

Stevens Soil & Water Conservation District
REGULAR MEETING MINUTES
Tuesday, January 13, 2015

- I. Jim Krosch called the meeting to order at 9:35 a.m. Board members present: Fynboh, Huntley, Krosch. Staff present: Johnston, Lembcke, Rice, Solemsaas, Staebler, Wiechmann. Others present: Cory Walker & Mark Kulig, NRCS; Jeanne Ennen, Stevens County Commissioner; Becky Young & Janet Raguse, Stevens County (10:30).
- II. The Agenda was unanimously approved as amended after a motion by Supervisor Huntley and second by Supervisor Fynboh.
- III. Mark Kulig and Cory Walker presented the board with an NRCS report.
 - A. Board and staff members were introduced. Kulig reported on staff changes within NRCS. State Conservationist Don Baloun retired on January 2. Walter Alberan is the acting replacement for 120 days. The position opening is currently advertised. He also addressed the technician opening in Stevens County and noted that it is currently first on the state's priority list for filling vacancies. He announced a soil health seminar in Detroit Lakes on February 2.
 - B. Walker provided a written report and summarized recent activity in the area. Colleen Oestrich also retired recently. He gave a program update and answered questions from the board about specifics and requirements of different programs. The administrative assistance will return on January 20 from maternity leave. He also announced that there is another soil health seminar in Alexandria on Feb 18-19.
- IV. Huntley moved to approve the minutes from the December meeting. Seconded by Fynboh, the motion passed unanimously. A typo was noted in the October 27 minutes. Fynboh moved to correct those minutes to change the allocation amount of Clean Water Fund contract 75-16-14CWF to \$10,875. Second by Huntley, passed unanimously.
- V. Financial Matters
 - A. Fynboh moved to approve the Treasurer's Report as presented. Second by Huntley. Passed unanimously.
 - B. Huntley moved to approve payment of the following bills. Second by Fynboh. Passed unanimously.

1. Valnes Rentals	January Rent	836.33
2. Bremer Card Services	MASWCD Convention, signage	1636.68
3. Thrifty White	Photos	7.52
4. Morris Sun Tribune	Open House	125.00
5. Area 2 Envirothons	Water Plan allocations (2014)	500.00
6. Willies Super Valu	Open House	66.05
7. State Auditors Office	2013 financial statement audit	100.00
8. Chokio Review	open house ad	126.00
9. Amundson Peterson	Tractor rent	1491.94
10. MASWCD	Annual dues	2248.70
11. Federated Telephone	network connections	69.95
12. TreeWorld	Plantskydd inventory	251.82
13. NACD	Annual dues	500.00
14. MCIT	insurance premiums	6976.00
15. Nyklemoe Law Office	RIM easement legal fees	1284.00
16. American	Office supplies	19.07
17. Stevens County Highway	Gas	203.76
18. Otter Tail Power	Electric bill	18.86
19. UMM	AIS promotion	167.26
- V. Old Business
 - A. Huntley moved to table decisions about the health insurance stipend and district wage scale. Second by Fynboh.

- B. Janet Raguse and Becky Young from Stevens County attended the meeting (10:30-11:10) to discuss the new county wage scale and how the district might be able to implement that scale or something similar. The answered questions for the board and staff on specifics of how the scale works.

VI. New Business

A. Annual Reorganization of Stevens SWCD

1. Solemsaas swore in newly-elected board member Greg Fynboh and re-elected member Jim Krosch.
2. Huntley moved to approve election of officers, by modified rotation. Second by Fynboh. Passed unanimously.
 - a. Chair Jim Krosch
 - b. Vice Chair Don Huntley
 - c. Treasurer Dave Lonergan
 - d. Secretary Greg Fynboh
 - e. Reporter Kirby Hufford
3. Fynboh moved to set the regular meeting on the second Tuesday of each month at 9:30 a.m. at the SWCD office. Second by Huntley. Passed unanimously.
4. Huntley moved to authorize bi-weekly payroll. Second by Fynboh. Passed unanimously.
5. Huntley moved to set business mileage rate to coincide with federal rate for 2015, currently \$0.575 per mile. Second by Fynboh. Passed unanimously.
6. Fynboh moved to set supervisor compensation rates at \$60 for local meetings and \$75 per diem. Second by Huntley. Passed unanimously.
7. Huntley moved to designate Riverwood Bank as the official depository of the SWCD. Second by Fynboh. Passed unanimously.
8. Fynboh moved to approve check signing authority for all five board members, Matt Solemsaas, Judy Johnston and Chris Staebler. Passed unanimously after a second by Huntley.
9. Fynboh 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.
10. Fynboh moved to approve the following committee appointments for 2015. Passed unanimously after a second by Huntley.
 - a. Pomme de Terre River Association – Dave Lonergan, Matt Solemsaas
 - b. Bois de Sioux Watershed District – Greg Fynboh, Matt Solemsaas
 - c. Chippewa Watershed Project – Don Huntley, Andy Rice
 - d. Comprehensive Local Water Management Plan – Kirby Hufford, Judy Johnston
 - e. Barnes-Aastad Association – Don Huntley, Greg Fynboh
 - f. West Central TSA – Jim Krosch (alternate Dave Lonergan), Andy Rice
 - g. District Policy – Kirby Hufford, Greg Fynboh
 - h. District Budget – Jim Krosch, Don Huntley
 - i. District Personnel – Dave Lonergan, Jim Krosch

B. Clean Water Fund contracts

1. Huntley moved to approve amendments to the following 2014 CWF contracts. Second by Fynboh. Passed unanimously.
 - a. \$177.43 to 75-3-14-CWF
 - b. \$173.31 to 75-7-14-CWF
2. Fynboh moved to approve the following disbursements to 2014 CWF contracts.
 - a. \$1576.83 to rain garden contract 75-3-14-CWF
 - b. \$1005.53 to rain garden contract 75-7-14-CWF
3. Huntley moved to approve the following contract cancellations. Second by Fynboh. Passed unanimously.
 - a. Unallocate \$385 from 75-12-13-CWF
 - b. Unallocate \$1134 from 75-11-13-CWF

C. State Cost Share contracts

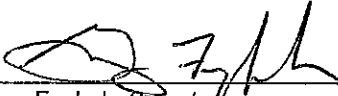
1. Huntley moved to cancel contract 01/14 and unallocated \$7368 because of non-compliance with project technical specifications. Second by Fynboh. Passed unanimously.

- D. Fynboh moved to approve payment of \$3560 in Working Lands Initiative funding to recently-closed RIM easement #75-03-07-01. Second by Huntley. Passed unanimously.
- E. Board and staff made plans to attend the Legislative Briefing and Day at the Capitol.
- F. Huntley moved to approve entering into a contract with Peterson Company to complete the 2014 year-end financial statements for the district. Passed unanimously after a second by Fynboh.
- G. Huntley moved to approve the 2014-2015 Easement Implementation Grant Amendment for \$2000. Passed unanimously after a second by Fynboh.
- H. Additions to written staff reports:
 - 1. Rice reported on a new easement funding round that just opened. He sent out a news release about the program to try to garner interest.
 - 2. Johnston presented an outline for the annual review and asked the board for bio write-ups. She gave an update on upcoming educational programming.
 - 3. Lembcke reported that he will be attending several trainings coming up, but that he won't be able to attend the shoreland session coming up in St Cloud.
 - 4. Staebler and Wiechmann did not have written reports. Staebler noted that she is currently working on year-end reporting. Wiechmann's funding for work on program promotion within the Mustinka watershed has ended, but she is currently doing work funded by the new Aquatic Invasive Specie grant instead.
- I. No supervisor reports
- J. Jeanne Ennen gave a Commissioner's report. She updated the board on recent levy approvals, and noted how the county is very pleased with the new County Coordinator, Becky Young. She gave her opinions on how the district might implement the county's wage scale, and noted that there is now a new County Engineer in place.

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

There will be a special meeting at 9 a.m. February 3 to discuss implementation of a district wage scale and a new benefit package.

Respectfully submitted,



Greg Fynboh, Secretary

Date

