

Due to the current CDC guidelines on social distancing, we are limiting the number in attendance to 5 people at the board meeting. We will also have limited call-in capabilities for up to 10 people. Phone# 651-560-1088 Access code # 0147478#

Phone or physical attendance will be allowed on a first come first serve basis following Wabasha SWCD board members receiving priority for phone or physical attendance.

Anyone who is in the at-risk category should consider not attending. If you would like to attend either by call-in or physically, you must notify Sue Cerwinske to hold your place in advance. [susan.cerwinske.wabashawcd@gmail.com](mailto:susan.cerwinske.wabashawcd@gmail.com) or 651-560-2053

**Wabasha Soil and Water Conservation  
District Regular Board Meeting  
August 27, 2020  
8:15 am  
County Annex Conference Room  
625 Jefferson Ave.**

- I. **CALL MEETING TO ORDER** –
- II. **PLEDGE OF ALLEGIANCE**
- III. **AGENDA** –
  - A. Meeting statement – Terri Peters  
*Terri Peters made the decision to have call-in and limited number of attendees at the Board Meetings. Consulted with other SWCD's and BWSR on how they were handling meetings because of COVID-19 and State of Emergency Guidelines. Calling in is allowed under the open meeting law. Phone line setup for SWCD meeting by the County. Board was contacted about this suggested change and it was agreed that this was the best solution for the situation, at this time.*
- IV. **PUBLIC COMMENTS**  
Comments limited to 5 minutes per speaker
- V. **CONSENT AGENDA – Board Action**
  - A. Winona County Planning and Environmental Services Invoice for FY2019 Southeast Minnesota Well Sealing Program 4/1/2020 – 6/30/2020 for \$1,000.00 (Well Sealing Completed and required documentation provided (Bronk Well Sealing reimbursement))
- VI. **SECRETARY'S REPORT**
  - A. July 23, 2020 Meeting Minutes-**Board Action**
- VII. **TREASURER'S REPORT:**
  - A. July Program Record--**Board Action**
  - B. July District Financial Statements-**Board Action**
  - C. Program Funding Available for Cost Share – **Informational**
- VIII. **PAYMENT OF MONTHLY BILLS**
  - A. Monthly Bills in the amount of \$      **-Board Action**

**IX. DISTRICT REPORTS**

- A. Chair Report – Terry Helbig
- B. County Commissioner – Rich Hall
- C. District Manager Report – Terri Peters
- D. NRCS Report – Phillis Brey
- E. Keely Hansen – District Technician
- F. Matthew Kempinger – District Technician
- G. Henry Stelten – Natural Resources Technician
- H. Sue Cerwinske – Bookkeeper/Admin. Asst.

**X. OLD BUSINESS**

- A. Update on office situation during COVID19 pandemic – Terri Peters
- B. Letter of Support – Protecting Working Forestlands in the Blufflands: Trout, Turkeys and Timber FY2021 Landscape Scale Restoration Competitive Process Request (Previously Board Approved), Letter for board signature and discussion on current status and plans – **Signature, Board Discussion**
- C. Letter of Support to submit with Conservation Legacy Partners (CPL) Grant application – Mazeppa Creek Stream Restoration – Partnership with NRCS, Trout Unlimited, and SWCD on Dennis Post fishing easement site. – **Signature, Board Discussion**
- D. Zumbro 1W1P Update
- E. Mississippi River – Winona/La Crescent 1W1P Update
- F. North Fork Zumbro at Mazeppa Status Update
- G. Gorman Creek Status Update
- H. MPCA Stream Monitoring, Mississippi Winona/La Crescent Status Update
- I. 319 Focus Small Watershed (West Indian Creek) Status Update
- J. Whitewater JPS Cover Crop Grant Update
- K. SE Well Sealing Grant Update
- L. Fillmore Drinking Water Protection Grant Update
- M. Cost Share Waiting List Update
- N. Conservation Farmer of the Year - **Board Discussion**
- O. Woodland Manager of the Year – **Board Discussion**

**XI. NEW BUSINESS**

- A. Approve Dan Young Contract 19-Capacity-10 for \$4,388.93 for Travel Lanes & Livestock Watering System – **Board Action**  
*(Practice Standards – Heavy Use Protection (561) Trails & Walkways (575) Critical Area Planting (342) Watering Facility (614))*
- B. Approve Rollie Schumacher Contract 18-Capacity-6 for \$10,725.00 for 412 Grassed Waterway (NRCS Practice Standard) – **Board Action**
- C. Approve Fred Keller Contract 20-Capacity-3 for \$15,211.50 for 412 Grassed Waterway (NRCS Practice Standard) – **Board Action**
- D. Approve Payment Voucher for Tom Miller Contract 20-CS-3 in the amount of \$1,093.44 for 412 Grassed Waterway – **Board Action**
- E. Staff Assignments and Training Plans – **Discussion**
- F. Approval for Terri to have authority to sign any New Cover Crops or Well Sealing Contracts coming in – **Board Action**
- G. Approve Contract Amendment #2 for Steve McNallan for 17-CAP-WS-13 Expiration date from 11/30/2019 to 11/30/2020 with original amount staying at \$1,000.00 – **Board Action**

- H. Approve Frank Brand Contract 19-319FL-1 in the amount of \$15,000.00 Feedlot VII Cost Share Assistance, Cost Share 50% up to \$15,000.00 – **Board Action**
- I. Approve Diane McNallan Contract Amendment for 18-CS-2. Updated Contract number from 18-CS-2, & 19-CS-1 to 18-CS-2 Expiration Date from 11/30/2019 to 10/31/2020 with amount change from \$11,971.88 to \$14,171.88 -**Board Action**
- J. Approve Payment Voucher for Diane McNallan Contract 18-CS-2 in the amount of \$14,171.88 – **Board Action**

**XII. Upcoming Events:**

A.

**XIII. Board Reports**

- A. WW – Lynn Zabel
- B. Zumbro 1W1P- Larry Theismann
- C. SE SWCD Technical Support JPB – Larry Theismann
- D. County Board Meeting – Terry Helbig

**XIV. Adjourn –Board Action**



*Planning and Environmental Services*

202 West Third street, Winona, MN 55987  
www.co.winona.mn.us

Phone: (507) 457-6520

Fax: (507) 454-9378

**DATE:** July 2, 2020

**BILL TO:** Wabasha County SWCD  
Terri Peters, District Manager  
611 Broadway Ave, Suite 10  
Wabasha, MN 55981

**INVOICE**

SERVICE	AMOUNT DUE
FY2019 Southeast Minnesota Well Sealing Program 4/1/2020 to 6/30/2020	\$1,000.00
<b>Tasks completed:</b> <ul style="list-style-type: none"><li>Well Sealing Completed and required documentation provided (Bronk Well Sealing reimbursement)</li></ul>	
Required Staff time match already completed	
<b>TOTAL DUE</b>	<b>\$1,000.00</b>

**BALANCE DUE UPON RECEIPT**

**MAKE CHECKS PAYABLE TO: WINONA COUNTY AUDITOR/TREASURER**

**REMIT TO: WINONA COUNTY PLANNING and ENVIRONMENTAL SERVICES**  
202 West Third Street  
WINONA MN 55987



WARRANT CHECK

This instrument when signed by the County Treasurer shall become a check payable to the order of the payee named for the amount stated.

Winona National  
202 Main Street  
Winona, MN 55987  
259611 091900216

DATE: 08/18/2020 CHECK NO.: 259611 AMOUNT: \$1,000.00

\*\*\*\*\*One Thousand And 00/100 Dollars

PAY TO THE ORDER OF: BERNARD T. BRONK  
21538 PUMPKIN ROAD  
WINONA MN 55987

*Marcia L Ward  
Andrea G. Auchla  
Patrick J. Moysa*

⑈ 259611⑈ ⑆091900216⑆ 001214⑈

Vendor No. 2431 08/18/2020 Check No. 259611

PLEASE DETACH BEFORE DEPOSITING

DESCRIPTION	INVOICE NUMBER	INVOICE AMOUNT	CODE	BALANCE
REIMB WELL SEALING	08/04/20	1,000.00	01-617--6261	1,000.00

WINONA COUNTY · WINONA, MINNESOTA 55987

*Shila - Winona City  
Paid landowner  
Reimbursable*

*Wabasha SWCD billed by Winona City Planning and Environmental Services  
1,000.00 SE MW Well Sealing Program  
Bronk Well Sealing reimbursement*

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**Wabasha Soil and Water Conservation  
District Regular Board Meeting  
July 23, 2020  
8:15 am  
County Annex Conference Room  
625 Jefferson Ave.**

- I. **CALL MEETING TO ORDER** – *Terry Helbig, Chair called meeting to order at 8:15 am*  
*Supervisors Present: Terry Helbig, Chair, Lynn Zabel, Co-Chair, Chuck Fick, Treasurer, Larry Theismann, Secretary*  
*Staff Present: Terri Peters, District Manager, Keely Hansen, District Technician*  
*Called-in: Nate Arendt, Board member, Rich Hall, County Commissioner, Phillis Brey, NRCS and Sue Cerwinske, Bookkeeper/Admin. Asst.*
  
- II. **PLEDGE OF ALLEGIANCE**
  
- III. **AGENDA** –
  - A. Meeting statement – Terri Peters  
*Terri Peters made the decision to have call-in and limited number of attendees so that we can social distance at the Board Meetings. Consulted with other SWCD's and BWSR on how they were handling meetings because of COVID-19 and State of Emergency Guidelines. Calling in is allowed under the open meeting law. Phone line setup for SWCD meeting by the County. Board was contacted about this suggested change and it was agreed that this was the best solution for the situation, at this time.*  
  
*Added \$68,635.96 amount for monthly bills and letters G & H in New Business*  
*Motioned by Zabel and seconded by Fick to accept the agenda as amended.*  
*Approved: Helbig, Zabel, Fick, Theismann, Arendt*  
*Opposed: None*  
*Motion Carried*
  
- IV. **PUBLIC COMMENTS**  
Comments limited to 5 minutes per speaker

- V. **CONSENT AGENDA – Board Action, Signature**
- A. Amended MAWQCP Sub-agreement for Goodhue SWCD to \$5,000.00
  - B. Amended MAWQCP Sub-agreement for Olmsted SWCD to \$7,500.00
  - C. Amended MAWQCP Sub-agreement for SE SWCD Technical Support JPB to \$10,000.00
- Motioned by Zabel and seconded by Fick to approve the consent agenda.  
Affirmative: Helbig, Zabel, Fick, Theismann, Arendt  
Opposed: None  
Motion Carried*
- VI. **SECRETARY’S REPORT**
- A. June 25, 2020 Meeting Minutes-Board Action  
*Motioned by Fick and seconded by Zabel to approve the Secretary’s Report - June 25, 2020 Meeting Minutes  
Affirmative: Helbig, Zabel, Fick, Theismann, Arendt  
Opposed: None  
Motion Carried*
- VII. **TREASURER’S REPORT:**
- A. June Program Record – Board Action  
*Motioned by Fick and seconded by Theismann to accept the June Program Record  
Affirmative: Helbig, Zabel, Fick, Theismann, Arendt  
Opposed: None  
Motion Carried*
  - B. June District Financial Statements-Board Action  
*Motioned by Theismann and seconded by Zabel to accept the June District Financial Statements  
Affirmative: Helbig, Zabel, Fick, Theismann, Arendt  
Opposed: None  
Motion Carried*
  - C. Program Funding Available for Cost Share – Informational Handout
- VIII. **PAYMENT OF MONTHLY BILLS**
- A. Monthly Bills in the amount of \$68,635.96 -Board Action  
*Motioned by Fick and seconded by Theismann to approve the payment of monthly bills in the amount of \$68,635.96  
Affirmative: Helbig, Zabel, Fick, Theismann, Arendt  
Opposed: None  
Motion Carried*
- IX. **DISTRICT REPORTS**
- A. Chair Report – Terry Helbig  
*Terry and Larry attended the Local Work Group. It was good discussion. Priorities were setup properly. Agreed on top 3. We filled out our data collection with our recommendations and ranking of resource concerns. Phillis sent on to the Area Conservationist.  
Health Updates on Terry, Rolland and Tom*
  - B. County Commissioner – Rich Hall – *No Report*
  - C. District Manager Report – Terri Peters  
*Busy month, picking up technical jobs  
Stream walk, Partnership with Trout Unlimited, NRCS, brought JPB staff with, EQIP project already approved.*

*Working through the hiring process  
Larry worked on the purchase of the 2019 Truck  
Stream Monitoring  
Working with partners for avenues for work funding*

*Terry asked about Conservation Farmer of the Year or Woodland Farmer of the Year. No tour this year. Terri said Charles Schmitt had asked about being Conservation Farmer of the Year. She had been to his farm and checked his CRP.*

- D. NRCS Report – Phillis Brey *Report in Packet*
- E. Bookkeeper/Administrative Asst. – Sue Cerwinske – *Report Given*

**X. OLD BUSINESS**

- A. Update on office situation during COVID19 pandemic – Terri Peters  
*New Governor's Orders to wear masks in Public areas, which does impact our office. If you have your own office you don't need to. In effect as of Saturday, July 25, 2020. Keeping doors locked, screening farmers.*
  
- B. 2019 Chevrolet Silverado Purchased for \$18,900 + tax and license, Total \$20,256.50. Paul still looking for a tool box to fit the truck. – **Board Information**  
*Thank Larry for doing all of the legwork. Contacted Brian about getting the Decals for the truck. Need to follow up with Paul on their progress on finding a tool box. If two employees in one vehicle, wear masks, one person could ride in the backseat. Sanitizing before and after use.*
  
- C. Hiring Decisions: Personnel Committee and Terri Peters Discussion and Board Affirmation  
District Technician I Positions: 2 Were Vacant  
Matthew Kempinger  
Keely Hansen  
Natural Resources Conservation Technician  
**Henry Stelten**  
*Discussion: Chuck stated that he, Lynn, Terri conducted the interviews, along with Shawn Huth, County HR who observed, asked questions and stated her concerns. Larry wondered if we advertised differently than the first-time. Advertised in all of the same places. Descriptions changed to more general. We were only planning on hiring two, but after talking it over and considering the workload and the good applicants with different skill sets, decided to hire three who have relevant skills. Grant work needs to be completed. Need to fulfill deliverable that are budgeted. Larry was concerned about where the training would be coming from and the new hires working together. Terri stated that Engineers are best trained on the job. Have training team, SWCD staff and Chris Nelson who will be working with them. Terri stated that they need to work together at first, but then each will have their own projects. One may have MAWQCP program and one will have the Buffer program. Bigger project will need both of them. The three who were pricked, interviewed very well. Got the impression that they could handle the work.*



**XI. NEW BUSINESS**

- A. Memorandum of Agreement – Between USDA, NRCS and State of MN, SWCD –  
**Board Action – Signature**  
*Agreement that is signed every year.*  
*Motioned by Fick and seconded by Theismann to approve Terry Helbig signing the Memorandum of Agreement between USDA, NRCS and State of MN, SWCD*  
*Affirmative: Helbig, Zabel, Fick, Theismann, Arendt*  
*Opposed: None*  
*Motion Carried*
- B. Drone Pilot Ground School \$249.00-\$299.00 course work and Training/Licensing Aeronautical \$160.00 through IACRA - FAA - **Board Action**  
*Discussion: On-Line Learning. Keely has background. Needs to be certified. Study up and take courses. For this course, if you don't pass the test, they will pay back the class cost and the test cost.*  
*Motioned by Zabel and seconded by Fick to approve Keely to take the Drone Pilot Ground School course work online and Training/Licensing Aeronautical test through IACRA – FAA*  
*Affirmative: Helbig, Zabel, Fick, Theismann, Arendt*  
*Opposed: None*  
*Motion Carried*
- C. Wabasha – WNC Agreement and Attachment A listing deliverables and amount of agreement – **Board Action – Signature**  
*Discussion: Wabasha Well Network Coordinator work. SE Volunteer Nitrate Monitoring Network Grant. 600 homeowners participating. Olmsted SWCD is administering. Send out letters and will send out bottles to volunteers. We would be local contact. The volunteers will get results directly from a certified lab. Results compiled and sent to Olmsted and MDA. This round of annual water sampling in August of 2020 and August of 2021 funding is \$2,200.00*  
*Motioned by Fick and seconded by Theismann to approve the signature for Wabasha – WNC Agreement and Attachment A listing deliverables in the amount of \$2,200.00 for this round of funding*  
*Affirmative: Helbig, Zabel, Fick, Theismann, Arendt*  
*Opposed: None*  
*Motion Carried*
- D. Approve Payment Voucher for Tom Leisen for \$900.00 for 19-Capacity-1, 340 practice Cover Crops (30 acres) – **Board Action**  
**2<sup>nd</sup> Year Payment – Inter-seeded**  
*Motioned by Zabel and seconded by Theismann to approve payment voucher for Tom Leisen for \$900.00 for Contract 19-Capacity-1, 340 practice Cover Crops (30 acres) 2<sup>nd</sup> year payment*  
*Affirmative: Helbig, Zabel, Fick, Theismann, Arendt*  
*Opposed: None*  
*Motion Carried*

- E. Contract for GIS Analysis Work for Guiding Forestland Protection/Forest Stewardship in the East Indian and West Indian Creek Watersheds. Will use opportunity for training for Keely. Larry Gates will join/call-in at 8:45 AM - **Board Action**

**Discussion:** Terri met with Larry Gates and BWSR staff with a conversation on current easement program from BWSR. It doesn't work because of some of eligibility requirements. Working to come up with analysis of the East & West Indian Creek, as pilot for what is available. Easement based program, \$2,500.00 GIS work to inventory high quality forests parcels for East & West Indian Creek and working land. Keely could use skills on some of our programs.

Larry Gates called in at 8:50 am to discuss this project.

Use ranking process by parcel. Working Plan Easement, more service to land, plan forestry care. Manage for the future. Used in the northern part of State. Camp Ripley buffer. Private ownership, stays with land.

Has not been used in streams, watersheds. Prototype. Have the attention of BWSR for this part of the State. This form of Easement is easier to work with. Be supportive of farm community, offer some buffering. May be able to get agricultural piece in the ranking process. Keep it simple. Use existing information. Capture 90% of what's out there. BWSR – use some of their teams to do monitoring. Timeline, start fairly soon. BWSR landscape plans. Asking Board to approve \$2,500.00 for deliverables. Larry Gates requested Terry Helbig be at first meeting when it gets started, to use his expertise.

Motioned by Theismann seconded by Fick to approve \$2,500.00 for the GIS Analysis Work for Guiding Forestland Protection/Forest Stewardship in the East Indian and West Indian Creek Watersheds,

**Affirmative:** Helbig, Zabel, Fick, Theismann, Arendt

**Opposed:** None

**Motion Carried**

- F. NACD Technical Assistance Grant for JPB– Give Terri Authority to sign the Grant – **Board Action**

*Application submitted to NACD for grant for funding JPB, who have been experiencing funding shortfall. Not enough funding for everyone that asks. National granted \$128,000.00. Will fund Phillis, NRCS Practice CST in our office for some of Sue's time. Allowable \$28,000.00 for Wabasha, Winona, Houston and Fillmore counties. \$100,000.00 to JPB engineers for same counties for EQIP or federal funded projects. Sent up Work Plan and should be getting Grant Agreement to be signed. Glen asked us to administer out of our office and JPB will bill for time.*

*Motioned by Theismann and seconded by Fick to approve Terri signing the NACD Technical Assistance Grant for JPB*

***Affirmative:** Helbig, Zabel, Fick, Theismann, Arendt*

***Opposed:** None*

***Motion Carried***

- G. Contract for Approval - Tom Miller 20-CF-3 for Grassed Waterway in the amount of \$1,200.00. Funds from 2020 Cost Share \$1,026.23 and 2019 Capacity \$173.77 – **Board Action**  
*Simple Design. Cost \$1,600. 00, we are approving 75% which is \$1,200.00  
End date is 11/30/20, but expect to be done much earlier.  
Motedioned by Theismann and seconded by Zabel to approve Contract 20-CF-3 for Tom Miller for Grassed Waterway in the amount of \$1,200.00.  
Affirmative: Helbig, Zabel, Fick, Theismann, Arendt  
Opposed: None  
Motion Carried*
- H. Trout Unlimited Contract for JPB Engineering Services – **Board Action**  
*Mazeppa – Mazeppa Creek put in EQIP. Trout Unlimited has \$500,000.00 to pay out for qualified engineering services. Pete Fryer and Chris Nelson could be paid for work from this fund, for JPB staff. Starting date was January 1, 2020 and runs until meets the obligation or deadline. Terri requested a contract to make it more official. Funding will be for billing according to JPB billing rate and approved by Trout Unlimited staff. They work differently, looking for ways to do projects in MN. Rich expressed his concern about “approving a contract with basically an open end on it. Shouldn’t there be a cap on it, like signing a blank check.” Terri had asked Jeff Hastings and he said they had a quarter of a million dollars to use for engineering. Bill time as approved by them.  
Motedioned by Theismann and seconded by Fick to approve the Trout Unlimited Contract for JPB Engineering Services  
Affirmative: Helbig, Zabel, Fick, Theismann, Arendt  
Opposed: None  
Motion Carried*

XII. **Upcoming Events:**

A.

XIII. **Board Report**

A. WW – No report

B. 1W1P-

*Terri said at last policy meeting, they had decided to go forth with modeling for Mississippi/Lake Pepin, not the same as Zumbro. Work group meeting in beginning of August. Rich not going to meetings anymore. Don Springer will be going now for Wabasha County Commissioners.*

XIV. Adjourn –Board Action

Motioned by Fick and seconded by Theismann to adjourn the meeting at 9:42 am

Affirmative: Helbig, Zabel, Fick, Theismann, Arendt

Opposed: None

Motion Carried

Respectively Submitted By

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Larry Theismann, Secretary

## Wabasha Soil and Water Conservation District

## Cash Balances

As of July 31, 2020

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Jul 31, 20

## ASSETS

## Current Assets

## Checking/Savings

Money Market- Bank of Alma  
Money Market WNB Financial  
Peoples State Bank Money Market  
Petty Cash  
WNB Financial

60,632.87  
7,385.49  
420,459.03  
163.16  
21,802.67

## Total Checking/Savings

510,443.22

## Total Current Assets

510,443.22

## TOTAL ASSETS

510,443.22

## LIABILITIES &amp; EQUITY

0.00

## Wabasha Soil and Water Conservation District

08/25/20

## Balance Sheet

Accrual Basis

As of July 31, 2020

Jul 31, 20

## ASSETS

## Current Assets

## Checking/Savings

Money Market- Bank of Alma	60,632.87
Money Market WNB Financial	7,385.49
Peoples State Bank Money Market	420,459.03
Petty Cash	163.16
WNB Financial	21,802.67

Total Checking/Savings 510,443.22

## Accounts Receivable

    11000 · Accounts Receivable 2,515.46

Total Accounts Receivable 2,515.46

Total Current Assets 512,958.68

## Fixed Assets

## 15000 · Furniture and Equipment

Computer	4,369.00
Laptops for Distrcit Techs (2)	3,149.22
Samsung Tablets	1,548.69
15000 · Furniture and Equipment - Other	104,323.00

Total 15000 · Furniture and Equipment 113,389.91

17000 · Accumulated Depreciation -85,522.98

Total Fixed Assets 27,866.93

## Other Assets

## Prepaid Items

Prepaid Ins - Vision & Health	-2,758.20
Prepaid Rent	920.43

Total Prepaid Items -1,837.77

Total Other Assets -1,837.77

**TOTAL ASSETS 538,987.84**

## LIABILITIES &amp; EQUITY

## Liabilities

## Current Liabilities

## Accounts Payable

    20000 · Accounts Payable 16,640.90

Total Accounts Payable 16,640.90

## Other Current Liabilities

    Allowance for Unemployment Reim 1,581.86

## Deferred Revenue

AIS	79,491.47
FY18 Capacity	22,625.00
FY18 Cost Share	1,724.31
FY18 CWMA	1,701.96
FY19 Buffer Initiative	10,557.83
FY19 Capacity	23,090.55
FY19 Cost Share	12,320.80
FY20 Buffer Initiative	19,721.42
FY20 Capacity	79,102.16
FY20 CWMA	12,262.78
FY20 Easement Delivery	1,450.00
FY20 State Cost share	7,617.70
FY20 WCA	8,983.95
FY20 Well Seal Grant	20,535.31
FY21 Conservation Delivery	19,619.00
FY21 State Cost Share	15,401.00
Izaak Walton League	584.98

Total Deferred Revenue 336,790.22

24000 · Payroll Liabilities -1,608.71

## Wabasha Soil and Water Conservation District

## Balance Sheet

As of July 31, 2020

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	Jul 31, 20
25500 · Sales Tax Payable	510.86
Total Other Current Liabilities	337,274.23
Total Current Liabilities	353,915.13
Total Liabilities	353,915.13
Equity	
Fund Balance- Restatement	47,943.10
Fund Balance Designated	31,903.30
Investment in Capital Assets	27,866.93
30000 · Opening Balance Equity	649.89
32000 · Owners Equity	160,647.87
Net Income	-83,938.38
Total Equity	185,072.71
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>538,987.84</b>

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**Wabasha Soil and Water Conservation District**  
**Profit & Loss**  
 July 2020

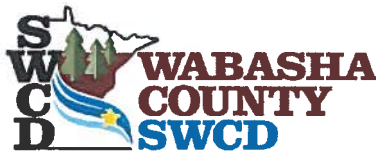
	Jul 20
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Charges for Services</b>	
2020 MPCA SWAG MWL	0.00
Wetlands	400.00
<b>Total Charges for Services</b>	400.00
<b>Intergovernmental Revenues</b>	
<b>Federal</b>	
319	0.00
<b>Total Federal</b>	0.00
<b>State</b>	
FY19 Well Sealing Grant	-2,422.50
MAWQCP	13,540.15
North Fork Zumbro-Mazeppa	24,940.39
State - Other	244.84
<b>Total State</b>	36,302.88
<b>Total Intergovernmental Revenues</b>	36,302.88
<b>Total Income</b>	36,702.88
<b>Gross Profit</b>	36,702.88
<b>Expense</b>	
<b>District Operations</b>	
<b>Other Services and Charges</b>	
Advertising Expense	170.88
Building Rent	920.43
Education and Information	128.98
Employee Education and Training	299.00
Fees and Dues	109.41
Internet Expense	70.95
Postage	55.00
Supervisor's Expenses	0.00
Supervisor's Mileage	483.25
<b>Vehicle Expenses</b>	
Hyundia Tucson Vehicle Expense	15.38
<b>Total Vehicle Expenses</b>	15.38
<b>Total Other Services and Charges</b>	2,253.28
<b>Personnel Services</b>	
Employee Salary Permanent	11,225.37
Employer HSA contributions	0.00
Employer Life and Health	
66000 · Payroll Expenses	2,815.29
Employer Life and Health - Other	11.00
<b>Total Employer Life and Health</b>	2,826.29
Employer Share FICA	711.24
Employer Share Medicare	166.33
Employer Share PERA	673.92
<b>Total Personnel Services</b>	15,603.15
<b>Supplies</b>	
Office Supplies	61.19
<b>Total Supplies</b>	61.19
<b>Total District Operations</b>	17,917.62
<b>Project Expenditures</b>	
<b>State</b>	
FY18 CWMA	1,024.10
FY19 Buffer	3,000.00
FY19 Capacity	5,500.55
FY20 Buffer Initiative	3,000.00



**Wabasha Soil and Water Conservation District**  
**Profit & Loss**  
July 2020

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	<b>Jul 20</b>
FY20 Capacity	9,915.95
FY20 MPCA SWAG MWL	60.45
MAWQCP Administration	28,254.57
North Fork Zumbro-Mazeppa	23,417.75
<b>Total State</b>	<b>74,173.37</b>
<b>Total Project Expenditures</b>	<b>74,173.37</b>
<b>Total Expense</b>	<b>92,090.99</b>
<b>Net Ordinary Income</b>	<b>-55,388.11</b>
<b>Other Income/Expense</b>	
<b>Other Income</b>	
<b>Interest Income</b>	
<b>Interest Earnings MM's</b>	257.30
<b>Total Interest Income</b>	257.30
<b>Total Other Income</b>	257.30
<b>Net Other Income</b>	257.30
<b>Net Income</b>	<b>-55,130.81</b>



611 Broadway Avenue, Suite 10  
Wabasha, MN 55981  
Phone: (651) 565-4673

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August 27, 2020

Gina Owens, Regional Forester  
USDA Forest Service  
Eastern Region  
626 E. Wisconsin Ave.  
Milwaukee, WI 53202

Re: Letter of Support – Protecting Working Forestlands in the Blufflands: Trout, Turkeys and Timber  
FY 2021 Landscape Scale Restoration Competitive Process Request

Dear Ms. Owens:

We are pleased to support the application, “*Protecting Working Forestlands in the Blufflands: Trout, Turkeys and Timber*”, submitted by the Minnesota Department of Natural Resources (DNR) – Division of Forestry to the USDA Forest Service Eastern Region State and Private Forestry Fiscal Year 2021 Landscape Scale Restoration Competitive Funding Process.

Over the past twenty years, providing private landowners with forest management services in our region has been inconsistent and variable due to large swings in funding. With over 95 percent the Southeast Landscape privately owned, private forests play the major role in protecting the Blufflands high biodiversity, surface and groundwater resources, and native fish and wildlife species. Stable and consistent funding for private forest management is a constant and ongoing challenge for soil & water conservation districts (SWCDs), the Minnesota Department of Natural Resources, and consulting foresters in our region.

One of the primary goals in the 2<sup>nd</sup> generation Southeast Landscape Plan is to ensure that private forest landowners receive consistent technical and financial resources to implement sustainable forest management. This project will help us better understand the relationship between land cover, particularly forests, and water quality. This project will help us be more effective in securing necessary funding for forestland protection through the Board of Water and Soil Resources (BWSR) Reinvest in Minnesota (RIM) program. It will help us expand our technical assistance capacity to strategically serve family forest landowners on a more consistent and ongoing basis. As this project grows, we will bring matching local and private resources to this project through the One Watershed One Plan program developed by local partners for HUC 8 watershed across the region.

The Wabasha County Soil & Water Conservation District (SWCD) already has a history of working with private landowners on forestry practices. An annual Forestry Day is organized through a partnership of the SWCD, the area DNR Forestry office, and the Wabasha Forestry Committee. An annual tree sale is administered by the Wabasha SWCD, and DNR Forestry staff participate in educating youth at the 5<sup>th</sup> Grade Conservation Day offered to all 5<sup>th</sup> grade students in Wabasha County. The Wabasha SWCD will provide staff time on the implementation of this project. Our in-kind support on this project over three years will be \$45,000. This include will include staff time, board member support and project expenses. We strongly support efforts by DNR Forestry and BWSR together with a coalition of SWCDs, consulting foresters, and conservation organizations, with private landowners to increase the protection and management of working family forestlands. We hope you will give it full consideration.

Sincerely,

Terry Helbig  
Wabasha Soil & Water Conservation District, Chair

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# PERCENT BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

## General Information

Organization: <b>Wabasha SWCD</b>	Contract Number: <b>19-Capacity-10</b>	Other state or non-State funds? <input checked="" type="checkbox"/> YES <input type="checkbox"/> No	Amendment <input type="checkbox"/> Board Meeting Date(s):	Canceled <input type="checkbox"/> Board Meeting Date(s):
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\*If contract amended, attach amendment form(s) to this contract.

## Applicant

Land Occupier Name <b>Dan Young</b>	Address <b>12160 Co. Rd. 41</b>	City/State <b>Altura, MN</b>	Zip Code <b>55910</b>
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\* If a group contract, this must be filled and signed by the group spokesperson as designated in the group agreement and the group agreement attached to this form.

## Conservation Practice Location

Township Name: <b>Watopa</b>	Township No: <b>109</b>	Range No.: <b>10</b>	Section No. <b>32</b>	1/4,1/4 <b>SE. SW</b>
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## Contract Information

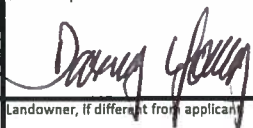
I (we), the undersigned, do hereby request cost share assistance to help defray the cost of installing the following practice(s) listed on the second page of this contract. It is understood that:

1. The land occupier is responsible for full establishment, operation, and maintenance of all practices and upland treatment criteria applied under this program to ensure that the conservation objective of the practice is met and the effective life, a minimum of 10 years, is achieved. The specific operation and maintenance requirements for the conservation practice listed are described in the operation and maintenance plan prepared for this contract by the technical assistance provider.
2. Should the land occupier fail to maintain the practice during its effective life, the land occupier is liable to the State of Minnesota for the amount up to 150% of the amount of financial assistance received to install and establish the practice unless the failure was caused by reasons beyond the land occupier's control, or if conservation practices are applied at the land occupier's expense that provide equivalent protection of the soil and water resources.
3. If title to this land is transferred to another party before expiration of the aforementioned life, it shall be the responsibility of the landowner who signed this contract to advise the new owner that this contract is in force and to notify other parties to the contract of the transfer.
4. Practice(s) must be planned and installed in accordance with technical standards and specifications of the: **Heavy Use Protection (561) Trails & Walkways (575) Critical Area Planting (342) Watering Facility (614)**
5. Increases in the practice units or cost must be approved by the organization board through amendment of this contract as a condition to increase the cost-share payments.
6. **This contract, when approved by the organization board or council, will remain in effect unless canceled or amended by mutual agreement, except where installations of practices covered by this contract have not been installed by 10/31/2021, this contract will be automatically terminated on that date.**
7. Items of cost for which reimbursement is claimed are to be supported by invoices/receipts for payments and will be verified by the organization board as practical and reasonable. The invoices must include the name of the vendor; materials, labor or equipment used; the component unit costs and the dates the work was performed. The organization board has the authority to make adjustments to the costs submitted for reimbursement. Pre-Construction Cover is exempt from having the required invoices/receipts.

## Applicant Signatures

The land occupier's signature indicates agreement to:

1. Grant the organization's representative(s) access to the parcel where the conservation practice will be located.
2. Obtain all permits required in conjunction with the installation and establishment of the practice prior to starting construction of the practice.
3. Be responsible for the operation and maintenance of conservation practices applied under this program in accordance with an operation and maintenance plan prepared by the technical assistance provider.
4. Not accept cost-share funds, from state sources in excess of 75.%, or state and non-state sources that when combined are in excess of 75.% of the total cost to establish the conservation practice. Pre-construction Cover is exempt from the percent reimbursement rate limitations when utilizing the flat rate payment option.
5. To provide copies of all forms and contracts pertinent to any other state or non-state programs that are contributing funds toward this project.

Date 8-24-2020	Land Occupier 
Date	Landowner, if different from applicant
	Address, if different from applicant information:

**Conservation Practice**

The primary practice for which cost-share is requested is: Travel Lanes & Livestock Watering System

Eligible Component Standards & Names <b>Heavy Use Protection (561) Trails &amp; Walkways (575) Critical Area Planting (342) Watering Facility (614)</b>	Engineered Practice: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Total Project Cost Estimate <b>\$27,913.00</b>
	Ecological Practice: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	

**Technical Assessment and Cost Estimate**

I have the appropriate technical expertise and have reviewed the site where the above-listed practice is to be installed and find it is needed and that the estimated quantities and costs are practical and reasonable.

8/24/2020	See Technical Assessment and Cost Estimate completed by NRCS in folder 
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**Pre-Construction Cover**

Is allowed when temporary cover is necessary for the future installation of structural conservation practices. A flat rate payment of up to \$150 per acre, not to exceed 10 acres, is allowed as part of a state cost-share contract for the installation of structural practice(s).

Amount / Acre (NTE \$150/acre)	Number of Acres (NTE 10 Acres)	Total Amount
N/A		

**Amount Authorized for Financial Assistance**

The organization board or council has authorized the following for financial assistance, total not to exceed 75.0% of the total cost to establish the conservation practice plus the pre-construction cover total amount if utilizing the flat rate payment option.

Amount	Program Name	Fiscal Year
\$4,388.93	Capacity	2019
\$11,545.82	EQIP (approved by NRCS)	
\$5,000.00	MAWQCP (approved by MDA, Mark Root)	

Date 8/27/2020	Authorized Signature	Total Amount Authorized <b>\$4,388.93</b>
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# PERCENT BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

## General Information

<b>Organization:</b>  Wabasha SWCD	<b>Contract Number:</b>  18-Capacity-6	<b>Other state or non-State funds?</b>  <input type="checkbox"/> YES <input checked="" type="checkbox"/> No	<b>Amendment</b> <input type="checkbox"/> <b>Board Meeting Date(s):</b>  5/28/2020	<b>Canceled</b> <input type="checkbox"/> <b>Board Meeting Date(s):</b>
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\* If a contract amended, attach amendment form(s) to this contract.

## Applicant

<b>Land Occupier Name</b>  Rollie Schumacher	<b>Address</b>  36034 County Road 17	<b>City/State</b>  Lake City, MN	<b>Zip Code</b>  55041
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\* If a group contract, this must be filed and signed by the group spokesperson as designated in the group agreement and the group agreement attached to this form

## Conservation Practice Location

<b>Township Name:</b>  Gillford	<b>Township No:</b>  110N	<b>Range No.:</b>  13W	<b>Section No.</b>  17	<b>1/4,1/4</b>
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## Contract Information

I (we), the undersigned, do hereby request cost share assistance to help defray the cost of installing the following practice(s) listed on the second page of this contract. It is understood that:

1. The land occupier is responsible for full establishment, operation, and maintenance of all practices and upland treatment criteria applied under this program to ensure that the conservation objective of the practice is met and the effective life, a minimum of 10 years, is achieved. The specific operation and maintenance requirements for the conservation practice listed are described in the operation and maintenance plan prepared for this contract by the technical assistance provider.
2. Should the land occupier fail to maintain the practice during its effective life, the land occupier is liable to the State of Minnesota for the amount up to 150% of the amount of financial assistance received to install and establish the practice unless the failure was caused by reasons beyond the land occupier's control, or if conservation practices are applied at the land occupier's expense that provide equivalent protection of the soil and water resources.
3. If title to this land is transferred to another party before expiration of the aforementioned life, it shall be the responsibility of the landowner who signed this contract to advise the new owner that this contract is in force and to notify other parties to the contract of the transfer.
4. Practice(s) must be planned and installed in accordance with technical standards and specifications of the:

412 Grassed Waterway NRCS Practice Standard

5. Increases in the practice units or cost must be approved by the organization board through amendment of this contract as a condition to increase the cost-share payments.
6. This contract, when approved by the organization board or council, will remain in effect unless canceled or amended by mutual agreement, except where installations of practices covered by this contract have not been installed by 11/30/2020, this contract will be automatically terminated on that date.
7. Items of cost for which reimbursement is claimed are to be supported by invoices/receipts for payments and will be verified by the organization board as practical and reasonable. The invoices must include the name of the vendor; materials, labor or equipment used; the component unit costs and the dates the work was performed. The organization board has the authority to make adjustments to the costs submitted for reimbursement. Pre-Construction Cover is exempt from having the required invoices/receipts.

## Applicant Signatures

The land occupier's signature indicates agreement to:

1. Grant the organization's representative(s) access to the parcel where the conservation practice will be located.
2. Obtain all permits required in conjunction with the installation and establishment of the practice prior to starting construction of the practice.
3. Be responsible for the operation and maintenance of conservation practices applied under this program in accordance with an operation and maintenance plan prepared by the technical assistance provider.
4. Not accept cost-share funds, from state sources in excess of 75.%, or state and non-state sources that when combined are in excess of 75.% of the total cost to establish the conservation practice. Pre-construction Cover is exempt from the percent reimbursement rate limitations when utilizing the flat rate payment option.

5. To provide copies of all forms and contracts pertinent to any other state or non-state programs that are contributing funds toward this project.

Date 12 MAY 2020	Land Occupier Robert Schwaab
Date	Landowner, if different from applicant
	Address, if different from applicant information:

**Conservation Practice**

The primary practice for which cost-share is requested is: 412 Grassed Waterway

Eligible Component Standards & Names  412	Engineered Practice: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Total Project Cost Estimate  \$14,300.00
	Ecological Practice: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	

**Technical Assessment and Cost Estimate**

I have the appropriate technical expertise and have reviewed the site where the above-listed practice is to be installed and find it is needed and that the estimated quantities and costs are practical and reasonable.

Date 8-26-20	Technical Assistance Provider Chris Nelson
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**Pre-Construction Cover**

Is allowed when temporary cover is necessary for the future installation of structural conservation practices. A flat rate payment of up to \$150 per acre, not to exceed 10 acres, is allowed as part of a state cost-share contract for the installation of structural practice(s).

Amount / Acre (NTE \$150/acre)	Number of Acres (NTE 10 Acres)	Total Amount

**Amount Authorized for Financial Assistance**

The organization board or council has authorized the following for financial assistance, total not to exceed 75.0% of the total cost to establish the conservation practice plus the pre-construction cover total amount if utilizing the flat rate payment option.

Amount	Program Name	Fiscal Year
\$10,725.00	2018 Capacity	2018

Date	Authorized Signature	Total Amount Authorized \$10,725.00
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## FLAT RATE BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

### General Information

<b>Organization:</b> Wabasha SWCD	<b>Contract Number:</b> 20-Capacity-3	<b>Other state or non-state funds?</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<b>Amendment</b> <input type="checkbox"/> <b>Board Meeting Date(s):</b>	<b>Canceled</b> <input type="checkbox"/> <b>Board Meeting Date(s):</b>
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\*If contract amended, attach amendment form(s) to this contract.

### Applicant

<b>Land Occupier Name</b> Fred Keller	<b>Address</b> 68 637th Cty Rd 82	<b>City/State</b> Lake City, MN	<b>Zip code</b> 55041
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\*If a group contract, this must be filed and signed by the group spokesperson as designated in the group agreement and the group agreement attached to this form.

### Conservation Practice Location

<b>Township Name:</b> Gillford	<b>Township No.:</b> 110N	<b>Range No.:</b> 13W	<b>Section No.</b> 20	1/4,1/4 NE1/4
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### Contract Information

I (we), the undersigned, do hereby request cost share assistance to help defray the cost of installing the following practice(s) listed on the second page of this contract. It is understood that:

1. The land occupier is responsible for full establishment, operation, and maintenance of all practices and upland treatment criteria applied under this program to ensure that the conservation objective of the practice is met and the effective life, a minimum of years, is achieved. The specific operation and maintenance requirements for the conservation practice listed are described in the operation and maintenance plan prepared for this contract by the technical assistance provider.
2. Should the land occupier fail to maintain the practice during its effective life, the land occupier is liable to the State of Minnesota for the amount up to 150% of the amount of financial assistance received to install and establish the practice unless the failure was caused by reasons beyond the land occupier's control, or if conservation practices are applied at the land occupier's expense that provide equivalent protection of the soil and water resources.
3. If title to this land is transferred to another party before expiration of the aforementioned life, it shall be the responsibility of the landowner who signed this contract to advise the new owner that this contract is in force and to notify other parties to the contract of the transfer.
4. Practice(s) must be planned and installed in accordance with technical standards and specifications of the:
 

412- Grassed Waterway
5. Increases in the practice units or cost must be approved by the organization board through amendment of this contract as a condition to increase the cost-share payments.
6. This contract, when approved by the organization board or council, will remain in effect unless canceled or amended by mutual agreement, except where installations of practices covered by this contract have not been installed by , this contract will be automatically terminated on that date.
7. Reimbursement requests must be supported by a completed voucher.

### Applicant Signatures

The land occupier's signature indicates agreement to:

1. Grant the organization's representative(s) access to the parcel where the conservation practice will be located.
2. Obtain all permits required in conjunction with the installation and establishment of the practice prior to starting construction of the practice.
3. Be responsible for the operation and maintenance of conservation practices applied under this program in accordance with an operation and maintenance plan prepared by the technical assistance provider.
4. Not accept any other state or federal funds for this practice.

Date 8/24/20	Land Occupier Fred G Keller
Date	Landowner, if different from applicant
	Address, if different from applicant information:

### Conservation Practice

The primary practice for which cost-share is requested is **NRCS EFOTG 412 Grassed Waterway**

Eligible Component Standard & Name  <b>NRCS EFOTG 412- Grassed Waterway</b> <b>Landowner will cover 8" dual walled tile (outlet) and 8" dual walled outlet pipe with rodent guard</b>	Engineered Practice: <input type="checkbox"/> YES <input type="checkbox"/> NO	Total Project Cost Estimate  <b>\$20,282.00</b>
	Ecological Practice: <input type="checkbox"/> YES <input type="checkbox"/> NO	

### Technical Assessment and Cost Estimate


I have the appropriate technical expertise and have reviewed the site where the above-listed practice is to be installed and find it is needed and that the estimated quantities and costs are practical and reasonable.

Date 8/24/2020	Technical Assistance Provider 
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### Amount Authorized for Financial Assistance

The organization board or council has authorized the following for financial assistance, total not to exceed a rate of:

Amount	Program Name	Fiscal Year
\$15,211.50	Capacity	2020

Date 8/27/20	Authorized Signature  <sup>KJK</sup> 8/27/20	Total Amount Authorized <b>\$15,211.50</b>
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# PERCENT BASED - VOUCHER AND PRACTICE CERTIFICATION FORM

## PAYEE AND COST INFORMATION

Name: Tom Miller Contract No.: 20-CS-3  
 Address: 60503 Hwy 42  
 City, State, Zip: Kellogg, MN 55945  
 Total Amount Authorized: \$1,600.00 % Approved: 75% (state) 75% (state & non-state)  
 (from contract)

Item	Quantity	Unit	Unit Price	Cost
BULLDOZING/HOUR/FOOT OF BLADE(12")	9.25	HOURS	\$153.00	\$1,415.25
DRILLING SMALL GRAIN/ACRE	1.5	ACRE	\$17.90	\$26.85
HARROWING OR DRAGGING/ ACRE	1.5	ACRE	\$10.55	\$15.83
				\$0.00
				\$0.00
				\$0.00
				\$0.00

**PROJECT COST:** \$1,457.93

## PAYMENT AND CERTIFICATION INFORMATION

A. Type of request (partial or final): \_\_\_\_\_ Final  
 B. Total cost of practice to date: \_\_\_\_\_ \$1,457.93  
 C. Eligible amount (total cost x % approved): \$1,093.44 (state) \$1,093.44 (state & non-state)  
 D. Total other state payment amount: \_\_\_\_\_ \$0.00  
 E. Total non-state payment amount: \_\_\_\_\_ \$0.00  
 F. Total previous partial payments: \_\_\_\_\_ \$0.00  
 G. Pre-Construction Cover payment amount: \_\_\_\_\_ \$0.00  
 H. Maximum payment amount \_\_\_\_\_ \$1,093.44

Pre-Con.Cover Ac.	Rate/Ac.

**Amount Approved for This Voucher:** \$1,093.44  
 (cannot exceed Total Amount Authorized)

I certify that this is an accurate and true summation of the actual costs and quantities of material, labor, and equipment used on the above project. In cases where the receipts included items not used on the project, I have corrected them accordingly.

x Tom Miller  
 Payee Signature

8/18/2020  
 Date

I certify that an inspection has been performed and as-built received and that the items identified under the Cost Information section of this form have been completed and are in accordance with the requested practice standards and specifications.

I certify that I have reviewed this voucher and all supporting information, including invoices and paid receipts, and that to the best of my knowledge and belief, the quantities and billed cost or disbursements are accurate and are in accordance with terms of the contract identified.

*RCS-CPA-1245 (Practice Approval and Payment Worksheet) can be utilized in the certification of practice completion. An attached, completed, and signed NRCS-CPA-1245 and the as-built can be used as the Technical Certification on the "Voucher and Certification".*

Technical Assistance Provider Michey Hansen 8-18-20  
8/18/2020  
 Date

Administrative Sign-off  
 \_\_\_\_\_  
 Date

## Contract Amendment Form

<b>Organization:</b>  Wabasha SWCD	<b>Contract Number:</b>  17-CAP-WS-13	<b>Amendment Number:</b>  2	<b>Amendment Type</b> Date <input checked="" type="checkbox"/> Amount <input type="checkbox"/> Land Occupier <input type="checkbox"/> Practice <input type="checkbox"/> Other <input type="checkbox"/>
		<b>Board Meeting Date:</b>  8/27/20	

Amendment requests that are received outside the executed State grant agreement date, outside the contract practice install date, or grant program policies BWSR staff must be consulted and a grant agreement amendment may be required.


State Grant Agreement Expiration Date: 12/31/2020 Original Contract Install Date: 11/30/2019  
 Amended Contract Install Date (if applicable): 11/30/2020  
 Original Total Amount Authorized: \$1,000.00 Amended Total Amount Authorized: \$1,000.00

The Parties whose names are signed below hereby agree that the above-referenced Conservation Practice Assistance Contract is amended as follows:

**IT IS AGREED THAT:** The contract expiration date is being extended to provide additional time to carry out the project completion.

The original contract, as numbered, shall remain in full force and effect, except for those changes made necessary by the amendment.

This Amendment is to take affect on the date of the last signature hereto.

<small>Date</small>  8/26/2020	<small>Land Occupier</small>  
<small>Date</small>	<small>Landowner, if different from applicant</small>

**Technical Assessment and Cost Estimate**

I have viewed the site where the above listed are to be installed and find that they are needed, and that the amended estimated quantities, costs, or completion date described above are practical and reasonable.

<small>Date</small>	<small>Technical Assistance Provider</small>
---------------------	--

**Organizational Approval**

<small>Date</small>	<small>Authorized Signature</small>
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\* Attach this form to the Conservation Practice Assistance Contract

## AMENDMENT TO CONSERVATION PRACTICE ASSISTANCE CONTRACT

Organization Wabasha SWCD	Contract Number 17-CAP-WS-13	Amendment Number 1  Board meeting date: <u>11/21/19</u>	Amendment Type Date: <input checked="" type="checkbox"/> Amount: <input type="checkbox"/> Land Occupier: <input type="checkbox"/> Practice: <input type="checkbox"/> Other: <input type="checkbox"/>
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Amendment requests that are received outside the executed State grant agreement date, outside the contract practice install date, or grant program policies BWSR staff must be consulted and a grant agreement amendment may be required.

State Grant Agreement Expiration Date: 8/30/20      Original Contract Install Date: 11/30/19

Amended Contract Install Date (if applicable):

Original Total Amount Authorized: \$1,000.00


Amended Total Amount Authorized: \$1000.00

The parties whose names are signed below hereby agree that the above-referenced Conservation Practice Assistance Contract is amended as follows:

**IT IS AGREED THAT:** The contract expiration date is being extended to provide additional time to carry out project completion.

The original contract, as numbered, shall remain in full force and effect, except for those changes made necessary by this amendment.

This amendment is to take effect on the date of the last signature hereto.

Date	Land Occupier
11/19/2019	
Date	Landowner, if different from applicant

### Technical Assessment and Cost Estimate

I have viewed the site where the above listed are to be installed and find that they are needed, and that the amended estimated quantities, costs or completion date described above are practical and reasonable.

Date	Technical Assistance Provider

### Organization Approval

Board Meeting Date	Authorized Signature
11/21/19	

**\*Attach this form to the Conservation Practice Assistance Contract**

# FEEDLOT VII COST-SHARE ASSISTANCE APPLICATION/CONTRACT

## CONSERVATION DISTRICT

<b><u>Wabasha County</u></b>
------------------------------

### Applicant

Applicant	Address	City/State	Zip
Frank Brand Contract # 19-319FL-1	33551 728 <sup>th</sup> St.	Lake City, MN	55041

### Conservation Practice Location

Township Name	Township	Range	Section	1/4
Mount Pleasant	111	13	2	

### Contract Information

I (we) the undersigned do hereby request cost-share assistance to help defray the cost of installing the following Small Feedlot Fix.

Examples of these fixes are listed below (but not limited to):

Roof gutters	Re-grading	Filter Strips
Fencing	Reducing lot size	Extending Roofs
Seeding down bare areas		Milk House Waste Treatment
Clean water diversion		
Other: <u>  x  </u>		

It is understood that:

1. The land occupier or landowner is responsible for the operation and maintenance of practices applied under this program to ensure that the conservation objective of the practice is met.
2. Costs covered through the Feedlot VII grant are for Implementation and Materials of the eligible practices.
3. **Cost Share: 50%, up to \$15,000 per feedlot**
4. All work completed under this program meets the guidelines set forth in the Feedlot VII grant.
5. Work started/completed before contract approval is not eligible for cost-share funding.
6. Practices will be installed by 06/30/2021 unless this contract is amended by mutual consent to reschedule the work and funding.
7. Items of cost for which reimbursement is claimed are to be supported by invoices/receipts for payments and will be verified by the conservation district board as practical and reasonable.

**A site inspection will be done by your CFO and the Professional Engineer, the PE will oversee construction; the CFO and Professional Engineer will sign off on completed construction.**

Total Cost of Project \$30,551.92 Amount Requested \$15,000

Owner's Signature F. Brown Date 8-26-20

PE Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>Required MinnFarm Rating:</b> Before Practice Installed: _____. After Practice Installed: _____.
---

***Upon Completion of Construction:***

***I have reviewed the site where the above listed conservation practice(s) have been installed and have met the requirements outlined in the 319 Cost-Share for Small Feedlot Fixes grant.***

CFO \_\_\_\_\_ Date \_\_\_\_\_

SWCD Technician \_\_\_\_\_ Date \_\_\_\_\_

SWCD Board Chair \_\_\_\_\_ Date \_\_\_\_\_

PE Signature \_\_\_\_\_ Date \_\_\_\_\_

## Contract Amendment Form

<b>Organization:</b>  Wabasha SWCD	<b>Contract Number:</b>  18-CS-2	<b>Amendment Number:</b> 2-Jan	<b>Amendment Type</b>								
		<b>Board Meeting Date:</b> 8/27/20	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Date</td><td style="width: 20px;"><input type="checkbox"/></td></tr> <tr><td style="text-align: center;">Amount</td><td style="text-align: center;"><input checked="" type="checkbox"/></td></tr> <tr><td style="text-align: center;">Land Occupier</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="text-align: center;">Practice</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="text-align: center;">Other</td><td style="text-align: center;"><input type="checkbox"/></td></tr> </table>	Date	<input type="checkbox"/>	Amount	<input checked="" type="checkbox"/>	Land Occupier	<input type="checkbox"/>	Practice	<input type="checkbox"/>
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Amount	<input checked="" type="checkbox"/>										
Land Occupier	<input type="checkbox"/>										
Practice	<input type="checkbox"/>										
Other	<input type="checkbox"/>										

Amendment requests that are received outside the executed State grant agreement date, outside the contract practice install date, or grant program policies BWSR staff must be consulted and a grant agreement amendment may be required.

State Grant Agreement Expiration Date: 12/31/2020 & 12/31/2021 Original Contract Install Date: 11/30/2019

Amended Contract Install Date (if applicable): 10/31/20

Original Total Amount Authorized: \$11,971.88 Amended Total Amount Authorized: \$14,171.88

The Parties whose names are signed below hereby agree that the above-referenced Conservation Practice Assistance Contract is amended as follows:

**Updated Contract Number from 18-CS-2 & 19-CS-1 to 18-CS-2. Update to total amount authorized.**

The original contract, as numbered, shall remain in full force and effect, except for those changes made necessary by the amendment.

This Amendment is to take affect on the date of the last signature hereto.

Date	Land Occupier
Date	Landowner, if different from applicant

**Technical Assessment and Cost Estimate**

I have viewed the site where the above listed are to be installed and find that they are needed, and that the amended estimated quantities, costs, or completion date described above are practical and reasonable.

Date	Technical Assistance Provider
8-26-2020	NRCS-CPA-1245 (Practice Approval and Payment Worksheet) can be utilized as the certification of practice completion. An attached, completed, and signed NRCS-CPA-1245 and the as-built can be used as the Technical Certification on the "Voucher and Certification".

**Organizational Approval**

Date	Authorized Signature

\*Attach this form to the Conservation Practice Assistance Contract

## PERCENT BASED - VOUCHER AND PRACTICE CERTIFICATION FORM

### PAYEE AND COST INFORMATION

Name: Diane McNallen Contract No.: 18-CS-2

Address: 22297 595th St

City, State, Zip: Kellogg, MN

Total Amount

Authorized: \$14,171.88 % Approved: 75% (state) 0% (state & non-state)  
(from contract)

Item	Quantity	Unit	Unit Price	Cost
Class C/C1 Earth Fill	810	C. Y.	\$6.30	\$5,103.00
Common Excavation	740	C. Y.	\$3.50	\$2,590.00
12 inch diameter pvc pipe	75	L. F.	\$12.00	\$900.00
Triple angle hood for 12 inch diameter pvc pipe	1	EA.	\$192.00	\$192.00
Rock Rip Rap, MNDOT Class II or Approved Equal	36	TON	\$25.00	\$900.00
MNDOT Fine Concrete Aggregate	14	C. Y.	\$10.50	\$147.00
Non-Woven Geotextile, Geotex 801, 15' Wide Roll	117	S. Y.	\$1.25	\$146.25
12 Inch Diameter PVC Pipe and Drain Diaphragm Installation	1	L. S.	\$3,775.00	\$3,775.00
Salvaging and Spreading Topsoil	1	L. S.	\$2,400.00	\$2,400.00
Seeding and Fertilizer (Embankment & other disturbed areas)	1.3	AC.	\$750.00	\$975.00
Straw or Corn Stalk Mulch, Non-Anchored (Embankment)	0.7	AC.	\$1,600.00	\$1,120.00
Equipment Mobilization	1	L. S.	\$1,200.00	\$1,200.00

**PROJECT COST:** \$19,448.25

### PAYMENT AND CERTIFICATION INFORMATION

A. Type of request (partial or final): Final

B. Total cost of practice to date: \$19,616.25

C. Eligible amount (total cost x % approved): \$14,171.88 (state) \$0.00 (state & non-state)

D. Total other state payment amount: \$0.00

E. Total non-state payment amount: \$0.00

F. Total previous partial payments: \$0.00

G. Pre-Construction Cover payment amount: \$0.00

H. Maximum payment amount: \$14,171.88

Pre-Con.Cover Ac.	Rate/Ac.

**Amount Approved for This Voucher:** \$14,171.88  
(cannot exceed Total Amount Authorized)

I certify that this is an accurate and true summation of the actual costs and quantities of material, labor, and equipment used on the above project. In cases where the receipts included items not used on the project, I have corrected them accordingly.

Payee Signature \_\_\_\_\_ Date \_\_\_\_\_

I certify that an inspection has been performed and as-built received and that the items identified under the Cost Information section of this form have been completed and are in accordance with the requested practice standards and specifications.

I certify that I have reviewed this voucher and all supporting information, including invoices and paid receipts, and that to the best of my knowledge and belief, the quantities and billed cost or disbursements are accurate and are in accordance with terms of the contract identified.

NKCS-CPA-1245 (Practice Approval and Payment Worksheet) can be utilized as the certification of practice completion. An attached, completed, and signed NKCS-CPA-1245 and the as-built can be used as the Technical Certification on the "Voucher and Certification".

Technical Assistance Provider

*Levi Peter*  
Administrative Sign-off

8/26/2020  
Date

8/26/2020  
Date