



522 South Johnson Drive • Litchfield, MN 55355

320.693.7287

Minutes of Regular Board Meeting
Tuesday, November 10, 2020, 8:00 a.m.
via Video Conferencing
pursuant to Minnesota Statute 13.D.04

Present: Dan Barka, Greg Jans, Fred Behnke, Bob Schiefelbein 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 Bob Schiefelbein at 8:04 a.m.

Agenda: Motion by Behnke and seconded by Barka to approve the agenda with the removal of the Schoening cost share item and the addition of an item of correspondence regarding an irrigation grant. Affirmative: Behnke/Haffley/Barka/Jans/Schiefelbein.

Minutes: Motion by Jans and seconded by Haffley to approve the minutes from the October 6, 2020, meeting. Affirmative: Behnke/Haffley/Barka/Jans/Schiefelbein.

Treasurer Report: Motion by Haffley and seconded by Barka to approve the Treasurer's Report as presented, subject to audit, including bills payable in the amount of \$55,305.45 and bills paid. Affirmative: Behnke/Haffley/Barka/Jans/Schiefelbein.

Motion by Barka and seconded by Behnke to pay \$500 for NACD annual dues. Affirmative: Behnke/Haffley/Barka/Jans/Schiefelbein.

Holtz briefly discussed the following items included in the agenda packet: graphs showing the financial health of the District, an Employee Payment Summary for year to date and a comparison of group health insurance liability estimates between 2020 and 2021. No action was necessary.

Correspondence: Holtz reported on an email received from MASWCD regarding the 2020 annual meeting. Any supervisor interested in receiving information on this virtual meeting should let Holtz know.

Norman and Barka presented information received from AgCentric regarding an irrigation grant they wish to apply for. Motion by Jans and seconded by Behnke to support AgCentric as necessary with match in kind in the form of staff assistance and support. Affirmative: Behnke/Haffley/Barka/Jans/Schiefelbein. Motion by Jans and seconded by Behnke to authorize Norman to sign the letter of intent to participate. Affirmative: Behnke/Haffley/Barka/Jans/Schiefelbein.

Field Office Report: Norman, Anderson, Steinhaus, Rothwell and Stich reported on their recent activities. Holtz reported on a coronavirus exposure at the office.

Farm Bill Report: Pommier reported on his activities.

Meeting/Training Reports: Norman reported on the Area 2 meeting. Norman, Holtz and Anderson reported on the virtual BWSR Academy. Holtz reported on online trainings put on by Indeed and MCIT.

Training/Meeting Requests: None.

COVID-19 Preparedness Plan: Motion by Haffley and seconded by Jans to change the Preparedness Plan as outlined by Holtz to bring it in line with updates from the CDC, authorizing her to sign and post said updated plan. Affirmative: Behnke/Haffley/Barka/Jans/Schiefelbein.

Strategic Planning Meeting: The meeting will be held at 9 a.m. on Wednesday, December 2, 2020, in the meeting rooms in the basement of the courthouse. Adequate distancing will be in place. The agenda and supporting documents were included in the agenda packet for this meeting.

Internal Financial Controls Policy: Guidance is being sought from BWSR and Peterson Company.

Surface Tablet: Motion by Jans and seconded by Behnke to purchase a surface tablet and accessories using CARES funding to be obtained through Meeker County. Affirmative: Behnke/Haffley/Barka/Jans/Schiefelbein.

Cost Share: Motion by Behnke and seconded by Haffley to approve payment in the amount of \$379.82 to Robert Ahlgren on his noxious weed contract, NW20-06. Affirmative: Behnke/Haffley/Barka/Jans/Schiefelbein.

Performance Reviews: The Personnel Committee will conduct performance reviews following the planning meeting on December 2.

Next Meeting: Tuesday, December 8, 2020, at 8 a.m. via teleconference.

Adjournment: Upon motion by Behnke and seconded by Haffley, Chairman Schiefelbein adjourned the meeting at 9:31 a.m.

Secretary

Date