

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.wabashaswcd@gmail.com](mailto:susan.cerwinske.wabashaswcd@gmail.com) or 651-560-2053

**Wabasha Soil and Water Conservation  
District Regular Board Meeting  
June 25, 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, Signature**

- A. Whitewater Joint Powers Board Cover Crop (2020 – 2022 Sub-Agreement between Whitewater Joint Powers Board and Wabasha County Soil & Water Conservation District – See Sheila's email explanation of changes - Revised sub-agreement that the Attorney reviewed as to form. (Changes in yellow)
- B. Resolution 06252020-1 A Resolution for Recruitment and Screening Applicants
- C. Conservation Corps Minnesota & Iowa Invoice# 11807 \$980.00 Treatment of Poison Hemlock – West Indian Creek for May, 2020
- D. Resolution 06252020-2 Technical Quality Assurance
- E. Contract for Services – Jennifer Wahls

**VI. SECRETARY'S REPORT**

- A. May 25, 2020 Meeting Minutes-Board Action
- B. June 11, 2020 Special Meeting Minutes – Board Action

**VII. TREASURER'S REPORT:**

- A. April Program Record-Tabled at May Meeting -Board Action

- B. May Program Record – **Board Action**
- C. May District Financial Statements-**Board Action**
- D. Program Funding Available for Cost Share – **Informational**

**VIII. PAYMENT OF MONTHLY BILLS**

- A. Monthly Bills in the amount of **\$18,072.14-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. Bookkeeper/Administrative Asst. – Sue Cerwinske

**X. OLD BUSINESS**

- A. Update on office situation during COVID19 pandemic – Terri Peters
- B. GMC Truck – Update
- C. **Hiring Update**

**XI. NEW BUSINESS**

- A. Approve Payment Voucher for Sharon Melvin for \$1,575.00 for 18-CWMA-6 7 acres woody invasive mgmt. NRCS Practice 314– **Board Action**
- B. Approve Payment Voucher for Joe Liffbrig for \$1,000.00 for 2019-SEWS-1, Well Decommissioning, NCRS practice 351 – **Board Action**
- C. **Contract for approval for Megan Herbers 20-CWMA-5 for practice 314 Brush Management on .24 acres in the amount of \$526.50 – Board Action**

**XII. Upcoming Events:**

- A.

**XIII. Board Report**

- A. WW –
- B. 1W1P-

**XIV. Adjourn –Board Action**

**Whitewater Joint Powers Board Cover Crop (2020-2022)**  
**Sub-Agreement between**  
**Whitewater Joint Powers Board**  
**and**  
**Wabasha County Soil and Water Conservation District**

THIS AGREEMENT is made and entered into by and between the Whitewater Joint Powers Board, 400 Wilson St. N, Lewiston, MN 55952, hereinafter referred to as the “WJPB”, and Wabasha County Soil and Water Conservation District (SWCD), 611 Broadway Ave., Suite 10, Wabasha, MN 55981, hereinafter referred to as the “Contractor”.

**RECITALS**

WHEREAS, the WJPB has a grant agreement from the state of Minnesota, acting through its Board of Water and Soil Resources, entitled Whitewater Drinking Water Protection Grant, hereinafter referred to as the “Project”;

WHEREAS, the Project includes up to \$94,500 in funds for cover crop incentives to increase cover crop implementation in the Whitewater Watershed portions of selected townships;

WHEREAS, the Contractor is providing technical assistance for the project and staff are trained to effectively administer and assess local farming operations for landowners seeking to implement cover crops in their operations;

NOW, THEREFORE, in consideration of mutual undertakings and agreements hereinafter set forth, the WJPB and the Contractor agree as follows:

**Term and Cost of the Agreement**

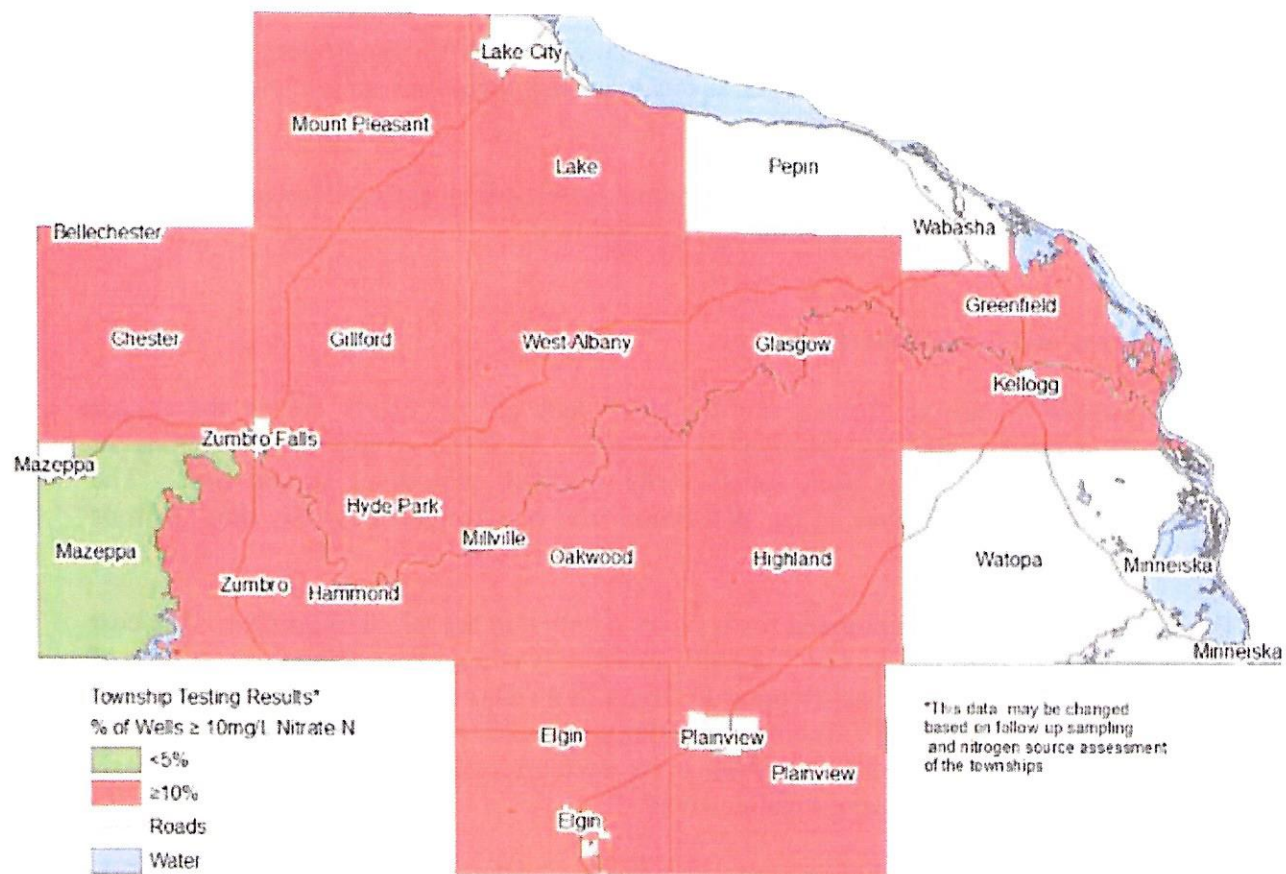
1. The Contractor agrees to furnish services on behalf of the WJPB during the period commencing June 1, 2020 and terminating December 31, 2022, or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first. The Contractor is not an employee of the WJPB and may be terminated for any time, with or without cause.
2. The Contractor shall be reimbursed for services detailed in the Grant Workplan. The cost of this agreement shall not exceed \$28,500 (collectively among the Contractor and each of its partner Soil and Water Conservation Districts (SWCDs) for the Project (Olmsted and Winona) during the period of the contract. Initially, up to \$5,000 is available to each partner SWCD; the remaining \$13,500 is available to the partners, on a first come-first served basis in providing technical assistance to landowners.
3. The Contractor will have technical approval authority for the cover crop incentive payments. The Contractor will work cooperatively with Olmsted SWCD and Winona

County SWCD in providing assistance to landowners as described in the Grant Workplan attached to the grant agreement.

4. Cover crop incentives payments available to individual landowners will include \$30 per acre, up to 30 acres and up to three years. (The grant will provide a cover crop payment of \$45 per acre if the acres are within a high priority Drinking Water Supply Management Area, as described in the Workplan.) Contractor shall not recommend payments in excess of such limits.
5. The project has up to \$94,500 available for cover crop incentives for the duration of the agreement. Contractor shall not recommend payments that would exceed this amount.
6. The Contractor writes and holds the cost share contracts with landowners for the WJPB. Once the Contractor certifies adequate cover crop establishment for incentive payments for landowners within Wabasha County, the WJPB will approve and make payments to the landowner at its next Board meeting.

*The Whitewater Watershed portions of Elgin and Plainview Townships were identified as having a high number of private wells with nitrate levels above the drinking water standard. These areas are cover crop focus areas for the project.*

Figure: Wabasha County Initial Well Dataset Map, 2017.





Signature Matt Flynn  
Matt Flynn  
Chairman, Whitewater JPB

Date 6-18-20

Signature \_\_\_\_\_  
Terry Helbig  
Chairman, Wabasha County Soil and Water Conservation District

Date 5-28-20

Approved as to form this  
5th day of June, 2020.

Karin J. Souder  
Winona County Attorney  
for JWJPB

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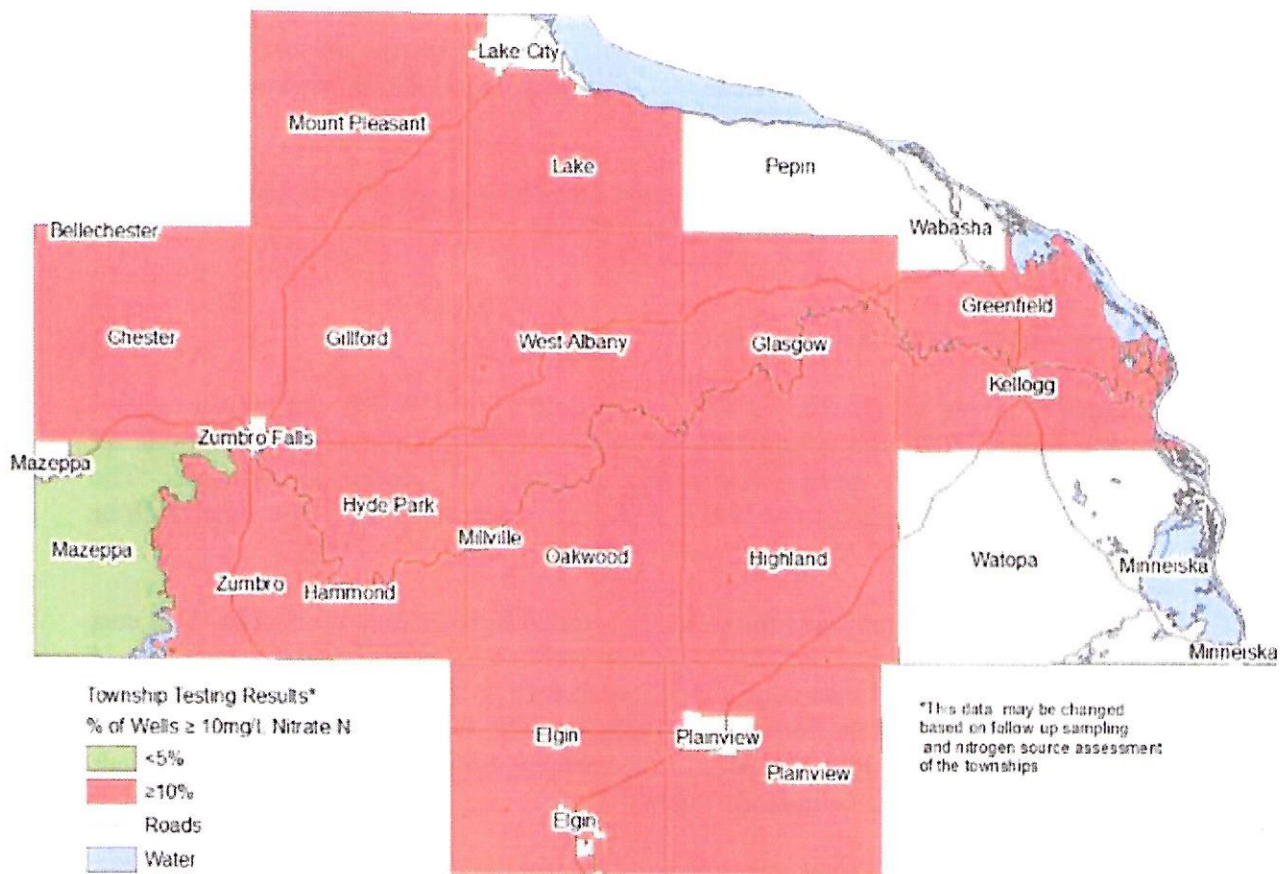
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*The Whitewater Watershed portions of Elgin and Plainview Townships were identified as having a high number of private wells with nitrate levels above the drinking water standard. These areas are cover crop focus areas for the project.*

Figure: Wabasha County Initial Well Dataset Map, 2017.



Signature Matt Flynn  
Matt Flynn  
Chairman, Whitewater JPB

Date 6-18-20

Signature \_\_\_\_\_  
Terry Helbig  
Chairman, Wabasha County Soil and Water Conservation District

Date \_\_\_\_\_



**From:** Sheila Harmes <[SHarmes@Co.Winona.MN.US](mailto:SHarmes@Co.Winona.MN.US)>  
**Sent:** Monday, June 8, 2020 3:34 PM  
**To:** Peters, Terri - NRCS-CD, Wabasha, MN <[terri.peters@mn.nacdnet.net](mailto:terri.peters@mn.nacdnet.net)>  
**Subject:** DW Protection sub-agreement

Hi Terri,

Attached is the revised sub-agreement that the Attorney reviewed as to form. The changes that were made from the previous version are highlighted in yellow. Daryl noted that I did not describe the work plan consistently (using "Attachment A" when the work plan was not labeled in this manner). The big change was adding the first sentence in paragraph 6, and adding "and make" payments in the last sentence.

Hang in there!

-Sheila

**Sheila Harmes**  
Winona County Water Planner  
202 West Third Street  
Winona, MN 55987  
507-457-6522

Whitewater Watershed Project Coordinator  
400 Wilson St., PO Box 39  
Lewiston, MN 55952  
507-523-2171, Ext 110

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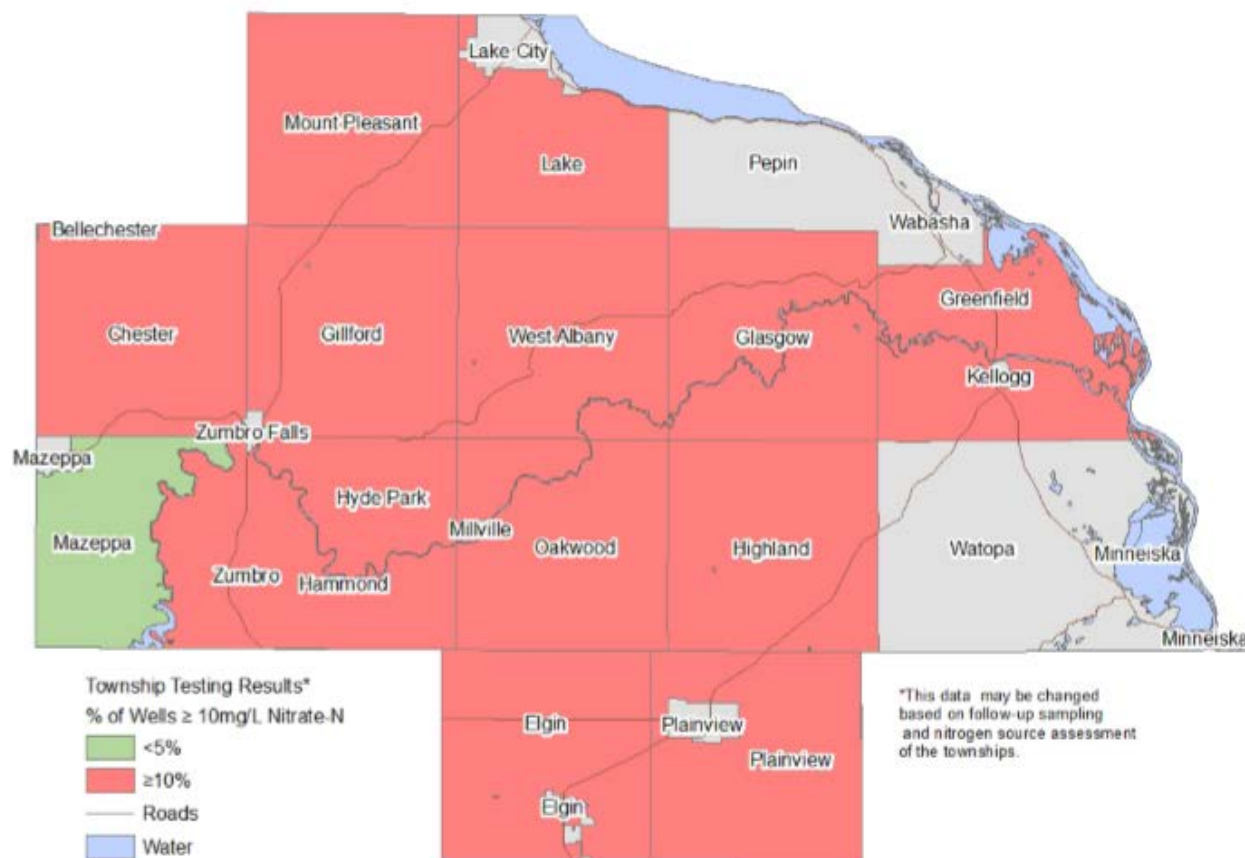
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Signature\_\_\_\_\_

Date\_\_\_\_\_

Matt Flynn  
Chairman, Whitewater JPB

Signature\_\_\_\_\_

Date\_\_\_\_\_

Terry Helbig

Chairman, Wabasha County Soil and Water Conservation District



# **Resolution 06252020-1**

## **A Resolution for Recruitment and Screening of Applicants**

*Whereas:*

District positions are already approved and budgeted for by the Wabasha County Soil & Water Conservation District (SWCD).

*Whereas:*

There are extended time periods between each board meeting.

*Whereas:*

Waiting for the next board meeting when to repost if a position becomes open may slow or stop work and providing grant funded deliverables.

Therefore,

*Be it finally resolved:*

The District Manager will have primary responsibility for recruitment and screening of all candidates deemed potentially qualified for position openings.

*and*

The Wabasha County SWCD Board authorizes the need to advertise and hire positions for all vacancies occurring in budgeted positions.

*and*

If the District Manager is seeking to create a new position or to reclassify an existing position, must submit a request to the Wabasha County SWCD Board for approval at a Wabasha County SWCD Board meeting,

---

Board Chair

---

Date

*Resources restored. Lives changed.*

**TO:**  
Jennifer Wahls  
Wabasha SWCD

# INVOICE

DATE: 6/11/2020

Make all checks payable to Conservation Corps Minnesota & Iowa  
Please remit payment within 30 days of invoice date.

**Thank you for partnering with Conservation Corps Minnesota & Iowa!**

## **Resolution 06252020-2**

### **Technical Quality Assurance**

*Whereas:*

The Technical Quality Assurance chapter of the Board of Water and Soil Resources Grants Administration Manual notes that credentials for a technical assistance provider can include JAA, applicable professional licensure, reputable vendor with applicable expertise and liability coverage, or other applicable credentials, training and/or experience.

*Whereas:*

It may be beneficial and cost effective for the district to contract with individuals who carry aforementioned credentials to fulfill grant obligations or assist on specific project workload.

Therefore,

*Be it finally resolved:*

That the Wabasha County SWCD Board will consider acceptable technical signatures provided from individuals who currently hold JAA, applicable professional licensure, reputable vendors with applicable expertise and liability coverage, or other applicable credentials, training, and/or experience.

*and*

That the Wabasha County SWCD Board will consider that the above may include past employees or technical service providers who have received Job Approval Authority through the Natural Resources Conservation Service within the prior three years of work being approved by the technical service provider to be eligible as a technical signer for work outlined within their approved authority. These individuals would be categorized as having applicable credentials, training, and/or experience.

---

Terry Helbig, Chair

---

Date

# WABASHA SOIL AND WATER CONSERVATION DISTRICT

## CONTRACT FOR SERVICES

This contract is between Wabasha Soil and Water Conservation District (SWCD), 611 Broadway Ave., Suite 10, Wabasha, MN 55981 (SWCD) and Jennifer Wahls, 218 3<sup>rd</sup> Street East, Wabasha, MN 55981 (Contractor)

### Contract

#### 1 Term of Contract

1.1 **Effective date:** June 25, 2020, or the date that all required signatures are obtained.

1.2 **Expiration date:** June 24, 2021 or until all obligations have been satisfactorily fulfilled, whichever occurs first.

#### 2 Contingency

#### 3 Certification

By entering into this contract, the CONTRACTOR certifies that it will comply with the conditions of the applicable provisions of the contractor invoicing requirements.

#### 4 Scope of Work

Contractor's Responsibilities and Deliverables for work completed as requested by District under the supervision of Terri Peters, SWCD District Manager.

#### 5 Payment

The SWCD will be invoiced by the CONTRACTOR for services performed by the CONTRACTOR under this contract at a rate of \$40.00 per hour. Payment will be made when invoices are presented by the CONTRACTOR as the work is completed. Invoices should itemize costs.

##### Requesting Payments

To request a payment, complete an invoice and present it to the Wabasha SWCD.

##### A. Invoices

Identify the name and address of the party to receive the payment from Wabasha SWCD

##### B. Project Information

Identify the program and specific work completed. Work completed should be itemized including dates and who completed the work. Enter the date the work was fully completed.

##### C. Cost Information

Include specific Item costs (ie. 1 item @ \$xxx each or x hours @ \$x.xx per hour) Vendor may include a copy of the bid schedule.

Requests submitted for work which is fully completed should have "Final" written on the invoice.

#### 6 Authorized Representatives

The SWCD's Authorized Representatives are Terri Peters, Wabasha SWCD District Manager, 611 Broadway Ave., Suite 10, Wabasha, MN 55981, (651) 565-4673, or her successor. The CONTRACTOR'S Authorized Representative is **Jennifer Wahls, 218 3<sup>rd</sup> Street East, Wabasha, MN 55981, (218) 310-9058.**

#### 7 Independent Contractor

The CONTRACTOR is an independent contractor and not an employee of the SWCD and is responsible for providing their own transportation and maintaining his/her own insurance.

#### 8 Amendments, Waiver, and Contract Complete

8.1 **Amendments.** Subject to prior written approval by the SWCD, the CONTRACTOR may modify the Scope of Work listed under item 4 above. Modifications to the Scope of Work and any other amendments to this contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original contract, or their successors in office.

8.2 **Waiver.** If the CONTRACTOR fails to enforce any provision of this contract, that failure does not waive the provision or his right to enforce it.



8.3 **Contract Complete.** This contract contains all negotiations and agreements between the CONTRACTOR and the SWCD. No other understanding regarding this contract, whether written or oral, may be used to bind either party.

## **9 Liability**

Each party will be responsible for its own acts and behavior and the results thereof and shall not be responsible for the acts and behavior of the other party and the results thereof. CONTRACTOR's liability shall be governed by the Minnesota Tort Claims Act, Minnesota Statutes §3.736 and other applicable law.

## **10 Government Data Practices**

The SWCD must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the CONTRACTOR under this contract. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the SWCD or the CONTRACTOR.

If the SWCD receives a request to release the data referred to in this Clause, the SWCD must immediately notify the CONTRACTOR. The CONTRACTOR will give the SWCD instructions concerning the release of the data to the requesting party before the data is released. The CONTRACTOR will provide digital copies of all documents, datasets, and files prepared for this grant contract using Microsoft and/or other products.

## **11 Publicity**

Any publicity regarding the subject matter of this contract must not be released without prior written approval from both the SWCD and the CONTRACTOR.

## **12 Audit**

Under Minn. Stat. § 16C.05, subd. 5, the SWCD's books, records, documents, and accounting procedures and practices relevant to this contract are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a total of six years.

## **13 Governing Law, Jurisdiction, and Venue**

Minnesota law, without regard to its choice-of-law provisions, governs this contract. Venue for all legal proceedings out of this contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Wabasha County, Minnesota.

## **14 Termination**

Either party may terminate this contract at any time, with or without cause, upon 30 days' written notice to the other party. Contracted duties already in progress will be completed and all eligible project costs incurred for the economic analyses already in progress at termination will be reimbursed.

## **15 Conflict-of-Interest**

Consultant, while performing services under contract shall not have, directly or indirectly, any current or promised future financial interests in the services for which the consultant is engaged.

### **1. WABASHA SWCD**

By: \_\_\_\_\_

Title District Manager

Date: \_\_\_\_\_

### **2. CONTRACTOR**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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#

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**Wabasha Soil and Water Conservation  
District Regular Board Meeting  
May 28, 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, Vice-Chair, Chuck Fick, Treasurer, Larry Theismann, Secretary and Nate Arendt, Member***  
***Staff Present: Terri Peters***  
***Others Present: Sharlene Klennert, Citizen***  
***Those calling-in: Rich Hall, County Commissioner, Sue Cerwinske, Bookkeeper/Admin Asst.***

**II. PLEDGE OF ALLEGIANCE**

**III. AGENDA – Board Action**

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 SWCDs & BWSR on how they were handling meetings because of COVID-19 and State of Emergency Guidelines. 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.***

***Motioned by Fick and seconded by Fick to approve the agenda with addition D. Old Business approval of Zumbro Outreach Grant Extension and move J. Hiring Offer for District Technician I or II from New Business to closed session.***

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

***Opposed: None***

***Motion Carried***

**IV. PUBLIC COMMENTS**

Comments limited to 5 minutes per speaker

**V. CONSENT AGENDA – Board Action**

- A. Approval of the Wabasha County Comprehensive Local Water Management Plan Waiver of Five-Year Amendment Requirement – **Board Action**

*Motioned by Arendt and seconded by Fick to approve the Wabasha County Comprehensive Local Water Management Plan Waiver of Five-Year Amendment Requirement.*

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

*Opposed: None*

*Motion Carried*

**VI. SECRETARY'S REPORT**

- A. April 23, 2020 Meeting Minutes-**Board Action**

*Motioned by Zabel seconded by Arendt to approve the Secretary's Report*

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

*Opposed: None*

*Motion Carried*

**VII. TREASURER'S REPORT:**

- A. April Program Record - **Board Action**

*Motioned by Arendt and seconded by Fick to Table April Program Record*

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

*Opposed: None*

*Motion Carried*

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

*Motioned by Fick and seconded by Zabel to approve the April District Financial Statements*

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

*Opposed: None*

*Motion Carried*

- C. Program Funding Available for Cost Share – **Informational**

**VIII. PAYMENT OF MONTHLY BILLS**

- A. Monthly Bills in the amount of \$39,355.12 -**Board Action**

*Motioned by Arendt and seconded by Theismann to approve payment of the monthly bills in the amount of \$39,355.12*

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

*Opposed: None*

*Motion Carried*

**IX. DISTRICT REPORTS**

- A. Chair Report – Terry Helbig

*Update on Tom and Rolland*

- B. County Commissioner – Rich Hall – **No Report**

C. District Manager Report – Terri Peters

*Worked with Jen and Mitchell passing on projects and getting all of them in data base*

*Web Meeting partners: MASWCD, BWSR, NRCS on funding*

*Clean Water Funds cut 20% - pass on to SWCDs. BWSR not cutting funds*

*Cooperative Weed Management – Terri has JAA and had to do Wetland violation, application for solar garden and wetland work in Theilman area.*

*Jens exit and final paperwork*

*Sheila 1W1P Mississippi/Winona/La Crescent resolution to the County for support. County Board passed 3 to 2 to go forward.*

*Resolution for Waiver to amend Local Water Management plan*

*Hiring process – Job posted, Job description update. Interviewed May 27*

*Zumbro 1W1P Work group meeting online*

*Partners update on COVID for office*

*Grant MASWCD, NRCS, BWSR. NACD Technical Assistance fund grant for JPB Engineers*

*Working with TU on streambank projects, engineering work. Mitchell and Bill are working on. TU will pay engineers, drone photos.*

*Sheila applied for monitoring grant for Mississippi/Winona/La Crescent monitoring streams for MPCA. Cross-trained.*

D. NRCS Report – Phillis Brey – **No Report**

E. District Technician Report- Mitch Rigelman

JAA Skills Worksheet – **Board Action/Signature**

*Worked with NRCS engineers. Nicole working on getting JAA sheets for Engineering,*

*Motioned by Arendt and seconded by Theismann to approve signing JAA Skills Worksheet for Mitchell.*

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

*Opposed: None*

*Motion Carried*

*Terry Helbig signed the Worksheet*

F. Bookkeeper/Administrative Asst. – Sue Cerwinske

*Report submitted in board packet.*

**X. OLD BUSINESS**

A. Update on office situation during COVID19 pandemic – Terri Peters

*All back in the office now instead of staggering. Spaced out enough and technicians are in the field more. Doors still locked. Call for appt or meet landowners at their property after asking the health screening questions. Ask if they are comfortable to have someone come out. Landowner wouldn't need to be there.*

B. Amendment 1 – Exhibit A Drinking Water Protection in SE MN Grant – **Board Action/Signature** *Fillmore needed signatures*

*Motioned by Theismann and seconded by Arendt to approve Amendment 1 – Exhibit A Drinking Water Protection in SE MN Grant.*

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

*Opposed: None*

*Motion Carried*



- C. Amendment 2 – Exhibit A Drinking Water Protection in SE MN Grant – **Board Action/Signature** *Fillmore less money used to pay Nutrient Management*

*Motioned by Fick and seconded by Theismann to approve Amendment 2 – Exhibit A Drinking Water Protection in SE MN Grant*

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

*Opposed: None*

*Motion Carried*

- D. Approval of Zumbro Outreach Grant Extension and to allow Terri Peters Signature Authorization after Grant Extension is Approved - **Board Action**

*Through TNC would have expired April 20, 2020. Jen contingent on signing of Zumbro Outreach Grant Extension, before she can get started.,*

*Motioned by Zabel and seconded by Fick to approve the Zumbro Outreach Grant Extension and to allow Terri Peters Signature Authorization after the Grant Extension is approved.*

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

*Opposed: None*

*Motion Carried*

- E. Add 2011 GMC Truck to old business – **Board Discussion**

*Larry Theismann went to Paul Busch with GMC truck. Has 93,500 miles on it. They have 2- 2019 Silverado pickups. 4- door. one has liner. Each would be \$18,900.00 with trade in. 3- year warranty and 5-year, 60,000 engine and transmission. Larry to find out what the value of the GMC truck is. Need to have a maintenance program for exterior and interior. Put form in truck, that once a month it gets, wiped out, armor all, vacuumed and washed. Nate said it comes down to dollars spent. Compare state to buying local. Would like to stay local. Look at trucks, get information together and bring to next meeting.*

## **XI. NEW BUSINESS**

- A. Contract for approval for 30 acres cover crop for Adam Graner 19-DWP-CC-5 for \$2,700.00 (FY 2019 Drinking Water Protection Grant, NRCS practice 340) 3-year contract– **Board Action**

*Motioned by Arendt and seconded by Theismann to approve Contract 19-DWP-CC-5 for Adam Graner in the amount of \$2,700.00 for 30 acres cover crop (FY 2019 Drinking Water Protection Grant, NRCS practice 340)*

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

*Opposed: None*

*Motion Carried*

- B. Contract for approval for Tom Hunter 20-CWMA-2, Practice 314 Brush Management in the amount of \$1,500.00 – **Board Action**

*Tom hiring someone with chainsaw to clear out. Skid loader to move things around. # of hours from contractor/used IA custom rates. We use Flat rate, came up with \$1,500.00 payment for 1.5 acres.*

***Motioned by Fick and seconded by Arendt to approve Contract 20-CWMA-2 for Tom Hunter in the amount of \$1,500.00 on 1.5 acres for Practice 314 Brush Management.***

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

***Opposed: None***

***Motion Carried***

- C. Contract for approval for Joseph Flynn 20-CWMA-3, Practice 314 Brush Management in the amount of \$2,000.00 – **Board Action**

***Discussion: Contingent on Mark Miller Signature***

***2<sup>nd</sup> round of treatment, 2<sup>nd</sup> payment for area, 20 acres. Weed management is acceptable for payment on same area twice with BWSR. Thick regrowth. Zumbro Valley Forestry coming in and doing treatment.***

***Discussion: Arendt: Case by case, follow up and see what comes up down the road. Fick: Agreed on case by case, as we only have so much money to go around and we need to make it go as far as we can.***

***Motioned by Zabel and seconded by Arendt to approve Contract 20-CWMA-3 for Joseph Flynn in the amount of \$2,000.00 for 20 acres Practice 314 Brush Management, Contingent on Mark Miller's Signature.***

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

***Opposed: None***

***Motion Carried***

- D. Contract for approval for George Meyer 20-CWMA-4, 5 acres Practice 314 Brush Management in the amount of \$1,000.00 – **Board Action**

***Doing work himself & kids. Not as dense as others. \$200 an acre.***

***Motioned by Theismann and seconded by Fick to approve Contract 20-CWMA-4 for George Meyer in the amount of \$1,000.00 for 5 acres Practice 314 Brush Management.***

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

***Opposed: None***

***Motion Carried***

- E. Approve Payment Voucher for Gerard Marking for \$600.00 for 18-CWMA-1 on 3 acres woody invasive mgmt. (FY 2018 Cooperative Weed Management Grant, NRCS practice 314)– **Board Action**

***Jen followed up on this before she left. Treatment with herbicide, provided information***

***Motioned by Fick and seconded by Arendt to approve payment voucher for Gerard Marking in the amount of \$600.00 for Contract 18-CWMA-1 on 3 acres woody invasive mgmt. (FY 2018 Cooperative Weed Management Grant, NRCS practice 314)***

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

***Opposed: None***

***Motion Carried***

- F. Approve Payment Voucher for Tagen Miller for \$575.00 for 20-CWMA-1 on 2 acres woody invasive mgmt. (FY 2020 Cooperative Weed Management Grant, NRCS practice 314)– **Board Action**

*Jen followed up on this one before she left, work done on 2 acres.*

*Motioned by Theismann and seconded by Zabel to approve payment voucher for Tagen Miller in the amount of \$575.00 for Contract 20-CWMA-1 on 2 acres woody invasive mgmt. (FY 2020 Cooperative Weed Management Grant, NRCS practice 314)*

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

*Opposed: None*

*Motion Carried*

- G. Approve Payment Voucher for Larry Reuter for \$2,400.00 for 18-Capacity-5 412 Grassed Waterway – **Board Action**

*This one started out with NRCS. Charles worked with Bill. Signed off by Chris Nelson/NRCS*

*Motioned by Fick and seconded by Theismann to approve payment voucher for Larry Reuter in the amount of \$2,400.00 for Contract 18-Capacity-5 for 412 practice Grassed Waterway.*

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

*Opposed: None*

*Motion Carried*

- H. Approve Payment Voucher for Swanson Family Farms for \$5,649.75 for 20-CSI-1 for 412 Grassed Waterway – **Board Action**

*Mitchell finished up project. Chris Nelson signed off.*

*Motioned by Arendt and seconded by Theismann to approve payment voucher for Swanson Family Farms in the amount of \$5,649.75 for Contract 20-CSI-1 for 412 practice Grassed Waterway.*

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

*Opposed: None*

*Motion Carried*

- I. Approve Terri to Electronically Sign the 2020 DNR Gorman Creek Restoration Grant for \$500,000.00 – **Board Action to Approve Grant Contract and approve Signature authorization for Terri**

*Terri: This will be like the North Fork Zumbro Mazeppa project. Wabasha SWCD would be administering the grant. Would be acting as fiscal agent for the contractor. Putting together request for proposal from engineer and working through the process.*

*Discussed whose property that it runs through and landowners it would affect. It will be the restoration of 2700 ft of Gorman Creek and 900 ft of tributary. It will be a natural design and bring it back to a meandering stream. DNR can't use their own design. Will be \$100,000 for engineering. Purpose is to restore the geomorphic stability and reconnect the river with the floodplain.*

*This project will decrease flood velocities, enhance riparian corridors and buffers, improve fish habitat and passage, address and reduce bed/bank erosion, and improve water quality.*

**Motioned by Arendt and seconded by Theismann to approve the 2020 DNR Gorman Creek Restoration Grant for \$500,000.00 and to approve Terri electronically signing.**

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

**Opposed: None**

**Motion Carried**

- J. Whitewater Joint Powers Board Cover Crop (2020 – 2022) Sub-Agreement between Whitewater Joint Powers Board and Wabasha County Soil and Water Conservation District – **Board Action**

***Sheila Harmes applied for CW Fund Grant for Cover Crops for the Whitewater Watershed area of county. Total of \$28,500.00 to be distributed to contractors. Each partner, Olmsted, Wabasha, Winona, \$5,000.00 to each SWCD and \$13,500.00 available first come first served basis.***

***Motioned by Theismann and seconded by Fick to approve the Whitewater Joint Powers Board Cover Crop (2020-2022 Sub-Agreement between Whitewater Joint Powers Board and Wabasha County Soil and Water Conservation District.***

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

**Opposed: None**

**Motion Carried**

- K. Resolution Process Meeting for potential resolutions – **Board Discussion**  
***Our Area resolution meeting usually in June. Supervisors and individual boards bring resolutions forward to State. Any thought on resolutions? Bill Thompson also sent out questionnaire about how Supervisors would be able to attend. By call-in or in person. Mower County doing a resolution that we could go in with. Involves several other districts. Bring resolutions to Board Meeting to discuss and decide what should go to on to state. Important resolutions for funding/stability. Arendt: Meeting process – best to call in like we have been doing or zoom. Fick: Agreed. Arendt: Leave resolutions for now, we should have had some resolutions to bring to this meeting.***

- L. Conservation Farmer of the Year – **Board Discussion**

***Fick: Board touring sites not a good idea this year. Theismann agreed. Have staff get recommendation, options and bring to the Board. Board may have suggestions or recommendations of people they know. Helbig: mentioned Pete Holmstadt. Option instead of tour, have Mitchell do a drone presentation.***

- M. Woodland Manager of the Year – **Board Discussion**

***Have staff get recommendations, options and bring to the Board. Board may have suggestions or recommendations of people they know. Helbig: mentioned Ed Bouman. Option, instead of tour, have Mitchell do a drone presentation.***

- N. Contract for Services – Jennifer Wahls for Zumbro Outreach 2020 -  
Contingent on The Nature Conservancy (TNC) grant extension – **Board Action**

*Motioned by Fick and seconded by Theismann to approve contract for services – Jennifer Wahls for Zumbro Outreach 2020 – contingent on The Nature Conservancy (TNC) grant extension approval and approve Terri Peters to sign the contract for services once TNC approves grant extension.*

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

*Opposed: None*

*Motion Carried*

- O. National Association of Conservation Districts – Technical Assistance Grant Program – **Board Action**

*Terri: Pursuing funding for JPB, which Includes grant for JPB engineers to provide technical support and engineering staff as request by Root River, Fillmore, Winona and Wabasha districts and coordinate with NRCS area engineer to help with EQIP projects that have been identified. This would help JPB maintain .90 FTE. Chose Root River and Fillmore because they are already on a priority list for areas eligible for the grant. Worked with NRCS to get Wabasha on the priority list.*

*Discussion: Fick: How much money for Grant? Terri: \$128,000 for 1 year with the potential and probability we would be offered an extension to 2<sup>nd</sup> year.*

*Fick: Do other groups in JPB need to sign on? Terri: Other groups in JPB have already submitted concurrent form. Glen Roberson of Goodhue SWCD, prefers Terri go ahead and have Wabasha administer the grant. Terri would like Board to sign concurrent form.*

*Motioned by Fick and seconded by Theismann to sign and approve the National Association Conservation District – Technical Assistance Grant Program*

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

*Opposed: None*

*Motion Carried*

- P. Approve Payment Voucher for Tom Miller for \$2,133.55 contract 20-CS-2, 412 Grass Waterway-**Board Action**

*Mitchell just finished up. Chris Nelson checked and signed off*

*Motioned by Zabel and seconded by Arendt to approve payment voucher for Tom Miller in the amount of \$2,133.55 for Contract 20-CS-2, 412 practice Grass Waterway*

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

*Opposed: None*

*Motion Carried*

- Q. Approval for Terri Peters to participate in MASWCD Capacity Work Group –  
**Board Action**

*Leanne Buck requesting Supervisors, District Managers to participate in a work group about District Capacity funding. Come up with policies, future strategies. Clean water fund not stable. 7 meetings from mid-June to late-Oct. Capacity funds are important to district and Terri would like to participate.*

*Discussion: Fick said Wabasha SWCD has a good person to be representative and would have good input. Capacity is important to all SWCD Districts.*

*Helbig: Terri is the best person, excellent person for representing Wabasha SWCD*

*Motioned by Arendt and seconded by Zabel to approve Terri Peters to participate in MASWCD Capacity Work Group*

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

*Opposed: None*

*Motion Carried*

XII. **Upcoming Events:**

XIII. **Board Report**

A. WW –

*Zabel attended a Webinar on Mississippi Watershed Project. Winona County approved prior with condition of another meeting with Root River since it has been some time. Steve Jacobs wanted in person meeting. Sheila has the application that is due 6-12-20. More appropriate time for meeting is after approval of the application. SWCD already approved and Wabasha County Board approved 3 to 2 to go ahead.*

B. 1W1P –

*Work Group worked on strategies, priority areas, different models. Next web meeting is Friday, May 29<sup>th</sup>, 2020*

XIV. **Adjourn – Regular Session to go into Closed Session- Board Action**

*Motioned by Arendt and seconded by Theismann to adjourn regular session at 10:15 am and take a break before going into closed session.*

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

*Opposed: None*

*Motion Carried*



- XV. Open Closed Session – Board Action  
*Motioned by Arendt and seconded by Fick to open closed session at 10:18 am*  
*Affirmative: Helbig, Zabel, Fick, Theismann, Arendt*  
*Opposed: None*  
*Motion Carried*
- XVI. Closed Session started at 10:18 am  
A. Debriefing Personnel  
*Exit Interview. Comments from Personnel Committee. Board Discussion.*  
B. Hiring Offer for District Technician I & II, Contingent on May 27 Interview –  
**Board Action**  
*Discussion on job interviews*
- XVII. Adjourn Closed Session- Board Action  
*Motioned by Arendt and seconded by Fick to adjourn closed session at 10:51 am*  
*Affirmative: Helbig, Zabel, Fick, Theismann, Arendt*  
*Opposed: None*  
*Motion Carried*
- XVIII. Open Regular Session – Board Action  
*Motioned by Arendt and seconded by Fick to open the regular session at 10:51 am*  
*Affirmative: Helbig, Zabel, Fick, Theismann, Arendt*  
*Opposed: None*  
*Motion Carried*
- Motioned by Zabel and seconded by Arendt to offer district position to qualified candidate at Grade 11 Step 5.*  
*Affirmative: Helbig, Zabel, Fick, Arendt*  
*Abstained: Theismann*  
*Opposed: None*  
*Motion Carried*
- Discussion: Helbig asked what Plan B would be in case candidate doesn't work out. Would we offer higher rate? If the qualified candidate doesn't accept would we reopen, repost? Arendt said Terri has authority to negotiate the offer at rate/step that was talked about. No motion needed. Terri said plan B is that we would have to reopen, repost. Arendt agreed that we would have to go back to the drawing board. We would have to reopen and repost the position.*
- XIX. Adjourn Regular Session- Board Action  
*Motioned by Arendt and seconded Fick to adjourn regular session at 10:55 am 5-28-2020*  
*Affirmative: Helbig, Zabel, Fick, Theismann, Arendt*  
*Opposed: None*  
*Motion Carried*

Respectfully Submitted,

Larry Theismann, Secretary

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.wabashaswcd@gmail.com](mailto:susan.cerwinske.wabashaswcd@gmail.com) or 651-560-2053

**Wabasha Soil and Water Conservation  
District  
Special Board Meeting  
June 11, 2020  
1:30 pm  
Drivers Exam Room, Door 3  
611 Broadway Ave. Suite 10**

- I. CALL MEETING TO ORDER – Terry Helbig, Chair called meeting to order at 1:30 pm**  
**Supervisors Present: Terry Helbig-Chair, Lynn Zabel-Vice Chair, Chuck Fick-Treasurer, Larry Theismann-Secretary, Nate Arendt-Member**  
**Staff Present: Terri Peters**  
**Guest: Shawn Huth, Wabasha County Human Resources**  
**Called In: Rich Hall, County Commissioner, Sue Cerwinske, Bookkeeper-Admin. Asst.**

**II. Special Meeting – Board Action**

**A. Personnel - Hiring/Job Posting**

**Terri: Bill left SWCD, but still available as NRCS employee**  
**Jen -Ecological Tech. left 5-06 and Mitchell – District Technician resigned 6-08**  
**Hire 2 positions and move forward for now. Reevaluate after that.**  
**Time consuming application and hiring process. Thought we had someone hired.**  
**Challenging, puts more of the work on me**

**DISCUSSION: JOB POSTING and REVIEW**

**Shawn asked if the Board would consider advertising without board approval? It would streamline the process. Shawn suggested to give approval to position without waiting for Board or special meeting. This would be for person already budgeted. Would save some time and cut down the process. Still need to go through personnel committee. Shawn suggested putting through some policy stating when hiring for budgeted existing position, can put through without going to the Board for approval or special meeting. New position, would have to go through normal process.**

*Terri stated that we advertised in Lake City, Wabasha and Plainview papers, on website, indeed and handshake. Sent out emails to prior applicants to let them know job posting was restructured and if interested re-apply.*

#### **DISCUSSION: JOB DESCRIPTION:**

*Shawn commented that applicant should have good understanding of general practices of Natural Resources. Need someone with, problem solving skills, productive, follow directives and good communication skills. Hire person that has some skills, can train. Special interests, job assignments that they are good at. Need to at least have a High School degree and driver's license. Applicant could have a lot of life experience, have transferable skills. All Interested should apply*

#### **DISCUSSION: ROLES & RESPONSIBILITIES**

*Shawn suggested to add other duties as assigned. Also suggested to add a Confidentiality Statement and Behavior standards in job description. Instead of the additional questions, Shawn suggested asking for a writing sample. Need sense of knowledge. Make it a behavioral question. Give them a scenario and they would have to come up with process steps. If they know General Practices of Soil Conservation, you can teach them everything else.*

#### **DISCUSSION – TRAINING PROGRAM, RESOURCES**

*Terri: Developing over the past couple of year. Area training team, some come into the office. District Technician, best way to learn is on the job training.*

*Terri: Potentially have someone.*

*Bill Wayne still in office and we work together. We have 4 area engineers. Chris Nelson will be coming in to go over work load and he is willing to train. They may have to go to another county to train.*

*Nate: Landowner's want things to keep going and get paid.*

*Terry Helbig: Couple of issues we need to resolve today*

*Application Process and Where to Advertise*

*I think questions are close enough to do it. That would be short term.*

*Long Term*

*Need to prepare in case we can't fill the positions. Shawn suggested contracting with a couple of other agencies. Nate: Hire part-time techs from nearby counties/districts interim. Larry another SWCD could help.*

*Terri: We already have a contract with Jen Wahls to work on project she was doing. She could use her technical authority to work with cover crops and she is willing to do that.*

#### **DISCUSSION: QUESTIONS**

*Shawn: Questions. Suggestion that you can incorporate some within the interview questions themselves. Pick a series of questions and ask everyone the same. Want to document. Don't want to discriminate. Interview 4 candidates. Score each person 1-4 Want behavioral questions. Ask general knowledge. Two or three people in the room, don't want to be intimidating*

*Nate: I think we should take recommendations from Shawn & follow them and see what we get. Change our mentality.*

*Motioned by Arendt and seconded by Theismann to post both positions with suggested changes and verbage recommended by Shawn Huth.*

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

*Opposed: None*

*Motion Carried.*

*Terry Helbig – Hiring/Job Posting*

*Check out local colleges. They would post to job boards, draw from people there.*

*Winona State University has a General Job board. Will need to check to see If they have a special board for departments.*

*Shawn: Upper IA, I will reach out to new hire to see if they have job boards there and check with Brian about posting on the Wabasha County Website*

*Send Shawn our Application. Revise job description. Shawn and Katie will redo the scoring and redo application and job posting. Restructure and Repost.*

*Get a certain number in – do interviews. 2 weeks is a good time frame to get in Applications*

*Instead of deadline, open until filled.*

*Interview continuously until you get the right person*

*Nate: Next Board Meeting, Hiring Process Policy*

III. Adjourn – Board Action

*Motion by Arendt and seconded by Theismann to adjourn the special meeting at 2:44 pm.*

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

*Opposed: None*

*Motion Carried*

Respectfully Submitted

Larry Theismann, Secretary

<div>Red=Mileage</div> <div>Blue=Billable time Charges</div> <div>Orange=Adjustment of program to reduce County Funds</div> <div>Green=Adjustment of Negative Programs with no funds coming to equal zero and reduce County/District funds.</div> <div>Match funds are not cash. County or District</div>		Cash			District Funds		
		Balance of all cash on hand checking, savings, and investments.			Funds come primarily from fees for services, and tree sales.		
		Receipts	Disbursements	Balance	Receipts	Disbursements	Balance
4/1/2020	Beginning Balance			\$567,867.46			\$270,908.81
	GENERAL LEDGER ACCOUNTS			\$567,867.46			\$270,908.81
	Sales Tax Liability			\$567,867.46			\$270,908.81
	CD Cashed			\$567,867.46			\$270,908.81
	REVENUE ACCOUNTS			\$567,867.46			\$270,908.81
	Intergov. Rev. - County/Local			\$567,867.46			\$270,908.81
	Intergov. Rev. - State	13,592.86		\$581,460.32			\$270,908.81
	Intergov. Rev. -Federal			\$581,460.32			\$270,908.81
	Charges for Goods & Services	\$424.04		\$581,884.36	\$424.04		\$271,332.85
	Interest - CD's			\$581,884.36			\$271,332.85
	Interest - Money Market	\$317.44		\$582,201.80	\$317.44		\$271,650.29
	Other			\$582,201.80			\$271,650.29
	EXPENDITURE ACCOUNTS			\$582,201.80			\$271,650.29
	Personnel Services		\$30,533.62	\$551,668.18		\$30,533.62	\$241,116.67
	District Operations		5,150.46	\$546,517.72		5,150.46	\$235,966.21
	Supplies			\$546,517.72			\$235,966.21
	Mileage			\$546,517.72	\$396.60		\$236,362.81
	Project Expense-Local			\$546,517.72			\$236,362.81
	Project Expense-State		33,654.82	\$512,862.90	\$1.07		\$236,363.88
	Project Expense-Federal			\$512,862.90			\$236,363.88
	Distribute Hours Worked			\$512,862.90	\$38,169.11		
4/30/2020	Ending Balance	\$14,334.34	\$69,338.90	\$512,862.90	\$39,308.26	\$35,684.08	\$274,532.99

Petty Cash			2020 County Funds			FY2020 Conservation Delivery			FY 2020Easement Delivery		
County allocation received in June and December Included LWM Levy and WCA match amounts			County allocation received in June and December Included LWM Levy and WCA match amounts			P20-5074, \$19,619 grant period 8/27/2019 to 12/31/2022 (The District records only administrative costs here, admin is recorded here as tracking tool of admin. Costs, once expended District/County funds are reduced)			Work Order No. 79-17-W001, grant period 9/13/2017 to 1/31/2022		
Receipts	Disbursements	Balance	Receipts	Disbursements	Balance	Receipts	Disbursements	Balance	Receipts	Disbursements	Balance
\$0.00	\$1.00	\$73.23	\$0.00	\$17,319.29	(\$23,692.13)	\$16,372.01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
									\$1,450.00		



FY 2017 State Cost Share (Technical/Administration)			FY 2018 State Cost Share			FY 2019 State Cost Share (Technical/Administration)			FY 2020 State Cost Share (Technical/Administration)		
P17-1259, \$15,401 grant period 8/24/2016 to 12/31/2018 (\$3080.20 allowed for TA) Grant amended to extend expiration date to 12/31/2019			P18-2837, \$15,401 grant period 1/3/2018 to 12/31/2020			P19-2247, \$15,401 grant period 1/3/2018 to 12/31/2020			P19-2247, \$15,401 grant period 1/3/2018 to 12/31/2020		
Receipts	Disbursements	Balance	Receipts	Disbursements	Balance	Receipts	Disbursements	Balance	Receipts	Disbursements	Balance
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,724.31	\$0.00	\$0.00	\$12,320.80	\$0.00	\$0.00	\$15,401.00

2018 SWCD Local Capacity Services			2019 SWCD Local Capacity Services			2020 SWCD Local Capacity Services		
FY2018 \$100,000 P18-7145 Grant Period 01/03/2018 to December 31, 2020			FY2019 \$100,000 P19-2416 Grant Period 10/23/2018 to December 31, 2021			FY2020 \$111,348 P20-7534 Grant Period XX to December 31, 2022		
Receipts	Disbursements	Balance	Receipts	Disbursements	Balance	Receipts	Disbursements	Balance
\$0.00	\$0.00	\$25,025.00	\$0.00	\$0.00	\$23,090.55	\$0.00	\$5,595.39	\$96,379.41

FY20 LWM			FY19 Wetland Conservation (NRBG)				FY20 Wetland Conservation (NRBG)		
P20-6522 \$14,177 Levy match required grant period 10/16/2019 to 12/31/2022			P19-3909 \$12,118 1:1 match required (match must still be met no \$ received for match) grant period 2/5/2018 to 12/31/2020				P20-6696 \$12,118 1:1 match required (match no longer has to be shown) grant period 10-16-2019 to 12/31/2022		
Receipts	Disbursements	Balance	Receipts	Disbursements	Match	Balance	Receipts	Disbursements	Balance
\$0.00	\$2,954.97	\$4,886.65	\$0.00	\$6.01	\$9,282.30	(\$0.00)	\$0.00	\$0.00	\$12,118.00
1.07							\$15.60		
\$2,528.00							\$553.45		
\$0.00	\$2,529.07	\$2,357.58	\$0.00	\$0.00	\$9,282.30	(\$0.00)	\$0.00	\$569.05	\$11,548.95

Fillmore WCA Shared Service (NRBG)			FY2018 CWMA			FY2020CWMA		
Reimbursed for work done on a quarterly basis. Contract with Fillmore			C16-3353 \$15,000 25% cash or in-kind match required, effective date 01/26/2018. 100% received			C16-3353 \$15,000 25% cash or in-kind match required, effective date 01/26/2018. 100% received		
Receipts	Disbursements	Balance	Receipts	Disbursements	Balance	Receipts	Disbursements	Balance
\$0.00	\$0.00	(\$1,944.34)	\$0.00	\$0.00	\$8,737.63	\$15,000.00	\$0.00	\$15,000.00

2016 and 2017 AIS			AgCertainty			FY2019 MAWQCP Promo (AgCertainty)			Volunteer Nitrate Monitoring		
Program funds for gap period carried forward			Bill for time and expenses. Invoice to MDA with other administrative billing for program. Quarterly billing for district staff.			\$2500 for landowner outreach and promotion			Bill quarterly for work done as requested by SEMNWRB		
Receipts	Disbursements	Balance	Receipts	Disbursements	Balance	Receipts	Disbursements	Balance	Receipts	Disbursements	Balance
\$0.00	\$2,059.56	\$82,812.79	\$0.00	\$1,671.48	(\$5,374.58)	\$0.00	\$0.00	(\$676.75)	\$0.00	\$0.00	(\$102.43)
<div></div> <div></div> <div></div> <div></div>											
\$0.00	\$2,059.56	\$80,753.23	\$0.00	\$1,323.26	(\$6,697.84)	\$0.00	\$0.00	(\$676.75)	\$0.00	\$0.00	(\$102.43)

FY2019 Buffer Initiative (BWSR)			FY2020 Buffer Initiative (BWSR)			2019 DNR Forestry Plan Writing			319 Funding		
FY2019 \$20,000 P19-2506 Grant Period 10/23/2018 to December 31, 2021			FY2020 \$20,000 PxxxxxGrant Period xxxxx8 to December 31, 2022			Total \$15,500 for forestry plan writing, admin, and outreach. \$10,500 contract and amendment to add \$5,000.			Reducing Bacteria from SE MN Feedlots May14, 2018 to December 31, 2020		
Receipts	Disbursements	Balance	Receipts	Disbursements	Balance				Receipts	Disbursements	Balance
\$0.00	\$46.43	\$10,595.90	\$0.00	\$0.00	\$20,000.00		\$15,929.34	(\$3,429.14)	\$0.00	\$0.00	\$0.00
						\$3,363.06					
									1605.4		
									\$34.97		
\$0.00	\$0.00	\$10,595.90	\$0.00	\$278.58	\$19,721.42	\$15,929.34	(\$66.08)		\$0.00	\$1,640.37	(\$1,640.37)



2017 RCPP			2018 Buffer Implementation			CREP/RIM			N Fork Zumbro Mazeppa		
Regional Conservation Partnership Program. EQIP plus State Funds for Lower Mississippi Feedlot Management in Minnesota. 300 to 500 animal units. Funds through JPB			P18-5519 2018 Buffer Cost Share (Wabasha SWCD) executed 7/20/2017 expiration 12/31/2019			P18-6398 1018-CREP Outreach and Implementation (Wabasha SWCD) executed 11/30/2017 expiration 06/30/2020 \$29,250.00 available and reimbursed as reported.			Fiscal Agent for project Reimburseable through DNR Final Request for payment must be submitted on or before June 30, 2023		
Receipts	Disbursements	Balance	Receipts	Disbursements	Balance	Receipts	Disbursements	Balance	Receipts	Disbursements	Balance
\$2,303.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$375.48)	\$0.00	\$227.31	\$3,828.18
									\$34.60  \$1,600.50  \$52.46		
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$52.46	(\$427.94)	\$0.00	\$1,687.56	\$2,140.62

NFWF Planning Grant			Regional MAWQCP			Regional CWF Well Sealing-Admin			Regional CWF Well Sealing-tech time		
Reimbursable from NFWF. Total grant \$117,978.64. Final Financial report submi by 3/31/2022			Bill MAWQCP for Olmsted staff and expenses, Wabasha staff and expenses, and area promo participants.			50/40/10 taking over for SE WRB			Need to show \$1000 match per district		
Receipts	Disbursements	Balance	Receipts	Disbursements	Balance	Receipts	Disbursements	Balance	Receipts	Disbursements	Balance
\$17,018.01	\$3,155.79	(\$14,644.80)	\$16,999.09	\$8,265.52	(\$3,198.74)	\$0.00		\$21,676.35	\$0.00		\$0.00
			7,777.73								
	\$42.60			\$26,985.35							
	\$4,162.32			\$1,850.13			\$104.91		\$603.59	\$603.59	
\$0.00	\$4,204.92	(\$18,849.72)	\$7,777.73	\$28,835.48	(\$24,256.49)	\$0.00		\$21,571.44	\$603.59		\$0.00

2019 Regional Drinking Water Protection			2019 IKES UMRI Grant			2020 Lower Zumbro Outreach			2020 MPCA SWAG- MWL		
Administered by Filmore			Interview of 30 landowners. Contracted Melendy Miller			Reimbursable through TNC for up to \$5,000			Administered by Whitewater JPB according to workplan		
Receipts	Disbursements	Balance	Receipts	Disbursements	Balance	Receipts	Disbursements	Balance	Receipts	Disbursements	Balance
\$0.00		(\$1,590.18)	\$0.00		\$584.98	\$0.00		(\$880.82)	\$0.00		(\$1,386.74)
									\$1,002.07		
						\$1,080.19			\$104.91		
\$0.00		(\$1,590.18)	\$0.00		\$584.98	\$0.00		(\$1,961.01)	\$1,002.07		(\$489.58)

Red=Mileage  
Blue=Billable time Charges  
Orange=Adjustment of program to reduce County Funds  
Green=Adjustment of Negative Programs with no funds coming to equal zero and reduce County/District funds.  
Match funds are not cash. County or District

Cash

Balance of all cash on hand checking, savings, and investments.

Receipts	Disbursements	Balance
----------	---------------	---------

5/1/2020

Beginning Balance

\$512,862.90

GENERAL LEDGER ACCOUNTS

\$512,862.90

Sales Tax Liability

\$512,862.90

CD Cashed

\$512,862.90

REVENUE ACCOUNTS

\$512,862.90

Intergov. Rev. - County/Local

\$512,862.90

Intergov. Rev. - State

19,708.01

\$532,570.91

Intergov. Rev. -Federal

\$532,570.91

Charges for Goods & Services

\$3,475.67

\$536,046.58

Interest - CD's

\$536,046.58

Interest - Money Market

\$324.29

\$536,370.87

Other

\$536,370.87

EXPENDITURE ACCOUNTS

\$536,370.87

Personnel Services

\$27,038.41

\$509,332.46

District Operations

10,665.18

\$498,667.28

Supplies

\$498,667.28

Mileage

\$498,667.28

Project Expense-Local

\$498,667.28

Project Expense-State

25,294.03

\$473,373.25

Project Expense-Federal

\$473,373.25

Distribute Hours Worked

\$473,373.25

5/31/2020 Ending Balance

\$23,507.97

\$62,997.62

\$473,373.25

\$473,373.25

District Funds			Petty Cash			2020 County Funds		
Funds come primarily from fees for services, and tree sales.			County allocation received in June and December Included LWM Levy and WCA match amounts			County allocation received in June and December Included LWM Levy and WCA match amounts		
Receipts	Disbursements	Balance	Receipts	Disbursements	Balance	Receipts	Disbursements	Balance
		\$240,879.24	\$0.00	\$1.07	\$72.16	\$0.00	\$16,861.94	(\$40,554.07)
		\$240,879.24						
		\$240,879.24						
		\$240,879.24						
		\$240,879.24						
		\$240,879.24						
		\$240,879.24						
		\$240,879.24						
\$3,475.67		\$244,354.91						
		\$244,354.91						
\$324.29		\$244,679.20						
		\$244,679.20						
		\$244,679.20						
	\$27,038.41	\$217,640.79						
	10,665.18	\$206,975.61						
		\$206,975.61						
\$404.24		\$207,379.85						
		\$207,379.85						
		\$207,379.85						
		\$207,379.85						
\$25,434.71							\$12,821.35	
\$29,638.91	\$37,703.59	\$232,814.56	\$0.00	\$0.00	\$72.16	\$0.00	\$12,821.35	(\$53,375.42)

FY2020 Conservation Delivery			FY 2020Easement Delivery			FY 2017 State Cost Share (Technical/Administration)		
P20-5074, \$19,619 grant period 8/27/2019 to 12/31/2022 (The District records only administrative costs here, admin is recorded here as tracking tool of admin. Costs, once expended District/County funds are reduced)			Work Order No. 79-17-W001, grant period 9/13/2017 to 1/31/2022			P17-1259, \$15,401 grant period 8/24/2016 to 12/31/2018 (\$3080.20 allowed for TA) Grant amended to extend expiration date to 12/31/2019		
Receipts	Disbursements	Balance	Receipts	Disbursements	Balance	Receipts	Disbursements	Balance
\$16,258.34	\$0.00	\$0.00	\$1,450.00	\$0.00	\$1,450.00	\$0.00	\$0.00	\$0.00

FY 2018 State Cost Share			FY 2019 State Cost Share (Technical/Administration)			FY 2020 State Cost Share (Technical/Administration)			2018 SWCD Local Capacity Services		
P18-2837, \$15,401 grant period 1/3/2018 to 12/31/2020			P19-2247, \$15,401 grant period 1/3/2018 to 12/31/2020			P19-2247, \$15,401 grant period 1/3/2018 to 12/31/2020			FY2018 \$100,000 P18-7145 Grant Period 01/03/2018 to December 31, 2020		
Receipts	Disbursements	Balance	Receipts	Disbursements	Balance	Receipts	Disbursements	Balance	Receipts	Disbursements	Balance
\$0.00	\$0.00	\$1,724.31	\$0.00	\$0.00	\$12,320.80	\$0.00	\$0.00	\$15,401.00	\$0.00	\$0.00	\$25,025.00
\$0.00	\$0.00	\$1,724.31	\$0.00	\$0.00	\$12,320.80	\$0.00	\$7,783.30	\$7,617.70	\$0.00	\$2,400.00	\$22,625.00



2019 SWCD Local Capacity Services			2020 SWCD Local Capacity Services			FY20 LWM		
FY2019 \$100,000 P19-2416 Grant Period 10/23/2018 to December 31, 2021			FY2020 \$111,348 P20-7534 Grant Period XX to December 31, 2022			P20-6522 \$14,177 Levy match required grant period 10/16/2019 to 12/31/2022		
Receipts	Disbursements	Balance	Receipts	Disbursements	Balance	Receipts	Disbursements	Balance
\$0.00	\$0.00	\$23,090.55	\$0.00	\$6,596.64	\$89,782.77	\$0.00	\$2,529.07	\$2,357.58

FY19 Wetland Conservation (NRBG)				FY20 Wetland Conservation (NRBG)			Fillmore WCA Shared Service (NRBG)		
P19-3909 \$12,118 1:1 match required (match must still be met no \$ received for match) grant period 2/5/2018 to 12/31/2020				P20-6696 \$12,118 1:1 match required (match no longer has to be shown) grant period 10-16-2019 to 12/31/2022			Reimbursed for work done on a quarterly basis. Contract with Fillmore		
Receipts	Disbursements	Match	Balance	Receipts	Disbursements	Balance	Receipts	Disbursements	Balance
\$0.00	\$0.00	\$9,282.30	(\$0.00)	\$0.00	\$569.05	\$11,548.95	\$0.00	\$0.00	(\$2,189.18)
							\$2,018.52		
\$1,091.91									
\$0.00	\$0.00	\$8,190.39	(\$0.00)	\$0.00	\$0.00	\$11,548.95	\$2,018.52	\$0.00	(\$170.66)

FY2018 CWMA			FY2020CWMA			2016 and 2017 AIS		
C16-3353 \$15,000 25% cash or in-kind match required, effective date 01/26/2018. 100% received			C16-3353 \$15,000 25% cash or in-kind match required, effective date 01/26/2018. 100% received			Program funds for gap period carried forward		
Receipts	Disbursements	Balance	Receipts	Disbursements	Balance	Receipts	Disbursements	Balance
\$0.00	\$273.65	\$8,463.98	\$0.00	\$310.64	\$14,689.36	\$0.00	\$2,059.56	\$80,753.23
						<div></div>		
\$600.00			\$575.00			<div></div>		
			\$1,173.98			<div></div>		
\$0.00	\$600.00	\$7,863.98	\$0.00	\$1,760.48	\$12,928.88	\$0.00	\$1,166.60	\$79,586.63

AgCertainty			FY2019 MAWQCP Promo (AgCertainty)			Volunteer Nitrate Monitoring		
Bill for time and expenses. Invoice to MDA with other administrative billing for program. Quarterly billing for district staff.			\$2500 for landowner outreach and promotion			Bill quarterly for work done as requested by SEMNWRB		
Receipts	Disbursements	Balance	Receipts	Disbursements	Balance	Receipts	Disbursements	Balance
\$0.00	\$1,323.26	(\$6,697.84)	\$0.00	\$0.00	(\$676.75)	\$0.00	\$0.00	(\$102.43)
5409.1								
\$607.06								
\$5,409.10	\$607.06	(\$1,895.80)	\$0.00	\$0.00	(\$676.75)	\$0.00	\$0.00	(\$102.43)

FY2019 Buffer Initiative (BWSR)			FY2020 Buffer Initiative (BWSR)			2019 DNR Forestry Plan Writing			319 Funding		
FY2019 \$20,000 P19-2506 Grant Period 10/23/2018 to December 31, 2021			FY2020 \$20,000 PxxxxxGrant Period xxxxx8 to December 31, 2022			Total \$15,500 for forestry plan writing, admin, and outreach. \$10,500 contract and amendment to add \$5,000.					
Receipts	Disbursements	Balance	Receipts	Disbursements	Balance				Receipts	Disbursements	Balance
\$0.00	\$0.00	\$10,595.90	\$0.00	\$278.58	\$19,721.42		\$15,929.34	(\$66.08)	\$0.00	\$34.97	(\$34.97)
									\$1,605.40		
\$0.00	\$0.00	\$10,595.90	\$0.00	\$0.00	\$19,721.42		\$15,929.34	(\$66.08)	\$1,605.40	\$0.00	\$1,570.43

2017 RCPP			2018 Buffer Implementation			CREP/RIM			N Fork Zumbro Mazeppa		
Regional Conservation Partnership Program. EQIP plus State Funds for Lower Mississippi Feedlot Management in Minnesota. 300 to 500 animal units. Funds through JPB			P18-5519 2018 Buffer Cost Share (Wabasha SWCD) executed 7/20/2017 expiration 12/31/2019			P18-6398 1018-CREP Outreach and Implementation (Wabasha SWCD) executed 11/30/2017 expiration 06/30/2020 \$29,250.00 available and reimbursed as reported.			Fiscal Agent for project Reimburseable through DNR Final Request for payment must be submitted on or before June 30, 2023		
Receipts	Disbursements	Balance	Receipts	Disbursements	Balance	Receipts	Disbursements	Balance	Receipts	Disbursements	Balance
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$52.46	(\$427.94)	\$0.00	\$87.06	\$3,741.12
						\$281.00					
									\$6,135.75		
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$281.00	\$0.00	(\$146.94)	\$0.00	\$6,135.75	(\$2,394.63)

NFWF Planning Grant			Regional MAWQCP			Regional CWF Well Sealing-Admin			Regional CWF Well Sealing-tech time		
Reimbursable from NFWF. Total grant \$117,978.64. Final Financial report submi by 3/31/2022			Bill MAWQCP for Olmsted staff and expenses, Wabasha staff and expenses, and area promo participants.			50/40/10 taking over for SE WRB			Need to show \$1000 match per district		
Receipts	Disbursements	Balance	Receipts	Disbursements	Balance	Receipts	Disbursements	Balance	Receipts	Disbursements	Balance
\$0.00	\$4,204.92	(\$18,849.72)	\$7,777.73	\$1,850.13	\$2,728.86	\$0.00		\$21,571.44	\$603.59		\$0.00
			\$2,616.28 7,777.71								
			\$7,777.71								
\$57.61						\$36.13					
\$0.00	\$57.61	(\$18,907.33)	\$10,393.99	\$7,777.71	\$5,345.14	\$0.00		\$21,535.31	\$0.00		\$0.00

2019 Regional Drinking Water Protection			2019 IKES UMRI Grant			2020 Lower Zumbro Outreach			2020 MPCA SWAG- MWL		
Administered by Filmore			Interview of 30 landowners. Contracted Melendy Miller			Reimbursable through TNC for up to \$5,000			Administered by Whitewater JPB according to workplan		
Receipts	Disbursements	Balance	Receipts	Disbursements	Balance	Receipts	Disbursements	Balance	Receipts	Disbursements	Balance
\$0.00		(\$1,590.18)	\$0.00		\$584.98	\$0.00		(\$1,961.01)	\$1,002.07		(\$489.58)
			</								



Wabasha Soil and Water Conservation District  
**Cash Balances**  
As of May 31, 2020

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	May 31, 20
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Money Market- Bank of Alma	30,307.93
Money Market WNB Financial	7,382.36
Peoples State Bank Money Market	419,943.44
Petty Cash	172.16
WNB Financial	15,567.36
<b>Total Checking/Savings</b>	473,373.25
<b>Total Current Assets</b>	473,373.25
<b>TOTAL ASSETS</b>	<b>473,373.25</b>
<b>LIABILITIES &amp; EQUITY</b>	0.00

## Wabasha Soil and Water Conservation District

## Balance Sheet

As of May 31, 2020

May 31, 20

## ASSETS

## Current Assets

## Checking/Savings

Money Market- Bank of Alma 30,307.93

Money Market WNB Financial 7,382.36

Peoples State Bank Money Market 419,943.44

Petty Cash 172.16

WNB Financial 15,567.36

Total Checking/Savings 473,373.25

## Accounts Receivable

11000 · Accounts Receivable 9.00

Total Accounts Receivable 9.00

Total Current Assets 473,382.25

## 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 502,169.61

## LIABILITIES &amp; EQUITY

## Liabilities

## Current Liabilities

## Accounts Payable

20000 · Accounts Payable -95.56

Total Accounts Payable -95.56

## Other Current Liabilities

Allowance for Unemployment Reim 1,581.86

## Deferred Revenue

AIS 80,753.23

FY18 Capacity 25,025.00

FY18 Cost Share 1,724.31

## Wabasha Soil and Water Conservation District

## Balance Sheet

As of May 31, 2020

---

	May 31, 20
FY18 CWMA	8,463.98
FY19 Buffer Initiative	10,595.00
FY19 Capacity	23,090.55
FY19 Cost Share	12,320.80
FY20 LWM	2,357.58
FY20 Buffer Initiative	19,721.42
FY20 Capacity	89,782.77
FY20 CWMA	14,689.36
FY20 Easement Delivery	1,450.00
FY20 State Cost share	15,401.00
FY20 WCA	11,548.95
FY20 Well Seal Grant	21,571.44
Izaak Walton League	584.98
<b>Total Deferred Revenue</b>	<b>339,080.37</b>
<b>24000 · Payroll Liabilities</b>	<b>1,052.57</b>
<b>25500 · Sales Tax Payable</b>	<b>510.86</b>
<b>Total Other Current Liabilities</b>	<b>342,225.66</b>
<b>Total Current Liabilities</b>	<b>342,130.10</b>
<b>Total Liabilities</b>	<b>342,130.10</b>
<b>Equity</b>	
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	160,718.08
Net Income	-109,041.79
<b>Total Equity</b>	<b>160,039.51</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>502,169.61</b>

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## Wabasha Soil and Water Conservation District

## Profit &amp; Loss

May 2020

	May 20
Ordinary Income/Expense	
Income	
Charges for Services	
Plat Book Sales	35.00
Tree Sales	10,203.11
Total Charges for Services	10,238.11
Intergovernmental Revenues	
Federal	
319	1,605.40
Total Federal	1,605.40
State	
Ag Certainty	5,409.10
FY18 CREP	281.00
MAWQCP	10,393.99
State - Other	2,018.52
Total State	18,102.61
Total Intergovernmental Revenues	19,708.01
Miscellaneous	
Other	2.47
Total Miscellaneous	2.47
Total Income	29,948.59
Gross Profit	29,948.59
Expense	
District Operations	
Other Services and Charges	
Advertising Expense	252.74
Building Rent	920.43
Fees and Dues	-200.00
Internet Expense	70.95
Postage	55.00
Subs. and Pubs.	208.16
Vehicle Expenses	
GMC Vehicle Expense	34.77
Total Vehicle Expenses	34.77
Total Other Services and Charges	1,342.05
Personnel Services	
Employee Salary Permanent	21,632.88
Employer HSA contributions	0.00
Employer Life and Health	
66000 - Payroll Expenses	11,189.23

# Wabasha Soil and Water Conservation District

## Profit & Loss

### May 2020

	May 20
Employer Life and Health - Other	22.00
Total Employer Life and Health	11,211.23
Employer Share FICA	1,557.25
Employer Share Medicare	364.18
Employer Share PERA	1,882.11
Total Personnel Services	36,647.65
Supplies	
Office Supplies	4.30
Total Supplies	4.30
Total District Operations	37,994.00
Project Expenditures	
District	
Tree Expense	9,098.68
Total District	9,098.68
State	
FY18 Capacity Funding	2,400.00
FY18 CWMA	600.00
FY20 CWMA	575.00
LWM NRBG	-32.73
MAWQCP Administration	7,777.71
North Fork Zumbro-Mazeppa	6,135.75
State Cost Share Proj. Expense	
FY20 State Cost Share Grant Exp	7,783.30
Total State Cost Share Proj. Expense	7,783.30
Total State	25,239.03
Total Project Expenditures	34,337.71
Total Expense	72,331.71
Net Ordinary Income	-42,383.12
Other Income/Expense	
Other Income	
Interest Income	
Interest Earnings MM's	324.29
Total Interest Income	324.29
Total Other Income	324.29
Net Other Income	324.29
Net Income	-42,058.83

# PERCENT BASED - VOUCHER AND PRACTICE CERTIFICATION FORM

## PAYEE AND COST INFORMATION

Name: Sharon Melvin Contract No.: 18-CWMA-6

Address: 410 1st Ave

City, State, Zip: Plainview/MN 55964

Total Amount

Authorized: \$1,575.00 % Approved: 75% (state) \_\_\_\_\_ (state & non-state)

(from contract)

Item	Quantity	Unit	Unit Price	Cost
Invoice (see attached)	1	l	\$2,105.40	\$2,105.40

PROJECT COST: \$2,105.40

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.

Sharon Melvin  
Payee Signature

6-4-2020  
Date

## PAYMENT AND CERTIFICATION INFORMATION

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

B. Total cost of practice to date: \$2,105.40

C. Eligible amount (total cost x % approved): \$1,575.00 (state) \_\_\_\_\_ (state & non-state)

D. Total other state payment amount: \_\_\_\_\_

E. Total non-state payment amount: \_\_\_\_\_

F. Total previous partial payments: \_\_\_\_\_

G. Maximum payment amount \$1,575.00

Amount Approved for This Voucher:

\$1,575.00

(cannot exceed Total Amount Authorized)

### Technical Certification

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.

Devin Hader  
Technical Assistance Provider

6-4-2020  
Date

### Administrative Certification

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.

Susan Gernick  
Administrative Sign-off

6-4-2020  
Date

# PERCENT BASED - VOUCHER AND PRACTICE CERTIFICATION FORM

## PAYEE AND COST INFORMATION

Name: Joe Liffrog Contract No.: 2019-SEWS-1

Address: 62227 County Road 1

City, State, Zip: Mazeppa, MN

Total Amount

Authorized: \$1,000.00 % Approved: 50% (state) 50% (state & non-state)

(from contract)

Item	Quantity	Unit	Unit Price	Cost
Well sealing permit and filing fee	1	Fee	\$275.00	\$275.00
Bags of cement	42	Bags	\$28.00	\$1,176.00
Pearock	1	Yard	\$70.00	\$70.00
Equipment use and labor	1	Fee	\$998.00	\$998.00
				\$0.00
				\$0.00
				\$0.00
PROJECT COST:				\$2,519.00

## PAYMENT AND CERTIFICATION INFORMATION

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

B. Total cost of practice to date: \$2,519.00

C. Eligible amount (total cost x % approved): \$1,000.00 (state) \$1,259.50 (state & non-state)

D. Total other state payment amount: \$0.00

E. Total non-state payment amount:

F. Total previous partial payments: \$0.00

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

H. Maximum payment amount: \$1,000.00

Pre-Con. Cover Ac.	Rate/Ac.

Amount Approved for This Voucher: \$1,000.00  
(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.

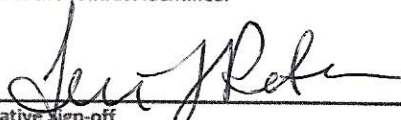
Payee Signature: 

Date: 6-16-2020

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.

Technical Assistance Provider: 

Administrative Sign-off: 

Date: 6/17/20

Date: 6-17-2020