



522 South Johnson Drive • Litchfield, MN 55355

320.693.7287

Minutes of Regular Board Meeting  
Tuesday, October 1, 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; Josh Pommier, Pheasants Forever; and Melissa Rothwell and Jacob Stich, NRCS.

The meeting was called to order by Chairman Schiefelbein at 8:10 a.m.

**Agenda:** Motion by Jans and seconded by Barka to approve the agenda with the addition of a report from the South Fork 1W1P meeting, request to attend the CFO quarterly meeting, Randy Worden cost share contract and definitions of cost share policy. Affirmative: All. Opposed: None.

**Minutes:** Motion by Jans and seconded by Haffley to approve the minutes from the September 5, 2019, meeting as presented. Affirmative: All. Opposed: None.

**Treasurer Report:** Motion by Jans and seconded by Behnke to approve the Treasurer's Report as presented, subject to audit, including bills payable in the amount of \$37664.38 and bills paid. Affirmative: All. Opposed: None.

Reports showing profit and loss since inception of the drill program, drill depreciation/value and the hours spent by staff on the tree program during 2019 had been mailed to the Board with the agenda packet. These items were discussed.

Motion by Jans and seconded by Haffley to add Dan Barka to the list of authorized signers on the Money Market Gold Savings Account held at Center National Bank and to add Bob Schiefelbein and Deb Holtz to the list of authorized signers on all CDs of the District, changing to a requirement of two signatures required on all CDs, one of which must be a Supervisor. Affirmative: All. Opposed: None.

Motion by Jans and seconded by Haffley to purchase the following Certificates of Deposit (CDs) at Center National Bank, each in the amount of \$31,250:

Purchase now: one at a 6 month term (maturing April 2020), one 12 month term (maturing October 2020), one 18 month term (maturing April 2021), and one 24 month term (maturing October 2021)

Purchase in January: one at a 6 month term (maturing July 2020), one 12 month term (maturing January 2021), one 18 month term (maturing July 2021), and one 24 month term (maturing January 2022).

Upon initial maturity, each CD is to be converted to a 24 month term.

CDs to be purchased in January may be purchased now with extended maturities (July 2020, January 2021, July 2021 and January 2022), if amicable to the bank.

Affirmative: All. Opposed: None

**Correspondence:** Deb Holtz presented the MCIT 2019 Annual Report and Distributed the MASWCD Resolution Packets. Voting sheets should be returned to her by October 21, 2019.

**Field Office Report:** Joe Norman, Matt Anderson, Ann Steinhaus and Melissa Rothwell reported on their recent activities. Jacob Stich reported on NRCS matters.

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

**Training/Meeting Reports:** Norman and Haffley reported North Fork 1W1P committee meetings. Norman reported on a South Fork 1W1P meeting he attended. Motion by Jans and seconded by Barka to participate in the South Fork 1W1P planning. Affirmative: All. Opposed: None.

**Training/Meeting Requests:** Motion by Jans and seconded by Barka to approve attendance of Joe Norman and Fred Behnke, or his substitute) at the October 16 Area 2 Meeting, including all expenses. Affirmative: All. Opposed: None.

Motion by Jans and seconded by Barka to approve attendance of Ann Steinhaus at the upcoming Regional CAI meeting, including all expenses. Affirmative: All. Opposed: None.

Motion by Barka and seconded by Haffley to approve attendance of Ann Steinhaus at the upcoming CFO quarterly meeting, including all expenses. Affirmative: All. Opposed: None.

**2020 Local Capacity and Buffer Implementation Work Plans:** Deb Holtz reviewed the work plans that were submitted for the 2020 Local Capacity and Buffer Implementation grants.

**Data Practices Policy:** Motion by Jans and seconded by Behnke to not charge for copies under our Data Practices Policy for Data Subjects. Affirmative: All. Opposed: None.

Motion by Jans and seconded by Barka to charge the maximum allowed by statute for all copies under our Data Practices Policy for Members of the Public. Affirmative: All. Opposed: None.

**Cost Share:** Motion by Jans and seconded by Behnke to confirm encumbrance of \$500 from the MDA Noxious Weed grant for Bruce Anderson (NW19-10). Affirmative: All. Opposed: None.

Motion by Jans and seconded by Behnke to reimburse Schiefelbein Farms on their Noxious Weeds cost share contract, NW19-07. Affirmative: Jans, Behnke, Barka and Haffley. Opposed: None. Abstaining: Schiefelbein.

Motion by Barka and seconded by Jans to reimburse Tom Ruhland \$500 on his Noxious Weed cost share contract, NW19-03. Affirmative: All. Opposed: None.

COJO Dairy's cover crop (FY18-08) was planted on September 25, 2019. Payment approval will be presented at the November meeting.

Motion by Barka and seconded by Behnke to reimburse Chris Crayford \$1,167.50 on his wetland restoration cost share contract, LC18-06. Affirmative: All. Opposed: None.

Motion by Jans and seconded by Haffley to reimburse Randy Worden \$984.00 on his state buffer cost share contract, BCS18-08. Affirmative: All. Opposed: None.

Joe Norman sought guidance from the Board regarding two potential cost share policies. He will draft policies for presentation at a future meeting.

**Next Meeting:** Tuesday, October 1, 2019.

**Adjournment:** Upon motion by Jans and seconded by Haffley, Chairman Schiefelbein adjourned the meeting at 10:03 a.m.

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Secretary

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Date