MINUTES FROM THE APRIL 9, 2015 REGULAR BOARD MEETING

Chairman Williamson called the Thursday, April 9, 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, Dale Katterhagen and Norman Kräuse. Others present were: Tim Stieber, Division Director, Greg Ostrowski, Conservation Technician, Deja Anton, Feedlot Officer, Shannon Haasser, Water Planner, Sarah Katterhagen, Program Coordinator, Justin Lindner, NRCS, Sabin Adams, Pheasants Forever, Randy Neumann, County Commissioner and Dotty Smith-Jacobs, MN Corn Growers.

The Pledge of Allegiance was recited.

Williamson asked if there were any additions to the agenda. S. Katterhagen noted item 1.2 Approve FY15 State Cost Share funds for Rebecca Levine has been removed from the agenda and item 1.1 Approve FY15 State Cost Share funds for Gary Drayna has been added to the agenda. **Buchholz made a motion, seconded by Katterhagen to accept the agenda with the changes. Affirmative: Williamson, Pesta, Buchholz, Katterhagen and Krause. Motion carried.**

Williamson asked if there were any additions or corrections to the minutes from the March 12, 2015 regular board meeting. **Katterhagen made a motion, seconded by Krause to approve the minutes as distributed from the March 12, 2015 regular board meeting. Affirmative: Williamson, Pesta, Buchholz, Katterhagen and Krause. Motion carried.**

Sarah Katterhagen presented the March 31, 2015 program summary to board. **Pesta made a motion, seconded by Katterhagen to accept the District’s receipts in the amount of $6,125.87 and disbursements in the amount of $7,244.89 for March. Discussion: S. Katterhagen explained the Auditor’s office is still in the process of completing the journal entries from 2013 and 2014. Affirmative: Williamson, Pesta, Buchholz, Katterhagen and Krause. Motion carried.**

Doug Host from Clifton Larsen Allen called in at 8:40 a.m.

Doug Host reported they have been doing Todd SWCD’s audit for three years. He noted the overall Audit went well, and the District has about 11 months of unassigned funds. He noted the adjustments were supplied to the County. One finding that was found during the Audit, was not following an open meeting law during a meeting. Host, asked “is S. Katterhagen still uploading the report to the States Auditor’s website. She replied, “Yes she will work with Mike Olson on getting the Audit uploaded.

Phone conference ended at 8:47 a.m.

**Motion by Krause, seconded by Pesta to accept the 2014 Audit report. Affirmative: Williamson, Pesta, Buchholz, Katterhagen and Krause. Motion carried.**
Katterhagen made a motion, seconded by Krause to approve FY15 State Cost Share funds for Gary Drayna, cost share contract #3-15 in the amount of $352.50 for the well sealing practice. Affirmative: Williamson, Pesta, Buchholz, Katterhagen and Krause. Motion carried.

Buchholz made a motion, seconded by Katterhagen to approve FY13 Livestock Management Cost Share funds for John Kunstleben, cost share contract #3-13LM in the amount of $56,514.00 for vegetative treatment area practice. Affirmative: Williamson, Pesta, Buchholz, Katterhagen and Krause. Motion carried.

Krause made a motion, seconded by Buchholz to approve FY14 MPCA 319 Cost Share funds for Alan Klimek (Douglas SWCD Project, cost share contract #6-14/319, in the amount of $25,259.73 for the stacking stab practice. Affirmative: Williamson, Pesta, Buchholz, Katterhagen and Krause. Motion carried.

Katterhagen made a motion, seconded by Pesta to approve application for the Farm Bill Assistance Partnership Grant.

Discussion: Stieber added this application would be for the 3rd year to support the Pheasants Forever position and the grant amount is $45,000.00. Affirmative: Williamson, Pesta, Buchholz, Katterhagen and Krause. Motion carried.

Discuss City of Long Prairie Well Head Protection Meeting—Haasser added City of Long Prairie is in the process of updating their well head protection plan, and are thinking of shrinking their well head protection area. From the study they were able to determine the wells are in good shape.

Discuss Board Water and Soil Resources Meeting—Haasser reported Todd is now considered to be part of the northern region. Haasser presented the Water Plan update to the BWSR board and they were pleased with the document. She also, noted Dan Steward commented how diverse Todd County is.

Discuss Feedlot Meeting Expense—(See attached). S. Katterhagen presented the expenses for the 2015 Feedlot Meeting. Krause suggested a future topic be on bio-security.

Discuss Battle Point Cost Share Project—Stieber reported this project was completed in 2009 with a 15 year contract, and cost share spot checks were completed in 2013 and 2014. Stieber discussed that their needs to be work done on the project. Board suggested talking to the Parks Board.

Discuss Legislative Updates—Stieber added currently the Governor Buffer law is not moving forward, and if law passed about S&W Funding, we could see additional $40,000 from the state for operations, and more funding based on contributions from the County.

COMMISSIONER REPORT: Commissioner Neumann reported the Park Board wants to work with Sabin Adams on the Canoe Access to get a native planting established. On May 2, 2015 is Osakis Lake Association meeting, and would like to have Soil and Water Board Member attend. Williamson noted he would attend if he is available that day, and Stieber noted he would be attending from the office. Neumann noted that he would like to board and staff to visit the Blue Stem Prairie website.

STAFF REPORTS: (See attachment). Stieber reported that he has received 14 applications for the Conservation Technician and interviews are scheduled for April 23, 2015. He also has completed staff evaluations.

Ostrowski reported he completed observation wells measurements for April and the levels were down and after today’s board meeting he has scheduled a meeting with Dale Ahrens and Ross from WCTSA to review the plans.

Anton reported she has completed stock pile inspections and those in violation have moved their stockpile to a better location.
Haasser reported River and Lake is still schedule for May 22, 2015. Buchholz and Williamson said if they were available they would attend the meeting.

S. Katterhagen reported she will get the 2014 Audit report uploaded to the state auditor’s website. Williamson questioned the status of the Smokey Timbers project. S. Katterhagen noted that project is through the Douglas SWCD and they until July to get the project completed. Williamson also questioned funding for Traulich project. Ostrowski noted that the SRWD is looking for additional funding for the landowner.

**PHEASANTS FOREVER REPORT:** Adams reported that he has been working with the SRWD on the hay buffer program, and Lynn from the SRWD will be presenting the information to their board on May 17, 2015. SRWD is looking for funding in the Osakis area for a hay buffer program.

**NRCS REPORT:** Lindner reported they are working on 40 CSP applications, 7 EQIP contracts, and now are in the second round for EQIP. He also reported their field appraisal went well, and it also commented during the appraisal how diverse Todd County is.

**Other:** Smith-Jacobs added buffer program is big talk out in the country.

Chairman Williamson adjourned the meeting at 10:45 a.m.

The next meeting of the Todd SWCD Board of Supervisors will be held on June 11, 2015 beginning at 8:30 a.m. at the Todd County Historic Courthouse (Prairie Conference room), Long Prairie, MN 56347.

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Kenny Festa, Secretary

Date 6-11-15
### TODD SOIL & WATER CONSERVATION DISTRICT
### TREASURER'S MONTHLY REPORT
### PROGRAM SUMMARY

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District Treasurer, Dale Katterhuguen  

Date: 4/9/2015

**The cash balance is off**
March 2015 Staff Report  
Tim Stieber, Division Director

Meetings & Coordination
• Participated in a division meeting and SWCD staff meetings.
• Prepared materials for BOC and SWCD meeting
• Attended some of contractors meeting organized for septic and earth work contractors.

Operations
• Participated in a Dept. Head meetings Jan.& Feb. to discuss county issues.
• Presented items at 2 Board of Commissioner meetings during March.
• Drafted a powerpoint to be used at the annual township meeting in April.
• Ordered the cubicle wall extensions.
• Met with BWSR to discuss funding from Clean Water Legacy.

Field Projects and Activities
• Finalized an application to BWSR for a buffer inventory ($81k) – worked up these materials for SWCD and BOC – made the presentation and answered concerns.
• Went on 1400 AM during March to discuss AIS.
• Participated in written and phone review of Farm Bill Assistance Program with BWSR and Sabin.
• In response to funding opportunity to support inventories of ag buffers – developed concept paper on Todd County buffers that may serve as a proposal to complete such an inventory. Consulted agencies and GIS.
• Worked on a project idea with staff, USFW, a landowner, and Lake Latimer Lake Association.
• Prepared service contracts with WaterGuards, Big Birch Lake Association and Sauk River Watershed District and submitted these to the BOC for signing - related to AIS work for this season.
• Worked on a grant application with Shannon and Sarah for Clean Water Partnership funds.

Planning & Zoning
• Completed Planning Commission cases site reviews, staff reports, and presentations.
• Completed Board of Adjustment site reviews for cases and developed a staff report.
• Prepared a draft environmental review worksheet for proposed P&Z cases to replace existing one.
• Presented enforcement ordinance and procedures to staff for comment.
• Worked with several landowners on land use cases.
• Discussed shoreland case situations with MN DNR and land use planning staff.

Staff Management
• Worked extensively on position duties for both SWCD and P&Z – working on covering obligations, matching skills to work needing to be completed, and providing some balance for each position.
• Worked on Wetland position duties and interacted with people interested in the position.
• Participated in staff discussions related to their individual activities throughout the month.
• Attended 2+ hrs of training scheduled by HR relating to worker resiliency.
• Reviewed the Springstad position materials for employee position and assisted in submitting revisions for Sarah’s position which was created after the original Spingstad materials were submitted.
March 26, 2015

APRIL 2015 - BOARD REPORT

MEETINGS ATTENDED – Todd County Annual feedlot meeting – 3-11-15 as I mentioned at the March board meeting, great meeting and attendance. Contractors meeting, March 25, 2015 – This meeting was a combination Planning & Zoning for septic installers and for earthwork, concrete contractors held at the Todd County board room. Very good attendance for both groups, and a great safety presentation.

MEETINGS TO ATTEND – None.

SWAN RIVER 319 GRANT – No report.

GROUND WATER WELLS – I plan on monitoring, starting the end of March.

LEGACY COST SHARE FUNDS- No report.

IRRIGATION CONSERVATION PLANS- Two new plans.

DIRT TEAM REVIEWS- None.

PROJECTS UPDATE: Mark Berscheit- Update- No new progress, this year construction. Gary/Chris Westerberg – Gary Westerberg was in, and met with the WCTSA engineer on plan revisions.

John Kunstleben – This is a feedlot runoff mitigation project, being addressed through a Vegetative Feedlot Area, plan is complete and John is in the process of getting bids, for summer construction, funding through the Legacy grant, WCTSA engineering.

Maple Lake runoff site: No progress.

Myron Eckel- NO PROGRESS- This project is a grade stabilization with grassed waterway; final plan is complete, bids obtained and hopefully summer 2015 construction.

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 obtaining signatures from prior owners to update easement and to rewrite the conservation plan. Update- Still trying To resolve easement owner issues.

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, and we have funding for projects in the Long Prairie River watershed.

TREE PLANTING– To date about 1,500 trees left to sell. We have scheduled the bank trailer and pick up from the nurseries for April 27, 2015.

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. Update: preliminary plan is complete; Dale Ahrens has reviewed the proposed plan and is in agreement, looking at funding this project as proposed with Eqip funds, which Dale has already applied for. We are also hoping to fund the proposed grass buffer with SRWD buffer initiative funds, hopefully this program is up and running. I emailed Pete Linsner and the SRWD on our progress for this area.

POTENTIAL NEW AG. WASTE SITES- James Buderus – Josh Hauer- Tom Gray, Todd Pollema, and Josh Holt.

Resource Conservationist

Greg O.
Site visits (19 total):
Roerick - Site Inspection- Producer invite to evaluate milkhouse waste discharge site
Bussman - Owner assistance and to visit on potential feedlot fixes resourced by WCTSA and future construction and permitting requirements
Ainali - Stockpile inspection- follow up to 2014 complaint- stockpile has been removed. Complaint resolved.
Detloff - compliance site visit
Buderus (South) - Review and signature of WCTSA; creation and delivery of bid packet
Sipe- New feedlot-registration and compliance inspection
Kenyon-Brown - New feedlot registration and compliance inspection- no stockpiling permitted on site
Schmitz Red Angus - Review of manure handling rules
Prairie Lakes, LLC - Permit Issuance; review of conditions and owner assistance

10 documented Level III land application inspections and stockpile reviews

In office scheduled producer meetings (3 total):
Buderus (North) - Combined with NRCS producer meeting pertaining to EQIP
Byrnarski- permitting assistance
John Kunstleben - (with Greg) Steps to bid review and permitting assistance

Producer/ Citizen Assistance: (27 total)

Complaints: (6 total)
Manure on roadway (1) - unsubstantiated
Livestock in/on water (1) - unsubstantiated
Stockpiles (4) - Three were substantiated
L.O.W. issued (1) - resolved
Resolutions from complaints originating in 2014 (3)

Meetings/ Trainings: SWCD Board Meeting (3/12); Division Meeting (3/14); MPCA CFO Web-Ex Training-Pit Inspections (3/18); SWCD Staff Meetings (3/16; 3/23; 3/30); Contractor’s Meeting (3/25); Todd County Employee Training (3/25)

CFO Lead Informational Presentations/Trainings: Annual Feedlot Meeting (3/11); Douglas County CFO Mentoring (3/18)

Other: Supplemental Employee Evaluation, SWCD Monthly Reporting; MPCA Monthly Owner Assistance Reporting, and SWCD tree sales

Submitted by Dëjà C. Anton- Todd Co. Feedlots—April 1, 2015

To Meet the Public’s Needs by Protecting the Land and Safeguarding the Water
STAFF REPORT FOR SHANNON HAASSER

Board Meeting
April 2015

TRAINING:
➢ Erosion & Stormwater Management Certification – Construction Installer Inspector, expires 2018
➢ SWCD GIS Consortium Meeting
➢ Area II Meeting

PROJECTS:
➢ Upcoming projects for approval
  o Rebecca Levine
➢ Visited Cost Share Spot Checks
  o None
➢ Potential projects for Shore Land / River Restoration
  o Stream barb projects - Wettstein and Fletcher: Cost estimates are much higher than both landowners are prepared to pay. DNR also has their concerns.
➢ Wellhead Protection Area Plan Updates
  o City of Long Prairie (2016)
  o City of Eagle Bend (2015)
➢ Aquatic Invasive Species (AIS)
  o Taking cost-share applications for AIS Control Projects and Education/Outreach Efforts
➢ Contractor Meeting Planning, March 25th
  o Presented on Aquatic Invasive Species BMP’s for Contractors
  o Eric Altena, DNR Fisheries presented on stream restoration
➢ River and Lakes Day, May 22nd (Friday before Memorial Day)
  o Planning
➢ 50th Anniversary Summer Bus Tour, morning of July 29th (Last Wednesday of month)
  o Planning
➢ 50th Anniversary Celebration, Afternoon of July 29th
  o Planning

WATER PLAN UPDATE:

BWSR Board Meeting to present Priority Concern Scoping Document (PCSD).

Seventh meeting was March 18th. There were 12 people in attendance. Discussed PCSD and thanked committee for their help up until this point. Water Plan Survey results on Todd County website.

MPCA WATERSHED APPROACH:
➢ Long Prairie River Watershed: TMDL draft is pending on its second revision. 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.
➢ Planning a Land Use Decision Makers Training for Wednesday, October 7th, 2015 for SWCD Boards, Planning and Zoning/Board of Adjustment Members, County Commissioners, City Council Members and Townships involved in Zoning. It will be held in Parkers Prairie at the Prairie Event Center. The training will target counties within the Long Prairie River and Redeye River Watersheds including:
  ▪ Becker
  ▪ Cass
  ▪ Crow Wing
  ▪ Douglas
  ▪ Hubbard
  ▪ Morrison
  ▪ Otter Tail
  ▪ Todd
  ▪ Wadena
Important Items:
- Doug Host will be calling in regarding Soil and Water Audit.
- I have moved staff reports to end of the Agenda (going to see how that works)-so it doesn’t over take the meeting.
- Assisted in County Audit review requests (Regarding P&Z account, Division, & AIS)

Administrative:
- Met with John Kunstleben regarding bids and cost share contract
- Organized the Contractors Meeting—March 25, 2015
- Completed 1st Quarter Tax Report
- Will be completing Wage report (Waiting for staff to complete time cards)

Ag BMP Loan Program:
- Completed AgBMP work plan budget

FY12-14 Feedlot Assistance Grant:
- Borscheit 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
- Kunstleben—Reviewed cost share contract with landowner, landowner will be getting bids.

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 & F15)—will be completed during 2015 Construction Season
- Looking at using remaining FY15 funds for a Shoreland Project & for Dennis Traulich site

Feedlot Program:
- Received good comments and feedback about the Feedlot Meeting

Tree Program:
- April 27-May 1, 2015 will be **TREE WEEK!** (Approx 1,000 left to sell, & 11 Potted)

News/Education:
- News articles to the newspapers—Wrote article about Trees and shrubs
- In May will start working on the Newsletter

County:
- Attended County Safety Meeting
- Attended Contractor’s Meeting

If you have any questions or concerns about my board report, please let me know.
Staff Report
Sabin Adams
March 2015

- Continued work on SRWD buffer program planning. Attended meetings.
- Signed up 36.7 acres of CCRP
  - 13.9 CP21 Filterstrips.
  - 22 CP38 Safe acres
  - .8 CP42 Pollinator acres
- Signed up 60.5 acres of EQIP Honey Bee.
- Contacted 25 landowners
- Went on 8 site visits for current and potential CRP contracts.
- Worked a booth at Northwest Sport Show promoting conservation/habitat programs.
- Attended DNR Native Plant Communities training.
- Attended FSA County Committee meeting to discuss increasing CRP rental rates.
  - Due to CRP rental rates adjustment date of 04/23/15 CRP contract have been put on hold until then.
  - ~10 landowners on “hold.”
- Attended Water plan meeting.
NRCS Report for 9 April 2015 Todd SWCD Board Meeting
By Russell Kleinschmidt

We received 40 CSP applications, and are working on completing the interviews. The CMT, which allows us to rank and complete the applications will be released April 9th after delays, and our contracting deadlines have been extended. This will cause some issues with scheduling enhancements, but overall should be acceptable. Most 2011 contract holders have signed up to renew their contract in 2016, and we will be working on the renewals later this year.

Our first round of EQIP applications has been obligated. We were able to fund most applications. We have obligated 7 contracts. The next round of funding will occur in April/May and the last round of funding in May/June.

We have begun working in the field with projects for implementation of practices in their contracts this year and also new projects for future contracts. We have seen an increased request for field technical assistance in looking at new projects relating to feedlots, grazing systems, and erosion control.

Our FO Appraisal was conducted on 24-27 March. The appraisal went very well, and we will receive the final report of commendable, recommended, and agreed to items to complete. We expect only a handful of things we need to correct otherwise most items were found to be acceptable.

Lastly, we now have a new State Conservationist, Cathee Pullman (e-mail sent previously). Her start date is May 17th.

For the upcoming month we will continue to work on program related activities and complete field visits for new projects and existing project/contract implementation.