

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 or 651-560-2053

**Wabasha Soil and Water Conservation
District Regular Board Meeting
May 28, 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, Vice-Chair, Chuck Fick, Treasurer, Larry Theismann, Secretary and Nate Arendt, Member
Staff Present: Terri Peters
Others Present: Sharlene Klennert, Citizen
Those calling-in: Rich Hall, County Commissioner, Sue Cerwinske, Bookkeeper/Admin Asst.

- II. **PLEDGE OF ALLEGIANCE**

- III. **AGENDA – Board Action**
 - A. Meeting statement – Terri Peters
Terri Peters made the decision to have call-in and limited number of attendees at the Board Meetings. Consulted with other SWCDs & BWSR on how they were handling meetings because of COVID-19 and State of Emergency Guidelines. 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.

Motioned by Fick and seconded by Fick to approve the agenda with addition D. Old Business approval of Zumbro Outreach Grant Extension and move J. Hiring Offer for District Technician I or II from New Business to closed session.
Affirmative: Helbig, Zabel, Theismann, Fick, Arendt
Opposed: None
Motion Carried

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

V. **CONSENT AGENDA – Board Action**

- A. Approval of the Wabasha County Comprehensive Local Water Management Plan Waiver of Five-Year Amendment Requirement – **Board Action**

Motioned by Arendt and seconded by Fick to approve the Wabasha County Comprehensive Local Water Management Plan Waiver of Five-Year Amendment Requirement.

Affirmative: Helbig, Zabel, Theismann, Fick, Arendt

Opposed: None

Motion Carried

VI. **SECRETARY’S REPORT**

- A. April 23, 2020 Meeting Minutes-**Board Action**

Motioned by Zabel seconded by Arendt to approve the Secretary’s Report

Affirmative: Helbig, Zabel, Theismann, Fick, Arendt

Opposed: None

Motion Carried

VII. **TREASURER’S REPORT:**

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

Motioned by Arendt and seconded by Fick to Table April Program Record

Affirmative: Helbig, Zabel, Theismann, Fick, Arendt

Opposed: None

Motion Carried

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

Motioned by Fick and seconded by Zabel to approve the April District Financial Statements

Affirmative: Helbig, Zabel, Theismann, Fick, Arendt

Opposed: None

Motion Carried

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

VIII. **PAYMENT OF MONTHLY BILLS**

- A. Monthly Bills in the amount of \$39,355.12 -**Board Action**

Motioned by Arendt and seconded by Theismann to approve payment of the monthly bills in the amount of \$39,355.12

Affirmative: Helbig, Zabel, Theismann, Fick, Arendt

Opposed: None

Motion Carried

IX. **DISTRICT REPORTS**

- A. Chair Report – Terry Helbig

Update on Tom and Rolland

- B. County Commissioner – Rich Hall – **No Report**

C. District Manager Report – Terri Peters

Worked with Jen and Mitchell passing on projects and getting all of them in data base

Web Meeting partners: MASWCD, BWSR, NRCS on funding

Clean Water Funds cut 20% - pass on to SWCDs. BWSR not cutting funds

Cooperative Weed Management – Terri has JAA and had to do Wetland violation, application for solar garden and wetland work in Theilman area.

Jens exit and final paperwork

Sheila 1W1P Mississippi/Winona/La Crescent resolution to the County for support. County Board passed 3 to 2 to go forward.

Resolution for Waiver to amend Local Water Management plan

Hiring process – Job posted, Job description update. Interviewed May 27

Zumbro 1W1P Work group meeting online

Partners update on COVID for office

Grant MASWCD, NRCS, BWSR. NACD Technical Assistance fund grant for JPB Engineers

Working with TU on streambank projects, engineering work. Mitchell and Bill are working on. TU will pay engineers, drone photos.

Sheila applied for monitoring grant for Mississippi/Winona/La Crescent monitoring streams for MPCA. Cross-trained.

D. NRCS Report – Phillis Brey – **No Report**

E. District Technician Report- Mitch Rigelman

JAA Skills Worksheet – **Board Action/Signature**

Worked with NRCS engineers. Nicole working on getting JAA sheets for Engineering,

Motioned by Arendt and seconded by Theismann to approve signing JAA Skills Worksheet for Mitchell.

Affirmative: Helbig, Zabel, Fick, Theismann, Arendt

Opposed: None

Motion Carried

Terry Helbig signed the Worksheet

F. Bookkeeper/Administrative Asst. – Sue Cerwinske

Report submitted in board packet.

X. **OLD BUSINESS**

A. Update on office situation during COVID19 pandemic – Terri Peters

All back in the office now instead of staggering. Spaced out enough and technicians are in the field more. Doors still locked. Call for appt or meet landowners at their property after asking the health screening questions. Ask if they are comfortable to have someone come out. Landowner wouldn't need to be there.

B. Amendment 1 – Exhibit A Drinking Water Protection in SE MN Grant – **Board Action/Signature** *Fillmore needed signatures*

Motioned by Theismann and seconded by Arendt to approve Amendment 1 – Exhibit A Drinking Water Protection in SE MN Grant.

Affirmative: Helbig, Zabel, Fick, Theismann, Arendt

Opposed: None

Motion Carried

- C. Amendment 2 – Exhibit A Drinking Water Protection in SE MN Grant – **Board Action/Signature** *Fillmore less money used to pay Nutrient Management*

Motioned by Fick and seconded by Theismann to approve Amendment 2 – Exhibit A Drinking Water Protection in SE MN Grant

Affirmative: Helbig, Zabel, Fick, Theismann, Arendt

Opposed: None

Motion Carried

- D. Approval of Zumbro Outreach Grant Extension and to allow Terri Peters Signature Authorization after Grant Extension is Approved - **Board Action**
Through TNC would have expired April 20, 2020. Jen contingent on signing of Zumbro Outreach Grant Extension, before she can get started.,

Motioned by Zabel and seconded by Fick to approve the Zumbro Outreach Grant Extension and to allow Terri Peters Signature Authorization after the Grant Extension is approved.

Affirmative: Helbig, Zabel, Fick, Theismann, Arendt

Opposed: None

Motion Carried

- E. Add 2011 GMC Truck to old business – **Board Discussion**
Larry Theismann went to Paul Busch with GMC truck. Has 93,500 miles on it. They have 2- 2019 Silverado pickups. 4- door. one has liner. Each would be \$18,900.00 with trade in. 3- year warranty and 5-year, 60,000 engine and transmission. Larry to find out what the value of the GMC truck is. Need to have a maintenance program for exterior and interior. Put form in truck, that once a month it gets, wiped out, armor all, vacuumed and washed. Nate said it comes down to dollars spent. Compare state to buying local. Would like to stay local. Look at trucks, get information together and bring to next meeting.

XI. **NEW BUSINESS**

- A. Contract for approval for 30 acres cover crop for Adam Graner 19-DWP-CC-5 for \$2,700.00 (FY 2019 Drinking Water Protection Grant, NRCS practice 340)
3-year contract– Board Action

Motioned by Arendt and seconded by Theismann to approve Contract 19-DWP-CC-5 for Adam Graner in the amount of \$2,700.00 for 30 acres cover crop (FY 2019 Drinking Water Protection Grant, NRCS practice 340)

Affirmative: Helbig, Zabel, Fick, Theismann, Arendt

Opposed: None

Motion Carried

- B. Contract for approval for Tom Hunter 20-CWMA-2, Practice 314 Brush Management in the amount of \$1,500.00 – **Board Action**
Tom hiring someone with chainsaw to clear out. Skid loader to move things around. # of hours from contractor/used IA custom rates. We use Flat rate, came up with \$1,500.00 payment for 1.5 acres.

Motioned by Fick and seconded by Arendt to approve Contract 20-CWMA-2 for Tom Hunter in the amount of \$1,500.00 on 1.5 acres for Practice 314 Brush Management.

Affirmative: Helbig, Zabel, Fick, Theismann, Arendt

Opposed: None

Motion Carried

- C. Contract for approval for Joseph Flynn 20-CWMA-3, Practice 314 Brush Management in the amount of \$2,000.00 – **Board Action**

Discussion: Contingent on Mark Miller Signature

2nd round of treatment, 2nd payment for area, 20 acres. Weed management is acceptable for payment on same area twice with BWSR. Thick regrowth. Zumbro Valley Forestry coming in and doing treatment.

Discussion: Arendt: Case by case, follow up and see what comes up down the road. Fick: Agreed on case by case, as we only have so much money to go around and we need to make it go as far as we can.

Motioned by Zabel and seconded by Arendt to approve Contract 20-CWMA-3 for Joseph Flynn in the amount of \$2,000.00 for 20 acres Practice 314 Brush Management, Contingent on Mark Miller's Signature.

Affirmative: Helbig, Zabel, Fick, Theismann, Arendt

Opposed: None

Motion Carried

- D. Contract for approval for George Meyer 20-CWMA-4, 5 acres Practice 314 Brush Management in the amount of \$1,000.00 – **Board Action**

Doing work himself & kids. Not as dense as others. \$200 an acre.

Motioned by Theismann and seconded by Fick to approve Contract 20-CWMA-4 for George Meyer in the amount of \$1,000.00 for 5 acres Practice 314 Brush Management.

Affirmative: Helbig, Zabel, Fick, Theismann, Arendt

Opposed: None

Motion Carried

- E. Approve Payment Voucher for Gerard Marking for \$600.00 for 18-CWMA-1 on 3 acres woody invasive mgmt. (FY 2018 Cooperative Weed Management Grant, NRCS practice 314)– **Board Action**

Jen followed up on this before she left. Treatment with herbicide, provided information

Motioned by Fick and seconded by Arendt to approve payment voucher for Gerard Marking in the amount of \$600.00 for Contract 18-CWMA-1 on 3 acres woody invasive mgmt. (FY 2018 Cooperative Weed Management Grant, NRCS practice 314)

Affirmative: Helbig, Zabel, Fick, Theismann, Arendt

Opposed: None

Motion Carried

- F. Approve Payment Voucher for Tagen Miller for \$575.00 for 20-CWMA-1 on 2 acres woody invasive mgmt. (FY 2020 Cooperative Weed Management Grant, NRCS practice 314)– **Board Action**

Jen followed up on this one before she left, work done on 2 acres.

Motioned by Theismann and seconded by Zabel to approve payment voucher for Tagen Miller in the amount of \$575.00 for Contract 20-CWMA-1 on 2 acres woody invasive mgmt. (FY 2020 Cooperative Weed Management Grant, NRCS practice 314)

Affirmative: Helbig, Zabel, Fick, Theismann, Arendt

Opposed: None

Motion Carried

- G. Approve Payment Voucher for Larry Reuter for \$2,400.00 for 18-Capacity-5 412 Grassed Waterway – **Board Action**

This one started out with NRCS. Charles worked with Bill. Signed off by Chris Nelson/NRCS

Motioned by Fick and seconded by Theismann to approve payment voucher for Larry Reuter in the amount of \$2,400.00 for Contract 18-Capacity-5 for 412 practice Grassed Waterway.

Affirmative: Helbig, Zabel, Fick, Theismann, Arendt

Opposed: None

Motion Carried

- H. Approve Payment Voucher for Swanson Family Farms for \$5,649.75 for 20-CSI-1 for 412 Grassed Waterway – **Board Action**

Mitchell finished up project. Chris Nelson signed off.

Motioned by Arendt and seconded by Theismann to approve payment voucher for Swanson Family Farms in the amount of \$5,649.75 for Contract 20-CSI-1 for 412 practice Grassed Waterway.

Affirmative: Helbig, Zabel, Fick, Theismann, Arendt

Opposed: None

Motion Carried

- I. Approve Terri to Electronically Sign the 2020 DNR Gorman Creek Restoration Grant for \$500,000.00 – **Board Action to Approve Grant Contract and approve Signature authorization for Terri**

Terri: This will be like the North Fork Zumbro Mazeppa project. Wabasha SWCD would be administering the grant. Would be acting as fiscal agent for the contractor. Putting together request for proposal from engineer and working through the process.

Discussed whose property that it runs through and landowners it would affect. It will be the restoration of 2700 ft of Gorman Creek and 900 ft of tributary. It will be a natural design and bring it back to a meandering stream. DNR can't use their own design. Will be \$100,000 for engineering. Purpose is to restore the geomorphic stability and reconnect the river with the floodplain.

This project will decrease flood velocities, enhance riparian corridors and buffers, improve fish habitat and passage, address and reduce bed/bank erosion, and improve water quality.

Motioned by Arendt and seconded by Theismann to approve the 2020 DNR Gorman Creek Restoration Grant for \$500,000.00 and to approve Terri electronically signing.

Affirmative: Helbig, Zabel, Fick, Theismann, Arendt

Opposed: None

Motion Carried

- J. Whitewater Joint Powers Board Cover Crop (2020 – 2022) Sub-Agreement between Whitewater Joint Powers Board and Wabasha County Soil and Water Conservation District – **Board Action**

Sheila Harmes applied for CW Fund Grant for Cover Crops for the Whitewater Watershed area of county. Total of \$28,500.00 to be distributed to contractors. Each partner, Olmsted, Wabasha, Winona, \$5,000.00 to each SWCD and \$13,500.00 available first come first served basis.

Motioned by Theismann and seconded by Fick to approve the Whitewater Joint Powers Board Cover Crop (2020-2022 Sub-Agreement between Whitewater Joint Powers Board and Wabasha County Soil and Water Conservation District.

Affirmative: Helbig, Zabel, Fick, Theismann, Arendt

Opposed: None

Motion Carried

- K. Resolution Process Meeting for potential resolutions – **Board Discussion**
Our Area resolution meeting usually in June. Supervisors and individual boards bring resolutions forward to State. Any thought on resolutions? Bill Thompson also sent out questionnaire about how Supervisors would be able to attend. By call-in or in person. Mower County doing a resolution that we could go in with. Involves several other districts. Bring resolutions to Board Meeting to discuss and decide what should go to on to state. Important resolutions for funding/stability. Arendt: Meeting process – best to call in like we have been doing or zoom. Fick: Agreed. Arendt: Leave resolutions for now, we should have had some resolutions to bring to this meeting.
- L. Conservation Farmer of the Year – **Board Discussion**
Fick: Board touring sites not a good idea this year. Theismann agreed. Have staff get recommendation, options and bring to the Board. Board may have suggestions or recommendations of people they know. Helbig: mentioned Pete Holmstadt. Option instead of tour, have Mitchell do a drone presentation.
- M. Woodland Manager of the Year – **Board Discussion**
Have staff get recommendations, options and bring to the Board. Board may have suggestions or recommendations of people they know. Helbig: mentioned Ed Bouman. Option, instead of tour, have Mitchell do a drone presentation.

- N. Contract for Services – Jennifer Wahls for Zumbro Outreach 2020 -
Contingent on The Nature Conservancy (TNC) grant extension – **Board Action**

Motioned by Fick and seconded by Theismann to approve contract for services – Jennifer Wahls for Zumbro Outreach 2020 – contingent on The Nature Conservancy (TNC) grant extension approval and approve Terri Peters to sign the contract for services once TNC approves grant extension.

Affirmative: Helbig, Zabel, Fick, Theismann, Arendt

Opposed: None

Motion Carried

- O. National Association of Conservation Districts – Technical Assistance Grant Program – **Board Action**

Terri: Pursuing funding for JPB, which includes grant for JPB engineers to provide technical support and engineering staff as request by Root River, Fillmore, Winona and Wabasha districts and coordinate with NRCS area engineer to help with EQIP projects that have been identified. This would help JPB maintain .90 FTE. Chose Root River and Fillmore because they are already on a priority list for areas eligible for the grant. Worked with NRCS to get Wabasha on the priority list.

Discussion: Fick: How much money for Grant? Terri: \$128,000 for 1 year with the potential and probability we would be offered an extension to 2nd year.

Fick: Do other groups in JPB need to sign on? Terri: Other groups in JPB have already submitted concurrent form. Glen Roberson of Goodhue SWCD, prefers Terri go ahead and have Wabasha administer the grant. Terri would like Board to sign concurrent form.

Motioned by Fick and seconded by Theismann to sign and approve the National Association Conservation District – Technical Assistance Grant Program

Affirmative: Helbig, Zabel, Fick, Theismann, Arendt

Opposed: None

Motion Carried

- P. Approve Payment Voucher for Tom Miller for \$2,133.55 contract 20-CS-2, 412 Grass Waterway-**Board Action**

Mitchell just finished up. Chris Nelson checked and signed off

Motioned by Zabel and seconded by Arendt to approve payment voucher for Tom Miller in the amount of \$2,133.55 for Contract 20-CS-2, 412 practice Grass Waterway

Affirmative: Helbig, Zabel, Fick, Theismann, Arendt

Opposed: None

Motion Carried

- Q. Approval for Terri Peters to participate in MASWCD Capacity Work Group –
Board Action

Leanne Buck requesting Supervisors, District Managers to participate in a work group about District Capacity funding. Come up with policies, future strategies. Clean water fund not stable. 7 meetings from mid-June to late-Oct. Capacity funds are important to district and Terri would like to participate.

Discussion: Fick said Wabasha SWCD has a good person to be representative and would have good input. Capacity is important to all SWCD Districts. Helbig: Terri is the best person, excellent person for representing Wabasha SWCD

Motioned by Arendt and seconded by Zabel to approve Terri Peters to participate in MASWCD Capacity Work Group

Affirmative: Helbig, Zabel, Fick, Theismann, Arendt

Opposed: None

Motion Carried

XII. Upcoming Events:

XIII. Board Report

A. WW –

Zabel attended a Webinar on Mississippi Watershed Project. Winona County approved prior with condition of another meeting with Root River since it has been some time. Steve Jacobs wanted in person meeting. Sheila has the application that is due 6-12-20. More appropriate time for meeting is after approval of the application. SWCD already approved and Wabasha County Board approved 3 to 2 to go ahead.

B. 1W1P –

Work Group worked on strategies, priority areas, different models. Next web meeting is Friday, May 29th, 2020

XIV. Adjourn – Regular Session to go into Closed Session- Board Action

Motioned by Arendt and seconded by Theismann to adjourn regular session at 10:15 am and take a break before going into closed session.

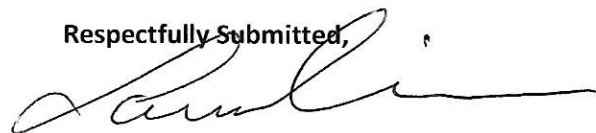
Affirmative: Helbig, Zabel, Fick, Theismann, Arendt

Opposed: None

Motion Carried

- XV. Open Closed Session – Board Action
Motioned by Arendt and seconded by Fick to open closed session at 10:18 am
Affirmative: Helbig, Zabel, Fick, Theismann, Arendt
Opposed: None
Motion Carried
- XVI. Closed Session started at 10:18 am
A. Debriefing Personnel
Exit Interview. Comments from Personnel Committee. Board Discussion.
B. Hiring Offer for District Technician I & II, Contingent on May 27 Interview –
Board Action
Discussion on job interviews
- XVII. Adjourn Closed Session- Board Action
Motioned by Arendt and seconded by Fick to adjourn closed session at 10:51 am
Affirmative: Helbig, Zabel, Fick, Theismann, Arendt
Opposed: None
Motion Carried
- XVIII. Open Regular Session – Board Action
Motioned by Arendt and seconded by Fick to open the regular session at 10:51 am
Affirmative: Helbig, Zabel, Fick, Theismann, Arendt
Opposed: None
Motion Carried
- Motioned by Zabel and seconded by Arendt to offer district position to qualified candidate at Grade 11 Step 5.*
Affirmative: Helbig, Zabel, Fick, Arendt
Abstained: Theismann
Opposed: None
Motion Carried
- Discussion: Helbig asked what Plan B would be in case candidate doesn't work out. Would we offer higher rate? If the qualified candidate doesn't accept would we reopen, repost? Arendt said Terri has authority to negotiate the offer at rate/step that was talked about. No motion needed. Terri said plan B is that we would have to reopen, repost. Arendt agreed that we would have to go back to the drawing board. We would have to reopen and repost the position.*
- XIX. Adjourn Regular Session- Board Action
Motioned by Arendt and seconded Fick to adjourn regular session at 10:55 am 5-28-2020
Affirmative: Helbig, Zabel, Fick, Theismann, Arendt
Opposed: None
Motion Carried

Respectfully Submitted,



Larry Theismann, Secretary