Soil & Water Conservation District

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

MINUTES FROM THE OCTOBER 13 2016 REGULAR BOARD MEETING

Chairman Buchholz called the Thursday, October 13, 2016 meeting to order at 8:31 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, Dale Katterhagen, Tom Williamson and Norman Krause. Others present were: Tim Stieber, Division Director, Deja Anton, Feedlot Officer, Shannon Wettstein, Water Planner, Danielle Kuperus, Conservation Technician, Sarah Katterhagen, Program Coordinator, Sabin Adams, Pheasants Forever, Darlene Drayna, NRCS, Randy Neuhaus, County Commissioner, and Gary Kneisl, County Commissioner, Maggie Leach, BWSR Conservationist.

Others Absent: Russell Kleinschmidt, NRCS and Gary Kneisl, County Commissioner.

The Pledge of Allegiance was recited.

Buchholz asked if there were any additions to the agenda. Pesta made a motion, seconded by Katterhagen to accept the agenda for the regular October 13, 2016 Todd Soil and Water Board meeting with the additions of encumbering additional FY15 CWP funds for Rick LaForge, contract #1-15CWP and discussion of the Wetland Conservation Coordinator position. Affirmative: Buchholz, Pesta, Katterhagen, and Williamson. Motion Carried.

Buchholz asked if there were any additions or corrections to the minutes from the September 8, 2016 regular board meeting. Williamson made a motion, seconded by Pesta to approve the minutes as distributed from the September 8, 2016 regular board meeting. Affirmative: Buchholz, Pesta, Katterhagen and Williamson. Motion Carried.

S. Katterhagen presented the program summary to the board. Katterhagen made a motion, seconded by Pesta to accept the District’s receipts in the amount of $89,590.19 for September and total disbursements in the amount of $7,561.12 for September. Affirmative: Buchholz, Pesta, Katterhagen and Williamson. Motion Carried.

Krause joined the meeting at 8:37 a.m.
Anton joined the meeting at 8:37 a.m.

Stieber reviewed buffer implementation grant agreement. Katterhagen made a motion, seconded by Williamson to accept the SWCD Buffer Implementation funding in the amount of $20,000.00. Affirmative: Buchholz, Pesta, Katterhagen, Williamson and Krause. Motion Carried.

Chairman Buchholz recused himself from item 1.2, to approve payment of FY17 State Cost Share for Buchholz, contract #1-17 for the well sealing practice.

Pesta presented item #1.2—to approve payment of FY17 State Cost Share funds for Buchholz, contract #1-17 for the well sealing practice.

Katterhagen made a motion, seconded by Williamson to approve payment of FY17 State Cost Share funds for Buchholz, contract #1-17 for the well sealing practice in amount of $425.00. Affirmative: Pesta, Katterhagen, Williamson and Krause. Buchholz abstained. Motion Carried.

1 Page Todd SWCD Board Meeting Minutes for October 13, 2016
Krause made a motion, seconded by Williamson to approve amendment for additional FY15 CWP funds for Laforge, contract #1-15CWP, in the amount of $318.50 for a cost share total of $4,266.50 for shoreland project. Affirmative: Buchholz, Pesta, Katterhagen, Williamson and Krause. Motion Carried.

Williamson made a motion, seconded by Katterhagen to approve payment of FY15 CWP funds for Laforge, contract #1-15CWP in the amount of $4,266.60 for a shoreland project. Affirmative: Buchholz, Pesta, Katterhagen, Williamson and Krause. Motion Carried.

Krause made a motion, seconded by Katterhagen to approve payment of FY12 Feedlot Assistance funds for Ainall, contract #10-12FA, in the amount of $64,650.20. Affirmative: Buchholz, Pesta, Katterhagen, Williamson and Krause. Motion Carried.

Katterhagen made a motion, seconded by Pesta to approve re-encumbering FY12 Feedlot Assistance funds in the amount of $3,349.80 as Ainall's project cost was less. Affirmative: Buchholz, Pesta, Katterhagen, Williamson and Krause. Motion Carried.

Krause made a motion, seconded by Katterhagen to approve cancelling FY13 Livestock Management cost share contract #5-13LM for Ainall in the amount of $943.75, and to approve re-encumbering FY13 Livestock Management funds in the amount of $943.75. Affirmative: Buchholz, Pesta, Katterhagen, Williamson and Krause. Motion Carried.

Board consensus to skip to discussion of MASWCD 2016 Resolutions. Stieber summarized each resolution to the board of supervisors.

S. Katterhagen left the meeting at 9:20 a.m.
Wettstein joined the meeting at 9:25 a.m.
S. Katterhagen joined the meeting at 9:30 a.m.

Stieber continued to summarize the MASWCD 2016 Resolutions to the board.

Krause made a motion, seconded by Katterhagen to approve the amendment for additional FY13-15 Livestock Management cost share funds for Baum, contract #7-13LM in the amount of $815.39, for a new contract total of $99,570.05. Affirmative: Buchholz, Pesta, Katterhagen, Williamson and Krause. Motion Carried.

Katterhagen made a motion, seconded by Williamson to approve payment of FY13-15 Livestock Management cost share funds for Baum, contract #7-13LM in the amount of $99,570.05, pending to receiving final certification on all the components being cost shared. Affirmative: Buchholz, Pesta, Katterhagen, Williamson and Krause. Motion Carried.

Pesta made a motion, seconded by Katterhagen to approve cancelling FY16 State Cost Share contract, #4-16 for Baum in the amount of $578.82, and to approve re-encumbering FY16 State Cost Share funds on the amount of $578.82. Affirmative: Buchholz, Pesta, Katterhagen, Williamson and Krause. Motion Carried.

Krause made a motion, seconded by Williamson to approve board members attending the MASWCD Annual Convention. Affirmative: Buchholz, Pesta, Katterhagen, Williamson and Krause. Motion Carried.

DISCUSS ENVIRO FEST: Wettstein reported that there was close to 400 people at Enviro Fest, new stations, and thanked everyone that helped out for Enviro Fest.

The board is please with Enviro Fest, and all the staff's work put toward the event, and Krause wants to acknowledge both Dale and Marie Katterhagen for hosting the Annual Enviro Fest the last 22 years.
DISCUSS BUFFER PROGRAM: Kuperus provided an update on the buffer program. (See handout from board packet). Board asked if a landowner's can graze their buffer. Kuperus noted, yes they can as long as they don’t turn the buffer into black dirt. Kuperus and Wettstein will be reviewing to identify if other waters should be added, and will need to update the Water Plan prior to June of 2017.

WETLAND COORDINATOR POSITION: Stieber reported that county has received 23 applications, and has been working with Human Resources on the ranking sheet. Interviews will be held on October 21, 2016. The interview panel includes, Commissioner Neumann, Krause, Nalezny (HR), and Stieber. Looking at mid-November start date.

COMMISSIONER REPORT: Commissioner Neumann reported County is looking at 4.8% tax levy increase. Neumann also thanked Wettstein for attending Lake Osakis Association meeting on AIS.

STAFF REPORTS: (See attachments). Stieber reported that he busy. Neumann asked about the solar panels in his staff report. Stieber reported they are modest in size. S. Katterhagen reported she is working on 3rd quarter wage report. Kuperus continues to work on the buffer program, and finding landowners to participate in the Ag Quality Certification program. Anton, commented on that she would like to see board to meet every month, so projects don’t have to be push through quickly. Buchholz, said, it always has been option to have a meeting on off month if needed. In the past the months without board meetings have been slow months, nothing on the agenda, and looking at saving per diem expense. Wettstein reported lake sampling in done for the year, and will start next May. No preliminary results for the Township Nitrate Testing program have received and about 30% people returned the kits back to the lab.

PEHANSANTS FOREVER REPORT: (See attachment).

NRCS REPORT:  (See attachment). Drayna reviewed Kleinschmidt’s report.

ANNUAL CIVIL RIGHTS AND EEO PARTNER DISCUSSION: Will be discussed at the December meeting.

AMENDMENT OF WELLHEAD PROTECTION PLAN: Wettstein reported the Long Prairie Drinking Water Supply Management Area (DWSMA) has shrunk. Long Prairie soon will be having a hearing.

Following the regular board meeting, the District of Supervisors will hold a work session to discussion the Wetland Conservation Act program.

Chairman Buchholz adjourned the meeting at 10:15 a.m.

The SWCD Board of Supervisors will hold a work session on November 3, 2016 to discuss the Wetland Conservation Act program.

The next meeting of the Todd SWCD Board of Supervisors will be held on December 8, 2016 beginning at 8:30 a.m. at the Todd County Historic Courthouse (Prairie Conference room), Long Prairie, MN 56347.

Sarah Katterhagen, Minute Preparer

Dale Katterhagen, Secretary
## Todd Soil & Water Conservation District

**SWCD Treasurer's Monthly Report**

### Program Summary

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<tr>
<th>Program</th>
<th>Cash Balance 09/01/16</th>
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**Total:**

|                | $529,805.73 | $89,590.19 | $7,561.12 | $611,834.80 |

Prepared By: Sarah Katterhaegen, Program Coordinator

District Treasurer, Norm Kruse

10/13/2016

Date
Meetings & Coordination
- Participated in SWCD staff meetings as needed – generally 1X per week.
- Prepared for and presented at 2 BOC meetings with BAF’s and associated follow up.
- Prepared for and participated in a SWCD board meeting.
- Attended Area II meeting with supervisors which was also a candidate forum.

Operations
- Attended training for management covering data practices and other HR topics.
- Attended safety training related to office and our positions as public servants.
- Worked on WCA cases with other staff, visited with landowners, prepared decisions on cases when they were ready, put together WCA agenda, participated in TEP and follow-up.
- Worked on award winner write-ups, prepared write-ups for Cooperator of Year and Land Stewardship award. Attended awards luncheon.
- Completed State Auditor survey relative to CWL funds received as LGU and SWCD.

Field Projects and Activities
- Assisted other staff with Envirofest educational event – setup, take down.
- Continued work on the AIS program. Some questions on Osakis zebra mussels continue to come in.
- Delivered radio show with Danielle and discussed buffers and MAWQP.
- Worked with Danielle to prepare a fact sheet on buffer acres needing to be planted.

Planning & Zoning
- Generated and distributed permit report related to September permit activity.
- Organized a Board of Adjustment meeting – case review, site visits, preparation, and presentation.
- Worked with staff on case follow-up throughout the month.
- Continued work on drafts for 6 ordinance changes that will be brought forward.
- Worked with Deja to develop a draft feedlot ordinance change for shoreland areas.
- Responded to 3-4 solar company requests for information on sites and process to obtain CUP.
- Help several meetings with landowners during the month to work to find ways to resolve cases or move them forward. Advanced 2 violations in court for public nuisance, Stemig and Kuhlman

Staff Management
- Worked on materials for WCA Coordinator interview; questions, etc..
- Worked with staff to determine allocation of hours for quarterly reports.

Signatures
- Signed vouchers for SWCD and P&Z Expenses during the month.
- Signed off on RIM easement application to BWSR for Dirks 101.5 acres
Feedlot Staff Report for September 8, 2016 to October 13

Site visits (27 total as of October 5, 2016):
Lenk- Compliance inspection w/ Co. ordinance- fence around remaining pit/ removal of carcasses
Kreemer- Assistance Visit- 3rd draft of engineer design- now complete
Baum- (2) Construction inspection; Final construction/ feedlot inspection
Tri- County Cattle Co- (2) Pit Construction Inspection; MPCA Construction Inspection
Roger and Bonne Dukowitz- Feedlot inspection and C/S spot check on grazing system
Mike and Teresa Wagner- Feedlot inspection and C/S spot check on grazing system
Todd Pollema- C/S delivery and review and feedback of WCTSA plan
Eli Miller- OLA inspection
Van Norman- Registration inspection
Borchert- Registration inspection
Poegel- Registration inspection
Conelclare Meadow- Registration inspection
Hanson- Registration inspection
Graves (Crider)- Registration inspection
Than Breitenfeldt- New Feedlot registration and Inspection
Oyster- Feedlot Inspection and C/S delivery for pit closure
Bennie Miller- Registration visit for purposes of County Building Permit
Roman Schlabach- Registration visit and Change of Ownership
Levi Lambright- C/S delivery; pit to close at end of October; contracted selected
Ainali- Final construction inspection
Salber- Feedlot Inspection (scheduled)
Rudy Bjerga- assistance visit- changes needed for OLA compliance
Brabec- Level III inspection
Engen- Level III inspection
Dairyridge- Level III inspection

Producer/Citizen Assistance (Feedlot Related): (33 to October 5) 28 hours

Air Quality Exemptions: (2)

Complaints: (2)
- Not meeting land application setbacks to surface waters- substantiated
- Odor/ water quality concerns due to local farming activity- documented; unable to substantiate

Meetings/ Trainings: SWCD Staff Meetings (9/12; 9/19; 10/3); District MACFO Regional MPCA/CFO Meeting (9/26); SWCD Board Meeting (10/13)

Other: 27 hours TEMPO/ registration review entries; (8/23); Registration process for 2016/2017; LOW/ NOV failure to Submit MMP for review; failure to respond to Requests for Information; Ag BMP assistance; Aerial Review and Closeout of non-registered feedlots (9 sites); Draft of Livestock/ feedlots in shoreland for County ordinance; Producer tour for one staged sand separation pits in Stearns/ Morrison; WCA history and Policy review; subpoena to testify- court case involving feedlot; Envirofest prep, soil samples, station presentation; Grant reporting; Resolution review

Submitted by Déjà C. Anton- SWCD Livestock Advisor, CFO —October 5, 2016

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

➢ Current/Recently Completed Projects
  o Rick and Jolene LaForge, Big Swan Lake
  o Sara and Dylan Fletcher, Long Prairie River

➢ Upcoming projects for approval
  o None

➢ Visited Cost Share Spot Checks
  o 4 Tree Plantings

➢ Provided Technical Assistance
  o City of Swanville, Pillsbury Lake
  o Wayne Bauer, Ashley Creek
  o Steve Voss, Osakis Lake
  o Birchwood Resort, Sauk Lake
  o DNR Observation Wells Completed, 11 sites
  o Mark Thiel, Cattle Crossing CD 8 with Danielle
  o TEP Meeting
    ▪ Site Visit Follow-Up with Chris Arens: Thiel, Weber & Jacobs
    ▪ Follow-up Research: Thiel
    ▪ Follow-up letters: City of Long Prairie, Weber, and Jacobs

➢ Potential projects for Shore Land / River Restoration / Erosion
  o No new

➢ Aquatic Invasive Species (AIS)
  o Watercraft Inspection Data Dumps
  o Assisted lake associations, inspectors, contractors and director as needed
  o Aquatic Invaders Summit, October 5,6

➢ RIM/WRP
  o 2 Spot Checks Completed

➢ Township Testing Program
  o Grant ended in September, should know results in January/February

➢ Mississippi River Brainerd Watershed 2016 SWAG
  o September samples collected on four lakes with Danielle Kuperus
  o September samples collected with assistance of volunteers on one lake, Beauty

➢ Outreach
  o Lake Osakis Annual Meeting
  o APA Presentation on Long Prairie River Watershed, St. Cloud MN

➢ Enviro-Fest
  o September 22nd
  o 367 teachers and 27 kids with the addition this year of Staples Motley and Osakis Public as well as St. Agnes in Osakis
  o 5 additional stations with 37 presenters and staff help
  o New/Returning Educators Involved: Camp Ripley, Stearns County, Erickson’s Petting Zoo, Anez Consulting, American Dairy Association, Todd County GIS, Master Gardeners
  o Sponsorships are still coming in, will report next month

➢ Meetings
  o Weekly Staff Meetings
  o City of Long Prairie Well Head Protection Meeting, Part I
Board meeting date: October 13th, 2016

Training

Projects

- **Buffers**
  - Analyzing data and compliance
  - Working with landowners to identify buffer needs
  - Starting to work in BWSR’s BuffCAT – Buffer Compliance and Tracking Tool

- **MAWQCP**
  - 8 applications being processed
  - 1 producer certified – Bill Berscheit
  - Site visits – 1

- **Lake Sampling**
  - Assisted Shannon with sampling area lakes

Other

- **Cost Share Sites**
  - Site visits – 1

- **Tree Cost Share Spot Checks**
  - 10 completed

Events

- **Award Luncheon**
- **Enviro-Fest**
  - Soil Health Station
**Financial/Administrative:**

- Tree Order Form is out
  - Processed orders that have been received

- Ordered trees for 2017 season (waiting to hear back from Schumacher’s)

- Took notes for the TEP meeting (Wetland Technical Evaluation Panel)

- Assisted Shannon with prep for Enviro Fest and attended Enviro Fest

- Feedlot Registrations-mailed out 250+ Registrations
  - Reviewing registrations as they come in. Sites in question-give to Deja to review/follow up
  - Entering them into state system (scan to PCA, once they enter document make the modifications, and then mail landowner confirmation letter)

- Sent out cost share inspection results (technicians do the spot checks)

- Sent NRCS a list of projects that we completed in their fiscal year

- Entered observation wells into the state system (read by Shannon)

- Submitted the District’s approved 2017 budget to Auditor’s office

- Prepared invoices to be paid (Tim reviews and signs off)

- SWAG reimbursement was received

- Approved eligibility request for AgBMP loan request for Lance Quam for $62,000 for Soil Warrior Strip Till machine with fertilizer rate control.

**Meetings/Trainings:**

- Attended County safety training for office staff

- Participated in staff meetings

**County Programs:**

- **AIS:** Financials.

  - **P&Z:** Continued to provide suggestions/comments on how P&Z could improve their deposit system. Entered (2) cost share (septic installs) contracts into e link. Reviewed P&Z Grant logs from January-August. Made recommendations to Tim.

- **County:** Submitted weekly articles to newspapers

**Upcoming Events:**

- I will be attending BWSR Academy for 1 ½ days
Sabin Adams
Staff Report
Sept. 2016

- Completed 31 CRP cons. Plans for unexpected deadline
- Attended TWS Wetland Wildlife workshop
- Envirofest!
- Signed three RIM Wild Rice agreements
- Submitted one RIM Wild Rice application
- Attended Pheasants Forever MN Staff meeting.
- Worked on Honey Bee and Monarch Butterfly Partnership
- Went on six site visits.
- Flagged four CRP fields
The previous fiscal year has ended and a new one began. Below are a few highlights from the past year.

- 540 total active CRP contracts on 10,850 acres. 98 new or reenrolled CRP contracts. An increase of 10 total contracts and 1,563 acres over FY 2015.
- 90 active contracts (49 CStP, 40 EQIP, 1 RCPP).
- All contracts are less than five year old.
- Received 77 total program applications (51 CStP and 26 EQIP).
- Funded 32 total contracts (14 CStP, 17 EQIP, and 1 RCPP) for a total of almost $300,000 in obligations on almost 9,600 acres. An increase of 2 contracts over FY 2015.
- Funded a diversity of projects including 1 structural, 2 non-structural, 3 Ag Waste CAP, 1 On Farm Energy, 1 SHT, 3 Ag Waste, 2 HBP, 1 On Farm Energy CAP, and 3 PPWGRP. Funded 13 Ag and 1 NIPF contracts through CStP.
- Certified and approved 98 total payments.
- Reported over 3,000 acres of conservation applied.
- Hosted 2 Field Days reaching over 60 producers on soil health and conservation.

Currently we are working on conservation plans for the upcoming EQIP deadline. We have a total of 58 applications that we need to complete plans and designs on. We are still waiting on the payment docket and program information to be released, and this has hampered finalizing plans.

We will also be making CSP payments as soon as we are instructed to do so, which will hopefully be in October. We will also be obligating the Renewal contracts as well at that time. Towards the end of October we will be having some training on the new CSP ranking and inventory process. The new way is supposed to be more transparent and easier for producers to make decisions on what enhancements will pay to aid in making decisions based on time and cost to implement them.

Currently, we are also down another staff person as Cariss retired as of October 1st. We are definitely feeling the pinch of less staff. It is just Darlene and I for NRCS and Sabin from PF currently.

We also have expected projects to start construction, but have not had any start as of today.