

**Stevens Soil & Water Conservation District
Regular Meeting Minutes
Tuesday, August 8, 2017**

- I. Chair Lonergan called the regular meeting to order at 9:30 a.m. Board members present: Feuchtenberger, Krosch, Lonergan. Staff present: Johnston, Linow, Solemsaas (left meeting 11 a.m.), Staebler, Wiechmann. Others present: Cory Walker, NRCS; Steph Adams, PDTRA; Barb and Bob Valnes, building owners (9:45).
- II. Supervisor Krosch moved to approve the agenda. Second by Supervisor Feuchtenberger. Passed unanimously.
- III. Krosch moved to approve the minutes from the July 2017 regular meeting, as corrected. Second by Feuchtenberger. Passed unanimously.
- IV. Financial Matters
 - A. Feuchtenberger moved to approve this month's Treasurer's Report. Second by Krosch. Passed unanimously. Staebler also presented a draft program log of district grant expenditures and accepted comments for improvement from the board. The log will be updated and presented quarterly to keep the board abreast of grant funding available and expended to date.

Building owners Bob and Barb Valnes spoke to the board regarding lease negotiations with the USDA-NRCS and FSA, and showed the blueprints and plans for building remodeling and renovation. Krosch moved to commit to a 10-year lease of approximately 1600 square feet for SWCD use, at a rate to be negotiated. Second by Feuchtenberger and all members voting aye, the motion passed.

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

1.	Dennis Feuchtenberger	Supervisor Pay	69.26
2.	Jim Krosch	Supervisor Pay	79.96
3.	Dave Lonergan	Supervisor Pay	79.79
4.	Valnes Rentals	August Building Rent	836.33
5.	Steve Linow	Fuel Expense/TSA	133.62
6.	Adam Erickson	Meeting meal	16.34
7.	Morris Lumber	Rain garden catch basin	118.94
8.	Federated Telephone	Internet	168.62
9.	Metro Sales	Copier Lease	142.27
10.	Stevens County Highway	Gas	547.21
11.	Mobiz Computers	Server Maintenance	368.97
12.	Town & Country	Supplies	96.58
13.	Iceberg Web Design	Web and email hosting	39.99
14.	Morris Bearing		463.10
15.	Munsterman Accounting	Quarterly tax help	56.25
16.	KMRS KKOK	PPD ad	65.00
17.	Ace Hardware	Supplies	26.67
18.	NAPA	Parts	105.05
19.	Custom Fabrication	Repair	24.00
20.	Morning Sky Greenery	Rain Garden plants	1989.20

Additional bills paid after meeting/prior to Sept meeting.

21.	Willie's Super Valu	Field Supplies	3.99
22.	Northern Impressions	Mulch for rain gardens	1108.00
23.	Houston Engineering	PDTRA Feasibility study	2821.00
24.	Metro Sales	Copier Lease	204.70
25.	Otter Tail Power	Electric bill	76.62
26.	DJN Electric	PTO shaft for cutter	1690.00
27.	Mobiz Computers	Server maintenance & TSA repair	260.00

28. Morris Bearing	Mower & drill parts	430.15
29. Grant County Herald	Newsletter printing & mailing	607.46
30. Forum Communications	Hort Night Ad	25.00
31. Stevens County Hwy	Gas	271.89
32. Ace Hardware	Supplies	22.90
33. Morris Cooperative		184.60
34. Bremer Card Services	Employee exp, office supplies,	1381.06
35. Medica	Health Insurance payment	1534.24
36. Federated Telephone	Internet	109.95

V. Old Business

- A. Board members should turn in their registration for the MASWD Governance 101 training by August 20 if interested.
- B. Krosch moved to amend the State and Other Cost Share section of the Stevens SWCD Policy Handbook as stated, to include specifics related to the new buffer cost share program. Second by Feuchtenberger, passed unanimously.

VI. New Business

- A. Krosch moved to approve expenses related to the use of four seats on the Stevens County's new enterprise license for GIS software. Feuchtenberger seconded. Passed unanimously. Cost is expected to be between \$1000-1500 per year per seat.
- B. The staff will take part in a Frontier Precision training this fall for using the Trimble GPS. There are funds available in the District Capacity grants to cover the cost of this training.
- C. Discussion of the 2018 District Capacity Grant work plan will be tabled until the next meeting.
- D. Cost Share Allocations
 1. Krosch moved to approve the following CWF cost share allocation. Second by Feuchtenberger. Passed unanimously.
 - \$5625 to Contract 75-35-14-CWF for 15 alternative tile intakes.
 2. Krosch moved to approve the following District Capacity cost share allocations. Second by Feuchtenberger. Passed unanimously.
 - \$13455.61 (\$311.02 FY16, \$13144.59 FY17) to Contract 1-DC17 for WASCObS in conjunction with EQIP.
 - \$7031.88 to Contract 15-DC16 for WASCObS in conjunction with EQIP.
- E. Steph Adams gave a report on recent activities within the Pomme de Terre River Association. Committees have been formed to work on the One Watershed One Plan program and there will be a tour of the watershed in September for committee members to learn more about work that needs to be done.
- F. Cory Walker gave a verbal NRCS report. He has been working on grazing plans and following up on some weed complaints on WRP easements. He noted that there haven't been recent changes within the lease renewal process. He has seen a variety of project types in the latest round of EQIP applications. He's working 17 CSPs; either they need plans written or they are being audited.
- G. Additions to written staff reports:
 1. Staebler reported that she is working with the TSA on agreements between the SWCD and the TSA for services. She is getting ready for financial statement audits for the SWCD and PDTRA which are happening this week.
 2. Johnston discussed plans for the AIS Family Fun night coming up and showed the board some of the materials that will be available at the County Fair booth. She is working with other staff on the MASWCD award applications.
 3. Wiechmann showed the board the AIS desktop display board that was recently purchased.
- H. No additional Supervisor Reports

Meeting was adjourned at 11:25 a.m.

Respectfully submitted,



 Jim Krosch, Secretary

9-12-17

 Date