

District Regular Board Meeting

April 26, 2016

8 a.m.

625 Jefferson Ave.

Wabasha, MN 55981

- I. CALL MEETING TO ORDER: Meeting called to order at 8:01 a.m.  
**Members Present:** Nate Arendt, Member (left at 9:30 a.m.); Terry Helbig, Member; Chuck Fick, Secretary; Tom Gosse, Treasurer; Roland Wood, Chair  
**Others Present:** Mike Wobbe, Commissioner; Brian Goihl, Commissioner; Adam Bielke, Board Conservationist with BWSR; Phillis Brey, NRCS; Jen Wahls, SWCD  
**Absent:**
- II. PLEDGE OF ALLEGIANCE
- III. AGENDA Option for County Commissioners to move agenda items of interest up while they are present. *Gosse moved to approve the Agenda with the addition of Board Reports at the bottom, seconded by Fick. Nays: None. Motioned Carried.*
- IV. PUBLIC COMMENTS:
- V. CONSENT AGENDA ITEMS:
  - a. NOTICE OF OFFICES TO BE FILED AT THE STATE GENERAL ELECTION FOR WHICH CANDIDATES FILE WITH THE WABASHA COUNTY TREASURER
- VI. SECRETARY'S REPORT:
  - A. March 22, 2016 District Regular Minutes *Helbig moved to approve the minutes with removal of Tim Wilson on NRCS report, seconded by Fick. Nays: None. Motioned Carried.*
  - B. April 5, 2016 Emergency Special Meeting *Helbig moved to approve the minutes of the Emergency Special Meeting, seconded by Fick. Nays: None. Motioned Carried.*
- VII. TREASURER'S REPORT FOR END OF JANUARY 2016
  - A. Add check #10080 - \$181.91 to Wabasha County Hwy Department to bill pay (received following financial printing) *Helbig moved to approve the Treasurer's Report, seconded by Gosse. Nays: None. Motioned Carried.*
- VIII. PAYMENT OF MONTHLY BILLS *Gosse moved to approve the payment of monthly bills, seconded by Helbig. Nays: None. Motioned Carried.*
- IX. DISTRICT REPORTS
  - A. **Chair Report** – Roland Wood: Shared an article about Discovery Farms out of Wisconsin.
  - B. **County Commissioners** – Brian Goihl; Mike Wobbe: No Report
  - C. **District Manager Report** – Terri Peters: Update on IRS. There is much activity with Healthy Forests Healthy Waters. June 13<sup>th</sup> is the scheduled tour date (checking on different date as 2 Board members will not be available.) Introduced Adam Bielke, BWSR. We have had some money released from BWSR. Invoices for AgCertainty, reports for Nitrogen BMP, 5<sup>th</sup> Grade Field Day planning,

completed capacity work plan and biennial budget review, reporting for MCIT and PERA.

- D. **NRCS Report** – Phillis Brey: **EQIP** – 10 funded contracts, 10 applicants; should get 99% of them funded. 10 potential for 2017. 2 AgCertainty waiting to be funded. About \$600,000 coming in for EQIP. **CSP** – 12 2012 applications re-enrolling for another 5 years. 12 applications need to be field checked. **Engineering** – 1 waterway project is completed. **Wetlands** - Received 8 1026 this month for sod buster. **Training & Meetings** – DC & Altima meeting attended 03/30/16.
- E. **Engineering Tech Report** – Matt Kruger: About 40% of time spent on AgCertainty, some time spent out of county. Interested in manure scales from the County off of the online auction.
- F. **District Tech** – Drew Chirpich: All buffer letters are out, taking calls. Helping with some AgCertainty. WCA. Surveying.
- G. **A.I.S. (Aquatic Invasive Species) Report** – Jen Wahls: Helping Drew with Buffer inquiries and a few site checks, this has taken quite a bit of time. **Trees:** we started with 24,500 trees, about 17,000 went to HFHW landowners and we only have 2,200 remaining. Presented at Wastewater Operators Conference, there were over 450 attendees and 80 at the Non-native phrag discussion. Presenting at Gathering Partners Conference, met with Amanda Gentry to work on presentation. Submitted a plant specimen to Utah State University for DNA testing on a potential first find in MN. Attended SAISAC meeting and reviewing boat and trailer information coming out of American Boat and Yacht Club.
- H. **DNR** – None
- I. **BWSR** – Adam Bielke. Transferred to Rochester office last Monday from New Ulm. He is the new Board Conservationist for this area. One Watershed One Plan update: 5 pilot watersheds completing their plan. RFPs for planning grants for 6 or 7 more watersheds closes June 17<sup>th</sup>. Request for input for Buffer Law, comments being accepted through May 4<sup>th</sup>. Local capacity grants, there is still money available for FY 2016, specified that it is based on county allocations depending on what the counties contribute to their SWCDs.
- J. Other

X. OLD BUSINESS

- A. **Discussion of IRS payment** and plan to proceed from Special Meeting. **Discussion:** Decision to pay the IRS to avoid accruing more penalties and accruing more interest, appeal process is still going forward. Difficult to get necessary information from IRS representative. Al Franken's office is willing to help us through the process.
- B. **Review Updated Contract Agreement** with Jennifer Monsos for accounting services – **Board Discussion and Decision:** Estimated cost is double from low to high, Arendt would like clarification on this. Contract has clerical duties in at a lower rate, the District is looking at hiring a part-time admin, Helbig requested clarification. T. Peters response: new hire could be trained to do some of the basic entry then Jennifer could complete it from home so clerical duties for J. Monsos would be marginal. Payroll must be outsourced for 2 years per requirements of our corrective actions for BWSR. B. Goihl inquired if there have been cost comparisons elsewhere for accounting staff and think about budget requests for the County. Wobbe suggested checking with tax accountants, they may have seasonal clerical available now that tax season is over. *Helbig*

*motioned to approve the updated contract with Jennifer Monsos, seconded by Fick. Naves: None. Motioned Carried.*

- C. **Conservation Farmer and Woodland Manager – Discussion:** Woodland go with a participant in HFHW and Conservation Farmer would be Ernie Schumacher. Confirm tour date for HFHW, forgo the farm tour.
- D. **2014 Wabasha county HEL compliance checks and coordination – Final Financial and return of funds. \$16,745.00 (received amount) – Board Decision:** *Helbig moved to approve the return of \$16,745.00 on HEL program, seconded by Fick. Naves: None. Motioned Carried.*

## XI. NEW BUSINESS

- A. **2016-2017 MN GreenCorps host sites –** Wabasha selected as site for Urban Forestry to address emerald ash borer movement – Board Discussion and Possible Decision on acceptance. Terri was contacted by MPCA and forwarded the info to Jen. Jen completed the application, participated in a phone interview and we were selected to be a host site. Jen would utilize a program she participated in in Ely that was put together by the UMN and DNR. The cost to the District is minimal, some supervisory time, a space for the member and internet connection. Their wage is covered by AmeriCorps. The Local Water Management Plan has an urban forestry component and this would be a way to have an employee to complete this work without extended costs. *Fick moved to approve acceptance of GreenCorps member with a write up of a resolution, Arendt seconded. Naves: None. Motioned Carried.*
- B. **Manure scales from County? – Board Discussion and Decision:** Currently on the online auction for \$5. Matt uses them for feedlot. *Arendt moved to bid up to \$565 for the manure scales, Fick seconded. Naves: None. Motioned Carried.*
- C. **2016 - SWCD Local Capacity Services (Wabasha SWCD) –** Work Plan is approved (attached) – **Board Discussion:** Work Plan has been approved. Terri went through the breakdown of the Work Plan with monetary allocations per activity. Suggestion from BWSR representative to have approval on specific cost-share programs that are specific to our work plan.
- D. **Potential Hire of Part-Time Administrative Help – Board Discussion and Decision:** Discussion of cost/time savings costs. The District could use a part time (20 hrs) employee to do basic clerical duties that would save money to the District by reducing the time the District Manager and Accountant spend on some tasks. **Discussion:** could we share an employee with the County, funding source, suggestion to check with tax preparers regarding their seasonal hires that may be available now. How to get a qualified individual for price offered. Suggested pay range of \$12-\$15. *Fick moved to hire part time clerical help in the office, Helbig seconded. Naves: None Motioned Carried (Arendt had to leave early)*
- E. **FY 2018-2019 Biennial Budget Review (BBR) (attached) –** Submitted to BWSR and accepted for both County and SWCD – **Board Discussion:** Terri completed the BBR. Overview of the BBR and comment or question time. No questions.
- F. **FY2016-2017 CWMA Grant Agreement Acceptance and Signature –** Board Decision. *Helbig motioned to approve the acceptance of FY2016-2017 CWMA Grant Agreement, Fick seconded. Naves: None. Motioned Carried.*
- G. **MASWCD: Call for Resolutions –** 2016 Resolutions Process (attached) **Board Decision:** Decision to put on next board agenda
- H. **Healthy Forests For Healthy Waters Amendment #2 for Grant Agreement #81727 with DNR –** **Board Decision:** *Helbig motioned to approve extending the*

Healthy Forests For Healthy Waters Amendment #2 for Grant Agreement #81727, Fick seconded. Nays: None. Motioned Carried.

I. **Chad & Wendy Dittrich** – HFHW-AMEND-4 for 15-HFHW-3 – Board Decision Helbig motioned to approve the amendment and the extension for HFHW-AMEND-4 for 15-HFHW-3, Fick seconded. Nays: None. Motioned Carried.

J. **James & Yvonne Krulish** – HFHW-AMEND-1 for 15-HFHW-7 – Board Decision Helbig motioned to approve the amendment and the extension for HFHW-AMEND-1 for 15-HFHW-7, Fick seconded. Nays: None. Motioned carried.

K. **James & Yvonne Krulish** – 15-HFHW-7 Voucher (Partial Payment) - \$6500.00 – Board Decision. Helbig motioned to approve 15-HFHW-7 Voucher (Partial Payment) - \$6500.00, Fick seconded. Nays: None. Motioned Carried.

L. **Beth Johnson** – HFHW-AMEND-2 for 15-HFHW1 – Board Decision Fick motioned to approve the contract HFHW-AMEND-2 for 15-HFHW-1, Gosse seconded. Nays: None. Motioned Carried.

M. **Beth Johnson** – HFHW-AMEND-2 for 15-HFHW-8 – Board Decision Fick motioned to approve the contract HFHW-AMEND-2 for 15-HFHW-8, Gosse seconded. Nays: None. Motioned Carried.

N. **Beth Johnson** – 15-HFHW-8 Voucher (Partial Payment) - \$1625.00 – Board Decision Fick motioned to approve voucher for \$1625.00 HFHW-AMEND-2 for 15-HFHW-8, Helbig seconded. Nays: None. Motioned Carried.

O. **Beth Johnson** – HFHW-AMEND-3 for 15-HFHW-12 – Board Decision Fick motioned to approve Beth Johnson's amendment for HFHW-AMEND-3 for 15-HFHW-12, Helbig seconded. Nays: None. Motioned Carried.

P. **Beth Johnson** – 15-HFHW-12 Voucher (Partial Payment) - \$4200.00 – Board Decision Fick motioned to approve Johnson – 15-HFHW-12 Voucher (Partial Payment) - \$4200.00, Gosse seconded. Nays: None. Motioned Carried.

Q. **Brad Gatzlaff**, Zumbro Valley Forestry – HFHW Forestry Plans Contract (Plan Writer) Voucher - \$5748.00 – Board Decision Fick motioned to approve payment to Zumbro Valley Forestry HFHW Forestry Plans Contract (Plan Writer) Voucher - \$5748.00, Helbig seconded. Nays: None. Motioned Carried.

R. **Upcoming Events:** Board Information

- i. Tree Pick up Day – April 27, 2016 9:00 a.m. to 3:00 p.m.
- ii. 5th Grade Conservation Day – May 17, 2016

XII. COMMITTEE REPORTS:

- A. **RC&D** – John Beckwith spoke at the employee meeting. Roland passed out an article on Jumping Worms that are found near Madison.
- B. **JPB** - None
- C. **Whitewater** – Brad Groberg did his own investigation into fish kill 1+ year ago and how the samples were handled. A 30 foot application of fungicide will kill everything downstream for 6 miles.
- D. **ZWP** – Learning boards being installed.

XIII. ADJOURNMENT: Helbig motioned to adjourn, Fick seconded. Ayes: Gosse, Wood, Helbig and Fick. Nays: None. Motioned Carried.

**Adjournment:** Adjourned the meeting at 10:12 a.m. on April 26, 2016. The next regular Board Meeting is scheduled for the FOURTH TUESDAY of the next month (May 24<sup>th</sup>, 2016).

*Chuck Fick* 7/26/16

Respectfully Submitted  
Chuck Fick, Secretary