

**Wabasha Soil and Water Conservation
District Regular Board Meeting
January 22, 2026
8:15 am
611 Broadway Ave. Suite 10B**

I. CALL MEETING TO ORDER

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

Supervisor's Present: Lynn Zabel, Chair, Chet Ross, Co-Chair, Sharleen Klennert, Treasurer, Seth Tentis, Secretary, Dag Knudsen, Member.

Staff Present: Terri Peters, District Manager

II. PLEDGE ALLEGIANCE

III. AGENDA

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

Affirmative: Ross, Klennert, Tentis, Knudsen, Zabel

Opposed: None

Motion Carried

IV. PUBLIC COMMENTS

Comments limited to 5 minutes per speaker

Mark Miller, DNR

* Doughnut and Door Prize Resolution for 2026 Wabasha County Forestry Day at the Front Porch in Kellogg on February 13th starting at 8:30 am- **Board Action**

Motioned by Knudsen and seconded by Ross to approve the Doughnut and Door Prize Resolution for the 2026 Wabasha County Forestry Day on February 13th at the Front Porch in Kellogg starting at 8:30 am.

Affirmative: Ross, Klennert, Tentis, Knudsen, Zabel

Opposed: None

Motion Carried

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. 2026 Data Practice Policy for Data Subjects
- B. 2026 Data Practice Policy for Members of the Public
- C. 2026 Request for release of data to government agency
- D. 2026 Request for release of data
- E. 2026 Wabasha County Soil and Water Conservation District Data Practices Policy Fee Schedule

Motioned by Klennert and seconded by Ross to approve the 2026 Wabasha County Soil and Water Conservation District Data Practice Policy, Letters A-E.

Affirmative: Ross, Klennert, Tentis, Knudsen, Zabel

Opposed: None

Motion Carried

i. **Contracts**

A.

ii. **Contract Amendment**

- A. Gary & Mary Lou Hager Amendment# 1 to Contract# 25-CC-10 to change the Install by Date to 4/30/2026 from 12/31/2025. Practice 314 Brush Management.

Motioned by Klennert and seconded by Ross to approve Gary & Mary Lou Hager Amendment# 1 to Contract# 25-CC-10 to change the Install by Date to 4/30/2026 from 12/31/2025. Practice 314 Brush Management.

Affirmative: Ross, Klennert, Tentis, Knudsen, Zabel

Opposed: None

Motion Carried

iii. **Vouchers**

- A. Voucher payment for Richard Heil for Contract# 25-CC-1 in the amount of \$298.70. Practice 314 Brush Management.

(Funding source – FY25 Conservation Contracts)

Motioned by Klennert and seconded by Ross to approve the Voucher payment for Richard Heil for Contract# 25-CC-1 in the amount of \$298.70 for Practice 314 Brush Management.

Affirmative: Ross, Klennert, Tentis, Knudsen, Zabel

Opposed: None

Motion Carried

WAGZ – Continuous CRP Incentives:

- B. Jacob Suckow Contract# 2024-WAGZ-WC-CRP6, \$250.00 and Voucher payment for \$250.00.

(Funding source – FY24-FY25 WAGZ)

- C. Phyllis Sprick Contract# 2024-WAGZ-WC-CRP5, \$250.00 and Voucher payment for \$250.00.

(Funding source – FY24-FY25 WAGZ)

WINLAC – Continuous CRP Incentives:

- D. Gorman Creek LLC Contract# 2025WinLaC-Wab-CRP9, \$1,000.00 and Voucher payment for \$1,000.00.

(Funding source – FY25 WinLaC)

- E. Gertrude B. Schurhammer Contract# 2025WinLaC-Wab-CRP4, \$1,000.00 and Voucher payment for \$1,000.00.

(Funding source – FY25 WinLaC)

- F. Alan Jostock Voucher payment for Contract# 2024WAGZ-WC-02 in the amount of \$1,237.50 for 27.5 acres Cover Crops.

(Funding source – FY24-FY25 WAGZ)

- G. Alan Jostock Voucher payment for Contract# 2024WAGZ-WC-03 in the amount of \$628.00 for 15.7 acres Cover Crops.

(Funding source – FY24 -FY25 WAGZ)

- H. Hunter Farms LLC Voucher payment for Contract# 2024WAGZ-WC-13 in the amount of \$500.00 for Woodland Stewardship Plan.
(Funding source – FY24 (WAGZ) Watershed Based Funding)

Motioned by Klennert and seconded by Ross to approve the Consent Agenda iii. Voucher payments, including the Continuous CRP Incentive Contracts and Voucher Payments.

Affirmative: Ross, Klennert, Tentis, Knudsen, Zabel

Opposed: None

Motion Carried

iv. Grants

- A. FY 2026 State of MN BWSR Buffer Implementation Program Grant Agreement. Grant ID P26-0146 2026-Buffer Law (Wabasha SWCD) for \$20,000.00. Expiration date: December 31, 2028.
- B. State or MN Joint Powers Agreement between State of Minnesota, acting through its Commissioner of Agriculture (State) and Wabasha Soil & Water Conservation District (Governmental Unit) for MAWQCP. Agreement effective date January 1, 2026, and expiration date December 31, 2027.
- C. Wabasha SWCD MAWQCP Building Lease Agreement for Greg Klinger from County of Olmsted to use portion of the building at 1188 50th St. SE Rochester, MN for office space for the MN Dept of Agriculture. Lease period is January 1, 2026, through December 31, 2026. Monthly payment \$129.28

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

Affirmative: Ross, Klennert, Tentis, Knudsen, Zabel

Opposed: None

Motion Carried

VI. SECRETARY'S REPORT

- A. December 18, 2025, Meeting Minutes – Board Action
Motioned by Klennert and seconded by Ross to approve the Secretary's Report as reviewed earlier.
Affirmative: Ross, Klennert, Tentis, Knudsen, Zabel
Opposed: None
Motion Carried

VII. TREASURER'S REPORT – Board Action

- A. December District Financial Statements
Included for your review
- B. December Program Record
Budget vs Actual Report
Motioned by Klennert and seconded by Knudsen to approve the Treasurer's Report subject to audit approval.
Affirmative: Ross, Klennert, Tentis, Knudsen, Zabel
Opposed: None
Motion Carried

VIII. PAYMENT OF MONTHLY BILLS

- A. Monthly Bills in the amount of \$49,285.51- **Board Action**
- B. Note: Southeast Service Cooperative – Health Insurance January premium paid 1/2/2026 \$5,234.34 automatic withdrawal.
February 2026 premium, automatic withdrawal on February 2, 2026, \$5,234.34.
Motioned by Klennert and seconded by Ross to approve Payment of the Monthly Bills in the amount of \$49,285.51.
Affirmative: Ross, Klennert, Tentis, Knudsen, Zabel
Opposed: None
Motion Carried

IX. DISTRICT REPORTS

- A. Chair Report – Lynn Zabel
- B. County Commissioner – Bob Walkes
- C. District Manager Report – Terri Peters
Year-end reporting.
HR end of year.
Elink year-end reporting
RCPD reporting – staff time, separate for each project.
- D. NRCS Report – Christina Taylor – **Terri read off Christina’s report.**
- E. Natural Resources Technician Report– Katelyn Abts – (In the packet)
- F. Soil Health/Nutrient Management Tech Report – Deanna Pomije (in the packet)
- G. Conservation Planning & Outreach Technician – Ella Jurgerson (In the packet)
- H. BWSR Report –
- I. Other agencies –

X. OLD BUSINESS

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

XI. NEW BUSINESS

- A. Election of SWCD Board Officers for 2026 – **Board Action**
 - i. Chairman – Lynn Zabel
 - ii. Vice Chairman – Chet Ross
 - iii. Secretary – Seth Tentis
 - iv. Treasurer – Sharleen Klennert**Short discussion on positions.**
Motioned by Knudsen and seconded by Klennert to approve keeping the SWCD Board Officers for 2026 the same as they were in 2025.
Affirmative: Ross, Klennert, Tentis, Knudsen, Zabel
Opposed: None
Motion Carried

B. 2026 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

Short discussion on committees.

Motioned by Klennert and seconded by Ross to approve keeping the Committee appointments for 2026 the same as they were for 2025.

Affirmative: Ross, Klennert, Tentis, Knudsen, Zabel

Opposed: None

Motion Carried

C. 2026 Board Policy, Operating Rules, Guidelines and Bylaws – **Board Action/**
Each Sign separate last page attached.

Motioned by Klennert and seconded by Ross to approve the 2026 Board Policy, Operating Rules, Guideline and Bylaws.

Affirmative: Ross, Klennert, Tentis, Knudsen, Zabel

Oppose: None

Motion Carried

D. ELink Grant Reporting Signature Authority Resolution 01222026-1 – **Board Action**

Motioned by Klennert and seconded by Ross to approve the ELink Grant Reporting Signature Authority Resolution 01222026-1.

Affirmative: Ross, Klennert, Tentis, Knudsen, Zabel

Opposed: None

Motion Carried

E. Designation of Official Newspaper Resolution 01222026-2 (The Lake City Graphic) –
Board Action

Motioned by Knudsen and seconded by Klennert to approve the Designation of Official Newspaper Resolution 01222026-2 (The Lake City Graphic)

Affirmative: Ross, Klennert, Tentis, Knudsen, Zabel

Opposed: None

Motion Carried

F. Designation of Official Bank Depositories Resolution 01222026-3 – **Board Action**

Motioned by Knudsen and seconded by Ross to approve the Designation of Official Bank Depositories Resolution 01222026-3.

Affirmative: Ross, Klennert, Tentis, Knudsen, Zabel

Opposed: None

Motion Carried

G. Designation of Signatories for Bank Accounts Resolution 01222026-4 – **Board Action**

Motioned by Knudsen and seconded by Ross to approve the Designation of Signatories for Bank Accounts Resolution 01222026-4.

Affirmative: Ross, Klennert, Tentis, Knudsen, Zabel

Opposed: None

Motion Carried

- H. Per Diem rates \$125.00 and Mileage .725 for 2026 Resolution 01222026-5 – **Board Action**
Motioned by Klennert and seconded by Ross to approve the Per Diem rates \$125.00 and Mileage .725 for 2026 Resolution 01222026-5.
Affirmative: Ross, Klennert, Tentis, Knudsen, Zabel
Opposed: None
Motion Carried
- I. Approve Annual Resolutions Authorizing Terri Peters Signature Authority for:
- i. Resolution 01222026-6 Approve Grant agreements from BWSR as they come in. -**Board Action**
 - ii. Resolution 01222026-7 Approve Contracts and Amendments, including Cover Crops and Well Sealing Contracts and Extension Signature Authority - **Board Action**
 - iii. Resolution 01222026-8 Approve AgBMP Loan Applications up to \$200,000.00 -**Board Action**
 - iv. Resolution 01222026-9 Approve Designating Signature Authority to Terri Peters for RCPP Contracts that are timely and, only if needed to be done before the monthly board meeting. -**Board Action**
- Motioned by Klennert and seconded by Knudsen to approve the Annual Resolutions Authorizing Terri Peters Signature Authority for: i. Resolution 01222026-6, ii. Resolution 01222026-7, iii. Resolution 01222026-8 and iv. Resolution 01222026-9.**
Affirmative: Ross, Klennert, Tentis, Knudsen, Zabel
Opposed: None
Motion Carried
- J. Resolution to Terminate the Whitewater Joint Powers Board and Terminate and Withdraw from the Whitewater Joint Powers Board Agreement – **Board Action**
Any property or money left will be distributed.
Motioned by Knudsen and seconded by Ross to approve Resolution to Terminate the Whitewater Joint Powers Board and Terminate and Withdraw from the Whitewater Joint Powers Board Agreement.
Affirmative: Ross, Klennert, Tentis, Knudsen, Zabel
Opposed: None
Motion Carried
- K. Wabasha SWCD Sponsorship for Cow Calf Days February 12, 2026, in Oronoco at Rossman Farm in the amount of \$100.00 payable to the University of Minnesota - **Board Action**
Motioned by Ross and seconded by Tentis to approve Wabasha SWCD Sponsorship for Cow Calf Days February 12, 2026, in Oronoco at Rossman Farm in the amount of \$100.00 payable to the University of Minnesota.
Affirmative: Ross, Klennert, Tentis, Knudsen, Zabel
Opposed: None
Motion Carried

- L. Agreement between the Wabasha County Soil and Water Conservation District and the Olmsted County Soil and Water Conservation District for the Minnesota Agricultural Water Quality Certification Program (MAWQCP) through MDA.
Term January 1, 2026, to December 31, 2027 – **Board Action**
Motioned by Klennert and seconded by Ross to approve the Agreement between Wabasha County Soil and Water Conservation District and Olmsted County Soil and Water Conservation District for the Minnesota Agricultural Water Quality Certification Program (MAWQCP) through the MDA. The term is January 1, 2026, to December 31, 2027.
Affirmative: Ross, Klennert, Tentis, Knudsen, Zabel
Opposed: None
Motion Carried
- M. Employee Handbook with Updates -**Board Action**
Motioned by Klennert and seconded by Ross to approve the Employee Handbook with Updates.
Affirmative: Ross, Klennert, Tentis, Knudsen, Zabel
Opposed: None
Moton Carried
- N. Approve Daniel H. Miller Contract# 2026WinLaC-Wab001 in the amount of \$350.00 for Woodland Stewardship Plan – **Board Action**
(Funding source – FY26 WinLaC)
Motioned by Klennert and seconded by Tentis to approve Daniel H. Miller Contract# 2024WinLaC-Wab001 in the amount of \$350.00 for Woodland Stewardship Plan. Installed by date 11-30-2026.
Affirmative: Ross, Klennert, Tentis, Knudsen, Zabel
Opposed: None
Motion Carried
- O. Approve Allen & Janet Rahman Contract# 2025WAGZ-WC-01 in the amount of \$500.00 for Woodland Stewardship Plan. Install by date 11-30-2026 – **Board Action**
(Funding source – FY26 (WAGZ) Watershed Based Funding)
Motioned by Klennert and seconded by Ross to approve Allen & Janet Rahman Contract# 2025WAGZ-WC-01 in the amount of \$500.00 for Woodland Stewardship Plan. Installed by date 11-30-2026.
Affirmative: Ross, Klennert, Tentis, Knudsen, Zabel
Opposed: None
Motion Carried
- P. January RCPP Batching – **Board Action**
Motioned by Ross and seconded by Tentis to approve the January RCPP Batching.
Affirmative: Ross, Klennert, Tentis, Knudsen, Zabel
Opposed: None
Motion Carried
- Q. Upcoming Events
- i. Cow Calf Days – Thursday, February 12th
 - ii. Wabasha Forestry Day – Friday, February 13th
 - iii. February 16, Washington’s Birthday – Offices Closed
 - iv. February 26th 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
(Meeting next week/meet biannually)
- E. County Board Meeting – Sharleen

Terri brought up BALMM meeting on March 11. Board members could attend and option for Zoom. Meet quarterly.

Local Work Group – Scheduling it for May 28th instead of in June.

Prep work- get information for ranking sheet so that it's filled out in advance of the meeting.

XIII. Adjourn – Board Action

Motioned by Ross and seconded by Klennert to Adjourn the meeting at 10:28 am.

Affirmative: Ross, Klennert, Tentis, Knudsen, Zabel

Opposed: None

Motion Carried

Respectively Submitted By:



Seth Tentis, Secretary