

Please call office at 651-560-2053 or email susan.cerwinske.wabashaswcd@gmail.com if you have any questions on attending physically or by phone.

We have call-in capabilities for up to 10 people. Phone# 651-560-1088 Access code # 0147478#
If you plan on attending in person and are not fully vaccinated, wearing a mask and social distancing will be required.

**Wabasha Soil and Water Conservation District
District Regular Board Meeting
December 16, 2021
8:15 a.m.
County Board Room
625 Jefferson Ave.**

- I. **CALL MEETING TO ORDER** – Meeting called to order at 8:15 am by Lynn Zabel, Chair
Supervisors present: Lynn Zabel, Chair, Sharleen Klennert, Treasurer, Larry Theismann, Secretary
Staff present: Terri Peters, District Manager
Others present by phone: John Benjamin, NRCS, Sheila Harmes, Winona County Water Planner, Sue Cerwinske, Bookkeeper/Admin. Asst.
Other present at meeting: Frank Klennert, citizen, Dag Knudsen, nominee for board
- II. **PLEDGE ALLEGIANCE**
- III. **AGENDA**
Motioned by Klennert and seconded by Theismann to approve the Agenda as corrected.
Affirmative: Klennert, Theismann, Zabel
Opposed: None
Motion Carried
- IV. **PUBLIC COMMENTS**
Comments limited to 5 minutes per speaker

Dag Knudsen appointment to the Wabasha SWCD Board for District 5 – Board Action
Dag gave background about himself. Retired engineer. Has a farm of 42 acres.
He and his wife created Sustainable Agriculture and Forestry Scholarship Program, focused on SE Minnesota. \$5,000.00 scholarship.
Writes & publishes a newsletter 2 times a year about soil & water to educate farmers.
Website for sustainable agriculture work with farmers.
Motioned by Theismann and seconded by Klennert to approve appointment of Dag Knudsen to Wabasha SWCD Board for District 5 replacing Terry Helbig who had to resign for medical reasons
Affirmative: Theismann, Klennert, Zabel
Opposed: None
Motion Carried

V. CONSENT AGENDA -Board Action

- A. Approve John & Shar Yorde voucher payment for Contract# 19-DWP-WS-8 in the amount of \$1,500.00 for 351 Well Decommissioning
(Funding source FY19 Drinking Water Protection SE MN)
- B. Approve Tony Burke voucher payment for Contract# 18-Capacity-8 in the amount of \$6,446.00 for 410 Grade Stabilization and 538 Water & Sediment Control Basin
(Funding sources FY18 Capacity \$3,554.67, FY20 Capacity \$26.68 and FY20 State Cost Share \$2,864.65)
- C. Approve Peter Klapperich voucher payment for Contract# 19-DWP-CC-1 in the amount of \$900.00 for 2nd year of 340 Cover Crops
(Funding source FY19 Drinking Water Protections on SE MN)
- D. Approve Travis Danckwart voucher payment for Contract# 19-Capacity-6 in the amount of \$900.00 for 2nd year of 340 Cover Crops
(Funding source FY19 Capacity)
- E. Approve Travis Danckwart voucher payment for Contract# 19-Capacity-7 in the amount of \$900.00 for 2nd year of 340 Cover Crops
(Funding source FY19 Capacity)
- F. Approve Travis Danckwart voucher payment for Contract# 19-Capacity-8 in the amount of \$900.00 for 2nd year of 340 Cover Crops
(Funding source FY19 Capacity)
- G. Approve Dan Young voucher payment for Contract# 19-Capacity-10 in the amount of \$2,167.59 for 561 Heavy Use Protection, 561 Trails & Walkways, 575 Critical Area Planting, 614 Watering Facility
(Funding source FY19 Capacity)
- H. MAWQCP Building Lease Agreement between County of Olmsted and Wabasha SWCD, includes 30-day written notice for termination of the lease. Monthly amount \$426.20 for lease period of 1/01/2022 – 12/31/2022.

Motioned by Theismann and seconded by Klennert to approve the Consent Agenda

Affirmative: Theismann, Klennert, Zabel, Knudsen

Opposed: None

Motion Carried

VI. SECRETARY'S REPORT

- A. November 18, 2021 Meeting Minutes-Board Action

Motioned by Klennert and seconded by Theismann to approve the Secretary's Report

Affirmative: Theismann, Klennert, Zabel, Knudsen

Opposed: None

Motion Carried

VII. TREASURER'S REPORT:

- A. District Financial Statements-Board Action

Motioned by Theismann and seconded by Klennert to approve the Treasurer's Report

Affirmative: Theismann, Klennert, Zabel, Knudsen

Opposed: None

Motion Carried

VIII. PAYMENT OF MONTHLY BILLS

A. Monthly Bills in the amount of \$28,630.91 -Board Action

Motioned by Theismann and seconded by Klennert to approve payment of the monthly bills in the amount of \$28,630.91

Affirmative: Theismann, Klennert, Zabel, Knudsen

Opposed: None

Motion Carried

B. Accounts Payable – December Employee Insurance premiums. December 23rd payroll will be run on December 20th. Auditor/Treasurer Wabasha County \$442.09 check# will need to be ran on the 22nd. MN PEIP \$5,586.42 and Vision \$64.04 will be paid online on the 22nd – **Board Action/Sign Check**

Motioned by Klennert and seconded by Theismann to approve accounts payable

Affirmative: Theismann, Klennert, Zabel, Knudsen

Opposed: None

Motion Carried

IX. DISTRICT REPORTS

A. **Chair Report – Lynn Zabel**

Attended MASWCD convention. Lynn reported that the speech by Tom Peterson, MN Secretary of Agriculture, sounded that it was likelihood that the next federal farm bill may have green payments. Speech by Troy Daniels, State Conservationist on carbon. Seems like another business enterprise. Starting out \$30 /acre.

B. **County Commissioner – Bob Walkes**

Truth & Taxation Meeting. Will be approving final levy at 2%.

C. **District Manager Report – Terri Peters**

MASWCD Convention. Breakout session for Human Resources.

Meeting Joint District Managers & NCRS Managers. Talked about JAA.

Greater Zumbro Planning Work Group & Policy Meeting. Approved work plan, Wabasha \$80 - \$90,000 for projects. Ranking sheet, prioritize.

WinLaC – planning work group agreements

Met with “We are Water” group. Input on exhibit. “We are Water Exhibit” will be in Winona March 3 – April 25, 2022

Talked to Alex who is with Lake City Alliance. Lake City is having the “We are Water” Exhibit from April – June. Follow up with soil health exhibit. Asked if we want to participate.

Mora from Land Stewardship Project have an event on Feb 2 at Mazeppa

Community Center. Grazer from Mexico on how he puts together grazing in Mexico. 2nd phase of N.Fork Zumbro is underway this week. Short period to get work done.

Luke Lundy, WSB, grant approved with City of Mazeppa to do another portion of river.

Employee Evaluations

D. **NRCS Report – John Benjamin – In Packet**

E. **District Technician Report- Matt Kempinger – In Packet**

F. **Natural Resources Conservation Technician Report – Henry Stelten – In Packet**

G. **Bookkeeper/Administrative Assistant -Sue Cerwinske – In Packet**

X. **OLD BUSINESS**

A. **Conservation Project – Lynn Zabel**

Haven't heard back yet on MAWQCP

XI. **NEW BUSINESS**

A. **Set Meeting Dates/Times for 2022 (Tentative Schedule) – Board Action**

Motioned by Theismann and seconded by Klennert to approve the tentative meeting schedule for fourth Thursday of each month with exception of holidays.

Time stays 8:15 am

Affirmative: Theismann, Klennert, Zabel, Knudsen

Opposed: None

Motion Carried

B. **Approve Winona County Contract for Services in Support of Surface Water Assessment Grant Program (WinLaC) – Board Action/Signature**

(Wabasha SWCD to do water quality monitoring in support of the WinLaC Prioritization & Public Outreach Project - Including chloride water quality monitoring)

Discussion: Bob Walkes stated compliance issue is burden on the SWCD, he will talk to County Attorney.

Sheila clarified that the state mandate by state employer

C. **State of Minnesota Joint Powers Agreement Amendment 1 to Swift Agreement No. 170040 (MAWQCP) – Board Action**

Motioned by Klennert and seconded by Knudsen to approve State of Minnesota Powers Agreement Amendment 1 to Swift Agreement No 170040 (MAWQCP)

Affirmative: Theismann, Klennert, Zabel, Knudsen

Opposed: None

Motion Carried

Request for Terri Peters to have authority to sign sub-agreements and additional funding requests for MAWQCP sub-agreements – **Board Action**

Motioned by Klennert and seconded by Theismann to approve Terri Peters have authority to sign sub-agreements and additional funding requests for MAWQCP sub-agreements as they come up.

Affirmative: Theismann, Klennert, Zabel, Knudsen

Opposed: None

Motion Carried

D. **Wabasha SWCD Personnel Policy Handbook – Board Discussion/Action**

(Sent to Board members 12-02 to review. SWCD -Personnel Policy Handbook, SWCD Personnel Policy Handbook Appendix, Policy Examples, SE MN compensation of leave policy)

Discussion: Sick leave accruals, after discussion decided to leave as we are doing.

Rewrite employee recognition. Make changes and bring back to board.

Motioned by Klennert and seconded by Theismann to table the Personnel Policy Handbook and Appendix

Affirmative: Theismann, Klennert, Zabel, Knudsen

Opposed: None

Motion Carried

- E. Watershed Alliance for the Greater Zumbro River (WAGZ) Sub-agreement for Watershed Based Implementation Funding. Sub-Agreement between Goodhue SWCD and Wabasha SWCD – **Board Action/Signature**

Motioned by Theismann and seconded by Klennert to approve the Watershed Alliance for the Greater Zumbro River (WAGZ) Sub-agreement for Watershed Based Implementation Funding, Sub Agreement between Goodhue SWCD and Wabasha SWCD

Affirmative: Theismann, Klennert, Zabel, Knudsen

Opposed: None

Motion Carried

- F. Approve John & Susan Mundy Contract# 20-CWMA-9 in the amount of \$2,000.00 for 314 Brush Management – **Board Action**
(Funding source FY20 CWMA)

Motioned by Klennert and seconded by Theismann to approve John & Susan Mundy Contract# 20-CWMA-9 in the amount of \$2,000.00 for 314 Brush Management.

Affirmative: Theismann, Klennert, Zabel, Knudsen

Opposed: None

Motion Carried

- G. Approve Mulholland Farms LLC (Ron Mulholland) Amendment #1 for Contract# 19-Capacity-9 to extend to 11-01-2022 for 3rd & final year of 340 Cover Crops. Total contract amount \$2,700.00 – **Board Action**
(Funding source FY19 Capacity)

Motioned by Theismann and seconded by Klennert to approve Mulholland Farms LLC (Ron Mulholland) Amendment #1 for Contract# 19-Capacity-9 to extend expiration date to 11-01-2022 for 3rd & final year of 340 Cover Crops. Total contract amount \$2,700.00

Affirmative: Theismann, Klennert, Zabel, Knudsen

Opposed: None

Motion Carried

- H. Minnesota Campaign Finance Board. Statement of Interest Requirements for Wabasha SWCD's public officials for 2021 – **Board Discussion**

I. **Upcoming Events:**

- i. Oct – Dec Expense Reports due to Sue by 12:00 pm, Thursday December 23
- ii. Friday, December 24 office closed, Christmas observed.
- iii. Friday, December 31 office closed, New Year's observed
- iv. Monday, January 31, 2022 – Statement of Interest Requirements due

XII. Board Reports

A. Whitewater JPB – Lynn

Sheila reported that there was a meeting 12/15. Discussion about COVID vaccination requirements brought up at county board meeting. Discussion with Dan Brunel & Mike Cruz who will be working with Sheila on forming local advisory team. Elgin, Altura and Utica. Lengthly discussion on how Whitewater will be involved. Board voted to consolidate Sheila's office space and she will be in Winona 100% at beginning of the year.

B. Zumbro 1W1P – Larry

Budget & Work Plan approved. \$900k for project. With administration total \$1.2 million. Priority area in concern counties are higher than in other areas. Small amount left for outreach. Need people who are good at outreach and good with conservation to talk to landowners.

C. WinLac 1W1P – Lynn

*No meeting. Policy committee meeting 1/10/2022
Planning work group, prioritize issues of concern. Determine thresholds low to high priority with in respect with issue of concern.*

D. SE SWCD Technical Support JPB – Larry No meeting

E. County Board Meeting – Larry (alternate Sharleen) Meeting not attended

F. Hiawatha Valley RC&D – Lynn

*Organic producer's partnership with RC&D fell apart.
Discussion on Kasson addition to City. Farmland sold for building houses on one side of the river. Landowner stipulated that the other side of river should be a park. Sell carbon credits to Mayo Clinic or whoever would get involved. \$10,000 possible for RC&D. Only 3 RC&D's left in state. Director of Hiawatha RC&D wants to combine all 3 into one and be director of all.*

XIII. Closed Session – Board Action

Motioned by Theismann and seconded by Klennert to close regular session to go into closed session at 10:13 am.

Affirmative: Theismann, Klennert, Zabel, Knudsen

Opposed: None

Motion Carried

Motioned by Theismann and seconded by Klennert to open Closed Session at 10:14 am

Affirmative: Theismann, Klennert, Zabel, Knudsen

Opposed: None

Motion Carried

A. Personnel Review

- i. Sue Cerwinske**
- ii. Henry Stelten**
- iii. Matt Kempinger**

B. District Manager – Terri Peters personnel review

C. Adoption of 2022 Wage Scale

XIV. Reopen Regular Meeting

Motioned by Theismann and seconded by Klennert to reopen regular meeting at 10:45 am

Affirmative: Theismann, Klennert, Zabel, Knudsen

Opposed: None

Motion Carried

A. Adoption of 2022 Wage Scale

Motioned by Theismann and seconded by Klennert to approve the adoption of the 2022 Wage Scale

Affirmative: Theismann, Klennert, Zabel, Knudsen

Opposed: None

Motion Carried

B. Approve employee evaluations

Motioned by Klennert and seconded by Theismann to approve the employee evaluations as discussed.

Affirmative: Theismann, Klennert, Zabel, Knudsen

Opposed: None

Motion Carried

C. Approve 2022 salary recommendations

Motioned by Klennert and seconded by Theismann to approve the 2022 salary recommendations.

Sue Cerwinske – Grade 8, Step 4

Matt Kempinger – Grade 9, Step 2

Henry Stelten – Grade 9, Step 2

Terry Peters – Grade 16, Step 4

Affirmative: Theismann, Klennert, Zabel, Knudsen

Opposed: None

Motion Carried

XV. Adjourn – Board Action

Motioned by Theismann and seconded by Klennert to adjourn the meeting at 10:49 am.

Affirmative: Theismann, Klennert, Zabel, Knudsen

Opposed: None

Motion Carried

Respectively Submitted By:



Larry Theismann, Secretary