

Stevens Soil & Water Conservation District
REGULAR MEETING MINUTES
Tuesday, January 12, 2016

- I. Chair Krosch called the meeting to order at 9:35 a.m. Board members present: Fynboh, Hufford, Huntley, Krosch, Lonergan. Staff present: Erickson, Johnston, Lembcke, Rice, Solemsaas, Staebler. Erickson & Lembcke left the meeting at 10 a.m. Lonergan left the meeting at 10:40.
- II. The Agenda was unanimously approved as amended after a motion by Supervisor Lonergan. Second by Supervisor Fynboh. Passed unanimously.
- III. Supervisor Huntley moved to approve the minutes from the December regular meeting. Second by Fynboh. Passed unanimously.
- IV. Financial Matters
 - A. Lonergan moved to approve the Treasurer's Report, which was presented prior to account reconciliations/formal report. Second by Huntley. Passed unanimously. A final report will be presented at the February meeting.
 - B. Fynboh moved to approve payment of the following bills. Second by Hufford. Passed unanimously.

1. Greg Fynboh	Supervisor Pay	57.03
2. Don Huntley	Supervisor Pay	65.13
3. Jim Krosch	Supervisor Pay	66.21
4. Dave Lonergan	Supervisor Pay	131.70
5. Valnes Rentals	January Rent	836.33
6. Judy Johnston	Mileage & education expenses	59.58
7. Forum Communications	Advertising	125.00
8. Bremer Card Services		1759.78
a. Promotional signs	81.61	
b. Office supplies	164.02	
c. Convention hotels & meals	1514.15	
9. Iceberg Web Design	Web site updates	1469.46
10. Morris Cooperative	Gas	42.23
11. Area 2 Envirothon	Donations	650.00
a. SWCD donation	150.00	
b. Water Plan donation	500.00	
12. Stevens County Fair	Equipment Storage	600.00
13. Motor Vehicle Registrar	Vehicle licenses	96.00
14. NACD	Annual Dues	500.00
15. MASWCD	Annual Dues	2619.71
16. Federated Telephone	Internet connection	69.95
17. MCIT	Workers Comp & Liability Ins	7447.00
18. Stevens County Highway	Gas	235.98
19. UMM	AIS brochures	1030.28
20. Otter Tail Power		18.71
- IV. Old Business
 - A. Supervisor Huntley moved to approve the hiring Midwest Community Planning to re-write the county local water plan, for a contract price not to exceed \$7500. Second by Lonergan. Passed unanimously.
 - B. The audited financial statements for 2014 were received by Peterson Company Ltd.

V. New Business

A. Cost Share

1. Allocations - none
2. Amendments & Payments
 - a. Fynboh moved to approve payment of contract 6/13 (Retzlaff WASC OB) for \$2793 (\$2733 FY2013, \$60 FY14. Second by Huntley. Passed unanimously. \$1316 in slippage will be returned to FY14 funding available.
 - b. Loneragan moved to amend contract #2/14 (Loge WASC OB) to add \$424 in FY14 funds. Second by Huntley. Passed unanimously.
 - c. Huntley moved to approve the payment of the following contracts. Second by Lonergan. Passed unanimously.
 - 1 \$3264 to contract #2/14 (Loge WASC OB)
 - 2 \$24000 to contract #1/15 (DeJa Acres WASC OB) (\$8031 FY14, \$12247 FY15, \$3722 FY16)

B. Annual District Reorganization

1. Hufford moved to approve the following election of officers by rotation. Second by Fynboh. Passed unanimously.
 - a. Chair Don Huntley
 - b. Vice Chair Dave Lonergan
 - c. Treasurer Greg Fynboh
 - d. Secretary Kirby Hufford
 - e. Reporter Jim Krosch
2. Loneragan moved to set regular meeting date, location and time to the second Tuesday of each month at 9:30 a.m. at the SWCD office. Second by Hufford. Passed unanimously.
3. Loneragan moved to authorize bi-weekly payroll and set 2016 pay scale changes/rates to include a 2% COLA for all staff, retroactive to January 1. Second by Huntley. Passed unanimously.
4. Huntley moved to set the mileage reimbursement rate to coincide with federal rate of \$0.54 per mile. Second by Fynboh. Passed unanimously.
5. Loneragan moved to set supervisor compensation rates at the maximum allowed by state statute, currently \$75 per day. Second by Fynboh. Passed unanimously.
6. Huntley moved to designate Riverwood Bank as the official depository for all financial business of the SWCD. Second by Lonergan. Passed unanimously.
7. Loneragan moved to leave current check signing authority in place. Second by Hufford. Passed unanimously. Authorized signors: Solemsaas, Staebler, Johnston, Fynboh, Hufford, Huntley, Krosch, Lonergan.
8. Loenrgan moved to authorize contract and agreement signing authority to the District Administrator. Second by Fynboh. Passed unanimously.
9. Huntley moved to assign the following committee appointments. Second by Lonergan. Passed unanimously.
 - a. Pomme de Terre River Association – Lonergan, Krosch Alt, Solemsaas
 - b. Bois de Sioux Watershed District – Fynboh, Solemsaas
 - c. Chippewa Watershed Project – Huntley, Rice
 - d. Comprehensive Local Water Plan – Hufford, Johnston
 - e. Barnes-Aasted Association – Huntley, Fynboh
 - f. West Central TSA – Krosch, Lonergan Alt, Rice
 - g. District Policy committee – Hufford, Fynboh

- h. District Budget committee – Krosch, Huntley
- i. District Personnel committee – Lonergan, Krosch
- C. Hufford moved to approve a contract with Peterson Company Ltd for the completion of the 2015 Financial Statements. Second by Lonergan. Passed unanimously.
- D. NRCS District Conservationist and his Soil Conservation Technician, Britta Haseman, are out at a training in Oklahoma this week.
- E. Additions to written staff reports
 1. Solemsaas reported that he's completing the work plan for the district capacity grant funding of \$100,000 we will be receiving. Erickson and Lembcke will be setting up meetings with landowners to discuss the MAWQCP. They are also working on AIS brochures to be distributed to boat owners in the county.
 2. Rice reported that he's processing reimbursement requests from the Bois de Sioux Watershed District and the Farm Bill Assistance grant. He noted that the DNR has a preliminary buffer map available on their web site that will be presented in a public meeting after it's finalized.
 3. Lembcke and Erickson are attending an AIS training today.
 4. Johnston reported that the annual review will be processed and published in February/early March.
 5. Staebler reported that she's working on web site revisions and year end accounting/reporting.
- F. Supervisors were reminded of the holiday party details.

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

Respectfully submitted,



Kirby Hufford, Secretary

2-9-2016
Date

