

Please call office at 651-560-2053 or email 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
January 25, 2024
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 and Seth Tentis, Member

Staff Present: Terri Peters, District Manager

Others Present: Bob Walkers, County Commissioner, John Benjamin, NRCS and Frank Klennert, citizen

On the Phone: Sheila Harmes, Winona County Water Planner, Whitewater Watershed Project Coordinator and Sue Cerwinske, Bookkeeper/Admin. Assistant

II. PLEDGE ALLEGIANCE

III. AGENDA

Terri noted changes to the agenda: Add Letter K under Consent Agenda - Danckwart Landscape LLC payment for \$68,905.21 final construction bill for Gorman Creek.

Change amount of the Payment of Monthly Bills to \$132,770.81, adding checks printed for Insty Prints and Ratwick, Roszak and Malones, PA

Motioned by Klennert and seconded by Ross to approve The Agenda as corrected.

Affirmative: Ross, Klennert, Knudsen, Tentis

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

Note: Tom Millers voucher payment last month of \$40,294.74 is the final payment instead of partial that was noted on New Business Letter I.

- A. 2024 Data Practice Policy for Data Subjects
- B. 2024 Data Practice Policy for Members of the Public
- C. 2024 Request for release of data to government agency
- D. 2024 Request for release of data
- E. 2024 Wabasha County Soil and Water Conservation District Data Practices Policy Fee Schedule
- F. State of MN Joint Powers Agreement between State of MN acting through MN Dept. of Agriculture and Wabasha SWCD. New MAWQCP grant agreement effective date January 1, 2024 and expires December 31, 2025.
- G. County of Olmsted – Wabasha County SWCD - MN Agricultural Water Quality Certification Program – Building Lease Agreement. January 1, 2024 to June 30, 2024
- H. Voucher for Jim Peterson for Contract# 22-SDWGPh2-3 in the amount of \$1,996.76 for Reverse Osmosis Water Treatment System.
(Funding source: Safe Drinking Water Phase 2)
- I. Voucher payment for Rosie Rettmann for Contract# 2023WAGZ-WC-03 in the amount of \$1,915.00 for 351 Well Decommissioning.
(Funding source: Watershed Alliance for the Greater Zumbro (WAGZ))
- J. Voucher payment for SAPA Ska Farm Inc. (David Pierson) for Contract# 2023WAGZ-WC-04 in the amount of \$1,474.50 for 351 Well Decommissioning.
(Funding source: Watershed Alliance for the Greater Zumbro (WAGZ))
- K. Danckwart Landscaping LLC final construction bill payment of \$68,905.21, including the 5% retainage for work done on Gorman Creek Restoration Project.

Motioned by Klennert and seconded by Knudsen to approve the Consent Agenda as amended and presented.

Affirmative: Ross, Klennert, Knudsen, Tentis

Opposed: None

Motion Carried

VI. SECRETARY'S REPORT

- A. December 28, 2023 Meeting Minutes – **Board Action**

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

Affirmative: Ross, Klennert, Knudsen, Tentis

Opposed: None

Motion Carried

VII. TREASURER'S REPORT – Board Action

- A. December District Financial Statements
Included for your review

Motioned by Ross and seconded by Tentis to approve the Treasurer's Report to the best of our ability.

Affirmative: Ross, Klennert, Knudsen, Tentis

Opposed: None

Motion Carried

- ***Terri noted that she will have the program record completed and will send out to board before the next meeting.***

VIII. PAYMENT OF MONTHLY BILLS

A. Monthly Bills in the amount of 132,770.81- **Board Action**

Motioned by Klennert and seconded by Ross to approve Payment of the Monthly Bills in the amount of \$132,770.81.

Affirmative: Ross, Klennert, Knudsen, Tentis

Opposed: None

Motion Carried

IX. DISTRICT REPORTS

A. Chair Report – Lynn Zabel

Went to the listening session 1/24 in Zumbrota. Terri and Dag were also there. Eric Putnam discussion on various issues. Lynn stated the support of the reliable funding for SWCD's. Dag reported about farmers talking about farming practices and regulations. Interesting session to attend.

B. County Commissioner – Bob Walkes

Transitioning of office space. Driver's License moved back down the end of the hall. Extension moved where the Driver's License was. One window contact. New Chair is Bob Walkes. Set rotation, Chair is only chair for one year.

C. District Manager Report – Terri Peters

Meeting 1/24 listening session with Eric Putnam who is on the Tax Advisory Committee. Interesting, listened to concerns. More highlighted concerns.

Nitrate issue. Request for proposal out for similar grant like Tap-In.

Worked with Regional groups and Tammy from Public Health on RFP for water testing. Tests for 5 contaminants, treatment can address any of those. Use treatment system \$. SE Manager Meeting on 1/19 with all State Agencies. Terri reported that the response of action plan mentioned local partners 52 times. What SWCD's can do and how much money needed. What we can't do because of not enough trained staff.

Teri & Jenna attended the Bear Valley Watershed Board meeting. Jenna will be work on getting a soil health event together for that area.

Jenna will also work on tri-county soil health event with Wabasha, Olmsted, Winona, probably in Plainview area.

Working with partners to wrap up Gorman Creek construction project DNR grant.

Gorman 3-year extended maintenance by contractor to be paid by Trout Unlimited.

WAGZ planning work group meeting. Went over funding left from first biennium and planning for second biennium.

SE Landscape – Work with staff on program guidance

FEMA Lower Zumbro Outreach Letter. Summary of results, Information and follow up. List of targeted areas to move ahead with, money left and apply for grants for specific locations.

Work on reporting.

Terri reported on letter from Dairyland Power who is planning upcoming relocation project. Got Wetland notice the project will be going down Hwy 42 through

landowner's fields. Bob attended the meeting in Kellogg. He reported that Dairyland has transmission lines is on the Capex line. Xcel needs the Capex space on the poles for more generation lines. Dairyland needs to move their transmission lines.

- D. NRCS Report – John Benjamin – (in the packet) ***Gave his report. New Conservationist starting February 12, 2024.***
- 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
- H. Bookkeeper/Administrative Assistant Report -Sue Cerwinske
Quarterly payroll reports and quarterly invoicing. Working on taxes. Submitted 1099's online. 1094/1095 Insurance forms completed. Getting W-2's and MCIT reporting ready to submit.
- I. BWSR Report –
- J. Other agencies – Sheila Harnes, Winona County Water Planner, and Whitewater Watershed Project Coordinator
Jenna Rasmusson did a great job on her presentation / overview on cover crops, worked with farmers in Wabasha County. It was detailed and organized. Brian Mueller is now on the Whitewater and WinLac boards

X. OLD BUSINESS

- A. Conservation Project – Lynn (open to any Supervisor for ideas)
No report
- B. Wabasha SWCD Governance Letter
- C. Wabasha SWCD Internal Control Letter 2022 to Board
- D. Wabasha SWCD Final Audited Financial Statements for 2022
- E. Smith & Schafer Letter of Representation – **Board Action/Signature**
Motioned by Klennert and seconded by Ross to accept the 2022 Audit submitted by Smith & Schafer and to sign the Smith & Schafer Letter of Representation. Affirmative: Ross, Klennert, Tentis Abstained: Knudsen Motion Carried

XI. NEW BUSINESS

- A. Election of SWCD Board Officers for 2024 – **Board Action**
 - i. Chairman - Lynn Zabel
 - ii. Vice Chairman - Chet Ross
 - iii. Secretary - Dag Knudsen
 - iv. Treasurer – Sharleen Klennert***Motioned by Klennert and seconded by Knudsen to leave all offices as they were for 2023. Affirmative: Ross, Klennert, Knudsen, Tentis Opposed: None Motion Carried***
- B. 2024 Committee Appointments – **Board Action**
 - i. Personnel Committee – Lynn and Chet
 - ii. Finance Committee – Sharleen, Chet
 - iii. Whitewater JPB – Lynn

- iv. Zumbro 1W1P – Dag
- v. WinLac 1W1P - Lynn
- vi. SE SWCD Technical Support JPB – Dag
- vii. County Board Meeting Representative – This is a member of our board who will go to county meetings – Sharleen

Motioned by Klennert and seconded by Ross to leave all committee appointments for 2024 same as they were for 2023.

Affirmative: Ross, Klennert, Knudsen, Tentis

Opposed: None

Motion Carried

- C. ELink Grant Reporting Signature Authority Resolution 01252024-1 – **Board Action**
Motioned by Klennert and seconded by Ross to approve the ELink Grant Reporting Signature Authority Resolution 01252024-1.
Affirmative: Ross, Klennert, Knudsen, Tentis
Opposed: None
Motion Carried
- D. Designation of Official Newspaper Resolution 01252024-2 (The Wabasha County Herald) – **Board Action**
Motioned by Ross and seconded by Klennert to approve the Designation of Official Newspaper Resolution 01252024-2 (The Wabasha County Herald)
Affirmative: Ross, Klennert, Knudsen, Tentis
Opposed: None
Motion Carried
- E. Designation of Official Bank Depositories Resolution 01252024-3 – **Board Action**
Motioned by Klennert and seconded by Ross to approve the Designation of Official Bank Depositories Resolution 01252024-3.
Affirmative: Ross, Klennert, Knudsen, Tentis
Opposed: None
Motion Carried
- F. Designation of Signatories for Bank Accounts Resolution 01252024-4 – **Board Action**
Motioned by Ross and seconded by Knudsen to approve the Designation of Signatories for Bank Accounts Resolution 01252024-4.
Affirmative: Ross, Klennert, Knudsen, Tentis
Opposed: None
Motion Carried
- G. Per Diem rates \$125.00 and Mileage .67 for 2024 Resolution 01252024-5 – **Board Action**
Motioned by Klennert and seconded by Knudsen to approve Per Diem rates \$125.00 and Mileage .67 for 2024 Resolution 01252024—5.
Affirmative: Ross, Klennert, Knudsen, Tentis
Opposed: None
Motion Carried

- H. Approve Annual Resolutions Authorizing Terri Peters Signature Authority for:
- i. Resolution 01252024-6 Approve Grant agreements from BWSR as they come in. -Board Action
 - ii. Resolution 01252024-7 Approve Cover Crops and Well Sealing contracts – Board Action
 - iii. Resolution 01252024-8 Approve AgBMP Loan Applications up to \$200,000.00 -**Board Action**

Motioned by Ross and seconded by Knudsen to approve all three annual resolutions authorizing Terri Peters Signature Authority:

Resolution 01252024-6 to Approve Resolution 01252024-6 to approve Grant agreements from BWSR as they come in and

Resolution 01252024-7 to approve Cover Crops and Well Sealing contracts and Resolution 01252024-8 to approve AgBMP Loan Applications up to \$200,000.00.

Affirmative: Ross, Klennert, Knudsen, Tentis

Opposed: None

Motion Carried

- I. 2024 Board Policy, Operating Rules, Guidelines and Bylaws – **Board Action/ Each Sign separate last page attached.**

Motioned by Klennert and seconded by Knudsen to approve 2024 Board Policy, Operating Rules, Guidelines and Bylaws and to each sign the last page.

Affirmative: Ross, Klennert, Knudsen, Tentis

Opposed: None

Motion Carried

- J. Wabasha SWCD - Watershed Alliance of the Greater Zumbro (WAGZ) Sponsorship of the Wabasha County Forestry Day in the amount of \$250.00 – **Board Action**

Motioned by Ross and seconded by Knudsen to approve Wabasha SWCD – Watershed Alliance of the Greater Zumbro (WAGZ) Sponsorship of the Wabasha County Forestry Day in the amount of \$250.00.

Affirmative: Ross, Klennert, Knudsen, Tentis

Opposed: None

Motion Carried

- K. Wabasha SWCD Sponsorship for Cow Calf Days at Rossman Farms in Oronoco in the amount of \$100.00 payable to the University of Minnesota - **Board Action**

Motioned by Klennert and seconded by Ross to approve Wabasha SWCD Sponsorship for Cow Calf days at Rossman Farms in Oronoco in the amount of \$100.00 payable to the University of Minnesota.

Affirmative: Ross, Klennert, Knudsen, Tentis

Opposed: None

Motion Carried

- L. Nutrient Management Technician (MDA funding) – Discussion
Terri brought up discussion on call from Bob Scanlon MDA about an interest in hiring a Nutrient Management person funded by MDA for \$100,000.00 over two years. Would be working as a specialist and work with Sara West of Fillmore SWCD who would be the lead on projects. MPCA does not require nutrient management plan and not as complicated as NRCS plan to apply for EQIP. NRCS can take up to three years for EQIP funding. SWCD would have to cover the balance of compensation, ¼ time for this person.

- M. Upcoming Events
- i. TSA JPB Meeting – January 30th
 - ii. Cow Calf Days – February 8th
 - iii. Wabasha Forestry Day – February 9th

XII. Board Reports

- A. Whitewater JPB – Lynn
- B. Zumbro 1W1P – Dag
Next meeting February 8th
- C. WinLaC 1W1P – Lynn
March 11, Next policy committee meeting.
- D. SE SWCD Technical Support JPB – Dag
Terri stated that the SE SWCD Technical Support JPB is made up on 1 board member from 12 counties in our area. Engineers based in Rochester. Will be looking for a replacement for Chris Nelson. Funds available that come through from BWSR for projects, such as small feedlot storage.
- E. County Board Meeting – Sharleen

XIII. Adjourn – Board Action

Motioned by Klennert and seconded by Ross to Adjourn the meeting at 9:42 am
Affirmative: Ross, Klennert, Knudsen, Tentis
Opposed: None
Motion Carried

Respectively Submitted By:

Dag Knudsen, Secretary