

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

Zoom: <https://us02web.zoom.us/j/88551165753?pwd=NSVMigdjnbZ7azzLepbg8HRScatDiY.1>

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 and Dag Knudsen, member.

Staff Present: Terri Peters, District Manager

Others present: Bob Walkes, County Commissioner, Frank Klennert, citizen

On the phone: Dave Copeland, BWSR

II. PLEDGE ALLEGIANCE

III. AGENDA

Add, Letter L. Leisen Farms Inc. Contract# 25-SHD-12 under Consent Agenda – Contracts

Motioned by Klennert and seconded by Ross to approve the agenda with addition of Letter L. Leisen Farms, Inc Contract# 25-SHD-12 under Consent Agenda, Contracts.

Affirmative: Ross, Klennert, Tentis, Knudsen, Zabel

Opposed: None

Motion Carried

IV. PUBLIC COMMENTS

Comments limited to 5 minutes per speaker

V. Katie M. Jacobson, CPA – Audit Presentation of Wabasha Soil and Water Conservation District Annual Report for the Year Ended December 31, 2024.

- A. Approve Wabasha Soil and Water Conservation District Annual Report/Audit for the Year Ended December 31, 2024, as presented by Katie M. Jacobson, CPA and approve for Katie M. Jacobson, CPA to send it to the State Auditor and BWSR –

Board Action

Motioned by Klennert and seconded by Ross to approve Katie M. Jacobson, CPA submitting December 31. 2024 Audit as presented to the State Auditor and BWSR.

Affirmative: Ross, Klennert, Tentis, Knudsen, Zabel

Opposed: None

Motion Carried

Discussed what the motion should be for monthly financial statements.

VI. 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. Richard Oeckler Contract# 25-SHD-5 in the amount of \$2,520.00 for Practice 327 Conservation Cover. Installed by date 10/1/2027. (Funding source – FY25 Soil Health Delivery)
- B. Stephanie Rivery Contract# 25-SHD-6 in the amount of \$2,400.00 for Practice 327 Conservation Cover. Installed by date 10/1/2027. (Funding source – FY25 Soil Health Delivery)
- C. Warren Craig Beighley Contract# 25-SHD-7 in the amount of \$1,050.00 for Practice 327 Conservation Cover. Installed by date 10/31/2027.
(Funding source – FY25 Soil Health Delivery)
- D. Rachel Walkes Contract# 2025WINLaC-WC-005 in the amount of \$18,000.00 for multi-year Practice 340 Cover Crop. Installed by date 12-01 2027.
(Funding sources – FY25 WinLaC watershed-based funds \$6,357.00, FY25 Conservation Contracts \$4,344.17, FY25 Soil Health Delivery \$7,298.83)
- E. Roger Walkes Contract# 2025WinLaC-WC-004 in the amount of \$18,000.00 for multi-year Practice 340 Cover Crops. Installed by date 12-01-2027.
(Funding sources – FY23 WinLaC watershed-based funds \$857.00, FY25 WinLaC watershed-based funds \$11,143.00, FY25 Soil Health Delivery \$6,000.00)
- F. Benjamin J. Klein Contract# 25-SHD-8 in the amount of \$2,200.00 for Practice 340 Cover Crops. Installed by date 12/01/2025.
(Funding source – FY25 Soil Health Delivery)
- G. Klein Eric & Lisa JV Contract# 25-SHD-9 in the amount of \$1,000.00 for Practice 340 Cover Crops. Installed by date 12-01-2025.
(Funding source FY25 Soil Health Delivery)
- H. Silver Spirit Farm LLC Contract# 25-SHD-11 in the amount of \$1,542.00 for Practice 340 Cover Crops. Installed by date 12-01-2025.
(Funding source – FY25 Soil Health Delivery)
- I. Huneke Dairy Inc/Paul Huneke Contract# 25-SHD-15 in the amount of \$4,500.00 for Practice 340 Cover Crops. Installed by date 12-01-2025.
(Funding source – FY25 Soil Health Delivery)
- J. Meyer's Seed Inc. Contract# 25-SHD-14 in the amount of \$3,940.00 for Practice 340 Cover Crops. Installed by date 12-01-2025.
(Funding source – FY25 Soil Health Delivery)

- K. Kevin Peterson Contract# 25-SHD-16 in the amount of \$3,000.00 for Practice 340 Cover Crops. Installed by date 12-01-2025
(Funding source – FY25 Soil Health Delivery)
- L. Paul Kruger Contract# 25-SHD-13 in the amount of \$2,620.00 for Practice 340 Cover Crops. Installed by date 12-01-2025.
(Funding source – FY25 Soil Health Delivery)
- M. Leisen Farms Inc. Contract# 25-SHD-12 in the amount of \$2,200.00 for Practice 340 Cover Crops. Installed by date 12-1-2025.
(Funding source – FY25 Soil Health Delivery)

Motioned by Klennert and seconded by Ross to approve the Consent Agenda – Contracts.

Affirmative: Ross, Klennert, Tentis, Knudsen, Zabel

Opposed: None

Motion Carried

ii. Vouchers

- A. Diane Baker Voucher for Contract# WS-08 in the amount of \$2,000.00, for Practice 351 Well Decommissioning.
(Funding source – FY24 Fillmore Drinking Water Protection)
- B. Larry Gates Voucher for Contract# 23-SHCS-2 in the amount of \$2,075.00, for 3rd and final year of Practice 340 Cover Crops.
(Funding source – FY23 Capacity, previous payments from 2023 Soil Health Cost Share)

Motioned by Klennert and seconded by Tentis to approve the Consent Agenda – Vouchers.

Affirmative: Ross, Klennert, Tentis, Knudsen, Zabel

Opposed: None

Motion Carried

iii. State of Minnesota Professional and Technical Services Work Order Contract- RIM Easement. Acting through BWSR (State) and Wabasha SWCD (LGU). Effective date October 20, 2025, and expiration date January 31, 2029. – **Discussion/Board Action**

\$50.00 for RIM inspections. Dave Copeland suggested talking about this at the MASWCD convention.

Motioned by Klennert and seconded by Ross to approve the State of Minnesota Professional and Technical Services Work Order Contract- RIM Easement. Acting through BWSR (State) and Wabasha SWCD (LGU). Effective date October 10, 2025, and expiration date January 31, 2029.

Affirmative: Ross, Klennert, Tentis, Knudsen, Zabel

Opposed: None

Motion Carried

VII. SECRETARY'S REPORT – Board Action

A. September 25, 2025, Meeting Minutes

Motioned by Klennert and seconded by Tentis to approve the Secretary's Report – September 25, 2025, Minutes as written.

Affirmative: Ross, Klennert, Tentis, Knudsen, Zabel

Opposed: None

Motion Carried

VIII. TREASURER'S REPORT – Board Action

A. September District Financial
Statements Included for your
review

B. Program Record – September

The full spreadsheet was sent to the board in advance

(Dag wants to see the Actual vs Budget PnL Report monthly, Terri will send.)

Motioned by Lynn Zabel, Chair, that we have reviewed the Treasurer's Report and it will be submitted for audit at the appropriate time.

Affirmative: Ross, Klennert, Tentis, Knudsen, Zabel

Opposed: None

Motion Carried

IX. PAYMENT OF MONTHLY BILLS

A. Monthly Bills in the amount of \$76,466.17 - Board Action

Motioned by Klennert and seconded by Knudsen to approve Payment of the Monthly Bills in the amount of \$76,466.17.

Affirmative: Ross, Klennert, Tentis, Knudsen, Zabel

Opposed: None

Motion Carried

X. DISTRICT REPORTS

A. Chair Report – Lynn Zabel

B. County Commissioner – Bob Walkes

C. District Manager Report – Terri Peters

RCPP – Working with Ella & Deanna. Extra steps for NRCS. Went through the first \$180,000. 2nd round \$120,000.00 encumbered. 3rd round \$120,000, target field borders and staff time.

Shut down- Implementing alternative IT.

Area 7 Meeting. Staff, Lynn and Sharleen attended.

Worked on Benefits and HR that will be coming up on the agenda.

D. NRCS Report – Christina Taylor –Furloughed

E. District Technician Report- Matt Kempinger –

F. Natural Resources Technician Report– Katelyn Abts – In the packet

- G. Soil Health/Nutrient Management Tech Report – Deanna Pomije – In the packet
- H. Conservation Planning & Outreach Technician – Ella Jurgerson – In the packet
- I. BWSR Report – Dave Copeland
- J. Other agencies –

XI. OLD BUSINESS

- A. Conservation Project – Lynn (open to any Supervisor for ideas)
- B. Reminder on MASWCD Convention. December 1 – 3, 2025 Lynn, Sharleen and Terri are registered.
Need Board approval to pay for Supervisors, Staff and the Outstanding Conservationist to attend the MASWCD convention. – **Board Action**
Motioned by Klennert and seconded by Ross to approve payment of expenses for any Supervisors, Staff and the Outstanding Conservationist (12/3 luncheon) that want to attend the MASWCD convention, Dec 1-3, 2025..
Affirmative: Ross, Klennert, Tentis, Knudsen, Zabel
Opposed: None
Motion Carried
- C. MASWCD Resolutions – **Discussion**
Online ballots need to be completed by 5 pm on November 1.
Terri sent Supervisors the link for online ballots. Helpful to listen to the recording of meeting with Sheila Vanney.

XII. NEW BUSINESS

- A. Authorization to move ahead with the Personnel Committee decisions, per discussion – **Board Action**
Delete this item – This will ne discussed in closed session and voted on after that.
- B. National Association of Conservation Districts dues for 2025 - Full Membership Contribution (Gold) is \$775.00, same level as last year. Operational expense can be included in our billing rate. – **Board Action**
Motioned by Knudsen and seconded by Ross to approve the National Association of Conservation District dues from 10-1-2025 to 9-30-2026. Full Membership Contribution (Gold) for \$775.00. Same as last year. Operational expense can be included in our billing rate.
Affirmative: Ross, Klennert, Tentis, Knudsen, Zabel
Opposed: None
Motion Carried

- C. 2025 Soil Health RCPP – October Batching and updated August batching–
Board Action
Motioned by Ross and seconded by Klennert to approve the 2025 Soil Health RCPP – October Batching and updated August batching.
Affirmative: Ross, Klennert, Tentis, Knudsen, Zabel
Opposed: None
Motion Carried

XIII. Board Reports

- A. Whitewater JPB – Lynn
Skip sent a message to Wabasha and Winona counties. Meeting with County Board, they will not be funding the Whitewater JPB this year. Sheila Harmes feels that they will disband the entire board. Note – Sheila is retiring at the end of this year.
- B. Zumbro 1W1P (WAGZ)– Dag
- C. WinLaC 1W1P – Lynn
- D. SE SWCD Technical Support JPB – Dag
Finance Committee Meeting. Dag and Terri attended.
Last year they took in \$80,000 more than the budget, enough to pay 4 staff for 7 months.
Presented the 2026 net \$0 Budget.
- E. County Board Meeting – Sharleen
Working on contracts with the unions.
- F. Upcoming Events:
- i. Tuesday – Thursday, October 21-23, 2025, BWSR Academy at Cragun's
 - ii. Tuesday, November 4, 2025, Election Day
 - iii. Tuesday, November 11, 2025, Veteran's Day – Office Closed
 - iv. Thursday, November 20, 2025, Regular Board Meeting
 - v. Thursday, November 27, 2025, Thanksgiving Day – Office Closed

Tree Order Forms will be included with the Nov/Dec Newsletter and on Website

XIV. **Motion to Recess Regular Meeting and go into Closed Session –Board Action**
Motioned by Ross and seconded by Klennert to Recess the Regular Meeting and go into Closed Session.
Affirmative: Ross, Klennert, Tentis, Knudsen, Zabel
Opposed: None
Motion Carried

Motioned by Klennert and seconded by Knudson to open the Closed Session.
Affirmative: Ross, Klennert, Tentis, Knudsen, Zabel
Opposed: None
Motion Carried

XV. **Closed Session – Board Action**
a. Go over Annual Benefit Enrollment.
b. Personnel Handbook Updated
Terri will be sending the Board documents separately

XVI. **Motion to Reopen Regular Meeting – Board Action**
Motioned by Ross and seconded by Klennert to Reopen the Regular Meeting at 10:59 am.
Affirmative: Ross, Klennert, Tentis, Knudsen, Zabel
Opposed: None
Motion Carried

XVII. **Approval of the following – Board Action**
a. Approve Annual Benefit Enrollment.
b. Approve Personnel Handbook Update
Motioned by Knudsen and seconded by Ross to approve the annual benefit enrollment including the MN Healthcare Consortium (to be signed), Dental through the County – Met Life. Life Insurance and LTD through the County. Vision VSP and Paid Family Leave through Shelter Point. Approve the updates to the Personnel Handbook.
Affirmative: Ross, Klennert, Tentis, Knudsen, Zabel
Opposed: None
Motion Carried

XVIII. Adjourn – Board Action

Motioned by Knudsen and seconded by Ross to Adjourn the meeting at 11:02 am.

Affirmative: Ross, Klennert, Tentis, Knudsen, Zabel

Opposed: None

Motion Carried

Respectively Submitted By:

A handwritten signature in cursive script that reads "Chet Ross". The signature is written in dark ink and is positioned above a horizontal line.

Seth Tentis, Secretary