

WEST POLK SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM THE JANUARY 17, 2019 REGULAR BOARD MEETING

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

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

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

Others Present: Chris Cournia, Newly Elected Supervisor
Bob Guetter, NRCS DC
Jillian Fejszes, Farm Bill Biologist

Absent: Duane Steinbrink, District Technician

Swearing in of newly elected Supervisor, Chris Cournia.

Discussion on reorganization of the District Board for 2019.

Officers will as follow:

Chairman – Elliott Solheim

Vice Chairman – Derek Peterson

Secretary – Mark McWalter

Treasurer – Chris Cournia

PR&I – John Sorenson

{Motion #01-19} Motion by McWalter and seconded by Sorenson to approve the West Polk SWCD Board of Supervisors positions for the year of 2019.

Affirmative: McWalter, Sorenson, Peterson, Cournia

Opposed: None

Motion: Pass

District Representatives for 2019 will be as follows:

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

{Motion #02-19} Motion by Sorenson and seconded by Peterson to approve the West Polk SWCD Board of Supervisors committee and joint committees for 2019.

Affirmative: McWalter, Sorenson, Peterson, Cournia

Opposed: None

Motion: Pass

SECRETARY'S REPORT:

{Motion #03-19} Motion by Sorenson and seconded by Peterson to approve the minutes from the Regular Board meeting held on December 20, 2018.

Affirmative: McWalter, Sorenson, Peterson, Cournia

Opposed: None

Motion: Pass

The December 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 #04-19} Motion by Peterson and seconded by Sorenson to approve the treasurers report.

Affirmative: McWalter, Sorenson, Peterson, Cournia

Opposed: None

Motion: Pass

Bernd reported the designation of bank accounts as of January 1, 2019 were as follows:

Checking Accounts: Northern Sky Bank Act. #XXX224

Savings Account: Northern Sky Bank Act. #XXX569

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

Safe Deposit Box: Bremer Bank

{Motion #05-19} Motion by McWalter and seconded by Sorenson to approve the designation of bank accounts.

Affirmative: McWalter, Sorenson, Peterson, Cournia

Opposed: None

Motion: Pass

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

{Motion #06-19} Motion by McWalter and seconded by Sorenson to approve the Board of Supervisors and District Manager the power to transact business at Northern Sky Bank, American Federal Bank and Bremer Bank of Crookston MN

Affirmative: McWalter, Sorenson, Peterson, Cournia

Opposed: None

Motion: Pass

STATE COST SHARE REPORT:

Priority cost share practices for state cost money were designated for the year 2019 as follows:

1. Buffers and Soil Loss
2. Grade Stabilization
3. Unused Well Sealing/\$5000.00 spending limit
4. Streambank Stabilization
5. Field Windbreak installation and maintenance (matting, tubes, and chemical)

District Staff is requesting approval for payment of the listed State Cost Share Contract(s).

Contract#	Practice	Approved Project Cost	Cost Share Amount	Technical Approval Authority
CS-16-05, CS-17-01 DF(LSF)	410	27500.00	15984.71	Steinbrink

{Motion # 07-19} Motion by Peterson and seconded by McWalter to approve payment of the listed State Cost Share Contract(s).

Affirmative: McWalter, Sorenson, Peterson, Cournia

Opposed: None

Motion: Pass

District Staff is requesting approval of the listed State Cost Share Contract(s).

Contract#	Practice	Approved Project Cost	Cost Share Amount	Technical Approval Authority
CS-19-02	410	4000.00	3000.00	Steinbrink

{Motion #08-19} Motion by Peterson and seconded by McWalter to approve the listed State Cost Share Contract(s).

Affirmative: McWalter, Sorenson, Peterson, Cournia

Opposed: None

Motion: Pass

Staff requests approval to submit unencumbered FY2016 State Cost Share funds to BWSR in the amount of \$491.25.

{Motion #09-19} Motion by McWalter and seconded by Sorenson to approve submitting unencumbered FY2016 State Cost Share funds to BWSR in the amount of \$491.25.

Affirmative: McWalter, Sorenson, Peterson, Cournia

Opposed: None

Motion: Pass

Staff requests approval to submit unencumbered FY2017 State Cost Share funds to BWSR in the amount of \$4,501.36.

{Motion #10-19} Motion by McWalter and seconded by Sorenson to approve submitting unencumbered FY2017 State Cost Share funds to BWSR in the amount of \$4,501.36.

Affirmative: McWalter, Sorenson, Peterson, Cournia

Opposed: None

Motion: Pass

OLD BUSINESS

A letter was received 1/10/19 from Polk County Administrator noting approval of 2019 county appropriations for West Polk SWCD in the amount of \$43,120.00. Increase of \$3,920.00, which BWSR will match 1:1 through the Capacity grant = \$7,840.00.

NEW BUSINESS

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

{Motion #11-19} Motion by Peterson and seconded by Peterson to approve the district manager authorization to sign on grant proposals.

Affirmative: McWalter, Sorenson, Peterson, Cournia

Opposed: None

Motion: Pass

Staff requests approval of the DRAFT Wild Rice-Marsh River One Watershed One Plan Memorandum of Agreement (MOA). This agreement is made and entered into by and between Counties of Becker, Clay, Clearwater, Mahnomen, Norman and Polk through respective County Board of Commissioners and the Becker, Clay, Clearwater, Mahnomen, Norman, East Polk and West Polk SWCD's and respective SWCD board of Supervisors.

{Motion #12-19} Motion by Sorenson and seconded by Peterson to approve the DRAFT MOA Wild Rice-Marsh River One Watershed One Plan.

Affirmative: McWalter, Sorenson, Peterson, Cournia

Opposed: None

Motion: Pass

Staff request approval to pay MASWCD 2019 dues in the amount of \$2,799.72.
Discussion.

{Motion #13-19} Motion by McWalter and seconded by Sorenson to approve payment to MASWCD 2019 dues in the amount of \$2,799.72 and include a statement of concern.

Affirmative: McWalter, Sorenson, Peterson, Cournia

Opposed: None

Motion: Pass

The District's 2019 insurance premiums from MN County Intergovernmental Trust (MCIT) are due in the total amount of \$6,434.00.

{Motion #14-19} Motion by Peterson and seconded by Sorenson to approve the payment to Minnesota Counties Intergovernmental Trust in the amount of \$6,094.00

Affirmative: McWalter, Sorenson, Peterson, Cournia

Opposed: None

Motion: Pass

IRS Mileage Rate for 2019 is \$.54.5/mile. Effective January 1, 2019.

The Board discussed the designation of a district newspaper.

(Motion #15-18) Motion by McWalter and seconded by Sorenson to designate the Crookston Daily Times as the official district newspaper.

Affirmative: McWalter, Sorenson, Peterson, Cournia

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 #16-18} Motion by Sorenson 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: McWalter, Sorenson, Peterson, Cournia

Opposed: None

Motion: Pass

MEETING REPORTS

Attended Meetings/Trainings

CHRISTMAS, Office closed

MN Ag Water Qual. Cert. meeting, McIntosh

Staff

Gravel Pit Reclamation meeting, TRF

Bernd

AgBMP meeting, TRF

Bernd

We Are Water conference call

Bernd

Polk County Board meeting, Crookston

Bernd

Upcoming Meetings/Trainings

TSA Managers meeting, TRF

Staff

REV DR MARTIN LUTHER KING DAY, Office closed

We Are Water Exhibit Kick-off – UMC

Staff

Flood Damage Reduction Workgroup meeting, D.L.

Bernd

SHWD Advisory Committee meeting, Fertile,

Bernd

Wild Rice-Marsh 1W1P Policy Committee meeting, Ada

Bernd

We Are Water Ag Forum, UMC, Bede Ballroom

Staff

PRESIDENT’S DAY, Office closed

DISTRICT EMPLOYEE'S REPORTS:

Bernd

REPORTING

Bernd has been reporting in eLINK for the following programs which are due by Feb. 1st, 2019:

- Local Water Management
- Wetland Conservation Act
- Erosion Control & Water Management (State Cost Share)
- Easement Delivery
- Conservation Delivery
- Buffer Law
- Capacity

Clean Water Legacy Grants

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

OTHER

Bernd was contacted by BWSR Executive Director, John Jaschke to inform BWSR is looking to get additional funding to SWCDs with high workloads via BWSR Board action later this month.

Bernd and MN Ag Water Quality Cert. Program (MAWQCP) Specialist, Glen Kajewski establish an agenda for the Feb. 7th We Are Water Ag Forum Event from 10am – 3pm, Bede Ballroom, lunch included. Speakers will be UMC facility presenting the science of vegetative buffers and water movement in drain tile. Afternoon sessions will be by Bernd and Kajewski of the MAWQCP program and other conservation programs with finishing presentations from Certified producers. Bernd is waiting on confirmation from Jerry Nordic, Discovery Farms and 1st MAWQCP certified producer and Greg LaPlante (Wahpeton ND) to present on cover crops and tillage on the heavy soils in the valley.

Steinbrink

Technician Report 1-17-19

Buffer Bits:

- Completed buffer inquires on 0 tracts for 0 farms since last board meeting.
- Total to date 4308 tracts on 283 farm operations.
- Filling out cost share contracts for buffers.
- Designing swi's for buffer alternative practices.
- Request to DNR to Remove 2 partial public water courses from the buffer map. Still pending

Habermehl

Technician Habermehl Report 01/17/2019

WCA:

- TEP 01/10/2019 Crookston FO
- 2018 WCA annual reporting complete 01/15/2019 (e-mailed to BWSR)
- Brandt 23: contact landowner/TEP Findings, require survey & LGU in field (No Loss)
- RLWD Drain No. 16: NOA issued 12/14/2018 (incomplete) Delineation required
- Euclid 11: cemetery drainage inquiry; no Joint App.
- Polk County Landfill: Joint App. 18-08 issued Incomplete Application Checklist; suspends 15.99 TEP: MnDNR rare community consideration/WCA MOU, agent contact USACE, document correspondence w/agent. Send TEP FOF
- Onstad 24: Cost Share contract DF (LSF) -03 payment pending receipt(s)
- Liberty 28: violation; USACE, MN DNR (no action), RPN issuance; compile case- Replacement Order- correspondence w/violator 4:1 replacement ratio.
- Riverview Health: issue NOD (not under SCOPE) TEP

Burnham Creek Grant:

- Stressor point data collection complete; incorporate 1W1P ditch inventory & MnDNR stressor data, e-link report with attachments/links to data.

Buffer Initiative:

- BuffCAT updates, Public Water Notice of Non-Compliance (29) 60 days, Corrective Action Notice review/response Polk County Planning and Zoning.

Other:

- Volunteer Climatology collection packets mailed 01/09/2019, assist SWCD intern, ECWM (cost-share) updates, Grand Forks S02 inquiry, Gentilly 33 MPARS application, We Are Water MN, assist Polk County drainage inspector, etc.

Torkelson

Technician Report 01/17/2019

Buffers:

- Finished the last of this season's alternative practice plans for checked fields.
- Assisting landowners who received notifications of noncompliance from Polk County and starting "paper trail" files to track progress and correspondence.
- Updating BuffCAT for compliant and technical-assistance-sought parcels.
- Started compiling/consolidating all buffer compliance forms and information (alternative practice plans, cost-share contracts, vouchers etc...) for each owner/operator on network drive.

Tree Program:

- Taking tree orders and payments for upcoming season.
- Meeting with landowners to draft windbreak plans for their specific cropland and farmstead needs.
- Helping landowners select hand-plant trees that will thrive on their planting site and fit their conservation purposes.

Meetings/Other:

- Training intern to update and maintain our buffer record keeping system.

NRCS DISTRICT CONSERVATIONIST'S REPORT

January 2019 REPORT

EQIP Program:

- Approximately 60 applications received
 - o Second batching period for applications not received, fully eligible, or funded during first batching with a sign-up deadline of April 19.
- 9 active contracts need structural practices modified to 2019 due to fall weather projects were not completed.

CSP Program:

- All CSP payments completed for 2018.
- Taking applications for 2019 CSP- no details have been revealed on how it will work in the new farm bill.

CRP:

- Waiting on farm bill information

Other:

NRCS is awaiting word on if or when we get furloughed.

Bob Guetter

District Conservationist

CORRESPONDENCE:

Publications:

Forestry Notes

Conservation Brief

Conservation Views

Crookston Daily Times

ENotes for NACD

Waterline

River Monitor

Shade Tree Advocate

Other:

January 2019 Report

Jillian Fejszes, Farm Bill Biologist

Trainings/Meetings:

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

Ongoing Work:

- Looking at new CRP eligibility sheets and going through all the CRP coming out in 2019. Working on maps, will be doing eligibility also. Had some revisions to do also.
- Looking into gravel ordinances in other counties and putting some information together on what other counties have to compare with what is up here.
- Looking into quotes for mid contract mowing and brush removal on Agassiz Audubon land. Talked with a few contractors trying to get more bids. Ended up only getting one more bid after talking with a few contractors. Information passed on the MSTRWD and it looks like they have made a choice.
- Completing end of year reporting and paperwork.
- Getting a few landowner questions about existing CRP or possible CRP. Had 7 landowners asking about it.
- Writing some articles for the Pennington SWCD newsletter

Upcoming:

- 1/14- Pennington WRAC Meeting
- 1/15- Marshall SWCD Board Meeting
- 1/17- West Polk SWCD Board Meeting
- 1/18-1/20- Farm Bill Assistance Winter Meeting and Pheasants Forever State Convention- Arrowwood Resort and Conference Center- Alexandria
- 1/30- Marshall WRAC Meeting

Minutes, Agendas, and Annual Reports:

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

The next meeting was scheduled for February 21 2019 at 7 am.

With no further business, Chairman Solheim adjourned the meeting at 8:21 am.

Respectfully submitted,

Secretary\Treasurer
Mark McWalter\nb

WEST POLK SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM THE FEBRUARY 21st, 2019 REGULAR BOARD MEETING

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

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

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

Others Present: Bob Guetter, NRCS DC
Veronica Lundquist, District Intern

Absent: Chris Cournia, Treasurer
Mark McWalter, Secretary/Treasurer
Jillian Fejszes, Farm Bill Biologist

SECRETARY'S REPORT:

{Motion #17-19} Motion by Peterson and seconded by Sorenson to approve the minutes from the Regular Board meeting held on January 17, 2019.

Affirmative: Sorenson, Peterson, Solheim

Opposed: None

Motion: Pass

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

TREASURER'S REPORT:

{Motion #18-19} Motion by Peterson and seconded by Sorenson to approve the treasurers report.

Affirmative: Sorenson, Peterson, Solheim

Opposed: None

Motion: Pass

STATE COST SHARE REPORT:

District Staff is requesting approval of the listed State Cost Share Contract(s).

Contract#	Practice	Approved Project Cost	Cost Share Amount	Technical Approval Authority
CS-19-03	380	3780.00	2835	Habermehl

{Motion #19-19} Motion by Sorenson and seconded by Peterson to approve the listed State Cost Share Contract(s).

Affirmative: Sorenson, Peterson, Solheim

Opposed: None

Motion: Pass

OLD BUSINESS

2019 MASWCD Dues Letter of Concern.

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

{Motion #20-19} Motion by Peterson and seconded by Sorenson to adopt and implement the amended Red Lake River Comprehensive Watershed Management Plan

Affirmative: Sorenson, Peterson, Solheim

Opposed: None

Motion: Pass

Staff requests approval of the Wild Rice-Marsh River One Watershed One Plan Memorandum of Agreement (MOA).

{Motion #21-19} Motion by Sorenson and seconded by Peterson to approve the Wild Rice-Marsh River One Watershed One Plan Memorandum of Agreement (MOA).

Affirmative: Sorenson, Peterson, Solheim

Opposed: None

Motion: Pass

NEW BUSINESS

Bernd requests approval of the 2019 District budget.

{Motion #22-19} Motion by Sorenson and seconded by Peterson to approve 2019 District budget.

Affirmative: Sorenson, Peterson, Solheim

Opposed: None

Motion: Pass

Bernd requests approval of the audit bid received from Peterson Company LTD. for fiscal year ending December 31, 2018, in amount of \$2,800.

{Motion #23-19} Motion by Peterson and seconded by Sorenson to approve the audit bid received from Peterson Company LTD. for fiscal year ending December 31, 2018, in amount of \$2,800.00.

Affirmative: Sorenson, Peterson, Solheim

Opposed: None

Motion: Pass

Red River Basin Drainage Conference, Tuesday, March 19th, Moorhead MN.

21st Annual Joint Conference, Wednesday, March 20th – 21st, Moorhead MN.

Staff requests approval of the BWSR 2019 SWCD Capacity and Buffer Law Implementation Grant Amendment. West Polk SWCD will receive an additional \$3,920 (\$103,920) for 2019 SWCD Capacity funding and an additional \$70,000 (\$115,000) for Buffer Law Implementation. Total Grant Award - \$218,920.

{Motion #24-19} Motion by Sorenson and seconded by Peterson to approve the FY2019 BWSR 2019 SWCD Capacity and Buffer Law Implementation Grant Amendment in amount of \$218,920.

Affirmative: Sorenson, Peterson, Solheim

Opposed: None

Motion: Pass

Enbridge Line 3 Replacement Project letter regarding Minnesota Public Utilities Commission – Order.

MEETING REPORTS

Attended Meetings/Trainings

TSA Managers meeting, TRF	Staff
REV DR MARTIN LUTHER KING DAY, Office closed	
We Are Water Exhibit Kick-off – UMC	Bernd
Wild Rice-Marsh 1W1P Steering Committee meeting, Ada	Bernd
Buffalo Red Watershed 1W1P Steering Committee meeting, Barnesville	Bernd
PRESIDENT’S DAY, Office closed	

Upcoming Meetings/Trainings

SWCD State Managers meeting, St. Cloud	Bernd
Buffer meeting w/ BWSR, office	Staff
We Are Water Ag Forum, UMC, Bede Ballroom	Staff
Buffer meeting w/PCES, office	Staff
Polk County Board meeting, Crookston	Bernd
Wild Rice-Marsh 1W1P Policy/Steering Committee meeting, Ada	Bernd/Cournia
WRAC meeting, Valley Tech Park	Staff
Area 1 Meeting, Detroit Lakes	Staff/Supervisors

Annual Drainage Conference, Moorhead
Annual Joint Conference, Moorhead

Staff/Supervisors
Staff/Supervisors

DISTRICT EMPLOYEE'S REPORTS:

Bernd

CWL

Bernd requests approval to reimburse the Red Lake Watershed District in the amount of \$72,416.37 for engineering, project development, construction and administration for the CWL FY17 Project and Practices RLWD Project 134.

{Motion #25-19} Motion by Peterson and seconded by Sorenson to approve reimbursement to the Red Lake Watershed District in the amount of \$72,416.37 for engineering, project development, construction and administration for the CWL FY17 Project and Practices RLWD Project 134.

Affirmative: Sorenson, Peterson, Solheim

Opposed: None

Motion: Pass

OTHER

The Red Lake River 1W1P have been selected to participate in the Section 319 Small Watershed Focus Program administered by MPCA. This program will provide framework/funding for individual projects beginning federal fiscal year 2020.

McWalter arrived to meeting at 8:00 am.

The district was contacted by the MN Geological Survey (MGS) regarding the County Geological Atlas Program. Polk County Environmental Services (PCES) was initially contacted with no response. Bernd contacted PCES Administrator indicating interest and presented the inquiry to the Polk County Board receiving affirmation to proceed from both parties. Staff involvement would be to locate water wells according to the MGS records. Training will also be conducted by MGS. Duration of program is approximately 3-4 years. Discussion.

{Motion #26-19} Motion by Peterson and seconded by McWalter to approve partnering with the MN Geological Survey to create a geological atlas of Polk County

Affirmative: Sorenson, Peterson, Solheim, McWalter

Opposed: None

Motion: Pass

Steinbrink

Technician Report 2-21-19

Buffer Bits:

- Completed buffer inquires on 0 tracts for 0 farms since last board meeting.
- Total to date 4308 tracts on 283 farm operations.
- Filling out cost share contracts for buffers.

- Designing swi's for buffer alternative practices. 31 designed and 25 to be completed.

Sorenson left the meeting at 8:22am.

Habermehl

Technician Habermehl Report 02/21/2019

WCA:

- TEP 02/19/2019 Crookston FO- MPCA, USACE, MnDNR
- 2018 WCA annual reporting complete 01/15/2019 (e-mailed to BWSR)
- Brandt 23: contact landowner/TEP Findings, require survey & LGU in field (No Loss)
- RLWD Drain No. 16: NOA issued 12/14/2018 (incomplete) Delineation required.
- Polk County Landfill: Joint App. 18-08 issued Incomplete Application Checklist; suspends 15.99 TEP: MnDNR rare community- biological survey ~07/2019, MPCA permit cell 13-16- subsequent EAW Wetland D & proposed gravel mining area
- Onstad 24: Cost Share contract DF (LSF) -03 payment pending receipt(s)
- Liberty 28: violation; USACE, MN DNR (no action), RPN issuance; compile case- Replacement Order- correspondence w/violator 4:1 replacement ratio. 03/2019
- Riverview Health: issue NOD (not under SCOPE) TEP

Burnham Creek Grant:

- Stressor point data collection complete; incorporate 1W1P ditch inventory & MnDNR stressor data, e-link report with attachments/links to data sent to BWSR.
- Buffer Initiative:
- BuffCAT updates, Public Water Notice of Non-Compliance (29 issued, 20 responses) 60 days, Corrective Action Notice review/response Polk County Planning and Zoning (send ~04/02/2019[11 months + 60 days). BWSR buffer meeting 02/22/2019, "timeline" proposal, Polk County buffer meeting 02/28/2019.

Other:

We Are Water MN, SWCD GIS update (tech. Steinlicht TSA), assist SWCD intern, ECWM (cost-share) updates, Gentilly 33 MPARS application, We Are Water MN, "gravel group", etc.

Torkelson

Technician Report 01/17/2019

Buffers:

- Assisting landowners who received notifications of noncompliance from Polk County and starting "paper trail" files to track progress and correspondence.
- Updating BuffCaT for compliant and technical-assistance-sought parcels.
- Finished organizing buffer database on network drive. As of 2/15, all alternative practice plans, cost-share paperwork, correspondence, contact info etc. for each grower who sought help is in one easily navigable and updatable place.

Tree Program:

- Taking tree orders and payments for upcoming season.
- Meeting with landowners to draft windbreak plans for their specific cropland and farmstead needs.

- Helping landowners select trees that will thrive on their planting site and fit their conservation purposes.
- Helping landowners diagnose existing tree problems. Conclusions can aid future planting decisions.

Meetings/Other:

- Updated my International Society of Arboriculture (ISA) membership.
- Earning CEUs (for maintaining Certified Arborist credentials) by reading and passing quizzes on primary research and scientific review articles.
- Will be attending UofM Shade Tree Short Course in March to earn more CEUs concentrating on promoting and installing successful, low maintenance windbreaks:
 - o tree recommendations for unnatural/unfavorable planting sites
 - o diagnosis, mitigation and prevention of structural and biotic tree problems
 - o understanding nursery production systems to improve tree transplant success
 - o added values - wildlife habitat, food production, carbon sequestration/energy production, aesthetics
- Studying for commercial pesticide applicator certification test.

NRCS DISTRICT CONSERVATIONIST'S REPORT

February 2019 REPORT

EQIP Program:

- Approximately 33 applications out of 60 moving forward

CSP Program:

- No new details on 2019 CSP

CRP:

- Waiting on farm bill information

Other:

- Civil Rights Partners Review
- LWG Meeting March/April

Bob Guetter

District Conservationist

CORRESPONDENCE:

Publications:

Forestry Notes

Conservation Brief

Conservation Views

Crookston Daily Times

MPCA Feedlot Update

ENotes for NACD

Waterline

River Monitor

Shade Tree Advocate

Minnesota Environment

Other:

February 2019 Report

Jillian Fejszes, Farm Bill Biologist

Trainings/Meetings:

- 1/14- Pennington WRAC Meeting
- 1/15- Pennington SWCD Board Meeting
- 1/17- West Polk SWCD Board Meeting

- 1/18-1/20- Farm Bill Assistance Winter Meeting and Pheasants Forever State Convention- Alexandria
- 2/5- Filter Strip Training

Ongoing Work:

- PF's LCCMR pollinator money will pay for plantings on public lands. I talked to local DNR/TNC staff and had 2 express interest. Talked a bit with Kyle at Thief Lake and I sent in an application for a pollinator planting on 28 acres. Also had some interest from DNR in Thief River, still talking to them about that possible project.
- Looking into township ordinances for gravel in Pennington. Talking to some township officials, finally getting some insight.
- Worked on a seed mix for a future roundabout.
- Talking with Alex Wardwell and Phil Doll to plan an LTT meeting for the spring and hoping to make it more productive than previous meetings.
- I was asked to present on private land conservation at the Minnesota Sharp-Tailed Grouse Society's annual meeting on April 6 at Lake Bronson, so I will be preparing for that soon.
- Working on questions for Envirothon.
- Continuing to look through expiring CRP and at eligibility. Answering a few landowner questions.

Upcoming:

- 2/19-2/21- The Minnesota Chapter of the Wildlife Society Annual Meeting- Duluth
- 2/25- Agriculture Water Forum- UMC Crookston
- 2/27- Tech Note 31 Training

Minutes, Agendas, and Annual Reports:

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

The next meeting was scheduled for March 18th, 2019 at 7 am.

With no further business, Chairman Solheim adjourned the meeting at 9:50 am.

Respectfully submitted,

Secretary\Treasurer
Mark McWalter\nb

WEST POLK SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM THE MARCH 18th, 2019 REGULAR BOARD MEETING

The meeting was called to order at 7:02 a.m. by Chairman Solheim at the FSA Conference Room, USDA Service Center, 528 Strander Ave, Crookston.

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

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

Others Present: Bob Guetter, NRCS DC
Jillian Fejszes, Farm Bill Biologist

Absent:

SECRETARY'S REPORT:

{Motion #26-19} Motion by Peterson and seconded by Sorenson to approve the minutes from the Regular Board meeting held on February 21st, 2019.

Affirmative: McWalter, Sorenson, Peterson, Cournia

Opposed: None

Motion: Pass

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

TREASURER'S REPORT:

{Motion #27-19} Motion by _____ and seconded by _____ to approve the treasurers report.

Affirmative: McWalter, Sorenson, Peterson, Cournia

Opposed: None

Motion: Pass

STATE COST SHARE REPORT:

District Staff is requesting cancellation for State Cost Share Contract CS-16-06.

Contract#	Practice	Approved Project Cost	Cost Share Amount	Technical Approval Authority
CS-16-06	351	783.00	392.00	Habermehl

{Motion #28-19} Motion by Peterson and seconded by Sorenson to approve cancelling the listed State Cost Share contract(s).

Affirmative: McWalter, Sorenson, Peterson, Cournia

Opposed: None

Motion: Pass

Staff requests approval to submit unencumbered FY2016 State Cost Share funds to BWSR in the amount of \$392.00.

{Motion #29-19} Motion by Peterson and seconded by Cournia to approve submitting unencumbered FY2016 State Cost Share funds to BWSR in the amount of \$392.00.

Affirmative: McWalter, Sorenson, Peterson, Cournia

Opposed: None

Motion: Pass

State Cost Share funds available to encumber to date:

- FY2018 - \$1,267.90
- FY2019 - \$2,812.00

BUFFER COMPLIANCE COST SHARE REPORT

District Staff is requesting approval of the listed State Cost Share Contract(s).

Contract#	Practice	Approved Project Cost	Cost Share Amount	Technical Approval Authority
BC-18-53	410	10000	7500	Steinbrink
BC-18-54	410	10000	7500	Steinbrink
BC-18-55	410	10000	7500	Steinbrink

{Motion #30-19} Motion by Sorenson and seconded by Cournia to approve the listed Buffer Compliance Cost Share contract(s).

Affirmative: McWalter, Sorenson, Peterson, Cournia

Opposed: None

Motion: Pass

OLD BUSINESS

Nitrate -Nitrogen Testing Program update.

Letter of Intent from the University of Minnesota, MN Geological Survey.

NEW BUSINESS

BWSR report presented at the MACDE Area Directors meeting.

MEETING REPORTS

Attended Meetings/Trainings

SWCD State Managers meeting, St. Cloud	Bernd
Buffer meeting w/ BWSR, office	Staff
We Are Water Ag Forum, UMC, Bede Ballroom	Staff
Buffer meeting w/PCES, office	Staff
Flood Damage Reduction Workgroup meeting, D.L.	Bernd
Wild Rice-Marsh 1W1P Policy/Steering Committee meeting, Ada	Bernd/Cournia
WRAC meeting, Valley Tech Park	Staff

Upcoming Meetings/Trainings

Shade Tree Short Course Certification, Minneapolis	Torkelson
Area 1 meeting, Detroit Lakes	Staff/Supervisors
Annual Drainage Conference, Moorhead	Staff/Supervisors
Annual Joint Conference, Moorhead	Staff/Supervisors
Soil Health Workshop, Grand Forks	Staff
RRVCSA/TSA meeting, Mahanomen	Staff/Supervisor

DISTRICT EMPLOYEE'S REPORTS:

Bernd

CWL

Sand Hill Rock Riffle Project grant will expire June 31, 2019. Due to current weather conditions, predictions for spring melt and anticipated later date for field work, the remaining of the grant for the expansion of rock riffles will have to be sent back to BWSR. Bernd will be working with BWSR BC Arne to finalize the remaining details.

Burnham Creek Watershed Inventory grant is now complete. Request for the 10% installment has been submitted to BWSR.

Red Lake Watershed District Project 134 is near completion. Request for the 40% installment has been submitted to BWSR.

OTHER,

The We Are Water Mn Exhibit ended Monday, March 4th. The four events were: Rev. Dr. Martin Luther King Day Celebration and We Are Water Kick-off; NW MN Arts Council Reception; We Are Water Family Event and the Ag Water Forum. Eleven elementary classes visited the exhibit during its stay from Crookston and Red Lake Falls. Good reports were heard by the City of Crookston and of the Exhibit and positive comments from the public.

West Polk SWCD's 2018 Profit and Loss Statement has been completed and submitted to the State of Minnesota's Chief Financial Officer as required.

Legislation:

- General fund (\$14 mil)
- SWCD Levy Authority
- Legislation Platform

Staff requests approval to revise to the District's Purchase Policy by increasing amount from \$300 to \$500 for purchases other than miscellaneous supplies. Pre-approval is required.

{Motion #31-19} Motion by Cournia and seconded by Sorenson to approve revision to the Districts Purchase Policy of \$300 to \$500 for purchases other than miscellaneous supplies and pre-approval required.

Affirmative: McWalter, Sorenson, Peterson, Cournia

Opposed: None

Motion: Pass

Steinbrink

Technician Report 3-18-19

Buffer Bits:

- Completed buffer inquires on 113 tracts for 3 farms since last board meeting.
- Total to date 4421 tracts on 286 farm operations.
- Filling out cost share contracts for buffers.
- Designing swi's for buffer alternative practices. 47 designed and 12 yet to be surveyed and designed.

Projects:

- 3 Sediment basins design competed.
- Assistance requested for 3 sediment basins.
- Assistance request for Grade Stabilization Structure.

Other:

Office space?

Habermehl

Technician Habermehl Report 03/18/2019

WCA:

TEP 03/2019 YTBD

- Brandt 23: contact landowner/TEP Findings, require survey & LGU in field (No Loss)
- RLWD Drain No. 16: NOA issued 12/14/2018 (incomplete) Delineation required
- Polk County Landfill: Joint App. 18-08 issued Incomplete Application Checklist; suspends 15.99 TEP: MnDNR rare community- biological survey ~07/2019, MPCA permit cell 13-16- subsequent EAW Wetland D & proposed gravel mining area. In communication with agent, TEP & MnDNR biologists
- Onstad 24: Cost Share contract DF (LSF) -03 payment pending receipt(s)
- Liberty 28: violation; USACE, MN DNR (no action), RPN issuance; compile case- Replacement Order- correspondence w/violator 4:1 replacement ratio. 03/2019. NRCS 569
- Riverview Health: issue NOD (not under SCOPE) Joint Application pending

Buffer Initiative:

- BuffCAT updates, Public Water Notice of Non-Compliance (29 issued, 21 responses) 60 days, Corrective Action Notice review/response Polk County Planning and Zoning.

- BWSR buffer meeting 02/22/2019, “timeline” proposals, Polk County buffer meeting 02/28/2019.
- Polk County Spring 2019 Newsletter article (buffers), etc.

Other:

Supervisor County Newsletter article, RRVCSA meeting 03/26/2019, Area 1 meeting, LGU Staff Discussion Meeting 03/20/2019, SM-1 training TRF, SWCD GIS update (tech. Steinlicht TSA), AIS meeting 03/12/2019, “gravel group”, intern buffer tasks, etc.

Torkelson

Technician Report 03/18/2019

Buffers:

- Working with Polk County Planning and Zoning to create and update a spreadsheet establishing a timeline and documenting all correspondence with landowners receiving Notices of Noncompliance and Corrective Action Notices.
- Making parcel-specific note sheets for all noncompliant parcels and organizing them by ditch system for upcoming spring field checks.

Tree Program:

- Taking tree orders and payments for upcoming season.
- Meeting with landowners to draft windbreak plans for their specific cropland and farmstead needs.
- Helping landowners select trees that will thrive on their planting site and fit their conservation purposes.
- Helping landowners diagnose existing tree problems. Conclusions can aid future planting decisions.

Meetings/Other:

- Earning CEUs (for maintaining Certified Arborist credentials) by reading and passing quizzes on primary research and scientific review articles.
- Studying for commercial pesticide applicator certification test.

NRCS DISTRICT CONSERVATIONIST’S REPORT

February 2019 REPORT

EQIP Program:

- No pre-approvals as of 3/13/2019
 - Anticipate Crookston getting 3-4 pre-approvals this first go around
 - 1 Grazing
 - 2-3 cropland
- Much more competitive with lack of Red River Basin funding pool

CSP Program:

- No new details on 2019 CSP

CRP:

- Waiting on farm bill information

Other:

- LWG Meeting April
- LTT held at Rydell NWR headquarters
 - A follow up meeting to occur end of March or early April to better focus attention on specific locations or key properties

- Attended Sand Hill River Watershed Meeting
- Assisted in developing local ranking questions for the RCPP with the Red Lake Watershed District
- March 26-27 there is a Team training in Crookston for my entire staff
- Mid-year reviews for NRCS staff are coming up end of March/early April

Bob Guetter
District Conservationist

CORRESPONDENCE:

Publications:

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

Other:

March 2019 Report
Jillian Fejszes, Farm Bill Biologist

Trainings/Meetings:

- 3/6- Soils Health Café Chat- Thief River Falls
- 3/8- Glacial Ridge LTT Meeting- Rydell Refuge

Ongoing Work:

- Submitted an application for PF's LCCMR money for a pollinator planting on protected land. I worked with Thief River Falls DNR and submitted an application for 30 acres to be planted in Pembina WMA. This will just cover the seed. Currently we are finalizing a seed mix that will go out for bid soon. This will be planted late fall. We also had an application for a site at Thief Lake but that will not be funded at this time.
- Looking into township ordinances for gravel in Pennington. Talked to as many townships as I could reach in Pennington in the gravel areas. Found out that there are ordinances for gravel pits but they do not seem to be followed too closely. Norden township was the only one I could reach that had a permit and fee required for a new pit.
- Working with Alex Wardwell to plan the next Glacial Ridge LTT meeting.
- Preparing for a presentation at the Minnesota Sharp-Tailed Grouse annual meeting about habitat management opportunities for private landowners.
- Working on questions for Envirothon.
- Continuing to look through expiring CRP and at eligibility. Answering a few landowner questions.
- Had to make a longer trip to Michigan due to my father in law passing away. I was out of the office 2/18-2/26.

Upcoming:

- 3/12- Marshall SWCD Board Meeting
- 3/21- West Polk and Pennington SWCD Board Meetings
- 3/25-2/29- Off for vacation with family
- 4/6- Presentation for MSGS
- 4/8- Pennington WRAC Meeting

Minutes, Agendas, and Annual Reports:

BWSR

Sand Hill Watershed

Polk County Board

Wild Rice Watershed

Red Lake Watershed

MCIT

The next meeting was scheduled for April 18th 2019 at 7 am.

With no further business, Chairman Solheim adjourned the meeting at 8:55 am.

Respectfully submitted,

Secretary\Treasurer

Mark McWalter\nb

WEST POLK SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM THE APRIL 18th, 2019 REGULAR BOARD MEETING

The meeting was called to order at 7:03 a.m. by Chairman Solheim at the FSA Conference Room, USDA Service Center, 528 Strander Ave, Crookston.

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

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

Others Present: Bob Guetter, NRCS DC
April Swenby, Sand Hill Watershed District Administrator

Absent: Jillian Fejszes, Farm Bill Biologist

April Swenby, New Sandhill Watershed District Administrator introduction

SECRETARY'S REPORT:

{Motion #32-19} Motion by Cournia and seconded by Peterson to approve the minutes from the Regular Board meeting held on April 18th, 2019.

Affirmative: McWalter, Sorenson, Peterson, Cournia

Opposed: None

Motion: Pass

Sorenson left the meeting at 7:45am.

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

TREASURER'S REPORT:

{Motion #33-19} Motion by Cournia and seconded by Peterson to approve the treasurers report.

Affirmative: McWalter, Peterson, Cournia

Opposed: None

Motion: Pass

STATE COST SHARE REPORT:

District Staff is requesting approval for payment for the following State Cost Share Contract(s).

Contract#	Practice	Approved Project Cost	Cost Share Amount	Technical Approval Authority
CS-18-04	410	10000.00	4406.85	Steinbrink

{Motion #34-19} Motion by Peterson and seconded by Cournia to approve payment the listed State Cost Share contract(s).

Affirmative: McWalter, Peterson, Cournia

Opposed: None

Motion: Pass

District Staff is requesting approval for payment for the following State Cost Share Contract(s).

Contract#	Practice	Approved Project Cost	Cost Share Amount	Technical Approval Authority
CS-18-05,19-04	410	10970.00	2742.00	Steinbrink

{Motion #35-19} Motion by Peterson and seconded by McWalter to approve payment the listed State Cost Share contract(s).

Affirmative: McWalter, Peterson, Cournia

Opposed: None

Motion: Pass

State Cost Share funds available to encumber to date:

- FY2019 - \$210.00

Staff requests approval to submit unencumbered FY2016 State Cost Share funds to BWSR in the amount of \$98.00 for Technical Assistance.

{Motion #36-19} Motion by Cournia and seconded by McWalter to approve submitting unencumbered FY2016 State Cost Share funds to BWSR in the amount of \$98.00 for Technical Assistance.

Affirmative: McWalter, Peterson, Cournia

Opposed: None

Motion: Pass

BUFFER COMPLIANCE COST SHARE REPORT

District Staff is requesting approval of the listed State Cost Share Contract(s).

Contract#	Practice	Approved Project Cost	Cost Share Amount	Technical Approval Authority
BC-18-56	410	6000.00	4500.00	Steinbrink
BC-18-57	410	3000.00	2250.00	Steinbrink

{Motion #37-19} Motion by McWalter and seconded by Cournia to approve the listed Buffer Compliance Cost Share contract(s).

Affirmative: McWalter, Peterson, Cournia

Opposed: None

Motion: Pass

OLD BUSINESS

Polk County Transfer Station tour discussion

Red River Watershed Management Board information

NEW BUSINESS

MASWCD Resolution Process – Due to MASWCD July 21, 2019

NW MN Ag Water Quality Certification Update information

MEETING REPORTS

Attended Meetings/Trainings

Red Lake Watershed District Advisory Committee meeting, TRF	Bernd
Annual Drainage Conference, Moorhead	Staff/Supervisors
Annual Joint Conference, Moorhead	Staff/Supervisors
Soil Health Workshop, Grand Forks	Staff
RRVCSA/TSA meeting, Mahnomon	Staff/Supervisor

Upcoming Meetings/Trainings

West Polk County Local Work Group meeting	Staff/Supervisors
NACDE Employees meeting, Erskine	Staff
FDRWG Planning meeting, Detroit Lakes	Bernd
RLR 1W1P meeting, RLWD	Staff
Envirothon, Rydell Refuge	Staff
Leadership Forum, UMC	Bernd
Wild Rice Marsh 1W1P, Ada	Bernd
MACDE Board meeting, Arden Hills	Bernd

DISTRICT EMPLOYEE'S REPORTS:

Bernd

OTHER:

Bernd requests a motion to approve Contracted for Services, Myhre Tax Service, request for an increase of \$400/month for bookkeeping services; total of \$1,000/month.

{Motion #38-19} Motion by Cournia and seconded by McWalter to approve request from Contracted for Services, Myhre Tax Service, for an increase of \$400/month for bookkeeping services; total of \$1,000/month.

Affirmative: McWalter, Peterson, Cournia

Opposed: None

Motion: Pass

Engineering Services Policy. Discussion.

2019 Envirothon Donations:

Northern Sky Bank
Best Used Trucks of MN
KROX Radio
Wild Rice Watershed District
Proulx Refrigeration
Odland, Fitzgerald, Reynolds & Harbott P.L.L.P.
Stenshoel-Houske Funeral & Cremation Service
Irishman's Shanty
Valley Plains Equipment
Biermaier Chiropractic Clinic, P.A.
Eagles Aerie 873
Dan's Flying Service, Inc.
OPTICARE - Forks Vision Clinic
HN Quality Plumbing Inc.
American Crystal Sugar Company
Red Lake Watershed District
Thrifty White Pharmacy
Christian Brothers Ford
Phil Thompson & Associates LLP
The City of Climax
Altru Health Systems
Sand Hill Watershed District
Crookston Noon Day Lions
J & S Gravel, Inc
Crookston Fire Fighters Association
VFW Post 1902
Fishcer, Rust & Stock PLLC
Ottetail Power Company
TOTAL \$1,880.00

Letter to the Governor. Discussion.

Steinbrink

Technician Report 4-18-19

Buffer Bits:

- Completed buffer inquiries on 0 tracts for 0 farms since last board meeting.
- Total to date 4421 tracts on 286 farm operations.
- Office staff completed 6 Corrective Action Notices for DNR public watercourses and sent to Polk Co Planning and Zoning

Projects

- Polk County Ditch 43 Project MSTRWD-plans are complete, and landowners are signing up for cost share for the SWIs.
- Burnham Creek Russia 13 Project (RLWC) Plans are complete, and landowner agreed to work with DNR to acquire permit and cost share.
- Section 15 Liberty: 3 Sediment basin designs competed.
- Section 10 Liberty: Requested assistance for 3 sediment basins.
- Section 3 Liberty: Request for Grade Stabilization Structure. EQIP/District Cost Share

Steinbrink left at 9:40am.

Habermehl

Technician Habermehl Report 04/18/2019

WCA:

- TEP 04/16/2019 McIntosh
- Brandt 23: contact landowner/TEP Findings, require survey & LGU in field (No Loss)
- RLWD Drain No. 16: NOA issued 12/14/2018 (incomplete) Delineation required
- Polk County Landfill: Joint App. 18-08 issued Incomplete Application Checklist; suspends 15.99 TEP: MnDNR rare natural community- biological survey ~07/2019, MPCA permit cell 13-16- subsequent EAW Wetland D & proposed gravel mining area. In communication with agent, TEP & MnDNR biologists
- Onstad 24: Cost Share contract DF (LSF) -03 payment pending receipt(s)
- Liberty 28: violation; Replacement Order Issued by CO Hutchins 04/04/2019
- Onstad 36: WCA analysis, Joint App. pending, MnDNR review
- RLRCEP: WCA analysis, Joint App. & supporting materials pending

Buffer Initiative:

- BuffCAT updates (including attachment uploads), Corrective Action Notice review/response Polk County Planning and Zoning. (3) CANs issued certified mail Polk County Public Waters 04/15/2019, Polk County Spring 2019 Newsletter article (buffers [submitted]), etc.

Other:

- AIS demonstration, iPad GIS Collector/BufCAT, SWCD GIS update (tech. Steinlicht TSA 04/16/2019), GIS story map, "gravel group", Transfer Station tour/response, MN legislation response, intern tasks, MPARS reviews, etc.

Torkelson

Technician Report 04/18/2019

Buffers:

- Building a spreadsheet to keep track of the status of all noncompliant parcels in district.

- o On cloud drive shared with Polk County P&Z.
- o Compiles & organizes field check/buffer compliance status, county letters sent, all correspondence with landowners and tenants.

Tree Program:

- Putting together demonstration/information display at tree shed on pick-up days.
- o Information sheets for hand planting trees – seedling care/transport, proper spacing, site prep, watering/establishment.
- o Demonstrate benefits and proper use of tree tubes, weed mats, herbicide, animal repellent.
- o Showing proper pruning technique and other tips for long term success.
- Taking tree orders and payments for upcoming season.
- Helping landowners select trees that will thrive on their planting site and fit their conservation purposes.

Meetings/Other:

- Writing letters to state legislators and governor explaining need for stable SWCD funding on state level.
- Studying for commercial pesticide applicator certification test.

NRCS DISTRICT CONSERVATIONIST'S REPORT

NRCS REPORT

April 2019 REPORT

EQIP Program

- 2 applications approved for Contracts- 1 cropland, 1 grazing/beginning farmer
- Second round sign-up deadline Friday 4/19

RCPPEQIP Program

- Sign-up deadline of Friday 4/19
- Smaller pool of money (85,000 for 2019)- 1 applicant from W.Polk, 3 from TRF

CSP Program:

- Sign-up deadline of May 10

CRP:

- Waiting on farm bill information

Staffing:

- Administrative Clerk- (Vanessa Scott) has been hired and started the day of our last meeting.
- ACES- Some applications are being received, the process is in action.
- No Summer intern based out of Crookston this year at this point.

Other:

- LTT Mtg held at Rydell NWR headquarters
- o Narrowed focus area to really target conservation on specific lands within the larger conservation core area.
- Mid-year reviews for NRCS staff are completed.
- Local Working Group meetings for entire team have been held, final meetings are today.
- April 24- Area Meeting in Detroit Lakes

Bob Guetter

District Conservationist

CORRESPONDENCE:

Publications:

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

Other:

April 2019 Report

Jillian Fejszes, Farm Bill Biologist

Trainings/Meetings:

- 3/12- Marshall SWCD Board Meeting
- 3/18- West Polk SWCD Board Meeting
- 3/21- Pennington SWCD Board Meeting
- 3/25-2/29- Off for vacation with family
- 4/3- Glacial Ridge LTT Meeting
- 4/6- Presentation for MSGS
- 4/8- Pennington WRAC Meeting

Ongoing Work:

- Sent 5 landowners in West Polk letters regarding the RIM Grasslands sign up coming out and letting them know their land would be a good fit for the program if they were interested. This sign up will go through the LTT's.
- Learning about EQIP RCPP initiatives that all have a due date of 4/19
- Spent some time gathering information on different agency programs and putting the presentation together for MSGS.
- Completed quarterly reporting
- Had a few new landowners contact me with questions
- Working on getting test completed for Envirothon and getting final details.
- Continuing to look through expiring CRP and at eligibility. Also working on CRP revisions.

Upcoming:

- 4/16- Red River Basin/Cold Climate Ag Nutrients BMP Workshop- Crookston
- 4/18- Envirothon Site Meeting- Lake Bronson
- 4/24- Envirothon- Lake Bronson
- 5/2- Marshall WRAC Meeting

Minutes, Agendas, and Annual Reports:

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

The next meeting was scheduled for May 16th, 2019 at 7 am.

With no further business, Chairman Solheim adjourned the meeting at 9:50 am.

Respectfully submitted,

Secretary\Treasurer
Mark McWalter\nb

WEST POLK SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM THE MAY 23rd, 2019 REGULAR BOARD MEETING

The meeting was called to order at 7:21 a.m. by Chairman Solheim at the FSA Conference Room, USDA Service Center, 528 Strander Ave, Crookston.

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

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

Others Present: Bob Guetter, NRCS DC

Absent: Jillian Fejszes, Farm Bill Biologist
Chris Cournia, Treasurer

SECRETARY'S REPORT:

{Motion #39-19} Motion by Peterson and seconded by Sorenson to approve the minutes from the Regular Board meeting held on April 18th, 2019.

Affirmative: Peterson, McWalter & Sorenson

Opposed: None

Motion: Pass

The April 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 #40-19} Motion by Peterson and seconded by Sorenson to approve the treasurers report.

Affirmative: Peterson, McWalter & Sorenson

Opposed: None

Motion: Pass

STATE COST SHARE REPORT:

No report.

BUFFER COMPLIANCE COST SHARE REPORT

District Staff is requesting approval of the listed Buffer Compliance Cost Share Contract(s).

Contract#	Practice	Approved Project Cost	Cost Share Amount	Technical Approval Authority
BC-18-58	410	13,000.00	9,750.00	Steinbrink

{Motion #41-19} Motion by McWalter and seconded by Sorenson to approve the listed Buffer Compliance Cost Share contract(s).

Affirmative: Peterson, McWalter & Sorenson

Opposed: None

Motion: Pass

District Staff is requesting approval of the FY2018 Buffer Cost Share Pooling Agreement, Grant ID: P18-9517, with Wilken SWCD. This agreement is to forward Buffer Compliance Cost Share in the amount of \$150,000 to Wilken SWCD for the continuation of riparian buffer or alternative practice installation to public waters or ditches subject to MN Statutes 103F.48.

{Motion #42-19} Motion by Peterson and seconded by Sorenson to approve the FY2018 Buffer Cost Share Pooling Agreement, Grant ID: P18-9517, with Wilken SWCD in the amount of \$150,000.

Affirmative: Peterson, McWalter & Sorenson

Opposed: None

Motion: Pass

RED LAKE RIVER ONE WATERSHED ONE PLAN (RLR1W1P) COST SHARE REPORT

District Staff is requesting approval of the listed RLR1W1P Cost Share Contract(s).

Contract#	Practice	Approved Project Cost	Cost Share Amount	Technical Approval Authority
RLR1W1P-WP-18-01	380	77,364.00	58,000.00	Hest

{Motion #43-19} Motion by Peterson and seconded by Sorenson to approve the listed RLR1W1P Cost Share contract(s).

Affirmative: Peterson, McWalter & Sorenson

Opposed: None

Motion: Pass

OLD BUSINESS

MASWCD Resolution Process – Due to MASWCD July 21, 2019

NEW BUSINESS

2019 Soil Health Tour, July 24th- July 26th

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

{Motion #44-19} Motion by McWalter and seconded by Sorenson to approve District Manager as ERIS Administrator for PERA on behalf of West Polk SWCD.

Affirmative: Peterson, McWalter & Sorenson

Opposed: None

Motion: Pass

MEETING REPORTS

Attended Meetings/Trainings

West Polk County Local Work Group meeting, office	Staff/Supervisors
NACDE Employees meeting, Erskine	Staff
RLR 1W1P meeting, RLWD	Staff
Envirothon, Rydell Refuge	Staff
Leadership Forum, UMC	Bernd
Red Lake River Nibi Walk, We Are Water, Red Lake Nation College	Bernd
Northern Great Plains Youth Institute, UMC	Bernd
Wild Rice-Marsh 1W1P, Ada	Bernd
State Managers meeting, Arden Hills	Bernd

Upcoming Meetings/Trainings

Wild Rice-Marsh 1W1P Advisory meeting, Ada	Staff
Conservation Innovation Grants-On Farm Trials, webinar, Exp. Station	Staff
MACDE Board Meeting, conference call	Bernd
Clean Water Legacy Fund Restoration Evaluations, Fertile	Bernd
Administration Training, Duluth	Bernd
Plant Materials Herbaceous Workshop, Detroit Laker	Staff
Wild Rice-Marsh 1W1P Advisory Committee Kickoff meeting, Ada	Staff
Red Lake River 1W1P Policy Committee meeting, RLWD	Staff

DISTRICT EMPLOYEE'S REPORTS:

Bernd

CWL:

Bernd is preparing for reconciliation on the Sand Hill River Rock Riffle grant and FY2017 SWCD Local Capacity grant.

Bernd in preparing for the Clean Water Legacy Fund Restoration Evaluations. This evaluation process is an opportunity to discuss the project and contribute to continuous improvement of restoration practice in Minnesota by telling stories of best practices, challenges and lessons learned from the field.

- CWF FY 15 project on the Sand Hill River that put in 18 rock riffles and two rock arch structures along a five mile stretch

- CWF FY 13 & 15 projects that addressed down cutting and bank failure along two miles on the upper end of Burnham Creek.

OTHER:

Engineering Services Policy. Discussion.

Polk County Atlas Program – instruction/database/files; V. Lundquist assigned.

Steinbrink

Technician Report 5-23-19

Buffer Bits:

Completed buffer inquires on 113 tracts for 3 farms since last board meeting. Total to date 4421 tracts on 286 farm operations. No change since the April board meeting.

Projects:

Red Lake Watershed District:

- Burnham Creek Russia 13 Project (RLWC) Plans are complete, and landowner agreed to work with DNR to acquire permit and cost share. Update: Funding has been requested thru the RLWD 1W1P. Meeting with RLWD 5-23-19 3:00 pm to request additional funding.
- Section 2 Roome: Request for survey, design of grade stabilization structure. Survey has been completed. J. Hest is working on design and cost estimate.

Sandhill River Watershed District:

- Section 15 Liberty: 4 Sediment basins. Update: designs completed.
- Section 10 Liberty: Requested assistance for 3 sediment basins. Update: Survey scheduled when seeding has been completed.
- Section 3 Liberty: Request for Grade Stabilization Structure. EQIP/District Cost Share.

Middle-Snake-Tamarac River Watershed District

- Polk County Ditch 43 Project MSTRWD-plans are complete, landowners have signed buffer cost share application for the SWIs.

Habermehl

Technician Habermehl Report 05/23/2019

WCA:

- TEP 05/09/2019 Crookston FO
- Kittleson Creek: 19-01 NOD issued 05/16/2019 SCOPE
- Brislet 09: WCA analysis (Ag. Exempt); Joint App. pending
- Brandt 23: contact landowner/TEP Findings, require survey & LGU in field, CRP Exemption
- RLWD Drain No. 16: NOA issued, (incomplete) Delineation required (pending) in communication w/RLWD & Houston Engineering
- Polk County Landfill: Joint App. 18-08 issued Incomplete Application Checklist; suspends 15.99 TEP: MnDNR rare natural community- biological survey

~07/2019, MPCA permit cell 13-16- subsequent EAW Wetland D & proposed gravel mining area. In communication with agent, TEP & MnDNR biologists

- Onstad 24: Cost Share contract DF (LSF) -03 payment pending receipt(s)
- Liberty 28: violation; Replacement Order Issued by CO Hutchins 04/04/2019
- Onstad 36: WCA analysis, Joint App. pending, MnDNR review
- RLRCEP: WCA analysis, Joint App. & supporting materials pending

Buffer Initiative:

- BuffCAT updates, Public Drain implementation review, Corrective Action Notice(s), etc.

Other:

- Tree Program assist, iPad GIS Collector/BufCAT/1W1P + update, ECWM site reviews, organize S-drive, etc.

Torkelson

Technician Report 05/23/2019

Buffers:

- Completed spreadsheet for keeping track of all noncompliant parcels in district.
- After trees, will start parcel-specific field check note sheets for all noncompliant parcels on public waters.

Tree Program:

- Sold 13,255 (and counting) trees.
- Completed three of a total of eight windbreak machine plants.

Meetings/Other:

- Studying for commercial pesticide applicator certification test.

NRCS DISTRICT CONSERVATIONIST'S REPORT

NRCS REPORT

May 2019 REPORT

EQIP Program

- 7-10more EQIP's should be approved for contracts this second round of funding.
- More applications including fall cover crop, no-till, pollinator plots.

RCPPEQIP Program

- 1 Applicant from W. Polk in core area

CSP Program:

- Sign-up deadline was May 10- 1 applicant

CRP:

- Waiting on farm bill information

Other:

Bob Guetter

District Conservationist

CORRESPONDENCE:

Publications:

Forestry Notes

Conservation Brief

Conservation Views

Crookston Daily Times

ENotes for NACD

Waterline

River Monitor

Shade Tree Advocate

Other:

May 2019 Report

Jillian Fejszes, Farm Bill Biologist

Trainings/Meetings:

- 4/16- Red River Basin/Cold Climate Ag Nutrients BMP Workshop- Crookston
- 4/18- Envirothon Site Meeting- Lake Bronson
- 4/24- Envirothon- Lake Bronson
- 5/2- Marshall WRAC Meeting

Ongoing Work:

- Talked with 12 landowners.
- My presentation for the MSGS meeting went well. I talked with a few landowners from Roseau at the meeting and had one call after the meeting.
- Completed 7 CRP revisions
- Continuing to look through expiring CRP and at eligibility. Eligibility is completed mostly for Pennington and West Polk.
- Spent some time getting the Envirothon test and station put together for Wildlife. The event went well.
- Getting information together on CRP locations to share with staff working on buffers
- Working on some requirements for conservation planner.

Upcoming:

- 5/16- West Polk SWCD Board Meeting
- 5/20-5/23- Pheasants Forever All Team Meeting- Moravia, Iowa
- 5/27- Memorial Day Holiday

The next meeting was scheduled for June 20, 2019 at 7 am.

With no further business, Chairman Solheim adjourned the meeting at 8:55 am.

Respectfully submitted,

Secretary\Treasurer
Mark McWalter\nb

WEST POLK SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM THE June 20th, 2019 REGULAR BOARD MEETING

The meeting was called to order at 7:00 a.m. by Chairman Solheim at the FSA Conference Room, USDA Service Center, 528 Strander Ave, Crookston.

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

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

Others Present: Jillian Fejszes, Farm Bill Biologist
Wade Jackson, NRCS SC
Brett Arne, BWSR BC

Absent: Bob Guetter, NRCS DC
John Sorenson, PR & I

SECRETARY'S REPORT:

{Motion #45-19} Motion by Peterson and seconded by McWalter to approve the minutes from the Regular Board meeting held on May 23, 2019.

Affirmative: Peterson, McWalter, Cournia

Opposed: None

Motion: Pass

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

TREASURER'S REPORT:

{Motion #46-19} Motion by Peterson and seconded by Cournia to approve the treasurers report.

Affirmative: Peterson, McWalter, Cournia

Opposed: None

Motion: Pass

STATE COST SHARE REPORT:

No report.

BUFFER COMPLIANCE COST SHARE REPORT

District Staff is requesting approval of the listed Buffer Compliance Cost Share Contract(s).

Contract#	Practice	Approved Project Cost	Cost Share Amount	Technical Approval Authority
BC-18-59	410	3,180.00	795.00	Steinbrink

{Motion #47-19} Motion by Peterson and seconded by McWalter to approve the listed Buffer Compliance Cost Share contract(s).

Affirmative: Peterson, McWalter, Cournia

Opposed: None

Motion: Pass

OLD BUSINESS

2019 Soil Health Tour, July 24th- July 26th

NEW BUSINESS

BWSR 2019 Legislative Session Summary – Brett Arne, BC BWSR

MASWCD Summer report – Changes to SWCD Law – Brett Arne, BC BWSR

MEETING REPORTS

Attended Meetings/Trainings

- Wild Rice-Marsh 1W1P Advisory meeting, Ada Staff
- Conservation Innovation Grants-On Farm Trials, webinar, Exp. Station Bernd/Guetter
- MACDE Board Meeting, conference call Bernd
- Clean Water Legacy Fund Restoration Evaluations, Fertile Bernd
- Administration Training, Duluth Bernd
- Wild Rice-Marsh 1W1P Advisory Committee Kickoff meeting, Ada Staff
- Area 1 Meeting, Crookston, UMC Staff/Supervisors
- Red Lake River 1W1P Policy Committee meeting, RLWD Staff
- WRAC (Water Resource Advisory Committee) PCES Transfer Station Staff
- AIS (Aquatic Invasive Species) Advisory meeting, PCES Transfer Station Staff

Upcoming Meetings/Trainings

- Wild Rice-Marsh 1W1P Policy/Advisory Committee meeting, Ada Bernd/Cournia
- RRVCSA/TSA meeting, Mahnomon Staff/Solheim
- HOLIDAY, Observance of Independence Day, OFFICE CLOSED
- Polk County Fair, 7/10/19 – 7/14/19

DISTRICT EMPLOYEE'S REPORTS:

Bernd

1W1P:

Facilitated/participated in several meetings of the Wild Rice-Marsh 1W1P. Advisory Committee meeting kick off was 6/12/19. Bernd reviewed the Participation Plan with the group and gave a testimonial from the RLR 1W1P planning. Next Policy/Advisory/Steering Committee meeting is Monday, 6-24-19, in Ada.

Bernd and Steinbrink attend RLWD May 23rd board meeting to request additional funding for the RLR 1W1P Burnham Creek Russia 13 Project. West Polk SWCD was granted \$15,000 towards the project.

Quotes packets for this project were sent and the opening is scheduled for June 26th, 10am at the RLWD.

CWL:

Bernd participated in the Clean Water Legacy Fund Restoration evaluation of the Sand Hill Rock Riffles and the Burnham Creek Watershed Restoration Phase II projects.

This is conducted by the DNR. Data will be reviewed by a selected panel and reported to the State.

Other:

Bernd attended the Administration Session in Duluth. There was discussion of making the event more inclusive to all genders and areas of the state.

The District received an inquiry of a pollinator planting. We are not able to use the State Cost Share funds but are currently looking at other funding avenues. This would be an important initiative to find funding and showcase for West Polk SWCD/County.

Steinbrink

Presented

Habermehl

Technician Habermehl Report 06/20/2019

WCA:

- TEP 07/14/2019 Crookston FO
- Liberty 24: drain tile proposal; WPSWCD WCA SCOPE document issued 06/03/2019
- Brislet 09: WCA analysis (Ag. Exempt); Joint App. pending
- Brandt 23: contact landowner/TEP Findings, require survey & LGU inspection, CRP Exemption
- RLWD Drain No. 16: NOA issued, delineation received 06/14/2019 in communication w/RLWD, Houston Engineering, Pribula Engineering & BWSR
- Polk County Landfill: Joint App. 18-08 issued Incomplete Application Checklist; suspends 15.99 TEP: MnDNR rare natural community- biological survey ~07/2019, MPCA permit cell 13-16- subsequent EAW Wetland D & proposed gravel mining area. In communication with agent, TEP & MnDNR biologists (WCA LGU on-site assessment 06/13/2019)
- Onstad 24: Cost Share contract DF (LSF) -03 payment pending receipt(s); contacted landowner 06/13/2019
- Liberty 28: violation; Replacement Order Issued by CO Hutchins 04/04/2019 (status unconfirmed 06/17/2019)

- Onstad 36: WCA analysis, Joint App. pending, MnDNR review
- RLRCEP: WCA analysis, Joint App. & supporting materials pending

Buffer Initiative:

- BuffCAT updates, Public Drain implementation review/field checks, Corrective Action Notice(s), etc.

Other:

Polk County P&Z meeting, Pribula Engineering, assist survey/submitted to TSA 0613/2019, LARL presentation coordination, tree program assist, iPad GIS Collector, ECWM site reviews, organize S-drive, attend AIS, WRAC, Area 1 meeting, etc.

Torkelson

Presented

Lundquist

Employee Report – Lundquist

Tree Program:

- Assisted staff and customers

Polk County Atlas Program/Well Monitoring:

- Over half West Polk County is complete, to a certain extent
- While going through folders, complete the easy ones first and set aside the difficult ones
- Once all the easy ones are completed, go back through and sift through to see if any were missed
- Once these steps are complete, will create a game plan with the District Manager on what to do whether it be field check or phone calls

Buffer Program:

- Buffer compliance checks
- Helping with the compliance checks

NRCS DISTRICT CONSERVATIONIST'S REPORT

NRCS REPORT

May 2019 REPORT

EQIP Program

- 7-10 more EQIP's should be approved for contracts this second round of funding.
- More applications including fall cover crop, no-till, pollinator plots.

RCPPEQIP Program

- 1 Applicant from W. Polk in core area

CSP Program:

- Sign-up deadline was May 10- 1 applicant

CRP:

- Waiting on farm bill information

Other:

Bob Guetter

District Conservationist

CORRESPONDENCE:

Publications:

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

Other:

June 2019 Report
Jillian Fejszes, Farm Bill Biologist

Trainings/Meetings:

- 5/20-5/23- Pheasants Forever All Team Meeting- Moravia, Iowa
- 5/27- Memorial Day Holiday
- 6/11- Plant Materials Workshop- Detroit Lakes

Ongoing Work:

- Talked with 22 landowners
- The CRP signup started June 3 and will run to August 23. I have completed all the eligibility sheets as well as maps for West Polk, Pennington and Marshall. I have also been looking at new eligibilities for people in West Polk as they come in.
- Completed 2 CRP revisions
- Shared info on expiring CRP that will need buffers to staff working with buffers.
- Followed up with landowners I contacted about RIM Grasslands. There is one landowner interested and I am continuing to talk with him.
- Working with DNR to check a site for prairie tax exemption
- Beginning to check CRP sites for eligibility in Pennington and West Polk.
- Assisting with pollinator garden at Agassiz Audubon

Upcoming:

- 6/17- Pennington SWCD Board Meeting
- 6/18- SWCD Area 1 Meeting
- 6/20- West Polk SWCD Board Meeting
- 6/25- Marshall SWCD Board Meeting
- 7/1-7/5- Off to visit Michigan
- 7/8- Pennington WRAC Meeting

The next meeting was scheduled for July 25, 2019 at 7am.

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

Respectfully submitted,

Secretary\Treasurer
Mark McWalter\nb

WEST POLK SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM THE JULY 25th, 2019 REGULAR BOARD MEETING

The meeting was called to order at 7:00 a.m. by Chairman Solheim at the FSA Conference Room, USDA Service Center, 528 Strander Ave, Crookston.

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

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

Others Present: Bob Guetter, NRCS DC
Jacob Snyder, Polk County Environmental Services

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

SECRETARY'S REPORT:

{Motion #48-19} Motion by Cournia and seconded by Sorenson to approve the minutes from the Regular Board meeting held on June 20th, 2019.

Affirmative: Solheim, Cournia and Sorenson

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 #49-19} Motion by Sorenson and seconded by McWalter to approve the treasurers report.

Affirmative: Solheim, McWalter and Sorenson

Opposed: None

Motion: Pass

STATE COST SHARE REPORT:

District Staff is requesting approval of payment of the listed State Cost Share Contract(s).

Contract#	Practice	Approved Project Cost	Cost Share Amount	Technical Approval Authority
CS-19-03	380	3,780.00	2,835.00	Bernd

{Motion #50-19} Motion by Sorenson and seconded by Cournia to approve payment of the listed Cost Share contract(s).

Affirmative: Cournia, Sorenson and McWalter

Opposed: None

Motion: Pass

DISTRICT COST SHARE REPORT:

District Staff is requesting payment of the listed District Cost Share Contract(s).

Contract#	Practice	Approved Project Cost	Cost Share Amount	Technical Approval Authority
DF(LSF)-17-03	362	5,000.00	3,750.00	Steinbrink

{Motion #51-19} Motion by Cournia and seconded by Sorenson to approve payment of the listed Cost Share contract(s).

Affirmative: Cournia, Sorenson and McWalter

Opposed: None

Motion: Pass

BUFFER COMPLIANCE COST SHARE REPORT:

District Staff is requesting approval of the listed District Cost Share Contract(s).

Contract#	Practice	Approved Project Cost	Cost Share Amount	Technical Approval Authority
BC-18-60	410	3,800.00	2,850.00	Steinbrink

{Motion #52-19} Motion by Cournia and seconded by Sorenson to approve the listed Buffer Compliance Cost Share contract(s).

Affirmative: Cournia, Sorenson and McWalter

Opposed: None

Motion: Pass

OLD BUSINESS

NEW BUSINESS

MN Farm Bill Assistance Partnership Grant – Pennington SWCD has submitted a statement of interest for funding. This grant will support Jillian Fejszes, Farm Bill Biologist position to continue to assist NRCS, Pennington, Marshall and West Polk

SWCD's in delivering conservation programs. Pennington, Marshall and West Polk SWCD will contribute \$2,166.00 for the total in-kind match of \$6,500.00
Bernd requests a motion to support this position and contribute to the required in-kind match in the amount of \$2,166.00.

{Motion #53-19} Motion by Cournia and seconded by Sorenson to approve the position and contribute to the required in-kind match in the amount of \$2,166.00.

Affirmative: Cournia, Sorenson and McWalter

Opposed: None

Motion: Pass

The District received a letter from the County requesting a budget proposal for 2020. Bernd has requested to attend the August 20th board meeting.

BWSR 2019 Legislative Update – Riparian Protection & Soil Loss Assistance

Soil Health Field Day at Trinity Creek Ranch, Tuesday, 7/30/19

MASWCD Governance 101 Conference

MEETING REPORTS

Attended Meetings/Trainings

Wild Rice-Marsh 1W1P Policy/Advisory Committee meeting, Ada Bernd
RRVSCA/TSA meeting, Mahnomon Staff/Solheim
HOLIDAY, Observance of Independence Day, OFFICE CLOSED
Polk County Fair, 7/10/19 – 7/14/19

Upcoming Meetings/Trainings

Regional Sustainable Dev. Partnership State Wide Event, Crookston Bernd
Flood Damage Reeducation Workgroup Conference Planning, Detroit Lakes Bernd
Natural Resource Workgroup, WebEx Bernd
MACDE National Leadership Conference, Sioux Falls SD Bernd

DISTRICT EMPLOYEE'S REPORTS:

Bernd

1W1P:

RLR 1W1P Policy Meeting was held July 10th at the RLWD. Amendments to the workplan were approved which included the Burnham Creek Russia 13 project.

An additional quote packet was mailed to the initial round of contractors for the Burnham Creek Russia 13 projects including the prevailing wage requirements through the State. Next bid opening will be Wednesday, July 31st at 10am at the RLWD.

Bernd facilitated/participated in the Wild Rice-Marsh 1W1P Public Meeting, July 22nd in Ada, MN. Presented was an overview of the 1W1P process, watershed flyover, SWCD and WD intro's, planning regions and resources concerns and the public survey. There were 28 attendees

CWL:

Bernd requests approval to reimburse the Sand Hill River Watershed District in the amount of \$2,589.75 for accrued Administrative expenses of the Sand Hill Rock Riffle Project.

{Motion #54-19} Motion by McWalter and seconded by Sorenson to approve reimbursement to the Sand Hill River Watershed District in the amount of \$2,589.75.

Affirmative: Cournia, Sorenson and McWalter

Opposed: None

Motion: Pass

Bernd requests approval to return unspent funds of the CWL Sand Hill Rock Riffle Project Grant C15-7726, to BWSR in the amount of \$97,846.73 as required by the grant agreement.

{Motion #55-19} Motion by Cournia and seconded by Sorenson to approve returning unspent funds from the Sand Hill Rock Riffle Project Grant C15-7726, to BWSR in the amount of \$97,846.73 as required by the grant agreement.

Affirmative: Cournia, Sorenson and McWalter

Opposed: None

Motion: Pass

OTHER:

Pollinator Habitat Planting inquiry; Helgeland Township Sec 30; cost share assistance request.

Steinbrink

Technician Report 7-25-19

Buffer Bits:

- Site checks are currently being completed.

Conservation Projects:

- Red Lake Watershed District
 - Burnham Creek Russia 13 Project: Plans resent to contractors due to prevailing wage requirement. Opening of quotes scheduled for opening at 10:00 am at the RLWD.
 - Section 2 Roome: Received design from RRVCSA/TSA 7-22-1
- Sandhill River Watershed District
 - Section 15 Liberty: 4 Sediment basins. Update: designs competed.
 - Section 10 Liberty: Received design from RRVCSA/TSA. 7-22-19
 - Section 3 Liberty: Request for Grade Stabilization Structure. EQIP/District Cost Share.
- Middle-Snake-Tamarac River Watershed District
 - Polk County Ditch 43 Project MSTRWD- Currently under construction.
- Wild Rice-Marsh Watershed District
 - None currently.

Other

Jim Hest last day. Will be available as a consultant.

Habermehl

Technician Habermehl Report 07/25/2019

WCA:

TEP: TBD Crookston FO

- Crookston 02: Paget Wetland Bank (options/analysis)' site visit 07/25/2019
- Liberty 24: drain tile proposal; WPSWCD WCA SCOPE document issued 06/03/2019
- Brislet 09: WCA analysis (Ag. Exempt); Joint App. pending
- Brandt 23: contact landowner/TEP Findings, require survey & LGU inspection, CRP Exemption
- RLWD Drain No. 16: NOA issued, delineation received 06/14/2019. Revised impact & design (Pribula) received 07/16/2019, in communication w/RLWD, Houston Engineering, Pribula Engineering & BWSR
- Polk County Landfill: Joint App. 18-08 issued Incomplete Application Checklist; suspends 15.99 TEP: MnDNR rare natural community- biological survey ~07/2019, MPCA permit cell 13-16- subsequent EAW Wetland D & proposed gravel mining area. In communication with agent, TEP & MnDNR biologists (WCA LGU on-site assessment 06/13/2019) USACE communications
- Onstad 24: Cost Share contract DF (LSF) -03 invoices received 07/15/2019 voucher usps
- Liberty 28: violation; Replacement Order Issued by CO Hutchins 04/04/2019. RO deadline extended (MnDNR approval) to 09/01/2019
- Onstad 36: WCA analysis, Joint App. pending, MnDNR review
- RLRCEP: WCA analysis, Joint App. & supporting materials pending

Buffer Initiative:

- BuffCAT updates, Public Drain implementation review/field checks, Corrective Action Notice(s) to Polk P&Z, etc.
- Other: AMH vacation 07/08-07/12/2019, visited: Crookston Water Treatment Plant 07/17/2019, Crookston Public Library 07/17/2019, "What's in Our Water" presentation 07/24/2019 (developed & constructed game).

Torkelson

Technician Report 07/25/2019

Buffers:

- Field checked 392 noncompliant public ditch parcels. (about half of total to be done)
 - 129 field note sheets sent to Polk County P&Z for enforcement (noncompliant parcels).
 - 263 compliant parcels turned blue in BuffCAT.
- Keeping record of erosion concerns in fields adjacent to public ditches.

Tree Program:

- Answering landowners' questions about tree problems and making recommendations for treatment/mitigation or suggestions for replacement plans.
- Advising landowners on proper tree care to ensure establishment of trees bought from/planted by district.

Meetings/Other:

- Studying for commercial pesticide applicator certification test.

- Updated district's pesticide incident response plan.

Lundquist

Employee Report – Lundquist

Buffer Program:

- Compliance Checks
- Entering into BuffCAT
- Creating Alternative Practice Plans

Atlas Program:

- Finished everything I could do with the online portion
- Began site visits – if found on site visit, gets plotted on map
- If not found on site visit – Phone calls are the next step

NRCS DISTRICT CONSERVATIONIST'S REPORT

NRCS REPORT

June 2019 REPORT

CSP Program:

- CSP pre-approvals announced- not many within the team, less total this year due to obligating all 5 year worth of funds up front.

CRP:

- CRP applications still coming in for eligibility determinations.

Other:

- Staff and myself are assisting with workloads in other counties trying to catch up.

Bob Guetter

District Conservationist

CORRESPONDENCE:

Publications:

Forestry Notes

ENotes for NACD

Conservation Brief

Waterline

Conservation Views

River Monitor

Crookston Daily Times

Shade Tree Advocate

MPCA Feedlot Update

Minnesota Environment

Other:

July 2019 Report

Jillian Fejszes, Farm Bill Biologist

Trainings/Meetings:

- 6/17- Pennington SWCD Board Meeting
- 6/20- West Polk SWCD Board Meeting
- 6/25- Marshall SWCD Board Meeting
- 7/1-7/5- Off to Visit Michigan
- 7/8- Pennington WRAC Meeting

Ongoing Work:

- Talked with 15 landowners.
- I am spending most of my time on CRP. Have completed 18 eligibilities and visited 41 sites. Still have more to look at and will be working soon to touch base with landowners who have CRP expiring.

- Starting on some CRP plans for West Polk. Have 8 that I am working through so far.
- Completed all my quarterly reporting and submitted at the end of June.
- A site that I initially approached DNR about investigating for prairie tax exemption has a 55 ac parcel that is very likely remnant prairie. I will be visiting the site in July with DNR to look at it further. The site is in Marshall and landowner is interested in a program.

Upcoming:

- 7/16- Pennington SWCD Board Meeting
- 7/23- Marshall SWCD Board Meeting
- 7/25- Pollinator Habitat Training- Bagley
- 8/13 & 8/14- Prairie Plant ID Training- Norman County

Jacob Snyder, Polk County Environmental Services

The next meeting was scheduled for August 22nd, 2019 at 7am.

With no further business, Chainman Solheim adjourned the meeting at 9:15 am.

Respectfully submitted,

Secretary\Treasurer
Mark McWalter\nb

WEST POLK SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM THE SEPTEMBER 19, 2019 REGULAR BOARD MEETING

The meeting was called to order at 7:10 a.m. by Chairman Solheim at the FSA Conference Room, USDA Service Center, 528 Strander Ave, Crookston.

Supervisors Present: Elliott Solheim, Chairman
Derek Peterson, Vice Chairman
Chris Cournia, Treasurer
John Sorenson, PR & I

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

Others Present: Bob Guetter, NRCS DC
Jillian Fejszes, Farm Bill Biologist

Absent: Mark McWalter, Secretary

SECRETARY'S REPORT:

{Motion #56-19} Motion by Cournia and seconded by Sorenson to approve the minutes from the Regular Board meeting held on July 25th, 2019.

Affirmative: Cournia and Sorenson

Opposed: None

Motion: Pass

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

Peterson called in at 7:25am.

TREASURER'S REPORT:

{Motion #57-19} Motion by Cournia and seconded by Sorenson to approve the July and August treasurers report.

Affirmative: Cournia, Sorenson and Peterson

Opposed: None

Motion: Pass

COST SHARE REPORT:

DISTRICT COST SHARE REPORT:

District Staff is requesting approval of the listed District Cost Share Contract(s).

Contract#	Practice	Approved Project Cost	Cost Share Amount	Technical Approval Authority
DF(LSF)-06	327	1,023.00	500.00	Bernd

{Motion #58-19} Motion by Cournia and seconded by Sorenson to approve the listed District Cost Share contract(s).

Affirmative: Cournia, Sorenson and Peterson

Opposed: None

Motion: Pass

BUFFER COMPLIANCE COST SHARE REPORT:

District Staff is requesting approval of the listed Buffer Compliance Cost Share Contract(s).

Contract#	Practice	Approved Project Cost	Cost Share Amount	Technical Approval Authority
BC-18-61	410	6000.00	4,500.00	Steinbrink
BC-18-62	410	3,000.00	2,250.00	Steinbrink
BC-18-63	410	3,500.00	2,625.00	Steinbrink
BC-18-64	410	3,000.00	2,250.00	Steinbrink

{Motion #59-19} Motion by Sorenson and seconded by Cournia to approve the listed Buffer Compliance Cost Share contract(s).

Affirmative: Cournia, Sorenson and Peterson

Opposed: None

Motion: Pass

District Staff is requesting approval of payment of the listed Buffer Compliance Cost Share Contract(s).

Contract#	Practice	Approved Project Cost	Cost Share Amount	Technical Approval Authority
BC-18-58	410	13,000.00	8,257.50	Steinbrink
BC-18-22	410	4,000.00	3,000.00	Steinbrink

{Motion #60-19} Motion by Cournia and seconded by Sorenson to approve payment of the listed Buffer Compliance Cost Share contract(s).

Affirmative: Cournia, Sorenson and Peterson

Opposed: None

Motion: Pass

OLD BUSINESS

NEW BUSINESS

Recommendation from the Personnel Committee

The Personnel Committee would like to recommend District Technician, Morgan Torkelson as a regular full-time employee of West Polk SWCD and a pay increase to \$19.00/hour effective immediately. Torkelson completed his 1 yr. probation with exceptional evaluations conducted every 3 months.

{Motion #61-19} Motion by Cournia and seconded by Sorenson to classify District Technician, Morgan Torkelson as a regular full-time employee of West Polk SWCD and a pay increase to \$19.00/hour effective immediately.

Affirmative: Cournia, Sorenson and Peterson

Opposed: None

Motion: Pass

BWSR Memo regarding FY20-21 SWCD Capacity Program.

Staff requests approval of the following BWSR Grant Agreements:
FY2020 & FY2021 BWSR SWCD Programs and Operations Grant Agreement.

Conservation Delivery -	\$18,828.00 (each year)
State Cost Share -	\$13,414.00 (each year)
FY2020 SWCD Capacity -	\$117,302
FY2020 Buffer Law Implementation -	\$45,000

{Motion #62-19} Motion by Sorenson and seconded by Cournia to approve the FY2020 & FY 2021 BWSR SWCD Programs and Operations Grant Agreement.

Affirmative: Cournia, Sorenson and Peterson

Opposed: None

Motion: Pass

Staff requests approval for the 2018 Buffer Cost Share Grant Agreement Amendment indicating an extension of expiration of December 31, 2020.

{Motion #63-19} Motion by Sorenson and seconded by Cournia to approve for the 2018 Buffer Cost Share Grant Agreement Amendment indicating an extension of expiration of December 31, 2020.

Affirmative: Cournia, Sorenson and Peterson

Opposed: None

Motion: Pass

Peterson Company Ltd – representation letter in connection with the 2018 audit of West Polk SWCD's financial statements.

BWSR Memo regarding SWCD Authorities to Obtain Loans or Incur Debit

Quonset purchase inquiry. Equipment Committee, Sorenson & Solheim

MEETING REPORTS

Attended Meetings/Trainings

Regional Sustainable Dev. Partnership State Wide Event, Crookston	Bernd
Flood Damage Reeducation Workgroup Conference Planning, Detroit Lakes	Bernd
Natural Resource Workgroup, WebEx	Bernd
Native Plant Community Training, Ada	Habermehl
MACDE National Leadership Conference, Sioux Falls SD	Bernd
NW Research & Outreach Center Advisory meeting, UMC	Bernd
Wild Rice-Marsh 1W1P Advisory/Policy meeting, Ada	Bernd
FDRWG Conference Planning, SKYPE meeting	Bernd
EagleView Pictometry Webinar	Staff

Upcoming Meetings/Trainings

NW MN Water Festival, Warren and Fertile	Staff
Regional Wetland Training, Cloquet	Habermehl
FDRWG Conference Planning, SKYPE meeting	Bernd

DISTRICT EMPLOYEE'S REPORTS:

Bernd

CWL:

The FY15 Sand Hill River Rock Riffle Project and the FY17 SWCD Capacity Fund Clean Water Legacy grants were reconciled by BWSR, August 15th.

OTHER:

Bernd presented the U of M Regional Partnerships statewide event and Northwest RSDP Showcase in Crookston on "Groundwater in Polk County" and successful partnerships.

The Districts' proposed 2020 budget was presented to the County Board August 20th. The increased allocation received last year was appreciated and the County Board was informed it has been supporting the time on the Polk County Geological Atlas Program. Leverage funding for 2019 and District program updates were presented. The District did not request an increase in allocation but to maintain the amount received in 2019.

Jennifer McDonald from the U of M Geological Survey presented a PowerPoint of the County Geological Atlas Program to the County Board.

District Intern, Veronica Lundquist, last day was August 21st. District staff appreciated her willingness to learn, efficiency of tasks and comradery to the office. We wish her all the best.

Bernd will be presenting at the 2019 North Dakota and Minnesota 37th Harvest of Knowledge Agri-Women's Conference, October 25th, Ramada Inn Grand Forks ND.

Bernd received a request of input from the Red River Watershed Management Board strategic planning effort. Bernd composed and submitted a letter on behalf of the NACDE (Area1) employees.

Steinbrink

Technician Report 9-19-19

Buffer Bits:

No report

Conservation Projects

Red Lake Watershed District

- Burnham Creek Russia 13 Project: Construction layout and inspection started 8-28-19
- Section 11 Lowell SWI's - Construction layout complete. 14 SWIs

Sandhill River Watershed District

- Section 15 Liberty: 4 Sediment basins. Need to acquire funding
- Section 10 Liberty: 2 Sediment basins. Need to acquire funding
- Section 3 Liberty: Request for Grade Stabilization Structure. EQIP/District Cost Share.

Middle-Snake-Tamarac River Watershed District

- Polk County Ditch 43 Project MSTRWD- Complete

Wildrice Watershed District

- None

Habermehl

Technician Habermehl Report 09/19/2019

WCA:

- TEP: TBD Crookston FO
- Crookston 02: Paget Wetland Bank (options/analysis) site visit 07/25/2019
- Brislet 09: WCA analysis (Ag. Exempt); Joint App. pending
- Brandt 23: contact landowner/TEP Findings, require survey & LGU inspection, CRP Exemption
- RLWD Drain No. 16: NOA issued, delineation received 06/14/2019. Revised impact & design (Pribula) received 07/16/2019, in communication w/RLWD, Pribula Engineering & BWSR. Joint App. 19-02. NRCS 026- USACE. NOD issued 08/27/2019.
- RLWD Drain 17: Joint App. received 08/01/2019 WCA analysis- incomplete NOA sent 08/21/2019
- Polk County Landfill: Joint App. 18-08 issued Incomplete Application Checklist; suspends 15.99 TEP: MnDNR rare natural community- biological survey ~07/2019, MPCA permit cell 13-16- subsequent EAW Wetland D & proposed gravel mining area. In communication with agent, TEP & MnDNR biologists (WCA LGU on-site assessment 06/13/2019), MnDNR report pending.
- Liberty 28: violation; Replacement Order Issued by CO Hutchins 04/04/2019. RO deadline extended (MnDNR approval) to 09/01/2019- parties in FO 8/30/2019 to complete SWC mitigation (submitted to BWSR).
- Onstad 36: WCA analysis, Joint App. pending, MnDNR review
- RLRCEP: WCA analysis, NOA issued 09/12/2019.

Buffer Initiative:

- BuffCAT updates, Public Drain implementation review/field checks, NON(s) to Polk P&Z, fielding telephone calls and FO visits, etc.

Other:

- NPC training Twin Valley 08/13, 08/14/2019, survey assist Russia 13, Fisher 27, Fanny 28, Lowell11, TSA engineers meeting; configure survey controller, Local Wellhead Protection Plan(s) review, Polk County newsletter, upcoming wetland training Cloquet, water festival, AIS, etc.

Torkelson

Technician Report 09/19/2019

Buffers:

- Field checked 709 noncompliant public ditch parcels as of 9/17.
- 301 NONs sent to Polk County P&Z for enforcement, 247 of which have been sent to landowners so far.
- 428 compliant parcels turned blue in BuffCaT.
- Keeping record of erosion concerns in fields adjacent to public ditches.

RIM:

- Performing scheduled monitoring of easements in Esther township near mouth of Grand Marais.
- Documenting locations of noxious weed outbreaks for RLWD.

Tree Program:

- Assisting landowners with planning windbreaks to be planted in spring, 2020.
- Diagnosing tree diseases and disorders for landowners. Helping them send samples to NDSU's plant diagnostics lab for testing.

Meetings/Other:

- Will attend BWSR academy 10/29-31.
- Studying for commercial pesticide applicator certification test.

NRCS DISTRICT CONSERVATIONIST'S REPORT

NRCS REPORT

September 2019 REPORT

EQIP & CSP:

- Accepting new applications for 2020

CSP:

- GCI- FSA is mailing letters this week for FY2020- no one in Team 2 went forward with it in 2019.
- Fall Cover Crop Checkouts are occurring
- Some structural work has been started for existing contracts

CTA:

- Soil Conservationist Technician Tiedemann & Civil Engineer Technician Carlson are working on engineering requests and survey work on either completed projects or new projects that need survey work done.

CRP:

- 88 expiring contracts
- Did a couple extensions, approximately 45 re-enrollments, and unfortunately some ineligible offers, very few that did not want to put it back in but a couple.

Other:

- Soil Conservationist Jackson is in Crookston Monday/Tuesday, and in McIntosh the remainder of the week until the vacancy is filled.
- Performance Review Month
- Staff and myself are assisting with workloads in other counties.

Bob Guetter
District Conservationist- Team Lead

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 2019 Report
Jillian Fejszes, Farm Bill Biologist

Trainings/Meetings:

- 8/20- Pennington SWCD Board Meeting
- 8/23- CRP Sign Up Ends
- 8/29- Minnesota Chapter of the Wildlife Society Summer Workshop- Cragun's
- 9/11- Pennington Outdoor Education Day
- 9/13- CRP Deadline for Plans

Ongoing Work:

- Talked with 9 landowners.
- Working to get CRP done before the deadline. Lots of paperwork. In total I did:
3 plans for Pennington- 93 acres
44 plans for Marshall- 3,390 acres
25 plans for West Polk- 482 acres
- Will be doing some CRP status reviews for West Polk coming up.
- Need to get training materials done prior to the Conservation Desktop training at the end of the month.
- Quarterly reporting due at end of the month.
- Need to get the paperwork completed and sent in by the end of the month for Marshall County RIM monitoring.

Upcoming:

- 9/17- Marshall SWCD Board Meeting
- 9/19- West Polk SWCD Board Meeting
- 9/25- Conservation Desktop Training
- 9/24 & 9/26- Water Fest

The next meeting was scheduled for October 17, 2019 at 7am.

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

Respectfully submitted,

Secretary\Treasurer
Mark McWalter\nb

WEST POLK SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM THE OCTOBER 17th, 2019 REGULAR BOARD MEETING

The meeting was called to order at 7:04 a.m. by Chairman Solheim at the FSA Conference Room, USDA Service Center, 528 Strander Ave, Crookston.

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

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

Others Present: Bob Guetter, NRCS DC
Jillian Fejszes, Farm Bill Biologist

Absent:

SECRETARY'S REPORT:

{Motion #64-19} Motion by Peterson and seconded by Cournia to approve the minutes from the Regular Board meeting held on September 19th, 2019.

Affirmative: Peterson, McWalter, Cournia and Sorenson

Opposed: None

Motion: Pass

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

TREASURER'S REPORT:

{Motion #65-19} Motion by Cournia and seconded by Sorenson to approve the September treasurers report.

Affirmative: Peterson, McWalter, Cournia and Sorenson

Opposed: None

Motion: Pass

COST SHARE REPORT:

STATE COST SHARE REPORT:

District Staff is requesting approval of the listed District Cost Share Contract(s).

Contract#	Practice	Approved Project Cost	Cost Share Amount	Technical Approval Authority
CS-20-01	351	1000.00	2500.00	Habermehl

{Motion #66-19} Motion by Sorenson and seconded by Cournia to approve the listed District Cost Share contract(s).

Affirmative: Peterson, McWalter, Cournia and Sorenson

Opposed: None

Motion: Pass

OLD BUSINESS

Quonset purchase inquiry. Solheim report.

NEW BUSINESS

Lease Agreement letter. Discussion.

Bernd requests approval for the purchase of office furniture for the District Technician in the amount of \$1,795.00.

{Motion #67-19} Motion by Cournia and seconded by Sorenson to approve purchase of office furniture for the District Technician in the amount of \$1,795.00.

Affirmative: Peterson, McWalter, Cournia and Sorenson

Opposed: None

Motion: Pass

Staff requests approval for the following Policy Handbook changes/additions;

ARTICLE II

FINANCIAL POLICIES & PROCEDURES

Add:

The District Manager may authorize routine expenditures and expenditures up to \$500 without board approval.

Change:

5. The designees will not be allowed to sign for purchases that have not been pre-approved by the Board and/or District Manager other than miscellaneous supplies under \$300.00. Change to - Employees are authorized to sign for expenditures up to \$500.00 with prior approval from the District Manager.

6. Purchases that exceed in the amount of \$300.00 change to \$500.00 need to be preapproved by the Board.

ARTICLE VI WORKING POLICIES

Add:

J. Tobacco and Alcohol-Free Policy
District vehicles and property will be tobacco and alcohol free. The tobacco free designation prohibits the carrying of a lighted cigarette, cigar

or pipe and the use of any other smoking materials as well as smokeless tobacco. Drinking alcoholic beverages during working hours, being intoxicated while at work or consuming or being under the influence of non-prescribed, controlled drug, while at work or possessing or having in the employee's control, on District property, alcoholic beverages or a non-prescribed controlled drug while at work is prohibited.

K. Drug Free Workplace

District employees shall not be involved with the unlawful use, possession, sale or transfer of prescription or illegal drugs in any manner. Violations of this policy will result in disciplinary action(s).

{Motion #68-19} Motion by Cournia and seconded by Sorenson to approve Policy Handbook changes as listed.

Affirmative: Peterson, McWalter, Cournia and Sorenson

Opposed: None

Motion: Pass

Bernd requests approval to pay Peterson Company LTD for the preparation of audited financial statement for December 31, 2018, in the amount of \$2,800.00.

{Motion #69-19} Motion by Cournia and seconded by Sorenson to approve payment to Peterson Company LTD for the 2018 audit in the amount of \$2,800.00.

Affirmative: Peterson, McWalter, Cournia and Sorenson

Opposed: None

Motion: Pass

MASWCD 2019 Resolution Packets – Due Nov 1st

Bernd requests approval to enter into a Services Agreement with East Polk SWCD to provide managerial, bookkeeping and record keeping services from November 15th, 2019 through March 15th, 2020.

{Motion #70-19} Motion by Cournia and seconded by Sorenson to approve entering into a Services Agreement with East Polk SWCD to provide managerial, bookkeeping and record keeping services from November 15th, 2019 through March 15th 2020.

Affirmative: Peterson, McWalter, Cournia and Sorenson

Opposed: None

Motion: Pass

MEETING REPORTS

Attended Meetings/Trainings

NW MN Water Festival, Warren and Fertile
Regional Wetland Training, Cloquet
FDRWG Conference Planning, SKYPE meeting

Staff
Habermehl
Bernd

Upcoming Meetings/Trainings

Red Lake River 319 Small Watershed meeting, RLWD	Bernd
ND & MN Agri-Women's Harvest of Knowledge Conference	Bernd
Wild Rice-Marsh 1W1P Steering Committee meeting, Ada	Bernd
RLR 1W1P Planning Group Conference Call	Bernd
BWSR Academy, Breezy Point	Staff

DISTRICT EMPLOYEE'S REPORTS:

Bernd

CWL:

The District submitted a BWSR Cooperative Invasive Species Weed Management grant application was on behalf of the Glacial Ridge Local Technical Team. If awarded, West Polk SWCD will be the grant holder and coordinator.

OTHER:

Bernd presented at the NW MN Water Festival held in Warren and Fertile. Over 600 4th graders attended.

Bernd has been assisting East Polk SWCD Manager with grant tracking and cost share contacts.

Steinbrink

Technician Report 10-17-19

Buffer Bits:

Drawing information maps for Public Waters to locate where buffers need to be seeded.

Conservation Projects:

Red Lake Watershed District

- Burnham Creek Russia 13 Project: Construction layout and inspection started 8-28-19. Currently in a weather shutdown.
- Section 11 Lowell SWI's - Construction layout complete. 14 SWIs. Currently in a weather shutdown.

Sandhill River Watershed District

- Received a request for SWI. Liberty Twp.

Middle-Snake-Tamarac River Watershed District

Wild Rice Watershed District

- None

Habermehl

Technician Habermehl Report 10/17/2019

WCA:

- TEP: 10/10/2019 Crookston FO; next TEP 11/04/2019 Crookston FO
- Brandt 23: contact landowner/TEP Findings, require survey & LGU inspection, CRP Exemption
- RLWD Drain No. 16: NOA issued, delineation received 06/14/2019. Revised impact & design (Pribula) received 07/16/2019, in communication w/RLWD,

Pribula Engineering & BWSR. Joint App. 19-02. NRCS 026- USACE. NOD issued 08/27/2019. USACE permit received 10/14/2019.

- RLWD Drain 17: Joint App. received 08/01/2019 WCA analysis- incomplete NOA sent 08/21/2019 MN certified delineation required (inform RLWD).
- Polk County Landfill: Joint App. 18-08 issued Incomplete Application Checklist; suspends 15.99 TEP: MnDNR rare natural community- biological survey ~07/2019, MPCA permit cell 13-16- subsequent EAW Wetland D & proposed gravel mining area. In communication with agent, TEP & MnDNR biologists (WCA LGU on-site assessment 06/13/2019), MnDNR report meeting Crookston FO 11/04/2019.
- RLRCEP: WCA analysis, NOA issued 09/12/2019. Request to meet (1599 extension) sent 10/14/2019. City Administrator Stassen FO 10/16/2019.
- Crookston 29: WCA inquiry; respond (exemption analysis/options) 10/16/2019.

Buffer Initiative:

- BuffCAT updates, CAN(s) generated for issuance Polk P&Z, fielding telephone calls and FO visits, etc.

Other: NW MN Water Festival, Wetland Delineation training Cloquet, MN., AIS 10/08/2019, WRAC 10/08/2019, upcoming meetings, Polk County Newsletter (submitted), BWSR IDP (SWI EJAA) submitted, etc.

Torkelson

Technician Report 10/17/2019

Buffers:

- Field checked 712 noncompliant public ditch parcels as of 10/16.
 - 302 NONs sent to Polk County P&Z for enforcement, 266 of which have been sent to landowners so far.
 - 457 compliant parcels turned blue in BuffCaT.
- Keeping record of erosion concerns in fields adjacent to public ditches.

RIM:

- Submitted 2019 site inspection list to BWSR. No flagrant violations.
- Contacted all landowners whose parcels were inspected to begin planning noxious weed control measures for 2020. Will follow up over winter.
- Informed RLWD of noxious weed outbreaks in easements that they maintain.

Tree Program:

- Assisting landowners with planning windbreaks to be planted in spring, 2020.
- Working with NDSU to diagnose tree diseases and disorders for landowners.
 - Possible first documented case of bur oak blight in northern Minnesota. Surprisingly big jump in range in such a short time.
- Finalized tree list/guide for 2020 season.
- Updated website's tree page with 2020 tree list, species recommendations for our area and links for descriptions.

Meetings/Other:

- Will attend BWSR academy 10/29-31.
- Writing articles for SWCD newsletter.
- Studying for commercial pesticide applicator certification test.

NRCS DISTRICT CONSERVATIONIST'S REPORT

NRCS REPORT

Bob Guetter
District Conservationist- Team Lead

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 2019 Report
Jillian Fejszes, Farm Bill Biologist

Trainings/Meetings:

- 9/19- West Polk SWCD Board Meeting
- 9/24 & 9/26- Water Fest- Warren and Fertile
- 10/1- Marshall SWCD Board Meeting
- 10/8 & 10/9- Minnesota PF Team Meeting- Duluth

Ongoing Work:

- All CRP paperwork done. Starting to put together enrollment data in spreadsheets and look for areas that may need a buffer now that it is out of CRP as well as areas that did not get renewed or extended.
- Quarterly reporting done
- Paperwork sent in and filed for Marshall County RIM monitoring.
- CRP Revisions and paperwork
- The landowner I've been in contact with for a few years who has the site we looked at for the Native Prairie Bank easement recently sent in the application for the program. Tyler has been talking to him. This will be a 55-acre site next to an existing WRP easement.
- Had a few conference calls regarding a cooperative weed management grant application for the Glacial Ridge LTT and submitted information to help with application.
- Gave input on a grant application for Pennington CWMA
- Work on Individual Development Plan (IDP)
- Many computer issues which are still not resolved but hopefully will be soon.

Upcoming:

- 10/14- Columbus Day Holiday
- 10/15- Pennington SWCD Board Meeting
- 10/17- West Polk SWCD Board Meeting
- 10/22- Marshall SWCD Board Meeting
- 10/25- Harvest of Knowledge Agri-Women's Conference- Grand Forks
- 11/11- Veteran's Day Holiday

The next meeting was scheduled for _____, 2019 at 7am.

With no further business, _____ adjourned the meeting at _____ am.

Respectfully submitted,

Secretary
Mark McWalter\nb

WEST POLK SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM THE NOVEMBER 21st, 2019 REGULAR BOARD MEETING

The meeting was called to order at 7:10 a.m. by Chairman Solheim at the FSA Conference Room, USDA Service Center, 528 Strander Ave, Crookston.

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

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

Others Present: Bob Guetter, NRCS DC
Jillian Fejszes, Farm Bill Biologist

Absent: Chris Cournia, Treasurer

SECRETARY'S REPORT:

{Motion #71-19} Motion by McWalter and seconded by Peterson to approve the minutes from the Regular Board meeting held on October 17th, 2019.

Affirmative: McWalter, Peterson, Sorenson

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 #72-19} Motion by Sorenson and seconded by McWalter to approve the October treasurers report.

Affirmative: McWalter, Peterson, Sorenson

Opposed: None

Motion: Pass

COST SHARE REPORT:

STATE COST SHARE REPORT:

District Staff is requesting approval of payment for the listed District Cost Share Contract(s).

Contract#	Practice	Approved Project Cost	Cost Share Amount	Technical Approval Authority
CS-18-05/19-04	410	10,970.00	2,742.00	Steinbrink
CS-20-01	351	2,500.00	1,000.00	Habermehl

{Motion #73-19} Motion by Sorenson and seconded by McWalter to approve payment for the listed District Cost Share contract(s).

Affirmative: McWalter, Peterson, Sorenson

Opposed: None

Motion: Pass

BUFFER COMPLINACE COST SHARE REPORT

District Staff is requesting approval of the listed Buffer Compliance Cost Share Contract(s).

Contract#	Practice	Approved Project Cost	Cost Share Amount	Technical Approval Authority
BS-18-67	410	2,000.00	1,500.00	Steinbrink

{Motion #74-19} Motion by Sorenson and seconded by McWalter to approve payment for the listed District Cost Share contract(s).

Affirmative: McWalter, Peterson, Sorenson

Opposed: None

Motion: Pass

District Staff is requesting approval for payment of the listed Buffer Compliance Cost Share Contract(s).

Contract#	Practice	Approved Project Cost	Cost Share Amount	Technical Approval Authority
CS-18-59	410	3,180.00	795.00	Steinbrink

{Motion #75-19} Motion by McWalter and seconded by Sorenson to approve payment for the listed District Cost Share contract(s).

Affirmative: McWalter, Peterson, Sorenson

Opposed: None

Motion: Pass

District Staff is requesting approval of partial payment for the listed Buffer Compliance Cost Share Contract(s).

Contract#	Practice	Approved	Cost	Technical
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		Project Cost	Share Amount	Approval Authority
CS-18-26	410	10,000.00	6,465.00	Steinbrink
CS-18-27	410	10,000.00	4,290.00	Steinbrink

{Motion #76-19} Motion by Peterson and seconded by Sorenson to approve payment for the listed District Cost Share contract(s).

Affirmative: McWalter, Peterson, Sorenson

Opposed: None

Motion: Pass

OLD BUSINESS

Lease Agreement letter. Discussion

NEW BUSINESS

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

Motion made by the Personnel Committee to approve 2020 wages of:

- \$27.00/hr. for District Manager Bernd
- \$26.00/hr. for District Technician Steinbrink
- \$22.00/hr. for District Technician, Habermehl.
- \$19.00/hr. for District Technician, Torkelson

Motion {#77-18} Motion by Sorenson and seconded by McWalter to approve recommended wages for 2020.

Affirmative: McWalter, Peterson, Sorenson

Opposed: None

Motion: Pass

Bernd requests approval to pay BNSF Railway Company in the amount of \$2,804.35 in rent for the tree shed. This includes a 3% rent increase of \$81.68.

{Motion #78-18} Motion by Peterson and seconded by Sorenson to pay Staubach for BNSF Railway Company in the amount of \$2,804.35 in rent for the tree shed.

Affirmative: McWalter, Peterson, Sorenson

Opposed: None

Motion: Pass

ARTICLE VI WORKING POLICIES

Add: Inclement Weather Policy

F. In the event of extreme or inclement weather, West Polk SWCD employees may use their discretion to choose to stay home, come in late or leave early. West Polk SWCD employees shall inform the district manager of their absence in a timely manner

and may utilize accumulated compensatory time or earned annual leave to make up hours.

{Motion #79-19} Motion by Sorenson and seconded by McWalter to approve Policy Handbook changes as listed.

Affirmative: McWalter, Peterson, Sorenson

Opposed: None

Motion: Pass

MN BWSR FY202-FY2021 Watershed-based Implementation Funding

MASWCD Annual Business Meeting Items

Peterstown Company LTD Audited Financial Statements

Conservation Tillage Conference, St. Cloud, 12/17-12/18/2019

2020 Red River Basin Drainage Conference, Moorhead, 1/27/2020

22nd Annual Joint Conference, Moorhead, 03/10-3/11/2020

MEETING REPORTS

Attended Meetings/Trainings

Red Lake River 319 Small Watershed meeting, RLWD	Bernd
ND & MN Agri-Women's Harvest of Knowledge Conference	Bernd
Wild Rice-Marsh 1W1P Steering Committee meeting, Ada	Bernd
RLR 1W1P Planning Group Conference Call	Bernd
BWSR Academy, Breezy Point	Staff
Northern Assn. Conservation District Employees meeting, UMC	Staff
MASWCD Area 1 meeting, Detroit Lakes	Staff

Upcoming Meetings/Trainings

Wild Rice Marsh 1W1P Steering Committee conf. call	Bernd
FDRWG Conference Planning meeting, Detroit Lakes	Bernd
AgBMP Loan meeting, Thief River Falls	Staff
Crookston Well Head Protection Plan/Biodiesel plant meeting,	Staff
FDWWG board meeting, Grand Forks,	Bernd
East Polk SWCD Grant Reconciliation, McIntosh	Bernd
Conservation Tillage Conference, St. Cloud	Staff?
Red Lake River 1W1P Policy Meeting, RLWD	Staff/Supervisor
CHRISTMAS, Office Closed	
NEW YEARS, Office Closed	

DISTRICT EMPLOYEE'S REPORTS:

Bernd

LWM:

Bernd initiated a meeting with MN Dept. of Health, MN DNR, City Administrator, Widseth Smith and Nolting, Water Superintendent and CHEDA Executive Director

regarding the DRAFT Crookston Wellhead Protection Plan and the proposed biodiesel plant. Meeting will be December 5th at City Hall.

CWL:

RLR 1W1P has been approved for \$1,071,149 for the FY 2020-2021 Watershed-based Implementation Funding Grant approved by BWSR Sept. 25, 2019.

FEEDLOTS:

Bernd presented the Polk County Feedlot Delegation Agreement and Workplan for approval to the County Commissioners, Nov. 5th.

BUFFERS:

Bernd will be sending a letter those who have approved encumbered Buffer Compliance Cost Share contracts stating there is an extension till February 1, 2021.

OTHER:

Mentorship requested by Soil Researcher, Heidi Reitmeier, Dept. of Soil, Water and Climate, U of M. A requirement through a training course for credits to the Land and Atmospheric Science program.

Bernd has assisted EPSWCD financial/managerial and through the month of November and attended the November 14th board meeting.

Steinbrink

Technician Report 11-21-19

Buffer Bits:

Working on maps for Public Waters to locate where buffers need to be seeded.

Conservation Projects:

All SWI projects are in winter shut down.

Red Lake Watershed District

Burnham Creek Russia 13 Project: Winter shut down

Habermehl

Technician Habermehl Report 11/21/2019

WCA:

- TEP: 11/04/2019 Crookston FO; Polk County, MnDNR, USACE, BWSR, Wenck
- RLWD Drain 17: Joint App. received 08/01/2019 WCA analysis- incomplete NOA sent 08/21/2019 MN certified delineation required (inform RLWD).
- Polk County Landfill: Joint App. 18-08 issued Incomplete Application Checklist; suspends 15.99 TEP: MnDNR rare natural community- biological survey ~07/2019, MPCA permit cell 13-16- subsequent EAW Wetland D & proposed gravel mining area. In communication with agent, TEP & MnDNR biologists (WCA LGU on-site assessment 06/13/2019), MnDNR report- meeting Crookston FO 11/04/2019. Require (Wenck) amended on-site alternatives analysis (pending).
- RLRCEP: WCA analysis, NOA issued 09/12/2019. Request to meet (1599 extension) sent 10/14/2019. City Administrator Stassen FO 10/16/2019. Application withdrawn.

- Crookston 29: WCA inquiry; respond (exemption analysis/options) 10/16/2019. Bob Herkenhoff FO 11/12/2019.

Buffer Initiative:

- BuffCAT updates, CAN(s) generated for issuance Polk P&Z, fielding telephone calls and FO visits, etc. Plan to fulfill SWCD statutory duties (on reviewed parcels) & confirm designated statutory responsibilities to enforcement (Polk County P&Z).

Other:

- BWSR IDP (SWI EJAA) submitted, BWSR WDCP to MWPCP submitted, NACDE meeting (volunteered serve as Director), Area 1 meeting, engineering assistance (Russia 13, Skaug, Larson) landowner easement inquiry, upcoming meetings (Sand Hill advisory, WPSWCD newsletter articles, training modules (BWSR), etc.

Torkelson

Technician Report 11/21/2019

Buffers:

- Preparing NONs for submission to officially allow Polk County P&Z to begin enforcement of noncompliant parcels.
- Putting together a plan for summer 2020 buffer monitoring.

Tree Program:

- Assisting landowners with planning windbreaks and making species selections to fit their needs/planting site.
- Submitted initial order to Schumacher's Nursery.
- Newsletter:
 - Writing buffer update article to inform district landowners of our shift into ongoing compliance monitoring
 - Working on an article(s) for tree program. Windbreak rejuvenation? Planting for wildlife habitat?
- Will begin uploading all informative articles to website and provide printed copies at office and tree shed during pick-up days.

Meetings/Other:

- Attended BWSR academy 10/29-31.
- NACDE meeting 11/13.
- Area 1 meeting 11/19.

NRCS DISTRICT CONSERVATIONIST'S REPORT

NRCS REPORT

November 2019 REPORT

EQIP:

- Accepting new applications
- No Batching period deadline set or announced yet
- RCPP Monies available through 1W1P- \$171,000. For 2020 no applications yet, need partners to identify potential applicants/projects and do some convincing!
- Doing modifications for contracts that couldn't complete practices due to wetness

CSP:

- Collecting documentation from FY19 activities

- Waiting on money to do mod's and make payments, minimal money in the system currently.
- No batching period announced yet- looking for more applications in W. Polk

CTA:

- Soil Conservationist Technician, Jess Tiedemann, is assisting Norman County with survey work

CRP:

- General sign-up in December
- Rumors say it will be a very large sign up- potentially meaning there will be less acres available in future sign ups...?
- Changes are coming to CRP, still waiting for the manual to be finished.
- MN is participating in 2- CRP Pilot programs- no details known at this time

Other:

- Soil Conservationist, Wade Jackson, last day in Crookston is Friday 11/22
- Writing staff performance plans
- SINEW Administrative Clerk, Sheila Olson, is meshing into her position and increasing efficiency
- Crookston NRCS is scheduled to have a pathways intern summer 2020 and someone has accepted the position.
- Holiday season is coming up quickly and all staff will be looking for leave.
- Compliance/Wetland work is trying to get to zero backlog by the end of 2020 but it's tough when the whole state is short staffed.
- MN staffing has received priority and they have temporarily assigned us additional HR staff from FPAC business center to advertise for staff.

Bob Guetter

District Conservationist- Team Lead

CORRESPONDENCE:

Publications:

Forestry Notes

Conservation Brief

Conservation Views

Crookston Daily Times

MPCA Feedlot Update

Outdoor News

ENewsletter for MASWCD

ENotes for NACD

Waterline

River Monitor

Shade Tree Advocate

Minnesota Environment

BWSR Snapshots

Other:

November 2019 Report

Jillian Fejszes, Farm Bill Biologist

Trainings/Meetings:

- 10/15- Pennington SWCD Board Meeting
- 10/17- West Polk SWCD Board Meeting
- 10/22- Marshall SWCD Board Meeting
- 10/25- Harvest of Knowledge Agri-Women's Conference- Grand Forks

Ongoing Work:

- Talked to 8 landowners with questions. Hearing back from a few people I had talked to over the summer.
- Met with one landowner in Pennington County on site to look at his recreational land. We will be meeting with him to talk about CSP, EQIP or CRP options.
- Helping NRCS with CSP work in Toolkit
- Working on requirements for Conservation Planner certification. Talked to the Area Resource Conservationist about what qualifies.
- Working on outline for Women Caring for the Land workshop that I will hope to plan for next summer. Will be reaching out to other staff soon.
- I have been asked to help find speakers for the Wildlife Society Meeting in February. The theme is related to wildlife management and agriculture. Will be talking to local staff to brainstorm more.
- CRP enrollment data is compiled. I gave the SWCD's areas where the CRP came out and needs a buffer. Working soon to get data for CRP expiring in 2020.
- CRP revisions and paperwork

Upcoming:

- 11/18- Pennington SWCD Board Meeting
- 11/20- Marshall SWCD Board Meeting
- 11/21- West Polk SWCD Board Meeting
- 11/22-11/29- Off to Visit Michigan
- 12/4- Conservation Desktop Training
- 12/16- 12/17- PF Team Meeting- Duluth (October meeting was cancelled)

The next meeting was scheduled for December 19, 2019 at 7am.

With no further business, _____ adjourned the meeting at _____ am.

Respectfully submitted,

Secretary
Mark McWalter\nb

WEST POLK SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM THE DECEMBER 19th, 2019 REGULAR BOARD MEETING

The meeting was called to order at 7:05 a.m. by Chairman Solheim at the FSA Conference Room, USDA Service Center, 528 Strander Ave, Crookston.

APPROVAL OF AGENDA:

{Motion #80-19} Motion by Cournia and seconded by Sorenson to approve the December 19th, 2019 agenda.

Affirmative: McWalter, Peterson, Sorenson and Cournia

Opposed: None

Motion: Pass

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

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

Others Present: Bob Guetter, NRCS DC

Absent: Jillian Fejszes, Farm Bill Biologist

SECRETARY'S REPORT:

{Motion #81-19} Motion by Cournia and seconded by Peterson to approve the minutes from the Regular Board meeting held on November 21, 2019.

Affirmative: McWalter, Peterson, Sorenson and Cournia

Opposed: None

Motion: Pass

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

TREASURER'S REPORT:

{Motion #82-19} Motion by Cournia and seconded by Sorenson to approve the November treasurers report.

Affirmative: McWalter, Peterson, Sorenson and Cournia

Opposed: None

Motion: Pass

COST SHARE REPORT:

STATE COST SHARE REPORT:

No Report

BUFFER COMPLINACE COST SHARE REPORT:

District Staff is requesting approval of the listed Buffer Compliance Cost Share Contract(s).

Contract#	Practice	Approved Project Cost	Cost Share Amount	Technical Approval Authority
BS-18-68	410	10,000.00	7,500.00	Steinbrink

{Motion #83-19} Motion by Cournia and seconded by Peterson to approve payment for the listed District Cost Share contract(s).

Affirmative: McWalter, Peterson, Sorenson and Cournia

Opposed: None

Motion: Pass

DISTRICT COST SHARE REPORT:

No report

OLD BUSINESS

Lease Agreement proposal. Discussion

NEW BUSINESS

Bernd was awarded BWSR's 2019 Outstanding SWCD Employee of the Year. Recognition took place at the MASWCD 2019 Annual Convention, Bloomington MN. Bernd will be presented the award at the next Area 1 meeting.

Minnesota Campaign Finance Disclosure Board. Annual statement of economic interest. Must be filed by Jan. 1, 2020 but no later than Jan. 27, 2020.

MEETING REPORTS

Attended Meetings/Trainings

Wild Rice Marsh 1W1P Steering Committee conf. call	Bernd
Crookston Well Head Protection Plan/Biodiesel plant meeting, City Hall	Staff
East Polk SWCD Grant Reconciliation, McIntosh	Bernd
Area Technical Training Team WebEx	Bernd
Conservation Tillage Conference, St. Cloud	Bernd
Red Lake River 1W1P Policy Meeting, RLWD	Staff/Supervisor

Upcoming Meetings/Trainings

East Polk SWCD Board Meeting, McIntosh
BWSR Grant Refresher, Red Lake Watershed District
CHRISTMAS EVE, Office Closed
CHRISTMAS DAY, Office Closed
NEW YEARS, Office Closed

Bernd
Staff

DISTRICT EMPLOYEE'S REPORTS:

Bernd

CWL:

Projects & Practices RLWD Project 134 is complete (expires 12/31/2019).
Reconciliation will be requested and final payment submitted.

1W1P:

Bernd has been asked to co-present with Houston Engineering at the Red River Basin Commission Conference regarding "One Watershed One Plan in the Red River Basin: Incorporating basin-wide goals and local priorities.". Conference will be held in Fargo, January 14-16, 2020.

OTHER:

Bernd submitted the BWSR FY20-21 Natural Resource Block Grant to Polk County for approval and signature at their December 17, 2019 board meeting.

Bernd assisted EPSWCD for the reconciliation of BWSR grants and preparation of the December 19th Board meeting.

Steinbrink

Technician Report 12-19-19

Buffers:

- Determining buffer width for seeding Public Waters.
- Received request for 5 SWIs.

Habermehl

Technician Habermehl Report 12/19/2019

WCA:

- TEP: 01/09/2020 (WCA annual report due 02/03/2020)
- Liberty 10: investigate potential WCA violation w/MnDNR
- RLWD Drain 17: Joint App. received 08/01/2019 WCA analysis- incomplete NOA sent 08/21/2019 MN certified delineation required (inform RLWD). Supporting evidence WCA Level I (remote) analysis. Joint Application (signed) received 12/16/2019. Talked w/Myron and Nick Pribula 12/16-12/18/2019 revised plans pending.
- Polk County Landfill: Joint App. 18-08 issued Incomplete Application Checklist; suspends 15.99 TEP: MnDNR rare natural community- biological survey ~07/2019, MPCA permit cell 13-16- subsequent EAW Wetland D & proposed gravel mining area. In communication with agent, TEP & MnDNR biologists (WCA LGU on-site assessment 06/13/2019), MnDNR report- meeting Crookston FO 11/04/2019. Require (Wenck) amended on-site alternatives analysis (pending).

- RLRCEP: WCA analysis, NOA issued 09/12/2019. Request to meet (1599 extension) sent 10/14/2019. City Administrator Stassen FO 10/16/2019. Application withdrawn.
- Crookston 29: WCA inquiry; respond (exemption analysis/options) 10/16/2019. Bob Herkenhoff FO 11/12/2019.

Buffer Initiative:

- BuffCAT updates (changed all “needs review” parcels to “compliance in progress” communicated w/BWSR BuffCAT spec, ~262 CAN(s) issued 12/13/2019 Polk P&Z, fielding telephone calls and FO visits, etc. Met w/P&Z 12/09/2019 to fulfill SWCD duties (on reviewed parcels) & confirm designated statutory responsibilities to enforcement (Polk County P&Z). JD(s) and tax assessor addresses discussed.

Other:

- WPSWCD annual newsletter (article submissions), volunteer climatology packets sent 12/18/2019 (+1 new), RLR1W1P policy meeting + points added to 2020-21 biennial work plan 12/18/2019 discussion, landowner easement inquiry, Epitome Energy preliminary meeting 12/05/2019, etc.

Torkelson

Technician Report 11/21/2019

Buffers:

- Submitted 260 official NONs to PCP&Z for noncompliant county and judicial ditch parcels.
- Reviewing all notes from summer field checks.
 - Creating and filing missing alternative practice plans.
 - Double checking compliance status and fixing errors.
 - Organizing notes/maps to prepare for landowners’ questions re: CANs.

Tree Program:

- Assisting landowners with planning windbreaks and making species selections to fit their needs/planting site.
- Checking in with landowners who showed interest in machine planting spring/’20.

Newsletter:

- Writing buffer update article to inform district landowners of our shift into ongoing compliance monitoring. Maybe a section explaining how SWCD fits in the legal process. (“So you got a CAN. What’s next?”)
- Working on an article(s) for tree program. Windbreak rejuvenation? Planting for wildlife habitat?
- Will begin uploading all informative articles to website and provide printed copies at office and tree shed during pick-up days.

NRCS DISTRICT CONSERVATIONIST’S REPORT

NRCS REPORT

December 2019 REPORT

EQUIP

- Accepting new applications
- No Batching period deadline set or announced yet

- RCPP Monies available through 1W1P- \$171,000? For 2020 no applications yet... need partners to identify potential applicants/projects and do some convincing!

CSP

- Money for 2019 payments has partially arrived. Waiting for more money to finish up the last 19 payment for W. Polk, assisting in other counties to help the overwhelming workload and short timeline.
- No batching period announced yet- looking for more applications in W. Polk

CRP:

- General sign-up is open
- Changes are coming to CRP, still waiting for the manual to be finished.
- MN is participating in 2- CRP Pilot programs- no details known at this time

Other:

- Crookston NRCS is scheduled to have a pathways intern summer 2020 and someone has accepted the position.
- Holiday season is coming up quickly and all staff will be looking for leave.
- Compliance/Wetland work is trying to get to zero backlog by the end of 2020 but it's tough when the whole state is short staffed.
- MN staffing has received priority and they have temporarily assigned us additional HR staff from FPAC business center to advertise for staff.

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December 2019 Report

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Trainings/Meetings:

- 11/18- Pennington SWCD Board Meeting
- 11/20- Marshall SWCD Board Meeting
- 11/21- West Polk SWCD Board Meeting
- 11/25-11/29- Off to Visit Michigan. Got stuck in the Duluth snowstorm 11/30.
- 12/4 & 12/5- Conservation Desktop Training
- 12/16- 12/17- PF Team Meeting- Duluth
- 12/19- West Polk SWCD Board Meeting

Ongoing Work:

- Talked to 3 landowners with questions. One landowner did sign up for CSP and is also in the process of inquiring about CRP.
- Continuing to help NRCS with CSP workload.
- Have made progress going through CRP expiring in 2020 and what is eligible for general and continuous CRP. Hope to share with other staff soon.

- Had training with Jessica Tiedemann on the watershed tool to use for CRP filter strip eligibility.
- The CRP signup opened on December 9. There are both general and continuous signups going on currently. Still sifting through all the information.
- Talking with NRCS about speakers for the TWS meeting
- Have been asked to submit an article or two to the West Polk SWCD newsletter. Will be working on that.
- Have a few planning meetings/phone calls planned for the Women Caring for the Land event we hope to do this summer.

Upcoming:

- 12/23-12/25- Off for Christmas
- 1/1- New Year's Day
- 1/14- Pennington SWCD Board Meeting
- 1/16- West Polk SWCD Board Meeting

The next meeting was scheduled for January 16th, 2020 at 7am.

With no further business, Chairman Solheim adjourned the meeting at 8:15 am.

Respectfully submitted,

Secretary
Mark McWalter\nb