



522 South Johnson Drive • Litchfield, MN 55355

320.693.7287

Minutes of Regular Board Meeting  
Tuesday, February 2, 2021, 8:00 a.m.  
via Video Conferencing  
pursuant to Minnesota Statute 13.D.04

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

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

**Agenda:** Motion by Barka and seconded by Haffley to approve the agenda with the removal of the Burkstrand cost share item and the addition of conservation technician laptop and cost share items MDA weed grant, Kipf, and 2019 State Cost Share Grant. Affirmative: Barka/Schiefelbein/Jans/Haffley. Opposed: None.

**Minutes:** Motion by Haffley and seconded by Barka to approve the minutes from the January 5, 2021, meeting, and the summary of the January 13, 2021, planning meeting. Affirmative: Barka/Schiefelbein/Jans/Haffley. 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 \$55,008.35 and bills paid. Affirmative: Barka/Schiefelbein/Jans/Haffley. Opposed: None.

Motion by Barka and seconded by Haffley to convert CD #27976 from a 6 month term to a 12 month term upon maturity on 3/21/2021. Affirmative: Barka/Schiefelbein/Jans/Haffley. Opposed: None.

Motion by Haffley and seconded by Jans to authorize Deb Holtz to sign the Final Financial Statement on the 2021 Conservation Delivery Grant. Affirmative: Barka/Schiefelbein/Jans/Haffley. Opposed: None.

Motion by Jans and seconded by Barka to approve the 2021 Billable Rates as presented by Holtz. Affirmative: Barka/Schiefelbein/Jans/Haffley. Opposed: None.

Motion by Jans and seconded by Haffley to accept the audit bid of Peterson & Company for audit of the 2020 financial books of the District, authorizing Deb Holtz to sign the engagement letter on behalf of the Board. Affirmative: Barka/Schiefelbein/Jans/Haffley. Opposed: None.

**Correspondence:** None

**Field Office Report:** Norman, Anderson, Steinhaus, Rothwell, Stich and Olson reported on their recent activities.

**Farm Bill Report:** Pommier reported on his activities.

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

**Meeting/Training Reports:** All meeting and training reports were included in the field office report.

**Training/Meeting Requests:** None.

**COVID-19 Preparedness Plan:** No changes.

**Internal Financial Controls Policy:** The group discussed areas of the proposed Internal Financial Controls Policy, providing input for further development and future consideration for approval.

**Payroll Direct Deposit:** Motion by Barka and seconded by Jans to approve the District paying the per transaction cost to implement Direct Deposit of payroll for staff. Affirmative: Barka/ Scheifelbein/Jans/Haffley. Opposed: None.

**Administrative Position:** Motion by Jans and seconded by Haffley to approve the Job Description for a Financial and Administrative Coordinator position for the District as presented by Holtz. Affirmative: Barka/ Scheifelbein/Jans/Haffley. Opposed: None. The Board also directed Holtz to advertise for the position as outlined and discussed.

**Shared Computer Drive:** Motion by Jans and seconded by Haffley to allow staff to research and choose a platform for a shared computer drive. Affirmative: Barka/ Scheifelbein/Jans/ Haffley. Opposed: None.

**Conservation Technician Laptop:** Motion by Jans and seconded by Haffley to authorize Anderson to purchase a laptop for use by the Conservation Technician at a cost not to exceed \$1,200. Affirmative: Barka/ Scheifelbein/Jans/Haffley. Opposed: None.

**Mark Johnson CREP/Swenson Road Bank:** Motion by Barka and seconded by Haffley to authorize Chairman Schiefelbein to sign the petition on the Johnson/Swenson project as presented by Pommier. Affirmative: Barka/ Scheifelbein/Haffley. Opposed: None. Abstaining: Jans.

**Poster Contest:** The Board directed Holtz to pursue the interest of area schools in participating in a poster contest this year.

**Cost Share:** Motion by Barka and seconded by Jans to approve payment in the amount of \$10,000 to Luke Johnson on his water and sediment control basin project (FY20-01), authorizing Joe Norman to sign the payment voucher: Affirmative: Barka/ Scheifelbein/Jans/ Haffley. Opposed: None.

Chairman Schiefelbein will sign the summary of time spent by Matt Anderson on the Minnesota Department of Agriculture weed grant during 2020.

Motion by Barka and seconded by Jans to approve partial payment in the amount of \$13,514.65 to Robert Kipf on work done to date on his grassed waterway (LC19-01), authorizing Joe Norman to sign the payment voucher. Affirmative: Barka/ Scheifelbein/Jans/Haffley. Opposed: None.

Motion by Jans and seconded by Barka to authorize return of \$10,104.54 in funds from the 2019 State Cost Share Grant, authorizing Holtz to sign the necessary paperwork to close that grant. Affirmative: Barka/ Scheifelbein/Jans/Haffley. Opposed: None.

**Next Meeting**: Tuesday, March 2, 2021, at 8 a.m. Holtz was given authorization to determine an in-person location.

**Adjournment**: After a motion by Haffley, Chairman Schiefelbein adjourned the meeting at 10:36 a.m.

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Secretary

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Date