

Wabasha Soil and Water Conservation District
District Regular Board Meeting
February 28, 2019
8 a.m.
County Annex Conference Room
625 Jefferson Ave.

- I. **CALL MEETING TO ORDER** – Meeting called to order by Chair Terry Helbig at 8:04 AM
Supervisors Present: Terry Helbig, chair; Lynn Zabel, Vice Chair; Larry Theismann,
Secretary; Chuck Fick, Treasurer

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

County Commissioners Present: Rich Hall

Others: Larry Gates, citizen

- II. **PLEDGE OF ALLEGIANCE**

- III. **AGENDA**

Additions: K. Mailing bank statements to board member for opening to be delivered to
office by board member-**Board Action**

L. Safe deposit box at Bank of Alma-**Board Discussion/Action**

M. North Fork Zumbro-Mazeppa committee

***Moved by Fick, seconded by Zabel to approve the agenda with additions of items K, L, M
to new business***

Affirmative: Fick, Helbig, Theismann, Zabel

Opposed: None

Motion carried

- IV. **PUBLIC COMMENTS**

Comments limited to 5 minutes per speaker

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

A. FY 2016-2017 CWMA Financial Report-Final

B. 2018 Conservation Delivery Financial Report-Final

C. SE SWCD Technical JPB Sub agreement

D. Pay Equity Report for 2018

E. Brad Gatzlaff, Zumbro Valley Forestry LLC contract for services

F. Zach Reusch, Acer Forest and Tree, LLC contract for services

G. ~~2018 SWCD Highlights (Information will be available at the meeting)~~

Moved by Zabel, seconded by Fick to approve the consent agenda.

***Moved by Zabel, seconded by Fick to amend the motion to approve the consent
agenda to remove item G.***

Motion to approve the amended motion was called

Affirmative: Fick, Helbig, Theismann, Zabel

Opposed: None

Motion carried

VI. SECRETARY'S REPORT

A. January 24, 2018 Meeting Minutes-Board Action

Moved by Fick, seconded by Zabel to approve the minutes of the January 24, 2019 regular meeting as presented

Affirmative: Fick, Helbig, Theismann, Zabel

Opposed: None

Motion carried

VII. TREASURER'S REPORT:

A. January Program Record-Board Action

Moved by Fick, seconded by Theismann to approve the January program record as presented

Affirmative: Fick, Helbig, Theismann, Zabel

Opposed: None

Motion carried

B. District Financial Statements January 2019-Board Action

Moved by Fick, seconded by Zabel to approve the January District Financial Statements

Affirmative: Fick, Helbig, Theismann, Zabel

Opposed: None

Motion carried

C. District Financial Statements 2018-Board Action

Moved by Fick, seconded by Zabel to approve the 2018 District Financial Statements

Affirmative: Fick, Helbig, Theismann, Zabel

Opposed: None

Motion carried

VIII. PAYMENT OF MONTHLY BILLS

A. Monthly bills statement provided at meeting-Board Action

Moved by Theismann, seconded by Fick to approve the payment of monthly bills in the amount of \$11,291.38

Affirmative: 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 Report-Board Information
- B. MASWCD Legislative Briefing and Day at the Capital-Board Representation-Board Action

Moved by Fick, seconded by Theismann to approve sending Dennis Stelling as a representative to the Legislative Briefing/Day on the Hill

Affirmative: Fick, Helbig, Theismann, Zabel

Opposed: None

Motion carried

Supervisors attending will be Lynn Zabel and either Larry Theismann or Terry Helbig

- C. Drone Training for Mitchell Rigelman-Board Discussion/Action

Moved by Zabel, seconded by Fick to approve the funding for Mitch Rigelman to take Drone Training in the amount of \$450.00

Affirmative: Fick, Helbig, Theismann, Zabel

Opposed: None

Motion carried

XI. **NEW BUSINESS**

- A. Larry Gates HFHW Summary Presentation (30 minutes)-Board Information
- B. Permission to pursue grant in cooperation with the Izaak Walton League-Board Action

Moved by Theismann, seconded by Fick to grant permission to pursue a grant in cooperation with the Izaak Walton League

Affirmative: Fick, Helbig, Theismann, Zabel

Opposed: None

Motion carried

- C. Whitewater Joint Powers Board Resolution 02282019-1-Board Action

Moved by Fick, seconded by Zabel to approve the Whitewater Joint Powers Board Resolution 02282019-1

Affirmative: Fick, Helbig, Theismann, Zabel

Opposed: None

Motion carried

- D. MCIT Training opportunities-Board Discussion/Action

Moved by Fick, seconded by Zabel to approve attendance by staff and/or supervisors at the MCIT training opportunities for Responsible Authorities Training for Data Practices and Managing the Human Resource and to register when registration opens for these sessions

Affirmative: Fick, Helbig, Theismann, Zabel

Opposed: None

Motion carried

- E. Review of 2017 Audit (per Nate Arendt Request)-Board Information/Discussion

In the absence of Nate Arendt, Item E will be brought back for discussion at the March 2019 Meeting

F. Selection of auditor for 2018 audit-**Board Action**

- i. Hawkins Ash (Bid of \$7,500.00)
- ii. Peterson Company LTD (Bid of \$3,200.00)
- iii. Smith Schafer (Bid of \$3,975.00)

Moved by Fick, seconded by Zabel to accept the bid of \$3,975.00 from Smith Schafer for the audit of the 2018 financials

Affirmative: Fick, Helbig, Theismann, Zabel

Opposed: None

Motion carried

G. Stacy Miller contract LMFR-17313RCPP-1WAB amendment #1-**Board Action**

Moved by Fick, seconded by Theismann to approve Stacy Miller contract LMFR-17313RCPP-1WAB Amendment #1 to increase the funding amount by \$78,695.44

Affirmative: Fick, Helbig, Theismann, Zabel

Opposed: None

Motion carried

H. Stacy Miller contract LMFR-17313RCPP-1WAB Voucher Payment in the amount of \$69,907.40-**Board Action**

Moved by Fick, seconded by Theismann to approve Stacy Miller Contract LMFR-17313RCPP-1WAB Voucher partial payment in the amount of \$69,907.40

Affirmative: Fick, Helbig, Theismann, Zabel

Opposed: None

Motion carried

I. 2019 Elimination of Target Invasive Species Stakeholder Report WEB (Wabasha SWCD has part in this with the MDA weed Grant)-**Board Information**

J. Upcoming Events

- i. MASWCD Legislative Briefing and Day at the Capital, March 5-6, 2019
- ii. MACDE Spring meeting, March 11

K. Mailing bank statements to board member for opening to be delivered to office by board member-**Board Action**

Moved by Fick, seconded by Zabel to have bank statements mailed to Larry Theismann, finance committee member for opening and inspection and delivery to SWCD office as a means to segregate financial duties

Affirmative: Fick, Helbig, Theismann, Zabel

Opposed: None

Motion carried

L. Safe deposit box at Bank of Alma-**Board Discussion/Action**

Board members will seek to access and inspect the documents in the safe deposit box and bring to the March meeting to discuss if maintaining the safe deposit box is still necessary

M. North Fork Zumbro-Mazeppa committee

Due to the submission of bids from engineers for this project, a committee of two (2) board members will be established to open bids, evaluate, and accept the bid for engineering for the North Fork Zumbro-Mazeppa project, with the meeting date and time to be determined as close to the closing date of March 7, 2019 for RFP as possible

XII. Board Reports

A. WW –

B. 1W1P-

XIII. Adjourn- Board Action

Moved by Fick, seconded by Theismann to adjourn


Affirmative: Fick, Helbig, Theismann, Zabel

Opposed: None

Motion carried

Meeting adjourned at 10:40 AM

Respectfully Submitted,



Larry Theismann, Secretary