

MINUTES FOR THE November 9, 2021, 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
 Carol Schoff, Treasurer
 Randy Schellack, Secretary
 Robert Anderson, Reporter

 Others present: Kevin Kassenborg, District Manager
 Amanda Lewis, District Coordinator
 Gabe Foltz, District Technician/ CAI
 Tony Nelson, Natural Resources Management Technician
 Craig Halverson, District Technician/CFO

 Absent: Jenny Mongeau, County Commissioner
 Robert Guetter, NRCS Team Lead
 Paul Krabbenhoft, Vice Chairperson

The Pledge of Allegiance was recited.

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

MEETING AND MILEAGE FORMS COMPLETED BY SUPERVISORS.

SECRETARY'S REPORT: A draft copy of the October 14, 2021, meeting minutes was emailed to the Supervisors prior to the November meeting. **M/S/P, Schoff/Schellack to approve the October 14, 2021, minutes.** Motion carried.

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

APPROVE POOLING AGREEMENT AMENDMENT WITH WEST OTTERTAIL SWCD: The original agreement will expire on Dec. 31st, 2021. West Otter Tail was granted an amendment to extend the expiration date to May 1, 2023.
M/S/P, Schoff/Schellack, to approve signing the above listed pooling agreement with the new expiration of May 1, 2023. Motion carried.

APPROVE BUFFER COST-SHARE CONTRACTS REQUESTING PAYMENT:
B17-62 F. Segrud for a Buffer Planting in the amount of \$150.00
M/S/P, Schoff/Schellack, to approve the above listed Buffer Cost-Share Contract requesting payment. Motion carried.

APPROVE CLEAN WATER FUND GRANT CONTRACT REQUESTING CANCELLATION:
CWF 21-06 S. Smith for a Toe-wood Sod Mat in the amount of \$36,935.00.
M/S/P, Anderson/Schellack, to approve cancellation for the above listed Clean Water Fund Grant Contract. Motion carried.

APPROVE BRR 1W1P COST-SHARE CONTRACT REQUESTING ASSISTANCE:
BRR1W1P-2104 S. Smith for a Toe-wood Sod Mat in the amount of \$35,190.90.
M/S/P, Anderson/Schellack, to approve the above listed Cost-Share contract requesting assistance. Motion carried

APPROVE VOUCHERS PAID: The list of vouchers from Elect #2190-2196 and #21049-21064 were reviewed, and credit given to have been paid by due date. **M/S/P, Schoff/Anderson, to approve the vouchers that had been paid as listed.** Motion carried.

AREA 1 FALL MEETING: The meeting will be held on November 16th at the Shooting Star Casino in Mahanomen MN. Currently 4 supervisors and 4 staff plan to attend the meeting.

MASWCD STATE CONFERENCE: Mandy stated that she has reserved rooms for the Annual convention for all the supervisors and 4 staff members. There was a discussion held on who will attend the convention. Currently there are 5 supervisors and 4 staff that plan to attend the conference. Mandy will complete the registration for the conference before the deadline on December 1st.

PAY EQUITY REPORT – See Kevin’s report

CWF: See Craig and Gabe’s report.

BUFFER LAW: See Gabe’s report.

EQUIPMENT STORAGE LEASE – See Kevin’s report. Kevin and Paul will work with Randy to draw up a contract for the new equipment storage lease. There was a discussion held on the terms of said lease.

SET DATE TO DISCUSS STAFF EVALUATIONS & 2022 COLA/SALARIES- There was a discussion held on the subject. It was decided to meet on December 2nd at 4:00 PM, to discuss evaluations, COLS, and salaries for 2022.

BRR 1W1P: See Kevin’s report.

WRM 1W1P: See Kevin’s report.

TSA UPDATE: See Kevin’s report.

Carol stated that the Mission statement was completed. The discussion at the meeting was mainly focused on engineering issues and the need for engineers. There was discussion about districts receiving job approval authority to be able to assist with the engineering needs throughout the area. The ultimate decision will land on the 16 districts to come up with a plan to solve the engineering issues in the area. There was a survey completed by the 16 districts to get an understanding of the need for engineering assistance throughout the area. Jeff Haverland will be on leave for 4-6 months recovering from back surgery.

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

CREP: See Tony’s report.

COVID-19 UPDATE: See Kevin’s report.

CCATO FALL MEETING: Kevin stated that the meeting will be held on November 15th, at the Dilworth Community Center. Craig, Tony, and Gabe plan on attending.

MASWCD REQUEST FOR ENVIROTHON DONATION:

Mandy discussed the donation. The board decided to continue donating items to the Silent Auction that is held at the convention instead of a cash donation.

NRCS ITEMS: See Sharon’s report

REPORTS:

COUNTY COMMISSIONER: No report.

MASWCD: Paul and Randy discussed the budget and stated that the Area 3 representative has resigned and someone new has taken their place. Paul stated that the resolutions were reviewed. They are working on a plan to figure how to go about visiting with Legislators for the upcoming session.

PLANNING COMMISSION: Joel stated that they approved a few Conditional Use Permits (CUP’s) for Central Specialties.

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.

UPCOMING EVENTS:

- November 11 – Veteran’s Day – Office closed
- November 12 – Clay County Comprehensive Plan Virtual Meeting
- November 15 – CCATO Fall Meeting – Dilworth
- November 16 – Area 1 Fall Meeting – Mahnomen
- November 23 – Attend Clay County Board Meeting

- November 25 – Thanksgiving Day – Office closed
- November 26 – Thanksgiving Holiday – Office closed

ADDITIONAL ITEMS:

NEXT MEETING DATE: December 9, 2021 @ 4:00 pm at the Clay SWCD District Office.

ADJOURN: Supervisor Hildebrandt called for a motion to adjourn the meeting. **M/S/P, Schoff/Schellack, to adjourn the meeting at 5:13 p.m.** Motion carried.

BY: Amanda Lewis
District Coordinator

Randy Schellack
Secretary

Signature after approved

Date

Mandy's November 9th Report

Financial Reports – attached with my report is the budget vs. actual. I don't have anything that really stands out currently. Currently we are -\$96,089.39 however we have \$72,729 worth of staffs time to report for the County Programs as well as our time for state programs which will level this number off at the end of the year. Our charges for services is short \$6,515.92 of what we budgeted for and our interest income is short by \$409.31. However, our Misc Income is up \$35,814.54. this is due to programs we don't account for as well as funds that come in and go out right away. If you look at the Misc. Expense you will see that the account is overspent by \$28,344 so actually our Misc income would be \$9360.34. You will see that the last couple of Pay Periods Tony's check amount has increased slightly I was made aware that I was collecting too much for his life insurance premium, so I have made the adjustment.

Pollinator – I have answered a few emails that have come in about our pollinator program since our event with Junkyard. It sounds like most of those that have reached out to us are planning on attending our workshop. Tony and I went out to access the Corteva sight Wednesday Nov 3rd that is planted just outside of Georgetown. The sight was in good condition with little weed pressure and a lot of desirable species showing. It was advised that they mow the planting either this fall or next spring. They decided that they will wait till next spring. We plan on holding one of our workshop hands on activities out there next year.

Convention – I have booked rooms for all supervisors and all staff. Once I know who wants to attend, I will adjust the rooms and complete our registration. The ballot for the resolutions was sent to Sheila Vanney on November 1st. I sent you all an email last week with the Annual Meeting information attached. Who all is planning on attending the event? Paul, I did not get you a room as I believe you said that MASWCD picks yours up. Do we want to have supper again with the Outstanding Conservationists? I am planning on attending however, it will depend if my grandbaby is here or not yet as I have been asked to be present in the labor and delivery room.

Office – I have been working on time sheets for the end of the year. Gabe and I received our computers a couple weeks back and Scott Wendorff was here last week to pick them up and get our server and other info loaded onto them. We should get them back sometime this week. They cost a lot less than what we were thinking. The tree order form was completed and uploaded to both our website and Facebook we have received a couple orders so far. All our open invoices for landowners have all been paid and we should be set for the end of the year. I received an email from NEC Cloud Communications last week asking me to pay our October bill, I stated that the bill was paid on time, and they asked me to send proof that it has cleared our bank. They are checking into it as they show it has not been paid on their end. They will let me know what they find. I received an email from MASWCD asking for donations for the State Envirothon. I know that in the past we used to donate to our area Envirothon but the past couple of years or Area Envirothon asked that we stop requesting donations from the districts as our bank balance was too high. I was wondering if we could donate \$300 that would be the amount that would've been donated to our area for the past 2 years. There was a junior Envirothon held on October 6th. I did not attend as the Prairie Wetland Center cancelled the event through them due to COVID. The girls decided to continue with the event through the Detroit Lakes Pavilion. We did not have any schools participate through Clay County. Last Years State Envirothon was done virtually, and Hopkins High School took 1st, 2nd, and 3rd place.

Urban Conservation – Things are getting quiet in this department right now. However, I did receive an email last week from NACD stating that there are grants available for Urban Conservation through them right now. The deadline for the grant is January 31st. Tony and I are looking into potentially writing a grant for our Urban Conservation program. I wanted to thank you for allowing me to purchase tickets for the River Keepers Annual Event, unfortunately I was unable to attend due to my aunt's passing. I met with

Christine Holland River Keepers to assist in the clean up of Snakey Creek located in MB Johnson Park last Friday from 1:30-3:30.

Craig's November 9th Report

CFO – I have 3 more compliance checks yet to do and then enter all into TEMPO. I met with Molly and Michelle, MPCA last week to discuss my probation. So far everything is looking good. I did finally get them to agree with me that TEMPO sucks.

TREES – A few tree orders are coming in already. Mandy Has the tree list on Facebook. The district donated a \$500 voucher for a service to Rita Dickelman's Benefit held on October 30th. The winner of the lottery will contact the office.

CWF – 11/8/21 one project on the Buffalo River has started with the Toe-wood Sod Mat installation for Bill Colbreath.

Tony's November 9th Report

Re- Invest In Minnesota Projects

– Ongoing

- Herbranson, Dave – Removal of old equipment and clean-up of farm sites has begun, Need posting
- Hough, Ryan – **No Change** - Grazing plan for RIM Management

CREP III

– New Projects

- Jennen-Wilkin Co – Final easement recorded and site flagged for restoration, awaiting original documents to forward to BWSR.
- Askegaard – Working with state and title company to resolve abstract issue; may be able to complete title search/insurance process without abstract

– Ongoing projects:

- Hess – **No Change**- Waiting on seeding completion confirmation
- M. Halverson – **No Change**-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

– Application

- K. Olson – - Hawley – Working w/ BWSR to finalize application and easement boundary; Requires multiple workbooks because of ownership requirements

– 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

- 2022 Outreach and Implementation Grant awarded for \$21,667 + 10% match, working with BWSR to complete the work plan

WIA Program

- Updated atlases received

Pollinator

- Corteva site visit completed, site looks very good with management recommendations given for this spring; potential partnership for pollinator workshop.

1W1P

- BRRWD – 1W1P Update Meeting; Construction/Timekeeping invoicing process and district status update
- WRWD – No Change

MN Wetland Conservation Act

- Board Decision Items
 - N/A
- On-going projects
 - East Tributary Restoration Project – No Change - Ongoing; jurisdiction is not decided
 - Steve Opatril Replacement Site – No Change; Weather conditions and results of Site visits to determine COA moving forward
 - Howard Pender – request from USACE to release credits, TEP waiting on HEI monitoring and status report
 - Keene 34 Holte WPA – Potential violation; working with state to complete field work prior to contact with Keene Township to determine course of action
 - North Dakota Retriever Club issue; working with Planning and Zoning to determine oversight
 - Completing wetland delineations; updates and addendums
- Wetland Conservation Act Training
 - Received notification of Certification for the MN Wetland Professional Certification Program (MWPCP)

Aquatic Invasive Species

- Coasters, Posters and Can Holders on hand

Conservation Technical Assistance

- N/A

News/Meetings/Presentations (Completed)

- Completed 2 days of BWSR Academy 27-28 Oct; Soil Health and Wildlife Habitat Trainings

Upcoming events News/Meetings/Presentations

- CCATO meeting Nov 15th
- Area I meeting Nov 16th
- Clay Co Board Meeting Nov 23rd

Pheasants Forever

- No Change - No word on PF FBB replacement

Seasons

- Minnesota Pheasant (Small Game) and Waterfowl and Deer seasons in full swing
- North Dakota Pheasant (Small Game) and Waterfowl and Deer seasons in full swing
- Minnesota Hockey and Football teams as frustrating as ever !!

Gabe's November 9th Report

CAI:

- Mailed out Township and City Annual Noxious Weed Reports for Local Weed Inspectors to fill out.
- Turned in report for our collaborative noxious weed grant for \$10,000, we should be receiving payment for that soon.

- Signed the amendment for the poison hemlock grant to carryover \$500 to use for treatments next Spring.
- MDA announced another grant opportunity for next year. It will be similar to last year's grant, and we will be applying for \$5,000.
- District 1 meeting was November 3rd.

Buffer

- Landowner by Hawley planted the buffer, need to approve payment
- A couple landowners along drainage ditches in the WRWD that I will need to work with to make sure their buffers get reseeded.
- West Ottertail SWCD was able to get their buffer cost-share dollars extended, which means that the \$3,000 we received from them for cost-share will be able to be spent next year.
- BRRWD has been working on buffer seeding

CWF:

- Have received all the DNR permits except for David Watt's
- Bill Colbeth project got started Monday. Hope to receive David Watt's permits by the time Bill's project is done so they can move over to David's

Due to bid's coming in higher than original project estimates, we are short on funding. We decided to switch Sidney Smith's project to get funded from 1W1P. His project may be able to get done this Fall also if the weather holds o

Kevin's November 9th Report

Approval Items

Discussion Items

- **Area 1 Fall Meeting – November 16 – Shooting Star Casino - Mahnomen**
 - Who is planning on attending?
- **Pay Equity Report**
 - November 3rd, received confirmation of - *"Being in Compliance"*
- **Equipment Storage Lease Agreement – sent out for Board review**
 - Last month Randy presented a lease agreement offering to store SWCD equipment. The Board approved to pay \$2,800 per year. It was agreed to have the agreement sent out for review as we had not had time to read the agreement prior to the meeting.
- **Set Date to Discuss Staff Evaluations & 2022 COLA/Salaries**
 - Staff evaluations will be soon completed. Need to set up a day and time to meet and go over evaluations and discuss 2022 COLA/Salaries/Health Insurance benefits for staff prior to the next board meeting (Dec. 9th). Does the full board want to attend or establish a personnel committee to bring a recommendation to the full board? We've usually met as a full board which then must follow Open Meeting Laws. Also, the board typically has had the opportunity to meet with staff individually as well.
- **BRR 1W1P – Kevin & Tony**
 - Another streambank erosion project signed up. Due to CWF shortage, applicant cancelled request and signed up for 1W1P funds.
- **WRM 1W1P – Kevin**
 - Nothing new to report

- **TSA Update – Carol & Kevin**

- Kevin - On Nov. 2nd District Managers, TSA Host, BWSR, and Houston Engineering Consultants performing the PRAP for the TSA, met. We discussed in depth, the survey that was sent out to SWCD's asking, "where does each respective SWCD receive their engineering assistance from now and where do we envision it coming from in the future"? Also, we gave estimates on the number of projects we envision in the near future and long term. Most of us receive our engineering assistance from a combination of TSA & private consultants. A few have engineering capabilities in-house, but that is rare. The discussion of employees obtaining Job Approval Authority (JAA) kept coming up. Concerns continue with training individuals. We discussed what is the purpose of the TSA ? Ultimately the TSA is there to serve SWCD's! Concerns/ideas on how staff thought the TSA could better serve the area SWCD's was discussed. A list of the top 3 items shared was: #1 – *Surge Capacity* – (described as what happens when an SWCD applies for and is approved for a grant which triggers additional workload within a "grant period" & how to handle this, #2 – *Equal vs. Equitable Services* – basically was described as we all have high priority projects, but we may not all get our top 5 (for example) serviced right away, but *the service is available to all*, and a tie for #3 – *Wait Time & Training by TSA Staff* – some SWCD's complain that they have had to wait over 6 months to get TSA staff to visit a site – many of us would like to see the TSA assist in training staff (time permitting). A February 2nd presentation is to be made to the TSA Board summarizing the consultant's findings.

- **COVID-19 Update – Kevin**

- Main office doors continue to be closed to the public – USDA staff required to wear masks and require landowners visiting to wear them as well.
- ALL SWCD Staff are vaccinated with Craig and Kevin receiving their boosters last week

- **CCATO Fall Meeting – November 15 – Dilworth**

- Last 3 meetings have been cancelled
- Staff will be making presentations to the township officers

- **MASWCD Request for Envirothon Donation**

Sharon's NRCS Report

November 9, 2021

For Clay County SWCD Board Meeting

EQIP

2022 EQIP signup deadline was announced. Here is the timeline:

Signup Number	Date	Activity
1	November 19, 2021	Application Deadline
1	March 4, 2022	Assessment/Ranking Deadline
1	May 13, 2022	Obligation Deadline
2	TBD	Additional Activities- based on funding

I am making phone calls to producers who cancelled their

applications last year to see if they would like to reapply.

I complete field reviews on completed practices. I completed payments on Cover Crop and Prescribed Grazing.

I sent out 3 EQIP applications to producers interested in the program. Currently, there are 10 EQIP applications for 2022 signup.

CSP

2022 CSP Signup deadline has was announced. The deadline is February 4, 2022.

CSP documentation has been collected for the 2021 payments. I completed 4 CSP modifications to reflect where the enhancements were completed on the farm. I sent out four payment applications to the producers. One CSP payment is completed.

I attended the CSP refresher training.

CRP

I completed the status reviews for the CRP Grassland applications.

I complete the 2021 CRP conservation plans. This was a total of 27 CRP contracts.

I am working on certifying CRP seedings as the producers being in their planting information.

Office

FSA and NRCS offices are still locked down to customers because of COVID-19. We are required to wear masks in the office. The producers also must wear a mask when visiting the office.

Other items

I have received 3 AD-1026 for FY 2022 wetland determinations and HEL determinations.

I completed the Conservation Activity Plan training

I completed the VMT Accident/Incident training.

Sharon Lean
District Conservationist
USDA NRCS Moorhead