

Due to the current CDC guidelines on social distancing, we are limiting the number in attendance to 8 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.wabashaswcd@gmail.com](mailto:susan.cerwinske.wabashaswcd@gmail.com) or 651-560-2053

**Wabasha Soil and Water Conservation District  
District Regular Board Meeting  
February 25, 2021  
8:15 a.m.  
County Board Room  
625 Jefferson Ave.**

**I. CALL MEETING TO ORDER –**

**II. PLEDGE 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 pandemic and State of Emergency Guidelines. Calling in is allowed under the open meeting law. Phone line set up for SWCD meetings by Wabasha 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. 2019 – Buffer Law (Wabasha SWCD) Grant ID# P19-2506
- B. 2019 - State Cost-Share Fund (Wabasha SWCD) Grant ID# P19-2247
- C. 2020 - Conservation Delivery (Wabasha SWCD) Grant ID# P20-5074
- D. FY 2018 Cooperative Weed Mgmt. Grant ID# C18-7114
- E. 2018 – State Cost Share Fund (Wabasha SWCD) Grant ID# P18-2837
- F. SE MN Well Sealing Program Grant ID# C19-2001. Regional Grant  
Return unspent funds \$12,117.17
- G. Root River SWCD MAWQCP Amendment to change contract expiration date from  
1-01-2020 to 12-31-2020, to 1-01-2021 to 12-31-2021 – **Signature Needed**
- H. Olmsted SWCD MAWQCP Amendment to change contract expiration date from  
1-01-2020 to 12-31-2020, to 1-01-2021 to 12-31-2021 – **Signature Needed**

- I. Winona County SWCD – MAWQCP Additional \$2,500.00 funds with contract date 1-01-2021 to 12-31-2021 – **Signature Needed**
- J. Travis Danckwart Contract 19-Capacity-6 Amendment to contract install date to 11-01-2022 from 11-01-2021 – **Signature Needed**
- K. Travis Danckwart Contract 19-Capacity-7 Amendment to contract install date to 11-01-2022 from 11-01-2021 – **Signature Needed**
- L. Travis Danckwart Contract 19-Capacity-8 Amendment to contract install date to 11-01-2022 from 11-01-2021 – **Signature Needed**
- M. Rice SWCD MAWQCP Amendment to change contract expiration date from 1-01-2020 to 12-31-2020, to 1-01-2021 to 12-31-2021 - **Signature Needed**
- N. Goodhue SWCD MAWQCP Amendment to change contract expiration date from 1-01-2020 to 12-31-2020, to 1-01-2021 to 12-31-2021 – **Signature Needed**
- O. Environmental Troubleshooters, Inc. Payment Voucher 1 (Invoice# 9837) \$39,944.78 for contractor work up through 2-11-2021 for Zumbro Stream Restoration
- P. Environmental Troubleshooters, Inc. Payment Voucher 2 (Invoice# 8418) \$84,802.40 for contractor for work up through 2-19-2021 for Zumbro Stream Restoration

**VI. SECRETARY'S REPORT**

- A. January 28, 2021 Meeting Minutes-**Board Action**

**VII. TREASURER'S REPORT:**

- A. District Financial Statements-**Board Action**

**VIII. PAYMENT OF MONTHLY BILLS**

- A. Monthly Bills in the amount of **\$161,191.13** -**Board Action**

**IX. DISTRICT REPORTS**

- A. Chair Report – Terry Helbig
- B. County Commissioner – Bob Walkes
- C. District Manager Report – Terri Peters
- D. NRCS Report – John Benjamin
- E. Ecological Technician Report – Henry Stelten
- F. District Technician Report- Matt Kempinger
- G. Bookkeeper/Administrative Assistant -Sue Cerwinske

**X. OLD BUSINESS**

- A.

**XI. NEW BUSINESS**

- A. Selection of auditor for 2020 audit – Board Action
  - i. Smith, Schafer & Associates LTD (Bid \$5,100.00)
  - ii. Hawkins Ash CPAs (Bid \$9,500.00)
- B. Upcoming Events:
  - i. MASWCD Legislative “Day on the Hill” virtual meeting – March 18, 2021

**XII.     Board Reports**

- A.   WW –
- B.   Zumbro 1W1P-
- C.   SE SWCD Technical Support JPB
- D.   County Board Meeting
- E.   Hiawatha Valley RC&D

**XIII.   Adjourn – Board Action**



## Financial Report

Buffer Law 2019

**Grant Title:** 2019 - Buffer Law (Wabasha SWCD)

**Grant ID:** P19-2506

**Organization:** Wabasha SWCD

Grant Revenue	Amount
Total Awarded	\$20,000.00

### Grant Expenditures

Grant Activity Category	Amount
Technical/Engineering Assistance	\$14,954.55
Supplies/Equipment	\$5,045.45
Total Spent	\$20,000.00
Returned Amount	\$0.00
Balance Remaining	\$0.00
Percent Spent	100%

*This is to certify that the information is a true and accurate representation of the grant program accounts for the 2019 - Buffer Law (Wabasha SWCD)- Wabasha SWCD. We believe our records are complete and subject to an audit.*

SIGNATURE OF AUTHORIZED REPRESENTATIVE

2/1/2021

DATE

***Please complete and upload this form to the grant attachments tab in eLINK.***

***If returning program funds, please use the Returned Check form.***

***Make checks payable and mail to:  
Board of Water and Soil Resources  
520 Lafayette Road N.  
St. Paul, MN 55155***





## Financial Report

Conservation Delivery 2020

**Grant Title:** 2020 - Conservation Delivery (Wabasha SWCD)

**Grant ID:** P20-5074

**Organization:** Wabasha SWCD

Grant Revenue	Amount
Total Awarded	\$19,619.00

### Grant Expenditures

Grant Activity Category	Amount
Administration/Coordination	\$19,619.00
Total Spent	\$19,619.00
Returned Amount	\$0.00
Balance Remaining	\$0.00
Percent Spent	100%

*This is to certify that the information is a true and accurate representation of the grant program accounts for the 2020 - Conservation Delivery (Wabasha SWCD)- Wabasha SWCD. We believe our records are complete and subject to an audit.*

  
SIGNATURE OF AUTHORIZED REPRESENTATIVE

  
DATE

***Please complete and upload this form to the grant attachments tab in eLINK.***

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***Make checks payable and mail to:***  
***Board of Water and Soil Resources***  
***520 Lafayette Road N.***  
***St. Paul, MN 55155***



## Financial Report

Cost Share 2019

**Grant Title:** 2019 - State Cost-Share Fund (Wabasha SWCD)

**Grant ID:** P19-2247

**Organization:** Wabasha SWCD

Grant Revenue	Amount
Total Awarded	\$15,401.00

### Grant Expenditures

Grant Activity Category	Amount
Technical/Engineering Assistance	\$3,080.20
Agricultural Practices	\$12,320.80
Total Spent	\$15,401.00
Returned Amount	\$0.00
Balance Remaining	\$0.00
Percent Spent	100%

*This is to certify that the information is a true and accurate representation of the grant program accounts for the 2019 - State Cost-Share Fund (Wabasha SWCD)- Wabasha SWCD. We believe our records are complete and subject to an audit.*

  
SIGNATURE OF AUTHORIZED REPRESENTATIVE

2/1/2021  
DATE

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***Board of Water and Soil Resources***  
***520 Lafayette Road N.***  
***St. Paul, MN 55155***



## Financial Report

Cooperative Weed Mgmt. 2018

**Grant Title:** FY 2018 Cooperative Weed Mgmt

**Grant ID:** C18-7114

**Organization:** Wabasha SWCD

Grant Revenue	Amount
Total Awarded	\$15,000.00

### Grant Expenditures

Grant Activity Category	Amount
Non-Structural Management Practices	\$8,325.00
Technical/Engineering Assistance	\$1,750.00
Education/Information	\$675.00
Administration/Coordination	\$750.00
Monitoring/Data Collection	\$3,500.00
Total Spent	\$15,000.00
Returned Amount	\$0.00
Balance Remaining	\$0.00
Percent Spent	100%

*This is to certify that the information is a true and accurate representation of the grant program accounts for the FY 2018 Cooperative Weed Mgmt- Wabasha SWCD. We believe our records are complete and subject to an audit.*

SIGNATURE OF AUTHORIZED REPRESENTATIVE

DATE

***Please complete and upload this form to the grant attachments tab in eLINK.***

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***Make checks payable and mail to:***  
***Board of Water and Soil Resources***  
***520 Lafayette Road N.***  
***St. Paul, MN 55155***



## Financial Report

Cost Share 2018

**Grant Title:** 2018 - State Cost-Share Fund (Wabasha SWCD)

**Grant ID:** P18-2837

**Organization:** Wabasha SWCD

Grant Revenue	Amount
Total Awarded	\$15,401.00

### Grant Expenditures

Grant Activity Category	Amount
Technical/Engineering Assistance	\$3,080.20
Agricultural Practices	\$12,320.80
Total Spent	\$15,401.00
Returned Amount	\$0.00
Balance Remaining	\$0.00
Percent Spent	100%

*This is to certify that the information is a true and accurate representation of the grant program accounts for the 2018 - State Cost-Share Fund (Wabasha SWCD)- Wabasha SWCD. We believe our records are complete and subject to an audit.*

SIGNATURE OF AUTHORIZED REPRESENTATIVE

DATE

***Please complete and upload this form to the grant attachments tab in eLINK.***

***If returning program funds, please use the Returned Check form.***

***Make checks payable and mail to:***  
*Board of Water and Soil Resources*  
*520 Lafayette Road N.*  
*St. Paul, MN 55155*





## Financial Report

Well Sealing 2019

**Grant Title:** SE MN Well Sealing Program

**Grant ID:** C19-2001

**Organization:** Wabasha SWCD


Grant Revenue	Amount
Total Awarded	\$55,000.00

### Grant Expenditures

Grant Activity Category	Amount
Administration/Coordination	\$1,945.98
Groundwater	\$13,436.85
Total Spent	\$15,382.83
Returned Amount	\$12,117.17
Balance Remaining	\$27,500.00
Percent Spent	28%

*This is to certify that the information is a true and accurate representation of the grant program accounts for the SE MN Well Sealing Program- Wabasha SWCD. We believe our records are complete and subject to an audit.*

  
SIGNATURE OF AUTHORIZED REPRESENTATIVE

  
DATE

***Please complete and upload this form to the grant attachments tab in eLINK.***

***If returning program funds, please use the Returned Check form.***

***Make checks payable and mail to:***  
***Board of Water and Soil Resources***  
***520 Lafayette Road N.***  
***St. Paul, MN 55155***

**WABASHA COUNTY SWCD**  
**MINNESOTA AGRICULTURAL WATER QUALITY CERTIFICATION PROGRAM**  
**REQUEST FOR TECHNICAL ASSISTANCE AND PROMOTION FUNDS**

**General Information**

Governmental unit Olmsted SWCD	Contact name Skip Langer	Requested amount of funding <input checked="" type="checkbox"/> \$2,500 <i>Amended 7,500 TP</i>
Address 2122 Campus Drive SE, Suite 200	City/State Rochester, MN	Zip code 55904

**Contract Information**

I (we), the undersigned, do hereby agree to participate in the Minnesota Agricultural Water Quality Certification Program by providing technical assistance and/or local promotional outreach. The Governmental Unit will administer the project under the guidance of the Area Certification Specialist and in accordance with the duties described and specified as follows:

- Assist Area Certification Specialist (ACS) by obtaining applications and gathering necessary farm data needed by landowners to complete certification.
- Provide technical assistance to help landowners achieve certification, if no other cost share is available for Governmental Unit staff time.
- Attend program and assessment tool training provided by the ASC or other MAWQCP approved trainer, for staff to better deliver the MAWQCP in this region.
- Attend site visits with ACS to landowners interested in MAWQCP certification, as needed.
- Coordination and associated costs of MAWQCP promotion through activities pre-approved by the Wabasha SWCD and ACS. These activities can include general producer contacts, newsletters, local advertising related only to the MAWQCP, and events to promote MAWQCP.
- Other activities pre-approved by the Wabasha County SWCD and ACS that directly increase landowner participation in the MAWQCP.

**Effective date period**

Funds may be requested after the Report of Work Completion has been submitted and approved by the the ACS, Mark Root. Submit Invoices to Wabasha SWCD to be reimbursed after the ACS has approved the Report of Work Completion.

611 Broadway Ave., Suite 10  
Wabasha, MN 55981

Or

Email: [terri.peters@mn.nacdnct.net](mailto:terri.peters@mn.nacdnct.net) and/or [susan.cerwinske.wabashaswcd@gmail.com](mailto:susan.cerwinske.wabashaswcd@gmail.com)

Contract Date 01-01-2020 to 12-31-2020. The Governmental Unit may neither assign nor transfer any rights or obligations under this agreement. This agreement may be terminated by either party with or without cause, upon (30) thirty days' written notice directed to the other party. This is a Reimbursable Fund and funds will not be distributed until expended.

*Amendment to extend contract expiration date from*

*01/01/2020 to 12/31/2020, change to 01/01/2021 to 12/31/2021*

1/28/2021 | 3:03 PM CST

*Cheryl Winters*  
2DC3653FAA004C2  
Applicant Signature

DATE

Wabasha SWCD Authorization

DATE

**WABASHA COUNTY SWCD**  
**MINNESOTA AGRICULTURAL WATER QUALITY CERTIFICATION PROGRAM**  
**REQUEST FOR TECHNICAL ASSISTANCE AND PROMOTION FUNDS**

**Reporting**

I (we), the undersigned, do hereby agree to submit, upon expenditure to Wabasha SWCD a Completion Report Form, signed by the ACS and in the format provided by the board to obtain funds. The funds will be reimbursed when the Invoice is submitted. The undersigned Governmental Unit agrees to maintain all supporting documents related to the Completion Report Form and to furnish all required documentation should an audit occur.

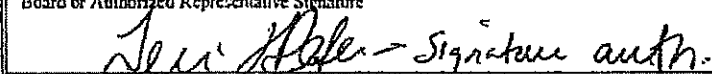
**Applicant Signatures**

Board or Authorized Representative Signature 	Board meeting date 1/23/2020 07/23/2020	Total Amount Requested <input checked="" type="checkbox"/> \$2,500 \$7,500 JP
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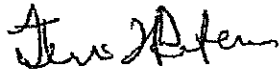
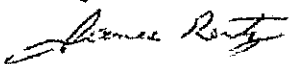
**Southeast Area Certification Specialist**

Name 	Date 1-23-2020 MSR-7-24-20
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**Wabasha SWCD Authorization**

Board or Authorized Representative Signature  - Signature auth.	Board Meeting Date 1-23-2020	Total Amount Authorized \$2,500.00
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as approved by Wabasha SWCD  
 Board on 1-23-2020

7,500  
 added 5,000  
 7-16-2020  
  
 07/23/2020  




**WABASHA COUNTY SWCD**  
**MINNESOTA AGRICULTURAL WATER QUALITY CERTIFICATION PROGRAM**  
**REQUEST FOR TECHNICAL ASSISTANCE AND PROMOTION FUNDS**

**General Information**

Governmental unit Root River Soil & Water Conservation District	Contact name Dave Walter	Requested amount of funding <input checked="" type="checkbox"/> \$2,500
Address 805 N. Hwy. 44/76, Suite 1	City/State Caledonia, MN	Zip code 55921

**Contract Information**

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- Other activities pre-approved by the Wabasha County SWCD and ACS that directly increase landowner participation in the MAWQCP.

**Effective date period**

Funds may be requested after the Report of Work Completion has been submitted and approved by the the ACS, Mark Root. Submit Invoices to Wabasha SWCD to be reimbursed after the ACS has approved the Report of Work Completion.

611 Broadway Ave., Suite 10  
Wabasha, MN 55981

Or

Email: [terri.peters@mn.nacdnet.net](mailto:terri.peters@mn.nacdnet.net) and/or [susan.cerwinske.wabashaswcd@gmail.com](mailto:susan.cerwinske.wabashaswcd@gmail.com)

Contract Date 01-01-2020 to 12-31-2020. The Governmental Unit may neither assign nor transfer any rights or obligations under this agreement. This agreement may be terminated by either party with or without cause, upon (30) thirty days' written notice directed to the other party. This is a Reimbursable Fund and funds will not be distributed until expended.

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Amendment to extend the Contract expiration date From  
01/01/2020 to 12/31/2020, change to 01/01/2021 to 12/31/2021

Cireul Gray  
Applicant Signature

11 Feb 21  
Date

Wabasha SWCD Authorization

Date



**WABASHA COUNTY SWCD**  
**MINNESOTA AGRICULTURAL WATER QUALITY CERTIFICATION PROGRAM**  
**REQUEST FOR TECHNICAL ASSISTANCE AND PROMOTION FUNDS**

**General Information**

Governmental Unit Winona County SWCD	Contact Name Wanda Anderson	Requested Amount of Funding <input checked="" type="checkbox"/> \$2,500
Address 400 Wilson St N - PO Box 39	City/State Lewiston MN	Zip Code 55952

**Contract Information**

I (we), the undersigned, do hereby agree to participate in the Minnesota Agricultural Water Quality Certification Program by providing technical assistance and/or local promotional outreach. The Governmental Unit will administer the project under the guidance of the Area Certification Specialist and in accordance with the duties described and specified as follows:

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611 Broadway Ave., Suite 10  
Wabasha, MN 55981

Or

Email: [terri.peters@mn.nacdnet.net](mailto:terri.peters@mn.nacdnet.net) and/or [susan.cerwinske.wabashaswcd@gmail.com](mailto:susan.cerwinske.wabashaswcd@gmail.com)


Contract Date 01-01-2021 to 12-31-2021. The Governmental Unit may neither assign nor transfer any rights or obligations under this agreement. This agreement may be terminated by either party with or without cause, upon (30) thirty days' written notice directed to the other party. This is a Reimbursable Fund and funds will not be distributed until expended.

**WABASHA COUNTY SWCD**  
**MINNESOTA AGRICULTURAL WATER QUALITY CERTIFICATION PROGRAM**  
**REQUEST FOR TECHNICAL ASSISTANCE AND PROMOTION FUNDS**


**Reporting**

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**Applicant Signatures**

Board or Authorized Representative Signature 	Board Meeting Date 2-11-21	Total Amount Requested \$ 2,500.00
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**Southeast Area Certification Specialist**

Name 	Date 2-17-21
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**Wabasha SWCD Authorization**

Board or Authorized Representative Signature	Board Meeting Date	Total Amount Authorized \$ 2,500.00
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## Contract Amendment Form

<b>Organization:</b>  <div style="text-align: center;">Wabasha SWCD</div>	<b>Contract Number:</b>  <div style="text-align: center;">19-Capacity-6</div>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>Amendment Number:</b></td> <td style="width: 50%;"><b>Amendment Type</b></td> </tr> <tr> <td style="text-align: center;">1</td> <td> <b>Date</b> <input checked="" type="checkbox"/>  <b>Amount</b> <input type="checkbox"/>  <b>Land Occupier</b> <input type="checkbox"/>  <b>Practice</b> <input type="checkbox"/>  <b>Other</b> <input type="checkbox"/> </td> </tr> <tr> <td colspan="2"><b>Board Meeting Date:</b></td> </tr> <tr> <td colspan="2" style="text-align: center;">2/25/2021</td> </tr> </table>	<b>Amendment Number:</b>	<b>Amendment Type</b>	1	<b>Date</b> <input checked="" type="checkbox"/> <b>Amount</b> <input type="checkbox"/> <b>Land Occupier</b> <input type="checkbox"/> <b>Practice</b> <input type="checkbox"/> <b>Other</b> <input type="checkbox"/>	<b>Board Meeting Date:</b>		2/25/2021	
<b>Amendment Number:</b>	<b>Amendment Type</b>									
1	<b>Date</b> <input checked="" type="checkbox"/> <b>Amount</b> <input type="checkbox"/> <b>Land Occupier</b> <input type="checkbox"/> <b>Practice</b> <input type="checkbox"/> <b>Other</b> <input type="checkbox"/>									
<b>Board Meeting Date:</b>										
2/25/2021										

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: 11/1/2022

Original Contract Install Date: 11/1/21

Amended Contract Install Date (If applicable): 11/1/2022

Original Total Amount Authorized: \$2,700.00

Amended Total Amount Authorized: \$2,700.00

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

NRCS eFOTG practice 340 Cover crops on 30 acres. Amendment to defer planting year 2020 and extend contract to include planting year 2022.

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.

<b>Date</b> <div style="font-size: 1.2em;">Feb 2/21</div>	<b>Land Occupier</b> 
<b>Date</b> 	<b>Landowner, if different from applicant</b> 

### 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.

<b>Date</b> <div style="font-size: 1.2em;">2-16-21</div>	<b>Technical Assistance Provider</b> 
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### Organizational Approval

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



## Contract Amendment Form

<b>Organization:</b>  <div style="text-align: center;">Wabasha SWCD</div>	<b>Contract Number:</b>  <div style="text-align: center;">19-Capacity-7</div>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <b>Amendment Number:</b>   <div style="text-align: center;">1</div> </td> <td style="width: 50%; vertical-align: top;"> <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"/> </td> </tr> <tr> <td colspan="2" style="vertical-align: top;"> <b>Board Meeting Date:</b>   <div style="text-align: center;">2/25/2021</div> </td> </tr> </table>	<b>Amendment Number:</b>  <div style="text-align: center;">1</div>	<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>  <div style="text-align: center;">2/25/2021</div>	
<b>Amendment Number:</b>  <div style="text-align: center;">1</div>	<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>  <div style="text-align: center;">2/25/2021</div>						

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: 11/1/2022 Original Contract Install Date: 11/1/21

Amended Contract Install Date (If applicable): 11/1/2022

Original Total Amount Authorized: \$2,700.00 Amended Total Amount Authorized: \$2,700.00

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

NRCS eFOTG practice 340 Cover crops on 30 acres. Amendment to defer planting year 2020 and extend contract to include planting year 2022.

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.

<b>Date</b> Feb 2/21	<b>Land Occupier</b> 
<b>Date</b>	<b>Landowner, if different from applicant</b>

### 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.

<b>Date</b> 2-16-21	<b>Technical Assistance Provider</b> 
------------------------	--

### Organizational Approval

<b>Date</b>	<b>Authorized Signature</b>
-------------	-----------------------------

\*Attach this form to the Conservation Practice Assistance Contract

## Contract Amendment Form

Organization:  <div style="text-align: center;">Wabasha SWCD</div>	Contract Number:  <div style="text-align: center;">19-Capacity-8</div>	Amendment Number: <div style="text-align: center;">1</div>	Amendment Type Date <input checked="" type="checkbox"/> Amount <input type="checkbox"/> Land Occupier <input type="checkbox"/> Practice <input type="checkbox"/> Other <input type="checkbox"/>
		Board Meeting Date: <div style="text-align: center;">2/25/2021</div>	

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: 11/1/2022 Original Contract Install Date: 11/1/21

Amended Contract Install Date (if applicable): 11/1/2022

Original Total Amount Authorized: \$2,700.00 Amended Total Amount Authorized: \$2,700.00

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

NRCS eFOTG practice 340 Cover crops on 30 acres. Amendment to defer planting year 2020 and extend contract to include planting year 2022.

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 <div style="font-size: 1.2em;">Feb 2/21</div>	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 <div style="font-size: 1.2em;">2-16-21</div>	Technical Assistance Provider 
--	-----------------------------------

### Organizational Approval

Date	Authorized Signature

\*Attach this form to the Conservation Practice Assistance Contract



### General Information

**WABASHA COUNTY SWCD**  
**MINNESOTA AGRICULTURAL WATER QUALITY CERTIFICATION PROGRAM**  
**REQUEST FOR TECHNICAL ASSISTANCE AND PROMOTION FUNDS**


**Reporting**

I (we), the undersigned, do hereby agree to submit, upon expenditure to Wabasha SWCD a Completion Report Form, signed by the ACS and in the format provided by the board to obtain funds. The funds will be reimbursed when the Invoice is submitted. The undersigned Governmental Unit agrees to maintain all supporting documents related to the Completion Report Form and to furnish all required documentation should an audit occur.

**Applicant Signatures**

Board or Authorized Representative Signature 	Board meeting date 3-12-2020	Total Amount Requested <input checked="" type="checkbox"/> \$2,500
---	---------------------------------	---

**Southeast Area Certification Specialist**

Name 	Date 2-12-20
---	-----------------

**Wabasha SWCD Authorization**

*Consent Agenda*

Board or Authorized Representative Signature  02/24/2020	Board Meeting Date 02/27/2020	Total Amount Authorized \$ 2,500.00
---	----------------------------------	--

*swg auth approved 1-23-2020*



### General Information

7/17/20  
7.16.20

Wabasha SWCD Authorization



**WABASHA COUNTY SWCD**  
**MINNESOTA AGRICULTURAL WATER QUALITY CERTIFICATION PROGRAM**  
**REQUEST FOR TECHNICAL ASSISTANCE AND PROMOTION FUNDS**

**Reporting**

I (we), the undersigned, do hereby agree to submit, upon expenditure to Wabasha SWCD a Completion Report Form, signed by the ACS and in the format provided by the board to obtain funds. The funds will be reimbursed when the Invoice is submitted. The undersigned Governmental Unit agrees to maintain all supporting documents related to the Completion Report Form and to furnish all required documentation should an audit occur.

**Applicant Signatures**

Board or Authorized Representative Signature	Board meeting date	Total Amount Requested <input checked="" type="checkbox"/> \$2,500 5,000
--	--------------------	---

TP  
SR 7/17/20

**Southeast Area Certification Specialist**

Name <i>Macl Root</i>	Date 2-25-20
--------------------------	-----------------

MSR  
7-17-20

**Wabasha SWCD Authorization**

Board or Authorized Representative Signature <i>[Signature]</i>	Board Meeting Date 02.24. 2020	Total Amount Authorized \$2,500.00 5,000
--	-----------------------------------	---

Wabasha SWCD  
Consent Agenda

2/27/2020

amended  
to add  
\$2,500  
7-16-2020  
*[Signature]*  
SR 7/17/2020

*[Signature]*

Sig with approval 1-23-2020  
board mtg

North Fork Zumbro River at  
Mazeppa Channel Restoration

Pay Voucher 1



<b>Client:</b> Wabasha County SWCD 611 Broadway Ave Wabasha, MN 55981	<b>Contractor:</b> Environmental Troubleshooters, Inc. 3100 Courthouse Lane Eagan, MN 55121
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<b>WSB Project No.:</b> 014051-000
<b>Client Project No.:</b>
<b>State Project No.:</b>
<b>Federal Project No.:</b>

Contract Amount		Funds Encumbered	
Original Contract	\$251,299.40	Original	\$251,299.40
Contract Changes	\$0.00	Additional	N/A
Revised Contract	\$251,299.40	Total	\$251,299.40

Work Certified To Date	
Base Bid Items	\$42,047.14
Contract Changes	\$0.00
Material On Hand	\$0.00
Total	\$42,047.14

Work Certified This Voucher	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
\$42,047.14	\$42,047.14	\$2,102.36	\$0.00	\$39,944.78	\$39,944.78
Percent Retained: 5%			Percent Complete: 16.73%		

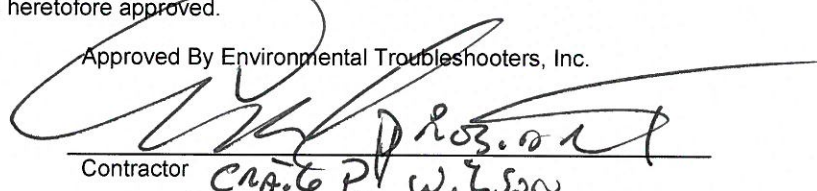
This is to certify that the items of work shown in this Pay Voucher have been actually furnished for the work comprising the above-mentioned project in accordance with the plans and specifications heretofore approved.

Approved By WSB

  
Project Engineer

February 23, 2021  
Date

Approved By Environmental Troubleshooters, Inc.

  
Contractor CRAIG P. WILSON  
2/23/21  
Date

Approved By Wabasha County SWCD

\_\_\_\_\_  
Date

Payment Summary				
No.	Up Through Date	Work Certified Per Voucher	Amount Retained Per Voucher	Amount Paid Per Voucher
1	02/11/21	\$42,047.14	\$2,102.36	\$39,944.78

Funding Category Name	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
014051-000 Source 1	\$42,047.14	\$2,102.36	\$0.00	\$39,944.78	\$39,944.78

Accounting Number	Funding Source	Amount Paid This Voucher	Revised Contract Amount	Funds Encumbered To Date	Paid Contractor To Date
014051-000 Source 1	Local	\$39,944.78			\$39,944.78

Contract Item Status									
Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
1	2021.501	MOBILIZATION	LS	\$4,250.00	1	0.5	\$2,125.00	0.5	\$2,125.00
2	2051.501	MAINT & RESTORATION OF HAUL ROADS	LS	\$2,520.00	1	0.15	\$378.00	0.15	\$378.00
3	2101.505	CLEARING	ACRE	\$3,318.52	2.7	2.7	\$8,960.00	2.7	\$8,960.00
4	2101.505	GRUBBING	ACRE	\$2,635.29	1.7	1.7	\$4,479.99	1.7	\$4,479.99
5	2104.501	REMOVE CONCRETE STRUCTURES (DAM REMNANTS)	LS	\$2,280.00	1	0	\$0.00	0	\$0.00
6	2105.507	COMMON EXCAVATION (P)	C Y	\$4.49	31405	4710.75	\$21,151.27	4710.75	\$21,151.27
7	2511.507	RANDOM RIPRAP CLASS I	C Y	\$57.55	100	0	\$0.00	0	\$0.00
8	2511.507	RANDOM RIPRAP CLASS V	C Y	\$49.78	300	0	\$0.00	0	\$0.00
9	2573.502	STABILIZED CONSTRUCTION EXIT	EACH	\$1,000.00	2	1	\$1,000.00	1	\$1,000.00
10	2573.503	SILT FENCE; TYPE MS	L F	\$2.01	870	0	\$0.00	0	\$0.00
11	2573.503	FLOTATION SILT CURTAIN TYPE MOVING WATER	L F	\$7.94	425	0	\$0.00	0	\$0.00
12	2573.503	SEDIMENT CONTROL LOG TYPE COMPOST	L F	\$1.47	3400	340	\$499.80	340	\$499.80
13	2575.508	SEED MIXTURE 21-111	LB	\$0.86	193	193	\$165.98	193	\$165.98
14	2575.508	SEED MIXTURE 25-131	LB	\$7.48	60	50	\$374.00	50	\$374.00
15	2575.508	SEED MIXTURE 32-241	LB	\$7.13	190	114	\$812.82	114	\$812.82
16	2575.508	SEED MIXTURE 34-261	LB	\$23.08	91	91	\$2,100.28	91	\$2,100.28



**Contract Item Status**

Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
17	2575.508	HYDRAULIC BONDED FIBER MATRIX	LB	\$0.97	31000	0	\$0.00	0	\$0.00
18	2575.602	SITE RESTORATION	EACH	\$1,740.00	2	0	\$0.00	0	\$0.00
19	2575.605	MULCH MATERIAL TYPE 1	ACRE	\$166.67	1.2	0	\$0.00	0	\$0.00
20	2577.210	TOE WOOD	L F	\$38.00	400	0	\$0.00	0	\$0.00
21	2577.502	LIVE STAKES	EACH	\$4.38	450	0	\$0.00	0	\$0.00
<b>Bid Totals:</b>							<b>\$42,047.14</b>		<b>\$42,047.14</b>

**Project Category Totals**

Category	Amount This Voucher	Amount To Date
Base bid	\$42,047.14	\$42,047.14

**Contract Change Item Status**

CC	CC No.	Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
<b>Contract Change Totals:</b>											

**Contract Change Totals**

No.	Contract Change	Description	Amount This Voucher	Amount To Date

**Material On Hand Additions**

Line No.	Item	Description	Date	Added	Comments

**Material On Hand Balance**

Line No.	Item	Description	Date	Added	Used	Remaining



## Environmental Troubleshooters, Inc.

3825 Grand Avenue

Duluth, MN 55807

Tel: (218) 722-6013 Fax: (218) 722-6319

www.environmentaltroubleshooters.com

### Invoice

Invoice Date: Feb 11, 2021

Invoice Num: <9837>

Billing Through: Feb 28, 2021

Wabasha County SWCD  
611 Broadway Ave, Suite 10  
Wabasha, MN 55981

#### Zumbro Stream Restoration (21-0201) - Managed by (CPW)

##### Reimbursable Expenses:

Date	Employee	Description	Units	Cost Rate	Cost Amt	Amount
2/4/2021	CPW	Mobilization (LS)	0.50	\$4,250.00	\$2,125.00	\$2,125.00
2/4/2021	CPW	Maint & Restoration of Haul Roads (LS)	1.00	\$378.00	\$378.00	\$378.00
2/4/2021	CPW	Clearing (Acre)	1.00	\$8,960.00	\$8,960.00	\$8,960.00
2/4/2021	CPW	Grubbing (Acre)	1.00	\$4,479.99	\$4,479.99	\$4,479.99
2/4/2021	CPW	Common Excavation (CY)	4,710.75	\$4.49	\$21,151.27	\$21,151.27
2/4/2021	CPW	Construction Exit (Each)	0.50	\$2,000.00	\$1,000.00	\$1,000.00
2/4/2021	CPW	Sediment Log (LF)	340.00	\$1.47	\$499.80	\$499.80
2/4/2021	CPW	Seed 21-111 (LB)	193.00	\$0.86	\$165.98	\$165.98
2/4/2021	CPW	Seed 25-131 (LB)	60.00	\$7.48	\$448.80	\$448.80
2/4/2021	CPW	Seed 32-241 (LB)	190.00	\$7.13	\$1,354.70	\$1,354.70
2/4/2021	CPW	Seed 34-261 (LB)	91.00	\$23.08	\$2,100.28	\$2,100.28

Total Expenses: **\$42,663.82**

Amount Due This Invoice: **\$42,663.82**

*This invoice is due upon receipt*

#### Account Summary

Services BTD	Expenses BTD	Last Inv Num	Last Inv Date	Last Inv Amt	Last Pay Amt	Prev Unpaid Amt
\$ 0.00	\$ 42,663.82	--	--	\$ 0.00	\$ 0.00	\$ 0.00

Total Amount Due Including This Invoice: **\$42,663.82**

North Fork Zumbro River at  
Mazeppa Channel Restoration

Pay Voucher 2



<b>Client:</b> Wabasha County SWCD 611 Broadway Ave Wabasha, MN 55981	<b>Contractor:</b> Environmental Troubleshooters, Inc. 3100 Courthouse Lane Eagan, MN 55121
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<b>WSB Project No.:</b> 014051-000
<b>Client Project No.:</b>
<b>State Project No.:</b>
<b>Federal Project No.:</b>

Contract Amount		Funds Encumbered	
Original Contract	\$251,299.40	Original	\$251,299.40
Contract Changes	\$0.00	Additional	N/A
Revised Contract	\$251,299.40	Total	\$251,299.40

Work Certified To Date	
Base Bid Items	\$131,312.82
Contract Changes	\$0.00
Material On Hand	\$0.00
Total	\$131,312.82

Work Certified This Voucher	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
\$89,265.68	\$131,312.82	\$6,565.64	\$39,944.78	\$84,802.40	\$124,747.18
Percent Retained: 5%			Percent Complete: 52.25%		

This is to certify that the items of work shown in this Pay Voucher have been actually furnished for the work comprising the above-mentioned project in accordance with the plans and specifications heretofore approved.

Approved By WSB

Approved By Environmental Troubleshooters, Inc.

  
Project Engineer

  
Contractor

February 23, 2021

Date

  
2/23/21  
Date

Approved By Wabasha County SWCD

Date



North Fork Zumbro River at  
Mazeppa Channel Restoration

Pay Voucher 2



Payment Summary				
No.	Up Through Date	Work Certified Per Voucher	Amount Retained Per Voucher	Amount Paid Per Voucher
1	02/11/21	\$42,047.14	\$2,102.36	\$39,944.78
2	02/19/21	\$89,265.68	\$4,463.28	\$84,802.40

Funding Category Name	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
014051-000 Source 1	\$131,312.82	\$6,565.64	\$39,944.78	\$84,802.40	\$124,747.18

Accounting Number	Funding Source	Amount Paid This Voucher	Revised Contract Amount	Funds Encumbered To Date	Paid Contractor To Date
014051-000 Source 1	Local	\$84,802.40			\$124,747.18

Contract Item Status									
Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
1	2021.501	MOBILIZATION	LS	\$4,250.00	1	0	\$0.00	0.5	\$2,125.00
2	2051.501	MAINT & RESTORATION OF HAUL ROADS	LS	\$2,520.00	1	0.51	\$1,285.20	0.66	\$1,663.20
3	2101.505	CLEARING	ACRE	\$3,318.52	2.7	0	\$0.00	2.7	\$8,960.00
4	2101.505	GRUBBING	ACRE	\$2,635.29	1.7	0	\$0.00	1.7	\$4,479.99
5	2104.501	REMOVE CONCRETE STRUCTURES (DAM REMNANTS)	LS	\$2,280.00	1	0	\$0.00	0	\$0.00
6	2105.507	COMMON EXCAVATION (P)	C Y	\$4.49	31405	16016.55	\$71,914.31	20727.3	\$93,065.58
7	2511.507	RANDOM RIPRAP CLASS I	C Y	\$57.55	100	81	\$4,661.55	81	\$4,661.55
8	2511.507	RANDOM RIPRAP CLASS V	C Y	\$49.78	300	204	\$10,155.12	204	\$10,155.12
9	2573.502	STABILIZED CONSTRUCTION EXIT	EACH	\$1,000.00	2	0	\$0.00	1	\$1,000.00
10	2573.503	SILT FENCE; TYPE MS	L F	\$2.01	870	0	\$0.00	0	\$0.00
11	2573.503	FLOTATION SILT CURTAIN TYPE MOVING WATER	L F	\$7.94	425	0	\$0.00	0	\$0.00
12	2573.503	SEDIMENT CONTROL LOG TYPE COMPOST	L F	\$1.47	3400	850	\$1,249.50	1190	\$1,749.30
13	2575.508	SEED MIXTURE 21-111	LB	\$0.86	193	0	\$0.00	193	\$165.98
14	2575.508	SEED MIXTURE 25-131	LB	\$7.48	60	0	\$0.00	50	\$374.00
15	2575.508	SEED MIXTURE 32-241	LB	\$7.13	190	0	\$0.00	114	\$812.82
16	2575.508	SEED MIXTURE 34-261	LB	\$23.08	91	0	\$0.00	91	\$2,100.28

**Contract Item Status**

Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
17	2575.508	HYDRAULIC BONDED FIBER MATRIX	LB	\$0.97	31000	0	\$0.00	0	\$0.00
18	2575.602	SITE RESTORATION	EACH	\$1,740.00	2	0	\$0.00	0	\$0.00
19	2575.605	MULCH MATERIAL TYPE 1	ACRE	\$166.67	1.2	0	\$0.00	0	\$0.00
20	2577.210	TOE WOOD	L F	\$38.00	400	0	\$0.00	0	\$0.00
21	2577.502	LIVE STAKES	EACH	\$4.38	450	0	\$0.00	0	\$0.00
<b>Bid Totals:</b>							<b>\$89,265.68</b>		<b>\$131,312.82</b>

**Project Category Totals**

Category	Amount This Voucher	Amount To Date
Base bid	\$89,265.68	\$131,312.82

**Contract Change Item Status**

CC	CC No.	Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
<b>Contract Change Totals:</b>											

**Contract Change Totals**

No.	Contract Change	Description	Amount This Voucher	Amount To Date

**Material On Hand Additions**

Line No.	Item	Description	Date	Added	Comments

**Material On Hand Balance**

Line No.	Item	Description	Date	Added	Used	Remaining





## Environmental Troubleshooters, Inc.

3825 Grand Avenue  
Duluth, MN 55807  
Tel: (218) 722-6013 Fax: (218) 722-6319  
www.environmentaltroubleshooters.com

### Invoice

Wabasha County SWCD  
611 Broadway Ave, Suite 10  
Wabasha, MN 55981

**Invoice Date:** Feb 19, 2021

**Invoice Num:** 8418

**Billing Through:** Feb 28, 2021

**Zumbro Stream Restoration (21-0201:) - Managed by (CPW)**

#### Reimbursable Expenses:

<u>Date</u>	<u>Employee</u>	<u>Description</u>	<u>Units</u>	<u>Cost Rate</u>	<u>Cost Amt</u>	<u>Amount</u>
2/19/2021	CPW	Sediment Log (LF)	850.00	\$1.47	\$1,249.50	\$1,249.50
2/19/2021	CPW	Maint & Restoration of Haul Roads (LS)	1.00	\$1,285.20	\$1,285.20	\$1,285.20
2/19/2021	CPW	Common Excavation (CY)	16,016.55	\$4.49	\$71,914.31	\$71,914.31
2/19/2021	CPW	Riprap Class I (CY)	81.00	\$57.55	\$4,661.55	\$4,661.55
2/19/2021	CPW	Riprap Class V (CY)	204.00	\$49.78	\$10,155.12	\$10,155.12

**Total Expenses:** **\$89,265.68**

**Amount Due This Invoice:** **\$89,265.68**

*This invoice is due upon receipt*

#### Account Summary

<u>Services BTD</u>	<u>Expenses BTD</u>	<u>Last Inv Num</u>	<u>Last Inv Date</u>	<u>Last Inv Amt</u>	<u>Last Pay Amt</u>	<u>Prev Unpaid Amt</u>
\$0.00	\$131,929.50	8416	2/11/2021	\$42,663.82	\$0.00	\$42,663.82

**Total Amount Due Including This Invoice:** **\$131,929.50**

Due to the current CDC guidelines on social distancing, we are limiting the number in attendance to 8 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.wabashaswcd@gmail.com](mailto:susan.cerwinske.wabashaswcd@gmail.com) or 651-560-2053

**Wabasha Soil and Water Conservation District  
District Regular Board Meeting  
January 28, 2021  
8:15 a.m.  
County Board Room  
625 Jefferson Ave.**

- I. CALL MEETING TO ORDER – Meeting called to order at 8:15 am by Chair, Terry Helbig**  
***Supervisors Present: Terry Helbig, Chair, Lynn Zabel, Vice-Chair, Larry Theismann, Secretary, Sharleen Klennert, Chet Ross***  
***Staff Present: Terri Peters, District Manager***  
***Others Present by Phone: Bob Walkers, County Commissioner, John Benjamin, NRCS, Brian DeVetter, NRCS, Sheila Harmes, Winona County Water Planner-Whitewater Watershed, Adam Beilke, BWSR, Sue Cerwinske, Bookkeeper/Admin. Asst.***

**II. 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 pandemic and State of Emergency Guidelines. Calling in is allowed under the open meeting law. Phone line set up for SWCD meetings by Wabasha County. Board was contacted about this suggested change and it was agreed that this was the best solution for the situation at this time.

**III. PUBLIC COMMENTS**

Comments limited to 5 minutes per speaker

**IV. CONSENT AGENDA -Board Action**

- A. Roger & Rachel Walkes AgBMP Loan Application for 2009 Case IH 1250 Planter, No-till drill. Approved amount \$33,000.00.
- B. Amendment P19-2416-2019 SWCD Local Capacity and Buffer Law Implementation for Wabasha SWCD. Changing expiration date from 12-31-2021 to amended expiration date of 12-31-2022
- C. Gregory Schad AgBMP Loan Application. Approved amount \$20,000.00. for planter with no-till option.

- D. Freeborn SWCD MAWQCP Amendment to change contract expiration date from 1-01-2020 to 12-31-2020, to 1-01-2021 to 12-31-2021
- E. Mower SWCD MAWQCP Amendment to change contract expiration date from 1-01-2020 to 12-31-2020, to 01-01-2021 to 12-31-2021
- F. Fillmore SWCD MAWQCP additional \$2,500.00 funds with contract date of 01-01-2021 to 12-31-2021

***Motioned by Zabel and seconded by Theismann to approve the consent agenda as it stands***

***Affirmative: Helbig, Zabel, Theismann, Klennert, Ross***

***Opposed: None***

***Motion Carried***

**V. SECRETARY'S REPORT**

- A. December 17, 2020 Meeting Minutes-**Board Action**

***Motioned by Zabel and seconded by Theismann to approve the December 17, 2020 Meeting Minutes – Secretary's Report***

***Affirmative: Helbig, Zabel, Theismann, Klennert, Ross***

***Opposed: None***

***Motion Carried***

**VI. TREASURER'S REPORT:**

- A. December 2020 Program Record-**Board Action**

***Motioned by Klennert and seconded by Zabel to approve the December 2020 Program Record***

***Affirmative: Helbig, Zabel, Theismann, Klennert, Ross***

***Opposed: None***

***Motion Carried***

- B. District Financial Statements-**Board Action**

***Motioned by Klennert and seconded by Theismann to approve the District Financial Statements***

***Affirmative: Helbig, Zabel, Theismann, Klennert, Ross***

***Opposed: None***

***Motion Carried***

**VII. PAYMENT OF MONTHLY BILLS**

- A. Monthly Bills in the amount of \$102,436.28 -**Board Action**

***Motioned by Theismann and seconded by Zabel to approve payment of the monthly bills in the amount of \$102,436.28.***

***Affirmative: Helbig, Zabel, Theismann, Klennert, Ross***

***Opposed: None***

***Motion Carried***

**VIII. DISTRICT REPORTS**

- A. Chair Report – Terry Helbig – **No Report**

***Welcome to all.***

- B. County Commissioner – Bob Walkes is the SWCD representative from county board for 2021  
***Farmer near Plainview and is a Conservationist***
- C. District Manager Report – Terri Peters  
***Reporting - End of Years Reports – Invoicing  
Worked on the Budget  
BWSR (26) for Reporting  
1W1P Meetings  
Keep up with North Fork Zumbro at Mazeppa. Excavation to start 1-28-2021  
Drone footage by Beau Kennedy (Admin).  
Conversations on the Lower Zumbro Outreach – Flood Plain and 319 West Indian Creek projects.  
Keely replacement – Matt & Henry divided up the work for right now. Won't start looking for a couple of months.  
Chet Ross would like to go out in the field with Techs to see what they do.***

***Adam Beilke, BWSR – Handles Water Planning & Grants, Operational questions for our area. (Question from last month on extending cover crops payments)  
Cover crops use BWSR grant, requires 3-year commitment to see how it works in their operation. Annual payment when seeded in and are established. BWSR allows all three years to be paid ahead of time. Contract requires that you need to do the cover crops, if not done, then they would need to pay the money back. Annual or 1 payment a year and follow up for 2 remaining years. Weather challenges. Encourage SWCD's to extend a year to see if they can get cover crops in. Landowners need to see how cover crops would work in their operation***

- D. NRCS Report – John Benjamin – ***Report in Packet***
- E. Ecological Technician Report – Henry Stelten
- F. District Technician Report- Matt Kempinger
- G. Bookkeeper/Administrative Assistant -Sue Cerwinske – ***Report given at Meeting***

#### **IX. OLD BUSINESS**

- A. Wabasha SWCD Governance Letter
- B. Wabasha SWCD Internal Control Letter 2019 to Board
- C. Wabasha SWCD Final Audited Financial Statements for 2019
- D. Smith & Schafer Letter of Representation – **Board Action/Signature**  
***Motioned by Zabel and seconded by Theismann to sign the Smith & Schafer Letter of Representation.***  
***Affirmative: Helbig, Zabel, Theismann, Klennert, Ross***  
***Opposed: None***  
***Motion Carried***
- E. Jen Wahls Contract for Services – Zumbro Flood Plain Outreach continuing program with additional funding of \$5,000.00 – **Board Discussion**

***Motioned by Theismann and seconded by Zabel to spend \$2,500.00 from Capacity Fund to use in addition to The Nature Conservancy \$2,500.00 for the Zumbro Flood Plain Outreach Continuing Project***

***Affirmative: Helbig, Zabel, Theismann, Klennert, Ross***

***Opposed: None***

***Motion Carried***

**X. NEW BUSINESS**

**A. Election of SWCD Board Officers for 2021 – Board Action**

**i. Chairman –**

***Motioned by Zabel and seconded by Ross to nominate Terry Helbig to serve as Chairman for another year – 2021.***

***Affirmative: Zabel, Klennert, Ross***

***Opposed: Theismann***

***Motioned Carried***

**ii. Vice Chairman**

***Motioned by Theismann and seconded by Ross to nominate Lynn Zabel to serve as Vice-Chair for another year – 2021.***

***Affirmative: Helbig, Theismann, Klennert, Ross***

***Opposed: None***

***Motion Carried***

**iii. Secretary –**

***Motioned by Klennert and seconded by Ross to nominate Larry Theismann serve as Secretary for another year – 2021.***

***Affirmative: Helbig, Zabel, Klennert, Ross***

***Opposed: None***

***Motion Carried***

**iv. Treasurer –**

***Motioned by Zabel and seconded by Theismann to nominate Sharleen Klennert to serve as Treasurer for 2021.***

***Affirmative: Helbig, Zabel, Theismann, Ross***

***Opposed: None***

***Motion Carried***

**B. 2021 Committee Appointments-Board Action**

***i. Personnel committee – Lynn, Larry were appointed***

***ii. Finance Committee – Sharleen, Chet were appointed***

***iii. Whitewater Watershed – Lynn was appointed with Alternate Larry***

***iv. Zumbro One Watershed, One Plan – Larry was appointed, Alternate Lynn***

***v. SE SWCD Technical Support JPB – Larry was appointed, Alternate Lynn***

***vi. County Board Meeting Representative – This is a member of our board who will go to county meetings – Larry was appointed, Alternates Terry and Sharleen***

**C. eLink Grant Reporting Signature Authority Resolution 01282021-1-Board Action**

***Motioned by Theismann and seconded by Klennert to give Terri Peters eLink Grant Reporting Signature Authority Resolution 01282021-1***

***Affirmative: Helbig, Zabel, Theismann, Klennert, Ross***

***Opposed: Noe***

***Motion Carried***

- D. Designation of Official Newspaper Resolution 01282021-2 (The Wabasha County Herald) - **Board Action**

***Motioned by Zabel and seconded by Ross to approve the Designation of Official Newspaper Resolution 01282021-2 to be The Wabasha County Herald.***

***Affirmative: Helbig, Zabel, Theismann, Klennert, Ross***

***Opposed: None***

***Motion Carried***

- E. Designation of Official Bank Depositories Resolution 01282021-3-**Board Action**

***Motioned by Klennert and seconded by Theismann to approve the Designation of Official Bank Depositories Resolution 01282021-3***

***Affirmative: Helbig, Zabel, Theismann, Klennert, Ross***

***Opposed: None***

***Motion Carried***

- F. Designation of Signatories for Bank Accounts Resolution 01282021-4 – **Board Action**

***Motioned by Theismann and seconded by Zabel to approve the Designation of Signatories for Bank Accounts Resolution 01282021-4***

***Affirmative: Helbig, Zabel, Theismann, Klennert, Ross***

***Opposed: None***

***Motion Carried***

- G. Per Diem rates 75.00 and Mileage .56 for 2021 Resolution 01282021-5- **Board Action**

***Motioned by Theismann and seconded by Klennert to approve Per Diem rates 75.00 and mileage .56 for 2021 Resolution 01282021-5***

***Affirmative: Helbig, Zabel, Theismann, Klennert, Ross***

***Opposed: None***

***Motion Carried***

- H. Contract extension authority policy 1/28/2021 – **Board Action**

***Motioned by Theismann and seconded by Ross to grant Terri Peters authority to sign contract extensions according to the Contract extension authority policy 1/28/2021***

***Affirmative: Helbig, Zabel, Theismann, Klennert, Ross***

***Opposed: None***

***Motion Carried***

- I. Operational Rules and Guidelines for 2021 – **Board Action**  
*Motioned by Zabel and seconded by Theismann to approve the Operational Rules and Guidelines for 2021.*  
*Affirmative: Helbig, Zabel, Theismann, Klennert, Ross*  
*Opposed: None*  
*Motion Carried*
- J. Bank Signatories — **Board Action**  
Terri has paperwork for Bank Signatories  
Peoples State Bank – Entity Authorization - All Sign  
*Motioned by Theismann and seconded by Zabel to approve Bank Signatories*  
*Affirmative: Helbig, Zabel, Theismann, Klennert, Ross*  
*Opposed: None*  
*Motion Carried*
- K. Approve Tom Hunter Voucher payment for Contract 20-CWMA-2 (314 Brush Management) in the amount of \$1,500.00 – **Board Action**  
*Motioned by Theismann and seconded by Klennert to approve Tom Hunter Voucher payment for Contract 20-CWMA-2 (314 Brush Management) in the amount of \$1,500.00*  
*Affirmative: Helbig, Zabel, Theismann, Klennert, Ross*  
*Opposed: None*  
*Motion Carried*
- L. 1W1P Mississippi River-Winona La Crescent Watershed Memorandum of Agreement – **Board Action/Signature**  
*This had been approved earlier by the board. Attorneys had input on language and there was some language clarification.*  
*Motioned by Klennert and seconded by Theismann to approve to sign the 1W1P Mississippi River – Winona La Crescent Watershed Memorandum of Agreement.*  
*Affirmative: Helbig, Zabel, Theismann, Klennert, Ross*  
*Opposed: None*  
*Motion Carried*

- M. Hiawatha Valley Resource Conservation and Development Council – Participation for 2021 – Dues \$300.00 – Hiawatha Valley RC&D (potential committee) -**Board Discussion**

*They meet every two months. Help with grazing. Focus on business and market. Help in getting grant money.*

*Motioned by Theismann and seconded by Zabel to approve dues of \$300.00 for participation in the 2021 for Hiawatha Valley Resource Conservation and Development Council.*

*Affirmative: Helbig, Zabel, Theismann, Klennert, Ross*

*Opposed: None*

*Motion Carried*

- N. Amendment #1 to Sub-Agreement between The Southeast SWCD Technical Support JPB and The Wabasha Soil and Water Conservation District for the RCPP program: Lower Mississippi River Feedlot Mgmt in MN – **Board Action**

Polson Project. Amendment to sub-agreement for tech work, for Houston County and Matt.

*Motioned by Theismann and seconded by Zabel to approve Amendment #1 to Sub-Agreement between The Southeast SWCD Technical Support JPB and The Wabasha Soil and Water Conservation District for the RCPP program: Lower Mississippi River Feedlot Mgmt in MN*

*Affirmative: Helbig, Zabel, Theismann, Klennert, Ross*

*Opposed: None*

*Motion Carried*

- O. Upcoming Events

i. Minnesota Campaign Finance Board Annual Recertification was due by January 25, 2021

ii. MASWCD Legislative “Day on the Hill” virtual meeting – March 8, 2021

*Terry stated, maybe we could meet/zoom with Goodhue County SWCD*

## **XI. Board Reports**

- A. WW – *Sheila Harmes*

*Rich Hall attended Dec meeting, his last meeting*

*February 18 next Whitewater Meeting, Bob Walkes to attend*

*Agenda for February, Whitewater Drinking Water Protection, partnering with Wabasha SWCD. -Grant end date December, 2020*

*Amendment to extend to 2023.*

*Amendment for Technical Assistance work for Whitewater*

- B. Zumbro 1W1P- **No Report**

- C. SE SWCD Technical Support JPB – **No Report**

- D. County Board Meeting – **No Report**

- E. *Hiawatha Valley RC&D – Terry, Alternate Lynn and Bob Walkes, County Commissioner*



**XII. 2021 Work Planning Session**

*Went over the annual work plan and discussed how it relates to our Comprehensive Local Water Management Plan. We have been realistically able to meet goals identified in the plan. Once the 1W1Ps are adopted, it may change somewhat.  
Board consensus on that.*

**XIII. Budget Approval – Board Action**

*Terri will have more accurate numbers and would replace once reporting is complete. Largely accurate for base budget, but it is fluid as we have funds come in throughout the year as grants are obtained. Terri chooses to have a zero budget, more time consuming, but gives good idea of where we are and what we should be doing.*

*Motioned by Klennert and seconded by Ross to accept budget proposed by Terri.*

*Affirmative: Helbig, Zabel, Theismann, Klennert, Ross*

*Opposed: None*

*Motion Carried*

**XIV. Adjourn – Board Action**

*Motioned by Theismann and seconded by Zabel to adjourn the meeting at 11:15 am*

*Affirmative: Helbig, Zabel, Theismann, Klennert, Ross*

*Opposed: None*

*Motion Carried*

**Respectively Submitted by**

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**Larry Theismann, Secretary**

Wabasha Soil and Water Conservation District  
**Cash Balances**  
As of January 31, 2021

---

	Jan 31, 21
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Money Market- Bank of Alma	160,455.04
Money Market WNB Financial	7,391.05
Peoples State Bank Money Market	331,550.07
Petty Cash	151.62
WNB Financial	16,371.97
<b>Total Checking/Savings</b>	515,919.75
<b>Total Current Assets</b>	515,919.75
<b>TOTAL ASSETS</b>	<b>515,919.75</b>
<b>LIABILITIES &amp; EQUITY</b>	0.00

## Wabasha Soil and Water Conservation District

## Balance Sheet

As of January 31, 2021

Jan 31, 21

## ASSETS

## Current Assets

## Checking/Savings

Money Market- Bank of Alma

160,455.04

Money Market WNB Financial

7,391.05

Peoples State Bank Money Market

331,550.07

Petty Cash

151.62

WNB Financial

16,371.97

Total Checking/Savings

515,919.75

## Accounts Receivable

11000 · Accounts Receivable

15,208.32

Total Accounts Receivable

15,208.32

## Other Current Assets

12000 · Undeposited Funds

650.37

Total Other Current Assets

650.37

Total Current Assets

531,778.44

## Fixed Assets

15000 · Furniture and Equipment

Computer

4,369.00

Laptops for Distrct 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 Rent

920.43

Total Prepaid Items

920.43

Total Other Assets

920.43

TOTAL ASSETS

560,565.80

## LIABILITIES &amp; EQUITY

## Liabilities

## Current Liabilities

Accounts Payable

20000 · Accounts Payable

7,373.71

Total Accounts Payable

7,373.71

Other Current Liabilities

## Wabasha Soil and Water Conservation District

## Balance Sheet

As of January 31, 2021

	Jan 31, 21
Allowance for Unemployment Reim	1,581.86
Deferred Revenue	
AIS	76,026.38
FY18 Capacity	18,175.00
FY18 CWMA	-1,937.66
FY19 Capacity	14,164.37
FY19 Cost Share	2,073.23
FY19 Well Seal Grant	15,576.30
FY20 Buffer Initiative	14,731.36
FY20 Capacity	9,179.78
FY20 CWMA	10,250.42
FY20 Easement Delivery	-1,464.18
FY20 NACD TA Grant	23,105.76
FY20 State Cost share	6,524.26
FY20 WCA	-2,118.74
FY21 Buffer Initiative	17,200.00
FY21 Capacity	111,348.00
FY21 Conservation Delivery	19,619.00
FY21 LWM	14,177.00
FY21 State Cost Share	15,401.00
FY21 WCA	12,118.00
Izaak Walton League	584.98
Total Deferred Revenue	374,734.26
Deposit on Tree Sales	5,617.45
24000 · Payroll Liabilities	1,192.97
25500 · Sales Tax Payable	169.67
Total Other Current Liabilities	383,296.21
Total Current Liabilities	390,669.92
Total Liabilities	390,669.92
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	107,429.54
Net Income	-45,896.88
Total Equity	169,895.88
TOTAL LIABILITIES & EQUITY	<u>560,565.80</u>

## Wabasha Soil and Water Conservation District

## Profit &amp; Loss

January 2021

	Jan 21
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Charges for Services</b>	
Nitrate Monitoring Network	648.80
<b>Total Charges for Services</b>	648.80
<b>Intergovernmental Revenues</b>	
<b>County</b>	
County Regular Allocation	3,971.95
<b>Total County</b>	3,971.95
<b>Federal</b>	
319	650.37
<b>Total Federal</b>	650.37
<b>State</b>	
FY20 Gorman Creek Restoration	8,323.46
MAWQCP	29,975.38
North Fork Zumbro-Mazeppa	60,320.97
<b>Total State</b>	98,619.81
<b>Total Intergovernmental Revenues</b>	103,242.13
<b>Total Income</b>	103,890.93
<b>Gross Profit</b>	103,890.93
<b>Expense</b>	
<b>District Operations</b>	
<b>Other Services and Charges</b>	
Building Rent	920.43
Employee Education and Training	-395.00
Fees and Dues	3,868.69
Internet Expense	70.95
Professional Expenses	
Audit Fees	1,050.00
Professional Expenses - Other	2,500.00
<b>Total Professional Expenses</b>	3,550.00
Supervisor's Mileage	41.05
Vehicle Expenses	
Chevrolet Silverado Vehicle Exp	21.55
Hyundia Tucson Vehicle Expense	9.62
<b>Total Vehicle Expenses</b>	31.17
<b>Total Other Services and Charges</b>	8,087.29
<b>Personnel Services</b>	
Employee Salary Permanent	16,390.21

# Wabasha Soil and Water Conservation District

## Profit & Loss

### January 2021

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	Jan 21
Employer HSA contributions	2,625.00
Employer Life and Health	
66000 - Payroll Expenses	8,068.19
Employer Life and Health - Other	22.00
Total Employer Life and Health	8,090.19
Employer Share FICA	1,224.00
Employer Share Medicare	286.26
Employer Share PERA	1,478.99
Total Personnel Services	30,094.65
Supplies	
Office Supplies	114.96
Total Supplies	114.96
Total District Operations	38,296.90
Project Expenditures	
Federal	
319 Feedlot Fix	481.62
Total Federal	481.62
Partners Grants	
2020 Mazeppa Creek	1,920.93
Total Partners Grants	1,920.93
State	
FY19 Capacity	111.00
FY20 CWMA	1,500.00
FY20 Gorman Creek Restoration	2,497.55
FY20 NACD TA Grant	26,117.25
FY21 Buffer Law Implementation	297.00
MAWQCP Administration	23,781.12
North Fork Zumbro-Mazeppa	29,263.25
Total State	83,567.17
Total Project Expenditures	85,969.72
Total Expense	124,266.62
Net Ordinary Income	-20,375.69
Other Income/Expense	
Other Income	
Interest Income	
Interest Earnings MM's	157.91
Total Interest Income	157.91

Wabasha Soil and Water Conservation District  
Profit & Loss  
January 2021

---

	Jan 21	
Total Other Income		157.91
Net Other Income		157.91
Net Income		<u>-20,217.78</u>

6:13 PM

02/23/21

Cash Basis

# Wabasha Soil and Water Conservation District

## Monthly Bills Listing

### February 25, 2021

Type	Date	Num	Name	Memo	Account	Split	Paid Amount
<b>Feb 25, 21</b>							
Bill Pmt -Check	02/25/2021	11325	BWSR-1	Returned am...	WNB Financial	20000 · Accounts Payable	-12,117.17
Liability Check	02/25/2021	11327	Auditor/Treasurer of Wabasha County		WNB Financial	-SPLIT-	-442.09
Bill Pmt -Check	02/25/2021	11328	Environmental Troubleshooters, Inc		WNB Financial	20000 · Accounts Payable	-124,747.18
Bill Pmt -Check	02/25/2021	11329	HBC	2-02 to 3-01-...	WNB Financial	20000 · Accounts Payable	-70.95
Bill Pmt -Check	02/25/2021	11330	Henry Stelten-b		WNB Financial	20000 · Accounts Payable	-213.90
Bill Pmt -Check	02/25/2021	11331	Hiawatha Valley RC&D	2021 Dues -...	WNB Financial	20000 · Accounts Payable	-300.00
Bill Pmt -Check	02/25/2021	11332	Matthew Kempinger-c	Parking and ...	WNB Financial	20000 · Accounts Payable	-14.27
Bill Pmt -Check	02/25/2021	11333	Mittel Schule, Inc.	March 2021 ...	WNB Financial	20000 · Accounts Payable	-920.43
Bill Pmt -Check	02/25/2021	11334	Office Depot		WNB Financial	20000 · Accounts Payable	-59.27
Bill Pmt -Check	02/25/2021	11335	Olmsted County Public Works	Mark Root S...	WNB Financial	20000 · Accounts Payable	-8,602.38
Bill Pmt -Check	02/25/2021	11336	Terri Peters (Expenses)	2-18 Mileage ...	WNB Financial	20000 · Accounts Payable	-30.24
Bill Pmt -Check	02/25/2021	11337	Wabasha County Highway Department	Silverado 11....	WNB Financial	20000 · Accounts Payable	-18.21
Bill Pmt -Check	02/25/2021	11338	WSB	Jan 1- Jan 31...	WNB Financial	20000 · Accounts Payable	-8,481.00
Liability Check	02/25/2021	EFT	MN PEIP	Group Numb...	WNB Financial	-SPLIT-	-5,110.00
Liability Check	02/25/2021	EFT	VSP Vision Care		WNB Financial	24000 · Payroll Liabilities	-64.04
<b>Feb 25, 21</b>							<b>-161,191.13</b>



### **Current office standing**

- Bill and I are both working in the office every day.
- Brian DeVetter and other co-workers, that don't work out of the Wabasha office typically, have been asked to stop coming to work out of the office until the office is in a higher Phase.
- The Wabasha office is still in Phase 0. This will continue until Wabasha county sees a downward trajectory of influenza-like illness and COVID-like syndromic cases reported within a 14 day period.

### **CSP (Conservation Stewardship Program)**

- FY CSP classic application deadline March 26, 2021
- FY22 renewal application deadline, March 26<sup>th</sup>, 2021
- Waiting on a National bulleting to contact producers about deferring old applications
- 14 Active contracts
- 1 payment left to get paid for FY20 payments

### **EQIP (Environmental Quality Incentive Program)**

- 16 Active EQIP contracts
- Deadline for FY21 signup 2 is March 5th
- 24 FY21 EQIP applications submitted
- 11 contracts prioritized High
- 2 FY21 sign up 2 application

### **RCPP-EQIP (Regional Conservation Partnership Program)**

- 5 RCPP-EQIP active contracts
- 4 FY21 RCPP-EQIP applications moving forward to ranking

### **Compliance Plans**

- 3 HEL determinations written recently
- 2 HEL plans completed, needing producer signatures, for those determinations

### **CRP (Conservation Reserve Program)**

- FY21 sign up started January 4<sup>th</sup> and ends February 12<sup>th</sup>
- FY21 sign up period extended, no word of an established deadline.

Work Summary Feb 2021  
Henry Stelten

- Communications, camera setup, imagery for Mazeppa restoration
- Landowner visits & communications for possible spring/summer projects
- Tree sale orders & updates
- MNC3 modules
- Lincpass appointment
- Some cultural resource work for stream crossing project
- 340 contract amendment, communications for existing and new contracts
- JAA overview with BWSR staff

# Monthly Report – February

Matt Kempinger

## Training

- TSA Instruction
  - CAD
  - EFT
- BWSR
  - JAA
  - RUSLE2

## Projects

- Stream restoration, discharge measurements
- Stream restoration, worked on channel alignment in CAD
- Coordinated meetings between partners on projects
- Investigated 2 new resource concerns of landowners
- Calculated pollution reductions for several scenarios of 1 feedlot fix.
- Answered questions regarding wetland considerations for a development
- Provided technical assistance for wetland considerations
- Assisted on one well sealing project
- Started design on 1 waterway
- Worked on 2 feedlot fix designs
- Worked on developing a HDEM model for West Indian Creek Watershed
- Followed up with various landowners that have ongoing projects

## Others

- Informed 2 landowners about EQIP
- Assisted 1 landowner in applying for MAWQCP certification
- Assisted 2 landowners in applying for MAWQCP grant dollars
- Informed 2 landowners about the MAWQCP program
- Had computers reimaged and set up from scratch, file, program, and drive organization
- Answered general resource questions from public and assisted where possible

**Sue Cerwinske, Bookkeeper/Admin. Asst**

Bank Paperwork for New Board Members  
State Auditor Report for 2019 sent in – Smith Schafer completed  
Quarterly Payroll Tax Returns  
Annual Tax Forms – W'2's, 1099's and Health Insurance Form  
MCIT Reporting – Annual Wage Audit  
PERA Annual Report  
MAWQCP Extensions, New Funds for 2021 paperwork  
Trees Order, Spreadsheet upkeep, Checks. Update tree form on website  
Payroll and submit tax payments  
Deposits, Bank Reconcliations  
Account Payable invoice entry and check run  
Checks n Deposits Report for Terri to do program record  
Monthly Reporting: Financial Statements – Balance Sheet and Profit and Loss  
Tied out Program Records to General Ledger  
2021 State and Federal Posters  
2021 New folders set up  
Cleaned up some old emails, labeled ones to keep. More of this to do.  
Add new articles to the website  
Listened in to BWSR Webex with Aaron Peters for Technical Training and Certification Program  
Suggested by BWSR to complete Core Competency Training – Started with "Introduction to Soil"  
Board Minutes for 1-28-2021  
Agenda for 2-25-2021 Meeting  
Board Packet for 2-25-2021 Meeting  
Clean, Sanitize Office



Susan Cerwinske <susan.cerwinske.wabashaswcd@gmail.com>

## Bid for 2020 Audit

3 messages

Susan Cerwinske <susan.cerwinske.wabashaswcd@gmail.com>  
To: Steve Salveson <s.salveson@smithschafer.com>

Mon, Jan 4, 2021 at 2:38 PM

Hi Steve,

Please see attached letter for 2020 Audit bid.  
I Would like to present your bid to the Board  
at our February meeting.

Thank you, it is a pleasure to work with you.

Sue Cerwinske  
Bookkeeper/Admin. Asst.  
Wabasha SWCD  
611 Broadway Ave. Ste 10  
Wabasha, MN 55981  
651-560-2053

 2020 Audit Bid Letter - Smith Schafer & Associates LTD - 2.pdf  
34K

Steve Salveson <s.salveson@smithschafer.com>  
To: Susan Cerwinske <susan.cerwinske.wabashaswcd@gmail.com>

Mon, Jan 18, 2021 at 2:13 PM

Hi Sue:

Our bid for 2021 would be \$5,100.

Steve

**Steve Salveson, CPA, CGMA**

Principal



**p:** 651-388-2858

**e:** s.salveson@smithschafer.com

**w:** www.smithschafer.com





611 Broadway Avenue, Suite 10  
Wabasha, MN 55981  
Phone: (651) 560-2053

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January 4, 2021

Steve Salveson  
Smith Schafer & Associates LTD  
519 Bush Street  
Red Wing, MN 55066

Dear Mr. Salveson:

According to Minnesota Statute and the thresholds approved by the Minnesota Board of Water and Soil Resources (BWSR) and agreed to by the Office of the State Auditor (OSA), the Wabasha Soil and Water Conservation District is required to have a financial and compliance audit performed on its records for the year ended December 31, 2020. The audit will be full scope in nature, resulting in audited financial statements, the auditor's opinion on the financial statements, and reports on internal control and compliance.

- The audit will be conducted in accordance with generally accepted auditing standards and the Minnesota Legal Compliance Audit Guide for Local Government. Copies of this document may be downloaded from the Office of the State Auditor web site, [www.auditor.state.mn](http://www.auditor.state.mn) or ordered by calling 651-296-2551.
- The auditor will send a "draft" report, including a management letter or letter of findings, to the OSA for review and approval prior to issuing the final report. This should be done by October 31, 2021.
- The Office of the State Auditor will charge a review fee for hours spent reviewing your draft audit.
- The auditor's working papers will be retained for three years after the completion of the audit.

In addition to copies you give our SWCD office, you will need to send copies of the final report to the following by December 31, 2021 (electronic submission):

Office of the State Auditor	1 Copy
Attn: Tom Karlson	
525 Park Avenue, Suite 500	
St Paul MN 55103	
<u><a href="mailto:Tom.karlson@osa.state.mn.us">Tom.karlson@osa.state.mn.us</a></u>	

Board of Water and Soil Resources	1 Copy
Attn: Jeremy Olson	
520 Lafayette Road	
St Paul, MN 55155	
<u><a href="mailto:Jeremy.olson@state.mn.us">Jeremy.olson@state.mn.us</a></u>	

The Wabasha SWCD would like to receive a price quote from your firm to conduct this required audit and approximate time that the audit could be conducted.

If you have any questions regarding this request, please call our office at 651-560-2053.

Sincerely,

Sue Cerwinske  
Bookkeeper/Administrative Assistant

The top half of the document is a cover page. It features a background image of classical columns, possibly from a government building, with a warm, golden light source on the left. A large blue triangle is positioned in the lower right corner of this section. The firm's name is printed in white serif font within this triangle.

HAWKINS | ASH  
CPAs

**AUDIT PROPOSAL**  
**WABASHA COUNTY SWCD**  
December 31, 2020

**Monica M. Hauser**  
Partner  
500 S. 2<sup>nd</sup> Street, Suite 200  
La Crosse, WI 54601  
608.784.7737  
[mhauser@hawkinsashcpas.com](mailto:mhauser@hawkinsashcpas.com)



# FEES

Our fees for the services described are as follows.

Year Ended December 31, 2020	\$9,500
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We believe it is important for our clients to contact us with questions, problems, or concerns as they arise. Questions or issues of a routine nature are not billed to our clients. Conferences or consultations that require more than a brief phone call or email may be billed at our Firm's discretion and communicated to the client.

## ADDITIONAL SERVICE FEES

The above fees do not include the implementation of new Governmental Accounting Standards Board statements or revisions to generally accepted governmental auditing standards.

If additional services are required, they will be billed out at our standard rates listed below.

Fee category	Hourly rate
Partner	\$285 - \$300
Manager/Senior Manager	\$150 - \$225
Associate/Senior Associate	\$60 - \$150