

**MINUTES FOR THE December 13, 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 4:30 p.m.

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

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

Absent:

The Pledge of Allegiance was recited.

**APPROVE AGENDA:**

**M/S/P, Schoff/Schellack, to approve the December agenda.** Motion carried.

Meeting and mileage forms completed by Supervisors.

**SECRETARY’S REPORT:**

A draft copy of the November 8, 2018, meeting minutes was emailed to the Supervisors prior to the December 13, 2018 meeting.

**M/S/P, Schoff/Menholt, to approve the November 8, 2018 minutes.** Motion carried.

**TREASURER’S REPORT:**

Mandy discussed the financials.

**M/S/P, Hildebrandt/Schellack, to approve the Treasurer’s Report.** Motion carried.

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

CS 17-02 R. Hough .....Diversion..... 4,000.00  
CS 18-09 Buffalo-Red Watershed.....Grade Stabilization.....5,000.00

**M/S/P, Schellack/Menholt to approve the above-mentioned State Cost Share Contracts for payment.**

**Motion carried.**

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

CS B17-09 M. Petermann.....Buffer Planting..... 150.00  
CS B17-10 B. Petermann.....Buffer Planting.....5,100.00  
CS B17-53 D. Schroeder .....Side Water Inlet.....2,355.05

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

**APPROVE PERSONNEL COMMITTEE MINUTES:**

Kevin discussed the minutes. There was a draft copy of the minutes emailed out.

**M/S/P, Schellack/Hildebrandt to approve the Personnel Committee Minutes.** Motion carried.

**APPROVE VOUCHERS PAID:**

The list of vouchers from Elect #18-84- 18-92 and Quick books checks #19917-19938 was reviewed and credit given to have been paid by due date.

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

**COUNTY BOARD BUDGET DECISION:**

Jenny stated that the Clay SWCD 2019 budget proposal had been approved. The Minutes from this meeting will be reviewed next week.

**LOCAL CAPACITY MATCHING FUNDS:**

Kevin discussed the process for the matching funds. The plan for the 2019 funds are to be spent towards County spraying. In future years, hopes are to figure out a way to access additional funds from a source other than reducing a County department's budget. There was a discussion held.

**OFFICE PROMOTIONAL ITEMS:**

Randy stated that he would like to set an allowance for promotional items such as clothing attire, for employees. There was a discussion held.

**M/S/P, Schellack/Hildebrandt, to approve a \$1500.00 allowance that will be renewed annually.** Motion carried.

**BUFFER INITIATIVE:**

Gabe discussed the agreement with the County for enforcement. He stated that we are 96% compliant on our public waters and 78% compliant on Wild Rice Watershed District public ditches. There are quite a few landowners that will plant this spring.

**AG BMP LOAN PROGRAM:**

Kevin discussed the loan program. There was a discussion held on loan applications. Revisited the discussion of District Staff approving the loan applications. Kevin stated that the Clay County Assessor asked him to give a presentation at the Regional County Assessor's Meeting on the program as well as the buffer program.

**M/S/P, Schellack/Schoff to give Kevin authorization for signing the Ag MBP applications. Motion carried.**

**1WIP's**

BRRWD- Kevin stated that Lynn, Randy and he attended the meeting. There was a discussion held on the meeting. They are currently working through sections of the plan.

WRWD – Kevin stated that there will be a meeting next Monday to start the process. He received the Memorandum of Agreement from WRWD. They will follow the same process as BRRWD. Joel Hildebrandt will be the alternate for Richard Menholdt when he is unable to attend the Policy Committee meetings.

**AREA 1 MEETING:**

Paul discussed the meeting. There was a representative from MN DOT that gave a presentation on living snow fences. There was a discussion held at the meeting on Buffer Cost Share fund distribution.

**MASWCD STATE CONFERENCE:**

Paul, Joel, Randy, Richard, Carol, Gabe, and Mandy attended the meeting. Mandy stated that Christine and Kim from River Keepers were recognized as the 2019 Outstanding Conservationists on Tuesday at the banquet. Paul stated that he was elected the Vice President of MASWCD at the convention. Paul discussed the business meeting with NRCS. He stated that they are currently working on reorganization. There was a discussion held on various meetings that were attended.

**CLAY SWCD AUDIT:**

Mandy discussed the 2017 audit. She stated that everything went well. The supervisors suggested having Mandy meet with Amy to go over the audit to help understand the GASB numbers and how they affect us.

**CREP UPDATE:**

Tony stated that the Farm Bill is on the President's desk. He discussed the CREP contracts he is working on and the various stages each one is at.

**CCATO FALL MEETING:**

Kevin stated that he, Gabe and Tony attended the meeting and gave presentations. Tony gave a brief presentation on CREP and Gabe presented on Buffers and the County Ag Inspector programs.

**CROPS UPDATE:**

Kevin stated that there will be a meeting held on January 22, 2019 at the Moorhead American Legion. James Kruize, FSA, will be giving presentations.

**REPORTS:**

**COUNTY COMMISSIONER:**

Jenny stated that she was elected to the State AMC Extension. She discussed a webinar series that consists of stresses in agriculture. Discussed a potential buyer for the "Sam's Club" building.

**MASWCD:**

Paul stated that he was elected Vice President at the Annual Convention. He discussed upcoming meetings. He stated that he would like to have an article run in the paper recognizing River Keepers for their Outstanding Conservationist award as well as one for himself being recognized for being elected Vice President of the MASWCD. He discussed the importance of social media outreach.

**PF UPDATE:**

Tony stated that he was contacted by BWSR to discuss the status of Dave Herbranson's restoration project. We will continue to make progress on building site and abandoned vehicle cleanup. We will contact Dave periodically to reinforce and discuss progress. The new Farm Bill is on the President's desk, there is a potential for enrolling an additional 3 million new acres of CRP.

**CFO PROGRAM:** Craig stated that he has completed the compliance checks for 2018. He is waiting for his year-end review. The resolution to upgrade the TEMPO software was passed at the Annual Convention.

**URBAN CONSERVATION:**

Mandy stated the dates have been set for the upcoming spring workshops. She along with River Keepers and Cass SCD will hold 3 Rain Barrel, 2 Compost, and 1 Pollinator workshop for the 2019 season. She is working with Hawley Community Education to potentially hold a workshop there sometime this summer.

**LWM/WCA:** See report

**PLANNING COMMISSION:**

No meeting. No report.

**RRVCSA:**

Carol stated that the budget was approved. They discussed the attendance and quorum issues.

**CAI UPDATE:**

Gabe stated that Palmer Amaranth has been found in 6 counties in MN and that only 2 of those counties, Jackson and Redwood, have plants that are resistant to Glyphosate He stated that he and Tony will attend a meeting at the US Fish and Wildlife Center in Detroit Lakes for Cooperative Weed Management for Clay County.

**NRCS:**

See Report

**UPCOMING EVENTS:**

- Dec. 17 – WRWD 1W1P Meeting – Ada
- Dec. 18 – BWSR BC/District Manager’s Meeting – Erskine
- Dec. 18-19 – Conservation Tillage Conference – Hilton, Fargo
- Dec. 20 – Agassiz Beach Ridge Prairie Plan Meeting – Detroit Lakes
- Dec. 20 – BRRWD 1W1P Meeting – Barnesville
- Dec. 21 – Regional County Assessor’s Presentation – Moorhead
- Dec. 24 – Christmas Eve – Office Closed at noon
- Dec. 25 – Christmas Day – Office Closed
- Dec. 31 – New Year’s Eve – Office Closed at noon
- Jan. 1 – New Year’s Day – Office Closed
- Jan. 8 – BRRWD – Kickoff Meeting – 1W1P Public Meeting - Barnesville

**ADDITIONAL ITEMS:**

**NEXT MEETING DATE:**      JANUARY 10, 2019 - - - 4:00 p.m.

**ADJOURN:** Supervisor Krabbenhoft called for a motion to adjourn the meeting.  
**M/S/P, Hildebrandt/Schellack, to adjourn the meeting at 6:20 pm.** Motion carried.

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