

**MINUTES FOR THE October 13, 2016, BOARD MEETING OF THE SUPERVISORS FOR THE CLAY SOIL & WATER CONSERVATION DISTRICT, HELD AT THE DISTRICT OFFICE, MOORHEAD, MN.**

The meeting was called to order by Supervisor Hildebrandt, at 4:00 p.m.

ROLL CALL: Members present:

Joel Hildebrandt, Vice Chairperson  
Carol Schoff, Treasurer  
Randy Schellack, Secretary

Others present:

Kevin Kassenborg, District Manager  
Amanda Lewis, District Coordinator  
Gabe Foltz, District Technician/CAI  
Lynn Foss, Water Resource Management Technician  
Tony Nelson, PF Biologist  
Jenny Mongeau, County Commissioner  
Sharon Lean, District Conservationist

Absent:

Paul Krabbenhoft, Chairperson  
Steve Dalen, Reporter  
Craig Halverson, District Technician/CFO  
Sharon Askelson, Wild Rice Watershed District Manager

The Pledge of Allegiance was recited.

**APPROVE AGENDA: M/S/P Schellack/Schoff to approve the October Agenda. Motion Carried.**

**Meeting and mileage forms completed by Supervisors.**

**SECRETARY'S REPORT:** A draft copy of the September 8, 2016 meeting minutes was emailed to the Supervisors prior to the October meeting. **M/S/P, Schoff/Schellack to approve the September 8, 2016 minutes.** Motion carried.

**TREASURER'S REPORT:** Mandy discussed the financials.

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

**APPROVAL ITEMS:**

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

CS 15-24 S. Scapple ..... Well Decommissioning.....280.43

**M/S/P, Schellack/Schoff, to approve above Cost-share contracts for payment** Motion carried.

**FY 2017 BUFFER IMPLEMENTATION PROGRAM FUNDING:** Kevin discussed last year's Buffer grant funding and the new funding for 2017.

**M/S/P, Schellack/Schoff, to approve signing Clay SWCD's 2017 Buffer Implementation Request of \$35,000.** Motion carried.

**GABE AUTHORIZED FOR SIGNATURE CARD/ CELL PHONE ALLOWANCE:** Kevin discussed authorizing Gabe on our signature card and the cell phone allowance for him. **M/S/P, Schellack/Schoff, to approve Gabe for our signature card and cell phone allowance.** Motion carried.

**APPROVE VOUCHERS PAID:** The list of vouchers from Elect #16-61– 16-70, QuickBooks checks #19060-19094 was reviewed and credit given to have been paid by due date.

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

**NRCS:** See report

Kevin stated that Sharon requested the Clay SWCD pay for Clay County landowner's lunch while attending an upcoming Soil Health Demo. Kevin stated that he told Sharon that we would pay for the attendee's lunches.

**MEETING WITH BRETT ARNE, BWSR AND COUNTY OFFICIALS:** Kevin stated that he met with Brian Berg, Frank Gross, Jenny Mongeau, 4 District Supervisors, and Brett Arne to discuss the match funds for the 2017 Additional District Capacity Grant. Kevin discussed the \$18,000 dollar budget increase with the county in order to receive an \$18,000 match from the state. There was discussion held for the funds from the County to be spent towards an increased spraying allowance and possibly a partnership with the Highway engineering department to assist us in designs with different practices. Kevin stated that he sent out a proposal to Brian Berg requesting the additional funds.

**FY 2017 DISTRICT CAPACITY FUNDS:** Kevin stated that he met with Brett Arne, 4 of the District Supervisors and staff to discuss different options for spending the 2017 District Capacity Funds. There was discussion held to potentially use the funds to increase the percentage of Cost-Share dollars that the district will match, Septic System upgrade assistance, and Grass seeding. More to follow.

**MEETING WITH COUNTY ADMINISTRATOR AND COUNTY HIGHWAY ENGINEER:** Kevin stated that he met with Brian Berg, and Dave Overbo to discuss the potential use of 2017 Clay County funds for a Highway Engineer partnership and the Spraying budget.

**SWCD MANAGERS MEETING:** Kevin stated that there was a discussion held about increasing water monitoring efforts. Norman County is hiring a new Employee. Becker, East and West Ottertail are hiring an NRCS Engineer to help design projects. BWSR is working on improving their website.

**RRVCSA MANAGER'S MEETING- SHARED SERVICES ETC:** Kevin stated that there was discussion held to amend the Joint Powers Board Agreement. Becker County checked with their Attorney who said that the original document could just be amended instead of changing everything. There was a request made to allow board member representation to be a supervisor or a district manager in hopes to help get a quorum at the meetings. **M/S/P, Schoff/Schellack to approve having a district manager and/or a supervisor be a member of the Joint Powers Board.** Motion carried.

There was discussion held for an area wide server through Lakes Country Service Coop with a tentative start-up cost of \$178,000 and an annual fee of \$4500.00 depending on the number of districts that would use the service.

**RESOLUTIONS BALLOTS AND STATE CONVENTION:** Mandy stated that she has received ballots from Paul and Carol, she will need the other three by November 1 as they are due then. Discussed the convention. Carol, Randy, and Joel plan on attending the convention.

**COUNTY DEPARTMENT HEAD INVITATION:**

Kevin said that Brian Berg invited him to attend the monthly County Department Head meetings. Kevin attended the Oct 6 meeting. There were 18 department heads in attendance. Kevin talked about the SWCD programs and what it is the SWCD does. Assistant County Attorney, Jennifer Samarzja, talked about the County's Data Practices Policy being out of date and that they will be revising the policy to meet current standards. Kevin asked her to help us with our Policy as it needs to be developed.

**BUFFER INITIATIVE UPDATE:** Gabe talked about the 2<sup>nd</sup> Buffer informational letter that was sent out. We have had approximately 200 landowners contact us with about 160 that we have not heard from yet. Landowners have been requesting site visits for their parcels to check to see if they are compliant. He has started doing the site visits. He discussed the tracking tool for compliant and non-compliant parcels.

**TREE PROGRAM PRICES RECOMMENDATION:** Kevin talked about the new prices. He made a recommendation of a \$0.05 increase for all bare-root except Little Leaf Linden; he suggested \$0.35 for them, and \$1.00 on potted evergreens. **M/S/P, Schellack/Schoff, to approve the price changes.** Motion carried.

**LWM PRIORITY CONCERNS SCOPING DOCUMENT:** Lynn stated that he attached BWSR's North Region meeting notice to discuss the Priority Concerns Scoping Document. There was a quick review of the document. It has been approved and will go to the BWSR Board in December.

**FARM BILL ASSISTANCE "DONATION" FINDINGS:** Kevin stated that he discussed the donation for the Farm Bill assistance partnership that Duane Erickson was going to give to the Ulen Farmer group and then they would in turn donate those funds back to the Clay SWCD. The Ulen Farmers group hesitated to participate in this partnership due to them not being registered in the state as a charitable organization. Duane Erickson has shown interest in making the donation to the partnership on his own. After discussing with Brett, BWSR BC, and Assistant County Attorney Jennifer Samarzja, there is nothing that states that a SWCD can't receive donations from an individual as long as it is a non-charitable donation. However, being that it is non-charitable, there will be no tax break given to the individual for the donation. The funds that are sent from Duane would then become SWCD funds.

**M/S/P, Schoff/Schellack, to approve the acceptance of the individual donation.** Motion carried.

**BRRWD ANNUAL TOUR FOLLOW UP:** Carol, Lynn, and Tony attended. Carol shared the brochure that was handed out at the tour. The majority of the tour was held in Becker County. They had a plot that they visited that was planted into barley, radishes and oats in late August and it was still producing in October. Lynn stated that they went to the Stinking Lake buffers and water-sediment control basins.

**ELECTION:** Kevin stated that there will be 3 board member openings on the ballot for the November 8 elections.

**AREA 1 MEETING:** Kevin stated that the meeting will be held on November 15 at the UMC in Crookston. Paul Krabbenhoft is working on the Agenda and plans to have; Jason Wienerman, BWSR speak about the relationship between counties and their SWCD's, Doug Thomas, BWSR, to discuss the Local Capacity Funding, Legislators that are running in the election attend the meeting, Tom Gile, BWSR, to speak on the Buffer Initiative, and someone from NRCS speak about the Operation Agreement with NRCS and SWCD's.

**OFFICE LEASE:** Kevin discussed the tentative space needs that USDA is supposedly requesting. Paul and Kevin discussed the Clay SWCD's space needs. Clay SWCD currently leases 710 square feet of space and estimate we will need 1500 Square feet instead. Kevin stated an email was sent to Ron Carlsen, building owner. Kevin has not heard back from Ron on the matter. More to follow.

**NOVEMBER BOARD MEETING:** There was a discussion held about a possible switch for the November board meeting due to the Veterans Day holiday being the day after the meeting. The board meeting date will stay as scheduled with Kevin and Mandy taking an extra day in the future for the observed holiday.

**2017 NACD DUES:** Kevin stated that we received the request for dues. Tabled until next meeting.

**COUNTY COMMISSIONER:** Jenny discussed the new Jail project and the financials for the project. The new jail funding will be on the November ballot. Jenny stated that the Buffalo Red River Watershed District has an opening for a new board member.

**WRWD:** No Report

**CFO PROGRAM:** Lynn stated that Craig has 3 compliance checks left to do.

**No-Till Drill Program –** Mandy stated that there was 1800 acres seeded for the 2016 year.

**URBAN CONSERVATION:** No Meeting/ No report.

**RED RIVER WATER FEST:** Mandy stated that she attended the Red River Water Fest at the Hjemkomst Center September 19, 20, 22, 23, and 26. There were 2400 4<sup>th</sup> grade students that attended. She held a presentation on storm water drains and pollution.

**JUNIOR ENVIROTHON:** Mandy attended the Junior Envirothon held at the Prairie Wetlands Center in Fergus Falls on October 5. There were 34 teams that attended. First place was Fergus Falls. Second and third place went to Ashby. There were no teams from Clay County. Mandy stated that she got feedback from some teachers that they did not know anything about the Envirothon. She will possibly hold a meeting in the future with teachers to inform them on the Envirothon.

**LWM/WCA:** See report

**PLANNING COMMISSION:** Randy stated that a landowner had requested 3 housing lots that was passed and approved.

**RRVCSA:** No Meeting. No report.

**CAI PROGRAM:** Gabe stated that Jeff Sirra, Department of Ag, visited on October 7. There was discussion held about Palmer Amaranth entering the county through Pollinator seed mixes.

**NACDE MEETING:** Kevin and Gabe attended the meeting in Detroit Lakes. There was discussion held for district capacity funding, winter training session, and ideas for employee training. Would like to see more advertising and sign-ups for the MAWQCP program.

**PHEASANTS FOREVER:** Tony stated that they are working on a Cultural Resources Review and putting together a bid schedule for Dave Herbranson's RIM Project . He submitted and received a request for a permit through BRRWD for Dave Herbranson. There has been a tentative verbal agreement with USDA for the CREP III program. He has completed 30 CRP Contracts for over 625 acres. He has been planning seed mixes and discussions with landowners about prepping for fall dormant seeding. There are new CRP enrollment instructions. CRP seed mixes have changed from NRCS, he is not sure yet what the effect will be on landowners.

**UPCOMING EVENTS:**

October 24-26 – BWSR Academy – Cragun's Resort  
November 2-4 – MACFO State Conference – New Ulm  
November 2 – Area CAI Meeting – Mahanomen  
November 8 - Elections

**ADDITIONAL ITEMS:**

**NEXT MEETING DATE:** November 10, 2016 - - - 4:00 p.m.

**ADJOURN:** Supervisor Hildebrandt called for a motion to adjourn the meeting. **M/S/P, Schoff/Schellack, to adjourn the meeting at 6:08 pm. Motion carried.**

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BY: Amanda Lewis  
District Coordinator

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Randy Schellack  
Secretary

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Signature after approved                      Date