

**MINUTES FOR THE March 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  
Jim Haney, County Commissioner

Absent:

The Pledge of Allegiance was recited.

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

Meeting and mileage forms completed by Supervisors.

**SECRETARY'S REPORT:** A draft copy of the February 8, 2018, meeting minutes was emailed to the Supervisors prior to the March meeting. **M/S/P, Schoff/Menholt, to approve the February 8, 2018 minutes.** Motion carried.

**TREASURER'S REPORT:** No report

**2018 BUDGET PROPOSAL:** Kevin discussed the 2018 budget.  
**M/S/P, Schoff/Schellack, to approve the 2018 budget** as presented. Motion carried.

**APPROVE STATE COST-SHARE CONTRACT REQUESTING ASSISTANCE:**

A. Jelinek CS 18-01 requesting field windbreak assistance in the amount of 4,563.00  
T. Torkildson CS 18-03 requesting field windbreak assistance in the amount of 2,149.00  
There was a discussion to change the policy from 50% up to \$4,000.00 to 50% up to \$5,000.00 per project.  
**M/S/P, Schoff/Schellack, to approve the 50% up to \$5,000 per project Cost-Share policy.** Motion carried.  
**M/S/P, Schellack/Menholt, to approve the above CS contracts for assistance.** Motion carried.

**APPROVE STATE COST-SHARE REQUESTING AMENDMENT:**

R. Minch requesting an amendment to CS 16-06 due to policy change of 50% up to \$1,000 instead of 50% up to \$600.00 with the funds coming from the 2017 District Capacity Cost Share Grant instead of the 2016 State Cost-Share grant.  
**M/S/P, Schellack/Schoff, to approve the CS 16-06 amendment as stated.** Motion carried.

**APPROVE STATE COST-SHARE REQUESTING PAYMENT:**

R. Minch CS16-06 requesting payment for a well sealing in the amount of \$1,000.00  
A. Gaytan CS 17-01 requesting payment for a well sealing in the amount of \$600.00  
**M/S/P, Hildebrandt/Schellack, to approve payment for the above-mentioned Cost-Share contracts.** Motion carried.

**APPROVE VOUCHERS PAID:** The list of vouchers from Elect #18-08 – 18-14 and #19648 - 19668 was reviewed and credit given to have been paid by due date. **M/S/P, Schellack/Schoff, to approve the vouchers that had been paid as listed.** Motion carried.

**FINANCIAL REPORTS:** Mandy discussed the year end Financials that were submitted to BWSR on February 26. They were approved by BWSR on February 27, 2018. Discussed the request for a 2017 audit and the threshold that triggers an audit.

**FIRST CONGREGATIONAL CHURCH, MOORHEAD- RAIN GARDEN ISSUE:** Kevin stated that he sent a letter to the church stating that for us to work with them through our Cost-Share program we would need to have a letter from the City of Moorhead stating that the project was approved by the city. We will wait to hear from the city for further action.

**PHONE SYSTEMS:** Kevin discussed the phone systems.

**2018 DISTRICT CAPACITY LOCAL MATCH GRANT FUNDS – UPDATE:** Kevin stated that we were approved for the \$18,000 District Capacity matching funds from the County. He discussed with County Commissioner Jenny Mongeau, and Brian Berg potential projects for these funds. There was a discussion held with Kirk Rosenberger for a potential tree planting at the County Landfill as well as with Dave Overbo for an increase in the Highway spraying budget, and potential engineering assistance.

**TRADE PICKUP:** Kevin discussed trading in the 2014 Chevrolet Silverado this year after the spring season is over.

**COUNTY BUYOUT PROPERTY PROJECT:** Tony stated that he and Amanda attended a meeting with Steve Burdick, Pheasants Forever MN Project Coordinator, and County Commissioner, Jenny Mongeau on Tuesday March 6<sup>th</sup> to discuss a potential pollinator project on County buy out properties.

**BUFFER INITIATIVE:** Gabe stated that he sent the final spreadsheet in for the Buffer Cost-Share funds. He will attend a meeting with the Wild Rice Watershed on March 14<sup>th</sup> to discuss the ditch systems in their area and the potential for Cost-Share funds that could be available to use towards buffering those ditches. Discussed properties with no resource concerns that are being verified by the DNR. Discussed re-routing a Public water within the WRWD.

**CCATO SPRING MEETING:** Kevin stated that Wayne Lepper was into the office to deliver our invite to the meeting being held at the Dilworth Community Center on March 19. The District Employees and Tony plan on attending.

**CAI TRAINING WORKSHOP:** Gabe stated that he will have the CAI training session immediately following the CCATO meeting on March 19.

**CONSERVATION GRANT AGREEMENT CONFERENCE CALL:** Kevin discussed the conference call. He stated that NRCS is trying to focus on current programs that are of highest priority to them and to pass lower priority items on to different entities.

**INDIVIDUAL DEVELOPMENT PLANS (IDP)-TECHNICAL TRAINING:** Kevin discussed the process for the IDP. Scott Smith, BWSR will be leading the training. These plans are due April 6<sup>th</sup> to discover what training employees need and want.

**MASWCD LEGISLATIVE DAY AT THE CAPITOL:** The session will be held March 12 & 13 in St. Paul. Discussed the meeting, agendas were handed out. 4 Supervisors plan on attending.

**AREA 1 MEETING:** Paul discussed the agenda for the meeting being held on March 20<sup>th</sup> at the University of Minnesota, Crookston. Jennifer Sweeney, NRCS acting Area Conservationist, plans on attending.

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

**SWCD MANAGERS MEETING:** Kevin stated that there is a managers meeting being held on March 21 in conjunction with the RRVFDR conference. He plans on attending.

**BEGINNING FARMER MEETING:** Kevin stated that James Kruize, FSA CED asked the District to present at the meeting being held on March 22 at MSCTC. We will hold a presentation at the meeting.

**2018 SUPERVISOR ELECTIONS:** Kevin stated that Randy & Paul's areas will be up for election in 2018. Both plan on running again.

**2018 OUTSTANDING CONSERVATIONIST:** Kevin stated that the 2018 Outstanding Conservationist will be from Paul's area.

**CLAY COUNTY FAIR:** Kevin stated that the fair will be July 12-15. We will fill out the entry form to have a booth at the fair. Discussed a possible date change for our July board meeting. It was decided to keep the date as is.

**COUNTY COMMISSIONER:** Jim Haney discussed the transfer station project and the desperate need for it in Clay County. Discussed potential cost for the project.

**MASWCD:** Paul stated that the Ramsey SWCD is moving to dissolve. He discussed the legislative session.

**CFO:** Craig stated that Scott Schroeder, MPCA will be here for the annual review next week. The MACFO Conference is March 27-29 in St. Cloud.

**TREE PROGRAM:** Craig stated that there have been 9,485 trees sold and 13,325 have been purchased from Schumachers Nursery.

**URBAN CONSERVATION:** Mandy discussed a pollinator workshop that will be held on March 27<sup>th</sup> with Riverkeepers and Cass SCD. She stated that she has been in contact with Junkyard Brewing to discuss a potential pollinator workshop that could be held in conjunction with their Organic Food Market, we will discuss further once their renovation project is completed. The District adopted the flower beds in front of Scheels in Moorhead we plan on planting native plugs and seeds in them this spring.

**LWM/WCA:** See report

**PLANNING COMMISSION:** Randy stated that there were two hearings, Summit Gravel opened a new pit southwest of Hitterdal and potential for a shop by the dragstrip near Sabin, MN. More to come.

**RRVCSA:** There will be a meeting held on March 26.

**CAI UPDATE:** Gabe stated that the District 1 meeting was held March 6<sup>th</sup> in Winger, MN. He discussed the short course that will be held in July 2019. He stated that the Grant that was applied for through the MDA was approved for \$10,000.00. He will sign a budget form stating that we accept the amount. A contract will be sent after he completes the budget.

**PF UPDATE:** Tony stated that Jason Wang's CRP CONSPLAN was approved and is at FSA waiting for signatures. Oberg's CREP application was submitted; he has one more to submit before March 15. There are three landowners interested in the WIA program. Sign up ends April 27, 2018. Discussed the potential pollinator project with the County. Stated that Mark Askegaard is interested in incorporating pollinator habitat into his organic farming operations, he met with Cass SCD staff and they are interested in assisting with the project. He will be doing WRP monitoring in the spring. Tanner Bruse, Pheasants Forever Farmbill Biologist Manager will be here next week to do his annual review. The Pheasants Forever annual banquet will be held March 24 at the Bluestem Amphitheater in Moorhead, MN.

**UPCOMING EVENTS:**

March 14 – WRWD Presentation  
March 19 – CCATO Meeting & CAI Workshop- Dilworth Community Center  
March 20 – Area 1 Meeting – UMC  
March 21-22 – RRVFDR Workgroup Conference – Moorhead Marriott  
March 22 – Beginning Farmer Presentation - MSCTC  
March 27 – Pollinator Workshop  
March 27-29 – MACFO State Conference – St. Cloud

**ADDITIONAL ITEMS:**

Discussed the NRCS report submitted by Sharon Lean.

**NEXT MEETING DATE:**      April 12, 2018 @ 4:00PM

**ADJOURN:** Supervisor Krabbenhoft called for a motion to adjourn the meeting. **M/S/P, Schoff/Schellack, to adjourn the meeting at 5:55 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