

Wabasha Soil and Water Conservation District  
District Regular Board Meeting  
April 25, 2019  
8 a.m.  
County Annex Conference Room  
625 Jefferson Ave.

- I. **CALL MEETING TO ORDER** – Meeting called to order at 8 a.m. by Chair Terry Helbig  
Supervisors Present: Terry Helbig, Chair; Lynn Zabel, Vice Chair; Larry Theismann,  
Secretary; Chuck Fick, Treasurer; Nate Arendt, member

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

Others Present: Sharleen Klennert, citizen; Frank Klennert, citizen

- II. **PLEDGE OF ALLEGIANCE**

- III. **AGENDA**

*Moved by Arendt, seconded by Fick to approve the agenda with the addition of Item G2,  
G3, G4 and G5 under new business and Item ii under upcoming events.*

*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. MAWQCP Grant reassignment executed 4/22/19

*Moved by Zabel, seconded by Arendt to approve the consent agenda*

*Affirmative: Arendt, Fick, Helbig, Theismann, Zabel*

*Opposed: None*

*Motion Carried*

- VI. **SECRETARY'S REPORT**

A. March 28, 2019 Meeting Minutes-Board Action

*Moved by Fick, seconded by Arendt to approve the March 28, 2019 minutes as  
presented*

*Affirmative: Arendt, Fick, Helbig, Theismann, Zabel*

*Opposed: None*

*Motion Carried*

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

A. February Program Record-Board Action (Motion needed to take off table before  
action can be taken)

*Moved by Fick, seconded by Arendt to remove the February program record from the  
table*

*Affirmative: Arendt, Fick, Helbig, Theismann, Zabel*

*Opposed: None*

***Motion Carried***

***Moved by Fick, seconded by Arendt to approve the February program record as presented***

***Affirmative: Arendt, Fick, Helbig, Theismann, Zabel***

***Opposed: None***

***Motion Carried***

**B. March Program Record-Board Action**

***Moved by Zabel, seconded by Fick to table the March program record until May***

***Affirmative: Arendt, Fick, Helbig, Theismann, Zabel***

***Opposed: None***

***Motion Carried***

**C. District Financial Statements March 2019-Board Action**

***Moved by Zabel, seconded by Theismann to approve the March 2019 District financial statements***

***Affirmative: Arendt, Fick, Helbig, Theismann, Zabel***

***Opposed: None***

***Motion Carried***

**VIII. PAYMENT OF MONTHLY BILLS**

**A. Monthly bills statement provided at meeting-Board Action**

***Moved by Arendt, seconded by Fick to approve the payment of monthly bills in the amount of \$13,255.99***

***Affirmative: Arendt, Fick, Helbig, Theismann, Zabel***

***Opposed: None***

***Motion Carried***

**IX. DISTRICT REPORTS**

- A. Chair Report – Terry Helbig**
- 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. Other –**

**X. OLD BUSINESS**

- A. 1W1P Update-Board Information**
- B. Legislative funding options update-Board Information**
- C. Partner Meeting wrap-up debriefing-Board Information**
- D. Update on grant transfers from WRB (AgCertainty and Well Sealing grants)-Board Information**
- E. PRAP Grant Follow Up with BWSR-Board Information**

F. Safe Deposit Box-Board Action

*Moved by Arendt, seconded by Theismann to cancel renewal of the safe deposit box at Bank of Alma and to have staff research potential use of existing safe in the office or potential upgrades of filing cabinet to provide fireproof security.*

*Affirmative: Arendt, Fick, Helbig, Theismann, Zabel*

*Opposed: None*

*Motion Carried*

XI. NEW BUSINESS

A. MASWCD Resolution Process Meeting and request for resolution ideas-Board Discussion/Action

B. Terri Peters Laptop Replacement due to notice of hard drive failure from NRCS IT support-Board Discussion/Action

*Moved by Zabel, seconded by Fick to replace hard drive or computer for District Manager, based on NRCS IT recommendation*

*Affirmative: Arendt, Fick, Helbig, Theismann, Zabel*

*Opposed: None*

*Motion Carried*

C. Kurt King contract 18-CWMA-7 for \$1,500 (total project estimate: \$2,000 CWMA 18) 6ac brush mgmt. practice 314-Board Action

*Moved by Arendt, seconded by Fick to approve Kurt King contract 18-CWMA-7 for \$1,500.00 for 6 acres of brush management (practice 314)*

*Affirmative: Arendt, Fick, Helbig, Theismann, Zabel*

*Opposed: None*

*Motion Carried*

D. Jordan Flynn contract 18-CWMA-8 for \$500 (total project estimate: \$666.67 CWMA 18)2ac brush mgmt. practice 314-Board Action

*Moved by Fick, seconded by Arendt to approve Jordan Flynn contract 18-CWMA-8 for \$500.00 for 2 acres of brush management (practice 314)*

*Affirmative: Arendt, Fick, Helbig, Theismann, Zabel*

*Opposed: None*

*Motion Carried*

E. Gerard (King) Marking contract 410 WASC0B 2016CWF-04 for \$9,022.50 (total project estimate: \$10,025 2015 CWF – MRLP project)-Board Action

*Moved by Arendt, seconded by Theismann to approve Gerard (King) Marking contract 2016-CWF-04 for \$9,022.50*

*Affirmative: Arendt, Fick, Helbig, Theismann, Zabel*

*Opposed: None*

*Motion Carried*

F. Darrel Klein Contract 17-SCS-1 Amendment 1 to change contract funding source to 2017 Capacity and change contract number to 17-Capacity-10 -**Board Action**  
**Moved by Fick, seconded by Arendt to approve Darrel Klein contract 17-SCS-1 Amendment #1 to change contract funding source to 2017 Capacity and to change contract number to 17-Capacity-10**

**Affirmative: Arendt, Fick, Helbig, Theismann, Zabel**

**Opposed: None**

**Motion Carried**

G. County of Olmsted Building Lease Agreement for MAWQCP employee office space-  
**Board Action**

**Moved by Zabel, seconded by Fick to approve the County of Olmsted building lease agreement for MAWQCP employee office space**

**Affirmative: Arendt, Fick, Helbig, Theismann, Zabel**

**Opposed: None**

**Motion Carried**

G2. Signature authority for District Manager to sign the Well Sealing WRB Grant and sub-agreements.

**Moved by Arendt, seconded by Fick to grant signature authority to the District Manager for the WRB Well Sealing grant**

**Affirmative: Arendt, Fick, Helbig, Theismann, Zabel**

**Opposed: None**

**Motion Carried**

G3. Signature authority for the District Manager to sign the MAWQCP grant and sub agreements transferred from WRB to Wabasha SWCD

**Moved by Nate, seconded by Fick to grant signature authority to the District Manager for the MAWQCP grant and sub agreements transferred to Wabasha SWCD from the WRB**

**Affirmative: Arendt, Fick, Helbig, Theismann, Zabel**

**Opposed: None**

**Motion Carried**

G4. Signature Authority for District Manager to sign the contract with WSB & Associates for the North Fork Zumbro/Mazeppa Channel project in the amount of \$99,956.00

**Moved by Fick, seconded by Theismann to grant Terri Peters signature authority for the WSB & Associates contract for the North fork Zumbro/Mazeppa Channel project in the amount of \$99,956.00**

**Affirmative: Arendt, Fick, Helbig, Theismann, Zabel**

**Opposed: None**

**Motion Carried**

G5. Motor pool agreement with Olmsted County for MAWQCP employee use of county vehicle

**Moved by Fick, seconded by Arendt to approve the motor pool agreement with Olmsted County**

**Affirmative: Arendt, Fick, Helbig, Theismann, Zabel**

***Opposed: None  
Motion Carried***

- H. Upcoming Events
- i. 5<sup>th</sup> grade field day-May 13<sup>th</sup>
  - ii. Resolution Meeting-June 28<sup>th</sup>??
  - iii. Woodland manager of the year
  - iv. Conservation Farmer of the year

**XII. Board Reports**

- A. WW –
- B. 1W1P-

**XIII. Adjourn- Board Action**

***Moved by Arendt, seconded by Theismann to adjourn***

***Affirmative: Arendt, Fick, Helbig, Theismann, Zabel***

***Opposed: None***

***Motion Carried***

***Meeting adjourned at 10:03 a.m.***

Respectfully Submitted,

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

**Larry Theismann, Secretary**