MINUTES FOR OCTOBER 9, 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 (Arrived at 8:05 AM)

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
Paul Krabbenhoft, County Commissioner
Ezra Baer, County Commissioner

Absent:
Brady Fuglie, Reporter
Travis Doeden, NRCS

The Pledge of Allegiance was recited.

APPROVE AGENDA:
M/S/P, Schellack/Butenhoff, to approve the October agenda. Motion carried.

Meeting and mileage forms completed by Supervisors.

SECRETARY'S REPORT: A draft copy of the September meeting minutes was emailed to the Supervisors prior to the October meeting.
M/S/P, Butenhoff/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, Schellack/Butenhoff, to approve the Treasurer's report. Motion carried.

APPROVE VOUCHERS PAID:
The list of vouchers from Elect # 2664 - 2677 and Quick Book checks #22586 - 22612 were reviewed and credit given to have been paid by due date.
M/S/P, Schellack/Butenhoff, to approve the vouchers that had been paid as listed. Motion carried.

APPROVE WRM 1W1P COST-SHARE CONTRACT REQUESTING PAYMENT:
C. Anderson WRM1W1P-2303 for a Water and Sediment Control Basin in the amount of $6,572.95
C. Anderson WRM1W1P-2302 for a Water and Sediment Control Basin in the amount of $66,293.55
C. Anderson WRM1W1P-2501 for a Water and Sediment Control Basin in the amount of $51,142.25

- **Grant C23-2835** - Contract WRM1W1P-2302 – Site 2 - original cost estimate - $77,169.50, cost share approved at 90% or $69,452.55. Actual invoice for the project - $73,659.50, cost share adjusted to $66,293.55 or 90%. The difference, $3,159.00 rolled back into Grant C23-2835 account.

- **Grant C23-2835 & Grant C25-0164** allocations were used to fund - <u>Contracts WRM1W1P-2303 & WRM1W1P-2501</u> for Sites 3&4 – original cost estimate - $65,203.10, cost share approved at $58,682.79 or 90% ($3,413.95 funds were to come from Grant CS23-2835 and the balance of $55,268.84 was to come from Grant C25-0164). Actual invoice for the project - $64,128.00, cost share adjusted to $57,715.20 or 90%. Funds coming from Grant C23-2835 (with the $3,159.00 added back in) totaled $6,572.95. This depletes all structural project funds for Grant C23-2835. The balance comes from Grant C25-0164. Originally $55,268.84 had been encumbered from this grant. With the invoice amount being less than estimated, $51,142.25 will be charged to Grant C25-0164.

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

APPROVE BRRWD 1W1P COST-SHARE CONTRACT REQUESTING PAYMENT:
S. Wavra BRR1W1P-2504 for a Water and Sediment Control Basin in the amount of $17,393.59
M/S/P, Butenhoff/Menholt, to approve the above-mentioned contracts for assistance. Motion carried.

DISCUSSION ITEMS:

2026 COUNTY BUDGET PROPOSAL UPDATE:
Kevin gave an update on the budget proposal. More to come.

2026 HEALTH INSURANCE:
Kevin and Mandy gave an update on a meeting that was held with Clay SWCD employees and a PEIP representative to discuss the 2026 Health Insurance quote from them. There was a discussion held on the difference between LCSC and PEIP's quotes.
M/S/P, Butenhoff/Schellack, to approve the PEIP quote for $983.32/month for a single plan. Motion carried.

PAID LEAVE UPDATE:
Kevin and Mandy gave an update on the paid leave program. There was a discussion held on going with a private insurance small employer plan or the state's small employer plan. Mandy stated that she reached out to a private insurance company, Shelter Point, to get a quote. Shelter Point came back with a .59% per employee quote for a total of $2,534.36/year. There was a discussion held on policies for the program as well as the different costs for each program. More to come.
M/S/P, Butenhoff/Schellack, to approve working with Shelter Point for the 2026 Paid Leave program. Motion carried.

2026 TREE PROGRAM RECOMMENDATION:
Dylan discussed the prices for the Tree program. He made a recommendation for increasing the bareroot tree prices 5 cents (for price increases of 1 -5 cents from the nursery) and 10 cents (for price increases of 6-10 cents from the nursery). If there was no increase from the nursery there would be no increase from the SWCD. The planting charge and matting charge will remain the same.
M/S/P, Schellack/Menholt, to approve the recommended prices as stated above. Motion carried.

EQUIPMENT/TREE STORAGE LEASE EXPIRING:
Kevin stated that we currently have most of our stuff moved out of S. Schroeder's. There was a discussion held on the next steps for acquiring our own building for our equipment. There was a suggestion made to get a few bids from different contractors so that we know what this could potentially cost. More to come.

REVIEW EQUIPMENT LEASE AGREEMENT WITH SCHELLACK BROS.
Kevin stated that this is on the agenda to remind Supervisor Shellack that our lease expires at the end of December and to be thinking about what the 2026 agreement will be. He also said that we will also need to

discuss an agreement with Supervisor Butenhoff about the equipment storage we have at his place. More to come.

BRR 1W1P UPDATE:
Kevin discussed the projects that have been completed, potential future projects, as well as ongoing projects. He stated that currently the staff for BRRWD are all out of the office on leave and should be returning sometime in October. There has not been a meeting set for the 4th round of funding. More to come.

WRM 1W1P UPDATE:
Kevin discussed two WASCB projects that have been completed. He said the next Steering Committee meeting is set for November 4th in Ada. There was a discussion held on the 4th round of funding and the process for requesting those funds.

BWSR RCPP:
Alyssa stated that a 3rd party company is doing spot checks on all SWCD's first contract through BWSR RCPP to make sure if/when NRCS checks on the contracts that all the correct information is there. She said the first contract check she submitted was just completed with her only needing to make a few minor changes.

WEST CENTRAL RCPP:
Alyssa stated that she has been doing some site visits on the cover crop plantings. She discussed one of the contracts on a sugar beet field that was interseeded between rows and on the headlands, with rye.

RCPP IRRIGATION PROJECT:
Kevin stated that we were notified on October 29th that the agreements between MDA and NRCS for the Irrigation RCPP renewal had been approved/signed. The Steering Committee and NRCS are still working out details for the initial signup. They were hoping to have a sign up this year but were unsure of that with the Government Shutdown. He said there was a letter to the editor in the Forum promoting the program. We are currently waiting to hear any updates on the signups.

County Commissioner Ezra Baer left the meeting at 9:01 AM.

NEXT AREA 1 MEETING:
Kevin stated that the next meeting will be held on November 18th in Mahnomen. He asked who plans on attending and reminded them that a headcount is usually needed the week before the meeting. There was a discussion held. Joel stated that he plans on attending the meeting.

2025 RESOLUTION PACKET:
Kevin stated that Mandy sent out the Resolution Packet with the voting instructions as a reminder. All online ballots need to be submitted by November 1st unless the supervisors choose to have a staff member submit their ballots, then they need to be submitted by October 29th. There was a discussion held on the resolutions. The board of supervisors and Kevin will meet after the meeting today to go over each resolution. The supervisors chose to have Mandy submit the ballots for them.

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. She asked today who plans on attending so that she can register for those individuals. She will complete the convention registration before the deadline for 4 staff members, the Outstanding Conservationists, and 4 Supervisors.

RIVER KEEPERS WATER FESTIVAL:
Mandy, Tony, Alyssa, and Dylan reported that they assisted with the Tree and AIS stations this year as well as cleaning up and hauling materials for the stations to River Keepers storage. They reported that there were approximately 1700 4th graders throughout the area that attended the festival.

JUNIOR ENVIROTHON:

Alyssa and Mandy reported that they attended the Envirothon that was held at the Detroit Mountain recreation area in Detroit Lakes on September 30th. Mandy stated that there were 33 teams with one alternate team in attendance. Mandy said that the first and third place went to Holy Rosary School, and second place went to Waubun school. Mandy said that the event will be moved back to the Prairie Wetlands Center in Fergus Fall for the 2026 Senior and Junior event and will continue to be held there for the foreseeable future.

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

CLAY COUNTY/CITY OF MOORHEAD COMMUNITY RISK ASSESSMENT FOLLOW -UP:
Tony gave a brief update on the meeting.

RURAL CITY/COUNTY JOINT MEETING:
Kevin stated that the meeting was held in Dilworth on October 7th at the new Fire Station. He gave an update on the meeting.

NRCS ITEMS:
Kevin discussed the Unfunded Cooperative Agreement document that the Board of Supervisors signed earlier this year and what that requires of us. There was a discussion held on the requirements. Kevin said that the Federal Shutdown has ceased all work under NRCS authority and that approximately 96% of NRCS employees and 67% of FSA employees have been furloughed.

COUNTY COMMISSIONER:
Paul stated that they have been working on budgets. There was a discussion held on budgets as well as other things happening at the county level.

MASWCD:
Randy gave an update on the last MASWCD Board meeting where they discussed resolutions, Clean Water funding, District Manager Training, and the Farm Bill.

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

URBAN CONSERVATION:
Mandy reported that Alyssa, Kim, and she cleaned 28 barrels on October 1st at Whale of a Wash in Fargo. She said that they have another cleaning planned for Thursday October 9th after the board meeting. She will meet with Kim on October 14th to discuss next year's workshops and schedule.

TECHNICIAN/CAI PROGRAM:
Alyssa stated that she received word from Emilie Justen who works with the MDA that she received the CAI grant that she applied for. She discussed what she plans to use the $10,000 for from that grant She said that she went with Tony and Steve from BWSR to confirm a wetland determination that was completed for a landowner. She gave an update on different events she has participated in over the past month.

CFO/TREE/NO-TILL DRILL PROGRAMS:
Dylan stated that he has completed the rest of the feedlot inspections that were needed for the year and will be entering the data into TEMPO in December. He completed his mid-year review with the MPCA to go over how things were going for the year. He will attend a CFO regional meeting in Thief River Falls on November 6th. He said that he finished up with the drills over the past weekend with a total of approximately 1,782 acres planted. He has completed all cost-share dollars for the 2026 tree planting season. He ordered trees from Schumacher's, Wolcyn's, and Big Sioux. He plans to start roto tilling for some of the spring planting jobs sometime in the next week or so.

WCA/LWM/AIS UPDATE:
Tony gave an update on current Wetland Conservation Act projects as well as current RIM contracts and the AIS program.

UPCOMING EVENTS:

- October 21 – 23 – BWSR Academy – Cragun's Conference Center
- November 4 – WR-M 1W1P Steering Committee Meeting – Ada
- November 11 – Veterans Day – Office Closed

ADDITIONAL ITEMS:
Kevin stated that he has been summoned to jury duty for two months starting on 11/3 and will need to attend unless he is notified otherwise prior to that date. Tony discussed a donation request from the Mississippi Headwaters. Mandy stated that the River Keepers Fall Gala with a silent auction is being held on October 23rd if anyone wants to buy tickets.

NEXT MEETING DATE: November 13, 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 10:00 am.

BY: Amanda Lewis District Coordinator	Richard Menholt Signature after approved Secretary	Date