



522 South Johnson Drive • Litchfield, MN 55355

320.693.7287

Minutes of Regular Board Meeting
Tuesday, January 5, 2021, 8:00 a.m.
via Video Conferencing
pursuant to Minnesota Statute 13.D.04

Present: Dan Barka, Bob Schiefelbein and John Haffley. Staff Present: Joe Norman, Matt Anderson, Ann Steinhaus and Deb Holtz, SWCD; Josh Pommier, Pheasants Forever; Jacob Stich and Rick Bercheid, NRCS, and Shannon Olson, FSA.

The meeting was called to order by Bob Schiefelbein at 8:06 a.m.

Rich Bercheid with NRCS and Shannon Olson with FSA were introduced to the Board.

Oaths of Office: [Fred Behnke joined the meeting at this time.] Scheifelbein and Behnke took a verbal oath of office. The oath will be administered to Greg Jans and signed by all three re-elected Supervisors at the planning meeting next week.

Election of Officers: Motion by Barka and seconded by Haffley to dispense with the rules of order and vote that each officer succeed himself in the office of the previous year. Affirmative: Barka/Haffley/Scheifelbein/Behnke. Opposed: None.

Agenda: Motion by Barka and seconded by Haffley to approve the agenda with the removal of the Johnson cost share item and the addition of establishing a meeting with the new County Administrator. Affirmative: Barka/Haffley/Scheifelbein/Behnke. Opposed: None.

Minutes: Motion by Haffley and seconded by Barka to approve the minutes from the December 8, 2020, meeting. Affirmative: Barka/Haffley/Scheifelbein/Behnke. Opposed: None.

Treasurer Report: Motion by Barka and seconded by Haffley to approve the Treasurer's Report as presented, subject to audit, including bills payable in the amount of \$43,615.55 and bills paid. Affirmative: Barka/Haffley/Scheifelbein/Behnke. Opposed: None.

Correspondence: Holtz reported on a reminder received from the Minnesota Campaign Finance Board, an MCIT Certificate of Excellence and an MCIT newsletter received. Any Supervisor who has not received a letter from the Minnesota Campaign Finance Board within the next week should contact Holtz for reporting information.

Field Office Report: Norman, Anderson, Steinhaus, Stich, Bercheid and Olson reported on recent activities and programs.

Olson requested a policy change to SWCD review of new CRP contracts. Motion by Barka and seconded by Behnke to have Meeker SWCD review and sign off only on new CRP contracts that have connection to the SWCD such as those involving RIM, CREP, SWCD cost share, tree planting and any other shared projects. Affirmative: Barka/Haffley/Scheifelbein/Behnke. Opposed: None.

Farm Bill Report: Pommier reported on his activities.

BWSR Update: Jeremy Maul was not present for a report.

Meeting/Training Reports: None.

Training/Meeting Requests: None.

COVID-19 Preparedness Plan: None

Strategic Planning Meeting: The meeting will be held on Wednesday, January 13, 2021, beginning at 9 a.m. at Peter's Catering's banquet room. If executive orders do not allow for this meeting space, Holtz will pursue the meeting room at the Meeker County Fairgrounds. Holtz asked the Board to review the list of her duties and responsibilities mailed with the agenda packet for this meeting before the planning meeting.

Meeting with County Administrator: Bob Schiefelbein, Dan Barka and Joe Norman will meet with Andrew Letson, new Meeker County Coordinator, at Letson's request. Norman will establish a meeting date and time and communicate the information to Schiefelbein and Barka.

Internal Financial Controls Policy: Final decisions on this policy will be delayed until after the planning meeting.

Meeting Place, Day and Time Designation: Motion by Barka and seconded by Behnke to hold District Board meetings the first Tuesday of each month at 8 a.m. at the USDA Service Center in Litchfield, Minnesota, or via Zoom if necessary. Affirmative: Barka/Haffley/Scheifelbein/Behnke. Opposed: None.

Committee Assignments: Motion by Behnke and seconded by Barka that Barka and Behnke be appointed to serve on the Meeker SWCD Personnel Committee, Haffley be appointed to be Meeker SWCD's representative on the WCTSA Committee with Scheifelbein being alternate and Haffley be appointed to be Meeker SWCD'S representative on the CROW 1W1P Policy Committee with Scheifelbein being alternate. Affirmative: Barka/Haffley/Scheifelbein/Behnke. Opposed: None.

Bank and Newspaper Designation: Motion by Barka and seconded by Haffley to maintain checking and savings accounts at Wells Fargo Bank in Litchfield, Minnesota, and Certificates of Deposit and a money market savings account at Center National Bank in Litchfield and that the official newspaper of Meeker SWCD continue to be the *Independent Review* in Litchfield, Minnesota. Affirmative: Barka/Haffley/Scheifelbein/Behnke. Opposed: None.

Mileage Rate: Motion by Haffley and seconded by Behnke to pay the highest mileage rate allowed by the IRS during 2021. Affirmative: Barka/Haffley/Scheifelbein/Behnke. Opposed: None.

PERA Rate: Holtz reported that there have been no changes to the PERA rates for 2021.

Supervisor Compensation Rate: Motion by Barka and seconded by Haffley that the Supervisor compensation rate for 2021 be set at \$75 per diem. Affirmative: Barka/Haffley/Scheifelbein/Behnke. Opposed: None.

Blanket Payment for Rent, Internet and Reimbursable Copy Expense: Motion by Barka and seconded by Haffley to allow blanket payments for 2021 on rent for the office, internet service, data plan, employee life insurance, sales tax and reimbursable copy expense at the Meeker County Recorder's Office. Affirmative: Barka/Haffley/ Scheifelbein/Behnke. Opposed: None.

Review of Existing Policies: Other than the CRP policy established earlier in the meeting, no changes were made to policy.

Area 2 March Meeting: Because no business is required at the March Area 2 meeting, Area 2 Chairman Rau has recommended that reports of partners and committees be shared by email in lieu of a March meeting. This is satisfactory to Meeker SWCD.

Next Meeting: Tuesday, February 2, 2021, at 8 a.m. via teleconference.

MACDE Membership: Motion by Barka and seconded by Haffley to approve membership in MACDE for 2021 for Ann Steinhaus. Affirmative: Barka/Haffley/ Scheifelbein/Behnke. Opposed: None.

Adjournment: After a motion by Haffley, seconded by Barka, Chairman Schiefelbein adjourned the meeting at 9:21 a.m.

Secretary

Date