

**Stevens Soil & Water Conservation District
Regular Meeting Minutes
Tuesday, January 9, 2018**

- I. Chair Lonergan called the regular meeting to order at 9:30 a.m. Board members present: Feuchtenberger, Fynboh, Lonergan. Staff present: Erickson, Johnston, Lembcke, Linow, Solemsaas, Staebler, Wiechmann. Others present: Dale Krystosek, Lynda Ponting, and Pete Waller, BWSR.
- II. BWSR representatives gave an overview of the PRAP process and the timeline for completion of this review. A draft of the review will be presented in February or March.
- III. Supervisor Fynboh moved to approve the agenda as amended. Second by Supervisor Feuchtenberger. Passed unanimously.
- IV. Feuchtenberger moved to approve the minutes from the December 2017 regular meeting. Second by Fynboh. Passed unanimously.
- V. Financial Matters
 - A. Feuchtenberger moved to approve this month's Treasurer's Report. Second by Fynboh. Passed unanimously.

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

1.	Dennis Feuchtenberger	Supervisor Pay	69.26
2.	Greg Fynboh	Supervisor Pay	82.89
3.	Dave Lonergan	Supervisor Pay	239.92
4.	Valnes Rentals	January Building Rent	2187.00
5.	DMV	Vehicle registrations	112.00
6.	MCIT	Liability (7435) & WC (3354) Premiums	10,789.00
7.	Grant County Herald	Newsletter printing and mailing	751.84
8.	MASWCD	Annual Dues	2659.02
9.	NACD	Annual Dues	500.00
10.	HEI	Golf course feasibility study	3491.50
11.	Otter Tail Power	Electric bill	17.64
12.	Stevens County Highway	Gas	35.51
13.	Chokio Review	Advertising	39.60
14.	Forum Communications	Advertising	175.00
15.	Bremer Card Services		2615.06
	a.	MASWCD Convention hotels	1019.30
	b.	Gas & meals, convention	95.87
	c.	Verizon hotspot monthly fee	15.59
	d.	Adobe subscription	23.88
	e.	Web domain registration	20.17
	f.	Postage	113.34
	g.	Office supplies	964.33
	h.	TSA gas purchases	102.60
	i.	TV mounts	259.98
16.	Iceberg Web Design	web & email hosting	39.99
17.	Morris Cooperative	Gas	34.45

VI. Old Business

- A. Board and staff discussed plans for the upcoming Area 2 meeting to be held March 15 in Morris. The meeting will be held at WCROC, and the meal will be catered in. Matt is getting bids on meals from area caterers. The board also discussed who to appoint in place of Jim Krosch as Area 2 Secretary/Treasurer.
- B. Staebler handed out bound copies of the complete 2016 audited financial statements.

VII. New Business

- A. Feuchtenberger moved to approve the WCA Notice of Decision for Riverview-Jacobson quarter wetland replacement plan. Second by Fynboh. Passed unanimously.
- B. Staff reviews were tabled until current supervisors can re-convene a new personnel committee.
- C. There was no NRCS Report as Cory Walker was out of the office today.
- D. Additions to written staff reports:
 - 1. Solemsaas noted that a PRAP survey will be sent to district personnel and area partners and will be sent out tomorrow. He is working on a wetland violation. He applied for a MCC intern again this year. We have received the latest round of capacity grant funding. The SWCD is now a water test kit drop site for people who want their water sampled at RMB Labs. RMB stops daily (M-Th) to pick up samples as part of a regular route. He sent out new forms to township clerks regarding annual weed inspections and he's gotten most of the completed forms back. The golf course feasibility study and model are finished and he will be meeting with the consulting firm to discuss it via teleconference. The NRCS/SWCD operational agreement has been amended to allow all staff to have a phone/computer seat and the new agreement should be available for approval next month. He would like to hold a planning session for spending capacity funding, potentially at the next board meeting.
 - 2. Johnston reported that staff is working on articles for our annual review and asked the board if they had anything specific they'd like to highlight.
 - 3. Erickson has been working on conservation plans for updated RIM easements and he will be helping with RIM/WRP constructions in the absence of a WRP Specialist. There is a livestock integration workshop this week in Glenwood put on by the Land Stewardship Project. He updated the board on activity at the recent Chippewa River Watershed Project meeting.
 - 4. Lembcke has been meeting with landowners and designing tree planting plans for 2018. Numbers are up slightly from last year and there will be two large plantings. He's been getting help from Kasey to learn how to complete the EQIP-related planting plans for Cory.
 - 5. Wiechmann reported that she's working on CRP re-enrollments and has some MAWQCP landowner meetings coming up in the next week or so. She will be visiting Washington DC in February as part of the MASWCD Leadership Institute. She presented the draft AIS prevention plan to the county board this morning.
 - 6. Staebler noted she's working on the annual financial and elink reports.
- E. There were no supervisor reports.
- F. Annual SWCD Reorganization
 - 7. The board discussed the resignation of Jim Krosch and potential landowners who may be appointed until the next election. Solemsaas will contact potential individuals to gauge interest.
 - 8. Fynboh moved to approve the Election of Officers by the following rotation. Second by Feuchtenberger, the motion passed unanimously.
 - a. Chair Greg Fynboh
 - b. Vice Chair Troy Goodnough
 - c. Treasurer Dennis Feuchtenberger
 - d. Secretary Dave Lonergan
 - e. Reporter (vacant)
 - 9. Fynboh moved to set regular meeting date, location and time as 9:30 a.m. the second Tuesday of each month at the SWCD office. Second by Feuchtenberger. Passed unanimously.

10. Fynboh moved to authorize payment of bi-weekly payroll. Second by Feuchtenberger. Passed unanimously. Implementation of the 2018 pay scale was tabled until staff reviews are held.
11. Feuchtenberger moved to set mileage reimbursement rate to coincide with federal rate of \$0.545 per mile. Second by Fynboh. Passed unanimously.
12. Fynboh moved to set supervisor compensation per diems at \$75. Second by Feuchtenberger. Passed unanimously.
13. Fynboh moved to designate Riverwood Bank as the official depository of the SWCD. Second by Feuchtenberger. Passed unanimously.
14. Feuchtenberger moved to approve check signing authority for all SWCD Board members, District Administrator Solemsaas, Office Manager Staebler and Education Coordinator Johnston. Second by Fynboh. Passed unanimously.
15. Feuchtenberger moved to authorize District Administrator Solemsaas to sign SWCD contracts and agreements on behalf of the Board of Supervisors, prior to formal board approval when necessary due to timing constraints. Second by Fynboh. Passed unanimously.
16. Feuchtenberger moved to assign the following individuals to these committee appointments. Second by Fynboh. Passed unanimously.
 - a. Pomme de Terre River Association – Lonergan, Solemsaas
 - b. Bois de Sioux Watershed District – Fynboh, Solemsaas
 - c. Chippewa Watershed Project – Feuchtenberger, Erickson
 - d. Comprehensive Local Water Plan – Goodnough, Johnston
 - e. Barnes-Aastad Association – Fynboh, Feuchtenberger
 - f. West Central TSA – Lonergan, Fynboh alternate
 - g. District policy committee – Lonergan, Fynboh (chair)
 - h. District budget committee – Goodnough, Fynboh (chair)
 - i. District personnel committee – Feuchtenberger, Fynboh (chair)

Chair Lonergan closed the meeting at 11:15 a.m. to discuss personnel matters.

The meeting was reconvened and was adjourned at 12:00 p.m.

Respectfully submitted,



Dave Lonergan, Secretary

2-13-18

Date