

MINUTES FOR THE July 8th, 2021, BOARD MEETING OF THE SUPERVISORS FOR THE CLAY SOIL & WATER CONSERVATION DISTRICT, HELD AT THE COUNTY HIGHWAY DEPARTMENT, 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
Amanda Lewis, District Coordinator
Craig Halverson, District Technician/CFO
Gabe Foltz, District Technician/ CAI
Tony Nelson, Natural Resources Management Technician
Robert Guetter, NRCS Team Lead
Jenna Kahly, County Commissioner
Darren Mayers, BWSR Board Conservationist

Absent: Jenny Mongeau, County Commissioner

The Pledge of Allegiance was recited.

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

MEETING AND MILEAGE FORMS COMPLETED BY SUPERVISORS.

SECRETARY'S REPORT: A draft copy of the June 10th, 2021, meeting minutes was emailed to the Supervisors prior to the July meeting. **M/S/P, Schoff/Schellack, to approve the June 10th, 2021, minutes.** Motion carried.

TREASURER'S REPORT: See Mandy's report.
M/S/P, Schellack/Krabbenhoft, to approve the treasurer's report. Motion carried.

APPROVE CLEAN WATER FUND CONSERVATION PRACTICE CONTRACTS REQUESTING ASSISTANCE:

CWF 21-05 D. Watt for a Toe-wood sod mat in the amount of \$18,338.00

CWF 21-03 G. Johnson for a Toe-wood sod mat in the amount of \$16,115.00

M/S/P, Schellack/Schoff, to approve the above listed Clean Water Fund Conservation practice Contracts requesting assistance. Motion carried.

APPROVE BUFFALO-RED RIVER 1W1P CONSERVATION PRACTICE CONTRACTS REQUESTING ASSISTANCE:

BRR1W1P 21-00 T. Schauer for a Water & Sediment Control Basin in the amount of \$19,292.00.

BRR1W1P 21-01 B. Bang for a Water & Sediment Control Basin in the amount of \$12,165.20.

M/S/P, Schoff/Schellack to approve the above listed Buffalo-Red River 1W1P Conservation practice Contracts requesting assistance. Motion carried.

APPROVE BUFFER COST SHARE CONTRACTS REQUESTING ASSISTANCE:

B17-62 F. Segrud for a Buffer Planting in the amount of 150.00

M/S/P, Krabbenhoft/Anderson to approve the above listed Buffer Cost-Share Contracts requesting assistance. Motion carried.

APPROVE VOUCHERS PAID: The list of vouchers from Elect # 2149- 2159 and #20926 - 20968 were reviewed, and credit given to have been paid by due date. **M/S/P, Krabbenhoft/Schellack, to approve the vouchers that had been paid as listed.** Motion carried.

BWSR BC DARREN MAYERS:

Darren Mayers, BWSR BC, gave an update on the legislative session. He gave a brief update on programs that were funded through this legislative session. He discussed the Cost-Share workplan that will be taking place of the Annual Plan.

AREA 1 MEETING WRAP-UP:

Paul stated that we had a good turn out and that the meeting ran smoothly. Resolutions were passed at the meeting and will need to be sent to MASWCD by the due date.

SWCD SUPERVISOR ORIENTATION:

See Kevin's report. Paul, Carol, and Robert plan on attending the session.

TSA BOARD MEETING:

Carol stated that the meeting was held June 24th. The biggest concern at the meeting consisted of Engineering needs. She discussed the budget options and staff options. There is a meeting planned for the end of August. Carol stated that there is a potential for a PRAP with a proposal being sent to Matt Fischer, BWSR BC.

STATE REQUEST FOR COUNTY ALLOCATION AMOUNTS: See Mandy and Kevin's report. There was a discussion held.

COUNTY BUDGET REQUEST PRESENTATION: Kevin stated that he will present the budget to the County at the County Board Meeting held on August 3rd.

INSURANCE MEMBERSHIP MEETING: See Kevin and Mandy's report.

DNR GROUNDWATER MONITORING AGREEMENT: See Kevin's report. There was a discussion held.

BUFFER LAW: See Gabe's report. Gabe asked about amending the current Buffer Cost-share for the BRRWD ditches that haven't gotten planted yet due to COVID 19 issues.

CWF: See Craig and Gabe's report. Gabe stated that they have started working on Brian Thomas's project.

REVIEW EQUIPMENT STORAGE NEEDS: See Kevin's report. There was a discussion held.

BRR 1W1P: See Kevin's report.

WRM 1W1P: See Kevin's report.

CLAY COUNTY FAIR: Kevin stated that the Fair is being held July 16-18 and that staff will tend to the booth on those days.

CRESTWOOD POLLINATOR HABITAT PROJECT: See Mandy and Tony's reports.

CREP: See Tony's report

PHEASANTS FOREVER BIOLOGIST POSITION UPDATE: No News

MASWCD STATE CONVENTION: Paul stated that the convention is planned for December 12-14th at the Double Tree.

OUTSTANDING CONSERVATIONIST FOR 2022: Randy stated that he will have a landowner soon as he has a few he has been looking at.

FEDERAL HOLIDAY: See Kevin's report. We plan on following what the county decides as we follow their current holiday schedule.

FALL TOUR: There was a discussion on options for the Fall Tour with the potential of having the tour and our 3rd annual Pint Night held in conjunction with each other. Initial plans are to invite the County Board members and state Legislators.

PART-TIME HELP: See Kevin's report.

DATA PRACTICES & OPEN MEETING LAW: See Kevin's report.

MN SOIL HEALTH SERIES: See Kevin's report. Kevin stated that there would be an event held at the Doubting Thomas Farm on July 14th from 6-8pm.

LOCAL WORK GROUP MEETING: Carol, Paul, Robert, and staff discussed the meeting. Carol stated that there was a lot of recommendations given and hopes that some of these get addressed in a timely matter. Bob Guetter, NRCS Team Lead, stated that he will make a list of recommendations and prioritize them so that he can revisit them in 1 year to see where they are at for addressing the concerns. There was a discussion held on the SWCD hosting the meeting in 2022.

NRCS ITEMS: See Sharon's report. Bob Guetter, NRCS Team Lead, gave an update on EQIP projects and the funding for them. He discussed the CRP status reviews. He stated that NRCS Engineers should be contacting Gabe and Tony for their training needs. He stated that the USDA building will more than likely remain locked until staff is asked to be back full time – potentially sometime in October.

REPORTS:

COUNTY COMMISSIONER:

No report.

MASWCD: Paul and Randy gave an update. The resolutions and the process for them was discussed.

PLANNING COMMISSION: Joel stated there was a storage building passed as well as a gravel pit in Keene Township with some restrictions to it.

CFO/TREE/NO-TILL DRILL REPORT: See Craig's report.

URBAN CONSERVATION: See Mandy's report.

CAI UPDATE: See Gabe's report.

WCA/LWM/AIS: See Tony's report.

CONGRESSWOMAN FISCHBACH MEET & GREET: See Kevin's report.

UPCOMING EVENTS:

July 14th & 21– Data Practices & Open Meeting Laws Webinars
July 15th – Insurance Membership Zoom meeting
July 16-18 – Clay County Fair
July 28 – Wetland Training - Alexandria
Aug 3 – County Budget Presentation

ADDITIONAL ITEMS:

There was a discussion on the future Board Meeting location. We will continue to have the meetings at the Clay County Highway Department as long as it is available.

The legislative session passed the SWCD Supervisor's per diem raise from \$75 to \$125 effective August 1st.

M/S/P, Schoff/Anderson, to approve the Supervisor's per diem raise from \$75 to \$125 effective August 1st.

Motion carried.

NEXT MEETING DATE: August 12, 2021 @ 4:00 PM tentatively at the Clay County Highway Department.

ADJOURN: Supervisor Hildebrandt called for a motion to adjourn the meeting. **M/S/P, Schoff/Schellack, to adjourn the meeting at 7:00 p.m.** Motion carried.

BY: Amanda Lewis
District Coordinator

Randy Schellack
Secretary

Signature after approved

Date

Gabe's July 2021 Board Meeting Notes

CAI:

- Leo has finished the first round of spraying. He's hit a lot of the poison hemlock, common tansy, and wild parsnip spots for the grant as well.
- Craig and I have sprayed twice for the landfill, and have also done some spot spraying, mostly of wild parsnip spots.
- Met with Monika Chandler with the MDA to collect leafy spurge beetles a couple times so far. We have collected on private land and I've taken a small amount to give to two landowners who requested some from me this year. The landowner took quite a few to disperse on new areas on his land, and Monika took quite a few to give to other County Ag Inspectors across the state.
- Had a noxious weed information sheet mailed to our entire newsletter mailing list using the MDA grant funds, hopefully you all received one and I'm hoping that it is helpful.
- No opportunity for another grant for next year due to MDA budget cuts, but hopefully there's another opportunity in the future.
- Have had a few more weeds complaints
- Have had communication with USFWS for weed control on a couple of their tracts, these are tracts that have been issues for the past couple of years.

Buffer:

- Landowner that we discussed last board meeting with the mapping issue signed up for cost-share. Hopefully that can get planted this Fall once beans are combined.
- Have started to do some of the yearly monitoring, some using new aerial imagery and some on the ground spot checks.
- BRRWD is scheduled to have ditch buffer plantings start in late July
- BuffCAT, the State's compliance tracking tool, has had some issues with losing attachments connected to parcels. I did not have attachments in the program, so all the data I have entered should be good.
- We received an email update about the program, and about the funding that has come through so far from the Department of Revenue. Each County and Watershed District that has chosen to oversee the program gets a certain dollar amount every year, which began in 2017. So far, the BRRWD has received \$278,923 and the County has received \$561,077 (the County is also the enforcement entity for drainage ditches within the WRWD). 75 of the 87 Counties in the state have taken on the enforcement role, which means that for the most part, enforcement is local across the State, which is good.

Cover Crops:

- Have done spot checks for a few of the landowners on their second year. Will do the remaining two this week sometime. One of the landowners decided not to interseed cover crops into their corn this year due to the dry conditions, so that contract will be pushed back a year. It is nice to have some flexibility in the program so the landowner is not wasting their money when conditions for cover crop seeding are not ideal.

CWF:

- Dave Watt and Greg Johnson's toe wood sod mat projects need to be approved and are moving forward. Dave is wanting to do his side-water inlets himself and is working with Erik Jones to make a couple changes on the materials that will be used. This should be on the next board meeting for approval.

- There have been a couple landowners concerned about the number of trees that need to be used for the toe wood sod mats.
- There's quite a few landowners in the Moland township area along the Buffalo River with bank erosion issues, hopefully some more can get funded through 1w1p.

Kevin's Report – July 8, 2021

Discussion Items

- **BRR 1W1P contracts requesting assistance** – T. Schauer and Bruce Bang – both are being partially funded through EQIP. BRR 1W1P funds will be used to bring cost share up to 90%. The Schauer project has an estimated total cost of \$36,083.00. EQIP is paying \$13,182. BRR 1W1P funds paying \$19,292. The Bang project has an estimated total cost of \$22,108. EQIP is paying \$7,732. BRR 1W1P funds paying \$12,165.20.
- **Area 1 Meeting** – 5 resolutions were presented and passed (copies of each were sent out to each Supervisor)
- **SWCD Supervisor Orientation** – Paul, Carol, & Robert will be attending the Fergus Falls session July 16th.
- **State (BWSR & MASWCD) request for County Allocation Amounts for 2018, 2019, & 2020** – BWSR has been working with MASWCD & Association of MN Counties (AMC) to understand and communicate the county contributions to SWCD's. Mandy and I completed the survey. In doing so, we found a discrepancy in our 2020 allocation that we received from the County (a shortfall of \$14,883). The problem has been solved and a payment will be made to us soon. We are checking things out more closely for 2021 and have been in communication with the Co. Auditor.
- **County Budget Request Presentation** - I've been asked to attend the August 3rd County Board meeting to discuss our 2022 County Budget Proposal.
- **Insurance Membership Meeting** – Lakes Country Service Cooperative (LCSC) is transitioning from Blue Cross/Blue Shield (BC/BS) to Medica. Mandy & I will be listening in to find out more about our new insurance company for 2022. Items such as Medica updates, Renewal timelines, etc. will be discussed.
- **DNR Groundwater Monitoring Agreement for FY 22** – The same number of wells (15) will be monitored, and same payment (\$1,740) will be received for performing the duties outlined in the agreement.
- **Review Equipment Storage Needs** – With Craig soon to be moving to a new house, it may be time to start looking into locating a place to store some of our equipment that we have been fortunate to have at Craig's place for years. Any ideas? Also, our tree storage lease with Steve Schroeder expires in October. We have had concerns with him potentially selling his place. I spoke to him a

couple of weeks ago, and he assured me we could sign another lease agreement with him. We have been leasing from Steve since 1996!

- **BRR 1W1P** – Earlier on the agenda, our first 2 applications. Both are EQIP approved contracts, in our “Priority Areas” (see Map) and are where BWSR wants the funds to go! In both cases, funds will be used to piggyback EQIP funds to bring cost share rates to 90%.
- **WRM 1W1P** – Steering committee members met yesterday (7/7) to discuss project lists, reimbursement process, priority areas, & cost share rates.
- **Clay County Fair** – Staff is busy getting something ready for our booth space. Booth will be staffed all 3 days.
- **Pheasants Forever Biologist Position** – Nothing new to report.
- **MASWCD State Convention** – at present, plans are to hold a fully in-person annual convention, Dec. 12 – 14, at the Double Tree in Bloomington. Normal awards to be offered including Outstanding Conservationist.
- **Outstanding Conservationists for 2021 – Randy’s Area** – no selection made in 2020 (we can help with names if you want, Randy)
- **Federal Holiday – Juneteenth?** – Last month, President Biden announced that June 19th would be the newest Federal Holiday. Federal employees were allowed a vacation day on Friday, June 18th. State, County, & SWCD employees worked that Friday. Something to discuss for the future.
- **Fall Tour** – we have not had time to work on this yet.
- **Part-time Help** – Jenna started working June 21st. Things are going well!
- **Data Practices & Open Meeting Law webinar** – 2 webinars are being held (July 14 & 21) to discuss changes being made to the Open Meeting Law & Data Practices Act. More next month.
- **MN Soil Health Series – Doubting Thomas (Noreen Thomas) Farm – July 14th – 6-8 PM** – Earlier this spring, Noreen Thomas approached me about her upcoming event and wondered if some kind of demonstration would be available? I contacted Brandon DeFoe, NRCS Soil Scientist and asked about his Rainfall Simulator. He was onboard in doing something for Noreen. Brandon and Bob G. took it from there – Thanks!
- **Local Work Group Meeting** – Paul, Carol, & Robert (Supervisors), Commissioner Mongeau, County Staff P&Z Director Matt Jacobson & Hwy. Engineer David Overbo, NRCS DC Sharon Lean, & SWCD Staff Craig, Gabe, Tony, & Kevin attended. Bob G. led discussion on NRCS Resource Concern Categories.

Craig's July report

Trees- We have completed planting and all invoices have been paid. I placed our first order for the 2022 tree season.

CFO – re-registration is still ongoing. I had my mid-year evaluation. They said things are much better this year. I will continue to work with Molly from MPCA to make sure the reporting I am doing is what she is looking for.

No Till Drills – The drills are moving for a total of 1,952 acres so far.

CWF – We have two of the 5 landowners with signed cost-share contracts and awaiting the Boards approval. We are still working with the other landowners to get them in to sign up for cost-share. Once the contracts are approved Eric will work with them to start the construction process.

Mandy's July 2021 Report

Financial Reports – I will send the financial reports for the year through the end of June tomorrow. This will include our time spent to the grants for the 2nd Quarter. The Profit and Loss – this shows what has been spent. The Balance sheet – this shows what we have left to spend, and the Budget vs. Actual – This will show where we are at in comparison to our budget. I have not heard anything yet from the IRS on the overpayment for the COVID pay. I would assume eventually we will get a notice stating that we will owe that amount back to them. Last week Kevin asked me to figure out the amount of funds we receive from the County outside of the pass-through state funds. While completing the task I realized that we did not receive approximately \$14,883.75 from the county for our 2020 allocation and that we are on track to be off by about the same amount for 2021 if we continued to move forward with what the County was paying us for our County allocation. I figured out the amounts and it seems that they line up to be close to the funds that come with the AIS program as well as the performance credits from the MPCA for our feedlot program. Kevin spoke with Lori Johnson, the County Auditor, and she said she noticed that our account was off. She requested that when I send the allocation for the 3rd quarter that I ask for the lump some from the Feedlot officer grant, the lump some from the LWM county match portion and our base allocation. I received an email yesterday stating that \$14,883.75 will be sent to us for our 2020 allocation. I submitted the request for our 2021 3rd quarter allocation as requested from Lori, once I see that number I will figure out where we are at for the 2021 County allocation and budget.

QUICKBOOKS – I will start the process of getting my quickbooks software updated to my new email address after we pass the minutes from the last board meeting, as they requested recent minutes stating that I was the administrator of the Clay SWCD Quickbooks software.

Pollinator – The sign was put up at the site after the last Board Meeting. Thank you, Jenna. However, the sign is backwards as the divets on the metal pole are facing the sign so we might have to do a little revamping so that the screws do not pull through the sign. Gabe was out and mowed the site last Friday, he stated it was a good time to mow as some of the thistle was starting to think about seeding out. Tony and I have been working with Rob Roberts on a pollinator habitat for his yard in Moorhead. Gabe tilled the ground and drug the ground at the location. Tony and I went out on Wednesday June 30th to plant the habitat. We will wait about three weeks and contact Rob to see how things are looking out there. We will

be holding one more Pollinator Habitat workshop on Aug 10th and 17th. We had a meeting with Allison Slavik from Junkyard Brewery on June 23rd to discuss a pollinator Pint night this fall. We have made a potential plan for Sept. 9th, if we can move some stuff around to make it work. Our plans are to have the "Money Honey" pollinator beer as well as a potential Peach and Honey seltzer. We will have door prizes and let attendee's plant some pollinators to take home. This could maybe be paired with the tour.

Office – I have been working with Jenna Hanson to get the documents that can be scanned and removed out of the office. I hope to have the file cabinet in my office space completed by the end of the week. I will then keep the past 6 years documents in the cabinet, with the hopes to shred the 6th year when the time comes. Most of my things need to be kept for 6 years, with a few needing to be kept permanently. Those items we are scanning to 2 different locations and getting rid of the paper copies as copies can be made from the locations they are stored on. I talked with Trudy this morning and I am going to move forward with contacting MACDE to discuss the potential for an SWCD Records Retention Schedule. While completing the stuff for Jenna to scan I have found some very interesting schedules. Ours states I must keep our Time sheets for 6 years; Trudy's says 65 years. I would like to see something a little more uniform as I cannot imagine why they would be so different. Hopefully this is something they can come up with for the SWCD's.

Urban Conservation – UFDA!! I finally finished the workshops we had scheduled for the spring and early summer. We added a Make and Paint Rain Barrel workshop on July 29th, and Aug 5th at the Cass SCD office. We are scheduled to clean the barrels on the 26th at the Cass SCD shop as they are the barrels, we cleaned at the end of the year last year and for some reason they now have a bunch of mildew in them. Hopefully, it will come out and not be a big pain. Once those barrels are out of their space we will be done working with Cass SCD as they wish to be a silent partner and not host the workshops anymore. Craig and I went to Perham to get 48 barrels from Kenny's Candies on June 28th. We took the two trucks and two aluminum trailers to haul them. It went smoothly. We ended up putting water in all the barrels as they all still had quite a bit of Tapioca syrup in them. Craig and Gabe dumped them out and they seemed to come out somewhat clean. This will help tremendously when it comes to cleaning barrels for our workshops next year. Tony and I met with Christine and Kim from River Keepers on July 6th, to discuss a potential for a resilient yard workshop. We decided to let River Keepers intern do some research on the demand for resilient yards as well as boulevard plantings. We also suggested that the intern proofread our current Pollinator Curriculum and see if it would work to just add some information to that class instead of having a whole other workshop. We suggested maybe titling all our workshops under the heading of Resilient Yard Workshops, and then list the individual workshops under that. We will have another meeting once the interns has completed some of these things.

Tony's July Report

Re- Invest In Minnesota Projects - Ongoing

- Thompson, Robert – **No Change** - Mowing for MCM, Posted, need RIM signs
- Thompson, Steve – **No Change** Need posting
- Herbranson, Dave – **No Change** Land for sale, working w/ landowner to complete removal of old equipment and clean up farm sites, Need posting
- Hough, Ryan – **No Change** - Grazing plan for RIM Management
- Thompson, Jake – **No Change**-Haying/Grazing plan for RIM
- **Working on RIM Site Inspection**

CREP III –

- **No Change** - Batching period for CREP suspended until FSA/NRCS can complete details for sign-up (Batching period (21-01) of calendar year 2021 original dates April 12 – April 30, 2021)

-New projects:

- Jennen-Wilkin Co – Sent subordination agreement to BWSR; working to complete title search
- Askegaard – no change- Received signed easement agreement from BWSR; Waiting for updated abstract; beginning title search/insurance process

-Ongoing projects:

- G. Hess – **No Change**- Waiting on seeding completion confirmation
- M. Halverson – Seeding complete; Waiting on seed tags and C/S information from FSA
- J. Wang – **No Change** - Working w/ FSA to complete state C/S documents for submission

-Applications:

- K. Olson – Hawley – Application completed and submitted to BWSR

-Future CREP:

- **No Change** - Working w/ BRRWD to explore options for Stoney Creek restoration project on the north end of Barnesville TWP

-CREP Outreach/Implementation RFI

- **No Change**-Waiting on results from BWSR

WIA Program

- No new enrollments

Pollinator

- Weed Control, mowing and spraying areas
- Crestwood sign installed
- Junkyard Brewery Pint Night Initial meeting; tentative date of September 9th
- Rob Roberts Pollinator Habitat Planted

1W1P

- BRRWD – **No Change** – executing work plan
- WRWD – **No Change**-Becker Co Grant Agreement executed

MN Wetland Conservation Act

-Board Decision Items

- N/A

-WCA Ongoing

- West Central Ag – Track Expansion – Assisting with update of accurate credit request
- Glyndon East Tributary Restoration Project; reviewing environmental assessment
- Reviewing multiple (7) wetland delineations submitted for review for solar projects throughout the county
- Oakport Creation Site 1 – received updated management plan for cattail management; under review
- Steve Opatril Replacement Site – No Change; Weather conditions and results of Site visits to determine COA moving forward
- Howard Pender – updating credit deposit application; under review
- Keene 34 Holte WPA – conducted site survey; sending information to appropriate agencies for review
- Fargo-Moorhead Red River Diversion Mitigation process

-Wetland Conservation Act Certification Virtual Training Completed

- Tentative training dates for MCWDP for either the first or second week of September; Attendance TBD

Aquatic Invasive Species

- N/A

Conservation Technical Assistance

- N/A

News/Meetings/Presentations (Completed)

- N/A

Upcoming events News/Meetings/Presentations

- No Change

Pheasants Forever

- **No Change** - No word on PF FBB replacement
- **No Change**- 4 wheeler Raffle tickets for sale

Seasons

- Stanley Cup Finals
- Fishing