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

Supervisors Present: Derek Peterson, Vice Chairman
Mark McWalter, Secretary

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

Others Present: Travis Doeden, Acting DC, NRCS
Brandon DeFoe, Soil Scientist, NRCS

Absent: John Sorenson, PR & I
Duane Steinbrink, District Technician

Elliott Solheim was sworn in as Supervisor for District 4 of West Polk County for the West Polk Soil and Water Conservation District.

Discussion on reorganization of the District Board for 2017.

Officers will as follows:

Chairman – Elliott Solheim
Vice Chairman – Derek Peterson
Secretary/Treasurer – Mark McWalter
PR&I – John Sorenson

{Motion #01-17} Motion by McWalter and seconded by Solheim to approve the West Polk SWCD Board of Supervisors positions for the year of 2017.

Affirmative: All
Opposed: None
Motion: Pass
District Representatives for 2017 will be as follows:

- Oversight Com/Personnel (2 members): McWalter, Peterson
- Equipment Committee (2 members): Sorenson,
- RRVCSA/TSA Rep (1 member): Solheim
  
  *Red River Valley Conservation Service Area/Technical Service Area*
- One Watershed One Plan (1 member with alternate): McWalter and Peterson as Alternate
- WRAC (1 member): Sorenson
  
  *Water Resource Advisory Committee*
- Area 1 Meeting (2 members): McWalter, Peterson

{Motion #02-17} Motion by McWalter and seconded by Solheim to approve the West Polk SWCD Board of Supervisors committee and joint committees for 2017.

Affirmative: All

Opposed: None

Motion: Pass

**SECRETARY'S REPORT:**

{Motion #03-17} Motion by Peterson and seconded by McWalter to approve the minutes from the Regular Board meeting held on December 15, 2016.

Affirmative: All

Opposed: None

Motion: Pass

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

**TREASURER'S REPORT:**

{Motion #04-17} Motion by McWalter and seconded by Solheim to approve the treasurers report.

Affirmative: All

Opposed: None

Motion: Pass

Bernd reported the designation of bank accounts as of January 1, 2017 were as follows:
Checking Accounts: Northern Sky Bank Act. #XXX224

Savings Account: Northern Sky Bank Act. #XXX569

Certificates of Deposits: American Federal Bank –
- 91Day Acct. #XXXXXX9440
- 24 Month Acct. #XXXXXXX6360
- Money Market Acct #XXXXXX6310

Safe Deposit Box: Bremer Bank

{Motion #05-17} Motion by Peterson and seconded by McWalter to approve the designation of bank accounts.

Affirmative: All

Opposed: None Motion: Pass

Staff requests a motion to approve the Board Secretary/Treasurer and District Manager the power to transact business at American Federal Bank in Crookston MN.

{Motion #06-17} Motion by Solheim and seconded by McWalter 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

STATE COST SHARE REPORT:

Priority cost share practices for state cost money were designated for the year 2017 as follows:
1. Buffers and Soil Loss
2. Grade Stabilization
3. Unused Well Sealing/$5000.00 spending limit
4. Streambank Stabilization
5. Field Windbreak installation and maintenance (matting, tubes, and chemical)

Discussion

OLD BUSINESS
Bernd is requesting approval for the submittal of the Red Lake River One Watershed One Plan and to the Board of Soil and Water Resources and approval of the Memorandum of Agreement.
Motion #07-17} Motion by Solheim and seconded by McWalter to approve the submittal of the Red Lake River One Watershed One Plan to the Board of Soil and Water Resources and approval of the Memorandum of Agreement.

Affirmative: All
Opposed: None  Motion: Pass

NEW BUSINESS
Staff requests approval for the District Manager to have authority to sign grant proposals and applications.

{Motion#08-17} Motion by McWalter and seconded by Solheim to approve the district manager authorization to sign on grant proposals.

Affirmative: All
Opposed: None  Motion: Pass

Staff requests approval for the District Manager to have authority to sign non-governmental and grants other than from the Board of Water and Soil Resources received by West Polk SWCD after prior discussion with the Chairman of the Board.

{Motion #09-17} Motion by McWalter and seconded by Solheim 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 requests approval for the 2017 BWSR Clean Water Fund SWCD Local Capacity Services Grant Agreement in the amount of $100,000.00.

{Motion #10-17} Motion by Solheim and seconded by Peterson to approve the 2017 BWSR Clean Water Fund SWCD Local Capacity Services Grant Agreement in the amount of $100,000.00.

Affirmative: All
Opposed: None  Motion: Pass

The District’s insurance premiums from MN County Intergovernmental Trust (MCIT) are due in the total amount of $5,616.00.
Motion #11-17: Motion by Peterson and seconded by McWalter to approve the payment to Minnesota Counties Intergovernmental Trust in the amount of $5,616.00

Affirmative: All  
Opposed: None  
Motion: Pass

IRS Mileage Rate for 2017 is $.53.5/mile. Effective January 1, 2017.

The Board discussed the designation of a district newspaper.

Motion #12-17: Motion by Solheim and seconded by McWalter to designate the Crookston Daily Times as the official district newspaper.

Affirmative: All  
Opposed: None  
Motion: Pass

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

Motion #13-17: Motion by McWalter and seconded by Peterson 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  
Motion: Pass

MASWCD dues of $2,535.62 have been requested for 2017.

Motion #14-17: Motion by Solheim and seconded by McWalter to approve the payment of dues to MAWSCD in the amount of $2,535.62.

Affirmative: All  
Opposed: None  
Motion: Pass

MEETING REPORTS

Attended Meetings/Trainings

HOLIDAY, Christmas
OFFICE CLOSED

HOLIDAY, New Year’s Day
OFFICE CLOSED

Ag BMP Webinar training, Office
Bernd

RIM Webinar training, Office
Staff
Upcoming Meetings/Trainings
RIM Webinar training, Office Staff
County Board Meeting, Crookston Staff
Aquatic Invasive Species Meeting, Crookston Staff
The Governor’s Town Hall Water Summit, UMC Staff
Polk County Buffer Meeting, Crookston Staff
Area 1 Meeting, Detroit Lake Staff/Supervisors

DISTRICT EMPLOYEE’S REPORTS:
Bernd
REPORTING
Bernd has been reporting in eLINK for the following programs which are due by Feb. 1st 2017:
• Comp. Water Plan
• One Watershed One Plan
• Wetland Conservation Act
• Erosion Control & Water Management
• Programs and Operations
• Easement Delivery
• Conservation Delivery
• Buffer Law
• Capacity

MPCA Feedlot Program
• All registrations and inspections conducted in 2017 reported in TEMPO

Clean Water Legacy Grants
• BC-WI – Burnham Creek Watershed Restoration Project, Phase II – Inventory
• Sand Hill River Rock Riffle Project

Other Grants
• Enbridge Ecofootprint Grant

OTHER
Bernd has met with Lisa Newton, East Polk SWCD District Manager to establish the Polk County Water Resource Advisory Committee (WRAC). The first meeting is planned for February 28th consisting of Supervisors, Commissioners and Agency personnel.

1W1P
Once the Red Lake River 1W1P is approved and the MOA, the plan will be submitted to BWSR. Timeline indicates SWCD staff, Policy members and consultant will present the plan to the BWSR North Region Committee April 12, 2017 and then present at the BWSR board meeting April 26, 2017 for final approval.
**Steinbrink**
Technician Steinbrink Report 01/19/2017

**ENGINEERING**
Designed 9 surface water inlet and water control structures.

**BUFFER**
Buffer workups using continuous conservation reserve program CCRP

**Habermehl**
Technician Habermehl Report 01/19/2017

**WCA:**
Onstad 24: surveyed 11/21/2016, TEP, TSA Engineer design (diversion embankment)
Brislet 24: site-visit, revised Joint App pending
2017: Euclid 25: WCA analysis, TEP, potential survey

Burnham Creek Grant:
Acquired SPI (RL1W1P) from TSA. Field (test) acquisition of GPS points/attributes (prioritized); reviewed “quick report” & grant timeline, potential 1W1P ditch inventory of Red Lake Watershed –Burnham Creek excess grant funds Pennington SWCD (Levi [technician] meeting FO snow day)- adopt 1W1P uniform technology/grant deliverables.

Buffer Initiative:
Polk County “Buffer Group” meeting 01/30/2017. Public Forum (Tom Gile). BWSR Compliance Tracking Tool (w/ field verification) for 01/2017 BWSR preliminary map complete. WPSWCD coding system and policy (Validation of Compliance, Conditional Compliance Waiver), continue working with landowners, associated technology, legislative conveyance (County/Environmental Services). BWSR fee schedule/guidance + comment period closed; vote results.

Tree Program:
Brandt 21 (Brad Owens) CRP machine plant; 2600 (additional) trees ordered. 16230 total 01/17/2017.
(1300) 2017 Tree Order Forms included in Newsletter

Other:
WPSWCD 2017 Newsletter (1300 copies + generate/mail Polk County Parcel Owner “buffer letter” >7000), NRCS Operational Agreement, Erosion Control & Water Management re-organization, AIS taskforce, RIM/RLWD (webinar 01/12/2017), Polk County Board Meeting 01/24/2017, etc.

**NRCS DISTRICT CONSERVATIONIST’S REPORT**
New Acting DC – Travis Doeden (Soil Conservationist – Bemidji Field Office) 120 Days
EQIP Application Screening/Eligibility – 60 applications.
- Deadline Jan 20 for screening/eligibility
- Deadline Feb 3 for Technical Quality Assurance Review
- Heavy workload

Have some payments to make on last year's EQIP along with some CRP eligibility screening.

CSP sign up ends February 3rd.

Travis Doeden
Acting NRCS District Conservationist

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:
December 2016 Report
Jillian Fejszes, Farm Bill Biologist

Trainings/Meetings:
• 11/15- SWCD Area 1 Meeting
• 11/17- West Polk and Pennington SWCD Board Meetings
• Off for holidays, time off, and Thanksgiving time.
• 12/7- Pennington Buffer Meeting

Ongoing Work:
• CRP work- 6 site visits, 2 eligibilities, 1 contract written, talked to 17 landowners.
• I have made contact with almost all 2017 expiring CRP landowners. Met with
  some at site and plans to meet with more. I have a few people left I have not been able
  to reach so I will be working to send a letter to those individuals soon. I did work on
  maps and quotes for each expiring CRP in Pennington, so I will be able to share that
  information with landowners.
• Helped SWCD with surveys for SWIs for CRP and EQIP.
• Helped NRCS with some paperwork for CSP, also helped SWCD with buffer
  mailing.
• Ongoing work looking into gravel pit restoration, updating vendor list, changing
  seed mix, and looking into treatment for invasive weeds on private land.

Upcoming Meetings:
• 12/12- Pennington WRAC Meeting
• 12/13- Marshall SWCD Board Meeting
• 12/15- Pennington SWCD Board Meeting
• 12/19-12/25- Visiting Michigan for Christmas
Web Soil Survey overview by Brandon DeFoe, Soil Scientist, NRCS

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

The next meeting was scheduled for February 16, 2017 at 7:00 am.

With no further business, Vice Chairman Peterson adjourned the meeting at 8:45 am.

Respectfully submitted,

Secretary\Treasurer
Mark McWalter/nb
WEST POLK SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM THE FEBRUARY 16th, 2017 REGULAR BOARD MEETING

The meeting was called to order at 7:05 a.m. by Chairman Solheim, at the District Office.

Supervisors Present:  Elliott Solheim, Chairman  
                     Derek Peterson, Vice Chair  
                     Mark McWalter, Secretary/Treasurer  
                     John Sorenson, PR & I

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

Others Present:    Travis Doeden, Acting DC for NRCS  
                  Jillian Fejszes, Farm Bill Biologist  
                  Brett Arne, Board Conservationist, BWSR

Absent:

SECRETARY’S REPORT:  
{Motion #15-17}  Motion by Peterson and seconded by McWalter to approve the minutes from the Regular Board meeting held on January 19, 2017.

Affirmative: All  
Opposed: None  
Motion: Pass

The January 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 #16-17}  Motion by Peterson and seconded by McWalter to approve the treasurers report.

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

OLD BUSINESS
No Report

NEW BUSINESS
Bernd requests approval for the FY2017 Clean Water Legacy Red Lake Watershed District Project 134 grant agreement in the amount for $103,000.

{Motion #43-16} Motion by McWalter and seconded by Sorenson to approve the FY2017 Clean Water Legacy Red Lake Watershed District Project 134 grant agreement in the amount for $103,000.

Affirmative: All
Opposed: None        Motion: Pass

MEETING REPORTS
Attended Meetings/Trainings
RIM Webinar training, Office          Staff
County Board Meeting, Crookston      Staff
Polk County Buffer Meeting, Crookston Staff/Supervisors
Aquatic Invasive Species Meeting, Crookston Staff

Upcoming Meetings/Trainings
Area 1 Meeting, Holiday Inn, Detroit Lakes Staff/Supervisors
Polk County Public Meetings regarding Buffers Staff/Supervisors (Mentor, Crookston and East Grand Forks)
Polk County WRAC Meeting, Mentor       Bernd/Sorenson
Red River Basin FDR Conference, Moorhead Bernd

DISTRICT EMPLOYEE’S REPORTS:
Bernd
BUFFER
East and West Polk SWCD will be hosting 3 public meetings regarding buffers February 23, 2017.
TIME and PLACES:
Mentor - Community Center 9:00 am - 11:00 am
202 Garfield Ave., Mentor MN 56736
East Grand Forks – City Hall Council Chamber 1:00 pm – 3:00 pm
1001 2nd St NE East Grand Forks MN 56721
Crookston – University of Minnesota Crookston, Bede Ballroom 6:00 pm – 8:00 pm
2900 University Ave, Crookston MN 56716
Tom Gile, Buffers and Soil Erosion Program Coordinator, BWSR will presenting an overview of the 2015 law.
A notice was inserted in 11 local papers, 2 local radio stations and Polk County and West Polk SWCD web sites.

CWL
Staff met with the Red Lake Watershed District and Jim Hest, RRVSCA Engineer to review and confirm tasks as stated in the workplan for the FY2017 Clean Water Legacy Red Lake Watershed District Project 134.

Bernd conducted a conference call with the CWL Sand Hill River Rock Riffle Project group and discussed the proposal/request of using available funds for the installation of SWI's in the constructed portion of the river and installation of more rock riffles downstream to Beltrami, MN. A meeting and field visit will be held in April.

### Sand Hill River Watershed Projects and Practices Grant Application
BWSR FY15 Projects and Practices Grant
West Polk Soil and Water Conservation District
Estimated Remaining Funding
As of December 15, 2016

<table>
<thead>
<tr>
<th>Grant Category</th>
<th>Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>BWSR Clean Water Fund</td>
<td>$475,000.00</td>
</tr>
<tr>
<td>Enbridge</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>Sand Hill River Watershed District</td>
<td>$18,750.00</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$593,750.00</strong></td>
</tr>
<tr>
<td>Estimated Costs Allocated To Date*</td>
<td>$369,700.00</td>
</tr>
<tr>
<td>Estimated Remaining Funds</td>
<td>$224,050.00</td>
</tr>
</tbody>
</table>

*Estimated Costs for Construction and Technical Services plus 10% Contingency

FEEDLOTS
Bernd completed and submitted the 2016 MPCA Feedlot annual report and supplemental form. Bernd will be meeting with MPCA for the year-end review of the Polk County Feedlot Program.
AIS
Bernd received educational information from Nicole Kovar, MN DNR for the AIS (Aquatic Invasive Species) poster/essay contest. Approximately 33 science teachers will be contacted in Polk County. Poster/essay are due by March 31st.

Bernd attended the Annual Planning Meeting of the East Polk SWCD staff, supervisors, Polk County Commissioner, Sand Hill River Watershed District, BWSR and NRCS.

OTHER REPORTING
Bernd has completed all the required reporting.

Steinbrink
Technician Report  2-16-17

Buffer Bits:
Assisting landowners with the MN Buffer program determining widths, acres and location where buffers will be required.

Entering other waters on Arcmap. (Noncropland)

Construction Projects  Construction Proposed for 2017
West Polk SWCD-State Cost Share
Todd & John Sorenson- Grade Stabilization Structure
Carl Moland-Diversion Surveyed and Jim Hest is Designing
Randy Coauette- 2 SWIs Survey and Design complete
Duane Kovar-1 SWI Survey and Design complete
Grant Funding
RLWD Project 134- Survey complete and design needs to be completed
Staff met with RLWD on Monday 2-13-17
NRCS-West Polk EQIP & CCRP
23 Clients  53 SWI/Water Control Structures &  1 Pond

Habermehl
Technician Habermehl Report 02/16/2017

WCA:
2016: WCA Reporting complete 01/17/2017. Pending (2) Withdrawn Joint Applications:
Belgium 34: 02/08/2017 TEP Findings, compose NOD
Onstad 24: 02/08/2017 TEP Findings, TSA Engineer design (Diversion 362)
Brislet 24: revised Joint App pending
2017: Euclid 25: WCA analysis, 02/08/2017 TEP Findings, contact landowner, compose NOD

Burnham Creek Grant:
potential 1W1P ditch inventory of Red Lake Watershed –Burnham Creek excess grant funds Pennington SWCD (Levi [technician] meeting FO snow day)! adopt 1W1P uniform technology/grant deliverables.

Buffer Initiative:

Polk County “Buffer Group” meeting 01/30/2017. Public Forums (Tom Gile) 02/23/2017. WPSWCD coding system and policy (Validation of Compliance, Conditional Compliance Waiver), continue working with landowners, associated technology, legislative conveyance (Polk Buffer Group).

Tree Program:
(2) Machine Plant = 9500 trees = $20030.00; 2800 (additional) trees ordered. 17075 total 02/14/2017. Return ½ surplus species Schumacher’s ~02/22/2017 (last day use form 02/15/2017).
(1300) 2017 Tree Order Forms included in Newsletter

Other:

WPSWCD 2017 Newsletter (1300 copies + generate/mail Polk County Parcel Owner “buffer letter” >7000), NRCS Operational Agreement, Erosion Control & Water Management re-organization, AIS taskforce, RIM/RLWD (webinar 01/12/2017) change of ownership/2nd (certified) mailing remaining CSV, Polk County Board Meeting 01/24/2017, Area 1 meeting Detroit Lakes 02/21/2017, etc.

NRCS DISTRICT CONSERVATIONIST’S REPORT

EQIP – 34 eligible applications out of 63. Cover crops, structure for water control, grade stabilization, High tunnel system. In the ranking process currently and all but one fit into the Red River Basin Initiative (RRBI) funding pool. Feb 24th is ranking deadline.

CSP – 9 apps. Next deadline is March 10. (Eligibility deadline which includes land control.) 5 yr. program, ~$62-$73/acre for cover crops.

Travis – Went to a 2 day training on EEO and Reasonable Accommodations (Civil Rights)

Travis Doeden
Acting NRCS District Conservationist

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:
February 2017 Report
Jillian Fejszes, Farm Bill Biologist

Trainings/Meetings:
- 1/19- Pennington SWCD Board Meeting
- 1/23- Marshall Buffer Meeting- Grygla
- 1/24- Marshall SWCD Board Meeting

Ongoing Work:
- Helping West Polk with CRP- 11 plans written for them.
- CRP is picking up in Pennington- 4 plans completed, 6 eligibilities done.
- 6 eligibilities done for Red Lake
- Helping Marshall with CRP revisions
- Talked with 15 landowners about CRP and other options.
- Article written for Pennington SWCD newsletter.
- Wrapping up work on planning a session for the TWS meeting soon.
- Contract completed for prairie plan project, landowner did sign it. Have talked extensively with Mike Ratzlaff regarding purchase of seed and working to ensure work is done this year since this is the last year project can be seeded. Hopefully we can get it seeded this spring.
- Looking into some WRP files of sites that I will be monitoring this summer. Still do not have all the final details for that.

Upcoming Meetings:
- 2/14-2/15- Minnesota Chapter of the Wildlife Society Meeting- Maplelag Resort
- 2/16- West Polk and Pennington SWCD Board Meetings
- 2/21- SWCD Area Meeting
- 3/2- Basic Survey Training- Becker

New Supervisor Orientation – Brett Arne, Board Conservationist BWSR

Respectfully submitted,

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

MINUTES FROM THE MARCH 16th, 2017 REGULAR BOARD MEETING

The meeting was called to order at 7:02 a.m. by Chairman Solheim, at the District Office.

Supervisors Present: Elliott Solheim, Chairman
Mark McWalter, Secretary/Treasurer
John Sorenson, PR & I

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

Others Present: Travis Doeden, Acting DC for NRCS
Jillian Fejszes, Farm Bill Biologist

Absent: Derek Peterson, Vice Chair

SECRETARY’S REPORT:
{Motion #18-17} Motion by Sorenson and seconded by McWalter to approve the minutes from the Regular Board meeting held on February 16, 2017.

Affirmative: All

Opposed: None

Motion: Pass

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

TREASURER’S REPORT:
{Motion #19-17} Motion by Sorenson 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#</th>
<th>Practice</th>
<th>Approved Project Cost</th>
<th>Cost Share Amount</th>
<th>Technical Approval Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS-14-09</td>
<td>410</td>
<td>2500.00</td>
<td>1875.00</td>
<td>Steinbrink</td>
</tr>
</tbody>
</table>

{Motion #20-17} Motion by McWalter and seconded by Sorenson to approve the listed State Cost Share contract.

Affirmative: All
Opposed: None

Motion: Pass

State Cost Share Remaining
FY14 - $5747.75 (expires 12/31/17)
FY15 - $712.75 (expires 12/31/17)
FY16 – $13,414 (expires 12/31/18)
FY17 - $13,414 (expires 12/31/18)

OLD BUSINESS
Area 1 Meeting - NRCS report
- Operational Agreements – Committee’s plan to have the material out to districts by May 1 2017 and NRCS State Conservationist goal is to have this in place by October 1 2017.
- Lease Agreements – no movement/action has occurred and NRCS is pass the 2yr extension to complete this task

The Red Lake River One Watershed One Plan will be presented to the BWSR North Region Committee, Bemidji MN, on April 12, 2017, to request approval.

The District received the results from Jeanette Austin, BWSR Grants Compliance Specialist from the Grant Verification of the FY2014 grants conducted April 7 2016. Expense reporting needs to be changed by March 20 2017.

NEW BUSINESS
The District was contacted by Jeanette Austin, BWSR Grants Compliance Specialist requesting a reconciliation of the 2016 Clean Water Legacy Capacity Grant. Meeting will be here at the office, Monday, March 27, 2017.

BWSR has historically provided payments to SWCDs for easement acquisition costs ($2000/easement) and site inspection costs ($40-$50/easement) through a grant process. They are changing the process to improve accountability and tracking. They will now be utilizing a Master Joint Powers Agreement between each SWCD and BWSR instead of through the previous grant process.
Staff requests approval to enter into agreement with the Board of Soil and Resources to deliver the Reinvest in Minnesota Program using already established methodologies and procedures.

{Motion #21-17} Motion by Sorenson and seconded by McWalter to approve entering into a Master Joint Powers Agreement between West Polk SWCD and the Board of Water and Soil Resources to deliver the Reinvest in Minnesota (RIM) program.

Affirmative:

Opposed:        Motion:

MEETING REPORTS
Attended Meetings/Trainings
Area 1 Meeting, Holiday Inn, Detroit Lakes      Staff
Polk County Public Meetings regarding Buffers (Mentor, Crookston and East Grand Forks) Staff/Supervisors
Polk County WRAC Meeting, Mentor                Bernd

Upcoming Meetings/Trainings
Red River Basin FDR Conference, Moorhead        Bernd
Grant Verification/FY’16 Capacity, Office        Bernd
Engineering Webinar                              Staff
MN Association of County Feedlot Officers Conference, Moorhead Bernd
Area Envirothon, Rydell Refuge                   Bernd

DISTRICT EMPLOYEE’S REPORTS:
Bernd
BUFFER
Approximately 100-150 attendees in all were present at the Polk County Public Meetings of the Buffer Law held February 23, 2017, in Mentor, Crookston and East Grand Forks. Not only landowners were in attendance but elected and public officials as well.

CWL
Bernd will be assisting the Sand Hill Watershed District with administration/reporting for the Clean Water Legacy Multi-Drainage Management Grant. This grant was applied by the Sand Hill Watershed District. Amount awarded was $68,800.00 to install grade stabilization structures along Polk County Ditch 80.

Bernd met with the Sand Hill Watershed District to reconcile expenses for the Clean Water Legacy Rock Riffle Project 5-5-15 thru 2-6-17. Total expense is $325,953.61. Bernd contacted Enbridge requesting required documents for reimbursement from the Ecofootprint Grant once the $100,000 has been submitted to the Watershed District towards construction cost.
FEEDLOTS
2016 reports are completed and waiting signature from the County. Polk County is late in the submittal of the required reports due to East Polk County Feedlot Officer vacancy. Bernd attempted to complete East Polk County data entry within MPCA reporting system but was unsuccessful and had to return the responsibility back for completion.

Bernd met with MPCA for the 2016 Year-end Review evaluation of Polk County Feedlot Program.

OTHER
Bernd and Lisa Newton, East Polk SWCD met with the Polk County Board to request approval for the resolution of the 5 yr. amendment of the Polk County Comprehensive Local Water Plan.

Steinbrink
Technician Report 3-16-17

Buffer Bits:
Assisting landowners with the MN Buffer program determining widths, acres and location where buffers will be required.

Completed buffer inquires on 602 tracts since last board meeting.
Compiling data for alternative practices for buffer program.

Construction Projects
Construction Proposed for 2017
West Polk SWCD-State Cost Share
- Sorenson-Newhouse- Grade Stabilization Structure
- Carl Moland-Diversion
- Randy Coauette- 2 SWIs Survey and Design complete
- Duane Kovar-1 SWI Design complete
- Roger Mathsen – 2 SWI- State Cost Share.
- Gary Hoerner – 2 SWI CCRP
- Tiedemann Farms- 2 SWI

Habermehl
Technician Habermehl Report 03/16/2017

WCA:
Crookston 7: site-visit, 1599 extension, TEP
Belgium 34: 03/02/2017 TEP Findings, compose NOD
Onstad 24: 03/02/2017 TEP Findings, TSA Engineer design (Diversion 362)
communicate MnDNR Assistant Wildlife Manager Emily Hutchins
Brislet 24: revised Joint App pending
Euclid 25: WCA analysis, 03/02/2017 TEP Findings, contact landowner, compose NOD
Burnham Creek Grant:
1W1P ditch inventory of Red Lake Watershed – Burnham Creek excess grant funds Pennington SWCD (Levi [technician] meeting FO¡- adopt 1W1P uniform technology/grant deliverables.

Buffer Initiative:
Public Forums (Tom Gile) 02/23/2017. WPSWCD (Validation of Compliance, Conditional Compliance Waiver), continue working with landowners, Alternative Practice(s). Specific inquiries (landowner) BWSR 03/15/2017.

Tree Program:
(3) Machine Plant = 9550 trees = $20330.00; 2800 (additional) trees ordered. 14875 total; 13795 sold 03/14/2017. Returned ½ surplus species Schumacher’s 02/27/2017 (last day use form 02/15/2017). (1300) 2017 Tree Order Forms included in Newsletter

Other:
Tax Forfeiture, generate/mail Polk County Parcel Owner “buffer letter” >7000), NRCS Operational Agreement, Erosion Control & Water Management re-organization, AIS taskforce, change of ownership/2nd (certified) mailing remaining CSV, Area 1 meeting Detroit Lakes 02/21/2017, etc.

NRCS DISTRICT CONSERVATIONIST’S REPORT
- 9 Conservation Stewardship Program (CSP) Applications
- 34 Eligible EQIP Applications (should hear on funding last week of March)
- CRP – Filter Strips, Wetland Restoration, and CP38E (Prairie Chicken Habitat)
  - New seeding plans by seeds/sq ft.
- Client Gateway – online conservation assistance requests/applications/payment signatures

Travis Doeden
Acting NRCS District Conservationist

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:
March 2017 Report
Jillian Fejszes, Farm Bill Biologist
Trainings/Meetings:
• 2/14-2/15- Minnesota Chapter of the Wildlife Society Meeting- Maplelag Resort
• 2/16- West Polk SWCD Board Meeting
• 2/23- MN State Technical Committee Conference Call
• 2/23- West Polk Buffer Meeting- Crookston
• 3/2- Basic Survey Training- Becker SWCD

Ongoing Work:
• Continuing to help West Polk with CRP- 17 plans written for 413 acres.
• Wrote 11 plans for Pennington, around 1200 acres.
• 18 eligibilities done for Pennington and Red Lake
• Talked with 22 landowners about CRP and other projects.
• Nesland is out of the prairie plan project, did not seem comfortable with parts of the project. Another landowner, John Bugge, was approached and I have been working with Mike Ratzlaff and it is in process now. The landowner is interested and the site seems more suited.
• WRP Monitoring is on the horizon, it is looking like mostly Pennington and Marshall sites at this time.
• Taking some time off to use up my pto hours that will disappear at the end of March.

Upcoming Meetings:
• 3/13- Pennington WRAC Meeting
• 3/16- Pennington SWCD Board Meeting
• 3/21- Marshall SWCD Board Meeting
• 4/5- Marshall WRAC

The next meeting was scheduled for April 20, 2017 at 7:00 am.

With no further business, Chairman Solheim adjourned the meeting at 8:25 am.

Respectfully submitted,

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

MINUTES FROM THE APRIL 20th, 2017 REGULAR BOARD
MEETING

The meeting was called to order at 8:00 a.m. by Chairman Solheim, at the District
Office.

Supervisors Present:  Elliott Solheim, Chairman
Derek Peterson, Vice Chair
Mark McWalter, Secretary/Treasurer
John Sorenson, PR & I

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

Others Present:    Matt Waterworth, Acting District Conservationist
Jillian Fejszes, Farm Bill Biologist

Absent:

SECRETARY'S REPORT:
{Motion #22-17}  Motion by Peterson and seconded by Sorenson to approve the
minutes from the Regular Board meeting held on March 16, 2017.

Affirmative: All
Opposed: None          Motion: Pass

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

TREASURER’S REPORT:
{Motion #23-17}  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 of the following State Cost Share contract.

<table>
<thead>
<tr>
<th>Contract#</th>
<th>Practice</th>
<th>Approved Project Cost</th>
<th>Cost Share Amount</th>
<th>Technical Approval Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS-14/15/16-01</td>
<td>410</td>
<td>7000.00</td>
<td>5250.00</td>
<td>Steinbrink</td>
</tr>
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</table>

{Motion #24-17}  Motion by Sorenson and seconded by Peterson to approve the listed State Cost Share contract.

Affirmative: All
Opposed: None  Motion: Pass

State Cost Share Remaining
FY16 – $13,312  (expires 12/31/18)
FY17 - $13,414  (expires 12/31/18)

OLD BUSINESS
The Red Lake River One Watershed One Plan was presented to BWSR North Region Committee in good standing. The committee recommended approval by the full BWSR Board at the April 26th board meeting in St. Paul, MN.

The District will be going through reconciliation of the FY2016 SWCD Capacity grant April 27th, 2017 with BWSR Grants Compliance Specialist Jeannette Austin.

Effective January 1, 2017, BWSR now has to be in full compliance with the state’s Office of Grants Management (OGM) polices and to be more timely to reconcile grants $50,000 or more.

NEW BUSINESS
The District’s Management Discussion and Analysis Report – questions/discussion

Bernd requests approval for an audit bid for the fiscal year ending December 31, 2016, in the amount of $2,225.00 conducted by Peterson Company LTD.

{Motion #25-17}  Motion by McWalter and seconded by Sorenson to approve the audit bid for fiscal year ending December 31, 2016, in the amount of $2,225.00, conducted by Peterson Company LTD.

Affirmative: All
Opposed: None  Motion: Pass
MEETING REPORTS

Attended Meetings/Trainings
Red River Basin FDR Conference, Moorhead       Bernd
RRVCSA/TSA Board Meeting, Mahnomen       Staff/Supervisor
TSA Organizational/Management Meeting, Bemidji       Habermehl
Grant Verification/FY’16 Capacity, Office       Bernd
Engineering Webinar       Staff
MN Association of County Feedlot Officers Conference, Moorhead  Bernd

Upcoming Meetings/Trainings
Administration Session Conference Call, Office       Bernd
Area Envirothon, Rydell Refuge       Bernd
AIS (Aquatic Invasive Species) Meeting, Valley Tech Park       Staff
Nutrient Management Meeting, Detroit Lakes       Bernd
Flood Damage Work Group Meeting, Detroit Lakes       Bernd
HOLIDAY – Labor Day Office Closed

DISTRICT EMPLOYEE’S REPORTS:

Bernd
CWL
Bernd requests a motion to approve payment to the Sand Hill River Watershed District for the Clean Water Legacy Sand Hill River Rock Riffle Project in the amount of $227,953.61.

{Motion #26-17}  Motion by Peterson and seconded by McWalter to approve payment to the Sand Hill River Watershed District for the Clean Water Legacy C15-7726 Sand Hill River Rock Riffle Project Grant in the amount of $227,953.61.

Affirmative: All
Opposed: None        Motion: Pass

Bernd requests a motion to approve payment to the Sand Hill River Watershed District for the Clean Water Legacy Sand Hill River Rock Riffle Project from the Enbridge Ecofootprint Grant 2015 Cycle One; Project #1501029, in the amount of $100,000.00.

{Motion #27-17}  Motion by McWalter and seconded by Sorenson to approve payment to the Sand Hill River Watershed District for the Clean Water Legacy Sand Hill River Rock Riffle Project from the Enbridge Ecofootprint Grant 2015 Cycle One; Project #1501029, in the amount of $100,000.00.

Affirmative: All
Opposed: None        Motion: Pass
FEEDLOTS
Kittson SWCD, Lake of the Woods SWCD, Pennington SWCD, Red Lake County SWCD, Marshall County and West Polk SWCD (NW Region) hosted this year’s Annual MACFO (MN Assoc. of County Feedlot Officers) Conference which was held in Moorhead April 11th – 13th. Over 70 attended including MPCA staff and speakers.

OTHER
District staff and Supervisor Solheim attended the RRVSCA regular board meeting April 5th, 2017. Evaluations of the 3 employees were discussed, discussion on Mahnomen’s refusal to sign the New Joint Powers agreement and an approval to increase cost of all RRVCSA/TSA services by 10%. A recommendation was proposed to hold $50,000 from the $240,000 received for FY17 Enhanced Shared Technical Services in order to assist with purchases/operations. It was approved to distribute the remaining $190,000.00 between the 16 SWCD’s in Area 1 for a total of $11,875.00/SWCD.

ENGINEERING
Staff requests approval to establish a base charge for District Engineering Services.
Survey Side Water Inlets (SWI) - $250/per structure and survey for DNR Public Waters - $.25/ft., $500 minimum.

{Motion #28-17} Motion by Sorenson and seconded by Peterson to approve to establish a base charge for District Engineering Services. Survey for Side Water Inlets (SWI’s) - $250 and survey for DNR Public Waters - $.25/ft., $500 minimum.

Affirmative: All
Opposed: None    Motion: Pass

Steinbrink
Technician Report 4-20-17

Buffer Bits:
Assisting landowners with the MN Buffer program determining widths, acres and location where buffers will be required.
Completed buffer inquires on 1158 tracts.
Compiling data for alternative practices for buffer program.
Assisting FSA with locating lines on maps for grass filter strips.

Construction Projects

Construction Proposed for 2017
West Polk SWCD-State Cost Share
  ▪ Sorenson-Newhouse- Grade Stabilization Structure  Hest to start design in the next 2 weeks
  ▪ Carl Moland-Diversion Waiting for approval from DNR allowing Carl to clean a portion of existing ditch to construct diversion dike.
- Randy Coauette- 2 SWIs Survey and Design complete. Scheduled to start construction now
- Duane Kovar-1 SWI Design complete
- Roger Mathsen – 2 SWI- State Cost Share. Surveyed and in the design process 4-17-17
- Gary Hoerner – 2 SWI CCRP
- Tiedemann Farms- 2 SWI
- Mike Gasper- SWI-State Cost Share. Surveyed and in the design process 4-17-17

**Habermehl**  
Technician Habermehl Report 04/20/2017

**WCA:**
- Onstad 20: potential violation (site-visit 04/17/2017; operator present, photos, inquire TEP).
- Crookston 7: site-visit, 1599 extension, TEP
- Belgium 34: 04/13/2017 TEP Findings, compose NOD
- Onstad 24: 04/13/2017 TEP Findings, TSA Engineer design (Diversion 362) communicated MnDNR Assistant Wildlife Manager Emily Hutchins 04/03/2017
- Brislet 24: revised Joint App pending
- Euclid 25: WCA analysis, 04/13/2017 TEP Findings, contact landowner, compose NOD

**Burnham Creek Grant:**
- Potential 1W1P ditch inventory of Red Lake Watershed – Burnham Creek excess grant funds Pennington SWCD (Levi [technician] meeting FO1- adopt 1W1P uniform technology/grant deliverables.

**Buffer Initiative:**
- BWSR Alternative Practices conference call 04/10/2016. WPSWCD (Validation of Compliance, Conditional Compliance Waiver), continue working with landowners, Specific inquiries (landowner) BWSR 03/15/2017.

**Tree Program:**
- (3) Machine Plant = 9550 trees = $20330.00; 2800 (additional) trees ordered. 14875 total; 14175 sold 04/10/2017 (sold out). Tree Delivery 04/20/2017 @ ~1:00pm, UMC volunteers, postcards mailed 04/18/2017 – tree pick-up dates 04/26, 04/27 4:00-7:00 pm. Acquired water pump/sprayer & pallets… coordinate UMC volunteers hand plant Liberty 12 CRP.

**Other:**
- Assist with surveys (~3), Tax Forfeiture, generate/mail Polk County Parcel Owner “buffer letter” >7000), NRCS Operational Agreement, Erosion Control & Water Management re-organization, AIS taskforce, change of ownership/2nd (certified) mailing remaining CSV (paid), etc.

**NRCS DISTRICT CONSERVATIONIST’S REPORT**

**EQIP:**
21 EQIP apps preapproved
- getting signatures/obligation
Field checks soon – cover crop
As-built Survey’s being completed on Pipes put in last fall

CSP:
9 applicants
Will be working on evaluating apps by June 9th.

CRP – Pollinator, filter strips, wetland restoration planning

Acting DC changed from Travis Doeden to Matt Waterworth

Travis Doeden
Acting NRCS District Conservationist

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:
April 2017 Report
Jillian Fejszes, Farm Bill Biologist
Trainings/Meetings:
• 3/13- Pennington WRAC Meeting
• 3/16- Pennington SWCD Board Meeting
• 3/21- Marshall SWCD Board Meeting
• 3/29-DNR Native Community Field Guide Training
• 4/5- Marshall WRAC Meeting

Ongoing Work:
• Helping West Polk with CRP Plans- 6 plans written totaling around 74 acres.
• Wrote 5 plans for Pennington, totaling 282 acres. Visited 9 sites. Also worked on a lot of CRP revisions these past few weeks.
• 7 eligibilities done for Pennington and Red Lake
• Talked with 21 landowners about CRP and other projects.
• John Bugge agreed to do the Prairie Plan project on his land. The contract has been signed and seed has been ordered. This will be seeded by Rodney Hoffman. The site is located in Black River 3 and is 154 acres.
• Completing lots of reporting for the quarter and also updated the Pennington CRP enrollments spreadsheet.
Lots of changes with CRP job sheets and eligibilities, spent some time updating the files we have here.

Starting to gather info on WRP contracts that I need to monitor. It is looking like I will be doing 14 contracts, around 3000 acres in Pennington, West Polk and Marshall. I am hoping to complete the field portion in early June. Will be working to gather the info and have the GPS prepared before then.

Upcoming:

- 4/18- Marshall SWCD Board Meeting
- 4/18- Pennington SWCD Banquet
- 4/20- West Polk and Pennington SWCD Board Meetings
- 4/26- Envirothon, Lake Bronson State Park
- 4/21- House Closing on our new house

The next meeting was scheduled for May 18th, 2017 at 7:00 am.

With no further business, Chairman Solheim adjourned the meeting at 9:10 am.

Respectfully submitted,

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

MINUTES FROM THE MAY 18th, 2017 REGULAR BOARD
MEETING

The meeting was called to order at 7:15 a.m. by Chairman Solheim, at the District Office.

Supervisors Present: Elliott Solheim, Chairman
                     Derek Peterson, Vice Chair
                     Mark McWalter, Secretary/Treasurer
                     John Sorenson, PR & I

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

Others Present: Matt Waterworth, Acting District Conservationist

Absent: Jillian Fejszes, Farm Bill Biologist

SECRETARY’S REPORT:
{Motion #29-17} Motion by Peterson and seconded by McWalter to approve the minutes from the Regular Board meeting held on April 20, 2017.

Affirmative: All

Opposed: None Motion: Pass

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

TREASURER’S REPORT:
{Motion #30-17} 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 of the following State Cost Share contracts.

<table>
<thead>
<tr>
<th>Contract#</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-16-02</td>
<td>351</td>
<td>690.00</td>
<td>345.00</td>
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<td>CS-16-03</td>
<td>351</td>
<td>800.00</td>
<td>400.00</td>
<td>Habermehl</td>
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</tbody>
</table>

{Motion #31-17} Motion by McWalter and seconded by Sorenson to approve the listed State Cost Share contracts.

Affirmative: All

Opposed: None

Motion: Pass

State Cost Share left to encumber.
FY16 – $11,449.50 (expires 12/31/18)
FY17 - $13,414.00 (expires 12/31/18)

**OLD BUSINESS**
Reconciliation of the FY16 SWCD Capacity grant is completed. As of 1/1/17, $55,935.12 has been utilized towards the core programs that are historically underfunded. $30,000 has been targeted for cost share projects. These entries are identified within the workplan and reported on eLINK.

MN Farm Bill Assistance Partnership Grant – Pennington SWCD has submitted a statement of interest for funding. This grant will support Jillian Fejszes, Farm Bill Biologist position to continue to assist NRCS, Pennington, Marshall and West Polk SWCD’s in delivering conservation programs. Pennington, Marshall and West Polk SWCD will contribute $2,022.47 for the total in-kind match of $6,067.41

Bernd requests a motion to support this position and contribute to the required in-kind match in the amount of $2,022.47.

{Motion #32-17} Motion by McWalter and seconded by Sorenson to approve the position and contribute to the required in-kind match in the amount of $2,022.47.

Affirmative: All

Opposed: None

Motion: Pass

**NEW BUSINESS**
Staff requests approval of West Polk SWCD Local Water Resources Riparian Protection Other Waters inclusion criteria, coordinates and map in accordance with MN Statutes 103F. 48, Subd.4.
Motion #33-17} Motion by and seconded by to approve West Polk SWCD Local Water Resources Riparian Protection Other Waters inclusion criteria, coordinates and map in accordance with MN Statutes 103F. 48, Subd.4.

Affirmative:

Opposed:          Motion:

Motion has been tabled. More discussion at the June 15, 2017 board meeting.

Polk County and East & West Polk SWCD have been selected for Level II PRAP (Performance Review and Assistance Program) review by BWSR. This is a routine, interactive review intended to cover all LGUs at least once every 10 years. A Level II review evaluates progress on plan implementation, operational effectiveness, and partner relationships. Brett Arne, BWSR Board Conservationist and Dale Krystosek, BWSR PRAP Coordinator, we be attending the June board meeting with more information.

East Polk SWCD County Feedlot Officer to cover all of Polk County – discussion

MEETING REPORTS

Attended Meetings/Trainings
Area Envirothon, Rydell Refuge  Bernd
AIS (Aquatic Invasive Species) Meeting, Valley Tech Park  Habermehl
Nutrient Management Meeting, Detroit Lakes  Bernd
Flood Damage Work Group Meeting, Detroit Lakes  Bernd
Administration Session Conference Call, Office  Bernd
Area 1 Planning Committee Meeting, Crookston Library  Bernd

Upcoming Meetings/Trainings
Local Computer Services Meeting, Fergus Falls  Staff
Operational Agreement Training, VTC, YTBA  Staff
HOLIDAY – Memorial Day Office Closed
WRAC (Water Resource Advisory Committee) Meeting, Mentor  Staff
Manger’s Meeting, Detroit Lakes  Bernd
Area 1 Meeting, UMC Bede Ballroom  Staff/Supervisors
Administration Session Conference Call  Bernd
Administration Session, Walker  Bernd

DISTRICT EMPLOYEE'S REPORTS:
Bernd

FEEDLOTS
Bernd will be sending out re-registration letters/forms/information to 21 feedlot owners in West Polk County that were registered 4-6 years prior. Re-registration consists of a site inspection and data entry into the web base program TEMPO. Deadline to re-register is January 1, 2018.
OTHER
Area 1 Envirothon winners were: Crookston High School - 1st, Waubun High School - 2nd, and Red Lake County Central High School - 3rd. These teams qualified for the state competition in Ironwood Spring in Stewartville, MN where the Crookston High School team place 3rd out of 27 teams from around the state.

Total donations received from West Polk County to help support the Area 1 Envirothon was $1,050.00. These donors have received a thank you letter and recognition in the local paper, district website and Facebook page.

Bernd presented and handed out trees for Arbor Day to the Highland Elementary 4th graders.

Bernd requests approval to take annual leave June 5th though June 13th.

{Motion #34-17}  Motion by Sorenson and seconded by McWalter to approve Bernd’s request to take annual leave June 5th through June 13th.

Affirmative: All
Opposed: None        Motion: Pass

Steinbrink
Technician Report  5-18-17
Buffer Bits:
Assisting landowners with the MN Buffer program determining widths, acres and location where buffers will be required.
Completed buffer inquires on tracts
Assisting FSA with locating lines on maps for grass filter strips.
Getting mailing ready to send to landowners needing a buffer along DNR public waters.

Construction Projects  Construction Proposed for 2017
• Sorenson-Newhouse- Grade Stabilization Structure  Hest is working on the design now. May be ready next week.
• Carl Moland-Diversion  Waiting for approval from DNR allowing Carl to clean a portion of existing ditch to construct diversion dike.
• Randy Coauette- 2 SWIs Survey and Design complete  Construction Completed
• Duane Kovar-1 SWI  Construction completed
• Roger Mathsen – 2 SWI- State Cost Share.  Design completed
• Gary Hoerner – 2 SWI CCRP  Need survey and Design
• Tiedemann Farms- 2 SWI  Need survey and Design
• Mike Gasper- SWI-State Cost Share.  Design completed

Habermehl
Technician Habermehl Report 05/18/2017
WCA:
Onstad 20: potential violation (no RPN) drainage exemption; e-mail sent 04/27/2017
Crookston 7: site-visit, 1599 extension, TEP on site; WCA analysis, contact landowner
Belgium 34: 04/13/2017 TEP Findings, compose NOD
Onstad 24: 04/13/2017 TEP Findings, TSA Engineer design (Diversion 362) communicated MnDNR Assistant Wildlife Manager Emily Hutchins 04/03/2017; send TEP Findings of Fact + attachment
Brislet 24: revised Joint App pending
Euclid 25: WCA analysis, TEP on site 05/11/2017, landowner telephoned 05/15/2017, compose NOD
Liberty 24: WCA Analysis (Ag Exemption) NOD
Burnham Creek Grant:
potential 1W1P ditch inventory of Red Lake Watershed – Burnham Creek excess grant funds Pennington SWCD (Levi [technician] meeting FOI- adopt 1W1P uniform technology/grant deliverables. Mary Steinlicht assist set up ArcOnline (ready to proceed).
Buffer Initiative:
Other Waters: Technician Steinbrink assist with generation of map, narrative of inclusion criteria and shapefile for submission to BWSR, County and Watershed Districts (07/01/2-017). WPSWCD (Validation of Compliance, Conditional Compliance Waiver), continue working with landowners, Specific inquiries (landowner).
Tree Program:
(4) Machine Plant = 9675 trees (1) accomplished 2800 (additional) trees ordered. 14875 total; 14175 sold 04/10/2017 (sold out). Tree Delivery 04/20/2017, tree pick-up dates 04/26, 04/27 4:00-7:00 pm. Acquired water pump/sprayer & pallets… coordinate UMC volunteers hand plant Liberty 12 CRP (accomplished). ~8 hand plant orders outstanding 05/16/2017.
Other:
Busy; NRCS, meetings, assist surveys, etc.

NRCS DISTRICT CONSERVATIONIST’S REPORT
All EQIP applications for 2017 have been obligated but 3
Working with NRCS Assistant State Conservationist, Jennifer Sweeney to get them obligated today, Perry farms payment has been process for Cover Crop.
Deadline for CSP CAET tool has been extended to June 30th.
Project Teams have been developed at the state level to handle all 1026 requests.

Matt Waterworth
Acting NRCS District Conservationist

CORRESPONDENCE:

Publications:
Forestry Notes ENotes for NACD
Conservation Brief Waterline
Conservation Views River Monitor
Crookston Daily Times Shade Tree Advocate
OTHER:
May 2017 Report
Jillian Fejszes, Farm Bill Biologist

Trainings/Meetings:
• 4/18- Marshall SWCD Board Meeting
• 4/18- Pennington SWCD Banquet
• 4/20- West Polk and Pennington SWCD Board Meetings
• 4/26- Envirothon-Lake Bronson State Park
• 4/28- House Closing on our new house

Ongoing Work:
• Completed some CRP Conservation plans- 15 for West Polk, 1 for Pennington, totaling 136 acres. There was a recent announcement of no new offers for CRP so the work will slow down.
• Completed some site visits and eligibilities for CRP. Spoke with 7 landowners regarding CRP and other projects.
• Work on Farm Bill Assistance grant application.
• Working on information needed for WRP monitoring. I will be sending out letters to the landowners soon.
• Connected a landowner to Laurie Fairchild with USFWS Partners Program, he will be adding extra forbs to his CRP seeding next spring with their help.
• Starting to work through requirements for NRCS Certified Conservation Planner
• Taking some time off to move into house

Upcoming:
• 5/11- Filter Strip Webinar
• 5/18- Pennington SWCD Board Meeting
• 5/22-5/25- Pheasants Forever National Team Meeting- Custer, SD
• 6/5- Pennington WRAC Meeting
• 6/13- North Region Local Technical Team (Prairie Plan) Meeting- Tamarac NWR
• 6/15- West Polk and Pennington SWCD Board

The next meeting was scheduled for June 15, 2017 at 7:00 am.

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

Respectfully submitted,

Mark McWalter,
Secretary/Treasurer
MM/nb
The meeting was called to order at 7:02 a.m. by Chairman Solheim, at the District Office.

Supervisors Present: Elliott Solheim, Chairman  
Derek Peterson, Vice Chair  
Mark McWalter, Secretary/Treasurer  
John Sorenson, PR & I

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

Others Present: Jillian Fejszes, Farm Bill Biologist

Absent: Matt Waterworth, Acting District Conservationist

SECRETARY’S REPORT:
{Motion #35-17} Motion by Peterson and seconded by McWalter to approve the minutes from the Regular Board meeting held on May 18th, 2017.

Affirmative: Peterson, McWalter & Sorenson

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 #36-17} Motion by McWalter and seconded by Peterson to approve the treasurers report.

Affirmative: Peterson, McWalter & Sorenson

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

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<tr>
<th>Contract#</th>
<th>Practice</th>
<th>Approved Project Cost</th>
<th>Cost Share Amount</th>
<th>Technical Approval Authority</th>
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<td>CS-16-02</td>
<td>351</td>
<td>690.00</td>
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<td>Steinbrink</td>
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</table>

{Motion #37-17} Motion by Peterson and seconded by McWalter to approve payment for the listed State Cost Share contracts.

Affirmative: Peterson, McWalter & Sorenson

Opposed: None

Motion: Pass

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

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<thead>
<tr>
<th>Contract#</th>
<th>Practice</th>
<th>Approved Project Cost</th>
<th>Cost Share Amount</th>
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<td>305.00</td>
<td>Habermehl</td>
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{Motion #38-17} Motion by McWalter and seconded by Sorenson to approve the listed State Cost Share contract.

Affirmative: Peterson, McWalter & Sorenson

Opposed: None

Motion: Pass

State Cost Share left to encumber.
FY16 – $11,068.25 (expires 12/31/18)
FY17 - $13,414.00 (expires 12/31/18)

OLD BUSINESS
This motion was tabled from the May 18th, 2017 board meeting.
Staff requests approval of the resolution for West Polk SWCD Local Water Resources Riparian Protection Other Waters inclusion criteria, coordinates and map in accordance with MN Statutes 103F. 48, Subd.4.

{Motion #39-17} Motion by Solheim and seconded by Sorenson to approve the resolution for West Polk SWCD Local Water Resources Riparian Protection Other Waters inclusion criteria, coordinates and map in accordance with MN Statutes 103F. 48, Subd.4.

Affirmative: Solheim, Peterson, McWalter & Sorenson
NRCS/SWCD Operational Agreement – the final form is due to the State Conservationist, Executive Assistant by July 15th, 2017.

NEW BUSINESS
MASWCD Leadership Institute

PRAP - Brett Arne, BWSR Board Conservationist and Dale Krystosek, BWSR PRAP Coordinator

MEETING REPORTS
Attended Meetings/Trainings
Local Computer Services Meeting, Fergus Falls Staff
Operational Agreement Training, VTC Habermehl
HOLIDAY – Labor Day Office Closed
Buffer/Manger’s Meeting, Moorhead Staff

Upcoming Meetings/Trainings
Area 1 Meeting, UMC Bede Ballroom Staff/Supervisors
Administration Session Conference Call Bernd
Administration Session, Walker Bernd

DISTRICT EMPLOYEE’S REPORTS:
Bernd
FEEDLOTS
Bernd will be visiting with the East Polk SWCD staff and Supervisors, June 15, 2017 board meeting regarding the Polk County Feedlot Officer Shared Services.

CWL
A meeting and field visit was conducted for the Clean Water Legacy Sand Hill River Rock Riffle Project Expansion. Discussion was held regarding project component priority, remaining funds available from all funding sources, reviewed drone footage and a request of a data summary/narrative of current monitoring date and future planned efforts. Surveying is planned this summer on the expansion reach of the river.

1W1P
Staff requests approval of the resolution to adopt and implement the Red Lake River One Watershed One Plan Comprehensive Watershed Management Plan.

{Motion #40-17} Motion by Peterson and seconded by McWalter to adopt and implement the Red Lake River One Watershed One Plan Comprehensive Watershed Management Plan.

Affirmative: Peterson, McWalter & Sorenson
The RLR 1W1P Planning Committee has a grant amendment to have Houston Engineering, Inc. run the PTMAp based on the BMPs and measurable goals in the plan. This will refine the implementation plan and attach it as an appendix to the current plan. Next RLR 1W1P Policy Committee meeting will be July 19th.

OTHER
Area 1 SWCD Local Computer Servers/Lake County Service Cooperative/MOU

Steinbrink
Technician Report  6-15-17

Buffer Bits:
Assisting landowners with the MN Buffer program determining widths, acres and location where buffers will be required.
Completed buffer inquires on 1257 tracts
Assisting FSA with locating lines on maps for grass filter strips.
Getting mailing ready to send to landowners needing a buffer along DNR public waters.

Construction Projects
- Sorenson-Newhouse- Grade Stabilization Structure-Design completed
- Carl Moland-Diversion-Design completed
- Randy Coauette- 2 SWIs Survey and Design complete Construction Completed
- Duane Kovar-1 SWI-State Cost Share. Construction completed
- Roger Mathsen – 2 SWI- State Cost Share. Construction started
- Gary Hoerner – 2 SWI CCRP Design completed
- Tiedemann Farms- 2 SWI Need survey and Design
- Mike Gasper- SWI-State Cost Share. Design completed
- Hoppe Farms-DNR Public Waters-Need survey and Design
- Alex Engelstad-DNR Public Waters-Need survey and Design

Other
Staff requests a motion to purchase Tonneau covers for both pickups. Estimated cost of $1006.00 for both including installation.

{Motion #41-17} Motion by McWalter and seconded by Peterson to purchase Tonneau covers for both pickups. Estimated cost of $1006.00 for both including installation.

Affirmative: Peterson, McWalter & Sorenson

Opposed: None

Motion: Pass

Habermehl
Technician Habermehl Report 06/15/2017
WCA:
Onstad 20: potential violation (no RPN) drainage exemption; e-mail sent 04/27/2017
Crookston 7: site-visit, 1599 extension, TEP on site; WCA analysis, contact landowner
(done- no fill communicated).
Belgium 34: 05/08/2017 TEP Findings, compose NOD
Onstad 24: 05/08/2017 TEP Findings, TSA Engineer design (Diversion 362)
communicated MnDNR Assistant Wildlife Manager Emily Hutchins 04/03/2017; sent
FOF (signed- ready to present to Moland).
Brislet 24: revised Joint App pending
Euclid 25: WCA analysis, TEP on site 05/11/2017, landowner telephoned 05/15/2017,
possible survey.
Liberty 24: WCA Analysis (Ag Exemption) NOD
Liberty 28: violation; USACE, MnDNR RPN issuance.
Kertsonville 33: restoration- issue Certificate or Satisfactory Completion- or RO.

Burnham Creek Grant:
!potential 1W1P ditch inventory of Red Lake Watershed –Burnham Creek excess grant
funds Pennington SWCD (Levi [technician] meeting FO¡- adopt 1W1P uniform
technology/grant deliverables. Mary Steinlicht assist set up ArcOnline (ready to
proceed).

Buffer Initiative:
Other Waters: Technician Steinbrink assist with generation of map, narrative of
inclusion criteria and shapefile for submission to BWSR, County and Watershed
Districts (07/01/2-017). WPSWCD (Validation of Compliance, Conditional Compliance
Waiver), continue working with landowners, Specific inquiries (landowner). Attended
County Enforcement meeting 06/09/2017.

Tree Program:
(4) Machine Plant = 9675 trees accomplished 2800 (additional) trees ordered. 14875
total; 14175 sold 04/10/2017 (sold out).Acquired water pump/sprayer & pallets…
coordinate UMC volunteers hand plant Liberty 12 CRP (accomplished). Tree shed
clean out.
Other:
Meetings, assist survey, State Cost-Share, etc.

NRCS DISTRICT CONSERVATIONIST’S REPORT
No report.

Matt Waterworth
Acting NRCS District Conservationist

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:
June 2017 Report
Jillian Fejszes, Farm Bill Biologist

Trainings/Meetings:
• 5/11- Filter Strip Webinar
• 5/18- Pennington SWCD Board Meeting
• 5/22-5/25- Pheasants Forever National Team Meeting- Custer, SD
• 6/5- Pennington WRAC Meeting
• 6/13- North Region Local Technical Team (Prairie Plan) Meeting- Tamarac NWR
• 6/15- West Polk and Pennington SWCD Board Meetings

Ongoing Work:
• Completed some CRP Conservation plans- 18 for Red Lake, totaling 527 acres. I do not anticipate doing any more plans for a while. I have 2-3 more site visits to do for CRP that has been enrolled.
• Talked with 12 landowners about CRP.
• Letters sent to landowners for WRP monitoring, talked to some landowners that wanted to be present or know more about the monitoring. First site was done on 6/2, I have about 14 more to do. Working to get GPS ready to go and make sure I have reviewed the files thoroughly enough.
• Watched webinars for soil health training coming up, also some for conservation plan certification.
• RIM monitoring for Marshall County will be coming up in July.
• Hoping to work on other Farm Bill programs once WRP work is done.

Upcoming:
6/21- Soils Health Training- Mahnomen
6/27-6/29- Time off for family visiting

The next meeting was scheduled for July 20, 2017 at 7:00 am.

With no further business, adjourned the meeting at am.

Respectfully submitted,

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

MINUTES FROM THE JULY 20, 2017 REGULAR BOARD MEETING

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

Supervisors Present: Elliott Solheim, Chairman
Mark McWalter, Secretary/Treasurer
John Sorenson, PR & I

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

Others Present:

Absent: Derek Peterson, Vice Chair
Matt Waterworth, Acting District Conservationist
Jillian Fejszes, Farm Bill Biologist

SECRETARY'S REPORT:
{Motion #42-17} Motion by Sorenson and seconded by McWalter to approve the minutes from the Regular Board meeting held on June 15th, 2017.

Affirmative: Sorenson, McWalter

Opposed: None  Motion: Pass

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

TREASURER'S REPORT:
{Motion #43-17} Motion by Sorenson and seconded by McWalter to approve the treasurers report.

Affirmative: Sorenson, McWalter

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#</th>
<th>Practice</th>
<th>Approved Project Cost</th>
<th>Cost Share Amount</th>
<th>Technical Approval Authority</th>
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<tbody>
<tr>
<td>CS-14-09</td>
<td>410</td>
<td>2,500.00</td>
<td>1,875.00</td>
<td>Steinbrink</td>
</tr>
<tr>
<td>CS-16-03</td>
<td>351</td>
<td>800.00</td>
<td>400.00</td>
<td>Habermehl</td>
</tr>
</tbody>
</table>

{Motion #44-17}  Motion by McWalter and seconded by Sorenson to approve payment for the listed State Cost Share contracts.

Affirmative: McWalter, Sorenson

Opposed: None        Motion: Pass

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

<table>
<thead>
<tr>
<th>Contract#</th>
<th>Practice</th>
<th>Approved Project Cost</th>
<th>Cost Share Amount</th>
<th>Technical Approval Authority</th>
</tr>
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<tr>
<td>CS-16-05/CS-17-01/CAP-16-01</td>
<td>410</td>
<td>27,500.00</td>
<td>20,625.00</td>
<td>Steinbrink</td>
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<tr>
<td>CS-16-06</td>
<td>351</td>
<td>783.00</td>
<td>392.00</td>
<td>Habermehl</td>
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</tbody>
</table>

{Motion #45-17}  Motion by Sorenson and seconded by McWalter to approve the listed State Cost Share contracts.

Affirmative: Sorenson, McWalter

Opposed: None        Motion: Pass

OLD BUSINESS

NEW BUSINESS

The District received the 2017 budget letter from the County requesting financials for review and demonstrate the return the district is able to secure with the County’s investment. Staff requested a meeting with Mr. Whiting to discuss budget/allocation/buffer program.

District staff will be meeting with EPSWCD staff and Supervisor(s), August 10th at 9 am to discuss the meeting with the County Board regarding budget/allocation/buffer program. District staff requests West Polk Supervisors to participate in the August 10th meeting.
Staff requests a motion to approve the Cooperative Working Agreement between USDA, NRCS and West Polk SWCD. Discussion.

{Motion #46-17} Motion by McWalter and seconded by Sorenson to approve the Cooperative Working Agreement between USDA, NRCS and West Polk SWCD.

Affirmative: McWalter, Sorenson  Opposed: None  Motion: Pass

Staff requests a motion to approve the FY2018 BWSR Riparian Buffer Cost Share Program Grant Agreement in the amount of $325,000.00. Discussion.

{Motion #47-17} Motion by Sorenson and seconded by McWalter to approve the FY2018 BWSR Riparian Buffer Cost Share Program Grant Agreement in the amount of $325,000.00.

Affirmative: Sorenson, McWalter  Opposed: None  Motion: Pass

Staff requests delegation of authority for buffer compliance cost share contract approval. Discussion.

{Motion #48-17} Motion by McWalter and seconded by Sorenson to approve the West Polk SWCD Buffer Cost Share Policy.

Affirmative: McWalter, Sorenson  Opposed: None  Motion: Pass

Staff requests approval of 2017-2018 West Polk Buffer Compliance Cost Share Policy (docket).

{Motion #49-17} Motion by Sorenson and seconded by McWalter to approve the approval of 2017-2018 West Polk Buffer Compliance Cost Share Policy (docket).

Affirmative: Sorenson, McWalter  Opposed: None  Motion: Pass

Staff is requesting approval to purchase a HP Laptop for Steinbrink in the amount of $1,561.86. Discussion.

{Motion #50-16} Motion by McWalter and seconded by Sorenson to approve purchase of a HP laptop for Steinbrink in the amount of $1,561.86.
MEETING REPORTS

Attended Meetings/Trainings
Area 1 Meeting, UMC Bede Ballroom  Staff/Supervisors
Administration Session Conference Call    Bernd
Administration Session, Walker    Bernd
Red River Watershed Management Board Meeting, EGF    Bernd
WRAC Meeting, Mentor    Bernd

Upcoming Meetings/Trainings
WCA Program Review, Office    Staff/BWSR
District Financial Audit, Office    Bernd
Meet with East Polk SWCD/Budget Requests    Staff/Supervisors
Public Hearing Polk County Waterplan Amendment    Bernd
County Board Budget/Buffer Meeting    Staff/Supervisors
Flood Damage Reduction Work Group Mtg, Detroit Lakes    Bernd

DISTRICT EMPLOYEE'S REPORTS:

Bernd

FEEDLOTS
Bernd requests a motion to approve the shared services agreement between East and West Polk SWCD for the administration and technical assistance implemented by East Polk SWCD of the Polk County Feedlot Program in West Polk County.

{Motion #51-16}  Motion by McWalter and seconded by Sorenson to approve the shared services agreement between East and West Polk SWCD for the administration and technical assistance implemented by East Polk SWCD of the Polk County Feedlot Program in West Polk County.

Affirmative: McWalter, Sorenson
Opposed: None    Motion: Pass

CWL
BWSR July 2017 Snapshot publication of the Sand Hill Rock Riffle Project

LWM
Amendments have been made and approved for the Polk County Comprehensive Water Plan Update. A public hearing will be scheduled for August 22, 2017 at the County Board meeting.

OTHER
DNR WLI/JPA
West Polk SWCD is acting as the fiscal agent for the MN DNR Working Lands Initiative for projects through a Joint Powers Agreement (JPA). Two projects have been brought forth for payment. The District will be reimbursed for the full amount submitted plus an additional administration service at 1.5%.

Bernd is requesting approval for payment in the amount of $7,995.22 for a Native Seed Storage/Drying Project and payment in the amount of $1,952.00 for a TNC WRP Seeding Project.

{Motion #52-16} Motion by Sorenson and seconded by McWalter to approve approval for payment in the amount of $7,995.22 for Native Seed Storage/Drying Project and payment in the amount of $1,952.00 for TNC WRP Seeding Project.

Affirmative: Sorenson, McWalter
Opposed: None        Motion: Pass

Bernd was contacted by the Red River Retention Authority to participate on the Red River Basin Technical Subcommittee. This committee will be discussing/reviewing conservation practices under the EQIP program and reviewing WRE (Wetland Reserve Easements) ranking criteria within the Red River Basin.

Steinbrink
Technician Report 7-20-17
Buffer Bits:
- Assisting landowners with the MN Buffer program determining widths, acres and location where buffers will be required.
- Completed buffer inquires on 1331 tracts
- Assisting FSA with locating lines on maps for grass filter strips.
- Getting mailing ready to send to landowners needing a buffer along DNR public waters.
- New cost share funds for buffer strips.

Construction Projects:
- Sorenson-Newhouse- Grade Stabilization Structure - Design completed
- Carl Moland-Diversion - Design completed
- Tiedemann Farms- 2 SWI - Need survey and Design
- Mike Gasper- SWI-State Cost Share - Design completed
- Hoppe Farms-DNR Public Waters - Design completed and sent to DNR
- Alex Engelstad-DNR Public Waters - Design completed and sent to DNR

Habermehl
Technician Habermehl Report 07/20/2017
WCA:
Level II PRAP WCA Review 07/24/2017, TEP 08/10/2017
Crookston 7: site-visit, 1599 extension, TEP on site; WCA analysis, contact landowner (done- no fill communicated).
Belgium 34: 06/15/2017 TEP Findings, compose NOD
Onstad 24: 06/15/2017 TEP Findings, TSA Engineer design (Diversion 362) communicated MnDNR Assistant Wildlife Manager Emily Hutchins 04/03/2017; sent FOF (signed- ready to present to Moland).
Euclid 25: WCA analysis, TEP on site 05/11/2017, landowner telephoned 07/11/2017, possible survey.
Liberty 24: WCA Analysis (Ag Exemption) NOD
Liberty 28: violation; USACE, MnDNR RPN issuance.
Kertsonville 33: restoration- issue Certificate or Satisfactory Completion- or RO.
Burnham Creek Grant:
!potential 1W1P ditch inventory of Red Lake Watershed –Burnham Creek excess grant funds Pennington SWCD (Levi technician] meeting FO¡- adopt 1W1P uniform technology/grant deliverables. Mary Steinlicht assist set up ArcOnline (ready to proceed).
Buffer Initiative:
Other Waters: Technician Steinbrink assist with generation of map, narrative of inclusion criteria and shapefile for submission to BWSR, County and Watershed Districts (07/01/2-017). WPSWCD Buffer Compliance Cost- Share (Validation of Compliance, Parcel Specific Compliance Waiver) develop Buffer Compliance Cost- Share Policy (Docket) [differentiate from Capacity Funds and ECWM Cost-Share], continue working with landowners, Specific inquiries (landowner). Attended County Enforcement meeting 06/09/2017.
Tree Program:
2017 Season complete (see provide spreadsheet attachment) Total Sales=$33,602.56
Total Expense=$27,719.76 Profit= $5,882.80
Other: Meetings, assist survey, training, State Cost-Share, Climatology, Tax Exemption, etc.

NRCS DISTRICT CONSERVATIONIST’S REPORT
All CSP scored and ranked. Currently 0 funded for 2017. Benchmark score 310, Polk’s highest application was 262. Main reason is Polk county applications are not located in TMDL watershed for turbidity.

EQIP application deadline is Aug 18. Several producers are interested. No report.

Matt Waterworth
Acting NRCS District Conservationist

CORRESPONDENCE:

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

OTHER:
July 2017 Report
Jillian Fejszes, Farm Bill Biologist
Trainings/Meetings:
• 6/21- Soils Health Training- Mahnomen
• 6/27-6/28, 7/3-7/5- Time off for family visiting
• 7/10- Native Prairie Bank Easement Tour, Polk County
• 7/13- RUSLE 2 Training- Detroit Lakes
Ongoing Work:
• I have spent quite a bit of time working on WRP monitoring for Marshall and Pennington Counties. I still have some sites to do in Polk County. So far I have done 12 sites and nearly 2500 acres. I will need to complete all of the required paperwork after I finish the sites- that is all due at the end of July.
• Talking with people who have CRP questions as seeding is underway. I met with 2 landowners at their CRP sites as well to discuss options on their sites.
• Bugge CRP site has been seeded which was funded with WLI money.
• Completed Farm Bill Assistance quarterly report and sent in.
• RIM monitoring for Marshall County will be coming up in July.
Upcoming:
• 7/18- Marshall SWCD Board Meeting
• 7/20- Pennington SWCD Board Meeting
Upcoming:
6/21- Soils Health Training- Mahnomen
6/27-6/29- Time off for family visiting

The next meeting was scheduled for August 16, 2017 at 7:00 am.

With no further business, Chairman Solheim adjourned the meeting at 8:35 am.

Respectfully submitted,

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

MINUTES FROM THE AUGUST 16, 2017 REGULAR BOARD MEETING

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

Supervisors Present: Elliott Solheim, Chairman  
Mark McWalter, Secretary/Treasurer  
John Sorenson, PR & I

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

Others Present: Matt Waterworth, Acting District Conservationist  
Dale Krystosek, PRAP Coordinator, BWSR  
Brett Arne, Board Conservationist, BWSR  
Steve Hofstad, Wetland Specialist, BWSR

Absent: Derek Peterson, Vice Chair  
Jillian Fejszes, Farm Bill Biologist

SECRETARY’S REPORT:
{Motion #53-17} Motion by Sorenson and seconded by McWalter to approve the minutes from the Regular Board meeting held on July 20th, 2017.

Affirmative: Sorenson, McWalter

Opposed: None

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

TREASURER’S REPORT:
{Motion #54-17} Motion by McWalter and seconded by Sorenson to approve the treasurers report.

Affirmative: McWalter, Sorenson

Opposed: None

STATE COST SHARE REPORT:
District Staff is requesting approval for payment of the following State Cost Share contracts.

<table>
<thead>
<tr>
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<th>Cost Share Amount</th>
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</tr>
</thead>
<tbody>
<tr>
<td>CS-14-08</td>
<td>410</td>
<td>1700.00</td>
<td>1275.00</td>
<td>Steinbrink</td>
</tr>
<tr>
<td>CS-16-04</td>
<td>351</td>
<td>610.00</td>
<td>265.00</td>
<td>Steinbrink</td>
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</table>

{Motion #55-17} Motion by McWalter and seconded by Sorenson to approve payment for the listed State Cost Share contracts.

Affirmative: McWalter, Sorenson

Opposed: None

Motion: Pass

OLD BUSINESS
PRAP Report by BWSR Dale Krystosek, PRAP Coordinator, Brett Arne, Board Conservationist and Steve Hofstad, Wetland Specialist, BWSR.
Response letter by WPSWCD within 30 days of approval.

{Motion #56-17} Motion by Sorenson and seconded by McWalter to approve the Level II Performance Review of West Polk SWCD by the Board of Water and Soil Resources.

Affirmative: Sorenson, McWalter

Opposed: None

Motion: Pass

MASWCD 2017 Outstanding Conservationist-Mike Tiedemann, Tiedemann Farms

SWCD Governance Conference, September 14-15, 2017 Bloomington, MN–Supervisors attending?

NEW BUSINESS
Staff requests approval of the corrections/additions to the WPSWCD Policy Handbook listed below:
pg 2, Statutes/Disclaimer; pg 5, Government Data definition; pg 6, Nonpublic Data/Private Data definition; Status definition; pg 7, Seasonal and Tax Fringe Benefit definition; pg 18-19, Gov. Data Practices; pg 23, ATV Policy; pg 23, agreements/MOU/JPA; pg 28-29, Veterans Preference Act; pg 45 , Severance Pay; pg 47, Employee Training & Development;

{Motion #57-17} Motion by McWalter and seconded by Sorenson to approve the corrections/additions to the West Polk SWCD Handbook.

Affirmative: McWalter, Sorenson
Pledged Securities Agreement with Northern Sky Bank, Crookston MN - discussion

{Motion #58-17} Motion by Sorenson and seconded by McWalter to approve the agreement for custody of pledged securities with Northern Sky Bank, Crookston MN in the amount of $225,000.00.

Affirmative: Sorenson, McWalter

The District will be receiving a dividend from MCIT in the amount of $1,675.00 mid-November of this year.

A cover letter and PowerPoint presentation showing 2018 proposed budgets and the County’s secured investment with the SWCD’s will be presented at the August 22nd County Board Meeting. Contact/conversations have made with Jerry Jacobson, County Commissioner, Gene Tiedemann, BWSR/Landowner, Elliott Solheim, WPSWCD Supervisor, Ken Pederson, EPSWCD Supervisor and Terry Sorenson, RLWD, regarding the SWCD’s concerns of the buffer enforcement required tasks and no funding to support. Letter and presentation will be shared with those listed prior to board meeting and presence will be requested at the August 22nd board meeting.

MEETING REPORTS

Attended Meetings/Trainings
WCA Program Review, Office Staff/BWSR
District Financial Audit, Office Bernd
County Board Budget/Buffer Meeting Staff
Red River Basin Initiative Tech Subcommittee, Fargo Bernd
Meet with East Polk SWCD/Budget/Buffers/PRAP Staff/Supervisor

Upcoming Meetings/Trainings
RLR One Watershed One Plan conference call, office Bernd
Public Hearing Polk County Waterplan Amendment, Crookston Bernd
Pennington SWCD/Ditch Inventory Project, office Staff
We are Water Program meeting, Valley Tech Park, UMC Bernd

DISTRICT EMPLOYEE’S REPORTS:
Bernd

CWL
The district requested the 40% installment of the Sand Hill River Rock Riffle Project in the amount of $237,500. Grant reconciliation must take place first before request is granted.
Bernd submitted a Clean Water Legacy Projects and Practices grant application on behalf of the Middle-Snake-Tamarac Watershed District in the amount of $280,500 for Judicial Ditch No. 75. The project will reestablish the ditch bottom grade, flatten side slopes, sheet pile weir removal, grade control/fish structures and side water inlets will be installed. If awarded, the District will be the grant administrator.

The District has partnered with the Middle-Snake-Tamarac Watershed District for a Clean Water Legacy Multipurpose Drainage Management Application in the amount of $144,000 for County Ditch 175 Improvement. This consists of installation of side water inlets, grassed waterways and erosion control berms along the ditch.

**LWM**
Public Hearing has been set for Tuesday, August 22nd at 9am for the Polk County Water Plan Amendment at the Polk County Government Center.

**OTHER**
MN Department of Ag Host Town Hall Listening Session on Ag Issues in conjunction with 25x25 water town hall meetings – press release

The district submitted the BWSR press release regarding funds available as cost share to support landowners for buffer implementation to local papers and radio station.

Bernd is currently working with Linda Kingery, U of M Northwest Regional Sustainable Development Partnership, and Jennifer Tonka, Minnesota Humanities Center to be part of the team to host the “We are Water” MN exhibit in Crookston and to promote events in the region. A planning meeting has been scheduled for August 28th.

**Steinbrink**
Technician Report 7-20-17

**Buffer Bits:**
Assisting landowners with the MN Buffer program determining widths, acres and location where buffers will be required.
Completed buffer inquires on 1353 tracts
Assisting FSA with locating lines on maps for grass filter strips.
Getting mailing ready to send to landowners needing a buffer along DNR public waters.
New cost share funds for buffer strips.
CCRP Buffer strips for Public waters need to be signed up prior to November 1 2017

**Construction Projects**
Sorenson-Newhouse- Grade Stabilization Structure—**Design completed**
Carl Moland-Diversion—**Design completed**
Tiedemann Farms- 2 SWI Need survey and Design
Mike Gasper- SWI-State Cost Share. **Design completed**
Hoppe Farms-DNR Public Waters—**Design completed and sent to DNR**
Alex Engelstad-DNR Public Waters—**Design completed and sent to DNR**
Habermehl
Technician Habermehl Report 08/16/2017

WCA:
Level II PRAP WCA Review 07/24/2017, TEP 08/16/2017; acquired SWCD Board and City of Crookston WCA decision authority resolutions (require Fisher, Beltrami, Nielsville).
City of Fisher: Joint App pending
Brandt 13: Joint App. 17-05, 08/14/2017 WCA analysis
Russia 31: Joint App. 17-04 site-visit 08/07/2017 (De Minimis [or incidental]) WCA analysis
Crookston 7: site-visit, 1599 extension, TEP on site; WCA analysis, contact landowner (done- no fill communicated).
Onstad 24: 06/15/2017 TEP Findings, TSA Engineer design (Diversion 362) communicated MnDNR Assistant Wildlife Manager Emily Hutchins 04/03/2017; sent FOF (signed- ready to present to Moland).
Euclid 25: WCA analysis, TEP on site 05/11/2017, landowner telephoned 07/11/2017, possible survey.
Liberty 24: WCA Analysis (Ag Exemption) NOD
Liberty 28: violation; USACE, MnDNR RPN issuance.
Kertsonville 33: restoration- issue Certificate or Satisfactory Completion- or RO.
Burnham Creek Grant:
!potential 1W1P ditch inventory of Red Lake Watershed –Burnham Creek excess grant funds Pennington SWCD (Levi [technician] meeting FO¡- adopt 1W1P uniform technology/grant deliverables. Mary Steinlicht assist set up ArcOnline (ready to proceed).

Buffer Initiative:
Completion and mailing of Preliminary (non) Compliance Inventory (Public Water) Parcel Owner informative (cost-share) letter. Meet with County GIS specialist (develop App). Technician Steinbrink assist with generation of map, narrative of inclusion criteria and shapefile for submission to BWSR, County and Watershed Districts (07/01/2-017). Developed Buffer Compliance Cost-Share Policy (Docket) [differentiate from Capacity Funds and ECWM Cost-Share] + add Noxious Weed (Law) language. Continue working with landowners; specific inquiries. Attended County Enforcement meeting 06/09/2017 and County Administrator/Ditch Authority meeting.

Other: meetings (JAA webinar, RLWD Ditch 16, County appropriation, County GIS w/Dave Marshall [East Polk SWCD]) assist survey, training, State Cost-Share, Climatology, Tax Exemption, etc.

NRCS DISTRICT CONSERVATIONIST’S REPORT
EQIP-
NRCS has been extremely busy working with current applications for EQIP and completing practices for past EQIP contract. Currently we have over 60 applications with a projected dollar amount well over 3 million. Additional applications are likely with the deadline for applications this Friday. We have been asked by Myron Jesme to assist with a 9 mile ditch project in Northland Township. NRCS would not have any engineering responsibilities only contracting for the SWI’s on the 9 mile project. Jessica has been working on surveying and designing an additional 38 SWIs. Cover crop has been the major push for EQIP. 13 installed SWIs are currently being certified.

CRP-
Jess has completed 30 eligibility determinations for CRP, and developed 6 TIP applications. Still unsure of potential funding due to the acre cap nationwide at 24 million acres.

CTA-
West Polk has received 7 new 1026’s for wetland determinations, and a potential wetland violation.
FSA 5% compliance check was completed this month, along with cultural resource reviews needed for all potential engineering projects which is now the Field offices responsibility.

Engineering-
Several surveys and designs are being completed through West Polk for several counties

DC bit-
The Crookston NRCS staff is currently busy keeping up with the demand for our programs. This has been a result of lower commodity prices and the high payment rate of our conservation programs. At current staffing levels we are maxed out and additional help may be needed from other counties. Marshall is experiencing the same level of requests.

Matt Waterworth
Acting NRCS District Conservationist

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:
August 2017 Report
Jillian Fejszes, Farm Bill Biologist
Trainings/Meetings:
• 7/18- Marshall SWCD Board Meeting
• 7/20- Pennington SWCD Board Meeting

Ongoing Work:
• WRP monitoring has been completed. The photobooks, maps and worksheets were finished and sent in. In total, there were 14 sites at 3,566 acres.
• Worked on RIM status reviews for Marshall County. There were 17 sites at 2,236 acres. Took a few days to visit the sites. I am working on the paperwork for the sites as well as going over the ownership for the RIM sites and will be working to mail out ownership change forms to landowners.
• Completed CRP status reviews for Pennington, there were 3 sites at 509 acres.
• Working on CRP paperwork, answering landowner questions about CRP, site visits. Talked to 12 landowners in the past month, and had 2 site visits with landowners.

Upcoming:
• 8/15- Marshall SWCD Board Meeting
• 8/17- West Polk SWCD and Pennington SWCD Board Meetings
• 8/18- DNR Native Prairie Plant ID Training

The next meeting was scheduled for September 21, 2017 at 7:00 am.

With no further business, Solheim adjourned the meeting at 9:11 am.

Respectfully submitted,

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

MINUTES FROM THE SEPTEMBER, 21, 2017 REGULAR BOARD MEETING

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

Supervisors Present:  Elliott Solheim, Chairman  
Derek Peterson, Vice Chair  
John Sorenson, PR & I

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

Others Present: Matt Waterworth, Acting District Conservationist  
Jillian Fejszes, Farm Bill Biologist

Absent: Mark McWalter, Secretary/Treasurer

SECRETARY'S REPORT:
{Motion #59-17} Motion by Sorenson and seconded by Peterson to approve the minutes from the Regular Board meeting held on August 17, 2017.

Affirmative: Sorenson, Peterson

Opposed: None  Motion: Pass

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

TREASURER'S REPORT:
{Motion #60-17} Motion by Sorenson and seconded by Peterson to approve the treasurers report.

Affirmative: Sorenson, Peterson

Opposed: None  Motion: Pass

STATE COST SHARE REPORT:
No report
OLD BUSINESS
Outstanding Conservationist – Mike Tiedemann, Tiedemann Farms, Inc. will be recognized at the 2017 MASWCD Annual Convention in December in Bloomington, MN

NEW BUSINESS
Staff requests approval of the Operational Agreement between NRCS and West Polk SWCD. West Polk SWCD has requested 3 NRCS computer seats in the amount of $12,045, $4,015/seat. The district will provide NRCS in return services in the amount of $25,422. This agreement will be reviewed annually. Discussion.

{Motion #61-17} Motion by Peterson and seconded by Sorenson to approve the Operational Agreement between NRCS and West Polk SWCD to obtain 3 NRCS computer seats in return West Polk SWCD will provide services to NRCS.

Affirmative: Peterson, Sorenson

Opposed: None

Motion: Pass

Staff requests approval of the FY 2018 & 2019 BWSR SWCD Programs & Operations Grant Agreement. Grant programs are:

<table>
<thead>
<tr>
<th>Year</th>
<th>Program</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018 SWCD</td>
<td>Capacity</td>
<td>$100,000</td>
</tr>
<tr>
<td>2018 Buffer</td>
<td>Law</td>
<td>$45,000</td>
</tr>
<tr>
<td>2018 Conservation Delivery</td>
<td>$18,828</td>
<td></td>
</tr>
<tr>
<td>2018 State Cost Share</td>
<td>$13,414</td>
<td></td>
</tr>
<tr>
<td>2019 Conservation Delivery</td>
<td>$18,828</td>
<td></td>
</tr>
<tr>
<td>2019 State Cost Share</td>
<td>$13,414</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$209,484</td>
</tr>
</tbody>
</table>

These grants will expire December 31, 2020 or until obligations have been satisfactory fulfilled, whichever comes first.

{Motion #62-17} Motion by Sorenson and seconded by Peterson to approve the FY 2018 & 2019 BWSR SWCD Programs & Operations Grant Agreement.

Affirmative: Sorenson, Peterson

Opposed: None

Motion: Pass


{Motion #63-17} Motion by Sorenson and seconded by Peterson to approve the FY2017 Clean Water Legacy Red Lake Watershed District Project 134 Clean Water Fund Assistance Contract in the amount of $128,750.
Affirmative: Sorenson, Peterson
Opposed: None  Motion: Pass

2017 MASWCD Resolutions – Packet and action required and submitted to MASWCD by Nov. 1st

MEETING REPORTS
Attended Meetings/Trainings
RLR One Watershed One Plan conference call, office    Bernd
Public Hearing Polk County Waterplan Amendment, Crookston  Bernd
Pennington SWCD/Ditch Inventory Project, office  Staff
We are Water Program meeting, Valley Tech Park, UMC  Bernd
Locally Led Work Group Conference call  Bernd
25x25 Local Water Town Hall Meeting, UMC  Staff
BWSR, John Jaschke Meeting, Detroit Lakes  Bernd
BWSR North Region Committee Board Meeting, Detroit Lakes  Bernd
Public Hearing, CD #175, MDTR Watershed District  Bernd
NW MN Water Festival, Warren & Fertile  Bernd

Upcoming Meetings/Trainings
Public Info Meeting, Crookston Wellhead Protection Plan, Crookston  Bernd
RLR 1W1P Planning Meeting, Thief River Falls  Bernd
MN Ag Water Quality Cert. Program meeting, Thief River Falls  Staff
Red Lake River Corridor meeting, Thief River Falls  Bernd
Sand Hill River Rock Riffle Expansion Project Budget meeting, Fertile,  Bernd
RLR 1W1P Policy Committee Meeting, Thief River Falls  Bernd
FDRWG Communications Team meeting, Detroit Lakes  Bernd

DISTRICT EMPLOYEE'S REPORTS:
Bernd

CWL
A budget meeting has been scheduled for the CWL Sand Hill River Rock Riffle project expansion. We will be also updating the workplan to include the activities and monies associated with the project expansion.

A Memorandum of Agreement between Pennington Soil and Water Conservation District, Red Lake Watershed District and West Polk Soil and Water Conservation District has been established to complete a Clean Water Legacy ditch and culvert inventory in the Red Lake River One Watershed One District area within West Polk County. Discussion.

{Motion #64-17} Motion by and seconded by to approve the Memorandum of Agreement between Pennington Soil and Water Conservation District,
Red Lake Watershed District and West Polk Soil and Water Conservation District for the Red Lake River One Watershed One Plan Ditch Inventory.

Affirmative:

Opposed:

Motion:

Motion was tabled for more discussion at the October 19th, 2017 board meeting.

LWM
Bernd attended the BWSR North Regional Committee meeting for the Polk County Water Plan update amendment. The amendment was approved and the plan will be available on East & West Polk SWCD’s and Polk County websites.

Bernd presented at the 2017 NW MN Water Festival in Warren and Fertile. We reached out to ~670 fourth grades from surrounding schools.

OTHER
The district has agreed to a partnership with RMB Environmental Labs, Detroit Lakes MN to be a pick-up and drop off location of water sample testing kits for the public. A courier will be stopping by several days a week to take any samples that have been deposited at the office.

Steinbrink
Technician Report 9-21-17

Buffer Bits:
Assisting landowners with the MN Buffer program determining widths, acres and location where buffers will be required.
Completed buffer inquires on 471 tracts for 31 clients. Total to date 1824 tracts.
Assisting FSA with locating lines on maps for grass filter strips.

Construction Projects
Sorenson-Newhouse- Grade Stabilization Structure-Design completed
Carl Moland-Diversion-Design completed
Tiedemann Farms- 2 SWI Need survey and Design
Mike Gasper- SWI-State Cost Share. Design completed

Habermehl
Technician Habermehl Report 09/21/2017

WCA:
TEP 08/16/2017; acquired SWCD Board and City of Crookston WCA decision authority resolutions (require Fisher, Beltrami, Nielsville).
City of Fisher: Joint App pending
Brandt 13: Joint App. 17-05, 08/14/2017 WCA analysis
Polk County Landfill: issued NOD Delineation Concurrence
Russia 31: Joint App. 17-04 site-visit 08/07/2017 (De Minimis [or incidental]) WCA analysis, NOD
Onstad 24: 06/15/2017 TEP Findings, TSA Engineer design (Diversion 362) communicated MnDNR Assistant Wildlife Manager Emily Hutchins 04/03/2017; sent FOF (signed- ready to present to Moland).
Euclid 25: WCA analysis, TEP on site 05/11/2017, landowner telephoned 07/11/2017, possible survey.
Liberty 24: WCA Analysis (Ag Exemption) NOD
Liberty 28: violation; USACE, MnDNR RPN issuance.
Kertsonville 33: restoration- issued Certificate or Satisfactory Completion.
(Small) Crookston 18: potential violation.
Burnham Creek Grant:

!potential 1W1P ditch inventory of Red Lake Watershed –Burnham Creek excess grant funds Pennington SWCD]- adopt 1W1P uniform technology/grant deliverables. Mary Steinlicht assist set up ArcOnline (ready to proceed).

Buffer Initiative:
Completion and mailing of Preliminary (non) Compliance Inventory (Public Water) Parcel Owner informative (cost-share) letter. Assisting with parcel maps >100.
Developed Buffer Compliance Cost-Share Policy (Docket) [differentiate from Capacity Funds and ECWM Cost-Share] + add Noxious Weed (Law) language. Continue working with landowners; specific inquiries. Meeting w/ Drainage Authority, Planning and Zoning 09/21/2017

Other: meetings… LincPass, 25 x 25, BWSR Academy. Tax Forfeitures= >16, Tree Plans (3), RIM: 2017 monitoring complete; sent to BWSR, remaining vouchers paid, etc…

Staff requests a motion to approve repair of the front bumper of the 2005 GMC in the amount of $1,274.86.

{Motion #66-17} Motion by Peterson and seconded by Sorenson to approve repair of the front bumper of the 2005 GMC in the amount of $1,274.86.

Affirmative: Peterson, Sorenson

Opposed: None        Motion: Pass

NRCS DISTRICT CONSERVATIONIST’S REPORT
NRCS has been working on getting all the documentation for the new EQIP applications. Tiedemann has been completing as-builts for construction projects that have been completed this summer.
Waterworth have been completing all year end “emergency items” such as status reviews, trainings, performance, mods etc.
Matt Waterworth
Acting NRCS District Conservationist

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:
September 2017 Report
Jillian Fejszes, Farm Bill Biologist

Trainings/Meetings:
• 8/8- Job Approval Authority Webinar
• 8/15- Marshall SWCD Board Meeting
• 8/17- Pennington SWCD Board Meeting
• 8/18- DNR Native Prairie Plant ID Training
• 9/11- Pennington WRAC Meeting

Ongoing Work:
• Helped NRCS out with the CSP plans. Completed mapping for 9 plans and completed 6 plans start to finish, to cover over 5,000 acres of cropland.
• Completed RIM monitoring for Pennington, 6 sites at 954 acres.
• Had to re-do a few things for WRP monitoring, spent some time re-arranging photo books and visited one site to get more pictures.
• Working on getting landowner change letters sent out to 8 people that are new owners of Marshall RIM easements but have not completed the required paperwork yet.
• Starting to look at CRP expiring in 2018 as I am being asked about some sites already. No idea what the process will be to renew these sites.

Upcoming:
• 9/13- Outdoor Education Day
• 9/19 & 9/20- Water fest
• 9/21- West Polk and Pennington SWCD Board Meetings

The next meeting was scheduled for October 19, 2017 at 7:00 am.

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

Respectfully submitted,
Mark McWalter,
Secretary/Treasurer
MM/nb
The meeting was called to order at 7:02 a.m. by Secretary/Treasurer McWalter, at the District Office.

Supervisors Present:  Elliott Solheim, Chairman  
Derek Peterson, Vice Chair  
Mark McWalter, Secretary/Treasurer  
John Sorenson, PR & I  

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

Others Present: Nicol Bennett, Acting District Conservationist  
Peter Nelson, Pennington SWCD  
Myron Jesme, Red Lake Watershed District  

Absent: Duane Steinbrink, District Technician  
Jillian Fejszes, Farm Bill Biologist  

SECRETARY'S REPORT:  
{Motion #65-17} Motion by Sorenson and seconded by Solheim to approve the minutes from the Regular Board meeting held on September 21, 2017.  

Affirmative: Sorenson, Solheim & Peterson  

Opposed: None  

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

TREASURER'S REPORT:  
{Motion #66-17} Motion by Sorenson and seconded by Solheim to approve the treasurers report.  

Affirmative: Sorenson, Solheim & Peterson  

Opposed: None  

Motion: Pass
STATE COST SHARE REPORT:
District Staff is requesting approval of the following State Cost Share contracts.

<table>
<thead>
<tr>
<th>Contract#</th>
<th>Practice</th>
<th>Approved Project Cost</th>
<th>Cost Share Amount</th>
<th>Technical Approval Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>DF(LSF)-01-17</td>
<td>351</td>
<td>1075.00</td>
<td>500.00</td>
<td>Habermehl</td>
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<td>CAP-16-02</td>
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<td>5000.00</td>
<td>3750.00</td>
<td>Steinbrink</td>
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<td>CAP-16-03</td>
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<td>1200.00</td>
<td>900.00</td>
<td>Steinbrink</td>
</tr>
<tr>
<td>CAP-16-04</td>
<td>410</td>
<td>1200.00</td>
<td>900.00</td>
<td>Steinbrink</td>
</tr>
</tbody>
</table>

{Motion #67-17} Motion by Sorenson and seconded by Solheim to approve the listed Cost Share contracts.

Affirmative: Sorenson, Solheim & Peterson
Opposed: None
Motion: Pass

OLD BUSINESS
Motion was tabled for more discussion at the October 19th, 2017 board meeting.

A Memorandum of Agreement between Pennington Soil and Water Conservation District, Red Lake Watershed District and West Polk Soil and Water Conservation District has been established to complete a Clean Water Legacy ditch and culvert inventory in the Red Lake River One Watershed One District area within West Polk County. Discussion.

{Motion #68-17} Motion by Peterson and seconded by Sorenson to approve the Memorandum of Agreement between Pennington Soil and Water Conservation District, Red Lake Watershed District and West Polk Soil and Water Conservation District for the Red Lake River One Watershed One Plan Ditch Inventory.

Affirmative: Sorenson, Solheim & Peterson
Opposed: None
Motion: Pass

2017 MASWCD Resolutions – Turn in ballots

2017 MASWCD Annual Convention – who is attending?

NEW BUSINESS
Staff requests approval of 2018 West Polk SWCD Local Capacity Cost Share Program Conservation Practice Payment Policy (docket).
{Motion #69-17} Motion by Solheim and seconded by McWalter to approve the 2018 West Polk SWCD Local Capacity Cost Share Program Conservation Practice Payment Policy (docket).

Affirmative: Sorenson, Solheim & Peterson

Opposed: None                Motion: Pass

The 2018 & 2019 Natural Resource Block Grant Agreement has been received and approved by the County.

Program allocations are as follows;
- Local Water Management $13,468/yr.
- Wetland Conservation Act $21,641/yr.
- DNR Shoreland $3,527/yr.
- SSTS $18,600
- SSTS Upgrade $25,931

TOTAL $121,663

All FY 2018 grants funds will be distributed in one installment promptly after the grant agreement execution. FY 2019 grant fund will be distributed in September of 2018. FY 2019 grant funds may not be spent before they are received.

Staff requests approval for Resolution #01-17 for the recognition and support of the Wild Rice Watershed District’s efforts to apply for a BWSR grant to develop a watershed-scale plan, a.k.a. Wild Rice One Watershed One Plan and to collaborate with other SWCD’s, watershed districts and counties within its boundaries to enter into a Memorandum of Agreement, pending selection as a recipient of a planning grant.

{Motion #70-17} Motion by McWalter and seconded by Solheim to approve the Resolution #01-17 to support a Wild Rice Watershed One Watershed One Plan project.

Affirmative: Sorenson, Solheim & Peterson

Opposed: None                Motion: Pass

Letter from the US Department of the Interior/USFWS Staff at Rydell NWR

Staff requests a motion to approve purchase of USDA compatible 2-24” DELL Monitors, in the total estimated amount of $363.35.

{Motion #71-17} Motion by Sorenson and seconded by Solheim to approve purchase of USDA compatible 2-24” DELL Monitors, in the total estimated amount of $363.35.

Affirmative: Sorenson, Solheim & Peterson

Opposed: None                Motion: Pass
MEETING REPORTS
Attended Meetings/Trainings
Public Info Meeting, Crookston Wellhead Protection Plan, Crookston Bernd
RLR 1W1P Planning Meeting, Thief River Falls Bernd
MN Ag Water Quality Cert. Program meeting, Thief River Falls Staff
Red Lake River Corridor meeting, Thief River Falls Bernd
Sand Hill River Rock Riffle Expansion Project Budget meeting, Fertile, Bernd
RLWD Project 134 Engineering meeting, Thief River Falls Staff
RLR 1W1P Policy Committee meeting, Thief River Falls Bernd
Buffer Meeting with County PCES/Hwy Engineer/Inspector/GIS Tech Staff
Area 1 Meeting Planning meeting, Detroit Lakes Bernd
RLR 1W1P Planning Group meeting, Thief River Falls Bernd
Polk County Board meeting, Natural Resource Block Grant Bernd
RLR 1W1P Policy meeting, Thief River Falls Bernd

Upcoming Meetings/Trainings
MN Ag Water Quality Cert. Program Meeting, Office Staff
Informational Groundwater Meeting/DNR, Erskine Staff
FDRWG Communications Team meeting, Detroit Lakes Bernd
Buffer Alternative Practices w/BWSR Meeting, Thief River Falls Staff
BWSR Academy, Brainerd Staff
RRVSCA TSA Meeting, Mahnomen, Staff/Supervisor
Veterans Day, OFFICE CLOSED
Presentation at UMC/MPCA Feedlot Rules Bernd

DISTRICT EMPLOYEE’S REPORTS:
Bernd

CWL:
BWSR passed a resolution for the FY2018 Local Capacity Matching grants for Districts that received funding from counties above the annually received allocation. West Polk SWCD can receive up to $30,000 matching funds at a 1:1 ratio.

Bernd & Steinbrink met with Jim Hest, RRVSCA Engineer and Myron Jesme, RLWD, to review engineering plans of CWL RLWD Project 134. Steinbrink is to contact the landowners in regards to a maintenance agreement/easement and watershed permit. Total construction cost in under a $100,000 so bids will not have to be submitted. Construction anticipated to start this fall.

LWM:
Bernd presented the NRBG at the Polk County board meeting, Tuesday, October 17th. See disbursement journal.

Bernd requests approval of the resolution to approve Polk County Comprehensive Local Water Plan as the Comprehensive Local Water Plan of West Polk SWCD.
{Motion #72-17} Motion by Sorenson and seconded by Solheim to approve Polk County Comprehensive Local Water Plan as the Comprehensive Local Water Plan of West Polk SWCD.

Affirmative: Sorenson, Solheim & Peterson

Opposed: None

Motion: Pass

OTHER:
Aquifer testing, discharge area/informational meeting on groundwater levels

Steinbrink
Technician Report 10-19-17

Buffer Bits:
Assisting landowners with the MN Buffer program determining widths, acres and location where buffers will be required.
Completed buffer inquiries on 170 tracts for the month of October. Totaling to date 2003 tracts.
Assisting FSA with locating lines on maps for grass filter strips.

Construction Projects:
Project 134, Jim Hest, Nicole and I met with Myron Jesme. Myron will get quotes from contractors. Construction may start this fall.
Surveyed 2 SWI’s for Mike Tiedemann

Habermehl
Technician Habermehl Report 10/19/2017

WCA:
TEP 10/12/2017; acquire WCA decision authority resolutions Fisher, Beltrami, Nielsville
City of Fisher: Joint App pending
Brandt 13: Joint App. 17-05, 08/14/2017 site visit 10/16/2017 NOD Approved with Conditions.
Polk County Landfill: issued NOD Delineation Concurrence
Russia 31: Joint App. 17-04 site-visit 08/07/2017 Incidental NOD issued 09/28/2017
Onstad 24: 06/15/2017 TEP Findings, TSA Engineer design (Diversion 362) communicated MnDNR Assistant Wildlife Manager Emily Hutchins 04/03/2017; sent FOF (signed- ready to present to Moland). Cost Share contact CAP 16-02
Euclid 25: WCA analysis, TEP on site 05/11/2017, landowner telephoned 07/11/2017, possible survey.
Liberty 24: WCA Analysis (Ag Exemption) NOD
Liberty 28: violation; USACE, MnDNR RPN issuance.
Kertonville 33: restoration- issued Certificate or Satisfactory Completion.
Nielsville Bridge: site visit
(small) Crookston 18: potential violation (resolved)

Burnham Creek Grant:
!potential 1W1P ditch inventory of Red Lake Watershed –Burnham Creek excess grant funds Pennington SWCD¡- adopt 1W1P uniform technology/grant deliverables. Mary Steinlicht assist set up Arc Online (proceeding WPSWCD grant deliverables).

Buffer Initiative:
Completion and mailing of Preliminary (non) Compliance Inventory (Public Water) Parcel Owner informative (cost-share) letter. Assisting with parcel maps >100. Continue working with landowners; specific inquiries. Meeting w/ Drainage Authority, Planning and Zoning 09/21/2017 & 10/10/2017.

Other: meetings… LincPass, MAWQCP, BWSR Academy, order (2) computer monitors (Steinbrink), Tax Forfeitures= >16, Tree Plans (3), RIM: 2017 monitoring complete, signs installed Belgium 2, remaining vouchers paid, etc…

NRCS DISTRICT CONSERVATIONIST’S REPORT
We are still waiting for guidance on the 2018 EQIP signup. Currently we have 96 applications.
CSP like other programs is a continuous sign up but currently we don’t have a ranking period deadline.
All of the CRP offers received before October 1st have been accepted. We will have about 30 CRP plans to write. Jill Fejszes will help us with plan writing, if needed. Tiedemann is busy with surveying and designing side water inlet structures, water control structures, and grass waterways for the 2018 EQIP applications. She is also working on as-builts for EQIP contract construction projects.
Jackson has been working on completing the FSA Compliance Reviews for Red Lake County and Norman County. He has also been making payments to NRCS program participants for completed practices.
Nico Bennett began his duties as our Acting DC on October 16th. He will be in the Crookston office full-time.

Jessica Tiedemann
NRCS District Soil Technician

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:
October 2017 Report
Jillian Fejszes, Farm Bill Biologist
Trainings/Meetings:
- 9/13- Outdoor Education Day
- 9/19 & 9/20- Water fest
- 9/21- West Polk and Pennington SWCD Board Meetings
- 9/28-9/29- Time Off
- 10/5- Marshall SWCD Board Meeting

Ongoing Work:
- Lost computers and phone for about a week, made some things really challenging.
- Marshall RIM letters were sent out to 7 people that own RIM easements and have not submitted change of ownership paperwork.
- All RIM site inspection paperwork completed and submitted on time.
- Talked with 16 landowners.
- Submitted article for PF FBB newsletter
- Working on some ideas to become more involved with West Polk, started out looking at their RIM files for any ownership changes.
- Completed Farm Bill Assistance quarterly report and submitted.
- Working on seed mixes for buffers, have been talking with Mike Ratzlaff and Ross Rivard. Working to update the seed mix sheet here.
- Looking into EQIP practices, especially wildlife focused ones.
- Looking into money PF has for pollinator plantings on protected lands and seeing if there is interest for that.
- Looking into CRP expiring in 2018, I want to see what areas would be affected by the buffer law and hope to include that in outreach.
- CRP Update- At this time we can write plans for offers accepted between May 3- September 30, 2017. There were none at this status in Pennington. I may be helping with plans in West Polk.

Upcoming:
- 10/24- Marshall SWCD Board Meeting
- 11/1-11/3- BWSR Academy, Cragun’s Resort
- 11/16- Pennington and West Polk SWCD Board Meetings

The next meeting was scheduled for November 16th, 2017 at 7:00 am.

With no further business, Secretary/Treasurer McWalter adjourned the meeting at 7:50 am.

Respectfully submitted,
Mark McWalter,

Secretary/Treasurer
MM/nb
WEST POLK SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM THE NOVEMBER 16th, 2017 REGULAR BOARD MEETING

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

Supervisors Present:  Elliott Solheim, Chairman
                      Derek Peterson, Vice Chair
                      Mark McWalter, Secretary/Treasurer
                      John Sorenson, PR & I

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

Others Present:    Nicol Bennett, Acting District Conservationist
                  Jillian Fejszes, Farm Bill Biologist

Absent:

SECRETARY’S REPORT:
{Motion #68-17}  Motion by Sorenson and seconded by Peterson to approve the minutes from the Regular Board meeting held on October 19, 2017.

Affirmative: Sorenson, McWalter, Peterson

Opposed: None                                      Motion: Pass

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

Bernd updated the board of the requested audit for FY2016.

TREASURER’S REPORT:
{Motion #69-17}  Motion by McWalter and seconded by Sorenson to approve the treasurers report.

Affirmative: Sorenson, McWalter, Peterson

Opposed: None                                      Motion: Pass

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

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<th>Cost Share Amount</th>
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<td>351</td>
<td>1075.00</td>
<td>500.00</td>
<td>Habermehl</td>
</tr>
</tbody>
</table>

{Motion #70-17} Motion by Peterson and seconded by Sorenson to approve the listed Cost Share contract.

Affirmative: Sorenson, McWalter, Peterson

Opposed: None

Motion: Pass

OLD BUSINESS

2017 MASWCD Annual Convention – who is attending?

NEW BUSINESS

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

Motion made by the Personnel Committee to approve 2018 wages of:
- $26.25/hr. for District Manager Bernd
- $25.25/hr. for District Technician Steinbrink
- $20.25/hr. for District Technician, Habermehl.

Motion {#71-17} Motion by Peterson and seconded by Sorenson to approve recommended 2018 wages for staff starting January 1, 2018.

Affirmative: Sorenson, McWalter, Peterson

Opposed: None

Motion: Pass

Staff requests approval to pay Staubach Representative for BNSF in the amount of $2,643.37 in rent for the tree shed. This includes a 3% rent increase of $76.99.

{Motion #72-17} Motion by Peterson and seconded by Sorenson to pay Staubach Representative for BNSF in the amount of $2,643.37 in rent for the tree shed.

Affirmative: Sorenson, McWalter, Peterson

Opposed: None

Motion: Pass

NRCS USDA Acknowledgement of Section 1619 Compliance. Explanation by NRCS.

{Motion #73-17} Motion by Peterson and seconded by Sorenson to approve the NRCS USDA Acknowledgement of Section 1619 Compliance.
Area 1 Meeting will be November 21st at the MN State Community College in Detroit Lakes. Attendance is requested.

Staff requests approval to purchase a 5 drawer file cabinet in the amount of $330.00.

{Motion #74-17} Motion by Peterson and seconded by Sorenson to approve the purchase of a 5 drawer file cabinet in the amount for $330.00.

Inquiry to access and hunt land owned by the District. Discussion.

Bernd requested updated resolution with American Federal Bank for the assignment of power to include the districts contracted bookkeeper to obtain information only of the certificates of deposits.

MEETING REPORTS

Attended Meetings/Trainings
MN Ag Water Quality Cert. Program Meeting, Office Staff
Informational Groundwater Meeting/DNR, Erskine Staff
FDRWG Communications Team meeting, Detroit Lakes Bernd
Buffer Alternative Practices w/BWSR Meeting, Thief River Falls Staff
BWSR Academy, Brainerd Staff
RRVSCA TSA Meeting, Mahnomen, Staff/Supervisor
Veterans Day, OFFICE CLOSED
Presentation at UMC/MPCA Feedlot Rules Bernd

Upcoming Meetings/Trainings
Sand Hill River Rock Riffle Funding Webinar Bernd
Audit, Office Bernd
Thanksgiving, HOLIDAY, OFFICE CLOSED
Friday after Thanksgiving, SWCD Holiday, OFFICE CLOSED
Lakes Co-op Internet Server Meeting, Fergus Falls Habermehl
WE ARE WATER Meeting, Crookston Bernd
MAWQCP Training, McIntosh Staff
MASWCD Annual Convention, Bloomington Bernd/Supervisor(s)
AIS (Aquatic Invasive Species) Essay Meeting, Crookston Bernd
Flood Damage Reduction Communication Meeting, Detroit Lakes Bernd
Grant Writing Training, Crookston Staff
DISTRICT EMPLOYEE’S REPORTS:
Bernd

CWL:
CWL Project 134- Steinbrink

1W1P:
Policy Committee Meeting was held October 18, 2017 to approve the Annual Workplan. This consists of high priority projects within the watershed boundary for implementation. The workplan was submitted to BWSR for approval at the December board meeting. Allocation for these projects will also be considered at this time. It was recommended by the Policy Committee that the four entities make “Other Waters” criteria for the Buffer Law more consistent/streamlined for the 1W1P Plan. Previously approved individual established criteria will not change.

FEEDLOTS:
Bernd has been mentoring the Polk County Officer.
Bernd presented the MN Feedlot Rules for the UMC Livestock Facilities class.

OTHER:
Bernd received notification from the County regarding the 2018 budget/allocation increase request. Discussion.

Local Joint Server through Lakes Country Co-op is moving ahead and is currently connecting the West Ottertail SWCD. It is anticipated the rest of the districts may be connected in the next 3 weeks. In that time West Polk needs to secure an internet service, transfer files to an external drive, and wipe any computers that are currently on the USDA server.

Bernd has been in contact MIDCO, MARCO and MN IT Services regarding leasing a copier, internet service and phone services for the district. MARCO will be at the office next week for a phone demo.

Township Nitrate Testing Request, Mn Dept. Of Ag. Discussion

Bernd has requested to be on the November 28th Polk County Board meeting for an update on the Buffer Program.

Recognition of West Polk SWCD’s Outstanding Conservationists, Tiedemann Farms, was published in the Crookston Daily Times Tuesday, November 14th. Recognition can also be found on the district web site and Facebook page.
Michael Peterson Company, LTD will here at the office Tuesday November 21st to complete the FY2016 Audit. Bernd recognizes and appreciates the district’s contracted bookkeeper’s diligence and efforts discovering and correcting discrepancies discovered.

Steinbrink
Technician Report 11-16-17

Buffer Bits:
Assisting landowners with the MN Buffer program determining widths, acres and location where buffers will be required.
Completed buffer inquires on 228 tracts since last board meeting. Total to date 2231 tracts.
Assisting FSA with locating lines on maps for grass filter strips.

Construction Projects
Project 134- Construction has been completed.
Seeding and mulching is scheduled to be completed this week.

Habermehl
Technician Habermehl Report 11/16/2017
WCA:
TEP 10/12/2017; acquire WCA decision authority resolutions Fisher, Beltrami, Nielsville City of Fisher: Joint App pending
Brandt 13: Joint App. 17-05, 08/14/2017 site visit 10/16/2017 NOD issued: Approved with Conditions.
Polk County Landfill: issued NOD Delineation Concurrence
Russia 31: Joint App. 17-04 site-visit 08/07/2017 Incidental NOD issued 09/28/2017
Onstad 24: 06/15/2017 TEP Findings, TSA Engineer design (Diversion 362) communicated MnDNR Assistant Wildlife Manager Emily Hutchins 04/03/2017; sent FOF (signed- ready to present to Moland). Cost Share contact CAP 16-02
Euclid 25: WCA analysis, TEP on site 05/11/2017, landowner telephoned 07/11/2017, possible survey.
Liberty 24: WCA Analysis (Ag Exemption) NOD issued.
Liberty 28: violation; USACE, MnDNR RPN issuance.
Kertsonville 33: restoration- issued Certificate or Satisfactory Completion.
Nielsville Bridge: site visit
(small) Crookston 18: potential violation (resolved)
Burnham Creek Grant:
Potential 1W1P ditch inventory of Red Lake Watershed –Burnham Creek excess grant funds Pennington SWCD; RLWD ArcGIS Online seat; create public base map.
(Proceeding WPSWCD grant deliverables).
Buffer Initiative:
Assisting with parcel maps >200. Continue working with landowners; specific inquiries.
Meeting w/ Drainage Authority, Planning and Zoning 09/21/2017 & 10/10/2017.
NRCS DISTRICT CONSERVATIONIST’S REPORT

NRCS is still waiting on guidance for our 2018 EQIP signup

We currently have 96 applications in West Polk County practices include: Cover Crop, Grade Stabilization structures, and structures for water control.

All CRP offers reviewed before Oct 1st have been accepted. Tiedemann and Fejszes have completed all plans.

Tiedemann is busy with surveying and designing sides water inlets, water control structures for the 2018 EQIP sign up. She is also working on as-builds for current EQIP contracts

Jackson is busy with EQIP eligibility/screening for 2018 EQIP sign up.

We have a deadline of January 19th 2018 for EQIP eligibility.

Land, person, and practice need to be reviewed

Applications have to been screened as High/medium/Low priority.


If producers want their payment in 2017 we have a deadline of Dec. 15 to complete all paperwork

If producers want their payment in 2018 we have until Feb. 16 to complete all paperwork

We cannot perform any mods on CSP contracts until we promote/obligate FY 2018 funds

Cannot promote/obligate until we get funds (should be really soon)

We have some mods that need to be complete. (CSP going into CRP)

Review Acknowledgement of Section 1619 Compliance.

Nicol Bennet
NRCS Acting District Conservationist

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

OTHER:
November 2017 Report
Jillian Fejszes, Farm Bill Biologist
Trainings/Meetings:
• 10/24- Marshall SWCD Board Meeting
• 11/1-11/3- BWSR Academy, Cajun’s Resort
• 11/16- Pennington and West Polk SWCD Board Meetings

Ongoing Work:
• Talked with 13 landowners.
• Wrote some CRP conservation plans for West Polk. Completed 31 plans for 352 acres. A lot of filter strips.
• Working on seed mixes for buffers, looked into all the specs for the buffer seedings using native and introduced vegetation. Updated the seed mix sheet but it is still subject to change.
• Looking into EQIP practices, have a landowner interested in snake hibernaculum but looking into how that would be done.
• Sent out a letter for the only straight RIM landowner in Pennington (Randy Jorde) to see if he would be interested in a pollinator planting on his land for next to no cost. He called me back last week and he is interested. I am going to work with Laurie Fairchild to get the planting installed at no cost to him. This is part of a grant Pheasants Forever has to install pollinator plantings on permanently protected land.
• Looking into CRP expiring in 2018, have identified all contracts that will need to have a buffer on their land. That will be included in future outreach.
• Working on eligibilities for CRP expiring in 2018 so that I will be ready if the signup opens up again and get people in quickly.
• Completing CRP revisions and other paperwork on CRP as it comes up.

Upcoming:
• 11/21- SWCD Area 1 Meeting- Detroit Lakes
• 11/23 & 11/24- Off For Thanksgiving Holiday
• 11/28- Marshall SWCD Board Meeting

The next meeting was scheduled for December 21, 2017 at 7:00 am.

With no further business, Chairman Solheim adjourned the meeting at 8:51 am.

Respectfully submitted,
Mark McWalter,

Secretary/Treasurer
MM/nb
WEST POLK SOIL AND WATER CONSERVATION
DISTRICT

MINUTES FROM THE DECEMBER 21st, 2017 REGULAR
BOARD MEETING

The meeting was called to order at 7:04 a.m. by Chairman Solheim, at the District Office.

Supervisors Present: Elliott Solheim, Chairman
Derek Peterson, Vice Chair
Mark McWalter, Secretary/Treasurer
John Sorenson, PR & I

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

Others Present: Nicol Bennett, Acting District Conservationist
Brett Arne, BWSR BC

Absent: Jillian Fejszes, Farm Bill Biologist

SECRETARY'S REPORT:
{Motion #75-17} Motion by Peterson and seconded by McWalter to approve the minutes from the Regular Board meeting held on November 16th, 2017.

Affirmative: Sorenson, McWalter, Peterson

Opposed: None Motion: Pass

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

TREASURER’S REPORT:
{Motion #76-17} Motion by Peterson and seconded by McWalter to approve the treasurers report.

Affirmative: Sorenson, McWalter, Peterson

Opposed: None Motion: Pass

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

<table>
<thead>
<tr>
<th>Contract#</th>
<th>Practice</th>
<th>Approved Project Cost</th>
<th>Cost Share Amount</th>
<th>Technical Approval Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS14/15/16-01</td>
<td>410</td>
<td>7000.00</td>
<td>5250.00</td>
<td>Habermehl</td>
</tr>
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</table>

{Motion #77-17} Motion by Peterson and seconded by McWalter to approve the listed Cost Share contract.

Affirmative: Sorenson, McWalter, Peterson

Opposed: None  

Motion: Pass

OLD BUSINESS

Bernd presented the final budget for 2018.

{Motion #78-17} Motion by McWalter and seconded by Peterson to approve the final budget for 2018.

Affirmative: Sorenson, McWalter, Peterson

Opposed: None  

Motion: Pass

Land in Bygland - Discussion

Lease Contract/Agreement - Discussion

NEW BUSINESS

Bernd requests approval to pay the Red River Valley Technical Service Area Engineer in the amount of $20,260.00 for engineering services on the Clean Water Legacy Fund Projects & Practices RLWD Project 134.

{Motion #79-17} Motion by Peterson and seconded by McWalter to pay the Red River Valley Technical Service Area Engineer in the amount of $20,260.00 for engineering services on the Clean Water Fund Projects & Practices RLWD Project 134.

Affirmative: Sorenson, McWalter, Peterson

Opposed: None  

Motion: Pass

Bernd requests approval to enter into agreement with the MN Humanities Center as Host Organization/Project Coordinator along with Linda Kingery, Executive Director - Northwest Minnesota Sustainable Development Partnership as Secondary Project Contact for the We Are Water MN project and touring exhibit.
Motion #80-17: Motion by McWalter and seconded by Peterson to enter into agreement with the MN Humanities Center as Host Organization/Project Coordinator along with Linda Kingery, Executive Director - Northwest Minnesota Sustainable Development Partnership as Secondary Project Contact for the We Are Water MN project and touring exhibit.

Affirmative: Sorenson, McWalter, Peterson

Opposed: None

Motion: Pass

Staff requests approval to pay the 2018 of MN Association Soil & Water Conservation District (MASWCD) dues in the amount of $2,688.17.

Motion #81-17: Motion by McWalter and seconded by Peterson to pay the 2018 of MN Association Soil & Water Conservation District (MASWCD) dues in the amount of $2,688.17.

Affirmative: Sorenson, McWalter, Peterson

Opposed: None

Motion: Pass

MEETING REPORTS

Attended Meetings/Trainings
Sand Hill River Rock Riffle Funding Webinar
Audit, Office
Thanksgiving, HOLIDAY, OFFICE CLOSED
Friday after Thanksgiving, SWCD Holiday, OFFICE CLOSED
Lakes Country Co-op Internet Server Meeting, Fergus Falls
WE ARE WATER Meeting, Crookston
MAWQCP Training, McIntosh
MASWCD Annual Convention, Bloomington
AIS (Aquatic Invasive Species) Essay Meeting, Crookston
Flood Damage Reduction Communication Meeting, Detroit Lakes
Grant Writing Training, Crookston
Manager’s Meeting, Detroit Lakes
Shared Engineering Services meeting, Red Lake Falls
WRAC (Water Resource Advisory Committee) Meeting, McIntosh

Upcoming Meetings/Trainings
Christmas, HOLIDAY OFFICE CLOSED
New Year’s Day, HOLIDAY, OFFICE CLOSED
Middle-Snake-Tamarac River Watershed District Public Hearing, Warren

DISTRICT EMPLOYEE'S REPORTS:
Bernd
CWL:
The grant application submitted for FY2018 CWL Projects & Practices JD #75 project on behalf of the Middle-Snake-Tamarac Watershed District was not funded. Amount requested was $280,500.

1W1P:
The Red Lake River 1W1P has been allotted $677,551 through the BWSR FY18 Watershed-Based Funding Pilot Program. This allocation is to be used to implement best management practices as stated in annual workplan.

OTHER:
Bernd applied for a scholarship to attend the 2018 Midwest Soil Health Summit in Fergus Falls and was accepted. Scholarship recipients agree to host/conduct at least one soil health-related educational event, consistent to agency/organizational mission, in 2018; SFA (sustainable farming association) will help recipients through the event-hosting process through our Soil Health Network.

Steinbrink
Technician Report 12-21-17
Buffer Bits:
Assisting landowners with the MN Buffer program determining widths, acres and location where buffers will be required.
Completed buffer inquires on 82 tracts since last board meeting.
Total to date 2313 tracts.

Construction Projects
Hoppe Farms requested assistance for 2 SWI’s
Craig Engelstad requested assistance for 3 Grade Stab. Structures and 2 Sediment Basins.
Sullivan-Keystone CD39 Project. Funding for SWI’s

Habermehl
Technician Habermehl Report 12/21/2017
WCA:
TEP 11/10/2017; acquire WCA decision authority resolutions Fisher, Beltrami, Nielsville City of Fisher: Joint App pending
Brandt 13: Joint App. 17-05, 08/14/2017 site visit 10/16/2017 NOD issued: Approved with Conditions.
Polk County Landfill: issued NOD Delineation Concurrence
Onstad 24: 06/15/2017 TEP Findings, TSA Engineer design (Diversion 362) communicated MnDNR Assistant Wildlife Manager Emily Hutchins 04/03/2017; sent FOF (signed- ready to present to Moland). Cost Share contact CAP 16-02
Euclid 25: WCA analysis, TEP on site 05/11/2017, landowner telephoned 07/11/2017, possible survey.
Liberty 28: violation; USACE, MnDNR RPN issuance.

Burnham Creek Grant:
potential 1W1P ditch inventory of Red Lake Watershed – Burnham Creek excess grant funds Pennington SWCD - RLWD ArcGIS Online seat; create public base map. (Proceeding WPSWCD grant deliverables). Order/provide I-Pad for 1W1P inventory.

Buffer Initiative:

Other: meetings... Area 1, LCSC “phone” + (2 other) computer system change, grant writing workshop, MAWQCP, assist RLWD Project 134 (acquired GPS collector), Tax Forfeitures= >23, Tree Plans (4), updated Tree Program web-page w/all forms (Newsletter). JAA protocol, ~128 maps/wetland banking, etc....

NRCS DISTRICT CONSERVATIONIST’S REPORT
• William Enlow is our New Ultima employee
• NRCS is still waiting on guidance for our 2018 EQIP signup
• We currently have 96 applications in West Polk County practices include: Cover Crop, Grade Stabilization structures, and structures for water control.
• Tiedemann is busy with surveying and designing sides water inlets, water control structures for the 2018 EQIP sign up. She is also working on as-builts for current EQIP contracts
• Jackson is busy with EQIP eligibility/screening for 2018 EQIP sign up.
  o Land, person, and practice need to be reviewed
  o Applications have to been screened as High/medium/Low priority.
• We cannot perform any mods on CSP contracts until we promote/obligate FY 2018 funds
  o cannot promote/obligate until we get funds (should be really soon)
  o We have some mods that need to be complete. (CSP going into CRP)
• Review Civil Rights/EEO

Nicol Bennet
NRCS Acting District Conservationist

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:
December 2017 Report
Jillian Fejszes, Farm Bill Biologist

Trainings/Meetings:
- 11/21- SWCD Area 1 Meeting- Detroit Lakes
- 11/23 & 11/24- Off For Thanksgiving Holiday
- 11/28- Marshall SWCD Board Meeting
- 12/11- Pennington WRAC Meeting
- 12/13- Glacial Ridge LTT Meeting
- 12/14- Marshall WRAC Meeting

Ongoing Work:
- Talked with 11 landowners.
- Nearly completed 2018 CRP eligibilities and quotes for Pennington. Have a few more left to do. No further word on CRP.
- Putting folders together for Marshall RIM/WRP and organizing info.
- Working on a spreadsheet for all easements in my work area.
- Checked on CRP enrolled in Pennington and West Polk and looking at who did not renew in 2017 and will need a buffer on their land.
- Attended 2 landowner meetings held by Laurie Fairchild in Middle River and Grygla 12/6 & 12/7. Only 2 landowners showed up but both stayed and talked for quite a while.
- Looking at DNR native prairie layer to do some outreach for prairie tax exemption in the future.
- Looking into EQIP still.
- Submitted grant application for Randy Jorde to install pollinator on his RIM. Laurie Fairchild with USFWS will be helping with the match component. I also sent out 3 more proposals to landowners with RIM but have not heard back.
- Completing CRP revisions and other paperwork on CRP as it comes up.

Upcoming:
- 12/19- Marshall SWCD Board Meeting
- 12/21- Pennington SWCD Board Meeting
- 12/25-12/26, 1/1-1/8- Off for Holidays and travel to Michigan
- 1/18-1/21- Pheasants Forever State Convention, Willmar

The next meeting was scheduled for January 18, 2018 at 7:00 am.

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

Respectfully submitted,
Mark McWalter,

Secretary/Treasurer
MM/nb