

MINUTES FOR THE January 7, 2020, 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: Paul Krabbenhoft, Chairperson
Joel Hildebrandt, Vice Chairperson
Carol Schoff, Treasurer
Randy Schellack, Secretary
Richard Menholt, Reporter

Others present: Kevin Kassenborg, District Manager
Craig Halverson, District Technician/CFO
Lynn Foss, Water Resource Management Technician
Amanda Lewis, District Coordinator
Gabe Foltz, District Technician/CAI
Tony Nelson, PF Biologist
Jenny Mongeau, County Commissioner

Absent:

The Pledge of Allegiance was recited.
Supervisor Krabbenhoft arrived at 4:05 PM and presided of the meeting.

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

Meeting and mileage forms completed by Supervisors.

ELECTION OF OFFICERS:

Supervisor Schellack nominated Supervisor Hildebrandt for chair. No other nominations heard. All in favor of Supervisor Hildebrandt serving as chair. Supervisor Schoff nominated Supervisor Krabbenhoft for vice-chair. No other nominations heard. All in favor of Supervisor Krabbenhoft serving as vice-chair. All other positions to remain the same: Supervisor Schoff – Treasurer, Supervisor Schellack – Secretary and Supervisor Menholt – Reporter.

M/S/P, Schoff/Schellack, to approve the above stated slate of officers. Motion carried.

Supervisor Hildebrandt presided over the remainder of the meeting.

SECRETARY’S REPORT: A draft copy of the Dec. 12, 2019, meeting minutes was emailed to the Supervisors prior to the January meeting. **M/S/P, Schoff/Schellack, to approve the December 12, 2019 minutes.** Motion carried.

TREASURER’S REPORT:

Mandy reported on the year end numbers.

M/S/P, Krabbenhoft/Schellack, to approve the Treasurer’s report. Motion carried.

APPROVE PERSONNEL COMMITTEE MEETING MINUTES: The Personnel Committee meeting minutes from December 4, 2019, need to be approved at the first of the year again so on record in the 2020 minutes book.

M/S/P, Schellack/Schoff, to approve the Personnel Committee meeting minutes dated 12/4/2019. Motion carried.

FIRST OF YEAR ITEMS: The following were approved: Petty Cash - \$50; Savings/Checking account – Bremer Bank, Moorhead; Mileage will follow the current federal rate which is \$0.575 for 2020; Clay County Union - \$38; Hawley Herald - \$38; MN Conservation Volunteer \$10 and Forum – \$191.36.

M/S/P, Krabbenhoft/Menholt, to approve the mentioned items for 2020. Motion carried.

BOARD MEETING DATE: The monthly meeting is held the 2nd Thursday of the month at 4:00 PM except when not possible, then the meeting will be moved to the 3rd Thursday of the month unless noted differently.

M/S/P, Schellack/ Menholt to approve the meeting date/time. Motion carried.

PER DIEM RATE: Current rate \$75/day for meetings with receipts for any reimbursements from the meetings.
M/S/P, Schellack/Schoff to approve the \$75/day rate for meetings. Motion carried.

DISTRICT MANAGER SIGNATURE AUTHORIZATION: Discussed the authorization of the District Manager's signature on behalf of the supervisors for Grant Agreements, etc.

M/S/P, Menholt/Schellack, to approve the above-mentioned authorization. Motion carried.

COMMITTEE APPOINTMENTS: RRVCSA – Supervisor Schoff & alternate – Supervisor Hildebrandt; Planning Commission – Supervisor Schellack.; BRRWD Project Team (PT) – Supervisor Schellack; WRWD Project Team (PT) – Supervisor Menholt, BR1W1P – Supervisor Schellack & alternate – Supervisor Krabbenhoft, and WR1W1P – Supervisor Menholt & alternate – Supervisor Hildebrandt.

M/S/P, Schoff/Krabbenhoft, to approve mentioned appointments. Motion carried.

DUES: The dues for 2019 are as follows: MASWCD - \$4,987.27; NACD - \$775; Area 1 Dues - \$150; MACFO - \$125; MACDE - \$100; NACDE - \$50 and MACAI - \$85.

M/S/P, Krabbenhoft/Schellack, to approve payment for the mentioned. Motion carried.

MCIT INSURANCE: The insurance premium is as follows: Property Coverage is \$4,279 and Workers Compensation is \$5,001 for 2020.

M/S/P, Schoff/ Schellack, to approve payment for above mentioned. Motion carried.

MAINTENANCE AGREEMENTS: ESRI for the GPS unit was \$255.00 for 2019 we haven't received the bill agreement for 2020. Amount is subject to change.

M/S/P, Schellack/Schoff, to approve the above mentioned. Motion carried.

EQUIPMENT STORAGE RENT: Payment to S. Schroeder for Tree Storage is \$695; and for Equipment Storage to P. Halverson \$595; and C. Halverson \$2,200.00.

M/S/P, Schellack/Schoff, to approve above mentioned storage rent payments for 2020. Motion carried.

POST OFFICE-BULK MAIL FEE: The bulk mail fee is \$235 for the year – we mail our newsletters using the bulk mail rate. **M/S/P, Menholt/Schellack, to approve payment to the Post Office.** Motion carried.

SPECIAL EVENT FUND: Discussion held to remain at \$150/event.

M/S/P, Schellack/Krabbenhoft, to approve the above-mentioned special event fund. Motion carried.

LCSC MEMBERSHIP FEE: The yearly membership fee is \$100 base fund plus \$3 per employee – maximum \$300.

M/S/P, Schellack/Schoff, to approve the payment of \$115 to LCSC. Motion carried.

LCSC SERVER MAINTENANCE & IT SUPPORT: The annual maintenance and IT support from Lakes Country Service Cooperative is \$4,026.

M/S/P, Schellack/Schoff, to approve the payment of \$4,026.00 for the maintenance and IT support. Motion carried.

AREA 1 SOUTH ENVIROTHON DONATION: There was no donation requested for 2020.

PROMOTIONAL ITEMS: There was a discussion held on promotional items and setting an annual threshold of \$1500.00 for promotional items.

M/S/P, Schoff/Schellack, to approve the above-mentioned promotional items. Motion carried

APPROVE VOUCHERS PAID: The list of vouchers from Elect 1987 - 2002 and Quickbooks #20371 – 20406 was reviewed and credit given to have been paid by due date. **M/S/P, Schoff/Schellack, to approve the vouchers that had been paid as listed.** Motion carried.

LAWNS TO LEGUMES GRANT APPLICATION: There was a discussion held on the grant proposal. Tony stated that he will submit the application by the deadline of January 10, 2020.

COVER CROP COST SHARE PROGRAM:

Gabe stated that we have set aside funds for the program from our 2020 District Capacity Grant. The workplan for the 2019 District Capacity Funds was changed to increase Cost Share funds for this program. There will be a meeting held on January 21st with landowners to discuss the program. More to come

BUFFER LAW UPDATE:

Gabe reported that “Buff Cat” program has been updated. He will be sending out a postcard to remind landowners of the final planting date before a corrective action plan is sent out. There was a discussion held on the cut off date for planting, Gabe suggested June 1 due to the wet fall and potential for a late spring.

CAI DATA PRACTICES REQUEST UPDATE:

Gabe stated that Chase Enterprises sent a fax to Tony Weigel, Chief Assistant County Attorney, for the request and the Highway Department received a letter from the same company requesting the information. Tony reached out to the company a few times and never received any answers. Tony sent a letter to the company stating that if there was no communication from them the request will not be completed.

2020 AG BMP PROGRAM ANNUAL REPORT & FUNDING APPLICATION:

Kevin discussed the application process. The application is due by February 7th.

2020 OUTSTANDING CONSERVATIONISTS

Kevin stated that the 2020 Outstanding Conservationists will be nominated out of Supervisor Schellack’s area.

2020 CROPS UPDATE PRESENTATION

Kevin said that Randy Nelson, U of M Extension, wanted to give us an opportunity to present at the event January 21 at the American Legion. There was a discussion held on the presenters and topics.

MN AG WATER QUALITY CERTIFICATION PROGRAM (MAWQCP):

There was a discussion held on the program and the advantages to being certified. New to this year’s program is the addition of 3 endorsements: soil health, pest management, and wildlife.

BR 1W1P

Kevin had a conference call on December 18th. They are in the maps and groundwater phase. They are on the final DRAFT stages of the plan. There is an advisory committee meeting on January 22nd.

WR 1W1P:

There was a conference call. There is homework to be done by January 10th. All committees meeting to be held on January 27th in Ada. We are roughly halfway done with the plan.

TREE WEEK: There was a discussion held on which week to have “tree week”. It was decided to hold the event the week of February 10-14th.

CREP UPDATE:

Tony stated that there is an ongoing CRP sign up. No batching period has been announced yet for CREP. He is currently working with landowners that are interested in the program to prepare them for the next sign up. He will continue to hold weekly meetings with FSA for interested landowners. BWSR underestimated the amount of wetland restorations that needed to be completed for CREP. There will be workshops held to talk contractors through the process and to solicit interest to get these completed.

BWSR GRANT MANAGEMENT & REPORTING REFRESHER:

Kevin and Mandy discussed the training.

BWSR ELINK YEAR END REPORTING:

Kevin announced that the BWSR E-link reporting will be due February 1.

TSA DISTRICT MANAGER MEETING

Kevin stated that this was going to be a full board meeting, however it was decided to have this meeting on January 14th be a manager’s meeting and they would move the full board meeting to February. There was a discussion held.

NEWSLETTER

Clay SWCD staff will put together the newsletter and have it out by the end of January.

MASWCD LEGISLATIVE DAY AT THE CAPITOL

The 2020 Day at the Capitol will be held March 24-25th.

COUNTY COMMISSIONER:

Jenny stated that the County has a hay land lease with the MN DNR that is coming up for renewal that they are opening up to the public. Jenny will be speaking at Pheasant Fest in February to discuss the Crestwood Pollinator project as well as other County buyout properties. She briefly discussed the ordinance meeting.

MASWCD:

Paul discussed the retreat that will be held at the end of the month where they will be discussing resolutions as well as finalizing the legislation agenda.

CFO UPDATE:

Craig is working on his reports in Tempo as well as the performance credits and financial reports.

TREE PROGRAM:

Craig stated that we have sold 2,536 trees, with 5,706 ft. of matting and 4 plant jobs.

URBAN CONSERVATION:

Mandy discussed the upcoming workshops and potential for “pint nights” this spring.

LWM/WCA/AIS: See report

PLANNING COMMISSION: No report.

CAI UPDATE:

Gabe stated that there will be a meeting in March for the Township officials. The MDA would like him to have a guest speaker at the event. He is currently asking for recommendations on the speaker.

PF UPDATE:

Tony is working with landowners on CRP. He sent out a public service announcement on CRP to local radio and news. There have been changes made to the new contribution agreement with NRCS and Pheasants Forever which changes his scope of work that he is responsible for. There will be 100% status reviews on all CRP in the next couple of years with the new agreement. The annual banquet will be held March 14 at the Marriott in Moorhead.

NRCS: See report.

UPCOMING EVENTS:

January 14 – TSA District Manager Meeting - Mahnomen
January 14-16 – Red River Basin Commission Land & Water Summit – Fargo
January 20 – Martin Luther King Day – Office Closed
January 21 – Crops Update – Moorhead American Legion
January 21 – Cover Crop Landowner Meeting – Conference Room
January 22 – BR 1W1P Meeting – Barnesville
January 27 – WR 1W1P Meeting – Ada
February 10-14 – Tree Week
February 13 – Nutrient Management Training – Detroit Lakes

ADDITIONAL ITEMS:

NEXT MEETING DATE: February 13th, 2020 @ 4:00 pm.

ADJOURN: Supervisor Hildebrandt called for a motion to adjourn the meeting. **M/S/P, Schellack/ Schoff, to adjourn the meeting at 5:55p.m.** Motion carried.

BY: Amanda Lewis
District Coordinator

Randy Schellack
Secretary

Signature after approved

Date