

**Stevens Soil & Water Conservation District
Regular Meeting Minutes
Tuesday, February 13, 2018**

- I. Chair Fynboh called the regular meeting to order at 9:30 a.m. Board members present: Feuchtenberger, Fynboh, Goodnough. Staff present: Erickson, Johnston, Lembcke, Linow, Solemsaas, Staebler. Others present: Jeanne Ennen, county commissioner.
- II. Supervisor Feuchtenberger moved to approve the agenda as amended. Second by Supervisor Goodnough. Passed unanimously.
- III. Feuchtenberger moved to approve the minutes from the January 2018 regular meeting. Second by Goodnough. Passed unanimously.
- IV. Financial Matters
 - A. Feuchtenberger moved to approve this month's Treasurer's Report. Second by Goodnough. Passed unanimously.

- B. Feuchtenberger moved to approved payment of the following bills. Second by Goodnough. Passed unanimously.

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| 1. | Dennis Feuchtenberger | Supervisor Pay | 138.53 |
| 2. | Greg Fynboh | Supervisor Pay | 82.89 |
| 3. | Troy Goodnough | Supervisor Pay | 138.52 |
| 4. | Valnes Rentals | February Building Rent | 2187.00 |
| 5. | Stevens County DAC | Vehicle cleaning | 107.94 |
| 6. | Chokio Review | Annual Subscription | 25.00 |
| 7. | Morris Area Chamber of Commerce | Annual dues | |
| | | 100.00 | |
| 8. | Seales & Munsterman Accounting | Year-end tax help | |
| | | 210.00 | |
| 9. | Town & Country | Supplies | 73.00 |
| 10. | WCTSA | Technical Assistance | 694.65 |
| 11. | Morris Lumber | Shelving materials | 186.66 |
| 12. | Mobiz Computers | HDMI cable | 24.99 |
| 13. | Iceberg Hosting | Web & email hosting, 1 year | 373.91 |
| 14. | MACAI | Annual dues | 85.00 |
| 15. | Otter Tail Power | Electric bill | 19.93 |
| 16. | Bremer Card Services | | 1260.06 |
| | a. | Employee expenses | 212.39 |
| | b. | Office maintenance/postage | 62.58 |
| | c. | Office supplies | 225.02 |
| | d. | Rain gauges for resale | 703.05 |
| | e. | TSA gas | 57.02 |
| 17. | Stevens County Highway | | 104.21 |
| 18. | Judy Johnston | Employee Expenses, ofc supplies | 87.70 |

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| 19. Agassiz Seed | Fabric rolls | 4245.00 |
| 20. Houston Engineering | Golf Course Study | 5685.80 |
| 21. Stevens County | Reimbursement for 1W1P Kleindl | 2117.12 |
| 22. Grant SWCD | Reimbursement for 1W1P | 602.98 |

V. Old Business

- A. Supervisors Fynboh and Feuchtenberger were appointed to the personnel committee upon resignation of Jim Krosch from the board and they met to conduct employee reviews. Feuchtenberger moved to follow the recommendation of the personnel committee and approve the advancement of staff on the county pay scale with adjustments as noted, retroactive to January 1, 2018. Second by Goodnough. Passed unanimously. Feuchtenberger moved to approve 80 hours of overtime annually for the Program Technician position. Second by Goodnough. Passed unanimously. The board will further discuss overtime, comp time, wage scale revisions and other personnel matters at a future meeting.
- B. The board discussed additional potential appointees to fill the vacant supervisor's position until the next election. Feuchtenberger will contact potential appointees to gauge interest.
- C. Additional notes and preparations for the Area 2 meeting on March 15 were discussed.
- D. Feuchtenberger moved to approve the purchase of office furniture not to exceed budgeted amount outlined in the 2018 District Capacity grant work plan. Second by Fynboh. Passed unanimously. Two bids were presented and compared.

VI. New Business

- A. Goodnough moved to decline the request to act as grantee for the Bois de Sioux 1W1P grant and to agree to proceed with the formation of a JPB to oversee the 1W1P process. Second by Feuchtenberger. Passed unanimously. Commissioner Ennen noted that the county tabled action on these matters until some of their questions are answered regarding the process. Participation in the Chippewa River Watershed 1W1P was also discussed. The CRWP recently approved the addition of SWCD supervisors to their board of directors, eliminating the desire for a separate JPB to conduct the business of the 1W1P.
- B. Board and staff discussed who will attend the MASWCD Legislative Briefing & Day at the Capitol.
- C. Goodnough moved to use additional district capacity funding matched by county contribution for the purchase of GIS related software and licensing as needed by SWCD and PDTRA staff. Second by Feuchtenberger. Passed unanimously.
- D. Goodnough moved to approve the 2018 Charges for Services as presented. Second by Feuchtenberger. Passed unanimously.
- E. The board discussed the hiring of temporary seasonal help as needed depending on workload. Goodnough moved to approve hiring temporary help at \$11-15 per hour depending on experience. Second by Feuchtenberger. Passed unanimously.
- F. There was no verbal NRCS Report as Cory Walker was not able to attend this meeting. Staebler presented a written report on his behalf and distributed copies of "And Justice for All" to supervisors. He requested a volunteer from the SWCD board to help him with an EEO and Civil Rights review/audit by the national office.
- G. Additions to written staff reports:
 - 1. Solemsaas reported on discussions he has been having with the county regarding the buffer law and county ditches. Everything has been submitted for the PRAP.

2. Erickson noted that CRP will open again on April 1, tentatively. He also discussed a RIM violation he has been working on.
 3. Lembcke reported that the fabric delivery went much smoother this year. He plans on attending the Shade Tree Short Course if there are applicable classes for him.
 4. Weichmann is in Washington DC this week with the MASWCD Leadership Institute.
 5. Johnston discussed meetings she has had with Goodnough and some of his UMM students. They are working to collaborate on some educational projects, one being an AIS "trunk" to be used in school classrooms. She's also working with Douglas and Swift SWCDs on other educational displays.
- H. Supervisor Reports
1. Feuchtenberger and Fynboh met to conduct staff reviews
 2. Board retreat was tabled until the vacant seat on the board has been filled.
 3. Goodnough requested information on how overtime and comp time are used and personnel policy in general.
 4. The need for presence at meetings throughout the county which involve conservation in some way was discussed.
 5. Goodnough attended a county ditch meeting and the County Local Water Plan annual meeting.

The meeting was adjourned at 12:05 p.m. The next meeting will be rescheduled to Wednesday, March 15, because the regular meeting date conflicts with the MASWCD Legislative Briefing & Day at the Capitol.

Respectfully submitted,



Dave Lonergan, Secretary

3-14-18
Date