

Please call office at 651-560-2053 or email susan.cerwinske.wabashawcd@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 socially distancing will be required.

**Wabasha Soil and Water Conservation District
District Regular Board Meeting
February 24, 2022
8:15 a.m.
County Conference Room
625 Jefferson Ave.**

- I. **CALL MEETING TO ORDER** – Lynn Zabel, Chair called meeting to order at 8:15 am
Supervisors Present: Lynn Zabel, Chair, Chet Ross, Co-Chair, Sharleen Klennert, Treasurer, Larry Theismann, Secretary, Dag Knudsen, member
Staff Present: Terri Peters, District Manager
Other Present: Bob Walkes, County Commissioner
On the Phone: Sheila Harmes, Winona County Water Planner and Whitewater Watershed Project Coordinator, Sue Cerwinske, Bookkeeper/Admin. Assistant

- II. **PLEDGE ALLEGIANCE**

- III. **AGENDA**
Add Fb under New Business – Wage Study & Steps to Promotion Discussion
Motioned by Klennert and seconded by Ross to approve the agenda with the addition of Fb Wage Study & Steps to Promotion Discussion
Affirmative: Klennert, Knudsen, Ross, Theismann, Zabel
Opposed: None
Motion Carried

- IV. **PUBLIC COMMENTS**
Comments limited to 5 minutes per speaker

- V. **CONSENT AGENDA -Board Action**
 - A. Lars Polson voucher payment for Contract# 19-319FL-4 in the amount of \$49,753.89 for Small Feedlot Fix
(Funding source – Federal 319 Small Feedlot Fix)
(Note: LMFR-17RCPP-5WAB paid for some work \$109,973.16 and MAWQCP paid \$5,000.00)
 - B. Houston Engineering Inc. Client/Owner Services Agreement with Wabasha Soil & Water Conservation District for Professional Services in connection with the Mississippi River Winona/La Crescent (WinLaC) Water-Side-Chats project through June 30, 2023. Estimated Fee \$9,400.00
Discussion: Estimate amount is \$9,400.00. They cannot go over that amount. Reason for hiring an outside engineering company. BWSR option. Time consuming, would be full-time job for a technician. Have funding for WinLaC to have a consultant to do public outreach.

- C. Eric Klein voucher payment for Contract# 19-319FL-2 in the amount of \$12,192.84 for 629 Waste Treatment
(Funding source -- Federal 319 Small Feedlot Fix Grant \$11,461.89 and \$730.95 from 2018 Capacity) MAWQCP \$5,000.00 to bring to 75%

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

Affirmative: Klennert, Knudsen, Ross, Theismann, Zabel

Opposed: None

Motion Carried

VI. SECRETARY'S REPORT

- A. January 27, 2022 Signed Meeting Minutes

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

Affirmative: Klennert, Knudsen, Ross, Theismann, Zabel

Opposed: None

Motion Carried

VII. TREASURER'S REPORT:

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

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

Affirmative: Klennert, Knudsen, Ross, Theismann, Zabel

Opposed: None

Motion Carried

VIII. PAYMENT OF MONTHLY BILLS

- A. Monthly Bills in the amount of \$94,661.04 - **Board Action**

Motioned by Klennert and seconded by Ross to approve Payment of the Monthly Bills

Affirmative: Klennert, Knudsen, Ross, Theismann, Zabel

Opposed: None

Motion Carried

IX. DISTRICT REPORTS

- A. Chair Report – Lynn Zabel

Attended MASWCD online webinar on Feb 10th. Talked about strategies to replace the Clean Water Funds and have funds come out of General funds.

- B. County Commissioner – Bob Walkes

Accepted contract for Wabasha County to do chlorine monitoring.

- C. District Manager Report – Terri Peters

Complete Year end reporting, including ELink for BWRS

1W1P Meetings. Work group meeting Greater Zumbro. Training technicians to use priority tools. \$82,000 structural funding over 2 years.

Coordinate with Jen Wahls on W. Indian. Jen is working with Henry on outreach.

Personnel Policy – Fix page/item #'s

Manager Meeting – talked about legislative session, working with Beau of

Goodhue SWCD and Adam King with Dodge SWCD to schedule group meeting.

Worked on Work Plan

- D. NRCS Report – John Benjamin (in packet)

- E. District Technician Report- Matt Kempinger (in packet)

- F. Natural Resources Conservation Technician Report – Henry Stelten – **No Report**

G. Bookkeeper/Administrative Assistant -Sue Cerwinske (in packet)

X. OLD BUSINESS

A. Conservation Project – Lynn

Flyer – “Pays to do Regenerative Farming Practices”. \$35/acre carbon credit. Searched website. Talked to Kent Herrington at Plainview History Center, discussion on amount of carbon to build electric cars and vehicles already built. One size doesn’t fit all, important to think of individual situations.

B. Personnel Policy and Appendix– **Board Discussion**

Discussion: Updated changes talked about last time. Need to fix page numbers. Personnel Policy & Appendix each employee will need to sign. Dag questioned FMLA maternity leave work from home. Terri replied that we are too small to fall under FMLA. Can take sick leave/vacation leave. Dag stated this then becomes a legal document. Terri. borrowed Cottonwood SWCD policy that was reviewed by employment attorney. It was suggested that the policy should go to our county attorney, if she feels comfortable to review, otherwise to an outside attorney to review the policy. Motioned by Theismann and seconded by Knudsen to contact Wabasha County Attorney, Karri Kelly to look over the personnel policy and if she is not comfortable doing that, then approval to go to an outside employment attorney, Ann Goering to review.

C. State of MN Annual Plan Agreement between DNR and Wabasha SWCD for local coordination of private forest management (PFM) in Zumbro and Mississippi River-LaCresent watersheds – **Board Action**

(Agreement effective date March 1, 2022 and expiration date is June 30, 2022 with total obligation of the State to Contract for services is \$5,000.00)

Motioned by Theismann and seconded by Ross to approve the State of MN Annual Plan Agreement between DNR and Wabasha SWCD for local coordination of private forest management (PFM) in Zumbro and Mississippi River-La Crescent watersheds.

Affirmative: Klennert, Knudsen, Ross, Theismann, Zabel

Opposed: None

Motion Carried

XI. NEW BUSINESS

A. “Know and Understand Your Election Options” Letter and Information from MASWCD and BWSR Executive Directors – **Board Discussion**

Discussion: Lynn stated that we go by districts which seems equally distributed by population. Dag understood the elections were by at large. We do second option by district. Bob Walkes said county changed to at large. If status quo has worked, no reason to change it right now. Look at it later, to organize where population is.

B. Approve Contract for Services between Wabasha SWCD and Jennifer Wahls. Effective date November 4, 2021 for the use of Wabasha County Conservation Planning for Water Quality and Habitat Improvement NFWF Funds and January 5,

2022 for the West Indian Creek Watershed Restoration and Protection Project -

Board Action

(Contract expiration date 12-31-2022 or until all obligations have be fulfilled.
Payment \$50.00 per hour with limit of \$8,000.00 for NFWF funds and \$25,000.00
West Indian Creek funds)

Discussion: Terri stated that we talked about contracting with Jen last fall. Extra
NFWF funds to transfer for contracting. Put in for coordinating the W. Indian
project. Coordinating with partners and teams to keep track of projects and
outreach. Talking about hosting a Green Corps member to do well inventory in
County and W. Indian. Working already with NRCS for structural practices.
Deliverables include to have Jen attending some board meetings and report on what
she is doing.

**Motioned by Klennert and seconded by Ross to approve the Contract for Services
between Wabasha SWCD and Jennifer Wahls.**

Affirmative: Klennert, Knudsen, Ross, Zabel

Theismann abstained

Opposed: None

Motion Carried

- C. Approve Stephen McNallan (McNallan Real Estate Co. LLC) Amendment # 1 to
Contract# 18-Capacity-7 changing authorized amount from \$4,101.39 to \$7,367.07 –

Board Action

(Note: Total cost of project \$44,660.57, EQIP \$21,128.36, MAWQCP \$5,000.00,
balance \$7,367.07 to get to 75%)

**Motioned by Klennert and seconded by Ross to approve Stephen McNallan
(McNallan Real Estate Co. LLC) Amendment #1 to Contract# 18-Capacity-7
changing authorized amount from \$4,101.39 to \$7,367.07.**

Affirmative: Klennert, Knudsen, Ross, Theismann, Zabel

Opposed: None

Motion Carried

- D. Approve Voucher Payment for Stephen McNallan Contract# 18-Capacity-7 in the
amount of \$7,367.07 for 410 Grade Stabilization Structure and 412 Grassed
Waterway – **Board Action**

(Funding sources FY18 Capacity \$5,013.76, FY19 Capacity \$1,845.90, FY20 State Cost
Share \$315.94, FY21 State Cost Share \$191.47)

**Motioned by Theismann and seconded by Klennert to approve voucher payment
for Stephen McNallan Contract# 18-Capacity-7 in the amount of \$7,367.07 for 410
Grade Stabilization Structure and 412 Grassed Waterway**

Affirmative: Klennert, Knudsen, Ross, Theismann, Zabel

Opposed: None

Motion Carried

- E. Unfunded Cooperative Agreement with NRCS – **Terri Discussion**

**Discussion: Agreement biannually with NRCS. They provide phone and portion of
computers. Terri went over with Brian DeVetter on what we do with NRCS.**

Minimal time for techs and admin. Agreement needs to go to State

Conservationist to approve and then will come back to the Board to vote on.

- F. Henry Stelten JAA Skills Matrix Worksheet – **Board Action/Signature**
Discussion: Jim Fritz, our Area NRCS Conservationist went over practices with Henry, testing his level of knowledge and if he was ready for JAA Authority. Jim checked with Dean Thomas to see if Henry was ready.

The JAA Skills Matrix Worksheet shows what practices and levels that Jim Fritz recommends Henry to have JAA authority through NRCS under him. Terri explained what the worksheet meant to Dag and the rest of the board. There is a sheet missing that explains the levels, Terri will send it to the board. Once board approves, Henry will be able to sign off on certain levels of the practices listed. Matt is on engineering track and more rigorous, more required by state engineer to get his JAA. He will be meeting with Jim Fritz to get Ecological practices JAA.
Motioned by Klennert and seconded by Ross to approve Henry Stelten JAA Skills Matrix Worksheet
Affirmative: Klennert, Ross, Theismann, Zabel
Knudsen abstained
Opposed: None
Motion Carried

- Fb. Wage Study & Steps to Promotion Discussion
Discussion: Terri said that would like to put together a path. Work with partners or Springsted. Last wage study we had led us to using County wage scale. Nothing specific in place. Will call Springsted for assistance to set up more specific path to steps or promotion. Employees want to see something in writing, something to work for. Staff input on what they are doing, how contributing per their job description. Adam looking into BWSR paying 50% of the performance review from PRAP funds.

- G. Approve replacement of Terri Peter’s federal computer – **Board Action**
Computer is 8 years old. Checked with federal IT. Money available in Capacity for technology equipment.
Motioned by Theismann and seconded by Knudsen to approve replacement of Terri Peter’s federal computer
Affirmative: Klennert, Knudsen, Ross, Theismann, Zabel
Opposed: None
Motion Carried

- H. Upcoming Events
- i. Area 7 SWCD Supervisors Meeting – March 1, 1:00 – 4:00 pm by Zoom or by phone 1-312-626-6799 – **Lynn & Dag will attend, others interested. Need to be aware. Will be talking about Capacity funding coming from Clean water funds. Changing to come out of general fund, more secure. In Governors budget. Think about what we aren’t getting done without being funded.**
 - ii. Tuesday, March 1, 7:30 pm Millville – Township Meeting – **Sharleen and Terri will attend.**

- iii. March 3, 9:30 a.m. – Day 2 of Restoring the Driftless (online sign up required) (request link from Terri if interested) **by Trout Unlimited will be recorded.**
- iv. March 9 – Legislative Briefing in evening and working on scheduling visits for the 10th or 9th in the a.m.
Beau from Goodhue work on setting up meeting with Rep. Haley and Terri working to setup meeting with Rep. Drazkowski. Maybe Rep. Goggin
- v. March 14 9:00 a.m. Regularly scheduled WinLac Policy committee meeting (2nd Monday of month)
- vi. Waterside Chats for WinLac scheduled: March 7 Garvin Brook, March 8 LaCrescent (hybrid session), March 14 Winona, March 24 Whitewater
Sheila reported on the upcoming 4 waterside chats. Four facilitated by HEI, but we have the ability to do extra. Talking about doing one for city of Wabasha, more local. HEI would provide power point and we would give the presentation and collect data. No date set yet.
Winona Waterside chat is in conjunction with exhibit “We are Water” Mar 3 – Apr 26. Supervisors invited to come and see where we are in process
- vii. March 10 - Understanding Soil Health – Dodge Center 9 am – 12 pm, St. Charles 2 pm to 5 pm (flyer attached)

XII. Board Reports

- A. Whitewater JPB – Lynn
Research and reports on nitrogen in the soil. Bacteria in corn plant to absorb nitrogen from air evens out over fields. Some need more than others. Europe tested product for two years. Less nitrogen leaching into ground or running off. Officers all stayed the same.
- B. Zumbro 1W1P – Larry (alternate Dag)
Terri reported that there was a policy committee meeting. Working on prioritization and training. Hope work plan will be approved soon. Set up sub-agreements.
- C. WinLaC 1W1P – Lynn **No Meeting**
- D. SE SWCD Technical Support JPB – Larry **No Meeting**
- E. County Board Meeting – Larry (alternate Sharleen) **Sharleen presented SWCD report**
- F. Hiawatha Valley RC&D – Lynn
Lynn had email from chair of RC&D, who was driving up north.
Terri said that they released the job description, hiring for the whole state.

XIII. 2022 Work Planning Session

Discussion between Terri and the Board on 2022 Work Planning.
Motioned by Knudsen and seconded by Theismann to approve and move forward with the existing work plan and as a board look at the work plan more strategically
Affirmative: Klennert, Knudsen, Ross, Theismann, Zabel
Opposed: None
Motion carried

- XIV. Adjourn – Board Action
Motioned by Theismann and seconded by Ross to adjourn the meeting at 11:15 am
Affirmative: Klennert, Knudsen, Ross, Theismann, Zabel
Opposed: None
Motion Carried

Respectively Submitted by:

Larry Theismann, Secretary