



916 East St. Paul Street - Litchfield, MN 55355

320.693.7287

Minutes of Regular Board Meeting  
Tuesday, March 5, 2019, 8 a.m.  
USDA Service Center  
522 South Johnson Drive  
Litchfield, MN 55355

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

The meeting was called to order by Chairman Schiefelbein at 8:14 a.m.

**Agenda:** Motion by Behnke and seconded by Haffley to approve the agenda with the addition of two meeting/training reports, two pieces of correspondence and three requests to attend meetings/trainings. Affirmative: All. Opposed: None.

**Minutes:** Motion by Haffley and seconded by Barka to approve the minutes from the February 5, 2019, meeting as presented. 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 paid and bills payable in the amount of \$36,346.10. Affirmative: All. Opposed: None.

Deb Holtz distributed 2018 Accomplishments to be added to the Financial Report mailed previously. Motion by Jans and seconded by Behnke to approve the complete Financial Report to be submitted to BWSR. Affirmative: All. Opposed: None.

**Ann Steinhaus Reports and Training Request:** Ann Steinhaus reported on her recent activities and a CAI Training she attended. Motion by Barka and seconded by Jans to approve Steinhaus' attendance at an Agricultural Disease Emergency Response training. Affirmative: All. Opposed: None.

[Ann Steinhaus left the meeting at this time.]

**Correspondence:** Deb Holtz presented information received from the Minnesota Department of Agriculture summarizing the nitrate well testing program completed in 2018. She also distributed excerpts from a recent MCIT newsletter.

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

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

**Training/Meeting Reports:** Joe Norman and John Haffley reported on 1W1P meetings they had attended. Norman also reported on a WRAPS meeting and PTM App Training he attended.

Motion by Barka and seconded by Haffley to 1) waive the requirement for approval for staff to attend out-of-county meetings of groups to which they have been designated Meeker SWCD's representative or in which they hold official position, and 2) to allow staff to contact the Board chairman for permission to attend out-of-county trainings and meetings that arise and are held before another regularly-scheduled meeting of the Board. If staff is unable to reach the Chair, another Supervisor can grant permission. Affirmative: All. Opposed: None. (Note policy had been established on 2/2/2015 to allow staff to attend in-county meetings that do not incur expense without individual approval.)

**Recess:** Motion by Barka and seconded by Haffley to recess the meeting (9:34 a.m.) until after conclusion of the Local Work Group meeting. Affirmative: All. Opposed: None. (Minutes of that Local Work Group meeting are attached to the minutes of this meeting and therefore made a part thereof.)

**Reconvening:** Chairman Schiefelbein reconvened the meeting at 10:26 a.m. [Ann Steinhaus rejoined the meeting.]

**Training/Meeting Requests:** Motion by Jans and seconded by Haffley to authorize the attendance of Matt Anderson at CREP training in Marshall, approving all expenses. Affirmative: All. Opposed: None.

Motion by Barka and seconded by Haffley to authorize the attendance of Joe Norman, Ann Steinhaus and Fred Behnke at the Area 2 meeting, approving all expenses. Affirmative: All. Opposed: None.

Motion by Jans and seconded by Barka to authorize the attendance of Joe Norman at Bioretention Basin training, approving all expenses. Affirmative: All. Opposed: None.

Motion by Barka and seconded by Haffley to authorize the attendance of Joe Norman at Stearns County's Farmers' Fair, approving all expenses. Affirmative: All. Opposed: None.

**Permission to Purchase:** Motion by Barka and seconded by Behnke to authorize purchase of a two hole punch and chair mat for \$143.59 and a shelving unit at a cost not to exceed \$2,000. Affirmative: All. Opposed: None.

**MDA Grant Approval:** Motion by Jans and seconded by Haffley to authorize Matt Anderson to sign the new MDA Noxious Weed Grant online. Affirmative: All. Opposed: None. Anderson will seek input from public entities to assess needs among those interested in assistance to control noxious weed.

**Tree Ad:** Motion by Behnke and seconded by Barka to approve an expenditure of \$439.23 for the tree sale advertisement. Affirmative: All. Opposed: None.

**Next Meeting:** Tuesday, April 2, 2019, at 8 a.m.

**Adjournment:** Upon motion made by Barka and seconded by Haffley, Chairman Schiefelbein adjourned the meeting at 11:06 a.m.

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Secretary

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Date