



522 South Johnson Drive • Litchfield, MN 55355

320.693.7287

Minutes of Regular Board Meeting
Tuesday, March 2, 2021, 8:00 a.m.
via Video Conferencing
pursuant to Minnesota Statute 13.D.04
and in person at Meeker SWCD Offices
522 South Johnson Drive
Litchfield, MN 55355

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

The meeting was called to order by Bob Schiefelbein at 8:11 a.m.

Agenda: Motion by Jans and seconded by Barka to approve the agenda with the addition of the Slinden cost share item. Affirmative: All. Opposed: None.

Minutes: Motion by Haffley and seconded by Barka to approve the minutes from the February 2, 2021, meeting. Affirmative: All. Opposed: None.

Treasurer Report: Motion by Jans and seconded by Haffley to approve the Treasurer's Report as presented, subject to audit, including bills payable in the amount of \$23,472.01, bills paid and the 2020 Financial Statement package. Affirmative: All. Opposed: None.

The profit and loss report on dedicated county funding and the 2021 allocation planning sheet were reviewed and discussed. No action was necessary.

Correspondence: None

Field Office Report: As part of his report, Joe Norman requested permission to place a tree ad in the *Independent Review and Advertiser*. Motion by Jans and seconded by Haffley to approve the \$564.63 cost to place a tree ad in the *Independent Review and Advertiser* as outlined by Norman. Affirmative: All. Opposed: None. Norman also discussed the theft of a catalytic converter that had occurred. Motion by Jans and seconded by Barka to pay the insurance deductible to have it replaced. Affirmative: All. Opposed: None.

Anderson, Steinhaus, Rothwell, Stich and Olson reported on their recent activities.

Farm Bill Report: Pommier reported on his activities.

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

Training/Meeting Requests: Holtz shared information on Legislative Briefing and Day at the Capitol.

COVID-19 Preparedness Plan: No changes.

Internal Financial Controls Policy: Holtz continues to work on this and will present it for approve in upcoming months.

Shared Computer Drive: Steinhaus will pursue a 30-day free trial of Microsoft 365.

Computers: Anderson has ordered a new computer. Motion by Barka and seconded by Haffley to authorize Steinhaus to purchase a computer for her use at a cost not to exceed \$1,200. Affirmative: All. Opposed: None.

Poster Contest: Dassel-Cokato and Eden Valley-Watkins schools will be participating in the contest this year.

Area Meeting: Holtz is waiting for Rau to announce plans for the spring area meeting. She will then work with him to solicit and distribute the necessary reports.

Cost Share: Motion by Jans and seconded by Barka to approve payment in the amount of \$1,232.38 to Ben Nyman on his waterway project (FY20-02), authorizing Joe Norman to sign the payment voucher: Affirmative: All. Opposed: None.

No action was taken on the Richard Burkstrand project as we are still awaiting plans.

Motion by Barka and seconded by Behnke to table discussion on the Johnson/Swenson cover crop until the April meeting with staff instructed to pursue alternative remedies. Affirmative: All. Opposed: None.

[Dan Barka left the meeting at this time.]

Motion by Jans and seconded by Behnke to transfer encumbrment of the following projects from 2019 and 2020 State Cost Share funding to 2019 Local Capacity funding, changing the numbering of said projects:

<u>Original Number</u>	<u>Landowner</u>	<u>Dollar Amount</u>	<u>New Number</u>
FY19-01	Jon Barka	\$3,188.61	LC19-05
FY19-03	John Froning	\$4,000.00	LC19-06
FY19-04	Thomas Orwoll	\$4,000.00	LC19-07

Affirmative: All. Opposed: None.

Motion by Haffley and seconded by Behnke to authorize return of \$4350.00 T&A funds from the Andy Slinden 1W1P project. Affirmative: All. Opposed: None.

Financial and Administrative Coordinator Position: Applications were reviewed and ranked for the Financial and Administrative Coordinator Position. Holtz was instructed to set up interviews for two candidates on March 11 with the afternoon of March 16 being an alternative date. Holtz will notice the meeting and send the interview schedule to all Supervisors. A list of interview questions was reviewed.

Next Meetings: Thursday, March 11, or Tuesday, March 16, for interviews. Tuesday, April 6, 2021, at 8 a.m. for the regular monthly meeting.

Adjournment: Chairman Schiefelbein adjourned the meeting at 11:36 a.m.

Secretary

Date