

MINUTES FOR FEBRUARY 13, 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 8:00 AM

ROLL CALL: Members present: Joel Hildebrandt, Chairperson
Randy Schellack, Vice Chairperson (remote)
Brady Fuglie, Reporter
Jerry Butenhoff, Treasurer
Richard Menholt, Secretary

Others present: Kevin Kassenborg, District Manager
Amanda Lewis, District Coordinator
Tony Nelson, Natural Resources Management Technician
Alyssa Schill, District Technician/CAI
Travis Doeden, NRCS District Conservationist
Paul Krabbenhoft, County Commissioner
Ezra Baer, County Commissioner

Absent:

Gabe Foltz, District Technician/CFO

The Pledge of Allegiance was recited.

APPROVE AGENDA:

M/S/P, Schellack/Butenhoff, to approve the February agenda. Motion carried.

Meeting and mileage forms completed by Supervisors.

ELECTION OF OFFICERS:

Supervisor Schellack made a motion for Supervisor Hildebrandt to remain as the Chairperson. Second, Supervisor Butenhoff. Motion Carried.

Supervisor Hildebrandt made a motion for Supervisor Schellack to remain as the Vice Chairperson. Second, Supervisor Menholt. Motion carried.

Supervisor Schellack made a motion for Supervisor Butenhoff to remain as the Treasurer. Second, Supervisor Fuglie. Motion Carried.

Supervisor Butenhoff made a motion for Supervisor Menholt to remain as the Secretary. Second, Supervisor Fuglie. Motion Carried.

Supervisor Schellack made a motion to elect Supervisor Fuglie as the Reporter. Second, Supervisor Butenhoff. Motion carried.

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

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

TREASURER'S REPORT:

Mandy discussed the report.

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

FIRST OF YEAR ITEMS: TABLED FROM LAST MEETING

Committee appointments were discussed. Committee appointments are as follows:

BRR1W1P- Supervisor Schellack & alternate – Supervisor Butenhoff; WRM1WP – Supervisor Hildebrandt & alternate Supervisor Menholt; BRRWD Project Team – Supervisor Schellack; WRWD Project Team – Supervisor Hildebrandt; Planning Commission – Supervisor Hildebrandt & alternate – Supervisor Schellack; RRVCSA – Schellack & alternate – Supervisor Fuglie; WRWD Citizens Advisory Committee – someone will attend depending on who is available.

DUES:

The 2025 NACD dues were discussed.

M/S/P, Schellack/Fuglie, to approve paying the 2025 NACD dues in the amount of \$775.00. Motion carried.

The 2025 Envirothon dues were discussed.

M/S/P, Fuglie/Menholt, to approve paying the 2025 Envirothon dues in the amount of \$1,000.00. Motion carried.

APPROVE VOUCHERS PAID:

The list of vouchers from 2554 - 2574 and QuickBooks #22304 - 22356 was reviewed and credit given to have been paid by due date.

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

APPROVE BRR1W1P COST-SHARE CONTRACTS REQUESTING PARTIAL PAYMENT:

Nelson/Heiraas/Johnson BRR1W1P-2410 for Streambank and Shoreline Protection projects in the amount of \$151,756.20.

M/S/P, Butenhoff/Menholt, to approve the above contract for partial payment. Motion carried.

APPROVE COST-SHARE CONTRACTS REQUESTING ASSISTANCE:

C. Anderson CST25-07 for a Farmstead Windbreak in the amount of \$1,318.75

P. Schenck CST25-05 for a Farmstead Windbreak in the amount of \$482.55

L. Dekrey CST25-04 for a Farmstead Windbreak in the amount of \$1,611.78

S. Hinrichs CST25-03 for a Farmstead Windbreak in the amount of \$1,264.62

N. Strafelda CST25-02 for a Farmstead Windbreak in the amount of \$762.00

K. Richards CST25-01 for a Farmstead Windbreak in the amount of \$2,037.26

D. Mueller CST25-08 for a Farmstead Windbreak Replacements in the amount of \$19.41

M/S/P, Fuglie/Schellack, to approve the above contracts for assistance. Motion carried.

APPROVE SWCD AID COST-SHARE CONTRACTS REQUESTING ASSISTANCE:

D. Luhman CSXT25-03 for a Farmstead Windbreak in the amount of \$653.16

J. Wang CSXT25-02 for a Farmstead Windbreak in the amount of \$ 930.75

J. Ziegler CSXT25-01 for a Farmstead Windbreak in the amount of \$ 438.75

M/S/P, Butenhoff/Menholt, to approve the above contracts for assistance. Motion carried.

APPROVE BWSR RCPP COST-SHARE REQUESTING ASSISTANCE:

T. Moszer RCPPT-25-05 for a Field Windbreak in the amount of \$2,252.36

M. Ness RCPPT25-04 for a Field Windbreak in the amount of \$2,588.55

R. Schultz RCPPT25-02 for a Field Windbreak in the amount of \$2,581.88

M/S/P, Schellack/Butenhoff, to approve the above contracts for assistance. Motion carried.

DISCUSSION ITEMS:

DISTRICT TECHNICIAN VACANCY:

Kevin gave an update on the Technician vacancy. Joel stated that there were 5 phone interviews held with Randy, Kevin, and himself. There was a discussion held. There will be 4 applicants asked to attend in-person interviews next Thursday starting at 8 am. There was a discussion held on the personnel committee and the process for the interviews.

M/S/P, Butenhoff/Fuglie, to approve the Personnel Committee to offer the Technician Position to the most qualified candidate. Motion carried.

SWCD NEWSLETTER:

Mandy stated that the newsletter was sent out and paid for.

PAID LEAVE PROGRAM:

Kevin stated that he and Mandy attended a Paid Leave session on February 12th. There was a discussion held on the program and the requirements for it. More to come.

BRR 1W1P UPDATE:

Gabe sent out a report earlier that gave an update on the current projects and the potential for future projects. Kevin stated that there will be a Planning Committee Meeting held in the next few weeks depending on the doodle poll that was sent out.

WR-M 1W1P UPDATE:

Gabe sent out a report earlier that gave an update on the current projects and the potential for future projects. Kevin stated that the next Steering Committee Meeting is set to be held on March 4th in Ada. There was a discussion held.

BWSR RCPP: PHASE III SOIL HEALTH PRACTICES GRANT:

Kevin stated that there was a request for interest due by February 28th. There was a discussion held.

WEST CENTRAL MN RCPP UPDATE:

Alyssa reported that the cover crop payments have been sent out by the Red River Basin Commission. She, Gabe, and Tony had a meeting with the 5 counties involved in the program where they went over changes that could be made for the next sign up period to make the program run smoother.

RCPP IRRIGATION FUNDING PROPOSAL:

Kevin gave an update on the proposal. More to come.

MASWCD LEGISLATIVE ITEMS:

Kevin gave a legislative update. There was a discussion held. No supervisors or staff will attend the Day at the Capitol event this year. Randy suggested inviting our Representatives to attend a future Board meeting when they are not quite as busy.

REVIEW EQUIPMENT RENTAL RATES: There was a discussion held. Supervisor Schellack suggested raising the No-Till rental rates to \$11\ acre.

M/S/P, Schellack/Fuglie, to approve the No-Till drill rental rate at \$11/acre. Motion carried.

2024 YEAR END AUDIT PROPOSAL:

Kevin stated that we received the proposal from Johnson and Roggenbuck for 2024. He stated that the proposal increased by \$425.00. There was a discussion held.

M/S/P, Butenhoff/Schellack, to approve the Audit Proposal. Motion carried.

RIPARIAN AID USAGE:

Kevin stated that District staff were invited to be part of a county meeting to discuss a proposal using Riparian Aid Funds. There was a proposal made by the County Assessor & GIS/Communications Director to purchase an aerial imagery package. The proposal was brought to the County Board on January 21, but we have not heard of any results. More to come.

RIM UPDATE:

Tony gave an update on the program.

ANNUAL DEPARTMENT PRESENTATION TO COUNTY BOARD

Kevin stated that he and Tony met with the County Board on February 11th to update them on our 2024 programs as well as what is planned for 2025.

TREE STORAGE IDEAS FOR THE FUTURE:

Kevin stated that there was nothing new to report. There was a discussion held. Supervisor Fuglie was going to check into a couple of places he had in mind. More to come.

NRCS LOCAL WORK GROUP (LWG) MEETING:

Kevin stated that the district will be hosting the LWG meeting that will be held on February 25th at 9:45 AM at the Clay County Resource Recovery Center. Supervisor Hildebrandt is planning to attend.

NRCS ITEMS: See Travis's report.

Travis completed the Civil Rights Review, the Unfunded Cooperative Agreement Face Sheet, and the FY25 Computer Refresh. There was a discussion held.

M/S/P, Butenhoff/Menholt, to approve signing the MOA and Civil Rights Documents Travis discussed. Motion carried.

Travis gave an update on the EQIP and CSP applications. There was a discussion held on the Soil Health Round Table meeting that will be held on February 26th from 9am-12pm at the Mainline Grill in Downer MN.

COUNTY COMMISSIONER:

Paul gave a county Legislative update. Ezra discussed the Rural water project taking place throughout Clay County.

MASWCD:

Randy gave a district legislative update and discussed a potential Manager training program that will be available for all District Managers. He stated that it would be run like the Leadership training program but would be structured towards leading the office. He stated he attended a meeting with NRCS where they discussed the office leasing issues.

PLANNING COMMISSION:

Joel gave an update on projects.

URBAN CONSERVATION:

Mandy stated that Moorhead Community Education has been working on the draft description of the workshops. Kim and she made corrections to the draft, and it will be sent out in the Spring Catalog in the next couple of weeks. She said that Kim and she have set a tentative date to clean barrels for the 2025 workshops on April 22nd. Workshops will start on April 23rd.

CFO/TREE/NO-TILL DRILL PROGRAMS:

Gabe sent in a report that stated there are 21 planting jobs so far with 4 of them being EQIP plantings and the rest cost share plantings. The new no-till drill warranty expires on March 19th. He set up to have a technician come out and complete an inspection before the warranty expires. All CFO reporting is complete, and he will have his review soon. He will send out re-registration letters soon to all feedlot landowners. He reported that Planning and Zoning has made some changes to the County Feedlot Ordinance and as far as he knows has contacted the appropriate entities to notify them of the change, however, he has not heard any updates on the ordinance yet. More to come. He also reported that the MACFO conference will be held in Detroit Lakes this year in March.

CAI UPDATE:

Alyssa reported that she has sent out township and city noxious weed surveys. She is starting to get more Pest Testers and is working on the initial map on which county roads need to be sprayed for 2025. She said that in 2024 there were 291 miles of County Roads sprayed and 6 of the county's buyout properties.

TECHNICIAN UPDATES:

Alyssa stated that she has been assisting with the Tree program. She gave an update on things she has been assisting with as well as an update on the RCPP Soil Health program.

WCA/LWM/AIS UPDATE:

Tony gave an update on current projects in the Wetland Conservation Act as well as current RIM contracts.

UPCOMING EVENTS:

- February 17 – President's Day – Office Closed
- February 25 – LWG Meeting – Clay County Resource Recovery Center – 9:45 AM
- February 26 – NRCS Joint Round Table Meeting – Invite Only – Mainline in Downer
- February 27 – RRVCSA (TSA) Meeting – Mahanomen – 10:00 AM
- February 28 – Last Day to Cancel Tree Order

- March 4 – WR-M 1W1P Steering Committee Meeting – Ada - 10:00 AM
- March 4–5 – Legislative Briefing & Day at the Capitol

ADDITIONAL ITEMS:

NEXT MEETING DATE: March 13th, 2024 @ 8:00 am.

ADJOURN: Supervisor Hildebrandt called for a motion to adjourn the meeting.
M/S/P, Butenhoff/Fuglie, to adjourn the meeting at 10:15 am.

BY: Amanda Lewis
District Coordinator

Richard Menholt Signature after approved
Secretary

Date