

MINUTES FOR THE FEBRUARY 11, 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
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
Sharon Lean, District Conservationist
Tony Nelson, PF Biologist

Absent: Joel Hildebrandt, Vice Chairperson
Jenny Mongeau, County Commissioner
Amanda Lewis, District Coordinator

The Pledge of Allegiance was recited.

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

Meeting and mileage forms completed by Supervisors.

SECRETARY'S REPORT: A draft copy of the Jan. 14, 2016, meeting minutes was emailed to the Supervisors prior to the February meeting. **M/S/P, Schoff/Schellack, to approve the January 14, 2016, minutes.** Motion carried.

Steve Dalen arrived to the meeting at 4:10 pm

TREASURER'S REPORT: None.

APPROVE VOUCHERS PAID: The list of vouchers from Elect #16-04-16-09 and #18808-#18843 was reviewed and credit given to have been paid by due date. **M/S/P, Schellack/Schoff, to approve the vouchers that had been paid as listed.** Motion carried.

NRCS ITEMS: See attached copy of Sharon's report.
Sharon Lean left the meeting at 4:45 pm.

BUFFER INITIATIVE UPDATE: Kevin stated that there has been a lot of interest from the landowners. Clay SWCD Newsletter was sent out advertising the Buffer Initiative. Governor Dayton announced that benefitted areas will not be included in the Buffer Initiative. Kevin stated that the SWCD has held presentations on the Buffer at the FSA CRP landowners meetings. They will also be giving a presentation at the Moorhead Farm Management Group meeting on Feb. 25. Kevin contacted Representative Ben Lien and Senator Kent Eken to invite them to attend the Clay County Board Meeting being held on Feb. 23rd to discuss the Buffer Initiative.

MAWQCP UPDATE: Kevin stated that there will be a meeting held in Perham with the Department of Ag to discuss the application process for the program. Darin Newville presented the Certification Program at the Clay County Crops update. The program has also been presented by the SWCD at the FSA CRP landowner meetings. Currently the Clay SWCD does not have any application forms submitted.

\$100,000- LOCAL CAPACITY SERVICES FUNDING: Kevin stated that the final work plan was submitted on Feb. 3rd. Discussed the items that will be purchased with the funds.

AREA 1 MEETING UPDATE: Paul, Carol, Randy, and Kevin attended the meeting. MASWCD President, Ian Cunningham spoke about the Buffer Initiative. Discussed Watershed Districts concerns. Discussed the \$100,000 local capacity funding.

TSA MEETING: There was discussion held for the potential restructuring of the TSA with 3 different options given to each district. East Polk SWCD sent out a letter with their Board's decision, 3-D, which would form a governing board comprised of delegated District Managers along with a northern and southern region executive committee comprised of 3 District Managers from each region. The Clay SWCD Board of Supervisors decided to table the discussion until the March 10, 2016 Board Meeting. There was a discussion held on what should be done with the Enhanced Shared Service Grant Funds, with the possibility of Laptop purchases, Ipads, and Technical Training sessions.

REVIEW EQUIPMENT NEEDS: Discussed trading in our 2012 GMC pickup. Will check on prices. More to come.

Steve Dalen left the meeting at 5:45 pm

REVIEW EQUIPMENT RENTAL RATES: Discussed Tractor/Driver/Spreader rental rates. Clay SWCD Board of Supervisors suggested staff determine rental rates.

URBAN CONSERVATION MEETING: Discussed the Rain Barrel and the Compost Tumbler workshops, along with the project with Ellen Hopkins Elementary.

LEGISLATIVE DAY AT THE CAPITOL- MARCH 21-22: Supervisors Paul Krabbenhoft, Carol Schoff, and Randy Schellack plan on attending. Registration deadline is March 11th. Amanda will reserve lodging.

MASWCD LEADERSHIP INSTITUTE OPPORTUNITY: Discussed the Leadership Institute, there is a March 1, 2016 deadline.

CWF APPLICATION W/NORMAN & MAHNOMEN SWCD'S- NOT APPROVED FOR FUNDING: There was a discussion held.

COUNTY COMMISSIONER: No Report

OFFICE LEASE: Kevin will contact Ron Carlsen to discuss a possible addition to the current building.

GOOSE PRAIRIE MARSH PT MEETING – FEB. 24 – WRWD OFFICE: There will be a project team meeting held in Ada on Feb. 24 to discuss the project.

CLAY COUNTY'S GRANT VERIFICATION AUDIT – BWSR FINDINGS: Clay SWCD received a copy of the BWSR findings for the County's Verification Audit.

COUNTY COMMISSIONER: No Report

CFO PROGRAM: No Report

TREE UPDATE: Craig stated that there has been 6,828 trees sold with 3 machine plants and 11,310 ' of matting.

LWM/WCA: See report

PLANNING COMMISSION: No report

RRVCSA: See above TSA notes.

CAI UPDATE: There will be an area meeting on 2/24 in Mahnommen. There will be a CCATO meeting held on March 21 in Glyndon, MN. The Annual Conference is being held July 18-20 in Biwabik, MN.

PF UPDATE:

Tony stated that Steve Thompson's Title Commitment and exceptions were sent to BWSR for review. The General CRP Sign-up began 12/1/15 and goes through 2/26/16 there has been 42 contracts with 550 acres expiring. Tony has completed 6 CCRP Conservation Plans along with 6 Conservation Program Workshops. The FBA training and PF State Convention was held Jan. 29-31 Governor Dayton and Representative Colin Peterson were in attendance.

UPCOMING EVENTS:

February 16 – Year End Session – Near Jordan, MN, February 16-19 – Tree Week, February 17 – PERA GASB 68 Session – Scott SWCD, February 23 – County Board Meeting, February 24 – Goose Prairie Marsh PT Meeting – Ada, February 24 – Area CAI Quarterly Meeting – Mahanomen, February 25 – Farm Business Mgmt Meeting – Moorhead, March 8 – First Day Minnesota Legislative Session, March 10 – SWCD Board Meeting, March 21 – CCATO Meeting/ CAI Workshop, March 21-22 – MASWCD Legislative Day at the Capitol, March 23-24 – RRBFR Annual Conference - Moorhead

ADDITIONAL ITEMS:

NEXT MEETING DATE: March 10, 2016 - - - 4:00 p.m.

ADJOURN: Supervisor Krabbenhoft called for a motion to adjourn the meeting. **M/S/P, Schellack/Schoff, to adjourn the meeting at 6:30p.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