

Please call office at 651-560-2053 or email [susan.cerwinske.wabashaswcd@gmail.com](mailto:susan.cerwinske.wabashaswcd@gmail.com) if you have any questions on attending physically or by phone.

We have call-in capabilities for up to 10 people. [Phone# 651-560-1088](tel:651-560-1088) Access code # 0147478#. If you plan on attending in person and are not fully vaccinated, wearing a mask and socially distancing will be required.

**Wabasha Soil and Water Conservation District  
District Regular Board Meeting  
January 27, 2022  
8:15 a.m.  
County Conference Room  
625 Jefferson Ave.**

- I. **CALL MEETING TO ORDER** – *Lynn Zabel, Chair called meeting to order at 8:15 am*  
*Supervisors present: Lynn Zabel, Chair, Chet Ross, Co-Chair, Larry Theismann, Secretary, Sharleen Klennert, Treasurer, Dag Knudsen, member*  
*Staff Present: Terri Peters, District Manager*  
*Present by phone: Bob Walkes, County Commissioner, Brian DeVetter, NRCS and John Benjamin, NRCS, Sue Cerwinske, Bookkeeper/Admin. Asst.*  
*Others: Frank Klennert, Citizen*
  
- II. **PLEDGE ALLEGIANCE**
  
- III. **AGENDA**  
*Motioned by Theismann and seconded by Klennert to approve the Agenda.*  
*Affirmative: Ross, Theismann, Klennert, Knudsen, Zabel*  
*Opposed: None*  
*Motion Carried*
  
- IV. **PUBLIC COMMENTS**  
Comments limited to 5 minutes per speaker
  
- V. **CONSENT AGENDA -Board Action**
  - A. Fillmore SWCD MAWQCP additional \$2,500.00 funds with contract date of 01/01/2022 to 12/31/2022
  - B. Freeborn SWCD MAWQCP additional \$2,500.00 funds with contract date of 01/01/2022 to 12/31/2022
  - C. Olmsted SWCD MAWQCP additional \$2,500.00 funds with contract date of 01/01/2022 to 12/31/2022
  - D. Rice SWCD MAWQCP additional \$2,500.00 funds with contract date of 01/01/2022 to 12/31/2022
  - E. Root River SWCD MAWQCP additional \$2,500.00 funds with contract date of 01/01/2022 to 12/31/2022
  - F. Joint Powers Agreement between the State of Minnesota acting through its Commissioner of the Minnesota Pollution Control Agency and Wabasha Soil and Water Conservation District for the Mississippi River – Winona & La Crescent (WInLaC) Prioritization & Public Outreach Project

- G. Attachment A – Work Plan for the Mississippi River – Winona & La Crescent (WInLaC) Prioritization & Public Outreach Project
- H. Approve John Dose voucher payment for Contract# 19-Capacity-3 in the amount of \$660.00 for 340 Cover Crops (final payment)  
(Funding source FY19 Capacity)
- I. Approve Ted Mehrkens voucher payment for Contract# 19-DWP-CC-7 in the amount of \$900.00 340 Cover Crops (1<sup>st</sup> payment)  
(Funding source FY19 Drinking Water Protection SE MN)
- J. Approve Lars Polson voucher payment for Contract# LMFR-17RCPP-5WAB in the amount of \$109,973.16 for Feedlot Fix  
(Funding source Lower Mississippi River Feedlot Mgmt in MN – 2017)

***Discussion on Letter J. Lars Polson project***

***Motioned by Theismann and seconded by Ross to approve the Consent Agenda***

***Affirmative: Ross, Theismann, Klennert, Knudsen, Zabel***

***Opposed: None***

***Motion Carried***

**VI. SECRETARY'S REPORT**

- A. December 16, 2021 Meeting Minutes-Board Action

***Motioned by Theismann and seconded by Ross to approve the Secretary's Report***

***Affirmative: Ross, Theismann, Klennert, Knudsen, Zabel***

***Opposed: None***

***Motion Carried***

**VII. TREASURER'S REPORT:**

- A. District Financial Statements-Board Action

***Motioned by Theismann and seconded by Ross to approve the Treasurer's Report***

***Affirmative: Ross, Theismann, Klennert, Knudsen, Zabel***

***Opposed: None***

***Motion Carried***

**VIII. PAYMENT OF MONTHLY BILLS**

- A. Monthly Bills in the amount of \$277,645.65 -Board Action

***Motioned by Theismann and seconded by Klennert to approve payment of the monthly bills in the amount \$277,645.65.***

***Affirmative: Ross, Theismann, Klennert, Knudsen, Zabel***

***Opposed: None***

***Motion Carried***

**Motioned by Klennert and seconded by Ross to have Sue complete the minutes for the January 27<sup>th</sup>, 2022 meeting and email to all Supervisors to look over, comment, add or change if needed. When corrected she will send out for approval of board members. Once approved Larry Theismann can sign it. (The signed minutes are required for the payment request that will be sent to SE SWCD Technical Support JPB for reimbursement of our payment to Lars Polson in the amount of 109,973.16.)**

Affirmative: Ross, Theismann, Klennert, Knudsen, Zabel  
Opposed: None  
Motion Carried

IX. DISTRICT REPORTS

- A. Chair Report – Lynn Zabel - *report later in meeting*
- B. County Commissioner – Bob Walkes  
*Committees staying the same this year. Assigned to SWCD for 2022.*
- C. District Manager Report – Terri Peters  
*Working on End of Year Reporting  
Advisory Meeting – WinLaC  
Zumbro – Working on implementation plan, and working on work plan to send to BWSR for approval. Ranking, target priority projects. \$82,000 for Implementation of projects  
W. Indian Creek – Public information meetings at BJ's and Plainview Community Centers. Jen is compiling the questions and concerns. Some sent to DNR and MPCA for answers. Let people know that we are point of contact. Newsletter and Facebook to keep people up to date on project.*
- D. NRCS Report – John Benjamin (in packet)
- E. District Technician Report- Matt Kempinger (in packet)
- F. Natural Resources Conservation Technician Report – Henry Stelten (In packet)
- G. Bookkeeper/Administrative Assistant -Sue Cerwinske (in packet)

X. OLD BUSINESS

- A. Conservation Project – Lynn  
*Soil Health Coalition. Spoke to someone that remarked about changing farms into better practices.*
- B. Wabasha SWCD Governance Letter
- C. Wabasha SWCD Internal Control Letter 2020 to Board
- D. Wabasha SWCD Final Audited Financial Statements for 2020
- E. Smith & Schafer Letter of Representation – **Board Action/Signature**  
*Motioned by Klennert and seconded by Theismann to approve signing the Smith & Schafer Letter of Representation  
Affirmative: Ross, Theismann, Klennert, Knudsen, Zabel  
Opposed: None  
Motion Carried*

XI. NEW BUSINESS

- A. Election of SWCD Board Officers for 2022 – **Board Action**
  - i. Chairman –  
*Motioned by Theismann and seconded by Klennert to nominate Lynn Zabel to be Chairman for 2022*
  - ii. Vice Chairman – Chet Ross
  - iii. Secretary – Larry Theismann
  - iv. Treasurer – Sharleen Klennert

***Motioned by Theismann and seconded by Knudsen to have the SWCD Officers for 2022 remain the same as they were for 2021 as follows:***

***Chair – Lynn Zabel***

***Vice-Chair – Chet Ross***

***Secretary – Larry Theismann***

***Treasurer – Sharleen Klennert***

***Affirmative: Ross, Theismann, Klennert, Knudsen, Zabel***

***Opposed: None***

***Motion Carried***

**B. 2022 Committee Appointments-Board Action**

i. Personnel committee – Lynn and Larry

ii. Finance Committee – Chet and Sharleen

iii. Whitewater JPB - Lynn

iv. Zumbro 1W1P – Larry /***Alternate Dag Knudsen***

v. WinLaC 1W1P - Lynn

vi. SE SWCD Technical Support JPB - Larry

vii. County Board Meeting Representative – Larry/alternate Sharleen

viii. Hiawatha Valley RC&D – Lynn

***Motioned by Theismann and seconded by Klennert to have the Committee appointments stay the same for 2022 as they were for 2021, with the exception that Dag Knudsen be the alternate for the Zumbro 1W1P***

***Affirmative: Ross, Theismann, Klennert, Ross, Zabel***

***Opposed: None***

***Motion Carried***

**C. ELink Grant Reporting Signature Authority Resolution 01272022-1-Board Action**

***Motioned by Theismann and seconded by Ross to approve Terri Peters to have signature authority for ELink grant reporting, Resolution 01272022-1***

***Affirmative: Ross, Theismann, Klennert, Knudsen, Zabel***

***Opposed: None***

***Motion Carried***

**D. Designation of Official Newspaper Resolution 01272022-2 (Plainview News) - Board Action**

***Motioned by Theismann and seconded by Klennert to approve Designation of Official Newspaper be the Plainview News for 2022 Resolution 01272022-2***

***Affirmative: Ross, Theismann, Klennert, Knudsen, Zabel***

***Opposed: None***

***Motion Carried***

**E. Designation of Official Bank Depositories Resolution 01272022-3-Board Action**

***Motioned by Ross and seconded by Klennert to approve Designation of Official Bank Depositories Resolution 01272022-3***

***Affirmative: Ross, Theismann, Klennert, Knudsen, Zabel***

***Opposed: None***

***Motion Carried***

- F. Designation of Signatories for Bank Accounts Resolution 01272022-4 – **Board Action**  
**Motioned by Klennert and seconded by Ross to approve Designation of Signatories for Bank Accounts Resolution 01272022-4**  
**Affirmative: Ross, Theismann, Klennert, Knudsen, Zabel**  
**Opposed: None**  
**Motion Carried**
- G. Per Diem rates \$125.00 and Mileage .585 for 2022 Resolution 01272022-5- **Board Action**  
**Motioned by Theismann and seconded by Klennert to approve Per diem rates for meetings to be \$125.00 and Mileage .585 for 2022 Resolution 01272022-5**  
**Affirmative: Ross, Theismann, Klennert, Knudsen, Zabel**  
**Opposed: None**  
**Motion Carried**
- H. Contract extension authority policy 1/27/2022 – **Board Action**  
**Motioned by Theismann and seconded by Ross to approve Contract extension authority policy 1/27/2022**  
**Affirmative: Ross, Theismann, Klennert, Knudsen, Zabel**  
**Opposed: None**  
**Motion Carried**
- I. Operational Rules and Guidelines for 2022 – **Board Action**  
**Motioned by Klennert and seconded by Ross to table the Operational Rules and Guidelines for 2022.**  
**Affirmative: Ross, Theismann, Klennert, Knudsen, Zabel**  
**Opposed: None**  
**Motion Carried**
- J. Bank Signatories -- **Board Action**  
Peoples State Bank – Entity Authorization - All Sign  
**Motioned by Klennert and seconded by Ross to approve Bank Signatories**  
**Affirmative: Ross, Theismann, Klennert, Knudsen, Zabel**  
**Opposed: None**  
**Motion Carried**
- K. Environmental Troubleshooters Inc. Pay Voucher #7 in the amount of \$50,600.02 for work done up through 1/17/2022 on Scope Expansion Project – **Board Action/Signature**  
**Motioned by Theismann and seconded by Klennert to approve Environmental Troubleshooters, Inc. Pay Voucher #7 in the amount of \$50,600.02 for work done up through 1/17/2022 on Scope Expansion Project**  
**Affirmative: Ross, Theismann, Klennert, Knudsen, Zabel**  
**Opposed: None**  
**Motion Carried**

- L. Approve Wabasha County Contract for Services with Root River SWCD in Support of Surface Water Assessment Grant Program (WinLaC) – **Board Action/Signature**  
**Motioned by Klennert and seconded by Ross to approve Wabasha County Contract for Services with Root River SWCD in Support of Surface Water Assessment Grant Program (WinLaC)**  
**Affirmative: Ross, Theismann, Klennert, Knudsen, Zabel**  
**Opposed: None**  
**Motion Carried**
- M. Approve Bernard Sheehan Contract# 19-Capacity-11 in the amount of \$1,000.00 for 351 Well Decommissioning – **Board Action**  
(Funding source FY19 Capacity)  
**Motioned by Klennert and seconded by Ross to approve Bernard Sheehan Contract# 19-Capacity-11 in the amount of \$1,000.00 for 351 Well Decommissioning**  
**Affirmative: Ross, Theismann, Klennert, Knudsen, Zabel**  
**Opposed: None**  
**Motion Carried**
- N. Approve cancellation of Rachel Walkes Contract# 21-Capacity-5 in the amount of \$2,700.00 for 340 cover crops. Not able to meet guidelines for planting deadlines. – **Board Action**  
(Funding source FY21 Capacity)  
**Motioned by Theismann and seconded by Klennert to approve cancellation of Rachel Walkes Contract# 21-Capacity-5 in the amount of \$2,700.00 for 340 cover crops. Not able to meet guideline for planting deadlines.**  
**Affirmative: Ross, Theismann, Klennert, Knudsen, Zabel**  
**Opposed: None**  
**Motion Carried**
- O. Approve cancellation of the remainder of Anthony Burke’s Contract# 18-Capacity-3 for 340 cover crops for the 3rd year in the amount of \$900.00. Not able to meet guidelines for seed that was planted – **Board Action**  
(Funding source FY18 Capacity)  
**Motioned by Klennert and seconded by Theismann to approve cancellation of the remainder of Anthony Burke’s Contract# 18-Capacity-3 for 340 cover crops for the 3<sup>rd</sup> year in the amount of \$900.00. Not able to meet guidelines for planting deadlines.**  
**Affirmative: Ross, Theismann, Klennert, Knudsen, Zabel**  
**Opposed: None**  
**Motion Carried**

- P. Approve Joseph Young Contract# 21-SWD-1 in the amount of \$1,665.50 for Reverse Osmosis Water Treatment System – **Board Action**

(Funding source FY21 Safe Drinking Water for Private Well Users)

**Motioned by Theismann and seconded by Ross to approve Joseph Young Contract# 21-SWD-1 in the amount of \$1,665.50 for a Reverse Osmosis Water Treatment System**

**Affirmative: Ross, Theismann, Klennert, Knudsen, Zabel**

**Opposed: None**

**Motion Carried**

**Discussion on Safe Drinking Water for Private Well Users Grant:**

**Testing for manganese because results from Teepeota Point tested extremely high. Send out targeted mailing for people to test their water.**

**Finding that nitrates have gone up and testing for pesticides. Discussion on nitrate levels on areas where they live. Dag asked if anyone was aware of the MN Well Owner's Organization. Terri and Larry both had. Dag commented to contact the organization which would have the best equipment for locations of what the water problem is.**

- Q. Approve Lars Polson Contract# 19-319FL-4 in the amount of \$49,753.89 for Small Feedlot Fix – **Board Action**

(Federal Funding source 319 Small Feedlot Fix)

**Discussion: Terri explained about the funding for Lars to get closer to 75% of his project costs. The first part paid today was state funding and this new contract will go under the federal funding for feedlot fixes**

**Motioned by Theismann and seconded by Ross to approve Lars Polson Contract# 19-319GL-4 in the amount of \$49,753.89 for Small Feedlot Fix**

**Affirmative: Ross, Theismann, Klennert, Knudsen, Zabel**

**Opposed: None**

**Motion Carried**

**Dag had questions about contracts on how written and how signed.**

**Wording on contracts, signing release and liability insurance. Signature should be legible. Engineers should have liability insurance. Language on contracts should have legal review. Strict limitations on liability. Have constraints.**

**Terri stated that we have insurance through MCIT. The contract form is from BWSR. Our technicians work under engineers with Job Approval Authority.**

- R. Upcoming Events

- i. MASWCD Legislative "Day on the Hill"
- ii. February 3 – LSP Mazeppa Community Center 1:00 – 4:00 pm  
**Wabasha participating. Can take \$100 from advertising.**

- S. February 16 – Plainview Legion – Ray Archuleta, Soil Health Event.  
*Discussion: Wabasha SWCD will be participating in the event.  
Request from Board to take funds from W. Indian Creek grant. There is an amount for outreach to promote soil health. Olmsted County will contribute \$500.00. Lance Klessig and Angela White will look for additional funding from coops and project connections. Flyer being developed for sign up.  
Motioned by Theismann and seconded by Knudsen to take \$500.00 from the W. Indian Creek 319 grant budget for the February 16<sup>th</sup> Ray Archuleta event in Plainview to promote soil health.  
Affirmative: Ross, Theismann, Klennert, Knudsen, Zabel  
Opposed: None  
Motion Carried*

## **XII. Board Reports**

- A. Whitewater JPB – Lynn – **No meeting**
- B. Zumbro 1W1P – Larry  
*BWSR approved contract, should be getting funds in 2022  
Going to quarterly meetings instead of monthly. Projects over \$75,000 need board approval. Terri mentioned that can sign up through Olmsted for newsletter to keep up on project. Olmsted SWCD is administering. Interns doing articles and outreach for watershed projects. Working on tools used for ranking.*
- C. WinLaC 1W1P – Lynn  
*Meeting 1/10/22. Lynn reported that at this meeting they voted priorities of A, B, C in order by preference.  
Terri added that they prioritized from public input from kickoff meeting.  
Long process of putting priorities together and deciding where they fit in A, B, C order of priority.*
- D. SE SWCD Technical Support JPB – Larry  
*Larry reported that they talked about Lars Polson Project. Tech support helping our technicians. Matt and Henry do not have (JAA) Job Approval Authority. On the job training is getting lined up for them. Terri added Chris helps on the job training and overall resource concerns. Other SWCD's need our engineers, as they don't have licensed engineers either.*
- E. County Board Meeting – Larry (alternate Sharleen)  
*County didn't have any concerns of SWCD. More Federal grant money coming and they need to figure out how to spend it. IT issues – Broadband.  
Bob added that the County does appreciate the updates given at their meeting.*
- F. Hiawatha Valley RC&D – Lynn  
*Both Lynn and Bob attended meeting online.  
Talked about \$250,000 per year annual grant request for regional development. Appointed couple members for legislative contact.  
Kasson project ½ park, ½ trees. They decided to put in 2 ball fields. Will need to find another location for tree planting.  
Robert Harris idea for Food Hub – Commercial Kitchen. Wanted to buy a building int Kasson for ½ million. Compromised to allow Robert Harris to pursue it but only to offer financial management type expertise to help people for some sort of food*



*projects, that are already available. Meeting in Walker on 2/11 with other 2 RC&D's*

*Putting all together.*

*Bob Walkes added the it was a good meeting. Lots of good ideas. Need to see where things go and what becomes of some the ideas.*

*Dag asked isfwe operate under a work plan. Terri replied the we do have one. Will have to do it in February. Need to have a work plan work workshop, after a board meeting. Use work plan to direct staff. Dag would like a copy of our Local Water Management Plan.*

**XIII. Adjourn – Board Action**

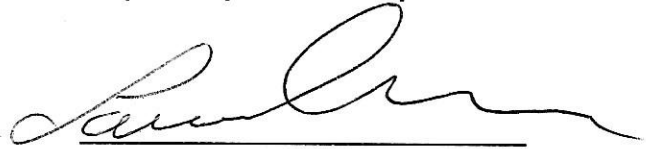
*Motioned by Klennert and seconded by Ross to adjourn the meeting at 10:45 am.*

*Affirmative: Ross, Theismann, Klennert, Knudsen, Zabel*

*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**