MINUTES FROM THE APRIL 13, 2017 REGULAR BOARD MEETING

Chairman Pesta called the Thursday, April 13, 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, Norman Krause, Tom Williamson and Leland Buchholz. Others present were: Tim Steiber, Division Director, Shannon Wettstein, Water Planner, Danielle Kuperus, Conservation Technician, Lew Noska, Conservation Technician, Sarah Katterhagen, Program Coordinator, Sabin Adams, Pheasants Forever, Russell Kleinschmidt, NRCS, Randy Neumann, County Commissioner, Gary Kneisl, County Commissioner, Jay Backowski, FSA, and Maggie Leach, Board of Water & Soil Resources (BWSR).

The Pledge of Allegiance was recited.

Missing: Deja Anton, Feedlot Advisor.

Pesta asked if there were any additions to the agenda. Buchholz made a motion, seconded by Katterhagen to accept the agenda for the regular April 13, 2017 with the addition of item: 1.13. To discuss the need of a May board meeting, 1.14. Approve the Audit Representation Letter, and 1.15. Approve applying for Farm Bill Assistance Grant, and to remove item #1.8 to approve encumbering FY14-17 MPCA Long Prairie cost share funds for Marcus Meiners. Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.

Pesta asked if there were any additions or corrections to the minutes from the March 9, 2017 regular board meeting. Krause made a motion, seconded by Katterhagen to approve the minutes as distributed from the March 9, 2017 regular board meeting. Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.

FSA UPDATE: (See handout). Backowski discussed FSA programs.

Kleinschmidt entered the meeting at the 8:51 a.m.

Backowski left the meeting at 8:51 a.m.

AUDIT EXIT REVIEW CALL: (Phone Conference). Doug Host thanked the Board for having Clifton Larson Allen complete the 2016 Audit and reviewed the Audit Report.

Williamson made a motion, seconded by Krause that they would like to have Sarah Katterhagen present the program summary to the board.
Discussion: Stieber noted if she wasn't available he would be able to present the program summary to the board.

**Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.**

Stieber presented the program summary to the board. **Buchholz made a motion, seconded by Katterhagen to accept the District's receipts in the amount of $7,032.80 and total disbursements in the amount of $20,054.49 for the month of March. Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.**

**Katterhagen made a motion, seconded by Krause to approve request to cancel cost share contract #5-16, and contract #3-17 for Charles Moberg in the amount of $578.82, and $299.24 respectively for a total of $878.06 for the field windbreak practice. Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.**

**Buchholz made a motion, seconded by Williamson to approve re-encumbering FY16 State Cost Share funds in the amount of $578.82. Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.**

**Katterhagen made a motion, seconded by Krause to approve re-encumbering FY17 State Cost Share funds in the amount of $299.24. Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.**

**Williamson made a motion, seconded by Katterhagen to approve encumbering FY16 State Cost Share funds for Aaron Wendel, contract #6-16 in the amount of $187.50 for sealing four inch well. Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.**

**Buchholz made a motion, seconded by Williamson to approve encumbering FY16 State Cost Share funds for Aaron Wendel, contract #7-16 in the amount of $242.50 for sealing five inch well. Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.**

**Buchholz made a motion, seconded by Williamson to approve encumbering FY14-17 MPCA Long Prairie Cost Share funds for Paul Cebulla, contract #10-14/319 in the amount of $17,064.40 for the abandonment of Ag Waste pit practice. Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.**

**Katterhagen made a motion, seconded by Williamson to approve encumbering FY14-17 MPCA Long Prairie Cost Share funds for Paul Cebulla, contract #11-14/319 in the amount of $33,996.22 for the abandonment of Ag Waste pit practice. Affirmative: Pesta, Katterhagen, Williamson and Buchholz. Oppose: Krause. Motion Carried.**

1.8 Approve encumbering FY14-17 cost share funds for Marcus Meiners, was removed from the agenda.

**Motion by Buchholz, seconded by Katterhagen to bring three examples of logos back to the board for review and approval. Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.**

**Krause made a motion, seconded by Buchholz to accept the 2017 Feedlot donations for the Annual Feedlot in the amount of $2,000.00. Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.**
Katterhagen made a motion, seconded by Krause to approve donation for Douglas SWCD 2017 Kid’s Groundwater Festival in the amount of $100.00. Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.

REVIEWED USDA-NRCS CONSERVATION PROGRAM IMPLEMENTATION RESOLUTION. Motion by Williamson, seconded by Krause to submit the resolution to AREA II for approval. Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.

REVIEWED CONSERVATION PROGRAM SEEDING. Motion by Katterhagen, seconded by Williamson to submit the resolution to AREA II for approval. Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.

Buchholz noted during the last AREA II Meeting there were discussions about Districts having taxing authority. Buchholz noted, that he is not in favor.

Buchholz made a motion, seconded by Katterhagen to have regular board meeting on May 4, 2017 at 8:30 a.m. in the Prairie Conference Room. Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.

Buchholz made a motion, seconded by Katterhagen to sign the 2016 Audit Representation Letter. Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.

Katterhagen made a motion, seconded by Williamson to apply for the Farm Bill Assistance Grant. Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.

DISCUSS RIVER AND LAKE DAY: Wettstein reported the Annual River and Lake Day will be held on May 26, 2017.

DISCUSS SUMMARY OF ANNUAL FEEDLOT MEETING: Stieber reported that 180 people attended the Annual Feedlot Meeting, and that it was a great opportunity to network with people.

DISCUSS AREA II MEETING: Stieber added speakers talked about the Technical Training process.

DISCUSS MPCA 319 GRANT LAKE OSAKIS WATERSHED WORK PLAN: The work plan will include Feedlot fixes and pond closures. The grant requires 45% match. The grant cash awarded was $300,000.00.

DISCUSS LCCMR DRINKING WATER PROTECTION FOREST STEWARDSHIP PROTECTION: Wettstein reported she will be doing a postcard mailing, and the grant is partnered through Crow Wing.

COMMISSIONER REPORT: Neumann reported that Eagle Valley School decided to dissolve, and Commissioners will be reviewing boundary lines, union negotiations are starting, budget process will be starting, and recently Matthew Breiter donated three pictures to the county.

STAFF REPORTS: (See attachments). Stieber added that he working on cost share grant for Planning and Zoning for Septic Systems. Kuperus added she thinks a new staff and board photo should be taken. Wettstein added she has been working on the AIS Program. Noska reported that he has been working on WCA applications, and S. Katterhagen reported Tree Pick up will be Friday, April 28, 2017.
PHEASANTS FOREVER REPORT: (See attachment). Adams added that he attended the Lake Osakis Farmer’s meeting.

NRCS REPORT: (See attachment). Kleinschmidt reported they are working on contracts, and wetland review process has been centralized.

Other: Katterhagen asked about the status of the Elliot case. Stieber reported the landowner has a deadline by June to have the area restored, and will be proposing the county to hire a professional to evaluate the project.

Chairman Pesta adjourned the meeting at 10:35 a.m.

The next meeting of the Todd SWCD Board of Supervisors will be held on Thursday, May 4, 2017 beginning at 8:30 a.m. at the Todd County Historic Courthouse (Prairie Conference room), Long Prairie, MN 56347.

Sarah Katterhagen, Minute Preparer

5/4/2017

Date

Norman Krause, Secretary

5/4/2017

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

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<th>PROGRAM</th>
<th>CASH BALANCE 03/01/17</th>
<th>RECEIPTS</th>
<th>DISBURSEMENTS 03/31/17</th>
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Prepared by: Sarah Katterhagen, Program Coordinator

District Treasurer, Tom Williamson
March 2017 Staff Report

Tim Stieber, Division Director

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.
• Assisted staff with the feedlot meeting.
• Participated in TEP meetings March and worked with Lew on follow-up.
• Attended Day at the Capitol with Lee Buchholz.
• AIS Prevention Program meeting with full committee.

Operations
• Worked with Sarah on developing work hours / reporting sheets to be used for 2017.
• Worked on audit materials and BWSR forms to be submitted.
• Attended 1 Department Head meeting.
• Presented on radio with Deja.

Field Projects and Activities
• Visited site on Swankee Creek about reported violation.

Planning & Zoning
• Worked on handling implementation of Planning and Zoning Ordinance changes.
• Organized 2 PZ staff meeting
• Worked with staff on low income septic cost share roll-out.
• Worked with multiple landowners on land use cases and applications.
• Prepared materials, presentations, and follow-up for cases for Planning Commission and Board of Adjustment meeting.

Staff Management
• Tried to get a training organized for full staff – team building – could not find suitable date.
• Met with staff one-on-one as needed during the past 2 months.

Signatures
• Signed vouchers for SWCD and P&Z Expenses during the month.
• Signed WCA decisions for the month.
• Signed Planning and Zoning permits and decisions.
Feedlot Staff Report for January 5, 2017 - March 1, 2017

**Site visits (8* total as of March 1, 2016):**

- **Meiners** - Initial Review of Engineer Plans – Conservation Delivery
- **Panek** - Producer initiated site visit, facility assessment, WCTSA request form
- **Buderus Stockyard** - Site visit
- **JRB Heifers** - Site visit
- **Decker** - Land application inspection
- **Lines** - Land application inspection
- **Twardowski** - compliance inspection for registration purposes
- **Stelling Land and Cattle** - permitting/ registration visit

**In office producer assistance meetings: (Total of 10)**

- **Kraemer** - (2/3) 3.5 hrs. and (2/24) 1.5 hrs
- **Meiners** - (2/7) 1.5 hrs.
- **Henrich** - (2/7) 1.5 hrs.
- **Julig** - (2/7) 1.5 hrs.
- **Katterhagen** - (2.7) 1.5 hrs.
- **Twardowski, C.** - (2/22) .5 hrs.
- **Twardowski, J.** - (2/22) 2.5 hrs.
- **Hauers** - (2/28) 1.5 hrs.
- **Panek** - (2/28) 1.5 hrs.
- **Bocks** - (2/28) 1.5 hrs.

**Producer/Citizen Assistance (Feedlot Related): (79 to March 1, 2017)**

**Complaints (1)** - Land Application Setbacks/ over application - Substantiated
Stocking Limitations- Partially substantiated
Road Conditions- Unsubstantiated
Direct application into a wetland- Unsubstantiated

**Meetings/ Trainings:** SWCD Staff Meetings (1/9; 1/17; 1/20; 1/23; 2/6; 2/21); Division Meeting (1/14; 2/13); Livestock Advisory Meeting (2/8); MACFO/FeMAT meeting (2/16); SWCD/NRCS Combo Meeting (2/1); 319 Grant Meeting (1/5); Feedlot Venue/ Technology Meeting @ CLC (2/3); Volunteer Meeting w/ GIS and Hagan for Feedlot survey (1/9); Certified Ag Waste training (1/25); MDA Statewide Exercise Statewide planning Meeting (2/2); Area Technical Training Team (2/22); GIS Feedlot Layer Meeting (2/13); BOA Meeting (2/2); Osakis Watershed Stakeholder Meeting (1/18 & 3/2) ; Employee Evaluation Meeting (2/9)

**Other:** 53 hours TEMPO entry (11 hrs. registrations & 42 hrs. data entry); Tree Sales; GIS Sales; Two Articles; Open Mic Radio; Feedlot Meeting Planning and Prep; End of Year Reporting for MPCA (13.5 hrs.); MPCA discrepancy list for reporting purposes (16 hrs.); MPCA Financial Reporting (2 hrs.); Jennie –O FGA South County CSF Permit; 319 grant Research (11 hrs.); Rinde Bid Packets (10 packets total); assisted with elink reporting; Sauk Lake- owner assistance research- property inquiry for purchase; RCPP inquiry letter; AgrevoLutions Plastics collaboration; SWCD Reporting 2 hrs.

Submitted by Déjà C. Anton- SWCD Livestock Advisor, CFO —March 1, 2017

*To Meet the Public’s Needs by Protecting the Land and Safeguarding the Water*
DANIELLE KUPERUS

STAFF REPORT – MARCH

Board meeting date: April 13th, 2017

Meetings & Training

- Planning meeting with SRWD 3/2/17 & 3/30/17
- NRCS & SWCD Meeting 3/7/17
- Farmers Fair – Sauk Center 3/14/17
- Annual Feedlot Meeting 3/15/17
- Engineering Field Tools Webinar 3/28/17

Technical Assistance Provided

- Charles Moberg – Tree plan
- Byron Cook – Tree plan
- Buffers at counter

Buffers

- Analyzing data and compliance
- Working with landowners to identify buffer needs
- Working in BWSR's BuffCAT (Buffer Compliance and Tracking Tool)
- Working with Shannon on identifying “Other Waters”
- Scheduling site visits to flag buffer areas
- Site visits/buffer flagging – 1

MAWQCP

- 13 applications being processed
- Site visit/meetings – 8

Feedlots

- Assisted Deja with feedlot meeting donations, prep work, and organization during event.
- Complaint response – Dairy Ridge silage pile leachate 3/10/17

Cost Share

**Potential Project Site Visits**
- Ag Waste – 1
- Stream Erosion – 2

**Projects**
- Tree Plan - Moberg
- Tree Plan - Larson

Events/Outreach

- Annual Feedlot Meeting
Training
- Engineering Field Tools: Overview and Basic Tasks

Projects
- Current/Recently Completed Projects
  - None
- Upcoming projects for approval
  - None
- Visited Cost Share Spot Checks
  - None
- Provided Technical Assistance
  - Richard Kleinschmidt, Fairy Lake
  - Sara and Dylan Fletchers, Long Prairie River
  - Lyle Yackley, Sauk Lake
  - Sherry Kutter, Big Birch
  - Deb Klaphake, Big Birch
  - Allison Schelitzche, Big Sauk
  - Tree Assistance
  - Comments on Morrison County Water Plan
  - Todd County, Battle Point Park
  - Summary for Long Prairie Watershed
  - City of Long Prairie Wellhead Protection – Water Plan Comments
- Potential projects for Shore Land / River Restoration / Erosion
  - None
- Aquatic Invasive Species (AIS)
  - AIS 2017 Planning Meeting with Committee
  - Annual Plan and Budget approved by Commissioners
  - Contracts awarded for AIS Control to Lake Associations
  - Training lined up for Level 1 Watercraft Inspectors
- RIM/WRP
  - None
- Township Testing Program
  - Presentation preparation for Annual Township Meeting in April
- Mississippi River Brainerd Watershed
  - Quarterly Meeting, Brainerd
- Outreach
  - Contractor Meeting
- Meetings
  - AIS Regional Meeting, Alexandria
  - NRCS/SWCD Meeting
  - SWCD Staff Meeting
- Funding
  - LCCMR Drinking Water Protection – Forest Stewardship Plans
  - Awarded Clean Water Act Section 319 Grant
Lew Noska  Staff Report—April 2017

Reporting Dates: March 2017

**Trainings attended:** Engineering Field Tools NRCS Webinar

**Upcoming trainings to attend:** September, Wetland Delineation

**WCA:**

New Applications received:
- Michael Ebnet – Reynolds Twp.
- Roxane Lindberg – Fawn Lake Twp.
- Paul Middendorf – Iona Twp.

Notice of Decisions:
- Roger Triebenbach – Leslie Twp.
- Mose Miller – Eagle Valley Twp.
- Paul Middendorf – Iona Twp.

Ongoing cases and Violations:
- Mose Miller – Eagle Valley Twp.
- Olaf Dahlgren C/O Josh Discher – Germania Twp.
- Eric Denny – Reynolds Twp.
- Dennis Thiel – Germania Twp.

Other:
- Little Sauk Township ditch cleaning
- Long Prairie Frisbee Park

Customer outreach:
- 12 Site visits
- 27 Phone calls, office visits, etc.

**SWCD:**
- Walk-In-Access with MNDNR
- Feedlot Meeting

**County:**
- Contractor Meeting
Financial/Administrative:
- Minutes for Soil and Water Board Meeting
- Notes for staff meetings
- Summarized grant history for Tim (By types of grants and types of projects)
- Processed tree orders & getting for tree sale pick up week
- Submitted engineer request
- Cost files: Renaming files by parcel #’s
- Prep 2017 spot checks for the technicians
- Completed weekly deposits
- Prepared Vouchers for Tim to review
- Created training/meeting tracker for staff to report trainings and meetings they attend
- Reported hours (Jan-March) on tracking sheet
- Prepared 2017 1st QRT Tax report

Feedlot Program:
- Updated Feedlot Registrations as needed
- Assisted (1) landowner with Feedlot Registration at Counter

Funding:
- Prepared cost share contacts for two well sealing requests
- Approved 1 AgBMP Loan application request (Streambarb project)
- Sent contractor information to landowners
- Prepared letters for board to sign

Meetings/Trainings:
- March 16, 2017: Attended Annual Feedlot Meeting
- March 23, 2017: Assisted with registration and updated list after meeting (didn’t attend actual meeting)
- March 28, 2017: Webinar with Tech Staff

Upcoming Meeting/Trainings:
- None at this time.

County Programs:
- Planning and Zoning vouchers and deposits (Deposits have been delayed due to error in report)
- Assisted at front counter when needed.

AIS Program:
- Reviewed AIS program with Shannon/Tim

Upcoming Events:
- Tree Sale Pick up: April 28, 2017
- River and Lake Day: TBD
Staff Report

Sabin Adams

March 2017

- Attended Three SRWD meetings to plan Lake Osakis Farmers Meeting. Will be presenting on the 10th.
- Presented to Todd County Master Gardeners. Creating wildlife habitat Big and Small.
- Help conduct Pheasants Forever New employee training for new Farm Bill Bio’s.
- Preparing, and organizing contractors and details for Mark Walters three wetland restorations on RIM easement.
- Meet with 15 landowners talking about various programs.
- Went on four site visits.
- Wrote seven CRP conservation plans that were signed by landowners.
- Coordinated two Farmer/Landowner meetings to discuss agriculture and conservation.
We are still awaiting funding decisions for EQIP. We have $2,577,971 in requests with 40 applications.

The last CSP payment was approved and will be paid soon for 2016. For 2017 we are starting to work on the interviews and ranking (CAET) for the 12 applications received. Contracts won’t be obligated until June.

Still no word on hiring another administrative contract employee.

Conservation Client Gate (CCG) is still being promoted and we are looking for more folks interested in signing up. Our office can assist producers.

Field work has started up and are working on a Sediment Basin Erosion project at this time.

With continued limited staff we are working diligently to maintain and keep up with daily workload along with programs and deadlines.