

MINUTES FOR THE January 10, 2019, 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

Others present: Kevin Kassenborg, District Manager
Craig Halverson, District Technician/CFO
Amanda Lewis, District Coordinator
Gabe Foltz, District Technician/CAI
Tony Nelson, PF Biologist
Jim Haney, County Commissioner
Brett Arne, BWSR BC

Absent: Richard Menholt, Reporter
Lynn Foss, Water Resource Management Technician
Jenny Mongeau, County Commissioner

The Pledge of Allegiance was recited.

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

Meeting and mileage forms completed by Supervisors.

OATH OF OFFICE: Treasurer Carol Schoff swore in Paul Krabbenhoft and Randy Schellack to the Clay SWCD office.

ELECTION OF OFFICERS: There was a discussion held for the officers to be as follows: Chair – Paul Krabbenhoft; Vice-Chair – Joel Hildebrandt; Secretary – Randy Schellack; Treasurer – Carol Schoff and Reporter – Richard Menholt. **M/S/P, Schoff/Schellack, to approve the above stated slate of officers.** Motion carried.

SECRETARY’S REPORT: A draft copy of the Dec. 13, 2018, meeting minutes was emailed to the Supervisors prior to the January meeting. **M/S/P, Schoff/Schellack, to approve the December 13, 2018, minutes.** Motion carried.

TREASURER’S REPORT: No report

2019 NOXIOUS WEED GRANT: Gabe discussed the MDA grant. There was \$5,000 offered to us. He is waiting for the contract to be sent to us.

APPROVE PERSONNEL COMMITTEE MEETING MINUTES: The Personnel Committee meeting minutes from December 7, 2018, need to be approved at the first of the year again so on record in the 2019 minutes book. **M/S/P, Schellack/Schoff, to approve the Personnel Committee meeting minutes dated 12/7/2018.** Motion carried.

FIRST OF YEAR ITEMS: The following need to be approved: Petty Cash - \$50; Savings/Checking account – Bremer Bank, Moorhead; Mileage will follow the current federal rate; Clay County Union - \$38; Hawley Herald - \$38; MN Conservation Volunteer \$10 and Forum – \$143.40. **M/S/P, Schoff/Schellack, to approve the mentioned items for 2019.** Motion carried.

BOARD MEETING DATE: The monthly meeting is the 2nd Thursday of the month at 4:00 p.m except when not possible, then the meeting will be moved to the 3rd Thursday of the month. **M/S/P, Schellack/ Schoff, to approve no change to the meeting date/time.** Motion carried.

PER DIEM RATE: Current rate \$75/day for 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, Schoff/Schellack, to approve the above-mentioned authorization. Motion carried.

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

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

DUES: The dues for 2019 are as follows: MASWCD - \$4677.50; NACD - \$775; Area 1 Dues - \$150; MACFO - \$100; MACDE - \$100; NACDE - \$50 and MACAI - \$85.

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

MCIT INSURANCE: The insurance premium is as follows: Property Coverage is \$4,772.00 and Workers Compensation is \$5,150.00 for 2019.

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

MAINTENANCE AGREEMENTS: ESRI for the GPS unit was \$255.00 for 2018 we haven't received the bill agreement for 2019. 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 was increased to \$2,200.00.

M/S/P, Schellack/Schoff, to approve above mentioned storage rent payments for 2019. Motion carried.

POST OFFICE-BULK MAIL FEE: The bulk mail fee is \$225 for the year – we mail our newsletters using the bulk mail rate. **M/S/P, Schellack/Schoff, to approve payment to the Post Office.** Motion carried.

SPECIAL EVENT FUND: Discussed increasing the special event fund from \$100 to \$150 per event. **M/S/P, Hildebrandt/Schoff, 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 \$4,206.00.

M/S/P, Schellack/Schoff, to approve the payment of \$4,206.00 for the maintenance and IT support. Motion carried.

AREA 1 SOUTH ENVIROTHON DONATION: There was no donation requested for 2019.

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

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

APPROVE VOUCHERS PAID: The list of vouchers from Elect 1893 – 1902 and Quickbooks #19939 – 19990 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.

CLAY SWCD LOGO: There was a discussion held to update our logo. We will ask Dain Erickson, Creative Director of Red Canoe design, to create a few logos that we can choose from. More to come.

AGBMP LOAN APPLICATION: Kevin stated that M&J Farms had applied earlier this year for the loan, but they were outbid on one of the pieces of equipment. They reapplied increasing the amount to \$60,000.00. The loan has been approved by Bell Bank in Hawley.

BUFFER LAW UPDATE: Gabe discussed the meeting he held at the office earlier today to discuss the written agreement for enforcement. The County would like to change the language of their ordinance to include the current Buffer map instead of a specific Buffer map. The final agreement needs to be completed by the spring of 2019. He will mail out post cards to remind those landowners about the buffer law that have not been in contact with us.

COOPERATIVE WEED MANAGEMENT AREA:

Gabe stated that at the meeting a rep from Nature Conservancy discussed the idea of having a cooperative weed management area in Clay County. Gabe and Tony discussed what the CWMA would entail. It was agreed upon, by the local technical team, to prepare a briefing for the Clay SWCD Board and District Manager. More to come.

2019 NOXIOUS WEED LIST: Gabe discussed the new Noxious Weed list. There were no changes to the list for 2019.

COVER CROP WORKSHOP: Gabe stated that he and Lynn attended the Conservation Tillage Workshop in Fargo. The purpose of the workshop was for landowners to get together to discuss their experience with cover crops and reduce tillage. There were educators from NDSU Extension, MN Extension and NRCS to offer information on the topic.

BR 1W1P: Kevin stated that there was an open house held on Tuesday January 8, in Barnesville, MN. There was a presentation held by Houston Engineering. There was discussion held between landowners and the agency staff to discuss issues that they have been experiencing. The next meeting will be a Planning and Advisory Committee Meeting and is planned for January 23rd. They will discuss the questionnaire ranking the issues that were discussed at the open house.

WR 1W1P: Kevin discussed the meeting held on December 17 where the Steering Committee recommended, to the Policy Committee, to hire Houston Engineering as the consultant for the WR 1W1P. The Memorandum of Agreement was discussed. Kevin stated that this will need to be finalized by the end of January. There was a discussion held on the agreement and its language. There was a recommendation made to change the language of the agreement to include an end date. Supervisor Richard Menholt will be on the Planning Committee with Supervisor Joel Hildebrandt as the alternate.

M/S/P, Hildebrandt/Schoff, to approve signing the Memorandum of Agreement once the language is changed to include the end date. Motion carried.

MN DOT SNOWFENCE WORKSHOP: Kevin stated that the MN DOT contacted him to set up a meeting to discuss Clay County's current snow fence program as well as ideas for the future of the program. Kevin stated that there will be a meeting held at the SWCD office on January 15. There was a discussion held on the program.

TSA MANAGERS MEETING: Kevin stated that there will be a meeting held on January 17 in Thief River Falls. Tentative agenda items include- Requesting assistance, Fees for services, TSA Workload, Training needs, and Engineer's retirement.

MASWCD PUBLIC ADMINISTRATION COHORT TRAINING: Kevin discussed the training. There was a suggestion made that Kevin and Mandy both send in applications for the training.

M/S/P, Hildebrandt/Schellack, to approve Kevin and Mandy's application for the training. Motion carried.

BWSR YEAR END REPORTING: Kevin stated that the year end reporting is due February 1st. Mandy stated that she has been working on the reporting and that it will be completed by February 1.

TREE WEEK: Kevin stated that Tree Week will be held February 11-15. There was a discussion held on the open house.

CREP UPDATE: Tony stated that J. Wang's Easement has been signed and he is working with the Abstract Company to complete the recording and title insurance. He is waiting on the Easement Agreement from the state for C. Oberg. He is working to resolve unrecorded easement agreements and assignments of payment on M. Halverson's. He is also working to resolve unrecorded easements and assignments of payment on J. Butenhoff, both easement agreements have been completed, and are working on the Title Commitment with Clay County Abstract.

2019 FARM BILL ASSISTANCE WINTER MEETING: Tony stated that the meeting will be held in Alexandria on Friday, January 18. MN Pheasants Forever State Convention will be held in accordance with this, Saturday January 19-20. Kevin plans on attending the Farm Bill portion of the meeting.

BRRWD CONTRIBUTION TO PF BIOLOGIST POSITION: Kevin stated that the BRRWD contribution was received and that all the 2019 contributions have been received at this time. Currently the total amount that we contribute to the Farm Bill Assistance grant is \$6,500.00.

MASWCD LEGISLATIVE BRIEFING DAY AT THE CAPITOL: Kevin stated that the Day at the Capitol is being held March 5-6. Mandy will reserve rooms for all supervisors and register for Paul, Kevin, Carol, and Randy to attend. There will be further discussion held on attendees at the next board meeting and Mandy will confirm reservations and registration at that time.

SPRING AREA 1 MEETING: Paul stated that the meeting will be held in Detroit Lakes on March 19. The meeting was discussed. Clay SWCD will be the host district for the November meeting.

DISTRICT MANAGER/BWSR BC MEETING: Kevin stated that the meeting was held on December 18. There were discussions held on: the succession planning for the TSA, Technical and Training programs for Filter strips, Capacity matching funds from the County, PTM App acceptance for soil loss, and the soil loss law.

COUNTY COMMISIONER:

Jim discussed the 2019 oaths of office and the changes in the county attorney staff as well as other positions in the County.

Jim Haney left the meeting at 6:05 pm.

BC REPORT: Brett Arne discussed the upcoming reporting season. There was a discussion held on Clean Water Funds. Discussed the money appropriated for Buffer Cost-Share as well as the Buffer program.

MASWCD: Paul stated that there was a meeting held in December. He is the alternate for the NACD delegate. He discussed the meeting he attended in Racine, WI, as well as the State of the Cities meeting. There was a discussion held on the City of Moorhead's Green Steps program. Paul stated that he would like to request a meeting with Dan Mahli, Assistant Manager of the City of Moorhead on the Green Steps program.

Randy Schellack left the meeting at 6:25 pm.

PF UPDATE: Tony stated that the Farm Bill was approved, but with the Government shutdown, there has been no update on the bill.

CFO UPDATE: Craig stated that he is working on year end reporting that is due February 1st. He will complete the reporting at that time.

TREE PROGRAM: Craig stated that the tree program is up and running. There have been 1,238 trees sold with 2 plant jobs.

URBAN CONSERVATION:

Mandy stated that she has been working with Bill Gottenborg on setting up workshops in Hawley, MN. She discussed the upcoming workshops. She stated that discussion has been started on burning at the Crestwood Pollinator Habitat site. More to come.

LWM/WCA: See report

PLANNING COMMISSION: No report.

RRVCSA: No meeting/ no report

CAI UPDATE: see above reports.

NRCS: See report.

UPCOMING EVENTS:

January 15 – Small Grains Update – Dilworth Community Center

January 15 – MN DOT Snow-fence Meeting
January 17 – TSA Manager’s Meeting – Thief River Falls
January 18 – 2019 Farm Bill Assistance Workshop – Alexandria
January 21 – Martin Luther King Day – Office Closed
January 22 – Crops Update – Moorhead American Legion
January 23 – BR 1W1P Meeting – Barnesville
February 6 – WR 1W1P Meeting – Ada
February 11-15 – Tree Week

ADDITIONAL ITEMS:

NEXT MEETING DATE: February 14th, 2019 @ 4:00 pm.

ADJOURN: Supervisor Krabbenhoft called for a motion to adjourn the meeting. **M/S/P, Hildebrandt/Schoff, to adjourn the meeting at 6:35p.m.** Motion carried.

BY: Amanda Lewis
District Coordinator

Randy Schellack
Secretary

Signature after approved Date

