



522 South Johnson Drive • Litchfield, MN 55355

320.693.7287

Minutes of Regular Board Meeting
Tuesday, September 1, 2020, 8:15 a.m.
via Video Conferencing
pursuant to Minnesota Statute 13.D.04

Present: Bob Schiefelbein, 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 Bob Schiefelbein at 8:17 a.m.

Agenda: [Greg Jans joined the meeting at this time.] Motion by Barka and seconded by Haffley to approve the agenda with the addition of VanNurden, Peterson, Froning and Orwoll cost share projects. Affirmative: Haffley/Barka/Schiefelbein/Jans.

Minutes: Motion by Barka and seconded by Jans to approve the minutes from the August 4, 2020, meeting. Affirmative: Haffley/Barka/Schiefelbein/Jans.

Treasurer Report: [Fred Behnke joined the meeting at this time.] 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 \$30,940.52 and bills paid. Affirmative: Haffley/Barka/Schiefelbein/Jans/Behnke.

Motion by Behnke and seconded by Haffley to authorize Deb Holtz to sign the Final Financial Report for the 2018 Local Capacity Grant. Affirmative: Haffley/Barka/Schiefelbein/Jans/Behnke.

Motion by Jans and seconded by Haffley to convert CD # 29560 from a 12 month Certificate of Deposit to a 24 month Certificate of Deposit upon maturity on October 3, 2020. Affirmative: Haffley/Barka/Schiefelbein/Jans/Behnke.

Motion by Jans and seconded by Haffley to authorize any Supervisor to sign the Auditor Management Letter to Peterson Company as mailed in the agenda packet. Affirmative: Haffley/Barka/Schiefelbein/Jans/Behnke.

Correspondence: Holtz reported on the dividend that will be received this year from MCIT.

Field Office Report: Norman, Anderson, Steinhaus, Rothwell and Stich reported on recent activities. Holtz reported on the status of the opening of the office.

Farm Bill Report: Pommier reported on his activities.

Meeting/Training Reports: Norman reported on a NF1W1P meeting he participated in. Haffley reported that his NF1W1P meeting had been postponed to September 2, 2020.

Training/Meeting Requests: Motion by Barka and seconded by Jans to approve staff participation in BWSR Academy as each desires. Affirmative: Haffley/Barka/Scheifelbein/Jans/Behnke.

NRCS Memo of Understanding: Motion by Jans and seconded by Haffley to approve the NRCS Memo of Understanding and authorize any Supervisor to sign on behalf of the Board.

COVID-19 Preparedness Plan: No changes to the plan were made at this time.

Outstanding Conservationist: In light of the fact that there will be no state recognition of Outstanding Conservationist this year, no selection will be made from Meeker County.

District Operations/Procedures: Norman updated the Board on the status of his remote work. Holtz reported on requirements of the Phased Retirement Option through PERA and requested permission to cut back her hours in October as required for participation under that agreement. Motion by Jans and seconded by Behnke to approve the Phased Retirement Option for Holtz, authorizing any Supervisor to sign the paperwork. Affirmative: Haffley/Barka/Scheifelbein/Jans/Behnke. [Barka left the meeting at this time.] After discussion of location, dates and facilitator for a strategic planning meeting, Holtz will gather more information to present at the October 6 meeting.

Internal Financial Controls Policy: After obtaining input from the Board, Holtz will continue working on a policy draft.

MCIT Insurance Review: Motion by Jans and seconded by Haffley to acknowledge review of the MCIT insurance schedules as mailed in the agenda packet. Affirmative: Haffley/Scheifelbein/Jans/Behnke.

Cost Share: [Steinhaus left the meeting at this time.] Motion by Jans and seconded by Haffley to approve payment on the following noxious weed cost share contracts:

Burkstrand (NW20-05) - \$500
Jan Anderson (NW20-07) - \$500
Henfling (NW19-11) - \$324.72
Kramer (NW20-08) - \$500
VanNurden (NW20-09) - \$500

Affirmative: Haffley/Scheifelbein/Jans/Behnke.

Motion by Jans and seconded by Behnke to amend the Kipf cost share contract LC19-01 to encumber a total amount of \$17,271.83 and authorize Joe Norman to sign the amendment. Affirmative: Haffley/Scheifelbein/Jans/Behnke.

Motion by Jans and seconded by Haffley to approve payment on the Loren Miller cover crop contract (FY18-11) in the amount of \$2,200 and authorize Norman to sign the voucher.

Affirmative: Haffley/Scheifelbein/Jans/Behnke.

Motion by Jans and seconded by Haffley to encumber \$3,188.61 on a water and sediment control basin for John Barka from FY2019 state cost share funds (FY19-01) and authorize Norman to sign the contract. Affirmative: Haffley/Scheifelbein/Jans/Behnke.

Motion by Behnke and seconded by Jans to approve encumbrment and payment in the amount of \$770 on a cover crop contract for Russ Peterson from FY2019 state cost share funds (FY19-02) and authorize Norman to sign all documents. Affirmative: Haffley/Scheifelbein/Jans/Behnke.

Motion by Jans and seconded by Haffley to approve encumbrment of \$4,000 each to John Froning (FY19-03) and Thomas Orwoll (FY19-04) from FY2019 and FY2020 state cost share funds for shoreland erosion control projects on Belle Lake. Affirmative: Haffley/Scheifelbein/Jans/Behnke.

Next Meeting: Tuesday, October 6, 2020, via teleconference.

Adjournment: Upon motion by Jans and seconded by Haffley, Chairman Schiefelbein adjourned the meeting at 9:58 a.m.

Secretary

Date