MINUTES FROM THE OCTOBER 11, 2018 REGULAR BOARD MEETING

Chairman Katterhagen called the Thursday, October 11, 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 Jonathan Stainbrook, Todd County Coordinator.

The Pledge of Allegiance was recited.

Introductions were entered.

Katterhagen asked if there were any additions to the agenda. **Pesta made a motion, seconded by Buchholz to approve the agenda for October 11, 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 September 13, 2018 regular board meeting. **Krause made a motion, seconded by Pesta to approve the minutes as disbursed from the September 13, 2018 regular board meeting. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.**

Buchholz presented September’s Program Summary. **Williamson made a motion, seconded by Krause to accept September’s program summary with receipts totaling $10,401.00 and disbursements totaling $4,033.94. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.**

**COST SHARE REPORT:** The cost share report was presented by Stieber. Stieber noted projects will be removed if landowner hasn’t replied back to the office. The Middendorf project will continue, and roof over request for cost share will be coming in the future. Hauer has completed the CNMP, and the construction design has not been finalized.

**Krause made a motion, seconded by Williamson to approve Buchholz and Williamson attending the SRWD Groundwater event on November 14, 2018. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.**

Pence joined the meeting at 8:48 a.m.

**Williamson made a motion, seconded by Buchholz to approve accepting Riparian funds from Todd County. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.**
Buchholz made a motion, seconded by Williamson to approve Todd County SWCD’s monitoring plan for Buffer compliance tracking [20181011-01]. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.


Krause made a motion, seconded by Williamson to approve payment of FY18 State Cost Share funds for Bryon Hartung, contract #5-18 in the amount of $337.50 for a well sealing project. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Buchholz made a motion, seconded by Pesta to approve payment of FY18 Buffer Cost Share funds for Andy Statema, contract #4-18 in the amount of $192.00 for buffer project. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Buchholz made a motion, seconded by Pesta to approve amendment for extension for cost share contract #1-18 for Wallace Wiese until December 1, 2019. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

Kleinschmidt joined the meeting at 9:00 a.m.

Pesta made a motion, seconded by Williamson to approve the 2019 Todd Soil and Water budget. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.


UPDATE ON SWCD MANAGER POSITION: Stieber reported the County received seven applications, and will be interviewing five of the seven applicants. Krause made a motion, seconded by Buchholz to have two District Supervisors on the interview committee. Discussion: D. Katterhagen and Buchholz will be part of the committee. Affirmative: Katterhagen, Williamson, Buchholz, Krause and Pesta. Motion Carried.

DISCUSS ANNUAL PLAN UPDATE: Stieber collected the worksheets from the Supervisors. Buchholz and Krause will turn their worksheets into the office.

REPORTS:

Commissioner Report: No new updated.

Staff Reports: Stieber reported Guell is the new Planning & Zoning Specialist & he started in June. Anton is working on inspections, projects, with Long Lake Association, and on the Ag Water Quality Program. Brown reported that he has been onsite for the Bakke’s project and completed RIM spot checks with Thoma. Noska reported that he has completed notice of decisions, and assisted with the planning and set up of Enviro Fest. S. Katterhagen thanked The Katterhagen’s, Supervisors, and staff for all the help and support for the 2018 Enviro Fest, and will have a summary for December’s board meeting.
**Pheasant Forever Report:** Thoma reported he has making a lot of site visits the last month, and waiting for the Farm Bill to pass.

**NRCS Report:** Kleinschmidt discussed the re-organization of the NRCS offices, completing CSP payments and renewals.

**1W1P Report:** Williamson reported that there was no meeting held last month.

**BWSR Report:** Pence reported the deadline to submit the match documentation for local capacity grant is January 15, 2019, and recommend staff to keep e link reporting up to date as much as possible.

**Other:** The board reviewed the MASWCD Annual Resolutions.

**Chairman Katterhagen adjourned the meeting at 9:50 a.m.**

Following the regular board meeting, the board of supervisors met at Countryside Restaurant in Long Prairie for the Annual Awards Luncheon at 11:00 a.m.

The next meeting of the Todd SWCD Board of Supervisors will be **held on Thursday, December 13, 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.

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**Sarah Katterhagen, Minute Prepare**

**Tim Stieber, Division Director**

**Tom Williamson, Secretary**

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12/13/18  
Date

12-19-18  
Date

12/13/18  
Date

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3|Page Todd SWCD Board Minutes from October 11, 2018
## TODD SOIL & WATER CONSERVATION DISTRICT
### SWCD TREASURER’S MONTHLY REPORT
### PROGRAM SUMMARY

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<th>PROGRAM</th>
<th>CASH 09/01/18</th>
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**TOTAL** $747,403.84 $10,401.00 $4,033.94 $753,770.90

**Prepared by:** Sarah Katterhagen, Program Coordinator

**Reviewed by:** Tim Steiber, Division Director

Leland Buchholz, District Treasurer

*Completed before month end was completed*
Meetings, Events & Coordination

- Participated in SWCD and PZ staff meetings.
- Prepared for BOC meeting with 5 action forms presented.
- Prepared materials for SWCD board meeting.
- Presented on radio with Ben Guell.
- Attended Area II meeting with Supervisors.
- Held phone conference with Deja, Long Lake Association, and UM regarding solving issues on Long Lake – follow-up work planned.
- Attended TEP meeting.
- Went on Henry Street livestock handling tour.
- Participated in Mississippi Brainerd watershed approach meeting – 42 attended.
- Total contacts for month included 8 for SWCD and 50 for PZ = 58 total  2 Site visits

Operations

- Met with facilities to discuss office arrangement.
- Dept. Head meeting on Sept. 12th.
- Attended evaluation training.
- Wrote up conservation award articles.
- Prepared presentation for Rotary on SWCD.
- Met with new Coordinator and discussed overview of Division.

Field Projects and Activities

- Assisted with Enviro-fest.
- Completed a site review of Elliott violation site.
- Worked on AIS activities.

Planning & Zoning

- Met with Recorders and Assessors – regarding improving split process.
- Set up a demonstration if an alternative to RT Vision – IworQ’s system.
- 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.

Staff Management

- Presented plans at personnel committee.
- Reviewed timesheets and reporting records.
- Completed Kevin Browns 6 month evaluation.
- Met with staff one-on-one as needed during the past month.
- Held Division meeting.

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.
Soil & Water Conservation District

Staff Report for September 5- October 3, 2018

Site visits by Deja (24)-some in conjunction with Kevin Brown:
- Wiese- Cost Share Delivery
- Drayna- Termination of Contract Determination
- Johnson- (Manure Analysis- Producer Assistance)
- Achermann- Registration Visit
- Kreemer- Construction Inspection- fencing requirements
- Bakke- Construction Inspection (3)
- Vetsch- Pre- Construction Meeting
- Buderus- North- Construction Inspection and update visit with James
- Elscheid- Conservation Delivery/ Construction visit with WCTSA
- Middendorf- Conservation assistance (1) Construction Inspection (1)
- Kraemer- Final Construction visit and manure land app records
- Waltzing- Registration Visit
- Asfeld- Spot Check, inspection, and manure land app records request
- J-V Feeders- Full compliance inspection and land app record request (1) Conservation Delivery (1)
- Varner- T-Bone site- Informal Spot Check- land remains in grass for year two.
- Hobbs- Cattle Crossing Spot check and Inspection
-Paneck- Construction Inspection
- Dittberner- Pit Investigation
- Henry Street Properties, LLC- Cattle Buying Station- Full Compliance Inspection and Tour (2)


Producer/Citizen Assistance- Counter & Phone Calls until October 3 (Feedlot Related): (42)

Meetings/Trainings: Division Meeting (9/14); SWCD Staff Meeting (9/10; 9/17; 10/31); NRCS Combo. Meeting (10/3); CFO Web-Ex on Registration (9/26); MPCA Roles and Responsibility Team (9/27)

Other:
- Feedlot Registration, Reviews for Staff, and Data Entry  (13.5 hrs.)
- MPCA 319 Grant hours- Middendorf- (4.5 hrs.)
- AgBMP loan assistance and outreach- 3 customers;
- Permit Research & Issuance- Henry Street Properties, LLC- Cattle Buying Station
- Organized Tour of Henry Street Properties, LLC
- Staff Reporting – 5.5 hours
- Long Lake Association/ Magner- telephone conference
- Stormwater Complaint Response and correspondence w/ DNR
- Soils Assistance
- Buffer Assistance
- Ag Water Quality Program- moving forward- 4 producers in waiting

See Back Page for Status Review per Request of Board
Report Submitted this 3rd day of October by Deja Anton- SWCD Livestock Advisor

To Meet the Public’s Needs by Protecting the Land and Safeguarding the Water
Soil & Water Conservation District

215 1st Avenue South, Suite 104, Long Prairie, MN 56347 Phone: 320-732-2644 Fax: 320-732-4803

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)- scheduled for fall 2018 completion
6. Wiese- Pre-Con Completed- late summer- fall 2018 closure planned (Extension requested)
7. Baxter- Brommeling- Pre-Construction Meeting held August 10, 2018. Fall Closure planned
8. Vetsch- Permit Issued- Pre-Construction Meeting held; Construction for Fall 2018 into Spring 2019
9. Henry Street Properties, LLC- Cattle Buying Station; Construction Complete; Under Permit for MMP
10. Buderus North- Refer to Planning & Zoning for CUP Review- no action; Fall 2018 Construction Planned
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- waiting for approval for Lot 2
17. Yoder- Under Permit- reduced lot usage for minimal impact until fix complete
18. Eischeid- Working on final design
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; 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.
28. Schmitz- Low cost fix design- Under Permit
29. Larson- technician design complete-waiting for bids
30. Kraemer- Construction Complete- some design flaws but feedlot components are in compliance
31. Drayna- new conditions set on contract- on hold for time being
32. Tomsche Dry Cow- Project complete-Final Construction Inspection needed- permit expired
33. Black Pines Angus- request for SWCD assistance for livestock exclusion fencing; waiting for SWCD contract to come available
34. Johnson- Pit closure request; waiting for SWCD contract to come available; pit manure analysis taken
35. Bock- Nutrient Management Plan needs completion- preliminary design
36. Stelling- preliminary design complete- on hold
37. Waltzing- Exclusion fencing ranked
38. Asfeld- Roof Over Structure ranked

To Meet the Public's Needs by Protecting the Land and Safeguarding the Water
Response to comment circulating: “Todd County is not Ag-Friendly”

Findings:

- Discussion held at recent Farm Bureau Meeting
- Possible Sources:
  
  --Difficulty Gourley Brothers Faced due to Public Nuisance Suit; Local, State & National Media Exposure
  
  --2018 Proposal by Bill Zeyher to establish Golden Plump Poultry Barns in Todd:
    - Site Visit occurred with Zeyhers and Todd County Staff and MPCA
    - Animal numbers at the time were not firm nor was date for populating
    - Barns were proposed; not existing
    - Proposed numbers at the time would have put them into an SDS or NPDES permitting situation with MPCA involvement
    - Permitting steps were outlined as assistance (see attached document sent)
    - Opportunity to stock an established barn showed more feasibility
    - Permitting did not move forward with MPCA

  --Golden Plump, Jennie-O or Other Outside Investors possibly discouraging investment groups from entering Todd County??? Undocumented

Two Recent “Big Ag “Endeavors in Todd County:
Jennie-O turkey barns in Bertha
“All wonderful news. I really appreciate all your efforts on this. This picture will be incredibly helpful and we look forward to getting a chance to start developing up a plan based on this information. Thanks!
Steve Fladeboe
Contract Procurement Coordinator (Jennie-O)

Henry Street Properties, LLC- Cattle Buying Station

“This is great news. The HSP management greatly appreciate your excellent teamwork and consideration in this process.

It has certainly been a pleasure getting to work with you on this project. If there is anything else you should need, please do not hesitate to let me know.

Best Regards,”

Nick Ossi P.E.*
Manager – Environmental, Health, and Safety
American Foods Group, LLC

To Meet the Public’s Needs by Protecting the Land and Safeguarding the Water
Looking Forward:

- Livestock Advisory and Rick Utech are looking into this further
- Todd County recognizes agriculture as the economic backbone to Todd County.
- Todd County welcomes and accepts all permit applications for livestock and agricultural endeavors for review and presentation.
- Todd County Feedlot Program takes pride in assisting all citizens (applicants and those affected) through the legal permitting processes following MPCA procedures and protocols for proper permitting, proper notification and public hearing, as required by Federal and State Agencies and Todd County Ordinance including local township rules and zoning requirements.
Steps and procedures to establishing Turkey Barns for Bill Zeyher:

1) Apply for a preliminary well assessment from the DNR. This comes at no cost. The lead person on this is Mark Anderson. 320-616-2450 x 248
There is an online application for this your wife can fill out or you can send the one in I have attached. Google DNR Water Permits: Minnesota DNR, and click. About ½ way down the MPARS page is the paragraph entitled Well Construction Preliminary Assessment. Click on the bottom bullet with the PDF button.
Mark will be happy to answer any questions or help you fill it out over the phone he said.

2) Hire a consultant to develop an EAW. The only two local names that came up were Anez Consulting out of Willmar- 320-235-1970, and Compass Consultants out of Perham 218-346-3600
It may take as long as 5 months to complete the EAW.

3) Near the end of the EAW, apply for either an SDS or NPDES permit with the MPCA. These permits cost a little over $600.00 at time of application and another $325 or so every year when you file an annual report. The difference between the two is the NPDES is a national permit and covers you for 5 years while the SDS is a state permit and covers you for 10 years. Rhonda can discuss this with you further. We thought the SDS permit may be a better for you.
Rhonda Adkins, MPCA 218-316-3900.

4) Immediately after applying for the SDS permit, apply for the following:
   • CUP (Conditional Use Permit) with Loren Miller- P&Z- 320-732-4420 (easy costs $350)
   • Construction Short Form Permit- me- Deja Anton- 320-732-2644. I am in the same office with Loren so a one stop shop. My permit is free but takes about a half an hour to fill out ©. We can look at a Manure Management Plan at this time or you can talk to your consultant to see if they will develop one for you. I know ANEZ will do this. You will want it prepared for the public hearing.
   • DNR Livestock Well Permit: Mark Anderson, again-320-616-2450 x248. I think this permit costs about $100
   • Publish a Public Notice in a local newspaper—if written to MPCA standards, P&Z can publish this for you.

5) Attend the public hearing.

6) Wait for final board approval.

7) Commence Construction.
Feedlot Registrations:
1. Reviewing Registrations to determine if an inspection is needed or the amount of AU’s are correct.

Site Inspections:
1. John Bakke - Construction
2. Tom Panick – Construction
3. Dittberner – Pit Closure
4. Varner – Complaint
5. Kreamer – Livestock Building
6. Henry Street – Construction

Site visits:
1. Glen Middendorf – Construction
2. Wayne Bauer – Shoreland Restoration
3. Tom Panick – Pre – Con Meeting
4. Jason Lamusga – Facility Assessment
5. Joe Eischieds – Project Meeting
6. Vetch – Pre-Construction meeting

RIM Spot Checks:
1. Completed all spot checks and organized RIM folders.

Long Lake Meeting:
1. Meet with lake association on improving the quality of the lake.

Envirofest:
1. Helped teach soils class

Minnesota Ag Water Quality Certification Program:
1. Helped complete contingents on Kyar’s Certification
Reporting Dates: September 2018

Trainings/Meetings attended: Monthly WCA TEP Meeting

WCA:

Violation Restorations:
- Parnell – Fill Removed

New Applications received:
- Eagle Bend – Private Ditch Maint along US71
- Mikkelsen – Private Ditch Maint
- Johnson – Livestock Crossing
- Mick – CD32 Crossing
- Bakke – Widen livestock crossing
- Donabauer Plat – Wetland Boundary determination

Notice of Decisions:
- Miller/Voller – Private Ditch Maintenance
- Eagle Bend – Private Ditch Maint along US71
- Mikkelsen – Private Ditch Maint
- Johnson – Livestock Crossing
- Mick – CD32 Crossing
- Bakke – Widen livestock crossing

Ongoing Violations/ Upcoming Projects:
- Danny Peyton – Perf Tile within setback
- Dan Palmersheim – Fill in Bass Lake Type 3
- Jim Hall – Fill over 400 sq ft in shoreland

WCA Customer outreach:
- 8 Site visits
- 29 Phone calls, office visits, etc.
Financial/Reporting/Administrative:
- Financials—deposits & vouchers
- Prepared timecards for PP#22-26
- Timecards for PP#15-21 will be reviewed on Friday, October 12. (Staff deadline to get them completed)
- Completed E – link reporting as needed per projects
- Prepared agenda + materials for SWCD Board meeting

Tree Program
- 2019 Tree / Plant Sale order forms have been released (reflect price increase)
- 2 orders have been received
- Place orders with DNR and Schumacher’s

Education
- 2018 Enviro Fest was success
  - 383 Students
  - 26 Teachers/Chaperones
  - 10 Schools
  - 49 Presenters/Volunteers
  - A complete summary will be provided at the December board meeting, as we still have invoices coming in, and donations are still floating in

Projects
- Hartung, Bryon submitted invoice for request for payment—Prep voucher

Grant Programs
- Updated grant cost share logs
- Scanned in Historic grant information- (trying to get all things electronic)

Feedlot Program:
- Reviewed registrations as they come in
- Training on registrations

Meetings/Trainings:
- Staff meetings--Attended
- NRCS/S&W staff meeting—

County Programs:
- Planning & Zoning financials

AIS Program:
- Processed invoices
- Reviewed budget vs actual with Tim
SWCD:
- Buffer Technical Assistance (and site visits) and State Compliance Tracking
- DNR Observation Wells
- Cost Share Spot Checks
- RIM Easement Sign Placement with Luke

County:
- Front Counter Assistance
Sarah Katterhagen’s Staff Report
Board Meeting: October 11, 2018

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CRP: All of the conservation plans for CRP have been written and signed. We had 18 conservation plans written and 15 continued and enrolled into the program. Of the 15 only 3 of them were new enrollments. The other 12 were previously in CRP and reenrolled back into the program. I am starting to prepare site visits on contracts that are expiring next year so when a signup opens we will be ready to enroll interested landowners back into the program and be ahead of the game a bit. Currently I have not heard much about CRP and the new farm bill yet so it is kind of an open book.

RIM: I completed 6 RIM spot checks with Kevin. It involved a little more work and took a few more days than we had thought it was going to. All of the easements were in compliance with contract guidelines. There was one easement that had an ownership change and I am working on getting the required documents and signatures from the current landowner.

CREP: There has not been much interest in the CREP program lately. We still have the 3 applications in process right now and things are not moving very quickly on them. We are waiting on one document for all 3 of them and once that document is received we should be able to process the applications and get them finalized.

EQIP: I’ve been reviewing customer’s monitoring work sheets as they submit them. So far there hasn’t been any major issues with any of them. We’ve been learning some things from the monitoring regarding plantings and seed mixes so it’s been good so far. Russel and I are going to review the data together and get the contracts processed for payment hopefully here soon.

Random: Phone call’s and emails are always a steady stream of work. People looking for advice and assistance with habitat management, contract compliance and program details and payments.