Due to the current CDC guidelines on social distancing, we are limiting the number in attendance to 5 people at the board meeting. We will also have limited call-in capabilities for up to 10 people. <u>Phone# 651-560-1088 Access code 0194340#</u>

Phone or physical attendance will be allowed on a first come first serve basis following Wabasha SWCD board members receiving priority for phone or physical attendance. Anyone who is in the at- risk category should consider not attending. If you would like to attend either by call-in or physically, you must notify Sue Cerwinske to hold your place in advance. <u>susan.cerwinske.wabashaswcd@gmail.com</u> or 651-565-4673

Wabasha Soil and Water Conservation District Regular Board Meeting March 26, 2020 8:15 am County Annex Conference Room 625 Jefferson Ave.

I. <u>CALL MEETING TO ORDER</u> –

II. PLEDGE OF ALLEGIANCE

III. <u>AGENDA</u>

IV. PUBLIC COMMENTS

Comments limited to 5 minutes per speaker

V. <u>CONSENT AGENDA – Board Action</u>

- A. Arendt Holstein Resort LLC AgBMP Loan request in the amount of \$48,000.00
- B. Root River SWCD 2020 MAWQCP Sub-Agreement
- **C.** Contract for approval fee for services with Conservation Corps of Minnesota & lowa for treatment of poison hemlock along West Indian Creek

VI. <u>SECRETARY'S REPORT</u>

A. February 27, 2020 Meeting Minutes-Board Action

VII. TREASURER'S REPORT:

- A. January Program Record-Board Action
- B. February Program Record Board Action
- C. February District Financial Statements-Board Action

VIII. PAYMENT OF MONTHLY BILLS

- A. Monthly Bills in the amount of \$14,643.82 -Board Action
- **B.** 2nd Quarter HSA Contribution Checks in the amount of \$2,625.00 **Board Action**

IX. DISTRICT REPORTS

- A. Chair Report Terry Helbig
- B. County Commissioner Rich Hall
- C. District Manager Report Terri Peters
- D. NRCS Report Phillis Brey
- E. Ecological Technician Report Jen Wahls
- F. District Technician Report- Mitch Rigelman

G. Bookkeeper/Administrative Asst – Sue Cerwinske

X. OLD BUSINESS

- i. Annual Leave Carry Over Policy Tabled at February 27, 2020 meeting
- ii. Trading in GMC Truck Tabled at February 27[,] 2020 meeting Minnesota Dept of Administration - Cooperative Purchasing Agreement – Board Action Needs Signature

XI. <u>NEW BUSINESS</u>

- A. Selection of auditor for 2019 audit **Board Action**
 - i. Smith Schafer & Associates LTD (Bid of \$4,850.00)
- B. Partners/LWG Planning meeting **Board Discussion on participation and roles**
- C. Resolution 03262020-1 Tape Recorded Meetings Board Action
- D. Wabasha SWCD sub-agreement (SWAG) with Whitewater Joints Powers Board Board Action Signature Required
- E. Contract for approval for 30 acres cover crop for Scott Sexton 19-DWP-CC-3 (SE MN Drinking Water Protection Grant \$2,700.00 FY2019 efotg practice 340) – Board Action
- F. Contract for approval for 30 acres cover crop for Mike Rahman 19-DWP-CC-2 (SE MN Drinking Water Protection Grant \$2,700.00 efotg practice 340) – Board Action
- **G.** Contract for approval for 412 Grassed Waterway NRCS practice standard for Larry Reuter 18-Capacity-5 Total \$3,375.00 **Board Action**
- H. Wabasha County Fair Exhibit Space Lease for 2020, July 15-July 18, 2020 Board Action Signature Required
- I. State of Emergency Policy Memo **Board Action**

XII. Upcoming Events:

A. Tree Delivery

XIII. Board Report

A. WW – B. 1W1P-

XIV. <u>Adjourn – Board Action</u>

- XV. Open Closed Session- Board Action
- XVI. <u>Closed Session</u> Terri and Board Personnel Discussion

Adjourn Closed Session

- XVII. <u>Reopen Regular Meeting</u>
- XVIII. Adjourn- Board Action

MINNESOTA DEPARTMEN or AGRICULTURE www.mda.state.mn.us/AgBMPLoans	Minnesota Depar 625 Robert St. N.			20
Agricultural Best Management Practices	Loan Program 651-201-6618	Fax: 651-201	-6109 AgBMP.I	.oans@state.mn.us
AgBMP Loan Application		abasha Soil a	nd Water Conserv	ation District
Borrower Information: Arendt Holste	in Kesort LUC	Company:	vent Aspan 1	loss LLC
"911" Street Address: 66272	430th Ave			
city: Mategpa	State: MN Zip: 55956	Telephone: (50	71842 5321	/
Project Information: On a Farm: Non-Farr	n: 🔲		t within 10 acres for Twp/ Each square is 10 acres.	R/Sec on Section Map below Check only one.
Brief description of what will be purchased or constructed:		[
PENTA GPrender Way	on for	Twp #:		
having Manure / FEED	\$ 48,000,02	Range: 1	4W	
		Sec:O	8	
			-	
a da llara R	hr			
Borrower Signature and the the for	All minaus	Date:	1-27-200	30
PROJECT BUDGET INFORMATION	Animal Units:	I	ARM OPERATION	Contraction of the second s
Calegory Ag BMP Loan	(Facilities with NPDES permits or > 1000 au are	ineliable)	Beginning: 875	Ending: 875
Ag Waste Management \$ 4 E, 00 G	Primary Animals or Crop Raised	The local division of	Pairy	
Structural Erosion Control	Conservation Tillage Acres AFT			acres
Conservation Tillage Equipment	Total Acres Farmed:		900	acres
Sewage Systems	Total Project Cost from all Sour	ces:	\$ 48,000.	
All Other Practices	Will this be reported in eLink:		Yes D No D	Unknown 🗆
Project Approved by:	ster	Date:	21271	2020
Completion Certification: This project is complete, opera	ble, and in compliance with accepted standards			
Project completion certified by:		Date:		
LENDER INFORMATION &		Local Revolving	and the second se	DTAL PROJECT COST
Project approval expires on:	\$		\$	
	T	his money will NOT L	ie sent to you.	
Other restrictions:			Optic	
Number of payments per year:	Loan Amortization:			bon: None
			Dui	
Bank Name and Address;				
Lender Request # 1- Signature:	Amount Requested:	\$	Date	:/
Optional		This money WILL be	sent to you.	Date:
Attach copies of the invoices or affidavits provided by the ind FAX, SCAN or MAIL TO: Ag BMP LOAN PF 625 Robert St N, St Paul, MN 55155-2538	lividual borrowers, which support the request for ROGRAM, Minnesota Department o	disbursements of Agriculture,		
In a grand an gravitly the A graniteners with Disabilities A st				

.

In accordance with the Americans with Disabilities Act, an alternative form of communication is available upon request. TDD: 1-800-627-3529. MDA is an Equal Opportunity Employer and Provider. Revision 03/25/2011

Borrower Information:

<u>Name</u>: Enter the borrower's name (required). You may enter multiple names, however, only the first name will be recorded with the MDA as the loan recipient. Since this information is primarily for ease of identifying any specific loan and not the formal recipient as listed on legal loan documents, the name should be a person, even if the loan is issued to a partnership or corporation. If no better choice is available, enter the name of the person signing the application form.

Company: Enter the company name if applicable. This is an optional field.

<u>911 Address</u>: The address of the borrower is used as a secondary means to locate the project and differentiate individuals with similar names. This address should be the established 911 address of the loan recipient or the project. If an individual has multiple addresses, list the address closest to the project. Post office boxes and addresses at distant locations may be listed if no other information is available.

City, State, Zip Code, Telephone: Enter the city and zip code for the borrower's listed 911 address. Include telephone number if available.

Project Information:

Mark the <u>"On a Farm</u>" box if the project is related to a farm operation. Mark the <u>"Non-Farm</u>" if it is not associated with a farm operation. A farm is any operation reporting farm income on their tax form. The borrower does not need to prove farm income. For example, a septic system on a farm should be marked "On a Farm", even if it is not an agricultural practice.

<u>Brief Description</u>: Enter a brief description of the project, less than 4 lines. Describe the project in relation to water quality, for example, "conservation tillage equipment to reduce erosion", "feedlot roof structure to control runoff", "replacement septic system to protect water quality". Include a brand or model number of the most important expense when appropriate, for example "John Deere 2100 planter".

Township - Range - Section: List the township, range, and section number (required), not the name of the township. For example, Township 101, Range 16, Section 19, not "Adams Township". List only one T/R/S coordinate per project.

Ten Acre Location: Mark on the Section map with an "X" the location of the project (required). All locations are recorded as POINT locations in ArcMap, therefore, marking multiple locations cannot be entered. In order of preference, please mark: the actual project location, the farm or home site of the owner of the project, the center of an area representing the project.

Borrower Signature: The borrower may sign the document; however, their signature is optional on this form.

Project Budget Information:

Enter the <u>Maximum Approved</u> amount (required) for the loan in the appropriate category. This value may over estimate the actual cost of the project. If the actual cost of the project exceeds the maximum approved amount, the borrower or lender must ask for an increase in the approved amount. Such changes can be indicated by entering and initialing the change by the LGU. The AgBMP program does not required bids or quotes for project approval; however the LGU may.

Farm Operation Information:

Enter the number of <u>Animal Units</u> (required for Ag waste projects) in the appropriate box. The number must be less than 1000. Enter the <u>Primary type of Production</u>, the type of crop (corn, wheat, etc.) or the type of livestock (dairy, hogs, custom applicator). Enter the estimated amount of <u>Conservation Tillage Acreage</u> after the practice is complete and the total of all <u>Farm Acres</u>. A person from the LGU must sign the <u>Project Approval</u> line (required).

Completion Certification:

Once the project is complete, the LGU should sign on this line; however it is NOT required for processing. The project does not need to be complete before funds are disbursed. Funds can be disbursed based on a quote or estimate if the LGU certifies the project is complete by signing on this line.

Lender Information & Loan Terms:

The LGU should indicate the Expiration Date of the project's approval. On the "Other Restrictions" line, LGU can list any other limitations or requirements.

The lender must show the amount of local revolving funds used in the "Local Revolving Funds" box (required if revolving funds are used).

The lender should show the total project cost in the "Total Project Cost" box. This includes all expenses to complete the project, not just the amount of the loan. The total project cost can be an estimate.

The lender must report the Number of Payments per Year (required) and the total number of payments in the Loan Amortization (required). If he loan has a Balloon payment, give the Date of the balloon payment, otherwise mark None.

The lender must identify the bank's name receiving the funds (required).

An appropriate lender representative must sign the form (required) for a NEW disbursement of funds and show the Amount Requested. A evolving loan does not need to be sign by the lender.

An optional 2nd Request Line is available for multiple requests. If more than 2 request for a project are made, duplicate the application form and submit a brief cover letter requesting the additional amount.

Nhenever a request is made for disbursement of NEW funds, a bill, invoice, or receipt must be included with the request (required).

Submitting Form:

This application form may be mailed, faxed, or scanned and emailed into the AgBMP Loan Program at the address shown. Include the application form and sufficient bills or invoices to show that the costs have been incurred.

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

General Information

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

Contract Information

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

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

Effective date period

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

> 611 Broadway Ave., Suite 10 Wabasha, MN 55981 Or Email: <u>terri.peters@mn.nacdnet.net</u> and/or <u>susan.cerwinske.wabashaswcd@gmail.com</u>

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

Reporting

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

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

Applicant Signatures		
Board or Authorized Representative Signature	Bostd meeting date $2 - 13 - 20$	Total Amount Requested
Southeast Area Certification Specialist	2	
Name Mr A Rest		Date 2-14-20
Vabasha SWCD Authorization		
Board or Authorized Representative Signature	Board Meeting Date	Total Amount Authorized \$ 2,500.00
Sig autr. approved 1-23-202 Board Mtg	Care & a stade	~U

FEE-FOR-SERVICE WORK ORDER BETWEEN Wabasha SWCD AND CONSERVATION CORPS MINNESOTA & IOWA Project Number: 501-12932

This work order, and amendments and supplements thereto, subject to the Laws of Minnesota is by and between CONSERVATION CORPS MINNESOTA & IOWA, 60 Plato Blvd E #210, St. Paul, MN 55107 (hereafter referred to as "THE CORPS") and Wabasha SWCD (hereafter referred to as "PURCHASER").

Description and scope of work for the project: Follow up herbicide treatment of poison hemlock - attempt to eradicate

THE CORPS represents that it is duly qualified and agrees to provide the services described in this contract.

TERM OF CONTRACT

- 1.1 Effective date: 03/23/2020, or the date THE CORPS obtains all required signatures, whichever is later.
- 1.2 **Expiration date:** 10/31/2020, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

DUTIES OF THE CORPS

- 2.1 Complete services as specified in Project Request, which is attached hereto, and shall be a part of this contract.
- 2.2 Enroll and supervise AmeriCorps members in accordance with program guidelines.
- 2.3 Provide basic orientation and training as appropriate for corpsmembers.
- 2.4 Provide consultation and on-site project review to ensure that service is progressing in accordance with this work order and program guidelines.
- 2.5 Provide personnel and payroll administration for corpsmembers.
- 2.6 Provide all necessary transportation of corpsmembers to and from service sites.
- 2.7 Provide basic tools, safety gear, personal supplies and equipment needed by corpsmembers to meet all PURCHASER and federal safety requirements.
- 2.8 Provide professional liability and worker's compensation insurance for all corpsmembers.
- 2.9 Track services completed and make this information available to PURCHASER upon request.

DUTIES OF PURCHASER

- 3.1 Provide on-site project specific direction and assistance to the corpsmember(s).
- 3.2 Provide at least one media promotion to the public stating that the services(s) are being performed by THE CORPS. Any publicity regarding the subject matter of this work order must not be released without prior approval from the Corps' Authorized Representative.
- 3.3 Ensure safe working conditions in and around project areas that meet all PURCHASER and federal standards.
- 3.4 Secure all local, county, and federal permits required by law prior to the commencement of work.
- 3.5 Provide corpsmember(s) with training and educational opportunities relevant to the services being performed. This includes an on-site project overview at the outset of the project which outlines project background, goals and overall outcomes expected as a result of the corpsmembers' efforts.
- 3.6 Provide specialized tools, safety gear, personal supplies and equipment that are not available through THE CORPS that are needed by corpsmembers to meet all PURCHASER and federal safety requirements.
- 3.7 Assist in the acquisition of camping/lodging accommodations if necessary.
- 3.8 Provide all project materials, supplies and chemicals.

PAYMENT

- 4.1 PURCHASER will pay THE CORPS for services performed by THE CORPS.
- 4.2 PURCHASER's obligation to THE CORPS under this contract is up to a maximum of \$5,000.00, based on the following fee schedule: \$24.50 per crew member per hour.
- 4.3 THE CORPS may invoice monthly. THE CORPS shall send final invoice to PURCHASER upon service completion.
- 4.4 PURCHASER shall make payment within 30 days of receipt of invoices.

CANCELLATION

- 5.1 This contract may be cancelled by the PURCHASER or THE CORPS at any time, with or without cause, upon 30 days written notice to the other party. In the event of such cancellation, THE CORPS shall be entitled to payment for services performed.
- 5.2 THE CORPS reserves the right to withdraw corpsmembers from PURCHASER for emergency response work including, but not limited to, natural disasters and wild fire response. Reasonable efforts will be made to accommodate the needs of the PURCHASER. PURCHASER has no funding commitment to THE CORPS for services completed while corpsmembers have been withdrawn from PURCHASER for emergency response. PURCHASER shall remain liable for payment for services that THE CORPS provides to PURCHASER.

AUTHORIZED REPRESENTATIVES

- 6.1 THE CORPS's Authorized Representative is Doug Ekstrom, South District Manager, 1160 South Victory Drive, Suite 5, Mankato, MN 56001, or his successor.
- 6.2 The PURCHASER's Authorized Representative is Jennifer Wahls, Ecological Technician, , , , or her successor.

AMENDMENTS, WAIVER, AND CONTRACT COMPLETE

- 7.1 Any amendments to this contract shall be in writing and shall be executed by the same parties who executed the original contract or their successors in office.
- 7.2 If THE CORPS fails to enforce any provision of this contract, that failure does not waive the provision or its right to enforce it.

INDEMNITY & INSURANCE REQUIREMENTS

- 8.1 To the fullest extent permitted by law, PURCHASER will defend, indemnify and hold harmless THE CORPS from any and all claims for bodily injury and property damage including the loss of use of property resulting therefrom, which arise or are in any way connected with the work performed, materials furnished or services provided by THE PURCHASER; THE PURCHASER's subcontractors or anyone employed directly or indirectly by any of them under this agreement as each party shall be responsible for its own acts and omissions and the results thereof to the extent authorized by law and shall not be responsible for the acts and omissions of the other party and the results thereof.
- 8.2 To the fullest extent permitted by law, THE CORPS will defend, indemnify and hold harmless PURCHASER from any and all claims for bodily injury and property damage including the loss of use of property resulting therefrom, which arise or are in any way connected with the work performed, materials furnished or services provided by THE CORP; THE CORPS's subcontractors or anyone employed directly or indirectly by any of them under this agreement as each party shall be responsible for its own acts and omissions and the results thereof to the extent authorized by law and shall not be responsible for the acts and omissions of the other party and the results thereof.
- 8.3 THE CORPS's is not obligated to indemnify and defend PURCHASER or owner for claims due to the sole negligence or willful misconduct of PURCHASER. Any obligations assumed pursuant to this agreement will not be construed to negate, abridge or reduce other rights or obligations of indemnity, which otherwise exist as to a party or person described in this agreement.
- 8.4 THE PURCHASER's is not obligated to indemnify and defend THE CORPS or owner for claims due to the sole negligence or willful misconduct of THE CORPS. Any obligations assumed pursuant to this agreement will not be construed to negate, abridge or reduce other rights or obligations of indemnity, which otherwise exist as to a party or person described in this agreement.
- 8.5 Applicable only if Corps staff or corps members will be operating motor vehicles owned, leased or rented by PURCHASER: The PURCHASER must provide to THE CORPS certificates of insurance showing CONSERVATION CORPS MINNESOTA & IOWA as an Additional Insured for Automobile Liability and include a Waiver of Subrogation in favor of THE CORPS.

•

GOVERNING LAW, JURISDICTION, AND VENUE

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

DUPLICATION, DISPLACEMENT, SUPPLANTATION

- 10.1 Conservation Corps crews are subject to the provisions of 42 V.S.C. §§ 12501 12682 and 45 C.F.R. parts 2500 2550. These laws require, in part, that AmeriCorps assistance not result in:
 - 10.1.1 Duplication of an activity otherwise available in the locality of the program or would otherwise be performed by an employee as part of the employee's assigned duties.
 - 10.1.2 Displacement of currently employed workers or workers on seasonal layoff or layoff from a substantially equivalent position, including partial displacement such as reduction in hours of non-overtime work, wages, or other employment benefits.
 - 10.1.3 Termination or layoff of employees.
 - 10.1.4 Infringement on the promotional opportunity of an employee or infringement on services performed by an employee as part of the employee's assigned duties.
 - 10.1.5 Supplanting the hiring of employed workers.
 - 10.1.6 Infringement on the assignments of any presently employed worker; an employee who recently resigned or was discharged; an employee who is on leave, on strike, being locked out, subject to a reduction in force, or has recall rights subject to a collective bargaining agreement or applicable personnel procedure.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

PURCHASER:

PURCHASER certifies that the appropriate person(s) have executed this contract on behalf of PURCHASER as required by applicable articles, by-laws, resolutions, or ordinances.

By: Justily
Title: Jushs
Ecological Technician
Date: 3-23-20

CONSERVATION CORPS:

THE CORPS certifies that the appropriate person(s) have executed this contract on behalf of THE CORPS as required by applicable articles, by-laws, resolutions, or ordinances.

By: Title:

South District Manager Date: March 19th, 2020

PROJECT REQUEST / SCOPE OF WORK

The CORPS and the PURCHASER have entered into an agreement to complete the project per the scope of work as derived from the originally submitted project request from:

Project Host Information

- 1. Project Contact Name: Jennifer Wahls
- 2. Project Contact Title: Ecological Technician
- 3. Agency: Wabasha SWCD
- 4. Phone Number: 6515602051
- 5. Email Address: jennifer.wahls@mn.nacdnet.net

Project Information

- 1. Project Name: Poison Hemlock Treatment West Indian Creek
- 2. Project Location: See map location. CCM crews had helped survey the extent of PH along the West Indian Creek Corridor in Wabasha County Highland Twp Secs 33, 28, 22, 21, 18, 17, 8, 7, 6; Glasgow Twp Sec 31
- 3. If applicable, project address: , Theilman, MN 55945
- 4. Project Purpose: Follow up herbicide treatment of poison hemlock attempt to eradicate
- 5. Project Explanation: Kill poison hemlock

Training Information

- 1. Project host able to provide training? No
- 2. Trainer(s):,
- 3. Hours available for training:
- 4. Project host to provide site orientation, project overview and history, or other training for crew? Yes

Scheduling Information

- 1. Crew Type Requested: Young Adult Crew
- 2. Estimated Length of Project: 5-8 Days
- 3. Preferred Project Timeline: April-Sept (growing season)
- 4. Can the project be completed intermittently? Yes

Project Equipment & Safety Information

- 1. Cell phones work in project area? No
 - a. If no, alternative communication options: The system that CCM implements in situations like this and can be further discussed with SWCD if we need to get 2 way radios.
- 2. List all types of hand tools required for project: backpack sprayers
- 3. List all types of power tools required for project: none
- 4. Safety concerns or potential "watch-out" situations related to project. List any specialty safety equipment requirements: Streambank uneven terrain for walking, flood debris (down trees). Potential for old wire from fencing. Animals (horses, cattle) in pastures and possibly loose dogs. No specialty equipment need, regular PPE
- 5. Agency able to provide specialized tools? No
- 6. Alternate work plan in the event of adverse weather, if applicable: Don't do it

Wabasha Soil and Water Conservation District Regular Board Meeting February 27, 2020 8:15 a.m. County Annex Conference Room 625 Jefferson Ave.

I. <u>CALL MEETING TO ORDER</u> – Meeting called to order at 8:15 am by Terry Helbig Supervisors Present: Terry Helbig, Chair, Lynn Zabel, Vice Chair, Chuck Fick, Treasurer, Nate Arendt, Member Staff Present: Terri Peters, Sue Cerwinske Others Present: Rich Hall, County Commissioner, Adam Beilke, BWSR, Sheila Harmes, Sharleen and Frank Klennert

II. PLEDGE OF ALLEGIANCE

III. AGENDA

Moved by Arendt, seconded by Fick to approve the Agenda Affirmative: Zabel, Fick, Arendt Opposed: None Motion Carried

IV. PUBLIC COMMENTS

Comments limited to 5 minutes per speaker

V. <u>CONSENT AGENDA</u>

- A. Freeborn SWCD 2020 MAWQCP Sub-Agreement-
- B. Olmsted SWCD 2020 MAWQCP Sub-Agreement
- C. Mower SWCD 2020 MAWQCP Sub-Agreement-
- D. Winona County SWCD 2020 MAWQCP Sub-Agreement
- E. SE SWCD Technical Support JPB 2020 MAWQCP Sub-Agreement
- F. Rice SWCD 2020 MAWQCP Sub-Agreement
- G. Dodge SWCD 2020 MAWQCP Sub-Agreement
- H. Goodhue SWCD 2020 MAWQCP Sub-Agreement

Moved by Fick, seconded by Zabel to approve the Consent Agenda Affirmative: Zabel, Fick, Arendt Opposed: None Motion Carried

VI. <u>SECRETARY'S REPORT</u>

A. January 23, 2020 Meeting Minutes-Board Action

Moved by Fick, seconded by Arendt to approve the Secretary's Report Affirmative: Zabel, Fick, Arendt Opposed: None Motion Carried

VII. TREASURER'S REPORT:

A. December 2019 – Closeout Program Record-Board Action January Program report not done yet, will have done in a few days

Motioned by Fick, seconded by Zabel to approve the December 2019 -Closeout Program Affirmative: Zabel, Fick, Arendt Opposed: None Motion Carried

B. January District Financial Statements-Board Action

Moved by Arendt, seconded by Fick to approve the January District Financial Statements. Affirmative: Zabel, Fick, Arendt Opposed: None Motion Carried

VIII. PAYMENT OF MONTHLY BILLS

A. Monthly Bills in the amount of \$18,560.94 -Board Action

Moved by Fick, seconded by Zabel to approve the Payment of the Monthly Bills in the amount of \$18,560.94 Affirmative: Zabel, Fick, Arendt Opposed: None Motion Carried

IX. DISTRICT REPORTS

- A. Chair Report Terry Helbig No monthly breakfast with Rolland and Tom. Forestry Day was a tremendous success.
- B. County Commissioner Rich Hall Good job on Forestry Day. Great turn out and interesting speakers Attended Whitewater JP meeting. Presenter Sara Holger talked about history of Whitewater State Park. 450,000 visitors 2019.
- C. District Manager Report Terri Peters
 Program Funding Available for Cost Share Handout
 Finished end of year reporting by 2-03-2020.
 Conference call for North Fork-Zumbro-Mazeppa project. Couple of questions and Engineering is about completed. Next couple of months out for bid.
 Easement acquisition by DNR for stream bank areas that need some work, fishing easements. Quite a bit of wood. Contractor will need to be sourcing.
 1W1P Zumbro work group draft of measurable goals and technical advisory group.

BALMM Meeting

MAWQCP Promo Funds – Answered questions, got sub-agreements out. JP Meeting – Running out of funding. Raise dues to cover shortage. District used to pay \$5,000 to SE Water Resources, we don't pay that anymore. Could allocate to JP Board. Ag Certainty, we could use some funding from Engineering fund. Built into billing rates so we can recoup.

D. NRCS Report – Phillis Brey - *absent* Submitted Typed District Conservation Report

- E. Ecological Technician Report Jen Wahls
- F. District Technician Report- Mitch Rigelman
- G. Bookkeeper/Administrative Assistant -Sue Cerwinske

X. OLD BUSINESS

- Meeting Dates/Time 8:15 am for 2020 List of Dates in Board Packet These dates and time change for 2020 were approved last meeting. November meeting check with Terry Helbig for December meeting date, as he will be gone the third Thursday 12/17/20.
- ii. Annual Leave Carry Over Policy Tabled at January 23, 2020 meeting Moved by Fick, seconded by Zabel to Table the Annual Leave Carry Over Policy until next meeting. Affirmative: Zabel, Fick, Arendt Opposed: None Motion Carried
- Trading in GMC Truck Tabled at January 23, 2020 meeting Check into State Vehicles Listing and Programs/Funds to use to purchase Moved by Fick, seconded by Zabel to Table Trading in the GMC Truck Affirmative: Zabel, Fick, Arendt Opposed: None Motion Carried

xI. NEW BUSINESS

A. MN BWSR FY 2020 and 2021 Cooperative Weed Management Area Program Grant Agreement - Board Action

Moved by Arendt, seconded by Zabel to approve the MN BWSR FY 2020 and 2021 Cooperative Weed Management Area Program Grant Agreement in the amount of \$15,000.00 Affirmative: Zabel, Fick, Arendt Opposed: None

Motion Carried

 B. William & Rosie Schmitt request for Wabasha SWCD to be co-payee on their RIM practice reimbursement checks. (WRP easement restoration) – Board Action

Moved by Zabel, seconded by Arendt to approve William & Rosie Schmitt request for Wabasha SWCD to be co-payee on their RIM practice reimbursement checks. <u>Discussion</u>: Older project (started 2009) need to get completed. Hired contractor to get work done. Bennett who did the original dike. Money goes into our account, 25% to BWSR, we pay contractors. NRCS checks also go to contractors. Joint project with NRCS to get the project done. Meeting with Taber, the Schmitt's, SWCD and NRCS staff. We manage the money, payments. Noted not best practice, concerned about setting a precedent. We ae being their financial manager. May need to look into making a policy. Adam said that easements happen occasionally. Affirmative: Zabel, Fick, Arendt Opposed: None Motion Carried C. Contract approval for Peter Klapperich on 30 acres of cover crops 19-DWP-CC-1 (\$2,700.00 total for 340 Cover Crop Practice for 3 years. Installed by 11/01/2020, 11/01/2021, 11/01/2022 – Board Action

Moved by Fick, seconded by Zabel to approve Peter Klapperich Contract 19-DWP-CC-1 on 30 acres of cover crops (2,700.00 total for 340 Cover Crop Practice for 3 years, Installed by 11/01/2020, 11/01/2021, 11/01/2022 Funding from Drinking Water Protection Plan. (Total 10,377.00 for Wabasha) Affirmative: Zabel, Fick, Arendt Opposed: None Motion Carried

D. Contract approval for Jack Stamschror on 30 acres of cover crops 20-Capacity-2 (2,700.00 total for 340 Cover Crop Practice for 3 years. Installed by 10-01-2020, 10/01/2021, 10/01/2022) – Board Action

Moved by Fick, seconded by Arendt to approve Jack Stamschror Contract 20-Capacity-2 on 30 acres of cover crops (\$2,700.00 total for 340 Cover Crops Practice for 3 years, Installed by 10/01/2020, 10/01/2021, 10/01/2022 Affirmative: Zabel, Fick, Arendt Opposed: None Motion Carried

E. Contract approval for Swanson Family Farm on 412 Grassed
 Waterway Contract 20-CS-1 in the amount of \$10,600.00 – Board
 Action

Moved by Arendt, seconded by Zabel to approve the Swanson Family Farm Contract 20-CS-1 for 412 Grassed Waterway in the amount of \$10,600.00 Funding from 2019 State Cost Share and 2020 State Cost Share Affirmative: Zabel, Fick, Arendt Opposed: None Motion Carried

 F. Resolution # 02272020-1 to support a Mississippi River – Winona/La Crescent One Watershed, One Plan (1W1P) planning project – Board Discussion/Approval/Action

<u>Discussion:</u> Sheila commented that this is the last watershed in SE MN not in 1W1P planning process. Grant application needs to be submitted by late June,2020. If selected, 2021 planning and completed in 2023. This plan than would complete all of Wabasha County being in a watershed plan. Whitewater portion of the Mississippi River-Winona/La Crescent is 42% of the acreage. Concerns will be that this will eliminate the small boards and just be one 1W1P board. Whitewater JP Board was selected as purse for it, being it hasn't been enacted yet. Group will work together to complete. Meeting of entities who will be involved in 1W1P process before application should be submitted. 2 letters of support asking for Winona County to support it. Needs to go to Wabasha County Board. Our mission is for water quality. Need to be at meetings to get things done. Need to have all four SWCD's, two counties and watershed district to be on board. If it does go ahead, partners will need to sign a memorandum of agreement that we will proceed with this. Moved by Zabel, seconded by Arendt to approve Resolution # 02272020-1 to support a Mississippi River – Winona/La Crescent One Watershed One Plan (1W1P) planning project 1W1P application Affirmative: Zabel, Fick, Arendt Opposed: None Motion Carried

G. Letter to BWSR: Wabasha County Water Plan – 2020 plan amendment waiver request – **Board Discussion/Action**

Five-year mark for approved local management plan. Involved in Zumbro watershed 1W1P and discussing potential for Mississippi River-Winona/La Crescent plan. All of our county than would be included 1W1P. Will eliminate need for doing amendment on current water plan.

Moved by Fick, seconded by Arendt to approve the Letter to BWSR: Wabasha County Water Plan – 2020 plan amendment waiver request. Affirmative: Zabel, Fick, Arendt Opposed: None Motion Carried

H. Easement Delivery Work Order 79-19-W099 - Board Action

Moved by Fick, seconded by Arendt to approve the Easement Delivery Work Order 79-19-W099 for \$1,450.00 from BWSR. (Work we do to inspect. Usually do 10 a year.) Affirmative: Zabel, Fick, Arendt Opposed: None Motion Carried

I. 2020 District Budget – Board Action

Moved by Zabel, seconded by Fick to approve the 2020 District Budget Affirmative: Zabel, Fick, Arendt Opposed: None Motion Carried

J. 2020 Building Lease – Mitel Schule Inc – Board Action

Moved by Arendt, seconded by Fick to approve the 2020 Building Lease for \$920.43 a month or \$11,045.19 – Mitel Schule Inc. (locked in for 5 years with 60 day clause that we could get out) Affirmative: Zabel, Fick, Arendt Opposed: None Motion Carried

 K. \$5,000.00 Scholarship for College Junior Level and Above Studying Fields in Sustainable Agriculture & Forestry – Application Period January 15 – March 30, 2020

-Board Information (May know someone that should apply)

XII. UPCOMING EVENTS:

- Economics of Soil Health & Cover Crops, Friday, February 28, 2020 and Stewartville Civic Center 8:30 am to 3:00 pm. Registration Fee \$15.00 includes lunch. RSVP by Wed. 2/26 by emailing or by calling 507-328-7070
- ii. Cover Crops 101 Monday, March 9, 2020. 6:00 pm to 8:00 pm Free Pizza at Brewskie's in Utica 110 E. Main St. Utica, MN 55979
- iii. MASWCD Legislative Briefing and Day at the Capitol, March 24-25 Head Count – Need to book four Hotel rooms - Jen, Terri, Lynn, Larry

XIII. Board Reports

- A. WW Talked about earlier in this meeting
- B. 1W1P- No Meeting this month Work group will meet March. Bills to pay and measurable goals.
- XIV. Adjourn and Go in to Closed Session Board Action

Moved by Fick, seconded by Arendt to adjourn and go into closed session at 9:45 am Affirmative: Zabel, Fick, Arendt Opposed: None Motion Carried

XV. <u>Closed Session – Terri and Board</u> Discuss Office Structure/Personnel Meeting

> Moved by Arendt, seconded by Fick to go into Closed Session at 9:40 am Affirmative: Zabel, Fick, Arendt Opposed: None Motion Carried

Moved by Arendt, seconded by Fick to adjourn Closed Session at 10:01 am Affirmative: Zabel, Fick, Arendt Opposed: None Motion Carried

- XVI. <u>Reopen Regular Meeting</u> Moved by Arendt, seconded by Fick to open Regular Meeting at 10:01 am Affirmative: Zabel, Fick, Arendt Opposed: None Motion Carried
- XVII. <u>Adjourn</u>- Board Action Moved by Fick, seconded by Arendt to Adjourn. Regular Meeting adjourned at 10:02 am Affirmative: Zabel, Fick, Arendt Opposed: None Motion Carried

Respectively Submitted

Red=	Mileage			Cash			District Funds	
Blue Oran Coun Gree	=Billable time nge=Adjustme nty Funds en=Adjustmen	e Charges ent of program to reduce at of Negative Programs with no qual zero and reduce	Balance of all cas Receipts	h on hand checking, savings, Disbursements	and investments. Balance	Funds come primarily Receipts	from fees for services, an Disbursements	nd tree sales. Balance
	0		neccipts	Disburschiefts	Bulance	Receipts	Disburschiefts	Dulunce
	1/1/2020							
	1/2							
_	1/	Beginning Balance			\$614,800.92			\$260,331.89
					\$614,800.92			\$260,331.89
		GENERAL LEDGER ACCOUNTS			\$614,800.92			\$260,331.89
		Sales Tax Liability			\$614,800.92			\$260,331.89
		CD Cashed			\$614,800.92			\$260,331.89
		REVENUE ACCOUNTS			\$614,800.92			\$260,331.89
		Intergov. Rev County/Local	2,243.65		\$617,044.57	2243.65		\$260,331.89
		Intergov. Rev State	23,120.50		\$640,165.07			\$260,331.89
		Intergov. RevFederal			\$640,165.07			\$260,331.89
		Charges for Goods & Services	\$2,183.58		\$642,348.65	\$2,183.58		\$262,515.47
		Interest - CD's			\$642,348.65			\$262,515.47
		Interest - Money Market	\$595.22		\$642,943.87	\$595.22		\$263,110.69
		Other			\$642,943.87	\$255.64		\$263,366.33
		EXPENDITURE ACCOUNTS			\$642,943.87			\$263,366.33
		Personnel Services		\$31,397.90	\$611,545.97		\$31,397.90	\$231,968.43
		District Operations		14,374.42	\$597,171.55		14,374.42	\$217,594.01
		Supplies			\$597,171.55	\$19.03		\$217,613.04
		Mileage			\$597,171.55	\$183.99		\$217,797.03
		Project Expense-Local		\$2,870.00	\$594,301.55			\$217,797.03
		Project Expense-State		22,867.96	\$571,433.59		\$864.89	\$216,932.14
		Project Expense-Federal			\$571,433.59			\$216,932.14
		Distribute Hours Worked			\$571 <i>,</i> 433.59	\$36,400.40	\$494.24	
	1/31/202	0 Ending Balance	\$28,142.95	\$71,510.28	\$571,433.59	\$41,881.51	\$47,131.45	\$255,081.95

-

		Petty Cash			2020 County Funds	5	FY202	0 Conservation Deliv	ery	F	Y 2020Easement D	elivery
-		ion received in June a M Levy and WCA mat		-	ation received in June NM Levy and WCA ma		12/31/2022 (The costs here, admit	19,619 grant period 8/2 e District records only a in is recorded here as tr ce expended District/Co reduced)	dministrative acking tool of	Work Order N	o. 79-17-W001, grant 1/31/2022	period 9/13/2017 to
Receip	ts	Disbursements	Balance	Receipts	Disbursements	Balance	Receipts	Disbursements	Balance	Receipts	Disbursements	Balance
\$0	0.00	\$0.00	\$93.26	\$25,415.45	\$0.00	\$0.00	\$0.00	\$0.00	\$19,619.00	\$1,413.33	\$0.00	\$0.00
		\$19.03										
		φ±3.03										
1												
Ś	0.00	\$19.03	\$74.23	\$0.00	\$301.80 \$301.80	(\$301.80)	\$0.00	\$15,162.24 \$0.00	\$4,456.76	\$0.00	\$0.00	\$0.00

	FY 2017 State Cost	Share	F	Y 2018 State Cos	t Share	FY	2019 State Cost	Share	FY	2020 State Cost	Share
12/31/2018 (\$	59, \$15,401 grant perio \$3080.20 allowed for T end expiration date to	A) Grant amended to	P18-2837,	, \$15,401 grant per 12/31/2020	iod 1/3/2018 to	P19-2247, \$	15,401 grant peric 12/31/2020	od 1/3/2018 to	P19-2247,	\$15,401 grant perio 12/31/2020	d 1/3/2018 to
Receipts	Disbursements	Balance	Receipts	Disbursements	Balance	Receipts	Disbursements	Balance	Receipts	Disbursements	Balance
		\$1,825.07	\$0.00	\$0.00	\$1,724.31	\$0.00	\$0.00	\$12,320.80	\$0.00	\$0.00	\$15,401.00
1	\$1,825.07										
\$0.00) \$1,825.07	\$0.00	\$0.00	\$0.00	\$1,724.31	\$0.00	\$0.00	\$12,320.80	\$0.00	\$0.00	\$15,401.00

2018 SW	/CD Local Capacity	/ Services	2019 SW	/CD Local Capacity	y Services	2020 SW	/CD Local Capacity	Services
	P18-7145 Grant Per December 31, 2020		FY2019 \$100,000 P19-2416 Grant Period 10/23/2018 to December 31, 2021			FY2020 \$111,348	P20-7534 Grant Peri 31, 2022	od XX to December
Receipts	Disbursements	Balance	Receipts	Disbursements	Balance	Receipts	Disbursements	Balance
\$0.00	\$0.00	\$25,025.00	\$0.00	\$0.00	\$23,102.71	\$0.00	\$0.00	\$111,348.00
							\$109.82	
		\$25,025.00	\$0.00	\$0.00	\$23,102.71	\$0.00	\$5,270.40 \$5,380.22	\$105,967.78

	FY20 LWM			FY19 Wetland Co	nservation (NRBG)	FY20 Wetland Conservation (NRBG)			
	.77 Levy match requ 16/2019 to 12/31/			2,118 1:1 match requ I for match) grant pe				.8 1:1 match required nown) grant period 10 12/31/2022		
Receipts	Disbursements	Balance	Receipts	Disbursements	Match	Balance	Receipts	Disbursements	Balance	
\$0.00	\$0.00	\$14,177.00	\$0.00	\$0.00	\$10,229.58	\$279.66	\$0.00	\$0.00	\$12,118.00	
	A7 4 F									
	47.15									
\$0.00	\$2,078.75 \$2,125.90	\$12,051.10	\$0.00	\$273.65 \$273.65	\$10,229.58	\$6.01	\$0.00	\$0.00	\$12,118.00	

Fillmore	e WCA Shared Se	rvice (NRBG)		FY2018 CWMA		20	016 and 2017 AIS	5		AgCertainty	
Reimbursed for	work done on a qu with Fillmore	arterly basis. Contract		0 25% cash or in-kind ate 01/26/2018. 100%		Program funds	s for gap period ca	rried forward		xpenses. Invoice to M ing for program. Quar district staff.	
Receipts	Disbursements	Balance	Receipts	Disbursements	Balance	Receipts	Disbursements	Balance	Receipts	Disbursements	Balance
\$0.00	\$0.00	(\$956.63)	\$0.00	\$0.00	\$9,871.05	\$0.00	\$0.00	\$89,724.94	\$0.00	\$0.00	(\$7,778.58)
\$1,212.27											
	\$255.64										
	Í			\$74.17							
1	1000.00			\$800.00			\$330.20			A4 000 00	
¢1 010 07	1036.98	(61.020.00)	60.00	\$216.04	¢0.700.04	¢0.00	\$2,347.61	607 047 40	¢0.00	\$1,833.99	(\$0.612 57)
\$1,212.27	\$255.64	(\$1,036.98)	\$0.00	\$1,090.21	\$8,780.84	\$0.00	\$2,677.81	\$87,047.13	\$0.00	\$1,833.99	(\$9,612.57)

FY2019 MAW	/QCP Promo (AgC	Certainty)	Vo	lunteer Nitrate Monitor	ing	FY2019 B	uffer Initiative (B	WSR)	FY2020 B	Buffer Initiative (B	WSR)
\$2500 for lando	owner outreach and	promotion	Bill quarterly f	or work done as requested	by SEMNWRB	to December 31, 2021				0 PxxxxxGrant Peric ecember 31, 2022	od xxxxx8 to
Receipts	Disbursements	Balance	Receipts	Disbursements	Balance	Receipts	Disbursements	Balance	Receipts	Disbursements	Balance
\$0.00	\$0.00	(\$676.75)	\$0.00	\$0.00	(\$445.70)	\$0.00	\$0.00	\$11,081.37	\$0.00	\$0.00	\$20,000.00
				\$87.43			\$404.07				
\$0.00	\$0.00	(\$676.75)	\$0.00	\$87.43	(\$533.13)	\$0.00	\$404.07	\$10,677.30	\$0.00	\$0.00	\$20,000.00

					2018 Buffer Implementation				CREP/RIM		
forestry plan writing contract and amen \$5,000.			a from SE MN Feedlot 8 to December 31, 20.		P18-5519 2018 Bui executed 7/20/	fer Cost Share (Wa 2017 expiration 12,		Implement 11/30/2017	398 1018-CREP Outro ation (Wabasha SW(expiration 06/30/20 e and reimbursed as	CD) executed 20 \$29,250.00	
		Receipts	Disbursements	Balance	Receipts	Disbursements	Balance	Receipts	Disbursements	Balance	
\$15,509.69	(\$3,009.49)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,324.34	\$0.00	\$0.00	(\$721.24)	
								\$227.00			
						\$2,324.34					
\$15,509.69	(\$3,009.49)	\$0.00	\$0.00	\$0.00	\$0.00	\$2,324.34	\$0.00	\$494.24 \$721.24	\$63.78 \$63.78	(\$63.78	

N Fork Zumbro Mazeppa			N	IFWF Planning Gra	ant	Regional MAWQCP			Regional CWF Well Sealing-Admin		
Fiscal Agent for project Reimburseable through DNR Final Request for payment must be submitted on or before June 30, 2023			Reimbursable from NEWE Total grant			Bill MAWQCP for Olmsted staff and expenses, Wabasha staff and expenses, and area promo participants.			50/40/10 taking over for SE WRB		
Receipts	Disbursements	Balance	Receipts	Disbursements	Balance	Receipts	Disbursements	Balance	Receipts	Disbursements	Balance
\$0.00	\$0.00	(\$9,192.30)	\$0.00	\$0.00	(\$21,524.39)	\$0.00	\$0.00	(\$2,171.39)	\$0.00		\$26,409.73
\$9,925.17						\$11,756.06					
\$9,925.17	\$624.00 \$174.85 \$798.85	(\$65.98)	\$0.00	\$3,787.86 \$3,787.86	(\$25,312.25)	\$11,756.06	\$11,756.06 \$2,126.69 \$13,882.75	(\$4,298.08)	\$0.00	\$4,296.25 \$402.16	\$21,711.32

Regional CWF Well Sealing-tech time			2019 Regio	nal Drinking Wate	er Protection	2019 IKES UMRI Grant			2020 Lower Zumbro Outreach		
Need to show \$1000 match per district			Administered by Filmore			Interview of 30 landowners. Contracted Melendy Miller		Reimbursable through TNC for up to \$5,000			
Receipts	Disbursements	Balance	Receipts	Disbursements	Balance	Receipts	Disbursements	Balance	Receipts	Disbursements	Balance
\$3,768.98		\$0.00	\$0.00		(\$171.67)	\$0.00		\$4,671.93	\$0.00		
1							\$2,870.00				I
				\$727.19			\$69.94			\$34.97	
\$0.00		\$0.00	\$0.00		(\$898.86)	\$0.00		\$1,731.99	\$0.00		(\$34.97)

03/05/20 Accrual Basis

	Feb 29, 20
ASSETS	
Current Assets	
Checking/Savings	
Money Market- Bank of Alma	79,596.47
Money Market WNB Financial	7,379.23
Peoples State Bank Money Market	451,922.10
Petty Cash	74.23
WNB Financial	12,763.13
Total Checking/Savings	551,735.16
Total Current Assets	551,735.16
TOTAL ASSETS	551,735.16
LIABILITIES & EQUITY	0.00

Wabasha Soil and Water Conservation District Balance Sheet As of February 29, 2020

	Feb 29, 20
ASSETS	
Current Assets Checking/Savings Money Market- Bank of Alma Money Market WNB Financial Peoples State Bank Money Market	79,596.47 7,379.23 451,922.10
Petty Cash WNB Financial	74.23 12,763.13
Total Checking/Savings	551,735.16
Accounts Receivable 11000 · Accounts Receivable	8,987.36
Total Accounts Receivable	8,987.36
Other Current Assets 12000 · Undeposited Funds	195.45
Total Other Current Assets	195.45
Total Current Assets	560,917.97
Fixed Assets 15000 · Furniture and Equipment Computer Laptops for Distrcit Techs (2) Samsung Tablets 15000 · Furniture and Equipment - Other	4,369.00 3,149.22 1,548.69 104,323.00
Total 15000 · Furniture and Equipment	113,389.91
17000 · Accumulated Depreciation	-85,522.98
Total Fixed Assets	27,866.93
Other Assets Prepaid Items Prepaid Rent	864.13
Total Prepaid Items	864.13
Total Other Assets	864.13
TOTAL ASSETS	589,649.03
LIABILITIES & EQUITY Liabilities Current Liabilities Accounts Payable 20000 · Accounts Payable	31.16
Total Accounts Payable	31.16
Other Current Liabilities Allowance for Unemployment Reim Deferred Revenue	1,581.86
AIS FY17 Capacity FY17 Cost Share FY17 RCPP FY18 Buffer Implementation FY18 Capacity FY18 Cost Share FY18 CWMA FY19 Buffer Initiative FY19 Capacity FY19 Cost Share FY19 WCA FY20 LWM FY20 Buffer Initiative FY20 Capacity FY20 Conservation Delivery FY20 State Cost share	89,724.94 1,825.07 -1,825.07 -864.89 2,324.34 25,025.00 1,724.31 9,871.05 11,081.37 23,102.71 12,320.80 279.66 14,177.00 20,000.00 111,348.00 19,619.00 15,401.00

Wabasha Soil and Water Conservation District Balance Sheet As of February 29, 2020

	Feb 29, 20
FY20 WCA FY20 Well Seal Grant Izaak Walton League	12,118.00 26,409.73 4,671.93
Total Deferred Revenue	398,333.95
Deposit on Tree Sales 2110 · Direct Deposit Liabilities 24000 · Payroll Liabilities 25500 · Sales Tax Payable	6,420.02 0.25 1,263.19 227.66
Total Other Current Liabilities	407,826.93
Total Current Liabilities	407,858.09
Total Liabilities	407,858.09
Equity Fund Balance- Restatement Fund Balance Designated Investment in Capital Assets 30000 · Opening Balance Equity 32000 · Owners Equity Net Income	47,943.10 31,903.30 27,866.93 649.89 158,332.46 -84,904.74
Total Equity	181,790.94
TOTAL LIABILITIES & EQUITY	589,649.03

03/05/20 Cash Basis

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

	Feb 20
Ordinary Income/Expense	
Income Charges for Services 2019 Izaak Walton League Plat Book Sales Tree Sales	-150.00 35.00 0.00
Total Charges for Services	-115.00
Intergovernmental Revenues State Ag Certainty	5,807.02
MAWQCP Nitrogen Outreach BMP North Fork Zumbro-Mazeppa Volunteer Nitrate Monitoring Ne	2,006.08 0.00 5,499.79 430.70
Total State	13,743.59
Zumbro Outreach-Flood Plain-TNC	-120.00
Total Intergovernmental Revenues	13,623.59
Total Income	13,508.59
Cost of Goods Sold 50000 · Cost of Goods Sold	0.18
Total COGS	0.18
Gross Profit	13,508.41
Expense District Operations Other Services and Charges Building Rent Employee Education and Training Employee Expenses Employee Mileage Fees and Dues Internet Expense Supervisor's Mileage Vehicle Expenses GMC Vehicle Expense Hyundia Tucson Vehicle Expense	864.13 -149.46 4.64 48.88 1,100.00 70.95 66.70 37.28 634.46
Total Vehicle Expenses	671.74
Total Other Services and Charges	2,677.58
Personnel Services Employee Salary Permanent Employer HSA contributions Employer Life and Health 66000 · Payroll Expenses Employer Life and Health - Other	14,359.75 0.00 10,589.64 22.00
Total Employer Life and Health	10,611.64
Employer Share FICA Employer Share Medicare Employer Share PERA	992.07 232.02 1,198.43
Total Personnel Services	27,393.91
Supplies Office Supplies	21.10
Total Supplies	21.10
Total District Operations	30,092.59
Project Expenditures	

District

03/05/20 Cash Basis

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

	Feb 20		
2019 Izaak Walton League	770.00		
Total District	770.00		
Federal FY20 NFWF	39.10		
Total Federal	39.10		
State LWM NRBG MAWQCP Administration North Fork Zumbro-Mazeppa	207.46 7,389.44 1,168.50		
Total State	8,765.40		
Total Project Expenditures	9,574.50		
Total Expense	39,667.09		
Net Ordinary Income	-26,158.68		
Other Income/Expense Other Income Interest Income Interest Earnings MM's Interest Income - Other	577.70 10.87		
Total Interest Income	588.57		
Total Other Income	588.57		
Net Other Income	588.57		
Net Income	-25,570.11		

Jen:

I took 2 weeks of vacation. Thank you, Terri for approving that. Came back, things were mellow then virus pandemic came about. Interesting times. Here is my report for the last 2 weeks.

WCA: Fillmore – Reviewed 2 plans for bridge to culvert replacements. Put together certified letter for landowner. Worked with SWCD, BWSR and DNR enforcement on language and process. Phone conference instead of in-person meeting.

WCA: Wabasha – 2 1026 Drainage review. Met with landowner and discussed tile drainage plan and WCA process. No concerns from WCA on this matter – not a wetland.

CWMA: FY2020 CWMA Grant executed. Circled back to 2018 landowners with contracts and all are moving forward. Coordinated with MDA and CCM staff to contract for services (for approval) to conduct herbicide treatment on poison hemlock along West Indian Creek. The entire area has been surveyed and 1 round of herbicide treatment conducted. This plant is on the eradicate list and poses health risks to humans and animals. All landowners have been cooperative of working with us, MDA and CCM staff. Funding will be combined from 2018 CWMA and 2020 CWMA for treatment.

CREP/RIM: No activity at this time

Zumbro River Outreach: Research and assembling list of programs available.

NFWF: Site visit with Kate to look at feedlot fixes. Follow up with landowner for feedlot registration and Ag Certainty program. Follow up with landowners on forestry project. Site visit with landowner for structure. Discuss small feedlot fix with another landowner. Recommending Ag Certainty program for budget. Additional cover crop contracts funded under the **SE DWP Grant – Fillmore County Administers**. **LWM –** Cancellation of 5th grade conservation day. Email inquiry of teachers and they do not foresee being back in school. Trees sales are still continuing. No date scheduled for tree delivery yet, likely the 2nd week of April

DEPARTMENT OF ADMINISTRATION

STATE PROCUREMENT

March 20, 2020

Terri Peters Wabasha Soil & Water Conservation District 611 Broadway Ave Suite 10 Wabasha, MN 55981

On behalf of the Office of State Procurement (OSP), welcome to the Cooperative Purchasing Venture (CPV) program. Enclosed please find one copy of the Cooperative Purchasing Agreement (two-sided form). Any previous agreement is void.

The agreement becomes effective after signature by both parties, and remains in effect until canceled by either party (with 30 days written notice).

PLEASE HAVE THE AGREEMENT SIGNED BY AN AUTHORIZED PERSON AND RETURN THE ORIGINAL TO SHERRY BROWN. A FULLY EXECUTED COPY WILL BE SENT TO YOU FOR YOUR RECORDS.

Along with your executed copy, you will receive your CPV permit number/security access code. Your access code enables you to utilize OSP's website to access information on all contracts available to CPV members.

When placing orders with contract vendors, be sure to reference the applicable State of Minnesota contract number to ensure you receive the State contracted pricing.

If you have any questions regarding registration, please call me at 651.201.2404. If you have any questions regarding contract information, please call the OSP HelpLine at 651.296.2600.

Sincerely,

Sherry L. Bower

Sherry L. Brown Business Administrator

Enclosure

DEPARTMENT OF ADMINISTRATION

STATE PROCUREMENT

COOPERATIVE PURCHASING AGREEMENT

Under the Authority of Minnesota Statutes § 16C.03, Subdivision 10 and Minnesota Statutes § 471.59, Subdivision 1

This Joint Powers Agreement is between the State of Minnesota, through its commissioner of Administration, Office of State Procurement ("Division") and

WABASHA SOIL & WATER CONSERVATION DISTRICT ("Authorized Entity").

Pursuant to Minn. Stat. § 16C.03, subd. 10, the Division acquires various supplies, commodities, equipment, and services for state agencies and governmental units (as defined in Minn. Stat. § 471.59, subd. 1) through competitive bidding or requests for proposals. The Division, through Minn. Stat. § 16C.11, and the Authorized Entity wish to combine their purchasing functions, as specifically provided below, so that the Authorized Entity may avail itself of the prices which have been agreed upon by the Division and its vendors.

The parties agree as follows:

1. *Term.* This joint powers agreement will be effective on the date State obtains all required signatures under Minn. Stat. § 16C.05, subd. 2, and remains in effect until canceled by either party upon 30 days' written notice to the other party.

2. Services. The Division will make its contracts for commodities and services, as listed on the State of Minnesota's Contract Index, available to the Authorized Entity.

3. Use of Division Contracts. To purchase commodities or services from the Division's contracts, the Authorized Entity must issue a purchase order in accordance with the terms and conditions of the Division's contracts and any requirements applicable to the Authorized Entity's governing body. The Authorized Entity must send purchase orders directly to the applicable vendor and will make payments directly to the vendor in accordance with its established procedures and terms of the Division's contracts for the purposes of resale. The Authorized Entity must be the end user of the goods purchased.

4. *Liability*. The Authorized Entity agrees that neither the Division nor its employees personally assume responsibility or liability for any amounts due or claimed to be due pursuant to any purchase order entered issued by the Authorized Entity. The Authorized Entity will indemnify, save and hold harmless the Division and its employees from any loss, damage or expense, including payment of attorney fees allowable by law, which arise or may arise from the Authorized Entity's use of this joint powers agreement and from any dispute or claim

DEPARTMENT OF ADMINISTRATION

STATE PROCUREMENT

arising from any transaction between the Authorized Entity and the Division's vendors, whether or not the loss, damage, dispute or claim arises during or after the period of this cooperative agreement. The Division's liability will be governed by the provisions of Minn. Stat. § 3.736.

WABASHA SOIL & WATER CONSERVATION DISTRICT

By:

"Authorized Entity certifies that the appropriate person(s) have executed this cooperative agreement on behalf of the Authorized Entity as required by applicable articles, bylaws, resolutions or ordinances."

STATE OF MINNESOTA

"By Delegation"

By:

Office of State Procurement

(Authorized Signature) (Title) (Address) (City) (State) (Zip) (Date)

2019 Audit Bid Letter - Smith Schafer & Associates LTD.pdf 495K

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

Wed, Mar 11, 2020 at 11:12 AM

Sue:

Our quote would be \$4,850.

Steve

Steve D. Salveson, CPA, CGMA

Principal

651-388-2858 | s.salveson@smithschafer.com



Certified Public Accountants and Consultants

s.salveson@smithschafer.com



An Association of Independent Accounting Firms

Resolution 03262020-1

A Resolution for Tape Recorded Meetings

Whereas:

It is the Policy of Wabasha County Soil & Water Conservation District to tape record the monthly board meetings for the sole purpose of typing minutes.

Whereas:

Once the board minutes are formally approved by the district board the following month, that recording will be deleted.

Therefore,

Be it finally resolved:

The recordings are not considered to be the financial record of the district. Only the typed / printed minutes are considered to be the formal record of the district.

Whitewater Joint Powers Board Contract for Services In Support of Surface Water Assessment Grant Program

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

RECITALS

WHEREAS, the WJPB wishes to purchase the services of Contractor for water quality monitoring in support of the Surface Water Assessment Grant (SWAG) efforts for the Mississippi River – Winona Watershed, and the Contractor is willing to provide these services;

WHEREAS, there are funds available for the purchase of these services through a grant agreement with the State of Minnesota Pollution Control Agency;

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

1. Term and Cost of the Agreement

The Contractor agrees to furnish services on behalf of the WJPB during the period commencing March 26, 2020, or until all signatures are obtained, and terminating December 31, 2021, or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first. The Contractor is not an employee of the Whitewater Joint Powers Board.

The Contractor shall be paid for services rendered according to the FY20 SWAG Workplan. The cost of this agreement covers up to \$6,532.04 for staff time based on the hourly rate structure approved by the Minnesota Pollution Control Agency and detailed in FY20 Swag Workplan (Attachment A). Up to \$791.80 is available for travel expenses and up to \$1,496.15 for supplies. Subject to approval by the WJPB, the Contractor may modify Attachment A to make changes to the workplan. Some changes may require approval of the grantor, State of Minnesota Pollution Control Agency (MPCA).

The Contractor shall work cooperatively with other Mississippi River-Winona/La Crescent SWAG grant partners, Root River Soil and Water Conservation District (SWCD) and Winona County, to achieve goals of the Surface Water Assessment Program.

The Contractor also agrees to adhere to the provisions of the attached Minnesota Pollution Control Agency Grant Agreement.

2. Services to be Provided

The services to be performed by the contractor are detailed in the Joint Powers Agreement between MPCA and WJPB (SWIFT Contract #173209) and its Attachment A (FY20 SWAG Workplan), which include surface water quality monitoring and data management. This work is directed by the MPCA and completed in coordination with WJPB, Winona County, and Root River SWCD.

3. Payment for Services

Contractor shall submit invoices quarterly to the WJPB and 10 days before a Whitewater Watershed JPB meeting, along with documentation of completed tasks. Grant funds are disbursed from the MPCA to the WJPB on a reimbursement basis. The WJPB shall submit invoices, which include the contractor's invoices, to the MPCA. The WJPB shall issue payment to the Contractor after such payment is approved and funds received from the MPCA. No other payments shall be made to the Contractor. It is understood that any reductions or termination of funds allocated to the State for this project work may result in a like reduction to Contractor. No expenditures can be incurred after December 31, 2021.

4. Contractor Status

Nothing contained in this Agreement is intended or should be construed as creating the relationship of copartners of joint ventures within the WJPB. No tenure or any rights or benefits available to WJPB employees shall accrue to the Contractor or employees of the Contractor performing services under this Agreement.

5. Indemnification and Insurance

Each party shall be responsible for claims, losses, damages and expenses which are proximately caused by the wrongful or negligent acts or omissions of that party or its agents, employees or representatives acting within the scope of their duties. The liability of the WJPB is as set out in Chapter 466 of Minnesota Statutes and subject to the limitations therein. Nothing herein shall be construed to limit either party from asserting against third parties any defenses or immunities (including common law, statutory and constitutional) it may have or be construed to create a basis for a claim or suit when none would otherwise exist. This provision shall survive the termination of this Agreement.

6. Data Practices

All data collected, created, received, maintained, or disseminated for any purposes by the activities of Contractor because of this contract is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as amended, the Minnesota Rules implementing such act now in force or as adopted, as well as federal regulations on data privacy.

7. Records-Availability and Retention

The Contractor agrees that the WJPB, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the Contractor and involve transactions relating to this Agreement.

8. Merger and Modification

It is understood and agreed that the entire Agreement between the parties is contained here and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement. These include Joint Powers Agreement between MPCA and WJPB (SWIFT Contract #173209) and its Attachment A (FY20 SWAG Workplan).

Any material alterations, variations, modifications, or waivers of provisions of this Agreement shall be valid only when they have been reduced to writing as amendment and signed by the parties.

9. Default and Cancellation

If the Contractor fails to perform any of the provisions of this Agreement or so fails to administer the work as to endanger the performance of the Agreement, this shall constitute default.

Unless the Contractor's default is excused, the WJPB may, upon written notice, immediately cancel this Agreement in its entirety.

This Agreement may be canceled with or without cause by either party upon thirty days written notice. In the event of such a cancellation, Contractor shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed.

10. Subcontracting and Assignment

Contractor shall not enter into any subcontract for performance of any services contemplated under this Contract without prior written approval of the WJPB and subject to such conditions and provisions as the WJPB may deem necessary. The Contractor shall be responsible for the performance of all subcontractors.

11. Nondiscrimination

During the performance of the Agreement, Contractor agrees to the following: No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, sexual orientation, public assistance status, criminal record, creed or national origin excluded from full employment rights in, participation in, be denied by benefits of or be otherwise subjected to discrimination under any and all applicable federal and state laws against discrimination.

12. Ownership of Documents

The State owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents. Works means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Grantee, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this grant. Works includes "Documents." Documents are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, agents, or subcontractors, in the performance of this grant. The Documents will be the exclusive property of the State and all such Documents must be immediately returned to the State by the Grantee upon completion or cancellation of this grant at the State's request. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." The Grantee assigns all right, title, and interest it may have in the Works and the Documents to the State. The Grantee must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the Works and Documents.

13. Drug-Free Workplace Requirements

The Whitewater Joint Powers Board provides a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the WJPB's workplace. As a condition of the contract, the contractor will abide by the terms of the above statement and will notify the WJPB in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

Date_____

Signature_____ Matt Flynn Chairman, Whitewater JPB

Date_____

Signature_____ Terry Helbig Wabasha SWCD Chair

FLAT RATE BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

General Information

Organization:	Contract Number:	Other state or non-state funds?	Amendment	Canceled
Wabasha SWCD	19-DWP-CC-3	□ YES ☑ NO	Board Meeting Date(s):	Board Meeting Date(s):
*If contract amended, attach amendment form(s) to	this contract.			
Applicant And	12-20			

Land Occupier Name	Address	City/State	Zip code	1
Dwaine Sexton. Scott Dexton	29676 615th St	Millville/MN	55957	

* 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
Oakwood	109	12	5	

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 3 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.

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.
 If title to this land is transferred to another party before expiration of the atorementioned life, it shall be the responsibility of the

3. If title to this land is transferred to another party before expiration of the aforementioned life, it shall be the responsibility of the land occupier 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:

340 cover crops on 30 acres for 3 years installed by 11/1/20, 11/1/21, 11/1/22

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 11/1/20, 11/1/21, 11/1/22, this contract will be automatically terminated on that date.

7. Reimbursement requests must be supported by a completed voucher.

Applicant Signatures

4

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.

Not accept any other state or federal funds for this practice.

Date	Land Occupier
3-12-20	Satt Sata
Date	Landowner, if different from applicant
12-20	Juran Sulter
3-14-	Address, if different from applicant information

Conservation Practice

The primary practice for which cost-share is requested is 340 Cover Crops

Eligible Component Standard & Name	Engineered Practice:	T YES	Total Project Cost Estimate
340 Cover Crops	Ecological Practice:	VES	\$2,700.00

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.

1	Date	Technical Assistance Provider
Concession of the local division of the loca	3-12-20	- Wahls

Amount Authorized for Financial Assistance

The organization board or council has authorized the following for financial assistance, total not to exceed a rate of: 30/ac

Amount	Program Name	Fiscal Year
\$2,700.00 SE Drin	SE Drinking Water Protection FY 2019	2019

Board Meeting Date Authorized Signature		Total Amount Authorized
3/26/2020		\$2,700.00
5/20/2020		\$2,700.0

FLAT RATE BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

General Information

Organization:	Contract Number:	Other state or non-state funds?	Amendment	Canceled
Wabasha SWCD	19-DWP-CC-2	□ YES ☑ 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
Mike Rahman	26776 620th St	Theilman	55945

* 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
West Albany/Oakwood	110	12	35 & 36	

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 3 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

3. If title to this land is transferred to another party before expiration of the aforementioned life, it shall be the responsibility of the land occupier 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:

340 cover crops on 30 acres for 3 years installed by 11/1/20, 11/1/21, 11/1/22

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 11/1/20, 11/1/21, 11/1/22, this contract will be automatically terminated on that date.

7. Reimbursement requests must be supported by a completed voucher.

Applicant Signatures

The land occupier's signature indicates agreement to:

1. Grant the organization's representative(s) access to the parcel where the conservation practice will be located.

2. Obtain all permits required in conjunction with the installation and establishment of the practice prior to starting construction of the practice.

3. Be responsible for the operation and maintenance of conservation practices applied under this program in accordance with an operation and maintenance plan prepared by the technical assistance provider.

4. Not accept any other state or federal funds for this practice.

Date 03-09-2020	Land Occupier
	Landowner, if different from applicant
37.09.20	Pallen & Rafinam
6	Address, if different from applicant information

Conservation Practice

The primary practice for which cost-share is requested is	340 Cover Crops		
Eligible Component Standard & Name	Engineered Practice:	🗆 YES 🗌 NO	Total Project Cost Estimate
340 Cover Crops	Ecological Practice:	I YES 🗌 NO	\$2,700.00

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.

	Technical Assichance Provider
7 12 2 2	
5-12-20	Washel and
	Jan 19 Ja

Amount Authorized for Financial Assistance

The organization board or council has authorized the following for financial assistance, total not to exceed a rate of: 30/ac

Amount	Program Name	Fiscal Year
	ter Protection FY 2019	2020

Board Meeting Date	Authorized Signature	Total Amount Authorized
3/26/2020		\$2,700.00
		, -,

PERCENT BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

General Information

Organization:	Contract Number:	Other state or non-State funds?	Amendment	Canceled
Wabasha SWCD	18-Capacity-5	☐ YES ✓ No	Board Meeting Date(s): 3/26/2020	Board Meeting Date(s):

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

Applicant

Land Occupier Name	Address	City/State	Zip Code
Larry Reuter	365 Main Street	Winona/MN	55987

* 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
Chester	110	14	16	

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 10/31/20, 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.

03-23-2020	(67) Lowrance A. Receta
Date	Landowner, if different from applicant
	Address, if different from applicant information:

Conservation Practice

The primary practice for which cost-share is requested is: Eligible Component Standards & Names	412 Grassed Waterway	VES NO	Total Project Cost Estimate
412	Ecological Practice:	YES NO	\$4,500.00

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	Technicu/ Assistance Provider

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
\$3,375.00	2018 Capacity	2018

Date	Authorized Signature	Total Amount Authorized
		\$3,375.00

Wabasha County Fair Commercial Exhibit Space Lease for 2020

Fairgrounds at 99 Coulee Way, Wabasha Junction of Hwy 61 & 60

Policy of Agreement

It is hereby mutually agreed that the Wabasha County Agricultural Fair Association, Inc. leases space during the Wabasha County Fair from Wednesday July 15 thru Saturday, July 18, 2020 to:

Name of Firm /Organization Wabasha Soil & Water Conservation District

Contact Person Jen Wahls

Address 611 Broadway Ave Ste 10

City Wabasha State MN Zip 55981

Phone 651-560-2051 Cell phone email Jennifer.wahls@mn.nacdnet.net

Sales Tax #

List all the goods or services you wish to advertise or sell We will not be selling anything.

Fee Schedule- Please check (X)				Make check payable to "Wabasha County Fair"	
Space:	<u>X</u>	8x8 feet	(in Event Center)	= \$75	
		Outside	(your tent/ trailer)	= \$75	

Please read carefully and sign below.

The Lessee agrees to be in full compliance of Health, Food Safety and Electrical Codes during the terms of this lease and to provide a Certificate of Liability Insurance.

Indemnification Clause: The Wabasha County Agricultural Fair Association, Inc., their agents or employees, ("Landlord") shall not be liable and <u>Wabasha Soil & Water Conservation District</u> (the undersigned "Lessee") shall indemnify, save, hold harmless, and defend the Landlord, for any loss, injury, death, or damage to persons or property, which at any time may be suffered or sustained by the Lessee or by any person, whosoever may at any time be using or occupying or visiting the Wabasha County Fairgrounds (the "Fairgrounds"), or be in, on, or about the Fairgrounds, whether such loss, injury, death, or damage shall be caused by or in any way result from or arise out of any act, omission, negligence, or intentional misconduct of the Lessee or any occupant, subtenant, visitor, or user of any portion of the Fairgrounds or shall result from or be caused by any other matter or thing whether of the same kind as or of a different kind than the matters or things above set forth, and the Lessee shall indemnify the Landlord against all claims, liability, loss, or damage whatsoever on account of any such loss, injury, death, or damage, before, during or after the Wabasha County Fair, including Landlord's reasonable attorney's fees. The Lessee expressly releases the Wabasha County Agricultural Fair Association from responsibility for any item(s) lost, stolen or damaged on the Fairgrounds before, during or after the regular fair hours.

By	By
Lessee	Landlord, Wabasha Co. Ag. Fair Assoc. Inc.
Date	Date

Terms for Commercial Exhibitors and Concessionaires:

Insurance: All exhibitors must have a Certificate of Liability Insurance. All food vendors must provide a Certificate of Insurance for 1.5 million, naming the Wabasha County Agricultural Fair Association, Inc. as additional insured and with a guaranteed 30 day notice of cancellation.

ST19 (Sales Tax form) : All lessees - must submit a MN Dept. of Revenue Form ST-19 with their exhibit/vendor space application. Sales tax numbers are required to be displayed in your space. Whether you are a for profit or a non-profit, all lessees must have a MN tax ID number. If you are exempt from MN sales tax, there is a space to indicate that on the form. If you are not selling anything, there is a space to indicate that on the form.

*Only items appropriate for a youth and family oriented fair may be sold or advertised on the grounds. The fair board reserves the right to make that determination at any time.

Exhibit times: Vendors must be open on Wednesday from 4 PM to 10 PM, and on Thursday, Friday and Saturday from 11 AM to 10 PM.

Parking: Season parking passes are \$7. Daily parking passes are \$4 Parking in parking lots only.

Space: The commercial space in the Event Center is approximately 8 ft. x 8 ft. All other exhibitors must let us know what size their trailers/ exhibits require, electric needs. The lessee must confine all lease activities within the space allowed them and is prohibited from operating outside of that area in such a way as to be a nuisance, or interference to the public or to the other lessees. No part of the space covered by this agreement shall be assigned, sublet or otherwise disposed of without written consent of the Fair Association.

Vehicle/ Exhibit Space(s): Description(s)

Size(s) when fully extended including awning if any _____

Electricity: Due to the location of electrical outlets, both inside and outside, it is suggested that you bring adequate, approved extension cords with you and enough rubber matting to cover the same.

Electrical requirements/ one hookup per space: None_____ 110 volt X 220 volt

No contract will be in force and no space reserved until all required items listed below are received.

One copy of this agreement/both pages (Keep a copy for your records)
Sales Tax form ST 19 (Even if Exempt)
Certificate of insurance

Payment (No refunds after June 15)

Mail to: Marella Kahn 53493 215th AVE Plainview, MN 55964

Contracts are to be in by June 1st, after June 1st contracts accepted only if space is available.

Questions? Call Marcella 507-534-2235

THANK YOU

Page 2



MINNESOTA COUNTIES INTERGOVERNMENTAL TRUST CERTIFICATE OF COVERAGE

MEMBER	COVERAGE AFFORDED BY	
Wabasha Soil & Water Conservation District	Minnesota Counties Intergovernmental Trust	
611 Broadway Ave Ste 10	100 Empire Drive	
Wabasha MN 55981-1600	St. Paul, MN 55103-1885	

This certificate is issued as a matter of coverage confirmation only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the coverage documents listed below but only certifies that the coverage documents have been issued to the member named above for the coverage period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage afforded by the coverage documents described herein is subject to all the terms, exclusions and conditions of such coverage documents. The per claimant, per occurrence and per wrongful act limits of liability noted below are provided pursuant to Minnesota Statute 466. For claims not within the scope of MN Statute Chapter 466 or any similar law the limit of liability is \$2,000,000.

GENERAL LIABILITY Occurrence	DOCUMENT #	PC435020-1 TERM 1/1/2020 Bodily Injury and Property Damage Per Claimant Limit Per Occurrence Limit Personal and Advertising Injury Per Claimant Limit Per Occurrence Limit Fire Damage Limit, Per Fire Medical Payments, Any One Person L	thru 1/1/2021 imit	LIMITS \$ 500,000 \$ 1,500,000 \$ 500,000 \$ 1,500,000 \$ 1,500,000 \$ 100,000 \$ 2,500
AUTOMOBILE LIABILITY Any Auto Hired/Non-Owned Auto Liability Or	DOCUMENT#	TERM Bodily Injury and Property Damage Per Claimant Limit Per Occurrence Limit	thru	LIMITS \$ 500,000 \$ 1,500,000
WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY Workers' Compensation Employer's Liability	DOCUMENT#	TERM Bodily Injury By Accident – Each Empl Bodily Injury By Accident – Each Accid Bodily Injury By Disease – Each Emple Bodily Injury By Disease – Each Cover	ent byee	LIMITS Statutory \$ 500,000 \$ 1,500,000 \$ 500,000 \$ 1,500,000
PUBLIC EMPLOYEES LIABILITY Claims Made	DOCUMENT#	TERM Per Claimant Limit Per Wrongful Act Limit	thru	LIMITS \$ 500,000 \$ 1,500,000

COMMENTS

RE: Exhibiting Programs offered through Wabasha SWCD and others at the Wabasha County Fair, July 15-18, 2020.

CERTIFICATE HOLDER

Issue Date: 3/16/2020

Wabasha County Fair Marella Kahn 53493 215th Ave

Plainview MN, 55964

CANCELLATION

Should any of the above described coverages be canceled before the expiration date thereof, the Trust will endeavor to mail 30 days written notice to the certificate holder named to the left, but failure to do so shall impose no obligation or liability of any kind upon Minnesota Counties Intergovernmental Trust or its representatives.

, themas

Authorized Representative

DEPARTMENT OF REVENUE

Form ST3, Certificate of Exemption

Purchaser: Complete this certificate and give it to the seller.

Seller: If this certificate is not completed, you must charge sales tax. Keep this certificate as part of your records. This is a blanket certificate, unless one of the boxes below is checked. This certificate remains in force as long as the purchaser continues making purchases or until otherwise cancelled by the purchaser.

Check if this certificate is for a single purchase and enter the related invoice/purchase order # ____ If you are a contractor and have a purchasing agent agreement with an exempt organization, check the box to make purchases for a specific job. Enter the exempt entity name and specific project: Exempt entity name _____ Project description _ Name of Purchaser WABASHA SWCD **Business Address** City State ZIP code 611 BROADWAY AVE SUITE 10 WABASHA MN 55981 Purchaser's Tax ID Number State of Issue 41-6205517 MN If no tax ID number, FEIN Driver's license number/State issued ID number Enter one of the following: State of Issue Number Name of seller from whom you are purchasing, leasing, or renting Seller's Address City State ZIP code Type of Business 01 Accommodation and food services Transportation and warehousing 11 02 Agricultural, forestry, fishing, hunting 12 Utilities 03 Construction 13 Wholesale trade 04 Finance and insurance 14 **Business services** 05 Information, publishing and communications 15 Professional services 06 Manufacturing 16 Education and health-care services 07 Mining 17 Nonprofit organization х 08 **Real** estate 18 Government 09 Rental and leasing 19 Not a business (explain) 10 Retail trade 20 Other (explain) **Reason for Exemption (See Instructions)** Agricultural production A Federal government (department) 1 X K Industrial production/manufacturing R Specific government exemption LOCALGOVERNMENT L Direct pay authorization M Multiple points of use (services, digital goods, or computer C Tribal government (name) software delivered electronically) D Foreign diplomat #___ N Direct mail E Charitable organization #____ ______.___.__.__.______ O Other (enter number from instructions) F Educational organization #____ P Percentage exemption G Religious organization #___ Advertising (enter percentage) ____ H Resale Utilities (enter percentage) _____ % Qualifying capital equipment (see instructions when Electricity (enter percentage) ____ equipment claimed is part of a construction project) % I declare that the information on this certificate is correct and complete to the best of my knowledge and belief. (PENALTY: If you try to evade paying

sales tax by using an exemption certificate for items or services that will be used for purposes other than those being claimed, you may be fined \$100 under Minnesota law for each transaction for which the certificate is used.)

Signature of Authorized Purchaser	Print Name Here	Title	Date	
	Terri Peters	District Manage		



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

To:	Wabasha SWCD Board of Supervisors
From:	Terri Peters, District Manager
Date:	March 16, 2020 REVISED: March 24, 2020
Re:	COVID-19 Plan

Offices are developing contingency plans to minimize work productivity reductions stemming from COVID-19. In some cases, individual staff members may be reacting to policies of other agencies and businesses that directly affect our spouses, partners, and colleagues.

COVID- 19 Policies to Consider:

Implement Work-Place/Site Visit Screening:

- I. SECURITY SCREENING If the visitor is verified and scheduled, first point of contact will ask the visitor the following questions (these are already posted on the door):
- II. UPDATE TO ABOVE SECURITY SCREENING 3/23/2020: The Wabasha SWCD is co-located with NRCS. Visitors are no longer allowed in the USDA offices. Landowners are asked to conduct business by telephone or electronically. Staff are asking the following questions prior to site visits, confirming that the landowner is also comfortable with the visit and noting in the conservation notes.
 - A. Have you, someone living in your household, someone with you have been in close or frequent contact with, or someone you are caring for been diagnosed with COVID-19 (Coronavirus) or had any contact with a confirmed case of COVID-19?
 - B. In the last 14 days, have you or someone living in your household, or someone with you have been in close or frequent contact with, or someone you are caring for returned from, or made a travel connection through a CDC Level 3 or Level 2 country or State Department Level 3 or Level 4 country?
 - C. Do you currently have, or have you had within the last 24 hours, any cold or flu symptoms with a fever greater than 100.4 or acute respiratory distress (e.g., shortness of breath and coughing)?

III. IMPLEMENT SOCIAL DISTANCING:

- A. Don't attend non-essential functions and meetings participate remotely if possible.
- B. When hosting meetings, provide a means of remote participation.
- C. Use remote communications technologies email, Skype, phone, conference call.
- D. Minimize contact with the workspace of others.

- E. Minimize physical contact with others alternatives to handshakes wave, nod, verbal greeting, elbow bump.
- F. Use phones to talk with co-workers in the office
- G. Eat lunch alone at individual desks
- H. Stagger work schedules

IV. STAFF SCHEDULE AND LEAVE ADJUSTMENT

- A. WORK SCHEDULE ROTATION (currently being implemented) In an attempt to comply with recommendations from the National Conservation Partnership, limit the number of SWCD staff in the office on a rotation schedule.
- B. The District Manager will coordinate with staff to attempt to limit to 2 (of 4) SWCD staff in the office at any time.
- C. Staff out of the office while working (field visits, working from home, ...) will not count against this limit, and staff will be allowed to work flexible hours including evenings and weekends to complete their work duties.
- D. Employees will be allowed to use any available leave in order reach a 40hour work week.
- E. Employees are trusted to log hours worked only to the extent that they were productive hours when working remotely and goals and deliverables of such work hours will be reported both on time sheets and with regular communication to the District Manager.

V. DIRECT EMPLOYEES WITH COLD OR FLU SYMPTOMS TO STAY HOME:

- A. For COVID-19 related absences that extend beyond three business days, allow employees to use Extended Medical Benefit (EMB) for that portion in excess of three days absence. EMB is currently restricted to FMLA qualifying events, which would also require treatment by a health care provider two or more times. The Treatment requirement would be waived temporarily as part of this COVID-19 Policy.
- B. In the event that a regular eligible* employee exhausts all Annual Leave, Sick Leave and Comp Time reserves, they may request in writing to receive an advance on Annual Leave up to 10 days paid leave for COVID-19 related absences. The request must acknowledge that advanced hours will be deducted from future accruals and that in the event that an employee separates from employment with Wabasha SWCD any remaining deficit of FTO hours will be deducted from the employee's last paycheck. The District Manager may approve the request. Employees not eligible for FMLA may also make the same request for EMB to be deducted from future accruals, final paycheck or payable to the District.

Who is Eligible for FMLA? *305 of Employee Policy Manual – FAMILY AND MEDICAL LEAVE ACT

A. Employees are eligible for the unpaid leave if they have worked for Wabasha SWCD for at least one year, and for 1,250 hours over the previous twelve (12) month period. Wabasha SWCD uses the "Rolling Backward" method to determining the twelve-month period during which an employee may take FMLA leave; this means that the twelve (12) months prior to the first anticipated date of the leave will determine if the employee is eligible for leave.

VI. SITE SANITATION AND HYGIENE:

- A. Frequently wipe down often-used surfaces tables, door handles, faucets, light switches all staff should take the initiative on this but one will be assigned the task to undertake several times daily. (Currently being done by staff available at 10 a.m. and 2 p.m., at least)
- B. All staff frequently and thoroughly wash hands
- C. Cough or sneeze into your elbow
- D. Don't touch your face
- E. Wabasha SWCD provides cleansing wipes subject to availability
- F. Wabasha SWCD provides hand sanitizer and/or wipes subject to availability
- G. Provide masks if requested subject to availability

Other measures deemed practical by the District Manager and are consistent with the evolving guidance provided by professionals (CDC, MDH).

VII. District Manager Authorization

- The District Manager is hereby directed to use professional judgment to A. approve items that are typically approved by Wabasha County SWCD Board with the exception of items that require Board approval. Said delegation of authority shall be limited to those actions that are necessary to maintain SWCD operations, move forward programs approved by the board, and that do not require expenditure of SWCD funds beyond approved budgets except in emergency situations. Items that require Board approval will be consolidated to a monthly meeting. At that meeting the District Manager will bring a list of items and supporting documentation of items that were approved for the Board's acknowledgement and ratification of those approvals. Should there be any items that the District Manager is unclear on the Board's direction he will consult with the Board Chair and Vice Chair to get direction prior to taking action. Those items and supporting documentation of items that were approved will also be brought for Board's acknowledgement of those approvals. During this pandemic the District Manager is directed to not have regularly scheduled in person meetings.
- B. DISTRICT MANAGER WILL CONTINUE TO MONITOR STATE AND FEDERAL PROGRAM OFFERINGS OF ASSISTANCE FOR STAFF RETENTION/PAY.

Staff Recommendation: Adopt all COVID-19 policies above to be in effect through April 30, 2020, or shorten/lengthen according to guidance released by State/Federal Officials. All current information regarding COVID-19 recommendations will be evaluated ongoing and communicated to the board by the District Manager.

Approved by board on: _____

Board signature: _____

REQUEST FOR SICK LEAVE ADVANCE During a Declared Public Health Emergency

Name: _____

I am requesting an advance of sick leave hours because:

_____ I am experiencing symptoms consistent with the declared public health emergency, or I am needed to care for a covered family member* experiencing these symptoms; *or* I am needed to provide care for a child unable to attend school or daycare due to closure during the public health emergency; and

_____ I am within the period the SWCD Board has declared this policy to be active; and I have exhausted all of my accumulated sick leave, vacation leave, and compensatory time;

And

_____ I have not already received the maximum advance of hours based on my regular work schedule.

*Under the Minnesota Sick & Safe Leave Law, covered family members are: minor child, adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent.

The number of sick leave hours I am requesting is: ______ (number requested may not exceed your bi-weekly scheduled hours).

_____ I agree that the actual number of hours within the maximum specified above will be limited to the actual number of hours needed for this purpose and that they may not be accumulated or used for any other purpose.

_____ I agree that if sick leave hours are advanced to me, the equivalent number of hours will be deducted from future accruals and that I will not have new accrued hours added to my sick leave balance until the advanced hours have been fully paid back.

_____ I agree that if I separate from Wabasha SWCD employment before the advanced hours are fully paid back, The SWCD will deduct the value of those hours (number of hours owed times my hourly rate of pay at separation) from my last paycheck.

Employee Signature:		-
Date:	_	
APPROVALS:		
Approved:	Denied:	– Reason:

Manager Signature: _____