

MINUTES FOR AUGUST 14, 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
Jerry Butenhoff, Treasurer
Richard Menholt, Secretary
Brady Fuglie, Reporter

Others present: Kevin Kassenborg, District Manager
Amanda Lewis, District Coordinator, left the meeting at 10:00 am
Tony Nelson, Natural Resources Management Technician, left the meeting at 9:40am
Alyssa Schill, District Technician/CAI
Dylan Jeral, District Technician/CFO
Bryan Delaney, NRCS
Paul Krabbenhoft, County Commissioner
Jenny Mongeau, County Commissioner, left the meeting at 8:20am
Laken Mongeau, Camp scholarship participant, left the meeting at 8:20am
Brett Arne, BWSR Board Conservationist

Absent:

The Pledge of Allegiance was recited.

APPROVE AGENDA:

M/S/P, Schellack/Fuglie, to approve the August agenda. Motion carried.

Meeting and mileage forms completed by Supervisors.

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

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

TREASURER'S REPORT:

Mandy gave the report. There was a discussion held.

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

APPROVE VOUCHERS PAID:

The list of vouchers from Elect # 2637 – 2651 and Quick Book checks #22502 – 22560 were 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 WR-M 1W1P COST-SHARE PROJECTS REQUESTING ASSISTANCE:

C. Anderson WRM1W1P-2303 for a Water and Sediment Control Basin project in the amount of \$3,413.95.

C. Anderson WRM1W1P-2501 for a Water and Sediment Control Basin project in the amount of \$55,268.84

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

APPROVE RCPP COST-SHARE CONTRACT REQUESTING PAYMENT:

R. Lewis CSXT25-05 for a Field Windbreak in the amount of \$4,002.63

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

APPROVE STATE COST-SHARE CONTRACT REQUESTING PAYMENT:

K. Richards CST25-01 for a Farmstead Windbreak in the amount of \$1,740.63

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

APPROVE STATE COST-SHARE CONTRACTS REQUESTING ASSISTANCE:

Oberg Subdivision CSXW26-00 for a Well Decommissioning in the amount of \$1,000.00

M. Henry CSXW26-01 for a Well Decommissioning in the amount of \$1,000.00

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

DISCUSSION ITEMS:

CONSERVATION CAMP PARTICIPANT REPORT:

Laken Mongeau gave a short presentation on his time at the Forkhorn I camp where he acquired his hunter safety. He said his favorite activity at the camp was collecting honey from an active beehive. He stated that they sent thank you notes to their sponsors while at camp. We have not received the thank you note yet. He thanked the board for the scholarship. There was a discussion held.

STATUS OF GRANT AGREEMENTS:

Brett discussed grant funding for 2026. There are still a lot of unknowns. He will let us know when he finds out actual numbers. There was a discussion held.

2026 COUNTY BUDGET PRESENTATION:

Kevin stated that he and Tony presented the budget to the County Board on Tuesday July 15th. More to come.

BREMER/OLD NATIONAL BANK:

Kevin stated that the merger of Old National Bank and Bremer Bank will become effective October 20, 2025. Mandy stated that she contacted Brent Heller, Bremer Bank Relationship Manager, to discuss paperwork for the merger. He helped walk her through the necessary documents. She stated all documents have been filled out and will be brought to the board for approval at the September meeting. The documents are due to the bank on October 3, 2025. More to come.

LCSC SERVICES AGREEMENT FOR FY '26 RECEIVED AND SIGNED:

Kevin stated that he signed the agreement after the payment amount was corrected.

LCSC INSURANCE WEBINAR:

Kevin stated that later today there will be a webinar to discuss the District's 2026 health insurance premiums as well as new options for health insurance in 2026.

PREVAILING WAGE STATUTE:

Kevin discussed the statute and how it may affect SWCD's. There was a discussion held on what other SWCD's are doing in our area. The board decided to wait to see what happens from those working behind the scenes. More to come.

PAID LEAVE UPDATE:

Mandy stated that she received an email from our insurance consultant stating that as a small employer in the state of MN we could potentially save money by going through a private company for our paid leave instead of the State. She filled out the spreadsheet that Beth sent to see if we qualify for the private rate. She is waiting to hear back from Beth on the status. There was a discussion held. More to come.

EQUIPMENT/TREE STORAGE LEASE EXPIRING:

Kevin stated that our lease will expire on October 31, 2025, with S. Schroeder as he is looking into selling

the property. There was a discussion held on a short-term and long-term plan for our equipment and tree storage as well as the potential for office space in the future. There was a suggestion made to form a committee to assist with the decisions moving forward.

M/S/P, Butenhoff/Menholt, to approve Schellack/Fuglie as the committee. Motion carried.

BRR 1W1P UPDATE:

Kevin stated that the 4th round of funding could potentially be the same as the 3rd round. We will find out late in August sometime. He discussed upcoming projects.

WRM 1W1P UPDATE:

Kevin discussed two WASCB projects that are ready to be started upon approval of the WRWD permit and SWCD contract.

BWSR RCPP:

Alyssa stated that she has been working on soil health contracts to get them ready for this fall. She is also working to get all the required paperwork filled out and ready to submit to our partners for verification before the contracts can be signed for four individuals interested in both cover crops and reduced till.

SWCD FINANCIAL POLICY:

Kevin stated that a Financial Policy is required when obtaining RCPP Phase III grant funds. There was a discussion held. More to come.

WEST CENTRAL RCPP:

Alyssa stated that she is currently working on paperwork for no till and cover crops as well as assisting landowners interested in the program.

RCPP IRRIGATION PROJECT:

Kevin stated that there has been an all-partners meeting scheduled for August 26th in Becker MN where they will discuss details of the eligible practices, payment rates, reporting process, etc. He and Tony plan on attending the meeting.

2025 SOIL HEALTH BUS TOUR:

Alyssa, Dylan, and two Clay County landowners attended the tour. Alyssa stated that there was a lot of useful information shared. Her favorite part of the tour was the trip to Menoken Farms in Burleigh County. Dylan stated he was able to see a lot of different soil health practices be done throughout the tour as well as some research activities at Menoken Farms.

2025 OUTSTANDING CONSERVATIONIST(S):

Brady stated that his first option declined, and he is currently waiting to hear from his second option. There was a discussion held. Kevin stated that our selection and write-up needs to be submitted to MASWCD by September 5th.

MASWCD SPONSORED SWCD GOVERNANCE 101:

Kevin stated that this session will provide the basics of SWCD governance and is open to any supervisor and staff. The last day to register is August 22nd.

CITY OF MOORHEAD WELLHEAD PROTECTION PLAN NOTICE:

Kevin stated that Moorhead is intending to update its Wellhead Protection Plan. Its main goal is to prevent human-caused contaminants from entering their water supply wells and protect all who use their water supply from adverse health effects associated with groundwater contamination. The process will take approximately 2 years to complete. There will be Kick-off Public informational meetings held this summer/fall. He stated that Randy, Tony, and he plan to attend the meeting.

CLAY SWCD'S 80th ANNIVERSARY:

Kevin stated that we currently don't have anything set up for the anniversary. There was a discussion held. We will not have an 80th anniversary event. Brett Arne recognized the milestone with an 80th anniversary plaque presented to the board at the meeting from the Board of Water and Soil Resources.

RIM UPDATE: Tony's report gave an update on the program.

CLAY COUNTY FAIR:

Kevin stated that the booth was staffed throughout the fair by staff and Supervisor Menholt. There was a discussion held on the fair.

FIRST HALF OF 2025 SWCD AID FUNDS:

Kevin stated that we received the first half of the 2025 SWCD Aid funds. The second half should be received sometime in December.

2 NEW OFFICE COMPUTERS ORDERED/RECEIVED:

Kevin stated that there were 2 new office computers ordered and received following the 3-year replacement schedule.

CRESTWOOD PRESCRIBED BURN:

Tony stated that we received a quote for a burn at the Crestwood pollinator site. We requested and received approval from the County Board to use Riparian Aid funds to complete the burn. He is working with MN Native Landscapes to complete a site visit. The burn is tentatively scheduled for the Spring of '26.

AG BMP LOAN INTEREST:

Kevin stated that there is potential interest from a landowner to purchase a drone with Variable Rate Technology for spraying pesticides, fungicides, and fertilizer applications. He contacted the interested landowner and made him aware of the MN Department of Agriculture Grant Program that is taking applications through August for purchasing equipment. This is the same grant that we used to purchase our No-Till Drill.

BWSR PERFORMANCE REVIEW AND ASISTANCE PROGRAM (PRAP):

Kevin stated that he was contacted to inform him that the SWCD is due to have a PRAP since the last one performed was in 2015 and they are scheduled for every 10 years. He stated that there has been a TEAMS meeting scheduled for August 28th to review and discuss the 2026 organizational process, expectations, and timelines. Tony and he plan on attending.

NRCS ITEMS:

Bryan gave an update on the EQIP, CRP, and CSP programs. There was a discussion held.

COUNTY COMMISSIONER:

Commissioner Krabbenhoft gave an update on a Clay County landowner that we had been working with along the Buffalo River that was having issues with erosion near his septic tank. He stated that the landowner was bought out and will be leaving the property in the future. He stated that they are currently working through the budgets for 2026.

MASWCD:

Randy stated that they had a discussion on the Legislative session. He stated that there was a letter sent to MASWCD on the resolution process. There was a discussion held. He stated that he attended the Farm Fest event with LeAnn Buck, Troy Daniel, and John Jaschke.

PLANNING COMMISSION:

Joel gave an update on the meeting and the projects that were discussed at the meeting.

URBAN CONSERVATION:

Mandy stated that she assisted Traverse SWCD with a Compost Tumbler Workshop by sharing her presentation, design, and handouts for the class. There is a barrel cleaning scheduled with River Keepers for October 1st at the Whale of a Wash in Fargo.

CAI UPDATE:

Alyssa stated that she attended the annual CAI conference in Mankato. She discussed presentations that were held at the conference covering topics such as pesticide labels, changes that are coming to the endangered species act, and MN Department of Agriculture CAI grant opportunities that being offered to all counties. She will apply for the \$5,000 grant to assist with our current CAI funds. She has been checking properties that she has received complaints about weeds on. She has sent letters to a few landowners about resolving weed issues on their property but is continuing to have issues. She will contact the local Oakport Township weed inspector to discuss further action on these properties. She also stated that she has been seeing an increase in Purple Loosestrife which has not been seen much in the county in the past. This is a noxious weed in the State of MN.

CFO/TREE/NO-TILL DRILL PROGRAMS:

Dylan stated that he has been working through the Feedlot registrations and that he will start completing inspections shortly. He said that he was moving the new No-Till Drill to Hawley to have some maintenance work but when transporting it, it broke down just outside of Hawley. RDO out of Hawley was able to order parts and move it to their location to be fixed. He is starting to receive phone calls with interest in using the drill for the fall. He has been working with Tony to complete RIM inspections. He assisted Alyssa with spraying for Wild Parsnip. They also sprayed Crestwood to reduce the tree pressure in the pollinator planting. He also stated that they finished matting the last couple tree plantings for the year. He is starting to work with interested landowners for tree plantings in 2026. He, Kevin, and Tony completed a mowing job in Elkton Township for a landowner to assist with the weed pressure on a tree planting.

WCA/LWM/AIS UPDATE:

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

UPCOMING EVENTS:

- August 18 – Wilkin SWCD Soil Sampling Demonstration Assistance
- August 25 – 2024 Audit
- August 26 – RCPP Irrigation Partners Update Meeting – Becker MN
- August 28 – PRAP TEAMS Meeting with BWSR PRAP Coordinator
- September 1 – Labor Day – Holiday – Office Closed
- September 10/11 – Governance 101 – St. Cloud

ADDITIONAL ITEMS:

Discussion held on changing banks with the new merger between Old National Bank and Bremer Bank. There was a suggestion made to check at Bell Bank and Bremer for a possible loan for our Equipment/Tree storage.

NEXT MEETING DATE: September 11, 2025 @ 8:00 am.

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

M/S/P, Schellack/Fuglie, to adjourn the meeting at 10:16 am.