

MINUTES FOR THE January 11, 2018, 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
Richard Menholt, Reporter
- Others present: Kevin Kassenborg, District Manager
Craig Halverson, District Technician/CFO
Lynn Foss, Water Resource Management Technician
Amanda Lewis, District Coordinator
Tony Nelson, PF Biologist
Jenny Mongeau, County Commissioner
- Absent: Gabe Foltz, District Technician
Sharon Lean, District Conservationist

The Pledge of Allegiance was recited.

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

Meeting and mileage forms completed by Supervisors.

ELECTION OF OFFICERS: There was a discussion held for the officers to remain the same: Chair-person – Paul Krabbenhoft; Vice-Chair – Joel Hildebrandt; Secretary – Randy Schellack; Treasurer – Carol Schoff and Reporter – Richard Menholt.

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

SECRETARY’S REPORT: A draft copy of the Dec.14, 2017, meeting minutes was emailed to the Supervisors prior to the January meeting. **M/S/P, Hildebrandt/Schellack, to approve the December 8, 2016, minutes.** Motion carried.

TREASURER’S REPORT: Mandy discussed the year end numbers.

M/S/P, Schellack/Menholt, to approve the Treasurer’s Report. Motion carried

APPROVE STATE COST SHARE APPLICATIONS REQUESTING PAYMENT:

CS B17-18 D. Grommesh.....	Buffer Planting.....	720.00
CS 17-15 W. Hilde	Well Decommissioning.....	487.00

M/S/P, Schoff/Hildebrandt, to approve the above mentioned Cost Share applications for payment. Motion carried.

APPROVE PERSONNEL COMMITTEE MEETING MINUTES: The Personnel Committee meeting minutes from December, 2017, need to be approved at the first of the year again so on record in the 2018 minutes book.

M/S/P, Schellack/Menholt, to approve the Personnel Committee meeting minutes dated 12/1/2017. Motion carried.

FIRST OF YEAR ITEMS: The following need approval: Petty Cash - \$50; Savings/Checking account – Bremer Bank, Moorhead; Clay County Union - \$35; Hawley Herald - \$38; MN Conservation Volunteer \$10. We will follow the current Federal mileage rate.

M/S/P, Schoff/Hildebrandt, to approve the mentioned items for 2018. Motion carried.

BOARD MEETING DATE: The monthly meeting is the 2nd Thursday of the month at 4:00 p.m. If there is a cancellation the meeting will be held the 3rd Thursday of the month at 4:00

M/S/P, Schoff/Hildebrandt, to approve no change to the meeting date/time. Motion carried.

PER DIEM RATE: Current rate \$75/day for meetings.

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

COMMITTEE APPOINTMENTS: LWM Advisory – Supervisor Krabbenhoft; RRVCSA – Supervisor Schoff & alternate – Supervisor Hildebrandt; Planning Commission – Supervisor Schellack.; BRRWD – Supervisor Schellack; WRWD – Supervisor Menholt.

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

DUES: The dues for 2018 are as follows: MASWCD - \$4,487.26; NACD - \$775; Area 1 - \$150; MACFO - \$100; MACDE - \$100; NACDE - \$50 and MACAI - \$85.

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

MCIT INSURANCE: The insurance premium is \$8,566.00, Property Coverage is \$5,112.00 and Workers Compensation is \$3,454.00 for 2018.

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

MAINTENANCE AGREEMENTS: ESRI for the GPS unit \$253.69.

M/S/P, Hildebrandt/Schellack, 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 \$1405.

M/S/P, Shellack/Schoff, to approve above mentioned storage rent payments for 2018. Motion carried.

POST OFFICE-BULK MAIL FEE: Mandy discussed switching our payment to Dilworth post office due to convenience. The fee would be larger for the initial start-up. The annual fee would remain the same at \$225.

M/S/P, Schellack/Hildebrandt, to approve switching the permit to Dilworth Post Office with the additional start-up fees. Motion carried.

SPECIAL EVENT FUND: Discussed the event fund of \$100 per event.

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

LCSC MEMBERSHIP FEE: The yearly health insurance membership fee is \$100 base fund plus \$3 per employee – maximum \$300. **M/S/P, Schellack/Menholt, to approve the payment of \$115 to LCSC.** Motion carried.

LCSC SERVER, MAINTENANCE, & IT SUPPORT- Discussed the annual fee of \$4,026.00.

M/S/P, Schoff/Schellack, To approve the above mentioned annual fee. Motion carried.

AREA 1 SOUTH ENVIROTHON DONATION: A request was received for a \$100 donation to the Jr-Sr Area 1 South Envirothon. **M/S/P, Schoff/Menholt, to approve payment of \$100 for the Area 1 South Jr-Sr Envirothons.** Motion carried.

APPROVE VOUCHERS PAID: The list of vouchers from Elect 17-80 – 17-87 and #19563 – 19596 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.

NRCS ITEMS: See attached copy of Sharon's report.

OFFICE REMODELING: Kevin discussed the office remodeling. As of January 1 the New Lease will be effective. Discussed the Office Open House that will be held on February 15 during Tree Week.

PHONE SYSTEMS: Kevin discussed our current phone issue. We are currently still working on 2 of the NRCS phone systems. There are proposals out to a couple different companies for phone systems but we haven't received any information yet. More to come.

BUFFER INITIATIVE – GABE: Kevin discussed the Buffer Cost Share dollars. We have arranged to encumber our remaining funds of \$35,000 with BRRWD to buffer the ditches in the BRRWD jurisdictional area. Discussed funding and working with WRWD to get their ditches buffered also.

CAI GRANT APPLICATION- GABE: Kevin discussed the application and plans for the funds. The application was submitted January 10. More to come.

2016 AUDIT REPORT: Mandy discussed the report. Everything looked good. There were changes made to a general journal entry that was entered incorrectly from 2008.

2018 AG BMP LOAN PROGRAM APPLICATION: - Kevin discussed the loan program. The application is due February 2nd.

YEAR END REPORTING – ELINK: Mandy stated that she will be working on the year end reports as well as the E-link reports to get them submitted by their due dates.

BWSR BC/DISTRICT MANAGER MEETING UPDATE: Kevin stated that he attended the meeting held on December 18. There was discussion held on training plans to get Technical Approval Authority (TAA) for the District staff. Discussed the possibility of the Board approving TAA for certain projects. More to follow.

NEWSLETTER: Kevin discussed the newsletter. We will have it out the beginning of February.

TREE WEEK DATES: The Clay SWCD will host Tree Week in 2018 on Feb. 12-16. It will be held with our Open House on Thursday, February 15. We will invite the Legislatures to our February 8th Board meeting for a presentation of past and present projects we have been working on.

2018 OUTSTANDING CONSERVATIONIST- SUPERVISOR KRABBENHOFT AREA: Kevin stated a nomination for Outstanding Conservationist for 2018 will come from Paul's area.

CROPS UPDATE: Kevin stated that the annual meeting will be held on January 16 at the American Legion in Moorhead.

MASWCD DAY AT THE CAPITOL: Kevin stated that the meeting will be held on March 12-13. Discussed the meeting. All Supervisors, but Joel are planning to attend.

COUNTY COMMISSIONER: Jenny discussed the funding for the enforcement portion of the Buffer Law. They would like SWCD to invoice the county for time spent toward the enforcement portion of the Buffer law. There was a discussion held on the diversion project and its progression.

Jenny left the meeting at 5:15 PM.

MASWCD: Paul discussed a meeting held on December 19 where resolutions and district capacity funding was discussed.

CFO PROGRAM UPDATE: Craig stated that registrations are in, but need to be entered into TEMPO. He stated that there are 105 feedlots in Clay County with 8 compliance checks that will need to be completed again for 2018.

TREE PROGRAM UPDATE: Craig stated that the program is up and running.

URBAN CONSERVATION: Mandy discussed the upcoming workshops. There will be a pollinator workshop held in conjunction with a fundraiser for Riverkeepers at the Fargo Brewing Company held on February 2, 2018.

LWM/WCA: See report

PLANNING COMMISSION: Randy stated that there was one hearing for potential stock piling for aggregate.

RRVCSA/: No meeting/ no report

CAI UPDATE: No report

PF UPDATE: Tony stated that the BRRWD is not interested in purchasing the Sam Braton property, located along the Comstock road, in section 22, Barnesville Township. Shirlee Holland has been trying to sell this parcel. She might come back to discuss options for RIM modification or habitat enhancement. Discussed Herbranson's easement site will need to be cleaned up. Discussed the CREP webinar held on January 10. The Outreach and Implementation Grant for CREP was awarded to us through BWSR. We will work on constructing a work plan in E-link. All CRP is completed, there is interest in CRP from landowners however there has been no information from the USDA on sign up for 2018 CRP contracts. Walk – In Access program sign up starts January 29. There are a couple landowners interested in the program. The Farmbill training and Pheasants Forever convention will be held on January 19, in Willmar, MN.

UPCOMING EVENTS:

January 15 – MLK Day- Office Closed
January 16 – Crops Update – Moorhead American Legion
February 8 – February Board Meeting

ADDITIONAL ITEMS:

NEXT MEETING DATE: February 8, 2018 @ 4:00PM

ADJOURN: Supervisor Krabbenhoft called for a motion to adjourn the meeting. **M/S/P, Schoff/Schellack, to adjourn the meeting at 5:50 p.m.** Motion carried.

BY: Amanda Lewis
District Coordinator

Randy Schellack
Secretary

Signature after approved

Date