

MINUTES FOR THE January 11, 2022, BOARD MEETING OF THE SUPERVISORS FOR THE CLAY SOIL & WATER CONSERVATION DISTRICT, HELD AT THE DISTRICT OFFICE IN MOORHEAD MN.

The meeting was called to order by Supervisor Hildebrandt at 4:10 p.m.

ROLL CALL: Members present: Joel Hildebrandt, Chairperson
Paul Krabbenhoft, Vice Chairperson
Carol Schoff, Treasurer
Randy Schellack, Secretary
Robert Anderson, Reporter

Others present: Kevin Kassenborg, District Manager
Craig Halverson, District Technician/CFO
Amanda Lewis, District Coordinator
Gabe Foltz, District Technician/CAI (zoom)
Tony Nelson, Natural Resources Management Technician
Jenny Mongeau, County Commissioner (zoom)
Robert Guetter, NRCS Team Lead

Absent:

The Pledge of Allegiance was recited. Introductions were made.

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

Meeting and mileage forms completed by Supervisors.

ELECTION OF OFFICERS:

Supervisor Schoff made a motion to re-elect the same officers as 2021, which are as follows; Supervisor Hildebrandt for Chairperson, Supervisor Krabbenhoft for Vice Chairperson, Supervisor Schellack for Secretary, Supervisor Schoff for Treasurer, and Supervisor Anderson for Reporter.

M/S/P, Schoff/Schellack, to approve the above stated slate of officers. Motion carried.

SECRETARY’S REPORT: A draft copy of the Dec. 9, 2021, meeting minutes was emailed to the Supervisors prior to the January meeting. There was a change made to the wording of the motion that was made for the Supervisor boundaries. Instead of Randy Schellack and Paul Krabbenhoft being named directly, the wording was changed to District 3 and District 4 respectively.

M/S/P, Krabbenhoft/Schellack, to approve the December 9, 2021, minutes with the changes. Motion carried.

TREASURER’S REPORT:

See Mandy’s report. She will have the year end financials completed next meeting.

M/S/P, Schellack/Schoff, to approve the Treasurer’s report. Motion carried.

APPROVE STATE COST-SHARE CONTRACT REQUESTION ASSISTANCE:

P. Wolbeck CS 22-00 for a well decommissioning in the amount of \$1,000.00

M/S/P, Krabbenhoft/Anderson to approve the above-mentioned contract for assistance. Motion carried.

APPROVE PERSONNEL COMMITTEE MEETING MINUTES: The Personnel Committee meeting minutes from December 2021, need to be approved at the first of the year again so on record in the 2022 minutes book.

M/S/P, Schoff/Schellack, to approve the Personnel Committee meeting minutes dated 12/2/2021. Motion carried.

FIRST OF YEAR ITEMS:

BANKING: The following were approved: Petty Cash - \$50; Savings/Checking account – Bremer Bank, Moorhead.

MILEAGE RATE - will follow the current federal rate which is \$0.585 for 2022.

SUBSCRIPTIONS - Clay County Union - \$40; Hawley Herald - \$40; Barnesville Record Review - \$40; and MN Conservation Volunteer \$10.

M/S/P, Schoff/Anderson, to approve the mentioned items for 2022. Motion carried.

BOARD MEETING DATE: The monthly meeting is held the 2nd Thursday of the month at 4:00 PM except when not possible, then the meeting will be moved to the 3rd Thursday of the month unless noted differently.
M/S/P, Schoff/Schellack to approve the meeting date/time. Motion carried.

PER DIEM RATE: Current rate \$125/day for meetings with receipts for any reimbursements from the meetings.

M/S/P, Schellack/Schoff to approve the \$125/day rate for meetings. Motion carried.

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, Anderson/Schoff, to approve the above-mentioned authorization. Motion carried.

STAFF LEVEL AUTHORITY TO APPROVE WETLAND TYPE DELINEATION CONCURRENCE & NO LOSS TYPE DECISIONS:

Tony requested authority from the board to approve Wetland Type, Delineation Concurrence, and No Loss Type Decisions for MN Wetland Conservation Act.

M/S/P, Anderson/Schellack, to authorize Tony Nelson to sign on behalf of the Board, for the above-mentioned decisions. Motion carried.

GRANT TAA TO CRAIG AND GABE TO REVIEW, CERTIFY, AND SIGN OFF ON COVER CROP PLANS:

M/S/P, Krabbenhoft/Schellack, to approve Technical Approval Authority to Craig and Gabe. Motion carried.

COMMITTEE APPOINTMENTS: RRVCSA – Supervisor Schoff & alternate – Supervisor Anderson; Planning Commission – Supervisor Hildebrandt & alternate – Supervisor Schellack.; BRRWD Project Team (PT) – Supervisor Schellack; WRWD Project Team (PT) – Supervisor Hildebrandt, BRR1W1P – Supervisor Schellack & alternate – Supervisor Schoff, and WRM1W1P – Supervisor Hildebrandt & alternate – Supervisor Krabbenhoft.

M/S/P, Krabbenhoft/Schellack, to approve mentioned appointments. Motion carried.

DUES: The dues for 2022 are as follows: MASWCD - \$5,750.58; NACD - \$775; Area 1 Dues - \$150; MACFO - \$125; MACDE - \$125; NACDE - \$50 and MACAI - \$85.

M/S/P, Schoff/Anderson, to approve payment for the mentioned. Motion carried.

MCIT INSURANCE: The insurance premium is as follows: Property Coverage is \$4,798.00 and Workers Compensation is \$4,100 for 2022.

M/S/P, Anderson/ Schellack, to approve payment for above mentioned. Motion carried.

MAINTENANCE AGREEMENTS: ESRI for the GPS unit was \$255.00 for 2021 we haven't received the bill agreement for 2022. Amount is subject to change.

M/S/P, Schellack/Schoff, to approve the above mentioned. Motion carried.

EQUIPMENT STORAGE RENT: Payment to S. Schroeder for Tree Storage is \$1,500; and for Equipment Storage to Schellack Bros is \$2,800.

M/S/P, Schellack/Schoff, to approve above mentioned storage rent payments for 2022. Motion carried.

POST OFFICE-BULK MAIL FEE: The bulk mail fee is \$265.00 for the year – we mail our newsletters using the bulk mail rate. **M/S/P, Anderson/Schoff, to approve payment to the Post Office.** Motion carried.

SPECIAL EVENT FUND: Discussion held to remain at \$150/event.

M/S/P, Schellack/Schoff, to approve the above-mentioned special event fund. Motion carried.

LCSC MEMBERSHIP FEE AND LCSC SERVER MAINTENANCE: The yearly membership fee is \$112.00 and the maintenance fee is \$3,180.00.

M/S/P, Krabbenhoft/Schellack, to approve the above payment to LCSC. Motion carried.

AREA 1 SOUTH ENVIROTHON DONATION: There was no donation requested for 2022.

PROMOTIONAL ITEMS: There was a discussion held on promotional items and setting an annual threshold of \$1500.00 for promotional items.

M/S/P, Anderson/Schellack, to approve the above-mentioned promotional items. Motion carried

APPROVE VOUCHERS PAID: The list of vouchers from 2210-2219 and Quickbooks #21084 – 21127 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.

MASWCD STATE CONVENTION: See Staff reports. Supervisors gave a brief review of the sessions they attended. There was a discussion held on the food for the convention as well as the silent auction.

CWF: See Craig and Gabe's report.

BUFFER LAW UPDATE:

See Gabe's report.

VANDALISM – INSURANCE CLAIMS: See Kevin's report

BUFFALO RED RIVER WATERSHED 1W1P UPDATE:

See Kevin's report.

WILD RICE – MARSH WATERSHED 1W1P UPDATE:

See Kevin's report.

AG BEST MANAGEMENT PRACTICES (BMP) LOAN PROGRAM UPDATE: See Kevin's report

CROPS UPDATE PRESENTATION: The meeting will be held on January 18th at the TAK Music Venue in Dilworth MN. See Staff reports.

COVID-19 UPDATE: See Kevin's report.

BWSR GRANTS WORKSHOP: See Kevin's report.

CREP: see Tony's report

OUTSTANDING CONSERVATIONIST SELECTION FOR 2022: Kevin stated that Joel Hildebrandt will choose the conservationist for 2022. Joel stated that he will do some research and let us know of his decision as soon as he has chosen. Craig stated that Clay SWCD had a sign made for the Grommesh brothers identifying them as Clay SWCD's 2021 Outstanding Conservationists. Craig showed the sign. He will deliver it to them within the week.

NEWSLETTER MAILED OUT: Kevin stated that the 2022 Newsletter has been mailed out.

MN LEGISLATIVE SESSION:

See Kevin's report.

SWCD ANNUAL REPORTING DEADLINE

Kevin stated that the annual reporting deadline is February 1st. All reports will be completed on or before that date.

NRCS TEAM LEAD/DISTRICT MANAGER MEETING: See Kevin's report.

NRCS ITEMS:

See Sharon's report.

BOB GUETTER, NRCS TEAM LEAD:

Bob discussed Sharon's report. He asked us to put Sharon's Environmental Quality Incentive Program Conservation Incentive Contracts article on our Facebook page. He announced the new Assistant State Conservationist - Field Office Operations is Lance Smith.

COUNTY COMMISSIONER:

Jenny stated that they are working on the County Comprehensive and Transportation Plan. She stated that they are currently experiencing workforce issues with lots of people leaving. She is the Chairperson for the County

Commissioners and Frank Gross is the Vice Chairperson for 2022. Bids are being opened on several road projects for 2022.

MASWCD:

Paul and Randy highlighted the annual convention. Paul stated that they will hold their first legislative meeting on January 12, 2022.

PLANNING COMMISSION:

Joel stated that they had 2 meetings in December. They discussed the County Comprehensive and Transportation Plan. They discussed the Mortenson pit. The permit decision was tabled until the next meeting that will be held on January 18th, 2022.

CFO UPDATE:

See Craig's report.

TREE PROGRAM:

See Craig's report.

URBAN CONSERVATION:

See Mandy's report.

CAI UPDATE:

See Gabe's report.

WCA/LWM/AIS UPDATE:

See Tony's report.

UPCOMING EVENTS:

- January 12 – BWSR Program Updates for Conservation Partners – webinar
- January 17 – Martin Luther King, Jr. Day – Office Closed
- January 18 – Clay County Crops Update – TAK Music Venue – Dilworth
- January 19 – BRR 1W1P *Virtual* Planning Team Meeting
- January 24 – NRCS Team Lead/District Manager Meeting – D.L.
- February 2 – TSA Board Meeting – Mahanomen
- March 15 – Area 1 Spring Meeting – Mahanomen

ADDITIONAL ITEMS:

Carol asked about the boundary change for the Supervisor areas. Paul explained the process. Kevin thanked the County Board of Commissioners for approving our 2022 Budget Request.

NEXT MEETING DATE: February 10th, 2022 @ 4:00 pm.

ADJOURN: Supervisor Hildebrandt called for a motion to adjourn the meeting. **M/S/P, Schellack/ Schoff, to adjourn the meeting at 5:35**

Mandy's January 2022 Report

MASWCD Convention – I attended the convention December 12-14. While there I attended the Keynote session with Jim Richardson, National Geographic Photographer as the Guest Speaker, very interesting session even though he was speaking remotely. I didn't attend a session for the next time frame I went to complete registration for our Outstanding Conservationists and get their room checked in. I attended the awards luncheon. After Lunch I attended the 1WIP session with the major focus being the success with the plan and the partnerships that help that success. I attended a meeting with the other SWCD coordinators to discuss this years Administration session. We are currently looking at having a state-wide session this year to include the south region as a few districts have attended our sessions in the past and really enjoy their time as well as learned a lot at the sessions we have. They are hoping that if we open it to the whole state that others from the south will attend as well and will be able to start their own session in the future. This year the meeting will be held in the Brainerd area with the districts in that area planning the session. That was the end of the sessions for Monday. I attended the Making the SWCD budget request on Tuesday at 8:30, I was very interested to hear how others are doing their budgets and what some of the districts in our area have for a fund balance and what their budgets entail, some Counties don't support their districts hardly at all where some are supporting them almost as much as the state. My next session I met with the District Coordinators throughout MN to have an Envirothon meeting with Judy Johnston from Stevens SWCD and Felicia Brockoff from Carver SWCD. The State Envirothon will be held in Area 1 this year, so we discussed potential locations. Currently we are hoping to be able to have it at the Prairie Wetlands Center as it is the best set up for the meeting, however, they ended up cancelling our Junior Envirothon in October due to COVID and the restrictions on the building, so we ended up having to move that one to the Pavilion in Detroit Lakes which is another option. A few of the staff in Detroit Lakes is also looking into Detroit Mountain as an option. We will have another meeting to discuss the plans once we have a location locked in. Judy discussed the work that it takes for planning all the events. She is interested in handing the Envirothon off to someone new. Alyssa from Becker is interested in the duty.

Financial Reports –I have been working in our financials and completed the year end quickbook reports. Currently our net income is -\$5,739.46. This number will get adjusted when completing the year end reporting for BWSR and I will have the accurate number once I finish those reports. Attached to this report are the quickbook reports for the 2021 year.

Balance Sheet		<u>Dec 31, 21</u>
ASSETS		
Current Assets		
Checking/Savings		640,715.84
Accounts Receivable		<u>-2.75</u>
Total Current Assets		<u>640,713.09</u>
TOTAL ASSETS		<u>640,713.09</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
2150 · Payroll Liabilities		2,234.73
2200 · Sales Tax Payable		0.09
2400 · Unearned Revenue -		
2500 · County Unearned Rev		6,510.31
2505 · LWM - 2019		0.00
2600 · Unearned Revenue State		348,789.46

Total 2400 - Unearned Revenue -	<u>355,299.77</u>
Total Other Current Liabilities	<u>357,534.59</u>
Total Current Liabilities	<u>357,534.59</u>
Total Liabilities	357,534.59
Equity	
3000 - Fund Balance Old Net Income	288,917.96
	<u>-5,739.46</u>
Total Equity	<u>283,178.50</u>
TOTAL LIABILITIES & EQUITY	<u>640,713.09</u>

Budget
Vs
Actual

	<u>Jan - Dec 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% B</u>
Income				
4000 - Intergovernmental Revenue				
4000-1 - County Allocation	193,935.34	183,311.90	10,623.44	107.49
4100 - County Revenue -Pass through	92,119.00	92,119.00	0.00	100.00
4400 - State Revenue	<u>273,363.41</u>	<u>259,528.91</u>	<u>13,834.50</u>	<u>109.22</u>
Total 4000 - Intergovernmental Revenue	559,417.75	534,959.81	24,457.94	106.45
4200 - Local Revenue				
4201 - Contribution for Farmbill	<u>4,332.00</u>	<u>4,332.00</u>	<u>0.00</u>	<u>100.00</u>
Total 4200 - Local Revenue	4,332.00	4,332.00	0.00	100.00
4700 - Charges for Services	74,794.08	81,310.00	-6,515.92	91.26
4800 - Interest Income	102.72	500.00	-397.28	20.54
4900 - District Misc. Income	<u>58,102.54</u>	<u>9,600.00</u>	<u>48,502.54</u>	<u>609.40</u>
Total Income	<u>696,749.09</u>	<u>630,701.81</u>	<u>66,047.28</u>	<u>110.47</u>
Gross Profit	696,749.09	630,701.81	66,047.28	110.47
Expense				
5100 - Personnel Services	461,300.49	449,516.00	11,784.49	104.83
5200 - Intergov Service Expenses				
5212 - Fees and Dues	6,798.27	6,541.00	257.27	103.54
5213 - Insurances	9,751.00	9,751.00	0.00	100.00
5214 - Meetings	2,503.00	800.00	1,703.00	212.88
5215 - Newsletter Expense	2,473.70	2,500.00	-26.30	98.94
5216 - Office Expenses	9,992.93	10,000.00	-7.07	99.93
5217 - Postage	499.32	500.00	-0.68	99.86
5218 - Rent	39,325.00	35,835.00	3,490.00	109.67
5220 - Advertising	1,127.11	1,500.00	-372.89	75.14
5221 - Vehicle Maintenance/Repairs/Ins				
Pickup gas	3,583.12	3,000.00	583.12	117.71
Pickup/ Truck Expense	1,481.29	1,500.00	-18.71	98.74
5221 - Vehicle Maintenance/Repairs/Ins - Other	<u>0.00</u>	<u>400.00</u>	<u>-400.00</u>	<u>0.00</u>
Total 5221 - Vehicle Maintenance/Repairs/Ins	5,064.41	4,900.00	164.41	103.35
5222 - Professional Services	<u>2,518.00</u>	<u>2,700.00</u>	<u>-182.00</u>	<u>93.26</u>

	Total 5200 · Intergov Service Expenses	80,052.74	75,027.00	5,025.74	
	5700 · District Project Expenses				
	5710 · Trees	30,420.99	22,350.00	8,070.99	13
	5750 · Equipment/Rental Expense				
	5751 · No - Till Drill Expense	1,790.31	2,800.00	-1,009.69	6
	5770 · Tractor Expense	424.44	300.00	124.44	14
	5780 · Trailer Expense	195.04			
	5750 · Equipment/Rental Expense - Other	<u>66.00</u>			
	Total 5750 · Equipment/Rental Expense	2,475.79	3,100.00	-624.21	
	5700 · District Project Expenses - Other	<u>42.67</u>			
	Total 5700 · District Project Expenses	32,939.45	25,450.00	7,489.45	12
	5800 · District Miscellaneous Expense	37,415.96	7,700.00	29,715.96	48
	6100 · County Expenses	10,523.38	7,650.00	2,873.38	13
	6400 · State Program Expenses	<u>80,256.53</u>	<u>65,358.81</u>	<u>14,897.72</u>	12
	Total Expense	<u>702,488.55</u>	<u>630,701.81</u>	<u>71,786.74</u>	12
Net Income		<u>-5,739.46</u>	<u>0.00</u>	<u>-5,739.46</u>	

**PROFIT
AND
LOSS**

**Jan - Dec
21**

	Income	
	4000 · Intergovernmental Revenue	
	4000-1 · County Allocation	193,935.34
	4100 · County Revenue -Pass through	92,119.00
	4400 · State Revenue	<u>273,363.41</u>
	Total 4000 · Intergovernmental Revenue	559,417.75
	4200 · Local Revenue	4,332.00
	4700 · Charges for Services	74,794.08
	4800 · Interest Income	102.72
	4900 · District Misc. Income	<u>58,102.54</u>
	Total Income	<u>696,749.09</u>
	Gross Profit	696,749.09
	Expense	
	5100 · Personnel Services	461,300.49
	5200 · Intergov Service Expenses	80,052.74
	5700 · District Project Expenses	32,939.45
	5800 · District Miscellaneous Expense	37,415.96
	6100 · County Expenses	10,523.38
	6400 · State Program Expenses	<u>80,256.53</u>
	Total Expense	<u>702,488.55</u>
Net Income		<u>-5,739.46</u>

Office -- I have been working on Payroll/Quarter end/ Year end reports. I finished building the timesheets for 2022. I still must complete our billable rate sheet for those time sheets to work completely. I have completed the Newsletter and sent out to Sir Speedy for printing and delivery. I will start the reporting for Elink this week and hope to start on my year end reports for BWSR by the end of the week.

Urban Conservation –

I will be working with Wilkin and Richland Counties again for Wilkins 2022 Ladies Ag night. They have asked me to do my presentation on Rain Barrels again. It will be different from last year as everything was set up before hand last year, this year they will attend Ladies Ag night held on April 19th and after listening to my presentation decided if they would like to register for the Make and Paint Workshop that will be held on the 26th of April. I met with Kim Radebaugh, River Keepers, and we discussed the 2022 Workshops and ideas for those workshops. We came up with our tentative schedule for our 2022 workshops. We will be holding one Compost Tumbler Workshop and one Rain Barrel Workshop in Moorhead, and one Compost Tumbler Workshop in Fargo with a Make and Paint Rain Barrel Workshop being held May 3rd and 10th at Cass SCD's storage unit located at the West Fargo Fairgrounds. Our Pollinator workshops will be held June 9th and 16th, and July 26th and August 2nd.

GABE'S JANUARY 2022 REPORT

CAI

- Started conversation with Tony Cortilet and Emilie Justen on how to handle working with USFWS on their newly seeded tracts. We had a 3-year agreement with them to mow the boundary of one of their tracts and that 3-year agreement ended in the 2021 growing season.
- Lot of discussions going on at the state level about adding/subtracting weeds from the noxious weed list. There are new weeds people are concerned about, but the list is getting to be too long.
- Received a few more township weed reports.
- Should be getting the electronic pest test stuff up and ready soon. Waiting for computers to get cleared.

Buffer

- Everything has been updated on BuffCAT.

CWF

- Received the next 40% of our money from BWSR, so we were able to pay Bill Colbeth his partial payment for the project. We should have enough funds in house to pay the remainder of the projects that will get done next year.

Well Monitoring

- Finished up well monitoring for the year but had an issue with the electronic tape. The wires for the on/off switch broke off. DNR will be sending us a new one. Next time wells need to be monitored is March.

BRR1W1P

- Bruce Bang's 2 WASCOBs ended up getting completed, and the basins were built in the one field as part of the Dewey Lake project. He still has another WASCOB in a nearby field that will get completed next year.

CRAIG'S JANUARY 2022 REPORT

TREE SALES

- 3 plant jobs so far.
- There have been 3,698 trees sold so far as of 1/6/2022

CFO

- The 2022/2023 workplan was approved by the Clay County Commissioners and signed by Chairman Campbell.
- There has been discussion of having the convention in March for MACFO

CWF

- We received the additional 40% of funds from BWSR for the grant. We will pay the partial payment to Bill Colbeth for his project that has been partially finished.

TONYS JANUARY 2022 REPORT

Re- Invest In Minnesota Projects

– Ongoing

- Herbranson, Dave – **No Change** - Removal of old equipment and clean-up of farm sites has begun, Need posting
- Hough, Ryan – **No Change** - Grazing plan for RIM Management
- Dalen Coulee – **No Change** - Split CONSPLANS requested by state (Gabe)

CREP III

– New Projects

- Jennen-Wilkin Co – **No Change** - Subordination agreement signed in error, working with lending institution to rectify
- Askegaard – Working with state and landowner to update easement agreement and resolve title search issues

– Ongoing projects:

- Hess – **No Change**- Waiting on seeding completion confirmation

– Application

- K. Olson – Working with state to update applications and develop easement agreement

– Future CREP:

- **No Change** - Working w/ BRRWD to explore options for Stoney Creek restoration project on the north end of Barnesville TWP

WIA Program

- Working with state to update Joint Powers Authority

Pollinator

- **No Change** - Workshops tentative scheduled for 2022, dates will be posted in Moorhead Community Ed Booklet

1W1P

- BRRWD – No Change
- WRWD – No Change

MN Wetland Conservation Act

- **Working to complete Annual Reporting; Due Feb 4th, 2022**
- Board Decision Items
 - N/A
- **On-going projects**
 - East Tributary Restoration Project – **No Change** - Ongoing; jurisdiction is not decided
 - Steve Opatril Replacement Site – **No Change**; Weather conditions and results of Site visits to determine COA moving forward
 - Keene 34 – **No Change** - Potential violation; completed survey; coordinating with agency's to review data
 - Kennelley Pit – **No Change** - delineation extended to gather more information
 - **Aggregate Industries Pit 21 Expansion – Working to resolve credit purchase issues**
 - **Red River Structure – Credit purchase completed**
 - **Howard Pender – USACOE will not release credits; CORPS will issue a letter sometime this month**

Aquatic Invasive Species

- AIS Summary/Annual Report completed and submitted to MN DNR

Conservation Technical Assistance

- N/A

News/Meetings/Presentations (Completed)

- State Convention Completed – CREP/RIM Update

Upcoming events News/Meetings/Presentations

- Moorhead Surface Water Assessment Meeting; scheduling dates
- State Convention 12-14 Dec

Pheasants Forever

- **No Change** - No word on PF FBB replacement

Seasons

- **Minnesota Hockey and Football**

Kevin's Report – January 11th, 2022

Election of Officers –

- | | |
|---|--------------|
| ○ | Chair – |
| ○ | Vice-Chair - |
| ○ | Secretary – |
| ○ | Treasurer – |
| ○ | Reporter - |

Approval Items

- **Personnel Committee Meeting Minutes** – Previously approved at the December Board Meeting – revisited to have of record for calendar year, 2022

First of the Year Items

- **Nothing out of the ordinary**
- **Committee Appointments –**
 - **BRR 1W1P** – Representative & Alternate – **Presently** – Schellack & Schoff
 - **WRM 1W1P** – Representative & Alternate – **Presently** – Hildebrandt & Krabbenhoft
 - **BRRWD Project Team** – Representative – **Presently** - Schellack
 - **WRWD Project Team** – Representative – **Presently** - Hildebrandt
 - **Planning Commission** – Representative & Alternate – **Presently** – Hildebrandt & Schellack
 - **RRVTSa** – Representative & Alternate – **Presently** – Schoff & Krabbenhoft

Discussion Items

- **MASWCD State Convention –**
 - Sessions Attended –
 - Supervisor Chair/District Manager Summit – discussed further the questions we visited at our Dec. Bd. meeting – defining success for our district, goal setting, best thing that's happened to our SWCD
 - National Geographic Photographer - Farmers Feeding the World – definition of farmers has different meanings around the globe
 - Roundtable discussion with SWCD Managers & NRCS DC's – working relations are good in some places and not very good in others. *NEW* operational agreements will soon be coming out, but will have a different name????
 - Impacts of COVID-19 on SWCD's – all have had to adjust our operations and delivery service to landowners – discussed preparedness plans
 - Data Practices & Open Meeting Law – the world of ZOOM meetings is well known to most of us by now – we discussed some issues to be aware of
 - I enjoyed getting to know our **Outstanding Conservationists** better!
- **Vandalism –**

- Early December we had a gas filler hose “cut” on one pickup – Cost to repair - \$675.23 – Insurance covered \$175.23 (\$500 deductible)
- During State Convention – (both of our pickups were at the Convention) vandals broke into the garage and stole (our estimate of \$1,675) worth of tools, etc. Yet to hear from insurance company (this has \$1,000 deductible).
- Both FSA & NRCS had some vehicle damage

- **BRR 1W1P –**
 - Planning Team meeting scheduled for Jan. 19th
 - Nothing more to report
- **WRR 1W1P –**
 - After our Newsletter was mailed out, our first interested landowner contacted us – will follow up
 - Next week, Jan. 18th, we will be highlighting some of our programs at the Clay County Crops Update meeting and one program to talk about will be the 1W1P’s available to landowners

- **Ag Best Management Practices (BMP) Loan Program Update -**
 - 2022 Workshop held Jan. 5th
 - New staff person (Diane Mitchell) introduced
 - Program basically same as last year:
 - Eligible Borrowers – Farmers, Farm Supply Business, Rural Landowner, Water Quality Cooperative, Any septic system
 - Eligible Practices – Conservation Tillage, Structural Erosion Control, Septic Systems, Wells, (projects must benefit water quality)
 - Basic Loan Terms - 3% maximum interest rate, up to \$200,000 per person, up to 10 years -negotiate terms, lender determines collateral, interest and fees retained by lender

- **Crops Update – Jan. 18th – TAK Music Venue**
 - Presentation will be made over lunch hour
 - FSA also presenting

- **COVID-19 Update – Kevin**
 - Not much change since last month
 - Our back door remains open to the public
 - Main building doors continue to be closed to the public – USDA staff required to wear masks and require landowners visiting to wear them as well

- **BWSR Grants Workshop – held Jan. 7th**
 - BWSR BC’s and Grants Compliance Specialist – refresher course on the Grant Administrative Manual, Agreement Management – 1W1P’s contracting, invoicing, etc.
 - Record keeping
 - Contractor Meetings to discuss billing *do’s & don’ts*
 - # of bids required for projects (board decision)

- **Newsletter Mailed Out –**
 - Our annual *Tree Edition* has been sent out – hopefully you received yours
 - County Assessor & County Solid Waste Departments requested space & submitted articles

- **NRCS Team Lead/District Manager Meeting – Jan. 24th Detroit Lakes**
 - An invitation from Bob Guetter - meeting scheduled to discuss upcoming workload (i.e., JAA, staffing, CWMP’s) in our offices

NRCS Report

• January 13, 2022

• For Clay County SWCD Board Meeting

• EQIP

- I am continuing to work on developing conservation plans, plan maps and soil maps & soils information for EQIP. I am also working on application assessments and environmental evaluations (NEPA).
- On 12/6/2021, I send out eligibility letters with the Adjusted Gross Income forms (AGI) to producers for the EQIP applications. I have five applicants that have not send the AGI back and this keeps the application pending and not eligible. I send emails on 1/4/2022 to the five applicants about getting these forms returned if they wish to eligible. If I do not hear from them in two weeks and I will be calling them.
- I sent letters to applicants doing High Tunnels, Nutrient Management and Pest Management stating what is needed to process the application. For High Tunnels, applicants must provide manufacture specifications that they will be using. For Nutrient and Pest Management, applicants are required to have a nutrient and pest management plans written and the plans need to be provided to NRCS before ranking can be completed. Without all information, the application does not meet eligibility requirements.
- One EQIP modification was completed and waiting for the modification to be approved by the Area Office. When the modification is approved and I received the engineer's report, I will send out the payment application for producer's signature. The practice to be paid is Water & Sediment Control Basin.
- Sent in one Cultural Resource Request for a livestock water well.
- There is new signup for EQIP Conservation Incentive Contracts (EQIP-CIC). This schedule is:

Signup Number	Date	Activity
1	January 22 ,2022	Application Deadline
1	March 4, 2022	Assessment/Ranking Deadline
1	April 8, 2022	Approval Deadline
1	May 13, 2022	Obligation Deadline

• Buffalo River Watershed is one of the priority areas. The practices for this signup are:

Code	Practice Name
329	Residue and Tillage Management, No Till
338	Prescribed Burning
340	Cover Crop
449	Irrigation Water Management
528	Prescribed Grazing
554	Drainage Water Management
644	Wetland Wildlife Habitat Management
645	Upland Wildlife Habitat Management
647	Early Successional Habitat Development-Mgt
216	Soil Health Testing

- The signup announcement will be in the next Clay County FSA newsletter.

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- **CSP**

- One producer who decided to receive payment for 2021 CSP payment in year 2022 has been paid.

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- **CRP**

- FSA had one producer, who's CRP expired in 2020, wanting to sign up for 2022. Being this was never reviewed in 2020, I conducted a field review of the site before the heavy snow.

- I will be reviewing CRP seeding plans I completed with Western Wheatgrass as part of the plan. Western Wheatgrass is in short supply due to the drought. I will be making changes to the plans if they have this grass scheduled.

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- **Office**

- FSA and NRCS offices are still locked down to customers because of COVID. We are required to wear masks in the office. The producers also must wear a mask when visiting the office.

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- **Other items**

- -I completed 10 Webinars for required training for Conservation Planner Certification.
- -Other trainings completed are: IDP Training, USDA Local Registration Authority Training, Three Series of Conservation Economics, No Fear Training, What is it and Why it is Important to You Training and
- EQIP-CPA/DIA/CEMA Training.

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- Sharon Lean

- District Conservationist

- USDA NRCS Moorhead

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