MINUTES FROM THE JULY 9, 2015 REGULAR BOARD MEETING

Chairman Williamson called the Thursday, July 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 and Lee Buchholz. Others present were: Tim Stieber, Division Director, Deja Anton, Feedlot Officer, Shannon Wettstein, Water Planner, Matt Danzl, Conservation Technician, Sarah Katterhagen, Program Coordinator, Russell Kleinschmidt, NRCS, Sabin Adams, Pheasants Forever, and Randy Neumann, County Commissioner.

Board Members Missing: Dale Katterhagen and Norman Krause.

The Pledge of Allegiance was recited.

Williamson asked if there were any additions to the agenda. Pesta made a motion, seconded by Buchholz to accept the agenda for the July 9, 2015 regular board meeting with the additions of amendment for additional funds of Livestock Management Cost Share funds for John Kunstleben, contract #3-13LM and approve payment of Livestock Management Cost Share funds for John Kunstleben, contract #3-13LM; and to remove NRCS report from Mark Kulig. Affirmative: Williamson, Pesta and Buchholz. Motion carried.

Williamson asked if there were any additions or corrections to the minutes from the June 11, 2015 regular board meeting. Pesta made a motion, seconded by Buchholz to approve the minutes as distributed from the June 11, 2015 regular board meeting. Affirmative: Williamson, Pesta and Buchholz. Motion carried.

Sarah Katterhagen presented June 1, 2015 to June 30, 2015 program summary to board. Buchholz made a motion, seconded by Pesta to accept the District’s receipts in the amount of $9,863.11 and total disbursements in the amount of $4,885.93 for June.

Discussion: S. Katterhagen questioned if there was any questions to the budget vs. actual report that was part of the board packet. She noted that two payments for Feedlot Assistance Grant and Livestock management grant will be made in December after closeout of the grants. Affirmative: Williamson, Pesta and Buchholz. Motion carried.

Buchholz made a motion, seconded by Pesta to approve Greg Nolan and Marcia Rapatz as the recipient of the 2015 Conservationist Award. Affirmative: Williamson, Pesta and Buchholz. Motion carried.

Pesta made a motion, seconded by Buchholz to approve Swan Lake Association as the recipient of the 2015 Land Stewardship Award. Affirmative: Williamson, Pesta and Buchholz. Motion carried.
Buchholz made a motion, seconded by Pesta to approve FY16 Groundwater Level Monitoring agreement in amount of $3,120.00.
Discussion: Pesta asked if the amount of the agreement has stayed the same. S. Katterhagen noted FY14 Agreements were $15.00/well and last year’s agreement for FY15 the rate per well increased to $30.00; and FY16 is the same amount as the FY15 agreement. Affirmative: Williamson, Pesta and Buchholz. Motion carried.

Pesta made a motion, seconded by Buchholz to approve request to cancel FY15 State Cost Share funds for Gary Dryna, contract #3-15 for the well sealing practice in the amount of $352.50.
Discussion: S. Katterhagen noted Dryna’s were able to fix their well, and no longer needed the funds to seal the well. Affirmative: Williamson, Pesta and Buchholz. Motion carried.

Buchholz made a motion, seconded by Pesta to approve encumbering FY15 State Cost Share funds for Josh Shesta, contract #5-15 for the well sealing practice in the amount of $250.00.
Discussion: S. Katterhagen noted property is located in the City of Bertha. Affirmative: Williamson, Pesta and Buchholz. Motion carried.

Buchholz made a motion, seconded by Pesta to approve payment of FY14-17 MPCA 319 funds for Smokey Timbers, contract #4-14/319 for the Water and Sediment Basin practice in the amount of $10,551.60. Affirmative: Williamson, Pesta and Buchholz. Motion carried.

Pesta made a motion, seconded by Buchholz to approve the amendment for additional of FY13-15 Livestock Management Cost Share funds for John Kunstleben, contract #3-13LM in the amount of $1,358.88 for the Ag Waste Practice.

Buchholz made a motion, seconded by Pesta to approve payment pending certification from WCTSA engineers of FY13-15 Livestock Management Cost Share funds for John Kunstleben, contract #3-13LM in the amount of $57,872.88 for the Ag Waste Practice. Affirmative: Williamson, Pesta and Buchholz. Motion carried.

Pesta made a motion, seconded by Buchholz to approve final closeout of FY14 State Cost Share funds in the amount of $16,595.00 Affirmative: Williamson, Pesta and Buchholz. Motion carried.

Buchholz made a motion, seconded by Pesta to approve authorization to sign the FY16 Farm Bill Assistance Grant agreement when the agreement is received by the District. Affirmative: Williamson, Pesta and Buchholz. Motion carried.

Buchholz made a motion, seconded by Pesta to table the changes in the Soil and Water and Todd County Service Agreement to August 13, 2015 board meeting.
Discussion: Stieber addressed the changes in the agreement
1. Division Name: Name defined as Todd Soil and Water and Todd County Planning & Zoning
2. Liability: County attorney shall represent Todd SWCD on any legal matters brought against the District.
3. Liaison Committee and Annual Meeting: Both Boards will meet at least once per year
4. Compensated Absences: Paragraph was removed
5. Duties of the County: Discussion on defining equipment and the vehicle issue.
   a. Discussed if Soil and Water (Fund 79), should add a budget line item. S. Katterhagen, noted that District doesn’t own equipment, and if District buys vehicle, then other Departments should not be allowed to use vehicle, and it could cause additional charges to audit
b. Discussed how County pool works

c. Discussed if “Division” (the budget that includes phones, and overall Division operations, #605), could budget vehicles to cover both Planning and Zoning and Soil and Water

   i. Final consensus, Stieber will come up with a plan, and present during the next Soil and Water board meeting.

Affirmative: Williamson, Pesta and Buchholz. Motion carried.

DISCUSS MAWQCP—GRANT PEARSON: See Pearson’s PowerPoint presentation.

STAFF REPORT: (See attachment) Anton reported she will be attending Livestock Advisory meeting on July 30, 2015, Soderholm’s site will have cattle onsite one day per week, discussed Korfe site visit, and Didier’s site visit.

Anton left the meeting at 10:30 a.m.

DISCUSS CWP GRANT AGREEMENT: S. Katterhagen noted the grant agreement has been approved. The grant is for the amount of $38,650.00 and has a match of 50%; which makes the total grant for $77,300, and $28,500 of the grant cash will be used for cost share projects.

DISCUSS IRRIGATION PROGRAM: Stieber noted that he recently attended a meeting in East Otter Tail regarding the irrigation program. They discussed reapply for funds, and also requested Districts to provide money for the program. Stieber has another meeting on August 5, 2015 and will find out more details.

DISCUSS BUFFER PROGRAM: See buffer handout from Stieber. Stieber also noted on the buffer team he would like to see: SWCD staff, Planning and Zoning staff, one supervisor, one county commissioner, Ditch Inspector, and NRCS. Stieber will bring proposal to the next board meeting.

DISCUSS SUMMER TOUR AND 50 YEAR CELEBRATION: Wettstein reported we have approximately 25 people that have registered for the tour. S. Katterhagen and Wettstein reviewed the sites the bus is stopping at.

DISCUSS CENTRAL MINNESOTA DECISION MAKER WORKSHOP: The workshop will be held on October 7, 2015 from 10:00 a.m. to 3:00 p.m., keynote speaker is Don Shelby, and the goal is to get 25 decision makers there from each of the nine counties that are invited; and the board’s consensus is to vote at the August 13, 2015 board meeting who will be attending the training.

DISCUSS LIAISON MEETING: Stieber will provide minutes for the August 13, 2015 board meeting.

DISCUSS 2016 BUDGET PROCESS: A draft budget will be presented at the August 13, 2015 board meeting.

COMMISSIONER REPORT: Commissioner Neumann reported the board of commissioners would like a letter of support from the Soil and Water board of Supervisors supporting their decision to have two commissioners sit in during the Soil and Water board meetings. Motion by Pesta, seconded by Buchholz to send a letter of support to the Board of Commissioners. Affirmative: Williamson, Pesta and Buchholz. Motion carried.

STAFF REPORTS: (See attachment). Wettstein reported she is busy planning all the upcoming events, and will start planning for the Annual Enviro Fest. Buchholz noted that MN Corn Growers are interested in donating money, and would be interested in having a booth at the Enviro Fest.
Danzl reported he is working on Wetland violations and new applications

S. Katterhagen reported she submitted the invoice for FY15 Groundwater Level Grant agreement to the DNR for the amount of $3,120.00.

**PHEASANTS FOREVER REPORT:** (See attachment) Adams reported Jim Benson’s planting project on Fairy Lake has been completed, and kids enjoyed planting the plugs.

**NRCS REPORT:** (See attachment) Kleinschmidt reported CSP contracts were obligated, EQIP contracts were signed, and if people are interested in doing a project next year, they need to stop in their office soon. Lance Smith from an office in southern Minnesota will be reviewing comprehensive nutrient management plans until position is fulfilled.

**BWSR RIPARIAN BUFFER INVENTORY GRANT:** The grant that Stieber applied for earlier in the year was cancelled by BWSR because of the new buffer law.

**LOCAL WORK GROUP MEETING:** Pesta will chair the Local Work Group Meeting on July 22, 2015.

Chairman Williamson adjourned the meeting at 11:30 a.m.

The next meeting of the Todd SWCD Board of Supervisors will be **held on August 13, 2015 beginning at 8:30 a.m. at the Todd County Historic Courthouse (Prairie Conference room), Long Prairie, MN 56347.**
# TODD SOIL & WATER CONSERVATION DISTRICT
## TREASURER'S MONTHLY REPORT
### PROGRAM SUMMARY

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<th>PROGRAM</th>
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TOTAL: $508,501.93  $9,863.11  $4,885.93  $513,479.11

_Dale Kollerhagen_
District Treasurer, Dale Kollerhagen

7/9/2015

*Modified Accrual*
June Staff Report
Tim Stieber, Division Director

Meetings & Coordination
- Participated in a division meeting, SWCD staff meetings, and a NRCS-SWCD meeting.
- Prepared materials for a BOC meeting and one SWCD board meeting.
- Participated in an AIS program coordination meeting organized by DNR in Little Falls.
- Participated in BWSR / managers meeting related to new initiatives started through last legislative session and otherwise including buffers, SWCD capacity, TA and certification, one watershed one plan, excessive soil loss, ag water quality certification, etc.

Operations
- Participated in a Dept. Head meetings to discuss county issues.
- Reviewed and submitted Farm Bill Assistance Program reimbursement requests.
- Assisted with Wetlands Program including case resolution, one TEP meetings, discussed cases.
- Worked on SWCD tour with other staff.
- Scheduled SWCD/BOC liaison meeting with commissioners and SWCD supervisors.

Field Projects and Activities
- Discussed potential conservation award winners with staff.
- Discussed resolution of soil erosion concerns with 2 landowners and also worked on a problem site located on the airport property and discussed this with an adjacent landowner on site.
- Developed
- Continued to learn more about the new buffer rules being developed and waiting passage.
- Met with affected landowners along Almond Drive to look over design developed by WCTSA that would help solve the soil erosion problem there. Also had 2 staff work on a similar issue along Lake Osakis.
- Worked on AIS related matters such as reviewing project and activity reimbursement requests.

Planning & Zoning
- Completed Planning Commission cases (2) including site reviews, staff reports, and presentations.
- Completed Board of Adjustment site reviews for cases (2) and developed staff reports and presentations.
- Worked to submit completed low income projects into clink.
- Followed up on 4 complaints submitted to office for P&Z ordinance violations.
- Discussed how to obtain soil drain field verifications for 40+ landowners around Mound Lake that could not have their soil drain fields determined due to stoney soils.
- Generated and distributed a permit report related to May 2015 activity for P&Z.

Staff Management
- Worked on developing what is most needed to for filling Greg’s position – discussed with staff.
- Worked with Matt Danzl during the first weeks of his employment on cases etc..
- Participated in staff discussions related to their individual activities throughout the month.
- Utilized one week of vacation.
Site visits (27 total):

- John Kunstleben/Lois Theilen- (1) Concrete Construction Inspection (1) Final Interim Permit Inspection
- Monroe Shrock- (1) Producer Initiated Insp. (1) Shared Compliance Indicator & possible solutions (2)
- Construction Insp.
- Bontrager- County Inspection; New County registration
- Schultz- Stockpile removal verification
- Kevin Faust- Final Reseeding Inspection for Closed Pit
- Mark Berscheit- Stake-out for tile line
- Rick Baum- Producer and Township Initiated Inspection; barn siting; setbacks
- Jerry Korfe Hog Facility- Assisted MPCA on NPDES Permit Inspection
- Jerry Korfe Home Farm- Pit Inspection (MPCA Initiated)
- Geral “Fritz” Didier- Construction Inspection w/ NRCS
- Dan Reining- Registration Inspection
- Perry Yoder- Registration Inspection
- Jonas Herscherger- Registration Inspection
- Emmanuel Yoder- Registration Inspection
- Dan & Donna Korfe- Registration Inspection
- Soderholm Livestock- Registration Inspection
- Bruce Asfeld- SWCD Spot Check Inspection
- Tom Wallace- Pit Inspection
- Diane Waltzing- Possible unregistered Site Visit
- Mackove- Possible unregistered Site Inspection Visit
- Hyten- Close Out
- Anderson- Unregistered Site?
- DID Dairy- Stockpile Removal verification

Producer/Citizen Assistance: (17 total to June 29th)

Complaints: (0)

Meetings/Trainings: Bruce Township Meeting- Ordinance Clarification (6/17); SWCD Board Meeting (7/9);
Division Meeting (6/17); SWCD Staff Meetings (6/12 & 6/29); NRCS & SWCD Combination Meeting (6/15 & 7/8);
TCLAC (6/30)

Other: Air Quality Exemptions/Land Application Notification (1); Ongoing CFO Mentorship Douglas County;
SWCD Monthly Reporting; AMPI- Donation Request for SWCD Tour; Meeting w/ Dr Sauer (Long Prairie
Veterinary) on his recommended bio-security practices and recommended boot wash

Submitted by Déjà C. Anton- Todd Co. Feedlots—June 29, 2015

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

Board Meeting
July 2015

TRAINING:

➤ None

ONGOING PROJECTS:

➤ Current/Recently Completed Projects
  o Pete Bauer, Lakeshore Native Planting on Horseshoe Lake
  o Rebecca Levine, Lakeshore Native Planting on Moose Lake
➤ Upcoming projects for approval
  o None
➤ Visited Cost Share Spot Checks
  o None
➤ Provided Technical Assistance
  o Barb Ruiter, Lake Latimer
  o Richard Sullivan, Lake Beauty
➤ Potential projects for Shore Land / River Restoration / Erosion
  o Westerberg rented fields West and South of Long Prairie
  o Lake Latimer Wetland Restoration, East Side
➤ Aquatic Invasive Species (AIS)
  o Assisting Director with various duties
➤ RIM/WRP
  o Mark Walter signed Agreement for Conservation Easement, waiting for return from BWSR
➤ Outreach
  o Summer 2015 Newsletter
➤ Meetings
  o Camp Ripley Area Landscape Stewardship Plan
    ▪ LCMR Proposal for Restoration & BMP Implementation (Forestry & Erosion)
  o Meet with BWSR Leadership 2015

ANNUAL PROJECTS

➤ 50th Anniversary Summer Bus Tour, morning of July 29th (Last Wednesday of month)
  o Sent out RSVP’s
➤ 50th Anniversary Celebration, Afternoon of July 29th
  o Sent out Invitations
Reporting Dates: June 1st - June 30th

Trainings attended: WCA/BWSR overview with Cade Steffenson 6/4

Trainings to attend: none

WCA:

New Applications:
  o Harold Walter – West Union Twp. – Drainage
  o Dan Connor – Iona Twp. – De minimis

Notice of Decisions:
  o Harold Walter – exemption

Ongoing cases:
  o John Reins – USFW – Wildlife ponds (5 projects)
  o Robert Mudek – Staples Twp. – Drainage
  o Dan Connor – Iona Twp. – De minimis
  o Richard Sieben – Burnhamville Twp. – Ditch Violation
  o Brandon Holmquist – Round Prairie Twp. – wetland violation report from sheriff office
  o Larry Hanson – Staples Twp. – De minimis
  o Chester and Malinda Kauffman – Iona – Possible ditch violation

Customer outreach:
  o 11 Site visits
  o 11 Phone calls, office visits, etc.

SWCD:

  o Assisted Greg O. with Ob well level checks
  o Wrote Conservation Irrigation Plan
  o Got Trimble GPS unit working/calibrated for field surveys
  o Reviewing files to become familiar with their status and process
  o Attended combined NRCS and SWCD monthly meeting about projects

P&Z:

  o 1 site visit – Birchwood campground
  o Help create septic GIS map
1. Submitted invoice
   06-28-15
   FY15

2. BRW agreement

Important Items:
- July 22, 2015: Local Work Group Meeting—Kenny Pesta Chairperson
- July 29, 2015: Summer Tour and 50 Year Celebration
- September 17, 2015: Annual Enviro Fest
- September 23, 2015: AREA II Meeting (hosted by Todd)—Reserved ElmerZ in Sauk Centre
- October 7, 2015: Decision Making Training in Parkers Prairie for SWCD Board Members, Commissioners, Planning Commission, Board of Adjustment, and other decision making boards. (Please RSVP to Shannon)
- October 27-29, 2015: BWSR Academy
- December 6-8, 2015: Annual Convention—Bloomington

Administrative:
- Grant tracking, reporting, wage reporting, review account activity logs
- Completed 2nd Quarter Tax Report
- Closing out 2014 State Cost Share grant after board approval
- Working with Shannon on planning Tour and 50 Year Celebration—Drove the Route
- Shannon and I went to Prairie Event Center in Parkers Prairie to see layout for the Decision Making Training
- Attended SWCD Meeting with BWSR Leadership on June 29, 2015 (with Tim and Shannon) to discuss Buffer program, SWCD’s new allocations amount, etc
- Received FY16 Groundwater Grant agreement, submitted invoice for FY15

Ag BMP Loan Program:
- Provided AgBMP Loan information to two interested landowners

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

FY2013-2015 Livestock Management Grant:
- Hauer—Waiting for bids—Needs to be completed by December 1, 2015
- Kunstleben—Project is completed. Waiting for final certification and bills from landowner

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)—Approving payment at July’s Meeting
- Hauer—Waiting for bids from Landowner
- Klimek—Douglas SWCD feedlot Project—Landowner called inquiring about additional funds—Referred to Douglas SWCD, I sent Douglas SWCD amendment form for signature for additional funds
- Pollema—Todd SWCD—has expressed interest in the C/S funds.

State Cost Share Grant:
- Encumbering funds for Josh Shesta for well sealing practice
- Need to approve cancel request of State Cost Share for Gary Drayna for well sealing practice
- Rebecca Levine: Waiting for Shoreline Restoration project to begin
- Need approval for closeout of FY14 State Cost Share grant

Feedlot Program:

Tree Program:

News/Education:
- July’s Newsletter has been submitted to the Leader

County:
- Completed septic inventory vouchers/letters
- Planning & Zoning Vouchers and GIS and Planning & Zoning Deposits
Staff Report
Sabin Adams June 2015

- Continued CRP annual Status Review work.
- Went to Pheasants Forever Annual National Team Meeting in CO.
- List of CRP participants continues to grow. Contracts will start to be signed in July.
- Went on 5 site visits for various programs.
- Continued work on RIM wetland easement.
- Attended DNR plant ecology/management training.
- Doing PF contracted WRP Monitoring.
- Certified all planted EQIP honey bee and prairie pothole contracts. ~7
- Doing site visits and initial steps to enroll participants in SRWD hayed buffer program.
- Seeded Jim Bensons Youth Pollinator Project.
All 6 CSP contracts have now been signed and we are beginning to work on the 23 contracts for 2016 re-enrollment interviews. Later this summer we will also be doing the 3 CSP spot checks that were randomly selected.

We are close to signing the remaining 3 EQIP contracts from 3rd round. If all 3 sign this will add an additional $403,629 obligated for a total of $567,039 obligated. Unless additional funds become available this will be the total obligation for EQIP in FY 2015.

Field work has picked up some, but primarily for practice certification only. Construction projects have been delayed due to weather again this summer, but we are expecting a few projects to start soon.

With the limited amount of time we've had staff are trying to get out and complete some conservation planning and engineering surveys for future projects. This window of opportunity is closing fast with crop canopying in some areas soon. The plans we do yet this summer will be our potential 2016 applicants for programs. Folks to do not contact us and work with us this summer will likely need to wait until 2017 to apply and be eligible for programs if interested. Please continue to send folks our way.