MINUTES FROM THE JULY 14, 2016 REGULAR BOARD MEETING

Chairman Buchholz called the Thursday, July 14, 2016 meeting to order at 8:32 a.m.

The meeting was held at the Historic Courthouse, 215 1st Ave South, Long Prairie, MN 56347. Board members present were: Leland Buchholz, Kenny Pesta and Dale Katterhagen, Norman Krause and Tom Williamson. Others present were: Tim Stieber, Division Director, Deja Anton, Feedlot Officer, Shannon Wettstein, Water Planner, Matt Danzl, Conservation Technician, Danielle Kuperus, Conservation Technician, Sarah Katterhagen, Program Coordinator, Sabin Adams, Pheasants Forever, Russell Kleinschmidt, NRCS, Rodney George Rivera, NRCS intern, Randy Neumann, County Commissioner, and Gary Kneisl, County Commissioner.

The Pledge of Allegiance was recited.

Buchholz asked if there were any additions to the agenda. Krause made a motion, seconded by Pesta to accept the agenda for the regular July 14, 2016 Todd Soil and Water Board meeting with amended of item #1.5 to add encumber FY16 state cost share funds; and the additions of the following items: 1.8 to approve payment of FY14-17 MPCA 319 funds for Capko Water and Sediment Control basin project, and with the addition of discussing the Wetland Conservation Act (WCA) program. Affirmative: Buchholz, Pesta, Katterhagen, Krause and Williamson. Motion Carried.

Buchholz asked if there were any additions or corrections to the minutes from the June 9, 2016 regular board meeting. Williamson made a motion, seconded by Katterhagen to approve the minutes as distributed from the June 9, 2016 regular board meeting. Affirmative: Buchholz, Pesta, Katterhagen, Krause and Williamson. Motion Carried.

Krause presented the program summary to the board. Krause made a motion, seconded by Katterhagen to accept the District’s receipts in the amount of $22,353.39 for June and total disbursements in the amount of $28,398.86 for June. Affirmative: Buchholz, Pesta, Katterhagen, Krause and Williamson. Motion Carried.

The board reviewed Conservationist Award nominees. Katterhagen made a motion, seconded by Krause to approve John Kunstleben and Lois Thielen as the recipient of the 2016 Conservationist Award. Affirmative: Buchholz, Pesta, Katterhagen, Krause and Williamson. Motion Carried.

The board reviewed the Land Stewardship Aware nominees. Krause added Battle Point Park as a nominee. Pesta made a motion, seconded by Katterhagen to approve Battle Point Park as the recipient of the 2016 Land Stewardship Award. Affirmative: Buchholz, Pesta, Katterhagen, Krause and Williamson. Motion Carried.

Pesta suggested that that Chairperson present the awards to the winners at the awards luncheon.
Williamson made a motion, seconded by Krause to approve FY15 State Cost Share grant closeout financial statement in the amount of $16,595.00. Discussion: S. Katterhagen added $3,319.00 was used for technical and administration, and $13,276.00 for cost share projects. Project completed included: 5 wells were abandoned, 1 cattle crossing, 1 shoreland restoration, and 1 Water and Sediment Control Basin project. Affirmative: Buchholz, Pesta, Katterhagen, Krause and Williamson. Motion Carried.

Katterhagen made a motion, seconded by Williamson to approve encumbering CWP Swan Watershed cost share funds for Rick LaForge for a Shoreland project in the amount of $3,948.00 or 50% of the cost. Affirmative: Buchholz, Pesta, Katterhagen, Krause and Williamson. Motion Carried.

Krause made a motion, seconded by Pesta to approve encumbering FY13-15 Livestock Management funds in the amount of $98,754.06 and FY16 State Cost Share funds in the amount of $578.82 for Rick Baum for Ag Waste project for a total of $99,333.48 or 75% of the cost. Affirmative: Buchholz, Pesta, Katterhagen, Krause and Williamson. Motion Carried.

The board tabled acting on billable rates as payroll report wasn’t provided to staff by County Human Resource department prior to meeting.

Katterhagen made a motion, seconded by Williamson to approve applying for CWL funds and to partner with Sauk River Watershed and neighboring counties. Discussion: Wettstein added the District is looking at applying for a grant in sensitive soil areas to protect groundwater and looking at applying for educational grant to see what the need is for Todd County landowners. Sauk River Watershed will be working with Todd SWCD staff to apply for a grant to establish a pilot cover crop program for the Sauk River Watershed area in Todd County. Affirmative: Buchholz, Pesta, Katterhagen, Krause and Williamson. Motion Carried.

Krause made a motion, seconded by Pesta to approve payment of FY14-17 MPCA 319 cost share funds in the amount of $51,695.70 for Capko Brother’s for the Water and Sediment Control Basin project. Affirmative: Buchholz, Pesta, Katterhagen, Krause and Williamson. Motion Carried.

DISCUSS ENVIRO FEST: The Annual Enviro fest will be held on September 22, 2016 at the Dale and Marie Katterhagen farm. Wettstein reported she recently had a request from an outside school to attend the event. Krause made a motion, seconded by Pesta to let outside schools attend the Enviro Fest by request only, and charge no fee. Affirmative: Buchholz, Pesta, Katterhagen, Krause and Williamson. Motion Carried.

DISCUSS FINAL WELLHEAD PROTECTION PLAN FOR EAGLE BEND: Wettstein reported Eagle Bend’s Wellhead Protection plan has been updated. Board asked if the landowners were notified about being located in the Wellhead Protection area. Wettstein is unsure if the City notified the landowners or not.

DISCUSS 2017 SOIL AND WATER DRAFT BUDGET: S. Katterhagen presented the draft budget to the board. She advised the board this is only a draft budget.

DISCUSS COUNTY BOARD WORK SESSION: Commissioner Barb Becker has invited the District board of Supervisors to attend the County Work Session on July 26, 2016 at 10:00 a.m. MCIT will be at the meeting and will be discussing joint powers agreements. Buchholz will be attending the work session.

Stieber joined the meeting at 9:46 a.m.

DISCUSS WETLAND CONSERVATION ACT PROGRAM (WCA): The board of supervisors expressed concern that they have been receiving phone calls from landowners regarding the Wetland program. Stieber
was aware of the board concerns and suggested inviting Board of Water and Soil Resources to discuss the program process. The WCA program is complex and BWSR and DNR are available to help speak to how the program is supposed to be implemented. Buchholz would like to hold a special meeting to discuss the program, delivery, approaching public, education for staff, management of program, and board policy on the program. Danzl asked the board to provide examples of the issues. Anton said the feedlot program is similar to the wetland program—state rules and enforcement. Kuperus added sometimes when people don’t have much experience working with landowners, it takes time to learn how to approach the landowners. Wettstein suggested the board shadow Danzl and board ultimately needs to support the program for it to have any chance of success. D. Katterhagen added years ago the District had a big fear taking on the wetland program, and noted it is all how you present the information to the landowners. **Krause made a motion, seconded by Williamson** to have Stieber organize a special meeting to discuss the wetland conservation act program as soon as possible. **Affirmative: Buchholz, Pesta, Katterhagen, Krause and Williamson. Motion Carried.**

**COMMISSIONER REPORT:** Commissioner Neumann thanked the board for discussing the wetland conservation act program as he also have been receiving calls from landowners. Neumann noted the county held interviews for the Human Resource Coordinator positions, and will be moving forward with the process. County fair has started and will run from July 14-17, 2016.

Krause left the meeting 10:45 a.m.

**STAFF REPORTS:** (See attachments). Anton reported Lambright will be getting is Ag waste pond abandoned after the crops come off, Kraemer permit was processed, and performance credit was received. The performance credit can vary from year to year depending on the remaining funds, and evaluation score. Wettstein added Long Prairie River Watershed TMDL is open for comment period and hopefully in the next few months she will have the results from the Township Nitrate testing program. Danzl added Baum’s wetland application was approved and processed on his end. Kuperus added DNR released the buffer map on July 12, 2016 and she also added Silver Creek in Todd County is not protected, but when you cross over into Stearns it is protected. S. Katterhagen added that East Otter Tail is request that the District budget $5,000.00 for the irrigation program.

Anton left the meeting at 11:50 a.m.

**PHEASANTS FOREVER REPORT:** (See attachment). Adams reported that he will have a presentation at the Fair on July 15, 2016 on pollinators.

**NRCS REPORT:** (See attachment): Kleinschmidt added EQIP and CSP deadlines are approaching. Kleinschmidt introduce their intern Rodney and he will be in their office until August 12, 2016.

**FY17 OBSERVATION WELL GRANT AGREEMENT:** S. Katterhagen noted she signed the FY17 Observation well agreement to monitor 13 wells eight times a year for $3,120.00, which is $30.00 per well.

**CAMP RIPLEY SENTINEL LANDSCAPE PROJECT:** Wettstein reported their will be a meeting on August 3, 2016 to discuss EQIP and CSP in the Camp Ripley area. Buchholz will be attending the meeting.

**BUFFER ROUNDTABLE:** Buchholz and D. Katterhagen will be attending the buffer roundtable on August 22, 2016 in St. Cloud. Stieber will be inviting the Commissioner’s to attend the buffer roundtable.

**OTHER:** Pesta recommended the board to review their District Supervisor handbook.

Chairman Buchholz adjourned the meeting at 11:14 a.m.
The next meeting of the Todd SWCD Board of Supervisors will be held on August 18, 2016 beginning at 8:30 a.m. at the Todd County Historic Courthouse (Prairie Conference room), Long Prairie, MN 56347. The meeting was changed to 18th of August after board meeting.

Sarah Katterhagen, Minute Preparer

Dale Katterhagen, Secretary

8-18-16

Date
# TODD SOIL & WATER CONSERVATION DISTRICT
## SWCD TREASURER'S MONTHLY REPORT
### PROGRAM SUMMARY

<table>
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<th>PROGRAM</th>
<th>CASH BALANCE</th>
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<td><strong>TOTAL</strong></td>
<td><strong>$665,898.33</strong></td>
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Prepared by: Sarah Kottke, Program Coordinator

Date: 7/14/2016

District Treasurer, Norm Krause
June 2016 Staff Report

Tim Stieber, Division Director

Meetings & Coordination
- Participated in SWCD and P&Z staff meetings as needed – generally 1X per week.
- Attended Department head meetings to discuss county management issues.
- Held a meeting to discuss the wetland program with Lee, Norm, and Matt.
- Participated in a local work group meeting.
- Attended a land use training in Brainerd.

Participated in a forestry group meeting to discuss how tree planting and forestry could be used to protect water quality. Others participating were BWSR, Forestry Institute, Shannon, and Sabin Adams. The group saw some possible avenues to develop a forestry program or at minimum a tree planting program for sensitive areas. How best to accomplish this was discussed allowing for existing programs to be used but also thinking outside the box with development of new approaches. As this is developed it will be brought to the board for discussion.
- Prepared for and participated in a SWCD board meeting.

Operations
- Worked with staff on best utilizing the new RT vision program and solving some of the issues.
- Discussed TA requirements and future staff training programs being developed by new BWSR/NRCS position – Megan.

Field Projects and Activities
- Delivered radio outreach covering a range of conservation topics.
- Continued work on the AIS program – inspector training, etc..

Planning & Zoning
- Generated and distributed permit report related to June permit activity.
- Attended a Planning Commission meeting – preparation through follow-up.
- Discussed processes related to low income cost share program – wrote several landowner letters.
- Worked with landowners regularly during the month one-on-one, by phone, and email.

Staff Management
- Worked on several employee conflict issues during the month.
- Met with staff to discuss allocation of hours toward various activities on time reports.

Signatures
- Signed vouchers for SWCD and P&Z Expenses during the month.
Site visits (19 total as of July 5, 2016):

Lambright- cost share delivery; contract signed.
Bussman- Final Cost-share Delivery visit; final receipts, voucher signature
Katterhagen- producer requested inspection due to increase in registration
Dirkes- producer requested site inspection and permitting assistance
Zigan- site visit
Baum- wetland delineation for upcoming project with Matt Danzl, Change of Ownership form and cost share delivery
Henrich- review of engineer design site visit and producer assistance
Tri- County Livestock Barn/ Wayne Hoffman- pre-con – construction visit
Nuttal #2/ Eric Stelling- full compliance inspection and record review
Weilenberg- registration update, construction permit inspection
Borntreger- produce assistance- land application
Ainali- pre-con- construction inspection
Wisch- follow up compliance inspection (scheduled)
Falk- Open Lot Agreement inspection (scheduled)
Roering- Open Lot Agreement inspection (scheduled)
Becker- Close out inspection (scheduled)
Rach- Follow up compliance inspection (scheduled)
Varner- compliance inspection (scheduled)
Yoder- registration inspection

Producer/Citizen Assistance (Feedlot Related): (30 to July 5) 31.5 hours

Producer In-office Meetings: (1) Baum

Complaints: (0)

Meetings/Trainings: TEMPO Web-Ex (4/26); SWCD Staff Meetings (6/15, 6/28, 7/5); BWSR Teleconference (6/21) Web-Ex TEMPO Training (6/22); J-V Feeders Variance and CUP Commissioner Meeting (6/21); SWCD Board Meeting (7/14); CFO Regional Meeting (6/13)

Other: Breakfast on the Farm Booth and Activity; 25 + hours TEMPO entries; newspaper article on DNR well permits; newsletter articles; grant preparation and research for 2017 clean water legacy grant for Shannon; 4.5 hours SWCD quarterly/monthly reporting; VACATION

Submitted by Déjà C. Anton- SWCD Livestock Advisor, CFO —July 5, 2016
STAFF REPORT FOR SHANNON WETTSTEIN

Board Meeting, June 2016

PROJECTS

- Current/Recently Completed Projects
  - None

- Upcoming projects for approval
  - Rick LaForge, Big Swan

- Visited Cost Share Spot Checks
  - Glen Pesta, Long Prairie River

- Provided Technical Assistance
  - Bruce Samson, Lake Osakis
  - Shirley Rice, Big Sauk Lake
  - Deb Johnson, Big Birch Lake
  - TJ Holmquist, Little Sauk Lake
  - Kevin and Nancy Bitz, Little Birch
  - City of Long Prairie, Riverside Park Long Prairie River
  - Tina Hiltner, Moose Lake
  - Debbie Gurlock, Latimer Lake
  - City of Swanville, Pillsbury Lake
  - Fish Creek Barrier Removal, Big Birch Lake (DNR Project)

- Potential projects for Shore Land / River Restoration / Erosion
  - City of Swanville, Pillsbury Lake
  - Mathilda Kinzel Property, Round Prairie, Chris Westerberg Renting

- Aquatic Invasive Species (AIS)
  - Watercraft Inspection Data Dumps
  - Delivered AIS materials
  - Assisted lake associations, inspectors, contractors and director as needed

- RIM/WRP
  - Darwin Sibell called about finishing project. Russ to apply for grant.

- Township Testing Program
  - All letters and kits mailed as of June 13th
  - Assisted landowners, lab and MDA as needed

- Mississippi River Brainerd Watershed 2016 SWAG
  - June samples collected on 9 lakes with Matt Danzl
  - June samples collected with assistance of volunteers on two lakes: Richard Sullivan Lake Beauty and Steve Japp on Pine Island

- Outreach
  - Provided comments to the DNR MPARS system for irrigation permit, Holmberg (Little Fish Trap Lake)
  - SWCD July Newsletter

- Meetings
  - Mississippi River Brainerd Cohort, U of M Extension, Brainerd
  - SWCD/NRCS Monthly Meeting
  - BWSR Grant discussion with Maggie Leach, Jeff Hrubes, Deja Anton and Sarah Katterhagen
  - Forestry Program discussion with stakeholders (see Tim’s report)
  - BWSR Grant discussion with EOR consultants
  - BWSR Grant discussion with Wadena County SWCD regarding Redeye River e.Coli sampling
  - Camp Ripley Sentinel Landscape Grant Opportunities with Todd Holman, Nature Conservancy
  - Private Well Database, MDH George Minerich
  - Arsenic County Study, Potential for Todd County to serve as a pilot, Mindy Erikson USGS
Reporting Dates: June 2016

Trainings attended: Pictometry

Meetings attended: Soil Health Workshop at Rinde Farm, Wild Rice lakes DNR prioritization

Upcoming Meetings:

WCA:

New Applications received:
- Cebulla—Hartford—Exemption
- Krase—Ward—Exemption
- Long Prairie Packing—Long Prairie—Boundary/type
- Kleinfehn—West Union—Exemption

Notice of Decisions/Applications/Concurrence:
- Carstensen—Hartford—Exemption
- Theisen—Germania—Exemption

Ongoing cases, violations & other:
- City of Long Prairie
- Thiel—Germania
- Hanson—Staples
- Denny/Bauer—Reynolds
- Miller—Eagle Valley
- Hengemuhle—Little Sauk
- Elliot—Grey Eagle
- Jacobs—Birchdale
- Rieland—Kandota
- Starr—Birchdale
- Weber—Kandota
- Rieland—Kandota

Customer outreach:
- Wetland Determinations—4 (about half day each)
- 14 Site visits
- 38 customer contacts (phone calls, office visits, etc.)

SWCD:
- Attended combined NRCS and SWCD monthly meeting about projects
- DNR Observation Well readings
- Write up newsletter article
- Feedlot Program assistance (4 hrs)
- SWAG Lake water assessment sampling (2 days)
Board meeting date: July 13TH

Training

- MAWQCP training in Buffalo
- Tile Construction Inspections
- Alternative practice webinar

Projects

- **Buffers**
  - Analyzing data and compliance
  - Responding to Public Water Buffer Survey
  - Site visits - 3
- **MAWQCP**
  - 7 applications being processed
  - Site visits – 3
- **Capko – WASCOBs**
  - Project is complete
  - Waiting for invoices from landowner

Other

- **Cost Share Sites**
  - Site visits – 2

Events

- **NRCS Field Day**
- **Breakfast on the Farm**
Administrative:

- Posted Soil and Water Audit to website
- Summarized grant programs to inform staff of programs and grant balances to inform staff what is available to encumber
- Entered data and payments into e link
- Mailed Deja’s feedlot correspondences to landowners
- Drafted a cost share contract process (waiting for final approval from Tim)
- Signed Observation Well Agreement with MN DNR ($3,120.00 for 13 Ob wells). Agreement was received after June’s board meeting
- Submitted invoice to get reimbursed for FY15 Observation Well agreement for $2,730.00 ($390 less from agreement as no reading in July as last year there was a delay in agreement process)
- Proofed newsletter
- Prep for Soil and Water Board Meeting
- Updated Morrison SWCD and Douglas SWCD with grant information on MPCA/319
- Pulled (1/2) of the cost share spot checks (still need to get ready for field staff)
- Entered observation well data into state system (Matt takes the field readings)
- Discussed with Stearns SWCD (Nate Hylla) for potential additional funding to support the MAQWCP program

Financial:

- Track grant balances
- FY15 State Cost Share C/S close out form (board approval)
- Processed RIM reimbursement requests (funds have been received)
- Received FY15 Performance credit
- Submitted vouchers to Auditors office to process board per diems and invoices from MN valley testing lab
- Met with Tim, Denise & Candace regarding budget process (for County and District)

Meetings/Trainings:

- Participated in Soil and Water staff meetings
- No NRCS meeting for month of July (1st Wednesday of each month)
- Attended AREA II Meeting on June 22, 2016 (Tom, Kenny, Lee and myself)
- Attended BWSR Leadership on July 1, 2016 (Tim and myself)
- Participated in BWSR phone conference on CWL grant application process (Shannon, Deja and myself)

County Programs:

- AIS: Reviewed and processed AIS vouchers
- Division: Assisted Tim with budget prep
- County: Submitted weekly articles to newspapers

Upcoming Events/Trainings

- July 11, 2016—Excel Training (Sarah)
- July 14-17—Todd County Fair (District will have a booth)
- July 26, 2016—Work Session (Board and Tim—MCIT will be in to discuss working with multiple boards)
- August 11, 2016—S&W Board Meeting
- August 22, 2016—Buffer Round Table (Tim, Commissioners, and Supervisors)
- September 21, 2016—Area II Meeting (Tentative)
- September 22, 2016—Enviro Fest
Sabin Adams
Staff Report
June 2016

- Signed 5 CCRP contract for 163.4 acres.
- Gave presentation to LCCMR for PF/BWSR/UofM grant proposal. Pollinator plots on RIM easements.
- Went on 13 site visits.
- Attended Todd SWCD PFM meeting.
- Attended Todd SWCD/DNR meeting prioritizing RIM/Rice easements
- Flagged 10 CRP projects
- Spend most of my time checking CRP/EQIP seedings that were done in June.
Application deadline this year will be August 19th for EQIP projects for next year. We are continuing to complete planning on projects for EQIP.

Almost all CSP contracts are now obligated as contracts. We ended up with 7 out of 10 applications going forward with contracts.

We will be adding a Pathways Student (Intern) in our office effective July 11. Rodney George Rivera comes from Puerto Rico and is majoring in Ag Engineering at the University of Puerto Rico. He will be here until mid August.

Field work has remained steady and many projects continue to move toward completion with many yet left to start for late summer/fall.

We will be having an area meeting next week and may have some additional updates at the Board Meeting.