

**East Polk Soil & Water Conservation District
November 16th, 2023 Board Meeting Minutes**

Board members present: Dave Kiecker, Ken Pederson, and Larry Vettleson

Other's present: Rachel Klein, Jenna Simonson, Marea Gryskiewicz, & Laura Schnapp (NRCS)

Meeting called to order at 8:32 am by Chairman Pederson

Motion to approve November 16th, 2023 Agenda. Motion by Kiecker, Second by Vettleson.

Secretary's Report:

Approve September 7th, 2023 Regular Meeting Minutes. Motion by Vettleson, Second by Kiecker.

Financials:

Approve the September 2023 Financial and Treasurer's Report subject to revision. Motion by Vettleson, Second by Kiecker.

Approve the October 2023 Treasurer's Report subject to revision. Motion by Vettleson, Second by Kiecker.

Old Business:

New Business:

Resolution Update: Everyone Submitted their votes.

Discussion was had on the SHRWD 1W1P Fiscal Agent and Coordinator. The Board had previously made a motion to support West Polk SWCD for the Fiscal Agent and Coordinator Positions and the position of the Board has not changed.

Approve the Audit Management Representation Letter. Motion by Kiecker, Second by Vettleson.

Approve paying the Peterson Company Invoice for the 2022 Audit for \$3500. Motion by Vettleson, Second by Kiecker.

MAWQCP JPA Agreement: Motion to continue the JPA Agreement with MDA by Vettleson, Second by Kiecker.

Approve payment for Cost Share Contract, CS-23-02, for Philip Lee's well sealing from State Cost Share 2021. Total cost \$1000.00, encumber total \$500.00. Motion by Kiecker, Second by Vettleson.

Approve payment for Cost Share Contract, CS-23-06 and CS-23-07, for Todd Rue's two well sealings from State Cost Share 2022.

- Total cost for CS-23-06 was \$800, encumbered amount was \$500, total payment will be \$400.
- Total cost for CS-23-06 was \$1000, encumbered amount was \$500, total payment will be \$500.

Motion to approve payment for CS-23-06 and CS-23-07 by Kiecker, Second by Vettleson.

Approve encumbering Cost Share Contract CS-23-11 and CS-23-12 for Al Bauer's well sealings from State Cost Share 2022.

- Total estimated cost for CS-23-11 is \$1125.00, 50% cost share \$562.50.
- Total estimated cost for CS-23-12 is \$1030.00, 50% cost share \$515.00.

Motion to approve encumbering funds for CS-23-11 and CS-23-12 by Vettleson, Second by Kiecker.

Approve Amendment, 01, for Cost Share Contract, CS-21-01, for Kevin Blaser's WASCOD. Project came in over budget due to a Cost Estimate from early 2022 being used. This project was engineered by NRCS and partnered with NRCS for payment. The original total project estimate was \$13,494.28. The actual project cost was \$17,465.15. The original encumbered amount was \$2,209.71 and the amended total would be \$5,187.86 to keep the project at 75% cost share. (See attached Amendment Contract.) The additional \$2,978.15 will come from State Cost Share 2022 as State Cost Share 2021 funds are spent. Motion by Vettleson, Second by Kiecker.

Approve payment for Cost Share Contract, CS-21-01, for Kevin Blaser's WASCOD from State Cost Share 2021 & 2022. The total project cost \$17,465.15. NRCS payment is \$7911. Total SWCD payment is \$5,187.86. Motion by Kiecker, Second by Vettleson.

Update Engineering Reimbursement Policy – original policy from September 2015:

Applicants that request engineering services through the SWCD that cancel the project prior to project completion are required to reimburse the East Polk SWCD for expenses incurred for engineering services. Engineering services include but are not limited to, surveying, design, and technical assistance offered by other organizations that are billed to the East Polk SWCD. Engineering Services are tracked hourly by East Polk SWCD staff on a project by project basis and an invoice providing the documentation of expenses and total amount to be reimbursed will be provided to the landowner once the cancellation request has been submitted. Contract Cancellations must be submitted in writing. The East Polk SWCD Board of Supervisors reserves the right to cancel projects at their discretion. This may include but is not limited to if the cost share contract is nearing the expiration date or landowners cease communication with the district. Invoices must be paid within 30 days.

Motion by Kiecker, Second by Vettleson.

Schedule Employee Reviews: December 6th at 9am.

Reports:

NRCS Report: EQIP- FY23 funded contracts- 18 for \$949,537 over 5,373 ac. For FY24 E. Polk has 34 applications on file that will be evaluated for funding. Assessments and ranking deadline for 1st round of preapprovals is 01-19-24. Rollout trainings for this coming funding cycle are ongoing. Practice certifications and payments for practices implemented during 2023 are in full swing.

CSP- FY23 funded contracts- 8 for \$1,102,054 over 7,802 ac. One was a renewal contract. Practice certifications and payments for practices implemented during 2023 are in full swing. FY24 application acceptance deadline for funding consideration is 01-12-24. There is 1 renewal application that will be funded within a couple of weeks.

RCPP- There are 2 RCPPs that cover all or parts of E. Polk. The RCPP MAWQCP Land Management (covers entire state) sign up offers financial assistance for implementation of on-farm conservation activities to agricultural producers who are seeking certification or already are certified. Applicability: Applicant is working towards certification or is a certified farm as identified on the affidavit. Affidavit: All applications must be received and have a fully completed and signed affidavit by December 15, 2023. The other RCPP boundary includes the Red Lake River 1W1P boundary. More info. to come on this one.

Engineering coordination with SWCD- I have sent a handful of folks to the district that fall within the Clearwater 1W1P boundaries. There have been ongoing conversations with Marea and Rachel with how we want this process to look, understanding it will evolve as demand changes. The referrals seem to be well received.

I recently received an email and bulletin re: agreement for CRP assistance with MASWCD. Please let me know if there is an interest and we will learn the process together. It has been communicated that there should be plenty of funding, but NRCS must approve participation in advance. The only requirements we really have is level 1 planning certification, basic JAA and a computer to enter it into Conservation Desktop (NRCS' planning software).

Coming up in Nov./Dec.: State SWCD meeting Dec. 11-13. CSP FY24 renewal obligation deadline- 12-15-23. RCPP MAWQCP Land Management Sign up deadline- 12-15-23. EQIP FY24- meeting with applicants and begin assessments. FY24 program rollout & several technical trainings.

Member Reports

Kiecker: No Report

Pederson: SHRWD Advisory Committee Meeting

Vettleson: No Report

Staff Reports

Rachel:

Meetings/Training:

- SHRWD 1W1P Advisory & Policy Meeting
- SHRWD 1W1P Steering Committee Meeting (x3)
- SHRWD Tracking Meeting
- Manager Meeting
- Clearwater 1W1P Policy Meeting
- Clearwater 1W1P Work Group Meeting
- TEP Meetings (x2)
- North Pod Meeting

Admin:

- Payroll, month end, board meeting prep
- SWAG, Clearwater, & MDA 1W1P 3rd Quarter Invoices
- Audit – Completed and Submitted
- Engineering Reimbursement Policy
- Clearwater 1W1P Project Tracker & Engineering Request Form

WCA:

- One Notice of Decisions for Delineation Concurrence for the City of Fosston
- One Notice of Application for Isaac Ness (near Maple Lake but not on the lake)
- Roed Restoration Complete Letter
- WCA Site Visits
- RLWD Permit Review (x5)

Feedlots:

- Feedlot 2024/2025 Workplan
- Feedlot Inspections

Other

- Water Festivals
- Follow up with County on a non-compliant buffer parcel.
- Newsletter Article and Review

Marea:

Meetings/Training:

- Sandhill 1W1P
- BWSR Academy

WASCOB:

- 4 survey and design
 - o Kiecker, King Township, Sec-24
 - o Theis, Brandsvold Township, Sec-35
 - o Olson, Brandsvold Township, Sec-15
 - o Olson, Brandsvold Township, Sec 22
- 2 stakeouts and construction
 - o Kiecker, King Township, Sec-23
 - o Munter, Hill River Township, Sec-21

WCA:

- Setback Maps

Other:

- 2023 Newsletter
- Lake Monitoring
- SWAG with Jenna
- Flagged buffer with Jenna
- Waterfest (x2)
- Education Day

Jenna:

Meetings/Trainings:

- BWSR Academy

Buffers:

- Site visits
- Flagging sites

Trees:

- 2024 Order Form Available

Feedlots:

- CFO Webinar
- Regional Feedlot Meeting
- Newsletter

SWAG:

- Data Submission
- Progress report

Other:

- Rainfall Data
- Data Review – Stream / Lakes
- Stream Monitor
- Lake Levels
- Fall Newsletter
- Waterfest

AgBMP Report: No longer accepting applications. There is a waitlist to submit an application. Bridge loans may not be used at this time.

Next Meeting December 19th, 2023 at 8:30am

Motion to adjourn at 10:19 am. Motion by Vetteson, Second by Kiecker.

Scott Bentato Dec 19, 2023
Secretary Date

