

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
December 28, 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. Cole and David Packer voucher for Contract# 22-CS-2 in the amount of \$160.00 for 1st year Practice 340 Cover Crops (4 acres)
(Funding source: 2022 Cost Share)
- B. Alan Jostock voucher for Contract# 22-CS-5 in the amount of \$1,564.00 for final year Practice 340 Cover Crops (39.1 acres)
(Funding source: 2022 Cost Share)
- C. Alan Jostock voucher for Contract# 22-CS-4 in the amount of \$301.00 for final year Practice 340 Cover Crops (8.6 acres)
(Funding source: 2022 Cost Share)
- D. Huneke Bros LLP (Micah Huneke) voucher for Contract# 2022WAGZ-WC-8 in the amount of \$3,880.00 for 2nd year Practice 340 Cover Crops (97 acres)
(Funding source: WAGZ – Watershed Alliance for the Greater Zumbro)
- E. Jacob Meyer voucher for Contract# 22-319WIC-1 in the amount of \$2,000.00 for 2nd year Practice 340 Cover Crops (50 acres)
(Funding source: Federal West Indian 319)
- F. Klavetter Family Farm LLC voucher for Contract# 22-Capacity-1 in the amount of \$4,981.62 for Practice 410 Grade Stabilization Structure
(Funding source: FY 21 Capacity \$2,897.51 and FY 22 Capacity \$2,084.11)
- G. State of Minnesota Professional and Technical Services Work Order Contract# 79-23-W-099 for RIM Easement 11/01/2023 -6/30/2025.

NOTE:

- Contract 19-DWP-CC-5 for Adam Graner was completed. There was a Pre-Installation Payment Agreement in place due to grant funds expiring, and Adam Graner completed the cover crop planting according to the practice standard and was verified on 12/18/2023.
- Contract 19-DWP-CC-7 for Ted Mehrkens was completed. There was a Pre-Installation Payment Agreement in place due to grant funds expiring, and Ted Mehrkens completed the cover crop planting according to the practice standard and was verified on 12/18/2023.

VI. SECRETARY'S REPORT

- A. November 16, 2023 Meeting Minutes – **Board Action**

VII. TREASURER'S REPORT – Board Action

- A. November District Financial Statements
Included by Sue Cerwinske for your review

VIII. PAYMENT OF MONTHLY BILLS

- A. Monthly Bills in the amount of \$ 91,935.98- **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 the packet)
E. District Technician Report- Matt Kempinger – (in the packet)
F. Conservation Planning and Outreach Technician Report– Jenna Rasmusson – (In the packet)
G. Natural Resources Technician Report– Katelyn Abts – (In the packet)
H. Bookkeeper/Administrative Assistant Report -Sue Cerwinske – (in the packet)
I. BWSR Report –
J. Other agencies –

X. OLD BUSINESS

- A. Conservation Project – Lynn (open to any Supervisor for ideas)
B. Jenna and Matt have included some project photos and will present.
C. Teri – Update on EPA petition and State response.

XI. NEW BUSINESS

- A. 2024 Tentative Meeting Dates on the Fourth Thursday of the month – with exception of Thursday's that conflict with a holiday – **Board Discussion/Action**
- B. Approve Jim Peterson Contract# 23-SDWGPh2-3 in the amount of \$1,996.76 for Reverse Osmosis Water Treatment System – **Board Action**
(Funding source: Safe Drinking Water Phase 2)
- C. Approve Krista Luhman Contract# 2023WAGZ-WC-07 in the amount of \$1,182.50 for Practice 351 Well Decommissioning – **Board Action**
(Funding source: WAGZ – Water Alliance for the Greater Zumbro)

- D. Approve Jeffrey Heitmann Amendment# 1 to Contract# 2023WAGZ-WC-06 unchanged (12/31/2024 is the grant expiration date) and the estimated project cost to \$1,996.00 and the amount authorized to \$998.00 - **Board Action**
- E. Approve Voucher Payment for Jeffrey Heitmann for Contract# 2023WAGZ-WC-06 in the amount of \$998.00 for Practice 351 Well Decommissioning – **Board Action** (Funding source: WAGZ – Water Alliance for the Greater Zumbro)
- F. Approve the Doughnut and Door Prize Resolution for the Wabasha County Forestry Day that will be held in Kellogg on Friday, February 9, 2024. Donation for 2023 was \$300.00 – **Board Discussion/Action**
- G. Approve Diane McNallan Amendment #2 to Contract# 2022WAGZ-WC-04 to change amount authorized to \$9,086.35 – **Board Action**
- H. Approve Voucher Payment for Diane McNallan for Contract# 2022WAGZ-WC-04 in the amount of \$9,086.35 for Practice 410 Grade Stabilization Structure – **Board Action** (Funding source: WAGZ – Greater Zumbro Watershed Based Funding)
- I. Approve Tom Miller Voucher for Contract# 23-BWSRFeedlot-01 in the amount of \$40,294.74 (Partial Payment) for Practice 313 Waste Storage Facility – **Board Action**
- J. Upcoming Events:
 - i. Monday, January 1, 2024 New Year's Day – Office Closed
 - ii. Monday, January 15, 2024 Martin Luther King Day – Office Closed
 - iii. Wabasha Forestry Day – February 9th

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. Motion to Recess Regular Meeting and go in to Closed Session -Board Action

XIV. Closed Session – Board Action

A. Personnel Review

- i. Matt Kempinger
- ii. Jenna Rasmusson
- iii. Katelyn Abts
- iv. Sue Cerwinske

B. District Manager – Terri Peters personnel review and discussion

C. Adoption of 2024 Wage Scale

XV. Motion to Reopen Regular Meeting – Board Action

XVI. Approval of the following – Board Action

A. Adoption of 2024 Wage Scale

B. Approve Employee Evaluations

C. Approve 2024 salary recommendations

XVII. Adjourn – Board Action

FLAT RATE - VOUCHER AND PRACTICE CERTIFICATION FORM


PAYEE AND COST INFORMATION

Name: Cole Packer and David Packer
 Address: 64448 205th Ave
 City, State, Zip: Kellogg, MN 55945
 Contract No.: 22-CS-2 Total Amount Authorized: \$528.00
(from contract)

Practice	Quantity	Unit	Unit Rate	Total
340 Cover Crops	4A	acres	\$40.00	\$176.00 \$160.00

PAYMENT REQUEST: ~~\$176.00~~ *\$160.00 or 12/12/23*

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


 Payee Signature

12-7-2023
 Date


PAYMENT AND CERTIFICATION INFORMATION

- A. Type of request (partial or final): Partial
- B. Payment amount requested: ~~\$176.00~~ \$160.00 or 12/12/23
- C. Total Amount Authorized: \$528.00
- D. Total previous partial payments:
- E. Amount available (C - D): \$528.00

Amount Approved for This Voucher: ~~\$176.00~~ *\$160.00 or 12/12/23*
(cannot exceed Total Amount Authorized)

Technical Certification

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


 Technical Assistance Provider

12/18/23
 Date

Administrative Certification

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


 Administrative Sign-off

12/19/23
 Date

FLAT RATE BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

General Information

Organization: Wabasha SWCD	Contract Number: 22-CS-2	Other state or non-state funds? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Amendment <input type="checkbox"/> Board Meeting Date(s):	Canceled <input type="checkbox"/> Board Meeting Date(s):
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* If a contract amended, attach amendment form(s) to this contract.

Applicant

Land Occupier Name Cole Packer and David Packer	Address 64448 205th Ave	City/State Kellogg, MN	Zip code 55945
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* If a group contract, this must be filed and signed by the group spokesperson as designated in the group agreement and the group agreement attached to this form.

Conservation Practice Location

Township Name: Glasgow	Township No: 110	Range No.: 11	Section No.: 24	1/4, 1/4 NE1/4 NW1/4
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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 1 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:

340 - Cover Crop
5. Increases in the practice units or cost must be approved by the organization board through amendment of this contract as a condition to increase the cost-share payments.
6. This contract, when approved by the organization board or council, will remain in effect unless canceled or amended by mutual agreement, except where installations of practices covered by this contract have not been installed by 11/1/23, 11/1/24, 11/1/25, this contract will be automatically terminated on that date.
7. Reimbursement requests must be supported by a completed voucher.

Applicant Signatures

The land occupier's signature indicates agreement to:

1. Grant the organization's representative(s) access to the parcel where the conservation practice will be located.
2. Obtain all permits required in conjunction with the installation and establishment of the practice prior to starting construction of the practice.
3. Be responsible for the operation and maintenance of conservation practices applied under this program in accordance with an operation and maintenance plan prepared by the technical assistance provider.
4. Not accept any other state or federal funds for this practice.

Date 10/24/23	Land Occupier <i>Cole Fahr David Packer</i>
Date 10/24/23	Landowner, if different from applicant Terri Peters <i>Terri Peters</i>
	Address, if different from applicant information: 64952 E County Rd 19, Kellogg, MN 55945

Conservation Practice

The primary practice for which cost-share is requested is (340) Cover Crop

Eligible Component Standard & Name (340) Cover Crop	Engineered Practice: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Total Project Cost Estimate \$528.00
	Ecological Practice: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	

Technical Assessment and Cost Estimate

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

Date	Technical Assistance Provider DEAN THOMAS (Affiliate) Digitally signed by DEAN THOMAS (Affiliate) Date: 2023.10.20 11:41:47 -05'00'
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Amount Authorized for Financial Assistance

The organization board or council has authorized the following for financial assistance, total not to exceed a rate of: \$40/acre

Amount	Program Name	Fiscal Year
\$176.00	2022 State Cost Share	2022
\$176.00	2022 State Cost Share	2022
\$176.00	2023 Capacity Funding	2023

Date 10/24/2023	Authorized Signature <i>Terri Peters (per board resolution)</i>	Total Amount Authorized \$528.00
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FLAT RATE - VOUCHER AND PRACTICE CERTIFICATION FORM


PAYEE AND COST INFORMATION

Name: Alan Jostock
 Address: 326 Hill St E
 City, State, Zip: Hammond, MN 55991
 Contract No.: 22-CS-5 Total Amount Authorized: \$1,564.00
(from contract)

Practice	Quantity	Unit	Unit Rate	Total
340 Cover Crops	39.1	Acres	\$40.00	\$1,564.00

PAYMENT REQUEST: \$1,564.00

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


 Payee Signature

11-20-2023
 Date


PAYMENT AND CERTIFICATION INFORMATION

A. Type of request (partial or final): Final
 B. Payment amount requested: \$1,564.00
 C. Total Amount Authorized: \$1,564.00
 D. Total previous partial payments: _____
 E. Amount available (C - D): \$1,564.00

Amount Approved for This Voucher: \$1,564.00
(cannot exceed Total Amount Authorized)

Technical Certification

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


 Technical Assistance Provider

12-18-23
 Date

Administrative Certification

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


 Administrative Sign-off

12/20/23
 Date

FLAT RATE BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

General Information

Organization: Wabasha SWCD	Contract Number: 22-CS-5	Other state or non-state funds? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Amendment <input type="checkbox"/> Board Meeting Date(s):	Canceled <input type="checkbox"/> Board Meeting Date(s):
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*If contract amended, attach amendment form(s) to this contract

Applicant

Land Occupier Name Alan Jostock	Address 326 Hill St E	City/State Hammond, MN	Zip code 55991
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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: Hyde Park	Township No.: 109	Range No.: 13	Section No.: 15, 14	1/4, 1/4 SW 1/4
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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 1 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:

340 Cover Crops
5. Increases in the practice units or cost must be approved by the organization board through amendment of this contract as a condition to increase the cost-share payments.
6. This contract, when approved by the organization board or council, will remain in effect unless canceled or amended by mutual agreement, except where installations of practices covered by this contract have not been installed by 11/1/2023, this contract will be automatically terminated on that date.
7. Reimbursement requests must be supported by a completed voucher.

Applicant Signatures

The land occupier's signature indicates agreement to:

1. Grant the organization's representative(s) access to the parcel where the conservation practice will be located.
2. Obtain all permits required in conjunction with the installation and establishment of the practice prior to starting construction of the practice.
3. Be responsible for the operation and maintenance of conservation practices applied under this program in accordance with an operation and maintenance plan prepared by the technical assistance provider.
4. Not accept any other state or federal funds for this practice.

Date	Land Occupier
10-22-23	Alan Jostock
Date	Landowner, if different from applicant
10/22/23	Merle Melcher
	Address, if different from applicant information
	33958 590 St. Zumbro Falls, MN 55991

Conservation Practice

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

Eligible Component Standard & Name 340 Cover Crops	Engineered Practice: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Total Project Cost Estimate \$1,564.00
	Ecological Practice: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	

Technical Assessment and Cost Estimate

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

Date	Technical Assistance Provider
	DEAN THOMAS (Affiliate) Digitally signed by DEAN THOMAS (Affiliate) Date: 2023.10.20 11:37:37 -05'00'

Amount Authorized for Financial Assistance

The organization board or council has authorized the following for financial assistance, total not to exceed a rate of: **\$40/ac**

Amount	Program Name	Fiscal Year
\$1,564.00	State Cost Share	2022

Date	Authorized Signature	Total Amount Authorized
10/24/2023	Lee-Resen (per board resolution)	\$1,564.00

FLAT RATE - VOUCHER AND PRACTICE CERTIFICATION FORM

PAYEE AND COST INFORMATION

Name: Alan Jostock
 Address: 326 Hill St E
 City, State, Zip: Hammond, MN 55991
 Contract No.: 22-CS-4 Total Amount Authorized: \$301.00
(from contract)

Practice	Quantity	Unit	Unit Rate	Total
340 Cover Crops	8.6	Acres	\$35.00	\$301.00

PAYMENT REQUEST: \$301.00

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

Alan Jostock
 Payee Signature

11-20-2023
 Date

PAYMENT AND CERTIFICATION INFORMATION

A. Type of request (partial or final): Final
 B. Payment amount requested: \$301.00
 C. Total Amount Authorized: \$301.00
 D. Total previous partial payments:
 E. Amount available (C - D): \$301.00

Amount Approved for This Voucher: \$301.00
(cannot exceed Total Amount Authorized)

Technical Certification

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

[Signature]
 Technical Assistance Provider

12-18-2023
 Date

Administrative Certification

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

[Signature]
 Administrative Sign-off

12/20/23
 Date

FLAT RATE BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

General Information

Organization: Wabasha SWCD	Contract Number: 22-CS-4	Other state or non-state funds? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Amendment <input type="checkbox"/> Board Meeting Date(s):	Canceled <input type="checkbox"/> Board Meeting Date(s):
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*If contract amended, attach amendment form(s) to this contract.

Applicant

Land Occupier Name Alan Jostock	Address 326 Hill St E	City/State Hammond, MN	Zip code 55991
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* If a group contract, this must be filed and signed by the group spokesperson as designated in the group agreement and the group agreement attached to this form

Conservation Practice Location

Township Name: Zumbro	Township No.: 109	Range No.: 13	Section No.: 27	1/4, 1/8 NW 1/4
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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 1 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:

340 Cover Crops

5. Increases in the practice units or cost must be approved by the organization board through amendment of this contract as a condition to increase the cost-share payments.
6. This contract, when approved by the organization board or council, will remain in effect unless canceled or amended by mutual agreement, except where installations of practices covered by this contract have not been installed by 11/1/2023, this contract will be automatically terminated on that date.
7. Reimbursement requests must be supported by a completed voucher.

Applicant Signatures

The land occupier's signature indicates agreement to:

1. Grant the organization's representative(s) access to the parcel where the conservation practice will be located.
2. Obtain all permits required in conjunction with the installation and establishment of the practice prior to starting construction of the practice.
3. Be responsible for the operation and maintenance of conservation practices applied under this program in accordance with an operation and maintenance plan prepared by the technical assistance provider.
4. Not accept any other state or federal funds for this practice.

Date	Land Occupier
10-27-23	Alvin Gostock
Date	Landowner, if different from applicant
10-27-23	Edwin Gostock
Address, if different from applicant information	
34051 579th St Rochester MN 55906	

Conservation Practice

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

Eligible Component Standard & Name 340 Cover Crops	Engineered Practice: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Total Project Cost Estimate \$301.00
	Ecological Practice: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	

Technical Assessment and Cost Estimate

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

Date	Technical Assistance Provider
	DEAN THOMAS (Affiliate) Digitally signed by DEAN THOMAS (Affiliate) Date: 2023.10.20 11:35:27 -05'00'

Amount Authorized for Financial Assistance

The organization board or council has authorized the following for financial assistance, total not to exceed a rate of: **\$35/ac**

Amount	Program Name	Fiscal Year
\$301.00	State Cost Share	2022

Date	Authorized Signature	Total Amount Authorized
10-27-23	Jeri Peter (per board resolution)	\$301.00

FLAT RATE - VOUCHER AND PRACTICE CERTIFICATION FORM

PAYEE AND COST INFORMATION

Name: Micah Huneke Huneke Bros LLP
 Address: 24943 County 16 BLVD
 City, State, Zip: Lake City, MN 55041
 Contract No.: 2022WAGZ-WC-8 Total Amount Authorized: \$12,000.00
(from contract)

Practice	Quantity	Unit	Unit Rate	Total
340 Cover Crops - Single Species	97.000	acres	\$40.00	\$3,880.00

PAYMENT REQUEST: **\$3,880.00**

I certify that this is an accurate and true summation of the above project, which was completed on: 10/7/2023
 12-1-23
 Payee Signature Date

PAYMENT AND CERTIFICATION INFORMATION

- | | |
|--|-------------|
| A. Type of request (partial or final): | Partial |
| B. Payment amount requested: | \$3,880.00 |
| C. Total Amount Authorized: | \$12,000.00 |
| D. Total previous partial payments: | \$4,000.00 |
| E. Amount available (C - D) | \$8,000.00 |

Amount Approved for This Voucher: **\$3,880.00**
 (cannot exceed Total Amount Authorized)

Technical Certification
 I certify that an inspection has been performed and that the items identified under the Practice Information section of this form have been completed and are in accordance with the requested practice standards and specifications.

Technical Assistance Provider Date
12-18-23

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

Administrative Sign-off Date
12/26/23

FLAT RATE BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

General Information

Organization: Wabasha SWCD	Contract Number: 2022WAGZ-WC-8	Other state or non-state funds? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Amendment <input type="checkbox"/> Board Meeting Date(s):	Canceled <input type="checkbox"/> Board Meeting Date(s):
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* If contract amended, attach amendment form(s) to this contract

Applicant

Land Occupier Name LLP Huneke Bros Dairy	Address 24943 County 16 Blvd	City/State Goodhue, MN	Zip code 55027
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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: Mt Pleasant	Township No.: 111	Range No.: 13	Section No. 31	1/4, 1/4 NE
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Contract Information

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

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

NRCS 340 cover crop
5. Increases in the practice(s) units or cost must be approved by the organization board through amendment of this contract as a condition to increase the payments.
6. This contract, when approved by the organization board, will remain in effect unless canceled or amended by mutual agreement. If practice(s) covered by this contract have not been completed by 11/1/2022, 11/1/2023, 11/1/2024, this contract will be automatically terminated on that date.
7. Reimbursement requests must be supported by a completed voucher.

Applicant Signatures

The land occupier's signature indicates agreement to:

1. Grant the organization's representative(s) access to the parcel(s) where the conservation practice(s) will be located.
2. Obtain any permits required in conjunction with the completion of the practice(s) prior to starting work on the practice(s).
3. Be responsible for the operation and maintenance of conservation practice(s) applied under this program in accordance with an Operation and Maintenance Plan prepared by the technical assistance provider.
4. Not accept any other state or federal funds for the practice(s) named in this agreement.

Date 9/13/22	Land Occupier 
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Date	Landowner, if different from applicant
9/23/22	<i>Demetrius Roche</i>
	Address, if different from applicant information
	16388 No. City Rd. 24 Wabasha MN. 55981

Conservation Practice

The primary practice for which cost-share is requested is **340 cover crops**

Practice standard(s) or eligible component	Engineered Practice	UNGS
	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	100 acres
340 cover crops	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	

Technical Assessment and Cost Estimate

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

Date	Technical Assistance Provider
9/23/22	<i>Henry Smith</i>

Amount Authorized for Financial Assistance

The organization board or council has authorized the following for financial assistance, total not to exceed a rate of: \$40/acre

Date	Authorized Signature	Total Amount Authorized
9/23/22	<i>Levi J. Peters</i>	\$12,000.00

as delegated by board

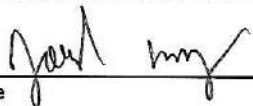
FLAT RATE - VOUCHER AND PRACTICE CERTIFICATION FORM

PAYEE AND COST INFORMATION

Name: Jacob Meyer
 Address: 22998 595th St
 City, State, Zip: Kellogg, MN 55945
 Contract No.: 22-319WIC-1 Total Amount Authorized: \$6,000.00
 (from contract)

Practice	Quantity	Unit	Unit Rate	Total
340 Cover Crops	50.000	acres	\$40.00	\$2,000.00

PAYMENT REQUEST: \$2,000.00

I certify that this is an accurate and true summation of the above project, which was completed on: 9-22-23 and 10-2-23
 Payee Signature:  Date: 12-7-23

PAYMENT AND CERTIFICATION INFORMATION

- A. Type of request (partial or final): Partial
- B. Payment amount requested: \$2,000.00
- C. Total Amount Authorized: \$6,000.00
- D. Total previous partial payments: \$2,000.00
- E. Amount available (C - D): \$4,000.00

Amount Approved for This Voucher: \$2,000.00
 (cannot exceed Total Amount Authorized)

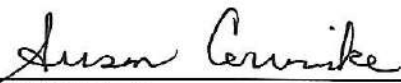
Technical Certification

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


 Technical Assistance Provider
12/18/23
 Date

Administrative Certification

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


 Administrative Sign-off
12/20/23
 Date

FLAT RATE BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

General Information

Organization: Wabasha SWCD	Contract Number: 22-319WIC-1	Other state or non-state funds? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Amendment <input type="checkbox"/> Board Meeting Date(s):	Canceled <input type="checkbox"/> Board Meeting Date(s):
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*If contract amended, attach amendment form(s) to this contract.

Applicant

Land Occupier Name Jacob Meyer	Address 22998 595th St	City/State Kellogg	Zip code 55945
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* If a group contract, this must be filed and signed by the group spokesperson as designated in the group agreement and the group agreement attached to this form.

Conservation Practice Location

Township Name: Highland	Township No: 109	Range No.: 11	Section No.: 16	1/4, 1/4 SE, SE
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Contract Information

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

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

340 Cover Crops
5. Increases in the practice(s) units or cost must be approved by the organization board through amendment of this contract as a condition to increase the payments.
6. This contract, when approved by the organization board, will remain in effect unless canceled or amended by mutual agreement. If practice(s) covered by this contract have not been completed by 10/15/2022, 10/15/2023, 10/15/2024, this contract will be automatically terminated on that date.
7. Reimbursement requests must be supported by a completed voucher.

Applicant Signatures

The land occupier's signature indicates agreement to:

1. Grant the organization's representative(s) access to the parcel(s) where the conservation practice(s) will be located.
2. Obtain any permits required in conjunction with the completion of the practice(s) prior to starting work on the practice(s).
3. Be responsible for the operation and maintenance of conservation practice(s) applied under this program in accordance with an Operation and Maintenance Plan prepared by the technical assistance provider.
4. Not accept any other state or federal funds for the practice(s) named in this agreement.

Date	Land Occupier
	 9-20-22

Date	Landowner, if different from applicant <i>[Signature]</i> 9-20-22
	Address, if different from applicant information:

Conservation Practice

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

Practice standard(s) or eligible component 340 Cover Crops	Engineered Practice: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Units 50 acres
	Ecological Practice: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	

Technical Assessment and Cost Estimate

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

Date 9-19-22	Technical Assistance Provider <i>[Signature]</i>
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Amount Authorized for Financial Assistance

The organization board or council has authorized the following for financial assistance, total not to exceed a rate of: \$40/acre/year

Date 9/20/22	Authorized Signature <i>[Signature]</i>	Total Amount Authorized \$6,000.00
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Board Resolution authorized Terri Peters to sign contracts

PERCENT BASED - VOUCHER AND PRACTICE CERTIFICATION FORM

PAYEE AND COST INFORMATION

Name: Klavetter Family Farm Contract No.: 22-Capacity-2
 Address: 820 3rd Ave NW
 City, State, Zip: Plainview, MN 55934
 Total Amount Authorized: \$5,250.28 % Approved: 75% (state) 75% (state & non-state)
 (from contract)

Item	Quantity	Unit	Unit Price	Cost
Domke Invoice - 410 Construction	1	Total	\$27,977.14	\$27,977.14
Elba Co-op Creamery Invoice - Seed	1	Total	\$174.00	\$174.00
Klavetter Invoice - Seeding and Mulching	1	Total	\$320.00	\$320.00
PROJECT COST:				\$28,471.14

PAYMENT AND CERTIFICATION INFORMATION

A. Type of request (partial or final): Final
 B. Total cost of practice to date: \$28,471.14
 C. Eligible amount (total cost x % approved): \$5,250.28 (state) \$21,353.36 (state & non-state)
 D. Total other state payment amount: \$0.00
 E. Total non-state payment amount: \$16,371.74
 F. Total previous partial payments: \$0.00
 G. Pre-Construction Cover payment amount: \$0.00
 H. Maximum payment amount: \$4,981.62

Pre-Con.Cover Ac.	Rate/Ac.

Amount Approved for This Voucher: **\$4,981.62**
 (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.

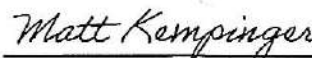
x 
 Payee Signature

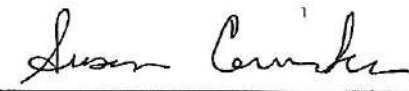
12-19-2023
 Date

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"


 Technical Assistance Provider
12-19-23
 Date


 Administrative Sign-off
12/21/23
 Date

Contract Amendment Form

Organization: <p style="text-align: center;">Wabasha SWCD</p>	Contract Number: <p style="text-align: center;">22-Capacity-2</p>	Amendment Number: <p style="text-align: center;">1</p>	Amendment Type Date <input type="checkbox"/> Amount <input checked="" type="checkbox"/> Land Occupier <input type="checkbox"/> Practice <input type="checkbox"/> Other <input type="checkbox"/>
		Board Meeting Date: <p style="text-align: center;">9/22/2022</p>	

Amendment requests that are received outside the executed State grant agreement date, outside the contract practice install date, or grant program policies BWSR staff must be consulted and a grant agreement amendment may be required.

State Grant Agreement Expiration Date: 12/31/2023 Original Contract Install Date: 11/30/2023

Amended Contract Install Date (if applicable): _____

Original Total Amount Authorized: \$12,835.96 Amended Total Amount Authorized: \$5,250.28


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

This amendment is to change cost share amount to reflect newly approved EQIP funding for the project. EQIP is going to fund \$10,862.00 of the project. To account for this being over contracted this amendment is decreasing cost share for contract 22-Capacity-2 by \$7,585.69 to a new amount of \$5,250.28. This number reflects what is required to reach 75% of the NRCS cost estimate (\$28,149.70) after subtracting EQIP (\$10,862) and MAWQCP (\$5,000). The 75% maximum payment rate for all sources combined is still in place. New Funding Breakdown: ~~2021~~ Capacity = ~~\$329.26~~ / 2022 Capacity = \$4,929.02 / Total = \$5,250.28.

2021
TIP 8-13-22 2897.51 *\$ 2352.77*

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

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

Date	Land Occupier
9-1-2022	
Date	Landowner (if different from applicant)

Technical Assessment and Cost Estimate

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

Date	Technical Assistance Provider	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
8-13-22	<i>Matt Kempinger</i>	

Organizational Approval

Date	Authorized Signature
9-22-2022	<i>Lynn Jabel</i>

*Attach this form to the Conservation Practice Assistance Contract

PERCENT BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

General Information

Organization: Wabasha SWCD	Contract Number: 22-Capacity-2	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 Klavetter Family Farm	Address 820 3rd Ave NW	City/State Plainview, MN	Zip Code 55934
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* If a group contract, this must be filed and signed by the group spokesperson as designated in the group agreement and the group agreement attached to this form.

Conservation Practice Location

Township Name: Plainview	Township No.: 108	Range No.: 11	Section No.: 36	1/4, 1/4 SE1/4, NE/1/4
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Contract Information

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

1. The land occupier is responsible for full establishment, operation, and maintenance of all practices and upland treatment criteria applied under this program to ensure that the conservation objective of the practice is met and the effective life, a minimum of 15 years, is achieved. The specific operation and maintenance requirements for the conservation practice listed are described in the operation and maintenance plan prepared for this contract by the technical assistance provider.
2. Should the land occupier fail to maintain the practice during its effective life, the land occupier is liable to the State of Minnesota for the amount up to 150% of the amount of financial assistance received to install and establish the practice unless the failure was caused by reasons beyond the land occupier's control, or if conservation practices are applied at the land occupier's expense that provide equivalent protection of the soil and water resources.
3. If title to this land is transferred to another party before expiration of the aforementioned life, it shall be the responsibility of the landowner who signed this contract to advise the new owner that this contract is in force and to notify other parties to the contract of the transfer.
4. Practice(s) must be planned and installed in accordance with technical standards and specifications of the:

NRCS - Field Office Technical Guide - 410 Grade Stabilization Structure
5. Increases in the practice units or cost must be approved by the organization board through amendment of this contract as a condition to increase the cost-share payments.
6. This contract, when approved by the organization board or council, will remain in effect unless canceled or amended by mutual agreement, except where installations of practices covered by this contract have not been installed by 11/30/2023, 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 8-17-2022	Land Occupier <i>[Signature]</i>
Date	Landowner, if different from applicant
	Address, if different from applicant information:

Conservation Practice

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

Eligible Component Standards & Names 410 Grade Stabilization Structure, 342 Critical Area Planting, 484 Mulching	Engineered Practice: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Total Project Cost Estimate \$23,781.28
	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 8-16-22	Technical Assistance Provider <i>Matt Kempinger</i>	<small>NRCS-CPA-1245 (Practice Approval and Payment Worksheet) can be utilized as the certification of practice completion. An attached completed, and signed NRCS-CPA-1245 and the as-built can be used as the Technical Certification on the "Voucher and Certification"</small>
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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
\$12,514.70	2022 Capacity	2022
\$321.26	2021 Capacity	2021

Date 8-25-2022	Authorized Signature <i>[Signature]</i>	Total Amount Authorized \$12,835.96
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Work Order No.: **79-23-W099**
SWIFT Contract No.: 239531
Purchase Order No.: 3000016839

**STATE OF MINNESOTA
PROFESSIONAL AND TECHNICAL SERVICES
WORK ORDER CONTRACT**

This Work Order Contract is between the State of Minnesota, acting through its **Board of Water and Soil Resources** ("State" or "BWSR") and **Wabasha Soil and Water Conservation District** ("Local Government Unit" or "LGU" or "SWCD"). This Work Order Contract is issued under the authority of Master Joint Powers Agreement (MJPA) T-Number 219PA-184675, SWIFT Number 239531, and is subject to all provisions of the MJPA which is incorporated by reference.

Work Order Contract

1 Term of Contract

1.1 *Effective date: November 1, 2023*, or the date the State obtains all required signatures under Minnesota Statute § 16C.05, subdivision 2, whichever is later.

The SWCD must not begin work under this Work Order Contract until it is fully executed and the SWCD has been notified by the State's Authorized Representative to begin the work.

1.2 *Expiration date: June 30, 2025*, or until all obligations have been satisfactorily fulfilled.

2 SWCD's Duties

Easement Delivery

Market the programs. Attend training sessions. Assist landowners in completing applications for funding of easement. Conduct screening committee meetings (when applicable). Perform on-site investigations and surveys. Perform courthouse searches (when required). Conduct regularly scheduled inspections of completed easements. Report on findings, and perform corrective actions and associated enforcement as described in program guidance.

Phase 1: Funded application through receipt of title commitment

Obtain landowner signatures on the Reinvest in Minnesota (RIM) Agreement for Conservation Easement and forward to the State. Assemble Agreement Package and send to BWSR. Order legal boundary survey, if necessary. Hire, direct and pay for services provided by title agent. Receive and review title commitment and associated documents. Coordinate with landowner to ensure objectionable exceptions appearing on the title commitment are cleared to the satisfaction of the State.

Phase 2: Title clearing through recording of RIM Conservation Easement and implementation of conservation plan

Complete field inventory and evaluation. Develop conservation plan with landowner. Develop seeding and maintenance plan as necessary. Obtain landowner signatures on the RIM Conservation Easement. Coordinate with landowner to ensure delivery of updated abstracts to the title agent. Deliver signed original easement to the title agent, provide instruction to title agent regarding gap check and recording. Receive and review title policies from title agent. Pay title agents and submit documentation to the State for reimbursement. Install boundary posts and signs. Complete and submit applicable forms for conservation plan payment. Provide conservation plan implementation assistance to landowner. Complete field inspections as necessary.

Wetland Restoration General Duties

Review of available maps, photos and other pertinent resources. Coordinate project review/needs with cooperators, other agencies and local government units. Assist cooperator with securing all required project permits, permissions, and authorizations. Assist cooperator with contractor bidding and selection.

Wetland Restoration Optional Technical Assistance Duties

Perform/assist with on-site data collection, surveying, geotechnical investigations, assessments of drainage and watershed areas. Project design. Perform or assist with construction staking and layout. Perform or assist with construction oversight and observation. Perform or assist with project close out and preparation of construction as-builts.

3 Consideration and Payment

3.1 **Consideration.** The State will pay for all services performed by the SWCD under this Work Order Contract as follows:

(A) **Compensation.** The SWCD will be paid up to **\$1,650.00 for Easement Delivery: easement numbers listed on final pages of the work order**

(B) **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the SWCD under this Work Order Contract will not exceed **\$1,650.00**.

3.2 **Invoices.** The SWCD will prepare and submit invoices for easement acquisition payment using the State's invoice template (Exhibit B, available on BWSR's website) for the services actually performed. The State will promptly pay the SWCD upon receipt and approval by the State's Authorized Representative. A work order is necessary, but an invoice is not necessary for Easement Delivery payment. **Invoices will be accepted only during the months of February, May, August and November of each year during the life of the contract.**

4 Project Managers

The State's Project Manager is Sharon Doucette at 651-539-2567. The State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The SWCD's Authorized Representative is Terri Peters, or their successor. If the SWCD's Authorized Representative changes at any time during this Work Order Contract, the SWCD must immediately notify the State.

5 E-Verify Certification (In accordance with Minn. Stat. §16C.075)

For services valued in excess of \$50,000, SWCD certifies that as of the date of services performed on behalf of the State, SWCD will have implemented or be in the process of implementing the federal E-Verify program for all newly hired employees in the United States who will perform work on behalf of the State. SWCD is responsible for collecting all SWCD certifications and may do so utilizing the E-Verify SWCD Certification Form available at <http://www.mmd.admin.state.mn.us/doc/EVerifySubCertForm.doc>. All SWCD certifications must be kept on file with SWCD and made available to the State upon request.

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statute §§ 16A.15 and 16C.05.

Signed: DocuSigned by:
Fenee Sutton
79E17650DE594A5...
Date: 12/20/2023

SWIFT Contract No. 239531; P.O. No. 3000016839

3. BOARD OF WATER AND SOIL RESOURCES

DocuSigned by:
By: Sharon Douette
FB1001628CEE45E...
(with delegated authority)
Title: Easement Section Manager
Date: 12/20/2023

2. WABASHA SOIL AND WATER CONSERVATION DISTRICT

By: DocuSigned by:
Terri Peters
821C273FB7D44A5...
Title: District Manager
Date: 12/20/2023

BWSR USE ONLY			
SUPPLIER NAME <u>Wabasha Soil and Water Conservation District</u>		SUPPLIER # <u>0000205683</u>	
RECEIPT # _____	INVOICE # _____	VOUCHER # _____	
ADDRESS/LOCATION _____	APPROP <u>ESMT</u>	PO # <u>3000016839</u>	AMOUNT <u>\$1,650</u>
			PAID DATE _____
APPROVAL SIGNATURE			DATE

SWCD	EASEMENT_NUMBER	PAYMENT
Wabasha	79-01-09-06- -	50
Wabasha	79-01-13-09- -	50
Wabasha	79-01-91-01- -	50
Wabasha	79-01-93-01- -	50
Wabasha	79-01-99-03-A-	50
Wabasha	79-01-99-03-B-	50
Wabasha	79-01-99-03-C-	50
Wabasha	79-02-09-06- -	50
Wabasha	79-02-13-09- -	50
Wabasha	79-02-87-01- -	50
Wabasha	79-02-89-01- -	50
Wabasha	79-02-96-01- -	50
Wabasha	79-03-11-12- -	50
Wabasha	79-03-94-01- -	50
Wabasha	79-03-96-01- -	50
Wabasha	79-04-87-01- -	50
Wabasha	79-04-91-01- -	50
Wabasha	79-05-89-01- -	50
Wabasha	79-05-91-01-A-	50
Wabasha	79-05-91-01-B-	50
Wabasha	79-05-94-01- -	50
Wabasha	79-06-89-01- -	50
Wabasha	79-06-91-01- -	50
Wabasha	79-07-94-01- -	50
Wabasha	79-07-96-01- -	50
Wabasha	79-08-89-01- -	50
Wabasha	79-09-89-01- -	50
Wabasha	79-09-91-01- -	50
Wabasha	79-10-89-01-A-	50
Wabasha	79-10-89-01-B-	50
Wabasha	79-10-89-01-C-	50
Wabasha	79-12-89-01- -	50
Wabasha	79-13-89-01- -	50
Wabasha		1,650

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
November 16, 2023
8:15 am
County Conference
Room
625 Jefferson Ave.**

I. CALL MEETING TO ORDER

Meeting called to order at 8:15 am by Lynn Zabel, Chair

Supervisors Present: Lynn Zabel, Chair, Chet Ross, Co-Chair, Sharleen Klennert, Treasurer, Dag Knudsen, Secretary

Absent: Seth Tentis, Member

Staff Present: Terri Peters, District Manager

Others Present: John Benjamin, NRCS and Frank Klennert, citizen

On the Phone: Sue Cerwinske, Bookkeeper/Administrative Assistant

II. PLEDGE ALLEGIANCE

III. AGENDA

Motioned by Klennert and seconded by Ross to approve the Agenda as presented.

Affirmative: Klennert, Ross, Knudsen

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. Mark Fjelstad AgBMP Loan Application in the amount of \$61,000.00. Grinder/Mixer for improved mixing and feed out. Reducing feed waste spread on open fields.
- B. Eugene Betcher Voucher for Contract# 2022WAGZ-WC-12 in the amount of \$2,000.00 for 2nd year Practice 340 cover crops.
(Funding source: 2022 WAGZ Watershed Based)
- C. Patrick Judge Voucher for Contract# 2022WAGZ-WC-10 in the amount of \$1,280.00 for 2nd year Practice 340 cover crops.
(Funding source:2022 WAGZ Watershed Based)

- D. Jeremiah Leonhardt Voucher for Contract# 21-Capacity-8 in the amount of \$4,000.00 for 2nd year Practice 340 cover crops
(Funding sources: FY21 Capacity \$900.00, FY22 Capacity \$3,100.00)
- E. Allan Marking Voucher for Contract# 21-Capacity-7 in the amount of \$1,848.00 for 2nd year Practice 340 cover crops.
(Funding sources: FY21 Capacity \$933.72, FY22 Capacity \$914.28)
- F. Oak Leaf Farms LLC Voucher for Contract# 23-SHCS-1 in the amount of \$2,460.00 for 1st year Practice 340 cover crops.
(Funding source: FY23 Soil Heath Cost Share)
- G. Kurt Schnell Voucher for Contract# 22-CS-3 in the amount of \$3,388.00 for 1st and only year of Practice 340 cover crops.
(Funding source: FY22 State Cost Share)
- H. Chad Schumacher Voucher for Contract# 2022WAGZ-WC-11 in the amount of \$4,000.00 for 2nd year Practice 340 cover crops.
(Funding Source: 2022 WAGZ Watershed Based)
- I. Linda and Steven Funk Voucher for Contract# 2023WAGZ-WC-05 in the amount of \$1,195.00 for Practice 351 Well Decommissioning.
(Funding source: 2023 WAGZ Watershed Based)
- J. Steve Evers Voucher for Contract# 23CWF-WIC-1 in the amount of \$13,495.78 for Practice 410 Grade Stabilization Structure.
(Funding source: 2023 West Indian Creek Watershed Restoration and Protection)

*Note: Whitewater Drinking Water Protection Grant Contracts that had payments due for cover crops this month had vouchers completed and sent to Sheila Harmes to pay out of Whitewater JPB. Reiter Living Trust, Silver Spirit Farms LLC and Kent Crary

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

Affirmative: Klennert, Ross, Knudsen

Opposed: None

Motion Carried

VI. SECRETARY'S REPORT

- A. October 26, 2023 Meeting Minutes – **Board Action**

Motioned by Klennert and seconded by Ross to approve the Secretary's report as written.

Affirmative: Klennert, Ross, Knudsen

Opposed: None

Motion Carried

VII. TREASURER'S REPORT – Board Action

- A. October District Financial Statements

Discussion on Soil Health and Staff needed. Questions on understanding the reports.

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

Abstained: Knudsen

Affirmative: Klennert, Ross, Zabel

Opposed: None

Motion Carried

VIII. PAYMENT OF MONTHLY BILLS

A. Monthly Bills in the amount of \$64,617.35 **Board Action**

Note: After 11-24 PR is ran, VSP will be paid online \$74.14

Auditor/Treasurer will be paid by check \$8,373.19. Please sign check# 11950 today.

Motioned by Klennert and seconded by Ross to approve Payment of the Monthly Bills in the amount of \$64,617.35.

Affirmative: Klennert, Ross, Knudsen

Opposed: None

Motion Carried

IX. DISTRICT REPORTS

A. Chair Report – Lynn Zabel

B. County Commissioner – Bob Walkes

Discussing well inventories after EPA announcement. Working on finishing 2024 Budget.

C. District Manager Report – Terri Peters

EPA – Discussion with area partners. Well inventory: Pre 1974 do not meet current standards. Jenna will be helping.

MPCA working with Caitlin Meyer

Olmsted model – Funding and Well Inventory

Meeting with Public Health and SWCD Managers

Working on article for newspaper.

Katelyn volunteer nitrate nodes. Maybe share Katelyn with our area SWCD's

Tap-in Program – Education material

If water test shows that nitrate levels exceed the limit, then an alternate water source is needed

D. NRCS Report – John Benjamin – (in the packet) **John gave his report at the meeting.**

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

F. Conservation Planning and Outreach Technician Report– Jenna Rasmusson – (In the packet)

G. Natural Resources Technician Report– Katelyn Abts – (In the packet)

H. Bookkeeper/Administrative Assistant Report -Sue Cerwinske – (in the packet)

I. BWSR – **Miller Creek target in the Mississippi. Need to test and get some numbers.**

J. Other agencies –

X. OLD BUSINESS

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

XI. NEW BUSINESS

A. TSA 7 PRAP Report - Final Workload Analysis by Houston Engineering Inc.-
Discussion/Questions

See email Terri this was out previously to the board.

- B. Draft of Wabasha SWCD Financial Statements Audit – **Board Action**
See email Terri this was sent out previously to the board.
Send any questions you may have in advance of the meeting.
Discussion: Dag’s concern on approving of the financial statement audit based on his own experience as a licensed professional engineer in MN, not being allowed to sign plans created by others and without competency. His professional liability insurance would be deemed null and void if he did. Lynn recommended the words: “to the best of our ability” to approve the audit draft, which Dag was comfortable with.
Motioned by Knudsen and seconded by Klennert that to the best of our ability we approve the Audit Draft of Wabasha SWCD Financial Statements, with two corrections as identified re: terms of Supervisors and number of Supervisors on the Board should be 5 not 4.
Affirmative: Klennert, Ross, Knudsen
Opposed: None
Motion Carried
- C. Approve Eversman Brothers Farms Amendment# 1 to Contract 22-CWF-WIC-2 to change the expiration date to 12/31/2025 and Install date to 11/30/2024 – **Board Action**
(Funding source: 2023 West Indian Creek Watershed Restoration and Protection)
Motioned by Knudsen and seconded by Ross to approve Eversman Brothers Farms Amendment #1 to Contract 22-CWF-WIC-2 to change the expiration date to 12/31/2025 and Install date to 11/30/2024.
Affirmative: Klennert, Ross, Knudsen
Opposed: None
Motion Carried
- D. Approve Eversman Brothers Farms Amendment# 1 to Contract 22-CWF-WIC-3 to change the expiration date to 12/31/2025 and install date to 11/30/2024 – **Board Action**
(Funding source: 2023 West Indian Creek Watershed Restoration and Protection)
Motioned by Klennert and seconded by Ross to approve Eversman Brothers Farms Amendment# 1 to Contract 22-CWF-WIC-3 to change the expiration date to 12/31/2025 and Install date to 11/30/2024.
Affirmative: Klennert, Ross, Knudsen
Opposed: None
Motion Carried
- E. EPA response to petition – **Discussion/Updates**
- F. Soil Health Grant/RCP – **Update/Discussion**
- G. U.S. Forestry Grant update/LFT update (**Local Forestry Team**)
Waiting on grant funding. Jen Wahls is working with partners
- H. Approve Signature Authority for Terri Peters to sign the DNR grant for \$100,000.00, when it comes in – **Board Action**
Motioned by Klennert and seconded by Knudsen to approve Signature Authority for Terri Peters to sign the DNR grant for \$100,000.00 when it comes in.
Affirmative: Klennert, Ross, Knudsen
Opposed: None
Motion Carried

- I. DNR FEMA grant update
Jen Wahl's contracted – Lower Zumbro Floodplains. Working with Hammond to the mouth of the Mississippi.
- J. Approve Signature Authority for Terri Peters to sign the MAWQCP grant when it comes in. – **Board Action**
Klennert noted that we should have signature authorities voted on all together. Sue replied to motion on these individually for this month and in January will do a Resolution for all signature authorities for Terri all together.
Motioned by Klennert and seconded by Ross to approve Signature Authority for Terri Peters to sign the MAWQCP grant when it comes in.
Affirmative: Klennert, Ross, Knudsen
Opposed: None
Motion Carried
- K. Approve Mike Haase Contract# 22-CS-7 in the amount of \$450.00 for Practice 314 Brush Management – **Board Action**
Motioned by Klennert and seconded by Ross to approve Mike Haase Contract# 22-CS-7 in the amount of \$450.00 for Practice 314 Brush Management.
Affirmative: Klennert, Ross, Knudsen
Opposed: None
Motion Carried
- L. Approve Margaret Deming Amendment# 2 to Contract# 2022WAGZ-WC-05 to change install date to 11/30/2024, change Amount Authorized to \$16,752.49 and to change Estimated Project Cost to \$36,021.00- **Board Action**
Motioned by Klennert and seconded by Knudsen to approve Margaret Deming Amendment# 2 to Contract# 2022WAGZ-WC-05 to change install date to 11/30/2024, change Amount Authorized to \$16,752.49 and to change Estimated Project Cost to \$36,021.00. (90% of completion)
Affirmative: Klennert, Ross, Knudsen
Opposed: None
Motion Carried
- M. Approve Margaret Deming Voucher for Contract# 2022WAGZ-WC-05 in the amount of \$14,128.49 for Practice 410 Grade Stabilization Structure – **Board Action**
(Funding Source: 2022 WAGZ Watershed Based)
Motioned by Klennert and seconded by Knudsen to approve Margaret Deming Voucher for Contract# 2022WAGZ-WC-05 in the amount of \$14,128.49 for Practice 410 Grade Stabilization Structure.
Affirmative: Klennert, Ross, Knudsen
Opposed: None
Motion Carried
- N. Upcoming Events:
 - i. Schedule Employee Evaluations – Personnel Committee
Lynn & Chet schedule before our next board meeting.
 - ii. MASWCD Annual Convention December 11th – 13th, 2023

XII. Board Reports

- A. Whitewater JPB – Lynn
- B. Zumbro 1W1P – Dag
*Dag attended Policy Meeting last week – Nov. 9. Next one in February.
1.4 million for budget increased to 1.9 million. Ranking scores.
Feedlot project. Rochester flooding.
Terri reported that funding is for 2024-2025 biennium.
Need to approve Policy and then work plan, then funding available.*
- C. WinLaC 1W1P – Lynn
*Lynn noted a stream diverted, eroding bank.
Bob Walkes reported that Emily Zanon gave presentation.
Terri added that Olmsted SWCD is doing testing. Matt will do chloride testing.
BMP Inventory. Well Inventory. Winona will do a couple of townships Nitrate testing.*
- D. SE SWCD Technical Support JPB - Dag
- E. County Board Meeting – Sharleen gave a detailed report at last county board meeting.

**XIII. Motion to recess Regular Board Meeting and go into Closed Session – Board Action
*Motioned by Klennert and seconded by Knudsen seconded to recess the Regular Board Meeting and go into Closed Session.
Affirmative: Klennert, Ross, Knudsen
Opposed: None
Motion Carried***

**XIV. Closed Session – Policy changes in Employee Handbook
A. Discuss Personnel Policy Edits and recommendations before Final Approval**

**XV. Motion to reopen the Regular Board Meeting – Board Action
*Motioned by Klennert and seconded by Knudsen to reopen the Regular Board Meeting.
Affirmative: Klennert, Ross, Knudsen
Opposed: None
Motion Carried***

**XVI. Approval of Employee Handbook-Board Action
*Motioned by Klennert and seconded by Ross to approve the changes to the Employee Handbook.
Affirmative: Klennert, Ross, Knudsen
Opposed: None
Motion Carried***

XVII. Adjourn – Board Action

Motioned by Knudsen and seconded by Ross to adjourn the meeting at 10:34 am.

Affirmative: Klennert, Ross, Knudsen

Opposed: None

Motion Carried

Respectively Submitted By:

Dag Knudsen, Secretary

Wabasha Soil and Water Conservation District

Cash Balances

As of November 30, 2023

	<u>Nov 30, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Money Market- Bank of Alma	107,969.51
Money Market WNB Financial	7,425.52
Peoples State Bank Money Market	323,564.94
Petty Cash	78.40
WNB Financial	69,569.18
Total Checking/Savings	<u>508,607.55</u>
Total Current Assets	<u>508,607.55</u>
TOTAL ASSETS	<u>508,607.55</u>
LIABILITIES & EQUITY	0.00

Wabasha Soil and Water Conservation District

Balance Sheet

12/21/23

As of November 30, 2023

Accrual Basis

	Nov 30, 23
ASSETS	
Current Assets	
Checking/Savings	
Money Market- Bank of Alma	107,969.51
Money Market WNB Financial	7,425.52
Peoples State Bank Money Market	323,564.94
Petty Cash	78.40
WNB Financial	69,569.18
Total Checking/Savings	508,607.55
Accounts Receivable	
11000 · Accounts Receivable	9.00
Total Accounts Receivable	9.00
Other Current Assets	
12000 · Undeposited Funds	669.87
Total Other Current Assets	669.87
Total Current Assets	509,286.42
Fixed Assets	
15000 · Furniture and Equipment	
Computer	7,523.00
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	122,048.91
17000 · Accumulated Depreciation	-105,962.59
Total Fixed Assets	16,086.32
Other Assets	
Prepaid Items	
Prepaid Rent	920.43
Total Prepaid Items	920.43
Total Other Assets	920.43
TOTAL ASSETS	526,293.17
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	904.44
Total Accounts Payable	904.44
Other Current Liabilities	
Allowance for Unemployment Reim	1,581.86
Deferred Revenue	
AIS	12,949.79
FY20 Capacity	2,353.72
FY20 NACD TA Grant	16,670.94
FY21 Buffer Initiative	5,161.22
FY21 Capacity	16,740.48
FY22 Buffer Initiative	16,867.22
FY22 Capacity	23,528.04
FY22 NACD TA Grant	72,139.65
FY22 State Cost Share	7,873.30
FY23 Buffer Law Implementation	17,000.00
FY23 Capacity	115,130.63
FY23 Conservation Delivery	2,949.68
FY23 CWF - WIC	89,363.00

Wabasha Soil and Water Conservation District

Balance Sheet

As of November 30, 2023

12/21/23

Accrual Basis

	<u>Nov 30, 23</u>
FY23 LWM	12,212.61
FY23 Soil Health-Cost Share	14,175.00
FY23 State Cost Share	15,401.00
FY23 SWCD Aid	80,057.52
FY23 WCA	11,381.77
FY24-FY25 Conservation Contract	36,380.00
FY24-FY25 Conservation Delivery	39,238.00
FY24 Buffer Law Implementation	20,000.00
Total Deferred Revenue	<u>627,573.57</u>
Deposit on Tree Sales	1,455.27
Retainage Payable	17,691.21
24000 · Payroll Liabilities	1,192.99
25500 · Sales Tax Payable	1,059.81
Total Other Current Liabilities	<u>650,554.71</u>
Total Current Liabilities	<u>651,459.15</u>
Total Liabilities	<u>651,459.15</u>
Equity	
Fund Balance- Restatement	47,943.10
Fund Balance Designated	31,934.30
Investment in Capital Assets	16,086.32
30000 · Opening Balance Equity	649.89
32000 · Owners Equity	142,522.10
Net Income	-364,301.69
Total Equity	<u>-125,165.98</u>
TOTAL LIABILITIES & EQUITY	<u><u>526,293.17</u></u>

Wabasha Soil and Water Conservation District
Profit & Loss
 November 2023

	Nov 23
Ordinary Income/Expense	
Income	
Intergovernmental Revenues	
County	
County Regular Allocation	57,169.92
Total County	57,169.92
State	
FY22-23 SDW - Phase 2	16,563.64
FY23-FY24 MPCA Zumbro SWAG	3,561.19
FY23 SE Landscape - MN DNR	1,990.77
MAWQCP	11,244.53
Volunteer Nitrate Monitoring Ne	1,389.30
Total State	34,749.43
Total Intergovernmental Revenues	91,919.35
MCIT Yearly Dividend	557.00
Total Income	92,476.35
Gross Profit	92,476.35
Expense	
District Operations	
Other Services and Charges	
Building Rent	920.43
Conferences and Conventions	2,915.00
Employee Education and Training	303.86
Employee Expenses	89.12
Fees and Dues	-2,388.98
Internet Expense	79.66
Postage	66.00
Professional Expenses	
Audit Fees	4,000.00
Total Professional Expenses	4,000.00
Vehicle Expenses	
Chevrolet Silverado Vehicle Exp	74.43
Hyundia Tucson Vehicle Expense	68.04
Total Vehicle Expenses	142.47
Total Other Services and Charges	6,127.56
Personnel Services	
Employee Salary Permanent	20,879.94
Employer HSA contributions	750.00
Employer Life and Health	
66000 · Payroll Expenses	9,555.62
Employer Life and Health - Other	27.50
Total Employer Life and Health	9,583.12
Employer Share FICA	1,438.70
Employer Share Medicare	336.47
Employer Share PERA	1,738.32
Total Personnel Services	34,726.55
Supplies	
Office Supplies	216.80
Total Supplies	216.80
Total District Operations	41,070.91
Project Expenditures	

Wabasha Soil and Water Conservation District
Profit & Loss
 November 2023

	Nov 23
District	
Tree Expense	965.25
Total District	965.25
Federal	
319 Focus Small Wtrshd-W.Indian	30.00
Total Federal	30.00
State	
FY21 Capacity	1,833.72
FY22-23 WAGZ	22,603.49
FY22 Capacity	4,014.28
FY23 Capacity	1,789.61
FY23 CWF - WIC	13,495.78
FY23 Soil Health-Cost Share	2,460.00
LWM NRBG	72.19
MAWQCP Administration	11,244.73
State Cost Share Proj. Expense	
FY22 State Cost Share	3,388.00
Total State Cost Share Proj. Expense	3,388.00
Total State	60,901.80
Total Project Expenditures	61,897.05
Total Expense	102,967.96
Net Ordinary Income	-10,491.61
Other Income/Expense	
Other Income	
Interest Income	
Interest Earnings MM's	772.84
Total Interest Income	772.84
Total Other Income	772.84
Net Other Income	772.84
Net Income	-9,718.77

Wabasha Soil and Water Conservation District
Monthly Bills Listing
December 28, 2023

Type	Date	Num	Name	Memo	Account	Paid Amount
Dec 28, 23						
Liability Check	12/28/2023	11951	Auditor/Treasurer of Wabasha County		WNB Financial	-8,373.19
Liability Check	12/28/2023	EFT	VSP Vision Care		WNB Financial	-74.31
Bill Pmt -Check	12/28/2023	11952	Ag Week	Insuranc Para fits January 2024 Premium	WNB Financial	-74.31
Bill Pmt -Check	12/28/2023	11953	Alan Joslook	1 year subscription to Ag Week for 2024	WNB Financial	-64.00
Bill Pmt -Check	12/28/2023	11954	Chel Ross	2-CS-4, 22-CS-5 Cover Crops	WNB Financial	-1,865.00
Bill Pmt -Check	12/28/2023	11955	Cole Packer	Mileage for meetings -4th Qtr 2023	WNB Financial	-117.90
Bill Pmt -Check	12/28/2023	11956	Dag Knudsen	22-CS-2 1st Yr Practice 340 Cover Crops	WNB Financial	-160.00
Bill Pmt -Check	12/28/2023	11957	Diane McNeilan	4th Qtr Meetings - Mileage & Expenses	WNB Financial	-334.71
Bill Pmt -Check	12/28/2023	11958	HBC	2022WAGZ-WC-04 410 Grade Stabilization	WNB Financial	-9,086.35
Bill Pmt -Check	12/28/2023	11959	Huneker Brothers LLP	12/02/2023 - 01/01/2024 Internet	WNB Financial	-79.66
Bill Pmt -Check	12/28/2023	11960	Insy-Prints of Winona	2022WAGZ-WC-8 2nd Yr Cover Crops	WNB Financial	-3,880.00
Bill Pmt -Check	12/28/2023	11961	Jacob Meyer	GetBooks generated zero amount transaction for bill payment stub	WNB Financial	6.69
Bill Pmt -Check	12/28/2023	11962	Jerry Heilmann	MN DNR Letter and Lower Zumbro Brochure	WNB Financial	-205.43
Bill Pmt -Check	12/28/2023	11963	Jenna Rasmussen	22-319WC-1 2nd Yr Cover Crops	WNB Financial	-2,000.00
Bill Pmt -Check	12/28/2023	11964	Jennifer Wahls-C	2023WAGZ-WC-08 Well Decommissioning	WNB Financial	-998.00
Bill Pmt -Check	12/28/2023	11965	Klavetter Family Farm, LLC	Personal Vehicle - Lewiston Field Day	WNB Financial	-53.71
Bill Pmt -Check	12/28/2023	11966	Lynn Zabel	FEMA 5,500.00 WIC 319 960.00	WNB Financial	-6,460.00
Bill Pmt -Check	12/28/2023	11967	Milville American Legion	FY22-Capacity-2-4,660.36, FY21 Capacity 321.26 410 grade slab	WNB Financial	-4,981.62
Bill Pmt -Check	12/28/2023	11968	Milville Schule, Inc.	3rd & 4th Qtr Meetings Mileage	WNB Financial	-442.25
Bill Pmt -Check	12/28/2023	11969	Olmsted County Public Works	FEMA Grant - Public Meetings - Hall Rent	WNB Financial	-200.00
Bill Pmt -Check	12/28/2023	11970	Paul Busch Auto Center, Inc.	January 2024 Rent	WNB Financial	-920.43
Bill Pmt -Check	12/28/2023	11971	Seth Tennis	Nov. 2023 MAWQCP - G.Klinger Expenses	WNB Financial	-9,577.71
Bill Pmt -Check	12/28/2023	11972	Sharleen Klemmer	Oil Change Silverado	WNB Financial	-77.80
Bill Pmt -Check	12/28/2023	11973	Smith Schater & Associates, LTD	4th Qtr Mileage - Oct & Dec Meetings	WNB Financial	-18.34
Bill Pmt -Check	12/28/2023	11974	Terr Peters (Expenses)	4th Qtr Meetings - Mileage & Expenses	WNB Financial	-289.05
Bill Pmt -Check	12/28/2023	11975	TOM MILLER	Progress billing Audit of 12/31/22 slrnts	WNB Financial	-1,000.00
Bill Pmt -Check	12/28/2023	11976	Wabasha County Highway Department	Dec Mileage - Mgrs Meeting, MANSWCD Convention, FEMA	WNB Financial	-268.62
				23-BWSR-Seedlot-01 Waste Storage Facility	WNB Financial	-40,294.74
				November Gas Hyundai & Silverado	WNB Financial	-173.16

-91,935.98

Monthly Report – December 2023

Jenna Rasmusson

Programs

- Got an account set up for BuffCAT, BWSR's online buffer tracker, and started inventory and mapping parcels for buffer law compliance.
- Had 9 site visits to verify cover crop acres planted. Collected signatures for vouchers, cover crop design worksheets, and W9 forms.
- Met with Dean Thomas to review verified acres and get JAA sign off for the 9 site visits.
- Organized cover crop files and verified that there were copies of everything saved to the shared drive on the computer. Went through the contract checklist to verify all documents were accounted for.

Education and Outreach

- Conducted soil health assessments with a producer who is converting some fields to no-till – took samples from plowed, lightly tilled, no-till and forested locations to compare soil aggregation, color, and compaction. This visit was for cover crops, but the producer is interested in observing soil changes with increased cover crop use and decreased tillage.
- Designed and wrote content for the Jan/Feb newsletter. Highlighting our Outstanding Conservationists, Jake and Gretchen Meyer, and our state winner for Outstanding Forest Stewardship, Larry Gates. The other topic of the newsletter is to get folks planning ahead for cover crops (selecting shorter season hybrids, herbicide regimen, species selection, goals, etc.). Goal is to have it mailed first week of January.

Other/Training

- Attended MASWCD Awards Luncheon in Bloomington, and attended two informational sessions:
 - We Are Water MN, which is a travelling educational exhibit ran in partnership with the Minnesota Humanities Center.
 - “We Are Water MN deepens connections between the humanities and water through a network of partnerships, a traveling exhibit, and public events. We Are Water MN helps communities, organizations, and individuals make better, more collaborative, and more relevant choices about water” – MHC
 - “Help Minnesota Put Down Roots: Opportunities for SWCDs to advance Continuous Living Cover”
 - Learned more about the Forever Green Initiative, and cost share opportunities to get continuous living cover implemented. Also learned more about crops such as Kernza, Winter Barley, Hybrid Winter Rye, and Winter Camelina.
- Completed the classroom component of Cultural Resources Training. Field portion will be scheduled after winter. This will help me complete my Level 3 Conservation Planning Certification.
 - Learned more about MN history, as well as some basic ID of common artifacts and structures found in MN. Also learned not to assume something is an arrowhead, they are all projectiles but may have been used differently than arrow heads.

Monthly Report – December 2023

Katelyn Abts

Programs

- WAGSZ-TA
 - 1 Cost share for well sealing
 - 1 Voucher and 1 amendment for well sealing

- 2022-23 Safe Drinking Water
 - 1 Cost share for RO Filter

- Buffer Law Initiative
 - BuffCAT Inventory – Around 1,050 parcels checked through arial imagery
 - Inspected fields suspected of non-compliance

- CWMA (Cooperative Weed Management Area)
 - Meeting to discuss new Memorandum of Understanding

Training

- High Tunnel System Webinar
- MASCD convention sessions
- Working with NRCS to become more familiar with Brush Management to eventually get JAA

Other

- Tree Sale
 - Taking tree orders
 - Advising landowners on tree species and planting

SUE:

Tree Order Receipts and deposit

Needed to cancel 300 Sugar Maple, Mark Miller has 500 Oak for 5th grade field day.

Vehicle Safety - Checked with MCIT and County what should be in vehicles

MCIT Vehicle Incident Reports and checked what County requires in their vehicles

Checked over Financial Statements – Noticed 1 Auditors Adj Entry needed to be reversed.

Setup Payroll Dates for 2024 and Deductions

MSRS – Roth not set up, all deductions prior to 2022 were Pre-tax

Recorder didn't work for 11/16/2023 meeting. Help from supervisors to fill notes.

Updated Contractors List -sent to Townsquare to update on website

MN/Federal Law posters – printed. Will order combined one for the office.

Normal Duties:

Payroll, taxes and liabilities

Accounts Payable – entering invoices and check run

Account Receivable

Board Agenda

Board Packet

Board Minutes

2024 TENTATIVE MEETING DATES ON THE FOURTH THURSDAY OF THE MONTH – WITH EXCEPTION OF THURSDAYS THAT CONFLICT WITH A HOLIDAY

TIME: 8:15 AM

JANUARY 25, 2024

FEBRUARY 22, 2024

MARCH 28, 2024

APRIL 25, 2024

MAY 23, 2024

JUNE 27, 2024

JULY 25, 2024

AUGUST 22, 2024

SEPTEMBER 26, 2024

OCTOBER 24, 2024

NOVEMBER 21, 2024 - (NOVEMBER 28, 2024 Thanksgiving)

DECEMBER 19, 2024 - (DECEMBER 25, 2024 -Wed. is Christmas Day)

Or DECEMBER 26, 2024

PERCENT BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

General Information

Organization: Wabasha SWCD	Contract Number: 22-SDWGP2-3	Other state or non-State funds? <input type="checkbox"/> YES <input checked="" type="checkbox"/> No	Amendment <input type="checkbox"/> Board Meeting Date(s):	Canceled <input type="checkbox"/> Board Meeting Date(s):
--	--	--	--	---

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

Applicant

Land Occupier Name Jim Peterson	Address 35623 565th St	City/State Rochester, MN	Zip Code 55906
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* If a group contract, this must be filed and signed by the group spokesperson as designated in the group agreement and the group agreement attached to this form.

Conservation Practice Location

Township Name: Zumbro Twp	Township No: 109	Range No.: 13	Section No. 33	1/4,1/4 SW, NE
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Contract Information

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

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

4. Practice(s) must be planned and installed in accordance with technical standards and specifications of the:

State of MN Plumbing Code (MN Rules, Chapter 4714), by a water contractor licensed under chapter 326B or a plumber licensed under chapter 326B.

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


6. This contract, when approved by the organization board, will remain in effect unless canceled or amended by mutual agreement. If the practice(s) covered by this contract have not been installed by 05/31/2024, this contract will be automatically terminated on that date.

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

Applicant Signatures

The land occupier's signature indicates agreement to:

1. Grant the organization's representative(s) access to the parcel(s) where the conservation practice(s) will be located.
2. Obtain any permits required in conjunction with the installation and establishment of the practice(s) prior to starting construction of the practice(s).
3. Be responsible for the operation and maintenance of conservation practice(s) applied under this program in accordance with an Operation and Maintenance Plan prepared by the technical assistance provider.
4. Not accept cost-share funds, from state sources in excess of 80%, or state and non-state sources that when combined are in excess of 80% of the total cost to establish the conservation practice(s). Pre-construction Cover is exempt from the percent reimbursement rate limitations when utilizing the Flat Rate Payment option.
5. Provide copies of all forms and contracts pertinent to any other state or non-state programs that are contributing funds toward this project.

Date 11/29/2023	Land Occupier 
Date	Landowner, if different from applicant
	Address, if different from applicant information:

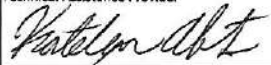
Conservation Practice

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

Practice standard(s) or eligible component(s) See attached installation standards and requirements	Engineered Practice: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Total Project Cost Estimate \$2,495.95
	Ecological Practice: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

Technical Assessment and Cost Estimate

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

Date 11/29/2023	Technical Assistance Provider  (see liscenced installer)
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Pre-Construction Cover

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

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

Amount Authorized for Financial Assistance

The organization board has authorized the following for financial assistance, total not to exceed 80.0% of the total cost to establish the conservation practice plus the pre-construction cover total amount if utilizing the Flat Rate Payment option.

Date	Authorized Signature	Total Amount Authorized \$1,996.76
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PERCENT BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

General Information

Organization: Wabasha SWCD	Contract Number: 2023WAGZ-WC-07	Other state or non-State funds? <input type="checkbox"/> YES <input checked="" type="checkbox"/> No	Amendment <input type="checkbox"/> Board Meeting Date(s):	Canceled <input type="checkbox"/> Board Meeting Date(s):
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*If contract amended, attach amendment form(s) to this contract.

Applicant

Land Occupier Name Krista Luhmann	Address 65898 Co Rd 7	City/State Mazeppa, MN	Zip Code 55956
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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: Chester Twp	Township No: 110	Range No.: 14	Section No.: 16	1/4,1/4 NW, SE
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Contract Information

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

1. The land occupier is responsible for full establishment, operation, and maintenance of all practices and upland treatment criteria applied under this program to ensure that the conservation objectives are met and the effective life, a minimum of 20 years, is achieved. The specific operation and maintenance requirements for the conservation practice(s) listed are described in the Operation and Maintenance plan prepared for this contract by the technical assistance provider.
2. Should the land occupier fail to maintain the practice(s) during its effective life, the land occupier is liable to the organization for the amount up to 150% of the amount of financial assistance received to install and establish the practice(s) unless the failure was caused by reasons beyond the land occupier's control, or if conservation practices are applied at the land occupier's expense that provide equivalent protection of the soil and water resources.
3. If title to this land is transferred to another party before expiration of the aforementioned life, it shall be the responsibility of the landowner who signed this contract to advise the new owner that this contract is in force and to notify other parties to the contract of the transfer.
4. Practice(s) must be planned and installed in accordance with technical standards and specifications of the:

State of MN Plumbing Code (MN Rules, Chapter 4714), by a water contractor licensed under chapter 326B or a plumber licensed under chapter 326B
5. Increases in the practice units or cost must be approved by the organization board through amendment of this contract as a condition to increase the cost-share payments.
6. This contract, when approved by the organization board, will remain in effect unless canceled or amended by mutual agreement. If the practice(s) covered by this contract have not been installed by 5/31/2024, this contract will be automatically terminated on that date.
7. Items or cost for which reimbursement is claimed are to be supported by invoices/receipts for payments and will be verified by the organization board as practical and reasonable. The invoices/receipts must include: the name of the vendor; the materials, labor or equipment used; the component unit costs and the date(s) the work was performed. The organization board has the authority to make adjustments to the costs submitted for reimbursement. Pre-Construction Cover is exempt from having the required invoices/receipts. Reimbursement requests must also be supported by a completed Percent Based Voucher Form.

Applicant Signatures

The land occupier's signature indicates agreement to:

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

Date 12-4-23	Land Occupier <i>[Signature]</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: **351 Well Decommissioning**

Practice standard(s) or eligible component(s) See attached installation standards and requirements	Engineered Practice: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Total Project Cost Estimate \$2,365.00
	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(s) will be installed and deem the practice(s) needed and that the estimated quantities and costs are practical and reasonable.

Date	Technical Assistance Provider
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Pre-Construction Cover

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

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

Amount Authorized for Financial Assistance

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

Date	Authorized Signature	Total Amount Authorized \$1,182.50
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Contract Amendment Form

Organization: <p style="text-align: center;">Wabasha SWCD</p>	Contract Number: <p style="text-align: center;">2023WAGZ-WC-06</p>	Amendment Number: <p style="text-align: center;">1</p>	Amendment Type Date <input type="checkbox"/> Amount <input checked="" type="checkbox"/> Land Occupier <input type="checkbox"/> Practice <input type="checkbox"/> Other <input type="checkbox"/>
		Board Meeting Date: <p style="text-align: center;">12/28/2023</p>	

Amendment requests that are received outside the executed State grant agreement date, outside the contract practice install date, or grant program policies BWSR staff must be consulted and a grant agreement amendment may be required.

State Grant Agreement Expiration Date: 12/31/2024 Original Contract Install Date: 11/30/2023

Amended Contract Install Date (if applicable): _____

Original Total Amount Authorized: \$835.00 Amended Total Amount Authorized: \$998.00

Original Estimated Project Cost: \$1,670.00 Amended Estimated Project Cost: \$1,996.00

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

The total project cost has changed from \$1,670.00 to \$1,996.00 and thus the total amount authorised has been changed from \$835.00 to \$998.00.

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

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

Date <p style="text-align: center; font-size: 1.2em;">11-28-23</p>	Land Occupier
Date 	Landowner, if different from applicant

Technical Assessment and Cost Estimate

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

Date 	Technical Assistance Provider
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Organizational Approval

Date 	Authorized Signature
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*Attach this form to the Conservation Practice Assistance Contract

PERCENT BASED - VOUCHER AND PRACTICE CERTIFICATION FORM

PAYEE AND COST INFORMATION

Name: Jeffrey Heitmann

Contract No.:

2023WAGZ-WC-06

Address: 40339 Co Rd 3

City, State, Zip: Mazeppa, MN 55956

Total Amount

Authorized: \$998.00

Estimated

Project Cost: \$1,996.00 % Approved: 50% (state) 50% (state & non-state)

(from approved contract or amended contract, does NOT include Pre- Con. Cover)

Item	Quantity	Unit	Unit Price	Cost
Wabasha Sealing Permit	1.000	1	\$30.00	\$30.00
Bags Of Neat Cement Grout	18.000	18	\$32.00	\$576.00
3/8 Pea Rock	1.000	1	\$55.00	\$55.00
Labor to Pump Neat Cement Grout	1.000	1	\$850.00	\$850.00
Hoist Truck/labor to remove pump	2.000	2	\$195.00	\$390.00
Paperwork and Filing Fees	1.000	1	\$95.00	\$95.00

PROJECT COST: \$1,996.00

PAYMENT AND CERTIFICATION INFORMATION

A. Type of request (partial or final):

Final

B. Total cost of practice to date:

\$1,996.00

C. Eligible amount (total cost x % approved + P.C.C.):

\$998.00 (State Funds)

D. Total other state payment amount:

\$0.00

E. Total non-state payment amount:

\$0.00

F. Total previous partial payments:

\$0.00

G. Pre-Construction Cover payment amount:

\$0.00

H. Maximum payment amount

\$998.00

Pre-Con.Cover Ac.	Rate/Ac.

Amount Approved for This Voucher:

\$998.00

(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.

Jeff Heit
Payee Signature

X 11-28-23
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.

Kathleen
Technical Assistance Provider

Susan Cerniske
Administrative Sign-off

12/12/23
Date

12/12/23
Date

PERCENT BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

General Information

Organization: Wabasha SWCD	Contract Number: Z3WAGZ-WC-06	Other state or non-State funds? <input 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 Jeffrey Heftmann	Address 40339 Co Rd 3	City/State Mazeppa, MN	Zip Code 55956
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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: Mazeppa	Township No.: 110	Range No.: 14	Section No.: 27	1/4, 1/4 NW, SE
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Contract Information

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

1. The land occupier is responsible for full establishment, operation, and maintenance of all practices and upland treatment criteria applied under this program to ensure that the conservation objectives are met and the effective life, a minimum of 20 years, is achieved. The specific operation and maintenance requirements for the conservation practice(s) listed are described in the Operation and Maintenance plan prepared for this contract by the technical assistance provider.
2. Should the land occupier fail to maintain the practice(s) during its effective life, the land occupier is liable to the organization for the amount up to 150% of the amount of financial assistance received to install and establish the practice(s) unless the failure was caused by reasons beyond the land occupier's control, or if conservation practices are applied at the land occupier's expense that provide equivalent protection of the soil and water resources.
3. If title to this land is transferred to another party before expiration of the aforementioned life, it shall be the responsibility of the landowner who signed this contract to advise the new owner that this contract is in force and to notify other parties to the contract of the transfer.
4. Practice(s) must be planned and installed in accordance with technical standards and specifications of the:

State of MN Plumbing Code (MN Rules, Chapter 4714), by a water contractor licensed under chapter 326B or a plumber licensed under chapter 326B
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5. Increases in the practice units or cost must be approved by the organization board through amendment of this contract as a condition to increase the cost-share payments.
6. This contract, when approved by the organization board, will remain in effect unless canceled or amended by mutual agreement. If the practice(s) covered by this contract have not been installed by 11/30/2023, 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/receipts must include: the name of the vendor; the materials, labor or equipment used; the component unit costs and the date(s) the work was performed. The organization board has the authority to make adjustments to the costs submitted for reimbursement. Pre-Construction Cover is exempt from having the required invoices/receipts. Reimbursement requests must also be supported by a completed Percent Based Voucher Form.

Applicant Signatures

The land occupier's signature indicates agreement to:

1. Grant the organization's representative(s) access to the parcel(s) where the conservation practice(s) will be located.
2. Obtain any permits required in conjunction with the installation and establishment of the practice(s) prior to starting construction of the practice(s).
3. Be responsible for the operation and maintenance of conservation practice(s) applied under this program in accordance with an Operation and Maintenance Plan prepared by the technical assistance provider.

4. Not accept cost-share funds, from state sources in excess of 50%, or state and non-state sources that when combined are in excess of 50% of the total cost to establish the conservation practice(s). Pre-construction Cover is exempt from the percent reimbursement rate limitations when utilizing the Flat Rate Payment option.

5. Provide copies of all forms and contracts pertinent to any other state or non-state programs that are contributing funds toward this project.

Date 9/21/2023	Land Occupier X Jeff Heit
Date	Landowner, if different from applicant
	Address, if different from applicant information

Conservation Practice

The primary practice for which cost-share is requested is: **351 Well Decommissioning**

Practice standard(s) or eligible component(s) See attached installation standards and requirements	Engineered Practice	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Total Project Cost Estimate \$1,670.00
	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(s) will be installed and deem the practice(s) needed and that the estimated quantities and costs are practical and reasonable.

Date 9/20/2023	Technical Assistance Provider Kathleen [Signature] (Cost estimate provided by licensed well contractor)
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Pre-Construction Cover

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

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

Amount Authorized for Financial Assistance

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

Date 9/21/2023	Authorized By Jim Peters (per resolution)	Total Amount Authorized \$835.00
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DC Well Drilling

21705 Ravenna Trail
Welch Mn, MN 55089 US
(651) 437-5040
info@dcwelldrilling.com
http://dcwelldrilling.com



Estimate

Approved
Jeffrey Heitmann
40339 County Rd 3
Mazeppa, MN 55956

ESTIMATE 2583
DATE 09/08/2023
EXPIRES 12/08/2023

Seal well per county and state code.
Well Depth 60 feet

Wabasha Sealing Permit	1	30.00	30.00
Bags Of Neat Cement Grout	20	32.00	640.00
3/8 Pea Rock	1	55.00	55.00
Labor to Pump Neat Cement Grout	1	850.00	850.00
Paperwork and Filing Fees	1	95.00	95.00
			Subtotal 1,670.00

\$1,670.00

THE DOUGHNUT AND DOOR PRIZE RESOLUTION

WHEREAS WABASHA SOIL AND WATER CONSERVATION DISTRICT HAS BEEN A PARTNER IN WABASHA COUNTY FORESTRY DAY SINCE 1977

AND WHEREAS THE 47th ANNUAL WABASHA COUNTY FORESTRY DAY WILL BE IN KELLOGG ON FEBRUARY 9, 2024

AND WHEREAS ATTENDENCE TO THIS FANTASTIC EDUCATIONAL EVENT MAY BE JEPRADIZED WITHOUT FREE DOUGHNUTS

AND WHEREAS DOUGHNUTS WITHOUT COFFEE IS LIKE PIE WITHOUT ICE CREAM

AND WHEREAS A HEALTHY OPTION OF FRUIT, MILK, AND JUICE WILL MAKE THIS EVENT EVEN BETTER

AND WHEREAS DOUGHNUTS, COFFEE, FRUIT, MILK, AND JUICE ARE IN FACT THE LEAST EXPENSIVE PART OF THIS FANTASTIC EVENT

AND WHEREAS THE BOARD WILL LOOK INCREDIBLY GOOD KEEPING WITH A 46 YEAR TRADITION BY PROVIDING REFRESHMENTS IN 2024

NOW, THEREFORE, BE IT RESOLVED THAT WABASHA SWCD WILL PROVIDE DOUGHNUTS, COFFEE, FRUIT, MILK, AND JUICE FOR THE 2024 WABASHA COUNTY FORESTRY DAY.

AND BE IT FURTHER RESOLVED THAT IN THE INTEREST OF LOOKING EVEN BETTER, THE WABASHA SOIL AND WATER CONSERVATION DISTRICT WILL DONATE 100 TREES FOR DOOR PRIZES.

Contract Amendment Form

Organization: <p style="text-align: center;">Wabasha SWCD</p>	Contract Number: <p style="text-align: center;">2022WAGZ-WC-04</p>	Amendment Number: <p style="text-align: center;">2</p>	Amendment Type
		Board Meeting Date: <p style="text-align: center;">12/28/2023</p>	Date <input type="checkbox"/> Amount <input checked="" type="checkbox"/> Land Occupier <input type="checkbox"/> Practice <input type="checkbox"/> Other <input type="checkbox"/>

Amendment requests that are received outside the executed State grant agreement date, outside the contract practice install date, or grant program policies BWSR staff must be consulted and a grant agreement amendment may be required.

State Grant Agreement Expiration Date: 12/31/2024 Original Contract Install Date: 06/30/2023

Amended Contract Install Date (If applicable): 11/30/2023

Original Total Amount Authorized: \$5,491.82 Amended Total Amount Authorized: \$9,086.35

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

This is the second amendment to this contract. The amount authorized is being amended due to higher than anticipated project cost. The amount authorized was previously increased with amendment 1 by \$2,874.53 to a new amount of \$8,366.35. This amendment increases the amount authorized by \$720 bringing the new amount authorized to \$9,086.35. The previous amendment extendend the install date from 6/30/23 to 11/30/23. This amendment does not change the install date. The source of the funding will remain the same, Greater Zumbro Watershed Based Funding.

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

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

Date: <p style="font-size: 1.2em;">12/22/2023</p>	Land Occupier: <p style="font-size: 1.2em;"><i>Diana L. McCallan</i></p>
Date:	Landowner, if different from applicant:

Technical Assessment and Cost Estimate

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

Date: <p style="font-size: 1.2em;">12-22-23</p>	Technical Assistance Provider: <p style="font-size: 1.2em;"><i>Molly Kerpinger</i></p>	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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Organizational Approval

Date:	Authorized Signature:
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*Attach this form to the Conservation Practice Assistance Contract

PERCENT BASED - VOUCHER AND PRACTICE CERTIFICATION FORM

PAYEE AND COST INFORMATION

Name: Diane Mcnallan Contract No.: 2022WAGZ-WC-04

Address: 340 5th St. SW

City, State, Zip: Plainview, MN

Total Amount Authorized: \$9,086.35 % Approved: 90% (state) 90% (state & non-state)

(from contract)

Item	Quantity	Unit	Unit Price	Cost
Atkinson Construction - Site 1 410 Construction	1	Total	\$16,846.56	\$16,846.56
Atkinson Construction - Site 2 410 Construction	1	Total	\$17,357.36	\$17,357.36
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
PROJECT COST:				\$34,203.92

PAYMENT AND CERTIFICATION INFORMATION

A. Type of request (partial or final):	Final	
B. Total cost of practice to date:	\$34,203.92	
C. Eligible amount (total cost x % approved):	\$9,086.35 (state)	\$30,783.53 (state & non-state)
D. Total other state payment amount:	\$0.00	
E. Total non-state payment amount:	\$21,697.18	
F. Total previous partial payments:	\$0.00	
G. Pre-Construction Cover payment amount:	\$0.00	
H. Maximum payment amount	\$9,086.35	

Pre-Con.Cover Ac.	Rate/Ac.

Amount Approved for This Voucher: \$9,086.35
(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.

Diane L Mcnallan
Payee Signature

12/22/2023
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"

Matthew Henningsen
Technical Assistance Provider

Susan Cerwinska
Administrative Sign-off

12-22-23
Date

12/22/23
Date

PERCENT BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

General Information

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

Applicant

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

Conservation Practice Location

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

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

1. The land occupier is responsible for full establishment, operation, and maintenance of all practices and upland treatment criteria applied under this program to ensure that the conservation objective of the practice is met and the effective life, a minimum of 15 years, is achieved. The specific operation and maintenance requirements for the conservation practice listed are described in the operation and maintenance plan prepared for this contract by the technical assistance provider.
2. Should the land occupier fail to maintain the practice during its effective life, the land occupier is liable to the State of Minnesota for the amount up to 150% of the amount of financial assistance received to install and establish the practice unless the failure was caused by reasons beyond the land occupier's control, or if conservation practices are applied at the land occupier's expense that provide equivalent protection of the soil and water resources.
3. If title to this land is transferred to another party before expiration of the aforementioned life, it shall be the responsibility of the landowner who signed this contract to advise the new owner that this contract is in force and to notify other parties to the contract of the transfer.

4. Practice(s) must be planned and installed in accordance with technical standards and specifications of the:

NRCS -Field Office Technical Guide - 410 Grade Stabilization Structure

5. Increases in the practice units or cost must be approved by the organization board through amendment of this contract as a condition to increase the cost-share payments.
6. This contract, when approved by the organization board or council, will remain in effect unless canceled or amended by mutual agreement, except where installations of practices covered by this contract have not been installed by **6/30/2023**, this contract will be automatically terminated on that date.
7. Items of cost for which reimbursement is claimed are to be supported by invoices/receipts for payments and will be verified by the organization board as practical and reasonable. The invoices must include the name of the vendor; materials, labor or equipment used; the component unit costs and the dates the work was performed. The organization board has the authority to make adjustments to the costs submitted for reimbursement. Pre-Construction Cover is exempt from having the required invoices/receipts.

Applicant Signatures

The land occupier's signature indicates agreement to:

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

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

Conservation Practice

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

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

Technical Assessment and Cost Estimate

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

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

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

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

Amount Authorized for Financial Assistance

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

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

Date May 26, 2022	Authorized Signature Lynn Jabel	Total Amount Authorized \$5,491.82
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