

Brown SWCD Office Narrative

January 7, 2016 – February 17, 2016

- 1/7: Melanie worked with Huiras and Stueber's to review, sign, and notarize an Amendment document for Huiras's RIM Wetland easement
- 1/8: Melanie worked with Mark Weber, BWSR, and Legal Professionals to process and request an endorsement BWSR needs on Weber's CREP easement
- 1/15: Doug and Melanie attended BWSR Southern Region Grants Training in New Ulm
- 1/20: Melanie processed all 2016 Tree Program orders and payments received to date
- 1/20: Cody – radio spot on KNUJ
- 1/20: Cody and Ryan Jones from SCTSA made site visits for potential Phase 3 Flood Relief projects
- 1/21: Cody attended AIS meeting in St. Peter
- 1/22: MASWCD Area VI Chair and Managers meeting was held in this building. Gary Rathman attended the meeting. Melanie assisted with setup and lunch.
- 1/27: Staff, Supervisors, and Hahn attended Brown SWCD Annual Planning Meeting at the Best Western
- 1/27: Cody met with Kenny Lang to revise his CREP easement conservation plan
- 1/28: Cody attended RUSLE2 training in Marshall
- 1/29: Doug submitted letter of support to Mark Schnobrich as requested and approved for the Forestry Grant he is assisting the City of New Ulm to write and submit to DNR
- 2/4: Cody met with potential MAWQCP Program landowner
- 2/11: Cody submitted letter of resignation to Brown SWCD. He has accepted a District Technician position with the Renville SWCD. His last day will Friday, February 26.
- 2/12: Doug attended training in Marshall for the TSA 5 Terrain Analysis Lidar Data set
- 2/16: Doug met with Huiras's to review and sign the RIM Wetland Easement agreement
- 2/17: Doug and Cody met with NRCS office staff to review current status of 2016 projects

Melanie has been working on easement processing, eLINK reports for 2015, year-end and financial reporting for OSA, PERA, MCIT and BWSR, general year-end close out and file maintenance, Annual Plan document updates, and tree program orders and inventory adjustments.

Cody has been working on AIS, buffer law, MAWQCP landowner contacts, general technical for potential projects, and assisting several tree customers with planting suggestions and designs.

Doug has been working on WRAPS project administration and billing, eLINK reporting for 2015, Conservation Corps Apprentice work plan, RIM Wetlands processing, overall district management, Annual Plan document updates, and 2016 project planning.

2016 Tree Orders: 43 orders received to date. 3 plantings booked (2 are out of county).