

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 Regular Board Meeting
June 22, 2023
8:15 am
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**
Items on the Consent Agenda are considered to be routine by the Board and may be enacted through one motion. Any item on the Consent Agenda may be removed by any of the Board members for separate consideration.
 - A. SE SWCD Technical Support JPB additional MAWQCP funding for 2023 in the amount of \$25,000.00. Grant ending 12/31/2023.
- VI. SECRETARY'S REPORT**
 - A. May 25, 2023 Meeting Minutes – **Board Action**
- VII. TREASURER'S REPORT – Board Action**
 - A. May District Financial Statements
 - B. May Profit & Loss Budget vs Actual
- VIII. PAYMENT OF MONTHLY BILLS**
 - A. Monthly Bills in the amount of \$166,293.70 - **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. Bookkeeper/Administrative Assistant -Sue Cerwinske
 - G. BWSR Report – None
 - H. Other agencies – None
 - I.
- X. OLD BUSINESS**
 - A. Conservation Project – Lynn (open to any Supervisor for ideas)

- B. Report on West Indian activities
- C. Resolution - Cooperative Weed Management Area Funds – Additional Legislative Funding to Support Existing CWMA Groups -Board Action
- D. Resolution – Environmental Quality Incentive Program – Allocate block of Funding to Field Office/Team for Local and Timely Decision Making

XI. NEW BUSINESS

- A. DNR Grant with Grantee: Wabasha Soil and Water Conservation District for \$10,000.00, grant period 6/15/2023 to 6/30/2024. Wabasha SWCD allocated \$1,000.00 for administrative assistance costs in support of the Southeast Landscape Committee.
- B. 2024 Budget – County request submitted
 - i. Written documentation and Request
 - ii. 2024 Estimated Wabasha SWCD Budget
 - iii. County Allocation History
- C. Gorman Creek
 - i. Approve accepting further funds from the DNR – **Board Action**
 - ii. Approve Change order No. 1 for Miller Gorman Creek Stream Restoration in the amount of \$33,010.06 – **Board Action**
 - iii. Danckwart Landscaping & Excavating Invoice 18358 \$149,349.26 less 5% Retainage = \$141,881.80 amount paying on June 22 check run.
- D. Resolution - Wabasha Soil and Water Conservation District (SWCD) 2023 Guidelines on Use of SWCD Aid Payments – **Board Action**
- E. Approve Patricia Livingston voucher payment for Contract# 2023WAGZ-WC-01 in the amount of \$549.47 for 412 Grassed Waterway – **Board Action**
- F. Hiring – HR Discussion
- G. Legislative Outcome

- H. Upcoming Events:
 - i. August 9th West Indian Creek Social

XII. Board Reports

- A. Whitewater JPB – Lynn
- B. Zumbro 1W1P – Dag
- C. WinLaC 1W1P – Lynn
- D. SE SWCD Technical Support JPB - Dag
- E. County Board Meeting – Sharleen

XIII. Adjourn – Board Action

Note: If meeting is not finished by 10:00 am, we will need to recess and start the Local Work Group meeting at 10:00 am

AGENDA for LOCAL WORK GROUP

1. Welcome & Review: 10 minutes

2. Present SWCD Draft Priorities: 30 minutes
3. Discuss Proposed Practice Changes and Technical Practice Recommendations: 15 minutes
4. Decision/Action Items: 15 minutes
5. Next Steps: 5 minutes
6. Adjourn LWG meeting –

Then open regular meeting

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

General Information

Governmental unit SE SWCD Technical Support JPB	Contact name Beau Kennedy	Requested amount of funding <input checked="" type="checkbox"/> \$25,000.00
Address 104 East 3 rd Street, PO Box 335	City/State Goodhue, MN	Zip code 55027

Contract Information

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

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

Effective date period

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

611 Broadway Ave., Suite 10
Wabasha, MN 55981

Or

Email: terri.peters@mn.nacdn.net and/or susan.cerwinske.wabashaswcd@gmail.com

Contract Date 01-01-2022 to 12-31-2022. The Governmental Unit may neither assign nor transfer any rights or obligations under this agreement. This agreement may be terminated by either party with or without cause, upon (30) thirty days' written notice directed to the other party. This is a Reimbursable Fund and funds will not be distributed until expended.

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

Reporting

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

Applicant Signatures

Board of Authorized Representative Signature <i>Beau Kennedy</i>	Board meeting date 7/8/22	Total Amount Requested <input checked="" type="checkbox"/> \$25,000.00
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Southeast Area Certification Specialist

Name <i>Mike S. [Signature]</i>	Date 7-8-22
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Wabasha SWCD Authorization

Board of Authorized Representative Signature <i>Levi DeFries (as delegated by board authority)</i>	Board Meeting Date 7-12-16-2021	Total Amount Authorized \$ 25,000.00
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(Starting with \$25,000.00 for funding with additional funds that can be added.)

Amount Added: \$ 25,000.00

Approved by: *Levi DeFries* 6-7-23
Beau Kennedy 6/7/23

Amount Added: \$ _____

Approved by: _____

Amount Added: \$ _____

Approved by: _____

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 Regular Board Meeting
May 25, 2023
8:15 am
County Conference
Room
625 Jefferson Ave.**

I. CALL MEETING TO ORDER

Lynn Zabel, Chair called meeting to order at 8:15 am.

Supervisors Present: Lynn Zabel Chair, Chet Ross Co-chair, Sharleen Klennert, Treasurer, Seth Tentis, member

Staff Present: Terri Peters, District Manager

Others Present: John Benjamin, NRCS, Adam Beilke, BWSR and Frank Klennert, citizen

Attending by Phone: Sheila Harmes, Winona County Water Planner and Whitewater Watershed Coordinator, Brian DeVetter, NRCS and Sue Cerwinske, Admin. Asst.

II. PLEDGE ALLEGIANCE

III. AGENDA

Motioned by Klennert and seconded by Ross to approve the agenda with the change of the amount of monthly bills payment to \$35,649.49.

Affirmative: Ross, Klennert, Tentis, Zabel

Opposed: None

Motion Carried

IV. PUBLIC COMMENTS

Comments limited to 5 minutes per speaker

V. CONSENT AGENDA – Board Action

Items on the Consent Agenda are considered to be routine by the Board and may be enacted through one motion. Any item on the Consent Agenda may be removed by any of the Board members for separate consideration.

- A. Contract for Services – Jennifer Wahls, Landscape Connections LLC. Effective period March 23, 2023 to June 30, 2025 for the Landowner Survey of the Lower Zumbro.

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

Affirmative: Ross, Klennert, Tentis, Zabel

Opposed: None

Motion Carried

VI. SECRETARY'S REPORT

A. April 27, 2023 Meeting Minutes – Board Action

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

Affirmative: Ross, Klennert, Tentis, Zabel

Opposed: None

Motion Carried

VII. TREASURER'S REPORT – Board Action

A. April District Financial Statements

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

Affirmative: Ross, Klennert, Tentis, Zabel

Opposed: None

Motion Carried

VIII. PAYMENT OF MONTHLY BILLS

A. Monthly Bills in the amount of \$35,649.49 - Board Action

Motioned by Klennert and seconded by Ross to approve payment of the monthly bills in the amount of \$35,649.49.

Affirmative: Ross, Klennert, Tentis, Zabel

Opposed: None

Motion Carried

IX. DISTRICT REPORTS

A. Chair Report – Lynn Zabel

Hiawatha Valley dissolution. They will be cutting checks. Went over the last five years, active. They will split up the dues with the funds they have left.

B. County Commissioner – Bob Walkes

C. District Manager Report – Terri Peters

Conservation Planning and Outreach Technician job opening posted on County website. Apply electronically. Have 2 applicants, 1 has an interview setup for June 7 with Terri and Shawn. No board member needed.

Envirothon

5th Grade Conservation Field Day

Meeting with WinLaC assessment came back– Stream assessment MPCA

Landowner visits – Japanese Barberry

Feedlots projects

Private Wells Forum for groundwater

Greater Zumbro policy committee meeting & Technical advisory meeting

Planning for next round of funding, feedback on what should be included.

Two lysimeters installed in WIC for landowner to start monitoring crop land. Four more coming.

Invited by Environmental Defense Fund to meet with group. Angie Craig's staff want feedback what's going in farm bill.

Federal Funding coming down and legislative updates.

Tom Miller contract

Request for bacteria kits for use after the flooding. Wells that were submerged, should be tested after flooding. Same day shipping, they pay for.

- D. NRCS Report – John Benjamin – (in packet) ***Went through report at meeting.***
- E. District Technician Report- Matt Kempinger
Busy working on Gorman and other projects.
- F. Bookkeeper/Administrative Assistant -Sue Cerwinske (in packet)
- G. BWSR Report – Adam Beilke
***Highlights of legislature relating to SWCD’s.
\$79 million available for watersheds with plans adopted. (Watershed Based Implementation Funding.) Next round of funds for Zumbro later this year.
WinLaC second grant next year.
From General Funds: NRBG – usually available through County. 1 time increase to \$9 million. \$9 million for new habitat programs, Lawns to Legumes is one of them.
\$21 million for soil health, \$17 million for water storage practices and \$21 million for grassland easements, with \$4 million for enhancements.
Changes to state cost share: \$ amount won’t change, it opens up to use for different types of practices.
Direct aid for SWCD’s, wanted \$22 million, getting \$15 million a year for the next 2 years and then in the future it goes down. Replaces local capacity, no funding for local capacity.***
- H. Other agencies – Sheila Harmes, Winona County Water Planner, Whitewater Watershed Coordinator
***Sub-agreement DWP Whitewater for Cover crops
Next meeting renewal for Local Advisory Team Groups. Grant extended to next year. Local Advisory Team Meeting, in Elgin on Tues. June 27. Meeting in the morning and afternoon MDA Field test plots.***

X. OLD BUSINESS

- A. Conservation Project – Lynn (open to any Supervisor for ideas)

XI. NEW BUSINESS

- A. Bank Signatories – **Board Action - Signatures**
WNB Bank – Account Agreements and Entity Authorization - All Sign
- B. Approve Steve Evers Contract# 23CWF-WIC-1 in the amount of \$13,999.62 for 410 Grade Stabilization Structure – **Board Action**
(Funding source 2023 West Indian Creek Watershed Restoration and Protection)
***Motioned by Klennert and seconded by Tentis to approve Steve Evers Contract# 23CWF-WIC-1 in the amount of \$13,999.62 for 410 Grade Stabilization Structure.
Affirmative: Ross, Klennert, Tentis, Zabel
Opposed: None
Motion Carried***

- C. Approve sub-agreement between SE SWCD Technical Support Joint Powers Board and Wabasha SWCD utilizing MN BWSR Funding for Feedlot Water Quality Improvements – **Board Action**
(SE SWCD Technical Support JPB is TSA7 which is the P22-8660 BWSR Grant Administrator. Sub-agreement not to exceed \$91,483.00 (Tom Miller)
Motioned by Klennert and seconded by Ross to approve sub-agreement between SE SWCD Technical Support Joint Powers Board and Wabasha SWCD utilizing MN BWSR funding for Feedlot Water Quality Improvements.
Affirmative: Ross, Klennert, Tentis, Zabel
Opposed: None
Motion Carried
- D. Approve Tom Miller Contract# 23-BWSRFeedlot-01 in the amount of \$91,483.00 for 313 Waste Storage Facility – **Board Action**
(Funding FY22-24 BWSR Feedlot Grant (Area 7 TSA/JPB)
Motioned by Ross and seconded by Tentis to approve Tom Miller Contract\$ 23-BWSRFeedlot-01 in the amount of \$91,483.00 for 313 Waste Storage Facility.
Affirmative: Ross, Klennert, Tentis, Zabel
Opposed: None
Motion Carried
- E. Approve White Water JPB Cover Crop Amendment to Sub-agreement between Whitewater JPB and Wabasha County SWCD. This amendment extends the date of sub-agreement to December 31, 2024 and includes \$45,000.00 in funds for cover crop incentives. – **Board Action**
The sub-agreement for cover crops is a 1-year contract up to 50 acres and it is also for well sealing and septic systems.
Motioned by Ross and seconded by Tentis to approve the White Water JPB Cover Crop Amendment to Sub-agreement between Whitewater JPB and Wabasha County SWCD. This amendment extends the date of sub-agreement to December 31, 2024 and includes \$45,000.00 in funds for cover crop incentives, well sealing and septic systems.
Affirmative: Ross, Klennert, Tentis, Zabel
Opposed: None
Motion Carried
- F. MASWCD Area 7 Meeting Agenda for June 27– Need head count by Friday, May 26th.
Lynn and Sharleen expressed interest in attending.
https://www.youtube.com/watch?v=pPm4fz_pYFA&authuser=1
Link for Partnering for Progress – **Informational Only**

- G. Unfunded Cooperative Agreement between NRCS and Wabasha SWCD –
Discussion/Board Action
Statement of Work
Unfunded Cooperative Agreement Initial Estimate and Annual Usage Report
Unfunded Cooperative Agreement Face Sheet
Motioned by Klennert and seconded by Ross to approve the Unfunded Cooperative Agreement between NRCS and Wabasha SWCD.
Affirmative: Ross, Klennert, Tentis, Zabel
Opposed: None
Motion Carried
- H. Audit quote for 2022 financial statements from Smith Schafer & Associates LTD
\$6,170.00. – No other quotes at this time -**Board Action**
Motioned by Klennert and seconded by Ross to approve the audit quote for 2022 financial statements from Smith Schafer & Associates LTD for \$6,170.00.
Affirmative: Ross, Klennert, Tentis, Zabel
Opposed: None
Motion Carried
- I. Upcoming Events:
i. Local Work Group meeting June 22 a.m.
(Note: We will recess regular meeting)
ii. Area 7 Supervisors Meeting, June 27 at Stewartville Legion. Registration
9:00 am. Cody Fox would like head count of staff/supervisors attending.

XII. Board Reports

- A. Whitewater JPB – Lynn
B. Zumbro 1W1P – Dag
Dag attended the 5-11 WAGZ meeting at People’s Energy Coop, Oronoco.
A backup person needs to be appointed as Dag will not be able to attend 8-10-23 meeting. Dag sent an email to supervisors with recap of the meeting.
Jeff Broberg representing MN Well Owners Organization presented the “Petition to EPA to use emergency authority to address the drinking water crisis in southeastern Minnesota” (See Summary Page of Petition)
C. WinLaC 1W1P – Lynn
D. SE SWCD Technical Support JPB - Dag
E. County Board Meeting – Sharleen

XIII. Motion to recess regular session to go into closed session -Board Action

Motioned by Ross and seconded by Klennert to recess regular session and go into closed session at 9:05 am.
Affirmative:
Opposed: None
Motion Carried

XIV. Open Closed Session – Board Action

- A. Discuss job grade and posting for Conservation Planning and Outreach Technician position.

XV. Motion to reopen regular session -Board Action

Motioned by Klennert and seconded by Ross to reopen regular session

Affirmative: Ross, Klennert, Tentis, Zabel

Opposed: None

Motion Carried

XVI. Adjourn – Board Action

Motioned by Klennert and seconded by Ross to adjourn meeting at 9:15 am

Affirmative:

Opposed: None

Motion Carried

Respectively Submitted by:

Dag Knudsen, Secretary

Wabasha Soil and Water Conservation District

Cash Balances

As of May 31, 2023

	<u>May 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Money Market- Bank of Alma	234,685.68
Money Market WNB Financial	7,410.90
Peoples State Bank Money Market	259,357.72
Petty Cash	128.55
WNB Financial	13,974.01
	<hr/>
Total Checking/Savings	515,556.86
	<hr/>
Total Current Assets	515,556.86
	<hr/>
TOTAL ASSETS	515,556.86
	<hr/> <hr/>
LIABILITIES & EQUITY	0.00

Wabasha Soil and Water Conservation District

Balance Sheet

As of May 31, 2023

06/08/23

Accrual Basis

	May 31, 23
ASSETS	
Current Assets	
Checking/Savings	
Money Market- Bank of Alma	234,685.68
Money Market WNB Financial	7,410.90
Peoples State Bank Money Market	259,357.72
Petty Cash	128.55
WNB Financial	13,974.01
Total Checking/Savings	515,556.86
Accounts Receivable	
11000 · Accounts Receivable	9.00
Total Accounts Receivable	9.00
Other Current Assets	
12000 · Undeposited Funds	2,173.33
Total Other Current Assets	2,173.33
Total Current Assets	517,739.19
Fixed Assets	
15000 · Furniture and Equipment	
Computer	4,562.00
Laptops for Distrct Techs (2)	3,149.22
Samsung Tablets	1,548.69
15000 · Furniture and Equipment - Other	109,828.00
Total 15000 · Furniture and Equipment	119,087.91
17000 · Accumulated Depreciation	-92,727.59
Total Fixed Assets	26,360.32
Other Assets	
Prepaid Items	
Prepaid Rent	920.43
Total Prepaid Items	920.43
Total Other Assets	920.43
TOTAL ASSETS	545,019.94
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	404.44
Total Accounts Payable	404.44
Other Current Liabilities	
Allowance for Unemployment Reim	1,581.86
Deferred Revenue	
AIS	12,949.79
FY19 Capacity	1,800.00
FY20 Capacity	3,253.72
FY20 NACD TA Grant	19,980.88
FY20 State Cost share	2,336.70
FY21 Buffer Initiative	8,573.60
FY21 Capacity	16,740.48
FY21 State Cost Share	7,168.30
FY22 Buffer Initiative	16,867.22
FY22 Capacity	23,528.04
FY22 NACD TA Grant	92,673.11
FY22 State Cost Share	7,873.30
FY23 Buffer Law Implementation	17,000.00

Wabasha Soil and Water Conservation District

Balance Sheet

06/08/23

As of May 31, 2023

Accrual Basis

	<u>May 31, 23</u>
FY23 Capacity	124,566.00
FY23 Conservation Delivery	19,619.00
FY23 CWF - WIC	89,363.00
FY23 LWM	14,177.00
FY23 Soil Health-Cost Share	14,175.00
FY23 State Cost Share	15,401.00
FY23 WCA	<u>12,118.00</u>
Total Deferred Revenue	520,164.14
Retainage Payable	10,223.75
24000 · Payroll Liabilities	1,192.99
25500 · Sales Tax Payable	<u>940.85</u>
Total Other Current Liabilities	<u>534,103.59</u>
Total Current Liabilities	<u>534,508.03</u>
Total Liabilities	534,508.03
Equity	
Fund Balance- Restatement	47,943.10
Fund Balance Designated	31,903.30
Investment in Capital Assets	26,360.32
30000 · Opening Balance Equity	649.89
32000 · Owners Equity	149,539.10
Net Income	<u>-245,883.80</u>
Total Equity	<u>10,511.91</u>
TOTAL LIABILITIES & EQUITY	<u><u>545,019.94</u></u>

Wabasha Soil and Water Conservation District

Profit & Loss

06/08/23

May 2023

Cash Basis

	May 23
Ordinary Income/Expense	
Income	
Charges for Services	
Plat Book Sales	72.74
Roller Crimper Rental	200.00
Tree Sales	13,896.04
Total Charges for Services	14,168.78
Intergovernmental Revenues	
State	
FY19 Regnl Drinking Water Prote	2,173.33
FY20 Gorman Creek Restoration	212,672.77
FY22-23 SDW - Phase 2	8,755.38
MAWQCP	10,324.91
North Fork Zumbro-Mazeppa	979.43
Volunteer Nitrate Monitoring Ne	576.32
Total State	235,482.14
Total Intergovernmental Revenues	235,482.14
Total Income	249,650.92
Gross Profit	249,650.92
Expense	
District Operations	
Other Services and Charges	
Building Rent	1,840.86
Education and Information	511.51
Employee Education and Training	211.59
Employee Expenses	0.00
Internet Expense	79.66
Postage	1.74
Subs. and Pubs.	100.00
Vehicle Expenses	
Hyundia Tucson Vehicle Expense	16.00
Total Vehicle Expenses	16.00
Total Other Services and Charges	2,761.36
Personnel Services	
Employee Salary Permanent	14,844.56
Employer HSA contributions	750.00
Employer Life and Health	
66000 · Payroll Expenses	6,120.57
Employer Life and Health - Other	16.50
Total Employer Life and Health	6,137.07
Employer Share FICA	958.70
Employer Share Medicare	224.21
Employer Share PERA	1,158.48
Total Personnel Services	24,073.02
Supplies	
Field Supplies	21.45
Office Supplies	103.67
Total Supplies	125.12
Total District Operations	26,959.50
Project Expenditures	
District	
Tree Expense	10,758.77

Wabasha Soil and Water Conservation District

Profit & Loss

06/08/23

May 2023

Cash Basis

	<u>May 23</u>
Total District	10,758.77
Federal	
319 Focus Small Wtrshd-W.Indian	940.35
Total Federal	940.35
State	
FY20 Gorman Creek Restoration	5,280.69
FY22-23 SDW - Phase 2	250.00
FY23-FY24 MPCA Zumbro SWAG	462.79
FY23 Capacity	-437.80
FY23 CWF - WIC	795.00
LWM NRBG	55.02
MAWQCP Administration	9,664.57
Total State	16,070.27
Total Project Expenditures	27,769.39
Total Expense	54,728.89
Net Ordinary Income	194,922.03
Other Income/Expense	
Other Income	
Interest Income	
Interest Earnings MM's	797.32
Total Interest Income	797.32
Total Other Income	797.32
Net Other Income	797.32
Net Income	<u><u>195,719.35</u></u>

Wabasha Soil and Water Conservation District

06/21/23

Profit & Loss Budget vs. Actual

Cash Basis

May 2023

	May 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Charges for Services				
Plat Book Sales	72.74	35.00	37.74	207.8%
Roller Crimper Rental	200.00	500.00	-300.00	40.0%
Tree Sales	13,896.04	10,000.00	3,896.04	139.0%
Wetlands	0.00	0.00	0.00	0.0%
Total Charges for Services	14,168.78	10,535.00	3,633.78	134.5%
Intergovernmental Revenues				
County				
County Regular Allocation	0.00	0.00	0.00	0.0%
Total County	0.00	0.00	0.00	0.0%
Federal				
319 Focus Small Wtrshd-W.Indian	0.00	0.00	0.00	0.0%
FY22 MPCA - Chloride Monitoring	0.00	4,673.68	-4,673.68	0.0%
FY23 CRP - TA NRCS	0.00	0.00	0.00	0.0%
Total Federal	0.00	4,673.68	-4,673.68	0.0%
Partners Grants				
Lower Zumbro Outreach - FEMA	0.00	0.00	0.00	0.0%
National Wild Turkey Federation	0.00	0.00	0.00	0.0%
Total Partners Grants	0.00	0.00	0.00	0.0%
State				
FY19 Capacity	0.00	0.00	0.00	0.0%
FY19 Regnl Drinking Water Prote	2,173.33			
FY20 Capacity	0.00	0.00	0.00	0.0%
FY20 Gorman Creek Restoration	212,672.77	215,000.00	-2,327.23	98.9%
FY20 NACD TA	0.00	0.00	0.00	0.0%
FY20 State Cost Share Revenue	0.00	0.00	0.00	0.0%
FY21 Buffer Law Implementation	0.00	0.00	0.00	0.0%
FY21 Capacity	0.00	0.00	0.00	0.0%
FY21 State Cost Share	0.00	0.00	0.00	0.0%
FY22-23 SDW - Phase 2	8,755.38	8,700.00	55.38	100.6%
FY22-23 WAGZ	0.00	5,000.00	-5,000.00	0.0%
FY22 Buffer Law Implementation	0.00	0.00	0.00	0.0%
FY22 Capacity	0.00	0.00	0.00	0.0%
FY22 NACD TA Grant	0.00	0.00	0.00	0.0%
FY22 State Cost Share	0.00	835.80	-835.80	0.0%
FY23-FY24 MPCA Zumbro SWAG	0.00	0.00	0.00	0.0%
FY23 Buffer Law Implementation	0.00	0.00	0.00	0.0%
FY23 Capacity	0.00	0.00	0.00	0.0%
FY23 Conservation Delivery	0.00	0.00	0.00	0.0%
FY23 CWF - WIC	0.00	0.00	0.00	0.0%
FY23 DNR Forestry	0.00	0.00	0.00	0.0%
FY23 Easement Delivery (RIM)	0.00	1,650.00	-1,650.00	0.0%
FY23 Feed;lot Grant -BWSR	0.00	0.00	0.00	0.0%
FY23 LWM	0.00	0.00	0.00	0.0%
FY23 SE Landscape - MN DNR	0.00	0.00	0.00	0.0%
FY23 Soil Health-Cost Share	0.00	0.00	0.00	0.0%
FY23 State Cost Share	0.00	0.00	0.00	0.0%
FY23 WCA	0.00	0.00	0.00	0.0%
MAWQCP	10,324.91	15,000.00	-4,675.09	68.8%
North Fork Zumbro-Mazeppa	979.43			
Volunteer Nitrate Monitoring Ne	576.32	0.00	576.32	100.0%
Total State	235,482.14	246,185.80	-10,703.66	95.7%
Total Intergovernmental Revenues	235,482.14	250,859.48	-15,377.34	93.9%
Miscellaneous	0.00	1,079.00	-1,079.00	0.0%

Wabasha Soil and Water Conservation District

06/21/23

Profit & Loss Budget vs. Actual

Cash Basis

May 2023

	May 23	Budget	\$ Over Budget	% of Budget
Total Income	249,650.92	262,473.48	-12,822.56	95.1%
Gross Profit	249,650.92	262,473.48	-12,822.56	95.1%
Expense				
District Operations				
Capital Outlay	0.00	0.00	0.00	0.0%
Other Services and Charges				
Advertising Expense	0.00	500.00	-500.00	0.0%
Building Rent	1,840.86	1,000.00	840.86	184.1%
Conferences and Conventions	0.00	0.00	0.00	0.0%
Education and Information	511.51	55.00	456.51	930.0%
Employee Education and Training	211.59	600.00	-388.41	35.3%
Employee Expenses	0.00	85.00	-85.00	0.0%
Employee Mileage	0.00	125.00	-125.00	0.0%
Equipment Maintenance	0.00	125.00	-125.00	0.0%
Fees and Dues	0.00	200.00	-200.00	0.0%
Insurance Expenses	0.00	0.00	0.00	0.0%
Internet Expense	79.66	100.00	-20.34	79.7%
Misc. Charges for Services	0.00	2,360.00	-2,360.00	0.0%
Postage	1.74	100.00	-98.26	1.7%
Professional Expenses				
Audit Fees	0.00	0.00	0.00	0.0%
Professional Expenses - Other	0.00	375.00	-375.00	0.0%
Total Professional Expenses	0.00	375.00	-375.00	0.0%
Subs. and Pubs.	100.00	100.00	0.00	100.0%
Supervisor's Expenses	0.00	0.00	0.00	0.0%
Supervisor's Mileage	0.00	0.00	0.00	0.0%
Unemployment Expense Payment	0.00	250.00	-250.00	0.0%
Vehicle Expenses				
Chevrolet Silverado Vehicle Exp	0.00	275.00	-275.00	0.0%
Hyundia Tucson Vehicle Expense	16.00	125.00	-109.00	12.8%
Total Vehicle Expenses	16.00	400.00	-384.00	4.0%
Total Other Services and Charges	2,761.36	6,375.00	-3,613.64	43.3%
Personnel Services				
Employee Salary Permanent	14,844.56	21,276.48	-6,431.92	69.8%
Employer HSA contributions	750.00	0.00	750.00	100.0%
Employer Life and Health				
66000 · Payroll Expenses	6,120.57	6,544.40	-423.83	93.5%
Employer Life and Health - Other	16.50	22.00	-5.50	75.0%
Total Employer Life and Health	6,137.07	6,566.40	-429.33	93.5%
Employer Share FICA	958.70	1,223.76	-265.06	78.3%
Employer Share Medicare	224.21	286.40	-62.19	78.3%
Employer Share PERA	1,158.48	1,480.34	-321.86	78.3%
Supervisor's Compensation	0.00	0.00	0.00	0.0%
Worker's Comp Insurance	0.00	0.00	0.00	0.0%
Total Personnel Services	24,073.02	30,833.38	-6,760.36	78.1%
Supplies				
Field Supplies	21.45	50.00	-28.55	42.9%
Office Supplies	103.67	200.00	-96.33	51.8%
Total Supplies	125.12	250.00	-124.88	50.0%
Total District Operations	26,959.50	37,458.38	-10,498.88	72.0%
Project Expenditures				
District				
Plat Book Expense	0.00	0.00	0.00	0.0%
Storage Space Lease Rolr-Crmper	0.00	0.00	0.00	0.0%

Wabasha Soil and Water Conservation District

06/21/23

Profit & Loss Budget vs. Actual

Cash Basis

May 2023

	May 23	Budget	\$ Over Budget	% of Budget
Tree Expense	10,758.77	7,700.00	3,058.77	139.7%
Total District	10,758.77	7,700.00	3,058.77	139.7%
Federal				
319 Focus Small Wtrshd-W.Indian	940.35	26,750.00	-25,809.65	3.5%
FY22 MPCA Chloride Monitoring	0.00	3,787.50	-3,787.50	0.0%
Total Federal	940.35	30,537.50	-29,597.15	3.1%
Partners Grants				
Lower Zumbro Outreach - FEMA	0.00	0.00	0.00	0.0%
National Wild Turkey Federation	0.00	0.00	0.00	0.0%
Total Partners Grants	0.00	0.00	0.00	0.0%
State				
FY19 Capacity	0.00	0.00	0.00	0.0%
FY19 Regnl Drinking Water Prote	0.00	0.00	0.00	0.0%
FY20 Capacity	0.00	0.00	0.00	0.0%
FY20 Gorman Creek Restoration	5,280.69	0.00	5,280.69	100.0%
FY20 NACD TA Grant	0.00	0.00	0.00	0.0%
FY21 Buffer Law Implementation	0.00	0.00	0.00	0.0%
FY21 Capacity	0.00	0.00	0.00	0.0%
FY21 NACD TA Grant	0.00	0.00	0.00	0.0%
FY22-23 SDW - Phase 2	250.00	0.00	250.00	100.0%
FY22-23 WAGZ	0.00	0.00	0.00	0.0%
FY22 Buffer Law Implementation	0.00	0.00	0.00	0.0%
FY22 Capacity	0.00	0.00	0.00	0.0%
FY22 NACD TA Grant	0.00	0.00	0.00	0.0%
FY23-FY24 MPCA Zumbro SWAG	462.79	0.00	462.79	100.0%
FY23 Buffer Law Implementation	0.00	750.00	-750.00	0.0%
FY23 Capacity	-437.80	0.00	-437.80	100.0%
FY23 CWF - WIC	795.00	0.00	795.00	100.0%
FY23 DNR Forestry Grant	0.00	0.00	0.00	0.0%
FY23 Feedlot Grant - BWSR	0.00	0.00	0.00	0.0%
FY23 SE Landscape - MN DNR	0.00	0.00	0.00	0.0%
FY23 Soil Health-Cost Share	0.00	0.00	0.00	0.0%
LWM NRBG	55.02	0.00	55.02	100.0%
MAWQCP Administration	9,664.57	13,500.00	-3,835.43	71.6%
North Fork Zumbro-Mazeppa	0.00	0.00	0.00	0.0%
State Cost Share Proj. Expense				
FY20 State Cost Share Grant Exp	0.00	0.00	0.00	0.0%
FY21 State Cost Share	0.00	0.00	0.00	0.0%
FY22 State Cost Share	0.00	875.00	-875.00	0.0%
FY23 State Cost Share	0.00	1,413.00	-1,413.00	0.0%
Total State Cost Share Proj. Expense	0.00	2,288.00	-2,288.00	0.0%
Total State	16,070.27	16,538.00	-467.73	97.2%
Total Project Expenditures	27,769.39	54,775.50	-27,006.11	50.7%
Total Expense	54,728.89	92,233.88	-37,504.99	59.3%
Net Ordinary Income	194,922.03	170,239.60	24,682.43	114.5%
Other Income/Expense				
Other Income				
Interest Income				
Interest Earnings MM's	797.32	500.00	297.32	159.5%
Total Interest Income	797.32	500.00	297.32	159.5%
Total Other Income	797.32	500.00	297.32	159.5%
Net Other Income	797.32	500.00	297.32	159.5%
Net Income	195,719.35	170,739.60	24,979.75	114.6%

Wabasha Soil and Water Conservation District Monthly Bills Listing

June 22, 2023

Cash Basis

Type	Date	Num	Name	Memo	Account	Paid Amount
Jun 22, 23						
Bill Pmt -Check	06/22/2023	11846	Danckwart Landscaping & Excavating		WNB Financial	-141,881.80
Bill Pmt -Check	06/22/2023	11847	HBC	Gorman Creek Project Expenses	WNB Financial	-79.66
Bill Pmt -Check	06/22/2023	11848	Ignite	Internet 6-02 to 7-01-2023	WNB Financial	-500.00
Bill Pmt -Check	06/22/2023	11849	Jennifer Wahls-C	SDW Ph2 - FB/IG - Link Click Social campaign 5/1 - 5/31/2023	WNB Financial	-4,250.00
Bill Pmt -Check	06/22/2023	11850	Mittel Schule, Inc.		WNB Financial	-920.43
Bill Pmt -Check	06/22/2023	11851	Office Depot	July 2023 Building Rent	WNB Financial	-133.98
Bill Pmt -Check	06/22/2023	11852	Olmsted County Public Works	HPE1 Ink Black & Color	WNB Financial	-78.60
Bill Pmt -Check	06/22/2023	11853	Terri Peters (Expenses)	May -Greg Kingler Salary & Benefits, MAWQCP expenses	WNB Financial	-11,073.90
Bill Pmt -Check	06/22/2023	11854	Wabasha-Kellogg Public Schools	June Mileage, Americorps/Lake City, SE Mgr Meeting/Byron	WNB Financial	-185.44
Bill Pmt -Check	06/22/2023	11855	Wabasha County Highway Department	Bus the 5th Grade for Conservation Day	WNB Financial	-159.28
Liability -Check	06/22/2023		QuickBooks-Payroll Service	May gas expense Hyundai and Silverado	WNB Financial	-4,893.69
Liability Check	06/22/2023	11856	Auditor/Treasurer of Wabasha County	Created by Payroll Service on 06/24/2023	WNB Financial	-6,427.40
Liability Check	06/22/2023	EFT	VSP Vision Care	July 1 - July 31, 2023 Premium	WNB Financial	-53.77
Jun 22, 23						
Total						-120,617.89
Total						165,744.26

\$ 165,744.26

NRCS Field Office Report

6/22/23

John Benjamin

CSP (Conservation Stewardship Program)

- 10 Active contracts
- 9 Applications for CSP FY23 Classic in deferred status
- FY23 Classic CSP app ranking deadline was June 2nd
- 2 FY23 Classic CSP applications preapproved for funding,
- FY24 CSP Renewal application deadline; was March 10th

EQIP (Environmental Quality Incentive Program)

- 29 Active EQIP **contracts**
- 13 applications in pending status

IRA (Inflation Reduction Act Environmental Quality Incentive Program)

- No applications pending.

RCPP-EQIP (Regional Conservation Partnership Program- EQIP)

- 3 active contracts
- No applications submitted.

RCPP18 (Regional Conservation Partnership Program)

Land Management fund through MAWQCP sign up is applicable in this county

- 1 Active contract
- No applications pending.

CRP (Conservation Reserve Program)

- General sign up open from Feb27th to April 7th
- 18 continuous offers to be completed by Oct. 1
- 18 FY25 Expiring contracts to review.

Monthly Report – June 2023

Matt Kempinger

Projects

- Gorman Creek construction monitoring and documentation
- Gorman Creek As Built survey
- Gorman Creek Newspaper article and YouTube videos
- Preliminary design work on 6 grade stabilization structures
- Site visits for 2 feedlot fixes
- Contract processing for 1 grade stabilization structure
- Contract processing for 1 grassed waterway
- Completed 2 farm walkovers
- Kept up with additional workload from Henrys projects and new calls
- Staking for 1 feedlot project

Others

- General project management
- Zumbro River Surface Water Assessment Grant (SWAG) monitoring
- CSP Discussions with Farmers
- Networking with area MAWQCP team
- Assisted 1 landowner with MAWQCP certification application
- Assisted 2 landowners with MAWQCP financial assistance processing
- Answered general resource questions from public and assisted where possible
- Set up 1 WCA TEP meeting
- Reviewed 2 Tile requests for WCA
- Reviewed 3 potential WCA violations

**Cooperative Weed Management Area Funds – Additional Legislative Funding to Support Existing
CWMA Groups**

WHEREAS, Cooperative Weed Management Areas (CWMAs) are partnerships of federal, state, and local government agencies along with tribes, individual landowners and various other interested groups that manage noxious weeds or invasive plants in a defined area; and

WHEREAS, Cooperative Weed Management grants currently provide funding to manage invasive species across LGU boundaries, control emerging weed threats, and facilitate the removal of invasive species; and

WHEREAS, the organization and coordination of the CWMA require an entity to facilitate the effort; and

WHEREAS, the current competitive grant process may result in an established CWMA losing funding that helps to cover the cost of facilitation and some work prioritized by the CWMA; and

WHEREAS, invasive species most often need ongoing management and missing treatment years sets back progress; and

WHEREAS, management of invasive species is a concern in cropland, recreational areas, and for public health; and

WHEREAS, the administrator of the established CWMA group requires continual uninterrupted funding to continue coordinating the group, technical staff time, and targeted projects; and

WHEREAS, the maximum grant request amount of \$15,000 has not changed in some time and costs of staff and treatment have increased.

THEREFORE BE IT RESOLVED: That MASWCD will support the promotion and request increased legislative funding and increase to \$20,000 per each Cooperative Weed Management Area fiscal agent through a non-competitive process. Agents would include currently funded, past funded, or newly created groups with a cooperative agreement in place.

FISCAL IMPACT STATEMENT: Advocacy by MASWCD, low workload. Increase in Clean Water Funds to the program based upon a flat rate amount per existing CWMA.

Submitted by: Wabasha SWCD (approved 6/22/2023) Area Association: Southeast Area 7
Date Adopted:

Reviewed by MASWCD Board of Directors MASWCD Annual Convention
Date: Date:
Action:

For Further Information Contact: Terri Peters
Wabasha SWCD District Manager: terri.peters@mn.nacdnet.net
Phone: 651-560-2044

Environmental Quality Incentives Program – Allocate block of Funding to Field Office/Team for Local and Timely Decision Making

WHEREAS, the Environmental Quality Incentives Program funding requires a number of advanced steps and a long waiting period between applying, planning, ranking, and contract obligations; and

WHEREAS, the current EQIP process results in staff trying to process cumbersome and questionably unnecessary paperwork and/or processes within a very limited timeframe; and

WHEREAS, funding and ranking for many practices on a local level has improved due to funds being allocated at a team level based upon local work group priorities led by the SWCD; and

WHEREAS, Soil and Water Conservation Districts (SWCDs partner with the Natural Resources Conservation Service (NRCS) to leverage program funding and SWCDs have local decision making authority in a timely manner to deliver programs in an ongoing manner; and

WHEREAS, all projects must be deemed as relevant to address identified resource concerns, designed and constructed in accordance with NRCS practice standards by individuals with approved Job Approval Authority; and

WHEREAS, considerable funding will be coming through the Inflation Reduction Act (IRA) and multiple State of Minnesota initiatives to address a multitude of current resource concerns and a strong partnership between NRCS and SWCDs will be necessary for implementation; and

WHEREAS, it would be more effective if the local NRCS teams had decision making authority to approve projects in a more on a first come first serve basis for eligible projects and eliminate batching periods that force a big workload into a limited space of time for staff. This creates bottlenecks from the bottom up at NRCS. This results in missing deadlines (for landowners and staff), long waiting periods, missing construction times that result in even longer waits; and

THEREFORE BE IT RESOLVED: That MASWCD will support the promotion and work with State NRCS partnership to eliminate annual batching periods and allow a block of funds for EQIP practices to each local field office and/or Area Team for local and more immediate decision making; and

THEREFORE BE IT RESOLVED: That if eliminating ranking periods is not possible, change timeline so that the first ranking period is in October allowing for screening and ranking much earlier in the fiscal year. This could also allow for additional ranking periods throughout the year pending available funds; and

THEREFORE BE IT RESOLVED: That MASWCD will support the promotion and work with State NRCS partnership to evaluate the current process and eliminate or streamline steps to be more efficient for conservation delivery for both staff and landowners.

FISCAL IMPACT STATEMENT: Advocacy with NRCS by MASWCD, low workload. Potentially high workload for evaluating processes for NRCS administration.

Submitted by: Wabasha SWCD (approved 6/22/2023) Area Association: Southeast Area 7
Date Adopted:

Reviewed by MASWCD Board of Directors MASWCD Annual Convention
Date: Date:
Action:

For Further Information Contact: Terri Peters
Wabasha SWCD District Manager: terri.peters@mn.nacdnet.net
Phone: 651-560-2044

STATE OF MINNESOTA GRANT CONTRACT AGREEMENT

This grant contract agreement is between the State of Minnesota, acting through its Department of Natural Resources, Division of Forestry, 500 Lafayette Road, St. Paul, MN 55155 ("STATE") and the Wabasha Soil and Water Conservation District (SWCD), 611 Broadway Ave #10, Wabasha, MN 55981 ("GRANTEE").

Recitals

1. Under Minn. Stat. §84.026, §84.085, Subd. 1, and Minnesota Session Laws 2021, 1st Special Session, Chapter 6, Article 1, Sec. 3, Subd. 4 (d), the State is empowered to enter into this grant contract agreement.
2. The State is in need of regional landscape committee activities in accordance with the authorities and mandates of the Sustainable Forest Resources Act (89A.06 and 89A.06 Subd.3) and to conduct a committee outreach project called Trout, Turkeys and Timber.
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract agreement to the satisfaction of the State. Pursuant to [Minn.Stat. §16B.98](#), Subd.1, the Grantee agrees to minimize administrative costs as a condition of this grant contract agreement.

Grant Contract Agreement

1 Term of Grant Contract Agreement

1.1 *Effective date:*

June 15, 2023, Per [Minn. Stat. §16B.98](#), Subd. 5, the Grantee must not begin work until this grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. Per [Minn.Stat. §16B.98](#) Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed.

1.2 *Expiration date:*

June 30, 2024, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

1.3 *Survival of Terms.*

The following clauses survive the expiration or cancellation of this grant contract agreement: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15 Data Disclosure.

2 Grantee's Duties

The Grantee, who is not a state employee, will:

Comply with required grants management policies and procedures set forth through [Minn.Stat. §16B.97](#), Subd. 4 (a) (1).

Perform the duties specified below and as described in Exhibit A and Exhibit B, which are attached and incorporated into this grant agreement.

Deliverable 1: Delivery Date: June 30, 2023

- Organize and conduct a kickoff for quarterly committee meetings
- Submit a report to include: meeting date, agenda, number of attendees

Deliverable 2: Delivery Date: October 15, 2023

- Organize and conduct 1st quarter committee meeting and/or filed trip
- Submit a report to include: meeting date, agenda, number of attendees, and a short description of activities discussed
- Submit a report of the activities associated with the committee outreach project called Trout, Turkeys and Timber.

Deliverable 3: Delivery Date: January 15, 2024

- Organize and conduct 2nd quarter committee meeting and/or filed trip
- Submit a report to include: meeting date, agenda, number of attendees, and a short description of activities discussed
- Submit a report of the activities associated with the committee outreach project called Trout, Turkeys and Timber.

Deliverable 4: Delivery Date: April 15, 2024

- Organize and conduct 3rd quarter committee meeting
- Submit a report to include: meeting date, agenda, number of attendees, and a short description of activities discussed
- Submit a report of the activities associated with the committee outreach project called Trout, Turkeys and Timber.

Deliverable 5: Delivery Date: June 30, 2024

- Organize and conduct 4th quarter committee meeting
- Submit a final report to include: meeting date, agenda, number of attendees, and a short description of activities discussed
- Final report will also outline the activities and accomplishments of the Southeast Landscape Committee during the grant term
- Submit a final report of the activities of the committee outreach project called Trout, Turkeys and Timber.

3 Time

The Grantee must comply with all the time requirements described in this grant contract agreement. In the performance of this grant contract agreement, time is of the essence.

4 Consideration and Payment

4.1 *Consideration.*

The State will pay for all services performed by the Grantee under this grant contract agreement as follows:

(a) Compensation

The Grantee will be paid quarterly according to the breakdown of costs below and as outlined in Exhibit A, which is attached and incorporated into this grant agreement.

Deliverable 1: \$1,000.00

- Organize and conduct a kickoff for quarterly committee meetings
- Submit a report to include: meeting dates, agendas, number of attendees

Deliverable 2: \$2,250.00

- Organize and conduct 1st quarter committee meeting
- Submit a report to include: meeting date, agenda, number of attendees, and a short description of activities discussed
- Submit a report of the activities associated with the committee outreach project called Trout, Turkeys and Timber

Deliverable 3: \$2,250.00

- Organize and conduct 2nd quarter committee meeting
- Submit a report to include: meeting date, agenda, number of attendees, and a short description of activities discussed

- Submit a report of the activities associated with the committee outreach project called Trout, Turkeys and Timber

Deliverable 4: \$2,250.00

- Organize and conduct 3rd quarter committee meeting
- Submit a report to include: meeting date, agenda, number of attendees, and a short description of activities discussed
- Submit a report of the activities associated with the committee outreach project called Trout, Turkeys and Timber

Deliverable 5: \$2,250.00

- Organize and conduct 4th quarter committee meeting
- Submit a final report to include: meeting date, agenda, number of attendees, and a short description of activities discussed
- Final report will also outline the activities and accomplishments of the Northeast Landscape Committee during the grant term
- Submit a final report of the activities of the committee outreach project called Trout, Turkeys and Timber.

(b) Travel Expenses

Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of this grant contract agreement will not exceed \$0.00; provided that the Grantee will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB). The Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.

(c) Total Obligation.

The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract agreement will not exceed \$10,000.00.

4.2 Payment

(a) Invoices

The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely and according to the following schedule:

Deliverable 1:

On or after June 30, 2023

Deliverable 2:

On or after October 15, 2023

Deliverable 3:

On or after January 15, 2024

Deliverable 4:

On or after April 15, 2024

Deliverable 5:

On or after June 30, 2024

(b) Unexpended Funds

The Grantee must promptly return to the State any unexpended funds that have not been accounted for annually in a financial report to the State due at grant closeout.

4.3 Contracting and Bidding Requirements

Per [Minn. Stat. §471.345](#), grantees that are municipalities as defined in Subd. 1 must follow the law.

(a) For projects that include construction work of \$25,000 or more, prevailing wage rules apply per [Minn. Stat. §§177.41](#) through [177.44](#). These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.

(b) The grantee must not contract with vendors who are suspended or debarred in MN: <http://www.mmd.admin.state.mn.us/debarredreport.asp>

5 Conditions of Payment

All services provided by the Grantee under this grant contract agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

6 Authorized Representative

The State's Authorized Representative is Jaimé Thibodeaux, Forest Planning and Coordination Administrator, MN Forest Resource Council, 2115 Birchmont Beach Rd NE, Bemidji, MN, 56601, jaimethibodeaux@state.mn.us, (218)553-1522, or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is Terri Peters, District Administrator, Wabasha SWCD, 611 Broadway Ave #10, Wabasha, MN 55981, terri.peters@mn.nacdnet.net, (651) 565-4673. If the Grantee's Authorized Representative changes at any time during this grant contract agreement, the Grantee must immediately notify the State.

7 Assignment Amendments, Waiver, and Grant Contract Agreement Complete**7.1 Assignment**

The Grantee shall neither assign nor transfer any rights or obligations under this grant contract agreement without the prior written consent of the State, approved by the same parties who executed and approved this grant contract agreement, or their successors in office.

7.2 Amendments

Any amendments to this grant contract agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract, or their successors in office.

7.3 Waiver

If the State fails to enforce any provision of this grant contract agreement, that failure does not waive the provision or the State's right to enforce it.

7.4 Grant Contract Agreement Complete

This grant contract agreement contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant contract, whether written or oral, may be used to bind either party.

8 Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract agreement by the Grantee or the Grantee's agents or employees. This clause will not be

construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant contract agreement.

9 State Audits

Under Minn. Stat. § 16B.98, Subd.8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant contract agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant contract agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

10 Government Data Practices and Intellectual Property Rights

10.1 *Government Data Practices*

The Grantee and State must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by the State under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract agreement. The civil remedies of [Minn. Stat. §13.08](#) apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law

10.2 *Intellectual Property Rights*

The State owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents created and paid for under this contract. If intellectual property rights are identified, the grantee must contact the DNR immediately.

11 Workers Compensation

The Grantee certifies that it is in compliance with [Minn. Stat. §176.181](#), Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

12 Publicity and Endorsement

12.1 *Publicity*

Any publicity regarding the subject matter of this grant contract agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant contract. All projects primarily funded by state grant appropriations must publicly credit the State of Minnesota, including on the grantee's website when practicable.

12.2 *Endorsement*

The Grantee must not claim that the State endorses its products or services.

13 Governing Law, Jurisdiction, and Venue

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

14 Termination

14.1 *Termination by the State*

The State may immediately terminate this grant contract agreement with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

14.2 *Termination for Cause*

The State may immediately terminate this grant contract agreement if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

14.3 *Termination for Insufficient Funding*

The State may immediately terminate this grant contract agreement if:

(a) It does not obtain funding from the Minnesota Legislature.

(b) Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the grant contract agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

14.4 *Additional Alternate Termination Language*

Additional alternate termination language may be negotiated on a case by case basis after the state agency has consulted with their legal and finance teams.

15 Data Disclosure

Under [Minn. Stat. § 270C.65](#), Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15

DocuSigned by:
Laura Larson
Signed: F092C8DEC9A845C...
Date: May 26, 2023
SWIFT Contract/PO No(s). 229585 / 3-230688

3. STATE AGENCY

DocuSigned by:
Arends, Andrew J
By: 6B0A0DF5512E459
(with delegated authority)
Title: Deputy Director
Date: May 30, 2023

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

DocuSigned by:
Terri Peters
By: 821C273FB7D44A5...
Title: District Manager
Date: May 30, 2023

By: _____
Title: _____
Date: _____

Distribution:
Agency
Grantee
State's Authorized Representative

Exhibit A

Southeast Regional Landscape Committee Coordination Grant Proposal

June 15, 2023-June 30, 2024

Overview

The Southeast Regional Landscape Committee, under the mandates of the Sustainable Forest Resources Act (Minn. Stat. 89A.06), is responsible for long-range, landscape-scale, strategic planning, and coordination of forest resources in the southeastern portion of Minnesota. As described by statute, regional landscape committees follow a locally led, open and public process that considers the unique conditions and needs of each landscape, and that seeks to balance ecological, economic, and social values in establishing landscape-level forest resource goals and objectives.

In addition to providing the framework guiding landscape-level forest resource planning, the Minnesota Forest Resource Council (MFRC) is responsible for appointing regional committee chairs and is required by statute (89A.06) to include in its budget sufficient resources for regional landscape committees to carry out their missions and purposes.

Workplan

In the Southeast Region, Larry Gates (retired) is the MFRC appointed committee chair who leads, organizes, and coordinates committee activities and serves as MFRC's authorized representative. The grantee, Wabasha County Soil and Water Conservation District (SWCD), under the direction of District Manager Terri Peters, is the grant recipient and administrative agent responsible for processing invoices, cost reimbursements, and allocating grant funds approved for expenditure by Chair Larry Gates. Grant funds will be used to support activities and expenses associated with an annual work plan for the period of June 15, 2023 to June 30, 2024 as adopted by the Southeast Landscape Committee.

Grant Purposes

1. Reimburse the administrative assistance costs of the Wabasha SWCD in support of the Southeast Landscape Committee. Eligible costs include, but are not limited to, processing invoices, staff hourly rate charge reimbursements for development of quarterly meeting reports, tracking eligible regional committee expenses, and administrative indirect costs not to exceed 10% of the total grant.
2. Fund the following Southeast Landscape Committee activities and responsibilities as directed and approved by the MFRC authorized representative (Larry Gates).
 - a. Quarterly committee meetings and field days costs of which include, but are not limited to, rental fees, lunches, supplies, mileage reimbursement for guest speakers, and occasionally overnight lodging.
 - b. Costs associated with providing remote access to meetings through audio-visual equipment as needed to conform with MFRC public access policies and procedures.
 - c. Technical and administrative support for committee activities such as "field days", "landowner workshops" and other outreach forums.
 - d. Preparation of the Southeast Landscape Committee annual report to MFRC summarizing its activities and accomplishments completed no later than June 30, 2024.
3. The chair, vice chair or co-chairs are eligible for reimbursement of mileage, hotel, and meal expenses for attendance of committee meetings or committee activities not to exceed \$750.
4. Funding support for the Southeast Landscape Committee project proposal entitled "Protecting Working Forestlands in the Blufflands: Trout, Turkeys and Timber (TTT)" endorsed by MFRC and as directed and approved by MFRC's authorized representative (Larry Gates). Chair and committee members are

eligible for additional cost reimbursements for mileage, hotel, and meal expenses consistent with project activities. See attached.

Timeline:

The project will begin June 15, 2023 through June 30, 2024.

Budget:

The project budget is for the reimbursement of documented expenses described as grant purposes as follows:

- Reimbursement of Wabasha County SWCD administrative assistance costs--\$1,000
- Reimbursement of Southeast Landscape Committee activities and responsibilities--\$4,500
- Reimbursement of activities, responsibilities, and costs described in the attached project description “Protecting Working Forestlands in the Blufflands: Trout, Turkeys and Timber (TTT)”-\$5,000
- **Total 10,000**

Deliverables:

- Quarterly reports including dates of the committee meetings held, agendas, and number of attendees, and (if applicable) short description of other activities.
- Annual report of the Southeast Landscape Committee activities and accomplishments.
- Summary of project elements supported by MFRC associated with “Protecting Working Forestlands in the Blufflands: Trout, Turkeys and Timber (TTT)”.

Quarterly Invoices and Deliverables to be Submitted to:

Jaimé Thibodeaux
Landscape Program Coordinator
2115 Birchmont Beach Rd NE
Bemidji, MN 56601
Jaime.thibodeaux@state.mn.us
218-553-1522

Grant Administrative Contact:

Terri Peters
District Administrator
611Broadway Ave #10
Wabasha, MN 55981
terri.peters@mn.nacdnet.net
651-565-4673

Landscape Chair Contact

Larry Gates
15006 East County Road 14
Kellogg, MN 55945
507-767-3202
No email



Forest Service
U.S. DEPARTMENT OF AGRICULTURE

**USDA Forest Service Eastern Region State and Private Forestry
Fiscal Year 2023 Landscape Scale Restoration Competitive Process
Request for Applications Project Narrative Form**

Project Title: Provide a uniquely descriptive title for this project. Use this full title consistently on all submission communications and documents, including letters of support.

Protecting Working Forestlands in the Driftless Area for Multiple Benefits: Trout Turkey Timber (TTT)

Project Applicant: Enter the name of organization applying for Federal funding.

Minnesota Department of Natural Resources (DNR) Forestry - Private Forest Management (PFM) Program

Program Contact: Name and contact information for lead project contact, i.e., for implementing the project if funded.

Name: John Carlson, State PFM Coordinator

Email: 651-259-5282

Phone: john.c.carlson@state.mn.us

Brief Project Overview and Purpose: 6 lines of text or up to 640 characters and spaces with no carriage returns. Provide a brief overview and purpose statement for the project, addressing the Landscape Scale Restoration program purpose: "To encourage collaborative, science-based restoration of priority forest landscapes."

This project implements science-based strategies in Minnesota's Forest Action Plan through the protection and management of private forestlands in the Driftless Area of Southeast Minnesota. It will help secure and strategically invest funding for forestland protection and management through the Minnesota Board of Water and Soil Resources (BWSR) One Watershed One Plan (1W1P) program and state Legacy funds. LSR funds will be the catalyst to directing state and local funds to expand technical assistance to family forest landowners on a watershed basis.

Is this a multistate project (sponsored by more than one State)? Yes No

If multistate, please select one:

All Federal funds will go directly to the lead State or organization (applicant listed above). The lead State may pass funds to other States or third-party partners to implement components of the project. This is preferred.

Federal funds will go directly to multiple States and/or partners, as indicated in the Budget Spreadsheet and outlined in the Project Description.

Is this a cross-regional project? I.e., includes sponsors from Northeast-Midwest State Foresters Alliance States and from Western/Southern State(s). Yes No

Clearly and concisely respond to each section. For the longer sections we encourage you to include sub-headings, line spacing, and/or other formatting for ease of reading (rather than fill every line with words). You may format text in MS Word and then copy and paste it into this Form. Some text formatting is available in the PDF form, e.g., bold, underline, and italic. To format text in the Form: Highlight the text, right click, and select "Text Style."

Project Description

This field accommodates 46 full lines of text or up to 5,000 characters and spaces with no carriage returns.

Provide a comprehensive but succinct overview of the proposed project that includes basic details of who is doing what, where, and why (in context of need documented elsewhere). Clearly articulate the methods employed, timelines, and resources needed. Address the project's suitability as the most appropriate scale of response (local, statewide, multistate, or national) to the issue addressed. Projects should effectively address the purpose statement: "To encourage collaborative, science-based restoration of priority forest landscapes."

Trout, turkey, and timber are dependent on healthy forests; healthy forests produce clean water. Private forests play a major role in protecting water resources and native fish and wildlife populations. Over 95 percent of the Southeast region in Minnesota is privately owned, but less than 10 percent have a Woodland Stewardship Plan. Providing services to private landowners has been limited by inadequate funding. Clearly the primary risk of parcelization and land conversion is on private lands. Dramatically increasing private forest management at landscape scales is critical to the future of the Driftless Area.

This project brings DNR, Board of Water & Soil Resource (BWSR), Soil & Water Conservation Districts (SWCDs), consulting foresters, Trout Unlimited, National Wild Turkey Federation, conservation groups and forest industry together with landowners to protect working forestlands and water quality through the implementation of watershed-based Landscape Stewardship Plans (LSPs) and 1W1Ps. This project will prioritize outreach to private landowners down to the parcel level to support strategic forestland protection, increase forest stewardship, enhance fish and wildlife habitat while supporting sustainable timber harvesting. It is the landowner's choice as to which level of protection works for them and how active they want to manage their woods. This project includes 5 phases:

Phase 1: Watershed Based Private Forest Management Priorities. Year 1

A local team comprised of local, state, federal, non-governmental organizations, consulting foresters and loggers with water, wildlife and fish resource professionals will be convened for each watershed. The teams will apply the Prioritize, Target, Metrics (PTM) method (see Measurable Outcomes Narrative page 5). First, the teams will confirm priority minor watersheds and streams in local water management plans and fish and wildlife plans. Second, they will identify specific parcels in the priority watersheds to target implementation. Third, the teams will define the metrics for measuring success. The metrics will be consistent with the LSR national quantitative measures.

Phase 2: Forester/Logger Capacity Development. Years 1-3

The teams will work together to expand and develop PFM capacity. DNR and BWSR will host 6 training sessions for the technical teams. DNR PFM staff and the teams will convene 3 workshops to recruit the next generation of agency and consulting foresters at high schools and technical colleges. Teams will convene 3 annual field tours with foresters and loggers to explore ways to enhance PFM service delivery. Teams will update the SE MN Forester-Logger Directory and place it on the DNR and SWCD websites. Finally, project partners will convene a four-state workshop to share service delivery approaches, progress made, and lessons learned by resource professionals in each of the states in the Driftless Area.

Phase 3: Strategic Landowner Outreach & Assistance. Years 1-3

Local teams for each watershed will meet regularly to coordinate and prioritize technical assistance as guided by the PTM based ranking methodology. Each team will develop and implement a landowner outreach strategy combining watershed and parcel rankings with the Tools for Engaging Landowners Effectively (TELE) program. The local teams will organize an annual landowner outreach event in each priority watershed. Teams will prepare 60 forest stewardship plans and 60 forest practice plans for parcels in priority watersheds.

Phase 4: Forestland Protection - Coordination. Years 1-3

The local teams will work with DNR Forestry and Southeast Regional Landscape Committee to secure additional funding from private, state and federal conservation funding sources to implement forest protection, stewardship and management identified in the State Forest Action Plan during and beyond this grant.

Phase 5: Project Accomplishment Reports/Recommendations. Years 1-3

Project accomplishment reports will be developed by the technical teams. The reports will include policy and program recommendations and distributed to DNR, BWSR, SWCDs, 1W1P committees, Southeast Landscape Committee, and USFS.

Priority Issues and/or Landscapes in the State Forest Action Plan (25 Points)

This field accommodates nearly 45 full lines of text or up to 5,000 characters and spaces with no carriage returns.

Projects will be based on an analysis within the State or region that identifies the issue or landscape being addressed as a priority in the State Forest Action Plan(s) or equivalent restoration strategy.

- Demonstrate focus on a significant issue and/or priority landscape in the respective State Forest Action Plan(s).
- Describe how the project will bring a State or region to a desired future condition, goal, or strategy as articulated in the respective State Forest Action Plan(s).

The 2020 Minnesota State Forest Action Plan (FAP) (Part 2 - Strategies, page 48) established the state's proactive approach to implementing Forest Stewardship is through the development of watershed based landscape stewardship plans (LSPs) (<https://www.dnr.state.mn.us/forestry/forest-action-plan.html>). The watershed based LSPs provide critical context for the development of comprehensive local water management plans also known as 1W1Ps. By working collaboratively through landscape stewardship approaches, the forestry community can more effectively keep forests as working forests, and ensure continued contributions to forest management, clean water, fish and wildlife habitat, climate change mitigation, and the many other benefits forests provide. DNR Forestry and partners are committed to proactively implementing the FAP to advance the successful implementation of national priorities in Minnesota.

The FAP (page 58) describes the state's approach to stakeholder engagement and involvement. Stakeholder involvement is tailored to each forested region via six regional landscape committees including the Southeast Landscape Committee supported by the Minnesota Forest Resources Council (MFRC). This project has been specifically designed to implement many of the Southeast Committee's priorities (see page 66) including: 1) Identify opportunities for forest protection, enhancement, restoration, 2) target forest stewardship services to critical watersheds, 3) ensure that forest stewardship plans include guidance for forest management, harvesting regeneration, and 4) provide forest products marketing assistance to private landowners including updating the Southeast Minnesota Forester-Logger Directory.

This project directly supports the implementation of Minnesota's Forest Action Plan (FAP). Notes are provided on how this project will implement FAP strategies and sub-strategies.

National Priority 1. Conserve and Manage Working Forest Landscapes for Multiple Values and Uses

1.1 Identify and conserve high priority forest ecosystems and landscapes (Primary purpose of landscape stewardship plans, this project implements these plans) (Implements sub-strategies 1,2,3,4, 5,6)

1.2 Actively and sustainably manage forests (Primary outcome of increased PFM capacity) Implements sub-strategies 1,2)

National Priority 2. Protect Forests from Threats

2.2 Identify, manage, and reduce threats to forest and ecosystem health. (Sub-strategies below in the landscape stewardship plans and will be integrated into forest stewardship plans and implemented through harvests and cost share practices) (Implements sub-strategies 1,2,3,4,)

National Priority 3. Enhance Public Benefits from Trees and Forests

3.1 Protect and enhance water quality and quantity. (Implements sub-strategies 1,2,3,5,7,8,9,10,11,12)

3.4 Maintain and Enhance the Economic Benefits and Values of Trees and Forests (Implements sub-strategies 1,2,3,4,6,7,9,13,14,15,17,18,19)

3.5 Protect, conserve, and enhance wildlife and fish habitat (Implements sub-strategies 1,2,3,4,5,6,7,8,9)

3.6 Connect people to trees, forests; engage them in environmental stewardship activities. (Implements sub-strategies 1,2,3,7,14)

This project implements the state's portion of the Driftless Area Landscape Conservation Initiative (a multi-state priority for Minnesota, Wisconsin, and Iowa). Furthermore, it leverages Minnesota's Clean Water, Land and Legacy funds which is a high priority funding strategy for implementing the state's FAP.

LSR Objectives the Project Addresses (select one or more):

Projects shall prioritize funding and other resources toward one or more of the national LSR objectives below. This is for reference and clarity and not for scoring purposes, e.g., strong projects that address one objective can score just as well as projects that address multiple objectives.

- Reduce the risk of uncharacteristic wildfires.
- Improve fish and wildlife habitats, including for threatened and endangered species.
- Maintain or improve water quality and watershed function.
- Mitigate invasive species, insect infestation, and disease.
- Improve important forest ecosystems.
- Measure ecological and economic benefits including air quality and soil quality and productivity.

Measurable Outcomes (35 Points)

Provide the output amount for at least one of the quantitative accomplishment measures listed below.

You may also list additional specific measurable results that show how the Federal investment will lead to outcomes on the landscape. *For less quantifiable return on investments, describe in the narrative section on the next page.*

Quantitative Accomplishment Measures	Output	Unit
Acres of rural forest land treated to reduce hazardous fuels	100.00	Acres
Acres of rural forest land treated to enhance wildlife habitat	1,000.00	Acres
Miles of rural riparian forest treated to enhance wildlife habitat	1.00	Miles
Acres of trees and seedlings planted to enhance water quality	120.00	Acres
Miles of rural riparian forest treated to enhance water quality	0.50	Miles
Number of trees, saplings, and/or seedlings planted to enhance water quality	19,000.00	Number
Acres of rural forest land treated for insects and diseases	300.00	Acres
Acres invasive plant/weed management in rural forests	900.00	Acres
Acres of rural forest land under new forest management plans	15,000	Acres
Number of forest landowners reached through technical assistance in more than one interaction and benefited in a significant and lasting way	270	# of People
Tons of forest products produced (biomass)		Tons
Board feet of forest products produced (timber)	80,000.00	Board feet
Service provider training workshops	3.00	Number
Lands enrolled in Sustainable Forest Incentive Act or 2c tax program	14,000.00	acres
Conservation easements	2,000.00	acres
Public land fee title acquisitions	400.00	acres

Since a project may have multiple accomplishments on the same acres/miles, as relevant, provide the total acres and/or miles below, e.g., removing invasive plants on 100 acres also improves wildlife habitat on the same 100 acres; the total acres of rural forest land improved is 100.

Total acres:

Total miles:

Measurable Outcomes Narrative

This field accommodates nearly 45 full lines of text or up to 5,000 characters and spaces with no carriage returns.

Describe how project outcomes will result in science-based restoration of priority landscapes. To complement the table above, also describe less quantifiable return on investments. Describe outcomes in relationship to the proposed budget. In the budget spreadsheet, provide a brief description to justify each budget category requested.

Reviewers will assess if outcomes are commensurate with the budget.

Reaching the goals and achievements of the project will influence positive change by: **“Building a shared understanding of forestland/watershed connections”** so that increased collaboration and coordination in the delivery of PFM services for the greatest return on investment of public funds can occur. The primary risk to good water quality, wildlife habitat, and forest industry is on private lands. The geographic location for the highest return of public investment on private lands occurs where risk and quality intersect. The concept **“Prioritize-Target-Measure”** (PTM) concept advocated by BWSR is a way to plan and implement effective conservation projects. To **prioritize** is to recognize that not all valued resources and identified issues can be addressed at the same time --some items will be addressed before others. To **target** is to take a closer look at priority areas and issues and identify specific cost-effective and measurable actions necessary to achieve goals and address issues. To **measure** is the ability to demonstrate progress towards the achievement of restoration and protection goals over time.

The 1W1P program administered by BWSR is implemented by local partners. This program supports water resource planning at a major watershed (HUC 8) scale. Forests play a critical role in watershed protection. Over the past 10 years, DNR and BWSR have developed a lake-based watershed assessment methodology connecting forestland cover and water quality based on research developed by DNR Fisheries. We periodically measure the percent of the watersheds with permanent forest protection and illustrate this transformation on graphic dial like a speedometer. We call this measurement and assessment, “moving the needle” towards watershed protection through forestry. Given the stream-based watershed context of the Driftless Area, this project will result in a method for collaborative, science-based restoration of stream-based watersheds using the following:

- **Prioritize by Water - “P”**. Categorize the watersheds by land cover patterns at three watershed scales (HUC 8, 10 and 14 levels). Review the relationships between land cover, particularly forests, and water quality. Sort watersheds by dominant land cover, land ownership, geomorphology, and ecological data. Confirm the appropriate blend of resource management strategies (BMPs - ag and urban, PFM - forestland protection and stewardship) for each subwatershed and minor watershed.
- **Target by Land - “T”**. Prioritize conservation work down to the parcel level. Create spreadsheets that summarize scores for three factors - Riparian, Adjacency, Quality (RAQ) using methodologies developed by BWSR and DNR. Create RAQ Landowner Tables for use by the teams.
- **Metrics for Measuring Success - “M”**. In each watershed, define metrics for each of the major landscape areas: 1) production agricultural plateaus, 2) forested buffer edges or shoulders, 3) steep slopes of forests, oak savannas, goat prairies, 3) riparian corridors, and 4) floodplains in forests or agricultural uses. Track PFM accomplishments in each of these 4 areas on a watershed basis. Use the 8 categories from the PFM Implementation Toolbox. (see page 41 - <http://landscapeconservation.org/wp-content/uploads/2017/12/Landscape-Stewardship-Guide-USDA-USFS-2011.pdf>)

The second major influence of this project will be the **“Building commitment for stable consistent PFM capacity”** to serve increased numbers of landowners in the Driftless Area. This project will help us expand PFM technical assistance capacity to strategically serve significantly more private landowners on a consistent and ongoing basis. This project will help us be more effective in securing future funding necessary to sustain the increased levels of forest stewardship through the leveraging of state, local and private funds.

Acres in conservation easements, public fee titles, SFIA, and 2c tax programs will not come from federal funds.

Collaboration and Integrated Delivery (20 Points)

This field accommodates 27 full lines of text or up to 3,000 characters and spaces with no carriage returns.

- Identify partners that have demonstrated a commitment and add value toward planning and carrying out the project, and describe what these partners contribute.
- Seek to improve the delivery of public benefits from forest management by coordination with or proximity to complementary State and Federal programs and partnership efforts when possible, e.g., Collaborative Forest Landscape Restoration Program, landscape areas designated for insect and disease treatments, Good Neighbor Authority, stewardship contracting projects, Natural Resources Conservation Service programs, Shared Stewardship agreements, and appropriate State-level programs.
- Describe land ownerships for the project area and cross-boundary goals, which can include a combination of Tribal, State, local government, and private land ownerships, e.g., multiple private landowners, private and State landowners, State and Federal landowners, State and local government, State and Tribal landowners, etc.
- Demonstrate residual positive benefits, as a result of collaboration, related to capacity, skills, knowledge, infrastructure, or a replicable approach, among others.

Collaboration may be qualitative in nature, and the contribution of the partners may be more important than the number of partners involved.

Partner Commitment

Partners on this project have a 20-year history of working with the Southeast Landscape Committee to promote sustainable forestry. They have contributed thousands of hours to develop several projects: Forest Bank (wood supply), Finding Locally Sourced Wood (wood demand), watershed-based LSPs, and the Healthy Forest Healthy Waters project. Project partners will take an active role with DNR to increase PFM capacity, contracting with consulting foresters, and broaden support through the local teams. Legacy landowners will serve as mentors. Conservation organizations will continue to work closely with the teams on forestland protection projects in priority watersheds and streams.

Public Benefits

It is more cost-effective to protect working forestlands and water resources than to restore them when degraded. Through this project, we will proactively and strategically help landowners protect and manage their woodlands for multiple public benefits that healthy forests provide. This project will help landowners restore appropriate marginal lands back into ecologically appropriate forests. It provides the rationale for investing public funds for the restoration and management of private forests in priority watersheds on high scoring parcels by applying the PTM based PFM. The method is practical, fair, and time efficient.

Cross Boundary Goals

The goals of this project, guided by the state's 2020 FAP and Southeast Landscape Plan will help the local teams work with private landowners to make positive impacts in their watersheds using the national LSR objectives especially on Measure Ecological and Economic Benefits through the moving the needle concept on a watershed basis. One of the core ways that the FAP is implemented (see page 48) is through the LSPs. One of the primary goals in the Southeast Landscape Plan is to ensure that private forest landowners receive consistent technical and financial resources to implement sustainable forest management. The 1W1P process benefits from relevant resource information and recommendations from the LSPs.

Residual Positive Benefits

The interconnected LSP-1W1P planning processes promote and strengthen working relationships by partners to increase cross boundary management of not only forest resources, but water resources along with fish and wildlife. This collaborative work is helping to grow partnerships with agency fish and wildlife managers as well as outdoor and sportsmen groups.

Leverage (10 Points)

This field accommodates 15 full lines of text or up to 1,625 characters and spaces with no carriage returns.

Projects should maximize S&PF funding by using it to leverage contributions from both Federal and non-Federal entities. Project applications need to clearly identify the LSR Competitive Allocation funds requested and the associated non-Federal contributions in the SF-424A and Budget Spreadsheet. Provide details about leveraged contributions, including match from partners and additional non-match leveraged contributions. Note: Collaboration with a for-profit Conservation Finance partner can be a powerful leverage multiplier, but this requires careful budget segregation to ensure Federal grants are not earning income.

Minnesota is one of a few states that has a voter-approved mechanism to provide dedicated funding for implementing conservation. In 2008, Minnesota's voters passed the Clean Water, Land and Legacy Amendment (Legacy Amendment) for water quality, conservation, recreation, and the arts. The Legacy Amendment increased the state sales tax by three-eighths of one percent continuing until 2034. This federal grant will provide critical coordination capacity to knit and weave together local teams to work effectively at landscape scales. It will build upon previous federally funded projects to promote cross boundary landscape approaches. Through the integrated planning and coordinating of forestry and water quality protection on a watershed basis, we are increasing public benefits from healthy populations of fish and wildlife, enhance recreation opportunities, and help to strengthen the economy of rural communities.

This project will advance the enhanced leveraging of private, local, and state funding through the strategic investment of federal funds on a landscape scale. Minnesota Land Trust (\$2M) and Trust for Public Lands (\$1M) have secured Legacy funds for forest conservation work in this region and have committed to investing these funds as an in-kind match for this federal LSR funding.

Knowledge and Technical Transfer (10 Points)

This field accommodates 15 full lines of text or up to 1,625 characters and spaces with no carriage returns.

Technical transfer is defined as the sharing of knowledge, tools, and innovations for practical application. As specifically as possible, describe how others will learn from the work done on this project. Describe the project's potential to inform practitioners and enhance the effectiveness of similar initiatives. Knowledge and technical transfer need not necessarily be between States, but should aim to share innovation across the landscapes of importance wherever it can be utilized. Projects should include a component of outreach, training, lessons learned, or related opportunities so that carrying out the project results in skills and capability that extend beyond the life of the grant.

The watersheds that flow through the Driftless Area include a complex and varied mix of land uses including large areas of agricultural lands on plateaus extending to the west. These agricultural lands drain through some the most productive intensively farmed lands in the world. The 1W1P program brings together a wide array of stakeholders on a watershed basis to protect, restore, and improve surface water and ground water resources including prevention of erosion and soil transport (see MN Statutes §103B.801 <https://www.revisor.mn.gov/statutes/cite/103B.801>) Each year BWSR hosts an annual workshop for conservation professionals. DNR, BWSR and project partners will participate in this venue to share the watershed-based methodologies for prioritizing forest management efforts and help grow shared understandings on the forestry and agricultural land uses connections in watershed planning. Since 2015, DNR and BWSR staff have given over 180 presentations to share the forestry/water quality methodologies and concepts. DNR and project partners will convene a 4-state workshop focusing on connections between forestry and water quality, share progress made and lessons learned with resource professionals from the other states in the Driftless Area. Through this project in we will continue expanding our educational mission to share this practical knowledge.

Benefit to Underserved Communities/People (6 Points)

Note: If benefit to underserved communities/people is not a focus of this project, leave this page blank.

This field accommodates 15 full lines of text or up to 1,625 characters and spaces with no carriage returns.

A. Description of Benefiting Communities or Recipients

Use data or other evidence to describe the population demographics and/or community vulnerabilities of the underserved communities or recipients the project will benefit.

When the project locations are not known at the application stage, describe if and how equity and serving socially vulnerable or underserved populations will be considered in selecting project locations/benefiting communities.

B. How the Project Benefits or Engages Underserved Communities/People

All work on this project will be done in rural areas outside of any US Census Populated Places (more than 50,000 people as of 2020) as delineated by the Landscape Scale Restoration Program Eligibility Tool. According to the data from the Minnesota State Demographer, the total number of older adults (65+) is anticipated to double between 2010 and 2030. By 2030, more than 1 in 5 Minnesotans will be an older adult. Research by the University of Minnesota has noted similar aging trends in the rural populations of this region including family forest landowners. Women are living longer; more are owning family forestlands. Partners serving on the local teams are current members of the Minnesota Women's Woodland Network. They will provide key support linkages between agency programs and woman landowners.

A significant amount of this project area is underserved by broadband and cellular communications when compared to other parts of rural Minnesota. Rural communities that lack of access to telecommunications have been identified by the USDA Natural Resources Conservation Service as an issue. DNR and project partners will review the federal study methods for assessing whether agency policies and actions create or exacerbate barriers to full and equal participation by all eligible individuals and develop specific recommendations to address these barriers.



Minnesota Department of Natural Resources

Conflict of Interest Disclosure

Conflict of Interest:

A conflict of interest occurs when a person has actual or apparent duty or loyalty to more than one organization and the competing duties or loyalties may result in actions which are adverse to one or both parties. A conflict of interest exists even if no unethical, improper or illegal act results from it.

Actual Conflict of Interest:

An actual conflict of interest occurs when a person's decision or action would compromise a duty to a party without taking immediate appropriate action to eliminate the conflict. Examples include, but are not limited to:

- One party uses his or her position to obtain special advantage, benefit, or access to the other party's time, services, facilities, equipment, supplies, badge, uniform, prestige, or influence.
- One party receives or accepts money (or anything else of value) from another party or has equity or a financial interest in or partial or whole ownership of the other party's organization.
- One party is an employee, board member or family member of the other party.

Potential Conflict of Interest:

A potential conflict of interest may exist if a person has a relationship, affiliation, or other interest that could create an inappropriate influence if the person is called on to make a decision or recommendation that would affect one or more of those relationships, affiliations, or interests.

Organizational Conflict of Interest:

A conflict of interest can also occur with an organization that is a grant applicant in a competitive grant process or grantee of a state agency. Organizational conflicts of interest occur when:

- A grantee's objectivity in carrying out the grant is impaired or compromised due to competing duties or loyalties
- A grantee, potential grantee or grant applicant has an unfair competitive advantage through being furnished unauthorized proprietary information or source selection information that is not available to all competitors

This section to be completed by Grantee's Authorized Representative (AR):

I certify that we will maintain an adequate Conflict of Interest Policy, and throughout the term of our agreement, we will monitor and report any actual, potential, individual, or organizational conflicts of interest to the State's Authorized Representative.

I also certify that I have read and understand the description of conflict of interest above and as of this date (check one of the two boxes below):

- I do not have any conflicts of interest relating to this project.
- I have an actual, potential, individual, or organizational (*indicate below*) conflict of interest. The nature of the conflict is as follows:

NA

If at any time during the grant project I discover a conflict of interest, I will disclose that conflict immediately to the State's Authorized Representative.

Grantee AR's Printed Name: Terri Peters Date: May 30, 2023

Grantee AR's Signature:  821C273FB7D44A5...

Organization Name: wabasha soil & water Conservation District

Project Name: Southeast Regional Landscape Committee
Coordination

Legal Citation: ML _____, Chapter _____, Article _____, Section _____, Subdivision _____

State AR's Printed Name: _____ Date: _____

State AR's Signature: _____



Grant Single/Sole Source Justification Form

State Agency: DNR	Division/Department: MFRC/FOR
Grantee: Wabasha County Soil and Water Conservation District	Grant Period: June 15, 2023-June 30, 2024
SWIFT Grant Contract/Purchase Order Number: (To be completed after grant is awarded)	Grant Amount: \$10,000

1. **State the Purpose of the Grant:**

The purpose is to carry out the mission of the Southeast regional landscape committee in accordance with the Sustainable Forest Resources Act (89A.06). The regional committee meeting coordination is the responsibility of the Southeast Landscape Committee chaired by Larry Gates (DNR retired). The grantee, Wabasha County Soil and Water Conservation District (SWCD), under the direction of Terri Peters, District Manager, will secure and administer this grant agreement. Administration includes processing invoices, cost reimbursements, and tracking grant funds as requested by Larry Gates. The Southeast Regional Landscape Committee facilitates implementation of sustainable forest resources goals, objectives, and guidance consistent with the Southeast Regional Landscape Plan approved by MFRC.

2. **Description of the work the Grantee is expected to perform**

3. Reimburse the administrative assistance costs of the Wabasha SWCD in support of the Southeast Landscape Committee. Eligible costs include, but are not limited to, processing invoices, staff hourly rate charge reimbursements for development of quarterly meeting reports, tracking eligible regional committee expenses, and administrative indirect costs not to exceed 10% of the total grant.
4. Fund the following Southeast Landscape Committee activities and responsibilities as directed and approved by the MFRC authorized representative (Larry Gates).
 - a. Quarterly committee meetings and field days costs of which include, but are not limited to, rental fees, lunches, supplies, mileage reimbursement for guest speakers, and occasionally overnight lodging.
 - b. Costs associated with providing remote access to meetings through audio-visual equipment as needed to conform with MFRC public access policies and procedures.
 - c. Technical and administrative support for committee activities such as “field days”, “landowner workshops” and other outreach forums.



Grant Single/Sole Source Justification Form

- d. Preparation of the Southeast Landscape Committee annual report to MFRC summarizing its activities and accomplishments completed no later than June 30, 2024.
5. The chair, vice chair or co-chairs are eligible for reimbursement of mileage, hotel, and meal expenses for attendance of committee meetings or committee activities not to exceed \$750.
6. Funding support for the Southeast Landscape Committee project proposal entitled “Protecting Working Forestlands in the Blufflands: Trout, Turkeys and Timber (TTT)” endorsed by MFRC and as directed and approved by MFRC’s authorized representative (Larry Gates). Chair and committee members are eligible for additional cost reimbursements for mileage, hotel, and meal expenses consistent with project activities. See attached.
7. Describe the Grantee and provide justification for utilizing a Single/Sole Source Grant:
(Reference the Grantee’s geographic location, specialized knowledge and/or relationships, specialized equipment, and all other factors that contribute to the decision to administer a single/sole source grant. A single/sole source grant may not be based solely on agency convenience and/or prior relationships with a potential grantee.)

The Grantee, Wabasha County SWCD located in Wabasha, MN and has been an active member of the Southeast Landscape Committee and a key partner in collaborative regional committee projects.

Wabasha SWCD has knowledge of committee projects, partners, as well as the expertise to plan and administer a regional committee budget. Wabasha SWCD has partnered with MDNR and MFRC on several grant applications to the US Forest Service and clean water legacy funds.

Wabasha SWCD has been the committee’s fiscal agent for several committee grants and projects, has been the most involved SWCD in the region, consistently shows to committee meetings, and will be heavily involved in the Trout Turkey and Timber project (TTT). They also helped the chair of the SE committee write the TTT grant application. No other SWCD has been the committee’s fiscal agent or has as detailed knowledge of the TTT project as Wabasha SWCD.



Grant Single/Sole Source Justification Form

8. Explanation of how the grant amount was determined:

The first \$5,000 portion of the grant is for committee administrative funds. The amount was determined based on estimated quarterly meeting costs and historical expenditures for planned "field days" and the available funds within the MFRC budget for this and five other committees. The second \$5,000 was determined based on a request for matching funds (and commitment) for a project called Trout, Turkey, and Timber.

9. Description of the search conducted to locate potential grantees:

The Southeast committee has quarterly meetings with several organizations in attendance including Wabasha, Winona, and Fillmore SWCD's; The Nature Conservancy; Audubon Minnesota; BWSR; DNR Forestry; Minnesota Forestry Association; Minnesota Land Trust; MPCA; multiple Private Consultant foresters; and Whitewater Watershed Joint Powers Board. Wabasha SWCD has been the most engaged and participatory in projects than any other partner and in the past has served as fiscal agent for several committee projects. Larry Gates is the appointed chair of the Southeastern Regional landscape committee and feels that Wabasha SWCD is the most qualified, capable, and well-positioned entity to serve in this administrative role. MFRC agrees with this conclusion and approach to utilize Wabasha SWCD for committee funds and administration.

SPECIAL CIRCUMSTANCES RELEVANT TO THIS GRANT. (Check all that apply).

- Geographic location*
- Specialized knowledge/Subject matter expert/Community relationships*
- Specialized Equipment Required*
- Funder Designated Sub-Recipient*

Other _____ (see full description in item 2 of this form)

I certify that:

- 1) I recognize that state policy requires the use of competitive grant award processes unless only one entity is reasonably able to meet the grant's intended purpose and objectives;*
- 2) The grant award amount is fair, reasonable, and provides the best value to the State of Minnesota; and*



Grant Single/Sole Source Justification Form

3) This single source grant award is not the result of inadequate advance planning or for purposes of securing the services of a preferred provider.



Grant Single/Sole Source Justification Form

Grant Manager's Signature	Jaime Thibodeaux	Digitally signed by Jaime Thibodeaux Date: 2023.05.10 08:42:44 -05'00'
Division Director's (or Designee's) Signature	Andrew J Arends	Digitally signed by Andrew J Arends Date: 2023.05.10 12:06:38 -05'00'
Financial Management Signature:	Katherine Sherman-Hoehn	Digitally signed by Katherine Sherman-Hoehn Date: 2023.05.23 13:00:52 -05'00'

This form should be completed and signed by the grant program manager, division director (or designee), and financial management.



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) appreciated the continued support from our Wabasha County partners and respectfully requests a budget allocation of \$140,000 for the year of 2024. The amount reflects an increase from the current allocation. We have requested \$175,000 in the past requests. The requested amount is less than what is needed in local funds to ensure stability of the SWCD, maintain professional staff and achieve a continuance of progress on projects to mitigate soil erosion and protect and improve water quality in Wabasha County. The District also respects the County goal of not increasing levy amounts. \$140,000 would be less than 1% of the total 2023 levy and less than 0.5% of the total County budget. It would be approximately 8% of the currently estimated total SWCD budget for 2023. Competitive grant decisions are generally made at the end of the calendar year and there are currently multiple 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. 2022 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. This is a popular revolving loan and Wabasha was able to get more than \$200,000 added to our allocation in the past year due to our success with the program. The SWCD provided technical and administrative assistance on programs that resulted in \$1,067,197.63 in direct payments to landowners from federal co-located partner, the Natural Resource Conservation Service (NRCS) and \$1,222,928 from the Farm Service Agency (FSA), for projects and practices implemented in 2021 into 2022. The Wabasha SWCD

applied for special funds from the Mississippi River Basin Initiative that was approved at the end of 2021. This special EQIP pot of money from NRCS will support the West Indian Creek project through direct cost share payments. There is over \$300,000 available annually for approved projects for this program. 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. Additionally, the district expenditures in 2022, for projects and practices, was \$755,614.64. **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 \$3.05 million for 2022. That is over a 21.8 to 1 ratio at the requested allocation. SWCD staff have built success in bringing in grants and programs to offer the residents of Wabasha County and that has resulted in further requests for partnership. While we recognize the need to focus on our areas of expertise, some important opportunities to offer assistance can be hindered by lack of unrestricted funds.**

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 concerns.

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:

- ✚ The SWCD currently has 3 staff and in the process of hiring 1 more with assistance from the County Human Resources staff. The budget estimate for 2024 plans for hiring 1 more staff person to address increasing work load anticipated mid-2023-24 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 and watershed-based plans are agreed to by the County and County representatives participate in the planning processes. These drive the District Work Plan. The County shares in the obligation to show that State approved local water management plans are 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 80+ 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. While a match is no longer required to be reported, the SWCD spends significantly more time on these programs than the dollars provided by the State. 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 \$60,000/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 3 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.
- ✚ The current board recognizes a need for sharing our work and availability with Wabasha County residents and they would like to dedicate some funding to releasing a publication or newsletter to meet this need.
- ✚ Technical time not covered by grants and programs
 - District technicians spend at least 40% of their time on projects that are NRCS projects. These could be projects that end up being entirely federally funded. More often, the SWCD encourages enrollment in federal programs and “piggy-backs” funding to spread district grant funds further. This time spent could have included up-front targeting work required for grant applications. County funds are used for these efforts.
 - 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 \$1,434,144 in direct payments to landowners from federal sources for projects and practices implemented in 2021 and into 2022. The total non-local funds leveraged by the SWCD work was outlined at the beginning of this request and

we show over an 21.8 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.”

The 80-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.

SWCD Programs and Activities

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. Sunsetting and will be replaced by general State funding mid-2023. Similar amount and same purpose.
 - Cooperative Weed Management Area (CWMA) – technical and financial assistance to landowners for invasive species management. Work with partners on coordinated management efforts. This effort was started a number of years ago. It is competitively funded and Wabasha does not currently have funding.
 - 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.

- AgBMP Loan program – revolving fund through MDA providing low interest loans (approved by the SWCD) for projects/practices/equipment that benefit water quality.
- 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.
- BWSR Feedlot Grant – limited funds for smaller feedlot operations. Funding is for Area 7 (12 Districts in the southeast). Wabasha currently has one project in process. In general, staff have a number of feedlot project requests annually.
- EQIP – staff provide technical assistance to NRCS on survey, design and implementation of projects.
- Regional Drinking Water Protection – Cover Crops and Nutrient Management
- Gorman Creek Natural Channel Restoration-Lessard Sams/DNR (construction in progress).
- Participation in watershed-based planning and implementation (Greater Zumbro and WinLac).
- Drinking Water Protection – work with municipalities on wellhead protection, Wabasha will administer continuation of Safe Drinking Water program in 2021. Program initiated by Olmsted. Regional partnership will continue.

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 and other contaminant testing offered to County residents. Follow up with County Public Health and other partners for treatment.
- 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 2024 Budget

See attached: 3 Current Budget, Estimated Preliminary Budget and most recent audit.

The projected budget is a preliminary estimate. In June, as this budget request is submitted, there are unknowns with competitive grant funding. Applications for grants will be submitted. There were multiple legislative decisions made and no final numbers have been given. Overall, we assume that the 2024 budget will look similar to the 2023 budget in final form and that is why that is included. Recently passed legislation, at first look, assigns more workload to SWCDs and increased federal funding to NRCS will also impact expectations from SWCD staff.

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



2024 Estimated Wabasha SWCD Budget

Based upon District Fund Carryover from 2022		District Reserve Fund (meets 6 month fund balance recommendation)	\$339,222.99	\$0.00
to 2023				
Charges For Services: Income				
	Roller Crimper Rental		\$300.00	
	Tree Sales		\$12,000.00	
	Wetland Application Fees		\$1,000.00	
	Plat Book Sales		\$300.00	
	Total Charges for Services: Income			\$13,600.00
Intergovernmental Revenues anticipated and existing funds for applicable expenses:				
County				
	County Regular Allocation Request		\$140,000.00	\$140,000.00
State - Pass through from County				
	Natural Resource Block Grants	Local Water Management - Natural Resource Block Grant	\$14,177.00	
	NRBG may be different due to recent legislation for a limited time before returning to original amounts. Estimates at this time.	Wetland Conservation Act - Natural Resource Block Grant	\$12,118.00	
		Total pass through funds		\$26,295.00
State				
		FY2023 State Cost Share	\$7,500.00	
		FY2024 State Cost Share	\$15,401.00	
		FY2022 Local Capacity Services	\$7,500.00	
		FY2023 Local Capacity Services	\$7,500.00	
	New legislation - estimate	FY2024 Dept. of Rev. SWCD Allocation	\$145,000.00	
		FY23 Conservation Delivery (received/balance)	\$19,619.00	
		2023 Buffer and Soil Loss Initiative	\$17,200.00	
		2024 Buffer and Soil Loss Initiative	\$17,200.00	
		FY2023 Soil Health Cost Share	\$14,175.00	
		Easement Delivery (RIM inspections)	\$1,650.00	
	Total 2023-2024 \$15891.05	Zumbro SWAG	\$8,000.00	
	Pass through outreach-Jen Wahls	DNR Forestry Grant	\$5,000.00	
	2023-24 total \$10,000	SE Landscape Committee Fiscal Agent	\$6,750.00	
	Total grant amendment of \$425,148 for 2022 and 2023. Added to original grant of \$409,352. Regional admin. Anticipate renewal	MAWQCP Grant Admin.	\$290,000.00	

	Reimbursable and could include activity over 2022-23	2022-23 WAGZ watershed based	\$75,000.00	
	estimate based upon what is earmarked for Wabasha for biennium	2023-24 WinLac watershed based	\$73,000.00	
	fiscal agent for project over 3 years-reimbursable by DNR (1st phase to start June 2020. Engineering services 2020.	Gorman Creek-remaining in DNR contract.	\$50,000.00	
	Will commence 2025, 2026, 2027 (\$5,000/yr. reimbursable)	TU contract placeholder-Gorman Maintenance		
	Total grant \$178,725 (anticipate 1st 50% in 2023, remaining based upon expenditures)	FY2023 West Indian Creek Watershed Restoration and Protection Grant (CWF Competitive Grant)	\$100,000.00	
		Volunteer Nitrate Monitoring Network (VNMN) - SE MN WRB	\$500.00	
		Program bridge funds	\$5,000.00	
	Administering within Greater Zumbro watershed (MDH Accelerated Implementation Grant)	Safe Drinking Water Phase 2	\$15,000.00	
		BWSR Feedlot Grant (TSA -JPB 7)	\$91,483.00	
		Total State Revenue		\$972,478.00
	Other-Partners Federal Dollars			
	remaining is for CSP assistance	2020 NACD	\$20,838.73	
	manage funds for TSA staff work	2022 NACD	\$93,458.16	
	covers multiple years-need 40% match from non-federal sources. MRBI request also approved and special EQIP funds are available for projects. (\$325,000+ annually) (\$283,530.15 remaining after 2022-reimbursable)	319 Focus Small Watershed-West Indian	\$200,000.00	
	DNR passthrough, build on past TNC/DNR outreach work	Lower Zumbro Outreach-FEMA	\$28,736.25	
		CRP	\$7,200.00	
		Total Other Revenue		\$350,233.14
	Miscellaneous Revenue:			
		Interest Earnings MM's	\$3,000.00	
		Total Misc. Revenue		\$3,000.00
	TOTALS-Revenue:			
		Total Revenue and Program funds for 2023	\$1,505,606.14	
	Does not include fund balance	Total Budget 2023	\$1,505,606.14	
	District Operations: Anticipated Expenses			
	Capital Expenses		\$10,000.00	
		Variability accounting for program timing	\$6,602.48	

		Advertising, Newsletter, Promo, and Posting Expense	\$6,000.00	
		Building Rent	\$12,000.00	
		Conferences and Conventions	\$7,000.00	
		Education and Information	\$5,000.00	
		Employee Education and Training	\$6,305.01	
	May be charged to specific programs	Employee Expenses	\$1,000.00	
	May be charged to specific programs	Employee Mileage	\$1,500.00	
		Equipment Maintenance	\$1,000.00	
		Fees and Dues	\$13,000.00	
		Insurance Expenses (MCIT)	\$6,000.00	
		Internet Expenses	\$1,200.00	
		Field and Office Supplies	\$5,000.00	
		Postage	\$1,000.00	
		Professional Expenses	\$3,000.00	
		Contracted Services/Other Services	\$8,000.00	
		Audit	\$6,175.00	
		Subs & Pubs	\$1,500.00	
		Supervisors Expenses	\$1,500.00	
		Supervisors Mileage	\$2,500.00	
		Technology/Equipment	\$10,000.00	
		Unemployment Payment Budget item	\$2,000.00	
		Vehicle Expense	\$5,000.00	
		Additional Personnel Expenses (Intern, staff expense changes, etc.)	\$20,000.00	
		Other Services and Charges	\$3,650.00	
	Personnel Services	TOTAL		\$145,932.49
		Employee Salary Permanent	\$344,783.94	
		Employer Health, Dental, Life	\$110,000.00	
		Employer Dental Insurance	\$2,056.64	
		Employer Life Insurance	\$330.00	
	6.20%	Employer Share FICA	\$21,376.60	
	1.45%	Employer Share Medicare	\$4,999.37	
	7.50%	Employer Share PERA	\$25,858.80	
		Supervisors Compensation	\$14,000.00	
		TOTAL		\$523,405.35
Program Expenditures:				
	District			
		Roller Crimper Storage and Trailer fee	\$350.00	
		Tree Expense	\$9,900.00	
	State			
		FY 23 State Cost Share Payments	\$7,500.00	
		FY 24 State Cost Share Payments	\$7,000.00	
		FY2023 Local Capacity Services	\$30,000.00	

	New legislation - project payments estimate	FY2024 Dept. of Rev. SWCD Allocation	\$50,000.00	
		2024 Buffer and Soil Loss Initiative	\$5,000.00	
		FY2023 Soil Health Cost Share	\$11,500.00	
	Total 2023-2024 4266.68 for equipment, mileage, supplies, meals	Zumbro SWAG	\$799.05	
	agreements/payments to regional partners for anticipated renewal	MAWQCP Grant Admin. - Costs Paid to other districts as reimbursable.	\$240,000.00	
		2022-23 & 2024-25WAGZ watershed based	\$70,000.00	
	estimate based on current earmark for Wabasha for biennium	2023-24 WinLac watershed based	\$56,000.00	
	payment 387,028.20 (Danckwart 2023 and 2024), up to \$26,657 TSA staff over 2023-24	Gorman Creek	\$45,000.00	
	Will commence 2025, 2026, 2027 (\$5,000/yr. reimbursable)	TU contract placeholder-Gorman Maintenance		
		FY2023 West Indian Creek Watershed Restoration and Protection Grant (CWF Competitive Grant)	\$70,000.00	
	Administering within Greater Zumbro watershed (MDH Accelerated Implementation Grant)	Safe Drinking Water Phase 2	\$15,000.00	
	Could be paid in 2023	BWSR Feedlot Grant (TSA -JPB 7)	\$91,483.00	
	2023-24 total \$10,000 (\$1,000 total to SWCD)	SE Landscape Committee Fiscal Agent	\$6,000.00	
	Other Partners			
	covers multiple years-need 40% match from non-federal sources - expenditures estimate for 1st year	319 Focus Small Watershed-West Indian	\$107,000.00	
	Outreach and LO survey cost	Lower Zumbro Outreach-FEMA	\$13,736.25	
		Total Program Expenses		\$836,268.30
		Total Expenditures 2023	\$1,505,606.14	\$1,505,606.14
		Total Revenues 2023	\$1,505,606.14	
		Difference	\$0.00	

County Allocation

2002	\$126,183.02	
2003	\$141,179.86	
2004	\$128,418.46	
2005	\$81,424.62	
2006	\$137,257.00	
2007	\$197,358.95	
2008	\$128,724.88	Anything 2008 and prior I am unclear on the budget and if it may include levies and/or NRBG amounts
2009	\$140,000.00	
2010	\$140,000.00	Not sure on this one, Budget says \$136,000. I just started that year and redid all books TP
2011	\$140,000.00	
2012	\$133,000.00	
2013	\$133,000.00	
2014	\$133,000.00	
2015	\$133,000.00	
2016	\$133,000.00	
2017	\$120,000.00	
2018	\$120,000.00	
2019	\$115,000.00	
2020	\$120,000.00	



Wabasha SWCD Project No.	Owner Project No.	Change Order No. 1
Project Title/Description: Miller Gorman Creek Stream Restoration		
Owner: Wabasha County SWCD		
Owner Address: 611 Broadway Ave., Ste 10 Wabasha, MN 55981		
Contractor: Danckwart Landscaping and Excavating		
Contractor Address: 16240 627th St., Kellogg, MN 55945		
Total Change Order Amount: \$33,010.06		

Description: Increased cost for Stormwater Protection Plan (SWPP). Bid submitted did not have line item for the SWPP and DNR partner advised to create one.

Estimate of Cost Changes:				
Description	Unit	Unit Price	Quantity + or -	Amount \$ + or -
6" to 9" rock	yard	\$60.00	161.0677	\$9,664.06
Silt Fence	feet	\$4.00	4824	\$19,296.00
Sediment Logs	feet	\$6.00	675	\$4,050.00
Net Change This Change Order				\$33,010.06

Due to this change, the contract time: (check one)	
<input type="checkbox"/> is NOT changed	<input type="checkbox"/> 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 Manager: *Terri L Peters* Date: 6-21-23
 Print Name: Terri L Peters Phone: 651-560-2014

Approved by Contractor: *Jason Meyer* Date: 6/21/23
 Print Name: Jason Meyer Phone: 651-380-2980

Approved by Owner: _____ Date: _____
 Print Name: _____ Phone: _____



Invoice

Date	Invoice #
6/12/2023	18358

Bill To

Wabasha County SWCD
611 Broadway Avenue #10
Wabasha, MN 55981

*Verified by
Pete Fryer and
Matt Kempinger
MK 6-21-23*

Thank you for your business!
Please reference invoice number(s)
when submitting payment.

Due Date	Phone #	E-mail
	507-767-4946	danckwartlandscaping@gmail.com

Item	Description	Qty	Rate	Amount	
	Gorman Creek Restoration Project # 8344558				
Mobilization	1. Moving equipment to site	1	5,000.00	10,000.00	5,000
Project Cost	2. Site Clearing and Tree Harvest	0	100.00	0.00	OK
Project Cost	3. Common Excavation - Onsite Disposal - (Minor Channel Excavation for pools)	1,110	5.00	5,550.00	OK
Project Cost	4. Common Excavation - Offsite Disposal - (Major Channel Excavation and bank shaping)	1,460	7.00	10,220.00	OK
Project Cost	5. Common Excavation - Offsite Disposal - (Floodplain Corridor Excavation and Upper Bank Shaping)	1341	7.00	28,000.00	9,387
Project Cost	6. Common Excavation - Offsite Disposal - (Off Channel Cattle Water Excavation)	480	7.00	3,360.00	OK
Project Cost	7. Common Fill (Includes 2415 C.Y. Floodplain Corridor)	0	3.00	0.00	OK
Project Cost	8. Cover Rocks (3' by 1.5' average, Need to cover approx 40', 2 rows F&I)	20	300.00	6,000.00	OK
Project Cost	9. Hammerhead Pool Tree Rootwads (6" dia, Min, 7') (F&I)	112	75.00	8,400.00	OK
Project Cost	10. HammerHead Pool tree Footer Logs (F&I)	112	75.00	8,400.00	OK
Project Cost	11. HammerHead Pool Log rootwad Rocks (F&I)	280	45.00	12,600.00	OK
Project Cost	12. Hammer Head Pool Riffle rock MN Dot Class III (F&I)	52	60.00	3,120.00	OK
Project Cost	13. HammerHead Pool Riffle rock - 3/4" Gravel (F&I)	12	40.00	480.00	OK
Project Cost	14. Rock Arch Rapids Arch Boulders - 3' Dia. rock (F&I)	25.2	250.00	9,000.00	6,300
Project Cost	15. Rock Arch rapids Riprap MN Dot Class II Angular Rock Riprap (F&I)	87.5	60.00	7,500.00	5,250
Project Cost	16. Rock Arch Rapids riprap Bedding MN Dot Granular Filter B1b Material (F&I)	65	40.00	2,600.00	OK
Project Cost	17. Cattle Crossing Class I MN Dot Rock Rip (F&I)	0	25	250.00	0
Project Cost	18. Cattle Crossing Non-Woven Geotextile Fabric, Geotex 801 (F&I)	0	25	250.00	0
Project Cost	19. Spawn Bedding Limestone Gravel (Chinking rock) (F&I)	62.5	50.00	3,125.00	OK
Project Cost	20. Seeding For access routes (F&I)	1	1,000.00	1,000.00	OK
Project Cost	21. Seed - State Mix 34-261	43.1	22.00	990.00	948.2
We appreciate your business and look forward to working with you in the future.		Tax (7.375%)			
		Total			
		Paid			
Visit us at: danckwartlandscaping.com Affiliate site: wabasha-septic.com		Balance Due			

All invoices are subject to a 1.5% per month finance charge on unpaid balances



Invoice

Date	Invoice #
6/12/2023	18358

Bill To

Wabasha County SWCD
 611 Broadway Avenue #10
 Wabasha, MN 55981

Thank you for your business!
 Please reference invoice number(s)
 when submitting payment.

Due Date	Phone #	E-mail
	507-767-4946	danckwartlandscaping@gmail.com

Item	Description	Qty	Rate	Amount
Project Cost	22. Seed - State Mix 33-262	297 440	12.00	5,280.00 3,564
Project Cost	23. Seed - Cover Crop (Annual ryegrass)	39	15.00	585.00 OK
Project Cost	24. Broadcast Seed and Crimping Disk Anchored Mulch	218 14	2,500.00	35,000.00 20,450 OK
Project Cost	25. Temporary Irrigation for Vegetation Establishment	0	8,000.00	0.00 OK
Project Cost	26. Extended Vegetation Management (Year 1)	0	2,000.00	0.00 OK
Project Cost	27. Extended Vegetation Management (Year 2)	0	2,000.00	0.00 OK
Project Cost	28. Extended Vegetation Management (Year 3)	0	2,000.00	0.00 OK
Project Cost	29. Inspections and Maintenance/ Repair (Year 1)	0	3,000.00	0.00 OK
Project Cost	30. Inspections and Maintenance/ Repair (Year 2)	0	3,000.00	0.00 OK
Project Cost	31. Inspections and Maintenance/ Repair (Year 3)	0	3,000.00	0.00 OK
Project Cost	32. Inlet Pool Log rootwads	0	75.00	0.00 OK
Project Cost	33. Inlet Pool Footer Logs	0	75.00	0.00 OK
Project Cost	34. Inlet Pool Angular rock	0	60.00	0.00 OK
Project Cost	SWPPP Plan	1	33,010.06	33,010.06
	- 6" to 9" rock (214.22 ton , \$60 per yard) (Total \$9,664.06)			
	- Silt Fence (4824' , \$4.00 per foot) (Total: \$19,296.00)			
	- Sediment Logs (675' , \$6.00 per foot (Total \$4,050.00)			

We appreciate your business and look forward to working with you in the future.

Tax (7.375%)	\$0.00
Total	\$194,720.06 116,339
Paid	\$0.00

Visit us at: danckwartlandscaping.com
 Affiliate site: wabasha-septic.com

Balance Due ~~\$194,720.06~~ 116,339.

All invoices are subject to a 1.5% per month finance charge on unpaid balances

Page 2 Less: 5% Retainage
 -7,467.46
 \$ 141,881.80

With SWPPP Plan
 \$ 149,349.26

**WABASHA SOIL AND WATER CONSERVATION DISTRICT (SWCD)
2023 GUIDELINES ON USE OF SWCD AID PAYMENTS**

Minn. Stat. § 477A.23, subd. 4(b)

(effective July 20, 2023)

State SWCD Aid payments will be used by the district board and staff to carry out the following duties as outlined in Minn. Stat. § 103C.332, subd. 1:

(1) respond to and provide technical and financial assistance to landowners to maintain and improve the quality, quantity, distribution, and sustainability of natural resources, including surface water, groundwater, soil, and ecological resources;

(2) provide technical assistance in implementing the soil erosion law under sections [103F.401](#) to [103F.48](#);

(3) arrange for employees to serve on technical evaluation panels to implement the wetland laws as required under section [103G.2242](#);

(4) locally administer the reinvest in Minnesota reserve program under section [103F.515](#) and rules adopted thereunder, using knowledge of local resources to manage each easement to maximize environmental benefits;

(5) participate in administering the Wetland Conservation Act as provided under sections [103G.221](#) to [103G.2375](#), either in an advisory capacity or as the designated local government unit administering the program;

(6) participate in the local water management program under chapter 103B, either in an advisory capacity or as the designated local government unit administering the program;

(7) participate, as appropriate, in the comprehensive watershed management planning program under section [103B.801](#);

(8) participate in disaster response efforts as provided in chapter 12A;

(9) provide technical recommendations to the Department of Natural Resources on general permit applications under section [103G.301](#);

(10) provide technical assistance and local administration of the agricultural water quality certification program under sections [17.9891](#) to [17.993](#);

(11) provide technical assistance for the agricultural land preservation program under chapter 40A, where applicable;

(12) maintain compliance with section [15.99](#) for deadlines for agency action;

(13) coordinate with appropriate county officials on matters related to electing soil and water conservation district supervisors; and

(14) cooperate to the extent possible with federal, state, and local agencies and with private organizations to avoid duplicating and to enhance implementing public and private conservation initiatives within the jurisdiction of the district.

In carrying out the above duties, the district board and staff will use state aid payments to deliver the following services as outlined in Minn. Stat. § 103C.332, subd. 2:

(1) performing administrative services, including comprehensive and annual work planning, administering grants, leveraging outside funding, establishing fiscal accountability measures, reporting accomplishments, human resources management, and staff and supervisor development;

(2) entering into cooperative agreements with the United States Department of Agriculture, Natural Resources Conservation Service, and other United States Department of Agriculture agencies to leverage federal technical and financial assistance;

(3) providing technical expertise, including knowledge of local resources, performing technical evaluations and certifications, assessing concerns, and providing oversight in surveying, designing, and constructing conservation practices;

(4) providing information and education outreach, including increasing landowner awareness and knowledge of soil and water conservation program opportunities to protect soil and water resources and publicizing the benefits of soil and water conservation to the general public;

(5) facilitating regulatory processes for impacted landowners and providing technical review and comment on regulatory permits and development plans for regulations relating to soil and water conservation;

(6) administering projects and programs, including but not limited to the nonpoint source pollution abatement program; reinvest in Minnesota reserve conservation easements program; disaster response; local water management and comprehensive watershed management planning programs; and projects related to floodplains, lakes, streams and ditches, wetlands, upland resources, and groundwater resources, to maintain and improve the quality, quantity, distribution, and sustainability of natural resources, including surface water, groundwater, soil, and ecological resources;

(7) monitoring and inventorying to collect data that provide a baseline understanding of resource conditions and changes to the resources over time and analyzing and interpreting the data to support program implementation; and

(8) maintaining a modern technology infrastructure that facilitates planning and projects, including geographic information systems, modeling software, mobile workstations, survey and design equipment and software, and other technology for linking landowners with conservation plans.

Lynn Zabel, Chair
Wabasha Soil and Water Conservation District

Date

PERCENT BASED - VOUCHER AND PRACTICE CERTIFICATION FORM

PAYEE AND COST INFORMATION

Name: Patricia Livingston Contract No.: 2023WAGZ-WC-01
 Address: 31221 570th St
 City, State, Zip: Millville, MN
 Total Amount Authorized: \$860.72 % Approved: 75% (state) 75% (state & non-state)
 (from contract)

Item	Quantity	Unit	Unit Price	Cost
Mobilization	1	Job	\$500.00	\$500.00
Waterway 12ft Bottom	542	L.F.	\$2.00	\$1,084.00
Crimping	1	Hours	\$125.00	\$125.00
Straw 3x3x8 Bales	4	Each	\$70.00	\$280.00
Mulching	3	Hours	\$125.00	\$375.00
Seeding	1	Hours	\$125.00	\$125.00
Seed (Oats & BLM 4)	1	Total	\$251.00	\$251.00
Fertilizer	1	Total	\$45.0000	\$45.00

PROJECT COST: \$2,785.00

PAYMENT AND CERTIFICATION INFORMATION

A. Type of request (partial or final): Final
 B. Total cost of practice to date: \$2,785.00
 C. Eligible amount (total cost x % approved): \$860.72 (state) \$2,088.75 (state & non-state)
 D. Total other state payment amount: \$0.00
 E. Total non-state payment amount: \$1,539.28
 F. Total previous partial payments: \$0.00
 G. Pre-Construction Cover payment amount: \$0.00

Pre-Con.Cover Ac.	Rate/Ac.
-------------------	----------

Amount Approved for This Voucher: \$549.47
 (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

6/21/2023
 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.

Technical Assistance Provider NRCS-CPA 1245 (Practice Approval and Payment Worksheet) can be utilized as the certification of practice completion. An attached completed and signed NRCS-CPA-1245 and as-built can be used as the technical certification on the "Voucher and Certification"

Mitch Koenig
 Technical Assistance Provider
6-21-2023
 Date

Susan Criviske
 Administrative Sign-off
6/21/23
 Date

PRACTICE APPROVAL AND PAYMENT APPLICATION

Information is needed from the Conservation Plan Schedule of Operations to complete this form.
Penalty for false statement or entries.

Participant PATRICIA LIVINGSTON	Program and Contract Number EQIP 2018 7463222211Y
County and State WABASHA County, MN	Fund Code FY22 SE - CST - Rochester - Cropland
Watershed Silver Spring Creek-Zumbro River	Payment Application Number 2

1. CONSERVATION PRACTICES PERFORMED

Contract Item	Practice	Inspection Date	Practice Completion	Planned Amount	Applied Amount	Units	Cost Per Unit	Cost Share % Method	Payment Cap	Amount Earned
3	Grassed Waterway (412)	6/9/2023	Completed	0.40	0.40	Ac			N/A	\$1,365.84
3a	Waterway DA between 200 and 600 acres			542.00	542.00	Ft	\$2,5200	PR ¹		\$1,365.84
6	Mulching (484)	6/9/2023	Completed	0.40	0.40	Ac			N/A	\$173.44
6a	Natural Material, Full Coverage			17,344.00	-17,344.00	SqFt	\$0.0100	PR ¹		\$173.44
Total Amount Earned:										\$1,539.28

Notes

1, 3, 6 Payment Rates define the unit cost rate of compensation to be received by the participant. **Vendor info has been verified current & correct**


Practice Certification
Practice(s) performed to the extent shown above, meets program requirements and practice standards and specifications.

Performance Report
CIN 3, 6 Meets NRCS standard & Specifications Practice certified by SCT William Wayne

Certification By JOHN BENJAMIN	Date 6/9/2023
USDA electronic signature; manual signature not required.	

2. PARTICIPANT CERTIFICATION AND SIGNATURE

CERTIFICATION BY PARTICIPANT(S): I certify that the above information is true and correct. I further certify that the entry in Column Practice Extent and Units shows that the practice(s) was (were) performed in accordance with the practice specifications and other program requirements. I hereby apply for payment to the extent that the NRCS Approving Official has determined that the practice(s) has (have) been performed and further certify that this payment is not a duplicate of any other earned by me through another USDA program. Any payment that has or will be received from other USDA sources has been disclosed to the NRCS Approving Official. I agree to maintain this (these) practice(s) for at least the practice service life beginning with the date the practice was completed. I agree to refund all or part of the amount paid to me, as determined by the NRCS Approving Official, if in violation of the contract terms, I (a) destroy the practice installed, or (b) voluntarily relinquish control or title to the land on which the installed practice has been established and the new owner and/or operator of the land does not agree in writing to properly maintain the practice as required.

Participant Name, Address, Telephone PATRICIA LIVINGSTON 31221 570TH ST MILLVILLE MN 55957	Signature e-Signed by Patricia Livingston
Date	For, if applicable:  On 06-09-23

PRACTICE APPROVAL AND PAYMENT APPLICATION

Information is needed from the Conservation Plan Schedule of Operations to complete this form. Penalty for false statement or entries.		Participant PATRICIA LIVINGSTON	Program and Contract Number EQIP 2018 7463222211Y
		County and State WABASHA County, MN	Fund Code FY22 SE - CST - Rochester - Cropland
		Watershed Silver Spring Creek-Zumbro River	Payment Application Number 2

3. NRCS APPROVING OFFICIAL CERTIFICATION

Pursuant to authority vested in me, I certify that the items listed herein are correct and hereby approved for payment from the fund designated on supporting data records.

NRCS Approving Official	Date
--------------------------------	-------------

4. PAYMENT SUMMARY

Participants with 0% payment shares are not listed.

Payees	Payee Type	SSN or Tax ID	Account	Participant Payment Share	Payment Reductions	Payment Amount
PATRICIA LIVINGSTON	P	*****0630	*****9042	50.00000%	\$0.00	\$769.64
RONALD R LIVINGSTON TESTAMENTARY TRUST	P	*****6259	***8599	50.00000%	\$0.00	\$769.64
Total				100.00000%	\$0.00	\$1,539.28

5. PAYMENT ASSIGNMENTS (Use NRCS-CPA-1236)

Participants with active payment assignments are listed.

PRACTICE APPROVAL AND PAYMENT APPLICATION

Information is needed from the Conservation Plan Schedule of Operations to complete this form. Penalty for false statement or entries.		Participant PATRICIA LIVINGSTON	Program and Contract Number EQIP 2018 7463222211Y
County and State WABASHA County, MN	Fund Code FY22 SE - CST - Rochester - Cropland	Watershed Silver Spring Creek-Zumbro River	Payment Application Number 2

PRIVACY ACT STATEMENT

The following statements are made in accordance with the Privacy Act of 1974 (5 U.S.C. 522a). Furnishing this information is voluntary; however failure to furnish correct, complete information will result in the withholding or withdrawal of such technical or financial assistance. The information may be furnished to other USDA agencies, the Internal Revenue Service, the Department of Justice, or other state or federal law enforcement agencies, or in response to orders of a court, magistrate, or administrative tribunal. This information collection is exempted from the Paperwork Reduction Act under 16 U.S.C. 3801 note and 16 U.S.C. 3846.

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Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](http://www.usda.gov) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov

USDA is an equal opportunity provider, employer and lender.

PERCENT BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

General Information

Organization: Wabasha SWCD	Contract Number: 2023WAGZ-WC-01	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 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

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 11/30/2023, 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 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 3/22/2023	Land Occupier <i>Patricia Livingston</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, 342 Critical Area Planting, 484 Mulching	Engineered Practice: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Total Project Cost Estimate \$3,200.00
	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 3-22-23	Technical Assistance Provider <i>Matthew Kemzinger</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 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 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
\$860.72	Greater Zumbro Watershed Based Funding	2023

Date 3-23-2023	Authorized Signature <i>Lynn Zahel sued chair</i>	Total Amount Authorized \$860.72
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