

**MINUTES FOR THE November 14, 2019, 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, Vice Chairperson  
Carol Schoff, Treasurer  
Richard Menholt, Reporter

Others present: Kevin Kassenborg, District Manager  
Lynn Foss, Water Resource Management Technician  
Gabe Foltz, District Technician/ CAI  
Craig Halverson, District Technician/CFO  
Tony Nelson, PF Biologist  
Jenny Mongeau, County Commissioner  
Jim Haney, County Commissioner

Absent: Paul Krabbenhoft, Chairperson  
Randy Schellack, Secretary  
Amanda Lewis, District Coordinator

The Pledge of Allegiance was recited.

**APPROVE AGENDA:**

**M/S/P, Schoff/Joel, to approve the November agenda.** Motion carried.

Meeting and mileage forms completed by Supervisors.

**SECRETARY’S REPORT:**

A draft copy of the October 10, 2019, meeting minutes was emailed to the Supervisors prior to the November meeting.

**M/S/P, Schoff/Menholt, to approve October 10, 2019 minutes.** Motion carried.

**TREASURER’S REPORT:**

No report

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

CS 19-06 D. Thomas..... Well Decommissioning.....288.00

**M/S/P, Schoff/Hildebrandt, to approve the above State Cost-Share contract for payment.** Motion carried.

**APPROVE BUFFER STATE COST SHARE CONTRACTS REQUESTING PAYMENT:**

CS B17-47 M. Marring..... Buffer Planting .....450.00

CS B17-50 D. Franke ..... Buffer Planting ..... 900.00

**M/S/P, Schoff/Menholt, to approve the above Buffer State Cost-Share contracts for payment.** Motion carried.

**APPROVE BUFFER STATE COST SHARE CONTRACTS REQUESTING AMENDMENT:**

CS B17-20 BRRWD..... Buffer Planting ..... 3774.90

CS B17-21 BRRWD..... Buffer Planting ..... 3700.20

CS B17-22 BRRWD ..... Buffer Planting ..... 1818.00

CS B17-23 BRRWD ..... Buffer Planting ..... 3108.60

CS B17-24 BRRWD ..... Buffer Planting ..... 198.60

CS B17-25 BRRWD ..... Buffer Planting ..... 2560.80

CS B17-26 BRRWD ..... Buffer Planting ..... 1332.00

CS B17-27 BRRWD ..... Buffer Planting ..... 3667.20

CS B17-28 BRRWD ..... Buffer Planting ..... 3599.40

CS B17-29 BRRWD .....	Buffer Planting .....	2192.70
CS B17-30 BRRWD .....	Buffer Planting .....	3516.90
CS B17-17 M. Habedank .....	Buffer Planting .....	1800.00
CS B17-45 T. Odegard .....	Buffer Planting .....	300.00
CS B17-44 T. Odegard .....	Buffer Planting .....	300.00
CS 19-12 D. Maring .....	Well Decommissioning .....	600.00

**M/S/P, Hildebrandt/Schoff, to approve the above Buffer State Cost-Share contracts for amendment.** Motion carried.

**APPROVE VOUCHERS PAID:**

The list of vouchers from Elect #1972 – 1980 and Quick books checks #20329-20349 was reviewed and credit given to have been paid by due date.

**M/S/P, Schoff/Hildebrandt, to approve the vouchers that had been paid as listed.** Motion carried.

**REVIEW 2020 DISTRICT CAPACITY WORKPLAN:**

Kevin stated that Carol, Paul and staff met with Brett to assist with allowable “categories” for the workplan. There was a discussion held on the categories that were included in the plan and the amounts for them.

**PURSUE COVER CROP PRACTICE IN CONJUNCTION WITH NRCS:**

Carol recommended this as part of the District Capacity funds for 2020. There was a discussion held on the amount of funds for the program as well as ideas for the program.

**RECOMMENDTION ON 2020 HEALTH INSURANCE COVERAGE:**

Kevin noted that Justin Kroeger, PEIP Representative, met with staff and 2 Board Members to discuss the 2020 Health Insurance Premiums. There was a discussion held on the increase to the premiums for 2020. There will be a decision made during the COLA meeting in December.

**SET DATE TO DISCUSS STAFF EVALUATIONS & 2020 COLA/SALARIES:**

Kevin will conduct the staff evaluations before the next Board Meeting. Kevin will work with the Board to come up with a date for the COLA/Salary meeting. More to come.

**CASH OPTION FOR TREE PAYMENT:**

Kevin stated that there was a discussion held to stop taking cash transactions for tree orders due to potential errors. At this time, we will continue to take cash as there was not enough support to change the current policy.

**MASWCD STATE CONVENTION:**

Kevin reported that registration and room reservations have been made for Mandy, Paul, Joel, Carol, Randy, the Iverson’s, and himself. There was a discussion held on others that may be attending as well as who’s driving.

**AREA 1 FALL MEETING:**

There was a discussion held on who will be attending and who will be driving. Kevin stated that Clay SWCD will be the hosts for the meeting.

**1WIP’s:**

**BRRWD:** Kevin said that they are working on estimating funding amounts for the projects and practices. They are working to have the final draft completed by December. The next Policy Committee meeting is set for November 27<sup>th</sup>.

**WRWD:** The screening committee is working on measurable goals. They are discussing a Formal Agreement on how to implement the plan. Kevin stated that you can see updates on the progress on the website; Wildricewatershed.org.

**BUFFER LAW:**

Gabe stated that he is working on getting existing contracts amended before the end of the year due to an extension of the contract through the end of 2020. Monitoring 1/3 of parcels every year with aerial imagery and field reviews will be reported in BUFFCAT. He attended sessions at the BWSR Academy on enforcement procedures and keeping good records.

**MDA NOXIOUS WEED GRANT:**

Gabe discussed the 2020 grant and the amounts for it. He will be meeting next week to discuss the MOA between all 5 counties partnering for the grant.

**DATA PRACTICES REQUEST:**

Gabe stated that a New York company requested spray bid information and contract records from us. He is currently waiting to hear back from the County Attorney before he proceeds with the process.

**AIS REPORT:**

Lynn discussed the annual reporting requirements for the program.

**AUDIT UPDATE:**

Kevin stated that the office of the State Auditor reviewed our 2018 DRAFT Audit and had a couple of questions. Our CPA firm is following up and will have the final audit submitted by the deadline.

**BWSR ACADEMY:**

Tony, Gabe, and Mandy attended the Academy. They discussed training sessions that were attended.

**AG PARTNER MEETING:**

Tony and Gabe attended the meeting. There was a discussion held on the meeting.

**CLAY COUNTY POLLINATOR PROJECT:**

Tony stated that he and Mandy completed a site visit at the Moorhead Public Works site in Moorhead for a potential planting in the spring of 2020.

**RIVER KEEPERS “CELEBRATE OUR RED”**

Tony reported that Mandy attended the event she said that it wasn't as well attended as it had been in the past even though ticket sales were good. Weather was more than likely the reason the attendance was down.

**CREP UPDATE:**

Tony stated that he attended a pre-construction meeting held with 2 landowners. G. Hess's Easement is out for signatures. He is currently working with landowners to prepare them for the next sign up.

**AG BMP LOAN PROGRAM UPDATE:**

Kevin stated that he spoke with Steve Larson, County Administrator, about the program. Steve is planning on talking to the MDA about the details of the program. More to come.

**NACD ANNUAL MEETING:**

The Annual NACD meeting will be held in Las Vegas February 8-12. There was a discussion held on interested individuals and no interest was expressed at this time. Kevin noted that reservations are due by January 17.

**NRCS:**

See Report

**REPORTS:**

**COUNTY COMMISSIONER:** Jenny discussed the BRRWD Levy request. Both Jim & Jenny talked about space being needed to house additional judges coming to Clay County.

**MASWCD:** No report.

**NACDE MEETING:**

Kevin and Paul attended the meeting in Crookston, MN on November 13. He discussed the meeting.

**PLANNING COMMISSION:**

No Report

**CFO PROGRAM:**

Craig said that the workplan is at the County awaiting signatures.

**TREE PROGRAM:**

Craig stated that the program is just getting going for the 2020 planting season.

**URBAN CONSERVATION:**

Tony stated that the pollinator workshop ad was sent to Moorhead Community Ed. Mandy talked to Allison Slavik, Junkyard Brewing about another “Pint Night” for the spring of 2020.

**LWM/WCA:** See report

**CAI UPDATE:**

Gabe reported that the 2019 Noxious Weed Grant has been completed. He discussed the Noxious weed list for 2020.

**PF UPDATE:**

Tony stated that the Olson girls were invited to the National Pheasant Fest for women in Ag/Soil Health being held February 14-16 to be held in Minneapolis. The state meeting will be held December 16-17 in Duluth MN. Discussed the Cover Crop program.

**UPCOMING EVENTS:**

November 18 – CCATO Meeting – Dilworth  
November 19 – Area 1 Meeting – D.L. Tech School  
November 27 – BR 1W1P Meeting - Barnesville  
November 28 – Thanksgiving – Office Closed  
November 29 – Thanksgiving Holiday – Office Closed  
December 2 – WR 1W1P Meeting – Ada  
December 5 – Ag BMP Workshop – Fergus Falls  
December 8 -10 – MASWCD State Convention  
December 12 – Fair Farmland Rental Agreement Meeting – Moorhead  
December 12 – Shoreline Restoration Training - Alexandria

**ADDITIONAL ITEMS:**

Kevin congratulated Richard Menholt and his wife Cindy as the 2019 Harvest Bowl Recipients for Clay County.

**NEXT MEETING DATE:** December 12, 2019 - - - 4:00 p.m.

**ADJOURN:** Supervisor Hildebrandt called for a motion to adjourn the meeting.

**M/S/P, Schoff//Menholt, to adjourn the meeting at 5:47 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