

WEST POLK SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM THE JANUARY 16th, 2020 REGULAR BOARD MEETING

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

APPROVAL OF AGENDA:

{Motion #01-20} Motion by Peterson and seconded by Sorenson to approve the January 16th, 2020 agenda.

Affirmative: McWalter, Peterson and Sorenson

Opposed: None

Motion: Pass

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

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

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

Absent: Nicole Bernd, District Manager
Chris Cournia, Treasurer

REORGANIZATION FOR 2020:

Officers will as follow:

Chairman – Solheim
Vice Chairman – Peterson
Secretary – McWalter
Treasurer – Cournia
PR&I – Sorenson

{Motion #02-20} Motion by Peterson and seconded by Sorenson to approve the West Polk SWCD Board of Supervisors positions for the year of 2020.

Affirmative: McWalter, Peterson and Sorenson

Opposed: None

Motion: Pass

District Representatives for 2020 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, Alternate Peterson
- Wild Rice-Marsh One Watershed One Plan (1 member with alternate): Cournia, Alternate Sorenson
- WRAC (1 member): Sorenson
Water Resource Advisory Committee
- Area 1 Meeting (2 members): McWalter, Peterson, Alternates-Cournia, Solheim and Sorenson

{Motion #03-20} Motion by Peterson and seconded by Sorenson to approve the West Polk SWCD Board of Supervisors committee representatives for 2020.

Affirmative: McWalter, Peterson and Sorenson

Opposed: None

Motion: Pass

SECRETARY'S REPORT:

{Motion #04-20} Motion by Sorenson and seconded by Peterson to approve the minutes from the regular board meeting held on December 19, 2019.

Affirmative: McWalter, Peterson and Sorenson

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 #05-20} Motion by McWalter and seconded by Sorenson to approve the treasurers report.

Affirmative: McWalter, Peterson and Sorenson

Opposed: None

Motion: Pass

Staff reported the designation of bank accounts as of January 1, 2020 as follows:

| | | |
|---------------------------|------------------------|-------------------|
| Checking Accounts: | Northern Sky Bank | Acct. #XXX224 |
| Savings Account: | Northern Sky Bank | Acct. #XXX569 |
| Certificates of Deposits: | American Federal Bank: | |
| | 24 Month | Acct. #XXXXXX6360 |
| | Money Market | Acct. #XXXXXX6310 |

Safe Deposit Boxes: Bremer Bank

{Motion #06-20} Motion by Peterson and seconded by Sorenson to approve the designation of bank accounts.

Affirmative: McWalter, Peterson and Sorenson

Opposed: None

Motion: Pass

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

{Motion #07-20} Motion by Sorenson and seconded by Peterson 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, Peterson and Sorenson

Opposed: None

Motion: Pass

STATE COST SHARE REPORT:

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

| Contract# | Practice | Approved Project Cost | Cost Share Amount | Technical Approval Authority |
|------------------|-----------------|------------------------------|--------------------------|-------------------------------------|
| CS-18-02 | 351 | 1575.00 | 500.00 | Habermehl |

{Motion #08-20} Motion by Sorenson and seconded by McWalter to approve payment for the listed State Cost Share contract(s).

Affirmative: McWalter, Peterson and Sorenson

Opposed: None

Motion: Pass

BUFFER COMPLIANCE COST SHARE:

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-18-69 | 410 | 72,000.00 | 54,000.00 | Steinbrink |

{Motion #09-20} Motion by Sorenson and seconded by Peterson to approve the listed Buffer Compliance Cost Share contract(s).

Affirmative: McWalter, Peterson and Sorenson

Opposed: None

Motion: Pass

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

| Contract# | Practice | Approved Project Cost | Cost Share Amount | Technical Approval Authority |
|------------------|-----------------|------------------------------|--------------------------|-------------------------------------|
| BC-18-64 | 410 | 3000.00 | 1,484.59 | Steinbrink |

{Motion #10-20} Motion by Sorenson and seconded by Peterson to approve payment for the listed Buffer Compliance Cost Share contract(s).

Affirmative: McWalter, Peterson and Sorenson

Opposed: None

Motion: Pass

Priority cost share practices for state cost money shall be designated for the year 2020. Discussion.

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)

OLD BUSINESS

No report.

NEW BUSINESS

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

{Motion #11-20} Motion by Peterson and seconded by McWalter to approve the district manager authorization to sign on grant proposals.

Affirmative: McWalter, Peterson and Sorenson

Opposed: None

Motion: Pass

Staff requests approval for the District Manager to have authority to sign Board of Water and Soil Resources grant financial reports subject to audit.

{Motion #12-20} Motion by Sorenson and seconded by Peterson to approve the district manager authorization to sign grant financial reports subject to audit.

Staff request approval to pay MASWCD 2020 dues in the amount of \$2,982.40.

{Motion #13-20} Motion by Peterson and seconded by Sorenson to approve payment to MASWCD 2020 dues in the amount of \$2,982.40.

Affirmative: McWalter, Peterson and Sorenson

Opposed: None

Motion: Pass

IRS Mileage Rate for 2020 is \$.57.5/mile. Effective January 1, 2020.

The Board discussed the designation of a district newspaper.

{Motion #14-20} Motion by Sorenson and seconded by Peterson to designate the Crookston Times as the official district newspaper.

Affirmative: McWalter, Peterson and Sorenson

Opposed: None

Motion: Pass

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

{Motion #15-20} Motion by McWalter and seconded by Sorenson to designate the third Thursday of each month as the official board meeting day. The meetings shall start at 7am and will be held at the Farm Service Agency conference room located at the USDA Service Center, Crookston MN.

Affirmative: McWalter, Peterson and Sorenson

Opposed: None

Motion: Pass

Re-Election for 2020 of the following West Polk SWCD Supervisors:

- District 2 – Derek Peterson
- District 4 – Elliott Solheim
- District 5 - Chris Cournia

District 5 did not have a candidate in 2016; it was filled by special election in 2018 to complete the 4-year term thus on rotation again.

The District's 2020 insurance premiums from MN County Intergovernmental Trust (MCIT) are due in the total amount of \$8,015.00. SWCD Supervisors are now covered under Workman's Compensation.

{Motion #16-20} Motion by Sorenson and seconded by Peterson to approve the payment to Minnesota Counties Intergovernmental Trust in the amount of \$8,015.00

Affirmative: McWalter, Peterson and Sorenson

Opposed: None

Motion: Pass

Bernd requests approval of the audit bid received from Peterson Company LTD. for fiscal year ending December 31, 2019, in amount of \$2,8750.

{Motion #17-20} Motion by Sorenson and seconded by McWalter to approve the audit bid received from Peterson Company LTD. for fiscal year ending December 31, 2019, in amount of \$2,875.00.

Affirmative: McWalter, Peterson and Sorenson

Opposed: None

Motion: Pass

Bernd requests approval of the District's 2020 Budget.

{Motion #18-20} Motion by McWalter and seconded by Sorenson to approve the District's 2020 Budget.

Affirmative: McWalter, Peterson and Sorenson

Opposed: None

Motion: Pass

Staff requests to approve payment of \$5,000 as cash match for the RRVSCA TSA Technician position according to the Agreement of Services.

{Motion #19-20} Motion by McWalter and seconded by Peterson to approve payment of \$5,000 as cash match.

Affirmative: McWalter, Peterson and Sorenson

Opposed: None

Motion: Pass

District Technician Steinbrink will be retiring as of February 28, 2020.

MEETING REPORTS

Attended Meetings/Trainings

CHRISTMAS, Office closed

BWSR Grants Refresher Workshop

Bernd

Flood Damage Reduction Workgroup Conf. Planning

Bernd

NACDE video conference

Staff

Middle River Snake Tamarack 1W1P meeting, Warren

Bernd

East Polk SWCD Board meeting

Bernd

Upcoming Meetings/Trainings

REV DR MARTIN LUTHER KING DAY, Office closed

Red River Basin Land & Water Summit, Fargo

Bernd

RLR 1W1P Planning Group meeting, TRF

Staff

Annual Drainage Conference, Moorhead

Bernd

Wild Rice March 1W1P Policy Committee meeting, Ada

Cournia

PRESIDENT'S DAY, Office closed

DISTRICT EMPLOYEE'S REPORTS:

Bernd

REPORTING

Bernd has been reporting FY19 in eLINK for the following programs which are due by Feb. 1st, 2020:

- Local Water Management
- Wetland Conservation Act
- Erosion Control & Water Management (State Cost Share)
- Easement Delivery
- Conservation Delivery
- Buffer Law
- Buffer Compliance Cost Share
- Capacity
- Clean Water Legacy Grants
 - Projects & Practices RLWD Project 134

Steinbrink

Technician Report 1-16-20

- Determining buffer width for seeding Public Waters. These parcel
- Will be receiving a Corrective Action Notice (CAN) from Polk county
- Planning and Zoning soon.
- Completed cost estimate for RLWD Project 17 for Cost share on 90 SWIs. We
- have funds for the first 20. Plans are to request more funds.

Habermehl

Technician Habermehl Report 01/16/2020

WCA:

- TEP: TBD; WCA annual report complete 01/09/2020
- 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/engineers report received 01/08/2020. Compiling evidence for BWSR & USACE.
- 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).

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) (NONs

issued) and tax assessor addresses discussed. MSTRWD jurisdictional duties discussion.

Other:

- ECWM annual reporting (soil-loss, forms), WPSWCD annual newsletter (article submissions, printing, USPS), volunteer climatology packets sent 12/18/2019 (+1 new), NACDE winter training meeting 01/08/2020, RLR1W1P planning meeting 01/16/2020, landowner easement inquiry, TSA meeting 01/15/2020 (unable to attend), etc.

Torkelson

Technician Report 01/16/2020

Buffers:

- Finished reviewing all notes from summer field checks
 - Created and filed roughly 120 alternative practice plans (to justify existing APs and show noncompliant parcel owner's options for buffer compliance)
 - Identified a handful of parcels which were mistakenly deemed noncompliant (asked PC P&Z to suspend enforcement)
 - Identified 7 parcels that need to be passed on to PC P&Z for enforcement

Tree Program:

- Drafting plan for 5-acre CCRP planting in Belgium township
- Taking orders for hand plants

Newsletter:

- Wrote two buffer articles...
 - explanation of ongoing buffer monitoring
 - general update – SWCD's role in buffer compliance / encouraging landowners and farmers to ask us for technical help
 - and two articles for the tree program.
 - tree sale information / windbreak planting service
 - recent additions to tree list

NRCS DISTRICT CONSERVATIONIST'S REPORT

December 2019 REPORT

EQIP

- Accepting new applications
- No Batching period deadline set or announced yet- expecting February
- RCPP Monies available through 1W1P- \$171,000? For 2020 still no applications yet... need partners to identify potential applicants/projects and do some convincing!
 - If no applications are received, Luther and I will direct certain applications into this fund that have a low chance of getting funded in LWG.

CSP

- Overcame a huge workload helped in other teams outside of this one to accomplish the job.
- No batching period announced yet- looking for more applications in W. Polk

CRP:

- General sign-up is open, closes Feb 28
- Continuous signup until 8/21/2020

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:

January 2020 Report

Jillian Fejszes, Farm Bill Biologist

Trainings/Meetings:

- 12/23-12/25- Off for Christmas
- 1/1- New Year's Day
- 1/9- West Polk FSA ARC, PLC and CRP meeting
- 1/13- Pennington WRAC Meeting
- 1/14- Women Caring for the Land planning meeting
- 1/16- West Polk SWCD Board Meeting
- 1/21- Pennington SWCD Board Meeting

Ongoing Work:

- Talked to 12 landowners
- Spent a bit of time putting together a presentation on CRP practices available now and presented at the West Polk FSA ARC & PLC meeting. We had 30 people stay for the CRP portion.
- Wrote 2 articles for the West Polk SWCD newsletter
- Assisted Marshall NRCS with CRP eligibilities
- Making progress on planning the Women Caring for the Land event. Will have a date and location set by the end of the month.
- Worked on CRP eligibilities for Pennington and West Polk. So far have worked on 10.
- Finished gathering information for what CRP coming out is eligible for continuous/general. Passed the information on.
- Want to work to try and get press releases about CRP in the local newspapers.
- Did some CRP revisions.
- Continued work to organize a workshop at the TWS meeting next month.

Upcoming:

- 2/13- Nutrient Management Training- Detroit Lakes
- 2/18-2/20- Minnesota Chapter of the Wildlife Society Meeting- Willmar

Minutes, Agendas, and Annual Reports:

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

The next meeting is scheduled for February 20th, 2020 at 7:00 am.

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

Respectfully submitted,

Secretary\Treasurer
Mark McWalter\nb

WEST POLK SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM THE FEBRAURY 19th, 2020 REGULAR BOARD MEETING

The meeting was called to order at 7:07 a.m. by Vice Chairman Peterson at the FSA Conference Room, USDA Service Center, 528 Strander Ave, Crookston.

APPROVAL OF AGENDA:

{Motion #20-2020} Motion by Cournia and seconded by Sorenson to approve the February 19th, 2020 agenda.

Affirmative: Sorenson, McWalter and Cournia

Opposed: None

Motion: Pass

Supervisors Present: 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: Elliott Solheim, Chairman
Jillian Fejszes, Farm Bill Biologist

SECRETARY'S REPORT:

{Motion #21-2020} Motion by Sorenson and seconded by McWalter to approve the minutes from the regular board meeting held January 16, 2020.

Affirmative: Sorenson, McWalter and Cournia

Opposed: None

Motion: Pass

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

TREASURER'S REPORT:

{Motion #22-2020} Motion by Sorenson and seconded by Cournia to approve the treasurers report.

Affirmative: Sorenson, McWalter and Cournia

Opposed: None

Motion: Pass

DISTRICT COST SHARE REPORT:

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

| Contract# | Practice | Approved Project Cost | Cost Share Amount | Technical Approval Authority |
|------------------|-----------------|------------------------------|--------------------------|-------------------------------------|
| DF(LSF) 04 | 410 | 1200.00 | 540.75 | Steinbrink |
| DF(LSF) 05 | 410 | 1200.00 | 540.75 | Steinbrink |

{Motion #23-2020} Motion by Sorenson and seconded by Cournia to approve payment for the listed District Cost Share contract(s).

Affirmative: Sorenson, McWalter and Cournia

Opposed: None

Motion: Pass

OLD BUSINESS

No Report

NEW BUSINESS

No Report

MEETING REPORTS

Attended Meetings/Trainings

REV DR MARTIN LUTHER KING DAY, Office closed

Red River Basin Land & Water Summit, Fargo

RLR 1W1P Planning Group meeting, TRF

Annual Drainage Conference, Moorhead

PRESIDENT'S DAY, Office closed

Bernd
Staff
Bernd

Upcoming Meetings/Trainings

PTMApp Workshop, Thief River Falls

22nd Annual Joint Conference, Moorhead

Area 1 Meeting, UMC

State Managers Meeting, Baxter

Staff
Staff
Staff/Supervisors
Bernd

DISTRICT EMPLOYEE'S REPORTS:

Bernd

CWL:

The District was awarded \$20,000 for the Glacial Ridge Prairie Core Area Cooperative Invasive Species Management Area project. Staff requests approval of the FY20-21 Cooperative Weed Management Area Program (CWMA) Grant Agreement.

{Motion #24-2020} Motion by Sorenson and seconded by Cournia to approve the FY20-21 CWMA Grant Agreement.

Affirmative: Sorenson, McWalter and Cournia

Opposed: None

Motion: Pass

OTHER:

- FY19 and FY20 reporting in eLINK is complete.
- East Polk SWCD Service Agreement update.
- Internship
- 2020 Local Working Group meeting date.

Steinbrink

Technician Report 2-19-20

Determining buffer width for seeding Public Waters. These parcels will receive a Corrective Action Notice (CAN) from Polk county Planning and Zoning hopefully before spring planting.

Habermehl

Technician Habermehl Report 02/19/2020

WCA:

- TEP: 03/12/2020
- Liberty 10: investigate potential WCA violation w/MnDNR
- RLWD Drain 17: NOD issued 02/06/2020 (project approved No-Loss) USACE correspondence & final hearing
- 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).
- King 29 (East Polk): assist with Draft Prospectus (wetland bank)

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 02/11/2020 to fulfill SWCD duties (on reviewed parcels) & confirm designated statutory responsibilities to enforcement (Polk County P&Z). JD(s) (NONs issued) and tax assessor addresses discussed. Removed WD ditches from P&Z spreadsheet. MSTRWD jurisdictional duties discussion. Issue PW maps & CANs ~70.

Other:

- AIS meeting 02/11/2020, Polk County P&Z meeting 02/19/2020, Landowner engineering meeting (WCA, ECWM) 02/19/2020, PTM App training 02/27/2020, RLWD 17 BC-CS, etc.

Torkelson

Technician Report 02/19/2020

Buffers:

- Working on a plan for 2020 buffer monitoring

Tree Program:

- Working with landowners to finalize three windbreak plantings (two farmstead, one field)
- Taking orders for hand plants (65 orders so far)
- Advising landowners on tree care and making recommendations for new plantings

Newsletter

- Upcoming Minnesota Shade Tree Short Course – March 17th & 18th
 - Trees vs. changing climate
 - Emerging and invasive tree species
 - New oak introductions/hybrids (planning for Bur Oak Blight)
 - Field disease ID
- Renewed International Society of Arboriculture membership

NRCS DISTRICT CONSERVATIONIST'S REPORT

February 2020 REPORT

EQIP

- Application Deadline March 13

CSP

- No batching period announced yet- receiving inquiries from clients, still looking for more applications in W. Polk

CRP:

- General sign-up is open, closes Feb 28
- Continuous signup until 8/21/2020

Staffing/other

- Bob has accepted a team lead position in Detroit Lakes and starts there March 30.
- NRCS All employee meeting Feb 25-27, Brainerd, MN
- Bob acting for Alexandria Team Feb 25-March 6
- Conservation Desktop/CART ranking tool are here and will be utilized in 2020.

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:

Minutes, Agendas, and Annual Reports:

BWSR

Wild Rice Watershed

Sand Hill Watershed
Polk County Board

Red Lake Watershed
MCIT

January 2020 Report

Jillian Fejszes, Farm Bill Biologist

Trainings/Meetings:

- 1/23- CRP webinar
- 2/13- Nutrient Management Training- Detroit Lakes
- 2/14-2/16- Pheasants Fest, Minneapolis Convention Center
- 2/18-2/20- Minnesota Chapter of the Wildlife Society Annual Meeting- Willmar

Ongoing Work:

- Talked to 16 landowners- answering a lot of CRP questions and meeting with a few landowners in the office.
- Spent a lot of time working on CRP eligibilities. Completed 16 eligibilities
- Started working on CRP plans for Marshall in Conservation Desktop. Getting used to the new program.
- Making progress on planning the Women Caring for the Land event. The event will be on August 4 at the Joint Operation Facility. We will be touring Cabin View Gardens and the robot milkers at the Hanson's in the afternoon. We are meeting soon to plan for outreach, sponsors, and funding.
- One landowner I talked with is interested in an easement, haven't found an easement that fits his land yet.
- Talked to a few seed vendors about the prices for their mixes.
- Working on questions for Envirothon
- Had a few webinars for an initiative PF will be starting soon which will give landowners incentives for installing certain conservation practices (details are not known yet).
- Completed all prerequisites for Nutrient management training

Upcoming:

- 2/24- Envirothon Meeting
- 2/25- Marshall SWCD Board Meeting
- 2/27- Women Caring for the Land Planning meeting
- 2/28- General CRP signup ends

The next meeting was scheduled for March 26, 2020 at 7 am.

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

Respectfully submitted,

Secretary\Treasurer
Mark McWalter\nb

WEST POLK SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM THE APRIL 16th, 2020 REGULAR BOARD MEETING

The meeting was called to order at 7:02 am a.m. by Solheim via conference call.

Roll Call: Solheim, Peterson, Cournia, and Sorenson present. McWalter absent.

APPROVAL OF AGENDA:

{Motion #24-2020} Motion by Cournia and seconded by Sorenson to approve the April 16th, 2020 agenda.

Affirmative: Peterson, Cournia and Sorenson

Opposed: None

Motion: Pass

Supervisors Present:

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

District Employees Present:

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

Others Present:

Jillian Fejszes, Farm Bill Biologist

Absent:

Mark McWalter, Secretary

SECRETARY'S REPORT:

{Motion #25-2020} Motion by Cournia and seconded by Sorenson to approve the minutes from the regular board meeting held February 19th, 2020.

Affirmative: Peterson, Cournia and Sorenson

Opposed: None

Motion: Pass

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

TREASURER'S REPORT:

{Motion #26-2020} Motion by Cournia and seconded by Peterson to approve the treasurer's reports.

Affirmative: Peterson, Cournia and Sorenson

Opposed: None

Motion: Pass

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-20-02 | 351 | 925.00 | 462.50 | Habermehl |

{Motion #27-2020} Motion by Cournia and seconded by Sorenson to approve the listed State Cost District Cost Share contract(s).

Affirmative: Peterson, Cournia and Sorenson

Opposed: None

Motion: Pass

OLD BUSINESS

Staff requests approval of revision/updated West Polk SWCD National or State Epidemic or Pandemic Sick Leave Policy. Discussion.

{Motion #28-2020} Motion by Sorenson and seconded by Cournia to approve the revised/updated West Polk SWCD National or State Epidemic or Pandemic Sick Leave Policy.

Affirmative: Peterson, Cournia and Sorenson

Opposed: None

Motion: Pass

NEW BUSINESS

MEETING REPORTS

Attended Meetings/Trainings

| | |
|--|-------|
| Red Lake River 1W1P Planning Group Conference Call | Staff |
| Women Caring for the Land Event Planning, ZOOM Meeting | Bernd |
| Data Practices/Open Meeting Law, Webinar | Bernd |
| Sand Hill River Monitoring -WRAPS/Cycle 2, WebEx | Bernd |
| Area Managers Conference Call | Bernd |
| Wild Rice Marsh 1W1P, WebEx | Bernd |
| Flood Damage Reduction Workgroup, Skype | Bernd |
| Red Lake River 1W1P Planning Group Conference Call | Staff |
| 319 Small Watershed Zoom Meeting | Bernd |
| RLR 1W1P ZOOM Meeting | Staff |

Upcoming Meetings/Trainings

| | |
|---|-------|
| North Central Region Flood Protection Webinar | Bernd |
| Red Lake River/Thief River 1W1P WebEx | Staff |

| | |
|--|-------|
| Red Lake River 1W1P PTMApp Conference Call | Staff |
| BWSR Technical Training Cert. Program WebEx | Bernd |
| Women Caring for the Land Event Planning, ZOOM Meeting | Bernd |

DISTRICT EMPLOYEE'S REPORTS:

Bernd

Staff have been working remotely since March 17th, 2020 and will continue to do so throughout the month of April into May.

West Polk SWCD hired Duane Steinbrink as a seasonal employee starting April 1st at \$26/hour. Steinbrink will be only providing technical assistance for conservation projects.

FY20 Buffer Implementation Program update.

The District will have an intern, Brook Thompson, UND student, starting May 4th, 2020.

Habermehl

Technician Habermehl Report 04/16/2020

WCA:

- TEP: TBD
- Zavoral Addition: WCA analysis WP WCA LGU SCOPE letter to Polk P&Z 04/08/2020.
- Liberty 10: investigate potential WCA violation w/MnDNR
- RLWD Drain 17: NOD issued 02/06/2020 (project approved No-Loss) USACE correspondence & final hearing
- Gentilly Bridge: conference call w/RLRCEP 04/03/2020 mitigation proceeding. Site visit.
- 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. Require (Wenck) amended on-site alternatives analysis (pending). E-mail correspondence MnDNR 04/2020. Potential violation(s).
- King 29 (East Polk): assist with Draft Prospectus (wetland bank)
- ECWM:
- Liberty 02: Lindberg, Brian 351 CS20-02
- Pape, Ross 351 inquiry

Buffer Initiative:

- USPS all noncompliant & compliance in progress PWI maps to landowners. Submitted outstanding PWI NONs to enforcement 03/2020. Fielding telework inquiries, begin field checks & monitoring. Funding?

Other:

- Polk P&Z meeting 03/09, implement SARS-CoV-2 procedures, correspondence w/Jill (buffers, CCRP), set up telework "office", acquire telework equipment, app record open meetings, field check installed practices, tele-meetings, continuing education, etc.

Torkelson

Technician Report 04/16/2020

Buffers:

- Helping landowners/operators plan to bring parcels into compliance in upcoming growing season
- Working with local watershed districts to draft MOUs for buffer enforcement
- Working on a plan for 2020 buffer monitoring

Tree Program:

- Worked with landowners to finalize four windbreak plantings (three farmsteads, one field)
- Taking orders for hand plants (84 orders so far)
- Advising landowners on tree care and making recommendations for new plantings

Training:

- Earning ISA CEUs through online training (Shade Tree Short Course postponed)
- Learning about prairie maintenance and weed control for West Polk RIM easements

NRCS DISTRICT CONSERVATIONIST'S REPORT

NRCS is still open and conducting appointments over the phone as needed. One NRCS employee is allowed in the office at a time along with the contracted Sinew employee. Outside doors will remain locked until further notice.

Robert Guetter Team Lead 2, was offered, and accepted, a Team Lead 3 position in Detroit Lakes, MN. Luther Newton, the DC in Red Lake Falls, is the acting Team Lead for Team 2.

Jessica Tiedeman, Soil Conservationist Technician, has been working on entering EQIP application information into the new Conservation Desktop program. She is also assisting other counties in team 2 with EQIP application information input.

Justin Carlson, Civil Engineer Technician has been working on engineering designs for his designated area and has been assisting employees around the state with new survey equipment questions.

Luther Newton
NRCS Acting 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:

Minutes, Agendas, and Annual Reports:

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

March 2020 Report

Jillian Fejszes, Farm Bill Biologist
April 2020 Report
Jillian Fejszes, Farm Bill Biologist

Trainings/Meetings:

- 3/18- Began working from home
- 3/25- Women caring for the land planning call

Ongoing Work:

- Have been mostly working at home since last report due to COVID 19. Many things are cancelled.
- Still getting lots of calls and emails from landowners regarding CRP. Talked with 16 people.
- We got the results for who got into the General CRP signup. There were 15 contracts approved in Pennington, 135 in Marshall and 81 in West Polk. This is a large percent of them. FSA is sending out letters and landowners have 30 days to let FSA know if they want to proceed with CRP.
- The continuous CRP signup remains open until August 21.
- I completed 24 plans for new continuous CRP contracts, covering 950 acres. There were 17 for Marshall, 6 for West Polk and 1 for Pennington.
- Completed 1 CRP eligibility. Worked on some CRP revisions. Worked on seed mixes. Getting used to the new 052 forms (Environmental Evaluation forms) and completed those for all new CRP contracts. Getting used to Conservation Desktop.
- Still working on planning for Women caring for the land event although event is up in the air with the virus. If so, we will be set for next year.
- Signups are open for CRP Grasslands and SHIPP. Have gotten a few calls regarding both but people don't seem interested once I explain it to them.
- I have been cleaning up my computer as it is too full of files now. Also completed maps for 2020 expiring CRP in Pennington to hopefully help with CRP site visits this summer.

Upcoming:

- Weekly video calls with PF and Pennington SWCD
- 4/16- West Polk SWCD Board meeting conference call
- 4/21- Pennington SWCD Board meeting with Zoom
- 4/29- WCL planning call with Zoom

The next meeting was scheduled for May 21st, 2020 at 7:00 am.

With no further business, Solheim adjourned the meeting at 7:48 am.

Respectfully submitted,

Secretary
Mark McWalter\nb

WEST POLK SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM THE MAY 21st, 2020 REGULAR BOARD MEETING

The meeting was called to order at 7:00 a.m. by Chairman Solheim via conference call.

Roll Call: Cournia, Sorenson, McWalter and Solheim; Peterson absent

APPROVAL OF AGENDA:

{Motion #29-2020} Motion by Cournia and seconded by Sorenson to approve the April 16th, 2020 agenda.

Affirmative: Cournia, Sorenson and McWalter

Opposed: None

Motion: Pass

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

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

Others Present: Jillian Fejszes, Farm Bill Biologist
Luther Newton, Acting Team Lead NRCS
Al Lepp, Assistant State Conservationist, NRCS

Absent: Derek Peterson, Vice Chairman

SECRETARY'S REPORT:

{Motion #30-2020} Motion by Sorenson and seconded by Cournia to approve the minutes from the regular board meeting held April 16, 2020.

Affirmative: Cournia, Sorenson and McWalter

Opposed: None

Motion: Pass

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

TREASURER'S REPORT:

{Motion #31-2020} Motion by Cournia and seconded by McWalter to approve the treasurer's reports.

Affirmative: Cournia, Sorenson and McWalter

Opposed: None

Motion: Pass

COST SHARE REPORT:

District Staff request approval to increase the set amount of cost share funds encumbered for well sealing from \$2,000 to \$3,500 for State Cost Share FY19.

{Motion #32-2020} Motion by Cournia and seconded by Sorenson to approve the set amount of cost share funds encumbered for well sealing to \$3,500 for State Cost Share FY20.

Affirmative: Cournia, Sorenson and McWalter

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-20-03 | 351 | 4,000.00 | 500.00 | Habermehl |
| CS-20-04 | 351 | 762.50 | 381.25 | Habermehl |
| CS-20-05 | 351 | 525.00 | 262.50 | Habermehl |
| CS-20-06 | 410 | 2,200.00 | 1,650.00 | Steinbrink |
| CS-20-07 | 410 | 6,000.00 | 4,500.00 | Steinbrink |

{Motion #33-2020} Motion by Cournia and seconded by McWalter to approve the listed State Cost District Cost Share contract(s).

Affirmative: Cournia, Sorenson and McWalter

Opposed: None

Motion: Pass

OLD BUSINESS

SWCD Elections

NEW BUSINESS

Middle- Snake-Tamarac Rivers One Watershed One Plan (MSTR 1W1P) Memorandum of Agreement.

{Motion #34-2020} Motion by Cournia and seconded by Sorenson to approve the MSTR 1W1P MOA.

Affirmative: Cournia, Sorenson and McWalter

Motion: Pass

Opposed: None

MASWCD Legislative Platform

MEETING REPORTS

Attended Meetings/Trainings

| | |
|--|-------|
| North Central Region Flood Protection Webinar | Bernd |
| Red Lake River/Thief River 1W1P WebEx | Staff |
| Red Lake River 1W1P PTMApp Conference Call | Staff |
| BWSR Technical Training Cert. Program WebEx | Bernd |
| Women Caring for the Land Event Planning, ZOOM Meeting | Bernd |

Upcoming Meetings/Trainings

| | |
|---|-------|
| FDRWG Mediation Agreement, Skype Meeting | Bernd |
| MSTRWD 1W1P application, WebEx Meeting | Bernd |
| WRMWD 1W1P Policy/Advisory, Microsoft Teams Meeting | Bernd |
| RSDP NW Natural Resources Workgroup ZOOM Meeting | Bernd |
| NWROC Advisory ZOOM Meeting | Bernd |

DISTRICT EMPLOYEE'S REPORTS:

Bernd

Staff will continue to work remotely until further notice and will assess the situation weekly. Bernd will return to the office the last week in May, Mondays, Wednesday's and every other Friday. USDA Service Center doors will remain closed to the public. Appointments only by phone, email, in the parking lot or out in the field.

Working on the grant application for the Middle-Snake-Tamarac1W1P Plan with the planning group.

Working on the Draft Issues and Goals section of the Wild Rice-Marsh One Watershed One Plan.

Attended the May 19th County Board meeting to request approval of the Middle-Snake-Tamarac 1W1P MOA.

Habermehl

Technician Habermehl Report 05/21/2020

WCA:

- TEP: TBD (on site)
- Zavoral Addition: WCA analysis WP WCA LGU SCOPE letter to Polk P&Z 04/08/2020. MnDNR site visit
- Liberty 10: investigate potential WCA violation w/MnDNR on site RPN pending
- RLWD Drain 17: NOD issued 02/06/2020 (project approved No-Loss) USACE correspondence & final hearing- delayed. (BC-CS)
- Gentilly Bridge: conference call w/RLRCEP 04/03/2020 mitigation proceeding. Site visit 05/05/2020 debris up bank into floodplain.
- 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. Require (Wenck) amended on-site alternatives analysis (pending). E-mail correspondence MnDNR 04/2020. Potential violation(s).

ECWM:

- 20-01 McDonald, John 351 paid
- 20-02 Lindberg, Brian 351 approved (awaiting receipts)
- 20-03 Pape, Ross 351 pending Board approval
- 20-04 Helgeson, Kevin 351 pending Board approval
- 20-05 MSTRWD/Praska Joel 351 pending Board approval

Buffer Initiative:

- Fielding telework inquiries, begin field checks & monitoring. Funding? ~76 CANS issued by Polk P&Z 05/01/2020. Assist with WD/SWCD buffer MOA(s). Update P&Z spreadsheet & BuffCAT

Other: Assisted w/tree delivery, assist compose/implement SARS-CoV-2 procedures, iPad tech. for Burnham Creek & buffer monitoring, field check installed practices, tele-meetings, continuing education, etc.

Torkelson

Technician Report 05/21/2020

Buffers:

- Working on a plan for 2020 buffer monitoring
- Will be working with Aaron and Brook Thompson (summer intern) to set up ipads with GIS and BuffCAT tools to make monitoring fast and cost effective

Tree Program:

- Tree pickup 5/6-8, still selling extra trees and materials
- Four machine plants scheduled this spring
- Advising landowners on tree care and making recommendations for new plantings

Training:

- Earning ISA CEUs through online training (Shade Tree Short Course postponed)
- Learning about prairie maintenance and weed control for West Polk RIM easements

Steinbrink

Technician Report 5-21-20

- Survey and design 5 swi's.
- Completed layout of buffer.
- Construction started on one Swi on Monday.
- Attended sandhill watershed board meeting teleconference. In regard to sediment basin funding.
- Taking calls on buffer, pipes, etc.

NRCS DISTRICT CONSERVATIONIST'S REPORT

May 21, 2020

NRCS Board Report

CSP:

- 2020 General – May 29, 2020 – App deadline –

EQIP:

- May 29, 2020 – CART Assessment and Rank

- Over 200 High priority applications in Team 2, staff assisting where needed to complete workload.

RCPP-EQIP:

CONTRACT MANAGEMENT:

- Continually working on modifications, planning, and contract maintenance.

OTHER:

- COVID-19 – Level II – can increase staff in FO to more than 1 where possible

CIVIL RIGHTS:

- Asian Pacific Islander emphasis month

MEETINGS AND ACTIVITIES:

- West Polk SWCD Board Meeting – April 21, 2020

UPCOMING MEETINGS, EVENTS, TRAININGS:

Luther Newton IV

District Conservationist.

NRCS Acting Team Lead

NRCS/West Polk SWCD MOU discussion – Al Lepp NRCS Assistant State Conservationist

Motion to approve the Memorandum of Agreement between the US Department of Agriculture, NRCS and State of Minnesota, West Polk SWCD

{Motion #35-2020} Motion by Cournia and seconded by Sorenson to approve the Memorandum of Agreement between the US Department of Agriculture, NRCS and State of Minnesota, West Polk SWCD.

Affirmative: Cournia, Sorenson and McWalter

Opposed: None

Motion: Pass

CORRESPONDENCE:

Publications:

Forestry Notes

Conservation Brief

Conservation Views

Crookston Daily Times

MPCA Feedlot Update

ENotes for NACD

Waterline

River Monitor

Shade Tree Advocate

Minnesota Environment

Other:

May 2020 Report

Jillian Fejszes, Farm Bill Biologist

Trainings/Meetings:

- 4/16- West Polk SWCD Board Meeting (Call)
- 4/21- Pennington SWCD Board Meeting (Zoom Call)
- 4/29- Women Caring for the Land (Zoom Call)
- Lots of webinars!

Ongoing Work:

- A lot of CRP to work on. Have completed 66 CRP plans in the last month- 31 for West Polk, 26 for Marshall and 9 for Pennington. Still have lots to work on and more are rolling in. This is a big CRP year!!
- Doing CRP paperwork (052s are a challenge at home), some eligibilities, worked on some maps for site visits this summer.
- Completed some Aglearn for conservation planner.
- Had a few calls regarding Women Caring for the Land. During our conference call at the end of April we decided to cancel the event for this year due to the Covid pandemic and will meet in December to resume planning for next year.
- Completed 2 project highlights for PF- writeups on some projects I did.
- Talked to 3 landowners.

Upcoming:

- Weekly video calls with PF and Pennington SWCD
- 5/19- Pennington SWCD Board Meeting (Zoom Call)
- 5/21- West Polk SWCD Board Meeting (Call)
- 6/11- Cultural Resources Training- Baxter (Maybe)

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 June 18th, 2020 at 7:00 am.

With no further business, Chairman Solheim adjourned the meeting at 7:39 am.

Respectfully submitted,

Secretary
Mark McWalter\nb

WEST POLK SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM THE JUNE 18th, 2020 REGULAR BOARD MEETING

The meeting was called to order at 7:03 am by Chairman Solheim via conference call.

Roll Call: Solheim, Peterson, Cournia and Sorenson

APPROVAL OF AGENDA:

{Motion #36-2020} Motion by Cournia and seconded by Sorenson to approve the May 21st, 2020 agenda.

Affirmative: Peterson, Cournia and Sorenson

Opposed: None

Motion: Pass

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

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

Others Present: Jillian Fejszes, Farm Bill Biologist

Absent: Mark McWalter, Secretary
Luther Newton, Team Lead NRCS
Duane Steinbrink, Seasonal Technician

SECRETARY'S REPORT:

{Motion #37-2020} Motion by Cournia and seconded by Sorenson to approve the minutes from the regular board meeting held May 21st, 2020.

Affirmative: Peterson, Cournia and Sorenson

Opposed: None

Motion: Pass

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

TREASURER'S REPORT:

{Motion #38-2020} Motion by Cournia and seconded by Sorenson to approve the treasurer's reports.

Affirmative: Peterson, Cournia and Sorenson

Opposed: None

Motion: Pass

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)07 | 380 | 1401.90 | 1051.43 | Torkelson |

{Motion #39-2020} Motion by Cournia and seconded by Sorenson to approve the listed District Cost Share contract(s).

Affirmative: Sorenson, Cournia, Peterson

Opposed: None

Motion: Pass

OLD BUSINESS

Crookston USDA Service Center will remain closed to the public until further notice. Appointments only via phone/email/parking lot/out in the field.

NEW BUSINESS

MEETING REPORTS

Attended Meetings/Trainings

| | |
|---|------------|
| MSTRWD 1W1P application, WebEx Meeting | Bernd |
| WRMWD 1W1P Policy/Advisory, Microsoft Teams Meeting | Bernd |
| Buffer Funding Conference Call | BWSR/Staff |
| MN Prairie Landowners Network Skype Meeting | Bernd |
| NWROC Advisory ZOOM Meeting | Bernd |
| RRVCSA Managers Microsoft Teams Meeting | Bernd |

Upcoming Meetings/Trainings

| | |
|---|-------|
| MASWCD District Capacity Work Group Meeting | Bernd |
| MACDE Board Meeting, ZOOM | Bernd |
| WRM 1W1P Advisory Committee Microsoft Teams Meeting | Bernd |

DISTRICT EMPLOYEE'S REPORTS:

Bernd

OTHER:

- Brook Thompson, West Polk SWCD's intern.

- Bernd will be participating on the MASCDW District Capacity Workgroup. Purpose it to evaluate state and local options and identify preferred ways and means for future SWCD capacity funding.

LWM:

- Bernd will be participating on the 2020 State Water Plan Focus Group with the Environmental Quality Board, discussing framework of 2020 State Water Plan and review the goals and draft strategies.

CWL:

- Collecting information for the Glacial Ridge Prairie Core Area CISMA Plan. Intention is to have a meeting later this summer to create a working group.

Habermehl

Technician Habermehl Report 06/18/2020

WCA:

- TEP: TBD (in field)- WCA inquiries (3)- anonymous tip: piles of railroad ties burnt near water course.
- Brislet 10: WCA Exemption analysis (CRP); drain tile permit/site visit
- Stoney Lakes WMA: assist MnDNR w/drainage analysis/site visit
- Zavoral Addition: WCA analysis WP WCA LGU SCOPE letter to Polk P&Z 04/08/2020. MnDNR site visit
- Liberty 10: investigate potential WCA violation w/MnDNR on site RPN pending
- RLWD Drain 17: NOD issued 02/06/2020 (project approved No-Loss) USACE correspondence received; final hearing- delayed. (BC-CS)
- Gentilly Bridge: conference call w/RLRCEP 04/03/2020 mitigation proceeding. Site visit 05/05/2020 debris up bank into floodplain.
- 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. Require (Wenck) amended on-site alternatives analysis (pending). E-mail correspondence MnDNR 04/2020. Potential violation(s).

ECWM:

- CS 20-08 Stroble, Arlyn 351 (2 wells)

Buffer Initiative:

- Fielding telework inquiries, field checks & monitoring. Funding conference call. Assisted/expecting approved RLWD/SWCD buffer MOA. Update BuffCAT; suspend updating P&Z shared spreadsheet.
- Other: iPad tech. for Burnham Creek & buffer monitoring, field check installed practices, Russia 13 site visit, tele-meetings, continuing education, etc.

Torkelson

Technician Report 06/218/2020

Buffers:

- Set up Ipad (with Brook's help) for buffer monitoring with real time BuffCAT updates (detailed evaluations/notes from last summer make future monitoring updates fast and simple)
- Checked 99 parcels as of Monday – keeping a list of parcels that will require new NONs

- Given this rate, will estimate future workload and tailor monitoring program to fit buffer budget
- Taking buffer calls – updating BuffCAT with compliant parcels and helping landowners/operators understand requirements

Tree Program:

- Three machine plants are done – waiting to hear back to schedule fourth
- Working of finalizing books for the season
- Selling extra trees and materials
- Advising landowners on tree care and making recommendations for new plantings

RIM:

- Working with Brook and TSA GIS specialist to create maps that will allow us to take field notes on easements
- 17 easements are due for monitoring this year – evaluation will be done early to allow time for weed control in 2020 where needed

Training:

- Earning ISA CEUs through online training (Shade Tree Short Course postponed)
- Learning about prairie maintenance and weed control for West Polk RIM easements

Steinbrink

Technician Report 6-18-20

- Survey and design 5 swi's.
- Construction inspection for Russia 13 1w1p project
- Field check buffer inquires. BuffCAT changes.

NRCS DISTRICT CONSERVATIONIST'S REPORT

No report.

Luther Newton IV
District Conservationist.
NRCS Acting 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:

June 2020 Report
Jillian Fejszes, Farm Bill Biologist

Trainings/Meetings:

- 5/21- West Polk SWCD Board Meeting
- 5/27- Pennington SWCD Board Meeting

Ongoing Work:

- Talked to 20 landowners.
- Working on CRP plans. 50 completed in the last month- 36 for West Polk, 5 for Marshall and 9 for Pennington. Yearly total is at 132 plans. Also spending time on CRP paperwork such as eligibilities, revisions and 052s.
- Mailed out 14 CRP plans to 11 landowners in Pennington for signatures. Will be sending landowners CRP folders this summer.
- Started doing CRP site visits- 33 sites visited in West Polk so far.
- Taking the UMN Invasive Plants course online.
- Attending a Cultural Resources field training near Baxter and preparing for that. This is required for the Conservation Planner certification.

Upcoming:

- 6/10- UMN Invasive Plants Webinar
- 6/11- Cultural Resources Training- Baxter
- 6/16- Pennington SWCD Board Meeting
- 6/18- West Polk SWCD Board 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 July 16th, 2020 at 7am.

With no further business, Chairman Solheim adjourned the meeting at 7:28 am.

Respectfully submitted,

Secretary
Mark McWalter\nb

WEST POLK SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM THE JULY 16th, 2020 REGULAR BOARD MEETING

The meeting was called to order at 7:04 am by Chairman Solheim at the District Tree Shed, 1514 South Main, Crookston, MN and conference call.

Roll Call: Solheim, Sorenson, Cournia, Peterson and McWalter

APPROVAL OF AGENDA:

{Motion #40-2020} Motion by Sorenson and seconded by Cournia to approve the June 18th, 2020 agenda.

Affirmative: Sorenson, Cournia, Peterson and McWalter

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
Aaron Habermehl, District Technician
Morgan Torkelson, District Technician
Brook Thompson, Intern

Others Present:

Jillian Fejszes, Farm Bill Biologist
Luther Newton, Team Lead NRCS

Absent:

SECRETARY'S REPORT:

{Motion #41-2020} Motion by Cournia and seconded by Sorenson to approve the minutes from the regular board meeting held June 18th, 2020.

Affirmative: Sorenson, Cournia, Peterson and McWalter

Opposed: None

Motion: Pass

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

TREASURER'S REPORT:

{Motion #42-2020} Motion by Sorenson and seconded by Cournia to approve the treasurer's reports.

Affirmative: Sorenson, Cournia, Peterson and McWalter

Opposed: None

Motion: Pass

COST SHARE REPORT:

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

| Contract# | Practice | Approved Project Cost | Cost Share Amount | Technical Approval Authority |
|------------------|-----------------|------------------------------|--------------------------|-------------------------------------|
| DF(LSF)07 | 380 | 1401.90 | 1051.43 | Torkelson |

{Motion #43-2020} Motion by Sorenson and seconded by Cournia to approve payment for the listed District Cost Share contract(s).

Affirmative: Sorenson, Cournia, Peterson and McWalter

Opposed: None

Motion: Pass

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-20-04 | 351 | 762.50 | 314.00 | Habermehl |

{Motion #44-2020} Motion by Sorenson and seconded by Cournia to approve payment for the listed District Cost Share contract(s).

Affirmative: Sorenson, Cournia, Peterson and McWalter

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-20-08 | 351 | 3150.00 | 1000.00 | Habermehl |

{Motion #45-2020} Motion by Peterson and seconded by Cournia to approve payment for the listed District Cost Share contract(s).

Affirmative: Sorenson, Cournia, Peterson and McWalter

Opposed: None

Motion: Pass

OLD BUSINESS

Crookston USDA Service Center outside doors are open due to Phil Thompson & Associates offering full customer service. FSA is in Phase II but have reverted locking internal doors, appointments only and customer service outside. NRCS and WPSWCD continue to keep internal doors closed, appointments only via phone/email/parking lot/out in the field.

Governor Walz extended the peacetime emergency through August 12th, 2020.

NEW BUSINESS

MASWCD 2020 Area 1 Resolutions:

S-Solheim; P-Peterson; C-Cournia; S-Sorenson; M-McWalter

| SWCD | Resolution Title | Approved | Disapprove | More Discussion |
|------------------------------------|--|-----------------|-------------------|------------------------|
| East Ottertail | Leveraging NRCS Program Funding to Implement 1W1P's | | | S/P/C/S/M |
| Grant | Maintain or Restore Co-mingling of NRCS & SWCD Field Office | | C | S/P/S/M |
| Pennington/Red Lake County/Kittson | State Cost-share for Septic System Replacement | | | S/P/C/S/M |
| Clay | Pollinator Habitat on Public Land | | | S/P/C/S/M |
| Becker | Sustainable grazing Incentive Act | | | S/P/C/S/M |
| Pennington/Red Lake County/Kittson | State Cost-share for Farmstead Windbreak & Living Snowfence Est. | S/P/C/S/M | | |
| Pennington/Red Lake County/Kittson | Increased State Cost-share for Unused Well Sealing | S/P/C/S/M | | |
| Clay | Supervisor Per Diem | S/P/C/S/M | | |

{Motion #46-2020} Motion by Cournia and seconded by McWalter to approve decision as indicated for each presented MASWCD 2020 Resolutions.

Affirmative: Sorenson, Cournia, Peterson and McWalter

Opposed: None

Motion: Pass

District Staff is requesting approval of the FY2018 Buffer Cost Share Grant Pooling Agreement with Red Lake County SWCD. This agreement is to receive Buffer Compliance Cost Share in the amount of \$50,000 from Red Lake County SWCD for the continuation of riparian buffer or alternative practice installation to public waters or ditches subject to MN Statutes 103F.48 in West Polk County.

{Motion #47-2020} Motion by Cournia and seconded by Sorenson to approve the FY2018 Buffer Cost Share Pooling Agreement with Red Lake County SWCD in the amount of \$50,000.

Affirmative: Sorenson, Cournia, Peterson and McWalter

Opposed: None

Motion: Pass

Sorenson left the meeting at 8:10 am.

Staff requests approval of the Memorandum of Agreement with the Red Lake Watershed District – Administration of Buffer Law on Watershed Jurisdictional Ditches.

{Motion #48-2020} Motion by Cournia and seconded by McWalter to approve the of the Memorandum of Agreement with the Red Lake Watershed District – Administration of Buffer Law on Watershed Jurisdictional Ditches.

Affirmative: Sorenson, Cournia, Peterson and McWalter

Opposed: None

Motion: Pass

MN Farm Bill Assistance Local Partners Agreement – supports Farm Bill Biologist position to continue to assist NRCS, Pennington, Marshall and West Polk SWCD's in delivering conservation programs. Staff requests a motion to support this position and contribute to the required in-kind match in the amount of \$2,166.00.

{Motion #49-2020} Motion by McWalter and seconded by Cournia to approve the position and contribute to the required in-kind match in the amount of \$2,166.00.

Affirmative: Sorenson, Cournia, Peterson and McWalter

Opposed: None

Motion: Pass

MEETING REPORTS

Attended Meetings/Trainings

| | |
|---|-------|
| MASWCD District Capacity Work Group Meeting, ZOOM | Bernd |
| WRM 1W1P Advisory Committee Microsoft Teams Meeting | Bernd |
| Flood Damage Reduction Work Group, WebEx | Bernd |
| MASWCD District Capacity Work Group Meeting, ZOOM | Bernd |

Upcoming Meetings/Trainings

| | |
|--|------------------|
| MACDE Board Meeting, ZOOM | Bernd |
| NW MN Subsurface Investigation Guide Training, Microsoft Teams | Staff |
| MASWCD District Capacity Work Group Meeting, ZOOM | Bernd |
| Wild Rice-Marsh 1W1P Steering Committee conference call | Bernd |
| Wild Rice-Marsh 1W1P Policy Committee Meeting, Microsoft Teams | Supervisor/Bernd |

DISTRICT EMPLOYEE'S REPORTS:

Bernd

1W1P:

Wild Rice-Marsh River 1W1P Plan Summary

OTHER:

WPSWCD 2020 Proposed Budget to Polk County

Habermehl

Technician Habermehl Report 07/16/2020

WCA:

- TEP: TBD (in field)- WCA inquiries- RLWD drain tile permit analysis (multiple)
- Stoney Lakes WMA: assisted MnDNR w/drainage analysis/site visit "marsh master" 06/30/2020
- Liberty 10: investigated WCA violation Area Hydrologist on site 07/06/2020, determined ownership boundaries, RPN issued to private landowner
- RLWD Drain 17: final hearing- delayed. (BC-CS)
- Gentilly Bridge: mitigation proceeding, RLWD approved 2:1 banking credits CBSA 3, City .04-acre impact unapproved by WCA LGU. Assist with BWSR mitigation forms/issue NOD
- Brislet 10: suspend MSTRWD drain tile permit; site investigation
- Polk County Landfill: MnDNR communication, §15.99 suspended

ECWM:

- CS 20-08 Stroble, Arlyn 351 (2 wells) Approval
- CS 20-04 Helgeson, Kevin 351 Payment
- Hanson, Wade (sent 351 inquiry forms 07/01/2020)

Buffer Initiative:

- RLWD/SWCD buffer MOA. Update BuffCAT, field inquiries.

Other: Tax Forfeiture (City of Crookston), NRCS training 07/20/2020, Lidar (District machine), field check practices, Russia 13 "as-built" 07/15/2020, tele-meetings, continuing education, etc.

Torkelson

Technician Report 07/16/2020

Buffers:

- Continuing buffer field checks – 259 parcels done as of Tuesday, 7/14/2020
- Contacting landowners to try to resolve noncompliance before involving Polk County P&Z
- Taking buffer calls – updating BuffCAT with compliant parcels and helping landowners/operators understand requirements

Tree Program:

- All four machine plants completed – have heard back from landowners of high survival rates and good growth
- Working with landowners to plan windbreak plantings for spring/2021
- Advising landowners on tree care and making recommendations for new plantings

RIM:

- So far field checked 14 out of a total 17 easements scheduled for site evaluation this year
- Will be contacting landowners and RLWD to resolve weed issues

Training:

- Earning ISA CEUs through online training (Shade Tree Short Course postponed)
- Learning about prairie maintenance and weed control for West Polk RIM easements

Steinbrink

Technician Report 7-16-20

Staff along with TSA/RRVCSA engineer complete as built survey for Russia 13 1w1p project.

Survey and design, construction layout for SWIs.

Thompson

NRCS DISTRICT CONSERVATIONIST'S REPORT

July 16, 2020

NRCS Board Report

CSP –

- 2020 General – July 24 Contract Obligation – 1 contract in West Polk

EQIP –

- August 14 – Contract Obligation deadline – 1 contract in West Polk
- Over 200 High priority applications in Team 2, staff assisting where needed to complete workload.

RCPPEQIP

- CONTRACT MANAGEMENT – Continually working on modifications, planning, and contract maintenance.

OTHER

- COVID-19 – Level II – can increase staff in FO to more than 1 where possible
- FSA Phase II implemented but still not allowing walk-ins

CIVIL RIGHTS

- No special emphasis this month

MEETINGS AND ACTIVITIES-

- Met with 2 new staff in June. 1 Ada and 1 in McIntosh
- West Polk SWCD Board Meeting – July 16, 2020

UPCOMING MEETINGS, EVENTS, TRAININGS

- Subsurface drainage Guide Training – July 20
- West and East Polk County Local Work Group Conference Call – July 30th
- NRCS Reorganization All Employee Webinar – August 4
- NRCS Area Meeting – August 13

Respectfully submitted,

Luther Newton IV

NRCS Acting Team Lead

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:

July 2020 Report

Jillian Fejszes, Farm Bill Biologist

Trainings/Meetings:

- 6/10- UMN Invasive Plant Tactical Training WebEx
- 6/11- Cultural Resources Training- Baxter
- 6/16- Pennington SWCD Board Meeting
- 6/18- West Polk SWCD Board Meeting

Ongoing Work:

- Talked to 7 landowners, met with 3 on site.
- Working on CRP plans. Completed 71 plans- 52 for Marshall, 18 for West Polk and 1 for Pennington. Total plans now are 203. Also spending time on CRP paperwork such as eligibilities, and 052s. I completed 5 eligibilities. It looks like I have around 60 or so plans left to do at the moment.
- Did more CRP site visits- visited 19 sites. Also visited some of the project sites from previous years. The pollinator plot planted in 2018 has a lot of reed canary grass. I am looking into some ideas for management.
- Completed quarterly activity reporting
- Getting things organized for CRP site visits for Pennington and Marshall

Upcoming:

- 7/13-7/17- Taking vacation to visit the upper peninsula
- 7/20- Pennington WRAC Meeting
- 7/21- Pennington SWCD Board 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 August 20th, 2020 at 7am.

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

Respectfully submitted,

Secretary

Mark McWalter\nb

WEST POLK SOIL AND WATER CONSERVATION DISTRICT

SPECIAL BOARD MEETING, AUGUST 4th, 2020.

The meeting was called to order at 7:08 am by Chairman Solheim via conference call.

Roll Call: Cournia, Peterson and Solheim

APPROVAL OF AGENDA:

{Motion #50-2020} Motion by Cournia and seconded by Peterson to approve the August 4th, 2020 special meeting agenda.

Affirmative: Cournia, Peterson and Solheim

Opposed: None

Motion: Pass

Supervisors Present: Elliott Solheim, Chairman
Derek Peterson, Vice-Chair
Chris Cournia, Treasurer

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

COST SHARE:

District Staff is requesting approval of the listed District Cost Share Contract(s). This contract is considered a time sensitive contract and cannot wait till the August 20, 2020 regular board meeting.

| Contract# | Practice | Approved Project Cost | Cost Share Amount | Technical Approval Authority |
|------------------|-----------------|------------------------------|--------------------------|-------------------------------------|
| DF(LSF)08 | 351 | 905.00 | 453.00 | Habermehl |

{Motion #51-2020} Motion by Cournia and seconded by Peterson to approve the listed District Cost Share contract(s).

Affirmative: Cournia, Peterson and Solheim

Opposed: None

Motion: Pass

With no further business, Chairman Solheim adjourned the meeting at 7:13 am.

Respectfully submitted,

Mark McWalter, Secretary
MM/nb

WEST POLK SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM THE AUGUST 20th, 2020 REGULAR BOARD MEETING

The meeting was called to order at 7:05 am by Chairman Solheim at the District Tree Shed, 1514 South Main, Crookston, MN and conference call.

Roll Call: Cournia, Peterson, Sorenson

APPROVAL OF AGENDA:

{Motion #52-2020} Motion by Sorenson and seconded by Peterson to approve the July 16th, 2020 agenda.

Affirmative: Cournia, Peterson, Sorenson

Opposed: None

Motion: Pass

Supervisors Present:

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

District Employees Present:

Nicole Bernd, District Manager
Aaron Habermehl, District Technician
Morgan Torkelson, District Technician

Others Present:

Jillian Fejszes, Farm Bill Biologist
Luther Newton, Team Lead NRCS

Absent:

Mark McWalter, Secretary

SECRETARY'S REPORT:

{Motion #53-2020} Motion by Cournia and seconded by Sorenson to approve the minutes from the regular board meeting held July 16th, 2020.

Affirmative: Cournia, Peterson, Sorenson

Opposed: None

Motion: Pass

{Motion #54-2020} Motion by Cournia and seconded by Sorenson to approve the minutes from the special board meeting held August 4th, 2020.

Affirmative: Cournia, Peterson, Sorenson

Opposed: None

Motion: Pass

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

TREASURER’S REPORT:

{Motion #55-2020} Motion by Sorenson and seconded by Cournia to approve the treasurer’s reports.

Affirmative: Cournia, Peterson, Sorenson

Opposed: None

Motion: Pass

COST SHARE REPORT:

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

| Contract# | Practice | Approved Project Cost | Cost Share Amount | Technical Approval Authority |
|------------------|-----------------|------------------------------|--------------------------|-------------------------------------|
| DF(LSF)-08 | 351 | 905.00 | 440.00 | Habermehl |

{Motion #56-2020} Motion by Sorenson and seconded by Cournia to approve payment for the listed District Cost Share contract(s).

Affirmative: Cournia, Peterson, Sorenson

Opposed: None

Motion: Pass

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-20-05 | 351 | 525.00 | 263.00 | Habermehl |
| CS-20-06 | 410 | 2,200.00 | 1,543.00 | Steinbrink |

{Motion #57-2020} Motion by Sorenson and seconded by Cournia to approve payment for the listed District Cost Share contract(s).

Affirmative: Cournia, Peterson, Sorenson

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-18-12 | 410 | 4,000.00 | 2,044.59 | Steinbrink |
| BC-18-28 | 410 | 8,000.00 | 3,288.75 | Steinbrink |

{Motion #58-2020} Motion by Sorenson and seconded by Cournia to approve payment for the listed District Cost Share contract(s).

Affirmative: Cournia, Peterson, Sorenson

Opposed: None

Motion: Pass

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

| Contract# | Practice | Approved Project Cost | Cost Share Amount | Technical Approval Authority |
|------------------|-----------------|------------------------------|--------------------------|-------------------------------------|
| BC-18-69 | 410 | 185,120.00 | 138,826.00 | Steinbrink |

{Motion #59-2020} Motion by Sorenson and seconded by Cournia to approve payment for the listed District Cost Share contract(s).

Affirmative: Cournia, Peterson, Sorenson

Opposed: None

Motion: Pass

OLD BUSINESS

Crookston USDA Service Center outside doors are open due to Phil Thompson & Associates resuming full customer service. FSA is in Phase II but have reverted back locking internal doors, appointments only and customer service outside. NRCS and WPSWCD continue to keep internal doors closed, appointments only via phone/email/parking lot/out in the field. Masks required (Governor's Executive Order 20-81).

Governor Walz extended the peacetime emergency through September 11th, 2020.

NEW BUSINESS

MEETING REPORTS

Attended Meetings/Trainings

| | |
|--|-------|
| MACDE Board Meeting, ZOOM | Bernd |
| NW MN Subsurface Investigation Guide Training, Microsoft Teams | Staff |
| MASWCD District Capacity Work Group Meeting, ZOOM | Bernd |
| Wild Rice-Marsh 1W1P Steering Committee conference call | Bernd |
| Wild Rice-Marsh 1W1P Policy Committee Meeting, Microsoft Teams | Bernd |

Upcoming Meetings/Trainings

| | |
|---|-------|
| RLR 1W1P Planning Group, WebEx | Staff |
| NW Water Festival Meeting, ZOOM | Bernd |
| MASWCD District Capacity Work Group Meeting, ZOOM | Bernd |
| MACDE Committee Meeting, ZOOM | Bernd |
| HOLIDAY – Labor Day, OFFICE CLOSED | |

DISTRICT EMPLOYEE'S REPORTS:**Bernd****1W1P:**

- Wild Rice-Marsh 1W1P draft plan is now under the 60-day review period.
- RLR 1W1P project Burnham Creek Russia 13 project is complete waiting final processing.

OTHER:

- NW Water Festival: creating virtual stations to share with local schools
- Preparing for the district audit during the week of August 30th.
- West Polk SWCD Intern, Brook Thompson, last day was August 12th.

Habermehl

Technician Habermehl Report 08/20/2020

WCA:

- TEP: TBD (in field)- WCA inquiries- RLWD drain tile permit analysis (multiple)
- Liberty 10: investigated WCA violation Area Hydrologist on site 07/06/2020, determined ownership boundaries, RPN issued to private landowner. Restoration telephone conversation Kohl, Jason 08/06/2020 site visit, Cert. Sat. Rest. pending
- Liberty 36: WCA inquiry SCOPE Ramsey, Shawn site visit 08/13/2020, issue SCOPE WPSWCD document
- CSAH 57: attachment E send to Road Authority
- Epitome Energy: complete application received 08/12/2020, issue NOA
- Soy Innovation Campus: complete application received 08/17/2020, issue NOA
- Gentilly Bridge: mitigation proceeding, RLWD approved 2:1 banking credits CBSA 3, City .04-acre impact approved by WCA LGU. Assist with BWSR mitigation forms/issue NOD
- Polk County Landfill: MnDNR communication, \$15.99 suspended

ECWM:

- CS 20-08 MSTRWD/Praska, Joel 351 payment
- DF(LSF)-08: Vanek, Jerome 351 payment
- Hanson, Wade (sent 351 inquiry forms 07/01/2020)

Buffer Initiative:

- RLWD/SWCD buffer MOA. Update BuffCAT, field inquiries, relay/communicate WP buffer procedure to County.

Other:

BWSR IDP meeting 07/30/2020, NRCS training 07/20/2020, SHRWD project team 07/29/2020, NW water fest 07/29/2020, 1W1P meeting 08/20/2020, continuing education, etc.

Torkelson

Technician Report 07/16/2020

Buffers:

- Continuing buffer field checks – 259 parcels done as of Tuesday, 7/14/2020
- Contacting landowners to try to resolve noncompliance before involving Polk County P&Z
- Taking buffer calls – updating BuffCAT with compliant parcels and helping landowners/operators understand requirements

Tree Program:

- All four machine plants completed – have heard back from landowners of high survival rates and good growth
- Working with landowners to plan windbreak plantings for spring/2021
- Advising landowners on tree care and making recommendations for new plantings

RIM:

- So far field checked 14 out of a total 17 easements scheduled for site evaluation this year
- Will be contacting landowners and RLWD to resolve weed issues

Training:

- Earning ISA CEUs through online training (Shade Tree Short Course postponed)
- Learning about prairie maintenance and weed control for West Polk RIM easements

Steinbrink

Technician Report 8-20-20

- Final payment Burnham Creek 1W1P Russia 13 Project.
- Construction layout and Inspection for SWIs

NRCS DISTRICT CONSERVATIONIST'S REPORT

August 2020

NRCS Board Report

CSP –

- 2020 General – 1 contract in West Polk

EQIP –

- August 14 – Contract Obligation deadline – 2 contracts in West Polk
- Busy assisting staff where needed to complete workload.

RCPPEQIP

CONTRACT MANAGEMENT –

- Continually working on modifications, planning, and contract maintenance.

OTHER

- COVID-19 – Level II – can increase staff in FO to more than 1 where possible
- FSA Phase II implemented but still not allowing walk-ins

CIVIL RIGHTS

No special emphasis this month

MEETINGS AND ACTIVITIES-

- NRCS Reorganization All Employee Webinar – August 4
- Area Meeting – August 13, 2020
- West Polk SWCD Board Meeting – August 20, 2020

UPCOMING MEETINGS, EVENTS, TRAININGS

- Team Lead Training – Waite Park – August 31, 2020 - September 2, 2020

Respectfully submitted,

Luther Newton IV

NRCS Acting Team Lead

CORRESPONDENCE:

Publications:

Forestry Notes

ENotes for NACD

Conservation Brief
Conservation Views
Crookston Daily Times
MPCA Feedlot Update

Waterline
River Monitor
Shade Tree Advocate
Minnesota Environment

Other:

August 2020 Report

Jillian Fejszes, Farm Bill Biologist

Trainings/Meetings:

- 7/13-7/17- Taking vacation to visit the upper peninsula
- 7/20- Pennington WRAC Meeting
- 7/21- Pennington SWCD Board Meeting
- 8/5- Glacial Ridge LTT Cooperative Weed Management Meeting

Ongoing Work:

- Talked to 15 landowners, met with 4 on site.
- Working on CRP plans. Completed 37 plans- 33 for Marshall, and 4 for Pennington. I probably have around 35 more to do now as more keep coming in. I just got 20 from West Polk. I will be working to catchup soon as they are due in a few weeks.
- Spending time on CRP paperwork such as eligibilities, and 052s. I completed 6 eligibilities.
- Started doing more site checks for renewing CRP. I completed 61 for West Polk, Marshall and Pennington. Probably have a little over 20 more to do and then the paperwork for that.
- Worked with Pennington FSA to contact people who have not renewed their CRP as the deadlines nears. I was able to connect with a few people who decided to move ahead with renewing CRP.

Upcoming:

- 8/17- Cultural Resources Training due
- 8/18- Marshall and Pennington SWCD Board Meetings
- 8/20- West Polk SWCD Board Meeting
- 8/28- CRP plans all done, hopefully!

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 September 17th, 2020 at 7am.

With no further business, Chairman Solheim adjourned the meeting at 7:31 am.

Respectfully submitted,

Secretary

Mark McWalter\nb

WEST POLK SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM THE SEPTEMBER 17th, 2020 REGULAR BOARD MEETING

The meeting was called to order at 7 am by Chairman Solheim at the District Tree Shed, 1514 South Main, Crookston, MN and via conference call.

Roll Call: Solheim, McWalter, Cournia and Sorenson

APPROVAL OF AGENDA:

{Motion #60-2020} Motion by Cournia and seconded by McWalter to approve the August 20th, 2020 agenda.

Affirmative: McWalter, Cournia and Sorenson

Opposed: None

Motion: Pass

Supervisors Present: Elliott Solheim, Chairman

Mark McWalter, Secretary
Chris Cournia, Treasurer
John Sorenson, PR & I

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

Others Present: Jillian Fejszes, Farm Bill Biologist

Absent: Derek Peterson, Vice Chairman
Luther Newton, Team Lead NRCS

SECRETARY'S REPORT:

{Motion #61-2020} Motion by Sorenson and seconded by Cournia to approve the minutes from the regular board meeting held August 20th, 2020.

Affirmative: McWalter, Cournia and Sorenson

Opposed: None

Motion: Pass

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

TREASURER'S REPORT:

{Motion #62-2020} Motion by McWalter and seconded by Sorenson to approve the treasurer's reports.

Affirmative: McWalter, Cournia and Sorenson

Opposed: None

Motion: Pass

COST SHARE REPORT:

No report.

OLD BUSINESS

Crookston USDA Service Center outside doors are open due to Phil Thompson & Associates resuming full customer service. FSA is in Phase II but have reverted back locking internal doors, appointments only and customer service outside. NRCS and WPSWCD continue to keep internal doors closed, appointments only via phone/email/parking lot/out in the field. Masks required (Governor's Executive Order 20-81).

Governor Walz extended the peacetime emergency through October 10th, 2020.

NEW BUSINESS

Staff requests approval to receive up to \$10,000 of the Polk County CARES funds; County Resolution 2020-75; for COVID-19 expenses incurred 3/11/2020 to present.

{Motion #64-2020} Motion by Cournia and seconded by McWalter to approve Polk County CARES fund and Resolution 2020-75 for COVID-19 expenses incurred.

Affirmative: McWalter, Cournia and Sorenson

Opposed: None

Motion: Pass

MEETING REPORTS

Attended Meetings/Trainings

| | |
|---|-------|
| RLR 1W1P Planning Group, WebEx | Staff |
| NW Water Festival Meeting, ZOOM | Bernd |
| MASWCD District Capacity Work Group Meeting, ZOOM | Bernd |
| MACDE Committee Meeting, ZOOM | Bernd |
| HOLIDAY – Labor Day, OFFICE CLOSED | |
| RDSP Natural Resource Work Group meeting, ZOOM | Bernd |
| FDRWG Mediation Agreement Meeting, WebEx | Bernd |

Upcoming Meetings/Trainings

| | |
|--|-------|
| RLR 1W1P Planning Group Meeting, ZOOM | Bernd |
| BWSR Implementation of Watershed Plans, meeting, WebEx | Bernd |
| MASWCD District Capacity Work Group Meeting, ZOOM | Bernd |
| MASWCD Board Meeting, ZOOM | Bernd |
| Buffer Meeting, PCES | Staff |

DISTRICT EMPLOYEE'S REPORTS:

Bernd

1W1P:

Middle-Snake-Tamarac Rivers One Watershed One Plan planning grant application was awarded. West Polk SWCD facilitated the grant application process and will facilitate the planning process.

CWL:

Bernd has been composing the Glacial Ridge LTT Cisma draft plan. A planning meeting was scheduled but cancelled due to technical difficulties.

FY2021 BWSR Buffer Implementation Program funds were subject to a 7% budget reduction directed by the Governor and Minnesota Management Budget. FY2021 Buffer Implementation funding for West Polk SWCD has been reduced from \$45,000 to \$38,700.

OTHER:

Preparing a Protection Project Case presentation for the online Lakes and Streams Protection Workshop organized by the MPCA.

Habermehl

Technician Habermehl Report 08/20/2020

WCA:

- TEP: TBD (in field)- WCA inquiries- RLWD drain tile permit analyses (x8 sets)
- Belgium 11: WCA analysis; proposed project
- Crookston 15: WCA analysis, compile potential violation evidence
- Keystone 17: site visit 08/25/2020
- Liberty 10: Restoration telephone conversation Kohl, Jason 08/06/2020 site visit-set deadline- Cert. Sat. Rest.
- Liberty 36: WCA inquiry SCOPE Ramsey, Shawn site visit 08/13/2020, SCOPE WPSWCD document issued 08/21 /2020
- CSAH 57: attachment E sent to BWSR wetland specialist 08/27/2020, site visit 09/08/2020 GPS point/photos sent.
- Epitome Energy: complete application received 08/12/2020, NOA issued 08/19/2020- issue NOD, MnDNR NHIS review
- Soy Innovation Campus: complete application received 08/17/2020, NOA issued 09/02/2020- issue NOD
- Gentilly Bridge: NOD issued 09/04/2020
- Polk County Landfill: MnDNR communication, §15.99 suspended

Buffer Initiative:

- SWCD staff meet 09/10/2020, MSTRWD/SWCD buffer MOA. Update BuffCAT, field inquiries, meet w/Polk P&Z 09/30/2020, APOs.

Other: Assisted w/SWI as built Lowell 11, Frontier Precision Trimble unit, 1W1P meeting 08/20/2020, TSA conference call 09/09/2020, BR-6 inspection 09/23/2020, continuing education, IDP, BWSR Academy, etc.

Torkelson

Technician Report 09/17/2020

Buffers:

- Continuing buffer field checks
- Compiling monitoring notes, compliance history, location/ditch info, alternative practice information and owner/operator correspondence for every buffer parcel in one spreadsheet
- Contacting landowners to try to resolve noncompliance before involving Polk County P&Z
- Taking buffer calls – updating BuffCAT with compliant parcels and helping landowners/operators understand requirements

Tree Program:

- Working with landowners to plan windbreak plantings for spring/2021
- Advising landowners on tree care and making recommendations for new plantings
- Working on 2021 tree list

Training:

- Earning ISA CEUs through online training (Shade Tree Short Course postponed)
- Learning about prairie maintenance and weed control for West Polk RIM easements and work to be done under future Cisma grants

Steinbrink

Technician Report 9-17-20

- Construction layout and Inspection for SWIs.
- Completed swi's
- Hoppe (2)
- Wagner's (14)

NRCS DISTRICT CONSERVATIONIST'S REPORT

September 2020

NRCS Board Report

CSP:

- 2020 General – 1 contract in West Polk
- CSP Payments will begin early October

EQIP:

August 14 – Contract Obligation deadline – 2 contracts in West Polk

Busy assisting staff where needed to complete workload.

CONTRACT MANAGEMENT:

- Continually working on modifications, planning, and contract maintenance.

OTHER:

- COVID-19 – Level II – can increase staff in FO to more than 1 where possible
- FSA Phase II implemented but still not allowing walk-ins

CIVIL RIGHTS:

- Hispanic Heritage Month (9/15-10/15)

MEETINGS AND ACTIVITIES:

- Team Lead Training – Waite Park, MN (8/31-9/2)
- Area Meeting – August 13, 2020
- West Polk SWCD Board Meeting – September 17, 2020

Respectfully submitted,
Luther Newton IV
NRCS Acting 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 2020 Report
Jillian Fejszes, Farm Bill Biologist

Trainings/Meetings:

- 8/18- Cultural Resources Training completed
- 8/20- West Polk SWCD Board Meeting
- 9/1- Road trip to Morris for Linc Pass reset

Ongoing Work:

- Talked to 14 landowners, met with 2 on site.
- Working on CRP plans. Completed 63 plans- 14 for Marshall, 40 for West Polk and 9 for Pennington. I have 6 more to do for West Polk and they are due very soon. I had 4 CLEAR 30 plans and 1 CRP grasslands plan included.
- Spending time on CRP paperwork such as eligibilities, vegetation worksheets, and 052s. I completed 8 eligibilities. I completed 3 TIP plans for land coming out of CRP.
- Doing site checks for renewing CRP. I completed 50 for West Polk, Marshall and Pennington.
- Made landowner folders for Pennington CRP, still have a few to go. Putting FSA folders together for Pennington CRP with all necessary paperwork.

Upcoming:

- 9/11- CRP Plans Due
- 9/15- Pennington SWCD Board Meeting
- 9/16- Glacial Ridge CISMA Meeting- Zoom
- 9/17- West Polk SWCD Board 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 October 15th, 2020 at 7 am.

With no further business, Chairman Solheim adjourned the meeting at 7:42 am.

Respectfully submitted,

Secretary
Mark McWalter\nb

WEST POLK SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM THE OCTOBER 22nd, 2020 REGULAR BOARD MEETING

The meeting was called to order at 7:02 am by Chairman Solheim via conference call.

Roll Call: Solheim, Cournia and Sorenson

APPROVAL OF AGENDA:

{Motion #65-2020} Motion by Sorenson and seconded by Cournia to approve the September 17th, 2020 agenda.

Affirmative: Solheim, Cournia and Sorenson

Opposed: None

Motion: Pass

Supervisors Present: Elliott Solheim, Chairman

Chris Cournia, Treasurer
John Sorenson, PR & I

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

Others Present: Jillian Fejszes, Farm Bill Biologist
Luther Newton, NRCS Team Lead

Absent: Derek Peterson, Vice Chairman
Mark McWalter, Secretary

SECRETARY'S REPORT:

{Motion #66-2020} Motion by Sorenson and seconded by Solheim to approve the minutes from the regular board meeting held September 17th, 2020.

Affirmative: Solheim, Cournia and Sorenson

Opposed: None

Motion: Pass

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

TREASURER'S REPORT:

{Motion #67-2020} Motion by Sorenson and seconded by Cournia to approve the treasurer's reports.

Affirmative: Solheim, Cournia and Sorenson

Opposed: None

Motion: Pass

COST SHARE REPORT:

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

| Contract# | Practice | Approved Project Cost | Cost Share Amount | Technical Approval Authority |
|------------------|-----------------|------------------------------|--------------------------|-------------------------------------|
| BC-18-35 | 410 | 6,000.00 | 4,500.00 | Steinbrink |
| BC-18-56 | 410 | 6,000.00 | 4,500.00 | Steinbrink |

{Motion #68-2020} Motion by Sorenson and seconded by Cournia to approve cancellation for the listed Buffer Compliance Cost Share contract(s).

Affirmative: Solheim, Cournia and Sorenson

Opposed: None

Motion: Pass

Due to overrun of materials and installation, staff is requesting the amount of the total project cost to \$46,414.78 and total amount authorized cost share at \$34,811.09. District Staff is requesting approval for an amendment of the listed Buffer Compliance Cost Share Contract(s).

| Contract# | Practice | Combined Approved Project Cost | Cost Share Amount | Technical Approval Authority |
|------------------|-----------------|---------------------------------------|--------------------------|-------------------------------------|
| BC-18-26 | 410 | 32,026.20 | 24,019.65 | Steinbrink |
| BC-18-27 | 410 | 14,388.58 | 10,791.44 | Steinbrink |

{Motion #69-2020} Motion by Cournia and seconded by Sorenson to approve amendment for the listed Buffer Compliance Cost Share contract(s).

Affirmative: Solheim, Cournia and Sorenson

Opposed: None

Motion: Pass

OLD BUSINESS

Resolution Packets - votes

Derek Peterson, Vice Chairman, joined the call at 7:18am.

Crookston USDA Service Center outside doors are open due to Phil Thompson & Associates resuming full customer service. FSA is in Phase II but have reverted locking internal doors, appointments only and customer service outside. NRCS and WPSWCD

continue to keep internal doors closed, appointments only via phone/email/parking lot/out in the field. Masks required (Governor's Executive Order 20-81).

Governor Walz extended the peacetime emergency through November 10th, 2020.

NEW BUSINESS

Staff requests approval for the FY2021 BWSR Clean Water Fund SWCD Capacity Services (\$117,302) and Buffer Law Implementation Program (\$38,700) Grant Agreement, total amount of \$156,002.

{Motion #70-2020} Motion by Sorenson and seconded by Cournia to approve the FY2021 BWSR Clean Water Fund SWCD Capacity Services (\$117,302) and Buffer Law Implementation Program (\$38,700) Grant Agreement, total amount of \$156,002.

Affirmative: Solheim, Cournia, Sorenson and Peterson

Opposed: None

Motion: Pass

Audit – Management Prestation letter

Staff requests approval to submit the 2019 Audit by Peterson Company to the State of MN.

{Motion #71-2020} Motion by Sorenson and seconded by Cournia to approve submitting the 2019 Audit by Peterson Company to the State of MN.

Affirmative: Solheim, Cournia, Sorenson and Peterson

Opposed: None

Motion: Pass

MEETING REPORTS

Attended Meetings/Trainings

| | |
|--|-------|
| RLR 1W1P Planning Group Meeting, ZOOM | Bernd |
| BWSR Implementation of Watershed Plans, meeting, WebEx | Bernd |
| MASWCD District Capacity Work Group Meeting, ZOOM | Bernd |
| MASWCD Board Meeting, ZOOM | Bernd |
| Buffer Meeting, PCES | Staff |

Upcoming Meetings/Trainings

| | |
|---------------------------------------|-------------------|
| MCIT Virtual Workshop | Bernd |
| BWSR Academy, WebEx | Bernd |
| Middle-Snake-Tamarac River 1W1P WebEx | Bernd |
| MACDE Board Meeting, ZOOM | Bernd |
| Area 1 Meeting, Zoom | Staff/Supervisors |
| State Managers Meeting, Brainerd | Bernd |

DISTRICT EMPLOYEE'S REPORTS:

Bernd

1W1P:

RLR 1W1P Cover Crop cost share policy. Discussion

{Motion #69-2020} Motion by Sorenson and seconded by Peterson to approve the RLR 1W1P Cover Crop Cost Share Policy.

Affirmative: Solheim, Cournia, Sorenson and Peterson

Opposed: None

Motion: Pass

Staff requests approval of the Wild-Rice Marsh River One Watershed One Plan to be submitted to the Board of Water and Soil Resources for approval.

{Motion #70-2020} Motion by Sorenson and seconded by Cournia to approve submittal of the Wild Rice-Marsh One Watershed One Plan to the Board of Water and Soil Resources for approval.

Affirmative: Solheim, Cournia, Sorenson and Peterson

Opposed: None

Motion: Pass

OTHER:

Lease

Habermehl

Technician Habermehl Report 10/22/2020

WCA: TEP:

- TBD (in field)- WCA inquiries- RLWD drain tile permit analyses (x11 sets)
- Brandt 23: proposed coulee cleanout RLWD# 20-264; Joint App. sent 10/20/2020
- Belgium 11: proposed project-telephone conversation 10/08/2020 WCA LGU request drill log
- Crookston 15: WCA analysis, compile potential violation evidence
- Liberty 21: site visit 09/29/2020 respond to DNR
- Liberty 10: restoration complete site-visit 10/16/2020- Cert. Sat. Rest issued 10/21/2020
- CSAH 57: attachment E sent to BWSR wetland specialist 08/27/2020, site visit 09/08/2020 GPS point/photos sent.
- Epitome Energy: complete application received 08/12/2020, NOA issued 08/19/2020, NOD issued 09/23/2020
- Soy Innovation Campus: complete application received 08/17/2020, NOA issued 09/02/2020, NOD issued 10/14/2020

Buffer Initiative:

- SWCD staff meet 10/19/2020, MSTRWD/SWCD buffer MOA. Update BuffCAT, field telephone inquiries, met w/Polk P&Z 09/30/2020, APOs, BC-CS.

Other: Frontier Precision Trimble unit, MN certified wetland delineator training, etc.

Torkelson

Technician Report 10/22/2020

Buffers:

- Finished 2020 buffer field checks

- Will start making NONs for parcels that have switched from blue to red from 2020 field checks
- Compiling monitoring notes, compliance history, location/ditch info, alternative practice information and owner/operator correspondence for every buffer parcel in one spreadsheet
- Working on official letter to notify Polk County P&Z of compliant parcels in APO stage of enforcement
- Taking buffer calls – updating BuffCAT with compliant parcels and helping landowners/operators understand requirements

Tree Program:

- Working with Minnesota Extension and BWSR to develop grass/forb seed mix for tree plantings and lining up interested landowners for practical trials
- Working with landowners to plan windbreak plantings for spring/2021
- Advising landowners on tree care and making recommendations for new plantings
- Working on 2021 tree list

Training:

- Earning ISA CEUs through online training (Shade Tree Short Course postponed)
- Learning about prairie maintenance and weed control for West Polk RIM easements and work to be done under future CISMA grants

Steinbrink

Technician Report 10-22-20

Construction layout and Inspection for SWIs.

Completed swi's Buffer Program

- Hoppe (2)
- Wagner's (14)
- Olson (1)
- Reitmeier (5)

Field checking buffer seedings and drawing up alternative practice plans.
Buffer Conservation Plans/Alternative Plans- C&D Reitmeier.

Working with Jim Coauette 1w1p erosion project.

NRCS DISTRICT CONSERVATIONIST'S REPORT

No Report

Respectfully submitted,
Luther Newton IV
NRCS Acting Team Lead

CORRESPONDENCE:

Publications:

Forestry Notes

Conservation Brief

Conservation Views

Crookston Daily Times

ENotes for NACD

Waterline

River Monitor

Shade Tree Advocate

Other:

October 2020 Report

Jillian Fejszes, Farm Bill Biologist

Trainings/Meetings:

- 9/11- CRP Plans Due
- 9/15- Pennington SWCD Board Meeting
- 9/16- Marshall SWCD Board Meeting
- 9/17- West Polk SWCD Board Meeting
- 9/30- Statewide LTT Leads Call

Ongoing Work:

Talked to 20 landowners, met with 1 on site.

- In total I did 320 plans for CRP, which was over 13,000 acres. Some of the contracts got cancelled but most made it in.
- Completed all the CRP paperwork I had and all the work in Conservation Desktop.
- Gave out all the landowner folders for Pennington CRP.
- Will be following up with some things from before CRP got busy and checking in with some landowners.
- Got the list of CRP coming out in 2021. Much smaller list than last year, and I will be visiting some of these sites this fall to prepare for the general CRP signup.
- Trying to think of some outreach for expanding CRP signup, especially in Pennington.
- Participated in the LTT statewide call to talk about what the local technical teams are doing. I am leading the Glacial Ridge LTT at this time with Alex Wardwell.

Upcoming:

- 10/6-10/12- Taking some time off.
- 10/20- Pennington/Marshall SWCD Board Meeting
- 10/21- Pheasants Forever Northwest MN Meeting- Detroit Lakes
- 10/22- West Polk SWCD Board Meeting- Call
- 10/27-29- Virtual BWSR Academy

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 November 17th, 2020 at 7:00am.

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

Respectfully submitted,

Secretary

Mark McWalter\nb

WEST POLK SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM THE NOVEMBER 17th, 2020 REGULAR BOARD MEETING

The meeting was called to order at 7:02 am by Chairman Solheim via conference call.

Roll Call: Solheim, Peterson and McWalter

APPROVAL OF AGENDA:

{Motion #74-2020} Motion by McWalter and seconded by Peterson to approve the October 22nd, 2020 agenda.

Affirmative: Solheim, Peterson and McWalter

Opposed: None

Motion: Pass

Supervisors Present:

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

District Employees Present:

Nicole Bernd, District Manager
Aaron Habermehl, District Technician
Morgan Torkelson, District Technician

Others Present:

Jillian Fejszes, Farm Bill Biologist

Absent:

Chris Cournia, Treasurer
Luther Newton, NRCS Team Lead

SECRETARY'S REPORT:

{Motion #75-2020} Motion by Peterson and seconded by McWalter to approve the minutes from the regular board meeting held October 22, 2020.

Affirmative: Solheim, Peterson and McWalter

Opposed: None

Motion: Pass

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

Affirmative: Solheim, Peterson and McWalter

Opposed: None

Motion: Pass

TREASURER’S REPORT:

{Motion #76-2020} Motion by McWalter and seconded by Peterson to approve the treasurer’s reports.

Affirmative: Affirmative: Solheim, Peterson and McWalter

Opposed: None

Motion: Pass

COST SHARE REPORT:

Staff requests approval to submit the remaining FY18 State Cost Share grant, in the amount of \$3,866.44 to BWSR.

{Motion #77-2020} Motion by McWalter and seconded by Peterson to approve submitting the remaining FY18 State Cost Share grant, in the amount of \$3,866.44 to BWSR.

Affirmative: Solheim, Peterson and McWalter

Opposed: None

Motion: Pass

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

| Contract# | Practice | Approved Project Cost | Cost Share Amount | Technical Approval Authority |
|------------------|-----------------|------------------------------|--------------------------|-------------------------------------|
| BC-18-16 | 410 | 2,000.00 | 659.36 | Steinbrink |
| BC-18-26 | 410 | 32,026.20 | 17,554.65 | Steinbrink |
| BC-18-27 | 410 | 14,388.58 | 6,501.44 | Steinbrink |

**BC-18-26/18-27 received partial payments and an amendment. This would be the final payment.*

{Motion #78-2020} Motion by Peterson and seconded by McWalter to approve payment for the listed Buffer Compliance Cost Share contract(s).

Affirmative: Solheim, Peterson and McWalter

Opposed: None

Motion: Pass

Sorenson joined the call at 7:18 am.

OLD BUSINESS

Staff requests approval to pay Wright’s Construction in the amount of \$11,586.22 for cost share on the RLR 1W1P Burnham Creek Russia 13 Project. This funding was obtained from the Red Lake Watershed Erosion Control Fund.

{Motion #79-2020} Motion by McWalter and seconded by Peterson to approve payment to Wrights Construction in the amount of \$11,586.22 for RLR 1W1P Burnham Creek Russia 13 Project.

Affirmative: Solheim, Peterson and McWalter

Opposed: None

Motion: Pass

Crookston USDA Service Center outside doors are open due to Phil Thompson & Associates resuming full customer service. FSA is in Phase II but have reverted locking internal doors, appointments only and customer service outside. NRCS and WPSWCD continue to keep internal doors closed, appointments only via phone/email/parking lot/out in the field. Masks required (Governor's Executive Order 20-81).

Governor Walz extended the peacetime emergency through December 14th, 2020.

NEW BUSINESS

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

Motion {#80-2020} Motion by Sorenson and seconded by McWalter to approve each full-time employee receive \$1,000/month tax fringe benefit and \$26.75 for the intermittent employee starting Jan. 1st, 2021.

Affirmative: Solheim, Peterson, McWalter and Sorenson

Opposed: None

Motion: Pass

Staff requests approval to submit payment in the amount of \$2,888.48 to BNSF Railway Company for the lease of the tree shed at 1415 South Main, Crookston MN.

{Motion #81-2020} Motion by Sorenson and seconded by McWalter to submit payment in the amount of \$2,888.48 to BNSF Railway Company for the lease of the tree shed at 1415 South Main, Crookston MN.

Affirmative: Solheim, Peterson, McWalter and Sorenson

Opposed: None

Motion: Pass

Staff requests approval to submit payment in the amount of \$2,875.00 to Peterson Company LTD for the preparation of audited financial statement for 2019.

{Motion #82-2020} Motion by Sorenson and seconded by McWalter to submit lease payment of the tree shed to t BNSF Railway Company in the amount of \$2,875.00.

Affirmative: Solheim, Peterson, McWalter and Sorenson

Opposed: None

Motion: Pass

MEETING REPORTS

Attended Meetings/Trainings

MCIT Virtual Workshop

Bernd

BWSR Academy, WebEx
Middle-Snake-Tamarac River 1W1P WebEx
MACDE Board Meeting, ZOOM

Bernd
Bernd
Bernd

Upcoming Meetings/Trainings

Area 1 Meeting, ZOOM
Sand Hill Watershed District Project Team Meeting, ZOOM
Middle-Snake-Tamarac River 1W1P, WebEx,
HOLIDAY/Thanksgiving
BWSR Northern Regional Meeting, ZOOM
MACDE Meeting, ZOOM
FDRWG Meeting, WebEx
Natural Resource Workgroup Meeting, ZOOM

Staff/Supervisors
Staff
Bernd
OFFICE CLOSED
Bernd
Bernd
Bernd
Bernd

DISTRICT EMPLOYEE'S REPORTS:

Bernd

CWL:

Bernd requests approval establishing volunteer value for the CISMA grant partners. The rate for the State of Minnesota is \$27.20. This will allow the required match for the grant to be accumulated and tracked.

{Motion #83-2020} Motion by McWalter and seconded by Sorenson to approve the volunteer value rate for the State of Minnesota is \$27.20. This will allow the required match for the grant to be accumulated and tracked.

Affirmative: Solheim, Peterson, McWalter and Sorenson

Opposed: None

Motion: Pass

Wild Rice-Marsh 1W1P held a public meeting regarding the final revision to be submitted to BWSR. Policy Committee meeting followed approving submittal of the Wild Rice-Marsh 1W1P for approval at the BWSR Northern Regional Committee Meeting December 2, 2020.

Habermehl

Technician Habermehl Report 11/17/2020

WCA:

- TEP: TBD (in field)- WCA inquiries- RLWD drain tile permit analyses (x14 sets)
- Helgeland 15: WCA analysis; telephoned Mr. Rud 10/28/2020
- Brandt 23: proposed coulee cleanout RLWD# 20-264; Joint App. sent 10/20/2020
- Belgium 11: proposed project-telephone conversation 10/08/2020 WCA LGU requested drill log
- Crookston 15: WCA analysis, compile potential violation evidence; telephoned Mr. Henry 11/12/2020.
- Liberty 21: site visit 09/29/2020 respond to DNR (elevation shots required).
- Liberty 10: restoration complete site-visit 10/16/2020- Cert. Sat. Rest issued 10/21/2020

- CSAH 57: attachment E sent to BWSR wetland specialist 08/27/2020, site visit 09/08/2020 GPS point/photos sent. WCA Determination Notice Form issued 10/22/2020
- Epitome Energy: complete application received 08/12/2020, NOA issued 08/19/2020, NOD issued 09/23/2020. Mitigation pending.
- Soy Innovation Campus: complete application received 08/17/2020, NOA issued 09/02/2020, NOD issued 10/14/2020. AIC groundbreaking ceremony 10/28/2020.

Buffer Initiative:

- SWCD staff meet 11/09/2020, MSTRWD/SWCD buffer MOA (meeting required). BWSR BuffCAT (enforcement docs. field), update BuffCAT, field telephone/email inquiries.

Other: Frontier Precision Trimble unit (communications), TSA Trimble Unit (testing & develop procedural docs.) assisted survey 1W1P, wetland delineator/BWSR hydrology training, Area 1 meeting 11/17/2020, job evaluations, etc.

Torkelson

Technician Report 11/17/2020

Buffers:

- Finished 2020 buffer field checks (over 600 in all), including all red parcels as of 11/12/20
- Will start making NONs for 26 parcels that have switched from blue to red from 2020 field checks
- Compiling monitoring notes, compliance history, location/ditch info, alternative practice information and owner/operator correspondence for every buffer parcel in one spreadsheet
- Taking buffer calls – updating BuffCAT with compliant parcels and helping landowners/operators understand requirements

Tree Program:

- Working with Minnesota Extension and BWSR to develop grass/forb seed mix for tree plantings and lining up interested landowners for practical trials
- Working with landowners to plan windbreak plantings for spring/2021
- Advising landowners on tree care and making recommendations for new plantings
- Working on 2021 tree list

Training:

- ISA Conference December 7-11
- Learning about prairie maintenance and weed control for West Polk RIM easements and work to be done under future CISMA grants

Steinbrink

Technician Report 11-17-20

Construction layout and Inspection for SWIs.

Completed swi's Buffer Program

Hoppe (2)
Wagner's (14)
Olson (1)
Reitmeier (5)
Evenson (3)
Moen (4)
Reitmeier (8)
Sorenson (2)
Goodwin (1)
Ross (1)

Two left to install this fall if weather holds.

Field checking buffer seedings and drawing up alternative practice plans.

NRCS DISTRICT CONSERVATIONIST'S REPORT

November, 2020

NRCS Board Report

CSP –

- FY2020 Payments – Nov 6
- CSP Renewal deadline coming

EQIP –

- Screening worksheet makes deferred application High Priority in FY21
- November 20 – Application acceptance 2021 signup 1
- Busy assisting staff where needed to complete workload.

RCPPEQIP

- CONTRACT MANAGEMENT –
 - Continually working on modifications, planning, and contract maintenance.

OTHER

- COVID-19 – Phase 0!

CIVIL RIGHTS

- American Indian Heritage

UPCOMING MEETINGS, EVENTS, TRAININGS

- EQIP FY 21 Training – Nov 4

Respectfully submitted,
Luther Newton IV
NRCS Acting Team Lead

CORRESPONDENCE:

Publications:

Forestry Notes

Conservation Brief

Conservation Views

Crookston Daily Times

MPCA Feedlot Update

ENotes for NACD

Waterline

River Monitor

Shade Tree Advocate

Minnesota Environment

Other:

November 2020 Report
Jillian Fejszes, Farm Bill Biologist

Trainings/Meetings:

- 10/6/-10/12- Taking some time off
- 10/20- Pennington SWCD Board Meeting
- 10/22- West Polk SWCD Board Meeting- Call
- 10/27-10/29- Virtual BWSR Academy
- 11/4- EQIP and ACEP Training

Ongoing Work:

- Talked to 12 landowners.
- Got the list of CRP coming out in 2021. Started a spreadsheet for contracts and made maps.
- Visited 74 CRP sites coming out next year in Pennington, Marshall and West Polk. Took advantage of the warm weather, dry conditions and plowed fields to get to some of the hard to access sites.
- Working on CRP seed mixes for West Polk CRP going in this year, will also work on seed mixes for Pennington office as there are some new practices that need to be added.
- Doing some CRP revisions and other paperwork. Completed an Aglearn course towards the conservation planner certification.
- Assisting Trinity Creek Ranch with their seed mix for the PF Soil Health and Habitat Program. This is a program PF just started with funding from Purina and there are only a handful of farms in the state that have signed up for it.

Upcoming:

- 11/17- Board Meetings for West Polk and Pennington
- 11/17- Virtual Area Meeting
- 11/26 & 11/27- Thanksgiving Holiday
- 1/30- Sharp-tail Management in East Central MN- Zoom Call

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 December 17, 2020 at 7:00 am.

With no further business, Chairman Solheim adjourned the meeting at 7:50 am.

Respectfully submitted,

Secretary
Mark McWalter\nb

WEST POLK SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM THE DECEMBER 17th, 2020 REGULAR BOARD MEETING

The meeting was called to order at 7:01 am by Chairman Solheim, via conference call.

Roll Call: Solheim, Peterson and Cournia

APPROVAL OF AGENDA:

{Motion #84-2020} Motion by Cournia and seconded by Peterson to approve the December 17th, 2020 agenda.

Affirmative: Solheim, Peterson and Cournia

Opposed: None

Motion: Pass

Supervisors Present: Elliott Solheim, Chairman
Derek Peterson, Vice Chairman
Chris Cournia, Treasurer

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

Others Present: Jillian Fejszes, Farm Bill Biologist
Luther Newton, NRCS Team Lead
Christian Pester, Public

Absent: Mark McWalter, Secretary
John Sorenson, PR & I

SECRETARY'S REPORT:

{Motion #85-2020} Motion by Peterson and seconded by Cournia to approve the minutes from the regular board meeting held November 17th, 2020.

Affirmative: Solheim, Peterson and Cournia

Opposed: None

Motion: Pass

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

TREASURER'S REPORT:

{Motion #86-2020} Motion by Peterson and seconded by Cournia to approve the treasurer's reports.

Affirmative: Solheim, Peterson and Cournia

Opposed: None

Motion: Pass

COST SHARE REPORT:

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

| Contract# | Practice | Approved Project Cost | Cost Share Amount | Technical Approval Authority |
|------------------------|-----------------|------------------------------|--------------------------|-------------------------------------|
| BC-18-54, 18-55, 18-68 | 410 | 34,036.57 | 25,527.43 | Steinbrink |
| BC-18-63 | 410 | 5,100.00 | 3,825.00 | Steinbrink |

{Motion #87-2020} Motion by Peterson and seconded by Cournia to approve amendment(s) for the listed Buffer Compliance Cost Share contract(s).

Affirmative: Solheim, Peterson and Cournia

Opposed: None

Motion: Pass

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

| Contract# | Practice | Approved Project Cost | Cost Share Amount | Technical Approval Authority |
|-----------------------|-----------------|------------------------------|--------------------------|-------------------------------------|
| BC-18-10 | 410 | 7,500.00 | 4,919.21 | Steinbrink |
| BC-18-19 | 410 | 4,000.00 | 2,370.27 | Steinbrink |
| BC-18-53 | 410 | 10,000.00 | 6,063.48 | Steinbrink |
| BC-18-54,18-55, 18-68 | 410 | 34,036.57 | 25,527.43 | Steinbrink |
| BC-18-63 | 410 | 5,100.00 | 3,811.90 | Steinbrink |
| BC-18-57 | 410 | 3,000.00 | 483.22 | Steinbrink |
| BC-18-67 | 410 | 2,000.00 | 1,280.33 | Steinbrink |

{Motion #88-2020} Motion by Cournia and seconded by Peterson to approve payment for the listed Buffer Compliance Cost Share contract(s).

Affirmative: Solheim, Peterson and Cournia

Opposed: None

Motion: Pass

OLD BUSINESS

Crookston USDA Service Center outside doors are open due to Phil Thompson & Associates resuming full customer service. FSA has reverted to Phase I by locking internal doors and conducting appointments only by phone and email. NRCS and WPSWCD continue to keep internal doors closed, appointments only via

phone/email/parking lot/out in the field. Masks required (Governor's Executive Order 20-81).

Governor Walz extended the peacetime emergency through January 14th, 2021.

MASWCD Resolution ballot results.

MN Campaign Finance Board – due after Jan 1st, 2021, no later than Jan 25th 2021.

NEW BUSINESS

Economic Relief Package - \$114.8 million for counties to administer to businesses and nonprofits effected by COVID-19 restrictions (MASWCD)

MEETING REPORTS

Attended Meetings/Trainings

| | |
|---|-------------------|
| Area 1 Meeting, ZOOM | Staff/Supervisors |
| Sand Hill Watershed District Project Team Meeting, ZOOM | Staff |
| Middle-Snake-Tamarac River 1W1P, WebEx, | Bernd |
| HOLIDAY/Thanksgiving | OFFICE CLOSED |
| BWSR Northern Regional Meeting, ZOOM | Bernd |
| MACDE Meeting, ZOOM | Bernd |
| FDRWG Meeting, WebEx | Bernd |
| Natural Resource Workgroup Meeting, ZOOM | Bernd |

Upcoming Meetings/Trainings

| | |
|---|---------------|
| HOLIDAY/Christmas | OFFICE CLOSED |
| Middle-Snake-Tamarac River 1W1P, WebEx | Bernd |
| NACDE Meeting, Microsoft Teams | Staff |
| Crookston Twp. Project Meeting, Microsoft Teams | Staff |
| RLR 1W1P Policy Meeting, WebEx | Bernd |
| HOLIDAY/New Year's Day | OFFICE CLOSED |

Sorenson joined meeting at 7:28 am.

DISTRICT EMPLOYEE'S REPORTS:

Bernd

1W1P:

Presented the Wild Rice 1W1P plan to the BWSR Northern Regional board meeting, Dec 2nd. Approval of the plan was received and will be presented at the BWSR Board meeting Dec 17th for State approval. Attendance record was set from those who attended on behalf of the Policy and Steering Committee.

Coordinating meetings and working on the workplan for the MSTR 1W1P planning process. Marshall SWCD will act as fiscal agent and West Polk SWCD will act as the coordinator.

Buffers:

Completing and submitting buffer compliance cost share amendments and vouchers for signatures, approval and payments.

McWalter joined meeting at 7:30 am.

Several meetings with the Middle Snake-Tamarac River Watershed District, BWSR and Marshall SWCD regarding Buffer Law administration/duties.

Degraded Buffer Compliance: Discussion/Motion

West Polk SWCD staff will verify newly seeded buffers until evidence of seeding is obscured by snow cover. If a deficient buffer does not require seeding (new buffer is expected to "fill in" from adjacent existing perennial vegetation or degraded existing buffer is expected to regrow), buffer compliance will be determined by verifying that appropriate buffer width has been left between the top of the constructed channel (or cutbank/normal water level for public waters) and the edge of the cash crop. If a buffer does not require reseeding, compliance can only be verified after the cash crop has been planted.

{Motion #89-2020} Motion by Cournia and seconded by Sorenson to approve revision of the stated West Polk SWCD Degraded Buffer Compliance policy.

Affirmative: Solheim, Peterson, Cournia, McWalter and Sorenson

Opposed: None

Motion: Pass

Newsletter: January 2021

Habermehl

Technician Habermehl Report 12/17/2020

WCA:

- TEP: 12/02/2020- WCA inquiries- RLWD drain tile permit analyses (x14 sets)- annual reporting due
- Brandt 23: proposed coulee cleanout RLWD# 20-264; Joint App. sent 10/20/2020. Conducted preliminary survey (TEP discussion) 12/09-12/11/2020 w/ photo points (beaver activity); conversation w/applicant 12/11/2020.
- Belgium 11: proposed project-telephone conversation 10/08/2020 WCA LGU requested drill log
- Crookston 15: WCA analysis, compile potential violation evidence; telephoned Mr. Henry 11/12/2020.
- Liberty 21: site visit 09/29/2020, TEP 12/02/2020 (elevation shots & improvement evidence required).
- Epitome Energy: complete application received 08/12/2020, NOA issued 08/19/2020, NOD issued 09/23/2020. Mitigation pending.
- Soy Innovation Campus: complete application received 08/17/2020, NOA issued 09/02/2020, NOD issued 10/14/2020. AIC groundbreaking ceremony 10/28/2020.

Buffer Initiative:

- SWCD staff meet 12/15/2020, MSTRWD/SWCD buffer MOA pros/cons (2nd meeting required). Attach PW maps & NONs to BuffCAT, update BuffCAT, field telephone/email inquiries.

Other:

SHRWD policy committee 11/19/2020, Annual convention/MACDE 12/08/2020, TSA Trimble Unit (testing & develop procedural docs.), newsletter article(s), BWSR hydrogeology 12/10/2020, wetland delineator/BWSR hydrology training 12/14-12/16/2020, Area 1 meeting 11/17/2020, etc.

Torkelson

Technician Report 12/17/2020

Buffers:

- Doing field checks on newly compliant APO-enforced parcels
- Submitting formal notification to Polk County P&Z to stop enforcement on these parcels. So far 20 COCs handed over out of 39 APOs issued on 11/13/2020
- Updating BuffCAT with maps, enforcement paperwork, photos
- Compiling monitoring notes, compliance history, location/ditch info, alternative practice information and owner/operator correspondence for every buffer parcel in one spreadsheet
- Working on buffer article for SWCD newsletter

Tree Program:

- Working with landowners to plan windbreak plantings for spring/2021
- Advising landowners on tree care and making recommendations for new plantings
- Writing articles for SWCD newsletter
- Working on 2021 tree list

Training:

ISA conference December 7-11 (will be viewing recorded seminars to earn CEUs – did not have time to attend live conference)

Steinbrink

Technician Report 12-17-20

Acquiring signatures etc. to complete eligible costs for cost share payouts on side water inlet structures (SWI)

Construction is done for 2020.

Survey for Mike Skaug was completed to acquire DNR permit to clean 6400 ft of watercourse. TSA engineer tech. is completing profile and cross sections.

Merry Christmas and Happy New Year

NRCS DISTRICT CONSERVATIONIST'S REPORT

December 2020

NRCS Board Report

CSP –

- FY2020 Payments – 12/28/20 if paid in 20

- CSP Renewals – very few dollars

EQIP –

- November 20 – Application acceptance 2021 signup 1
- Busy assisting staff where needed to complete workload.
- Working with team to implement local ranking questions, the Crookston CST will have \$800k to utilize within the team for crop, pasture pools

RCPP-EQIP

- CONTRACT MANAGEMENT –
 - Continually working on modifications, planning, and contract maintenance.

OTHER

- COVID-19 – Phase 0 – back to the drawing board only 2-3 staff in office
- FSA Phase 0 implemented

MEETINGS AND ACTIVITIES-

- UPCOMING MEETINGS, EVENTS, TRAININGS
 - SLT/TL Teams meeting – Jan 13

Respectfully submitted,
Luther Newton IV
NRCS Acting 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:

December 2020 Report
Jillian Fejszes, Farm Bill Biologist

Trainings/Meetings:

- 11/17- Pennington SWCD Board Meeting- Zoom
- 11/17- West Polk SWCD Board Meeting- Call
- 11/17- SWCD Area 1 Meeting- Zoom
- 11/26 & 11/27- Thanksgiving Holiday
- 11/30- PF/DNR Sharptail Grouse Management/Outreach- Zoom

Ongoing Work:

- Talked to 7 landowners
- Completed 9 CRP revisions, compiled notes from field visits, completed eligibility info for every CRP site coming out in 2021. Will plan to share info with all 3 counties- shared with Marshall so far. In total there are 5 contracts (193 ac) coming out in Pennington, 58 contracts (995 ac) and 49 contracts (3,994 ac) coming out in Marshall in 2021.
- Working on a CRP seed mix for a landowner

- Completed 2 Aglearn courses. Working on completing what is needed for conservation planner certification.
- Beginning to look at technical skills needed to complete my conservation planner certification since I stopped working on it in May when CRP got busy.
- As many things get cancelled into the new year due to Covid, working on outreach ideas for CRP and landowner outreach. The general CRP signup opens runs January 4 to February 12. The continuous signup will be available until August and CRP grasslands signup runs from March 14- April 23

Upcoming:

- 12/15- Pennington and Marshall SWCD Board Meetings
- 12/17- West Polk SWCD Board Meeting-Call
- 12/21- Pennington CWMA Meeting -Zoom
- 12/24-1/4- Off for Holidays

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 January 21, 2021 at 7:00 am.

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

Respectfully submitted,

Secretary
Mark McWalter\nb