

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
District Regular Board Meeting
January 28, 2021
8:15 a.m.
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, Larry Theismann, Secretary, Sharleen Klennert, Chet Ross
Staff Present: Terri Peters, District Manager
Others Present by Phone: Bob Walkers, County Commissioner, John Benjamin, NRCS, Brian DeVetter, NRCS, Sheila Harmes, Winona County Water Planner-Whitewater Watershed, Adam Beilke, BWSR, Sue Cerwinske, Bookkeeper/Admin. Asst.

- II. **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 pandemic and State of Emergency Guidelines. Calling in is allowed under the open meeting law. Phone line set up for SWCD meetings by Wabasha County. Board was contacted about this suggested change and it was agreed that this was the best solution for the situation at this time.

- III. **PUBLIC COMMENTS**

Comments limited to 5 minutes per speaker

- IV. **CONSENT AGENDA -Board Action**
 - A. Roger & Rachel Walkes AgBMP Loan Application for 2009 Case IH 1250 Planter, No-till drill. Approved amount \$33,000.00.
 - B. Amendment P19-2416-2019 SWCD Local Capacity and Buffer Law Implementation for Wabasha SWCD. Changing expiration date from 12-31-2021 to amended expiration date of 12-31-2022
 - C. Gregory Schad AgBMP Loan Application. Approved amount \$20,000.00. for planter with no-till option.

- D. Freeborn SWCD MAWQCP Amendment to change contract expiration date from 1-01-2020 to 12-31-2020, to 1-01-2021 to 12-31-2021
- E. Mower SWCD MAWQCP Amendment to change contract expiration date from 1-01-2020 to 12-31-2020, to 01-01-2021 to 12-31-2021
- F. Fillmore SWCD MAWQCP additional \$2,500.00 funds with contract date of 01-01-2021 to 12-31-2021

Motioned by Zabel and seconded by Theismann to approve the consent agenda as it stands

Affirmative: Helbig, Zabel, Theismann, Klennert, Ross

Opposed: None

Motion Carried

V. SECRETARY'S REPORT

- A. December 17, 2020 Meeting Minutes-Board Action

Motioned by Zabel and seconded by Theismann to approve the December 17, 2020 Meeting Minutes – Secretary's Report

Affirmative: Helbig, Zabel, Theismann, Klennert, Ross

Opposed: None

Motion Carried

VI. TREASURER'S REPORT:

- A. December 2020 Program Record-Board Action

Motioned by Klennert and seconded by Zabel to approve the December 2020 Program Record

Affirmative: Helbig, Zabel, Theismann, Klennert, Ross

Opposed: None

Motion Carried

- B. District Financial Statements-Board Action

Motioned by Klennert and seconded by Theismann to approve the District Financial Statements

Affirmative: Helbig, Zabel, Theismann, Klennert, Ross

Opposed: None

Motion Carried

VII. PAYMENT OF MONTHLY BILLS

- A. Monthly Bills in the amount of \$102,436.28 -Board Action

Motioned by Theismann and seconded by Zabel to approve payment of the monthly bills in the amount of \$102,436.28.

Affirmative: Helbig, Zabel, Theismann, Klennert, Ross

Opposed: None

Motion Carried

VIII. DISTRICT REPORTS

- A. Chair Report – Terry Helbig – ***No Report***
Welcome to all.

- B. County Commissioner – Bob Walkes is the SWCD representative from county board for 2021
Farmer near Plainview and is a Conservationist
- C. District Manager Report – Terri Peters
*Reporting - End of Years Reports – Invoicing
Worked on the Budget
BWSR (26) for Reporting
1W1P Meetings
Keep up with North Fork Zumbro at Mazeppa. Excavation to start 1-28-2021
Drone footage by Beau Kennedy (Admin).
Conversations on the Lower Zumbro Outreach – Flood Plain and 319 West Indian Creek projects.
Keely replacement – Matt & Henry divided up the work for right now. Won't start looking for a couple of months.
Chet Ross would like to go out in the field with Techs to see what they do.*

*Adam Beilke, BWSR – Handles Water Planning & Grants, Operational questions for our area. (Question from last month on extending cover crops payments)
Cover crops use BWSR grant, requires 3-year commitment to see how it works in their operation. Annual payment when seeded in and are established. BWSR allows all three years to be paid ahead of time. Contract requires that you need to do the cover crops, if not done, then they would need to pay the money back. Annual or 1 payment a year and follow up for 2 remaining years. Weather challenges. Encourage SWCD's to extend a year to see if they can get cover crops in. Landowners need to see how cover crops would work in their operation*

- D. NRCS Report – John Benjamin – *Report in Packet*
- E. Ecological Technician Report – Henry Stelten
- F. District Technician Report- Matt Kempinger
- G. Bookkeeper/Administrative Assistant -Sue Cerwinske – *Report given at Meeting*

IX. OLD BUSINESS

- A. Wabasha SWCD Governance Letter
- B. Wabasha SWCD Internal Control Letter 2019 to Board
- C. Wabasha SWCD Final Audited Financial Statements for 2019
- D. Smith & Schafer Letter of Representation – **Board Action/Signature**
*Motioned by Zabel and seconded by Theismann to sign the Smith & Schafer Letter of Representation.
Affirmative: Helbig, Zabel, Theismann, Klennert, Ross
Opposed: None
Motion Carried*
- E. Jen Wahls Contract for Services – Zumbro Flood Plain Outreach continuing program with additional funding of \$5,000.00 – **Board Discussion**

Motioned by Theismann and seconded by Zabel to spend \$2,500.00 from Capacity Fund to use in addition to The Nature Conservancy \$2,500.00 for the Zumbro Flood Plain Outreach Continuing Project

Affirmative: Helbig, Zabel, Theismann, Klennert, Ross

Opposed: None

Motion Carried

X. NEW BUSINESS

A. Election of SWCD Board Officers for 2021 – Board Action

i. Chairman –

Motioned by Zabel and seconded by Ross to nominate Terry Helbig to serve as Chairman for another year – 2021.

Affirmative: Zabel, Klennert, Ross

Opposed: Theismann

Motioned Carried

ii. Vice Chairman

Motioned by Theismann and seconded by Ross to nominate Lynn Zabel to serve as Vice-Chair for another year – 2021.

Affirmative: Helbig, Theismann, Klennert, Ross

Opposed: None

Motion Carried

iii. Secretary –

Motioned by Klennert and seconded by Ross to nominate Larry Theismann serve as Secretary for another year – 2021.

Affirmative: Helbig, Zabel, Klennert, Ross

Opposed: None

Motion Carried

iv. Treasurer –

Motioned by Zabel and seconded by Theismann to nominate Sharleen Klennert to serve as Treasurer for 2021.

Affirmative: Helbig, Zabel, Theismann, Ross

Opposed: None

Motion Carried

B. 2021 Committee Appointments-Board Action

i. Personnel committee – Lynn, Larry were appointed

ii. Finance Committee – Sharleen, Chet were appointed

iii. Whitewater Watershed – Lynn was appointed with Alternate Larry

iv. Zumbro One Watershed, One Plan – Larry was appointed, Alternate Lynn

v. SE SWCD Technical Support JPB – Larry was appointed, Alternate Lynn

vi. County Board Meeting Representative – This is a member of our board who will go to county meetings – Larry was appointed, Alternates Terry and Sharleen

C. eLink Grant Reporting Signature Authority Resolution 01282021-1-Board Action

Motioned by Theismann and seconded by Klennert to give Terri Peters eLink Grant Reporting Signature Authority Resolution 01282021-1

Affirmative: Helbig, Zabel, Theismann, Klennert, Ross

Opposed: Noe

Motion Carried

- D. Designation of Official Newspaper Resolution 01282021-2 (The Wabasha County Herald) - Board Action

Motioned by Zabel and seconded by Ross to approve the Designation of Official Newspaper Resolution 01282021-2 to be The Wabasha County Herald.

Affirmative: Helbig, Zabel, Theismann, Klennert, Ross

Opposed: None

Motion Carried

- E. Designation of Official Bank Depositories Resolution 01282021-3-Board Action
Motioned by Klennert and seconded by Theismann to approve the Designation of Official Bank Depositories Resolution 01282021-3

Affirmative: Helbig, Zabel, Theismann, Klennert, Ross

Opposed: None

Motion Carried

- F. Designation of Signatories for Bank Accounts Resolution 01282021-4 – Board Action
Motioned by Theismann and seconded by Zabel to approve the Designation of Signatories for Bank Accounts Resolution 01282021-4

Affirmative: Helbig, Zabel, Theismann, Klennert, Ross

Opposed: None

Motion Carried

- G. Per Diem rates 75.00 and Mileage .56 for 2021 Resolution 01282021-5- Board Action

Motioned by Theismann and seconded by Klennert to approve Per Diem rates 75.00 and mileage .56 for 2021 Resolution 01282021-5

Affirmative: Helbig, Zabel, Theismann, Klennert, Ross

Opposed: None

Motion Carried

- H. Contract extension authority policy 1/28/2021 – Board Action

Motioned by Theismann and seconded by Ross to grant Terri Peters authority to sign contract extensions according to the Contract extension authority policy 1/28/2021

Affirmative: Helbig, Zabel, Theismann, Klennert, Ross

Opposed: None

Motion Carried

- I. Operational Rules and Guidelines for 2021 – Board Action
Motioned by Zabel and seconded by Theismann to approve the Operational Rules and Guidelines for 2021.
Affirmative: Helbig, Zabel, Theismann, Klennert, Ross
Opposed: None
Motion Carried
- J. Bank Signatories — Board Action
Terri has paperwork for Bank Signatories
Peoples State Bank – Entity Authorization - All Sign
Motioned by Theismann and seconded by Zabel to approve Bank Signatories
Affirmative: Helbig, Zabel, Theismann, Klennert, Ross
Opposed: None
Motion Carried
- K. Approve Tom Hunter Voucher payment for Contract 20-CWMA-2 (314 Brush Management) in the amount of \$1,500.00 – Board Action
Motioned by Theismann and seconded by Klennert to approve Tom Hunter Voucher payment for Contract 20-CWMA-2 (314 Brush Management) in the amount of \$1,500.00
Affirmative: Helbig, Zabel, Theismann, Klennert, Ross
Opposed: None
Motion Carried
- L. 1W1P Mississippi River-Winona La Crescent Watershed Memorandum of Agreement – Board Action/Signature
This had been approved earlier by the board. Attorneys had input on language and there was some language clarification.
Motioned by Klennert and seconded by Theismann to approve to sign the 1W1P Mississippi River – Winona La Crescent Watershed Memorandum of Agreement.
Affirmative: Helbig, Zabel, Theismann, Klennert, Ross
Opposed: None
Motion Carried

- M. Hiawatha Valley Resource Conservation and Development Council – Participation for 2021 – Dues \$300.00 – Hiawatha Valley RC&D (potential committee) -**Board Discussion**

They meet every two months. Help with grazing. Focus on business and market. Help in getting grant money.

Motioned by Theismann and seconded by Zabel to approve dues of \$300.00 for participation in the 2021 for Hiawatha Valley Resource Conservation and Development Council.

Affirmative: Helbig, Zabel, Theismann, Klennert, Ross

Opposed: None

Motion Carried

- N. Amendment #1 to Sub-Agreement between The Southeast SWCD Technical Support JPB and The Wabasha Soil and Water Conservation District for the RCPP program: Lower Mississippi River Feedlot Mgmt in MN – **Board Action**
Polson Project. Amendment to sub-agreement for tech work, for Houston County and Matt.

Motioned by Theismann and seconded by Zabel to approve Amendment #1 to Sub-Agreement between The Southeast SWCD Technical Support JPB and The Wabasha Soil and Water Conservation District for the RCPP program: Lower Mississippi River Feedlot Mgmt in MN

Affirmative: Helbig, Zabel, Theismann, Klennert, Ross

Opposed: None

Motion Carried

- O. Upcoming Events

i. Minnesota Campaign Finance Board Annual Recertification was due by January 25, 2021

ii. MASWCD Legislative “Day on the Hill” virtual meeting – March 8, 2021

Terry stated, maybe we could meet/zoom with Goodhue County SWCD

XI. Board Reports

- A. WW – *Sheila Harmes*

Rich Hall attended Dec meeting, his last meeting

February 18 next Whitewater Meeting, Bob Walkes to attend

Agenda for February, Whitewater Drinking Water Protection, partnering with Wabasha SWCD. -Grant end date December, 2020

Amendment to extend to 2023.

Amendment for Technical Assistance work for Whitewater

- B. Zumbro 1W1P- *No Report*

- C. SE SWCD Technical Support JPB – *No Report*

- D. County Board Meeting – *No Report*

- E. *Hiawatha Valley RC&D – Terry, Alternate Lynn and Bob Walkes, County Commissioner*

XII. 2021 Work Planning Session

Went over the annual work plan and discussed how it relates to our Comprehensive Local Water Management Plan. We have been realistically able to meet goals identified in the plan. Once the 1W1Ps are adopted, it may change somewhat. Board consensus on that.

XIII. Budget Approval – Board Action

Terri will have more accurate numbers and would replace once reporting is complete. Largely accurate for base budget, but it is fluid as we have funds come in throughout the year as grants are obtained. Terri chooses to have a zero budget, more time consuming, but gives good idea of where we are and what we should be doing.

Motioned by Klennert and seconded by Ross to accept budget proposed by Terri.

Affirmative: Helbig, Zabel, Theismann, Klennert, Ross

Opposed: None

Motion Carried

XIV. Adjourn – Board Action

Motioned by Theismann and seconded by Zabel to adjourn the meeting at 11:15 am

Affirmative: Helbig, Zabel, Theismann, Klennert, Ross

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