

Due to the current CDC guidelines on social distancing, we are limiting the number in attendance to 8 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
November 19, 2020
1:00 PM
Criminal Justice Center
EOC Room
848 17th Street East**

- I. **CALL MEETING TO ORDER** – *Meeting called to order at 1:00 pm by Terry Helbig, Chair*
Supervisors Present: Terry Helbig, Chair, Lynn Zabel, Co-Chair, Chuck Fick, Treasurer, Larry Theismann, Secretary and called in Nate Arendt, member
Others in attendance: Terri Peters, District Manager, John Benjamin, NRCS, Sharlene Klennert, Treasurer elect.
Called in: Rich Hall, County Commissioner, Sheila Harmes, Winona County Water Planner & Whitewater Watershed Project Coordinator, Chet Ross, Member elect, 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 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.
Motioned by Zabel and seconded by Fick to approve the Agenda.
Affirmative: Helbig, Zabel, Fick, Theismann, Arendt
Opposed: None
Motion Carried
- IV. **PUBLIC COMMENTS**
Comments limited to 5 minutes per speaker
- V. **CONSENT AGENDA – Board Action**
 - A. MNPEIP Group Application for 2021
Health Insurance for Employees

- B. State of MN Professional and Technical Services Master Joint Powers Agreement and Invoice for Reimbursable RIM/CREP Easement Acquisition Services
Terri needs to sign electronically and send back to State

Motioned by Zabel and seconded by Theismann to approve the Consent Agenda
Affirmative: Helbig, Zabel, Fick, Theismann, Arendt
Opposed: None
Motion Carried

VI. SECRETARY'S REPORT

- A. October 22, 2020 Meeting Minutes--**Board Action**
Motioned by Theismann and seconded by Fick to approve the Secretary's Report for October 22, 2020
Affirmative: Helbig, Zabel, Fick, Theismann, Arendt
Opposed: None
Motion Carried

VII. TREASURER'S REPORT:

- A. October Program Record--**Board Action**
Motioned by Fick and seconded by Theismann to approve the October Program Record
Affirmative: Helbig, Zabel, Fick, Theismann, Arendt
Opposed: None
Motion Carried
- B. October District Financial Statements--**Board Action**
Motioned by Theismann and seconded by Fick to approve the October District Financial Statements
Affirmative: Helbig, Zabel, Fick, Theismann, 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 \$17,781.05 - **Board Action**
Motioned by Zabel and seconded by Theismann to approve Payment of the Monthly Bills in the amount of \$17,781.05
Affirmative: Helbig, Zabel, Fick, Theismann, Arendt
Opposed: None
Motion Carried

- B. Accounts Payable – November Employee Insurance premiums. November 27th payroll will be run on November 24th. Auditor/Treasurer Wabasha County \$462.81 check 11281 will need to be ran on the 24th MN PEIP \$4,653.88 and Vision \$74.31 will be paid online on the 24th - **Board Action**

Blank check 11281 included for Auditor/Treasurer of Wabasha County to be signed by Board Member and Terri can sign when check is completed.

Motioned by Fick and seconded by Theismann to approve the payment of November insurance premiums on November 24th.

Affirmative: Helbig, Zabel, Fick, Theismann, Arendt

Opposed: None

Motion Carried

IX. DISTRICT REPORTS

- A. Chair Report – Terry Helbig

Start thinking about Forestry Days. No in person meetings. Maybe have Keely and Mark work together to have the drone flying out to the timber sale and report from the woods. Zoom or You Tube. Do a recording. SWCD has You-Tube channel could broadcast meeting. Forestry meeting is on Dec. 3rd. Terry Helbig will see if feasible and report back next month

- B. County Commissioner – Rich Hall

One more meeting to attend this year. Will be assigned a new commissioner for meetings next year. Brian Buhmann, County Administrator resigned as of 11/12/20. Thanked Rich for his support over the years and he was glad that payments are going to landowners, money staying in Wabasha County.

- C. District Manager Report – Terri Peters

North Fork Zumbro going forward. Bid out for Contractors CARES Funding needed to be spent by 11/20/20

Working with staff transitioning with NRCS, John and Brian coming in.

- D. NRCS Report – John Benjamin – ***Handout provided***

Bill and John will be doing every other week in the office starting 11-23

- E. Keely Hansen – District Technician – ***Report in Packet***

- F. Matthew Kempinger – District Technician – ***Report in Packet***

- G. Henry Stelten – Natural Resources Technician – ***Report in Packet***

- H. Sue Cerwinske – Bookkeeper/Admin. Asst. – ***Report given at meeting***

X. OLD BUSINESS

- A. CARES Act Funding - Informational includes Spreadsheet

Submitted Application for CARES Act funding from the County.

Purchased office protection, cleaning supplies-disinfectant. TV Equipment for meetings. Own server, computer/software more flexible to work from home. Own domain, good for 10 years. Will have our own email addresses. On the Federal phone system. We can transfer to our cell phones or home phones.

- B. Update on office situation during COVID-19 pandemic – Terry Peters
Doors Locked. State restrictions are more stringent. NRCS and FSA restrictions more stringent. They are staggering one week on, 1 week off. Concerns for protecting staff. Other options, we work 9- hour days with every other Friday off. We could do 3 days at office, 2 days remote on longer week and rotate to 2 days at office and 2 days remote for week with Friday off. Would give us 48 hours between contact. Need Boards thoughts.
After Board discussion, decision was made to keep doing what we have been doing. Washing hands, masking and social distancing in the office. Will look at it again next month.
- C. Update – Area 7 Meeting
Chuck attended meeting in person. 7 in person, 19 called in, zoom. New officers. Accepted budget with caveat for amount to Soil & Health Coalition. Members want more explanation on how that money will be spent. Once that is supplied than the Executive Committee will approve. Good presentations on Soil & Health. Lynn: Should show County Board and others the important work we do through photos or videos. Local press, try to be a resource. Communicate what we do.
- D. Election Update
Chet Ross will be taking Nate Arendt's position as a member of the Board. He is retired and lives on a small acreage in Wabasha County, out in Bear Valley. Early 80's worked at Goodhue County SWCD. Always interested in soil conservation and tree planting. Member of Goodhue County Sheriff Pose for 34 years.
Sharlene Klennert will be taking Chuck Fick's position as Treasurer. Retired and have 150 acres in the Theilman area. Corner of 4 and 13. Rent out the land. Attends Commissioners meeting and SWCD meetings. She is an Extension Member and a Wabasha-Kellogg School Board Member.

XI. NEW BUSINESS

- A. Draft Audit Financial Statements for year ended 12-31-19 were sent to the State Auditor – **Board Discussion**
- B. WSB Project Budget Amendment to Perform Additional Services to Wabasha SWCD for North Fork Zumbro Mazeppa River Restoration Project – **Board Action/Signature**
Motioned by Zabel and seconded by Theismann to approve the WSB Project Budget Amendment to Perform Additional Services to Wabasha SWCD for North Fork Zumbro Mazeppa River Restoration Project and for signature.
Affirmative: Helbig, Zabel, Fick, Theismann, Arendt
Opposed: None
Motion Carried

- C. Approve Amendment 3 for Steve McNallan Contract 17-CAP-WS-13 to change expiration date from 11/30/20 to 6/30/21 with amount staying at \$1,000.00 for Well Sealing – **Board Action**
Motioned by Zabel and seconded by Theismann to approve Amendment 3 for Steve McNallan Contract 17-CAP-WS_13 to change expiration date from 11/30/20 to 6/30/21 with amount staying at \$1,000.00 for Well Sealing.
Affirmative: Helbig, Zabel, Fick, Theismann, Arendt
Opposed: None
Motion Carried
- D. Approve Amendment 1 for Rollie Schumacher Contract 18-Capacity-6 to change expiration date from 12/31/20 to 6/30/21 with amount staying at \$10,725.00 for Grassed Waterway– **Board Action**
Motioned by Zabel and seconded by Theismann to approve Amendment 1 for Rollie Schumacher Contract 18-Capacity-6 to change expiration date from 12/31/20 to 6/30/21 with amount staying at \$10,725.00 for Grassed Waterway
Affirmative: Helbig, Zabel, Fick, Theismann, Arendt
Opposed: None
Motion Carried
- E. Set December employee evaluations
Arendt suggested they talk about setting them after the meeting. Terri will talk to Zabel and Arendt to set December employee evaluations, after this meeting.
- F. Set December 2021 Work Plan Meeting – **Board Action**
Motioned by Arendt and seconded by Theismann to have Work Plan Meeting after the 12/17/20 Board Meeting
Affirmative: Helbig, Zabel, Fick, Theismann, Arendt
Opposed: None
Motion Carried
- G. Approve Voucher Payment for Joe Flynn Contract 20-CWMA-3 in the amount of \$2,000.00 (314 Brush Management – **Board Action**
Motioned by Fick and seconded by Theismann to Approve Voucher Payment for Joe Flynn Contract 20-CWMA-3 in the amount of \$2,000.00 (314 Brush Management)
Affirmative: Helbig, Zabel, Fick, Theismann, Arendt
Opposed: None
Motion Carried

- H. Approve Voucher Payment for Michael Morath 18-CWMA-3 in the amount of \$825.00 (314 Brush Management) – **Board Action**
Motioned by Zabel and seconded by Theismann to Approve Voucher Payment for Michael Morath Contract 18-CWMA-3 in the amount of \$825.00 (314 Brush Management)
Affirmative: Helbig, Zabel, Fick, Theismann, Arendt
Opposed: None
Motion Carried
- I. Approve Voucher Payment for Bruce Wood Contract 19-Capacity-4 in the amount of \$750.00 (340 Cover Crops 2nd Year) – **Board Action**
Motioned by Theismann and seconded by Fick to Approve Voucher Payment for Bruce Woods Contract 19-Capacity-4 in the amount of \$750.00 (340 Cover Crops 2nd Year)
Affirmative: Helbig, Zabel, Fick, Theismann, Arendt
Opposed: None
Motion Carried
- J. Approve Voucher Payment for Tom Gerken Contract 20-Capacity-1 in the amount of \$900.00 (340 Cover Crops 1st Year) – **Board Action**
Motioned by Theismann and seconded by Fick to Approve Voucher Payment for Tom Gerken Contract 20-Capacity-1 in the amount of \$900.00 (340 Cover Crops 1st Year)
Affirmative: Helbig, Zabel, Fick, Theismann, Arendt
Opposed: None
Motion Carried
- K. Approve Voucher Payment for Peter Klapperich Contract 20-Capacity-2 in the amount of \$900.00 (340 Cover Crops 1st Year) – **Board Action**
Motioned by Fick and seconded by Theismann to Approve Voucher Payment for Peter Klapperich Contract 20-Capacity-2 in the amount of \$900.00 (340 Cover Crops 1st Year) Correct Contract# to 19-DWP-CC-1
Affirmative: Helbig, Zabel, Fick, Theismann, Arendt
Opposed: None
Motion Carried
- L. Approve Voucher Payment for John Miller Contract 19-DWP-CC-4 in the amount of \$900.00 (340 Cover Crops 1st Year) – **Board Action**
Motioned by Theismann and seconded by Zabel to Approve Voucher Payment for John Miller Contract 19-DWP-CC-4 in the amount of \$900.00 (340 Cover Crops 1st Year)
Affirmative: Helbig, Zabel, Fick, Theismann, Arendt
Opposed: None
Motion Carried

- M. Approve Voucher Payment for Peter Wood Contract 19-Capacity-5 in the amount of \$600.00 (340 Cover Crops 2nd Year) – **Board Action**
Motioned by Theismann and seconded by Fick to Approve Voucher Payment for Peter Wood Contract 19-Capacity-5 in the amount of \$600.00 (340 Cover Crops 2nd Year)
Affirmative: Helbig, Zabel, Fick, Theismann, Arendt
Opposed: None
Motion Carried

XII. Upcoming Events:

- A. MASWCD Business Meeting/Convention will be held in a virtual format
December 8, 2020 from 9:00 am to noon
https://www.maswcd.org/Annual_Convention/annual_convention.htm

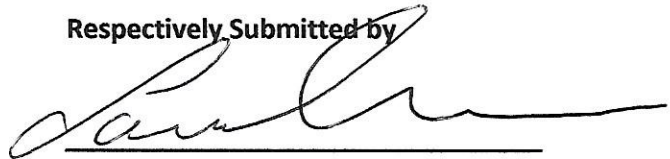
XIII. Board Reports

- A. WW – Lynn Zabel, (Alternate, Larry Theismann)
Sheila Harmes 1W1P was discussed. Identify where White Water fits in on planning. White Water 319 Grant getting an extension, COVID-19 delays. Once approved will bring to Board for signature. Option: Virtual Field Days. Sheila attended a Leadership Watersheds Virtual Meeting. Get notes to Terry Helbig.
- B. Zumbro 1W1P- Larry Theismann, (Alternate, Terry Helbig) ***No Report***
- C. SE SWCD Technical Support JPB – Larry Theismann, (Alternate Chuck Fick) – ***No Report***
- D. County Board Meeting – Terry Helbig, (Alternate, Lynn Zabel) – ***No Report***

XIV. Adjourn –Board Action

Note: Arendt Left Meeting at 2:24 pm
Motioned by Fick and seconded by Theismann to Adjourn at 2:28 pm
Affirmative: Helbig, Zabel, Fick, Theismann
Opposed: None
Motion Carried

Respectively Submitted by



Larry Theismann, Secretary