

**Stevens Soil & Water Conservation District
Regular Meeting Minutes
Tuesday, January 8, 2019**

The personnel committee met prior to the regular meeting to discuss staff reviews and determine 2019 wage scale. Solemsaas, Feuchtenberger, Fynboh.

- I. Chair Fynboh called the regular meeting to order at 9:35 a.m. Board members present: Anderson, Feuchtenberger, Fynboh. Staff present: Erickson, Jenc, Johnston, Lembcke, Linow, Solemsaas, Staebler. Others present: Cory Walker, NRCS.
- II. Supervisor Anderson moved to approve the agenda as amended. Second by Supervisor Feuchtenberger. Passed unanimously.
- III. Personnel Reports
 - A. District Conservationist Walker gave an NRCS Report. He is working on sending out payments before a March 1 deadline. There are two weeks left before the EQIP application deadline and he has 71 applications so far that need to be ranked. Victoria's contract has been extended through the end of February. FSA is currently shut down along with other federal government agencies and NRCS may close later if the shutdown lingers. The new Farm Bill was passed.
 - B. Additions to written staff reports:
 - a. Solemsaas reported that the technicians finished putting equipment in the shed and organizing. The Bois de Sioux Watershed 1W1P is currently on hold but they should soon be approving a new contract. The steering committee for the PDTRA 1W1P is in the final stages of completing their plan and will tentatively have it approved something this year. The PDTRA was recently awarded a 2019 CWF grant. He has submitted work plans for the 2019 local capacity and buffer grants. The board and staff will have a retreat tentatively in March and a PRAP grant could be used to hire a facilitator. He completed annual staff reviews.
 - b. Erickson reported that he has been entering information into BuffCat in order to have more accurate numbers regarding buffer law compliance. We are still waiting on a determination from BWSR related to the RIM easement violation. There is a cover crop field day in Starbuck this evening.
 - c. Johnston has been working on the outline for Annual Review submissions and asked the board for input.
 - d. Jenc has been planning AIS events for the summer.
 - e. Staebler is working on financial and elink reporting and preparing for the year-end financial statements.
- IV. Anderson moved to approve the minutes from the November meeting. Second by Feuchtenberger. Passed unanimously.
- V. Financial Matters
 - A. Feuchtenberger moved to approve this month's Treasurer's Report. Second by Anderson. Passed unanimously.

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

1. Debbie Anderson	Supervisor Pay	87-56
2. Dennis Feuchtenberger	Supervisor Pay	69.26
3. Greg Fynboh	Supervisor Pay	83.76
4. Valnes Rentals	January Building Rent	2187.00
5. Morris Cooperative	LP for shed	705.14
6. Bankord Electric	Shed expansion	5878.90
7. McGinnis Appliance	Shed heater	2382.00
8. Midwest Machinery	2018 tractor leases	2565.00
9. Chokio Review	advertising	39.60
10. Eul's	key	4.00
11. Willie's	open house expenses	33.80
12. MCIT	Insurance policy renewals	12388.00
13. MASWCD	Annual Dues	2769.30
14. NACD	Annual Dues	500.00
15. Bremer Card Services	Not yet received	TBD

VI. No Old Business

VII. New Business

- A. Anderson moved to approve sending Solemsaas &/or Staebler to the MASWCD Public Administrator Training. Second by Feuchtenberger. Passed unanimously.
- B. Feuchtenberger moved to approve 2019 wage scale adjustments for all employees following the county scale, retroactive to January 1, 2019. Second by Anderson. Passed unanimously.
- C. Cost Share Contracts
1. Feuchtenberger moved to approve the following District Cost Share Payments. Second by Anderson. Passed unanimously.
 - a. \$1254 to contract 2/18SCS for rain garden (H Waye)
 - b. \$1279 to contract 1/18SCS for rain garden (M Hanson)
 - c. \$1593 to Alternative tile contract 3/DC17 (Hennen)
 - d. \$637 to Alternative tile contract 4/DC17 (Hennen)
 2. Anderson moved to approve the following PDTRA Cost Share Activity. Second by Feuchtenberger. Passed unanimously.
 - a. Pay \$3825 to Alternative tile contract 75-33-14-CWF (Mahoney)
 - b. Amend to add \$431 to Alternative tile contract 75-35-14-CWF (Raths)
 - c. Pay \$6056 to contract 75-35-14-CWF (Raths)
- D. District Policy Updates
1. Feuchtenberger moved to approve the RIM Reserve Policy and landowner acknowledgement. Second by Anderson. Passed unanimously.
 2. A Time Off Request form/policy were tabled until the next meeting.
 3. Anderson moved to approve the bill collection policy as drafted. Second by Feuchtenberger. Passed unanimously.
 4. Feuchtenberger moved to approve the Alternative Practice Policy. Second by Anderson. Passed unanimously.
- E. Annual SWCD Reorganization
1. Feuchtenberger moved to approve the following Election of Officers by rotation. Second by Anderson. Passed unanimously.
 - a. Chair Troy Goodnough
 - b. Vice Chair Dennis Feuchtenberger
 - c. Treasurer Dave Loneragan

d. Secretary Debbie Anderson

e. Reporter Greg Fynboh

2. Anderson moved to set the regular meeting date, location and time as the second Tuesday or each month at 9:30 a.m. in the SWCD Office. Second by Feuchtenberger. Passed unanimously.
3. Anderson moved to approve the authorization to pay bi-weekly payroll. Second by Feuchtenberger. Passed unanimously.
4. Anderson moved to set the mileage reimbursement rate to coincide with federal rate of \$0.58 per mile for 2019. Second by Feuchtenberger. Passed unanimously.
5. Feuchtenberger moved to set supervisor compensation per diems at the \$75 maximum rate. Second by Anderson. Passed unanimously.
6. Designation of the official depository was tabled until the February meeting.
7. Feuchtenberger moved to approve check signing authority for all supervisors plus Johnston, Solemsaas and Staebler. Second by Anderson. Passed unanimously.
8. Feuchtenberger moved to approve the District Administrator (currently Solemsaas) as authorized signors for SWCD contracts and agreements, including documents that must be signed and submitted prior to board approval due to logistics/time constraints. Second by Anderson. Passed unanimously.
9. Feuchtenberger moved to assign the following committee appointments for 2019. Second by Anderson. Passed unanimously.
 - a. Pomme de Terre River Association - Lonergan, Solemsaas
 - b. Bois de Sioux Watershed District - Fynboh, Solemsaas, Anderson alternate
 - 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 – Fynboh, Goodnough as board chair
 - h. District budget committee – Lonergan, Goodnough as board chair
 - i. District personnel committee - Feuchtenberger, Goodnough as board chair

VIII. Supervisor Reports

- A. 2017 Audited Financial Statements were distributed.
- B. After PRAP grant approval and securing a facilitator, Solemsaas will determine possible dates for an SWCD Retreat tentatively to be held after the March or April regular meeting.

The meeting was adjourned at 11:40 a.m.

Respectfully submitted,



Debbie Anderson, Secretary



Date