

**Stevens Soil & Water Conservation District
Regular Meeting Minutes
Tuesday, February 12, 2019**

I. Chair Goodnough called the regular meeting to order at 9:30 a.m. Board members present: Anderson, Feuchtenberger, Fynboh, Goodnough. Staff present: Erickson, Jenc, Johnston, Lembcke, Linow, Solemsaas, Staebler. Others present: Cory Walker, NRCS; Jeanne Ennen, Stevens County Commissioner.

II. Supervisor Feuchtenberger moved to approve the agenda as amended. Second by Supervisor Anderson. Passed unanimously.

III. Personnel Reports

A. District Conservationist Walker gave an NRCS Report. He has not had any updates on the Farm Bill yet. He's been working with changes to the printer/networking. EQIP applications are almost done.

B. Commissioner Ennen mentioned that they are waiting for a reply on the Ditch 18 project. They are also attending a legislative conference this afternoon.

C. Additions to written staff reports:

a. Solemsaas reported on the recent 1W1P meeting. There have been a lot of meetings rescheduled because of the weather. He is working on details for the Retreat which will be held in April.

b. Erickson noted we are still waiting for a response from BWSR regarding the RIM non-compliance issue.

c. Lembcke is working on tree plans for 2019. He will be taking part in a WIA webinar in March. They will take re-enrollments first and if there is funding available, they will open the program for new enrollments. He is going to schedule McGinnis Appliance to replace the compressor in the tree cooler so it's ready for spring.

d. Jenc reported that she'd had one inquiry related to MAWQCP since she sent out approximately 40 letters to selected landowners who would be good candidates. She's also working on some AIS prevention signs to be posted at lake accesses. She will also be talking to the site administrators of each of the public accesses about prevention.

e. Johnston is preparing for in-school programs. She may be helping with Supervisor Goodnough's youth institute on March 15. The SWCD will have a booth at the Spring Expo and supervisors are invited to spend time in the booth.

f. Staebler is working on year-end financial reports for next month. Fynboh moved to forego the formal financial statements this year based on BWSR revisions to policy regarding statements and audits. Second by Feuchtenberger. Passed unanimously.

IV. Anderson moved to approve the minutes from the January meeting. Second by Feuchtenberger. Passed unanimously.

V. Financial Matters

A. Supervisor Fynboh moved to approve this month's Treasurer's Report. Second by Feuchtenberger. 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	182.03
4. Troy Goodnough	Supervisor Pay	70.16

5. Valnes Rentals	February Building Rent	2187.00
6. John Lembcke	Employee expenses	11.64
7. Chokio Review	Annual Subscription	25.00
8. Seales & Munsterman Acct	Annual tax filings & W-2a	225.00
9. MACAI (County Ag Inspectors)	Annual Dues	85.00
10. Morris Bearing	Shop equipment	160.00
11. Metro Sales	Copier Rent	152.17
12. Area 2 Envirothon	Annual allocation from Water plan	500.00
13. Forum Communications	Advertising	175.00
14. Evink Construction	Shed expansion labor	14800.00
15. Bremer Card Services	Office supplies & maintenance	164.96
16. Stevens County Highway		71.86
17. MN PEIP	Health insurance premiums	1655.60

VI. Old Business

- A. Feuchtenberger moved to approve the Time Off Request Policy and form. Second by Fynboh. Exact language on the request form is to be determined by the District Administrator. Anderson moved to approve the policy language that requests will be handled on a first-come, first-served basis and requests cannot be made more than one calendar year in advance of leave. Second by Feuchtenberger. Passed unanimously.
- B. Designation of the official depository was tabled until next meeting.
- C. Fynboh moved to approve expenses to send Matt Solemsaas to MASWCD Public Admin Training. Second by Anderson. Passed unanimously. Registration cost was much higher than estimated and discussed at the previous meeting, so another motion confirmed acceptance of these costs.

VII. New Business

- A. Feuchtenberger moved to approve the audit engagement letter with Peterson Services for an audit of the 2018 financial statements. Second by Anderson. Passed unanimously. Fynboh moved to send RFP in 2020 for additional bids on audit completion. Second by Feuchtenberger. Passed unanimously.
- B. PDTRA Cost Share
 1. Fynboh moved to approve an amendment to contract 75-1-16-319 to add \$7724 and allow for 75% cost share of the total project cost. Second by Anderson. Passed unanimously.
 2. Feuchtenberger moved to approve final payment of \$80,910 to contract 75-1-16-319 for 75% cost share reimbursable by the PDTRA. Second by Anderson. Passed unanimously.
 3. Board members discussed who will attend the MASWCD Legislative Briefing & Day at the Capitol.

VIII. Supervisor Reports

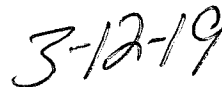
- A. District Administrator Solemsaas took the oaths of office for Supervisors Fynboh and Anderson.
- B. Feuchtenberger reported that the Chippewa watershed project will be meeting this week, but they are meeting as only commissioners.
- C. Staebler will send supervisors reminders and agendas for upcoming meetings and events.

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

Respectfully submitted,



Debbie Anderson, Secretary



Date