

WEST POLK SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM THE JANUARY 16th, 2020 REGULAR BOARD MEETING

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

APPROVAL OF AGENDA:

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

Affirmative: McWalter, Peterson and Sorenson

Opposed: None

Motion: Pass

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

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

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

Absent: Nicole Bernd, District Manager
Chris Cournia, Treasurer

REORGANIZATION FOR 2020:

Officers will as follow:

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

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

Affirmative: McWalter, Peterson and Sorenson

Opposed: None

Motion: Pass

District Representatives for 2020 will be as follows:

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

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

Affirmative: McWalter, Peterson and Sorenson

Opposed: None

Motion: Pass

SECRETARY'S REPORT:

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

Affirmative: McWalter, Peterson and Sorenson

Opposed: None

Motion: Pass

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

TREASURER'S REPORT:

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

Affirmative: McWalter, Peterson and Sorenson

Opposed: None

Motion: Pass

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

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

Safe Deposit Boxes: Bremer Bank

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

Affirmative: McWalter, Peterson and Sorenson

Opposed: None

Motion: Pass

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

{Motion #07-20} Motion by Sorenson and seconded by Peterson to approve the Board of Supervisors and District Manager the power to transact business at Northern Sky Bank, American Federal Bank and Bremer Bank of Crookston MN

Affirmative: McWalter, Peterson and Sorenson

Opposed: None

Motion: Pass

STATE COST SHARE REPORT:

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

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

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

Affirmative: McWalter, Peterson and Sorenson

Opposed: None

Motion: Pass

BUFFER COMPLIANCE COST SHARE:

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

Contract#	Practice	Approved Project Cost	Cost Share Amount	Technical Approval Authority
BC-18-69	410	72,000.00	54,000.00	Steinbrink

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

Affirmative: McWalter, Peterson and Sorenson

Opposed: None

Motion: Pass

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

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

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

Affirmative: McWalter, Peterson and Sorenson

Opposed: None

Motion: Pass

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

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

OLD BUSINESS

No report.

NEW BUSINESS

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

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

Affirmative: McWalter, Peterson and Sorenson

Opposed: None

Motion: Pass

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

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

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

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

Affirmative: McWalter, Peterson and Sorenson

Opposed: None

Motion: Pass

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

The Board discussed the designation of a district newspaper.

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

Affirmative: McWalter, Peterson and Sorenson

Opposed: None

Motion: Pass

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

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

Affirmative: McWalter, Peterson and Sorenson

Opposed: None

Motion: Pass

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

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

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

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

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

Affirmative: McWalter, Peterson and Sorenson

Opposed: None

Motion: Pass

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

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

Affirmative: McWalter, Peterson and Sorenson

Opposed: None

Motion: Pass

Bernd requests approval of the District's 2020 Budget.

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

Affirmative: McWalter, Peterson and Sorenson

Opposed: None

Motion: Pass

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

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

Affirmative: McWalter, Peterson and Sorenson

Opposed: None

Motion: Pass

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

MEETING REPORTS

Attended Meetings/Trainings

CHRISTMAS, Office closed

BWSR Grants Refresher Workshop

Bernd

Flood Damage Reduction Workgroup Conf. Planning

Bernd

NACDE video conference

Staff

Middle River Snake Tamarack 1W1P meeting, Warren

Bernd

East Polk SWCD Board meeting

Bernd

Upcoming Meetings/Trainings

REV DR MARTIN LUTHER KING DAY, Office closed

Red River Basin Land & Water Summit, Fargo

Bernd

RLR 1W1P Planning Group meeting, TRF

Staff

Annual Drainage Conference, Moorhead

Bernd

Wild Rice March 1W1P Policy Committee meeting, Ada

Cournia

PRESIDENT'S DAY, Office closed

DISTRICT EMPLOYEE'S REPORTS:

Bernd

REPORTING

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

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

Steinbrink

Technician Report 1-16-20

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

Habermehl

Technician Habermehl Report 01/16/2020

WCA:

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

Buffer Initiative:

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

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

Other:

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

Torkelson

Technician Report 01/16/2020

Buffers:

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

Tree Program:

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

Newsletter:

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

NRCS DISTRICT CONSERVATIONIST'S REPORT

December 2019 REPORT

EQIP

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

CSP

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

CRP:

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

Bob Guetter

District Conservationist

CORRESPONDENCE:

Publications:

Forestry Notes

Conservation Brief

Conservation Views

Crookston Daily Times

MPCA Feedlot Update

ENotes for NACD

Waterline

River Monitor

Shade Tree Advocate

Minnesota Environment

Other:

January 2020 Report

Jillian Fejszes, Farm Bill Biologist

Trainings/Meetings:

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

Ongoing Work:

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

Upcoming:

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

Minutes, Agendas, and Annual Reports:

BWSR

Sand Hill Watershed

Polk County Board

Wild Rice Watershed

Red Lake Watershed

MCIT

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

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

Respectfully submitted,

Secretary\Treasurer
Mark McWalter\nb