

Stevens Soil & Water Conservation District
Regular Meeting Minutes
Tuesday, January 14, 2020

- I. Vice Chair Feuchtenberger called the regular meeting to order at 9:35 a.m. Board members present: Anderson, Feuchtenberger, Fynboh, Lonergan. Staff present: Johnston, Lembcke, Linow, Staebler, Solemsaas. Others present: Pete Waller, BWSR; Cory Walker, NRCS; Jeanne Ennen, County Commissioner.
- II. Supervisor Anderson moved to approve the agenda as amended. Second by Supervisor Lonergan. Passed unanimously.
- III. Personnel Reports
 - A. Cory Walker, NRCS, updated the board on recent activity. They processed CSP payments and are still waiting on CRP guidelines before signing up new contracts. Both general and continuous signups are open at this time. They are hosting a training at the end of the month on their new software. He noted that Stevens county is fortunate to have funding from the PDTRA available to landowners in this area. His area is one of the top in the region in terms of numbers of projects.
 - B. Commissioner Ennen reported on the County Ditch 5 & 25 public hearing process. The SWCD will be required to hold an informational meeting for landowners. She also reminded the board that the County Assessor is willing to come speak to the board about tax valuations on conservation lands.
 - C. Additions to staff reports
 - a. Solemsaas is continuing to work with Roger Rose at UMM on developing a survey that will canvas landowners about SWCD services. He will be conducting staff performance reviews prior to the February meeting.
 - b. Lembcke will be at a training next week on how to use the new NRCS/USDA Conservation Desktop.
 - c. Johnston is working on putting things together for the Annual Review, which will be published in house again. She is also working on a new project with the 4th grade classes on composting waste.
 - d. Staebler will be working remotely with the CPA firm to set up the new Quickbooks company file and complete year-end entries.
 - e. Linow is working on a large sediment dam project that's almost complete. He's also working with the WCROC and on several projects within Stevens and the other counties within the TSA area.
- IV. Supervisor Fynboh moved to approve the minutes from the December regular meeting. Second by Anderson. Passed unanimously.
- V. Financial Matters
 - A. Fynboh moved to approve this month's Treasurer's Report. Second by Anderson. Passed unanimously.
 - B. Lonergan moved to approve payment of the following bills, with the removal of the power washing charge from Midwest Machinery. Second by Fynboh. Passed unanimously.

1.	Debbie Anderson	Supervisor Pay	87.41
2.	Dennis Feuchtenberger	Supervisor Pay	69.26
3.	Greg Fynboh	Supervisor Pay	83.64
4.	Dave Lonergan	Supervisor Pay	80.51
5.	Valnes Rentals	January Building Rent	2187.00
6.	Chris Staebler	Meals, meetings	21.64
7.	Midwest Machinery	Tractor Leasing 2019	5556.00
8.	Willie's	Tree open house expenses	20.81
9.	MN Soil Health Coalition	Annual membership	25.00
10.	ESRI	ArcGIS Annual Maintenance fee	1515.00
11.	MASWCD	Annual Dues	2949.88
12.	Iceberg Web Design	Monthly web hosting	62.99
13.	MCIT	Annual renewals	13570.00
14.	DMV	Vehicle registrations	173.25
15.	NACD	Annual Dues	500.00
16.	Metro Sales	Copier Lease	236.27
17.	Area 2 Envirothon	Annual allocation	500.00
18.	Otter Tail Power	Electric bill	33.54
19.	MN PEIP	Health insurance	2364.30
20.	Pope SWCD	Teacher of the Year expenses	62.71
21.	Bremer Card Services		2463.38
	a.	Convention hotel	1988.02
	b.	Office Maintenance	77.10
	c.	Reimbursable by PDTRA	192.25
	d.	Gift cards for field help	175.00

VI. Old Business

- A. Lonergan moved to reject all bids for the purchase of the 2003 Ford, based upon book value and to utilize trade-in offered by Valu Ford instead. Second by Anderson. Passed unanimously. Solemsaas has been looking at using that trade-in value and purchasing a 2020 Dodge Ram to use for field checks.
- B. Fynboh moved to approve and send to BWSR the draft letter recommending approval of the CWMP. Second by Anderson. Passed unanimously.
- C. Lonergan moved to approve the Chippewa Watershed JPA. Second by Fynboh. Passed unanimously.

VII. New Business

- A. Anderson moved to approve the 2020 Charges for Services. Second by Fynboh. Passed unanimously.
- B. The personnel committee will meet prior to the February 11 meeting to review staff performance evaluations prior to setting 2020 pay rates.
- C. Cost Share Contract Approvals
 - 1. Amendments
 - a. Fynboh moved to approve amendment of contract 3-DC18 to extend completion deadline and allocate \$7991.12 additional funding (3972.64 FY16 Local Capacity & \$1018.48 FY17 Local Capacity) to allow for 75% cost share, and to address and revise policy regarding contract payments going forward.

Second by Anderson. Passed unanimously. There was discussion on when and how to allocate additional funding and how to determine eligible or reasonable costs for a project that comes in over the estimated amount. Many factors were discussed including EQIP contract time, payment rates and contract modifications, overages, bid processes for certain projects, type of project, etc.

- b. Anderson moved to approve amendment to contract 7-18SCS to add \$300 FY18 State Cost Share funding to allow for 75% cost share. Second by Lonergan. Motion passes with 3 ayes and 1 abstained.
- c. Fynboh moved to approve amendment of contract 75-9-16-319 to add \$4545 additional funding (2016 federal 319) to allow for 75% cost share. Second by Anderson. Passed unanimously.
- d. Anderson moved to approve amendment of contract 6-18SCS to add \$146 additional funding to allow for 75% cost share. Second by Lonergan. Passed unanimously.

2. Payments

- a. Anderson moved to approve final payment of contract 3-DC18 \$14421 (\$6429.88 FY18 Local Capacity, \$6972.64 FY16 LC, & \$1018.48 FY17 LC) for 75% cost share on Schneider pit closure. Second by Fynboh. Passed unanimously.
- b. Lonergan moved to approve final payment of contract 7-18SCS of \$750 for 75% cost share on Fynboh alternative tile intake. Second by Anderson. Passed with 3 ayes and 1 abstained.
- c. Fynboh moved to approve final payment of two contracts: 75-9-16-319 final payment of \$16164.00 for 75% cost share on Wulff WASCObS and
- d. 75-4-16-319 final payment of \$1662.89 for 75% cost share on Hill rain garden. Second by Lonergan. Passed unanimously.
- e. Lonergan moved to approve final payment of contract 6-18SCS for 75% cost share on Carr rain garden. Second by Fynboh. Passed unanimously.

- 3. Pete Waller, BWSR, gave an overview of the grants process for the board and the Technical assessment authority required for approval of project work. NRCS and SWCD staff will discuss further with Waller in a training held after the meeting.

D. Annual SWCD Reorganization

- 1. Election of Officers by rotation was approved on a unanimous motion by Lonergan and second by Fynboh.
 - a. Chair Dennis Feuchtenberger
 - b. Vice Chair Dave Lonergan
 - c. Treasurer Debbie Anderson
 - d. Secretary Greg Fynboh
 - e. Reporter Troy Goodnough
- 2. Anderson moved to set regular meeting date, location and time for the second Tuesday of each month at 9:30 a.m. in the SWCD office. Second by Lonergan. Passed unanimously.
- 3. Lonergan moved to authorize regular payment of bi-weekly payroll with 2020 rates to be set after the February staff performance reviews. Second by Anderson. Passed unanimously.

4. Fynboh moved to set mileage reimbursement rate to coincide with federal rate, currently \$0.575 per mile. Second by Lonergan. Passed unanimously.
5. Lonergan moved to set supervisor compensation per diems at \$75. Second by Anderson. Passed unanimously.
6. Anderson moved to designate Riverwood Bank as the official depository of the Stevens SWCD. Second by Lonergan. Passed unanimously.
7. Lonergan moved to approve check signing authority as it was in the past: all supervisors, District Administrator Solemsaas, Office Manager Staebler and Education Coordinator Johnston. Second by Fynboh. Passed unanimously.
8. Anderson moved to approve the District Administrator, Matt Solemsaas or his successor, as authorized signors for SWCD documents including contracts and agreements, with the ability to sign documents prior to the board approving them when necessary. Second by Lonergan. Passed unanimously.
9. Chair Feuchtenberger made the following committee appointments:
 - a. Pomme de Terre River Association - Lonergan, Solemsaas, Goodnough alternate, Fynboh second alternate
 - b. Bois de Sioux Watershed District - Fynboh, Solemsaas, Anderson alternate
 - c. Chippewa Watershed Project - Feuchtenberger, Solemsaas, Anderson alternate
 - d. Comprehensive Local Water Plan - Goodnough, Johnston, Solemsaas
 - e. Barnes-Aastad Association - Fynboh, Feuchtenberger
 - f. West Central TSA - Lonergan, Fynboh alternate
 - g. District policy committee - Fynboh, Feuchtenberger as board chair
 - h. District budget committee – Anderson as Treasurer, Feuchtenberger as board chair
 - i. District personnel committee – Goodnough, Feuchtenberger as board chair

VIII. Supervisor Reports

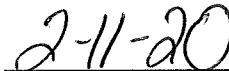
- a. MASWCD Legislative Briefing & Day at the Capitol will be held March 24-25
- b. Area 2 meeting will be held March 11.
- c. Reminder to complete the Campaign Finance report prior to January 31 if you haven't already done so.

The meeting was adjourned at 11:50 a.m.

Respectfully submitted,



Greg Fynboh, Secretary



Date