

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 Access code # 0147478#.

**Wabasha Soil and Water Conservation  
District Regular Board Meeting  
December 15, 2022  
8:15 am  
County Conference  
Room  
625 Jefferson Ave.**

**I. CALL MEETING TO ORDER**

*Meeting called to order at 8:17 am by Lynn Zabel, Chair*

*Supervisors Present: Sharleen Klennert, Treasurer, Dag Knudsen, member, Lynn Zabel, Chair. Note: Larry Theismann and Chet Ross were absent*

*Staff Present: Terri Peters, District Manager*

*Others Present: Frank Klennert, citizen*

*Others Present by Phone: Brian DeVetter, NRCS, Sue Cerwinske,*

*Bookkeeper/Admin.Asst., Bob Walkes, County Commissioner*

*Lynn Zabel noted that recessed at last meeting*

*Terri attended open meeting law session at the MASWCD convention and found out it was incorrect to recess the meeting. Minutes should have been taken and should have let people know where they were.*

**II. PLEDGE ALLEGIANCE**

**III. AGENDA**

*Motioned by Klennert and seconded by Knudsen to approve the agenda as presented.*

*Affirmative: Klennert, Knudsen, Zabel*

*Opposed: None*

*Motion Carried*

**IV. PUBLIC COMMENTS**

Comments limited to 5 minutes per speaker

**V. CONSENT AGENDA -Board Action**

*Items on the Consent Agenda are considered to be routine by the Board and may be enacted through one motion. Any item on the Consent Agenda may be removed by any of the Board members for separate consideration.*

- A. Jeremiah Leonhardt voucher payment for Contract# 21-Capacity-8 in the amount of \$900.00 for 340 Cover Crops, First Year of 3.  
(Funding source FY21 Capacity)
- B. Huneke Dairy/Paul Huneke voucher payment for Contract# 2022WAGZ-WC-9 in the amount of \$1,600.00 for 340 Cover Crops, First Year of 3.  
(Funding source WAGZ Watershed Based)
- C. Mike Rahman voucher payment for Contract# 19-DWP-CC-2 in the amount of \$900.00 for 340 Cover Crops, Final Year of 3.  
(Funding source FY19 Capacity)
- D. Huneke Bros. LLP/Micah Huneke voucher payment for Contract# 2022WAGZ-WC-5 in the amount of \$4,000.00 for 340 Cover Crops, First Year of 3.  
(Funding source WAGZ Watershed Based)

- E. Patricia Livingston voucher payment for Contract# 2022WAGZ-WC-02 in the amount of \$15,656.72 or 410 Grade Stabilization Structure  
(Funding source WAGZ Watershed Based)  
**Motioned by Klennert and seconded by Knudsen to approve the Consent Agenda**  
**Affirmative: Klennert, Knudsen, Zabel**  
**Opposed: None**  
**Motion Carried**

**VI. SECRETARY'S REPORT**

- A. November 17, 2022 Meeting Minutes – Board Action  
**Motioned by Knudsen and seconded by Klennert to approve the Secretary's Report**  
**Affirmative: Klennert, Knudsen, Zabel**  
**Opposed: None**  
**Motion Carried**

**VII. TREASURER'S REPORT – Board Action**

- A. November District Financial Statements  
B. November Program Record  
**Motioned by Knudsen and seconded by Klennert to approve the Treasurer's Report**  
**Affirmative: Klennert, Knudsen, Zabel**  
**Opposed: None**  
**Motion Carried**

**VIII. PAYMENT OF MONTHLY BILLS**

- A. Monthly Bills in the amount of \$ 40,003.55 - Board Action  
**Motioned by Knudsen and seconded by Klennert to approve Payment of the Monthly Bills in the amount of \$40,003.55**  
**Affirmative: Klennert, Knudsen, Zabel**  
**Opposed: None**  
**Motion Carried**
- B. December employee insurance premiums. December 23<sup>rd</sup> payroll.  
VSP \$64.04 will be paid online. Auditor/Treasurer Wabasha County \$559.85  
Check# 11752 will need to be cut on December 20th and dated 12/23/2022, please sign check today – Board Action  
**Motioned by Knudsen and seconded by Klennert to approve payment of December employee insurance premiums after December 23<sup>rd</sup> payroll is completed. VSP for \$64.04 online. Signed check #11752 for Auditor/Treasurer Wabasha County for \$559.85 to be filled in after 12/23 payroll has been ran.**  
**Affirmative: Klennert, Knudsen, Zabel**  
**Opposed: None**  
**Motion Carried**

**IX. DISTRICT REPORTS**

- A. Chair Report – Lynn Zabel  
**Attended the MASWCD annual convention. Troy Daniels talked about money available. May need to go in with partners or coalition to apply for money.**  
**Attended session of Hiring Employees and Keeping Quality Employees, What questions should be asked in the interview.**  
**Discussion on MASWCD convention:**  
**Sharleen attended business meetings. A lot of people stressed that the legislature is new and we need to take time to talk to them letting them know who we are and**

*what we do and why it is important to the legislators.*

*Dag agreed that we need to interact with the legislatures. Even getting to know them when they were running for election.*

*Lynn said it is the first time that there are more legislators to represent the cities, than there are for rural.*

*Terri noted that we might need to reach out to committees, like the Environmental.*

- B. County Commissioner – Bob Walkes

*Attended the annual AMC convention.*

*Personnel issues. Breakout sessions.*

*Session about recruitment and retaining employees.*

*Budget will be approved Dec. 30. 3% Levy. Truth & Taxation meeting Tues. night.*

- C. District Manager Report – Terri Peters

*Attended MASWCD Convention*

*Working with Jen Wahls to establish partnership for water monitoring as part of the West Indian Creek project. Joe Magner U of M Professor brought in River Falls Professor. The university would like to get students out there to get some experience. Landowners have also said they would do so and some hesitancy with them on having people regularly on their land.*

*Gorman Creek – request for Bid. Highway Dept system. Pre-bid meeting at the site. Quite a few contractors were there. Matt & Terri working on answering questions. 12-22 bid opening at the office.*

*Shared some important things learned in the MASWCD session on Open Meeting Law.*

- D. NRCS Report – John Benjamin – (in packet) *Brian DeVetter went over report.*

- E. District Technician Report- Matt Kempinger (in packet)

- F. Natural Resources Conservation Technician Report – Henry Stelten (in packet)

- G. Bookkeeper/Administrative Assistant -Sue Cerwinske

- H. BWSR Report – None

- I. Other agencies – None

**X. OLD BUSINESS**

- A. Conservation Project – Lynn (open to any Supervisor for ideas)  
Farm Magazine had a article on Stearns County same as convention.

**XI. NEW BUSINESS**

- A. Approve FY2021 Regional Safe Drinking Water for Private Well Users Grant  
Subagreement Amendment -**Board Action/Signature**

*Motioned by Klennert and seconded by Knudsen to approve the FY2021 Regional Safe Drinking Water for Private Well Users Grant Sub-agreement Amendment*

*Affirmative: Klennert, Knudsen, Zabel*

*Opposed: None*

*Motion Carried*

- B. 2023 Tentative Meeting Dates on the Fourth Thursday of the month – with exception of Thursday's that conflict with a holiday - **Board Action**

*Motioned by Klennert and seconded by Knudsen to table the 2023 Meeting date schedule until the January meeting so new board member, Seth Tentis can check if this schedule will work for him or if it needs to be adjusted.*

*Affirmative: Klennert, Knudsen, Zabel*

*Opposed: None*

C. Roller Crimper Trailer Rental – Board Discussion/Action

Discussion: \$250.00 Rental for the trailer for the year in lieu of \$20.00 per rental for helping to load.

Motioned by Knudsen and seconded by Klennert

Affirmative: Klennert, Knudsen, Zabel

Opposed: None

Motion Carried

D. SWCD Drone & Tablet – Board Discussion/Action

*Motioned by Klennert and seconded by Knudsen to spend up to \$250.00 for the purchase of the SWCD Drone & Tablet.*

*Affirmative: Klennert, Knudsen, Zabel*

*Opposed: None*

*Motion Carried:*

E. Approve Draft Audit Financial Statements for year ended 12-31-21 -Board Action  
(Drafts of Internal Control Letter and Governance Letter)

Motioned by Klennert and seconded by Knudsen to approve the Draft Audit Financial Statements for year ended 12-31-21.

Affirmative: Klennert, Knudsen, Zabel

Opposed: None

Motion Carried

F. Upcoming Events:

- i. Oct – Dec Expense Report due to Sue by 12:00 pm, Tuesday, December 20
- ii. Monday, December 26 office closed, Christmas observed
- iii. Monday, January 2, 2023 office closed, New Year's observed

**XII. Board Reports**

A. Whitewater JPB – Lynn

*1:00 Meeting today, 12-15-22.*

B. Zumbro 1W1P – Larry (alternate Dag) – *Jan. Meeting*

C. WinLaC 1W1P – Lynn

*Zoom Meeting*

*Jan. 26 Public meeting in Winona at 6:00 pm to sum up review process*

D. SE SWCD Technical Support JPB – Larry - *Nothing*

E. County Board Meeting – Larry (alternate Sharleen) *Nothing*

F. Hiawatha Valley RC&D – Lynn

*Missed meeting, no agenda*

*Bob reported there will be a final meeting Jan – Feb. to disband.*

*Decide what to do with the kity.*

**XIII. Closed Session – Board Action**

*Motioned by Klennert and seconded by Knudsen to go into closed session at 9:46 am*

*Affirmative: Klennert, Knudsen, Zabel*

*Opposed: None*

*Motion Carried*

- A. Personnel Review
  - i. Sue Cerwinske
  - ii. Matt Kempinger
  - iii. Henry Stelten
- B. District Manager – Terri Peters personnel review and discussion
- C. Adoption of 2023 Wage Scale

**XIV. Reopen Regular Meeting – Board Action**

- A. Adoption of 2023 Wage Scale

*Motioned by Klennert and seconded by Knudsen to adopt the 2023 Wage Scale*

*Affirmative: Klennert, Knudsen, Zabel*

*Opposed: None*

*Motion Carried*

- B. Approve Employee Evaluations

*Motioned by Knudsen and seconded by Klennert to approve the employee evaluations.*

*Affirmative: Klennert, Knudsen, Zabel*

*Opposed: None*

*Motion Carried*

- C. Approve 2023 salary recommendations

*Motioned by Klennert and seconded by Knudsen to approve 2023 salary recommendations as discussed in the closed session.*

*Sue – move up step, Matt – move up 2 steps, Henry move up 1 step and Terri move up 1 step.*

*Affirmative: Klennert, Knudsen, Zabel*

*Opposed: None*

*Moton Carried*

**XV. Adjourn – Board Action**

*Motioned by Klennert and seconded by Knudsen to adjourn the meeting at 11:23 am*

*Affirmative: Klennert, Knudsen, Zabel*

*Opposed: None*

*Motion Carried*

*Respectively submitted by:*



*Larry Theismann, Secretary*

