



Waseca Soil and Water Conservation District

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Approved Minutes of the April 9, 2020 Waseca SWCD Board of Supervisors Meeting.

The Meeting of the Waseca County Board of Supervisors that was held via Zoom. The reason for this is due to the "Stay at Home" Order given by Governor Walz due to the COVID 19 Virus. The starting time of 6:30 was delayed due to office phone connection issues. Board Supervisor, Todd Stencil got all connected via Zoom and the meeting commenced at 7:15 pm on April 9, 2020. The Meeting was called to order by Chairman Wayne Cords at 7:15 pm.

Members Present

Wayne Cords, Chairman
Todd Stencil, Treasurer
Keith Morgan, Secretary

Staff Present

Mark Schaetzke, District Manager
Tyler Polster, District Technician
Cheri Brummund, Admin Assist

Others Present

Brad Krause, Waseca County Commissioner
Ciara Ahrens, NRCS
Jennifer Mocol-Johnson, BWSR

Review of the March Agenda: Todd Stencil made a motion to approve the Agenda and Keith Morgan seconded. All-Yes

Review Minutes of the February Meeting: Keith Morgan made a motion to approve the Minutes and Todd Stencil seconded. All-Yes

Review February Treasurer's Report: Todd Stencil moved to approve the Treasurer's Report and Keith Morgan seconded. All-Yes

Bills: (see back) Keith Morgan made a motion to approve payment of the bills and Todd Stencil seconded. All-Yes

Old Business:

1. No old business

New Business:

1. Office Closures-Personnel work from home, Tyler and Cheri have ability to work from home-An addition to the Personnel Policy that covers the current COVID 19 Pandemic was approved by a motion made by Todd Stencil and seconded by Keith Morgan. All-Yes. The addition is attached to the minutes.
2. Order a laptop for Mark-Todd Stencil made a motion to let Mark order a new laptop at the cost of no more than \$1500.00. Keith Morgan seconded. All-Yes
3. Memorandum of Agreement USDA, NRCS, & Waseca SWCD Draft-Ciara Ahrens, NRCS addressed some points on the new agreement. She will be working on clarifications in the near future. -- noted

4. Le Sueur River Watershed MOA-Draft only-tabled until May Meeting
5. Closing of 2018 Buffer Law Grant-A motion to close the 2018 Buffer Grant was made by Todd Stencil and seconded by Keith Morgan. All-Yes.
6. Closing of 2020 Conservation Delivery Grant -A motion to close the 2020 Conservation Delivery Grant was made by Todd Stencil and seconded by Keith Morgan. All-Yes
7. Call for Resolutions-tabled until May Meeting
8. GBERBA 319-TMDL-16-81-09 Cover Crop-Curt Russell \$1350.00-Todd Stencil made a motion to approve and Keith Morgan seconded. All-Yes.
9. Contract #CS Contract for Myrwood Bange-Terrace and Waterway-\$25,143.00 : Waseca SWCD policy states that "The underground outlet (NRCS practice standard 620) is not cost sharable. Subsurface drains (NRCS practice standard 606) and inlets will be cost shared." The engineer's preliminary estimate for the terrace without tile was \$14,237.00. 75% of that is \$10,677.75. Contract # 2 (19). \$9652 to be encumbered from FY19 State Cost Share Grant and \$1025.75 to be encumbered from FY18 State Cost Share Grant. A motion was made by Wayne Cords to approve Terrace structure only for Cost Share at 75% of cost. Todd Stencil seconded. All-Yes.
10. Other

Supervisor/Meeting Reports:

None

Agency Reports/Commissioners:

1. Ciara Ahrens, NRCS spoke on EQIP and CSP funding that was done in Waseca County.

Staff Reports: Individual reports are attached to minutes.

1. Tyler Polster reported on the Buffer Compliance notices that have been sent to Waseca County for further investigation.
2. Cheri Brummund reported she has been working from home and all seems to be going well.
3. Mark Schaetzke reported on losco Creek issues.

Adjourn:

Todd Stencil made a motion to adjourn the meeting and Keith Morgan seconded. All-Yes. The meeting was adjourned at 8:30 pm by Board Chairman, Wayne Cords.

Next Board Meeting: Thursday, May 14, 2020 at 6:30 pm.

Upcoming Meetings:

April 14-Soil Health Forum-Preregistration required. (sent info to Supervisors)

April Bills:

| | | | |
|---------------------|--------------------------------------|---------------------------------|-------------|
| Clemons Properties | Rent | May Payment | \$ 665.00 |
| First National Bank | Tyler-Cheri-Mark H S A (\$283.33 ea) | May Payment | \$ 849.99 |
| Sportsman Stop | Truck Gas | April Statement | \$ - |
| Waseca Cty Recorder | copies of title transfers/Deed | Meyer | \$ 233.00 |
| Waseca Cty Auditor | 1st qtr medical insurance | | \$ 8,777.61 |
| Supervisor Vouchers | 1st qtr vouchers | | \$ 957.23 |
| Scott County | trees-pay on pickup 4-24-2020 | | \$ 360.00 |
| Schumacher Nursery | trees-pay after delivery 4-27-2020 | | \$ 2,563.50 |
| Wolcyn Nursery | trees-pay after delivery 4-27-2020 | + up to \$300.00 for more trees | \$ 7,157.10 |

| | | | |
|--------|-------------------------|--|--------------|
| DeWitt | Tree Materials Delivery | | \$ 425.91 |
| | | | \$ 21,989.34 |

Tyler Polster Staff Report:

-Tree Sale

- 85 Orders
- 5111 Total Trees
- Schumachers delivery Wednesday April 29th
- Wolcyn delivery either Monday April 27 or Tuesday April 28
- Hopefully be able to have pick up day Friday May 1st.

-Buffers

- Currently have 12 Parcels at county level for enforcement (BG, Woodville, Otisco, NR)
- 4 more have deadline to contact us of April 30 (Iosco, St Mary, Wilton, Byron)
- Working though “Compliance in Progress” parcels of Iosco, St Mary, Wilton, Byron. Contacted landowners directly to get update on parcels that may be partially compliant or other steps have been taken.

-RIM site inspection list has been received from BWSR

- Cheri has been helping put together maps and inspection forms
- We will send out letters notifying landowners that we will be inspecting

Cheri Brummund Staff Report

I've been working from home going on 3 weeks now. It is going ok. I have been busy working on Maps for the Easements and Inspection Forms, also keeping up with financials and I have completed the 1st quarter grant entries for BWSR. I usually go out to the office only when necessary to pick up printing or supplies. So far it has worked out. I will be doing letters to landowners for the easement inspections, getting those out in the near future. I have gotten the meeting set up all from home. I will be in the office meeting night, just because I want to make sure I have good and faster connections to phone and computer. I can do all calling and answer phones from home, which seems to be working okay. We have had a number of calls regarding tree pick ups. Tentatively, Tyler is scheduled, pickups to be May 1 but we will see what the weeks bring.

Manager's report March 2020

3-13-20 GBERBA Tech/Policy – Mankato

With the acre cap removed from the cover crop grant we are starting to see some applications of several hundred acres each. The group heard presentations from BWSR's Matt Drewitz on PTMApp watershed modeling, Le Sueur SWCD's Mike Schultz on a water storage easement through GBERBA, Chuck Brandel from ISG on incorporating water storage into county ditch improvement projects, and myself on the CD19 project.

3-18-20 – Iosco – Annex

Discussed project specs, timing, potential oversight, and other details. County permitting requires replacement of living trees destroyed through the project and stabilization of any disturbance. A large portion of the work area is covered by RIM easements and requires minimization of disturbance, stabilization of disturbance, and use of native species. It was suggested as a preferred option that Russ Guse and/or myself provide oversight of the project with compensation coming from the grant.

3-24-20 – soil health research collaboration

Staff from the MSU Mankato Water Resources Center, MSU professors, and local SWCD and NRCS staff participated in a teleconference. MSU staff are looking for farms to do research on and take students to for field days and are looking to work with local SWCD and NRCS staff to make the connections with landowners and identify local research needs. The closer to MSU the better, but they

would consider anywhere in Waseca County.

3-31-20 – Le Sueur River Watershed Network(LSWN)

I participated in a call with other LSWN members. Topics discussed included soil health, grant applications, We Are Water exhibit, 1W1P, WRAPS, Boot Creek, CD19, and River Park Drive.

4-6-20 – Cannon WRAPSII

I participated in a call with other stakeholders. MPCA is looking for input on where to do the monitoring and what things we would like to see in the final document. Partners can request additional monitoring locations until April 15th.

Soil Health and Income Protection Program Pilot (SHIPP) – FSA

FSA announced the new SHIPP program. It pays 50% of the soil rental rate or 75% for beginning, limited resource, socially disadvantaged, and veteran farmers. It does allow for some haying or grazing. It is limited to 15% of the eligible land per farm and the less productive land on the farm.

3,400,000 acres accepted for the General CRP Signup. 72 of the approximately 90 offers for General CRP were accepted. FSA is continuing to accept continuous offers for CRP including reenrollments.

COVID 19

Staff have been working through the COVID 19 Pandemic the best we are able to continue to fulfill the mission and services of the SWCD. We are trying to limit to one SWCD or NRCS staff in the office at any given time and one person in a work vehicle at a time. Customers can still contact us by phone, email, or mail. Our partners at BWSR, Waseca County, NRCS, and other SWCDs have implemented similar measures to limit contact.

WASECA COUNTY SWCD

COVID-19 Contingency Plan

POLICY #:

Plan Declared Active: April 9, 2020

Purpose: To develop a contingency plan to minimize work productivity reductions stemming from COVID-19. The Waseca SWCD Board Chair shall have discretion to declare this plan as active and it will remain in effect until the SWCD Board Chair declares it to be inactive.

1. **Implement Social Distancing:**

- Don't attend non-essential functions and meetings – participate remotely if possible.
- When hosting meetings, provide a means of remote participation.
- Use remote communications technologies – email, Skype, phone, conference call.
- Minimize contact with the workspace of others.
- Minimize physical contact with others – alternatives to handshakes – wave, nod, verbal greeting.
- Use phones to talk with co-workers in the office
- Limit one person per work vehicle when possible
- Stagger work schedules

2. **Provide employee discretion to work remotely** – If SWCD employees have the capability to access their computer, USDA shared drives, and USDA server remotely from their home they may work from home. Productivity will be reduced, particularly if remote work is at home with children or other distractions. Employees are trusted to log hours worked only to the extent that they were productive hours. Employees are to follow Exhibit A - the “Waseca County SWCD” Remote Policy Guidelines”.

3. **Direct employees with cold or flu symptoms to stay home.**

4. **For COVID-19 related absences** - Employees may use their sick leave for any mandated or doctor recommended quarantine. The employee is responsible to provide documentation.

5. **Site Sanitation and Hygiene:**

- Frequently wipe down often-used surfaces – tables, door handles, faucets, light switches – all staff should take the initiative on this
- All staff frequently and thoroughly wash hands
- Cough or sneeze into your elbow
- Don't touch your face
- SWCD provides cleansing wipes – subject to availability
- SWCD provides hand sanitizer and/or wipes - subject to availability
- Provide masks if requested – subject to availability

6. **Follow NRCS guidelines for having the office open to the public**

7. **Section 7.4.2 of the employee handbook** – Temporarily modify section 7.4.2 of the employee handbook which reads “All hours worked over forty (40) hours per week, or on a Saturday, Sunday, or holiday, shall be considered overtime for non-exempt employees”. For employees who voluntarily

work on a Saturday, Sunday, or holiday to assist in social distancing to not be considered overtime. Any scheduled events on those days shall remain considered overtime.

8. **Additional expense as the result of a mandate not to go to work** – In the result of a federal, state, county, or SWCD mandate not to go to work or office closure that the employee incurs additional expense directly related to telework, the SWCD may reimburse the employee for that expense. The employee is required to show documentation of the additional expense. Additional expense could include internet or printing costs.
9. **Other measures deemed practical by the District Manager and are consistent with the evolving guidance provided by professionals (CDC, MDH).**

EXHIBIT A –

Waseca County SWCD Remote Policy Guidelines

In the event of an emergency requiring work from home (such as a biological outbreak), a few requirements must be met. Please note that this policy differs from that of one that is designed for a permanent remote work environment. Each employee is required to observe the following:

Security

- 1.) Employee will ensure that computers and other equipment are stored securely.
- 2.) Whenever possible work will be performed on the office computer and not from a personal computer.
- 3.) Employee will ensure that any customer or staff Personally Identifiable Information (PII) is stored securely.
- 4.) The Teleworker's home address and telephone numbers are private information and are not to be given out without the expressed authorization of the teleworker.

General

- 1.) Employee is responsible to provide a work space that is as free from distractions as possible.
- 2.) General communication between workers will be done through Microsoft Outlook, Skype, or by contacting them via phone.
- 3.) Be available during normal work hours and respond to coworkers/clients in a timely manner.
- 4.) The employee can bring home necessary hardware and office supplies to complete the employee's tasks. All equipment and supplies shall be returned at the end of the telework agreement.
- 5.) The teleworker and manager agree to monitor performance standards
- 6.) Be cautious as you work from home. You will be conducting business as normal so you will need to adhere to the Employee Policies and Operational Manual