

Please call office at 651-560-2053 or email [susan.cerwinske.wabashaswcd@gmail.com](mailto:susan.cerwinske.wabashaswcd@gmail.com) if you have any questions on attending physically or by phone.

We have call-in capabilities for up to 10 people. Phone# 651-560-1088 Access code # 0147478#.

**Wabasha Soil and Water Conservation District  
District Regular Board Meeting  
March 24, 2022  
8:15 a.m.  
County Conference Room  
625 Jefferson Ave.**

- I. CALL MEETING TO ORDER –**
- II. PLEDGE ALLEGIANCE**
- III. AGENDA**
- IV. PUBLIC COMMENTS**
  - Comments limited to 5 minutes per speaker
- V. CONSENT AGENDA -Board Action**
  - A.
- VI. SECRETARY’S REPORT**
  - A. February 24, 2022 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 \$24,218.48 - **Board Action**
- IX. DISTRICT REPORTS**
  - A. Chair Report – Lynn Zabel
  - B. County Commissioner – Bob Walkes
  - C. District Manager Report – Terri Peters
  - D. NRCS Report – John Benjamin (in packet)
  - E. District Technician Report- Matt Kempinger (in packet)
  - F. Natural Resources Conservation Technician Report – Henry Stelten (In packet)
  - G. Bookkeeper/Administrative Assistant -Sue Cerwinske (in packet)
- X. OLD BUSINESS**
  - A. Conservation Project – Lynn
  - B. PRAP Grant
  - C. Wage Study and Personnel Policy Legal Review – Baker Tilly US, LLP
  - D. Report on “Day on the Hill” – Lynn and Terri
  - E. Wabasha SWCD Cost Share Policy – **Discussion** Re: West Indian/targeted projects Program -Project funding tracking

- F. Update N. Fork Zumbro @ Mazeppa

**XI. NEW BUSINESS**

- A. Matt Kempinger JAA Skills Matrix Worksheet – **Board Action/Signature**
- B. Media Flyer – Locally Led Solutions Connecting People to Resources and to Each other- **Informational**
- C. Approve Tony Burke Contract# 2022WAGZ-WC-003 in the amount of \$16,989.13 for practice 410 Grade Stabilization and 412 Grassed Waterway – **Board Action** (funding source Watershed Alliance for the Greater Zumbro, Wabasha County)
- D. Approve Patricia Livingston Contract# 21-Capacity-6 in the amount of \$5,100.00 for practice 412 Grassed Waterway – **Board Action** (funding source 2021 Capacity)
- E. Approve Mike Haase Contract# 19-319-FL-5 in the amount of \$7,812.75 for a Small Feedlot Fix – **Board Action** (funding source is 319 Small Feedlot Fix)
- F. Approve Sharon Melvin Contract# 2022WAGZ-WC-001 in the amount of \$5,030.11 for 410 Grade Stabilization Structure – **Board Action** (funding source Watershed Alliance for the Greater Zumbro, Wabasha County)
- G. Approve Matt Kempinger attending “Basic MN Wetland Regulation & Delineation Course” at Arden Hills July 11<sup>th</sup> – July 15<sup>th</sup>. Cost of course \$400.00 plus \$25.00 for certificate exam on Friday, July 15<sup>th</sup>. – **Board Action** (amount will be over \$500 with additional costs for hotel)
- H. Unfunded Cooperative Agreement # N2722UCA0001981 between Wabasha SWCD and NRCS 1/01/2022 – 12/31/2024- **Discussion**
- I. 2022 Budget Approval – **Board Action**
- J. Upcoming Events
  - i. Waterside Chat for WinLac 1W1P scheduled: March 24 Whitewater at St. Charles Community Room 6:00 pm and Thursday April 7 at Wabasha VFW from 6:00 pm to 8:00 pm
  - ii. 2022 Leadership for Midwestern Watersheds Conference, March 31 and April 1 in Prairie du Chien, WI – Terri and Henry
  - iii. SE Minnesota Association of Conservation District Employees Meeting – Winona, Thursday, March 31 – Matt and Sue

**XII. Board Reports**

- A. Whitewater JPB – Lynn
- B. Zumbro 1W1P – Larry (alternate Dag)
- C. WinLaC 1W1P - Lynn
- D. SE SWCD Technical Support JPB - Larry
- E. County Board Meeting – Larry (alternate Sharleen)
- F. Hiawatha Valley RC&D – Lynn

**XIII. Adjourn – Board Action**

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If you plan on attending in person and are not fully vaccinated, wearing a mask and socially distancing will be required.

**Wabasha Soil and Water Conservation District  
District Regular Board Meeting  
February 24, 2022  
8:15 a.m.  
County Conference Room  
625 Jefferson Ave.**

- I. **CALL MEETING TO ORDER** – Lynn Zabel, Chair called meeting to order at 8:15 am  
*Supervisors Present: Lynn Zabel, Chair, Chet Ross, Co-Chair, Sharleen Klennert, Treasurer, Larry Theismann, Secretary, Dag Knudsen, member*  
*Staff Present: Terri Peters, District Manager*  
*Other Present: Bob Walkes, County Commissioner*  
*On the Phone: Sheila Harmes, Winona County Water Planner and Whitewater Watershed Project Coordinator, Sue Cerwinske, Bookkeeper/Admin. Assistant*
- II. **PLEDGE ALLEGIANCE**
- III. **AGENDA**  
*Add Fb under New Business – Wage Study & Steps to Promotion Discussion*  
*Motioned by Klennert and seconded by Ross to approve the agenda with the addition of Fb Wage Study & Steps to Promotion Discussion*  
*Affirmative: Klennert, Knudsen, Ross, Theismann, Zabel*  
*Opposed: None*  
*Motion Carried*
- IV. **PUBLIC COMMENTS**  
Comments limited to 5 minutes per speaker
- V. **CONSENT AGENDA -Board Action**
  - A. Lars Polson voucher payment for Contract# 19-319FL-4 in the amount of \$49,753.89 for Small Feedlot Fix  
(Funding source – Federal 319 Small Feedlot Fix)  
(Note: LMFR-17RCPP-5WAB paid for some work \$109,973.16 and MAWQCP paid \$5,000.00)
  - B. Houston Engineering Inc. Client/Owner Services Agreement with Wabasha Soil & Water Conservation District for Professional Services in connection with the Mississippi River Winona/La Crescent (WinLaC) Water-Side-Chats project through June 30, 2023. Estimated Fee \$9,400.00  
***Discussion: Estimate amount is \$9,400.00. They cannot go over that amount. Reason for hiring an outside engineering company. BWSR option. Time consuming, would be full-time job for a technician. Have funding for WinLaC to have a consultant to do public outreach.***

- C. Eric Klein voucher payment for Contract# 19-319FL-2 in the amount of \$12,192.84 for 629 Waste Treatment  
(Funding source — Federal 319 Small Feedlot Fix Grant \$11,461.89 and \$730.95 from 2018 Capacity) MAWQCP \$5,000.00 to bring to 75%

***Motioned by Ross and seconded by Klennert to approve the Consent Agenda***

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

***Opposed: None***

***Motion Carried***

**VI. SECRETARY'S REPORT**

- A. January 27, 2022 Signed Meeting Minutes

***Motioned by Klennert and seconded by Ross to approve the Secretary's Report***

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

***Opposed: None***

***Motion Carried***

**VII. TREASURER'S REPORT:**

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

***Motioned by Theismann and seconded by Ross to approve the Treasurer's Report***

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

***Opposed: None***

***Motion Carried***

**VIII. PAYMENT OF MONTHLY BILLS**

- A. Monthly Bills in the amount of \$94,661.04 - **Board Action**

***Motioned by Klennert and seconded by Ross to approve Payment of the Monthly Bills***

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

***Opposed: None***

***Motion Carried***

**IX. DISTRICT REPORTS**

- A. Chair Report – Lynn Zabel

***Attended MASWCD online webinar on Feb 10<sup>th</sup>. Talked about strategies to replace the Clean Water Funds and have funds come out of General funds.***

- B. County Commissioner – Bob Walkes

***Accepted contract for Wabasha County to do chlorine monitoring.***

- C. District Manager Report – Terri Peters

***Complete Year end reporting, including ELink for BWRS***

***1W1P Meetings. Work group meeting Greater Zumbro. Training technicians to use priority tools. \$82,000 structural funding over 2 years.***

***Coordinate with Jen Wahls on W. Indian. Jen is working with Henry on outreach.***

***Personnel Policy – Fix page/item #'s***

***Manager Meeting – talked about legislative session, working with Beau of***

***Goodhue SWCD and Adam King with Dodge SWCD to schedule group meeting.***

***Worked on Work Plan***

- D. NRCS Report – John Benjamin (in packet)

- E. District Technician Report- Matt Kempinger (in packet)

- F. Natural Resources Conservation Technician Report – Henry Stelten – ***No Report***

- G. Bookkeeper/Administrative Assistant -Sue Cerwinske (in packet)

**X. OLD BUSINESS**

- A. Conservation Project – Lynn

*Flyer – “Pays to do Regenerative Farming Practices”. \$35/acre carbon credit. Searched website. Talked to Kent Herrington at Plainview History Center, discussion on amount of carbon to build electric cars and vehicles already built. One size doesn’t fit all, important to think of individual situations.*

- B. Personnel Policy and Appendix– Board Discussion

*Discussion: Updated changes talked about last time. Need to fix page numbers. Personnel Policy & Appendix each employee will need to sign. Dag questioned FMLA maternity leave work from home. Terri replied that we are too small to fall under FMLA. Can take sick leave/vacation leave. Dag stated this then becomes a legal document. Terri. borrowed Cottonwood SWCD policy that was reviewed by employment attorney. It was suggested that the policy should go to our county attorney, if she feels comfortable to review, otherwise to an outside attorney to review the policy.*  
*Motioned by Theismann and seconded by Knudsen to contact Wabasha County Attorney, Karri Kelly to look over the personnel policy and if she is not comfortable doing that, then approval to go to an outside employment attorney, Ann Goering to review.*

- C. State of MN Annual Plan Agreement between DNR and Wabasha SWCD for local coordination of private forest management (PFM) in Zumbro and Mississippi River-LaCrescent watersheds – **Board Action**

(Agreement effective date March 1, 2022 and expiration date is June 30, 2022 with total obligation of the State to Contract for services is \$5,000.00)

*Motioned by Theismann and seconded by Ross to approve the State of MN Annual Plan Agreement between DNR and Wabasha SWCD for local coordination of private forest management (PFM) in Zumbro and Mississippi River-La Crescent watersheds.*

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

*Opposed: None*

*Motion Carried*

**XI. NEW BUSINESS**

- A. “Know and Understand Your Election Options” Letter and Information from MASWCD and BWSR Executive Directors – **Board Discussion**

*Discussion: Lynn stated that we go by districts which seems equally distributed by population. Dag understood the elections were by at large. We do second option by district. Bob Walkes said county changed to at large. If status quo has worked, no reason to change it right now. Look at it later, to organize where population is.*

- B. Approve Contract for Services between Wabasha SWCD and Jennifer Wahls. Effective date November 4, 2021 for the use of Wabasha County Conservation Planning for Water Quality and Habitat Improvement NFWF Funds and January 5,

2022 for the West Indian Creek Watershed Restoration and Protection Project -

**Board Action**

(Contract expiration date 12-31-2022 or until all obligations have be fulfilled.  
Payment \$50.00 per hour with limit of \$8,000.00 for NFWF funds and \$25,000.00  
West Indian Creek funds)

Discussion: Terri stated that we talked about contracting with Jen last fall. Extra  
NFWF funds to transfer for contracting. Put in for coordinating the W. Indian  
project. Coordinating with partners and teams to keep track of projects and  
outreach. Talking about hosting a Green Corps member to do well inventory in  
County and W. Indian. Working already with NRCS for structural practices.  
Deliverables include to have Jen attending some board meetings and report on what  
she is doing.

***Motioned by Klennert and seconded by Ross to approve the Contract for Services  
between Wabasha SWCD and Jennifer Wahls.***

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

***Theismann abstained***

***Opposed: None***

***Motion Carried***

- C. Approve Stephen McNallan (McNallan Real Estate Co. LLC) Amendment # 1 to  
Contract# 18-Capacity-7 changing authorized amount from \$4,101.39 to \$7,367.07 –

**Board Action**

(Note: Total cost of project \$44,660.57, EQIP \$21,128.36, MAWQCP \$5,000.00,  
balance \$7,367.07 to get to 75%)

***Motioned by Klennert and seconded by Ross to approve Stephen McNallan  
(McNallan Real Estate Co. LLC) Amendment #1 to Contract# 18-Capacity-7  
changing authorized amount from \$4,101.39 to \$7,367.07.***

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

***Opposed: None***

***Motion Carried***

- D. Approve Voucher Payment for Stephen McNallan Contract# 18-Capacity-7 in the  
amount of \$7,367.07 for 410 Grade Stabilization Structure and 412 Grassed  
Waterway – **Board Action**

(Funding sources FY18 Capacity \$5,013.76, FY19 Capacity \$1,845.90, FY20 State Cost  
Share \$315.94, FY21 State Cost Share \$191.47)

***Motioned by Theismann and seconded by Klennert to approve voucher payment  
for Stephen McNallan Contract# 18-Capacity-7 in the amount of \$7,367.07 for 410  
Grade Stabilization Structure and 412 Grassed Waterway***

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

***Opposed: None***

***Motion Carried***

- E. Unfunded Cooperative Agreement with NRCS – **Terri Discussion**

***Discussion: Agreement biannually with NRCS. They provide phone and portion of  
computers. Terri went over with Brian DeVetter on what we do with NRCS.***

***Minimal time for techs and admin. Agreement needs to go to State  
Conservationist to approve and then will come back to the Board to vote on.***

F. Henry Stelten JAA Skills Matrix Worksheet – **Board Action/Signature**

*Discussion: Jim Fritz, our Area NRCS Conservationist went over practices with Henry, testing his level of knowledge and if he was ready for JAA Authority. Jim checked with Dean Thomas to see if Henry was ready.*

*The JAA Skills Matrix Worksheet shows what practices and levels that Jim Fritz recommends Henry to have JAA authority through NRCS under him. Terri explained what the worksheet meant to Dag and the rest of the board. There is a sheet missing that explains the levels, Terri will send it to the board. Once board approves, Henry will be able to sign off on certain levels of the practices listed. Matt is on engineering track and more rigorous, more required by state engineer to get his JAA. He will be meeting with Jim Fritz to get Ecological practices JAA.*

**Motioned by Klennert and seconded by Ross to approve Henry Stelten JAA Skills Matrix Worksheet**

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

**Knudsen abstained**

**Opposed: None**

**Motion Carried**

Fb. Wage Study & Steps to Promotion Discussion

*Discussion: Terri said that would like to put together a path. Work with partners or Springsted. Last wage study we had led us to using County wage scale. Nothing specific in place. Will call Springsted for assistance to set up more specific path to steps or promotion. Employees want to see something in writing, something to work for. Staff input on what they are doing, how contributing per their job description. Adam looking into BWSR paying 50% of the performance review from PRAP funds.*

G. Approve replacement of Terri Peter's federal computer – **Board Action**

**Computer is 8 years old. Checked with federal IT. Money available in Capacity for technology equipment.**

**Motioned by Theismann and seconded by Knudsen to approve replacement of Terri Peter's federal computer**

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

**Opposed: None**

**Motion Carried**

H. Upcoming Events

- i. Area 7 SWCD Supervisors Meeting – March 1, 1:00 – 4:00 pm by Zoom or by phone 1-312-626-6799 – **Lynn & Dag will attend, others interested. Need to be aware. Will be talking about Capacity funding coming from Clean water funds. Changing to come out of general fund, more secure. In Governors budget. Think about what we aren't getting done without being funded.**
- ii. Tuesday, March 1, 7:30 pm Millville – Township Meeting – **Sharleen and Terri will attend.**

- iii. March 3, 9:30 a.m. – Day 2 of Restoring the Driftless (online sign up required) (request link from Terri if interested) **by Trout Unlimited will be recorded.**
- iv. March 9 – Legislative Briefing in evening and working on scheduling visits for the 10<sup>th</sup> or 9<sup>th</sup> in the a.m.  
**Beau from Goodhue work on setting up meeting with Rep. Haley and Terri working to setup meeting with Rep. Drazkowski. Maybe Rep. Goggin**
- v. March 14 9:00 a.m. Regularly scheduled WinLac Policy committee meeting (2<sup>nd</sup> Monday of month)
- vi. Waterside Chats for WinLac scheduled: March 7 Garvin Brook, March 8 LaCrescent (hybrid session), March 14 Winona, March 24 Whitewater  
**Sheila reported on the upcoming 4 waterside chats. Four facilitated by HEI, but we have the ability to do extra. Talking about doing one for city of Wabasha, more local. HEI would provide power point and we would give the presentation and collect data. No date set yet.**  
**Winona Waterside chat is in conjunction with exhibit “We are Water”**  
**Mar 3 – Apr 26. Supervisors invited to come and see where we are in process**
- vii. March 10 - Understanding Soil Health – Dodge Center 9 am – 12 pm, St. Charles 2 pm to 5 pm (flyer attached)

## **XII. Board Reports**

- A. Whitewater JPB – Lynn  
**Research and reports on nitrogen in the soil. Bacteria in corn plant to absorb nitrogen from air evens out over fields. Some need more than others. Europe tested product for two years. Less nitrogen leaching into ground or running off. Officers all stayed the same.**
- B. Zumbro 1W1P – Larry (alternate Dag)  
**Terri reported that there was a policy committee meeting. Working on prioritization and training. Hope work plan will be approved soon. Set up sub-agreements.**
- C. WinLaC 1W1P – Lynn **No Meeting**
- D. SE SWCD Technical Support JPB – Larry **No Meeting**
- E. County Board Meeting – Larry (alternate Sharleen) **Sharleen presented SWCD report**
- F. Hiawatha Valley RC&D – Lynn  
**Lynn had email from chair of RC&D, who was driving up north.**  
**Terri said that they released the job description, hiring for the whole state.**

## **XIII. 2022 Work Planning Session**

**Discussion between Terri and the Board on 2022 Work Planning.**  
**Motioned by Knudsen and seconded by Theismann to approve and move forward with the existing work plan and as a board look at the work plan more strategically**  
**Affirmative: Klennert, Knudsen, Ross, Theismann, Zabel**  
**Opposed: None**  
**Motion carried**



**XIV. Adjourn – Board Action**

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

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

***Opposed: None***

***Motion Carried***

**Respectively Submitted by:**

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**Larry Theismann, Secretary**

3:30 PM

03/23/22

Cash Basis

**Wabasha Soil and Water Conservation District**  
**Monthly Bills Listing**  
**March 24, 2022**

| Type              | Date       | Num   | Name                                | Memo                                     | Account       | Split                       | Paid Amount       |
|-------------------|------------|-------|-------------------------------------|--|---------------|-----------------------------|-------------------|
| <b>Mar 24, 22</b> |            |       |                                     |  |               |                             |                   |
| Liability Check   | 03/24/2022 | 11564 | Auditor/Treasurer of Wabasha County | March                                    | WNB Financial | -SPLIT-                     | -559.85           |
| Bill Pmt -Check   | 03/24/2022 | 11565 | HBC                                 | Internet Service 3-02 to 4-01-2022       | WNB Financial | 20000 · Accounts Payable    | -79.66            |
| Bill Pmt -Check   | 03/24/2022 | 11566 | Henry Stelten-b                     | 2nd Quarter2022 HSA                      | WNB Financial | 20000 · Accounts Payable    | -375.00           |
| Bill Pmt -Check   | 03/24/2022 | 11567 | Houston County Treasurer            | Chloride Program Root River Staff tim... | WNB Financial | 20000 · Accounts Payable    | -2,364.17         |
| Bill Pmt -Check   | 03/24/2022 | 11568 | Houston Engineering Inc.            | 4.25 hrs Waterside Chats-Chloride M...   | WNB Financial | 20000 · Accounts Payable    | -709.75           |
| Bill Pmt -Check   | 03/24/2022 | 11569 | Jennifer Wahls-C                    | 2-22 to 3-16-22 NFWF and West Indi...    | WNB Financial | 20000 · Accounts Payable    | -2,275.00         |
| Bill Pmt -Check   | 03/24/2022 | 11570 | Matthew Kempinger-c                 | 2nd Quarter2022 HSA                      | WNB Financial | 20000 · Accounts Payable    | -750.00           |
| Bill Pmt -Check   | 03/24/2022 | 11571 | Megen Kabele                        | 3-8 WinLac Meeting - Cookies & Napk...   | WNB Financial | 20000 · Accounts Payable    | -25.58            |
| Bill Pmt -Check   | 03/24/2022 | 11572 | Mittel Schule, Inc.                 | April 2022 Rent                          | WNB Financial | 20000 · Accounts Payable    | -920.43           |
| Bill Pmt -Check   | 03/24/2022 | 11573 | Office Depot                        | #10 Envelopes & Divider sheets           | WNB Financial | 20000 · Accounts Payable    | -5.26             |
| Bill Pmt -Check   | 03/24/2022 | 11574 | Olmsted County Public Works         | February Mark Root Salary and Expen...   | WNB Financial | 20000 · Accounts Payable    | -8,570.13         |
| Bill Pmt -Check   | 03/24/2022 | 11575 | Susan Cerwinske-1                   | 2nd Quarter2022 HSA                      | WNB Financial | 20000 · Accounts Payable    | -750.00           |
| Bill Pmt -Check   | 03/24/2022 | 11576 | Terri Peters (Expenses)             |  | WNB Financial | 20000 · Accounts Payable    | -973.47           |
| Bill Pmt -Check   | 03/24/2022 | 11577 | Theis Printing Inc                  | 250 Watershed Brochures for WinLac       | WNB Financial | 20000 · Accounts Payable    | -132.00           |
| Bill Pmt -Check   | 03/24/2022 | 11578 | Wabasha County Highway Departm...   | Hyundai Gas February 9.57 Gal            | WNB Financial | 20000 · Accounts Payable    | -27.72            |
| Bill Pmt -Check   | 03/24/2022 | 11579 | Wabasha VFW                         | 4-7 Meeting WinLac 1W1P -Chloride ...    | WNB Financial | 20000 · Accounts Payable    | -50.00            |
| Liability Check   | 03/24/2022 | EFT   | MN PEIP                             | Group Number 03732     Paying for ...    | WNB Financial | -SPLIT-                     | -5,586.42         |
| Liability Check   | 03/24/2022 | EFT   | VSP Vision Care                     | Paying for 4-01-2022 to 4-30-2011        | WNB Financial | 24000 · Payroll Liabilities | -64.04            |
| <b>Mar 24, 22</b> |            |       |                                     |  |               |                             | <b>-24,218.48</b> |

Wabasha Soil and Water Conservation District  
Cash Balances  
As of February 28, 2022

|                                 | Feb 28, 22        |
|---------------------------------|-------------------|
| <b>ASSETS</b>                   |                   |
| <b>Current Assets</b>           |                   |
| <b>Checking/Savings</b>         |                   |
| Money Market- Bank of Alma      | 136,607.28        |
| Money Market WNB Financial      | 7,398.73          |
| Peoples State Bank Money Market | 235,407.08        |
| Petty Cash                      | 113.90            |
| WNB Financial                   | 25,451.93         |
| <b>Total Checking/Savings</b>   | 404,978.92        |
| <b>Total Current Assets</b>     | 404,978.92        |
| <b>TOTAL ASSETS</b>             | <b>404,978.92</b> |
| <b>LIABILITIES &amp; EQUITY</b> | 0.00              |

## Wabasha Soil and Water Conservation District

## Balance Sheet

As of February 28, 2022

Feb 28, 22

## ASSETS

## Current Assets

## Checking/Savings

|                                 |            |
|---------------------------------|------------|
| Money Market- Bank of Alma      | 136,607.28 |
| Money Market WNB Financial      | 7,398.73   |
| Peoples State Bank Money Market | 235,407.08 |
| Petty Cash                      | 113.90     |
| WNB Financial                   | 25,451.93  |

Total Checking/Savings 404,978.92

## Accounts Receivable

11000 · Accounts Receivable 171,197.94

Total Accounts Receivable 171,197.94

## Other Current Assets

12000 · Undeposited Funds 768.47

Total Other Current Assets 768.47

Total Current Assets 576,945.33

## Fixed Assets

## 15000 · Furniture and Equipment

|   |            |
|---|------------|
| Computer                                | 8,706.00   |
| Laptops for Distrcit Techs (2)          | 3,149.22   |
| Samsung Tablets                         | 1,548.69   |
| 15000 · Furniture and Equipment - Other | 109,828.00 |

Total 15000 · Furniture and Equipment 123,231.91

17000 · Accumulated Depreciation -79,335.42

Total Fixed Assets 43,896.49

## Other Assets

## Prepaid Items

Prepaid Rent 920.43

Total Prepaid Items 920.43

Total Other Assets 920.43

**TOTAL ASSETS 621,762.25**

## 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 76,315.06

FY18 Capacity 18,175.00

FY19 Capacity 14,165.39

FY19 Well Seal Grant 14,576.30

FY20 Buffer Initiative 14,118.56

FY20 Capacity 9,555.51

FY20 CWMA 7,813.92

FY20 State Cost share 5,517.29

FY21 Buffer Initiative 16,903.00

FY21 Capacity 105,888.06

FY21 Conservation Delivery 6,020.65

FY21 LWM 12,480.99

FY21 State Cost Share 15,401.00

FY21 WCA 10,112.76

FY22 Buffer Initiative 17,000.00

FY22 Capacity 119,699.00

FY22 Conservation Delivery 19,619.00

## Wabasha Soil and Water Conservation District

03/09/22

## Balance Sheet

Accrual Basis

As of February 28, 2022

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|                                 | Feb 28, 22        |
|---------------------------------|-------------------|
| FY22 State Cost Share           | 15,401.00         |
| Total Deferred Revenue          | 498,762.49        |
| Deposit on Tree Sales           | 7,911.67          |
| 24000 · Payroll Liabilities     | 1,192.99          |
| 25500 · Sales Tax Payable       | 308.85            |
| Total Other Current Liabilities | 509,757.86        |
| Total Current Liabilities       | 509,662.30        |
| Total Liabilities               | 509,662.30        |
| Equity                          |                   |
| Fund Balance- Restatement       | 47,943.10         |
| Fund Balance Designated         | 31,903.30         |
| Investment in Capital Assets    | 43,896.49         |
| 30000 · Opening Balance Equity  | 649.89            |
| 32000 · Owners Equity           | 43,252.65         |
| Net Income                      | -55,545.48        |
| Total Equity                    | 112,099.95        |
| TOTAL LIABILITIES & EQUITY      | <u>621,762.25</u> |

# Wabasha Soil and Water Conservation District

## Profit & Loss

### February 2022

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|   | Feb 22    |
|---|-----------|
| <b>Ordinary Income/Expense</b>          |           |
| <b>Income</b>                           |           |
| Charges for Services                    |           |
| Tree Sales                              | 0.01      |
| <b>Total Charges for Services</b>       | 0.01      |
| Intergovernmental Revenues              |           |
| State                                   |           |
| FY20 MPCA SWAG MWL                      | 1,348.30  |
| FY20 Whitewater Drinking Water          | 136.76    |
| FY21 Regnl DW for Private Wells         | 180.30    |
| MAWQCP                                  | 8,614.92  |
| North Fork Zumbro-Mazeppa               | 60,001.81 |
| <b>Total State</b>                      | 70,282.09 |
| <b>Total Intergovernmental Revenues</b> | 70,282.09 |
| <b>Total Income</b>                     | 70,282.10 |
| <b>Gross Profit</b>                     | 70,282.10 |
| <b>Expense</b>                          |           |
| District Operations                     |           |
| Other Services and Charges              |           |
| Building Rent                           | 920.43    |
| Conferences and Conventions             | 400.91    |
| Internet Expense                        | 79.66     |
| Postage                                 | 37.12     |
| Subs. and Pubs.                         | 52.00     |
| Supervisor's Mileage                    | 39.78     |
| Vehicle Expenses                        |           |
| Chevrolet Silverado Vehicle Exp         | 111.02    |
| Hyundia Tucson Vehicle Expense          | 63.72     |
| <b>Total Vehicle Expenses</b>           | 174.74    |
| <b>Total Other Services and Charges</b> | 1,704.64  |
| Personnel Services                      |           |
| Employee Salary Permanent               | 17,748.53 |
| Employer HSA contributions              | 0.00      |
| Employer Life and Health                |           |
| 66000 - Payroll Expenses                | 5,613.81  |
| Employer Life and Health - Other        | 22.00     |
| <b>Total Employer Life and Health</b>   | 5,635.81  |
| Employer Share FICA                     | 1,123.61  |
| Employer Share Medicare                 | 262.79    |
| Employer Share PERA                     | 1,357.56  |
| <b>Total Personnel Services</b>         | 26,128.30 |
| Supplies                                |           |
| Office Supplies                         | 64.40     |
| <b>Total Supplies</b>                   | 64.40     |
| <b>Total District Operations</b>        | 27,897.34 |
| <b>Project Expenditures</b>             |           |
| Federal                                 |           |
| 319 Feedlot Fix                         | 61,946.73 |
| West Indian Creek 319                   | 78.88     |
| <b>Total Federal</b>                    | 62,025.61 |
| <b>Partners Grants</b>                  |           |
| 319 Focus Small Wtrsd-W. Indian         | 523.40    |
| NFWF-Planning for WQ & Habitat          | 3,462.50  |
| <b>Total Partners Grants</b>            | 3,985.90  |

## Wabasha Soil and Water Conservation District

## Profit &amp; Loss

February 2022

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|                            | Feb 22            |
|----------------------------|-------------------|
| State                      |                   |
| FY18 Capacity Funding      | 7,367.07          |
| MAWQCP Administration      | 8,614.92          |
| North Fork Zumbro-Mazeppa  | 5,769.50          |
| Total State                | 21,751.49         |
| Total Project Expenditures | 87,763.00         |
| Total Expense              | 115,660.34        |
| Net Ordinary Income        | -45,378.24        |
| Other Income/Expense       |                   |
| Other Income               |                   |
| Interest Income            |                   |
| Interest Earnings MM's     | 88.13             |
| Total Interest Income      | 88.13             |
| Total Other Income         | 88.13             |
| Net Other Income           | 88.13             |
| Net Income                 | <u>-45,290.11</u> |

## NRCS Field Office Report

3/24/22

John Benjamin

### Current office standing

- Bill and I are on a rotation for covering the office on an every other day basis.
- All non-duty stationed employees have decided not to resume working from the office on occasion until COVID restrictions are eased. This is Brian DeVetter, Dean Thomas, etc.
- We can now meet with Producers in the hall, however, we are not open to producers in the office.
- Masks are no longer required in the office; this could change on a weekly basis dependent on CDC COVID community levels.
- Office staffing at 75% capacity and maximum telework is encouraged.

### CSP (Conservation Stewardship Program)

- 4 Active contracts
- FY22 classic Application Deadline Feb. 4<sup>th</sup> 17 applications submitted
- FY22 MRBI-West Indian Creek application deadline Feb.4<sup>th</sup>, 2 applications submitted
- FY23 renewal application deadline March 25<sup>th</sup>, 2 applications submitted
- 11 are being considered prioritized to be considered for funding

### EQIP (Environmental Quality Incentive Program)

- 11 Active EQIP contracts
- 42 EQIP applications for FY22 signup period (sign up deadline was Nov. 19<sup>th</sup>)
- There is no prioritization tool for this sign up.
- 40 applications assessed, assessment & ranking deadline was March 4<sup>th</sup>
- 11 applications for MRBI-West Indian Creek fund pool 4 moving forward to ranking
- 16 applications preapproved for funding

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

- 5 RCPP-EQIP active contracts
- No applications submitted

### RCPP (Regional Conservation Partnership Program)

Land Management fund through MAWQCP sign up

- Application deadline was Dec. 17, 2021
- Assessment & ranking deadline of March 4<sup>th</sup>
- 2 applications submitted
- 1 Application preapproved

### CRP (Conservation Reserve Program)

- 113 Expiring contract reviews for FY23
- 36 reviews completed so far.
- General sign update was March 11<sup>th</sup>
- 2 continuous offers



# Monthly Report – March 2022

Matt Kempinger

## Training

- Obtained JAA for 6 NRCS practices

## Projects

- Invoice processing for 1 feedlot fix
- Contract processing for 1 feedlot fix
- Survey 1 feedlot fix, 1 terrace, 1 waterway, and 3 structures.
- Initial site investigation for 3 grade stabilization structure sites
- Preliminary designs for 5 grade stabilization structure sites
- Preliminary design for 2 waterway Sites
- Final design for 2 waterway sites
- Site investigation for 1 grade stabilization structure site
- Construction monitoring for 1 feedlot fixes
- Contract processing for 1 well sealing project
- Followed up with various landowners that have ongoing projects
- Completed project entry and pollution reduction reporting for 2 projects
- Rank and plan cost share for projects through Zumbro 1W1P funding
- Prepared contracts under 1W1P funding
- Stream restoration permitting

## Others

- Processing of 2 WCA joint applications
- Review of 2 1026 requests for WCA
- Investigation of 2 potential WCA violations
- Technical assistance for one potential wetland violation
- Drafting 1 wetland restoration order
- Review 1 wetland banking prospectus
- Aided and advised citizens regarding WCA concerns
- Informed 2 landowner about MAWQCP program
- Answered general resource questions from public and assisted where possible
- Buffer compliance monitoring

## **Work Summary**

March 2022

Henry Stelten

- WAGZ Ranking Tool Training for Zumbro 1W1P
- Conservation Planner I – initial AgLearn & BWSR modules
- Soil Health Nexus & USDA Webinar on how to succeed with cover crops
- Buffer Law compliance monitoring
- Chloride monitoring
- WAGZ ranking for existing and potential projects
- Feedlot site visits and fix investigation with TSA staff
- Safe Drinking Water Grant mailing list updates, outreach, and communications with landowners
- Tree Sale order updates, taking orders, working with Sue & landowners to update our inventory and order additional trees as needed
- 2022 CWMA Grant application and submittal
- RIM site assistance
- Potential CREP site investigation
- Conservation Cubes scheduled and delivered to area schools
- Envirothon 2022 meetings and outreach to area teachers
- Site visit for invasive species concerns
- Site visit for whole farm conservation planning
- Forestry Day potential venue investigation
- Coordination with TSA staff for ongoing projects – scheduling and problem solving for resource concerns
- RFAs submitted for landowner concerns
- Processing WIC recordings, posting it and other materials to FB
- WIC weekly meetings
- Coordination with other agency staff as needed
- Meeting, mapping, and seeding plan for potential conservation/pollinator planting
- 2022 CWMA partners reconvening meeting, tracking down contacts, agenda items
- Contracting for WIC & priority projects under WAGZ

**Sue:**

Fixed Meeting dates on website calendar

Waterside chats – paid for events centers, La Crescent, St. Charles

WinLaC chloride monitoring – Expenses, Root River

Office of State Auditor – Upload 2020 Audited Financial Statements

Updated Contractors List

Add Flyers to Website

Tree orders, update tracker and mail list for pick up day

Board meeting minutes, Emails to newspapers for upcoming meeting

Looked up CPA's in area to draft up bid letters for 2021 audit

Payroll, Accounts Payable checks and Accounts Receivable

Board Agenda, packet



Baker Tilly US, LLP  
380 Jackson Street, Suite 300  
St. Paul, MN 55101  
651.223.3000  
651.223.3046  
bakertilly.com

March 15, 2022

Ms. Terri Peters  
District Manager  
Wabasha County Soil & Water Conservation District  
611 Broadway Avenue, Suite 10  
Wabasha, Minnesota 55981

**Re: Proposal to Conduct a Compensation Study**

Dear Ms. Peters:

Baker Tilly is pleased to submit our work plan to conduct a compensation study for the Wabasha County Soil & Water Conservation District.

Our firm has assisted numerous jurisdictions in the Minnesota and throughout the United States in addressing their classification, compensation and human resources issues, and in performing specialized management studies. We have created an extensive management consulting services practice that provides in-depth study and analysis on a variety of topics. Baker Tilly has the staff, facilities and expertise in assisting and advising local governments on critical and important human resources issues. Our vast experience in the areas of human resources administration will be an advantage to your organization.

We look forward to working with the Wabasha County Soil & Water Conservation District on this important project.

Respectfully submitted,

*Ann S. Antonsen*

Ann S. Antonsen  
Director

## Work Plan

**Market Survey.** In order to determine appropriate salary levels of positions in the workforce and to address the issue of comparable compensation, Baker Tilly will conduct an extensive salary and benefits survey to compare SWCD positions with analogous positions in other comparable agencies in the area labor market. External market comparisons for positions will be based on similar organizational structure, population, geographic location, job responsibilities, scope of authority, financial, socio-economic, growth and other relevant factors. The study team will consult with SWCD management, elected officials and designated staff in identifying the appropriate comparables. Baker Tilly will develop the salary survey in conjunction with the SWCD.

It is recommended that potential survey data pertain to organizations comparable to the Wabasha County Soil & Water Conservation District, relate to those organizations with which the SWCD is competing for employees and represents the appropriate labor market.

**Job Evaluation.** While salary and benefits survey data will assist the SWCD in establishing its position in the competitive market, job evaluation is the mechanism that ensures that internal relationships are equitable. Baker Tilly has developed and copyrighted a job evaluation system known as the Systematic Analysis and Factor Evaluation (SAFE®) System. The SAFE® system is a unique job evaluation method designed to measure job factors that apply specifically to local government. This system has been successfully used for many years throughout the Country, is periodically updated to account for changes in technology, etc., and has been reviewed by the United States Circuit Court, in conjunction with an Equal Employment Opportunity (EEO) suit, and found acceptable to the Court. The system has also been accepted by the State of Minnesota under the Local Government Pay Equity Act.

The system rates and ranks jobs based on various skill levels and work factors. The result is an equitable and consistent method of evaluating jobs and relating positions to the compensation plan. The system facilitates proper and equitable comparisons between and among classes and minimizes the appearance of favoritism in evaluating, rating and ranking jobs.

The elements considered in determining the relative value of classifications are:

- Training and Ability
- Level of Work
- Physical Demands
- Independence of Actions
- Supervision Exercised
- Education and Experience
- Human Relations Skills
- Working Conditions/Hazards
- Impact on End Results

The SWCD implemented the SAFE System in the completion of the study in 2016. Baker Tilly will review the job evaluation factors for the SWCD's current 5 positions and evaluate 1 new position covered within the scope of this work plan.

**Development of Compensation Plan and Implementation Options.** Based on the market wage data analysis and the job evaluation system, Baker Tilly will propose revisions to the SWCD's compensation plan (if necessary). The compensation plan will be revised in accordance with information obtained from the SWCD regarding its pay philosophy as well as goals and objectives established for its compensation

program. The proposed plan will incorporate market conditions, recognize the tenure of current employees and coordinate with labor agreements in effect in the SWCD.

Baker Tilly will propose a plan to implement the study recommendations that coincide with the financial and budgetary requirements of the Wabasha County Soil & Water Conservation District and the needs of employees. Estimates of the cost of implementation will be provided.

### **Timeline**

Baker Tilly takes pride in meeting its time commitments. The schedule to commence this project coincides with Baker Tilly's completion of other studies. This will ensure that the proposed staff members will be available to concentrate on this study for the Wabasha County Soil & Water Conservation District. Baker Tilly is prepared to initiate the study within two (2) weeks after receiving the official notice to proceed and will complete the study within three (3) months after project initiation.

**There are factors that impact meeting the schedule that are beyond the consulting team's control. The proposed time frame is contingent upon a timely decision, the receipt of the data from the survey participants when requested, the availability of employees to complete position analysis questionnaires and participate in interviews and the timely receipt of feedback and comments on the submitted preliminary data.**

### **Cost**

The market survey update and analysis of the information, job evaluation, preparation of updates to the compensation plan and preparation of a summary report shall be conducted for a not-to-exceed fee of 5,250.00. In addition to the professional fee, Baker Tilly would bill the SWCD for out-of-pocket expenses. This fee does not include on-site visits or on-site presentation of results to the SWCD Council.

Baker Tilly is willing to work with the SWCD to modify the work plan to meet the SWCD's needs and budget. If the SWCD decides to modify the proposed work plan, Baker Tilly will adjust the proposed fee appropriately.

## **WABASHA SWCD LOCAL COST SHARE POLICY**

### **Staff Credentials**

The Wabasha Soil & Water Conservation District (District) will ensure staff has the necessary skill and training to install and maintain projects according to standards and specifications. Building credentials and maintaining or seeking certifications to retain knowledgeable staff is a high priority of the District. Budget allocation determined annually according to program work plans.

Technical expertise of the District includes:

- 1 Staff with USDA – Natural Resources Conservation Service Job Approval Authority under Ecological and/or Engineering Science and 2 district technicians actively working towards Job Approval Authority.

When professional engineering is required or specific conservation practices require expertise above current technical capacity, the District will utilize professional engineers or consultants, staff from Minnesota Department of Natural Resources, Minnesota Pollution Control Agency, USDA – Natural Resources Conservation Service (NRCS), the Technical Service Area Joint Powers Board and The Nature Conservancy, and others where appropriate.

### **Delegation**

Landowner contracts for the installation of conservation practices and supporting project documents such as cost share vouchers will be signed by the Technical Representative, the District Board Chair (as needed) and the landowner (and land occupier).

### **Noncompliance**

Cost Share contract noncompliance will be reviewed by the District Board in consultation with the District Manager and Technical Staff. Resolution with the landowner will be attempted through corrective actions or alternative avenues. Unresolved issues that the District Board is not able to address will be taken to the County attorney for resolution.

### **General Policies Applied to all Funding Programs (including nonstructural policies)**

- All funding program contracts and requests for payment require the approval of the District Board of Supervisors (Board).
- All funding programs are subject to fund availability and may be discontinued or subject to program policy revisions by the District Board as it deems appropriate.
- The landowner shall allow District staff access to property for which the installed conservation practice is located during the life of the contract. The installed practice will be subject to periodic inspections by District staff.
- Applicants are responsible to submit application forms, project plans and cost estimates as requested by the District in sufficient detail for the District to complete its review.
- Unless specified otherwise by Minnesota prevailing wage statutes, the value of labor, equipment, materials and/or services that are proposed to be provided by the applicant to complete the project, shall be estimated at:
  1. Cost-Share Rates – Up to 75% of actual cost of eligible structural practices for State Cost Share and Local Capacity Services Cost-Share. If funded with other program funding or multiple programs that allow for greater cost share amounts (example: 319 funds for West Indian Creek Watershed or other similar cases), cost share amounts will follow guidelines and policy for that program.

2. General Labor rate will be based on the most current Iowa Farm Custom Rate Survey for labor rates. (Date, times and activity must be documented)
3. Labor rate for chainsaw, brush cutting, etc. will follow the general labor rate from the most recent Iowa Farm Custom Rate Survey. (Date, times and activity must be documented)
4. Labor rate of \$50 per cubic yard for concrete work.
5. Heavy equipment operation such as skid steers, tractors, backhoes, and scrapers (including labor) at \$60 per hour. (Date, times and activity must be documented)
6. Materials: \$8 per ton for gravel, \$5 per yard for sand.
7. Professional or semi-professional services, i.e. engineering, contracting for prescribed burns, labor rate up to \$75 per hour. (Date, times and activity must be documented)
8. CWMA funds may be approved for 314 Brush Management and 315 Herbaceous Weed Control up to \$300/acre, not to exceed 75% of total project cost, and will be capped at \$2,000 per project to ensure availability of cost-share to multiple landowners annually. Appropriate contracted rates up to the limits will be determined upon technical evaluation by SWCD staff of site conditions and project goals and will be subject to Board approval.
9. Vegetative plantings (including site prep and native seed used) will have a minimum payment of \$200/acre depending on technical evaluation of the site and Board approval.
10. 50% of eligible cost up to \$1,000 per Well Decommissioning (following local well-sealing policy/checklist).
11. Flat rate payment for Non-Structural land practices (NLMP):
  - a. \$30/acre for Cover Crop planting, 30 acres maximum, 3-year contract using State Cost Share Funds or Capacity Funding alone. Policies and guidelines for alternative grant funds and programs will be followed.
  - b. Cover crop payments will be made annually following technical certification of planting and assurance that terms of planting have been met. Board may consider reasonable alternative schedule if planting does not occur due to weather if needed to meet grant guidelines.
  - c. Cover crop rotations may be allowed if deemed technically acceptable for situation, such as canning crop rotations.
  - d. We plan to use the standard BWSR Practice Site Inspection Form from the BWSR website on follow-up inspections. Operation and Maintenance procedures will follow the NRCS standards for the applicable practice. For Cover Crop (340) an operator: 1.) should control growth of the cover crop to reduce competition from volunteer plants and-shading, 2.) control weeds in the cover crop by mowing or herbicide application, 3.) control soil moisture depletion by selecting water efficient plant species and terminating the cover crop before excessive growth, 4.) evaluate the cover crop to determine if the cover crop is meeting the planned purposes(s) 5.) if the cover crop is not meeting the purpose(s) adjust the management, change the species of cover crop, or choose a different technology.
  - e. A producer will not be eligible for cost-share if they have previously received cover-crop cost share. An exception, at discretion of technical certification authority, may be if they are increasing diversity or trying a new application or termination method.

- Unless otherwise approved by the District Board, a portion of a project becomes ineligible for funding if construction begins on that portion before a cost share contract has been approved.
- Upon District Board approval, the applicant will receive a letter with a copy of the executed cost share contract stating what practice(s) have been approved, the funding amount, time schedule to start, completion date and an Operation and Maintenance Plan (OMP).
- Work on the practice shall not start until the District Board has approved a cost share contract at an official meeting. If work begins before the contract has been approved, the practice is not eligible for funding.



- The project must be completed in compliance with the terms and conditions of the Cost Share Program Contract and maintained in compliance with the OMP. (See Contract and O&M Plan)
- The applicant is responsible to pay, in full, all receipts and invoices directly to the contractor or vendor.
- The funding amount will not exceed the amount specified on the original cost share contract. The landowner, prior to completion of the project, shall obtain a District Board approved contract amendment to increase funding amounts depending on available funding.
- At project completion the District Staff or consultant with the proper Job Approval Authority shall verify if the practice is complete and meets standards and specifications before final payment is issued. The applicant must submit seed tags, invoices or receipts of actual costs in sufficient detail for the District's review. Requests for reimbursement shall include a Voucher and Practice Certification Summary Form.
- A one-time cost share reimbursement payment will be made upon certification that the project has been installed and completed to specifications. To receive a partial payment the landowner will need to meet with technical representative to assess progress of work, submit all invoices from contractors to-date to the Board for approval.
- District Technical Standards will follow the most recent NRCS Field Office Technical Guide (FOTG), Minnesota Stormwater Manual, or be a professionally accepted engineering or ecological practice. The District will also utilize guidance and technical specifications from agencies such as the MN Department of Natural Resources, MN Pollution Control Agency, MN Department of Agriculture, and University of MN, where appropriate.
- Compliance inspection intervals will be based on minimum State requirements, the amount of total project funding received and the complexity of the project. District staff will develop a process for compliance inspection intervals.
- It is the District's goal to support and leverage federal USDA – Environmental Quality Incentive Program (EQIP) funding through the District technical assistance.
- If USDA – Conservation Reserve Program (CRP) dollars are secured for a project, the landowner must sign a Freedom of Information Act release form that allows the District access to applicable information with the landowners CRP project case file.
- The landowner is responsible for the O&M of practices applied under this program to ensure the conservation objective of the practice is achieved for the minimum amount of time specified in the contract.
- If the title to the land where the practice is installed is transferred to another party before the expiration of the life of cost share contract, it shall be the responsibility of the land occupier or landowner who signed the contract to advise the new owner that the contract is in force.
- The practice shall be seeded according to project design requirements. Mulching, erosion control blanket or other erosion control devices may also be required. These items shall be completed or agreed to before certification and approval of the practice. A soils test may be required depending on practice or seed mix.

## **Policies Applied to the Nonstructural Land Management Practices and Vegetative Practices**

1. Include all the above mentioned
2. A list of some (not all) practices and programs utilizing funds. Practices shall meet NRCS eFOTG standards unless otherwise noted by technical staff.
  - a. NRCS eFOTG practices included but not limited to: 314 – Brush Management, 315 – Herbaceous Weed Control, 327 – MN Conservation Cover, 338 – Prescribed burning, 342 – Critical Area Planting, 666 – Forest Stand Improvement
  - b. Vegetative reestablishment between field and forest edge. NRCS eFOTG practices included but not limited to: 386 – Field Border, 327 – Conservation Cover, 338 – Prescribed Burning, 612 – Tree/Shrub Establishment and 490 - Tree/Shrub Site Preparation
  - c. Buffer Law – assistance with vegetative establishment if CRP is not an option. NRCS FOTG practices included but not limited to: 391- Riparian Forest Buffer, 327 – Conservation Cover, 393 – Filter Strip, 386 – Field Border
  - d. Contour Strips - NRCS eFOTG practices included but not limited to: 332 – Contour buffer strip
  - e. Cover crops - NRCS eFOTG practices included but not limited to: 340 – cover crop

### **Priorities**

1. Priority applications will be considered on first-come-first-serve basis
2. Highest to lowest priorities
  - a. Projects in priority concern areas that can include, but are not limited to, subwatershed planning areas, Whitewater Landscape Plan, Zumbro WRAPS, Lower Zumbro Floodplain Areas and Watershed Based Implementation Plans.
  - b. Projects that are not eligible for other financial assistance
  - c. Projects can reach 75% cost-share with only this financial assistance
  - d. Projects with other cost-share but needs this funding to get to or closer to 75%
3. Follow prioritization set forth in Non-Structural Land Management Practices (NLMP) Implementation policies included herein.
4. Feedlots Projects
  - a. Areas identified in local WRAPS and TMDL implementation plans
  - b. Feedlots that pose the greatest bacteria pollution potential
  - c. Feedlots with proximity or drainage to cold water trout streams
5. Utilize the “PRIORITY WELL CHARACTERISTICS CHECKLIST” to prioritize applications if needed (see checklist)

### **Additional**

- In-kind services and materials provided by the land occupier such as, but not limited to, earthwork, seedbed preparation, seeding, and permanent fencing materials may be credited toward the land occupier's share of total eligible cost of the practice not to exceed rates listed in the most recent Iowa Farm Custom Rate Survey.
- SWCD District Manager is authorized to approve cover crop contracts do to timing of activity.
- Multiple funds can be used to get landowner to percentage allowed for project.
- Combined financial assistance from the SWCD and all other sources may not exceed 100%.
- Projects funded by Greater Zumbro Watershed Based Implementation Funding will follow policies set by Greater Zumbro Policy Committee. This will apply to any future Watershed Based funding areas.

**Adoption**

This Conservation Practices Financial Assistance Policy specifically revokes and replaces all previous SWCD financial assistance/cost-share policies related to State Cost-Share, Local Capacity Services Cost-Share and Local/County Cost-Share.

**SIGNATURE PAGE**

Board approved:

Lynn Zuhl  
SWCD Board Chair

Oct 28, 2021  
Date

## PROGRAM FUNDING AVAILABLE FOR COST SHARE

| Program             | 2020 State Cost Share  | 2021 State Cost Share   | 2022 State Cost Share                       |
|---------------------|--|---|---|
| Grant Period        | 8/27/2019 to 12/31/2022  | 8/27/2019 to 12/31/2023   | 11/10/2021 to 12/31/2024                    |
|                     |  |   |   |
| Total Project Funds | \$12,320.80  | \$12,320.80   | \$12,320.80                                 |
| Encumbered Funds    | \$12,320.80  | \$12,320.80   |   |
| Remaining Funds     | \$0.00   | \$0.00  | \$12,320.80                                 |
|                     |  |   |   |
| Program             | 2020 Capacity Funds  | 2021 Capacity Funds   | 2022 Capacity Funds                         |
| Grant Period        | 10/28/2019 to 12/31/2022   | 11/25/2020 to 12/31/2021  | 11/19/2021 to 12/31/2024                    |
|                     |  |   |   |
| Total Project Funds | \$24,001.66  | \$28,348.00   | \$31,699.00                                 |
| Encumbered Funds    | \$24,001.66  | \$19,146.74   |   |
| Remaining Funds     | \$0.00   | \$9,201.26  | \$31,699.00                                 |
|                     |  |   |   |
|                     |  |   |   |
| Program             | 2020 Whitewater Drinking Water Protection Grant (\$94,500 available for watershed) | 319 funds for small feedlot fixes                                   | 2020-21 CWMA                                |
| Grant Period        | 06/01/2020 to 12/31/2023   | 07/07/2019 to 08/31/2021  | 03/16/2020 to 12/31/2022                    |
|                     | Cover Crops  |   |   |
| Total Project Funds |  | \$61,983.86   | \$9,419.87                                  |
| Encumbered Funds    |  | \$61,983.86   | \$6,983.99                                  |
| Remaining Funds     | \$0.00   | \$0.00  | \$2,435.88                                  |
|                     |  |   |   |
| Program             | 2021 Safe Drinking Water (Olmsted)   | Regional Drinking Water Protection (Cover Crops and Nutrient) Mgmt. | 2022 Greater Zumbro Watershed Based Funding |
| Grant Period        | 05/27/2021 to 11/30/2022   | 09/19/2019 to 04/23/2023  |   |
|                     |  | Cover Crops   | Ag Practices                                |
| Total Project Funds | \$8,600.00   | \$18,900.00   | \$82,000.00                                 |
| Encumbered Funds    | \$2,000.00   | \$18,900.00   |   |
| Remaining Funds     | \$6,600.00   | \$0.00  |   |
|                     |  |   |   |
|                     |  |   |   |

# Matt Kempinger SKILLS MATRIX WORKSHEET

Name: Matt Kempinger

Title: District Technician

Location: WABASHA FO

Concurred by:

Title:

Date:

*Joe Weber*

*District Manager*

## ETHICS STATEMENT

In exercising Job Approval Authority as shown below, I agree to utilize my assigned technical approval authority only for work that I am competent and qualified to perform. Economic, social, cultural and environmental impacts will be considered before a conservation practice is recommended. I will seek assistance from others when complicating factors warrant.

I also understand that conservation practices can have negative effects on some resources. I agree to consider the impacts of practices on all resources before recommending their use.

Employee signature:

Date:

*2-28-2022*

| Conservation Practice | Lead Discipline | Controlling Factor | Units | I | II | III | IV | V | VI | MAX APPRAUTHORITY I and E Design Const /Planning /Dev /Install | Approved by | date |
|-----------------------|-----------------|--------------------|-------|---|----|-----|----|---|----|--|-------------|------|
|-----------------------|-----------------|--------------------|-------|---|----|-----|----|---|----|--|-------------|------|

|     |        |                            |                     |           |                            |                           |                                   |     |      |   |   |   |             |           |
|-----|--------|----------------------------|---------------------|-----------|----------------------------|---------------------------|-----------------------------------|-----|------|---|---|---|-------------|-----------|
| 328 | EcoSci | Conservation Crop Rotation | ESD-Agron Crop Type | Crop type | Standard Row/Forag e Crops | Specialty/Vegetable Crops | Organic Specialty/Vegetable Crops | all | none | 1 | 1 | 1 | James Fritz | 2/25/2022 |
|-----|--------|----------------------------|---------------------|-----------|----------------------------|---------------------------|-----------------------------------|-----|------|---|---|---|-------------|-----------|

|     |   |                     |           |                            |                                    |     |     |      |   |   |   |   |             |           |
|-----|---|---------------------|-----------|----------------------------|------------------------------------|-----|-----|------|---|---|---|---|-------------|-----------|
| 329 | ""Residue and Tillage Management, No Till"" | ESD-Agron Crop Type | Crop type | Standard Row/Forag e Crops | Organic/Sp ecially/Vegetable Crops | all | all | none | 1 | 1 | 1 | 1 | James Fritz | 2/25/2022 |
|-----|---|---------------------|-----------|----------------------------|------------------------------------|-----|-----|------|---|---|---|---|-------------|-----------|

|     |     |                 |                 |   |    |        |    |     |     |      |   |   |   |             |           |
|-----|-----|-----------------|-----------------|---|----|--------|----|-----|-----|------|---|---|---|-------------|-----------|
| 330 | Eng | Contour Farming | ESD-Agron Slope | % | <6 | 6 to 8 | >8 | all | all | none | 3 | 3 | 3 | James Fritz | 2/25/2022 |
|-----|-----|-----------------|-----------------|---|----|--------|----|-----|-----|------|---|---|---|-------------|-----------|

|     |     |                        |                         |       |     |   |   |   |   |     |   |   |   |             |           |
|-----|-----|------------------------|-------------------------|-------|-----|---|---|---|---|-----|---|---|---|-------------|-----------|
| 342 | Eng | Critical Area Planting | ESD-Agron Area & CED LA | Acres | 0.2 | 1 | 3 | 5 | 7 | All | 6 | 6 | 6 | James Fritz | 2/25/2022 |
|-----|-----|------------------------|-------------------------|-------|-----|---|---|---|---|-----|---|---|---|-------------|-----------|

|  |        |  |      |                            |                          |  |     |      |   |   |   |   |             |           |
|--|--------|--|------|----------------------------|--------------------------|--|-----|------|---|---|---|---|-------------|-----------|
|  | EcoSci | ESD-Agron Type Site Preparation & CED LA | Type | Standard Tillage Equipment | Earthmover/Hydroseedi ng | Difficult sites with slope comp lexity | all | none | 2 | 2 | 2 | 2 | James Fritz | 2/25/2022 |
|--|--------|--|------|----------------------------|--------------------------|--|-----|------|---|---|---|---|-------------|-----------|

|     |  |                     |      |                            |                                    |     |     |     |      |   |   |   |             |           |
|-----|--|---------------------|------|----------------------------|------------------------------------|-----|-----|-----|------|---|---|---|-------------|-----------|
| 345 | ""Residue and Tillage Management, Reduced Till"" | ESD-Agron Crop Type | Type | Standard Row/Forag e Crops | Organic/Sp ecially/Vegetable Crops | all | all | all | none | 1 | 1 | 1 | James Fritz | 2/25/2022 |
|-----|--|---------------------|------|----------------------------|------------------------------------|-----|-----|-----|------|---|---|---|-------------|-----------|

| Conservation Practice | Lead Discipline | Controlling Factor | Units   | Job Class |     |      | MAX APPR AUTHORITY |    |  | Approved by | date      |
|-----------------------|-----------------|--------------------|---|-----------|-----|------|--------------------|----|--|-------------|-----------|
|                       |                 |                    | I   | II        | III | IV   | V                  | VI | I and E Design Const /Planning /Dev /Install |             |           |
| EcoSci                |                 |                    |   |           |     |      |                    |    |  | James Fritz | 2/25/2022 |
| 484                   | Mulching        | ESD-Agron Material | Type<br>"Loose, Natural Materials"<br>"Roll/Mat Materials" and<br>"Non-permeable mulches" | All       | All | none | 2                  | 2  | 2  |             |           |





www.wabashaswcd.com

# Locally Led Solutions

Connecting People to Resources  
and to Each other

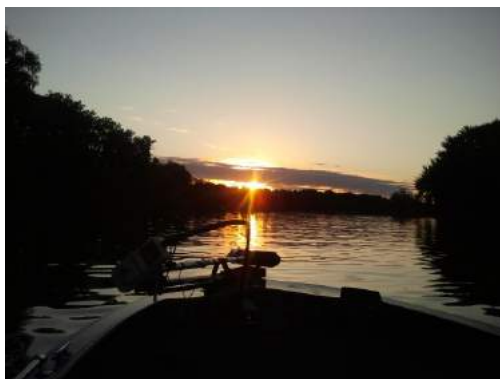


A Contour strip cropping is important to keep soil out of streams, rivers and road ditches.

**Water Storage (2021 Project) –**  
Core engineered practice



**Helps reduce flooding of roads and towns.**



And keeps rivers  
cleaner for all  
who use it

## Rooted in service to our Community

- Boots on the Ground technical assistance to landowners
- Engineering services and financial assistance to keep productive soil in place and nutrients out of our trout streams, rivers, and drinking water - benefits the rural ag community and the tourist industry
- Administer State mandated Wetland and Buffer programs. Provide landowners service to meet State regulations.
- Provide local tree buying options for windbreaks, energy efficiency, flood mitigation, erosion mitigation and carbon sequestration.
- Provide educational services with annual 5th Grade Field Day and Forestry Day events. Host events to showcase conservation practices, benefits, and build farmer led conversation.
- Targeted Outreach - Survey Says!...Southeast MN citizens top priority is the water they drink!

Wabasha SWCD has success in obtaining federal grant funding and sources of match funding are needed for successful projects and to avoid project start delays.

Current federal grants through:  
Natural Resources Conservation Service  
National Association of Conservation Districts  
National Fish and Wildlife Foundation  
319 funds through Minnesota Pollution Control Agency/Environmental Protection Agency

SWCD technicians provide valuable partnership services to USDA co-located partners



# 2021 PROJECTS AND PARTNERSHIPS



**Prescribed Burn team - woody invasives project**



**Conservation Corp contracted for knotweed on riverbank - the District contracts special labor when efficient**



**North Fork Zumbro River at Mazeppa before**



**North Fork Zumbro River at Mazeppa after restoration on fishing easement**



**West Indian Creek restoration**  
Current targeted upland protection planned and federal funding obtained - District must provide match from stable funding sources and skilled technicians



## LOCAL FISHERS



**Current work with partners to stabilize this fishing easement area on Mazeppa Creek**





**Honoring 3rd generation farmers -  
2021 Conservation Farmers of the year  
White Barn Acres - Matt and Seth Tentis**



**Emerging cover crop - Keeping soil and nutrients  
where they are needed**



**Assistance to small feedlot owners - Wabasha  
needs more resources for these business owners**



**When I ask people  
for their love of  
water pics**



**Working to get access to forestry  
resources for woodland managers**

## PERCENT BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

### General Information

|               |                  |  |                                    |                                   |
|---------------|------------------|--|------------------------------------|-----------------------------------|
| Organization: | Contract Number: | Other state or non-State funds?  | Amendment <input type="checkbox"/> | Canceled <input type="checkbox"/> |
| Wabasha SWCD  | 2022WAGZ-WC-003  | <input checked="" type="checkbox"/> YES<br><input type="checkbox"/> No | Board Meeting Date(s):             | Board Meeting Date(s):            |

\* If contract amended, attach amendment form(s) to this contract.

### Applicant

|                    |                 |               |          |
|--------------------|-----------------|---------------|----------|
| Land Occupier Name | Address         | City/State    | Zip Code |
| Tony Burke         | 57393 225th Ave | Plainview, MN | 55964    |

\* If a group contract, this must be filed and signed by the group spokesperson as designated in the group agreement and the group agreement attached to this form.

### Conservation Practice Location

|                |              |            |             |          |
|----------------|--------------|------------|-------------|----------|
| Township Name: | Township No: | Range No.: | Section No. | 1/4, 1/4 |
| Highland       | 109          | 11         | 27          | SW       |

### Contract Information

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

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

NRCS Field Office Technical Guide - 410 Grade Stabilization Structure, 412 Grassed Waterway

5. Increases in the practice units or cost must be approved by the organization board through amendment of this contract as a condition to increase the cost-share payments.

6. This contract, when approved by the organization board, will remain in effect unless canceled or amended by mutual agreement. If the practice(s) covered by this contract have not been installed by 11/30/2022, this contract will be automatically terminated on that date.

7. Items or cost for which reimbursement is claimed are to be supported by invoices/receipts for payments and will be verified by the organization board as practical and reasonable. The invoices/receipts must include: the name of the vendor; the materials, labor or equipment used; the component unit costs and the date(s) the work was performed. The organization board has the authority to make adjustments to the costs submitted for reimbursement. Pre-Construction Cover is exempt from having the required invoices/receipts. Reimbursement requests must also be supported by a completed Percent Based Voucher Form.

### Applicant Signatures

The land occupier's signature indicates agreement to:

1. Grant the organization's representative(s) access to the parcel(s) where the conservation practice(s) will be located.
2. Obtain any permits required in conjunction with the installation and establishment of the practice(s) prior to starting construction of the practice(s).
3. Be responsible for the operation and maintenance of conservation practice(s) applied under this program in accordance with an Operation and Maintenance Plan prepared by the technical assistance provider.
4. Not accept cost-share funds, from state sources in excess of 90%, or state and non-state sources that when combined are in excess of 90% of the total cost to establish the conservation practice(s). Pre-construction Cover is exempt from the percent reimbursement rate limitations when utilizing the Flat Rate Payment option.
5. Provide copies of all forms and contracts pertinent to any other state or non-state programs that are contributing funds toward this project.

|                 |  |
|-----------------|--|
| Date<br>3-17-22 | Land Occupier<br>Tony Burke <i>Tony Burke</i>  |
| Date<br>3-17-22 | Landowner, if different from applicant<br>Jim or Jane Klassen -<br>Address, if different from applicant information:<br><i>Jim Klassen</i> |

### Conservation Practice

The primary practice for which cost-share is requested is: **410 Grade Stabilization Structure & 412 Grassed Waterways**

|  |  |   |
|--|--|---|
| Practice standard(s) or eligible component(s)<br><br>410 Grade Stabilization Structure & 412 Grassed Waterways | Engineered Practice: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | Total Project Cost Estimate<br><br><b>\$61,108.00</b> |
|  | Ecological Practice: <input type="checkbox"/> YES <input type="checkbox"/> NO            |   |

### Technical Assessment and Cost Estimate

I have the appropriate technical expertise and have reviewed the site where the above-listed practice(s) will be installed and deem the practice(s) needed and that the estimated quantities and costs are practical and reasonable.

|                 |   |
|-----------------|---|
| Date<br>3-17-22 | Technical Assistance Provider: NRCS-CPA-1245 (Practice Approval and Payment Worksheet) can be utilized as the certification of practice completion. An attached completed, and signed NRCS-CPA-1245 and the as-built can be used as the Technical Certification on the "Voucher and Certification"<br><i>Matt Kempinger</i> |
|-----------------|---|

### Pre-Construction Cover

Allowed when temporary cover is necessary for future installation of structural conservation practices. A Flat Rate Payment of up to \$150 per acre, not to exceed 10 acres, is allowed as part of a State Cost-Share contract for the installation of structural practice(s).

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

### Amount Authorized for Financial Assistance

The organization board has authorized the following for financial assistance, total not to exceed 90.0% of the total cost to establish the conservation practice plus the pre-construction cover total amount if utilizing the Flat Rate Payment option.

|      |                      |   |
|------|----------------------|---|
| Date | Authorized Signature | Total Amount Authorized<br><b>\$16,989.13</b> |
|------|----------------------|---|



## PERCENT BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

### General Information

|                                      |  |   |  |   |
|--------------------------------------|--|---|--|---|
| Organization:<br><b>Wabasha SWCD</b> | Contract Number:<br><b>21-Capacity-6</b> | Other state or non-State funds?<br><input type="checkbox"/> YES<br><input checked="" type="checkbox"/> No | Amendment <input type="checkbox"/><br>Board Meeting Date(s): | Canceled <input type="checkbox"/><br>Board Meeting Date(s): |
|--------------------------------------|--|---|--|---|

\*If contract amended, attach amendment form(s) to this contract.

### Applicant

|  |                                  |                                    |                          |
|--|----------------------------------|------------------------------------|--------------------------|
| Land Occupier Name<br><b>Patricia Livingston</b> | Address<br><b>31221 570th St</b> | City/State<br><b>Millville, MN</b> | Zip Code<br><b>55957</b> |
|--|----------------------------------|------------------------------------|--------------------------|

\* If a group contract, this must be filed and signed by the group spokesperson as designated in the group agreement and the group agreement attached to this form.

### Conservation Practice Location

|                                  |                             |                         |                           |                                       |
|----------------------------------|-----------------------------|-------------------------|---------------------------|---------------------------------------|
| Township Name:<br><b>Oakwood</b> | Township No.:<br><b>109</b> | Range No.:<br><b>12</b> | Section No.:<br><b>30</b> | <b>1/4,1/4</b><br><b>SW1/4, NE1/4</b> |
|----------------------------------|-----------------------------|-------------------------|---------------------------|---------------------------------------|

### Contract Information

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

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

**412 - Grassed Waterway NRCS Practice Standard**

5. Increases in the practice units or cost must be approved by the organization board through amendment of this contract as a condition to increase the cost-share payments.
6. This contract, when approved by the organization board or council, will remain in effect unless canceled or amended by mutual agreement, except where installations of practices covered by this contract have not been installed by 11/30/2022, this contract will be automatically terminated on that date.
7. Items of cost for which reimbursement is claimed are to be supported by invoices/receipts for payments and will be verified by the organization board as practical and reasonable. The invoices must include the name of the vendor; materials, labor or equipment used; the component unit costs and the dates the work was performed. The organization board has the authority to make adjustments to the costs submitted for reimbursement. Pre-Construction Cover is exempt from having the required invoices/receipts.

### Applicant Signatures

The land occupier's signature indicates agreement to:

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

|                             |   |
|-----------------------------|---|
| Date<br><b>Feb 24, 2022</b> | Land Occupier<br><i>Pat Livingston</i><br>Pat Livingston (Feb 24, 2022 09:02 CST) |
| Date                        | Landowner, if different from applicant  |
|                             | Address, if different from applicant information:                                 |

### Conservation Practice

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

|   |  |  |
|---|--|--|
| Eligible Component Standards & Names<br><br><b>412 Grassed Waterway, 342 Critical Area Planting</b> | Engineered Practice: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | Total Project Cost Estimate<br><br><b>\$6,800.00</b> |
|   | Ecological Practice: <input type="checkbox"/> YES <input type="checkbox"/> NO            |  |

### Technical Assessment and Cost Estimate

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

|                        |  |
|------------------------|--|
| Date<br><b>2-18-22</b> | Technical Assistance Provider<br><i>Chris Nelson</i> |
|------------------------|--|

### Pre-Construction Cover

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

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

### Amount Authorized for Financial Assistance

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

| Amount     | Program Name  | Fiscal Year |
|------------|---------------|-------------|
| \$5,100.00 | 2021 Capacity | 2021        |
|            |               |             |
|            |               |             |

|      |                      |  |
|------|----------------------|--|
| Date | Authorized Signature | Total Amount Authorized<br><b>\$5,100.00</b> |
|------|----------------------|--|



## FEEDLOT VII COST-SHARE ASSISTANCE APPLICATION/CONTRACT

CONSERVATION DISTRICT

Contract # 19-319-FL-5

Wabasha County

### Applicant

| Applicant  | Address                     | City/State    | Zip   |
|------------|-----------------------------|---------------|-------|
| Mike Haase | 64662 299 <sup>th</sup> Ave | Millville, MN | 55957 |

### Conservation Practice Location

| Township Name | Township | Range | Section | 1/4 |
|---------------|----------|-------|---------|-----|
| West Albany   | 110      | 12    | 20      | NE  |

### Contract Information

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

The project includes the follow practices:

Re-grading, seeding & fertilizing bare areas, clean water diversion, dirty water diversion, mulching

It is understood that:

1. The land occupier or landowner is responsible for the operation and maintenance of practices applied under this program to ensure that the conservation objective of the practice is met.
2. Costs covered through the Feedlot VII grant are for Implementation and Materials of the eligible practices.
3. **Cost Share: 75%, up to \$15,000 per feedlot**
4. All work completed under this program meets the guidelines set forth in the Feedlot VII grant.
5. Work started/completed before contract approval is not eligible for cost-share funding.
6. Practices will be installed by **June 30<sup>th</sup>, 2022** unless this contract is amended by mutual consent to reschedule the work and funding.
7. Items of cost for which reimbursement is claimed are to be supported by invoices/receipts for payments and will be verified by the conservation district board as practical and reasonable.

### inspect and document

A site inspection will be done by your CFO and the Professional Engineer, the PE will oversee construction; the CFO and Professional Engineer will sign off on completed construction. (if As-Built documentation shows the project meets plans)

Total Cost of Project: \$10,417.00 Amount Requested: \$7,812.75

Owner's Signature Margaret Haase Date 3/17/2022

Oked to Mr. Haase  
PE Signature Peter Fryer Date 3/18/2022  
Peter Fryer, P.E. # 25268

**Required MinnFarm Rating:**

Before Practice Installed: Index of 43. (not in compliance)

After Practice Installed: Index value of 15. (in compliance)

Amount Authorized: \$7,812.75

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

***Upon Completion of Construction:***

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

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

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

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

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



Henry Stelten &lt;henrystelten.wabashaswcd@gmail.com&gt;

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**RE: Farm visit follow up**

---

**Margaret Haase** <Margaret.Haase@wildwings.com>  
To: Henry Stelten <henrystelten.wabashaswcd@gmail.com>

Mon, Mar 21, 2022 at 9:26 AM

Good Morning Henry,

You have our consent to proceed and we understand the changes.

Thank you.

Margaret Haase

Wild Wings

651-345-6004

**From:** Henry Stelten <henrystelten.wabashaswcd@gmail.com>  
**Sent:** Monday, March 21, 2022 8:26 AM  
**To:** Margaret Haase <Margaret.Haase@wildwings.com>  
**Subject:** Re: Farm visit follow up

Good morning, Margaret.

Pete Fryer notified me to a small change that needed to be made to the contract wording. There's a word that our board did not like - "oversee" with regard to construction of the project and the SWCD's role. Our engineers don't technically oversee construction. So, Pete changed the wording to more accurately reflect his role. The contractor will be responsible for overseeing the installation and Pete will assist in ensuring the built project reflects the design plans. I hope that makes sense.

This really changes nothing on your end, but because we made a change to the contract I wanted to let you and Mike know. I'll need your "OK" on this before I submit paperwork to the board.

There's a copy of the updated contract attached for you to look at. Please just reply to this email with your consent to proceed and that you understand the changes and I will get things ready for the board to approve.

Please let me know if you have any questions.

Thank you!



Henry

On Thu, Mar 17, 2022 at 2:55 PM Margaret Haase <Margaret.Haase@wildwings.com> wrote:

Hi Henry,

Here you go. Mike will get in contact with Atkinsons. Thank you very much for everything.

Margaret Haase

Wild Wings

651-345-6004

**From:** Henry Stelten <henrystelten.wabashaswcd@gmail.com>

**Sent:** Thursday, March 17, 2022 2:43 PM

**To:** Margaret Haase <Margaret.Haase@wildwings.com>

**Subject:** Re: Farm visit follow up

Margaret,

I talked with Mike a few minutes ago and gave him much of the same information here.

I hope the meeting this morning answered some questions for both you and Mike. It is my hope that Pete and I are providing help in a meaningful way and that the cost-share makes things a little easier given the circumstances. I've attached a copy of the cost-share contract for the 319 Small Feedlot Fix grant.

I tried to see if we could get additional funding through the watershed funding pool for the Zumbro River, and unfortunately it ranked at the same overall cost-share percentage, so we will be providing 75% of estimated project cost. I wish we'd been able to cover an additional 15%, but 75% is still pretty good all things considered.

**A few key details:**

-Work will need to be completed by June 30th, 2022 per grant requirements

-I'd start speaking with contractors as soon as possible

-The cost share will be paid out after the work is completed and the SWCD will reimburse you for the work done up to the approved amount

-We will need detail invoices from contractors for all work completed to process the payment by July 10th or so at the latest

Please call or email with any questions. I will be out of the office 3/18/22 and will be back on Monday the 21st. If you'd like to pursue the funding, please return it to me as soon as possible, and at the latest by Monday afternoon.

## PERCENT BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

### General Information

|               |                  |  |                                    |                                   |
|---------------|------------------|--|------------------------------------|-----------------------------------|
| Organization: | Contract Number: | Other state or non-State funds?  | Amendment <input type="checkbox"/> | Canceled <input type="checkbox"/> |
| Wabasha SWCD  | 2022WAGZ-WC-001  | <input checked="" type="checkbox"/> YES<br><input type="checkbox"/> No | Board Meeting Date(s):             | Board Meeting Date(s):            |

\*If contract amended, attach amendment form(s) to this contract.

### Applicant

|                    |                |               |          |
|--------------------|----------------|---------------|----------|
| Land Occupier Name | Address        | City/State    | Zip Code |
| Sharon Melvin      | 440 1st Ave NW | Plainview, MN | 55964    |

\*If a group contract, this must be filed and signed by the group spokesperson as designated in the group agreement and the group agreement attached to this form.

### Conservation Practice Location

|                |              |            |             |         |
|----------------|--------------|------------|-------------|---------|
| Township Name: | Township No: | Range No.: | Section No. | 1/4,1/4 |
| Plainview      | 109          | 11         | 8           | SW, NW  |

### Contract Information

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

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

NRCS 410 Grade Stabilization Structure

- Increases in the practice units or cost must be approved by the organization board through amendment of this contract as a condition to increase the cost-share payments.
- This contract, when approved by the organization board, will remain in effect unless canceled or amended by mutual agreement. If the practice(s) covered by this contract have not been installed by 11/30/22, this contract will be automatically terminated on that date.
- Items of cost for which reimbursement is claimed are to be supported by invoices/receipts for payments and will be verified by the organization board as practical and reasonable. The invoices/receipts must include: the name of the vendor; the materials, labor or equipment used; the component unit costs and the date(s) the work was performed. The organization board has the authority to make adjustments to the costs submitted for reimbursement. Pre-Construction Cover is exempt from having the required invoices/receipts. Reimbursement requests must also be supported by a completed Percent Based Voucher Form.

### Applicant Signatures

The land occupier's signature indicates agreement to:

- Grant the organization's representative(s) access to the parcel(s) where the conservation practice(s) will be located.
- Obtain any permits required in conjunction with the installation and establishment of the practice(s) prior to starting construction of the practice(s).
- Be responsible for the operation and maintenance of conservation practice(s) applied under this program in accordance with an Operation and Maintenance Plan prepared by the technical assistance provider.
- Not accept cost-share funds, from state sources in excess of 90%, or state and non-state sources that when combined are in excess of 90% of the total cost to establish the conservation practice(s). Pre-construction Cover is exempt from the percent reimbursement rate limitations when utilizing the Flat Rate Payment option.
- Provide copies of all forms and contracts pertinent to any other state or non-state programs that are contributing funds toward this project.



|         |   |
|---------|---|
| 3-17-22 | 10-140 Fund Provider<br>Emerald Spring Dairy, Inc. by:<br>Maurio Lopez, President |
| 3-17-22 | Endorser, if different from applicant<br>Sharon Melvin                            |
|         | Address, if different from applicant information.                                 |

### Conservation Practice

The primary practice for which cost-share is requested is: **410 Grade Stabilization Structure**

|   |  |   |
|---|--|---|
| Practice standard(s) or eligible component(s) | Engineered Practice: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | Total Project Cost Estimate<br><br><b>\$10,340.00</b> |
| 410 Grade Stabilization Structure             | Ecological Practice: <input type="checkbox"/> YES <input type="checkbox"/> NO            |   |

### Technical Assessment and Cost Estimate

I have the appropriate technical expertise and have reviewed the site where the above-listed practice(s) will be installed and deem the practice(s) needed and that the estimated quantities and costs are practical and reasonable.

|         |  |
|---------|--|
| 3-21-22 | NRCS-CPA-1245 (Practice Approval and Payment Worksheet) can be utilized as the certification of practice completion. An attached completed, and signed NRCS-CPA-1245 and the results can be used as the Technical Certification on the "Voucher and Certification."<br>Henry Stettin |
|---------|--|

### Pre-Construction Cover

Allowed when temporary cover is necessary for future installation of structural conservation practices. A Flat Rate Payment of up to \$150 per acre, not to exceed 10 acres, is allowed as part of a State Cost-Share contract for the installation of structural practice(s).

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

### Amount Authorized for Financial Assistance

The organization board has authorized the following for financial assistance, total not to exceed 90.0% of the total cost to establish the conservation practice plus the pre-construction cover total amount if utilizing the Flat Rate Payment option.

|      |                      |  |
|------|----------------------|--|
| Date | Authorized Signature | Total Amount Authorized<br><b>\$5,030.11</b> |
|------|----------------------|--|



## MWPCP Training and Exam Registration Form 2022

Thank you Matthew Kempinger for registering for the 2022 MWPCP Training Session on ; ; ; July 11th through July 15th, 2022 (employees of MNSWCD or WCA LGU); ; ; Exam: Friday, July 15th, 2022 (employees of MNSWCD or WCA LGU) - Arden Hills

You should receive an email confirmation shortly. If you do not receive an email confirmation, please contact [bwsr.mwpcp@state.mn.us](mailto:bwsr.mwpcp@state.mn.us).

### Payment Information

- Registration fees must be **received two weeks prior to the start of the course and are NON REFUNDABLE** except if **course is cancelled**. Exam registration requires submission of Exam Application Form two weeks prior to exam date.

#### Mail payment to:

MN Board of Water and Soil Resources  
Attn: Amy Waters  
520 Lafayette Road North  
Saint Paul, MN 55155

**IMPORTANT:** Please make checks payable to BWSR with the memo line referencing MWPCP and the dates you registered for with your payment. SEND A COPY of your registration confirmation email with your payment. The registration fee is non-refundable. Registration fees must be received **TWO WEEKS** prior to the start of the course. BWSR does not accept credit card or cash payments.

If you are registering for more than one training, you can submit one check for the total amount due for all the trainings.

In the event your employer is paying for your fees, please make the check payable to BWSR with the memo line referencing the registered employee's name with the payment. Please SEND A COPY of the registration confirmation email for each employee registered with the payment.

**IN-TRAINING EXAM REGISTRANTS:** You do not need to submit a Professional In-Training Exam Application if you are attending the 5-day course and are taking the Professional In-Training Exam the last day (Friday) of the training.

**PROFESSIONAL EXAM ONLY REGISTRANTS:** If you are taking the Professional exam, you must complete and return the Professional Exam Application Form two weeks before the start of the course.

Note: One registration form per registrant.

Registration fees must be received **TWO WEEKS** prior to the training date. Mailing address for payment is at the end of form. Courses will be closed when registered participants meet designated capacities.

If registering for more than one course, you can submit one check for the total amount due for all the trainings. **However, please register for only one Basic Class at a time.**



**Name**

Matthew Kempinger

**Organization (if applicable)**

Wabasha Soil and Water Conservation District

**Address**

411 2nd St SW #106, Eyota, Minnesota 55934

**Email**

matt.kempinger.wabashaswcd@gmail.com

**Phone**

(651) 560-2055

**Are you certified by the MWPCP?**

No

If yes, enter your certification number

**Course and Exam Dates:****Advanced Technical Training: Interpreting Wetland Hydrology Data - Tuesday, May 3rd, 2022 - North Branch, MN****Regional Training: Tuesday, May 17th and Wednesday, May 18th, 2022 - Spicer, MN****Regional Training: Wednesday, May 25th and Thursday, May 26th, 2022 - Mankato, MN****Basic MN Wetland Regulation & Delineation: Monday, July 11th through Friday, July 15th, 2022 - Arden Hills**

July 11th through July 15th, 2022 (employees of MNSWCD or WCA LGU) - \$400.00

**Regional Training: Tuesday, August 16th and Wednesday, August 17th, 2022 - Cloquet, MN (cost includes catered lunch)****Basic MN Wetland Regulation & Delineation: Monday, September 12th, 2022 through Friday, September 16th, 2022 - Brainerd****Regional Training: Wednesday, October 5th and Thursday, October 6th, 2022 - Bemidji, MN****Certification Exams****Exam: Friday, July 15th, 2022 (employees of MNSWCD or WCA LGU) - Arden Hills - \$25.00****Payment Information**

- Registration fees must be received two weeks prior to the start of the course and are **NON REFUNDABLE** except if course is cancelled. Exam registration requires submission of Exam Application Form two weeks prior to exam date.

**Mail payment to:**

MN Board of Water and Soil Resources  
Attn: Amy Waters  
520 Lafayette Road North  
Saint Paul, MN 55155

**IMPORTANT: Please make checks payable to BWSR with the memo line referencing MWPCP and the dates you registered for with your payment. SEND A COPY of your registration confirmation email with your payment. The registration fee is non-refundable. Registration fees must be received TWO WEEKS prior to the start of the course. BWSR does not accept credit card or cash payments.**

**If you are registering for more than one training, you can submit one check for the total amount due for all the trainings.**

# Unfunded Cooperative Agreement Face Sheet

|  |                                       |  |  |  |
|--|---------------------------------------|--|--|--|
| Agreement Number<br><b>N2722UCA0001981</b>   |                                       | Amendment No.  | Period of Performance<br><b>1/01/2022 - 12/31/2024</b>   | DUNS:  |
|  |                                       |  |  | EIN:   |
| Natural Resources Conservation Service (NRCS) (Name and Address)<br><br><b>Natural Resources Conservation Service<br/>375 Jackson Street, Suite 600<br/>St. Paul, MN 55101</b>   |                                       |  | Partner Organization (Name and Address)<br><br><b>Wabasha Soil &amp; Water Conservation District<br/>611 Broadway Avenue, Suite 10<br/>Wabasha, MN 55981</b> |  |
| NRCS Program Contact<br><b>Rick Berscheid</b>  |                                       | FPAC - BC Administrative Contact:<br><b>Shynika Loften</b> | Partner Program Contact:<br><b>Terri Peters</b>  | Partner Administrative Contact:<br><b>Terri Peters</b>   |
| CFDA Number<br><b>10.902</b>   | Authority<br><b>16 U.S.C. 590 a-f</b> |  | Type of Action<br><b>i. New Agreement</b>  | Instrument type<br><b>Unfunded Cooperative Agreement</b> |
| Location: <b>Wabasha SWCD, Wabasha County, Wabasha, MN 55981</b>   |                                       |  |  |  |
| <p>Details:</p> <p>This agreement is made and entered into with the objectives of:</p> <ul style="list-style-type: none"> <li>• Continuing to support the delivery of excellent and innovative customer service;</li> <li>• Recognizing conservation planning as foundational to our work, and working together to meet the conservation planning assistance needs of our cooperators/customers;</li> <li>• Strengthening and modernizing conservation delivery to optimize efficiency and effectiveness;</li> <li>• Broadening our outreach to existing and new customers and partners;</li> <li>• Supporting science-based decision making as close to the resource issue/opportunity as possible;</li> <li>• Encouraging a voluntary approach as the primary means of accomplishing conservation goals; and</li> <li>• Using sound approaches to strengthen each Party and its role in the delivery of soil, water, and related natural resource conservation across the nation.</li> </ul> <p>A complete agreement includes this Face Sheet, Continuation Face Sheet(s)(if applicable), the Statement of Work, and the Unfunded Cooperative Agreement Initial Estimate and Annual Usage Report, attached hereto and incorporated herein.</p> <p>This agreement is subject to applicable USDA NRCS statutory provisions and regulations. In accepting this agreement or amendment, the undersigned represents that he or she is duly authorized to act on behalf of the Partner organization and agrees to comply with agreement terms and conditions, including all attachments.</p> |                                       |  |  |  |
| Name and Title of Authorized Agency Representative<br><b>Troy Daniell<br/>State Conservationist</b>  |                                       | Signature  |  | Date   |
| Name and Title of Authorized Partner Representative<br><b>Lynn Zabel<br/>Chair</b>   |                                       | Signature  |  | Date   |

**NONDISCRIMINATION STATEMENT** - The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotope, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW., Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider, employer, and lender.

**PRIVACY ACT STATEMENT** - The above statements are made in accordance with the Privacy Act of 1974 (5 U.S.C. Section 522a).

## **Statement of Work**

### **I. Purpose**

The purpose of this agreement is to accelerate delivery of Farm Bill programs and enhance conservation delivery through a partnership with the Wabasha Soil and Water Conservation District (Wabasha SWCD). The Natural Resources Conservation Service (NRCS) and Wabasha SWCD (Partner) (together, Parties) have a mutual interest in delivering timely and effective assistance to customers participating in USDA programs and addressing natural resource concerns.

This agreement supplements the Memorandum of Agreement between the Parties Number N2720MOU0010991 and documents areas of common interest and clarifies the roles of federal, state, and local partners in providing conservation leadership and technical and financial assistance to customers in order to help them conserve and enhance natural resources through a voluntary cooperative approach. The agreement will specify the transfer of resources between NRCS and the Partner to accomplish delivery of NRCS programs and mutual conservation priorities.

### **II. Objectives**

The Parties will jointly address opportunities, concerns, and problems related to the use of natural resources that help keep land healthy. Benefits of these activities include sustained and improved agricultural productivity; cleaner, safer, and more dependable water supplies; clean air; abundant wildlife; enhanced recreational opportunities; tranquil and scenic landscapes; reduced damages caused by flood, fires, and other natural disasters; and an enhanced natural resource base to support continued economic development and strengthen quality of life.

### **III. Budget Narrative**

The Parties intend to share resources as identified in the “Resources Required” section of this agreement. Because the level of support offered by each party may vary from year to year, at the beginning of each fiscal year the Parties must cooperate to plan and document the specific resources allocated for that year’s performance using the Unfunded Cooperative Agreement Initial Estimate and Annual Usage Report.

### **IV. Responsibilities of the Parties**

#### **A. NRCS will:**

1. In accordance with Section VI below, provide access to NRCS vehicles, equipment, technology, and technical tools to the maximum extent possible to facilitate mission delivery and enable mutually beneficial program outcomes.
2. In accordance with Section VI below, provide access to shared office spaces, where parties can better collaborate to achieve mutually beneficial outcomes and provide improved access and services to customers within the local community.
3. Employees of NRCS shall participate in efforts under this agreement solely as representatives of the United States. To this end, they shall not participate as directors, officers, employees, or otherwise serve or hold themselves out as representatives of Partner or any member of Partner. They also shall not assist the Partner or any member of the Partner with efforts to lobby Congress, or to raise money through fundraising efforts. Further, NRCS employees shall report to their immediate supervisor any negotiations with Partner, or any

member of Partner, concerning future employment and shall refrain from participation in work regarding the Partner until approved by the Agency.

**B. Partner will:**

1. In accordance with Section VI below, provide access to shared office spaces on an intermittent, non-exclusive basis, where the parties can better collaborate to achieve mutually beneficial outcomes and provide improved access and services to customers within the local community.
2. Utilize and report vehicle usage in accordance with Section VI, below.
3. Provide an annual report of activities and accomplishments to Rick Berscheid, Assistant State Conservationist-Field Operations, NRCS, SE Area Office, Faribault, MN 55021-1843 by the end of each fiscal year.
4. By entering into this agreement, the undersigned attests that the Partner:
  - a. Has not been convicted of a felony criminal violation under Federal or State law in the past 24 months preceding the date of signature, nor has any officer or agent of the Partner been convicted of a felony criminal violation under Federal or State law in the 24 months preceding the date of signature.
  - b. Does not have any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.
5. Ensure that the program or activities provided for under this agreement will be conducted in compliance with all applicable Federal civil rights laws, rules, regulations, and policies. In addition, Partner agrees to comply with FPAC and NRCS requirements related to access to Government owned or controlled information systems as may be amended from time to time and communicated to the Partner.

**V. Expected Accomplishments and Deliverables**

See the attached Memorandum of Agreement (MOA) Number N2720MOU0010991, which documents the mutually agreed-to responsibilities of the parties and is incorporated herein.

**VI. Resources Required**

NRCS and the Partner may share resources such as office space, vehicles, equipment, and supplies to carry out program activities. For details see the Unfunded Cooperative Agreement Initial Estimate and Annual Usage Report. All resources provided by NRCS are subject to availability of funds. In the event of a lapse in appropriations and Government shutdown, the Partner will not be permitted to use NRCS resources.

**A. Vehicles**

NRCS vehicles may be utilized for official business only as it relates to the work specified in this agreement and attachments, if available and needed.

1. Partner may request use of a government vehicle (GOV) in order to facilitate delivery of conservation technical assistance to landowners in support of the NRCS mission. Use of the vehicle will significantly increase the efficiency of the delivery of conservation programs.



2. Vehicle operators may only use GOVs for NRCS official business specified under this agreement. Operators must avoid, when possible, any situation that may convey an impression to the public that the vehicle operator is using the assigned vehicle for an unofficial purpose.
3. Vehicle operators must immediately report any safety or mechanical deficiencies to local NRCS representative and must not operate the vehicle with known mechanical problems or safety deficiencies. NRCS is responsible for correcting deficiencies.
4. The NRCS will share a GOV with the Partner for official NRCS business. GOVs shall not be used to support any revenue-generating activity for the Partner.
5. The Partner will obtain prior written approval from NRCS for using vehicles at irregular hours or under circumstances in which using motor vehicles may create an unfavorable public reaction (for example, during Federal holiday or after business hours).
6. NRCS will bear the cost of maintenance of vehicles used by the Partner. Except in the case of an accident caused by a Partner driver (see vehicle accident provisions below), the NRCS will make repairs as necessary for safety and as needed to keep vehicle in safe operating condition.
7. NRCS will ensure placement of Federal Motor Vehicle Registration System (FMVRS) registration card in every GOV, which serves as the registration and proof of insurance documentation to be provided to law enforcement.
8. The NRCS technical contact for the agreement will work closely with the Partner in fulfilling the terms and conditions of this attachment at the local level.
9. Home-to-work transportation by Partner employees is prohibited.
10. The Partner will ensure that each vehicle operator has a valid state driver's license and instruct operators to carry a valid state driver's license while operating a GOV.
11. The Partner will ensure vehicle operators use all safety devices and follow appropriate motor vehicle manufacturer safety guidelines when operating GOVs. Seat belts must be used when operating or riding in a GOVs.
12. The Partner will ban all vehicle operators from text messaging and using tobacco (smoke and smokeless) while using GOVs.
13. The Partner will utilize the NRCS-provided fleet card to pay for all fuel and repairs, with the exception of accident repairs for which the Partner is paying an auto repair facility directly (see accident provisions below). The Partner must comply with all NRCS fleet card policies, to include but not limited to the use of unique driver PINs, receipt retention requirements, fleet card training requirements, and prohibitions against using the card for unofficial purposes. Partner drivers must safeguard the fleet card at all times to prevent it from potential unauthorized use.
14. The Partner will immediately report all vehicle accidents and traffic violations to NRCS and complete all required documents to report accidents. The Partner will reimburse NRCS or pay an auto repair Company directly for any and all repairs to the GOV as a result of an accident caused by the Partner operator and pay all traffic violation citations.
15. The Partner will assume responsibility for claims arising from accidents caused by Partner Drivers. The Partner will be responsible for receiving, processing, and paying tort claims that are submitted due to an accident caused by a Partner driver.

16. The Partner will notify the NRCS immediately of any loss, theft, or damage to a GOV, GOV license plates, or fleet cards.
17. It is prohibited for individuals other than federal employees or Partner employees performing official NRCS business under this agreement to ride as passengers in GOVs. Any other passengers must be approved through the passenger approval process described in NRCS vehicle policy.
18. The technical contact for the Partner will work with NRCS with fulfilling the terms and conditions of this attachment at the local level.
19. The use of GOVs may be suspended or revoked by NRCS, if it determines that corrective action is needed to meet the provisions of this attachment.
20. The furnishing of vehicles is contingent upon the availability of vehicles and appropriations.
21. The vehicle use policies outlined in this agreement do not contain all Federal, Departmental, and NRCS policies regarding the use of motor vehicles. This document is not intended to provide complete details, and the NRCS and the Partner must abide by all other appropriate policies governing GOV use.

**B. Office Space**

1. Shared work and office spaces are needed to more effectively carry out program activities and provide quality service to our mutual customers.
2. NRCS and Wabasha County SWCD are comingled and share the same suite. Wabasha County SWCD pays the landlord directly for the space they use and NRCS pays the landlord for the space under separate lease agreements.

**C. Equipment and Technology**

1. NRCS will provide the Partner access to USDA computers, software, and the technical information needed to perform the work outlined in this agreement.
2. NRCS will provide access to technologies and applications to ensure consistent technical standards and documentation.

**VII. Milestones**

On a yearly basis the Parties shall jointly complete the Unfunded Cooperative Agreement Initial Estimate and Annual Usage Report.

**VIII. Special Provisions**

- A. This agreement may be extended or amended upon written request of either NRCS or the Partner and the subsequent written concurrence of the other. Either the NRCS or the Partner may terminate this agreement with a 60-day written notice to the other.
- B. The Partner assures and certifies that it will comply with the minimum-wage and maximum- hour provisions of the Federal Fair Labor Standards Act.
- C. Employees of the Partner shall remain its employees while carrying out their duties under this agreement and will not be considered Federal employees or agents of the United States for any purposes

under this agreement.

- D. Employees of NRCS will participate in efforts under this agreement solely as representatives of the United States. They may not participate as directors, officers, employees, or otherwise serve or hold themselves out as representatives of the recipient. They also may not assist the recipient with efforts to lobby Congress or to raise money through fundraising efforts. Further, FPAC employees must report to their immediate supervisor any negotiations with the recipient concerning future employment and must refrain from participation in projects or agreements with such recipients.
- E. Each party assumes responsibility for the actions of its own officials and employees acting within the scope of their employment to the extent provided by Federal, tribal, state, or local laws, including liability for injury to persons or damage to property resulting from the conduct of its own operations. The Government's liability shall be governed by the provisions of the Federal Tort Claims Act (28 U.S.C. 2671-80).
- F. Privacy Act and Prohibition Against Certain Internal Confidentiality Agreements
  - 1. Activities performed under this agreement may involve access to confidential and potentially sensitive information about governmental and landowner issues. The term "confidential information" means proprietary information or data of a personal nature about an individual, or information or data submitted by or pertaining to an organization. This information must not be disclosed without the prior written consent of NRCS.
  - 2. The Partner's personnel will follow the rules and procedures of disclosure set forth in the Privacy Act of 1974, 5 U.S.C. Section 552a, and implementing regulations and policies with respect to systems of records determined to be subject to the Privacy Act. The Partner's personnel must also comply with privacy of personal information relating to natural resources conservation programs in accordance with 7 USC 8791 (Section 1619 of PL 110-234, the Food, Conservation, and Energy Act of 2008).
  - 3. The Partner agrees to comply with the "Prohibition Against Certain Internal Confidentiality Agreements:"
    - a. You may not require your employees or contractors seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting them from lawfully reporting that waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.
    - b. You must notify your employees or contractors that the prohibitions and restrictions of any internal confidentiality agreements inconsistent with paragraph (1) of this agreement provision are no longer in effect.
    - c. The prohibition in paragraph (1) of this agreement provision does not contravene requirements applicable to any other form issued by a Federal department or agency governing the nondisclosure of classified information.
    - d. If NRCS determines that you are not in compliance with this agreement provision, NRCS:
      - i. Will prohibit your use of funds under this agreement, in accordance with sections 743 and 744 of Division E of the Consolidated Appropriations Act, 2016, (Pub. L. 114-113) or any successor provision of law;
      - ii. May pursue other remedies available for your material failure to comply with agreement terms and conditions.

## G. Acknowledgment of Section 1619 Compliance

The Partner agrees to comply with NRCS guidelines and requirements regarding the disclosure of information protected under Section 1619 of the Food, Conservation, and Energy Act of 2008 (PL 110-246), 7 U.S.C. 8791 as described below.

### 1. Responsibilities.

- a. Signature on this agreement indicates acknowledgment and understanding that the Partner is legally bound by Federal statute to comply with the provisions of Section 1619 and that the Partner will not subsequently disclose information protected by section 1619 to any individual or organization that is not directly covered by this agreement. Any such subsequent disclosure of the protected information (except as permitted under Section 1619) will be considered a violation of Section 1619. The Partner will be held responsible should disclosure of the protected information occur.
- b. Acceptance of this agreement legally binds every owner, manager, supervisor, employee, contractor, agent, and representative of the Partner to comply with the provisions in Section 1619. The Partner must consult with NRCS prior to providing protected information to an entity or individual outside of the Partner and as necessary to implement the program to ensure that such release is permissible.
- c. The Partner will use the protected information only to perform work that is directly connected to this agreement. Use of the protected information to perform work that is not directly connected to this agreement is expressly prohibited.
- d. The Partner must internally restrict access to the protected information to only those individuals who have a demonstrated need to know the protected information to perform work under this agreement.
- e. The provisions in Section 1619 are continuing obligations. Even when the Partner is no longer a Partner, or when individuals currently affiliated with the Partner become no longer so affiliated, every person having been provided access to the protected information will continue to be legally bound to comply with these provisions.
- f. The Partner must notify all managers, supervisors, employees, contractors, agents, and representatives about this provision and the requirements of Section 1619. Notifications about the existence of this provision must be made to those individuals who are new to the organization and periodic notifications must be sent throughout the organization (as well as to all contractors and agents) to remind all about the ongoing and continuing requirements.
- g. When the Partner is unsure whether particular information is covered or protected by Section 1619, the Partner must consult with NRCS to determine whether the information must be withheld.
- h. Use of the protected information for any purpose is expressly prohibited after the period of performance end date of this agreement. Upon the agreement end date, any protected information provided under this agreement must be immediately destroyed or returned to NRCS. The Partner must provide to NRCS written certification that the protected information (paper copy, electronic copy, or both) has been properly destroyed, removed from any electronic storage media, or both.
- i. Any State's "sunshine law," "open records act" or other version of the Freedom of Information Act is superseded by section 1619 under the Supremacy Clause of the U.S. Constitution. Accordingly, information protected from disclosure by section 1619 must not be released under such State laws.

### 2. Protected Information.

- a. Examples of the types of information prohibited by disclosure under Section 1619 include, but are not limited to, the following:
  - i. State identification and county number (where reported and where located).
  - ii. Producer or landowner name, business full address, phone number, Social Security Number, and similar personal identifying information.
  - iii. Farm, tract, field, and contract numbers.
  - iv. Production shares and share of acres for each Farm Serial Number (FSN) field.
  - v. Acreage information, including crop codes.
  - vi. All attributes for Common Land Units (CLUs) in USDA's Geospatial Information System
  - vii. Any photographic, map, or geospatial data that, when combined with other maps, can be used to identify a landowner.
  - viii. Location of conservation practices.
- b. Section 1619 allows disclosure of “payment information (including payment information and the names and addresses of Partners of payments) under any Department program *that is otherwise authorized by law*” (emphasis added). The names and payment information of producers generally may be provided to the public; however, the Partner shall consult with NRCS if there is any uncertainty as to the provision of such information.
- c. Section 1619 also allows disclosure of otherwise protected information if “the information has been transformed into a statistical or aggregate form without naming any—(i) individual owner, operator, or producer; or (ii) specific data gathering cite.” The Partner must consult with NRCS as to whether specific information falls within this exception prior to relying on this exception.
3. Violations. The Partner will be held responsible for violations of this provision and Section 1619. A violation of this provision by the Partner may result in action by NRCS, including termination of the underlying Federal agreement.
4. Effective Period. The requirements of this provision is effective on the date of the final signature and will continue until NRCS notifies the Partner that it is no longer required based on changes in applicable Federal law.

#### H. Records

1. Comply with state and federal legal requirements and limitations for access and use of relevant records. Confidential and personal information is for official use only and under no circumstances will it be used for personal gain. Adequate safeguards will be in place to protect confidential and personal information and appropriate training will be conducted to ensure all staff members and Board supervisors are advised of record policies and procedures and that NRCS records and District records are to be maintained in separate file cabinets at all times.
2. The Partner Records are subject to the MN Data Practices Act – Open Records Law.
3. Any Board member or Partner personnel with access to USDA facilities and computer systems shall be subject to the security background checks as required by USDA. Any cost associated with NRCS required background checks of Board members or Partner personnel will be paid by the NRCS.
4. In the event of a lapse in appropriations and government shutdown, the Partner will not be permitted access to any NRCS records.

#### I. Technical Standards

Partner personnel must use the NRCS Field Office Technical Guide (FOTG) and/or other science-based technical standards if assisting with NRCS programs or activities.

#### J. Training

1. The Parties will provide appropriate leadership in administrative and technical training as determined by program needs and required by USDA, NRCS and Partner policy.
2. Training also includes the orientation of all employees and officials in organizational philosophies, programs, authorities, roles and responsibilities of the parties.
3. As applicable and as resources allow, training sponsored by either Party can be made available to each Party's personnel without cost to the other party, including timely notice to the other of any impending training opportunities.

#### K. Civil Rights

All activities and programs conducted under this Agreement shall be in compliance with the nondiscrimination provisions contained in Titles VI and VII of the Civil Rights Act of 1964, as amended; Civil Rights Restoration Act of 1987 (Public Law 100-250); and other nondiscrimination statutes; namely, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendment of 1972, and the Age Discrimination Act of 1975. Also, they will be in accordance with regulations of the Secretary of Agriculture (7 CFR Part 15, subpart A), which provide that no person in the United State shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of an applicant or recipient receiving Federal financial assistance from the Department of Agriculture or any Agency thereof.

# Unfunded Cooperative Agreement Initial Estimate and Annual Usage Report

|                  |                       |              |              |
|------------------|-----------------------|--------------|--------------|
| Agreement Number | N2722UCA0001981       | Partner Name | Wabasha SWCD |
| Period of report | 1/01/2022 - 12/31/022 | Date         | 01/01/2022   |

| Service         | Quantity  | Provided by                         |                                     |
|-----------------|---|-------------------------------------|-------------------------------------|
|                 |   | NRCS                                | Partner                             |
| Space Provided  | Square Footage<br>None. SWCD and NRCS are commingled with each party paying their own space leases.   | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Vehicle Usage   | Mileage<br>None   | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Equipment usage | Details<br>Four (4) CCE Computer seats; Four (4) telephone lines<br>One (1) landline  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Personnel       | Hours provided and position title<br><br>Two (2) District Conservation Technicians assist with Planning and engineering Projects<br><br>District Technician 220 hours<br>District Admin Coordinator 100 hours | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |



### 2022 Wabasha SWCD Budget

|   |   |  |                     |                     |
|---|---|--|---------------------|---------------------|
| <b>District Fund Carryover from 2021</b>  |   | <b>District Reserve Fund (meets 6 month fund balance recommendation)</b> | \$300,000.00        | \$0.00              |
| <b>Charges For Services: Income</b>   |   |  |                     |                     |
|   | Tree Sales  |  | \$10,000.00         |                     |
|   | Wetland Application Fees  |  | \$1,000.00          |                     |
|   | Plat Book Sales   |  | \$300.00            |                     |
|   |   | <b>Total Charges for Services: Income</b>                                |                     | <b>\$11,300.00</b>  |
| <b>Intergovernmental Revenues anticipated and existing funds for applicable expenses:</b> |   |  |                     |                     |
|   | <b>County</b>   |  |                     |                     |
|   |   | <b>County Regular Allocation</b>   | <b>\$125,000.00</b> | <b>\$125,000.00</b> |
|   | <b>State - Pass through from County</b>   |  |                     |                     |
|   | <b>Natural Resource Block Grants</b>  | <b>Local Water Management - Natural Resource Block Grant</b>             | \$14,177.00         |                     |
|   | (1:1 locally funded match also no longer required for 2020)   | <b>Wetland Conservation Act - Natural Resource Block Grant</b>           | \$12,118.00         |                     |
|   |   | <b>Total pass through funds</b>  |                     | <b>\$26,295.00</b>  |
|   | <b>State</b>  |  |                     |                     |
|   |   | <b>FY2020 State Cost Share</b>   | \$2,653.04          |                     |
|   |   | <b>FY2021 State Cost Share</b>   | \$15,401.00         |                     |
|   |   | <b>FY2022 State Cost Share</b>   | \$15,401.00         |                     |
|   |   | <b>Conservation Delivery (gen budget)</b>                                | \$19,619.00         |                     |
|   | encumbered projects being completed   | <b>FY2018 Local Capacity</b>   | \$6,743.32          |                     |
|   | encumbered projects being completed   | <b>FY2019 Local Capacity</b>   | \$7,466.71          |                     |
|   | encumbered projects being completed   | <b>FY2020 Local Capacity Services (est.)</b>                             | \$4,016.02          |                     |
|   | encumbered projects being completed   | <b>FY2021 Local Capacity Services (est.)</b>                             | \$48,055.02         |                     |
|   |   | <b>FY2022 Local Capacity Services</b>                                    | \$119,699.00        |                     |
|   |   | <b>RIM inspection reimbursement</b>                                      | \$1,650.00          |                     |
|   |   | <b>CREP/RIM Work Order (est.)</b>  | \$2,000.00          |                     |
|   | Total grant amendment of \$425,148 for 2022 and 2023. Added to original grant of \$409,352. Regional admin. | <b>MAWQCP Grant Admin.</b>   | \$238,976.00        |                     |
|   |   | <b>2020 Buffer and Soil Loss Initiative (est.)</b>                       | \$11,029.01         |                     |
|   |   | <b>2021 Buffer and Soil Loss Initiative</b>                              | \$17,200.00         |                     |



|  |  |   |                       |                |
|--|--|---|-----------------------|----------------|
|  |  | <b>2022 Buffer and Soil Loss Initiative</b>   | \$17,200.00           |                |
|  |  |   |                       |                |
|  | Reimbursable and could include activity over 2022-23   | <b>2022-23 WAGZ watershed based</b>   | \$110,750.00          |                |
|  | fiscal agent for project over 3 years-reimbursable by DNR (1st phase started end 2018. Engineering services 2019.  | <b>N. Fork Zumbro-Mazeppa-Phase 2</b>   | \$276,821.89          |                |
|  | fiscal agent for project over 3 years-reimbursable by DNR (1st phase to start June 2020. Engineering services 2020.  | <b>Gorman Creek</b>   | \$350,000.00          |                |
|  |  | <b>Volunteer Nitrate Monitoring Network (VNMN) - SE MN WRB</b>  | \$1,000.00            |                |
|  |  | <b>2022 MPCA Chloride Monitoring</b>  | \$26,000.00           |                |
|  |  | <b>RCPP Lower Mississippi Feedlot</b>   | \$109,973.16          |                |
|  |  | <b>Program bridge funds</b>   | \$70,000.00           |                |
|  |  | <b>SE MN WRB CWF - Drinking Water Protection in SE MN - Fillmore</b>  | \$3,500.00            |                |
|  | Olmsted Admin  | <b>2021 Regional DW for Private Wells</b>   | \$11,600.00           |                |
|  |  | <b>Whitewater Drinking Water Protection</b>   | \$14,000.00           |                |
|  |  | <b>Total State Revenue</b>  |                       | \$1,500,754.17 |
|  |  |   |                       |                |
|  | <b>Other-Partners Federal Dollars</b>  |   |                       |                |
|  | over 3 years for 40% Henry's time  | <b>Wabasha County Conservation Planning for Water Quality and Habitat Improvement (WCCP for WQ&amp;HI) - Federal Dollars (NFWF)</b> | \$36,709.75           |                |
|  |  | <b>NACD TA Grant (TSA staff funding)</b>  | \$128,000.00          |                |
|  | covers multiple years-need 40% match from non-federal sources. MRBI request also approved and special EQIP funds are available for projects. (\$325,000+ annually) | <b>319 Focus Small Watershed-West Indian</b>  | \$324,454.00          |                |
|  | <b>reimbursable-potential remaining</b>  | <b>319-Reducing Bacteria in SE MN Feedlots (MPCA-Goodhue Admin.)</b>  | \$49,753.89           |                |
|  |  | <b>Total Other Revenue</b>  |                       | \$538,917.64   |
|  | <b>Miscellaneous Revenue:</b>  |   |                       |                |
|  |  | <b>Interest Earnings MM's</b>   | \$6,000.00            |                |
|  |  | <b>Total Misc. Revenue</b>  |                       | \$6,000.00     |
|  | <b>TOTALS-Revenue:</b>   |   |                       |                |
|  |  | <b>Total Revenue and Program funds for 2022</b>   | \$2,208,266.81        |                |
|  |  | <b>319 Focus Small Watershed (anticipated for future years spending)</b>  | <b>(\$224,454.00)</b> |                |
|  | Does not include fund balance  | <b>Total Budget</b>   | <b>\$1,983,812.81</b> |                |
|  |  |   |                       |                |
|  | <b>District Operations: Anticipated Expenses</b>   |   |                       |                |
|  | Capital Expenses   |   | \$20,000.00           |                |
|  | Other Services and Charges   |   |                       |                |

|                              |                                     |   |              |              |
|------------------------------|-------------------------------------|---|--------------|--------------|
|                              |                                     | Advertising, Promo, and Posting Expense                                   | \$800.00     |              |
|                              |                                     | Building Rent   | \$13,500.00  |              |
|                              |                                     | Conferences and Conventions   | \$5,000.00   |              |
|                              |                                     | Education and Information   | \$3,000.00   |              |
|                              |                                     | Employee Education and Training   | \$8,000.00   |              |
|                              | May be charged to specific programs | Employee Expenses   | \$1,000.00   |              |
|                              | May be charged to specific programs | Employee Mileage  | \$1,500.00   |              |
|                              |                                     | Equipment Maintenance   | \$1,000.00   |              |
|                              |                                     | Fees and Dues   | \$12,000.00  |              |
|                              |                                     | Insurance Expenses (MCIT)   | \$5,000.00   |              |
|                              |                                     | Internet Expenses   | \$1,200.00   |              |
|                              |                                     | Field and Office Supplies   | \$10,000.00  |              |
|                              |                                     | Postage   | \$1,000.00   |              |
|                              |                                     | Professional Expenses   | \$5,000.00   |              |
|                              |                                     | Contracted Services/Other Services  | \$5,000.00   |              |
|                              |                                     | Audit   | \$7,000.00   |              |
|                              |                                     | Subs & Pubs   | \$1,500.00   |              |
|                              |                                     | Supervisors Expenses  | \$2,000.00   |              |
|                              |                                     | Supervisors Mileage   | \$3,000.00   |              |
|                              |                                     | Technology/Equipment  | \$15,000.00  |              |
|                              |                                     | Unemployment Payments   | \$3,000.00   |              |
|                              |                                     | Vehicle Expense   | \$5,000.00   |              |
|                              |                                     | Additional Personnel Expenses (Intern, staff expense changes, etc.)       | \$58,771.98  |              |
|                              |                                     | Other Services and Charges  | \$1,000.00   |              |
|                              | Personnel Services                  | <b>TOTAL</b>  |              | \$189,271.98 |
|                              |                                     |   |              |              |
|                              |                                     | Employee Salary Permanent   | \$236,215.44 |              |
|                              |                                     | Employer Health & Dental Insurance  | \$85,158.72  |              |
|                              |                                     | Employer Life Insurance   | \$264.00     |              |
|                              | 6.20%                               | Employer Share FICA   | \$14,645.36  |              |
|                              | 1.45%                               | Employer Share Medicare   | \$3,425.12   |              |
|                              | 7.50%                               | Employer Share PERA   | \$17,716.16  |              |
|                              |                                     | Supervisors Compensation  | \$12,000.00  |              |
|                              |                                     |   |              |              |
|                              |                                     | <b>TOTAL</b>  |              | \$369,424.80 |
| <b>Program Expenditures:</b> |                                     |   |              |              |
|                              | <b>District</b>                     |   |              |              |
|                              |                                     |   |              |              |
|                              |                                     | <b>Tree Expense</b>   | \$7,700.00   |              |
|                              |                                     |   |              |              |
|                              | <b>State</b>                        |   |              |              |
|                              |                                     | <b>Local Water Management (Natural Resources Block Grant) expenses</b>    | \$800.00     |              |
|                              |                                     | <b>Wetland Conservation Act - (Natural Resource Block Grant) Expenses</b> | \$500.00     |              |

|  |  |   |                       |                |
|--|--|---|-----------------------|----------------|
|  |  | <b>MAWQCP Grant Admin. - Costs Paid to other districts as reimbursable.</b> | \$196,856.00          |                |
|  | encumbered projects being completed  | <b>FY2018 Local Capacity</b>  | \$6,743.32            |                |
|  | encumbered projects being completed  | <b>FY2019 Local Capacity</b>  | \$7,466.71            |                |
|  | encumbered projects being completed  | <b>FY2020 Local Capacity Services (est.)</b>                                | \$4,016.02            |                |
|  | encumbered projects being completed  | <b>FY2021 Local Capacity Services (est.)</b>                                | \$25,824.89           |                |
|  |  | <b>FY2022 Local Capacity Services</b>                                       | \$41,699.00           |                |
|  |  | <b>FY20 State Cost Share Payments</b>                                       | \$2,073.23            |                |
|  |  | <b>FY 22 State Cost Share Payments</b>                                      | \$12,320.80           |                |
|  |  | <b>2020 Buffer and Soil Loss Initiative (est.)</b>                          | \$11,029.01           |                |
|  |  | <b>2021 Buffer and Soil Loss Initiative</b>                                 | \$1,260.00            |                |
|  |  | <b>2022 Buffer and Soil Loss Initiative</b>                                 | \$3,000.00            |                |
|  |  | <b>2022-23 WAGZ watershed based</b>   | \$93,000.00           |                |
|  | fiscal agent for project over 3 years-reimbursable by DNR-Releasing Engineering RFP in 2019                              | <b>N. Fork Zumbro-Mazeppa-Phase 2</b>                                       | \$270,000.00          |                |
|  | fiscal agent for project over 3 years-reimbursable by DNR Engineering services 2020-21. Construction end of 2021 to 2022 | <b>Gorman Creek</b>   | \$330,000.00          |                |
|  |  | <b>Volunteer Nitrate Monitoring Network (VNMN) - SE MN WRB</b>              | \$1,000.00            |                |
|  |  | <b>2022 MPCA Chloride Monitoring</b>  | \$21,000.00           |                |
|  |  | <b>SE MN WRB CWF - Drinking Water Protection in SE MN</b>                   | \$3,500.00            |                |
|  |  | <b>RCPP Lower Mississippi Feedlot</b>                                       | \$109,973.16          |                |
|  | Olmsted Admin  | <b>2021 Regional DW for Private Wells</b>                                   | \$8,600.00            |                |
|  |  | <b>Whitewater Drinking Water Protection</b>                                 | \$6,000.00            |                |
|  | <b>Other Partners</b>  |   |                       |                |
|  |  | <b>319-Reducing Bacteria in SE MN Feedlots (SE MN WRB)-Cost Share</b>       | \$49,753.89           |                |
|  | covers multiple years-need 40% match from non-federal sources - expenditures estimate for 1st year                       | <b>319 Focus Small Watershed-West Indian</b>                                | \$80,000.00           |                |
|  |  | <b>NFWF Program (3 year grant)</b>  | <b>\$6,000.00</b>     |                |
|  |  | <b>NACD TA Grant (TSA staff funding)</b>                                    | \$125,000.00          |                |
|  |  | <b>Total Program Expenses</b>   |                       | \$1,425,116.03 |
|  |  |   |                       |                |
|  |  | <b>Total Expenditures 2022</b>  | <b>\$1,983,812.81</b> | \$1,983,812.81 |
|  |  | <b>Total Revenues 2022</b>  | <b>\$1,983,812.81</b> |                |