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
Aaron Habermehl, District Technician

Others Present: Randy Huelskamp, DC for NRCS

Absent:

Discussion on reorganization of the District Board for 2015.

Officers will as follows:

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

{Motion #01-15} Motion by McWalter and seconded by Moulds to approve the West Polk SWCD Board of Supervisors positions for the year of 2015.

Affirmative: All

Opposed: None

Motion: Pass
District Representatives for 2015 will be as follows:

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

{Motion #02-15} Motion by Severson and seconded by McWalter to approve the West Polk SWCD Board of Supervisors committee and joint committees for 2015.

Affirmative: All

Opposed: None Motion: Pass

SECRETARY’S REPORT:
{Motion #03-15} Motion by Severson and seconded by McWalter to approve the minutes from the Regular Board meeting held on December 18, 2014.

Affirmative: All

Opposed: None Motion: Pass

The December 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 #04-15} Motion by Moulds and seconded by McWalter to approve the treasurers report.

Affirmative: All

Opposed: None Motion: Pass

Bernd reported the designation of bank accounts as of January 1, 2015 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

{Motion #05-14} Motion by McWalter and seconded by Moulds to approve the designation of bank accounts.

Affirmative: All

Opposed: None

Motion: Pass

STATE COST SHARE REPORT:

Priority cost share practices for state cost money were designated for the year 2015 as follows:
  1. Grade Stabilization
  2. Unused Well Sealing/$5000.00 spending limit
  3. Streambank Stabilization
  4. Windbreak installation and maintenance (matting, tubes, and chemical)
  5. Windbreak Renovation

OLD BUSINESS
Josie Myhre, Myhre Tax Service has been hired as an Accounting Independent Contractor for the District. Ms. Myhre started as of January 1, 2015. Cost for her services is $7200.00/year paid in quarterly payments of $1800.00. Miller will complete and submit required 2014 year end reports for the District by the end of March, 2015.

Due to the Affordable Health Care Act, the District will now have a Health Allowance available to each employee. This allowance will be submitted to each employee at the first of the month and taxes (fed, state, Medicare, social security) will be withheld.

NEW BUSINESS
The District’s insurance premiums are due in the total amount of $4,797.00

{Motion#06-15} Motion by Severson and seconded by McWalter to approve the payment to Minnesota Counties Insurance trust in the amount of $4,797.00

Affirmative: All

Opposed: None

Motion: Pass

IRS Mileage Rate for 2015 is $.575/mile. Effective January 1, 2015.
The Board discussed the designation of a district newspaper.

(Motion#07-15) Motion by Moulds and seconded by McWalter to designate the Crookston Daily Times as the official district newspaper.

Affirmative: All
Opposed: None

The board made the following motion to designate the day of the month, time of day and location of the monthly board meetings.

(Motion#08-14) Motion by Moulds and seconded by Moulds 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.

Affirmative: All
Opposed: None

MASWCD dues of $2,248.70 have been requested for 2015.

(Motion #09-15) Motion by McWalter and seconded by Moulds to approve the payment of dues to MAWSCD in the amount of $2,248.70.00.

Affirmative: All
Opposed: None

Bernd requests a motion to remove the listed items below from the District’s inventory.

<table>
<thead>
<tr>
<th>Item Description</th>
<th>FA</th>
<th>Year</th>
<th>Location</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computers (Dell High End, Dell Notebook)</td>
<td></td>
<td></td>
<td></td>
<td>3,305.00</td>
</tr>
<tr>
<td>Samsung LCD 21&quot; Monitor</td>
<td></td>
<td>2007</td>
<td>Office</td>
<td>430.00</td>
</tr>
<tr>
<td>Hewlett Packard HP DC 7700 - PC</td>
<td></td>
<td>2007</td>
<td>Office</td>
<td>800.00</td>
</tr>
</tbody>
</table>

(Motion #10-15) Motion by McWalter and seconded by Severson to approve the removal of the listed items from the District’s inventory.

Affirmative: All
Opposed: None

**MEETING REPORTS**
*Attended 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, TRF             Bernd

Upcoming Meetings/Trainings
MCIT, Coverage Review for SWCD, Webinar        Bernd
Chemical Appl. Recert. Workshop, Alexandria    Bernd
HOLIDAY, President’s Day                       OFFICE CLOSED

DISTRICT EMPLOYEE’S REPORTS:
Bernd
NRGB
Bernd has been reporting in eLINK for the following programs due by Feb. 2\textsuperscript{nd} 2015
- Comp. Water Plan
- Wetland Conservation Act
- State Cost Share
- Programs and Operations
- Easement Delivery
- Conservation Delivery

OTHER

Bernd has been helping in the organizing of the Grassland and Grazing Workshops to be held January 27\textsuperscript{th} in Erskine and the 28\textsuperscript{th} in Greenbush. Over 1000 letters with agendas was submitted to folks in Roseau, Kittson, Marshall, Pennington, Polk and Red Lake Counties.

Newsletter is complete and will be sent out this week.

The new District website is up and running. Visit \url{www.westpolkswcd.com}

The District was notified by BWSR that the two grant applications submitted last summer/fall have been recommended to the BWSR Board for funding.
Grant #1 – Sand Hill River Watershed Projects and Practices Grant Application – total requested was $875,300, recommended is $475,000.
Grant #2 – Burnham Creek Watershed Restoration Project, Phase II – Inventory - Soil Erosion and Drainage Law Compliance Funding – total requested was $45,000, recommended is $45,000.

Steinbrink
Technician Report  1-22-14

Tree Program July 1-2014 to June 30-2015
Requests Trees Sold
4-Farmstead  615
8-Hand Plant 865
Total Trees 1480
See attached spreadsheets
Tree order form sent out to 1300 addresses in newsletter.

Conservation Construction Projects

Don Strickler: Grass Waterway.
Profile Drafted and NRCS is working on design.

Phillip Kotrba: 9 SWI's. EQIP
Designs are complete. MST River Watershed District approved permit.
Construction scheduled this year.

Richard Moen: 4 SWI's. EQIP
Construction scheduled for this year.

Driscoll: 6 Grade Stabilization Structures. EQIP

Other
GPS

Habermehl
Employee Report 01/22/2015
WCA
Crookston FO meet with BWSR Wetland Specialist Steve Hofstad 02/12/2015; address RO Belgium 23, possible mitigation Belgium 10, exemption probability Brandt 5 (no-loss) and Crookston 29 operations, address correspondence MN DNR CO Thom Hutchins Kertsonville 33, review current ACOE BNSF siding project Angus.
Received current (pending) WCA aerial photo slides pre-1984 from UM; complete all analyses.
West Polk LGU issued NOD (no-loss) Enbridge Gentilly 18.

Volunteer Climatology Program
Compile/mail 2015 climatology data collection packets; create new format on S drive.

Other
Updated Tree Program forms and new www.westpolkswcd.com web page, re-telephone/meet with potential spring 2015 tree customers, received Pesticide Applicator study manual category C, schedule test and workshop

NRCS DISTRICT CONSERVATIONIST'S REPORT
1/22/2015

Conservation:

EQIP, CSP, WRE, CRP continue to bring in interest but not a lot of signups yet.
EQIP applications are on hold until the software programs are ready. CSP renewals have been processed. The 2015 new applications are waiting for rules and training.

Personnel:

Wade Jackson will be transferred to Duluth in March for his next duty station.

Danny Weber is in the hospital after having a heart valve replaced. He has had some setbacks and some up and down days. We wish him well.

No word yet on the State Cons position opening.

Other:

Upcoming meetings:

Jan 27 – grassland/grazing workshop for landowners in Erskine
Feb 25 – NRCS program training in Erskine

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

**OTHER:**
January 2015 Report
Jillian Fejszes, Farm Bill Biologist

Trainings/Meetings:
• Marshall Board Meeting 12/16
• West Polk Board Meeting 12/18
• Pennington Board Meeting 12/18
• RIM Wetlands Training 1/5
• Biweekly Pheasants Forever conference calls

Ongoing Work:
• Compiled landowner information for floodplains in Marshall County which reflect cropping on the GIS layer. Will be sending a letter out for that very soon to over 200 landowners in Marshall County.
• Completing Farm Bill Assistance quarterly report for BWSR and monthly activity report for Pheasants Forever
• Using LIDAR and looking into possible land for new RIM signup going on 1/5-1/30
• Finishing up seeding plans for Aspen Parklands Prairie team project
• Wrote 2 articles for the recent Pennington SWCD newsletter
• Getting more requests for RIM and CRP, working on options for many landowners and following up with them.
• Plan to send out letters to floodplain landowners in West Polk soon
• Off 12/24-1/1 for the Christmas Holiday

Upcoming Work:
• Pennington Board Meeting 1/15
• Aspen Parkland Prairie Team Meeting 1/20
• West Polk Board Meeting 1/22
• Pheasants Forever State Convention and Farm Bill Assistance State Meeting-1/29-1/31 in St Cloud

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, February 19, 2015 at 7:00 am.

With no further business, Chairman Larson adjourned the meeting at 8:19 am.

Respectfully submitted,

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

MINUTES FROM THE FEBRUARY 19, 2015 REGULAR BOARD MEETING

The meeting was called to order at 7:12 a.m. by Chairman Larson, at the District Office.

Supervisors Present:  Ben Larson, Chairman
Derek Peterson, Vice Chairman
Russ Severson, Treasurer

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

Others Present: Randy Huelskamp, DC for NRCS

Absent: Mark McWalter, Secretary
David Moulds, PR & I

SECRETARY'S REPORT:
{Motion #11-15}  Motion by Severson and seconded by Peterson to approve the minutes from the Regular Board meeting held on January 22, 2015.

Affirmative: All

Opposed: None         Motion: Pass

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

TREASURER'S REPORT:
{Motion #12-15}  Motion by Larson 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</th>
<th>Cost</th>
<th>Technical</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>CS-12-15/Wayne Sorenson</th>
<th>Project Cost</th>
<th>Share Amount</th>
<th>Approval Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>410</td>
<td>8500.00</td>
<td>8500.00</td>
</tr>
</tbody>
</table>

{Motion #13-15} Motion by Severson and seconded by Peterson to approve payment to the listed State Cost Share contract.

Affirmative: All  
Opposed: None  
Motion: Pass

District Staff is requesting approval for payment to Wayne Sorenson from the Red Lake Watershed District Erosion Control Funds, RLWD Project No. 164, in the amount of $11,140.00.

{Motion #14-15} Motion by Larson and seconded by Severson to approve payment in the amount of $11,140.00 to Wayne Sorenson from the Red Lake Watershed District Erosion Control Funds, RLWD Project No. 164.

Affirmative: All  
Opposed: None  
Motion: Pass

**OLD BUSINESS**

Larson and Moulds will look into the purchase of a vehicle for the district.

**NEW BUSINESS**

District staff was invited to attend an Annual Planning Meeting of the East Polk SWCD staff, supervisors, Polk County Commissioners, Red Lake Watershed District, Sand Hill River Watershed District, BWSR and RRVCSA Engineer.

Proposed new legislation – Gov. Dayton – Buffer Compliance

**MEETING REPORTS**

*Attended Meetings/Trainings*
- Chemical Appl. Recert. Workshop, Alexandria: Bernd
- Sand Hill River Watershed District Board Meeting, Fertile: Bernd, Steinbrink, Habermehl
- East Polk SWCD Annual Planning meeting, McIntosh: Bernd
- Administrator Meeting, Mahnomen: Bernd
- Professional Judgment Group Meeting, Grand Marais Creek, TRF: Bernd
- HOLIDAY, President’s Day: OFFICE CLOSED

*Upcoming Meetings/Trainings*
DISTRICT EMPLOYEE'S REPORTS:

Bernd

Bernd received comments to the Notice Letter that was sent out last month and several volunteers for the Advisory Committee. All information will be reviewed, Advisory Committee will be established and a Notice of the Kick-off Meeting will be submitted.

REPORTING

ELINK for the following has been completed for 2013 and 2014.

- WCA
- CLWP
- MPCA Feedlot Program
- State Cost Share
- Conservation Delivery Easement
- Easement Delivery
- Clean Water Legacy

FEEDLOTS

Polk County held their year-end review with MPCA for the Feedlot Program. Requirements were met as set forth.

GRANTS

Workplans for the grants received through the Clean Water Legacy funding are due March 20, 2015. Bernd will be meeting with the Sand Hill River Watershed, BWSR, MNDNR, HEI (Houston Engineering) and USCOE (Corps) to finalize activities for the Sand Hill River Rock Riffle Project. District staff will discuss and finalize the Workplan activities for the Burnham Creek Watershed – Inventory grant.

PROJECTS

MN DNR requested a meeting with the District, USCOE (Corps) and the Red Lake Watershed District to discuss the completion of all four phases of the Burnham Creek Watershed Restoration Project.

OTHER

Grazing/Grassland Workshop – two workshops were conducted. One in Greenbush the other in Erskine. Approximately 1000 letters were sent to landowners and/or producers in Polk, Red Lake, Marshall, Pennington, Roseau and Kittson Counties with only 30 producers attending. This workshop was conducted through the Glacial Ridge Local Technical Team through the Working Land Initiative funding.
The Grand Marais Creek WRAP (Watershed Restoration and Protection Strategy) public meeting will be Monday, March 9, 2015 at the East Grand Forks Public Library. Some of the topics will be the results of stream assessment, stressor ID reports, water quality results, and TMDL (total maximum daily loads) of the Grand Marais Creek. Meeting is hosted by MPCA and EOR, Emmons & Olivier Resources, Inc. consulting firm.

Steinbrink
Technician Report  2-19-14

Tree Program   July 1-2014 to June 30-2015
Requests _______ Trees Sold
5-Farmstead       4175
41-Hand Plant 3415
Total Trees        7590
See attached spreadsheets

Conservation Construction Projects
➢ Don Strickler: Grass Waterway.
➢ Profile Drafted and NRCS A/O is working on design.
➢ Phillip Kotrba: 9 SWI’s.  EQIP
➢ Designs are complete. MST River Watershed District approved permit.
➢ Construction scheduled this year.
➢ Richard Moen: 4 SWI’s. EQIP
➢ Designs are complete.
➢ Construction scheduled for this year.
➢ Driscoll: 6 Grade Stabilization Structures.  EQIP
➢ NRCS A/O is working on designs.
➢ Tiedemann Farms: 40 SWI’S. EQIP
➢ WPSWCD/NRCS A/O is working on survey and design.
➢ Wayne Sorenson: Grade Stabilization Structure.  EQIP
➢ NRCS A/O is working on design
➢ Kevin Capistran: Grade Stabilization Structure.  EQIP
➢ NRCS A/O is working on design

Other
Made contact with the BNSF Railroad by email requesting to purchase the land. Yet to hear back any replies. Email was sent 3 weeks ago.

Habermehl
WCA
Belgium 10 Restoration (Mitigation; Wetland Bank Service Area) Marshall County .4, 1.2 (NRCS, Bengston acres), Luke Klawitter (NRCS, south wetland owner?) run hydrology program NASIS
Helgeland 26 NOD; WCA exemption Subp. 3. Drainage C. (c)
NRCS DISTRICT CONSERVATIONIST’S REPORT
2/19/2015

Conservation:

EQIP, CSP, WRE, CRP continue to bring in interest but not a lot of signups yet. The EQIP applications that are still coming in now will have to look at 2016 for completion of practices. Ranking for these new signups will not be completed until July, after the spring season so the tree applications may not get funded timely.

Personnel:

Wade Jackson’s transfer to Duluth may be held up due to paperwork at the state level.

Danny Weber is slowly recovering at Sanford Hospital in Fargo. It will be a long process.

No word yet on the State Cons position opening.

Other:

Steinbrink’s TAA – Technical Approval Authority

Upcoming meetings:

Feb 25 – NRCS program training in Erskine
Feb 26 – Grand Forks Soil Health Workshop
Mar 4 – CSP training
Mar 9 – RLWD public hearing EGF
Mar 12 – NRCS area mtg in TRF
Mar 16-20 - Arizona

Randy Huelskamp
Program Analyst, (DC)

**CORRESPONDENCE:**

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

*Other:*

February 2015 Report
Jillian Fejszes, Farm Bill Biologist

*Trainings/Meetings:*
- Pennington Board Meeting 1/15
- Aspen Parklands Prairie Team Meeting 1/20
- West Polk Board Meeting 1/22
- Meeting with DNR and USFWS partners to talk about focus areas 1/22
- Farm Bill Assistance Training and Pheasants Forever State Convention 1/29-1/31
- Meeting about PF and DU positions and collaboration 2/3
- Pennington SWCD Planning Meeting 2/5

*Ongoing Work:*
- Sent out a letter to 273 floodplain landowners in Marshall County for CRP outreach (a few have been sent back) at the end of January. Getting some replies
- Talked with 15 landowners in the past month- almost all of them new. Some are interested in CRP.
- Worked on some eligibilities (4) and revisions (3) for CRP
- Wrote 2 conservation plans for Red Lake county CRP
- Narrowed down landowners in West Polk to target, checked with Nicole and Randy and sent out 245 letters. Getting some replies to this.
- Technical Approval Authority was completed with Eric Anderson for a few different conservation practices
- Working to find good sites for the RIM signup. I had some interested people but their land was not a good fit for this signup and either didn't qualify or scored very low
so they decided not to pursue applying. One application was nearly completed and the landowner backed out.

Upcoming Work:
• Pennington SWCD Board Meeting 2/19
• ACEP Training 2/25
• Meeting with USFWS to discuss how we can work together 2/26

The next meeting was scheduled for Thursday, March 19th, 2015 at 7:00 am.

With no further business, Chairman Larson adjourned the meeting at 8:04 am.

Respectfully submitted,

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

MINUTES FROM THE MARCH 19, 2015 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
David Moulds, PR & I
Russ Severson, Treasurer

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

Others Present:    Jillian Fejszes, Farm Bill Biologist

Absent:    Randy Huelskamp, DC for NRCS
Duane Steinbrink, District Technician

SECRETARY’S REPORT:
{Motion #15-15}  Motion by Severson and seconded by Peterson to approve the minutes from the Regular Board meeting held on February 19, 2015.

Affirmative: All

Opposed: None         Motion: Pass

The February 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 #16-15}  Motion by McWalter and seconded by Moulds to approve the treasurers report.

Affirmative: All

Opposed: None         Motion: Pass

STATE COST SHARE REPORT:
Monies left to encumber/spend from the 2015 State Cost Share grant = $12,410.25
OLD BUSINESS
Governor Mark Dayton’s Buffer Initiative Fact Sheet

NEW BUSINESS
Bernd requests a motion to approve the Resolution adopting the West Polk County Comprehensive Local Water Management Plan as the Comprehensive Plan of the West Polk SWCD through calendar year 2017.

{Motion #17-15} Motion by Larson and seconded by McWalter to approve the presented resolution.

Affirmative: All
Opposed: None         Motion: Pass

The District was contacted by the Area NRCS office regarding upcoming 10 year lease agreements. It has been requested that the District write a letter stating their agreement to reimburse/sub-lease NRCS for a portion of the cost of the space, including related services and utilities, occupied by District personnel. It was explained that if the District chooses not to reimburse/sub-lease from NRCS, the two agencies would have to be physically separate.

{Motion #18-15} Motion by Larson and seconded by McWalter to approve the letter regarding the USDA/NRCS lease agreement.

Affirmative: All         Motion: Pass
Opposed: None

Mark McWalter will now replace Ben Larson as an Alternate member for the 1W1P Policy Committee.

MEETING REPORTS
Attended Meetings/Trainings
Sand Hill River Rock Riffle Grant Meeting, Fertile Bernd
Glacial Ridge Local Tech Team Meeting, Crookston Bernd
Burnham Creek Phases 1-4 Meeting, Thief River Falls Bernd
Grand Marais Creek WRAPS Technical Meeting, East Grand Forks Bernd
Grand Marais Creek WRAPS Public Meeting, East Grand Forks Bernd
1Watersehd 1Plan Kick-Off Meeting, Thief River Falls Sups/Staff

Upcoming Meetings/Trainings
Area 1 Meeting, Crookston, UMC Staff/Supervisors
1W1P TAC/Policy meeting, Thief River Falls Bernd
NW MN Foundation Legacy Funding Training, Thief River Falls Bernd
DISTRICT EMPLOYEE’S REPORTS:

Bernd
1W1P
The Kick-Off meeting was held, Wednesday March 18th in Thief River Falls.
Public Surveys are due Monday, March 30th.
Volunteers for the Advisory committee totaled 33 individuals.

GRANTS
Workplans are due Friday, March 20th for the Clean Water Legacy grants received by
the District. Once submitted and approves, allocations will be submitted by April 10,
2015.

OTHER
The Area Envirothon will be Wednesday, April 30, 2014 at Rydell Refuge. Letters have
been sent to teachers in request of participation and letters have been sent to local
businesses for donations.

AgBMP Loan Program
See Spreadsheet.
Available funding is close to 2 million dollars at 3%.

Steinbrink
No Report

Habermehl
District Technician Report 03/19/2015
Tree Program
Purchase (2) new batteries for tree planter and re-configure + required supplies. 2015
tree inventory up-to-date, call on outstanding balances and remind enroll in CRP.
Erosion Control and Water Management
Buffer Initiative.
WCA
Belgium 23 Restoration Order delivered to landowner and (1) contractor by MN DNR
Officer Hutchins. Telephone communication with Landowner and USACE. Crookston
29 Delineate, Application, TEP. BNSF Noyes Siding Project NOD. Crookston 3 MN
Wetland Bank (Scope, Concept, and TEP) More...
CA
Training with Guetter, NRCS (office) and Bengston, NRCS (field) to fulfill 1026 and/or
Certified Wetland Determination Contribution Agreement with NRCS.
Other
Wetland Delineation Training Sept. 2015, possible WCA fee schedule establishment,
LincPass 03/19/2015 Fargo.

NRCS DISTRICT CONSERVATIONIST’S REPORT
3/19/2015
Viewed wetlands from airplane over Palms Springs. Found pools and man made irrigation canals. I believe these are PC/NW.

CSP and EQIP applications continued to come in until the deadlines. Lots of rules to follow and lots of changes again this year.

Danny Weber continues to improve at a slow pace.

More detailed report will be provided next month.

Randy Huelskamp
Program Analyst, (DC)

**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:
March 2015 Report
Jillian Fejszes, Farm Bill Biologist

Trainings/Meetings:
• All Staff Meeting for USDA service center 2/12
• Meeting with Marshall FSA CRP Program Technician 2/17
• Pennington Board Meeting 2/19
• Toolkit Training 2/20
• Aspen Parkland Prairie Team Conference Call 2/24
• Envirothon Meeting 2/25
• Meeting with USFWS about joining together for projects 2/26
• Minnesota Soil and Water Conservation Society Meeting 3/2
• Pennington County WRAC Meeting 3/9

Ongoing Work:
• All floodplain outreach letters sent out by 2/13. Getting some replies.
• Talked with 20 landowners in the past month, some were replies or following up about possible projects. Sending information to people who are interested in CRP. There are a few landowners who may sign up and are eligible right now.
• Working on getting the RIM easement closed, in the process of getting title insurance for it.
• Working on the reseed project for the Aspen Parklands Prairie Team, seeding plan is nearly complete.
• Obtained copies of expiring CRP in West Polk, Marshall and Pennington. In total there are 20,000 acres and 257 contracts expiring. Put all of the data in a spreadsheet and in the process of looking over all locations to see if they are in priority areas or have unique features. Contracts can start to be renewed in May so I will be working to get the ones that can re-enroll at this time back in.
• Upcoming project to promote buffers in Marshall County with USFWS, also looking for areas that could be good candidates for future RIM buffer signups.

Upcoming Work:
• Marshall SWCD Board Meeting 3/17
• West Polk SWCD Board Meeting 3/19
• SWCD Area Meeting 3/31

The next meeting was scheduled for Thursday, April 16, 2015 at 7:00 am.

With no further business, Chairman Larson adjourned the meeting at 8:00 am.

Respectfully submitted,

Mark McWalter,
Secretary
MM/nb
The meeting was called to order at 7:15 a.m. by Chairman Larson, at the District Office.

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

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

Others Present: Randy Huelskamp, DC for NRCS
Jillian Fejszes, Farm Bill Biologist

Absent: Derek Peterson, Vice Chairman

SECRETARY’S REPORT:
{Motion #19-15} Motion by Severson and seconded by Moulds to approve the minutes from the Regular Board meeting held on March 19, 2015.

Affirmative: All
Opposed: None
Motion: Pass

The March 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 #20-15} Motion by McWalter and seconded by Moulds to approve the treasurers report.

Affirmative: All
Opposed: None
Motion: Pass

STATE COST SHARE REPORT:
Monies left to encumber/spend from the 2015 State Cost Share grant = $12,410.25
OLD BUSINESS
Governor’s Buffer Initiative – May 19, 2015

NEW BUSINESS
Bernd requests approval to reimburse Severson for his attendance at the January, February and March board meeting by electronic means. Current West Polk SWCD Handbook states “Supervisors will be compensated at $65 per meetings attended”. Bernd will update policy handbook to include attendance by electronic means.

{Motion #21-15} Motion by McWalter and seconded by Larson to approve reimbursement to Severson for January, February and March of 2015 board meetings by electronic means.

Affirmative: All
Opposed: None Motion: Pass

Staff is requesting approval of the BWSR FY 2015 Competitive Grant Agreement C15-7726, Sand Hill River Watershed Projects and Practices in the amount of $475,000.00.

{Motion #22-15} Motion by Severson and seconded by Moulds to approve the BWSR FY 2015 Competitive Grand Agreement, C15-7726, Sand Hill River Watershed Projects and Practices Grant in the amount of $475,000.00

Affirmative: All
Opposed: None Motion: Pass

Staff is requesting approval of the BWSR FY 2015 Soil Erosion and Drainage Law Compliance Grant Agreement, C15-1485, Burnham Creek Watershed Restoration Project, Phase II – Inventory, in the amount of $45,000.

{Motion #23-15} Motion by Moulds and seconded by Severson to approve the BWSR FY 2015 Soil Erosion and Drainage Law Compliance Grant Agreement, C15-1485, Burnham Creek Watershed Restoration Project, Phase II – Inventory, in the amount of $45,000.

Affirmative: All
Opposed: None Motion: Pass

District 2014 Financial Report
MEETING REPORTS

Attended Meetings/Trainings
Area 1 Meeting, Crookston, UMC    Staff/Supervisors
NACDE Meeting, Detroit Lakes    Bernd
1W1P Advisory/Policy/Planning meeting, Thief River Falls    Bernd/Severson

Upcoming Meetings/Trainings
NW MN Foundation Legacy Funding Training, Thief River Falls    Bernd
1W1P Planning Committee Meeting, Red Lake Falls    Bernd
Aquatic Invasive Species Kick-off meeting, Gov. Center, Crookston Bernd
Envirothon, Rydell Refuge, Erskine    Staff

DISTRICT EMPLOYEE'S REPORTS:

Bernd
1W1P
The Advisory Committee met for the first time 4/15/15. There were 30 people that attended. This included volunteers and appointed members.
Listing and selecting priority concerns/issues is the main focus at this point.

GRANTS
50% funding of the grants received from the Clean Water Legacy have been deposited. Totaling $260,000.00. Work is anticipated to start after tree season.

Clean Water Legacy Grant Burnham Creek Watershed Restoration Project is complete. First payment of $97,090 will be made immediately and second payment will be submitted once the district receives the remaining 50% from BWSR.

District Staff is requesting approval for payment for the Clean Water Legacy Burnham Creek Watershed Restoration Project

<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>CWL-01-14/Red Lake Watershed District</td>
<td>Streambank Stabilization</td>
<td>228,333.00</td>
<td>194,180.00</td>
<td>Steinbrink</td>
</tr>
</tbody>
</table>

{Motion #21-15}  Motion by Larson and seconded by McWalter to approve payment to the listed Clean Water Legacy contract.

Affirmative: All

Opposed: None

Motion: Pass
Crookston High School and Climax-Shelly High School will be sending teams to partake in this year’s Envirothon, April 29th at Rydell Refuge. There will be a total of 30 teams.

Bernd will be conducting Arbor Day presentations in May.

**Steinbrink**

- **Tree Program**  
  July 1-2014 to June 30-2015

<table>
<thead>
<tr>
<th>Request</th>
<th>Trees Sold</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 –Farmstead</td>
<td>4921</td>
</tr>
<tr>
<td>75-Hand Plant</td>
<td>5508</td>
</tr>
<tr>
<td><strong>Total Trees</strong></td>
<td><strong>10429</strong></td>
</tr>
</tbody>
</table>

Conservation Construction Projects
Don Strickler: Grass Waterway.
Profile Drafted and NRCS A/O is working on design.
Phillip Kotrba: 9 SWI’s. EQIP
Designs are complete. MST River Watershed District approved permit.
Construction scheduled this year.
Richard Moen: 4 SWI’s. EQIP
Designs are complete.
Construction scheduled for this year.
Driscoll: 6 Grade Stabilization Structures. EQIP
NRCS A/O is working on designs.
Tiedemann Farms: 40 SWI’S. EQIP
WPSWCD/NRCS A/O is working on survey and design.
Wayne Sorenson: Grade Stabilization Structure. EQIP
NRCS A/O is working on design
Kevin Capistran: Grade Stabilization Structure. EQIP
NRCS A/O is working on design

Polk Co Assessor
2 parcels for wetland and Well requests in city of Crookston

Power Point Presentation
Skaug Project
Adams Project
Sorenson Project
Burnham Creek Project

**Habermehl**

- **Trees**
  ETA 8:00am Monday 04/20/2015, undergraduate volunteers, 11,870 trees ordered.
  Pick up days 04/21, 04/22, 04/23 4:00 – 7:00 pm. Sent out postcards 04/15. Seasonal help from Megan Bruggman. Begin machine plant site visits, staking and contact landowners. Acquire batteries and tree sales supplies.

WCA
Gentilly 26 NOA issued for Polk County Landfill Expansion Project Wetland Delineation Concurrence 04/07/2015.
Belgium 23 RO appealed to BWSR (Wayne Swanson).
Brandt 25 new evidence.
…more.
Other
NACDE meeting 04/14, NRCS Contribution Agreement, multiple trainings, acquire GIS data collection unit and devise strategy for Burnham Creek Watershed Restoration Project Phase II – Inventory.

**NRCS DISTRICT CONSERVATIONIST’S REPORT**
4/16/2015

Conservation:

EQIP and CSP signups went well with about 25 applications each. So far only one EQIP application has been accepted. Working on getting more in soon.

CRP has about 200 contracts coming out in October with over 40 interested in re-enrolling.

Personnel:

Wade Jackson’s transfer to Duluth may be held up due to paperwork at the upper levels.

Danny Weber is slowly recovering at Grand Forks Altru Rehab Center.

Our new State Conservationist (Cathee Pullman) starts May 17th. She began her 28 year career with Natural Resources Conservation Service in 1987. She has worked in Oklahoma, Colorado, Iowa, Georgia, Maine, New Hampshire, Vermont, the National Headquarters Office and now Minnesota. She has served in multiple capacities including Soil Conservationist, District Conservationist, Resource Conservation and Development Coordinator, Assistant State Conservationist for Field Operations, Area Conservationist, State Administrative Officer, Management Analyst and State Resource Conservationist.

Pullman is a native of Illinois. She earned a Bachelor of Science degree in Agricultural Economics and Ranch/Farm Management from Oklahoma State University in 1984.

Other:

Upcoming meetings:

April 20 – Trees in
April 22 – Earth Day
CORRESPONDENCE:
Publications:
- Forestry Notes
- Conservation Brief
- Conservation Views
- Crookston Daily Times
- MPCA Feedlot Update
- 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

Other:
April 2015 Report
Jillian Fejszes, Farm Bill Biologist

Trainings/Meetings:
- 3/17- Marshall SWCD Board Meeting
- 3/17- Site visit with Marshall County landowner
- 3/19-West Polk SWCD Board Meeting
- 3/19- Pennington SWCD Board Meeting
- 3/31-SWCD Area 1 Meeting
- 4/8- Marshall County WRAC Meeting

Ongoing Work:
- Letters sent out to landowners with expiring CRP in West Polk and Marshall. 126 letters sent out. Pennington will be done very soon- there are only 8 there. Already quite a few coming in to re-enroll.
- Talked with 23 landowners in the past month. Some I was contacting, but quite a few calls about CRP that is expiring this year.
- Letters sent to 15 landowners who have expiring CRP near prairie chicken leks in Polk County. I also made a brochure about managing for prairie chickens (with a lot of input from DNR and other partners) and sent that along with the letters.
- Title insurance commitment obtained for RIM easement, now we just have to wait for BWSR to review it and then it can be closed.
- Working on the reseed project for the Aspen Parklands Prairie Team, working to get a private lands agreement to the landowner so that the work can be arranged.
- Letters sent to some landowners in Marshall County from Laurie Fisher at USFWS and myself about buffers near the Mud River. So far one reply that I have received.
- Completed BWSR quarterly report for January-March.

Upcoming Work:
• 4/16- Pennington SWCD Banquet
• 4/17- Minnesota Prairie Grouse Conference- Hackensack, MN
• 4/21- Marshall SWCD Board Meeting
• 4/22- Envirothon at Lake Bronson
• 4/23- Pennington SWCD Board Meeting

Equipment Committee requests approval for the purchase of a vehicle from Christian Motors, Fertile MN. Vehicle will be purchased from the Government Fleet through the Cooperative Purchasing Agreement.

{Motion #22-15} Motion by Larson and seconded by Moulds to approve the purchase of a vehicle.

Affirmative: All
Opposed: None Motion: Pass

The next meeting was scheduled for Thursday, May 21, 2015 at 7:00 am.

With no further business, Chairman Larson adjourned the meeting at 9:00 am.

Respectfully submitted,

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

MINUTES FROM THE MAY 21st, 2015 REGULAR BOARD MEETING

The meeting was called to order at 7:12 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
Russ Severson, Treasurer

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

Others Present: Randy Huelskamp, DC for NRCS
Brett Arne, BWSR
Liz Morton, Natural Resource Group
Meg Morley, Enbridge
Colleen Oestriech, MARCD, (by phone)

Absent:

SECRETARY’S REPORT:
{Motion #22-15} Motion by Severson and seconded by Peterson to approve the minutes from the Regular Board meeting held on April 16, 2015.

Affirmative: All
Opposed: None Motion: Pass

The April 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 #23-15} Motion by McWalter and seconded by Moulds to approve the treasurers report.

Affirmative: All
Opposed: None Motion: Pass
STATE COST SHARE REPORT:
No report.

OLD BUSINESS
Ford

MASWCD LEGISLATIVE UPDATE – May 19, 2015. Outcomes of the 2015 Regular Session as of May 19 3 pm.

NEW BUSINESS
Bernd requests approval for an audit for the year ending December 31, 2014 by Peterson Company, LTD.

{Motion #24-15} Motion by Larson and seconded by Severson to approve an audit for the year ending December 31, 2014.

Affirmative: All
Opposed: None Motion: Pass

MASWCD Call for Resolutions

MEETING REPORTS
Attended Meetings/Trainings
1W1P Planning Committee Meeting, Red Lake Falls Bernd
NW MN Foundation Legacy Funding Training, Thief River Falls Bernd
Aquatic Invasive Species Kick-off meeting, Gov. Center, Crookston Bernd
Envirothon, Rydell Refuge, Erskine Bernd

Upcoming Meetings/Trainings
Middle/Snake River Watershed WRAPS WebEx Bernd
County Feedlot Officer TEMPO training, St. Cloud Bernd
Administration Session, Duluth Bernd
Area 1 Meeting, Bejou Staff/Supervisors

DISTRICT EMPLOYEE’S REPORTS:
Bernd
1W1P
Bernd and Severson attended the TAC meeting 5/20/15 at the Red Lake Watershed District. The draft 1W1P Table of Contents, Issues of Concern, Resources of Concern were reviewed and discussed. Next TAC/Advisory meeting will be in July. The Planning Committee will be meeting approximately 3 times prior.

GRANTS
District Staff is requesting approval for payment for the Clean Water Legacy Sand Hill River Rock Riffle Project.
<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>CWL-01-15/Sand Hill Watershed District</td>
<td>Rock Riffles</td>
<td>593,750.00</td>
<td>475,000.00</td>
<td>HEI</td>
</tr>
</tbody>
</table>

{Motion #25-15}  Motion by Moulds and seconded by McWalter to approve payment to the listed Clean Water Legacy contract.

Affirmative: All
Opposed: None        Motion: Pass

Bernd submitted a NW MN Foundation, Natural Resources Program grant application and was approved to submit a full application. The amount requested is $25,000.00. If funded, this will help support activities that are essential to the success of the One Watershed, One Plan.

MARC&D (MN Association of Resource Conservation and Development) announced Enbridge Ecofootprint Grant provide funding to help protect and restore the natural environment. The Ecofootprint Grant will provide up to $1 million annually for three years. RFP is due June 5, 2015.

OTHER

**Steinbrink**
Technician Report  5-21-15

Tree Program  July 1-2014 to June 30-2015
Requests   Trees Sold
8 -Farmstead   4921
75-Hand Plant   5508
Total Trees    10429

Conservation Construction Projects
Don Strickler:  Grass Waterway.
Profile Drafted and NRCS A/O is working on design.
Phillip Kotrba:  9 SWI’s.  EQIP
Designs are complete.  MST River Watershed District approved permit.
Construction scheduled this year.
Richard Moen:  4 SWI’s.  EQIP
Designs are complete.
Construction scheduled for this year.
Driscoll:  6 Grade Stabilization Structures.  EQIP
NRCS A/O is working on designs.
Tiedemann Farms: 40 SWI’S. EQIP
WPSWCD/NRCS A/O is working on survey and design.
Wayne Sorenson: Grade Stabilization Structure. EQIP
NRCS A/O is working on design
Kevin Capistran: Grade Stabilization Structure. EQIP
NRCS A/O is working on design.
Dave Johnstad: Channel survey on Maple Creek for DNR permit.
Profile and Cross Sections. 2 Miles. SWCD will complete the survey.

Polk Co Assessor
1 parcel for wetland and Well requests in city of Crookston

**Habermehl**
Report 05/21/2015
Tree Program
Few “straggler” bundles left, compressor shut off 05/14, clean/materials inventory tree shed 05/22.
WCA
Brislet 24: MSTRWD Agassiz Audubon Pollinator Habitat Enhancement Demonstration; NOD approved with conditions issued 05/20.
Crookston 19: NOA (changed to No-Loss) issued 05/20, NOD will be issued following delineation review and TEP findings. Site visit.
Crookston 3: Wetland Banking Scoping Document and supporting documentation sent to BWSR 05/20.
Gentilly 26: Delineation concurrence. Site visit.
Liberty 10: potential violation being resolved.
Contribution Agreement
Sent 2 1026’s to NRCS AO (MN SharePoint).
Other
Inquire surrounding SWCD’s (Becker; Peter Mead) GIS Collector App, purchasing “seat”, AMH training.

**NRCS DISTRICT CONSERVATIONIST’S REPORT**
5/21/2015

Conservation:

Finalizing old EQIP plans is our primary goal. New contracts are coming in as well as applications being reviewed and hopefully funded.

CSP contracts should be funded soon.

CRP has about 200 contracts coming out in October with over 80 interested in re-enrolling.
The Odney Flaat – Gerald and Catherine Forgit dam is leaking and we are trying to get EQIP funds secured to help with the cost. The Red Lake Watershed District will take the lead with engineering and construction. SCS turned it over to the watershed back in the 1980’s for operation and maintenance.

Personnel:

Danny Weber is now at home and continuing to get his strength back.

Our new State Conservationist (Cathee Pullman) started May 17th.

Other:

Upcoming meetings:

May 25th - Holiday

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:
May 2015 Report?
Jillian Fejszes, Farm Bill Biologist

Trainings/Meetings:
• 4/16- Pennington SWCD Banquet
• 4/17- MN Prairie Grouse Conference at Deep Portage Learning Center
• 4/21- Marshall SWCD Board Meeting
• 4/22- Envirothon at Lake Bronson State Park
• 4/23- Pennington Board Meeting
• 4/29-5/1- Webinar for WRE Monitoring
• 5/5- RIM site visits for Marshall County for restoration potential
• 5/12- Meeting about potential Agassiz Project at Red Lake Watershed District
Ongoing Work:
• Talked with 15 landowners in the past month.
• More work on RIM easement, had to get a railroad affidavit sent in, and now we are waiting on BWSR. It is close to being complete.
• Working on the reseed project for the Aspen Parklands Prairie Team- agreement forms returned to DNR and USFWS, seed picked up at Carlson prairie seed, CRP plan modified, and working to coordinate getting the work done with contractor. It can be seeded from May 15-June 30.
• Wrote 4 CRP conservation plans for Marshall County and 1 for Pennington. Met with 2 of the landowners to sign the contract.
• Sent out 32 letters with maps to landowners in Pennington near JD 25 who could put buffers on their land.
• Planning more CRP outreach in all 3 counties.
Upcoming Meetings:
• 5/22- Pennington SWCD Board Meeting
• 5/26- GPS Training
• 6/1-6/5- Pheasants Forever National Meeting in Estes Park, CO
• 6/8- Pennington WRAC Meeting
• 6/9- Glacial Ridge LTT Meeting
• 6/16- Marshall SWCD Board Meeting
• 6/18- West Polk SWCD Board Meeting
• 6/26-7/5- Time off to visit

Presentation by Liz Wortman, Natural Resource Group and Meg Morley, Enbridge, Inc., of the new Ecofootprint Grant Program.

The next meeting was scheduled for Thursday, June 18, 2015 at 7:00 am.

With no further business, Chairman Larson adjourned the meeting at 7:45 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
Derek Peterson, Vice Chairman
Mark McWalter, Secretary
David Moulds, PR & I
Russ Severson, Treasurer

District Employees Present: Duane Steinbrink, District Technician
Aaron Habermehl, District Technician

Others Present: Randy Huelskamp, DC for NRCS
Jillian Fejszes, Farm Bill Biologist

Absent: Nicole Bernd, District Manager

SECRETARY’S REPORT:
{Motion #26-15} Motion by Severson and seconded by Moulds to approve the minutes from the Regular Board meeting held on May 21, 2015.

Affirmative: All
Opposed: None
Motion: Pass

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

TREASURER’S REPORT:
{Motion #27-15} 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 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-12-15/Scott and Heidi Swanson</td>
<td>310</td>
<td>465.00</td>
<td>233.00</td>
<td>Steinbrink</td>
</tr>
</tbody>
</table>

{Motion #28-15} Motion by Severson and seconded by McWalter to approve the listed State Cost Share contract.

Affirmative: All

Opposed: None

Motion: Pass

OLD BUSINESS
District Audit is scheduled during the week of the 27th of July.

NEW BUSINESS
Bernd requests approval for a purchase of a Dell Workstation. The current workstation is seven years old. Total cost is $841.50 and will be purchased through the USDA Federal Acquisitions Blanket Purchasing Agreement.

{Motion #28-15} Motion by Peterson and seconded by Moulds to approve the purchase of a Dell Workstation in the amount of $841.50.

Affirmative: All

Opposed: None

Motion: Pass

Bernd requests approval for the proposed changes in the Policy Handbook. Changes are;

- Section Supervisor Compensation, to include “attendance by electronic means”
- Section Health and Welfare, change “Employee Health/Life Insurance” to “Taxable Fringe”
- Section Health and Welfare, change the sentence to state “The Taxable Fringe will be paid directly to the employee the first of each month with Federal, State and Social Security taxes withheld. Qualified employees are defined as regular full time and regular part time employees.”

The remaining 2 paragraphs within this section will be deleted as they explain the original benefit contents which are no longer.

{Motion #29-15} Motion by McWalter and seconded by Moulds to approve the proposed changes in the Policy Handbook.

Affirmative: All
Opposed: None        Motion: Pass

Bernd requests approval for the District Manager to have authority to sign all proposed grant applications submitted by West Polk SWCD.

{Motion #30-15}  Motion by Larson and seconded by Severson to approve the district manager to have authority to sign all proposed grant applications submitted by West Polk SWCD.

Affirmative: All

Opposed: None        Motion: Pass

Bernd requests approval for the District Manager to have authority to sign all grant agreements received by West Polk SWCD.

{Motion #31-15}  Motion by and seconded by to approve the district manager to have authority to sign all grant agreements received by West Polk SWCD.

Motion tabled.

Area I meeting – Bejou – June 23rd. Please let staff know if you will be attending by Friday, June 19th

MEETING REPORTS

Attended Meetings/Trainings

Middle/Snake River Watershed WRAPS WebEx Bernd
NRCS RCPP Webinar Bernd
County Feedlot Officer TEMPO Training, St. Cloud Bernd
Administration Session, Duluth Bernd

Upcoming Meetings/Trainings

Area 1 Meeting, Bejou Staff/Supervisors
HOLIDAY, Independence Day, observed July 3rd OFFICE CLOSED
1W1P TAC/Policy Meeting, Thief River Falls Bernd/Severson

DISTRICT EMPLOYEE’S REPORTS:

Bernd

1W1P
Bernd attending a 1W1P Planning Group meeting. Planning Regions were discussed and agree upon. Resources/Issues/Priority Concerns are still being reviewed and discussed.

Next TAC (Technical Advisory Committee) and the Policy Committee will be Wednesday, July 15th in Thief River Falls.

GRANTS
Bernd submitted a MN Common Grant Application to the MARC&D in the amount of $200,000.00 through the Enbridge Ecofootprint Grant Program. This proposal requested funding to complete the Sand Hill River Rock Riffle Project as it was not fully funded by the Clean Water Legacy funds. The District will be notified July 1st of the application’s ranking.

Bernd has been working on completing the full application to the Northwest Minnesota Foundation for the Natural Resources Program Grant to assist with the One Watershed One Plan Initiative.

FFEDLOTS
Bernd attended mandatory training for the new MPCA Feedlot Program reporting system through TEMPO. This is a web based program that will go “live” in August.

Steinbrink
Technician Report 6-18-15

Tree Program July 1-2014 to June 30-2015
Requests Trees Sold
8 -Farmstead 4708
75-Hand Plant 6802
Total Trees 11510
See attached spread sheets.

Conservation Construction Projects
Don Strickler: Grass Waterway.
Profile Drafted and NRCS A/O is working on design.
Phillip Kotrba: 9 SWI’s. EQIP
Designs are complete. MST River Watershed District approved permit.
Construction scheduled this year.
Richard Moen: 4 SWI’s. EQIP
Designs are complete.
Construction scheduled for this year.
Driscoll: 6 Grade Stabilization Structures. EQIP
NRCS A/O is working on designs.
Tiedemann Farms: 40 SWI’S. EQIP
WPSWCD/NRCS A/O is working on survey and design.
Wayne Sorenson: Grade Stabilization Structure. EQIP
NRCS A/O is working on design
Kevin Capistran: Grade Stabilization Structure. EQIP
NRCS A/O is working on design.

Dave Johnstad: Channel survey on Maple Creek for DNR permit.
Profile and Cross Sections. 2 Miles.
Elliott Solheim: Channel survey on Maple Creek for DNR permit. 1.5 Miles
6-9-15 Met onsite with Land operators, Sandhill WD Manager and DNR to discuss permit applications for the Maple Creek Project.

**Habermehl**
Report 06/18/2015
WCA
Appeal of altered wetland Belgium S23; restoration is final order of MN DNR Commissioner Landwehr.
Generating Restoration Orders for (2) WCA Violations Brandt S25 (4 accountable parties).
TEP (LGU, SWCD, USACE, MN DNR) 07/07/2015 @ Crookston FO & on-site Crookston S03 (Bratvold Bank).
Notice of Decision (No-Loss) approval issued to BNSF for Noyes Junction Improvement Crookston S19.
Site visit Delineation Concurrence with Houston Engineering and USACE 06/17/2015, Gentilly S26 Polk County Landfill Expansion.
USDA Contribution Agreement
On-site visits (field training w/NRCS AO); continuing, (assistance from Technician Steinbrink).
Other
Tree shed squared away, create public materials for 2016. Assist Steinbrink with Maple Creek (survey). Potential WCA (violation) site visit x2.

**NRCS DISTRICT CONSERVATIONIST’S REPORT**
6/18/2015

Conservation:

EQIP applications are slowly being funded with only two for West Polk so far.

CRP has about 200 contracts coming out in October with about half of them re-enrolling.

No word yet on this project being funded yet. The Odney Flaat – Gerald and Catherine Forgit dam is leaking and we are trying to get EQIP funds secured to help with the cost. The Red Lake Watershed District will take the lead with engineering and construction. SCS turned it over to the watershed back in the 1980’s for operation and maintenance.

Personnel:

Wade is still here and being productive. He is looking forward to moving on and up soon.

Other:

Upcoming meetings:
June 23rd MASWCD area meeting in Bejou.
July 3rd holiday for the 4th observance.
July 7th TEP meeting.

Randy Huelskamp
Program Analyst, (DC), 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

**Other:**
- June 2015 Report
- Jillian Fejszes, Farm Bill Biologist

**Trainings/Meetings:**
- 5/22- Pennington SWCD Board Meeting
- 5/26- GPS Training
- 6/1-6/4- Pheasants Forever National Meeting
- 6/8- Pennington WRAC Meeting
- 6/9- Glacial Ridge Local Technical Team Meeting
- 6/10- Training at Area Office for RUSLE 2 for Filter Strips

**Ongoing Work:**
- Talked with 13 landowners in the past month.
- RIM easement is now at Pennington Abstract and almost complete.
- Waiting for Aspen Parklands prairie project to be seeded.
- Wrote 3 conservation plans for Pennington, did 5 eligibilities and numerous CRP contract modifications.
- Getting more responses to JD 25 letters for Pennington, looking into information for those landowners.
- Working on outreach for West Polk, looking at areas near rivers that may need buffers.
- Will be working on some RIM site inspections for Marshall County and helping the summer intern with those.
• Working on plans for a prairie plan project I will be proposing for Aspen Parklands prairie team soon
• I will be helping to monitor 4 WRP sites in Becker County to help with Pheasants Forever monitoring of the sites.
• General CRP signup has been announced for December 2015-February 2016. I will be working on learning more about how the signup works and finding landowners for that.

Upcoming Meetings:
• 6/16- Marshall SWCD Board Meeting
• 6/17 - Marshall soil on-site training
• 6/18- West Polk SWCD Board Meeting
• 6/23- Area One SWCD Meeting
• 6/26-7/5- Time off to visit

The next meeting was scheduled for Thursday, July 16, 2015 at 7:00 am.

With no further business, Chairman Larson adjourned the meeting at 8:05 am.

Respectfully submitted,

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

MINUTES FROM THE JULY 16th, 2015 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
David Moulds, PR & I
Russ Severson, Treasurer

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

Others Present:    Randy Huelskamp, DC for NRCS
Brett Arne, BWSR
Don Diedrich, Polk County Commissioner

Absent:

SECRETARY'S REPORT:
{Motion #31-15}  Motion by Severson and seconded by Moulds to approve the minutes from the Regular Board meeting held on June 18, 2015.

Affirmative: All
Opposed: None         Motion: Pass

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

TREASURER'S REPORT:
{Motion #32-15}  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>
<th>Practice</th>
<th>Approved Project Cost</th>
<th>Cost Share Amount</th>
<th>Technical Approval Authority</th>
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<td>310</td>
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<td>310</td>
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<td>Steinbrink</td>
</tr>
</tbody>
</table>

{Motion #33-15}  Motion by Severson and seconded by Moulds to approve payment for the listed State Cost Share contracts.

Affirmative: All

Opposed: None  Motion: Pass

$2035.00 has been encumbered for well sealing of 2015 Cost Share Funds.

OLD BUSINESS
Motion tabled from June.
Discussion.

Bernd requests approval for the District Manager to have authority to sign all grant agreements received by West Polk SWCD after prior discussion with the Chairman of the Board.

{Motion #34-15}  Motion by Larson and seconded by Severson to approve the district manager to have authority to sign all grant agreements received by West Polk SWCD after prior discussion with the Chairman of the Board.

Affirmative: All

Opposed: None  Motion: Pass

Bernd received notification from the MACR&D regarding the Enbridge Ecofootprint Grant of an award of $100,000.00. This money will be used towards the Sand Hill River Rick Riffle Project. There was a total of 29 projects applications submitted and 3 million requested. Bernd is waiting to receive more detailed information.

The District put out a display at the Polk County Fair, 07/08/15 – 07/12/15.

Bernd requests a motion for the approval of the Northwest Minnesota Foundation Grant Application submittal. This application is requesting $25,000.00 to assist the One Watershed One Plan Planning Group in the expense of the efforts for the plan development.

{Motion #35-15}  Motion by Larson and seconded by Severson to approve the Northwest Minnesota Foundation Natural Resource Grant Application in the amount of $25,000.00.
Affirmative: All

Opposed: None            Motion: Pass

NEW BUSINESS
Area 1 Resolutions

MASWCD Report

SWCD Governance 101 Training – Staff and Supervisors

MEETING REPORTS
Attended Meetings/Trainings
Area 1 Meeting, Bejou            Staff/Severson
HOLIDAY, Independence Day, observed July 3rd            OFFICE CLOSED
1W1P TAC/Policy Meeting, Thief River Falls            Bernd/Severson

Upcoming Meetings/Trainings
Local Work Group Meeting, Office            Staff
Buffer Meeting, Polk County Highway Dept. Crookston            Staff
Middle River/Snake River Watershed WRAPS Meeting            Bernd
AIS Task Force Meeting, Crookston            Bernd
Sand Hill River Rock Riffle Project Update Meeting, Fertile            Bernd
East Polk SWCD, McIntosh            Bernd
Groundwater SWCD Training, Ottertail            Staff
1W1P Planning Workgroup Meeting, Red Lake Falls            Bernd/Severson

DISTRICT EMPLOYEE’S REPORTS:
Bernd
1W1P
Bernd attending a 1W1P Technical Advisory Committee/Policy Committee meeting. Planning Regions were approved. Project status and plan outline was discussed. The Planning Group will meet in August to go through the Priority Statements and submit to the consultants.

Next TAC (Technical Advisory Committee) and the Policy Committee will be Wednesday, September 16th in Thief River Falls.

GRANTS
Bernd will be submitting the NW MN Foundation grant application for $25,000.00 by the end of this week. This money will be tagged towards the expense of meetings/outreach/civic engagement of the 1W1P.

The Clean Water Legacy grant application period open July 6th.
AIS
Bernd attended the Polk County AIS (aquatic invasive species) meeting as part of the Task Force committee. Officers were elected, Task Force roles and the budget was discussed. At this time, the group is focusing their efforts on signage for the public accesses and billboards.

FEEDLTOS
Michelle Oie, MPCA, is the new County Feedlot Program Development Lead. Polk County’s 2015 Mid-Year review would have been the end of June but due to the fact of new staff in East Polk SWCD, this review has been postponed.

BUFFERS
Staff will be attending a meeting with the Polk County Highway Department to discuss the new legislation with Attorney Kurt Deter.

Bernd attend the Corn Growers Association meeting with Pennington SWCD and Red Lake County SWCD to discuss the new buffer legislation.

OTHER
Administrators/Mangers and BWSR BC’s met with BWSR John Jaske to discuss topics of interest such as the grant writing, legislative news, SWCD funding, soil health and buffers.

Steinbrink
Technician Report 7-16-15

Tree Program July 1-2015 to June 30-2016
Requests Trees Sold

Conservation Construction Projects
- Don Strickler: Grass Waterway.
  - Profile Drafted and NRCS A/O is working on design.
- Phillip Kotrba: 9 SWI’s. EQIP
- Richard Moen: 4 SWI’s. EQIP has been accepted
- Driscoll: 6 Grade Stabilization Structures. EQIP
- Tiedemann Farms: 22 SWI’S. EQIP has been accepted.
- Jeff Steer: 9 SWI’s EQIP has been accepted.
- Wayne Sorenson: Grade Stabilization Structure.
  - Design is complete. Construction scheduled for fall
• Kevin Capistran: Grade Stabilization Structure. EQIP
  o NRCS A/O is working on design.

• Dave Johnstad: Elliott Solheim: Maple Creek Project.
  o Survey completed and Jim Hest will design.

Wetland Agreement
Received one 1026 to be completed by July 30, 2015.

Habermehl
Technician Habermehl – Report 07/16/2015
WCA
Convened/conducted TEP (BWSR, USACE, MN DNR, RLWD) 07/07/2015
Belgium 23 RLWD Field Delineation; TEP (Findings of Fact) address Stobbe drainage concerns.
Brandt 25 survey (when wheat is harvested) w/CO Woinarowicz; compose Restoration Order.
Crookston 03 TEP met on-site BWSR and USACE review of potential Wetland Bank Site.
Gentilly 26 WCA LGU NOD Delineation Concurrence.
Liberty 10 violation MN DNR PWI
Kertsonville 35 Joint Application
Other
Area meeting, Enbridge, Sandpiper Project meeting (TRF), assisted survey Maple Creek, ECWM well sealing (2), Hwy Dept. meeting.

NRCS DISTRICT CONSERVATIONIST’S REPORT
7/16/2015

Conservation:

EQIP applications are just about done with the ranking periods. Slim chance of getting more funds but…. never know.

CRP will have a general sign up starting Dec 1st.
All CP-23a and CP-38e allocation has been used up. We might receive more acres later.

Personnel:

Jess is working away on CRP contracts, both old and new.
Wade is working on wetland determinations for the area office to help them catch up.

Other:

Upcoming meetings:
July 16th LWG meeting.
July 16th Buffer meeting.
July 21st WRAPS meeting for MSTRWD.
July 23rd Civil Rights meeting TRF.

Randy Huelskamp
Program Analyst, (DC), NRCS

**CORRESPONDENCE:**

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

**Other:**
- July 2015 Report
- Jillian Fejszes, Farm Bill Biologist

**Trainings/Meetings:**
- 6/16- Marshall SWCD Board meeting, RIM site inspections (6 done)
- 6/17- Soils training Marshall county- Hydric soil eligibility done for 2 sites
- 6/18- West Polk and Pennington SWCD Board meetings
- 6/23- SWCD Area one meeting
- 6/26-7/7- Time off to visit Michigan

**Ongoing Work:**
- Talked with 10 landowners, wrote 2 conservation plans for Pennington and 1 for Marshall, and completed 4 CRP eligibilities.
- RIM easement is now being recorded in Marshall County.
- Aspen Parklands project has been seeded, invoice sent to DNR and landowner was contacted.
- Will need to finish RIM site inspections for Marshall, there are 4 left.
- I will need to complete monitoring of 4 WRP sites in Becker County before the end of July. All data must be submitted by July 24. Letters sent out to landowners and shapefiles added to GPS.
- Will be helping with some West Polk CRP conservation plans as needed.
- Working on some ideas for a few new project possibilities
- Will follow-up with landowners for possible buffers in Pennington
• Will continue to do buffer outreach as I have time and as we find out more about the buffer proposal

Upcoming Meetings:
• 7/8- NRCS and FSA joint training CRP Conservation Plan Development and Review
• 7/9- Meeting with Ed Musielewicz, Becker DC, to go over WRP monitoring and start monitoring
• 7/13-14- Completing WRP monitoring for Becker County
• 7/16-17- Plant ID class Marshall County
• 7/16- Pennington SWCD Board Meeting
• 7/20- Toolkit training this

Brett Arne, BWSR
• New Buffer Legislation
• Soil Loss Legislation
• SWCD Funding Initiative

The next meeting was scheduled for Thursday, August 20, 2015 at 7:00 am.

With no further business, Chairman Larson adjourned the meeting at 8:30 am.

Respectfully submitted,

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

MINUTES FROM THE AUGUST 20th, 2015 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
David Moulds, PR & I
Russ Severson, Treasurer

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

Others Present:  Randy Huelskamp, DC for NRCS

Absent:  Jillian Fejszes, Farm Bill Biologist

SECRETARY'S REPORT:
{Motion #36-15}  Motion by Severson and seconded by Peterson to approve the
minutes from the Regular Board meeting held on July 16, 2015.

Affirmative: All
Opposed: None  Motion: Pass

The July 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 #37-15}  Motion by Peterson and seconded by Moulds 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>
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{Motion #38-15}  Motion by Larson and seconded by Severson to approve payment for the listed State Cost Share contracts.

Affirmative: All

Opposed: None

Motion: Pass

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

{Motion #39-15}  Motion by Moulds and seconded by Peterson to approve payment for the listed State Cost Share contracts.

Affirmative: All

Opposed: None

Motion: Pass

OLD BUSINESS

Staff requests approval of the purchase of a Data Collection Unit in the amount of $9,165.00, plus shipping and handling.

{Motion #40-15}  Motion by Peterson and seconded by McWalter to approve the purchase of a Data Collection Unit in the amount of $9,165.00, plus shipping and handling.

Affirmative: All

Opposed: None

Motion: Pass

NEW BUSINESS

2016 Proposed Budget and requested financial documents were submitted to the Polk County Commissioners. East and West Polk SWCD staff attend the County Board meeting, Tuesday August 18th and discussed current projects, future projects, funding shortfalls, and future workload. East and West Polk SWCD requested an increase from $39,200.00/district/year to $50,000.00/district/year. Confirmation on the appropriation will be later this fall.
The District’s budget will be presented to the board and request approval in December.

Bernd requests approval for the 2016 SWCD Programs and Operations Grant. This includes the Conservation Delivery Grant, Cost Share Grant and the Easement Delivery Grant, totaling $33,049.00

{Motion #41-15}  Motion by Severson and seconded by Moulds to approve the 2016 SWCD Programs and Operations Grant in the amount of $33,049.00

Affirmative: All
Opposed: None  Motion: Pass

Staff requests a motion to approve the Board Treasurer (Russ Severson), Board Secretary (Mark McWalter) and District Manager (Nicole Bernd) the power to transact business at American Federal Bank in Crookston MN.

{Motion #42-15}  Motion by McWalter and seconded by Moulds to approve the Board Treasurer, Secretary and District Manager the power to transact business at American Federal Bank in Crookston, MN.

Affirmative: All
Opposed: None  Motion: Pass

MEETING REPORTS
Attended Meetings/Trainings
Local Work Group Meeting, Office  Staff
Buffer Meeting, Polk County Highway Dept. Crookston  Staff
Sand Hill River Rock Riffle Project Update Meeting, Fertile  Bernd
East Polk SWCD, McIntosh  Bernd
Groundwater SWCD Training, Ottertail  Bernd
1W1P Planning Workgroup Meeting, Red Lake Falls  Bernd

Upcoming Meetings/Trainings
RLWD, Project 63, TRF  Staff
Grand Marais Payment Hearing, RLWD, TRF  Bernd
HOLIDAY, Labor Day  OFFICE CLOSED
1W1P TAC/Policy Meeting, RLWD TRF  Bernd/Severson
NW Water Festival, Warren and Fertile  Staff

DISTRICT EMPLOYEE’S REPORTS:
Bernd
1W1P
The 1W1P Planning Group met with Nate Dorr, NW MN Foundation Grant Officer and discussed the application that was submitted for $25,000.00. The NW MN Foundation Board met the 21st of August to make the final decision on the application. If funded, the funding may be submitted on the first of the month to West Polk SWCD. West Polk SWCD would turn the check over to Pennington SWCD as they are the Administers of the 1W1P CWL Grant.

FEEDLTOS
Molly Costin, MPCA, Feedlot Rep. asked if West Polk County Feedlot Officer would be interested in mentoring East Polk SWCD’s Feedlot Officer. Bernd agreed and will accumulate performance credits towards the MPCA Feedlot Program Annual Report.

GRANTS
Staff is planning to apply to the new 2016 Clean Water Legacy Multipurpose Drainage Management Grant Program established this year. Application period is 8/31/2015 - 10/30/2015. Potential projects include the Sandhill Watershed Re-determined Ditch Inventory, Phase III of the Burnham Creek Watershed Restoration Project and Stabilization Project of County Ditch 63 (Project #63 RLWD).

OTHER
West Polk SWCD may be receiving $6,000.00 for the MN Ag Water Quality Certification Program. With statute change in the legislature, the MN Dept. of Ag has been required to make this program state wide. This is voluntary program. Those who implement and maintain approved farm management practices will be certified and in turn obtain regulatory certainty for a period of ten years.

West Polk SWCD may be receiving $45,000.00 for the Buffer Legislation. This money is to help promote the new legislation and work with landowners to enroll buffer strips. This money is separate from the previous $100,000 approved for Districts.

These two items have yet to be approved at the BWSR Board meeting, which will be held August 27, 2015.

Bernd has requested to BWSR that a Workplan/Action Plan be established for the District regarding the new funding. The Planning Group would consist of District staff, BWSR, BC, and District Supervisor(s).

Steinbrink
Technician Report 8-20-15

Tree Program July 1-2015 to June 30-2016

Requests Trees Sold
1 120 Machine Plants
2 113 Hand Plants

CONSERVATION CONSTRUCTION PROJECTS
Don Strickler: Grass Waterway.
  • Profile Drafted and NRCS A/O is working on design.

Phillip Kotrba: 9 SWI’s. EQIP

Richard Moen: 4 SWI’s. EQIP has been accepted

Driscoll: 6 Grade Stabilization Structures. EQIP

Tiedemann Farms: 22 SWI’S. EQIP has been accepted.

Jeff Steer: 9 SWI’s EQIP has been accepted.

Wayne Sorenson: Grade Stabilization Structure.
  • Reviewed plans with Wayne and signed up for State Cost Share. Brault Construction is Contractor.

Kevin Capistran: Grade Stabilization Structure.
  • EQIP NRCS A/O is working on design.

Dave Johnstad: Elliott Solheim: Maple Creek Project.
  • Meeting with DNR on Monday 8-24-15 to discuss design of rock chute for outlet protection.

RLWD Project #63
  • Request for outlet protection for CD #63 entering Burnham Creek.
  • Meeting with RLWD on 8-25-15 to discuss possible funding sources and who is going to do design of project.

Burnham Creek Grant
  • Using ArcMap, Google earth and Assessors web site to draft work maps.

Governor Dayton’s Buffer Program
  DNR Protected Waters: 50’ wide and installed by Nov. 2017
  Public Drainage Ditches: 16.5’ wide and installed by Nov. 2018
  Other Riparian buffers: To be developed by the SWCD and approved by the BSWR July 2017.

Habermehl
Technician Habermehl Report 08/20/2015

WCA
  Brandt 25: Officer Woinarowicz contacted; accompany staff survey, generate RO (Warren Haslag).
  Crookston 03: investigate BWSR questions; Wetland Bank Document of Concept. 50% credit; may not be feasible.
Gentilly 26: LGU issued Delineation Concurrence NOD. Polk County Landfill Expansion (extensive permit process).
Lowell 36: BNSF project (stabilize RLR railway bridge) NOA.

Tree Program
Gentilly 30, Lowell 13, Liberty 18 (replacements).

Other
10 Tax Forfeiture procedures, Polk County Newsletter (Buffer Initiative), order/acquire Data Collection Unit, attended County funding request meeting, RIM forms, etc.

NRCS DISTRICT CONSERVATIONIST’S REPORT
8/20/2015

Conservation:

We ended up with 5 EQIP contracts in 2015. Three of them were SWI practices, one was cover crop, and one was pasture management.

CRP will have a general sign up starting Dec 1st.
For the 3rd time this year we received additional CP-23a acres.
We have about 110 CRP applications accepted this year and Jessica is done planning about 90% of them in toolkit. She has also been surveying ditch plugs from last year’s contracts.

We will be doing a number of spot checks on practices and programs to make sure the plan is on line and if modifications are needed.

Personnel:

Jess has been busy with the 110 new CRP contracts, and ditch plugs as well as TIP plans.
Wade has been going to different trainings this last half or more of August.

Other:

The Client Gateway is up and running for landowners to have access to their own plans and applications to programs at www.nrcs.usda.gov/clientgateway.

Upcoming meetings:

August 24th-27th Toolkit 8 training.

Randy Huelskamp
Program Analyst, (DC),
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:
August 2015 Report
Jillian Fejszes, Farm Bill Biologist

Trainings/Meetings:
• 7/17- Plant ID class
• 8/4- Assistance with West Polk CRP Plans
• 8/5- Training with Eric Anderson- Clinometer/Residue Estimation
• 8/6- Attended and Presented at Pheasants Forever District Meeting in Erhard, MN

Ongoing Work:
• RIM Site Inspections done for Marshall County with Inga Roen, 10 sites done.
• RIM Grasslands easement for Marshall has finally closed and papers sent to landowners and BWSR. Folder made for Marshall County files.
• Completing Eligibilities, Plans and Site Visits for CRP
• Site visits completed to assess possible CRP violations
• Completing Pre-requisites for Conservation Plan Training- 4 webinars and 2 courses in Aglearn
• Working on proposal for another prairie plan project in Pennington
• Compiled all data and maps for Becker WRP monitoring and sent information to the state office
• Talking with a few landowners interested in WRP or RIM, site visits for one site
• Planning to try and get more landowners enrolled in CP 23A soon since the acres are still there.
• CRP Status Reviews coming up

Upcoming Meetings:
• 8/12-13- Minnesota PF State Meeting, Glenwood, MN
• 8/18-21- Conservation Plan Training, Redwood Falls, MN
• 8/26- Toolkit Training
• 9/14- Pennington WRAC Meeting
• 9/17- West Polk and Pennington SWCD Board
The next meeting was scheduled for Thursday, September 17, 2015 at 7:00 am.

With no further business, Chairman Larson adjourned the meeting at 7:56 am.

Respectfully submitted,

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

MINUTES FROM THE SEPTEMBER 17th, 2015 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
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
Jillian Fejszes, Farm Bill Biologist

Absent: Russ Severson, Treasurer
Derek Peterson, Vice Chairman

SECRETARY’S REPORT:
{Motion #43-15} Motion by Moulds and seconded by McWalter to approve the minutes from the Regular Board meeting held on August 20, 2015.

Affirmative: All
Opposed: None Motion: Pass

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

TREASURER’S REPORT:
{Motion #44-15} Motion by Moulds and seconded by McWalter to approve the treasurers report.

Affirmative: All
Opposed: None Motion: Pass

STATE COST SHARE REPORT:
Bernd is requesting approval for the 2013 State Cost Share Final Financial Report. Grant Expenditures are;
• Wind Erosion - $5,587.00 (trees)
• Agriculture Practices - $5,870.00 (grade stabilization)
• Streambank Protection - $3,681.00 (grade stabilization)
• Groundwater - $2,300.00 (wells)

{Motion #45-15} Motion by Larson and seconded by Moulds to approve the 2013 Final Financial Report.

Affirmative: All
Opposed: None

Motion: Pass

OLD BUSINESS

NEW BUSINESS
The district was contacted by Jason Boulanger, Ph.D. Assistant Professor of Wildlife Ecology & Human Dimensions of the University of UND regarding access to the land owned by the District in section 29 of Bygland for whitetail research and hunting access for himself. Bernd explained the access is through private property and the adjacent landowners are allowed to hunt the land. Discussion.

Bernd was contacted by Jon Steiner, Polk County Environmental Services regarding the possibility of combining offices. A grant was obtained from the State by Steiner to modify, expand and add to its existing solid waste infra-structure. Bernd requested a proposal from Steiner and that further discussion will be held.

MEETING REPORTS

Attended Meetings/Trainings
RLWD, Project 63, TRF Staff
HOLIDAY, Labor Day OFFICE CLOSED
1W1P TAC/Policy Meeting, RLWD TRF Bernd/Severson
Multipurpose Drainage Management Grant meeting, Ada Bernd
Pennington SWCD Ed Day, TRF Bernd/Bruggman

Upcoming Meetings/Trainings
NW Water Festival, Warren and Fertile Staff
County Feedlot Officer Meeting, Red Lake Falls Bernd
1W1P Planning Group Meeting, Red Lake Falls Bernd
Local Technical Team (DNR) Retreat, Spicer Bernd
1W1P TAC/Policy Meeting, TRF Bernd/Severson
BWSR Academy, Breezy Point Bernd/Habermehl
DISTRICT EMPLOYEE’S REPORTS:

Bernd 1W1P

Bernd and Severson attended the monthly 1W1P Technical Advisory Committee/Policy Committee meeting, September 9th, 2015. Bernd presented to the Policy Committee of the 1W1P web page hosted on West Polk SWCD’s web site and the grant award from the NW MN Foundation of $25,000.00. The Planning Group will meet the end of September to go through the Priority Statements and submit to the consultants.

Next TAC (Technical Advisory Committee) and the Policy Committee will be Wednesday, October 21st, 2015 in Thief River Falls at the RLWD office.

GRANTS

The district was approached by the RLWD to seek funds for a project located on county ditch 63/Project 134 for 2 drop style side water inlets. Bernd will be applying for funding through the new BWSR Clean Water Legacy Multipurpose Drainage Management grant. Grant is due by October 31st.

Brett Arne, BWSR, came to the office and visited the Sand Hill Rock Riffle project site. Several photos were taken and an article will be place in BWSR’s newsletter, “Snapshots”.

OTHER

West Polk SWCD will be receiving $6,000.00 for the MN Ag Water Quality Certification Program. With statute change in the legislature, the MN Dept. of Ag has been required to make this program state wide. This is voluntary program. Those who implement and maintain approved farm management practices will be certified and in turn obtain regulatory certainty for a period of ten years.

West Polk SWCD will be receiving $45,000.00 for the Buffer Legislation. This money is to help promote the new legislation and work with landowners to enroll buffer strips. This money is separate from the previous $100,000 approved for Districts.

These two items were approved at the BWSR Board meeting, which was held August 27, 2015.

Staff requests approval to authorize the District Manager to request funds and to execute the FY2016 SWCD Buffer Implementation Finding Allocations and the MN Agricultural Water Quality Certification Program to West Polk SWCD.

{Motion #46-15} Motion by McWalter and seconded by Moulds to approve the request for funds and to execute the FY2016 SWCD Buffer Implementation and MN Ag Water Quality Certification Program.

Affirmative: All
Bernd has requested to BWSR that a Workplan/Action Plan be established for the District regarding the new funding. The Planning Group would consist of District staff, BWSR, BC, and District Supervisor(s). Supervisors are -

**Steinbrink**  
Technician Report  9-17-15

**Tree Program  July 1-2015 to June 30-2016**

<table>
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<tr>
<th>Requests</th>
<th>Trees Sold</th>
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<tr>
<td>2</td>
<td>420  Machine Plants</td>
</tr>
<tr>
<td>2</td>
<td>63   Hand Plants</td>
</tr>
</tbody>
</table>

**Conservation Construction Projects**

- **Don Strickler:**  
  Grass Waterway; Profile Drafted and NRCS A/O is working on design.

- **Phillip Kotrba:**  
  9 SWI’s; EQIP Not funded.

- **Richard Moen:**  
  4 SWI’s; EQIP has been accepted; NRCS completed layout and Brault Const.; is doing the installation.

- **Tiedemann Farms:**  
  22 SWI’S; EQIP has been accepted.

- **Jeff Steer:**  
  9 SWI’s; EQIP has been accepted.

- **Wayne Sorenson:**  
  Grade Stabilization Structure; Brault Const. has ordered material to complete project.

- **Kevin Capistran:**  
  Grade Stabilization Structure; EQIP NRCS A/O is working on design.

- **Dave Johnstad:**  
  Elliott Solheim: Maple Creek Project.  
  DNR Protected Waters; Hest, RRVSCA will complete a typical cross section needed for the DNR application.

- **Randy Lee:**  
  Survey DNR Protected Waters; Completed survey and design; Hest, RRVSCA will review and approve; Will then be sent to DNR.
- Jim Coauette:
  Survey DNR Protected Waters; Hest, RRVSCA wants to clean silt from a channel which is DNR protected waters; WPSWCD will survey.

RLWD Project #134
Survey has been completed.

Burnham Creek Grant
Using ArcMap, Google earth and Assessors web site to draft work maps.
Megan Bruggman, Ultima NRCS has been helping also.

Habermehl
Technician AM Habermehl Report 09/17/2015
WCA
Brandt 25: survey with Technician Steinbrink and CO Wionarowicz (telephone 09/15); generate RO.
Lowell 36: West Polk LGU issued NOA.

Burnham Creek Inventory Phase II
Install data collection software and (multiple) license; configure unit and begin on-site shape file inventory. Letter to landowners. RRBDIN webinar (training).

RIM

Other
Assisting Technician Steinbrink with surveying for MN DNR permits and RLWD cleanout project. Studying for Chemical Applicator license test and Tree Inspector Certification. Tree Program (inspect for replacements, etc.)

NRCS DISTRICT CONSERVATIONIST’S REPORT
9/17/2015

Conservation:

Nothing new on when the next EQIP sign up will come around yet.

CRP continues to keep us busy with this springs seeding and ditch plugs and then the new signups accepted this year with plans in toolkit. It’s a cycle that keeps going and going.

Personnel:

Other:

Discussion on the MOU between the SWCD and NRCS.
The Client Gateway is up and running for landowners to have access to their own plans and applications to programs at www.nrcs.usda.gov/clientgateway.

Upcoming meetings:

WRAPS meeting in Argyle on the 22nd of Sept.

Randy Huelskamp  
Program Analyst, (DC), NRCS  
Randy Huelskamp  
Program Analyst, (DC),

**CORRESPONDENCE:**

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

Other:
September 2015 Report  
Jillian Fejszes, Farm Bill Biologist

Trainings/Meetings:
- 8/12-13- Minnesota PF State Meeting, Glenwood, MN  
- 8/18-21- Conservation Plan Training, Redwood Falls, MN  
- 8/26- Toolkit Training  
- 9/8- PF FBB supervisor Tanner Bruse here to meet each office  
- 9/9- Area 1 Plant Materials Center Tour, Warren and Holt, MN  
- 9/14- Pennington WRAC Meeting  
- 9/14- Aspen Parklands Team Meeting  
- 9/16- Pennington Outdoor Ed Day  
- 9/17- West Polk SWCD Board Meeting

Ongoing Work:
- Completed weeklong Conservation Plan training and passed the course.  
- RIM Grasslands easement in Marshall ongoing work- easement is recorded, all papers sent to BWSR and awaiting payment to landowners.  
- Completed Eligibilities, Plans and Site Visits for CRP. Deadline very soon for October 1 contracts.
• Talked with a few landowners who had expressed interest in sharptail and prairie chicken management on their land
• Completed CRP Status Reviews for Pennington County (2 sites)
• Submitted a proposal for a seeding enhancement on a new CRP for the Aspen Parklands Team
• Submitted RFP for a Pheasants Forever grant for management on public lands. Worked with DNR in Crookston to complete this.
• Learning about CRP Grasslands and talking with some landowners about it. No major interest at this time.

Upcoming Meetings:
• 9/17 - West Polk SWCD Board Meeting
• 9/22 - Water Fest, Warren
• 9/24 - Pennington SWCD Board Meeting

The next meeting was scheduled for Thursday, October 15, 2015 at 7:00 am.

With no further business, Chairman Larson adjourned the meeting at 7:51 am.

Respectfully submitted,

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

MINUTES FROM THE OCTOBER 15th, 2015 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
Russ Severson, Treasurer

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

Others Present:    Randy Huelskamp, DC for NRCS
Jillian Fejszes, Farm Bill Biologist

Absent:

SECRETARY’S REPORT:
{Motion #47-15}  Motion by Severson and seconded by Moulds to approve the minutes from the Regular Board meeting held on September 19, 2015.

Affirmative: All

Opposed: None  Motion: Pass

The September 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 #48-15}  Motion by Peterson 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-15-03/Scott &amp; Heidi Swanson</td>
<td>310</td>
<td>465.00</td>
<td>232.00</td>
<td>Steinbrink</td>
</tr>
<tr>
<td>CS15-05/Van Hapka</td>
<td>310</td>
<td>1600.00</td>
<td>500.00</td>
<td>Steinbrink</td>
</tr>
</tbody>
</table>

{Motion #49-15}  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

NEW BUSINESS
Bernd requests approval for the 2016 Natural Resources Block Grant Agreement received from BWSR.
- Local Water Management $13,468
- Wetland Conservation Act $21,641
- DNR Shoreland $3,527
- SSTS $18,600
- SSTS Upgrade $20,945
TOTAL $79,981

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

{Motion #50-13}  Motion by Moulds and seconded by Peterson to approve the 2016 Natural Resources Block Grant Agreement.

Affirmative: All
Opposed: None
Motion: Pass

Recommendation from the Personnel Committee
The Personnel Committee would like to recommend District Technician, Aaron Habermehl, as a regular full-time employee (classification of employee Art. II Probationary Period, Policy Handbook pg 25) of West Polk SWCD and a pay increase
to $19.00/hour effective immediately. Habermehl completed his 1 yr. probation with exceptional evaluations conducted every 3 months.

{Motion #51-14} Motion by Peterson and seconded by Moulds to classify District Technician, Aaron Habermehl, as a regular full-time employee of West Polk SWCD and a pay increase to $19.00/hour effective immediately.

Affirmative: All
Opposed: None          Motion: Pass

MEETING REPORTS
Attended Meetings/Trainings
NW Water Festival, Warren and Fertile     Staff
County Feedlot Officer Meeting, Red Lake Falls   Bernd
1W1P Planning Group Meeting, TRF     Bernd

Upcoming Meetings/Trainings
Local Technical Team Meeting, Spicer     Bernd
1W1P TAC/Planning Committee Webinar     Bernd
Aquatic Invasive Species Meeting, Crookston     Staff
BWSR Academy, Breezy Point     Staff
MN Association of County Feedlot Officer Conference, Owatonna    Bernd
THANKSGIVING HOLIDAY, OFFICE CLOSED

DISTRICT EMPLOYEE’S REPORTS:
Bernd
1W1P
The 1W1P Red Lake River Planning Group met September 29th in Red Lake Falls to discuss the Plan Administration and Coordination and Plan Implementation Programs. The group followed the Plan Content document provided by BWSR. The 1W1P Technical Advisory Committee (TAC) webinar will be held on Wednesday October 21, 2015 at 9:30 AM. All CAC and Policy Committee members are also invited to participate and observe.

GRANTS
The District submitted a first quarterly report for the Ecofootprint Grant to MN Association of RC&D. No reimbursement at this time.

West Polk SWCD received a $1,000 grant from the MN Ground Water Association Foundation for the NW MN Water Festival. These funds will be used for the purchase of station signs, student transportation and replenish supplies.

Red Lake Watershed District requested partnership of the District in order to apply for BWSR Multipurpose Drainage Management Grant. District staff has been working with the Watershed District completing the application which is due October 30th. Project is
Polk County Ditch 63, Red Lake Watershed Project 134 that stretches 2.89 miles, 15,260 linear feet and outlets into the Burnham Creek.

The Sand Hill River Rock Riffle Project is in its first phase of updating surveys, obtaining permits and submitting bids. Monthly conference calls are conducted for updates.

**PROGRAMS**

**MN Water Quality Ag Certification Program**

The Area 1 managers met and discussed the hiring of one person to promote and implement the program for 11 Districts in the NW region. This person would be an employee of the East Polk SWCD. The group is drafting Joint Powers Agreement with the participating SWCD’s and the MN Dept. of Ag.

A total of $197,400 from MDA is designed for the NW region. This is for the employment of one person to promote/implementation the program, $65,000 to reimburse the SWCD’s on time spent using the assessment tool and $5,000 to East Polk SWCD for administration costs.

The $6,000 previously approved is strictly for the promotion deliverables and assessment tool training by the SWCD’s and reported to BWSR.

The districts should see the money for the Buffer Implementation and MN Water Quality Ag Cert. Program within the next 45 days and the SWCD Capacity allocation after the 1st of the year.

**FEEDLOTS**

Bernd attend County Feedlot Officer Regional meeting. Polk county CFO’s will mail out a Feedlot Newsletter this fall. The Annual Feedlot Program Report and Workplan will need to be completed and approved by the end of 2015. Polk County needs to conduct 5 more inspections to meet the requirements by Dec. 31 2015.

Bernd spent a day with East Polk County Feedlot Officer for training. Bernd will receive additional feedlot performance credit for mentoring efforts.

Performance grants went out this month to each county. Polk County will be receiving $7,615 for 77 registered feedlots.

**OTHER**

Bernd assisted with Pennington SWCD Education Day and the NW MN Water Festival Sept. 23rd and 24th. Over 600 4th graders attended the NW MN Water Festival.

**Steinbrink**

Technician Report 10-15-15

Tree Program July 1-2015 to June 30-2016
Requests      Trees Sold

2                  420                 Machine Plants
2                    63                Hand Plants

Received confirmation on 2016 tree order this week.

Conservation Construction Projects
Phillip Kotrba:  9 SWI’s.  EQIP
  • Will sign up again during the next signup.
Richard Moen:  4 SWI's. EQIP has been accepted
  •  Brault Const. to start this week
Tiedemann Farms:
  •  22 SWI’S. EQIP has been accepted.
Jeff Steer:
  •  9 SWI's EQIP has been accepted.
Wayne Sorenson: Grade Stabilization Structure.
  •  Brault Construction to start installation next week
Kevin Capistran: Grade Stabilization Structure.  EQIP
  •  NRCS A/O is working on design.
Jim Coauette:  Survey DNR Protected Waters
  •  Survey and Design completed and sent to Jim and DNR Hydrologist
RLWD Project #134
  •  Grant Application
Herkenoff Project
  •  Construction to start Friday
Burnham Creek Grant
  •  Using ArcMap, Google earth and Assessors web site to draft work maps and meeting with Landowners

Buffer Bits
  •  Meeting with landowners

Habermehl
10/15/2015 Technician Habermehl Report
WCA
Belgium 23 – SWCD technicians must be on-sit to verify compliance with RO; restoration must be completed by 10/31/2015 for SWCD to issue Certificate of Satisfactory Completion.
Brandt 25 – RO was sent by certified mail to landowner (Missouri) 10/09/2015. SWCD technicians must be on-site to verify restoration by 01/01/2016.
West Polk WCA LGU comments due on Odney Flaat Project, Sandhill River Rock Riffle Project, BNSF Red Lake River Stabilization, Maple Creek cleanout and Fisher S04 Sandpiper ditch re-route.
Tax Forfeiture
Completed (14) Polk County Tax Forfeiture reviews in last two weeks.
RIM
NRCS DISTRICT CONSERVATIONIST’S REPORT
10/15/2015

Conservation:

EQIP sign up will be now through Nov 20th. We do not have a payment schedule yet and we may just have the one sign-up period. It seems that splitting up the allocation into numerous different initiatives is only hurting the chances of getting an application funded.

CRP continuous sign-up has slowed and we are now gearing up for the Dec 1st general sign-up. Also the CRP Grassland program is underway but we don’t anticipate much interest there. Sounds like $15 per acre to leave pasture areas into grasslands. Sounds like the old GRP program.

CSP payments going out soon. A few will be their last payment.

Personnel:

Other:

Computer security awareness in Ag-learn needs to be completed by all partners using the system.

I haven’t heard from anyone yet on the Client Gateway process. Eventually it will catch on and landowners can sign-up and track progress of their contracts and plans. www.nrcs.usda.gov/clientgateway.

Upcoming meetings:

10/19/2015 DC monthly teleconference
11/11/2015 Holiday

Randy Huelskamp
Program Analyst, (DC),

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

Other:
October 2015 Report
Jillian Fejszes, Farm Bill Biologist
Trainings/Meetings:
• 9/22- Water Fest- Warren
• 9/22-Middle Snake Tamarac Watershed Open House- Argyle
• 9/24- Pennington SWCD Board Meeting
• 10/5- Meeting onsite with landowner to discuss possible project
• 10/7- Glacial Ridge LTT Meeting

Ongoing Work:
• RIM Grasslands easement in Marshall- Landowner was paid. Now the last part is the cost share.
• Completed 8 CRP plans at the end of the month to meet the deadline. Helped out with some in Red Lake.
• Site visits, eligibilities and meeting with landowners to sign their contracts.
• Revising seed mix for project proposal, talking with people experienced with seeding plans for this area and what works.
• Working on another project proposal for a burn on a remnant prairie in Polk County.
• Completed BWSR FBA quarterly report and submitted
• Made a spreadsheet for EWP easements in my work area and plan to start looking into the files for each easement soon for restoration potential. They are only in Marshall County.
• Looking into doing outreach for CRP soon now that deadline has passed for October 1 contracts.
• Ongoing learning about General CRP signup coming up and CRP Grasslands.

Upcoming Meetings:
• 10/15- Pennington & West Polk SWCD Board Meeting
• 10/15- Aspen Parklands LTT Meeting
• 10/19-20- LTT Annual Meeting- Spicer,MN
• 10/27-29- BWSR Academy- Pequot Lakes,

The next meeting was scheduled for Thursday, November 19, 2015 at 7:00 am.

With no further business, Chairman Larson adjourned the meeting at 8:00 am.
Respectfully submitted,

Mark McWalter,
Secretary
MM/nb
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  
John Sorensen, Appointee  
Russ Severson, Treasurer

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

Others Present:  Randy Huelskamp, DC for NRCS  
Jillian Fejszes, Farm Bill Biologist

Absent:

SECRETARY'S REPORT:  
{Motion #57-15} Motion by Severson and seconded by Peterson to approve the minutes from the Regular Board meeting held on November 19, 2015.  

Affirmative: All  
Opposed: None  Motion: Pass

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

TREASURER'S REPORT:  
{Motion #58-15} Motion by Peterson 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-15-06/Wayne Sorenson</td>
<td>410</td>
<td>7000.00</td>
<td>4908.00</td>
<td>Steinbrink</td>
</tr>
</tbody>
</table>

{Motion #59-15}  Motion by Larson and seconded by Severson to approve payment for the listed State Cost Share contract.

Affirmative: All
Opposed: None  
Motion: Pass

OLD BUSINESS
Bernd presented the final budget for 2016

{Motion #60-15}  Motion by Severson and seconded by Peterson to approve the final budget for 2016.

Affirmative: All
Opposed: None  
Motion: Pass

NEW BUSINESS
Staff requests approval of David Moulds resignation as West Polk SWCD Supervisor, Public Relations and Information, District 3, as of immediately.

{Motion #61-15}  Motion by Larson and seconded by McWalter to approve the resignation of David Moulds, West Polk Supervisor, District 3, Public Relations & Information.

Affirmative: All
Opposed: None  
Motion: Pass

Staff requests approval of John Sorenson as appointee for the West Polk SWCD Supervisor, Public Relations and Information, District 3, effective immediately.

{Motion #62-15}  Motion by McWalter and seconded by Peterson to approve John Sorenson as appointee for West Polk SWCD Supervisor, District 3, Public Relations & Information.
Affirmative: All

Opposed: None

Motion: Pass

Oath of Office

Bernd is ending the year at 395 hours of sick leave and Steinbrink is ending the year at 404 hours of sick leave. Bernd requests approval to trade 35 hours of sick leave into 17 hours of annual leave and to be brought forward into 2016 and Steinbrink requests approval to trade 44 hours of sick leave into 22 hours of annual leave brought forward in 2016. Sick leave cap is 360 hours/year and annual leave cap is 240 hours/year.

{Motion #63-15} Motion by Larson and seconded by McWalter to approve Bernd and Steinbrink hours of trade in and brought forward into 2016.

Affirmative: All

Opposed: None

Motion: Pass

Bernd requests approval for the 2016 SWCD Local Capacity Services Grant Agreement received from BWSR in the amount of $100,000.

{Motion #64-15} Motion by Larson and seconded by Severson to approve the 2016 SWCD Local Capacity Services Grant Agreement received from BWSR in the amount of $100,000.

Affirmative: All

Opposed: None

Motion: Pass

New requirement for public officials – Statement of Economic Interest

MEETING REPORTS

Attended Meetings/Trainings
Managers Meeting, Mahnomen Bernd
THANKSGIVING HOLIDAY, OFFICE CLOSED
1W1P Planning Committee Meeting, Red Lake Falls SWCD Bernd
NACDE Meeting, Detroit Lakes Staff
MN Ag Water Quality Cert. Program, EPSWCD Staff

Upcoming Meetings/Trainings
CHRISTMAS HOLIDAY, OFFICE CLOSED
NEW YEAR’S EVE, OFFICE CLOSED

DISTRICT EMPLOYEE'S REPORTS:
Bernd
1W1P
The Planning Group met earlier this month to discuss HDR’s Change Order Request. The Planning Group then met with Nate Dalager, HDR Project Manager to discuss and explain additional cost with certain items/tasks. A proposal was made at the Policy Committee meeting 12/16/15 to recommend requesting $12,842 in additional funds from BWSR.

**FEEDLOTS**
The 2016 Polk County Feedlot Program Delegation Agreement and Work Plan has been approved by MPCA and Polk County.

**OTHER**
The district was notified that FY 2014 BWSR grants will be “verified” as provided by the BWSR Grant Monitoring, Reconciliation and Verification Policy (June 22, 2011). The 2014 Conservation Delivery, Easement Delivery and State Cost Share grants have been selected for West Polk SWCD.

Bernd contacted the County regarding the allocation increase request for 2016. West & East Polk SWCD will not be receiving the increase for 2016. Bernd and Lisa Newton, East Polk SWCD Manager, have requested a meeting with County Coordinator, Chuck Whiting, to discuss.

West and East Polk SWCD staff will be meeting the first part of January to plan and organize a buffer meeting for all agencies involved in Polk County.

**Steinbrink**
Technician Report 11-19-15

**Tree Program**
July 1-2015 to June 30-2016

<table>
<thead>
<tr>
<th>Requests</th>
<th>Trees Sold</th>
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<tr>
<td>2</td>
<td>420</td>
</tr>
<tr>
<td>10</td>
<td>438</td>
</tr>
</tbody>
</table>

Newsletter to go out this week.

**Conservation Construction Projects:**
Wayne Sorenson: Grade Stabilization Structure. Construction Completed
Burnham Creek Grant:
Using ArcMap, Google earth and Assessors web site to draft Maps.
Spreadsheet data.
Letter sent 11-16-15 to 140 landowners.
**Buffer Bits:**
Continue to discuss buffer strip options with landowners/operators.

**Meetings**
12-14-15 NW Association of Conservation District Employees - Detroit Lakes
12-15-15 MN Ag Water Quality Certification Program – McIntosh

**Habermehl**
Tech. AM Habermehl Report 12/17/2015

WCA
Belgium 23: Accountable contractor requested Certificate of Satisfactory Completion; landowner delaying/refusing to pay for restoration work.
Onstad 23: Joint Application (anticipated), WCA analysis.
Godfrey 31: investigate/communicate with MN DOT and East Polk SWCD. Sandhill Project and Kennedy Bridge: delineation review (likely not under Scope of WCA).

RIM
Issuing cost-share vouchers to RLWD and BWSR for reimbursement of grass establishment.

Tax Forfeiture
(4) Determinations pending; Crookston, East Grand Forks.

Burnham Creek Grant
Initiated protocol for data collection and generation of shapefiles w/uniform attributes, establish tracking/correlation system for photos associated with data points; free up space on “S” drive.

Buffer Initiative
Composed article for newsletter, initial review of released MnDNR PWI map; begin dialogue, field public inquiries, consider inventory options; communication with other SWCD techs.

Other
Attended NACDE meeting (Detroit Lakes), MAWQCP meeting (McIntosh), selling trees, New Pesticide Applicator License, schedule MAWQCP training, etc.

NRCS DISTRICT CONSERVATIONIST'S REPORT
12/17/2015
Conservation:
We have 14 EQIP sign ups through Nov 20th and 10 more after with more interested in signing up. Everyone after the Nov. 20th date will have to wait for 2017 but the protracts program doesn’t allow us to use 2017 as an option yet.

We do not have any general CRP sign-ups yet. There are still acres available for the continuous CRP sign up and is preferred by most because of the higher payment rates. There is a fair amount of interest in filter strips for the buffer initiative.

CSP program has a little interest but not a lot of sign ups. Applications are still coming in slowly.

Personnel:

Other:

Upcoming meetings:
12/21/2015 DC teleconference
12/25/2015 Holiday
1/1/2016 Holiday
1/18/2016 Holiday
CORRESPONDENCE:
Publications:
Forestry Notes
Conservation Brief
Conservation Views
Crookston Daily Times
MPCA Feedlot Update
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

Other:
December 2015 Report
Jillian Fejszes, Farm Bill Biologist

Trainings/Meetings:
• 11/19- Pennington Board Meeting
• 11/24- NRCS Area One Meeting

Ongoing Work:
• Ongoing learning about General CRP signup coming up and CRP Grasslands.
• Talked with 7 landowners about CRP, doing eligibilities and revisions.
• One conservation plan completed for CRP.
• Talked with 6 landowners who had questions about options for their land, referred some to DNR for native prairie bank program.
• Ongoing work with 2 WLI proposals, one is getting funded and one I am revising the proposal for. The diversity seeding on a 225 acre CRP is getting funded, the burn on a 10 acre remnant prairie is not funded yet.
• Completed a PF Pollinator Grant proposal for Agassiz Audubon pollinator garden and was informed they will be getting the $2500. Most of the money will be used to purchase plants for the last half of the garden that needs to be planted (about half an acre).

Upcoming Meetings:
• 12/8- Marshall SWCD Board Meeting
• 12/10- CRP General Signup Webinar
• 12/17- West Polk and Pennington SWCD Board Meetings
• 1/4- Pennington WRAC Meeting
• Holiday 12/24, 12/25, 1/1

The next meeting was scheduled for Thursday, January 21, 2016 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 19th, 2015 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
David Moulds, PR & I
Russ Severson, Treasurer

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

Others Present: Randy Huelskamp, DC for NRCS

Absent: Jillian Fejszes, Farm Bill Biologist

SECRETARY’S REPORT:
{Motion #52-15} Motion by Severson and seconded by Moulds to approve the minutes from the Regular Board meeting held on October 15, 2015.

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 #53-15} Motion by McWalter and seconded by Moulds to approve the treasurers report.

Affirmative: All

Opposed: None        Motion: Pass
STATE COST SHARE REPORT:
No Report.

OLD BUSINESS

NEW BUSINESS
Staff requests approval to pay Staubach Representative for BNSF in the amount of $2,491.63 in rent for the tree shed. This includes a 3% rent increase.

{Motion #54-13} Motion by Larson and seconded by McWalter to pay Staubach Representative for BNSF in the amount of $2,491.63 in rent for the tree shed.

Affirmative: All
Opposed: None        Motion: Pass

Bernd requests approval for the 2016 Buffer Law and Agriculture Water Quality Certification Program Implementation Grant Agreement received from BWSR.
• Buffer Law $45,000
• MN AWQCP $6,000
TOTAL $51,000

{Motion #55-13} Motion by McWalter and seconded by Peterson to approve the 2016 Buffer Law and Agriculture Water Quality Certification Program Implementation Grant Agreement.

Affirmative: All
Opposed: None        Motion: Pass

Recommendation from the Personnel Committee

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

Motion made by the Personnel Committee to increase District Manager, Nicole Bernd, wage to $25.00/hour and District Technician, Duane Steinbrink, wage to $24.00/hr.

Motion {#56-14} Motion by Peterson and seconded by Moulds to approve wage increases for District Manager and District Technician.

Affirmative: All
MEETING REPORTS

Attended Meetings/Trainings
Local Technical Team Meeting, Spicer          Bernd
1W1P TAC/Planning Committee Webinar          Bernd
Aquatic Invasive Species Meeting, Crookston   Staff
BWSR Academy, Breezy Point                    Staff
MN Association of County Feedlot Officer Conference, Owatonna Bernd
1W1P TAC/Planning Committee Webinar          Bernd

Upcoming Meetings/Trainings
Managers Meeting, Mahnomen                    Bernd
THANKSGIVING HOLIDAY, OFFICE CLOSED

DISTRICT EMPLOYEE’S REPORTS:

Bernd
1W1P
The 1W1P Technical Advisory Committee (TAC) webinar was held on November 18, 2015 starting at 9:30 am - 11:00 am. The Policy Committee meet in-person at the Red Lake Watershed District at 11:00 am on November 18, 2015 following the webinar.

HDR submitted a Change Order Request to the Policy Committee Members requesting an additional $58,340 in consultant fees and well as a 3 month extension to complete the draft plan due April 1st 2016. This request was not approved at the November 18, 2015 meeting and the Planning Committee will be meeting to discuss.

GRANTS

Bernd submitted a grant application for the Multipurpose Drainage Management Grant through the Clean Water Legacy funding in partnership with the Red Lake Watershed District. Application was submitted by October 30th. Project is Polk County Ditch 63, Red Lake Watershed Project 134 that stretches 2.89 miles, 15,260 linear feet and outlets into the Burnham Creek. Total proposed project budget is $103,000.00

PROGRAMS

MN Water Quality Ag Certification Program
The job announcement for the MN Ag Water Quality Certification Specialist was sent out November 10th, 2015. Full-time, temporary. Position is contract based with continued position funding contingent on successful program implementation and funding by MN Department of Agriculture (MDA). Salary range: $45,000 - $50,000, dependent upon qualifications and experience. Benefits: Health Benefit, Paid Time Off, Holidays, Retirement Benefits. Closing Date: November 25, 2015 at 3:00 p.m.

FEEDLOTS
Bernd attended the annual MN Association of County Feedlot Officers conference. The annual workplan has been submitted and waiting approval. The annual report is due the end of December, 2016. Starting in 2016, it will be a requirement that the delegated counties will have to match 1:1 for the Feedlot Program allocation. Polk County is a minimum funded county receiving $7,500. There has been no match from the county in past years. Bernd notified Robert Wagner, County Auditor of this requirement for 2016.

Bernd will be spending a day with the East Polk County Feedlot Officer for registration and inspection training.

The Stable Day Youth Ranch purchased a second boarding facility near Fisher, MN. Bernd met the owner on site and conducted a site inspection and registration. They have registered for 35 horses. A Conditional Use Permit with Polk County Environmental Services is undergoing approval procedures.

OTHER
Area 1 Meeting
The November meeting in Hallock, MN was cancelled due to low registration. There were concerns regarding the location and amount of time and money for some SWCD’s to attend. The Area 1 Planning Committee met, November 17th to discuss and plan the next meeting which will be January 19th, 2016 at UM-Crookston.

Bernd met with Brett Arne, BWSR to discuss strategic planning for the district. This meeting was requested to help track and utilize the new monies coming to the district, monitor the core programs and to evaluate the employees’ workload. Starting the 1st of the 2016, Bernd will create a table to track how many hours each employee spends on the program they administer and an outline that shows what tasks are to be conducted to each program on a monthly basis. By the end of 2016 it is hoped that these results or strategies will show the Board and employees shortfalls of time and money and areas of excess.

Steinbrink
Technician Report  11-19-15

Tree Program  July 1-2015 to June 30-2016
Requests   Trees Sold
          2      420  Machine Plants
          7      343  Hand Plants
Currently putting Newsletter together.

Conservation Construction Projects
Phillip Kotrba:  9 SWI’s.
Signed up for 2015 EQIP
Tiedemann Farms: 22 SWI’S
EQIP has been accepted.

Jeff Steer: 9 SWI’s
Currently under construction

Wayne Sorenson: Grade Stabilization Structure.
Currently under construction

Burnham Creek Grant:
Using ArcMap, Google earth and Assessors web site to
Draft Maps.
Letter sent 11-16-15 to 140 landowners.

Buffer Bits:
Continue to discuss buffer strip options with landowners/operators.

Supplies:
4-Wheeler

Habermehl
Technician AMHabermehl 11/19/2015 Report
WCA
Belgium 23: Restoration complete, GPS points/photos documented. Certificate of Satisfactory Completion not requested.
Brandt 25: Restoration complete, GPS points/photos documented. Certificate of Satisfactory Completion issued to landowner and current operator (telephone request).
Onstad 03: WCA review, on-site 11/10/2015, photos documented. (MnDNR communication/potential impact).
Onstad 23: Joint Application (anticipated) met with landowner at FO and in field 11/10/2015, photos documented, WCA review.
Kertsonville 33: investigate/communicate with MnDNR.
Godfrey 31: investigate/communicate with MNDOT and East Polk SWCD.
Sandhill Project and Kennedy Bridge: delineation review (likely not under Scope of WCA).
Other:
Attended BWSR Academy, sending New Pesticide Applicator License Application $75.00 (study/complete exam, compose/compile articles West Polk SWCD Newsletter (send early December), begin Burnham Creek digital inventory (send landowner access letter), contact/initiate MnDNR buffer map dialogue, AIS meeting, District water pump repair and wire GMC for chemical hopper.

NRCS DISTRICT CONSERVATIONIST’S REPORT
11/19/2015

Conservation:
EQIP sign up will be now through Nov 20th. The payment schedule just came out with some minor changes. The ranking and scoring will be done different this year with applications getting a high, medium, or low ranking and then the state office will fund as many of the high priorities as they can. The EQIP allocation is split into many different initiatives so it’s hard to predict which ones will be funded.

The Dec 1st general CRP sign-up is not expected to be too over whelming. The same goes for the CRP Grassland program. There are still acres available for the continuous CRP sign up and is preferred by most because of the higher payment rates.

CSP program has a little interest but not a lot of sign ups.

There is a new Monarch butterfly habitat program introduced to help with the declining number across the nation. Desired plant species like the milkweed is going to be incorporated into our planting mixes. So far it is a southern MN project but will probably be a statewide thing eventually.

Personnel:

Megan will be on a 40 hour schedule instead of the 32 from now on.

Other:

Upcoming meetings:

11/19/2015 EQIP training teleconference
11/24/2015 NRCS area meeting in Erskine
11/26/2015 Holiday

Randy Huelskamp
Program Analyst, (DC),

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:
October 2015 Report
Jillian Fejszes, Farm Bill Biologist

Trainings/Meetings:
• 9/22- Water Fest- Warren
• 9/22-Middle Snake Tamarac Watershed Open House- Argyle
• 9/24- Pennington SWCD Board Meeting
• 10/5- Meeting onsite with landowner to discuss possible project
• 10/7- Glacial Ridge LTT Meeting

Ongoing Work:
• RIM Grasslands easement in Marshall- Landowner was paid. Now the last part is the cost share.
• Completed 8 CRP plans at the end of the month to meet the deadline. Helped out with some in Red Lake.
• Site visits, eligibilities and meeting with landowners to sign their contracts.
• Revising seed mix for project proposal, talking with people experienced with seeding plans for this area and what works.
• Working on another project proposal for a burn on a remnant prairie in Polk County.
• Completed BWSR FBA quarterly report and submitted
• Made a spreadsheet for EWP easements in my work area and plan to start looking into the files for each easement soon for restoration potential. They are only in Marshall County.
• Looking into doing outreach for CRP soon now that deadline has passed for October 1 contracts.
• Ongoing learning about General CRP signup coming up and CRP Grasslands.

Upcoming Meetings:
• 10/15- Pennington & West Polk SWCD Board Meeting
• 10/15- Aspen Parklands LTT Meeting
• 10/19-20- LTT Annual Meeting- Spicer, MN
• 10/27-29- BWSR Academy- Pequot Lakes,

The next meeting was scheduled for Thursday, December 17th, 2015 at 7:00 am.

With no further business, Chairman Larson adjourned the meeting at 8:10 am.

Respectfully submitted,

Mark McWalter,
Secretary
MM/nb