MINUTES FROM THE JANUARY 12, 2017 REGULAR BOARD MEETING

Chairman Pesta called the Thursday, January 12, 2017 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: Kenny Pesta, Dale Katterhagen and Tom Williamson. Others present were: Tim Stieber, Division Director, Deja Anton, Feedlot Advisor, Shannon Wettstein, Water Planner, Danielle Kuperus, Conservation Technician, Lew Noska, Conservation Technician, Sarah Katterhagen, Program Coordinator, Sabin Adams, Pheasants Forever, Russell Kleinschmidt, NRCS, Gary Kneisl, County Commissioner and Hagen Gamradt, Volunteer.

Others Absent: Krause and Buchholz.

The Pledge of Allegiance was recited.

Pesta asked if there were any additions to the agenda. **Katterhagen made a motion, seconded by Williamson to accept the agenda for the regular January 12, 2017 with the additions of items 1.12-1.15., for the Todd Soil and Water Board meeting. Affirmative: Pesta, Katterhagen and Williamson. Motion Carried.**

**Pesta read Oath of Office.**

**Introductions.**

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

Stieber presented the program summary to the board. **Katterhagen made a motion, seconded by Williamson to accept the District’s receipts in the amount of $135,765.45 and total disbursements in the amount of $110,034.62 for the month of December. Discussion: Stieber added wages were compensated back to the County. S. Katterhagen added she included January 1-December 31, 2016 activity log in the meeting’s handouts. Affirmative: Pesta, Katterhagen and Williamson. Motion Carried.**

**Williamson made a motion, seconded by Katterhagen to approve Staples World as the 2017 official newspaper for Todd County Soil and Water Conservation District. Affirmative: Pesta, Katterhagen and Williamson. Motion Carried.**
Williamson made a motion, seconded by Katterhagen to approve the 2016 Annual Report. Affirmative: Pesta, Katterhagen and Williamson. Motion Carried.

Discussion: Anton received the Tina Rosenstein award.

Katterhagen made a motion, seconded by Williamson to approve the 2017 Annual Plan of Work. Affirmative: Pesta, Katterhagen and Williamson. Motion Carried.

Katterhagen made a motion, seconded by Williamson to keep the following the appointments the same as 2016 appointments:
- Liaison Committee: Leland Buchholz and Norm Krause
- Planning Commission Liaison: Dale Katterhagen
- Board of Adjustment Liaison: Dale Katterhagen
- WCTSA Committee: Kenny Pesta Alternate: Tom Williamson
- Water Plan Committee: Dale Katterhagen
- Local Work Group: Kenny Pesta

Affirmative: Pesta, Katterhagen and Williamson. Motion Carried.

Williamson made a motion, seconded by Katterhagen to approve the 2017 District Fee Schedule. Discussion: No changes from 2016 fees. Affirmative: Pesta, Katterhagen and Williamson. Motion Carried.

Katterhagen made a motion, seconded by Williamson to approve payment to MCIT in the amount of $1,866.00 for work comp and personal coverage for the Supervisors. Affirmative: Pesta, Katterhagen and Williamson. Motion Carried.

Williamson made a motion, seconded by Katterhagen to approve payment of MASWCD 2016-2017 dues in the amount of $3,112.06. Affirmative: Pesta, Katterhagen and Williamson. Motion Carried.

Williamson made a motion, seconded by Katterhagen to approve payment to Sellnow Law Office in the amount of $889.00 for the Lester RIM easement. Discussion: Stieber added this amount is reimbursable. Affirmative: Pesta, Katterhagen and Williamson. Motion Carried.

Discussion: Stieber noted there is a Planning and Zoning violation on Big Birch Lake. Landowner destroyed the peninsula and Stieber also passed around photos from the Planning and Zoning file. Stieber read the proposed letter for the County Attorney’s office. Katterhagen made a motion, seconded by Williamson to approve submitting a letter to the County Attorney’s office related to the Elliott shoreland case. Affirmative: Pesta, Katterhagen and Williamson. Motion Carried.

Katterhagen made a motion, seconded by Williamson to approve applying for MPCA 319 grant funds. Discussion: Stieber added staff are currently looking at three different areas and will be determining which area to apply for. The grant is watershed based. Affirmative: Pesta, Katterhagen and Williamson. Motion Carried.

Katterhagen made a motion, seconded by Williamson to recommend to Todd County Commissioners that the County elects to do buffer jurisdiction and enforcement. Discussion: Stieber will bring recommendation to the County Commissioners. Affirmative: Pesta, Katterhagen and Williamson. Motion Carried.
Katterhagen made a motion, seconded by Williamson to approve amending resolution #2015018-4 Establishing policy authorization staff to sign documents to read as follows: [Resolution Tracking #:20170112-1]

WHEREAS, District Boards may delegate signing contracts and supporting program documents to District staff.

BE IT FURTHER RESOLVED, Division Director is authorized to apply for grants, sign grant agreements, payment vouchers, cost share payment forms, and RIM easement documents

BE IT FURTHER RESOLVED, if the Division Director isn’t available to sign the documents, the Program Coordinator is authorized to sign the same documents listed above.

Affirmative: Pesta, Katterhagen and Williamson. Motion Carried.

Katterhagen made a motion, seconded by Williamson to approve FY2017 CWF Local Capacity Service grant agreement. Affirmative: Pesta, Katterhagen and Williamson. Motion Carried.


Pesta recessed the meeting at 9:28 a.m.
Pesta reconvened the meeting at 9:33 a.m.

OPERATION ROUNDUP GRANT APPLICATION: Through the Todd-Wadena Electric Cooperative Community Trust, Todd Soil and Water Conservation District will be applying for funds to expand Enviro Fest. Looking for funds to be able to purchase Soil Station supplies.

ANNUAL FEEDLOT MEETING UPDATE: Anton reviewed proposed topics for the Feedlot Meeting. The meeting will be held on Thursday, March 16, 2017 at Central Lakes College in Staples, and the buffet will be catered by Ted and Gen’s. Anton has sent out donation requests to the banks, livestock board and has sent a request to the MACFO board.

TECHNICAL TRAINING AND CERTIFICATION PROGRAM SCHEDULE: Anton has been selected to serve on the technical training team. A meeting will be coming up in February.

RCPP FUNDING AVAILABLE FOR PRODUCERS IN VILLARD, FAWN LAKE AND TURTLE CREEK: Stieber reported those funds are now available for producers to apply for through EQIP.

DISCUSS RIM EASEMENT SIGNUPS AND APPROVED CONTRACTS: Stieber reported two contracts for Lester and Seykora are ready to be signed and are moving forward.

Stieber recognized Adams on all his effort for getting RIM contracts.

DISCUSS JOINT MEETING WITH TODD COUNTY COMMISSIONERS: Stieber reviewed the following as topics for the joint meeting: Annual Plan of Work, Annual Report and buffer discussion. He is thinking the
meeting will be on February 7th at 9:00 a.m., but will confirm with the Commissioners and will let the board know.

**DISCUSS SOIL AND WATER VOLUNTEER:** Hagen Gamradt has been working on aerial review of feedlots and identify sites that are unregistered and sites that have unregistered pit. In the past he has interned at Crow Wing SWCD.

**DISCUSS CUSTOMER DATABASE:** The database will allow staff to store data on landowners.

**COMMISSIONER REPORT:** Neumann reported the County is hiring a County Coordinator and he has been attending SRWD meetings.

**STAFF REPORTS:** (See attachments). Anton reported she participated in education event talking about Christmas trees. Jennie-O is putting a new barns in Bertha Township; due to the number of animal units MPCA is responsible for the site. Wettstein noted the Township Nitrate Testing results have been delayed to March. Kuperus noted Twin Eagle Dairy was the 300th Farm certified through the MN Ag Water Certification program. S. Katterhagen reported tree sales have been good. Noska introduced himself.

**PHEASANTS FOREVER REPORT:** (See attachment). Adams reported that he has been invited to attend the MDA Palmer Amaranth meeting.

**NRCS REPORT:** (See attachment). Kleinschmidt reported EQIP deadlines are approaching and working on payments. Due to backlog, some payments have been delayed.

**2017 IRS MILEAGE RATE:** The new rate for 2017 is .535/mile.

**AVERAGE COST FOR SOIL AND WATER BOARD MEETING IN 2016:** See handout.

**MASWCD LEGISLATIVE BRIEFING AND DAY AT THE CAPITOL:** The legislative briefing and day at the capitol is set for March 20 & 21, 2017.

**ENVIRONMENTAL STATEMENT IMPACT LETTER:** Supervisors received a copy of the letter.

Chairman Pesta adjourned the meeting at 11:15 a.m.

Todd County Soil and Water Conservation District board of Supervisors and Todd County Commissioners will be having a joint meeting in February. The date is to be determined.

The next meeting of the Todd SWCD Board of Supervisors will be **held on March 9, 2017 beginning at 8:30 am at the Todd County Historic Courthouse (Prairie Conference room), Long Prairie, MN 56347.**
# TODD SOIL & WATER CONSERVATION DISTRICT  
## SWCD TREASURER'S MONTHLY REPORT  
### PROGRAM SUMMARY

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>CASH BALANCE</th>
<th>RECEIPTS</th>
<th>DISBURSEMENTS</th>
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| TOTAL | $422,082.19 | $135,765.45 | $110,034.62 | $447,813.02 |

*Prepared by: Sarah Katterhagen, Program Coordinator*

District Treasurer, Tom Williamson

*MSC Income: $16,833.24 applied to District Operations  
* $16,833.24 reflects basic District Operation  
*Balance in modified accrual
Meetings & Coordination
• Participated in SWCD staff meetings as needed – generally 1X per week.
• Prepared for and presented at 2 BOC meetings with action forms and associated follow up.
• Prepared for and participated in a SWCD board meeting.
• Prepared for TEP meeting for December with follow-up work tasks.
• Attended MASWCD annual convention/training.

Operations
• Participated in a work session with BOC related to draft WCA policy.
• Provided input to new forms and tracking sheets developed by staff for 2017.
• Continued work on a P&Z work plan for 2017 and began 2016 reporting tasks for programs.
• Worked on WCA cases with other staff, visited with landowners at the office, assisted with applications and prepared notices of decision.
• Completed elink entries for several SWCD cost share projects.
• Prepared a request for bids for acquiring a new “used” vehicle to replace car.

Field Projects and Activities
• Participated in a webinar related to a new irrigation scheduling program being developed by Benton County. The program is very powerful and easy to use – it will not be available for Todd County fields in 2017 to my knowledge.
• Discussed need for proper filing with Sarah for easement programs – she is coordinating with Sabin who is doing the field work and working with the landowners with assistance from Shannon. 4 wild rice lake easements developed in 2016 include the list below:
  1. David Lester 77-01-16-13 59.7 acres, $43,524.00. We are scheduled to sign and record.
  2. Janelle Thompson 77-02-16-13 69 acres, $45,599.34. Still working out title insurance issues.
  3. Meriodie Seykora 77-03-16-13 34.5 acres, $28,060.23. We are scheduled to sign and record.
  4. Blake Dirks 77-04-16-13 100.7 acres, $64,028.81. BWSR is still reviewing this application.

Planning & Zoning
• Worked with Loren to test generating permit reports related to end of year reporting for staff.
• Organized a Planning Commission meeting presentation related to ordinance changes for Jan. 5
• Worked with staff on case follow-up throughout the month.
• Completed work on a 15 lot plat staff report proposed for Little Swan Lake and reports on other cases that were presented and discussed.
• Received several calls and letters relating to obtaining resolution of the Elliott violation.

Staff Management
• Organized WCA Coordinator interviews; worked through the process and selected candidate then followed up after the interviews to ensure that the way is paved to complete the hiring process.
• Prepared employee self-evaluation sheets for staff to complete.

Signatures
• Signed vouchers for SWCD and P&Z Expenses during the month.
Feedlot Staff Report for- December 8, 2016- January 5, 2017

Site visits (6* total as of January 5, 2016):
- Levi Lambright- Conservation Delivery
- Tom and Kate Gray- Assistance Visit w/ West Central Technical Services and Shannon (WCA)
- Rick Baum- Assistance Visit
- Joe and Heather Eisheid- Assistance Visit w/ West central technical Services and Danielle Kuperus (Ag Water Quality)
- Tom Keppers- Assistance Visit w/ West Central Technical Services

*Eagle Valley Elementary- Soil and Water Education Outreach-“Christmas Tree ID” w/ Danielle Kuperus & Shannon Wettstein

Producer/Citizen Assistance (Feedlot Related): (34 to January 3, 2017)

Complaints (2) -  
- Land Application Setback Concern- producer was in the right- no action taken beyond a phone call
- Possible Stormwater violation during construction of a feedlot – passed on to MPCA

Meetings/Trainings:  SWCD Staff Meetings (12/13; 12/19; 12/27; 1/3); Division Meeting (12/9; 1/6); Livestock Advisory Meeting (1/5); SWCD Board Meeting (1/12); MACFO/FeMAT meeting (12/19); SWCD/NRCS Combo Meeting (1/4); 319 Grant Meeting (12/29; 1/5); Feedlot Venue Meeting at CLC and Joint Powers (12/7); Volunteer Meeting w/ GIS and Hagan for Feedlot survey (1/9)

Other: 45 hours TEMPO entry; Wadena and Douglas County CFO mentor; Tree Sales; Newsletter Articles and Review; Feedlot Meeting Planning and Prep; End of Year Registration and Inspection Entries in to Data System; Teaching Prep for 6th Graders- Outreach; ~4 hours reporting

Submitted by Déjà C. Anton- SWCD Livestock Advisor, CFO —January 4, 2017

To Meet the Public’s Needs by Protecting the Land and Safeguarding the Water
BOARD MEETING DATE: January 12, 2017

Training

- MASWCD State Convention 12/5 – 12/6
- Nitrogen Smart – 12/15

Technical Assistance Provided

- Charles Moberg – Tree plan
- Byron Cook – Tree plan
- Pat Lunemann – Tile line inspection

Buffers

- Analyzing data and compliance
- Working with landowners to identify buffer needs
- Working in BWSR’s BuffCAT (Buffer Compliance and Tracking Tool)
- Site visits – 0
- Started working with Shannon on identifying “Other Waters”

MAWQCP

- 9 applications being processed
- 1 producer certified – Pat Lunemann/ Twin Eagle Dairy
- Site visit/meetings – 4

Cost Share

- Potential Project Spot Checks
  - Ag Waste – 3
  - Stream Erosion – 2

Events/Outreach

- Youth Education
  - Assisted Deja with lesson in 6th grade classroom about conifers at Eagle Valley Elementary.
PROJECTS

- Current/Recently Completed Projects
  - Lambrecht pit closure - acted as cost share agent for Deja
- Upcoming projects for approval
  - None
- Visited Cost Share Spot Checks
  - None
- Provided Technical Assistance
  - TEP Meeting – Attendance, minutes, follow-up with potential violation (Weber & Dahlgren)
  - Tom and Kate Gray, WCA Assistance
  - WCTSA Site Surveys – Schreckengaust/Pearson (Big Lake), Wolters/Sinnen (Big Swan), Troska (Osakis)
  - Hewitt Dam
  - Mike Disher, Big Sauk – Shoreland Alteration Permit
- Potential projects for Shore Land / River Restoration / Erosion
  - None
- Aquatic Invasive Species (AIS)
  - Year-end summary
  - Watercraft Inspection data review
  - Attended DNR Watercraft Inspection summary meeting
- RIM/WRP
  - Lester, Tucker Lake document signing
- Township Testing Program
  - Results will not be available until March
- Mississippi River Brainerd Watershed
  - SWAG sampling complete for 2016, will start again in May 2017
  - Attended “Cohort” on 12/14/16
- Outreach
  - Winter Newsletter
  - Tree/AIS Insert
  - Volunteer Coordination
  - Eagle Valley Elementary 12 students
- Meetings
  - Weekly Staff Meetings
  - NRCS/SWCD Meeting
  - Special meetings to discuss eligible grant areas for MPCA 319
  - Stearns County Project/Landowner Database
- Funding
  - 319 PCA
  - Todd Wadena Electrical Co-op Operation Round-Up
Financial/Administrative:
- Tree Orders—Sold 4,090 as of 1.3.17
- Provided input to Tim how to organize Wetland (WCA) files
- Provided input to Tim for Wetland (WCA) tracking sheets
- Started to add parcels Soil and Water Files
- Combined grant hours for Tim to review
- Made year-end deposits
- Created timecards for staff (kept same format as 2016)
- Buffer compliance money $20,000 was received
- Provided input to Tim how to cover wages (4 Technicians) (Program Coordinator + Director are 100% covered by County
- Reviewed Board agenda items with Tim

Feedlot Programs:
- Updated Feedlot Registrations in Database. (received about 50% back as of 12.30.16)

Meetings/Trainings:
- Attended weekly staff meetings
- Attended Soil and Water & NRCS staff Meeting
- Attended MASWCD Convention

Upcoming Meeting/Trainings:
- Grant Management and Reporting Fresher-1.9.17
- Meeting with Stearns SWCD to review database 1.18.17 (goal to get Soil and Water their own database.)
- AgBMP Loan Training 1.19.17
- Staff evaluations at of January

County Programs:
- AIS: No Report
- P&Z: Deposits. Long Prairie Septic Inventory billing and tracking.

Upcoming Events:
- Feedlot Meeting: Thursday, March 16, 2017
- Contractor Meeting: Wednesday, March 22, 2017
Staff Report
Sabin Adams

- Attended MDA Palmer Amaranth meeting.
- Met with 12 land owners to discuss CRP.
- Signed one CRP Conservation plan for 80 acres.
- Signed one EQIP Conservation plan for Honey Bee Program.
- Working on Youth Pollinator Project with Staples School Teacher.
- Working on CRP re-enrollments.
- Finishing up three of four RIM contracts. One still in application stage.
NRCS Report for 12 January 2017 Todd SWCD Board Meeting

By Russell Kleinschmidt

We are continuing to work on conservation plans for the upcoming EQIP deadline on 20 January 2017. We have a total of 58 applications, and have most completed. However, there are some that likely won’t be completed by the deadline. These are mainly due to producer indecision and larger plans requiring engineering assistance. We received the payment docket and program information in December, and this has helped tremendously. However, we already are seeing many plans that need to be rewritten due to no guidance prior to this.

We are making CSP payments to those who wanted to delay payment for tax or other purposes to 2017. Also contracts that did not provide documentation, did not contact our office in time, or had modifications needed were not made in 2016. These will be made in 2017 once corrections and/or documentation is provided. We were able to obligate the renewal contracts prior to the end of December after fixes were made last minute on a fund transfer issue. This saved us time in modifying existing contracts to extend the expiration of their existing contracts. CSP applications will be received until 3 February 2017. We have not been able to focus on learning the new process or tools yet, and will likely get to this in late February and March.

We still do not have an administrative staff person, but some movement on this has been seen. It is unknown when MN NRCS will have administrative folks back in our offices. It may be springtime or later, but am not sure.

We have been managing to keep moving forward on workload and to meet major deadlines. However, we are still severely behind due to workload, deadlines, and staffing issues. We have definitely noticed a decline in our ability to provide timely and good customer service, but are doing our best. We continue to work extra hours where we can. Again Mark Kulig ASTC (FO) will be leaving for a new position in later January and Jennifer Sweeney will be acting on his behalf for both Area 1 and 2 NRCS.