

Stevens Soil & Water Conservation District
Regular Meeting Minutes
Tuesday, February 13, 2024
9:30 a.m. SWCD Office

- I. Vice Chair Feuchtenberger called the regular meeting to order at 9:35 a.m. Board members present: Anderson, Feuchtenberger, Fynboh, Lonergan. Staff present: Solemsaas, Staebler. Others present: Britta Haseman, NRCS.
- II. Supervisor Fynboh moved to approve the agenda. Second by Supervisor Lonergan. Passed unanimously.
- III. Reports
- A. Britta Haseman, NRCS, noted that they have finished ranking EQIP applications. Only 2 projects were funding, with 1 more potential project. The state is looking to change/clarify funding pools and enable us to get surplus funding sooner than later. There will again be a contribution agreement allowing for the SWCD to be paid for work the technicians do on CRP contracting.
- B. Jeanne Ennen, County Commissioner, was unable to attend.
- C. Additions to staff reports
- a. Solemsaas reported that we took out a full page ad in this year's plat books. The Chippewa River watershed is in the 60-day comment period for the 1W1P and hopes to receive funding in July or August. He is waiting for a meeting to be scheduled with a landowner regarding a WCA tiling violation. He submitted 2 grant applications recently, one for soil health staff and a climate smart pilot grant which includes funding for both cost share as well as staffing. There are two more grants with RFPs opening by the end of February. He has been working with the PDTRA and the DNR on starting to plan the Crissy Dam project.
- b. Steve Linow included a quarterly written report this month.
- IV. Supervisor Anderson moved to approve the minutes from the January 2024 Regular Meeting. Second by Lonergan. Passed unanimously.
- V. Financial Matters
- A. The board reviewed the draft 2023 financial reports.
- B. Fynboh moved to approve this month's Treasurer's Report. Second by Anderson. Passed unanimously. The SWELL account will be closed in the near future when the SWELL 501(c)(3) opens their own account. Stevens SWCD will track accounting for SWELL, similar to what we've done for the PDTRA, but on a much smaller scale.
- C. Fynboh moved to approve payment of the following bills. Second by Anderson. Passed unanimously.
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| 1. Valnes Rentals | February Rent | 2537.00 |
| 2. Debbie Anderson | Supervisor Pay | 274.07 |
| 3. Greg Fynboh | Supervisor Pay | 264.38 |
| 4. Dennis Feuchtenberger | Supervisor Pay | 115.43 |
| 5. Dave Lonergan | Supervisor Pay | 128.99 |
| 6. John Lembcke | Brady & John meeting reg & meals | 90.00 |
| 7. Otter Tail Power | Electric service | 34.57 |
| 8. Stevens County DAC | Vehicle cleaning | 148.56 |
| 9. MACAI | Annual dues | 125.00 |
| 10. Willie's | Meeting expenses | 11.98 |
| 11. Morris Area Chamber | Annual dues | 350.00 |
| 12. Morris Cooperative | LP | 167.38 |
| 13. KMRS/KKOK | Spring Expo booth | 225.00 |
| 14. State Auditor's Office | 2022 Financial Statement audit | 248.00 |
| 15. WC TSA2 | Q4 2023 Technical Assistance | 1081.49 |

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| 16. Metro Sales | Copier lease | 120.60 |
| 17. Chokio Review | Annual subscription | 30.00 |
| 18. Bremer Card Services | | 1175.39 |
| a. Office Maintenance | wifi, postage, W-2 forms, web host | 236.19 |
| b. Employee expenses | MACDE memberships | 125.00 |
| c. TSA Expenses | Valu Ford | 814.20 |

VI. There was no Old Business. Policy Handbook revisions will be approved at the March meeting.

VII. New Business

- A. Fynboh moved to approve the audit engagement contract with Peterson Company Ltd for the audit of the 2023 financial statements. Second by Anderson. Passed unanimously.
- B. Anderson moved to approve the Contract for Services with Stearns SWCD for MAWQCP administration in 2024. Second by Lonergan. Passed unanimously.
- C. Personnel committee members Fynboh and Anderson met with Solemsaas to conduct annual staff performance reviews. They met recently with Becky Young, Stevens County Coordinator, to discuss the county's updated wage scale and the addition of a new classification for a Pomme de Terre Watershed Coordinator. Jan and Becky reviewed all SWCD job descriptions and recommended moving the District Administrator position to Grade 23, as well as moving new hires to the Engineering Technician position to grade 18 or 19. They also recommended the PDTRA Coordinator position be placed as Grade 17 assuming supervision by the District Administrator. Lonergan moved to approve the new county wage scale, including a 2% wage increase for SWCD employees, retroactive as of January 1, 2024. Second by Fynboh. Passed unanimously. Solemsaas noted that if a soil health position is hired, that would be grant based and not placed on the county scale.
- D. Upcoming events
 - a. There will be a SWCD Supervisor Orientation/Refresher February 15, Fergus Falls. Greg, Dennis and Dave would like to attend.
 - b. MASWCD Legislative Briefing & Day at the Capitol March 12-13, 2024. Dave and Matt will attend. Others can let Matt know if they are interested in attending.
 - c. Area 2 Meeting will be held March 6 and supervisors should let Chris know as soon as possible if they want to attend.
 - d. We will have a booth at the KMRS/KKOK Spring Expo March 15-16 and supervisors can schedule a time with Judy if they'd like to help.
- E.

VIII. Supervisor Reports

- A. Fynboh thanked the staff for their good work again this year.

The March meeting will be moved to March 19 because of the regular meeting date conflict with the MASWCD Legislative Briefing.

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

Respectfully submitted,



Debbie Anderson, Secretary

3-19-24

Date