

MINUTES FOR THE February 10, 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 4:00 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
Tony Nelson, Natural Resources Management Technician
Robert Guetter, NRCS Team Lead (zoom)

Absent: Jenny Mongeau, County Commissioner

The Pledge of Allegiance was recited. Introductions were made.

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

Meeting and mileage forms completed by Supervisors.

SECRETARY'S REPORT: A draft copy of the January 11, 2022, meeting minutes was emailed to the Supervisors prior to the February meeting.

M/S/P, Anderson/Schoff, to approve the above listed meeting minutes. Motion carried

TREASURER'S REPORT:

See Mandy's report.

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

APPROVE STATE COST-SHARE CONTRACTS REQUESTING ASSISTANCE:

R. Minch CS 21-08 for a field windbreak planting in the amount of \$3,184.00

D. Green CS 21-05 for a field windbreak planting in the amount of \$ 770.00

D. Green CS 21-06 for a field windbreak planting in the amount of \$3,136.05

A. Schenck CS 21-09 for a field windbreak planting in the amount of \$1,810.00

M/S/P, Schellack/Schoff to approve the above-mentioned contracts 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.

APPROVE VOUCHERS PAID: The list of vouchers from 2220-2226 and Quickbooks #21128 – 21163 was reviewed and credit given to have been paid by due date. **M/S/P, Anderson/Schellack, to approve the vouchers that had been paid as listed.** Motion carried.

MASWCD: Paul discussed the information that was sent out from Sheila Vanney. The Day at the Capitol will be held March 9th and the meetings with the Legislators will be held March 10th. Paul, Randy, Robert, and potentially Carol will attend the meeting. Paul discussed the District Capacity funding for this legislative session. There was a meeting planned for February 22nd to discuss ideas for potential future District Capacity dollars. There was a discussion held on trading pickups. The Board directed Craig to check into making a deal.

RRVSCA: See Kevin's report. Carol stated that they reviewed the consultant's workload analysis. Staffing was discussed. The TSA is asking the board for a decision as to who they want the district to work with for engineering assistance.

The Board would like to move forward working with a local engineering firm if no one is decided on by the TSA.

M/S/P, Schoff/Krabbenhoft, to approve working with a local engineering firm for engineering assistance. Motion carried.

SUPERVISOR BOUNDARY CHANGE- RESOLUTION FOLLOW-UP: See Kevin's report.

2022 SUPERVISOR ELECTIONS: See Kevin's report.

2022 EQUIPMENT RENTAL RATES: See Kevin's report. There was a discussion held. Staff made the recommendation to keep rates the same (No-Till Drills - \$9.50/acre -\$350 minimum, Roto-Tiller - \$100/hr. & \$50 mobilization charge, Mower - \$100/hr.& \$50 mobilization charge.)

M/S/P, Schoff/Schellack, to approve keeping the rental rates the same as shown above. Motion carried.

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.

BECKER SWCD WORKSHOP: Gabe and Tony attended the workshop that was held in Callaway on February 8th. They stated that they discussed the Carbon Credit program, the 1W1P process, and Becker County's Farm for the Future program. There was a landowners' forum on soil health and cover crop practices.

ENGINEERING TRAINING: Gabe and Tony discussed the training they attended on February 9th in Detroit Lakes. They both stated that this training was geared more towards NRCS.

PURSUING JAA: See Kevin's report.

AREA 1 MEETING: Randy stated that the meeting will be held on March 15th at Shooting Star Casino in Mahanomen, MN. There was a discussion held.

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

CREP: see Tony's report

COVID-19 UPDATE: See Kevin's report.

MAWQCP REQUEST FROM JIM LAHN AREA CERTIFICATION SPECIALIST: See Kevin's report.

CONSERVATION PARTNERS PROGRAM RFP: See Kevin's report.

NRCS RCPP/AFA WEBINAR: See Kevin's report.

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

NRCS ITEMS: See Sharon's report.

Bob Guetter, NRCS Team Lead- Bob stated that the CRP sign up is open. Discussed the EQIP Program. Discussed a potential project with the Hawley airport on a native grass planting. Discussion held about the Pheasants Forever Farmbill biologist positions throughout the state.

COUNTY COMMISSIONER:

No report

MASWCD:

See above update

PLANNING COMMISSION:

Joel stated that they will be electing officers on Tuesday. There was a discussion held on elections. They worked on the County's Comprehensive Plan. Joel stated that there was a solar garden permit request that was reapproved.

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:

February 21 - President's Day – Office Closed
February 22 – Annual Department update to the County Board
February 23 - BRR 1W1P Policy/Planning Committee *Virtual Meeting*
February 24 - NACDE Annual *Virtual Meeting*
February 28 - Last Day to Cancel Trees from Nursery
March 9 - Legislative Day at the Capitol
March 10 - Meet with Legislators
March 15 - Area 1 Meeting – Shooting Star Casino
March 29 - BRR 1W1P – Planning Team *Virtual Meeting* – discuss FY 23' workplan

ADDITIONAL ITEMS:

There was a discussion held on upcoming Board meetings. The Board would like to switch the March meeting to March 8th at 4:00 and the April meeting to April 12th at 4:00

M/S/P, Schellack/Anderson, to approve the updated meeting dates listed above. Motion carried.

NEXT MEETING DATE: March 8th, 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 5:45**

BY: Amanda Lewis
District Coordinator

Randy Schellack Signature after approved
Secretary

Date

Mandy's February 2022 Report

Financial Reports – I have completed the year end numbers and they have balanced. I sent out the reports earlier last week to give you all time to look them over. We finished the year with a negative balance. This negative balance was caused by not budgeting for Jenna's admin position as well as not budgeting enough for the annual convention expenses. We also did not budget for the 3rd payroll in December.

Pollinator – We have submitted our Class description to Moorhead Community Education. We will have two, two-day workshops with the first-class being a in class session and the 2nd day being spent in either the Crestwood Pollinator site in Moorhead or the Corteva site in Georgetown. The dates for the workshops are June 9th and 16th and July 26th and August 2nd. I had Rick Hall contact me about applying for the Lawns to Legumes grant (this is the grant that Tony and I applied for last year and were not awarded) Rick is hoping to receive the grant to plant pollinator strips in several areas in town as well as a few by the Buffalo River where his new PRAIRIE Farm is. I'm sure there will be more to come.

Office – I completed all year end reporting including W-2's, 941's, E-link and financial statements. I haven't heard back from Brett as far as the E-link reports yet, so hopefully they are good to go. I have finished up building the timesheets for 2022 as well as the Billable rates. Started organizing files to be scanned and copied to the computer. I hope to get some of these done before my workshop season starts up.

Urban Conservation – I have worked with Kim to get the description of our classes updated and sent over to Moorhead Community Ed. We have one Make and Paint rain barrel workshop, 1 regular rain barrel workshop, 2, compost workshops and 2 pollinator workshops. I am also working with Richland and Wilkin to present on the make and paint rain barrel class that they are having April 19th and 26th. I reached out to Junkyard Brewing to discuss the 2022 Pollinator Pint night. Allison Slavik took another job so is no longer working there. Our new contact for the events name is Michelle, she is the wife of Aaron one of the owners of the Brewery. I suggested the date of Thursday April 21st which worked with them as well. Tony and I will meet with her in the next couple of weeks to discuss the event. Kim and I have tentatively planned to have a clean-up out at Crestwood on May 26th.

Tony's February 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 – New subordination agreement signed, document at title company for recording
 - Askegaard – New easement agreement completed, waiting on final easement documents
- **Ongoing projects:**
 - Hess – **No Change**- Waiting on seeding completion confirmation
- **Application**
 - K. Olson – applications complete; waiting on easement agreements from state; seed mix review
- **Future CREP:**
 - Erickson - Working with BWSR to explore options for RIM Grasslands/CREP on Goose Prairie 17
 - **No Change** - Working w/ BRRWD to explore options for Stoney Creek restoration project on the north end of Barnesville TWP

WIA Program

- Application Period Feb 15 – Apr 15; completed WIA Training; Need to update JPA

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

- **Annual Reporting completed, reviewed and submitted Feb 1st, 2022**
- Board Decision Items
 - N/A
- **On-going projects**
 - **Glyndon East Tributary Restoration Project – Scheduling TEP meeting w/ consultant to move process forward**
 - **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 agencies to review data
 - **Kennelley Pit – No Change** - delineation review complete; decision sent
 - **Aggregate Industries Pit 21 Expansion – credit purchase issues resolved; mitigation completed for this phase complete**
 - **Howard Pender – USACOE will not release credits; CORPS issued a letter to landowner; TEP will meet to determine courses of action**
 - **Fargo/Moorhead Diversion project requesting to purchase remaining mitigation credits for MN wetland impacts**
 - **Stinking Lake project update**

Aquatic Invasive Species

- **AIS workshops series scheduled for Feb/Mar timeframe**

Conservation Technical Assistance

- **General CRP sign-up is Jan 31-March 11, 2022**

News/Meetings/Presentations (Completed)

- N/A

Upcoming events News/Meetings/Presentations

- **NRCS NW Area Engineering Meeting Feb 9**

Pheasants Forever

- **Banquet Date Mar 12, 5:00 pm, Tickets Available**
- **No Change** - No word on PF FBB replacement

Seasons

- Super Bowl
- Winter Olympics
- Ice Fishing

Gabe's Board Meeting Report February 2022

CAI:

- Have 3 computers now set up for pest testing. Have had one person test so far, and some more will be scheduling tests soon.
- Filled out annual MDA survey and CAI workplan.
- Will be doing an online refresher course for CAIs put on by the MDA this month

- Our Noxious Weed Appeal Committee has not been changed, or addressed, since we took over the CAI position, do we want to look into making any changes? Current members are Frank Gross, Randy Nelson, and Jerry Waller. The appeal committee is required by law and only needs to meet in a case where we issue a Notice 1 form to a landowner to control noxious weeds, and the landowner appeals the notice. So far, we have not issued a Notice 1 form since we've been the CAI.

Buffer:

- Nothing new

CWF:

- Nothing new

Cover Crops:

- Working through the process to get JAA for Cover Crop practice

WRM1W1P:

- We sent a letter to landowners in high priority areas. Have had some interest from a few landowners so far.
- Tony and I attended a meeting in Callaway on Tuesday put on by Becker NRCS, SWCD, and FSA for Ag landowners. We invited Clay County landowners within the WRWD to attend because Bryan Malone discussed 1W1P funding. We had 3 of our landowners there.

Technical Meeting

Tony and I went to the NW Engineering Technical meeting on Wednesday

Craig's February report

Trees- There are 9 plants jobs, in which 6 are for State Cost-Share. There is 10,491 feet of matting and 7,061 trees sold as of 2/8/2022

CFO – Waiting for the PCA to set up my End of year review. They asked if I could complete my review along with the top tier of the state CFO's, which would consist of me traveling to Thief River Falls. Molly lives in New York Mills and Taylor lives in Ada, (who would normally conduct my year-end review.) I asked them why I would drive 2 hours to Thief River when Detroit Lakes is 45 minutes away. I have not received a response yet.

CWF – Nothing new

No Till Drills – Nothing new

Kevin's Report – February 10, 2022

Approval Items

- **Treasurer's Report –**
 - Our 2022 Budget will be ready next month as BWSR requires it by March 15th of each year. Presently, some of the items we're looking at purchasing this year are – trading a pickup (2018 Chevy approx. 35K miles) and updating 2 laptops

Discussion Items

- **MASWCD – SWCD Aid webinar** – held earlier in the day – thoughts?
 - **Day at the Capitol** – March 9th – Legislative Briefing & Reception will be held in-person at the Capitol Ridge Event Center/Radisson Hotel St. Paul Downtown – **If attending, must Register by 5 PM on March 4th** (agenda see notification from Sheila Vanney) \$90/person – a block of rooms (\$119/night) at the Radisson Hotel yet to be reserved

- **Meet personally with Legislators** – March 10 – Each SWCD’s responsibility to make appointments with their respective Legislators
- **NOTE: Items to Consider -**
 - **March 10th would be our regularly scheduled board meeting date – consider switching to Tuesday, March 8th?**
 - **Our April Board Meeting (14th) falls on *Maundy Thursday* – consider switching to Tuesday, April 12th?**
- **RRVCSA – PRAP Phase I Report – Carol**
 - Reviewed consultant’s (Houston Engineering) workload analysis
 - Present Staff: 15% FTE Professional Engineer (PE), 1 FTE – Engineering Tech (ET), & 1 FTE GIS Coordinator
 - Based on Future Engineering Workload Estimates, TSA would need:
 - 2-year outlook – 2 PE & 3 ET
 - 4-year outlook – 2 PE, 5 ET, & 1 CAD operator
 - 6-year outlook – 3 PE, 5 ET, & 1 CAD operator
 - **Engineering Assistance Discussion/Decision – Carol & Kevin –**
 - An option to share TSA Engineer Wes Drake and partner with East & West Otter Tail, Becker SWCD’s was discussed a year or so ago
 - We decided to work with Houston Engineering
 - Asked to revisit engineering options – with a North & South decision
 - Approached to re-consider partnering with East & West Otter Tail, Becker, now Grant & possibly Traverse SWCD’s
 - Estimated cost of partnering for **1 PE** last year - \$120,000/year salary divided by 4 = \$30,000/SWCD
 - Estimated cost of partnering with “new” group for **1 PE & 1 ET** - \$200,000 - \$220,000/year divided by potentially 6 = ~\$35,000/SWCD – regardless of the # of projects
 - Houston Engineering is still willing to work with us (as they do with Wilkin SWCD)
 - Charging for services would be project by project
 - Most projects being looked at this time would fall under 1W1P of which there is funding available for engineering services
 - BRRWD’s Houston Engineering staff is willing to work across WD boundaries so, can call on them to work within our WRM 1W1P projects
 - Board’s decision?
 - Next TSA Meeting – March 8th
- **Supervisor Boundary Change –**
 - Full BWSR Board needs to approve after Northern Region Committee has approved
 - No meeting scheduled in February
 - Brett Arne has assured me that Ryan Hughes, North Region Manager has it on his March 2nd agenda
 - Full BWSR Board meeting – March 23rd
- **2022 Supervisor Elections –**
 - Supervisors Area 3 and Area 4 up for election
 - Filing dates – May 17 – May 31
 - \$20 filing fee

- **2022 Equipment Rental Rates – Present Charges**
 - No-Till Drills – set in 2014 - \$9.50/acre - \$350 minimum
 - Roto-tiller – set in 2020 - \$100/hr. & \$50 mobilization charge
 - Mower – set in 2020 - \$100/hr. & \$50 mobilization charge
 - Recommendation from Staff – No Changes

- **Vandalism –**
 - Hadn't heard anything on the garage contents last month
 - Contents valued at \$1,675 (\$1,000 deductible)
 - Approved for \$675 payment

- **BRR 1W1P –**
 - Planning Committee meeting was held Jan. 19th - discussed updates from each partner
 - February 23rd – Planning Committee to make individual presentations to Policy Committee
 - March 29th – Planning Committee to meet to start discussing FY '23 workplan

- **WRR 1W1P –**
 - 200+ letters mailed out to landowners in *High Priority Areas*
 - 3 landowners have expressed interest

- **Pursuing JAA –**
 - Learning the NRCS process
 - Working with Thief River Falls Area Resource Conservationist
 - Computer issues?

- **Crops Update – Presentation made Jan. 18th**
 - Speakers from NDSU, Progressive Ag, UMN Extension, FSA, CF Industries, & Clay SWCD gave presentations to 38 attendees
 - Discussed numerous programs/projects we work with

- **COVID-19 Update – Kevin**
 - Our Door Remains Open
 - Public Health reporting cases are trending downward
 - CDC Level of Transmission – whole state still HIGH
 - Still seeing strong protection from vaccinations
 - Statewide – 73.9% at least one dose, 69.3% fully vaccinated

- **MAWQCP –**
 - Jim Lahn, Area Certification Specialist – requesting to attend an upcoming Board Meeting
 - Discuss MAWQCP endorsements

- **Conservation Partners Program – RFP**
 - Bob Guetter forwarded to District Managers in his area
 - Partners – National Fish & Wildlife Foundation, NRCS, & General Mills
 - Competitive Grant opportunity in Prairie Pothole Region
 - Don Bajumpaa, Wilkin SWCD interested and willing to work on submitting application
 - Focus on Soil Health with a grazing component
 - Open to working together – have not seen application
 - Due Date – February 23rd

- **NRCS RCPP AFA webinar – funding opportunities**
 - RCPP – Regional Conservation Partnership Program

- AFA – Alternative Funding Arrangement
- Target implementing innovative projects using NRCS contracts & easements with landowners
- Need project partners (sponsors)
- Not a grant program – not for individuals
- Want partner contributions

- **NRCS Team Lead/District Manager Meeting – held Jan. 24th – meeting summary**
 - Phone conversation (with Bob Guetter and myself) as I was unable to attend the in-person meeting
 - Items discussed:
 - Staffing – talked TSA needs
 - Potential for partnering/sharing with other SWCD’s for things such as - an outreach person, District Secretary/Coordinator/Clerk
 - Creating a *Soil Health Team* from a make-up of NRCS & SWCD employees
 - Retiring staff in the next 2-3 years
 - Pheasants Forever position –
 - I haven’t heard anything for some time
 - Tanner Bruse, PF, has talked to Bob G. about backfilling the position
 - Waiting of potential funding from State’s Lessard-Sams or Outdoor Heritage Programs
 - Bob stated it will be his decision where to house the person, if hired
 - Tanner Bruse, PF, will hopefully attend in-person an SWCD Board meeting once a decision is made
 - Local Work Groups (LWG)
 - Lots of discussion last year on us (SWCD) convening these meetings
 - Bob has decided to hold one meeting within his Team Lead area
 - Bob will run the meeting
 - When/where to hold meeting – TBD
 - EQIP Funding
 - NRCS JAA process & how slow it is
 - Holding an Outreach Event/Field Day
 - Plans are to meet as a group every 6 months or so

- **NRCS Items –**
 - Bob Guetter’s request to add NRCS’s EQIP – CIC sign-up dates to our Facebook page, was done

NRCS Report

February 10, 2022

For Clay County SWCD Board Meeting

EQIP

I have completed developing conservation plans, plan maps and soil maps & soils information for EQIP. I completed application assessments, environmental evaluations (NEPA) and cost estimates for each funding pool. I had to redo 4 plans to include the Upland Wildlife Habitat Management (645). This practice is needed in the plans to access another pool of funding. I completed redoing another plan as landowner added an additional field to his application.

I sent out the conservation plans to the EQIP applicants for them to review the plans. I requested them to call if there are any questions or changes. If there are no changes, I ask them to sign for the plan and mail back the signature page.

I need to upload the plans in Document Management System (DMS) and Microsoft Teams folder. I need to work on ranking each application.

I received one Nutrient Management Plan and Pest Management Plan from one applicant, and I completed the review of the plans. I am waiting for the last applicant to provide the Nutrient and Pest plans. For Nutrient and Pest Management, applicants are required to have a nutrient and pest management plans written and the plans provided to NRCS before ranking can be completed. Without all information, the application does not meet eligibility requirements.

Completed payment for 2 Water & Sediment Control Basins.

Sent in an engineering request for livestock watering system.

NRCS started to work on terminating an EQIP contract that has not completed a practice within the first year of the contract. Producer was contacted several times with no action from the producer. Producer was to complete a practice and paid by 8/10/2021. NRCS gave him until 12/31/2021 to get the seed tags and required information for pollinator habitat and cover crops. Producer did not provide the information, so the termination request was sent to the State Office. The contract was for \$105,036.00. If cost recovery is requested, producer will need to pay \$10,503.60 to the federal government.

CSP

I have received one new CSP application and two applications were deferred to the 2022 General CSP signup. CSP signup ended on February 4th.

CRP

I started 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 am changing the grass seeding plans.

I completed 3 CCRR eligibilities and approved a seeding plan for CREP.

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.

Other items

-Attended CSP 2022 training.

Sharon Lean
District Conservationist
USDA NRCS Moorhead