

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
December 17, 2020
8:15 AM
Wabasha County Courthouse
Board Room
625 Jefferson Ave.**

- I. **CALL MEETING TO ORDER** – *Meeting Called to order by Terry Helbig, Chair at 8:15 AM*
Supervisors Present: Terry Helbig, Chair, Lynn Zabel, Co-Chair, Larry Theismann, Secretary
Supervisors on Phone: Nate Arendt, Member
Staff Present: Terri Peters, District Manager
Others Present: Sharleen Klennert, Treasurer elect, Chet Ross, Member elect
Others on the Phone: Rich Hall, County Commissioner, Dan Springer, County Commissioner, John Benjamin, NRCS, 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.
County new technology to set up SWCD meeting on Zoom for next month

Motioned by Zabel and seconded by Theismann to approve the agenda as presented
Affirmative: Helbig, Zabel, Theismann
Opposed: None
Motion Carried

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

V. CONSENT AGENDA – Board Action

- A. 2021 Data Practice Policy for Data Subject
- B. 2021 Data Practice Policy for Members of Public
- C. 2021 request for release of data to government agency
- D. 2021 request for release of data
- E. 2021 Wabasha County Soil & Water Conservation District Data

Practices Policy Fee Schedule

- F. MN Campaign Finance Board – Statements of Economic Interest

Motioned by Zabel and seconded by Theismann to approve the Consent Agenda

Affirmative: Helbig, Zabel, Theismann

Opposed: None

Motion Carried

VI. SECRETARY'S REPORT

- A. November 19, 2020 Meeting Minutes-Board Action

Motioned by Theismann and seconded by Zabel to approve the November 19, 2020 Meeting Minutes

Affirmative: Helbig, Zabel, Theismann

Opposed: None

Motion Carried

VII. TREASURER'S REPORT:

- A. November District Financial Statements-Board Action

Motioned by Zabel and seconded by Theismann to approve the November District Financial Statements

Affirmative: Helbig, Zabel, Theismann

Opposed: None

Motioned Carried

VIII. PAYMENT OF MONTHLY BILLS

- A. Monthly Bills in the amount of \$16,430.86 - Board Action

Motioned by Zabel and seconded by Theismann to approve payment of the monthly bills in the amount of \$16,430.86

Affirmative: Helbig, Zabel, Theismann

Opposed: None

Motion Carried

- B. Accounts Payable – December Employee Insurance premiums. December 24th payroll will be run on December 22nd. Auditor/Treasurer Wabasha County \$428.85 check# 11295 will need to be ran on the 22nd. MN PEIP \$5,110.00 and Vision \$74.31 will be paid online on the 24th – Board Action/Sign Check

Motioned by Theismann and seconded by Theismann to approve December Insurance Premiums payments when due.

Affirmative: Helbig, Zabel, Theismann

Opposed: None

Motion Carried

IX. DISTRICT REPORTS

A. Chair Report – Terry Helbig

Participated in MASWCD Zoom meeting on Dec. 8, easier to hear, acoustics were good. Same Key Note Speaker – Dave Horsager on Trust, District Operations.

Business Meeting - Resolutions failed 9, 10, 13, 19, the rest passed.

Legislative Preview – Cooperation between agencies.

MASWCD Advocacy Tool Kit to help with lobbying over the year.

West Indian Creek Meeting.

Forestry usually second Friday in Feb. Talked to some members and it is not going to happen this year. Possibly partner with Fillmore County for summer program.

Would be 44th year of Forestry Day– Find some way to commemorate it.

B. County Commissioner – Rich Hall

Thanked Rich for his services. Fine representative over the years and appreciated his insight and support to the District.

Budget amount for District is around \$125k.

Don Springer noted that budget will be finalized in a week or two.

Hiring new Administrator, accepting applications through 12-28-20.

Don finds out in January if he will be our new representative.

C. District Manager Report – Terri Peters

Zoom meeting convenient, may be too convenient. Can schedule back to back meetings without a break.

End of Year items to be taken care of.

N. Fork Restoration Meeting to bring along – to approve contract.

1W1P Policy Committee Meeting for Mississippi/Winona/La Cresent starting now.

Had Technical / Local Work Group meeting for Greater Zumbro.

CWMA visits to check invasive species removal with Henry.

West Indian Meeting GIF Study.

Work with Kristen Determan on 319 plan which is in for comments from MPCA

Mississippi / Lake Pepin - MPCA going into RAP. Find what would be helpful and what is important to include in the RAP.

MASWCD zoom meeting.

Developing new partnerships – Phone calls scheduled.

Employee Evaluations.

Email from MPCA letting area know that MPCA affluent limit staff is working on Watershed Memo addressing status of Lake Zumbro.

Want a meeting to explain the memo. Want list of elected officials that should be on the list for meeting. Add Don Springer to mailing list.

D. NRCS Report – John Benjamin – *Handed out report*

At Phase 0 per FSA guidelines. 1 telework and 1 person in office

Stay at Phase 0 until 10 people per 1000 (10%). We are at 11.7%

E. Keely Hansen – District Technician – *report given by Terri*

F. Matthew Kempinger – District Technician – *report in packet*

G. Henry Stelten – Natural Resources Technician – *report given by Terri*

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

X. OLD BUSINESS

- A. Update on office situation during COVID-19 pandemic – Terry Peters
***Kept Board up with changes. FSA and NRCS have rotating schedules.
To keep our staff safe, we are doing the same, rotating schedules.
Doors locked. Sanitization schedule. Clean door handles.
Meeting landowners at their property, coming in to get company vehicle.***
- B. Update on West Indian 319 Small Focus Watershed
***Submitted interest on doing 9- step plan for West Indian Creek which is a priority watershed in the county. Had submitted Clean Water Application and had done extensive outreach. Good start at data and outreach and cooperation with landowners. Long term monitoring by DNR and MPCA.
2- page summary of interest for 9- step plan. Selected last Feb. Worked with Kristen Determan of MPCA on the plan. Got aggregation. Meetings. Sent and came back from MPCA, funded implementation table 10 years, federally funded 16 years - 40% match to federal fund required. State cost share, staff time, landowner cost share. SE Landscape with DNR and BWSR staff looked for quality parcel best suited for forestry management. GIS Analysis.***
- C. MASWCD Zoom Meeting
Terry Helbig reported on his district chair report

XI. NEW BUSINESS

- A. Set Meeting Dates/Times for 2021 (Tentative Schedule) – **Board Action**
***4th Thursday of month at 8:15 AM. Fine for newly elected supervisors for this meeting schedule for 2021
Motioned by Theismann and seconded by Zabel to Approve Meeting Dates and Times for 2021
Affirmative: Helbig, Zabel, Theismann
Opposed: None
Motion Carried***
- B. Approve Anthony Burke Voucher Payment for Contract 18-Capacity-3
In the amount of \$900.00 (final payment- 340 Cover Crops)– **Board Action**
***Motioned by Zabel and seconded by Theismann to approve Anthony Burke voucher final payment for Contract 18-Capacity-3 in the amount of \$900.00
Affirmative: Helbig, Zabel, Theismann
Opposed: None
Motion Carried
Discussion: Anthony was unable to plant last year (2019) because of the weather and did not receive funds. Extension to plant 2020 and 2021. Board approved and signed the amendment. Funds need to be paid out by the end of the 2020 or they will need to be sent back.***

Tabled for further information

There was an extension Oct. 2019 for the 2018 Capacity Grant until 12/21/2021. Need motion for partial payment for 2021 of \$900.00 to be paid at end of 2021, with contingency that upon inspection, the cover crops are planted. If not planted, then Anthony would have to pay back the amount paid in 2018 and 2020.

Motioned by Theismann and seconded by Zabel to rescind the final payment of 18-Capacity-3 for Anthony Burke in the amount of \$900.00 stated as final payment

Affirmative: Helbig, Zabel, Theismann

Opposed: None

Motion Carried

Motioned by Theismann and seconded by Zabel to approve Anthony Burke voucher payment for contract 18-Capacity-3 in the amount of \$900.00 a partial payment for 2nd year planted cover crops. (340 Cover Crops)

Affirmative: Helbig, Zabel, Theismann

Opposed: None

Motion Carried

- C. Approve Mulholland Farms Voucher Payment for Contract 19-Capacity-9 in the amount of \$900.00 (2nd year 340 Cover Crops) – **Board Action**
Motioned by Zabel and seconded by Theismann to approve Mulholland Farms voucher payment for Contract 19-Capacity-9 in the amount of \$900.00 (2ND year 340 Cover Crops)
Affirmative: Helbig, Zabel, Theismann
Opposed: None
Motion Carried
- D. Approve George Meyer Voucher Payment for Contract 20-CWMA-4 in the amount of \$1,000.00 (314 Brush Mgmt) – **Board Action**
Motioned by Theismann and seconded by Zabel to approve George Meyer voucher payment for Contract 20-CWMA-4 in the amount of \$1,000.00 (314 Brush Mgmt)
Affirmative: Helbig, Zabel, Theismann
Opposed: None
Motion Carried
- E. Approve Deborah Allan Voucher Payment for Contract 20-CWMA-6 in the amount of \$182.49 (314 Brush Mgmt) – **Board Action**
Motioned by Zabel and seconded by Theismann to approve Deborah Allan voucher payment for Contract 20-CWMA-6 in the amount of \$182.49 (314 Brush Mgmt)
Affirmative: Helbig, Zabel, Theismann
Opposed: None
Motion Carried

- F. Review WSB's recommendation of Construction Contractor for N. Fork Zumbro @ Mazeppa Restoration and approve selected Contractor – Bids tabulation and Engineer's Letter of Recommendation– **Board Action**

Bid Tabulation. WSB the engineer on the project put bid out. Mazeppa pre-bid meeting, had 13-14 contractors showed up. Bids ranging from \$251,299.41 to \$917,918.50. 18 bids received, which were checked over for accuracy. WSB sent recommendation letter. Looked through website, shows contractor has experience, there is no reason not to choose this contractor. Lowest bid was Environmental Troubleshooters out of Duluth for \$251,299.41. Next step permits. We have Army Corps permit and will be receiving DNR permit soon. Will be going through contracting with the contractor to get timeline and should be starting project in January. WSB as well as DNR will be overseeing the project. Channel restoration by the City of Mazeppa. Will have drone footage and NRCS will let us use their time-lapse camera. DNR has funds to do media to show project.

Motioned by Theismann and seconded by Zabel to go with WSB engineer's recommendation and approve to accept low bid from Environmental Troubleshooters in the amount of \$251,299.40

Affirmative: Helbig, Zabel, Theismann

Opposed: None

Motion Carried

(Chuck Fick joined meeting)

XII. Upcoming Events:

XIII. Board Reports

- A. WW – Lynn Zabel, (Alternate, Larry Theismann)
JPB Meeting. Same auditor next year. Too much money on hand. Due diligence to research to see how the flow of expenditures go. Cover crop approval payments. Financials.
- B. Zumbro 1W1P- Larry Theismann, (Alternate, Terry Helbig)
Money to be coming in Summer/Fall of 2021. Agreed by all partners to be JPB Collaboration. Working diligently. Next meeting tentatively January.
- C. SE SWCD Technical Support JPB – Larry Theismann, (Alternate Chuck Fick)
Meeting 12/16. Several people leaving/retiring., Chair, Vice-Chair and Supervisor. Elected temporary officers until January meeting. Generally meet 2 times a year. Three projects have remaining money, overrun caused by unforeseen soil problems and engineering errors. Remaining money allocated a little more money for at least one.
- D. County Board Meeting – Larry Theismann, (Alternate, Lynn) – ***No Report Thanked Rich Hall for coming to our meetings and being an advocate for us, and for his support over the years. Don Springer will be our county representative.***

Motioned by Zabel and seconded by Theismann to go in to closed session at 9:55 AM

Affirmative: Helbig, Zabel, Theismann

Opposed: None

Motion Carried

Discussion with Sharlene and Chet to move work planning session to January when they are on the board.

XIV. Closed Session – Board Action

- A. Personnel Review
 - i. Sue Cerwinske
 - ii. Henry Stelten
 - iii. Matt Kempinger
 - iv. Keely Hansen

The personnel committee presented the evaluation summaries to the board. All were favorable. New staff are still in probationary period and learning continues.

- B. District Manager – Terri Peters personnel review

The board conducted Terri Peters' annual evaluation, it was favorable.

Peters made a request to the board to pay out comp time of 73.81 hours. Part of this had been accrued since 2019 and would be payable regardless. It would be at a higher rate if wages increase. Already losing considerable annual leave at the end of the year.

- C. Adoption of 2021 Wage Scale

Henry, Matt and Keely are still in probationary period. They are not eligible for a step or grade increase. However, they would be eligible for the COLA increase and rate on the Wabasha County 2021 Wage Scale. Terri and Sue would be eligible for a step increase. Terri recommended a grade increase for Sue to Grade 8 Step 2. Terri would remain in Grade 16 and move to step 3. Matt, Henry, and Keely would remain at Grade 9 Step 1. These are according to a wage study completed by Springsted, Inc.

XV. Reopen Regular Meeting

Motioned by Zabel to reopen regular meeting, seconded by Fick

- A. Adoption of 2021 Wage Scale

Motioned by Zabel and seconded by Fick to the Adoption of 2021 Wage Scale

Affirmative: Helbig, Zabel, Fick, Theismann, Arendt

Opposed: None

Motion Carried

- B. Approve employee evaluations

Motioned by Theismann and seconded by Zabel to Approve employee Evaluations.

Affirmative: Helbig, Zabel, Fick, Theismann, Arendt

Opposed: None

Motion Carried

C. Approve 2021 salary recommendations

Motioned by Fick and seconded by Zabel to Approve 2021 salary recommendations.

Affirmative: Helbig, Zabel, Fick, Theismann, Arendt

Opposed: None

Motion Carried

Motioned by Theismann and seconded by Fick to pay out 73.81 hours comp time to Terri Peters

Affirmative: Helbig, Zabel, Fick, Theismann, Arendt

Opposed: None

Motion Carried

XVI. 2021 Work Planning Session

Motioned by Theismann and seconded by Zabel 2021 to table 2021 Work Planning Session until January 2021 meeting.

Affirmative: Helbig, Zabel, Fick, Theismann, Arendt

Opposed: None

Motion Carried

XVII. Adjourn – Board Action

Motioned by Arendt and seconded by Fick to adjourn

Affirmative: Helbig, Zabel, Fick, Theismann, Arendt

Opposed: None

Motion Carried

Respectively Submitted By,



Larry Theismann, Secretary