

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
June 25, 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, Called-In: 8:25 am Nate Arendt, Member
Staff Present: Terri Peters
Others Present: Rich Hall, County Commissioner
Those calling in: Phillis Brey, NRCS 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.

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

- V. **CONSENT AGENDA – Board Action, Signature**
 - A. Whitewater Joint Powers Board Cover Crop (2020 – 2022 Sub-Agreement between Whitewater Joint Powers Board and Wabasha County Soil & Water Conservation District – See Sheila's email explanation of changes - Revised sub-agreement that the Attorney reviewed as to form. (Changes in yellow)
Terri brought to board earlier and Wabasha already signed. Attorney and Daryl found small edits. Similar version with Olmsted and Winona SWCDs. Whitewater Board approved and signed 6/18/20 Asking for Wabasha signature on edited Sub-Agreement so that there is consistent language.

- B. Conservation Corps Minnesota & Iowa Invoice# 11807 \$980.00 Treatment of Poison Hemlock – West Indian Creek for May, 2020
This was already approved at an earlier meeting. Just wanted to point out it is now being paid with the monthly bills this month

(Note: Moved Original Consent Agenda Items B, D, E to New Business D, E, F)

Motioned by Fick and seconded by Zabel to approve Consent Agenda as amended.

Affirmative: Helbig, Zabel, Fick, Theismann, Arendt

Opposed: None

Motion Carried

VI. SECRETARY'S REPORT

- A. May 25, 2020 Meeting Minutes-Board Action
Motioned by Fick and seconded by Theismann to approve the Secretary's Report for May 25, 2020 Meeting Minutes
Affirmative: Helbig, Zabel, Fick, Theismann
Opposed: None
Motion Carried
- B. June 11, 2020 Special Meeting Minutes – Board Action
Motioned by Fick and seconded by Theismann to approve the Secretary's Report for Jun 11, 2020 Special Meeting Minutes
Affirmative: Helbig, Zabel, Fick, Theismann
Opposed: None
Motion Carried

VII. TREASURER'S REPORT:

- A. April Program Record-Tabled at May Meeting -Board Action
Revision since sending to board members the first time.
Motioned by Theismann and seconded by Fick to approve the April Program Record
Affirmative: Helbig, Zabel, Fick, Theismann
Opposed: None
Motion Carried
- B. May Program Record – Board Action
Motioned by Fick and seconded by Theismann to approve the May Program Record
Affirmative: Helbig, Zabel, Fick, Theismann, Arendt
Opposed: None
Motion Carried
- C. May District Financial Statements-Board Action
Motioned by Zabel and seconded by Theismann to approve the May District Financial Statements
Affirmative: Helbig, Zabel, Fick, Theismann, Arendt
Opposed: None
Motion Carried
- D. Program Funding Available for Cost Share – Informational
Nothing printed for this month

VIII. **PAYMENT OF MONTHLY BILLS**

- A. Monthly Bills in the amount of \$18,072.14-Board Action
Motioned by Zabel and seconded by Fick to approve payment of the monthly bills in the amount of \$18,072.14
Affirmative: Helbig, Zabel, Fick, Theismann, 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
Completed budget request for County due 5/31/20
CWMA contracts
Couple Wetland determinations, Application for solar garden, pollinator habitat and potential problem across the street
Mitch's Termination Paperwork, Exit interview
Job Postings
Stream Monitoring for MPCA
1W1P – Working with Sheila on Miss/Winona/La Crescent, Sheila submitted Greater Zumbro – Policy Committee meeting. Presentation on the option for policy committee for how they want to organize. Needs to be written in the plan. Part of funding to be distributed. Working way through priorities
Sheila submitted for a portion of Whitewater with Wabasha, Olmsted and Winona. Initial phone call with MPCA to go through interview process as part of that.
Meetings North Fork Zumbro at Mazeppa project.
WSB – DNR says there should be a lot more work done. Hope to go to bid soon.
Program Record
- D. NRCS Report – Phillis Brey – *Report hand out*
- E. Bookkeeper/Administrative Asst. – Sue Cerwinske – *Report given*

X. **OLD BUSINESS**

- A. Update on office situation during COVID19 pandemic – Terri Peters
Cleaning, door locked, meeting landowners in the hall with appointment.
Ask screening questions, if they are comfortable for us to be on site.
- B. GMC Truck – Update
Silver one is sold. Paul Busch ran Carfax report on Charcoal Silverado.
Nothing in report, no accidents. Looks like it was a lease. Warranty is 3-year 36,000 miles bumper to bumper and 5-year 60,000 miles for engine and transmission. Mitch had looked for a tool box. It was approved in an earlier meeting. Said truck should not have liner, tool box bolts to bed. Boxes made specifically for model of truck without liner. Pull out liner, look at bed., spray on liner? We will have new rules about cleaning the truck.
Price with trade in is \$18,900.00.

Motioned by Zabel and seconded by Fick to approve the purchase of replacement truck and spend up to \$20,000.00 with trade in and have Larry Theismann work on parameters to get best for SWCD from trade in with Paul
Affirmative: Helbig, Zabel, Fick, Theismann, Arendt
Opposed: None
Motion Carried

- C. Hiring Update
Finished revising job descriptions after Special Meeting. Job Posting went out Friday June 12th. Open until filled. A lot of applications are coming in. Wait and go through 2 weeks of applications and then set up interviews. First applicants were send emails that they could re-apply with new job descriptions. Bring over to Shawn and Katie to score. Keep doing interviews until we get the right person.

XI. NEW BUSINESS

- A. Approve Payment Voucher for Sharon Melvin for \$1,575.00 for 18-CWMA-6 7 acres woody invasive mgmt. NRCS Practice 314– **Board Action**
Motioned by Fick and seconded by Zabel to approve payment voucher for Sharon Melvin for \$1,575.00 for 18-CWMA-6 - 7 acres woody invasive mgmt. NRCS practice 314
Affirmative: Helbig, Zabel, Fick, Theismann, Arendt
Opposed: None
Motion Carried
- B. Approve Payment Voucher for Joe Liffrig for \$1,000.00 for 2019-SEWS-1, Well Decommissioning, NRCS practice 351 – **Board Action**
SE Well Sealing Program, Maximum of \$1,000.00
Motioned by Theismann and seconded by Fick to approve payment voucher for Joe Liffrig for \$1,000.00 for 2019-SEWS-1, Well Decommissioning, NRCS practice 351
Affirmative: Helbig, Zabel, Fick, Theismann, Arendt
Opposed: None
Motion Carried
- C. Contract for approval for Megan Herbers 20-CWMA-5 for NRCS practice 314 Brush Management on .24 acres in the amount of \$526.50 – **Board Action**
Prolific Buck Thorn. Big trees will take at least 8 hours chain sawing Use NRCS rules 75% of total. Different methods, different calculations.
Motioned by Fick and seconded by Zabel to approve Contract for Megan Herbers 20-CWMA-5 for NRCS practice 314 Brush Management on .24 acres in the amount of \$526.50
Affirmative: Helbig, Zabel, Fick, Theismann, Arendt
Opposed: None
Motion Carried

- D. Resolution 06252020-1 A Resolution for Recruitment and Screening Applicants
Based on discussion at the June 11 special meeting, Terri and Personnel Committee are able to hire already budgeted positions without having to go back to Board or have a special meeting.

Motioned by Zabel and seconded by Theismann to approve Resolution 06252020-1 A Resolution for Recruitment and Screening Applicants after Special Meeting recommendations

Affirmative: Helbig, Zabel, Fick, Theismann, Arendt

Opposed: None

Motion Carried

- E. Resolution 06252020-2 Technical Quality Assurance
Recommended by Adam to have Jen Wahls use her credentials JAA to sign off on projects and Mitch Rigelman is willing to come in weekends to fly drone. Will save us money if we use them for their specialized areas. Rich asked when we get these two positions filled, are we going to still need the contract for services? Do we need both? Terri said not long term. Need someone with technical authority to sign. It will take time for new hires to get credentials. They may not be familiar with what we do. Will require training. Someone will need to be trained on drone, take classes.

Motioned by Theismann and seconded by Arendt to approve Resolution 06252020-2 Technical Quality Assurance.

Affirmative: Helbig, Zabel, Fick, Theismann, Arendt

Opposed: None

Motion Carried

- F. Contract for Services – Jennifer Wahls
Work as Needed. 3- year Cover crops, help sign off in the Fall. She already has good relationships with the landowners. Contracted one for interseeding. Jen has technical certification to sign off projects. Could possibly train new hire on cover crops. Time available weekends and New hire availability. Contract for Services for 1 year and will reexamine annually.

Motioned by Theismann and seconded by Zabel to approve Contract for Service for Jennifer Wahls

Affirmative: Helbig, Zabel, Fick, Theismann, Arendt

Opposed: None

Motion Carried

XII. Upcoming Events:

A. *Local Work Group – Tuesday June 30 at 9:00 am*

XIII. Board Report

A. WW –

Lynn stated that the haven't had a meeting in person since February 20, had meeting on June 18

Surface Water Agreement Grant

Drinking Water Protection Grant

Nitrogen Test Spot – postponed because of COVID-19, will do next year.

Sheila commented that Jake Overgaard moving on to Mosa, certifying organic growers. Jeff Vatch from Mankato is filling in to finish up deliverables for 319 nitrogen reduction grant. 2 test plots this year and couple next year. EPA will extend grant to end of next year so we can complete.

B. 1W1P-

Discussed earlier

XIV. Adjourn –Board Action

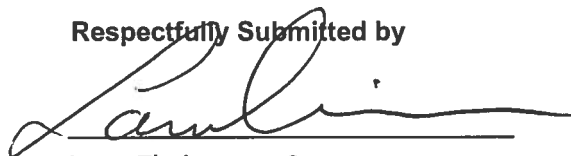
Motioned by Zabel and seconded by Arendt to adjourn the meeting at 9:32 AM

Affirmative: Helbig, Zabel, Fick, Theismann, Arendt

Opposed: None

Motion Carried

Respectfully Submitted by

A handwritten signature in black ink, appearing to read 'Larry Theismann', written over a horizontal line.

Larry Theismann, Secretary