Soil & Water Conservation District

215 1st Avenue South, Long Prairie, MN 56347 Phone: 320-732-2644 Fax: 320-732-4803

MINUTES FROM THE JANUARY 8, 2015 REGULAR BOARD MEETING

Chairman Williamson called the Thursday, January 8, 2015 meeting to order at 8:30 a.m.

The meeting was held at the Historic Courthouse, 215 1st Ave South, Long Prairie, MN 56347. Board members present were: Tom Williamson, Kenny Pesta, Lee Buchholz and Dale Katterhagen. Others present were: Tim Stieber, Division Director, Deja Anton, Feedlot Officer, Mitch Ness, WCA/Conservation Technician, Shannon Haesser, Water Planner, Sarah Katterhagen, Program Coordinator, Russell Kleinschmidt, NRCS, and Sabin Adams, Pheasants Forever, Randy Neumann, County Commissioner, Wade Salo, Irrigation Scheduler, Aaron Salo, Nutrient Management Specialist.


The Pledge of Allegiance was recited.

Williamson asked if there were any additions to the agenda. S. Katterhagen requested sponsorship for AREA 2015 Envirothon and sponsorship for Kids Groundwater Festival be added to the agenda. Katterhagen made a motion, seconded by Pesta to accept the agenda with the additions the 2015 Envirothon sponsorship and sponsorship for Kids Groundwater Festival. Affirmative: Williamson, Pesta, Buchholz, and Katterhagen. Motion carried.

Katterhagen and Williamson recited Oath of Office.

Williamson asked if there were any additions or corrections to the minutes from the December 11, 2014 regular board meeting. Katterhagen made a motion, seconded by Buchholz to approve the minutes as distributed from the December 11, 2014 regular board meeting. Affirmative: Williamson, Pesta, Buchholz, and Katterhagen. Motion carried.

Sarah Katterhagen presented the December 31, 2014 program summary to board. Buchholz made a motion, seconded by Pesta to accept the District fund balance totaling $542,211.21 for December 31, 2014. Discussion: Pesta questioned charge of $84.00 for tree program. S. Katterhagen explained that charge was for a tree ad in the newspaper. Affirmative: Williamson, Pesta, Buchholz and Katterhagen. Motion carried.

COMMISSIONER REPORT: Commissioner Neumann reported the County will be reviewing the final budget on January 20, 2015; Commissioner Kircher will be on medical leave of absence, Neumann reported he has been appointed to the SRWD Committee and discussed Crooked Lake Project.

STAFF REPORTS: (See attachment). S. Katterhagen passed around thank you card from Norman Krause family, and that this year Todd SWCD celebrates 50 years.
Haasser reported she completed the newsletter, working on the AIS plan, and the water plan update. Buchholz asked, "Who are we partnering with for the AIS Plan?" Haasser, reported, "That there is an AIS committee made of two county commissioners, Lake Associations, Tim and herself. Throughout the process also working with the DNR and surrounding counties.

Anton reported she completed all the goals in the Feedlot work plan which included 56 inspections.

Ness reported he is working on shelterbelts designs, scanning Wetland files, and tree sales. He recently received CentraCare restoration application and is working with Mr. Menson and the township on a private ditch clean out.

Stieber added he sent an invoice to the Attorney’s office that is working on the Gourley file.

S. Katterhagen asked if there were any questions on Ostrowski staff report. No questions were asked.

**PHEASANTS FOREVER REPORT:** (See attachment) Adams reported that he recently attended a training session and was at the Governor’s Pheasants Forever summit.

**NRCS REPORT:** (See attachment) Kleinschmidt reported they are working on CSP reviews, wetland determinations, EQIP payments, and status reviews. Walter Albarran is Minnesota’s Acting State Conservationist.

Wade Salo and Aaron Salo entered the meeting.

**Katterhagen made a motion, seconded by Pesta to follow IRS mileage rate.**
**Affirmative: Williamson, Pesta, Buchholz, and Katterhagen. Motion carried.**

**Katterhagen made a motion, seconded by Buchholz to approve Soil and Water staff direct billing rates effective January 1, 2015.**
**Affirmative: Williamson, Pesta, Buchholz, and Katterhagen. Motion carried.**

**Katterhagen made a motion, seconded by Pesta to approve Staples World as Todd SWCD’s official newspaper.**
**Discussion: Buchholz questioned if affects the newsletter. S. Katterhagen noted, official newspaper is for public notices, and we will still be using the Long Prairie Leader for the newsletter.**
**Affirmative: Williamson, Pesta, Buchholz, and Katterhagen. Motion carried.**

**Pesta made a motion, seconded by Katterhagen to approve the 2014 Annual Report.**
**Discussion: Katterhagen asked, “what different in the report from other year”. S. Katterhagen added reported is in same format, and the only difference is the numbers have changed and over the years the number of projects are getting less.**
**Affirmative: Williamson, Pesta, Buchholz, and Katterhagen. Motion carried.**

**Katterhagen made a motion, seconded by Buchholz to approve 2015 Annual Plan of Work.**
**Discussion: Katterhagen asked “if there was anything new in the plan from the year before.” Stieber added this year we will be having a summer tour and going through the water plan update process.**
**Affirmative: Williamson, Pesta, Buchholz, and Katterhagen. Motion carried.**

**Pesta made a motion, seconded by Katterhagen to approve Buchholz and Krause to be on the Liaison Committee.**
**Affirmative: Williamson, Pesta, Buchholz, and Katterhagen. Motion carried.**
Buchholz made a motion, seconded by Pesta to approve Katterhagen to be the Liaison for Planning Commission and Board of Adjustment boards.
Discussion: Stieber added Katterhagen will only be attending those cases that relate.

Katterhagen made a motion, seconded by Buchholz to approve Pesta to be on the WCTSA committee and Williamson as the alternate.

Pesta made a motion, seconded by Buchholz to approve Katterhagen to be on the Water Plan committee.

Buchholz made a motion, seconded by Katterhagen to approve Pesta to chair the local work group.

Buchholz made a motion, seconded by Katterhagen to approve the policy for accepting electronic signatures for cost share contracts and cost share payment vouchers. (Policy #20150108-01).

Buchholz made a motion, seconded by Pesta to approve policy for non compliance cost share contracts. (Policy #20150108-02).

Buchholz made a motion, seconded by Katterhagen to approve policy identifying practice standards used for design, construction and maintenance. (Policy #20150108-03).

Katterhagen made a motion, seconded by Buchholz to approve policy authorizing Stieber and S. Katterhagen to sign grant agreements and payment vouchers. (Policy #20150108-04).

Buchholz made a motion, seconded by Pesta to approve policy on technical expertise. (Policy #20150108-05).

Buchholz made a motion, seconded by Pesta to table the policy on maximum flat rate for in kind services and material.
Discussion: Discussed if landowner uses their equipment, what would the rate be? Board recommended staff to do more research on the rates.

Katterhagen made a motion, seconded by Pesta to approve 2015 District Fee Schedule.
Discussion: Katterhagen recommend reviewing yearly and if necessary review throughout the year.

Katterhagen made a motion, seconded by Pesta to approve all Supervisors to attend the AREA II Meeting on March 11, 2015 if they can make it.
Discussion: S. Katterhagen added March 11, 2015 is the same day as the Feedlot meeting. Stieber added that he is sending Haasser to the AREA II Meeting as he plans on attending the Feedlot Meeting. Katterhagen added he will be attending the Feedlot Meeting.
Katterhagen made a motion, seconded Buchholz to approve 2015 sponsorship to AREA II Envirothon in the amount of $150.00.

Buchholz made a motion, seconded by Katterhagen to approve sponsorship for Kids Groundwater Festival in the amount of $100.00.

DISCUSSED NEW TAX RATE—S. Katterhagen shared with the board the tax rate has increased by 1/2 %, so the new rate is 7.375%.

DISCUSSED UPDATE ON LARRY HOLT’S COST SHARE FILE—S. Katterhagen shared with the board, that Mr. Larry Holt, stopped in the office and paid back the agreed amount of cost share funds in the amount of $1,096.84.

Katterhagen made a motion, seconded by Buchholz to send Mr. Larry Holt a final letter thanking him for his cooperation in this matter.

Pesta made a motion, seconded by Katterhagen to approve payment in the amount of $1,096.84 to be returned to BWSR for non compliance cost share contract.

DISCUSSED COST SHARE CONTRACT, CHARLES MOBERG, NEW OWNER THOMAS AND THERESA DIRKES, CONTRACT #8-10 FOR FIELD WINDBREAK PRACTICE—S. Katterhagen shared the current landowner has contacted our office, and will make monthly payments to pay back the funds within one year.

DISCUSSED COST SHARE CONTRACT, SCOTT KERN, NEW OWNERS KEITH AND KATHLEEN KOLSTAD, CONTRACT #4-09 FOR FIELD WINDBREAK PRACTICE—S. Katterhagen reported there has been no response from the initial letter that was sent out; the Board’s consensus to send a certified letter to the current landowner.

DISCUSSED JANUARY COMMISSIONER WORK SESSION—JANUARY 20, 2015—Stieber asked the board members to be at the meeting at 10:30 a.m. to discuss the Annual report, work plan and audit costs.

REVIEWED CIVIL RIGHTS—(See handout) Kleinschmidt reviewed the Civil Rights.

INFORMATIONAL—IRRIGATION SCHEDULER MANAGEMENT PROGRAM—W. Salo reviewed the program. For 2014 between all counties there were 36 fields in the program and 16 of those fields were in Todd County. The goal for 2015 is to have 60 fields. W. Salo discussed Clarissa Airport weather station.

INFORMATIONAL—NUTRIENT MANAGEMENT PROGRAM—A. Salo reviewed the program for 2014 and on January 20 and 21 there will be a meeting in Ottertail for producers to review their results from 2014.

Pesta made a motion, seconded by Katterhagen to adjourn the meeting. The meeting was adjourned at 10:53 a.m.

The next meeting of the Todd SWCD Board of Supervisors will be held on March 12, 2015 beginning at 8:30 a.m. at the Todd County Historic Courthouse (Prairie Conference room), Long Prairie, MN 56347.

Kenny Pesta, Secretary

3-12-15 Date

4|Page Todd SWCD Board Meeting Minutes for January 8, 2015
## Todd Soil & Water Conservation District

### Treasurer's Monthly Report

#### Program Summary

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**Total**

$491,453.06  $118,318.23  $67,560.08  $542,211.21

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Program Summary

District Treasurer, Dale Katterhagen

1/8/2015

Date
December 2014 Staff Report
Tim Stieber, Division Director

Meetings & Coordination
- Presented at AIS meeting and prepared additional materials for meeting and FUP post meeting.
- Attended water plan meeting organized by Shannon.
- Participated in the MASWCD annual convention and training in Bloomington.
- Participated in WCTSA meeting to discuss procedures to follow
- Participated in portion of SWCD-NRCS monthly meeting to coordinate our programs.
- Participated in Todd County Livestock Meeting.

Operations
- Presented final budget information to the AT office to be set for 2015. Several adjustments in amounts for insurance, raises, etc were made during the last months of the year.
- Participated in a Dept. Head meetings to discuss county issues.
- Worked on Board Action Forms related to NRBG grants and fiscal transfers related to these grants.
- Presented items at 3 Board of Commissioner meetings during December.
- Worked on setting up the 2014 financial audit.
- Submitted invoice to Gourley attorney for time to pull together materials for lawsuit.

Field Projects and Activities
- Furthered work on the AIS plan and budget and prepared presentations for AIS meetings. Close to having a final budget and am starting on the first draft of the plan document.
- Went on 1400 AM during December to discuss AIS and the water plan.

Planning & Zoning
- Completed Planning Commission cases site reviews and staff reports and presentations.
- Completed Board of Adjustment site reviews for cases and developed a staff report. Chris did presentation at the meeting due to illness.
- Reviewed low-income cost share program with Galen and Sarah.
- Worked to resolve complaints and past violations including one court case for a un-permitted dwelling.
- Worked on the new RT Vision program.

Staff Management
- Participated in PF’s 12 mo review process for Sabin Adams.
- Discussed and delegated several assignments for staff to complete this winter.
- Participated in staff discussions related to their individual activities throughout the month.
December 23, 2014

JANUARY 2015 - BOARD REPORT

MEETINGS ATTENDED - None.
MEETINGS TO ATTEND- None.
SWAN RIVER 319 GRANT – No report.
GROUND WATER WELLS -The wells are not monitored during the winter months.
LEGACY COST SHARE FUNDS- No report.
IRRIGATION CONSERVATION PLANS- No new plans.
DIRT TEAM REVIEWS- None.
PROJECTS UPDATE:
Mark Berscheit- Update-No new progress, next year construction.
Gary/Chris Westerberg – No progress, Chris and Gary have met with the Feedlot Officer, to come up with plan for feedlot runoff. Update: No progress.
Maple Lake runoff site: I completed another site visit, this time with the Vice-President of the Maple Lake Association; she wanted information regarding our project proposal and ways to address all drainages into Maple Lake. I emailed the SRWD regarding this idea. Update; from SRWD no funding available for a large project to address all the drainages at this time. No progress.
Myron Eckel- NO PROGRESS-This project is a grade stabilization with grassed waterway; final plan is complete, bids obtained and hopefully summer construction. Update: This project has also been delayed for one year till 2015, due to wet conditions. Update: No progress.
RIM/WRP- We are still working on an old Perpetual Rim easement, (Smith) to get boundaries corrected. Update: We are now in the process of sending an Ownership Encumbrance Report to BWSR for this easement.
COST SHARE SPOTCHECKS – Update: All of the cost share spot checks have been completed for 2014.
EQIP FUNDS - If you know of anyone wanting an Ag. Waste system, pond closure or grazing project, please have them contact NRCS, they have a lot of funding for livestock projects in the Long Prairie River watershed. First sign-up ended on November 14, 2014, the second Eqip deadline for 2015 funding ended December 19, 2014.
TREE PLANTING- A few tree sales, to this date.
LITTLE BIRCH LAKE FLOODING/EROSION/SEDIMENTATION- December 16, 2014 - I met with the engineer Ross Reiffenberger to discuss the plan he is working on for Dale Ahrens, the goal is to discuss the options in this proposal with Dale after the first of the year, get his approval so we can have a final plan for spring 2015.

I will miss the January 2015 board meeting, as I will be out of town.

Nice photo of Roger and Bonnie Dukowitz at the convention, by MASWCD.

Resource Conservationist
Greg O.
Soil & Water Conservation District

215 1st Avenue South, Suite 104, Long Prairie, MN 56347 Phone: 320-732-2644 Fax: 320-732-4803

Feedlot Staff Report for December 5 to December 30, 2014

Site visits (19 total):

Thomas Detloff – Second half of feedlot inspection with Tom on site. Registration update.
Ron Bussman- Site review and inspection: MinnFARM
Joshua Holt- (1) Assistance visit pertaining to project funding (2) same
Mark Wisch- Site Review due to increase in registered animal units
Joshua Hauer- Assistance visit pertaining to funding
Nick Merten-Hoemberg Winter Feeding Area- Site Visit due to increase in registered animal units
James Fern- Closure inspection
Roerick Dairy- Construction Inspection for new Monoslope and stacking slab-final; MinnFARM
Korfe-North Farm- Site visit due to increase in registered animal units; MinnFARM
Jim Taber- Open Lot Inspection; MinnFARM
Mollner- Open Lot Inspection; MinnFARM
Smith- Open Lot Inspection; MinnFARM; Registration update
Greg Harren- Open Lot Inspection; MinnFARM
Steve Katterhagen- Site Visit due to increase in registered animal units; MinnFARM
Duane Dirkes- Construction Inspection for addition to hog facility & inground manure storage below barn
Holmquist- Site review due to increase in registered animal units; Registration update
Lonnie Killian- New County Feedlot Inspection; MinnFARM and Registration
Carol Ritter-Earls Farm- Open Lot Inspection; MinnFARM

Complaints (0)

Emergency Response (0)

Meetings: NRCS/SWCD monthly meeting (12/10); SWCD Board Meeting (12/11); SWCD Staff Meeting (12/15); WCTSA Meeting (12/16); Allen Byler/ WCTSA Meeting (12/16); MPCA/John Eischeid/NRCS Phone Discussion (12/19); Livestock Advisory Committee Meeting (12/23)

Trainings: CFO MPCA Web Ex Training on Annual Reporting and Land Application (12/29); CFO WEB-Ex Training on Swine Disease & Biosecurity (12/29 from February 26 recording)

Other: Biometrics & Health Assessment; Quarterly Report; Grey Eagle Pork Research on County requirements; producer discussions pertaining to feedlot fixes/expansions; registrations, and annual reporting/data entry.

TODD COUNTY ANNUAL FEEDLOT MEETING - MARCH 11, 2015 10am-3pm CLARISSA BALLROOM- LUNCH INCLUDED

Submitted by Déjà C. Anton- Todd Co. Feedlots—December 30, 2014

To Meet the Public’s Needs by Protecting the Land and Safeguarding the Water
TRAINING:

➢ None

PROJECTS:

➢ Visited Cost Share Spot Checks
  o None
➢ Visited potential projects for Shore Land Restoration
  o None
➢ Aquatic Invasive Species (AIS)
  o AIS Committee Meeting January 5th, 2015
    o Confirm draft budget for AIS Plan
➢ Winter Newsletter Finalized
➢ 2014 Annual Report Finalized
➢ Summer Bus Tour
  o Potential site visits
  o Bus estimate $500

WATER PLAN UPDATE:

Fourth meeting was December 17th. There were 17 people in attendance. Discussed surface water. Bonnie Finnerty from the MPCA was the main speaker.

Water Plan Survey Release. Public water survey has gone public. It is available electronically on the Todd County’s website, Todd County Facebook page and by going to: https://www.surveymonkey.com/s/LocalWaterManagementPlan

The survey is also available in paper copy form at libraries, city hall offices, FSA/NRCS office, Todd SWCD office. The survey runs through February 4th, 2015.

MPCA WATERSHED APPROACH:

➢ Long Prairie River Watershed: TMDL draft is pending. Todd County is responsible for civic engagement/outreach on this project. Public Hearing and Civic Engagement campaign TBD once EPA approves draft. Working with Morrison and Douglas County.
Trainings attended: none

Trainings to attend: none

WCA:

- 2 site visits conducted
  - Russell Klein – Ward Twp. – ditch clean out
  - Dan Mensen – Round Prairie Twp. – Public road project
- 4 Notice of Decisions
  - County Ditch 32 – exemption
  - John Ahrens – exemption
  - David Kuehne – exemption
  - John Horton – exemption
- 4 ongoing cases
  - Dan Mensen – Round Prairie Twp. – Public road project
  - Delmer Smieja – Turtle Creek Twp. – culvert/fill project
  - Mike Krahmer – Reynolds Twp. - Ditch Project
  - Richard Sieben – Burnhamville Twp. – Ditch Violation
- 16 Customer contact about WCA
  - Phone calls, office visits, etc.

SWCD:

- In process of scanning all the wetland case files for new program
- Reviewing Cost Share files to become familiar with their status and process
- Assist in Tree Sales
- Attended WCTSA meeting about projects
- Attended NRCS monthly meeting about projects
- Presented briefly at Water Plan meeting about wetlands
Important Items:
- January 20, 2015—Work Session—Tim will be providing more information
- January 26 & 27, 2015—Day at the Capitol—Tim made hotel reservations for Lee and himself

Administrative:
- Working on Year End Reporting-
  - E-link Reports—E-link reporting Due Feb. 1
  - Time cards—also created new Time cards for both offices
  - Completed 4th Quarter Tax report
  - Completed 4th Quarter Wage report
  - Website Reporting—Due March
- Prepare for upcoming Audit—Date TBD
- Received funds from Larry Holt—and we will need to be returned to BWSR
- Received payment #1 from Dirkes for non compliant cost share contract #8-10 **(12 month payment plan)**
- Drafted resolutions/policies for Board Approval

Ag BMP Loan Program:
- No Applications have been received
- In January we will be receiving AgBMP Loan Application

FY12-14 Feedlot Assistance Grant:
- Berscheit will start construction next Spring—Needs to be completed by December 1, 2015
- Buderus-Waiting for bids, construction will start next Spring—Needs to be completed by December 1, 2015
- Hauer-Waiting for bids, construction will start next Spring—Needs to be completed by December 1, 2015

FY2013-2015 Livestock Management Grant:
- Hauer-Waiting for bids, construction will start next Spring—Needs to be completed by December 1, 2015

FY14-17 MPCA 319 Funds—Long Prairie River Watershed:
- P. Bauer—Shoreline Project—Will be completed during 2015 construction season
- Tomford—Feedlot Project—(Douglas SWCD)—needs to be completed by August 1, 2015
- Smokey Timbers (Douglas SWCD)—Deadline July 2015.
- Hauer—Needs to be completed by December 1, 2015

State Cost Share Grant:
- Hobbs (FY14 & FY15)—will be completed during 2015 Construction Season
- Rick Atkinson (FY14 & FY15)—Encumbering funds for Well Sealing at the December Board Meeting

Feedlot Program:
- Continue to receive registrations

Tree Program:
- To date: Sold 1,850—and we have 6,950 left to sell
- To date: Sold 14 Potted Stock
- To date: Sold 3 Pollinator kits

News/Education:
- Continue to submit weekly articles to the newspapers (To date S&W submitted 8 articles)—County Wide
- Winter newsletter will come out in January—Newsletter was sent off to Leader

Planning & Zoning:
- Continue to grant track, completed deposits, and submit vouchers
- Reviewed septic cost share files & followed up with landowner’s for amendments

If you have any questions or concerns about my board report, please let me know. Happy New Year!
Staff Report
Sabin Adams
Dec. 2014

- Attended Environmental Initiatives pollinator forum.
  - With pollination required crops, dedicating 10-15% of the area to pollinator habitat increased profit.
  - 500,000 acres of roadside ditches.
- Attended Governors Pheasant Summit.
  - 5 suggestions voted on to improve pheasant populations.
    - 1. Enforcing existing laws - buffers, roadsides;
    - 2. Increasing bonding funds for Wildlife Management Area acquisition;
    - 3. Targeting funding to specific high-quality habitat areas through state, local, and federal cost-share programs;
    - 4. Increasing state and local funding;
  - Tom Landwehr - “Why should non-pheasant hunters or people in the Twin Cities care? Because the pheasant is the ‘canary in the coal mine’ and an indicator of the agricultural landscape’s health. As the pheasant goes, so goes water quality, the monarch, the meadowlark.”
- Signed three CCRP contracts for 60.5 acres.
- Did four CP22 site visits with DNR.
- Now have 14 EQIP applications for PPWGRP and HBP.
- Had 1 year review with PF supervisor.
For CSP we are finishing up making the annual CSP payments and modifications. All status reviews for the year are also complete. Cariss is beginning to line up appointments for the new CSP applicants. Although no deadline has been announced we anticipate something toward February/March, and will be busy with EQIP and other program related tasks. We intend to complete as much of the CSP workload now ahead of the program deadlines in late January and beyond. We currently have 20 applications.

For EQIP I’ve been finishing up making additional final EQIP payments. We are now in the process of completing annual status reviews on all contracts, and making modifications as necessary. In March we will begin sending out the “Annual Practice Reminder Letters” along with a copy of their status review. In this way producer’s with contracts can begin preparing for 2015 implementation plans for their practices scheduled. Again we are having EQIP training on January 20-21, and we currently have 35 applications. Beyond projects slated for special initiatives these applications may be the only ones considered for FY 2015 funding.

For CRP Sabin is continuing to work on plans and renewals, but there is not an announced general sign-up. Mostly (Continuous) Conservation Reserve Program (CCRP) practices are being enrolled. Again this is to take out more sensitive land and smaller acres and parts of fields that are next to ditches, wetlands, etc.

Our AD-1026 Wetland/Highly Erodible Land requests are continued to be caught up with a few new ones each week to complete. Justin will be assisting at the upcoming Wetland Assistance Team (WAT) event in Fergus Falls to complete the AD-1026 Wetland Determinations for requests statewide on the week of 12-16 January.

Lastly, Walter Albarran, ASTC-FO from Florida will be Minnesota’s Acting State Conservationist.

For the upcoming month we will continue to work on program related activities as we have been for quite a while. In addition, many trainings, meetings, and workshops are likely to be attended.