MINUTES FROM THE DECEMBER 14, 2017 REGULAR BOARD MEETING

Chairman Pesta called the Thursday, December 14, 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 and Leland Buchholz. Others present were: Tim Stieber, Division Director, Sarah Katterhagen, Program Coordinator, Deja Anton, Feedlot Advisor, Danielle Anderson, Conservation Technician, Shannon Wettstein, Water Planner, Lew Noska, Conservation Technician, Russell Kleinschmidt, NRCS, and Randy Neumann, County Commissioner, Chris Pence, Board of Water and Soil Resources, and Dean Schultz, Lake Latimer Association.

Board Member Absent: Tom Williamson

Staff Member Absent: Sabin Adams, Pheasants Forever.

Others Absent: Gary Kneisl, County Commissioner.

The Pledge of Allegiance was recited.

Pesta asked if there were any additions to the agenda. **Katterhagen made a motion, seconded by Krause to approve the agenda for regular December 14, 2017 meeting with the addition of:** To review and approve Audit Engagement letter. **Affirmative: Pesta, Katterhagen, Krause and Buchholz. Motion Carried.**

Pesta asked if there were any additions or corrections to the minutes from the November 9, 2017 regular board meeting. **Krause made a motion, seconded by Buchholz to approve the minutes as distributed from the November 9, 2017 regular board meeting. Affirmative: Pesta, Katterhagen, Krause and Buchholz. Motion Carried.**

S. Katterhagen reviewed November’s Program Summary. **Katterhagen made a motion, seconded by Buchholz to accept November’s program summary with receipts totaling $7,745.97 and disbursements totaling $95,659.02. Affirmative: Pesta, Katterhagen, Krause and Buchholz. Motion Carried.**

**Buchholz made a motion, seconded by Krause to approve the 2018 meeting schedule as:** Regular board meetings will be held on the 2nd Thursday of each month beginning at 8:30 a.m. at the Historic Courthouse, expect for February, May and November.

**Discussion:** The Todd Soil and Water Board of Supervisors will have a joint meeting with the Todd County Commissioners on February 6, 2018.

**Affirmative: Pesta, Katterhagen, Krause and Buchholz. Motion Carried.**
Krause made a motion, seconded by Buchholz to approve the realignment of the Soil and Water Board of Supervisors effective January 1, 2018 as:

Chairman—Dale Katterhagen  
Vice Chairman—Norman Krause  
Secretary—Tom Williamson  
Treasurer—Leland Buchholz  
Member—Kenny Pesta

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

Katterhagen made a motion, seconded by Krause to accept the 2017 Enviro Fest donations received to date in the amount of $2,700.00 Affirmative: Pesta, Katterhagen, Krause and Buchholz. Motion Carried.

Buchholz made a motion, seconded by Katterhagen to approve September 20, 2018 for the date for the Annual Enviro Fest. Affirmative: Pesta, Katterhagen, Krause and Buchholz. Motion Carried.

Katterhagen made a motion, seconded by Krause to approve encumbering FY2018 Buffer cost share funds in the amount of $251.29 for buffer planting for Jim Pesta (POA Tm Pesta), contract #2-18buff. Affirmative: Pesta, Katterhagen, Krause and Buchholz. Motion Carried.

Katterhagen made a motion, seconded by Krause to approve the Audit Engagement letter with CliftonLarson. Discussion: Stieber reported next year he is going to send out for bid requests. Affirmative: Pesta, Katterhagen, Krause and Buchholz. Motion Carried.

DISCUSS THE SUMMARY OF THE 2017 ENVIRO FEST: Wettstein reviewed the Enviro Fest summary, and presented Dale and Marie a thank you photo.

UPDATE ON THE TEMP HIRE: Stieber reported that temp hire completed the work for the feedlot inventory review and for buffers.

BUFFER UPDATE: November 1, 2017 the law took effect. Currently working with landowners, sending out letters, and press releases. A buffer team was created. The buffer team includes one Soil and Water technician (Anderson), and three Planning and Zoning staff (Loren Miller, Tim Stieber and Sarah Katterhagen)

DRAFT ANNUAL PLAN OF WORK: The draft Annual Plan of work was presented to the board

DRAFT ANNUAL REPORT: The draft Annual Report was presented to the board. The board would like to see a section on buffers.

PROPOSED CHANGE TO AF USE STANDARD—SUBMITTED TO TODD COUNTY BY LAKE LATIMER: Dean Schultz introduced himself to the board. Lake Latimer is proposing a change to the Todd County Ordinance. The proposal is to keep cattle out of Todd County Lakes that have public access. The intentions is just for the lakes, not rivers with public access.

Noska and Anton entered the meeting at 10:10 a.m.

COMMISSIONER REPORT: Neumann reported that 5 out of the 6 unions settled. The levy will increase by 3.8%, he attended the Annual County Convention, and expressed concerns about the One Water One Plans

STAFF REPORTS: (see attachment) Stieber reported that Anderson has put in her notice as she took another position in Douglas County. S. Katterhagen reported that she continues to enter feedlot registrations in the state’s system and has started preparing for yearend reporting. Wettstein reported that she attended the one watershed, one plan meeting in the Sauk River Watershed. Anton reported that she has appreciated staff from the Zoning Department and Noska for stepping forward to help out with Feedlot registrations. Anderson
reported that deadline to sign up for buffer cost share is December 31, 2017. Noska reported Wetland applications have slowed down, and that he has been obtaining feedlot registrations.

Buchholz on the behalf of the Board thanked Anderson for her service.

Anton left the meeting at 10:25 a.m.

PHEASANTS FOREVER STAFF REPORT: (See attachment).

NRCS REPORT: (See attachment) Kleinschmidt reported that he finalized payments, attended MASWCD Annual Convention, and has 18 EQIP projects on the list waiting for planning.

INFORMATIONAL: Buchholz and Krause will be attending the liaison meeting. At the meeting they will discuss the Wetland policy, open position, plan of work and accomplishments for 2017.

ANNUAL CIVIL RIGHTS AND EQUAL OPPORTUNITY PARTNER: Kleinschmidt from NRCS reviewed.

OTHER: Chris Pence from BWSR introduced himself.

Kleinschmidt and Stieber are finalizing the notes from the Local Work Group meeting that was held on November 15, 2017.

Krause asked about the Gourley court case. Stieber reported that Anton and he went to court to testify as required.

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, January 11, 2018 beginning at 8:30 a.m. at the Todd County Historic Courthouse (Prairie Conference room), Long Prairie, MN 56347.

Sarah Katterhagen, Minute Prepare

Date

Tom Williamson, Secretary

Date
## TODD SOIL & WATER CONSERVATION DISTRICT
## SWCD TREASURER'S MONTHLY REPORT
## PROGRAM SUMMARY

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>CASH BALANCE 11/01/17</th>
<th>RECEIPTS 11/01/17</th>
<th>DISBURSEMENTS 11/01/17</th>
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**TOTAL**  
$854,170.92  
$7,745.97  
$95,659.02  
$766,257.87

Prepared by: Sarah Katterhagen, Program Coordinator

Date: 12/14/17

District Treasurer, Tom Williamson

Date: 12/14/17
October - November 2017 Staff Report

Tim Stieber, Division Director

Meetings, Events & Coordination
- Participated in SWCD & PZ staff meetings as needed – generally 1X per week.
- Prepared for and participated in a SWCD board meeting on Oct. and Work Session in Nov.
- Attended WCA TEP meetings.
- Participated in Local Work Group and prepared materials afterwards.
- Attended Livestock Advisory Meeting
- Delivered radio messages and prepared articles for PZ for news release.

Operations
- Completed Ordinance Adoption related to Buffers a BOC meeting.
- Developed fee schedule and submitted to administration.
- Completed cost share prioritization sheet working with staff.
- Completed annual work plan after work session and input from reviewers.
- Attended Department Head meeting / training sessions in Oct and Nov.
- Worked on hazardous mitigation plan with other departments – submitted ideas for possible funding.
- Worked to have new technology help solve workload problems using apps on smart phone and also an IPad with fillable forms and for use for permitting in field.
- Completed elink entries for several projects and activities.
- received notice of new web based IWM program that will be available to Todd County producers.

Field Projects and Activities
- Went into the field with Deja to assist with Feedlot Registrations.

Planning & Zoning
- Prepared several new forms for 2018.
- Help Buffer Team Meeting (1st one) with Danielle, Loren, Sarah, Tim
- Prepared materials, presentations, and follow-up for cases for Planning Commission and Board of Adjustment meetings for October and November.
- Worked on several violations – letters, phone calls, landowner meetings.

Staff Management
- Posted a Land use Planner Position internally with county.
- Received authorization to hire a temp. employee to assist with feedlot inventory and buffer information. Worked with John to ensure these tasks were completed.
- Met with staff one-on-one as needed during the past month.
- Completed final draft of time policy to be reviewed at Division meeting.
- Participated in Training – Resiliency training For Supervisors.

Signatures
- Signed vouchers for SWCD and P&Z Expenses during the month.
- Signed WCA decisions for the month prepared by Lew.
- Signed Planning and Zoning permits and decisions and approved permits.
Feedlot Staff Report for- October 4 to December 6, 2017

Site visits by Deja (60 total):
- Kreemer- Construction Inspection
- Nathe- Pit Closure Inspection (1) Final Compliance Inspection (1)
- Berscheit- assistance/ survey for construction
- Yoder- Conservation Planning visit (1) Interim Permit application assistance visit (1)
- Eischeid- Assistance Inspection
- Katterhagen- Construction Inspection (1) Final Compliance Inspection (1) Conservation Delivery visit (1)
- Waldoch- land application inspection (2)
- Prather- registration visit- animals on site- required to register
- Haasser- registration visit
- Lamm- registration visit (1) producer requested compliance inspection (1)
- Schultz- registration assistance
- Eckel- registration assistance (2)
- Capko- Conservation Delivery Spot Check- corn still on field- revisit
- Buderus- Pasture registration and inspection (1)
- Green- registration visit- animals on site –required to register
- Miller- registration update
- Vetsch- Construction Inspection
- Pesta- registration visits (3)
- Judd- construction inspection/survey
- Lunemann- conservation delivery spot checks (3)
- Keppers- assistance visit/survey
- Diebele- Conservation Delivery spot checks/ Compliance Inspection/ and registration
- Bundy- Compliance Inspection and Conservation Delivery Spot Check
- Quam- Compliance Inspection and Conservation Delivery Spot Check
- Larson- Compliance inspection and Conservation Planning visit
- May- Conservation Delivery Spot Check
- Rickbeil- Compliance/ Construction Inspection
- Hauer- assistance visit/ survey
- Henrich- assistance visit/ survey
- Panek- Construction Inspection
- Additional registration site visits done by Deja = 19 (Tim with)

Additional registration site visits done by Loren = 15
- Danielle = 18
- Tim = 10
- Lew = 66

In Office Meetings (3 Total):
Hollerman
Noska
Jares

To Meet the Public’s Needs by Protecting the Land and Safeguarding the Water
Complaints: (3)
- land application too close to wetland - compliant
- land application - odor and not incorporated - unsubstantiated
- cattle defecating in lake - referred to Tim and Commissioners

Air quality exemptions (4)

Producer/Citizen Assistance (Feedlot Related): (44)

Meetings/Trainings: SWCD Staff Meetings (10/9, 16, 23, 30 & 11/13, 20, 27); SWCD Board Meeting & Awards Luncheon (10/12); MACFO Meetings (10/23 & 11/17); Division Meeting (10/13)
BWSR Academy (11/1, 2, & 3); CFO Web-Ex Training (11/13); MPCA Regional Meeting (12/4)

Other:
- Feedlot Registrations outside of site visits = 96 hours;
- 3 Farm MinnFARMS;
- Inspection write ups and review/entry (20.5 hrs.);
- Douglas County mentorship (.5 hrs.);
- Yoder and Schmitz Permits;
- Delegation Agreement: prep, review, write, and submit = 8.5 hrs.
- Review and submittal of Katterhagen submittals and Conservation Delivery Project
- Review and Prep of Oyster Pit Closure Project
- Conservation Planning- Yoder
- Conservation Planning- Larsen
- Quarterly Reporting- 6 hrs.
- Tree Sales and Water Kits assistance
- Swan River/ DNR/ Grazers Discussion and research concerning cattle crossing river & rules against fencing navigable waters
- Radio Show (11/17)
- Trained Staff (refresher course) on Laser level and transit use for elevation shots (11/14)
- Trained Temp Hire on Feedlot Inventory/ GIS
- Todd County Annual Plan review and comment
- Subpoena to testify (again)- Gourley Brothers Trial
- Article in the Long Prairie Leader on Registration Inventory and Requirements

Notable Mention: The Feedlot Program would like to acknowledge all those individuals stepping up to the plate to help meet County and State requirements for Feedlot Registration:

Boots on the Ground: Lew Noska (Go Lew!), Tim Stieber, Loren Miller, Danielle Anderson
In Office: Sarah Katterhagen, LeeAnne Louden, John Reynolds, and volunteer Hagen Gamradt

This is a short-term, heavy workload. Any and all efforts to help us successfully complete this project is so greatly appreciated. Thank you!

Submitted by Déjà C. Anton- SWCD Livestock Advisor, CFO — December 6, 2017

To Meet the Public's Needs by Protecting the Land and Safeguarding the Water
DANIELLE ANDERSON

STAFF REPORT – OCTOBER & NOVEMBER

Board meeting date: December 14th, 2017

Meetings, Training, Events & Outreach

- NRCS / SWCD Meeting 10/4/17
- Awards Luncheon 10/12/17
- Division Meeting 10/13/17
- Forest Tour 10/18/17
- BWSR Academy 11/1 – 11/2
- County Insurance Meeting 11/3
- Buffer Team Meeting 11/29/17

Buffers

- Analyzing data and compliance
- Working with landowners to identify buffer needs
- Working in BWSR’s BuffCAT (Buffer Compliance and Tracking Tool)
- Assist at counter
- Cost-share program
- Working with temp on updating BuffCAT & Spreadsheets
- Buffer team meeting prep and organization
- Site visits/buffer flagging
  - Robert Lunser
- Waivers (running total)
  - Accepted – 30
  - Rejected – 1
- Started sending out “Final Warning” Letters

MAWQCP

- 12 applications being processed
- 12 certified producers
- Site visit/meetings – 0

Feedlots

- Assisting Deja with Registrations and Site Visits
- Site visits – 6

Cost Share & Technical Assistance

Projects

- Jay Noska – clean water diversion, exclusion fencing
- Daniel Deibele – stream bank erosion
- Kamphenkel – field erosion

Trees

- Martin Hagen
- Site visits – 0

Buffers

- Pesta – buffer planting

Other

- Surveying with lasers 101
- Job Approval Authority – acquiring and finalizing
- State convention gift basket for auction
Training
- None

Projects
- Current/Recently Completed Projects/Upcoming projects for approval
  - None
- Visited Cost Share Spot Checks
  - Sylvan Shores, Raingardens
  - Central Todd County Care Center, Raingarden
- Provided Technical Assistance & Potential projects for Shore Land / River Restoration / Erosion
  - Unger, Big Lake
  - Hudalla, Charlotte Lake
  - Johnson, Bass Lake
  - Sauk Centre Lions Club, Kandota Township and Fairy Lake Association, Fairy Lake
  - Hellman, Little Birch Lake
  - Motley Cemetery, Long Prairie River
  - Court, Fawn Lake
  - Hagedorn, Tree Planting
- Aquatic Invasive Species (AIS)
  - Held year-end summary meeting
- RIM/WRP
  - None
- Mississippi River Brainerd Watershed
  - Entered and submitted field observation data to MPCA for SWAG Grant
- Outreach
  - Long Prairie/Grey Eagle Career Fair with Danielle
  - Radio Show on KEYL/KXDL to discuss Buckthorn
  - Answered questions on forestry mailing for Crow Wing SWCD, four landowners
  - Presented AR Sandbox to St. Agnes School in Osakis
- Meetings
  - SWCD Staff Meetings
  - Kathy Boeckman, Lake Beauty Lake Association President
  - One Watershed One Plan Meeting for Sauk River Watershed
- Funding
  - MPCA Workplan Revisions for 319 Grant
- Other
  - Vacation November 22-December 5
  - MASWCD Annual Convention
  - Legislative Tour of Todd County Forestry by MN Forest Resource Council– 10/18/17
Reporting Dates: November 2017

**Trainings attended:** BWSR Academy

**Upcoming trainings to attend:** January – Stormwater Pollution Prevention Planning

**WCA:**

New Applications received:
- Mike DeMars – Staples Twp.

Notice of Decisions:
- Mike DeMars – Staples Twp.
- Rodney McCartney – Reynolds Twp.
- Glen Middendorf – Reynolds Twp.

Ongoing cases and Violations:
- Olaf Dahlgren C/O Josh Discher – Satisfactory Restoration Certificate Sent
- Eric Denny – Reynolds Twp. – Satisfactory Restoration Certificate Sent
- Dennis Thiel – Germania Twp.
- Tim Pesta – Long Prairie Twp. – Satisfactory Restoration Certificate Sent

Customer outreach:
- 2 Site visits
- 23 Phone calls, office visits, etc.

**SWCD:**
- DNR OB Wells
- 66 Feedlot Registration Site Visits
- Irrigation Conservation Plan – Steve Kleinfehn
- Unpermitted Pit map entry

**County:**
- Sutton Shoreland Alteration (Driveway Survey)
Financial/Administrative:
- 3rd QRT Wage Adjustment was reported in accounting system
- Reviewed account activity logs
- Reviewed grant budgets—provided Tim with suggestions and proposals on amend FY16 Local Capacity grant budget
- Reported financials in e link
- Updated grant tracking sheets
- Order Trees for 2018
- Working with on time tracker program

Feedlot Program:
- Continued to review and process registrations (daily) LOTS OF HOURS 😊

Meetings/Trainings:
- Attended BWSR academy
- Attended Annual Convention
- Volunteered time to Envirothon Auction

County Programs:
- Assisted in Septic Cost Share program and inventory program. (paperwork)
- Assisted Planning & Zoning in their septic inventory program
- Planning and Zoning vouchers and deposits
- Assisted at front counter when needed
- On the County’s buffer team (to track fines when “if” they are issued to landowners.

AIS Program:
- Updated tracking sheets
Sabin Adams
Staff Report
Nov. 2017

- Interviewed applicants for FBB position in Marshall County
- Had FBB staff meeting before BWSR Academy
- Attended BWSR Academy
- Sign the last CRP contracts. 11 contracts for 223 acres.
- Continue working on SRWD hayed buffers.
- Flagged three CRP fields. For fall planting.
- Mailed 75 CREP applications to Gordon Township.
- Working on three CREP applications.
We are currently continuing to work on EQIP and CSP Payments primarily. We also are working through a few contract terminations, non-compliance agreements, and contract modifications that take a substantial amount of time. Status reviews for contracts will also be completed hopefully by the end of the year.

Carol Wimmer was hired and started on December 3rd as our new Ultima Administrative Assistant. We are truly glad we have some clerical help again as this was taking approximately 50% of my time and also time from Sabin and Darlene. It will take us awhile to train, gain computer access, and overall get Carol up to speed, but hopefully by January we will be back on track.

I attended the MASWCD convention and during that time NRCS held a 4 hour DC meeting to bring us up to speed on the state of MN NRCS. We were told that the SWCD’s and the local Field Office staff know as much as the Area and State office at this point. You also heard much from Lanette at the MASWCD Convention related to staffing levels, hiring, cooperative and operational agreements, partnering, etc. Currently and in the foreseeable future our staffing will remain low (419 in FY 2010 and currently 238 full time equivalent employees); at 56% of FY 2010 levels. Currently, MN NRCS is approved for only 280 FTE staff so even if hiring can be done we would only regain approximately 40 FTE staff. As I stated at the previous meeting most of us are doing at least 2 jobs and some are doing 3 or more jobs at one time. I still am the Acting NW Area Resource Conservationist. Hiring in our agency is out of the state’s control and although there isn’t a hiring freeze we aren’t “approved” to hire. We truly will rely on partners to help us get the job done as we have in the past. This has been done through cooperative and operational agreements and sometimes contribution agreements. We were told that over $9 million were spent on these agreements with one partner receiving over $1 million dollars. I was also told that these agreements can and should be looked at yearly or more often as needed.

As Acting ARC I just completed 53 FY 2017 spot checks with the assistance of a few other staff.

The FY 2018 EQIP payment docket has just been released and we will begin planning efforts for the 31 EQIP applications soon. The deadline, if not moved, will be mid-January to complete these plans and eligibility. With current workload this will be very difficult, and it was brought to leadership’s attention and most offices are hoping the deadline will be postponed until mid-February.

In the meantime, as we are catching up and training Carol, please bear with us as we are behind on many tasks. Also contact me if you ever need something or need an update on where we are at.