

Due to the current CDC guidelines on social distancing, we are limiting the number in attendance to 5 people at the board meeting. We will also have limited call-in capabilities for up to 10 people. Phone# 651-560-1088 Access code 0147478#

Phone or physical attendance will be allowed on a first come first serve basis following Wabasha SWCD board members receiving priority for phone or physical attendance.

Anyone who is in the at-risk category should consider not attending. If you would like to attend either by call-in or physically, you must notify Sue Cerwinske to hold your place in advance. susan.cerwinske.wabashaswcd@gmail.com or 651-560-2053

**Wabasha Soil and Water Conservation
District Regular Board Meeting
April 23, 2020 8:15 am
County Annex Conference
Room 625 Jefferson Ave.**

I. CALL MEETING TO ORDER –

Meeting called to order at 8:18 am by Lynn Zabel, Vice Chair

Supervisors Present: Lynn Zabel, Vice Chair, Chuck Fick, Treasurer, Larry Theismann, Secretary

Supervisors Called in: Terry Helbig, Chair, Nate Arendt, Member

Staff Present: Terri Peters, District Manager, Jen Wahls, Ecological Technician

Staff Called In: Sue Cerwinske, Bookkeeper/Admin Asst.,

Phillis Brey, NRCS, Rich Hall, County Commissioner

II. PLEDGE OF ALLEGIANCE

III. AGENDA –

A. Meeting statement – Terri Peters

Terri Peters made the decision to have call-in and limited number of attendees at the Board Meetings. Consulted with the County on how they were handling meetings because of COVID-19 and State of Emergency Guidelines. Allowed under the open meeting law. Phone line setup for SWCD meeting by the County. Board was contacted about this suggested change and it was agreed that this was the best solution for the situation, at this time.

Moved by Helbig, seconded by Fick to approve the Agenda with the addition of letter D. in Old Business, Terri and Jen Job Approval Worksheets

Affirmative: Helbig, Theismann, Fick, Arendt

Opposed: None

Motion Carried

IV. PUBLIC COMMENTS

Comments limited to 5 minutes per speaker

V. CONSENT AGENDA – Board Action

VI. SECRETARY'S REPORT

A. March 26, 2020 Meeting Minutes-Board Action

Moved by Fick, seconded by Theismann to approve the Secretary's Report

Affirmative: Helbig, Theismann, Fick, Arendt

Opposed: None

Motion Carried

VII. TREASURER'S REPORT:

A. March Program Record-Board Action

Moved by Helbig, seconded by Fick to approve the Treasurer's Report

Affirmative: Helbig, Theismann, Fick, Arendt

Opposed: None

Motion Carried

B. March District Financial Statements-Board Action

Moved by Helbig, seconded by Fick to approve the Treasurer's Report

Affirmative: Helbig, Theismann, Fick, Arendt

Opposed: None

Motion Carried

C. Program Funding Available for Cost Share – Informational

VIII. PAYMENT OF MONTHLY BILLS

A. Monthly Bills in the amount of \$42,869.06 -Board Action

Two additional checks after check run, new total is \$43,081.56

Moved by Arendt, seconded by Theismann to approve payment of monthly bills in the amount of \$43,081.56

Affirmative: Helbig, Theismann, Fick, Arendt

Opposed: None

Motion Carried

IX. DISTRICT REPORTS

A. Chair Report – Terry Helbig – *No Report*

B. County Commissioner – Rich Hall – *No Report*

C. District Manager Report – Terri Peters

Keeping up with the current conditions and adjusting schedules as needed

Zoom Meetings and Phone Conferences.

Program tracking - Program Record for March

Worked with Area Partners and Sue to get MAWQCP quarterly billings

Lake City Wellhead Protection Plan. Made recommendations for review and addressing ag issues.

Working with Sheila Harmes, Houston and Winona – started training.

Discussion on MPCA monitoring Mississippi/Winona/La Crescent couple of sites this summer. May be delayed depending on MPCA allowance to be in the field.

Information for West Indian 319 Focus Small Watershed

Assist Glen Roberson look for funds for JPB short fall

NACD grant – separate grant for Sue to help Phillis with CSP contracts

Worked on description for District Tech job posting

Our area planning workgroup, Caitlin Brady from Olmsted submitted grant application and it was approved to help with nitrate testing and could be used to install water treatment systems under sinks for those who are testing high in nitrates. Reworking work plan.

1W1P Efforts

- D. NRCS Report – Phillis Brey – *Report in packet
Phillis working with Terri to plan Local Work Group in July, depending on current circumstances.*
- E. Ecological Technician Report – Jen Wahls
Possibility to do work for SWCD on contracted services basis
- F. District Technician Report- Mitch Rigelman
Three projects handed off from Jen. Pete Fryer went out with him to further investigate, technical assistance. Couple of structures. Staking out grassed waterway, feedlot, doing several surveys, well sealing project, been out in the field
Bookkeeper/Administrative Asst – Sue Cerwinske

X. OLD BUSINESS

- A. Update on office situation during COVID19 pandemic – Terri Peters
*Working with NRCS and FSA seeing how they are dealing with it and in touch with area manager developing plan and from what comes from the state.
Staggering days – home 1 day, office next day
Field staff can come in and use one person per vehicle to go out to site
Ask landowners safety questions before going out*
- B. Update on 1W1P Zumbro Watershed – Terri Peters
Update for Spring 2020. Dong Partnership meetings in video format because of COVID-19. Going through priorities and measurable goals. Policy meeting to go forward continuing as a group.
- C. Update on 1W1P Mississippi-Winona-La Crescent – Terri Peters
Development stage. Only received 2 completed surveys from elected officials. Opening up the survey again and need board to fill out. What questions need to be answered. May meeting – webinar.
- D. Job Approval Sheets for Terri and Jen – **Board Action**
Lori Stein went over ecological sciences worksheets with staff last fall. Approved by Jim Fritz. Need approval for job worksheets retroactive to September 26, 2019 for Terri and Jen

*Moved by Fick, seconded by Theismann to accept the job approval sheets for Terri and Jen retroactive to September 26, 2019
Affirmative: Helbig, Theismann, Fick, Arendt
Opposed: None
Motion Carried*

XI. NEW BUSINESS

- A. Approve posting to hire District Technician I – Terri will be working on job description and options – **Board Action**
*Worked with Shawn at County and it is okay to use the same job posting for either District I or District II Technician. Prefer to hire somebody with experience. Could have somebody score higher and be District I. Preferred, experienced with certification put on desirable list.
Could be qualified and could do the job as District II position from same posting. Need Board to approve posting 4-24-20 to our newspapers, indeed*

and on our website.

Moved by Helbig, seconded by Fick to approve posting the job posting starting on 4-24-20 in our newspaper, indeed and on our website.

Affirmative: Helbig, Theismann, Fick, Arendt

Opposed: None

Motion Carried

Discussion: Fick asked about hiring the way we want to, off the same posting for either District I or II Technician, Shawn said that was okay to do it that way?

Terri replied that Shawn thought the same posting for either position was acceptable. There are two different pay schedules

May 15, 2020 is the deadline for application submittal. Personnel schedule date and time to interview. May 19, 2020 at 1:00 pm in SWCD breakroom

- B. Contract for approval for 30 acres cover crop for John Miller 19-DWP-CC-4 (SE MN Drinking Water Protection Grant \$2,700 FY2019, efotg practice 340) –

Board Action

Moved by Arendt, seconded by Theismann to approve contract 19-DWP-CC-4 (SE MN Drinking Water Protection Grant to John Miller for 30 acres of cover crops in the amount of \$2,700.00 FY2019 practice 340

Affirmative: Helbig, Theismann, Fick, Arendt

Opposed: None

Motion Carried

- C. Contract Approval for Joe Liffrig 2019-SEWS-1 351 Well Decommissioning –

Board Action

Moved by Theismann, seconded by Fick to approve contract 2019-SEWS-1 351 Well Decommissioning (SE MN Drinking Water Protection Grant to Joe Liffrig in the amount of \$1,000.00

Affirmative: Helbig, Theismann, Fick, Arendt

Opposed: None

Motion Carried

- D. Approve 2 acres brush management contract for Tagen Miller 20-CWMA-1 for \$575.00 – **Board Action**

Moved by Helbig, seconded by Fick to approve contract 20-CWMA-1 to Tagen Miller for 2 acres brush management in the amount of \$575.00

Affirmative: Helbig, Theismann, Fick, Arendt

Opposed: None

Motion Carried

- E. Approve one-time amendment for Jordan Flynn for 18-CWMA-8 Amendment 1. Authorize original approval amount of \$500.00 to increase to \$750.00 due to larger actual costs incurred – **Board Action**

Moved by Fick, seconded by Theismann to approve one-time amendment to Jordan Flynn for 18-CWMA-8 Amendment 1. Authorize original approval amount of \$500.00 to increase to \$750.00 due to larger actual costs incurred.

Affirmative: Helbig, Theismann, Fick, Arendt

Opposed: None

Motion Carried

- F. Approve Payment Voucher for Jordan Flynn for \$750.00 for 18-CWMA-8 Practice 314 brush management 2 acres– **Board Action**
Moved by Theismann, seconded by Arendt to approve payment voucher for Joran Flynn in the amount of \$750.00 for contract CWMA-8 Practice 314 brush management 2 acres.
Affirmative: Helbig, Theismann, Fick, Arendt
Opposed: None
Motion Carried
- G. Approve payment voucher for Pete Klucas for \$1,000.00 for 18-CWMA-4 Practice 314 brush management 5 acres– **Board Action**
Moved by Theismann, seconded by Arendt to approve payment voucher for Pete Klucas in the amount of \$1,000.00 for contract 18-CWMA-4 Practice 314 brush management 5 acres.
Affirmative: Helbig, Theismann, Fick, Arendt
Opposed: None
Motion Carried
- H. Approve payment voucher for Kurt King for \$1,500.00 for 18-CWMA-7 Practice 314 brush management & herbaceous weed control 6 acres – **Board Action**
Moved by Helbig, seconded by Arendt to approve payment voucher for Kurt King in the amount of \$1,500.00 for contract 18-CWMA-7 Practice 314 brush management & herbaceous weed control 6 acres.
Affirmative: Helbig, Theismann, Fick, Arendt
Opposed: None
Motion Carried
- I. Schedule Personnel Committee Meeting/Exit Interview *for Jen Wahls Nate, Lynn and Terri, Tuesday 4-28-2020 at 1:30 pm in SWCD break room.*

Note: Nate Arendt left the meeting at 9:20 am

XII. Upcoming Events:

- A. Tree Delivery – Friday 5-01-2020 9:00 am to 3:00 pm
Larry Theismann offered to help with sorting and handing out trees

XIII. Board Report

- A. WW –
Lynn Zabel said Sheila has report. Some things to mention, approved surface water grant 3-26 and Root River approved 4-09 and Winona County approved 4-14-2020. Survey was do 4-20. Terri said they will be doing an information webinar meeting electronically. Approved resolution, bring to county board to request approval to go forward with the group and planning process. Also, need to approve the letter to BWSR to postpone amendment because we are involved in the planning process for all watersheds in the county.
- B. 1W1P-
Lynn Zabel mentioned he had his doubts on the 1W1P, but now thinks it will work. Was thinking the various small entities may feel like toes are getting toes stepped on. Larger entities may have more clout in getting more funding. All people involved need to think of it as 1 unit

XIV. Adjourn – Board Action

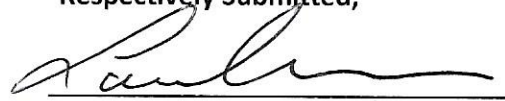
Motioned by Fick and seconded by Theismann to adjourn the meeting at 9:25 am.

Affirmative: Helbig, Theismann, Fick

Opposed: None

Motion Carried

Respectively Submitted,

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

Larry Theismann, Secretary