

MINUTES FOR DECEMBER 12, 2024, BOARD MEETING OF THE SUPERVISORS FOR THE CLAY SOIL & WATER CONSERVATION DISTRICT, HELD AT THE DISTRICT OFFICE IN MOORHEAD MN.

The meeting was called to order by Supervisor Hildebrandt at 3:00 p.m.

ROLL CALL: Members present:

Joel Hildebrandt, Chairperson
Randy Schellack, Vice Chairperson
Carol Schoff, Reporter
Jerry Butenhoff, Treasurer
Richard Menholt, Secretary

Others present:

Kevin Kassenborg, District Manager
Amanda Lewis, District Coordinator
Gabriel Foltz, District Technician/CFO
Tony Nelson, Natural Resources Management Technician
Alyssa Schill, District Technician/CAI
Paul Krabbenhoft, County Commissioner
Ezra Baer, County Commissioner Elect
Brady Fuglie, SWCD Supervisor Elect
Travis Doeden, NRCS District Conservationist

Absent:

The Pledge of Allegiance was recited.

APPROVE AGENDA:

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

INTRODUCTIONS:

Introductions were made with each person giving a brief background on themselves

Meeting and mileage forms completed by Supervisors.

SECRETARY'S REPORT: A draft copy of the November meeting minutes was emailed to the Supervisors prior to the December meeting.

M/S/P, Schoff/Schellack, to approve the above-listed meeting minutes. Motion carried.

TREASURER'S REPORT:

Mandy discussed the report.

M/S/P, Schoff/Schellack to approve the Treasurer's report. Motion carried.

APPROVE PERSONNEL COMMITTEE MEETING MINUTES:

The Personnel committee met before the board meeting to complete staff evaluations, COLA, and salaries for 2025.

M/S/P, Schellack/Schoff, to approve the above-mentioned minutes. Motion carried.

APPROVE ADDING JOB DESCRIPTION TO PERSONNEL HANDBOOK:

Mandy stated that she had sent a copy of the handbook out before the meeting so that the Supervisors could review the description.

M/S/P, Schellack/Schoff to approve the above description to the handbook. Motion carried.

APPROVE BRR1W1P COST-SHARE CONTRACTS REQUESTING PAYMENT:

G. Wyland BRR1W1P-2404 for Streambank & Shoreline Protection project in the amount of \$42,039.00
Swenson Grain & Cattle BRR1W1P-24-06 for a Water and Sediment Control Basin project in the amount of \$ 7,377.19

C. Berg BRR1W1P-24-07 for a Water and Sediment Control Basin project in the amount of \$21,334.05

M/S/P, Menholt/Schellack, to approve the above-mentioned contracts for payment. Motion carried.

APPROVE RED RIVER TRIBUTARIES CLEAN WATER FUND PROJECT FOR PAYMENT:

BRRWD for a Snakey Creek Outlet Repair project in the amount of \$299,588.59

M/S/P, Schellack/Schoff to approve the above-mentioned Project for payment. Motion carried.

APPROVE STATE COST-SHARE CONTRACTS REQUESTING PAYMENT:

T. Voss CSW24-03 for a Well Decommissioning in the amount of \$806.25

M/S/P, Schellack/Menholt, to approve the above-mentioned contracts for payment. Motion carried.

APPROVE VOUCHERS PAID:

The list of vouchers from 2534 - 2545 and QuickBooks # 22232 - 22253 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.

DISCUSSION ITEMS:

MASWCD AREA 1 FALL MEETING REPORTS:

Those that attended gave a brief update on the meeting. There was a discussion held.

MASWCD ANNUAL CONVENTION HIGHLIGHTS:

Staff and Supervisors gave brief reports on the convention.

EQUIPMEMNT STORAGE LEASE AGREEMENT:

Kevin discussed the present agreement we have with Schellack Bros. Randy stated that Schellack Bros would like the new agreement to increase its price by \$200 to \$3,500.00 /year.

M/S/P, Butenhoff/Menholt to approve the new agreement. Supervisor Schellack abstained from the vote. Motion carried.

TREE STORAGE IDEAS FOR THE FUTURE:

Kevin stated that he reached out to J. Olson, County Maintenance Supervisor, to discuss potential storage ideas through the county. After conversing with Joe, it sounded like the County's current properties would not work for our situation. There was a discussion held. More to come.

DISTRICT TECHNICIAN VACANCY:

Kevin discussed the vacancy. He stated that he will review the job description and salary and make any necessary changes. He will share it with the board for approval and hopes to have it posted by the 1st of the year. More to come.

BRR 1W1P UPDATE:

Gabe gave an update on completed projects as well as those under construction. He also gave an update on those projects that are moving through the process.

WR-M 1W1P UPDATE:

Kevin gave an update on current projects as well as those that are under construction and potential future projects. Randy discussed the planning committee meeting he and Kevin attended.

BWSR RCPP: PHASE III GRANT:

Kevin gave an update on the grant. He stated that there is a January 21 *TEAMS* meeting being held to discuss and clarify what will be expected for all offices.

WEST CENTRAL MINN RCPP:

Kevin gave an update on the program. There was a discussion held on the program and the requirements for the program.

SOIL HEALTH BUS TOUR:

Kevin gave an update on the tour that is being held July 29 -31. There was a discussion held about the tour and the funding needed for it. More to come.

RCPP IRRIGATION FUNDING PROPOSAL:

Kevin stated that there was no new information on the proposal.

RIM UPDATE:

Tony gave an update on the program.

AGBMP LOAN PROGRAM:

Kevin discussed the New Web Based Application Process. He stated that the MDA will notify offices of the upcoming “launch date” Kevin and Alyssa attended a training session on the new process. Alyssa gave a brief update on the training.

CCATO FALL MEETING INVITATION:

Tony attended the meeting and gave a brief update on the Wetland Conservation Act (WCA). Kevin and Alyssa also attended the meeting as well. Alyssa gave a brief update on programs we have as well as projects happening in Clay County.

OPEN HOUSE FOR RETIRING COUNTY COMMISSIONER, FRANK GROSS:

Kevin stated that there will be an open house for County Commissioner Frank Gross on December 30th for his upcoming retirement.

NRCS ITEMS: See Travis’s report.

Travis gave an update on EQIP and CSP and the process for the programs. There was a discussion held on a potential roundtable meeting that he is planning to hold along with the Wilkin NRCS office. They will be requesting the SWCD’s to provide lunch for those attending. Tentatively to be held at the Mainline in Downer.

WCA/LWM/AIS PROGRAMS:

Tony briefed the board on a compliance request made by the county for an interim use permit. Tony completed an evaluation letter that was signed by the Clay SWCD Board chair and forwarded on to the county Planning and Zoning office.

COUNTY COMMISSIONER:

Paul Krabbenhoft gave an update on the County Annual Convention.

MASWCD:

Randy gave an update on the Annual Convention and the results of the election.

PLANNING COMMISSION:

Joel gave an update on the Planning Commission Meeting.

TSA EXECUTIVE COMMITTEE MEETING:

Carol discussed the teleconference meeting held to approve the TSA 2025 Budget and audit.

URBAN CONSERVATION:

Mandy reported on the potential to expand the Spring Workshops to rural Clay County areas. Currently she is working with Jillian Patrie from the Extension to reach out to different areas.

CFO/TREE/NO-TILL DRILL PROGRAMS:

Gabe reported that we currently have 18 tree plantings for this spring so far with 3 more potential plantings. He stated that we will be opening the online tree store starting Jan 1 and that it should be ready to go. He said that he has completed his last feedlot inspection on Tuesday and is starting to complete the reports through TEMPO. He attended a regional feedlot meeting held on November 5th. He gave an update on the drill program where he discussed the late Fall plantings.

CAI UPDATE:

Alysa stated that she attended the fall CCATO meeting where she gave a brief presentation on the Noxious Weed Grant that was available through the MDA this year. She stated that she will discuss this again at the Spring CCATO meeting in hopes of finding some townships that are interested or have projects that the grant can assist. She also discussed the rain gauge and tree program at the meeting.

TECHNICIAN UPDATES:

Alyssa stated that she worked with Kyle before he left on some of the tree plans, keeping track of orders on the spreadsheet, and putting orders into the online store. She worked with Gabe to get two units off the old drill to be repaired by RDO. Kevin, Tony, and she surveyed a ditch in Hagen Township for potential cleaning out. She discussed different training sessions she has attended on the Regrow platform.

WCA/LWM/AIS UPDATE:

Tony gave a brief update on current projects as well as potential future projects.

UPCOMING EVENTS:

- December 13 – West Central MN RCPP – REGROW Data Entry Training – Breckenridge
- December 24 – ½ Day Off for Christmas Eve Observance – Office Closed at noon
- December 25 – Christmas Day- Office Closed
- December 30 – Open House for Frank Gross
- December 31 – ½ Day for New Year’s Eve Observance – Office Closed at noon
- January 1 – New Year’s Day – Office Closed

ADDITIONAL ITEMS:

There was a discussion held on the date of the January meeting. Randy and Paul had other engagements on the original meeting date. There was a discussion to switch the date to January 2nd with a celebration for Carol Schoff to follow that meeting at the Pizza Ranch in Dilworth, MN.

NEXT MEETING DATE: January 2, 2025 @ 3:00 pm.

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

M/S/P, Schellack/Schoff to adjourn the meeting at 5:01 PM.