



916 East St. Paul Street - Litchfield, MN 55355

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320.693.7287

Minutes of Regular Board Meeting  
Tuesday, August 7, 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, and Deb Holtz, SWCD; Jacob Stich, Daniel Rommelfanger and Melissa Rothwell, NRCS; and Josh Pommier, Pheasants Forever.

The meeting was called to order by Chairman Schiefelbein at 8:16 a.m.

**Agenda:** Motion by Barka and seconded by Jans to approve the agenda with the addition of the following items: one item of correspondence, purchase of computer monitors, and VanNurden, Prieve, Hennen, Schiefelbein Farms, Huhn, Mueller, Ryeeberg Farms, Gottschalk and Bemis Cost Share projects. Affirmative: All. Opposed: None.

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

**Treasurer Report:** Motion by Jans and seconded by Behnke to approve the Treasurer's Report as presented, subject to audit, including bills paid and bills payable in the amount of \$18,647.72. Affirmative: All. Opposed: None.

Holtz notified the Board that the financial audit of the 2017 books will be conducted on Tuesday, August 14. She also presented a Financial Report on the 2017 Local Capacity Grant for signature and notified the Board that Wells Fargo bank accounts are being converted to government accounts. Chairman Schiefelbein signed the Financial Report. No other action was necessary.

**Correspondence:** Holtz presented a notice from Minnesota Counties Intergovernmental Trust telling us of our 2017 dividend. No action was necessary.

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

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

**Training/Meeting Reports:** Bob Schiefelbein reported on the allocation meeting with Meeker County. Joe Norman reported on the District Manager meeting he had attended and a training on Locally Led Workshops he and Jacob Stich attended.

**Training/Meeting Requests:** Motion by Jans and seconded by Barka to authorize current staff and the new Assistant Feedlot Officer/Ag-Weed Inspector to attend BWSR Academy, all registration fees, lodging and expenses. Affirmative: All. Opposed: None.

Motion by Jans and seconded by Barka to authorize Joe Norman's attendance at a WCA training in Mankato, the \$25 registration fee and expenses. Affirmative: All. Opposed: None.

Motion by Barka and seconded by Jans to authorize Matt Anderson's attendance at a Regional Buffer Meeting to be held in Kandiyohi County together with all expenses. Affirmative: All. Opposed: None.

**Building Update:** Holtz reported that the anticipated completion date of the new building has been delayed to late December, 2018.

**Salzl Unused Vacation Pay:** Holtz reported that Cory Salzl had unused vacation valued at \$3,923.90 at the time of termination. Salzl has requested that half that amount be deposited in his VEBA account and the other half be paid out, subject to payroll taxes. Motion by Behnke and seconded by Haffley to make the payments as requested by Salzl. Affirmative: All. Opposed: None.

**Crow River Clean-Up Contribution:** Motion by Haffley and seconded by Behnke to contribute \$200 to the Crow River clean-up effort. Affirmative: All. Opposed: None.

**Buffer MOA with Meeker County:** Motion by Barka and seconded by Behnke to approve the Memo of Agreement with Meeker County regarding buffer implementation as presented by Anderson. Affirmative: All. Opposed: None.

**Computer Monitors:** Motion by Jans and seconded by Haffley to purchase two computer monitors in addition to the monitor approved at the 8/1/2017 meeting. Affirmative: All. Opposed: None.

**Cost Share:** Motion by Jans and seconded by Barka to authorize office staff to approve noxious weed cost share contracts, regardless of funding source, after visual inspection of the weeds. Affirmative: All. Opposed: None.

Motion by Jans and seconded by Haffley to approve payment on the Behnke grassed waterway cost share contract (LC16-05) in the amount of \$4,782.48. Affirmative: Barka, Jans, Haffley, Schiefelbein. Opposed: None. Abstaining: Behnke.

Motion by Jans and seconded by Behnke to approve payment on the Martin buffer cost share contract (BCS18-09) in the amount of \$432. Affirmative: All. Opposed: None.

Motion by Jans and seconded by Barka to approve payment on the VanNurden noxious weed cost share contract (NW18-04) in the amount of \$233.68. Affirmative: All. Opposed: None.

Motion by Jans and seconded by Haffley to approve payment on the Prieve water and sediment control basin cost share project (LC17-08) in the amount of \$5,514.20. Affirmative: All. Opposed: None.

Motion by Jans and seconded by Barka to approve payment on the Hennen water and sediment control basin cost share project (LC16-08) in the amount of \$14,354.50. Affirmative: All. Opposed: None.

Motion by Jans and seconded by Behnke to confirm encumbrment of \$1,400 from the 2018 State Cost Share grant on a cover crop project for Schiefelbein Farms (FY18-02). Affirmative: Barka, Jans, Haffley and Behnke. Opposed: None. Abstaining: Schiefelbein.

Motion by Jans and seconded by Behnke to confirm encumbrment of \$2,200 from the 2018 State Cost Share grant on a cover crop project for Anthony Huhn (FY18-03). Affirmative: All. Opposed: None.

Motion by Behnke and seconded by Haffley to confirm encumbrment of \$2,200 from the 2018 State Cost Share grant on a cover crop project for John Mueller (FY18-04). Affirmative: All. Opposed: None.

Motion by Barka and seconded by Behnke to confirm encumbrment of \$2,200 from the 2018 State Cost Share grant on a cover crop project for Ryberg Farms (FY18-05). Affirmative: All. Opposed: None.

Motion by Jans and seconded by Behnke to approve payment on the Gottschalk noxious weed contract (NW18-03) in the amount of \$432.34. Affirmative: All. Opposed: None.

Motion by Behnke and seconded by Haffley to confirm encumbrment of \$150 from Meeker County Buffer Cost Share funds for Don Bemis (MBCS18-02). Affirmative: All. Opposed: None.

**Self-Assessment Tool:** Completion of the self-assessment tool was delayed to a future meeting.

**Feedlot/Ag-Weed Position:** The Board reviewed six applications for the Assistant Feedlot/Ag-Weed Inspector position, assigning points based on the job description to each. All applicants score 60 or above will be interviewed on Tuesday, August 21, beginning at 8:30 a.m. at the USDA Service Center. Holtz was instructed to give notice of this special meeting and notify the four applicants to be interviewed.

The group reviewed interview questions used when this position was last hired and made changes as they deemed appropriate. Holtz will update the question list.

**Next Meetings:** Tuesday, August 21, 2018: Special meeting for the purpose of interviewing candidates for the Assistant Feedlot/Ag-Weed Inspector position. Tuesday, September 4, 2018: Regular meeting.

**Adjournment:** Upon motion made by Behnke and seconded by Jans, Chairman Schiefelbein adjourned the meeting at 10:40 a.m.

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Secretary

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Date