

MINUTES FOR NOVEMBER 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
Jerry Butenhoff, Treasurer
Richard Menholt, Secretary (Arrived at 8:05 AM)

Others present: Kevin Kassenborg, District Manager
Tony Nelson, Natural Resources Management Technician
Alyssa Schill, District Technician/CAI
Dylan Jeral, District Technician/CFO
Ezra Baer, County Commissioner
Travis Doeden, NRCS

Absent: Amanda Lewis, District Coordinator
Brady Fuglie, Reporter

The Pledge of Allegiance was recited.

APPROVE AGENDA: There was a correction made to the electronic voucher number the agenda says 2689 and it should've been 2688.

M/S/P, Schellack/Menholt to approve the November agenda. Motion carried.

Meeting and mileage forms completed by Supervisors.

SECRETARY'S REPORT: A draft copy of the October meeting minutes was emailed to the Supervisors prior to the November meeting. There was a correction made.

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

TREASURER'S REPORT:

Mandy sent in a report earlier discussing the financials.

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

APPROVE VOUCHERS PAID:

The list of vouchers from Elect # 2678 - 2688 and Quick Book checks #22613 - 22633 were reviewed and credit given to have been paid by due date.

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

DISCUSSION ITEMS:

PAID LEAVE UPDATE:

Kevin asked the board for their decision on the amount the district is going to contribute to Paid Leave. There was a discussion held. Randy made a motion to cover 100% of the contribution for Paid Leave.

M/S/P, Schellack/Butenhoff, to approve the above-mentioned contribution amount for the Paid Leave program. Motion carried.

There was a discussion held on employees having the ability to use PTO to supplement the Paid Leave check amount to get to 100% of their pay.

M/S/P, Butenhoff/Schellack, to approve employees using PTO to supplement their Paid Leave check amount. Motion carried.

FY 2026 – 2027 NATURAL RESOURCES BLOCK GRANT AGREEMENT:

Kevin discussed the grant amounts and how they are distributed to us. There was a discussion held on the WCA program and the funding for the program.

FY 2026 BUFFER IMPLEMENTATION GRANT– NEW REQUEST FOR INTEREST (RFI)

Kevin stated that this year's grant agreement had a different twist to it, as we received an email asking us to complete a Request for Interest through elink to receive funding for the buffer program. In the past the funds were sent out automatically after a grant agreement was signed. There was a discussion held.

2026 COUNTY BUDGET PROPOSAL UPDATE:

Kevin stated that he spoke with Steve Larsen, the County Administrator, who stated at that time that the Budget decision had not been finalized. He also said that he has not heard what the county's decision is for County Employees COLA, insurance benefits, etc. There was a discussion held on the county programs that we administer.

SET DATE TO DISCUSS STAFF EVALUATIONS & COLA/SALARIES:

There was a discussion held on the evaluations. There was a decision made to hold staff evaluations on December 9th at 10:00 AM with lunch to follow.

EQUIPMENT STORAGE LEASE AGREEMENTS:

Kevin stated that all the equipment is moved out of Schroeders now and that our lease with Randy expires on December 31st. All the equipment is being stored at Randy and Jerry's. Randy and Jerry stated that they have not discussed prices for a new lease. They will have a number at the next board meeting. More to come.

2024 AUDIT REPORT:

Mandy sent a report out earlier to discuss the audit report. There was a discussion held.

MINNESOTA CAMPAIGN FINANCE BOARD UPDATE:

Kevin stated that he updated our agency's public official information and sent it to the Campaign Finance Board. He said that the board being elected officials will have to report to the MN Campaign Finance Board after the 1st of the year.

MASWCD AREA 1 FALL MEETING:

Kevin stated that the meeting will be held on November 18th at the Shooting Star in Mahnomen. There was a discussion held on who will attend. Kevin stated that he might not be able to make it due to potentially having to serve on Jury Duty.

DNR PUBLIC WATERS INVENTORY REQUEST:

Kevin stated that a month and a half ago he invited the lead hydrologist to attend the Area 1 meeting. He was informed that they are unable to make the meeting. We will invite them again for the next meeting.

BRR 1W1P UPDATE:

Kevin gave an update on projects that were near completion when the federal government shutdown occurred. NRCS area engineer was confident the contractor could finish up on their own. He stated that he has not heard anything since. He said there was a doodle poll sent out to set a date to start discussing the 4th round of funding.

WRM 1W1P UPDATE:

Mandy reported earlier that she attended the Steering Committee Meeting with Tony on November 4th in Ada. Tony discussed the MOU with the White Earth Tribe. Kevin stated that they are starting the planning process for the 4th round of funding. There was a discussion held on the potential amount for the 4th round of

funding. Kevin said the next Policy Committee Meeting is scheduled for November 24th at the WRWD Office in Ada. Richard plans on attending this meeting.

BWSR RCPP:

Alyssa stated that contracts are still at a stand still until the Government opens back up. She has one contract that needs to be paid for cover crops this fall but is waiting to see what happens with the Government shutdown.

WEST CENTRAL RCPP:

Alyssa stated that she is working on finishing the reporting for last year's West Central contracts. She said at the beginning of December they should be opening a new reporting form so she can start entering the County's four 2025 contracts.

RCPP IRRIGATION PROJECT:

Kevin stated that they are hoping to have a signup this year but with the Government shutdown things are at a standstill. He said the district was asked to start promoting the program and identifying producers interested in the program. A request for a list of permitted irrigation systems was sent to DNR Water Appropriations Lead, only to find out that a new individual has taken his place so we will have to wait for the list.

NW SOIL HEALTH WATER EVENT – ROSEAU SWCD CONTRIBUTION REQUEST:

Kevin stated that a contribution request to promote another Soil Health Event was received from Roseau SWCD. They are looking for 6-8 SWCD's to contribute \$1,500 each. Total expenses for the event are estimated at \$14,575. There was a discussion held. The board decided they did not want to contribute to the event due to the location being too far away.

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

PRAP UPDATE:

Kevin stated that BWSR will be performing an in-depth overview of Clay SWCD operation. He said after the 1st of the year, we will receive information and a kick-off date. More to come.

BWSR ACADEMY:

Alyssa and Dylan discussed the sessions they attended at the BWSR Academy that was held on October 21 - 23rd at Cragun's Resort in Brainerd.

CCATO FALL MEETING INVITATION:

Kevin stated that we received an invitation to attend the CCATO fall meeting that is being held on November 17th at the Morken Hall. Staff will be attending/presenting at the meeting.

MASWCD STATE CONVENTION:

Kevin stated that the convention will be held on December 1-3 at the Double Tree in Bloomington, MN. He said that rooms have been reserved and registrations have been made for those that have responded to Mandy that they plan to attend. He said he will reach out to Brady to double check of his plans today.

WRWD CITIZENS ADVISORY COMMITTEE MEETING:

Kevin stated that the meeting will be held on December 15th in Ada. Joel stated that he could potentially attend, he suggested double checking with him closer to the event.

NRCS ITEMS:

Travis gave an update on NRCS projects as well as discussed, a couple of projects that we are partnering with them on.

COUNTY COMMISSIONER:

Ezra stated that they are still working on budgets. There was a discussion held on our County Budget request.

MASWCD:

Randy gave an update on the last MASWCD Board meeting where they discussed what SWCD's bring in terms of value to the state as well as how we contribute to the income of outdoor recreation in the state.

PLANNING COMMISSION:

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

URBAN CONSERVATION:

Mandy reported earlier that she met with Kim Radebaugh, RiverKeepers, to discuss dates for next year's workshops as well as changes to the workshops. They have set tentative dates for next spring. She has also set the date for next year's Pollinator Pint Night at Junkyard. It will be held Thursday April 23rd.

TECHNICIAN/CAI PROGRAM:

Alyssa stated that she signed the grant agreement with MDA and she received the reporting forms and what questions she will need to answer for reimbursement. She was asked by Jillian Patrie from Clay County Extension to present at the annual ND Nursery, Greenhouse, and Landscape association convention in Fargo at the end of January. She attended the Area 1 Fall CAI meeting that was held in Detroit Lakes where they discussed the changes to the Noxious Weed List and updates were given from each county.

CFO/TREE/NO-TILL DRILL PROGRAMS:

Dylan stated that he attended the regional CFO meeting that was held in Thief River Falls on November 6th where they discussed potential updates within the feedlot rules which have not been reviewed for approximately 20-25 years. He talked with Taylor, MPCA who said she would come to the office to assist him with entering data in TEMPO. He gave an update on maintenance needs for one of the No-Till Drills which are currently being stored at Supervisor Butenhoff's place. He used the Dew Drop Drill to complete a planting for Supervisor Schellack as well as one of his neighbors. He will also complete some maintenance on the tree planter before the season starts. He has completed a couple of roto-tilling jobs for tree planting next spring. He is working on tree plans and getting them ready to be sent out to landowners for approval. He went with Tony and Kevin to a couple of WASCOB project sites for inspection.

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:

- November 17 – CCATO Fall Meeting – Morken Town Hall
- November 18 – MASWCD Area 1 Fall Meeting – Mahnomen
- November 18 – Sustainable Farming Association Workshop – BRRWD Office, Barnesville
- November 24 – WR-M 1W1P Policy Committee Meeting – WRWD Office, Ada
- November 27 & 28 – Holiday – Thanksgiving/SWCD Office Closed
- December 1-3 – MASWCD State Convention – Bloomington MN
- December 9 – Staff Evaluations – Clay SWCD office 10:00 AM

ADDITIONAL ITEMS:

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

ADJOURN: Supervisor Hildebrandt called for a motion to adjourn the meeting.
M/S/P, Schellack/Menholt, to adjourn the meeting at 9:57 am.