

Please call office at 651-560-2053 or email [susan.cerwinske.wabashaswcd@gmail.com](mailto: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  
February 22, 2024  
8:15 am  
County Conference  
Room  
625 Jefferson Ave.**

- I. CALL MEETING TO ORDER**
- II. PLEDGE ALLEGIANCE**
- III. AGENDA**
- IV. PUBLIC COMMENTS**  
Comments limited to 5 minutes per speaker
- V. CONSENT AGENDA -Board Action**  
*Items on the Consent Agenda are considered to be routine by the Board and may be enacted through one motion. Any item on the Consent Agenda may be removed by any of the Board members for separate consideration.*
  - A. Huneke Dairy Inc. voucher payment for Contract# 2022-WAGZ-WC-9 in the amount of \$800.00 for 2<sup>nd</sup> year cover crops,  
(Funding source: Watershed Alliance for the Greater Zumbro (WAGZ)
  - B. SE SWCD Technical Support JPB sub-agreement for MAWQCP funds in the amount of \$50,000.00. Contract dates of 1/01/2024 to 12/31/2025
  - C. Freeborn County SWCD sub-agreement for MAWQCP funds in the amount of \$2,500.00.  
Contract dates 1/01/2024 to 12/31/2025.
- VI. SECRETARY'S REPORT**
  - A. January 25, 2024 Meeting Minutes – **Board Action**
- VII. TREASURER'S REPORT – Board Action**
  - A. January District Financial Statements  
Included for your review
  - B. Program Record
- VIII. PAYMENT OF MONTHLY BILLS**
  - A. Monthly Bills in the amount of **\$23,679.18 - Board Action**

**IX. DISTRICT REPORTS**

- A. Chair Report – Lynn Zabel
- B. County Commissioner – Bob Walkes
- C. District Manager Report – Terri Peters
- D. NRCS Report – John Benjamin – (in the packet)
- E. District Technician Report- Matt Kempinger – (in the packet)
- F. Conservation Planning and Outreach Technician Report– Jenna Rasmusson – (In the packet)
- G. Natural Resources Technician Report– Katelyn Abts – (In the packet)
- H. Bookkeeper/Administrative Assistant Report -Sue Cerwinske – (in the packet)
- I. BWSR Report –
- J. Other agencies –

**X. OLD BUSINESS**

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

**XI. NEW BUSINESS**

- A. Drinking Water Protection in the Karst Region'  
Sub-Agreement between Fillmore SWCD and Wabasha SWCD – **Board Action**
- B. Office Move - Mitel Schule New 5-year lease amounts for 2024 — **Discussion**
- C. Upcoming Events
  - i. 2024 SWCD Legislative Briefing- March 12 (Terri and Lynn)
  - ii. Day at the Capitol – March 13 (Meet Legislators on your own.)

**XII. Board Reports**

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

**XIII. Adjourn – Board Action**

## FLAT RATE - VOUCHER AND PRACTICE CERTIFICATION FORM

### PAYEE AND COST INFORMATION

Name: **Huneke Dairy Inc.**

Address: **25409 Cty 16 Blvd**

City, State, Zip: **Goodhue, MN 55029**

Contract No.: **2022WAGZ-WC-9**

Total Amount Authorized: **\$4,800.00**  
(from contract)

Practice	Quantity	Unit	Unit Rate	Total
340 Cover Crops - Single Species	20.000	acres	\$40.00	\$800.00

PAYMENT REQUEST: **\$800.00**

I certify that this is an accurate and true summation of the above project, which was completed on:

10/19/2023

Huneke Dairy by Paul Huneke  
Payee Signature

1-23-24  
Date

### PAYMENT AND CERTIFICATION INFORMATION

A. Type of request (partial or final):

Partial

B. Payment amount requested:

\$800.00

C. Total Amount Authorized:

\$4,800.00

D. Total previous partial payments:

\$1,600.00

E. Amount available (C - D)

\$3,200.00

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

**\$800.00**

### Technical Certification

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

**DEAN THOMAS**  
(Affiliate)

Digitally signed by DEAN  
THOMAS (Affiliate)  
Date: 2024.02.08 07:52:29 -06'00'

Technical Assistance Provider

Date

### Administrative Certification

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

Susan Cervinka  
Administrative Sign-off

Date

2/8/24

LEON BYERS

41123 670TH ST  
MAZEPPA MN 55956

# Invoice

Date	Invoice #
10/19/2023	470

Bill To
HUNEKE DAIRY 25409 CTY 16 BLVD GOODHUE MN 55027

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
115	ACRES RYE SEEDING HOME FARM	22.00	2,530.00
8,280	LBS RYE SEED	0.20	1,656.00
58	ACRES RYE PLANTING STAIR FARM AND RANDY'S	22.00	1,276.00
4,175	LBS SEED	0.20	835.00
<i>3806 cust</i> <i>-334.80 cut oats</i> <i>2491 seed</i>			
Total			\$6,297.00





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

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## Huneke Dairy Inc (Paul Huneke) Voucher and Contract

1 message

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Rasmusson, Jenna - FPAC-NRCS, MN <Jenna.Rasmusson@mn.nacdnet.net>

Thu, Feb 8, 2024 at 10:25 AM

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

Hi Sue –

Attached is the payment voucher/invoice and contract for Huneke Dairy Inc. (Paul Huneke) for this month's board meeting. The invoice says 58 acres of rye planting, however Neil Stehr's signature was not on the contract, so we are unable to pay on those acres. 20 acres were planted at Randy's, so that is all we can certify.

Let me know if you have any questions on that. Thanks!

Jenna

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### 2 attachments

 2022WAGZ-WC-09 Huneke Dairy Inc\_Contract - approved.pdf  
813K

 2022WAGZ-WC-09 Huneke Dairy Inc\_Voucher 2023 - DS.pdf  
250K

# FLAT RATE BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

## General Information

Organization: <b>Wabasha SWCD</b>	Contract Number: <b>2022WAGZ-WC-9</b>	Other state or non-state funds? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Amendment <input type="checkbox"/> Board Meeting Date(s):	Canceled <input type="checkbox"/> Board Meeting Date(s):
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\*If contract amended, attach amendment form(s) to this contract.

## Applicant

Land Occupier Name <b>Hunke Dairy</b> <b>Marcus (Paul) Hunke</b>	Address <b>25409 Ely Rd</b> <b>37001 690th St</b>	City/State <b>Goodhue MN</b> <b>Lake City, MN</b>	Zip code <b>55029</b> <b>55041</b>
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\*If a group contract, this must be filed and signed by the group spokesperson as designated in the group agreement and the group agreement attached to this form.

## Conservation Practice Location

Township Name: <b>NE Pleasant</b> <b>Chester</b>	Township No.: <b>05</b> <b>111</b>	Range No.: <b>110</b> <b>13</b>	Section No.: <b>014</b> <b>21</b>	<b>1/4, 1/4</b> <b>SW</b>
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## Contract Information

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

- 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 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.
- Practice(s) must be planned and installed in accordance with technical standards and specifications of the:  
**NRCS 340 cover crop**
- 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.
- This contract, when approved by the organization board, will remain in effect unless canceled or amended by mutual agreement. If practice(s) covered by this contract have not been completed by 11/1/2022, 11/1/2023, 11/1/2024, this contract will be automatically terminated on that date.
- 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(s) where the conservation practice(s) will be located.
- Obtain any permits required in conjunction with the completion of the practice(s) prior to starting work on the practice(s).
- 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.
- Not accept any other state or federal funds for the practice(s) named in this agreement.

Date <b>9-19-22</b>	Land Occupier <b>Hunke Dairy Inc. Paul Hunke</b>
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Date	Landowner, if different from applicant <i>Ronald Norlinger</i>
	Address, if different from applicant information: <i>9/19/22</i>

### Conservation Practice

The primary practice for which cost-share is requested is

**340 cover crops**

Practice standard(s) or eligible component  <b>340 cover crops</b>	Engineered Practice: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Units  <b>40 acres</b>
	Ecological Practice: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	

### Technical Assessment and Cost Estimate

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

Date <i>9-19-22</i>	Technical Assistance Provider <i>Henry Stult</i>
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### Amount Authorized for Financial Assistance

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

Date <i>9-13-2022</i>	Authorized Signature <i>Sen Hahn</i>	Total Amount Authorized <b>\$4,800.00</b>
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**WABASHA COUNTY SWCD**  
**MINNESOTA AGRICULTURAL WATER QUALITY CERTIFICATION PROGRAM**  
**REQUEST FOR TECHNICAL ASSISTANCE AND PROMOTION FUNDS**

**General Information**

Governmental unit SE SWCD Technical Support JPB	Contact name Beau Kennedy	Requested amount of funding <input checked="" type="checkbox"/> \$50,000
Address 104 East 3 <sup>rd</sup> Avenue	City/State Goodhue, MN	Zip code 55027

**Contract Information**

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

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

**Effective date period**

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

611 Broadway Ave., Suite 10

Wabasha, MN 55981

Or

Email: [terri.peters@mn.nacdnet.net](mailto:terri.peters@mn.nacdnet.net) and/or [susan.cerwinske.wabashaswcd@gmail.com](mailto:susan.cerwinske.wabashaswcd@gmail.com)

Contract Date 01-01-2024 to 12-31-2025. The Governmental Unit may neither assign nor transfer any rights or obligations under this agreement. This agreement may be terminated by either party with or without cause, upon (30) thirty days' written notice directed to the other party. This is a Reimbursable Fund and funds will not be distributed until expended.




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


**Reporting**

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


**Applicant Signatures**

Board or Authorized Representative Signature 	Board meeting date 2/5/24	Total Amount Requested <input checked="" type="checkbox"/> \$50,000
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**Southeast Area Certification Specialist**

Name 	Date 01/01/2024
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**Wabasha SWCD Authorization**

Board or Authorized Representative Signature 	Board Meeting Date 2/22/24 effective 1/1/2024	Total Amount Authorized \$50,000
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(Starting with \$2,500.00 for funding with additional funds that can be added.)

Amount Added: \$ \_\_\_\_\_

Approved by: \_\_\_\_\_

Amount Added: \$ \_\_\_\_\_

Approved by: \_\_\_\_\_

Amount Added: \$ \_\_\_\_\_

Approved by: \_\_\_\_\_

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

**General Information**

Governmental unit Freeborn County SWCD	Contact name Brenda Lageson	Requested amount of funding <input checked="" type="checkbox"/> \$2,500.00
Address 1400 West Main Street	City/State Albert Lea, MN	Zip code 56007

**Contract Information**

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

- Assist Area Certification Specialist (ACS) by obtaining applications and gathering necessary farm data needed by landowners to complete certification.
- Provide technical assistance to help landowners achieve certification, if no other cost share is available for Governmental Unit staff time.
- Attend program and assessment tool training provided by the ASC or other MAWQCP approved trainer, for staff to better deliver the MAWQCP in this region.
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- Other activities pre-approved by the Wabasha County SWCD and ACS that directly increase landowner participation in the MAWQCP.

**Effective date period**

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

611 Broadway Ave., Suite 10

Wabasha, MN 55981

Or

Email: [terri.peters@mn.nacdnet.net](mailto:terri.peters@mn.nacdnet.net) and/or [susan.cerwinske.wabashaswcd@gmail.com](mailto:susan.cerwinske.wabashaswcd@gmail.com)

Contract Date 01-01-2024 to 12-31-2025. The Governmental Unit may neither assign nor transfer any rights or obligations under this agreement. This agreement may be terminated by either party with or without cause, upon (30) thirty days' written notice directed to the other party. This is a Reimbursable Fund and funds will not be distributed until expended.

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

**Reporting**

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

**Applicant Signatures**

Board or Authorized Representative Signature <i>Brenda Lagoon</i>	Board meeting date <i>2/8/2024</i>	Total Amount Requested <input checked="" type="checkbox"/> \$2,500.00
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**Southeast Area Certification Specialist**

Name <i>[Signature]</i>	Date 01/01/2024
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**Wabasha SWCD Authorization**

Board or Authorized Representative Signature <i>Jeri Peterson</i>	Board Meeting Date <i>2/22/2024</i>	Total Amount Authorized \$ <i>2,500.00</i>
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*effective 01/01/2024*

(Starting with \$2,500.00 for funding with additional funds that can be added.)

Amount Added: \$ \_\_\_\_\_

Approved by: \_\_\_\_\_

Amount Added: \$ \_\_\_\_\_

Approved by: \_\_\_\_\_

Amount Added: \$ \_\_\_\_\_

Approved by: \_\_\_\_\_



Please call office at 651-560-2053 or email [susan.cerwinske.wabashaswcd@gmail.com](mailto: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  
January 25, 2024  
8:15 am  
County Conference  
Room  
625 Jefferson Ave.**

**I. CALL MEETING TO ORDER**

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

*Supervisors Present: Lynn Zabel, Chair, Chet Ross, Co-Chair, Sharleen Klennert, Treasurer, Dag Knudsen, Secretary and Seth Tentis, Member*

*Staff Present: Terri Peters, District Manager*

*Others Present: Bob Walkers, County Commissioner, John Benjamin, NRCS and Frank Klennert, citizen*

*On the Phone: Sheila Harmes, Winona County Water Planner, Whitewater Watershed Project Coordinator and Sue Cerwinske, Bookkeeper/Admin. Assistant*

**II. PLEDGE ALLEGIANCE**

**III. AGENDA**

*Terri noted changes to the agenda: Add Letter K under Consent Agenda - Danckwart Landscape LLC payment for \$68,905.21 final construction bill for Gorman Creek.*

*Change amount of the Payment of Monthly Bills to \$132,770.81, adding checks printed for Insty Prints and Ratwick, Roszak and Malones, PA*

*Motioned by Klennert and seconded by Ross to approve The Agenda as corrected.*

*Affirmative: Ross, Klennert, Knudsen, Tentis*

*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*

*Note: Tom Millers voucher payment last month of \$40,294.74 is the final payment instead of partial that was noted on New Business Letter I.*

- A. 2024 Data Practice Policy for Data Subjects
- B. 2024 Data Practice Policy for Members of the Public
- C. 2024 Request for release of data to government agency
- D. 2024 Request for release of data
- E. 2024 Wabasha County Soil and Water Conservation District Data Practices Policy Fee Schedule
- F. State of MN Joint Powers Agreement between State of MN acting through MN Dept. of Agriculture and Wabasha SWCD. New MAWQCP grant agreement effective date January 1, 2024 and expires December 31, 2025.
- G. County of Olmsted – Wabasha County SWCD - MN Agricultural Water Quality Certification Program – Building Lease Agreement. January 1, 2024 to June 30, 2024
- H. Voucher for Jim Peterson for Contract# 22-SDWGPh2-3 in the amount of \$1,996.76 for Reverse Osmosis Water Treatment System.  
(Funding source: Safe Drinking Water Phase 2)
- I. Voucher payment for Rosie Rettmann for Contract# 2023WAGZ-WC-03 in the amount of \$1,915.00 for 351 Well Decommissioning.  
(Funding source: Watershed Alliance for the Greater Zumbro (WAGZ))
- J. Voucher payment for SAPA Ska Farm Inc. (David Pierson) for Contract# 2023WAGZ-WC-04 in the amount of \$1,474.50 for 351 Well Decommissioning.  
(Funding source: Watershed Alliance for the Greater Zumbro (WAGZ))
- K. Danckwart Landscaping LLC final construction bill payment of \$68,905.21, including the 5% retainage for work done on Gorman Creek Restoration Project.

***Motioned by Klennert and seconded by Knudsen to approve the Consent Agenda as amended and presented.***

***Affirmative: Ross, Klennert, Knudsen, Tentis***

***Opposed: None***

***Motion Carried***

#### **VI. SECRETARY'S REPORT**

- A. December 28, 2023 Meeting Minutes – **Board Action**

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

***Affirmative: Ross, Klennert, Knudsen, Tentis***

***Opposed: None***

***Motion Carried***

#### **VII. TREASURER'S REPORT – Board Action**

- A. December District Financial Statements  
Included for your review

***Motioned by Ross and seconded by Tentis to approve the Treasurer's Report to the best of our ability.***

***Affirmative: Ross, Klennert, Knudsen, Tentis***

***Opposed: None***

***Motion Carried***

- ***Terri noted that she will have the program record completed and will send out to board before the next meeting.***

**VIII. PAYMENT OF MONTHLY BILLS**

A. Monthly Bills in the amount of 132,770.81- **Board Action**

*Motioned by Klennert and seconded by Ross to approve Payment of the Monthly Bills in the amount of \$132,770.81.*

*Affirmative: Ross, Klennert, Knudsen, Tentis*

*Opposed: None*

*Motion Carried*

**IX. DISTRICT REPORTS**

A. Chair Report – Lynn Zabel

*Went to the listening session 1/24 in Zumbrota. Terri and Dag were also there.*

*Eric Putnam discussion on various issues. Lynn stated the support of the reliable funding for SWCD's. Dag reported about farmers talking about farming practices and regulations. Interesting session to attend.*

B. County Commissioner – Bob Walkes

*Transitioning of office space. Driver's License moved back down the end of the hall.*

*Extension moved where the Driver's License was. One window contact.*

*New Chair is Bob Walkes. Set rotation, Chair is only chair for one year.*

C. District Manager Report – Terri Peters

*Meeting 1/24 listening session with Eric Putnam who is on the Tax Advisory Committee. Interesting, listened to concerns. More highlighted concerns.*

*Nitrate issue. Request for proposal out for similar grant like Tap-In.*

*Worked with Regional groups and Tammy from Public Health on RFP for water testing.*

*Tests for 5 contaminants, treatment can address any of those. Use treatment system \$.*

*SE Manager Meeting on 1/19 with all State Agencies. Terri reported that the response of action plan mentioned local partners 52 times. What SWCD's can do and how much money needed. What we can't do because of not enough trained staff.*

*Teri & Jenna attended the Bear Valley Watershed Board meeting. Jenna will be work on getting a soil health event together for that area.*

*Jenna will also work on tri-county soil health event with Wabasha, Olmsted, Winona, probably in Plainview area.*

*Working with partners to wrap up Gorman Creek construction project DNR grant.*

*Gorman 3-year extended maintenance by contractor to be paid by Trout Unlimited.*

*WAGZ planning work group meeting. Went over funding left from first biennium and planning for second biennium.*

*SE Landscape – Work with staff on program guidance*

*FEMA Lower Zumbro Outreach Letter. Summary of results, Information and follow up. List of targeted areas to move ahead with, money left and apply for grants for specific locations.*

*Work on reporting.*

*Terri reported on letter from Dairyland Power who is planning upcoming relocation*

*project. Got Wetland notice the project will be going down Hwy 42 through*

*landowner's fields. Bob attended the meeting in Kellogg. He reported that Dairyland has transmission lines is on the Capex line. Xcel needs the Capex space on the poles for more generation lines. Dairyland needs to move their transmission lines.*



- D. NRCS Report – John Benjamin – (in the packet) ***Gave his report. New Conservationist starting February 12, 2024.***
- 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
- H. Bookkeeper/Administrative Assistant Report -Sue Cerwinske  
***Quarterly payroll reports and quarterly invoicing. Working on taxes. Submitted 1099's online. 1094/1095 Insurance forms completed. Getting W-2's and MCIT reporting ready to submit.***
- I. BWSR Report –
- J. Other agencies – Sheila Harmes, Winona County Water Planner, and Whitewater Watershed Project Coordinator  
***Jenna Rasmusson did a great job on her presentation / overview on cover crops, worked with farmers in Wabasha County. It was detailed and organized. Brian Mueller is now on the Whitewater and WinLac boards***

**X. OLD BUSINESS**

- A. Conservation Project – Lynn (open to any Supervisor for ideas)  
***No report***
- B. Wabasha SWCD Governance Letter
- C. Wabasha SWCD Internal Control Letter 2022 to Board
- D. Wabasha SWCD Final Audited Financial Statements for 2022
- E. Smith & Schafer Letter of Representation – **Board Action/Signature**  
***Motioned by Klennert and seconded by Ross to accept the 2022 Audit submitted by Smith & Schafer and to sign the Smith & Schafer Letter of Representation. Affirmative: Ross, Klennert, Tentis Abstained: Knudsen Motion Carried***

**XI. NEW BUSINESS**

- A. Election of SWCD Board Officers for 2024 – **Board Action**
  - i. Chairman - Lynn Zabel
  - ii. Vice Chairman - Chet Ross
  - iii. Secretary - Dag Knudsen
  - iv. Treasurer – Sharleen Klennert***Motioned by Klennert and seconded by Knudsen to leave all offices as they were for 2023. Affirmative: Ross, Klennert, Knudsen, Tentis Opposed: None Motion Carried***
- B. 2024 Committee Appointments – **Board Action**
  - i. Personnel Committee – Lynn and Chet
  - ii. Finance Committee – Sharleen, Chet
  - iii. Whitewater JPB – Lynn

- iv. Zumbro 1W1P – Dag
- v. WinLac 1W1P - Lynn
- vi. SE SWCD Technical Support JPB – Dag
- vii. County Board Meeting Representative – This is a member of our board who will go to county meetings – Sharleen

***Motioned by Klennert and seconded by Ross to leave all committee appointments for 2024 same as they were for 2023.***

***Affirmative: Ross, Klennert, Knudsen, Tentis***

***Opposed: None***

***Motion Carried***

- C. ELink Grant Reporting Signature Authority Resolution 01252024-1 – **Board Action**  
***Motioned by Klennert and seconded by Ross to approve the ELink Grant Reporting Signature Authority Resolution 01252024-1.***

***Affirmative: Ross, Klennert, Knudsen, Tentis***

***Opposed: None***

***Motion Carried***

- D. Designation of Official Newspaper Resolution 01252024-2 (The Wabasha County Herald) – **Board Action**

***Motioned by Ross and seconded by Klennert to approve the Designation of Official Newspaper Resolution 01252024-2 (The Wabasha County Herald)***

***Affirmative: Ross, Klennert, Knudsen, Tentis***

***Opposed: None***

***Motion Carried***

- E. Designation of Official Bank Depositories Resolution 01252024-3 – **Board Action**  
***Motioned by Klennert and seconded by Ross to approve the Designation of Official Bank Depositories Resolution 01252024-3.***

***Affirmative: Ross, Klennert, Knudsen, Tentis***

***Opposed: None***

***Motion Carried***

- F. Designation of Signatories for Bank Accounts Resolution 01252024-4 – **Board Action**  
***Motioned by Ross and seconded by Knudsen to approve the Designation of Signatories for Bank Accounts Resolution 01252024-4.***

***Affirmative: Ross, Klennert, Knudsen, Tentis***

***Opposed: None***

***Motion Carried***

- G. Per Diem rates \$125.00 and Mileage .67 for 2024 Resolution 01252024-5 – **Board Action**

***Motioned by Klennert and seconded by Knudsen to approve Per Diem rates \$125.00 and Mileage .67 for 2024 Resolution 01252024—5.***

***Affirmative: Ross, Klennert, Knudsen, Tentis***

***Opposed: None***

***Motion Carried***

- H. Approve Annual Resolutions Authorizing Terri Peters Signature Authority for:
- i. Resolution 01252024-6 Approve Grant agreements from BWSR as they come in. -Board Action
  - ii. Resolution 01252024-7 Approve Cover Crops and Well Sealing contracts – Board Action
  - iii. Resolution 01252024-8 Approve AgBMP Loan Applications up to \$200,000.00 -**Board Action**

***Motioned by Ross and seconded by Knudsen to approve all three annual resolutions authorizing Terri Peters Signature Authority:***

***Resolution 01252024-6 to Approve Resolution 01252024-6 to approve Grant agreements from BWSR as they come in and***

***Resolution 01252024-7 to approve Cover Crops and Well Sealing contracts and***

***Resolution 01252024-8 to approve AgBMP Loan Applications up to \$200,000.00.***

***Affirmative: Ross, Klennert, Knudsen, Tentis***

***Opposed: None***

***Motion Carried***

- I. 2024 Board Policy, Operating Rules, Guidelines and Bylaws – **Board Action/**  
Each Sign separate last page attached.

***Motioned by Klennert and seconded by Knudsen to approve 2024 Board Policy, Operating Rules, Guidelines and Bylaws and to each sign the last page.***

***Affirmative: Ross, Klennert, Knudsen, Tentis***

***Opposed: None***

***Motion Carried***

- J. Wabasha SWCD - Watershed Alliance of the Greater Zumbro (WAGZ) Sponsorship of the Wabasha County Forestry Day in the amount of \$250.00 – **Board Action**

***Motioned by Ross and seconded by Knudsen to approve Wabasha SWCD – Watershed Alliance of the Greater Zumbro (WAGZ) Sponsorship of the Wabasha County Forestry Day in the amount of \$250.00.***

***Affirmative: Ross, Klennert, Knudsen, Tentis***

***Opposed: None***

***Motion Carried***

- K. Wabasha SWCD Sponsorship for Cow Calf Days at Rossman Farms in Oronoco in the amount of \$100.00 payable to the University of Minnesota - **Board Action**

***Motioned by Klennert and seconded by Ross to approve Wabasha SWCD Sponsorship for Cow Calf days at Rossman Farms in Oronoco in the amount of \$100.00 payable to the University of Minnesota.***

***Affirmative: Ross, Klennert, Knudsen, Tentis***

***Opposed: None***

***Motion Carried***



- L. Nutrient Management Technician (MDA funding) – Discussion  
*Terri brought up discussion on call from Bob Scanlon MDA about an interest in hiring a Nutrient Management person funded by MDA for \$100,000.00 over two years. Would be working as a specialist and work with Sara West of Fillmore SWCD who would be the lead on projects. MPCA does not require nutrient management plan and not as complicated as NRCS plan to apply for EQIP. NRCS can take up to three years for EQIP funding. SWCD would have to cover the balance of compensation, ¼ time for this person.*
- M. Upcoming Events
- i. TSA JPB Meeting – January 30th
  - ii. Cow Calf Days – February 8th
  - iii. Wabasha Forestry Day – February 9<sup>th</sup>

**XII. Board Reports**

- A. Whitewater JPB – Lynn
- B. Zumbro 1W1P – Dag  
*Next meeting February 8th*
- C. WinLaC 1W1P – Lynn  
*March 11, Next policy committee meeting.*
- D. SE SWCD Technical Support JPB – Dag  
*Terri stated that the SE SWCD Technical Support JPB is made up on 1 board member from 12 counties in our area. Engineers based in Rochester. Will be looking for a replacement for Chris Nelson. Funds available that come through from BWSR for projects, such as small feedlot storage.*
- E. County Board Meeting – Sharleen

**XIII. Adjourn – Board Action**

*Motioned by Klennert and seconded by Ross to Adjourn the meeting at 9:42 am*  
*Affirmative: Ross, Klennert, Knudsen, Tentis*  
*Opposed: None*  
*Motion Carried*

Respectively Submitted By:

---

Dag Knudsen, Secretary

Wabasha Soil and Water Conservation District  
Cash Balances  
As of January 31, 2024

	Jan 31, 24
ASSETS	
Current Assets	
Checking/Savings	
Money Market- Bank of Alma	91,124.89
Money Market WNB Financial	7,432.88
Peoples State Bank Money Market	324,940.44
Petty Cash	62.90
WNB Financial	24,636.08
Total Checking/Savings	448,197.19
Total Current Assets	448,197.19
TOTAL ASSETS	448,197.19
LIABILITIES & EQUITY	0.00

## Wabasha Soil and Water Conservation District

## Balance Sheet

As of January 31, 2024

	Jan 31, 24
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Money Market- Bank of Alma	91,124.89
Money Market WNB Financial	7,432.88
Peoples State Bank Money Market	324,940.44
Petty Cash	62.90
WNB Financial	24,636.08
<b>Total Checking/Savings</b>	448,197.19
<b>Accounts Receivable</b>	
11000 · Accounts Receivable	106,262.48
<b>Total Accounts Receivable</b>	106,262.48
<b>Other Current Assets</b>	
12000 · Undeposited Funds	517.42
<b>Total Other Current Assets</b>	517.42
<b>Total Current Assets</b>	554,977.09
<b>Fixed Assets</b>	
15000 · Furniture and Equipment	
Computer	7,523.00
Laptops for Distrcit Techs (2)	3,149.22
Samsung Tablets	1,548.69
15000 · Furniture and Equipment - Other	109,828.00
<b>Total 15000 · Furniture and Equipment</b>	122,048.91
17000 · Accumulated Depreciation	-105,962.59
<b>Total Fixed Assets</b>	16,086.32
<b>Other Assets</b>	
<b>Prepaid Items</b>	
Prepaid Rent	920.43
<b>Total Prepaid Items</b>	920.43
<b>Total Other Assets</b>	920.43
<b>TOTAL ASSETS</b>	<b>571,983.84</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	1,379.34
<b>Total Accounts Payable</b>	1,379.34
<b>Other Current Liabilities</b>	
Allowance for Unemployment Reim	1,581.86
Deferred Revenue	
AIS	12,949.79
FY20 Capacity	2,353.72
FY20 NACD TA Grant	16,670.94
FY21 Buffer Initiative	5,161.22
FY21 Capacity	16,740.48
FY22 Buffer Initiative	16,867.22
FY22 Capacity	23,528.04
FY22 NACD TA Grant	72,139.65
FY22 State Cost Share	7,873.30
FY23 Buffer Law Implementation	17,000.00
FY23 Capacity	115,130.63
FY23 Conservation Delivery	2,949.68
FY23 CWF - WIC	89,363.00



## Wabasha Soil and Water Conservation District

02/13/24

## Balance Sheet

Accrual Basis

As of January 31, 2024

	Jan 31, 24
FY23 LWM	12,212.61
FY23 Soil Health-Cost Share	14,175.00
FY23 State Cost Share	15,401.00
FY23 SWCD Aid	160,115.03
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
FY24 LWM	19,354.00
FY24 WCA	16,543.00
FY25 LWM	19,354.00
FY25 WCA	16,543.00
Total Deferred Revenue	779,425.08
Deposit on Tree Sales	10,903.04
2110 · Direct Deposit Liabilities	27.00
24000 · Payroll Liabilities	1,165.99
25500 · Sales Tax Payable	313.02
Total Other Current Liabilities	793,415.99
Total Current Liabilities	794,795.33
Total Liabilities	794,795.33
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	-206,532.37
Net Income	-112,892.73
Total Equity	-222,811.49
TOTAL LIABILITIES & EQUITY	571,983.84

# Wabasha Soil and Water Conservation District

## Profit & Loss

### January 2024

	Jan 24
<b>Ordinary Income/Expense</b>	
Income	
Charges for Services	
Plat Book Sales	35.00
<b>Total Charges for Services</b>	35.00
Intergovernmental Revenues	
County	
County Regular Allocation	4,223.84
<b>Total County</b>	4,223.84
Partners Grants	
Lower Zumbro Outreach - FEMA	11,207.65
<b>Total Partners Grants</b>	11,207.65
State	
FY22-23 SDW - Phase 2	1,917.34
FY22-23 WAGZ	39,826.98
<b>Total State</b>	41,744.32
<b>Total Intergovernmental Revenues</b>	57,175.81
<b>Total Income</b>	57,210.81
<b>Gross Profit</b>	57,210.81
Expense	
District Operations	
Other Services and Charges	
Advertising Expense	100.00
Building Rent	920.43
Education and Information	300.00
Employee Mileage	178.22
Fees and Dues	10,477.92
Insurance Expenses	7,499.00
Internet Expense	79.66
Postage	54.00
Professional Expenses	21.00
Vehicle Expenses	
Chevrolet Silverado Vehicle Exp	128.32
Hyundia Tucson Vehicle Expense	40.08
<b>Total Vehicle Expenses</b>	168.40
<b>Total Other Services and Charges</b>	19,798.63
Personnel Services	
Employee Salary Permanent	19,876.94
Employer HSA contributions	750.00
Employer Life and Health	
66000 - Payroll Expenses	11,824.12
Employer Life and Health - Other	27.50
<b>Total Employer Life and Health</b>	11,851.62
Employer Share FICA	1,473.66
Employer Share Medicare	344.65
Employer Share PERA	1,780.59
<b>Total Personnel Services</b>	36,077.46
Supplies	
Office Supplies	232.57
<b>Total Supplies</b>	232.57

# Wabasha Soil and Water Conservation District

## Profit & Loss

### January 2024

	Jan 24
Total District Operations	56,108.66
Project Expenditures	
District	
Storage Space Lease Rolr-Crmper	350.00
Total District	350.00
Federal	
319 Focus Small Wtrshd-W.Indian	116.19
Total Federal	116.19
Partners Grants	
Lower Zumbro Outreach - FEMA	3,543.02
Total Partners Grants	3,543.02
State	
FY20 Gorman Creek Restoration	54,771.67
FY22-23 SDW - Phase 2	3,914.10
FY22-23 WAGZ	3,639.50
FY23 Capacity	1,679.96
FY23 SE Landscape - MN DNR	975.09
MAWQCP Administration	18,274.99
Total State	83,255.31
Total Project Expenditures	87,264.52
Total Expense	143,373.18
Net Ordinary Income	-86,162.37
Other Income/Expense	
Other Income	
Interest Income	
Interest Earnings MM's	883.11
Total Interest Income	883.11
Total Other Income	883.11
Net Other Income	883.11
Net Income	-85,279.26



4:05 PM

## Wabasha Soil and Water Conservation District

02/21/24

## Monthly Bills Listing

Cash Basis

February 22, 2024

Type	Date	Num	Name	Memo	Account	Paid Amount
<b>Feb 22, 24</b>						
Liability Check	02/22/2024	12005	Auditor/Treasurer of Wabasha County	<i>Health, Dental, Life and LTD Insurance</i>	WNB Financial	-9,039.92
Bill Pmt -Check	02/22/2024	12006	Fillmore Soil and Water Conservation D...	4th Qtr 2023 MAWQCP expenses	WNB Financial	-409.67
Bill Pmt -Check	02/22/2024	12007	Freeborn County SWCD	Senja 4th Qtr 2023 MAWQCP Expenses	WNB Financial	-291.97
Bill Pmt -Check	02/22/2024	12008	HBC	Internet 2-02 to 3-1-2024	WNB Financial	-79.66
Bill Pmt -Check	02/22/2024	12009	Hunekke Dairy Inc.	2nd Year cover crops WAGZ	WNB Financial	-800.00
Bill Pmt -Check	02/22/2024	12010	Minnesota State Auditor	Standard and Procedures Review of Dec 31, 2022 audit	WNB Financial	-248.00
Bill Pmt -Check	02/22/2024	12011	Mittel Schule, Inc.	Monthly Building Rent Charges - March	WNB Financial	-920.43
Bill Pmt -Check	02/22/2024	12012	Office Depot	<i>HP Ink, Envelopes, Coffee Filters</i>	WNB Financial	-151.23
Bill Pmt -Check	02/22/2024	12013	Olmsted County Public Works	January 2024 G. Klinger expenses/MAWQCP	WNB Financial	-10,264.44
Bill Pmt -Check	02/22/2024	12014	Smith Schafer & Associates, LTD	Progress billing for Audit of 2022 financial statements	WNB Financial	-1,170.00
Bill Pmt -Check	02/22/2024	12015	Wabasha County Herald	Local Delivery subscription for 2024	WNB Financial	-56.00
Bill Pmt -Check	02/22/2024	12016	Wabasha County Highway Department	January Gas for Hyundai & Silverado	WNB Financial	-122.12
Liability Check	02/22/2024	EFT	VSP Vision Care	<i>Vision Insurance</i>	WNB Financial	-74.31
Bill Pmt -Check	02/22/2024	12017	Paul Busch Auto Center, Inc.	Hyundai Oil Change	WNB Financial	-51.43
<b>Feb 22, 24</b>						<b>-23,679.18</b>

NRCS Wabasha Field Office Report

2/22/24

John Benjamin

Christina Taylor has started as the Soil Conservationist in the office. I plan to bring her along to the next board meeting to introduce her.

**CSP (Conservation Stewardship Program)**

- 14 Active contracts **Worth roughly 660,000 in cost share remaining to be paid**
- FY24 renewal ranking deadline Oct 20 No applications were ranked.
- 14 FY24 CSP classic applications submitted **5 are expected to move forward**
- FY24 Classic sign up deadline January 12<sup>th</sup>
- FY24 Ranking deadline April 12<sup>th</sup>

**EQIP (Environmental Quality Incentive Program)**

- 19 Active EQIP contracts **worth roughly 260,000.00 remain cost share to be paid**
- FY24 Application deadline Oct 6<sup>th</sup>
- FY24 Ranking deadline January 19 **deadline extended to February 2nd**
- 22 Applications in pending status **12 ranked & moving forward**
- 11 Applications preapproved for funding
- Obligation deadline 50% by April 5<sup>th</sup> and 80% by June 28<sup>th</sup>. **Team 20 is pushing to have all contracts obligated prior to April 5<sup>th</sup>.**

**RCPP-EQIP (Regional Conservation Partnership Program- EQIP)**

- 3 active contracts worth **160,00 in cost share to be paid out**
- no applications submitted.

**RCPP18 (Regional Conservation Partnership Program)**

Land Management Fund through MAWQCP sign up is applicable in this county.

- 1 Active contract
- Sign up deadline Dec 15<sup>th</sup>
- 1 application in pending.
- Ranking deadline January 19 **1 app ranked**

**CRP (Conservation Reserve Program)**

- 48 FY26 expiring reviews
- 16-20 reviews for a PIP, practice incentive payment,
- Potentially 10 establishment reviews.

# Monthly Report – February 2024

Matt Kempinger

## Projects

- Design work on 4 grade stabilization structures
- Cost share planning for 2024 construction year
- Prepare for Gorman Creek presentation at Driftless Symposium
- Preliminary work for 1 shoreline protection project
- Shared plans with landowner for 1 small feedlot fix

## Others

- WCA Year-end reporting
- SWCD Year-end reporting
- 2023 MAWQCP certification review interviews
- Office re-arrange for new NRCS staff
- Assist other staff with ArcGIS pro setup and tools
- Coordination with NRCS on technical assistance workload into new year
- General project & contract management
- Answered general resource questions from public and assisted where possible



# Monthly Report – February 2024

Jenna Rasmusson

## Programs

- Provided technical assistance for cover crop planning fall 2024.
- Provided technical assistance to operators not in compliance with Buffer Law and offered alternative practices and opportunities to reach compliance.
- Conducted a site visit for wildlife habitat improvement, and started a plan for alternatives.

## Education and Outreach

- Contacted presenters and hosts for 5<sup>th</sup> grade field day and confirmed for May 7<sup>th</sup> with the teachers as well.
- Attended Soil Health I-90 tour stop in Stewartville. Speakers included Gary Zimmer, Everett Rolfig, and Kenny Blumenfeld.
  - Gary is an organic farmer and focused his presentation on soil biology. Everett is a no till farmer, and he discussed obstacles to convert, economics, and management strategies. Kenny presented on climatic data and trends going into 2024. Well attended event with lots of farmers, even saw some familiar faces from Wabasha Co.
- Attended Cow/Calf Days at Rossman Farms in Oronoco.
  - Met folks from UMN Extension and farmers. Learned about rotational grazing practices in the state, and the economics of a cow/calf operation.
- Wrote an article for the WAGZ story map.
- Website updates

## Other/Training

- Attended a N Rate webinar hosted by UMN Extension and MDA. They reported data from their local field trials (Altura, Elgin) on N rate response in corn. I requested a copy of the data, but it will not be shared until after it is presented at the Nutrient Management Conference.
- Went through RUSLE2 training videos.
- Agronomy Tech Note 31 training modules – seeding mix design and how to plan for various vegetative plantings.

## Monthly Report – February

Katelyn Abts

### Programs

- Buffer Law
  - 5 different fields inspected
  - BuffCAT updated
- CWMA (Cooperative Weed Management Area)
  - Application for 2024 CWMA funds
- State Cost Share
  - Windbreak planning
  - Brush Management planning

### Other

- 2024 Tree Sale
  - 21 out of 31 varieties are sold out
  - 98 different customers
- Newsletter
- Wabasha Forestry Day

### Training

- Tech Talks
- AgLearn courses for Level 1 Certified Planner
- Anti-harassment training



FW: [External Email]Drinking Water Protection Grant update

2 messages

Peters, Terri - FPAC-NRCS, MN <terri.peters@mn.nacdn.net> Wed, Feb 7, 2024 at 2:20 PM  
To: "Rasmusson, Jenna - FPAC-NRCS, MN" <Jenna.Rasmusson@mn.nacdn.net>  
Cc: "Abts, Katelyn - FPAC-NRCS, MN" <Katelyn.Abts@mn.nacdn.net>, "Kempinger, Matthew - FPAC-NRCS, MN" <Matthew.Kempinger@mn.nacdn.net>, "Benjamin, John - FPAC-NRCS, MN" <john.benjamin@usda.gov>, "Wayne, William - FPAC-NRCS, MN" <william.wayne@usda.gov>, Susan Cerwinske <susan.cerwinske.wabashaswcd@gmail.com>

Jenna, can we push this info out for social media/website and include in our newsletter and add a bit for FSA newsletter?

Info for the rest of you

From: sara.west fillmoreswcd.org <sara.west@fillmoreswcd.org>  
Sent: Wednesday, February 7, 2024 2:14 PM  
To: Riley Buley <riley.buley@fillmoreswcd.org>  
Cc: Wanda Anderson (wanda.anderson@winonaswcd.com) <wanda.anderson@winonaswcd.com>; Cody Fox (cody@mowerdistrict.org) <cody@mowerdistrict.org>; Skip Langer (skip.langer@olmstedcounty.gov) <skip.langer@olmstedcounty.gov>; Peters, Terri - FPAC-NRCS, MN <terri.peters@mn.nacdn.net>; Kennedy, Beau <bkenedy@goodhueswcd.org>; Adam King (adam.king@dodgeswcd.org) <adam.king@dodgeswcd.org>  
Subject: [External Email]Drinking Water Protection Grant update

[External Email]  
If this message comes from an unexpected sender or references a vague/unexpected topic;  
Use caution before clicking links or opening attachments.  
Please send any concerns or suspicious messages to: Spam.Abuse@usda.gov

Hi everyone,

I just wanted to give you all an update on the Drinking Water protection in the Karst Region Grant (DWP)

At this point we feel we can open this grant up to the final tier of producers.

Tier I- DWSMA's determined to be high or very high vulnerability

Tier II- High testing townships(10% over 10 ppm) on Final Township testing results

Tier III- Townships with 5-9.9% of wells testing high on final results or areas under the Groundwater Protection Rule Fall N Restriction This is where we are now.

So to give everyone an idea of what funds are currently available please reference the table below and if you have any questions please ask myself or Riley.

Preplant would be 246 available acres:\$10/acre up to 100 acres  
Split Application 1500 Acres available:\$20/acre up to 100 acres.

	Available Funding	Total Funds
Well Sealing Cost-share (75% up to \$2000)	\$20,000	\$20,000
Well Sealing TA	\$6,500	\$6,500
Preplant Nitrogen Incentive Payment (2 year contract)	\$4,920	\$20,000
Split Application Nitrogen Incentive Payment (2 year Contract)	\$60,000	\$60,000



Admin/Reporting TA	\$9,564.44	\$12,000

Currently we do NOT have sub-agreements between Fillmore & Winona or Fillmore & Wabasha so if you wish to participate, we would need those signed still. If you need the document resent just let us know.





Attached is a flyer I made up to send to anyone interested in the programs available through this grant. Another good place to promote the nitrogen incentive portion of this grant is with any of the local agronomy co-ops since they are typically the ones working with farmers on their fertilizer rates.

Also, I included the U of MN fertilizer recommendations if get questions about those from any farmers interested in the programs. They would be eligible for incentive payments so long as they are within the acceptable range for nitrogen application accounting for all sources that have been applied. If there's any questions on any of these programs, please give me or Riley a shout and we'll be happy to explain more.

*Sara West*

Nutrient Management Specialist  
 Fillmore Soil & Water Conservation District  
 507-887-0240

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- 
- 4 attachments**
-  **image002.emz**  
2K
  -  **U of MN N Recs.docx**  
15K
  -  **Karst Drinking Water Protection Flyer.pdf**  
290K
  -  **image004.emz**  
2K

---

**Peters, Terri - FPAC-NRCS, MN** <terri.peters@mn.nacdnet.net>  
 To: Susan Cerwinske <susan.cerwinske.wabashawcd@gmail.com>

Wed, Feb 7, 2024 at 4:25 PM

Can you please add this to next board meeting? Include Sara's message with practices/numbers.

---

**From:** Riley Buley <riley.buley@fillmoreswcd.org>  
**Sent:** Wednesday, February 7, 2024 4:14 PM  
**To:** Peters, Terri - FPAC-NRCS, MN <terri.peters@mn.nacdnet.net>; sara.west fillmoreswcd.org <sara.west@fillmoreswcd.org>  
**Subject:** RE: [External Email]Drinking Water Protection Grant update

Terri,

Please see attached! I could not find this in my email, but, either way, we would be happy to have your district in the grant.

Thanks,  
 Riley

---

**From:** Peters, Terri - FPAC-NRCS, MN <terri.peters@mn.nacdnet.net>  
**Sent:** Wednesday, February 7, 2024 2:17 PM  
**To:** sara.west fillmoreswcd.org <sara.west@fillmoreswcd.org>  
**Cc:** Riley Buley <riley.buley@fillmoreswcd.org>  
**Subject:** RE: [External Email]Drinking Water Protection Grant update

Hi Sara,

I think I need the sub-agreement resent. I must have missed some info somewhere is the process.

Thanks.

Terri


[Quoted text hidden]

---

**3 attachments**

 **image003.emz**  
2K

 **Sub-Agreement Wabasha.docx**  
29K

 **image004.emz**  
2K

DRINKING WATER PROTECTION IN THE KARST REGION  
SUB-AGREEMENT BETWEEN  
FILLMORE SOIL AND WATER CONSERVATION DISTRICT  
AND WABASHA SOIL AND WATER CONSERVATION DISTRICT

This Sub-Agreement is between the Fillmore Soil and Water Conservation District (Fillmore SWCD), 900 Washington St. NW, Preston, MN 55965 and the Wabasha Soil and Water Conservation District (Sub-recipient) 611 Broadway Avenue, #10, Wabasha, MN 55981.

I. STATEMENT OF PURPOSE

The purpose of this AGREEMENT is to clarify the roles and responsibilities of the parties regarding providing technical assistance and producer incentive payments as part of the Drinking Water Protection in the Karst Region (TKR) grant made possible by the State of Minnesota Board of Water and Soil Resources (BWSR).

II. SCOPE OF SERVICES AND SPECIFIC DUTIES

Fillmore SWCD has agreed to provide opportunities of funding, on a first-come first-served basis, to the Sub-recipient for implementation of the Drinking Water Protection in TKR. The deliverables/activities and budget amounts are described in Exhibit A for each Recipient. All activities will conform to the most current eLINK work plan.

III. PAYMENT TERMS AND REPORTING REQUIREMENTS

- A. **Reporting.** The Sub-recipient will submit invoices to Fillmore SWCD documenting progress toward completion of deliverables/activities outlined in Exhibit A. The Sub-recipient will notify the Fillmore SWCD of their intent to contract with a landowner for Practice Implementation prior to approval of the contract. This notification should include a dollar amount so the Fillmore SWCD can confirm whether or not there are sufficient funds for the proposed producer incentive payment.
- B. **Term.** The Sub-recipient may expend grant funds toward completion of deliverables/activities in Exhibit A from the final signing of this agreement by all parties to November 31, 2025, or until all work under this Agreement is completed and payments made, whichever occurs first, unless earlier terminated by law or according to the provisions of this Agreement.
- C. **Amount.** During the term of this agreement, the Sub-recipient may bill Fillmore SWCD up to the amount designated in Exhibit A for expenses incurred. Funds are available on a first-come first-served basis to all Sub-recipients.
- D. **Payment Schedule.** All payments will be a reimbursement. Upon execution of this Agreement, the Sub-recipient may present itemized invoices to Fillmore SWCD for work actually performed and the supporting documentation. Fillmore SWCD will provide a copy of the invoice to be completed for all reimbursement requests.  
Fillmore SWCD will process reimbursements to the Sub-recipient upon receipt of a qualifying invoice. There may be delays in payment from waiting for Fillmore SWCD Board approval or if reimbursement requests overlap a BWSR allocation of the next 40% or 10% of the grant.



Invoices for payments will be sent to: (or his/her successor)

[riley.buley@fillmoreswcd.org](mailto:riley.buley@fillmoreswcd.org)

or

**Riley Buley, Administrator**

**Fillmore SWCD**

**900 Washington St. NW**

**Preston, MN 55965**

IV. CONTRACT CLAUSES

- A. **Ownership of Project Materials.** All materials prepared or developed by the Sub-recipient hereunder, including documents, notes, reports, data, and samples shall become the property of Fillmore SWCD when prepared, whether delivered to Fillmore SWCD or not, and shall be delivered to Fillmore SWCD upon request. Fillmore SWCD will be responsible for responding to any data practices requests pertaining to this data.
- B. **Changes.** Amendments to Exhibit A will need approval by all Sub-recipients affected by the proposed changes. In an effort to keep project implementation flowing smoothly, Exhibit A will be updated as Sub-recipients approve contracts with landowners and when Sub-recipients are reimbursed for approved cost-share practices. An updated Exhibit A will be sent to all Sub-recipients even if they were not affected by the change.
- C. **Indemnity and Hold Harmless.** Sub-recipient shall indemnify Fillmore SWCD, its directors, officers, employees, and agents against damages, penalties, costs, or expenses incurred in connection with any alleged violation of any federal, state or local law or regulation regulating the work performed hereunder or any part thereof. Sub-recipient agrees to indemnify and hold harmless Fillmore SWCD, its directors, officers, employees, and agents against and from loss, claims, or suits, including costs and attorney's fees, for, or on account of injury, bodily or otherwise, death, of persons, or damage to or destruction of property belonging to Fillmore SWCD or others arising out of the negligent performance of the work hereunder by the Sub-recipient. Sub-recipient shall, in no event, be liable for loss or damage attributable to Fillmore SWCD or its representatives or agents. Sub-recipient's liability shall be limited by the provisions of Minnesota Statutes Chapter 466 or other applicable law. Nothing herein shall be construed to limit either party from asserting against third parties any defenses or immunities (including common law, statutory and constitutional) it may have or be construed to create a basis for a claim or suit when none would otherwise exist.
- D. **Non-assignment.** Sub-recipient shall not assign this Agreement nor delegate or subcontract any of the work to be performed without Fillmore SWCD's written consent. If assignment, delegation, or subcontract is done with such consent, it shall not relieve Sub-recipient from its responsibility for the performance of any of its obligation hereunder.
- E. **Complete Agreement.** This Agreement constitutes the final expression of the parties' agreement, and the complete and exclusive statement of the terms agreed upon. This Agreement supersedes all prior negotiations, understandings, agreements and representations. There are no oral or written understandings, agreements or representations not specified herein.

- F. **Independent Contractor Status.** Sub-recipient is an Independent Contractor. Nothing contained in this Agreement is intended or should be construed as creating the relationship of co-partners or joint ventures between the parties. Sub-recipient will be responsible for any federal or state taxes applicable to this payment. No tenure or any rights or benefits, including workers' compensation, unemployment insurance, medical care, sick leave, vacation leave, severance pay, Public Employment Retirement Association or other benefits available to Sub-recipient employees, shall accrue to Fillmore SWCD or its employees performing services under this Agreement.
- G. **Worker Health, Safety and Training.** Sub-recipient shall be solely responsible for the health and safety of its employees in connection with the work performed under this Contract. Sub-recipient shall make arrangements to ensure the health and safety of all subcontractors and other persons who may perform work in connection with this Contract. Sub-recipient shall ensure all personnel of Sub-recipient and subcontractors are properly trained and supervised and, when applicable, duly licensed or certified appropriate to the tasks engaged in under this Contract. Sub-recipient shall comply with federal, state or local occupational safety and health standards, regulations and rules promulgated pursuant to the Occupational Health and Safety Act which are applicable to the work to be performed by Sub-recipient.
- H. **Legal Compliance.** Sub-recipient and Fillmore SWCD shall comply with all applicable federal and state statutes and regulations as well as local ordinances now in effect or hereafter adopted.
- I. **Data Privacy.** For purposes of this Contract, all data created, collected, received, stored, used, maintained, or disseminated by Sub-recipient in the performance of this Contract is subject to the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Chapter 13 and the Minnesota Rules implementing the Act now in force or thereafter adopted as well as the federal laws on data privacy.
- J. **Business Records.** Sub-recipient shall keep such business records pursuant to this Agreement as would be kept by a reasonably prudent practitioner of Sub-recipient's profession. Sub-recipient shall maintain such records for at least 6 years from the date services or payment were last provided or made or longer if any audit in progress requires a longer retention period. All accounting records shall be kept in accordance with generally accepted accounting practices. Fillmore SWCD shall have the right to audit and review all such documents and records at any time during Sub-recipient's regular business hours or upon reasonable notice. These records are subject to examination, duplication, transcription and audit by Fillmore SWCD and either the Legislative or State Auditor of the State of Minnesota pursuant to Minnesota Statute 16C.05, subd 5. Such evidences are also subject to review by the Comptroller General of the United States, or a duly authorized representative, if federal funds are used for any work under this Contract.
- K. **Force Majeure.** Neither party shall be held responsible for delay or failure to perform caused by fire, flood, epidemic, strikes, riot, acts of God, unusually severe weather, terrorism, war, acts of public authorities or delays or defaults caused by public carriers which was beyond a party's reasonable control, provided the defaulting party gives notice as soon as possible to the other party of the inability to perform.

- L. **Waiver.** The failure of Fillmore SWCD or Sub-recipient to enforce one or more of the terms or conditions of the Contract or to exercise any of its rights or privileges, or the waiver by either party of any breach of such terms or conditions, shall not be construed as thereafter waiving any such terms, conditions, rights, or privileges, and the same shall continue and remain in force and effect as if no waiver had occurred.
- M. **Notices.** All official notices shall be sufficiently given when hand-delivered, emailed or mailed, certified mail, postage prepaid, to the parties at their respective places of business as set forth below or at a place designated hereafter in writing by the parties.  
*Fillmore SWCD: See above email and postal address in section III, D.*
- N. **Interpretation, Jurisdiction and Venue.** All contractual agreements shall be subject to, governed by, and construed and interpreted solely according to the laws of the State of Minnesota. Both parties hereby consent and submit to the jurisdiction of the appropriate courts of Minnesota or of the United States having jurisdiction in Minnesota for adjudication of any suit or cause of action arising under or in connection with the contract documents, or the performance of such contract, and agrees that any such suit or cause of action may be brought in any such court.
- O. **Severability.** The parties agree that if any terms or provision of this contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity or the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular term or provision held to be invalid.
- P. **Agreement to Mediate Disputes.** In the event that any dispute arises between the parties in relation to this Agreement, or out of this Agreement, and the dispute is not resolved by negotiation, the parties may agree to submit the dispute to mediation. The parties further agree that their participation in mediation is a condition precedent to any party pursuing any other available remedy in relation to the dispute.  
Any party to the dispute may give written notice to the other party of his or her desire to commence mediation, and a mediation session must take place within [30] days after the date that such notice is given.  
The parties must jointly appoint a mutually acceptable mediator. If the parties are unable to agree upon the appointment of a mediator within [7] days after a party has given notice of a desire to mediate the dispute, any party may apply to any organization or person agreed to by the parties in writing, for appointment of a mediator.  
The parties further agree to share equally the costs of the mediation, which costs will not include costs incurred by a party for representation by counsel at the mediation.
- Q. **Default and Termination.** Either party by written notice of default (including breach of contract) to the other party may terminate the whole or any part of this agreement if the other party fails to perform any of the provisions of this contract, and after receipt of written notice from the first party, fails to correct such failures within a period of 10 days or such longer period as the first party may authorize in writing after receipt of notice from the first party specifying such failure. Fillmore SWCD or Sub-recipient may terminate this agreement at any time, with or without cause, upon 30 days' written notice to the other parties.

R. **Merger Clause.** This agreement constitutes the final expression of the parties' agreement, and the complete and exclusive statement of the terms agreed upon. This agreement supersedes all prior negotiations, understanding, agreements, and representations. There are no oral or written understandings, agreements or representations not specified herein. Furthermore, no waiver, consent, modification, or change of terms of this agreement shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification, or change shall be effective only in the specific instance and for the specific purpose given.

V. AGREEMENT EFFECTIVE DATE

This agreement is effective upon execution by all parties.

Approved and accepted for:

FOR THE FILLMORE SWCD

\_\_\_\_\_  
Kathy Tesmer, Chair

\_\_\_\_\_  
Date

FOR THE SUB-RECIPIENT

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title



**EXHIBIT A      Sub-recipient allocations Drinking Water Protection in Karst Region Grant**

Funds available to districts on a first-come first-served basis.

Well Sealing Cost Share	Well Sealing Technical Assist.	Pre-Plant Nitrogen incentives	Side Dress Nitrogen BMP Incentives
		\$20,000	\$60,000
		\$10/Acre	\$20/Acre
\$20,000		up to 100 Acres	up to 100 Acres
10 wells @		2 years -	2 years -
\$2,000	\$6,500	10 contracts	15 contracts

Dakota				
Dodge				
Fillmore				
Goodhue				
Mower				
Olmsted				
Root River				
Wabasha				
Winona				
<b>Totals</b>	\$20,000	\$6,500	\$20,000	\$60,000

MITTEL SCHULE / NRCS S+W — new 5 year lease for 2024

Option 1: stay in existing rooms 1200 s.f.

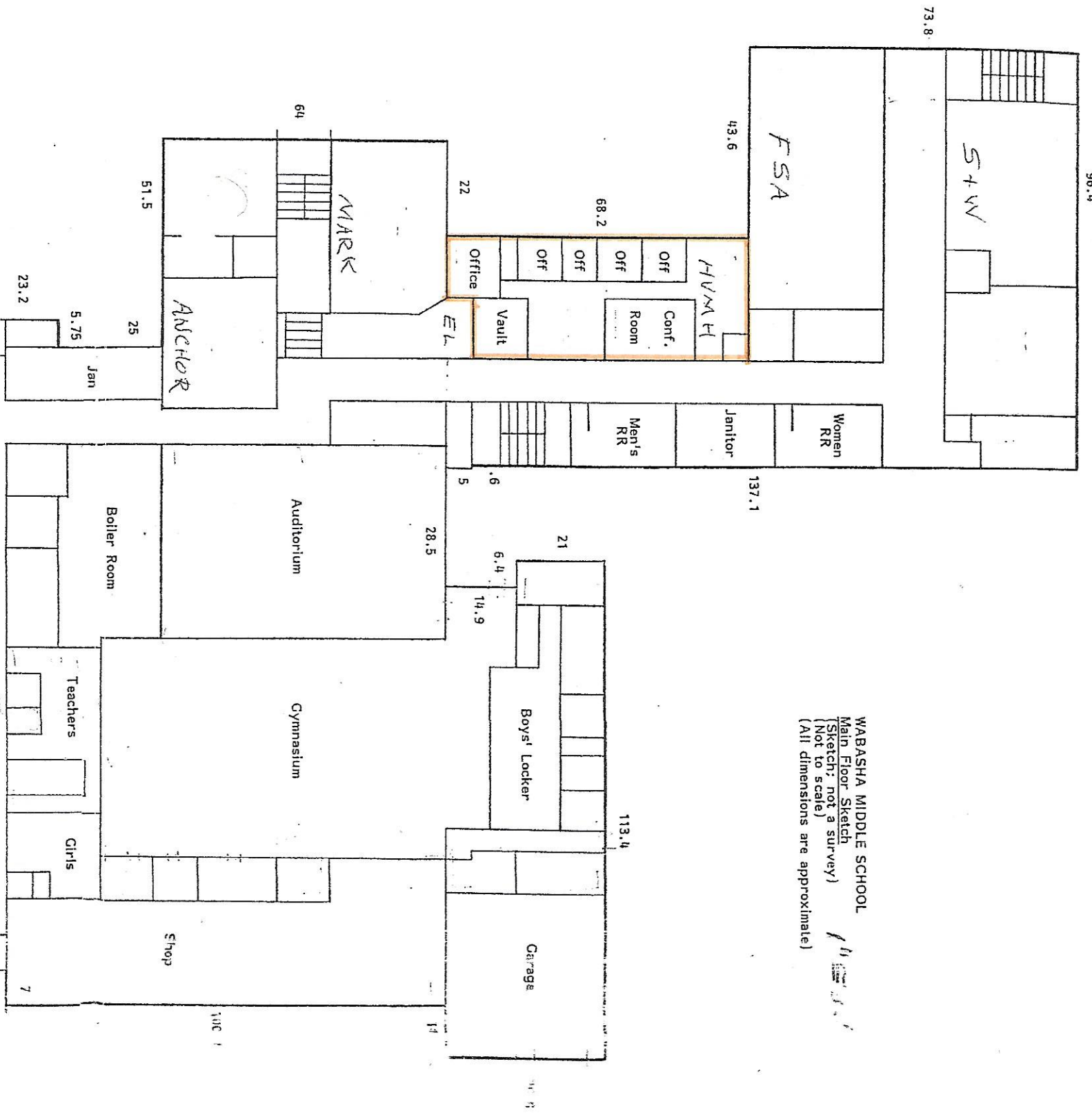
\$11,000 /yr	present lease
+ 2,200	20% increase (4% /yr inflation)
<hr/>	
\$13,200 /yr	(\$11 /s.f. /yr includes cleaning)

Option 2: add corner office 300 s.f.

+ 3,300 /yr	
<hr/>	
\$16,500 /yr	

Option 3: move to HVMH rooms 1800 s.f.

\$19,800 /yr	(\$11 /s.f. /yr includes cleaning)
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WABASHA MIDDLE SCHOOL  
Main Floor Sketch  
(Sketch; not a survey)  
(Not to scale)  
(All dimensions are approximate)

To: WSWCD board  
From: Dag Knudsen

Subject: Report from the Watershed Alliance for the Greater Zumbro (WAGZ) policy advisory committee meeting in Rochester on February 8, 2024

- Reappointed Chair and Vice chair
- Approved Agenda and Nov. 9th 2023 minutes
- Reviewed last biennium financial summary (budget = \$1.444M)
- Reviewed 2024-2025 funding and work plan. (Budget = \$1.9 M)
- Saw a 2023 year in review: A link is available on the WAGZ website.
  - 600 acres of cover-crops
  - 31,652 linear feet of grassed waterways
  - 3,721 linear feet basins and 3,979 linear feet of terrace repairs for water and sediment control
  - 2 grade stabilization structures
- Partner showcases:
  - Goodhue DWSMA, Goodhue WAGZ grade stabilization
  - Oronoco Well sealing: \$240,000 to decommission all wells as they transfer to get services from the City for water and sewer.
- Updates;
  - Workload Analysis Report shows significant increase in staffing to meet expected increase in work load.
  - Expect each District to worry about the staffing for the Project.
  - Potential 10 year funding for soil health projects
  - Olmsted has backlog of 26 projects awaiting funding.
- Next meeting:
  - May 9, 2024 The committee meets four times a year.

#### Observation.

Reports state that there was a 32% increase in cover crops for year 2022 over year 2017 for the state to 760,000 acres.

MN has ~26,000,000 acres of farm land—about 51% of all land in MN.

760,000 acres means 2.9% of the acreage was in cover crops.

Dept. of Ag announced that now 1,000,000 acres are enrolled in their Minnesota Water Quality Certified Farm Program. i.e 3.8% of the state total acreage.



To: WSWCD Board  
From: Dag Knudsen  
Subject: SE SWCD Technical Support Joint Powers Board  
January 20th, 2024 semi annual meeting in Oronoco

The technical support group has a full time staff of 4 technical people and part time admin services provided by Goodhue SWCD. One of their staff is resigning to go into private practice and the Board is now advertising for his replacement.

The Board meets 2 times a year.

- Elections: Annual terms, no term limits: All re-elected.
- Appointments of committee chair and members: All re-appointed
  - Executive Committee meets 3 to 6 times a year. 3 meetings last 6 months.
  - Personnel committee meets as needed
  - Finance Committee meets twice a year.
  - Prioritize committee meet as needed, rarely
  - Organizational committee meets as needed.
- Review of Financials:
  - Have \$134,000 left, available for shovel ready projects
  - Fund balance can support organization for 6.1 months
- Workload Analysis Services Project Report for MASWCD Area 7 review.
  - Area 7 = 11 SE MN SWCDs
    - Area 7 has 53 employees,
    - need 30 more in the next 4 to 6 years assuming full funding of the 1W1P projects.
      - 37 need to be technical/engineers
      - 9 need to be non-structural.
      - 4 to develop conservation plans and assessments
    - Calculating the number of staff needed involves complexities re qualifications, job focus and training.
    - It takes 2 to 4 years to increase the number needed with JAA (job approval authority) for structural practices.
    - Several expected upcoming needs are not included in the forecast analysis, such as EPA requirements for SE MN re nitrates, soil health programs etc.
- Actions:
  - Approval of Engineering Technician job description and hiring schedule.
  - Change the financial year to calendar year.
  - Authorize TSA7 Host Manager to sign Soil Health Agreement w/NRCS
- Other:
  - TSA7 2023 workload review
  - Technical training updates.

**FW: [External Email]Register NOW for MASWCD Legislative Events**

1 message

**Peters, Terri - FPAC-NRCS, MN** <terri.peters@mn.nacdnet.net>  
To: Susan Cerwinske <susan.cerwinske.wabashaswcd@gmail.com>

Wed, Feb 21, 2024 at 10:37 AM

I've already contacted supervisors, but add to agenda and to upcoming events please

**From:** employees <[employees-bounces@maswcd.org](mailto:employees-bounces@maswcd.org)> **On Behalf Of** [michele.asmussen@maswcd.org](mailto:michele.asmussen@maswcd.org)  
**Sent:** Wednesday, January 31, 2024 4:55 PM  
**To:** [michele.asmussen@maswcd.org](mailto:michele.asmussen@maswcd.org)  
**Subject:** [External Email]Register NOW for MASWCD Legislative Events

[External Email]

If this message comes from an **unexpected sender** or references a **vague/unexpected topic**;

Use caution before clicking links or opening attachments.

Please send any concerns or suspicious messages to: [Spam.Abuse@usda.gov](mailto:Spam.Abuse@usda.gov)



## 2024 SWCD ADVOCACY EFFORTS

MASWCD is excited to announce the 2024 SWCD legislative advocacy efforts! Our board-adopted priorities for 2024 will focus on the following:

- **Advocate for SWCD Aid adjustment for 2025 and beyond**

Work to maintain our current funding of \$15 million per year and avoid a decrease to \$12 million per year for aids payable in 2025 and beyond.

- **Pursue capital investment (bonding) dollars**

Seek bonding funding to enhance and preserve the structural assets of our RIM Reserve wetland restoration easements and general one-time funds for a more comprehensive assessment of these structures.

- **Updates to SWCD Law**

Support housekeeping updates to SWCD Law – Minnesota Statutes 103C – and language specifying SWCDs have the authority to take out loans.

## **KEY DATES & REGISTRATION INFO:**

Your support and participation in the following events are critical in making sure our state's commitment to SWCDs funding needs does not fall by the wayside. This is your opportunity to get registered, get informed and get engaged in our 2024 advocacy efforts!

### **MARCH 4 - Legislative Priorities Informative Webinar**

**RSVP for the webinar here: [Zoom registration link](#)**

**10 am – 11:30 am**

Learn all about this year's legislative priorities and the importance of your SWCD engagement. Get prepared for the Briefing and the Day at the Capitol.

### **MARCH 12 - Legislative Briefing & Networking Reception**

**Register here: [Event registration link](#)**

**Deadline: *March 5 at 5 pm***

**4:30 pm to 6 pm — Legislative Briefing**

Program will include key legislators, state agency leaders, the latest on SWCD aid, and other SWCD issues and updates pending before the legislature to hear before you meet with legislators the next day.

**6 pm to 8 pm — Networking Reception & Buffet**

MASWCD invites ALL 201 state legislators to attend this annual event! Make sure your voice is heard! Don't miss this important opportunity to visit with your legislators and agency leaders in a casual setting. Your legislators will be looking for you to hear about what issues are important to our SWCDs. Send them an email reminder and ask them to meet you there! Enjoy a buffet and cash bar.

### **MARCH 13 - SWCD Day At The Capitol**

Please call your legislators as soon as possible to schedule appointments. For a legislative directory, visit: [www.leg.state.mn.us](http://www.leg.state.mn.us).

MASWCD

100 Empire Drive, Suite 205, St. Paul, MN 55103

[www.maswcd.org](http://www.maswcd.org)

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