MINUTES FOR DECEMBER 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 8:08 AM

ROLL CALL: Members present:
Joel Hildebrandt, Chairperson
Randy Schellack, Vice Chairperson
Jerry Butenhoff, Treasurer
Richard Menholt, Secretary (Arrived at 8:16 AM)
Brady Fuglie, Reporter

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

Absent:
Paul Krabbenhoft, County Commissioner
Ezra Baer, County Commissioner

The Pledge of Allegiance was recited.

APPROVE AGENDA: There was a correction made to the electronic voucher number the agenda says Electronic checks 2698 and it should've been 2699 and Quickbooks checks 22649 and it should've been 22650.
M/S/P, Schellack/Fuglie to approve the December agenda with corrections. Motion carried.

Meeting and mileage forms completed by Supervisors.

SECRETARY'S REPORT: A draft copy of the November meeting minutes was emailed to the Supervisors prior to the December meeting.
M/S/P, Schellack/Fuglie, to approve the above-listed meeting minutes. Motion carried.

TREASURER'S REPORT:
Mandy discussed the financials.
M/S/P, Fuglie/Schellack, to approve the Treasurer's report. Motion carried.

APPROVE PERSONNEL COMMITTEE MEETING MINUTES:
Kevin discussed the meeting.
M/S/P, Schellack/Fuglie, to approve the above-mentioned meeting minutes. Motion carried.

APPROVE BRRWD 1W1P CONTRACT REQUESTING PAYMENT:
T. Schauer BRR1W1P-2501 for a Water and Sediment Control Basin project in the amount of $34,232.56.
M/S/P, Butenhoff/Fuglie, to approve the above-mentioned project for payment. Motion carried.

APPROVE SWCD AID COST-SHARE CONTRACT REQUESTING ASSISTANCE:
P. Hartke CSXW26-03 for a Well Decommissioning in the amount of $1,000.00.
M/S/P, Fuglie/Menholt, to approve the above-mentioned contract for assistance. Motion carried.

APPROVE SWCD AID COST-SHARE CONTRACT REQUESTING PAYMENT:
W. Buth CSXW26-02 for a Well Decommissioning in the amount of $1,000.00.
M/S/P, Schellack/Butenhoff, to approve the above-mentioned Well Decommissioning for payment.
Motion carried.

APPROVE VOUCHERS PAID:
The list of vouchers from Elect # 2688 - 2699 and Quick Book checks #22634 - 22650 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.

DISCUSSION ITEMS:

2026 COUNTY BUDGET PROPOSAL UPDATE:
Kevin stated that he has not heard anything new from the county pertaining to our budget. We will move forward with a 0% increase at this time, as are all external agencies for 2026.

PAID LEAVE UPDATE:
Mandy stated that she has been working with Trudy Determan, Traverse SWCD to get the paid medical leave information into our Quick book software. She said that there have been a lot of changes as we get closer to the 1st of the year on how this will be recorded and monitored for taxes. More to come.

FY 2026 – 2027 NATURAL RESOURCES BLOCK GRANT AGREEMENT:
Kevin stated that the grant agreement was sent to him last week and that he has been working with Tony to get the county to sign where it is necessary as the funds are sent to the county and not us, therefore requiring the County's signature on the grant and not ours. He is waiting to hear back from Steve Larsen at the County. More to come.

MASWCD AREA 1 FALL MEETING REPORT:
Joel stated that he, Randy, Jerry, Tony, and Dylan attended the meeting that was held on November 18th at the Shooting Star Casino in Mahnomen. There was a discussion held on the meeting topics as well as attendance at the meeting.

MASWCD STATE CONVENTION REPORT:
Kevin stated that he, Joel, Richard, Brady, Tony, Mandy, Dylan, and our Conservation Cooperator family attended the convention that was held December 1st-3rd at the Double Tree in Bloomington, MN. They discussed the different sessions that were held at the convention. Joel stated that it was one of the most informative conventions that he has attended.

EQUIPMENT STORAGE LEASE AGREEMENTS:
Kevin discussed the current lease agreement we have with Supervisor Schellack. There was a discussion held on the potential lease agreement with Supervisor Butenhoff. Kevin stated that he will send a copy of the lease agreement with Supervisor Schellack to Supervisor Butenhoff to have him read it over. There will be a discussion on the agreements and dollar amounts at the January meeting.

BRR 1W1P UPDATE:
Kevin stated that there is a Planning Team meeting being held on December 16th to discuss the 4th round of funding. He said that now that the shutdown is over we should be receiving the billing for 3 EQIP projects that were completed this fall.

WRM 1W1P UPDATE:
Kevin stated that there was a Policy Committee meeting held on November 24th which Supervisor Menholt attended. Supervisor Menholt stated that they reviewed the FY23 and 25 project status and financial reports as well as discussed the potential to develop a tracking tool through Houston Engineering. Each SWCD gave

an update on projects they have been working on or have completed for the year. Kevin stated that they are starting the planning process to request the 4th round of funding.

BWSR RCPP:
Alyssa stated that she submitted a Request For Interest for additional soil health funds. There was a discussion held on the funds and what they may be used for. She said that we will be notified in February if we receive the grant.

WEST CENTRAL RCPP:
Alyssa stated that she had a meeting with the group to go over the Regrow platform and issues that the system has raised when entering data for last year. Once all the errors are corrected, they will gather data on the information entered and open the next year for reporting.

RCPP IRRIGATION PROJECT:
Kevin gave an update on the program.

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

CCATO FALL MEETING INVITATION:
Alyssa stated that she, Kevin, and Dylan attended the meeting where we gave a brief update on things going on at the SWCD level.

WEST CENTRAL INITIATIVE GRANT OPPORTUNITY MEETING:
Kevin discussed the grant opportunity and stated that he will attend a zoom meeting on December 12th to figure out if we would qualify for the grant.

WRWD CITIZENS ADVISORY COMMITTEE MEETING:
Kevin stated that the meeting will be held on December 15th in Ada. Supervisor Fuglie planned on attending but has a conflict with the new date now. Supervisor Hildebrandt will let Kevin know if he is able to attend instead by Friday, December 12th.

MOORHEAD PUBLIC SERVICE WELLHEAD PROTECTION PLAN, PART II:
Kevin stated that Moorhead Public Service is in the process of updating and amending their Wellhead Protection Plan with meetings scheduled for December 16th at the Hjemkomst Center where the public is invited to participate and December 18th for the Scoping Meeting which is by invitation only at the water treatment plant. More to come.

PRAP UPDATE:
Kevin stated that BWSR will contact us after the first of the year to start an in-depth overview of our operation. More to come.

NRCS ITEMS:
Travis discussed the EQIP projects that have been completed as well as applications for 2026. He said that he has signed a few CRP modifications for FSA. He gave an update on CSP applications and payments.

COUNTY COMMISSIONER:
No report.

MASWCD:
No report

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

URBAN CONSERVATION:
Mandy stated that the workshops have been scheduled for spring of 2026.

TECHNICIAN/CAI PROGRAM:
Alyssa stated that she sent off the annual noxious weed survey to every local weed inspector in both township and cities. She said that she is currently working on a Noxious Weed presentation that she will be giving at the ND Nursery Greenhouse and Landscape Association's annual convention at the end of January. She is continuing to work on the Noxious Weed Book for the township officials. She is hoping to have it completed before the Spring Township Official meeting. She has also been working on getting signatures for JAA on the checkout portion of the cover crop worksheets. She will be meeting with Bryan Delaney, NRCS to go over the hay planting process. She attended a meeting in Barnesville that was put on by the Sustainable Farming Association where they discussed soil health principles.

CFO/TREE/NO-TILL DRILL PROGRAMS:
Dylan stated that he met with Taylor from MPCA where they worked through some feedlot inspections he had done. He said that Taylor stated that he would need to have a checklist for the sites that he has inspected. He filled out all the checklists and will meet with Taylor for the year end review. He said that he completed some maintenance on the drills to have them ready for spring. He has been working on tree plans and getting them ready to be sent out to landowners for approval. He has also been working on some buffer checks as well as some RIM ownership changes.

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:

- December 12 – West Central Initiative Grant Opportunity ZOOM Meeting
- December 15 – WRWD Citizen's Advisory Committee Meeting – Ada
- December 16 – BRR1W1P Planning Committee Meeting – Barnesville
- December 16 – Clay County Board Meeting – 5-6:00 PM followed by *Truth In Taxation* Meeting 6-7:00 PM
- December 18 – Moorhead Wellhead Protection Plan Meeting – Moorhead Water Treatment Plant
- December 22 – BWSR *Cradle to Grave* Grants Workshop – Thief River Falls
- December 24 – ½ Day Off for Christmas Eve Observance - Office Closed at Noon
- December 25 – Christmas Day – Office Closed
- December 31 – ½ Day Off for New Year's Eve Observance - Office Closed at Noon
- January 1 – New Year's Day – Office Closed

ADDITIONAL ITEMS: There was a discussion held to change the meeting starting time from 8:00 am to 8:30 am. The January 8th meeting will be held at 8:30 where the time change will be discussed for future meetings. More to come.
M/S/P, Schellack/Fuglie, to approve changing the January 8, 2026, meeting starting time to 8:30 AM.
Motion carried.

NEXT MEETING DATE: January 8th @ 8:30 am.

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

BY: Amanda Lewis
District Coordinator

Richard Menholt Signature after approved
Secretary

Date