

**Wabasha Soil and Water Conservation District  
District Regular Board Meeting  
December 19, 2019  
8 a.m.  
County Annex Conference Room  
625 Jefferson Ave**

- I. CALL MEETING TO ORDER – Meeting called to order at 8:00 am by Vice Chair Lynn Zabel  
Supervisors Present: Lynn Zabel, Vice Chair, Larry Theismann, Secretary, Chuck Fick,  
Treasurer, Nate Arendt, Member  
Staff: Terri Peters, District Manager, Jen Wahls, Mitchell Rigelman, Sue Cerwinske  
Others: Sheila Harmes, 1W1P, Sharlene and Frank Klennert**

**II. PLEDGE OF ALLEGIANCE**

**III. AGENDA**

***Moved by Fick, seconded by Theismann to approve agenda  
Affirmative: Theismann, Fick, Arendt, Zabel  
Opposed: None  
Motion carried***

**IV. PUBLIC COMMENTS**

Comments limited to 5 minutes per speaker

**V. CONSENT AGENDA**

- A. 2020 Data Practice Policy for Data Subject
- B. 2020 Data Practice Policy for Members of Public
- C. 2020 request for release of data to government agency
- D. 2020 request for release of data
- E. 2020 Wabasha County Soil & Water Conservation District Data Practices Policy Fee Schedule
- F. MAWQCP Area 7 Grant Agreement – **Board Action**
  - i. Wabasha SWCD MAWQCP Admin Pship JPA – Cover Sheet
  - ii. Wabasha SWCD MAWQCP Admin Pship – Certification
  - iii. Wabasha SWCD MAWQCP Admin Pship – Agreement
  - iv. Wabasha SWCD MAWQCP – Encumbrance Worksheet
  - v. Wabasha SWCD MAWQCP Pship – Summary/Certificate of Completion
- G. Final WAB2020-MAWQCP-02 Freeborn County – **Board Action**
- H. Final WAB2020-MAWQCP-02 Olmsted County – **Board Action**
- I. AgBMP Loan Application for James Wright in the amount of \$49,450.00 – **Board Action**

***Moved by Fick, seconded by Theismann to approve Consent Agenda***

***Affirmative: Theismann, Fick, Arendt, Zabel***

***Opposed: None***

***Motion carried***

**VI. SECRETARY'S REPORT**

- A. November 21, 2019 Meeting Minutes-Board Action  
*Moved by Fick, seconded by Theismann to approve Secretary's Report*  
*Affirmative: Theismann, Fick, Arendt, Zabel*  
*Opposed: None*  
*Motion carried*

**VII. TREASURER'S REPORT:**

- A. November Program Record-Board Action  
*Capacity 3<sup>rd</sup> year. There is a \$209.00 cash difference that Terri will have fixed before next board meeting.*  
*Moved by Fick, seconded by Arendt to approve Treasurers Report*  
*Affirmative: Theismann, Fick, Arendt, Zabel*  
*Opposed: None*  
*Motion carried*
- B. District Financial Statements November 2019-Board Action  
*Moved by Arendt, seconded by Theismann to approve District Financial Statements for November, 2019*  
*Affirmative: Theismann, Fick, Arendt, Zabel*  
*Opposed: None*  
*Motion carried*

**VIII. PAYMENT OF MONTHLY BILLS**

- A. Monthly bills in the amount of \$17,442.24-Board Action  
*Moved by Arendt, seconded by Theismann to approve Payment of Monthly Bills in the amount of \$17,442.24*  
*Affirmative: Theismann, Fick, Arendt, Zabel*  
*Opposed: None*  
*Motion carried*

**IX. DISTRICT REPORTS**

- A. Chair Report – Terry Helbig  
*Surgery went well. Larger incision than thought. will take longer time to heal.*
- B. County Commissioner – Rich Hall  
*Rich and his wife are doing good. Went as anticipated. Planning on being back for January meetings.*
- C. District Manager Report – Terri Peters  
*1W1P Policy Meeting and Advisory Meeting. Move forward on survey with priorities, Ground Water, Erosion. MASWCD had good classes. Area Grant Agreements ready, communicating with partners. Worked on Work Plan, Employee Evaluations. Met with Lake City Environmental Commission, they want to partner with SWCD for a Clean Water Fund for next year, application. They have money for match.*
- D. NRCS Report – Phillis Brey - absent
- E. Ecological Technician Report – Jen Wahls

- F. District Technician Report – Mitch Rigelman  
*MASWCD Convention was good., attended 1 day. Have a handful of producers for potential projects this Spring. Rollie Mehrken's waterway project. Will need to evaluate as it will be a substantial project. Trainings - New Conservation Desktop, replacing Tool Kit and Training Management Planning Certification*
- G. Bookkeeper/Admin. Assistant – Sue Cerwinske

**X. OLD BUSINESS**

- A. Final Audited 2018 Financial Statement and Letters from Smith & Shafer

**XI. NEW BUSINESS**

- A. MN Dept of Health – Online Groundwater Training Modules – **Board Discussion**  
*Open to Supervisors or staff. Providing Input information into education module, minimum time spent will be 3 hours. Jan-Mar*
- B. Contract Between Wabasha SWCD and Fillmore SWCD for Wetland Conservation Act Technical Assistance 2020-2021 – **Board Action**  
*Moved by Fick, seconded by Theismann to approve Contract Between Wabasha SWCD and Fillmore SWCD for Wetlands Conservation Act Technical Assistance for 2020-2021. Jen Wahls continue being shared, continuing agreement with 2020 funds.*  
*Affirmative: Theismann, Fick, Arendt, Zabel*  
*Opposed: None*  
*Motion carried*
- C. MN Campaign Finance and Public Disclosures - Board Reminder it is a Requirement for public officials to annually recertify statement of economic interest-**Board Discussion/Individual Action**
- D. Acer Forest and Tree, LLC – FY19 DNR Forestry Stewardship Plan - \$2,727.50 – **Board Action**  
*Motioned by Arendt, seconded by Theismann to approve payment to Acer Forest and Tree, LLC for FY19 DNR Forestry Stewardship Plan in the amount of \$2,727.50.*  
*Affirmative: Theismann, Fick, Arendt, Zabel*  
*Opposed: None*  
*Motion carried*
- E. Zumbro Valley Forestry LLC – FY19 DNR Forestry Stewardship Plan - \$3,476.00 – **Board Action**  
*Motioned by Arendt, seconded by Theismann to approve payment to Zumbro Valley Forestry LLC for FY19 DNR Forestry Stewardship Plan in the amount of \$3,476.00.*  
*Affirmative: Theismann, Fick, Arendt, Zabel*

***Opposed: None***

***Motion carried***

- F. Payment for approval on contract 17-Capacity-6 Larry Mischke for 20 acres of cover crops (practice 340 Capacity 2017) Amount \$600.00 Completes contract - **Board Action**

***Motioned by Theismann, seconded by Arendt to approve payment on Contract 17-Capacity-6 Larry Mischke for 20 acres of cover crops (practice 340 Capacity 2017 in the amount of \$600.00 completing contract***

***Affirmative: Theismann, Fick, Arendt, Zabel***

***Opposed: None***

***Motion carried***

- G. Sponsorship opportunity on Grazing, Cover Crops and Soil Health and Land Stewardship Project – **Board Discussion/Action**

**In sponsoring, we would get our programs out there to show what we have to offer. 90 farmers attended last one. Chuck said there is a lot of interest in the Plainview, Millville area and would be worth our while to be part of it. Have funds in the Education Fund to cover the \$300.00.**

***Motioned by Fick, seconded by Theismann for Wabasha SWCD to be part of the Grazing, Cover Crops and Soil Health and Land Stewardship Project and Co-Sponsoring the event in the amount of \$300.00.***

***Affirmative: Theismann, Fick, Arendt, Zabel***

***Opposed: None***

***Motion carried***

- H. MAWQCP 2020 Lease for Office space with Olmsted County facilities -**Board Action**  
***Mark Root office space \$4,964.64, billed monthly.***

***Motioned by Arendt, seconded by Theismann to approve the MAWQCP 2020 Lease for Office space with Olmsted County facilities.***

***Affirmative: Theismann, Fick, Arendt, Zabel***

***Opposed: None***

***Motion carried***

- I. Set Meeting Dates/Time for 2020

***Moved by Arendt and seconded by Theismann, to set January 23 as next meeting date and at than at that meeting discuss the 2020 meeting dates and time.***

***Affirmative: Theismann, Fick, Arendt, Zabel***

***Opposed: None***

***Motion carried***

- J. Upcoming Events
  - i. Forestry Days – Friday Feb. 14<sup>th</sup> at Zumbro Falls VFW*
  - ii. Karst Exhibit – First place Wabasha Library, will travel the region*
  - iii. “We are Waters” Exhibit Rochester Spring 2021*

**XII. Board Reports**

- A. WW Update-Board Information  
*Sheila working with Terri on the Water Assessment Grant for Mississippi/Winona Watershed. Pull together to get approved. Getting ready for monitoring watershed next year.*
- B. 1W1P Update-Board Information  
*Policy Committee and Local Work Group Meetings. Board approved payments. Voted on priorities. Presentation on groundwater protection strategies. Work group talked about getting plan completed/Modeling.*

**XIII. Closed Session – Board Action**

*Moved by Arendt and seconded by Fick to go into Closed Session at 8:45am  
Closed session started at 9:00 am  
Affirmative: Theismann, Fick, Arendt, Zabel  
Opposed: None  
Motion carried*

- i. Personnel Review
  - ii. Jen Wahls
  - ii. Mitch Rigelman
  - iii. Sue Cerwinske
- B. District Manager Terri Peters personnel review
- C. 2020 wage discussion

**XIV. Open Session - Board Action**

*Moved by Arendt and seconded by Fick to go Open Regular Session at 10:45am  
Affirmative: Theismann, Fick, Arendt, Zabel  
Opposed: None  
Motion carried*

- A. Adopted Wabasha County 2020 Wage Scale as Wabasha SWCD wage scale-Board Action  
*Moved by Arendt and seconded by Fick to adopt the Wabasha County 2020 Wage Scale as Wabasha wage scale.  
Affirmative: Theismann, Fick, Arendt, Zabel  
Opposed: None  
Motion carried*

**XV. Work Planning Session**

*Called to order at 11:00 am*

*Terri went through the workplan.*

*Remarks: Buffer Initiative and Excessive Soil Loss Law - Revisit/ Check up on Landowners entire county to see if compliant*

*Ag Certainty – Mitch work to promote more small waterways less \$ without dipping into funds that can be used on larger projects*

*Landowner provide technical assistance where possible – Money for small feed lots*

*Coop Advisors -Help promote ours programs*

*Wellhead protection of public water – Lake City in process of pointing out areas – water Supply. Intern – Targeted testing 50% up to \$1,000.00*

**XVI. Adjourn- Board Action**

*Moved by Arendt and seconded by Theismann to adjourn*

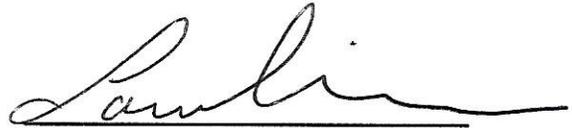
*Affirmative: Theismann, Zabel, Arendt*

*Opposed: None*

*Motion carried*

*Meeting Adjourned at 12:16 PM*

Respectfully Submitted,

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

Larry Theismann, Secretary