

MINUTES FOR SEPTEMBER 11, 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 (Arrived at 8:05AM)

Others present: Kevin Kassenborg, District Manager
Amanda Lewis, District Coordinator
Tony Nelson, Natural Resources Management Technician
Alyssa Schill, District Technician/CAI
Dylan Jeral, District Technician/CFO
Travis Doeden, NRCS
Ashley Heng - Citizen

Absent: Paul Krabbenhoft, County Commissioner

The Pledge of Allegiance was recited.

APPROVE AGENDA:

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

Meeting and mileage forms completed by Supervisors.

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

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

TREASURER'S REPORT:

Mandy gave the report. There was a discussion held.

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

APPROVE VOUCHERS PAID:

The list of vouchers from Elect # 2652 - 2663 and Quick Book checks #22561 - 22585 were reviewed and credit given to have been paid by due date.

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

APPROVE RCPP COST-SHARE CONTRACT REQUESTING ASSISTANCE:

T. Jensen RCPP25-01 for a Conservation Cover Planting in the amount of \$1,800.00.

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

APPROVE COST-SHARE CONTRACT REQUESTING ASSISTANCE:

S. Schroeder CSXW26-02 for a Well Decommissioning in the amount of \$1,000.00

B. Butth CSXW26-03 for a Well Decommissioning in the amount of \$1,000.00

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

DISCUSSION ITEMS:

ASHLEY &/OR CORY HENG – 2025 SOIL HEALTH BUS TOUR ATTENDEES:

Ashley Heng introduced herself and gave a brief background on her and Cory's farm and the different practices they are implementing on their farm. The couple attended the soil health tour along with SWCD staff members Alyssa Schill and Dylan Jeral in July. She stated her favorite part of the tour was the visit to Menoken Farms in North Dakota.

STATUS OF GRANT AGREEMENTS:

Kevin stated that he has not received the official notice of the 2026 Grant Agreements or the funding for them. Once the official minutes with funding amounts are received from BWSR, he will give an update. There was a discussion held.

2026 COUNTY BUDGET PROPOSAL UPDATE:

Kevin stated that he listened to the Clay County Board Meeting where they discussed budgets throughout Clay County agencies. There was a discussion held. More to come.

2026 HEALTH INSURANCE:

Kevin stated that he received an email from Lakes Country Service Cooperative for our 2026 Health Insurance plan with an 18.37% increase. He said he submitted the Clay SWCD budget to the county with a 10% increase. Mandy reported that she reached out to a representative at the Public Employees Insurance Program (PEIP) to request a quote from them as we have used them in the past when LCSC had a larger increase. Mandy said that she will reach out with a request for a meeting with the PEIP representative to discuss the program further. There was a discussion held. More to come.

PAID LEAVE UPDATE:

Kevin stated that we have received a few options for the Paid Leave Program; the State of MN small Employer Reduced Plan or the Private Insurance Plan through Shelter Pointe. There was a discussion held on the two options available and the cost difference between the two. More to come.

BREMER/OLD NATIONAL BANK – NEW COLLATERAL AGREEMENT:

Kevin stated that we discussed the merger of Bremer Bank and Old National Bank at last month's meeting. There was a request made by Bremer Bank to sign a new pledge agreement as well as supporting documents. Mandy stated she has the forms filled out and will have the appropriate signatures completed after the meeting today. She will email the forms to Bremer Bank after she has all the signatures.

EQUIPMENT/TREE STORAGE LEASE EXPIRING:

Kevin stated that last month a committee with Supervisor Schellack and Fuglie was formed to check into the possibility of taking out a loan for future equipment storage. Kevin, Tony and the committee had a meeting on August 28 with Bell Bankers to explore a loan/bond option. Mandy has worked with Amy Roggenbuck, CPA, as well as a few others, to figure out our tax status. Currently, it is believed that we are considered tax exempt when it comes to a loan. We are working with Bell Bank to figure out the process. Currently we will move the equipment from the S. Schroeder farm to Supervisor Schellack and Butenhoff farms for a short-term period. There was a discussion held on our long-term plan. More to come.

OUTSTANDING CONSERVATIONIST:

Kevin stated that the 2025 Outstanding Conservationist Award has been accepted by Dan and Anne Grefsrud in Parke Township.

BRR 1W1P UPDATE:

Kevin stated that the 4th round of funding meeting has yet to be set. He gave an update on a couple of construction projects that are underway. There was a discussion held on the remaining funds as well as the 4th round of funding and the increase in those funds. Kevin stated that we may have a violation in a cover crop contract agreement. He is currently working with Brett Arne, BWSR on the potential violation. More to come

WRM 1W1P UPDATE:

Kevin discussed two WASCB projects that are currently under construction. The 4th round of funding meeting has not been set. There was a discussion held on the increase in funds from the 3rd round to the 4th round.

BWSR RCPP:

Alyssa discussed a contract that she is hoping to get signed for a cover crop. She discussed the crops being planted this fall and the plans for next spring's planting. There was a discussion held on deadlines for the planting and issues with those dates and our board meetings as some of the dates would fall too close to our board meeting for the landowners to get the crop planted before the deadline. Kevin stated that he requested BWSR BC Brett Arne to amend our Phase II grant workplan to allow additional funds to be used for Technical, Administrative, and educational purposes for our Phase III grant as it has been recommended to not set up those categories for Phase III due to complications with the NRCS connection.

SWCD FINANCIAL POLICY:

Kevin stated that a Financial Policy is required when obtaining RCPP Phase III grant funds. He stated that he sent the Policy out to the Board earlier for review. There was a discussion on the policy.

M/S/P, Schellack/Fuglie, to approve the SWCD Financial Policy. Motion carried.

AUTHORIZE DISTRICT MANAGER TO SIGN COVER CROP APPLICATION:

Alyssa stated the need for the authorization. There was a discussion held on authorizing the District Manager to sign Cover Crop applications.

M/S/P, Butenhoff/Schellack, to approve the District Manager to sign Cover Crop Applications on the Board's behalf. Motion carried.

WEST CENTRAL RCPP:

Alyssa stated that she completed and had JAA signed by Adam from Wilkin on a cover crop worksheet for a landowner who has a 5-year contract for no-till and cover crops. She discussed the contract and the process he will use for planting. She gave an update on a new contract she is working on as well as the potential for a contract with a landowner interested in a reduced till project.

RCPP IRRIGATION PROJECT:

Kevin stated that there was an all-partners meeting held on August 26th in Becker MN where they discussed eligible practices, payment rates, and the reporting process. He said the payment schedule will be out sometime in October. More to come.

RIVER KEEPERS WATER FESTIVAL:

Mandy reported that Christine Holland from River Keepers reached out to request assistance with teaching a couple of the sessions at this year's Water Festival being held September 16,17,18, and 22nd. Kevin stated that staff will be assisting again this year. The event is planned for approximately 1,700 4th graders from the area to attend.

RURAL CITY /COUNTY JOINT MEETING:

Kevin stated that the meeting, held twice a year, brings city and county officials together to inform each other of "what's going on in your community"? is scheduled for October 7th in Dilworth MN. He plans to attend the meeting.

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

CLAY COUNTY/CITY OF MOORHEAD – COMMUNITY RISK ASSESSMENT UPDATE:

Kevin stated that Clay SWCD's input is being requested to help evaluate natural, man-made, and technological threats and their impacts on residents and the business community. There was a discussion held.

DNR PUBLIC WATER INVENTORY UPDATE:

Kevin stated that in 2024 the MN Legislature directed the DNR to update the state's Public Water Inventory (PWI) by correcting errors in the original inventory. The DNR will update the inventory on a county-by-county basis and are now beginning the work in Clay County. He said that the Clay County Board has requested that the lead Hydrologist meet with them. There was a discussion held. More to come.

PURDUE PHARMA BANKRUPTCY PLAN SETTLEMENT:

Kevin stated that a letter was received making us aware that potentially we would be eligible to recover funds from an opioid crisis settlement through Blue Cross Blue Shield who was our insurance company in 2020. He said that he discussed the letter with the County Administrator who said that they are also part of the settlement and have already received some funds from it. There was a discussion held. Kevin stated we will wait to see if we receive any funds.

MANURE HANDLING COMPLAINT:

Kevin stated that Friday, September 5, we received a complaint from an upset resident that manure from a livestock producer was spilling onto a township road and was being spread too close to a Public Water as well as where the farmer was bedding down his cattle. There was a site visit made with a follow up to the MPCA with a question or two. It was discovered that there was no violation made.

BWSR PERFORMANCE REVIEW AND ASSISTANCE PROGRAM (PRAP):

Kevin stated that he and Tony attended a meeting with the PRAP coordinator Don Bajumpaa and Brett Arne where they discussed the 2026 organizational process, expectations, and timelines. He said the formal review process will start after the first of the year. More to come.

BWSR ACADEMY:

Mandy stated that the BWSR academy information for classes and reservations was received. The academy will be held at Cragun's Resort October 21-23. She has completed the lodging and meals registration for Dylan and Alyssa. They will be filling out their registration for their class schedule soon.

NEXT AREA 1 MEETING:

Kevin stated that the next meeting will be held on November 18th in Mahnomen.

MASWCD ANNUAL CONVENTION:

Mandy reported that she has made lodging reservations for all the Supervisors, Outstanding Conservationists, and 4 staff. The Convention is being held December 1-3 at the Doubletree in Bloomington, MN.

NRCS ITEMS:

Travis stated that he has been working on EQIP applications. He gave an update on a few projects that are being constructed as well as a cover crop planting. There was a discussion held.

COUNTY COMMISSIONER:

No report.

MASWCD:

Randy gave an update on things happening at the state level. He stated that they have been discussing conservation and how it is being affected with the passing of the "Big Beautiful Bill" as well as Area meetings throughout Minnesota and issues that are coming up with the time frame of the Fall Area meetings. There was a discussion held on the Area 1 agenda.

PLANNING COMMISSION:

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

URBAN CONSERVATION:

Mandy reported that she and Kim Radebaugh from River Keepers will be cleaning barrels for next year's workshops on October 1st at the Whale of a Wash in Fargo. She said that once the barrels are cleaned all the barrels will be stored at the River Keepers storage facility for the winter.

TECHNICIAN/CAI PROGRAM:

Alyssa stated that she is continuing to get a few people to come in for pest testing. She submitted a County Ag grant application in which she is hoping to use the funds to create a Noxious Weed book for townships, cities, and anyone else that would benefit from one. She also plans on attending township meetings that are not attending the township officers training so that she can update her contact information and meet those individuals. She has added a few more roads to the spray list as well as a site east of Hitterdal to finish out the spray budget for this year. She assisted Wilkin SWCD with soil sampling from a test plots. She has been assisting Tony with wetland maps that can be used on the tablet. She attended an intro to conservation class with Dylan in Detroit Lakes where they went over the different kinds of erosion that are seen in fields and the best engineering practices that would work for each type of erosion. She worked with Mandy from the County GIS department to create a folder of data for the office to use. This will help when opening a new map as this data would already be available on those maps.

CFO/TREE/NO-TILL DRILL PROGRAMS:

Dylan stated that he has been working on feedlot inspections as well as moving the Drills around for some fall plantings. He has been putting tree plans together for next year as well as working with Tony on RIM inspections and paperwork for those. He attended a training session in Detroit Lakes on Water and Sediment Control Basins where he learned more about the projects as well as how to read the engineering plans for them. He visited a few projects happening throughout Clay County to get a better understanding of the projects being constructed.

WCA/LWM/AIS UPDATE:

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

UPCOMING EVENTS:

- September 12 – Community Risk Assessment Meeting – LEC
- September 15-19, 22 & 23 – River Keepers Water Festival
- September 30 – Junior Envirothon – Detroit Mountain, Detroit Lakes MN
- October 7 – Rural Cities/County Joint Meeting – Dilworth, MN

ADDITIONAL ITEMS:

NEXT MEETING DATE: October 9, 2025 @ 8:00 am.

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

M/S/P, Butenhoff/Schellack, to adjourn the meeting at 10:03 am.

BY: Amanda Lewis
District Coordinator

Richard Menholt Signature after approved
Secretary

Date