

District Regular Board Meeting
December 26, 2017
8 a.m.
County Annex Conference Room
625 Jefferson Ave.
Wabasha, MN 55981

- I. **CALL MEETING TO ORDER** – Chairman Roland Wood called the meeting to order at 8:00 am
Supervisors present: Roland Wood, Chair; Terry Helbig, Vice Chair; Chuck Fick, Secretary; Tom Gosse, Treasurer; Nate Arendt, member

Staff Present: Terri Peters, District Manager; Jen Wahls, SWCD; Bill Wayne, SWCD; Mitch Rigelman, SWCD; Dennis Stelling, SWCD; Laura Swartout, NRCS

County Commissioners present: Mike Wobbe; Don Springer

Others Present: Paul Kottschade, Landowner

- II. **PLEDGE OF ALLEGIANCE**

- III. **AGENDA**

Moved by Gosse, seconded by Helbig to approve the agenda as presented

Affirmative: Arendt, Fick, Gosse, Helbig, Wood

Opposed: none

Motion Carried

- IV. **PUBLIC COMMENTS**

Pau Kottschade addressed the board with concerns about the state of soil conservation in the county, especially with the changes in rainfall events in the last few years. Expressed a strong desire to see improved soil stewardship by landowners by working in partnership with local and state agencies to promote soil health.

- V. **CONSENT AGENDA**

- VI. **SECRETARY'S REPORT**

A. November 28, 2017 District Regular Minutes –

Moved by Helbig, seconded by Arendt to approve the secretaries report as presented.

Affirmative: Arendt, Fick, Gosse, Helbig, Wood

Opposed: none

Motion Carried

- VII. **TREASURER'S REPORT:**

A. Program Record –

B. District Financial Statements

Moved by Helbig, seconded by Fick to approve the treasurers report as presented.

Affirmative: Arendt, Fick, Gosse, Helbig, Wood

Opposed: none

Motion Carried

VIII. PAYMENT OF MONTHLY BILLS

A. Statement provided at meeting

Moved by Helbig, seconded by Gosse to approve payment of monthly bills in the amount of \$14,166.57

Affirmative: Arendt, Fick, Gosse, Helbig, Wood

Opposed: none

Motion Carried

IX. DISTRICT REPORTS

A. Chair Report – Roland Wood

B. County Commissioners – Don Springer; Mike Wobbe

C. District Manager Report – Terri Peters:

D. NRCS Report – Laura Swartout:

E. Ecological Technician Report – Jen Wahls: AIS

F. District Technician Report- Mitch Rigelman

G. District Technician Report- Bill Wayne

H. Bookkeeper/Admin Report- Dennis Stelling

I. Other –

X. OLD BUSINESS

A. 2018 Health Insurance Plan enrollment options

i. Select Account Health Savings Account account management-**Board Discussion/Action**

Moved by Helbig, seconded by Fick to take the health savings account management discussion off the table.

Affirmative: Arendt, Fick, Gosse, Helbig, Wood

Opposed: none

Motion Carried

Moved by Helbig, seconded by Fick to allow employees to set up their own individual HSA accounts and have employees manage the accounts themselves.

Affirmative: Arendt, Fick, Gosse, Helbig, Wood

Opposed: none

Motion Carried

B. Soil Health Educational Program Funding Request for \$250.00-**Board Action**

Moved by Helbig, seconded by Fick to not support the \$250.00 request from Rice county for the soil health workshops.

Affirmative: Arendt, Fick, Gosse, Helbig, Wood

Opposed: none

Motion Carried

Discussion on finding other ways to support awareness of the soil health seminar through advertising or personal contacts

Motion by Helbig, seconded by Fick to use \$250.00 to advertise or find other ways to encourage Wabasha County farmers to attend the soil health workshop.

Affirmative: Arendt, Fick, Gosse, Helbig, Wood

Opposed: none

Motion Carried

XI. NEW BUSINESS

A. Shared Services Contract for Wetland Conservation Act Technical Assistance (WCA) with Fillmore Soil and Water Conservation District-**Board Action**

Motion made by Helbig, seconded by Fick to approve the Shared Services Contract for Wetland Conservation Act Technical Assistance (WCA) with Fillmore Soil and Water Conservation District

Discussion on shared services contract. Noted that this contract is supporting 1/3 of Jen Wahls time.

Affirmative: Arendt, Fick, Gosse, Helbig, Wood

Opposed: none

Motion Carried

B. SEMN Water Resources Board Agreement-**Board Action**

Moved by Arendt, seconded by Gosse to approve the SEMN Water Resources Board Agreement (Ag Certainty) in the amount of \$21,000.00

Affirmative: Arendt, Fick, Gosse, Helbig, Wood

Opposed: none

Motion Carried

C. Voucher payment for Beth Edwards contract 16-CWMA-2 for \$1,800 (total project cost \$2,400) on 9 acres Brush Management practice 314.-**Board Action**

Moved by Fick, seconded by Gosse to approve Beth Edwards Voucher Payment for contract 16-CWMA-2 in the amount of \$1,800, practice 314.

Affirmative: Arendt, Fick, Gosse, Helbig, Wood

Opposed: none

Motion Carried

D. Voucher payment for Beth Edwards contract 16-CWMA-7 for \$660 (total project cost \$880) on 3.3 acres Brush Management practice 314.-**Board Action**

Moved by Helbig, seconded by Arendt to approve Beth Edwards Voucher Payment for contract 16-CWMA-7 in the amount of \$660.00, practice 314.

Affirmative: Arendt, Fick, Gosse, Helbig, Wood

Opposed: none

Motion Carried

E. Voucher final payment for Larry Gates contract 15-HFW-1 for \$1200.61 (Total cost of \$19,399.38)-**Board Action**

Moved by Arendt, seconded by Fick to approve Larry Gates Voucher Final Payment for contract 15-HFHW-1 in the amount of \$1200.61.

Affirmative: Arendt, Fick, Gosse, Helbig, Wood

Opposed: none

Motion Carried

F. NRCS Civil Rights Documents-Board Discussion/Signatures Required

Moved by Helbig, seconded by Gosse to accept and sign the NRCS Civil Rights Documents

Affirmative: Arendt, Fick, Gosse, Helbig, Wood

Opposed: none

Motion Carried

G. FY2018 Capacity work plan-Board Discussion/Action

Moved by Helbig, seconded by Gosse to approve the proposed FY2018 Capacity Work Plan

Affirmative: Arendt, Fick, Gosse, Helbig, Wood

Opposed: none

Motion Carried

H. FY2018 Buffer program work plan-Board Discussion/Action

Moved by Arendt, seconded by Helbig to approve the FY2018 Buffer program work plan in the amount of \$29,000.00

Affirmative: Arendt, Fick, Gosse, Helbig, Wood

Opposed: none

Motion Carried

I. FY2016 Audit-Board Information/Discussion

J. LEGO Topographic Model-Whitewater Watershed-Board Discussion/Action

Discussion held on not being able to use public funds for projects/donations such as this (Item K:i below).

Discussion held on the portability of the finished project

Moved by Fick, seconded by Helbig to donate \$250.00 to the Whitewater Watershed Board to be use for this project with funds coming from local funds, tree sales profits.

Discussion on the reasoning for supporting this project being the fact that Wabasha SWCD is a member of the Whitewater Watershed Board and that it is to be used for educational purposes.

Affirmative: Fick, Gosse, Helbig, Wood

Opposed: Arendt

Motion Carried

K. Information Items

- i. Gifts and Donations from Public entities-MCIT Bulletin**
- ii. 2018 IRS Mileage rate of 54.5 cents per mile**

L. Upcoming Events

- i: Forestry Day in February**

XII. Board Reports

- A. ZWP – Attempting to promote the use of the rain simulator at events
- B. WW – Last meeting highlighted events and activities of 2017

XIII. Closed Session

Moved by Helbig, seconded by Fick to go into closed session for Personnel Evaluations Review at 9:56 am.

Affirmative: Arendt, Fick, Gosse, Helbig, Wood

Opposed: none

Motion Carried

- A. Personnel Evaluations Review

XIV. Open Session

Moved by Helbig, seconded by Gosse to move to open session at 11:24 am

Affirmative: Arendt, Fick, Gosse, Helbig, Wood

Opposed: none

Motion Carried

- A. Employee pay rates for 2018-Board Action

Moved by Fick, seconded by Arendt to accept the review of employees presented by the personnel committee and the District Manager.

Affirmative: Arendt, Fick, Gosse, Helbig, Wood

Opposed: none

Motion Carried

Moved by Fick, seconded by Arendt to grant pay raises to employees based on the 2018 Federal pay scale as follows:

Terri Peters: Grade 11 Step 3

Jen Wahls: Grade 6 step 8

Dennis Stelling: Grade 5 step 6

Bill Wayne: Grade 5 step 6

Mitch Rigelman: Grade 5 step 6

Affirmative: Arendt, Fick, Gosse, Helbig, Wood

Opposed: none

Motion Carried

XV. Adjourn

Moved by Arendt, seconded by Gosse to adjourn.

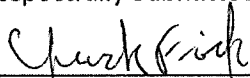
Affirmative: Arendt, Fick, Gosse, Helbig, Wood

Opposed: none

Motion Carried

Meeting adjourned at 11:28 am

Respectfully Submitted



Chuck Fick, Secretary

Conservation District of Wabasha
Monthly Bills Listing
 December 26 - 31, 2017

11:26 AM
 12/22/17
 Cash Basis

Type	Date	Num	Name	Memo	Account	Split	Paid Amount
Liability Check	12/26/2017	10489	MetLife	0041240001	First State Bank	Payroll Liabilities	-62.19
Liability Check	12/26/2017	10490	Madison National Life	Policy #10869	First State Bank	Payroll Liabilities	-45.33
Liability Check	12/26/2017	10491	MetLife	0041240001	First State Bank	Payroll Liabilities	-109.23
Liability Check	12/26/2017	10492	MN Life		First State Bank	-SPLIT-	-77.80
Liability Check	12/26/2017	10493	MN PEIP	Group Numb...	First State Bank	-SPLIT-	-3,449.92
Bill Pmt -Check	12/26/2017	10494	Agri News	1 year subscr...	First State Bank	Accounts Payable	-36.82
Bill Pmt -Check	12/26/2017	10495	BWSR-1	BSWR Acad...	First State Bank	Accounts Payable	-615.00
Bill Pmt -Check	12/26/2017	10496	CenturyLink	Phone bill	First State Bank	Accounts Payable	-71.10
Bill Pmt -Check	12/26/2017	10497	Don Sylvester	JAA exam an...	First State Bank	Accounts Payable	-825.00
Bill Pmt -Check	12/26/2017	10498	HBC	Internet service	First State Bank	Accounts Payable	-70.95
Bill Pmt -Check	12/26/2017	10499	Hill's Hardware Hank	AIS Kids Clu...	First State Bank	Accounts Payable	-12.86
Bill Pmt -Check	12/26/2017	10500	Jennifer Monsos Consulting LLC	Accounting fe...	First State Bank	Accounts Payable	-281.25
Bill Pmt -Check	12/26/2017	10501	Leadership Tools	PRAP grant fi...	First State Bank	Accounts Payable	-3,975.81
Bill Pmt -Check	12/26/2017	10502	MASWCD	Dues for 2018	First State Bank	Accounts Payable	-3,236.18
Bill Pmt -Check	12/26/2017	10503	Mitchell Rigelman	Lunch Reimb...	First State Bank	Accounts Payable	-9.00
Bill Pmt -Check	12/26/2017	10504	Mittel Schule, Inc.		First State Bank	Accounts Payable	-864.13
Bill Pmt -Check	12/26/2017	10505	Scheel's Super Value		First State Bank	Accounts Payable	-54.32
Bill Pmt -Check	12/26/2017	10506	Terri Peters (Expenses)	Mileage -198 ...	First State Bank	Accounts Payable	-167.06
Bill Pmt -Check	12/26/2017	10507	Wabasha County Treasurer HWY Dept.	gas. hyundai...	First State Bank	Accounts Payable	-202.62

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-14,166.57