

Please call office at 651-560-2053 or email susan.cerwinske.wabashaswcd@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
May 26, 2022
8:15 a.m.
County Conference Room
625 Jefferson Ave.**

- I. **CALL MEETING TO ORDER** – *Meeting called to order at 8:17 am by Lynn Zabel, Chair*
Supervisors Present: Lynn Zabel, Chair, Chet Ross, Vice-Chair, Sharleen Klennert, Treasurer, Dag Knudsen, member
Staff Present: Terri Peters, District Manager
Others present: Bob Walkes, County Commissioner
On Phone: John Benjamin, NRCS, Brian DeVetter, NRCS and Sue Cerwinske, Bookkeeper/Administrative Assistant

- II. **PLEDGE ALLEGIANCE**

- III. **AGENDA**
Add Resolution 05262022-1 to Old Business Letter B
Motioned by Klennert and seconded by Ross to approve the Agenda with the addition of letter B to Old Business.
Affirmative: Ross, Klennert, Knudsen, Zabel
Opposed: None
Motion Carried

- IV. **PUBLIC COMMENTS**
Comments limited to 5 minutes per speaker
Bob Walkes introduced the new Zoning Commissioner, Joseph Kaltenbach
Terri commented, that we are looking forward to working with him. SWCD works with landowners on Buffer Law inspections for 1/3 of the county. We do technical part and if any issues, we will send to Zoning Commissioner to address. SWCD also covers WCA (Wetland Conservation Act) and Cooperative weed management area (CWMA) for invasives.

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

- VI. **SECRETARY’S REPORT**
A. April 28, 2022 Meeting Minutes – **Board Action**
Motioned by Knudsen 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**
- B. Program Record for April – emailed out to board members prior to meeting.
Terri explained the process for the program record. Matches up with cash balance and deposits & checks. Explained how she comes up with the billable rate.

Motioned by Klennert and seconded by Knudsen to approve the Treasurer's Report

Affirmative: Ross, Klennert, Knudsen, Zabel

Opposed: None

Motion Carried

VIII. PAYMENT OF MONTHLY BILLS

- A. Monthly Bills in the amount of \$44,072.01 - **Board Action**

Motioned by Knudsen and seconded by Ross to approve payment of the monthly bills in the amount of \$44,072.01.

Affirmative: Ross, Klennert, Knudsen, Zabel

Opposed: None

Motion Carried

IX. DISTRICT REPORTS

- A. Chair Report – Lynn Zabel
Attended Forestry Day. Very interesting and learned a lot.
- B. County Commissioner – Bob Walkes
Projects are going on. Road projects, three this summer.
- C. District Manager Report – Terri Peters
Met with Bear Valley Watershed with John Benjamin and Willis Goll (retired engineer). Someone wanted to take out ponds and put in waterway. Talked about soil health and landowner is interested. John to follow up with initial landowner.
Wetland Determination issue
Soil Health Grant – wait for Clean Water Fund
Forestry Committee, Forestry Day
West Indian, Jen coordinating with U of M Professor on choosing monitoring sites to offer as internship.
Gorman Creek issues
Lakeside Plant-Plainview. Nitrates in city wells going up. Try to find a way to partner with them to offer cover crops, soil health ideas that would work for their landowners. Put together a flyer, develop a program.
Training committee meeting. Area training team to come up with trainings.
- D. NRCS Report – John Benjamin (in packet) (**Note: John left meeting at 9:11 am**)
- E. District Technician Report- Matt Kempinger (in packet)
- F. Natural Resources Conservation Technician Report – Henry Stelten – **on leave**
- G. Bookkeeper/Administrative Assistant -Sue Cerwinske (in packet)

X. OLD BUSINESS

A. Conservation Project – Lynn

At our last meeting we had mentioned farmer to farmer peer influence. Champaign Illinois SWCD has a program called (STAR) Saving Tomorrow's Agriculture Resources. 169,000 acres in program 2020. 1 star up to 5 stars for farmers who use management practices that may reduce the nutrient and soil losses in their fields. In return they are provided a field sign recognizing their level of commitment to conservation.

B. Approve Resolution 05262022-1 Zumbro River Pre and Post Habitat Restoration – Board Action

***Motioned by Knudsen and seconded by Klennert to approve Resolution 05262022-1 for Zumbro River Pre and Post Habitat Restoration.
Affirmative: Ross, Klennert, Knudsen, Zabel
Opposed: None
Motion Carried***

XI. NEW BUSINESS

A. Approve selection of auditor for 2021 audit – Board Action

i. Smith, Schafer & Associates LTD (Bid \$5,775.00)

(Sent out four requests for bids from auditors, Smith Schafer sent in bid)

***Motioned by Klennert and seconded by Ross to approve Smith, Schafer & Associates LTD for 2021 audit bid in the amount of \$5,775.00
Affirmative: Ross, Klennert, Knudsen, Zabel
Opposed: None
Motion Carried***

B. Approve Patricia Livingston voucher payment for Contract# 21-Capacity-6 in the amount of \$4,683.75 for 412 Grassed Waterway – Board Action

(Funding source FY21 Capacity)

***Motioned by Klennert and seconded by Ross to approve Patricia Livingston voucher payment for Contract# 21-Capacity-6 in the amount of \$4,683.75 for 412 Grassed Waterway
Affirmative: Ross, Klennert, Knudsen, Zabel
Opposed: None
Motion Carried***

C. Approve Patricia Livingston Contract# 2022-WAGZ-WC-02 in the amount of \$18,447.49 for 410 Grade Stabilization Structure – Board Action

(Funding source Greater Zumbro Watershed Based Funding)
Piggy back with EQUIP – both projects

Motioned by Klennert and seconded by Ross to approve Patricia Livingston Contract# 2022-WAGZ-WC-02 in the amount of \$18,447.49 for 410 Grade Stabilization Structure.

Affirmative:

Opposed: None

Motion Carried

D. Approve Diane McNallan Contract# 2022-WAGZ-WC-04 in the amount of \$5,491.82 for 410 Grade Stabilization Structure –

Board Action

(Funding source Greater Zumbro Watershed Based Funding)

Motioned by Klennert and seconded by Ross to approve Diane McNallan Contract# 2022-WAGZ-WC-04 in the amount of \$5,491.82 for 410 Grade Stabilization Structure.

Affirmative: Ross, Klennert, Knudsen, Zabel

Opposed: None

Motion Carried

E. Approve revision to the Wabasha SWCD Cost Share Policy to add “Landowners are required to get three bids for projects that are approximately \$5,000.00” – **Board Action**

Discussion on wording for bids. People hearing about 90% cost share.

Conclusion: Change addition to Wabasha SWCD Cost Share Policy to say

“Landowners are required to request three bids for projects when cost estimate exceeds \$10,000.00”

Motioned by Klennert and seconded by Knudsen to approve the revision to the Wabasha SWCD Cost Share Policy to add “Landowners are required to request three bids for projects when cost estimate exceeds \$10,000.00”

Affirmative: Ross, Klennert, Knudsen, Zabel

Opposed: None

Motion Carried

Note: Bob Walkes was leaving meeting, Terri brought up that the County Budget Request Draft is coming up later in the meeting, Letter R and asked Bob if he had any comments. Bob said it looked fine. Series of questions that are answered in the draft request. He said it will be received well as presented.

Bob left meeting at 9:58 am

- F. Approve Jeremiah Leonhardt Contract# 21-Capacity-8 in the amount of \$2,700.00 for practice 340 Cover Crops -**Board Action**
(Funding sources FY2021 Capacity \$1,800.00 and FY2022 Capacity \$900.00)

Motioned by Klennert and seconded by Knudsen to approve Jeremiah Leonhardt Contract# 21-Capacity-8 in the amount of \$2,700.00 for practice 340 cover Crops
Affirmative: Ross, Klennert, Knudsen, Zabel
Opposed: None
Motion Carried

- G. Approve Change Order No. 3 for Contractor Environmental Troubleshooters, Inc. for change to site restoration methods and second mobilization on the North Fork Zumbro River Channel Restoration Project in the amount of \$12,253.70 – **Board Action**
(Memo included discussing the changes)

Motioned by Knudsen and seconded by Ross to approve Change or No. 3 for Contractor Environmental Troubleshooters, Inc. for change to site restoration methods and second mobilization on the North Fork Zumbro River Channel Restoration Project in the amount of \$12,253.70.
Affirmative: Ross, Klennert, Knudsen, Zabel
Opposed: None
Motion Carried

- H. Approve payment of Voucher # 9 for Environmental Troubleshooters, Inc. in the amount of \$12,008.63 – **Board Action**
(For work done up through 5/20/22 - \$245.07 Retainage 2%)

Motioned by Klennert and seconded by Knudsen to approve payment of Voucher #9 for Environmental Troubleshooters, Inc. in the amount of \$12,008.63.
Affirmative: Ross, Klennert, Knudsen, Zabel
Opposed: None
Motion Carried

- I. Approve Daniel Sell Contract# 22-Capacity-1 in the amount of \$18,004.50 for 412 Grassed Waterway – **Board Action**
(Funding source FY 2022 Capacity)

Motioned by Knudsen and seconded by Klennert to approve Daniel Sell Contract# 22-Capacity-1 in the amount of \$18,004.50 for 412 Grassed Waterway.
Affirmative: Ross, Klennert, Knudsen, Zabel
Opposed: None
Motion Carried

- J. Approve Larry Stromness Contract# 20-CWMA-10 in the amount of \$2,100.00 for 314 Brush Management – **Board Action**
(Funding source FY20 CWMA)

Motioned by Knudsen and seconded by Ross to approve Larry Stromness Contract# 20-CWMA-10 in the amount of \$2,100.00 for 314 Brush Management.

Affirmative: Ross, Klennert, Knudsen, Zabel

Opposed: None

Motion Carried

- K. Resolution Process - Meeting for potential resolutions – **Board Discussion**

Conclusion: Someone will need to write up short resolutions and send to Terri. Ideas such as soil loss., groundwater-safe drinking water, private well testing. Terri will run them by Sheila Vanney, our state lobbyist to see if she has any changes, input. Email to each board member. Board members make changes then vote on resolutions by emails, separately.

- L. Conservation Farmer of the Year – Board Discussion

Discussion: Nominate someone who is a steward of the land, has a vision of farming and has conservation practices in place. What other Community involvement do they have? Get suggestions from staff and bring to next meeting. Dag was going to contact possible nominee. Nominee approval by July, August to State.

- M. Woodland Manager of the Year - Helen Myers - Board Discussion

Helen Myers. Forestry Committee approved her as Woodland Manager.

- N. May 31st Filing deadline for board member election (Dag)

Discussion on finding a new board member

Larry Theismann is not filing. Can check with people that you may have personal contact with. Need someone that can work with farm community and knows about conservation practices. Openings in the paper. Current board members are supposed to contact people to run for election.

- O. Local Work Group Meeting – Board Action

Terri was notified that we need to set up Local Work Group meeting. If everyone is available, we will have it right after the June 23 board meeting.

NRCS requires SWCD's set up meeting and invite partners and chair it.

They give us interests to prioritize and put together ranking sheet. This goes back to NRCS to use to assign points for how EQIP gets funded.

- P. 2022-2023 Climate Impact Corps Site Award – Informational
Lynn received email about contract with AmeriCorps to sign and wasn't sure about it. AmeriCorps is looking for someone to host an Urban Forester for 11 months, starting August. Katie Himanga, Lake City could use once a week. Urban Forestry – outreach, working with cities. Contract can be signed. 3 or 4 SWCD's taking similar positions, so would have co-workers, training.
- Q. West Indian Newsletter Apr/May – Example/Informational
**Jen worked on this newsletter. Will have her come to June meeting to talk about what she has been doing. Newsletter every two months.
Beau Kennedy, set up meeting with Town Square, media presentation. \$3,600.00 a year for advertising that could be added into billing rate.**
- R. County Budget Request – Draft/Working Copy – Board Discussion and input
**This was discussed after Letter E in New Business.
Terri stated will be using same format as last year. If the board has any suggestions let Terri know, as she will be working on it over the weekend.**
- S. Upcoming Events:
- i. Monday, May 30 Memorial Day – Holiday
 - ii. Monday, June 20th Juneteenth National Independence Day - Holiday
 - iii. Tuesday, June 28th 9:00 am to 3:30 pm Southeast MN SWCD's Area 7 Business and Resolutions Meeting at the Rice County Fairgrounds (Tour of Faribault Woolen Mills)

XII. Board Reports

- A. Whitewater JPB – Lynn – **No meeting**
- B. Zumbro 1W1P – Larry (alternate Dag) – **No Meeting**
- C. WinLaC 1W1P – Lynn – **No Meeting**
- D. SE SWCD Technical Support JPB – Larry – **No Meeting**
Terri reported that they did have an Executive Committee Meeting for Grant to continue funding through BWSR for big feed lots. Decision to use a priority ranking tool and limit amount to \$100,000.00
- E. County Board Meeting – Larry (alternate Sharleen) – **Sharleen attended**
- F. Hiawatha Valley RC&D – Lynn – **No Meeting**

Motioned by Ross and seconded by Klennert to close regular session and go in to closed session at 11:18 am

Affirmative: Ross, Klennert, Knudsen, Zabel

Opposed: None

Motion Carried

XIII. Closed Session

- A. Henry Stelten Leave of Absence – **Board Discussion/Board Action**
FMLA Policy, Accrued hours - Sick leave/Annual Leave/Comp Time

XIV. Reopen Regular Meeting

Motioned by Ross and seconded by Klennert to approve Henry's proposal request for work at home, which will be monitored.

Affirmative: Ross, Klennert, Knudsen, Zabel

Opposed: None

Motion Carried

XV. Adjourn – Board Action

Motioned by Zabel and seconded by Klennert to adjourn the meeting at 11:30 am.

Affirmative: Ross, Klennert, Ross, Zabel

Opposed: None

Motion Carried

Respectively Submitted By:

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

Larry Theismann, Secretary