

Stevens Soil & Water Conservation District
REGULAR MEETING MINUTES
Tuesday, February 9, 2016

Board members met at 8:30 with District Administrator Solemsaas regarding staff reviews and hiring a new District Technician.

- I. Chair Huntley called the meeting to order at 10:10 a.m. after the personnel committee meeting. Board members present: Hufford, Huntley, Krosch, Lonergan. Staff present: Erickson, Johnston, Lembcke, Solemsaas, Staebler. Others present: Walker.
- II. The Agenda was unanimously approved after a motion by Supervisor Krosch. Second by Supervisor Hufford. Passed unanimously.
- III. Supervisor Lonergan moved to approve the minutes from the January regular meeting. Second by Krosch. Passed unanimously.

IV. Financial Matters

- A. Krosch moved to approve the Treasurer's Report. Second by Lonergan. Passed unanimously.
- B. Krosch moved to approve payment of the following bills. Second by Hufford. Passed unanimously.

1.	Kirby Hufford	Supervisor Pay	70.88
2.	Don Huntley	Supervisor Pay	78.98
3.	Jim Krosch	Supervisor Pay	80.06
4.	Dave Lonergan	Supervisor Pay	79.88
5.	Valnes Rentals	February Rent	836.33
6.	Adam Erickson	Employee expenses	23.36
7.	John Lembcke	Employee expenses	23.90
8.	Munsterman Accounting	Year-end assistance	156.00
9.	Iceberg Wed Design	Website hosting	39.95
10.	Amundson Peterson	Tractor leases 2015	4807.24
11.	Morris Area Chamber	Membership	103.00
12.	American	letterhead envelopes (1000)	194.46
13.	Federated Telephone	Internet connection	69.95
14.	Office of the State Auditor	2014 Financial Statements	105.00
15.	Stevens County Highway	Gas	35.48
16.	Nyblemoe Law	Easement Title work	625.92
17.	Forum Communications	Legal meeting notice	48.30
18.	Otter Tail Power	Electric bill	18.83
19.	Bremer Card Services		864.23
	a.	ALS materials	337.23
	b.	Office supplies	510.38
	c.	Employee expenses	16.62

IV. Old Business

- A. The Stevens County Board of Commissioners recently approved to start the process of revising the County Local Water Management Plan. Stevens SWCD will contract with an independent consultant who will complete this process for us. He's beginning to put together a list of stakeholders.

V. New Business

- A. Krosch reported on the personnel committee meeting held earlier to discuss the results of employee performance reviews. The board noted no issues with staff performance. He also reported that Solemsaas accepted the resignation of Andy Rice. Lonergan moved to post a job announcement for the hiring of a new District Technician. Second by Krosch. Passed unanimously.
- B. Staebler requested the board consider allowing her to attend the 2016-2017 MASWCD Leadership Institute. Krosch moved to approve paying the registration fee and employee expenses for Staebler to attend the MASWCD Leadership Institute. Second by Lonergan. Passed unanimously.
- C. The board discussed who would like to attend this year's Legislative Briefing and Day at the Capitol. Registrations will be sent in after next month's meeting.
- D. State Cost Share fiscal years 2013 and 2015 will be closed out after final activity is reporting in elink. Krosch moved to allow Solemsaas signing authority on the final financial reports. Second by Hufford. Passed unanimously.
- E. Cory Walker gave a verbal NRCS Report. EQIP applications are due this week. March 31 is the deadline for CSP applications. The general CRP signup ends February 26. He recently spoke at Tri-Co Ag for the day and will be attending the Midwest Soil Health Summit February 17-18.
- F. Additions to written Staff Reports
 - 1. Solemsaas reported that he completed WCA year end report and submitted as required. He's been working with some landowners potentially interested in wetland banking. We were awarded another Conservation Corps intern for this summer. He asked the board for input on ways to spend the 2016 District Capacity funding we'll be receiving. The work plan needs to be completed as soon as possible.
 - 2. Lembcke reported on recent trainings attended, talked about tree planting and other spring projects.
 - 3. Erickson reported that we've received new AIS signage they will be putting up soon.
 - 4. Johnston reported on plans for the Spring Expo and stated that the office staff will be doing regular radio spots on a monthly basis.
- G. Supervisor Reports. The Area 2 meeting will be held April 13. Board members and authorized staff signed a new bank signature card. Krosch is planning to attend the community meeting organized by Jeff Backer in Chokio.

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

Respectfully submitted,



 Kirby Hufford, Secretary

3-8-2016

 Date