

District Regular Board Meeting
November 28, 2017
8 a.m.
County Annex Conference Room
625 Jefferson Ave.
Wabasha, MN 55981

- I. **CALL MEETING TO ORDER** – Meeting called to order by Chair Roland Wood at 8:02 am
Board supervisors present: Roland Wood, Chair; Terry Helbig, Vice Chair; Chuck Fick, Secretary;
Tom Gosse, Treasurer
Absent: Nate Arendt

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

County Commissioners present: Don Springer; Mike Wobbe

Others Present: Donna Rae Scheffert, Leadership Tools; Sharleen Klennert, Citizen

- II. **PLEDGE OF ALLEGIANCE**

- III. **INTRODUCTIONS**

- IV. **AGENDA**

*Moved by Helbig, seconded by Gosse to approve the agenda with the addition of items U: Raffle
items for Annual convention, V: Employee evaluations, and W: Board meeting date for
December*

Affirmative: Fick, Gosse, Helbig, Wood

Opposed: none

Motion Carried

- V. **PUBLIC COMMENTS** -None

- VI. **CONSENT AGENDA**

- VII. **SECRETARY'S REPORT**

A. October 24, 2017 District Regular Minutes –

*Moved by Helbig, seconded by Fick to approve the minutes of the October 24, 2017 regular
board meeting*

Affirmative: Fick, Gosse, Helbig, Wood

Opposed: none

Motion carried

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

A. Program Record –

Moved by Helbig, seconded by Fick to approve the Treasurer's report

Affirmative: Fick, Gosse, Helbig, Wood

Opposed: none

Motion carried

IX. PAYMENT OF MONTHLY BILLS

- A. Statement provided at meeting

Moved by Gosse, seconded by Fick to approve the payment of monthly bills in the amount of \$12,664.69

Affirmative: Fick, Gosse, Helbig, Wood

Opposed: none

Motion carried

X. DISTRICT REPORTS

- A. Chair Report – Roland Wood
B. County Commissioners – Don Springer; Mike Wobbe
C. District Manager Report – Terri Peters:
D. NRCS Report – Phillis Brey:
E. Ecological Technician Report – Jen Wahls: AIS
F. District Technician Report- Mitch Rigelman
G. District Technician Report- Bill Wayne

Discussion on training opportunities for Bill and Mitch with people that have JAA and TAA.

Currently working with Willis from NRCS to get OJT for experience requirements.

- H. Other – Dennis Stelling- Bookkeeping report

Payroll is now back in house. Pledged collateral is taken care of at Bank of Alma.

XI. WORK PLANNING

- A. Donna Rae Scheffert Request for 30 minutes of time

Discussion on Partners meeting outcomes and plans for future similar meetings. Discussion on the tools that the board and staff now have in place to continue to use in the future to plan and report progress. Discussion of board meeting procedures. Recommended to add a short informational/educational segment to the board meeting for further development of the board and/or staff or public awareness. Reminded to follow up with quarterly monitoring of the goals/progress and make it an ongoing part of the board-staff interactions.

XII. OLD BUSINESS

- A. 2018 Health Insurance Plan enrollment options

- i. Approval of Health Savings Account option-**Board Discussion/Action**

Moved by Helbig, seconded by Gosse to switch medical coverage to MN PEIP HSA Insurance plan for 2018.

Affirmative: Fick, Gosse, Helbig, Wood

Opposed: none

Motion Carried

- ii. SWCD Health Savings Account contribution amount on behalf of employees-**Board Discussion/Action**

Moved by Helbig, seconded by Fick to have Wabasha SWCD contribute \$1500.00 for single coverage and \$3,000.00 for family coverage into each employee health savings account on behalf of the employees.

Affirmative: Fick, Gosse, Helbig, Wood

Opposed: None

Motion Carried

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

Moved by Helbig, seconded by Fick to table until the December meeting after more information is gathered on using a local HSA account instead of Select Account

Affirmative: Fick, Gosse, Helbig, Wood

Opposed: None

Motion Carried

XIII. NEW BUSINESS

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

Motion made by Helbig and seconded by Fick to contribute \$250.00 to the soil health educational program if a remote viewing sight is set up in Wabasha County and is an interactive video link.

After discussion, the second and the motion were withdrawn.

B. eLink Signature Authority Resolution/Motion-**Board Action**

No action taken. Board will consider presenting a resolution at the January meeting to cover all eLink reporting signature requirements for 2018

C. Job Approval Authority for Don Sylvester-**Board Action**

Moved by Helbig, seconded by Gosse to approve the Job Approval Authority for Don Sylvester

Affirmative: Fick, Gosse, Helbig, Wood

Opposed: none

Motion carried

D. FY18 State of Minnesota Board of Water and Soil Resources MN CREP Outreach and Implementation Program Grant Agreement-**Board Action**

Moved by Helbig, seconded by Fick to accept the FY18 State of Minnesota Board of Water and Soil Resources MN CREP Outreach and Implementation Grant Agreement in the amount of \$29,250.00

Affirmative: Fick, Gosse, Helbig, Wood

Opposed: none

Motion carried

E. Voucher for payment Larry Mischke 17-Capacity-6 20 acres of cover crops practice 340 in the amount of \$600.00-**Board Action**

Moved by Gosse, seconded by Helbig to approve the voucher payment on Larry Mischke contract 17-Capacity-6 for 20 acres of cover crops (practice 340) in the amount of \$600.00

Affirmative: Fick, Gosse, Helbig, Wood

Opposed: none

Motion carried

F. Voucher for payment Dan Wagner 16-CapacityCC-1 20 acres of cover crops practice 340 in the amount of \$600.00-**Board Action**

Moved by Fick, seconded by Gosse to approve the voucher payment on Dan Wagner contract 16-CapacityCC-1 for 20 acres of cover crops (practice 340) in the amount of \$600.00

Affirmative: Fick, Gosse, Helbig, Wood

Opposed: none

Motion carried

G. Voucher for payment Chuck Fick 16-CapacityCC-2 20 acres of cover crops practice 340 in the amount of \$600.00-Board Action

Chuck Fick publicly abstained from voting on this item

Moved by Helbig, seconded by Gosse to approve the voucher payment on Chuck Fick contract 16-CapacityCC-2 for 20 acres of cover crops (practice 340) in the amount of \$600.00

Affirmative: Gosse, Helbig, Wood

Opposed: none

Motion carried

H. Voucher for payment Bryton Miller 17-Capacity-2 20 acres of cover crops practice 340 in the amount of \$600.00-Board Action

Moved by Gosse, seconded by Fick to approve the voucher payment on Bryton Miller contract 17-Capacity-2 for 20 acres of cover crops (practice 340) in the amount of \$600.00

Affirmative: Fick, Gosse, Helbig, Wood

Opposed: none

Motion carried

I. Voucher for payment Tom Miller 16-CapacityCC-3 20 acres of cover crops practice 340 in the amount of \$600.00-Board Action

Moved by Helbig, seconded by Fick to approve the voucher payment on Tom Miller contract 16-CapacityCC-3 for 20 acres of cover crops (practice 340) in the amount of \$600.00

Affirmative: Fick, Gosse, Helbig, Wood

Opposed: none

Motion carried

J. Voucher for payment Tom Miller 17-Capacity-1 20 acres of cover crops practice 340 in the amount of \$600.00-Board Action

Moved by Gosse, seconded by Fick to approve the voucher payment on Tom Miller contract 17-Capacity-1 for 20 acres of cover crops (practice 340) in the amount of \$600.00

Affirmative: Fick, Gosse, Helbig, Wood

Opposed: none

Motion carried

K. Voucher for payment Dalon Miller 17-Capacity-4 20 acres of cover crops practice 340 in the amount of \$600.00-Board Action

Moved by Helbig, seconded by Fick to approve the voucher payment on Dalon Miller contract 17-Capacity-4 for 20 acres of cover crops (practice 340) in the amount of \$600.00

Affirmative: Fick, Gosse, Helbig, Wood

Opposed: none

Motion carried

L. Voucher for payment Lars Polson 16-CapacityCC-8 20 acres of cover crops practice 340 in the amount of \$600.00-Board Action

Moved by Gosse, seconded by Fick to approve the voucher payment on Lars Polson contract 16-CapacityCC-8 for 20 acres of cover crops (practice 340) in the amount of \$600.00

Affirmative: Fick, Gosse, Helbig, Wood

Opposed: none

Motion carried

- M. Voucher for payment Jeremy Holst 17-Capacity-3 20 acres of cover crops practice 340 in the amount of \$600.00-**Board Action**
Moved by Fick, seconded by Helbig to approve the voucher payment on Jeremy Holst contract 17-Capacity-3 for 20 acres of cover crops (practice 340) in the amount of \$600.00
Affirmative: Fick, Gosse, Helbig, Wood
Opposed: none
Motion carried
- N. Voucher for payment Dean Klein 16-CapacityCC-4 20 acres of cover crops practice 340 in the amount of \$600.00-**Board Action**
Moved by Helbig, seconded by Gosse to approve the voucher payment on Dean Klein contract 16-CapacityCC-4 for 20 acres of cover crops (practice 340) in the amount of \$600.00
Affirmative: Fick, Gosse, Helbig, Wood
Opposed: none
Motion carried
- O. Voucher for payment Eric Klein 16-CapacityCC-5 20 acres of cover crops practice 340 in the amount of \$600.00-**Board Action**
Moved by Fick, seconded by Helbig to approve the voucher payment on Eric Klein contract 16-CapacityCC-5 for 20 acres of cover crops (practice 340) in the amount of \$600.00
Affirmative: Fick, Gosse, Helbig, Wood
Opposed: none
Motion carried
- P. NACD Membership-**Board Discussion/Action**
Moved by Gosse, seconded by Fick to participate in the NACD membership at the \$100.00 level
Affirmative: Fick, Gosse, Helbig, Wood
Opposed: none
Motion carried
- Q. Bill Miller amendment #1 to contract 16-CapacityCC-6, one-time extension to the contract, practice 340 will be installed by November 1st, 2019-**Board Action**
Moved by Helbig, seconded by Gosse to approve the one time extension of Bill Miller contract 16-CapacityCC-6 for 20 acres of cover crops (practice 340) amendment #1 with no payment made in 2017 and two(2) payments to be made in 2018 with the end date extended to November 1, 2019
Affirmative: Fick, Gosse, Helbig, Wood
Opposed: none
Motion carried
- R. 2013 Livestock Waster Management Clean Water Fund grant final financial report and grant closeout-**Board Action**
Moved by Helbig, seconded by Fick to close out the 2013 Livestock Waste Management Clean Water Fund grant
Affirmative: Fick, Gosse, Helbig, Wood
Opposed: none
Motion carried
- S. Wabasha SWCD Ancillary Fisheries Creel Survey Summary-**Information from Annette's AIS survey summary**
- T. Upcoming Events-**MASWCD Annual Convention Dec 3-5, 2017**
Terri mentioned that last year's woodland manager of the year, Jim Krulish, had passed away

- U. Raffle Items for MASWCD convention-***Terry Helbig offered to pick up books from the Friends of the Library and donate them to the silent auction***
- V. Employee Evaluations-***Discussion on getting the evaluations done in December ahead of the next board meeting. Planning on the week of December 11th, 2017***
- W. Board Meeting Date for December- ***Discussion held on the regular date for the next meeting being December 26th and thoughts on moving it due to Christmas. Decided to leave as is for December 26, 2017***

XIV. **Board Reports**

- A. ZWP –
- B. WW –

XV. **Adjourn**

Moved by Fick, seconded by Gosse to adjourn

Affirmative: Fick, Gosse, Helbig, Wood

Opposed: none

Motion carried

Meeting adjourned at 10:35 am

Respectfully Submitted

Chuck Fick 12/26/17

Chuck Fick, Secretary