



522 South Johnson Drive • Litchfield, MN 55355

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Minutes of Regular Board Meeting
Tuesday, October 6, 2020, 8:00 a.m.
via Video Conferencing
pursuant to Minnesota Statute 13.D.04

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

The meeting was called to order by Vice Chair Dan Barka at 8:11 a.m.

Agenda: Motion by Jans and seconded by Behnke to approve the agenda with the addition of approval of the Audit Report, close out of 2018 State Cost Share, addition of Callendar, Anderson and Johnson cost share projects and the removal of the Schoening cost share project. Affirmative: Behnke/Haffley/Barka/Jans.

Minutes: Motion by Jans and seconded by Haffley to approve the minutes from the September 1, 2020, meeting. Affirmative: Behnke/Haffley/Barka/Jans.

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 \$21,006.96 and bills paid. Affirmative: Affirmative: Behnke/Haffley/Barka/Jans.

Motion by Haffley and seconded by Behnke to approve the Audit Report draft submitted by Peterson Company Ltd. Affirmative: Behnke/Haffley/Barka/Jans.

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

Correspondence: Holtz reported on process for voting on resolutions for the MASWCD this year. [Bob Schiefelbein joined the meeting at this time.]

Vice Chair Barka turned the meeting over the Chairman Schiefelbein.

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

Jeremy Maul gave a BWSR Report.

Farm Bill Report: Pommier reported on his activities.

Meeting/Training Reports: None

Training/Meeting Requests: Holtz reported on upcoming MCIT web trainings, the October 14 Area 2 meeting (by Zoom) and cancellation of the October WCTSA meeting.

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

Strategic Planning Meeting: The meeting will be held on Wednesday, December 2, 2020, in the meeting rooms in the basement of the courthouse. More information will be forthcoming.

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

Grant Approval: Motion by Jans and seconded by Haffley to approve the 2021 Local Capacity and Buffer Implementation Grant. Affirmative: Behnke/Haffley/Barka/Jans/Schiefelblein.

Meeker County Buffer Fund: Anderson brought to the attention of the Board the request by a landowner for buffer cost share. Anderson will encumber money from the Meeker County Buffer Fund for this request.

Cost Share: Motion by Barka and seconded by Haffley to approve payment on the following noxious weed cost share contracts:

Thomas Ruhland (NW19-12) - \$500
Ben Leither (NW20-01) - \$242.86
Randy Callender (NW20-02) - \$149.98
Adam/Michelle Anderson (NW20-04) - \$500

Affirmative: Behnke/Haffley/Barka/Jans/Schiefelblein. Anderson will seek approval to use the remaining funds from this grant for staff time. If that cannot be done, he will seek to roll it over to next year.

Motion by Jans and seconded by Haffley to encumber \$10,000, not to exceed 75% of the contract amount on a sediment control basin project for Luke Johnson from FY2020 state cost share funds (FY20-01) and authorize Norman to sign the contract. Affirmative: Behnke/Haffley/Barka/Jans/Schiefelblein.

Next Meeting: Tuesday, November 3, 2020, via teleconference.

Adjournment: Upon motion by Haffley and seconded by Barka, Chairman Schiefelbein adjourned the meeting at 9:28 a.m.

Secretary

Date