MINUTES FROM THE DECEMBER 13, 2018 REGULAR BOARD MEETING

Chairman Katterhagen called the Thursday, December 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, Russell Kleinschmidt, NRCS, Randy Neumann, County Commissioner, Gary Kneisl, County Commissioner, Chris Pence, Board of Water and Soil Resources (BWSR) and Dan Whitney, Guest.

The Pledge of Allegiance was recited.

Introductions were made.

Katterhagen asked if there were any additions to the agenda. Pesta made a motion, seconded by Williamson to approve the agenda for December 13, 2018 regular board meeting with the additions of:

- Approve encumbering additional MPCA 319 Lake Osakis cost share funds for Middendorf in the amount of $1,628.87 for Phase I
- Approve encumbering additional FY2018 Local Capacity funds for Middendorf in the amount $405.06 for Phase I
- Approve payment of FY2017 MPCA Lake Osakis in the amount of $87,835.82 for Middendorf Phase I
- Approve payment of FY2018 Local Capacity funds in the amount of $21,957.55 for Middendorf Phase I
- Approve encumbering FY2017 MPCA Lake Osakis cost share in the amount of $62,949.50 for Middendorf Phase II
- Approve encumbering FY2018 State Cost Share in the amount of $1,242.93 for Middendorf Phase II
- Approve encumbering FY2018 Local Capacity cost share funds in the amount of $6,539.95 for Middendorf Phase II
- Approve encumbering FY2019 Local Capacity cost share funds in the amount of $7,954.50 for Middendorf Phase II

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

Katterhagen asked if there were any additions or corrections to the minutes from the October 11, 2018 regular board meeting. Buchholz made a motion, seconded by Krause to approve the minutes as disbursed from the October 11, 2018 regular board meeting. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Buchholz presented October’s Program Summary. Williamson made a motion, seconded by Krause to accept October’s program summary with receipts totaling $250,510.11 and disbursements totaling $4,922.47. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.
Buchholz presented November’s Program Summary. Williamson made a motion, seconded by Pesta, to approve November’s Program Summary with receipts totaling #171,280.95 and disbursements totaling $90,503.64. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

COST SHARE REPORT: Reviewed by Anton.

Buchholz made a motion, seconded by Williamson to have the 2019 Soil and Water Board meetings, the 2nd Thursday of each month, except February, May and November, unless called by Board of Supervisors. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Krause made a motion, seconded by Williamson to approve the re-alignment of Soil and Water Board members, effective January 1, 2019 as follows:

Chairman—Tom Williamson  
Vice Chairman—Leland Buchholz  
Secretary—Kenny Pesta  
Treasurer—Dale Katterhagen  
Member—Dan Whitney

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

Williamson made a motion, seconded by Pesta to approve Clifton Larson Allen audit bid for the 2018 Audit. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Williamson made a motion, seconded by Buchholz to accept 2018 Enviro Fest donations in the amount of $2,350.00. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

No motion was made regarding St. Agnes School request for a donation.

Buchholz made a motion, seconded by Krause to approve FY2019 Farm Bill Assistance grant. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Pesta made a motion, seconded by Williamson to approve SWCD Supervisors Katterhagen and Buchholz to be part of the interview committee for the Resource Conservationist-Agriculture position. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Buchholz made a motion, seconded by Pesta to approve request to cancel FY2018 Buffer Cost Share for Jay Noska, contract #1-18 in the amount of $4,582.68. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Buchholz made a motion, seconded by Krause to approve re-encumbering $4,582.68 for Buffer cost share projects. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Pesta made a motion, seconded by Williamson to approve payment of FY2018 Buffer Cost Share for Tim Pesta, contract #2-18, in the amount of $251.29. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Williamson made a motion, seconded by Krause to approve payment of FY2018 Buffer cost share funds for Jeff Brown, contract #3-18 in the amount of $645.00. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.
Williamson made a motion, seconded by Buchholz to approve payment of FY2017 State Cost Share funds for Rinde Farms, contract #5-17 in the amount of $12,116.76. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Buchholz made a motion, seconded by Williamson to approve payment of FY2016 Local Capacity cost share funds for Rinde Farms, contract #2-16 LC in the amount of $11,193.53. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Pesta made a motion, seconded by Buchholz to approve allocating $2,189.71 FY16 Local Capacity cost share funds, to FY16 Local Capacity Riparian Zone Technical Assistance. Discussion: Not all funds were spent for the Rinde cost share contract. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Williamson made a motion, seconded by Krause to approve SWCD Staff closing out FY2018 State Cost Share grant after final expenditures have been reported. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Krause made a motion, seconded by Williamson to approve SWCD staff closing out FY2016 Local Capacity grant after final expenditures have been reported. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Buchholz made a motion, seconded Krause to approve request for additional FY2018 Riparian Aid cost share funds for John Bakke, contract #1-18RA in the amount of $2,500.00. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Krause made a motion, seconded by Williamson to approve payment of FY2018 Riparian Aid Cost Share funds for John Bakke, contract #1-18 RA in the amount of $43,583.00 pending certification from NRCS. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Williamson made a motion, seconded by Krause to approve request for additional FY2018 Local Capacity cost share funds in the amount of $4,652.50 for the Baxter pit closure project, contract #1-18LC. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Buchholz made a motion, seconded by Williamson to approve payment of FY2018 Local Capacity cost share funds in the amount of $16,502.50 for Baxter’s pit closure project, contract #1-18LC. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Williamson made a motion, seconded by Buchholz to approve payment of Performance credit funds to Middendorf in the amount of $1,338.75 for soil borings, contract #1-15PF. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Williamson made a motion, seconded by Krause to approve encumbering additional MPCA 319 Lake Osakis cost share funds in the amount of $1,628.87 for Middendorf for Phase I, contract #1-17LO/319. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Pesta made a motion, seconded by Williamson to approve encumbering additional FY2018 Local Capacity cost share funds in the amount of $405.06 for Middendorf for Phase I, contract #2-18LC. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.
Buchholz made a motion, seconded by Williamson to approve payment of MPCA 319 Lake Osakis cost share funds in the amount of $87,835.82 for Middendorf for Phase I, contract #1-17 LO/319. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Buchholz made a motion, seconded by Williamson to approve payment of FY2018 Local Capacity cost share funds in the amount of $21,957.55 for Middendorf Phase I, contract #2-18LC. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Williamson made a motion, seconded by Buchholz to approve encumbering MPCA 319 Lake Osakis Cost Share funds in the amount of $62,949.50, (contract 2-17 LO/319) FY2018 State Cost Share funds in the amount of $1,242.93, (contract #6-18), encumbering FY2018 Local Capacity cost share funds in the amount of $6,539.95, (contract #3-18 LC) and FY2019 Local Capacity funds cost share funds in the amount of $7,954.50 (contract #1-19 LC) for a total of $78,686.88 for Nate Middendorf for Phase II of the Ag Waste project. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Buchholz made a motion, seconded by Williamson to approve the request of canceling Steve Drayna cost share contract for performance credit funds in the amount of $6,152.98. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

DISCUSSION

Summary of Enviro Fest: S. Katterhagen presented the 2018 Enviro Fest summary to the board.

2019 Todd SWCD Annual Plan of Work Review- Draft: The board reviewed the draft 2019 Annual Plan of Work. Anton provided board with updates and changes.

2019 Feedlot Meeting Planning Update: See handout that was provided by Anton.

Liaison Meeting date and review: Board consensus to pick a date at January’s board meeting. Stieber reported liaison committee will be reviewing the agreement between the District and the County.

REPORTS:

Commissioner Report: Neumann reported the County is reviewing the 2019 levy. Neumann also noted for 2019 he won’t be the Commissioner Liaison for the District. He has enjoyed the last six years and enjoyed learning more the District.

Staff Reports: Brown reported Bakke finished his cost share project, working on new potential projects, and was onsite with WCTSA on Panek’s construction inspection. Anton reported she has been busy with cost share project review. Noska reported he has had TEP meetings, completed 2018 spot checks, completed streambarb surveys, and has flagged buffers. S. Katterhagen reported soon she will start on working on yearend financials, grant closeouts, and in the near future the District will be having a grants reconciliation.

Whitney asked what is a TEP. Noska explained it’s a Technical Evaluation Panel that review wetland projects.

Pheasant Forever Report: Thoma reported he has been providing technical assistance.

NRCS Report: Kleinschmidt reported NRCS is still working on the re-organization; it’s a slow process.
**IWIP Report:** Williamson reported no meeting for the month of December. There should be a meeting in January.

**BWSR Report:** Pence provided the board and staff with BWSR updates.

**INFORMATIONAL:** Board reviewed City of Motley notice of intent to LGU’s and work plan for wellhead protection plan.

**Other:** Dan Whitney informed the board and staff about his background.

**Chairman Katterhagen adjourned the meeting at 11:27 a.m.**

The next meeting of the Todd SWCD Board of Supervisors will be **held on Thursday, January 10, 2019 beginning at 8:30 a.m. at the Todd County Historic Courthouse (Prairie Conference room), Long Prairie, MN 56347.**

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**Sarah Katterhagen**, Minute Prepare

**Deja Anton**, SWCD District Manager

**Kenny Pesta**, Secretary

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11/10/19 Date

1-10-19 Date

1-10-19 Date
# TODD SOIL & WATER CONSERVATION DISTRICT
## SWCD TREASURER’S MONTHLY REPORT
### PROGRAM SUMMARY

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<th>PROGRAM</th>
<th>CASH BALANCE 10/01/18</th>
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**TOTAL**: $753,770.90 $250,510.11 $4,922.47 $999,388.54

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Prepared by: Sarah Kittnerhagen, Program Coordinator
Reviewed by: Tim Stieber, Division Director
Leland Buchholz, District Treasurer

Date: 12-19-18

Date: 12-13-2018
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**TOTAL** $999,358.54 $171,280.95 $90,503.64 **1,080,135.85**

Prepared by: Sarah Katterhagen, Program Coordinator

Reviewed by: Tim Stiecher, Division Director

Leland Buchholz, District Treasurer

Date: 12-13-18

Date: 12-10-18

Date: 12-13-2018
Meetings, Events & Coordination
• Participated in SWCD and PZ staff meetings.
• Prepared for BOC meeting with several action forms prepared and presented each month.
• Prepared materials for October and December SWCD board meetings
• Presented on radio 2X (SWCD programs and GIS).
• Attended Groundwater Training hosted by MN DNR
• Attended TEP meeting
• Presented several topics at Commissioner Board work session.
• Worked on convention arrangements.
• Total contacts for month included 9 for SWCD and 41 for PZ = 50 total  1 Site visits

Operations
• Met with facilities to discuss office arrangement
• Dept. Head meeting on Oct. 10 and Nov. 14
• Worked on creating an office space for new manager.
• Wrote up conservation articles as needed – Soil & PZ article
• Worked on SWCD Annual Work Plan 2019 with Deja

Field Projects and Activities
• Participated in Sauk River Watershed WRAPS review to prioritize TMDL completion
• Developed 1W1P datasheets for Todd County and Todd SWCD requested by Respec.
• Participated in Sauk River 1W1P public meeting and work session.
• Worked on AIS activities, reporting, planning 2019’s program, etc..

Planning & Zoning
• Prepared the 2019 fee schedule and made improvements – reviewed with staff.
• Submitted Ordinance Enforcement Policy and submitted to County Attorney.
• Prepared for Planning Commission meeting, prepared staff report, presented cases, follow-up.
• Prepared for Board of Adjustment meetings, prepared staff report, presented cases, follow-up.
• Worked on Septic Inventory Grant final reporting
• Worked to get 8 board members to commit for terms that are open for re-appointment

Staff Management
• Prepared for and participated in District Manager interviews and hiring process.
• Prepared materials necessary to post Feedlot position for advertisement.
• Prepared for and completed 8 staff evaluations and associated documentation
• Reviewed timesheets and reporting records
• Recommended Ben Guell for FT employment after successful 6 month evaluation
• 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.
• Approved Planning and Zoning permits.
Site visits by Deja (35)-some in conjunction with Kevin Brown:

- **Dukowitz**- SWCD Final spot check on grazing system
- **Bakke**- Construction visit (1); Ag Water Quality assistance (2); Compliance Inspection (1); Project Closure Inspection
- **May**- MAWQCP assistance visit; SWCD technical assistance; Livestock Investment Grant assistance
- **Lamm**- (2)Site Survey and facility assessment
- **Buderus**- Construction Inspection
- **Johnson**- assistance visit
- **Montanez**- Shoreland compliance inspection
- **Brown**- SWCD Final spot check and Compliance inspection
- **Eischeid**- Conservation Delivery/ Construction visit with WCTSA
- **Middendorf**- Conservation assistance (2) Construction Inspection (2)
- **Uhlenkamp**- SWCD Spot Check and Compliance Inspection
- **Baxter**- *Bromeling*- Construction Inspection (1); Pit Closure Inspection(3)
- **Detloff**- Assistance Visit
- **Reppers**- SWCD spot check(1); Assistance visit (1)
- **Middendorf**- Pit Closure Inspection
- **Williamson**- MAWQCP visit
- **Holmquist**- Compliance Inspection
- **Panek**- Final Compliance Inspection
- **Rinde**- Final Compliance Inspection and SWCD Project Closure
- **Motely Cemetery**- Streambarb survey
- **Complaint Visits** (3)
- **Emergency Response Site Visit** (1)

**In Office Meetings** (2) Bakke (11/27/2018); Hollermann Family Dairy, Inc (11/27/2018)

**Complaints:** (7)

- Not adhering to setbacks during land application- *unsubstantiated*
- Not adhering to Setbacks during land application- *unsubstantiated*
- Failure to obtain Stormwater Permit- *substantiated*
- Failure to adhere to setbacks during land application- *substantiated*
- Illegal Pit Use- *unsubstantiated*
- Odor Complaints (2)- *exempt*

**Air Quality Exemptions** (5)

**Producer/Citizen Assistance- Counter & Phone Calls until October 3 (Feedlot Related): (75)**

**Meetings/Trainings:** SWCD Staff Meeting (10/8; 10/22; 11/13; 11/26; 12/3); NRCS Nutrient Mgt. Web- Ex(10/10); MPCA Roles and Responsibility Team (10/31); Groundwater Event (11/14); Annual Feedlot Meeting Planning Meeting (11/15); MPCA Regional Meeting (11/1); BWSR Academy (11/29&11/30); Chris Pence/BWSR (11/27); AIS Team meeting w/ Tim & Sarah (12/3)

*To Meet the Public's Needs by Protecting the Land and Safeguarding the Water*
Other:
- Feedlot Registration, Reviews for Staff, and Data Entry (22.5 hrs.)
- MPCA 319 Grant hours- Middendorf- (8.5 hrs.)
- AgBMP loan assistance and outreach- 1 customer
- Staff Reporting – (11 hrs)
- Ag Water Quality Program- (13 hrs.) 6 certified new this year; waiting on 1 more!!!
- Johnson Pit Investigation/ Research- calls to Melissa Wilson & Randy Pepin & preparation of bid packet
- Newspaper article
- MinnFarms11
- Calpeper County, VA- request for assistance in feedlot permitting
- Researching MPCA requirement for SWPPP plans for feedlot construction
- Project and cost reviews/Prepared Board presentations for approval/payout: Rinde, Bakke, etc.

New District Management Position:
- Rework of CFO job description
- Management Goals & Smart Goals
- Review and revision of SWCD Annual Work Plan
- Agendas for and holding of two staff meetings
- Reviewed AIS plan
- Reviewed Board Agenda
- Leadership Assimilation Staff Presentation

See Back Page for Status Review per Request of Board
Report Submitted this 3rd day of October by Deja Anton- SWCD Livestock Advisor/ District Manager
Top Conservation Focus- (Bold currently under construction):

1. Middendorf- Permit Issued. Mid Construction. Phase I Complete (C/S Amendments upcoming)
2. Kremmer- Permit issued. -only a small percentage of feedlot fence remains to be completed
3. Panek- Completed; MAWQCP
4. Rinde- Completed
5. Bakke- Completed; MAWQCP
6. Wiese- Pre-Con Complete; Spring 2019 closure planned
7. Baxter- Completed
8. Vetsch- Permit Issued- Pre-Construction Meeting held; Construction for Spring 2019
9. Henry Street Properties, LLC- Completed; Under Permit for MMP
10. Buderus North- Refer to Planning & Zoning for CUP Review- no action; -Failure to meet deadlines
12. Keppers- plan complete- grant submitted
13. Johnson- plan complete- grant submitted
14. Hallerman- preliminary design- grant submitted
15. J-V Feeders- Nutrient Management Plan Complete- Waiting for engineer for approved design for feedlot fix
16. Schmidt- Constructing Lot 1
17. Yoder- Under Permit- reduced lot usage for minimal impact until fix complete
18. Eischeid- Working on final design- Plan 3 MAWQCP
19. Bertram- Tech assistance and SWCD contract requested
20. Rewitzer- Nutrient Management Plan complete- working on designs- Construction slated for 2019
22. Gray- developing Nutrient Management Plan and working on acceptable design
23. Judd- Preliminary design
25. Lamm- Waiting for nutrient management plan; survey & design in preliminary stages
26. Lamusga- waiting for Nutrient Management plan- preliminary design (Kevin- Lead)
27. 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. Change in circumstances
28. Schmitz- Low cost fix design- Under Permit
29. Larson- technician design complete-waiting for bids
30. Drayna- new conditions set on contract- declined use of funds; may reapply in Spring
31. Tomische Dry Cow Facility- Completed
32. Black Pines Angus- request for SWCD assistance- livestock exclusion fencing; Riparian
33. Johnson- Waiting for bids
34. Bock- Nutrient Management Plan needs completion- preliminary design- Change in circumstances
35. Waltzing- Preliminary plan in progress; interested in receiving Riparian funds c/s
36. Asfeld- Roof Over Structure ranked
37. Williamson- Survey done- MAWQCP
38. Fry- Watering Facility- waiting for preliminary design
39. Anderson- shoreland project- survey in process
40. Unger- preliminary plan
41. Bauer- preliminary plan 42. Motely Cemetery- survey complete 43. Villard TWP- preliminary plan

To Meet the Public’s Needs by Protecting the Land and Safeguarding the Water
East Stocking Slab

Heifer Lot Curbing

West Stack Slab

Clay-lined pit
Staff Report:
Kevin Brown
11/01/2018-11/30/2018

- **Feedlot Registrations:**
  1. Reviewing Registrations to determine if an inspection is needed or the amount of AU’s are correct.

- **Site Inspection:**
  1. John Bakke – Project Final Inspection
  2. Tom Panick – Construction
  3. Dittberner – Pit Closure Final Inspection

- **Complaints:**
  1. Worked with Rickbeil on land application and manure pit complaint. Was able to resolve the issue

- **Site visits:**
  1. Fry – Site over view
  2. Williamson – Survey

- **Regional Feedlot Meeting:**
  1. Meeting was held in St. Cloud

- **Groundwater Event:**
  1. Osakis

- **Nutrient Management Training:**
  1. Alexandria

- **Minnesota Ag Water Quality Certification Program:**
  1. Kyer – Certified
  2. Schmidt – Certified

- **Sauk River Watershed District Meeting:**
  1. Met with Jon about Bauer’s permit for project
  2. Met with Scott discussing who to speak to about projects and the finances for them

- **Feedlot Inspections in Tempo:**
  1. Working on entering inspections into Tempo
Lew Noska  Staff Report—December 2018

Reporting Dates: October-November 2018

**Trainings/Meetings attended:** Two monthly WCA TEP Meetings, BWSR Academy, and Groundwater Seminar

**WCA:**

Violation Restorations:
- Dan Palmersheim – Fill in Bass Lake Type 3
- Jim Hall – Fill over 400 sq ft in shoreland

New Applications received:
- City of Grey Eagle – Utilities Exemption
- Brad Twardowski – Drainage Exemption

Notice of Decisions:
- Donabauer Plat – Wetland Boundary determination
- Brad Twardowski – Drainage Exemption

Ongoing Violations/ Upcoming Projects:
- Hartford Twp. – 275th Ave Delineation
- Richard Zunker – Over excavation of private ditch

**WCA Customer outreach:**
- 14 Site visits
- 47 Phone calls, office visits, etc.

**SWCD:**
- Buffer Technical Assistance (and site visits - 11)
- Buffer Cost-Share landowner assistance
- Buffer Law State Compliance Tracking
- 1 - Buffer Law Notice of Non-compliance forwarded to P&Z for corrective action
- DNR Observation Wells
- Cost Share Spot Checks
- Tree Sale Assistance
- Motley Cemetery Stream Barb Survey
- Shoreline Technical Assistance

**County:**
- Front Counter Assistance (mapping)
Sarah Katterhagen’s Staff Report
Board Meeting: December 13, 2018

Financial/Reporting/Administrative:
- Financials—deposits & vouchers {materials prepared for Tim’s review}
- Prepared agenda + materials for SWCD Board meeting
- Completed October and November Program Summary
- Submitted SWCD 2019 budget—it has been entered in financial system
- Completed 2018 Enviro Fest Summary
- Processed AgBMP Loans as they came in
  - Requested additional funds for remaining 2018; it was approved from MDA
- Entered data in for Observation Well Readings & Precipitation data
- Prepared materials for closeout of FY2017 Buffer Cost Share {Tim signed, & will be submitting}

Tree Program
- Approx. 1200 trees have been sold to date.
- An insert will be in 2019-January SWCD newsletter

Projects
- Overman—He working with his contractor to get an itemized bid for his well seal.

Grant Programs
- Updated grant cost share logs
- Provided staff with grant balances
- Added project requests to internal tracker {staff complete scorecards to rank projects}

Feedlot Program:
- Updated internal Arc Map
- Updated 2 Registrations in TEMPO {waiting for more to come back—and to be reassigned to me}

Meetings/Trainings:
- Staff meetings--Attended
- NRCS/S&W staff meeting—No meetings were held
- BWSR Academy—I was signed up, but unfortunately I was unable to attend this year.
- 1:1 meetings with Tim

County Programs:
- Planning & Zoning financials {materials prepared for Tim’s Review}
- Septic V – closeout materials prepared for Tim; so he can submit final report
- Work with Tim updated P&Z Budgets & other account budgets

AIS Program:
- Processed invoices
- Completed draft 2018 Summary review for Tim to add his input
Luke Thoma

December Board Report

12/4/2018

CRP: There has not been a signup or any updates on CRP since early September. I’ve been working on a few contract modifications that have involved some back and forth conversations with landowners and NRCS staff. Site visits have been needed here and there as FSA requests practice certification for contracts. I have written a number of practice certification letters to the FSA County Committee and I have been performing site visits for landowners who are interested in enrolling once a signup does open up.

CTA: I’ve been providing some landowners with Technical assistance on enhancing their property for wildlife habitat. We’ve been in contact via phone calls and emails and trying to figure out what their goals are for the properties and putting plans together. I was out with the forester on a few of the sites and he took over the forestry aspects of their plans and I am working on the upland and wetland habitat. Some of the plans are almost completed and some are still in the process of being developed.

CREP: There hasn’t been much moving on the CREP applications. We had one application that SHPO requested a full archeological site survey be done on. I’ve been working with FSA, BWSR and NRCS to straighten this out and hopefully we can work around it or come up with some funding assistance for the landowners to have the survey done.

EQIP: We wrapped up all of the Honey Bee Plantings monitoring. All of the HBP contracts have been reviewed and processed for payment. There has been a wealth of people interested in signing up for the Honey Bee Planting through EQIP. I’ve been visiting with those folks and making sure that EQIP is what really fits their management goals. I’ve been making pre contract site visits to determine eligibility and potential site prep needs.

Random: We had our PF team meeting in Aitkin this fall. I got to put faces to names finally and learn in more detail what my role with PF is and how to better my role in conservation. We also discussed EQIP a little bit and had some NRCS staff give us presentations on EQIP. I also attended BWSR academy and got to meet even more partners there and learned quite a bit more on developing relationships, putting planting plans together and hosting events.

As of right now we are still waiting on a Farm Bill to be passed so there has been a lot of pre planning on my end. Getting ready for future CRP and EQIP signups, getting landowners interested in programs or practices and assisting those landowners who do not want to go through a program of any kind.