

MINUTES FOR THE January 14, 2016, BOARD MEETING OF THE SUPERVISORS FOR THE CLAY SOIL & WATER CONSERVATION DISTRICT, HELD AT THE DISTRICT OFFICE, MOORHEAD, MN.

The meeting was called to order by Supervisor Krabbenhoft at 4:00 p.m.

ROLL CALL: Members present: Paul Krabbenhoft, Chairperson
Joel Hildebrandt, Vice-Chairperson
Carol Schoff, Treasurer
Randy Schellack, Secretary
Steve Dalen, Reporter

Others present: Kevin Kassenborg, District Manager
Craig Halverson, District Technician/CFO
Lynn Foss, Water Resource Management Technician
Amanda Lewis, District Coordinator
Jenny Mongeau, County Commissioner
Sharon Lean, District Conservationist
Tony Nelson, PF Biologist

Absent:

The Pledge of Allegiance was recited.

APPROVE AGENDA: M/S/P, Hildebrandt/Schoff, to approve the January agenda. Motion carried.

Meeting and mileage forms completed by Supervisors.

ELECTION OF OFFICERS: The present officers are as follows: Chair-person – Krabbenhoft; Vice-Chair – Hildebrandt; Secretary – Schellack; Treasurer – Schoff and Reporter – Dalen. Discussion held. **M/S/P, Schoff/Schellack, to leave the noted slate of officers as listed.** Motion carried.

SECRETARY’S REPORT: A draft copy of the Dec. 10, 2015, meeting minutes was emailed to the Supervisors prior to the January meeting. **M/S/P, Schoff/Hildebrandt, to approve the December 10, 2015, minutes.** Motion carried.

TREASURER’S REPORT: Year-end Financials were discussed.
M/S/P, Schoff/Schellack, to approve the Treasurer’s Report. Motion carried

APPROVE PERSONNEL COMMITTEE MEETING MINUTES: The Personnel Committee meeting minutes from November, 2015, need to be approved at the first of the year again so on record in the 2016 minutes book. **M/S/P, Hildebrandt/Schoff, to approve the Personnel Committee meeting minutes dated 11/30/15.** Motion carried.

FIRST OF YEAR ITEMS: The following need to be approved: Petty Cash - \$50; Savings/Checking account – Bremer Bank, Moorhead; IRS mileage rate - \$.54; Ulen Union - \$35; Hawley Herald - \$35; MN Conservation Volunteer \$10 and Forum – 1/3 share of the yearly cost. **M/S/P, Hildebrandt/Schoff, to approve the mentioned items for 2016.** Motion carried.

BOARD MEETING DATE: The monthly meeting is the 2nd Thursday of the month at 4:00 p.m. There was a discussion for the July meeting date to possibly be changed due to the conflict with the Clay County Fair. **M/S/P, Hildebrandt/Schoff, to approve no change to the meeting date/time.** Motion carried.

PER DIEM RATE: Current rate \$75/per day for meetings. **M/S/P, Hildebrandt/Schoff, to approve the \$75/day for meetings.** Motion carried.

Sharon Lean arrived to the meeting at 4:08 p.m.

DISTRICT MANAGER SIGNATURE AUTHORIZATION: Discussed the authorization of the District Manager’s signature on behalf of the supervisors for Grant Agreements, etc. **M/S/P, Hildebrandt/Schoff, to approve the above mentioned authorization.** Motion carried.

COMMITTEE APPOINTMENTS: Discussion held. LWM Advisory – Supervisor Krabbenhoft; RRVCSA – Supervisor Schoff & Alternate – Supervisor Dalen ; Planning Commission – Supervisor Schellack.; BRRWD – Supervisor Schellack; WRWD – Supervisor Schoff. **M/S/P, Hildebrandt/Schoff, to approve mentioned appointments.** Motion carried.

DUES: The dues for 2016 are as follows: MASWCD - \$4412.24; NACD - \$775; Area 1 - \$150; CFO - \$75; MACDE - \$80; NACDE - \$40 and MACAI - \$75. **M/S/P, Hildebrandt/Schoff, to approve payment for the mentioned.** Motion carried. 4 yes and 1 no vote for NACD dues.

MCIT INSURANCE: The insurance premium is \$7,314.00, Property Coverage is \$5081.00 and Workers Compensation is \$2,233.00 for 2016. **M/S/P, Schoff/Hildebrandt, to approve payment for above mentioned.** Motion carried.

MAINTENANCE AGREEMENTS: Maintenance agreements are for the District copier at Reardon’s and ESRI for the GPS unit. **M/S/P, Hildebrandt/Schoff, to approve the above mentioned.** Motion carried.

EQUIPMENT STORAGE RENT: Payment to S Schroeder for Tree Storage is \$695; and for Equipment Storage to P Halverson \$595; and C Halverson \$1005. **M/S/P, Hildebrandt/Schoff to approve storage rent payments for 2016.** Motion carried.

POST OFFICE-BULK MAIL FEE: The bulk mail fee is \$225 for the year – we mail our newsletters using the bulk mail rate. **M/S/P, Hildebrandt/Schoff, to approve payment to the Post Office.** Motion carried.

SPECIAL EVENT FUND: Discussed creating a special event fund for \$75 per event. **M/S/P, Schoff/Schellack, to approve the above mentioned special event fund.** Motion carried.

LCSC MEMBERSHIP FEE: The yearly health insurance membership fee is \$87 per employee – minimum is \$250. **M/S/P, Hildebrandt/Schoff, to approve the payment of \$250 to LCSC.** Motion carried.

AREA 1 SOUTH ENVIROTHON DONATION: A request was received for a \$200 donation to the Jr-Sr Area 1 South Envirothon. **M/S/P, Hildebrandt/Schoff, to approve payment of \$200 for the Area 1 South Jr-Sr Envirothons.** Motion carried.

APPROVE STATE COST-SHARE CONTRACTS FOR PAYMENT: The following landowners have requested payment for the following contracts:
Contract CS15-16 T. Skolness..... Well Decommissioning230.31
M/S/P, Hildebrandt/Schoff, to approve payment for above mentioned contracts. Motion carried.

APPROVE STATE COST-SHARE CONTRACTS REQUIRING ASSISTANCE: The following landowners have requested assistance for the following contracts:
Contract CS 14-22 R. Larson Well Decommissioning300.00
M/S/P, Schellack/Schoff, to approve assistance for above mentioned contacts. Motion carried.

APPROVE VOUCHERS PAID: The list of vouchers from Elect #33-16-03 and #18769-#18807 was reviewed and credit given to have been paid by due date. **M/S/P, Hildebrandt/Schoff, to approve the vouchers that had been paid as listed.** Motion carried.

NRCS ITEMS: See attached copy of Sharon’s report. Sharon Discussed the MOU that was signed at the MASWCD Annual Convention. Sharon discussed the Civil Rights Policy.

Sharon Lean left the meeting at 4:25 pm.

BUFFER INITIATIVE UPDATE: Kevin stated the Clay County Crops Update meeting will be held on January 19. There will be discussions held on the Buffer Initiative, the MAWQCP program and CRP. There was a discussion held about a meeting with the County Commissioners on the buffer initiative and what is expected of everyone involved. More to come.

MAWQCP UPDATE: Discussed the Clay County Crops Update meeting. Kevin stated that the program will allow landowners to be exempt from State water related laws for 10 years. The Clay SWCD office has until May 15 to have a minimum of 10 applications signed.

\$100,000- LOCAL CAPACITY SERVICES FUNDING: Kevin stated that a draft of the work plan is completed. There was a discussion held on the work plan process. Mandy will finalize the work plan and submit it in e-link.

FINAL FINANCIAL STATEMENTS FROM AUDIT: There was a copy of the final Audit given to each of the Supervisors. Discussed the final report.

AREA 1 MEETING –Feb 9- UMC/: Paul stated this meeting will be held February 9, 2016 in Crookston at the University. There will be 3 meetings held per year, with them alternating between Crookston and Detroit Lakes. Agenda will follow.

TREE WEEK: Kevin stated that our annual Tree Week will be held Feb 16-19 at the SWCD Office.

Jenny Mongeau left the meeting at 5:05 pm.

AGBMP LOW INTEREST LOAN PROGRAM: Kevin stated the 2016 application is due February 5. Discussed the loan process.

URBAN CONSERVATION MEETING: Mandy stated that she met with Jessica Cruezer, Riverkeepers, and Ashley Fisk, Cass SCD, to discuss future Urban Conservation ideas. There will be a couple of workshops held this spring for Rain Barrels and Compost Tumblers. Discussed a possible Cost-share program for Urban Conservation. More to come.

MASWCD “NEW” LEADERSHIP PROGRAM: Kevin stated that there is a new Leadership program that is available to SWCD staff and supervisors. There will be 6 training events spread out through the state. The cost is \$2050.00 (lodging not included) per person for the 6 events.

CWF APPLICATION W/NORMAN & MAHNOMEN SWCD’S: Kevin stated that John Voz, BWSR RIM Easement Specialist, contacted him to see if we would be willing to partner with the Norman and Mahnomen SWCD’s by providing 4 hours of time to: work with Conservation Corp Minnesota employees to manage and enhance native grass and wildflower cover on existing RIM parcels. **M/S/P, Hildebrandt/Schellack to approve, the above mentioned partnership. Motion carried.**

2016 OUTSTANDING CONSERVATIONIST: Joel Hildebrandt stated that he’s selected John Nord for the Outstanding Conservationist for 2016. Joel will contact John.

COUNTY COMMISSIONER: No Report

CFO PROGRAM: Craig stated that he passed his progress report with the MPCA. He needs to meet with the County Board with his performance credits report, requesting signature.

LWM/WCA: See report

PLANNING COMMISSION: Paul stated no report.

Steve Dalen left the meeting at 6:09 pm.

RRVCSA/ : Carol stated there will be a meeting on January 26th.

PF UPDATE: Tony stated that Steve Thompson’s Title Commitment was received. Working on exceptions, and will be forwarded to BWSR for review. Governor Dayton has submitted a request to USDA for CREP III support, the official request was \$800 million. The Conservation Reserve Program signup is on-going. Tony has completed eligibility on 6 new CCRP offers. There is a general CRP 49 sign-up through Feb.28, 2016.

UPCOMING EVENTS: January 18 – MLK Day – Office Closed, January 19 – Clay County Crops Update – Moorhead American Legion, January 19-21 – RRBC International Summit, January 29-30 – PF State Conference – Willmar, January 30- February 3 – NACD Annual Meeting – Reno NV, February 9 - Area 1 Meeting – UMC, February 16 – Year End Session – Near Jordan, MN area, February 17 – PERA GASB 68 Session – Scott SWCD, March 21-22 – MASWCD Legislative Day at the Capitol

ADDITIONAL ITEMS:

NEXT MEETING DATE: February 11, 2016 - - - 4:00 p.m.

ADJOURN: Supervisor Krabbenhoft called for a motion to adjourn the meeting. **M/S/P, Hildebrandt/Schoff, to adjourn the meeting at 6:15p.m.** Motion carried.

BY: Amanda Lewis
District Coordinator

Randy Schellack
Secretary

Signature after approved Date

NRCS DC Report

January 14, 2016

For Clay SWCD Board Meeting

WRE (Wetland Reserve Easement)

Moorhead NRCS office received one WRE application. This application is for 539.7 acres and is located in Humboldt Township. This application may not be eligible do to a flowage easement. WRE requires a clear title. State Office and Area Office are reviewing the flowage easement agreement.

WRE review team is schedule to meet on site January 21. The field review will determine if the site is acceptable for WRE.

I need to complete WRE payments on two contracts. There are several open obligation contract modifications to complete. Also, there are non-compliance issues to address on two contracts.

WRE application deadline is January 15.

There will be a 1000 Easement Celebration in May 2016. The celebration is scheduled at the Ulen WRP site. I am on the committee for this celebration. Do not have any details at this time.

CSP (Conservation Stewardship Program)

I sent out the last three payment applications. These are 2015 payment period which producers wanted the payment in 2016.

There is no announcement at this time for CSP application deadline. I have 16 individual interested in 2016 CSP.

EQIP (Environmental Quality Incentive Program)

I am working on 12 EQIP payments for producers who completed their practices late or wanted their payment in 2016.

I am working to complete the EQIP application process and complete the conservation plans.

Civil Rights and New Memorandum of Agreement

Reviewed the Civil Rights Responsibilities for Partners – checklist prepared by NRCS Civil Rights Division with the SWCD Board. This review is required every year. This allows the District to work with NRCS Programs and this includes being on the network system.

Reviewed with SWCD Board the Memorandum Of Agreement Between the Minnesota Association of Soil and Water Conservation Districts, Minnesota Association of Conservation District Employees, Minnesota Board of Water and Soil Resources, and Minnesota Association of Resource Conservation and Development Councils and the USDA NRCS.

Other Items

*Need to complete a business plan

*Need to complete the following reports:

- Vehicle Inspection Report
- Emergency response plan
- OSHA Form 300A (work injury report of 2015)
- WRP report for open obligation contracts

*Need to complete NRI (National Resource Inventory) by January 29th

*An Ultima employee has been hired for the Moorhead NRCS Office. Michelle Swanson is to start January 25th. She will assist with NRCS administrated duties.

*Area office decided not to replace the Moorhead Soil Conservationist Technician. They decided to advertise for a Soil Conservationist in Moorhead.

Sharon Lean
District Conservationist
Moorhead NRCS