

**Stevens Soil & Water Conservation District**  
**Regular Meeting Minutes**  
**Tuesday, September 13, 2022**  
**9:30 a.m. SWCD Office**

- I. Vice Chair Fynboh called the regular meeting to order at 9:35 a.m. Board members present: Anderson (9:40), Fynboh, Goodnough, Lonergan. Staff present: Solemsaas, Staebler. Others present: Melissa McCann, NRCS (report only); Jeanne Ennen, Stevens County Commissioner.
- II. Supervisor Lonergan moved to approve the agenda as amended. Second by Supervisor Goodnough. Passed unanimously.
- III. Reports
  - A. Melissa McCann, NRCS, gave a program update. She discussed the number of contracts and renewals she's working on for EQIP and CSP. She wrote a recommendation letter for our outstanding conservationist to be sent to the MASWCD with our application for the state award. She discussed with the board the pipeline of education and job openings within the agency and how to increase interest in openings when they do become available.

Chair Anderson began presiding over the meeting.

- B. Commissioner's Report: Commissioner Ennen reported on the recent County Ditch 16 hearing and how a missing parcel was discovered. That correction will be final next week. There was a meeting with the 2 commissioners and county engineers from Stevens and Grant Counties to discuss the Silver/Shower Lake project and how to move forward. Things are still at a standstill. She also noted that the day care facility build is still slated to begin this fall.
- C. Additions to written staff reports
  - a. Solemsaas presented some pictures of projects that are in progress right now to give the board examples of what types of things we are providing cost share for. Some of the smaller implements/attachments we have not been using lately will be taken to an auction in Hoffman. He also showed the board an overview of the funding which has been spent on projects within the PDTRA WBIF so far and the program logs we keep to track these projects.
- IV. Lonergan moved to approve the minutes from the August Regular Meeting. Second by Goodnough. Passed unanimously.

V. Financial Matters

- A. Goodnough moved to approve this month's Treasurer's Report. Second by Fynboh. Passed unanimously.
- B. Goodnough moved to approve payment of the following bills. Second by Lonergan. Passed unanimously.

1. Valnes Rentals	September Rent	2537.00
2. Debbie Anderson	Supervisor Pay	135.69
3. Greg Fynboh	Supervisor Pay	277.75
4. Troy Goodnough	Supervisor Pay	233.87
5. Dave Lonergan	Supervisor Pay	618.43
6. Mobiz Computers	New work stations & battery backups, final pmt	2050.97
7. American	AIS promotional materials	238.79
8. Max's Landscaping	Rain garden mulch, 5 yards	250.00
9. D's Needles	AIS promotional materials	630.00
10. Town & Country	Supplies	43.97
11. Engebretson & Sons	Tree disposal	20.00
12. Willie's	Meeting expenses	10.18
13. Iceberg Web Design	Tech support, email forwarding	43.75
14. Morris Cooperative	Fuel	25.99
15. Morris Lumber	Rain garden catch basin	48.99
16. Napa	Parts	153.03
17. Otter Tail Power	Electric	38.76
18. Stevens County Highway	Fuel	1422.50
19. Bremer Card Services		433.24

a. Office Maintenance 21.48

b. Education expenses	61.38
c. TSA Expenses	350.38

VI. Old Business

- A. Lonergeran moved to update the position descriptions for the District Technician and Assistant Technician as presented. Second by Fynboh. Passed unanimously.
- B. Goodnough moved to offer John Lembcke the position of District Technician, at Grade 17 Step 9 on the county scale (\$27.89 per hour). Second by Fynboh. Passed unanimously/
- C. Lonergeran moved to advertise the position opening of an Assistant Technician. Second by Goodnough. Passed unanimously.

VII. New Business

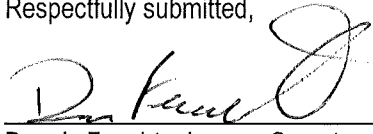
- A. Goodnough moved to allow for excess/unused field equipment to be sold at an upcoming auction. Second by Lonergan. Passed unanimously.
- B. Goodnough moved to approve the Management Representation Letter related to the 2021 Financial Statement Audit. Second by Fynboh. Passes unanimously. Fynboh moved the Journal Entries related to the 2021 Financial Statements as presented by Peterson Company. Second by Lonergan. Passed unanimously.
- C. Goodnough moved to approve the following two cost share allocations. Second by Fynboh. Passed unanimously.
  - a. \$1833 to contract # 75-5-21-WBIF for Fitzgerald WASCOP project in conjunction with EQIP.
  - b. \$18225 to contract 75-6-21-WBIF for Engebretson shoreline restoration project.

VIII. Supervisor Reports

- A. Lonergan and Staebler will attend the Area 2 Meeting to be held September 20.
- B. Fynboh mentioned that the Bois de Sioux 1W1P is accepting requests to help them determine their workplan. He also mentioned a groundwater atlas Jared from Grant County is working on.
- C. Goodnough presented information similar to what he talked about at the last Area 2 meeting at a BWSR staff meeting recently.

The meeting was adjourned at 11:15 a.m.

Respectfully submitted,



Dennis Feuchtenberger, Secretary

11-8-22  
Date