

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  
April 25, 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. Voucher payment for Krista Luhmann, (Luhmanns Hilltop Holstein LLC for Contract# 2023WAGZ-WC-07 in the amount of \$1,118.50 for practice 351 Well Decommissioning (Funding source FY23 Greater Zumbro Watershed Based (WAGZ))
- B. Wabasha SWCD Contract for Services with Ron Meiners for expanding awareness and increasing implementation of Prairie STRIPS in the West Indian Creek Watershed.

**VI. SECRETARY'S REPORT – Board Action**

- A. March 28, 2024 Meeting Minutes

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

- A. March District Financial Statements  
Included for your review
- B. Program Record - March  
The full spreadsheet was sent to the board in advance.

**VIII. PAYMENT OF MONTHLY BILLS**

- A. Monthly Bills in the amount of \$35,837.02 - **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
- I. BWSR Report –
- J. Other agencies –

**X. OLD BUSINESS**

- A. Conservation Project – Lynn (open to any Supervisor for ideas)
- B. Nitrate issues in the SE - **Informational**

**XI. NEW BUSINESS**

- A. MASWCD Memo – Call for Resolutions – 2024 Resolution Process - **Informational**
  - i. 2024 Resolutions Process Guidelines
- B. Approve Trissa Wallerich Contract# DWP-WS04 in the amount of \$2,000.00 for Practice 351 Well Decommissioning – **Board Action**  
(Funding source Drinking Water Protection in the Karst Region Grant)
- C. Invitation to the Southeast Minnesota Nitrate Strategies Work Group – **Information and Request for Participation.**
- D. Approve Hyde Park Holsteins Contract# DWP-26 in the amount of \$2,000.00 for Nitrogen Best Management Practice, VMN Nitrogen rates – **Board Action**
- E. Upcoming Events
  - i. Tree pick-up day, Friday, April 26<sup>th</sup> 8 am – 3 pm
  - ii. 5<sup>th</sup> Grade Conservation Field Day – May 7<sup>th</sup>
  - iii. Local Work Group – June 27<sup>th</sup> starting at 10:00 am

**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 – Discussion**

- A. **Human Resources**

**XV. Motion to Reopen Regular Meeting – Board Action**

**XVI. Adjourn – Board Action**

# PERCENT BASED - VOUCHER AND PRACTICE CERTIFICATION FORM

## PAYEE AND COST INFORMATION

Name: Krista Luhmann Contract No.: 2023WAGZ-WC-07  
 Address: 65898 Co Rd 7  
 City, State, Zip: Mazeppa, MN 55956  
 Total Amount Authorized: \$2,237.00 % Approved: 50% (state) 50% (state & non-state)  
 (from contract)

Item	Quantity	Unit	Unit Price	Cost
Wabasha Sealing Permit	1	1	\$30.00	\$30.00
Bags of Neat Cement Grout	36	36	\$32.00	\$1,152.00
Yards 3/8 Pea Rock	2	2	\$55.00	\$110.00
Labor to Pump Neat Cement Grout	1	1	\$850.00	\$850.00
Paperwork and Filing Fees	1	1	\$95.00	\$95.00
				\$0.00
				\$0.00
<b>PROJECT COST:</b>				<b>\$2,237.00</b>

## PAYMENT AND CERTIFICATION INFORMATION

A. Type of request (partial or final): Final  
 B. Total cost of practice to date: \$2,237.00  
 C. Eligible amount (total cost x % approved): \$1,118.50 (state) \$1,118.50 (state & non-state)  
 D. Total other state payment amount: \$0.00  
 E. Total non-state payment amount: \$0.00  
 F. Total previous partial payments: \$0.00  
 G. Pre-Construction Cover payment amount: \$0.00  
 H. Maximum payment amount: \$1,118.50

Pre-Con.Cover Ac.	Rate/Ac.

**Amount Approved for This Voucher: \$1,118.50**  
 (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.

Krista Luhmann  
 Payee Signature

4-11-24  
 Date

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

I certify that I have reviewed this voucher and all supporting information, including invoices and paid receipts, and that to the best of my knowledge and belief, the quantities and billed cost or disbursements are accurate and are in accordance with terms of the contract identified.

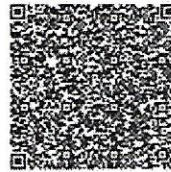
Technical Assistance Provider NRCS-CPA 1245 (Practice Approval and Payment Worksheet) can be utilized as the certification of practice completion. An attached completed and signed NRCS-CPA-1245 and as-built can be used as the technical certification on the "Voucher and Certification"

Krista ABT  
 Technical Assistance Provider  
4/11/24  
 Date

Susan Cervinke  
 Administrative Sign-off  
4/12/24  
 Date

**DC Well Drilling**

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



**INVOICE**

BILL TO  
Steve Luhmann  
65896 County Rd 7  
Mazeppa, MN 55956

INVOICE 3043  
DATE 03/28/2024  
TERMS Net 30  
DUE DATE 04/27/2024

DESCRIPTION	QTY	RATE	AMOUNT
Steve Luhman			
Wabasha Sealing Permit	1	30.00	30.00
Bags Of Neat Cement Grout	36	32.00	1,152.00
Yards 3/8 Pea Rock	2	55.00	110.00
Labor to Pump Neat Cement Grout	1	850.00	850.00
Paperwork and Filing Fees	1	95.00	95.00

TERMS ALL ACCOUNTS ARE DUE UPON COMPLETION OR MORTGAGE CLOSE. 1.5% WILL BE CHARGED PER MONTH ON ALL ACCOUNTS NOT PAID IN FULL WITHIN 30 DAYS UNLESS SPECIFIC ARRANGEMENTS HAVE BEEN MADE. PERSONS OR COMPANIES FURNISHING LABOR FOR THE IMPROVEMENTS OF REAL PROPERTY MAY ENFORCE A LIEN UPON THE IMPROVED LAND IF THEY ARE NOT PAID FOR THEIR CONTRIBUTION EVEN IF SUCH PARTIES HAVE NO DIRECT CONTRACTUAL RELATIONSHIP WITH THE OWNER.

BALANCE DUE

**\$2,237.00**

Pay invoice



## PERCENT BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

### General Information

Organization: <b>Wabasha SWCD</b>	Contract Number: <b>2023WAGZ-WC-07</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>Krista Luhmann</b>	Address <b>65898 Co Rd 7</b>	City/State <b>Mazeppa, MN</b>	Zip Code <b>55956</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>Chester Twp</b>	Township No: <b>110</b>	Range No.: <b>14</b>	Section No.: <b>16</b>	1/4, 1/4 <b>NW, SE</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:

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

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

### Applicant Signatures

The land occupier's signature indicates agreement to:

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

Date 12-4-23	Land Occupier <i>Murray Thomas</i>
Date	Landowner, if different from applicant
	Address, if different from applicant information

### Conservation Practice

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

Practice standard(s) or eligible component(s)  See attached installation standards and requirements	Engineered Practice: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Total Project Cost Estimate  \$2,365.00
	Ecological Practice: <input type="checkbox"/> YES <input type="checkbox"/> NO	

### Technical Assessment and Cost Estimate

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

Date 12-4-23	Technical Assistance Provider <i>[Signature]</i>	See Liscenced Installer
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### Pre-Construction Cover

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

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

### Amount Authorized for Financial Assistance

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

Date Dec 28, 2023	Authorized Signature <i>Lynn Zabel</i>	Total Amount Authorized \$1,182.50
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**WABASHA SOIL AND WATER CONSERVATION DISTRICT  
CONTRACT FOR SERVICES  
Prairie Strip Promotion**

This contract is between Wabasha Soil and Water Conservation District (SWCD), 611 Broadway Ave., Suite 10, Wabasha, MN 55981 (SWCD) and Ron Meiners 2847 Bluff Road, Dorchester, Iowa 52140 (Contractor)

**Contract**

**1 Term of Contract**

1.1 **Effective grant period:** May 1, 2024 to November 30, 2024

**2 Contingency**

Award of this contract is contingent upon the SWCD obtaining and continuing to receive funds awarded by The Nature Conservancy (TNC).

**3 Certification**

By entering into this contract, the CONTRACTOR certifies that it will comply with the conditions of the applicable provisions of the contractor invoicing requirements of 'Exhibit A'

**4 Scope of Work**

Contractor's Responsibilities and Deliverables for work completed as noted in Exhibit A under the supervision of Terri Peters, SWCD District Manager.

**5 Payment**

The SWCD will be invoiced by the CONTRACTOR for services performed by the CONTRACTOR under this contract total of \$8,500.00 at a rate of \$35.00 per hour plus mileage paid at \$0.67/mile (mileage not to exceed \$3,000). Payment will be made when invoices are presented by the CONTRACTOR as the work is completed. Invoices should itemize costs separated by grant program and by tasks identified for work.

**Requesting Payments**

To request a payment, complete an invoice and present it to the Wabasha SWCD.

**A. Invoices**

Identify the name and address of the party to receive the payment from Wabasha SWCD

**B. Project Information**

Identify the program and specific work completed. Work completed should be itemized including dates and who completed the work. Enter the date the work was fully completed.

**C. Cost Information**

Include specific Item costs (ie.1 item @ \$xxx each or x hours @ \$x.xx per hour) Vendor may include a copy of the bid schedule.

Requests submitted for work which is fully completed should have "Final" written on the invoice.

**6 Authorized Representatives**



The SWCD's Authorized Representatives are Terri Peters, Wabasha SWCD District Manager, 611 Broadway Ave., Suite 10, Wabasha, MN 55981, (651) 565-4673, or her successor. The CONTRACTOR'S Authorized Representative is **Ron Meiners 2847 Bluff Road, Dorchester, IA 52140.**

## **7 Independent Contractor**

The CONTRACTOR is an independent contractor and not an employee of the SWCD and is responsible for providing their own transportation and maintaining his/her own insurance.

## **8 Amendments, Waiver, and Contract Complete**

- 8.1 **Amendments.** Subject to prior written approval by the SWCD, the CONTRACTOR may modify the Scope of Work listed under item 4 above. Modifications to the Scope of Work and any other amendments to this contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original contract, or their successors in office.
- 8.2 **Waiver.** If the CONTRACTOR fails to enforce any provision of this contract, that failure does not waive the provision or his right to enforce it.
- 8.3 **Contract Complete.** This contract contains all negotiations and agreements between the CONTRACTOR and the SWCD. No other understanding regarding this contract, whether written or oral, may be used to bind either party.

## **9 Liability**

Each party will be responsible for its own acts and behavior and the results thereof and shall not be responsible for the acts and behavior of the other party and the results thereof. CONTRACTOR's liability shall be governed by the Minnesota Tort Claims Act, Minnesota Statutes §3.375 and other applicable law.

The CONTRACTOR will maintain commercial general liability insurance in conformance with the Tort Claims limits set forth in Minn. Stat. §3.376, subd. 4 with limits not less than \$500,000 per person and \$1,000,000 per occurrence for bodily injury and property damage. Proof of insurance will be provided by the CONTRACTOR to the SWCD.

## **10 Government Data Practices**

The SWCD must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the CONTRACTOR under this contract. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the SWCD or the CONTRACTOR.

If the SWCD receives a request to release the data referred to in this Clause, the SWCD must immediately notify the CONTRACTOR. The CONTRACTOR will give the SWCD instructions concerning the release of the data to the requesting party before the data is released. The CONTRACTOR will provide digital copies of all documents, datasets, and files prepared for this grant contract using Microsoft and/or other products.

## **11 Publicity**

Any publicity regarding the subject matter of this contract must not be released without prior written approval from both the SWCD and the CONTRACTOR.

## **12 Audit**

Under Minn. Stat. § 16C.05, subd. 5, the SWCD's books, records, documents, and accounting procedures and practices relevant to this contract are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a total of six years.

## **13 Governing Law, Jurisdiction, and Venue**

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

## **14 Termination**

Either party may terminate this contract at any time, with or without cause, upon 30 days' written notice to the other party. Contracted duties already in progress will be completed and all eligible project costs incurred for the economic

analyses already in progress at termination will be reimbursed.

**15 Conflict-of-Interest**

Consultant, while performing services under contract shall not have, directly or indirectly, any current or promised future financial interests in the services for which the consultant is engaged.

**1. WABASHA SWCD**

By: \_\_\_\_\_

Title District Manager \_\_\_\_\_

Date: \_\_\_\_\_

**2. CONTRACTOR**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**3. WABASHA SWCD**

By: \_\_\_\_\_

Title Board Chair \_\_\_\_\_

Date: \_\_\_\_\_

## EXHIBIT A

### Objective:

Expanding awareness and increasing implementation of Prairie STRIPS in West Indian Creek Watershed

### Grant Activities:

Prairie STRIPS (Science-based Trails of Row crops Integrated with Prairie Strips) have been extensively researched by Iowa State University and show that with an addition of 10% prairie strips on strategic parts of the fields, nutrient runoff is reduced by 85% and sediment runoff is reduced by 90%. Although Prairie STRIPS show great promise for their impacts on reducing erosion, decreasing nutrient runoff, and increasing wildlife habitat, they have been slow to take off in Minnesota. This practice brings big benefits while having minimum impact on crop production. The Nature Conservancy is partnering with Wabasha Soil and Water Conservation District (SWCD) to increase awareness and implementation of STRIPs in key MN watersheds.

This grant will provide funds for the Grantee to hire a contractor to assist the SWCD with Prairie STRIPS (Science-based Trails of Row crops Integrated with Prairie Strips) outreach to increase awareness and adoption in the Wabasha County watersheds in the West Indian watershed and other adjacent watersheds. This grant is intended to cover expenses associated with time and mileage to complete field walkovers and other direct farmer outreach as well as SWCD staff training and administrative support.

The SWCD shall provide the contractor with a list of targeted farmers in the West Indian Creek Watershed or adjacent watersheds as well as Stream Power Mapping Index. The SWCD will send targeted farmers a letter introducing them to the project. After subcontractor completes additional outreach and field walkovers, the SWCD shall follow up with interested farmers and complete necessary process to enroll land in prairie STRIPs Conservation Reserve Program (CRP) contracts.

Contractor shall contact 65 landowners to tell them about the project and conduct field walkovers with them to talk about conservation on their farms and promote the benefits of prairie STRIPs. Contractor shall provide the SWCD with summaries of visits and inform them about farmers that are interested. The contractor shall also coordinate with SWCD and TNC staff to allow for staff to come along to train them on how to conduct successful field walkovers.

### Budget:

Description	Amount
Wabasha SWCD Administrative staff time	\$1,500
Farmer outreach contractor time @\$35/hour plus mileage @\$0.67/mile. Mileage costs may not exceed \$3,000	\$8,500
Total award	\$10,000

Wabasha SWCD shall use no more than \$1,500 of funds to support staff time, mailings and creating project maps such as the Stream Power Index.

Contractor shall receive \$8,500 to compensate for time (paid at \$35/hour) and mileage (paid at \$0.67/mile, not to exceed \$3,000).

Payments for this grant will be made in two payments of \$5,000 each; one after a mid-project check-in to assess progress, adjustments, etc; and the other after completion of farmer outreach goals of contacting 65 farmers.

**Timeline:** Work may start as soon as confirmation is received by TNC and will end 12/31/24.

**Desired Outcomes:**

- Establish a minimum of 10 acres of STRIPS in Wabasha County
- Training for TNC and SWCD staff to go with Subcontractor for a minimum of 4 field walkovers
- Provide end of term report on status of the project as well as a final report with lessons learned



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  
March 28, 2024  
8:15 am  
County Conference  
Room  
625 Jefferson Ave.**

**I. CALL MEETING TO ORDER**

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

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

*Staff present: Terri Peters, District Manager*

*Others present: Dave Copeland, BWSR, Christina Taylor, NRCS and Frank Klennert, citizen*

*On the phone: Sue Cerwinske, Bookkeeper/Admin Assistant*

**II. PLEDGE ALLEGIANCE**

**III. AGENDA**

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

*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.*

- A. Olmsted County SWCD sub-agreement for MAWQCP funds in the amount of \$7,500.00. Contract dates of 1/01/2024 to 12/31/2025
- B. Rice SWCD sub-agreement for MAWQCP funds in the amount of \$2,500.00. Contract dates 1/01/2024 to 12/31/2025.
- C. Fillmore SWCD sub-agreement for MAWQCP funds in the amount of \$2,500.00. Contract dates 1/01/2024 to 12/31/2025.

- D. State of Minnesota Grant Contract Agreement between the Department of Natural Resources, Division of Forestry and Wabasha Soil and Water Conservation District. Effective date March 8, 2024 to Expiration date June 30, 2025. Grant is in the amount of \$105,000.00. Jen Wahls time \$100,000.00 and our Administrative/Coordinator time \$5,000.00 for WinLac 1W1P Forestry Implementation – FY2024 and 2025 Also supported by National Wild Turkey Federation \$5,000.00 grant for Jen Wahl’s time approved fall of 2023.
- E. Payment to Michael Haase on contract 22-CS-7 for (314) Brush Management in the amount of \$450.00  
(Funding sources: \$344.30 2022 State Cost Share; \$105.70 2023 State Cost Share)
- F. AgBMP Loan Application for Jary Holst in the amount of \$37,000.00 for purchase of an Artex vertical beater manure spreader. Will allow for even and appropriate levels of manure applied to fields that will reduce the chance of overapplication and runoff.
- G. Payment to Tom Gerken on contract 23-Capacity-1 for (340) Cover Crops in the amount of \$4,000.00  
(Funding sources: FY23 Capacity)  
**Motioned by Ross and seconded by Klennert to approve the Consent Agenda.**  
**Affirmative: Ross, Klennert, Knudsen, Tentis**  
**Opposed: None**  
**Motion Carried**

SECRETARY’S REPORT

- H. February 22, 2024 Meeting Minutes – **Board Action**  
**Motioned by Ross and seconded by Tentis to approve the Secretary’s Report as written.**  
**Affirmative: Ross, Klennert, Knudsen, Tentis**  
**Opposed: None**  
**Motion Carried**

**VI. TREASURER’S REPORT – Board Action**

- A. February District Financial Statements  
Included for your review
- B. Program Record  
**Terri talked about the funding in the program record and what is in the staff billing rate. Also gave board program funding sheet for cost share and went over it.**  
**Motioned by Klennert and seconded by Ross to approve the Treasurer’s reports as presented to the best of our ability.**  
**Affirmative: Ross, Klennert, Knudsen, Tentis**  
**Opposed: None**  
**Motion Carried**

**VII. PAYMENT OF MONTHLY BILLS**

- A. Monthly Bills in the amount of \$38,303.23 - **Board Action**  
**Motioned by Klennert and seconded by Ross to approve Payment of the Monthly Bills in the amount of \$38,303.23.**  
**Affirmative: Ross, Klennert, Knudsen, Tentis**  
**Opposed: None**  
**Motion Carried**

**VIII. DISTRICT REPORTS**

- A. Chair Report – Lynn Zabel  
**Attended Legislative Day. Steve Jacobs has legislation for possible property tax reduction for certain conservation practices.**
- B. County Commissioner – Bob Walkes
- C. District Manager Report – Terri Peters  
**Meeting with Beau Kennedy and Caitlin Meyer on setting up filming of a documentary. 3 minutes videos. Played the 2 videos that are already out on face book. One more will start in May on water quality.**  
**Video Storage, a filming company from Iowa is coming to film for two days. Picked a farmer from each county (Olmsted, Goodhue and Wabasha) to interview.**  
**Wabasha picked Jack Warthesen and there will also be interviews with Martin Larsen and Beau Kennedy**  
**Met with TNC – on the agenda**  
**WinLaC Policy Committee Meeting**  
**AgBMP meeting**  
**Legislative Day – Sheila Vanney is sending legislation items to comment on.**  
**Jenna and Terri meeting with Ag Partners to work with Coops to see what we can do on our end. They have Advanced Field System that tracks data. Data shows that cover crops do no impact yield.**  
**Talked to Dave Copeland and Adam Beilke from BWSR about setting up field trial. Probably won't be able to do until next year when Soil Health Funds come.**  
**MDA – Advanced Field System is not calibrated to the U of M recommendations.**  
**BALMM Meeting – education and shared services.**  
**Trout Unlimited – Question on Mazzeppa Creek Project – Is NRCS project Program Record**  
**SE MN Nitrate Issue is largely divided. Hearing from both sides.**  
**The Senate changed the budget that funded covering some treatment systems and water testing and took out funding for staffing to do the work.**
- D. NRCS Report – John Benjamin – (in the packet)  
**Christina Taylor attended the meeting and everyone in the room introduced themselves and she then gave the NRCS Report.**  
**John Benjamin has accepted a tentative offer to move to the Goodhue office to be closer to home. He will be available through TEAMS.**
- E. District Technician Report- Matt Kempinger – (in the packet)
- F. Conservation Planning and Outreach Technician Report– Jenna Rasmusson – (In the packet) Included nitrogen maps, cost share summary and March/April newsletter.

- G. Natural Resources Technician Report– Katelyn Abts – (In the packet)
- H. Bookkeeper/Administrative Assistant Report -Sue Cerwinske
- I. BWSR Report – Dave Copeland

*Dave reported that there are funds to reimburse SWCD's for hiring additional staff for soil health practices. BWSR approved 39 SWCD's & TA area that are moving forward with grants. \$17 million. Wabasha SWCD \$400,000.00 for a position commitment for 4 years. ¾ of the position for Soil Health and ¼ for Nutrient Management.*

*Moving forward getting grant agreements, work with Terri to put together a work plan. Once executed, funds will be sent to SWCD for 1<sup>st</sup> year, and before the end of first year, funds for second year will come. Expiration date 12/31/2027*

*Phase 1 – Staffing*

*Phase 2 – Noncompete Grants for SWCD used for Soil Health related practices and some staffing. Can be used for producer financial assistance, outreach and education.*

*Possible that by the April Board meeting the grant may arrive.*

*SE MN Nitrates – BWSR conversations with petitioners and legislative.*

*Not a budget year. Chris Purcell introduced a bill for funding feedlots, manure management. Probably will not go through this session.*

*Discussion on feedlots*

*County supported technical position helps farmers get through permitting and offers suggestions on feedlot improvement. Advantage of having a feedlot officer, is that a local person would be contacting the farmer instead of MPCA.*

*Goodhue County does have a feedlot officer – Kelsey Petit.*

- J. Other agencies –

**IX. OLD BUSINESS**

- A. Conservation Project – Lynn (open to any Supervisor for ideas)
- B. Contract for Services with Jen Wahls – Landscape Connections, LLC – **Board Action**  
*Motioned by Klennert and seconded by Ross to approve Contract for Services with Jen Wahls-Landscape Connections, LLC.*

*Affirmative: Ross, Klennert, Knudsen, Tentis*

*Opposed: None*

*Motion Carried*

- i. FY24 Super Funds National Wild Turkey Federation - \$5,000.00 (9-23-2023 to 08-31-24)
- ii. Minnesota Department of Natural Resources - \$100,000 (03-11-2023 to 06-30-2025)
- iii. Minnesota Chapter of the National Wild Turkey Federation Super Fund FY2024. Summary of activities 09/2023 – 02/29/2024  
Jen Wahls Invoice # NWTF FY2024 \$5,000.00 – **Board Action**  
*Motioned by Klennert and seconded by Ross to approve payment of Jen Wahls Invoice# NWTF FY2024 for \$5,000.00*  
*Affirmative: Ross, Klennert, Knudsen, Tentis*  
*Opposed: None*  
*Motion Carried*



X. **NEW BUSINESS**

- A. 2024 Lease (Includes move in August 2024) – Board Action Item  
*Approved the move at last meeting. SWCD has their own internet, HBC. NRCS lines need to be run to new offices. NRCS uses specific contractors to run lines. Working towards getting phone calls through the computers. All SWCD staff have USDA computers. Working with them to get connected. Dave Copeland commented that BWSR has to okay the address change, but we are in the same building, so we don't need BWSR to approve. Motioned by Ross and seconded by Knudsen to approve the 2024 Lease which includes the move in August, 2024. Affirmative: Ross, Klennert, Knudsen, Tentis  
Opposed: None  
Motion Carried*
- B. 2024 Budget Approval (working/fluid) – Board Action Item  
*Terri talked about 2024 budget. Things keep coming. Working on zero budget. Expenses, salaries based on previous year and funds we know are coming in. Dave asked about our cash reserve. Terri noted that we went over program record earlier. Dave said generally 6-9 cash reserve, Terri said we are okay with our cash reserve. Budget is guidelines for expenses. Motioned by Ross and seconded by Klennert to approve the 2024 Budget knowing it is (working/fluid). Affirmative: Ross, Klennert, Tentis  
Opposed: None  
Abstained: Knudsen  
Motion Carried*
- C. Approve Anthony Wolf Contract# 2024WAGZ-WC-1 in the amount of \$14,073.78 for multiple practices, 410 Grade Stabilization Structure, 412 Grassed Waterway, 342 Critical Area Planting, 460 Land Clearing, 484 Mulching. – **Board Action item** (Funding Source: Greater Zumbro Watershed Based Funding (WAGZ)  
*Motioned by Klennert and seconded by Ross to approve Anthony Wolf Contract# 2024WAGZ-WC-1 in the amount of \$14,073.78 for multiple practices. Primary 410 Grade Stabilization, 412 Grassed Waterway, 342 Critical Areal Planting, 460 Land Clearing and 484 Mulching. Affirmative: Ross, Klennert, Knudsen, Tentis  
Opposed: None  
Motion Carried*

- D. Soil Health/Nutrient Management – **Board Action accept/signature authority for Terri when the agreement comes to the SWCD**
- A. MDA SE MN Nutrient Management Technician 0.25 FTE - \$84,800 (2 years)  
Acceptance of all grant agreements that come via DocuSign to Terri **Action Item**
- B. BWSR Soil Health Staffing application 0.75 FTE - \$450,800.00 (3.5 years) – Has been awarded by BWSR (Terri has signature authority through resolution) - **Info Work in Drinking Water Supply Management Area (DWSMA) led by Sara West from Fillmore SWCD and Amanda Gentry from Winona will be ½ time. MDA funding probably won't be here until the end of June. BWSR funding may come sooner. Dave stated that if a person is hired before MDA funds come in, there shouldn't be any problem using BWSR funds. We will need to post position and go through the hiring process with Shawn Huth. Hope to have someone by August.**  
**Motioned by Klennert and seconded by Knudsen to accept the MDA SE MN Nutrient Management Technician position 0.25 FTE - \$84,800 (2 years) agreement and acceptance of all grant agreements that come via DocuSign to Terri. Accept giving her signature authority for the MDA agreement when it comes to the SWCD.**  
**Affirmative: Ross, Klennert, Knudsen, Tentis**  
**Opposed: None**  
**Motion Carried**
- E. 2024 Wabasha County Well Inventory and Groundwater Protection Initiative Accelerated Implementation Grant Application. Awarded and can enter into agreement when current Safe Drinking Water Grant is closed out. – **Board Action - Signature authority for Terri to sign when agreement arrives.**  
**Have one Goodhue project to pay out on current grant. Katelyn will be working on well Inventory in Wabasha County along with Regional Data Base..**  
**Motioned by Klennert and seconded by Knudsen to approve the 2024 Wabasha County Well Inventory and Groundwater Protection Initiative Accelerated Implementation Grant Application. Awarded and can enter into agreement when current Safe Drinking Water Grant is closed out. Give Terri Signature Authority to sign the agreement when it arrives.**  
**Affirmative: Ross, Klennert, Knudsen, Tentis**  
**Opposed: None**  
**Motion Carried**
- F. TNC Grant Agreement - \$10,000 (\$8,500.00 for Ron Meiners time for CRP Prairie Strip Promo summer 2024 and \$1,500.00 for Wabasha SWCD Admin/Coordination) – **Action – Signature authority for Terri to sign when agreement arrives.**  
**Motioned by Knudsen and seconded by Ross to approve TNC Grant Agreement - \$10,000.00 (\$8,500.00 for Ron Meiners time for CRP Prairie Strip Promo summer 2024 and \$1,500.00 for Wabasha SWCD Admin./Coordination)**  
**Give Signature authority for Terri to sign when agreement when it arrives.**  
**Affirmative: Ross, Klennert, Knudsen, Tentis**  
**Opposed: None**  
**Motion Carried**

- G. Approve Leisen Farms Inc Contract# 2024WinLaC-Wab-001 in the amount of \$726.21 for practices 412 Grassed Waterway and 484 Mulching – **Board Action**  
(Funding source: FY24 WinLaC)  
**Piggy backing on EQIP project.**  
**Motioned by Knudsen and seconded by Klennert to approve Leisen Farms Inc. Contract# 2024WinLaC-Wab-001 in the amount of \$726.21 for primary practice 412 Grassed Waterway and 484 Mulching.**  
**Affirmative: Ross, Klennert, Knudsen, Tentis**  
**Opposed: None**  
**Motion Carried**
- H. Approve Frank Schuchard Contract# 22-CS-8 in the amount of \$356.85 for practice 380 Windbreak/Shelterbelt Establishment and Renovation-**Board Action**  
Will be approved contingent on signature of landowner and technical assistance provider. Give Terri signature authority when signatures are obtained.  
(Funding source: FY24 Conservation Contract)  
Terri commented that the amount should stay the same.  
**Motioned by Knudsen and seconded by Ross to approve Frank Schuchard Contract# 22-CS-8 in the amount of \$356.85 for practice 380 Windbreak/Shelterbelt Establishment and Renovation contingent on signatures and give Terri signature authority when signatures are obtained.**  
**Affirmative: Ross, Klennert, Knudsen, Tentis**  
**Opposed: None**  
**Motion Carried**
- I. Upcoming Events
- i. Annual Spring SE MACDE meeting April 2<sup>nd</sup> at Oxbow Nature Center
  - ii. Local Work Group – June 27<sup>th</sup> starting at 10:00 am
  - iii. Save the date for MASWCD Annual Convention Dec 2<sup>nd</sup> – Dec. 4<sup>th</sup>.

**XI. Board Reports**

- A. Whitewater JPB – Lynn
- B. Zumbro 1W1P – Dag
- C. WinLaC 1W1P – Lynn  
**Policy Committee Meeting. Voted for officers, they stayed the same. New Funding coming out this summer. Planning work group for that.**
- D. SE SWCD Technical Support JPB – Dag  
**Chris Nelson has left and taken a private industry job. Job posted and interviews. Had a candidate but he had no JPA and did not accept offer. Meeting this afternoon with executive committee.**
- E. County Board Meeting – Sharleen  
**Working on budgets. Terri will go to next meeting and talk about our move to another office space.**

**XII. Motion to Recess Regular Meeting and go in to Closed Session -Board Action**  
***Motioned by Klennert and seconded by Ross to Recess Regular Meeting and go in to Closed Session.***

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

***Opposed: None***

***Motion Carried***

**XIII. Closed Session – Board Action**

**Human Resources**

i. Approve Sue Cerwinske use of Sick Leave and Annual Leave.

**XIV. Motion to Reopen Regular Meeting – Board Action**

***Motioned by Klennert and seconded by Ross to Reopen Regular Meeting.***

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

***Opposed: None***

***Motion Carried***

**XV. Human Resources**

i. Approve Sue Cerwinske use of Sick Leave and Annual Leave – **Board Action**

***Motioned by Ross and seconded by Knudsen to approve Sue Cerwinske use of Sick and Annual Leave.***

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

***Opposed: None***

***Motion Carried***

**XVI. Adjourn – Board Action**

***Motioned by Ross and seconded by Tentis to Adjourn at 10:04 am.***

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

***Opposed: None***

***Motion Carried***

Respectively Submitted by:

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Dag Knudsen, Secretary



Wabasha Soil and Water Conservation District

Cash Balances

As of March 31, 2024

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	<u>Mar 31, 24</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Money Market- Bank of Alma	180,237.23
Money Market WNB Financial	7,440.17
Peoples State Bank Money Market	326,277.18
Petty Cash	53.72
WNB Financial	12,464.27
<b>Total Checking/Savings</b>	<u>526,472.57</u>
<b>Total Current Assets</b>	<u>526,472.57</u>
<b>TOTAL ASSETS</b>	<u><u>526,472.57</u></u>
<b>LIABILITIES &amp; EQUITY</b>	0.00

## Wabasha Soil and Water Conservation District

04/18/24

## Balance Sheet

Accrual Basis

As of March 31, 2024

	Mar 31, 24
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Money Market- Bank of Alma	180,237.23
Money Market WNB Financial	7,440.17
Peoples State Bank Money Market	326,277.18
Petty Cash	53.72
WNB Financial	12,464.27
<b>Total Checking/Savings</b>	526,472.57
<b>Accounts Receivable</b>	
11000 · Accounts Receivable	9.00
<b>Total Accounts Receivable</b>	9.00
<b>Other Current Assets</b>	
12000 · Undeposited Funds	83.73
<b>Total Other Current Assets</b>	83.73
<b>Total Current Assets</b>	526,565.30
<b>Fixed Assets</b>	
<b>15000 · Furniture and Equipment</b>	
Computer	7,523.00
Laptops for Distrct Techs (2)	3,149.22
Samsung Tablets	1,548.69
15000 · Furniture and Equipment - Other	109,828.00
<b>Total 15000 · Furniture and Equipment</b>	122,048.91
<b>17000 · Accumulated Depreciation</b>	-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>543,572.05</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	-20.56
<b>Total Accounts Payable</b>	-20.56
<b>Other Current Liabilities</b>	
Allowance for Unemployment Reim	1,581.86
Deferred Revenue	
FY22 Capacity	6,741.52
FY22 State Cost Share	2,116.00
FY23 Buffer Law Implementation	3,514.22
FY23 Capacity	17,548.27
FY23 CWF - WIC	64,180.82
FY23 Soil Health-Cost Share	6,940.00
FY23 State Cost Share	12,320.80
FY23 SWCD Aid	63,266.58
FY24 Buffer Law Implementation	20,000.00
FY24 Conservation Contract	16,268.85
FY24 Conservation Delivery	-16,083.53
FY24 LWM	11,790.06
FY24 WCA	12,844.78

## Wabasha Soil and Water Conservation District

04/18/24

## Balance Sheet

Accrual Basis

As of March 31, 2024

	<u>Mar 31, 24</u>
FY25 Conservation Contract	18,190.00
FY25 Conservation Delivery	19,619.00
FY25 LWM	19,354.00
FY25 WCA	<u>16,543.00</u>
Total Deferred Revenue	295,154.37
Deposit on Tree Sales	13,737.76
24000 · Payroll Liabilities	1,172.99
25500 · Sales Tax Payable	<u>526.50</u>
Total Other Current Liabilities	<u>312,173.48</u>
Total Current Liabilities	<u>312,152.92</u>
Total Liabilities	312,152.92
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	172,106.57
Net Income	<u>-37,301.05</u>
Total Equity	<u>231,419.13</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>543,572.05</u></u></b>

## Wabasha Soil and Water Conservation District

## Profit &amp; Loss

March 2024

04/18/24

Cash Basis

	<u>Mar 24</u>
Ordinary Income/Expense	
Income	
Charges for Services	
Plat Book Sales	37.94
Total Charges for Services	37.94
Intergovernmental Revenues	
Federal	
319 Focus Small Wtrshd-W.Indian	36,148.72
Total Federal	36,148.72
State	
FY22 State Cost Share	344.30
FY23 Buffer Law Implementation	-12.26
FY23 Capacity	13,314.99
FY23 CWF - WIC	363.32
FY23 Feed;lot Grant -BWSR	42,294.74
FY23 SWCD Aid	6,451.92
FY23 WinLaC	224.46
FY24 Conservation Contract	1,921.15
FY24 Conservation Delivery	16,083.53
FY24 Easement Delivery (RIM)	1,650.00
FY24 LWM	4,621.24
FY24 WCA	1,072.33
MAWQCP	16,238.67
Total State	104,568.39
Total Intergovernmental Revenues	140,717.11
Total Income	140,755.05
Gross Profit	140,755.05
Expense	
District Operations	
Other Services and Charges	
Advertising Expense	100.00
Building Rent	920.43
Conferences and Conventions	527.59
Education and Information	60.00
Employee Education and Training	60.41
Employee Mileage	73.03
Fees and Dues	50.00
Internet Expense	79.66
Vehicle Expenses	
Hyundia Tucson Vehicle Expense	135.21
Total Vehicle Expenses	135.21
Total Other Services and Charges	2,006.33
Personnel Services	
Employee Salary Permanent	31,811.75
Employer HSA contributions	750.00
Employer Life and Health	
66000 · Payroll Expenses	18,232.12
Employer Life and Health - Other	27.50
Total Employer Life and Health	18,259.62
Employer Share FICA	2,609.97
Employer Share Medicare	610.41
Employer Share PERA	3,155.16
Total Personnel Services	57,196.91
Supplies	

## Wabasha Soil and Water Conservation District

## Profit &amp; Loss

March 2024

	<u>Mar 24</u>
Office Supplies	183.27
<b>Total Supplies</b>	<u>183.27</u>
<b>Total District Operations</b>	59,386.51
<b>Project Expenditures</b>	
<b>District</b>	
Plat Book Expense	3.07
<b>Total District</b>	3.07
<b>Partners Grants</b>	
National Wild Turkey Federation	5,000.00
<b>Total Partners Grants</b>	5,000.00
<b>State</b>	
FY23 Capacity	6,421.52
FY23 SE Landscape - MN DNR	675.00
MAWQCP Administration	15,829.00
<b>State Cost Share Proj. Expense</b>	
FY22 State Cost Share	344.30
FY23 State Cost Share	105.70
<b>Total State Cost Share Proj. Expense</b>	<u>450.00</u>
<b>Total State</b>	<u>23,375.52</u>
<b>Total Project Expenditures</b>	<u>28,378.59</u>
<b>Total Expense</b>	<u>87,765.10</u>
<b>Net Ordinary Income</b>	52,989.95
<b>Other Income/Expense</b>	
<b>Other Income</b>	
Interest Income	
Interest Earnings MM's	1,005.74
<b>Total Interest Income</b>	<u>1,005.74</u>
<b>Total Other Income</b>	<u>1,005.74</u>
<b>Net Other Income</b>	<u>1,005.74</u>
<b>Net Income</b>	<u><u>53,995.69</u></u>

# Wabasha Soil and Water Conservation District

## Monthly Bills Listing

April 25, 2024

1:11 PM  
04/24/24  
Cash Basis

Type	Date	Num	Name	Memo	Account	Paid Amount
<b>Apr 25, 24</b>						
Liability Check	04/25/2024		QuickBooks Payroll Service	Created by Payroll Service on 04/24/2024	WNB Financial	-8,102.60
Bill Pmt -Check	04/25/2024	12034	Chet Ross	1st Qtr 2024 Mileage	WNB Financial	-120.60
Bill Pmt -Check	04/25/2024	12035	Dag Knudsen-b	1st Qtr 2024 Mileage	WNB Financial	-155.44
Bill Pmt -Check	04/25/2024	12036	Fillmore Soil and Water Conservation Dist	1st Qtr 2024 MAWQCP Expenses	WNB Financial	-872.24
Bill Pmt -Check	04/25/2024	12037	Freeborn County SWCD	1st Qtr 2024 MAWQCP Expenses	WNB Financial	-370.08
Bill Pmt -Check	04/25/2024	12038	Goodhue County SWCD	Kloak Frame - Gorman Creek	WNB Financial	-400.00
Bill Pmt -Check	04/25/2024	12039	Greg Klingner	4-11 Meeting with farms Utica DWSMA	WNB Financial	-173.47
Bill Pmt -Check	04/25/2024	12040	Jennifer Wahls-C		WNB Financial	-4,375.47
Bill Pmt -Check	04/25/2024	12041	Luhmanns Hilltop Holsteins LLC	2023WAGZ-WC-07 Well Decommissioning	WNB Financial	-1,118.50
Bill Pmt -Check	04/25/2024	12042	Lynn Zabel-v	1st Qtr 2024 Mileage	WNB Financial	-165.35
Bill Pmt -Check	04/25/2024	12043	Mittel Schule, Inc.	May Building Rent	WNB Financial	-920.43
Bill Pmt -Check	04/25/2024	12044	MN State Forest Nursery	Post card stock for Tree pickup reminders	WNB Financial	-1,365.50
Bill Pmt -Check	04/25/2024	12045	Office Depot	2,100 Conifers & Deciduous Seedlings	WNB Financial	-27.68
Bill Pmt -Check	04/25/2024	12046	Olmsted County Public Works	Greg Klingner Expenses/MAWQCP March	WNB Financial	-12,215.43
Bill Pmt -Check	04/25/2024	12047	Rice- SWCD	1st Qtr 2024 MAWQCP expenses	WNB Financial	-1,003.85
Bill Pmt -Check	04/25/2024	12048	Root River Woodland Council	Class 4/24 for Teaching Private Landowners to Burn	WNB Financial	-400.00
Bill Pmt -Check	04/25/2024	12049	SE SWCD Technical Support JPB	1st Qtr 2024 MAWQCP expenses	WNB Financial	-2,699.19
Bill Pmt -Check	04/25/2024	12050	Seth Tentis	1st Qtr 2024 Mileage	WNB Financial	-28.14
Bill Pmt -Check	04/25/2024	12051	Sharleen Klemm-b	1st Qtr 2024 Mileage	WNB Financial	-83.08
Bill Pmt -Check	04/25/2024	12052	Terri Peters (Expenses)	Mileage SE MACDE Employee Meeting	WNB Financial	-67.00
Bill Pmt -Check	04/25/2024	12053	Wabasha County Highway Department	March Gas - Hyundai & Silverado	WNB Financial	-161.34
Liability Check	04/25/2024	12054	Auditor/Treasurer of Wabasha County	April Premiums	WNB Financial	-9,039.92
Liability Check	04/25/2024	EFT	VSP Vision Care		WNB Financial	-74.31

Apr 25, 24

-49,999.62  
-----  
-35,937.02  
-----

NRCS Wabasha Field Office Report

4/25/24

John Benjamin

Ryan Hytry is the acting Team Lead for up to 120 days.

John Benjamin has started in the Goodhue office 4/22/24

**CSP (Conservation Stewardship Program)**

- 14 Active contracts
- FY25 CSP Renewal application deadline March 1
- 7 FY24 CSP classic applications submitted
- FY24 Classic Preapproval deadline May 3rd

**EQIP (Environmental Quality Incentive Program)**

- 18 Active EQIP contracts
- FY24 obligation deadline is June 28, 2024
- 17 Applications in pending status
- 10 Applications preapproved status

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

- 2 active contracts worth
- 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 15th
- 1 application in pending.
- Ranking deadline January 19

**CRP (Conservation Reserve Program)**

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

# Monthly Report – April 2024

Matt Kempinger

## Projects

- Gorman Creek sign design
- Gorman Creek As-Built survey and drafting
- Design work on 2 grade stabilization structures
- Final plan review for 1 grade stabilization structure project
- Planning for piggyback cost share on upcoming NRCS EQIP projects
- Design for 1 diversion
- Layout for contour strips on one farm
- Investigate 4 potential wetland violations
- Work towards restoration on 2 wetland violation sites

## Others

- Lower Zumbro and West Indian Creek targeting work for Prairie Strips
- Prepare for upcoming SWAG water monitoring season
- 2023 and 2024 MAWQCP certification review interviews
- 1 new MAWQCP application
- General project & contract management
- Answered general resource questions from public and assisted where possible



# Monthly Report – April 2024

Jenna Rasmusson

## Programs

- Provided technical assistance for cover crop planning.
- Provided technical assistance to operators not in compliance with Buffer Law and offered alternative practices and opportunities to reach compliance.
- Updated Equipment Rental Policy to include the no-till drill.
- Worked on 3 contracts for a N BMP incentive for drinking water protection in the Karst Region.
- Technical assistance on a couple of vegetative establishments/habitat improvements.

## Education and Outreach

- Delivered cubes to various elementary schools, and provided companion resources to teachers on soil erosion, soil health, and conservation practices.
- Designed/wrote county wide newsletter and West Indian Creek.
- Assisted Matt with Gorman Creek educational sign.
- Planning for soil health event in Bear Valley.
- Planning for soil health event in the Whitewater with Olmsted and Winona.
- **Planning for 5<sup>th</sup> Grade Field Day!**
  - **May 7<sup>th</sup>**
  - Hyde Park Holsteins and Cold Spring Brook
  - **Please let me know if you plan to attend, and if you have any dietary restrictions. We will be ordering box lunches for instructors and board members.**
  - Comprehensive schedule attached.

## Other/Training

- Attended webinar on cover crops and soil fertility through the Soil Health Nexus.

# Monthly Report – April 2024

Katelyn Abts

## Programs

- WAGSZ – TA – 1 completed cost share for 351 Well Decommission
- Filmore Safe Drinking Water Grant – began 1 cost share for 351 Well Decommission
- 2022 – State Cost-Share Fund – 1 contract for 380 Windbreak Establishment
- Buffer Law – Site inspection at 2 parcels, talked to 3 landowners on how to come back into compliance
- RIM – Created new conservation plan for landowner that wants to plant trees in their RIM
- Cooperative Weed Management Area – Memorandum of Understanding is ready for signatures

## Other

- Tree Sale – trees are packaged up and ready for pickup
- Pollinator Pathways Grant – beginning of application process
- Planning for Envirothon
- Lake City Tree Advisory Committee – Planning for Arbor Day
- Helped NRCS plan Conservation Stewardship Program projects

## Training

- Native Seed Mix Design and Evaluation in Oronoco MN



WABASHA COUNTY SOIL AND WATER  
CONSERVATION DISTRICT  
611 Broadway Avenue, Suite 10  
Wabasha, MN 55981  
Phone: (651) 560-2053

## 5<sup>th</sup> Grade Conservation Field Day Comprehensive Schedule – May 7<sup>th</sup>, 2024

Upland Site: Siewert's Hyde Park Dairy (from Hwy 60, the buses should turn onto CR 6 and take the first right to the feed barn area – Map attached). **Starting time is 9:20 am for first group. Please plan to be off the bus and walking to station 5 minutes prior to your station time.** If your school has a second bus, the schedule for the second group is 25 minutes behind the first group. There will be 20 minutes at the first station, and 15 minutes at all other stations with 5 minutes to get to your next station. Please plan accordingly; stagger bus times or plan to wait for your first presentation. Teachers: please watch for SWCD staff who will be trying keep groups moving on schedule. We will have an air horn for time at the stream site, but we cannot use that at the dairy.

**DO NOT GO OUT OF ORDER OF YOUR SCHEDULED STATION!!!**

### Bus Arrives at Hyde Park Dairy:

9:10 am	Plainview – Elgin – Millville (1)
9:35 am	Plainview – Elgin – Millville (2)
10:00 am	Wabasha – Kellogg/St. Felix
10:25 am	Bluff View – Lake City – St. John's (1)
10:50 am	Bluff View – Lake City (2)

### Station 1: Dairy Barn – Hyde Park Dairy Staff (Thank you!)

9:20 am	Plainview – Elgin – Millville (1)
9:45 am	Plainview – Elgin – Millville (2)
10:10 am	Wabasha – Kellogg/St. Felix
10:35 am	Bluff View – Lake City – St. John's (1)
11:00 am	Bluff View – Lake City (2)

### Station 2: Soils – Stuart Veith and Kasia Ulanowski – Natural Resources Conservation Service (NRCS)

9:45 am	Plainview – Elgin – Millville (1)
10:10 am	Plainview – Elgin – Millville (2)
10:35 am	Wabasha – Kellogg/St. Felix
11:00 am	Bluff View – Lake City – St. John's (1)
11:25 am	Bluff View – Lake City (2)

### Station 3: Wildlife Game – Katie Dudley – Teacher assistance is helpful

10:05 am	Plainview – Elgin – Millville (1)
10:30 am	Plainview – Elgin – Millville (2)
10:55 am	Wabasha – Kellogg/St. Felix

11:20 am Bluff View – Lake City – St. John's (1)  
11:45 am Bluff View – Lake City (2)

#### **Morning Site Wrap up**

10:25 am Plainview – Elgin – Millville (1)  
10:50 am Plainview – Elgin – Millville (2)  
11:15 am Wabasha – Kellogg/St. Felix  
11:40 am Bluff View – Lake City – St. John's (1)  
12:05 pm Bluff View – Lake City (2)

#### **Board Bus for Lunch Site**

10:35 am Plainview – Elgin – Millville (1)  
11:00 am Plainview – Elgin – Millville (2)  
11:25 am Wabasha – Kellogg/St. Felix  
11:50 pm Bluff View – Lake City – St. John's (1)  
12:15 pm Bluff View – Lake City (2)

**Lunch:** There is a park in Zumbro Falls. Some have gone to Cold Spring Brook site. On or off bus. Teachers, do what works best for you here. Please wait until scheduled times to get to stations.

10:50 am Plainview–Elgin-Millville (1)  
11:15 am Plainview – Elgin – Millville (2)  
11:40 am Wabasha – Kellogg/St. Felix  
12:05 pm Bluff View – Lake City – St. John's (1)  
12:30 pm Bluff View – Lake City (2)

#### **Board Bus for Cold Spring Brook Site (if having lunch at the park)**

11:20 am Plainview–Elgin-Millville (1)  
11:45 am Plainview – Elgin – Millville (2)  
12:10 pm Wabasha – Kellogg/St. Felix  
12:35 pm Bluff View – Lake City – St. John's (1)  
1:00 pm Bluff View – Lake City (2)

**Valley Site: Intersection of Hwy 60 and CR 68 on Cold Spring Brook. This is near the Sprenger farm 38350 Hwy 60, Zumbro Falls, MN 55991. Starting time is 11:35 am for the first group. Please plan to be off the bus and walking to station 5 minutes prior to your starting time. If your school has a second group, operate in the same fashion as the Upland Site.**

#### **Arrive to Cold Spring Brook site:**

11:30 am Plainview – Elgin – Millville (1)  
11:55 am Plainview – Elgin – Millville (2)  
12:20 pm Wabasha – Kellogg/St. Felix  
12:45 pm Bluff View – Lake City – St. John's (1)

**1:10 pm** Bluff View – Lake City (2)

**Station 4: Fisheries – Dan Spence and DNR fisheries staff – Department of Natural Resources (DNR) Fisheries**

**11:35 am** Plainview – Elgin – Millville (1)  
**12:00 pm** Plainview – Elgin – Millville (2)  
**12:25 pm** Wabasha – Kellogg/St. Felix  
**12:50 pm** Bluff View – Lake City – St. John's (1)  
**1:15 pm** Bluff View – Lake City (2)

**Station 5: Water Quality – Matt Kempinger – Wabasha SWCD**

**11:55 am** Plainview – Elgin – Millville (1)  
**12:20 pm** Plainview – Elgin – Millville (2)  
**12:45 pm** Wabasha – Kellogg/St. Felix  
**1:10 pm** Bluff View – Lake City – St. John's (1)  
**1:35 pm** Bluff View – Lake City (2)

**Station 6: Forestry – Katelyn Abts (Wabasha SWCD) and Mark Miller (DNR Forestry)**

**12:15 pm** Plainview – Elgin – Millville (1)  
**12:40 pm** Plainview – Elgin – Millville (2)  
**1:05 pm** Wabasha – Kellogg/St. Felix  
**1:30 pm** Bluff View – Lake City – St. John's (1)  
**1:55 pm** Bluff View – Lake City (2)

**Board for School:**

**12:35 pm** Plainview – Elgin – Millville (1)  
**1:00 pm** Plainview – Elgin – Millville (2)  
**1:25 pm** Wabasha – Kellogg/St. Felix  
**1:50 pm** Bluff View – Lake City – St. John's (1)  
**2:15 pm** Bluff View – Lake City (2)

**THANK YOU FOR YOUR PARTICIPATION AND COOPERATION!**

Proposed legislation in response to nitrates issues in SE (as of 4/1/2024)

House File	Senate File	Bill Title	Summary	Role of SWCDs
<p><a href="#">HF 4320</a> (Hansen, R.) referred to ENR Finance &amp; Policy</p> <p><i>heard 3/14 and laid over</i></p>	<p><a href="#">SF 4492</a> (Hawj) referred to Env, Climate &amp; Legacy</p> <p><i>heard 3/12 and laid over</i></p>	<p>Certain manure management plans required in feedlot permit provisions modifications</p>	<p>requires manure management plans in Level 2 or higher DWSMAs, and the plans need to include BMPs published on dept. website for that DWSMA</p>	<p>no prescribed role for SWCDs, but could impact those who serve as county feedlot officers</p> <p><b><i>this is an MPCA/Gov initiative</i></b></p>
<p><a href="#">HF 4135</a> (Hansen, R.) referred to Ag Finance &amp; Policy: 2/29 heard and amended re-referred to ENR Finance &amp; Policy: 3/19 heard, amended and laid over <a href="#">HF4135A5</a></p>	<p><a href="#">SF 4311</a> (Klein) referred to Ag, Broadband &amp; Rural Development</p> <p><i>no hearing</i></p>	<p>Agricultural fertilizer research fee and program extended by one year, drinking-water fee established for nitrogen fertilizer and private well drinking-water assistance program, testing of biosolids for perfluoroalkyl and polyfluoroalkyl substances required, reports required, and money appropriated.</p>	<p>requires MDA to charge a new fee on all nitrogen fertilizer sold or distributed in the state and appropriates the proceeds to MDA for aid payments to community health boards in the karst region. The community health boards would use this money to help local residents obtain safe drinking water when the nitrate level in a resident's private well exceeds the state health risk limit.</p> <p>The bill also extends the existing Agricultural Fertilizer Research and Education Council fee and grant program by one year, increases the fertilizer inspection fee, eliminates MDA's authority to raise and lower the inspection fee, and requires MPCA to assess PFAS levels in sewage biosolids that are applied to agricultural land and report findings and recommendations to the legislature.</p> <p><i>During House Ag Cmte hearing, Rep. Pursell signaled that she'd like to amend the definition of the karst area to include Dakota and Rice at bill's next stop in Environment committee</i></p>	<p>no prescribed role for SWCDs</p>
<p><a href="#">HF 3493</a> (Pursell) referred to ENR Finance and Policy</p> <p><i>no hearings</i></p>	<p><a href="#">SF 3527</a> (Gustafson) referred to Env, Climate &amp; Legacy</p> <p><i>heard 3/26 and laid over</i></p>	<p>Manure management grants appropriation</p>	<ul style="list-style-type: none"> <li>• undetermined amount <b>one-time general funds</b> to BWSR for grant program on groundwater protection and greenhouse gas reduction associated with ag</li> <li>• priority must be given to high groundwater nitrate levels or geology conducive to groundwater pollution, such as MDA's vulnerable groundwater area map</li> <li>• examples: karst feature buffers or conservation easements, and cost-share for constructing manure management and storage facilities</li> <li>• grants to feedlots require recipients prepare and complete NMP and operate at fewer than 1,000 AU</li> <li>• priority must be given to applicants that manage nutrient application using PCA's latest manure management tool and comply with land application requirements and vulnerable field restrictions applicable to MN feedlots</li> </ul>	<p>no specified role for SWCDs, but districts likely applicants of these grants</p> <p><b><i>This is an MCEA bill</i></b></p> <p>AU threshold may be reduced currently not limited to SE petition area, but may be</p> <p>this would be a new appropriation and not additive to regular feedlot cost-share, which has 500 AU limit</p>

House File	Senate File	Bill Title	Summary	Role of SWCDs				
<p><a href="#">HF 3474</a> (Reyer) referred to ENR Finance &amp; Policy 2/28 amended and re-referred to Legacy</p>	<p><a href="#">SF 4706</a> (Frentz)</p>	<p>Reinvest in Minnesota (RIM) reserve program funding provided, and money appropriated.</p>	<p>House and Senate bills are on different paths</p> <table border="1"> <thead> <tr> <th>HOUSE</th> <th>SENATE</th> </tr> </thead> <tbody> <tr> <td> <p>Clean Water Funds \$1 million for assessment of wetland restorations on current RIM easements <u>\$..... is appropriated to the Board of Water and Soil Resources to protect groundwater and drinking water via conservation easements, grants, or contracts in Dakota, Dodge, Fillmore, Goodhue, Houston, Mower, Olmsted, Rice, Wabasha, and Winona Soil and Water Conservation Districts (SWCDs).</u> <u>Within these SWCDs, the Board of Water and Soil Resources must prioritize areas with trout streams or dissolved bedrock, sinkholes, sinking streams, or other environmentally sensitive areas that make groundwater particularly susceptible to contamination.</u> <u>Up to \$..... is for deposit in a conservation easement stewardship account established according to Minnesota Statutes, section 103B.103. The board may consider priority activities that leverage nonstate funding.</u></p> </td> <td> <p>General Funds &amp; General Obligation Bonds \$1 million general funds for assessment of wetland restorations on current RIM easements \$3 million of BWSR's RIM bonding appropriation as follows: <u>Of this amount, \$3,000,000 is for the board, in cooperation with soil and water conservation districts, to repair or replace structures associated with wetland restorations that are damaged or have reached the end of their useful life, on existing Reinvest in Minnesota (RIM) conservation easements.</u></p> </td> </tr> </tbody> </table>	HOUSE	SENATE	<p>Clean Water Funds \$1 million for assessment of wetland restorations on current RIM easements <u>\$..... is appropriated to the Board of Water and Soil Resources to protect groundwater and drinking water via conservation easements, grants, or contracts in Dakota, Dodge, Fillmore, Goodhue, Houston, Mower, Olmsted, Rice, Wabasha, and Winona Soil and Water Conservation Districts (SWCDs).</u> <u>Within these SWCDs, the Board of Water and Soil Resources must prioritize areas with trout streams or dissolved bedrock, sinkholes, sinking streams, or other environmentally sensitive areas that make groundwater particularly susceptible to contamination.</u> <u>Up to \$..... is for deposit in a conservation easement stewardship account established according to Minnesota Statutes, section 103B.103. The board may consider priority activities that leverage nonstate funding.</u></p>	<p>General Funds &amp; General Obligation Bonds \$1 million general funds for assessment of wetland restorations on current RIM easements \$3 million of BWSR's RIM bonding appropriation as follows: <u>Of this amount, \$3,000,000 is for the board, in cooperation with soil and water conservation districts, to repair or replace structures associated with wetland restorations that are damaged or have reached the end of their useful life, on existing Reinvest in Minnesota (RIM) conservation easements.</u></p>	<p>TBD</p>
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<p><a href="#">HF 4319</a> (Lee, F.) referred to Legacy Finance</p> <p><i>no hearings</i></p>	<p><a href="#">SF 4327</a> (Kupec) referred to Env, Climate &amp; Legacy</p> <p><i>no hearings</i></p>	<p>Nitrate monitoring funding provided, and money appropriated.</p>	<p>\$2,000,000 FY 2025 clean water funds to MPCA to purchase and install nitrate sensors to develop a continuous nitrate-monitoring network to monitor watershed and basin pour points where elevated loads of nitrate have been measured historically.</p>	<p>no prescribed role for SWCDs</p> <p><i>this is part of the Clean Water Council recs</i></p>				
<p><a href="#">HF 4044</a> (Jacob) originally referred to Taxes, but recalled and re-referred to Ag</p> <p><small>heard in Ag Finance &amp; Policy 3/5 and laid over heard again 3/25, amended and re-referred to Taxes</small></p>	<p><a href="#">SF 4241</a> (Drazkowski) referred to Taxes</p> <p><i>heard in Senate Taxes 3/7 &amp; laid over</i></p>	<p>Property tax credit established for acres certified under Minnesota agricultural water quality certification program, and money appropriated.</p>	<p>\$5 per certified acre property tax if the property is:</p> <ol style="list-style-type: none"> <li>(1) class 2a or 2b property under section 273.13, subdivision 23;</li> <li>(2) certified by the commissioner of agriculture or a certifying agent under sections 17.9891 to 17.993; and</li> <li>(3) located in Dodge, Fillmore, Goodhue, Houston, Mower, Olmsted, Wabasha, or Winona County.</li> </ol>	<p>no prescribed role for SWCDs</p>				

House File	Senate File	Bill Title	Summary	Role of SWCDs
<a href="#">HF 4488</a> (Jacob) referred to Legacy Finance  <i>no hearings</i>	<a href="#">SF 4776</a> (Drazkowski) referred to Env, Climate & Legacy  <i>no hearings</i>	Soil health grants funding provided to protect Karst region groundwater from degradation, and money appropriated.	\$1 million FY 2025 clean water funds to MDA for soil health assistance grants under <a href="#">17.134</a> to eligible applicants in Dodge, Fillmore, Goodhue, Houston, Mower, Olmsted, Wabasha, or Winona only for projects that protect groundwater by measurable reducing nitrogen fertilizer application through increase precision ag practices or purchase of equipment for precision ag	no prescribed role for SWCDs, though SWCDs would be able to apply for these grants
<a href="#">HF 4491</a> (Jacob) referred to Ag Finance & Policy  <i>no hearings</i>	<a href="#">SF 4774</a> (Drazkowski) referred to Ag,  <i>no hearings</i>	Soil health grants funding provided to enable farmers in Karst region to reduce nitrogen fertilizer use, and money appropriated.	same as above, but with general funds instead of clean water funds	no prescribed role for SWCDs, though SWCDs would be able to apply for these grants
<a href="#">HF 4492</a> (Jacob) referred to Ag Finance and Policy  <i>no hearings</i>	<a href="#">SF 4775</a> (Drazkowski) referred to Ag,  <i>no hearings</i>	Eligible uses of agricultural growth, research, and innovation program appropriation expanded to include precision agriculture projects in Karst region.	adds language to last year's appropriation to MDA for the ag growth, research, and innovation program (AGRI): <u>The commissioner may develop parameters and provide financial assistance to applicants in Dodge, Fillmore, Goodhue, Houston, Mower, Olmsted, Wabasha, or Winona County for precision agriculture projects when the commissioner reasonably anticipates a project will result in a measurable reduction in the amount of nitrogen fertilizer applied</u>	no prescribed role for SWCDs
<a href="#">HF 4401</a> (Hansen, R.) referred to Taxes  no hearings	<a href="#">SF 4583</a> (Klein) referred to Taxes  no hearings	Green acres tax deferment requirements modification	requires a NMP to qualify for green acres tax deferment after Jan. 1, 2026 karst region defined to include: Dodge, Fillmore, Goodhue, Houston, Mower, Olmsted, Wabasha, and Winona  note: <b>How and by who NMP would be completed and how funded are not addressed in bill</b>	SWCD boards in karst region annually certify notifications of nutrient management plans received to county assessor by May 1 each year
<a href="#">HF 4630</a> (Hansen, R.) referred to ENR Finance & Policy  no hearings	<a href="#">SF 4581</a> (Kunesh) referred to Env, Climate & Legacy  no hearings	Manure management provisions modifications and appropriation	MMPs for feedlots capable of holding 500 or more AU all wells and application fields need to be tested for baseline nutrient loads before plan is approved; later inspections must include nutrient load testing of at least half the wells and field in original baseline; requires MPCA to make some data available online 500 AU or more feedlots pay a fine of at least \$5,000 for each violation of MMP, with money going into an account to pay for MPCA to use on projects to improve water quality in that watershed 500 AU or more feedlots, or those that store liquid manure produced by 500 AU or more must be at least 1,000 feet from a sinkhole liquid manure storage areas holding manure for 500 AU or more must be at least 2,000 feet from a municipal well or hospital prohibits spreading liquid manure within 500 feet of a <ul style="list-style-type: none"> <li>sinkhole; residential well; stream, river, or creek or the floodplain boundary of any stream, river, or creek; land, pond, or flowage of 25 acres; type 3, 4, or 5 wetlands if designated as shoreland</li> </ul> in delegated counties: requires 20 % of feedlots to be inspected if MPCA has jurisdiction: feedlots inspected every year	no prescribed role for SWCDs, but impacts those who serve as county feedlot officers



House File	Senate File	Bill Title	Summary	Role of SWCDs
<a href="#">HF 955</a> (Hansen, R.) heard in House ENR last year and laid over	<a href="#">SF 965</a> (McEwan) pulled from getting heard in Senate Env, Climate & Legacy 3/14	Financial assurance required for feedlot permits, inventories and reports required, and money appropriated.	adds financial assurance requirements to feedlot owners requires delegated counties and MPCA to develop a list of abandoned manure storage areas appropriates funds to MPCA and for grants to counties and MACFO	no prescribed role for SWCDs, but impacts those who serve as county feedlot officers



# MASWCD

## Minnesota Association of Soil and Water Conservation Districts

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Date: April 11, 2024  
To: Minnesota Soil and Water Conservation Districts  
From: Chuck Rau, MASWCD President  
Subject: Call for Resolutions – 2024 Resolution Process

Attached please find the following materials related to the 2024 Resolutions Process:

- resolutions process guidelines; and
- sample resolution format.

Note: The MASWCD Policy Handbook is posted to the MASWCD web site – [www.maswcd.org](http://www.maswcd.org) – on the Resolutions Process page. The handbook is a compilation of all standing MASWCD resolutions and action taken to date.

Please also note:

- ⇒ The “therefore, be it resolved” in the resolution should state **an action or a policy position** that MASWCD should take **as it relates to the work of SWCDs**. This will help with the post-convention resolution prioritization process.
- ⇒ All resolutions will need to include information on the potential fiscal impact for MASWCD (budget, staffing, committee, etc.)
  - The intent is to encourage a comprehensive discussion on policy and program issues, including implications to the Association’s budget. The National Association of Conservation Districts also requests similar language for their resolutions. Fiscal impact estimates will provide the members with additional guidance and consideration for various requests submitted by local SWCDs.
- ⇒ **July 21 is the deadline for Area resolutions to be received by the MASWCD office.**

If you have any questions, please do not hesitate to me at (320) 493-9503, or LeAnn Buck at (651) 690-9028. Thank you.

Enclosures.



The resolutions process is the means by which local SWCD Supervisors can identify soil and water conservation needs and issues and bring them before the membership of the Association for review and action at the MASWCD Annual Convention. The resolution process provides a forum for education and information to SWCD board members on statewide conservation issues. The resolutions also provide guidance and direction to the Board of Directors of the MASWCD and NACD.

In order to provide for an orderly process, the following steps shall be used.

1. Resolutions are to be **developed and passed first by a local district, and then must be submitted to and approved by the MASWCD Area Association of which that district is a member.** (*Policy adopted by MASWCD Board of Directors September 16, 2011*). An SWCD must be an MASWCD member in good standing in order to be eligible to submit a resolution. **It is important for a supervisor from the authoring SWCD to be in attendance at the Area meeting when the resolution is presented to explain the resolution and answer questions.**
2. All resolutions must be typed and in proper format – including clear identification of the originating district, contact person, and Area. Background information explaining the intent of the resolution can be submitted with the resolution and should be limited to one page.
  - In addition, each resolution must include information on the potential fiscal impact for MASWCD (budget, staffing, committee, etc.). (*Policy adopted by MASWCD Board of Directors Feb. 17, 2010.*)
3. In the year following the defeat of a resolution by member vote, no SWCD may submit an essentially identical resolution to the one defeated. (*Policy adopted by MASWCD Board of Directors Aug. 26, 2008.*)
4. The timeline for the resolution process is as follows:
  - July 21 - Deadline for Area resolutions to be into the MASWCD office.
  - Mid to End of August - MASWCD Board reviews packet.
  - September 15 - Packets sent to SWCDs for pre-convention balloting.
  - November 1 - Deadline for pre-convention ballots to be into the MASWCD office.
5. In order to develop a uniform resolution packet, MASWCD will:
  - Only accept those resolutions submitted prior to July 21.
  - Only accept resolutions that are in proper format.
  - Only accept agency and other organization resolutions that have come through dues-paying member SWCDs.
  - Eliminate those which are not related to MASWCD responsibilities.
  - Eliminate those which are the same as standing MASWCD resolutions.
  - Consolidate similar resolutions.
  - Edit and condense resolutions. } MASWCD will seek the consent of the authoring district.
6. In August the packet will go before the MASWCD Board of Directors for approval.
7. Resolutions will be duplicated and mailed to all SWCDs by September 15. This will give each SWCD adequate time to review all resolutions and to vote their position on each prior to the annual convention, using the pre-convention resolution ballot process.

## Resolutions Process Guidelines

8. The results of the pre-convention resolution ballot process will be distributed during the first general session of the convention. All resolutions needing further discussion, amendment, and/or action will also be presented. No action is taken at the first general session.
9. Resolutions needing further action will be brought before the membership for action during the second general session of the convention. This will provide additional time for convention delegates to study each proposed resolution.

REMINDER: Each district submitting a resolution which is brought up for further action must continue their responsibility for the resolution and have a supervisor available to speak for it when it is brought before the membership.

10. The pre-convention resolution ballot process is a means to limit debate on the floor of the convention on resolutions for which the membership has a strong agreement for or against. Toward that end, the following will apply:
  - If 66 percent of all supervisors whose ballots are received vote to APPROVE a resolution, the resolution will be deemed as moved and seconded for adoption at the annual meeting.
  - If 66 percent of all supervisors whose ballots are received vote to DISAPPROVE a resolution, it will automatically be rejected, with no further action at the annual meeting.
  - If 34% of all supervisors whose ballots are received vote to BRING THE RESOLUTION TO THE CONVENTION FLOOR FOR FURTHER DISCUSSION OR AMENDMENT, it will be brought to the MASWCD annual meeting for further action. This provision overrides the first two, in the event that this condition and one of the above conditions are both met.

*(Policy adopted by MASWCD Board of Directors March 24, 2009.)*

11. If an EMERGENCY occurs and an SWCD feels an EMERGENCY RESOLUTION is necessary, the SWCD should contact the MASWCD Area Director and submit to him/her the emergency resolution. It is then the responsibility of the Area Director to carry forward the resolution to the MASWCD Board for action.
12. The following are criteria for an EMERGENCY RESOLUTION:
  - The issue or event is something that has taken place between the time resolutions are due in the MASWCD office and when they are acted upon at the convention.
  - The resolution deals with a natural disaster.
  - The issue or event must be acted upon before the beginning of the next resolution process.Final decisions regarding EMERGENCY RESOLUTIONS will be made by the MASWCD Board of Directors.
13. No resolutions will be accepted from the floor of the convention.
14. Area Directors should be consulted for information on deadlines for resolutions to be submitted at the Area level. All resolutions approved at the Area level must be received in the MASWCD office no later than July 21.
15. It is the policy of MASWCD to sunset resolutions after four years from adoption. Resolutions over two biennia (four years) may no longer be applicable or suitable for MASWCD to pursue, and new or revised legislative actions may be sought through the resolutions process annually. *(Policy adopted by MASWCD Board of Directors March 27, 2007)*

**Sample Resolution Format**

**RESOLUTION TITLE**

**WHEREAS**, [insert statement of fact, finding or argument]; and

**WHEREAS**, [insert statement of fact finding or argument]; and

**WHEREAS**, [insert statement of fact, finding or argument].

**THEREFORE, BE IT RESOLVED**, that MASWCD [insert the action that should be taken and by whom, if not solely MASWCD].

**BE IT FURTHER RESOLVED**, [*if applicable* - insert additional action that should be taken and by whom].

**FISCAL IMPACT STATEMENT.** [insert dollar amount estimate of potential fiscal impact for MASWCD]

Use the following as guides:

- High Workload: Approximately 40 hours of time at \$75\* per hour = \$3000
- Medium-High Workload: Approximately 20 hours of time at \$75\* per hour = \$1500
- Medium-Low Workload: Approximately 10 hours of time at \$75\* per hour = \$750
- Low Workload: Approximately 5 hours of time at \$75\* per hour = \$375

\* \$75 per hour estimate includes all operational costs including staff and/or board time, overhead, travel, committee expenses including travel, etc.

**Submitted by:** [name of SWCD]

**Area Association:** [e.g. NW Area 1]

**Date adopted:**

**Reviewed by MASWCD Board of Directors**

**MASWCD Annual Convention**

**Date:**

**Date:**

**Action:**

**For further information, contact:**

[insert name of Supervisor or SWCD manager, SWCD name, phone number, email address]

**Background:**

[optional, but helps explain intent behind resolution]



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

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## FW: Invitation to the Southeast Minnesota Nitrate Strategies Work Group

1 message

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

Tue, Apr 23, 2024 at 3:00 PM

Can you please add this topic to the agenda. Information and request for participation.

Terri

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**From:** Peters, Terri - FPAC-NRCS, MN  
**Sent:** Tuesday, April 23, 2024 2:59 PM  
**To:** Fiedler, Tammy <tfiedler@co.wabasha.mn.us>; Thompson, Darrin <darrin@co.wabasha.mn.us>  
**Cc:** Plante, Michael <mplante@co.wabasha.mn.us>  
**Subject:** FW: Invitation to the Southeast Minnesota Nitrate Strategies Work Group

Tammy,

This is the communication I received on the work group at the end of last week.

Mike, you could run this by your board to see if there is interest. It looks like Bob will also receive the information directly. My understanding from the meeting yesterday is that MPCA is attempting to engage a fairly diverse group of people to participate. This will include citizens with different backgrounds and locations. It looks like a very good engagement activity, but it will be a time commitment.

Terri Peters

Wabasha SWCD

(651) 560-2044



*"Nature's music is never over; her silences are pauses, not conclusions."  
- Mary Webb, English - Novelist*

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**From:** Keseley, Shaina (MPCA) <[shaina.keseley@state.mn.us](mailto:shaina.keseley@state.mn.us)>

**Sent:** Thursday, April 18, 2024 11:10 AM

**To:** Adam <[Adam.King@dodgeswcd.org](mailto:Adam.King@dodgeswcd.org)>; Riley Buley <[riley.buley@fillmoreswcd.org](mailto:riley.buley@fillmoreswcd.org)>; bkennedy <[bkennedy@goodhueswcd.org](mailto:bkennedy@goodhueswcd.org)>; Dave Walter <[goosey10@hotmail.com](mailto:goosey10@hotmail.com)>; 'Cody Fox' <[cody@mowerdistrict.org](mailto:cody@mowerdistrict.org)>; Skip Langer - Olmsted SWCD ([skip.langer@olmstedcounty.gov](mailto:skip.langer@olmstedcounty.gov)) <[skip.langer@olmstedcounty.gov](mailto:skip.langer@olmstedcounty.gov)>; Meyer Caitlin <[caitlin.meyer@olmstedcounty.gov](mailto:caitlin.meyer@olmstedcounty.gov)>; Peters, Terri - FPAC-NRCS, MN <[terri.peters@mn.nacdnet.net](mailto:terri.peters@mn.nacdnet.net)>; Wanda Anderson <[Wanda.Anderson@winonaswcd.com](mailto:Wanda.Anderson@winonaswcd.com)>; Sheila Harmes <[SHarmes@Co.Winona.MN.US](mailto:SHarmes@Co.Winona.MN.US)>; Melissa DeVetter ([melissa.devetter@co.dodge.mn.us](mailto:melissa.devetter@co.dodge.mn.us)) <[melissa.devetter@co.dodge.mn.us](mailto:melissa.devetter@co.dodge.mn.us)>; Jackson Miller <[Jackson.miller@co.dodge.mn.us](mailto:Jackson.miller@co.dodge.mn.us)>

**Subject:** Invitation to the Southeast Minnesota Nitrate Strategies Work Group

Hello Everyone-

As part of the response to the petition sent to EPA last spring regarding nitrate contamination of groundwater in SE MN, MPCA and MDA are putting together a collaborative work group

titled Southeast Minnesota Nitrate Strategies Collaborative Work Group.

The purpose of the Collaborative Work Group is to:

- Build a shared understanding of the challenges and opportunities of addressing nitrate pollution in Southeast Minnesota.
- Deliberate and build consensus on ways to strengthen the long-term nitrate strategies.
- Develop recommendations for improving, prioritizing, and implementing strategies including, but not limited to, strengthening communication and engagement activities, policy or funding proposals, or collaborative strategies to accelerate prevention and mitigation activities.

We anticipate the Work Group will meet approximately once a month for day-long, in-person meetings between June 2024 and June 2025. The meetings will be a combination of discussion and field activities. Work group members may occasionally spend time between meetings reviewing documents, and agendas, or responding to emails. The time commitment is approximately eight hours per month. We recognize that this is a substantial investment of your time. The project management team will do their best to accommodate work group member schedules and may forgo a meeting if many members are not able to participate in a given month. We are open to feedback about how to best accomplish scheduling that works for as many as possible.

If you, or any other staff not included on this email, are interested in applying for the work group, please use [this application form](#). If you know of others who may be interested, feel free to forward this email along to them. We are accepting applications until May 10<sup>th</sup> from people who live in the following eight counties: Dodge, Fillmore, Goodhue, Houston, Mower, Olmsted, Wabasha, and Winona. For more information on this work group, visit our [webpage](#).

Also, I will be sending a similar email to those SWCD Supervisors and County Commissioners currently sitting on policy committees for all 1W1Ps in the eight county SE area. I asked for, and received, email lists of current members from the day-to-day contacts. Thank you to those that sent those my way.

Please reach out to me if you have any questions and thank you for your help and consideration.

**Shaina Keseley**

Executive Project Manager

Minnesota Pollution Control Agency



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# FLAT RATE BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

## General Information

Organization: <b>Wabasha SWCD</b>	Contract Number: <b>DWP-26</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>Hyde Park Holsteins</b>	Address <b>35129 Hwy 60</b>	City/State <b>Zumbro Falls</b>	Zip code <b>55991</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>Hyde Park</b>	Township No.: <b>109</b>	Range No.: <b>13</b>	Section No.: <b>4</b>	<b>1/4,1/4</b> <b>NE 1/4</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:


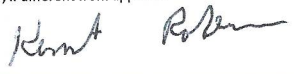
1. The land occupier is responsible for full establishment, operation, and maintenance of all practices and upland treatment criteria applied under this program to ensure that the conservation objective of the practice is met and the effective life, a minimum of 2 years, is achieved. The specific operation 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:
 

University of Minnesota Nitrogen Fertilizer Recommendation for Corn
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 11/30/24, 11/30/25, this contract will be automatically terminated on that date.
7. Reimbursement requests must be supported by a completed voucher.

## Applicant Signatures

The land occupier's signature indicates agreement to:

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

Date 3-18-24	Land Occupier 
Date 4-22-24	Landowner, if different from applicant 
Address, if different from applicant information: 34486 Co Rd 72 Lumbro Falls MN 55991	

### Conservation Practice

The primary practice for which cost-share is requested is University of Minnesota Nitrogen Recommendations for Corn

Eligible Component Standard & Name  University of Minnesota Nitrogen Recommendations for Corn - Pre-Plant N	Engineered Practice: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Total Project Cost Estimate  <b>\$2,000.00</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	Technical Assistance Provider
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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: \$10/acre

Amount	Program Name	Fiscal Year
\$2,000.00	Drinking Water Protection in the Karst Region	2024

Date	Authorized Signature	Total Amount Authorized
		<b>\$2,000.00</b>