

**MINUTES FOR THE February 8, 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  
Gabe Foltz, District Technician/ CAI  
Tony Nelson, PF Biologist  
Jenny Mongeau, County Commissioner

Absent:

The Pledge of Allegiance was recited.

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

Meeting and mileage forms completed by Supervisors.

**SECRETARY'S REPORT:** A draft copy of the Jan 11, 2018, meeting minutes was emailed to the Supervisors prior to the February meeting. **M/S/P, Schoff/Schellack, to approve the January 11, 2018 minutes.** Motion carried.

**TREASURER'S REPORT:** No report

**APPROVE VOUCHERS PAID:** The list of vouchers from Elect #18-00 – 18-07 and #19602 - 19647 was reviewed and credit given to have been paid by due date. **M/S/P, Hildebrandt/Schellack, to approve the vouchers that had been paid as listed.** Motion carried.

**NRCS ITEMS:** Kevin stated that Sharon's report this month states that she is unable to attend Board Meetings due to a change in her performance plan. Until further notice the NRCS discussion item will be removed from the Board Meeting agenda.

**FIRST CONGREGATIONAL CHURCH, MOORHEAD- RAIN GARDEN ISSUE:** Kevin stated that there was a cost-share contract approved last fall for a rain garden, that contract was cancelled due to an expiration in the installment date. Mandy stated that she received an email from Pete Karlsson stating the church's interest in Cost sharing the project with or without a City of Moorhead Permit. There was a discussion held. The Clay SWCD Board requested a letter be sent to the church stating that there will be no Cost-Share funds available without the City of Moorhead's approval and permit.

**M/S/P, Hildebrandt/Schellack to consider the application for a Cost-Share contract with the approval and permit from the City of Moorhead. Motion carried.**

**PHONE SYSTEMS:** Kevin stated that he received an email stating a phone system being looked at will have a \$5,000 start-up cost. There is a meeting being held Friday, February 16, at Lakes Country Service Cooperative in Fergus Falls, Lynn plans on attending. There was a discussion held on different phone options.

**M/S/P, Hildebrandt/Menholt, to approve the start-up costs as well as the purchase of required phone systems. Motion carried.**

**BUFFER INITIATIVE – GABE:** Gabe discussed the farmed through public waters. BRRWD is planning on signing Cost-Share contracts to encumber the remaining Buffer Cost-Share funds. There is potential for more Buffer Cost-Share

funds sometime in March. Clay SWCD will meet with the Wild Rice Watershed to discuss Cost-Share funds. Darren Mayers, Brainerd, is the new Buffer & Soil Loss Specialist for the Northern Region

**2018 DISTRICT CAPACITY LOCAL MATCH GRANT FUNDS – UPDATE:** Kevin stated that he received an email from BWSR stating that we tentatively may receive the full \$18,000 funds from the State which would be matched by the County if approved.

**YEAR END REPORTING:** Mandy stated that E-link reports were submitted on February 2<sup>nd</sup> and she is working on the Year end reports for BWSR which are due on March 15. Kevin discussed the Budget that is due March 15 as well. Mandy stated that we will be notified by BWSR if we are required to perform an audit for 2017 numbers. The 2016 District Capacity Funding has been completely spent which will require us to have a grant reconciliation done by BWSR sometime in the future.

**TREE WEEK:** Kevin stated that Tree Week will be held February 12-16. It was advertised in the newsletter that went out February 5 and in the local papers.

**OFFICE OPEN HOUSE:** Kevin stated that the open house will be held in conjunction with Tree Week on February 15 from 1-3 PM. It was advertised in the newsletter and local newspapers.

**ANNUAL DEPARTMENT UPDATE TO COUNTY BOARD:** Kevin stated that he will give an update to the County Board on February 27.

**MASWCD LEGISLATIVE DAY AT THE CAPITOL:** Kevin stated that the Day at the Capitol will be held March 12 & 13. Mandy stated that she has reserved rooms for all the Clay SWCD Supervisors with the exception of Joel who is unable to attend.

**AREA 1 MEETING:** Kevin stated that due to a conflict with the University of Minnesota Crookston the February 20<sup>th</sup> meeting will be rescheduled for March 20<sup>th</sup>. Paul is working on the agenda at this time.

**20<sup>th</sup> ANNUAL RRVFDR WORKGROUP CONFERENCE:** Kevin stated that the conference will be held on March 21 & 22 at the Marriott in Moorhead. Lynn, Kevin, Tony, and Gabe plan on attending.

**SWCD MANAGERS MEETING:** Kevin stated that there will be a Managers meeting held in conjunction with the RRVFDR conference on March 21.

**BEGINNING FARMERS MEETING:** Kevin stated that James Kruize, FSA CED, requested Clay SWCD speak at the meeting. There is a tentative date for the meeting of March 20 or 22. Tony plans on speaking at the meeting.

**BIENNIAL BUDGET REQUEST:** Kevin stated that he and Lynn will work on the Biennial Budget Request that is due by April 12.

**COUNTY COMMISSIONER:** Jenny stated that Bill Berquist Clay County Sheriff will be retiring, as well as, Brian Berg, and Bryan Green this year. The Jail project is going as planned and is on budget.

**MASWCD:** Paul discussed the 2 day retreat.

**CFO PROGRAM UPDATE:** Craig discussed issues he is having with the new MPCA software Tempo.

**TREE PROGRAM UPDATE:** Craig stated that we have sold 3,049 trees.

**URBAN CONSERVATION:** Mandy discussed a pollinator workshop that was held in conjunction with the Mighty Red Ale brew release held at the Fargo Brewing Company. There were a large number of people that attended the event. There will be another Pollinator Workshop held, through Moorhead Community Education, on March 27<sup>th</sup>.

**LWM/WCA:** See report

**PLANNING COMMISSION:** Randy stated that they worked on reorganizing the board.

**RRVCSA/:** No meeting/ no report

**CAI UPDATE:** Gabe stated that the application for the Noxious Weed grant was submitted. There were 42 applications with \$800,000 being requested. There is only \$300,000 available for the grant. We should know if we were approved soon. There was a new Noxious Weed list released. He has submitted the CAI report to the State for 2017.

**PF UPDATE:** Tony stated that Jason Wang’s CREP application was approved and funded. BWSR is mapping and describing the easement for contract. Outreach and Implementation grant work plan for CREP III was completed. There is one new application for CREP III ready for submission, (Oberg). Discussed the Minnesota Buffer Law and CRP Eligibility Notice (refer to USDA Minnesota Notice CRP-416). He is waiting on word from USDA on the potential for a CRP sign-up in 2018. There are 110 Clay County CRP contracts for 4700 acres expiring in 2018. Walk-In-Access program sign up is on-going until April 27. The Pheasants Forever banquet is March 24<sup>th</sup> at the Bluestem Event Center.

**UPCOMING EVENTS:**

- February 12-16 – Tree Week
- February 15 – Open House
- February 19 – President’s Day – Office Closed
- March 8 – Clay SWCD Board Meeting
- March 14 – WRWD Presentation
- March 20 – Area 1 Meeting – UMC
- March 27 – Pollinator Workshop

**ADDITIONAL ITEMS:**

**NEXT MEETING DATE:**        March 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 6:10 p.m.** Motion carried.

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BY: Amanda Lewis District Coordinator	Randy Schellack Secretary	Signature after approved	Date
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