

**Wabasha Soil and Water Conservation District  
District Regular Board Meeting  
January 23, 2020  
8 a.m.  
County Annex Conference Room  
625 Jefferson Ave.**

**I. CALL MEETING TO ORDER – Meeting called to order at 8:05 am by Chairman Terry Helbig  
Supervisor Present: Terry Helbig, Chairman, 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: Mark Miller, DNR**

**II. PLEDGE ALLEGIANCE**

**III. AGENDA**

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

**IV. PUBLIC COMMENTS**

Comments limited to 5 minutes per speaker

**V. CONSENT AGENDA -Board Action**

- A. 2020 Local Cost Share Policy
- B. 2020 Wabasha NLMP Implementation Plan-**Signature Needed**
- C. 2019-20 Zumbro River Valley Outreach Grant Agreement (TNC)
- D. Land Stewardship Project Sponsorship Invoice \$300.00
- E. MAWQCP Newsletter January, 2020
- F. 2020 Well Sealing Policy and Priority Checklist – **Board Action**
- G. Fillmore SWCD – 2020 MAWQCP Sub-agreement – **Signature Needed**
- H. Goodhue SWCD – Payment voucher \$864.89 for RCPP – Stacey Miller return of TA Funds not used.
- I. Mower SWCD – Invoice 7804 - \$4,296.25 Reimburse for 2019 Well Sealing Payments
- J. MASWCD 2020 Dues \$3,593.69
- K. BWSR - Return of FY17 State Cost Share Funds \$1,825.07
- L. BWSR – Return of FY18 Buffer Cost Share Implementation Fund \$2,324.34

**Moved by Fick, seconded by Arendt to approve Consent Agenda  
Affirmative: Zabel, Theismann, Fick, Arendt  
Opposed: None  
Motion Carried**

**VI. SECRETARY'S REPORT**

**A. December 19, 2019 Meeting Minutes-Board Action**

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

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

***Opposed: None***

***Motion Carried***

**VII. TREASURER'S REPORT:**

**A. December Program Record-Board Action**

**November report edited for difference noted last month**

***Moved by Fick, seconded by Zabel to approve December Program Record***

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

***Opposed: None***

***Motion Carried***

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

***Moved by Fick, seconded by Zabel to approve District Financial Statements***

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

***Opposed: None***

***Motion Carried***

**VIII. PAYMENT OF MONTHLY BILLS**

**A. Monthly Bills in the amount of \$49,119.33 -Board Action**

***Moved by Theismann, seconded by Fick to approve payment of Monthly Bills in the amount of \$49,119.33***

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

***Opposed: None***

***Motion Carried***

**IX. DISTRICT REPORTS**

**A. Chair Report – Terry Helbig**

***Attended a couple of commissioner meetings. Last one, they approved Aquatic Grant and invited to visit with Reps Monthly Breakfast with past supervisors Tom & Rolland.***

**B. County Commissioner – Rich Hall *is the representative for county board for 2020***

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

***Rich Hall designated as 1W1P member.***

***1W1P meeting with work group. Went through measurable goals, addressed priorities from public input. 10-year plan and beyond. Policy committee need to start talking about organization for administrating once approved and go forward with implementation.***

***Attended meeting with MPCA and partners on 1W1P discussing***

***Mississippi/Winona/La Crescent, is the other 1W1P we will be involved in.***

***Sheila Harmes potential day to day contact. Talking to both SWCD and County Boards***

***to get support and move forward***

*Working on year reporting, reconciling program to -Elink.*

*Area Grant - MAWQCP closing out.*

*Staff and Terri went over with Pete Fryer for JPB Engineering requests we request engineering help with.*

*BALMM Meeting – Rochester Regional “We are Water” exhibit. Satellite exhibits – 2021. Contacted Eagle Center for to be there 2021 Mar-May*

D. NRCS Report – Phillis Brey - **absent**

E. Ecological Technician Report – Jen Wahls

F. District Technician Report- Mitch Rigelman

*Met with Pete Fryer, reviewed projects list that we may request engineer assistance. Reviewing and following up on the projects progress and see what may be ready in the spring to construct. Handful of designs ready to review with landowners -waterways, Grade stabilization and Terrace.*

*Attended training for new Conservation desk top for used for planning purposes*

*Organizing an Ag Certainty promotional event targeting people in the Lake City area to bring in more small projects, like waterways through that program.*

*Organizing for around mid to end of February potentially.*

*Drone presentation. New utilization to use in surveying. It takes 4K quality*

*imagery. Evaluating imagery converting into volumetric survey data. Use on*

*troublesome projects. Example Mazeppa Creek. very steep, erosive sandy soils.*

*Hard to use traditional survey equipment. Gather data by scattering target points, have drone look straight down in center of targets. Reposition targets to get*

*geographic position by flying in a grid pattern. Images stitched together. Use*

*different software to process data into 3D imagery to show contours, landscapes and elevations. Useful for surveying. Possible to use different funds together.*

G. Bookkeeper/Administrative Assistant -Sue Cerwinske

H. DNR Forestry, Mark Miller – Forestry Day Tree & Donut Resolution – (Donation) –  
**Board Action**

*Moved by Arendt, seconded by Fick for SWCD to donate \$50.00 for Coffee, donuts and 100 trees for Forestry Day 2-14-20*

*Affirmative: Zabel, Theismann, Fick, Arendt*

*Opposed: None*

*Motion Carried*

**X. OLD BUSINESS**

i. Set Meeting Dates/Time for 2020

*Moved by Arendt, seconded by Theismann to keep the Regular Meeting Dates on the Fourth Thursday of the Month with the exception of November and December will be the Third Thursday of the Month and Changing start of Meeting time to 8:15 am*

*Affirmative: Zabel, Theismann, Fick, Arendt*

*Opposed: None*

*Motion Carried*

- ii. SWCD co-sponsored event with the Land Stewardship Project –Wednesday, January 29, 2020 location Peace United Methodist Church between Elgin and Plainview. Need to get head count and get registration form. We will need to pay fee for whoever going – **Board Discussion**  
**Larry, Chuck, Lynn and Jen will be attending. Check was cut for registration fee for the four.**

**XI. NEW BUSINESS**

- A. Elections of SWCD Board Officers – **Board Action**
  - i. Chairman – **Terry Helbig**
  - ii. Vice Chairman – **Lynn Zabel**
  - iii. Secretary – **Larry Theismann**
  - iv. Treasurer – **Chuck Fick**

**Moved by Theismann, seconded by Fick to keep the same SWCD Board Officers for 2020 as they were in 2019**

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

**Opposed: None**

**Motion Carried**

- B. 2020 Committee Appointments-**Board Action**
  - i. Personnel committee – **Lynn Zabel and Nate Arendt**

**Moved by Fick, seconded by Theismann to keep the same Personnel Committee for 2020 as they were in 2019**

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

**Opposed: None**

**Motion Carried**

- ii. Finance Committee – **Chuck Fick and Larry Theismann**

**Moved by Arendt, seconded by Zabel keep the same Finance Committee for 2020 as they were in 2019**

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

**Opposed: None**

**Motion Carried**

- iii. Whitewater Watershed – **Lynn Zabel and alternate Larry Theismann**

**Moved by Arendt, seconded by Fick to approve Lynn Zabel to Whitewater Watershed Committee for 2020 and Larry Theismann as alternate**

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

**Opposed: None**

**Motion Carried**

- iv. One Watershed, One Plan – *Larry Theismann, Terry Helbig alternate*

*Moved by Arendt, seconded by Fick to approve Larry Theismann as representative and Terry Helbig alternate for One Watershed, One Plan Committee for 2020*

*Affirmative: Zabel, Theismann, Fick, Arendt*

*Opposed: None*

*Motion Carried*

- v. SE SWCD Technical Support JPB - *Larry Theismann and Chuck Fick, alternate*

*Moved by Zabel, seconded by Arendt to approve Larry Theismann as representative for the SE SWCD Technical Support JPB meetings and Chuck Fick as alternate*

*Affirmative: Zabel, Theismann, Fick, Arendt*

*Opposed: None*

*Motion Carried*

- vi. County Board Meeting Representative – This is a member of our board who will go to county meetings. – *Terry Helbig, Lynn Zabel, alternate*

*Moved by Arendt, seconded by Fick to approve Terry Helbig as County Board Meeting Representative and Lynn Zabel as alternate*

*Affirmative: Zabel, Theismann, Fick, Arendt*

*Opposed: None*

*Motion Carried*

- C. Designation of Official Newspaper Resolution 01232020-2 (The Lake City Graphic) - **Board Action**

*Moved by Arendt, seconded by Zabel to approve the Designation of The Lake City Graphic as the Official Newspaper Resolution 01232020-2*

*Affirmative: Zabel, Theismann, Fick, Arendt*

*Opposed: None*

*Motion Carried*

- D. Designation of Official Bank Depositories Resolution 01232020-3-**Board Action**

*Moved by Arendt, seconded by Theismann to approve the Designation of Official Bank Depositories Resolution 01232020-3 WNB Financial in Wabasha, Money Market WNB Financial, Bank of Alma and Peoples State Bank Money Market for 2020*

*Affirmative: Zabel, Theismann, Fick, Arendt*

*Opposed: None*

*Motion Carried*

- E. Designation of Signatories for Bank Accounts Resolution 01232020-4 – **Board Action**

*Moved by Arendt, seconded by Theismann to approve the Designation of Signatories for Bank Accounts Resolution 01232020-4*

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

**Opposed: None**

**Motion Carried**

- F. Per Diem rates 75.00 and Mileage .575 for 2020 Resolution 01232020-5- **Board Action**

**Moved by Arendt, seconded by Fick to approve Per Diem rates 75.00 and Mileage .575 for 2020 Resolution 01232020-5**

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

**Opposed: None**

**Motion Carried**

- G. eLink Grant Reporting Signature Authority Resolution 01232020-1-**Board Discussion**

- H. Trading in the GMC Truck – **Discussion/Potential Board Action**

**Toolbox is not universal. Got estimates for a used truck from Paul Busch.**

**Looking at 2019 Chevy Silverado was \$18k. Adam said we could take \$5-10,000 from Buffer funding. Local State Funding. Looking to spend around \$20k.**

**Board would like to have information on where money will come from, warranty info on the purchase, a picture, how many miles on it, cost estimate.**

**Kelly Blue Book on the GMC to see what it is worth. See if selling old and buying outright as an option. Get record of GMC repair costs for the last two years.**

- I. Voucher for payment of \$800.00 to George Meyer 18-CWMA-5 (4 acres of practice 314 Brush Management – **Board Action**

**Fund Paid from CWMA FY 18 Fund**

**Moved by Fick, seconded by Arendt to approve the Voucher for payment of**

**\$800.00 to George Meyer 18-CWMA-5 (4 acres of practice 314 Brush Management**

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

**Opposed: None**

**Motion Carried**

- J. Contract approval to Tom Gerken on 30 acres of cover crops 2020-Capacity-1 (\$2,700.00 total from Capacity 2020 practice 340) - **Board Action**

**Moved by Fick, seconded by Arendt to approve Contract for Tom Gerken on 30 acres of cover crops 2020-Capacity-1 (\$2,700.00 total from Capacity 2020 practice 340)**

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

**Opposed: None**

**Motion Carried**

- K. MASWCD Legislative Briefing and Day at the Capitol, March 24-25 - Designate board members to go. **Board Discussion**

**Make Hotel reservations for 3 rooms – Attendees will be decided at next meeting**

**Schedule appts. Coordinate with Goodhue and Winona**

- L. Mississippi-Winona-La Crescent 1 Watershed 1 Plan – **Board Discussion**  
**New Watershed, not covered by watershed we are already in. Sheila Harmes will submit application by June and selection will be Aug of 2020. Sheila will be the lead on this watershed. Will need to go to County for resolution of support.**

- M. Contract extension authority policy – **Board Action**

***Check Expiration date***

***Moved by Arendt, seconded by Fick to approve the Contact extension authority policy***

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

***Opposed: None***

***Motion Carried***

- N. Annual Leave Carry Over policy and options – **Discussion**  
***Sent copy of annual leave carry over policy and options to the Board.***  
***Terri has given up time. Deadlines, obligations can't get all time used. Fillmore has policy they allow quarterly payout of 25%. Are all meetings necessary. Grant related paying billable rate. Need to look at overtime policy for all employees. Used Comp time before annual leave. Need more information. Table discussion for now and go over next meeting***

- O. Signature Authority for new MAWQCP Promo Fund – **Board Action**

***Moved by Arendt, seconded by Fick to approve the Signatory Authority for new***

***MAWQCP Promo Funds to Teri Peters. Will be an Reimbursable Fund for 2020***

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

***Opposed: None***

***Motion Carried***

- P. Upcoming Events
- i. Minnesota Campaign Finance Board Annual Recertification due by January 27, 2020
  - ii. Cover Crops 101 – Tuesday February 4<sup>th</sup> from 6:30 PM to 8:30 PM at the Cascade Town Hall 2025 75<sup>th</sup> St. NE Rochester, MN
  - iii. Wabasha Forestry Day February 14<sup>th</sup> 2020, Zumbro Falls VFW
  - iv. UMN Nitrogen Smart program –Wednesday, February 24, 2020 in Plainview [z.umn.edu/nitrogensmart](http://z.umn.edu/nitrogensmart). Fundamentals program in morning, advanced portion in afternoon. Final details to come, will keep you posted.
  - v. SE SWCD Tech Support JPB Meeting Agenda  
***Chuck and Larry 1/28/2020***

**XII. Board Reports**

- A. WW –
- B. 1W1P-

**XIII. Adjourn- Board Action**

***Moved by Fick, seconded by Arendt to Adjourn at 10:45 am***

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

***Opposed: None***

***Motion Carried***

Respectively Submitted

Chuck Fick 2-27-20  
FOR  
Larry Theismann, Secretary