

Wabasha Soil and Water Conservation District
District Regular Board Meeting
January 24, 2019
8 a.m.
County Annex Conference Room
625 Jefferson Ave.

- I. **CALL MEETING TO ORDER** – Meeting called to order by Vice Chair Terry Helbig
Supervisors Present: Nate Arendt; Chuck Fick, Secretary; Terry Helbig, Vice Chair; Larry Theimann; Lynn Zabel

Staff Present: Terri Peters, District Manager; Dennis Stelling, SWCD; Jen Wahls, SWCD

NRCS Staff: Phillis Brey

Others present: Sheila Harmes, WWJPB; Sharleen Klennert, citizen; Frank Klennert, citizen

- II. **PLEDGE OF ALLEGIANCE**

- III. **AGENDA**

Moved by Arendt, seconded by Zabel to approve the agenda with the addition of items K under consent agenda, X, and Y under New Business.

Affirmative: Arendt, Fick, Helbig Theismann, Zabel

Opposed: None

Motion Carried

- IV. **PUBLIC COMMENTS**

Comments limited to 5 minutes per speaker

- V. **CONSENT AGENDA -Board Action**

- A. Paul Kottschade AgBMP Application for vertical tillage tool for \$38,700.00
 - B. 2018 SWCD Local Capacity Services (Wabasha SWCD) interim financial report following BWSR reconciliation-**Signature needed**
 - C. MDA-Ag Water Quality Certification Program Technical Assistance and Promo Funds Report of Work Completion-**Signature needed**
 - D. 2019 Data Practice Policy for Data Subjects
 - E. 2019 Data Practice Policy for Members of the Public
 - F. 2019 Request for release of data to government agency
 - G. 2019 Request for release of data
 - H. 2019 Wabasha County Soil and Water Conservation District Data Practices Policy- Fee Schedule
 - I. 2019 Local Cost Share Policy
 - J. 2019 Wabasha NLMP Implementation Plan-**Signature Needed**
 - K. 2016 SWCD Local Capacity Services (Wabasha SWCD) financial report- Final
- Moved by Fick, seconded by Zabel to approve the consent agenda*
Affirmative: Arendt, Fick, Helbig Theismann, Zabel
Opposed: None

Motion Carried

VI. SECRETARY'S REPORT

A. December 27, 2018 Meeting Minutes-Board Action

Moved by Fick, seconded by Arendt to approve the December 27, 2018 meeting minutes

Affirmative: Arendt, Fick, Helbig Theismann, Zabel

Opposed: None

Motion Carried

VII. TREASURER'S REPORT:

A. December Program Record-Board Action

Moved by Zabel, seconded by Arendt to approve the December Program record

Affirmative: Arendt, Fick, Helbig Theismann, Zabel

Opposed: None

Motion Carried

B. District Financial Statements-Board Action

Moved by Fick, seconded by Zabel to approve the December SWCD financial statements

Affirmative: Arendt, Fick, Helbig Theismann, Zabel

Opposed: None

Motion Carried

VIII. PAYMENT OF MONTHLY BILLS

A. Bills Plus Supervisor's expenses statement provided at meeting-Board Action

Moved by Arendt, seconded by Fick to approve the payment of monthly bills in the amount of \$16,687.55

Affirmative: Arendt, Fick, Helbig Theismann, Zabel

Opposed: None

Motion Carried

IX. DISTRICT REPORTS

A. Chair Report –

B. County Commissioners – Don Springer; Rich Hall

C. District Manager Report – Terri Peters

D. NRCS Report – Phillis Brey

E. Ecological Technician Report – Jen Wahls

F. District Technician Report- Mitch Rigelman

G. District Technician Report- Bill Wayne

H. Mark Miller- DNR

I. Sheila Harmes- WWJPB

X. OLD BUSINESS

XI. NEW BUSINESS

A. Election of SWCD board officers-Board Action

i. Chairman

Moved by Fick, seconded by Zabel to cast a unanimous ballot for Terry Helbig as Chairman

Affirmative: Arendt, Fick, Helbig Theismann, Zabel

Opposed: None

Motion Carried

ii. Vice Chairman

Moved by Fick, seconded by Arendt to cast a unanimous ballot for Lynn Zabel as Vice Chair

Affirmative: Arendt, Fick, Helbig Theismann, Zabel

Opposed: None

Motion Carried

iii. Secretary

Moved by Arendt, seconded by Fick to cast a unanimous ballot for Larry Theismann as Secretary

Affirmative: Arendt, Fick, Helbig Theismann, Zabel

Opposed: None

Motion Carried

iv. Treasurer

Moved by Arendt, seconded by Theismann to cast unanimous ballot for Chuk Fick as Treasurer

Affirmative: Arendt, Fick, Helbig Theismann, Zabel

Opposed: None

Motion Carried

B. Approval of 2019 SWCD operating Rules and Guidelines-Board Action

Moved by Arendt, seconded by Fick to approve the 2019 Operating Rules and Guidelines

Affirmative: Arendt, Fick, Helbig Theismann, Zabel

Opposed: None

Motion Carried

C. 2019 Committee Appointments-Board Action

i. Personnel committee- *Nate Arendt and Lynn Zabel were appointed*

ii. Finance Committee-*Chuck Fick and Larry Theismann were appointed*

iii. Whitewater Watershed-*Lynn Zabel was appointed*

iv. Hiawatha Valley Resource Conservation and Development Council-*No Appointment (District Manager is to set up meeting presentation by HV RC&D Representative)*

v. One Watershed, One Plan-*Terry Helbig was appointed with Nate Arendt as alternate*

vi. SE SWCD Technical Support JPB-*Larry Theismann was appointed*

vii. County Board Meeting Representative-*Larry Theismann was appointed*

Moved by Fick, seconded by Zabel to accept the appointments to the various committees

Affirmative: Arendt, Fick, Helbig Theismann, Zabel

Opposed: None

Motion Carried

D. Designation of Official Newspaper -Board Action

Moved by Zabel, seconded by Fick to designate the Plainview News and the Wabasha Herald as official newspapers of the Wabasha SWCD

Affirmative: Arendt, Fick, Helbig Theismann, Zabel

Opposed: None

Motion Carried

E. Designation of Official Bank Depositories Resolution 01242019-3-Board Action

Moved by Arendt, seconded by Fick to adopt Resolution 01242019-3

Affirmative: Arendt, Fick, Helbig Theismann, Zabel

Opposed: None

Motion Carried

F. Designation of Signatories for Bank Accounts Resolution 01242019-4-Board Action

Moved by Arendt, seconded by Theismann to adopt Resolution 01242019-4

Affirmative: Arendt, Fick, Helbig Theismann, Zabel

Opposed: None

Motion Carried

G. Per Diem rates and Mileage for 2019 Resolution 01242019-5- Board Action

Moved by Arendt, seconded by Fick to adopt Resolution 01242019-5

Affirmative: Arendt, Fick, Helbig Theismann, Zabel

Opposed: None

Motion Carried

H. Recommendation to pay board per diem on the next regular payroll run following the board meeting and pay mileage and expense reimbursement quarterly at the next board meeting following the end of the quarter-Board Discussion/Action

Moved by Zabel, seconded by Fick to pay Supervisors payroll, mileage, and expenses quarterly beginning January 2019

Affirmative: Arendt, Fick, Helbig Theismann, Zabel

Opposed: None

Motion Carried

I. eLink Grant Reporting Signature Authority Resolution 01242019-1-Board Action

Moved by Arendt, seconded by Fick to approve Resolution 01242019-1 striking the line "until revoked" and inserting "Until Dec 2019"

Affirmative: Arendt, Fick, Helbig Theismann, Zabel

Opposed: None

Motion Carried

J. Approval of 2019 Budget-Board Action

Moved by Fick, seconded by Theismann to approve the 2019 Budget as presented

Affirmative: Arendt, Fick, Helbig Theismann, Zabel

Opposed: None

Motion Carried

K. 2019 Monitoring Plan for Buffer Compliance-Board Action

Moved by Arendt, seconded by Zabel to approve the 2019 Monitoring Plan for Buffer Compliance

Affirmative: Arendt, Fick, Helbig Theismann, Zabel

Opposed: None

Motion Carried

L. Employee Manual Policy Resolution 01242019-6-Board Action

Moved by Fick, seconded by Theismann to approve Resolution 01242019-6

Affirmative: Arendt, Fick, Helbig Theismann, Zabel

Opposed: None

Motion Carried

M. State of Minnesota Grant Agreement- Federal Sub-Award Agreement- Federal award #15-DG-11420004-068 in the amount of \$10,500.00-Board Action

Moved by Theismann, seconded by Fick to approve the State of Minnesota Grant Agreement- Federal Sub Award Agreement- Federal Award #15-DG-11420004-068 in the amount of \$10,500.00

Affirmative: Arendt, Fick, Helbig Theismann, Zabel

Opposed: None

Motion Carried

N. MN Department of Natural Resources Conflict of Interest Disclosure-Board Action/Signature

Moved by Theismann, seconded by Zabel to approve the MN Department of Natural Resources Conflict of Interest Disclosure

Affirmative: Arendt, Fick, Helbig Theismann, Zabel

Opposed: None

Motion Carried

O. WORK ORDER -AMENDMENT BETWEEN Wabasha County Soil and Water Conservation District AND CONSERVATION CORPS MINNESOTA & IOWA-Board Action

Moved by Arendt, seconded by Theismann to approve the Work Order Amendment between Wabasha SWCD and Conservation Corps Minnesota & Iowa

Affirmative: Arendt, Fick, Helbig Theismann, Zabel

Opposed: None

Motion Carried

P. Zumbro Watershed Partnership shut down and email-Board Discussion/Information

Q. MASWCD Public Administration Training Cohort for SWCDs 2019-Board Discussion/Action

No Action Taken

R. Approval of the Southeast Minnesota Water Resources Board MAWQCP Request for Technical Assistance and Promotion Funds in the amount of \$2,500.00-Board Action

Moved by Fick, seconded by Arendt to approve the SE MN WRB MAWQCP Request for Technical Assistance and Promotion Funds in the amount of \$2,500.00

Affirmative: Arendt, Fick, Helbig Theismann, Zabel

Opposed: None

Motion Carried

S. Glenn Zabel contract 17-Capacity-9 amendment #1 to change contract number to 17-CS-4 and funding source to Cost Share Fund-Board Action

Moved by Fick, seconded by Theismann to approve Glenn Zabel contract 17-Capacity-9 Amendment #1 to change contract number to 17-CS-4 and funding source to Cost Share Funding

Affirmative: Arendt, Fick, Helbig Theismann, Zabel

Opposed: None

Motion Carried

T. Sharon Melvin Contract 18-CWMA-6 \$1,575.00 (7 ac Brush Mgmt practice 314)-
Board Action

Moved by Arendt, seconded by Theismann to approve Sharon Melvin contract 18-CWMA-6 in the amount of \$1575.00 for 7 acres of brush management

Affirmative: Arendt, Fick, Helbig Theismann, Zabel

Opposed: None

Motion Carried

U. Contract for approval with George Meyer 18-CWMA-5 \$800.00 (4 ac Brush Mgmt practice 314)-Board Action

Moved by Fick, seconded by Zabel to approve George Meyer contract 18-CWMA-5 in the amount of \$800.00 for 4 acres brush management

Affirmative: Arendt, Fick, Helbig Theismann, Zabel

Opposed: None

Motion Carried

V. Terri Murphy Contract 18-CWMA-2 voucher payment approval \$1,100 (5.5 Ac Brush Mgmt practice 314)-Board Action

Moved by Theismann, seconded by Fick to approve Terri Murphy contract 18-CWMA-2 voucher payment in the amount of \$1,100.00 for 5.5 acres brush management

Affirmative: Arendt, Fick, Helbig Theismann, Zabel

Opposed: None

Motion Carried

W. Upcoming Events

- i. Minnesota Campaign Finance Board Annual Recertification due by January 28, 2019
- ii. Wabasha Forestry Day February 8th, Theilman Opera House
- iii. Wabasha County Assn of Townships meeting, February, 19th at 7:30 p.m. at the Millville American Legion, Millville Minnesota
- iv. MASWCD Legislative Briefing and Day at the Capital, March 5-6, 2019
- v. MCIT on demand videos and webinar. Visit MCIT.org/coverage-reviews/
- vi. SE MN Tech JPB Meeting Jan 30, 2019

X. Donut Resolution for Forestry Day-Board Action

Moved by Fick, seconded by Zabel to approve the donation of \$50.00 for donuts and 100 trees as door prize for the February 8, 2019 Forestry Day event

Affirmative: Arendt, Fick, Helbig Theismann, Zabel

Opposed: None

Motion Carried

Y. SE MN Technical Joint Powers Board Sub Agreement Request to increase RCPP cost share on RCPP project to \$195,372.63-Board Action

Moved by Arendt, seconded by Fick to approve the SE MN Technical JPB Sub Agreement Request to increase Cost Share funding to \$195,372.63 for Stacy Miller's RCPP project

Affirmative: Arendt, Fick, Helbig Theismann, Zabel

Opposed: None

Motion Carried

Z. Drone Training for Mitch (New Business addition by Nate Arendt)-Board Discussion

XII. Board Reports

A. WW –

B. 1W1P-

XIII. Adjourn- Board Action

Moved by Arendt, seconded by Fick to adjourn

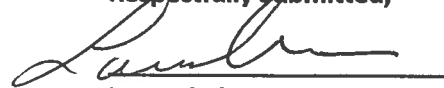
Affirmative: Arendt, Fick, Helbig Theismann, Zabel

Opposed: None

Motion Carried

Meeting adjourned at 10:35 am

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read 'Larry Theismann', written over a horizontal line.

Larry Theismann, Secretary

Resolution 01242019-3

A Resolution to Designate the Official Bank Depositories for Wabasha Soil and Water Conservation District for 2019

Whereas:

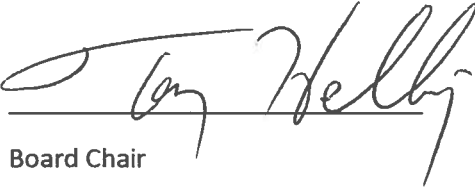
Wabasha Soil and Water Conservation District (SWCD) must annually designate official bank depositories for official Wabasha SWCD funds, therefore

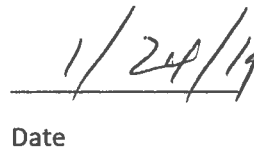
Be it resolved:

That the official depository for checking be WNB Financial (Formerly First State Bank), of Wabasha, and

Be it further resolved:

That the official depositories for Money Market Savings be WNB Financial, Wabasha, MN; Bank of Alma, Wabasha, MN; and Peoples State Bank, Plainview, MN.


Board Chair


Date

Resolution 01242019-4

A Resolution Designating Signature Authority for Wabasha Soil and Water Conservation District Bank Accounts

2019

Whereas:

Wabasha Soil and Water Conservation District (SWCD) has newly elected Board of Supervisors members, and

Whereas:

The Wabasha SWCD Board of Supervisors had members retire, and

Whereas:

It is proper policy to remove retired members and add new member to the signature authority card for bank accounts, therefore

Be it resolved:

That the following Board of Supervisors members be removed from the signature card:

Roland Wood

Thomas Gosse

and,

Be it further resolved:

That the following Board of Supervisors be authorized to have signature authority over all bank accounts of the Wabasha SWCD:

Nathan (Nate) Arendt

Charles (Chuck) Fick

Terry Helbig

Lawrence (Larry) Theismann

Lynn Zabel

and,

Be it further resolved:

That the Wabasha SWCD Board of Supervisors grant signature authority over all bank accounts to the District Manager, Terri Peters, and

Be it further resolved:

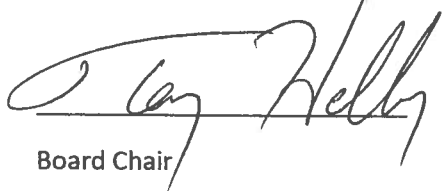
That all checks for disbursement of funds from WNB Financial (formerly First State Bank) require two (2) authorized signatures, and

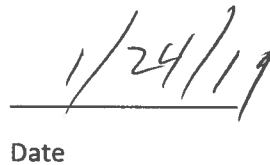
Be it further resolved:

That transfer checks from Money Market accounts require one (1) signature, to accommodate funding needs, and that the checks can only be issued to Wabasha SWCD for deposit into other existing bank accounts, and

Be it finally resolved:

That this resolution remains in effect only until any of the above-named signatories are no longer associated with Wabasha SWCD


Board Chair


Date

Resolution 01242019-5

A Resolution to Set Board Supervisor Per Diem and Mileage Rates for 2019

Whereas:


Wabasha Soil and Water Conservation District (SWCD) is required to annually set the per diem and mileage rates, and

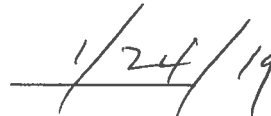
Whereas:

Maximum amounts for such rates are mandated by state statute (M.S. 103C.315 Subd 4), therefore

Be it resolved:

That the Wabasha SWCD set the 2019 per diem and mileage rates at the mandated maximum allowable level of \$75/day per diem and \$.58/mile (IRS Rate) for Board Supervisors


Board Chair


Date

Resolution 01242019-1

A Resolution for E-Link Financial Reporting

Whereas:

E-Link Financial Reporting is due on all grants funded through the Board of Water and Soil Resources, and

Whereas:

These reports require signatures of duly authorized persons of the Board of Supervisors, and

Whereas:

The timing of these financials does not always allow the availability of the duly authorized member of the Board of Supervisors to timely sign the Financial Reports,

Therefore,

Be it resolved:

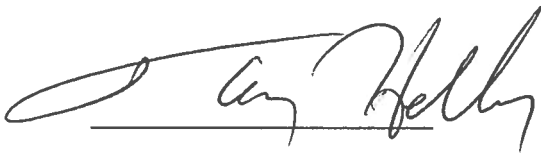
That the Board of Supervisors grants signing and submittal authority on the E-Link Financial Reporting to the District Manager, and

Be it further resolved:

~~That this authority be effective until revoked by the Board of Supervisors, and~~ ^{Dec. 2019} ~~Strike~~
_{and,}

Be it finally resolved:

That the financial reports signed by the District Manager be approved as part of the next regularly scheduled board meeting of the Wabasha SWCD Board of Supervisors



Board Chair



Date

Resolution 01242019-6

A Resolution to Add Additional Policies to the Employee Policy Manual

Whereas:

The Board has authorized the update of the Employee Policy Manual, and

Whereas:

The Policy is being updated by section, therefore

Be it resolved:

That the Board of Supervisors accept the addition of Policy 202-Travel & Training Expense Reimbursement, and

Be it further resolved:

That the Board of Supervisors accept the addition of Policy 304- Medical & Sick Leave, and

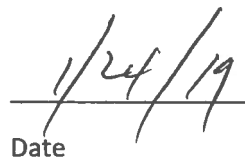
Be it further resolved:

That these policies take effect immediately upon passage of this resolution, and

Be it finally resolved:

That any existing policy unaffected by these policies remain in effect until revised


Board Chair


Date