

**MINUTES FOR THE June 13, 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 Krabbenhoft at 4:00 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  
Lynn Foss, Water Resource Management Technician  
Gabe Foltz, District Technician/ CAI  
Craig Halverson, District Technician/ CFO  
Amanda Lewis, District Coordinator  
Tony Nelson, PF Biologist  
Brett Arne, BWSR Board Conservationist  
Alan Lepp, NRCS Assistant State Conservationist

Absent: Jenny Mongeau, County Commissioner

Craig Halverson and Amanda Lewis arrived at the meeting at 4:05 PM

The Pledge of Allegiance was recited.

**APPROVE AGENDA:**

**M/S/P, Schellack/Menholt, to approve the June agenda.** Motion carried.

Meeting and mileage forms completed by Supervisors.

**SECRETARY'S REPORT:**

A draft copy of the May 9, 2019, meeting minutes was emailed to the Supervisors prior to the June meeting.

**M/S/P, Schoff/Hildebrandt, to approve the May 9, 2019 minutes.** Motion carried.

**TREASURER'S REPORT:**

Mandy discussed the new chart of accounts and how it is reported on the budget. Discussion held on the new method of reporting the budget.

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

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

R. Ness C/S 19-06 requesting assistance for a Well Decommissioning in the amount of 387.50

**M/S/P, Schoff/Menholt, to approve the above CS contract for assistance.** Motion carried.

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

M. Nyquist C/S 19-08 for a Field Windbreak in the amount of \$713.00

B. Reidinger C/S 19-04 for a Field Windbreak in the amount of \$1,608.00

J. Butenhoff C/S 18-10 for a Field Windbreak in the amount of \$627.00

A. Weidner C/S 18-11 for a Field Windbreak in the amount of \$1,675.00

M. Opatril C/S 19-03 for a Field Windbreak in the amount of \$ 4,443.00

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

F. Pender C/S 19-07 for a Well Decommissioning in the amount of \$250.00

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

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

L. Thomas C/S B17-13 for a Buffer planting in the amount of \$150.00

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

**APPROVE THE FY 2020 DNR GROUNDWATER MONITORING CONTRACT:**

Kevin discussed the contract.

**M/S/P, Hildebrandt/Schellack, to approve the above-mentioned contract.** Motion carried.

**APPROVE BREMER BANK LETTER OF CREDIT**

Kevin and Mandy stated that they met with Jennifer Lund and Ray Grefsheim on Friday May 31<sup>st</sup> to discuss our accounts with Bremer Bank. They discussed the differences between the current pledged securities we have and the letter of credit. The interest rate for the line of credit is double what we are receiving with the pledged securities. We receive the same protection with the line of credit it just isn't as much work as the pledged securities.

**M/S/P, Hildebrandt/Schellack, to approve switching from a pledged security to a letter of credit.** Motion carried.

**APPROVE VOUCHERS PAID:**

The list of vouchers from Elect #1931-1939 and #20116-20179 was reviewed and credit given to have been paid by the due date.

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

**LEGISLATIVE UPDATE:** Bret Arne, BWSR BC, gave a brief update on the 2019 legislative session and its outcomes. He discussed funding for current programs as well as some statute changes for SWCD's. He stated that they are accepting competitive Clean Water Fund (CWF) applications from July 1 – Sept 6. There was a discussion held for a potential Cost-Share project with RDO.

**NRCS UPDATE:**

Alan Lepp, NRCS Assistant State Conservationist discussed the reorganization taking place throughout the NRCS offices. He discussed their programs and the process for those programs. He stated that the Farm Bill is currently being written.

**2020 CLAY COUNTY BUDGET PROPOSAL**

Kevin discussed the budget. He was asked to attend the County Board meeting on July 9<sup>th</sup> to present the budget to the board. Carol will attend the meeting with Kevin. Discussion was held on the budget and its specifications.

**VEHICLES**

Kevin discussed the issues that we have been having with vehicles this spring. There was a discussion held on possible alternatives to resolving the issue. Kevin will check into different sources and discuss what he finds at a later date. More to come.

**AG BMP LOAN**

Kevin stated that there was a loan approved for Dwight Iverson for reduced tillage equipment.

**AREA 1 MEETING**

Paul stated that the meeting will be held on June 18 at UMC in Crookston. Paul discussed the meeting and the agenda. He stated the agenda will be finalized on Monday June 17<sup>th</sup>.

**AREA RESOLUTIONS**

Kevin stated that there was one resolution submitted. There was a discussion held on the resolution that was submitted by West Otter Tail SWCD.

Gabe arrived at the meeting at 5:30 PM

**“WEED FREE GRAVEL” MEETING SUMMARY**

Gabe stated that Kevin and he had a meeting with Steve Larson, Clay County Administrator, the Cass County Administrator, and the Cass County weed inspector to resolve the issues with having the Weed Inspector from Cass

County inspect gravel for noxious weeds that are being brought into Cass County from Clay County. The Cass County Administrator was going to check into getting a variance to allow Stan Wolf the Cass County Weed Inspector access to Clay County to inspect gravel for noxious weeds. More to come.

#### **BUFFER LAW**

Gabe discussed the MOU for the enforcement portion of the Buffer Law. He stated that the County signed and approved the MOU. There was a discussion held on the MOU.

**M/S/P, Hildebrandt/Schellack, to approve and sign the above-mentioned MOU.** Motion carried.

#### **U of M TILLAGE TRANSECT PROJECT**

Gabe stated that he was out for 2.5 days collecting imagery from 80-90 points. He completed the project and will invoice the U of M for the project.

#### **GARY WYLAND STREAMBANK PROJECT**

Kevin discussed the project. Due to this spring being a top 10 flood event, it has increased the scope of work to the project. Jim Hest, TSA Engineer, will work on a new plan for pipe installations and leveling off the dikes.

#### **BR 1W1P**

Kevin stated that there will be a meeting held on June 19<sup>th</sup>. They will be looking at advisory issues.

#### **WR 1W1P**

Kevin stated that there was a kick-off meeting held June 12, for the advisory committee where they requested informational reports from landowners, discussing potential issues.

#### **AIS PROGRAM**

Lynn stated that the funding request was sent to the County.

#### **HERBACEOUS COVER ESTABLISHMENT WORKSHOP**

Lynn discussed the workshop.

#### **BWSR GRANTS RECONCILIATION AUDIT**

Mandy stated that Jeanette Austin, BWSR Grants Compilation Specialist, and Brett Arne, BWSR BC, were here on May 16<sup>th</sup> to conduct a reconciliation audit on our 2017 and 2018 District Capacity Funds. Mandy discussed the findings of the audit. Everything looked good.

#### **2019 SWCD ADMINISTRATIVE SESSION**

Mandy attended the Administrative Session that was held at Canal Park Lodge in Duluth, MN on June 6-7. She discussed the meeting. Mandy said Linda Donnay, BWSR stated that they were looking at completing a SWCD handbook to reference for specific things such as; payroll, data practice policies, etc.

#### **POLLINATOR PROJECTS**

Mandy said that there were two volunteers from River Keepers that joined Kevin, Tony, Gabe and her to help clean-up the Crestwood Pollinator site. They were out there for 2 hours and cleaned up a truck load of garbage and concrete from the site in that time. Craig, Gabe, and Tony sprayed the site this morning for weeds, then we will disc it, drag it, and plant.

There was a Pollinator Pint Night held at Legends Sports Bar and Grill in Moorhead on June 10<sup>th</sup> from 6-9 pm. Fargo Brewing brewed a beer for the event called the Legendary Pollinator. Legends will donate \$1 for every pint sold towards the Crestwood Pollinator site. There was not a lot of attendance. However, Legends plans on having another event in the spring of 2020.

#### **CREP UPDATE**

Tony stated that he has sent the final easement paperwork to BWSR for Halverson and Butenhoff contracts, he is awaiting payment. He is currently working on the Wang easement. The Hess/Oberg ownership change has been completed for both CRP and RIM Easement. He has received the easement agreement from BWSR and gave a copy to the landowner to review, he is waiting on the landowners follow up to sign.

### **WILKIN SWCD 75<sup>th</sup> ANNIVERSARY INVITATION**

Kevin stated that we received an invite to attend Wilkin SWCD's 75<sup>th</sup> anniversary on June 20<sup>th</sup> from 11am – 2 pm. Kevin, Paul, and Mandy plan on attending.

### **FALL TOUR?**

Kevin stated that 2019 would be the year that we would normally hold our fall tour. The board would like us to start the process. Potentially the first week in September. We will look at inviting the same group we have invited in the past. More to come.

### **2019 OUTSTANDING CONSERVATIONIST**

Carol is looking at a few potential landowners. More to come.

### **GOVERNANCE 101**

Kevin stated that the Governance 101 Session will be held September 12-13 in Minneapolis. The meeting is primarily for new Board Members and Staff to become better acquainted with SWCD's.

### **NRCS**

See Report

### **REPORTS:**

#### **COUNTY COMMISSIONER:**

No report.

#### **MASWCD:**

Paul stated that Alan and Bret covered most of what he wanted to report on earlier.

#### **PF UPDATE:**

Tony stated that CRP was opened for sign up June 3 – August 23. Practices include water quality and wetland practices. There are 101 CRP expiring contracts in Clay County. Tony has completed the invoice to the MN DNR for 6 Walk-In-Access contracts and is currently awaiting payment.

#### **CFO PROGRAM:**

Craig stated that there are 89 feedlots in the county. He has 7 compliance checks to conduct this year.

#### **TREE UPDATE:**

Craig stated that the tree season is completed. We had 16 jobs with 5 of those being State Cost-Share contracts. We sold 13,200 trees and applied 36,797 feet of matting.

#### **NO TILL DRILL:**

Craig said that the drills are moving. There has been 1,341 acres planted so far this year.

#### **URBAN CONSERVATION:**

Mandy discussed the workshops. After the workshop in July there will have been; 44 Pollinator, 80 Rain Barrel, and 50 Compost Barrel attendees. Mandy discussed the issues they have been having with cleaning the barrels. She suggested purchasing a pressure washer to help with cleaning the barrels.

**M/S/P, Hildebrandt/Schellack, to approve purchasing a pressure washer.** Motion carried.

#### **LWM/WCA:**

See report

#### **PLANNING COMMISSION:**

Randy stated that there were 2 gravel pit permits and 1 cellphone tower approved.

**RRVCSA:**

No meeting. No report.

**CAI UPDATE:**

Gabe said that L&M started spraying on Monday and that most roads that were planned have been sprayed. He discussed the weed control plan for the recent planting on the USFWS property. Emilie Justen, MDA, will be here on Monday June 17<sup>th</sup> to discuss the Noxious Weed Grant and look at Wild Parsnip sites in Clay County. There has been 50 plus pest tests completed so far.

**Upcoming Events:**

- June 18 – Area 1 Meeting – UMC
- June 19 – BR 1W1P Planning and Advisory Committee Meeting
- June 20 – Wilkin SWCD 75<sup>th</sup> Anniversary Celebration
- June 24 – WR 1W1P – All Committees Meeting
- June 25-26 – Public Administration Training Session – St. Cloud
- July 4 – Independence Day – Office Closed
- July 11 – Rain Barrel Workshop - Lindenwood
- July 11-14 – Clay County Fair

**NEXT MEETING DATE:** July 11, 2019 - - - 4:00 p.m.

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

**M/S/P, Schoff/Hildebrandt, to adjourn the meeting at 6:30 PM.** 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