

District Regular Board Meeting  
January 25, 2018  
8 a.m.  
County Annex Conference Room  
625 Jefferson Ave.  
Wabasha, MN 55981

- I. **CALL MEETING TO ORDER – 8:04 am by Chair Roland Wood**  
Board members 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; Mitch Rigelman, SWCD, Bill Wayne, SWCD; Dennis Stelling, SWCD; Phillis Brey, NRCS  
  
Commissioners present: Mike Wobbe  
  
Others present: Mark Miller, DNR; Sheila Harmes, WWB
- II. **PLEDGE OF ALLEGIANCE**
- III. **AGENDA**  
*Moved by Helbig, seconded by Fick to approve the agenda with addition of item P, 2018 Budget approval, and item Q, Hiawatha RC&D membership*  
*Affirmative: Arendt, Fick, Gosse, Helbig, Wood*  
*Opposed: none*  
*Motion Carried*
- IV. **PUBLIC COMMENTS**  
Comments limited to 5 minutes per speaker
- V. **CONSENT AGENDA**
  - A. Springsted wage classification study summary
  - B. Grant ID P17-9865 2017 Easement Delivery Financial Report. Grant amount \$1,331.00. Spent amount \$1,331.00
  - C. Grant ID P17-7527 2017 Conservation Delivery Financial Report. Grant amount \$19,619.00. Spent amount \$19,619.00
  - D. Grant ID P17-9792 2017 Buffer Law Financial Report. Grant amount \$20,000.00. Spent amount \$20,000.00
  - E. Grant ID P16-5641 2016 Tullibee Lakes HFHW Financial Report. Grant amount \$50,000.00. Spent amount \$50,000.00
  - F. Local Cost Share Policy 2018
  - G. Wabasha NONSTRUCTURAL LAND MANAGEMENT PRACTICES (NLMP) Implementation Plan 2018
  - H. 2018 Wabasha County Soil and Water Conservation District Data Practices Policy
  - I. Data Practice Policy for Data Subjects
  - J. Data Practice Policy for Members of the Public

*Moved by Helbig, seconded by Fick to approve the consent agenda*  
*Affirmative: Arendt, Fick, Gosse, Helbig, Wood*  
*Opposed: none*  
*Motion Carried*

**VI. SECRETARY'S REPORT**

A. December 26, 2017 District Regular Minutes –  
*Moved by Gosse, seconded by Fick to approve the secretary's report*  
*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 Treasurer's report*  
*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 the payment of monthly bills in the amount of \$17,924.77 plus supervisor's expenses*  
*Affirmative: Arendt, Fick, Gosse, Helbig, Wood*  
*Opposed: none*  
*Motion Carried*

**IX. DISTRICT REPORTS**

- A. Agency Reports-Mark Miller, DNR  
i. Doughnut and Tree Resolution-Board Action  
*Moved by Gosse, seconded by Fick to approve the Doughnut and tree resolution presented by Mark Miller*  
*Affirmative: Arendt, Fick, Gosse, Helbig, Wood*  
*Opposed: none*  
*Motion Carried*
- B. Chair Report – Roland Wood  
C. County Commissioners – Don Springer; Mike Wobbe  
D. District Manager Report – Terri Peters  
E. NRCS Report – Phillis Brey  
F. Ecological Technician Report – Jen Wahls  
G. District Technician Report- Mitch Rigelman  
H. District Technician Report- Bill Wayne  
I. Bookkeeper/Admin Report-Dennis Stelling  
J. Other –

X. **OLD BUSINESS**

A. eLink Grant Reporting Signature Authority Resolution/Motion-Board Action

*Moved by Helbig, seconded by Gosse to allow the District manager the ability to sign eLink reporting on behalf of the board for calendar year 2018*

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

*Opposed: none*

*Motion Carried*

XI. **NEW BUSINESS**

A. Election of SWCD board officers-Board Action

- i. Chairman
- ii. Vice Chairman
- iii. Secretary
- iv. Treasurer
- v. Member

*Moved by Fick, seconded by Gosse to have the officers for 2018 remain the same as they currently are. Roland Wood, Chair; Terry Helbig, Vice Chair; Chuck Fick, Secretary; Tom Gosse, Treasurer; Nate Arendt, Member*

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

*Opposed: none*

*Motion Carried*

B. Approval of 2018 SWCD operating Rules and Guidelines-Board Action

*Moved by Arendt, seconded by Fick to approve the 2018 SWCD Operating Rules and Guidelines*

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

*Opposed: none*

*Motion Carried*

C. 2018 Committee Appointments-Board Action

- i. Personnel committee
- ii. Zumbro Watershed Partnership
- iii. Whitewater Watershed
- iv. Hiawatha Valley Resource Conservation and Development Council
- v. SE SWCD Technical Support JPB
- vi. Finance Committee
- vii. County Board Meeting Representative

*Moved by Arendt, seconded by Fick to appoint Nate Arendt and Terry Helbig to the personnel committee and Chuck Fick and Roland Wood to the Finance Committee*

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

*Opposed: none*

*Motion Carried*

**Moved by Arendt, seconded by Fick to appoint Terry Helbig to the Zumbro Watershed Partnership committee**

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

**Opposed: none**

**Motion Carried**

**Moved by Arendt, seconded by Gosse to appoint Chuck Fick to the Whitewater Watershed Board committee**

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

**Opposed: none**

**Motion Carried**

**Moved by Helbig, seconded by Fick to table the appointment of a member to the Hiawatha RC&D board until February when further information is available on whether there is any benefit to Wabasha County SWCD from being members of the RC&D**

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

**Opposed: none**

**Motion Carried**

**Moved by Arendt, seconded by Fick to appoint Tom Gosse to the SE SWCD Technical Support JPB**

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

**Opposed: none**

**Motion Carried**

**Moved by Helbig, seconded by Gosse to appoint Roland Wood as the SWCD board representative to the Wabasha County Commissioners Board meetings**

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

**Opposed: none**

**Motion Carried**

**D. Designation of Official Newspaper-Board Action**

**Moved by Arendt, seconded by Helbig to select the same newspaper as the county as the official newspaper for the SWCD. In 2018 that will be the Wabasha County Herald**

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

**Opposed: none**

**Motion Carried**

**E. Designation of Official Bank Depositories-Board Action**

- i. First State Bank-Wabasha; Checking and Money Market savings
- ii. Bank of Alma-Wabasha; Money Market Savings
- iii. Peoples State Bank-Plainview; Money Market Savings
  - a. New account to be opened due to highest MM rates

**Moved by Helbig, seconded by Fick to declare First State Bank-Wabasha, Bank of Alma-Wabasha, and Peoples State Bank-Plainview as depositories for 2018 and open a money market savings account at Peoples State Bank-Plainview**

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

**Opposed: none**

**Motion Carried**

**F. Designation of Signatories for Bank Accounts-Board Action**

**Moved by Helbig, seconded by Fick to add Terri Peters as signatory to the First State Bank Checking Account**

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

**Opposed: none**

**Motion Carried**

**G. Per Diem rates and Mileage for 2018 (\$75/day per diem max and \$.545/mile max)-Board Action**

**Moved by Helbig, seconded by Gosse to approve 2018 per diem at \$75/day and Mileage at \$.545/mile**

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

**Opposed: none**

**Motion Carried**

**H. MAWQCP SWCD Technical Assistance and Promotion Agreement-Board Action**

**Moved by Arendt, seconded by Fick to approve the MAWQCP SWCD Technical Assistance and Promotion Agreement in the amount of \$2,500.00**

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

**Opposed: none**

**Motion Carried**

**I. Voucher payment for Dean & Sally Harrington contract 16-CWMA-5 for \$1,000 (total project cost \$1,333.33) on 5 acres Herbaceous Weed Control practice 315.-Board Action**

**Moved by Fick, seconded by Arendt to approve the Dean & Sally Harrington Voucher payment on Contract 16-CWMA-5 in the amount of \$1,000.00 (Practice 315)**

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

**Opposed: none**

**Motion Carried**

**J. Contract cancellation for Michael Graner contract 17-Capacity-7 for \$1,800 (\$600/yr/3yrs) on 20 acres of Cover Crops practice 340.-Board Action**

**Moved by Fick, seconded by Arendt to approve cancellation of the Michael Graner contract 17-Capacity-7 in the amount of \$1,800.00 for cover crops (Practice 340)**

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

**Opposed: none**

**Motion Carried**

- K. Contract cancellation for Edwin Jostock contract 17-Capacity-5 for \$1,800 (\$600/yr/3yrs) on 20 acres of Cover Crops practice 340.-**Board Action**

***Moved by Helbig, seconded by Fick to approve cancellation of the Edwin Jostock contract 17-Capacity-5 in the amount of \$1,800.00 for cover crops (practice 340)***

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

***Opposed: none***

***Motion Carried***

- L. Board approval to move forward to revise employee manual to align with County Employee Policy-**Board Action**

***Moved by Fick, seconded by Arendt to allow District Manager to move toward aligning Employee handbook policy with County guidelines with final approval by the SWCD board***

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

***Opposed: none***

***Motion Carried***

- M. Acceptance of FY2018 Cooperative Weed Management Grant in the amount of \$15,000-**Board Action**

***Moved by Fick, seconded by Arendt to accept the FY2018 Cooperative Weed Management Grant in the amount of \$15,000.00***

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

***Opposed: none***

***Motion Carried***

- N. Outstanding conservationist and woodland manager of the year for 2018-**Board Discussion**

***Discussion on Woodland manager of the year for the county being different than the nominee for the State Woodland Manager of the Year.***

- O. Upcoming Events

- i. Hiawatha Valley RC&D Council Annual Meeting (Change due to weather) January 29<sup>th</sup>, 2018 @ 10:00 am. Olmsted Planning and Public Works Building, 2122 Campus Drive SE, Rochester MN.
- ii. SE Technical TSA JPB Meeting January 31, 2018
- iii. Legislative day at the State Capital March 12-13, 2018
- iv. Possible move to paperless board packets via tablet (More research needed)  
***Discussion on moving to paperless. Board feels agenda, at minimum, should remain printed so visitors have a copy. Concerns on large email documents taking too long to download or not downloading. Asked to look into the possibility in more detail.***

- P. Approval of the 2018 Wabasha SWCD proposed budget-**Board Action**

*Moved by Fick, seconded by Arendt to approve the proposed 2018 Wabasha SWCD Budget*

*Discussion on adding a column to the budget for previous year comparison*

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

*Opposed: none*

*Motion Carried*

Q. Hiawatha Valley RC&D

*Tabled as a result of the motion under Item C:iv*

XII. Board Reports

A. ZWP –

B. WW –

XIII. Adjourn

*Moved by Fick, seconded by Arendt to adjourn*

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

*Opposed: none*

*Motion Carried*

*Meeting adjourned at 10:15 am*

Respectfully Submitted

  
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Chuck Fick, Secretary