

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
September 24, 2020
8:15 am
County Board Room
625 Jefferson Ave.**

- I. **CALL MEETING TO ORDER** – *Meeting called to order at 8:15 am by Chair, Terry Helbig*
Supervisors Present: Terry Helbig, Chair, Lynn Zabel, Vice-Chair, Chuck Fick, Treasurer, Larry Theismann, Secretary, Nate Arendt, Member
Staff Present: Terri Peters, District Manager
Others Present: Sharlene Klennert, Citizen
Called In: Rich Hall, Commissioner, Phillis Brey, NRCS, Sheila Harmes, Winona County Water Planner/Whitewater Watershed Project Manager 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 Arendt to approve Agenda with the addition of Letter J in New Business

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. Financial Report SWCD Local Capacity Services 2018

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. August 27, 2020 Meeting Minutes-Board Action

Motioned by Zabel and seconded by Fick to approve the Secretary's Report

Affirmative: Helbig, Zabel, Fick, Theismann, Arendt

Opposed: None

Motion Carried

VII. **TREASURER'S REPORT:**

A. August Program Record--Board Action

Motioned by Zabel and seconded by Fick to approve the August Program Record

Affirmative: Helbig, Zabel, Fick, Theismann, Arendt

Opposed: None

Motion Carried

B. August District Financial Statements-Board Action

Motion by Arendt and seconded by Fick to approve the August 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 \$ 45,117.18-Board Action

Motioned by Zabel and seconded by Theismann to approve Payment of the Monthly Bills in the amount of \$45,177.18.

Affirmative: Helbig, Zabel, Fick, Theismann, Arendt

Opposed: None

Motion Carried

IX. **DISTRICT REPORTS**

A. Chair Report – Terry Helbig

Update on Rolland and Tom

B. County Commissioner – Rich Hall

Annex conference room being remodeled to be Drivers exam room

County Board room will also be remodeled

Have CAREs Act Money to distribute

- C. District Manager Report – Terri Peters
*As Needed – Out with staff on projects. Helps to talk to landowner.
 West Indian Meeting. Plan done soon. Work plan next year. MPCA getting
 new monitoring equipment will have probe to measure nitrates
 Worked with BWSR to complete financial report reconciliation
 Mazeppa Creek project with Trout Unlimited and DNR. Grant for Conservation
 Partners Legacy. Some funding from NRCS and different sources
 Public Meeting for North Fork Zumbro at Mazeppa 9-29-20 Engineers will be
 there to present their design
 Gorman Creek Project – Landowner meeting with DNR. JPB and Matt will be
 working on survey and design.
 AIS Committee Meeting attended with Henry
 Buffer training for staff from BWSR on how to use tool and track it
 Forestry grant gone on for National consideration
 1W1P Meeting-Work group. Priority level maps*
- D. NRCS Report – Phillis Brey – **Report in Board Packet**
- E. Keely Hansen – District Technician – **Report in Board Packet**
- F. Matthew Kempinger – District Technician – **Report in Board Packet**
- G. Henry Stelten – Natural Resources Technician – **Report in Board Packet**
- H. Sue Cerwinske – Bookkeeper/Admin. Asst. – **Report given at Meeting**

X. OLD BUSINESS

- A. Update on office situation during COVID19 pandemic – Terri Peters
- B. Cancel Jack Stamschorr Contract 20-Capacity-2 for Cover Crops in the amount of \$2,700.00 – **Board Action**
*Motioned by Zabel and seconded by Theismann to cancel Jack Stamschorr Contract 20-Capacity-2 for Cover Crops in the amount of \$2,700.00
 Affirmative: Helbig, Zabel, Fick, Theismann, Arendt
 Opposed: None
 Motion Carried*

XI. NEW BUSINESS

- A. Approve Voucher Payment for Gareth Hager for Contract 19-Capacity-2 in the amount of \$845.70 for Grade Stabilization (EQIP total \$7,580.00)– **Board Action**
*Motioned by Arendt and seconded by Theismann to approve Voucher Payment for Gareth Hager for Contract 19-Capacity-2 in the amount of \$845.70 for Grade Stabilization
 Affirmative: Helbig, Zabel, Fick, Theismann, Arendt
 Opposed: None
 Motion Carried*
- B. a. Tonneau Cover for 2019 Chevrolet Silverado Pickup – **Board Action**
 Quote 1 – Proline Automotive – Truxedo LoPro Installed \$440.00 + tax
 Quote 2 - Midwest Offroad – LoPro Truxedo Installed also \$440.00 + tax
 Both of these dealers are in La Crosse – only takes 15 minutes to install.
 Truxedo LoPro roll-up truck bed cover has lifetime warranty-
 (information in packet)
 Quote 3 - Truckin’ America – Truxedo LoPro \$610.59 w/Installation & tax
 Quote 4 – Truckin’ America - Access Lorado \$567.38 w/Installation & Tax

Motioned by Zabel and seconded by Arendt to approve the Proline Automotive quote for the Truxedo LoPro Tonneau Cover Installed for \$440.00 + tax for the 2019 Chevrolet Silverado Pickup

Affirmative: Helbig, Zabel, Fick, Theismann, Arendt

Opposed: None

Motion Carried

b. DECKED drawer organizer:

Drawer Dividers – Full Size Set of 4 for \$20.00 + tax (2 sets) – Board Action

See website: <https://decked.com/collections/accessories>

Motioned by Lynn and seconded by Theismann to have technicians measure equipment for appropriate size. And approve to spend up to \$40.00 on drawer dividers.

Affirmative: Helbig, Zabel, Fick, Theismann, Arendt

Opposed: None

Motion Carried

C. FY 2021 State of Minnesota BWSR CREP Outreach and Implementation Program Grant Agreement between BWSR and Wabasha SWCD.

Grant program: P21-1346 for \$13,652.00 – Board Action/Signature

Reimbursable. Henry will be working on this one. Retroactive to July 1st.

Motioned by Arendt and seconded by Zabel to approve and the signature for the FY 2021 State of Minnesota BWSR CREP Outreach and Implementation Program Grant Agreement between BWSR and Wabasha SWCD. Grant Program P21-1346 for \$13,652.00

Affirmative: Helbig, Zabel, Fick, Theismann, Arendt

Opposed: None

Motion Carried

D. Sub-Agreement from Southeast Technical Joint Powers Board for grant funds for the Lars Polson Project. Grant P17-4048 in the amount of \$97,631.35 is valid for the duration of the grant agreement ending May 15, 2021. (Funds coming from 2017 RCPP Lower Mississippi Feedlot Management) – Board Action

Motioned by Zabel and seconded by Fick to approve the sub-agreement from Southeast Technical Joint Powers Board for grant funds for the Lars Polson project. Grant P17-4048 in the amount of \$97,631.35 is valid for duration of the grant agreement ending May 15, 2021.

Affirmative: Helbig, Zabel, Fick, Theismann, Arendt

Opposed: None

Motion Carried

- E. Approve Lars Polson Contract LMFR-17RCPP-5WAB in the amount of \$95,318.85 for Waste Treatment, Waste Storage, Roofs and Covers, Vegetated Treatment Area, Roof Runoff Structure, Diversion, Heavy Use Protection, all USDA -NRCS (FOTG) practice standards – **Board Action**
Motioned by Zabel and seconded by Fick to approve the Lars Polson Contract LMFR-17RCPP-5WAB in the amount of \$95,318.85 for Waste Treatment, Waste Storage, Roofs and Covers, Vegetated Treatment Area, Roof Runoff Structure, Diversion, Heavy Use Protection, all USDA-NRCS (FOTG) practice standards
Affirmative: Helbig, Zabel, Fick, Theismann, Arendt
Opposed: None
Motion Carried
- F. FY 2021 State of Minnesota Board of Water and Soil Services Clean Water Fund SWCD Grant Agreements: **Board Action/Signature**
- a. Grant P21-2761 -2021 SWCD Local Capacity Services (Wabasha SWCD) for \$111,348.00
Motioned by Zabel and seconded by Theismann to approve and sign of the FY 2021 State of Minnesota Board of Water and Soil Services Clean Water Fund SWCD Grand Agreement P21-2761 for 2021 SWCD Local Capacity Services (Wabasha SWCD) for \$111,348.00
Affirmative: Helbig, Zabel, Fick, Theismann, Arendt
Opposed: None
Motion Carried
- b. Grant P21-2851 – 2021 Buffer Law (Wabasha SWCD) for \$17,200.00
Motioned by Theismann and seconded by Zabel to approve and sign of the FY 2021 State of Minnesota Board of Water and Soil Services Clean Water Fund SWCD Grant Agreement P21-2851 for 2021 Buffer Law (Wabasha SWCD) for \$17,200.00
Affirmative: Helbig, Zabel, Fick, Theismann, Arendt
Opposed: None
Motion Carried
- G. Approve Deborah Allan Contract 20-CWMA-6 in the amount of \$182.49 for 314 Brush Management – **Board Action**
Motioned by Arendt and seconded by Fick to approve Deborah Allan Contract 20-CWMA-6 in the amount of \$182.49 for 314 Brush Management
Affirmative: Helbig, Zabel, Fick, Theismann, Arendt
Opposed: None
Motion Carried
- H. HR Committee Meeting -Discuss date for meeting – **Board Discussion**
2021 Medical Insurance Enrollment – Go over plan changes before next Board meeting on October 22nd.
Terri to email dates/times to schedule for meeting later

- I. Approve Fred Keller Payment Voucher for Contract 20-Capacity-3 in the amount of \$12,646.15 for 412 Grassed Waterway – **Board Action**
Motioned by Arendt and seconded by Fick to approve Fred Keller Payment Voucher for Contract 20-Capacity-3 in the amount of \$12,646.15 for 412 Grassed Waterway
Affirmative: Helbig, Zabel, Fick, Theismann, Arendt
Opposed: None
Motion Carried
- J. Setup Personnel Committee Meeting **Date/Time– Board Action**
Discussion on Staff timesheets. Theismann liked one staff report showing which landowners they have contacted. Federal project landowners cannot be listed. Arendt suggested that the board has a manager to handle day to day operations and questions raised were personnel related and should be discussed during a personnel committee meeting, with the District Manager prior, and/ or at a pre-planned closed session with proper employee notification. All personnel issues to come before board must be planned in advance.

XII. **Upcoming Events:**

- A. BWSR Academy (Online mornings only) October 27 – 29, 2020
Possibly use Criminal Justice Center Meeting Room
- B. **Application to County for COVID-19 Expenses from CARES funds.**
Would like to get a TV/Cart/Video Speaker so all employees can watch meetings and train together
- C. **Public Meeting for North Fork Zumbro at Mazeppa Channel Restoration at the Mazeppa City Hall Community Center. WSB Engineers showing their plan and design. 9-29-2020 at 7:00 pm**

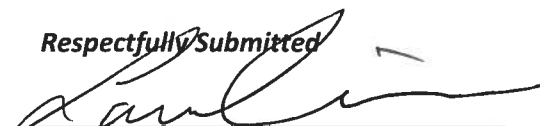
XIII. **Board Reports**

- A. WW – Lynn Zabel, (Alternate, Larry Theismann) – **No Report**
- B. Zumbro 1W1P- Larry Theismann, (Alternate, Terry Helbig)
Discussed Joint Powers Entity or Joint Powers Collaboration
- C. SE SWCD Technical Support JPB – Larry Theismann, (Alternate Chuck Fick)
Discussed Funding, Technical Assistance
- D. County Board Meeting – Terry Helbig, (Alternate, Lynn Zabel) – **No Report**

XIV. **Adjourn –Board Action**

Motioned by Arendt and seconded by Fick to adjourn at 9:45 am
Affirmative: Helbig, Zabel, Fick, Theismann, Arendt
Opposed: None
Motion Carried

Respectfully Submitted



Larry Theismann, Secretary