MINUTES FROM THE SEPTEMBER 14, 2017 REGULAR BOARD MEETING

Chairman Pesta called the Thursday, September 14, 2017 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: Kenny Pesta, Dale Katterhagen, Norman Krause, Tom Williamson and Leland Buchholz. Others present were: Tim Stieber, Division Director, Sarah Katterhagen, Program Coordinator, Deja Anton, Feedlot Advisor, Shannon Wettstein, Water Planner, Danielle Anderson, Conservation Technician, Sabin Adams, Pheasants Forever, and Russell Kleinschmidt, NRCS, Randy Neumann, County Commissioner, and Gary Kneisl, County Commissioner.

Staff Member Absent: Lew Noska, Conservation Technician.

The Pledge of Allegiance was recited.

Pesta asked if there were any additions to the agenda. Katterhagen made a motion, seconded by Buchholz to approve the revised agenda for regular September 14, 2017 meeting. Affirmative: Pesta, Katterhagen, Williamson and Buchholz. Motion Carried.

Pesta asked if there were any additions or corrections to the minutes from the August 10, 2017 regular board meeting. Katterhagen made a motion, seconded by Buchholz to approve the minutes as distributed from the August 10, 2017 regular board meeting. Affirmative: Pesta, Katterhagen, Williamson and Buchholz. Motion Carried.

Stieber reviewed August’s Program Summary. Buchholz made a motion, seconded by Williamson to accept August’s program summary with receipts totaling $152,955.70 and disbursements totaling $213,249.95. Affirmative: Pesta, Katterhagen, Williamson and Buchholz. Motion Carried.

Krause joined the meeting at 8:38 a.m.

Stieber told the board the Awards Luncheon has been moved to October 12, 2017 at the Countryside Restaurant for 11:00 a.m. after the regular board meeting.

Katterhagen made a motion, seconded by Buchholz to approve requesting FY17 Feedlot program match from Todd County in the amount of $48,047.00. Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.

Katterhagen made a motion, seconded by Buchholz to approve requesting FY17 Wetland Conservation Act program match from Todd County in the amount of $21,641.00. Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.

Buchholz made a motion, seconded by Katterhagen to approve encumbering FY17 State Cost Share funds for Kalob Oyster, contract #7-17 in the amount of $362.50 for Pit Closure project. (See attachment). Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.
Katterhagen made a motion, seconded by Williamson to approve encumbering FY17 Local Capacity funds for Kalob Oyster, contract #2-17LC in the amount of $8,593.92 for Pit Closure project. (See attachment). Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.

The total cost share funds for Kalob Oyster from both sources of funding will be $8,956.42, not to exceed 75% of the total cost for his pit closure project. (See attachment).

Buchholz made a motion, seconded by Williamson to approve utilizing FY15 Feedlot Performance Credit funding for cost sharing soil borings and small feedlot fixes.
Discussion: Anton noted S. Katterhagen came up with the idea of using Feedlot Performance Credit for soil borings as current cost share funding, doesn’t cover soil borings. Anton approached MPCA with the request to use FY15 Feedlot Performance Credit funding for soil borings and small feedlot fixes. MPCA approved request to utilize FY15 Feedlot Performance Credit funding for soil borings and small feedlot fixes. These funds will be tracked just like how other cost share project funds are tracked and will be reported back to the MPCA. Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.

Buchholz made a motion, seconded by Williamson to approve utilizing FY15 Feedlot Performance Credit funds for Soil Borings for Glen Middendorf, not to exceed 75% of the cost. Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.

Katterhagen made a motion, seconded by Krause to approve encumbering FY15 CWP Cost Share funds for Steve and Betty Richter, contract #3-15CWP in the amount of $1,920.00, not to exceed 50% of the total cost for a Riparian Cover project. (See attachment). Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.

Williamson made a motion, seconded Katterhagen to approve accepting Riparian AID funds from Todd County in the amount of $43,583.00.
Discussion: Katterhagen asked if there would be any reasons not to take the money from Todd County. Stieber noted that not many people attended the hearings to discuss the changes to Todd County Ordinance regarding buffer implementation. Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.

Katterhagen made a motion, seconded by Williamson to approve Riparian Protection AID work plan. (Todd County’s Riparian Protection AID work plan).
Discussion: Stieber reported the funds in the amount of $43,583.00 will be used for cost share funds in the shoreland zone for projects that will reduce nutrients and sediment into state waters; looking for projects with big reductions. Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.

Williamson made a motion, seconded by Krause to approve FY2018 and FY2019 SWCD Programs and Operations Grant Agreement.

<table>
<thead>
<tr>
<th>2019- State Cost Share Fund</th>
<th>$16,595</th>
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<tbody>
<tr>
<td>2018- SWCD Local Capacity Services</td>
<td>$100,000</td>
</tr>
<tr>
<td>2018- Buffer Law</td>
<td>$20,000</td>
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<tr>
<td>2018- Conservation Delivery</td>
<td>$20,054</td>
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<tr>
<td>2018- State Cost Share Fund</td>
<td>$16,595</td>
</tr>
<tr>
<td>2019- Conservation Delivery</td>
<td>$20,054</td>
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Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.
Buchholz made a motion, seconded by Williamson to approve the work plan for FY2018 SWCD Local Capacity Services Grant as:

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Administration</td>
<td>$4,000</td>
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<tr>
<td>Education/Outreach</td>
<td>$1,000</td>
</tr>
<tr>
<td>Technical Assistance</td>
<td>$65,000</td>
</tr>
<tr>
<td>Cost Share</td>
<td>$30,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$100,000</strong></td>
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</table>

**Discussion:** Stieber added after approval he will enter the work plan into e link, along with the Buffer work plan; for the buffer plan he will follow same outline as the FY17 Buffer Law work plan. Once the work plan is submitted the Board Conservationist will review for approval. No work can be done, until agreement is executed by both parties. **Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.**

**TODD SWCD ANNUAL PLANNING UPDATE:** Stieber noted that he met will all staff. Krause noted that the document is a good start—and added that rules and regulations could get in the way of soil productivity. Board consensus to continue to work on the plan, and bring back to October’s board meeting.

**RESOLUTION PACKET:** Board reviewed the resolutions.

**ANNUAL CONVENTION—VOLUNTEERS AND AUCTION ITEMS:** Katterhagen made a motion, seconded by Krause to approve $125.00 for basket donation for the Auction. **Discussion:** The board would like the items to come from Todd County. **Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.**

**Danielle Anderson and Tim Stieber offered to help out for Convention and Auction.**

**DISCUSS ESTABLISHING POLICY ON CUSTOMER SERVICE REPORTS:** Stieber addressed creating a policy on customer service reports. Employee concerns or questions need to be directed to Stieber, Division Director.

**COMMISSIONER REPORT:** Neumann reported County is looking at reviewing insurance plans, and looking at better rates for employees. Neumann commented that he saw a good article in the Osakis Review about the Septic Inventory program. The County is working on preliminary budget. The Ditch inspector is using drones to monitoring ditches. Neumann has been attending Sauk River Watershed meetings.

**STAFF REPORTS:** (See attachment) Anderson reported that Mr. Panek is now Certified through MN Ag Water Quality program, and now that makes 12 for Todd County.

Krause reported that he didn’t qualify for the program due to the cover crop requirements as that doesn’t work for him.

Anton reported that there is a grazing tour coming up, and continues to work with Keppers’ to find a solution.

Wettstein invited all board members to attend Enviro Fest on September 21, 2017, and for the Motley Cemetery project looking for better funding options for them.

Adams reported he is working on the Hay Buffer program though Sauk River Watershed.

Kleinschmidt reported working on CSP and EQIP payments. USDA will be reorganizing in the near future.
INFORMATIONAL:

Stieber read a thank you card from Dylan and Sara Fletcher.

The Long Prairie Wellhead protection plan—The Drinking Water Supply Management Area (DWSMA) has shrunk and the GIS mapping layer has been updated.

Jason Weinerman is interim Board Conservationist. Maggie Leech retired.

OTHER:

No board members or staff attended the 25 by 25 Governor’s Town hall meeting.

Stieber reported that he attended the Local Government Meeting.

The proposed pipeline though the State of Minnesota may go through part of Northern Todd County.

Krause apologized if he offended anyone at last month’s meeting. That wasn’t his intentions, and he didn’t know the process. He is looking forward to meeting with Stieber following the meeting.

Chairman Pesta adjourned the meeting at 11:10 a.m.

Following the meeting the Board of Supervisors met with Joe Hatch, County Coordinator and Tim Stieber for a performance review of the Division Director (Tim Stieber) per the agreement between Todd Soil and Water Conservation District and Todd County. (See attachment).

The next meeting of the Todd SWCD Board of Supervisors will be held on Thursday, October 12, 2017 beginning at 8:30 a.m. at the Todd County Historic Courthouse (Prairie Conference room), Long Prairie, MN 56347.

Following the regular board meeting on Thursday, October 12, 2017 the Board of Supervisors will hold the Annual Awards Luncheon beginning at 11:00 a.m. at the Countryside Restaurant in Long Prairie, MN.
## Cost Share Action Items
September 14, 2017

### 1.3 FY17 State Cost Share funds to Encumber
7-17 Kalob Oyster
- Pond Closure
  - Total $362.50
- Total Funds to Encumber $362.50

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<th>Motion by</th>
<th>Seconded</th>
<th>Abstained</th>
<th>Yes</th>
<th>No</th>
<th>Passed</th>
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<tbody>
<tr>
<td>Buchholz</td>
<td>Katterhagen</td>
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</table>

### 1.4 FY 17 Local Capacity funds to Encumber
2-17 LC Kalob Oyster
- Pond Closure
  - Total $8,593.92
- Total Funds to Encumber $8,593.92
- Total Cost Share funds for Oyster $8,956.42

<table>
<thead>
<tr>
<th>Motion by</th>
<th>Seconded</th>
<th>Abstained</th>
<th>Yes</th>
<th>No</th>
<th>Passed</th>
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<tr>
<td>Katterhagen</td>
<td>Williamson</td>
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### 1.6 FY15 CWP Cost Share Funds to Encumber
3-15 CWP Steve & Betty Richter
- Riparian Cover
  - Total $1,920.00
- Total Cost Share funds for Richter $1,920.00

<table>
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<tr>
<th>Motion by</th>
<th>Seconded</th>
<th>Abstained</th>
<th>Yes</th>
<th>No</th>
<th>Passed</th>
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<tbody>
<tr>
<td>Katterhagen</td>
<td>Krause</td>
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# TODD SOIL & WATER CONSERVATION DISTRICT
## SWCD TREASURER'S MONTHLY REPORT
### PROGRAM SUMMARY

<table>
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<tr>
<th>PROGRAM</th>
<th>CASH BALANCE 08/01/17</th>
<th>RECEIPTS</th>
<th>DISBURSEMENTS</th>
<th>CASH BALANCE 08/31/17</th>
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<td>Change Fund</td>
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<td>District Operations</td>
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<td>MN State Grant</td>
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<td>Misc Revenue</td>
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<td>Farm Bill</td>
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<td>NRBG Feedlot Funds</td>
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<td>2015-2018 CWF Swan River Headwaters-T/A</td>
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<td>Buffer Compliance</td>
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<td>MPCA - SWAG Monitoring</td>
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<td>MN Riparian Buffer Cost Share Program</td>
<td>$(864.64)</td>
<td>$439.11</td>
<td>$220.00</td>
<td>$(645.53)</td>
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</table>

| TOTAL                          | $638,247.28           | $152,955.70 | $213,249.95 | $577,953.03 |

Prepared by: Sarah Katterhagen, Program Coordinator
District Treasurer, Tom Williamson

Date: 9/14/2017
August 2017 Staff Report

Tim Stieber, Division Director

Meetings & Coordination
• Participated in SWCD & PZ staff meetings as needed – generally 1X per week.
• Prepared for BOC meetings with action forms presented on Aug. 1st and Aug. 15th.
• Prepared for and participated in a SWCD board meeting.
• Participated in online meeting related to obtaining JAA for staff.
• Participated in TEP meeting and discussed cases with Lew as needed.
• Met with SRWD and Sabin regarding getting reimbursement for Sabin’s time as FBAP match.

Operations
• Began working on options to utilize Riparian Protection Funds.
• Purchased vehicle for division use.
• Presented on radio on cost share programs and usual updates.
• Worked with staff with preparation of two CWL grants that were submitted to BWSR.
• Continued development of annual work plan. Met with staff for work session.

Field Projects and Activities
• Assisted staff with award winner interviews.
• Participated in appreciation events for intern and for Extension staff.
• Worked on securing funding for two projects using feedlot performance credit and Riparian Aid.

Planning & Zoning
• Mailed lot split resolution letter to cities and townships.
• Reviewed and took over 4 large violation cases during period that PZ staff are gone on leave.
• Presented the buffer ordinance at PC meeting and took input from landowners.
• Researched surety bond options for mine applicants to determine what instrument best fits the counties needs and also meets ordinance requirements.
• Prepared materials, presentations, and follow-up for cases for Planning Commission and Board of Adjustment meeting.

Staff Management
• Worked on job duties in anticipation of being short staffed during Sept – Nov. period.
• Met with staff one-on-one as needed during the past month.
• Prepared for and had staff evaluation with full board of commissioners.
• Researched some training options through MCIT for staff – for future trainings.

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.
STAFF REPORT – AUGUST

Board meeting date: September 14th, 2017

Meetings, Training, Events & Outreach

- Zoning meeting to present county ordinance changes 8/3/17
- Dirt Rich Training 8/8/17 – 8/9/17
- Farm Tour 8/16/17
- Kevin Ehnes interview with Tim 8/23/17

Buffers

- Analyzing data and compliance
- Working with landowners to identify buffer needs
- Working in BWSR’s BuffCAT (Buffer Compliance and Tracking Tool)
- Assist at counter
- Cost-share program
- Site visits/ buffer flagging
  - Carstensen
  - Krause
  - Beck
  - Holt
  - Minnerath Investments
- Waivers received and accepted – 4

MAWQCP

- 12 applications being processed
- 12 certified producers
- Site visit/meetings
  - Panek – Newly Certified!
  - P. Berscheit
  - Eischeid
  - Peyton

Feedlots

- Assisting Deja with Registrations and Site Visits
- Tom Keppers – Brainstorming
- Site visits – 2

Cost Share

Potential Projects

- Jay Noska – clean water diversion, exclusion fencing
- Daniel Deibele – stream bank erosion

Trees

- Assist with tree selection for specific sites/conditions
- Site visits – 4

Other

- Compliant responded to – Danny Peyton’s cows in Lake Latimer causing sluffing of bank
- Lake sampling with Shannon
- Submitted CWL Grant
Training
- None

Projects
- Current/Recently Completed Projects/Upcoming projects for approval
  - Big Swan Lake
- Visited Cost Share Spot Checks
  - None
- Provided Technical Assistance & Potential projects for Shore Land / River Restoration / Erosion *
  - Disher, Sauk
  - Sinnen and Wolters, Big Swan
  - Johnson, Bass
  - Leinen, Big Swan
  - Motley Cemetery
  - Ziebarth, Bass
  - Peterson, Little Birch
  - Dorn, Pine Island
- Aquatic Invasive Species (AIS)
  - Reviewed watercraft inspection data
  - Hosted Starry Stonewart BioBlitz Day
  - Veliger sampling
  - Press releases and advertising
  - Budget review for end of season planning
  - Meeting with LAM Services on Decontamination Unit
- RIM/WRP
  - None
- Mississippi River Brainerd Watershed
  - Lake sampling in 11 lakes for August
- Outreach
  - Big Swan Lake Association/LID Meeting
  - Long Lake Association Meeting
- Meetings
  - SWCD Staff Meeting
  - Office Vision/Goal Meeting Discussions
  - Todd County Corn and Soybean Growers Meeting
- Funding
  - Finishing work on 319 Long Prairie Watershed Final Reporting
  - Donation requests for Enviro-Fest
- Other
  - MN Conservation Corp prep, shadowing and reviews
  - University of MN / Logan Ahlers visit
  - Enviro-Fest Planning
Reporting Dates: August 2017

Meetings attended: SWCD Planning Session

Upcoming trainings to attend: September-Wetland Delineation, November-BWSR Academy

WCA:

New Applications received:
- Todd County – Moran Twp.
- William Hurtig – Germania Twp.
- David Bitz – Birchdale Twp.

Notice of Decisions:
- William Hurtig – Germania Twp.
- David Bitz – Birchdale Twp.

Ongoing cases and Violations:
- Mose Miller – Eagle Valley Twp. Satisfactory Restoration Certificate Sent
- Olaf Dahlgren C/O Josh Discher – Germania Twp. Extension sent
- Eric Denny – Reynolds Twp.
- Dennis Thiel – Germania Twp.
- Tim Pesta – Long Prairie Twp. – Restoration Order

Customer outreach:
- 17 Site visits
- 45 Phone calls, office visits, etc.

SWCD:
- DNR OB Wells
- Lake Monitoring
- Beaver Obstruction assistance
- Walk-In Access sign placement

County:
- Tax Forfeit Wetland Determinations
**Financial/Administrative:**
- Completed 2nd Quarter wage reimbursement report
- Processed AgBMP Loan application for septic system
- Updated Cost Share grant logs
- Worked on 2018 Tree & Plant Order

**Feedlot Program:**
- Continued to review and process registrations (daily)
- Provided suggestion about using performance credit for Soil Borings

**Funding:**
- Received grant agreement for FY2018-2019 SWCD Programs & Operations Grant Agreement
- Provided draft budget to Tim for FY2018 Enhance Capacity funds (part of board packet)
- Glenn Pesta stopped in for well driller contractors list—Landowner has two wells that need to be sealed.

**Meetings/Trainings:**
- Attended Soil and Water staff meetings
- Attended AREA II Meeting
- Annual Convention Planning
- Tim/myself interviewed Meryl Wegner for Land Stewardship Award

**Upcoming Meeting/Trainings:**
- BWSR Academy-End of October
- Point and Pay-(for credit card payments)

**County Programs:**
- Assisted in Septic Cost Share program and inventory program. (paperwork)
- Assisted Planning & Zoning in their septic inventory program
- Planning and Zoning vouchers and deposits
- Assisted at front counter when needed.
- Provided comments to Tim about County Riparian Funds
- Attended Planning Commission and Board Adjustment meeting (took the minutes)

**AIS Program:**
- Updated tracking sheets

**Upcoming Events:**
- Enviro Fest—September 21, 2017
- Annual Awards Luncheon-September 14, 2017
• Signed 9 CRP Cons. Plans
  o 12.4 acres buffers
  o 143 acres Upland
  o 135 acres wetland practice
• Continuing AgSolver Precision Ag Program
  o Three of Five Subscriptions gone. Stelling Land and Cattle, Cornerstone Farms, Berscheit Farms
• Finished current RIM Wild Rice Easements.
  o Blake Dirks Little Fish Trap Lake is complete.
  o Mailing for additional apps went out last week in August. Some interest
• Mailed letters for SRWD Hayed Buffer programs.
  o One application so far.
  o Followed up with phone call. Lots of voicemails left.
• Have one wildlife EQIP Application
• Presented at FBAP meeting in Fergus Falls.