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**Whitewater Joint Powers Board  
February 15, 2018  
Whitewater State Park Visitor's Center**

**Minutes**

**1. Call to Order:** Matt Flynn called the meeting to order at 8:30 a.m.

Board Members Present: Chuck Fick, Matt Flynn, Rich Hall, Steve Jacob, Claron Krogness

Others Present: Sheila Harmes, Coordinator Whitewater Watershed; Lauren Jensen, Winona County Green Corps Member; Caitlin Brady, Olmsted County Environmental Resources; Justin Watkins, Minnesota Pollution Control Agency

Board Members Absent: Josh Elsing

**2. Approve Minutes of December 21, 2017 Meeting**

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

Voting: Yes – All.

**3. Approve Agenda**

S. Harmes asked that "g. Forest Action Plan Update" be added to the agenda.

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

Voting: Yes – All.

**4. Approve Consent Items**

**Bills & Payroll**

Sheila Harmes: For December 2017 and January 2018, there is a check payment to the County of Winona for Sheila Harmes' support. There also is a check payment to Jennifer Wahls for the Forest Action Plan Project.

A motion was made by C. Krogness and seconded by R. Hall to approve the consent items.

Voting: Yes – All.

**5. Board Reports**

Claron Krogness (Olmsted SWCD Supervisor): Since being away from the office the majority of the past couple of months, C. Krogness did not have a board report to share.

Matt Flynn (Olmsted County Board): M. Flynn shared information about a site, approximately 80 acres in size, to be used for the spreading and dewatering of spoils dredged from Lake Zumbro. M. Flynn. The parcel is located in Farmington Township and the Olmsted County Board of Commissioners approved the purchase at their last meeting. The Farmington Township would need to approve a permit yet.

Rich Hall (Wabasha County Board): Wabasha County has been working on County zoning.

Steve Jacob (Winona County Board): The County Board of Commissioners approved a couple of larger solar facilities. The agricultural film plastic program for farmers is working out well. Large dairies can obtain dumpsters and smaller dairies are able to obtain bags for recycling. There is no

54 cost to the farmer. A Jail Advisory Committee was established to review alternatives to the current  
55 Winona jail facility and related programs.

56  
57 Chuck Fick (Wabasha County SWCD): At the January 2018 SWCD meeting, members were  
58 reassigned to committees. He was assigned to the WWJPB in place of Roland Wood for at least  
59 this year. Roland Wood (District 1) and Tom Gosse (District 4) will not be running again.

60  
61 **6. Board Discussion and Action Items**

62  
63 **a. Election of Officers**

64 S. Jacob nominated Matt Flynn for Chair; seconded by C. Krogness. Vote: Yes – All.

65  
66 C. Fick nominated Steve Jacob for Vice Chair; seconded by C. Krogness. Vote: Yes – All.

67  
68 S. Jacob nominated Chuck Fick for Secretary-Treasurer and Josh Elsing as alternate;  
69 seconded by R. Hall. Vote: Yes – All.

70  
71 C. Krogness made a motion that in the absence of the Chair, the Vice Chair will be able to sign  
72 checks and other necessary paperwork. Board members authorized to sign checks are Matt  
73 Flynn, Chuck Fick, Josh Elsing, and Steve Jacob. The motion was seconded by C. Fick. Vote:  
74 Yes – All.

75  
76 **b. Financial Update – Sheila Harmes**

77 Sheila Harmes: Between the money market and the checking account (minus grant funds), the  
78 total amount is \$35,725. Once the WWJPB receives the 319 Grant, there will be more funds in  
79 the bank.

80  
81 **c. 319 Nitrate Reduction Grant**

82 **1. Grant Agreement Approval**

83 Sheila Harmes shared that the WWJPB was awarded the 319 Nitrate Reduction Grant.  
84 They have not received the funds yet. A template of the grant agreement was included  
85 in the packet. Jake Overgaard, from the U of M Extension, was written into the grant to  
86 provide 40% of his staff time to work on this project and will be able to start in mid-  
87 March.

88  
89 J. Watkins said the MPCA contract agent has ten contracts she is working on. In the  
90 next few weeks, this should be completed and sent to WWJPB for signature.

91  
92 S. Jacob asked the duration of time that the grant covered. S. Harmes answered three  
93 growing seasons. Ideally the project would start March 2018 and go through December  
94 2020. The WWJPB members asked questions about and discussed what the grant  
95 funds would cover. S. Harmes explained the budget and expenditures information  
96 included in the agenda packet.

97  
98 On motion of S. Jacob and seconded by C. Krogness, the WWJPB voted to approve  
99 the grant and give S. Harmes delegated authority to sign the grant agreement. Vote:  
100 Yes – All.

101  
102 **2. Sub-agreement with UM Extension**

103 This would be tied to the Nitrate Grant for Jake Overgaard's time for the project. The  
104 amount is \$110,000. S. Harmes stated Jake Overgaard's supervisor, Tim Arlt, just sent  
105 her cost reimbursable contracts since the funds are originating from public dollars so

106 those will be different than presented in the packet. All other paperwork for the  
107 agreement is the same.

108  
109 On motion by C. Krogness and seconded by C. Fick, the WWJPB voted to approve the  
110 sub-agreement with UM Extension and give S. Harmes delegated authority to sign the  
111 sub-agreement. Vote: Yes – All.

112  
113 **d. Designation of financial support**

114 S. Harmes stated one person in the Winona County Finance Department takes care of cutting  
115 the checks and completing the financial paperwork for the WWJPB, and QuickBooks is used for  
116 the Watershed's accounting. Winona County SWCD also uses QuickBooks. S. Harmes asked  
117 if the SWCD could oversee the financials of the WWJPB instead of paying Winona County for  
118 the Finance Department work. Winona County SWCD could train S. Harmes on the  
119 QuickBooks program. Winona County Administrator, Ken Fritz, and Finance Director, Pat  
120 Moga, both agreed that it would not be an issue if WWJPB finds an entity that uses QuickBooks  
121 to oversee their financials instead of Winona County.

122  
123 On motion by C. Krogness and seconded by C. Fick, the WWJPB voted on the designation of  
124 the Winona County SWCD for financial support. Vote: Yes – All.

125  
126 **e. History of Whitewater JPB – Lauren Jensen, Green Corps member for Winona County**

127 Lauren Jensen gave a presentation of the history of the Whitewater Joint Powers Board. S.  
128 Harmes and L. Jensen requested the Whitewater Joint Powers Board members review the  
129 presented information to double check the project accuracy.

130  
131 M. Flynn would like to see a portfolio of photos and information about what the WWJPB has  
132 accomplished and completed for projects over the years. The WWJPB thanked L. Jensen for  
133 her presentation.

134  
135 **f. Certificate of Recognition for Roland Wood**

136 S. Harmes has a certificate for R. Wood that she will be able to give to him at the next  
137 Wabasha SWCD meeting.

138  
139 **g. Forest Action Plan Update**

140 S. Harmes stated that they're now in the second half of the grant, which ends the end of  
141 December. She received a letter and a check for \$5000 from the Nature Conservancy for  
142 Jennifer Wahls to use when she meets with landowners to take care of any oriental bittersweet  
143 or other woodland area invasives. It is intended for small cost-share assistance for landowners.  
144 The WWJPB asked who will handle the money. S. Harmes stated Jennifer Wahls would contact  
145 her to request funds.

146  
147 **7. Public Comments**

148 None

149  
150 **8. Agency Reports**

151 Caitlin Brady introduced herself and explained she is the new Water Resources Coordinator for  
152 Olmsted County. She looks forward to working with the WWJPB.

153  
154 Justin Watkins introduced himself and explained he is the Project Manager for the Southeast part  
155 of the state for the PCA. He thanked S. Harmes and J. Overgaard for their Nitrate Reduction  
156 project and is in support of it. He believed it to be an important project for landowners.

157

158 S. Harmes shared a thank you received from Allison Bender for the WWJPB support of the  
159 Whitewater Watershed LEGO Model Project.

160  
161 **9. Next Meeting:** The next scheduled meeting is April 19, 2018.

162  
163 The Whitewater Joint Powers Board adjourned at 9:52 a.m. on a motion of R. Hall and seconded  
164 by S. Jacob. Voting: Yes - All

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167  
168 Respectfully submitted by:  
169 Anne Schwertel, Administrative Specialist

170  
171 Signed: Chuck Fieck 4/19/18  
172 WWJPB Secretary/Treasurer  
173