

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

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

**Wabasha Soil and Water Conservation District
District Regular Board Meeting
July 28, 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. Approve Voucher payment for Joe Young for Contract# 21-SWD-1 in the amount of \$1,665.50 for Reverse Osmosis Water Treatment System (Funding from 2021 Safe Drinking Water for Private Well Users)
- B. Approve Voucher payment for Eugene Schnell for Contract# 20-Capacity-5 in the amount of \$1,996.28 for 412 Grassed Waterway (Funding from FY20 Capacity)
- C. Contract for Professional Services. Wabasha SWCD (Grant Administrator) is in need of professional services for private well water analysis for the 6-county regional Safe Drinking Water for Private Well Users Grant Program and the County of Olmsted acting through the Division of Health, Housing and Human Services (Contractor) desires to provide such services. \$4,000.00 grant total.
 - i. Delegate signature authority to Terri Peters to sign the sub-agreements with Greater Zumbro Watershed partners who participate

VI. SECRETARY'S REPORT

- A. June 23, 2022 Meeting Minutes – **Board Action**

VII. TREASURER'S REPORT – Board Action

- A. District Financial Statements
- B. June Program Record

VIII. PAYMENT OF MONTHLY BILLS

- A. Monthly Bills in the amount of \$62,757.11 - **Board Action**

IX. DISTRICT REPORTS

- A. Chair Report – Lynn Zabel
- B. County Commissioner – Bob Walkes

- C. District Manager Report – Terri Peters
- D. NRCS Report
- E. District Technician Report- Matt Kempinger (in packet)
- F. Natural Resources Conservation Technician Report – Henry Stelten (in packet)
- G. Bookkeeper/Administrative Assistant -Sue Cerwinske (in packet)
- H. BWSR Report
- I. Other agencies --

X. OLD BUSINESS

- A. Conservation Project – Lynn
- B. Conservation Farmer of the Year – **Board Discussion/Board Action**
 Nominees: Henry suggestions: Joe Zarling, Dan Young and Adam Graner.
 The board picked Charles Schmitt on a COVID year and there was no write up or convention. Revisit his nomination.

XI. NEW BUSINESS

- A. Plat Books – Rockford Map Publishers quote for 2023 Wabasha plat book – **Board Discussion/Action**
 - i. Photo Contest for Cover of the new Plat Book
- B. IRS adjustment for standard mileage rate at midyear to better reflect the recent increase in fuel prices. July 1, 2022 – December 31, 2022 adjustment to \$.625 /mile Resolution 07012022-1 – **Board Action**
- C. Amendment for the North Fork Zumbro at Mazeppa project – **Informational**
- D. Employee Clothing Allowance – New shirts, sweatshirts, etc. – **Board Discussion/Board Action**
- E. Upcoming Events:
 - i. Townsquare Media – Launching of new Website

XII. Board Reports

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

XIII. Adjourn – Board Action

FLAT RATE - VOUCHER AND PRACTICE CERTIFICATION FORM

PAYEE AND COST INFORMATION

Name: **Joe Young**
 Address: **54544 225th Ave.**
 City, State, Zip: **Plainview, MN 55964**
 Contract No.: **21-SWD-1**

Total Amount Authorized:
 (from contract) **\$1,665.50**

Practice	Quantity	Unit	Total
Reverse Osmosis System	1	3,311.00 50.00%	\$1,665.50

2021 Safe Drinking Water for
 Private Well Users

PAYMENT REQUEST: **\$1,665.50**

I certify that this is an accurate and true summation of the above project.

Joe Young
 Payee Signature

6/24/22
 Date

PAYMENT AND CERTIFICATION INFORMATION

- A. Type of request (partial or final):
- B. Payment amount requested:
- C. Total Amount Authorized:
- D. Total previous partial payments:
- E. Amount available (C - D)

Final
 1.665.50
 \$1,665.50
 \$1,665.50

Amount Approved for This Voucher:
 (cannot exceed Total Amount Authorized)

\$1,665.50

Technical Certification

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

Technical Assistance Provider

Date

Administrative Certification

I certify that I have reviewed this voucher and all supporting information and that to the best of my knowledge and belief, the quantities and rates are accurate and are in accordance with terms of the contract identified.

Administrative Sign-off

Date

6/29/22

PERCENT BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

General Information

Organization: Wabasha SWCD	Contract Number: 21-SDW-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 Joseph Young	Address 54544 225th Ave	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: Plainview	Township No: 108	Range No.: 11	Section No. 11	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 practices and upland treatment criteria 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 install and establish the practice(s) unless the failure was caused by reasons beyond the land occupier's control, or if conservation practices are applied at the land occupier's expense that provide equivalent protection of the soil and water resources.
3. If title to this land is transferred to another party before expiration of the aforementioned life, it shall be the responsibility of the landowner who signed this contract to advise the new owner that this contract is in force and to notify other parties to the contract of the transfer.
4. Practice(s) must be planned and installed in accordance with technical standards and specifications of the:

N/A

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

6. This contract, when approved by the organization board, will remain in effect unless canceled or amended by mutual agreement. If the practice(s) covered by this contract have not been installed by 6/30/22, this contract will be automatically terminated on that date.

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

Applicant Signatures

The land occupier's signature indicates agreement to:

1. Grant the organization's representative(s) access to the parcel(s) where the conservation practice(s) will be located.
2. Obtain any permits required in conjunction with the installation and establishment of the practice(s) prior to starting construction of the practice(s).
3. Be responsible for the operation and maintenance of conservation practice(s) applied under this program in accordance with an Operation and Maintenance Plan prepared by the technical assistance provider.
4. Not accept cost-share funds, from state sources in excess of 50%, or state and non-state sources that when combined are in excess of _____ % of the total cost to establish the conservation practice(s). Pre-construction Cover is exempt from the percent reimbursement rate limitations when utilizing the Flat Rate Payment option.
5. Provide copies of all forms and contracts pertinent to any other state or non-state programs that are contributing funds toward this project.

Date 01/25/2022	Land Occupier Joseph A. Young
Date	Landowner, if different from applicant
	Address, if different from applicant information

Conservation Practice

The primary practice for which cost-share is requested is: **Reverse-Osmosis Water Treatment System**

Practice standard(s) or eligible component(s)	Engineered Practice: <input type="checkbox"/> YES <input type="checkbox"/> NO	Total Project Cost Estimate \$3,331.00
Reverse-Osmosis Water Treatment System	Ecological Practice: <input type="checkbox"/> YES <input type="checkbox"/> NO	

Technical Assessment and Cost Estimate

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

Date	Technical Assistance Provider
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Pre-Construction Cover

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

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

Amount Authorized for Financial Assistance

The organization board has authorized the following for financial assistance, total not to exceed 50.0% of the total cost to establish the conservation practice plus the pre-construction cover total amount if utilizing the Flat Rate Payment option.

Date	Authorized Signature	Total Amount Authorized \$1,665.50
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PERCENT BASED - VOUCHER AND PRACTICE CERTIFICATION FORM

PAYEE AND COST INFORMATION

Name: Eugene Schnell Contract No.: 20-Capacity-5
 Address: 5947 247 Hwy NE
 City, State, Zip: Elgin, MN
 Total Amount
 Authorized: \$2,550.00 % Approved: 75% (state) 75% (state & non-state)
 (from contract)

Item	Quantity	Unit	Unit Price	Cost
Marlin Timm - SW Waterway Construction	288	L.F.	\$2.25	\$648.00
Marlin Timm - E Waterway Construction	396	L.F.	\$2.25	\$891.00
Marlin Timm - Mobilization	1	Job	\$100.00	\$100.00
Goodhue SWCD- Crimper Rental	1	100	\$100.00	\$100.00
Elba Co-op Creamery - Rushmore Oats	5	Bu	\$13.00	\$58.50
Elba Co-op Creamery - BLM#4 Seed 50lb Bag	1	Bag	\$183.00	\$183.00
Elba Co-op Creamery - BLM#4 Seed Return	32	Lbs	-\$3.70	-\$118.40
Eugene Schnell - Straw Bales (using Elba Co-op rate)	39	Each	\$5.50	\$214.50
Kurt Schnell - Seed Drilling and Crimping	4	Hours	\$19.65	\$78.60
Kurt Schnell - Mulching Labor	4	Hours	\$19.65	\$78.60
Gene Schnell - Mulching Labor	4	Hours	\$19.65	\$78.60
Gene Schnell - Brush Clearing	4	Hours	\$35.00	\$140.00
Gene Schnell - Stump Removal	2	Hours	\$19.65	\$39.30
AgPartners - Fertilizer	250	Lbs	\$0.68	\$170.00

PAYMENT AND CERTIFICATION INFORMATION

A. Type of request (partial or final): Final
 B. Total cost of practice to date: \$2661.70
 C. Eligible amount (total cost x % approved): \$1996.28 (state)
 D. Total other state payment amount: \$0.00
 E. Total non-state payment amount: \$0.00
 F. Total previous partial payments: \$0.00
 G. Pre-Construction Cover payment amount: \$0.00
 H. Maximum payment amount: \$1996.28

PROJECT COST: \$2661.70

\$1996.28 HS
~~state & non-state~~

Pre-Con.Cover Ac.	Rate/Ac.

Amount Approved for This Voucher:

\$1996.28

(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.

Eugene Schnell
 Payee Signature

July 11, 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.

Handwritten Signature
 NRCS engineered project with appropriately signed and documented plans available upon request

Technical Assistance Provider

7-11-22
 Date

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.

Handwritten Signature
 Administrative Sign-off

7/11/22
 Date

Contract Amendment Form

Organization: <div style="text-align: center;">Wabasha SWCD</div>	Contract Number: <div style="text-align: center;">20-Capacity-5</div>	Amendment Number: <div style="text-align: center;">1</div> Board Meeting Date: <div style="text-align: center;">10/28/2021</div>	Amendment Type Date <input checked="" type="checkbox"/> Amount <input type="checkbox"/> Land Occupier <input type="checkbox"/> Practice <input type="checkbox"/> Other <input type="checkbox"/>
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Amendment requests that are received outside the executed State grant agreement date, outside the contract practice install date, or grant program policies BWSR staff must be consulted and a grant agreement amendment may be required.

2018 Capacity
12/31/22 - approved
prior to this
amendment) 2019
Capacity 12/31/22
2020 Capacity

State Grant Agreement Expiration Date: 12/31/22 Original Contract Install Date: 11-30-21

Amended Contract Install Date (If applicable): 6/30/2022

Original Total Amount Authorized: \$2,550.00 Amended Total Amount Authorized: \$2,550.00

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

20-Capacity-5 Contract expiration date amended from initial date of 11/30/2021 to 06/30/2022.

The original contract, as numbered, shall remain in full force and effect, except for those changes made necessary by the amendment.

This Amendment is to take affect on the date of the last signature hereto.

Date <div style="text-align: center;">10-21-2021</div>	Land Occupier <div style="text-align: center;"><i>Eugene D. Schnell</i></div>
Date <div style="text-align: center;">10-25-21</div>	Landowner, if different from applicant <div style="text-align: center;"><i>Henry [Signature]</i></div> <div style="text-align: right;"><i>NRCS engineered project with appropriately signed and documented plans upon request.</i></div>

Technical Assessment and Cost Estimate

I have viewed the site where the above listed are to be installed and find that they are needed, and that the amended estimated quantities, costs, or completion date described above are practical and reasonable.

Date <div style="text-align: center;">Oct 28 2021</div>	Technical Assistance Provider
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Organizational Approval

Date <div style="text-align: center;">Oct 28 2021</div>	Authorized Signature <div style="text-align: center;"><i>Fyrr [Signature]</i> Board chair</div>
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*Attach this form to the Conservation Practice Assistance Contract

PERCENT BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

General Information

Organization: Wabasha SWCD	Contract Number: 20-Capacity-5	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 Eugene Schnell	Address 5947 247 Hwy NE	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: Zumbro-Hyde Park	Township No: 109	Range No.: 13	Section No. 21	1/4,1/4 NW, SE
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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 412 Grassed Waterway

5. Increases in the practice units or cost must be approved by the organization board through amendment of this contract as a condition to increase the cost-share payments.
6. This contract, when approved by the organization board 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 11-30-21, 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 .% 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	Land Occupier <i>Eugene D. Arnold</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: 412 Grassed Waterway

Eligible Component Standards & Names 412 Grassed Waterway	Engineered Practice: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Total Project Cost Estimate \$3,400.00
	Ecological Practice: <input type="checkbox"/> YES <input checked="" 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	NRCS-CPA-1245 (Practice Approval and Payment Worksheet) can be utilized as the certification of practice completion. As attached completed, and signed NRCS-CPA-1245 and the as-built can be used as the Technical Certification on the "Voucher and Certification" <i>4-9-21 Hwy State</i>
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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
\$1,316.02	2020 Capacity	2020
\$235.37	2019 Capacity	2019
\$998.61	2018 Capacity	2018

Date <i>4/22/01</i>	Authorized Signature <i>[Signature]</i>	Total Amount Authorized \$2,550.00
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CONTRACT FOR PROFESSIONAL SERVICES

Wabasha Soil and Water Conservation District (SWCD) is in need of professional services (Services) for private well water analysis for the 6-county regional Safe Drinking Water for Private Well Users Grant Program (SDWG) and the County of Olmsted, State of Minnesota (County), acting through the Division of Health, Housing and Human Services (HHHS) (Contractor), 2100 Campus Drive SE, Suite 100, Rochester, MN 55904 desires to provide such services.

NOW, THEREFORE, in consideration of the mutual promises and agreements contained herein, the parties enter into this Contract and agree as follows:

1. TERM. The term of this Contract is from the date of execution by all parties through 12/31/2023, or until all work under this Contract is completed and payments made, whichever occurs first, unless earlier terminated by law or according to the provisions of this Contract.
2. SCOPE OF SERVICES. The Wabasha Soil and Water Conservation District (SDWG Grant Administrator) requests and the Contractor agrees to provide the Services described as follows:
 - A. Coordination with the SDWG Grant Administrator, including participation in team meetings, correspondence and implementation associated with the targeted groundwater nitrate, arsenic, and manganese testing program.
 - B. Production and distribution of water sample kits. The Contractor will assembler well owner water sample kits for distribution by SDWG partners, including a sample bottle(s), sample instructions, the participation letter, survey form, and a pre-paid mailer.
 - C. Laboratory Analysis for Nitrate+Nitrite (EPA 300.0) including postage, plus QA/QC samples. The Contractor will analyze water samples for nitrate, nitrite, chloride, sulfate, and fluoride. Results information will be entered into the lab database._
 - D. Collection of arsenic and manganese return test kits and shipping coordination to subcontract laboratory. The contractor will collect return test kits for arsenic/manganese and coordinate with the subcontract laboratory to ship samples and maintain chain of custody protocols.
 - E. Coordination of nitrate-nitrogen sample kits at off-site collection locations. SDWG administrator and regional staff will coordinate test kit pick-up sites. The contractor will provide sample kit materials, postage, and sample analysis per the protocol listed above.
 - F. Delivery of analytical findings to homeowners. The Contractor will provide well owners with test results and results explanation handout by email at no charge to the SDWG Grant Administrator. However, paper test results and explanation handout will be mailed, if specifically requested by the homeowner, with actual (letterhead, envelope, postage) costs billed to the project.
 - G. Data Management and delivery of study data. Final database merge and QC of

merge will be conducted by the Contractor. An electronic report will be provided to the SDWG Grant Administrator on completion of the project.

- H. Invoice the SDWG Grant Administrator for reimbursement of eligible expenses on a quarterly basis. The Contractor will invoice the SDWG Grant Administrator for eligible expenses at the end of each quarter.

3. COST OF SERVICES: Costs for deliverables #1-#7 in Table 1 will be charged to the SDWG Grant Administrator on a per unit basis. As noted above, Deliverable #2 will include test results for nitrate, nitrite, chloride, sulfate, and fluoride.

Table 1. Cost of Deliverables provided by Contractor

Deliverables (Reference Scope of Services above)	Cost/Unit
1. Materials, production & distribution of water sample kits	\$ 4.75
2. Analysis of water samples received for anions, including Nitrate-Nitrogen.	\$ 15.00
3. Manganese Analysis	\$15.50
4. Arsenic Analysis	\$15.50
5. Postage (USPS - return) anions + metals	\$10.00
6. Postage (USPS – return) anions only	\$5.10
7. Delivery by mail of analytical findings to homeowners. (No cost if results are emailed to the homeowner).	\$1.00
PROJECT TOTAL, not to exceed: \$4,000	

** only actual amounts will be billed to the SDWG Grant Administrator. Mileage, if incurred for this project, will be at county cost & billed to the project.*

6. PAYMENT. The Wabasha SWCD agrees to pay the Contractor for the services in an amount not to exceed **\$4,000**. (Contract Maximum) and in accordance with payment rates set forth in Table 1. Payment will be made within thirty-five (35) days of receipt of the invoice.
7. PROJECT SCHEDULE: The Contractor will work with the SDWG Grant Administrator to develop a project schedule.
8. Wabasha SOIL AND WATER CONSERVATION DISTRICT:

Contractor shall work closely with the SDWG Grant Administrator:

Terri Peters, District Manager or designee
611 Broadway Ave, Suite 10
Wabasha, MN 55981
Phone: 651-560-2044
Email: terri.peters@mn.nacdnet.net

9. CONTRACTOR LIAISON:

Lauri Clements, Environmental Health Lab Manager or designee

SE MN Water Analysis Lab
Department of Olmsted County Public Health Services (OCPHS)
Division of Health, Housing and Human Services (HHHS)
2100 Campus Drive SE, Suite 100
Rochester, MN 55904
Phone: (507) 328-7455
Email: clements.lauri@co.olmsted.mn.us

10. GENERAL CONDITIONS: The General Conditions set forth on Exhibit A of this Contract are attached and incorporated in this Contract.

11. ENTIRE AGREEMENT. This Contract is the final expression of the agreement of the parties and the complete and exclusive statement of the terms agreed upon.

IN WITNESS WHEREOF, the parties hereto have executed this Contract on the date(s) indicated below.

Name
Terri Peters, SWCD District Manager
Wabasha Soil & Water Conservation District

Date

Denise Daniels, Director
Department of Olmsted County Public Health Services (OCPHS)
Division of Health, Housing and Human Services (HHHS)

Date

EXHIBIT A: GENERAL CONDITIONS - PROFESSIONAL SERVICES CONTRACT

NO CONFLICT OF INTEREST. None of Contractor's directors, officers, or principals is or is closely related to any employee who has or may appear to have any control over the award, management or evaluation of the contract.

INDEPENDENT CONTRACTOR. Contractor is an independent contractor and nothing in this Contract shall be construed to create the relationship of agents, partners, joint venturers, associates, or employer and employee between the OC SWCD and Contractor.

OWNERSHIP OF WORK PRODUCT. All work product, data compilations, and materials of any kind prepared pursuant to this Contract, regardless of the format in which they exist will become the property of Wabasha County SWCD as Grant Administrator for the project upon the completion of this Contract. However, to the extent that the data which Contractor collects or creates in connection with this agreement is entered into its regional water lab database, the Contractor shall have the right to store, use, duplicate and make derivative works of the same as needed in connection with its work serving other water lab customers and in meeting its reporting requirements. Contractor will only publicly release this data aggregated with other regional data collected by Contractor's lab and the data would not be released separately or identified as data specifically from this project.

CONFIDENTIALITY CLAUSE. Contractor acknowledges that the Wabasha County SWCD in connection with Contractor's performance of this Contract may transmit certain private or Confidential Information, as defined in the Minnesota Data Practices Act, to Contractor. Contractor agrees to implement such commercially reasonable procedures as are determined to be necessary by Contractor's ITS Department to assure protection of any private or Confidential Information.

COMPLIANCE WITH LAWS/STANDARDS. Contractor shall abide by all Federal, State or local laws; statutes, ordinances, rules and regulations pertaining to this Contract and this Contract shall be construed in accordance with the substantive and procedural laws of the State of Minnesota. All proceedings related to this Contract shall be venued in the County of Olmsted, State of Minnesota.

LICENSES. At its own expense, Contractor shall procure all licenses, permits or other rights required for the provision of services contemplated by this Contract. Contractor shall inform the Project Administrator of any changes in the above within five (5) days of occurrence.

INDEMNIFICATION. Each party shall be liable for its own acts to the extent provided by law and hereby agrees to indemnify, hold harmless and defend the other, its officers, employees against any and all liability, loss, costs, damages, expenses, claims and actions, including attorney's fees which the other, its officers and employees, may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the party, its agents, servants or employees, in the execution, performance or failure to adequately perform its obligations pursuant to this agreement. It is understood and agreed that the Contractor's liability shall be limited by the provisions of Minnesota Statutes Chapter 466 or other applicable law. Nothing herein shall be construed to limit either party from asserting against third parties any defenses or immunities (including common law, statutory and constitutional) it may have or be

construed to create a basis for a claim or suit when none would otherwise exist.

ASSIGNMENT/SUBCONTRACTING. The Contractor shall not assign or subcontract this Contract without prior written consent of the Project Administrator, in which case Contractor is responsible for the performance of its subcontractors or assignees and follow the requirements of Minn. Stat. § 471.425 (payments to subcontractors).

INSURANCE TERMS. Contractor is self-insured and can provide proof of self-insurance coverage if needed.

MODIFICATIONS. Any alterations, variations, modifications, or waivers of the provisions of this Contract shall only be valid when they have been reduced to writing and signed by the authorized representatives of the parties.

TERMINATION. Either party upon thirty days written notice to the other party may terminate this Contract, with or without cause. Notice of termination shall be made by certified mail or personal delivery to the person signing this Contract on behalf of the other party. Termination of this Contract shall not discharge any liability, responsibility or right of any party, which arises from the performance of or failure to adequately perform the terms of the Contract prior to the effective date of termination.

TERMINATION BY Wabasha County SWCD - LACK OF FUNDING. Notwithstanding any provision of this Contract to the contrary, the Wabasha County SWCD may immediately terminate this Contract if it does not obtain funding from the Minnesota Legislature, Minnesota Executive Branch Agencies or other funding source, or if its funding cannot be continued at a level sufficient to allow payment of the amounts due under this Contract. Written notice of termination sent by the Project Administrator to Contractor by e-mail with acknowledgement of receipt or by certified mail, return receipt requested is sufficient notice under the terms of this Contract. The Wabasha County SWCD is not obligated to pay for any services that are provided after written notice of termination for lack of funding. The Wabasha County SWCD will not be assessed any penalty or damages if the Contract is terminated due to lack of funding.

RECORDS/AUDITS. Contractor's and Wabasha County SWCD bonds, records, documents, papers, accounting procedures and practices, and other evidences relevant to this Contract are subject to the examination, duplication, transcription and audit by the other party and either the Legislative or State Auditor, pursuant to Minn. Stat. § 16C.05, subd. 5. Such evidences are also subject to review by the Comptroller General of the United States, or a duly authorized representative, if federal funds are used for any work under this Contract. The parties agree to maintain such evidences for a period of six (6) years from the date services or payment were last provided or made or longer if any audit in progress requires a longer retention period.

DATA PRIVACY. For purposes of this Contract all data on individuals collected, created, received, maintained or disseminated shall be administered consistent with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, and the Minnesota Rules implementing the Act now in force or hereafter adopted as well as Federal laws on data privacy, and Contractor and Wabasha Soil and Water Conservation District must each comply with those requirements. All subcontracts shall contain the same or similar data practices compliance requirements.

NON-DISCRIMINATION. Contractor agrees that, in the hiring of all labor for the performance of any work under this Contract, it will not, by reason of race, creed, color, religion, sex, national origin, disability, sexual orientation, age, marital status, familial status, public assistance status, or local human rights commission activity discriminate against any person who is a citizen of the United States and who qualifies and is available to perform the work to which such employment relates. Contractor agrees to comply with all Federal, State, and local non-discrimination laws and ordinances, in particular the applicable provisions of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972. When required by law or requested by the County, Contractor shall furnish a written affirmative action plan.

CONTRACTOR DEBARMENT SUSPENSION AND RESPONSIBILITY CERTIFICATION.

By signing this Contract the Contractor is certifying that the federal government or the Minnesota Commissioner of Administration has not suspended or debarred the Contractor or its Elected Officials and Employees, based upon Federal Regulation 45 CFR 92.35 and Minn. Stat. §16C.03, subd. 2 respectively. Contractors may be suspended or debarred when it is determined, through a duly authorized hearing process, that they have abused the public trust in a serious manner.

FORCE MAJEURE. Neither party shall be held responsible for delay or failure to perform caused by fire, flood, epidemic, strikes, riot, acts of God, unusually severe weather, terrorism, war, acts of public authorities other than the Contractor or Wabasha County SWCD or delays or defaults caused by public carriers which was beyond a party's reasonable control, provided the defaulting party gives notice as soon as possible to the other party of the inability to perform.

WAIVER. The failure of Contractor or Wabasha Soil and Water Conservation District to enforce one or more of the terms or conditions of the Contract or to exercise any of its rights or privileges, or the waiver by either party of any breach of such terms or conditions, shall not be construed as thereafter be construed as waiving any such terms, conditions, rights, or privileges, and the same shall continue and remain in force and effect as if no waiver had occurred.

SEVERABILITY. The parties agree that if any term or provision of this contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular term or provision held to be invalid.

END of GENERAL CONDITIONS - PROFESSIONAL SERVICES CONTRACT

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

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

**Wabasha Soil and Water Conservation District
District Regular Board Meeting
June 23, 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 Lynn Zabel, Chair*
Supervisors Present: Lynn Zabel, Chair, Chet Ross, Co-Chair, Larry Theismann, Secretary, Dag Knudsen, member
Staff Present: Terri Peters, District Manager
Others Present: Bob Walkes, County Commissioner, Jen Wahls, Landscape Connection LLC
On Phone: Sheila Harmes, Winona County Water Planner, Whitewater Watershed Project Coordinator, Sue Cerwinske, Bookkeeper/Administrative Asst.
- II. **PLEDGE ALLEGIANCE**
- III. **AGENDA**
Motioned by Theismann and seconded by Knudsen to approve Agenda as presented.
Affirmative: Ross, Theismann, Knudsen, Zabel
Opposed: None
Motion Carried
- IV. **PUBLIC COMMENTS**
Comments limited to 5 minutes per speaker
- V. **CONSENT AGENDA -Board Action**
 - A. State of MN Professional and Technical Support Work Order Contract Between BWRS and Wabasha SWCD for total of \$1,650.00
 - B. White Barn Acres, LLC AgBMP Loan Application in the amount of \$24,000.00 for John Deere 750 no-till seed drill
 - C. Jeremy Nelson Contract# 22-CS-2 in the amount of \$1,160.00 for practice 327 Pollinator Habit (Funding from FY22 Cost Share)
 - D. Mike Haase Voucher Payment for Contract# 19-319FL-5 in the amount of \$6,393.44 (Funding from 319 small feedlot fix)*Motioned by Knudsen and seconded by Theismann to approve the Consent Agenda.*
Affirmative: Ross, Theismann, Knudsen, Zabel
Opposed: None
Motion Carried

VI. SECRETARY'S REPORT

A. May 26, 2022 Meeting Minutes – Board Action

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

Affirmative: Ross, Theismann, Knudsen, Zabel

Opposed: None

Motion Carried

VII. TREASURER'S REPORT – Board Action

A. District Financial Statements

B. May Program Record

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

Affirmative: Ross, Theismann, Knudsen, Zabel

Opposed: None

Motion Carried

VIII. PAYMENT OF MONTHLY BILLS

A. Monthly Bills in the amount of \$ 44,581.15 - Board Action

Motioned by Theismann and seconded by Ross to approve Payment of the Monthly Bills in the amount of \$44,581.15

Affirmative: Ross, Theismann, Knudsen, Zabel

Opposed: None

Motion Carried

IX. DISTRICT REPORTS

A. Chair Report – Lynn Zabel

Will be attending the Tuesday 6/28 meeting in Faribault for SE MN SWCD Area 7 Business and Resolutions.

B. County Commissioner – Bob Walkes

Midst of Budget cycle, challenging year. Mentioned that SWCD should get a bump up. Larry asked about County expense breakdown for year of Labor and Machinery for County cleaning out roadside ditches and culverts regarding soil loss. Bob said on list to do. Will be interesting to see the numbers.

C. District Manager Report – Terri Peters

Attended planning group for Zumbro and policy committee for WinLaC

Submitted for NACD grant that funds staff

Submitted accelerated grant for safe drinking water, MDH

Work with staff on what to fund and bring to board.

Family Night on the Farm, Matt also attended.

Kernza Fest in Lake City. Sat a table with Soil & Heath Coalition and Lance Klessig

Program Tracking. Program record, clean-up

Quarterly Reporting due July

BALMM meeting. Tour W. Indian Creek

Talked to Bear Valley, they expressed interest in soil health tests. Urging local leaders to get people involved. Funding from soil health and watershed-based funding, Bear Valley may be good project.

D. NRCS Report – John Benjamin

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

F. Natural Resources Conservation Technician Report – Henry Stelten

G. Bookkeeper/Administrative Assistant -Sue Cerwinske

X. OLD BUSINESS

- A. Conservation Project – Lynn
- B. Conservation Farmer of the Year – **Board Discussion**
Nominees. *Discussion: Dag asked about criteria. Staff could put a suggested list together and get it to the board before July 28 meeting. Will need to choose nominee at that meeting. Dag had a few people in mind and was going to reach out to them and he volunteered to do the interviews.*
- C. Personnel Policy – **Board Action**
Motioned by Knudsen and seconded by Theismann to approve the Personnel Policy as presented.
Affirmative: Ross, Theismann, Knudsen, Zabel
Opposed: None
Motion Carried

XI. NEW BUSINESS

- A. Approval for Terri to sign the MDH 2022 Accelerated Implementation Grant – Groundwater Protection when the contract comes through – **Board Action**
Motioned by Theismann and seconded by Ross to approve Terri to sign the MDH 2022 Accelerated Implementation Grant-Groundwater Protection when the contract comes through.
Affirmative: Ross, Theismann, Knudsen, Zabel
Opposed: None
Motion Carried
- B. Townsquare Media website proposal – **Board Discussion/Action**
Discussion: Which package would board agree to purchase. Terri went over the Townsquare Media website options.
Motioned by Knudsen and seconded by Ross that Terri should make judgement and move forward with the limited package, share with the board.
Affirmative: Ross, Theismann, Knudsen, Zabel
Opposed: None
Motion Carried
- C. Jen Wahls – Update on WIC (West Indian Creek)
Jen gave update on what she had been doing for WIC. Discussion: Targeting an area to send quarterly mailing/newsletter. Challenge in funding outreach.
- D. Approve Tony Burke Amendment #1 for Contract# 2022WAGZ-WC-03 to change amount authorized to \$21,903.19 – **Board Action**
Motioned by Theismann and seconded by Ross to approve Tony Burke Amendment #1 for Contract# 2022WAGA-WC-03 to change amount authorized to \$21,903.19.
Affirmative: Ross, Theismann, Knudsen, Zabel
Opposed: None
Motion Carried

- E. Approve Tony Burke Voucher payment in the amount \$21,903.19 for Contract# 2022WAGZ-WC-03 for 410 Grade Stabilization and 412 Grassed Waterway – **Board Action**

(Funding source Greater Zumbro Watershed Based Funding)

Motioned by Theismann and seconded by Ross to approve Tony Burke voucher payment in the amount of \$21,903.19 for Contract# 2022WAGZ-WC-03 for 410 Grade Stabilization and 412 Grassed Waterway.

Affirmative: Ross, Theismann, Knudsen, Zabel

Opposed: None

Motion Carried

- F. Upcoming Events:

- i. 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) ***Lynn Zabel will be attending.***

XII. Board Reports

- A. Whitewater JPB – Lynn

Discussed meeting frequency. Keep it at every other month for now.

- B. Zumbro 1W1P – Larry (alternate Dag) – ***No Meeting***

- C. WinLaC 1W1P – Lynn

Sheila reported that moving forward. Planning work group meeting next Wed. to review contents for July 11th meeting with advisory committee. Review sections of the plan. Want to connect with municipalities in watershed. Met with City of St. Charles – talked about sediment in ditches and interested in what it costs to send people out to clean them.

- D. SE SWCD Technical Support JPB – Larry ***Meeting in July***

- E. County Board Meeting – Larry (alternate Sharleen) ***Talked about earlier***

- F. Hiawatha Valley RC&D – Lynn ***No Meeting***

XIII.

- A. Recess at 10:00 am for Local Work Group Meeting – **Board Action**

Motioned by Theismann and seconded by Knudsen to recess at 9:50 am and go into local work group at 10:00 am

Affirmative: Ross, Theismann, Knudsen, Zabel

Opposed: None

Motion Carried

Motioned by Theismann and seconded by Knudsen to come out of Local Work Group and go back into Regular Meeting at 12:03 pm

Affirmative: Ross, Theismann, Knudsen, Zabel

Opposed: None

Motion Carried

XIV. Adjourn Regular Session– Board Action

Motioned by Theismann and seconded by Knudsen to adjourn meeting at 12:04 pm

Affirmative:

Opposed: None

Motion Carried

Respectively Submitted by:

Larry Theismann, Secretary

9:58 AM

07/26/22

Cash Basis

Wabasha Soil and Water Conservation District

Cash Balances

As of June 30, 2022

	Jun 30, 22
ASSETS	
Current Assets	
Checking/Savings	
Money Market- Bank of Alma	38,268.75
Money Market WNB Financial	7,402.08
Peoples State Bank Money Market	357,283.62
Petty Cash	86.90
WNB Financial	10,717.83
Total Checking/Savings	413,759.18
Total Current Assets	413,759.18
TOTAL ASSETS	413,759.18
LIABILITIES & EQUITY	0.00

Wabasha Soil and Water Conservation District

Balance Sheet

As of June 30, 2022

	Jun 30, 22
ASSETS	
Current Assets	
Checking/Savings	
Money Market- Bank of Alma	38,268.75
Money Market WNB Financial	7,402.08
Peoples State Bank Money Market	357,283.62
Petty Cash	86.90
WNB Financial	10,717.83
Total Checking/Savings	413,759.18
Accounts Receivable	
11000 · Accounts Receivable	1,409.00
Total Accounts Receivable	1,409.00
Total Current Assets	415,168.18
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	459,985.10
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	33,806.78
Total Accounts Payable	33,806.78
Other Current Liabilities	
Allowance for Unemployment Reim	1,581.86
Deferred Revenue	
AIS	76,315.06
FY18 Capacity	1,729.56
FY19 Capacity	4,279.45
FY20 Buffer Initiative	4,408.28
FY20 Capacity	4,016.02
FY20 CWMA	1,932.12
FY20 State Cost share	2,336.70
FY21 Buffer Initiative	15,163.00
FY21 Capacity	31,537.75
FY21 State Cost Share	8,705.80
FY22 Buffer Initiative	17,000.00
FY22 Capacity	86,899.87
FY22 State Cost Share	15,401.00
FY22 WCA	3,211.85
Total Deferred Revenue	272,936.46
Deposit on Tree Sales	35.00

9:57 AM

07/26/22

Accrual Basis

Wabasha Soil and Water Conservation District

Balance Sheet

As of June 30, 2022

	Jun 30, 22
24000 · Payroll Liabilities	1,192.99
25500 · Sales Tax Payable	565.83
Total Other Current Liabilities	276,312.14
Total Current Liabilities	310,118.92
Total Liabilities	310,118.92
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	162,483.44
Net Income	-137,010.04
Total Equity	149,866.18
TOTAL LIABILITIES & EQUITY	459,985.10

Wabasha Soil and Water Conservation District
Profit & Loss
June 2022

	Jun 22
Ordinary Income/Expense	
Income	
Intergovernmental Revenues	
County	
County Regular Allocation	64,935.85
Total County	64,935.85
State	
MAWQCP	8,570.13
Total State	8,570.13
Total Intergovernmental Revenues	73,505.98
Total Income	73,505.98
Gross Profit	73,505.98
Expense	
District Operations	
Other Services and Charges	
Building Rent	920.43
Conferences and Conventions	36.42
Fees and Dues	125.00
Internet Expense	179.66
Postage	37.12
Vehicle Expenses	
Chevrolet Silverado Vehicle Exp	87.43
Hyundia Tucson Vehicle Expense	21.75
Total Vehicle Expenses	109.18
Total Other Services and Charges	1,407.81
Personnel Services	
Employee Salary Permanent	14,214.84
Employer HSA contributions	2,625.00
Employer Life and Health	
66000 - Payroll Expenses	6,183.78
Employer Life and Health - Other	22.00
Total Employer Life and Health	6,205.78
Employer Share FICA	945.10
Employer Share Medicare	221.04
Employer Share PERA	1,141.62
Total Personnel Services	25,353.38
Supplies	
Office Supplies	68.70
Total Supplies	68.70
Total District Operations	26,829.89
Project Expenditures	
District	
Tree Expense	196.00
Total District	196.00
Federal	
319 Feedlot Fix	6,393.44
319 Focus Small Wtrshd-W.Indian	2,275.00
Total Federal	8,668.44
Partners Grants	
NFWF-Planning for WQ & Habitat	178.88

9:59 AM

07/26/22

Cash Basis

Wabasha Soil and Water Conservation District

Profit & Loss

June 2022

	Jun 22
Total Partners Grants	178.88
State	
FY22-23 WAGZ	21,903.19
FY22 Capacity	26.33
FY22 MDA Noxious Weed Grant	660.93
LWM NRBG	62.01
MAWQCP Administration	8,570.13
Total State	31,222.59
Total Project Expenditures	40,265.91
Total Expense	67,095.80
Net Ordinary Income	6,410.18
Other Income/Expense	
Other Income	
Interest Income	
Interest Earnings MM's	215.22
Total Interest Income	215.22
Total Other Income	215.22
Net Other Income	215.22
Net Income	6,625.40

2:08 PM
07/27/22

Cash Basis

Wabasha Soil and Water Conservation District Monthly Bills Listing

July 28, 2022

Type	Date	Num	Name	Memo	Account	Paid Amount
Jul 28, 22						
Liability Check	07/28/2022	11639	Auditor/Treasurer of Wabasha County	County Insurance Group Number 03732 Premium for 8-01 to 8-31-2022 Premium for 8-01 to 8-31-2022 2nd Qtr (April - June, 2022) Mileage 2nd Qtr (April - June, 2022) Mileage North Fork Zumbro -Retainage 5-20-21 to 5-20-22 20-Capacity-5 412 Grassed Waterway 2nd Qtr MAWQCP Expenses Britlany Dawson-Freeborn 2nd Qtr MAWQCP promo Internet 07/02 - 08/01/2022 Mileage for SM1 Soils Mechanics Training-Farbault 2nd Qtr Winlaac + 2nd Qtr MAWQCP FY22 MPCA Update link online for virtual meeting recording 21-SWD-1 Reverse Osmosis System 1st & 2nd Qtr 2022 (January - June) Mileage Wetlands Training + SM1 Soil Mechanics Training Keely Hanson Qtr 2, 2022 Unemployment August 2022 Rent Mark Root June Salary and MAWQCP expenses 2nd Qtr 2022 MAWQCP expenses 2nd Qtr MAWQCP Expenses MACO 2nd Qtr + MAWQCP Jan-June, 2022 2nd Qtr (April - June, 2022) Mileage Mileage -LaCrosse fingerprinting 20.63, TSA Meeting, Thielman June gas for Hyundai & Silverado May + June expense - N. Fork 7-16 Fair Table for SWCD, public outreach and taking down 9.5 hours	WNB Financ...	-559.86
Liability Check	07/28/2022	EFT	MN PEIP		WNB Financ...	-5,586.42
Liability Check	07/28/2022	EFT	VSP Vision Care		WNB Financ...	-64.04
Bill Pmt -Check	07/28/2022	11640	Chel Ross		WNB Financ...	-105.30
Bill Pmt -Check	07/28/2022	11641	Dag Knudsen-b		WNB Financ...	-49.14
Bill Pmt -Check	07/28/2022	11642	Environmental Troublshooters, Inc		WNB Financ...	-6,306.35
Bill Pmt -Check	07/28/2022	11643	Eugene Schnell		WNB Financ...	-1,996.28
Bill Pmt -Check	07/28/2022	11644	Fillmore Soil and Water Conservation Dist		WNB Financ...	-321.44
Bill Pmt -Check	07/28/2022	11645	Freeborn County SWCD		WNB Financ...	-3,369.40
Bill Pmt -Check	07/28/2022	11646	HBC		WNB Financ...	-79.66
Bill Pmt -Check	07/28/2022	11647	Henry Stelten-b		WNB Financ...	-57.80
Bill Pmt -Check	07/28/2022	11648	Houston County Treasurer		WNB Financ...	-2,487.74
Bill Pmt -Check	07/28/2022	11649	Houston Engineering Inc.		WNB Financ...	-41.75
Bill Pmt -Check	07/28/2022	11650	Joseph Young		WNB Financ...	-1,665.50
Bill Pmt -Check	07/28/2022	11651	Lynn Zabe-v		WNB Financ...	-348.67
Bill Pmt -Check	07/28/2022	11652	Matthew Kempinger-c		WNB Financ...	-150.83
Bill Pmt -Check	07/28/2022	11653	Minnesota UI Fund		WNB Financ...	-369.93
Bill Pmt -Check	07/28/2022	11654	Mittel Schule, Inc.		WNB Financ...	-920.43
Bill Pmt -Check	07/28/2022	11655	Olmsted County Public Works		WNB Financ...	-11,229.03
Bill Pmt -Check	07/28/2022	11656	Olmsted SWCD		WNB Financ...	-516.05
Bill Pmt -Check	07/28/2022	11657	Rice- SWCD		WNB Financ...	-513.00
Bill Pmt -Check	07/28/2022	11658	SE SWCD Technical Support JPB		WNB Financ...	-24,514.64
Bill Pmt -Check	07/28/2022	11659	Sharleen Klemert-b		WNB Financ...	-70.20
Bill Pmt -Check	07/28/2022	11660	Terri Peters (Expenses)		WNB Financ...	-151.88
Bill Pmt -Check	07/28/2022	11661	Wabasha County Highway Department		WNB Financ...	-76.99
Bill Pmt -Check	07/28/2022	11662	WSB		WNB Financ...	-1,109.75
Bill Pmt -Check	07/28/2022	11663	Sydney Lavelle		WNB Financ...	-95.00
						-62,757.11

Monthly Report – July 2022

Matt Kempinger

Training

- Soil Mechanics
- Minnesota Wetland Professional Certification Program
- MAWQCP Certification Tool Introduction

Projects

- As-Built certification for 1 grade stabilization project
- Pre-construction meetings for 2 projects
- Staked 1 grade stabilization structure site for construction
- Initial site investigation for 1 waterway site
- Reviewed preliminary design for 2 grade stabilization structures with landowner
- Preliminary design work for 1 waterway site
- Preliminary design work for 8 grade stabilization structure sites
- Preliminary planning for 2 cover crop projects
- Preliminary planning for 2 reduced tillage projects
- Prepared and submitted RFA for 2 complicated waterway sites
- Prepared and submitted RFA for 2 complicated grade stabilization structure sites

Others

- Processing of 3 WCA joint applications
- Review of 2 1026 requests for WCA
- Held 1 WCA TEP meeting
- Informed 2 landowners about MAWQCP program
- Provided documentation to MAWQCP specialist for 2 projects
- Answered general resource questions from public and assisted where possible
- Buffer compliance monitoring
- Obtained updated aerial imagery for the county and added it to our GIS server and templates

Work Summary – July 2022

Henry Stelten

Projects

- Feedlot fix voucher & payment processing (x1)
- 319 Grant pollution reductions & reporting (x1)
- Reverse osmosis system installation voucher processing under SDW Grant (x1)
- Initial site investigations (x3)
- Grassed waterway voucher processing (x1)
- 410 Grade stabilization structure potential rehab survey and planning site visit (x1)
- 340 cover crop seeding sheets (x2)

Others

- Buffer compliance reviews via BuffCAT & aerial imagery (approx. 150 parcels)
- Buffer field investigation (2 parcels)
- RIM easement inspection notification letters (x11)
- RIM easement inspection & paperwork (x2)
- RIM easement change of ownership paperwork (x1)
- Technical advice for brush management (x2)
- Sinkhole investigation (x1)
- Slake test soil samples collected, write ups for Fair
- Manning County Fair booth (1 day)
- Assistance with misc. landowner resource concerns and questions

Training

- Soils Mechanics Training in Faribault
- Conservation Planner I certification

SUE

Local Work Group – minutes

W. Indian June/July newsletter finished mailing

Reconciled Program Records to General Ledger

Phone meeting with Townsquare Media for website build

Safe Drinking Water AIG, change documents from Olmsted to Wabasha

Worked with Emilie from MDA on FY21 Knotweed Grant payment

Bank Reconciliations

Ran monthly reports - Deposits & Checks, Balance Sheet and Profit and Loss statements, Cash balance

Quarterly Payroll Returns

Roller Crimper rental agreement – sent to Terri to revise, if it is the one we will use.

Wabasha Fair Sign-up Sheet

Add Contractor list to S: shared drive in Federal Computer

MAWQCP quarterly work completion reports from partners

Quarterly invoicing of staff time and collect bills for:

MAWQCP, WinLaC Chloride Monitoring, DNR for N. Fork and Gorman Creek, Federal 319 Feedlot fix, WAGZ and Volunteer Nitrate Monitoring. FY21 Safe Drinking Water Grant work with Caitlin/Olmsted on remaining funding for our staff time at end of year.

New sub-agreement for MAWQCP for SE SWCD Technical Support JPB and Wabasha

Auditors List – work ahead on some documents before audit

Board Minutes, upload information for July 28 meeting



Distributor Order

124 N Water Street, Suite 10, Rockford IL 61107
Phone: 1-800-321-1627 Fax: 1-800-446-3530
www.rockfordmap.com

DATE: _____ 20 ____

BUSINESS NAME: _____ ATTN: _____

ADDRESS: _____
(BOTH STREET ADDRESS AND P.O. BOX)

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____

EMAIL: _____

COUNTY / STATE	YEAR	UNIT PRICE	QTY.	PRICE
_____	_____	\$ _____	_____	\$ _____
_____	_____	\$ _____	_____	\$ _____
_____	_____	\$ _____	_____	\$ _____

Tax Exempt: Yes ☐ No ☐

Reselling Books: Yes ☐ No ☐

Intended Sale Price (If Known) \$ _____

☐ Name on Cover (100+ Books)

☐ Exclusive Reseller (250+ Books)

☐ Supplying Cover Photo

NOTES:

Sub Total \$ _____

Tax \$ _____

IL 8.25%, MI 6%, MN 6.875%, WI 5 - 5.5%

Shipping \$ _____

\$10.95 min., \$1 each add'l book, not to exceed \$32.95

Total \$ _____

Deposit \$ _____

Balance \$ _____

☐ Invoice ☐ Paid by Check # _____

Signature: _____ Date: _____

Card No. _____ - _____ - _____ - _____

Exp. Date ____ / ____ CSV _____

Rockford Map Publishers

I authorize that this is a binding agreement and that our organization is responsible for the payment of the products ordered according to the stated terms. I further indicate by my signature that I have the authority to place this order.

Terms Accepted By:

Please Print Name:

Signature: Its Authorized Agent

Date:

By: Representative

Date:

Resolution 07012022-1

A Resolution to Change Board Supervisor Mileage Rates for July 1, 2022 – December 31, 2022

Whereas:

Wabasha Soil and Water Conservation District (SWCD) will follow the IRS adjustment for standard mileage rates at midyear to better reflect the recent increase in fuel prices.

Whereas:

Maximum amounts for such rates are mandated by state statute (M.S. 103C.315 Subd 4), therefore

Be it resolved:

That the Wabasha SWCD rate change for the remainder of 2022 mileage rate will be effective July 1, 2022 – December 31, 2022 at the mandated maximum allowable level \$.625 /mile (IRS Rate) for Board Supervisors

Board Chair

Date



IRS increases mileage rate for remainder of 2022

IR-2022-124, June 9, 2022

WASHINGTON — The Internal Revenue Service today announced an increase in the optional standard mileage rate for the final 6 months of 2022. Taxpayers may use the optional standard mileage rates to calculate the deductible costs of operating an automobile for business and certain other purposes.

For the final 6 months of 2022, the standard mileage rate for business travel will be 62.5 cents per mile, up 4 cents from the rate effective at the start of the year. The new rate for deductible medical or moving expenses (available for active-duty members of the military) will be 22 cents for the remainder of 2022, up 4 cents from the rate effective at the start of 2022. These new rates become effective July 1, 2022. The IRS provided legal guidance on the new rates in [Announcement 2022-13](#) [PDF](#), issued today.

In recognition of recent gasoline price increases, the IRS made this special adjustment for the final months of 2022. The IRS normally updates the mileage rates once a year in the fall for the next calendar year. For travel from January 1 through June 30, 2022, taxpayers should use the rates set forth in [Notice 2022-03](#) [PDF](#).

"The IRS is adjusting the standard mileage rates to better reflect the recent increase in fuel prices," said IRS Commissioner Chuck Rettig. "We are aware a number of unusual factors have come into play involving fuel costs, and we are taking this special step to help taxpayers, businesses and others who use this rate."

While fuel costs are a significant factor in the mileage figure, other items enter into the calculation of mileage rates, such as depreciation and insurance and other fixed and variable costs.

The optional business standard mileage rate is used to compute the deductible costs of operating an automobile for business use in lieu of tracking actual costs. This rate is also used as a benchmark by the federal government and many businesses to reimburse their employees for mileage.

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

The 14 cents per mile rate for charitable organizations remains unchanged as it is set by statute.

Midyear increases in the optional mileage rates are rare, the last time the IRS made such an increase was in 2011.

Mileage Rate Changes

Purpose	Rates 1/1 through 6/30/2022	Rates 7/1 through 12/31/2022
Business	58.5	62.5
Medical/Moving	18	22
Charitable	14	14

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