

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
November 21, 2024
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, Sharleen Klennert

Treasurer, Dag Knudsen, Secretary

Staff Present: Terri Peters, District Manager

Others Present: Bob Walkes, Wabasha County Commissioner, Christina Taylor, NRCS and Frank Klennert, Citizen.

II. PLEDGE ALLEGIANCE

III. AGENDA

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

Affirmative: Ross, Klennert, Knudsen, Zabel

Opposed: None

Motion Carried

IV. PUBLIC COMMENTS

Comments limited to 5 minutes per speaker

V. CONSENT AGENDA

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. Vouchers – Board Action

- A. Warren Craig Beighley Voucher payment for Contract# 23-CS-2 in the amount of \$255.00 for Practice 314 Brush Management.
(Funding source – FY23 State Cost Share)
- B. Gerald VanDewalker Voucher payment for Contract# 24-CC-3 in the amount of \$1,500.00 for Practice 314 Brush Management.
(Funding source – FY24 Conservation Contracts)
- C. Cole and David Packer Voucher payment for Contract# 2024WAGZ-WC-10 in the amount of \$4,500.00 for Practice 340 Cover Crops. 1st payment of a 2- year contract.
(Funding source – FY24 Watershed Alliance for the Greater Zumbro (WAGZ))
- D. Cole and David Packer Voucher payment for Contract# 22-CS-2 in the amount of \$176.00 for Practice 340 Cover Crops. 2nd payment of a 3-year contract.
(Funding source – FY22 State Cost Share)

- E. Scott Sexton Voucher payment for Contract# 2024WAGZ-WC-20 in the amount of \$1,345.00 for Practice 340 Cover Crops. 1-year contract complete.
(Funding source – FY24 Watershed Alliance for the Greater Zumbro (WAGZ))
- F. Scott Sexton Voucher payment for Contract# 2024WAGZ-WC-19 in the amount of \$1,140.00 for Practice 340 Cover Crops. 1-year contract complete.
(Funding source – FY24 Watershed Alliance for the Greater Zumbro (WAGZ))
- G. Meyer's Seeds Voucher payment for Contract# 2024WAGZ-WC-12 in the amount of \$2,110.50 for Practice 340 Cover Crops. 1-year contract complete.
(Funding source – FY24 Watershed Alliance for the Greater Zumbro (WAGZ))
- H. Mark Meyers Voucher payment for Contract# 24-CC-8 in the amount of \$1,089.00 for Practice 340 Cover Crops. 1-year contract complete.
(Funding source – FY24 Conservation Contracts)
- I. Allan Marking Voucher payment for Contract# 21-Capacity-7 in the amount of \$668.00 for Practice 340 Cover Crops. Third and final payment of a 3-year contract.
(Funding source – FY22 Capacity)
- J. Scotch Prairie Farms LLC Voucher payment for Contract# 2024WAGZ-WC-17 in the amount of \$4,500.00 for Practice 340 Cover Crops. 1-year contract complete.
(Funding source – FY24 Watershed Alliance for the Greater Zumbro (WAGZ))
- K. Jon Harvey Voucher payment for Contract# 23-Capacity-5 in the amount of \$4,500.00 for Practice 340 Cover Crops. 1-year contract complete.
(Funding source – FY23 Capacity)
- L. Jeremiah Leonhardt Voucher payment for Contract# 21-Capacity-8 in the amount of \$4,000.00 for Practice 340 Cover Crops. Third and final payment of a 3-year contract.
(Funding source – FY22 Capacity)
- M. Roger Walkes Voucher payment for Contract# 2024WinLaC-WAB-007 in the amount of \$1,440.00 for Practice 340 Cover Crops. 1-year contract complete.
(Funding source – FY24 WinLac Partnership)
- N. Alan Jostock Voucher payment for Contract# 2024WAGZ-WC-02 in the amount of \$1,800.00 for Practice 340 Cover Crops. First payment of a 3-year contract.
(Funding source – FY24 Watershed Alliance for the Greater Zumbro (WAGZ))
- O. Alan Jostock Voucher payment for Contract# 2024WAGZ-WC-03 in the amount of \$800.00 for Practice 340 Cover Crops. First payment of a 3-year contract.
(Funding source – FY24 Watershed Alliance for the Greater Zumbro (WAGZ))

- P. Rachel Walkes Voucher payment for Contract# 23-SHCS-5 in the amount of \$4,470.00 for Practice 340 Cover Crops. 1-year contract complete.
(Funding sources – FY23 Soil Health Cost Share \$2,749.20, FY23 State Cost Share \$1,382.80, FY24 Conservation Contracts \$338.00)
- Q. Bluff Valley Farm LLC Voucher payment for Contract# 24-CC-10 in the amount of \$1,350.00 for Practice 340 Cover Crops. 1 year contract complete.
(Funding source – FY24 Conservation Contracts)
- R. Huneke Dairy Inc. (Paul Huneke) Voucher payment for Contract# 2022WAGZ-WC-9 in the amount of \$1,404.00 for Practice 340 Cover Crops. Third and final payment of a 3-year contract.
(Funding source – FY22 Watershed Alliance for the Greater Zumbro (WAGZ))
- S. Eugene Betcher Voucher payment for Contract# 2022WAGZ-WC-12 in the amount of \$2,000.00 for Practice 340 Cover Crops. Third and final payment of a 3-year contract.
(Funding source – FY22 Watershed Alliance for the Greater Zumbro (WAGZ))
- T. Harborside Club, Inc. (Don Kastella) Voucher payment for Contract# 2024WAGZ-WC-09 in the amount of \$660.00 for Practice 351 Well Decommissioning.
(Funding source – FY24 Watershed Alliance for the Greater Zumbro (WAGZ))
- U. Gary Timm Voucher payment for Contract# 2024WAGZ-WC-07 in the amount of \$500.00 for Woodland Stewardship Plan.
(Funding source - FY24 Watershed Alliance for the Greater Zumbro (WAGZ))
- V. Mehrkens Family Farms Inc. Voucher payment for Contract# 22-CS-2 in the amount of \$7,228.02 for Practices 342 Critical Area Planting, 362 Diversion, 484 Mulching and 460 Land Clearing.
(Funding sources – FY22 State Cost Share \$1,924.00 and FY23 State Cost Share \$5,304.02)
- W. George Tesmer Voucher payment for Contract# 2024WAGZ-WC-04 in the amount of \$2,943.00 for Practice 340 Cover Crops. 1 year contract complete.
(Funding source – FY24 Watershed Alliance for the Greater Zumbro (WAGZ))
- X. George Tesmer Voucher payment for Contract# 2024-WAGZ-WC-05 in the amount of \$1,080.00 for Practice 340 Cover Crops. 1st year payment of a 3-year contract.
(Funding source – FY24 Watershed Alliance for the Greater Zumbro (WAGZ))
- Y. John Eversman Voucher payment for Contract# 23-CWF-WIC-5 in the amount of \$2,011.50 for Practice 340 Cover Crops. 1 year contract complete.
(Funding source – FY23 Clean Water Fund-West Indian Creek)

- Z. John Eversman Voucher payment for Contract# 23-Capacity-4 in the amount of \$1,687.50 for Practice 340 Cover Crops. 1 year contract complete.
(Funding sources – FY23 Soil Health Cost Share \$.80, FY22 SWCD Local Capacity \$268.96, FY23 SWCD Local Capacity \$1,417.74)
- AA. Jary Holst Voucher payment for Contract# 24-CC-11 in the amount of \$925.00 for Practice 340 Cover Crops. 1 year contract complete.
(Funding source – FY24 Conservation Contracts)
- BB. Jeff Wiskow Voucher payment for Contract# 23-Capacity-3 in the amount of \$4,500.00 for Practice 340 Cover Crops. 1 year contract complete.
(Funding source – FY23 Capacity)
- CC. Oak Leaf Farms LLC Voucher payment for Contract# 23-SHCS-1 in the amount of \$2,460.00 for Practice 340 Cover Crops. 2nd year payment of a 3-year contract
(Funding source – FY23 Capacity)
- DD. Kurt Schnell Voucher payment for Contract# 2024WAGZ-WC-16 in the amount of \$3,555.00 for Practice 340 Cover Crops. 1st year payment of 2-year contract.
(Funding source - FY24 Watershed Alliance for the Greater Zumbro (WAGZ))
- EE. Huneke Bros. LLP (Micah Huneke) Voucher payment for Contract# 2022WAGZ-WC-8 in the amount of \$4,000.00 for Practice 340 Cover Crops. Third and final payment of 3-year contract.
(Funding source – FY22 Watershed Alliance for the Greater Zumbro (WAGZ))
- FF. Patrick Judge Voucher payment for Contract# 2022WAGZ-WC-10 in the amount of \$1,280.00 for Practice 340 Cover Crops. Third and final payment of 3-year contract.
(Funding source – FY22 Watershed Alliance for the Greater Zumbro (WAGZ))
- GG. Mark Lehnertz Voucher payment for Contract# 24-CC-7 in the amount of \$4,065.00 for Practice 340 Cover Crops. 1 year contract complete.
(Funding source – FY24 Conservation Contracts)
- HH. Larry Mischke Voucher payment for Contract# 2024WAGZ-WC-18 in the amount of \$2,925.00 for Practice 340 Cover Crops. 1 year contract complete.
(Funding source - FY24 Watershed Alliance for the Greater Zumbro (WAGZ))
- II. Cooks Valley Farm LLC Voucher payment for Contract# 24-CC-9 in the amount of \$1,093.50 for Practice 340 Cover Crops. 1 year contract complete.
(Funding source – FY24 Conservation Contracts)
- JJ. Hyde Park Holsteins Voucher payment for Contract# DWP-26 in the amount of \$1,000.00 for U of MN Nitrogen Fertilizer Recommendation for Corn. 1st payment of 2-year contract.
(Funding source – Drinking Water Protection in the Karst Region)

*Discussion on planting rye as cover crop and terminating with herbicide.
Moted by Knudsen and seconded by Ross to approve the Consent
Agenda.*

Affirmative: Ross, Klennert, Knudsen, Zabel

Opposed: None

Motion Carried

VI. SECRETARY'S REPORT – Board Action

A. October 24, 2024 Meeting Minutes

Moted by Ross and seconded by Klennert to approve the Secretary's Report.

Affirmative: Ross, Klennert, Knudsen, Zabel

Opposed: None

Motion Carried

VII. TREASURER'S REPORT – Board Action

A. October District Financial Statements

Included for your review

B. Program Record – October

The full spreadsheet was sent to the board in advance

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

Affirmative: Ross, Klennert, Knudsen, Zabel

Opposed: None

Motion Carried

VIII. PAYMENT OF MONTHLY BILLS

A. Monthly Bills in the amount of \$129,537.58 - Board Action

*Moted by Klennert and seconded by Ross to approve Payment of the Monthly Bills
in the amount of \$129,537.58.*

Affirmative: Ross, Klennert, Knudsen, Zabel

Opposed: None

Motion Carried

**** Forward to New Business E. PRAP presentation by Shawn Huth.**

IX. DISTRICT REPORTS

A. Chair Report – Lynn Zabel

B. County Commissioner – Bob Walkes

Elections went well. Searching for a new Auditor. Had zoom interviews.

Discussion on the tax base being limited. Wage study is in the budget.

C. District Manager Report – Terri Peters

*Working with Shawn on job descriptions. Workup sheets for each project, make
usable for staff.*

*Met with Chet and Lynn on annual enrollment decisions. Figured SWCD
contribution amount for SWCD for health insurance – up 28.5%. Go ahead with the
County benefits. At the last meeting board voted to go with Personnel Committee
decisions.*

Attended BWSR Academy with staff.

- D. NRCS Report – Christina Taylor – ***Attended meeting to give report. Focusing on gathering documentation from different programs/contracts, CSP. Checking to see if practices were done by standards, so that people can get paid. Checking CRP fields for establishment. Asking permission to go on property. New EQUIP contracts, ranking Jan. Get Conservation Plans together.***
- E. District Technician Report- Matt Kempinger – In the packet
- F. Conservation Planning and Outreach Technician Report– Jenna Rasmusson – In the packet.
Jenna came into the meeting and talked about the number of acres in cover crops. Kept track of acres from callers, more people getting into cover crops from word of mouth, neighbors and friends. Discussion on planting rye and terminating.
- G. Natural Resources Technician Report– Katelyn Abts – In the packet
- H. Soil Health/Nutrient Management Tech Report – Deanna Pomije – In the packet
- I. Bookkeeper/Administrative Assistant Report -Sue Cerwinske – In the packet
- J. BWSR Report -
- K. Other agencies –

X. OLD BUSINESS

- A. Conservation Project – Lynn (open to any Supervisor for ideas)
- B. Donations for Envirothon Raffle at the MASWCD Convention
Have Karen Zabel get a wine donation from Whitewater and Sharleen wine donation from Zumbro Falls winery. Bring to MASWCD convention.

XI. NEW BUSINESS

- A. Sue Cerwinske employee recognition for 5 years of service, \$120.00 annual payment on anniversary date. (September 16th)
- B. Approve Nancy Kuklinski Contract# 24-SWCDAid-2 in the amount of \$570.00 for Practice 314 Brush Management. Install date by 6/30/2025 – **Board Action**
(Funding source – SWCD Aid)
Motioned by Klennert and seconded by Ross to approve Nancy Kuklinski Contract# 24-SWCDAid-2 in the amount of \$570.00 for Practice 314 Brush Management. Install by date 6/30/2025
Affirmative: Ross, Klennert, Knudsen, Zabel
Opposed: None
Motion Carried
- C. Approve Ernest Walters Contract# 24-SWCDAid-1 in the amount of \$1,500.00 for Practice 314 Brush Management. Install by date 8/31/2025 – **Board Action**
(Funding source -- SWCD Aid)
Motioned by Klennert and seconded by Ross to approve Ernest Walters Contract# 24-SWCDAid-1 in the amount of \$1,500.00 for Practice 314 Brush Management. Install by date 8/31/2025
Affirmative: Ross, Klennert, Knudsen, Zabel
Opposed: None
Motion Carried

- D. Approve Dan Baker Amendment to Contract# WS-08 to change install date to 10/31/2025 for Practice 351 Well Decommissioning – Board Action
(Funding source – SWCD Aid)

Motioned by Ross and seconded by Knudsen to approve Dan Baker Amendment to Contract# WS-08 to change install date to 10/31/2025 for Practice 351 Well Decommissioning.

Affirmative: Ross, Klennert, Knudsen, Zabel

Opposed: None

Motion Carried

**** Shawn Huth Presentation 8:45 am**

Terri had talked to Shawn about redoing the job descriptions and promotional ladders. Shawn is reformatting to submit on to DDA for job classification. Terri has submitted the application to BSWR for a PRAP grant. It is not a competitive grant. Shawn went over who DDA (David Drown Associates, Inc.) is, which is an organization that works with cities, counties and SWCD organizations across the state. They offer policy review, setting up performance plans, head hunting and compensation and wage studies. They will talk to staff and go back to compare. They will look at job description and look at pay scale. They will send recommendations to be competitive, see how comparable we are with other SWCD's. When the study comes back it will have 2-3 options to go forward with. They will make suggestions and how to implement changes.

The cost will be \$2,500.00 a year. Shawn also suggested talking to Mark Goldberg as a 3rd party to see what his thoughts are.

Discussion by all followed the presentation.

E. PRAP

- i. PRAP Grant

Approve PRAP Grant once it has been approved by BWSR.

- ii. Full Classification and Compensation Study – Board Action

Approve Full Classification and Compensation Study contingent on PRAP Grant approval.

- iii. Ongoing Maintenance. – Discussion

This doesn't need to be approved until the plan is in place.

Motioned by Klennert and seconded by Knudsen to approve the decisions on I, ii, iii

Affirmative: Ross, Klennert, Knudsen, Zabel

Opposed: None

Motion Carried.

F. Accept Jenna Rasmusson's Resignation – Board Action

Motioned by Ross and seconded by Klennert to accept Jenna Rasmusson's Resignation.

Affirmative: Ross, Klennert, Knudsen, Zabel

Opposed: None

Motion Carried

- G. Approve Katie M. Jacobson, CPA Engagement Letter for Auditing 2024 Financial Statements. The quote is on last page of Engagement Letter. Email from Katie attached fee will be around the \$6,000.00 range- **Board Action and Signature Motioned by Knudsen and seconded by Klennert to approve Katie M. Jacobson, CPA Engagement Letter for Auditing 2024 Financial Statements. With quote amount around the \$6,000.00 range.**
Affirmative: Ross, Klennert, Knudsen, Zabel
Opposed: None
Motion Carried

XII. Board Reports

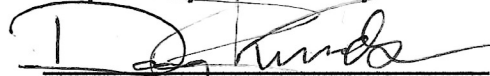
- A. Whitewater JPB – Lynn
The next meeting is December 20, 2024 at 2:00 pm.
- B. Zumbro 1W1P (WAGZ)– Dag
Dag summary of November 7th meeting in the packet.
Correction to report summary – 2nd paragraph Partner Project Showcase - Cost share for farmer (owner) is 25% and SWCD pays 75%.
- C. WinLaC 1W1P – Lynn
Planning/Work Group Meeting, Tuesday 11/26. Policy Committee Meeting coming up.
- D. SE SWCD Technical Support JPB - Dag
- E. County Board Meeting – Sharleen
- F. Upcoming Events:
- i. Thursday, November 28, 2024 Thanksgiving Day – Office Closed
 - ii. Tree Order Forms will be included with the Nov/Dec Newsletter.
 - iii. MASWCD Annual Convention December 2-4, 2024.
 - iv. Thursday, December 19th, Regular Board Meeting
 - v. **Swearing-In Ceremony for all newly elected county officials is Friday, January 3, 2025 at 8:15 am in Court Room 2**
Sharleen, Chet and Dag

*** Ella from AmeriCorps is working with Pheasants Forever in Lake City and along with the Winona Chapter they are interested in acquiring land to convert to pheasant habitat.

XIII. Adjourn – Board Action

Motioned by Ross and seconded by Klennert to adjourn the meeting at 10:55am.
Affirmative: Ross, Klennert, Knudsen, Zabel
Opposed: None
Motion Carried

Respectively Submitted By:


Dag Knudsen, Secretary