

Please call office at 651-560-2053 or email susan.cerwinske.wabashawcd@gmail.com if you have any questions on attending physically or by phone.

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

**Wabasha Soil and Water Conservation District
District Regular Board Meeting
May 26, 2022
8:15 a.m.
County Conference Room
625 Jefferson Ave.**

- I. **CALL MEETING TO ORDER** –
- II. **PLEDGE ALLEGIANCE**
- III. **AGENDA**
- IV. **PUBLIC COMMENTS**
Comments limited to 5 minutes per speaker
- V. **CONSENT AGENDA -Board Action**
A.
- VI. **SECRETARY’S REPORT**
A. April 28, 2022 Meeting Minutes – **Board Action**
- VII. **TREASURER’S REPORT:**
A. District Financial Statements - **Board Action**
- VIII. **PAYMENT OF MONTHLY BILLS**
A. Monthly Bills in the amount of **\$44,072.01** - **Board Action**
- IX. **DISTRICT REPORTS**
 - A. Chair Report – Lynn Zabel
 - B. County Commissioner – Bob Walkes
 - C. District Manager Report – Terri Peters
 - D. NRCS Report – John Benjamin (in packet)
 - E. District Technician Report- Matt Kempinger (in packet)
 - F. Natural Resources Conservation Technician Report – Henry Stelten
 - G. Bookkeeper/Administrative Assistant -Sue Cerwinske (in packet)
- X. **OLD BUSINESS**
 - A. Conservation Project – Lynn

XI. NEW BUSINESS

- A. Approve selection of auditor for 2021 audit – **Board Action**
 - i. Smith, Schafer & Associates LTD (Bid \$5,775.00)(Sent out four requests for bids from auditors, Smith Schafer sent in bid)
- B. Approve Patricia Livingston voucher payment for Contract# 21-Capacity-6 in the amount of \$4,683.75 for 412 Grassed Waterway – **Board Action**
(Funding source FY21 Capacity)
- C. Approve Patricia Livingston Contract# 2022-WAGZ-WC-02 in the amount of \$18,447.49 for 410 Grade Stabilization Structure – **Board Action**
(Funding source Greater Zumbro Watershed Based Funding)
- D. Approve Diane McNallan Contract# 2022-WAGZ-WC-04 in the amount of \$5,491.82 for 410 Grade Stabilization Structure – **Board Action**
(Funding source Greater Zumbro Watershed Based Funding)
- E. Approve revision to the Wabasha SWCD Cost Share Policy to add “Landowners are required to get three bids for projects that are approximately \$5,000.00” – **Board Action**
- F. Approve Jeremiah Leonhardt Contract# 21-Capacity-8 in the amount of \$2,700.00 for practice 340 Cover Crops -**Board Action**
(Funding sources FY2021 Capacity \$1,800.00 and FY2022 Capacity \$900.00)
- G. Approve Change Order No. 3 for Contractor Environmental Troubleshooters, Inc. for change to site restoration methods and second mobilization on the North Fork Zumbro River Channel Restoration Project in the amount of \$12,253.70 – **Board Action**
(Memo included discussing the changes)
- H. Approve payment of Voucher # 9 for Environmental Troubleshooters, Inc. in the amount of \$12,008.63 – **Board Action**
(For work done up through 5/20/22 - \$245.07 Retainage 2%)
- I. Approve Daniel Sell Contract# 22-Capacity-1 in the amount of \$18,004.50 for 412 Grassed Waterway – **Board Action**
(Funding source FY 2022 Capacity)
- J. Approve Larry Stromness Contract# 20-CWMA-10 in the amount of \$2,100.00 for 314 Brush Management – **Board Action**
(Funding source FY20 CWMA)
- K. Resolution Process - Meeting for potential resolutions – **Board Discussion**
- L. Conservation Farmer of the Year – **Board Discussion**

- M. Woodland Manager of the Year - Helen Myers - **Board Discussion**
- N. May 31st Filing deadline for board member election (Dag)
Discussion on finding a new board member
- O. Local Work Group Meeting – **Board Action**
- P. **2022-2023 Climate Impact Corps Site Award – Informational**
- Q. **West Indian Newsletter Apr/May – Example/Informational**
- R. **County Budget Request – Draft/Working Copy – Board Discussion and input**

- S. Upcoming Events:
 - i. Monday, May 30 Memorial Day – Holiday
 - ii. Monday, June 20th National Independence Day - Holiday
 - iii. Tuesday, June 28th 9:00 am to 3:30 pm Southeast MN SWCD's Area 7 Business and Resolutions Meeting at the Rice County Fairgrounds (Tour of Faribault Woolen Mills)

XII. Board Reports

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

XIII. Closed Session

- A. Henry Stelten Leave of Absence – **Board Discussion**
FMLA Policy, Accrued hours - Sick leave/Annual Leave/Comp Time

XIV. Reopen Regular Meeting

XV. Adjourn – Board Action

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**Wabasha Soil and Water Conservation District
District Regular Board Meeting
April 28, 2022
8:15 a.m.
County Conference Room
625 Jefferson Ave.**

- I. **CALL MEETING TO ORDER** – *Meeting called to order at 8:15 am by Chair, Lynn Zabel*
Supervisors Present: Lynn Zabel, Chair, Chet Ross, Co-Chair, Sharleen Klennert,
Treasurer, Larry Theismann, Secretary, Dag Knudsen, Member
Others present: Bob Walkes, County Commissioner
Present by phone: Sheila Harmes, Winona County Water Planner and Whitewater
Watershed Project Coordinator, John Benjamin, NRCS and Sue Cerwinske,
Bookkeeper/Administrative Assistant.

- II. **PLEDGE ALLEGIANCE**

- III. **AGENDA**
Motioned by Klennert and seconded by Ross to approve Agenda as written.
Affirmative: Klennert, Ross, Theismann, Knudsen, Zabel
Opposed: None
Motion Carried

- IV. **PUBLIC COMMENTS**
Comments limited to 5 minutes per speaker

- V. **CONSENT AGENDA** -Board Action

- VI. **SECRETARY’S REPORT**
 - A. March 24, 2022 Meeting Minutes – Board Action
Motioned by Klennert and seconded by Ross to approve the Secretary’s Report as written.
Affirmative: Klennert, Ross, Theismann, Knudsen, Zabel
Opposed: None
Motion Carried

VII. TREASURER'S REPORT:

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

Discussion on how to look at the district financial statements and the basis of approval. It's an issue of trusting the people who are completing these reports. Program record shows projects detail.

Motioned by Knudsen and seconded by Klennert to approve the Treasurer's Report

Affirmative: Klennert, Ross, Theismann, Knudsen, Zabel

Opposed: None

Motion Carried

VIII. PAYMENT OF MONTHLY BILLS

A. Monthly Bills in the amount of \$102,972.45 - **Board Action**

Motioned by Theismann and seconded by Ross to approve payment of the monthly bills in the amount of \$102,972.45

Affirmative: Klennert, Ross, Theismann, Knudsen, Zabel

Opposed: None

Motion Carried

IX. DISTRICT REPORTS

A. Agency Reports – Mark Miller, DNR

- i. Doughnut and Door Prize Resolution - Coffee and Doughnuts \$100.00 and donate 100 Trees for door prizes – **Board Action**

Motioned by Knudsen and seconded by Ross to approve Doughnut and Door Prize Resolution of \$100.00 with an amendment of adding fruit and granola bars and to donate 100 trees for door prizes

Affirmative: Klennert, Ross, Theismann, Knudsen, Zabel

Opposed: None

Motion Carried

B. Chair Report – Lynn Zabel

C. County Commissioner – Bob Walkes

Bob reported that a New Zoning Administrator was hired.

D. District Manager Report – Terri Peters

Landowner Issues – Feedlot situation, Wetlands issue is an ongoing problem, WCA- for wetlands we need to follow their rules.

Buffer issues, Matt is working on. We do technical part, and if not in compliance then the County takes over. Would be good to meet new Zoning Administrator.

Attended Watershed Leadership Conference with Henry in Prairie du Chien

West Indian – set up monitoring sites and landowners who want to participate Project for WAGZ. West Indian project.

WinLaC & Zumbro meetings. Planning, work group and policy meetings.

BALLM Meeting in Winona

Wellhead protection meeting Wabasha. Assess where they are in the plan.

Olmsted – soil health demos, more cover crops program.

Quarterly reporting and invoicing

Submitted a grant application for implementation for Zumbro Safe Water, monitoring wells.

*Dept of Health interested. Developed new private well task force.
Sheila headed meeting with partners.
Bear Valley – have landowners that we can work with.
Ameri-corps looking for someone to host a person for 11 months. Contacted Katie Himanga of Lake City. She can work with that person for a few hours each week.
“We are Water” exhibit is in Lake City starting 4-27*

- E. NRCS Report – John Benjamin (in packet)
*John problems with phone, left meeting at 8:54 am
Report as submitted in the packet.*
- F. District Technician Report- Matt Kempinger (in packet)
- G. Natural Resources Conservation Technician Report – Henry Stelten (In packet)
- H. Bookkeeper/Administrative Assistant -Sue Cerwinske (in packet)

X. OLD BUSINESS

- A. Conservation Project – Lynn
*Lynn noticed after heavy rains around Potsdam & Elgin area there were gullies.
You can see how vulnerable the land is when the frost comes out and there is no cover.
Did a survey that the U of M sent out for Modern Agriculture information.*

XI. NEW BUSINESS

- A. Larry Gates report on Soil Erosion
*Larry started discussion about soil erosion and soil loss.
Erosion, run off, causes loss of a lot of soil. There is a lot of sediment in streams that cause them to be classed as impaired. We need to do more to keep soil in place. Is there something else we can do? If nothing is done, there will be consequences. Use better soil practices. Maybe have a landowner that does these practices work with others to show how they implemented on their land. Put together a conservation plan to measure some performance over next 5 years.
Discussion with all present followed.*

Bob Walkes asked about the Roller Crimper. It is available and we are sharing with Winona. With Lance Klessig leaving we are hoping to have his position filled, as he was the one that had wanted the roller crimper. Will need way of transporting. Hope to get community to organize to have it where people can use it.

Terri follow-up on a few items. Soil Loss Ordinance is actually from the State. Part of the buffer law. Only 5 counties in the state have it. Beau from Goodhue County said had to enforce a few times, mostly complaint driven.

*Issue came up at BALLM meeting. Elected officials should have a presence.
Bear Creek community does listen to them, actually participating.*

- B. Approve Allan Marking Contract# 21-Capacity-7 in the amount of \$1,620.00 for practice 340 cover crops – **Board Action**
(Funding sources: 2021 Capacity \$1,080.00 and 2022 Capacity \$540.00)
Motioned by Klennert and seconded by Theismann to approve Allan Marking Contract# 21-Capacity-7 in the amount of \$1,620.00 for practice 340 cover crops.

(Note: Chet Ross out of the room for this vote)
Affirmative: Klennert, Theismann, Knudsen, Zabel
Opposed: None
Motion Carried

- C. WSB Memorandum for LCCMR 2023 Request for Proposal Zumbro River Pre and Post Habitat Restoration Biological Monitoring -**Board Action Looking for a fiscal agent.**
Motioned by Klennert and seconded by Ross to approve the WSB Memorandum for LCCMR 2023 Request for Proposal. Zumbro River Pre and Post Habitat Restoration Biological Monitoring.
Affirmative: Klennert, Ross, Theismann, Knudsen, Zabel
Opposed: None
Motion Carried
- D. WSB Project Number 014051-000. Project Budget Amendment to Perform Additional Services to Wabasha SWCD for Zumbro River Restoration project located in the City of Mazeppa, Wabasha County, MN, \$18,867.00 to commence on 4-20-2022 and continue through 3-31-2023 or until project completion – **Board Action Motioned by Klennert and seconded by Ross to approve WSB Project Number 014051-000 amendment of \$6,890.00 (correction from 18,867.00 on agenda) to perform additional service to Wabasha SWCD for Zumbro River Restoration project commencing 4-20-22 through 3-31-2023.**
Affirmative: Klennert, Ross, Theismann, Knudsen, Zabel
Opposed: None
Motion Carried
- E. Environmental Troubleshooters, Inc. Pay Voucher 8 in the amount of \$1,803.20 – **Board Action**
Hydromulch and Straw stabilization of the bank.
Motioned by Theismann and seconded by Klennert to approve payment of Environmental Troubleshooters, Inc. Pay Voucher 8 in the amount of \$1,803.20.
Affirmative:
Opposed: None
Motion Carried
- F. Approve Margaret Deming Contract# 2022WAGZ-WC-05 in the amount of \$13,349.89 for 410 Grade Stabilization and 412 Grassed Waterways – **Board Action**
(Funding source WAGZ – Watershed based funding)
Motioned by Klennert and seconded by Ross to approve Margaret Deming Contract# 22WAGZ-WC-05 in the amount of \$13,349.89 for 410 Grade Stabilization and 412 Grassed Waterway.
Affirmative: Klennert, Ross, Theismann, Knudsen, Zabel
Opposed: None
Motion Carried

- G. Approve Voucher payment for John & Susan Mundy for Contract# 20-CWMA-9 in the amount of \$2,000.00 for NRCS practice 314 Brush Management – **Board Action** (Funding source 2020 CWMA)
Motioned by Theismann and seconded by Klennert to approve voucher payment for John & Susan Mundy for Contract# 20-CWMA-9 in the amount of \$2,000.00 for NRCS practice 314 Brush Management.
Affirmative: Klennert, Ross, Theismann, Knudsen, Zabel
Opposed: None
Motion Carried
- H. Approve Dan Johnson Contract# 22-CS-1 in the amount of \$5,065.00 for 410 Grade Stabilization and 342 Critical Area Planting – **Board Action** (Funding sources 2021 State Cost Share \$1,537.50 and 2022 State Cost Share \$3,527.50)
Motioned by Klennert and seconded by Ross to approve Dan Johnson Contract# 22-CS-1 in the amount of \$5,065.00 for 410 Grade Stabilization and 342 Critical Area Planting.
Affirmative: Klennert, Ross, Theismann, Knudsen, Zabel
Opposed: None
Motion Carried
- I. Upcoming Events
- i. Wabasha Forestry Day May 20, 2022, 9:00 am – 3:30 pm
 Inside portion Front Porch Bar & Grill, Outside portion at Greenheck/Gorman Creek LLC

XII. Board Reports

- A. Whitewater JPB – Lynn
Lynn reported that there was a discussion of relevance of meeting every other month. Thinking about changes. Already meet for WinLaC and JPB. Maybe changes shouldn't be too heavy on meeting. Bob added that some are overlapping.
- B. Zumbro 1W1P – Larry (alternate Dag)
Larry's meeting was canceled. Next meeting will be in July. Terri had planning group meeting. MPCA came in and talked about monitoring sites. Moving ahead with implementation.
- C. WinLaC 1W1P – Lynn
Lynn reported that there was a presentation on legal liabilities for what sort of setup. Either JPB or Memorandum of Agreement. New entity would hire staff. Some legal firewall against suing SWCD's. Have not decided which is better.
- D. SE SWCD Technical Support JPB – Larry
No Meeting
- E. County Board Meeting – Larry (alternate Sharleen)
Sharleen went over agenda at last meeting of the month. Terri reported to them about the Natural Resources Block Grant (NRBG).

F. Hiawatha Valley RC&D – Lynn

Lynn reported that they went over contract agreement for Executive Director. Rodney Peterson wants to write the contract.

Talked about when the Executive Director and Rodney Peterson went up north to talk to RC&D. They are not interested in joining a state organization.

XIII. Adjourn – Board Action

Motioned by Knudsen and seconded by Ross to adjourn the meeting at 10:41 am

Affirmative: Klennert, Ross, Theismann, Knudsen, Zabel

Opposed: None

Motion Carried

Respectively Submitted by:

Larry Theismann, Secretary

Wabasha Soil and Water Conservation District

Cash Balances

As of April 30, 2022

	<u>Apr 30, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
Money Market- Bank of Alma	44,021.37
Money Market WNB Financial	7,400.55
Peoples State Bank Money Market	356,897.64
Petty Cash	86.90
WNB Financial	26,298.54
Total Checking/Savings	<u>434,705.00</u>
Total Current Assets	<u>434,705.00</u>
TOTAL ASSETS	<u>434,705.00</u>
LIABILITIES & EQUITY	0.00

Wabasha Soil and Water Conservation District

05/19/22

Balance Sheet

Accrual Basis

As of April 30, 2022

	Apr 30, 22
ASSETS	
Current Assets	
Checking/Savings	
Money Market- Bank of Alma	44,021.37
Money Market WNB Financial	7,400.55
Peoples State Bank Money Market	356,897.64
Petty Cash	86.90
WNB Financial	26,298.54
Total Checking/Savings	434,705.00
Accounts Receivable	
11000 · Accounts Receivable	35,686.44
Total Accounts Receivable	35,686.44
Total Current Assets	470,391.44
Fixed Assets	
15000 · Furniture and Equipment	
Computer	8,706.00
Laptops for Distrcit Techs (2)	3,149.22
Samsung Tablets	1,548.69
15000 · Furniture and Equipment - Other	109,828.00
Total 15000 · Furniture and Equipment	123,231.91
17000 · Accumulated Depreciation	-79,335.42
Total Fixed Assets	43,896.49
Other Assets	
Prepaid Items	
Prepaid Rent	920.43
Total Prepaid Items	920.43
Total Other Assets	920.43
TOTAL ASSETS	515,208.36
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	-95.56
Total Accounts Payable	-95.56
Other Current Liabilities	
Allowance for Unemployment Reim	1,581.86
Deferred Revenue	
AIS	76,315.06
FY18 Capacity	18,175.00
FY19 Capacity	14,165.39
FY19 Well Seal Grant	14,576.30
FY20 Buffer Initiative	14,118.56
FY20 Capacity	9,555.51
FY20 CWMA	7,813.92
FY20 State Cost share	5,517.29
FY21 Buffer Initiative	16,903.00
FY21 Capacity	105,888.06
FY21 Conservation Delivery	6,020.65
FY21 LWM	12,480.99
FY21 State Cost Share	15,401.00
FY21 WCA	10,112.76
FY22 Buffer Initiative	17,000.00
FY22 Capacity	119,699.00
FY22 Conservation Delivery	19,619.00
FY22 State Cost Share	15,401.00
Total Deferred Revenue	498,762.49
Deposit on Tree Sales	12,254.19

Wabasha Soil and Water Conservation District

Balance Sheet

As of April 30, 2022

	<u>Apr 30, 22</u>
24000 · Payroll Liabilities	1,192.99
25500 · Sales Tax Payable	527.39
Total Other Current Liabilities	<u>514,318.92</u>
Total Current Liabilities	<u>514,223.36</u>
Total Liabilities	514,223.36
Equity	
Fund Balance- Restatement	47,943.10
Fund Balance Designated	31,903.30
Investment in Capital Assets	43,896.49
30000 · Opening Balance Equity	649.89
32000 · Owners Equity	43,252.65
Net Income	<u>-166,660.43</u>
Total Equity	<u>985.00</u>
TOTAL LIABILITIES & EQUITY	<u><u>515,208.36</u></u>

Wabasha Soil and Water Conservation District
Profit & Loss
 April 2022

	Apr 22
Ordinary Income/Expense	
Income	
Charges for Services	
Plat Book Sales	35.00
Wetlands	200.00
Total Charges for Services	235.00
Intergovernmental Revenues	
State	
FY19 Regnl Drinking Water Prote	974.78
FY22-23 WAGZ	2,129.79
MAWQCP	23,833.49
Total State	26,938.06
Total Intergovernmental Revenues	26,938.06
Total Income	27,173.06
Gross Profit	27,173.06
Expense	
District Operations	
Other Services and Charges	
Building Rent	920.43
Conferences and Conventions	17.00
Education and Information	310.83
Employee Expenses	10.59
Internet Expense	79.66
Postage	19.42
Subs. and Pubs.	697.94
Supervisor's Expenses	0.00
Supervisor's Mileage	248.04
Unemployment Expense Payment	67.26
Vehicle Expenses	
Chevrolet Silverado Vehicle Exp	111.02
Hyundia Tucson Vehicle Expense	428.74
Total Vehicle Expenses	539.76
Total Other Services and Charges	2,910.93
Personnel Services	
Employee Salary Permanent	28,506.38
Employer HSA contributions	0.00
Employer Life and Health	
66000 · Payroll Expenses	6,059.20
Employer Life and Health - Other	22.00
Total Employer Life and Health	6,081.20
Employer Share FICA	1,822.91
Employer Share Medicare	426.35
Employer Share PERA	2,025.36
Total Personnel Services	38,862.20
Supplies	
Office Supplies	183.96
Total Supplies	183.96
Total District Operations	41,957.09
Project Expenditures	
District	
Tree Expense	10.00
Total District	10.00
Federal	
319 Focus Small Wtrshd-W.Indian	2,966.38
FY20 NFWF	244.90

Wabasha Soil and Water Conservation District
Profit & Loss
April 2022

	<u>Apr 22</u>
FY22 MPCA Chloride Monitoring	10,375.52
Total Federal	13,586.80
Partners Grants	
FY21 NACD TA Grant	46,453.44
NFWF-Planning for WQ & Habitat	300.00
Total Partners Grants	46,753.44
State	
FY20 CWMA	2,000.00
FY20 Gorman Creek Restoration	6,195.30
LWM NRBG	140.17
MAWQCP Administration	21,547.52
North Fork Zumbro-Mazeppa	4,508.95
Total State	34,391.94
Total Project Expenditures	94,742.18
Total Expense	136,699.27
Net Ordinary Income	-109,526.21
Other Income/Expense	
Other Income	
Interest Income	
Interest Earnings MM's	155.41
Total Interest Income	155.41
Total Other Income	155.41
Net Other Income	155.41
Net Income	-109,370.80

Wabasha Soil and Water Conservation District
Monthly Bills Listing
May 26, 2022

May 26, 22

Type	Date	Num	Name	Memo	Account	Paid Amount
Liability-Check	05/26/2022	11609	QuikBooks-Payroll Service	Created by Payroll Service on 05/24/2022	WNB Financial	-5,827.16
Liability-Check	05/26/2022	EFT	Auditor/Treasurer of Wabasha County		WNB Financial	-559.85
Liability-Check	05/26/2022	EFT	MN PEIP	Group Number 03732 For 6-01-2022 to 6-30-2022	WNB Financial	-5,586.42
Bill Pmt-Check	05/26/2022	11610	Office Vision Care	For 6-01-2022 to 6-30-2022	WNB Financial	-64.04
Bill Pmt-Check	05/26/2022	11611	Office Depot	HP Black and Color Ink	WNB Financial	-71.04
Bill Pmt-Check	05/26/2022	11612	BWSR-1	MW/PCP July 11-15th Matt Kempinger	WNB Financial	-425.00
Bill Pmt-Check	05/26/2022	11613	Environmental Troubleshooters, Inc	N.Fork Zumbo work up through 5/20/2022	WNB Financial	-12,008.63
Bill Pmt-Check	05/26/2022	11614	HBC	Internet 5-02-2022 to 6-01-2022	WNB Financial	-79.66
Bill Pmt-Check	05/26/2022	11615	Houston Engineering Inc.	Prof. Svs through 4/30/22 Work with Sheila on summary	WNB Financial	-334.00
Bill Pmt-Check	05/26/2022	11616	Jennifer Wahls-C		WNB Financial	-3,837.50
Bill Pmt-Check	05/26/2022	11617	Mittel Schule, Inc.	June 2022 Rent	WNB Financial	-920.43
Bill Pmt-Check	05/26/2022	11618	Olmsted County Public Works	April, 2022 Mark Root Salary, Benefits & MAWQCP Expenses	WNB Financial	-8,570.13
Bill Pmt-Check	05/26/2022	11619	Schumacher's	Trees \$8,186.50+ Trucking \$600.00	WNB Financial	-8,786.50
Bill Pmt-Check	05/26/2022	11620	Wabasha County Highway Departm...	Gas for Hyundai & Siverado for April	WNB Financial	-78.30
Bill Pmt-Check	05/26/2022	11623	WSB	N.Fork Zumbo -Services April 1-April 30, 2022	WNB Financial	-2,541.50
Bill Pmt-Check	05/26/2022	11623	Terri Peters (Expenses)	May expenses - Media presentation, Forestry Day, Training Committee	WNB Financial	-131.72

May 26, 22

-49,821.88
Payroll 5,927.16

Refund 05/26/2022 11621 Daniel & Hannah Miller - Refund Balsam Fir -43,994.72

Refund 05/26/2022 11622 Tom Brossard - Refund Hackberry - 39.72

- 37.57

\$ 44,072.01

NRCS Field Office Report

5/26/22

John Benjamin

Current office standing

- Bill is working from the office full time. I am on Paternity leave, will be returning August 22nd.
- Mike Muzzy (Olmsted District Conservationist) covering position with help from other team 20 members.
- Still meeting with Producers in the hall; Office is not open to producers.
- Masks are currently required in the building; this could change on a weekly basis dependent on CDC COVID community levels.
- Office staffing at 75% capacity and maximum telework is encouraged.

CSP (Conservation Stewardship Program)

- 4 Active contracts
- 17 applications submitted for FY22 classic application Deadline was Feb. 4th.
- 2 applications submitted for FY22 MRBI-West Indian Creek application deadline was Feb.4th,
- 2 applications submitted for FY23 renewal application deadline was March 25th,
- 6 classic applications preapproved for funding and moving forward

EQIP (Environmental Quality Incentive Program)

- 26 Active EQIP contracts (\$168,237 new dollars allocated)
- 24 applications in pending status
- FY22 2nd sign up deadline was May 20th. Only for MRBI, Social Dis. And NWQI fund pools
- No applications moving forward in this round

RCPP-EQIP (Regional Conservation Partnership Program- EQIP)

- 5 RCPP-EQIP active contracts
- No applications submitted

RCPP (Regional Conservation Partnership Program)

Land Management fund through MAWQCP sign up

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

CRP (Conservation Reserve Program)

- 113 Expiring contract reviews for FY23
- 36 reviews completed so far.
- General sign update was March 11th
- 6 new continuous offers
- 11 Renewal continuous offers submitted
- 17 general offers accepted

Monthly Report – May 2022

Matt Kempinger

Training

- Field walkover training

Projects

- Construction monitoring for 1 feedlot fix
- Construction monitoring for 3 grassed waterways
- As-Built certification for 2 grassed waterways
- Pre-construction meetings for 3 projects
- Prepared 1 grade stabilization project contract
- Prepared 1 grassed waterway contract
- Prepared voucher for 1 grassed waterway project
- Initial site investigation for 3 waterway sites
- Preliminary design work for 4 waterway sites
- Preliminary design work for 3 grade stabilization structure sites
- Prepared preliminary cost estimates for 2 West Indian Creek Projects
- Investigated 1 Tile blowout site
- Assisted 1 farmer with laying re-establishing contour strips

Others

- Updated districts project tracker formatting
- Assisted with processing and distribution of annual tree sale
- Processing of 2 WCA joint applications
- Review of 2 1026 requests for WCA
- Reviewed 1 wetland bank credit withdrawal
- Host 1 WCA TEP meeting
- Aided and advised citizens regarding WCA concerns
- Informed 1 landowner about MAWQCP program
- Provided documentation to MAWQCP specialist for 3 projects
- Answered general resource questions from public and assisted where possible
- Buffer compliance monitoring
- Ran through various scenarios to optimize program cost share in on going projects

Sue:

West Indian Apr/May Newsletter – 136 printed/envelopes stuffed and stamped/mailed
CSP Certified Letters for John/NRCS and copied for files
Bank reconciliations
Payroll and taxes & liabilities
Sick Leave/Annual Leave and Comp time reports
Few Odds & Ends Tree Sales
Deposits
Accounts Payable
Fill out form for MFA event Insurance for Wabasha Forestry Day
Release of Liability Form for Jen to contact landowners
Board Meeting – recording/notes and Minutes
Check run for Monthly Bills
Email newspapers for Public notice of meeting date/time
2022 Budget enter into Quickbooks program
Revised Cost Share Policy
Forestry Day – printed tree gift cards and picked up fruit etc.
May Agenda/Board Packet

quote for audit for 2021

1 message

Steve Salveson <s.salveson@smithschafer.com>

Fri, Apr 29, 2022 at 3:22 PM

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

Sue:

Due to staff losses industry wide and in our firm, we have had to raise our prices some to match what we have available. As a result our quote for the 2021 audit is \$5,775.

Steve

Steve Salveson, CPA, CGMA

Principal



p: 651-388-2858

e: s.salveson@smithschafer.com.com

w: www.smithschafer.com



PERCENT BASED - VOUCHER AND PRACTICE CERTIFICATION FORM

PAYEE AND COST INFORMATION

Name: Patricia Livingston Contract No.: 21-Capacity-6
 Address: 31221 570th St
 City, State, Zip: Millville, MN
 Total Amount Authorized: \$5,100.00 % Approved: 75% (state) 75% (state & non-state)
 (from contract)

Item	Quantity	Unit	Unit Price	Cost
Waterway 20' Bottom	510	L.F.	\$3.00	\$1,530.00
Waterway 12' Bottom	820	L.F.	\$2.00	\$1,640.00
Diversion	1	Job	\$875.00	\$875.00
Seeding and Mulching	1.1	Acres	\$2,000.00	\$2,200.00
				\$0.00
				\$0.00
				\$0.00
PROJECT COST:				\$6,245.00

PAYMENT AND CERTIFICATION INFORMATION

A. Type of request (partial or final): Final
 B. Total cost of practice to date: \$6,245.00
 C. Eligible amount (total cost x % approved): \$4,683.75 (state) \$4,683.75 (state & non-state)
 D. Total other state payment amount: \$0.00
 E. Total non-state payment amount: _____
 F. Total previous partial payments: \$0.00
 G. Pre-Construction Cover payment amount: \$0.00

Pre-Con.Cover Ac.	Rate/Ac.

H. Maximum payment amount \$4,683.75

Amount Approved for This Voucher: **\$4,683.75**
 (cannot exceed Total Amount Authorized)

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

Patricia Livingston
 Payee Signature

5/16/2022
 Date

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

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

Chris Nelson
 Technical Assistance Provider

Susan Cerwin
 Administrative Sign-off

5-16-22
 Date

5/17/22
 Date

PERCENT BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

General Information

Organization: Wabasha SWCD	Contract Number: 21-Capacity-6	Other state or non-State funds? <input type="checkbox"/> YES <input checked="" type="checkbox"/> No	Amendment <input type="checkbox"/> Board Meeting Date(s):	Canceled <input type="checkbox"/> Board Meeting Date(s):
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*If contract amended, attach amendment form(s) to this contract.

Applicant

Land Occupier Name Patricia Livingston	Address 31221 570th St	City/State Millville, MN	Zip Code 55957
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* If a group contract, this must be filed and signed by the group spokesperson as designated in the group agreement and the group agreement attached to this form.

Conservation Practice Location

Township Name: Oakwood	Township No: 109	Range No.: 12	Section No. 30	1/4,1/4 SW1/4, NE1/4
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Contract Information

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

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

412 - Grassed Waterway NRCS Practice Standard

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

Applicant Signatures

The land occupier's signature indicates agreement to:

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

PERCENT BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

General Information

Organization: Wabasha SWCD	Contract Number: 2022WAGZ-WC-02	Other state or non-State funds? <input checked="" type="checkbox"/> YES <input type="checkbox"/> No	Amendment <input type="checkbox"/> Board Meeting Date(s):	Canceled <input type="checkbox"/> Board Meeting Date(s):
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*If contract amended, attach amendment form(s) to this contract.

Applicant

Land Occupier Name Patricia Livingston	Address 31221 570th St	City/State Millville, MN	Zip Code 55957
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* If a group contract, this must be filed and signed by the group spokesperson as designated in the group agreement and the group agreement attached to this form.

Conservation Practice Location

Township Name: Oakwood	Township No.: 109	Range No.: 12	Section No.: 30	1/4,1/4 SW1/4, NE1/4
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Contract Information

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

1. The land occupier is responsible for full establishment, operation, and maintenance of all practices and upland treatment criteria applied under this program to ensure that the conservation objective of the practice is met and the effective life, a minimum of 15 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:

NRCS- Field Office Technical Guide - 410 Grade Stabilization Structure

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

Applicant Signatures

The land occupier's signature indicates agreement to:

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

Date 5/16/2022	Land Occupier <i>Patricia M. Linton</i>
Date	Landowner, if different from applicant
	Address, if different from applicant information:

Conservation Practice

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

Eligible Component Standards & Names 410 Grade Stabilization Structure, 412 Grassed Waterway, 342 Critical Area Planting, 484 Mulching,	Engineered Practice: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Total Project Cost Estimate \$51,016.00
	Ecological Practice: <input type="checkbox"/> YES <input type="checkbox"/> NO	

Technical Assessment and Cost Estimate

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

Date 5-12-2022	Technical Assistance Provider <i>Matt Kempinger</i>	NRCS-CPA-1245 (Practice Approval and Payment Worksheet) can be utilized as the certification of practice completion. An attached completed, and signed NRCS-CPA-1245 and the as-built can be used as the Technical Certification on the "Voucher and Certification"
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Pre-Construction Cover

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

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

Amount Authorized for Financial Assistance

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

Amount	Program Name	Fiscal Year
\$18,449.49	Greater Zumbro Watershed Based Funding	2022

Date	Authorized Signature	Total Amount Authorized \$18,447.49
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Date	Land Occupier
Feb 24, 2022	<u>Pat Livingston</u> Pat Livingston (Feb 24, 2022 09:02 CST)
Date	Landowner, if different from applicant
	Address, if different from applicant information:

Conservation Practice

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

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

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	Technical Assistance Provider
2-18-22	<u>Chris Nelson</u>

Pre-Construction Cover

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

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

Amount Authorized for Financial Assistance

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

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

Date	Authorized Signature	Total Amount Authorized
3-24-2022	<u>Lynn Zabel</u>	\$5,100.00

PERCENT BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

General Information

Organization: Wabasha SWCD	Contract Number: 2022WAGZ-WC-04	Other state or non-State funds? <input checked="" type="checkbox"/> YES <input type="checkbox"/> No	Amendment <input type="checkbox"/> Board Meeting Date(s):	Canceled <input type="checkbox"/> Board Meeting Date(s):
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*If contract amended, attach amendment form(s) to this contract.

Applicant

Land Occupier Name Diane Mcnallan	Address 340 5th St. SW	City/State Plainview, MN	Zip Code 55964
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* If a group contract, this must be filed and signed by the group spokesperson as designated in the group agreement and the group agreement attached to this form.

Conservation Practice Location

Township Name: Highland	Township No: 109	Range No.: 11	Section No. 22	1/4,1/4 NE1/4
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Contract Information

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

1. The land occupier is responsible for full establishment, operation, and maintenance of all practices and upland treatment criteria applied under this program to ensure that the conservation objective of the practice is met and the effective life, a minimum of 15 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:

NRCS -Field Office Technical Guide - 410 Grade Stabilization Structure

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 6/30/2023, 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 90%, or state and non-state sources that when combined are in excess of 90% of the total cost to establish the conservation practice. Pre-construction Cover is exempt from the percent reimbursement rate limitations when utilizing the flat rate payment option.
5. To provide copies of all forms and contracts pertinent to any other state or non-state programs that are contributing funds toward this project.

Date 5/17/2022	Land Occupier Diane P McMillan
Date	Landowner, if different from applicant
	Address, if different from applicant information:

Conservation Practice

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

Eligible Component Standards & Names 410 Grade Stabilization Structure, 342 Critical Area Planting, 484 Mulching, 460 Land Clearing	Engineered Practice: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Total Project Cost Estimate \$30,210.00
	Ecological Practice: <input type="checkbox"/> YES <input type="checkbox"/> NO	

Technical Assessment and Cost Estimate

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

Date 5-12-2022	Technical Assistance Provider Matt Kempinger	NRCS-CPA-1245 (Practice Approval and Payment Worksheet) can be utilized as the certification of practice completion. An attached completed, and signed NRCS-CPA-1245 and the asbuilt can be used as the Technical Certification on the "Voucher and Certification"
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Pre-Construction Cover

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

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

Amount Authorized for Financial Assistance

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

Amount	Program Name	Fiscal Year
\$5,491.82	Greater Zumbro Watershed Based Funding	2022

Date	Authorized Signature	Total Amount Authorized \$5,491.82
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WABASHA SWCD LOCAL COST SHARE POLICY

Staff Credentials

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

Technical expertise of the District includes:

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

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

Delegation

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

Noncompliance

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

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

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

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

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

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

Policies Applied to the Nonstructural Land Management Practices and Vegetative Practices

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

Priorities

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

Additional

- In-kind services and materials provided by the land occupier such as, but not limited to, earthwork, seedbed preparation, seeding, and permanent fencing materials may be credited toward the land occupier's share of total eligible cost of the practice not to exceed rates listed in the most recent Iowa Farm Custom Rate Survey.
 - SWCD District Manager is authorized to approve cover crop contracts do to timing of activity.
 - Multiple funds can be used to get landowner to percentage allowed for project.
 - Combined financial assistance from the SWCD and all other sources may not exceed 100%.
 - Projects funded by Greater Zumbro Watershed Based Implementation Funding will follow policies set by Greater Zumbro Policy Committee. This will apply to any future Watershed Based funding areas.
- Landowners are required to get three bids for projects that are approximately \$5,000.00.

Adoption

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

SIGNATURE PAGE

Board approved:

Revision Date: May 26, 2022

SWCD Board Chair

Date

FLAT RATE BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

General Information

Organization: Wabasha SWCD	Contract Number: 21-Capacity-8	Other state or non-state funds? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Amendment <input type="checkbox"/> Board Meeting Date(s):	Canceled <input type="checkbox"/> Board Meeting Date(s):
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*If contract amended, attach amendment form(s) to this contract.

Applicant

Land Occupier Name Jeremiah Leonhardt	Address 60035 Hwy 42	City/State Kellogg, MN	Zip code 55945
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* If a group contract, this must be filed and signed by the group spokesperson as designated in the group agreement and the group agreement attached to this form.

Conservation Practice Location

Township Name: Watopa	Township No.: 109	Range No.: 10	Section No.: 7	1/4, 1/4 SE, SW
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Contract Information

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

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

NRCS 340 Cover Crops
5. Increases in the practice(s) units or cost must be approved by the organization board through amendment of this contract as a condition to increase the payments.
6. This contract, when approved by the organization board, will remain in effect unless canceled or amended by mutual agreement. If practice(s) covered by this contract have not been completed by 11/1/22, 11/1/23, 11/1/24, 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(s) where the conservation practice(s) will be located.
2. Obtain any permits required in conjunction with the completion of the practice(s) prior to starting work on the practice(s).
3. Be responsible for the operation and maintenance of conservation practice(s) applied under this program in accordance with an Operation and Maintenance Plan prepared by the technical assistance provider.
4. Not accept any other state or federal funds for the practice(s) named in this agreement.

Date	Land Occupier
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Date	Landowner, if different from applicant <i>Jerome D. Jenkins</i>
	Address, if different from applicant information:

Conservation Practice

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

Practice standard(s) or eligible component 340 Cover Crops	Engineered Practice: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Units
	Ecological Practice: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	30 acres

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 4-7-22	Technical Assistance Provider <i>Henry Dull</i>
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Amount Authorized for Financial Assistance

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

Date	Authorized Signature	Total Amount Authorized
		\$2,700.00

Amount	Program Name	Fiscal Year
\$900.00	2021 Capacity	2022
\$900.00	2021 Capacity	2023
\$900.00	2022 Capacity	2024

WSB Project No. 014051-000	Owner Project No.	Change Order No. 3
Project Title/Description: North Fork Zumbro River at Mazeppa Channel Restoration		
Owner: Wabasha County SWCD		
Owner Address: 611 Broadway Ave Wabasha, MN 55981		
Contractor: Environmental Troubleshooters, Inc.		
Contractor Address: 3100 Courthouse Lane Eagan, MN 55121		
Total Change Order Amount: \$12,253.70		

Description: Change to site restoration methods and second mobilization

Estimate Of Cost: (Include any increases or decreases in contract items, any negotiated or force account items.)

Group/Funding Category	Item No.	Description	Unit	Unit Price	+ or - Quantity	+ or - Amount \$
014051-000 Source 1	2575.602	SITE RESTORATION	EACH	\$1,740.00	2	\$3,480.00
014051-00 Source 1	2021.501	MOBILIZATION	LS	\$5,340.36	1	\$5,340.36
014051-00 Source 1	2575.605	MULCH MATERIAL TYPE 1	ACRE	\$2,288.89	1.5	\$3,433.34
Net Change This Change Order						\$12,253.70

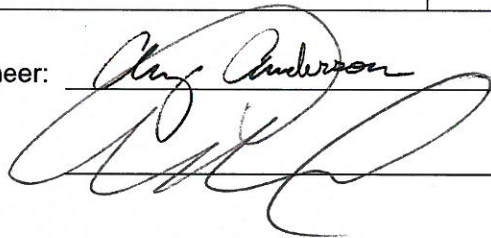
Due to this change, the contract time: (check one)

(X) Is NOT changed () May be revised as provided in MnDOT Specification 1806

Number of Working Days Affected by this Contract Change:

Number of Calendar Days Affected by this Contract Change:

Approved By Project Engineer:



Date: May 19, 2022

Approved By Contractor:

Date: Click or tap here to enter text.

Approved By Owner:

Date: Click or tap here to enter text.



Memorandum

To: Wabasha County SWCD Board of Managers

From: Amy Anderson, PE

Date: May 18th, 2022

Re: North Fork Zumbro River Channel Restoration – Change Order #3
WSB Project No. 014051-000

Environmental Troubleshooters (ET) completed all work on Phase 2 of the Channel Restoration project in December 2021 which was covered in Change Order #2. Because of snow covered ground ET was not able to apply hydromulch to disturbed ground as originally called for in the plan set. The revised schedule was for ET to apply hydromulch in early spring 2022 after snow melt, since the project Storm Water Pollution Prevention Plan (SWPPP) required additional stabilization to maintain compliance with permit terms.

ET mobilized a second time in March 2022. During this mobilization they applied 1,000 pounds of hydromulch to disturbed areas on the site but were not able to apply hydromulch to the disturbed riverbanks due to wet ground conditions. In order to maintain compliance with the SWPPP, WSB directed ET to stabilize disturbed ground that was not able to be hydromulched with straw mulch. This exceeded the original quantity of straw mulch estimated for the project, which only was intended to be used on access roads, not on river banks, and additional labor since straw mulch must be placed by hand. Current site conditions indicate that the remaining hydromulch in the project budget will not be utilized.

WSB recommends ET be paid for items under Change Order #3 as attached

1. Mobilization covers the rental of equipment used in the March 2021 mobilization: a hydromulch truck and a skid steer, as well as labor for mobilization as invoiced on April 18, invoice number 8892.
2. Site restoration covers labor for completing site restoration activities (seeding, placing perimeter control, and stabilizing access routes) as invoiced on April 18, 2022, invoice number 8892.
3. Mulch Material Type 1 covers the purchase of additional straw mulch for the site as well as labor for hand installation as invoiced on April 18, invoice number 8892.

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

Contract Amount		Funds Encumbered	
Original Contract	\$251,299.40	Original	\$251,299.40
Contract Changes	\$74,083.42	Additional	N/A
Revised Contract	\$325,382.82	Total	\$251,299.40

Work Certified To Date	
Base Bid Items	\$248,388.60
Contract Changes	\$66,931.08
Material On Hand	\$0.00
Total	\$315,319.68


Work Certified This Voucher	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
\$12,253.70	\$315,319.68	\$6,306.39	\$297,004.66	\$12,008.63	\$309,013.29
Percent Retained: 2%			Percent Complete: 96.91%		

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

Approved By WSB

Approved By Environmental Troubleshooters, Inc.


Project Engineer



May 20, 2022
Date

May 20, 2022
Date

Approved By Wabasha County SWCD

Date

Payment Summary				
No.	Up Through Date	Work Certified Per Voucher	Amount Retained Per Voucher	Amount Paid Per Voucher
1	02/11/21	\$42,047.14	\$2,102.36	\$39,944.78
2	02/19/21	\$89,265.68	\$4,463.28	\$84,802.40
3	03/19/21	\$51,515.03	\$2,575.75	\$48,939.28
4	05/20/21	\$58,764.01	\$2,938.20	\$55,825.81
5	06/23/21	\$8,001.45	\$400.08	\$7,601.37
6	08/06/21	\$0.00	(\$7,487.80)	\$7,487.80
7	01/17/22	\$51,632.67	\$1,032.65	\$50,600.02
8	04/25/22	\$1,840.00	\$36.80	\$1,803.20
9	05/20/22	\$12,253.70	\$245.07	\$12,008.63

Funding Category Name	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
014051-000 Source 1	\$315,319.68	\$6,306.39	\$297,004.66	\$12,008.63	\$309,013.29

Accounting Number	Funding Source	Amount Paid This Voucher	Revised Contract Amount	Funds Encumbered To Date	Paid Contractor To Date
014051-000 Source 1	Local	\$12,008.63	\$325,382.82	\$251,299.40	\$309,013.29

Contract Item Status									
Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
1	2021.501	MOBILIZATION	LS	\$4,250.00	1	0	\$0.00	1	\$4,250.00
2	2051.501	MAINT & RESTORATION OF HAUL ROADS	LS	\$2,520.00	1	0	\$0.00	1	\$2,520.00
3	2101.505	CLEARING	ACRE	\$3,318.52	2.7	0	\$0.00	2.7	\$8,960.00
4	2101.505	GRUBBING	ACRE	\$2,635.29	1.7	0	\$0.00	1.7	\$4,479.99
5	2104.501	REMOVE CONCRETE STRUCTURES (DAM REMNANTS)	LS	\$2,280.00	1	0	\$0.00	1	\$2,280.00
6	2105.507	COMMON EXCAVATION (P)	C Y	\$4.49	31405	0	\$0.00	31405	\$141,008.45
7	2511.507	RANDOM RIPRAP CLASS I	C Y	\$57.55	100	0	\$0.00	100	\$5,755.00
8	2511.507	RANDOM RIPRAP CLASS V	C Y	\$49.78	300	0	\$0.00	300	\$14,934.00
9	2573.502	STABILIZED CONSTRUCTION EXIT	EACH	\$1,000.00	2	0	\$0.00	2	\$2,000.00
10	2573.503	SILT FENCE; TYPE MS	L F	\$2.01	870	0	\$0.00	439	\$882.39
11	2573.503	FLOTATION SILT CURTAIN TYPE MOVING WATER	L F	\$7.94	425	0	\$0.00	425	\$3,374.50
12	2573.503	SEDIMENT CONTROL LOG TYPE COMPOST	L F	\$1.47	3400	0	\$0.00	2932	\$4,310.04
13	2575.508	SEED MIXTURE 21-111	LB	\$0.86	193	0	\$0.00	193	\$165.98

Contract Item Status									
Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
14	2575.508	SEED MIXTURE 25-131	LB	\$7.48	60	0	\$0.00	50	\$374.00
15	2575.508	SEED MIXTURE 32-241	LB	\$7.13	190	0	\$0.00	190	\$1,354.70
16	2575.508	SEED MIXTURE 34-261	LB	\$23.08	91	0	\$0.00	91	\$2,100.28
17	2575.508	HYDRAULIC BONDED FIBER MATRIX	LB	\$0.97	31000	0	\$0.00	26091	\$25,308.27
18	2575.602	SITE RESTORATION	EACH	\$1,740.00	4	2	\$3,480.00	4	\$6,960.00
19	2575.605	MULCH MATERIAL TYPE 1	ACRE	\$166.67	1.2	0	\$0.00	1.2	\$200.00
20	2577.210	TOE WOOD	L F	\$38.00	400	0	\$0.00	400	\$15,200.00
21	2577.502	LIVE STAKES	EACH	\$4.38	450	0	\$0.00	450	\$1,971.00
Bid Totals:							\$3,480.00		\$248,388.60

Project Category Totals		
Category	Amount This Voucher	Amount To Date
Base bid	\$3,480.00	\$248,388.60

Contract Change Item Status											
CC	CC No.	Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
CO	1	22	2104.601	EXPANDING MORTAR PILOT TEST	LS	\$960.00	1	0	\$0.00	1	\$960.00
CO	1	23	2540.601	PURCHASE EXPANDING MORTAR AND DELIVERY	LS	\$1,524.71	1	0	\$0.00	1	\$1,524.71
CO	1	24	2104.601	DRILL AND APPLY MORTAR TO BOTH DAM REMNANTS	LS	\$2,200.00	1	0	\$0.00	1	\$2,200.00
CO	2	25	2021.501	MOBILIZATION	LS	\$6,480.00	1	0	\$0.00	1	\$6,480.00
CO	2	26	2051.501	MAINTENANCE AND RESTORATION OF HAUL ROADS	LS	\$2,520.00	1	0	\$0.00	1	\$2,520.00
CO	2	27	2101.505	CLEARING	ACRE	\$3,318.52	0.5	0	\$0.00	0.5	\$1,659.26
CO	2	28	2101.505	GRUBBING	ACRE	\$2,635.29	0.5	0	\$0.00	0.5	\$1,317.65
CO	2	29	2105.507	COMMON EXCAVATION	C Y	\$9.99	3500	0	\$0.00	3500	\$34,965.00
CO	2	30	2573.503	SEDIMENT CONTROL LOG TYPE COMPOST	L F	\$1.47	1500	0	\$0.00	1500	\$2,205.00

Contract Change Item Status											
CC	CC No.	Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
CO	2	31	2575.508	SEED MIXTURE 32-241	LB	\$7.13	68	0	\$0.00	68	\$484.84
CO	2	32	2575.508	SEED MIXTURE 34-261	LB	\$23.08	49	0	\$0.00	49	\$1,130.92
CO	2	33	2575.602	SITE RESTORATION	EACH	\$1,740.00	1	0	\$0.00	1	\$1,740.00
CO	2	34	2575.508	HYDRAULIC BONDED FIBER MATRIX	LB	\$0.97	4700	0	\$0.00	1000	\$970.00
CO	2	35	2575.605	MULCH MATERIAL TYPE 1	ACRE	\$166.67	0.5	0	\$0.00	0	\$0.00
CO	3	36	2575.605	MULCH MATERIAL TYPE 1	ACRE	\$2,288.89	1.5	1.5	\$3,433.34	1.5	\$3,433.34
CO	3	37	2021.501	MOBILIZATION	LS	\$5,340.36	1	1	\$5,340.36	1	\$5,340.36
Contract Change Totals:									\$8,773.70		\$66,931.08

Contract Change Totals				
No.	Contract Change	Description	Amount This Voucher	Amount To Date
1	CO	Dam remnant removal using expanding mortar.	\$0.00	\$4,684.71
2	CO	Scope Expansion Lange Property New Substantial Completion Date is December 31, 2021 and new Final Completion Date is June 30, 2022.	\$0.00	\$53,472.67
3	CO	Change to site restoration methods and second mobilization	\$8,773.70	\$8,773.70

Material On Hand Additions					
Line No.	Item	Description	Date	Added	Comments

Material On Hand Balance						
Line No.	Item	Description	Date	Added	Used	Remaining

PERCENT BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

General Information

Organization: Wabasha SWCD	Contract Number: 22-Capacity--1	Other state or non-State funds? <input type="checkbox"/> YES <input checked="" type="checkbox"/> No	Amendment <input type="checkbox"/> Board Meeting Date(s):	Canceled <input type="checkbox"/> Board Meeting Date(s):
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*If contract amended, attach amendment form(s) to this contract.

Applicant

Land Occupier Name Daniel Sell	Address 45 Rolling Hills Dr	City/State Elgin MN	Zip Code 55932
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* If a group contract, this must be filed and signed by the group spokesperson as designated in the group agreement and the group agreement attached to this form.

Conservation Practice Location

Township Name: Elgin	Township No.: 108	Range No.: 12	Section No.: 34	1/4,1/4 SW1/4 SE1/4
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Contract Information

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

1. The land occupier is responsible for full establishment, operation, and maintenance of all practices and upland treatment criteria applied under this program to ensure that the conservation objective of the practice is met and the effective life, a minimum of 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:


NRCS - Field Office Technical Guide (412 - Grassed Waterway Conservation Practice Standard)

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

Applicant Signatures

The land occupier's signature indicates agreement to:

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

Date 5-24-22	Land Occupier 
Date	Landowner, if different from applicant
	Address, if different from applicant information

Conservation Practice

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

Eligible Component Standards & Names 412 Grassed Waterway, 340 Critical Area Planting, 484 Mulching	Engineered Practice: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Total Project Cost Estimate \$24,006.00
	Ecological Practice: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	

Technical Assessment and Cost Estimate

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

Date 5/24/2022	Technical Assistance Provider 
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Pre-Construction Cover

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

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

Amount Authorized for Financial Assistance

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

Amount	Program Name	Fiscal Year
\$18,004.50	2022 Capacity	2022

Date	Authorized Signature	Total Amount Authorized \$18,004.50
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FLAT RATE BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

General Information

Organization: Wabasha SWCD	Contract Number: 20-CWMA-10	Other state or non-state funds? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Amendment <input type="checkbox"/> Board Meeting Date(s):	Canceled <input type="checkbox"/> Board Meeting Date(s):
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*If contract amended, attach amendment form(s) to this contract.

Applicant

Land Occupier Name Larry Stromness	Address 62945 161st Avenue	City/State Kellogg, MN	Zip code 55945
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*If a group contract, this must be filed and signed by the group spokesperson as designated in the group agreement and the group agreement attached to this form.

Conservation Practice Location

Township Name: Watopa	Township No.: 109	Range No.: 10	Section No.: 21	1/4, 1/4 SW, NW
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Contract Information

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

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

NRCS 314 Brush Management
5. Increases in the practice(s) units or cost must be approved by the organization board through amendment of this contract as a condition to increase the payments.
6. This contract, when approved by the organization board, will remain in effect unless canceled or amended by mutual agreement. If practice(s) covered by this contract have not been completed by 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(s) where the conservation practice(s) will be located.
2. Obtain any permits required in conjunction with the completion of the practice(s) prior to starting work on the practice(s).
3. Be responsible for the operation and maintenance of conservation practice(s) applied under this program in accordance with an Operation and Maintenance Plan prepared by the technical assistance provider.
4. ~~Not accept~~ any other state or federal funds for the practice(s) named in this agreement.

Date 5/23/22	Land Occupier <i>Larry D. Stromness</i>
------------------------	--

Larry Stromness ↑
signature

Date	Landowner, if different from applicant
	Address, if different from applicant information:

Conservation Practice

The primary practice for which cost-share is requested is **314 Brush Management**

Practice standard(s) or eligible component 314 Brush Management	Engineered Practice: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Units 7 acres
	Ecological Practice: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	

Technical Assessment and Cost Estimate

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

Date 5/20/2024	Technical Assistance Provider <i>Jeri Peters</i>
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Amount Authorized for Financial Assistance

The organization board or council has authorized the following for financial assistance, total not to exceed a rate of: \$300

Date	Authorized Signature	Total Amount Authorized
		\$2,100.00

Your Support Team

Program Manager

[Jessica Benson](#)

Recruiter

[Avery Hoogenakker](#)



We're Excited to Partner with You!



Dear Terri Peters,

It is our pleasure to notify you that Wabasha Soil and Water Conservation District has been awarded the positions below for the 2022-2023 year!

Position	Number Awarded
Community Forestry Member	1

In the coming weeks, your Climate Impact Corps support team will be in touch to ensure you have the information and resources you need to prepare for the 2022-23 program year and begin recruiting great AmeriCorps members from your networks.

Shortly, you'll receive an email from us through DocuSign, a secure service we use to manage site agreements. This email will contain a link to your site agreement. Please review and complete your agreement by June 1, 2022.

Thank you for your partnership as we work together to make an impact. [Ampact](#) is committed to our partners, our members, and our mission, and our staff are available to support you. Please don't hesitate to contact us with any questions.

Yours in Service,

The Climate Impact Corps Team



Ampact, formerly Reading & Math, Inc., is a national organization that demonstrates the power of national service to solve complex social problems.

APRIL/MAY 2022

WEST INDIAN CREEK WATERSHED

Photo credit Kristen Dieterman

What Is a Watershed?

A watershed is an area of land that drains or “sheds” water into a specific waterbody. Every body of water has a watershed. Watersheds drain rainfall and snowmelt into streams and rivers. A watershed is dynamic. It includes precipitation, the network of surface streams and the groundwater stored in underground aquifers.

Think about your local creek or river. Where does it start? What type of landscape does it flow through? Where does it end up? All of the area covered is a watershed.

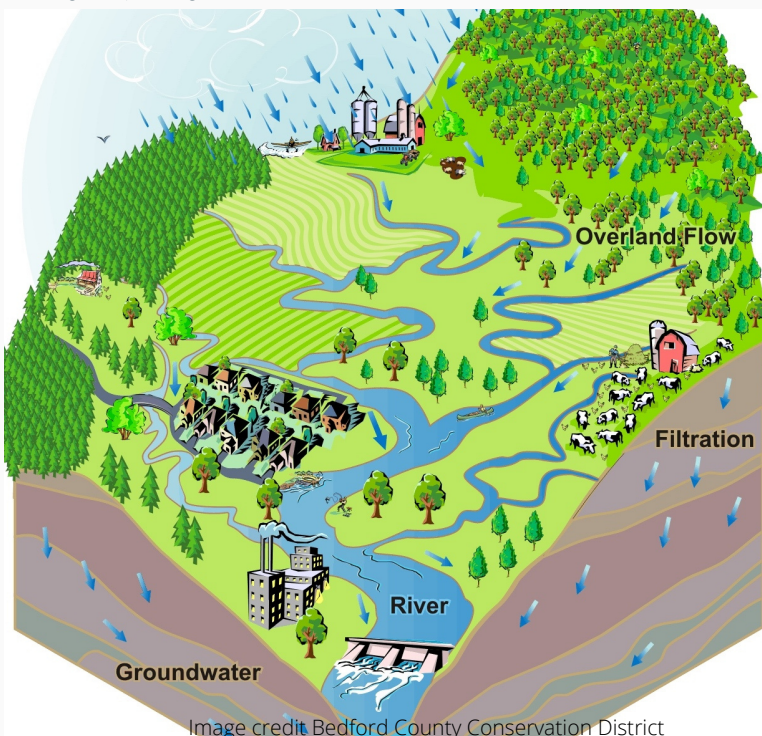


Image credit Bedford County Conservation District

Small Watershed Focus

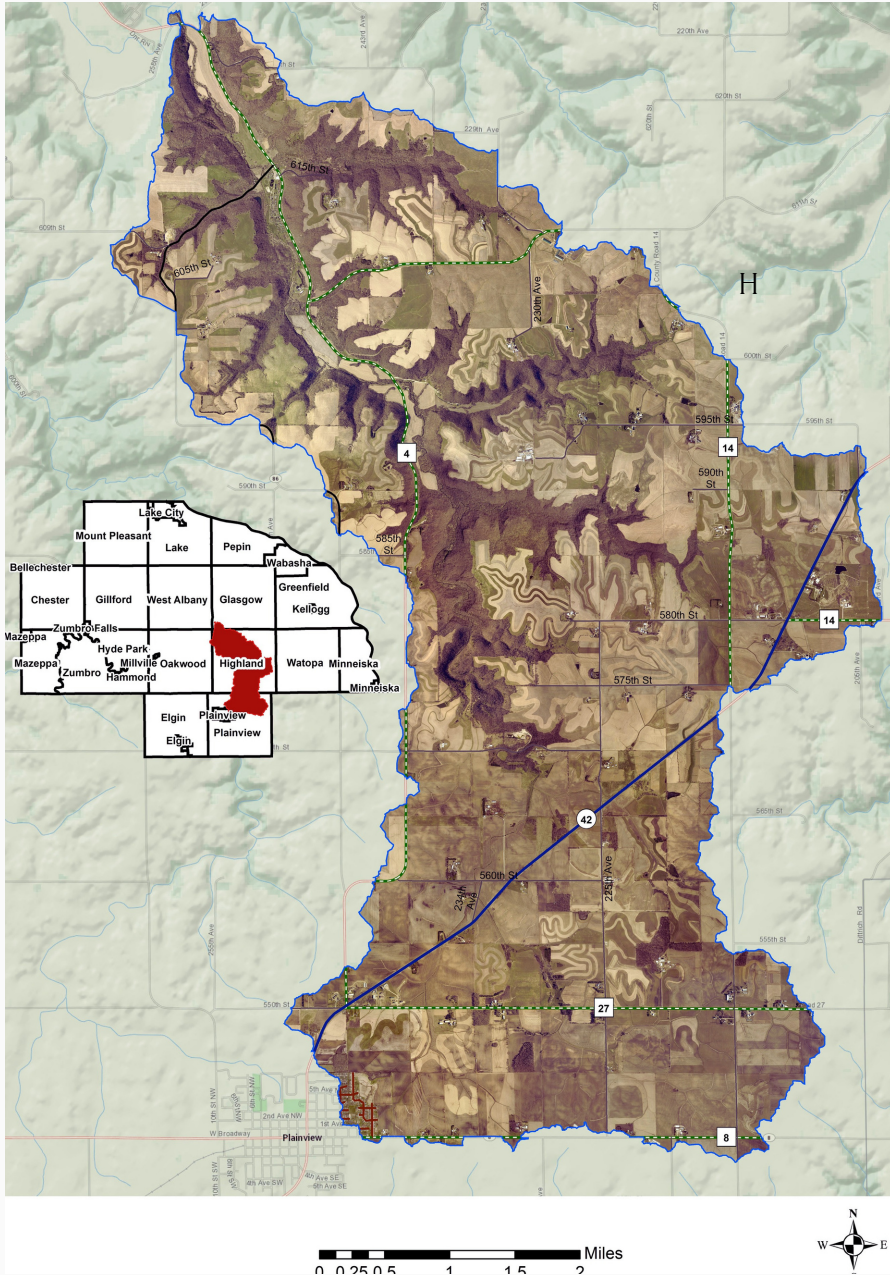
West Indian Creek is seeing increased impairments from Nitrogen, E. Coli and sediment.

The small watershed focus offers long-term technical and financial assistance to residents and landowners within WIC.

What are your goals in this watershed? What changes have you seen over the years? What would you like to see change? What would you want to protect? How do we make changes?

The Wabasha SWCD applied for and was awarded a focused watershed grant for West Indian Creek. This watershed is important to the people who live, work and recreate there. Any change on the land affects everyone. Are you willing to make changes on your land use? What ideas do you have? We want to hear from you!

Where is YOUR watershed? Geographic boundary of West Indian Creek Watershed



What's Next?

Stay connected! Please contact Jen Wahls, Outreach Coordinator, to provide the best way to share information with you and insure we have the current contact info. Jen can be reached by phone 218-310-9058 or email jen.landscapeconnections@gmail.com

Jen is working with Henry Stelten at the Wabasha SWCD to hand-off projects. He can be reached by phone 651-560-2051 or email henry.stelten@mn.nacdnet.net

Upcoming Events - RSVPs appreciated Meet neighbors in your watershed

- May 20th Wabasha County Forestry Day 9am-3:30pm
Front Porch Bar & Grill
100 N Sheppard St Kellogg
- May 21st MPCA's work in West Indian 11am-12pm
Hosted by Steve Flies
23732 570th St Plainview
- June 2nd Plant ID hike 4pm-6pm
Hosted by Marge & Jack Warthesen
24447 590th St Theilman



American Pasqueflower (*Anemone patens*)

Pasqueflower is one of the first flowers to bloom in the spring, often coming up while there is still snow on the ground. Look for it on south facing slopes in dry to average sandy soil, typically in scattered clumps.

Pasque is from a French word for Easter. These little flowers tend to bloom around Easter.

Photo credit Jen Wahls



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

Wabasha Soil & Water Conservation District –

Request for Support from Wabasha County

Dear Wabasha County Commissioners and Budget Committee,

The Wabasha Soil and Water District (SWCD) respectfully requests a budget allocation of **\$175,000** for the year of 2022. The continued request is based on what is needed in local funds to ensure stability of the SWCD and continued progress on projects to mitigate soil erosion and protect and improve water quality in Wabasha County. It would be 1.1% of the total 2021 levy and 0.5% of the total County budget. It would be approximately **6.8%** of the currently estimated total SWCD budget for 2022. Competitive grant decisions are generally made at the end of the calendar year and there are currently unknowns at the time of this request. What is known is that local match funding is required for almost all grants; and qualified staff are needed to provide technical services and to fiscally manage and track projects. It is also known that the County values and prioritizes maintenance of agriculture land and production. This is the main population sector that drives the SWCD work plan and project workload. There is value in showing these landowners that some of the tax levy funding is being returned to provide local services and cost share for practices they are implementing to improve their land.

In addition to local funds requested to continue providing services and to maintain district operations, the County allocation leverages far more money going out for landowner payments and projects in Wabasha County. Much more than the local funding requested or has been allocated by the County for the current year. 2021 projected State and other partner funds, at mid-year, coming to the SWCD for both project cost share and technical assistance and some administrative time to manage programs and provide required reporting total of approximately \$2.5 M. The SWCD also approves Minnesota Department of Ag AgBMP low interest loans for practices that improve water quality. Our annual allocation/Work Plan of **\$496,527** has been nearly expended for 2020 prior to June 1. The SWCD provided assistance on programs that resulted in \$1,498,141 in direct payments to landowners from federal co-located partners, the Natural Resource Conservation Service (NRCS) and the Farm Service Agency (FSA), for projects and practices implemented in 2019. The SWCD has direct involvement, input, and partnership State funds in 2 EQIP programs that are Regional Conservation Partnership Programs (RCPP). Current State funds also leverage the Conservation Reserve Enhancement Program (CREP) as a partnership. **The total funding coming through the Soil & Water Conservation District, Natural Resources Conservation Service and the Farm Service agency for conservation programs into**

Wabasha County from all non-local sources is \$4.3 million for 2020. There is an increase of \$354,253 from 2019. **That is over a 23.8 to 1 ratio at the requested allocation.**

Benefits to Wabasha County Residents

The Wabasha County Soil and Water Conservation District (SWCD) provides voluntary, incentive driven approaches to landowners to implement best management practices outlined in the District Work Plan that are tied to Wabasha County Comprehensive Local Water Management Plan. The Local Water Management planning and implementation activities take place at the SWCD. SWCDs are uniquely able to address multiple resource concerns rather than being limited to one specific area and with the varied landscape in Wabasha County, landowners are dealing with surface water, groundwater, forestry and other ecological, issue

All Wabasha County residents care about cleaner water, healthier soils, and healthy forests in one or more ways.

- ✚ A largely agricultural community, the County landowners want healthy soils for continued production and to maintain for future generations. The County Board has referenced the prioritization of the agricultural community at County board meetings. Local contractors work with landowners who are using cost share programs through the District to construct best management practices to address soil loss. The amount of funding to landowners has been stated at the beginning of this request and that significantly benefits farmers and rural landowners in Wabasha County.
- ✚ Cleaner water includes the groundwater and surface water.
 - Implementing practices for groundwater protection helps both private and public drinking water supplies. Drinkable water is a matter of public health. Addressing public drinking water supply management areas helps control costs for municipalities. Groundwater has risen to the top of importance in recent citizen survey results regarding water resources concerns.
 - Tourist industry depends on visitors who come to Wabasha County for swimming, boating and fishing activity on local waterways. Many people choose to live in Wabasha County for the same benefits.
- ✚ Wabasha County residents and visitors benefit from healthier forests for hiking, hunting (local and visitor recreation), foraging, logging industry, and wildlife. Wabasha County has extensive rolling woodlands and bluffs as compared to most of the State. This unique topography is valued by residents and draws guests. The SWCD assists private landowners in managing their woodlands for personal, lease, or commercial use.

SWCD's are uniquely structured.

- ✚ An elected board reflects natural resource concerns of County residents and adopts natural resource management policy to changing land use practices. This elected board is specifically focused on managing soil and water resources in Wabasha County.
- ✚ Districts are non-regulatory:
 - Landowners freely cooperate, expanding and exercising their own commitment to stewardship.

- Avoids political barriers to regulatory coercion.
- Provides County an attractive “carrot” option to solve natural resource concerns with landowners and residents.
- *Wabasha SWCD acts in a regulatory capacity as the Local Government Unit (LGU) for the Wetland Conservation Act (WCA) as delegated by Wabasha County and acts in a technical capacity for other regulatory determinations. i.e. Buffer and Soil Erosion regulation. Extensive efforts are made to provide assistance to become compliant and avoid legal processes if possible.

Staff on the land with landowners:

- ✚ District technicians are uniquely trained under USDA job approval authorities to provide engineering assistance to landowners for correcting resource problems. This arrangement is done under license agreements set up with the state society of Professional Engineers.
 - Regardless of background, it takes approximately 2 years for technicians to obtain Job Approval Authority. Resources spent in initial years of employment also lend to building relationships throughout the County that are necessary to achieve outcomes.
- ✚ Technicians are motivated. Staff performance ratings are tied to measurable practices with landowners and increasing their technical credentials.
- ✚ Field staff are regularly in contact with landowners in the field, through in office inquiries, or through targeted outreach. They are discussing landowners’ resource concerns and their needs. They are an “in field” asset.
- ✚ District mission and structure leaves staff free of other “in house” job demands and clear to focus on application of natural resource management practices.
- ✚ Field staff available to assist County staff with various field review needs.

Staff are Qualified and Trained for their Job Description:

*Staff descriptions include information about new experienced staff starting July 6, 2020.

- ✚ The SWCD currently has 4 staff. At least 60% of staff time is covered by grants. A contribution agreement states local contribution of technical and administrative time will be given to NRCS in return for their technology, training, cost share funding options, etc. Not all general administrative and operational costs are covered by grants. Stable local funding is necessary for these costs. Outside of some administrative, staff training, and technical assistance time spent on NRCS projects, positions are covered by grant or program funding from other sources. At times we may contract with parties based on funding guidelines or have volunteers.
- ✚ Staff are trained and certified according to their job descriptions. i.e. Job Approval Authority for best management practices, Planning Certification, Drone Certification, Nutrient Management Certification, Invasive Management job approval, Wetland Delineation Training. Individual development plans are reviewed annually with each

employee. These skills are specific to work conducted from the SWCD office and it has taken training time and cost to achieve job certifications.

- ✚ Staff bring experience and an array of technical resources to bear on the many resource problems reviewed annually with County residents.
- ✚ Staff is technically accountable for the standards used. Annual inspections of State or District funded practices are conducted to ensure continued quality.
- ✚ MPCA, BWSR, USDA, USFWS, MNDNR provide standards and specs for implementation of natural resource management practices to the District. The agencies recognize the technical competence of the staff.
- ✚ SWCDs, state-wide, share data on resource protection and initiate new treatment techniques continually testing and improving land treatment solutions to gain more cost-effective means of improving water quality. Recent developments include BWSR's formation of a state-wide training team. Wabasha County SWCD submitted a resolution to the State that sped progress on this initiative. Area 7, of which Wabasha is a part, initiated their own training team prior to the State action.
- ✚ Most natural resource problems are not eye popping 100 ft gullies. Most are combination of sheet and rill erosion and ephemeral and real gully erosion too small to warrant the attention of engineers or consultants, yet, by numbers alone add up to significant sediment sources severely damaging water quality. The District, by mission, structure and expertise are positioned to address these multiple problems:
 - They have the design standards.
 - They are on site.
 - They have the technical ability and landowner confidence to successfully address these problems.
 - This adds up to cost effective water plan implementation.
- ✚ The SWCD staff are equipped with the knowledge, skills and ability to work effectively to apply to practices on County lands county wide and/or have partnerships to move these projects, including the following, forward:
 - waterways
 - stream bank protection (both bio and non-bio)
 - gully head control
 - wetland restoration
 - terraces
 - water and sediment basins
 - feedlot pollution control
 - manure application plans
 - conservation crop rotation systems for sheet erosion control.
 - SWCD staff has been on most farms in the county long before they become development proposals; this is a unique bank of site-specific knowledge.

Impact of receiving/not receiving requested funding.

The Wabasha SWCD is a partner to Wabasha County. The biggest contribution the County makes to the SWCD is local funding that provides operational stability and ability. Stable

funding contributes to operational balance and provides ability building a high performing District. Increased funding is an investment in local program opportunities and local input. It also provides an opportunity for an increase in funding from other partners to come into Wabasha County for projects at a much greater ratio. The Wabasha County Comprehensive Local Water Management Plan is agreed to and it drives the District Work Plan. The County shares in the obligation to show that the local water plan is being implemented. Staff are trained to the required practices needed to implement the plan to achieve the desired outcomes. SWCD work is very specific and staff training is an investment SWCDs must make to fulfill terms of funding through many partnerships. The Wabasha SWCD has 79 years of dedicated, site specific experience. Being properly staffed both technically and administratively are crucial to SWCD performance to meet the demands of planning projects, field work and fiscal and program administration. Once staff are trained and, most importantly, have built relationships with landowners throughout the County, the SWCD finds that employee retention is cost saving and lends to greater work achieved.

More local funding is related to increases in project cost share and implementation funds that address resource concerns on the land. There is a direct correlation given the efforts necessary to bring in the greater project funds necessary to achieve measurable results. Stable local funding and partnerships increase efficiency of implementation.

The effects of this instability:

- Unstable staff retention
- Constant training “hamster wheel”
- Partnership breakdown
- Potential for some staff to work too much overtime just to meet requirements that leads to less productivity
- Less able to strive for and meet high performance standards
- Less able to do upfront work required to get projects on the ground
- Less efficiency
- Less time to pursue Clean Water Funding
- Less time to address landowner requests for assistance ongoing
- More chance for error if workload is not distributed
- More likelihood of “putting out fires” than completing work

County Levy Fund Use

- ✚ As local match dollars required for grants and programs.
 - Funds will be used to provide local match dollars required for programs, and to leverage project dollars. The Wetland Conservation Act (WCA) and the Local Water Management (LWM) Natural Resource Block Grant are delegated to the SWCD by the County. WCA requires a 1:1 local match. The SWCD provides detailed reporting for these programs.
- ✚ District Operational costs

- Building lease, internet service, office supplies and equipment, professional services i.e. audit, etc. (estimate \$50,000/yr.)
- ✚ Administration and Accounting not covered by grant or program funding and for general operations.
- Grant reporting for County administered programs is also coordinated and completed by District staff for the Subsurface Sewage Treatment System (SSTS) and Shoreland block grants.
 - The Wabasha SWCD currently administers 4 regional grants. There are administrative dollars that come with those grants and we need staff to provide those services.
 - There are some allowances for general administration of specific grants that include accounting and program management, as well as some State funding. A greater percentage of general office administration, accounting, human resources, budget management, overall operational management is not covered by grant or program funding.
- ✚ Technical time not covered by grants and programs
- District technicians spent approximately 867 total staff hours on NRCS projects in 2019 and another 93 on District programs where staff time was partially funded or not at all funded by grants. This could have included up-front targeting work required for grant applications. County funds are used for these efforts. I am using 2019 numbers as COVID restricted normal hours spent on some things and we had staff changes.
 - The SWCD partnership with the Natural Resources Conservation Service and the Farm Service Agency utilizing district staff technical assistance on federal projects such as Environmental Quality Incentive Program (EQIP), Conservation Stewardship Program (CSP) and Conservation Reserve Program (CRP) resulted in **\$1,498,141** in direct payments to landowners from federal sources for projects and practices implemented in 2019. The total non-local funds leveraged by the SWCD work was outlined at the beginning of this request and **we show over a 23.8 to 1 ratio at the requested allocation.** These funds result in a trickle-down effect to the county tax base and the economy. Farmers increase productivity and find cost savings through implementation. Local contractors are hired to do the work and the make purchases at local businesses and eat at local establishments.

OUR MISSION:

“The mission statement of the Wabasha Soil & Water Conservation District is to provide technical, financial, and educational assistance for land and water management in a way that promotes a sound economy and sustains and enhances natural resources.”

Top 6 Priority Concerns – As Stated in the Wabasha County Comprehensive Local Water Management Plan

1. **Soil Erosion** - prevention of soil erosion and sedimentation from runoff from agricultural land, construction sites and stream banks.
2. **Nutrient and Manure Management** - protection of surface waters by reducing contaminants entering the water. Use of correct methods to prevent nutrient loading from manure and artificial fertilizers from both agricultural and urban areas.
3. **ISTS/Ground Water Protection** - protect ground water from contamination to ensure drinking water aquifers retains good quality.
4. **Forest and Pasture Land** - improve forest and pasture land management to reduce soil erosion, provide improved water resources, and develop better quality forest and pastures.
5. **Watershed Management Approach** - focus on the watershed's condition as the starting point for water quality assessment, planning and measurement of results.
6. **Urban Issues** - address urban issues with municipalities and townships to improve water quality through the use of urban BMP's.

The 77-year mission of the SWCD is soil and water conservation, management and/or prevention of all forms of soil erosion: sheet, rill, ephemeral, and gully. Good natural resource management begins with good soil management. Good soil management begins with keeping it in place every time it rains. Recently, extra attention is on management for protection during increasingly common weather events. The outcome is better quality surface water. Naturally, it follows, that the County's surface and groundwater plan reflects the same goals as the District's work plan. The annual goals of the SWCD translate to tangible land application of specific practices to improve water quality and reduce erosion.

SWCDs are special purpose units of government that guide natural resource management programs at the local level. Wabasha SWCD works in both urban and rural settings, with landowners and with other units of government to carry out programs for conservation with a focus on use and development of soil, water, and related resources. The SWCD is in a unique position to be able to work with a variety of landowners and County citizens and in many capacities. Wabasha SWCD provides technical assistance, funding and educational services with a focus on conservation of local soil and water resources.

Programs and Activities:

- ✚ Direct project and cost share programs through the District as budgeted
 - State Cost Share – grassed waterways, grade stabilization structures, water and sediment control basins, terraces, well-sealing, sinkholes, contour strip/cropping, cover crops, etc. meeting NRCS practice standards.
 - Local Capacity Services – same as above.
 - Cooperative Weed Management Area (CWMA) – technical and financial assistance to landowners for invasive species management. Work with partners on coordinated management efforts.
 - Ag Water Quality Certification – Minnesota Department of Ag (MDA) partnership. Special initiative EQIP funds available to participants through NRCS application and additional funds provided through the MDA. District staff provide technical assistance.
 - Easement Programs/Partnerships -Conservation Reserve Program (CRP), Conservation Reserve Enhancement Program (CREP), Reinvest in Minnesota (RIM), Minnesota Land Trust. SWCD staff provide technical assistance for implementation and landowner receives direct payment.
 - RCPP for Lower Mississippi Feedlot Management – implemented through SWCD/NRCS partnership. Provides state funds to and EQIP special initiative fund to landowners currently at 90% for Nutrient Management Planning and Livestock Waste Management project costs. (currently seeking to renew program for further work, greater requests than funding for first grant period).
 - Reducing Bacteria in SE MN Feedlots – limited funds for small feedlot fixes.
 - EQIP – staff provide technical assistance to NRCS on survey, design and implementation of projects.
 - Regional Well Sealing Grant – well sealing funds available based on prioritization. Wabasha administering grant through end of 2020.
 - Regional Drinking Water Protection Grant – Cover Crops and Nutrient Management (beginning summer 2019)
 - N. Fork Zumbro Mazeppa Natural Channel Restoration-Lessard Sams/DNR
 - Gorman Creek Natural Channel Restoration-Lessard Sams/DNR
 - Zumbro River One Watershed One Plan Participation
 - Conservation Farm Planning – National Fish & Wildlife Foundation 3 year grant for completing farm plans in the Driftless Area (all of Wabasha County)

- Drinking Water Protection – Cover crop regional grants (payments to landowners), upcoming water testing treatment system assistance for low income families with children.
- ✚ State Mandated Programs
 - The SWCD is the delegated Local Water Management authority for Wabasha County and is instrumental in water planning and implementation.
 - The SWCD is the delegated Wetland Conservation Act Local Government Unit. Staff are trained to regulate wetland policy.
 - Buffer and Soil Loss Law technical assistance to the County as outlined by legislation.
 - Other as needed according to State oversight.
 -
- ✚ Other Technical
 - Conduct inspections of past cost share and easement on a schedule based on life of the project.
 - Address and assess landowner resource concerns upon request.
 - Upfront work related to cost share sign-up and research for grant proposals.
 - Hold educational field days and events (5th Grade Conservation Day, Forestry Day, school outreach, other planned events and tours as planned).
 - Nitrate testing offered to County residents.
 - Annual tree program.
 - Annual recognition of Wabasha County Conservationist of the Year and Outstanding Woodland Manager (several nominees have also received State awards).
 - Provides input on County Hazard Mitigation Plan
- ✚ Administrative and Program Management
 - District Manager is responsible for overall operational management, human resource management, staff direction, program and contract management and reporting, board relations, and budgeting and oversight.
 - Bookkeeper/Administrative Assistant must be capable in day to day bookkeeping tasks, payroll and accounting functions for the offices and provides general clerical services as needed.
 - Manager and bookkeeper work together to provide necessary documentation for monthly, quarterly and annual reports (both fiscal and programmatic). Reports are provided to grantors in format requested.
 - Elected Board of Supervisors are elected by Wabasha County voters. Board members serve staggered 4-year terms. SWCD boards set overall policy and long-term objectives for their district and work with the SWCD staff to see that policies and plans are implemented. Board members receive monetary compensation under a mandated maximum in in the form of per diems for attending meetings and reimbursement for their expenses.

Current financial statements and projected 2022 Budget

See attached: 2022 Current Budget, Estimated Preliminary Budget and current financial reports.

The projected budget does contain estimates. In May, as this budget request is submitted, there are unknowns with competitive grant funding. We anticipate receiving grant funds by the end of the year to fund the 319 Focus Small Watershed plan for West Indian Creek and we know the total will be \$324,454.00 and potentially another \$50,000 for groundwater partnership for that area to cover approximately 4 year work plan to begin. We are in approval process for the Greater Zumbro One Watershed One Plan and that will be funded going into 2022. We do not have details on initial funding for the plan at this time. There are also still some legislative funding decisions that are not finalized. Overall, we assume that the 2022 budget will look similar to the 2021 budget in the end,

Wabasha SWCD is established under Minnesota Statutes Chapter 103C - Soil and Water Conservation District Law. See Minn. Stat. § 103C.331 - Powers of District Boards.

DRAFT

Tuesday, June 28th

**SOUTHEAST MN SWCD'S AREA 7
BUSINESS AND RESOLUTIONS MEETING
RICE COUNTY FAIRGROUNDS
1814 2nd Ave NW, Faribault, MN 55021**

(Rough Draft)

- 9:00 **REGISTRATION**
- 9:30 **WELCOME, Randy Smith, Area 7 Director**
PLEDGE OF ALLEGIANCE
- 9:35 **SECRETARY'S REPORT**
- 9:40 **TREASURERS REPORT**
A. Review and approve financials
- 9:45 **INTRODUCTION OF RESOLUTIONS**
A. Presentation of Resolutions
- 10:15 **BREAK**
- 10:30 **RESOLUTIONS**
A. Individual vote/amendments
- 11:30 **PARTNER UPDATES**
A. MASWCD Report, LeAnn Buck
B. NRCS Report, Rick Berscheid
C. BWSR Report, Justin Hanson (*Fingers crossed this works out*)
D. Other
- 12:00 **LUNCH**
- 12:45 **Continue Partner Updates (if needed)**
- 1:00 **Faribault Woolen Mills Tour**
- 2:30 **REGIONAL UPDATES**
- 3:00 **ADJOURN**