

**MINUTES FOR THE December 8, 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 Krabbenhoft, at 4:00 p.m.

ROLL CALL: Members present: Paul Krabbenhoft, Chairperson  
Joel Hildebrandt, Vice Chairperson  
Carol Schoff, Treasurer  
Randy Schellack, Secretary  
Steve Dalen, Reporter

Others present: Kevin Kassenborg, District Manager  
Amanda Lewis, District Coordinator  
Gabe Foltz, District Technician/CAI  
Lynn Foss, Water Resource Management Technician  
Craig Halverson, District Technician/CFO  
Tony Nelson, PF Biologist  
Richard Menholt, Elected Supervisor for Area 1  
Sharon Askelson, Wild Rice Watershed District Manager  
Brett Arne, BWSR Board Conservationist  
Sharon Lean, District Conservationist

Absent:

Jenny Mongeau, County Commissioner

The Pledge of Allegiance was recited.

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

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

**SECRETARY'S REPORT:** A draft copy of the November 10, 2016 meeting minutes was emailed to the Supervisors prior to the December meeting. **M/S/P, Schoff/Hildebrandt to approve the November 10, 2016 minutes.** Motion carried.

**TREASURER'S REPORT:** Mandy discussed the financials. She will have a year-end statement of the financials at the next meeting.

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

**APPROVAL ITEMS:**

**APPROVE PERSONNEL COMMITTEE MINUTES:** Kevin discussed the minutes.

**M/S/P, Dalen/Schellack to approve the Personnel Committee Minutes.** Motion carried.

**APPROVE VOUCHERS PAID:** The list of vouchers from Elect #16-75– 16-79, QuickBooks checks #19120-19133 were reviewed and credit was given to have been paid by the due date.

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

**NRCS:** See report

Sharon reviewed the Annual Civil Rights & EO Requirements.

**BWSR UPDATE:**

Brett discussed the upcoming meeting in March. He suggested that all Supervisors attend, as it is an informational meeting discussing the roles of the Supervisors and an overview of Soil and Water Conservation Districts. Clay SWCD should expect the 2017 Buffer Grant funds at the end of December.

Sharon Lean arrived to the meeting at 4:10 PM

**DISTRICT CAPACITY FUNDS:** Brett discussed the District Capacity Grant Funds. We discussed different ways to spend the funds. Brett discussed the ways other Districts in the Area are spending their funds. The work plan for the 2017 District Capacity Funds Grant will need to be submitted by February.

**MASWCD ANNUAL CONVENTION:** Supervisors and Staff discussed the different sessions at the convention. John and Barb Nord, Outstanding Conservationists, were able to attend. However, they left before the awards luncheon on Tuesday due to bad weather. All 5 supervisors and 2 staff were able to attend the convention.

**BUFFER INITIATIVE UPDATE:** Gabe stated that there was a new map released on Nov.21 with the comment sites that are in need of review on it. Roger Hemphill, DNR, will be doing reviews on 3 out of the 12 sites on Friday .December 9. Potential fines for not being in compliance with the Buffer Law could be \$500/day. He sent out a final notice letter to 100 landowners that have not contacted the office or came into visit. There were Buffer information articles sent to the local newspapers.

**SET UP MEETING WITH BWSR (Bret) & WD CHAIRS:**

Kevin discussed a possible meeting with Brett, the watershed district chairs, and Clay SWCD Board and staff to discuss the enforcement of the Buffer Law. The meeting will be set up sometime between now and March.

**MDA NITRATE TESTING PROGRAM:** Lynn and Kevin visited the RMB Lab in Detroit Lakes. The RMB Lab will be the ones conducting the test. Clay SWCD will begin work on the program as soon as the agreement is signed. RMB will send out all education and test sample information for the program. The results will be sent to the individual landowners with a report given to the County on the results of the program as a whole.

**SWCD TECHNOLOGY SURVEY:** Kevin discussed the survey that was sent out to Clay SWCD. The survey was a way to discuss technological needs now and in the future for Districts.

**Ag BMP TRAINING SESSION:** Gabe and Kevin attended the meeting. Gabe discussed the loan program. There was discussion held stating that counties could be the lender for the program. Currently there are 23 counties that serve as the lender for the program. Clay County is not currently one of them. Kevin stated that he brought up the discussion for the Counties to be the lenders at the County Department Heads Meeting. The County could lend the money and then collect the funds through taxes if need be.

**SELL THE WEED BADGER:** There was a discussion held to sell the weed badger due to not enough use. **M/S/P, Hildebrandt/Schellack, to approve selling the weed badger.** Motion carried.

**FARM BILL ASSISTANCE DONATION UPDATE:** Kevin stated that he has not received any more information from Duane Erickson on the partnership with the Ulen Farmers Group. More to come.

**OFFICE LEASE:** There was a meeting held between Ron Carlsen, FSA, and NRCS Friday, Dec. 2. Kevin has contacted Ron Carlsen since the meeting but has not heard back from him. More to come.

**MCIT DIVIDEND:** Kevin stated that we received a dividend from MCIT of \$2605 in November.

**34<sup>th</sup> ANNUAL RED RIVER BASIN SUMMIT CONFERENCE:** The meeting will be in Fargo on January 17-19. There was a discussion held on the meeting.

**COUNTY COMMISSIONER:** No report

**WRWD:** Sharon Askelson stated that they are working on 3 ditch projects along with the Goose Prairie project. They are also working on trying to fix some issues with the Green Meadow Church program.

**MASWCD:** Paul stated that he was elected Treasurer at the meeting. He discussed the meeting. The annual conference will be held in St.Paul on January 12&13.

**AREA 1 MEETING:** Discussed the meeting. 2016 Dues were sent out to the districts on November 16. The next meeting will be in February in Detroit Lakes.

**CFO PROGRAM UPDATE:** Craig discussed a possible manure pit for Ezra Baer. He has 1 compliance check left to do.

**URBAN CONSERVATION:** Mandy discussed a possible green space project at the Glyndon Elementary School.

**LWM/WCA:** See report

**PLANNING COMMISSION:** No meeting no report.

**RRVCSA:** Carol stated there was a brief meeting held, at the Area 1 meeting in Crookston, to approve the discussion items from the earlier TSA meeting. There was a suggestion to set up an executive committee, Carol volunteered.

**CAI PROGRAM:** Gabe stated that he and Lynn attended the meeting in Mahanomen. There may be a possibility to receive funding for specific weed control during the legislative session. He sent out annual reports to townships. Palmer Amaranth ( a non-desirable weed) was discussed at the meeting. Make sure we watch for Palmer Amaranth in the Buffer plantings.

**PHEASANTS FOREVER:** Tony stated that Shirlee Holland could have a potential RIM Alteration. More to come. Tony stated that he has been discussing the comment and review options with landowners to meet buffer requirements. He will have 11 WRP sites in Clay County and 5 sites in Norman County to monitor for WRP before the end of July. He has been working on CRP estimates and proposals. There is a new CRP policy allowing an increase in the amount of time to defer the start date. This new policy limits the total amount of CP42 (Pollinator) to 100ac/farm. There was a press release announcing a new CRP program called CLEAR( Clean Lakes, Estuaries and Rivers) dedicated to improve water quality. This program will add 1.1 million ac nationwide to key CRP practices; CP38, CP23 and CP 42. USDA will reduce SIP payments by \$25/ac and cap SRR payments at \$300/ac. The 2017 WIA (Walk-In-Access) Sign-Up is January 23 – April 28. Jerry Butenhoff will be recognized at the Pheasant Fest February 17-19.

**COUNTY DEPARTMENT HEADS MEETING:** Kevin discussed the Ag BMP Loan program with the County.

**UPCOMING EVENTS:**

December 15 – MAWQCP Meeting – Moorhead  
December 26 – Christmas Observed – Office closed  
January 2 – New Year’s Observed – Office Closed  
January 5 – North Region Grant Management & Reporting Refresher – Detroit Lakes  
February 17-19 Pheasant Fest

**ADDITIONAL ITEMS:**

**NEXT MEETING DATE:** January 19, 2017 - - - 4:00 p.m.

**ADJOURN:** Supervisor Hildebrandt called for a motion to adjourn the meeting. **M/S/P, Hildebrandt/Schellack, to adjourn the meeting at 5:45 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