

Wabasha Soil and Water Conservation District
Regular Board Meeting
December 18, 2025
8:15 am
611 Broadway Ave.
Suite 10B

I. CALL MEETING TO ORDER

Lynn Zabel, Chair called the meeting to order at 8:19 am

Supervisors Present: Lynn Zabel, Chair, Sharleen Klenner, Treasurer, Dag Knudsen, Member

Staff Present: Terri Peters, District Manager

Others Present: Dave Copeland, BWSR, Frank Klenner, Citizen

II. PLEDGE ALLEGIANCE

III. AGENDA

Terri - agenda change. Move letter P. Watershed Based Continuous CRP Incentives, subcategories i., ii., iii from Consent Agenda – iii. Vouchers to New Business Letter F. with subcategories i., ii., iii. WAGZ and WinLaC CRP contracts and vouchers and approval of contracts and vouchers before the end of the year.

Additional contracts WAGZ Letters H., I., J., K., L. and WinLaC/ Letters D., E., F. G.

Motioned by Klenner and seconded by Knudsen to approve the change of CRP Incentives from Consent Agenda - Vouchers to New Business letter F. and i., ii., iii with additional contracts and vouchers.

Affirmative: Klenner, 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.

i. Contracts

A. Nathan & Tina Schumacher Contract# 26-CC-1 in the amount of \$133.95 for Practice 612 Tree/Shrub Establishment.

(Funding source – FY26 Conservation Contracts)

Motioned by Klenner and seconded by Knudsen to approve Nathan & Tina Schumacher Contract# 26-CC-1 in the amount of \$133.95 for Practice 612 Tree/Shrub Establishment.

Affirmative: Klenner, Knudsen, Zabel

Opposed: None

Motion Carried

ii. Contract Amendments

iii. **Vouchers**

- A. Voucher payment for Kurt Schnell Contract# 2024WAGZ-WC-16 in the amount of \$3,555.00. Payment two of a two-year contract for Cover Crops-Final.
(Funding source – FY24-FY25 WAGZ)
- B. Voucher payment for Huneke Dairy Inc/Paul Huneke Contract# 25-SHD-15 in the amount of \$4,378.50. Payment 1 of a 1-year contract for Cover Crops – Final.
(Funding source – FY25 Soil Health Delivery)
- C. Voucher payment for Paul Kruger Enterprises LLC Contract# 25-SHD-13 in the amount of \$2,620.00. Payment 1 of a 1-year contract for Cover Crops – Final.
(Funding source – FY25 Soil Health Delivery)
- D. Voucher payment for Contract# 79-2-27 in the amount of \$3,360.00 for 340 Cover Crops. Payment 1 of 1-year contract – Final.
(Funding source – FY25-FY28 Soil Health RCPP)
- E. Voucher payment for Hyde Park Holsteins Contract# DWP-26 in the amount of \$1,000.00 for U of M Nitrogen Fertilizer recommendation for Corn – Final.
(Funding source – FY24-FY25 DWP Karst (TKR))
- F. Voucher payment for Contract# 79-2-31 in the amount of \$4,730.00 for 340 Cover Crops. Payment 1 of 4-year contract.
(Funding source – FY25-FY28 Soil Health RCPP)
- G. Voucher payment for Kevin Petersen Contract# 25-SHD-16 in the amount of \$3,000.00 die 340 Cover Crops. Payment 1 of 1-year contract – Final.
(Funding source – FY25 Soil Health Delivery)
- H. Voucher payment for Contract# 79-2-32 in the amount of \$4,530.00 for 340 Cover Crops. Payment 1 of 4-year contract.
(Funding source – FY25-FY28 Soil Health RCPP)
- I. Voucher payment for Contract# 79-2-36 in the amount of \$4,800.00 for 340 Cover Crops. Payment 1 of 1-year contract – Final.
(Funding source – FY25-FY28 Soil Health RCPP)
- J. Voucher payment for Mike Graner Contract# 23-CWF-WIC-4 in the amount of \$20,749.02 for Practice 528 Prescribed Grazing.
(Funding source – FY23 West Indian Creek Watershed Restoration and Protection)
- K. Voucher payment for Contract# 79-25RCPP-12 in the amount of \$5,000.00 for 340 Cover Crops. Payment 1 of 4-year contract.
(Funding source – FY25-FY28 Soil Health RCPP)
- L. Voucher payment for Benjamin Klein for Contract# 25-SHD-8 in the amount of \$1,475.00 for 340 Cover Crops. Payment 1 of 1-year contract.
(Funding source -FY25 Soil Health Delivery)
- M. Voucher payment for Eric Klein for Contract# 25-SHD-9 in the amount of \$1,000.00 doe 340 Cover Crops. Payment 1 of 1-year contract.
(Funding source – FY25 Soil Health Delivery)

- N. Voucher payment for Roger Walkes for Contract# 2025WinLaC-WC-004 in the amount of \$6,000.00 for 340 Cover Crops. Payment 1 of a 3-year contract.
(Funding sources – FY23 WinLaC Watershed based funds \$857.00 and FY25 WinLaC Watershed based funds \$5,143.00)
- O. Voucher payment for Rachel Walkes for Contract# 2025WinLaC-WC-005 in the amount of \$6,000.00 for 340 Cover Crops. Payment 1 of a 3-year contract.
(Funding source – FY25 WinLaC)
Motioned by Klenner and seconded by Knudsen to approve the Consent Agenda – Vouchers, Letters A. – O.
Affirmative: Klenner, Knudsen, Zabel
Opposed: None
Motion Carried

VI. SECRETARY'S REPORT – Board Action

- A. November 20, 2025, Meeting Minutes
Motioned by Knudsen and seconded by Klenner to approve the Secretary's Report.
Affirmative: Klenner, Knudsen, Zabel
Opposed: None
Motion Carried

VII. TREASURER'S REPORT – Board Action

- A. November District Financial Statements
Included for your review
- B. Program Record – November
The full spreadsheet was sent to the board in advance
Motioned by Klenner and seconded by Knudsen to approve the Treasurer's Report subject to Audit.
Affirmative: Klenner, Knudsen, Zabel
Opposed: None
Motion Carried

VIII. PAYMENT OF MONTHLY BILLS

- A. Monthly Bills in the amount of \$115,050.06 - Board Action
Motioned by Klenner and seconded by Knudsen to approve Payment of the Monthly Bills in the amount of \$115,050.06.
Affirmative: Klenner, Knudsen, Zabel
Opposed: None
Motion Carried

IX. DISTRICT REPORTS

- A. Chair Report – Lynn Zabel
- B. County Commissioner – Bob Walkes
Terri attended the Commissioners' Meeting 12/16/2025.
Reported that items discussed were Ambulance Service issues. They want to share the cost increase. Auditor and Assessor switching to new systems. Terri gave brief report on the SWCD.

C. District Manager Report – Terri Peters
Attended the MASWCD Convention along with Sharleen and Lynn.
BALMM Meeting. Terri was the host. Report about Sheila Harmes retirement.
Meet quarterly, planning for 2026 - Kristen Dieterman, MPCA and Mike Cruze, MDA.
Staff Evaluations with Sharleen and Lynn. Will discuss in closed session.
Working with Shawn Huth for handbook policy changes to prepare for PFML.
Talking about converting leave system to PTO rather than accruing sick leave and annual leave separately
NFWF reporting completed. Reimbursement had been approved to pay.
Transitioning Matt's work to other staff.
Started year-end reporting.

D. NRCS Report – Christina Taylor – No report, just getting caught up.

E. Natural Resources Technician Report – Katelyn Abts –

F. Soil Health/Nutrient Management Tech Report – Deanna Pomije – In the packet

G. Conservation Planning & Outreach Technician – Ella Jurgeson – In the packet

H. BWSR Report – Dave Copeland

- *BWSR secured \$805,000 for manure management work. RFP out. Application from TSA/7 has been submitted for \$805,000 to do feedlot, manure management and nutrient management work. Approval in next month or so.*
- *2026 Buffer Law Grants were sent out. Terri is working on work plan. \$20,000 for staff responsibilities for Buffer Law.*
- *RFP for 2026 Clean Water Fund. Competitive grant. Early, to mid-February. 5-6-week window to submit applications. \$27 million. Portion for projects aimed at drinking water protection.*
- *Ann Gunness is expecting a baby in mid-late March. While she is on maternity leave, Dave will be covering her area also.*

Dave left at 9:15 am

I. Other agencies –

X. **OLD BUSINESS**

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

XI. **NEW BUSINESS**

A. Approve June E. Ratz Trust Amendment# 3 to Contract# 24-CC-5 changing the Install by date to 5/01/2026 from 12/31/2025 – **Board Action**
Motioned by Klennert and seconded by Knudsen to approve June E. Ratz Trust Amendment# 3 to Contract 24-CC-5 changing the install by date to 5/01/2026 from 12/31/2025. (After closer look at amendment, install by date is not 5/15/26)
Affirmative: Klennert, Knudsen, Zabel
Opposed: None
Motion Carried

B. Approve Katie M. Jacobson, CPA Engagement Letter for Auditing 2025 Financial Statements. The quote is on last page of Engagement Letter. The fee will be in the \$5,500 to \$7,500 range- (2024 was \$5,583.79) - **Board Action and Signature**
Motioned by Knudsen and seconded by Klennert to approve Katie M. Jacobson, CPA Engagement Letter for Auditing 2025 Financial Statements. The fee will be in the \$5,500 to \$7,500 range.
Affirmative: Klennert, Knudsen, Zabel
Opposed: None
Motion Carried

C. Set Meeting Dates/Times for 2026 – **Board Action**

Motioned by Klenner and seconded by Knudsen to approve meeting dates as the fourth Thursday of the month at 8:15 am with the exception of months that conflict with holidays. Third Thursday for November 19 and December 17, 2026

Affirmative: Klenner, Knudsen, Zabel

Opposed: None

Motion Carried

D. Approve Jary Holst Amendment# 2 to Contract# 2025WinLaC-Wab-001 to change the Install by date to 10/31/2026 from 11/30/2025 – **Board Action**

Motioned by Klenner and seconded by Knudsen to approve Jary Holst Amendment# 2 to Contract# 2025WinLaC-Wab-001 to change the install by date to 10/31/2026 from 11/30/2025.

Affirmative: Klenner, Knudsen, Zabel

Opposed: None

Motion Carried

E. December RCPP Batching – **Board Action**

2 contracts. 1 for No-Till 100 acres for 3 years and 1 for 100 Cover Crops for 3 years.

Motioned by Klenner and seconded by Knudsen to approve the December RCPP Batching.

Affirmative: Klenner, Knudsen, Zabel

Opposed: None

Motion Carried

F. Watershed Based Continuous CRP Incentives – **Board Action**

The Outdoor Heritage gave funds to BWSR to give to Watershed Based Comprehensive plans to use for Continuous CRP. First come, first serve basis. WAGZ funding total was \$7,200.00. WinLaC funding total was 9,000.00.

i. **WAGZ** \$250.00 reenrolled and \$500 for new incentive per contract.

A. Richard Olson Contract# 2024-WAGZ-WC-CRP2, \$500.00 and Voucher payment for \$500.00.

Motioned by Klenner and seconded by Knudsen to approve Richard Olson Contract# 2024-WAGZ-WC-CRP2, for \$500.00 and Voucher payment for \$500.00.

Affirmative: Klenner, Knudsen, Zabel

Motion Carried

B. Julie Damman Contract# 2024-WAGZ-WC-CRP9, \$250.00 and Voucher payment for \$250.00

Motioned by Klenner and seconded by Knudsen to approve Julie Damman Contract# 2024-WAGZ-WC-CRP9, for \$250.00 and Voucher payment for \$250.00.

Affirmative: Klenner, Knudsen, Zabel

Motion Carried

C. Kenneth Moyer Contract# 2024-WAGZ-WC-CRP10, \$500.00 and Voucher payment for \$500.00

Motioned by Klenner and seconded by Knudsen to approve Kenneth Moyer Contract# 2024-WAGZ-WC-CRP10, for \$500.00 and Voucher payment for \$500.00

Affirmative: Klenner, Knudsen, Zabel

Motion Carried

D. Kenneth Moyer Contract# 2024-WAGZ-WC-CRP11, \$500.00 and Voucher payment for the \$500.00.
Motioned by Klennert and seconded by Knudsen to approve Kenneth Moyer Contract# 2024-WAGZ-WC-CRP11, for \$500.00 and Voucher payment for \$500.00.
Affirmative: Klennert, Knudsen, Zabel
Motion Carried

E. Kenneth Moyer Contract# 2024-WAGZ-WC-CRP12, \$500.00 and Voucher payment for \$500.00
Motioned by Klennert and seconded by Knudsen to approve Kenneth Moyer Contract# 2024-WAGZ-WC-CRP12, for \$500.00 and Voucher payment for \$500.00.
Affirmative: Klennert, Knudsen, Zabel
Motion Carried

F. Dale Wobbe Contract# 2024-WAGZ-WC-CRP11, \$250.00 and Voucher payment for \$250.00.
Motioned by Klennert and seconded by Knudsen to approve Dale Wobbe Contract# 2024-WAGZ-WC-CRP11, for \$250.00 and Voucher payment for \$250.00.
Affirmative: Klennert, Knudsen, Zabel
Motion Carried

G. Dale Wobbe Contract# 2024-WAGZ-WC-CRP13, \$250.00 and Voucher payment of \$250.00.
Motioned by Klennert and seconded by Knudsen to approve Dale Wobbe Contract# 2024-WAGZ-WC-CRP13, for \$250.00 and Voucher payment for \$250.00.
Affirmative: Klennert, Knudsen, Zabel
Motion Carried

H. Charles Bremer Contract# 2024-WAGZ-WC-CRP8, \$250.00 and Voucher payment for \$250.00.
Motioned by Klennert and seconded by Knudsen to approve Charles Bremer Contract# 2024-WAGZ-WC-CRP8, for \$250.00 and Voucher payment for \$250.00.
Affirmative: Klennert, Knudsen, Zabel
Motion Carried

I. Scott Mighell IRR Trust Contract# 2024-WAGZ-WC-CRP10, \$250.00 and Voucher payment for \$250.00.
Motioned by Klennert and seconded by Knudsen to approve Scott Mighell IRR Trust Contract# 2024-WAGZ-WC-CRP10, for \$250.00 and Voucher payment for \$250.00.
Affirmative: Klennert, Knudsen, Zabel
Motion Carried

J. Warren W. & Jennie Roberson Living Trust Contract# 2024-WAGZ-WC-CRP7, \$250.00 and Voucher payment for 250.00.
Motioned by Klennert and seconded by Knudsen to approve Warren W. & Jennie Roberson Living Trust Contract# 2024-WAGZ-WC-CRP7, for \$250.00 and Voucher payment for \$250.00.
Affirmative: Klennert, Knudsen, Zabel
Motion Carried

K. Adam Warthesen Contract# 2024-WAGZ-WC-CRP1, \$500.00 and Voucher payment for \$500.00.

Motioned by Klenner and seconded by Knudsen to approve Adam Warthesen Contract# 2024-WAGZ-WC-CRP1, for \$500.00 and Voucher payment for \$500.00.

Affirmative: Klenner, Knudsen, Zabel
Motion Carried

ii. WinLaC \$1,000.00 flat rate per contract

- A. William Hager Contract# 2025WinLaC-Wab-CRP6, \$1,000.00 and Voucher payment for \$1,000.00.
Motioned by Klenner and seconded by Knudsen to approve William Hager Contract# 2025-WinLaC-Wab-CRP6, for \$1,000.00 and Voucher payment for \$1,000.00.
Affirmative: Klenner, Knudsen, Zabel
Motion Carried
- B. Ann Meurer Contract# 2025WinLaC-Wab-CRP1, \$1,000.00 and Voucher payment for the \$1,000.00.
Motioned by Klenner and seconded by Knudsen to approve Ann Meurer Contract# 2025-WinLaC-Wab-CRP1, for \$1,000.00 and Voucher payment for \$1,000.00.
Affirmative: Klenner, Knudsen, Zabel
Motion Carried
- C. Mary Tentis Contract# 2025WinLaC-Wab-CRP7, \$1,000.00 and Voucher payment for \$1,000.00.
Motioned by Klenner and seconded by Knudsen to approve Mary Tentis Contract# 2025-WinLaC-Wab-CRP7, for \$1,000.00 and Voucher payment for \$1,000.00.
Affirmative: Klenner, Knudsen, Zabel
Motion Carried
- D. Roger Walkes Contract# 2025WinLaC-Wab-CRP2, \$1,000.00 and Voucher payment for \$1,000.00.
Motioned by Klenner and seconded by Knudsen to approve Roger Walkes Contract# 2025-WinLaC-Wab-CRP2, for \$1,000.00 and Voucher payment for \$1,000.00.
Affirmative: Klenner, Knudsen, Zabel
Motion Carried
- E. Steve Schumacher Contract# 2025WinLab-Wab-CRP5, \$1,000.00 and Voucher payment for \$1,000.00.
Motioned by Klenner and seconded by Knudsen to approve Steve Schumacher Contract# 2025-WinLaC-Wab-CRP5, for \$1,000.00 and Voucher payment for \$1,000.00.
Affirmative: Klenner, Knudsen, Zabel
Motion Carried

F. Graner Farm Family LLP Contract# 2025WinLaC-Wab-CRP3, \$1,000.00 and Voucher payment for \$1,000.00.

Motioned by Klenner and seconded by Knudsen to approve Graner Farm Family LLP Contract# 2025WinLaC-Wab-CRP3, for \$1,000.00 and Voucher payment for \$1,000.00.

Affirmative: Klenner, Knudsen, Zabel

Motion Carried

G. Glen Borgen Contract# 2025WinLaC-Wab-CRP8, for \$1,000.00 and Voucher payment for \$1,000.00

Motioned by Klenner and seconded by Knudsen to approve Glen Borgen Contract# 2025WinLaC-Wab-CRP8, for \$1,000.00 and Voucher payment for \$1,000.00.

Affirmative: Klenner, Knudsen, Zabel

Motion Carried

iii. Approve payments for any eligible contracts before the end of the year.

Information will be provided. – **Board Action**

Motioned by Klenner and seconded by Knudsen to approve payments for any additional eligible continuous CRP contract and vouchers before the end of the year.

Affirmative: Klenner, Knudsen, Zabel

Opposed: None

Motion Carried

iv. **Board Reports**

- A. Whitewater JPB – Lynn
- B. Zumbro 1W1P (WAGZ)– Dag
- C. WinLaC 1W1P – Lynn
- D. SE SWCD Technical Support JPB - Dag
- E. County Board Meeting – Sharleen

Upcoming Events:

- i. Thursday, December 25, 2025, Christmas Day – Office Closed
- ii. Thursday, January 1, 2026, New Year's Day – Office Closed
- iii. January 1, 2026, Paid Leave Law goes into effect.
- iv. Monday, January 19, 2026, Martin Luther King Jr. Day-Office Closed
- v.

v. **Motion to Recess Regular Meeting and go in to Closed Session – Board Action**

Motioned by Klenner and seconded by Knudsen to Recess Regular Meeting and go in to Closed Session.

Affirmative: Klenner, Knudsen, Zabel

Opposed: None

Motion Carried

vi. **Closed Session**

A. **Personnel Review**

- i. Katelyn Abts
- ii. Deanna Pomije
- iii. Ella Jurgerson
- iv. Sue Cerwinski

B. District Manager – Terri Peters personnel review and discussion.

C. Adoptions of 2026 Wage Scale

vii. **Motion to Reopen Regular Meeting – Board Action**

Motioned by Klenner and seconded by Knudsen to Reopen the Regular Meeting.

Affirmative: Klenner, Knudsen, Zabel

Opposed: None

Motion Carried

viii. **Approval of the following – Board Action**

A. Adoption of 2026 Wage Scale

Motioned by Knudsen and seconded by Klenner to approve adoption of the 2026 Wage Scale.

Affirmative: Klenner, Knudsen, Zabel

Opposed: None

Motion Carried

B. Approve the Employee Evaluations

Motioned by Klenner and seconded by Knudsen to approve the Employee Evaluations.

Affirmative: Klenner, Knudsen, Zabel

Opposed: None

Motion Carried

C. Approve 2026 salary recommendations

Motioned by Klenner and seconded by Knudsen to approve the 2026 salary recommendations due to favorable reviews. Katelyn, Deanna, Sue, Terri are eligible to move up one step. Ella will move up a step before the end of her probation period.

Affirmative: Klenner, Knudsen, Zabel

Opposed: None

Motion Carried

ix. **Adjourn – Board Action**

Motioned by Klenner and seconded by Knudsen to adjourn the meeting at 11:00 am.

Affirmative: Klenner, Knudsen, Zabel

Opposed:

Motion Carried

Respectively Submitted By:



Seth Tentis, Secretary



Lynn Zabel - char

