



916 East St. Paul Street - Litchfield, MN 55355

320.693.7287

Minutes of Regular Board Meeting  
Tuesday, December 4, 2018, 8 a.m.  
USDA Service Center  
916 East St. Paul Street  
Litchfield, MN 55355

Present: Bob Schiefelbein, Fred Behnke, John Haffley, and Greg Jans. Staff Present: Joe Norman, Matt Anderson, Ann Steinhaus and Deb Holtz, SWCD; Jacob Stich and Melissa Rothwell, NRCS.

The meeting was called to order by Chairman Schiefelbein at 8:05 a.m.

**Agenda:** Motion by Behnke and seconded by Jans to approve the agenda with the addition of the following items: Farm Bill Grant, National Day of Mourning and CREP Grant Amendment. Affirmative: All. Opposed: None.

**Minutes:** Motion by Jans and seconded by Haffley to approve the minutes from the November 6, 2018, meeting with one correction. Affirmative: All. Opposed: None.

[Dan Barka joined the meeting at this time.]

**Treasurer Report:** Motion by Barka and seconded by Jans to approve the Treasurer's Report as presented, subject to audit, including bills paid and bills payable in the amount of \$26,480.39. Affirmative: All. Opposed: None.

Deb Holtz distributed a report showing compensated absences and expenditure reports for the 2016 Cooperate Weed Grant and the 2017 Local Capacity Grant. She also presented a final financial report on those two grants for signature. Chairman Schiefelbein signed the reports.

Motion by Barka and seconded by Behnke to approve an additional partial payroll period for December 23 – 31, 2018. Affirmative: All. Opposed: None.

Motion by Behnke and seconded by Barka to pay Cory Salzl, Feedlot Consultant for 2018 charges in an amount not to exceed \$515.20. Affirmative: All. Opposed: None.

Motion by Jans and seconded by Haffley to approve the 2019 Farm Bill Grant. Affirmative: All. Opposed: None. Chairman Schiefelbein signed the document.

Motion by Barka and seconded by Haffley to approve an amendment to the 2019-2020 CREP grant. Affirmative: All. Opposed: None. Chairman Schiefelbein signed the document.

**Field Office Report:** Jacob Stich, Joe Norman, Matt Anderson and Ann Steinhaus reported on their recent activities. The Board gave Steinhaus approval to take time without pay for an upcoming medical need in her family.

**Farm Bill Report:** Deb Holtz presented Josh Pommier's report.

**Training/Meeting Reports:** Ann Steinhaus reported on the Regional CFO meeting/training and Nutrient Management Training she attended. Joe Norman reported on an Ag BMP meeting he attended.

**Training/Meeting Requests:** Motion by Jans and seconded by Haffley to authorize the attendance of Ann Steinhaus at CAI Training on February 12 and 13 in St. Cloud, including all expenses. Affirmative: All. Opposed: None.

Motion by Jans and seconded by Haffley to approve attendance of Joe Norman, Matt Anderson and Deb Holtz at a BWSR Grants Training on December 14 in Waite Park, including all expenses. Affirmative: All. Opposed: None.

**National Day of Mourning:** Motion by Barka and seconded by Haffley to close the office as a holiday on December 5 for the declared National Day of Mourning. Affirmative: All. Opposed: None.

**Building Update:** Deb Holtz distributed photographs of the building taken at a tour the day before and a copy of the finalized lease. Proposals were reviewed for internet service at the new building. Nuvera was chosen provider.

Motion by Jans and seconded by Haffley to authorize any one of the Supervisors to sign the agreement for the office move with whichever mover is chosen by the USDA. Affirmative: All. Opposed: None.

**Pickup Replacement:** Joe Norman reported that the new Ford pickup should arrive around the first of the year.

**Cost Share:** Motion by Behnke and seconded by Jans to approve amendment of the 2017 Cost Share Grant Amendment, extending it to December 31, 2019. Affirmative: All. Opposed: None.

Motion by Jans and seconded by Haffley to amend/extend the MN Department of Ag Noxious Weed Grant and authorize Matt Anderson to sign the Amendment on behalf of the District. Affirmative: All. Opposed: None.

Motion by Barka and seconded by Haffley to amend the Cost Share contract of Pat Munson (FY17-02), extending it to July 31, 2019. Affirmative: All. Opposed: None.

**Next Meeting:** Motion by Jans and seconded by Behnke to set the next meeting of the Board of Supervisors on Tuesday, January 8, 2019, at the USDA Service Center Building. Affirmative: All. Opposed: None.

[Holtz, Norman, Anderson, Steinhaus, Stich and Rothwell left the meeting at this time.]

**Annual Wage Reviews:** Staff wages were discussed. [Holtz returned to the meeting.] Motion by Barka and seconded by Haffley to increase the wage of Norman and Holtz by \$1.50/hour and the wage of Anderson by \$1.75/hour, effective January 1, 2019. Affirmative: All. Opposed: None.

**Adjournment:** Upon motion made by Behnke and a second by Haffley, Chairman Schiefelbein adjourned the meeting at 10:35 a.m.

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Secretary

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Date