

**MINUTES FOR THE April 12th, 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  
Jenny Mongeau, County Commissioner  
Jim Lahn, MAWQCP Area Certification Specialist

Absent:

The Pledge of Allegiance was recited.

**APPROVE AGENDA: M/S/P, Schoff/Krabbenhoft, to approve the April agenda.** Motion carried.

Meeting and mileage forms completed by Supervisors.

**SECRETARY'S REPORT:** A draft copy of the March 8th, 2022, meeting minutes was emailed to the Supervisors prior to the April meeting.

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

**TREASURER'S REPORT:**

Mandy reviewed the financial report. There was a discussion held on the financials.

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

**2022/2023 SPRAYING CONTRACT:** See Gabes report. There was a discussion held on the two bids that were submitted. Gabe suggested to stay with L&M Road Services as their bid was less cost and they are local. The other bid was out of Bemidji and at a higher cost.

**M/S/P, Schoff/Schellack, to approve L&M Road Services for the 2022/2023 spraying contract.** Motion carried.

**APPROVE WR-M 1W1P COVER CROP APPLICATIONS:**

M. Fillbrandt WRM1W1P 2200 for a cover crop in the amount of \$600.00.

J. Schreiner WRM1W1P 2201 for a cover crop in the amount of \$7500.00.

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

**APPROVE STATE COST-SHARE CONTRACTS REQUESTING ASSISTANCE:**

ND Retriever Club CS22-09 for a field windbreak in the amount of \$2355.00.

K.Hayer CS 22-08 for a field windbreak in the amount of \$1568.00

L. Erickson CS 22-10 for a field windbreak in the amount of 1435.00

**M/S/P, Schellack/Anderson to approve the above-mentioned contracts for assistance.** Motion carried.

**APPROVE VOUCHERS PAID:** The list of vouchers from electronic payment 2235 – 2246 and Quickbooks #21184 - 21219 was reviewed and credit given to have been paid by due date.

**M/S/P, Schoff/Anderson, to approve the vouchers that had been paid as listed.** Motion carried.

**MAWQCP:** Jim Lahn, Area Certified Specialist gave a brief update on the program. Shared stories about local landowners that have been certified.

**MASWCD:**

**Day at the capitol** – Paul gave an update on the SWCD funding and other legislative efforts. The house is in support of the SWCD Funding bill. The Senate is on hold with the bill currently. More to come.

**Legislator Meetings** - Paul stated that he and Randy met with Representative Kent Eken in person and discussed the SWCD funding bill. He stated that he, Randy, Carol, Robert, and Kevin met via zoom with Representative Paul Marquart. Paul stated that he summarized the District Capacity fund usage handout and discussed the potential future uses for the funds during the meetings.

**AREA 1 MEETING:** Staff and the Board discussed the meeting. See Kevin’s report.

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

**2022 SUPERVISOR ELECTIONS:** See Kevin’s report.

**RRVCSA RESTRUCTURING UPDATE:** Carol stated that the meeting that was planned for the beginning of the month was cancelled. There is a meeting scheduled for June 1<sup>st</sup>. See Kevin’s report

**CFO ISSUES:** See Kevin’s report.

**PART-TIME HELP FOR THIS SUMMER:** See Kevin’s report. There was a discussion held on the pay scale for summer help. There was a suggestion made to hire the position at \$15/hour.

**M/S/P, Anderson/Krabbenhoft, to approve the above-mentioned position and pay scale.** Motion carried.

**BRR 1W1P UPDATE:** See Tony, Kevin, and Gabe’s reports.

**WRM 1W1P UPDATE:** See Kevin and Gabe’s reports.

**RRWMB & FDRWG CONFERENCE:** See Kevin’s report

**SHORELAND CERTIFICATION PROGRAM:** Gabe and Tony attended the training that was held on March 23<sup>rd</sup> in Detroit Lakes, MN. There was a discussion held on the training.

**BEGINNING FARMER PRESENTATION:** Tony stated that he and Gabe gave a presentation to beginning farmers at the RDO building in Hawley, MN. There were roughly 17 people attending.

**CCATO AND ANNUAL CAI MEETING PRESENTATIONS:** See Kevin’s report.

**POLLINATOR PINT NIGHT:** Mandy stated that the event will be held on April 21<sup>st</sup> at Junkyard Brewing in Moorhead, MN. See Mandy’s report.

**COVER CROPS JAA:** Gabe stated that he has received enough training to have JAA for Cover Crops. Joel will sign the document.

**SOIL HEALTH PROGRAM:** See Gabe’s report.

**CREP:** See Tony’s report.

**BRRWD CITIZEN ADVISORY COMMITTEE:** See Kevin’s report

**AGENCY SURVEYS:** See Kevin’s report

**NRCS LOCAL WORKGROUP MEETING:** Kevin stated that the meeting will be held April 20<sup>th</sup> at the Fergus Falls Area Office. Carol suggested that Kevin attend the meeting with her and Robert. Kevin will attend the meeting with Carol and Robert.

**NRCS ITEMS: See Sharon's report.**

Bob Guetter, NRCS Team Lead- Bob stated that Dusty Jasken was hired as the 2<sup>nd</sup> Area Resource Conservationist. Discussed Soil Health/Cover Crop opportunities. Discussed JAA.

**COUNTY COMMISSIONER:** Jenny stated that they voted on the district boundaries. There was a discussion held on the boundaries. There was a text amendment made to the County Code for the Spring Prairie Hutterite Colony to get housing approved. Jenny gave an update on the departments. Discussed current projects and upcoming projects.

**MASWCD:**

See above minutes

**PLANNING COMMISSION:**

Joel stated that there was a gravel pit approved in Keene Township. He discussed the text amendment that Jenny talked about.

**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:**

- April 13 – Trees to be Delivered
- April 14 – CFO Issues Meeting
- April 18 – BRR 1W1P Virtual Meeting
- April 19 – County/Rural City Meeting – Law Enforcement Center, Moorhead
- April 19 – Make and Paint Rain Barrel Workshop – Crooked Lane Farms, Colfax ND
- April 20 – Compost Tumbler Workshop – Moorhead MN
- April 20 – Local Work Group Meeting – Fergus Falls Area Office
- April 21 – Pollinator “Pint Night” – 4-7 PM – Junkyard Brewing Co.
- April 26 – 2<sup>nd</sup> night Make and Paint Rain Barrel Workshop – Crooked Lane Farms, Colfax ND
- April 27 - Rain Barrel Workshop – Moorhead MN
- May 3 – Make and Paint Rain Barrel Workshop – West Fargo
- May 4 – Senior Envirothon – Detroit Lakes Mountain
- May 10 – 2<sup>nd</sup> night Make and Paint Rain Barrel Workshop – West Fargo

**ADDITIONAL ITEMS:**

**NEXT MEETING DATE:** May 12, 2022 @ 4:00 pm.

**ADJOURN:** Supervisor Hildebrandt called for a motion to adjourn the meeting. **M/S/P, Schoff/Schellack, to adjourn the meeting at 6:00 PM.**

## **Mandy's April Report**

Office – I have been working on Tree planting contracts, as well as building the packaging list, and pre-labeling the tree bundles. I have completed the quarter end reporting. We did get a \$19 fee for not paying the IRS that COVID pay money back right away so I paid that, and we should now be all caught up with that. I have an admin session June 29-30<sup>th</sup> at Cragun's Resort where someone will be talking as to why we were not allowed those funds for COVID pay. They will also have someone to talk on the retention schedule. I plan on attending the session. I have also gotten the approval for all our 2021 elink reporting. I started going through a standard employee policy that MACDE has available on their website. We have talked about updating ours to be current with today's laws. Once I have an outline, I will bring it to you to review and see what needs to be changed or added. The financial report is attached. I have spent all our time out of the first quarter, so this is currently where we are at for net income. The new pick up was purchased between the 2021 Dist Capacity funding and the 2022 Dist Capacity funding. After talking to Brett, we need to be approved to spend over \$10,000 so we split the payment between the two years since we had equipment categories in both years to keep the payment below that \$10,000. Everyday stuff as it comes up.

Urban Conservation – I attended the Wilkin MN Ladies Ag night that was held at the Wahpeton, ND Event Center on March 17<sup>th</sup>. I presented my Make and Paid Rain Barrel. There was roughly 150 people that attended the event. I will be at Crooked Lane Farms to instruct those that signed up for the workshop on April 19<sup>h</sup> and 26<sup>th</sup>. I met with Kim from River Keepers on April 5<sup>th</sup> to discuss our workshops for this year. At the time we only had 2 people signed up for all the workshops. The Community Ed magazine was sent out and on Friday our classes are now full, and we will be adding one more of each the Rain Barrel and Compost workshops. Currently the Make and Paint Rain Barrel workshop that is being held in West Fargo has only 3 signed up, but we are currently advertising that at Bakers Nursery, so we hope that, that one fills up as well. We will be hosting our 4<sup>th</sup> Annual Pollinator Pint night on April 21 from 4-7 at Junkyard Brewing. Junkyard will be brewing the Money Honey beer and donating \$1 for every pint sold that evening back to our pollinator habitat program. We will have our planting stations and there will be lots of door prizes. Pheasants Forever and the University of MN extension will be there as well. It should be a great night now all we need is the weather to cooperate. Hope to see you all there.

## **Gabe's Board Meeting Report April 2022**

### **CAI:**

- More pest testers have been coming in
- Pretty good turnout for the noxious weed training – 28 attendees – 14 townships – 2 cities
- District 1 Meeting
  - Tony Cortilet talked a lot about Palmer amaranth in the state. The first counties that had palmer amaranth have not had any for the past 3 years (that they know of), but it continues to show up in other counties
  - MDA is at the point where they won't be able to handle on the ground control themselves and will be moving towards more education and outreach to farmers and the general public.
- Sent out letter for spray quotes. Have two quotes, one from Leo and one from Jeff Hublit (Lives in Bemidji). Leo's rates have gone up a little bit and the chemical prices are also going up. Need to approve a two-year contract with one of these guys.
- We'll be having our Spring spraying meeting soon to map out roads.

**Buffer:**

- Nothing new
- BWSR still has a pile of buffer cost-share dollars that they are looking for a home for, but we don't have use for it at this time.

**CWF:**

- If the weather ever straightens out, Sellin's will be looking to get started on these projects again. Need to finish up Bill Colbeth's and then will get started on David Watt's.

**BRRWD 1W1P:**

- Craig and I met with Mark Stotesbery as well as Bennett from Houston, and Lee and Matt from BRRWD, to go over Mark's stream barb project. Mark signed a cost-share form. He runs Randall's excavating, so he intends to put in a bid and do the project himself. He has not sent a bid in yet.
- Have a couple more farmers interested in WASCOBs. We will try to meet with them this spring sometime.

**WRWD 1W1P:**

- Two cover crop contracts to approve
- One farmer interested in WASCOBs. Need to meet with him in Spring.

**Soil Health Team Meeting:**

- Wilkin SWCD, West & East Ottertail SWCD, Wadena SWCD, Becker SWCD, Clay SWCD and Ed M, John Quast, and Bob from NRCS.
- Good conversations about what each district is doing for Soil Health programs.
- Biggest take away I think I have is that reaching out to agronomists and getting them on board is a big deal and will get more farmers to try these practices.
- A list of experienced soil health farmers and interested soil health farmers will be compiled between all the districts so that we are able to connect farmers to each other.
- Talked about working across county lines for landowner meetings/field days
- One thing we should maybe try to do in addition to paying for cover crops is have a per acre payment for no-till and reduced till.

**Craig's April report**

Trees- There are 22 plants jobs, 38,887 ft of matting. We have ordered 18,850 and there is 16,072 trees sold.

CFO – There will be a discussion on this.

BRRWD 1W1P- Met with Mark Stotesbery, Bennett from Houston Engineering, and Lee and Matt from BRRWD to go over Marks Project.

CWF – Waiting for the weather to participate so that they can finish up Bill Colbeth's and get started on the others.

No Till Drill – Gabe and I took off 6 units and brought them to RDO to get the bushings fixed. They were put back on and they both should be ready for the upcoming season.

## Kevin's Report – April 12, 2022

### Approval Items

### Discussion Items

- **MAWQCP – Jim Lahn, Area Certification Specialist - is attending**
  - Update – handout
  - Discuss 4 endorsements
  
- **MASWCD – Day at the Capitol**
  - Met personally with Legislators – Paul scheduled appointments with legislators Marquart (via ZOOM) & Eken (in-person). Paul, Randy, Carol, Robert, and I attended the ZOOM meeting with Rep. Marquart.
  - SWCD Aid – handout summarized past District Capacity Fund usage and potential uses for SWCD Aid
  - Good Meeting! He's onboard with making SWCD funding a general line item in the state budget
  
- **Area 1 Meeting – held March 15<sup>th</sup>**
  - Grant SWCD presentation
  - Focus on securing funding
  - RRBWMB Coordinator updated group on Flood Damage Reduction group history and activities going on in the basin
  - Heather Donoho – Kittson SWCD outreach coordinator discussed her NRCS funded position and that
    - She is one of the 8 representatives in the state
    - Social Media uses
  - Paul K. discussed upcoming supervisor elections
  - Highlighted SWCD Aid as MASWCD's #1 focus this legislative year
  - MACDE President Nicole Bernd discussed the importance of "partnerships"
    - Discussed Wage & Salary survey going around
    - RR Basin Partnership Tour this fall
  - Bryan Malone discussed the TSA restructuring effort
    - Engineering decisions being made in each SWCD
    - PRAP phase II approved by board to move forward
    - Invoicing Issues
  - NRCS – Troy Daniell – State Conservationist
    - Introduced Lance Smith, Assistant State Conservationist – Field Operations
    - Discussed EQIP funding shortfalls
    - New Employees to be hired this year – hopefully
    - Look at private funding opportunities
  - BWSR – Matt Fischer – Board Conservationist
    - Update on Legislative issues
    - Staff still teleworking
    - BWSR Academy – hope to hold in-person event
    - 1W1P updates
    - Grant Opportunities
    - BWSR looking for employees
  - Wilkin SWCD Manager – Don Bajumpaa
    - Discussed private business partnerships

- District opportunities working with out of the normal entities
  - Announced he's taken a new job with East Otter Tail SWCD
- **Supervisor Boundary Change –**
  - March 23, 2022 - BWSR Board approved Clay SWCD Boundary Revision Request
  - Clay County Auditor signed the Resolution
- **2022 Supervisor Elections –**
  - Supervisors Area 3 and Area 4 up for election
  - Filing dates – May 17 – May 31
  - \$20 filing fee
- **RRVCSA – Restructuring Update – Carol**
  - April 6 meeting was cancelled due to lack of agenda items
  - PRAP Phase II grant agreement was executed last and final report expected in 2 months
  - PRAP Phase II to focus on “Governance & Management” options, such as:
    - Operate with current structure & government
    - Maintain current structure with sub agreements
    - Disband & establish 2 new TSA's
  - Next Meeting scheduled for June 1<sup>st</sup>
- **CFO Issues – (see email from MPCA)**
  - Received an email from Molly Costin, MPCA Environmental Specialist, Feedlot Program
  - Based on Molly's evaluation, we will be on Probation for 2022 (second year in a row)
  - Funding reduction being proposed from MPCA base grant
  - Appeal Decision? Must be made by April 19<sup>th</sup>
  - Spoke to Michelle Oie, County Feedlot Program Development Leader & agreed to meet in-person with a couple of SWCD Supervisors and County Board member
  - MPCA to contact us with date(s) that will work with them to meet
  - Discussed with Joel, Randy, & Jenny and have an in-house meeting set up for April 14th prior to MPCA meeting
- **Hire Part-time Help for Summer – document scanning**
  - Additional scanning of documents needed this summer
  - Last year:
    - Approximately 2000 hours
    - Paid - \$12.00/hour
- **BRR 1W1P – update**
  - March 29<sup>th</sup> – Planning Committee met to start discussing FY '23 workplan
  - *Potential* second round of funding could be realized this fall yet
  - Project cost estimates - short of actual bids coming in
  - EQIP projects - no allowance to increase payments
  - 1W1P funds – we agreed to cover up to 90% (can be piggybacked with EQIP funds)
  - Our Plan – landowners sign amendments to get up to 90% cost sharing using unencumbered funds
- **WRR 1W1P –**
  - Presently going through the next round of funding workplan
- **RRWMB & FDRWG Conference – held March 22<sup>nd</sup> & 23<sup>rd</sup>**

- Presenters from US Army Corps of Engineers, BWSR Chief Engineer, NRCS State Conservationist, BWSR WCA Operations Specialist, Houston Engineers, DNR etc. discussed ongoing projects throughout the Red River Basin & potential ways to streamline wetland programs
- **CCATO Meeting Presentations –**
  - Gabe, Tony, and I gave presentations on programs (trees, no-till drill rental, Low Interest Loan program, 1W1P opportunities, WCA, CAI) offered through us to township officers at their spring meeting
- **BRRWD Citizen Advisory Committee Meeting – (see meeting summary attached)**
- **Agency Surveys -**
  - BWSR requesting assistance in providing information between our 2021 County Allocation and County funds which are State pass-thru funds
  - MASWCD requesting assistance with completing an *SWCD Essential Services* survey
    - Most questions asked for our best estimate of future (2-4 year timeframe) needs
    - Many items lined up with items we had listed in our SWCD Aid package
- **NRCS Local Work Group (LWG) Meeting –**
  - Carol & Robert will be attending the LWG meeting scheduled for April 20<sup>th</sup>, at the Area Office in Fergus Falls

## Tonys Board Meeting April Report

### CREP/Re- Invest In Minnesota Projects

#### – CREP III – Application Period Open April 4-29, 2022

- **Projects**
  - **Jennen-Wilkin Co – Waiting on final easement payment from state**
  - **Askegaard – All documents signed and delivered to state for review and final payment**
- **Applications**
  - **K. Olson – Work order completed; waiting on easement agreements from state; seed mix review**
- **Future CREP:**
  - **Working w/ BRRWD/HEI to explore CREP options for Glyndon East Tributary Buffalo River Project**
  - **Outreach to CCATO (Dilworth) and USDA Beginning Farmer Program (Hawley)**

### WIA Program

- **Joint Powers Agreements Completed**
- **Completed application development on 4 re-enrollments, awaiting signatures**
- **5 Contracts expiring; applications due 4/15**

### Pollinator

- **Pollinator Pint Night Apr 21 Junkyard Brewing Company**



## 1W1P

- BRRWD – Initial stages of developing work plan for next round of funding
- WRWD – No Change

## MN Wetland Conservation Act

### – Board Decision Items

- N/A

### – On-going projects

- Glyndon East Tributary Restoration Project – CREP options and review of construction impacts
- Howard Pender – USACE has agreed to release initial credits upon completion of seeding, state is still reviewing courses of action
- Oakport Mitigation Site 1 – BRRWD exploring options for purchasing remaining replacement credits and close out project
- Stoney Creek Project – Exploring Wetland Bank options
- 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

## Aquatic Invasive Species

- Coordinating billboard outreach for Jun-Oct in same 2 locations, I-94 Moorhead and Hwy 10 Glyndon
- Ordered 250 Golf Towels for Clean, Drain, Dry campaign (Amanda)

## CRP/Conservation Technical Assistance

- Assist with and refer landowners to appropriate agencies

## Trainings

- Completed Becker Shoreland Certification Program March 23

## News/Meetings/Presentations (Completed)

- Mar 22 – RRV Flood Damage Reduction Workgroup

## Upcoming events News/Meetings/Presentations

- N/A

## Seasons

- Turkey Season
  - Minnesota - mid April to end of May depending on zone
  - North Dakota – April 9 – May 15

# Sharon's NRCS Report April 14, 2022

- **EQIP**

- Moorhead NRCS has 5 approved applications. Two of the applications are now contracts with the money obligated to the contracts. Last three approved applications need forms to be signed to obligate to contracts. Hope to get the signatures this week.
- The practices for these approved applications and contracts are:
  - Nutrient Management
  - Cover Crops
  - Waste Facility Closure
  - Reduced Till
  - High Tunnel System Basins
  - Nutrient Management Design Pollinators
  - Pest Management
  - Brush Management
  - Residue Management –
  - Water & Sediment Control
  - Conservation Cover-
- The dollar amount for the approved applications and contracts is \$128,269.00.
- One pre-approved application cancelled due to the high out-of-pocket cost. Producer does plan to apply for 2023 signup in hope the EQIP payment amounts will increase.
- There is a second EQIP signup ending May 20, 2022. High prioritization worksheet will be used for this signup. Applications must be certified as Socially Disadvantaged Farmer or Rancher on the per NRCS definition or for the National Initiatives: MRBI and NWQI (Clay is not in these initiatives). All other applications will be set to low priority.
- The following is the EQIP deadlines:

Signup Number	Date	Activity
1	November 19, 2021	Application Deadline
1	March 4, 2022	Assessment/Ranking Deadline
1	May 13, 2022	Obligation Deadline
2	May 20, 2022	Application Deadline
2	May 27, 2022	Signup 2 Workload Prioritization Deadline (screening)
2	June 17, 2022	Assessment/Ranking Deadline
2	August 12, 2022	Obligation Deadline

- Sent in an Engineering request to the Area Office for WSCOBs.

- **CRP**

- I am working on CCRP eligibility worksheets for expiring 2022 CCRP contracts and new applications.

- I have completed one CCRP plan for a landowner who wants to start the CCRP on April 1, 2022. FSA has approved the contract.
- I have I am working on certifying completed CRP grass seedings and reporting the practices in Conservation Desktop (CD).
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- I am helped Dustin (new FSA CRP Technician) with the CRP signup and with the CCRP signup. For the General CRP signup, there are 11 applications.
- I sent out expiring 2023 and 2024 CRP status review letters to inform landowners that NRCS and other individuals will be reviewing their contracts in the field this year. For the status reviews being completed by Becker SWCD, I am uploading to Microsoft Teams the CRP maps and original seeding plants.
- To help the new District Conservationist in Fergus Falls, I created a field book to help her identify the grasses, forbs, and trees.
- The CRP Grassland signup started 4/4/2022 and the signup ends 5/13/2022.
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- **Other items**
- -Completed a presentation for Beginning Farmers on 4/6/2022. 17 producers attended the meeting.
- -Completed a Civil Rights Survey.
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- Sharon Lean
- District Conservationist
- USDA NRCS Moorhead
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