

**MINUTES FOR THE February 13, 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: Joel Hildebrandt, 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  
Gabe Foltz, District Technician/ CAI  
Jenny Mongeau, County Commissioner

Absent: Paul Krabbenhoft, Vice Chairperson  
Amanda Lewis, District Coordinator  
Tony Nelson, PF Biologist

The Pledge of Allegiance was recited.

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

Meeting and mileage forms completed by Supervisors.

**SECRETARY'S REPORT:** A draft copy of the January 7, 2020, meeting minutes was emailed to the Supervisors prior to the February meeting. **M/S/P, Schoff/Menholt, to approve the January 7, 2020 minutes.** Motion carried.

**TREASURER'S REPORT:** No report

**APPROVE VOUCHERS PAID:** The list of vouchers from Elect # 2003 -2009 and #204071 – 20451 were reviewed, and credit given to have been paid by due date. **M/S/P, Schoff/Menholt, to approve the vouchers that had been paid as listed.** Motion carried.

**GRANT APPLICATION UPDATES**

**LAWNS TO LEGUMES** – Kevin said that Mandy received an email stating that our request of \$23,000.00 for the grant was not funded. The grants focus was on the Rusty Patch Bumble Bee and its priority areas. The approved entities will be released later. There was a discussion held.

**2020 CLEAN WATER FUND** – Kevin stated that the grant request was approved for \$165,000.00. Kevin worked with Lynn, Houston Engineering Inc (HEI), and Matt Jacobson using the PTMApp to identify erosion sites along the Buffalo River for potential Grade Stabilization projects. The 25% match will come from BRRWD. There will be a meeting held on February 19 with staff, HEI, Matt Jacobson, BRRWD Staff, and Brett Arne to discuss the workplan and begin the process.

**COVER CROP COST SHARE PROGRAM** – Gabe and Tony met with local landowners to discuss ideas for the program as well as Sharon Lean to discuss the EQIP Cover Crop program. Gabe sent the draft non-structural Land Management Practices Form to Brett Arne, BWSR for review. Kevin stated that Gabe and he spoke with BWSR North Regional Training Conservationist, Kelly Voigt to discuss Technical Approval Authority (TAA) and Job Approval Authority (JAA). JAA is needed if federal funds are part of the Cost-Share program. Since we are just starting the program Gabe will work with Aaron Salo to get JAA. There was a discussion held for Gabe and Craig to be granted TAA to review, certify, and sign off on Cover Crop plans.

**M/S/P, Menholt/Schoff, to approve Gabe and Craig for TAA.** Motion carried.

**BUFFER INITIATIVE** – Gabe stated that there is a Public Water watercourse in Ulen Township that is currently going through the review process. There was a discussion held on the remaining Cost Share funds.

**HIRE PART-TIME HELP TO SCAN DOCUMENTS** – Kevin discussed hiring someone to help scan files to free up some storage space. Kevin will check into it more. More to come.

**BR 1W1P COMMITTEE REPORTS** – There has been 2 meetings since the last Board Meeting, a conference call and 1 meeting in Barnesville that focused on the Targeted Implementation Schedule and the ground water issues for the 9 planning regions. The draft Final plan has been released and was E-mailed out. Kevin shared a power point that was an overview of the plan. Eventually boards will need to approve the plan. Kevin and Bruce Albright, BRRWD, will present this power point at the County Board Meeting on March 10<sup>th</sup>.

**WR 1W1P COMMITTEE REPORTS**– There has been 3 meetings since the last Board Meeting, 1 conference call and 2 meetings in Ada, where they reviewed common practices in the watershed. They are working on the 6 planning regions Implementation Table as well as homework for each region where they are coming up with the percent of practices in each County. The Policy Committee will eventually decide on forming, either a JPA or an MOU.

**COUNTY LEADERSHIP ACADEMY** – Gabe and Mandy were accepted into the pilot academy. They will meet the 3<sup>rd</sup> Wednesday of every month for 2 hours for 1 year to discuss agenda topics.

**NEWSLETTER**- The newsletter was mailed out. There was a discussion held on the newsletter.

**“TREE WEEK” PROMOTION** – Craig stated that “Tree Week” started this week. There were ads placed in the local papers as well as the newsletter. There were a few people that stopped in Monday and Tuesday for the event.

**CROPS UPDATE PRESENTATION** – Randy Nelson from the Extension Office invited us to give an update on programs available through the SWCD. Tony and Gabe gave updates on Buffers, CREP, and CRP. Carol and Richard attended the meeting.

**CASS CLAY FOOD COMMISSION PESTICIDE USE** – Gabe said that Emma N., Clay County Planning and Zoning requested that he give a short presentation on Clay County pesticide spraying practices on public lands at their meeting being held on March 11<sup>th</sup>. Gabe will give a short presentation.

**2<sup>nd</sup> ANNUAL DRAINAGE CONFERENCE** – Lynn stated that he attended the conference that was held at the Marriott in Moorhead in January.

**CREP UPDATE** – See Tony’s report.

**PHEASANT FEST** – See Tony’s report. Paul and Tony are attending the event. The Olson sisters and Jenny Mongeau, Clay County Commissioner are presenting at the event.

**CLAY COUNTY RETREAT** - Kevin attended the retreat on January 24<sup>th</sup>. There were discussions on the “Aging Workforce” and Area workforce issues.

**CLAY COUNTY MULTI HAZARD MITIGATION PLAN MEETING** – The Meeting will be held February 25<sup>th</sup>. We submitted comments earlier in the year. Kevin plans on attending the meeting. There will be discussion on potential funding opportunities under FEMA grant programs.

**RRVFDRWG ANNUAL CONFERENCE** – The conference will be held March 10<sup>th</sup> -11<sup>th</sup> at the Marriott in Moorhead. It is the 22<sup>nd</sup> annual event. There will be discussion held on what is taking place in the Red River Basin.

**AREA 1 SUPERVISOR’S MEETING** – The meeting will be held on March 17<sup>th</sup> at the UMC campus. There was a discussion held on the tentative agenda and who will be attending.

**MASWCD LEGISLATIVE DAY AT THE CAPITOL** – There was a discussion held on who will be attending the event.

**TSA DISTRICT MANAGERS REPORT** – The meeting held January 14<sup>th</sup> with a conference call set up for Tuesday Feb 11<sup>th</sup>, which was cancelled. There was a discussion held on upcoming events in the TSA.

NRCS – See Sharon’s report

**COUNTY COMMISSIONER:**

Jenny briefly discussed the match funds that were previously used for the District Capacity Grant.

**MASWCD:** No report

**SWCD SELF ASSESSMENT TOOL** – Kevin discussed the tool from MASWCD which may be used to evaluate SWCD’s activities.

**PLANNING COMMISSION:** There was a discussion on the meeting.

**CFO PROGRAM UPDATE:** The financial report is complete and approved. Craig is working on the performance credit report.

**TREE PROGRAM UPDATE:** There has been 4,986 trees sold, with 8 planting jobs, and 21,250 feet of matting.

**DISCUSS ROTO -TILLER RENTAL RATE** – There was a discussion held on fees for this service.  
**M/S/P, Schellack/Menholt, to approve the rental rates at \$100/hour with a \$50 mobilization charge.** Motion carried.

**URBAN CONSERVATION:** See report

**LWM/WCA/AIS:** See report

**CAI UPDATE:** Gabe discussed the Data Practices request. There is a District Meeting being held on February 26<sup>th</sup>. We received all \$5,000 that we requested for our individual grant with the MDA for control, monitoring, and education of Poison Hemlock. There has been no information on the group request.

**UPCOMING EVENTS:**

- February 14-16 – Pheasant Fest -Minneapolis
- February 17 – President’s Day – Office Closed
- February 18 – WR 1W1P Meeting
- February 19 – Clay County Leadership Academy
- February 20 – Junkyard Planning Meeting
- February 25 – Pollinator Habitat Workshop - Hawley
- February 25 – Clay County Multi-Hazard Mitigation Meeting- Sheriff’s Office
- February 26 – CAI District 1 Meeting – Becker Co. Courthouse
- February 26 – BR 1W1P – Policy Committee Meeting – Barnesville
- February 28 – Last Day to Cancel tree order
- March 8 – Daylight Savings Time
- March 10-11 RRVFDRWG Annual Conference – Moorhead
- March 11 – Cass Clay Food Commission Presentation - Fargo

**ADDITIONAL ITEMS:**

There was a brief discussion held to start looking for a new truck.

**NEXT MEETING DATE:** March 12, 2020 @ 4:00PM

**ADJOURN:** Supervisor Hildebrandt called for a motion to adjourn the meeting. **M/S/P, Schellack/Schoff, to adjourn the meeting at 6:10 p.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

