

**MINUTES FOR THE January 14, 2021 BOARD MEETING OF THE SUPERVISORS FOR THE CLAY SOIL & WATER CONSERVATION DISTRICT, HELD ELECTRONICALLY THROUGH ZOOM. The Clay Soil and Water Conservation District (SWCD) held the January 14, 2021 meeting via “Zoom” according to Minnesota Statutes 13D.021, subdivision 1. The Clay SWCD will return to in-person meetings when allowable and safe. In the meantime, the Clay SWCD will continue to hold meetings via telephone or other electronic means if the conditions of this section are met.**

The meeting was called to order by Supervisor Hildebrandt at 4:10 p.m.

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

Others present: Kevin Kassenborg, District Manager  
Craig Halverson, District Technician/CFO  
Amanda Lewis, District Coordinator  
Gabe Foltz, District Technician/CAI  
Tony Nelson, PF Biologist  
Jenny Mongeau, County Commissioner  
Jenna Kahly, County Commissioner  
Robert Guetter, NRCS Team Lead  
Sandra Leland, Others attending online

Absent:

The Pledge of Allegiance was recited. Introductions were made.

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

Meeting and mileage forms completed by Supervisors.

**OATH OF OFFICE:**

Paul read the Oath of Office for Joel, Carol, and Robert. They will come to the office to sign and notarize their Oath of Office record.

**ELECTION OF OFFICERS:**

Supervisor Schoff nominated Supervisor Hildebrandt for Chairperson, Supervisor Krabbenhoft for Vice Chairperson, Supervisor Schellack for Secretary, Supervisor Schoff for Treasurer, and Supervisor Anderson for 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.10, 2020 meeting minutes was emailed to the Supervisors prior to the January meeting. **M/S/P, Schoff/Schellack, to approve the December 10, 2020 minutes.** Motion carried.

**TREASURER’S REPORT:**

No report. Mandy will report on the year end numbers when she completes the year-end financial statements.

**THANK YOU TO THE COUNTY BOARD FOR APPROVING OUR 2021 BUDGET!**

The Clay SWCD Board of Supervisors and staff thanked the Clay County Commissioners for approving our 2021 budget request.

**RESOLUTION TO ADOPT AND IMPLEMENT THE WR-M 1W1P**

See Kevin's report.

**M/S/P, Schoff/Schellack, to approve signing the resolution.** Motion carried.

**APPROVE PERSONNEL COMMITTEE MEETING MINUTES:** The Personnel Committee meeting minutes from December 9, 2020, need to be approved at the first of the year again so on record in the 2021 minutes book.

**M/S/P, Krabbenhoft/Schellack, to approve the Personnel Committee meeting minutes dated 12/9/2021.** Motion carried.

**FIRST OF YEAR ITEMS:**

**BANKING:** The following were approved: Petty Cash - \$50; Savings/Checking account – Bremer Bank, Moorhead.

**MILEAGE RATE** - will follow the current federal rate which is \$0.56 for 2021.

**SUBSCRIPTIONS** - Clay County Union - \$38; Hawley Herald - \$38; Barnesville Record Review - \$38; and MN Conservation Volunteer \$10.

**M/S/P, Krabbenhoft/Schellack, to approve the mentioned items for 2021.** Motion carried.

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

**M/S/P, Schoff/Schellack 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 with the potential to change with the legislative ruling on the matter.

**M/S/P, Krabbenhoft/Anderson 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, Anderson/Schoff, to approve the above-mentioned authorization.** Motion carried.

**GRANT TAA TO CRAIG AND GABE TO REVIEW, CERTIFY, AND SIGN OFF ON COVER CROP PLANS:**

**M/S/P, Anderson/Krabbenhoft, to approve Technical Approval Authority to Craig and Gabe.** Motion carried.

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

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

**DUES:** The dues for 2021 are as follows: MASWCD - \$4,989.27; NACD - \$775; Area 1 Dues - \$150; MACFO - \$125; 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 \$5,281 and Workers Compensation is \$4,470 for 2021.

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

**MAINTENANCE AGREEMENTS:** ESRI for the GPS unit was \$250.00 for 2020 we haven't received the bill agreement for 2021. 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, Krabbenhoft/Schellack, to approve above mentioned storage rent payments for 2021.** Motion carried.

**POST OFFICE-BULK MAIL FEE:** The bulk mail fee is \$240.00 for the year – we mail our newsletters using the bulk mail rate. **M/S/P, Anderson/Schellack, to approve payment to the Post Office.** Motion carried.

**SPECIAL EVENT FUND:** Discussion held to remain at \$150/event.  
**M/S/P, Anderson/Schellack, to approve the above-mentioned special event fund.** Motion carried.

**LCSC MEMBERSHIP FEE:** The yearly membership fee is \$115.  
**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 \$3,180.00 We have not received the notice for 2021. Amount is subject to change.  
**M/S/P, Schellack/Schoff, to approve payment for the maintenance and IT support.** Motion carried.

**AREA 1 SOUTH ENVIROTHON DONATION:** There was no donation requested for 2021.

**PROMOTIONAL ITEMS:** There was a discussion held on promotional items and setting an annual threshold of \$1500.00 for promotional items.  
**M/S/P, Krabbenhoft/Schellack, to approve the above-mentioned promotional items.** Motion carried

**BUFFER STATE COST-SHARE CONTRACTS REQUESTING AMENDMENT DUE TO EXPIRATION:**

CS B17-45 T. Odegard for a Buffer Planting in the amount of \$300.00  
CS B17-44 T. Odegard for a Buffer Planting in the amount of \$300.00  
CS B17-17 M. Habadank for a Buffer Planting in the amount of \$1800.00  
CS B17-16 B. Giere for a Buffer Planting in the amount of \$2700.00  
CS B17-20 BRRWD for a Buffer Planting in the amount of \$3774.90  
CS B17-21 BRRWD for a Buffer Planting in the amount of \$3700.20  
CS B17-22 BRRWD for a Buffer Planting in the amount of \$1818.00  
CS B 17-23 BRRWD for a Buffer Planting in the amount of \$3108.60  
CS B17-27 BRRWD for a Buffer Planting in the amount of \$3667.20  
CS B17-28 BRRWD for a Buffer Planting in the amount of \$3599.40  
CS B17-29 BRRWD for a Buffer Planting in the amount of \$2192.70  
CS B17-30 BRRWD for a Buffer Planting in the amount of \$3516.90

**M/S/P, Krabbenhoft/Schellack, to approve the above Cost-Share contracts for amendment.** Motion carried.

**APPROVE VOUCHERS PAID:** The list of vouchers from 2096-2106 and Quickbooks #20755 – 20781 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.

**CLEAN WATER FUNDS (CWF):**

See Craig and Gabe's report.

**WETLAND CONSERVATION ACT (WCA):**

See Tony and Kevin's report.

**LOCAL WATER MANAGEMENT (LWM) and AQUATIC INVASIVE SPECIES (AIS):**

See Kevin's report.

**BUFFER LAW UPDATE:**

See Gabe's report.

**COVER CROP PROGRAM:**

See Gabe's report.

**WILD RICE – MARSH RIVER WATERSHED 1W1P UPDATE:**

See Kevin's report.

**BUFFALO RED RIVER WATERSHED 1W1P UPDATE:**

See Kevin's report.

**CLAY COUNTY ADOPTS BRR 1W1P:**

On December 22, 2021, the County Board approved a resolution adopting and agreeing to implement the Buffalo Red River One Watershed, One Plan.

**TECHNICAL SERVICE AREA (TSA) DISTRICT MANAGER'S MEETING – ENGINEERING ASSISTANCE DISCUSSION:**

See Kevin's report.

**ANNUAL UPDATE TO COUNTY BOARD – FEB. 9:**

Kevin stated that he will be giving our annual program update to the County Board on February 9<sup>th</sup>.

**COVID – 19 UPDATE:**

See Kevin's report.

**CRESTWOOD POLLINATOR HABITAT PROJECT:**

See Mandy and Tony's report.

**CONSERVATION RESERVE ENHANCEMENT PROGRAM (CREP):**

See Tony's report.

**AG BEST MANAGEMENT PRACTICES (BMP) LOAN PROGRAM APPLICATION:**

See Kevin's report.

**MN LEGISLATIVE SESSION:**

Kevin stated that the session started January 5<sup>th</sup>. The legislative Day at the Capitol will be held virtually hosted by MASWCD on March 18th. He will reach out to the new Legislators.

**SWCD ANNUAL REPORTING DEADLINE**

Kevin stated that the annual reporting deadline is February 1<sup>st</sup>. All reports will be completed on or before that date.

**OUTSTANDING CONSERVATIONIST SELECTION 2021:**

The selection will be made in Supervisor Schellack's area this year.

**NATIONAL ASSOCIATION OF CONSERVATION DISTRICTS (NACD) ANNUAL MEETING:**

Kevin stated that meeting will be held virtually on February 1-10. Registration is open and fees are \$50.00

**RED RIVER BASIN FLOOD DAMAGE REDUCTION WORK GROUP (RRBFDRWG) ANNUAL CONFERENCE:**

Kevin stated that the conference has been cancelled.

**TECHNICAL TRAINING AND CERTIFICATION PROGRAM – JAA:**

Kevin stated that the training will be held on February 9<sup>th</sup>.

**BRETT ARNE, BOARD CONSERVATIONIST (BC):**

See Kevin's report.

**NRCS ITEMS:**

See Sharon's report.

**BOB GUETTER, NRCS TEAM LEAD:**

There was a discussion held on the MOA. The Board will let Kevin know what issues they have with the MOA. Kevin will email the issues to Bob. Bob discussed different funding options that are available through NRCS, as well as different programs available at this time.

**COUNTY COMMISIONER:**

No report. Technical difficulties.

**MASWCD:**

Paul stated that there were 3 new Board Members elected this fall. They are currently setting up committees. There was a discussion held on the future of Area 1 structure and meetings.

**PLANNING COMMISSION:**

No report.

**CFO UPDATE:**

See Craig's report.

**TREE PROGRAM:**

See Craig's report.

**URBAN CONSERVATION:**

See Mandy's report.

**CAI UPDATE:**

See Gabe's report.

**PF UPDATE:**

See Tony's report.

**UPCOMING EVENTS:**

January 18th – Martin Luther King Day – Office Closed

**ADDITIONAL ITEMS:** To be determined

**NEXT MEETING DATE:** February 11<sup>th</sup>, 2021 @ 4:00 pm.

**ADJOURN:** Supervisor Hildebrandt called for a motion to adjourn the meeting. **M/S/P, Schellack/ Schoff, to adjourn the meeting at 6:05p.m.** 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