

District Regular Board Meeting  
October 24, 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 Rolland Wood at 8:02 A.M.  
Board Members Present: Roland Wood, Chair; Terry Helbig, Vice Chair; Chuck Fick,  
Secretary; Tom Gosse, Treasurer; Nate Arendt, Member

Staff Present: Terri Peters, SWCD; Jen Wahls, SWCD; Dennis Stelling, SWCD; Bill Wayne,  
SWCD; Mitch Rigelman, SWCD; Phillis Brey, NRCS

Commissioners Present: Don Springer; Mike Wobbe

Others Present: Adam Beilke, BWSR; Donna Rae Sheffert, Leadership Tools; Sharleen  
Klennert, Citizen; Sheila Harmes, Whitewater Watershed Project Coordinator

- II. **PLEDGE OF ALLEGIANCE**

- III. **INTRODUCTIONS**

- A. New Staff  
i. Mitchell Rigelman  
ii. Bill Wayne

- IV. **AGENDA**

*Moved by Arendt, Seconded by Fick to approve the agenda with the addition of item R  
under new business- MASWCD Annual convention*

*Ayes: Arendt, Fick, Gosse, Helbig, Wood*

*Opposed: none*

*Motion Carried*

- V. **PUBLIC COMMENTS**

- VI. **CONSENT AGENDA**

- VII. **SECRETARY'S REPORT**

- A. September 19, 2017 District Regular Minutes –

*Moved by Helbig, Seconded by Gosse to approve the September 19, 2017 Minutes with  
the correction of wording in section VI from Consent Agenda to Secretaries Report*

*Ayes: Arendt, Fick, Gosse, Helbig, Wood*

*Opposed: none*

*Motion Carried*

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

- A. Program Record –

*Moved by Helbig, Seconded by Gosse to approve the Treasurer's report*

*Ayes: Arendt, Fick, Gosse, Helbig, Wood*

*Opposed: none*

*Motion Carried*

**IX. PAYMENT OF MONTHLY BILLS**

A. Statement provided at meeting

***Moved by Helbig, Seconded by Fick to approve payment of monthly bills in the amount of \$12,943.63***

***Ayes: Arendt, Fick, Gosse, Helbig, Wood***

***Opposed: none***

***Motion Carried***

**X. DISTRICT REPORTS**

A. Chair Report – Roland Wood

***Discussion by Board Chair with County Commissioners concerning a possible meeting day and/or time change to allow for more potential participation by county commissioners.***

***Moved by Arendt, Seconded by Helbig to hold monthly Wabasha SWCD Board of Supervisors meetings on the 4<sup>th</sup> Thursday of the month beginning January 2018.***

***Ayes: Arendt, Fick, Gosse, Helbig, Wood***

***Opposed: none***

***Motion Carried***

B. County Commissioners – Don Springer; Mike Wobbe

C. District Manager Report – Terri Peters:

D. NRCS Report – Phillis Brey:

E. A.I.S. (Aquatic Invasive Species) Report – Jen Wahls: AIS

F. District Technician Report-Bill Wayne

G. District Technician Report- Mitch Rigelman

H. Other –

**XI. WORK PLANNING**

A. Donna Rae Scheffert Request for 30 minutes of time

**XII. OLD BUSINESS**

**Presentation by Sheila Harmes, Project Coordinator from Whitewater River Watershed Project**

**XIII. NEW BUSINESS**

A. Jon Wallerich contract 2015CWF-15-MRLP-7 cancellation-**Board Action**

***Moved by Helbig, seconded by Gosse to approve the cancellation of Jon Wallerich contract 2015CWF-15-MRLP-7***

***Ayes: Arendt, Fick, Gosse, Helbig, Wood***

***Opposed: none***

***Motion Carried***

B. Larry Gates contract 16-CWMA-6 Voucher payment Final payment for \$540.00-  
Practice 314-Brush Management-**Board Action**

***Moved by Helbig, seconded by Fick to approve the Voucher Final payment for Larry Gates contract 16-CWMA-6 for practice 314- Brush management in the amount of \$540.00***

***Ayes: Arendt, Fick, Gosse, Helbig, Wood***

***Opposed: none***

***Motion Carried***

**Discussion on the potential conflict of interest in having Jen Wahls sign off on Larry Gates contracts. Noted by District Manager, Terri Peters, that she signs off on all of**

Larry Gates contracts and technical certifications to avoid conflict of interests on the part of Jen Wahls.

C. Don Harlow contract 16-CWMA-4 Voucher payment Final payment for \$1300.00-  
Practice 314-Brush Management-**Board Action**

**Moved by Arendt, seconded by Helbig to approve the Voucher Final payment for Don Harlow contract 16-CWMA-4 for practice 314-Brush Management in the amount of \$1300.00**

**Ayes: Arendt, Fick, Gosse, Helbig, Wood**

**Opposed: none**

**Motion Carried**

D. JC Pfeiffer Contract payment 16-CWMA-3 for \$200.00 (CWMA funds) of the total estimated cost \$266.67. Practice 314 – Brush Management- **Board Action**

**Moved by Fick, seconded by Gosse to approve contract payment for JC Pfeiffer contract 16-CWMA-3 for practice 314-Brush Management in the amount of \$200.00**

**Ayes: Arendt, Fick, Gosse, Helbig, Wood**

**Opposed: none**

**Motion Carried**

E. Tony Tentis LCCMR Cover Crop Cost Share Contract Payment W-LCCMR16-01 for \$1444.00- Authorize District Manager to Approve and Pay Contracts After Certified Complete by Dean Thomas-**Board Action**

**Moved by Helbig, seconded by Gosse to approve payment of Tony Tentis LCCMR Cover Crop contract W-LCCMR16-01 in the amount of \$1444.00 contingent on the certification by Dean Thomas of project completion, authorizing the District Manager to make the payment**

**Ayes: Arendt, Fick, Gosse, Helbig, Wood**

**Opposed: none**

**Motion Carried**

F. Contract amendment for date of installation and practice for Sally & Dean Harrington 16-CWMA-5 Amendment #1 for completion date change to 11/30/2018 and NRCS eFTOG practice 315 – Herbaceous Weed Control. - **Board Action**

**Moved by Fick, seconded by Arendt to approve the contract amendment end date of Sally & Dean Harrington contract 16-CWMA-5 amendment #1 to 11/30/2018 and NRCS eFTOG practice 315-Herbaceous Weed Control to align the contract end date with grant end date**

**Ayes: Arendt, Fick, Gosse, Helbig, Wood**

**Opposed: none**

**Motion Carried**

G. Contract amendment for date of installation. Joe Flynn 16-CWMA-1 Amendment #2. Completion date change to 11/30/2018.-**Board Action**

**Moved by Arendt, seconded by Helbig to approve amendment of Joe Flynn contract 16-CWMA-1 Amendment #2 completion date change to 11/30/2018 to align with grant end date**

**Ayes: Arendt, Fick, Gosse, Helbig, Wood**

**Opposed: none**

**Motion Carried**

H. Contract amendment for date of installation. Mary Honermann 16-CWMA-8

Amendment #1. Completion date change to 11/30/2018.-**Board Action**

**Moved by Arendt, seconded by Helbig to approve the amendment to Mary Honermann contract 16-CWMA-8 Amendment #1 to change the completion date to 11/30/2018 to align with grant end date**

**Ayes: Arendt, Fick, Gosse, Helbig, Wood**

**Opposed: none**

**Motion Carried**

I. Contract: Kevin Siewert 16-Cap-CSC-7 from FY2016 Capacity Funding for Contour Strip Cropping. Flat rate of \$25/acre for Contour (330)/strip cropping (585) and/or \$15/acre for Contour Farming (585). **Up to 227 acres. Final acreage will not be known until completed.** -**Board Action**

**Moved by Gosse, seconded by Helbig to delegate authority to Terri Peters as District Manager to sign on behalf of the Board of Supervisors for the Kevin Siewert contract 16-Cap-CSC-7 Capacity Funding for Contour Strip Cropping for the flat rate of \$25/acre (practice 330, Contour)/(practice 585, strip cropping) and/or \$15/acre for contour farming (practice 585) contingent on the signatures by land owners**

**Ayes: Arendt, Fick, Gosse, Helbig, Wood**

**Opposed: none**

**Motion Carried**

J. 2018 Health Insurance Plan enrollment options-**Board Discussion/Action**

**Discussion on Health plan options for 2018. Referred back to staff to choose which type of coverage and present back to the Board of Supervisors at November meeting**

K. FY 2018 & 2019 state of Minnesota BWSR SWCD programs & Operations Grant Agreement-**Board Action**

**Moved by Helbig, seconded by Gosse to accept the FY 2018 & 2019 State of Minnesota BWSR SWCD Programs and Operations Grant Funding Agreement for the amount of \$190,000.000**

**Ayes: Arendt, Fick, Gosse, Helbig, Wood**

**Opposed: none**

**Motion Carried**

L. FY 2018 & 2019 State of Minnesota BWSR Natural Resources Block Grant Agreement with Wabasha County- **Board Discussion**

M. State of Minnesota Income Contract-**Board Information**

N. Pledged Collateral for deposits- **Board Discussion/Action**

**Moved by Helbig, seconded by Gosse to work with Bank of Alma to secure a Pledged Collateral Agreement for deposits held in excess of the \$250,000 FDIC limit**

**Ayes: Arendt, Fick, Gosse, Helbig, Wood**

**Opposed: none**

**Motion Carried**

O. Retention Schedule Adoption-**Board Action**

**Moved by Arendt, seconded by Fick to approve adoption of the retention schedule presented and to be forwarded to the MN historical society for approval**

**Ayes: Arendt, Fick, Gosse, Helbig, Wood**

**Opposed: none**

**Motion Carried**

P. New laptops for new employees-**Board discussion/Action**  
Discussion held on the possibility of developing an asset replacement schedule for SWCD equipment for equipment to remain viable and to avoid having to purchase multiple items in the same year with gaps of no items being purchased in between.

*Moved by Helbig, seconded by Gosse to approve the purchase of new laptop computers for the 2 new employees.*

*Moved by Helbig, seconded by Gosse to amend the previous motion to include "up to \$5000.00"*

*Ayes: Arendt, Fick, Gosse, Helbig, Wood*

*Opposed: none*

*Motion to amend Carried*

*Vote called on the entire amended motion*

*Ayes: Arendt, Fick, Gosse, Helbig, Wood*

*Opposed: none*

*Amended Motion Carried*

*Moved by Helbig, seconded by Arendt to have Terri Peters, as District Manager, look into developing a computer replacement schedule*

*Ayes: Arendt, Fick, Gosse, Helbig, Wood*

*Opposed: none*

*Motion Carried*

Q. Upcoming Events

i. Partner meeting November 14<sup>th</sup> at National Eagle Center

R. MASWCD Annual Convention-**Board Discussion/Action**

**Discussion by Board of Supervisors on who would be attending. No formal actions taken**

XIV. **Board Reports**

A. ZWP –

B. WW –

XV. **Adjourn**

*Moved by Arendt, seconded by Fick to adjourn*

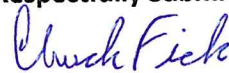
*Ayes: Arendt, Fick, Gosse, Helbig, Wood*

*Opposed: none*

*Motion Carried*

*Meeting Adjourned at 10:47 AM*

Respectfully Submitted,



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Chuck Fick, Secretary