



4 Alfred Street NE • Wadena, MN 56482 • www.wadenaswcd.org

September 20, 2021

WADENA SOIL AND WATER CONSERVATION DISTRICT

Regular Monthly Board Meeting to be held at 7:30 a.m.

*by either In Person @ Wadena Sheriff Building • 500 Birch Ave NW • Wadena, MN
(this is at the fairgrounds), Zoom or Teleconference (See details on our website)*

Call Meeting to Order by Chairperson Ken Berg

1. Adopt Agenda
2. Approve the last month's Board Meeting Minutes
3. Treasurer's Report
4. Bills Paid and Bills Payable
5. Cost Share
6. District Manager's Report
7. District Conservationist's Report
8. County Commissioner's Report
9. Other Agency Reports

OLD BUSINESS

10. Forestry Update
11. Water Plan/Watershed Plan Update
12. TSA Report

NEW BUSINESS

13. Cost Share/Incentive policy for Red Eye implementation funding
14. Equipment purchases
15. Meetings and Trainings
 - Minnesota Forest Carbon Series, October Training (Anne)
16. Public Comments
17. Adjourn

The Wadena Soil & Water Conservation District seeks to achieve and maintain the highest quality and quantity of natural resources possible through wise stewardship for now and the future within the limits of human and financial means available.

An Equal Opportunity Employer



Minutes from the August 16, 2021, Board Meeting

The regular monthly board meeting of the Wadena Soil and Water Conservation District was held on Monday, August 16, 2021, at 7:30 a.m. by either in person at the Sheriff's Building at the fairgrounds or via Zoom due to the Public Health Pandemic Emergency declared under Chapter 12 by the Governor. A notice of the meeting was posted on the door of the SWCD Office Location (4 Alfred Street NE) and explained how the public was able to participate in the meeting if not attending in person. The meeting followed all the requirements for an electronic meeting as spelled out in MN Statutes 13D.021 Subdivision 1, 1-4.

The meeting was called to order by Chair Ken Berg at 7:33 a.m.

Members Present:

Chair: Ken Berg
Vice Chair: Bruce Juntunen
Treasurer: Tom Schulz
Secretary: Nancy Benson
Public Relations: Brett Dailey

Others Present:

County Commissioner: Murlyn Kreklau
NRCS DC: Josh Hanson
BWSR: Chris Pence (Zoom)
District Manager: Darren Newville
Ass't District Manager: Anne Oldakowski
Admin Secretary: Chantal Tougas
Admin, Ed, & Outreach Asst: Kristi Rorah

Adopt Agenda: Motion made by Tom Schulz, seconded by Brett Dailey to adopt the agenda. Opposed: None. Motion carried.

Approve Board Meeting Minutes from previous month: Motion made by Nancy Benson, seconded by Bruce Juntunen to approve the last month's Board Meeting Minutes. Opposed: None. Motion carried.

Treasurer's Report: Motion made by Tom Schulz, seconded by Brett Dailey to approve the Treasurer's Report as presented. Opposed: none, motion carried.

Bills Paid and Bills Payable: Motion made by Brett Dailey, seconded by Bruce Juntunen to approve the Bills Paid and Bills Payable as presented. Opposed: None. Motion carried.

BWSR State Cost Share:

20-05; Trout, John; Authorization to encumber cost share for well sealing. Motion made to approve by Brett Dailey, seconded by Tom Schulz. Opposed: none, Motion carried.

District Manager's Report: as written and read by Darren Newville.

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District Conservationist's Report:

- CSP – 8 applications pre-approved, 5 moving forward.
- EQIP – 8 moving forward, 1 application for water quality pre-approved.

County Commissioner's Report:

- Budget meetings and union negotiations are ongoing.
- Normally hold 3 meetings/month however several have been cancelled which has affected budget meetings and negotiations.
- County contributes to EDA
 - Sebeka – have torn down several abandoned/run-down buildings
 - Expanding ride services

BWSR Report:

- Presented via zoom by Chris Pence:
 - sending ditch law information requested by Tom and contact info of additional resources
 - local capacity is being worked on, no numbers available yet

Forestry Update: Tom attended July meeting. There was a presentation by Dan Steward regarding former Potlatch lands. There are 3500 ac in Wadena County currently owned by Conservation Fund. Goal is to transfer to public ownership.

Water Plan Update: Outreach beginning in the next month for the Redeye 1W1P. Postcards will be sent and Ben is putting together talking points for phone calls.

TSA 8 Report: Notice of meeting will be sent out, to be held at the Area Tour. TSA engineering staff looked at project at Behrn's site.

Meetings/Trainings:

- Area meeting will be Sept 23-24.
 - Motion made by Tom Schulz, seconded by Nancy Benson to send representatives to Area 8 meeting. Opposed: None. Motion carried.
- BWSR Academy registration Oct 26-28
 - Motion made by Nancy Benson, seconded by Brett Dailey to send staff as needed. Opposed: None. Motion carried.

MASWCD Awards: Deadline for nominations is Sept 17. Suggestion made to nominate Crampton for conservationist and/or forestry award. They have 208.3 ac in RIM easement. Suggestion made to nominate Lori Grandal(?) for teacher award.

Public Comments: None

Meeting Adjourned: Motion to adjourn made by Ken Berg, seconded by Bruce Juntunen. Opposed: None. Motion carried. Meeting adjourned at 8:30 a.m.

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Treasurer's Report
Wadena Soil and Water Conservation District

For the month ending

August 31, 2021

Cash on Hand

CD - Mid Central Bank Wadena	\$	107,614.50	
Checking - Bremer 0206	\$	22,669.58	
Savings - Bremer 1027	\$	608,546.73	
Total			\$ 738,830.81

Less Deferred Revenue

Encumbered State Cost Share	\$	450.00	
Unencumbered State Cost Share	\$	23,626.42	
Less Accounts Payable	\$	27,995.52	
Unearned Revenue/Unencumbered	\$	477,654.14	
Total			\$ 505,649.66

District Funds Available

\$ 233,181.15

	MTD	YTD
Income	\$4,366.93	\$224,684.81
Expenses	(\$28,398.91)	(\$257,995.44)
Income/Loss	(\$24,031.98)	(\$33,310.63)



Wadena SWCD
Unearned Revenue Breakdown

8/31/2021

25004	2018 Grant Funds			
4-18	District Capacity			
2DC18	District Capacity	\$23,667.50		
3DC18	DC CS County Match	<u>\$30,000.00</u>	\$53,667.50	
				\$53,667.50
25005	2019 Grant Funds			
1-19	State Cost Share		\$1,465.90	
6-19	1DC-19 District Capacity		\$3,404.59	
7-19	Buffer		\$690.60	
				\$5,561.09
25006	2020 Grant Funds			
1-20	AIS 2020 County Funds		\$8,800.82	
2-20	Riparian County Funds		\$18,500.00	
4-20	2020 State Cost Share		\$9,800.75	
5-20	District Capacity			
1DC20	District Capacity	\$102,000.00		
2DC20	DC CS County Match	<u>\$32,256.00</u>	\$134,256.00	
6-20	Buffer		\$10,000.00	
				\$181,357.57
25007	2021 Grant Funds			
1-21	AIS 2021 County Funds		\$32,931.00	
2-21	Riparian County Funds		\$12,500.00	
3-21	2021 Conservation Delivery		\$9,354.98	
4-21	2021 State Cost Share		\$10,142.00	
5-21	2021 WCA		\$2,849.50	
7-21	2021 Buffer		\$8,600.00	
8-21	2021 District Capacity		\$134,256.00	
				\$210,633.48
25008	2022 Grant Funds			
1-22	2022 AIS		\$16,434.50	
2-22	2022 Riparian Aid		\$10,000.00	
				\$26,434.50

\$477,654.14

**Wadena Soil & Water Conservation District
Check Detail**

August 2021

Num	Date	Name	Account	Paid Amount	Total
Auto W/d 70494072621	08/16/2021 07/26/2021	Charter Communications	10080 · Checking - Bremer 0206 1DC-19 · 2019 District Capacity Funds 405-1 · Internet	\$57.49 \$57.49	\$114.98
Auto W/D 29669630	08/02/2021 07/07/2021	Marco	10080 · Checking - Bremer 0206 1DC-19 · 2019 District Capacity Funds 405-4 · Marco Lease	\$94.83 \$94.82	\$189.65
Auto W/D 87617	08/05/2021 08/01/2021	NEC Cloud Communications	10080 · Checking - Bremer 0206 1DC-19 · 2019 District Capacity Funds 405-3 · Telephone	\$17.57 \$17.57	\$35.14
Auto W/D	08/24/2021	Bremer Bank	10080 · Checking - Bremer 0206 7009 · Bank Service Charges	\$2.00	\$2.00
15628	08/01/2021 07/01/2021	East Otter Tail SWCD	10080 · Checking - Bremer 0206 50303 · EOT Contract	\$22,083.37	\$22,083.37
15629 August 2021	08/01/2021 07/25/2021	Wadena U Stor & U Lok, LLC	10080 · Checking - Bremer 0206 50408 · Rent	\$810.00	\$810.00
15630 31991	08/09/2021 07/20/2021	Always There Staffing, Inc.	10080 · Checking - Bremer 0206 1-20 · AIS County Fund 100-1 · AIS	\$572.21 \$572.21	
32107	07/27/2021		1-20 · AIS County Fund 100-1 · AIS	\$574.24 \$574.24	
32183	08/03/2021		1-20 · AIS County Fund 100-1 · AIS	\$572.21 \$572.21	\$3,437.32
15631 08012021	08/09/2021 08/01/2021	Arvig	10080 · Checking - Bremer 0206 405-3 · Telephone	\$41.86	\$41.86
15632 212194	08/09/2021 04/09/2021	Benton SWCD.	10080 · Checking - Bremer 0206 1DC-19 · 2019 District Capacity Funds 50204 · Irrigation Scheduler Program E)	\$312.50 \$312.50	
15633 07212021	08/09/2021 07/21/2021	Cardmember Service	10080 · Checking - Bremer 0206 402-2 · Meals 402-5 · Rooms 410-2 · Office Supplies	\$74.64 \$107.04 \$174.42	\$356.10
15634 145100	08/09/2021 07/30/2021	John's Car Care Center-Shop Ac	10080 · Checking - Bremer 0206 412-3 · Repairs & Maintenance	\$68.94	\$68.94
15635 9884787316	08/09/2021 07/23/2021	Verizon Wireless	10080 · Checking - Bremer 0206 1DC-19 · 2019 District Capacity Funds 405-1 · Internet	\$35.01 \$35.01	\$70.02
				\$27,209.38	

11:22 AM

09/15/21

Wadena Soil & Water Conservation District
Deposit Detail
August 2021

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Amount</u>
Deposit		08/10/2021		10080 · Checking - ...	653.18
Payment	159712	08/10/2021	Beltrami SWCD.	14990 · Undeposite...	(653.18)
TOTAL					(653.18)
Deposit		08/31/2021		10090 · Savings - B...	10.34
				46000-1 · Interest o...	(10.34)
TOTAL					(10.34)

Wadena Soil & Water Conservation District

Balance Sheet

As of August 31, 2021

09/15/21

Accrual Basis

	Aug 31, 21
ASSETS	
Current Assets	
Checking/Savings	
10070 · CD - Mid Central	107,614.50
10080 · Checking - Bremer 0206	22,669.58
10090 · Savings - Bremer 1027	608,546.73
Total Checking/Savings	738,830.81
Accounts Receivable	
10200 · Accounts Receivable	1,838.96
Total Accounts Receivable	1,838.96
Total Current Assets	740,669.77
TOTAL ASSETS	740,669.77
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	27,995.52
Total Accounts Payable	27,995.52
Other Current Liabilities	
21100 · Direct Deposit Liabilities	(270.00)
25000 · Unearned Revenue	
25004 · 2018 Grant Funds	
4-18 · District Capacity	
2DC18 · DC Cost Share	23,667.50
3DC18 · DC County Funds Match	30,000.00
Total 4-18 · District Capacity	53,667.50
Total 25004 · 2018 Grant Funds	53,667.50
25005 · 2019 Grant Funds	
1-19 · State Cost Share	1,465.90
6-19 · 2019 District Capacity	
1DC-19 · 2019 District Capacity Funds	3,404.59
Total 6-19 · 2019 District Capacity	3,404.59
7-19 · 2019 BWSR Buffer Funds	690.60
Total 25005 · 2019 Grant Funds	5,561.09
25006 · 2020 Grant Funds	
1-20 · AIS County Fund	8,800.82
2-20 · Riparian County Buffer	18,500.00
4-20 · 2020 State Cost Share	9,800.75
5-20 · District Capacity	
1DC20 · District Capacity 2020	102,000.00
2DC20 · DC Cost Share	32,256.00
Total 5-20 · District Capacity	134,256.00
6-20 · Buffer	10,000.00
Total 25006 · 2020 Grant Funds	181,357.57
25007 · 2021 Grant Funds	
1-21 · 2021 AIS	32,931.00
2-21 · 2021 Riparian County Buffer	12,500.00
3-21 · 2021 Conservation Delivery	9,354.98
4-21 · 2021 State Cost Share	10,142.00
5-21 · 20201 WCA	2,849.50
7-21 · 2021 Buffer	8,600.00

Wadena Soil & Water Conservation District
Balance Sheet
As of August 31, 2021

	<u>Aug 31, 21</u>
8-21 · 2021 District Capacity	134,256.00
Total 25007 · 2021 Grant Funds	210,633.48
25008 · 2022 Grant Funds	
1-22 · 2022 AIS	16,434.50
2-22 · 2022 Riparian Aid	10,000.00
Total 25008 · 2022 Grant Funds	26,434.50
Total 25000 · Unearned Revenue	477,654.14
Total Other Current Liabilities	477,384.14
Total Current Liabilities	505,379.66
Total Liabilities	505,379.66
Equity	
30000 · Fund Balance	93,909.97
39000 · Retained Earnings	174,690.77
Net Income	(33,310.63)
Total Equity	235,290.11
TOTAL LIABILITIES & EQUITY	740,669.77

Wadena Soil & Water Conservation District
Profit & Loss YTD Comparison
August 2021

09/15/21

Accrual Basis

	Aug 21	Jan - Aug 21
Ordinary Income/Expense		
Income		
40000 · Intergovernmental Revenue		
40100 · County Income		
40110 · County Allocation	0.00	17,000.00
40120 · County Feedlot	0.00	3,800.00
40130 · County Ag Inspector Allocation	0.00	7,500.00
40140 · Water Plan	0.00	11,250.00
40150 · WCA	0.00	9,950.00
Total 40100 · County Income	0.00	49,500.00
40200 · NRBG		
40210 · MPCA Feedlot Grant	0.00	8,167.43
40230 · WCA Grant	0.00	11,678.39
Total 40200 · NRBG	0.00	19,845.82
40300 · State Income		
40310 · AIS	4,251.43	18,555.67
40315 · Buffer Initiative	0.00	4,781.56
40325 · District Capacity Fund		
325-19 · 2019 District Capacity Income	105.16	56,906.96
Total 40325 · District Capacity Fund	105.16	56,906.96
40335 · Cost Share Grants	0.00	9,017.35
40345 · Conservation Delivery	0.00	9,355.02
40350 · RIM	0.00	9,200.75
40370 · CWF Forestry	0.00	22,802.11
40371 · CWF CW Forestry Landowner Match	0.00	1,818.87
Total 40300 · State Income	4,356.59	132,438.29
40500 · Grants and Projects		
40510 · MDA Central Sands Project	0.00	13,955.03
40515 · MDA Weed Grant 173464	0.00	6,798.90
Total 40500 · Grants and Projects	0.00	20,753.93
Total 40000 · Intergovernmental Revenue	4,356.59	222,538.04
45000 · Charges for Services		
45001 · DNR Forest Stewardship Plans	0.00	1,030.00
45005 · Misc. Sales		
45005-8 · Misc. Sales	0.00	371.09
Total 45005 · Misc. Sales	0.00	371.09
Total 45000 · Charges for Services	0.00	1,401.09
46000 · Miscellaneous Revenue		
46000-1 · Interest on Savings	10.34	89.82
46000-3 · Miscellaneous Income	0.00	2.68
46000 · Miscellaneous Revenue - Other	0.00	653.18
Total 46000 · Miscellaneous Revenue	10.34	745.68
Total Income	4,366.93	224,684.81
Gross Profit	4,366.93	224,684.81
Expense		
50000 · Intergovernmental Expenses		
50100 · State Project Expenses		
100-1 · AIS	4,251.43	18,267.01
100-5 · MDA Central Sands Private	0.00	10,277.03

Wadena Soil & Water Conservation District
Profit & Loss YTD Comparison
August 2021

09/15/21

Accrual Basis

	Aug 21	Jan - Aug 21
100-7 · State Cost Share Projects	0.00	9,017.35
100-9 · CWF Forestry Expenses	0.00	12,164.95
Total 50100 · State Project Expenses	4,251.43	49,726.34
50200 · District Project Expenses		
50204 · Irrigation Scheduler Program Ex	0.00	625.00
Total 50200 · District Project Expenses	0.00	625.00
Total 50000 · Intergovernmental Expenses	4,251.43	50,351.34
50300 · Payroll Expenses		
301-5 · Misc. Payroll Expenses	0.00	10.74
50301 · Employee Wages		
301-2 · Medicare Company	0.00	44.60
301-4 · Social Security - FICA	0.00	120.90
Total 50301 · Employee Wages	0.00	165.50
50302 · Supervisor's Compensation		
302-2 · Supervisor's PERA	0.00	120.00
50302 · Supervisor's Compensation - Other	0.00	3,075.00
Total 50302 · Supervisor's Compensation	0.00	3,195.00
50303 · EOT Contract	22,083.37	176,666.96
Total 50300 · Payroll Expenses	22,083.37	180,038.20
50400 · Other Services and Charge		
155 · RIM Reimbursable Expense	464.75	2,623.40
50401 · Education and Promotion		
401-3 · Fair Booth	0.00	299.00
401-4 · Newsletter	0.00	108.09
Total 50401 · Education and Promotion	0.00	407.09
50402 · Employee Expenses		
402-1 · Employee Clothing Allowance	0.00	374.50
402-2 · Meals	9.22	103.86
402-3 · Meeting Registrations	0.00	516.00
402-4 · Mileage	0.00	100.80
402-5 · Rooms	191.12	298.16
402-6 · Trainings	0.00	550.00
Total 50402 · Employee Expenses	200.34	1,943.32
50403 · Fees, Dues and Licenses		
403-1 · Membership Dues	0.00	1,971.00
403-2 · Professional Services	0.00	3,832.00
Total 50403 · Fees, Dues and Licenses	0.00	5,803.00
50405 · IT/Communication Expense		
405-1 · Internet	70.02	1,335.02
405-2 · IT Expense	0.00	1,272.00
405-3 · Telephone	77.00	562.60
405-4 · Marco Lease	0.00	1,640.70
Total 50405 · IT/Communication Expense	147.02	4,810.32
50408 · Rent	1,250.00	8,489.60
50409 · Supervisor's Expenses		
409-2 · Meeting Registrations	0.00	150.00
409-3 · Mileage	0.00	691.04
Total 50409 · Supervisor's Expenses	0.00	841.04
50410 · Supplies		
410-1 · Field Supplies	0.00	38.14

**Wadena Soil & Water Conservation District
Profit & Loss YTD Comparison
August 2021**

	Aug 21	Jan - Aug 21
410-2 · Office Supplies	0.00	201.34
410-3 · Postage	0.00	94.64
Total 50410 · Supplies	0.00	334.12
50412 · Vehicle/Equipment Expenses		
412-2 · Fuel	0.00	1,650.29
412-3 · Repairs & Maintenance	0.00	222.05
Total 50412 · Vehicle/Equipment Expenses	0.00	1,872.34
Total 50400 · Other Services and Charge	2,062.11	27,124.23
56000 · Miscellaneous Expense		
56000-2 · Miscellaneous Expense	0.00	465.63
Total 56000 · Miscellaneous Expense	0.00	465.63
6999 · Uncategorized Expenses	0.00	0.04
7009 · Bank Service Charges	2.00	16.00
Total Expense	28,398.91	257,995.44
Net Ordinary Income	(24,031.98)	(33,310.63)
Net Income	(24,031.98)	(33,310.63)



	2021 Projected Budget	2021 Actual as of 8/31/2021	Positive (Negative)
Income			
County Income			
County Allocation	\$ 34,000.00	\$17,000.00	(\$17,000.00)
County Feedlot (Match)	\$ 7,600.00	\$3,800.00	(\$3,800.00)
County Ag Inspector Allocation	\$ 15,000.00	\$7,500.00	(\$7,500.00)
Water Plan (Match)	\$ 22,500.00	\$11,250.00	(\$11,250.00)
WCA (Match)	\$ 19,900.00	\$9,950.00	(\$9,950.00)
Total County Income	\$99,000.00	\$49,500.00	(\$49,500.00)
State Income			
MPCA Feedlot Grant - <i>County Pass Through</i>	\$10,037.00	\$8,167.43	(\$1,869.57)
Water Plan Grant - <i>County Pass Through</i>	\$15,390.00	\$0.00	(\$15,390.00)
WCA Grant - <i>County Pass Through</i>	\$19,909.00	\$11,678.39	(\$8,230.61)
Total NRBG	\$45,336.00	\$19,845.82	(\$25,490.18)
AIS - <i>County Pass Through</i>	\$ 39,000.00	\$18,555.67	(\$20,444.33)
Buffer Initiative	\$ 9,000.00	\$4,781.56	(\$4,218.44)
District Capacity Fund	\$ 110,000.00	\$56,906.96	(\$53,093.04)
State Cost Share	\$ 10,142.00	\$9,017.35	(\$1,124.65)
Conservation Delivery	\$18,802.00	\$9,355.02	(\$9,446.98)
RIM	\$6,000.00	\$9,200.75	\$3,200.75
CWF Forestry	\$20,000.00	\$24,620.98	\$4,620.98
Riparian Buffer Aid - <i>County Pass Through</i>	\$ 12,500.00		(\$12,500.00)
Red Eye Implementation	\$10,000.00		(\$10,000.00)
Total State Income	\$235,444.00	\$132,438.29	(\$103,005.71)
Grants and Projects			
MDA Central Sands Project	\$14,000.00	\$13,955.03	(\$44.97)
MDA Weed Grant	\$5,000.00	\$6,798.90	\$1,798.90
Total Grants and Projects	\$19,000.00	\$20,753.93	(\$44.97)
Total Intergovernmental Revenue	\$398,780.00	\$222,538.04	(\$178,040.86)
Charges for Services			
DNR Forest Stewardship Plans	\$6,500.00	\$1,030.00	(\$5,470.00)
Irrigation Scheduler	\$8,000.00	\$0.00	(\$8,000.00)
Misc. Sales	\$4,000.00	\$371.09	(\$3,628.91)
Total Charges for Services	\$18,500.00	\$1,401.09	(\$17,098.91)



	2021 Projected Budget	2021 Actual as of 8/31/2021	Positive (Negative)
Miscellaneous Income			
Interest	\$5,100.00	\$89.82	(\$5,010.18)
Miscellaneous Income	\$4,000.00	\$655.86	(\$3,344.14)
Total Miscellaneous Income	\$9,100.00	\$745.68	(\$8,354.32)
Total Income	\$426,380.00	\$224,684.81	(\$203,494.09)

Expenses

State/NRBG Expenses			
AIS	\$21,000.00	\$18,267.01	(\$2,732.99)
District Capacity Expense	\$0.00	\$0.00	\$0.00
MDA Central Sands	\$9,500.00	\$10,277.03	\$777.03
MPCA Feedlot Grant	\$1,500.00	\$0.00	(\$1,500.00)
Water Plan	\$500.00	\$0.00	(\$500.00)
State Cost Share	\$8,000.00	\$9,017.35	\$1,017.35
CWF Forestry	\$15,000.00	\$12,164.95	(\$2,835.05)
Red Eye Implementation	\$10,000.00		(\$10,000.00)
Total State Expenses	\$65,500.00	\$49,726.34	(\$5,773.66)

Project Expenses			
Capital Outlay	\$4,000.00		(\$4,000.00)
Capital Improvement Fund	\$2,480.00		(\$2,480.00)
Ag Inspector	\$2,200.00		(\$2,200.00)
Irrigation Scheduler	\$1,700.00	\$625.00	(\$1,075.00)
Forest Stewardship Program	\$100.00	\$0.00	(\$100.00)
Tree Program	\$250.00		(\$250.00)
Total Project Expenses	\$10,730.00	\$625.00	(\$10,105.00)

Payroll Expenses			
Social Security	\$400.00	\$120.90	(\$279.10)
Medicare	\$250.00	\$44.60	(\$205.40)
Payroll Expenses	\$600.00	\$10.74	(\$589.26)
Supervisor Compensation	\$20,000.00	\$3,075.00	(\$16,925.00)
Supervisor PERA	\$900.00	\$120.00	(\$780.00)
EOT Contract	\$265,000.00	\$176,666.96	(\$88,333.04)
Total Payroll Expenses	\$287,150.00	\$180,038.20	(\$107,111.80)

Other Services and Charges



	2021 Projected Budget	2021 Actual as of 8/31/2021	Positive (Negative)
RIM	\$0.00	\$2,623.40	\$2,623.40
Education & Promotion	\$2,500.00	\$407.09	(\$2,092.91)
Employee Expenses/Training	\$3,000.00	\$1,943.32	(\$1,056.68)
Fee and Dues	\$8,000.00	\$5,803.00	(\$2,197.00)
Insurance	\$4,000.00		(\$4,000.00)
IT/Communication Expense	\$12,000.00	\$4,810.32	
Misc. Expenses	\$2,500.00	\$481.67	(\$2,018.33)
Rent	\$13,000.00	\$8,489.60	(\$4,510.40)
Supervisor Expenses/Training	\$9,000.00	\$841.04	(\$8,158.96)
Supplies	\$3,500.00	\$334.12	(\$3,165.88)
Vehicle/Equipment Expenses	\$4,000.00	\$1,872.34	(\$2,127.66)
Board/Staff Retreat	\$1,500.00		(\$1,500.00)
Total Operating Expenses	\$63,000.00	\$27,605.90	(\$28,204.42)
Total Intergovernmental Expenses	\$426,380.00	\$257,995.44	(\$151,194.88)
Profit/Loss			(\$33,310.63)

Cost Share
September 20, 2021
Submitted by Anne Oldakowski

Cover Crop:

CC-01: Clarksean, Dean; requesting second year payment for cover crops. This is a three-year contract for a total flat rate amount authorized not to exceed \$13,500.00 with the second-year payment of \$4,500.00.

CC-02; Schock, Andrew; requesting second year payment for cover crops. This is a three-year contract for a total flat rate amount authorized not to exceed \$13,500.00 with the second-year payment of \$4,500.00.

CC-03; Matthews, Harold; requesting second year payment for cover crops. This is a three-year contract for a total flat rate amount authorized not to exceed \$1,012.50 with the second-year payment of \$337.50.

BWSR State Cost Share:

20-04; Rice, Mark; authorization to approve payment for a field windbreak with a total cost of \$242.74 and cost sharing not to exceed \$182.06 or 75% whichever is less in Aldrich Township, section 27.

District Managers Report
September 2021
Submitted by Darren Newville, District Manager

1. **Tree Program** – Tanner has contacted our vendors with the initial 2022 tree order. We will be waiting on confirmation before we gear up for next year. We have also taken several calls from landowners requestion assistance with tree planting plans.
2. **Seeding Program** – We have had several drill rentals over the past few weeks. Tanner has been assisting landowners with seed orders.
3. **Irrigation Scheduler Program** – Staff have pulled all the rain gauges. They will be cleaning up the equipment and getting year end reports out to the producers soon.
4. **MDA MAWQCP** – Work continues to get farms certified as well as conducting farm assessments with Trisha and Nathan’s assistance. Jim has been assisting on the 16 applications for MDA cost-share program in the North Central Area. The Conservation practices being considered include (but not limited to): remote pivot mgmt. systems; alternate watering facilities for livestock, rotational grazing, fencing, and cover crops. Jim has also indicated that there are several producers checking into the various endorsements available.
5. **MDA NFMP & NMI** – Nathan continues to work with MDA on the Verndale wellhead issues and planning for the LAT meetings. He has been part of several discussions revolving around whether or not to conduct a survey of the producers.
6. **Cover Crop Grant** – The Cover Crop Field Day events were August 18th near Perham and on August 27th at the CLC location in Staples. Staff are verifying cover crop seedings and completing vouchers for this year’s payments.
7. **Water Planning Red Eye Watershed Implementation** – Post card have been sent out to one area of the plan. We have had several discussions with staff about what the funding can be used for and what our policies will be. I expect to start seeing requests for projects being brought to the boards in the next few months.
8. **Water Planning Otter Tail River Watershed** –We are moving on with the 1W1P efforts. We are still in the 60-day comment period. There will be a watershed tour for the policy and technical committee members on September 26th. Ben has also been working on the public kickoff meetings. One will be held in Detroit Lakes on September 20th, the other will be held in the Fergus Falls area on September 28th.
9. **County Ag Inspector** – Staff completed the mapping of 9 townships in Wadena County and 14 townships in Otter Tail County. These maps will be shared with the Township officials as spots to watch in future years. We will continue mapping again in 2022.

- 10. Wetland Conservation Act (WCA)** – Both offices continue to get calls about wetland projects. We continue to do site visits and meet with the TEPs as needed.
- 11. Feedlots** – Mitchell has completed 4 inspections with 2 more scheduled for next week.
- 12. Shoreland Program** – Staff have been working on getting out to inspect past projects. We did find one project that has a potential violation of the contract. It is a case where the property has changed hands and the new landowner is working with us to correct the problem.
- 13. Administration** – Chantal and Kristi have been working on reconciling our various grants and getting them entered into elink. Chantal has been training Kristi in on processing payroll. They continue to provide information for our audits as requested. Anne, Lyle, Wayne and I attended the Otter Tail County Budget committee meeting on Sept., 10th to review our request with the County Board of Commissioners.
- 14. Outreach** – Kristi has been working on social media posts and updating websites. She has also been working on the MASWCD award applications for both SWCDs.