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

- 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)
- 1. 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)

- 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

Name:	Cole Packer and David Packer 64448 205th Ave						
Address:	Participation of the Committee of the Co				aventario di manarata ne dalla suo di assara ed		
City, State, Zip:	Kellogg, MN		55945				
Contract No.:	22-CS-2	Total Amount A (from contract)	Authorized:	\$528	.00		
	Discount and				120.00		
240 C+ C	Practice	Quantity 4 A	Unit	Unit Rate	Total		
340 Cover Crops	vitanis subsensis damahar for un eta nyimbir qu'en recorrente a mes turce d'insperior deservo sin estre la sec	4 p	acres	\$40.00	-\$ 176.00		
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			PATIVIEN	I KEQUEST.	\$160.0		
	ERTIFICATION INFORMATION						
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B. Payment amo	20 M 20			- \$160,00 d	t: (#C)(#3		
C. Total Amoun	DUMOCOR, PENNADEN A SOCIAL PENENDE S	H	\$528.00				
	s partial payments:	VEHICLES COMMUNICATION AND AND AND AND AND AND AND AND AND AN					
E. Amount availa	able (C - D)		\$528.00				
ı	Amount Approved for This Voucher: (cannot exceed Total Amount Authorized)	\$176	.00	\$160.00 20	np 123		
received and that the Information section of	ation tion has been performed and as-built items identified under the Practice this form have been completed and are in equested practice standards and	that to the best of	reviewed this voi my knowledge an	ucher and all supporting id belief, the quantities terms of the contract in	and rates are		
Specifications Technical Assistance F	Provider	Administrative Sig	Cerus	he			
12/	18/23		419/23				

FLAT RATE BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

General Information

Organization:	Contract Number:	Other state or non-state funds?	Amendment	Canceled
Wabasha SWCD	22-CS-2	☐ YES ☑ NO	Board Meeting Date(s):	Board Meeting Date(s):
#16 contract personal attack amendment form(c) to	44-1			

Applicant.

Land Occupier Name	Address	City/State	Zip code
		ı	
Cole Packer and David Packer	64448 205th Ave	Kellogg, MN	55945

^{*} If a group contract, this must be filed and signed by the group spokesperson as designated in the group agreement and the group agreement attached to this form.

Conservation Practice Location

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

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:

- 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.
- Should the land occupier fail to maintain the practice during its effective life, the land occupier is liable to the State of Minnesota for the amount up to 150% of the amount of financial assistance received to install and establish the practice unless the failure was caused by reasons beyond the land occupier's control, or if conservation practices are applied at the land occupier's expense that provide equivalent protection of the soil and water resources.
- If title to this land is transferred to another party before expiration of the 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
- Practice(s) must be planned and installed in accordance with technical standards and specifications of the:

340 - Cover Crop

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

012412Z	Land Occupier	- Colo J	Jahn Sau	ed Packer
Date	tandowner, if different from applicant Terri Peters Lu L	Retur		
191113	Address, if different from applicant information: 64952 E C	County Rd 19, Kellogg,	MN 55945	18
	tion Practice practice for which cost-share is requested is (340)	Cover Crop		
Eligible Compone	nt Standard & Name	Engineered Practice:	YES VNO	Total Project Cost Estimate
	(340) Cover Crop	Ecological Practice:	✓ YES NO	\$528.00
I have the a	Assessment and Cost Estimate ppropriate technical expertise and have reviewed to seeded and that the estimated quantities and cost		·	e installed
Date .	DEAN THOMAS (A		gitally signed by DEA te: 2023.10.20 11:41:	N THOMAS (Affiliate) 47 -05'00'
Amount A	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	Authorized Signature	Total Amount Authorized
10/24/2023	Ilu Lle Jers (per biant resolution)	\$528.00

FLAT RATE - VOUCHER AND PRACTICE CERTIFICATION FORM

Name:	Alan Jostock				
Address:	326 Hill St E			Part of the same o	Sambeurana Manarata Argania
City, State, Zip:	Hammond, MN		55991		
Contract No.:	22-CS-5	Total Amount A (from contract)	Authorized:	\$1,564	4.00
	Practice	Quantity	Unit	Unit Rate	Total
340 Cover Crops secretaristic antique automorphism consideration activities and activities act		39.1 social/Access	Acres	\$40.00 material and a state of the state of	\$1,564.00
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			PAYMEN	T REQUEST:	\$1,564.00
	ERTIFICATION INFORMATION est (partial or final): punt requested:	WARRING AND ADDRESS OF THE STREET OF THE STR	Final \$1,564.00		
C. Total Amoun	t Authorized:		\$1,564.00		
D. Total previou	s partial payments:				
E. Amount availa	able (C - D)		\$1,564.00		
,	Amount Approved for This Voucher: (cannot exceed Total Amount Authorized)	\$1,56	4.00		
received and that the Information section of	ation tion has been performed and as-built items identified under the Practice this form have been completed and are in equested practice standards and	that to the best of	reviewed this vo my knowledge an	ucher and all supporting Id belief, the quantities terms of the contract in	and rates are
1/21	Ton	Lus		inske	
Technical Assistance F		Administrative Sig	n-off		
Date / S	7.23	Date	12012.3		

FLAT RATE BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

General Information

Organization:	Contract Number:	Other state or non-state funds?	Amendment	Canceled
Wabasha SWCD	22-CS-5	☐ YES	Board Meeting Date(s):	Board Meeting Date(s):
"If contract amended, attach amendment form(s) to	this contract			

Applicant

Land Occupier Name	Address	City/State	Zip code
Alan Jostock	326 Hill St E	Hammond, MN	55991

^{*} If a group contract, this must be filed and signed by the group spokesperson as designated in the group agreement and the group agreement attached to this form

Conservation Practice Location

Township Name:	Township No:	Annge No.:	Section No.	1/4,1/4
Hyde Park	109	13	15, 14	SW 1/4

Contract Information

(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 fall 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 fallure 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	 	 I standards and specification	

	 	Maria
40 Cover Crops		
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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 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.
- Reimbursement requests must be supported by a completed youcher.

Applicant Signatures

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- 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.

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Conservation Pra				
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pole component standard (z memz	Engineered Practice:	YES 📝 NO	Total Project Cost Estimate
	340 Cover Crops	Ecological Practice:	✓ YES 🗌 NO	\$1,564.00
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FLAT RATE - VOUCHER AND PRACTICE CERTIFICATION FORM

Name:	Alan Jostock		су сустаний штогология сустаний на на			
Address:	326 Hill St E	nonya (anama kata awan kata panga atau manasa na ma	District Control of the Control of t		tion of administrative and a standard series	
City, State, Zip:	Hammond, MN	55991 Total Amount Authorized:				
Contract No.:	22-CS-4		Authorized:	\$301.00		
		(from contract)	New State Control	960 NO. 10		
	Practice	Quantity	Unit	Unit Rate	Total	
340 Cover Crops		8.6	Acres	\$35.00	\$301.00	
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E. Amount availa	able (C - D)		\$301.00			
,	Amount Approved for This Voucher:	\$301	.00			
	(cannot exceed Total Amount Authorized)	Фил. — — — — — — — — — — — — — — — — — — —				
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Technical Assistance F	I have	Administrative Sig	eru)	ke		
. Jennical Addistance F	12-18-2023		20/23			
Date		Date	- 1-1-4-3			

FLAT RATE BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

General Information

Organization:	Contract Number:	Other state or non-state funds?	Amendment	Canceled
Wabasha SWCD	22-CS-4	☐ YES	Board Meeting Date(s):	Board Meeting Cate(s):

Applicant

Land Occupier Name	Address	City/State	Zip code
Alan Jostock	326 Hill St E	Hammond, MN	55991

^{*} N a group contract, this must be filed and signed by the group spokesperson as designated in the group agreement and the group agreement agreement and the group agreement agreeme

Conservation Practice Location

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

Contract Information

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- 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:

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

Applicant Signatures

The land occupier's signature indicates agreement to:

- 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.

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

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2-23 Ed	win Josto	the				
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servation Pra	ctice				4	
rimary practice fo Component Standard &	r which cost-share is requested is	340 Co	ver Crops			Total Project Cost Estimate
			Engineered Practice:	YES	NO NO	
	340 Cover Crops		Scological Practice:	✓ YES	□ NO	\$301.00
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FLAT RATE - VOUCHER AND PRACTICE CERTIFICATION FORM

Name:	ST INFORMATION Micah Huneke	uneke Br	- 1 . 0		
Address:	24943 County 16 BLVD	unere Dr	05 LLT		
City, State, Zip:	Lake City, MN 55041				The state of the s
Contract No.:	2022WAGZ-WC-8	Total Amount	Authorized:	\$12,00	00 00
30111130111011	мастический полительного на полительного на полительного на постором на полительного на постором за постором за полительного на постором за по	(from contract)	Addionized.		
	Practice	Quantity	Unit	Unit Rate	Total
340 Cover Crops - S		97.000	acres	\$40.00	\$3,880.00
	White or a trade a farm as a mane in term of the mane is a mane of the state of the	AND RESIDENCE OF THE PROPERTY	MATERIAL MATERIAL CHARGE OF CHARGE O	Outran product as according to Confidence of	THE STATE OF THE S
COMMENTS IN THE STATE OF THE PARTY OF THE STATE OF THE ST		Marine and Control of the Control of		to control of the con	
		end come a committee and decreases	STREET STREET, COURT WINDS AND U.S.	National Association of the Committee of	
	THE WAS EXPONENT OF A REPORT OF THE PROPERTY O	NATURAL OF THE CONTRACT OF THE LOOK		Markin Stranger and Stranger and July 2	
				WWW. Committee of the C	
		Service of the servic	Appendix on the Control Contro	Not the residence of the second	
		William Anna Marketter		Secretarion de la company de l	
			PAYMEN	T REQUEST:	\$3,880.00
					k
I certify that this is an ac	curate and true summation of the above project,	which was complete	ed on:	10/7/2023	
1 -1	7/,-		Ju 5/11	Section we consider	
que 1	/her			12-1-23	
Payee Signature			-	Date	
PAYMENT AND CER	RTIFICATION INFORMATION				
A. Type of reques			Partial		
B. Payment amou		Autorial Company of the Company of t	\$3,880.00		
C. Total Amount	Median New Colonia (New York Colonia (New York Colonia)		\$12,000.00		
	partial payments:	School in the Control of the Control	\$4,000.00		
E. Amount availab			\$8,000.00	5	
c. Amount availar	sie (e - b)		\$6,000.00		
	Amount Approved for This Voucher:	\$3,88	20.00	****	
	(cannot exceed Total Amount Authorized)	75,00) 0.00		
	(cannot exceed Total Amount Authorized)				
Technical Certificat	ion	Administrativ	a Cartification		
	on has been performed and that the items			ucher and all supporting	g information and
	ctice Information section of this form have been			nd belief, the quantities	
	cordance with the requested practice standards			terms of the contract i	
and specifications.					
//-					
1/		~0	0.	()	
toppiel Assistance Du	June 1	Mes	- Cerunt	The same	
Technical Assistance Pro	ovidei	Administrative Si			
12-18-	23	12	126/23		
Date	· · · · · · · · · · · · · · · · · · ·	Date			

General Information Organization:	Contract Numbe	T		r state or	Amendment	7	Canceled 🔲
organica; rov-				ate funds?	Board Meeting Dat	æ(s):	Board Meeting Date(s):
Wabasha SWCD	2022WAG 8	z-wc-	□ 1				
*If contract amended, attach amendment form(s) to	this contract						
Applicant							
Land Occupier Name		Address			Chy/State		Zip code
Huneke Bros Dairy		24943	County 1	L6 Blvd	Goodh	iue, MN	55027
"if a group contract, this muss be filed and signed by the gro		desgnatedin	que Brank straci	ment and the group a	greement attached to thi	s form	
Conservation Practice Lo	cation				····		
Township Name:				Township No:	Range No.:	Section No.	1/4,1/4
Mt Pleasant				111	13	31	NE
Contract Information							
(we), the undersigned, do hereby r	equest cost	share as	sistance to	help defray	the cost of inst	alling the foll	owing practice(s) listed on
the second page of this contract. It							
1. The land occupier is responsible					intenance or ail	practice(s) a	pplied under this program t
ensure that the conservation object minimum of 1 years, is achieved. Th	e specific op	eration	and maint	me, a enance requi	irements for th	e conservatio	n practice(s) listed are
described in the Operation and Mai	ntenance pla	an prepa	red for thi	is contract by	y the technical i	assistance pro	oviđer.
2. Should the land occupier fail to	maintain th	ie practi	ce(s) durin	g its effectiv	e life, the land (occupier is lia	ble to the organization for
the amount up to 150% of the amount							
reasons beyond the land occupier's							
equivalent protection of the soil and 3. In title to this land is transferre							
responsibility of the landowner who		contrac	t to advise	the new ow	ner that this co	ntract is in fo	rce and to notify other
parties to the contract of the transf			طائدا معمدا	tachaical et-	adaeds and sne	cifications of	the:
4. Practice(s) must be planned ar		n accord	ance with	technical sta	andards and spe	CINCALIONS OF	tile.
NRCS 340 cover cro	p						
S. Increases in the practice(s) uni	its or cost mi	ust be a	proved by	y the organiz	ation board thr	ongh amend	ment of this contract as a
condition to increase the payments	i.						
6. This contract, when approved							
If practice(s) covered by this contra		been coi	mpieteo bi	y 11/1/2022,	11/1/2023, 11	/1/2024, this	contract will be
 automatically terminated on that d Reimbursement requests must 		ted hv a	complete	d voucher			
7. Kellioofsententrequests ma	at ne adbhai		compicted				
Applicant Signatures							
The land occupier's signature indica							. White a large sense of
1. Grant the organization's repre							
 Obtain any permits required i Be responsible for the operation 	n conjunction	n with ti	he comple of conser	tion of the pi	ractice(s) prior i ice(s) annlied u	to starting wo	ork on the practice(s), gram in accordance with an
Operation and Maintenance Plan p							
4. Not accept any other state or							
Tour Presents							
9/13/12 Will H	M						

2/22 62 Lindowner, I different rom spolicant Rahe		×.	
9/23/22 Address, if different from applicant information 16388 No. Chy I	2d.04	2/	
Conservation Practice			
The primary practice for which cost-share is requested is 340	cover crops		
ractice standard(s) or eligible component	Engineered Practice	☐ YES ☑ NO	Units
340 cover crops	Ecological Practice	☑ YES □ NO	100 acres
rechnical Assessment and Cost Estimate have the appropriate technical expertise and have reviewed and find it is needed and that the estimated quantities and co			installed
Amount Authorized for Financial Assistance he organization board or council has authorized the following for	r financial assistance, to	tal not to exceed a rate of:	\$40/acre
ate Authorized Signature			Total Amount Authorized
9123122 Lew Ale	fees		\$12,000.00
00	delegased	by board	

FLAT RATE - VOUCHER AND PRACTICE CERTIFICATION FORM

Address:	22998 595th St			districtive destroy of the description of the second second	
City, State, Zip:	Kellogg, MN 55945		ordinates estate and an interest and an interest		CALANTAL CORRECTIONS AND RESERVED TO BE
Contract No.:	22-319WIC-1	Total Amount A	authorized:	\$6,0	00.00
	Practice	Quantity	Unit	Unit Rate	Total
340 Cover Crops		50.000	acres	\$40.00	\$2,000.00
		Acceptant of the Control of the Cont			
	ote and an expression of the compelling of employment and a constraint an employment of the compelling of the	same for the continuous security distance.	PAYMENT	REQUEST:	\$2,000.00
					ALL MANAGEMENT OF THE PARTY OF
certify that this is an ac	curate and true summation of the above project, $m{h}$	which was complete	ed on:	9.22.23	ans 10.2.
^	Λ				
Payee Signature	V my		9	12-7-2 Date	3
PAYMENT AND CER A. Type of request B. Payment amou C. Total Amount A	RTIFICATION INFORMATION t (partial or final): int requested: Authorized:		Partial \$2,000.00 \$6,000.00	1010	3
PAYMENT AND CER A. Type of request B. Payment amou C. Total Amount A D. Total previous	RTIFICATION INFORMATION t (partial or final): unt requested: Authorized: partial payments:	Numericken met kan derspare communication accepted on custode had the declaration of center achieves opposite programment and accepted accepted to the communication of the com	\$2,000.00 \$6,000.00 \$2,000.00	Date	3
PAYMENT AND CER A. Type of request B. Payment amou C. Total Amount A	RTIFICATION INFORMATION t (partial or final): unt requested: Authorized: partial payments:	Numerican de la president contrata describaciones de la caballada de la caball	\$2,000.00 \$6,000.00	Date	3
PAYMENT AND CER A. Type of request B. Payment amou C. Total Amount A D. Total previous	RTIFICATION INFORMATION t (partial or final): unt requested: Authorized: partial payments:		\$2,000.00 \$6,000.00 \$2,000.00 \$4,000.00	Date	3
PAYMENT AND CER A. Type of request B. Payment amou C. Total Amount of D. Total previous E. Amount availab Technical Certificat I certify that an inspection identified under the Prace	RTIFICATION INFORMATION t (partial or final): Int requested: Authorized: partial payments: ble (C - D) Amount Approved for This Voucher: (cannot exceed Total Amount Authorized)	Administrative I certify that I have that to the best of	\$2,000.00 \$6,000.00 \$2,000.00 \$4,000.00 0.00 Certification reviewed this you my knowledge and	Date	ting information and es and rates are

FLAT RATE BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

General Information

Organization: Wabasha SWCD	Contract Number:	Other state or non-state funds? YES NO	Amendment	Canceled Board Meeting Date(s):
*If contract arrended, attach amendment form(s) to	this contract.	12.00		
Applicant				

Land Occupier Name	Address	City/State	Zip code
Jacob Meyer	22998 595th St	Kellogg	55945

^{* (}if a group contract, this must be filed and signed by the group spokesperson as designated in the group agreement and the group agreement attached to this form

Conservation Practice Location

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

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.
- 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.
 If title to this land is transferred to another party before expiration of the aforementioned effective life, it shall be the

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		
L		

- 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.
- 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.

Dale	Mand Occupier Mand Man	9-20-22

Date Landowner, if inverent types applicant 9-Z0-2- Address of different from Signat information:	2		
Conservation Practice			
The primary practice for which cost-share is requested is 340	Cover Crops		
Practice standard(s) or eligible component	Engineered Practice:	☐ YES ☑ NO	Unîts
340 Cover Crops	Ecological Practice:	☑ YES □ NO	50 acres
Technical Assessment and Cost Estimate I have the appropriate technical expertise and have reviewed and find it is needed and that the estimated quantities and co		,	installed
Parle 9-19-22 Hand Date			
Amount Authorized for Financial Assistance			
The organization board or council has authorized the following fo	r financial assistance, to	al not to exceed a rate of:	\$40/acre/year
Date Authorized Signature			Total Amount Authorized
9/20122 Jen Het	л—		\$6,000.00
Board Resolution author	220 Terri Pa	ctors to sian.	contracts

. 0

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 **Lotal Amount** Authorized: \$5,250.28 % Approved: 75% (state & non-state) (state) 75% (from contract) Item Quantity Unit **Unit Price** Cost Domke Invoice - 410 Construction 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 Pre-Con,Cover Ac. Rate/Ac. H. Maximum payment amount \$4,981.62 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. I certify that an inspection has been performed and as-built received I certify that I have reviewed this voucher and all supporting information, including and that the items identified under the Cost information section of 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 this form have been completed and are in accordance with the requested practice standards and specifications. 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 Administrative Sign-off Date

Date

Contract Amendment Form

Organization:	Contract Number:	Amendment Number:	Amendment Type	\neg
O Ballization.			Date	
		1	Amount	
Wabasha SWCD	22-Capacity-2	Board Meeting Date:		
vyapasna swed	22-Capacity-2	Dan a mocening paren	Practice	
*		9/22/2022	Other	ō
	L		Tother	
Amendment requests that are received outside program policies BWSR staff must be consulted			e install date, or gra	nt
State Grant Agreement Expiration Date:	12/31/2023	Original Contract Install Date:	11/30/2023	
Amended Contract Install Date (If applicable):	4			
Original Total Amount Authorized:	12,835.96	Amended Total Amount Authorize	ed: \$5,250.28	
The Parties whose names are signed below her				
follows:	edy agree dide the above relative	aca consciration i router i sossanio		
IOI,OWS.				
Capacity-2 by \$7,585.69 to a new amount of estimate (\$28,149.70) after subracting EQI combined is still in place. New Funding Br	P (\$10,862) and MAWQCP (\$5 reakdown: 2021 Capacity = \$3 TP & 1313 7	,000) . The 75% maximum payme 1,000 → 1,000 Capacity = \$4,929.0 84 7.5 \$2,352	ent rate for all source 12 / Total = \$5,250 Q. 7 7	ces
This Amendment is to take affect on the date of	of the last signature hereto.	*		
Date Land Occupier	7			
9-1-702 Just				
Date Landowner/II different from	applicant			
		and the second s		
Technical Assessment and Cost Estimate		95 US 40 40 40 1 40 40 40 40 40 40 40 40 40 40 40 40 40		5-6 V 18-0
I have viewed the site where the above list	sted are to be Installed and find	d that they are needed, and that t	he amended estim	nated
quantities, costs, or completion date desc		easonable.		
Oate Technical Assistance Provider		Technical Assistance Provider NRC		
8-13-12 Mats	t Kempinger	and Payment Worksheet) can be u practice completion. An attached of CPA-1245 and as-built		
Organizational Approval				
Date Authorized Signature			- Water State Control of the Control	
9-22-2022 Lyn	r Jabl			
L	<u> </u>			

^{*}Attach this form to the Conservation Practice Assistance Contract

PERCENT BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

General Information

						
Organization:	Contract Number:	Other state or non-State funds?	Amendment 🔲	Canceled 🔲		
Wabasha SWCD	22-Capacity-2	. ☑ YES ☐ No	Board Meeting Date(s):	Board Meeting Date(s):		
*If contract amended, attach amendment form(s) to this contract.						

Applicant

Land Occupier Name	Address	City/State	Zip Code	
Klavetter Family Farm	820 3rd Ave NW	Plainview, MN	55934	

If a group contract, this must be filed and signed by the group spokesperson as designated in the group agreement and the group agreement attached to this form.

Conservation Practice Location

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

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:

- 1		
- 1		
- 1	INRCS - Field Office Technichal Guide - 410 Grade Stabilization Structure	
- 1	III ALVOO - I TEIU OTIIGE TECHTIICHAI OUIUE - 4 10 Otaue Olaphikalion Oltuclute	
- 1		
- 1		
- 1		
- 1		

- 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:

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

11				
(-17-W)	Land Occupier			
Date	Landowner of different from applicant	8		
	Address, if different from applicant Information:			
Conservation Practi		le Stabilization Struc	tture	
Eligible Component Standards & N		Engineered Practice:	☑ YES ☐ NO	Total Project Cost Estimate
410 Glade Stabilizar	484 Mulching	Ecological Practice:	☐ YE\$ ☐ NO	\$23,781.28
I have the appropriate t and that the estimated	ent and Cost Estimate rechnical expertise and have reviewed the site w quantities and costs are practical and reasonabl Trechical Assistance Provider	le.		installed and find it is needed
8-16-22	Matt Kempinger			245 and the as-built can be used as the Technical

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
	<i>37</i>	

Date	Authorized Signature	Total Amount Authorized
8-25-2022	Jepa Babl	\$12,835.96

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

P/T Contract (Rev. 3/19)

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.

P/T Contract (Rev. 3/19)

1. STATE ENCUMBRANCE VERIFICATION

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

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

3. BOARD OF WATER AND SOIL RESOURCES

By: Suron Dowette

(with delegated authority)

Title: Easement Section Manager

Date: ____12/20/2023

2. WABASHA SOIL AND WATER CONSERVATION DISTRICT

Bv:	Docusigned by: Temi Peters	
Title:	District Manager	
Date: _	12/20/2023	

BWSR USE ONLY			
SUPPLIER NAME Wabasha Soil and Water Conservation District			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

P/T Contract (Rev. 3/19)

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.

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 2^{nd} 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)
- 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)
- 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/RCPP 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:
 - 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
- 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

kespectively :		
Daa Knudsen	 	

9:49 AM 12/18/23 Accrual Basis

Wabasha Soil and Water Conservation District Cash Balances

As of November 30, 2023

	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
Total Current Assets	508,607.55
TOTAL ASSETS	508,607.55
LIABILITIES & EQUITY	0.00

Accrual Basis

Wabasha Soil and Water Conservation District Balance Sheet

As of November 30, 2023

	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 Distrcit Techs (2)	3,149.22
Samsung Tablets 15000 · Furniture and Equipment - Other	1,548.69 109,828.00
• •	
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 FY22 NACD TA Grant	23,528.04 72,139.65
FY22 NACD TA Grant FY22 State Cost Share	72,139.65 7,873.30
FY22 State Cost Snare FY23 Buffer Law Implementation	7,873.30 17,000.00
FY23 Capacity	115,130.63
FY23 Conservation Delivery	2,949.68
FY23 CWF - WIC	89,363.00
	00,000.00

Wabasha Soil and Water Conservation District Balance Sheet

As of November 30, 2023

	Nov 30, 23
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	627,573.57
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	650,554.71
Total Current Liabilities	651,459.15
Total Liabilities	651,459.15
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	-125,165.98
TOTAL LIABILITIES & EQUITY	526,293.17

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 FY23-FY24 MPCA Zumbro SWAG FY23 SE Landscape - MN DNR MAWQCP Volunteer Nitrate Monitoring Ne	16,563.64 3,561.19 1,990.77 11,244.53 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 Conferences and Conventions Employee Education and Training Employee Expenses Fees and Dues Internet Expense Postage Professional Expenses Audit Fees Total Professional Expenses Vehicle Expenses Chevrolet Silverado Vehicle Exp Hyundia Tucson Vehicle Expenses Total Vehicle Expenses Total Other Services and Charges Personnel Services Employee Salary Permanent Employer HSA contributions Employer Life and Health 66000 · Payroll Expenses Employer Life and Health - Other	920.43 2,915.00 303.86 89.12 -2,388.98 79.66 66.00 4,000.00 4,000.00 74.43 68.04 142.47 6,127.56 20,879.94 750.00 9,555.62 27.50
Total Employer Life and Health	9,583.12
Employer Share FICA Employer Share Medicare Employer Share PERA	1,438.70 336.47 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

District Tree Expense 965.25 Total District 965.25 Federal 319 Focus Small Wtrshd-W.Indian 30.00 Total Federal 30.00 State 30.00	
Total District 965.25 Federal 319 Focus Small Wtrshd-W.Indian 30.00 Total Federal 30.00 State	
Federal 319 Focus Small Wtrshd-W.Indian Total Federal State 30.00	
319 Focus Small Wtrshd-W.Indian 30.00 Total Federal 30.00 State	
Total Federal 30.00 State	
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 61,8	97.05
Total Expense 102,9	67.96
Net Ordinary Income -10,4	91.61
Other Income/Expense Other Income Interest Income	
Interest Earnings MM's 772.84	
Total Interest Income7	72.84
Total Other Income7	72.84
Net Other Income 7	72.84
Net Income -9,7	18.77

12/27/23 Cash Basis

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

-173.16	WNB Financial	November Gas Hyundai & Silverado	Wabasha County Highway Department	11976	12/28/2023	Bill Pmt -Check
-40,294.74	WNB Financial	23-BWSR-Feedlot-01 Waste Storage Facility	TOM MILLER	11975	12/28/2023	Bill Pmt -Check
-268.62	WNB Financial	Dec Mileage - Mgrs Meeting, MASWCD Convention, FEMA	Terri Peters (Expenses)	11974	12/28/2023	Bill Pmt -Check
-1,000.00	WNB Financial	Progress billing Audit of 12/31/22 stmts	Smith Schafer & Associates, LTD	11973	12/28/2023	Bill Pmt -Check
-239.05	WNB Financial	4th Qtr Meetings - Mileage & Expenses	Sharleen Klennert-b	11972	12/28/2023	Bill Pmt-Check
-18.34	WNB Financial	4th Qtr Mileage - Oct & Dec Meetings	Seth Tentis	11971	12/28/2023	Bill Pmt -Check
-77.80	WNB Financial	Oll Change Silverado	Paul Busch Auto Center, Inc.	11970	12/28/2023	Bill Pmt -Check
-9,577.71	WNB Financial	Nov. 2023 MAWQCP - G.Klinger Expenses	Olmsted County Public Works	11969	12/28/2023	Bill Pmt -Check
-920.43	WNB Financial		Mittel Schule, Inc.	11968	12/28/2023	Bill Pmt -Check
-200.00	WNB Financial	FEMA Grant - Public Meetings - Hall Rent	Milly ille American Legion	11967	12/28/2023	Bill Pmt -Check
-442,25	WNB Financial	3rd & 4th Qtr Meetings Mileage	Lynn Zabel-v	11986	12/28/2023	Bill Pmt -Check
-4,981.62	WNB Financial	FY22-Capacity -2 4,660.36, FY21 Capacity 321.26 410 grade stab	Klavetter Family Farm, LLC	11965	12/28/2023	Bill Pmt -Check
-6,460.00	WNB Financial	FEMA 5,500.00 WIC319 960,00	Jennifer Wahls-C	11964	12/28/2023	Bill Pmt -Check
-53.71	WNB Financial	Field	Jenna Rasmusson	11963	12/28/2023	Bill Pmt -Check
-998.00	WNB Financial	2023WAGZ-WC-06 Well Decommissioning	Jeffrey Heitmann	11962	12/28/2023	Bill Pmt -Check
-2,000.00	WNB Financial	22-319WIC-1 2nd Yr Cover Crops	Jacob Meyer	11961	12/28/2023	Bill Pmt -Check
-205.43	WNB Financial	MN DNR Letter and Lower Zumbro Brochure	Insty-Prints of Winona	11960	12/28/2023	Bill Pmt -Check
9,00	WNB Financial	QuickBooks generated zero amount transaction for bill payment stub	- kkar-Manor-ELO-		12/28/2023	Bill Pint Chock
-3,880.00	WNB Financial	2022WAGZ-WC-8 2nd Yr Cover Crops	Huneke Brothers LLP	11959	12/28/2023	Bill Pmt -Check
-79.66	WNB Financial	12/02/2023 - 01/01/2024 Internet	HBC	11958	12/28/2023	Bill Pmt -Check
-9,086,35	WNB Financial	2022WAGZ-WC-04 410 Grade Stabilization	Diane McNallan	11957	12/28/2023	Bill Pmt -Check
-334.71	WNB Financial	4th Qtr Meetings - Mileage & Expenses	Dag Knudsen-b	11956	12/28/2023	Bill Pmt -Check
-160.00	WNB Financial	22-CS-2 1st Yr Practice 340 Cover Crops	Cole Packer	11955	12/28/2023	Bill Pmt -Check
-117.90	WNB Financial	Mileage for meetings -4th Qtr 2023	Chet Ross	11954	12/28/2023	Bill Pmt -Check
-1,865,00	WNB Financial	22 -C5-4, 22-65-5 Courtraps	Alan Jostock	11953	12/28/2023	Bill Pmt -Check
-64.00	WNB Financial	1 year subscription to Ag Week for 2024	Ag Week	11952	12/28/2023	Bill Pmt -Check
-74.31	WNB Financial	January 2024 Premium	VSP Vision Care	EFT	12/28/2023	Liability Check
-8,373.19	WNB Financial	transparce Bernfits	Auditor/Treasurer of Wabasha County	11951	12/28/2023	Liability Check
		ſ				Dec 28, 23
Paid Amount	Account	MGIIG	Halifo		-	. Jee

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 though 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
 - o 1 Cost share for well sealing
 - o 1 Voucher and 1 amendment for well sealing
- 2022-23 Safe Drinking Water
 - o 1 Cost share for RO Filter
- Buffer Law Initiative
 - o BuffCAT Inventory Around 1,050 parcels checked through arial imagery
 - o Inspected fields suspected of non-compliance
- CWMA (Cooperative Weed Management Area)
 - o 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
 - o Taking tree orders
 - o 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:	Contract Number:	Other state or non-State funds?	Amendment	Canceled	
Wabasha SWCD	basha SWCD 22-SDWGPh2-		Board Meeting Date(s):	Board Meeting Date(s):	
*If contract amended, attach amendm	ent form(s) to this contract.				
Applicant					
Land Occupier Name	Address		City/State	Zip Code	
Jim Peterson	35623 5	65th St	Rochester, MN	55906	
If a group contract, this must be filed and s	gned by the group spokesperson as designated in t	he group agreement and the group agreem	nent attached to this form.		
Conservation Pract	ice Location				
Township Name:		Township No	Pango No : Section No	1/4.1/4	

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

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 theorganization 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 contracotr 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 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 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.

	9/202	Landowner, if different from applicant	Su				
John State of the							
		Address, if different from applicant inform	nation:				
	vation Prac	And the second s	astadia. Bauan	Como is Water	F	194. 22	
	dard(s) or eligible o	or which cost-share is requently omponent(s)	ested is. Rever	Se Osmosis Water	YES [Total Project Cost Es
Se	e attached ir	nstallation standards and	requirements	Ecological Practice:	☐ YES [⊴ мо	\$2,499
I have th	e appropriate s) needed and	technical expertise and had that the estimated quantity and Assistance Provider	ve reviewed the site ties and costs are p	ractical and reasonab	le.	will be ins	stalled and dee
I have the practice Date	e appropriate	technical expertise and had that the estimated quantification of the state of the s	ve reviewed the site ties and costs are p		le.	will be ins	stalled and dee
I have the practice of the pra	e appropriate (s) needed and (s) nee	technical expertise and had that the estimated quantification of the state of the s	ve reviewed the site ties and costs are p (See lisce)	nced installed	ile.	ላ Flat Rate	e Payment of up
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Pre-Co Allowed per acre Amour The orga	e appropriate s) needed and LG / LOC; nstruction (when tempor not to exceed Amount	technical expertise and had that the estimated quantity of the control of the con	ve reviewed the site ties and costs are p (See lisce) uture installation of rt of a State Cost-Sh Number of Acres nce ing for financial ass	ractical and reasonable of the installed insta	ion practices. Anstallation of s Total Amo	A Flat Rate tructural p ount	e Payment of uppractice(s).
Pre-Co Allowed per acre Amour The orga	e appropriate s) needed and LG / LOC; nstruction (when tempor not to exceed Amount	technical expertise and had that the estimated quantified that the estimated quantified that the estimated quantified that the estimated quantified that the estimated provider with the estimated provider with the estimated that the estimated	ve reviewed the site ties and costs are p (See lisce) uture installation of rt of a State Cost-Sh Number of Acres nce ing for financial ass	ractical and reasonable of the installed insta	ion practices. Anstallation of s Total Amo	A Flat Rate tructural p ount	e Payment of uppractice(s).

PERCENT BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

General Information

Organization:	Contract Number:	Contract Number: Other state or non-State funds?		Canceled	
Wabasha SWCD	2023WAGZ-WC-07	☐ YES ② No	Board Meeting Date(s):	Board Meeting Date(s):	
if contract amended, attach amendme Applicant	nt form(s) to this contract.				
	nt form(s) to this contract. Address		City/State	Zip Code	

Conservation Practice Location

Township Name:	Township No:	Range No.:	Section No.	1/4,1/4
Chester Twp	110	14	16	NW, SE

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 theorganization 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.
- 5. 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 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.

						W. F. C. W.
12-4-23	Alux	Throw				
Jote	Landowner, if different from applicant					
	Address, if different from applicant infor	mation:				
Conservation Pra	actice of for which cost-share is requi	ested is: 351 W	ell Decomissioning			
Practice standard(s) or eligible	le component(s)		Engineered Practice:	☑ YES	□ NO	Total Project Cost Estimate
See attached	installation standards and	requirements	Ecological Practice:	☐ YES	□ NO	\$2,365.00
I have the appropria	ment and Cost Estimate te technical expertise and ha		where the above-list	ted practice(s) will be in:	stalled and deem the
	te technical expertise and har and that the estimated quanti Technical Assistance Provider	ve reviewed the site			s) will be in:	stalled and deem the
Pre-Construction Allowed when temper acre, not to exce	te technical expertise and had and that the estimated quantities and that the estimated quantities are provider as a cover or any cover is necessary for fused 10 acres, is allowed as particular to the cover of the	ve reviewed the site ties and costs are pr uture installation of rt of a State Cost-Sh	structural conservation	on practices.	A Flat Rate structural p	Payment of up to \$150
Pre-Construction Allowed when temper acre, not to exce	te technical expertise and had and that the estimated quantificated Assistance Provider Cover orary cover is necessary for for	ve reviewed the site ties and costs are po uture installation of	structural conservation	on practices.	A Flat Rate structural p	Payment of up to \$150
Pre-Construction Allowed when temper acre, not to exce Amount Authoriz The organization bosconservation practice	te technical expertise and had and that the estimated quantities and that the estimated quantities are provider as a cover or any cover is necessary for fused 10 acres, is allowed as particular to the cover of the	ve reviewed the site ties and costs are pr uture installation of rt of a State Cost-Sh Number of Acres	structural conservation are contract for the interest (NTE 10 Acres)	on practices. Installation of Total Amazaceed 50.0%	A Flat Rate structural p nount	e Payment of up to \$150 practice(s).
Pre-Construction Allowed when temper acre, not to exce Amount Authoriz The organization bos	Technical expertise and had and that the estimated quantition of the provider of the cover or cover is necessary for forced 10 acres, is allowed as part of the cover or cover is necessary for forced 10 acres, is allowed as part of the cover or cover is necessary for forced 10 acres, is allowed as part of the cover o	ve reviewed the site ties and costs are pr uture installation of rt of a State Cost-Sh Number of Acres	structural conservation are contract for the interest (NTE 10 Acres)	on practices. Installation of Total Amazaceed 50.0%	A Flat Rate structural p nount	e Payment of up to \$150 practice(s).

Contract Amendment Form

Organization:	Contract Number:	Amendment Number:	Amendment Type	-
		1		
W.L. L. Suyon		1000	Amount	7
Wabasha SWCD	2023WAGZ-WC-06	Board Meeting Date:	Land Occupier	
		12/28/2023	Part Attended Nacy Copy	
Amendment requests that are received outsi	ide the executed State grant agreeme	ent date, outside the contract practice	install date, or grant	
rogram policies BWSR staff must be consult	red and a grant agreement amendme	nt may be required.		
tate Grant Agreement Expiration Date:	12/31/2024	Original Contract Install Date:	11/30/2023	_
mended 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	
he Parties whose names are signed below hollows:	ereby agree that the above-reference	ed Conservation Practice Assistance Co	ontract is amended a	ıs
he original contract, as numbered, shall rem his Amendment is to take affect on the date		r those changes made necessary by th	e amendment.	
	of the last signature fiereto.			
11-28-23 Jeff 7	teitmon			
echnical Assessment and Cost Estimate				-
have viewed the site where the above I	isted are to be installed and find t	hat they are needed, and that the	amended estimate	d
uantities, costs, or completion date des	cribed above are practical and rea	isonable.		
te Technical Assistance Providi	er.			
rganizational Approval			- Internal	
Authorized Signature				(O)(I)
Attach this form to the Conservation Practice As				

PERCENT BASED - VOUCHER AND PRACTICE CERTIFICATION FORM

Name: Jeffrey Heitmann Contract No.: 2023WAGZ-WC-06 Address: 40339 Co Rd 3 City, State, Zip: Mazeppa, MN 55956 Listimated Project Cost: \$1,996.00	PAYEE AND COST	INFORMATION					
City, State, Zip: Mazeppa, MN 55956 Estimated Project Cost: \$1,996.00 % Approved: 50% (state) Froject Cost: \$1,996.00 % Approved: 50% (state) Wabasha Sealing Permit 1.000 1 \$30.00 \$30.00 Bags Of Neat Cement Grout 18.000 18 \$33.00 \$576.00 3/8 Pea Rock 1.000 1 \$55.00 \$55.00 Bags Of Neat Cement Grout 1.000 1 \$55.00 \$55.00 Bag	Name:	Jeffrey Heitmann			Contract No.:	202	BWAGZ-WC-06
City, State, Zip: Mazeppa, MN 55956 Substituted Substi	Address:	40339 Co Rd 3					100-000-000-000
Term Quantity Unit Unit Price Cost	기사 경기 없는 경기 가장 하는 것이 없는 것이 없는 것이 되었다.	Mazeppa, MN 559	56	e-10*101-10*1			
Name	(from approved contra	ct or amended contract,	% Approved:	50%	(state)	50%	(state & non-state)
Bags Of Neat Cement Grout 3/8 Pea Rock 1.000 1 \$55.00 \$55.				Quantity	Unit	Unit Price	Cost
3/8 Pea Rock 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 Spy.00 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 F. Total previous partial payments: \$0.00 F. Total previous partial payments: \$0.00 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. Paylor State Fundance and a se-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. Paylor State Fundance and specifications. Terrify that an inspection has been performed and as-built received and paid received this voucher and all supporting information, including invoices and paid received this voucher and all supporting information, including invoices and paid received this voucher and all supporting information, including invoices and paid received this voucher and all supporting information, including the contract identified. Paylor State Fundance and and specifications. Paylor State Fundance and and specifications. Paylor State Fundance and and specifications.	Wabasha Sealing I	Permit		1.000	1	\$30.00	\$30.00
Labor to Pump Neat Cement Grout 1.000 1 \$850.00 \$850.00 Paperwork and Filing Fees 1.000 1 \$95.00 \$390.00 PROJECT COST: \$1,996.00 PAYMENT AND CERTIFICATION INFORMATION A. Type of request (partial or final): B. Total cost of practice to date: C. Eligible amount (total cost x % approved + P.C.C): D. Total other state payment amount: E. Total non-state payment amount: G. Pre-Construction Cover payment amount: H. Maximum payment amount Amount Approved for This Voucher: (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 hems not used on the project, I have corrected them accordingly. Lectify 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 hems not used on the project, I have corrected them accordingly. Lectify 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. Lectify that I have reviewed this voucher and all supporting information, including involved and that the items identified under the Cost Information section of the contract identified. Lectify that I have reviewed this voucher and all supporting information, including involved and that the items identified under the Cost Information section of the contract identified. Lectify that I have reviewed this voucher and all supporting information, including involved and that the items identified under the Cost Information section of the contract identified. Lectify that I have reviewed this voucher and all supporting information, including involved and the involved part of the contract identified. Lectify that I have reviewed this voucher and all supporting in	Bags Of Neat Cem	ent Grout		18.000	18	\$32.00	\$576.00
Holst Truck/labor to remove pump 2.000 Paperwork and Filing Fees 1.000 PROJECT COST: \$1,996.00 PROJECT COST: \$1,996.00 PROJECT COST: \$1,996.00 PROJECT COST: \$1,996.00 A. Type of request (partial or final): B. Total cost of practice to date: C. Eligible amount (total cost x % approved + P.C.C): D. Total other state payment amount: E. Total non-state payment amount: F. Total previous partial payments: G. Pre-Construction Cover payment amount: H. Maximum payment amount Amount Approved for This Voucher: (cannot exceed Total Amount Authorized) Amount Approved for This Voucher: (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. I certify that at his is an accurate and are in accordance with the requested practice standards and specifications. I certify that I have reviewed this voucher and all supporting information, including involves and paid receipts, and that to the best of my knowledge and belief, the quantities and billed cot or disbursements are accurate and are in accordance with the requested practice standards and specifications. Learning that I have reviewed this voucher and all supporting information, including involves and paid receipts, and that to the best of my knowledge and belief, the quantities and billed cot or disbursements are accurate and are in accordance with terms of the contract identified. Amount Approved for This Voucher: Certify that I have reviewed this voucher and all supporting information, including involves and paid receipts, and that to the best of my knowledge and belief, the quantities and billed cot or disbursements are accurate and are in accordance with the requested practice standards and specifications.	3/8 Pea Rock			1.000	1	\$55.00	\$55.00
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): B. Total cost of practice to date: C. Eligible amount (total cost x % approved + P.C.C): D. Total other state payment amount: E. Total non-state payment amount: F. Total previous partial payments: G. Pre-Construction Cover payment amount: H. Maximum payment amount Amount Approved for This Voucher: (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. I certify that at his is an accurate 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 the requested practice standards and specifications. Pages significant 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 the requested practice standards and specifications. Amount Approved for This Voucher: \$ \$998.00 \$ Pre-Con.Cover Ac. Rate/Ac. Rate/Ac. Free-Con.Cover Ac. Rate/Ac. Rate/Ac. Free-Con.Cover Ac. Rate/Ac.	Labor to Pump Ne	at Cement Grout		1,000	1	\$850.00	\$850.00
PAYMENT AND CERTIFICATION INFORMATION A. Type of request (partial or final): B. Total cost of practice to date: C. Eligible amount (total cost x % approved + P.C.C): D. Total other state payment amount: E. Total non-state payment amount: SO.00 F. Total previous partial payments: G. Pre-Construction Cover payment amount: H. Maximum payment amount Amount Approved for This Voucher: (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 frems not used on the project, thave corrected them accordingly. 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 disbusreements are accurate and are in accordance with the requested practice standards and specifications. Level if that an inspection has been performed and as-built received and that the items identified under the Cost information section of the project, they corrected them accordingly. Level if that an inspection has been performed and as-built received and that the items identified under the Cost information section of the summation of the contract identified. Level if the time of the contract identified.	Hoist Truck/labor	to remove pump		2.000	2	\$195.00	\$390.00
PAYMENT AND CERTIFICATION INFORMATION A. Type of request (partial or final): B. Total cost of practice to date: C. Eligible amount (total cost x % approved + P.C.C): D. Total other state payment amount: E. Total non-state payment amount: F. Total previous partial payments: G. Pre-Construction Cover payment amount: H. Maximum payment amount Amount Approved for This Voucher: (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 frems not used on the project, I have corrected them accordingly. Apples Substruce Lertify 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. Lertify 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 the requested practice standards and specifications. Amamamatical Standards and specifications. Lertify 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.	Paperwork and Fil	ling Fees		1.000	1	\$95.00	\$95.00
A. Type of request (partial or final): B. Total cost of practice to date: C. Eligible amount (total cost x % approved + P.C.C): D. Total other state payment amount: E. Total non-state payment amount: E. Total previous partial payments: G. Pre-Construction Cover payment amount: H. Maximum payment amount: Summary of this Voucher: (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. Lettify 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. Final State 1998.00 State Funds) Pre-Con.Cover Ac. Rate/Ac. Fate/Ac. Sy98.00 I certify that this is an accurate and true summation of the above project. In cases where the receipts included items not used on the project, I have corrected them accordingly. Lettify 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. Add Add Add Add Add Add Add Add Add Ad					1	PROJECT COST:	\$1,996.00
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Technical Assistance Provider 12-12123 12-12123	this form have been co	ompleted and are in accor	dance with the	quantities and	d billed cost or disburse	ements are accurate	
Technical Assistance Provider Administrative Sign-off	Katelpool	UL-		L	ison Cer	wike	
166/2103	*		-	Administrativ	e Sign-off		
Date Date		3			12/12/2	-3	

PERCENT BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

General Information

Organization.	Contract Number:	Other state or non-State funds?	Amendment D	Conceled C
Wabasha SWCD	23WAGZ-WC-06	□ YES	Board Meeting Date(s).	Board Meeting Date(s):

[&]quot;If contract amended, attach amendment form(s) to this contract

Applicant

Land Occupier Name	Address	Oty/State	Dp Code
Jeffrey Heltmann	40339 Co Rd 3	Mazeppa, MN	55956

^{*} If a group contract, this must be filed and agned by the group spakesperson as designated in the group agreement and agreement agreement and agreement agree

Conservation Practice Location

Township Name:	Township Na:	Range No.:	Section No.	1/4,1/4
Mazeppa	110	14	27	NW, SE
Exercise and the contract of the particular and the contract of the contract o				

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:

- 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 theorganization 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.
- 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

- 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 De 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.

9121/2023	X Jeff Heit
Crate	tandowner, if different from applicant
2	
	Address, if different from applicant information
To compare the contract of the	And the second s

Conservation Practice

The primary practice for which cost-share is requested is:

351 Well Decomissioning

ractice standard(s) or eligible component(s)	Engineered Practice	K YES U NO	Total Project Cost Estimate
See attached installation standards and requirements	Ecological Practice:	n AÉZ a NO	\$1,670.00

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.

9/20/2073	Perhabeta Resistances Provides	(Lost estimate grounded by time	sed mill contrasor)
1 ., 55	racegur		

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 Hat Rate Payment option.

CE2	Authorized Separate	An I		7	al Amount Authorized
9/21/2023	ser.	Heles	(per resolution	-/	\$835.00
The second of th	Section Continues on Continues of the Co				particular de la companie de la comp

DC Well Drilling

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



Jeffrey Heitmann 40339 County Rd 3 Mazeppa, MN 55956

2583 09/08/2023 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

	Contract Number:	Amendment Number:	Amendment Type	COLUMN
			Date	
		2	Amount	0
Wabasha SWCD	2022WAGZ-WC-04	Board Meeting Date:	Land Occupier	
			Practice	ā
		12/28/2023	Other	
Amendment requests that are received outside			e install date, or gra	nt
program policies BWSR staff must be consulted	d and a grant agreement amendme	nt 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			
	\$5,491.82	Amended Total Amount Authorize		
The Parties whose names are signed below her follows:	eby agree that the above-reference	ed Conservation Practice Assistance (Contract is amended	25
The original contract accombined shall many				
		those changes made necessary by t	he amendment.	
This Amendment is to take affect on the date of		those changes made necessary by t	he amendment.	
This Amendment is to take affect on the date of	of the last signature hereto.		he amendment.	
This Amendment is to take affect on the date of			he amendment.	
This Amendment is to take affect on the date of	of the last signature hereto.		he amendment.	
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Technical Assessment and Cost Estimate I have viewed the site where the above list quantities, costs, or completion date description.	of the last signature hereto. L. M. Graphicant ted are to be installed and find to the last signature hereto.	Clan that they are needed, and that the	e amended estimat Worksheas) con be utilized as completed, and algored NRCS-C	ine PA-
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PERCENT BASED - VOUCHER AND PRACTICE CERTIFICATION FORM

PAYEE AND COST INFORMATION 2022WAGZ-WC-04 Name: Contract No.: Diane Mcnallan Address: 340 5th St. SW City, State, Zip: Plainview, MN Total Amount Authorized: \$9,086.35 90% 90% (state & non-state) % Approved: (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 Pre-Con-Cover Ac. Rate/Ac. H. Maximum payment amount \$9.086.35 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. I certify that an inspection has been performed and as-built received I certify that I have reviewed this voucher and all supporting information, including and that the items identified under the Cost Information section of invoices and paid receipts, and that to the best of my knowledge and belief, the this form have been completed and are in accordance with the quantities and billed cost or disbursements are accurate and are in accordance with requested practice standards and specifications. 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" Administrative Sign-off

Date

PERCENT BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

Organization:	Contract Number:		Other state or non-State funds?	Amendment L Board Meeting Da	ate(s):	Canceled Board Meeting Date(s):
			☑ YES	A THE REAL PROPERTY.	Medini distri	
Wabasha SWCD	2022WAGZ-1	WC-04	□ No			
*If contract amended, attach amendme	ent form(s) to this contract.	Maria Maria				
Applicant				City/State		Zip Code
Land Occupier Name	Add	iress			iew, MN	55964
Diane Mcnallan		0 5th St. S				ATTOCK NO.
• If a group contract, this must be filed and si	gned by the group spokesperson as design	nated in the group	agreement and the group agreeme	nt attached to this form.		
Conservation Pract			La Continue on the		Section No.	1/4,1/4
	TOTAL STREET	Priority of	Township No:	Range No.:	Section No.	A SECTION AND ADDRESS OF THE PARTY OF THE PA
Township Name:		A STATE OF THE PARTY OF	109	11	22	NE1/4

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:

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.

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

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

NRCS -Field Office Technichal Guide - 410 Grade Stabilization Structure

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.

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.

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:

- Grant the organization's representative(s) access to the parcel where the conservation practice will be located.
- Obtain all permits required in conjunction with the installation and establishment of the practice prior to starting construction of the

Be responsible for the operation and maintenance of conservation practices applied under this program in accordance with an practice. 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
- 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.
- To provide copies of all forms and contracts pertinent to any other state or non-state programs that are contributing funds toward this project.

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	Address, if different from applicant information:			Ch Efgestin
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	ization Structure, 342 Critical Area Planting, 4 Mulching, 460 Land Clearing	Ecological Practice:	YES NO	\$30,210.00
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ve the appropria	te technical expertise and have reviewed the site	where the above-lis	ted practice is to be in	nstalled and find it is nee
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