MINUTES FROM THE JANUARY 17, 2013 REGULAR BOARD MEETING

The meeting was called to order at 7:07 a.m. by Chairman, Larson, at the District Office.

Supervisors Present:  Ben Larson, Chairman
                      Derek Peterson, Vice Chairman
                      Mark McWalter, Secretary
                      Russ Severson, Treasurer
                      David Moulds, PR&I

District Employees Present:  Nicole Bernd, District Manager
                            Duane Steinbrink, District Technician

Others Present:  Randy Huelskamp, DC for NRCS

Absent:
Discussion on reorganization of the District Board for 2013.

Officers will as follows:

Chairman –  Ben Larson
Vice Chairman –  Derek Peterson
Secretary –  Mark McWalter
Treasurer –  Russ Severson
PR&I –  David Moulds

{Motion #01-13}  Motion by McWalter and seconded by Moulds to approve the West Polk SWCD Board of Supervisors positions for the year of 2013.

Affirmative: All
Opposed: None        Motion: Pass

District Representatives for 2013 will be as follows:

- Oversight Com/Personnel  (2 members): McWalter, Peterson
- Equipment Committee  (2 members): Moulds, Larson
- TSA Representative  (1 member): Larson
- Water Plan Task Force  (1 member): Severson
- Area 1 Meeting  (2 members): McWalter, Severson

{Motion #02-13}  Motion by Moulds and seconded by Severson to approve the West Polk SWCD Board of Supervisors committee and joint committees for 2013.

Affirmative: All
Opposed: None        Motion: Pass
SECRETARY’S REPORT:
{Motion #03-13} Motion by Severson and seconded by Peterson to approve the minutes from the Regular Board meeting held on December 20, 2012.

Affirmative: All
Opposed: None        Motion: Pass

The December financial reports were reviewed. Motion by McWalter and seconded by Peterson approve the financial reports, subject to audits and revisions.

TREASURER’S REPORT:
{Motion #04-13} Motion by McWalter and seconded by Peterson to approve the treasurers report.

Affirmative: All
Opposed: None        Motion: Pass

Bernd reported the designation of bank accounts as of January 1, 2013 were as follows:

- Checking Accounts: Crookston National Bank – Act. #XXX224
- Savings Account: Crookston National Bank – Act. #XXX569
- Certificates of Deposits: American Federal Bank –
  91Day Acct. #XXXXXX9440
  24 Month Acct. #XXXXXX6360
  Money Market Acct #XXXXXX6310
- Safe Deposit Box: Bremer Bank

STATE COST SHARE REPORT:

Priority cost share practices for state cost money were designated for the year 2013 as follows:
1. Grade Stabilization
2. Unused Well Sealing/$5000.00 spending limit
3. Windbreak installation and maintenance (matting, tubes, and chemical)
4. Streambank Stabilization
5. Windbreak Renovation
District Technician Steinbrink is requesting an amendment for State Cost Share Contract CS-12-04. Original Total Project Cost = $5304.00, cost share amount = $3504.00. Revised Total Project Cost = $1638.75, cost share amount = $980.00.

<table>
<thead>
<tr>
<th>Contract #/Name</th>
<th>Practice</th>
<th>Amendment Number</th>
<th>Total Project Cost</th>
<th>Cost Share Amount</th>
<th>Technical Approval Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS-12-04/Perry Farms, Inc</td>
<td>380</td>
<td>1-2013</td>
<td>1638.75</td>
<td>980.00</td>
<td>Steinbrink</td>
</tr>
</tbody>
</table>

{Motion #05-13} Motion by Larson and seconded by McWalter to approve the amendment for State Cost Share contract CS-12-04.

Affirmative: All

Opposed: None

Motion: Pass

OLD BUSINESS
Sell land in Bygland Township – Larson

DRAFT Overtime and Compensatory Time – Steinbrink

{Motion #06-13} Motion by Moulds and seconded by McWalter to approve the revised language within the Policy Handbook regarding Overtime and Compensatory Time.

Affirmative: All

Opposed: None

Motion: Pass

NEW BUSINESS:

Vicki Miller is requesting approval for $100 per month increase for Bookkeeping Services. Present contract is $6500.00/year. New amount requested $7700.00/year. This is will be a $1200.00 increase for the year.

{Motion#07-13} Motion by Larson and seconded by McWalter to approve $100 per month increase for Bookkeeping Services.

Affirmative: All

Opposed: None

Motion: Pass
Bernd requests motion to approve the 2013 Minnesota Pay Equity Report. Local Jurisdictions are required to submit this report to the State of MN every three years. West Polk SWCD is in compliance based on previous report. This notice will be posted for 90 days in the office.

{Motion#08-13} Motion by Severson and seconded by Moulds to approve the 2013 Minnesota Pay Equity Report.

Affirmative: All

Opposed: None Motion: Pass

The District’s insurance premiums are due in the total amount of $4,229.00

{Motion#09-13} Motion by McWalter and seconded by Peterson to approve the payment to Minnesota Counties Insurance trust in the amount of $4,229.00

Affirmative: All

Opposed: None Motion: Pass

Staff is requesting approval for the BWSR FY 2013 Competitive Grant Agreement, CWF13-125-Clean Water Assistance in the amount of $208,610.00

{Motion #10-13} Motion by McWalter and seconded by Moulds to approve the BWSR FY 2013 Competitive Grant Agreement, CWF13-125, Clean Water Assistance in the amount of $208,610.00

Affirmative: All

Opposed: None Motion: Pass

IRS Mileage Rate for 2013 is $.56.5/mile. Effective January 1, 2013.

The Board discussed the designation of a district newspaper.

(Motion#11-13} Motion by Larson and seconded by Severson to designate the Crookston Daily Times as the official district newspaper.
The board made the following motion to designate the day of the month, time of day and location of the monthly board meetings.

{Motion#12-13} Motion by McWalter and seconded by Severson to designate the third Thursday of each month as the official board meeting day. The meetings shall start at 7:00 am and will be held at the district office.

MASWCD dues of $1,966.50 have been requested for 2013.

{Motion #13-13} Motion by Larson and seconded by Peterson to approve the payment of dues to MAWSCD in the amount of $1,966.50.

Bernd requests a motion to remove the listed items below from the Districts Inventory.

<table>
<thead>
<tr>
<th>Item</th>
<th>Date</th>
<th>Location</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mitsubishi 20&quot; TV and Hita stand</td>
<td>Jul-90</td>
<td>Office</td>
<td>410.69</td>
</tr>
<tr>
<td>Hitachi VCR</td>
<td>Jul-90</td>
<td>Office</td>
<td>290.29</td>
</tr>
<tr>
<td>Pentax 35 mm Camera</td>
<td>Sep-90</td>
<td>Office</td>
<td>304.65</td>
</tr>
<tr>
<td>Conference Table</td>
<td>Dec-90</td>
<td>Tree Shed</td>
<td>369.00</td>
</tr>
<tr>
<td>Bookcase</td>
<td>Aug-91</td>
<td>Office</td>
<td>126.75</td>
</tr>
<tr>
<td>Audiovox Cellular Phone-PRT9200</td>
<td>Dec-99</td>
<td>Office</td>
<td>184.00</td>
</tr>
<tr>
<td>Audiovox Cellular Phone-PRT9200</td>
<td>Jun-00</td>
<td>Office</td>
<td>184.00</td>
</tr>
<tr>
<td>HP Series 300 Scan/Printer</td>
<td>2000</td>
<td>Tree Shed</td>
<td>75.00</td>
</tr>
<tr>
<td>Cannon Powershot A540</td>
<td>1998</td>
<td>Office</td>
<td>150.00</td>
</tr>
<tr>
<td>Sony Digital Mavica Camera</td>
<td>1999</td>
<td>Office</td>
<td>250.00</td>
</tr>
<tr>
<td>Nikon CoolPix 5600 Digital Camera</td>
<td>1999</td>
<td>Office</td>
<td>200.00</td>
</tr>
<tr>
<td>2 Kodak Cameo Motor EX Camera</td>
<td>2005</td>
<td>Office</td>
<td>40.00</td>
</tr>
<tr>
<td>2 Verizon Wireless Nokia Cell Phones 6015i</td>
<td>2006</td>
<td>Office</td>
<td>200.00</td>
</tr>
</tbody>
</table>
{Motion #14-13} Motion by Moulds and seconded by McWalter to approve the removal of the listed items from the District’s Inventory.

Affirmative: All

Opposed: None

Motion: Pass

MEETING REPORTS

Attended Meetings/Trainings
HOLIDAY, Christmas Office Closed
HOLIDAY, New Years Day Office Closed
Webinar/Clean Water Legacy, Office Staff/BWSR/RLWSHD/RRVCSA
Red Lake Watershed District TRF, Clean Water Legacy Staff

Upcoming Meetings/Trainings
Webinar/MCIT Property and Liability Coverage, Office Bernd
Area 1 Employee Training, Detroit Lakes Staff
HOLIDAY, President’s Day OFFICE CLOSED

DISTRICT EMPLOYEE’S REPORTS:
Bernd
FEEDLOTS
2012 MPCA Annual County Feedlot Report and Supplemental Page has been completed and submitted for review. Once approved, signature from County Board will be requested.

NRGB
Bernd has been entering Comprehensive Local Waterplan reporting in to eLINK.
Bernd has been entering Cost Share reporting into eLINK.
Bernd has been entering WCA reporting into eLINK and completing the WCA Annual Report.

OTHER
Bernd and Steinbrink have developed the Workplan for monies received from the Clean Water Legacy Fund. Workplan due to BWSR by Feb. 1st and grant submitted by March 1st, 2013.

Steinbrink
Technician Report 1-17-13

Tree Program

<table>
<thead>
<tr>
<th>Type</th>
<th>Orders</th>
<th>Trees Sold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hand Plant</td>
<td>28</td>
<td>1646</td>
</tr>
</tbody>
</table>
Farmstead  5   2695
Field  4   1530

Total: 5871
Pending 2

**Engineering Projects**
Wayne Sorenson:
Wayne has agreed to proceed with the project. He has signed the Operation & Maintenance Agreement and paid the $600 design fee.

Dean Adams:
The NRCS Engineer Tech. is working on the design.

Harlow Grove:
Harlow wants to proceed with repairing the channel cutting upstream of his rock chute. And also repair an old structure.

**Other:**
Summer field trip. What is the best time to do a field trip?

**NRCS DISTRICT CONSERVATIONIST'S REPORT**
1/17/2013

Conservation:
EQIP/AWEP sign up is underway with scoring and ranking periods between now and April 13th. We have one large pasture management sign up so far. Others are interested but have not signed up yet. CSP payments are going out on the 11 contracts.

Personnel:

Other:

Upcoming meetings:

1/21/13 Holiday
1/22/13 Appeals training here am
1/24/13 NRCS area meeting TRF
1/31/13 Appeals training here am

Randy Huelskamp
Program Analyst NRCS

**CORRESPONDENCE:** Publications:
- Forestry Notes
- Conservation Brief
- Conservation Views
- Crookston Daily Times
- Waterline
- MPCA Feedlot Update
- ENotes for NACD
- Interconnections
- River Monitor
- Shade Tree Advocate
- Minnesota Environment

**Minutes, Agendas, and Annual Reports:**
- BWSR
- Pembina Trail RC&D
- Sand Hill Watershed
- Red Lake Watershed
- Polk County Board
- Wild Rice Watershed

The next meeting was scheduled for Thursday, February 21, 2013, 7:00 a.m. at the District office.

With no further business, Chairman Larson adjourned the meeting at 8:27 a.m.

Respectfully submitted,

McWalter, Secretary/nb
The meeting was called to order at 7:04 a.m. by Chairman, Larson, at the District Office.

Supervisors Present: Ben Larson, Chairman
Derek Peterson, Vice Chairman
Mark McWalter, Secretary
Russ Severson, Treasurer
David Moulds, PR & I

District Employees Present: Nicole Bernd, District Manager

Others Present: Randy Huelskamp, DC for NRCS

Absent: Duane Steinbrink, District Technician

**SECRETARY’S REPORT:**
{Motion #15-13} Motion by Moulds and seconded by Severson to approve the minutes from the Regular Board meeting held on January 17, 2013.

Affirmative: All

Opposed: None

Motion: Pass

The January financial reports were reviewed. Motion by McWalters and seconded by Moulds approve the financial reports, subject to audits and revisions.

**TREASURER’S REPORT:**
{Motion #16-13} Motion by Peterson and seconded by McWalter to approve the treasurers report.

Affirmative: All
STATE COST SHARE REPORT:

District Staff is requesting payment for the following State Cost Share contract.

<table>
<thead>
<tr>
<th>Contract #/Name</th>
<th>Practice</th>
<th>Approved Project Cost</th>
<th>Cost Share Amount</th>
<th>Technical Approval Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS-11-17/Jarod Peterson</td>
<td>310</td>
<td>1400.00</td>
<td>500.00</td>
<td>Steinbrink</td>
</tr>
</tbody>
</table>

{Motion #17-13} Motion by Larson and seconded by Moulds to approve payment of the listed State Cost Share contract.

Affirmative: All

Opposed: None        Motion: Pass

District Staff, is requesting approval for the following State Cost Share contracts.

<table>
<thead>
<tr>
<th>Contract #/Name</th>
<th>Practice</th>
<th>Approved Project Cost</th>
<th>Cost Share Amount</th>
<th>Technical Approval Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS-12-12/Bruce Newhouse</td>
<td>380</td>
<td>720.00</td>
<td>540.00</td>
<td>Steinbrink</td>
</tr>
<tr>
<td>CS-12-13/Nicole Wardner</td>
<td>380</td>
<td>1091.00</td>
<td>818.00</td>
<td>Steinbrink</td>
</tr>
<tr>
<td>CS-12-14/Carrie Zavoral</td>
<td>380</td>
<td>1082.00</td>
<td>811.00</td>
<td>Steinbrink</td>
</tr>
</tbody>
</table>

{Motion #18-13} Motion by McWalter and seconded by Severson to approve the listed State Cost Share contracts.

Affirmative: All

Opposed: None        Motion: Pass

State Cost Share year 2012 remaining to encumber - $5,081.75

OLD BUSINESS
Climax Bridges – Email was sent and received by the City of Warren.

"Below you will see the cost of materials.

Materials --ShoreMaster & Tri Steel

6/5/2007 $17,669.00 #1096 Dock

40% Reimbursement to City of Climax for ShoreMaster Dock
10/10/2007  $26,503.00  #1151  Final payment to City of Climax for ShoreMaster dock
10/10/2007  $1,545.18  #1153  Reimbursement to Climax for Post & Brackets from Tri Steel
10/15/2007  $2,873.13  #1205  Reimbursement to City of Climax for sales tax on ShoreMaster Dock

Total Cost to date (2-1-13) $48,590.10

Attached are the invoices for ShoreMaster and Tri-Steel.

The West Polk SWCD Board of Supervisors and staff would like to encourage you to consider the cost of these materials when negotiating a purchase price.

The District has yet to hear back from either party.

NEW BUSINESS:
Clean Water Legacy Grant Workplan has been approved and 50% of total grant has been executed to the District - $104,000.00 as of 2/8/2013.

West Polk SWCD will be hosting the next Area 1 meeting in Crookston at the American Legion. Wednesday, April 3, 2013.

District Staff is requesting a motion to purchase an upgrade to the District Technician’s computer in the amount of $753.00. Upgrade consists of a workstation (tower), video card and extra GB RAM. Purchase will be through the NACD Government Acquisitions, Inc.

{Motion #19-13} Motion by Larson and seconded by McWalter to approve the purchase of upgrade to the District Technician’s computer in the amount of $753.00.

Affirmative: All

Opposed: None  Motion Pass

MEETING REPORTS
Attended Meetings/Trainings
Webinar/MCIT Property and Liability Coverage, Office Bernd
Area 1 Employee Training, Detroit Lakes Staff
HOLIDAY, President’s Day OFFICE CLOSED
Project 60 Meeting/Grand Marais, TRF RLWSHD Bernd
Career Fair, Fertile High School Bernd

Upcoming Meetings/Trainings
Area 1 Meeting, Crookston Staff & Supervisors
Area 1 Envirothon, Rydell Refuge Bernd
**DISTRICT EMPLOYEE'S REPORTS:**

**Bernd**

REPORTING

ELINK for the following has been completed for 2012 and 2013.

- WCA
- CLWP
- MPCA Feedlot Program
- State Cost Share
- Conservation Delivery Easement
- RIM Services
- Clean Water Legacy
- Web Site reporting

WCA

Keith Mykelseth and Wayne Melby from the City of Crookston Council met with staff in regards to Herkenhoff property

**OTHER**

Bernd met with the with Red Lake Watershed District board to inform of approval of CWL Burnham Creek Watershed Restoration Project Workplan, execution of first 50% of grant and requested the 25% Cash Match which equals $52,152.50.

- $208,610.00 – Awarded amount
- $10,430.00 – Administration amount
- $4,000.00 – Project Development amount
- $18,000.00 – Technical and Engineering amount
- $176,180.00 – monies directly towards project

- $52,152.50 – Cash match from the Red Lake Watershed (Capital Funding)
- $228,333.00 – total monies to be used directly towards project.

Any overhead costs will be absorbed through the Red Lake Watershed District’s Ditch Fund.

**Steinbrink**

Technician Report 2-21-13

<table>
<thead>
<tr>
<th>Tree Program</th>
<th>Orders</th>
<th>Trees Sold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hand Plant -</td>
<td>46</td>
<td>2944</td>
</tr>
<tr>
<td>Farmstead -</td>
<td>10</td>
<td>4590</td>
</tr>
<tr>
<td>Field -</td>
<td>4</td>
<td>1530</td>
</tr>
<tr>
<td>Total -</td>
<td>60</td>
<td>9064</td>
</tr>
<tr>
<td>Pending -</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>
Engineering Projects
Wayne Sorenson: Jim Hest, Bernd and Steinbrink met with Red Lake Watershed District 2-14-13 to request $12,500 in funding. They approved our request.

Dean Adams: NRCS working on design.

Harlow Grove: Channel repair: Jim Hest working on design.

Harlow Grove: Grade Stabilization Structure: Jim Hest reviewing design.

Lehmann Bros. Project: NRCS working on preliminary design.

Burnham Creek Channel Repair: Needs to be surveyed and designed by Jim Hest.

Other:

Norman County SWCD has agreed to install matting on 2 field windbreaks in Liberty Township for Steve Ricard and James Todahl
Norman SWCD has agreed to use the 5500 feet of matting we have in our inventory. The price has yet to be determined.

Pennington SWCD has agreed to install matting on 1 of our plantings on the northern end of our county in Sandsville Twp for Todd Dvorak

NRCS DISTRICT CONSERVATIONIST’S REPORT
2/21/2013

Conservation:

EQIP/AWEP sign up is underway with scoring and ranking periods between now and April 13th.
Soil Health is the big buzz word now and we are trying to implement a massive cover crop and no-till strategy. It will or could work but it’s a different management. It’s all about profit per acre and not always more yield per acre.

Personnel:

Other:

Federal Budget Update: Continuing Resolution & Sequestration

Continuing Resolution

Congress did pass a stopgap spending bill, known as a continuing resolution, which will finance the federal government through March 2013. A continuing resolution is a type of
appropriations legislation used by the Congress to fund government agencies (including
the Natural Resources Conservation Service and Farm Service Agency) if a formal
appropriations bill has not been signed into law by the end of the Congressional fiscal
year.

**Sequestration**

Another unresolved federal budget issue is also looming. It is referred to as
“sequestration” and involves automatic, largely across-the-board spending reductions.
The House and Senate Agriculture Committees generated savings in the 2012 Farm Bill
framework; however other Committees did not, and the Super Committee ultimately did
not produce a deficit reduction plan. Therefore the Office of Management and Budget
(OMB) will be forced to apply “sequestration” -- the $1.5 trillion dollar spending cuts
uniformly to all nonexempt programs and activities within the federal budget over the
next ten years starting on January 2, 2013. (Note: the current deadline is March 1, 2013)

General CRP Sign-up May 20 – June 14th

Upcoming meetings:

2/21/13 RLWD project meeting 9:30 am
2/21/13 Water Quality listening session UMC 6:00 pm
2/27/13 NRCS joint meeting DC’s from ND and MN Fargo

Randy Huelskamp
Program Analyst NRCS

**CORRESPONDENCE:**

**Publications:**
Forestry Notes    ENotes for NACD
Conservation Brief    Waterline
Conservation Views    River Monitor
Crookston Daily Times    Shade Tree Advocate
MPCA Feedlot Update    Minnesota Environment

**Minutes, Agendas, and Annual Reports:**
BWSR    Wild Rice Watershed
Sand Hill Watershed    Red Lake Watershed
Polk County Board

The next meeting was scheduled for Thursday, March 21st, 2013 at 7:00 am.

With no further business, Chairman Larson adjourned the meeting at 7:46 am.
Respectfully submitted,

Mark McWalter,
Secretary
MM/nb
WEST POLK SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM THE MARCH 21, 2013, REGULAR BOARD MEETING

The meeting was called to order at 7:11 a.m. by Chairman, Larson, at the District Office.

Supervisors Present: Ben Larson, Chairman
                      Derek Peterson, Vice Chairman
                      Mark McWalter, Secretary
                      Russ Severson, Treasurer
                      David Moulds, PR & I

District Employees Present: Nicole Bernd, District Manager
                           Duane Steinbrink, District Technician

Others Present: Randy Huelskamp, DC for NRCS
                Brian Dwight, BWSR

Absent:

SECRETARY'S REPORT:
{Motion #19-13} Motion by Severson and seconded by Moulds to approve the minutes from the Regular Board meeting held on February 21, 2013.

Affirmative: All

Opposed: None

Motion: Pass

The February financial reports were reviewed. Motion by Moulds and seconded by Peterson approve the financial reports, subject to audits and revisions.

TREASURER'S REPORT:
{Motion #20-13} Motion by Moulds and seconded by Peterson to approve the treasurers report.
Affirmative: All
Opposed: None
Motion: Pass

STATE COST SHARE REPORT:

District Staff, is requesting approval for the following State Cost Share contracts.

<table>
<thead>
<tr>
<th>Contract #/Name</th>
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<th>Cost Share Amount</th>
<th>Technical Approval Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS-12-15/Wayne Sorenson</td>
<td>410</td>
<td>28000</td>
<td>8500.00</td>
<td>Steinbrink</td>
</tr>
<tr>
<td>CS-13-01/Dale Huderle</td>
<td>380</td>
<td>386.00</td>
<td>193.00</td>
<td>Steinbrink</td>
</tr>
<tr>
<td>CS-13-02/Terry Vonasek</td>
<td>310</td>
<td>1825.00</td>
<td>500.00</td>
<td>Steinbrink</td>
</tr>
<tr>
<td>CS-13-03/John Lehmann</td>
<td>380</td>
<td>3126.00</td>
<td>2345.00</td>
<td>Steinbrink</td>
</tr>
<tr>
<td>CS-13-04/Mitch Johnson</td>
<td>380</td>
<td>1374.00</td>
<td>1034.00</td>
<td>Steinbrink</td>
</tr>
</tbody>
</table>

{Motion #22-13} Motion by Severson and seconded by Moulds to approve the listed State Cost Share contracts.

Affirmative: All
Opposed: None
Motion: Pass

State Cost Share year 2012 monies have been encumbered.

State Cost Share year 2013, monies is $7,976.75.

OLD BUSINESS
Climax Crossings

Land owned by the District in Bygland Township

West Polk SWCD will be hosting the next Area 1 meeting in Crookston at the American Legion. Wednesday, April 3, 2013.

NEW BUSINESS:
Bernd requests approval of the BWSR 2012 Easement Delivery Fund and the BWSR 2012 Conservation Delivery Fund for the completion of spending allocated funds and subject to audit.

{Motion #23-13} Motion by Moulds and seconded by Peterson to approve the 2012 Easement Delivery and Conservation Delivery Fund spent and subject to audit.

Affirmative: All

Opposed: None       Motion: Pass

Brian Dwight, BWSR – Annual Workplan/District’s Strategic Plan

MEETING REPORTS

Attended Meetings/Trainings
RRVSCA Meeting, Mahnomen        Bernd

Upcoming Meetings/Trainings
Area 1 Meeting, Crookston        Staff & Supervisors
Area 1 Envirothon, Rydell Refuge Bernd
WCA Basic’s Training, Wadena     Staff
Red River Basin Conference, Moorhead Staff

DISTRICT EMPLOYEE’S REPORTS:

Bernd
WCA
Staff met with Bob Herkenhoff regarding property in Section 29 of Crookston Township. This meeting was to discuss and obtain more detailed information from Mr. Herkenhoff due to the Wetland Specialist’s, BWSR request.

OTHER
Envirothon Letters sent out to teachers regarding participation

West Polk SWCD 2013 Envirothon

Donations

<table>
<thead>
<tr>
<th>Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ruslings Signs</td>
<td>$25.00</td>
</tr>
<tr>
<td>Kiel Corporation</td>
<td>$100.00</td>
</tr>
<tr>
<td>OPTICARE</td>
<td>$25.00</td>
</tr>
<tr>
<td>Rust, Stock, Rasmusson &amp; Knutson,</td>
<td>$25.00</td>
</tr>
<tr>
<td>Attorneys At Law</td>
<td></td>
</tr>
<tr>
<td>Phil Thompson &amp; Associates</td>
<td>$100.00</td>
</tr>
</tbody>
</table>
Crookston Implement John Deere $50.00
Roger and Donna Ulseth $100.00
Crookston National Bank $25.00
Odland, Fitzgerald, Reynolds & Harbott P.L.L.P. $25.00
Best Used Trucks of MN $25.00
Bremer Bank $25.00
American Legion $50.00
Crookston VFW $100.00
Christian Brothers, Ford $25.00
TOTAL 03/21/13 $700.00

PROJECTS
The District was notified of funding remaining with the Sand Hill Watershed District to use towards projects, total of $17,500.00. Steinbrink has composed a project proposal to Dan Wilkens for review and approval.

Steinbrink
Technician Report 3-21-13

<table>
<thead>
<tr>
<th>Tree Program</th>
<th>Orders</th>
<th>Trees Sold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hand Plant--------</td>
<td>73</td>
<td>5057</td>
</tr>
<tr>
<td>Farmstead--------</td>
<td>10</td>
<td>5855</td>
</tr>
<tr>
<td>Field------------</td>
<td>4</td>
<td>1530</td>
</tr>
<tr>
<td>Total-------------</td>
<td>12442</td>
<td></td>
</tr>
<tr>
<td>Inventory Remaining</td>
<td>3383</td>
<td></td>
</tr>
</tbody>
</table>

Engineering Projects
Wayne Sorenson:

Dean Adams: NRCS working on design.

Harlow Grove: Channel repair: Jim Hest working on design.

Harlow Grove: Grade Stabilization Structure: Jim Hest reviewing design.

Lehmann Bros. Project: NRCS working on preliminary design.

Burnham Creek Channel Repair: Needs to be surveyed and designed by Jim Hest.

Other:

Tree matting scheduled to be installed by Norman and Pennington SWCD.
Norman County SWCD has agreed to install matting on 2 field windbreaks in Liberty Township for Steve Ricard and James Todahl.

Norman SWCD wants to bill us and we collect from landowner. West Polk SWCD will charge $0.05/ft for administration. Scheduled to be installed this spring is 11000 lineal feet @ $0.05=$550.

Norman SWCD has agreed to use the 5500 feet of matting we have in our inventory. The price has yet to be determined.

Pennington SWCD has agreed to install matting on 1 of our plantings on the northern end of our county in Sandsville Twp. for Todd Dvorak.

Pennington SWCD will bill landowner direct.

Technician Report 2-21-13

NRCS DISTRICT CONSERVATIONIST’S REPORT
3/21/2013

Conservation:

EQIP/AWEP sign up is underway with about 10 signups so far.
CRP general signup starts May 20th.
CSP is not expected to have a signup this year.

Personnel:

Mitch Ness is here for another week this week to finish off his hours required before graduation.

Other:

Upcoming meetings:

4/3/13 SWCD Area mtg Crookston

Randy Huelskamp
Program Analyst NRCS

CORRESPONDENCE:
Publications:
Forestry Notes ENotes for NACD
Conservation Brief Waterline
Conservation Views River Monitor
Minutes, Agendas, and Annual Reports:
BWSR Wild Rice Watershed
Sand Hill Watershed Red Lake Watershed
Polk County Board

The next meeting was scheduled for Thursday, April 18th, 2013 at 7:00 am.

With no further business, Chairman Larson adjourned the meeting at 7:48 am.

Respectfully submitted,

Mark McWalter,
Secretary
MM/nb
WEST POLK SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM THE APRIL 18, 2013, REGULAR BOARD MEETING

The meeting was called to order at 7:08 a.m. by Chairman, Larson, at the District Office.

Supervisors Present:  Ben Larson, Chairman
                      Derek Peterson, Vice Chairman
                      Mark McWalter, Secretary
                      Russ Severson, Treasurer
                      David Moulds, PR & I

District Employees Present: Nicole Bernd, District Manager
                           Duane Steinbrink, District Technician

Others Present: Randy Huelskamp, DC for NRCS
                Glen Kajewski, AC for NRCS

Absent:

SECRETARY’S REPORT:
{Motion #24-13}  Motion by Severson and seconded by Moulds to approve the minutes from the Regular Board meeting held on March 21, 2013.

Affirmative: All

Opposed: None

The March financial reports were reviewed. Motion by Moulds and seconded by McWalter approve the financial reports, subject to audits and revisions.

TREASURER’S REPORT:
{Motion #25-13}  Motion by McWalter and seconded by Peterson to approve the treasurers report.
Affirmative: All

Opposed: None       Motion: Pass

STATE COST SHARE REPORT:

District Staff is requesting approval for the following State Cost Share contracts.

<table>
<thead>
<tr>
<th>Contract #/Name</th>
<th>Practice</th>
<th>Approved Project Cost</th>
<th>Cost Share Amount</th>
<th>Technical Approval Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS-13-05/Ron Novacek</td>
<td>380</td>
<td>1812.00</td>
<td>1140.00</td>
<td>Steinbrink</td>
</tr>
</tbody>
</table>

{Motion #26-13} Motion by Severson and seconded by Moulds to approve the listed State Cost Share contract.

Affirmative: All

Opposed: None       Motion: Pass

State Cost Share year 2013, monies left to encumber $$6,551.75.

OLD BUSINESS

Land owned by the District in Bygland Township

NEW BUSINESS:

Location of potential projects – Supervisors

AgBMP Loans now available for feedlots with pollution problems. Loan is 3%. Maximum loan of $100,000.00

- Storage basins
- Roof structures
- Diversions
- Filter strips
- Compost facilities
- Rotational grazing
- Exclusion fencing
- Manure pumps
- Tanks
- Spreaders
MASWCD – Call for Resolutions. Need to be approved at local June Board meeting and submitted to MASWCD by July 21st, 2013

MEETING REPORTS
Attended Meetings/Trainings
Area 1 Meeting, Crookston Staff & Supervisors
WCA Basic’s Training, Wadena Staff
Red River Basin Conference, Moorhead Staff
WPR Monitoring Webinar, Office Staff
Glacial Ridge NWR/Comprehensive Cons. Plan, Crookston Library Staff

Upcoming Meetings/Trainings
Grand Marais Creek – Tech Advisory Mtg. Cabela’s, EGF Bernd
Area 1 Envirothon, Rydell Refuge, Erskine Bernd
County Feedlot Officer Meeting, TRF Bernd
FEMA/Flood-related Issues, Crookston City Hall Bernd

DISTRICT EMPLOYEE’S REPORTS:
Bernd
WCA
Bernd attending the Wetland Conservation Act Basic’s Training offered by BWSR in Wadena.
Topic’s included;
• History
• What WCA Regulates
• Role and Responsibilities
• Definitions
• Exemptions/No-Loss
• TEP Meetings
• Enforcement
• Section 15.99 (timelines)
• Application Process
• LGU Training

FEEDLOTS
Bernd received notification from Polk County Environmental Services of a complaint of the Youth Days Stable Ranch located at the old River Bend location. Bernd will be meeting with owners of facility within the next 10 days.

Bernd is currently working with an existing feedlot facility that is expanding number of animals. The total number of animals after expansion will be over 300 A.U. This will constitute MPCA registration, MPCA NPDES Permit, and Manure Management Plan.

Bernd visited with a landowner who will be establishing a feedlot facility for both swine and beef. At this time a new registration is all that is required once total number of both animals is finalized.
Bernd sent out notification of Arbor Day Celebration presentations to area schools:
- Climax/Shelly Elementary School
- Fisher Elementary School
- Crookston Elementary School
- Crookston Middle School
- Sacred Heart Catholic School, East Grand Forks
- Our Saviors Lutheran Church, Crookston
- Cathedral, Crookston
- Crookston Park and Rec
- Crookston Headstart Program

Crookston High School will be sending six teams to partake in this year’s Envirothon and Climax/Shelly High School will be sending 5 teams.

**West Polk SWCD 2013 Envirothon Donations**

<table>
<thead>
<tr>
<th>Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ruslings Signs</td>
<td>$25.00</td>
</tr>
<tr>
<td>Kiel Corporation</td>
<td>$100.00</td>
</tr>
<tr>
<td>OPTICARE</td>
<td>$25.00</td>
</tr>
<tr>
<td>Rust, Stock, Rasmusson &amp; Knutson, Attorneys At Law</td>
<td>$25.00</td>
</tr>
<tr>
<td>Crookston Implement John Deere</td>
<td>$50.00</td>
</tr>
<tr>
<td>Roger and Donna Ulseth</td>
<td>$100.00</td>
</tr>
<tr>
<td>Crookston National Bank</td>
<td>$25.00</td>
</tr>
<tr>
<td>Odland, Fitzgerald, Reynolds &amp; Harbott P.L.L.P.</td>
<td>$25.00</td>
</tr>
<tr>
<td>Best Used Trucks of MN</td>
<td>$25.00</td>
</tr>
<tr>
<td>Bremer Bank</td>
<td>$25.00</td>
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<tr>
<td>American Legion</td>
<td>$50.00</td>
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<tr>
<td>Crookston VFW</td>
<td>$100.00</td>
</tr>
<tr>
<td>Christian Brothers, Ford</td>
<td>$25.00</td>
</tr>
<tr>
<td>Ottertail Power</td>
<td>$25.00</td>
</tr>
<tr>
<td>J &amp; S Gravel</td>
<td>$100.00</td>
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<tr>
<td>Phil Thompson &amp; Associates</td>
<td>$25.00</td>
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<tr>
<td>H N Quality</td>
<td>$25.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$775.00</strong></td>
</tr>
</tbody>
</table>
Hand Plant------ 88  5890
Farmstead------ 10  5855
Field------------- 4  1530
Total-------------                           13275
Inventory Remaining                           3045

2012 total sold = 14847

Engineering Projects
Wayne Sorenson: Ready for construction

Dean Adams: No report

Harlow Grove (Structure): Harlow in office on 4-10-13 to discussed projects.
Harlow Grove (Rock Chute): Harlow in office to discuss adding additional rock.
Jim Hest said he will be working on the design this month.

Lehmann Bros. Project: No report

Burnham Creek Channel Repair: No report

Other:

Received 1 wetland certification request from the Polk County assessor’s office and
was completed.
Area 1 Meeting at legion

NRCS DISTRICT CONSERVATIONIST’S REPORT

Randy Huelskamp
Program Analyst NRCS

CORRESPONDENCE:
Publications:
Forestry Notes     ENotes for NACD
Conservation Brief  Waterline
Conservation Views  River Monitor
Crookston Daily Times  Shade Tree Advocate
MPCA Feedlot Update  Minnesota Environment

Minutes, Agendas, and Annual Reports:
BWSR                             Wild Rice Watershed
Sand Hill Watershed             Red Lake Watershed
Polk County Board
The next meeting was scheduled for Thursday, April 18th, 2013 at 7:00 am.

With no further business, Chairman Larson adjourned the meeting at 7:48 am.

Respectfully submitted,

Mark McWalter,
Secretary
MM/nb
WEST POLK SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM THE MAY 23, 2013, REGULAR BOARD MEETING

The meeting was called to order at 7:06 a.m. by Chairman, Larson, at the District Office.

Supervisors Present: Ben Larson, Chairman
Derek Peterson, Vice Chairman
Mark McWalter, Secretary
Russ Severson, Treasurer
David Moulds, PR & I

District Employees Present: Nicole Bernd, District Manager
Duane Steinbrink, District Technician

Others Present: Randy Huelskamp, DC for NRCS

Absent:

SECRETARY’S REPORT:
{Motion #27-13} Motion by Severson and seconded by Moulds to approve the minutes from the Regular Board meeting held on April 18, 2013.

Affirmative: All

Opposed: None

The April financial reports were reviewed. Motion by Peterson and seconded by McWalter approve the financial reports, subject to audits and revisions.

TREASURER’S REPORT:
{Motion #28-13} Motion by Moulds and seconded by McWalter to approve the treasurers report.

Affirmative: All
STATE COST SHARE REPORT:

District Staff, is requesting approval for the following State Cost Share contracts.

<table>
<thead>
<tr>
<th>Contract #/Name</th>
<th>Practice</th>
<th>Approved Project Cost</th>
<th>Cost Share Amount</th>
<th>Technical Approval Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS-13-06/Duane Straus</td>
<td>380</td>
<td>3070.00</td>
<td>2303.00</td>
<td>Steinbrink</td>
</tr>
<tr>
<td>CS-13-07/Dean Adams</td>
<td>342 (Diversion)</td>
<td>18000</td>
<td>5241.00</td>
<td>Steinbrink</td>
</tr>
</tbody>
</table>

{Motion #29-13} Motion by McWalter and seconded by Severson to approve the listed State Cost Share contracts.

Affirmative: All

Opposed: None

State Cost Share year 2013 monies have been encumbered.

OLD BUSINESS

Land owned by the District in Bygland Township

Location of potential projects – Supervisors

NEW BUSINESS:

MEETING REPORTS

Attended Meetings/Trainings
Grand Marais Creek – Tech Advisory Mtg. Cabela’s’, EGF EGF
Area 1 Envirothon, Rydell Refuge, Erskine Staff
County Feedlot Officer Meeting, TRF Bernd
FEMA/Flood-related Issues, Crookston City Hall Bernd

Upcoming Meetings/Trainings
Public Hearing, Brandt Petition, TRF, RLWSHD Office Staff – Duane?
HOLIDAY – Memorial Day OFFICE CLOSED
Red Lake River WRAP (watershed restoration/protection plan) Bernd
New eLINK Training, YTBA Staff
Administration Training, Mahnomen Bernd
DISTRICT EMPLOYEE'S REPORTS:

Bernd
WCA
Bernd will be completing a WCA Certificate of Compliance for the Youth Days Stable Ranch located at the old River Bend, East Grand Forks.

FEEDLOTS
Bernd attended meeting out at the Youth Days Stable ranch with Polk County Environmental Services, MN DNR, Huntsville Township and the owners of the ranch. This meeting was to discuss the Facility Operational Plan and the Conditional Use Permit through Polk County Environmental Services. The plan was requested by Huntsville Township. This plan includes day to day operation, manure handling, stock handling, dike maintenance, current or newly established easements and emergency response regarding flooding/fire/manure spill.

Lehman of Fertile has registered his expanding feedlot. They have updated their registration data and now will have to comply with the expansion regulation according to the MPCA Feedlot program. Lehman will also be applying for the AgBMP monies that have been designated for feedlot operations that are in need of compliance.

MPCA minimal funded counties (Kittson, Pennington, Marshall, Red Lake, West Polk, East Polk, Norman, Big Stone, Lake of the Woods and Traverse) have met and conversed regarding the minimal amount of $7500.00 being insufficient to administer the program to its full capacity. What is required by Rule and what has been required by MPCA is currently being reviewed. A proposal will be presented to MPCA to either increase funding or revised the Workplan.

OTHER
Bernd has conducted Arbor Day Celebrations at the following schools, totaling 680 students;

- Crookston Elementary School
- Crookston Middle School
- Sacred Heart Catholic School, East Grand Forks
- Our Saviors Lutheran Church, Crookston
- Cathedral, Crookston
- Crookston Park and Rec
- Crookston Headstart Program

WRP Monitoring – West Polk SWCD staff and East Polk SWCD staff have agreed to complete the 2013 WRP Monitoring cooperatively. East Polk SWCD will obtain the contribution agreement with MASWCD and submit the required documentation. West Polk staff Duane Steinbrink will be assisting in monitoring field work and administrative tasks and will be reimbursed accordingly by East Polk.
BURHAM CREEK
Gary Lane, Red Lake Watershed District and Jim Hest, RRVSCA Engineer was out at site and surveyed project area. The Red Lake Watershed District will responsible for all the surveying that is needed for project and Jim Hest, RRVSCA will be developing the design.

Steinbrink

Deadline for planting trees has been extended till June 15, 2013.

NRCS DISTRICT CONSERVATIONIST’S REPORT

Randy Huelskamp
Program Analyst NRCS

CORRESPONDENCE:
Publications:
Forestry Notes ENotes for NACD
Conservation Brief Waterline
Conservation Views River Monitor
Crookston Daily Times Shade Tree Advocate
MPCA Feedlot Update Minnesota Environment

Minutes, Agendas, and Annual Reports:
BWSR Wild Rice Watershed
Sand Hill Watershed Red Lake Watershed
Polk County Board

The next meeting was scheduled for Thursday, June 20th, 2013 at 7:00 am.

With no further business, Chairman Larson adjourned the meeting at 7:54 am.

Respectfully submitted,

Mark McWalter,
Secretary
MM/nb
WEST POLK SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM THE JUNE 20, 2013, REGULAR BOARD MEETING

The meeting was called to order at 7:10 a.m. by Chairman, Larson, at the District Office.

Supervisors Present: Ben Larson, Chairman
Derek Peterson, Vice Chairman
Mark McWalter, Secretary
David Moulds, PR & I

District Employees Present: Nicole Bernd, District Manager
Duane Steinbrink, District Technician

Others Present: Randy Huelskamp, DC for NRCS

Absent: Russ Severson, Treasurer

SECRETARY'S REPORT:
{Motion #30-13} Motion by Moulds and seconded by Peterson to approve the minutes from the Regular Board meeting held on May 23, 2013.

Affirmative: All
Opposed: None

The May financial reports were reviewed. Motion by Moulds and seconded by McWalter to approve the financial reports, subject to audits and revisions.

TREASURER'S REPORT:
{Motion #31-13} Motion by McWalter and seconded by Peterson to approve the treasurers report.

Affirmative: All
STATE COST SHARE REPORT:

District Staff, is requesting approval for payment of the following State Cost Share contracts.

<table>
<thead>
<tr>
<th>Contract #/Name</th>
<th>Practice</th>
<th>Approved Project Cost</th>
<th>Cost Share Amount</th>
<th>Technical Approval Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS-12-04/Perry Farms, Inc</td>
<td>380</td>
<td>1638.75</td>
<td>824.00</td>
<td>Steinbrink</td>
</tr>
<tr>
<td>CS-13-05/Ron Novacek</td>
<td>380</td>
<td>1812.00</td>
<td>1140.00</td>
<td>Steinbrink</td>
</tr>
<tr>
<td>CS-12-14/Carrie Zavoral</td>
<td>380</td>
<td>1082.00</td>
<td>811.00</td>
<td>Steinbrink</td>
</tr>
<tr>
<td>CS-13-01/Mitch Johnson</td>
<td>380</td>
<td>1374.00</td>
<td>1031.00</td>
<td>Steinbrink</td>
</tr>
<tr>
<td>CS-13-03/John Lehmann</td>
<td>380</td>
<td>3126.00</td>
<td>2145.00</td>
<td>Steinbrink</td>
</tr>
<tr>
<td>CS-13-06/Duane Straus</td>
<td>380</td>
<td>3070.00</td>
<td>2303.00</td>
<td>Steinbrink</td>
</tr>
<tr>
<td>CS-12-12/Bruce Newhouse</td>
<td>380</td>
<td>720.00</td>
<td>540.00</td>
<td>Steinbrink</td>
</tr>
<tr>
<td>CS-12-13/Nicole Wardner</td>
<td>380</td>
<td>1091.00</td>
<td>744.00</td>
<td>Steinbrink</td>
</tr>
</tbody>
</table>

{Motion #32-13}  Motion by Peterson and seconded by McWalter to approve payment to the listed State Cost Share contracts.

Affirmative: All
Opposed: None
Motion: Pass

OLD BUSINESS

Land owned by the District in Bygland Township
Location of potential projects – Supervisors

NEW BUSINESS:

SWCD Governance 101 Training

MEETING REPORTS

Attended Meetings/Trainings
Public Hearing, Brandt Petition, TRF, RLWSHD Office Bernd
HOLIDAY – Memorial Day OFFICE CLOSED
New eLINK Training, TRF, NW Tech Bernd

Upcoming Meetings/Trainings
Area 1 meeting, Bejou, McCollum’s Hunting Preserve Staff/Supervisors
RRVSCA meeting, “Larson/Staff
HOLIDAY, July 4th
Office Closed
Polk County Fair, Fertile, 07/10 through 07/14

DISTRICT EMPLOYEE'S REPORTS:

Bernd
WCA
Conducted review and submitted comments in regards to a DNR public waters or water appropriation permit application for an irrigation permit, section 35 of Liberty Township.

Conducting review on four DNR public waters appropriation permit applications for Enbridge Energy Pipeline. Townships include Huntsville, Lowell and Crookston of West Polk County.

Received inquiry regarding low areas alongside the Gentilly creek that were created by County when culverts were installed under US Highway #2. Bernd contacted DNR Area Hydrologist and confirm a pipe may be placed under berm to drain these areas. Bernd requested statement from Hydrologist before a Certificate of Compliance be issued to landowner.

TREES
Submitting bills and cost share vouchers.
Helping with remaining tree sales

CLWP
Bernd is preparing the 2014 proposed budget per the County’s request.

OTHER
Attended training for the new eLINK reporting
Attended LiDAR webinar
District will have a booth at the Polk County Fair

Steinbrink

Technician Report  4-18-13

Tree Program Orders Trees Sold
Hand Plant--------- 165  9537
Machine Plant------ 13  7483

Engineering Projects
Wayne Sorenson: Ready for construction
Dean Adams: Design being done

Harlow Grove (Structure): Design being done
Harlow Grove (Rock Chute): Design being done

Lehmann Bros. Project: Design being done

Burnham Creek Channel Repair: Design being done

Don Andringa: SWI?

Monitoring
WRP---4 Wheeler Rentals?

Other:
Received and completed 5 wetland certification requests from the Polk County assessor's office for tax forfeit property.

Conservation Tour, the day of Board meeting on July 18 2013.

NRCS DISTRICT CONSERVATIONIST’S REPORT
6/20/2013

Conservation:

The EQIP/AWEP sign up resulted in over 50 applications. Eight have been accepted so far and we are waiting on additional funds. Cover crops and no-till looked great this spring. Construction on engineering practices will be done this fall.

CRP general signup resulted in 12 applications. We are still taking continuous sign ups and so far have over 40.

The CSP signup which ended June 14th did not get any applications this go around.

Personnel:

Wade Jackson will start here on July 1st. Wade is a recent graduate of UMC and will be here for about one year.

Other:

Upcoming meetings:

6/26/2013  Area 1 association meeting
7/4/2013    Holiday

Randy Huelskamp
Program Analyst NRCS
CORRESPONDENCE:
Publications:
Forestry Notes  ENotes for NACD
Conservation Brief  Waterline
Conservation Views  River Monitor
Crookston Daily Times  Shade Tree Advocate
MPCA Feedlot Update  Minnesota Environment

Minutes, Agendas, and Annual Reports:
BWSR  Wild Rice Watershed
Sand Hill Watershed  Red Lake Watershed
Polk County Board

The next meeting was scheduled for Thursday, July 18, 2013 at 7:00 am.

With no further business, Chairman Larson adjourned the meeting at 7:54 am.

Respectfully submitted,

Mark McWalter,
Secretary
MM/nb
WEST POLK SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM THE JULY 18, 2013, REGULAR BOARD MEETING

The meeting was called to order at 7:06 a.m. by Chairman, Larson, at the District Office.

Supervisors Present: Ben Larson, Chairman  
Derek Peterson, Vice Chairman  
Mark McWalter, Secretary  
Russ Severson, Treasurer  
David Moulds, PR & I

District Employees Present: Nicole Bernd, District Manager  
Duane Steinbrink, District Technician

Others Present: Wade Jackson, Soil Conservationist, NRCS

Absent: Randy Huelskamp, DC for NRCS

SECRETARY’S REPORT:  
{Motion #32-13} Motion by Severson and seconded by Moulds to approve the minutes from the Regular Board meeting held on June 20, 2013.

Affirmative: All  
Opposed: None  
Motion: Pass

The June financial reports were reviewed. Motion by McWalter and seconded by Peterson approve the financial reports, subject to audits and revisions.

TREASURER’S REPORT:  
{Motion #33-13} Motion by Moulds and seconded by McWalter to approve the treasurers report.
STATE COST SHARE REPORT:

District Staff, is requesting approval for payment of the following State Cost Share contracts.

<table>
<thead>
<tr>
<th>Contract #/Name</th>
<th>Practice</th>
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<th>Cost Share Amount</th>
<th>Technical Approval Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS-11-12/J &amp; J Johnson</td>
<td>310</td>
<td>3500.00</td>
<td>325.00</td>
<td>Bernd</td>
</tr>
</tbody>
</table>

{Motion #34-13} Motion by Severson and seconded by Moulds to approve payment to the listed State Cost Share contracts.

Affirmative: All

Opposed: None

Motion: Pass

OLD BUSINESS

Land owned by the District in Bygland Township

Location of potential projects – Supervisors

SWCD Governance 101 Training

NEW BUSINESS:

Notes from Area 1 meeting, Bejou MN

Approved Area 1 Resolutions

Red River Valley Conservation Service Area meeting - Larson

The District has been contacted in regards of the “One Watershed, One Plan” concept session by Brian Dwight, BWSR. Invitations have been sent and a meeting is scheduled for August 22, 2013, 1:00 pm at the Red Lake Watershed District office.

Notice of Contribution Agreements between MASWCD/SWCD and NRCS for CRP Conservation Plans has been released. Rate was $480 per plan in 2012, but will need to be confirmed for 2013. Plans will need to be done by Sept. 1, 2013. Additional information forthcoming.
Farm Bill Assistance Partnership Grant – Pennington SWCD is asking for partnership from West Polk SWCD, East Polk SWCD, and Red Lake SWCD to hire one Farm Bill Technician for these four counties to promote and establish buffer strips along legal drainage systems and grade stabilization structures. Required 5% in-kind divided with 4 SWCD’s. In-kind includes; computer use, vehicle use and office space.

MEETING REPORTS
Attended Meetings/Trainings
Area 1 meeting, Bejou, McCollum’s Hunting Preserve Bernd/Larson
RRVSCA meeting, “ “ Larson
HOLIDAY, July 4th Office Closed
Polk County Fair, Fertile, 07/10 through 07/14

Upcoming Meetings/Trainings

DISTRICT EMPLOYEE’S REPORTS:
Bernd
WCA
Bernd, Steinbrink, Bob Herkenhoff and Steve Hofstad, BWSR Wetland Specialist will be meeting at Herkenhoff’s property, at the north end of Crookston, to determine drainage ditches as not wetlands.

Agassiz Audubon Society, Manager Heidi Huges, contacted Bernd regarding the ponds and canals that were dug at the Center and would like to modify and/or fill. Bernd conducted a site visit with Huges. Steve Hofstad, BWSR Wetland Specialist, has also been notified of this potential action.

Bernd was contacted by MNDNR Area Hydrologist in regards to the coulee in sec 32 of Reis twp. Bernd and Steinbrink met the landowner and Area Hydrologist out at site and discussed the possibilities of buffer strips and side water inlets after a survey has been conducted and the banks are to be built back up.

Bernd is going through WCA files and determining what records to keep and other to shred. WCA Rule 8420.0200 subp. 2, G. states “.....retain records of all WCA decisions for a minimum of 10 years after all applicable requirements and conditions of project are fulfilled.”

FEEDLOTS
Mid-year review is due with MPCA this month.

Feedlot Rule change – NPDES permit requirements based on federal law, pasture definition, major-minor permit modifications, registration procedure and removal of the open lot agreement. Public comment period announcement is expected in the month of July.
AGBMP
Mark Lehmann – submitted an application for concrete to build feed bunkers. After the site inspection, it was determined this will help divert the runoff to a wetland on east side of feedlot.

**Steinbrink**
Technician Report 7-18-13

Tree Program
Need to install approximately 300 tubes for Brad Owens

Engineering Projects
Wayne Sorenson: Ready for construction

Dean Adams: Design being done

Harlow Grove (Structure): Design being done
Harlow Grove (Rock Chute): Design being done

Lehmann Bros. Project: Design being done

Burnham Creek Channel Repair: Design being done

Don Andringa: Request assistance for 6 SWIs

Jeff Voeller: Request assistance for 4 SWIs

Monitoring
WRP- Finishing this week

Other:
Received and completed 12 wetland certification requests from the Polk County assessor’s office for tax forfeit property.

**NRCS DISTRICT CONSERVATIONIST’S REPORT**
No report.

**CORRESPONDENCE:**
Publications:
Forestry Notes ENotes for NACD
Conservation Brief Waterline
Conservation Views River Monitor
Crookston Daily Times Shade Tree Advocate
The next meeting was scheduled for Thursday, August 15th, 2013 at 7:00 am.

With no further business, Chairman Larson adjourned the meeting at 8:03 am.

Respectfully submitted,

Mark McWalter,
Secretary
MM/nb
The meeting was called to order at 7:07 a.m. by Chairman, Larson, at the District Office.

Supervisors Present:  Ben Larson, Chairman  
                      Derek Peterson, Vice Chairman  
                      Mark McWalter, Secretary  
                      Russ Severson, Treasurer  
                      David Moulds, PR & I

District Employees Present:  Nicole Bernd, District Manager  
                            Duane Steinbrink, District Technician

Others Present:  Randy Huelskamp, DC for NRCS

Absent:

SECRETARY'S REPORT:  
{Motion #35-13}  Motion by Severson and seconded by Moulds to approve the minutes from the Regular Board meeting held on July 18, 2013.

Affirmative: All  
Opposed: None  

Motion: Pass

The July financial reports were reviewed.  Motion by McWalter and seconded by Moulds approve the financial reports, subject to audits and revisions.

TREASURER'S REPORT:  
{Motion #36-13}  Motion by Moulds and seconded by Peterson to approve the treasurers report.
STATE COST SHARE REPORT:

Upcoming changes to the State Cost Share rules in 2014.
- No State Cost Share for farmstead windbreaks
- State Cost Share will have a 3 year grant cycle, practices must be paid in that period (can get an extension)
- The District staff can sign the State Cost Share contracts (make a District Policy) with board approval

OLD BUSINESS

Land owned by the District in Bygland Township

Location of potential projects – Supervisors

SWCD Governance 101 Training

City of Climax bridges, deadline August 31, 2013. Bernd will send a reminder to Jackie Voeller, City Clerk-Treasurer

2013 Outstanding Conservationist – Elliot Solheim

NEW BUSINESS:

Bernd presented the proposed budget for 2014 that will be submitted to the county by August 15, 2013.

{Motion #37-13} Motion by and seconded by to approve the proposed budget for 2013.

Affirmative:

Opposed: Motion:

Motion has been tabled till the December Board meeting.

Bernd requests approval for the MCIT 2013 Dividend of $2,713.00.
- Works’ Compensation - $157.00
- Property/Casualty - $2,556.00

Payment will be received mid-November of this year.
{Motion #38-13} Motion by Severson and seconded by Moulds to approve the MCIT 2013 Dividend of $2,713.00.

Affirmative: All
Opposed: None
Motion: Pass

Staff requests a board member to attend the “One Watershed, One Plan” meeting conducted by Brain Dwight, BWSR, August 22, 2013 at 1:00 pm, at the Red Lake Watershed District office. Myron Jesme, Red Lake Watershed District, has extended this invitation to the Polk County Commissioners.

MEETING REPORTS
Attended Meetings/Trainings

Upcoming Meetings/Trainings
One Watershed-One Plan-TRF Staff/Supervisor
Tree Inspectors Workshop-UMCrookston Bernd
Pennington Ed Day - TRF Bernd
MCIT-Rick Management-TRF Bernd

DISTRICT EMPLOYEE’S REPORTS:
Bernd
FEEDLOTS
Bernd has been assisting three beef producers who are applying for a Construction Short Form Permit. This permit is for an expansion in animal numbers. Once review and comments have been received by MPCA Regional Representative, issuance will be submitted.

Bernd has started the Re-registration process for all registered feedlots in West Polk County.

AGBMP
Mark Lehmann was approved for an AgBMP loan for $65,000 for new concrete feed bunks.

OTHER
CCRP and CRP Planning
Steinbrink

<table>
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<tr>
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<td>2</td>
<td>50</td>
</tr>
<tr>
<td>Farmstead---------</td>
<td>6</td>
<td>1260</td>
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<tr>
<td>Field-------------</td>
<td>1</td>
<td>500</td>
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<tr>
<td>Total-------------</td>
<td></td>
<td>1810</td>
</tr>
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</table>

Engineering Projects

Wayne Sorenson: Ready for construction

Dean Adams: In the Design Stage

Harlow Grove (Structure): In the Design Stage
Harlow Grove (Rock Chute): In the Design Stage

Lehmann Bros. Project: No report

Burnham Creek Channel Repair: Jim Hest working on Design

Don Andringa: SWIs and/or Grass Filter Strip. I met with Don August-8-13. Don will talk to his landlord and get back to us.

Jeff & Jason Voeller: Mike and I met with Voellers on 7-28-13 discussed installing 5 SWIs. Survey & design has been completed by the WPSWCD and plans have been approved by Jim Hest.

Kevin Lieser: Channel Repair. Mike and I met with Kevin on August 14, 2013. We discussed profile and cross section survey needed for the DNR permit. Kevin agreed to the $800 charge for this survey.

Other:

Crp planning

NRCS DISTRICT CONSERVATIONIST’S REPORT
8/15/2013

Conservation:

The EQIP/AWEP sign up resulted in 58 applications of which 14 have been accepted.

We are working on getting all contracts up to date as far as payments and modifications.

We are gearing up for another sign-up coming soon.
CRP general signup resulted in 14 of the 15 applications being accepted. We are still taking continuous sign ups and so far have over 50.

Personnel:

Glen Kajewski retired on August 2nd. Shawnn Balstad is filling in for 120 days.

Other:

Board diversity discussion and power point copy was given to board members.

Upcoming meetings:

Randy Huelskamp
Program Analyst NRCS

**CORRESPONDENCE:**

Publications:
- Forestry Notes
- Conservation Brief
- Conservation Views
- Crookston Daily Times
- MPCA Feedlot Update

Publications:
- ENotes for NACD
- Waterline
- River Monitor
- Shade Tree Advocate
- Minnesota Environment

Minutes, Agendas, and Annual Reports:
- BWSR
- Sand Hill Watershed
- Polk County Board

- Wild Rice Watershed
- Red Lake Watershed

The next meeting was scheduled for Thursday, September 19, 2013 at 7:00 am.

With no further business, Chairman Larson adjourned the meeting at 8:09 am.

Respectfully submitted,

Mark McWalter,
Secretary
MM/nb
WEST POLK SOIL AND WATER CONSERVATION
DISTRICT

MINUTES FROM THE SEPTEMBER 19, 2013, REGULAR
BOARD MEETING

The meeting was called to order at 7:03 a.m. by Chairman Larson, at the District Office.

Supervisors Present: Ben Larson, Chairman
Mark McWalter, Secretary
Russ Severson, Treasurer
David Moulds, PR & I

District Employees Present: Nicole Bernd, District Manager
Duane Steinbrink, District Technician

Others Present: Randy Huelskamp, DC for NRCS

Absent: Derek Peterson, Vice Chairman

SECRETARY’S REPORT:
{Motion #38-13} Motion by Severson and seconded by Moulds to approve the minutes from the Regular Board meeting held on August 15, 2013.

Affirmative: All

Opposed: None Motion: Pass

The August financial reports were reviewed. Motion by Moulds and seconded by Severson approve the financial reports, subject to audits and revisions.

TREASURER’S REPORT:
{Motion #39-13} Motion by Moulds and seconded by McWalter to approve the treasurers report.

Affirmative: All

Opposed: None Motion: Pass
STATE COST SHARE REPORT:
District Staff, is requesting approval for payment of the following State Cost Share contract.

<table>
<thead>
<tr>
<th>Contract #:Name</th>
<th>Practice</th>
<th>Approved Project Cost</th>
<th>Cost Share Amount</th>
<th>Technical Approval Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS-12-02/Brad Owens</td>
<td>380</td>
<td>1280.00</td>
<td>735.00</td>
<td>Steinbrink</td>
</tr>
</tbody>
</table>

{Motion #40-13} Motion by Severson and seconded by Moulds to approve payment to the listed State Cost Share contracts.

Affirmative: All
Opposed: None
Motion: Pass

Bernd requests a motion to approve the 2012 State Cost Share Final Financial Report.

{Motion #41-13} Motion by Larson and seconded by McWalter to approve the 2012 State Cost Share Final Financial Report.

Affirmative: All
Opposed: None
Motion: Pass

OLD BUSINESS
Land owned by the District in Bygland Township
Location of potential projects – Supervisors
Letter and invoice from the City of Climax. Discussion and decision.

Elliot and Michelle Solheim and Eric Solheim are West Polk SWCD’s 2013 Outstanding Conservationists. They are invited to attend the 2013 MASWCD Annual convention and will be recognized on the district’s web site and through newspaper articles.

NEW BUSINESS:
Staff request a motion for the 2014 SWCD Program and Operations Grant Agreement received from BWSR.
- Conservation Delivery - $18,828.00
- State Cost Share - $13,414.00
- Easement Delivery - $894.00

{Motion #42-13} Motion by McWalter and seconded by Moulds to approve the 2014 SWCD Program and Operations Grant Agreement.
Affirmative: All
Opposed: None     Motion: Pass

MASWCD Tree Program Evaluation notice.

**MEETING REPORTS**

*Attend Meeting/Trainings*
- One Watershed-One Plan-TRF   Staff/Supervisor
- Tree Inspectors Workshop-UMCrookston Bernd
- Pennington Ed Day - TRF Bernd
- MCIT-Risk Management-TRF Bernd

*Upcoming Meetings/Trainings*
- NW Water Festival, Warren and Fertile Bernd
- MACFO, St. Cloud Bernd
- BWSR Academy, Brainerd Staff

**DISTRICT EMPLOYEE’S REPORTS:**

**Bernd**

**FEEDLOTS**
Bernd has issued two MPCA Construction Short Form Expansion permits for beef facilities.

Bernd will start re-registration inspections the week of September 23, 2013. There will be a total of 16 site visits.

**PROJECTS**
Bernd and Steinbrink are working on submitting an application for the 2014 Clean Water Legacy grant. This will focus on Phase II, of the Burnham Creek Restoration Project, Needs and Assessments. Application due October 4, 2013.

**WCA**
Bernd will be attending a pre-application TEP meeting of the Enbridge Sandpiper Pipeline Project which consists of wetland mitigation sites that should be avoided throughout the route. Enbridge is proposing to build a new pipeline that will begin at its Beaver Lodge station south of Tioga, North Dakota to a new terminal in Clearbrook, Minnesota and continue to Enbridge’s existing terminal in Superior, Wisconsin. In Minnesota, Sandpiper would cross Polk, Red Lake, Clearwater, Hubbard, Cass, Crow Wing, Aitkin, and Carlton counties. (maps)

**OTHER**
The district finished the 14 CRP general sign-up contracts as stated in the agreement with NRCS/MASWCD and 23 out of the 32 will be completed for the continuous CRP.
Invoices and spreadsheet of contracts will be submitted to MASWCD by September 25, 2013.

Bernd was notified by MASWCD that there will be another opportunity for Districts to assist NRCS in Continuous CRP contract completion. An announcement will be submitted first part of October 2013.

Steinbrink

<table>
<thead>
<tr>
<th>Tree Program</th>
<th>Orders</th>
<th>Trees Sold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hand Plant------</td>
<td>2</td>
<td>50</td>
</tr>
<tr>
<td>Farmstead------</td>
<td>6</td>
<td>1045</td>
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<tr>
<td>Field------------</td>
<td>2</td>
<td>750</td>
</tr>
<tr>
<td>Total------------</td>
<td>10</td>
<td>1845</td>
</tr>
</tbody>
</table>

Engineering Projects
Wayne Sorenson: Ready for construction
Dean Adams: In the Design Stage
Harlow Grove (Structure): In the Design Stage
Harlow Grove (Rock Chute): In the Design Stage
Burnham Creek Channel Repair: Jim Hest working on Design
Jeff & Jason Voeller: Design has been completed and approved by the RRVCSA Engineer.
Mike Skaug: Requested assistance to install a SWI
Crookston Twp: Township sent a written request for assistance with Grade Stabilization Structure

Other:

**NRCS DISTRICT CONSERVATIONIST’S REPORT**
9/19/2013

Conservation:

Cover crops are the hot topic again with the cocktail mixes.

We have most contracts up to date as far as payments and modifications. We are gearing up for another sign-up coming soon.

CRP plans are about finished thanks to the SWCD staff and lots of patience on Jessica’s part.
Personnel:

No word yet on the position opening for Glen Kajewski’s job. Hasn’t been advertised yet.

Other:

Upcoming meetings:

Randy Huelskamp
Program Analyst

CORRESPONDENCE:

Publications:
Forestry Notes: ENotes for NACD
Conservation Brief: Waterline
Conservation Views: River Monitor
Crookston Daily Times: Shade Tree Advocate
MPCA Feedlot Update: Minnesota Environment

Minutes, Agendas, and Annual Reports:
BWSR: Wild Rice Watershed
Sand Hill Watershed: Red Lake Watershed
Polk County Board

The next meeting was scheduled for Thursday, October 17, 2013 at 7:00 am.

With no further business, Chairman Larson adjourned the meeting at 8:14 am.

Respectfully submitted,

Mark McWalter,
Secretary
MM/nb
The meeting was called to order at 7:03 a.m. by Chairman Larson, at the District Office.

Supervisors Present: Ben Larson, Chairman
Mark McWalter, Secretary
Russ Severson, Treasurer
David Moulds, PR & I

District Employees Present: Nicole Bernd, District Manager
Duane Steinbrink, District Technician

Others Present:

Absent: Derek Peterson, Vice Chairman
Randy Huelskamp, DC for NRCS

SECRETARY'S REPORT:
{Motion #43-13} Motion by Severson and seconded by Moulds to approve the minutes from the Regular Board meeting held on September 19, 2013.

Affirmative: All

Opposed: None

Motion: Pass

The September financial reports were reviewed. Motion by McWalter and seconded by Moulds approve the financial reports, subject to audits and revisions.

TREASURER’S REPORT:
{Motion #44-13} Motion by Severson and seconded by McWalter to approve the treasurers report.

Affirmative: All
STATE COST SHARE REPORT:
District Staff, is requesting approval for payment of the following State Cost Share contract.

<table>
<thead>
<tr>
<th>Contract #/Name</th>
<th>Practice</th>
<th>Approved Project Cost</th>
<th>Cost Share Amount</th>
<th>Technical Approval Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS-13-01/Dale Huderle</td>
<td>380</td>
<td>386.00</td>
<td>192.00</td>
<td>Steinbrink</td>
</tr>
</tbody>
</table>

{Motion #45-13}  Motion by Larson and seconded by Severson to approve payment to the listed State Cost Share contract.

Affirmative: All

Opposed: None        Motion: Pass

District Staff, is requesting approval for the following State Cost Share contract.

<table>
<thead>
<tr>
<th>Contract #/Name</th>
<th>Practice</th>
<th>Approved Project Cost</th>
<th>Cost Share Amount</th>
<th>Technical Approval Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS-13-08/Jeff Voeller</td>
<td>410</td>
<td>10000.00</td>
<td>7500.00</td>
<td>Steinbrink</td>
</tr>
</tbody>
</table>

{Motion #46-13}  Motion by Larson and seconded by McWalter to approve the listed State Cost Share contract.

Affirmative: All

Opposed: None        Motion: Pass

OLD BUSINESS

Land owned by the District in Bygland Township - Moulds

Location of potential projects – Supervisors

DRAFT Letter and invoice to the City of Climax. Discussion.

NEW BUSINESS

Federal government shut down as of October 01, 2013.

Staff request a motion and approval for the 2014 Natural Resources Block Grant Agreement received from BWSR.
- MPCA SSTS Upgrade $37,900
- MPCA County Feedlot $7,50.00
- Local Water Management $13,468
- Wetland Conservation Act $21,641
- DNR Shoreland $3,457
- MPCA SSTS $18,600

TOTAL $102,566

*Please note that the MPCA SSTS Upgrade, DNR Shoreland and the MPCA SSTS is funding for Polk County Environmental Services.

{Motion #47-13} Motion by Severson and seconded by Moulds to approve the 2014 Natural Resources Block Grant Agreement.

Affirmative: All
Opposed: None
Motion: Pass

MASWCD Resolutions –submit and sign

MASWCD Annual Business Meeting Items

MEETING REPORTS
Attended Meetings/Trainings
NW Water Festival, Warren and Fertile Staff
MACFO, St. Cloud Bernd

Upcoming Meetings/Trainings
BWSR Academy, Brainerd Staff
HOLIDAY, Thanksgiving OFFICE CLOSED

DISTRICT EMPLOYEE'S REPORTS:
Bernd
FEEDLOTS
Bernd has been conducting re-registration site inspections.

Bernd presented at UMC for the Livestock Facilities Class.

Bernd attended the Annual MN Assoc. of County Feedlot Officers Conference in St. Cloud, MN.

PROJECTS
Steinbrink and Bernd visited the Grand Marais Creek Outlet Restoration Project in Esther Township.
GRANTS
Bernd submitted a Clean Water Legacy grant application for Phase II of the Burnham Creek Watershed Restoration Project. Phase II consists of the Needs Assessments of the Burnham Creek Watershed. The total requested is $55,000.00.

OTHER
Bernd and Steinbrink helped facilitate the 2013 NW MN Water Festival held in Warren and Fertile MN.

Steinbrink
**Technician Report  10-17-13**

<table>
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<td>2</td>
<td>750</td>
</tr>
<tr>
<td>Total-------------</td>
<td>10</td>
<td>1845</td>
</tr>
</tbody>
</table>

Schumacher’s Nursery increased prices on 15 of 23 species of trees the district orders by $0.02 to $0.05.  
Sent email to all clients who planted field and farmstead windbreaks in 2012-2013 to check their plantings for replacements.  
Received confirmation from Schumacher’s for tree order 10-14-13  

Engineering Projects
- Wayne Sorenson:  Ready for construction.  
- Dean Adams:  In the Design Stage.  Need to sign up for EQIP.  
- Harlow Grove (Structure):  In the Design Stage  
- Harlow Grove (Rock Chute):  In the Design Stage  
- Burnham Creek Channel Repair:  Jim Hest working on Design  
- Jeff & Jason Voeller:  10-11-13. Jeff signed up for $7500 state cost share funds to install 5 SWIs. The Sandhill River Watershed will reimburse WPSWCD 25% of actual cost when project is completed. Landowners cost will be 25%. Met with Contractor Jeremy Brault and he indicated starting construction the end of Oct.  
- Mike Skaug: Surveyed and waiting for government start up to finish design.  
- Lehmann Project: Design Stage  
- Crookston Twp.: Survey needed.  

Meetings & Education:  
Helped with the water festival in Warren and Fertile.

Other:  
We approached the USFWS at the Rydell Refuge, in regards to donating docks. They accepted the offer and will use them for a photo blind on one of the ponds in the refuge. They will pick up and haul away.
Update in regards to budget for tree program. Steinbrink and Bernd completed 38 CRP contracts. Sell the 95 Ford 150. Purchase different pickup by spring 2014.

**NRCS DISTRICT CONSERVATIONIST’S REPORT**
No report.

**CORRESPONDENCE:**

Publications:
- Forestry Notes
- Conservation Brief
- Conservation Views
- Crookston Daily Times
- MPCA Feedlot Update

<table>
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<tr>
<th>Publications</th>
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<td>ENotes for NACD</td>
<td>Waterline</td>
</tr>
<tr>
<td>River Monitor</td>
<td></td>
</tr>
<tr>
<td>Shade Tree Advocate</td>
<td>Minnesota Environment</td>
</tr>
</tbody>
</table>

Minutes, Agendas, and Annual Reports:
- BWSR
- Sand Hill Watershed
- Polk County Board

<table>
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<tr>
<th>Minutes, Agendas, and Annual Reports</th>
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<tbody>
<tr>
<td>Wild Rice Watershed</td>
</tr>
<tr>
<td>Red Lake Watershed</td>
</tr>
</tbody>
</table>

The next meeting was scheduled for Thursday, November 21, 2013 at 7:00 am.

With no further business, Chairman Larson adjourned the meeting at 8:20 am.

Respectfully submitted,

Mark McWalter,
Secretary
MM/nb
WEST POLK SOIL AND WATER CONSERVATION
DISTRICT

MINUTES FROM THE NOVEMBER 21, 2013, REGULAR
BOARD MEETING

The meeting was called to order at 7:11 a.m. by Chairman Larson, at the District Office.

Supervisors Present:  Ben Larson, Chairman
Derek Peterson, Vice Chairman
Mark McWalter, Secretary
Russ Severson, Treasurer
David Moulds, PR & I

District Employees Present:  Nicole Bernd, District Manager
Duane Steinbrink, District Technician

Others Present:  Randy Huelskamp, DC for NRCS

Absent:

SECRETARY'S REPORT:
{Motion #48-13}  Motion by Severson and seconded by Moulds to approve the minutes from the Regular Board meeting held on October 17, 2013.

Affirmative: All

Opposed: None          Motion: Pass

The October financial reports were reviewed.  Motion by Moulds and seconded by Peterson to approve the financial reports, subject to audits and revisions.

TREASURER’S REPORT:
{Motion #49-13}  Motion by Peterson and seconded by McWalter to approve the treasurers report.
STATE COST SHARE REPORT:
No Report.

OLD BUSINESS

Land owned by the District in Bygland Township

Location of potential projects – Supervisors

NEW BUSINESS

Personnel Committee
Evaluations
Personnel committee presented their recommendations to the board for the following employee evaluations of District Technician and District Manager.

Motion made by the Personnel Committee to increase District Manager, Nicole Bernd, wage to $23.00/hour and District Technician, Duane Steinbrink, wage to $22.00/hr.

Motion {#50-13} Motion by Peterson and seconded by McWalter to approve wage increases for District Manager and District Technician.

Affirmative: All

Area 1 Meeting

RRVCSA Meeting - Bernd

Staff requests approval to pay Staubach Representative for BNSF in the amount of $2,348.60 in rent for the tree shed. This includes a 3% rent increase.

{Motion #51-13} Motion by Larson and seconded by Severson to pay Staubach Representative for BNSF in the amount of $2,348.60 in rent for the tree shed.

Affirmative: All

Opposed: None  Motion: Pass
MEETING REPORTS

Attended Meetings/Trainings
BWSR Academy, Brainerd    Staff
NACDE Meeting, TRF    Bernd
Area 1 Meeting, Ada    Staff/Supervisors

Upcoming Meetings/Trainings
HOLIDAY, Thanksgiving    OFFICE CLOSED
MASWCD Convention    Staff/Supervisors
HOLIDAY, Christmas    OFFICE CLOSED

DISTRICT EMPLOYEE’S REPORTS:
Bernd
FEEDLOTS
Two re-registrations remain to be completed by the January 1, 2014 deadline.

During the re-registration process for the UM-Crookston UTOC (University of Teaching and Outreach Center), it was observed that the facility was not carrying out the plans and schedules as noted in their Interim Permit MPCA-WEST POLK 2009-1, issued February of 2011. A letter of violation and a second Interim Permit application has been sent. It has been noted of the current violation and made clear that the second permit application needs be completed and submitted back to the West Polk County Feedlot Officer by December 6, 2013. If this application is not received by this date, the West Polk County Feedlot Officer may consider referring this case to the County Attorney Office and/or MPCA Enforcement.

OTHER
Bernd is part of the planning committee for the Winter NACDE Training to be held in February of 2014.

District Staff will be meeting with Brian Dwight, BWSR Clean Water Legacy Specialist, in regards of applying for a grant through the Soil Erosion and Drainage Law Compliance Program. Deadline for submittal is December 13, 2013.

Polk County, along with Norman, Mahnomen, Clay and Becker County’s will have a new BWSR Board Conservationist staring January 2014, Brett Arnes who currently is working for the Pomme de Terre River Association as a Project Coordinator.

Steinbrink
Technician Report    11-21-13

Tree Program    Orders    Trees Sold
Hand Plant------
Farmstead------    See attached Spread Sheet
Field-------------
Total-------------

Engineering Projects
Wayne Sorenson: Construction scheduled 2014
Dean Adams: Construction scheduled 2014
Harlow Grove (Structure):
Harlow Grove (Rock Chute): In the Design Stage
Burnham Creek Channel Repair: Construction scheduled 2014
Jeff & Jason Voeller: Construction completed 11/20/13
Mike Skaug: Construction scheduled 2014
Lehmann Project: Design Stage
Crookston Twp.: Survey needed.

Wetland Initiative 2013-2014
The SWCD received authorization to complete wetland determinations for NRCS until 8-1-14.

Meetings & Education:
1013 BWSR Academy 10-28-30-2013
Area 1 meeting 11-19-13

Other:
USFWS picked up the docks on October 25-2013. They plan to make two docks located on 2 ponds yet to be chosen. One of their engineers will work on a plan for location. Because of this donation they were able to get a $6000 grant to build photo blinds to be placed on the ends of the docks. USFWS plans to install a plaque indicating docks were donated by the West Polk SWCD.

NRCS DISTRICT CONSERVATIONIST’S REPORT
11/21/2013

Conservation:
New EQIP sign up on deck with 4 ranking periods through February.

Struggling to keep up with reporting and paperwork etc…

Personnel:
We may get a volunteer for a few hours a week soon.

We should here soon on the AC job.

Other:
And Justice For All poster and discussion on diversity and civil rights.

Upcoming meetings:

Randy Huelskamp  
Program Analyst NRCS

**CORRESPONDENCE:**

**Publications:**
Forestry Notes     ENotes for NACD
Conservation Brief    Waterline
Conservation Views    River Monitor
Crookston Daily Times    Shade Tree Advocate
MPCA Feedlot Update    Minnesota Environment

**Minutes, Agendas, and Annual Reports:**
BWSR     Wild Rice Watershed
Sand Hill Watershed    Red Lake Watershed
Polk County Board

The next meeting was scheduled for Thursday, December 19, 2013 at 7:00 am.

With no further business, Chairman Larson adjourned the meeting at 8:23 am.

Respectfully submitted,

Mark McWalter,  
Secretary  
MM/nb
WEST POLK SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM THE DECEMBER 17, 2013, REGULAR BOARD MEETING

The meeting was called to order at 7:03 a.m. by Chairman Larson, at the District Office.

Supervisors Present:  Ben Larson, Chairman
Derek Peterson, Vice Chairman
Mark McWalter, Secretary
Russ Severson, Treasurer
David Moulds, PR & I

District Employees Present: Nicole Bernd, District Manager
Duane Steinbrink, District Technician

Others Present: Randy Huelskamp, DC for NRCS

Absent:

SECRETARY’S REPORT:
{Motion #52-13} Motion by Severson and seconded by Moulds to approve the minutes from the Regular Board meeting held on November 21, 2013.

Affirmative: All

Opposed: None Motion: Pass

The November financial reports were reviewed. Motion by Moulds and seconded by Peterson approve the financial reports, subject to audits and revisions.

TREASURER’S REPORT:
{Motion #53-13} Motion by Moulds and seconded by Peterson to approve the treasurers report.
STATE COST SHARE REPORT:
District Staff, is requesting approval for payment of the following State Cost Share contracts.

<table>
<thead>
<tr>
<th>Contract #/Name</th>
<th>Practice</th>
<th>Approved Project Cost</th>
<th>Cost Share Amount</th>
<th>Technical Approval Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS-14-01/Jeff &amp; Jason Voeller</td>
<td>410</td>
<td>10000.00</td>
<td>5870.00</td>
<td>Steinbrink</td>
</tr>
</tbody>
</table>

{Motion #54-13}  Motion by Larson and seconded by Severson to approve payment to the listed State Cost Share contracts.

Affirmative: All
Opposed: None  Motion: Pass

OLD BUSINESS

MASWCD Final Resolutions

Land owned by the District in Bygland Township

Location of potential projects – Supervisors

NEW BUSINESS

Bernd presented the final budget for 2014

{Motion #55-13}  Motion by Peterson and seconded by McWalter to approve the proposed budget for 2014.

Affirmative: All
Opposed: None  Motion: Pass

MEETING REPORTS

Attended Meetings/Trainings
HOLIDAY, Thanksgiving                        OFFICE CLOSED
MASWCD Convention                             Staff/Supervisors

Upcoming Meetings/Trainings
HOLIDAY, Christmas                            OFFICE CLOSED
HOLIDAY, New Year’s Day                        OFFICE CLOSED
HOLIDAY, Martin Luther King Jr. Day            OFFICE CLOSED
DISTRICT EMPLOYEE’S REPORTS:

Bernd
TREE
Bernd completed chemical application last month. Bills have been sent and paid.

AG BMP
The district has approved one Ag BMP Loan Application for a strip till cart and strip till machine. Approved loan is for $62,000.00.

FEEDLOTS
Bernd completed the 2014-2015 Delegation Agreement and Workplan for the MPCA Feedlot Program. Workplan was submitted to the St. Paul office for review.

Bernd received the MPCA CSF-Interim Permit application from the University Teaching and Outreach Center by the set deadline. After review from Bernd and MPCA Representative, the application is incomplete. A letter and the application have been sent back with direction to correct and complete application and return to the office by December 23, 2013.

PROJECTS
District Staff submitted two Clean Water Legacy grant applications through the Soil Erosion and Drainage Law Compliance Program. The grants targeted the Burnham Creek Watershed and the Sand Hill River Watershed for the Drainage Ditch Inventory and Inspection subprogram. Each grant application is in the amount of $55,000.00 with $7,500 of in-kind match provided by the District. Deadline to apply was Friday December 13, 2012.

Steinbrink
Tree Program Orders Trees Sold
Hand Plant------
Farmstead------ See attached Spread Sheet
Field----------
Total---------
Crookston shopper is printing 10000 tree order forms to send out in the shopper. This flyer will go out with 7500 shoppers. The cost to print in color and insert into the shopper is $700.

Engineering Projects
Dean Adams: Construction scheduled 2014
Harlow Grove (Structure): Construction Scheduled 2014
Harlow Grove (Rock Chute): Construction Scheduled 2014
Burnham Creek Channel Repair: Construction scheduled 2014
Mike Skaug: Construction scheduled 2014
Lehmann Project: Design Stage
Crookston Twp.: Survey needed.
Wetland Initiative 2013-2014  
Completed 1 wetland determination

Meetings & Education:

Other:
See attached tree & chemical spread sheet.
Completed maps for the Burnham Creek phase 2 and the Sand Hill River grant.

NRCS DISTRICT CONSERVATIONIST’S REPORT
12/17/2013

Conservation:
New EQIP sign up on deck with 4 ranking periods through March so far.
CSP sign up period ends January 17th.

Personnel:
Dan Weber is the new AC starting January 13th.

Other:
Discussion on diversity, civil rights and equal opportunity.

Upcoming meetings:
12/18/2013 DC conference call
12/18/2013 EQIP training pm
01/7-8-9/2013 EQIP training

Randy Huelskamp
Program Analyst NRCS

CORRESPONDENCE:
Publications:
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Crookston Daily Times Shade Tree Advocate
MPCA Feedlot Update  Minnesota Environment

Minutes, Agendas, and Annual Reports:
BWSR               Wild Rice Watershed
Sand Hill Watershed  Red Lake Watershed
Polk County Board

The next meeting was scheduled for Thursday, January 16, 2014 at 7:00 am.

With no further business, Chairman Larson adjourned the meeting at 8:18 am.

Respectfully submitted,

Mark McWalter,
Secretary
MM/nb