

# WEST POLK SOIL AND WATER CONSERVATION DISTRICT

## MINUTES FROM THE JANUARY 19<sup>th</sup>, 2023 REGULAR BOARD MEETING

The meeting was called to order at 7:04 am by Chairman Cournia, at 528 Strander Ave, Crookston, MN.

Roll Call: Peterson, McWalter, Sorenson, Pester

### **APPROVAL OF AGENDA:**

{Motion #01-2023} Motion by Pester and seconded by McWalter to approve the January 19<sup>th</sup>, 2022 agenda.

Affirmative: Peterson, McWalter, Sorenson, Pester

Opposed: None

Motion: Pass

Oath of Office for District 1 Supervisor

Supervisors Present: Chris Cournia, President  
Derek Peterson, Vice Chairman  
Christian Pester, Treasurer  
Eric McWalter, Secretary  
John Sorenson, PR & I

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

Others Present:

Absent:

### **REORGANIZATION FOR 2023:**

Officers will as follow:  
Chairman – C. Cournia  
Vice Chairman D. Peterson  
Secretary – E. McWalter  
Treasurer – C. Pester  
PR&I – J. Sorenson

{Motion #02-2023} Motion by Peterson and seconded by McWalter to approve the West Polk SWCD Board of Supervisors positions for the year of 2023.

Affirmative: Peterson, McWalter, Sorenson, Pester

Opposed: None

Motion: Pass

District Representatives for 2023 will be as follows:

- Oversight Com/Personnel (2 members): McWalter, Peterson
- Equipment Committee (2 members): Sorenson, Pester
- RRVCSA/TSA Rep (1 member): Peterson, Alternate-Pester  
*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
- Middle Snake-Tamarac Rivers One Watershed One Plan (1 member with alternate): Peterson; Alternate Pester
- Area 1 Meeting (2 members): McWalter, Peterson, Cournia, Pester and Sorenson
- Budget Committee: Cournia and Pester

{Motion #03-2023} Motion by Peterson and seconded by Pester to approve the West Polk SWCD Board of Supervisors committee representatives for 2023.

Affirmative: Peterson, McWalter, Sorenson, Pester

Opposed: None

Motion: Pass

**SECRETARY'S REPORT:**

{Motion #04-2023} Motion by Pester and seconded by Peterson to approve the minutes with corrections from the regular board meeting held December 16<sup>th</sup>, 2022.

Affirmative: Peterson, McWalter, Sorenson, Pester

Opposed: None

Motion: Pass

**FINANCIALS REPORT:**

{Motion #05-2023} The December financial reports were reviewed. Motion by Peterson and seconded by McWalter to approve the financial reports, subject to audits and revisions.

Affirmative: Peterson, McWalter, Sorenson, Pester

Opposed: None

Motion: Pass

**TREASURER'S REPORT:**

{Motion #06-2023} Motion by McWalter and seconded by Peterson to approve the treasurer's reports.

Affirmative: Peterson, McWalter, Sorenson, Pester

Opposed: None

Motion: Pass

Staff reported the designation of bank accounts as of January 1, 2023 as follows:

Checking Accounts:	United Valley Bank	Acct. #XXX224
Savings Account:	United Valley Bank	Acct. #XXX569
Certificates of Deposits:	American Federal Bank	
	24 Month	Acct. #XXXXXXX6360
	Money Market	Acct. #XXXXXXX6310
Safe Deposit Boxes:	Bremer Bank	

{Motion #07-2023} Motion by Peterson and seconded by Pester to approve the designation of bank accounts.

Affirmative: Peterson, McWalter, Sorenson, Pester

Opposed: None

Motion: Pass

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

{Motion #08-2023} Motion by Peterson and seconded by Pester to approve the Board of Supervisors and District Manager the power to transact business at United Valley Bank, American Federal Bank and Bremer Bank of Crookston MN

Affirmative: Peterson, McWalter, Sorenson, Pester

Opposed: None

Motion: Pass

**COST SHARE REPORT:**

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

<b>Contract#</b>	<b>Practice</b>	<b>Approved Project Cost</b>	<b>Cost Share Amount</b>	<b>Technical Approval Authority</b>
CS-21-01	351	3,000.00	500.00	Habermehl
CS-21-04	410	2,500.00	1,875.00	Steinbrink

{Motion #09-2023} Motion by Pester and seconded by McWalter to approve amendment(s) for the listed repair State Cost Share contract(s).

Affirmative: Peterson, McWalter, Sorenson, Pester

Opposed: None

Motion: Pass

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

<b>Contract#</b>	<b>Practice</b>	<b>Approved Project Cost</b>	<b>Cost Share Amount</b>	<b>Technical Approval Authority</b>
CS-21-07	410	720.00	360.00	Steinbrink
CS-21-08	410	360.00	195.24	Steinbrink

{Motion #10-2023} Motion by Pester and seconded by Sorenson to approve amendment(s) for the listed repair State Cost Share contract(s).

Affirmative: Peterson, Sorenson, Pester

Opposed: None

Motion: Pass

District Staff is requesting approval for payment of the listed RLR 1W1P Cost Share Contract(s).

<b>Contract#</b>	<b>Practice</b>	<b>Approved Project Cost</b>	<b>Cost Share Amount</b>	<b>Technical Approval Authority</b>
RLR1W1P-WP-18-02	410	40,000.00	13,370.43	Steinbrink

{Motion #11-2023} Motion by McWalter and seconded by Pester to approve payment for the listed RLR 1W1P Cost Share contract(s).

Affirmative: Peterson, McWalter, Sorenson, Pester

Opposed: None

Motion: Pass

Staff requests approval to submit the remaining FY20 State Cost Share grant in the amount of \$2,907.75 to BWSR.

{Motion #12-2023} Motion by Pester and seconded by Peterson to approve submitting the remaining FY20 in the amount of \$2,907.75 to BWSR.

Affirmative: Peterson, McWalter, Sorenson, Pester

Opposed: None

Motion: Pass

Staff requests approval to submit the remaining FY21 State Cost Share grant in the amount of \$3,982.70 to BWSR.

{Motion #13-2023} Motion by Peterson and seconded by Pester to approve submitting the remaining FY21 in the amount of \$3,982.70 to BWSR.

Affirmative: Peterson, McWalter, Sorenson, Pester

Opposed: None

Motion: Pass

Priority cost share practices for state cost money shall be designated for the year 2023.

Discussion.

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

Staff requests approval for the amended West Polk Soil Health Incentive Program.

Discussion.

{Motion #14-2023} Motion by Peterson and seconded by McWalter to approve the amendment for the West Polk Soil Health Incentive Program.

Affirmative: Peterson, McWalter, Sorenson, Pester

Opposed: None

Motion: Pass

### **OLD BUSINESS**

Staff requests approval of the updated 2023 District budget.

{Motion #15-2023} Motion by Pester and seconded by Sorenson to approve the updated 2023 District budget.

Affirmative: Peterson, McWalter, Sorenson, Pester

Opposed: None

Motion: Pass

MN Campaign Finance Board – due after Jan 1st, 2023, no later than Jan 25<sup>th</sup>, 2023.

Staff requests approval to adopt the Polk County Comprehensive Local Water Plan as the West Polk SWCD comprehensive plan.

{Motion #16-2023} Motion by Peterson and second by Pester to approve adopting the Polk County Comprehensive Local Water Plan as the West Polk SWCD comprehensive plan.

Affirmative: Peterson, McWalter, Sorenson, Pester

Opposed: None

Motion: Pass

### **NEW BUSINESS**

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

{Motion #17-2023} Motion by Peterson and seconded by Pester to approve the district manager authorization to sign on grant proposals.

Affirmative: Peterson, McWalter, Sorenson, Pester

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 #18-2023} Motion by McWalter and seconded by Sorenson to approve the district manager authorization to sign grant financial reports subject to audit.

Affirmative: Peterson, McWalter, Sorenson, Pester

Opposed: None

Motion: Pass

The District's 2023 insurance premiums from MN County Intergovernmental Trust (MCIT) are due in the total amount of \$6,022.00.

{Motion #19-2023} Motion by Sorenson and seconded by Pester to approve the payment to Minnesota Counties Intergovernmental Trust in the amount of \$6,022.00

Affirmative: Peterson, McWalter, Sorenson, Pester

Opposed: None

Motion: Pass

Bernd requests approval of the Peterson Company Audit Engagement letter for year ending 12/31/2022.

{Motion #20-2023} Motion by Pester and second by Sorenson to approve the audit engagement letter for the fiscal year ending on December 31, 2022.

Affirmative: Peterson, McWalter, Sorenson, Pester

Opposed: None

Motion: Pass

Office Lease proposal; Phil Thompson and Associates. Discussion.

{Motion #21-2023} Motion by \_\_\_\_\_ and second by \_\_\_\_\_ to pay the first quarters rent for 2023. Board has designated Supervisor Peterson to be the spokesman on their behalf. The Board will further discuss proposed lease.

Affirmative: Peterson, McWalter, Sorenson, Pester

Opposed: None

Motion: Pass

Staff request approval to pay MASWCD 2023 dues in the amount of \$4,531.30.

{Motion #22-2023} Motion by McWalter and seconded by Peterson to approve payment to MASWCD 2023 dues in the amount of \$4,531.30.

Affirmative: Peterson, McWalter, Sorenson, Pester

Opposed: None

Motion: Pass

Board discussed the designation of a district news publication.

{Motion #23-2023} Motion by Peterson and seconded by Sorenson to designate the Crookston Times as the official district news publication.

Affirmative: Peterson, McWalter, Sorenson, Pester

Opposed: None

Motion: Pass

IRS Mileage Rate is \$.655/mile. Effective January 1, 2023.

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

{Motion #24-2023} 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 7:00am and will be held at District office, 528 Strander Ave, Crookston, MN.

Affirmative: Peterson, McWalter, Sorenson, Pester

Opposed: None

Motion: Pass

District Charges for Services: Discussion

West Polk SWCD Strategic Planning Session” February 9<sup>th</sup>, 8am, at the office. BWSR Brett Arne facilitating.

Equipment Committee reported on grass seed drills.

**MEETING REPORTS**

*Attended Meetings/Trainings*

SHR 1W1P Steering Committee meeting, Fertile  
HOLIDAY, Christmas, OFFICE CLOSED  
HOLIDAY, New Year’s Day, OFFICE CLOSED

Bernd

*Upcoming Meetings/Trainings*

RLR 1W1P Planning group meeting, RLWD  
West Polk SHIP Workshop, Valley Tech Park, Crookston  
RRVSCA/TSA North Pod meeting, TRF  
Ag/Urban Forum meeting, virtual  
MSTR 1W1P Steering Committee meeting, Warren, MN  
SHR 1W1P Steering Committee, virtual  
MSTR 1W1P Policy Committee meeting, Warren, MN

Bernd  
Torkelson  
Staff  
Bernd  
Bernd  
Peterson/Bernd

**DISTRICT EMPLOYEE'S REPORTS:**

**Bernd**  
**1W1P:**

### SHR 1W1P:

- Steering Committee met and discussed plan boundary, vision statement, issues plan section, priority resources and draft plan goals.
- Advisory and Policy Committees met to discuss same items and were brought forward to the Policy Committee for approval.
- Steering Committee met, 01/18/2023, to discuss the bacteria goal, review ditch data, PTMAApp decisions, priority planning regions, and local budget.

### Other:

Elink reporting

Newsletter

MACDE

MNTWS Annual Meeting

Ag/Urban Forum

Watershed Districts/SWCD Joint Meeting

Agassiz Audubon/BWSR HELP grant

### **Habermehl**

Technician Habermehl Report 01/19/2023

### WCA:

- TEP: 01/11/2023, BWSR WCA annual report sent 01/17/2023, MN Wetland Professional Certification received (2026).
- WCA SWCD Local Appeals Process
- RLWD Permits: (2), Tax Forfeiture (0)
- Merjent Pipeline Joint App (Viking Transmission): pre-Application inquiries 10/18/2022, NOA issued 11/14/2022 NOD issued 12/2022 (signed copy issued 01/09/2023).
- Polk County Landfill: revised/modified Application report & supporting materials received 12/21/2022. Correspondence w/Applicant 01/2023. WP WCA LGU 60-day extension 12/23/2022, MnDNR RNC mitigation pending.
- Climax Bridge: construction scheduled, new materials 07/14/2022, 01/09/2023 LGU issued LGRWRP attachment E 01/11/2023.
- ACSC Crookston pumphouse demolition: WCA LGU determination issued 01/11/2023.
- CD 99: Polk Highway Dept. RLWD 1W1P, WCA LGU?
- Epitome Energy: EAW, Negative Declaration, mitigation pending? Application not withdrawn.

### ECWM/1W1P:

- complete CS-20, CS-21, CS-22 contracts for e-link reporting, 9 (outstanding) well decommissioning inquiries, Brislet 31 designed, TSA engineering (5) WPSWCD projects Andover 14, 15, 22, Fisher 27, 34, 35, Fanny 04, Roome 01, Kertsonville 27, Crookston 27 request in progress, Andover 10 (RLWD project), Andover 24 (complete?), Hammond 01 (WSWCD), NRCS 410 materials, SWCD GNSS equipment.

Other: North Pod TSA meeting 01/25/2023, Verizon appt. 01/12/2023, Wetland BSA 3 meeting 02/16/2023, send Volunteer Climatology packets (calendars), Newsletter, etc.



## **Torkelson**

Torkelson

Technician Report 1/19/2023

### Tree Program:

- Working with landowners to plan windbreaks and wildlife plantings for spring, 2023
- Four machine planting plans approved

### Soil Health Incentive Program:

- Planning workshops and lining up speakers
- 1/10/22 – Jodi DeJong-Hughes (Extension): Beginning Conservation Tillage & Cover Crops
- 1/24/22 – Robert Koch (UMN Extension Entomologist): How integrating cover crops can influence insect populations that affect cash crops

## **NRCS DISTRICT CONSERVATIONIST'S REPORT**

January 2023 DC Report

### EQIP:

- General Sign Up #1 closed Nov 8th, 2022, we will take apps for continuously for sign up #2
- 18 total apps/ 3 new apps all others were from previous years for Sign Up #1
- Newest development is flex management is no longer allowed for EQIP contracts, this had previously been allowed on management practices such as nutrient and pest management.

### CSP:

- Classic Sign-Up ends February 10th, 2023.
  - Screening all apps prior to March 31st, 2020 as high priority, (over 300 apps in the team)
- Renewal Sign Up ends March 10th, 2023
- Crookston has no eligible participants for this sign up.

### CRP:

- Continuous enrollment on going.
- No word yet on general sign up.

Pheasants Forever has hired the TRF position which covers West Polk. Micah Ranum is a native of TRF and has previous experience working with the North Dakota Game and Fish.

Micah Ranum

[mranum@pheasantsforever.org](mailto:mranum@pheasantsforever.org)

701-399-9042

### Mics:

Our team will be searching for three soil conservationists and one agronomist in the near future. Located in TRF, Ada, and MacIntosh. If you know of anyone who is interested we would be happy to assist in the application process as it can be daunting.

Submitted by,

Zach Anderson

District Conservationist

Crookston Field Office

1/18/22

**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

BWSR

Sand Hill Watershed

Polk County Board

Wild Rice Watershed

Red Lake Watershed

MCIT

The next meeting was scheduled for February 16<sup>th</sup> , 2023 at 7:00 am.

With no further business, Chairman Cournia adjourned the meeting at 9:12 am.

Respectfully submitted,

Secretary

EM\nb

# WEST POLK SOIL AND WATER CONSERVATION DISTRICT

## MINUTES FROM THE FEBRUARY 16<sup>th</sup>, 2023 REGULAR BOARD MEETING

The meeting was called to order at 7:15 am by Chairman Cournia, at 528 Strander Ave, Crookston, MN.

Roll Call: Peterson, McWalter and Peterson

### **APPROVAL OF AGENDA:**

{Motion #25-2023} Motion by Pester and seconded by Peterson to approve the January 19<sup>th</sup>, 2023 agenda.

Affirmative:

Opposed: None

Motion: Pass

Supervisors Present:

Chris Cournia, President  
Derek Peterson, Vice Chairman  
Christian Pester, Treasurer  
Eric McWalter, Secretary  
John Sorenson, PR & I

District Employees Present:

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

Others Present:

Zach Anderson

Absent:

### **SECRETARY'S REPORT:**

{Motion #26-2023} Motion by Pester and seconded by McWalter to approve the minutes from the regular board meeting held January 19<sup>th</sup>, 2023.

Affirmative: Peterson, McWalter and Peterson

Opposed: None

Motion: Pass

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

**FINANCIALS REPORT:**

{Motion #27-2023} The January financial reports were reviewed. Motion by Pester and seconded by McWalter to approve the financial reports, subject to audits and revisions.

Affirmative: Peterson, McWalter and Peterson

Opposed: None

Motion: Pass

**TREASURER’S REPORT:**

{Motion #28-2023} Motion by McWalter and seconded by Pester to approve the treasurer’s reports.

Affirmative: Peterson, McWalter and Peterson

Opposed: None

Motion: Pass

John Sorenson, PR&I, arrived at 7:26am.

**COST SHARE REPORT:**

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

<b>Contract#</b>	<b>Practice</b>	<b>Approved Project Cost</b>	<b>Cost Share Amount</b>	<b>Technical Approval Authority</b>
DF(SHWD) 03-21	410	32,000.00	18,000.00	Steinbrink
DF(SHWD) 04-21	410	38,500.00	8,950.00	Steinbrink

{Motion #29-2023} Motion by Pester and seconded by McWalter to approve cancellation for the listed District Cost Share contract(s).

Affirmative: Peterson, McWalter, Peterson and Sorenson

Opposed: None

Motion: Pass

**OLD BUSINESS**

West Polk SWCD Strategic Planning Session.

Staff requests a motion to approve the revised office lease proposal from Phil Thompson and Associates.

{Motion #30-2023} Motion by Sorenson and second by Pester to approve office lease proposal.

Affirmative: Peterson, McWalter, Peterson and Sorenson

Opposed: None

Motion: Pass

## **NEW BUSINESS**

Staff requests approval for the FY2023 BWSR Clean Water Fund SWCD Capacity & Buffer Law Implementation Program grant agreement in the amount of \$169,000.

{Motion #31-2023} Motion by McWalter and second by Pester to approve the FY2023 BWSR Clean Water Fund SWCD Capacity & Buffer Law Implementation Program grant agreement in the amount of \$169,000.

Affirmative: Peterson, McWalter, Peterson and Sorenson

Opposed: None

Motion: Pass

Bernd requests approval to pay the land lease (tree shed) with BNSF Railway Company in the amount of \$3,064.38.

{Motion #32-2023} Motion by Pester and second by McWalter to approve payment to BSNF Railway Company in the amount of \$3,064.38.

Affirmative: Peterson, McWalter, Peterson and Sorenson

Opposed: None

Motion: Pass

Polk County 2023 appropriation of \$43,120.

TSA billing questions. Discussion

## **MEETING REPORTS**

### *Attended Meetings/Trainings*

RLR 1W1P Planning group meeting, RLWD	Bernd
West Polk SHIP Workshop, Valley Tech Park, Crookston	Torkelson
RRVSCA/TSA North Pod meeting, TRF	Habermehl
Ag/Urban Forum meeting, virtual	Bernd
MSTR 1W1P Steering Committee meeting, Warren, MN	Bernd
SHR 1W1P Steering Committee, virtual	Bernd
MSTR 1W1P Policy Committee meeting, Warren, MN	Peterson/Bernd

### *Upcoming Meetings/Trainings*

MNTWS Annual Meeting, Brainerd	Bernd
West Polk SHIP Workshop, Valley Tech Park	Torkelson
Ag/Urban Forum, St. Joseph, MN	Bernd

## **DISTRICT EMPLOYEE'S REPORTS:**

**Bernd**

1W1P:

SHR 1W1P:

- Steering Committee met and reviewed goal numbers, PTMApp results and priority areas.

RLR1W1P:

- Policy and Advisory Committee meeting, 02/08/2023. 2023 annual plan and 2022 financials were presented and approved.
- Planning Group met to review annual plan and projects; group will meet 03/02/2023 to discuss the eLINK report, 202 reconciliation and needs for project ranking criteria.
- Project partners meeting for streambank restoration on the Red Lake River near Crescent Ave, Crookston

#### **MSTR1W1P:**

- Steering Committee met and discussed remaining planning grant dollars, project tracking worksheet, cost share policy, plan deliverables and meeting schedule.
- Policy Committee met and approved using remaining planning grant dollars on the tracking worksheet and Swift Coulee project; approved the cost share policy/packet and schedule next meeting

#### **Other:**

Elink reporting

Newsletter

MNTWS Annual Meeting

Agassiz Audubon/BWSR HELP grant

Envirothon, May 3<sup>rd</sup> at Rydell Refuge

UMC Student Volunteer

#### **Habermehl**

Technician Habermehl Report 02/16/2023

#### **WCA:**

- TEP: 01/31/2023, 02/13/2023
- RLWD Permits: (5), Tax Forfeiture (0)
- Polk County Landfill: revised/modified Application report & supporting materials received 12/21 2022. Correspondence w/Applicant 01/2023. WP WCA LGU 60-day extension 12/23/2022, MnDNR RNC mitigation pending. Activity...
- CD 99: Polk Highway Dept. RLWD 1W1P, WCA LGU?

#### **ECWM/1W1P:**

- NRCS 410 training, check status (designs/estimates) TSA engineering (5) WPSWCD projects Andover 14, 15, 22, Fisher 27, 34, 35, Fanny 04, Roome 01, Kertsonville 27, Crookston 27 request in, Andover 10 (RLWD project), Hammond 01 (WSWCD), NRCS 410 materials, SWCD GNSS equipment.

**Other:** North Pod TSA meeting 01/25/2023, BWSR strategic plan 02/09/2023, Wetland BSA 3 meeting 02/16/2023, sent Volunteer Climatology packets (calendars), Newsletter, WCA training (6 MWPCP credits) 02/06, 02/07/2023, P&Z public hearing 02/24/2023, etc.

#### **Torkelson**

Technician Report 2/16/2023

#### **Tree Program:**

- Working with landowners to plan windbreaks and wildlife plantings for spring, 2023
- Ten machine plants in the works
  - Seven approved
  - Received deposits for three, two more on the way

- 6094 trees reserved so far
- \$14,330.07 in hand plant sales so far

#### Soil Health Incentive Program:

- Scheduling guest speakers for soil health workshops
  - 2/14/23 – Naeem Kalwar (NDSU Extension Soil Health Specialist): using cover crops to improve soil structure, increase organic matter and reduce erosion
  - 2/28/23 – Jay Merkens et al. (Mustang Seeds): Cover crop species selection, cost effectiveness, seeding/termination
  - 3/14/23 – Carson Klosterman (Strip Till For You): Usage, options and customization of strip till equipment for our area and crop rotations
  - 3/28/23 – Angie Peltier (UMN Extension Educator – Crops): Planning cover crop termination and dealing with weeds
- Planning summer field visits to cover crop, reduced tillage and grazed ground
  - Bus tour?

### **NRCS DISTRICT CONSERVATIONIST'S REPORT**

February 2023 DC Report

Civil Rights: February is Black History Month

#### EQIP:

- General Sign Up #1 closed Nov 8th, 2022, we will take apps for continuously for sign up #2
- 18 total apps/ 3 new apps all others were from previous years for Sign Up #1
- 5 Million dollar ask in the team, given 750,000 to fund contracts.
- Crookston applications do not have a high likelihood of receiving funding unless our team gets leftover money from other areas in the state.

#### CSP:

- Classic Sign-Up ends February 10th, 2023.
  - Screening all apps prior to March 31st, 2020 as high priority, (over 300 apps in the team)
- Crookston has 4 high priority applications
- Renewal Sign Up ends March 10th, 2023
  - Crookston has no eligible participants for this sign up.

#### Mics:

- 2023 Local Work Group – We are required to have hosted the meeting no later than July 14th, 2023. We may move the meeting to include all counties in the team. If anyone wishes to be a part of the LWG please have them get in contact with me, there is a form required for participation.
- Due to various reason, I will not be in attendance of the March and April meeting. Luther may fill my role for those meetings, regardless I will have a report. Feel free to reach out with any questions.

Submitted by,  
 Zach Anderson  
 District Conservationist  
 Crookston Field Office  
 2/14/23

**CORRESPONDENCE:**

Publications:

Forestry Notes  
Conservation Brief  
Conservation Views  
Crookston Daily Times  
Minnesota Environment

ENotes for NACD  
Waterline  
River Monitor  
Shade Tree Advocate

BWSR  
Sand Hill Watershed  
Polk County Board

Wild Rice Watershed  
Red Lake Watershed  
MCIT

The next meeting was scheduled for March 16<sup>th</sup>, 2023, 8:00 am, at the Irishman's Shanty, Crookston MN.

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

Respectfully submitted,

Secretary  
EM\nb



# WEST POLK SOIL AND WATER CONSERVATION DISTRICT

## MINUTES FROM THE MARCH 16<sup>th</sup> , 2023 REGULAR BOARD MEETING

The meeting was called to order at 8:14 am by Vice Chair Peterson, at the Irishman's Shanty, 1501 S Main Str, Crookston, MN.

Roll Call: Pester, McWalter, Sorenson and Peterson

### **APPROVAL OF AGENDA:**

{Motion #33-2023} Motion by Pester and seconded by McWalter to approve the January 19<sup>th</sup>, 2022 agenda.

Affirmative: Pester, McWalter, and Sorenson

Opposed: None

Motion: Pass

Supervisors Present: Derek Peterson, Vice Chairman  
Christian Pester, Treasurer  
Eric McWalter, Secretary  
John Sorenson, PR & I

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

Others Present: Luther Newton, NRCS Team Lead

Absent: Chris Cournia, Chairman

### **SECRETARY'S REPORT:**

{Motion #34-2023} Motion by Sorenson and seconded by McWalter to approve the minutes from the regular board meeting held February 16<sup>th</sup>, 2023.

Affirmative: Pester, McWalter, and Sorenson

Opposed: None

Motion: Pass

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

### **FINANCIALS REPORT:**

{Motion #35-2023} The February financial reports were reviewed. Motion by Sorenson and seconded by McWalter to approve the financial reports, subject to audits and revisions.

Affirmative: Pester, McWalter, and Sorenson

Opposed: None

Motion: Pass

**TREASURER’S REPORT:**

{Motion #36-2023} Motion by McWalter and seconded by Sorenson to approve the treasurer’s reports.

Affirmative: Pester, McWalter, and Sorenson

Opposed: None

Motion: Pass

**COST SHARE REPORT:**

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

<b>Contract#</b>	<b>Practice</b>	<b>Approved Project Cost</b>	<b>Cost Share Amount</b>	<b>Technical Approval Authority</b>
CS-22-04	380	760.00	570.00	Torkelson

{Motion #37-2023} Motion by Pester and seconded by Sorenson to approve the listed State Cost Share contract(s).

Affirmative: Pester, McWalter, and Sorenson

Opposed: None

Motion: Pass

**OLD BUSINESS**

West Polk Strategic Plan Outcomes - discussion

**NEW BUSINESS**

Staff requests approval of the resolution to adopt and implement the Wild Rive-Marsh Rivers Comprehensive Plan (1W1P).

{Motion #38-2023} Motion by Pester and seconded by Sorenson to approve the resolution to adopt and implement the Wild Rive-Marsh Comprehensive Plan (1W1P).

Affirmative: Pester, McWalter, and Sorenson

Opposed: None

Motion: Pass

Staff requests approval of the resolution to adopt and implement the Red Lake River Comprehensive Plan (1W1P).

{Motion #39-2023} Motion by McWalter and seconded by Pester to approve the resolution to adopt and implement the Red Lake River Comprehensive Plan (1W1P).

Affirmative: Pester, McWalter, and Sorenson

Opposed: None

Motion: Pass

## MEETING REPORTS

### *Attended Meetings/Trainings*

MNTWS Annual Meeting, Brainerd	Bernd
West Polk SHIP Workshop, Valley Tech Park	Torkelson
RLR 1W1P Planning Group meeting, virtual	Bernd
Natural Resources Work Group, RSDP, virtual	Bernd
SHR 1W1P Advisory/Policy Committee meeting, Fertile	Bernd
SHR 1W1P Steering Committee meeting, virtual	Bernd

### *Upcoming Meetings/Trainings*

MASWCD Area I Meeting, Mahanomen	Staff/Supervisors
WRM 1W1P Policy Committee meeting, Ada	Bernd/Cournia
WPSHIP Workshop, Valley Tech Park, Crookston	Torkelson
WD/SWCD Joint Meeting Planning, virtual	Bernd
FDRWG meeting, Ada	Bernd
BWSR Training, virtual	Staff

## **DISTRICT EMPLOYEE'S REPORTS:**

### **Bernd**

#### 1W1P:

##### RLR1W1P:

- Planning Group met March 1<sup>st</sup>: discussed projects and reviewed the project tracking spreadsheet; elink report: 2020 reconciliation and discussed project ranking criteria.

##### MSTR1W1P:

- Steering Committee meeting March 1<sup>st</sup>: discussed Policy Committee meeting; verification of the next Policy Committee meeting date/time/location; cost share packet and remaining planning grant dollars. Next Policy Committee meeting April 11<sup>th</sup>, 1-3pm.

##### SHR 1W1P:

- Advisory and Policy Committee meeting, March 14<sup>th</sup>: discussed priority issues and measurable goals; Policy Committee approved priority issues, draft goals and discussed implementation structure options; Steering committee met March 15<sup>th</sup> to finalize measurable goals. Next Steering Committee meeting April 19<sup>th</sup>.

##### WRM 1W1P:

- Next Policy Committee meeting, March 27<sup>th</sup>, 10-12pm.

#### Other:

Ag/Urban Form

WD/SWCD Joint Meeting

CD99 project meeting with landowners

County Ag Inspector Conference

### **Habermehl**

Technician Habermehl Report 03/16/2023

#### WCA:

- TEP: 02/13/2023, 03/13/2023
- RLWD Permits: (3), Tax Forfeiture (0)

- Polk County Landfill: new materials/met w/Applicant 02/17/2023, BWSR/DNR 0/13/2023, NOD w/conditions.

ECWM/1W1P:

- NRCS 410 training x3, check status (designs/estimates) TSA engineering (5) WPSWCD projects. Andover 14, Roome 01 (designs received), meet with engineers, NRCS 410 materials, GNSS equipment.

Other: Area 1 meeting 03/21/2023, AIS meeting 03/20/2023, RLR1W1P 03/20/2023, BWSR spring training 03/30/2023, etc.

**Torkelson**

Technician Report 3/16/2023

Tree Program:

- Working with landowners to plan windbreaks and wildlife plantings for spring, 2023
- Fifteen machine plants in the works
- One PIF
- Received deposits for eleven, two more invoiced

Year to date	# Trees sold/reserved	# Hand plant orders	Gross revenue
2019	10827	88	\$24,264.38
2020	6900	75	\$18,917.64
2021	11611	106	\$23,443.38
2022	12556	134	\$33,887.36
2023	13180	96	\$21,990.31

- Sending windbreak plans to NRCS for JAA

Soil Health Incentive Program:

- Scheduling guest speakers for soil health workshops
  - 2/14/23 – Naeem Kalwar (NDSU Extension Soil Health Specialist): using cover crops to improve soil structure, increase organic matter and reduce erosion
  - Jay Merkens & Al Lenhart (Mustang Seeds): Cover crop species selection, cost effectiveness, seeding/termination
    - 3/14/23 – Carson Klosterman (Strip Till For You): Usage, options, and customization of strip till equipment for our area and crop rotations
  - 3/28/23 – Angie Peltier (UMN Extension Educator – Crops): Planning cover crop termination and dealing with weeds

Planning summer field visits to cover crop, reduced tillage, and grazed ground

Bus tour? Partner with NWROC for their field day in July.

**NRCS DISTRICT CONSERVATIONIST’S REPORT**

March 2023 DC Report

Civil Rights: March is Women’s History Month

EQIP:

- General Sign Up #1 closed Nov 8th, 2022, Crookston FO did not receive funding for any of the 18 applications.
- Sign up #2 Ends March 24th, we received a boost in funding from the Inflation Reduction Act (IRA). Hopefully, this funds the roll over apps from Sign Up #1 as they have priority.

CSP:

- Classic Sign Up ends March 24th, changed from Feb. 10th.
- Screening all apps prior to March 31st, 2020 as high priority, (over 300 apps in the team)
- Crookston had 4 high priority applications, down to 3.
- Renewal Sign Up ends March 10th, 2023
- Crookston has no eligible participants for this sign up.

CRP:

- General Sign Up started Feb 27th, ends April 7th.

Submitted by,  
 Zach Anderson  
 District Conservationist  
 Crookston Field Office  
 2/14/2023

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

The next meeting was scheduled for April 20<sup>th</sup>, 2023 at 7:00 am.

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

Respectfully submitted,

Secretary  
 EM\nb

# WEST POLK SOIL AND WATER CONSERVATION DISTRICT

## MINUTES FROM THE APRIL 20<sup>th</sup> , 2023 REGULAR BOARD MEETING

The meeting was called to order at 7:19 am by Chairman Cournia, at the District office, 528 Strander Ave, Crookston MN.

Roll Call: Pester, McWalter, Sorenson and Cournia

### **APPROVAL OF AGENDA:**

{Motion #40-2023} Motion by McWalter and seconded by Pester to approve the March 16<sup>th</sup>, 2023 agenda.

Affirmative: Pester, McWalter, Sorenson and Cournia

Opposed: None

Motion: Pass

Supervisors Present: Chris Cournia, President  
Christian Pester, Treasurer  
Eric McWalter, Secretary  
John Sorenson, PR & I

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

Others Present:

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

### **SECRETARY'S REPORT:**

{Motion #41-2023} Motion by Pester and seconded by Sorenson to approve the minutes from the regular board meeting held March 16<sup>th</sup>, 2023 as amended.

Affirmative: Pester, McWalter, Sorenson and Cournia

Opposed: None

Motion: Pass

### **FINANCIALS REPORT:**

No March financial reports

### **TREASURER'S REPORT:**

{Motion #42-2023} Motion by Sorenson and seconded by McWalter to approve the treasurer's reports.

Affirmative: Pester, McWalter, Sorenson and Cournia

Opposed: None

Motion: Pass

**COST SHARE REPORT:**

District Staff is requesting approval of payment for the listed FY18 Buffer Compliance Cost Share contract(s).

<b>Contract#</b>	<b>Practice</b>	<b>Approved Project Cost</b>	<b>Cost Share Amount</b>	<b>Technical Approval Authority</b>
BC-18-60	410	2,850.00	1,350.00	Steinbrink

{Motion #43-2023} Motion by Pester and seconded by McWalter to approve payment for the listed State Cost Share contract(s).

Affirmative: Pester, McWalter, Sorenson and Cournia

Opposed: None

Motion: Pass

District Staff is requesting approval of cancellation for the following FY18 Buffer Compliance Cost Share contract(s).

<b>Contract#</b>	<b>Practice</b>	<b>Approved Project Cost</b>	<b>Cost Share Amount</b>	<b>Technical Approval Authority</b>
BC-18-69	410	185,102.00	97,000.00	Steinbrink
BC-18-85	410	3,400.00	2,550.00	Steinbrink

{Motion #44-2023} Motion by Sorenson and seconded by McWalter to approve the cancellation for the listed FY18 Buffer Compliance Cost Share contract(s).

Affirmative: Pester, McWalter, Sorenson and Cournia

Opposed: None

Motion: Pass

Staff requests approval for the return of the FY18 Buffer Compliance Cost Share funds (Pooling Agreement with RLCSWCD), in the amount of \$86,039.56.

{Motion #45-2023} Motion by McWalter and seconded by Pester to approve the return of the FY18 Buffer Compliance Cost Share funds (Pooling Agreement with RLCSWCD), in the amount of \$86,039.56.

Affirmative: Pester, McWalter, Sorenson and Cournia

Opposed: None

Motion: Pass

Staff requests approval for the return of the FY18 Buffer Compliance Cost Share funds), in the amount of \$154,901.90.

{Motion #46-2023} Motion by Pester and seconded by Sorenson to approve the return of the FY18 Buffer Compliance Cost Share funds in the amount of \$154,901.90.

Affirmative: Pester, McWalter, Sorenson and Cournia

Opposed: None

Motion: Pass

### **OLD BUSINESS**

No-till Drill

### **NEW BUSINESS**

Polk County 2023 Tax Statements

#### MEETING REPORTS

##### *Attended Meetings/Trainings*

MASWCD Area, I Meeting, Mahnomen	Staff
WRM 1W1P Policy Committee meeting, Ada	Bernd/Cournia
WPSHIP Workshop, Valley Tech Park, Crookston	Torkelson
WD/SWCD Joint Meeting Planning, virtual	Bernd
FDRWG meeting, Ada	Bernd
BWSR Training, virtual	Staff

##### *Upcoming Meetings/Trainings*

Glacial Ridge LTT, Rydell Refuge	Bernd
RRVSCA/TSA Board Meeting, Mahnomen	Bernd/Peterson?
MN Private Well Forum, virtual	Staff

### **DISTRICT EMPLOYEE'S REPORTS:**

**Bernd**

#### 1W1P:

MSTR1W1P:

- Steering Committee meeting April 18<sup>th</sup>: topics covered - minutes from the Policy Committee meeting; agenda items for the next Policy Committee meeting scheduled April 25<sup>th</sup> at 1pm.

SHR 1W1P:

Steering Committee meeting April 19<sup>th</sup>: topics covered - White Earth Nation involvement; updated goals section; Capital Improvement projects list; Implementation Table; AC/PC agendas for May

WRM 1W1P:

- Policy Committee meeting March 27<sup>th</sup>: topics covered - Review/approve July 25, 2022 Minutes; FY21 Work Plan Financial Report; Annual elink report submitted to BWSR; Review FY21 and FY23 WBIF workplan; Update from LGUs on projects completed & Arc Online; Upcoming projects; Next Meeting: November 27<sup>th</sup> 10:00am

#### Other:

FDRWG meeting

BWSR Training

MAWA/SWCD Joint Meeting planning



## Local Implementation Discussion (BWSR)

### Habermehl

Technician Habermehl Report 04/20/2023

#### WCA:

- TEP: 03/13/2023, 04/28/2023
- RLWD Permits: (15 pattern tile), Tax Forfeiture (2) complete 04/13/2023.
- Polk County Landfill: new materials/met w/Applicant 02/17/2023, BWSR/DNR 03/13/2023, NOD w/conditions issued 03/22/2023.
- WP 23-02 Viking Gas Transmission: NOD issued 04/19/2023
- Brandt 31, 32: send WCA SCOPE document to Brandt Township.
- Solheim pattern tile parcels: WCA review
- Nielsville bridge?
- EGF park?

#### ECWM/1W1P:

- NRCS 410 training x3, check status (designs/estimates) TSA engineering (5) WPSWCD projects. Andover 14, Room 01 (designs received), met with engineers 04/12/2023, NRCS 410 materials, GNSS equipment.

Other: BWSR spring training 03/30/2023, NRCS ArcPro watershed tools training, RRVCSA Board 04/27/2023 etc.

### Torkelson

Technician Report 4/20/2023

#### Tree Program:

- Working with landowners to plan windbreaks and wildlife plantings for spring, 2023
- Fifteen machine plants in the works
  - One PIF
  - Received deposits for thirteen, one invoiced, one outstanding
  - One plan pending approval

<i>Year to date</i>	<i># Trees sold/reserved</i>	<i># Hand plant orders</i>	<i>Gross revenue</i>
2019	10827	88	\$24,264.38
2020	6900	75	\$18,917.64
2021	11611	106	\$23,443.38
2022	12556	134	\$33,887.36
2023	14362	108	\$28,548.52

- Sent windbreak plans to Dustin Jasken (NRCS, Mahanomen D.C.) for JAA

#### Ag BMP Loan Program:

- One application (spray rig with Y-drops for splitting fertilizer) approved and sent to MDA for processing
- One application (strip-tiller) approved and waiting for MDA funding

#### Soil Health Incentive Program:

- Planning summer field visits to cover crop, reduced tillage and grazed ground
  - Bus tour?
- Coordinating with UMN and NDSU to help with soil health field research
  - Finding farmers willing to participate in on-farm research

- Helping researchers with data collection
- Presenting/discussing results with farmers

### **NRCS DISTRICT CONSERVATIONIST'S REPORT**

No report.

### **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

BWSR

Sand Hill Watershed

Polk County Board

Wild Rice Watershed

Red Lake Watershed

MCIT

The next meeting was scheduled for May 18<sup>th</sup>, 2023 at 7:00 am.

With no further business, Pester adjourned the meeting at 8:14 am.

Respectfully submitted,

Secretary

EM\nb

# WEST POLK SOIL AND WATER CONSERVATION DISTRICT

## MINUTES FROM THE JUNE 15<sup>th</sup> , 2023 REGULAR BOARD MEETING

The meeting was called to order at 7:03 am by Chairman Cournia, at the District office, 528 Strander Ave, Crookston MN.

Roll Call: Peterson, Pester, McWalter and Sorenson

### **APPROVAL OF AGENDA:**

{Motion #47-2023} Motion by Pester and seconded by Peterson to approve the June 15<sup>th</sup>, 2023 agenda.

Affirmative: Peterson, Pester, McWalter and Sorenson

Opposed: None

Motion: Pass

Supervisors Present:

Chris Cournia, President  
Derek Peterson, Vice Chairman  
Christian Pester, Treasurer  
Eric McWalter, Secretary  
John Sorenson, PR & I

District Employees Present:

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

Others Present:

Zach Anderson, NRCS District Conservationist

Absent:

### **SECRETARY'S REPORT:**

{Motion #48-2023} Motion by McWalter and seconded by Pester to approve the minutes from the regular board meeting held April 20<sup>th</sup>, 2023.

Affirmative: Peterson, Pester, McWalter and Sorenson

Opposed: None

Motion: Pass

### **FINANCIALS REPORT:**

{Motion #49-2023} Motion by Peterson and seconded by Sorenson to approve the financials from May and June.

Affirmative: Peterson, Pester, McWalter and Sorenson

Opposed: None

Motion: Pass

**TREASURER’S REPORT:**

{Motion #50-2023} Motion by Sorenson and seconded by Peterson to approve the treasurer’s reports from May and June.

Affirmative: Peterson, Pester, McWalter and Sorenson

Opposed:

Motion:

The audit for the year ending in 12/31/2022 will start August 1<sup>st</sup>, 2023.

**COST SHARE REPORT:**

District Staff is requesting approval for the listed RLR 1W1P Cost Share contract(s).

<b>Contract#</b>	<b>Practice</b>	<b>Approved Project Cost</b>	<b>Cost Share Amount</b>	<b>Technical Approval Authority</b>
RLR1W1P-WP-22-01	410	\$12,000.00	\$10,800.00	Steinbrink
RLR1W1P-WP-22-02	410	\$33,500.00	\$30,150.00	Steinbrink

{Motion #51-2023} Motion by McWalter and seconded by Pester to approve the listed RLR1W1P Cost Share contract(s).

Affirmative: Peterson, Pester, McWalter and Sorenson

Opposed: None

Motion: Pass

District Staff is requesting approval for the listed DF(RLWD) Cost Share contract(s).

<b>Contract#</b>	<b>Practice</b>	<b>Approved Project Cost</b>	<b>Cost Share Amount</b>	<b>Technical Approval Authority</b>
DF(RLWD) 23-01	410	\$8,800.00	\$7,920.00	Steinbrink

{Motion #52-2023} Motion by Peterson and seconded by Pester to approve payment for the listed District Funds(RLWD) Cost Share contract(s).

Affirmative: Peterson, Pester, McWalter and Sorenson

Opposed: None

Motion: Pass

**OLD BUSINESS**

Area 1 meeting

RRVSCA JPB Revised Agreement.

{Motion #53-2023} Motion by Peterson and seconded by Pester to approve the revised RRVSCA JPB Agreement.

Affirmative: Peterson, Pester, McWalter and Sorenson

Opposed: None

Motion: Pass

**NEW BUSINESS**

Lake Country Service Cooperative Services Agreement.  
{Motion #54-2023} Motion by McWalter and seconded by Sorenson to approve the Lakes Country Service Cooperative Services.

Affirmative: Peterson, Pester, McWalter and Sorenson

Opposed: None

Motion: Pass

Services Agreement between Mn Extension Service, Dept. of Soil Water and Climate and WPSWCD.  
{Motion #55-2023} Motion by Peterson and seconded by Pester to approve the Services Agreement with Mn Extension Service, Dept. of Soil and Water and Climate.

Affirmative: Peterson, Pester, McWalter and Sorenson

Opposed: None

Motion: Pass

Waubun HS took 1st place at the State Envirothon and will be competing at the NCF Envirothon July 23-29, Mount Allison University, Sackville, New Brunswick, Canada. WPSWCD provide funding to support travel. - Discussion

**MEETING REPORTS**

*Attended Meetings/Trainings*

Glacial Ridge LTT, Rydell Refuge  
RRVSCA/TSA Board Meeting, Mahnomen  
MN Private Well Forum, virtual

Bernd  
Bernd/Peterson?  
Staff

*Upcoming Meetings/Trainings*

Area 1 Meeting, Mahnomen  
Watershed District/SWCD Joint Planning meeting, virtual  
SHR 1W1P Advisory & Policy Committee meeting, Fertile  
RRVCSA/TSA Board Meeting, Mahnomen

Staff/Supervisors  
Bernd  
Bernd/Cournia  
Staff/Peterson/Pester

**DISTRICT EMPLOYEE'S REPORTS:**

**Bernd**

1W1P:

RLR1W1P: RLR 1W1P PG met June 6<sup>th</sup> to review projects and update status of FY22 Funds.

- Current Projects
  - Hammond 1 - status
  - Andover 14 15 22
  - Roome 1
  - CD99
  - Crescent Ave, Crookston

SHR1W1P: Steering Committee met, May 17<sup>th</sup> to discuss:

- Implementation costs
- Implementation structure
- Plan Administration
  - Any shared services?
  - Name of implementing group
  - Name of plan
- Remaining timeline

WPSWCD Fiscal and Coordinator for first round of WBIF funding - discussion

Next SC meeting June 21<sup>st</sup>.

WRM1W1P: Online mapping is now available to track completed projects; FY21 WBIF grant is set to expire 12/31/2023; A budget meeting will be held for the SC June 26<sup>th</sup>.

Other:

- Sand Hill River Rock Riffle Project Tour
- Buffer and Soil Loss Specialist Work Area
- Riverbank sluff, Tynsid 36 conclusion letter
- Houston Ave, Crookston
- Audit preparation
- Week of 6/19/2023

## **Habermehl**

Technician Habermehl Report 05/18/2023 & 6/15/2023

WCA:

- TEP: 04/28/2023
- RLWD Permits: (15 pattern tile), Tax Forfeiture (1)
- Polk County Landfill: new materials/met w/Applicant 02/17/2023, BWSR/DNR 03/13/2023, NOD w/conditions issued 03/22/2023. RNC mitigation BSA credit release and easement.
- WP 23-02 Viking Gas Transmission: NOD issued 04/19/2023
- Brandt 31, 32: sent WCA SCOPE document to Brandt Township.
- Solhiem pattern tile parcels: WCA review
- Nielsville bridge?
- EGF park: LGU sent comments, in communication 05/2023.

ECWM/1W1P:

- NRCS 410 training x3, check status (designs/estimates) TSA engineering (5) WPSWCD projects. Andover 14, Roome 01 (designs received), met with engineers 04/12/2023, 05/10/2023, NRCS 410 materials, acquired (borrowed) Pennington GNSS equipment. Mike Skaug Reis 15 DNR permit checkout.

Other: NRCS ArcPro watershed tools training, assist Morgan (trees), assist Duane (build computer), etc.

06/15/2023

WCA:

- TEP: TBD
- RLWD Permits: (17 pattern tile), Tax Forfeiture (3) met with County Assessor Landswerk 06/07/2023.
- Polk County Landfill: NOD w/conditions issued 03/22/2023. RNC mitigation BSA credit release and (DNR/NPB) easement. USACE jurisdiction changes?
- WP 23-02 Viking Gas Transmission: NOD issued.

- WP 23-04 Crookston City: No-Loss Joint Application received 06/08/2023.
- Nielsville bridge?
- WP 23-03 LaFave park EGF: LGU sent comments, in communication w/agents 05/2023, Joint Application received 06/06/2023.
- Crookston 09: Landowners in FO 06/13/2023 contesting WCA analysis.
- MSTRWD buffers: noncompliant parcels- NONs.

ECWM/1W1P:

- NRCS 410 training x4, check status (designs/estimates) TSA engineering (5) WPSWCD projects. Andover 14, Room 01 (designs received), met with engineers 04/12/2023, 05/10/2023, NRCS 410 materials, acquired (borrowed) Pennington GNSS equipment. Mike Skaug Reis 15 DNR permit checkout.

Other: NRCS ArcPro watershed tools training, meetings, etc.

**Torkelson**

Technician Report 6/15/2023

Tree Program:

- Tree sale – 5/5 & 5/8
- Eighteen machine plants completed
  - 13 farmstead windbreaks
  - 1 snow fence
  - 3 field windbreaks
  - 1 river bank erosion control

<i>Year</i>	<i># Trees Sold</i>	<i>Hand Plant Trees</i>	<i>Machine Plant Trees</i>	<i># Hand Plant Orders</i>	<i>Gross Revenue (including machine)</i>
2020	8197	6197	2000	75	
2021	11611	7936	3675	106	
2022	12556	7689	4867	134	\$46,569.22
2023	14736	7697	7039	117	\$46,470.92

Soil Health Incentive Program:

- Meeting with farmers onsite to look at reduced tillage & cover crop fields
- Planning summer field visits to cover crop, reduced tillage and grazed ground
- Coordinating with UMN and NDSU to help with soil health field research
  - Finding farmers willing to participate in on-farm research
  - Helping researchers with data collection
  - Presenting/discussing results with farmers

**NRCS DISTRICT CONSERVATIONIST’S REPORT**

June 2023 DC Report

Civil Rights: June is pride month

EQIP:

- General Sign Up #1 closed Nov 8th, 2022, Crookston FO thus far has funded one of the 18 applications ranked in this sign up.

CSP:

- Classic Sign-Up ends March 24th, changed from Feb. 10th. ○ Screening all apps prior to March 31st, 2020 as high priority, (over 300 apps in the team)

- Crookston had 4 high priority applications, down to 3.
- Thus far none have been preapproved for funding.

Renewal Sign Up ends March 10th, 2023. Crookston has no eligible participants for this sign up.

CRP:

General Sign Up started Feb 27th, ended April 7th. ○ 13 contracts, 2 new offers

Submitted by,  
Zach Anderson  
District Conservationist  
Crookston Field Office

**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

BWSR  
Sand Hill Watershed  
Polk County Board

Wild Rice Watershed  
Red Lake Watershed  
MCIT

The next meeting is scheduled for July 20<sup>th</sup>, 2023 at 7:00 am.

With no further business, Chairman Cournia adjourned the meeting at 9:00 am.

Respectfully submitted,

Secretary  
EM\nb



# WEST POLK SOIL AND WATER CONSERVATION DISTRICT

## MINUTES FROM THE JULY 20<sup>th</sup>, 2023 REGULAR BOARD MEETING

The meeting was called to order at 7:18 am by Chairman Cournia, at the District office, 528 Strander Ave, Crookston MN.

Roll Call: Peterson, Sorenson, McWalter and Pester

### **APPROVAL OF AGENDA:**

{Motion #47-2023} Motion by McWalter and seconded by Sorenson to approve the June 15<sup>th</sup>, 2023 agenda.

Affirmative: Peterson, Sorenson, McWalter and Pester

Opposed: None

Motion: Pass

Supervisors Present:

Chris Cournia, President  
Derek Peterson, Vice Chairman  
Christian Pester, Treasurer  
Eric McWalter, Secretary  
John Sorenson, PR & I

District Employees Present:

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

Others Present:

Zach Anderson, NRCS District Conservationist

Absent:

### **SECRETARY'S REPORT:**

{Motion #48-2023} Motion by Sorenson and seconded by Peterson to approve the minutes from the regular board meeting held April 20<sup>th</sup>, 2023.

Affirmative: Peterson, Sorenson, McWalter and Pester

Opposed: None

Motion: Pass

### **FINANCIALS REPORT:**

{Motion #49-2023} Motion by Peterson and seconded by Sorenson to approve the financials from May and June.

Affirmative: Peterson, Sorenson, McWalter and Pester

Opposed: None

Motion: Pass

**TREASURER'S REPORT:**

{Motion #50-2023} Motion by McWalter and seconded by Peterson to approve the treasurer's reports from May and June.

Affirmative: Peterson, Sorenson, McWalter and Pester

Opposed: None

Motion: Pass

**COST SHARE REPORT:**

MSTR 1W1P: 90%cost share on well sealing; WPSWCD 50% cost share on well sealing - discussion

**OLD BUSINESS**

Waubun HS took 1st place at the State Envirothon and will be competing at the NCF Envirothon July 23-29, Mount Allison University, Sackville, New Brunswick, Canada. WPSWCD provide funding to support travel.

{Motion #51-2023} Motion by Pester and seconded by McWalter to approve funding in the amount of \$300.00 for support travel to the NCF Envirothon.

Affirmative: Peterson, Sorenson, McWalter and Pester

Opposed: None

Motion: Pass

MASWCD Area Meeting Report, June 2023

**NEW BUSINESS**

Fiscal year 2024 and 2025 grant expirations

MCIT coverage document changes

NRBG funds: 2-yr increase (36.5%) for 2024 and 2025

SWCD Aid Resolution

University of MN Contract for Professional Services: Aerial Cover Crop Seeding

Local Partners Agreement Pennington SWCD and Pheasants Forever, Inc:  
Discussion/Motion – Tabled till next board meeting.

MASWCD Leadership Program – Torkelson

Proposed 2024 budget to Polk County

**MEETING REPORTS**

*Attended Meetings/Trainings*

Area 1 Meeting, Mahnomen

Torkelson

Watershed District/SWCD Joint Planning meeting, virtual Bernd  
SHR 1W1P Advisory & Policy Committee meeting, Fertile Bernd/Cournia

*Upcoming Meetings/Trainings*

RRVCSA/TSA Board Meeting, Mahnomen Staff/Peterson/Pester  
RLR1W1P Steering Committee meeting, virtual Bernd  
BWSR Tour: Sand Hill River Staff  
CISMA meeting, virtual Bernd  
MSTR1W1P Steering Committee meeting, virtual Bernd  
SHR1W1P Steering Committee meeting, virtual Bernd  
MSTR1W1P Policy Committee meeting, Warren Bernd/Peterson

**DISTRICT EMPLOYEE'S REPORTS:**

**Bernd**

1W1P:

- RLR1W1P: FY22 WBIF has all been encumbered. FY24 WBIF grant agreement will not be available till this fall. The Steering Committee met on July 10<sup>th</sup> to discuss current projects needing funding, ranking project sheet and preparation for the 5 yr. review, assessment and PRAP.
- SHR1W1P: internal review has started for the draft SHR1W1P, July 11<sup>th</sup> – August 2<sup>nd</sup>. Next Advisory/Policy Committee meeting will be August 8<sup>th</sup> to discuss comments/edits received through the review period. Next SC meeting will be August 16<sup>th</sup>.
- WRM1W1P: A view only WRM FY23 budget link has been created to track projects and funding.
- MSTR1W1P: The Steering Committee met on July 17<sup>th</sup> to discuss the following:
  - Planning grant
  - MSTR1W1P Timeline/Grant Work Plan for the FY23 WBIF
  - How much WBIF for Implementation and when can we expect that grant agreement.
  - Cost share policy
  - Potential Scoring Worksheet for Projects
  - Swift Coulee/RIM Updates
  - Project Tracker – was there a link to all to use.
  - HEI – “The Beast” – status
  - Website update

Next Policy Committee meeting is July19th, in Warren at the SWCD office.

CWL CISMA: the planning group will be placing an announcement on the digital billboards east of East Grand Forks and west of Fosston warning the public of Wild Parsnip; planning group will be creating an insert and distributing to the local papers for distribution.

Other:

- Sand Hill River Rock Riffle Project Tour
- Audit preparation
- NW MN Water Festival has been set for September 19<sup>th</sup>-20<sup>th</sup>, Warren and Fertile.
- Fair booth

## **Habermehl**

### WCA:

- TEP: 06/29/2023, 07/11/2023
- RLWD Permits: (6) new pattern tile, Tax Forfeiture (0)
- Polk County Landfill: NOD w/conditions issued 03/22/2023. RNC mitigation, T/E takings pending. USACE meeting 07/12, DNR meeting 07/13.
- WP 23-06 Viking Gas Transmission (#3): NOD issued 07/10/2023.
- WP 23-04 Crescent Ave: No-Loss Joint Application received 06/08/2023, NOD issued 06/27/2023.
- Nielsville bridge?
- WP 23-07 Crookston Airport: Joint App. received 07/05/2023.
- American Crystal: preliminary meeting 07/11/2023 at Crookston facility.
- WP 23-03 LaFave park EGF: LGU sent comments, in communication w/agents 05/2023, Joint Application received 06/06/2023. On-site TEP 06/29, boundary/type NOD issued 07/06/2023.
- Crookston 09: Landowners in FO 06/13/2023, met on-site 07/12/2023 send SCOPE letter P&Z.
- MSTRWD buffers: noncompliant parcels- NONs (monitoring).

### ECWM/1W1P:

NRCS 410 training, NRCS 410 materials, acquired (borrowed) Pennington GNSS equipment. Reis 15 DNR permit checkout. Hammond 01 as-built checkout 07/07/2023.

Other: Russia 08, NRCS ArcPro watershed tools training, meetings, etc.

## **Torkelson**

Technician Report 7/20/2023

### Tree Program:

- Helping landowners diagnose and treat pests, disease, and other issues with their trees

### Soil Health Incentive Program:

- Meeting with farmers onsite to look at reduced tillage & cover crop fields
- Planning summer field visits to cover crop, reduced tillage, and grazed ground
  - Monday, 7/24 – Craig LaPlante
- Coordinating with UMN and NDSU to help with soil health field research
  - Finding farmers willing to participate in on-farm research (two volunteers so far, three fields total)
  - Helping researchers with data collection
  - Presenting/discussing results with farmers
- Hosted WPSWCD display table at NWROC Crops and Soils Day

### Buffers:

- Field checked three previously enforced parcels (two APO, one CAN)
  - Buffer area in all three was left uncropped in spring, 2023
  - Was notified by renter on 7/14, field checked and sent COCs same day

## **NRCS DISTRICT CONSERVATIONIST'S REPORT**

July 2023 DC Report

Civil Rights: June is disability pride month.

### EQIP:

- No Change - General Sign Up #1 closed Nov 8th, 2022, Crookston FO thus far has funded one of the 18 applications ranked in this sign up.

CSP:

- Classic Sign-Up ends March 24th, changed from Feb. 10th.
  - Screening all apps prior to March 31st, 2020, as high priority, (over 300 apps in the team)
  - Crookston had 4 high priority applications, down to 3.
  - We have two out of three applications preapproved for funding and the producers plan to move forward with their applications.

Renewal Sign Up ends March 10th, 2023. ○ No Change -Crookston has no eligible participants for this sign up.

CRP

- Continuous sign-up provides a steady workload for the Crookston office.

Thank you to those who participated in the Local Work Group meeting, the information has been reviewed and sent to the state office. Any thoughts, comments, or ideas are appreciated. Ideally, we continue to refine the process going forward. Please reach out if you have thoughts.

Submitted by,  
Zach Anderson  
District Conservationist  
Crookston Field Office

**CORRESPONDENCE:**

Publications:

Forestry Notes  
Conservation Brief  
Conservation Views  
Crookston Daily Times

ENotes for NACD  
Waterline  
River Monitor  
Shade Tree Advocate  
Minnesota Environment  
Wild Rice Watershed  
Red Lake Watershed  
MCIT

BWSR  
Sand Hill Watershed  
Polk County Board

The next meeting was scheduled for August 17<sup>th</sup>, 2023 at 7:00 am.

With no further business, Chairman Cournia adjourned the meeting at 8:32 am.

Respectfully submitted,

Secretary  
EM\nb

# WEST POLK SOIL AND WATER CONSERVATION DISTRICT

## MINUTES FROM THE AUGUST 21<sup>st</sup>, 2023 REGULAR BOARD MEETING

The meeting was called to order at 7:18 am by Chairman Cournia, at the District office, 528 Strander Ave, Crookston MN.

Roll Call: McWalter, Sorenson, and Peterson

### **APPROVAL OF AGENDA:**

{Motion #52-2023} Motion by McWalter and seconded by Sorenson to approve the August 21<sup>st</sup>, 2023 agenda.

Affirmative: McWalter, Sorenson, and Peterson

Opposed: None

Motion: Pass

Supervisors Present: Chris Cournia, Chairman  
Derek Peterson, Vice Chairman  
Eric McWalter, Secretary  
John Sorenson, PR & I

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

Others Present: Zach Anderson, NRCS District Conservationist  
Luther Newton, NRCS Team Lead  
Micah Ranum, Pheasants Forever

Absent: Christian Pester, Treasurer

### **SECRETARY'S REPORT:**

{Motion #53-2023} Motion by Peterson and seconded by Sorenson to approve the minutes from the regular board meeting held July 20<sup>th</sup>, 2023.

Affirmative: McWalter, Sorenson, and Peterson

Opposed: None

Motion: Pass

### **FINANCIALS REPORT:**

{Motion #54-2023} Motion by Sorenson and seconded by McWalter to approve the financials from July.

Affirmative: McWalter, Sorenson, and Peterson

Opposed: None

Motion: Pass

**TREASURER’S REPORT:**

{Motion #55-2023} Motion by Sorenson and seconded by Peterson to approve the treasurer’s reports from July.

Affirmative: McWalter, Sorenson, and Peterson

Opposed: None

Motion: Pass

**COST SHARE REPORT:**

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

<b>Contract#</b>	<b>Practice</b>	<b>Approved Project Cost</b>	<b>Cost Share Amount</b>	<b>Technical Approval Authority</b>
CS-22-04	380	\$760.00	\$570.00	Torkelson

{Motion #56-2023} Motion by McWalter and seconded by Sorenson to approve payment for the listed Cost Share contract(s).

Affirmative: McWalter, Sorenson, and Peterson

Opposed: None

Motion: Pass

District Staff is requesting approval for the listed MSTR 1W1P Cost Share contract(s).

<b>Contract#</b>	<b>Practice</b>	<b>Approved Project Cost</b>	<b>Cost Share Amount</b>	<b>Technical Approval Authority</b>
23-MSTR-WS-02	351	\$1,200.00	\$900.00	Habermehl

{Motion #57-2023} Motion by Peterson and seconded by McWalter to approve the listed MSTR 1W1P Cost Share contract(s).

Affirmative: McWalter, Sorenson, and Peterson

Opposed: None

Motion: None

Funding for this contract will be encumbered and paid for from the MSTR 1W1P WBIF grant though the Marshall County SWCD (Coordinator) MSTR Watershed District (Fiscal Agent).

State Cost Share percentage for unused wells - Discussion

{Motion #58-2023} Motion by Sorenson and seconded by Peterson to increase the State Cost Share rate to 90% up to \$900, whichever is less and have a spending cap of \$5,400. This change will go into effect January 1<sup>st</sup>, 2024.

Affirmative: McWalter, Sorenson, and Peterson

Opposed: None

Motion: None

**OLD BUSINESS**

Local Partners Agreement Pennington SWCD and Pheasants Forever, Inc:  
Discussion/Motion: PF employee, Micah Ranum, joined the meeting to meet the board and talk about the agreement.  
Approval of the agreement was tabled.

**NEW BUSINESS**

Staff requests a motion for the registration of District Technician Torkelson, in the MASWCD 2023-2024 Leadership Institute in the amount of \$5,800.00.

{Motion #59-2023} Motion by Peterson and seconded by Sorenson to approve registration payment in the amount of \$5,800.00 to the MASWCD 2023-2024 Leadership Institute for District Technician, Torkelson.

Affirmative: McWalter, Sorenson, and Peterson

Opposed: None

Motion: None

**MEETING REPORTS**

*Attended Meetings/Trainings*

RRVCSA/TSA Board Meeting, Mahnomon	Staff/Peterson/Pester
RLR1W1P Steering Committee meeting, virtual	Bernd
BWSR Tour: Sand Hill River	Staff
CISMA meeting, virtual	Bernd
MSTR1W1P Steering Committee meeting, virtual	Bernd
SHR1W1P Steering Committee meeting, virtual	Bernd
MSTR1W1P Policy Committee meeting, Warren	Bernd/Peterson

*Upcoming Meetings/Trainings*

RLR 1W1P Policy Committee meeting, RLWD	Bernd/McWalter
MAWD/MACDE planning meeting, MicTeams	Bernd
RRBC Conference planning meeting, EGF	Bernd
SHR 1W1P Steering Committee meeting, MicTeams	Bernd
NW MN Water Festival, Warren, and Fertile	Staff

**DISTRICT EMPLOYEE'S REPORTS:**

**Bernd**

**1W1P:**

- RLR1W1P: Planning Group met 8/10/2023 and covered the following items:
  - Clean Water Fund Application – Due August 24th
  - Next WBIF Request and workplan (where to allocate the increased funding)
  - CCRP Incentive Policy
  - Project Scoring/Ranking
  - PRAP



- Project Updates and Financials

Next meeting will be for the Policy Committee 9/6/2023.

- SHR1W1P: internal review was completed as of August 2, 2023; MNDNR presented the evaluation of hydrological change in the SHR watershed; next Steering Committee meeting is 9/18/2023. has started for the draft SHR1W1P,
- MSTR1W1P: Cost share for well sealing located in West Polk County.

Next Policy Committee meeting is in September, in Warren at the SWCD office.

Other:

- Audit preparation
- District Cost Share – Pollinator planting site inspection

### **Habermehl**

Technician Habermehl Report 08/31/2023

WCA:

- TEP: 07/11/2023
- RLWD Permits: (7), Tax Forfeiture (0)
- Polk County Landfill: NOD w/conditions issued 03/22/2023. RNC mitigation, T/E takings pending. USACE meeting 07/12, DNR meeting 07/13. Monetary RNC and T/E compensation only (no easement).
- Nielsville bridge?
- WP 23-07 Crookston Airport: Joint App. received 07/05/2023. NOA issued 07/20/2023. Comment period/USACE jurisdiction letter received 08/11/2023. NOD issued 08/16/2023.
- American Crystal: preliminary meeting 07/11/2023 at Crookston facility; Application/materials pending.
- WP 23-03 LaFave park EGF: Joint Application received 06/06/2023. On-site TEP 06/29, boundary/type NOD issued 07/06/2023, replacement plan application pending.
- WP 23-05 LaFave park EGF2: NOD (incidental) wetland (2) issued 07/20/2023.
- Crookston 09: Landowners in FO 06/13/2023, met on-site 07/12/2023 sent SCOPE letter P&Z 07/20/2023 sent NWI map to P&Z 08/23/2023.
- WP 23-08 Viking Gas Transmission #3: No-Loss application received 08/14/2023.

BUFFERS: MSTRWD buffers: updated BuffCAT

RIM: 2023 RIM monitoring, potential easement signup Lowell

ECWM/1W1P: well decommissioning spreadsheet. NRCS 410 training, NRCS 410 materials, training on (borrowed) Pennington GNSS equipment. Reis 15 DNR permit checkout, (1) SWI. Construction commencing. Investigate Angus 01 08/29/2023.

Other: Russia 08 (WCA), transferred Arc Collector (base maps) to Arc Field Maps, etc.

### **Torkelson**

Technician Report 8/31/2023

Tree Program:

- Helping landowners diagnose and treat pests, disease, and other issues with their trees
- Planning windbreak plantings for spring/2024 – one approved, two in the works so far
- Will be doing an interview with Grant Nelson of “Hometown History” on 90.1FM about the natural history of trees in our prairie/parkland/savannah area

- Attending webinars to earn CEUs for ISA recertification

Soil Health Incentive Program:

- Coordinating with UMN and NDSU to help with soil health field research
  - Three fields marked for aerial seeding experiment as of 8/28, in contact with two more potential volunteers
  - Will be helping researchers with data collection (stand counts, ground cover before snow)
  - Will discuss results with farmers during winter soil health workshops

Meetings/other:

- Session 1 of MASWCD Leadership Program in Moorhead – 8/29,30
- Session 2 of MASWCD Leadership Program in Duluth – 9/12-14

**NRCS DISTRICT CONSERVATIONIST'S REPORT**

August 2023 DC Report

EQIP:

- General Sign Up #1 closed Nov 8th, 2022, Crookston FO thus far has funded Two of the 18 applications ranked in this sign up.
- General Sign Up for FY24 will end Oct. 6th, if any district projects would like a chance at federal piggyback, please have the participant get ahold of our office.

CSP:

- NO CHANGE -Classic Sign-Up ends March 24th, changed from Feb.10th.
  - Screening all apps prior to March 31st, 2020, as high priority,(over 300 apps in the team)
  - Crookston had 4 high priority applications, down to 3.
  - We have two out of three applications preapproved for funding and the producers plan to move forward with their applications.
- Renewal Sign Up ends March 10th, 2023.
  - No Change -Crookston has no eligible participants for this signup.

CRP:

- Continuous sign-up provides a steady workload for the Crookston office.

Submitted by,

Zach Anderson

District Conservationist

Crookston Field Office

The next meeting was scheduled for September 21<sup>st</sup>, 2023 at 7:00 am.

With no further business, Chairman Cournia adjourned the meeting at 9:00 am.

Respectfully submitted,

Secretary

EM\nb

# WEST POLK SOIL AND WATER CONSERVATION DISTRICT

## MINUTES FROM THE SEPTEMBER 21<sup>st</sup>, 2023 REGULAR BOARD MEETING

The meeting was called to order at 7:05 am by Cournia, at the District office, 528 Strander Ave, Crookston MN.

Roll Call: Cournia, Peterson, McWalter, Pester

### **APPROVAL OF AGENDA:**

{Motion #52-2023} Motion by McWalter and seconded by Peterson to approve the September 21<sup>st</sup>, 2023 agenda.

Affirmative: Peterson, McWalter, Pester

Opposed: None

Motion: Pass

Supervisors Present:

Chris Cournia, Chairman  
Derek Peterson, Vice Chairman  
Eric McWalter, Secretary  
Christian Pester, Treasurer

District Employees Present:

Aaron Habermehl, District Technician

Others Present:

Zach Anderson, NRCS District Conservationist

Absent:

Nicole Bernd, District Manager  
Morgan Torkelson, District Technician  
John Sorenson, PR & I

### **SECRETARY'S REPORT:**

{Motion #53-2023} Motion by Peterson and seconded by McWalter to approve the minutes from the regular board meeting held August 21<sup>st</sup>, 2023.

Affirmative: Peterson, McWalter, Pester

Opposed: None

Motion: Pass

### **FINANCIALS REPORT:**

{Motion #54-2023} Motion by Peterson and seconded by McWalter to approve the financials from August.

Affirmative: Peterson, McWalter, Pester

Opposed: None

Motion: Pas

Request was made to break down the Buffer Implementation grants from FY22, 23 & 24.

**TREASURER’S REPORT:**

{Motion #55-2023} Motion by McWalter and seconded by Peterson to approve the treasurer’s reports from August.

Affirmative: Peterson, McWalter, Pester

Opposed: None

Motion: Pass

**COST SHARE REPORT:**

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

<b>Contract#</b>	<b>Practice</b>	<b>Approved Project Cost</b>	<b>Cost Share Amount</b>	<b>Technical Approval Authority</b>
DF(LSF) 11	SHIP	\$400.00	\$400.00	Torkelson

{Motion #56-2023} Motion by McWalter and seconded by Peterson to approve the treasurer’s reports from August.

Affirmative: Peterson, McWalter, Pester

Opposed: None

Motion: Pass

**OLD BUSINESS**

Local Partners Agreement Pennington SWCD and Pheasants Forever, Inc. to contribute toward the 10% match. Discussion/Motion – approve or not approve

{Motion #57-2023} Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to \_\_\_\_\_ the Local Partners Agreement Pennington SWCD and Pheasants Forever, Inc, to contribute toward the 10% match.

Affirmative:

Opposed:

Motion:

Motion tabled.

**NEW BUSINESS**

Motion to approve the District staff to be authorized to approve and sign cost share contracts, (State, District and 1W1P) for sealing decommissioned wells.

{Motion #58-2023} Motion by Pester and seconded by Peterson to authorize District staff the capability to approve and sign cost share contracts, (State, District and 1W1P) for sealing decommissioned

Affirmative: Peterson, McWalter, Pester

Opposed: None

Motion: Pass

Motion to approve the District staff to be authorized to approve and sign cost share contracts, (State, District and 1W1P) for cover crop establishment according to the West Polk SWCD SHIP Incentive program.

{Motion #59-2023} Motion by McWalter and seconded by Pester to authorize District staff the capability to approve and sign cost share contracts, (State, District and 1W1P) for cover crop establishment according to the West Polk SWCD SHIP Incentive Program.

Affirmative: Peterson, McWalter, Pester

Opposed: None

Motion: Pass

Staff requests a motion to approve the FY2024 BWSR Buffer Implementation grant agreement in the amount of \$45,000.

{Motion #60-2023} Motion by Peterson and seconded by McWalter to approve the FY2024 BWSR Buffer Implementation grant agreement in the amount of \$45,000.

Affirmative: Peterson, McWalter, Pester

Opposed: None

Motion: Pass

## MEETING REPORTS

### *Attended Meetings/Trainings*

RLR 1W1P Policy Committee meeting, RLWD	Bernd
MAWD/MACDE planning meeting, MicTeams	Bernd
RRBC Conference planning meeting, EGF	Bernd
SHR 1W1P Steering Committee meeting, MicTeams	Bernd
NW MN Water Festival, Warren, and Fertile	Staff

### *Upcoming Meetings/Trainings*

SHR 1W1P Steering Committee meeting, MicTeams	Bernd
SHR 1W1P Advisory/Policy Committee meeting, Fertile	Bernd

## **DISTRICT EMPLOYEE'S REPORTS:**

**Bernd**

**1W1P:**

- RLR 1W1P – Policy Committee meeting; discussed the new pilot CCRP Incentive program through BWSR, 2022 financial report, 2023 annual plan amendment, funding request and additional WBIF funding request,
- SHR 1W1P – Steering Committee discussed and listed potential project to be funded through the WBIF funding, discussed the process to hold a public hearing for the completion of the plan and discussed the workplan
- MSTR 1W1P – Bernd will be assisting the Coordinator (Marshall SWCD) for the MSTR 1W1P

Other: Bernd has been asked to sit on the NWRSDP Regional Board to represent Natural Resources

## **Habermehl**

Technician Habermehl Report 09/21/2023

### WCA:

- TEP: YTD
- RLWD Permits: (5), Tax Forfeiture (7) 09/18, 09/19/2023.
- Polk County Landfill: NOD w/conditions issued 03/22/2023. RNC mitigation, T/E takings pending. USACE meeting 07/12, DNR meeting 07/13. Monetary RNC and T/E compensation only (no easement).
- Nielsville bridge?
- American Crystal: preliminary meeting 07/11/2023 at Crookston facility; Application/materials pending.
- WP 23-03 LaFave park EGF: Joint Application received 06/06/2023. On-site TEP 06/29, boundary/type NOD issued 07/06/2023, replacement plan application pending.
- WP 23-08 Viking Gas Transmission #3: No-Loss application received 08/14/2023. NOD issued 08/31/2023.

BUFFERS: MSTRWD buffers: updated BuffCAT

RIM: 2023 RIM monitoring 09/14/2023, potential easement signup(s), RIM training 09/2/2023.

ECWM/1W1P: well decommissioning x3. NRCS 410 training, NRCS 410 materials, training on (borrowed) Pennington GNSS equipment. Reis 15 DNR permit checkout, (1) SWI. Construction commencing: Crookston 13 09/18/2023. Investigate Angus 01, pre-fab drop Roome 01, Fanny 04 concerns.

Other: Russia 08 (WCA), transferred Arc Collector (base maps) to Arc Field Maps, etc.

## **Torkelson**

Technician Report 9/21/2023

### Tree Program:

- Helping landowners diagnose and treat pests, disease and other issues with their trees
- Planning windbreak plantings for spring/2024 – two approved, two in the works so far
- Attending webinars to earn CEUs for ISA recertification (4 earned since 8/31)

### Soil Health Incentive Program:

- Coordinating with UMN and NDSU to help with soil health field research
- Two fields seeded for aerial seeding experiment as of 9/19, one more needs to schedule pilot
  - Will be helping researchers with data collection (stand counts, ground cover before snow)
  - Will discuss results with farmers during winter soil health workshops
- One cover crop cost-share contract applied for on 9/11/23

Buffers:

- 42 tier 3 parcels monitored as of 9/20/23

Meetings/other:

- Session 2 of MASWCD Leadership Program in Duluth – September 12-14

- Northwest Minnesota Water Festival in Fertile, MN
- Session 3 of MASWCD Leadership Program in Mankato – November 8-9

**NRCS DISTRICT CONSERVATIONIST’S REPORT**

September 2023 DC Report

Civil Rights: National Hispanic Heritage Month Sept 15th – Oct 15th

**EQIP:**

- Fiscal year 24, sign up #1 deadline: Friday October 6th, 2023.
- Current applications for FY24 Sign Up #1: 16.
  - 4 historically underserved (Beginning Farmer, Veteran, Socially Disadvantaged)
- Currently certifying active contracts cover crop acres and pre planning for FY24 contracts.

**FY23 Obligations:**

- 1044 contracts totaling 44.6 Million ( 41.7M from farm bill, 2.9M from Inflation Reduction Act) Statewide.

**CSP:**

- No sign-up deadline for FY23 “classic/IRA’ yet
  - Screening dates will no longer be used, screening tools will likely look at resource concerns and priority areas moving forward.
- Crookston has no eligible CSP renewals.

**CRP**

- Continuous sign-up provides a steady workload for the Crookston office.

Submitted by,

Zach Anderson

District Conservationist

Crookston Field Office

**CORRESPONDENCE:**

**Publications:**

Forestry Notes

Conservation Brief

Conservation Views

Crookston Daily Times

ENotes for NACD

Waterline

River Monitor

Shade Tree Advocate

Minnesota Environment

BWSR

Sand Hill Watershed

Polk County Board

Wild Rice Watershed

Red Lake Watershed

MCIT

The next meeting was scheduled for October 19<sup>th</sup>, 2023 at 7:00 am.

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

Respectfully submitted,

Secretary  
EM\nb



# WEST POLK SOIL AND WATER CONSERVATION DISTRICT

## MINUTES FROM THE OCTOBER 26<sup>th</sup>, 2023, REGULAR BOARD MEETING

The meeting was called to order at 7:15 am by Chair Cournia, at the District office, 528 Strander Ave, Crookston MN.

Roll Call: Peterson, McWalter, Sorenson and Pester

### **APPROVAL OF AGENDA:**

{Motion #53-2023} Motion by McWalter and seconded by Peterson to approve the October 23<sup>rd</sup>, 2023, agenda.

Affirmative: Peterson, McWalter, Sorenson and Pester

Opposed: None

Motion: Pass

Supervisors Present:

Chris Cournia, Chairman  
Derek Peterson, Vice Chairman  
Eric McWalter, Secretary  
Christian Pester, Treasurer  
John Sorenson, PR & I

District Employees Present:

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

Others Present:

Zach Anderson, NRCS District Conservationist

Absent:

### **SECRETARY'S REPORT:**

{Motion #54-2023} Motion by Sorenson and seconded by McWalter to approve the minutes from the regular board meeting held October 26<sup>th</sup>, 2023.

Affirmative: Peterson, McWalter, Sorenson and Pester

Opposed: None

Motion: Pass

### **FINANCIALS REPORT:**

No report.

### **TREASURER'S REPORT:**

No report.

**COST SHARE REPORT:**

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

<b>Contract#</b>	<b>Practice</b>	<b>Approved Project Cost</b>	<b>Cost Share Amount</b>	<b>Technical Approval Authority</b>
DF(RLWD) 23-01	410	8,800.00	\$6,951.00	Steinbrink

{Motion #55-2023} Motion by Sorenson and seconded by Peterson to approve payment for the listed District Funds Cost Share contract(s).

Affirmative: Peterson, McWalter, Sorenson and Pester

Opposed: None

Motion: Pass

District Staff is requesting approval of the amendment for the listed RLR1W1P-WP Cost Share contract(s)

<b>Contract#</b>	<b>Practice</b>	<b>Amended Approved Project Cost</b>	<b>Amended Cost Share Amount</b>	<b>Technical Approval Authority</b>
RLR1W1P-WP-22-01	410	\$16,000.00	\$14,400.00	Steinbrink

{Motion #56-2023} Motion by McWalter and seconded by Peterson to approve the amendment for the listed RLR1W1P-WP Cost Share contact(s).

Affirmative: Peterson, McWalter, Sorenson and Pester

Opposed: None

Motion: Pass

District Staff us requesting approval for the listed State Cost Share contract(s).

<b>Contract#</b>	<b>Practice</b>	<b>Amended Approved Project Cost</b>	<b>Amended Cost Share Amount</b>	<b>Technical Approval Authority</b>
CS-22-05	410	\$1952.00	\$1464.00	Steinbrink

{Motion #57-2023} Motion by Peterson and seconded by Sorenson to approve the listed State Cost Share contract(s).

Affirmative: Peterson, McWalter, Sorenson and Pester

Opposed: None

Motion: Pass

District Staff us requesting approval for the listed MSTR1W1P Cost Share contract(s).

<b>Contract#</b>	<b>Practice</b>	<b>Amended Approved Project Cost</b>	<b>Amended Cost Share Amount</b>	<b>Technical Approval Authority</b>
23-MSTR-WS-03	351	\$1,100.00	\$900.00	Habermehl

{Motion #58-2023} Motion by Sorenson and seconded by McWalter to approve the listed MSTR 1W1P State Cost Share contract(s).

Affirmative: Peterson, McWalter, Sorenson and Pester

Opposed: None

Motion: Pass

District Staff us requesting approval for the listed District Funds Cost Share contract(s).

<b>Contract#</b>	<b>Practice</b>	<b>Amended Approved Project Cost</b>	<b>Amended Cost Share Amount</b>	<b>Technical Approval Authority</b>
DF(LSF) 23-02	410	\$12,900.00	\$2,800.00	Carlson/NRCS

{Motion #59-2023} Motion by Peterson and seconded by Sorenson to approve the listed State Cost Share contract(s).

Affirmative: Peterson, McWalter, Sorenson and Pester

Opposed: None

Motion: Pass

**OLD BUSINESS**

Tabled: Local Partners Agreement Pennington SWCD and Pheasants Forever, Inc. to contribute toward the 10% match. Discussion/Motion – approve or not approve

{Motion #60-2023} Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to \_\_\_\_\_ the Local Partners Agreement Pennington SWCD and Pheasants Forever, Inc, to contribute toward the 10% match.

Affirmative:

Opposed:

Motion:

**NEW BUSINESS**

Motion to delegate District Manager to have signing authority for BWSR Grant Agreements. Grant agreements must be presented at the next board meeting.

{Motion #61-2023} Motion by Pester and seconded by McWalter to authorize District Manager to have signing authority for BWSR Grant Agreements. Grant agreements must be presented at the next board meeting.

Affirmative: Peterson, McWalter, Sorenson and Pester

Opposed: None

Motion: Pass

Staff requests a motion to approve the FY2024-25 BWSR SWCD Programs & Operations grant agreement in the amount of:

- 2024 Conservation Delivery - \$18,828
- 2024 Conservation Contracts - \$16,203
- 2025 Conservation Delivery - \$18,8284

2025 Conservation Contracts - \$16,203

{Motion #62-2023} Motion by Peterson and seconded by McWalter to approve the FY2024-25 BWSR SWCD Programs & Operations grant agreement.

Affirmative: Peterson, McWalter, Sorenson and Pester

Opposed: None

Motion: Pass

Employee Evals - November

MASWCD Resolution Packet – Review and complete

## MEETING REPORTS

### *Attended Meetings/Trainings*

SHR 1W1P Steering Committee meeting, MicTeams	Bernd
SHR 1W1P Advisory/Policy Committee meeting, Fertile	Bernd/Cournia
FDRWG Meeting, Ada	Bernd
SHR 1W1P Steering Committee meeting, MicTeams	Bernd
BWSR Managers meeting, Barnesville	Bernd
Area 1 Planning meeting, ZOOM	Bernd
SHR 1W1P Steering Committee meeting, MicTeams	Bernd

### *Upcoming Meetings/Trainings*

MSTR 1W1P Steering Committee meeting, Warren	Bernd
MPCA Networking/Co-learning workshop, Detroit Lakes	Bernd
SHR1W1P Policy Committee meeting/Public Hearing, Fertile	Bernd/Cournia
Area 1 Meeting, Mahnomen	Staff/Supervisors
HOLIDAY, Thanksgiving, OFFICE CLOSED	
Mn Association of Watershed District Conference	Bernd

## **DISTRICT EMPLOYEE'S REPORTS:**

**Bernd**

**1W1P:**

- RLR 1W1P – Scheduling next meeting to discuss project updates/financial, additional funding request due January 8<sup>th</sup>, CCRP Incentive Program – How to advertise, next Policy Committee meeting December 6<sup>th</sup>.
- SHR 1W1P – entering projects in the workplan implementation spreadsheet by highest priorities, discussion on what to use remaining planning grant funds for (projects/tracking system(s)), discuss implementation roles and preparing for the Public Hearing of the Draft SHR 1W1P Plan Nov. 20<sup>th</sup>.
- MSTR 1W1P – Next Steering Committee meeting is scheduled for Nov 1<sup>st</sup>. Updates on projects, funding, workplan, and engineering.

Other: Presented to the UMC Animal Facilities class on the MN Feedlot Rules; Pollinator Planting Proposal to Riverview Health; sites visit at CD99 project with HDR Engineering

**Habermehl**

Technician Habermehl Report 10/26/2023

## WCA:

- TEP: YTD
- RLWD Permits: (6), Tax Forfeiture (7) 09/18, 09/19/2023.
- Polk County Landfill: NOD w/conditions issued 03/22/2023. RNC mitigation, T/E takings pending. USACE meeting 07/12/2023, DNR meeting 07/13/2023. Monetary RNC and T/E compensation only (no easement). Re-write NOD w/conditions after Polk letter of intent.
- Nielsville bridge?
- American Crystal: preliminary meeting 07/11/2023 at Crookston facility; Application/materials pending.
- WP 23-03 LaFave park EGF: Joint Application received 06/06/2023. On-site TEP 06/29, boundary/type NOD issued 07/06/2023, replacement plan application pending.
- Gentilly 34: WCA inquiry letter
- MSTRWD buffers: updated BuffCAT

RIM: 2023 RIM monitoring 09/14/2023, potential easement signup(s), RIM training 10/24/2023.

ECWM/1W1P: well decommissioning x3. NRCS 410 training, NRCS 410 materials, training on (borrowed) Pennington GNSS equipment. Reis 15 DNR permit checkout, (1) SWI on site 10/18/2023 (MN CS). Construction commencing: Crookston 13 09/18/2023 (completed). Investigate Angus 01, pre-fab drop Roome 01 (construction inspection [completed]), Fanny 04 concerns.

Other: Russia 08 (WCA SCOPE letter site visit 10/23/2023), work with TSA engineers, employee/manager evaluations, etc.

## **Torkelson**

Technician Report 10/26/2023

### Tree Program:

- Finalized tree list for 2024 sale, ordering trees from Lincoln Oakes and Schumacher's
- Helping landowners diagnose and treat pests, disease and other issues with their trees
- Planning windbreak plantings for spring/2024 – two approved, two in the works so far
- Attending webinars to earn CEUs for ISA recertification (all 30 completed, will recertify in November)

### Soil Health Incentive Program:

- Coordinating with UMN and NDSU to help with soil health field research.
  - All three fields seeded and harvested (one on 9/20, two on 10/10)
  - Will be helping researchers with data collection (stand counts, ground cover before snow)
  - Will discuss results with farmers during winter soil health workshops.

### Buffers:

- 42 tier 3 parcels monitored as of 9/20/23.

### Meetings/other:

- Session 3 of MASWCD Leadership Program in Mankato – November 8-9

## **NRCS DISTRICT CONSERVATIONIST'S REPORT**

October 2023 DC Report

Civil Rights: October is Disability Employment Month

### **EQIP:**

- Fiscal year 24, sign up #1 deadline: Friday October 6th, 2023.
- Current applications for FY24 Sign Up #1: 16.
  - 4 historically underserved (Beginning Farmer, Veteran, Socially
- Disadvantaged)
- Staff have spent most of October installing practices and issuing payments.

### **CSP: (No Change)**

- No sign-up deadline for FY23 "classic/IRA" yet
  - Screening dates will no longer be used, screening tools will likely look at resource concerns and priority areas moving forward.
- Crookston has no eligible CSP renewals.

### **CRP: (No change)**

Continuous sign-up provides a steady workload for the Crookston office.

\*Agency is currently funded via Continuing Resolution through November 17th.

Submitted by,

Zach Anderson

District Conservationist

Crookston Field Office

## **CORRESPONDENCE:**

### **Publications:**

Forestry Notes

Conservation Brief

Conservation Views

Crookston Daily Times

BWSR

Sand Hill Watershed

Polk County Board

ENotes for NACD

Waterline

River Monitor

Shade Tree Advocate

Minnesota Environment

Wild Rice Watershed

Red Lake Watershed

MCIT

Other:

October 2023 Report

Micah Ranum, Farm Bill Biologist

Trainings/Meetings:

- JAA Training
  - Over 40 hours of online and 40 hours of in-person.
- MN Pheasants Forever Team meeting (11/1-11/3).
- WRAC Meeting.

Ongoing Work:

- CRP State Incentive Pilot Program.
  - Red Lake River floodplain.
  - Thief River potentially being added.
- Technical assistance for any landowner's needs.

- PF Looking for interested landowners for potential “Prescribed Burning Associations”.
- Contract Mods
- Practice Certifications
- CRP Status Reviews
  - 30 in Pennington County

Upcoming:

- State Convention (1/19-1/20)
- Out of office:
  - Maine Moose Hunt (10/21-10/30)

Completed:

- 8 Practice Certifications
- 5 Contract mods
- 51 Status reviews in Marshall County
- Ed Day (9/13)
- Waterfest (9/19)
- PF Quarterly Report (9/22)

The next meeting was scheduled for November 16<sup>th</sup>, 2023, at 7:00 am.

With no further business, Chair Cournia adjourned the meeting at 9:40 am.

Respectfully submitted,

Secretary  
EM\nb

# WEST POLK SOIL AND WATER CONSERVATION DISTRICT

## MINUTES FROM THE NOVEMBER 17<sup>th</sup>, 2023, REGULAR BOARD MEETING

The meeting was called to order at 7:06 am by Vice Chairman Peterson, at the district office, 528 Strander Ave, Crookston MN.

Roll Call: Peterson, Sorenson and McWalter

### **APPROVAL OF AGENDA:**

{Motion #63-2023} Motion by Peterson and seconded by Sorenson to approve the October 26<sup>th</sup>, 2023, agenda.

Affirmative: Peterson, Sorenson and McWalter

Opposed: None

Motion: Pass

Supervisors Present: Derek Peterson, Vice Chairman  
Eric McWalter, Secretary  
John Sorenson, PR & I

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

Others Present: Zach Anderson, NRCS District Conservationist  
Micah Ranum, Farm Bill Biologist

Absent: Chris Cournia, Chairman  
Christian Pester, Treasurer

### **SECRETARY'S REPORT:**

{Motion #64-2023} Motion by Sorenson and seconded by McWalter to approve the minutes from the regular board meeting held October 26<sup>th</sup>, 2023.

Affirmative: Peterson, Sorenson and McWalter

Opposed: None

Motion: Pass

### **FINANCIALS REPORT:**

West Polk SWCD financials are currently unattainable due to requested adjustments following a reconciliation by BWSR. This request has interrupted the Dec. 31, 2022, audit, and the district's financial reports.



**TREASURER’S REPORT:**

{Motion #65-2023} Motion by Sorenson and seconded by McWalter to approve the treasurer’s reports from September and October.

Affirmative: Peterson, Sorenson and McWalter

Opposed: None

Motion: Pass

**COST SHARE REPORT:**

District Staff is requesting approval for payment for the listed MSTR 1W1P Cost Share contract(s).

<b>Contract#</b>	<b>Practice</b>	<b>Approved Project Cost</b>	<b>Cost Share Amount</b>	<b>Technical Approval Authority</b>
23-MSTR-WS-02	351	\$1,200.00	\$900.00	Habermehl

{Motion #66-2023} Motion by McWalter and seconded by Sorenson to approve the listed MSTR 1W1P Cost Share contract(s).

Affirmative: Peterson, Sorenson and McWalter

Opposed: None

Motion: Pass

Funding for this contract will be encumbered and paid for from the MSTR 1W1P WBIF grant though the Marshall County SWCD (Coordinator) MSTR Watershed District (Fiscal Agent).

**OLD BUSINESS**

Local Partners Agreement Pennington SWCD and Pheasants Forever, Inc. to contribute toward the 10% match. Discussion/Motion – approve or not approve

{Motion #67-2023} Motion by McWalter and seconded by Sorenson to approve the Local Partners Agreement Pennington SWCD and Pheasants Forever, Inc, to contribute toward the 10% match.

Affirmative: Peterson, Sorenson and McWalter

Opposed: None

Motion: Pass

Staff requests a motion to approve the West Polk SWCD 2023 Guidelines on use of the SWCD Aid Payment.

{Motion #68-2023} Motion by Sorenson and seconded by McWalter to approve West Polk SWCD 2023 Guidelines on use of the SWCD Aid Payment.

Affirmative: Peterson, Sorenson and McWalter

Opposed: None

Motion: Pass

**NEW BUSINESS**

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

Motion made by the Personnel Committee to approve 2024 wages of:

- District Manager - \$35.50/hr., health tax fringe benefit - \$12,000/yr., totaling \$85,831.68
- District Technician 1 - \$27.75/hr., health tax fringe benefit - \$12,000/yr., totaling \$69,545.28
- District Technician 2 - \$24.75/hr., health tax fringe benefit - \$12,000/yr., totaling \$63,030.72

{Motion #69-2023} Motion by Sorenson and seconded by McWalter to approve the recommendation of 2024 wages.

Affirmative: Peterson, Sorenson and McWalter

Opposed: None

Motion: Pass

District Manager requests approval to purchase a laptop.

{Motion #70-2023} Motion by McWalter and seconded by Sorenson

Affirmative: Peterson, Sorenson and McWalter

Opposed: None

Motion: Pass

Staff requests approval to enter into an agreement with Lakes Country Service Cooperative for 01/01/2024-12/31/2024.

{Motion #71-2023} Motion by McWalter and seconded by Sorenson to enter into an agreement with Lakes Country Service Cooperative for 01/01/2024 – 12/31/2024.

Affirmative: Peterson, Sorenson and McWalter

Opposed: None

Motion: Pass

Bernd requests approval to pay BNSF Railway Company in the amount of \$3,156.31 for the leasing of the land for the tree shed.

{Motion #72-2023} Motion by Sorenson and seconded by Mcwalter to approve payment to BNSF in the amount of \$3,156.31.

Affirmation: Peterson, Sorenson and McWalter

Opposed: None

Motion: Pass

**MEETING REPORTS**

*Attended Meetings/Trainings*

MSTR 1W1P Steering Committee meeting, Warren

Bernd

MPCA Networking/Co-learning workshop, Detroit Lakes	Bernd
SHR1W1P Policy Committee meeting/Public Hearing, Fertile	Bernd/Cournia
Area 1 Meeting, Mahnomen	Staff/Supervisors
HOLIDAY(Thur-Fri) Thanksgiving,	OFFICE CLOSED
MN Association of Watershed District Conference	Bernd

*Upcoming Meetings/Trainings*

MPCA Civic Engagement Workshop, Detroit Lakes	Bernd
NWROC Advisory Committee Meeting, UMC	Bernd
SHR 1W1P Policy Committee and Public Hearing, Fertile	Bernd/Cournia
Area 1 Meeting, Mahnomen	Staff/Supervisors
HOLIDAY, Thanksgiving, OFFICE CLOSED THUR and FRI	
Annie's Project-Women in Agriculture, Crookston	Bernd
MN Association of Watershed Districts, Alexandria	Bernd
MSTR 1W1P Steering Committee Meeting, Warren	Bernd
MASWCD Annual Convention, Bloomington	Bernd

**DISTRICT EMPLOYEE'S REPORTS:**

**Bernd**

1W1P:

- RLR 1W1P – Mid-Point (5yr) Review; FY24 WBIF grant is executed; next Planning Group meeting 11/27/2023 to discuss project updates, additional funding request, CCRP incentive; next Policy Committee meeting December 6<sup>th</sup>
- SHR 1W1P – Next Policy Committee meeting 11/20/2023, and Public Hearing following to present the Draft SHR 1W1P Plan; BWSR North Regional meeting 01/03/203; BWSR State Board meeting, 01/04/2023; Decide fiscal agent and coordinator for implementation; December: Local boards approve sending plan to BWSR
- MSTR 1W1P – Developing a scoring sheet for projects; Update Cost Share Rates Discussion; Swift Coulee/RIM Updates; CCRP Incentives Policy; outreach – communicating with landowners in priority sub watersheds; next Steering Committee meeting Dec 6<sup>th</sup>.

Other: NW RSDP Board meeting – reviewed NW priorities and new projects; MN Extension Annie's Project – Women in Ag, participating as an attendee and presented; assisting bookkeeper to fulfill BWSR conciliation request, audit information, and completing the district's financials; Red River Retention Authority Flood Impacts Survey; creating a cost share policy for WPSWCD due to the numerous programs and funding.

**Habermehl**

Technician Habermehl Report 11/17/2023

WCA:

- TEP: YTD
- RLWD Permits: (3), Tax Forfeiture (0), email w/MN Dept. of Revenue/ Polk County
- Polk County Landfill: NOD w/conditions issued 03/22/2023. RNC mitigation, T/E takings pending. USACE meeting 07/12/2023, DNR meeting 07/13/2023. Monetary RNC and T/E compensation only (no easement). Re-write NOD w/conditions after Polk letter of intent. Telephone w/agent 10/27/2023.
- Nielsville bridge?

- American Crystal: preliminary meeting 07/11/2023 at Crookston facility; Application received 11/02/2023, NOA issued 11/14/2023.
- WP 23-03 LaFave park EGF: Joint Application received 06/06/2023. On-site TEP 06/29, boundary/type NOD issued 07/06/2023, replacement plan application pending.
- Gentilly 34: WCA inquiry letter (regulated) sent & telephone conversations.
- Northland 06: WCA inquiry 11/14/2023, telephone conversation.
- RIM: 2023 RIM monitoring 09/14/2023, potential easement sign-up(s), RIM training 10/24/2023.

ECWM/1W1P: well decommissioning x2. NRCS 410 training, NRCS 410 materials, training on GNSS equipment. Reis 15 DNR permit checkout, (1) SWI on site 10/18/2023 (MN CS) field check 11/15/2023. Investigate Angus 01 11/13/2023, pre-fab drop Room 01 (construction inspection [completed]), as-built shots sent to TSA 11/07/2023 (no trash guard as of 11/14/2023.)

Other: Area 1 meeting 11/21/2023, update ArcPro, Russia 08 (WCA SCOPE letter site visit 10/23/2023), work with TSA engineers, employee/manager evaluations, etc.

## **Torkelson**

Technician Report 11/17/2023

### Tree Program:

- Ordered trees from Lincoln Oakes and Schumacher's Nurseries
- Planning windbreak plantings for spring/2024 – two approved, two in the works so far
- Recertified with ISA – good until November 2027

### Soil Health Incentive Program:

- Coordinating with UMN and NDSU to help with soil health field research
  - Will be taking stand counts for two fields before next hard freeze
  - Will discuss results with farmers during winter soil health workshops
- Attended meeting with UofM & NDSU Extension; Crystal, Minn-Dak & SMBSC and SWCDs to discuss 2023 research and outreach needs for SWCDs/farmers
  - Panel discussions with experienced strip-tillers (winter soil health workshops)
  - Invited UofM & NDSU Extension to present 2023 research findings (workshops)
  - Will collect feedback from farmers about research gaps
- Signed up West Polk farmer for cover crop cost share
  - Site visit on 11/14
  - Will check back on germination before hard freeze and again in spring
- Contacting farmers and experts for winter workshop talks and panel discussions

### Outreach:

- Writing newsletter tree program articles – promotion, new species offerings
- Writing newsletter WPSHIP articles – cost-share & workshop promotion, research collaboration
- Updated website tree page
- Learning Facebook to promote WPSHIP and tree program

### Meetings/other:

- Session 3 of MASWCD Leadership Program in Mankato – November 8-9
- MoSH meeting 11/14

## **NRCS DISTRICT CONSERVATIONIST'S REPORT**

November 2023 DC Report

EQP: (No Change)

- Fiscal year 24, sign up #1 deadline: Friday October 6th, 2023.
- Current applications for FY24 Sign Up #1: 16.
  - 4 historically undeserved (Beginning Farmer, Veteran, Socially Disadvantaged)
  - Two livestock applications-Contract modifications, payments, and practice check out continues to be a major part of the office workload.

CSP:

- Classic sign-up ends January 12, 2024
  - Workload screening will be taking place, no word on criteria.
- Crookston will have one eligible CSP renewal in FY24.

CRP:

- No sign up currently
- Practice certification and status reviews are current workload.

\*Agency is likely to be funded via Continuing Resolution till January 19th, pending Senate passage and Presidential signature.

Submitted by,  
Zach Anderson  
District Conservationist  
Crookston Field Office

### **CORRESPONDENCE:**

Publications:

Forestry Notes	ENotes for NACD
Conservation Brief	Waterline
Conservation Views	River Monitor
Crookston Daily Times	Shade Tree Advocate
	Minnesota Environment
BWSR	Wild Rice Watershed
Sand Hill Watershed	Red Lake Watershed
Polk County Board	MCIT

Other:

November 2023 Report  
Micah Ranum, Farm Bill Biologist

Trainings/Meetings:

- JAA Training
  - Over 40 hours of online and 40 hours of in-person.
  - 50 hours online.
- MN Pheasants Forever State convention (1/18-1/20)
- PF/MN team meeting (11/30)

Ongoing Work:

- CRP State Incentive Pilot Program.
  - Red Lake River floodplain.
  - Thief River potentially being added.
  - Letter and Mailing list completed.
  - Letters to be mailed 11/27.
- Looking for landowners who would like our new PF/USDA CRP signs on their property.
- Technical assistance for any landowner needs.
- PF Looking for interested landowners for potential “Prescribed Burning Associations”.
- Contract Mods
- Practice Certifications
- CRP Status Reviews
- RIM application(s)

Completed:

- Mailing list for CRP/RIM outreach.
- 2 contract modifications
- 2 practice certifications
- 6 landowner contacts

The next meeting was scheduled for December 21<sup>st</sup>, 2023, at 7:00 am.

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

Respectfully submitted,

Secretary  
EM\nb

# WEST POLK SOIL AND WATER CONSERVATION DISTRICT

## MINUTES FROM THE DECEMBER 21<sup>st</sup>, 2023, REGULAR BOARD MEETING

The meeting was called to order at 8:10 am by Chairman Cournia, at the Irishman's Shanty, 1501 South Main Street, Crookston MN.

Roll Call: Peterson, Sorenson, Pester and McWalter

### **APPROVAL OF AGENDA:**

{Motion #73-2023} Motion by Pester and seconded by Sorenson to approve the October 26<sup>th</sup>, 2023, agenda.

Affirmative: Peterson, Sorenson, Pester and McWalter

Opposed: None

Motion: Pass

Supervisors Present:

Chris Cournia, Chairman  
Derek Peterson, Vice Chairman  
Eric McWalter, Secretary  
Christian Pester, Treasurer  
John Sorenson, PR & I

District Employees Present:

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

Others Present:

Zach Anderson, NRCS District Conservationist  
Micah Ranum, Farm Bill Biologist

Absent:

### **SECRETARY'S REPORT:**

{Motion #74-2023} Motion by Peterson and seconded by Sorenson to approve the minutes from the regular board meeting held November 17<sup>th</sup>, 2023.

Affirmative: Peterson, Sorenson, Pester and McWalter

Opposed: None

Motion: Pass

### **FINANCIALS REPORT:**

West Polk SWCD financials are currently unattainable due to requested adjustments following a reconciliation by BWSR. This request has interrupted grant management, 1W1P reimbursement vouchers and the district's financial reports.

**TREASURER’S REPORT:**

{Motion #75-2023} Motion by Peterson and seconded by McWalter to approve the treasurer’s report from November.

Affirmative: Peterson, Sorenson, Pester and McWalter

Opposed: None

Motion: Pass

**COST SHARE REPORT:**

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

<b>Contract#</b>	<b>Practice</b>	<b>Approved Project Cost</b>	<b>Cost Share Amount</b>	<b>Technical Approval Authority</b>
CS-22-05	410	\$1,952.00	\$1,464.00	Steinbrink

{Motion #76-2023} Motion by Pester and seconded by McWalter to approve payment for the listed State Cost Share contract(s).

Affirmative: Peterson, Sorenson, Pester and McWalter

Opposed: None

Motion: Pass

District Staff is requesting approval of payment for the listed RLR1W1P Cost Share contract(s).

<b>Contract#</b>	<b>Practice</b>	<b>Approved Project Cost</b>	<b>Cost Share Amount</b>	<b>Technical Approval Authority</b>
RLR1W1P-WP-20-02	410	\$12,100.00	\$4436.19	Steinbrink

{Motion #77-2023} Motion by McWalter and seconded by Sorenson to approve payment for the listed State Cost Share contract(s).

Affirmative: Peterson, Sorenson, Pester and McWalter

Opposed: None

Motion: Pass

**OLD BUSINESS**

Polk County Taxpayer Service: Parcel #82.02543.00

**NEW BUSINESS**

West Polk SWCD Soil Health Incentive Program Policy amendment to include incentive rate per acre for research cooperation.

{Motion #78-2023} Motion by Pester and seconded by Sorenson to approve the amendment to include incentive rate per acre for research cooperation.

Affirmative: Peterson, Sorenson, Pester and McWalter

Opposed: None

Motion: Pass



Staff requests approval for the West Polk SWCD Wildlife Tree Planting Conservation Cost Share Contract.

{Motion #79-2023} Motion by Pester and seconded by Peterson to approve the West Polk SWCD Wildlife Tree Planting Conservation Cost Share Contract.

Affirmative: Peterson, Sorenson, Pester and McWalter

Opposed: None

Motion: Pass

IRS mileage increase to \$.67 cents starting 01/01/2024

Minnesota Campaign Finance Board

2023 Northern Area 1 SWCD Wage and Benefit Report

Bernd requests a motion to approve the returning of funds from the FY22 Buffer Implementation Supplemental grant in the amount of \$16,717.65.

{Motion #80-2023} Motion by McWalter and seconded by Sorenson to approve the returning of funds from the FY22 Buffer Implementation Supplemental grant in the amount of \$16,717.65.

Affirmative: Peterson, Sorenson, Pester and McWalter

Opposed: None

Motion: Pass

Bernd requests a motion to approve the returning of funds from the Glacial Ridge Prairie Core Area CISMA grant in the amount of \$6,577.91.

{Motion #81-2023} Motion by Pester and seconded by Peterson to approve the returning of funds from the Glacial Ridge Prairie Core Area CISMA grant in the amount of \$6,577.91.

Affirmative: Peterson, Sorenson, Pester and McWalter

Opposed: None

Motion: Pass

Staff requests approval of the resolution to Submit, Adopt and Implement the Sand Hill River Watershed Comprehensive Watershed Management Plan.

{Motion #82-2023} Motion by Peterson and seconded by McWalter to approve the resolution to Submit, Adopt and Implement the Sand Hill River Watershed Comprehensive Watershed Management

Affirmative: Peterson, Sorenson, Pester and McWalter

Opposed: None

Motion: Pass

## MEETING REPORTS

### *Attended Meetings/Trainings*

MPCA Civic Engagement Workshop, Detroit Lakes	Bernd
NWROC Advisory Committee Meeting, UMC	Bernd
SHR 1W1P Policy Committee and Public Hearing, Fertile Area 1 Meeting, Mahnomen	Bernd/Cournia Staff/Supervisors
HOLIDAY, Thanksgiving, OFFICE CLOSED THURSDAY and FRIDAY	
Annie's Project-Women in Agriculture, Crookston	Bernd
MN Association of Watershed Districts, Alexandria	Bernd
MSTR 1W1P Steering Committee Meeting, Warren	Bernd
MASWCD Annual Convention, Bloomington	Bernd

### *Upcoming Meetings/Trainings*

HOLIDAY – Christmas, OFFICE CLOSED

HOLIDAY – New Years Day, OFFICE CLOSED

BWSR North Region Board meeting, Detroit Lakes Bernd

Red River Basin Commission International Conference, Fargo Bernd

## **DISTRICT EMPLOYEE'S REPORTS:**

### **Bernd**

#### **1W1P:**

- RLR 1W1P – Planning Group meeting 11/27/23: Financials and Project Updates – 2022 WBIF Grant; Additional WBIF Funding Request and Budget; CCRP Incentive Advertising/Outreach; Mid-Point Grant Evaluation (HEI); Plan Amendment – Timeline and ID Lead Staff; 2024 Annual Plan; Policy Committee Meeting (December 6th)
  - Project CD99; Project JD 60 update
- SHR 1W1P – Steering Committee meeting 11/15/2023: Public hearing Nov 20th; BWSR meeting date Jan 3 – attendance is priority; West Polk SWCD fiscal agent and coordinator for implementation; get plan approved after Public Hearing; local boards approve resolutions to submit, adopt and implement; sending plan to BWSR; notify review authorities of the 90 day; BWSR Northern Committee Jan 3 (mid-morning); BWSR Board Meeting Jan 24?; Next steps to get to implementation; Finalize work plan projects spreadsheet.
- MSTR 1W1P – Steering Committee meeting 12/6/2023; Policy Committee meeting 12/20/2032; current 1W1P project /timeline; unused well sealings updates; engineering projects updates; ranking sheet for projects; swift coulee/RIM updates; CCRP incentives policy; supplemental WBIF funds; Policy Committee meeting times for 2024

#### Other:

- Riverview Health Pollinator/Streambank project
- Ground Water Initiative
- Houston Ave, Crookston MN: Engineering by Houston Engineering
- Open Meeting Law webinar – MCIT

Employee Appreciation

## **Habermehl**

## Technician Habermehl Report 12/21/2023

### WCA:

- TEP: YTD
- RLWD Permits: (0), Tax Forfeiture (19).
- Polk County Landfill: NOD w/conditions issued 03/22/2023. RNC mitigation, T/E takings pending. USACE meeting 07/12/2023, DNR meeting 07/13/2023. Monetary RNC and T/E compensation only (no easement). Re-write NOD w/conditions after Polk letter of intent. Telephone w/agent 10/27/2023, 12/12/2023- new bank, notice TEP.
- Nielsville bridge?
- American Crystal: preliminary meeting 07/11/2023 at Crookston facility; Application received 11/02/2023, NOA issued 11/14/2023. NOD issued 12/05/2023.
- WP 23-03 LaFave park EGF: Joint Application received 06/06/2023. On-site TEP 06/29, boundary/type NOD issued 07/06/2023, replacement plan application pending.
- Northland 06: WCA inquiry 11/14/2023, telephone conversation. WCA SCOPE letter sent 11/28/2023.

RIM: 2023 RIM monitoring 09/14/2023, potential easement signup(s), telephone conversations, BWSR training.

ECWM/1W1P: well decommissioning (1). Reis 15 DNR permit checkout profile/X-sections, (1) SWI on site 10/18/2023 (MN CS) field check 11/15/2023 as-builts. Investigate Angus 01 11/13/2023, pre-fab drop Roome 01 (construction inspection [completed]), as-built shots sent to TSA 11/07/2023 (no trash guard as of 12/04/2023). Hammond 01? Engineering request Crookston 24, 18 sent/received. Received Fisher 35 (27, 34 pending) preliminary designs (WASCOB, drop) 12/06/2023 sent to client/telephone conversation.

Other: update ArcPro/computer, acquire calendars, Climatology packets, newsletter, etc.

## **Torkelson**

### Technician Report 12/21/2023

#### Tree Program:

- Planning windbreak plantings for spring/2024 – one deposit paid, nine more in the works so far
- Adapted BWSR Conservation Contracts Cost-Share contract to offer financial and technical assistance for wildlife tree plantings
- Drafting new policy to define West Polk Wildlife Habitat Tree Planting policy
  - New windbreaks/block plantings
  - Additional rows for existing windbreaks/woodlots
  - Hand plants to fill gaps/add understory to overmature woods

#### Soil Health Incentive Program:

- Coordinating with UMN and NDSU to help with soil health field research
  - Took fall stand counts on two fields
  - Will help with spring stand counts/biomass sampling, if possible between tree plantings
- Set a date (2/20/24) for soil health panel discussion – Anna Cates, Brian Ryberg and Andrew Johnstad will sit on panel

- Venue reserved for two more workshops (1/23/24 and 2/6/24)
- Amending WPSHIP policy to provide incentive for farmers who participate in on-farm research

Outreach:

- Writing newsletter tree program articles – promotion, new species offerings
- Writing newsletter WPSHIP articles – cost-share & workshop promotion, research collaboration

Meetings/other:

- Session 4 of MASWCD Leadership Program in Alexandria – January 16, 17th

**NRCS DISTRICT CONSERVATIONIST’S REPORT**

December 2023 DC Report

EQIP:

- Fiscal year 24, sign up #1 deadline: Friday October 6th, 2023.
- Current applications for FY24 Sign Up #1: 16.
  - 4 historically underserved (Beginning Farmer, Veteran, Socially Disadvantaged)
  - Two livestock applications
- FY24 funding breakdown
  - Farm Bill Funds: \$19,065,295
  - IRA Funds: \$30,169,000
  - Initiatives: \$4,920,524
    - Total: \$54,154,819
- New! “ACT NOW” pools for specific application types. Field office staff will have 21 business days from date of application to rank and assess the application. Approvals will be quick, and obligation is required to be completed within 30 days of approval.
- CSP (No Change)
  - Classic sign up ends January 12, 2024
  - Workload screening will be taking place, no word on criteria.
  - Crookston will have one eligible CSP renewal in FY24.
- CRP (No Change)
  - No sign up currently
  - Practice certification and status reviews are current workload.

\*Agency is currently funded through January 19th, 2024, by continuing resolution.

Submitted by,  
Zach Anderson  
District Conservationist  
Crookston Field Office

**CORRESPONDENCE:**

Publications:

Forestry Notes  
Conservation Brief  
Conservation Views  
Crookston Daily Times  
MN Department of Labor

MCIT  
Shade Tree Advocate  
Red Lake Watershed District  
Polk County Board of Commissioners  
BWSR

Wild Rice Watershed District

Sand Hill Watershed District

Other:

December 2023 Report

Micah Ranum, Farm Bill Biologist

Trainings/Meetings:

- WRP/RIM site visit (12/18)
- West Polk Board meeting (12/21)
- Pennington Board meeting (12/21)
- Marshall Board meeting (12/20)
- 1W1P Middle Snake/Tamarack meeting (12/20)
- MN Pheasants Forever State convention (1/18-1/20)
- Private Lands Partnership Meeting (1/19)
- MNTWS Annual Meeting ((2/27-2/29)

Ongoing Work:

- CRP State Incentive Pilot Program.
  - Red Lake River floodplain
    - Pennington
      - 195 letters mailed.
      - 12 Calls from interested landowners.
    - West Polk
      - Mailing list completed, letters to be sent out soon.
  - Thief River coming soon.
  - Middle-Snake Tamarack coming soon.
- Easement Enhancements
  - Working with NRCS on two WRP tracts needing enhancement/management.
- Looking for landowners who would like our new PF/USDA CRP signs on their property.
- PF Looking for interested landowners for potential “Prescribed Burning Associations”.
- RIM application(s)

Completed:

- Mailing lists for CRP/RIM outreach.
- 8 contract modifications
- 6 practice certifications
- 17 landowner contacts
- Conservation Planner 2 Certification

The next meeting was scheduled for January 18<sup>th</sup>, 2024, at 7am.

With no further business, Chairman Cournia adjourned the meeting at 9:40am.

Respectfully submitted,

Secretary

EM\nb