

**MINUTES FOR THE MAY 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

Absent:

The Pledge of Allegiance was recited.

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

Meeting and mileage forms completed by Supervisors.

**SECRETARY'S REPORT:** A draft copy of the April 12th, 2022, meeting minutes was emailed to the Supervisors prior to the May meeting.

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

**TREASURER'S REPORT:**

Mandy reviewed the financial report.

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

**APPROVE BRR 1W1P COST-SHARE CONTRACT REQUESTING ASSISTANCE:**

M. Stotesbery BRR1W1P-2102 for Streambank and Shoreline Protection in the amount of \$80,100.00.

There was a discussion held on the project.

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

**APPROVE BRR 1W1P COST-SHARE CONTRACT REQUESTING AN AMENDMENT:**

T. Schauer BRR1W1P-2100 is requesting to amend the original cost-share amount to \$23,621.03.

There was a discussion held on the project.

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

**APPROVE VOUCHERS PAID:** The list of vouchers from electronic payment 2247 - 2253 and Quickbooks #21220 - 21240 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.

**LEGISLATIVE UPDATE:**

Paul discussed the SWCD Aid Bill. The Bill made it as far as it could and is now at a standstill. Waiting to see what happens. If the funding isn't passed, we will still receive funds for 2023 through the current bill.

**MPCA/COUNTY/SWCD – CFO ISSUES:** Joel and Randy.

Randy stated that he, Joel, Commissioner Mongeau, and Campbell, Craig and Kevin attended a meeting that was held at the District Office on April 14<sup>th</sup>.

**RECAP VIRTUAL MEETING HELD 5/3:** Randy stated that we will need to resubmit the paperwork for the 7 compliance checks from last year as well as complete the 7 compliance checks for 2022. We will hold 3 meetings with MPCA to review the paperwork being completed. Jenny stated that the meetings that are to be conducted with MPCA need to be in person and not held virtually. Kevin will reach out to MPCA to set up the first meeting. See Kevin's report. More to come.

**SUPERVISOR ELECTION FILING DATES – May 17<sup>th</sup> – 31<sup>st</sup>:** Kevin stated that Area 3 and 4 are up for election. Ads have been put in the Barnesville Record Review and the Moorhead EXTRA. There was a discussion held on potential candidates.

**BWSR DISASTER RECOVERY ASSISTANCE PROGRAM (DRAP):** See Kevin's report.

**MASWCD AREA 1 SUMMER MEETING:** See Kevin's report.

**MASWCD LEADERSHIP TRAINING INSTITUTE:** See Kevin's report

**BUFFER PROGRAM:** See Gabe's report.

**BRR 1W1P UPDATE:** See Kevin's report.

**WRM 1W1P UPDATE:** See Kevin reports.

**ESCALATING FUEL PRICES – FUEL SURCHARGE?** There was a discussion held about the cost of fuel and the potential of adding a fuel surcharge when using the districts equipment for tree plantings and no-till drill usage.

**M/S/P, Krabbenhoft/Schellack, to approve adding a \$20 fuel surcharge to No-Till Drill contracts only.** Motion carried.

**2023 COUNTY BUDGET REQUEST:** See Kevin's report.

**JUNETEENTH – 2021 FEDERAL HOLIDAY OBSERVANCE:** See Kevin's report.

**CRESTWOOD POLLINATOR SITE:** See Tony and Mandy's reports.

**POLLINATOR PINT NIGHT EVENT HELD APRIL 21<sup>ST</sup>:** See Tony and Mandy's report. Jenny suggested documenting where the donations for the event are being spent.

**CREP:** See Tony's report.

**2021 AUDIT QUOTE:** See Mandy and Kevin's report.

**RURAL CITIES & COUNTY MEETING HELD APRIL 19<sup>th</sup>:** See Kevin's report.

**NRCS LOCAL WORK GROUP MEETING HELD APRIL 20<sup>th</sup>:** Carol, Robert, and Kevin attended the meeting in-person that was held on April 20<sup>th</sup>. Most others attended the meeting virtually.

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

Bob Guetter, NRCS Team Lead- Bob stated that they are hiring an agronomist. Discussed the MN DOT snow fences project that will be starting in the Hawley airport area. Discussed a Native Planting they facilitated.

**COUNTY COMMISSIONER:** Jenny stated that the filing period for County Commissioner candidates will be open next week. She said that the County Highway Engineer resigned, and the interim County Engineer will be Justin Sorum. The Solid Waste director will be retiring in June. The Comprehensive Plan will be on the agenda for next week's County Board Meeting on Tuesday. There was a bid that was accepted for construction on the Convent Road from the river to Old Highway 52.

Jenny left the meeting at 5:30.

**MASWCD:**

Paul stated that currently everyone is busy with the legislative session.

**PLANNING COMMISSION:**

No report

**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:**

- May 16 – State Envirothon – Prairie Wetlands Learning Center, Fergus Falls**
- May 17 – 31<sup>st</sup> - SWCD Supervisor Filing Dates**
- May 23 – MN Legislative Session Adjourns**
- May 25 – BRR 1W1P Policy Committee Virtual Meeting 10:00 am**
- May 26 – Cleanup at Crestwood – 6:00 PM**
- May 30 – Memorial Day – Office Closed**
- June 1 – TSA Meeting – Mahnomen**
- June 7 – Pollinator Workshop**

**ADDITIONAL ITEMS:** There was a discussion held on V. Kragne's tree planting.

**NEXT MEETING DATE:** June 9th, 2022 @ 5:00 pm. (Note the time change)

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

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BY: Amanda Lewis  
District Coordinator

Randy Schellack Signature after approved  
Secretary

Date

## **Mandy's May Report**

**OFFICE** – I have been working on tree orders and packaging slips for the tree packaging as well as billings. Otherwise just day to day office things. Amy Roggenbuck sent the letter of intent to us last week for our 2021 audit. The cost of the audit has changed from 2518.00 to 2580.00 Kevin signed the letter and I sent it back to Amy, she will contact me when she is ready to complete the 21 audit. Kevin and I attended a meeting with Beth Klimmek, Account Executive Gallagher insurance, risk management, and consulting. The meeting was set up for her to introduce herself to us and for us to ask any questions we may have. I reached out to Jenna Hansen to discuss a start date for her as of right now she will start on June 6<sup>th</sup>. I sent an article into the papers advertising for the Supervisor Election. The financial report will be given to you at the meeting.

**URBAN CONSERVATION** – I attended the Wilkin Make and Paint Rain Barrel Workshop that was held at Crooked Lane Farms in Colfax ND on April 19<sup>th</sup>. I gave a short presentation and then assisted with the building of the barrels. This was a two-night workshop. The second night consisted of attendees to paint their barrels, so I did not attend that night. I attended a Compost Workshop that was held on April 20<sup>th</sup> at MB Johnson Park there were 11 people in attendance. The 4<sup>th</sup> annual “Pint Night” was held on April 21<sup>st</sup> at 4:00 at Junkyard Brewing, the attendance was amazing!! Thank you to those of you who were able to attend. It was a lot of fun, and I received a lot of positive feedback on the event. The event raised \$350 that was donated to us from Junkyard for our pollinator efforts. I have been in contact with Michelle to potentially hold a Make and Paint Rain Barrel workshop this fall. I attended a Rain Barrel workshop on April 27<sup>th</sup> at MB Johnson Park there were 10 people who attended. Kim and I set up dates for additional workshops as the two we had scheduled filled up fast. I worked with Kim to clean barrels on May 2<sup>nd</sup> at Cass SCD storage to prepare for our Make and Paint Workshop that was held at Cass SCD storage on Tuesday May 3<sup>rd</sup>. I did not attend the workshop as I was not feeling well. I worked with Kim to clean barrels on Wednesday to prepare for our Rain Barrel Workshop that is being held on Thursday May 5<sup>th</sup>. I was unable to attend anymore events for the week as I tested positive for COVID and had to isolate for 5 days. I will attend the 2<sup>nd</sup> night of the Make and Paint that was held Tuesday May 10<sup>th</sup> and the Compost Workshop May 12<sup>th</sup> which is being held at MB Johnson Park. I will not be at the meeting as I will be at this workshop instead. We rescheduled our Class that was being held on May 5<sup>th</sup> to May 25<sup>th</sup> due to the COVID exposure. I registered for the Admin session that will be held on June 29<sup>th</sup> & 30<sup>th</sup> at Cragun's Resort in Brainerd.

**CRESTWOOD AND POLLINATOR PLANTINGS** – We have a volunteer clean up set up for May 26<sup>th</sup> from 6-8 at Crestwood. We have been getting phone calls from individuals that are interested in doing plantings in their yard or business's. We met with Carol Krabbenhoft on April 27<sup>th</sup> to discuss the Lawns to Legumes grant that she received and to assist her with plants for her pollinator garden. We ordered seed for the Pint Night and our workshops for the season. Our first workshop will be held June 7<sup>th</sup> and 14<sup>th</sup>.

**ENVIROTHON** – I was not able to attend the Senior Envirothon that was held on May 4<sup>th</sup> at the DL Mountain due to COVID. However, DGF had 5 teams that attended. Unfortunately, they did not place to move on to the State Envirothon that is being held May 16<sup>th</sup> at the Prairie Wetlands Center in Fergus Falls. The first, second, and third place winners of the Envirothon and those moving to the State Envirothon were Fergus Falls with scores of 119, 112.5, and 112.5. I will supply the water for the State Envirothon and attend that event that is being held on May 16<sup>th</sup>.

**AIS** – Tony and I worked with Print Globe to purchase Microfiber boat towels we ordered 250 towels with the “Clean your Johnson” slogan on it. We worked with Christine Holland River Keepers to purchase cooling towels for the Race the Red event.

## **GABE'S MAY REPORT**

### **CAI:**

- Pest tests here and there, Cass County Vector will start sending quite a few over
- Had our spring spraying meeting to map out roads, with Leo's rates going up we cut back on miles to start with
- Had a meeting with USFWS, DNR, Nature Conservancy, and MDA to talk about weed control on public land and discuss priority weeds of each organization
- General weed notice went out this week
- MACAI Meeting coming up in early June

### **Buffer:**

- Have a few guys to touch base with this spring along drainage ditches. All of the Corrective action notices that have gone out over the past couple of years should be taken care of now
- On a "BWSR Snapshot" email that was sent to us they had an article about how Waseca County has an interesting way of utilizing some of the County's unused riparian aid dollars. They have set up a cost-share program to implement cover crops, WASCBs, side inlets, grassed waterways, etc. Focus on areas within a half mile of Public Waters or Public Drainage Ditches.

### **CWF:**

- Nothing new. With river being high, it will be a while before things can get started. May start on the project in Hawley first

### **BRRWD 1W1P:**

- Got a bid in for Mark Stotesbery project, came in about \$15,000 less than the estimate, which is good. I applied for a BRRWD permit and Bennett applied for DNR permit. Need to approve cost-share for Mark.

### **WRWD 1W1P:**

- Craig and I met with Bennett and two landowners West of Ulen. Gullies in their fields that we might be able to help fix. One landowner also has erosion along the Wild Rice River, but that is a beast to deal with
- Potential for some side inlet projects along drainage ditches in the Georgetown area. Roughly 15 landowners identified that do not have pipes where ditch swales drain into the public drainage ditches

### **Soil Health:**

- Will start calling some farmers to talk about Cover Crops and see if they are interested in signing up. This is the last year of the contract for the first landowners we had signed up
- Sometime this Fall I plan to reach out to Crop Consultants to maybe set up a meeting with them. This is part of the reason Wilkin has had so much success with their program.

## **Kevin's Report – May 12, 2022**

### **Approval Items**

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### **BRR 1W1P Cost Share Projects:**

- Mark Stotesbery – Streambank Protection  
(install streambarbs) – landowner works for Randall’s Construction – total estimated cost - \$89,000 (90 % cost sharing = \$80,100)
- T. Jay Schauer Amendment – partial EQIP  
WASCB project –
  - NRCS Original cost estimate \$36,083 –
  - EQIP payment \$13,182 –
  - BRR 1W1P payment \$19,292.70 (brought up to 90%)
  - NEW Cost Estimate - \$40,892.25 –
  - EQIP payment \$13,182 (same) –
  - BRR 1W1P payment \$23,621.03 (brought up to 90% again)

### Discussion Items

- **MPCA/County/SWCD – CFO Issues – Joel & Randy**
  - **March 14<sup>th</sup>** – In-house meeting with County Board members Jenny Mongeau & Kevin Campbell, SWCD Supervisors Joel Hildebrandt & Randy Schellack, & SWCD Staff Craig & Kevin
  - We discussed the partnership we have with MPCA and the desire to work through this
  - Discussed, no official notice sent to the County
  - Request a letter from MPCA outlining the deficiencies specifically from MPCA’s viewpoint
  - Briefly discussed the process for appealing the MPCA’s decision
  - Attempt setting up an in-person meeting with MPCA
    - **April 19<sup>th</sup>** – Craig and I attend the County Board Meeting to discuss MPCA’s email threatening to withhold part of the County’s grant allocation
    - Discussed the appeal process
    - County Administrator to request a meeting
      - **Virtual meeting held May 3<sup>rd</sup>** - with MPCA reps. Michelle Oie, Lisa Scheirer, & Molly Costin; County Board members Kevin Campbell & Jenna Kahly; County Administrator Steve Larson; SWCD Board members Joel Hildebrandt & Randy Schellack; and staff Craig and Kevin. Due to Clay County being on probation for a second year, MPCA had considered reducing Clay County’s base grant amount by \$3,000. Clay County Board took action to appeal MPCA’s decision. After the meeting, the amount to be reduced tentatively has been modified to \$350. A letter from MPCA will be mailed out in a week or two. Barring any unforeseen directives stated in the letter, the County will rescind its formal appeal. Potentially, CFO may need to redo the compliance checks performed last year. Waiting for the letter to spell things out.
- **2022 Supervisor Elections –**
  - Supervisors Area 3 and Area 4 up for election
  - Filing dates – May 17 – May 31
  - Ads have been put in the Barnesville Record Review and Moorhead *EXTRA*
  - Any contacts been made?
- **BWSR Disaster Recovery Assistance Program (DRAP)**
  - BWSR’s notice of potential disaster program funding for NW part of the State due to ongoing flooding
  - Focus on private lands and infrastructure with damage due to flood event

- A spreadsheet with names, location, type of damage, etc. to be recorded and sent to BWSR by June 1<sup>st</sup>
- Coordinate with County Emergency Services Manager
- More to come
  
- **MASWCD Area 1 Summer Meeting – June 21<sup>st</sup> – Shooting Star Casino, Mahanomen**
  - Planning Group met May 10<sup>th</sup> to start work on agenda
  - Who plans on attending?
    - Call for Resolutions –
      - Any Ideas?
  
- **MASWCD Leadership Training Institute**
  - MASWCD is once again planning to offer the *Leadership Training Program*
  - Course involves 7 sessions (sometime from August 2022 – August 2023)
  - Registration, tuition, and meeting information will be shared later
  - Mandy, Gabe, & Tony have expressed an interest
  
- **BRR 1W1P – update**
  - First round of funding - We continue to work with landowners within the BRR 1W1P work area
  - Of the roughly \$232,000 for structural projects in Clay County, approximately \$62,000 yet to be encumbered
  - Grant Period Expiration Date – December 31, 2023
    - April 18<sup>th</sup> – Our Planning Group met to start the planning process for the second round of funding
    - SWCD staff, along with the BRRWD, submitted a tentative plan for future projects
    - Each office’s original request was reviewed and revised to fit funding available
    - After revision made, we are tentatively expecting around \$290,000
    - The next workplan is presently being developed
    - If workplan is completed & submitted by July, funding (if approved) could be available in August
  
- **WRM 1W1P –**
  - First round of funding - We continue to work with landowners within the WRM 1W1P work area
  - Most of the roughly \$36,000 for structural projects in Clay County, is yet to be encumbered
  - Craig & Gabe made 2 site visits with Houston Engineering staff and working on potential plans
  - Grant Period Expiration Date – December 31, 2023
    - May 5<sup>th</sup> - Our Planning Group met to start the planning process for the second round of funding
    - SWCD staff, along with the WRWD, submitted a tentative plan for future projects
    - Each office’s original request was reviewed and revised to fit funding available
    - After revision made, we are tentatively expecting around \$126,000
    - The next workplan is presently being developed
    - If workplan is completed & submitted by July, funding (if approved) could be available in August
  
- **Escalating Fuel Prices – Fuel Surcharge?**
  - Diesel fuel prices are \$2.00+/gallon higher than a year ago
  - Does this warrant adding a fuel charge to our tree planting customers?

- If so, how much, any suggestions?
- **2023 County Budget Request -**
  - I have not received anything official yet, but June is always County Budget Proposal month.
  - I will be in contact with the County Administrator, soon, to discuss upcoming request
- **Juneteenth – 2021 Federal Holiday Observance –**
  - One year ago, June 19<sup>th</sup> became a federal holiday and observed by USDA
  - The County did not observe this holiday and thus considered it a normal workday (as did we)
  - We discussed it last year and decided to follow the County’s lead
  - I spoke to the County Administrator recently and asked if anything has changed. He told me he’d not heard that the State is observing so, assumes the County will not observe as well, if something was to change, he’d let me know
- **2021 Audit Quote – Johnson & Roggenbuck, CPA’s**
  - Last year’s (2020) audit cost \$2,518 – 2021 quote not to exceed \$2,580
- **Rural Cities & County Meeting – Held April 19<sup>th</sup>**
  - These meetings are held twice/year
  - Mayors and/or council members, County Commissioners, & Department Managers meet to update everyone with what’s going within their respective entity
  - City Representatives attending – Barnesville, Dilworth, Glyndon, & Hawley
    - Clay County Department Manager’s Request
      - Following this meeting, I was asked to request holding our next Department Manager’s meeting at our tree storage location (near Glyndon)
      - We worked things out with the County Administrator and met onsite with about a dozen County Managers – went well!

## **CRAIG’S MAY REPORT**

Trees – Trees are in, and we delivered potted evergreens and packaged all the pre ordered trees. The tree pick up was scheduled for last Wednesday -Friday. There are still a few customers that need to pick up their trees. We hand planted trees for Steve Moltzan on Tuesday. We have yet to do a machine plant job, we hope to be able to start next week considering we have 25 plant jobs with 13 of those being State Cost-Share. We purchased 18,850 trees with only 2,051 remaining to sell. Currently we are putting names on a waiting list until we complete our plantings. We have sold 32,589 feet of matting.

Drills – Both drills are ready to go. It went out last week to plant Alfalfa.

CFO – Lot’s of meetings that seem to have resulted in nothing. I will continue to do the job I have been doing and hope that Molly will stand by her word and show up to help me with the reporting issues I seem to not be doing right.

## **TONY’S MAY REPORT**



## CREP/Re- Invest In Minnesota Projects

### – CREP III –

- Projects
  - Jennen-Wilkin Co – Final easement payment disbursed; working on restoration
  - Askegaard – Final easement payment disbursed
- Applications
  - K. Olson – Easement agreements from state received; in process of requests for title search and insurance; seed mix review
- Future CREP:
  - No change - Working w/ BRRWD/HEI to explore CREP options for Glyndon East Tributary Buffalo River Project
  - Working w/ landowners to explore options for CREP/RIM Grasslands in Goose Prairie and Tansem Townships
  - Cody Erickson
  - Per Anderson

## WIA Program

- Completed/Submitted 5 applications for renewal on a total of 5 re-enrollments, for approx. awaiting signatures, approx. 1200 ac

## Pollinator

- 2 new Potential pollinator projects with Clay Co; Initial planning stages
- Pollinator Pint Night Junkyard Brewing Company

## 1W1P

- BRRWD – Next round of funding/draft
- WRWD – Next round of funding/draft

## MN Wetland Conservation Act

### – Board Decision Items

- N/A

### – On-going projects

- Goose Prairie Marsh Project – No – Loss Determination Extension request from HEI
- Howard Pender – Agreement to seed/reseed; making plans w/ state for new seed mixes that will meet performance standards

- Steve Opatril Replacement Site – Completed site visit; pool level full, water moving over spillway, discussing COA moving forward
- Kelly Schultz GP 23 Culvert replacement ???
- Solar Bank site options
- Glyndon East Tributary Restoration Project – No Change - CREP options and review of construction impacts
- Oakport Mitigation Site 1 – No Change - BRRWD exploring options for purchasing remaining replacement credits and close out project
- Stoney Creek Project – **No Change** - Exploring Wetland Bank options
- Keene 34 – **No Change** - Potential violation; completed survey; coordinating with agency's to review data

## **Aquatic Invasive Species**

- **No Change** - Coordinating billboard outreach for Jun-Oct in same 2 locations, I-94 Moorhead and Hwy 10 Glyndon

## **CRP/Conservation Technical Assistance**

- Assist with and refer landowners to appropriate agencies
- Tree Bundling/Prepping for planting

## **Trainings**

- N/A

## **News/Meetings/Presentations (Completed)**

- N/A

## **Upcoming events News/Meetings/Presentations**

- N/A

## **Seasons**

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