

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#.

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

- I. **CALL MEETING TO ORDER** – Meeting called to order at 8:15 am by Lynn Zabel, Chair
Supervisors Present: Lynn Zabel, Chair, Chet Ross, Co-Chair, Sharleen Klennert, Treasurer, Dag Knudsen, Member, (Note: Larry Theismann, Secretary arrived at 9:00 am)
Staff Present: Terri Peters, District Manager
Others Present, Bob Walkes, County Commissioner, John Benjamin, NRCS
On Phone: Brian DeVetter, NRCS, Sue Cerwinske, Bookkeeper/Admin. Asst.

- II. **PLEDGE ALLEGIANCE**

- III. **AGENDA**
Motioned by Klennert and seconded by Ross to approve the Agenda
Affirmative: Ross, Klennert, Knudsen, Zabel
Opposed: None
Motion Carried

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

- V. **CONSENT AGENDA -Board Action**

- VI. **SECRETARY’S REPORT**
A. February 24, 2022 Meeting Minutes – Board Action
Motioned by Klennert and seconded by Ross to approve the Secretary’s Report
Affirmative: Ross, Klennert, Knudsen, Zabel
Opposed: None
Motion Carried

- VII. **TREASURER’S REPORT:**
A. District Financial Statements - Board Action
Discussion: Knudsen had questions on what he should be looking for on the financial statements. Terri explained that the program record will show more about Revenue, Expense and Progress and Goals.
Motioned by Klennert and seconded by Ross to approve the Treasurer’s Report
Note: Knudsen abstained
Affirmative: Ross, Klennert, Zabel
Motion Carried

VIII. PAYMENT OF MONTHLY BILLS

- A. Monthly Bills in the amount of \$24,218.48 - **Board Action**
Motioned by Klennert and seconded by Ross to approve Payment of the Monthly Bills in the amount of \$24,218.48
Affirmative: Ross, Klennert, Knudsen, Zabel
Opposed: None
Motion Carried

IX. DISTRICT REPORTS

- A. Chair Report – Lynn Zabel
Discuss later in the agenda-Legislative Day
- B. County Commissioner – Bob Walkes
Class Filling Environmental.
Email problem between SWCD and County. IT checked, no problems.
- C. District Manager Report – Terri Peters
WinLaC – priority comments due. Waterside Chats.
New feedlot \$. Need for funding. Goodhue is managing the grant.
AgBMP committee
Annual MASWCD Supervisor meeting, Leanne Buck.
Potential funding, clearing out road ditches
Water-based funding – contract W. Indian River/Partner
Submitted 3 Grant Applications.
(NACD) National Association of Conservation Districts – pays for joint powers board tech staff.
Bear Valley Board Meeting – Tech, Engineers. come up with plans they want to address.
Clean Water fund – working on.
- D. NRCS Report – John Benjamin (in packet)
- E. District Technician Report- Matt Kempinger (in packet)
- F. Natural Resources Conservation Technician Report – Henry Stelten (In packet)
- G. Bookkeeper/Administrative Assistant -Sue Cerwinske (in packet)

X. OLD BUSINESS

- A. Conservation Project – Lynn
- B. PRAP Grant – **Board Action (One action for both B & C Motioned under C.)**
Terri talked to BWSR and they directed to conduct a compensation study.
Look into updating job descriptions, to fit with programs.
- C. Wage Study and Personnel Policy Legal Review – Baker Tilly US, LLP – **Board Action**
Discussion: Terri sent it to our County Attorney to see if she would review, no response. Checked with Employment Attorney, Ann Antonsen. She did the template that we are using from Cottonwood SWCD. She also did our previous one, it was Springsted which we went on to use the Wabasha County pay scale. She will go through the personnel policy. She will ask for job descriptions. Terri also said she should go over with Personnel Committee on job descriptions.
Interview each employee to see how they are doing, how they are contributing to grants. Compare to other SWCD district.

Motioned by Klennert and seconded by Knudsen to approving Terri to move forward with PRAP Grant and contracting for Wage Study and Personnel Policy Legal Review to get completed. Quote of \$5,250.00, ½ would be \$2,625.00 that PRAP Grant would pay.

Affirmative: Ross, Klennert, Theismann, Knudsen, Zabel

Opposed: None

Motion Carried

- D. Report on “Day on the Hill” – Lynn and Terri
Terri and Lynn attended and Beau from Goodhue and one of their Supervisors met with State Rep. Steve Drazkowski. Called State Senator Mike Goggin to join them for an hour. They support what we are doing and SWCD’s in general and the projects. Not quite on board with changing capacity funding come out of the general fund. Clean Water Fund set through 2035. Lynn, Terri, Beau and 1 of their supervisors met with Barb Haley, member of MN House of Representatives in Red Wing the Friday after. Showed her what we do, asked what we do about flooding. Terri showed her Locally Led Solutions Flyer. They have a lot of money, but no one can decide what to do with it
- E. Wabasha SWCD Cost Share Policy – Discussion Re: West Indian/targeted projects
Normally pay 75% cost share on projects. Want to get some projects done at 90% for West Indian Creek. Water-based funding. Knudsen asked about #7 on professional / semi-professional – up to \$75/hour. Iowa Custom Farm Rate if landowner is doing their own work.

Program -Project funding tracking

Shows funding available in our district. Logs for each program.

- F. Update N. Fork Zumbro @ Mazeppa
Project in final stages. Invoice will be coming from contractor, Environmental Troubleshooters that will come before board in April. Amanda Hillman, DNR Project Manager will want to see project before final approval and will make sure vegetation is growing. Retainage will be paid after approval, June or July release. Flood plains comments to DNR, notice in paper. Virtual meeting with Mazeppa. FEMA application. Change order from WSB for extra work. DNR can reallocate funds.

***Note Larry Theismann, Secretary arrived at 9:00 am**

XI. NEW BUSINESS

- A. Matt Kempinger JAA Skills Matrix Worksheet – Board Action/Signature
Motioned by Theismann and seconded by Ross to approve Matt Kempinger JAA Skills Matrix Worksheet, agreeing with Jim Fritz’s approval for the Board to accept.
Affirmative: Ross, Klennert, Theismann, Knudsen, Zabel
Opposed: None
Motion Carried

- B. Media Flyer – Locally Led Solutions Connecting People to Resources and to Each other- **Informational**
- C. Approve Tony Burke Contract# 2022WAGZ-WC-03 in the amount of \$16,989.13 for practice 410 Grade Stabilization and 412 Grassed Waterway – **Board Action** (funding source Watershed Alliance for the Greater Zumbro, Wabasha County)
Motioned by Theismann and seconded by Klennert to approve Tony Burke Contract# 2022WAGZ-WC-003 in the amount of \$16,989.13 for practice 410 Grade Stabilization and 412 Grassed Waterway.
Affirmative: Ross, Klennert, Theismann, Knudsen, Zabel
Opposed: None
Motion Carried
- D. Approve Patricia Livingston Contract# 21-Capacity-6 in the amount of \$5,100.00 for practice 412 Grassed Waterway – **Board Action** (funding source 2021 Capacity)
Motioned by Theismann and seconded by Ross to approve Patricia Livingston Contract# 21-Capacity-6 in the amount of \$5,100.00 for practice 412 Grassed Waterway
Affirmative: Ross, Klennert, Theismann, Knudsen, Zabel
Opposed: None
Motion Carried
- E. Approve Mike Haase Contract# 19-319-FL-5 in the amount of \$7,812.75 for a Small Feedlot Fix – **Board Action** (funding source is 319 Small Feedlot Fix)
Motioned by Klennert and seconded by Theismann to approve Mike Haase Contract# 19-319-FL-5 in the amount of \$7,812.75 for a Small Feedlot Fix
Affirmative: Ross, Klennert, Theismann, Knudsen, Zabel
Opposed: None
Motion Carried
- F. Approve Sharon Melvin Contract# 2022WAGZ-WC-01 in the amount of \$5,030.11 for 410 Grade Stabilization Structure – **Board Action** (funding source Watershed Alliance for the Greater Zumbro, Wabasha County)
Motioned by Theismann and seconded by Ross to approve Sharon Melvin Contract# 2022WAGZ-WC-001 in the amount of \$5,030.11 for 410 Grade Stabilization Structure
Affirmative: Ross, Klennert, Theismann, Knudsen, Zabel
Opposed: None
Motion Carried
- G. Approve Matt Kempinger attending “Basic MN Wetland Regulation & Delineation Course” at Arden Hills July 11th – July 15th. Cost of course \$400.00 plus \$25.00 for certificate exam on Friday, July 15th. – **Board Action** (amount will be over \$500 with additional costs for hotel)
Motioned by Theismann and seconded by Knudsen to approve Matt Kempinger attending “Basic MN Wetland Regulation & Delineation Course” at Arden Hills

July 11th – July 15. Cost of course \$400.00 plus \$25.00 for certificate exam on Friday, July 15th. Cost over \$500.00 with additional costs for hotel.

Affirmative: Ross, Klennert, Theismann, Knudsen, Zabel

Opposed: None

Motion Carried

***Note: Chet Ross left meeting at 9:45 am**

- H. Unfunded Cooperative Agreement # N2722UCA0001981 between Wabasha SWCD and NRCS 1/01/2022 – 12/31/2024- **Discussion/Board Approval**

Discussion: Look at agreement every two years with NRCS.

SWCD uses their USDA computers, software and phone system.

In return we give staff time, administrative and district techs. District techs planning projects 220 hours, Administrative, answering phones, 100 hours.

Software – IT support on federal computers. GIS Software.

Motioned by Theismann and seconded by Klennert to approve Unfunded

Cooperative Agreement # N2722UCA0001981 between Wabasha SWCD and NRCS 1/01/2022 – 12/31/2024

Affirmative: Klennert, Theismann, Knudsen, Zabel

Opposed: None

Motion Carried

***Note: Bob Walkes left meeting at 9:57 am**

- I. 2022 Budget Approval – **Board Action**

Terri went over 2022 Budget with Board members.

Funding left from N. Fork funds can be reallocated to Gorman Creek project.

Considered a fluid budget. Grant funds can be coming in at different times, and pay out to landowners can be later because of issues getting project done.

Motioned by Klennert and seconded by Theismann to approve the 2022 Budget.

Affirmative: Klennert, Theismann, Knudsen, Zabel

Opposed: None

Motion Carried

- J. Upcoming Events

i. Waterside Chat for WinLac 1W1P scheduled: March 24 Whitewater at St. Charles Community Room 6:00 pm

and Thursday April 7 at Wabasha VFW from 6:00 pm to 8:00 pm

Sheila and Terri will be facilitating the Wabasha meeting at VFW

Water planners from different districts invited. Three land use tables set up.

Interaction from participants, viewing maps and marking spots.

ii. 2022 Leadership for Midwestern Watersheds Conference, March 31 and April 1 in Prairie du Chien, WI – Terri and Henry

iii. SE Minnesota Association of Conservation District Employees Meeting – Winona, Thursday, March 31 – Matt and Sue

XII. Board Reports

- A. Whitewater JPB – Lynn – **No Meeting**
- B. Zumbro 1W1P – Larry (alternate Dag) – **No Meeting, meet quarterly**
- C. WinLaC 1W1P – Lynn
Plan priorities, expectations of bacteria over 10-year period. Measurable goals. Implementation structure. Lynn pointed out using cover crops and waterways. Joint Powers or JP Entity can hire employee. Some members want presentation on differences, some interest in being an Entity.
- D. SE SWCD Technical Support JPB – Larry – **No Meeting. Read up on fiscal that was dropped off. Re-sign documents.**
- E. County Board Meeting – Larry (alternate Sharleen) **Terri gave report at last meeting. Larry commented that the County likes the SWCD report. Gives them an idea on what's going on and soil health events.**
- F. Hiawatha Valley RC&D – Lynn – **Meeting Monday, March 28th.**

XIII. Adjourn – Board Action

Motioned by Knudsen and seconded by Klennert to adjourn the meeting @ 10:39 am

Affirmative: Klennert, Theismann, Knudsen, Zabel

Opposed: None

Motion Carried

Respectively Submitted By:

Larry Theismann, Secretary