



916 East St. Paul Street - Litchfield, MN 55355

320.693.7287

Minutes of Regular Board Meeting  
Tuesday, November 6, 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, Ann Steinhaus 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 8:07 a.m.

**Agenda:** Motion by Jans and seconded by Behnke to approve the agenda with the addition of the following items: feedlot position and BWSR Hydrology Training. Affirmative: All. Opposed: None.

**Minutes:** Motion by Jans and seconded by Barka to approve the minutes from the October 2, 2018, meeting. 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 \$25,252.62. Affirmative: All. Opposed: None.

Motion by Jans and seconded by Haffley to pay \$500 dues to NACD. Affirmative: All. Opposed: None.

Deb Holtz distributed the annual payroll information summary.

**Correspondence:** There was no correspondence to share.

**Feedlot Position:** Chairman Schiefelbein signed the employment letter and personnel handbook review affidavit of Ann Steinhaus. Ann's training was discussed. The District will contract for consulting services from Cory Salzl to assist with feedlot training, inspections and reporting.

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

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

**Training/Meeting Reports:** Deb Holtz, Joe Norman and Matt Anderson reported on BWSR Academy training they attended. Matt Anderson reported on a WCA Training he attended.

**Training/Meeting Requests:** Motion by Jans and seconded by Barka to authorize the attendance of Ann Steinhaus at the Regional CFO Training/Meeting in Marshall on November 8, including all expenses. Affirmative: All. Opposed: None.

Motion by Barka and seconded by Jans to approve attendance of Joe Norman, John Haffley and the Outstanding Conservationists at the MASWCD Convention at the DoubleTree/Bloomington, December 9-11, including registration and all expenses. Affirmative: All. Opposed: None.

Motion by Jans and seconded by Barka to approve attendance of Matt Anderson at BWSR Hydrology Training on December 6 in Mankato, including all expenses. Affirmative: All. Opposed: None.

**Building Update:** Deb Holtz outlined changes suggested and made to the building lease since the last copy the Supervisors received. Input has been provided by MCIT. We are awaiting an opinion from the Meeker County attorney's office. Motion by Jans and seconded by Behnke to approve the lease, pending any changes being implemented that are suggested by the County Attorney's office. Affirmative: All. Opposed: None. Two bids for moving were presented.

Motion by Jans and seconded by Barka to get at least one local bid and authorize any one of the Supervisors to make the decision on which moving company to go with. Affirmative: All. Opposed: None.

Motion by Jans and seconded by Barka to authorize any one of the Supervisors to sign the lease, should it need to be changed after response from the County Attorney's office. Affirmative: All. Opposed: None.

**Pickup Replacement:** Joe Norman reported that a new Ford pickup is on order to hopefully arrive in December.

**Mid-contract Management Workshop:** Motion by Haffley and seconded by Jans to approve contribution of up to \$200 for a mid-contract management workshop being planned by Josh Pommier. Affirmative: All. Opposed: None.

**Cost Share:** Motion by Jans and seconded by Behnke to approve payment on the Carol Anderson wetland restoration cost share project (LC17-06) in the amount of \$3,150. Affirmative: Jans, Behnke, Barka and Schiefelbein. Opposed: None. Abstaining: Haffley.

Motion by Jans and seconded by Behnke to approve payment on the Erv Hennen cover crop cost share contract (FY18-07) in the amount of \$1,400. Affirmative: All. Opposed: None.

Motion by Jans and seconded by Barka to approve payment on the Schiefelbein Farms cover crop cost share contract (FY17-03) in the amount of \$1,400. Affirmative: Jans, Barka, Haffley and Behnke. Opposed: None. Abstaining: Schiefelbein.

Motion by Behnke and seconded by Haffley to confirm amending the following buffer cost share contracts to change the completion date from November 1, 2018, to December 1, 2019:

	<u>Contract Number</u>	<u>Amendment Number</u>
Gerald Fluck	BCS18-06	1
Eric Carlson	BCS18-01	2
Randy Worden	BCS18-08	4
Herb Schultz	BCS18-07	5
Greg Elfering	BCS18-10	6

Affirmative: All. Opposed: None.

**Annual Performance Reviews:** The Personnel Committee comprised of Dan Barka and Fred Behnke will conduct performance reviews on Norman, Anderson and Holtz before the December meeting.

**Next Meeting:** Tuesday, December 4, 2018, 8 a.m.

**Adjournment:** Upon motion made by Jans and seconded by Haffley, Chairman Schiefelbein adjourned the meeting at 10:09 a.m.

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Secretary

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Date