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, Lembeck, 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
   2. Don Huntley
   3. George Libbon
   4. Dave Lonergan
   5. Valnes Rentals
   6. Judy Johnston
   7. Otter Tail Power
   8. Area 2 Envirothon
   9. Morris Sun Tribune
   10. Amundson Peterson
   11. Chokio Review
   12. Willie’s
   13. Motor Vehicle Registrar
   14. MASWCD
   15. MCIT
   16. MCIT
   17. Federated Telephone
   18. Fair Board
   19. NACD
   20. DAC
   21. Stevens County Highway
   22.

   1. Supervisor Pay 57.09
   2. Supervisor Pay 65.49
   3. Supervisor Pay 155.62
   4. Supervisor Pay 189.63
   5. January Rent 836.33
   6. Expenses 30.78
   7. Electric Bill 18.29
   8. Sponsorship 150.00
   9. Open House ad 161.40
   10. Tractor Rent 1350.00
   11. Open House Ad 56.10
   12. Meeting & Open House expenses 64.37
   13. Vehicle licenses 112.00
   14. Dues 1966.50
   15. SWCD Dues 7499.00
   16. PDT Dues 4052.00
   17. Internet service 49.95
   18. Storage Rental 600.00
   19. Dues 500.00
   20. Pickup cleaning 45.96
   21. Gas 51.37

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.

   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
   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 authorize 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.
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. Chipewa 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,

[Signature]

Don Huntley, Secretary

[Date]