

MINUTES FOR JANUARY 2, 2025, 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.

The Pledge of Allegiance was recited.

OATH OF OFFICE:

Kevin recited the Oath of Office reading to the newly elected officials. The newly elected officials signed their oaths of office.

ROLL CALL: Members present:

Joel Hildebrandt, Chairperson
Brady Fuglie, Reporter
Richard Menholt, Supervisor Elect

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
Travis Doeden, NRCS District Conservationist

Absent:

Randy Schellack, Vice Chairperson
Jerry Butenhoff, Treasurer

The Pledge of Allegiance was recited.

APPROVE AGENDA:

M/S/P, Menholt/Fuglie, to approve the January agenda Motion carried.

Meeting and mileage forms were completed by Supervisors

ELECTION OF OFFICERS:

Due to the absences of two board members this was tabled until next month's meeting.

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

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

TREASURER'S REPORT:

Mandy discussed the report.

M/S/P, Menholt/Fuglie to approve the Treasurer's report. Motion carried.

THANK THE COUNTY BOARD FOR APPROVING OUR 2025 BUDGET REQUEST:

Kevin thanked Paul personally for approving our 2025 budget. There was a discussion held about writing thank you letters. The board suggested continuing what we have done in the past. Kevin stated he will mail thank you letters to each county commissioner.

APPROVE BRR1WP Cost-Share Contracts requesting payment:

C. Brendemuhl BRR1W1P-2408 for a Streambank and Shoreline Protection in the amount of \$100,566.60
C. Brendemuhl BRR1W1P-2409 for a Streambank and Shoreline Protection in the amount of \$3,343.80

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

APPROVE PERSONNEL COMMITTEE MEETING MINUTES:

The Personnel Committee meeting minutes from December 2024 need to be approved at the first of the year again so on record in the 2025 minutes book.

M/S/P, Menholt/Fuglie, to approve the Personnel Committee meeting minutes dated 12/12/2024. Motion carried.

FIRST OF YEAR ITEMS:

BANKING: The following were approved: Petty Cash - \$50; Savings/Checking account – Bremer Bank, Moorhead.

MILEAGE RATE - will follow the current federal rate which is \$0.70 for 2025.

SUBSCRIPTIONS - Clay County Union - \$44; Hawley Herald - \$44; Barnesville Record Review - \$44; and MN Conservation Volunteer \$10.

M/S/P, Menholt/Fuglie, to approve the mentioned items for 2025. Motion carried.

BOARD MEETING DATE:

There was a discussion held to move the meeting to 8:00 AM instead of 3:00 PM. The monthly meeting will be held on the 2nd Thursday of the month at 8:00 AM.

M/S/P, Fuglie/Menholt, to approve the meeting date/time. Motion carried.

PER DIEM RATE:

Current rate \$125/day for meetings with receipts for any reimbursements from the meetings.

M/S/P, Menholt/Fuglie, to approve the \$125/day rate for meetings. Motion carried.

DISTRICT MANAGER SIGNATURE AUTHORIZATION:

Discussed the authorization of the District Manager's signature on behalf of the supervisors for Grant Agreements, etc.

M/S/P, Menholt/Fuglie, to approve the above-mentioned authorization. Motion carried

STAFF LEVEL AUTHORITY TO APPROVE WETLAND TYPE DELINEATION CONCURRENCE & NO LOSS TYPE DECISIONS:

Tony requested authority from the board to approve Wetland Type, Delineation Concurrence, and No Loss Type Decisions for MN Wetland Conservation Act.

M/S/P, Menholt/Fuglie, to authorize Tony Nelson to sign on behalf of the Board, for the above-mentioned decisions. Motion carried.

COMMITTEE APPOINTMENTS:

Due to the absence of two board members this was tabled until the next meeting.

DUES: The dues for 2025 are as follows: MASWCD - \$7,431.37; **NACD - \$775; Area 1 Dues - \$300; MACFO - \$125; MACDE - \$150; NACDE - \$60 and MACAI - \$100.** (dues in red have not been received for 2025, subject to change)

There was a discussion held on the dues for 2025.

M/S/P, Fuglie/Menholt, to approve payment for the mentioned. Motion carried.

MCIT INSURANCE:

The insurance premium is as follows: Property Coverage is \$8,053.00 and Workers Compensation is \$4,372.00 for 2025. There was a discussion held.

M/S/P, Menholt/Fuglie, to approve payment for above mentioned. Motion carried.

EQUIPMENT STORAGE RENT: Payment to S. Schroeder for Tree Storage is \$1,500; and for Equipment Storage to Schellack Bros is \$3,500.

M/S/P, Fuglie/Menholt to approve above mentioned storage rent payments for 2025. Motion carried.

POST OFFICE-BULK MAIL FEE: We have not received the bulk mail fee for the year last year's fee was \$310.00. we mail our newsletters using the bulk mail rate.

M/S/P, Menholt/Fuglie, to approve payment to the Post Office when received. Motion carried.

NURSERY LICENSE:

This year's nursery license is \$286.02.

M/S/P, Fuglie/Menholt, to approve payment for the nursery license. Motion carried.

SPECIAL EVENT FUND:

There was a discussion held on the amount of funds for special events. The amount for the Special Event Fund will increase from \$150/event to \$200/event.

M/S/P, Menholt/Fuglie, to approve the above-mentioned special event fund. Motion carried.

LCSC MEMBERSHIP FEE AND LCSC SERVER MAINTENANCE: The yearly membership fee is \$112.00. The annual maintenance fee is \$3,818.28 (to be billed monthly). Due to the absence of two supervisors this item was tabled until next month's meeting.

RED RIVER VALLEY CONSERVATION SERVICE AREA DUES:

There was a discussion held on the dues. The annual membership dues are \$2,313.

M/S/P, Fuglie/Menholt, to approve above mentioned dues. Motion carried.

AREA 1 SOUTH ENVIROTHON DONATION: The donation request has not been received. Last year the request was for \$600. There was a discussion held on funding for the Envirothon.

M/S/P, Fuglie/Menholt, to approve the above donation payment when received. Motion carried.

PROMOTIONAL ITEMS: There was a discussion held on promotional items. The amount was set for the annual threshold of \$1,500.00 for promotional items.

M/S/P, Fuglie/Menholt, to approve the above-mentioned promotional items. Motion carried.

APPROVE VOUCHERS PAID:

The list of vouchers from 2546-2553 and QuickBooks # 22254 - 22303 was reviewed and credit given to have been paid by due date.

M/S/P, Menholt/Fuglie, to approve the vouchers that had been paid as listed. Motion carried.

DISCUSSION ITEMS:

DISTRICT TECHNICIAN VACANCY:

There was a discussion held on the applications that have been received so far. More to come.

TREE STORAGE IDEAS FOR THE FUTURE?

There was a discussion held with different ideas for potential future storage needs. More to come.

SWCD NEWSLETTER:

Kevin stated that the newsletter is complete and waiting for additions and corrections once those are complete it will be sent into the printer.

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:

Gabe gave an update on the completed projects as well as those planned.

BWSR RCPP: PHASE III GRANT:

Kevin stated that there is a "Kick-Off" TEAMS meeting being held on January 21st where they will discuss and clarify what will be expected from all offices.

SOIL HEALTH BUS TOUR:

Kevin gave an update on the tour that is being held July 29 -31. He stated that Becker SWCD and NRCS are requesting at least \$500 from each Area 1 SWCD and that they would like approval from SWCD Boards by February 28th.

M/S/P, Menholt/Fuglie, to approve up to a \$500.00 donation for the tour. Motion carried.

WEST CENTRAL MINN RCPP:

Alyssa gave an update on the program. She discussed the reporting software required for the program. There was a discussion held on the program. Kevin stated that there has been a meeting set up for January 21st to discuss RCPP coordination and 2025 signup.

RCPP IRRIGATION FUNDING PROPOSAL:

Kevin stated that there was nothing new to report.

RIM UPDATE:

Tony gave an update on the program.

MASWCD LEGISLATIVE ITEMS:

Kevin stated that the session will begin on January 14. There was a discussion held.

CLAY COUNTY CROPS UPDATE:

Kevin stated that he was invited by U of M Extension Educator, Jillian Patrie to give a presentation during the program. The tentative date for the program is January 15th. More to come.

OUTSTANDING CONSERVATIONIST SELECTION FOR 2025:

Kevin stated that the Outstanding Conservationist will be from Brady Fuglie's area for 2025. There was an explanation and discussion held. More to come.

CLAY SWCD OFFERED TO HOST NRCS LOCAL WORK GROUP (LWG) MEETING:

Kevin stated that Bob Guetter, NRCS sent out a request to us and East Otter Tail SWCD to host and provide refreshments for NRCS's annual Local Work Group (LWG) meeting. Kevin offered to host the meeting. Bob sent out a doodle poll looking for preferred date and time but hasn't heard anything yet. There was a discussion held on people to invite. Kevin stated that he will reserve space once he has a date and time.

NRCS ITEMS:

Travis gave an update on EQIP and CSP and the process for the programs. There was a discussion held on a roundtable meeting that he is planning to hold along with the Wilkin NRCS. He requested up to \$400.00 from the Clay SWCD board for doughnuts and lunch. Copies of their Memorandum of Agreement and Civil Rights documents will be discussed in February

M/S/P, Menholt/Fuglie, to approve the above request. Motion carried.

COUNTY COMMISSIONER:

Paul discussed the annual conference he attended. He stated that they set their priorities for the upcoming legislative session. He discussed the Counties work efforts for a psychiatric residential treatment center. He gave an update on the County election and stated that the newly elected commissioners will be sworn in and receive their assignments next week. He also discussed the retirement of County Commissioner Frank Gross and his years of service.

MASWCD:

No report.

PLANNING COMMISSION:

Joel gave an update on the Planning Commission Meeting.

URBAN CONSERVATION:

Mandy stated that she has been in contact with River Keepers and that they have finished the rough DRAFT for their 2025 Workshop Brochure which will be sent out in the next couple of weeks.

CFO/TREE/NO-TILL DRILL PROGRAMS:

Gabe reported that he will be entering things into Tempo this month and will have his year end review with MPCA soon. He stated that the MACFO conference will be held in Detroit Lakes this year in March. He reported that there are 20 tree planting jobs so far for this spring with four of them being EQIP plantings and the rest Cost-Share plantings.

CAI UPDATE:

Alysa stated that Leo Splonskowski sent her data points of areas that his crew sprayed last year, and she is starting to figure out spraying locations for this spring. Pesticide Applicator tests have started.

TECHNICIAN UPDATES:

Alyssa stated that she is continuing to work on getting producers entered into the Regrow software for the RCPP payments. She has taken over the DNR Well observation program since Kyle left.

WCA/LWM/AIS UPDATE:

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

UPCOMING EVENTS:

- January 15 – Tentative - Clay County Crops Update (MN Extension)
- January 20 – Martin Luther King, Jr. Birthday – Office Closed
- January 21 – West Central MN RCPP Meeting - Morning
- January 21 – BWSR/NRCS/SWCD RCPP “Kick Off” Webinar - Afternoon

ADDITIONAL ITEMS:

Kevin stated that it will be the district’s 80-year anniversary in June.

NEXT MEETING DATE: February 13, 2025 @ 8:00 AM

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

M/S/P, Fuglie/Menholt to adjourn the meeting at 4:55 PM.

BY: Amanda Lewis
District Coordinator

Richard Menholt Signature after approved
Secretary

Date