

Stevens Soil & Water Conservation District
REGULAR MEETING MINUTES
Wednesday, December 10, 2014

I. Chair Kirby Hufford called the meeting to order at 9:35 a.m. Board members present: Hufford, Huntley, Krosch, Libbon, Lonergan. Staff present: Johnston, Lembcke, Rice, Solemsaas, Staebler, Wiechmann. Others present: Cory Walker, NRCS, Pete Waller, BWSR.

II. The Agenda was unanimously approved as amended after a motion by Supervisor Huntley and second by Supervisor Krosch.

III. Supervisor Krosch moved to approve the minutes from the November 12 regular meeting. Seconded by Huntley, the motion passed unanimously.

IV. Financial Matters

A. Supervisor Libbon moved to approve the Treasurer's Report as presented. Second by Krosch. Passed unanimously.

B. Supervisor Lonergan moved to approve payment of the following bills. Second by Krosch. Passed unanimously.

1. Valves Rentals	December Rent	836.33
2. Kirby Hufford	Supervisor Pay	57.09
3. Don Huntley	Supervisor Pay	360.81
4. Jim Krosch	Supervisor Pay	594.17
5. George Libbon	Supervisor Pay	77.81
6. Dave Lonergan	Supervisor Pay	256.09
7. Andy Rice	Employee Expenses	127.26
8. Judy Johnston	Employee Expenses	55.11
9. Otter Tail Power	Electric	21.72
10. Bremer Card Services	Office supplies & employee expenses	324.59
11. Stevens County Highway	Gas & diesel	652.09
12. Chokio Review	Advertising	35.20
13. Donnelly Cooperative	Diesel	148.89
14. Morris Cooperative	Gas	78.96
15. EcoWater	Conservation Day	37.50
16. Morris Lumber	Supplies	200.09
17. Unger Furniture	Bulk Mail permit	80.00
18. Town & Country	Supplies	56.06
19. Audubon Center	Conservation Day programs	1084.17
20. Federated Telephone	Network connections	60.35
21. Peterson Company	2013 financial statement audit	2100.00

IV. Old Business

A. Pete Waller, BWSR Board Conservationist, was here to address the board regarding the 2012 Grant Verification results. He gave an overview of what the verification process is, and why it has been put into process throughout the state. As a result of a finding from the verification, Lonergan moved to approve the cancellation of state cost share contract 5/12 and the return of resulting unallocated funding of \$1967 returned to BWSR as directed. Second by Huntley. Passed unanimously. Chris will also submit a corrective action plan detailing this action to BWSR as directed.

B. The board and staff who attending the MASWCD Annual Convention gave a report of activities. Jim summarized resolution voting. Johnston reported on the approximate profits from the auction. Attendees also reported on educational sessions they participated in.

V. New Business

A. Clean Water Fund contracts

1. Huntley moved to approve amendments to the following 2014 CWF contracts. Second by Libbon. Passed unanimously.

a. \$399.84 additional funding allocated to 75-1-14-CWF

b. \$241.34 additional funding allocated to 75-6-14-CWF

c. \$372.81 additional funding allocated to 75-13-14-CWF

2. Krosch moved to approve the following disbursements to 2014 CWF contracts. Second by Libbon. Passed unanimously.

- a. \$1692.71 final payment to contract 75-1-14-CWF
 - b. \$4609.55 final payment to contract 75-2-14-CWF with \$247.57 slippage unallocated
 - c. \$2102.03 final payment to contract 75-5-14-CWF with \$856.38 slippage unallocated
 - d. \$1930.91 final payment to contract 75-6-14-CWF
 - e. \$2649.82 final payment to contract 75-9-14-CWF with \$524.26 slippage unallocated
 - f. \$1621.10 final payment to contract 75-10-14-CWF with \$704.00 slippage unallocated
 - g. \$1145.63 final payment to contract 75-11-14-CWF with \$5395.76 slippage unallocated
 - h. \$2813.81 final payment to contract 75-12-14-CWF with \$261.46 slippage unallocated
 - i. \$1107.75 final payment to contract 75-13-14-CWF
- B. Due to changes to health care reimbursement regulations through the Affordable Care Act, the board will look into HSA and other options for allowing a health care stipend pre-taxed. They will call a special meeting before year-end if needed to put something in place. For the time being, employees will receive their health insurance stipend taxed as salary.
- C. Krosch moved to approve a well sealing cost share payment. Libbon seconded. Passed unanimously.
- D. Cory Walker gave an NRCS report. He updated the board on EQIP and CSP applications in the works, announced that Don Baloun will be retired at the end of 2014, and noted that there still has not been a technician hired to fill the vacancy in this office. He and Andy are working on putting out CRP quotes for new contracts and he has been sending out mid contract management reminders.
- E. Additions to written staff reports:
1. Solemsaas reported that the county formally requested an extension for their existing water plan. We will be applying for another MCC intern for the summer. He has been working with the county on a compensation plan and this information will be presented at the next meeting.
 2. Lembcke reported that the final fall seeding was completed. The county right of ways will be done in the spring with the 4-foot drill. He spoke to the Truax representative at the MASWCD convention trade show to iron out the calibration of that drill to handle our smaller seed.
 3. Rice reported that he's been working on RIM/WRP projects and payments and putting together a bulk tree fabric order with neighboring counties. He's also been working on preliminary tree planting plans and orders.
 4. Staebler did not have a written report. She has been processing cost share contracts for payment and working on financial reports for the Pomme de Terre joint powers board.
 5. Johnston also did not have a written report. She announced that the building Christmas party will be December 22. Please RSVP by the 15th. She also requested that the board consider granting her partial health insurance stipend, given the amount of reimbursement the board receives for her work from the state Envirothon and other sources.
- F. No supervisor reports (covered during MASWCD Convention wrap-up)
- G. Huntley moved to accept the appointment (by resolution) by Stevens County as the administrator of the Aquatic Invasive Species grant. Second by Lonergan. Passed unanimously. The SWCD will receive funding for the administration, including staff time to develop promotional materials and develop a long range plan (by December 31, 2015) for use of this ongoing grant funding.

The meeting was adjourned at 10:55 a.m.

There will be a tree open house and an open house retirement celebration for George Libbon at the SWCD office on the afternoon of December 15.

Respectfully submitted,



Don Huntley, Secretary

Jan 13, 15

Date