TODD COUNTY SWCD BOARD MEETING AGENDA

There will be a meeting of the Todd Soil and Water Conservation District Board of Supervisors on Thursday, April 13, 2017 beginning at 8:30 a.m. The meeting will take place at the Todd County Historic Courthouse (Commissioner Board Room), 215 1st Ave South, Long Prairie, MN 56347.

Call to Order
Pledge of Allegiance
Act on Approving Agenda
Audit Exit Call
Secretary’s Report
Treasurer’s Report
FSA Updates

1. Decisions Needed
   1.1. Approve request to cancel contract #5-16 and contract #3-17 for Charles Moberg in the amount of $578.82 and $299.24 respectively for the field windbreak practice. Tim
   1.2. Approve re-encumbering FY16 state cost share funds in the amount of $578.82 Tim
   1.3. Approve re-encumbering FY17 state cost share funds in the amount of $299.24 Tim
   1.4. Approve encumbering FY16 state cost share for Aaron Wendel, contract #6-16 in the amount of $187.50 (4 inch) for the well sealing practice Tim
   1.5. Approve encumbering FY16 state cost share funds for Aaron Wendel, contract #7-16 in the amount of $242.50 (5 inch) for the well sealing practice Tim
   1.6. Approve encumbering FY14-17 MPCA Long Prairie cost share funds for Paul Cebulla Tim
   1.7. Approve encumbering FY14-17 MPCA Long Prairie cost share funds for Paul Cebulla Tim
   1.8. Approve encumbering FY14-17 MPCA Long Prairie cost share funds for Marcus Meiners Tim
   1.9. Approve official SWCD Logo Tim
   1.10. Approve accepting 2017 donations for the Annual Feedlot Meeting (January-March) Tim
   1.11. Approve donation for Douglas SWCD 2017 Kid’s Groundwater Festival Tim
   1.12. Review and approve resolutions for June’s AREA II Meeting Tim

2. Discussion
   2.1. Annual River and Lake Day Shannon
   2.2. Summary of Annual Feedlot Meeting Tim
   2.3. Discuss AREA II Meeting (April 6th) Tim
   2.4. Discuss MPCA 319 grant for Lake Osakis Watershed work plan Tim/Shannon
   2.5. Discuss LCCMR Drinking Water Protection Forest Stewardship Protection Shannon

3. Reports
   3.1. Commissioner Report
   3.2. Staff Reports
   3.3. Pheasants Forever Report
   3.4. NRCS Report

4. Informational

Adjourn
The next regular SWCD board meeting will be June 8, 2017 beginning at 8:30 a.m. at the Historic Courthouse, (Prairie Conference Room), 215 1st Ave South, Long Prairie, MN 56347.

To Meet the Public’s Needs by Protecting the Land and Safeguarding the Water
MINUTES FROM THE MARCH 9, 2017 REGULAR BOARD MEETING

Chairman Pesta called the Thursday, March 9, 2017 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: Kenny Pesta, Dale Katterhagen, Norman Krause, Tom Williamson and Leland Buchholz. Others present were: Tim Stieber, Division Director, Deja Anton, Feedlot Advisor, Shannon Wettstein, Water Planner, Danielle Kuperus, Conservation Technician, Lew Noska, Conservation Technician, Sarah Katterhagen, Program Coordinator, Sabin Adams, Pheasants Forever, Russell Kleinschmidt, NRCS, Gary Kneisl, County Commissioner and Hagen Gamradt, Volunteer.

The Pledge of Allegiance was recited.

Pesta asked if there were any additions to the agenda. Katterhagen made a motion, seconded by Krause to accept the agenda for the regular March 9, 2017 with the addition of item #1.9 to approve Buchholz attending the Day at the Capitol. Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.

Buchholz read Oath of Office.

Pesta asked if there were any additions or corrections to the minutes from the January 12, 2017 regular board meeting. Katterhagen made a motion, seconded by Williamson to approve the minutes as distributed from the January 12, 2017 regular board meeting. Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.

Stieber presented the program summary to the board. Buchholz made a motion, seconded by Krause to accept the District’s receipts in the amount of $18,838.68 and total disbursements in the amount of $8,764.36 for the month of January; and total receipts in the amount of $269,896.67 and total disbursements in the amount of $2,310.89 for the month of February. Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.

Krause made a motion, seconded by Williamson to accept the 2017 billable rates as presented for the following positions: Division Director, Program Coordinator, Feedlot Advisor, Conservation Technician-Buffer, Water Planner and Conservation Technician-Wetlands. Discussion: Stieber added that rates are based on previous year’s annual leave, sick time, compensated time and over time that will average out, and current year hourly rate and benefits. Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.

Williamson made a motion, seconded by Katterhagen to approve the Todd SWCD Master JPA agreement for the RIM program.
Discussion: This new process will make sure District’s get compensated even if the RIM contract doesn’t get completed.
Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.

Krause made a motion, seconded by Williamson to approve encumbering FY16 state cost share funds in the amount of $578.82, contract #5-16 and FY17 state cost share funds in the amount of $299.24, contract #3-17 for Charles Moberg for the field windbreak practice.

Buchholz made a motion, seconded by Williamson to approve encumbering FY17 state cost share funds in the amount of $197.50, contract #4-17 for Norman Krause for the well sealing practice. Affirmative: Pesta, Katterhagen, Williamson and Buchholz. Abstained: Krause. Motion Carried.

Krause made a motion, seconded by Buchholz to approve encumbering FY16 local capacity funds in the amount of $11,073.75, contract #1-16LC for Steve Katterhagen for the Water and Control Sediment basin for Feedlot Runoff control practice. Affirmative: Pesta, Krause, Williamson and Buchholz. Abstained: Katterhagen. Motion Carried.

Williamson made a motion, seconded by Katterhagen to approve encumbering FY17 state cost share funds in the amount of $12,116.76, contract #5-17, and FY16 local capacity funds in the amount of $13,383.24, contract #2-16LC for a total of $25,500.00 for the pumping plant for Rinde Farms.

Krause made a motion, seconded by Katterhagen to approve board members attending AREA II meeting on Thursday, April 6, 2017.
Discussion: Pesta, Williamson, Krause and Buchholz all noted that they can attend the meeting.
Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.

Krause made a motion, seconded by Williamson to approve sending a thank you letter to Todd Wadena Electrical Co-op for the Operational Roundup grant that was received.
Discussion: Todd SWCD was awarded $1,500 for the grant, and the County will match the grant with $1,500.
Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.

Katterhagen made a motion, seconded by Williamson to approve Buchholz attending the Day at the Capitol for one day.
Discussion: Stieber added that he would attend the meeting with Buchholz.
Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.

Todd County Coordinator Joe Hatch entered the meeting at 9:00 a.m.

Hatch introduced himself to the board.

Hatch left the meeting at 9:10 a.m.

DISCUSS UPCOMING FEEDLOT MEETING: Anton reported over 100 attendees have RSVP for the meeting, donations are being received for the meeting and door prizes. A radio ad was also created.

DISCUSS JOINT MEETING WITH TODD COUNTY COMMISSIONERS: Buchholz made a motion, seconded by Williamson to approve the minutes as distributed from the joint meeting on February 7, 2017. Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.
MDA TODD COUNTY PRIVATE WELL TESTING RESULTS: (9 Townships)-Wettstein reported that 30% of the test kits were returned, and that she received the preliminary data. (See handouts). Anyone that submitted a water sample, MDA will be contacting them in the future to run another test and will be going door to door.

NITROGEN FERTILIZER RULE: See handout.

DISCUSS LOGO JACKETS: Stieber said that he would come up with a plan

COMMISSIONER REPORT: Neumann reported that he has been attending the SRWD meetings and discussed the Lake Osakis Sediment Ponds—wants to know if there are any results from the ponds. The County will be having their Audit the 1st week in April, Union negotiations in April, and end of April will start preparing for 2018 budgets.

STAFF REPORTS: (See attachments). Stieber reported that he received the Conservation Corp Agreement and asked for board’s approval to sign the grant agreement. Katterhagen made a motion, seconded by Williamson to approve the grant agreement. Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.

Anton reported that she has been scheduling meetings for producers to meet with the West Central Engineers. She has been busy reporting for the Feedlot program, and attending many meetings. Kuperus reported that Todd County has 10 landowners Certified through the Ag Certainty program. BWSR has released the draft APO plan for the Buffer law; and it looks like the renter and owner will both be responsible to make sure the buffer is adequate. Wettstein reported that she has been busy with attending meetings and has received the initial results for the SWAG monitoring grant. Noska reported that he working on on-going violation cases to get them resolved and has been receiving new applications. Katterhagen reported that she assisted Stieber with the Audit requests, and recently sent out 15 letters to landowners located in the Long Prairie River Watershed about available funding for pit closures.

PHEASANTS FOREVER REPORT: (See attachment). Adams reported that he has been busy with meetings, receiving calls about the Walk in Access program, and discussed the CRP program

NRCS REPORT: (See attachment). Kleinschmidt reported that they are working on their backlog of work, cropping landing search engine tool, and NRCS is on a hire freeze until May 1.

ACKNOWLEDGE LETTER THAT WAS SENT TO COUNTY ATTORNEY OFFICE REGARDING PARCEL #11-0043800. Stieber noted he is working on this case for the Planning and Zoning office, and is concerned on how to receive certification of completion of the project.

CLIENT GATEWAY OVERVIEW: Kleinschmidt reviewed the PowerPoint. Client Gateway is a tool for landowners to see their records for NRCS programs.

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

The next meeting of the Todd SWCD Board of Supervisors will be held on Thursday, April 13, 2017 beginning at 8:30 a.m. at the Todd County Historic Courthouse (Prairie Conference room), Long Prairie, MN 56347.

Sarah Katterhagen, Minute Preparer 

Norman Krause, Secretary 

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Date 

_____________________________________________  ________________________
Date
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| TOTAL                                        | $ 725,473.12 | $ 7,032.80    | $ 20,254.49       | $712,251.43  |

Prepared by: Sarah Katterhagen, Program Coordinator

District Treasurer, Tom Williamson
### Todd County

**ACCOUNT ACTIVITY REPORT**

**Fund 79 - TODD SOIL & WATER AGENCY FUND**

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Thru: 03/31/2017  
Report Basis: 1

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**Todd County**

**ACCOUNT ACTIVITY REPORT**

From: 03/01/2017 Thru: 03/31/2017

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**Total** 260.77

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**TOTALS:**

- Total 750.00
- Total 4,356.20
- Total 139.32

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## ACCOUNT ACTIVITY REPORT

**Fund 79 - TODD SOIL & WATER AGENCY FUND**

**From:** 03/01/2017  **Thru:** 03/31/2017

**Report Basis:** 1

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**Fund 79 - TODD SOIL & WATER AGENCY FUND Total**

**Program 551 Total**

**Program 564 Total**

**Program 574 Total**

**Program 580 Total**

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**Todd County**

**ACCOUNT ACTIVITY REPORT**

From: **03/01/2017** Thru: **03/31/2017**  
Report Basis: **1**

**Fund 79 - TODD SOIL & WATER AGENCY FUND**

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Copyright 2010-2016 Integrated Financial Systems
Currently Being Used

The above logo is being used on advertisement, newsletter, shirts (since 2011)

Historic

The logo to left traditional on pre-printed letterhead, shirts

Examples of other Counties

Becker Soil & Water Conservation District
## Annual Feedlot Meeting Donations

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2017 Feedlot Meeting- Evaluation Results

**Integrating Livestock Into Livestock Systems** (Kent Solberg)- 97% Useful 3% Non- applicable

- Very Good. Informational.
- Excellent
- Very Good Presentation
- Excellent! Great Job!
- Very, Very Good!
- Little too long. Cut him back on time
- Too long. Needs to scale presentation back. Not everyone wants to graze
- Very knowledgeable. Good job presenting.
- Very Good.
- Kent’s presentation was well delivered. Had a linear, sensible order with lots of built in resources that will go beyond today for us. Good stuff!
- Clear and easy to understand, good resources given to start trying it out.
- The on-farm examples were really helpful. He makes me want to implement some of these practices on my farm someday. (I need a farm first.)
- Still trying to learn.
- Very interesting, learned and/or was reminded much. Great speaker.
- I have beef cattle, cow/calf. I gained very valuable info on grazing. I am interested in the fencing method briefly mentioned.
- No till. Diversify. Soil function = soil health = water and nutrients for production.

**Cover Crop Successes and Challenges** (James Schroepfer)- 98% Useful 2% Non- applicable

- Sounds like there are a lot of potential problems with cover crops. Round-up spraying is hard on honeybees.
- Nice job, James!
- Interesting subject. Great speaker.
- Good information. The majority of it was review from past meetings I’ve been to though. I wish the examples were not so generic and more specific.
- Lots of “ifs” as to what works. Good to know risks.
- Useful but I will say, James seems to only talk to men. Meaning, every single time he referred to a farmer, he said, “he” or “guys”. James, there are women here too and we work hard too. And yes, we are farmers, too.
- Good.
- Good info.
- He did better on time. *(40 minutes was a better length than previous speaker’s 50)*
- Excellent
- Very Interesting!
- Excellent! Great Job!
- Should be useful in the future. Made me think.
- Needs to get rid of white outline on the titles of his PowerPoint slides. Makes them hard to read.
- Informational.
TodTALKs - 88% Useful 12% Non-applicable

- Need more questions from audience. Pat asked too many questions.
- Great job! Keep up the good work!
- All rich- pre-started people- not from scratch.
- Very good!
- Very good.
- Not a good idea. Too much about me and mine. Talkative group. Stellings was good.
- Glad to hear from a variety of speakers. Nice to have grass fed local producer on panel of mostly feedlots.
- I enjoyed hearing how all these farms are diversified and how all the pieces work together. The family farm operations intrigue me. (Should have left more time for questions from audience).
- Very Good! Grassfed- not applicable.
- Local food to me does not travel more than 100 miles.
- Nice mix of producers!
- I enjoyed the panel concept very much. They had good ideas about environment concerns. Rules and regulations in farming = good.
- Very Useful!

'I just Can’t Picture It” - Vegetative Treatment (Ross Reiffenberger) - 85% Useful 15% Non-applicable

- Very Useful. Good job!
- Not good speaker. Boring.
- Interesting...
- Useful- but not necessarily to me.
- Interesting methods for safe water runoff.
- The pictures were very good and explained things well. Visiting the sites would be very helpful to building these. I guess it would have made a little more sense if I knew all the requirements of a feedlot.
- What not to do.
- Looked interesting. Cannot concentrate on speaker when people in the back of the room are talking loudly.

Pasture vs. Feedlot (Deja Anton and Russell Kleinschmidt) 95% Useful 5% Non-applicable

- Deja and Russell did a great job. Interactive.
- Useful but it depends on interpretation.
- Defining a feedlot seems like a grey area. Feedlot officers need to be willing to talk to the producer and listen.
- Cleared up the difference and definition of feedlot and pasture.
- Good.
- Nice.
- Very Good.
- Very Important- good job!
• Too basic- too long

How did you hear about this event? Responses listed in order of most responses.

1) Radio
1) Post card or direct mailing
2) Independent News Herald Insert
2) Tri- County Livestock Auction
3) Poster in Business
3) Facebook
3) A friend

Other:

• Food was excellent!
• Ted and Gen’s did a good job!
• A lot of it applied to my farm.
• More than one bathroom was good- really like the space. Overall feel of it was very welcoming.
• Glad to see other Soil and Water representatives- gives faces to names.
• In the afternoon, booths were talking- better/defined area for side conversations
• Make sure food line goes in order- drinks last
• Plenty of parking
• Podium was in the way for tables on the south (left side of room)
• I thought you had a good showing. It was put together very well. Your technical showing was really good with the overhead projector. Your speakers were really good. The one guy kind of contradicted the other guy but that's what I guess they're there for. The food was excellent. I think you and your team did a good job putting out what you could for people to learn. Keep up the good work
March 2017 Staff Report

Tim Stieber, Division Director

Meetings & Coordination
• Participated in SWCD staff meetings as needed – generally 1X per week.
• Prepared for and presented at 2 BOC meetings with action forms and associated follow up.
• Prepared for and participated in a SWCD board meeting.
• Assisted staff with the feedlot meeting.
• Participated in TEP meetings March and worked with Lew on follow-up.
• Attended Day at the Capitol with Lee Buchholz.
• AIS Prevention Program meeting with full committee.

Operations
• Worked with Sarah on developing work hours / reporting sheets to be used for 2017.
• Worked on audit materials and BWSR forms to be submitted.
• Attended 1 Department Head meeting.
• Presented on radio with Deja.

Field Projects and Activities
• Visited site on Swankee Creek about reported violation.

Planning & Zoning
• Worked on handling implementation of Planning and Zoning Ordinance changes.
• Organized 2 PZ staff meeting
• Worked with staff on low income septic cost share roll-out.
• Worked with multiple landowners on land use cases and applications.
• Prepared materials, presentations, and follow-up for cases for Planning Commission and Board of Adjustment meeting.

Staff Management
• Tried to get a training organized for full staff – team building – could not find suitable date.
• Met with staff one-on-one as needed during the past 2 months.

Signatures
• Signed vouchers for SWCD and P&Z Expenses during the month.
• Signed WCA decisions for the month.
• Signed Planning and Zoning permits and decisions.
Feedlot Staff Report for- January 5, 2017- March 1, 2017

Site visits (8* total as of March 1, 2016):

- **Meiners**: Initial Review of Engineer Plans – Conservation Delivery
- **Panek**: Producer initiated site visit, facility assessment, WCTSA request form
- **Buderus Stockyard**: Site visit
- **JRB Heifers**: Site visit
- **Decker**: Land application inspection
- **Lines**: Land application inspection
- **Twardowski**: compliance inspection for registration purposes
- **Stelling Land and Cattle**: permitting/ registration visit

In office producer assistance meetings: *Total of 10*

- Kraemer: (2/3) 3.5 hrs and (2/24) 1.5 hrs
- Meiners: (2/7) 1.5 hrs.
- Henrich: (2/7) 1.5 hrs.
- Julig: (2/7) 1.5 hrs.
- Katterhagen: (2.7) 1.5 hrs.
- Twardowski, C: (2/22) .5 hrs.
- Twardowski, J: (2/22) 2.5 hrs.
- Hauers: (2/28) 1.5 hrs.
- Panek: (2/28) 1.5 hrs.
- Bocks: (2/28) 1.5 hrs.

Producer/Citizen Assistance (Feedlot Related): *(79 to March 1, 2017)*

Complaints (1) -  
- Land Application Setbacks/ over application - Substantiated  
- Stocking Limitations - Partially substantiated  
- Road Conditions- Unsubstantiated  
- Direct application into a wetland- Unsubstantiated

Meetings/ Trainings:  
- SWCD Staff Meetings (1/9; 1/17; 1/20; 1/23; 2/6; 2/21); Division Meeting (1/14; 2/13); Livestock Advisory Meeting (2/8); MACFO/FeMAT meeting (2/16); SWCD/NRCS Combo Meeting (2/1); 319 Grant Meeting (1/5); Feedlot Venue/ Technology Meeting @ CLC (2/3); Volunteer Meeting w/ GIS and Hagan for Feedlot survey (1/9); Certified Ag Waste training (1/25); MDA Statewide Exercise Statewide planning Meeting (2/2); Area Technical Training Team (2/22); GIS Feedlot Layer Meeting (2/13); BOA Meeting (2/2); Osakis Watershed Stakeholder Meeting (1/18 & 3/2); Employee Evaluation Meeting (2/9)

Other: 53 hours TEMPO entry (11 hrs. registrations & 42 hrs. data entry); Tree Sales; GIS Sales; Two Articles; Open Mic Radio; Feedlot Meeting Planning and Prep; End of Year Reporting for MPCA (13.5 hrs.); MPCA discrepancy list for reporting purposes (16 hrs.); MPCA Financial Reporting (2 hrs.); Jennie –O FGA South County CSF Permit; 319 grant Research (11 hrs.); Rinde Bid Packets (10 packets total); assisted with elink reporting; Sauk Lake- owner assistance research- property inquiry for purchase; RCPP inquiry letter; Agrevolutions Plastics collaboration; SWCD Reporting 2 hrs.

Submitted by Déjà C. Anton- SWCD Livestock Advisor, CFO —March 1, 2017

To Meet the Public’s Needs by Protecting the Land and Safeguarding the Water
Board meeting date: April 13\(^{th}\), 2017

Meetings & Training
- Planning meeting with SRWD 3/2/17 & 3/30/17
- NRCS & SWCD Meeting 3/7/17
- Farmers Fair – Sauk Center 3/14/17
- Annual Feedlot Meeting 3/15/17
- Engineering Field Tools Webinar 3/28/17

Technical Assistance Provided
- Charles Moberg – Tree plan
- Byron Cook – Tree plan
- Buffers at counter

Buffers
- Analyzing data and compliance
- Working with landowners to identify buffer needs
- Working in BWSR’s BuffCAT (Buffer Compliance and Tracking Tool)
- Working with Shannon on identifying “Other Waters”
- Scheduling site visits to flag buffer areas
- Site visits/buffer flagging – 1

MAWQCP
- 13 applications being processed
- Site visit/meetings – 8

Feedlots
- Assisted Deja with feedlot meeting donations, prep work, and organization during event.
- Complaint response – Dairy Ridge silage pile leachate 3/10/17

Cost Share

Potential Project Site Visits
- Ag Waste – 1
- Stream Erosion – 2

Projects
- Tree Plan - Moberg
- Tree Plan - Larson

Events/Outreach
- Annual Feedlot Meeting
Training
- Engineering Field Tools: Overview and Basic Tasks

Projects
- Current/Recently Completed Projects
  - None
- Upcoming projects for approval
  - None
- Visited Cost Share Spot Checks
  - None
- Provided Technical Assistance
  - Richard Kleinschmidt, Fairy Lake
  - Sara and Dylan Fletchers, Long Prairie River
  - Lyle Yackley, Sauk Lake
  - Sherry Kutter, Big Birch
  - Deb Klaphake, Big Birch
  - Allison Schelitzche, Big Sauk
  - Tree Assistance
  - Comments on Morrison County Water Plan
  - Todd County, Battle Point Park
  - Summary for Long Prairie Watershed
  - City of Long Prairie Wellhead Protection – Water Plan Comments
- Potential projects for Shore Land / River Restoration / Erosion
  - None
- Aquatic Invasive Species (AIS)
  - AIS 2017 Planning Meeting with Committee
  - Annual Plan and Budget approved by Commissioners
  - Contracts awarded for AIS Control to Lake Associations
  - Training lined up for Level 1 Watercraft Inspectors
- RIM/WRP
  - None
- Township Testing Program
  - Presentation preparation for Annual Township Meeting in April
- Mississippi River Brainerd Watershed
  - Quarterly Meeting, Brainerd
- Outreach
  - Contractor Meeting
- Meetings
  - AIS Regional Meeting, Alexandria
  - NRCS/SWCD Meeting
  - SWCD Staff Meeting
- Funding
  - LCCMR Drinking Water Protection – Forest Stewardship Plans
  - Awarded Clean Water Act Section 319 Grant
Lew Noska  Staff Report—April 2017

Reporting Dates: March 2017

**Trainings attended:** Engineering Field Tools NRCS Webinar

**Upcoming trainings to attend:** September, Wetland Delineation

**WCA:**

New Applications received:
- Michael Ebnet – Reynolds Twp.
- Roxane Lindberg – Fawn Lake Twp.
- Paul Middendorf – Iona Twp.

Notice of Decisions:
- Roger Triebenbach – Leslie Twp.
- Mose Miller – Eagle Valley Twp.
- Paul Middendorf – Iona Twp.

Ongoing cases and Violations:
- Mose Miller – Eagle Valley Twp.
- Olaf Dahlgren C/O Josh Discher – Germania Twp.
- Eric Denny – Reynolds Twp.
- Dennis Thiel – Germania Twp.

Other:
- Little Sauk Township ditch cleaning
- Long Prairie Frisbee Park

Customer outreach:
- 12 Site visits
- 27 Phone calls, office visits, etc.

**SWCD:**

- Walk-In-Access with MNDNR
- Feedlot Meeting

**County:**

- Contractor Meeting
Financial/Administrative:
- Minutes for Soil and Water Board Meeting
- Notes for staff meetings
- Summarized grant history for Tim (By types of grants and types of projects)
- Processed tree orders & getting for tree sale pick up week
- Submitted engineer request
- Cost files: Renaming files by parcel #'s
- Prep 2017 spot checks for the technicians
- Completed weekly deposits
- Prepared Vouchers for Tim to review
- Created training/meeting tracker for staff to report trainings and meetings they attend
- Reported hours (Jan-March) on tracking sheet
- Prepared 2017 1st QRT Tax report

Feedlot Program:
- Updated Feedlot Registrations as needed
- Assisted (1) landowner with Feedlot Registration at Counter

Funding:
- Prepared cost share contacts for two well sealing requests
- Approved 1 AgBMP Loan application request (Streambarb project)
- Sent contractor information to landowners
- Prepared letters for board to sign

Meetings/Trainings:
- March 16, 2017: Attended Annual Feedlot Meeting
- March 23, 2017: Assisted with registration and updated list after meeting (didn’t attend actual meeting)
- March 28, 2017: Webinar with Tech Staff

Upcoming Meeting/Trainings:
- None at this time.

County Programs:
- Planning and Zoning vouchers and deposits (Deposits have been delayed due to error in report)
- Assisted at front counter when needed.

AIS Program:
- Reviewed AIS program with Shannon/Tim

Upcoming Events:
- Tree Sale Pick up: April 28, 2017
- River and Lake Day: TBD
Staff Report
Sabin Adams
March 2017

- Attended Three SRWD meetings to plan Lake Osakis Farmers Meeting. Will be presenting on the 10th.
- Presented to Todd County Master Gardeners. Creating wildlife habitat Big and Small.
- Help conduct Pheasants Forever New employee training for new Farm Bill Bio’s.
- Preparing, and organizing contractors and details for Mark Walters three wetland restorations on RIM easement.
- Meet with 15 landowners talking about various programs.
- Went on four site visits.
- Wrote seven CRP conservation plans that were signed by landowners.
- Coordinated two Farmer/Landowner meetings to discuss agriculture and conservation.
We are still awaiting funding decisions for EQIP. We have $2,577,971 in requests with 40 applications.

The last CSP payment was approved and will be paid soon for 2016. For 2017 we are starting to work on the interviews and ranking (CAET) for the 12 applications received. Contracts won’t be obligated until June.

Still no word on hiring another administrative contract employee.

Conservation Client Gate (CCG) is still being promoted and we are looking for more folks interested in signing up. Our office can assist producers.

Field work has started up and are working on a Sediment Basin Erosion project at this time.

With continued limited staff we are working diligently to maintain and keep up with daily workload along with programs and deadlines.