



916 East St. Paul Street • Litchfield, MN 55355

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320.693.7287

Minutes of Regular Board Meeting  
Tuesday, May 1, 2018, 8 a.m.  
USDA Service Center  
916 East St. Paul Street  
Litchfield, MN 55355

Present: Bob Schiefelbein, Fred Behnke, John Haffley, Dan Barka and Greg Jans. Staff Present: Joe Norman, Matt Anderson, Cory Salzl and Deb Holtz, SWCD; Jacob Stich and Melissa Rothwell, NRCS; and Josh Pommier, Pheasants Forever.

The meeting was called to order by Chairman Schiefelbein at 8:08 a.m.

**Agenda:** Motion by Behnke and seconded by Jans to approve the agenda with the addition of the following items: Area 2 email, Larson Cost Share, a proposed rain garden, and Weed Grants; the deletion of the Mark Fritsch cost share item, and moving County Buffer Contribution earlier in the meeting. Affirmative: All. Opposed: None.

**Minutes:** Motion by Behnke and seconded by Jans to approve the minutes from the April 3 and April 12, 2018, meetings. Affirmative: All. Opposed: None.

**Treasurer Report:** Motion by Jans and seconded by Barka to approve the Treasurer's Report as presented, subject to audit, including bills paid and bills payable in the amount of \$17,183.45. Affirmative: All. Opposed: None.

Norman presented the TSA bill for review. Motion by Jans and seconded by Behnke to approve payment in the amount of \$1,208.51. Affirmative: All. Opposed: None.

Motion by Barka and seconded by Jans to award \$10 cash and a potted tree to first place poster contest winners from each class and \$5 cash and a potted tree to second place poster contest winners from each class. Affirmative: All. Opposed: None.

Holtz presented Final Financials on the 2018 Conservation Delivery and 2018 Buffer Implementation grants for signature. They were signed by Chairman Schiefelbein.

Holtz presented the estimate and audit engagement letter from Michael Peterson. Motion by Jans and seconded by Haffley to accept the estimate and have Holtz sign and send the letter. Affirmative: All. Opposed: None.

**Correspondence:** Holtz presented the NACD Annual Report and read an email from Mike Jorgenson on behalf of Area 2. No action was required.

**Field Office Report:** Jacob Stich, Joe Norman, Cory Salzl and Matt Anderson reported on their recent activities.

**County Buffer Contribution:** Motion by Jans and seconded by Barka to first utilize the \$20,000 contribution from Meeker County to offer cost share assistance to local landowners for planting required buffers at the rate of \$150/acre. Affirmative: All. Opposed: None. Remaining funds will be used to help defray the cost of the conservation technician employed to implement the Buffer Law in Meeker County.

Motion by Jans and seconded by Barka to adopt the Buffer Cost Share policy as presented by Anderson with changes made. Affirmative: All. Opposed: None. (A copy of said policy is attached to the minutes of this meeting and thereby made a part hereof.) [Anderson left the meeting at this time.]

**Farm Bill Report:** Josh Pommier presented his report.

**Pommier Time Billing:** Pommier explained how he is now billing his time, using both Farm Bill and CREP grants.

**Training/Meeting Reports:** Jans reported on a recent meeting regarding Feedlot Ordinance and Buffer Enforcement.

Salzl reported on a CAI District Meeting and CFO Training he attended.

Norman reported on an erosion control tool training he, Anderson and others from the Conservation Office had attended.

**Training/Meeting Requests:** Motion by Jans and seconded by Behnke to approve attendance of Deb Holtz at the June Summer Admin Training in Brainerd and all expenses incurred. Affirmative: All. Opposed: None.

Motion by Jans and seconded by Barka to approve the attendance of Cory Salzl at MACFO Board Meeting and all expenses incurred. Affirmative: All. Opposed: None.

**2019 County Allocation Request:** Holtz sought guidance on balancing the 2019 budget and allocation request.

**Weed Grants:** Motion by Barka and seconded by Haffley to increase the cost share offered through the weed grants to twice the cost of the chemical with a maximum per landowner of \$500. Affirmative: All. Opposed: None.

**Election:** Holtz reported that the terms of Barka and Haffley are up for election this fall. Filing dates are May 22 through June 5, 2018. Notice will be posted to the Website.

**Cost Share:** Motion by Jans and seconded by Behnke to amend Wetland Restoration Cost Share Contract FY18-01 of Galen Larson to increase the amount of encumbrance from \$593.25 to \$881.25. Affirmative: All. Opposed: None.

A proposed rain garden project was discussed. Norman was instructed to continue to pursue this project with estimated participation on this project from the District to be approximately \$2,000.

**Outstanding Conservationist:** A sheet listing potential candidates was presented.

**Self-Assessment Tool:** This topic was delayed until a future meeting because of time constraints.

**Next Meeting:** Tuesday, June 5, 2018.

[Norman, Salzl, Pommier, Stich and Rothwell left the meeting at this time.]

**Poster Contest:** Poster entries from five sections of 6<sup>th</sup> grade from Litchfield Middle School and three sections of 6<sup>th</sup> grade from Eden Valley-Watkins school were judged with Supervisors, choosing a first and second place poster from each classroom. In addition three posters were selected to move on to Area competition.

**Adjournment:** Chairman Schiefelbein adjourned the meeting at 10:55 a.m.

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Secretary

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Date