WEST POLK SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM THE DECEMBER 18, 2014 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
David Moulds, PR & I

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

Others Present: Randy Huelskamp, DC for NRCS
Brett Arnes, Board Conservationist
Jillian Fejszes, Farm Bill Biologist

Absent: Russ Severson, Treasurer

SECRETARY’S REPORT:
{Motion #49-14} Motion by Peterson and seconded by Moulds to approve the minutes from the Regular Board meeting held on November 20, 2014.

Affirmative: All

Opposed: None  Motion: Pass

The November 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 #50-14} 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 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-13-07/Dean Adams</td>
<td>362</td>
<td>18000.00</td>
<td>5241.00</td>
<td>Steinbrink</td>
</tr>
<tr>
<td>CS-14-02/ MR Skaug</td>
<td>410</td>
<td>2800.00</td>
<td>1877.00</td>
<td>Steinbrink</td>
</tr>
</tbody>
</table>

{Motion #51-14}  Motion by Moulds and seconded by McWalter to approve payment to the listed State Cost Share contracts.

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-15-01/Richard Luckow</td>
<td>310</td>
<td>1045.00</td>
<td>500.00</td>
<td>Steinbrink</td>
</tr>
</tbody>
</table>

{Motion #52-14}  Motion by Peterson and seconded by Moulds to approve the listed State Cost Share contract.

Affirmative: All
Opposed: None         Motion: Pass

OLD BUSINESS

MASWCD Final Resolutions
Location of potential projects – Supervisors

NEW BUSINESS
Bernd presented the final budget for 2015

{Motion #53-14}  Motion by Moulds and seconded by Peterson to approve the final budget for 2015.

Affirmative: All
Opposed: None         Motion: Pass
MEETING REPORTS
Attended Meetings/Trainings
State Convention, Bloomington  Staff/Supervisor

Upcoming Meetings/Trainings
HOLIDAY, Christmas  OFFICE CLOSED
HOLIDAY, New Year’s Day  OFFICE CLOSED
HOLIDAY, Martin Luther King Jr. Day  OFFICE CLOSED
1W1P Policy Committee meeting, RLWSHD, TRF  Bernd/Larson
MCIT Coverage Review, webinar  Bernd

DISTRICT EMPLOYEE’S REPORTS:
Bernd
WCA
Ag Wetland Bank - Request for the withdrawal of credits from the Minnesota Wetland Bank for Robert and John Proulx was approved by BWSR on 11/24/2014. A total of 1.8 acres was purchased. Cost per credit (acre) is $10,890.00

1W1P
Bernd has composed a Notification Letter of the plan initiation. This letter will be sent to a list of stakeholders. Once sent, individuals have 60 days to submit comments. A meeting will then be arranged to discuss the collected information.

OTHER
Bernd has visited and emailed several individuals to be an independent contractor bookkeeper. Start date will be January 1st. Miller will complete year end reports.

Steinbrink
Technician Report  12-18-14

Tree Program  July 1-2014 to June 30-2015
Requests  Trees Sold
9-Farmstead  1525
6-Hand Plant 495

Engineering Projects
Burnham Creek Channel Repair Project: (Phase 1, 2, 3, & 4)  Project completed
Sorenson Project: Grass Water Way & Rock Chute  Project completed.
Roger Krostue: Drainage issue.  Surveyed: Need to complete design.
Don Strickler: Grass Waterway.
Surveyed: Need to complete design.

Phillip Kotrba: SWIs.
Roy is currently working on the design.

WCA

Other
District Technician is requesting a motion to carry over annual leave and comp. time into 2015 and have all carried over hours used by April 15, 2015.

{Motion #54-14} Motion by Larson and seconded by Peterson to approve carrying over annual leave and comp. time into 2015 and have all carried over hours used by April 15, 2015.

Affirmative: All

Opposed: None

Motion: Pass

Habermehl
Technician Habermehl: Employee Report
District Technician Habermehl Employee Report 12/18/2014

WCA
Belgium 23; Restoration Order (draft and revision) complete submitted to BWSR and ACOE.
Belgium 10; Discussed/viewed NRCS (G. Bengston) field review; likely mitigation (inquire BWSR adjacent wetland impact).
Kertsonville 33, Helgeland 25, Brandt 5: exemption analyses complete* (recommend Brandt 5 no-loss, Helgeland 25 possible De Minimis or other) *slide reviews pending pre-1984 aerial photos (UMD).
Lowell 13: Confirm no MPCA issue; site visit, re-contact, Joint Application.
Request to initiate (State) Wetland Bank mitigation for .5 acre Russia 4. Met with landowner acquired forms, guidance and conveyed possible credit source. Received proposal BNSF Railroad siding project Angus; request mitigation of ~1.27 acres.

Other
Attended MASWCD Annual Convention & training, acquire supplement C (herbicide application [agriculture] study guide); schedule test (Crookston) and attend certification Alexandria 01/27. Proceed with Tree Program. Request data from RRVDIN (Red River Valley Decision Information Network) and other tools (set-up) for new machine to assist with job duties. Request meeting with BWSR (Hofstad +1) to complete WCA files.

NRCS DISTRICT CONSERVATIONIST’S REPORT
12/18/2014

Conservation:
We have been doing Quality Assurance Reviews the last couple weeks for the area on CSP applications. Our EQIP applications are slowly coming in. We will have EQIP training in mid-January.

Personnel:

Megan Bruggman has been updating our determination file soil maps because of the new soil number system.
Wade Jackson has been working on updating HEL plans for those that are out dated and have different rotations or tillage practices since the plan was originally put together.
Jessica Tiedemann is currently doing the CSP reviews along with new CRP contract plans etc...
I have been doing some of each of those things along with trying to certify practices for payment on our contracts.

Other:

Our acting STC is Walter Albarran from Florida.

Upcoming meetings:
Dec 25 and 26 Holiday
Jan 1 Holiday
Jan 15 and 16 EQIP training

Randy Huelskamp
Program Analyst, (DC), 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

Other:
December 2014 Report
Jillian Fejszes, Farm Bill Biologist
Trainings/Meetings:
• Pennington Board Meeting 11/20
• Attended NRCS Area 1 Meeting 11/25
• FBA Teleconference to plan for Pheasant Summit 12/5
• Biweekly Pheasants Forever conference calls

Ongoing Work:
• Working on identifying possible new CRP locations for practices that still have acres.
• Sent out 26 letters with quotes and maps for Marshall and Pennington landowners
• Will be looking for more landowners to send letters to in Marshall, Pennington and West Polk
• Looking into CRP options for landowners that were asking
• Worked on getting Technical Approval Authority for some CRP practices
• 1 conservation plan completed for a new CRP contract
• Eligibilities done, also working on CRP revisions of older contracts- 6 completed
• Helping NRCS out with CSP applications- worked on 5
• Completed AgLearn training- Receipt for Service
• Compiling information needed for upcoming quarterly report
• Off 11/26-28 for Thanksgiving Holiday

Upcoming Work:
• Marshall Board Meeting 12/16
• West Polk Board Meeting 12/18
• Off 12/24-1/2 to visit family and friends in Michigan
• Aspen Parkland Prairie Team Meeting 1/20
• Pheasants Forever State Convention and Farm Bill Assistance State Meeting- 1/29-1/31 in St Cloud

McWalter discussed a grant program offered through Enbridge, Inc., for conservation efforts. McWalter has been in contact with an Enbridge, Inc. representative in regards to his strip till project and was informed monies through this opportunity needs to be administered through a non-profit organization such as the SWCD.

The next meeting was scheduled for Thursday, January 22, 2015 at 7:00 am.

With no further business, Chairman Larson adjourned the meeting at 8:40 am.

Respectfully submitted,

Mark McWalter,
Secretary
MM/nb