

**MINUTES FOR THE JUNE 9th 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 5:00 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  
Gabe Foltz, District Technician/CAI  
Tony Nelson, Natural Resources Management Technician

Absent: Craig Halverson, District Technician/CFO  
Amanda Lewis, District Coordinator  
Robert Guetter, NRCS Team Lead  
Jenny Mongeau, County Commissioner

The Pledge of Allegiance was recited.

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

Meeting and mileage forms completed by Supervisors.

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

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

**TREASURER'S REPORT:**

Mandy reviewed the financial report.

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

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

CS 22-11 for a well decommissioning in the amount of \$700.00.

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

**APPROVE STATE COST-SHARE CONTRACT REQUESTING PAYMENT:**

CS 22-09 for a Field Windbreak in the amount of \$2,355.00

CS 22-08 for a Field Windbreak in the amount of \$1,441.00

CS 22-10 for a Field Windbreak in the amount of \$1,435.00

CS 21-09 for a Field Windbreak in the amount of \$1,810.00

CS 21-06 for a Field Windbreak in the amount of \$1,052.00

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

**APPROVE VOUCHERS PAID:** The list of vouchers from electronic payment 2254 - 2260 and Quickbooks #21241 – 21261 was reviewed and credit given to have been paid by due date.

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

**LEGISLATIVE UPDATE SWCD AID:** Paul gave a brief update on the legislative session. The SWCD Aid Funding did not pass during this session.

**MPCA/COUNTY/SWCD – CFO ISSUES:** See Craig and Kevin's report.

**RECAP IN-HOUSE MEETING HELD 6/1.** See Craig and Kevin's report.

**2023 COUNTY BUDGET REQUEST:** Kevin discussed the budget request.  
**M/S/P, Schoff/Schellack, to approve the 2023 County Budget Request.** Motion carried.

**2022 SUPERVISOR FILING UPDATE:** See Kevin's report

**MASWCD AREA 1 SUMMER MEETING** – Kevin stated that the meeting will be held June 21<sup>st</sup> at Mahanomen. Kevin asked the Board if they had any resolutions, they wanted to bring to the Area 1 Meeting. No resolutions were brought forward at this time. There was a discussion held on who will attend the meeting.

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

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

**U OF M TILLAGE TRANSECT SURVEY PROJECT:** See Gabe's report.

**CWF PROJECTS UPDATE:** See Gabe's report.

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

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

**BRRWD/MPCA/Becker & Clay SWCD – EPA 319 PROJECT:** See Kevin's report

**FY 23' MN CREP OUTREACH AND IMPLEMENTATION GRANT:** See Kevin and Tony's report.

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

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

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

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

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

**COUNTY COMMISIONER:** No report.

**MASWCD:**  
Paul stated that they will have a meeting next week.

**TSA UPDATE:**  
Carol gave an update on the TSA restructure meeting that was held on June 1<sup>st</sup> in Mahanomen.

**PLANNING COMMISSION:**  
Joel updated us on the past planning commission meeting.

**CFO/TREE/NO-TILLDRILL UPDATE:**  
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:**

- June 13 – River Keepers Golf Scramble – Edgewood Golf Course 12-6 PM
- June 14 – Pollinator workshop – Crestwood Pollinator site
- June 21 – Lil Fisherman’s Derby – Dike East Park – 5:30-6:30 PM
- June 21 – Area 1 Summer Meeting – Shooting Star Casino, Mahnomen
- June 27 – WRM 1W1P Policy Committee Meeting – WRWD Office Ada – 9:00 AM
- June 28 – TSA Board Meeting – 10:00 AM
- June 29 – 30 – Administrative Session – Cragun’s
- July 4 – Independence Day – Office Closed
- July 14 – 17 – Clay County Fair

**ADDITIONAL ITEMS:** Kevin stated the Moorhead Chief of Police notified the building tenants of a meeting that will be held June 20<sup>th</sup> at 6:30 PM, discussing crime in this neighborhood. This is a community meeting. Kevin will reach out to the building owners to notify them of the meeting.

**NEXT MEETING DATE:** July 14th, 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 6:33 PM.**

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BY: Amanda Lewis  
District Coordinator

Randy Schellack Signature after approved  
Secretary

Date

## **Mandy's June Report**

OFFICE – I helped Kevin with the County Budget. I have been organizing Jenna's office and getting documents ready for her to scan. We are wrapping up the 1<sup>st</sup> tree orders with only a few left to pay. The guys started the 2<sup>nd</sup> round of tree orders while I was on vacation. I have been putting the tree order sheet as well as the bills into the system. I started going through our personnel policy and would like to have that to you before the end of the year for review. Day to day office work as usual. The financial report will be available at the board meeting. There is nothing extraordinary on the report. We have just paid for our trees so that is reflected. However, we will be putting our time towards our program at the end of June so the net income amount will be more accurate at next months board meeting.

URBAN CONSERVATION – I have been working with Kim Morris to complete our Resilient Yard Workshop series. Unfortunately, I ended up with COVID the first week of May, so I missed the first class of the Make and Paint Rain Barrel Workshop but was able to attend the 2<sup>nd</sup> day. I was scheduled to attend a Native Plant Identification BWSR Training in Glyndon at Buffalo State Park, but it was cancelled due to not having enough attendees. It is being offered in Brainerd and also down by the cities, but I chose to not attend. Kim and I have been in contact with Kenny's Candies trying to get barrels for next year's classes, however, we are now on a list, and they will call when our name comes up. We have roughly 30 barrels left that we will schedule a cleaning for this fall.

CRESTWOOD AND POLLINATOR PLANTINGS – We had our volunteer clean up on May 26<sup>th</sup> from 6-8 at Crestwood. There were 6 gentlemen from Houston Engineering that volunteered as well as Kim and an intern with Riverkeepers. Kevin, Tony, and I were there as well. We got an entire truck load of garbage. If you include the old furnace and concrete landscaping bricks, I would put the total weight that was cleaned up at close to 1,000 pounds. The habitat itself is looking good with a few weeds. We will be mowing it sometime after our workshop to help with weed pressure. I went to visit Rob Roberts Pollinator planting that we did last summer, as he was concerned with some areas that were not growing. We will put together a seed packet for him to replant that area as it was sparse with plants. Tony and I attended a meeting held at the County Courthouse with the Transfer Station Committee on the 27<sup>th</sup> to discuss potential planting plans for the area. Tony met with Tom Fuchs, Construction Engineer at the site. We will come up with a couple different planting cost estimates and get them to Jenny to discuss with the committee. More to come.

ENVIROTHON – I was not able to attend the State Envirothon as John's Dad passed away the Thursday prior and his funeral was held the day of the Senior Envirothon. I was able to get water from the event from Premium Waters and thanks to Kevin, he delivered the water to Becker SWCD prior to the event. It sounded like it was a lot of fun and Sartell was the 1<sup>st</sup> place winner. Fergus Falls attended from our Area but did not place.

AIS – The Canoe race that was planned with Riverkeepers has been postponed to June 20<sup>th</sup>. We purchased towels for this event, and they will be given out at that time.

## **Kevin's Report – June 9, 2022**

### **Approval Items**

### **Discussion Items**

- **Legislative Update on SWCD Aid –**
  - Brett Arne, BWSR BC was unable to attend this meeting to bring us up to speed on legislative items pertaining to SWCD’s
  - Will plan on attending July’s meeting if a special session is called
  
- **MPCA/County/SWCD – CFO Issues – Craig & Kevin**
  - **June 1<sup>st</sup>** - In-house meeting with County Board members Jenny Mongeau & Jenna Kahly, County Administrator Steve Larson, MPCA Staff Michelle Oie & Molly Costin & SWCD Staff Craig, Gabe, & Kevin
  - We discussed the partnership we have with MPCA and the desire to work through this
  - We thoroughly went over MPCA’s letter dated May 9<sup>th</sup> and the requirements we need to meet to get back in good graces with MPCA (as follows):
    - **1. Complete (i.e. re-do) the same seven inspections that were completed in 2021.** This is to ensure that adequate documentation of the observations are properly recorded for the benefit of the feedlot owner and the overall success of the program. These seven inspections are in addition to the 6.5 inspections required to meet the minimum seven percent inspection rate for 2022. No performance credits will be given for the extra seven inspections.
    - **2. Schedule a minimum of three check-in meetings with Molly Costin and Michelle Oie on or around June 1, August 1, and November 1.** Invite Kevin Kassenborg, Jenna Kahley, and Jenny Mongeau to these meetings. This is to ensure the County has the information and resources necessary to adequately complete feedlot program work.
    - **3. Complete a minimum of three inspections including all follow-up work such as checklists, letters, and Tempo data entry prior to the second check-in meeting so inspection documentation is available for review.** This is to ensure the County has the information and resources necessary to adequately complete inspections.
    - **4. Submit to Molly Costin a list of feedlot registrations received by the County that were already entered into the online registration service during 2021 as well as any that are received and ready to be entered into the online registration service so assistance can be provided as needed.** This is to ensure the County knows how to adequately enter the registration information in the online service.
    - **5. Meet the minimum seven percent inspection rate and at least 90 percent of non-inspection MPRs in 2022.** This is to ensure the County carries out a successful feedlot program.

If the items above are not met for 2022, the County risks losing feedlot funding. In addition, the MPCA has reviewed the County’s 2022-2023 Delegation Agreement Work Plan against work completed. No modifications to the Delegation Agreement and Work Plan have been proposed at this time.
  - We also discussed modifying and resubmitting the 2022 Work Plan making our “compliance strategy” less strict (reword items to make things more “vague”. It was suggested to contact a couple of CFO’s and get some ideas from them.
  - MPCA offered training,
  - No mention of reducing grant funds or imposing a “penalty”, unless items are not met for 2022.
  
- **2023 County Budget Request -**
  - I have not received anything official yet, but have heard June 17<sup>th</sup> is due date for other departments
  - Our request is for approximately a 3.2% increase over this past year’s budget.

- As far as increases go, COLA adjustments for staff (I had reached out to Darren Brooke Human Resources Dept. for the County asking for any inside info and he doesn't have a hard number, he's guessing somewhere between 3.25% and 3.75%). For this proposal, I used the 3.75% figure along with a 1% merit increase as we've done in recent years.
  - I asked our health insurance representative about "projected increases for next year" and she suggested plugging in a 6% increase which is what I've included,
  - With fuel prices ever increasing, I've allowed some extra for that,
  - Our *TSA dues* (\$2,313/year),
  - Increase in Supervisor expenses.
  - I realize there's some opportunity to recoup some of those costs by invoicing the TSA which is what we'll need to be doing. There's also the ability to be reimbursed for time spent on 1W1P projects.
- **2022 Supervisor Filing Update –**
    - Randy Schellack (Area 3) & Jerald Butenhoff (Area 4) have filed for Supervisor positions
- **MASWCD Area 1 Summer Meeting – June 21<sup>st</sup> – Shooting Star Casino, Mahanomen**
    - One last *Call for Resolutions*
    - Who plans on attending? **Need to know by June 13th**
- **BWSR Disaster Recovery Assistance Program (DRAP)**
    - BWSR's notice of potential disaster program funding for NW part of the State due to ongoing flooding
    - Advertised in 4 local newspapers & notices posted
    - Notify BWSR of landowners by June 1<sup>st</sup>
    - No one contacted us
- **BRR 1W1P – update**
    - Planning Group has worked through & submitted a tentative plan for the second round of project funding
    - **Policy Committee Meeting(s) to approve work plan**
      - May 25<sup>th</sup> – Not enough for a quorum, no official action taken
      - May 31<sup>st</sup> – Quorum met and approved work plan
      - Funding (if approved) could be available in August
- **WRM 1W1P –**
    - Planning Group has worked through & submitted a tentative plan for the second round of project funding
    - **Policy Committee Meeting scheduled to approve work plan**
      - June 27<sup>th</sup> at the WRWD office in Ada
      - Funding (if approved) could be available in August
- **BRRWD/MPCA/Becker & Clay SWCD – EPA 319 Project –**
    - BRRWD approached both Becker & Clay SWCD's to apply for Federal funding
    - Project Focus Area – the Headwaters of the Buffalo River
    - Potential Practices – similar to 1W1P type projects
    - 30 Applicants vying for 5 successful projects
    - MPCA performs a series of interviews (questions) with applicants
    - We made the first "cut" and the field was narrowed down to 11
    - 2<sup>nd</sup> round of questioning was held – waiting for MPCA decision (possibly by June 10<sup>th</sup>)

- Funding for approved projects wouldn't be available until Oct. 2023 (FY '24)
- **FY '23 MN CREP Outreach & Implementation Grant –**
  - This is a “Continuation” of our present FY ' 22 CREP Grant
  - The Grant Amount is for \$23,854 (\$19 more than last year's amount)
  - These funds Reimburse staff time spent working of CRP/RIM related projects
  - Work plan needs to be submitted by June 29<sup>th</sup>
- **MASWCD Leadership Training Institute -**
  - Briefly discussed last month
  - Course involves 7 sessions (sometime from August 2022 – August 2023)
  - Registration deadline is July 12<sup>th</sup>
  - Mandy, Gabe, & Tony have expressed an interest
- **Juneteenth – 2021 Federal Holiday Observance –**
  - Evidently the State is allowing their workers to take the day off
  - Most Counties are not following the observance
  - Clay County works with 9 Unions – may be some push back from them – possibly wanting a floating holiday
  - As of now, it will be work as usual for County employees – as it will be for us

## SHARON'S JUNE NRCS REPORT

### EQIP

Moorhead NRCS has another EQIP application pre-approved for funding. There was a slippage of money to fund two contracts in NW Team 3 area. I have completed the plan and waiting for the applicant to sign for an EQIP contract. The application is for \$21,486.00. The practices are:

Cover Crop                                      Residue Management – Reduced Tillage

There is 3 EQIP applications that are not funded this year.

NRCS is offering EQIP 2022 Emergency Disaster – Flooding/Excess Runoff signup. Timeline for activities for this signup:

Batch Period	DATE	ACTION
	Bulletin Date	Signup period begins.
1	June 17, 2022	Application cutoff – Batching Period 1.
1	June 22, 2022	Screening/Workload Prioritization.
1	July 8, 2022	Assessment and ranking deadline for applications received by Batching Period 1.
1	August 5, 2022	Obligation deadline – Batching Period 1.
2	July 15, 2022	Application cutoff – Batching Period 2.
2	July 20, 2022	Screening/Workload Prioritization.
2	August 4, 2022	Assessment and ranking deadline for applications received by Batching Period 2.
2	September 9, 2022	Obligation deadline – Batching Period 2.

For this signup, the practice must be shovel ready and completed in 90 days from the obligation of the contract. This signup is only for the Red River Watershed. There is a priority worksheet for the signup. The priorities are:

High – Addressing resource concerns as a recessive runoff/flooding from Spring of 2022 events and only contains eligible structural and/or vegetative practices.

Medium – Addressing resource concerns as a recessive runoff/flooding from Spring of 2022 events and contains management practices(s) (example: Cover Crops).

Low – All other applications.

I sent out a second practice letter for practices that must be completed in 2022.

Completed a site visit of a gully erosion and sent in an engineering request to the Area Office.

Sent out the news article on the EQIP Emergency signup.

I have changed cover crop seeding for producer that wants a species change.

### **CRP**

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

I completed conservation plans for the CRP general signup and the plans are now at FSA for signatures. I am continuing to write CCRP plans when FSA gives me the information. This year there will be two CCRP for snow fences on State Highway 10.

I will start doing status reviews in the field for the expiring CRP & CCRP for 2023 and 2024.

### **CSP**

I helped the DC in Fergus Falls with information needed for CSP pre-approved application.

### **Other items**

-For 2022 FY, I have received 44 AD 1026s. I completed 15 tract splits and one new breaking request.

-Attended NW Area All Employee meeting.

-Attended NW Team 3 meeting.

-Jeff Stith (Agronomist) has started in Moorhead NRCS on June 6<sup>th</sup>.

Sharon Lean  
District Conservationist  
USDA NRCS Moorhead

## **Tony's June Report**

### **CREP/Re- Invest In Minnesota Projects**

#### **– CREP III –**

- **FY23 MN CREP Outreach and Implementation Program Continuation Grants – Signed and returned to BWSR for signature, equal to FY 22 amount**

#### ○ **Projects**

- Jennen-Wilkin Co – Working on site prep and seed mixes
- Askegaard – **No Change** - Final easement payment disbursed



- Applications
  - K. Olson – Easement agreements completed; Title opinion and commitment completed; Working on conservation plan, seed mix and seeding
- Future CREP:
  - No change - Working w/ BRRWD/HEI to explore CREP options for Glyndon East Tributary Buffalo River Project
  - Cody Erickson – RIM Grassland Options

## WIA Program

- Completed/Submitted invoice to MN DNR for WIA completed applications for renewal

## Pollinator

- Completed cleanup of Crestwood site w/ volunteers from Riverkeepers and HEI
- Completed Part one of first Pollinator workshop, 14 attendees, Part two scheduled for Tuesday June 14<sup>th</sup>
- SWAC Meeting on May 26<sup>th</sup>, Completed site visit and meeting w/ Tom Fuchs from Construction Management on Solid Waste Transfer Station pollinator project; developing proposal/s to present to committee for action

## 1W1P

- BRRWD – No Change
- WRWD – No Change

## MN Wetland Conservation Act

### – Board Decision Items

- N/A

### – On-going projects

- Goose Prairie Marsh Project – No Change - No – Loss Determination Extension request from HEI
- Howard Pender – No Change - Agreement to seed/reseed; making plans w/ state for new seed mixes that will meet performance standards
- Steve Opatril Replacement Site – No Change - Completed site visit; pool level full, water moving over spillway, discussing COA moving forward
- Kelly Schultz GP 23 Culvert replacement – No Change - ???
- Glyndon East Tributary Restoration Project – No Change - options and review of construction impacts
- Oakport Mitigation Site 1 – HEI submitted proposal for offsetting remaining credits; under review
- Stoney Creek Project – No Change - Exploring Wetland Bank options
- Keene 34 – No Change - Potential violation; completed survey; coordinating with agency's to review data

- Lavigne - Tiling request review
- Cianci - approach installation request; under review (Skree 16)

## **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**

- **Tree Bundling, Planting, and Matting**

## **Trainings**

- **N/A**

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

- **N/A**

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

- **N/A**

## **Seasons**

- **NHL Hockey Playoffs**
- **Minnesota fishing season in full swing**

## **Gabe's June Report**

### **CAI:**

- Leo started spraying last week
- Leafy spurge seems to be everywhere
- Have had more pest testers coming in pretty steady. That should be winding down soon
- Will be meeting with USFWS soon to look at the Tansem site that we've had weed issue on
- Poison Hemlock is coming back in a couple spots, but the last couple of years we've really knocked that down

### **Buffer:**

- Did a few monitoring inspections while I was out collecting data for UMN Tillage Transect Survey
- BRRWD has had a few ditches planted that I've noticed

### **CWF:**

- Sellin's are waiting until the River goes down to get started. They will finish up Bill Colbeth, then move to David Watt's and Greg Johnson's.

### **BRRWD1W1P:**

- DNR would not approve the permit for Mark Stotesbery's stream barbs. Instead they would like to see a different type of project called a J hook. Bennett said they can use all of the survey data they have, but need to make a new design. Good news is this project used less rock so will cost less.

### **WRWD1W1P:**

- WASCOb's can work for one of the Ulen landowners with gully erosion. Haven't heard back from the landowner if he wants to move forward with a project.

**U of M Tillage Transect Survey:**

- Spent a couple days last week and one morning this week collecting data for the U of M. Collected about 150 data points in 2 “agroecoregions”
- Sounds like this project will continue on for quite a while

**Soil Health:**

- Do we want to allow another 3-year sign up period for landowners who have been through 3 years already? In my opinion, I think we should allow them to sign up once more, which would give them 6 total years of payments. I don’t think 3 years is enough time to see the full benefits of using cover crops.

**CRAIG’S JUNE REPORT**

- Trees – We have completed all but one planting job and have 6 matting jobs left to complete with one of those being done in Becker County. We have started the second session of tree orders and people have been picking up those orders.
- Drills – Both drills are moving so far there has been roughly 500 acres planted.
- CFO – We had a meeting on June 1<sup>st</sup> with County Commissioners, Jenny Mongeau, Jenna Kahly, County Administrator Steve Larson, MPCA Staff, Gabe, Kevin and me. We discussed way to work through the probationary period. We went over the letter that was sent out with corrective actions from MPCA. We will have another meeting Aug. 1<sup>st</sup> to review the work that has been completed so far.