

Due to the current CDC guidelines on social distancing, we are limiting the number in attendance to 8 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
December 17, 2020
8:15 AM
Wabasha County Courthouse
Board Room
625 Jefferson Ave.**

I. CALL MEETING TO ORDER–

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 other SWCD's and BWSR on how they were handling meetings because of COVID-19 and State of Emergency Guidelines. Calling in is 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.

IV. PUBLIC COMMENTS

Comments limited to 5 minutes per speaker

V. CONSENT AGENDA – Board Action

A. 2021 Data Practice Policy for Data Subject

B. 2021 Data Practice Policy for Members of Public

C. 2021 request for release of data to government agency

D. 2021 request for release of data

E. 2021 Wabasha County Soil & Water Conservation District Data Practices Policy Fee Schedule

F. MN Campaign Finance Board – Statements of Economic Interest

VI. SECRETARY'S REPORT

A. November 19, 2020 Meeting Minutes-**Board Action**

VII. TREASURER'S REPORT:

A. November District Financial Statements-**Board Action**

VIII. PAYMENT OF MONTHLY BILLS

- A. Monthly Bills in the amount of \$16,430.86 - **Board Action**
- B. Accounts Payable – December Employee Insurance premiums. December 24th payroll will be run on December 22nd. Auditor/Treasurer Wabasha County \$428.85 check# 11295 will need to be ran on the 22nd. MN PEIP \$5,110.00 and Vision \$74.31 will be paid online on the 24th – Board Action/Sign Check

IX. DISTRICT REPORTS

- A. Chair Report – Terry Helbig
- B. County Commissioner – Rich Hall
- C. District Manager Report – Terri Peters
- D. NRCS Report – John Benjamin
- E. Keely Hansen – District Technician
- F. Matthew Kempinger – District Technician
- G. Henry Stelten – Natural Resources Technician
- H. Sue Cerwinske – Bookkeeper/Admin. Asst.

X. OLD BUSINESS

- A. Update on office situation during COVID-19 pandemic – Terry Peters
- B. Update on West Indian 319 Small Focus Watershed

XI. NEW BUSINESS

- A. Set Meeting Dates/Times for 2021 (Tentative Schedule) – **Board Action**
- B. Approve Anthony Burke Voucher Payment for Contract 18-Capacity-3 In the amount of \$900.00 (Final year 340 Cover Crops)– **Board Action**
- C. Approve Mulholland Farms Voucher Payment for Contract 19-Capacity-9 in the amount of \$900.00 (2nd year 340 Cover Crops) – **Board Action**
- D. Approve George Meyer Voucher Payment for Contract 20-CWMA-4 in the amount of \$1,000.00 (314 Brush Mgmt) – **Board Action**
- E. Approve Deborah Allan Voucher Payment for Contract 20-CWMA-6 in the amount of \$182.49 (314 Brush Mgmt) – **Board Action**
- F. Review WSB’s recommendation of Construction Contractor for N. Fork Zumbro @ Mazeppa Restoration and approve selected Contractor – Bids tabulation and Engineer’s Letter of Recommendation– **Board Action**

XII. Upcoming Events:

- A.

XIII. Board Reports

- A. WW – Lynn Zabel, (Alternate, Larry Theismann)
- B. Zumbro 1W1P- Larry Theismann, (Alternate, Terry Helbig)
- C. SE SWCD Technical Support JPB – Larry Theismann, (Alternate Chuck Fick)
- D. County Board Meeting – Terry Helbig, (Alternate, Lynn Zabel)

XIV. Closed Session – Board Action

- A. Personnel Review
 - i. Sue Cerwinske
 - ii. Henry Stelten
 - iii. Matt Kempinger
 - iv. Keely Hansen
- B. District Manager – Terri Peters personnel review
- C. Adoption of 2021 Wage Scale

XV. Reopen Regular Meeting

- A. **Adoption of 2021 Wage Scale**
- B. **Approve employee evaluations**
- C. **Approve 2021 salary recommendations**

XVI. 2021 Work Planning Session

XVII. Adjourn – Board Action