



522 South Johnson Drive • Litchfield, MN 55355

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320.693.7287

Minutes of Regular Board Meeting  
Tuesday, April 6, 2021, 8:00 a.m.  
Meeker SWCD Offices  
522 South Johnson Drive  
Litchfield, MN 55355

Present: Fred Behnke, Bob Schiefelbein, Greg Jans and John Haffley. Staff present: Joe Norman, Matt Anderson, Ann Steinhaus, Lacey Clark and Deb Holtz, SWCD.

The meeting was called to order by Bob Schiefelbein at 8:05 a.m.

**Agenda:** Motion by Jans and seconded by Haffley to approve the agenda with the addition of a CD conversion, one item of correspondence, removal of the Johnson/Swenson Cover Crop Seed and Froning cost share items and the addition of Anderson, Meierhoffer and Behnke cost share items. Affirmative: All. Opposed: None.

**Minutes:** Motion by Jans and seconded by Haffley to approve the minutes from the March 2 and March 11, 2021, meetings. 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 \$39,178.87 and bills paid. Affirmative: All. Opposed: None.

Holtz distributed a first draft of a 2022 budget and accompanying county allocation request work papers. Supervisors gave guidance on adjusting the allocation request for 2022 to balance the budget.

Motion by Jans and seconded by Behnke to convert CD number 29561 from an 18 month CD to a term of 24 months. Affirmative: All. Opposed: None.

**Correspondence:** Holtz commented on an email received containing the NACD and NCF annual reports for 2020. Any supervisors who wishes to review them should let her know and she will forward the message.

**Field Office Report:** Norman, Anderson, Steinhaus reported on their recent activities. Rothwell and Stich joined the meeting at this time and reported on their recent activities, leaving the meeting following their reports. The Local Work Group meeting was set for June 1, 2021.

**Training/Meeting Reports:** Most meeting reports were included in the field office reports. In addition, Haffley reported on a 1W1P meeting he attended and Holtz reported on an on-line BWSR cost share training she and Clark had attended. Anderson, Norman and Clark will be attending another on-line training regarding cost share on April 14 and 15.

**Financial and Administrative Coordinator Position:** Holtz presented the offer of employment letter for signature by Chairman Schiefelbein and Lacey Clark.

**COVID-19 Preparedness Plan Modifications:** Motion by Jans and seconded by Behnke to approve the changes to the COVID-19 Preparedness Plan regarding vaccinations as presented by Holtz. Affirmative: All. Opposed: None.

**Internal Financial Controls Policy:** Holtz presented a final draft of the Internal Financial Controls Policy for review and approval next month.

**Shared Computer Drive:** Motion by Haffley and seconded by Jans to approve using the Google shared drive at a cost of \$6/seat/person/month plus a \$12 annual fee for a required domain name. Affirmative: All. Opposed: None.

**Farm Bill Report:** Josh Pommier joined the meeting and reported on his activities, leaving the meeting after his report.

**Rain Barrels:** Motion by Behnke and seconded by Jans to purchase 20 rain barrels for resale at a cost of \$50.25/barrel. Affirmative: All. Opposed: None.

**District Apparel:** Supervisors confirmed the policy offering a \$50 District apparel stipend to each SWCD employee as well as Litchfield employees of NRCS and the Farm Bill Biologist.

**Mississippi/St. Cloud 1W1P:** Motion by Jans and seconded by Haffley to approve the following resolutions, attaching all noted exhibits to the minutes of this meeting making them a part hereof:

**WHEREAS**, integrated comprehensive watershed planning is a benefit for our water resources; and

**WHEREAS**, the Minnesota Board of Soil and Water Resources has developed policies for coordination and development of comprehensive watershed management plans, also known as One Watershed, One Plan, consistent with Minnesota Statutes, Chapter 103B.801, Comprehensive Watershed Management Planning Program; and

**WHEREAS**, the counties, Soil and Water Conservation Districts, and Watershed Districts (hereafter "Local Government Units") within the Mississippi River Sartell / St Cloud Major Watersheds, as delineated in the attached One Watershed, One Plan Suggested Boundary Map (Exhibit A, #11), have interest in developing a coordinated, major watershed-scale implementation framework for this area; and

**WHEREAS**, the Minnesota Board of Soil and Water Resources has developed policies related to "Boundary Establishment and Adjustment Procedures (Operating Procedures Document Version 2.0, section B.1.a.ii) which specify the process to adjust One Watershed, One Plan planning boundaries; and

**WHEREAS**, the staff from the noted Local Governmental Units have shared their board and supervisor's opinions for a desired planning boundary for future One Watershed, One Plan projects during a February 18<sup>th</sup> 2021 meeting; and

**WHEREAS**, the Local Governmental Units are in agreement that a split between the Mississippi River Sartell and Mississippi River St Cloud watersheds for One Watershed, One Plan planning boundaries was consistent with precedent 8-digit Hydrologic Unit Code boundaries utilized by watershed-based programs overseen by the Minnesota Pollution Control Agency (Intensive Watershed Monitoring, Watershed Restoration and Protection Strategies) and best reflected the intent of the One Watershed, One Plan program from a local perspective;

**NOW, THEREFORE, BE IT RESOLVED**, the Local Governmental Units included within the BWSR Suggested Boundaries Map #11 watershed support the splitting of this planning boundary into two separate planning boundaries (Exhibit B) named the Mississippi River Sartell (8-digit HUC #07010201) and the Mississippi River St. Cloud (8-digit HUC #07010203) for future One Watershed, One Plan related programs.

**BE IT FURTHER RESOLVED**, that Meeker Soil and Water Conservation District, specifically, agrees to this adjustment in the planning boundary and supports future One Watershed, One Plan programs within these boundaries.

and

**WHEREAS**, the Minnesota Board of Soil and Water Resources has developed policies for coordination and development of comprehensive watershed management plans, also known as One Watershed, One Plan, consistent with Minnesota Statutes, Chapter 103B.801, Comprehensive Watershed Management Planning Program; and

**WHEREAS**, Minnesota Statutes, Chapter 103B.301, Comprehensive Local Water Management Act, authorizes Minnesota Counties to develop and implement a local water management plan; and

**WHEREAS**, Minnesota Statutes, Chapter 103D.401, Watershed Management Plan, authorizes Minnesota Watershed Districts to develop and implement a watershed management plan; and

**WHEREAS**, Minnesota Statutes, Chapter 103C.331, subdivision 11, Comprehensive Plan, authorizes Minnesota Soil and Water Conservation Districts to develop and implement a comprehensive plan; and

**WHEREAS**, the counties, Soil and Water Conservation Districts, and Watershed Districts within the Mississippi River St. Cloud Planning Boundary, as delineated in Exhibit A, have interest in developing a comprehensive watershed management plan for this area; and

**WHEREAS**, the counties, Soil and Water Conservation Districts, and Watershed Districts

within the Mississippi River St. Cloud Planning Boundary, have a successful history of cooperation for resource protection and restoration via completed Mississippi River St. Cloud Intensive Watershed Monitoring Programs (2009-2010 and 2019-2020) and Watershed Restoration and Protection Strategy programs (2011-2014); and

**WHEREAS**, Participating in the One Watershed One Plan will provide funding for plan development and increase efficiency of disbursement of implementation funds through a plan-based disbursement process; and

**NOW, THEREFORE, BE IT RESOLVED**, that Meeker Soil and Water Conservation District (Meeker SWCD) recognizes and supports watershed-scale planning efforts consistent with Minnesota Statutes, Chapter 103B.801, also known as One Watershed, One Plan; and

**BE IT FURTHER RESOLVED**, that Meeker SWCD welcomes the opportunity to collaborate with the counties, Soil and Water Conservation Districts, and Watershed Districts within the Mississippi River St. Cloud Planning Boundary for major watershed-scale planning efforts; and

**BE IT FURTHER RESOLVED** that Meeker SWCD supports an application to the Board of Water and Soil Resources for a planning grant to develop a coordinated, major watershed-scale implementation framework and anticipates entering into a Memorandum of Agreement with the counties, Soil and Water Conservation Districts, and Watershed Districts within the Mississippi River St. Cloud Planning Boundary to implement this collaborative effort and be eligible for plan-based implementation funding from BWSR, pending selection as a recipient of a planning grant.

Affirmative: All. Opposed: None.

**Cover Crop Field Day**: Norman and Steinhaus presented preliminary plans for a cover crop field day this summer. The Board supported this event.

**Cost Share**: Motion by Jans and seconded by Haffley to approve payment in the amount of \$4,000 to Thomas Orwoll on his shoreland project (LC19-07). Affirmative: All. Opposed: None.

Motion by Jans and seconded by Haffley to approve and encumber the following projects:

Jeff Anderson, water and sediment control basins, \$3,690.63 (\$1,446.70 from 2020 State Cost Share and \$2,243.93 from 2020 Local Capacity grants) – project number FY20-03.

Fred Behnke, grassed waterway, \$10,060.25 from the 2020 Local Capacity grant – project number LC20-03.

Cory Meierhofer, water and sediment control basins, \$6,065.71 from the 2020 Local Capacity grant – project LC20-04.

Affirmative: Haffley/Jans/Schiefelbein. Opposed: None. Abstaining: Behnke.

**Next Meeting:** Tuesday, May 4, 2021, at 8 a.m. with poster judging following the meeting.

**Adjournment:** Upon motion by Haffley, Chairman Schiefelbein adjourned the meeting at 10:30 a.m.

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Secretary

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Date