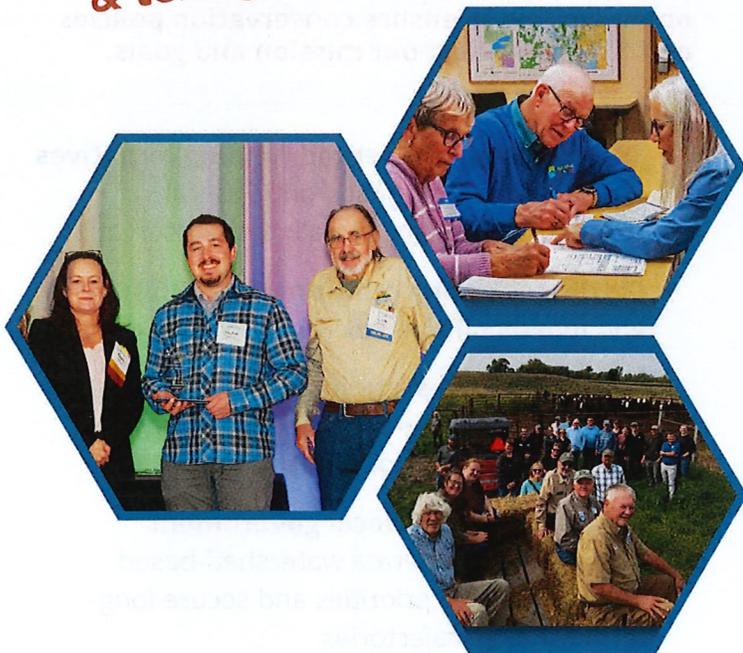
MASWCD:

- **Developed a NEW District Manger Professional Development training cohort** specifically designed to meet the professional training needs of District Managers to enhance skills in human resources, financial acumen, and operational efficiency.
- **Offers skill-building leadership training.** Since 1996, **339 graduates** have completed the MASWCD Leadership Institute.
- **Provides governance training and resources** to ensure effective, informed SWCD leadership.
- **Supports SWCD technical training** to build district credentialing and expertise.



through investments in member professional development

through member engagement & telling the SWCD story



MASWCD serves as a collective voice of SWCDs and helps people make investments in practices to protect and improve the quality of our water, soil, and habitat.

MASWCD:

- **Elevates local district success stories** via e-newsletters to more than 1,400 subscribers, social media efforts and partnerships with local media to highlight SWCD and cooperator achievements.
- **Created a NEW MASWCD website** to enrich branding, increase awareness and improve accessing information.
- Provides a forum for SWCDs to acknowledge and celebrate conservation achievements in their communities via MASWCD'S **Awards Recognition Program**.
- **Strengthens governance** through board establishment and elections, member committees, and forums that provide local insight, establish priorities, and enhance district capacity and program development.
- **Empowers members** to advocate for grassroots policy through an established **resolution process**.
- **Offers peer-to-peer forums** through area meetings and tours—designed by members, for members.

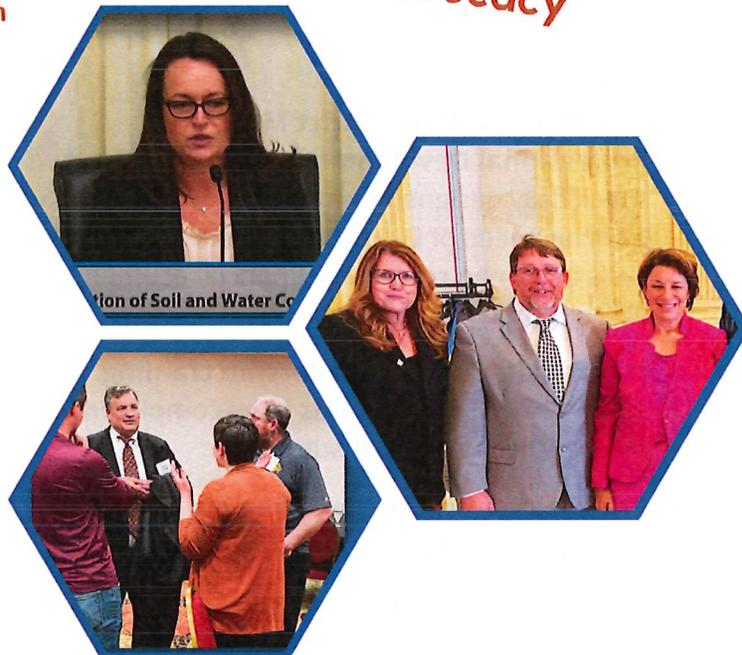
MASWCD Supporting SWCD Essential Services

MASWCD champions SWCD priorities at the state and federal levels, ensuring conservation policies and funding aligning with districts' mission and conservation goals.

MASWCD:

- **Secures SWCD Aid** as an ongoing, statutory funding appropriation currently at **\$12 Million annually**, that strengthens district capacity to fulfill statutory authorities.
- **Advocates for Watershed Based Implementation Funding** providing predictable, non-competitive support for local water quality practices and technical assistance. Since 2018, **\$244M** in funding has been granted. Funding increased to **\$88M** for 2026/27—a **50% increase** from 2022.
- **Advances USDA Farm Bill** conservation programs and policies that address producers resource concerns and strengthens working lands.
- **Elevates SWCD's role** of collaborating with citizens across the state to enhance, protect and restore our natural resources.

through advocacy



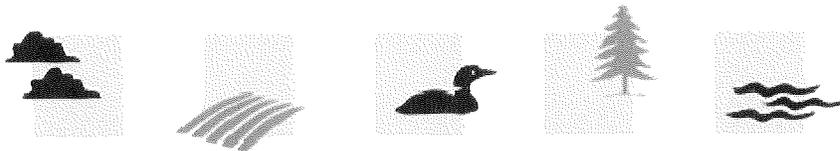
through partnerships



MASWCD builds strategic alliances and partners with local, state, and federal organizations to ensure conservation policies and funding reflect our mission and goals.

MASWCD:

- **Supports unprecedented funding initiatives** that leverage local, state, and federal resources to advance locally led conservation.
- **Cultivates strong relationships** with state and federal officials to elevate SWCD priorities.
- **Sustains a long-standing association** with BWSR and NRCS, ensuring conservation programs address local resource concerns.
- **Collaborates with local government partners** to accelerate watershed-based implementation priorities and secure long-term funding trajectories.



AREA 2 ENVIROTHON 2026

**Benton SWCD
Douglas SWCD
Morrison SWCD
Stevens SWCD**

**Big Stone SWCD
Kandiyohi SWCD
Pope SWCD
Swift SWCD**

**Chippewa SWCD
Meeker SWCD
Stearns SWCD
Todd SWCD**

December 1, 2025

TO: District Supervisors – Area 2

FROM: Starla Arceneau
Area 2 Envirothon, Secretary/Treasurer

RE: 2026 Area 2 Envirothon Sponsorship

This letter is a funding request to the Area II Districts to submit their 2026 Sponsorship Dollars for the Area 2 Envirothon that will take place in April at the Prairie Woods Environmental Center near Spicer. We encourage all the districts to support this great educational event for students, including those Districts who do not have schools participating. We also encourage District Staff to become involved by volunteering to help at this year's Envirothon.

Abbi and Megan from Stearns SWCD will be coordinating the 2026 Envirothon and the Envirothon Committee has in the past been instrumental in helping with fund raising, registration, setup, food, bookkeeping, and decision making.

It takes a budget of approximately \$2,700 to host an Envirothon each year. Our committee is once again asking each District to contribute \$150 towards this budget. We appreciate your support and are looking forward to another successful Envirothon in 2026.

Contribution checks should be written out to Area 2 Envirothon and mailed to:

**Douglas SWCD
C/O Starla Arceneau
900 Robert St Suite 102
Alexandria, MN 56308**

Thanks in advance for your support!



Todd SWCD-backed manure pit closures improve safety, water



CLARISSA — A 12-foot-deep manure pit once sat where a grassy slope of pastureland now stretches from Bob Helle’s dairy barn to the Partridge River north of Clarissa.

The 1-million-gallon lagoon was one of 200 unused manure pits in Todd County identified in a 2017 inventory funded by a Minnesota Pollution Control Agency (MPCA) grant. By eliminating the risk of a spill or leak, pit closures protect both surface water and drinking water sources — and they eliminate the risk of people

“ We’re being proactive. We’d sooner be proactive than reactive. ”

— Dale Katterhagen,
Todd SWCD Board supervisor

or livestock falling into an overgrown, unseen and potentially deadly hazard.

Helle worried about his grandchildren falling in.

Since 2020, the Todd Soil & Water

Top: Bob Helle, center, stood just above the site where a 1-million-gallon manure pit once served a 50-cow dairy. Helle worked with the Todd SWCD to close the pit in 2020. Todd SWCD Manager Deja Anton and Bob’s son Mike talked about the project on Sept. 30, 2020.

Photo Credits:
Ann Wessel,
BWSR

From left: Before a livestock river crossing and access control was completed in 2024, cattle walked through the Partridge River. Todd SWCD’s work with landowners on manure pits, livestock stream access and vegetated buffers is meant to reduce *E. coli* in the Partridge River, which flows to the Crow Wing and Mississippi rivers. A pipe that carried manure from the barn was crushed as part of the closure.

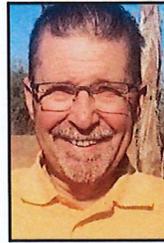


Left, center: A neighbor rotationally grazes 80 black Angus cow-calf pairs on Helle's pasture. The cattle crossed the Partridge River in September 2020. **Photo Credits:** Ann Wessel, BWSR **Right:** "The cattle aren't walking through it every day and stirring it up," Mike Helle said of the livestock river crossing and access control, seen here shortly after work finished in 2024. "It seems to me the cattle are much happier walking rather than swimming." **Photo Courtesy of Todd SWCD**

Conservation District (SWCD) staff has worked with landowners to voluntarily close nearly 60 unused manure pits, with support from \$301,330 in U.S. Environmental Protection Agency (EPA) grants from the MPCA. Six of those were closed in 2025.

Eighteen of the closures within the past five years were within the Partridge River watershed, where an \$81,910 Clean Water Fund grant the Minnesota Board of Water and Soil Resources (BWSR) awarded to the Todd SWCD in 2020 targeted E. coli and nutrient impairments downstream.

Within the watershed and throughout the county, the Todd SWCD has tapped local capacity dollars, another



“ It affects everyone, all the way down the Mississippi River out to the Gulf of Mexico. It’s in everybody’s daily life. We have to have water. It’s part of our existence. ”

— Lee Buchholz, retired Todd SWCD Board supervisor, on why conservation is important to him

form of Clean Water Funds from BWSR, to augment EPA grants. Leveraged state and federal funding has covered about 75% of costs.

That assistance made it possible for Helle to pursue the \$25,300 pit closure.

When it was built in about 1979, Helle was milking 50 cows. The MPCA-permitted pit was the

second of its kind in Todd County. Permitting rules changed; the pit didn't meet current 300-foot setback requirements. Its berms were under water when the river level was high.

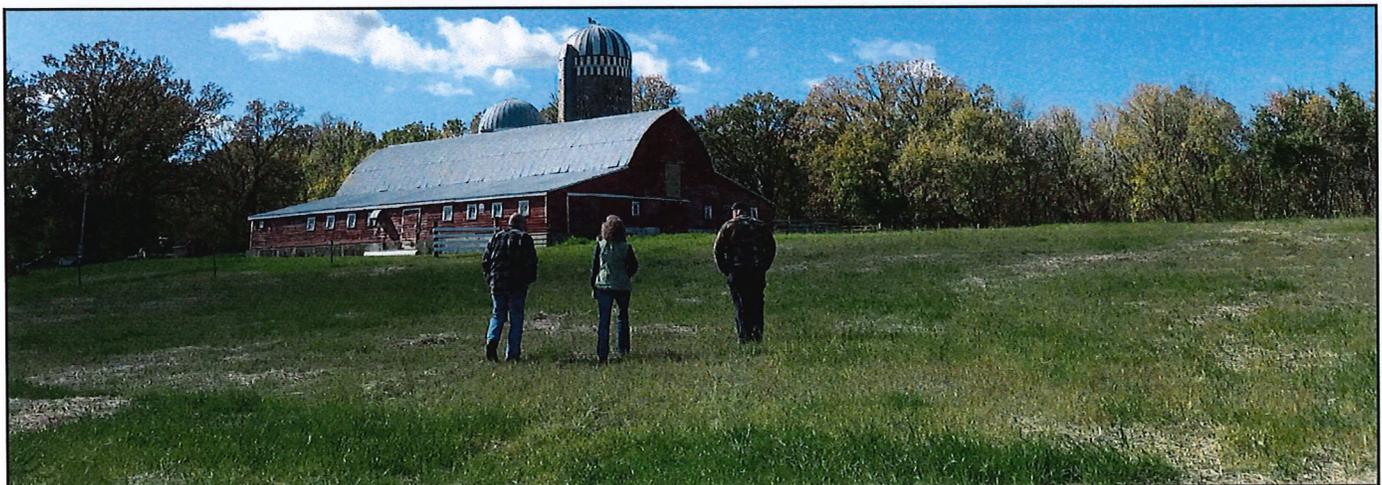
The dairy operation has since ceased. Today, Helle rents the cropland and the pasture to a neighbor who rotationally grazes 80 black Angus cow-calf pairs.

"My cow yard became a pasture, so there was really no need for it," Helle said. "Being so close to the Partridge River, it was a good idea to push the pit in and discontinue it."

A few months after Henning-based Shaw Excavating removed contaminated soils, filled and seeded the site in 2020, all traces of Helle's manure pit were gone. The only sign of construction was a black plastic silt fence bordering the river.

"The goal was to prevent any groundwater contamination," said Todd SWCD Manager Deja Anton. The SWCD administers the county's feedlot program.

Helle and his son Mike,



Bob Helle, left, Anton and Mike Helle crossed the site where a 1-million-gallon manure pit, which was permitted and in compliance while in operation, was closed in 2020. A 2017 inventory identified 200 unused manure pits in Todd County, where the number of dairy farms dropped from 908 in 1978 to 97 in 2024, according to Census of Agriculture and Minnesota Department of Agriculture data. **Photo Credit:** Ann Wessel, BWSR

who recently took over the farm, learned about the cost-share option at Todd SWCD-hosted informational meetings. Today, Anton said the average Todd County manure pit closure costs about \$22,000, depending upon its size and location.

“That 75% cost-share rate, that’s where we’re starting to see an affordability and the possibility for projects to get done,” Anton said.

The Todd SWCD Board of Supervisors had wrestled with offering cost-share to close some of the same manure pits constructed with cost-share decades earlier. But as more people got out of the dairy business, more pits were being abandoned. The 1978 Census of Agriculture reported 908 dairy farms in Todd County. In 2024, the Minnesota Department of Agriculture reported 97 Todd County farms licensed to sell milk.

“We found out how many manure pits were being abandoned because of those dairy herds going away. And that just became a red flag,” said Todd SWCD Board Supervisor Dale Katterhagen of Browerville.

Some of the unused pits hadn’t been emptied. Some were unpermitted, unlined and built on sandier soils, which increased the likelihood of leaching. Some were near creeks or ditches.

“It really was an alarm bell,” said Lee Buchholz of Grey Eagle. A Todd SWCD Board



The Partridge River trickled through Bob Helle’s Todd County farm north of Clarissa in September 2020, where a fence erected to keep silt out of the water during the pit closure still stood. When the water was high, the river would sometimes spill into the pit. Photo Credit: Ann Wessel, BWSR

Leveraging Clean Water Funds

With \$81,910 in Clean Water Funds from BWSR and with a \$221,610, Phase 2 EPA grant from the MPCA, the Todd SWCD worked with landowners to close 10 manure pits, build two livestock exclusion fences, one livestock crossing, one buffer and one diversion, plus install gutters on one barn.

About Clean Water Funds: Thirty-three percent of sales tax revenue from the Legacy Amendment, which Minnesota voters passed in 2008, is allocated to the [Clean Water Fund](#). Clean Water Funds may only be spent to protect, enhance or restore water quality in lakes, rivers and streams, and to protect groundwater.

Supervisor for 25 years, he retired in December 2024. “We got to thinking about how that would be impacting soil and water. ... If it wasn’t seeping into the aquifer, it was running over into the ditch or the stream that was eventually getting to the Mississippi River.”

Katterhagen and Buchholz said conversations about whether to offer cost-share always came back to human safety. Manure-pit deaths and accidents were in the news at the time.

“A lot of the early ones don’t have fences or anything around them. It

becomes a serious safety issue,” Katterhagen said. Once they’re overgrown, manure pits can become imperceptible.

When residents asked, Buchholz assured them that the SWCD-supported closures were voluntary, and that asking the SWCD about cost-share wouldn’t initiate any regulatory action.

“If there’s some cost-share funds to close it up today, why wouldn’t you?” Katterhagen said. “If you walk away, somebody else will be waiting for the money.”

The SWCD’s recent work has focused on the Long Prairie River watershed. The Long Prairie River Comprehensive Watershed Management Plan restricts its cost-share for manure pit closures to those within 500 feet of surface water. MPCA test well data show that zone is where the water table (the upper, saturated area of an aquifer) and surface water interface — and where E. coli bacteria and nutrients can make their way into the drinking water supply.

“We are certainly proactive in closing them,” Katterhagen said. “It’s a tremendously good thing to do ... to protect our drinking water and to protect people.”

Since closing their manure pit, the Helles have installed a livestock river crossing and access control. That \$82,700 project, supported by nearly \$61,000 in EPA and local capacity funds, replaced and stabilized crushed transfer pipes in the river, and fenced a hard-packed lane that keeps the cattle out of the river. Work finished in summer 2024.

“The culverts weren’t new anymore, and so this was a great project. I think it was good for the river, too. The cattle aren’t walking through it every day and stirring it up,” Mike Helle said. “It seems to me the cattle are much happier walking rather than swimming.”

Written by Ann Wessel, BWSR conservation marketing coordinator



The Minnesota Board of Water and Soil Resources’ mission is to work with partners to improve and protect Minnesota’s land and water resources. www.bwsr.state.mn.us

**Todd County
Position Description**

Department: Soil and Water Conservation and Development
Position Title: District Manager
Pay Grade: 13
FLSA: Exempt
Status: Non-Union
Reports To: Division Director
Date: 2024-04

Purpose of Position

The purpose of this position is to supervise and manage field staff and programs of the Soil and Water Conservation and Development Division as directed by the Division Director.

The position works collaboratively with the Director to provide leadership and coordinate overall administration of the SWCD Division. As a leader, the position has shared responsibility for a broad organizational management role, participating in the development and execution of organizational vision, strategy and goals with respect to programs, people, and resources.

The position operates under the supervision of the Division Director in carrying out the directives of the County Coordinator, the County Board, and Soil and Water Conservation District Board (SWCD) of Supervisors. The position has accountability for a number of distinct functions encompassing comprehensive land use and resource planning to both promote orderly land development and to protect and enhance the resources of the County. These functions are accomplished through comprehensive long-range planning, enforcement of state and local regulations and rules, development of resource management initiatives, and the administration and enforcement of the county zoning, septic and shore land ordinances, Wetland Conservation Act, Feedlot, Buffer Initiative, Aquatic Invasive Species, and other regulatory programs that are developed or are mandated by the state. Non-regulatory programs include SWCD cost share offerings, landowner technical assistance, and education and outreach activities to bring about change in a voluntary manner.

The incumbent will provide direction to assigned staff and serve as professional staff support to the County Board, SWCD Board, Planning Commission, Board of Adjustment, and other bodies as necessary and assigned. The District Manager works collaboratively with various committees, organizations and the community to facilitate an efficient review and development of processes and to inform and educate stakeholders on best practices and procedures, ordinances and recommendations to achieve the vision and goals of the County's Comprehensive Plan, Comprehensive Local Water Plan, and SWCD work plans.

The position requires a land use or natural resources professional with prior demonstrated work experience in a closely related assignment.

Basic Performance Expectations of all Todd County Staff

- Serves as a positive example to other County personnel with regard to workplace actions, decisions, work skills, attitude and adherence to workplace policy and procedures.
- Has strong communication and interpersonal skills, is honest, fair and dependable.
- Embodies teamwork and cooperation within and across County departments and with the public.
- Communicates effectively with the Department Head and keeps supervisor apprised of important matters ongoing in the department.
- Respect all colleagues, co-workers, board members and the public and lead those around you to do the same.

- This position requires regular and timely attendance in accordance with the department schedule.
- Performs other duties as assigned or apparent.

Position Specific Essential Duties and Responsibilities

The following duties are normal for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required as assigned. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

This position is to support and drive forward the Soil Water Conservation District guiding principles and values.

- The District Manager is acting manager for Soil and Water District activities including staff, projects, and activities.
- Assists in the hiring, training, coaching, and evaluation of staff.
- The District Manager is the lead Water Planner, One Watershed One Plan lead, and contact for MPCA TMDL and WRAPs development activities for Todd County waters resources. Prepares components of long-range comprehensive land use plans, County Water plan, watershed plans, etc. and presents plans at public hearings and community meetings and manages the planning activity resources in accordance with plans, ordinances, policies, rules and laws.
- The District Manager is the grants and funding development lead for Soil and Water District Department working to bring in funds needed to support staff positions and provide cost share for Best Management Practices throughout the County.
- Provides project management for assigned projects, including developing work plans, contracts for services, assigning and monitoring work, and project reporting, and approving project expenditures (AIS, Shoreland Protection, new initiatives).
- Assists the Division Director in planning, organizing, and directing the activities of the office, including long-range planning, zoning administration and enforcement, natural resource programs, and other related functions.
- Oversees education and outreach activities for SWCD including coordination of newsletters, press releases, events, etc.
- Conducts various types of public meetings, forums and hearings; prepares information for public distribution; and represents the county's policies and positions at community meetings.
- Serves on task forces, committees and other community organizations to provide information and expertise in the assigned project areas.
- Reviews and makes recommendations to the Board of Adjustment, Planning Commission on zoning, rezoning, conditional use permits and variance applications as requested.
- Assists the Director to develop, modify, or draft land use policies or zoning ordinances.
- Prepares work plans, schedules, correspondence, and communication materials.
- Assists in preparation of annual strategic plan and departmental budget process to ensure the mission and programs of the department are managed responsibly.

Provide Stable and Consistent Soil, Water, Conservation and Development Division Leadership

- Be positively visible in the County Community by:
 - Attending meetings of other governmental units or groups on an as needed basis.
 - Presenting to interested boards, committees or groups as requested on issues of division interest.
 - Preparing and managing a division public relations plan.
 - Making clear and requiring standards of public relations and decorum amongst division staff.

- Support the values of the County Board and the Soil and Water Conservation District Board of Supervisors, ensure staff is aware of those values, and ensure that decisions are made in accordance with those values.
 - Encourage and demand innovation in the practice area of the division.
 - Grow the knowledge base of the Division and the County through individual and staff development.
 - Encourage staff, board members and community members to engage in education in areas of division interest.
 - Accept, encourage and engage with individuals and groups who have diverse points of view.
 - Participate with state wide leadership groups and professionally represent the County.

Provide professional support to the Director and the Soil and Water Conservation District Board of Supervisors

- Work to ensure positive relationships between the County Board and the Soil and Water Conservation District Board of Supervisors.
 - Maintain communications between the County Board, the Soil and Water Conservation District Board of Supervisors and County Administration by establishing clear lines of professional communication.
 - Carefully articulate differences of position between the County Board and the Soil and Water Conservation District Board of Supervisors to County Administration, and work with Administration to present options and facilitate mediation.
- Facilitate planning processes with the County Board, the Soil and Water Conservation District Board of Supervisors, County Administration and Staff to identify strategic goals, policy positions of the Board(s) and ensure that all Staff understand and are able to execute the policies of the Board(s).
 - Land Use Strategy: Develop recommended practices, applications and projects to support the achievement of county land use strategies, initiatives and projects, ensuring the achievement of short term and long-term goals.
 - Natural Resources Protection Strategy: Develop recommended practices, applications and projects to support the achievement of county natural resources protection strategies, initiatives and projects, ensuring the achievement of short term and long-term goals.
 - Legislation: Review and analyze legislation and regulatory developments related to Soil and Water District programs.

Assist Director with professional management of the Soil, Water, Conservation and Development Division

- Work with Director to develop and implement sound budget policy and process.
 - Ensure the best possible value for every dollar spent.
 - Explore collaborative opportunities.
 - Seek and obtain grant funding which supports the policy priorities of the Board(s).
- Ensure the work of the Soil and Water District is carried out efficiently and professionally.
 - Manage employee performance through setting clear expectations, engaging in performance coaching or mentoring and completing effective evaluations.

Minimum Education and Experience/Special Requirements

- Bachelor's degree with coursework in business, public administration, planning, or related field and extensive experience in a related soil, water, conservation or development position with increasing responsibilities, or equivalent combination of education and experience.
- Must possess and maintain a valid driver's license.
- Valid driver's license.

Preferred Qualifications

- Previous leadership experience.

- Demonstrated success leading employees or a team.

Knowledge, Skills and Abilities

- Effective leadership skills including team leadership experience, coaching and development skills, personal and interpersonal skills, project management and decision-making skills, business acumen, financial reasoning, strategic agility and long-range planning skills are required.
- Ability to communicate effectively orally and in writing.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; no special vocal communication skills are required; no special hearing perception is required; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).