

Due to the current CDC guidelines on social distancing, we are limiting the number in attendance to 5 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](mailto:susan.cerwinske.wabashaswcd@gmail.com) or 651-560-2053

**Wabasha Soil and Water Conservation  
District Regular Board Meeting  
July 23, 2020  
8:15 am  
County Annex Conference Room  
625 Jefferson Ave.**

- I. **CALL MEETING TO ORDER**– *Terry Helbig, Chair called meeting to order at 8:15 am*  
*Supervisors Present: Terry Helbig, Chair, Lynn Zabel, Co-Chair, Chuck Fick, Treasurer, Larry Theismann, Secretary*  
*Staff Present: Terri Peters, District Manager, Keely Hansen, District Technician*  
*Called-in: Nate Arendt, Board member, Rich Hall, County Commissioner, Phillis Brey, NRCS and Sue Cerwinske, Bookkeeper/Admin. Asst.*
  
- 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 so that we can social distance 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.*  
  
*Added \$68,635.96 amount for monthly bills and letters G & H in New Business Motioned by Zabel and seconded by Fick to accept the agenda as amended.*  
*Approved: Helbig, Zabel, Fick, Theismann, Arendt*  
*Opposed: None*  
*Motion Carried*
  
- IV. **PUBLIC COMMENTS**  
Comments limited to 5 minutes per speaker

V. **CONSENT AGENDA – Board Action, Signature**

- A. Amended MAWQCP Sub-agreement for Goodhue SWCD to \$5,000.00
- B. Amended MAWQCP Sub-agreement for Olmsted SWCD to \$7,500.00
- C. Amended MAWQCP Sub-agreement for SE SWCD Technical Support JPB to \$10,000.00

***Motioned by Zabel and seconded by Fick to approve the consent agenda.  
Affirmative: Helbig, Zabel, Fick, Theismann, Arendt  
Opposed: None  
Motion Carried***

VI. **SECRETARY'S REPORT**

- A. June 25, 2020 Meeting Minutes-Board Action

***Motioned by Fick and seconded by Zabel to approve the Secretary's Report - June 25, 2020 Meeting Minutes  
Affirmative: Helbig, Zabel, Fick, Theismann, Arendt  
Opposed: None  
Motion Carried***

VII. **TREASURER'S REPORT:**

- A. June Program Record – Board Action

***Motioned by Fick and seconded by Theismann to accept the June Program Record  
Affirmative: Helbig, Zabel, Fick, Theismann, Arendt  
Opposed: None  
Motion Carried***

- B. June District Financial Statements-Board Action

***Motioned by Theismann and seconded by Zabel to accept the June District Financial Statements  
Affirmative: Helbig, Zabel, Fick, Theismann, Arendt  
Opposed: None  
Motion Carried***

- C. Program Funding Available for Cost Share – Informational Handout

VIII. **PAYMENT OF MONTHLY BILLS**

- A. Monthly Bills in the amount of \$68,635.96 -Board Action

***Motioned by Fick and seconded by Theismann to approve the payment of monthly bills in the amount of \$68,635.96  
Affirmative: Helbig, Zabel, Fick, Theismann, Arendt  
Opposed: None  
Motion Carried***

IX. **DISTRICT REPORTS**

- A. Chair Report – Terry Helbig

***Terry and Larry attended the Local Work Group. It was good discussion. Priorities were setup properly. Agreed on top 3. We filled out our data collection with our recommendations and ranking of resource concerns. Phillis sent on to the Area Conservationist.  
Health Updates on Terry, Rolland and Tom***

- B. County Commissioner – Rich Hall – No Report

- C. District Manager Report – Terri Peters

***Busy month, picking up technical jobs  
Stream walk, Partnership with Trout Unlimited, NRCS, brought JPB staff with, EQIP project already approved.***

*Working through the hiring process*  
*Larry worked on the purchase of the 2019 Truck*  
*Stream Monitoring*  
*Working with partners for avenues for work funding*

*Terry asked about Conservation Farmer of the Year or Woodland Farmer of the Year. No tour this year. Terri said Charles Schmitt had asked about being Conservation Farmer of the Year. She had been to his farm and checked his CRP.*

- D. NRCS Report – Phillis Brey *Report in Packet*
- E. Bookkeeper/Administrative Asst. – Sue Cerwinske – *Report Given*

**X. OLD BUSINESS**

A. Update on office situation during COVID19 pandemic – Terri Peters  
*New Governor's Orders to wear masks in Public areas, which does impact our office. If you have your own office you don't need to. In effect as of Saturday, July 25, 2020. Keeping doors locked, screening farmers.*

B. 2019 Chevrolet Silverado Purchased for \$18,900 + tax and license, Total \$20,256.50. Paul still looking for a tool box to fit the truck. – **Board Information**  
*Thank Larry for doing all of the legwork. Contacted Brian about getting the Decals for the truck. Need to follow up with Paul on their progress on finding a tool box. If two employees in one vehicle, wear masks, one person could ride in the backseat. Sanitizing before and after use.*

C. Hiring Decisions: Personnel Committee and Terri Peters Discussion and Board Affirmation

District Technician I Positions: 2 Were Vacant

Matthew Kempinger

Keely Hansen

Natural Resources Conservation Technician

**Henry Stelten**

*Discussion: Chuck stated that he, Lynn, Terri conducted the interviews, along with Shawn Huth, County HR who observed, asked questions and stated her concerns. Larry wondered if we advertised differently than the first-time. Advertised in all of the same places. Descriptions changed to more general. We were only planning on hiring two, but after talking it over and considering the workload and the good applicants with different skill sets, decided to hire three who have relevant skills. Grant work needs to be completed. Need to fulfill deliverable that are budgeted. Larry was concerned about where the training would be coming from and the new hires working together. Terri stated that Engineers are best trained on the job. Have training team, SWCD staff and Chris Nelson who will be working with them. Terri stated that they need to work together at first, but then each will have their own projects. One may have MAWQCP program and one will have the Buffer program. Bigger project will need both of them. The three who were pricked, interviewed very well. Got the impression that they could handle the work.*

**XI. NEW BUSINESS**

- A. Memorandum of Agreement – Between USDA, NRCS and State of MN, SWCD –  
**Board Action – Signature**  
*Agreement that is signed every year.*  
*Motioned by Fick and seconded by Theismann to approve Terry Helbig signing the Memorandum of Agreement between USDA, NRCS and State of MN, SWCD*  
*Affirmative: Helbig, Zabel, Fick, Theismann, Arendt*  
*Opposed: None*  
*Motion Carried*
- B. Drone Pilot Ground School \$249.00-\$299.00 course work and Training/Licensing Aeronautical \$160.00 through IACRA - FAA - **Board Action**  
*Discussion: On-Line Learning. Keely has background. Needs to be certified. Study up and take courses. For this course, if you don't pass the test, they will pay back the class cost and the test cost.*  
*Motioned by Zabel and seconded by Fick to approve Keely to take the Drone Pilot Ground School course work online and Training/Licensing Aeronautical test through IACRA – FAA*  
*Affirmative: Helbig, Zabel, Fick, Theismann, Arendt*  
*Opposed: None*  
*Motion Carried*
- C. Wabasha – WNC Agreement and Attachment A listing deliverables and amount of agreement – **Board Action – Signature**  
*Discussion: Wabasha Well Network Coordinator work. SE Volunteer Nitrate Monitoring Network Grant. 600 homeowners participating. Olmsted SWCD is administering. Send out letters and will send out bottles to volunteers. We would be local contact. The volunteers will get results directly from a certified lab. Results compiled and sent to Olmsted and MDA. This round of annual water sampling in August of 2020 and August of 2021 funding is \$2,200.00*  
*Motioned by Fick and seconded by Theismann to approve the signature for Wabasha – WNC Agreement and Attachment A listing deliverables in the amount of \$2,200.00 for this round of funding*  
*Affirmative: Helbig, Zabel, Fick, Theismann, Arendt*  
*Opposed: None*  
*Motion Carried*
- D. Approve Payment Voucher for Tom Leisen for \$900.00 for 19-Capacity-1, 340 practice Cover Crops (30 acres) – **Board Action**  
**2<sup>nd</sup> Year Payment – Inter-seeded**  
*Motioned by Zabel and seconded by Theismann to approve payment voucher for Tom Leisen for \$900.00 for Contract 19-Capacity-1, 340 practice Cover Crops (30 acres) 2<sup>nd</sup> year payment*  
*Affirmative: Helbig, Zabel, Fick, Theismann, Arendt*  
*Opposed: None*  
*Motion Carried*

- E. Contract for GIS Analysis Work for Guiding Forestland Protection/Forest Stewardship in the East Indian and West Indian Creek Watersheds. Will use opportunity for training for Keely. Larry Gates will join/call-in at 8:45 AM - **Board Action**

**Discussion:** Terri met with Larry Gates and BWSR staff with a conversation on current easement program from BWSR. It doesn't work because of some of eligibility requirements. Working to come up with analysis of the East & West Indian Creek, as pilot for what is available. Easement based program, \$2,500.00 GIS work to inventory high quality forests parcels for East & West Indian Creek and working land. Keely could use skills on some of our programs.

Larry Gates called in at 8:50 am to discuss this project.

Use ranking process by parcel. Working Plan Easement, more service to land, plan forestry care. Manage for the future. Used in the northern part of State. Camp Ripley buffer. Private ownership, stays with land.

Has not been used in streams, watersheds. Prototype. Have the attention of BWSR for this part of the State. This form of Easement is easier to work with. Be supportive of farm community, offer some buffering. May be able to get agricultural piece in the ranking process. Keep it simple. Use existing information. Capture 90% of what's out there. BWSR – use some of their teams to do monitoring. Timeline, start fairly soon. BWSR landscape plans. Asking Board to approve \$2,500.00 for deliverables. Larry Gates requested Terry Helbig be at first meeting when it gets started, to use his expertise.

Motioned by Theismann seconded by Fick to approve \$2,500.00 for the GIS Analysis Work for Guiding Forestland Protection/Forest Stewardship in the East Indian and West Indian Creek Watersheds,

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

**Opposed:** None

**Motion Carried**

- F. NACD Technical Assistance Grant for JPB– Give Terri Authority to sign the Grant – **Board Action**

*Application submitted to NACD for grant for funding JPB, who have been experiencing funding shortfall. Not enough funding for everyone that asks. National granted \$128,000.00. Will fund Phillis, NRCS Practice CST in our office for some of Sue's time. Allowable \$28,000.00 for Wabasha, Winona, Houston and Fillmore counties. \$100,000.00 to JPB engineers for same counties for EQIP or federal funded projects. Sent up Work Plan and should be getting Grant Agreement to be signed. Glen asked us to administer out of our office and JPB will bill for time.*

**Motioned by Theismann and seconded by Fick to approve Terri signing the NACD Technical Assistance Grant for JPB**

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

**Opposed:** None

**Motion Carried**

G. Contract for Approval - Tom Miller 20-CF-3 for Grassed Waterway in the amount of \$1,200.00. Funds from 2020 Cost Share \$1,026.23 and 2019 Capacity \$173.77 – **Board Action**  
**Simple Design. Cost \$1,600. 00, we are approving 75% which is \$1,200.00**  
**End date is 11/30/20, but expect to be done much earlier.**  
**Motioned by Theismann and seconded by Zabel to approve Contract 20-CF-3 for Tom Miller for Grassed Waterway in the amount of \$1,200.00.**  
**Affirmative: Helbig, Zabel, Fick, Theismann, Arendt**  
**Opposed: None**  
**Motion Carried**

H. Trout Unlimited Contract for JPB Engineering Services – **Board Action**  
**Mazeppa – Mazeppa Creek put in EQIP. Trout Unlimited has \$500,000.00 to pay out for qualified engineering services. Pete Fryer and Chris Nelson could be paid for work from this fund, for JPB staff. Starting date was January 1, 2020 and runs until meets the obligation or deadline. Terri requested a contract to make it more official. Funding will be for billing according to JPB billing rate and approved by Trout Unlimited staff. They work differently, looking for ways to do projects in MN. Rich expressed his concern about “approving a contract with basically an open end on it. Shouldn’t there be a cap on it, like signing a blank check.” Terri had asked Jeff Hastings and he said they had a quarter of a million dollars to use for engineering. Bill time as approved by them.**  
**Motioned by Theismann and seconded by Fick to approve the Trout Unlimited Contract for JPB Engineering Services**  
**Affirmative: Helbig, Zabel, Fick, Theismann, Arendt**  
**Opposed: None**  
**Motion Carried**

XII. Upcoming Events:

A.

XIII. Board Report

A. WW – No report

B. 1W1P-

**Terri said at last policy meeting, they had decided to go forth with modeling for Mississippi/Lake Pepin, not the same as Zumbro. Work group meeting in beginning of August. Rich not going to meetings anymore. Don Springer will be going now for Wabasha County Commissioners.**

XIV. Adjourn –Board Action

Motioned by Fick and seconded by Theismann to adjourn the meeting at 9:42 am

Affirmative: Helbig, Zabel, Fick, Theismann, Arendt

Opposed: None

Motion Carried

Respectively Submitted By

Jerry Theismann – signed  
Larry Theismann, Secretary

by  
Chuck Fick  
for Jerry.  
8/27/20