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**Whitewater Joint Powers Board**  
**June 15, 2017**  
**Whitewater State Park Visitor's Center**

Minutes

**1. Call to Order:** Matt Flynn called the meeting to order at 8:38 a.m.

Board Members Present: Matt Flynn, Steve Jacob, Claron Krogness, Rich Hall, Chuck Fick (substituting for Roland Wood), and Josh Elsing

Others Present: Sheila Harmes, Coordinator Whitewater Watershed

Board Members Absent: Roland Wood

**2. Approve Minutes of April 20, 2017**

A motion was made by S. Jacob and seconded by R. Hall to approve the minutes.

Voting: Yes – All.

**3. Approve Agenda**

A motion was made by S. Jacob and seconded by C. Fick to approve the agenda.

Voting: Yes – All.

**4. Approve Consent Items**

Bills & Payroll

Sheila Harmes: There are two bills payable for this month (April and May). Both are for Winona County for her time with Whitewater. The total is \$8596.52.

A motion was made by S. Jacob and seconded by J. Elsing to approve the consent items.

Voting: Yes – All.

**5. Board Reports**

Josh Elsing (Winona County SWCD): County erosion issues were discussed and one project was cancelled at yesterday's SWCD meeting.

Steve Jacob (Winona County): The Family Night on the Farm is June 27, 2017, at the Speltz Farm. The County Board approved a couple solar farms near LaCrescent, MN. The County Board will be reviewing water resource organizations and the Field to Stream Partnership at a work session in July.

Rich Hall (Wabasha County): The County closed the Highway Shop. The Wabasha County Family on the Farm event was held Thursday, June 8, at the Richard and Carolyn Young farm in Plainview, MN. The next Mississippi dredging meeting is scheduled this evening, June 15, at 7pm at the Wabasha-Kellogg High School.

Claron Krogness (Olmsted County SWCD): The District received \$198,000 to complete the Cascade Creek Project. C. Krogness was a judge for the SE MN Environthon, which took place in

54 Winona County on May 3. SWCD is in the process of determining who they will select as  
55 Conservation Farmer of the Year. C. Krogness also discussed promoting cover crops.

56  
57 Chuck Fick (Wabasha County SWCD): Wabasha County is busy with the proposal from the Army  
58 Corps of Engineers, which was discussed earlier. Also, SWCD is currently looking at and defining  
59 a position to replace Matt Kruger, who left about a month ago.

60  
61 Members discussed the Army Corps of Engineers proposals to convert local farmland to storage  
62 for sand dredged from the Mississippi River.

63  
64 **6. Board Discussion and Action Items**

65 a. Financial Update

66 S. Harmes explained finances for last 2 months were static. The only change between  
67 checking and money market was the interest that was accrued.

68  
69 1.) Approval of 2018 Budget

70 S. Harmes received budget request letters from Winona County and Wabasha County.  
71 In order to accommodate member County budget needs, this board needs to approve  
72 a 2018 Whitewater JPB budget. S. Harmes incorporated the following into the budget:  
73 Ag Certainty, her time for helping to support that, the Agricultural Planning Framework  
74 (received a grant for), the Forest Action Plan (have funding for) and the Nitrogen  
75 Reduction Grant. S. Harmes submitted the work plan for the Nitrogen Reduction  
76 Grant. It was accepted by the Pollution Control Agency and it has been forwarded to  
77 the EPA for their review and approval.

78  
79 On a motion by C. Krogness and seconded by R. Hall, the 2018 Budget was approved.

80  
81 S. Harmes wanted to share information regarding the payment of wages for her  
82 combined position of Winona County Water Planner and Whitewater Coordinator. S.  
83 Harmes shared the contribution agreement between Winona County and Whitewater  
84 with the board members. Per the agreement, the Board pays Winona County monthly  
85 for the coordinator position based on the percentage of the work performed for the  
86 Board. The Coordinator maintains a log. The agreement allows up to 1.75 of fulltime  
87 equivalent to be charged to the Whitewater. That payment is for the Coordinator and  
88 the Environmental Technician positions. At the last meeting, S. Harmes brought to the  
89 Board's attention a discrepancy in the amount that has been charged to the Board for  
90 the payment of her wages and that Winona County would fix this discrepancy.

91  
92 S. Harmes was hired November 2012 to work 50-50 with Winona County and  
93 Whitewater. During 2013, several Whitewater grants required more than 50% of her  
94 time. Winona County increased that percentage to 67% and charged the Whitewater  
95 JPB for the increased staff time. Per S. Harmes, Winona County would like to work  
96 with average percentages, so as to keep payments static throughout the year instead  
97 of changing the billing rate each month.  
98 Starting in 2015, the number of Whitewater grants (and time needed to administer)  
99 began to decrease. Also, the Root One Watershed One plan process started, requiring  
100 more staff time for Winona County specific activities. As time commitments for  
101 Whitewater projects decreased, the billing rate did not change.

102  
103 In May 2017, S. Harmes met with the new Planning & Environmental Services Director,  
104 Kay Qualley, the County Administrator, Ken Fritz, and the Assistant County  
105 Administrator/Personnel Director, Maureen Holte, regarding the percentage of her

106 wage allocated to Whitewater. Ken Fritz decided to drop the percentage to 50% and  
107 Winona County will revisit it for the 2018 budget.

108  
109 S. Jacob asked if Winona County intends to refund Whitewater for the overcharging. S.  
110 Harmes stated she was told "no". She is hoping that in the 2018 budget, Winona  
111 County will allocate more of a percentage of her wages to Winona County to make up  
112 for the overcharging of Whitewater. The Board discussed the possibility of Winona  
113 County allocating more of S. Harmes' hours in 2018 to Winona County to help balance  
114 the overcharge of 2016.

115  
116 C. Krogness made a motion that the WWJPB readjust the billing percentages and to  
117 review/compare the percentage set versus what is being billed. R. Hall seconded the  
118 motion. Voting: Yes – All.

119  
120  
121 b. Forest Action Plan Grants

122  
123 1) Contract for professional services for DNR funds

124  
125 S. Harmes explained that Jennifer Wahls submitted a proposal to provide professional  
126 services as the Landowner Outreach and Conservation Assistance Coordinator for the  
127 WWJPB. Jennifer Wahls is looking to retain her full time Wabasha SWCD position,  
128 possibly reducing her hours, as well as provide services under this contract. Wabasha  
129 SWCD Board is aware of her interest is serving as Outreach Coordinator and approve.  
130 The WWJPB discussed the job duties of the contract, Jennifer Wahls' qualifications  
131 and availability and the monetary amount for the contract. S. Harmes stated that  
132 Jennifer Wahls will be billing her hours at \$45 per hour, based on her proposal  
133 submitted to the WWJPB.

134  
135 The WWJPB wants the proposal amended in two areas regarding payment:

- 136 1. Summary of the Issue: "This contract for professional services provides *up*  
137 *to **\$40,000** ..."*
- 138 2. Professional Services Agreement, page 1: "The Contractor shall be paid *up*  
139 *to **\$40,000** for all services, including mileage."*

140  
141 R. Hall made a motion and seconded by J. Elsing to approve the contract, with the  
142 proposed amended language listed above.

143 Voting: Yes – All.

144  
145 2) Contract for professional services for The Nature Conservancy funds

146  
147 The WWJPB would like to amend the contract with the same language as the contract  
148 for the DNR funds.

149  
150 Proposed amendments:

- 151 1. Summary of the Issue: "This contract for professional services provides *up*  
152 *to \$60,000...*"
- 153 2. Professional Services Agreement, page 1: "The Contractor shall be paid *up*  
154 *to **\$60,000** for all services, including mileage."*

155  
156 R. Hall made a motion and seconded by S. Jacob to approve the contract, with the  
157 proposed amended language listed above.

158 Voting: Yes – All.

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c. Ag Certainty Update

S. Harmes said at the Winona SWCD meeting, it was brought up that they would like to see lending institutions help promote the Ag Certainty program. After the meeting, the idea was presented to the Department of Agriculture staff during a conference call. They agreed it was a great idea and thought it should be started locally and expand from there. Discussion ensued regarding lending institution's stand on the Ag Certainty program.

d. Board meeting schedule discussion

S. Jacob proposed that the Board meet every other month. Meetings consume taxpayer's per diems, mileage and staff time to meet each month. In the interest of being efficient as possible, he suggested to have the board meet every other month.

S. Jacob made a motion and seconded by R. Hall for the WWJPB to meet every other month. The next meeting will be August 17, 2017, and a discussion regarding every other month meetings will be added to the December 2017 agenda.

Voting: Yes – All.

**7. Public Comments**

There were no public comments.

**8. Agency Reports**

None

**9. Next Meeting:** The next meeting will be August 17, 2017.

The Whitewater Joint Powers Board adjourned at 10:15 a.m. on a motion of R. Hall and second by S. Jacob.

Voting: Yes - All

Respectfully submitted by:

Anne Schwertel, Administration

Signed

  
~~Roland Wood~~, Secretary/Treasurer

Joshua Eising ALT S/T