

## NDCDEA Director's Meeting

February 14, 2024

The February 14, 2024, Director's Meeting was held via Zoom. Meeting called to order by President Brown at 1:01 pm. Directors present were Shannon Anderson, Easton Brown, Tokina McHarry, Billie Jo Hinders, Kari Beckman, Chad Thorson, Molly Jugovic, Ty Nordby, and Darci Gahner. Others present Hannah Nordby and Sarah Tunge.

The minutes from the December 20 meeting were approved on 1/2/24, with Anderson making motion, Krueger second. Passed.

Financials: Gahner mentioned there were a few offices with no paying members for the NDCDEA. Directors will reach out to see why – perhaps it is just new employees not knowing about the NDCDEA.

### Old Business:

Statewide Tree Planting Initiative/OHF - Tunge said the review committee met and considered questions and concerns that have been brought up. They proposed modifying the application period to March 1-July 31 with applications being batched on perhaps a monthly basis to SHPO. Also to add clarification about extensions and the situations in which they are granted. A section will also be added to detail how to handle Cultural Resource Reviews when requested by SHPO. Hinders moved to approve the proposed changes, Nordby second. Motion passed.

NDCDEA Scholarships – Seven applications have been received so far. Deadline is end of February.

Employee Handbook – Section 3 was sent out. No comments. Section 4 is being worked on.

### 2024 Workshops/Training -

Drill workshop – would like to form a committee to plan this. Brown and Krueger will be on committee as well as others who may be interested. Location will likely be in Stutsman County.

Fall tree planting/cooler maintenance workshop to plan as well. Will reach out to Betty to see what is needed.

### New Business:

District Annual Meeting (DAM) – Brown reported everything is set up for March. The 2025 location will be Minot based on votes from districts across the state.

Alliance to Advance Climate-Smart Agriculture - Tunge reported on recent changes to program. It will now be focusing on the benefits of climate smart practices vs. implementation. There are still 7 ND counties in the pilot area. Attachment A details a subaward to the NDCDEA to help assist in the implementation and promotion of the program. This will hopefully assist with the success of the pilot project and also future options for more opportunities throughout the state.

Other grants and agreements – Most State grants are due end of February/beginning of March. Our current TA grant with NRCS ends Sept. 2024, with the option to extend to use the leftover funds. Going forward, looking at doing a new application for TA assistance to increase funding and add/remove districts. Instead of 50% reimbursement, there would be a no match requirement and therefore 100% reimbursement of time spent on NRCS activities. And there would be money for an admin position to help facilitate/coordinate grants.

A NACD Technical Assistance Grant was awarded to NDASCD. We used language developed by Tokina, Matt, and Sarah last spring to submit that request. The funding is directed at providing training to district employees and supervisors. This grant funding will allow us to begin to build the training position and then supplement with the larger state agreement.

Another opportunity is being pursued with the NDASCD and NRCS. In addition to some urban ag promotion, this agreement would allow a MOA to create/supplement a position to help develop trainings and/or curriculum as needed by NDCDEA.

Above and Beyond Award – Two applications were received, voting closes on Friday.

Hannah Nordby, Area 5 NDSU Program Coordinator, discussed possibly coordinating a grant writing workshop. She will discuss a little bit at the DAM meeting about the 2 day program that NDSU offers. Looking for support, if needed, from NDCDEA.

T. Nordby left at 1:55 p.m. and H. Nordby at 2:01 p.m.

Mentors Help List – Brown mentioned requests for list of mentors throughout state. After discussion, it was decided he will reach out to Vetter to see if she has old list/format and see if we can get this rolling again.

Other Business:

Dates to keep in mind – National CDEA Summer meeting, Montana, August 19-23

NACD Northern Plains meeting, Manhattan, KS, July 8-10

Our next meeting will be in-person, prior to DAM – details will be coming out soon.

Meeting was adjourned at 2:20 pm.

Respectfully Submitted,

Tokina McHarry, Secretary

A handwritten signature in black ink, appearing to read 'Tokina McHarry', written in a cursive style.

## ATTACHMENT A

### NORTH DAKOTA CONSERVATION DISTRICT EMPLOYEES ASSOCIATION STATEMENT OF WORK

#### Subaward: North Dakota Conservation District Employees Association (Total – Federal: \$495,000)

North Dakota Farmers Union (“NDFU”) will provide a subaward to the North Dakota Conservation District Employees Association (“NDCDEA”) to provide technical expertise on program design, system design and project implementation. NDCDEA will help identify local conservation districts to provide direct technical assistance to enrollees. NDCDEA will also work with conservation districts to develop a consistent framework for providing technical assistance to enrollees in each district. Finally, NDCDEA will oversee the delivery of technical assistance, support verification activities and participate in stakeholder roundtables and farm visits. The subaward amount is \$165,000 annually for a total of \$495,000 over the planned three years. We expect to provide a subaward to NDCDEA because of their expertise and experience administering USDA and other programs.

#### NDCDEA PERSONNEL (Total – Federal: \$405,000)

##### NDCDEA Management Team (10 Representatives and Project Coordinator)

NDCDEA Management Team/Project Coordinator will be used for training and promotion to local Soil Conservation Districts participating in the project. They will use their expertise in tracking deliverables along with support verification of activities and participation to the stakeholder.

##### Project Coordinator

Salary \$75,000 each year with 60% commitment time

Federal Share Calculations at 100%

$\$75,000 \times 60\% = \$45,000$  (1st year) =  $\$45,000$  (2nd year) =  $\$45,000$  (3rd year) =  $\$135,000.00$

The NDCDEA Management Team consists of 10 representatives. These representatives will be involved in attending the 5 Area Meetings along with the state convention to give highlights on the program, provide educational materials, coordinate with the Dakota Legacy Initiative, provide training, monitor, and report on the deliverables required by NDFU.

##### NDCDEA Representatives Federal Share Calculations at 100%

$\$6,000$  per year cost x 10 Representatives =  $\$60,000$  (1st year) =  $\$60,000$  (2nd year) =

$\$60,000$  (3rd Year) = Total of  $\$180,000.00$

Accounting Personnel will provide regular financial reports and meet mandatory reporting requirements. Accounting Department will also coordinate with NDCDEA Management Team/Program Coordinator to ensure reporting and directives of the budget justification is being followed. This support will be tracked and documented for the project.

Accounting Department Salary is  $\$50,000$  each year with 60% commitment time

Federal Share Calculations at 100%:

$\$50,000 \times 60\% = \$30,000$  (1st Year) =  $\$30,000$  (2nd Year) =  $\$30,000$  (3rd Year) Total  $\$90,000$

#### NDCDEA FRINGE (Total – Federal: \$68,243)

##### Project Coordinator

Fringe Benefits Federal Share Calculations at 100% based on a 30.33% fringe benefit calculation.

$\$45,000 \times 30.33\% = \$13,648.50$  (1st year) =  $\$13,648.50$  (2nd year) =  $\$13,648.50$  (3rd year) =  $\$40,945.50$

Accounting Department

Fringe Benefits Federal Share Calculations at 100% based on a 30.33% fringe benefit calculation.

$\$30,000 \times 30.33\% = \$9,099.00$  (1st year) =  $\$9,099.00$  (2nd Year) =  $\$9,099.00$  (3rd Year) =  $\$27,297.00$

No Fringe Benefit for calculation on NDCDEA Representatives.

NDCDEA TRAVEL (Total – Federal: \$4,908)

Local travel to 5 Area Meetings for NDCDEA Management Team. Soil Conservation District (“SCD”) meetings to represent the project, report accomplishments and answer any questions from SCD staff and Board of Supervisors:

Mileage: 5 Meetings at 300 miles x .625 x 5 events =  $\$937.50$  annually x 2 years  $\$1875$

Mileage to Attend Meetings with NDFU: 6 Meetings (2 per year) at 300 miles per year x .625 =  $\$187.58$  annually x 3 years  $\$562.50$

Mileage to Attend Agricultural Events (Conventions/Tradeshows) to promote the Alliance project: 6 Meetings (2 per year) at 300 miles per year x .625 =  $\$187.50$  annually x 3 years  $\$562.50$

Hotel Accommodations for any meetings based on location and time of year for attendance.

Hotel for 2 nights x 2 people @  $100.00 = \$400.00$  annually x 3 year period =  $\$1200.00$   
(Estimated 6 overnights for the duration of the project)

Pier Diem for any overnight stay based on location and time of year for attendance.

$\$59.00$  per diem day x 2 people @ 6 applicable days =  $\$118.00 \times 6$  days =  $\$708.00$

NDCDEA does not have a travel policy and has agreed to follow the GSA rates for travel and will follow U.S. federal government policy, see <http://www.gsa.gov/federaltravelregulation>

NDCDEA SUPPLIES (Total – Federal: \$1,150)

Software for Tracking Financial and Payment Requirements - 1 Subscription at  $\$600.00$

Office Supplies  $\$550.00$

NDCDEA OTHER (Total – Federal: \$15,700)

Marketing through Dakota Legacy Initiative Platform - 3 years of marketing about this pilot project at  $\$5,233.33$  yearly for a total cost of  $\$15,700.00$ . This includes statewide media coverage showcasing the pilot programs and resources. A custom landing page, access to the established network of producers, and support within our community of collaboration for updates and events to reach our target audience.

NDCDEA Subaward Total:  $\$495,000$