

**Wabasha Soil and Water Conservation  
District Regular Board Meeting  
January 23, 2025  
8:15 am  
611 Broadway Ave. Suite 10B**

**I. CALL MEETING TO ORDER**

*Lynn Zabel, Chair called the meeting to order at 8:15 am.*

*Supervisors present: Lynn Zabel, Chair, Chet Ross, Co-Chair, Dag Knudsen, Secretary,  
Seth Tentis, Member*

*Staff Present: Terri Peters, District Manager*

*Others Present: Bob Walkes, County Commissioner*

**II. PLEDGE ALLEGIANCE**

**III. AGENDA**

*Motioned by Ross and seconded by Knudsen to approve The Agenda as presented.*

*Affirmative: Ross, Knudsen, Tentis, Zabel*

*Opposed: None*

*Motion Carried*

**IV. PUBLIC COMMENTS**

Comments limited to 5 minutes per speaker

Mark Miller, DNR

\* Doughnut and Door Prize Resolution for 2025 Wabasha County Forestry Day– **Board Action**  
*Doughnuts and Fruit + 100 seedlings (4 Gift certificates for 1 bundle of 25 each)*

\*\* Go to Old Business Letter B – State of MN TTT Grant Agreement.

Jen Wahls - Progress on work being done – *Jen talked about the work being done through the Local Forestry Team and coordination with partners. There are multiple grants funding the work and she talked about that, also.*

**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. 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

**i. Contracts**

**ii. Contract Amendments**

**iii. Vouchers**

- A. Hampe Properties LLC Voucher for Contract# 2024WAGZ-WC-08 in the amount of \$2,096.24 for 410 Grade Stabilization Structure.  
(Funding source – FY24 WAGZ (Greater Zumbro Watershed Based))
- B. Tom Gerken Voucher for Contract# 2024WAGZ-WC-06 in the amount of \$4,500.00 for Practice 340 Cover Crops. 1<sup>st</sup> year of 2.  
(Funding source – FY24 WAGZ (Greater Zumbro Watershed Based))

**iv. Grants**

***Motioned by Ross and seconded by Tentis to approve the Consent Agenda.***

***Affirmative: Ross, Knudsen, Tentis, Zabel***

***Opposed: None***

***Motion Carried***

**VI. SECRETARY'S REPORT**

- A. December 19, 2024, Meeting Minutes – Board Action

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

***Affirmative: Ross, Knudsen, Tentis, Zabel***

***Opposed: None***

***Motion Carried***

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

- A. December District Financial Statements  
Included for your review
- B. December Program Record

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

***Affirmative: Ross, Knudsen, Tentis, Zabel***

***Opposed: None***

***Motion Carried***

**VIII. PAYMENT OF MONTHLY BILLS**

- A. Monthly Bills in the amount of \$56,057.86 - Board Action

***Motioned by Ross and seconded by Knudsen to approve Payment of the Monthly Bills in the amount of \$56,057.86.***

***Affirmative: Ross, Knudsen, Tentis, Zabel***

***Opposed: None***

***Motion Carried***

**IX. DISTRICT REPORTS**

- A. Chair Report – Lynn Zabel
- B. County Commissioner – Bob Walkes

- C. District Manager Report – Terri Peters
  - Work on annual reporting**
  - Attended TSA meeting**
  - Meeting on funding Soil Health program at MDA with Olmsted staff, commissioner, and legislative aid.**
  - Preparing for RCPP Soil health program. Online informational meeting.**
  - Forestry Grant – update on that release and meetings with DNR/LFT regarding funding obligations.**
  - Elgin, Local Advisory Team (LAT) meeting and presentation prep prior.**
  - WinLaC WRAPS project meeting – discuss remaining work and partner progress.**
  - Leave for a week at beginning of January**
  - NFWF Grant - \$230,000. Approved, revising work plan and working on finalizing with NFWF staff.**
  - Got wage study submitted to start process**
  - BALMM planning meetings for the year and topics.**
  - Cost Share Policy -staff discussion on this and working to get policies outlined in one location. Fee schedules for Wetland Conservation Act (WCA) work and Nutrient Management planning will also come to the board.**
- D. NRCS Report – Christina Taylor – (in the packet)
- E. District Technician Report- Matt Kempinger – (in the packet)
- F. Natural Resources Technician Report– Katelyn Abts – (In the packet)
- G. Soil Health/Nutrient Management Tech Report – Deanna Pomije (in the packet)
- H. Bookkeeper/Administrative Assistant Report -Sue Cerwinske
- I. BWSR Report –
- J. Other agencies –

**X. OLD BUSINESS**

- A. Conservation Project – Lynn (open to any Supervisor for ideas)
- B. State of MN TTT Grant Agreement. Federal Sub-Award Agreement between State of MN acting through the DNR and Wabasha SWCD. \$295,000.00 Under Landscape Scale Restoration: Protecting Working Forestlands in the Driftless Area. – Letter of support submitted previously – **Discussion**  
***This was discussed during Jen’s presentation to the board and they decided they didn’t need to discuss further here.***

**XI. NEW BUSINESS**

- A. Election of SWCD Board Officers for 2025 – **Board Action**
    - i. Chairman – Lynn Zabel
    - ii. Vice Chairman – Chet Ross
    - iii. Secretary – Seth Tentis
    - iv. Treasurer – Sharleen Klennert
- Motioned by Ross and seconded by Tentis to approve the Election of SWCD Board Officers for 2025 as noted.***  
***Affirmative: Ross, Knudsen, Tentis, Zabel***  
***Opposed: None***  
***Motion Carried***

B. 2025 Committee Appointments – **Board Action**

- i. Personnel Committee -Lynn, Chet
- ii. Finance Committee -Sharleen
- iii. Whitewater JPB -Lynn
- iv. Zumbro 1W1P – Dag
- v. WinLac 1W1P - Lynn
- vi. SE SWCD Technical Support JPB -Dag
- vii. County Board Meeting Representative -Sharleen

This is a member of our board who will go to county meetings

**Motioned by Ross and seconded by Tentis to approve the 2025 Committee Appointments as noted.**

**Affirmative: Ross, Knudsen, Tentis, Zabel**

**Opposed: None**

**Motion Carried**

C. Discuss per diems for attending meetings representing SWCD. Example, the County Board Meeting. – **Discussion**

**Decided to keep per diems paid as is for meetings attended. Conventions count.**

D. ELink Grant Reporting Signature Authority Resolution 01232025-1 – **Board Action**  
**Motioned by Knudsen and seconded by Ross to approve the ELink Grant Reporting Signature Authority Resolution 01232025-1.**

**Affirmative: Ross, Knudsen, Tentis, Zabel**

**Opposed: None**

**Motion Carried**

E. Designation of Official Newspaper Resolution 01232025-2 (The Wabasha County Herald) – **Board Action**

**Motioned by Knudsen and seconded by Ross to approve the Designation of the Official Newspaper Resolution 01232025-2 (The Wabasha County Herald).**

**Affirmative: Ross, Knudsen, Tentis, Zabel**

**Opposed: None**

**Motion Carried**

F. Designation of Official Bank Depositories Resolution 01232025-3 – **Board Action**

**Motioned by Knudsen and seconded by Ross to approve the Designation of Official Bank Depositories Resolution 01232025-3.**

**Affirmative: Ross, Knudsen, Tentis, Zabel**

**Opposed: None**

**Motion Carried**

G. Designation of Signatories for Bank Accounts Resolution 01232025-4 – **Board Action**

**Motioned by Knudsen and seconded by Ross to approve the Designation of Signatories for Bank Accounts Resolution 01232025-4.**

**Affirmative: Ross, Knudsen, Tentis, Zabel**

**Opposed: None**

**Motion Carried**

- H. Per Diem rates \$125.00 and Mileage .70 for 2025 Resolution 01232025-5 – **Board Action**  
**Motioned by Knudsen and seconded by Ross to approve the Per Diem rate of \$125.00 and Mileage rate at .70 for 2025 Resolution 01232025-5.**  
**Affirmative: Ross, Knudsen, Tentis, Zabel**  
**Opposed: None**  
**Motion Carried**
- I. Approve Annual Resolutions Authorizing Terri Peters Signature Authority for:
- i. Resolution 01232025-6 Approve Grant agreements from BWSR as they come in. -**Board Action**  
**Motioned by Knudsen and seconded by Ross to approve the Annual Resolutions Authorizing Terri Peters Signature Authority for: Resolution 01232025-6 to approve grant agreements from BWSR as they come in.**  
**Affirmative: Ross, Knudsen, Tentis, Zabel**  
**Opposed: None**  
**Motion Carried**
- ii. Resolution 01232025-7 Approve Cover Crops and Well Sealing contracts – **Board Action**  
**Motioned by Ross and seconded by Knudsen to approve Resolution 01232025-7 to Approve Cover Crops and Well Sealing contracts.**  
**Affirmative: Ross, Knudsen, Tentis, Zabel**  
**Opposed: None**  
**Motion Carried**
- iii. Amendment to Resolution 01232025-7 for Contracts, Amendments and Extension Signature Authority dated 5/23/2024 – **Board Action**  
**Motioned by Ross and seconded by Knudsen to approve the Amendment to Resolution 01232025-7 for Contracts, Amendments and Extension Signature Authority date 5/23/2024.**  
**Affirmative: Ross, Knudsen, Tentis, Zabel**  
**Opposed: None**  
**Motion Carried**
- iv. Resolution 01232025-8 Approve AgBMP Loan Applications up to \$200,000.00 -**Board Action**  
**Motioned by Ross and seconded by Knudsen to approve Resolution 01232025-8 to Approve AgBMP Loan Applications up to \$200,000.00.**  
**Affirmative: Ross, Knudsen, Tentis, Zabel**  
**Opposed: None**  
**Motion Carried**
- J. 2025 Board Policy, Operating Rules, Guidelines and Bylaws – **Board Action/ (Each Sign separate last page attached.)**  
**Motioned by Ross and seconded by Knudsen to approve the 2025 Board Policy, Operating Rules, Guidelines and Bylaws.**  
**Affirmative: Ross, Knudsen, Tentis, Zabel**  
**Opposed: None**  
**Motion Carried**

- K. SE Landscape Committee Sponsorship of the Wabasha County Forestry Day in the amount of \$500.00 – **Board Action**  
**Motioned by Knudsen and seconded by Ross to approve SE Landscape Committee Sponsorship of the Wabasha County Forestry Day in the amount of \$500.00.**  
**Affirmative: Ross, Knudsen, Tentis, Zabel**  
**Opposed: None**  
**Motion Carried**
- L. Wabasha SWCD Sponsorship for Cow Calf Days February 6, 2025, in Oronoco in the amount of \$100.00 payable to the University of Minnesota - **Board Action**  
**Motioned by Ross and seconded by Knudsen to approve Wabasha SWCD Sponsorship of Cow Calf/Days, February 6, 2025, in Oronoco in the amount of \$100.00 payable to the University of Minnesota.**  
**Affirmative: Ross, Knudsen, Tentis, Zabel**  
**Opposed: None**  
**Motion Carried**
- M. Approve Mike Tighe Amendment #1 to Contract# 2024WAGZ-WC-21 to change the amount authorized to \$1,607.50 from \$1,547.50 for Practice 351 Well Decommissioning – **Board Action**  
**Motioned by Ross and seconded by Knudsen to approve Mike Tighe Amendment# 1 to Contract# 2024WAGZ-WC-21 to change the amount authorized to \$1,607.50 from \$1,547.50 for Practice 351 Well Decommissioning.**  
**Affirmative: Ross, Knudsen, Tentis, Zabel**  
**Opposed: None**  
**Motion Carried**
- N. Approve Mike Tighe Voucher payment for Contract# 2024WAGZ-WC-21 in the amount of \$1,607.50 for Practice 351 Well Decommissioning – **Board Action**  
(Funding source - FY24 WAGZ (Greater Zumbro Watershed Based)  
**Motioned by Knudsen and seconded by Ross to approve Mike Tighe Voucher payment for Contract# 2024WAGZ-WC-21 in the amount of \$1,607.50 for Practice 351 Well Decommissioning.**  
**Affirmative: Ross, Knudsen, Tentis, Zabel**  
**Opposed: None**  
**Motion Carried**
- O. Approve Cancellations of Mike Rahman Contract# 23-CS-3 in the amount of \$1,670.00 for Cover Crops – 1 year. – **Board Action**  
(He could not meet the standards because there was no seed tag)  
(Funding source – FY23 State Cost Share)  
**Motioned by Ross and seconded by Tentis to Table the cancellation of Mike Rahman's contract until we get more information and site inspection.**  
**Affirmative: Ross, Knudsen, Tentis, Zabel**  
**Opposed: None**  
**Motion Carried**

- P. Cover crop biomass sampling project - **Information and discussion**  
(Goal is to sample about 50-60 fields across a six-county area)  
**Will cut off forage and check for nitrogen uptake. Done in the spring and there would be funding for our staff to do sampling. QR Code for farmers to sign up. They would like 10 from Wabasha County.**
- Q. MASWCD 2025 Legislative Priorities. Briefing and Reception March 4, 2025.  
SWCD Day at the Capitol, March 5, 2025 - Information  
(Who will attend?) **Terri and Lynn will attend**  
**Priority will be SWCD Aid. Funding used to be Capacity. General funds will be going down this year.**
- R. Upcoming Events
- i. Cow Calf Days – Thursday, February 6th
  - ii. Wabasha Forestry Day – Friday, February 14<sup>th</sup>
  - iii. February 17, Washington’s Birthday – Offices Closed
  - iv. February 27<sup>th</sup> Regular Board Meeting

**XII. Board Reports**

- A. Whitewater JPB – Lynn
- B. Zumbro 1W1P – Dag
- C. WinLaC 1W1P – Lynn
- D. SE SWCD Technical Support JPB – Dag  
**Dag attended the meeting Jan. 22. Elected new officers and appointed new commissioners. Financial report, we didn’t approve. We reviewed and accepted as submitted. Advertise for open tech position. Presentations of 3 projects.**
- E. County Board Meeting – Sharleen

**XIII. Adjourn – Board Action**

**Motioned by Knudsen and seconded by Ross to adjourn the meeting at 11:15 am**

**Affirmative: Ross, Knudsen, Tentis, Zabel**

**Opposed: None**

**Motion Carried**

**Respectively Submitted By:**



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**Seth Tentis, Secretary**