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

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

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

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

Absent: John Sorenson, PR & I

Discussion on reorganization of the District Board for 2016.

Officers will as follows:

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

{Motion #01-16} Motion by McWalter and seconded by Larson to approve the West Polk SWCD Board of Supervisors positions for the year of 2016.

Affirmative: All

Opposed: None

Motion: Pass

District Representatives for 2016 will be as follows:
• Oversight Com/Personnel (2 members): McWalter, Peterson

• Equipment Committee (2 members): Sorenson, Larson

• RRVCSA Representative (1 member): Larson

• One Watershed One Plan (1 member with alternate): Severson, Larson as Alternate

• Water Plan Task Force (1 member): Severson

• Area 1 Meeting (2 members): McWalter, Severson

{Motion #02-16} Motion by Larson and seconded by Severson to approve the West Polk SWCD Board of Supervisors committee and joint committees for 2016.

Affirmative: All

Opposed: None

Motion: Pass

SECRETARY'S REPORT:

{Motion #03-16} Motion by Severson and seconded by Larson to approve the minutes from the Regular Board meeting held on December 19, 2015.

Affirmative: All

Opposed: None

Motion: Pass

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

TREASURER'S REPORT:

{Motion #04-16} Motion by Peterson and seconded by McWalter to approve the treasurers report.

Affirmative: All

Opposed: None

Motion: Pass

Bernd reported the designation of bank accounts as of January 1, 2016 were as follows:

Checking Accounts: Crookston National Bank – Act. #XXX224

Savings Account: Crookston National Bank – Act. #XXX569
Certificates of Deposits: American Federal Bank –
91Day Acct. #XXXXXX9440
24 Month Acct. #XXXXXX6360
Money Market Acct #XXXXXX6310

Safe Deposit Box: Bremer Bank

{Motion #05-16} Motion by Larson and seconded by Peterson to approve the designation of bank accounts.

Affirmative: All
Opposed: None Motion: Pass

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

{Motion #06-16} Motion by Larson and seconded by McWalter to approve the Board Treasurer, Secretary and District Manager the power to transact business at American Federal Bank in Crookston, MN.

Affirmative: All
Opposed: None Motion: Pass

STATE COST SHARE REPORT:

Priority cost share practices for state cost money were designated for the year 2016 as follows:
1. Grade Stabilization
2. Unused Well Sealing/$5000.00 spending limit
3. Streambank Stabilization
4. Buffer Strips
5. Windbreak installation and maintenance (matting, tubes, and chemical)

OLD BUSINESS

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

{Motion#07-16} Motion by Larson and seconded by McWalter to approve the district manager authorization to sign on grant proposals.
Affirmative: All
Opposed: None Motion: Pass

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

{Motion #08-16} Motion by McWalter and seconded by Peterson to approve the district manager to have authority to sign all grant agreements received by West Polk SWCD after prior discussion with the Chairman of the Board.

Affirmative: All
Opposed: None Motion: Pass

The District’s insurance premiums are due in the total amount of $5,369.00.

{Motion#09-16} Motion by Severson and seconded by Peterson to approve the payment to Minnesota Counties Intergovernmental Trust in the amount of $5,369.00

Affirmative: All
Opposed: None Motion: Pass

IRS Mileage Rate for 2016 is $.54/mile. Effective January 1, 2016.

The Board discussed the designation of a district newspaper.

{Motion#10-16} Motion by McWalter and seconded by Peterson to designate the Crookston Daily Times as the official district newspaper.

Affirmative: All
Opposed: None Motion: Pass

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

{Motion#11-16} Motion by Larson and seconded by McWalter to designate the third Thursday of each month as the official board meeting day. The meetings shall start at 7:00 am and will be held at the district office.

Affirmative: All
MASWCD dues of $2,654.50 have been requested for 2016.

{Motion #12-16} Motion by Larson and seconded by McWalter to approve the payment of dues to MAWSCD in the amount of $2,654.50.

Affirmative: All

Bernd requests a motion to remove the listed items below from the District's Inventory.

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Date</th>
<th>Location</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1995 Ford Pickup w/ topper</td>
<td>Nov-95</td>
<td>Office</td>
<td>13,784.00</td>
</tr>
<tr>
<td>1 File Cabinet</td>
<td>May-05</td>
<td>Office</td>
<td>75.00</td>
</tr>
</tbody>
</table>

{Motion #13-16} Motion by Larson and seconded by McWalter to approve the removal of the listed items from the District's inventory.

Affirmative: All

MEETING REPORTS

Attended Meetings/Trainings
HOLIDAY, Christmas                      OFFICE CLOSED
HOLIDAY, New Year's Day                 OFFICE CLOSED
Buffer Discussion, Crookston Office    East & West Polk Staff
HOLIDAY, Martin Luther King Jr. Day     OFFICE CLOSED
Feedlot Program Year End Review, Crookston Bernd
Red River Basin Commission Conference, Grand Forks Bernd
DNR Buffer Mapping Webinar, Office      Staff

Upcoming Meetings/Trainings
RRVSCA/TSA meeting, Mahnomen            Staff
Aquatic Invasive Species Meeting, Crookston Staff
Eat Polk SWCD Planning Meeting, McIntosh Staff
Area 1 Meeting, UM-Crookston             Staff/Supervisors
Drainage & Wetland Conference, St. Cloud Bernd
HOLIDAY, President’s Day                 OFFICE CLOSED

DISTRICT EMPLOYEE'S REPORTS:
Bernd
REPORTING
Bernd has been reporting in eLINK for the following programs due by Feb. 2nd 2016
  • Comp. Water Plan
- Wetland Conservation Act
- State Cost Share
- Programs and Operations
- Easement Delivery
- Conservation Delivery

**MPCA Feedlot Program**
- All registrations and inspections conducted in 2015 reported in TEMPO

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

**Other Grants**
- Enbridge Ecofootprint Grant
- NW MN Foundation Grant

Bernd met with BWSR BC, Brett Arne and developed a workplan for the SWCD Capacity Funding Initiative and submitted for approval.

West Polk SWCD staff met with East Polk SWCD staff to have a Buffer Discussion of what how each district is moving forward with this program.

**Steinbrink**

**Conservation Construction Projects**
None

**Burnham Creek Grant:**
Using ArcMap, Google earth and Assessors web site to draft maps and enter data on spreadsheets.

**Buffer Bits:**
Continue to discuss buffer strip options with landowners/operators.
DNR buffer webinar 1-20-16

**Habermehl**

**WCA**
2015 Annual Report: complete/submitted BWSR
Liberty 31: analysis/review for potential mitigation
Implement 2016 organizational system

**Tree Program**
Machine plant: (2)
Hand plant orders: (20); 1503 trees sold (address outstanding payments)

**Burnham Creek/Buffer Law**
GPS points to Excel FID &hyperlinks (jpg & townships to spreadsheets)
Compare DNR maps with GIS County data

**Other**
Buffer webinar 01/20/2016, TSA meeting, 01/26/2016, AIS meeting 01/28/2016, RIM/RLWD payments/PKM confinements, submit Chemical Applicator License application/payment, etc.

**NRCS DISTRICT CONSERVATIONIST’S REPORT**  
1/21/2016

Conservation:

The EQIP process continues to get more and more complicated. We should hear in March which if any of our applications will be funded.

We do have a general CRP sign-up application. There are still a few applications coming in for the continuous CRP sign up. There is a fair amount of interest in filter strips for the buffer initiative.

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

Personnel:

Wade Jackson had quadruple by-pass surgery last week and will be out for a few weeks. He is doing well and recovering at home.

Other:

Review the MOU between SWCD, MACDE, BWSR, RC&D, and NRCS.

The buffer initiative is bringing in questions from landowners but we won’t have the final map until July which will have the official areas needing buffers.

Upcoming meetings:

1/15/2016 Holiday  
2/16-19/2016 Field office appraisal

Randy Huelskamp  
Program Analyst, (DC), NRCS

**CORRESPONDENCE:**

Publications:  
Forestry Notes ENotes for NACD  
Conservation Brief Waterline  
Conservation Views River Monitor  
Crookston Daily Times Shade Tree Advocate
OTHER:
January 2016 Report
Jillian Fejszes, Farm Bill Biologist
Trainings/Meetings:
• 12/8- Marshall SWCD Board Meeting
• 12/10- General CRP webinar
• 12/16- ACEP Training
• 12/17 Pennington and West Polk Board Meetings
• 12/24-25 and 12/31-1/1-Time Off
• 1/4- Pennington WRAC Meeting
Ongoing Work:
• Talked to 10 landowners this month about CRP, completed 2 conservation
  plans, 4 site visits and 10 eligibilities.
• Got form for cost share completed for what is remaining after CRP was paid for
  the RIM grasslands and CRP in Marshall. Form was signed and sent in.
• Re-did all of the RIM folders for Marshall, put them in 6 part folders and
  organized the papers. Did not work on RIM-WRP folders.
• Helped to coordinate the joint power agreement for the WLI (Prairie Plan)
  projects that will be going through Pennington SWCD.
• Completed monthly PF activity report as well as BWSR quarterly Farm Bill
  Assistance report.
• Wrote articles for Pennington SWCD newsletter.
• Preparing some information on work I’ve done for a presentation at the state
  FBA meeting on 1/29/16.
Upcoming Meetings:
• 1/12- Prairie Reconstruction Initiative Advisory Team Symposium- webinar
• 1/20- DNR Buffer Webinar
• 1/26- Marshall SWCD Board Meeting
• 1/28-1/31- State FBA Meeting and Pheasants Forever State Convention- Willmar
• 2/9-2/11- Minnesota Wildlife Society State Meeting- Mankato

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

The next meeting was scheduled for Thursday, February 18th, 2016 at 7:00 am.

With no further business, Chairman Larson adjourned the meeting at 8:54 am.

Respectfully submitted,

Mark McWalter,
Secretary
MM/nb
The meeting was called to order at 7:10 a.m. by Chairman Larson, at the District Office.

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

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

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

Absent:

SECRETARY’S REPORT:
{Motion #03-16} Motion by Severson and seconded by Peterson to approve the minutes from the Regular Board meeting held on January 21, 2016.

Affirmative: All
Opposed: None

The January 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 #04-16} Motion by McWalter and seconded by Peterson to approve the treasurers report.

Affirmative: All
Opposed: None
STATE COST SHARE REPORT:
No report

OLD BUSINESS
Area 1 Meeting

NEW BUSINESS
MASWCD Leadership Institute for Problem Solving

MEETING REPORTS
Attended Meetings/Trainings
RRVS/SCA/TSA Meeting, Mahnomen                Habermehl
Aquatic Invasive Species Meeting, Crookston      Habermehl
East Polk SWCD Planning Meeting, McIntosh         Bernd
Envirotechon Meeting, Fertile                  Bernd
Area 1 Meeting, UM-Crookston                       Staff/McWalter, Sorenson
Drainage & Wetland Conference, St. Cloud      Bernd
HOLIDAY, President’s Day                        OFFICE CLOSED

Upcoming Meetings/Trainings
Soil Health Workshop, Alerus, Grand Forks ND      Staff/Supervisors
Ag BMP Meeting, Thief River Falls                Bernd
Polk County Township Association Meeting, Crookston Staff
Red River Basin Conference, Moorhead            Staff
BWSR Grant Verification, Office

DISTRICT EMPLOYEE’S REPORTS:
Bernd
1W1P
Currently the group is working on the resolution regarding 3 public hearings held in conjunction with the County Board meetings.
The draft plan is due the end of February, 2016, with anticipation of approval of the final plan by September 2016.

REPORTING
Bernd has completed all the required reporting.

BUFFER
Earlier this month, Gov. Dayton announced that the DNR has been directed to exclude private ditches from the buffer protection mapping process.

The District has been invited to speak at the Polk County Township Association spring meeting, March 22, 2016. The District extended the invite to East Polk SWCD and Polk County Ditch Authority.
OTHER
Bernd attended the Drainage & Wetland Conference hosted by Rinke Noonan Attorneys at Law. The sessions were of information and explanation of Drainage Authority, Wetland Conservation Act and the Buffer Legislation/MN DNR.

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

Steinbrink
Burnham Creek Grant:
Using ArcMap, Google earth and Assessors web site to draft maps and enter data on spreadsheets.

Buffer Bits:
Continue to discuss buffer strip options with landowners/operators.
Currently using ArcMap to identify areas needing correction for the map being worked on by the DNR.
Setting up spread sheet with all the Public Waters with Stationing and Length of streams and rivers

Habermehl
WCA:
Fanny 01: Acquire ICCTA Surface Transportation Board jurisdiction document; issue West Polk SWCD letter (NOD).
Euclid 03: Acquire ICCTA Surface Transportation Board jurisdiction document; issue West Polk SWCD letter (NOD).
Crookston 29: Meeting 02/12/2016 w/ BWSR (Hofstad), USACE (Pulchalski), Bob Herkenhoff, Dan Svedarsky, MnDNR (Hier). Compile Wetland Bank documents; require Certified Delineation.

RIM:
Acquire signs from Jill Fejszes, post (2) per RIM easement.

Tree Program:
02/16/2016
Machine Plant: (3) 1345 trees sold
Hand plant: 2760 trees sold
Turn back to nursery ~1/2 ordered stock 02/26/2016. Re-calculate and formulate decision regarding remainder.

Buffer Initiative:
Compose 2nd article Polk County (spring) newsletter requested by Commissioner Strandell.
Generate PowerPoint, handouts, and speaking materials for Association of (Polk) Townships meeting.
Submit questions (Steinbrink, Habermehl) MnDNR Mapping Project
State Cost-Share:

TSA 1:
Present outline options potential dissolution or split of TSA 1 to Board of Supervisors; prepare for motion (03/17/2016).

NRCS DISTRICT CONSERVATIONIST’S REPORT
2/18/2016
Conservation:

EQIP - We should be hearing soon if any of our applications will be funded. There were 7 that scored in the high priority and hopefully they will get into the medium and low priority applications as well.

The general CRP sign-up ends on the 26th of February. We have just a handful of applications. The continuous CRP sign up is still active. There is a fair amount of interest in CP-21 filter strips for the buffer initiative as well as the CP-23a for wetland restoration.

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

Personnel:

Wade is doing well after his quadruple by-pass surgery last month and recovering at home.

Other:

The office lease should be coming soon. Our “current” lease expired in July 2015. We will probably see different space allowances in our new lease with the square footage allowed per person going down.

Client Gateway information.

Upcoming meetings:

2/29/2016 NRCS DC meeting in TRF.

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

OTHER:
February 2016 Report
Jillian Fejszes, Farm Bill Biologist
Trainings/Meetings:
  · 1/12- Prairie Reconstruction Initiative Advisory Team Symposium- webinar
  · 1/20- DNR Buffer Webinar
  · 1/26- Marshall SWCD Board Meeting
  · 1/28-1/31- State FBA Meeting and Pheasants Forever State Convention- Willmar
  · 2/8-2/11- Minnesota Wildlife Society Conference- Mankato
Ongoing Work:
  · Presented at state FBAP meeting on 1/29 in Willmar.
  · Cost share was paid on the RIM easement so the work on that is done until restoration is needed.
  · Revised seed mix for prairie plan project, working to order mix and get contracts for landowner to sign. I am working with Laurie Fairchild to get the seeding done by the USFWS Partners Program.
  · Lots of CRP interest- I did 23 eligibilities, many site visits, wrote 1 conservation plan. I expect interest to stay high for a while. No interest in General CRP, which ends February 26.
  · Talked to 6 landowners about CRP and other projects. There are some landowners interested in easements, even with RIM off the table.

Upcoming Meetings:
  · 2/18- West Polk and Pennington SWCD Board Meetings
  · 3/7- Pennington WRAC Meeting
  · 3/8- Marshall SWCD Board Meetings

Danny Weber, NRCS Area Conservationist Reported
  • New space leases will be for 10 years
  • NRCS budget was cut by 23% for this year
  • NRCS is allowing 150' per person per field office which averages about an 6X8' area per employee
  • Number of NRCS vehicles are being down sized at each field office

Minutes, Agendas, and Annual Reports:
BWSR                           Wild Rice Watershed
Sand Hill Watershed            Red Lake Watershed
Polk County Board
The next meeting was scheduled for Thursday, March 17, 2016 at 7:00 am.

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

Respectfully submitted,

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

MINUTES FROM THE MARCH 17th, 2016 REGULAR BOARD MEETING

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

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

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

Others Present: Randy Huelskamp, DC for NRCS
Rachel Elshaug, Area Certification Specialist

Absent: Jillian Fejszes, Farm Bill Biologist

SECRETARY’S REPORT:
{Motion #05-16} Motion by McWalter and seconded by Sorenson to approve the minutes from the Regular Board meeting held on February 18, 2016.

Affirmative: All

Opposed: None

Motion: Pass

The February 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 #06-16} Motion by Severson and seconded by Sorenson to approve the treasurers report.

Affirmative: All

Opposed: None

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

<table>
<thead>
<tr>
<th>Contract #/Name</th>
<th>Practice</th>
<th>Approved Project Cost</th>
<th>Cost Share Amount</th>
<th>Technical Approval Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS-07-15</td>
<td>351</td>
<td>498.00</td>
<td>249.00</td>
<td>Steinbrink</td>
</tr>
</tbody>
</table>

{Motion #07-16} Motion by Peterson and seconded by McWalter to approve the listed State Cost Share contract.

Affirmative: All  
Motion: Pass

Opposed: None

OLD BUSINESS
Attendance at the 18th Joint Annual Conference Red River Watershed Management Conference, Moorhead, MN or 3 hours in office training with Brett Arne, BWSR BC

NEW BUSINESS
Technical Service Area 1 Framework – Habermehl

Staff requests a motion to support restructure of the Technical Service Area 1 Framework option 3D (short term) implementation with intention option 2B be achieved.

{Motion #06-16} Motion by Larson and seconded by Severson to approve Option 3D Recommendation for the Restructure of the Technical Service Area 1 Framework.

Affirmative: All  
Motion: Pass

Opposed: None

Bernd requests a motion to approve the Resolution for Formal Review and Public Hearing Process for the Red Lake River One Watershed, One Plan

{Motion #08-16} Motion by Severson and seconded by McWalter to approve the Resolution for Formal Review and Public Hearing Process for the Red Lake River One Watershed, One Plan.

Affirmative: All  
Motion: Pass

Opposed: Pass
MEETING REPORTS
Attended Meetings/Trainings
Soil Health Workshop, Alerus, Grand Forks ND Staff/Supervisors

Upcoming Meetings/Trainings
Polk County Township Association Meeting, Crookston Staff
Red River Basin Conference, Moorhead Staff
BWSR Grant Verification, Office Bernd

DISTRICT EMPLOYEE’S REPORTS:
Bernd

1W1P
Bernd complied and submitted additional input on behalf of the Planning Group to the consultants of implementation programs and schedules as it relates to West Polk SWCD’s existing programs. The Draft 1W1P was submitted to the Planning Group for review March 10th. Bernd downloaded the file to the 1W1P designated web page on West Polk SWCD web site. HDR will be presented the draft plan next Wednesday, March 16 to the Policy Committee and Technical Advisory Committee.

BUFFER
Staff has been working on getting materials and a PowerPoint presentation complete for the Tuesday, March 22, 2016, Polk County Township Association Annual Spring meeting. Meeting will be at the Eagles Auxiliary 873, Crookston, starting at 5:30 pm.

OTHER
Bernd requests a motion to approve the changes and additions to the Policy & Personnel Handbook;

Changes
DEFINITIONS
Medical Leave - Paid absence from work to District employees because of personal or family illness.

ARTICLE II
FINANCIAL POLICIES & PROCEDURES
The Board acknowledged the need for a district credit card in order to conduct certain aspects of district business including, but not limited to, hotel reservations, check printing services, out of town travel expenses, licensing, office supply and program expenses.

ARTICLE III
EXPENSES
MISCELLANEOUS – The District recognizes that on occasion monthly supplies and hardware are required by employees when performing official functions of the District. The District may reimburse the employee for these types of expenses with the provided paid receipts and voucher, or purchase by the District with prior approval from the
**District Manager.** Either actions need to be able to justify the expense if requested by the Board.

**Article IV**

**DISTRICT PROGRAMS**

West Polk SWCD reserves the right to substitute tree sizes if the sizes listed are not available, reserves the right to adjust prices accordingly and cancel order due to availability of tree stock.

**ARTICLE V**

**WORKING POLICIES**

E. Tardiness - District employees arriving late for work will have that time deducted from their paycheck through annual leave, medical leave or leave without pay, whichever applies.

**ARTICLE XII**

**COMPENSATION AND PERFORMANCE**

Employees will be paid by hourly wages. Adjustments in wages may take place as warranted, based on periodic evaluations and the following wage structure. The wage structure may be adjusted up or down by percentage depending on work performance. Wages will be set each November and take effect after Jan. 1st of the following year as part of the employee evaluation process. Increases can be considered for cost of living or merit increase.

Payroll is every two weeks. Pay periods begin at 12:01 am Monday and ends at Sunday at 11:59 pm following a full two weeks. Payday will be on the Thursday after the full pay period that ends Sunday at 11:50 pm. In the event that payday falls on a holiday, payday will be the preceding day of the holiday and reflect the holiday in the payday.

**Additions**

APPAREL ALLOWANCE – Each employee is allowed $100.00 per year to purchase clothing with the West Polk SWCD logo inserted for representation.

{Motion #09-16} Motion by McWalter and seconded by Sorenson to approve the changes and additions to the Policy & Personnel Handbook as presented.

Affirmative: All  
Motion: Pass

Opposed: None

**Steinbrink**

Burnham Creek Grant:

Using ArcMap, Google earth and Assessors web site to draft maps and enter data on spreadsheets.
Buffer Bits:
Continue to discuss buffer strip options with landowners/operators.
Working up buffer maps for landowners and operators
Currently using ArcMap to identify areas needing correction for the DNR map.
Setting up spread sheet with all the Public Waters with Stationing and Length of streams and rivers.

Habermehl
WCA
Euclid 03: Notice of Decision issued for BNSF bridge replacement.
Fanny 01: Notice of Decision issued for BNSF bridge replacement.
Crookston 29: Submit Joint Application to TEP.
Sand Hill River Project: LGU letter not under Scope WCA issued.
Polk County Landfill: Mitigation with TEP (including EPA, MPCA).
Enbridge Pipeline 81: refrain from NOD issuance until uniform (3) district language developed by BWSR.
Tree Program
Sold: 5896
Remain: 2784
Machine Plantings: 7
Misc.
BWSR/RLWD cost-share finalize RIM payments, Buffer PowerPoint presentation
F.O.E., composed/submitted Polk County newsletter “buffer” article, etc.

NRCS DISTRICT CONSERVATIONIST’S REPORT
3/17/2016

Conservation:

EQIP – We are taking applications now through August 1st for the 2017 year.

CRP general sign-up ended on the 26th of February with only a few applications. The continuous CRP sign up is still active. There are about 150 CRP contracts that expire this October and about 80% of them are CP-21 filter strips. Most of them will probably re-enroll because of the buffer initiative and with prices fairly high compared to farm rental rates. Other whole fields may also be enrolled for the same reason.

CSP applications are still coming in slowly. Sign-up deadline is March 31st for 2016.

Personnel:

Other:

288

Upcoming meetings:
3/22/2016 Townships meeting at Eagles in Crookston.
3/24/2016 NRCS area meeting in Erskine

Randy Huelskamp
Program Analyst, (DC), NRCS

**CORRESPONDENCE:**

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

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

**OTHER:**

March 2016 Report

Jillian Fejszes, Farm Bill Biologist

**Trainings/Meetings:**
- 2/17- All Building Meeting
- 2/18- West Polk and Pennington Board Meetings
- 2/24- Envirothon Meeting
- 3/7- Pennington WRAC Meeting
- 3/8- Marshall SWCD Board Meeting
- 3/11- Aspen Parklands Prairie Team Meeting

**Ongoing Work:**
- Very busy time for CRP- 49 eligibilities completed for Pennington and Red Lake.
- 15 CRP plans written in the last two weeks of February. 10 for Pennington and 5 for Red Lake, totaling 1521 acres.
- Talked with 10 landowners about CRP
- Visited 10 sites
- Prairie plan seeding for 223 acre project will be done next year, this year will be a temp cover.
- I will be working to look at CRP expiring in 2016, visiting the other counties and getting copying of the contracts and looking at where all the sites are to see what can be enrolled.
- Continued work with CRP, as well as looking into projects and contracts that may need mid contract management this summer. I also want to follow up with some landowners I have worked with.
- Looking into possibilities for projects for the USFWS Partners program or Working Lands Initiative funding.

**Upcoming Meetings:**
- 3/17- Pennington SWCD Board Meeting
- 4/7- Pennington SWCD
The next meeting was scheduled for Thursday, April 21, 2016 at 7:00 am.

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

Respectfully submitted,

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

MINUTES FROM THE APRIL 21st, 2016 REGULAR BOARD
MEETING

The meeting was called to order at 7:21 a.m. by Chairman Larson, at the District Office.

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

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

Others Present: Randy Huelskamp, DC for NRCS
Jillian Fejszes, Farm Bill Biologist
Brett Arne, Board Conservationist, BWSR
Josie Myhre, District Contracted Bookkeeper
Mike Bergeron, Landowner

Absent: Derek Peterson, Vice Chairman

SECRETARY'S REPORT:
{Motion #05-16} Motion by Severson and seconded by McWalter to approve the
minutes from the Regular Board meeting held on March 17, 2016.

Affirmative: All
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 #06-16} Motion by McWalter and seconded by Sorenson to approve the
treasurers report.

Affirmative: All
Opposed: None Motion: Pass
STATE COST SHARE REPORT:
State Cost Share review and review letter. Brett Arne, BC. Discussion

Bernd requests a motion to pay BWSR $1,356.25. Contract CS-11-12 was signed on February 16, 2012. A payment of $325 was made and attributed to FY13 cost-share funds. The project was encumbered prior to having an executed grant agreement for this cost-share fiscal year therefore the payment was not eligible. Contract CS-12-07 was cancelled outside the eligible encumbrance period, therefore project and TA costs must be returned in the amount of $450.00 and $112.50. CS-12-11 was cancelled outside the eligible encumbrance period, therefore project and TA costs must be returned in the amount of $375 and $93.75.

{Motion #07-16} Motion by Larson and seconded by Severson to approve the payment of $1,356.25 from FY2012 to BWSR.

Affirmative: All
Opposed: None Motion: Pass

State Cost Share FY14 - $10,692.75 available as of 4/21/16
State Cost Share FY15 - $4,424.00 available as of 4/21/16
State Cost Share FY16 - $13,414.00 available as of 4/21/16

If an extension is needed for any cost share year, request to BWSR should be made in the month of June.

OLD BUSINESS
Living Snow Fence Contract LSF Polk 02 and LSF Polk 03, Bergeron, Landowner, Bernd, Brett Arne, BC.

BWSR Verification for FY 2014. Bernd, Brett Arne, BC. Discussion

Purchase of four-wheeler. Discussion.

NEW BUSINESS
Purchase of a laptop. Discussion.

Staff requests a motion to purchase a Premium HP Business laptop in the amount of $418.92.

{Motion #08-16} Motion by Larson and seconded by Severson to purchase a Premium HP Business laptop in the amount of $418.92.
2015 Management Discussion & Analysis Financial Report submitted to BWSR

MEETING REPORTS

**Attend Meetings/Trainings**

BWSR, State Cost Share Review, Office
Polk County Township Association Meeting, Crookston
Red River Basin Conference, Moorhead
BWSR Grant Verification, Office
IWIP Meeting, Pennington SWCD/Red Lake County SWCD, Office
Glacial Ridge Local Technical Team Meeting, Rydell Refuge
RRVSCA/TSA Meeting, Mahnomen
1W1P Meeting, Pennington SWCD/Red Lake County SWCD, Office
RIM Meeting, BWSR/RLWD, Office
BWSR Verification, Office
1W1P Meeting, Pennington SWCD/Red Lake County SWCD, Office
1W1P Meeting, Pennington SWCD/Red Lake County SWCD, BWSR, Office

**Upcoming Meetings/Trainings**

Envirothon, Rydell Refuge

DISTRICT EMPLOYEE’S REPORTS:

**Bernd**

1W1P

Bernd has been spending an excessive amount of time on the 1W1P. The draft plan was finally submitted in March for all to review. The draft is not very well organized and content is not relevant and precise. Bernd and the other LGU’s have been meeting once a week to compile comments on the draft plan to send to HDR. Additionally the LGUS’s are having to compose/describe the administration and coordination duties, structural and non-structural implementation programs and create tables, create incentive program charts, management area descriptions, identify each reach in each planning zone and more. Below is the budget as of 12/31/15.

**1W1P Budget as of December 31, 2015**

<table>
<thead>
<tr>
<th></th>
<th>HDR</th>
<th>IWI</th>
<th>LGUs</th>
<th>Total Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>New Budgets</strong></td>
<td>$109,976.39</td>
<td>$19,413.00</td>
<td>$35,718.61</td>
<td></td>
</tr>
<tr>
<td><strong>Spent</strong></td>
<td>$79,318.76</td>
<td>$10,292.00</td>
<td>$26,087.97</td>
<td></td>
</tr>
<tr>
<td><strong>12/31/15 payables</strong></td>
<td>$27,971.69</td>
<td>$9,121.00</td>
<td>$4,688.31</td>
<td></td>
</tr>
<tr>
<td><strong>Total Budget Remaining</strong></td>
<td>$2,685.94</td>
<td>$0.00</td>
<td>$4,942.33</td>
<td>$7,628.27</td>
</tr>
</tbody>
</table>
At this time any time spent above and beyond the remaining budget amount is to be expensed out of the LGU's general budget.

Bernd submitted the FY2017-2018 Biennial Budget Request to BWSR. This process to coordinate all grants that BWSR manages, replaces the District's Annual Plan and meets the requirements for the District to be eligible to receive funding.

**OTHER**

**Tillage and Erosion Survey**

Megan Lennon, BWSR Technical Training and Certification Coordinator contact the District to see if there was interest in participating. The District will be working with the University of Minnesota, Dan Wheeler, collecting data of residue cover. The District will be sending a letter to the landowners explaining the survey and requesting permission to enter their fields. It has been estimated that 6-8 hour days will be needed from District staff to complete. A reimbursement of $5,000 will be submitted to the District once work and invoice have been completed and submitted.

The District will be hiring a seasonal part-time employee May through August. Primary duties are to provide assistance for the District Technicians with field data collection and implementation (survey, ground truthing, data entry/map generation), and any other program needs. Wage will be $12.00/hour. Applications due May 2, 2016.

West Polk SWCD received $975.00 in donations for this year's Envirothon.

**West Polk SWCD 2016 Envirothon**

**Donations**

<table>
<thead>
<tr>
<th>Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>KROX 1260</td>
<td>$25.00</td>
</tr>
<tr>
<td>Gasper Air Spray</td>
<td>$25.00</td>
</tr>
<tr>
<td>Dan's Flying Service</td>
<td>$100.00</td>
</tr>
<tr>
<td>American Crystal Sugar Company</td>
<td>$100.00</td>
</tr>
<tr>
<td>VFW Post No. 1902</td>
<td>$100.00</td>
</tr>
<tr>
<td>Otter Tail Power Company</td>
<td>$25.00</td>
</tr>
<tr>
<td>Widseth Smith Nolting &amp; Assoc., Inc.</td>
<td>$50.00</td>
</tr>
<tr>
<td>American Federal Bank</td>
<td>$25.00</td>
</tr>
<tr>
<td>Biermaier Chiropractic Clinic, PA</td>
<td>$25.00</td>
</tr>
<tr>
<td>Bremer Bank, NA</td>
<td>$50.00</td>
</tr>
<tr>
<td>Kiel Corporation</td>
<td>$100.00</td>
</tr>
<tr>
<td>D &amp; D's Thomforde Garden Center</td>
<td>$25.00</td>
</tr>
<tr>
<td>J &amp; S Gravel, Inc.</td>
<td>$100.00</td>
</tr>
<tr>
<td>Opticare - Forks Vision Clinic</td>
<td>$25.00</td>
</tr>
<tr>
<td>Christian Brothers Ford</td>
<td>$25.00</td>
</tr>
<tr>
<td>Valley Plains Equipment John Deere</td>
<td>$25.00</td>
</tr>
<tr>
<td>Altru Health Systems</td>
<td>$50.00</td>
</tr>
</tbody>
</table>
HN Quality Plumbing Inc.     $50.00
Fischer, Rust & Stock, PLLC $50.00

TOTAL $975.00

Thank you letters will be sent to all.

Crookston High School will be sending 3 teams and Climax-Shelly will be sending 5 teams. Envirothon is Wednesday, April 27th at Rydell Refuge.

**Steinbrink**
Technician Report 4-21-16

Burnham Creek Grant:
Using ArcMap, Google earth and Assessors web site to draft maps and enter data on spreadsheets.

Buffer Bits:
Continue to discuss buffer strip options with landowners/operators.
Working up buffer maps for landowners and operators.
Currently using ArcMap to identify areas needing correction for the DNR map.

Construction Projects
Maple Creek: Permit received from DNR 4-15-16

Other
Tree Shed: Discussion (Purchase Land? Move?) (Neighbor) Demo Building $6-7000.
District will need to visit with MN Northern Rail.
4 Wheeler: Discussion
Tillage Survey: landowner Map and Letter. Megan Bruggman is creating a landowner name and address spreadsheet.

**Habermehl**
Technician Habermehl 04/21/2016 Report

Tree Program
Machine plant: 7 (1 complete 04/19/2016)
Hand plant: 04/19/2016 ~7200 sold, ~1300 remaining (selling)
Pick-up dates 04/13, 04/14

WCA
Onstad 23: Joint Application submitted; LGU review
Gentilly 26: Polk County Landfill (expansion) TEP required, Jurisdictional Determination

RIM
Easement Owner/RLWD cost-share vouchers
NRCS DISTRICT CONSERVATIONIST’S REPORT  
4/21/2016

Conservation:

EQIP – We are taking applications now through August 1st for the 2017 year. The 2016 applications are in the process of getting funded. We should have about 8 to 11 contracts.

CRP is still keeping us busy with CP-21 and other applications.

The CSP sign-up deadline was March 31st for 2016. We had about 10 applications. Some are more serious than others about a contract.

Personnel: Wade is back at it after his heart scare in January.

Other:

253

Upcoming meetings:

5/9-12/2016 Field Office Appraisal
5/24/2016 1000th easement ceremony near Hitterdal

Randy Huelskamp
Program Analyst, (DC)

CORRESPONDENCE:

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

OTHER:
March 2016 Report
Jillian Fejszes, Farm Bill Biologist
Trainings/Meetings:
· 2/17- All Building Meeting
· 2/18- West Polk and Pennington Board Meetings
· 2/24- Envirothon Meeting
3/7- Pennington WRAC Meeting
3/8- Marshall SWCD Board Meeting
3/11- Aspen Parklands Prairie Team Meeting

Ongoing Work:

- Very busy time for CRP- 49 eligibilities completed for Pennington and Red Lake.
- 15 CRP plans written in the last two weeks of February. 10 for Pennington and 5 for Red Lake, totaling 1521 acres.
- Talked with 10 landowners about CRP
- Visited 10 sites
- Prairie plan seeding for 223 acre project will be done next year, this year will be a temp cover.
- I will be working to look at CRP expiring in 2016, visiting the other counties and getting copying of the contracts and looking at where all the sites are to see what can be enrolled.
- Continued work with CRP, as well as looking into projects and contracts that may need mid contract management this summer. I also want to follow up with some landowners I have worked with.
- Looking into possibilities for projects for the USFWS Partners program or Working Lands Initiative funding.

Upcoming Meetings:

- 3/17- Pennington SWCD Board Meeting
- 4/7- Pennington SWCD

Minutes, Agendas, and Annual Reports:

BWSR Wild Rice Watershed
Sand Hill Watershed Red Lake Watershed
Polk County Board

The next meeting was scheduled for Thursday, May 19th, 2016 at 7:00 am.

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

Respectfully submitted,

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

MINUTES FROM THE MAY 19th, 2016 REGULAR BOARD
MEETING

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

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

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

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

Absent:

SECRETARY’S REPORT:
{Motion #09-16} Motion by Severson and seconded by Peterson to approve the minutes from the Regular Board meeting held on April 21, 2016.

Affirmative: All

Opposed: None  Motion: Pass

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

TREASURER’S REPORT:
{Motion #10-16} Motion by McWalter and seconded by Sorenson to approve the treasurers report.

Affirmative: All

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

<table>
<thead>
<tr>
<th>Contract #/Name</th>
<th>Practice</th>
<th>Approved Project Cost</th>
<th>Cost Share Amount</th>
<th>Technical Approval Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS-15-07/Larry Froehlich</td>
<td>351</td>
<td>498.00</td>
<td>218</td>
<td>Bernd</td>
</tr>
</tbody>
</table>

{Motion #11-17} Motion by Severson and seconded by Peterson to approve payment to the listed State Cost Share contract.

Affirmative: All
Opposed: None
Motion: Pass

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

<table>
<thead>
<tr>
<th>Contract #/Name</th>
<th>Practice</th>
<th>Approved Project Cost</th>
<th>Cost Share Amount</th>
<th>Technical Approval Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS-14-03/Doug &amp; Dianne Holtman</td>
<td>351</td>
<td>535.00</td>
<td>268</td>
<td>Steinbrink</td>
</tr>
</tbody>
</table>

{Motion #12-18} Motion by Peterson and seconded by Severson to approve the listed State Cost Share contract.

Affirmative: All
Opposed: None
Motion: Pass

OLD BUSINESS
District staff viewed property for sale in Crookston. Discussion.

NEW BUSINESS
MASWCD Call for Resolutions

Bernd requests approval for to take annual leave June 6th through June 16th.

{Motion #13-19} Motion by Larson and second by McWalter to approve Bernd to take annual leave June 6th through June 16th.

Affirmative: All
Opposed: None
Motion: Pass

Opposed: None
MEETING REPORTS

Attended Meetings/Trainings
Envirothon, Rydell Refuge      Bernd
County Feedlot Officer Conference Call,          Bernd
1W1P Conference Call      Bernd
1W1P Meeting, Office      Bernd
NRCS Appraisal, Office      Staff
Buffer Meeting, Office      Staff
Northwest Minnesota Foundation meeting, Crookston Bernd
Area 1 Planning Committee Conference Call,      Bernd

Upcoming Meetings/Trainings
Red River Basin Women's Water Event Meeting, Ada  Bernd
Buffer Meeting, Office      Staff
1W1P Meeting, Office      Bernd
Arbor Day Program, Highland Elementary, Crookston Bernd
HOLIDAY, Memorial Day        OFFICE CLOSED
Area 1 Meeting, Detroit Lakes, Holiday Inn      Staff
Administration Session, Bemidji     Bernd

DISTRICT EMPLOYEE’S REPORTS:
Bernd
FEEDLOTS
Bernd was contacted by Cole Perry, Perry Farms, of expanding the current swine operation. After several discussion on permitting, it was notified that Perry Farms, Inc. is going to start the permit application process for over 1,000 animal units. This is considered a CAFO (concentrated animal feedlot operation). Feedlots of this size will work directly with MPCA.

AgBMP LOAN PROGRAM
Program update – Maximum loan amount will stay at $100,000.00, interest rate at 3%: there is a 6 month timeline to complete the project: new SSTS systems have been approved as eligible practices/projects: $300,000.00 from the LGU’s account was transferred to the State interim account. It is used for LGU’s that exhaust their allocation and need additional funds to make a loan.

BUFFER
West Polk SWCD District Staff, Polk County Ditch Inspector, NRCS, BWSR, DNR Hydrologist, Polk County Environmental Services and East Polk SWCD Staff met and discussed legislative updates, map updates, timelines, and agency updates. West Polk SWCD will be meeting with Polk County Ditch Inspector to develop a flowchart.

OTHER
Tillage and Erosion Survey
Letters have been sent out to the 281 landowners who own land within the survey boundary. Bernd contacted U of M notifying of the crop seeding status as of May 2nd.
The District hired Jake Traner, UMC Student, as a seasonal part-time. He will be working through the summer up until school starts in the fall.

Crookston High School placed 1st and Climax-Shelly High School placed 2nd at the Area Envirothon and will be participating at the State Envirothon, Lake Bronson State Park Lake Bronson, MN. Crookston High School team place 6th at the State Envirothon.

Bernd will be presenting an Arbor Day Program at Highland Elementary. Trees from the District will be handed out to each student and teacher.

Bernd applied approximately 4 miles of chemical. Habermehl assisted.

Bernd was contacted by MN Department of Ag to help develop a women’s event that would focus on water management, water quality and environmental issues in the Red River Basin (RRB). There are several opportunities outside of the RRB that exist like this. These events are often a partnership of non-governmental organizations and local units of government. Some examples include the MN Center for Environmental Advocacy annual women’s breakfast and the “Women Caring for the Land”.

Bernd attended a meeting by the Northwest Minnesota Foundation in regards to a new program called Vital Nonprofits. This program intentions are to invest and build long term sustainability of the regions nonprofit organizations. Bernd will be bringing this opportunity to the 1W1P Planning Group to seek approval to move forward with application and inform the 1W1P Policy Committee.

Steinbrink
Technician Report 5-19-16

Trees
Finished tree planting and cleaned shed.
The numbers = approximately $3400 profit as of 5/19/16.

Burnham Creek Grant:
Using ArcMap, Google earth and Assessors web site to draft maps and enter data on spreadsheets.
Next step is the field work to identify sites by GPS points that are in need of SWI”s and grade stabilization structures.

Buffer Bits:
Continue to discuss buffer strip options with landowners/operators.
Working up buffer maps for landowners and operators.
Notifying DNR of corrections.
Identified other waters.
Construction Projects
Maple Creek Project: 5 SWIs were surveyed.
Kevin Leiser – as built survey on 2,000 feet, four cross sections
Other

Habermehl
Technician Habermehl Report 05/19/2016
WCA
Gentilly 26: Conditional NOD issued 8420.0105 SCOPE
Esther 22: Conditional NOD issued 8420.0415 NO-LOSS
Onstad 23: TEP; meet with Ross Hier/Applicant (2) LGU (MN DNR) discuss options
Crookston 29: meet with landowner
Enbridge pipeline meeting 05/17/2016

Tree Program
2016 completed/ ready for 2017 season (order stock). Technician Steinbrink calculating final figures.

RIM
RLWD cover letter/easement owner cost-share vouchers.

Buffer
Landowner requests/reviews

Other
Attribute GPS (Burnham Creek), ATV, train seasonal employee, etc.

NRCS DISTRICT CONSERVATIONIST’S REPORT
5/19/2016

Conservation:

EQIP – We are taking applications now through August 1st for the 2017 year.
We had 10 of our 2016 applications funded. 587’s, 410’s, and 340’s are the practices.
CRP is still keeping us busy with CP-21 and other applications. Buffers are generating interest.

For CSP, we are finishing up the paperwork this week for scoring and ranking the applications.

148 CRP contracts will be expiring, 80% are buffer strips

Personnel:

Other:
The FO appraisal went well last week. They will be coming out with a report soon to make comments and fixes to our operation. Thank you to Ben L., Mike T., and Eric S. for participating and input.

225

Upcoming meetings:
5/24/2016 1000th easement ceremony near Hitterdal
5/30/2016 Holiday

Randy Huelskamp
Program Analyst, (DC)

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

OTHER:
April 2016 Report
Jillian Fejszes, Farm Bill Biologist

Trainings/Meetings:
• 4/16- Minnesota Prairie Chicken Society Meeting
• 4/19- Marshall SWCD Board Meeting
• 4/21- West Polk and Pennington SWCD Board Meetings
• 4/27- Envirothon at Agassiz NWR

Ongoing Work:
• CRP work- Completed 9 eligibilities, 13 plans totaling 700 acres and did 11 site visits. Working on re-enrollments with mostly filter strip and shelterbelt practices.
  · Talked with 18 landowners about CRP and other projects.
  · Got copies of Pennington expiring CRP contracts, working on an idea for outreach to the ones that have not renewed yet. Hope to send that out soon.
  · Working with landowners and vendors who have questions about their CRP seeding and management as they stop in. Still lots of questions.
  · Some work on the RFP for the funding of my position.
  · Working on conservation plans that have an October start. Have about 8 left, but new ones showing up periodically. Will need to meet with landowners for signatures also.
  · Some CRP revisions to do, follow-up with landowners, and looking into some ideas for future LTT projects.

Upcoming Meetings:
• 5/19- Pennington SWCD Board Meeting
• 5/23-5/26- Pheasants Forever North Region Meeting- Gary, SD
The next meeting was scheduled for June 16, 2016 at 7:00 am.

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

Respectfully submitted,

Mark McWalter,
Secretary
MM/nb
The meeting was called to order at 7:08 a.m. by Chairman Larson, at the District Office.

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

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

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

Absent:  Nicole Bernd, District Manager  
Russ Severson, Treasurer  
John Sorenson, PR & I

SECRETARY’S REPORT:
{Motion #14-16}  Motion by Peterson and seconded by McWalter to approve the minutes from the Regular Board meeting held on May 19th, 2016.

Affirmative: All  
Opposed: None  
Motion: Pass

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

TREASURER’S REPORT:
{Motion #15-16}  Motion by Larson and seconded by McWalter to approve the treasurers report.

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

<table>
<thead>
<tr>
<th>Contract #/Name</th>
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<th>Approved Project Cost</th>
<th>Cost Share Amount</th>
<th>Technical Approval Authority</th>
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<tbody>
<tr>
<td>CS-14-04/Curtis Hoppe</td>
<td>351</td>
<td>875.00</td>
<td>438.00</td>
<td>Bernd</td>
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{Motion #16-16} Motion by McWalter and seconded by Peterson to approve the listed State Cost Share contract.

Affirmative: All
Opposed: None

Motion: Pass

OLD BUSINESS
No Report

NEW BUSINESS
No Report

MEETING REPORTS

Attended Meetings/Trainings
- Red River Basin Women's Water Event Meeting, Ada
  - Bernd
- Buffer Meeting, Office
  - Staff
- 1W1P Meeting, Office
  - Bernd
- Arbor Day Program, Highland Elementary, Crookston
  - Bernd

HOLIDAY, Memorial Day
OFFICE CLOSED

Upcoming Meetings/Trainings
- Area 1 Meeting, Detroit Lakes, Holiday Inn
  - Staff
- Administration Session, Bemidji
  - Bernd
- BWSR Buffer Meeting, Detroit Lakes?
  - Staff
- RRV Ag Water Issue Form, Climax
  - Staff

DISTRICT EMPLOYEE'S REPORTS:
Bernd
No Report

Steinbrink
Technician Report 6-16-16
Trees
One request for design of farmstead shelterbelt.

Burnham Creek Grant:
Field work

Buffer Bits:
Continue to discuss buffer strip options with landowners/operators.
Working up buffer maps for landowners and operators.
Notifying DNR of corrections.
Identified other waters.

Construction Projects
Maple Creek Project: Landowner file for SHWD permit to install SWIs.

Other
Tillage Survey with Dan Wheeler UMN June 8-9th, 2016.

**Habermehl**
Technician Habermehl Report 06/16/2016

WCA

RIM
Re-send updated address Cost-Share Vouchers/compile progress RLWD. Confirm PKM Electric confinement County Recorder.

Buffer Legislation
Meet with Polk County Planning and Zoning, respond to Minnesota Farm Bureau presentation request. Assist Landowners.

Burnham Creek Grant
Field test complete; begin data compilation.

Other
UM tillage survey complete; anticipate results. Installation ArcGIS 10.4 District computer; anticipate TSA 1 equipment delivery.

**NRCS DISTRICT CONSERVATIONIST'S REPORT**
NRCS DC REPORT

6/16/2016

Conservation:
EQIP – We already have 6 applications for the 2017 year and more will be coming before the August 19th deadline.

CRP has about 60 renewal requests so far and more anticipated before September.

CSP - we have only one application accepted so far and not anticipating more but you never know.

Personnel:

Area 1 has had quite a few changes this year with more anticipated. In the area office alone, Dan Lindquist IT retired, Tom Borth CET moved to Upper Michigan, Jon Bakken WB moved to Wisconsin, a couple are close to retirement, and a couple are applying elsewhere. A few DC’s are moving, applying, and retiring as well. A big turnover in personnel for just the NW MN. Hopefully they will be replacing all those positions.

Other:

197

Upcoming meetings:

6/21/2016  First Aid Training TRF
6/29/2016  NRCS Area Meeting
7/13/2016  Farm Bureau farmer meeting

Randy Huelskamp
Program Analyst, (DC), NRCS

CORRESPONDENCE:

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

ENotes for NACD
Waterline
River Monitor
Shade Tree Advocate
Minnesota Environment

OTHER:

June 2016 Report
Jillian Fejszes, Farm Bill Biologist

Trainings/Meetings:
  • 5/19- West Polk SWCD Board Meeting
  • 5/23-5/26- Pheasants Forever North Region Meeting- Gary, SD
  • 5/30- Off- Memorial Day
• 6/8- Field Day- TNC projects in Aspen Parklands

Ongoing Work:

• CRP work- Completed 7 eligibilities, 10 plans totaling 1400 acres and did 6 site visits. Need to do more site visits but the weather has not been cooperating. Conservation plans are just about caught up with 2 more waiting to be finished.
  • Talked with 15 landowners about CRP and other projects.
  • Sent letters to landowners in Pennington who have not renewed CRP yet. There were 14 letters sent out with quotes and already getting quite a few replies.
  • Worked with Marshall FSA to send out letters with them to landowners who have not renewed CRP. There were 31 letters sent out.
  • Working with West Polk now to hopefully send out the last group of letters to people who have not renewed their CRP. There should be around 80.
  • Working with landowners and vendors who have questions about their CRP seeding and management as they stop in.
  • Would like to work on updating vendor list for native grass seeding, need to look into some more sites for landowners for filter strips, and some follow-up from last year as the growing season is underway.

Upcoming Meetings:

• 6/13- Pennington WRAC Meeting
• 6/15- DNR Invasive Plant Training
• 6/16- Pennington SWCD Board Meeting
• 6/21- Marshall SWCD Board Meeting
• 6/22- RUSLE 2 Training
• 6/24-7/5- Vacation to Michigan

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

The next meeting was scheduled for July 21, 2016 at 7:00 am.

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

Respectfully submitted,

Mark McWalter,
Secretary
MM/nb
The meeting was called to order at 7:05 a.m. by Chairman Larson, at the District Office.

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

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

Others Present: Randy Huelskamp, DC for NRCS
Jillian Fejszes, Farm Bill Biologist
Brett Arne, BWSR BD
Don Diedrich, County Commissioner

Absent: Derek Peterson, Vice Chair

SECRETARY'S REPORT:
{Motion #17-16} Motion by Severson and seconded by McWalter to approve the minutes from the Regular Board meeting held on June 19th, 2016.

Affirmative: All

Opposed: None  Motion: Pass

The June 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 #18-16} Motion by Sorenson and seconded by McWalter to approve the treasurers report.

Affirmative: All

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

<table>
<thead>
<tr>
<th>Contract#</th>
<th>Practice</th>
<th>Approved Project Cost</th>
<th>Cost Share Amount</th>
<th>Technical Approval Authority</th>
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<td>CS-14-04</td>
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<td>875.00</td>
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</table>

{Motion #19-16} Motion by Severson and seconded by McWalter to approve payment for the listed State Cost Share contracts.

Affirmative: All
Opposed: None
Motion: Pass

Bernd is requesting a motion to approve the grant agreement extension amendment for State Cost Share year FY14 and FY 15. Grant period will be extended till December 31, 2017.

{Motion #20-16} Motion by McWalter and seconded by Severson to approve extension of State Cost Share year FY14 and FY15 to December 31, 2017.

Affirmative: All
Opposed: None
Motion: Pass

OLD BUSINESS
Area 1 meeting – Passed/failed resolutions

MN Ag Water Quality Cert. Program Closeout – over 400 applications were received, 173 producers certified representing 92,500 acres with 339 new conservation practices. The program has been funded for FY17. West Polk has 3 applicants.

NEW BUSINESS
Bernd requests a motion to approve return funds to BWSR that were not encumbered for the MN Ag Water Quality Cert. Program in the amount of $5,322.97.

{Motion #21-16} Motion by Larson and seconded by Severson to approve return funds to BWSR that were not encumbered for the MN Ag Water Quality Cert. Program in the amount of $5,322.97.

Affirmative: All
Opposed: None
Motion: Pass
Bernd requests a motion to approve the 2016 CWF SWCD Local Capacity Services Grant Agreement Amendment in the amount of $15,337.00. This amendment is for remaining funds from the first 11 million distributed to districts.

{Motion #22-16} Motion by Severson and seconded by Sorenson to approve 2016 CWF SWCD Local Capacity Services Grant Agreement Amendment in the amount of $15,337.00.

Affirmative: All
Opposed: None

{Motion #23-16} Motion by Severson and seconded by Larson to approve support for the project application to the Northwest Minnesota Foundation New Vital Nonprofit Program on behalf of the Red Lake River 1W1P Planning Group.

Affirmative: All
Opposed: None

Brett Arne, BWSR BC - FY 2017 SWCD Local Capacity Services Grants – matching grants based on county allocations

MN Local Government Water Roundtable Regional Buffer Workshop – Supervisors and Commissioners, August 3rd, Engelstad Arena, TRF, 1-4 pm, no charge but RSVP required.

Groundwater Information Session for Local Officials – Supervisors and Commissioners, August 4th, DNR Facility, TRF, 4-6 pm, no charge

Invitation to the BWSR Conservation Projects Tour, August 24th, East Grand Forks, MN. RSVP August 10th.

MASWCD Award Applications. Nominations for West Polk County.

MEETING REPORTS

Attended Meetings/Trainings
Area 1 Meeting, Detroit Lakes, Holiday Inn Staff
Administration Session, Bemidji Bernd
BWSR Buffer Meeting, Detroit Lakes Staff
RRV Ag Water Issue Form, Climax Staff
1W1P Planning Group, TRF, SWCD Bernd
Upcoming Meetings/Trainings
Area County Feedlot Officer Meeting, RLF SWCD
West Polk Buffer Meeting, Office
RRBasin Women’s Water Mngt Meeting, Ada
BWSR Executive Director, John Jaschke Meeting, EGF
Water Roundtable Regional Buffer Workshops, TRF Engelstad Arena
DNR Ground Water Workshop, TRF, DNR office

DISTRICT EMPLOYEE’S REPORTS:
Bernd
Buffers
Bernd presented at the MN Farm Bureau, Water Issue Form on Buffer Implementation and Conservation Programs. This meeting was held on Wed., July 13th at the Lee Thoreson’s farm, Climax, MN. NRCS and District Staff were present to assist and answer any questions.

1W1P
Bernd submitted an application on behalf of the 1W1P Planning group to the Northwest Minnesota Foundation’s new program Vital Nonprofits. This program focuses on building long term sustainability and if selected the group will receive targeted training, assessment, peer learning and coaching from Northwest Minnesota Foundation. Program selections will be announced August 15th.

West Polk SWCD received $4,000 from the Red Lake Watershed District to help cover cost of time spent on the draft plan from Jan 2016 – May 2016. Work conducted by each LGU from June 2016 – December 2016 will not be covered under the original grant but taken out of District funds. Total LGU shortage after the RLWD contribution will be $26,625.83 based on projected work through December 2016.

Bernd will continue to send comments to the consultants by July 29th. Once all comments are received, the draft plan will be submitted for public review, mid-August

Feedlots
West Polk CFO had the MPCA Feedlot Mid-year review. No discrepancies were found and it was requested that West Polk CFO train the new East Polk CFO on MPCA’s Feedlot Program.

AgBMP Loan Program
Will now finance projects to fix or replace wells that do not comply with drinking water standards or that are a potential pollution source effective August 1st, 2016.

Bernd is currently working on a FY 2017 Clean Water Fund Projects & Practices application for the RWLD Project #134. Applications are due August 8th, 2016.
The District had a display at the Polk County Fair, July 6th – July 10th.

**Steinbrink**
Technician Report 7-21-16

Burnham Creek Grant:
Aaron and Jake starting to gps.

Buffer Bits:
Continue to discuss buffer strip options with landowners/operators.
Working up buffer maps for landowners and operators.
Notifying DNR of corrections.
Identified other waters.
Attend Farm Bureau meeting at Lee Thoreson farm.

Construction Projects
Alton Morvig: Survey for Profile and Cross Sections on a DNR public waters.
Dan Svedarsky: Wildlife pond survey and design.

**Habermehl**
Technician Habermehl Report 07/21/2016

Burnham Creek: Seasonal Employee Traner assisting GPS field data collection and assimilation/standardization ArcGIS. Proceed inventory watershed.

WCA: Onstad 23 1599 extension (landowner); SWCD survey when wheat off. NOD.
Buffer: Assistance landowners FO, attendance meetings (BWSR 07/07, Water Forum 07/13), integration of developments (legislative, guidance, technology). Field assessment (Burnham Creek inventory). Develop WPSWCD LWRP "other watercourses". Host meeting Polk County affirm jurisdiction APO.

NRCS: MOA, Cooperation Agreement, Organizational Agreement

Other: Training, meetings, Integrate iPad, ArcGIS online account. Tree Program. RIM monitoring and CSV (1 landowner change). More survey shots Svedarsky.

**NRCS DISTRICT CONSERVATIONIST’S REPORT**
7/21/2016

Conservation:

EQIP – We now have about 20 applications for the 2017 year. The bulk of the applications are for cover crops and structures and a couple others are looking at High Tunnels, Livestock/Pasture, and Wildlife Ponds.
CRP – We are still processing new and renewal contracts.

CSP – Just the one contract obligated for 2016 through 2020.

Personnel:

Wade is still battling some heart issues after his January quadruple by-pass and seeing doctors and getting procedures done. He feels good but the heart has other ideas.

Other:

The Farm Bureau meeting on 7/13/2016 went well. A great opportunity to talk with farmers about the programs available.

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Upcoming meetings:

7/26/2016 Buffer mtg in office

Randy Huelskamp
Program Analyst, (DC)

**CORRESPONDENCE:**

Publications:

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

OTHER:

July 2016 Report
Jillian Fejszes, Farm Bill Biologist

Trainings/Meetings:

• 6/13- Pennington WRAC Meeting
• 6/15- DNR Invasive Plant Training
• 6/16- Pennington SWCD Board Meeting
• 6/21- AREA 1 SWCD Meeting, Detroit Lakes
• 6/22- RUSLE 2/WEPS Training
• 6/24–7/5- Vacation to Michigan
• 7/6- Marshall WRAC Meeting

Ongoing Work:

• CRP work- Completed 4 eligibilities, 2 plans totaling around 185 acres and did 7 site visits. Have a few conservation plans to work on and am waiting for a few more to come in.
Talked with 15 landowners about CRP and other projects.

- Worked with West Polk and sent out 79 letters to landowners with expiring CRP who had not renewed yet.

- Visited a Marshall County site for a possible prairie tax exemption with DNR SNA specialist Tyler Janke. He wants to visit the site again later on for verification.

- Lots of questions still about CRP seeding with the wet conditions this summer. Working with a few landowners on their options.

- Made CRP enrollment spreadsheet for Pennington that covers 2014-16 eligibilities and can be accessed on the share drive for future updates for all staff to see.

- Following up with people about the LTT diversity seeding done last summer, working on project due to be seeded next summer as well as other possible projects.

- Quarterly report completed for BWSR Farm Bill Assistance grant.

Upcoming Meetings:
- 7/21- West Polk and Pennington SWCD Board Meetings
- 7/25-7/29- Work on CRP Status Reviews for Pennington
- 7/26- Marshall SWCD Board Meeting
- 8/4- Groundwater Workshop, TRF
- 8/18- Pennington SWCD Board Meeting

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

The next meeting was scheduled for August 18, 2016 at 7:00 am.

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

Respectfully submitted,

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

MINUTES FROM THE AUGUST 18, 2016 REGULAR BOARD
MEETING

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

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

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

Others Present: Randy Huelskamp, DC for NRCS

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

SECRETARY’S REPORT:  
{Motion #24-16} Motion by Severson and seconded by McWalter to approve the minutes from the Regular Board meeting held on July 21, 2016.

Affirmative: All  
Opposed: None  
Motion: Pass

The July 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 #25-16} Motion by McWalter and seconded by Sorenson to approve the treasurers report.

Affirmative: All  
Opposed: None  
Motion: Pass

STATE COST SHARE REPORT:
District Staff is requesting cancellation 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>
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{Motion #26-16} Motion by Severson and seconded by McWalter to approve cancellation of the listed State Cost Share contract.

Affirmative: All

Opposed: None

Motion: Pass

OLD BUSINESS

There will not be 2017 Promotion Grant to SWCD’s for the MN Ag Water Quality Certification Program. Time towards this program will be charged to the regional contract administered by East Polk SWCD.

MASWCD Outstanding Conservationist from West Polk County

NEW BUSINESS

2017 Proposed Budget and requested financial documents were submitted to the Polk County Commissioners. East and West Polk SWCD staff attended the County Board meeting, Tuesday August 16th.

The District will be receiving a dividend from MCIT in the amount of $1615.00 mid-November of this year.

MASWCD 2016 Candidates, President and Vice President

A letter regarding the Supervisor vacancy in District 5 of West Polk County was sent to all those residing within that District.

MEETING REPORTS

Attended Meetings/Trainings

- Area County Feedlot Officer Meeting, RLF SWCD  Bernd
- West Polk Buffer Meeting, Office Staff
- RRBasin Women’s Water Mngt Meeting, Ada Bernd
- BWSR Executive Director, John Jaschke Meeting, EGF Staff
- Water Roundtable Regional Buffer Workshops, TRF Engelstad Arena Staff/Supervisors
- DNR Ground Water Workshop, TRF, DNR office Staff
- Groundwater Session for Local Officials, TRF DNR office Staff

Upcoming Meetings/Trainings

- BWSR Tour, EGF, Fairfield Inn Staff/Supervisors
- BWSR Board Meeting, EGF Fairfield Inn Staff/Supervisors
DISTRICT EMPLOYEE'S REPORTS:

Bernd

1W1P

Bernd will be submitting the final report to the NW MN Foundation Grant that was received in the amount of $25,000 for the 1W1P efforts.

The final DRAFT is available for review on the West Polk SWCD website. Next is to coordinate the 60-day review period.

Clean Water Funding

CWF Sand Hill River Rock Riffle Project

The bid for the project was awarded to Spruce Valley Corporation, Middle River, MN. Bid amount was $273,777.00. Construction will start this fall. Bernd attended the pre-construction meeting.

CWF Application Project #134

Bend submitted a Projects and Practices grant application for the Red Lake Watershed District Project 134, Polk County Ditch 63. Conservation practices include a grade stabilization structure and side water inlets. Total grant amount in $103,000.00.

OTHER

Bernd will be presenting on the BWSR Tour, August 24th.

Bernd will be presenting at the BWSR Board meeting, August 25th.

A final invoice has been sent to the University of Minnesota in regards of services rendered for the Tillage and Erosion Survey in the amount of $5,000.00. Short data summaries are to be expected this fall.

Seasonal employee, Jake Traner, last day will be Friday, August 19th.

Steinbrink

Burnham Creek Grant:
Aaron and Jake starting to gps.

Buffer Bits:
Continue to discuss buffer strip options with landowners/operators.
Working up buffer maps for landowners and operators.
Notifying DNR of corrections.

Construction Projects

Dan Svedarsky: Wildlife pond design sent to Jim Hest engineer to review draft plan.
**Habermehl**
Technician Habermehl Report 08/18/2016

_Burnham Creek_: Seasonal Employee Traner assisting GPS field data collection and assimilation/standardization ArcGIS. Proceed inventory watershed. Traner last day 08/19/2016.

**WCA**: Onstad 23 1599 extension (landowner); SWCD survey when able (dry); submit to Jim Hest. NOD; 2 landowners (DNR), 2 LGUs, 2 exemptions.

**Buffer**: Assistance landowners FO, integration of developments (legislative, guidance, technology). Field assessment (Burnham Creek inventory). Develop WPSWCD LWRRP “other watercourses”. Polk County affirm jurisdiction APO. Compose Polk County newsletter article “Drones, Groundwater Regulation, & Governor’s Buffer Laws”.

**NRCS**: MOA, Cooperation Agreement, Organizational Agreement

**Other**: Training, Polk County budget allocation, meetings, Integrate iPad, ArcGIS online account. Tree Program. RIM monitoring and CSV (1 landowner change). Assist Technician Steinbrink various…

**NRCS DISTRICT CONSERVATIONIST’S REPORT**
8/18/2016

Conservation:

EQIP – We now have about 45 applications for the 2017 year. The bulk of the applications are for cover crops and structures and a couple others are looking at High Tunnels, Livestock/Pasture, and Wildlife Ponds. Jessica is getting the existing and new structures surveyed and designed but with 50 new pipes to put in we may need some area office engineering help.

CRP – We are still processing new and renewal contracts. Lots of CP-21s (filter strips).

CSP – The new 2017 info will be out soon and applications taken.

Personnel:

The potential is there for another NRCS body in our office.

Other:

134

Upcoming meetings:
8/24/2016 BWSR tour
8/29/2016 DC meeting in Thief River Falls.
9/5/2016 Holiday Labor Day
Randy Huelskamp
Program Analyst, (DC)

**CORRESPONDENCE:**

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

**OTHER:**
Jillian Fejszes, Farm Bill Biologist

**Trainings/Meetings:**
- 7/21- West Polk and Pennington SWCD Board Meetings
- 7/26- Marshall SWCD Board Meeting
- 8/3- BWSR LGU Buffer Roundtable
- 8/4- DNR Groundwater Workshop

**Ongoing Work:**
- CRP work- Completed 12 eligibilities, 3 plans totaling around 151 acres and did 6 site visits. Still need to get a few more contracts figured out for some re-enrollments and some new sign ups.
- Talked with 10 landowners about CRP and other projects.
- Completed CRP Status Reviews for 315 acres on 5 sites.
- Worked with Marshall SWCD intern to complete RIM status reviews. 2400 acres on 18 sites completed as well as paperwork.
- Helped Kittson County with some CRP plans since I had time and approval to help out. Completed 5 general CRP plans that were around 100 acres.
- Assisted Peter by getting him information for 1W1P.
- Working on proposal for LTT project and figuring out costs for project to be seeded next spring.
- Completed spreadsheets for Marshall and West Polk 2016 CRP enrollment with locations of contracts.

**Upcoming Meetings:**
- 8/10- Glacial Ridge LTT Meeting
- 8/17- Aspen Parklands LTT Meeting
- 8/18- Pennington SWCD Board Meeting
- 8/23- DNR Native Plant Training- Mahnomen
- 8/24- BWSR Board Tour- East Grand Forks
- 8/30-8/31- PF State Meeting- Mille Lacs Lake

The next meeting was scheduled for September 15th, 2016 at 7:00 am.
With no further business, Chairman Larson adjourned the meeting at 7:32 am.

Respectfully submitted,

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

Supervisors Present: Mark McWalter, Secretary  
                     Russ Severson, Treasurer  
                     John Sorenson, PR & I

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

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

Absent: Ben Larson, Chairman  
        Derek Peterson, Vice Chair

SECRETARY’S REPORT:
{Motion #27-16} Motion by Sorenson and seconded by McWalter to approve the minutes from the Regular Board meeting held on August 18th, 2016.

Affirmative: All  
Opposed: None  
Motion: Pass

The August 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 #28-16} Motion by McWalter and seconded by Sorenson to approve the treasurers report.

Affirmative: All  
Opposed: None  
Motion: Pass

STATE COST SHARE REPORT:  
No Report
OLD BUSINESS
The office was contacted by Mike Skaug interested in the Supervisor District 5 vacant position. District staff visited with Skaug and explained the responsibilities and expectations of a District Supervisor. The Supervisor Handbook was sent to Skaug for more information.

NEW BUSINESS
The 91D CD at American Federal Bank will mature on 09-16-2016. Current balance is $38,788.96.
The MMDA at American Federal Bank is at a balance of $2,600.34
West Polk SWCD will be included in the required match for the local sharing of the Farm Bill Biologist, Pheasants Forever Employee (Jillian Fejszes). Fejszes provides federal program assistance and project seeking for the counties Pennington, Marshall and West Polk. The required match amount is $1,666.66.

MEETING REPORTS
Attended Meetings/Trainings
BWSR Tour, EGF, Fairfield Inn Staff
BWSR Board Meeting, EGF Fairfield Inn Staff
HOLIDAY, Labor Day OFFICE CLOSED
Pennington SWCD Ed Day, TRF Bernd

Upcoming Meetings/Trainings
Manager’s Meeting, Detroit Lakes Bernd
Riverwatch Meeting, Office Staff
Area 1 Planning Meeting, Crookston Library Bernd
MPCA Regional Feedlot Meeting, Detroit Lakes Bernd
NACDE Meeting, Detroit Lakes Staff
Polk County Board Meeting, Crookston Staff/BWSR
NW MN Water Festival, Warren & Rydell Refuge Bernd

DISTRICT EMPLOYEE’S REPORTS:
Bernd
Clean Water Funding
Construction has started of the CWF Sand Hill River Rock Riffle Project as of the end of August. Three rock riffles were installed and demolishing of one control structure. Construction currently has been put on hold due to high water levels with the anticipation to start again the end of this week at the earliest.

OTHER
Bernd attended and co-moderated the BWSR Tour August 24th. The tour was well attended and tour highlights were well received by the attendees. Bernd was thanked several times by various BWSR Board members for showcasing our conservation projects, collaboration and ongoing efforts. Bernd was introduced to Governor Dayton
by BWSR Executor Director, John Jaschke. Governor Dayton thanked Bernd for the work that West Polk SWCD conducts in regards to conservation needs and water quality.

Bernd presented the Red Lake River 1W1P updates on behalf of the 1W1P Planning Group at the BWSR Board Meeting, August 25th.

Bernd contacted the International Waters Institute and UMC to conduct a meeting regarding River Watch in West Polk County.

Bernd along with Board Conservationist, Brett Arne, will be meeting with the Polk County Board September 27th for further conversation regarding allocation.

NRCS will be receiving an additional employee in the Crookston Field Office October 1st. Bernd has had several conversations with NRCS Area Conservationist Danny Weber regarding concerns of the minimal available space. Bernd made it clear with Weber that NRCS equipment is not to be stored in the District’s tree shed due to liability coverage. Bernd requested that Weber continue to keep communication lines open with the West Polk SWCD and in the forefront of any or new information. Current NRCS and West Polk SWCD staff have been considering all options and making accommodations as best as possible.

Bernd was contacted by MASWCD Executive Director, LeAnn Buck to be part of a NRCS, MASWCD & BWSR Local Conservation Program Implementation Work Group. This group will meet four times over a course of four months. First meeting is September 29th in St. Paul.

**Steinbrink**
Technician Report    9-15-16

Burnham Creek Grant:
Will continue to gather data when ground conditions are dry and crops off.

Buffer Bits:
Continue to discuss buffer strip options with landowners/operators.
Working up buffer maps for landowners and operators.
Notifying DNR of corrections.
Gather data for two public water appeals.

Construction Projects
Coauette project: James has submitted permit application to the RLWD for culvert sizing.

**Habermehl**

WCA:
Reis 16: NOD issued.
Gentilly 24: NOD issued.
Onstad 24: survey, Area Engineer design (diversion embankment), landowner rescind Joint App.
Brislet 24: analysis, site visit, discussion.

Burnham Creek Grant:
consolidate shp. files, convert ArcGIS Online, data collection, generate back-up (maps, catalog, etc.)
Tax Forfeiture:
(6) completed/submitted 09/14/2016

RIM:
(7) of 12 CSV submitted BWSR (St. Paul), (1) landowner change, 2016 monitoring site inspections completed/submitted.

Tree Program:
base inventory ordered, order >6000 trees for Tiedemann “hardwood” planting, 2017 working progress

Buffer Program:
landowner assistance, attended training/meetings, composed article for Polk County Newsletter, etc.

Other:
assist Steinbrink (survey), GIS training (iPAD, OneDrive, etc.), meetings…

NRCS DISTRICT CONSERVATIONIST'S REPORT
9/15/2016

Conservation:

EQIP – We ended up with over 60 applications for the 2017 year.

CRP – We, (Jess), are about done processing the new and renewal contracts. Lots of CP-21s (filter strips).

CSP – The new 2017 info will be out soon and applications taken.

Personnel:

Justin Carlson will be here in our office starting October 1st or before.
The area office is downsizing and the Engineering Techs are being moved to the field offices.
Other:

106

Upcoming meetings:

9/21/2016 NRCS Area mtg in Erskine
10/10/2016 Holiday  Columbus Day
10/17/2016 CSP training in TRF

Randy Huelskamp
Program Analyst, (DC)

CORRESPONDENCE:

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

OTHER:
September 2016 Report
Jillian Fejszes, Farm Bill Biologist

Trainings/Meetings:
• 8/10- Glacial Ridge LTT Meeting
• 8/18- Pennington SWCD Board Meeting
• 8/23- DNR Native Plant Training- Mahnomen
• 8/24- BWSR Board Tour- East Grand Forks
• 8/30-8/31- PF State Meeting- Mille Lacs Lake

Ongoing Work:
• CRP work- Completed 8 eligibilities, 22 plans totaling around 730 acres and did 5 site visits. Plans are due soon and trying to get them finished up. There are quite a few more left to do.
• Talked with 15 landowners about CRP and other projects.
• Still have status reviews to complete before the end of September.
• Working to get costs for my LTT CRP diversity seeding figured out. Did not have time to get any new proposals in for the September 2 deadline.
• Lots of issues with temp cover seeding and mowing because it is too wet. Talking with landowners about this.

Upcoming Meetings:
• 9/7- Marshall SWCD Board Meeting
• 9/14- Pennington SWCD Outdoor Education Day
• 9/15- West Polk and Pennington SWCD Board Meetings
• 9/19- Pennington WRAC Meeting
• 9/20-MN chapter of The Wildlife Society Wetland Workshop- Craguns Resort
• 9/27- Water Fest- Warren

The next meeting was scheduled for October 20th, 2016 at 7:00 am.

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

Respectfully submitted,

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

MINUTES FROM THE OCTOBER 20th, 2016 REGULAR BOARD MEETING

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

Supervisors Present: Ben Larson, Chairman  
Derek Peterson, Vice Chair  
Mark McWalter, Secretary  
Russ Severson, Treasurer  
John Sorenson, PR & I

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

Others Present: Randy Huelskamp, DC for NRCS

Absent: Jillian Fejszes, Farm Bill Biologist

SECRETARY’S REPORT:
{Motion #29-16} Motion by Severson and seconded by McWalter to approve the minutes from the Regular Board meeting held on September 15th, 2016.

Affirmative: All  
Opposed: None  
Motion: Pass

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

TREASURER’S REPORT:
{Motion #30-16} Motion by McWalter and seconded by Sorenson to approve the treasurers report.

Affirmative: All  
Opposed: None  
Motion: Pass

STATE COST SHARE REPORT:
District Staff is requesting payment 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>
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<tr>
<td>CS-14-07</td>
<td>351</td>
<td>800.00</td>
<td>400.00</td>
<td>Bernd</td>
</tr>
</tbody>
</table>

{Motion #31-16} Motion by Larson and seconded by Peterson to approve payment for the listed State Cost Share contract.

Affirmative: All

Opposed: None

Motion: Pass

OLD BUSINESS
Staff requests approval for the resolution to amend the Joint Powers Agreement establishing the Red River Valley Conservation Service Area.

{Motion #32-16} Motion by Larson and seconded by McWalter to approve the Resolution to amend the Joint Powers Agreement establishing the Red River Valley Conservation Service Area.

Affirmative: All

Opposed: None

Motion: Pass

NEW BUSINESS
The District received a Buffer Law Implementation Program Request from BWSR. The purpose of this memo is provide districts with this year’s request form to solicit and award FY17 Buffer Implementation Program funding. Funds will be made as up front lump-sum payments with no match required. West Polk SWCD has agreed to conduct/carryout the listed activities within the request. West Polk SWCD will be receiving $45,000.00 for 2017.

MASWCD Resolutions/Resolution Ballot

MASWCD 2016 Annual Convention – registration due November 17th

The 2017 Natural Resource Block Grant Notice of Payment has been received by the county.

Program allocations are as follows;

- Local Water Management $13,468
- Wetland Conservation Act $21,641
- DNR Shoreland $3,527
- SSTS $18,600
- SSTS Upgrade $28,114

TOTAL $85,349
*Please note that the MPCA SSTS Upgrade, DNR Shoreland and the MPCA SSTS is funding for Polk County Environmental Services.

**MEETING REPORTS**

**Attended Meetings/Trainings**

Manager’s Meeting, Detroit Lakes  
Riverwatch Meeting, Office  
Area 1 Planning Meeting, Crookston Library  
MPCA Regional Feedlot Meeting, Detroit Lakes  
NACDE Meeting, Detroit Lakes  
Polk County Board Meeting, Crookston  
NW MN Water Festival, Warren & Rydell Refuge  
Local Workgroup Project, NRCS-St. Paul  
Feedlot Meeting w/EPCFO, Office  
RRVCSA Managers Meeting, Detroit Lakes  

**Upcoming Meetings/Trainings**

BWSR Academy, Brainerd  
Local Workgroup Project, NRCS-St. Paul  
Area 1 Meeting, UM-Crookston  
1W1P TAC/Policy Meeting, TRF  
Public Hearing for the 1W1P Final Draft Plan, Crookston  

**DISTRICT EMPLOYEE’S REPORTS:**

**Bernd**

**1W1P**

Red Lake River One Watershed One Plan Public Hearing Notice has been published. There will be three Public Hearings on the 1W1P in Pennington, Polk and Red Lake County’s. Public Hearing for Polk County is scheduled November 22, 2016 at 9:20 am, Polk County Administration Building, Board Meeting Room. Nate Dalager, HDR Consultant will presenting the Executive Summary. West Polk SWCD staff and appointed Supervisor will be attending. The Notice is posted on the 1W1P page on the West Polk SWCD’s web site.

**CWL**

The Sand Hill River Rock Riffle Project was completed as of Friday, October 7th. Seeding of the disturbed areas will be completed yet this fall. The District has been contacted by the Sand Hill Watershed District to confirm reimbursement of incurred costs and publicity of the completed project.

**DNR WLI/JPA**

West Polk SWCD is acting as the fiscal agent for the MN DNR Working Lands Initiative for a Native Prairie Bank Conservation Easement in section 30 of Garfield Township. This easement is between Emery and Christine Lundby of Wyoming MN and the State of MN. West Polk SWCD will submit a check in the amount of $34,322.20 to the
Lundby’s and in return will be reimbursed by the State of MN of the full amount including cost of administration at 1.5% ($514.83).

{Motion #33-16} Motion by Larson and seconded by McWalter to approve payment of $34,322.20 to Emery and Christine Lundby for the Native Prairie Bank Conservation Easement through the MN DNR Working Lands Initiative JPA.

Affirmative: All
Opposed: None
Motion: Pass

LOCAL WORK GROUP PROJECT
Bernd was contacted by LeAnn Buck, MASWCD Executive Director, to serve as a committee member for the NRCS, MASWCD & BWSR Conservation Program Implementation & Local Work Group Project. This project will develop framework and policy recommendations regarding future planning processes and stakeholder engagement to maximize efficiency and effectiveness of SWCDs, BWSR and NRCS conservation programs.

OPERATIONAL AGREEMENTS
The MASWCD and NRCS workgroup will develop recommendations for an Operational agreement template between the local SWCD and NRCS (signed by the State Conservationist) that outlines shared resources. Recommendations will also be developed to enhance the local working group process. West Polk SWCD was contacted to be one of the pilot SWCD’s to complete the template.

PERSONNEL
The Personnel Committee will meet with District staff the week of November 7th for employee evaluations.

OTHER
District staff, Lisa Newton, East Polk SWCD District Manager, Ken Pederson, East Polk SWCD Supervisor and Brett Arne, BWSR BC, met with the Polk County Commissioners Sept. 27, 2016. Bernd presented the Natural Resource Block Grant and explained the allocation process and amounts. All representing the Districts feel confident the Polk County Board now has a more clear understanding of the SWCD’s funding through County and State allocation.

The Northwest Water Festival was held September 27th at the Warren fairgrounds and September 28th at Rydell Refuge, Erskine. Over 640 4th graders attended from 21 different schools.

Bernd contacted Polk County Attorney and the MN Department of Administration in regards to what statue the SWCD falls under for required workplace standards for efficiency and safety. Bernd felt this action was necessary due to NRCS currently
revising and modifying their leases and capacity, which in turn, has affected the office’s function.

Huelskamp updates District and NRCS staff periodically with any new or updated information regarding to lease agreements, operational agreement and any other pertinent NRCS information. In the meantime, District staff is looking and obtaining information in order to form a contingency plan in the District’s best interests.

**Steinbrink**  
Technician Report 10-20-16

Burnham Creek Grant:  
Aaron and I gathering points for possible gully repairs.

Buffer Bits:  
Continue to discuss buffer strip options with landowners/operators.  
Continuing to enter corrections on the DNR buffer map.  
Entering data on the BuffCAT program for the buffer program.

Construction Projects  
Contractor starting to work on the Maple Creek Project.  
Surveyed public waters request from Rudy Applequist.

**Habermehl**  
Technician Habermehl Report 10/20/2016

WCA:  
Belgium 34: NOA e-mailed week of 10/17/2016. TEP, potential survey.  
Brislet 24: Joint App pending, site-visit, TEP.  
Onstad 24: survey ASAP.  
Brandt 24: WCA analysis.

RIM:  
(5) Revision request Forms, Conservation Practice Plans, CEPPWs, Easement (Practice Area) Maps submitted to BWSR; (3) cost-share reimbursement checks (accepted) mailed to landowners.

Burnham Creek Grant:  
Field acquisition of GPS points/attributes (prioritized); review “quick report” & timeline, associated technology, Grant deliverables.

Buffer Initiative:  
BWSR Compliance Tracking Tool (w/ field verification) for 01/2017 BWSR preliminary map, WPSWCD coding system and policy (Validation of Compliance, Conditional Compliance Waiver), continue working with landowners, associated technology.
NRCS DISTRICT CONSERVATIONIST’S REPORT
10/20/2016

Conservation:

EQIP – The over 60 applications for the 2017 year are being processed and all eligibility requirements, survey/design, and planning need to be completed by Nov. 23rd. Contract obligations should be done by the end of April.

CRP – The cap for CRP acres nationally is 24 million acres. We are already at 23.5 million acres enrolled. So anyone wishing to enroll in CRP is on a first come first serve basis.

CSP – We just received CSP training on Monday and Tuesday this week. They are re-doing the whole CSP scoring, ranking, and conservation measurement tool. The new 2017 info will be out soon and applications taken.

Personnel:

Other:

Office space discussion.

71

Upcoming meetings:

10/26-27/2016 Toolkit program training
11/11/2016 Holiday – Veteran’s Day
11/15/2016 MASWCD mtg. UMC
11/16/2016 MN NRCS workforce plan presented

Randy Huelskamp
Program Analyst, (DC), NRCS

CORRESPONDENCE:

Publications:
Forestry Notes                   ENotes for NACD
Conservation Brief               Waterline
Conservation Views               River Monitor
Crookston Daily Times           Shade Tree Advocate
MPCA Feedlot Update            Minnesota Environment
OTHER:
October 2016 Report
Jillian Fejszes, Farm Bill Biologist
Trainings/Meetings:
• 9/14- Pennington SWCD Outdoor Education Day
• 9/15- West Polk and Pennington SWCD Board Meetings
• 9/19- Pennington WRAC Meeting
• 9/20-MN chapter of The Wildlife Society Wetland Workshop- Craguns Resort
• 9/21- Marshall Buffer Meeting
• 9/27- Water Fest- Warren
• 10/4- Marshall SWCD Board Meeting
• 10/5-10/6- Toolkit Training
Ongoing Work:
• CRP work- 23 plans written during the week of 9/6 before the deadline. Lots of follow up after that but I think it is mostly done.
• Talked with 14 landowners about CRP and other projects.
• All status reviews completed.
• FBA quarterly report completed, all CRP data compiled. Started to look at what is expiring for 2017.
• Starting to look into working on a gravel pit reclamation for a prairie team project.
• Helping West Polk with some RIM paperwork
• Looking into helping with EQIP as needed
Upcoming Meetings:
• 10/20- Pennington SWCD Board Meeting
• 10/24-10/26- BWSR Academy
• 11/1-Marshall SWCD Board Meeting
• 11/2- Marshall WRAC Meeting
• 11/15- SWCD Area 1

The next meeting was scheduled for November 17th, 2016 at 7:00 am.

With no further business, Chairman Larson adjourned the meeting at 8:12 am.

Respectfully submitted,

Mark McWalter,
Secretary
MM/nb
The meeting was called to order at 7:08 a.m. by Chairman Larson, at the District Office.

Supervisors Present:  Ben Larson, Chairman
                  Derek Peterson, Vice Chair
                  Mark McWalter, Secretary
                  Russ Severson, Treasurer
                  John Sorenson, PR & I

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

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

Absent:

SECRETARY'S REPORT:
{Motion #34-16}  Motion by Severson and seconded by Peterson to approve the minutes from the Regular Board meeting held on October 20th, 2016.

Affirmative: All

Opposed: None  Motion: Pass

The October 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 #35-16}  Motion by Peterson and seconded by McWalter to approve the treasurers report.

Affirmative: All

Opposed: None  Motion: Pass

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

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


<table>
<thead>
<tr>
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<th>Practice</th>
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<tbody>
<tr>
<td>CS-14-08</td>
<td>410</td>
<td>1700.00</td>
<td>1275.00</td>
<td>Steinbrink</td>
</tr>
<tr>
<td>CS-15-08</td>
<td>410</td>
<td>4000.00</td>
<td>3000.00</td>
<td>Steinbrink</td>
</tr>
</tbody>
</table>

{Motion #36-16} Motion by Larson and seconded by McWalter to approve the listed State Cost Share contracts.

Affirmative: All

Opposed: None          Motion: Pass

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

{Motion #37-16} Motion by McWalter and seconded by Sorenson to approve payment for the listed State Cost Share contract.

Affirmative: All

Opposed: None          Motion: Pass

Listed are the current amounts to encumber for the following State Cost Share years if previous contracts were approved;

FY14 – $8,091.50 Expires December 2017
FY15 - $1,424.00 Expires December 2017
FY16 - $13,414.00 Expires December 2018
FY17 - $13,414.00 Expires December 2018

OLD BUSINESS
2016 MASWCD Annual Convention and Trade Show – December 4-6, 2016, at the DoubleTree Hotel in Bloomington. Please book by November 15th to reserve your room. MASWCD registration deadline is November 21st.

NEW BUSINESS
Staff requests approval to pay Staubach Representative for BNSF in the amount of $2,566.37 in rent for the tree shed. This includes a 3% rent increase of $74.75.

{Motion #38-16} Motion by Larson and seconded by Peterson to pay Staubach Representative for BNSF in the amount of $2,566.37 in rent for the tree shed.
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 2017 wages of $25.75 for District Manager, Bernd, $24.75/hr., District Technician, Steinbrink and $19.75/hr., District Technician, Habermehl. Motion made by Personnel Committee to approve the 2017 tax fringe benefit of $850/month.

Motion {#39-16} Motion by McWalter and seconded by Severson to approve recommended 2017 wages for staff and 2017 tax fringe benefit.

MEETING REPORTS

Attended Meetings/Trainings
BWSR Academy, Brainerd Bernd
Local Workgroup Project, NRCS-St. Paul Bernd
Area 1 Meeting, UM-Crookston Bernd

Upcoming Meetings/Trainings
1W1P TAC/Policy Meeting, TRF Bernd/Supervisor
Public Hearing for the 1W1P Final Draft Plan, Crookston Bernd/Supervisor
THANKSGIVING HOLIDAY, OFFICE CLOSED

DISTRICT EMPLOYEE’S REPORTS:

Bernd
1W1P
The Planning Group met with the consultants to discuss the comments received within the 60 comment period of the DRAFT Plan.

Bernd presented the 1W1P DRAFT Plan Update at the Area 1 Meeting, Tuesday, November 14th at the University of Minnesota-Crookston

Due to conflict, Bernd will be presenting the 1W1P DRAFT Plan on behalf of the consultant at the Public Hearing set Tuesday, November 22, 2016, 9:20 during the Polk County Board meeting. Next Technical and Policy Advisory meeting has been set for December 7, 2016, at the Red Lake Watershed District.
The Planning Group is currently working on the MOA (Memorandum of Agreement) in order to move forward with the 1W1P.

**CWL**

Bernd, Brett Arne, BWSR BC and Dan Wilkens, SHWD, toured the completed rock riffles on the Sand Hill River for the Rock Riffle Project. Bernd is waiting to hear back from the consultant and the SHWD to confirm costs and reimbursements.

The district should know by mid-December if the CWL grant application for the RLWD Project #134 has or has not been funded. If this application is not funded, the district plans on discussing with the RLWD to use cost share monies to complete the project.

**OTHER**

Bernd was notified by Brett Arne, BWSR BC, of a letter that was received by the MN House of Representatives, Committee Administrator, Amy Kipko, Environment and Natural Resource Policy and Finance, stating West Polk SWCD was utilizing the Buffer funding in the amount of $100,000, to purchase a building and collect rent from the other leasing agencies. The District composed and submitted a letter back to Arne explaining where and how the capacity money has been designated to the district’s programs. Bernd received word back that Doug Thomas, BWSR Senior Policy and Program Advisor was pleased with the letter submitted from the District through Arne. Bernd requested documentation from BWSR finalizing this action.

Bernd and Habermehl are currently working on a request from BWSR to share our story how the Capacity Funding aided our district. This will be submitted in essay form or made into a one page fact sheet with the District’s Logo and pictures.

**Steinbrink**

Technician Report  11-17-16

Burnham Creek Grant:
Aaron and I gathering points for possible gully repairs.

Buffer Bits:
Continue to discuss buffer strip options with landowners/operators.
Continuing to enter corrections on the DNR buffer map.
Gather buffer information and entering data on the BuffCAT program for the buffer program.

Construction Projects
Contractor starting to work on the Maple Creek Project.
Profile and Cross Sections sent to DNR Hydrologist for Rudy Applequist Public Waters project.
Surveyed and designed one SWI for Duane Kovar.
Surveyed and designed two SWIs for Randy Coauette.
Habermehl

WCA:
Belgium 34: NOA e-mailed week of 10/20/2016. TEP, potential survey.
Brislet 24: Joint App pending, site-visit, TEP.
Onstad 24: survey ASAP.
Brandt 24: WCA analysis

Burnham Creek Grant:
Field acquisition of GPS points/attributes (prioritized); reviewed “quick report” & timeline, associated technology (field test success), grant deliverables. Potential 1W1P ditch inventory of Red Lake Watershed –Burnham Creek excess grant funds
Pennington SWCD (Levi [technician] meet FO 11/15/2016"

Buffer Initiative:
BWSR Compliance Tracking Tool (w/ field verification) for 01/2017 BWSR preliminary map, WPSWCD coding system and policy (Validation of Compliance, Conditional Compliance Waiver), continue working with landowners, associated technology, legislative conveyance (County/Environmental Services)

Other:
Assist surveying (NRCS, Erosion Control & Water Management), AIS taskforce, TSA, Area 1 meeting 11/15/2016, NRCS “workforce plan”, etc.

NRCS DISTRICT CONSERVATIONIST’S REPORT
11/17/2016

Conservation:

EQIP – The 2017 eligibility deadline of Nov. 23rd has been pushed back to mid-December. Contract obligations should be done by the end of April.

CRP – There are applications coming in yet that will hopefully get accepted under the national 24 million acre cap.

CSP – We can start taking applications now through February 3rd. We still do not have the full details but should be coming soon.

Personnel:

Wade has been detailed to Baudette for two months to help with their workload and the temporary absence of NRCS personnel.

Other:

NRCS workforce plan for MN discussion.
Upcoming meetings:

11/22/2016 Crookston 1W1P
11/24/2016 Holiday
12/13/2016 NRCS area meeting in Erskine
12/26/2016 Holiday
12/30/2016 NATIONAL HOLIDAY

Randy Huelskamp
Program Analyst, (DC), NRCS

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

OTHER:
November 2016 Report
Jillian Fejszes, Farm Bill Biologist

Trainings/Meetings:
• 10/5-10/6- Toolkit Training
• 10/17-10/18- Surveys for SWI's
• 10/20- Pennington SWCD Board Meeting
• 10/24-10/26- BWSR Academy
• 11/1-Marshall SWCD Board Meeting

Ongoing Work:
• Finishing up some CRP paperwork and some new eligibilities as they come.
• Looking at 2017 expirations for Pennington and Marshall so far. Looking at some sites for renewal options that were enrolled as a general practice.
• Helped SWCD with surveys for SWIs for CRP and EQIP.
• Helped West Polk SWCD with some RIM paperwork
• Worked to organize EQIP applications at Pennington so we know what needs to be done for each one.
• Got a new computer and moved offices, so spent some time setting that up.
• I want to work on talking with elevators and seeing where seed comes from as there are concerns with Palmer Amaranth. Also seed mixes have recently changed a little bit, so need to make sure vendors know about that.

Upcoming Meetings:
• 11/15- SWCD Area 1 Meeting
• 11/17- West Polk and Pennington SWCD Board Meetings
• 11/24-11/25- Off for Thanksgiving

The next meeting was scheduled for December 15th, 2016 at 7:00 am.

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

Respectfully submitted,

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

MINUTES FROM THE DECEMBER 17th, 2016 REGULAR BOARD MEETING

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

Supervisors Present: Ben Larson, Chairman
Derek Peterson, Vice Chair
Mark McWalter, Secretary
Russ Severson, Treasurer

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

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

Absent: John Sorenson, PR & I

SECRETARY’S REPORT:
{Motion #40-16} Motion by Severson and seconded by McWalter to approve the minutes from the Regular Board meeting held on November 17, 2016.

Affirmative: All
Opposed: None Motion: Pass

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

TREASURER’S REPORT:
{Motion #41-16} Motion by Larson and seconded by Peterson to approve the treasurers report.

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

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<td>800.00</td>
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</tbody>
</table>

{Motion #42-16}  Motion by McWalter and seconded by Peterson to approve payment for the listed State Cost Share contracts.

Affirmative: All
Opposed: None
Motion: Pass

OLD BUSINESS
Bernd presented the final budget for 2017.

{Motion #43-16}  Motion by McWalter and seconded by Peterson to approve the final budget for 2017.

Affirmative: All
Opposed: None
Motion: Pass

MASWCD Annual Convention recap

NEW BUSINESS
Bernd requests approval for the 2017 Buffer Law Grant Agreement received from BWSR in the amount of $45,000.00.

{Motion #44-16}  Motion by and seconded by to approve the 2017 Buffer Law Grant Agreement received from BWSR in the amount of $45,000.00.

Affirmative:
Opposed:
Motion:

MEETING REPORTS

Attended Meetings/Trainings
Public Hearing for the 1W1P Final Draft Plan, Crookston Staff
THANKSGIVING HOLIDAY, OFFICE CLOSED
MASWCD Annual Convention, Bloomington Bernd/McWalter

Upcoming Meetings/Trainings
1W1P TAC/Policy Meeting, TRF Bernd/McWalter
WRAC (Water Resource Advisory Committee), McIntosh Bernd
DISTRICT EMPLOYEE’S REPORTS:

Bernd
1W1P
The Red Lake River 1W1P Policy Committee meeting has been rescheduled for Wednesday, December 21st at the Red Lake Watershed District office at 10:30 a.m. The TAC/CAC will meet at 9:30 a.m. The Policy Committee is encouraged to participate at 9:30 a.m. Comments to the Draft Plan will be reviewed and discussion on the Memorandum of Agreement.

CWL
West Polk SWCD FY2017 CWL Projects and Practices grant application was approved at the BWSR December board meeting for the Red Lake Watershed District Project 134, Polk County Ditch 63 in the amount of $103,000.00. A meeting will be held to discuss the workplan.

The Sandhill Watershed District FY2017 CWL Multipurpose Draining Management grant application was approved at the BWSR December board meeting for the Polk County Ditch No 80 project. West Polk SWCD plays as a partner in this project. A meeting will be held to discuss the workplan.

The CWL FY2015 Sand Hill River Rock Riffle Project is complete. A conference call will be held later today to discuss reimbursement requests, Enbridge Ecofootprint Grant and determination of any remaining funds that could be allocated to other projects in the Sandhill Watershed District.

OTHER
Bernd met with Lisa Newton, East Polk SWCD and Margo Bowerman, MN Extension Service, to organize an AIS (Aquatic Invasive Species) Essay contest for grades 4-5-6th in Polk County. February 27 – March 3, 2017 is National Invasive Species Awareness Week.

Bernd will be attending a WRAC (Water Resource Advisory Committee) planning meeting for Polk County with East Polk SWCD and BWSR.

Steinbrink
Technician Report 12-15-16
Burnham Creek Grant:

Buffer Bits:

Construction Projects
Sorenson-Newhouse Grade Stabilization Project:
Surveyed and Jim Hest SWCD area Engineer is working on design.
Carl Moland Diversion Project:
Surveyed and Jim Hest SWCD area engineer is working on design.

**Habermehl**
Technician Habermehl Report 12/15/2016
WCA:
Belgium 34: NOA e-mailed week of 10/20/2016. Surveyed 11/21/2016, discussed w/ landowner, TEP.
Brislet 24: Joint App pending, site-visit, TEP.
Onstad 24: Surveyed 11/21/2016; data sent to TSA Engineer (design diversion embankment), site visit post vegetative clean-out, TEP.
Brandt 24: WCA analysis

Burnham Creek Grant:
Acquired SPI (RL1W1P) from TSA. Field (test) acquisition of GPS points/attributes (prioritized); reviewed “quick report” & grant timeline, potential 1W1P ditch inventory of Red Lake Watershed –Burnham Creek excess grant funds Pennington SWCD (Levi [technician] met FO 11/15/2016); adopt 1W1P uniform technology/grant deliverables.

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

Other:
WPSWCD 2017 Newsletter, Erosion Control & Water Management re-organization, AIS taskforce, TSA, Area 1 meeting 11/15/2016, NRCS “workforce plan”, RIM/RLWD, etc.

**NRCS DISTRICT CONSERVATIONIST’S REPORT**
12/15/2016

Conservation:

EQIP – Over 60 applications with funding planned for March.

CRP – The gap between enrolled acres and the cap is very slim. Anyone looking to get into CRP should do so soon.

CSP – Some interest for now but not much. Applications will be taken through Feb. 3rd.

Personnel:
Wade will be done with his two month detail to Baudette at the end of Dec.

Other:

Review and sign the Civil Rights Responsibilities Checklist.

10 days until Christmas but……..

15 days to happiness!

Upcoming meetings:

12/26/2016 Holiday
12/30/2016 NATIONAL HOLIDAY – Yee Haa!

Randy Huelskamp
Program Analyst, (DC), NRCS

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

OTHER:
December 2016 Report
Jillian Fejszes, Farm Bill Biologist

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

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

Upcoming Meetings:

• 12/12- Pennington WRAC Meeting
• 12/13- Marshall SWCD Board Meeting
• 12/15- Pennington SWCD Board Meeting
• 12/19-12/25- Visiting Michigan for Christmas

Chairman Larson and Treasurer Severson will be retiring at the end of their term January 19, 2017. West Polk SWCD Supervisors and staff would like to thank them both for their dedicated service for the West Polk Soil and Water Conservation District.

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

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

Respectfully submitted,

Mark McWalter,
Secretary
MM/nb