

Stevens Soil & Water Conservation District

MINUTES

Tuesday, January 14, 2014

- I. Chair Lonergan called the regular meeting to order at 9:35 a.m. Board members present: Hufford (10 a.m.), Huntley, Libbon, Lonergan. Staff present: Johnston, Lembcke, Rice, Solemsaas, Staebler. NRCS present: Cory Walker, Mark Kulig.
- II. Supervisor Huntley moved to approve the Agenda. Second by Supervisor Libbon. Passed unanimously.
- III. Libbon moved to approve the Minutes from the last regular meeting. Second by Huntley. Passed unanimously.

IV. Financial Matters

- A. Huntley moved to accept the Treasurer's Report. Second by Libbon. Passed unanimously.
- B. Libbon moved to approve payment of the following bills. Second by Huntley. Passed unanimously.

1. Kirby Hufford	Supervisor Pay	57.09	
2. Don Huntley	Supervisor Pay	65.49	
3. George Libbon	Supervisor Pay	155.62	
4. Dave Lonergan	Supervisor Pay	198.63	
5. Valnes Rentals	January Rent		836.33
6. Judy Johnston	Expenses		30.78
7. Otter Tail Power	Electric Bill		18.29
8. Area 2 Envirothon	Sponsorship		150.00
9. Morris Sun Tribune	Open House ad		161.40
10. Amundson Peterson	Tractor Rent		1350.00
11. Chokio Review	Open House Ad		56.10
12. Willie's	Meeting & Open House expenses		64.37
13. Motor Vehicle Registrar	Vehicle licenses		112.00
14. MASWCD	Dues		1966.50
15. MCIT	SWCD Dues		7499.00
16. MCIT	PDT Dues		4052.00
17. Federated Telephone	Internet service		49.95
18. Fair Board	Storage Rental		600.00
19. NACD	Dues		500.00
20. DAC	Pickup cleaning		45.96
21. Stevens County Highway	Gas		51.37
22.			

V. Old Business

- A. None.

VI. New Business

- A. Mark Kulig gave an NRCS Report. He summarized recent staff changes and noted that the position opening for the Soil Conservation Technician position in Morris will open soon, after the resignation of Josiah Olson, who took a position in Creston IA. Cory Walker also reported for NRCS, highlighting program updates and announcing a soil health teleconference on February 18.
- B. The board reviewed the Local Government Water Roundtable Comprehensive Water Planning and Management Policy Paper
- C. Huntley moved to approve the contract for completion of 2013 year-end statements by Peterson Company LTD. Second by Supervisor Hufford. Passed unanimously.
- D. CWF Contracts
 - 1. Hufford moved to approve the following cancellations of CWF Contracts. Second by Libbon. Passed unanimously.
Libbon moved to reduce Invoice 2013-116A by \$1047, due to an SWCD error. Second by Huntley. Passed unanimously.
 - a. 75-2-13-CWF cancelled because it was outside work area.
 - b. 75-10-2013-CWF cancelled because it was outside work area.
 - 2. Huntley moved to amend contract 75-9-13-CWF to add \$782 in cost share, for a total of 75% cost share on a rain garden. Hufford seconded. Passed unanimously.

E. State Cost Share Contracts

1. Libbon moved to approve to amend Contract 1/12 to extend the contract end date to 6/30/14 to allow for additional site prep and completion of a two-phase project. Second by Hufford. Passed unanimously.

F. Annual Reorganization of the Stevens Soil and Water Conservation District

1. Huntley moved to approve election of officers, by rotation. Second by Libbon. Passed unanimously.
 - a. Chair Kirby Hufford
 - b. Vice Chair George Libbon
 - c. Treasurer Jim Krosch
 - d. Secretary Don Huntley
 - e. Reporter Dave Lonergan
2. Libbon moved to set monthly meeting on the second Tuesday of each month at the SWCD office at 9:30 a.m. Second by Huntley. Passed unanimously.
3. Libbon moved to authorization payment of bi-weekly payroll, and to allow a cost of living increase of 1% for all employees, per NRCS COLA for 2014. Second by Huntley. Passed unanimously.
4. Huntley moved to set business mileage reimbursement rate to coincide with the federal rate of \$0.560 per mile. Second by Hufford. Passed unanimously.
5. Hufford moved to set supervisor compensation rates at \$60 per meeting & \$75 per all-day meeting. Second by Huntley. Passed unanimously.
6. Libbon moved to designate official depository as Riverwood Bank. Second by Huntley. Passed unanimously.
7. Libbon moved to approve check signing authority for all board members, Matt Solemsaas, Chris Staebler, and Judy Johnston. Second by Hufford. Passed unanimously.
8. Libbon moved to authorize Matt Solemsaas or current District Administrator to sign district contracts and documents and authorize the signing contracts and documents prior to formal board approval at next regular meeting. Second by Huntley. Passed unanimously.
9. Libbon moved to approve the following committee assignments. Hufford seconded. Passed unanimously.
 - a. Pomme de Terre River Association JPB: Lonergan, Krosch (alt), Solemsaas
 - b. Bois de Sioux Watershed District: Libbon, Solemsaas
 - c. Chippewa Watershed Project: Huntley, Rice
 - d. Comprehensive Local Water Management Plan: Hufford, Johnston
 - e. Barnes-Aastad: Huntley
 - f. West Central TSA: Krosch, Lonergan (alt), Rice
 - g. Policy: Hufford, Lonergan
 - h. Budget: Krosch, Huntley
 - i. Personnel: Krosch, Libbon

G. Additions to written staff reports

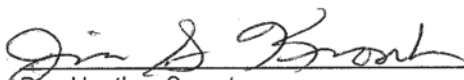
1. Johnston asked the board for ideas to gain more financial support for the area and state Envirothon competitions.
2. Staebler reported that there will be a BWSR grants verification of all FY2012 grants issued to local government units in Stevens County.
3. Solemsaas reported that he will be taking part in second round interviews for Watershed Coordinator applicants. There will be a Water Plan task force meeting soon to budget for 2014 and start planning the re-write of the water plan, which needs to be done in 2015.

H. Supervisor Reports

1. Lonergan reported that the Pomme de Terre River Association JPB is still making a lot of progress in putting conservation efforts on the ground. At that meeting, it was announced their most recent grant application (2014 Clean Water Fund) was funded at half the amount requested. The submitted a nomination for the chance to reach the interview stage of a Targeted Watershed Demonstration Project grant application. The group was not granted an interview; however, additional funding will be available in 2015.

The meeting was adjourned at 11:10 a.m.

Respectfully submitted,


Don Huntley, Secretary

2-11-2014
Date