

Please call office at 651-560-2053 or email susan.cerwinske.wabashawcd@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
November 16, 2023
8:15 am
County Conference
Room
625 Jefferson Ave.**

I. CALL MEETING TO ORDER

Meeting called to order at 8:15 am by Lynn Zabel, Chair

Supervisors Present: Lynn Zabel, Chair, Chet Ross, Co-Chair, Sharleen Klennert, Treasurer, Dag Knudsen, Secretary

Absent: Seth Tentis, Member

Staff Present: Terri Peters, District Manager

Others Present: John Benjamin, NRCS and Frank Klennert, citizen

On the Phone: Sue Cerwinske, Bookkeeper/Administrative Assistant

II. PLEDGE ALLEGIANCE

III. AGENDA

Motioned by Klennert and seconded by Ross to approve the Agenda as presented.

Affirmative: Klennert, Ross, Knudsen

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. Mark Fjelstad AgBMP Loan Application in the amount of \$61,000.00. Grinder/Mixer for improved mixing and feed out. Reducing feed waste spread on open fields.
- B. Eugene Betcher Voucher for Contract# 2022WAGZ-WC-12 in the amount of \$2,000.00 for 2nd year Practice 340 cover crops.
(Funding source: 2022 WAGZ Watershed Based)
- C. Patrick Judge Voucher for Contract# 2022WAGZ-WC-10 in the amount of \$1,280.00 for 2nd year Practice 340 cover crops.
(Funding source:2022 WAGZ Watershed Based)

- D. Jeremiah Leonhardt Voucher for Contract# 21-Capacity-8 in the amount of \$4,000.00 for 2nd year Practice 340 cover crops
(Funding sources: FY21 Capacity \$900.00, FY22 Capacity \$3,100.00)
- E. Allan Marking Voucher for Contract# 21-Capacity-7 in the amount of \$1,848.00 for 2nd year Practice 340 cover crops.
(Funding sources: FY21 Capacity \$933.72, FY22 Capacity \$914.28)
- F. Oak Leaf Farms LLC Voucher for Contract# 23-SHCS-1 in the amount of \$2,460.00 for 1st year Practice 340 cover crops.
(Funding source: FY23 Soil Heath Cost Share)
- G. Kurt Schnell Voucher for Contract# 22-CS-3 in the amount of \$3,388.00 for 1st and only year of Practice 340 cover crops.
(Funding source: FY22 State Cost Share)
- H. Chad Schumacher Voucher for Contract# 2022WAGZ-WC-11 in the amount of \$4,000.00 for 2nd year Practice 340 cover crops.
(Funding Source: 2022 WAGZ Watershed Based)
- I. Linda and Steven Funk Voucher for Contract# 2023WAGZ-WC-05 in the amount of \$1,195.00 for Practice 351 Well Decommissioning.
(Funding source: 2023 WAGZ Watershed Based)
- J. Steve Evers Voucher for Contract# 23CWF-WIC-1 in the amount of \$13,495.78 for Practice 410 Grade Stabilization Structure.
(Funding source: 2023 West Indian Creek Watershed Restoration and Protection)

*Note: Whitewater Drinking Water Protection Grant Contracts that had payments due for cover crops this month had vouchers completed and sent to Sheila Harmes to pay out of Whitewater JPB. Reiter Living Trust, Silver Spirit Farms LLC and Kent Crary

Motioned by Klennert and seconded by Ross to approve the Consent Agenda

Affirmative: Klennert, Ross, Knudsen

Opposed: None

Motion Carried

VI. SECRETARY'S REPORT

A. October 26, 2023 Meeting Minutes – **Board Action**

Motioned by Klennert and seconded by Ross to approve the Secretary's report as written.

Affirmative: Klennert, Ross, Knudsen

Opposed: None

Motion Carried

VII. TREASURER'S REPORT – Board Action

A. October District Financial Statements

Discussion on Soil Health and Staff needed. Questions on understanding the reports.

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

Abstained: Knudsen

Affirmative: Klennert, Ross, Zabel

Opposed: None

Motion Carried

VIII. PAYMENT OF MONTHLY BILLS

A. Monthly Bills in the amount of \$64,617.35 **Board Action**

Note: After 11-24 PR is ran, VSP will be paid online \$74.14

Auditor/Treasurer will be paid by check \$8,373.19. Please sign check# 11950 today.

Motioned by Klennert and seconded by Ross to approve Payment of the Monthly Bills in the amount of \$64,617.35.

Affirmative: Klennert, Ross, Knudsen

Opposed: None

Motion Carried

IX. DISTRICT REPORTS

A. Chair Report – Lynn Zabel

B. County Commissioner – Bob Walkes

Discussing well inventories after EPA announcement. Working on finishing 2024 Budget.

C. District Manager Report – Terri Peters

EPA – Discussion with area partners. Well inventory: Pre 1974 do not meet current standards. Jenna will be helping.

MPCA working with Caitlin Meyer

Olmsted model – Funding and Well Inventory

Meeting with Public Health and SWCD Managers

Working on article for newspaper.

Katelyn volunteer nitrate nodes. Maybe share Katelyn with our area SWCD's

Tap-in Program – Education material

If water test shows that nitrate levels exceed the limit, then an alternate water source is needed

D. NRCS Report – John Benjamin – (in the packet) **John gave his report at the meeting.**

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

F. Conservation Planning and Outreach Technician Report– Jenna Rasmusson – (In the packet)

G. Natural Resources Technician Report– Katelyn Abts – (In the packet)

H. Bookkeeper/Administrative Assistant Report -Sue Cerwinske – (in the packet)

I. BWSR – **Miller Creek target in the Mississippi. Need to test and get some numbers.**

J. Other agencies –

X. OLD BUSINESS

A. Conservation Project – Lynn (open to any Supervisor for ideas)

XI. NEW BUSINESS

A. TSA 7 PRAP Report - Final Workload Analysis by Houston Engineering Inc.-
Discussion/Questions

See email Terri this was out previously to the board.

- B. Draft of Wabasha SWCD Financial Statements Audit – **Board Action**
See email Terri this was sent out previously to the board.
Send any questions you may have in advance of the meeting.
Discussion: Dag’s concern on approving of the financial statement audit based on his own experience as a licensed professional engineer in MN, not being allowed to sign plans created by others and without competency. His professional liability insurance would be deemed null and void if he did. Lynn recommended the words: “to the best of our ability” to approve the audit draft, which Dag was comfortable with.
Motioned by Knudsen and seconded by Klennert that to the best of our ability we approve the Audit Draft of Wabasha SWCD Financial Statements, with two corrections as identified re: terms of Supervisors and number of Supervisors on the Board should be 5 not 4.
Affirmative: Klennert, Ross, Knudsen
Opposed: None
Motion Carried
- C. Approve Eversman Brothers Farms Amendment# 1 to Contract 22-CWF-WIC-2 to change the expiration date to 12/31/2025 and Install date to 11/30/2024 – **Board Action**
(Funding source: 2023 West Indian Creek Watershed Restoration and Protection)
Motioned by Knudsen and seconded by Ross to approve Eversman Brothers Farms Amendment #1 to Contract 22-CWF-WIC-2 to change the expiration date to 12/31/2025 and Install date to 11/30/2024.
Affirmative: Klennert, Ross, Knudsen
Opposed: None
Motion Carried
- D. Approve Eversman Brothers Farms Amendment# 1 to Contract 22-CWF-WIC-3 to change the expiration date to 12/31/2025 and install date to 11/30/2024 – **Board Action**
(Funding source: 2023 West Indian Creek Watershed Restoration and Protection)
Motioned by Klennert and seconded by Ross to approve Eversman Brothers Farms Amendment# 1 to Contract 22-CWF-WIC-3 to change the expiration date to 12/31/2025 and Install date to 11/30/2024.
Affirmative: Klennert, Ross, Knudsen
Opposed: None
Motion Carried
- E. EPA response to petition – **Discussion/Updates**
- F. Soil Health Grant/RCPP – **Update/Discussion**
- G. U.S. Forestry Grant update/LFT update (**Local Forestry Team**)
Waiting on grant funding. Jen Wahls is working with partners
- H. Approve Signature Authority for Terri Peters to sign the DNR grant for \$100,000.00, when it comes in – **Board Action**
Motioned by Klennert and seconded by Knudsen to approve Signature Authority for Terri Peters to sign the DNR grant for \$100,000.00 when it comes in.
Affirmative: Klennert, Ross, Knudsen
Opposed: None
Motion Carried

- I. DNR FEMA grant update
Jen Wahl's contracted – Lower Zumbro Floodplains. Working with Hammond to the mouth of the Mississippi.
- J. Approve Signature Authority for Terri Peters to sign the MAWQCP grant when it comes in. – **Board Action**
Klennert noted that we should have signature authorities voted on all together. Sue replied to motion on these individually for this month and in January will do a Resolution for all signature authorities for Terri all together.
Motioned by Klennert and seconded by Ross to approve Signature Authority for Terri Peters to sign the MAWQCP grant when it comes in.
Affirmative: Klennert, Ross, Knudsen
Opposed: None
Motion Carried
- K. Approve Mike Haase Contract# 22-CS-7 in the amount of \$450.00 for Practice 314 Brush Management – **Board Action**
Motioned by Klennert and seconded by Ross to approve Mike Haase Contract# 22-CS-7 in the amount of \$450.00 for Practice 314 Brush Management.
Affirmative: Klennert, Ross, Knudsen
Opposed: None
Motion Carried
- L. Approve Margaret Deming Amendment# 2 to Contract# 2022WAGZ-WC-05 to change install date to 11/30/2024, change Amount Authorized to \$16,752.49 and to change Estimated Project Cost to \$36,021.00- **Board Action**
Motioned by Klennert and seconded by Knudsen to approve Margaret Deming Amendment# 2 to Contract# 2022WAGZ-WC-05 to change install date to 11/30/2024, change Amount Authorized to \$16,752.49 and to change Estimated Project Cost to \$36,021.00. (90% of completion)
Affirmative: Klennert, Ross, Knudsen
Opposed: None
Motion Carried
- M. Approve Margaret Deming Voucher for Contract# 2022WAGZ-WC-05 in the amount of \$14,128.49 for Practice 410 Grade Stabilization Structure – **Board Action**
(Funding Source: 2022 WAGZ Watershed Based)
Motioned by Klennert and seconded by Knudsen to approve Margaret Deming Voucher for Contract# 2022WAGZ-WC-05 in the amount of \$14,128.49 for Practice 410 Grade Stabilization Structure.
Affirmative: Klennert, Ross, Knudsen
Opposed: None
Motion Carried
- N. Upcoming Events:
 - i. Schedule Employee Evaluations – Personnel Committee
Lynn & Chet schedule before our next board meeting.
 - ii. MASWCD Annual Convention December 11th – 13th, 2023

XII. Board Reports

A. Whitewater JPB – Lynn

B. Zumbro 1W1P – Dag

Dag attended Policy Meeting last week – Nov. 9. Next one in February.

1.4 million for budget increased to 1.9 million. Ranking scores.

Feedlot project. Rochester flooding.

Terri reported that funding is for 2024-2025 biennium.

Need to approve Policy and then work plan, then funding available.

C. WinLaC 1W1P – Lynn

Lynn noted a stream diverted, eroding bank.

Bob Walkes reported that Emily Zanon gave presentation.

Terri added that Olmsted SWCD is doing testing. Matt will do chloride testing.

BMP Inventory. Well Inventory. Winona will do a couple of townships Nitrate testing.

D. SE SWCD Technical Support JPB – Dag

E. County Board Meeting – Sharleen gave a detailed report at last county board meeting.

XIII. Motion to recess Regular Board Meeting and go into Closed Session – Board Action

Motioned by Klennert and seconded by Knudsen seconded to recess the Regular Board Meeting and go into Closed Session.

Affirmative: Klennert, Ross, Knudsen

Opposed: None

Motion Carried

XIV. Closed Session – Policy changes in Employee Handbook

A. Discuss Personnel Policy Edits and recommendations before Final Approval

XV. Motion to reopen the Regular Board Meeting – Board Action

Motioned by Klennert and seconded by Knudsen to reopen the Regular Board Meeting.

Affirmative: Klennert, Ross, Knudsen

Opposed: None

Motion Carried

XVI. Approval of Employee Handbook-Board Action

Motioned by Klennert and seconded by Ross to approve the changes to the Employee Handbook.

Affirmative: Klennert, Ross, Knudsen

Opposed: None

Motion Carried

XVII. Adjourn – Board Action

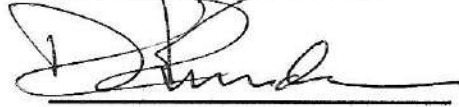
Motioned by Knudsen and seconded by Ross to adjourn the meeting at 10:34 am.

Affirmative: Klennert, Ross, Knudsen

Opposed: None

Motion Carried

Respectively Submitted By:

A handwritten signature in black ink, appearing to read 'Dag Knudsen', written over a horizontal line. The signature is stylized and cursive.

Dag Knudsen, Secretary