MINUTES FROM THE JUNE 14, 2018 REGULAR BOARD MEETING

Chairman Katterhagen called the Thursday, June 14, 2018 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: Dale Katterhagen, Norman Krause, Tom Williamson, Leland Buchholz and Kenny Pesta. Others present were: Sarah Katterhagen, Program Coordinator, Shannon Wettstein, Water Planner, Lew Noska, Conservation Technician, Kevin Brown, Conservation Technician, Luke Thoma, Pheasants Forever, Russell Kleinschmidt, NRCS, Austen Byrer, NRCS Intern, Randy Neumann, County Commissioner, and Chris Pence, Board of Water and Soil Resources (BWSR).

Staff Members Absent: Tim Stieber, Division Director and Deja Anton, Livestock Advisor.

Others Absent: Gary Kneisl, County Commissioner.

The Pledge of Allegiance was recited.

INTRODUCTIONS:

Katterhagen asked if there were any additions to the agenda. Pesta made a motion, seconded by Williamson to approve the agenda for June 14, 2018 regular board meeting with the additions of: To approve amendment of additional CWP cost share funds for Rick Johnson, approve re-encumbering FY2018 state cost share funds, 2018 MASWCD candidate prospectus booklet, and BWSR Report. Affirmative: Katterhagen, Krause, Williamson, Buchholz and Pesta. Motion Carried.

Katterhagen asked if there were any additions or corrections to the minutes from the May 10, 2018 regular board meeting. Pesta made a motion, seconded by Krause to approve the minutes as disbursed from the May 10, 2018 regular board meeting. Affirmative: Katterhagen, Krause, Williamson, Buchholz and Pesta. Motion Carried.

Buchholz presented May’s Program Summary. S. Katterhagen added expenses included reimbursing Todd County for staff wages and of the cash balance approximately $156,000.00 is designated for cost share. Buchholz made a motion, seconded by Williamson to accept May’s program summary with receipts totaling $3,712.32 and disbursements totaling $64,127.03. Affirmative: Katterhagen, Krause, Williamson, Buchholz and Pesta. Motion Carried.

COST SHARE REPORT: Board reviewed the report. Board consensus to continue to have similar report for board meetings, and Pence also liked the idea of having a summary for the board to view.

INTERN REPORT: Byrer reported that he is interning with NRCS until August and is on his 3rd internship related to Natural Resources. He is looking forwarded to spending some time in Minnesota.

Byrer left the meeting.

Kleinschmidt joined the meeting at 9:15 a.m.

BWSR REPORT: Pence reported his goal is to attend Todd SWCD’s board of Supervisor’s meetings. The deadline to apply for One Watershed, One Plan is July 1, 2018. The 2018 BWSR academy will be at Breezy Point and encourages
the board to send their staff to the training. Pence recommends using cost share forms directly from BWSR’s website, so the District is always using the most current form. Pence encouraged the board to look into adopting a data practices policy. BUFFCAT the reporting site for buffers needs to be updated by July 1, 2018 and Darrin Myers is Todd SWCD’s contact if there is questions about buffers. The taxing authority didn’t pass and the Local Capacity funds stayed in the CWL funds; didn’t go into the general fund. The SWCD board asked who keeps pushing the tax authority as they believed it did not pass at the convention. Pence recommended asking LeAnn Buck or ask at the next AREA 2 II Meeting. The proposed buffer penalty by BWSR was veto. Pence recommends the board reviewing policies in relationship to staff signing contracts and approving their JAA.

Krause made a motion, seconded by Buchholz to accept feedlot meeting donation from the Livestock board in the amount of $250.00. Affirmative: Katterhagen, Krause, Williamson, Buchholz and Pesta. Motion Carried.

Buchholz made a motion, seconded by Williamson to approve encumbering additional CWP cost share funds for Rick Johnson, contract #4-15 CWP in the amount $187.50 for his raingarden project. Affirmative: Katterhagen, Krause, Williamson, Buchholz and Pesta. Motion Carried.

Williamson made a motion, seconded by Pesta to approve payment of CWP cost share funds for Rick Johnson in the amount of $5,416.00 for his raingarden project. Affirmative: Katterhagen, Krause, Williamson, Buchholz and Pesta. Motion Carried.

Krause made a motion, seconded by Buchholz to approve request to cancel cost share contract #3-15CWP for Steve and Betty Richter in the amount of $1,920.00 for their native planting project. Affirmative: Katterhagen, Krause, Williamson, Buchholz and Pesta. Motion Carried.

Buchholz made a motion, seconded by Krause to approve encumbering FY2018 state cost share funds for Lisa Overman, contract #5-18, in the amount of $137.50. Affirmative: Katterhagen, Krause, Williamson, Buchholz and Pesta. Motion Carried.

Buchholz made a motion, seconded by Pesta to approve encumbering FY15 performance credit cost share funds in the amount of $4,113.39 and FY16 performance credit cost share funds in the amount of $2,039.59 for a total of $6,152.98 for Steve Drayna for manure transfer pipe. Affirmative: Katterhagen, Krause, Williamson, Buchholz and Pesta. Motion Carried.

Pesta made a motion, seconded by Krause to table payment of FY2018 state cost share funds and FY17 Local Capacity cost share funds for Kalob Oyster until paid invoices are received and reviewed. Affirmative: Katterhagen, Krause, Williamson, Buchholz and Pesta. Motion Carried.

Krause made a motion, seconded by Williamson to approve payment of FY2018 state cost share funds for Dana Barfitt, contract #4-18 in the amount of $1,377.83 for the field windbreak project. Affirmative: Katterhagen, Krause, Williamson, Buchholz and Pesta. Motion Carried.

Buchholz made a motion, seconded by Williamson to approve re-encumbering FY2018 state cost share funds in the amount of $1,158.16 as a project came in costing less than planned. Affirmative: Katterhagen, Krause, Williamson, Buchholz and Pesta. Motion Carried.

Wettstein entered the meeting at 10:00 a.m.


Williamson made a motion, seconded by Krause to approve AREA 2 District MAWQCP Agreement. Affirmative: Katterhagen, Krause, Williamson, Buchholz and Pesta. Motion Carried.
Buchholz made a motion, seconded by Williamson to approve AREA 2 District MAWQCP Engineering Agreement. Affirmative: Katterhagen, Krause, Williamson, Buchholz and Pesta. Motion Carried.

Pesta made a motion, seconded by Williamson to approve Sauk Conservation Planner Contract. Affirmative: Katterhagen, Krause, Williamson, Buchholz and Pesta. Motion Carried.

DISCUSSION SUPERVISOR’S HANDBOOK: S. Katterhagen asked the board if they had any questions regarding the Supervisor’s handbook that was provided to them at May’s board meeting. Pence noted BWSR is in the process of reviewing and updating the SWCD Supervisor handbook and would like to hear if Todd’s Supervisors having any input or suggestions. The board will let the office know of any suggestions for the handbook.

DISCUSSION 2018 CONSERVATION AWARD AND LAND STEWARDSHIP AWARD: Board would like staff input and the board will let the office know if they think of anyone. Katterhagen suggested the Potato Farmer’s in Todd County, and questioned if Stieber had ever set up an interview with them. S. Katterhagen noted to her knowledge that was never completed. S. Katterhagen also questioned in the board would like to have interviews with the candidates prior to selecting an award recipient. Pesta noted in the past staff would provide the input, and feels that way works and would like to continue like that.

DISCUSSION OF 2019 TODD SWCD BUDGET: S. Katterhagen noted Todd County has started with 2019 budget and that Stieber will have a draft SWCD budget for either July or August’s board meeting.

DISCUSSION OF PROXY VOTING FOR WCTSA BOARD: Board consensus would like to keep the voting with the Supervisors.

DISCUSSION OF PROPOSED GROUNDWATER PROTECTION RULE UPDATE: Noska reported that he attended the informational meeting. The rule applies to commercial uses and applying on frozen soils and course soils.

DISCUSSION OF LOCALLY LED WORKSHOPS: S. Katterhagen reported that Stieber and Kleinschmidt will be attending from the office, and maybe Wettstein. Supervisors are encouraged to attend. Board consensus to bring back to July’s meeting since registration isn’t due until after July’s meeting and gives board members a chance to check their schedules.

REPORTS:

Commissioner Report: Neumann reported the County has started the 2019 budget process and new forms were created for department heads to complete to explain changes in the budget. Todd County has hired a search firm to hire a new County Coordinator. Park board is working on a getting a viewing deck at Battle Point Park. Neumann encourages SWCD Board of Supervisors to keep an eye on the Lake Shamineau project request.

Staff Reports: Noska reported he has been attending trainings and has completed notice of decisions. Wettstein reported she has been working with partners on various projects and recently worked with the Veteran’s service office on obtaining a grant for match for the Motley Cemetery project, which was recently funded. She is working with Lions Club on Fairy Lake’s Buckthorn project. Wettstein also is working with SRWD on a demonstration project on Ashley Creek. Brown reported that he did the pre-con meeting for Bakke’s project, helped with tree sale week, dealing with a lot of complaint inspections, and has been attending trainings. S. Katterhagen added she helped during tree week and completed wage reimbursement report. S. Katterhagen also handout Anton’s report and highlighted items on her report.

Brown and S. Katterhagen reported that a landowner had concerns about the Feedlot Registration. On the feedlot registration form, the floodplain question was added. Brown added that no new feedlots can be in a floodplain. If a current site is in floodplain, it is important that they keep their registration current as they are grandfathered in.

Pheasant Forever staff report: Thoma reported CRP areas are open.

Buchholz left the meeting at 10:30 a.m.

3|Page Todd SWCD Board Minutes from June 14, 2018
NRCS Report: Kleinschmidt reported in the future there will be informational meetings about the reorganization of the NRCS and FSA. NRCS is now hiring.

1W1P Report: Williamson reported the plan is in the planning stage. At next meeting consulting firms that put in a bid will have 30 minutes to give a presentation on their proposals, after that there will be a 60 days of public comments.

Pence recommended to look ahead in the planning process—what type of agreements will be needed and how is the money going to be spent.

INFORMATIONAL:

2018 MASWCD Candidate Prospectus: Katterhagen reported that it would be great if someone from Todd SWCD Board of Supervisors would run as Chairman or Vice Chairman for MASWCD organization.

Chairman Katterhagen adjourned the meeting at 10:41 a.m.

The next meeting of the Todd SWCD Board of Supervisors will be held on Thursday, July 12, 2018 beginning at 8:05 a.m. at the Todd County Historic Courthouse (Prairie Conference room), Long Prairie, MN 56347.

Sarah Katterhagen, Minute Prepare

Tom Williamson, Secretary

7/12/19

2/16/19
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**TOTAL** $841,554.51 $3,712.32 $64,127.03 $781,139.80

Prepared by: Sarah Katcherhagen, Program Coordinator  
District Treasurer, Leland Buchholz  
Date: 01/14/2018
Meetings, Events & Coordination
- Attended Lake Shamineau outlet meeting
- Prepared for BOC meetings with action forms presented on May 1 and May 15
- Prepared for and participated in a SWCD board meeting on May 10th.
- 1W1P meeting
- Attended WCTSA meeting to discuss budget, agreements, bylaws, etc.
- Contacted Sharon Phieffer of MN DNR about an upcoming GW workshop she is coordinating.
- Total contacts for month included 11 for SWCD and 82 for PZ = 93 total

Operations
- Completed electronic tools survey through MIS and state association.
- Processed public information request from landowner.
- Prepared a Board Action for to accept delegation of WCA from Eagle Bend to County.

Field Projects and Activities
- Transferred AIS workload to Shannon.
- Discussed cost-share projects with staff related to c/s allocation decisions.
- Worked with Deja on several livestock issues that are PZ zoning violations.
- Had GIS Dept. complete mapping for Star Lake landing.

Planning & Zoning
- Met with 4 different landowners about cases during the month.
- Buffer Team Meeting with Lew, Loren, Sarah, Tim
- Prepared final restoration order for Dhein.
- Prepared Planning commission staff reports, presented case, and follow up work.
- Prepared BOA staff reports, presented cases, and follow up work.
- Worked on five violation cases during the month.
- Prepared and submitted SSTS annual NRBG request

Staff Management
- Worked on evaluation materials with other dept. heads that will be used going forward.
- Worked on preparing for new PZ staff person to start June 4
- Developed list of work for Shannon as she came back on full time.
- Met with staff one-on-one as needed during the past month.

Signatures
- Signed vouchers for SWCD and P&Z Expenses during the month.
- Signed WCA decisions for the month prepared by Lew.
- Signed Planning and Zoning permits.
- Signed agreements for PF – FBAP position and application
- Prepared and sent a letter to SRWD supporting their application for a riparian easement program along the Sauk River.
Hello Supervisors – Since I will miss the June SWCD Board meeting I thought I should comment on some of the items on the agenda.

**PROJECTS:** There are four projects for encumbering or paying out funds on the agenda. There are others getting close to being paid out or encumbered. It is great to see projects being implemented by staff. The diversity of projects includes a raingarden, well sealing, pit closure and a feedlot fix using four different sources of fund. Sarah has really been an asset in keeping track of where we are at on these funding sources.

Staff discussed cost sharing the Steve Drayna project. Deja and Kevin have worked with WCTSA and the landowner to reduce pollution potential from that site. What is proposed is not a complete fix for the site – but it is a big improvement. We are proposing using Feedlot Performance Credit funds for this project which are a little more flexible in their application. I encourage voting to encumber the needed funds for this project.

**AGREEMENTS:** There are 3 agreements to review and sign. These were requested by Stearns SWCD. These are largely related to work we are already doing such as the MAWQCP program. Grant funds brought in by Stearns SWCD will be providing Engineering support for the MAWQCP program and planning assistance for the Sauk River Watershed area. I reviewed these and believe they are best for Todd SWCD to sign.

**BUDGET** – not critical that board takes action at the June meeting. Sarah and I have just started pulling together budget numbers. Our county budgets first drafts are completed. We do not need to finalize a SWCD budget until fall unless we are asking the county for funds greater than previously requested – which we are not doing. We have entered match amounts for feedlot, Waterplan, and WCA that are the same as last year into the county budgets.

**Proxy Voting** – this is being proposed by a few counties for WCTSA meetings to allow staff to vote in place of elected supervisors. There are pro’s and con’s to this that need discussion – this will be discussed again at the next Area II meeting to it is advised to decide which way the Supervisors want to go with this.

**IWIP** – this process is moving forward. Requests for proposals have been distributed and proposals submitted. A meeting to review a 30 minute presentation from each consulting company is being scheduled. Public input regarding what the concerns are in the watershed is open for 60 days. There will be 4 public meetings planned at which people can attend. The SWCD will help promote these meetings.
Staff Report:
Kevin Brown
5/01/2018-5/31/2018

- John Bakke:
  1. Assisted John with flagging fence posts
  2. Designed a secondary deep freeze pipeline
  3. Pre-Construction Meeting at job site with John and contractor who will be doing the pipeline

- Jason Greenwalt:
  1. Site visit with Jason to look at his cattle watering hole
  2. Lew assisted with determining whether or not it was a wetland and what he can and cannot do.
  3. Referred Jason to the Minnesota Agricultural Water Quality Certification Program

- Tree sale:
  1. Helped set up for the Tree sale
  2. Packed trees for buyers
  3. Helped clean building after Tree Sale

- Complaint Inspections:
  1. Multiple complaint issues with horses
  2. Field Application complaint where sewage was being pumped on a field. Contacted MPCA and they handled it from there

- MAWQCP:
  1. Meeting with Tim Stelling, signed Tim up for the program
  2. Handed out landowner signs and took pictures to those who have become certified in the program

- BMP Inspections:
  1. Inspected a series of sediment water control basins

- Feedlot Registrations:
  1. Wykeham, Eagle Valley, Moran, and Birchdale, and Turtle Creek Townships have been completed so far

- Education Events:
  1. Helped assist Shannon with waterfest in Melrose

- MPCA Tempo:
  1. Received tempo training

- Construction Inspection:
  1. Went to Render farms to do a construction inspection on their manure pit
Training
- None

Projects
- **Current/Recently Completed Projects/Upcoming projects for approval**
  - Rick Johnson, Raingarden Bass Lake
- **Visited Cost Share Spot Checks**
  - Fletcher, Long Prairie River
  - Brezinka, Long Lake
- **Provided Technical Assistance & Potential projects for Shore Land / River Restoration / Erosion**
  - Pollema, Ward Township
  - Levin, Charlotte Lake
  - Johnson, Bass Lake
  - Downs, Beauty
  - Anderson, Big Birch
  - Sauk Centre Lions Club, Fairy Lake
  - Motley Cemetery, Long Prairie River
  - Balbach, Bertha Township
  - Jacobson, Osakis
  - Kalinowski, Little Osakis
  - Diehl, Long
  - Kleinschmidt, Long Prairie
- **Aquatic Invasive Species (AIS)**
  - Scheduling meeting with LAMB
  - Cost Share for Control on Latimer and Big Sauk
  - Finalizing training and authorization for Level 1 Inspectors
- **RIM/WRP**
  - None
- **Mississippi River Brainerd Watershed**
  - None
- **Outreach**
  - Fairy Lake Lions Club article for Sauk Centre Herald
  - Middle Sauk Water Fest with Kevin
  - Battle Point Park Osakis 4th Grade Day
  - Science Museum using AR Sandbox
- **Meetings**
  - SWCD Staff Meetings
  - NRCS/SWCD Meeting
- **Funding**
  - NJPA Innovation Funding for Motley Cemetery
- **Other**
  - Tree Packing, Sale and Clean-up
Reporting Dates: April-May 2018

**Trainings attended:** Irrigation Tool, Integrated Erosion Tool

**WCA:**

New Applications received:
- Reining Livestock Crossing

Notice of Decisions:
- Mudek – Drainage Exemption
- City of EB – Utilities Exemption
- City of EB – Local road replacement
- CSAH 26 Bridge – Local road replacement

Ongoing cases and Violations:

**WCA Customer outreach:**
- 11 Site visits
- 35 Phone calls, office visits, etc.

**SWCD:**
- Buffer Technical Assistance (and site visits) and State Compliance Tracking
- Tree Sale
- Morrison County TEP and Lake Shamineau LID project
- Feedlot Program Assistance
- 2 cost-share pre-con meetings (windbreaks)
- Groundwater Protection Rule Meeting
- DNR Wells
- SRWD Hay Buffer Assistance

**County:**
- Front Desk Assistance
Sarah Katterhagen’s Staff Report
Board Meeting: June 14, 2018

Financial/Reporting/Administrative:
- Prepared for Board Meetings/follow up after board meetings
- Financial keeping/preparing vouchers
- Pay Period #3-8 Wage reimbursement was submitted and completed in the financial systems
- Budget Process for 2019
- AgBMP Loan Program: 3 applications received (Feedlot fixes, well replacement, and septic updated)
- FY2019 Groundwater Agreement received. Same as amount as FY2018 {Lew completed field work}
- Tree Season Wrap up {financial summary will be at July’s meeting}

Grant Programs
- Created Cost Share summary report {goal is to have at every meeting, so the board can see the status of cost share contracts and potential cost share contracts} [Let me know your thoughts]
- Grant tracking-

Feedlot Program:
- Staples, Villard, Moran and Fawn Lake Registrations were mailed out.
- Reviewing registrations as they come in.

Meetings/Trainings:
- Staff meetings
- NRCS/S&W staff meetings
- AREA II Meeting: June 21, 2018
- Admin Session: June 27-28th

County Programs:
- Grant Reporting for P&Z Zoning Grants
- Buffer Team Meeting—meeting was held.
- Septic Cost Share program
- Assisted at front counter/payments
- Started County budgets

AIS Program:
- Reviewed reimbursement requests
- Financials
- Met with LAMB and reviewed with summer schedule {with Shannon}
CREP: a few applications in the process of being approved by BWSR right now. I have a few site visits planned for the near future to get some more applications processed. Still waiting on getting granted computer access through USDA...

CRP: I’ve been getting out and doing a lot of flagging of CRP property boundaries for planting this spring. I’ve been reviewing seed mixes as they come in and making sure they meet our current standards before approving them. There has been some land owner interest in conservation programs and I’ve been working with them to figure out what is best suited for their needs or goals. I’ve made some site visits and met with some landowners regarding potential projects on their properties. There hasn’t been a CRP enrollment open yet so there hasn’t been any new applications started but there is quite a list going for future projects once a signup does open. I have had a handful of site visits following up with landowners and making sure their CRP is still meeting contract criteria and to determine mid contract management needs.

Hayed Buffers: Got out and flagged some hayed buffer boundaries for landowners. Had some questions regarding seed mixes that I assisted with. Nice program SRWD has setup to help with some water quality protection and erosion control around the watershed.

Random: I had some on air radio time with Tim, surgery, I’ve been answering emails and phone calls as much as possible. I’ve partaken in a number of different trainings and webinars. I’ve spent a few days job shadowing other Farm Bill biologists and taking in as much information from them as I can. I’ve spent some time with Sabin picking his brain as much as possible learning about other programs and incentives I could be working with landowners on as well as what sort of partnership projects he had going on.
Austen Byrer

I am from Odon, Indiana. I am majoring in Biology at Franklin College and I will graduate in December. I have been involved with three internships through the past two years, the first internship focused on in-vitro fertilization practices and farm management. The second was at a national wildlife refuge with a focus on native species and habitat management. My current internship is with NRCS through the Pathways Program and I will be here until mid-August. My goal for this internship is to absorb as much of the basic knowledge and terminology as I can while also becoming more familiar with the requirements of each program.
We have finished obligating all EQIP contracts with only one remaining to be signed. After the final contract is signed Todd County will have 11 contracts obligated on 1052.5 acres for $1,102,301.00. We continue to try and finalize a few CAP contracts for Ag Waste projects for the future. These have been very difficult to complete with changes in TSP’s and requirements for review. Field work has picked up, but with current CSP workload and contract management, office administrative duties, and similar tasks I have not been in the field. Darlene and the rest of the staff have been busy both in the field and the office.

A Continuous CRP enrollment was recently announced and FSA and Luke are busy working.

Austen Byrer, Pathways Student Intern started after Memorial Day and will be working in our office during the summer before heading back to college.

Details of the MN NRCS reorganization should be forthcoming from NRCS soon.

We continue to work through the CSP applications and will until the remaining applications are obligated in August. We started with 10 applications and for multiple reasons 6 have cancelled. If you have questions as to why please ask at the meeting, but many either didn’t have time, couldn’t find a suitable enhancement to do, or wanted to hold off for another year and maybe a better opportunity. This is unfortunate as we have spent at least 4 hours on each application at this time.

We also continue to have a lot of requests for assistance and many other tasks that are keeping us busy. We continue to be behind, but are not getting further behind in workload.