The meeting was called to order at 7:01 a.m. by Chairman Solheim at the District Office.

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

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

Others Present: Nicol Bennett, Acting DC, NRCS
Jillian Fejszes, Farm Bill Biologist

Absent:

Discussion on reorganization of the District Board for 2018.

Officers will as follows:

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

{Motion #01-18} Motion by Sorenson and seconded by McWalter to approve the West Polk SWCD Board of Supervisors positions for the year of 2018.

Affirmative: Peterson, McWalter, Sorenson
Opposed: None

District Representatives for 2018 will be as follows:
• Oversight Com/Personnel (2 members): McWalter, Peterson

• Equipment Committee (2 members): Sorenson, Solheim

• 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 #02-18} Motion by Peterson and seconded by McWalter to approve the West Polk SWCD Board of Supervisors committee and joint committees for 2018.

Affirmative: Peterson, McWalter, Sorenson

Opposed: None Motion: Pass

SECRETARY’S REPORT:

{Motion #03-18} Motion by Sorenson and seconded by Peterson to approve the minutes from the Regular Board meeting held on December 21, 2018.

Affirmative: Peterson, McWalter, Sorenson

Opposed: None Motion: Pass

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

TREASURER’S REPORT:

{Motion #04-18} Motion by McWalter and seconded by Sorenson to approve the treasurers report.

Affirmative: Peterson, McWalter, Sorenson

Opposed: None Motion: Pass

Bernd reported the designation of bank accounts as of January 1, 2018 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. #XXXXXX6360
   Money Market   Acct. #XXXXXX6310
Safe Deposit Box:  Bremer Bank

{Motion #05-18} Motion by Peterson and seconded by Sorenson to approve the
designation of bank accounts.

Affirmative: Peterson, McWalter, Sorenson
Opposed: None         Motion: Pass

Staff requests a motion to approve the Board of Supervisors and District Manager the
power to transact business at Northern Sky Bank, American Federal Bank and Bremer
Bank of Crookston MN.

{Motion #06-18}  Motion by McWalter and seconded by Sorenson to approve the Board
of Supervisors and District Manager the power to transact business at Northern Sky
Bank, American Federal Bank and Bremer Bank of Crookston MN

Affirmative: Peterson, McWalter, Sorenson
Opposed: None         Motion: Pass

STATE COST SHARE REPORT:

Priority cost share practices for state cost money were designated for the year 2018 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

Bernd requests approval to pay BWSR in the amount of $625.00 of cancelled funds
from the State Cost Share year FY2015.

{Motion #07-18}  Motion by Peterson and seconded by Sorenson to approve payment
to BWSR in the amount of $625.00.
OLD BUSINESS
A letter was received 1/16/18 from Polk County Administrator noting approval of 2018 county appropriations for West Polk SWCD in the amount of $39,200.00

Bernd contacted MCIT (MN Counties Intergovernmental trust) regarding the district selling land and requested notification of any requirements required. SWCD's are listed under the MN Stature Uniform Municipal Contract Law.

NEW BUSINESS
Bernd requests approval for an increase of the Supervisors per diem from $65 to $75.

{Motion #08-18} Motion by Peterson and seconded by Sorenson to approve an increase of the Supervisors per diem from $65 to $75.

Affirmative: Peterson, McWalter, Sorenson

Opposed: None

Motion: Pass

Staff requests approval for the District Manager to have authority to sign governmental and non-governmental grant proposals and applications.

{Motion #09-18} Motion by Peterson and seconded by Sorenson to approve the district manager authorization to sign on grant proposals.

Affirmative: Peterson, McWalter, Sorenson

Opposed: None

Motion: Pass

The District’s 2018 insurance premiums from MN County Intergovernmental Trust (MCIT) are due in the total amount of $6,094.00.

{Motion #10-18} Motion by McWalter and seconded by Sorenson to approve the payment to Minnesota Counties Intergovernmental Trust in the amount of $6,094.00

Affirmative: Peterson, McWalter, Sorenson

Opposed: None

Motion: Pass

IRS Mileage Rate for 2018 is $.54.5/mile. Effective January 1, 2018.

The Board discussed the designation of a district newspaper.
{Motion #11-18} Motion by Peterson and seconded by McWalter to designate the Crookston Daily Times as the official district newspaper.

Affirmative: Peterson, McWalter, Sorenson

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 #12-18} 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: Peterson, McWalter, Sorenson

Opposed: None

Motion: Pass

Bernd is requesting approval to pay Peterson Company, LTD in the amount of $4,655.00 for preparation of financial statements for December 31, 2017, GASB 68 schedule of deferred out and inflows, reconciliation of unearned revenue and travel and time for an additional day of testing

{Motion #13-18} Motion by Peterson and seconded by Sorenson to pay Peterson Company, LTD in the amount of $4,655.000.

Affirmative: Peterson, McWalter, Sorenson

Opposed: None

Motion: Pass

**MEETING REPORTS**

*Attended Meetings/Trainings*
- HOLIDAY, Christmas
- HOLIDAY, New Year’s Day
- RLR 1W1P Planning Group meeting, Pennington SWCD
- Civil Rights Staff meeting, office
- Area 1 Planning Committee Conference Call, Office
- We Are Water meeting, UMC, Crookston

*Upcoming Meetings/Trainings*
- MSTRWD Public Hearing, Warren
- MCIT Coverage Webinar, Office
- Rotary Club Meeting, Crookston
- Flood Damage Reduction Workgroup Meeting, D.L.
- Wildlife Society Conference, St. Cloud
- 2018 Soil Health Summit, Fergus Falls
DISTRICT EMPLOYEE’S REPORTS:

Bernd
REPORTING
Bernd has been reporting in eLINK for the following programs which are due by Feb. 1st 2018:
- Local Water Management
- Wetland Conservation Act
- Erosion Control & Water Management (State Cost Share)
- Easement Delivery
- Conservation Delivery
- Buffer Law
- Capacity

Clean Water Legacy Grants
- BC-WI – Burnham Creek Watershed Restoration Project, Phase II – Inventory
- Sand Hill River Rock Riffle Project
- Projects & Practices RLWD Project 134

OTHER
The District contacted by the Rotary Club of Crookston to collaborate and do a project together regarding planting trees in the community. Bernd will attend the next meeting and give a presentation on the District’s tree program and other educational activities.

Steinbrink

Habermehl
Technician Habermehl Report 01/18/2018
WCA:
2017 WCA annual reporting complete (submitted to BWSR 01/17/2018)
TEP 11/10/2017; acquire WCA decision authority resolutions Fisher, Beltrami, Nielsville City of Fisher: Joint App pending
Polk County Landfill: mitigation Joint App pending
Onstad 24: Cost Share contract CAP 16-02
Liberty 28: violation; USACE, MN DNR, RPN issuance

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

Newsletter

Buffer Initiative:
NRCS DISTRICT CONSERVATIONIST’S REPORT
NRCS DISTRICT CONSERVATIONIST’S JAN. REPORT

EQIP
- NRCS EQIP screening and eligibility deadline was Jan 19th but it got extended to Feb 2nd.
- We have a deadline of Feb 2nd 2018 for EQIP eligibility.
- Land, person, and practice need to be reviewed.
- Applications have to been screened as High/medium/Low priority.
- 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 side water inlets, water control structures for the 2018 EQIP sign up. She is currently writing conservation plans for EQIP 2018.
- Jackson is busy with EQIP WEPS runs. To determine eligibility for Cover Crops and No-Till.
- Enlow is busy with screening and eligibility info.
- 2018-RCPP – deadline is March 2nd.

Minnesota Priorities:
- Forestry: reforestation, tree planting, timber stand improvement.
- Wildlife habitat: focus on prairie/prairie wetland protection, restoration and management.
- Soil Health: focus on conservation tillage and/or cover crops.
- Water Quality: Focus on nutrients and sediment.
- Water Quantity: focus on drainage water management, flooding impacts to Ag land.

RCPP projects available in Minnesota for Fiscal Year 2018
- ABC Improving Forest Health for Wildlife Resource
- Minnesota Agricultural Water Quality Certification
- Driftless Area - Habitat for the Wild and Rare
- Lower Mississippi River Feedlot Management in MN
- Improving Working Lands for Monarch Butterflies
- Camp Ripley Sentinel Landscape
- Prairie Pothole Working Lands Partnership
- Red River Basin of the North Flood Prevention Plan

CSP Application Deadline is March 2nd

March 12th-16th National Civil Rights Review
- Looking for 1 board member to be interviewed (we do have a list of questions that could be asked)
- Looking for 1 producer to be interviewed
- Civil Rights Advisory Committee needs make up of SWCD board.

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:
January 2018 Report
Jillian Fejszes, Farm Bill Biologist

Trainings/Meetings:
• 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

Ongoing Work:
• Talked with 5 landowners.
• I received a scholarship to attend the Soil Health Summit in February. As part of receiving this, I have to put on a soil health event. I will be working with Nicole and others to get that going.
• Submitted Farm Bill Assistance quarterly report.
• I am working with a landowner who inherited land in Marshall County, Viking 7, which has a gravel pit and remnant prairie on the site. I gave her info on the native prairie bank program and I am working to get the information for her on what a proper reclamation will look like with the gravel pit. It will be interesting to see how this turns out and how much the gravel company will be willing to do.
• CRP paperwork, and making sure I have information ready to send letters once we know what is going on.
• One landowner in West Polk is interested in the pollinator grant on their RIM, working to get information to them and will look more into the site once the weather allows it.
• Took some time off for the holidays, enjoyed all the snow in Michigan.

Upcoming:
• 1/18- West Polk SWCD and Pennington SWCD Board Meetings
• 1/18-1/21- Pheasants Forever State Convention and Farm Bill Assistance Meeting- Willmar
• 2/12-2/14- Minnesota Chapter of the Wildlife Society Annual Meeting- St. Cloud
• 2/14-2/15- Midwest Soil Health Summit- Fergus Falls

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 22, 2018 at 7:00 am.

With no further business, Chairman Solheim adjourned the meeting at 8:08 am.

Respectfully submitted,

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

MINUTES FROM THE FEBRUARY 22nd, 2018 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
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: Derek Peterson, Vice Chair

SECRETARY’S REPORT:
{Motion #14-18} Motion by Sorenson and seconded by McWalter to approve the
minutes from the Regular Board meeting held on January, 18, 2018.

Affirmative: Sorenson, McWalter, and Solheim

Opposed: None Motion: Pass

The January 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 #15-18} Motion by Sorenson and seconded by McWalter to approve the
treasurers report.

Affirmative: Sorenson, McWalter, and Solheim

Opposed: None Motion: Pass

STATE COST SHARE REPORT:
No Report
OLD BUSINESS
Land in Bygland – response from County Attorney - Discussion

NEW BUSINESS
Linda Kingery, NW MN Sustainable Development Partnership/We Are Water

MASWCD Thank you letter regarding the Water Quality Town Hall Meetings and letter to Governor Dayton.

Supervisors Elections
- District’s 1 and 3 are up for re-election.
- Filling dates are open 5/22/18 – 6/5/18
- District 5 and it’s vacancy is considered a special election (2yr term)

Staff is requesting approval to enter into a lease agreement with MARCO Technologies LLC for a copier/printer/scanner. Lease term for 60 months at $162.23/month.

{Motion #16-18} Motion by McWalter and seconded by Sorenson to approve entering into a lease agreement with MARCO Technologies LLC for a copier/printer/scanner. Lease term for 60 months at $162.23/month.

Affirmative: Sorenson, McWalter, and Solheim
Opposed: None Motion: Pass

Staff requests to purchase of an iPad for the Ditch Inventory Project with Pennington SWCD and the RLWD in the amount of $349.98.

{Motion #17-18} Motion by McWalter and seconded by Sorenson to approve the purchase of an iPad for the Ditch Inventory Project with Pennington SWCD and the RWLD in the amount of $349.98.

Affirmative: Sorenson, McWalter, and Solheim
Opposed: None Motion: Pass

MEETING REPORTS
Attended Meetings/Trainings
MSTRWD Public Hearing, Warren Staff
MCIT Coverage Webinar, Office Bernd
Rotary Club Meeting, Crookston Bernd
Flood Damage Reduction Workgroup Meeting, D.L. Bernd
Wildlife Society Conference, St. Cloud Bernd
2018 Soil Health Summit, Fergus Falls Bernd
Upcoming Meetings/Trainings
We Are Water planning meeting, Crookston Bernd
Project Meeting w/RLWD & BWSR, Office Staff
Flood Damage Work Group Communications Team Skype Meeting, Office Bernd
Managers Meeting, Moorhead Bernd
Annual Joint Conference/Red River Basin, Moorhead Staff/Supervisors
Area 1 Meeting, UMC Staff/Supervisors
WRAC (Water Resource Advisory Committee) Meeting, Crookston Bernd/Supervisor

DISTRICT EMPLOYEE’S REPORTS:
Bernd
AgBMP
Bernd requests approval for an AgBMP Loan application for the purchase of a combine in the amount of $120,500.00 to benefit water quality.

{Motion #18-18} Motion by Sorenson and seconded by McWalter to approval for an AgBMP Loan application for the purchase of a combine in the amount of $120,500.00 to benefit water quality.

Affirmative: None
Opposed: Sorenson, McWalter, and Solheim Motion: Pass

1W1P:
Policy Committee approved the Annual Workplan and Other Waters Map. Next steps are to develop a workplan in eLINK and get the “Fund the Plan” grant executed. The Planning Work Group will meet to discuss how the funding will be distributed/paid and develop a cost-share policy.

OTHER:
AIS (Aquatic Invasive Species)
Polk County AIS Team will be doing an essay contest for students 4-6th grade. An invitation to teachers has been submitted along with resource materials. Essays are due March 21st for review. Winners will receive a cash reward.

Due to past and anticipated future government shut downs, the district will be developing policy for SWCD shut down procedures. Staff will be presenting these policies at the next board meeting.

Bernd assisted the Sand Hill River Watershed District in the completion of a grant application to the MN Conservation Corp (MCC) through the Clean Water Legacy Funding. The application requested a MCC crew to clear out snags and debris causing blockage in an 11 mile stretch of the Sand Hill River. The application was awarded with crews to start in the fall of 2018.
Steinbrink
Technician Report 2-22 -18

Buffer Bits:

Completed buffer inquires on 114 tracts since last board meeting.
Total to date 2483 tracts.
Completed 3 Alternative Conservation Buffer Plans.

Construction Projects
Sullivan-Keystone CD39 Project. Cost share application sent to group spokesperson to acquire signatures to install surface water inlet structures.

RLWD Project 16 Northland-Tabor

Meeting today at 1:00 with Myron Jesme RLWD, Nick Pribula, Pribula engineering, Brett Arne BWSR Board Rep. and office staff to discuss funding sources for these two projects.

Habermehl
Technician Habermehl Report 02/22/2018

WCA:
2017 WCA annual reporting complete (submitted to BWSR 01/17/2018)
TEP 02/08/2018 (MnDNR) next TEP 03/08/2018 Crookston FO (Wetland Banking)
City of Fisher: Joint App pending
Polk County Landfill: mitigation Joint App pending
Onstad 24: Cost Share contract CAP 16-02
Liberty 28: violation; USACE, MN DNR, RPN issuance

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

Buffer Initiative:
Systematic inclusion of all preliminary determined non-compliant parcels for Buffer Compliance Cost-Share (Draft submitted to BWSR 12/27/2017; final shall be submitted ~02/27/2018). Assisting with parcel maps >200. Continue working with landowners; specific inquiries.

Tree Program:
~13000 trees ordered; ~11800 trees sold (10) machine plantings designed (+1500 Spruce, Tiedemann) 02/21/2018. Newsletter order form; deadline 02/15/2018, updated website & all forms; hire seasonal Mar 15 – June 15.
NRCS DISTRICT CONSERVATIONIST’S REPORT

• NRCS DISTRICT CONSERVATIONIST’S JAN. REPORT
• We currently have 55 eligible EQIP applications in West Polk County practices include: Cover Crop, Grade Stabilization structures, and structures for water control.
• Tiedemann is busy with side water inlets, water control structures for the 2018 EQIP sign up. She is currently writing conservation plans for EQIP 2018.
• Jackson is busy with EQIP WEPS runs and O52. To determine eligibility for Cover Crops and No-Till.
• Enlow is busy with QAR info
• 2018-RCPP – deadline is March 2nd
• Currently have 1 application
• CSP Application Deadline is March 2nd
• March 12th-16th National Civil Rights Review
  o Looking for 1 board member to be interviewed (we do have a list of questions that could be asked)
  o Looking for 1 producer to be interviewed
  o Civil Rights Advisory Committee needs make up of SWCD board.
• Weds March 14th 2018
  o 07:45 Interview with Nico Bennett
  o 08:15 – Interview with Landowner
  o 08:45 – Interview with Board Member

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:
January 2018 Report
Jillian Fejszes, Farm Bill Biologist

Trainings/Meetings:
• 1/16- Marshall SWCD Board Meeting
• 1/18- West Polk SWCD and Pennington SWCD Board Meetings
• 1/18-1/21- Pheasants Forever State Convention and Farm Bill Assistance
Meeting- Willmar
• 1/25- Tallgrass Aspen Parklands LTT Meeting
• 2/6- Pennington SWCD Planning Meeting
• 2/12-2/13- Minnesota Chapter of the Wildlife Society Annual Meeting- St. Cloud
• 2/14-2/15- Midwest Soil Health Summit- Fergus Falls

Ongoing Work:
• Have been in contact with landowner re: gravel pit reclamation. Worked on plan which is mostly NRCS specs for the work. Had plan checked over by Bryan and talked with Jim Hest about it. Just need to get a few things finished up on it. I have also been looking into county gravel taxes and how they spend the portion that is set aside for restoration. So far I have talked to Marshall County and they have not used it for restoration and not sure on the criteria. I will continue to look into this and what other counties who collect the tax are doing.
• I received my WRP monitoring assignment from the state office. I will have 20 sites to do in Marshall County, 16 of which are next to the Red River. I checked over the shapefiles and got a few corrections. I will need to work on some ownership changes since a few of the easements have different landowners.
• Submitted some forms for RIM cost share and an ownership change on a RIM easement, both in Marshall County.
• Wrote 2 articles for the Pennington SWCD newsletter
• The project for planting pollinator on the Jorde RIM is approved, I just need to find the contractor to do the work.
• Working on new Envirothon questions
• CRP paperwork as it comes up. I would like to reach out to landowners with CRP expiring this year, and am hoping we know more info by April.
• Attending a lot of meetings this month.

Upcoming:
• 2/20- Marshall SWCD Board Meeting
• 2/22- West Polk SWCD Board Meeting
The next meeting was scheduled for March 15, 2018 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 MARCH 15, 2018 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

Absent: Jillian Fejszes, Farm Bill Biologist

SECRETARY'S REPORT:
{Motion #18-18} Motion by Peterson and seconded by Sorenson to approve the minutes from the Regular Board meeting held on February 22, 2018.

Affirmative: Sorenson, McWalter, and Peterson

Opposed: None

The February 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 #19-18} Motion by Peterson and seconded by McWalter to approve the treasurers report.

Affirmative: Sorenson, McWalter, and Peterson

Opposed: None
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-18-01</td>
<td>380</td>
<td>1422.50</td>
<td>1066.88</td>
<td>Habermehl</td>
</tr>
</tbody>
</table>

{Motion #20-18} Motion by Sorenson and seconded by Peterson to approve the listed State Cost Share contracts.

Affirmative: Sorenson, McWalter, and Peterson
Opposed: None
Motion: Pass

State Cost Share left to encumber.
FY18 - $13,414.00 (expires 12/31/2020)

OLD BUSINESS
Staff requests a motion to amend motion {Motion #17-18} to request approval to purchase 2 iPads for the Ditch Inventory Project with Pennington SWCD and the RWLD in the amount of $699.96.

{Motion #21-18} Motion by Peterson and seconded by Sorenson to approve the purchase of 2 iPads for the Ditch Inventory Project with Pennington SWCD and the RWLD in the amount of $699.96.

Affirmative: Sorenson, McWalter, and Peterson
Opposed: None
Motion: Pass

Land in Bygland – Dan Rust of Fischer, Rust & Stock, PLLC was contact to handle the sale of the land. Adjacent landowner was updated of this action.

Supervisors Elections
- District’s 1 and 3 are up for re-election.
- Filling dates are open 5/22/18 – 6/5/18
- District 5 and its vacancy is considered a special election (2yr term)

NEW BUSINESS
20th Annual Joint Conference, FREE Registration, March 21-22, Moorhead MN, at the Courtyard by Marriott. This annual conference is for those who have an interest and investment in watershed managements such as; local watershed managers, county commissioners, SWCD supervisors and staff, state and federal agencies and legislators.
MASWCD Area 1 Meeting, UMC, Bede Ballroom registration starts at 9 scheduled to adjourn ~2:30 pm – Please attend

**MEETING REPORTS**

*Attended Meetings/Trainings*
- We Are Water planning meeting, Crookston Bernd
- Project Meeting w/RLWD & BWSR, Office Staff
- Flood Damage Work Group Communications Team Skype Meeting, Office Bernd
- RMB Labs, Nitrate Testing Program, Office Bernd
- Civil Rights Review, Office Staff

*Upcoming Meetings/Trainings*
- Area 1 Meeting, UMC Staff/Supervisors
- Managers Meeting, Moorhead Bernd
- Annual Joint Conference/Red River Basin, Moorhead Staff/Supervisors
- Prairie Plan/Glacial Ridge LTT, Detroit Lakes Bernd
- Middle-Snake-Tamarac River WD, Project #175, Warren Staff
- WRAC (Water Resource Advisory Committee) Meeting, Crookston Bernd/Supervisor

**DISTRICT EMPLOYEE’S REPORTS:**

Bernd

Federal/SWCD Shutdown Policy. Review/Discussion/Approval

Bernd met with the CEO of RMB Labs out of Detroit Lakes to talk about the Nitrate Testing Program with West Polk SWCD. Area Watershed Districts have been informed of the project. Bernd will now create the rural homeowner list and contact the selected Township Officials.

Bernd will be inserting the RMB Lab flyer for water test kits into The Valley Shopper at rural residences in Crookston, Euclid, Beltrami, Climax, Fertile and Nielsville. Totaling ~2,888 flyers.

Bernd was contacted Glen Kajewski, MNAWQP, to plan a Lunch/Learn meeting in April to talk more about the MNAWQP. Target audience would be landowners/producers that are enrolled in NRCS and District programs and past Outstanding Conservationists.

Bernd will be presenting at the 20th Annual Joint Conference, March 21-22nd in Moorhead. Discussion will be on the purpose, partners, unique challenges, notable outcomes funding and lessons learned of the Sand Hill River Rock Riffle Project.

The office was contacted by a landowner looking for information on gravel pit reclamation and seed sources. Polk County along with others receive an Aggregate Material Tax. Bernd will be working with the County to obtain more information to assist the landowner.
Steinbrink
Technician Report 3-15-18

Buffer Bits:
- Completed buffer inquires on 97 tracts since last board meeting.
- Total to date 2580 tracts.
- Completed 6 Alternative Conservation Buffer Plans.
- Filling out cost share contracts for buffers and alternative practices.

Construction Projects:
Sullivan-Keystone CD39 Project. Cost share application sent to group spokesperson to acquire signatures to install surface water inlet structures. 11 landowners have signed the cost share application and still waiting for 5.

Habermehl
Technician Habermehl Report 03/15/2018

WCA:
TEP 03/08/2018 (MnDNR) next TEP 04/12/2018 McIntosh FO
Belgium 34: issue NOD
Gentilly 27: potential Wetland Bank Site (Draft Prospectus)
City of Fisher: Joint App pending
Polk County Landfill: mitigation Joint App pending
Onstad 24: Cost Share contract CAP 16-02
Liberty 28: violation; USACE, MN DNR, RPN issuance

Burnham Creek Grant:
Acquired (2) iPad(s) for WPSWCD & 1W1P inventory.

Buffer Initiative:

Tree Program:
~13000 trees ordered; ~12200 trees sold (10) machine plantings designed (+1500 Spruce, Tiedemann) 03/12/2018. Newsletter order form; deadline 02/15/2018, updated website & all forms

Other:
Meetings: County Newsletter article, IDP webinar, Area 1, USDA Civil Rights Compliance, SWI training, EGF City Planning, computer system change, JAA protocol, MnDNR cropped Public Water, BWSR BC CD-39, etc.

NRCS DISTRICT CONSERVATIONIST’S REPORT
NRCS DISTRICT CONSERVATIONIST’S MARCH REPORT
PROGRAMS
We currently have 55 eligible EQIP applications in West Polk County practices include: Cover Crop, Grade Stabilization structures, and structures for water control.

EMPLOYEE REPORT
Tiedemann is currently on detail
Jackson is busy with EQIP WEPS runs and O52. To determine eligibility for Cover Crops and No-Till.
Enlow is busy with QAR info for 2018 EQIP applications.

OTHER
Wednesday, March 14th, 2018.
Civil rights review went well.
O 07:45 Interview with Nico Bennett
O 08:15 – Interview with Landowner
O 08:45 – Interview with Board Member

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:
January 2018 Report
Jillian Fejszes, Farm Bill Biologist

Trainings/Meetings:
• 2/20- Marshall SWCD Board Meeting
• 2/22- West Polk SWCD Board Meeting
• 2/27- Envirothon Meeting
• 3/12- Pennington WRAC Meeting
• 3/14- Soil Health Training- Erskine
• 3/15- Pennington SWCD Board Meeting

Ongoing Work:
• Talked with 7 landowners
• Looking into what other counties are doing with their gravel tax restoration money. I have not found a county that has used it yet, have been in contact with 8 counties so far. I have also been working with Nicole Bernd on this as she had a
landowner recently contact her that has had a gravel pit restoration started on her property.

• Working to plan soil health event as part of my scholarship for the Soil Health Summit. It needs to be done in 2018.
• Submitted application for a second pollinator project on a RIM site in Marshall County.
• I have been looking into Marshall WRP and RIM files and working on ownership changes. One has been submitted. I have about 5 others I will be waiting on a deed from.
• In contact with vendors to get quotes for the seeding for Jorde project.
• Looking at CRP expiring this year that may possibly be able to be renewed- such as filter strips and tree practices. Making maps of some of the sites. I am planning to call some landowners soon.
• Completing Farm Bill Assistance quarterly report.

Upcoming:
3/27- Marshall SWCD Board Meeting

The next meeting was scheduled for April 19, 2018 at 7:00 am.

With no further business, Chairman Solheim adjourned the meeting at 8:26 am.

Respectfully submitted,
Mark McWalter,

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

MINUTES FROM THE APRIL 19, 2018 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
Brett Arne, BWSR Board Conservationist
Glen Kajewski, Area Certification Specialist, MN Ag
Water Quality Certification Program

Absent:

SECRETARY'S REPORT:
{Motion #22-18} Motion by Peterson and seconded by Sorenson to approve the minutes from the Regular Board meeting held on March 15, 2018.

Affirmative: Peterson, McWalter, Sorenson

Opposed: None                         Motion: Pass

The March 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 #23-18} Motion by and seconded by McWalter to approve the treasurers report.

Affirmative: Peterson, McWalter, Sorenson

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

OLD BUSINESS
Supervisors Elections
• District’s 1 and 3 are up for re-election.
• Filling dates are open 5/22/18 – 6/5/18
• District 5 and its vacancy is considered a special election (2yr term)

The District received a letter regarding the proposed notice of bid sale of Bygland Township Section 29 from Fischer, Rust & Stock, PLLC.

{Motion #24-18} Motion by McWalter and seconded by Sorenson to approve the notice of bid sale of Bygland Township Section 29 from Fischer, Rust & Stock, PLLC

Affirmative: Peterson, McWalter, Sorenson
Opposed: None Motion: Pass

NEW BUSINESS
District received an audit bid letter from Peterson Company LTD., for 2017 in the amount of $2,300.00.

{Motion #25-18} Motion by Peterson and seconded by McWalter to approve the audit bid letter from Peterson Company LTD., for 2017 in the amount of $2,300.00.

Affirmative: Peterson, McWalter, Sorenson
Opposed: None Motion: Pass

2016 Financial Statements - discussion

District staff request approval for the FY18 BWSR Riparian Buffer Cost Share Program Grand Agreement Amendment in the amount of $186,735.00. Total FY18 Riparian Buffer Cost Share is $511,735.00.

{Motion #26-18} Motion by Sorenson and seconded by McWalter to approve for the FY18 BWSR Riparian Buffer Cost Share Program Grand Agreement Amendment in the amount of $186,735.00. Total FY18 Riparian Buffer Cost Share is $511,735.00.

Affirmative: Peterson, McWalter, Sorenson
Opposed: None Motion: Pass

MASWCD Resolution Process – Due to MASWCD July 21, 2018
MEETING REPORTS

Attended Meetings/Trainings

Area 1 Meeting, UMC
Managers Meeting, Moorhead
Annual Joint Conference/Red River Basin, Moorhead
Prairie Plan/Glacial Ridge LTT, Detroit Lakes
Middle-Snake-Tamarac River WD, Project #175, Warren
WRAC (Water Resource Advisory Committee) Meeting, Crookston
Integrated Erosion Tool Training, Thief River Falls

Upcoming Meetings/Trainings

PTMAp training, Thief River Falls
Envirothon, Rydell Refuge
We Are Water Webinar, Office

DISTRICT EMPLOYEE’S REPORTS:

Bernd

CWL
Attended a project meeting with the Middle-Snake-Tamarac Watershed District on County Ditch #175 Project. The watershed was awarded Clean Water Legacy funding in the amount of $144,000. West Polk SWCD will be an active partner.

BWSR
Bernd completed and submitted the FY20-21 Biennial Budget Request to BWSR. This is a process to coordinate all grants that BWSR manages with hopeful results in efficiency in the programs and provide information to the State budget process. West Polk SWCD total requested state contribution to protect, restore and enhance our water and land resources for FY20-21 is $1,010,000.

NITRATE TESTING PROGRAM
Bernd completed the required mailing list of rural residences of Crookston, Gentilly, Kertsonville, Onstad and Liberty townships, totaling 358 entries. A letter of contact was sent to the township officials explaining the program. Contact has also been made with the connected watershed districts.

RRVSCA TSA
Bernd is participating in the interviewing of 5 applicants for the Red River Valley Conservation Service Area Engineering Technician position. This person would provide engineering assistance to 16 Soil and Water Conservation Districts (SWCDs) in or near the Red River Valley of Minnesota. This position covers the following core SWCDs: Kittson, Marshall County, Pennington, West Polk, Red Lake County, and Roseau. Interviews are Friday April 20th, Crookston Library.

OTHER
Attended and presented at the Annual Joint Conference in Moorhead. Presentation was about the Sand Hill Rock Riffle Project Partnerships.

Received, reviewed and awarded AIS (Aquatic Invasive Species) essays.

Bernd was contacted by Phil Baird and John Loegering, UMC Professors of the Natural Resource Department to present to the Integrated Resource Management class. For the first time this spring, they are seeking out practicing professionals that would be willing to share their career experience and recommendations with senior Natural Resource students (Wildlife, Water Resources, Park Management, Natural Resource Management, Ecological Restoration, and Natural Resource Aviation majors.)

Bernd and Habermehl are now on the new server along with the District copier.

West Polk Local Workgroup Meeting – Thursday, April 19th, Office at 10am.

**Steinbrink**

Technician Report 4-19-18

Buffer Bits:
Completed buffer inquires on 120 tracts for 9 farms since last board meeting.
Total to date 2700 tracts on 149 farm operations.
Completed 6 Alternative Conservation Buffer Plans.

Filling out cost share contracts for buffers and drafting alternative practices plans.

**Habermehl**

Technician Habermehl Report 04/19/2018

WCA:
TEP 04/12/2018 McIntosh FO; next TEP 05/10/2018 Crookston FO
Lowell 27: meet with NRCS engineer, acquire original design plans (address drain tile issues)
Belgium 34: issue NOD (post review)
Gentilly 27: potential Wetland Bank Site (Draft Prospectus)
City of Fisher: acquire city WCA resolution
Polk County Landfill: potential violation, address incidental wetland request, mitigation Joint App pending
Onstad 24: Cost Share contract CAP 16-02
Liberty 28: violation; USACE, MN DNR, RPN issuance; compile case- RO
Burnham Creek Grant:
TSA set up #2 iPad with Arc Online

Buffer Initiative:
Systematic inclusion of all preliminary determined non-compliant parcels for Buffer Compliance Cost-Share (Draft submitted to BWSR 12/27/2017; final submitted

Tree Program:
Advertisement Crookston Times/Valley Shopper 04/17/2018- hire seasonal tree program employee, communicate UMC for tree (unloading stock) volunteers, ~13000 trees ordered; ~12200 trees sold (10) machine plantings designed (+1500 Spruce, Tiedemann) 04/16/2018. Newsletter order form; deadline 02/15/2018, updated website & all forms

Other: meetings... IET training (TRF) 04/18/2018, County Newsletter article (submitted), IDP (staff) submitted to BWSR 04/11/2018, TSA GIS installation (staff computers), Local SWI training (phase 1 complete), EGF City Planning Grant 04/19/2018, computer system change, JAA protocol, MnDNR cropped Public Water, etc.

NRCS DISTRICT CONSERVATIONIST’S REPORT
NRCS DISTRICT CONSERVATIONIST’S APRIL REPORT
• We currently have 55 eligible EQIP applications in West Polk County practices include: Cover Crop, Grade Stabilization structures, and structures for water control.
• Still no word on funding
• We have 2 RCPP EQIP applications that we are processing
  o Grade Stabilization structures and cover crops
• CSP applications are being processed – 8 eligible applications
• We will have 172 CRP contracts in West Polk that will be expiring with the option to re-enroll those acres.
  o Plans will need to be completed for those interested in re-enrolling – 9261 ac

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:
April 2018 Report
Jillian Fejszes, Farm Bill Biologist

Trainings/Meetings:
• 2/20- Marshall SWCD Board Meeting
• 2/22- West Polk SWCD Board Meeting
• 2/27- Envirothon Meeting
• 3/12- Pennington WRAC Meeting
• 3/14- Soil Health Training- Erskine
• 3/15- Pennington SWCD Board Meeting

Ongoing Work:
• Talked with 7 landowners
• Looking into what other counties are doing with their gravel tax restoration money. I have not found a county that has used it yet, have been in contact with 8 counties so far. I have also been working with Nicole Bernd on this as she had a landowner recently contact her that has had a gravel pit restoration started on her property.
• Working to plan soil health event as part of my scholarship for the Soil Health Summit. It needs to be done in 2018.
• Submitted application for a second pollinator project on a RIM site in Marshall County.
• I have been looking into Marshall WRP and RIM files and working on ownership changes. One has been submitted. I have about 5 others I will be waiting on a deed from.
• In contact with vendors to get quotes for the seeding for Jorde project.
• Looking at CRP expiring this year that may possibly be able to be renewed- such as filter strips and tree practices. Making maps of some of the sites. I am planning to call some landowners soon.
• Completing Farm Bill Assistance quarterly report.

Upcoming:
3/27- Marshall SWCD Board Meeting

Brett Arne, BWSR Board Conservationist – BWSR Update

Glen Kajweski, Area Certification Specialist, MNAWQP – Program Information

The next meeting was scheduled for May 17, 2018 at 7:00 am.

With no further business, Chairman Solheim adjourned the meeting at 8:52 am.

Respectfully submitted,
Mark McWalter,

Secretary/Treasurer
MM/nb
The meeting was called to order at  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

Absent: Jillian Fejszes, Farm Bill Biologist

SECRETARY’S REPORT:
{Motion #27-18} Motion by    and seconded by    to approve the minutes from the Regular Board meeting held on April 17, 2018.

Affirmative:
Opposed: Motion:

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

TREASURER’S REPORT:
{Motion #28-18} Motion by   and seconded by   to approve the treasurers report.

Affirmative:

Opposed: Motion:

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-18-01</td>
<td>410</td>
<td>1500.00</td>
<td>2000.00</td>
<td>Steinbrink</td>
</tr>
</tbody>
</table>

{Motion #29-18} Motion by and seconded by to approve payment for the listed State Cost Share contracts.

Affirmative:

Opposed:

Motion:

**OLD BUSINESS**

Supervisors Elections

• District’s 1 and 3 are up for re-election.
• Filling dates are open 5/22/18 – 6/5/18
• District 5 and its vacancy is considered a special election (2yr term)

**NEW BUSINESS**

**MEETING REPORTS**

*Attended Meetings/Trainings*

PTMAp training, Thief River Falls

Envirothon, Rydell Refuge, Erskine

We Are Water Webinar, office

*Upcoming Meetings/Trainings*

We Are Water Webinar, office

Nat’R Workgroup Meeting, YTBA

Gentilly Township meeting, Gentilly

Area 1 Meeting, Detroit Lakes

BWSR Cover Crop training, Erskine

*DISTRICT EMPLOYEE’S REPORTS:*

Bernd

District staff (Habermehl) was contacted by Keith Mykleseth, East Grand Forks MN, General Manager, Water & Light Department, requesting assistance to apply for a Clean Water Legacy Grant for a windbreak establishment north side of East Grand Forks. Bernd, Brett Arne, BWSR BC and Habermehl met with Mykleseth and Jeff
Olson to discuss. Bernd requested a MOU be established. Grant application deadline is July.
Bernd has completed the mailing list for the Polk County Nitrate-Nitrogen Testing Program. ~ 373 kits will be sent to private individuals. Kits are expected to be sent out May 25th. Gentilly Township has contacted Bernd to explain the process at the next township board meeting.

Bernd will be sending out ~357 letters to individuals that reside in District 5 regarding the Supervisor Vacancy and how to place name as a “write-in” on the ballot.

Bernd has been asked to participate in a BWSR Clean Water Tour May 21st & 22nd. Information will be shared on projects funded by the Clean Water Legacy Act.

Bernd will be conducting an Arbor Day presentation for Highland Elementary 4th graders Thursday, April 17th.

Bernd accompanied USFWS and Farm Bill Biologist to a potential Pollinator Project site. This project would be within an existing WRP contract, section 12 of Euclid township. Cost would be covered, if eligible, under the pollinator program and match would be contributed by the landowner.

Steinbrink
Technician Report 5-17-18

Buffer Bits:
Completed buffer inquires on 232 tracts for 12 farms since last board meeting.
Total to date 2932 tracts on 161 farm operations.
Completed 6 Alternative Conservation Buffer Plans.

Filling out cost share contracts for buffers and drafting alternative practices plans.

Habermehl
Technician Habermehl Report 05/17/2018
WCA:
TEP 05/10/2018 Crookston FO
Lowell 27: on site evaluation- NRCS, USACE- issue NOD
Belgium 34: NOD issued
Gentilly 27: potential Wetland Bank Site (Draft Prospectus)
City of Fisher: acquire city WCA resolution
Polk County Landfill: potential violation, address incidental wetland request, mitigation
Joint App pending
Onstad 24: Cost Share contract CAP 16-02
Liberty 28: violation; USACE, MN DNR, RPN issuance; compile case- RO
Burnham Creek Grant:
Stressor point data collection; incorporate 1W1P ditch inventory
Buffer Initiative:
Composed main letter & supplement for all non-compliant parcel owners; generate maps + alternative practices
Tree Program:
Trees delivered 05/08, handplants picked up 05/09 – 05/11; machine plantings (6) complete 05/16/2018- seasonal employee Morgan: excellent job
Other:
Polk County, meetings, RIM monitoring, etc.

**NRCS DISTRICT CONSERVATIONIST’S REPORT**

**NRCS DISTRICT CONSERVATIONIST’s REPORT**
April 23rd to May 17th

- Acting Crookston DC Bennett on wildfire suppression detail in Kittson County. NW Minnesota continues under Burning Ban.
- April 29th, some fields east of down blew lots of soil. Dry conditions, unprotected light soils, high winds…but, was it over “T”? Just because it looks bad, don’t mean it is.
- NRCS was notified that EQIP funds were available.
- 11 out of 55 2018 EQIP applicants were approved for funding.
- All 11 applicants were contacted and invited in to sign their contracting documents.
- Contract Obligation process was completed with participants being notified that they could begin to implement those practices that had been funded.
- NRCS notified that tracts selected for the 2018 FSA Compliance Reviews are now available. Soil Conservationist began preparing West Polk Tract folders for East Polk to review.
- Conservation Stewardship Program (CSP) updated administrative information announced, and training continues to rollout. Number of CSP applicants down from 8 to 7. Possibly losing one more, leaving us with 6 applicants.
- Requests for 026 Wetland Determinations continue to be processed and forwarded to Wetland Specialist Team as needed. Determination letters sent out.
- CRP revisions and re-enrollments beginning to materialize and increase workload.
- Requests for technical information on seeding CRP is rolling in.
- National Bulletin for DUNS and SAM exemption. Notified to notify participants and applicants that the DUNS/SAMS requirements have changed and they no longer need to maintain their SAMS registration for NRCS conservation program eligibility.
- NW Area Program Hour Balances announced for April 30 – September 30, 2018.
- NRCS staff beginning to attend numerous conservation program and technical trainings throughout the summer.
- EQIP spring cover crops mostly planted. NRCS Soil Conservationist preparing to conduct cover crop monitoring.
- Beginning spring monitoring on EQIP No-Till practices for % residue at time of planting.
• Minnesota NRCS Reorganization Proposed Plan revealed to NRCS staff and partners.
• West Polk county’s 2 RCPP applications in final stages of review.
• NRCS Altima employee, William Enlow is leaving us for much “greener” grasses. Will’s last day is tomorrow, Friday, May 18th.

Wade Jackson
NRCS Soil 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:**
May 2018 Report
Jillian Fejszes, Farm Bill Biologist

**Trainings/Meetings:**
• 4/12- Pennington SWCD Banquet
• 4/19- West Polk SWCD Board Meeting
• 4/25- Envirothon- Agassiz NWR
• 5/1- Marshall SWCD Board Meeting

**Ongoing Work:**
• Talked with 11 landowners
• Working on the soil health event- Levy and I met with David Miller and he agreed to have the whole event at his farm. I talked to Theresa at Sustainable Farming and she will be working on the budget side of it. We have to figure out food, tables, advertising, sponsors and getting people invited.
• Working on mailing conservation plans out to RIM landowners that I did ownership changes on. 4 done so far, need to send out 1 more.
• Sent out letters to notify landowners of WRP monitoring. 17 letters sent out. Will be starting the monitoring very soon, hopefully have some done before the end of May.
• No word about anything new with CRP. Working on West Polk eligibilities now.
• Working on the Jorde pollinator seeding- getting seed mix and statement of work figured out. Have a bunch of paperwork to fill out and get signed. Also hoping to meet with 2 other landowners on site to look at their sites for potential seedings.
• Completed individual development plan (IDP).

**Upcoming:**
• 5/17- Pennington SWCD Board Meeting
• 5/29-6/1- PF North Region Meeting- Merrimac, WI
6/12- Marshall SWCD Board Meeting

The next meeting was scheduled for May 17, 2018 at 7:00 am.

With no further business, Chairman Solheim adjourned the meeting at ___________ am.

Respectfully submitted,
Mark McWalter,

Secretary/Treasurer
MM/nb
The meeting was called to order at 6:57 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  
Brett Arne, BWSR Board Conservationist  
Zach Foley, RRVCSA Engineering Technician

Absent:

SECRETARY'S REPORT:

The scheduled May 17th, 2018 board meeting was cancelled.

{Motion #27-18} Motion by McWalter and seconded by Peterson to approve the minutes from the Regular Board meeting held on April 17th, 2018.

Affirmative: Peterson, McWalter, Sorenson

Opposed: None  
Motion: Pass

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

TREASURER'S REPORT:

{Motion #28-18} Motion by Peterson and seconded by McWalter to approve the April and May treasurers report.

Affirmative: Peterson, McWalter, Sorenson
STATE COST SHARE REPORT:
District Staff is requesting approval for an amendment of the following State Cost Share contract.
Approved 3-15-18

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<th>Contract#</th>
<th>Practice</th>
<th>Approved Project Cost</th>
<th>Cost Share Amount</th>
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<td>CS-18-01</td>
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Request to Amended

<table>
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<tr>
<th>Contract#</th>
<th>Practice</th>
<th>Approved Project Cost</th>
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<tr>
<td>CS-18-01</td>
<td>380</td>
<td>1622.50</td>
<td>1216.88</td>
<td>Habermehl</td>
</tr>
</tbody>
</table>

{Motion #29-18} Motion by Peterson and seconded by Sorenson to approve the amendment of Cost Share Contract CS-18-01 in the amount of project cost to $1622.50 and cost share amount to $1216.88.

Affirmative: Peterson, McWalter, Sorenson

Opposed: None Motion: Pass

District Staff requests approval of the listed contract.

<table>
<thead>
<tr>
<th>Contract#</th>
<th>Practice</th>
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<td>Habermehl</td>
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{Motion #30-18} Motion by Sorenson and seconded by McWalter and seconded by to approve the listed State Cost Share contract.

Affirmative: Peterson, McWalter, Sorenson

Opposed: None Motion: Pass

OLD BUSINESS
Mark McWalter and John Sorenson for filing as Supervisors for Districts 1 and 3. Chris Cournia has filed for Supervisor for District 5.

NEW BUSINESS
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 $2,166.00 for the total in-kind match of $6,500.00. Bernd requests a motion to support this position and contribute to the required in-kind match in the amount of $2,166.00.

{Motion #31-18} Motion by McWalter and seconded by Sorenson to approve the position and contribute to the required in-kind match in the amount of $2,166.00.

Affirmative: Peterson, McWalter, Sorenson
Opposed: None Motion: Pass

Jill Fejszes, Farm Bill Biologist, is requesting sponsorship ($75 - $150) from the District to help cover costs for a “Dirt Rich” soil health workshop at the David Miller Farm (Red Lake Falls), August 28th. Sponsors will have their logo on even materials and invites.

{Motion #32-18} Motion by Peterson and seconded by Sorenson to sponsor the “Dirt Rich” soil health event, August 28th in the amount of $150.00.

Affirmative: Peterson, McWalter, Sorenson
Opposed: None Motion: Pass

MASWCD – 2018 Candidate Prospectus – handout

Bernd requests District Manager approval to be designated as Administrator to access the ERIS (Employer Reporting and Information System) for PERA (Public Employee Retirement Association), on behalf of West Polk SWCD.

{Motion #33-18} Motion by Peterson and seconded by Sorenson to approve District Manager as ERIS Administrator for PERA on behalf of West Polk SWCD.

Affirmative: Peterson, McWalter, Sorenson
Opposed: None Motion: Pass

Crookston Public Library contacted the District requesting an environmental education presentation for the public through their new program Explore Summer Library Experience and sponsoring the Headwaters Science Center to participate. Bernd requests approval to sponsor the event by covering the costs (travel/time/mileage) of the Headwaters Science Center at ~$300.00.

{Motion #34-18} Motion by Peterson and seconded by Sorenson to approve covering the cost of the Headwaters Science Center for the Crookston Public Library Explore Summer Library Experience.
MEETING REPORTS

Attended Meetings/Trainings

Envirothon, Rydell Refuge, Erskine  Bernd
We Are Water Webinar, office  Bernd
Crookston Wellhead Protection Plan meeting, City Hall  Bernd
Gentilly Township meeting, Gentilly  Bernd
Area 1 Meeting, Detroit Lakes  Staff/Supervisors

Upcoming Meetings/Trainings

MASWCD Locally Led Workshop, Thief River Falls  Bernd
We Are Water Webinar, Valley Technology Park, Crookston  Bernd
Managers Meeting, Pennington SWCD  Bernd
AUDIT, July 24th, 2018  Bernd
Crookston Public Library  Bernd

DISTRICT EMPLOYEE’S REPORTS:

Bernd

05/17/18

District staff (Habermehl) was contacted by Keith Mykleseth, East Grand Forks MN, General Manager, Water & Light Department, requesting assistance to apply for a Clean Water Legacy Grant for a windbreak establishment north side of East Grand Forks. Bernd, Brett Arne, BWSR BC and Habermehl met with Mykleseth and Jeff Olson to discuss. Bernd requested a MOU be established. Grant application opens July 2nd.

Bernd has completed the mailing list for the Polk County Nitrate-Nitrogen Testing Program. ~373 kits will be sent to private individuals. Kits are expected to be sent out May 25th. Gentilly Township has contacted Bernd to explain the process at the next township board meeting.

Bernd will be sending out ~357 letters to individuals that reside in District 5 regarding the Supervisor Vacancy and how to place name as a “write-in” on the ballot.

Bernd has been asked to participate in a BWSR Clean Water Tour May 21st & 22nd. Information will be shared on projects funded by the Clean Water Legacy Act.

Bernd will be conducting an Arbor Day presentation for Highland Elementary 4th graders Thursday, April 17th.

Bernd accompanied USFWS and Farm Bill Biologist to a potential Pollinator Project site. This project would be within an existing RIM contract, section 12 of Euclid
township. Cost would be covered, if eligible, under the pollinator program and match would be contributed by the landowner.

06/21/18
A Memorandum of Agreement (MOA) has been created between The City of East Grand Forks and West Polk SWCD to pursue and implementation of a Clean Water Fund grant application – review and discuss.
Staff requests approval for the MOA between The City of East Grand Forks and West Polk SWCD for the implementation of a Clean Water Fund grant application.

{Motion #35-18} Motion by Peterson and seconded by McWalter to approve the presented MOA between the City of East Grand Forks and West Polk SWCD.

Affirmative: Peterson, McWalter, Sorenson

Opposed: None

Motion: Pass

Bernd reached out to the local Growers Association members regarding soil health and the level of conversation, thought, interest or lack of. Several immediately replied the inviting more conversation and willingness to reach out to the community/growers.

Steinbrink
Technician Report 5-17-18

Buffer Bits:
Completed buffer inquires on 232 tracts for 12 farms since last board meeting.
Total to date 2932 tracts on 161 farm operations.
Completed 6 Alternative Conservation Buffer Plans.

Filling out cost share contracts for buffers and drafting alternative practices plans.

Technician Report 6-21-18

Buffer Bits:
Completed buffer inquires on 340 tracts for 22 farms since last board meeting.
Total to date 3040 tracts on 171 farm operations.
Office staff sent 258 letters on 6-13-18 to landowners in 15 townships, as a reminder of the MN Buffer dead line of Nov. 1, 2018 to establish buffers.

Filling out cost share contracts for buffers.

Doing field reviews for drafting alternative practices plans.

Construction Projects:
Grove-Evitts Grade Stab. Structure.
10 Swi’s to survey and design for buffer alternative practice.
Habermehl
Technician Habermehl Report 05/17/2018

WCA:
TEP 05/10/2018 Crookston FO
- Lowell 27: on site evaluation- NRCS, USACE- issue NOD
- Belgium 34: NOD issued
- Gentilly 27: potential Wetland Bank Site (Draft Prospectus)
- City of Fisher: acquire city WCA resolution
- Polk County Landfill: potential violation, address incidental wetland request, mitigation Joint App pending
- Onstad 24: Cost Share contract CAP 16-02
- Liberty 28: violation; USACE, MN DNR, RPN issuance; compile case- RO

Burnham Creek Grant:
- Stressor point data collection; incorporate 1W1P ditch inventory
- Buffer Initiative:
- Composed main letter & supplement for all non-compliant parcel owners; generate maps + alternative practices

Tree Program:
Trees delivered 05/08, handplants picked up 05/09 – 05/11; machine plantings (6) complete 05/16/2018- seasonal employee Morgan: excellent job

Other:
Polk County, meetings, RIM monitoring, etc.

Technician Habermehl Report 06/21/2018

WCA:
TEP 05/10/2018 Crookston FO
- Lowell 27: on site evaluation- NRCS, USACE- issue NOD
- Belgium 34: NOD issued
- Gentilly 27: potential Wetland Bank Site (Draft Prospectus)
- Gentilly 22: WCA analysis (drain tile); issue NOA
- City of Fisher: acquire city WCA resolution
- Polk County Landfill: potential violation, address incidental wetland request, mitigation Joint App pending
- Onstad 24: Cost Share contract CAP 16-02
- Liberty 28: violation; USACE, MN DNR, RPN issuance; compile case- RO

Burnham Creek Grant:
- Stressor point data collection; incorporate 1W1P ditch inventory
- Buffer Initiative:
- Composed main letter & supplement for all non-compliant parcel owners (~1/3 delivered); generate maps + alternative practices + cost-share applications

Tree Program:
Trees delivered 05/08, handplants picked up 05/09 – 05/11; machine plantings (9) complete; total expenses = $28166.97 total income = $1313.20

Other:
Polk County, Area 1, RIM monitoring, etc.

NRCS DISTRICT CONSERVATIONIST’S REPORT
April 23rd to May 17th
• Acting Crookston DC Bennett on wildfire suppression detail in Kittson County.
NW Minnesota continues under Burning Ban.
• April 29th, some fields east of down blew lots of soil. Dry conditions, unprotected light soils, high winds…but, was it over “T”? Just because it looks bad, don’t mean it is.
• NRCS was notified that EQIP funds were available.
• 11 out of 55 2018 EQIP applicants were approved for funding.
• All 11 applicants were contacted and invited in to sign their contracting documents.
• Contract Obligation process was completed with participants being notified that they could begin to implement those practices that had been funded.
• NRCS notified that tracts selected for the 2018 FSA Compliance Reviews are now available. Soil Conservationist began preparing West Polk Tract folders for East Polk to review.
• Conservation Stewardship Program (CSP) updated administrative information announced, and training continues to rollout. Number of CSP applicants down from 8 to 7. Possibly losing one more, leaving us with 6 applicants.
• Requests for 026 Wetland Determinations continue to be processed and forwarded to Wetland Specialist Team as needed. Determination letters sent out.
• CRP revisions and re-enrollments beginning to materialize and increase workload.
• Requests for technical information on seeding CRP is rolling in.
• National Bulletin for DUNS and SAM exemption. Notified to notify participants and applicants that the DUNS/SAMS requirements have changed and they no longer need to maintain their SAMS registration for NRCS conservation program eligibility.
• NW Area Program Hour Balances announced for April 30 – September 30, 2018.
• NRCS staff beginning to attend numerous conservation program and technical trainings throughout the summer.
• EQIP spring cover crops mostly planted. NRCS Soil Conservationist preparing to conduct cover crop monitoring.
• Beginning spring monitoring on EQIP No-Till practices for % residue at time of planting.
• Minnesota NRCS Reorganization Proposed Plan revealed to NRCS staff and partners.
• West Polk county’s 2 RCPP applications in final stages of review.
• NRCS Altima employee, William Enlow is leaving us for much “greener” grasses. Will’s last day is tomorrow, Friday, May 18th.

Wade Jackson
NRCS Soil Conservationist

NRCS DISTRICT CONSERVATIONIST’S JUNE REPORT
NRCS was notified that EQIP funds were available.
  11 out of 55 2018 EQIP applicants were approved for funding.
  All 11 applicants were contacted and invited in to sign their contracting documents.
  Contract Obligation process was completed with participants being notified that they could begin to implement those practices that had been funded.
  Field checks are completed for cover crop and no-till practices
  Need to follow up with paperwork and payments

We have 2 RCPP EQIP applications that we are processing
  Grade Stabilization structures and cover crops
  1 application was preapproved

CSP applications are being processed – 2 eligible applications
  2 Applications have been preapproved

We will have 172 CRP contracts in West Polk that will be expiring with the option to re-enroll those acres.
  Plans will need to be completed for those interested in re-enrolling – 9261 ac
  Practice eligibly have been coming over from FSA
  24 Conservation plans need to be written

NRCS notified that tracts selected for the 2018 FSA Compliance Reviews are now available. Field visits have been completed (HEL and Wetland Compliance)
Nico Bennett
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:
May 2018 Report
Jillian Fejszes, Farm Bill Biologist

Trainings/Meetings:
  4/12- Pennington SWCD Banquet
  4/19- West Polk SWCD Board Meeting
  4/25- Envirothon- Agassiz NWR
  5/1- Marshall SWCD Board Meeting

Ongoing Work:
Talked with 11 landowners
Working on the soil health event- Levy and I met with David Miller and he agreed to have the whole event at his farm. I talked to Theresa at Sustainable Farming and she will be working on the budget side of it. We have to figure out food, tables, advertising, sponsors and getting people invited.
Working on mailing conservation plans out to RIM landowners that I did ownership changes on. 4 done so far, need to send out 1 more.
Sent out letters to notify landowners of WRP monitoring. 17 letters sent out. Will be starting the monitoring very soon, hopefully have some done before the end of May.
No word about anything new with CRP. Working on West Polk eligibilities now.
Working on the Jorde pollinator seeding- getting seed mix and statement of work figured out. Have a bunch of paperwork to fill out and get signed. Also hoping to meet with 2 other landowners on site to look at their sites for potential seedings.
Completed individual development plan (IDP).

Upcoming:
5/17- Pennington SWCD Board Meeting
5/29-6/1- PF North Region Meeting- Merrimac, WI
6/12- Marshall SWCD Board Meeting

June 2018 Report
Jillian Fejszes, Farm Bill Biologist

Trainings/Meetings:
5/18- Pennington SWCD Board Meeting
5/29-6/1- PF North Region Meeting- Merrimac, WI
6/12- Marshall SWCD Board Meeting

Ongoing Work:
Talked with 9 landowners
Working on the soils health event- We had a conference call and we have been working on getting sponsors. We have 4 confirmed sponsors so far, with more that I have been in contact with.
Started WRP monitoring. Have completed 6 sites and parts of 2 others. Will be going out in June and hopefully will wrap up the field portion before July. Have met with one landowner on site with plans to meet with 4 others.
Finished up West Polk CRP eligibilities. A new continuous signup started on June 4 and will go until August 17. This is a very limited signup so there are many contracts which will not be able to be renewed. I have been working to contact the landowners that can renew. I also met with West Polk FSA and Nico Bennett to talk about the plan for their CRP.
Working on the Jorde pollinator seeding- Got the RIM paperwork completed for the moment, and worked with Rodney Hoffman to get all the required paperwork for the vendor. He is clear to start the work now.
• Visited a site in West Polk for another possible pollinator planting. The site is a little tricky but the landowner is interested in burning it and wants to do the seeding. We are working on an application for the site.
• Laurie Fairchild and I met with Jeff Brooks from Knife River at the gravel pit restoration site in Viking 7. Some of the restoration work on the site will be done in August. Will hopefully be visiting the site again with Bryan and other local partners.
• I got the extra seed for the Dupree enhanced CRP seeding. The site was seeded at the end of May.

Upcoming:
• 6/18- Pennington SWCD Board Meeting
• 6/20- Cover Crop Training- Erskine
• 6/21- West Polk SWCD Board Meeting
• 7/2-7/6- Time Off

Introduction of Zack Foley, RRVSCA Engineering Technician

The next meeting was scheduled for July 19, 2018 at 7:00 am.

With no further business, Chairman Solheim adjourned the meeting at 8:50 am.

Respectfully submitted,
Mark McWalter,

Secretary/Treasurer
MM/nb
West Polk Soil and Water Conservation District

Minutes from the July 19th, 2018 Regular Board Meeting

The meeting was called to order at 7:05 a.m. by Chairman Solheim, at the Farm Service Agency 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
                         Morgan Torkelson, Seasonal Technician

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

Absent:

Secretary's Report:

{Motion #36-18} Motion by Peterson and seconded by Sorenson to approve the minutes from the Regular Board meeting held on June 21, 2018.

Affirmative: McWalter, Peterson and Sorenson

Opposed: None Motion: Pass

The June 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 #37-18} Motion by Sorenson and seconded by Peterson to approve the June treasurers report.

Affirmative: McWalter, Peterson and Sorenson

Opposed: None Motion: Pass
STATE COST SHARE REPORT:
District Staff requests approval of the listed State Cost Share contract.

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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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{Motion #38-18} Motion by Sorenson and seconded by Peterson to approve the listed State Cost Share contract.

Affirmative: McWalter, Peterson and Sorenson

Opposed: None         Motion: Pass

District Staff is requesting approval for the listed Buffer Compliance Percent Based Cost Share Contracts.

<table>
<thead>
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<th>Practice</th>
<th>Approved Project Cost</th>
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<td>BC-18-19</td>
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<td>4000</td>
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</table>

{Motion #39-18} Motion by McWalter and seconded by Sorenson to approve the listed Buffer Compliance Percent Based Cost Share Contracts.

Affirmative: McWalter, Peterson and Sorenson

Opposed: None         Motion: Pass

OLD BUSINESS
Sale of Land

NEW BUSINESS
SWCD – 80th Anniversary Celebration by MASWCD

MN Public Utilities Commission Notice on Revised Final Environmental Impact Statement – Proposed Line 3 Replacement Project

Agriculture Wetland Bank Announcement

Seasonal Employee
Buffer Implementation Funding - discussion

**MEETING REPORTS**
*Attended Meetings/Trainings*
MASWCD Locally Led Workshop, Thief River Falls  Bernd
We Are Water Webinar, Valley Technology Park, Crookston  Bernd
Managers Meeting, Pennington SWCD  Bernd

*Upcoming Meetings/Trainings*
FDRWG Conference Planning, Skype  Bernd
AUDIT, July 24th, 2018  Bernd
Crookston Public Library  Bernd
RLR 1W1P Planning Work Group, Pennington SWCD  Bernd
RLR 1W1P Policy Committee Meeting, RLWD  Bernd

**DISTRICT EMPLOYEE'S REPORTS:**
Bernd

**Nitrate Testing Program**
As of 7/6/18, RMB labs has received 101 retuned sample kits out of 368 sent. Reminder postcards will be sent. Last day to submit kits to the lab is the week of August 20th: received by August 24th.

Bernd requests approval to pay RMB Labs; invoice #WPOLINV618; in the amount of $4,320.46. This amount will be reimbursed back to the District by the MN Department of Agriculture.

{Motion #40 -18} Motion by Peterson and seconded by Sorenson to approve payment to RMB Labs; invoice #WPOLKINV618; in the amount of $4,320.46.

Affirmative: McWalter, Peterson and Sorenson

Opposed: None  Motion: Pass

**Buffers**
FY2018 Buffer Implementation funding has been spent as of 5/30/18. See spreadsheet/discussion.

**Steinbrink**
Technician Report 7-19-18

**Buffer Bits:**
Completed buffer inquiries on 126 tracts for 19 farms since last board meeting. Total to date 3166 tracts on 190 farm operations

Filling out cost share contracts for buffers.
Doing field reviews for drafting practices plans.
Construction Projects:
Grove-Evitts Grade Stab. Structure. Cost share application signed by both parties, 
Surveyed 2 swi’s for Randy Huderle

Habermehl
Technician Habermehl Report 07/19/2018

Habermehl requests motion to approve application/registration for the 2018 Wetland 
Delineation training (certification) $900.00 + $100.00 + lodging/food.

{Motion #41 -18} Motion by McWalter and seconded by Sorenson to approve 
Habermehl application/registration for the 2018 Wetland Delineation training 
(certification) expense.

Affirmative: McWalter, Peterson and Sorenson

Opposed: None

Motion: Pass

WCA:
TEP 05/10/2018 Crookston FO; schedule July TEP
Lowell 27: on site evaluation- NRCS, USACE- issue NOD
Gentilly 27: potential Wetland Bank Site (Draft Prospectus)
Gentilly 22: WCA analysis (drain tile); NOA issued 07/17/2018
Polk County Landfill: potential violation, address incidental wetland request, mitigation 
Joint App pending
Onstad 24: Cost Share contract CAP 16-02
Liberty 28: violation; USACE, MN DNR, RPN issuance; compile case- RO
RLWD Drain 16: contact/request delineation + (exemption) application
Riverview Health: issue NOD (not under SCOPE)
Burnham Creek Grant:
Stressor point data collection; incorporate 1W1P ditch inventory
Buffer Initiative:
Composed main letter & supplement for all non-compliant parcel owners (~1/2 
delivered); generate maps + alternative practices + cost-share applications
Other:
MnDNR/RLWD/Pennington WCA LGU meeting, RIM monitoring, assist/train survey
MnDNR PW, new phones MN IT, set-up Trimble, etc.

NRCS DISTRICT CONSERVATIONIST’S REPORT
NRCS DISTRICT CONSERVATIONIST’S JUNE REPORT
• Field checks are completed for cover crop and no-till practices
  o Need to follow up with paperwork and payments
  o Most payments have been made
• Approximately 31 folks have expressed interest in EQIP for 2019
• We have 2 RCPP EQIP applications that we are processing
  o Grade Stabilization structures and cover crops
  □ 1 application was preapproved
• CSP applications are being processed – 2 eligible applications
  o 2 Applications have been preapproved
• CRP Sign up June 4th -August 17th
  • We will have 172 CRP contracts in West Polk that will be expiring with the option to re-enroll those acres.
  o Plans will need to be completed for those interested in re-enrolling – 9261 ac
  o Practice eligibly have been coming over from FSA
  o 30 Conservation plans need to be written which includes re-enrollments and new sign-ups
• NRCS notified that tracts selected for the 2018 FSA Compliance Reviews are now available. Field visits have been completed (HEL and Wetland Compliance)

Nico Bennett
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:
**July 2018 Report**
Jillian Fejszes, Farm Bill Biologist

Trainings/Meetings:
• 6/18- Pennington SWCD Board Meeting
• 6/20- Cover Crop Training- Erskine
• 6/21- West Polk SWCD Board Meeting
• 7/2-7/6- Time Off

Ongoing Work:
• Talked with 21 landowners
• Working on the soils health event- We have 13 sponsors now, may end up with a few more. Levy has been helping with some of the coordination. We need to get a mailing this month to invite people as well as advertising.
• I have visited all my sites for WRP monitoring. Met with a few of the landowners. It was fun driving an atv around some of the sites and getting hung up on logs. Now just need to get the paperwork done.
• Helped West Polk with some CRP plans- 8 were completed. Also got 2 done for Pennington. Some of them are not for sure going in yet as we wait on 23a acres.
• Working on the Jorde pollinator seeding- Rodney did get the site seeded and it looks good. Now just need to get the paperwork done.
• Submitted an application for another PF pollinator planting on a RIM site in Polk County.
• Visited gravel pit with Bryan, things are moving along and work should begin in August for some restoration.
• Completed some cost share paperwork for a few RIM-WRP sites and got those sent in.
• Worked through some CRP eligibilities, 10 completed. Also visited some sites for eligibility.
• Completed Farm Bill Assistance quarterly report and sent in. Also completed activity reporting for quarter.

Upcoming:

• 7/17- Pennington SWCD Board Meeting
• 7/19- West Polk SWCD Board Meeting
• 7/24- Marshall SWCD Board Meeting
• 7/27- WRP Monitoring Documentation Due

The next meeting was scheduled for August 23, 2018 at 7:00 am.

With no further business, adjourned the meeting at am.

Respectfully submitted,
Mark McWalter,

Secretary/Treasurer
MM/nb
The meeting was called to order at 7:06 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
Morgan Torkelson, Seasonal Technician

Others Present:  Nicol Bennett, Acting District Conservationist

Absent:  Jillian Fejszes, Farm Bill Biologist

SECRETARY'S REPORT:
{Motion #42-18} Motion by Peterson and seconded by Sorenson to approve the minutes from the Regular Board meeting held on July 19, 2018.

Affirmative: McWalter, Peterson and Sorenson

Opposed: None  
Motion: Pass

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 #43-18} Motion by Peterson and seconded by Sorenson to approve the July treasurers report.

Affirmative: McWalter, Peterson and Sorenson

Opposed: None  
Motion: Pass

STATE COST SHARE REPORT:
District Staff is requesting approval for the listed Buffer Compliance Percent Based Cost Share Contract.

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<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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{Motion #44-18} Motion by Peterson and seconded by McWalter to approve the listed Buffer Compliance Percent Based Cost Share Contract.

Affirmative: McWalter, Peterson and Sorenson

Opposed: None

Motion: Pass

State Cost Share available:
- FY2016 - $491.25 Expires 12/2018
- FY2017 - $0.00 Expires 12/2018
- FY2018 - $1267.90 Expires 12/2020

OLD BUSINESS

NEW BUSINESS
Recommendation from the Personnel Committee

The Personnel Committee would like to recommend hiring current seasonal part-time employee, Morgan Torkelson, as a permanent full-time District Technician effective 08/27/2018.

{Motion #45-18} Motion by Sorenson and seconded by Solheim to hire Morgan Torkelson as a permanent full-time District Technician effective 08/27/2018.

Affirmative: McWalter, Peterson, Sorenson and Solheim

Opposed: None

Motion: Pass

Bernd requests approval to increase the District’s Capital Assets from $1,000 to $5,000, per auditor’s request.

{Motion #46-18} Motion by McWalter and seconded by Sorenson to approve the District’s Capital Assets from $1,000 to $5,000 retro-active for 2018.

Affirmative: McWalter, Peterson and Sorenson

Opposed: None

Motion: Pass
The District’s 91D #8000649440 will expire 9/14/2018. Board of Supervisors instructed District Manager to cash out CD after maturity date and deposit into savings account to cover expenses following expired Buffer Law grant allocation.

Bernd is requesting approval for invoice #1829 (provided) in amount of $4,000.00, submitted by independent contractor Josie, Myhre, Myhre Tax Service for bookkeeping service above contractual agreement. This additional service was initiated by funding not received by the county (NRBG 2016), audit preparation for 2016 & 2017, rebuild QuickBooks accounting list/reclassification to all transactions to reflect billable rates. More detail listed on voucher. Services rendered from January 2016 – August 2018.

{Motion #47-18} Motion by McWalter and seconded by Peterson to approve invoice #1829 (provided) in amount of $4,000.00, submitted by independent contractor Josie, Myhre, Myhre Tax Service for bookkeeping service above contractual agreement.

Affirmative: McWalter, Peterson and Sorenson  
Opposed: None  
Motion: Pass

MEETING REPORTS

Attended Meetings/Trainings
FDRWG Conference Planning, Skype  Bernd  
AUDIT, July 24th, 2018  Bernd  
Crookston Public Library  Bernd  
RLR 1W1P Planning Work Group, Pennington SWCD  Bernd  
MCIT office visit  Bernd  
Polk County Commissioner, County Government Center  Bernd

Upcoming Meetings/Trainings
Manager’s Meeting, YTBA  Bernd  
Soil Health Event, Red Lake Falls  Staff/Supervisors  
Gravel Reclamation field visits  Bernd  
We Are Water Webinar, Office  Bernd  
WRAC meeting, Crookston  Bernd  
Pennington SWCD Ed Day  Bernd  
RLR 1W1P 319 Grant Focus Group meeting,  Bernd

DISTRICT EMPLOYEE’S REPORTS:  
Bernd  
Nitrate Testing Program  
Reimbursement invoice explanation

Buffers  
Meeting with County Commissioner and Environmental Services Planning and Zoning Administrator regarding Buffer Implementation funding deficiency - discussion
CWL
Working on a Clean Water Legacy Projects and Practices grant application for the City of East Grand Forks for a windbreak installation.

Working on a CWL Accelerated Implementation grant application to assist the County for the purchasing of Pictometry for buffer implementation/monitoring and other land use management. Grant applications due August 31, 2018.

Other
AgBMP Loan update/newsletter/loan summary - discussion

MCIT 2018 Dividend - discussion

MCIT Risk Management Consultant visited the District to review insurance policies/schedules, lease agreements and independent contracts. It was suggested to take photos of office items for inventory and have MCIT’s Safety Consultation Services do a site visit.

Bernd will be meeting with Polk County Board September 18th regarding budget and county appropriation.

Steinbrink
Technician Report 8-23-18
Buffer Bits:
- Completed buffer inquires on 539 tracts for 39 farms since last board meeting
- Total to date 3705 tracts on 229 farm operations
- Filling out cost share contracts for buffers
- Doing field reviews for drafting alternative practices plans

Construction Projects
- Surveyed Christian-Broden Project. (DNR Public Waters)

Habermehl
Technician Habermehl Report 08/23/2018
WCA:
Wetland Delineator Certification training 09/092018 – 09/14/018 Little Falls, MN
TEP 08/02/2018
Lowell 27: on site evaluation- NRCS, USACE- NOD issued 08/09/2018
Gentilly 27: potential Wetland Bank Site (Draft Prospectus)
Gentilly 22: WCA analysis (drain tile); NOA issued 07/17/2018 1st NOD issued 08/06/2018, 2nd (Joint App. 18-04) NOD issued (approved) 06/14/2018.
Polk County Landfill: potential violation, address incidental wetland request, mitigation Joint App pending
Onstad 24: Cost Share contract CAP 16-02
Liberty 28: violation; USACE, MN DNR, RPN issuance; compile case- Replacement Order
RLWD Drain 16: contact/request delineation + (exemption) application
Riverview Health: issue NOD (not under SCOPE)
Burnham Creek Grant:
Stressor point data collection; incorporate 1W1P ditch inventory & MnDNR stressor data
Buffer Initiative:
Composed letter & supplement for all non-compliant parcel owners (all delivered);
BuffCAT, field checks, evaluate operations, generate maps + alternative practices +
cost-share applications
Other:
MnDNR/RLWD/Pennington WCA LGU meeting, RIM monitoring (complete), assist/train
survey MnDNR PW, Buffer meeting 08/23/2018, etc.

NRCS DISTRICT CONSERVATIONIST’S REPORT
• EQIP Program
  o Need to field check fall cover crop
  o Need to complete as-built surveys on installed SWI’s
  o Approx. 35 new EQIP applications
    ▪ Practices include Cover Crop, SWI, Pollinator Habitat
• We have 2 RCPP EQIP applications that we are processing
  o Grade Stabilization structures and cover crops
    ▪ 1 application was preapproved
• CSP PROGRAM
  o CSP applications are being processed – 2 eligible applications
  o 2 Applications have been preapproved
  o Close to obligating contracts

CRP PROGRAM
• Sign-up ended August 17th
• We will have 172 CRP contracts in West Polk that will be expiring with the option
to re-enroll those acres.
  o Plans will need to be completed for those interested in re-enrolling – 9261
ac
  o Sign-up Numbers
    ▪ 26 TIP plans
    ▪ 36 1-year extensions
    ▪ 45 re-enrollments
    ▪ 107 out of 172 did some type of conservation practice so 62
percent did something.
    ▪ 26 new applications

Nico Bennett
Acting District Conservationist

CORRESPONDENCE:
Publications:
OTHER:

**Jillian Fejszes, Farm Bill Biologist**

Trainings/Meetings:
- 7/17- Pennington SWCD Board Meeting
- 7/19- West Polk SWCD Board Meeting
- 7/24- Marshall SWCD Board Meeting

Ongoing Work:
- Talked with 28 landowners
- Working on the soils health event - We visited the Miller Farm and looked at their operation. We have mailed out postcards to producers and placed some ads in the paper, on the radio, tv, and in radiogram. Getting to some of the final details now.
  - Completed all the WRP monitoring paperwork and got it sent in.
  - Completed 25 CRP plans- 10 for Pennington, 11 for Roseau and 4 for West Polk. The signup ends soon, and I have been reaching out to people that may be interested.
- Working through the cost share paperwork for the Jorde seeding. It did not look great during a visit at the end of July. It has been way too dry.
  - Visited all the RIM sites for monitoring in Marshall. Still need to get paperwork done.
- Worked through some CRP eligibilities, 11 completed. Also visited 5 sites for eligibility.
- Preparing for a presentation at the Wildlife Society summer workshop. I will be talking about conservation on private lands.
  - I have been talking to Bill Craig about baby’s breath on a stretch of county road 38 in Marshall County. Hopefully it can get treated.

Upcoming:
- 8/16- Minnesota TWS Summer Workshop
- 8/17- CRP Signup Ends
- 8/21- Pennington SWCD and Marshall SWCD Board Meetings
- 8/28- Dirt Rich event at the David Miller Farm

The next meeting was scheduled for September 20th, 2018 at 7:00 am.

With no further business, Chairman Solheim adjourned the meeting at 8:28 am.

Respectfully submitted,
Mark McWalter,
Secretary/Treasurer
MM/nb
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

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

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

Absent: John Sorenson, PR & I

SECRETARY’S REPORT:
{Motion #48-18} Motion by Peterson and seconded by McWalter to approve the minutes from the Regular Board meeting held on August 23, 2018.

Affirmative: Peterson, McWalter  
Opposed: None  
Motion: Pass

The August 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 #49-18} Motion by Peterson and seconded by McWalter to approve the August treasurers report.

Affirmative: Peterson, McWalter  
Opposed: None  
Motion: Pass

STATE COST SHARE REPORT:  
District Staff is requesting approval for payment of the listed State Cost Share Contract.
<table>
<thead>
<tr>
<th>Contract#</th>
<th>Practice</th>
<th>Approved Project Cost</th>
<th>Cost Share Amount</th>
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{Motion #50-18} Motion by McWalter and seconded by Peterson to approve payment for the listed State Cost Share Contract.

Affirmative: Peterson, McWalter

Opposed: None

Motion: Pass

District Staff is requesting approval for the listed Buffer Compliance Percent Based Cost Share Contracts.

<table>
<thead>
<tr>
<th>Contract#</th>
<th>Practice</th>
<th>Approved Project Cost</th>
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</table>

{Motion #51-18} Motion by Peterson and seconded by McWalter to approve the listed Buffer Compliance Percent Based Cost Share Contracts.

Affirmative: Peterson, McWalter

Opposed: None

Motion: Pass

**OLD BUSINESS**

The District’s 91D CD #8000649440 was withdrawn and deposited in the district’s savings account at Northern Sky Bank, 9/18/18 in the amount of $39,049.71.

**NEW BUSINESS**

District Staff/Supervisors attended and discussed budget requests at the Polk County Board meeting, September 18, 2018. Main objective was the district’s projected deficit for 2019 due to increased workload from the Buffer Law Implementation.

**MEETING REPORTS**

*Attended Meetings/Trainings*
- Soil Health Event, Red Lake Falls  Bernd
- Gravel Reclamation field visits  Bernd
- We Are Water Webinar, Office  Bernd
- WRAC meeting, Crookston, Valley Tech Park  Bernd
- Pennington SWCD Ed Day  Bernd
RLR 1W1P 319 Grant Focus Group meeting, RLWD  Bernd
Polk County Board Meeting, Crookston  Staff/Supervisors

Upcoming Meetings/Trainings
NW MN Water Festival, Warren & Fertile fair grounds  Bernd
Flood Damage Workgroup conference planning mtg, Skype Bernd
We Are Water meeting, Valley Tech Park, Crookston Bernd
Natural Resources Workgroup, webinar  Bernd

DISTRICT EMPLOYEE’S REPORTS:
Bernd
Buffers
Update:
• Mailed 937 noncompliant parcel letters/713 noncompliant landowners
• Reviewed ~5000 parcels/429 farm operation (does not include field
reviews/alternative practice plans/cost share contracts/surveying & design)
• Encumbered to date $90,493.75 Buffer Compliance Cost Share

Other:
Bernd attended the MN Wheat Growers Association Sept. 5th board meeting and
discussed partnering efforts to educate/demonstrate conservation practices, soil health
and water quality that have a positive impact on farm operations.

Bernd contact MCIT regarding a safety officer for the District. Designation is left up to
management by no requirement of MCIT.

NW MN Water Festival will be held Tuesday 9/25 in Warren and Wednesday 9/26 in
Fertile. Local schools attending from West Polk County are: Crookston, Fisher, Climax-
Shelly and Scared Heart, EGF. Total of 661 4th graders.

Steinbrink
Technician Report  9-20-18

Buffer Bits:
Completed buffer inquires on 304 tracts for 26 farms since last board meeting.
Total to date 4009 tracts on 255 farm operations.

Filling out cost share contracts for buffers.
Doing field reviews for drafting alternative practices plans.

Construction Projects:
Christian-Broden Project. (DNR Public Waters) Plans sent to landowner and DNR
Sorenson Project. Construction started 9-19-18
Carl Moland Project. Construction started 9-19-18

Habermehl
Technician Habermehl Report 09/20/2018

WCA:
- Wetland Delineator Certification training 09/09/2018 – 09/14/2018 Little Falls, MN: complete
- TEP 10/04/2018 (pending)
- Gentilly 27: potential Wetland Bank Site (Draft Prospectus)
- Polk County Landfill: potential violation, address incidental wetland/proposed borrow area request- NOD, mitigation Joint App pending
- Onstad 24: Cost Share contract DF (LSF) -03
- Liberty 28: violation; USACE, MN DNR, RPN issuance; compile case-Replacement Order
- RLWD Drain 16: contact/request delineation + (exemption) application
- Riverview Health: issue NOD (not under SCOPE) TEP
- Crookston 29: Herkenhoff pond
- Sandhill Riffle Expansion: NOD

Burnham Creek Grant:
Stressor point data collection; incorporate 1W1P ditch inventory & MnDNR stressor data

Buffer Initiative:
BuffCAT, field checks, evaluate operations, generate maps + alternative practices + cost-share applications

Other:
Regional (NW) Wetland Training TRF 09/17/2018, County Board Meeting, Polk County Newsletter article (Buffers) submitted 09/19/2018, East Polk TEP 09/27/2018, etc.

NRCS DISTRICT CONSERVATIONIST’S REPORT
NRCS DISTRICT CONSERVATIONIST’S September REPORT

- **EQIP Program**
  - Need to field check fall cover crop
  - Need to complete as-built surveys on installed SWI’s
  - Approx. 35 new EQIP applications
    - Practices include Cover Crop, SWI, Pollinator Habitat
- We have 2 RCPP EQIP applications that we are processing
  - Grade Stabilization structures and cover crops
    - 1 application was preapproved
- **CSP PROGRAM**
  - CSP applications are being processed – 2 eligible applications
  - 2 Applications have been preapproved
  - Close to obligating contracts

CRP PROGRAM
- Sign-up ended August 17th
- We will have 172 CRP contracts in West Polk that will be expiring with the option to re-enroll those acres.
Plans will need to be completed for those interested in re-enrolling – 9261 ac

Sign-up Numbers
- 26 TIP plans
- 36 1-year extensions
- 45 re-enrollments
- 107 out of 172 did some type of conservation practice so 62 percent did something.
- 26 new applications

Nico Bennett
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:**

**Jillian Fejszes, Farm Bill Biologist**

September 2018 Report

Jillian Fejszes, Farm Bill Biologist

Trainings/Meetings:
- 8/16- Minnesota TWS Summer Workshop
- 8/17- CRP Signup Ends
- 8/21- Pennington SWCD and Marshall SWCD Board Meetings
- 8/28- Dirt Rich event at the David Miller Farm
- 9/10- Pennington WRAC Meeting
- 9/12- Pennington 6th grade Outdoor Ed Day

Ongoing Work:
- Talked with 16 landowners
- Soils health event went well. Had a good number of participants (close to 60), good speakers and a great tour of the operation. I did a write up of the event to fulfill my scholarship for the Soils Health Summit. Will write an article of the FBB newsletter about the event also.
- Presented at the TWS Summer Workshop. There were around 60 people in attendance.
- Completed 33 CRP plans for Roseau and Marshall. The signup is now over, and I have finished all the plans I had. I completed 68 in total.
- Paperwork completed for Marshall RIM monitoring
- Completed RIM monitoring for Pennington. There were 5 sites.
• The landowner I’ve been working with in Marshall with the gravel pit has gotten a lease finalized and restoration will be done once the 5 years is up. Some restoration is supposed to happen at the site now, but I have not seen anything. I was able to go out with DNR and look at gravel pits they have restored. It was interesting to see how the sites look and what the work entails, and I will continue to investigate gravel pits.
• I was able to go out with DNR to look at the remnant prairie on the site with the gravel pit as the landowner is interested in DNR prairie bank.

Upcoming:
• 9/18- Marshall and Pennington SWCD Board Meetings
• 9/20- West Polk SWCD Board Meeting
• 9/25 & 9/26- Water Fest- Warren and Fertile
• 10/4-10/12- Time Off to Visit Michigan

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

With no further business, Chairman Solheim adjourned the meeting at 8:08 am.

Respectfully submitted,
Mark McWalter,

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

MINUTES FROM THE OCTOBER 18th, 2018 REGULAR BOARD MEETING

The meeting was called to order at 7:15 a.m. by Chairman Solheim, at the Farm Service Agency (FSA) conference meeting room.

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
                            Morgan Torkelson, District Technician

Others Present:  Jessica Tiedemann, Soil Conservation Technician
                Jillian Fejszes, Farm Bill Biologist
                Brett Arne, BWSR Board Conservationist

Absent:    Derek Peterson, Vice Chair
           Nicol Bennett, Acting District Conservationist

SECRETARY’S REPORT:
{Motion #52-18} Motion by Sorenson and seconded by McWalter to approve the minutes from the Regular Board meeting held on September 20th, 2018.

Affirmative: Sorenson, McWalter

Opposed: None

The September 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 #53-18} Motion by Sorenson and seconded by McWalter to approve the September 20th treasurers report.

Affirmative: Sorenson, McWalter

Opposed: None

Motion: Pass
STATE COST SHARE REPORT:
District Staff is requesting approval for the listed State Cost Share Contract(s).

<table>
<thead>
<tr>
<th>Contract#</th>
<th>Practice</th>
<th>Approved Project Cost</th>
<th>Cost Share Amount</th>
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</table>

{Motion #54-18} Motion by Sorenson and seconded by McWalter to approve the listed State Cost Share Contract(s).

Affirmative: Sorenson, McWalter

Opposed: None         Motion: Pass

BUFFER COMPLIANCE COST SHARE REPORT:
No Report

OLD BUSINESS
Brett Arne, BWSR Board Conservationist
Report on the meeting of himself, BWSR Buffer Specialist Tom Gile, Polk County Commissioners and Polk County Planning and Zoning Administrator September 26th, at University of MN Crookston.

NEW BUSINESS
Staff requests approval for the BWSR FY2019 Clean Water Fund SWCD Local Capacity Services & Buffer Law Implementation Program Grant Agreement in the amount of $145,000 (Capacity - $100,000/Buffer - $45,000).

{Motion #56-18} Motion by Sorenson and seconded by McWalter to approve the BWSR FY2109 Clean Water Fund SWCD Local Capacity Services & Buffer Law Implementation Program Grant Agreement in the amount of $145,000 (Capacity - $100,000/Buffer - $45,000).

Affirmative: Sorenson, McWalter

Opposed: None         Motion: Pass

The District was contacted by Ultima Bank regarding CD’s and savings accounts. Accounts can be directly tied to the District’s current operating account at Northern Sky Bank to transfer funds back and forth. There is an option to set up the account as a direct payroll without fees. A representative is willing to attend the next board meeting to discuss more detail. Board directed Secretary/Treasurer Supervisor and District Manager to meet with Ultima representative.

Nitrate-Nitrogen Testing Program
The project is now closed. RMB labs is currently finishing up any surveys that still needs to be entered and then going back through the data one last time to ensure no errors. A final database will be sent to MN Dept of Ag. A summary report will be sent to the District and a follow-up letter to the landowners with a nitrate detection.

Bernd requests approval to pay RMB Labs; invoice #WPOLINV930; in the amount of $1,144.59. This amount will be reimbursed back to the District by the MN Department of Agriculture.

{Motion #57-18} Motion by Sorenson and seconded by McWalter to approve payment to RMB Labs; invoice #WPOLKINV930; in the amount of $1,144.59.

Affirmative: Sorenson, McWalter

Opposed: None

Motion: Pass

MASWCD Resolutions – Due November 2nd

MEETING REPORTS

Attended Meetings/Trainings
NW MN Water Festival, Warren & Fertile fair grounds
Flood Damage Workgroup conference planning mtg, Skype
We Are Water meeting, Valley Tech Park, Crookston

Upcoming Meetings/Trainings
Crookston Wellhead Protection Plan meeting, City Hall
NADCE meeting, Erskine
We Are Water conference call
Harvest of Knowledge Conference, Grand Forks
Flood Damage Reduction Workgroup meeting, RLWD
Annual Fall Township meeting, Eagles Club in Crookston

DISTRICT EMPLOYEE’S REPORTS:

Bernd

RRVSCA Shared Services
Staff requests a motion to approve the Agreement for Engineering Services Between the Red River Valley Conservation Service Area and West Polk SWCD along with participating SWCD’s (Kittson, Pennington, Red Lake County and Roseau). Each SWCD will contribute towards in-kind in the amount of $4,500 the first year and $6,000 following.

{Motion #58-18} Motion by McWalter and seconded by Sorenson to approve the Agreement for Services Between the Red River Valley Conservation Service Area and West Polk SWCD along with the listed SWCDs contributing $4,500 the first year and $6,000 following.
The District was contacted by UMC Student, Veronica Lundquist, inquiring of an internship. Ms. Lundquist worked for the Marshall SWCD last summer. Bernd replied stating there may be an opportunity, but more discussion is needed regarding workload, capabilities and funding.

Other:
Staff requests approval to designate the District Manager as the Safety Officer for West Polk SWCD to ensure that safety regulations and safe work practices are followed by all employees accordingly to state and federal standards.

{Motion #59-18} Motion by McWalter and seconded by Sorenson to approve the District Manager as the Safety Officer for West Polk SWCD.

Affirmative: Sorenson, McWalter

Opposed: None

Motion: Pass

Steinbrink
Technician Report 10-18-18

Buffer Bits:
Completed buffer inquires on 134 tracts for 15 farms since last board meeting. Total to date 4143 tracts on 270 farm operations.

Filling out cost share contracts for buffers.
Doing field reviews for drafting alternative practices plans.

Completed field reviews with Stephanie Klamm DNR Hydrologist requesting to have them removed from the buffer map.

Construction Projects:
Grove-Evitts Project. Construction planned to start next week.

Attending BWSR Academy October 29th – 31st in Brainerd MM.

Habermehl
Technician Habermehl Report 10/18/2018
NRCS DISTRICT CONSERVATIONIST’S REPORT
October 2018 Report

- EQIP Program

WCA:
- Wetland Delineator Certification Examination: passed.
- TEP 10/04/2018 MnDNR, USACE, Bob Herkenhoff
- Gentilly 27: potential Wetland Bank Site (Draft Prospectus)
- Belgium 33: potential AgBank
- Polk County Landfill: potential violation, address incidental wetland/proposed borrow area request- NOD issued 10/02/2018, mitigation Joint App pending
- Onstad 24: Cost Share contract DF (LSF) -03
- Liberty 28: violation; USACE, MN DNR, RPN issuance; compile case- Replacement Order
- RLWD Drain 16: contact/request delineation + (exemption) application
- Riverview Health: issue NOD (not under SCOPE) TEP
- Crookston 29: Herkenhoff pond; NOD composed (under BWSR review)
- Sandhill Riffle Expansion: NOD issued 09/24/2018

Burnham Creek Grant:
Stressor point data collection; incorporate 1W1P ditch inventory & MnDNR stressor data

Buffer Initiative:
BuffCAT, field checks, evaluate operations, generate maps + alternative practices + cost-share applications, acquire/install updated Polk County parcel layer, generate list of parcels/ratios (compliance status), monitoring plan & map.

Other:
WPSWCD newsletter, establish SWCD telephone use/procedure, Polk County rezoning meeting 10/26/2018, TSA meeting 11/15/2018, Area 1 meeting 11/20/2018, etc.

Torkelson
Technician Report 10/18/2018

Buffers:
- Completed alternative practice plans for 87 parcels on 12 operations.
- Doing field reviews for alternative practice options.
- Updating BuffCAT for compliant and technical-assistance-sought parcels.
- Preparing cost-share contracts for alternative practice installation/buffer seeding.

Tree Program:
- Updated spring 2019 tree list and order form.
- Wrote articles to contribute to SWCD fall newsletter: Tree Program Reminder, Info About New Tree/Shrub Selections, Planning Windbreaks and Maintaining Windbreaks.
We are currently accepting applications for the upcoming signup but still haven’t heard when it will begin or any new details.

SCT is working on surveys and designs for applications. We currently have approximately 34 structures for the 2019 applications. Five surveys are needed, and 13 designs are needed, to complete those 34 structures.

The DC and SC have been busy taking applications, meeting with producers, and working on payments and modifications to current contracts.

- CSP Program
  - Nothing much has changed. Two applications have been approved and we are waiting on the funds to be obligated.

- We are currently taking part in a Workload Cycle Time Study. The study lasts for 4 weeks and we are in Week 2. During this 4 weeks, we create tasks in the Workload Cycle Time Tool that capture the work each NRCS employee completes every day. This information will be used to gain a better sense of workloads.

Jessica Tiedemann
Soil Conservation Technician

**CORRESPONDENCE:**

**Publications:**
- Forestry Notes
- Conservation Brief
- Conservation Views
- Crookston Daily Times
- Outdoors News
- ENotes for NACD
- Waterline
- River Monitor
- Shade Tree Advocate
- Minnesota Environment

**OTHER:**

**Jillian Fejszes, Farm Bill Biologist**

October 2018 Report

**Trainings/Meetings:**
- 9/18- Marshall and Pennington SWCD Board Meetings
- 9/20- West Polk SWCD Board Meeting
- 9/25 & 9/26- Water Fest- Warren and Fertile
- 10/4-10/12- Time Off to Visit Michigan

**Ongoing Work:**
- Talked with 8 landowners
- My article on Dirt Rich was on the Sustainable Farming Association’s web site. I also submitted an article about it for the Farm Bill Biologist newsletter.
- Working on some CRP revisions
- Had 2 onsite CRP visits to look at the cover with landowners
- Completed paperwork for Pennington RIM monitoring and sent out to landowners.
- Working on RIM cost share for new work completed on Marshall RIM/WRP easements, also for the Jorde pollinator seeding
- Completed 2 CRP status reviews and paperwork for it
- Gathering up information for quarterly reporting as well as getting all my reporting forms signed for CRP plans written, revisions, monitoring, etc.
- Looking into the permitting process for new gravel pits. Looking into what a few other counties do.

Upcoming:
- 10/16- Marshall and Pennington SWCD Board Meetings
- 10/18- West Polk SWCD Board Meeting
- 10/24 & 25- Minnesota PF Team Meeting- Aitkin
- 10/26- "Harvest of Knowledge" Agri Women’s Conference- Grand Forks
- 10/29-10/31- BWSR Academy- Breezy Point

The next meeting was scheduled for November 15, 2018 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
The meeting was called to order at 7:03 a.m. by Chairman Solheim at the Farm Service Agency (FSA) conference meeting room.

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
Morgan Torkelson, District Technician

Others Present:

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

SECRETARY'S REPORT:
{Motion #60-18} Motion by McWalter and seconded by Sorenson to approve the minutes from the Regular Board meeting held on October 18th, 2018.

Affirmative: Peterson, Sorenson, McWalter

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.

TREASURER'S REPORT:
{Motion #61-18} Motion by Sorenson and seconded by McWalter to approve the October 18th treasurers report.

Affirmative: Peterson, Sorenson, McWalter

Opposed: None  Motion: Pass

BUFFER COMPLIANCE COST SHARE REPORT:
District Staff is requesting approval of payment for the listed Buffer Compliance Percent Based Cost Share Contract(s).

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{Motion #62-18} Motion by McWalter and seconded by Sorenson to approve the listed Buffer Compliance Percent Based Cost Share Contract(s).

Affirmative: Peterson, McWalter, Sorenson

Opposed: None

Motion: Pass

OLD BUSINESS

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 2019 wages of:
$27.00/hr. for District Manager Bernd
$26.00/hr. for District Technician Steinbrink
$21.00/hr. for District Technician, Habermehl.

Motion {#63-18} Motion by Sorenson and seconded by Peterson to approve recommended wages for 2019.

Affirmative: Sorenson, McWalter, Peterson

Opposed: None

Motion: Pass

Bernd requests approval to pay BNSF Railway Company in the amount of $2,722.67 in rent for the tree shed. This includes a 3% rent increase of $76.30.

{Motion #64-18} Motion by McWalter and seconded by Sorenson to pay Staubach for BNSF Railway Company in the amount of $2,722.67 in rent for the tree shed.

Affirmative: Peterson, Sorenson, McWalter

Opposed: None

Motion: Pass
Bernd requests approval to pay Peterson Company, LTD in the amount of $3,050.00 for the audit of financial statements for December 31, 2017 and reconciling Unearned Revenue due to changes after site visit.

{Motion #65-18} Motion by           and seconded by           to pay Peterson Company, LTD in the amount of $3,050.00.

Affirmative:

Opposed:   Motion:

MASWCD Area 1 Meeting will be Tuesday, November 20, 2018, University of Minnesota Crookston, Bede Ballroom. Attendance is requested. Agenda provided.

Enbridge – Notice: Minnesota Public Utilities Commission (“MPUC”) Pipeline Routing Permit


**MEETING REPORTS**

*Attendance Reports/Trainings*

- Crookston Wellhead Protection Plan meeting, City Hall  Bernd
- NADCE meeting, Erskine  Staff
- We Are Water conference call  Bernd
- Harvest of Knowledge Conference, Grand Forks  Bernd
- Flood Damage Reduction Workgroup meeting, RLWD  Bernd
- Annual Fall Township meeting, Crookston  Staff

*Upcoming Meetings/Trainings*

- 1W1P & TMDL/WRAPS Civic Engagement, Grand Rapids  Bernd
- RRVSCA/TSA meeting, Ada  Staff/Solheim
- Sand Hill Watershed Advisory meeting, Fertile  Bernd
- MASWCD Area 1 meeting, UMC  Staff/Supervisors
- We Are Water conference call, office  Bernd
- THANKSGIVING, Office closed  Bernd
- Commercial Pesticide Applicators Recertification, Fargo  Bernd
- MCIT Personnel Management Workshop, Alexandria  Bernd
- RLR 1W1P Amendment meeting, RLWD  Bernd
- Stoney Lake WMA agency meeting, RLWD  Staff
- We Are Water Webinar, office  Bernd
- Manager’s Meeting, YTBd  Bernd
- Flood Damage Reduction Work Group meeting, Ada  Bernd
- RLR 1W1P Policy Committee meeting/Public Hearing, RLWD  Bernd/McWalter
- CHRISTMAS, Office closed.
DISTRICT EMPLOYEE’S REPORTS:
Bernd
Buffers:
- Entering alternative practices maps in BuffCAT
- Completing buffer compliance cost share applications and vouchers
- Receiving buffer inquiries
- Presented at the Annual Fall meeting of Polk County Townships

CWL:
Bernd participated in a tour of the Sand Hill River showcasing the rock riffles, other restoration efforts and the partnerships involved. Others present were: Brad Dokken journalist for Grand Forks Herald, SHWD staff, Wayne Goeken and Lessard-Sams Outdoor Heritage Council Executive Director, Mark Johnson. An article was inserted in the Grand Forks Herald, Sunday, November 4th.

1W1P:
Wild Rice Watershed District was awarded funding to participate in the 1W1P program. West Polk County has a small percentage within the watershed. Bernd has attended not only on West Polk SWCD behalf but to provide any guidance through the process.

RLR 1W1P
An amendment to the RLR 1W1P has been presented which is to include Water Management Districts as additional funding mechanisms for Watershed Districts. Amendment has been sent out for 60-day review and will be presented at the December 19th Policy Committee meeting and Public Hearing.

Other:
Bernd attended a meeting for evaluation and recommendations of the Sand Hills and Agassiz Environmental Learning Center in Fertile. A master plan is in place with reestablishment or construction of new trails along the river. Bernd suggested guidance according the Wetland Conservation Act.

Bernd attend the Annual Agri-Women’s Conference, Harvest of Knowledge, Grand Forks, ND. Bernd was asked by the American Agri-Women Foundation Director to speak at the 2019 conference.

We Are Water:
- We Are Water Ag Forum has been established to conduct an Ag event during the exhibit’s duration focusing on agriculture in the region. Proposed date of the Ag event will be in February.
- USFWS will have an event/display during the exhibits stay during Ground Water Awareness Week (March 2019). Bernd is currently working with the DNR to establish an event/display and confirm a day to partake as well.
- We Are Water, Mn Humanities Center is now conducting interviews of those suggested by the planning group. These “Water Stories” will be reviewed and
selected to be part of the Exhibit. Thank you to those who made the time to be interviewed about their water story.

Vice Chairman Peterson left the meeting at 8:03 am.

Steinbrink
Technician Report 11-14-18

Buffer Bits:
- Completed buffer inquires on 121 tracts for 10 farms since last board meeting.
- Total to date 4264 tracts on 280 farm operations.
- Filling out cost share contracts for buffers.
- Doing field reviews for drafting alternative practices plans.
- Reviewing past buffer requests to update DNR buffer map.
- Request to DNR to Remove 2 partial public water courses from the buffer map.

Construction Projects
- Sorenson Project. Completed
- Grove-Evitts Project. Completed
- Engelstad-Berge project. Survey completed to repair DNR public water outlet entering Burnham Creek.
- Craig Engelstad project. Survey completed for sediment basin practice.

New Project requests
- Richard Moen. 4 SWIs Buffer Program Surveyed 11-5-18
- Paul Sorenson. 1 SWI Buffer Program Surveyed 11-5-18

Habermehl
Technician Habermehl Report 11/14/2018

WCA:
- Wetland Delineator State Certification: completed
- TEP 11/08/2018 USACE, East Polk SWCD, BWSR
- Gentilly 27: potential Wetland Bank Site (Draft Prospectus)
- Euclid 11: cemetery drainage inquiry; no Joint App.
- Polk County Landfill: potential violation, address incidental wetland/proposed borrow area request- NOD issued 10/02/2018, mitigation Joint App pending
- Onstad 24: Cost Share contract DF (LSF) -03 payment pending receipt(s)
- Liberty 28: violation; USACE, MN DNR (no action), RPN issuance; compile case- Replacement Order
- RLWD Drain 16: contact/request delineation + (exemption) application
- Riverview Health: issue NOD (not under SCOPE) TEP
- Crookston 29: Herkenhoff pond; NOD issued 10/25/2018
- Sandhill Riffle Expansion: NOD issued 09/24/2018

Burnham Creek Grant:
Stressor point data collection; incorporate 1W1P ditch inventory & MnDNR stressor data, e-link report with attachments/links to data

Buffer Initiative:
BuffCAT, field checks, evaluate operations, generate maps + alternative practices + cost-share applications, acquire/install updated Polk County parcel layer, generate list of parcels/ratios (compliance status), monitoring plan & map.

Other:
WPSWCD newsletter, assist TSA tech. w/SWI survey(s), establish SWCD telephone use/procedure, tax forfeiture (2), We Are Water (interview and UMC session (11/13-11/15/2018), TSA meeting 11/15/2018, Area 1 meeting 11/20/2018, etc.

Torkelson
Technician Report 11/14/2018
Buffers:
• Checking fields for alternative practice options.
• Completing alternative practice plans for farmers who request technical assistance.
• Updating BuffCAT for compliant and technical-assistance-sought parcels.
• Preparing cost-share contracts for alternative practice installation/buffer seeding.
• Surveying field ditches for planning/design of SWI.

Tree Program:
• Drafting tree planting plans for farmstead windbreaks.
• Working with landowners to recommend species to suit their land and needs.

Meetings/Other:
• Inventorying Burnham Creek point stressors (Burnham Creek Grant)
• TSA board meeting (11/15/2018), Area 1 meeting (11/20/2018)
• Attended useful BWSR academy seminars: earning job approval authority, landowner outreach/cooperation, writing tree planting plans, intro to WCA etc.

NRCS DISTRICT CONSERVATIONIST’S REPORT
November 2018 Report
• EQIP Program
  o We are currently accepting applications for the upcoming signup but still haven’t heard when it will begin or any new details.
  o SCT is working on surveys and designs for applications. We currently have approximately 34 structures for the 2019 applications. Five surveys are needed, and 13 designs are needed, to complete those 34 structures.
  o The DC and SC have been busy taking applications, meeting with producers, and working on payments and modifications to current contracts.

• CSP Program
Nothing much has changed. Two applications have been approved and we are waiting on the funds to be obligated.

- Working on payment request
- Contract holders can opt to have payment in 2018 or 2019. If payment is requested for 2018, payment request need to be completed by Dec. 14th, 2018

- We are currently taking part in a Workload Cycle Time Study. The study lasts for 4 weeks and we are in Week 2. During this 4 weeks, we create tasks in the Workload Cycle Time Tool that capture the work each NRCS employee completes every day. This information will be used to gain a better sense of workloads.
- Workload Cycle ended on Nov 9th

Nico Bennett
Acting District Conservationist

**CORRESPONDENCE:**

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

**OTHER:**

**Jillian Fejszes, Farm Bill Biologist**

November 2018 Report
Jillian Fejszes, Farm Bill Biologist

Trainings/Meetings:
- 10/16- Marshall and Pennington SWCD Board Meetings
- 10/18- West Polk SWCD Board Meeting
- 10/24 & 25- Minnesota PF Team Meeting- Aitkin
- 10/26- "Harvest of Knowledge" Agri Women’s Conference- Grand Forks
- 10/29-10/31- BWSR Academy- Breezy Point

Ongoing Work:
- Working on RIM/WRP cost shares- currently waiting for landowners to send back papers for 4 easements.
- CRP revisions and will be getting 2019 expirations soon to go through
- Looking into possibilities for a RIM Grasslands sign up tentatively set to start in July
- Working with Laurie Fairchild from USFWS to plan a landowner workshop this winter- still getting details nailed down. Hoping for it to be mostly something that can be accessed online.
• Looking into the logistics of a burn on a large CRP tract- have been talking with DNR about it
• Looking into quotes for mid contract mowing and brush removal on Agassiz Audubon land. Will attends the Middle Snake Tamarac Watershed meeting to talk to the board about the work needed to be done on the site since it needs to be done within 2 years.
• A lot of time out of office attending meetings

Upcoming:
• 11/12, 11/22-23-Veterans Day and Thanksgiving Holidays
• 11/15-West Polk SWCD Board Meeting
• 11/19-Middle Snake Tamarac Watershed Board Meeting
• 11/27- Marshall SWCD Board Meeting

The next meeting was scheduled for December 20th, 2018 at 7:00 am.

With no further business, Chairman Solheim adjourned the meeting at 8:36 am.

Respectfully submitted,
Mark McWalter,

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

MINUTES FROM THE DECEMBER 20th, 2018 REGULAR BOARD MEETING

The meeting was called to order at 7:00 a.m. by Chairman Solheim at the Farm Service Agency (FSA) conference meeting room.

Supervisors Present: Elliott Solheim, Chairman
Derek Peterson, Vice Chair
Mark McWalter, Secretary/Treasurer

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

Others Present: Jillian Fejszes, Farm Bill Biologist
Nicol Bennett, Acting District Conservationist
Chris Cournia, elected Supervisor for 2019

Absent: John Sorenson, PR & I

SECRETARY'S REPORT:
{Motion #66-18} Motion by Peterson and seconded by McWalter to approve the minutes from the Regular Board meeting held on November 14th, 2018.

Affirmative: Peterson, McWalter and Solheim

Opposed: None

Motion: Pass

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

TREASURER'S REPORT:
{Motion #67-18} Motion by Peterson and seconded by McWalter to approve the November 14th treasurers report.

Affirmative: Peterson, McWalter and Solheim

Opposed: None

Motion: Pass

STATE COST SHARE REPORT:
Available to encumber:
- FY16 - $491.25  (expires 12/31/18)
- FY17 - $3,601.09  (expires 12/31/18)
- FY18 - $1,267.90  (expires 12/31/20)

**BUFFER COMPLIANCE COST SHARE REPORT:**
Available to encumber:
Buffer Compliance Cost Share
- FY18 - $318,626  (expires 12/31/19)

**OLD BUSINESS**

**NEW BUSINESS**
West Polk SWCD was recognized at the MN SWCD Annual Convention for the 2018 DNR Ecological and Water Resources Appreciation Award. The award honors a SWCD that has implemented innovative conservation activities, demonstrated leadership and achieved significant results in the protection of land and water resources.

The district received an internship inquiry from a student attending University of Minnesota Crookston. Staff discussed present and future workload. It was agreed by staff that assistance is needed. Schedule would be two days a week, ~ 5 hrs/day (during school), requesting $10.00/hr. Availability would be after January 7, 2019. Discussion.


**MEETING REPORTS**
*Attended Meetings/Trainings*
1W1P & TMDL/WRAPS Civic Engagement, Grand Rapids  Bernd
RRVCSA/TSA meeting, Ada  Staff/Solheim
Sand Hill Watershed Advisory meeting, Fertile  Bernd
MASWCD Area 1 meeting, UMC  Staff/Supervisors
We Are Water conference call, office  Bernd
THANKSGIVING, Office closed
Commercial Pesticide Applicators Recertification, Fargo  Bernd
MCIT Personnel Management Workshop, Alexandria  Bernd
Stoney Lake WMA agency meeting, RLWD  Staff
We Are Water Webinar, office  Bernd
Flood Damage Reduction Work Group meeting, Ada  Bernd
RLR 1W1P Policy Committee meeting/Public Hearing, RLWD  Bernd

*Upcoming Meetings/Trainings*
CHRISTMAS, Office closed
MN Ag Water Qual. Cert. meeting, McIntosh  
Gravel Pit Reclamation meeting, TRF  
AgBMP meeting, TRF  
TSA Managers meeting, YTBD  
We Are Water Exhibit Kick-off – UMC

**DISTRICT EMPLOYEE’S REPORTS:**

**Bernd**

**Feedlot Program:**

District received MPCA Feedlot Program funding in the amount of $4,800.50. Bernd requests approval to transfer this amount to East Polk SWCD as set forth in the Shared Services Agreement.

{Motion #68-18} Motion by McWalter and seconded by Peterson to approve transfer of MPCA Feedlot Program funding in the amount of $4,800.50 to East polk SWCD as set forth in the Shared Services Agreement.

Affirmative: Peterson, McWalter and Solheim

Opposed: None  
Motion: Pass

**CWL:**

Bernd requests approval to reimburse the Sand Hill River Watershed District in the amount of $83,200.02 for accrued Technical and Engineering expenses of the CWL Projects & Practices Sand Hill Rock Riffle Project.

{Motion #69-18} Motion by McWalter and seconded by Peterson to approve reimbursement to the Sand Hill River Watershed District in the amount of $83,200.02 for accrued Technical and Engineering expenses of the CWL Projects & Practices Sand Hill Rock Riffle Project.

Affirmative: Peterson, McWalter and Solheim

Opposed: None  
Motion: Pass

**Wild Rice-Marsh Watershed 1W1P:**

Bernd has been asked to facilitate the Planning Process of the Wild Rice-Marsh Watershed 1W1P. Request was made due to Bernd’s experience through the pilot process for the RLR 1W1P.

**RLR 1W1P:**

Policy Committee meeting was conducted, Wednesday, December 19th, at the RLWD. An amendment was approved to the plan to include Watershed Management Areas as well as appointment of fiscal agent and coordinator. West Polk SWCD presented a grade stabilization project as a request for funding.

**Other:**
• MN Ag Water Quality Certification Update report. Included in board meeting packet.
• We Are Water: SAVE THE DATE: “Kick Off” of the Exhibit will be Jan 21, 2019 during the Rev. Dr. Martin Luther King Celebration in Kiehle Hall. There will be an event Feb. 7th established by the We Are Water Ag Forum presenting the Mn Ag Water Quality Certification Program with certified landowners, drainage, hydrology and water quality. Lunch will be provided.
• Bernd has been working on the newsletter. Newsletter will be mailed out first part of January 2019.

Steinbrink
Technician Report 12-20-18
Buffer Bits:
• Completed buffer inquires on 44 tracts for 3 farms since last board meeting.
• Total to date 4308 tracts on 283 farm operations.
• Filling out cost share contracts for buffers.
• Doing field reviews for drafting alternative practices plans.
• Reviewing past buffer requests to update DNR buffer map. Done
• Request to DNR to Remove 2 partial public water courses from the buffer map. Still pending
• Putting together a list of parcels needing a buffer along DNR Public Waters to send to Polk County Planning and Zoning.

The owners of these parcels will be receiving a letter from the county and have 60 days to contact the West Polk SWCD to discuss what needs to be done. After the 60-day grace period if the landowner has not contacted our office they will be sent a corrective action notice. Landowner has 11 months to bring parcel into compliance with the buffer law. Penalty starts after the 11th month from when the corrective action notice was sent out.

Other:
Leave: Discussion 343

Steinbrink requests motion to approve carry over of 343 hours of accrued leave to 2019 and to be utilized within 6 months (June 2019).

{Motion #70 -18} Motion by McWalter and seconded by Peterson to approve carry over of 343 hours of accrued leave to 2019 and to be exhausted within 6 months (June 2019).

Affirmative: Peterson, McWalter and Solheim

Opposed: None

Motion: Pass

Habermehl
Technician Habermehl Report 12/20/2018
WCA:
• TEP 12/13/2018, McIntosh
• Brandt 23: contact landowner/TEP Findings, require survey & LGU in field (No Loss)
• RLWD Drain No. 16: NOA issued 12/14/2018 (incomplete) Delineation required
• Euclid 11: cemetery drainage inquiry; no Joint App.
• Polk County Landfill: Joint App. 18-08 issue Incomplete Application Checklist; stops 1599, initiate meeting MnDNR rare community consideration/WCA MOU.
• Onstad 24: Cost Share contract DF (LSF) -03 payment pending receipt(s)
• Liberty 28: violation; USACE, MN DNR (no action), RPN issuance; compile case-Replacement Order
• Riverview Health: issue NOD (not under SCOPE) TEP
• Crookston 29: Herkenhoff pond; NOD issued 10/25/2018

Habermehl requests motion (that): West Polk Board of Supervisors approve a lesser (3:1, as opposed to 4:1, 8420.0900 Subp. 6.) after-the-fact replacement ratio (requiring MnDNR CO concurrence) for Liberty 28 WCA violation. Discussion.

{Motion # 71-18} Motion by and seconded by to approve a lesser (3:1, as opposed to 4:1, 8420.0900 Subp. 6.) after-the-fact replacement ratio (requiring MnDNR CO concurrence) for Liberty 28 WCA violation.

Affirmative: None
Opposed: Peterson, McWalter and Solheim Motion: Pass

Burnham Creek Grant:
Stressor point data collection; incorporate 1W1P ditch inventory & MnDNR stressor data, e-link report with attachments/links to data; Pennington SWCD tech. assist upload culvert/ditch inventory S-Drive 12/18/2018.

Buffer Initiative:
BuffCAT, field checks, evaluate operations, generate maps + alternative practices + cost-share applications, acquire/install updated Polk County parcel layer, generate list of parcels/ratios (compliance status), monitoring plan & map. Polk County Environmental Services buffer map trial.

Other:
WPSWCD newsletter, PCES Notice of Non-Compliance letters, TSA meeting, Area 1 meeting 11/20/2018, Stoney Lake 12/03/2018, AIS, WRAC, Buffers (Polk County) 12/10/2018, etc.

Torkelson
Technician Report 10/18/2018

Buffers:
• Checking fields that were inaccessible before ground freeze for existing buffers and alternative practice options.
• Catching up on alternative practice plans for checked fields.
• Updating BuffCaT for compliant and technical-assistance-sought parcels.
• Preparing cost-share contracts for alternative practice installation/buffer seeding.
Tree Program:
• Placed order with Schumacher’s Nursery for upcoming season.
• Meeting with landowners to draft windbreak plans for their specific cropland and farmstead needs.
• Helping landowners select hand-plant trees that will thrive on their planting site and fit their conservation purposes.

Meetings/Other:
• Attended BWSR grassed waterway webinar (11/28).
• Attended: County AIS Task Force meeting, Water Resources Advisory Committee meeting, county buffer meeting (12/10).

NRCS DISTRICT CONSERVATIONIST’S REPORT
NRCS District Conservationist’s Report
DECEMBER 2018 REPORT
EQIP Program:
• We are currently accepting applications for the 2019 signup. Currently we have 60 applications with an acceptance deadline of January 18th.
• CT is working on surveys and designs for applications. We currently have approximately 34 structures for the 2019 applications. Five surveys are needed, and 13 designs are needed, to complete those 34 structures.
• The DC and SC have been busy taking applications, meeting with producers, and working on payments and modifications to current contracts.

CSP Program:
• Currently taking applications for 2019 and waiting for info regarding the new farm bill
• 2018 CSP payments have been completed.

CRP:
• Waiting on farm bill information
• CRP waiting for info regarding the new farm bill.

Other:
Robert Guetter will begin his duties Jan 7th, 2019. Welcome aboard Robert.

Nico Bennett
Acting District Conservationist

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

OTHER:
December 2018 Report
Jillian Fejszes, Farm Bill Biologist
Trainings/Meetings:
- 11/12, 11/22-23-Veterans Day and Thanksgiving Holidays
- 11/15-West Polk SWCD Board Meeting
- 11/19-Middle Snake Tamarac Watershed Board Meeting
- 11/27- Marshall SWCD Board Meeting
- 11/28- Grassed Waterway Webinar

Ongoing Work:
- Cost share paperwork is completed for the 4 RIM/WRP easements. Everything has been mailed in and filed.
- Met with Minnesota Audubon staff to talk about their easement program again. They have a new signup period and are looking for landowners interested in easements or other restoration work.
- Talked with DNR staff about Prairie Tax Exemption and hoping to get some landowners to target for this by next spring to let them know about this opportunity.
- Gathered information for West Polk and Marshall on CRP that came out in 2018 that needs a buffer and passed information on to the offices.
- Looking at new CRP eligibility sheets and working on a spreadsheet for CRP coming out in 2019.
- Looking into gravel ordinances in other counties and putting some information together on what other counties have.
- Met with DNR to talk about large burn for Pollick CRP. We will check out the site in the growing season.
- Looking into quotes for mid contract mowing and brush removal on Agassiz Audubon land. Looking for more bids and have a deadline of 12/15 for bids.

Upcoming:
- 12/12 & 12/13- EQIP Training Webinars
- 12/18- Pennington and Marshall SWCD Board Meetings
- 12/20- West Polk SWCD Board Meeting
- 12/24-25- Christmas Holiday
- 1/1- New Year Holiday

The next meeting was scheduled for January 17, 2019 at 7:00 am.

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

Respectfully submitted,
Mark McWalter,

Secretary/Treasurer
MM/nb