

## *Brown SWCD Monthly Staff Narrative February 18, 2016 – March 9, 2016*

2/23: Doug and Cody attended the GBERBA Technical meeting in Mankato

2/24: Cody – radio spot on KNUJ

2/25: Cody removed AIS compost bins from Hanska Lake; Melanie finalized the Annual Plan & Budget, and Accomplishments documents and posted them on the SWCD website as required and notified Board Conservationist of completion (eLINK grant reports were previously posted on 2/9/16 to SWCD's website); Doug submitted Flood Relief Phase 3 request to BWSR for a total of 6 projects and \$234,615

2/26: Cody's last day with Brown SWCD; Personnel Committee met to review and revise the job description and plan out the rehire process; Final deadline for tree orders. Staff reviewed inventory and submitted final order adjustments to Schumacher's Nursery. Delivery will be mid-April.; Doug revised Huiras's RIM Wetland conservation plan per BWSR request

2/29: Melanie posted the District Technician job announcement with several online sources and colleges, the SWCD website and Facebook page, MASWCD statewide email, MACDE website and with Journal, Free Press and West Central Tribune newspapers

3/2: Melanie completed the Soil and Water Stewardship week mailing to 41 churches in Brown County

3/3: Doug attended a webinar training for the RIM Reserve 2014 Flood Response sign-up

3/7: Doug signed flood relief cost share application with Braulick

3/8: Melanie submitted the 2015 Brown SWCD Financial Statements report package to BWSR; Doug completed well and water table readings for March

3/9: Melanie and Doug prepared handouts and display board items for the Farm Show event; Doug signed flood relief cost share application with Hoffman

Melanie has been working on RIM/CREP easement processing ownership changes and assisting BWSR with title policy endorsement needed, tree program orders, general office administration, farm show planning and the 2015 Financial Statements report package.

Doug has been working on Middle MN WRAPS project, Flood Relief Phase 3 funding request for projects, MAWQCP program, planning for District Technician hire, BBR planning and research, 2016 cost share project planning, and RIM Reserve 2014 Flood program sign up.

**2016 Tree Orders:** 46 orders received. 5,782 trees sold. 3 plantings booked (2 are out of county).

**State Cost Share Projects:** 4 State Cost Share encumbered projects are planned for 2016 spring completion. Cost Share funds are available for new projects.

**Flood Relief Cost Share Projects:** 5 projects were previously encumbered and are planned for 2016 spring completion; 2 new project applications were received this month; Phase 3 request for funds was sent to BWSR on 2/25 for 6 projects and \$234,615 in grant funds