MINUTES FROM THE SEPTEMBER 13, 2018 REGULAR BOARD MEETING

Chairman Katterhagen called the Thursday, September 13, 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, Tom Williamson, Leland Buchholz, Norman Krause and Kenny Pesta. Others present were: Tim Stieber, Division Director, Sarah Katterhagen, Program Coordinator, Deja Anton, Livestock Advisor, Lew Noska, Conservation Technician, Kevin Brown, Conservation Technician, Luke Thoma, Pheasants Forever, Darlene Drayna, NRCS, Randy Neumann, County Commissioner, Gary Kneisl, County Commissioner, and Chris Pence, Board of Water and Soil Resources (BWSR).

The Pledge of Allegiance was recited.

Katterhagen asked if there were any additions to the agenda. Pesta made a motion, seconded by Williamson to approve the agenda for September 13, 2018 regular board meeting. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Katterhagen asked if there were any additions or corrections to the minutes from the August 9, 2018 regular board meeting. Krause made a motion, seconded by Buchholz to approve the minutes as disbursed from the August 9, 2018 regular board meeting. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Buchholz presented August’s Program Summary. Williamson made a motion, seconded by Krause to accept August’s program summary with receipts totaling $38,403.49 and disbursements totaling $79,567.11. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

COST SHARE REPORT: The cost share report was presented by Stieber.

Williamson made a motion, seconded by Buchholz to approve request for amendment for extension for cost share contract #5-17 & 2-16LC for Rinde until December 1, 2018. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Buchholz made a motion, seconded by Williamson to approve request for amendment for additional cost share funds for contract #2-18LC and 1-18 LO for Middendorf in the amount of $1,395.00 (FY18 local capacity) and $5,580.00 (MPCA 319 Lake Osakis) respectively for a new cost share total of $107,762.44. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Krause made a motion, seconded by Buchholz to approve FY2018 state cost share funds for Bryon Hartung in the amount of $337.50, contract #5-18 for a well sealing project. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.
Krause made a motion, seconded by Pesta to approve payment of FY2018 state cost share funds for Monica Krebsbaech, contract #2-18 in the amount of $2,590.23 for a field windbreak project. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Buchholz made a motion, seconded by Williamson to approve requesting FY2018 feedlot program match from Todd County in the amount of $48,047.00. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Pesta made a motion, seconded by Williamson to approve requesting FY2018 wetland conservation act program match from Todd County in the amount of $21,641.00. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Krause made a motion, seconded by Pesta to approve requesting FY2018 county allocation in the amount of $20,000.00. 
Discussion: $15,000 of the $20,000 is used to support SWCD efforts for maintaining feedlot registrations that are required by the County’s ordinance, and not by the MPCA. $5,000.00 out of the $20,000 will be used to support the Farm Bill Biologist position and initiatives. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Buchholz made a motion, seconded by Williamson to approve FY2019 Local Capacity Services and Buffer Law Implementation Grant agreement. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Williamson made a motion, seconded by Krause to approve FY2019 Local Capacity service proposed budget.
Discussion: Krause expressed concern that administration costs were high, and in the grant agreement it notes that administration should be minimized as much as possible. Pence from BWSR indicated that Local capacity funds are different. They are meant to increase District’s capacity, and with the capacity funds you can hire positions, including a manager’s position and bill to the grant. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.


Krause made a motion, seconded by Buchholz to approve letter to Todd County Commissioner’s requesting a SWCD Manager. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

GRANT APPLICATIONS UPDATES: Two BWSR grant applications were submitted, one to pair with the MPCA Partridge River pit closure grant, and one for Swan Lake feedlot fixed. Stieber noted that he also assisted WCTSA in applying for accelerated implementation grant for nutrient management specialist position. Stieber added he didn’t submit a MPCA watershed grant application through NRCS, but plans on submitting one next year.

TODD SWCD ANNUAL PLANNING UPDATE: Board members received a copy of the 2018 Annual plan of work, and a survey to complete for input for the 2019 annual plan of work. Stieber requested supervisors to bring back to the next board meeting.
ENVIRO FEST PLANNING UPDATE: Enviro Fest is set for September 20, 2018 at the Dale and Marie Katterhagen Farm. S. Katterhagen reported that we have 385 students attending, 25 teachers, and 50 presenters and volunteers.

LIAISON MEETING SUMMARY: See attachment. Discussed SWCD manager position and office set up.

DRAFT SWCD BUDGET REVIEW: See attachment. The budget was reviewed by Stieber. S. Katterhagen recommended to make modifications to budget if the SWCD manager is approved as there will be increase in program expense, and to adjust County Riparian if County accepts work plan presented by the Planning & Zoning office.

DISCUSS SWCD MONITORING PLAN FOR BUFFER COMPLIANCE TRACKING:
  Compliance Tracking: Option #2: Review all parcels once every 3 years (when new imagery is available)
  Random Spot Checks: Option #2: The SWCD will conduct 25 random on-site spot checks each year on parcels with buffer regulation
  Process to handle complaints: Follow internal complaint policy.

REPORTS:

Commissioner Report: Todd County has hired a county coordinator that will start on September 24, 2018, and Next Tuesday County will be setting levy.

Staff Reports: Anton reported that added names of landowners she is working to the seconded page of her staff report, worked on the grants, and hopes the feedlot layer in completed early winter. Brown reported that he completed the remaining registrations in the feedlot inventory and discussed a potential project. Anton added that Henry’s Street is looking at expanding their holding area and invited the Commissioner’s and District Supervisors to tour the facility. Noska added that he working on wetland projects and Elliot has restored his wetland issue, which doesn’t include his Planning & Zoning restoration. S. Katterhagen working on Enviro Fest.

Pheasant Forever Report: Thoma is working on CRP contracts.

NRCS Report: Drayna reported Kleinschmidt at a training in Nebraska. NRCS currently has 18 positions in MN, and Al Lepp in new State Conservationist in our area.

1W1P Report: Williamson expressed concern with the One Watershed, One Plan process, and feels like it could potential be a burden on the tax payers.

BWSR Report: 140 grant applications were received. The One Watershed, One Plan was approved in the Red Eye, and Pence will keep the District informed. Pence reminded staff to keep BuffCat to date and to register for BWSR Academy. Pence also noted to make sure at every meeting that there is at least one board packet available for the public. Pence handed out a buffer update notice.

FY2019 CONSERVATION DELIVERY & COST SHARE GRANT: Stieber informed the board the FY2019 conservation delivery grant and cost share funds were received.

GROUNDWATER EVENT IN THE SAUK RIVER WATERSHED: Stieber informed the board that they can attend the day session.
OPEN HOUSE FOR LAKE & RIVER SAMPLING RESULTS: Stieber informed the board he will be attending the meeting to represent Todd SWCD (Meeting: September 13, 2018).

Chairman Katterhagen adjourned the meeting at 10:34 a.m.

The next meeting of the Todd SWCD Board of Supervisors will be held on Thursday, October 11, 2018 beginning at 8:30 a.m. at the Todd County Historic Courthouse (Prairie Conference room), Long Prairie, MN 56347. Following the board meeting, the District will host the Annual the awards luncheon at the Countryside restaurant.

Sarah Katterhagen, Minute Prepare

Tim Stieber, Division Director

Tom Williamson, Secretary

10/11/2018  Date

10-11-18  Date

10/11/18  Date
# TODD SOIL & WATER CONSERVATION DISTRICT

## SWCD TREASURER'S MONTHLY REPORT

### PROGRAM SUMMARY

<table>
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<tr>
<th>PROGRAM</th>
<th>CASH BALANCE 08/01/18</th>
<th>RECEIPTS</th>
<th>DISBURSEMENTS</th>
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**TOTAL** $ 788,567.46 $ 38,403.49 $ 79,567.11 $ 747,403.84

*Completed before month end was completed*

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Prepared by: Sarah Katterhagen, Program Coordinator

Reviewed by: Tim Stieber, Division Director

Leland Buchholz, District Treasurer

Date 9-13-18
August 2018 Staff Report
Tim Stieber, Division Director

Meetings, Events & Coordination
• Participated in SWCD and PZ staff meetings.
• Prepared for BOC meetings with 3 action forms presented in August
• Prepared materials for SWCD board meeting.
• 1WIP meeting starting planning process.
• Presented on radio with Luke Thoma.
• Attended Local Work Group meeting with staff and supervisors.
• Total contacts for month included 19 for SWCD and 90 for PZ = 109 total 3 Site visits

Operations
• Met with MIS regarding electronic tools plan for staff – smart phones – lap-tops - etc
• Dept. Head meeting on Aug. 8th
• Organized a liaison meeting with SWCD and BOC.
• Developed a budget and work plan for Riparian Protection Funds for 2019.

Field Projects and Activities
• Met with staff about Buffer Compliance Monitoring plan – reviewed draft.
• Worked with staff to complete grant applications Partridge River E.coli reduction $44,310 and Big Swan Lake Restoration $250,160. Also assisted Stearns with an Area II application for $285,000 for a CNMP writer position that would cover nutrient management plan needs.
• Met with Joe Magner and Long Lake Association about Long Lake protection activities.
• Visited a Molly Creek property and developed a Restoration Plan for the violation.
• Visited a difficult Shoreland site and assisted landowner by developing a draft restoration plan for their Mound lake site.
• Completed final report for CWP grant from MPCA.
• Worked on AIS activities.

Planning & Zoning
• Met with Bruce Township related to coordination between township and County.
• Worked with Big Swan Campground on their attempt to modify their CIC.
• Prepared for Planning Commission meeting, prepared staff report, presented cases, follow-up.
• Prepared for Board of Adjustment meeting, prepared staff report, presented cases, follow-up.
• Worked on multiple violation cases during the month – resolved several.

Staff Management
• Reviewed timesheets and reporting records
• Worked with Ben Guell on 3 month goals
• Met with staff one-on-one as needed during the past month.
• Developed materials related to District Manager position.

Signatures
• Signed vouchers for SWCD and P&Z Expenses during the month.
• Signed WCA decisions for the month prepared by Lew.
• Approved Planning and Zoning permits.
• Signed CREP work order 77-18-W002
Staff Report for July 26, 2018 - September 5, 2018

Leave Request: July 27-August 10, 2018

Site visits by Deja (26)-some in conjunction with Kevin Brown:
- Baxter -Bromeling- Pre-Construction Meeting
- Buderus North- Construction Inspection/ Assistance Visit
- Meiners- Spot Check/ Compliance Inspection
- Rinde- Construction Inspection (2)
- Cordie- Registration Inspection
- Middendorf- Construction Inspection (3) Pit Closure Certification Inspection (1)
- Montanez- Feedlot Spot Check
- Gilson- Compliance Inspection
- Stelling- Assistance Visit
- Hallerman- Compliance Inspection
- Panek- Pre-Construction Meeting
- Walking Horse Ranch- Compliance Inspection
- Hauer- Construction Inspection
- Bruder- New County Registration Visit
- J. Swartzentruber- New County Registration Visit
- N. Swartzentruber- New County Registration Visit
- D. Swartzentruber- New County Registration Visit
- E. Swartzentruber- CFO County Restricted Registration (Historic) Visit
- Skrumstad- New Restricted County Registration (Historic) Visit
- Gingerich- New County Registration Visit
- E. Hershberger- New CFO County Registration Visit
- Bollin- New County Registration Visit

In Office Meetings (1) Virgil Schmidt (9/17/2018) and (2) (8/24/2018) (3) James Julig (8/20/19)

Producer/Citizen Assistance- Counter & Phone Calls until June September 5 (Feedlot Related): (30)

Meetings/ Trainings: Division Meeting (8/17); SWCD Staff Meeting (8/13; 8/27); NRCS Feedlot Meeting (8/20); Feedlot Team Meeting for Registrations and Map Tool (8/27): MPCA Roles and Responsibility Team (8/14 & 9/5)

Other:
- Feedlot Registration, Reviews for Staff, and Data Entry (15 hrs.)
- MPCA 319 Grant hours- Middendorf- (12 hrs.)
- Partridge River Grant Revision (12 hrs.)
- Partridge River Grant Numeric Fact Sheet Development of Algorithm and Revision Checks (4 hrs.)
- Partridge River Grant Team Edit (3 hrs.)
- Swan Lake Grant Revision (11 hrs.)
- Swan Lake Grant: Cost Estimate for Hallerman Scrape Lane Project & Cost-share % for Berscheit (2 hrs.)
- Swan Lake Team edit (2 hrs.)
- AgBMP loan assistance and outreach-1 customer;
- MinnFarms-Gilson; Schmidt; (Berscheit, Johnson, Hallerman, & Keppers for grant reductions)
- Rewitzer Rezone Request: Findings of Fact submitted to Planning & Zoning
- Developed Bid Packets for Sheldon Larson
- Submitted 2019 Delegation Agreement to MPCA
- Permit issuance- Vetsch Farms
- Mentorship Douglas and Morrison Counties (1 hr.)

See Back Page for Status Review per Request of Board

To Meet the Public’s Needs by Protecting the Land and Safeguarding the Water
Top Feedlot and Farm Conservation Focus- (Bold currently under construction):

1. **Middendorf**- Permit Issued. Mid Construction. *(Cost-Share Amendments upcoming)*
2. **Kreemer**- Permit issued. Mid- Construction- scheduled for fall 2018 completion
3. **Panek**- Permit Issued- Mid Construction- scheduled for fall 2018 completion
4. **Rinde**- Permit Issued- Mid-construction- scheduled for fall 2018 completion
5. **Bakke**- Mid-construction (Kevin- Lead)
6. **Wiese**- Pre-Con Completed- -late summer- fall 2018 closure planned
7. **Baxter**- Brommeling- Pre-Construction Meeting held August 10, 2018. Fall Closure planned
8. **Vetsch**-Permit- Barn Update completed. CSF Permit Issued. Fall 2018 into Spring 2019
10. **Keppers**- plan complete- grant submitted
11. **Johnson**- plan complete- grant submitted
12. **Hallerman**- preliminary design- grant submitted
13. **J-V Feeders**- Nutrient Management Plan Complete- Waiting for engineer for approved design for feedlot fix
14. **Schmidt**- Constructing Lot 1- waiting for approval for Lot 2
15. **Yoder**- Under Permit- reduced lot usage for minimal impact until fix complete
16. **Eisheid**- Working on final design
17. **Bertram**- Tech assistance and SWCD contract requested
18. **Rewitzer**- Nutrient Management Plan complete- working on designs- Construction slated for 2019
20. **Gray**- developing Nutrient Management Plan and working on acceptable design
21. **Buderus**- Refer to Planning & Zoning for CUP Review- no action
22. **Judd**- Preliminary design
23. **Julig**- Nutrient Management Plan Complete- final design- Construction slated for 2020
24. **Lamm**- Waiting for nutrient management plan; design in preliminary stages
25. **Lamusga**- waiting for Nutrient Management plan- preliminary design (Kevin- Lead)
26. **Hauer**- Nutrient management plan complete- design complete- P&Z referred entered into County agreement- - minimum action- construction due by 2023 per County Agreement. Request for Pit Closure funding.
27. **Schmitz**- Low cost fix design- Under Permit
28. **Larson**- technician design complete-waiting for bids
29. **Kraemer**- Final inspection scheduled
30. **Drayna**- new conditions set on contract- on hold for time being
31. **Tomsche Dry Cow**- Project complete-Final Construction Inspection needed- permit expired
32. **Black Pines Angus**- request for SWCD assistance for livestock exclusion fencing; waiting for SWCD contract to come available
33. **Johnson**- Pit closure request; waiting for SWCD contract to come available
34. **Bock**- Nutrient Management Plan needs completion- preliminary design
35. **Stelling**- preliminary design complete- on hold
36. **Dittberner**- Denied Pit Closure Cost-share.

Report Submitted this 6th day of September, 2018 by Deja Anton- SWCD Livestock Advisor

To Meet the Public’s Needs by Protecting the Land and Safeguarding the Water
Staff Report:
Kevin Brown
8/01/2018-8/31/2018

- Feedlot Registrations:
  1. All 19 Townships have been completed

- Glen Middendorf Pit Closure
  1. Was onsite to help certify Middendorf’s pit closure

- Site Inspections:
  1. Danny Payton - MAWQCP
  2. Rinde Farms – Construction
  3. Gilson – Water Quality

- Site visits:
  1. John Bakke – Pipeline Confirmation
  2. Glen Middendorf – Construction
  3. Norm Krause – MAWQCP
  4. Tom Panick – Pre – Con Meeting
  5. Jason Lamusga – Facility Assessment

- Virgil Schmidt Technical Assistance:
  1. Designed options for Mr. Schmidt’s new operation
  2. Utilized MinnFarm to assure he says compliant

- Helped review the Swan River Grant
  - Designed map for grant
  - Contacted Hallermann and Johnson to see if they would be interested in Cost-Share

- Attended Berscheit Farms Amaranth Workshop
Reporting Dates: August 2018

Trainings/Meetings attended: Buffer Law Mtg in Detroit Lakes, Wetland Conservation Act Training in Alexandria

WCA:
Violation Restorations:
  - Bearson – Fill in Type 2 within shoreland protection zone Lake Osakis
  - Kahout – 2,665 sq. ft. fill in Type 3 wetland
  - Elliot – Big Birch Lake Fill within Shoreland protection zone

New Applications received:
  - Miller/Voller – Private Ditch Maintenance

Notice of Decisions:
  - Bock – Open Tile inlets and Pattern Tile

Ongoing Violations/ Upcoming Projects:
  - Parnell-Savoy – Fill in Type 2/6 within shoreland protection zone
  - Mikkelson – Private Ditch Maintenance
  - City of EB – US71 Ditch Maintenance

WCA Customer outreach:
  - 9 Site visits
  - 20 Phone calls, office visits, etc.

SWCD:
  - Buffer Technical Assistance (and site visits) and State Compliance Tracking
  - DNR Observation Wells
  - Cost Share Tree Plantings
  - Cost Share Spot Checks
  - Grant writing assistance

County:
  - Front Counter Assistance
Financial/Reporting/Administrative:
- Office general work
- Voucher prep work
- SWCD Board meeting prep
- Grant budgets (draft) to Director for review and final approval
- Prepared remaining hour cash balances in grant for Director review

Education
- Planning the 2018 Enviro Fest!
  - Invite letters to schools
  - Invite letter to presenters
  - Donation request letters
  - Request for quotes for tents
  - Follow with all the above
  - Calls to Katterhagen’s—😊
- Native Landscaping booklets—worked with vendor on ordering

Projects
- Updated cost share project summary sheet
  - *Note: Any changes in cost share contracts (extension, request for additional funds) all come to the SWCD Board for Approval
- Lisa Schurman: Well Seal—project removed. Pipe wasn’t for a well per a well driller
- Bryon Hartung: Received bids for well sealing project- requesting funds (encumbering)
- Krebsbach: Prep voucher for payment

Grant Programs
- Assisted in grant application to BWSR- (two grants)

Feedlot Program:
- Feedlot registration
- 2nd notices
- Assisting in registrations

Meetings/Trainings:
- Staff meetings--Attended
- NRCS/S&W staff meeting—cancelled
- BWSR Meeting with BC (Chris Pence).

County Programs:
- Financials/ General office coverage

AIS Program:
- Correspondence RE: Starry Trek
- Waiting for final invoices to pay out Education projects
- Voucher review (mainly from RMB labs for veliger sampling)
CRP: All CRP offers are in. The deadline was the 17th of August. I prepared eligibility documents for 19 contracts. I spent a couple of days with the forester out of Morrison county determining Riparian Buffer eligibility and a couple of days out on my own determining CP21, 23a and 27-28 eligibilities. We had 19 CRP 1 offers and I believe all 19 are moving forward. I’ve been writing the cons plans and preparing o52’s. I currently have 4 done and 15 more to write. They need to be done by September 7th. So the next few days will be busy writing cons plans and getting the CRP plans finished. There has been a number of seed mixes that have needed approving so that the landowner can receive payment. I have been taking a lot of phone calls and trying to fit field visits in here and there as much as possible to help-out the local landowners answer questions about CRP, habitat or general land management questions they have.

CREP: Todd County had 2 CREP offers submitted within this last batching period. Of the 2 it looks like only one will be approved. This will be Todd counties third approved application for CREP. I have been working with BWSR to get the 2 applications that were submitted this spring finalized. One has been accepted and I have some final minor details to sort out with the landowner and FSA.