

MINUTES FOR THE March 8th, 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 Krabbenhoft at 4:00 p.m.

ROLL CALL: Members present: Joel Hildebrandt, Chairperson arrived at the meeting at 4:05
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, Schoff/Schellack, to approve the March agenda. Motion carried.

Meeting and mileage forms completed by Supervisors.

SECRETARY'S REPORT: A draft copy of the February 10, 2022, meeting minutes was emailed to the Supervisors prior to the March meeting.

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

2022 BUDGET:

There was a discussion held on the budget.

M/S/P, Anderson/Schellack, to approve the 2022 budget. Motion carried.

SWCD AID SPECIALMEETING:

There was a discussion on the meeting.

M/S/P, Schoff/Anderson, to approve the SWCD Aid Meeting minutes. Motion carried.

APPROVE STATE COST-SHARE CONTRACTS REQUESTING ASSISTANCE:

- S. Anderson CS 22-01 for a Field Windbreak in the amount of \$872.00
- J. Sip CS 22-04 for a Field Windbreak in the amount of \$5000.00
- M. Green CS 22-03 for a Field Windbreak in the amount of \$3965.00
- B. Lee CS 22-05 for a Field Windbreak in the amount of \$882.00
- D. Green CS 22-07 for a Field Windbreak in the amount of \$578.00
- T. Bjorndahl CS 21-07 for a Field Windbreak in the amount of \$1068.00
- B. Randklev CS 22-06 for a Field Windbreak in the amount of \$2653.65
- M. Opatril CS 22-02 for a Field Windbreak in the amount of \$1513.00

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

APPROVE VOUCHERS PAID: The list of vouchers from 2227 - 2234 and Quickbooks #21164-21183 was reviewed and credit given to have been paid by due date. **M/S/P, Anderson/Schoff, to approve the vouchers that had been paid as listed.** Motion carried.

MASWCD:

SWCD AID: Paul summarized the past District Capacity Fund usage, and the potential uses for future aid.

DAY AT THE CAPITOL: Paul stated that the Legislative Briefing Day will be held in person at the Capitol Ridge Event Center/Radisson Hotel St. Paul Downtown. Paul and Randy plan to attend the meeting.

MEET PERSONALLY WITH LEGISLATORS: Paul stated that he has scheduled appointments with legislators and that there has been a zoom meeting set up for Rep. Paul Marquart.

RRVSCA: RESTRUCTURING UPDATE: Carol stated that she attended a meeting held earlier today in Mahanomen. She said that the focus of the meeting was on engineering proposals. See Kevin's report.

AREA 1 MEETING: Kevin stated that the meeting will be held on March 15th at Shooting Star Casino. He said that at this time Paul, Randy, Carol, Robert, Mandy, Gabe, and he will plan to attend the meeting.

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

ANNUAL DEPARTMENT UPDATE TO COUNTY BOARD: See Kevin's report.

2022 SUPERVISOR ELECTIONS: See Kevin's report.

2022 OUTSTANDING CONSERVATIONIST: Joel stated that he has chosen the Olson Family from Hawley for the 2022 Outstanding Conservationist award.

BUFFALO RED RIVER WATERSHED 1W1P UPDATE:

Randy stated that the Planning Committee members gave individual County presentations to the Policy Committee on February 23rd. The Planning Committee will meet on March 29th to start discussing the 2023 workplan.

WILD RICE – MARSH WATERSHED 1W1P UPDATE:

See Kevin's report.

FARM MANAGEMENT PRESENTATION: See Gabe and Tony's reports

MAWQCP: See Kevin's report

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.

PICK UP TRADE: Craig discussed the trade value for the old truck and the purchase price for the new truck.

AG BMP LOAN PROGRAM UPDATE: See Kevin's report

SOIL HEALTH PROGRAM: See Kevin and Gabe's reports

CREP: see Tony's report

CCATO MEETING PRESENTATIONS: See Kevin's report

CONSERVATION PARTNERS PROGRAMS RFP UPDATE: See Kevin's report

NRCS ITEMS: See Sharon's report.

Bob Guetter, NRCS Team Lead- Bob stated that the CRP sign up ends Friday March 11th. Bob discussed EQIP projects that were approved. Bob reviewed the Civil Rights MOA. The Clay SWCD Board of Supervisors signed the Civil Rights MOA.

COUNTY COMMISIONER: Jenny stated that they will have an open hearing next week on the Clay County Comprehensive Plan. Jenny discussed the ward line changes.

MASWCD:

Paul gave a brief legislative update.

PLANNING COMMISSION:

Joel stated that Pit 21 changes were approved. He discussed the reorganization and open spots on the commission.

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:

March 9 – BRRWD Citizen Advisory Committee Meeting - Barnesville
March 9 - Legislative Day at the Capitol
March 10 - Meet with Legislators
March 13 – Daylight Savings Time Begins
March 15 - Area 1 Meeting – Shooting Star Casino
March 17 – Make and Paint Rain Barrel Presentation – Wahpeton Event Center
March 21 - CCATO Meeting – Dilworth
March 21 – CAI Township Officers Training – Dilworth
March 22/23 – Red River Watershed Management Conference – Marriott, Moorhead
March 29 - BRR 1W1P – Planning Team *Virtual* Meeting – discuss workplan for next allocation
March 30/31 – SWCD Managers State-Wide Meeting – Baxter, MN
April 5 – WRM 1W1P – Planning Team Meeting – Ada – discuss workplan for next allocation
April 19 – County/Rural City Meeting – Law Enforcement Center, Moorhead

ADDITIONAL ITEMS:

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

ADJOURN: Supervisor Hildebrandt called for a motion to adjourn the meeting. **M/S/P, Anderson/Schellack, to adjourn the meeting at 5:45**

BY: Amanda Lewis
District Coordinator

Randy Schellack Signature after approved
Secretary

Date

Mandy's March 2022 Report

Office – I have been working on tree season payments/billing/records/orders as well as cost-share contracts. It is ramping up to be a crazy season. I have also been working on filing previous years records that need to be kept according to our records retention schedule. I attended the NACDE meeting held virtually on February 24th. I have completed the budget for 2022, there was an increase in revenue to County, State, Charges for Services, and District Misc. with the largest increase being State due to the Clean Water Program funds. There was a decrease in Revenue to Local (no longer have the farm bill position), and interest income due to the percentage being lower than it has been in the past. There was an increase to all the expenses with the largest increase being State Expenses due to the Clean Water Fund projects. I prepared the minutes, and financial report for the Area 1 meeting.

Urban Conservation – I have been working with Kim Radebaugh, Riverkeepers, to set up our presentations for this spring. All our workshops were approved for this spring which include a; Compost Tumbler – April 20th & May 12th, Rain Barrel – April 27th, Make and Paint Rain Barrel – May 3rd and 10th, and Pollinator – June 7th & 14th and July 26th & Aug 2nd. I also have been working with Dianne Lommel for another Make and Paint Rain Barrel Workshop in Wahpeton. I have committed to presenting at the Wilkin SWCD's Ladies Ag Night on March 17th for my Make and Paint Rain Barrel Workshop. I will assist in the workshop that will be held April 19th & 26th at the Crooked Lane Farms in Colfax ND with Wilkin SWCD and Richland SCD. Tony and I met with Michelle Juhnke from Junkyard Brewing to discuss our 4th annual Pollinator Pint night. We are currently planning for the event to be held April 21st from 4-7 at Junkyard Brewing in Moorhead. The event will follow the events we have held in the past, with a release of the Money Honey beer, door prizes and Pollinator plantings. It will be a crazy spring, but I am very much looking forward to it. I have reached out to Trevor Magnusson, Recreation Coordinator for Moorhead Park, and Recreation to discuss the potential for a pollinator planting at the new natural park the city is planning at the Riverfront Park in downtown Moorhead. I also signed the paperwork for the adopt a flower bed program for our Scheels flowerbeds.

Tony's March Report

CREP/Re- Invest in Minnesota Projects

– CREP III

○ New Projects

- Jennen-Wilkin Co – All documentation completed and sent to state for final review and payment
- Askegaard – All documents signed and delivered to title company for and recording; copy sent to state, waiting for document return from title company

● Applications

- K. Olson – **No Change** - applications complete; waiting on easement agreements from state; seed mix review

○ Future CREP:

- Watt – **Discussing options and eligibility with landowners**
- Erickson – **No Change** - 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

- **On-going** - Application Period Feb 15 – Apr 15
- **5 Contracts** expiring

Pollinator

- **Feb 24** Coordination meeting w/ JY Brewing company for Pint Night Scheduled for Apr 21
- **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

– Board Decision Items

– **On-going projects**

- **Glyndon East Tributary Restoration Project** – Notice of decision issued BRRWD Meeting scheduled to begin bid process
- 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
- Howard Pender – **No Change** - USACOE will not release credits; CORPS issued a letter to landowner; TEP will meet to determine courses of action

Aquatic Invasive Species

- **Bait Bag** purchase discussion

CRP/Conservation Technical Assistance

- **MASWCD/NRCS** CRP request for assistance
- **General CRP** sign-up is Jan 31-March 11, 2022

Trainings

- **Completed 2 days** of WCA 101 training for online continuing ed credit 15-16 Feb

News/Meetings/Presentations (Completed)

- **Feb 17th** Turtle lake outlet Mod Meeting: Zebra Mussels require shutdown by DNR
- **Feb 24th** - Farm Business MGMT Update, Frying Pan

Upcoming events News/Meetings/Presentations

- N/A

Pheasants Forever

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

Season

- **Need New Fishing License!**

Gabe's March Report 2022

CAI:

- Have had a few pest testers coming in, so far so good for the electronic testing
- We received a letter from MDA stating that we did not get a noxious weed grant this year. They had a lot more requests than they had funding and I think they are trying to spread the wealth. We've been fortunate enough to get that grant the past few years.
- Weed inspector training is coming up on the 21st following the CCATO meeting
- We were notified that Palmer amaranth was found in Clay County last summer. It was not in an agricultural area and was taken care of right away by MDA and U of M staff.
- MACAI Board Meeting on Wednesday
- District 1 Meeting coming up on the 30th

Buffer:

- Nothing new

CWF:

- Nothing new

Cover Crops:

- Sent my JAA stuff to the Area Resource Conservationist for him to review
- We have had some interest in our program from a few landowners in both the BRRWD and WRWD. We can use 1W1P funds for them if they decide to sign up.

Farm Management Presentation:

- Tony and I talked to the Farm Management group about the programs we offer to landowners. They were particularly interested in learning more about soil health practices. Good discussion about cover crops in sugar beets, carbon marketing, etc.

Soil Health Program Meeting:

- Kevin and I attended last Thursday. Good group of SWCD, NRCS, and BWSR employees. The purpose was to talk about Soil Health programs in each County. Corey Walker, NRCS employee and farmer, talked about NRCS programs and his experience with soil health practices on his own farm. Bruce Johnson from Traverse SWCD talked about their program for landowners and how he was able to get landowners to sign up. Kim Melton from Wilkin SWCD talked about their programs and the work she is doing with private sector funding. Each District had an opportunity to discuss programs they offer. Some districts have had a lot of success and interest from landowners, and some are just starting to get their feet wet.

Craig's March report

Trees- There are 20 plants jobs, 32,129 ft of matting and 12,527 trees sold. The number is constantly changing with calls coming in daily. We have ordered 18,000.

CFO – I had my review on February 25th with Molly Costin, MPCA. I did not pass my review for 2021. I feel as though I completed everything the way I should be. It literally came down to reporting and what boxes I have checked. Mandy will attach the sheet that I received a ding on, and we will discuss it more at the meeting. To say I am upset with the program is an understatement.

CWF – I am

Equipment – Gabe and I took off some units to have the bearing shined up by RDO.

Kevin's Report – March 8, 2022

Approval Items

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2022 Budget – (see Mandy's Report)

Discussion Items

- **MASWCD – SWCD Aid** – handout summarizes past District Capacity Fund usage and Potential uses for SWCD Aid
 - **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. At present, Paul & Randy will be attending in-person.
 - **Meet personally with Legislators** – March 10th – Paul has scheduled appointments with legislators. ZOOM meeting has been setup for Rep. Marquart.
- **RRVCSA – Restructuring Update – Carol**
 - FYI - Meeting held earlier today – March 8th – Focus of meeting will be on engineering need proposals from each Area in the TSA. At the last meeting, the Area was divided between the “north SWCD’s” and “south SWCD’s” with each group to come up with a group plan or individual plan on how to proceed.
- **Area 1 Meeting – March 15th – Shooting Star Casino**
 - At this time, attending will be Paul, Randy, Carol, Robert, Mandy, Gabe, and Kevin.
- **Supervisor Boundary Change –**
 - March 3, 2022, BWSR Northern Region Committee approved unanimously
 - Resolution now goes before the full BWSR Board at their March 23rd meeting
 - Brett Arne will be speaking on behalf of the request at the March 23rd meeting
- **Annual Department Update to the County Board –**
 - On February 22nd I gave a review of our 2021 program and touched on 2022
- **2022 Supervisor Elections –**
 - Supervisors Area 3 and Area 4 up for election
 - Filing dates – May 17 – May 31
 - \$20 filing fee
- **BRR 1W1P – Randy attended**

- February 23rd – Planning Committee members gave individual County presentations to the Policy Committee
- March 29th – Planning Committee to meet to start discussing FY '23 workplan
- **WRR 1W1P –**
 - Planning Committee met on March 1st to review each office's progress
 - Still have some question as to how flexible BWSR will be in allowing “projects” to be funded outside priority areas
 - April 5th – Planning Committee to meet to start discussing FY '23 workplan (NOTE – stress flexibility!)
 - **New WRWD Administrator**, Tara Jenson has indicated she wants to attend an upcoming SWCD Board meeting and **MAY** attend this one (March) or April's meeting. She also requested that she and Board Manager, Mark Harless be added to our email list to receive monthly meeting agendas.
- **MAWQCP –**
 - Jim Lahn, Area Certification Specialist – will be attending our April 12th, Board Meeting
- **Ag BMP Loan Program –**
 - Our 2022 Program Application was submitted with a request of an additional \$100,000 over and above what we presently have available, which is \$314,421
 - Our request was not approved so, we will have the \$314,421 available for items such as Conservation Tillage Equipment, Ag Waste Systems, Septic System upgrades, & Structural Erosion Practices.
- **Soil Health Program – Meeting Summary**
 - Good Informational Meeting held in Mahanomen on March 3rd.
 - Good Turnout - Staff from SWCD's, NRCS, BWSR, and a couple of reps. from American Crystal Sugar attended.
 - SWCD Program Presentations were given by Bruce Johnson – Traverse SWCD & Kim Melton – Wilkin SWCD and NRCS Team Lead, Cory Walker who is using soil health practices on his farm near Alexandria.
 - Lots of discussion on “Strip-Till”
 - Each office reported on their respective soil health program. Programs ranged from some not having any program to offer to ones like ours (just starting to take off) to those very active, such as Traverse and Wilkin SWCD's
 - Bob Guetter is in the process of forming an area Soil Health Team – Gabe has agreed to be our Team Rep.
 - Tom Gile, BWSR Resource Conservation Section Manager was present and interested in all the discussion held that day. BWSR's coming out with a \$17 million plus, RFP (Request for Proposal) near the end of March pertaining to Soil Health Programs.
 - Tom is still writing up the criteria for the RFP. One option may be to offer a one-year cover crop program, as there was lots of discussion held on this.
- **CCATO Meeting Presentations –**
 - Township Officer, Wayne Lepper, dropped off an invitation for us to attend/present at the upcoming Spring Meeting set for March 21st in Dilworth.
 - We will put something together for their group.

- **Conservation Partners Program – RFP**
 - Last month Bob Guetter forwarded the application information to District Managers in his area
 - Partners – National Fish & Wildlife Foundation, NRCS, & General Mills
 - Competitive Grant opportunity focuses on Soil Health with a grazing component
 - Don Bajumpaa, Wilkin SWCD submitting request partnering with us and possibly other SWCD’s

- **NRCS Local Work Group (LWG) Meeting –**
 - Bob Guetter has offered to chair the LWG meetings this year and instead of holding individual County meetings, he’s holding one for all the Counties he is team lead for (Clay, Becker, Wilkin, East & West Otter Tail)
 - The meeting is “tentatively” going to be held in Fergus Falls
 - Room size – 20 to possibly 30 depending on COVID restrictions at the time of the meeting
 - A “virtual” option will be offered
 - Requested – at least 1 representative from each SWCD (Board Member or Staff) to attend in-person
 - **In Bob’s request, he’s setup a Doodle Poll with date options – I sent it out to each Board Member**
 - **We will discuss who is to attend and dates to submit for the Doodle Poll – so, please look prior to the meeting – Thank you!**

- **Review Civil Rights Information – Board’s signatures required**

Annual Review of Civil Rights Responsibilities – NRCS employees & partners who work with USDA programs are required to review, sign, & return to NRCS

Sharon’s NRCS Report

March 10, 2022

For Clay County SWCD Board Meeting

EQIP

I sent out 10 conservation plans for the EQIP applicants to sign. I have received all signed signature pages back.

I have uploaded the plans and other information into Document Management System (DMS) and Microsoft Teams folder. I have completed ranking the applications. Due to changes in funding pools, I changed two NEPA Environmental worksheets and re-ranked the applications.

The practices for these applications are:

Nutrient Management	Pest Management
Cover Crops	Brush Management
Waste Facility Closure	Residue Management – Reduced Till
High Tunnel System	Water & Sediment Control Basins
Nutrient Management Design	

Prescribed Grazing – with the following practices:

Livestock Pipeline	Fence
Pumping Plant	High Use Area Protection
Water Well	Watering Facility

The estimate dollar amount for the applications is \$208,196.00.

I have sent out 2022 Practice Reminder Letter to current EQIP contract producers.

I completed 6 EQIP status reviews.

CSP

There are 3 CSP applications. For CSP this year, a Northwest Agland/NIPF Workload Prioritization Worksheet is required to be completed. The applications are prioritized as high, medium, and low. All three applications were set as low. It is unlikely that these applications will be worked on this year.

There are only two CSP contracts left for Moorhead. These contracts will expire this year. I sent out the 2022 Practice Reminder Letter to the CSP producers.

CRP

I completed removing Western Wheatgrass in the 15 CRP plans. This is due to Western Wheatgrass being in short supply due to the drought.

CRP contracts expiring in 2023 and 2024 will have status reviews completed this year. There are 90 status reviews to complete. 45 of the status reviews are to be completed by the Becker SWCD and by other individuals. SWCDs will receive \$150.00 per contract for the reviews.

I completed per acre estimates for expiring 2022 general signup contracts. I informed landowners through email and phone calls, what they could possibly receive per acre if they sign up for a new contract. The CRP general signup ends March 11th.

I am working on CCRP eligibility worksheets for individual that signed up for the program.

I have I am working on certifying completed CRP grass seedings and reporting the practices in Conservation Desktop (CD).

I am helping Dustin (new FSA CRP Technician) with the signup and answering questions on the practice points. I am also let him know who needs to reseed to get better points.

I will be sending 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.

Civil Rights

I have given Amanda the civil rights information for the board to review and sign. Need all board members to sign the form and the signature page is to be returned to me.

Office

FSA and NRCS offices will be allowing producers to in the building by appointment only. There will be only one person at a time allowed in the NRCS Office. Producers will be required to wear masks in the office.

Other items

- Attended MN RCPP AFA and Classic training.
- Attended ARC Map Engineering Tool Demo.

Sharon Lean
District Conservationist
USDA NRCS Moorhead

