

**Wabasha Soil and Water Conservation  
District Regular Board Meeting  
April 24, 2025  
8:15 am  
611 Broadway Ave. Suite 10B**

**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*

**i. Contracts**

- A. Kenneth Heise Contract# 25-CC-8 in the amount of \$1,743.61 for Practice 380 Windbreak/Shelterbelt Establishment and Renovation, Practice 490 Tree/Shrub Site Preparation.  
(Funding sources – FY24 Conservation Contract \$150.99 and FY25 Conservation Contracts \$1,592.62)

**ii. Contract Amendments**

- A. **Contract Amendment# 2 for Contract# WS-08 to change the Land Occupier from Dan Baker to Diane Baker.**

**iii. Vouchers**

- A. Nancy Kuklinski Voucher payment for Contract# 24-SWCDaid-2 in the amount of \$570.00 for Practice 314 Brush Management.  
(Funding source – SWCD Aid)

**iv. Grants**

**v. AgBMB Loan Applications**

- A. Jary Holst AgBMP loan application in the amount of \$17,000.00 for John Deere 1770, 12-row planter that allows for no-till planting. This will help with erosion and nutrient runoff.
- B. Isaac Holst AgBMP loan application in the amount of \$40,000.00 for a Self-propelled Sprayer to apply side dressing on corn and soybeans. Will limit drift since application can be made at the correct time and weather. Less product may be used.

**VI. SECRETARY'S REPORT**

- A. March 27, 2025, Meeting Minutes – **Board Action**

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

- A. March District Financial Statements  
Included for your review
- B. March Program Record

**VIII. PAYMENT OF MONTHLY BILLS**

- A. Monthly Bills in the amount of **\$64,185.05 - Board Action**

**IX. DISTRICT REPORTS**

- A. Chair Report – Lynn Zabel
- B. County Commissioner – Bob Walkes
- C. District Manager Report – Terri Peters
- D. NRCS Report – Christina Taylor – **(In the Packet)**
- E. District Technician Report- Matt Kempinger – **(In the Packet)**
- F. Natural Resources Technician Report– Katelyn Abts – **(In the Packet)**
- G. Soil Health/Nutrient Management Tech Report – Deanna Pomije – **(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. Wage Study – Terri Update (Presentation at May meeting)
- C. Federal Funds – Terri Update
- D. Well Inventory – Katelyn Update
- E. Well Mitigation Program – Terri Update

**XI. NEW BUSINESS**

- A. MASWCD Memo - Call for Resolutions – 2025 Resolution Process - **Informational**
  - i. 2025 Resolutions Process Guidelines.
- B. Select the Conservation Farmer of the Year - **Discussion**
- C. Select the Woodland Manager of the year - **Discussion**
- D. **Approve Val Adler Contract# 2025WAGZ-WC-02 in the amount of \$53,599.50 for Practice 410 Grade Stabilization Structure including multiple practices – Board Action**  
**(Funding source -FY24 Greater Zumbro Watershed Based Funding (WAGZ))**

E. Upcoming Events

- i. Tree Pick up Day, Friday April 25, 9:00 am – 3:00 pm.
- ii. 5<sup>th</sup> Grade Conservation Field Day, May 14, 2025
- iii. May 22, 2025, Regular Board Meeting
- iv. Local Work Group – June 26<sup>th</sup>, 10:00 am (with our Regular Board Meeting)

**XII. Board Reports**

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

**XIII. Adjourn**

## PERCENT BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

### General Information

Organization:	Contract Number:	Other state or non-State funds?	Amendment <input type="checkbox"/>	Canceled <input type="checkbox"/>
Wabasha SWCD	25-CC-8	<input type="checkbox"/> YES <input checked="" type="checkbox"/> No	Board Meeting Date(s):	Board Meeting Date(s):

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

### Applicant

Land Occupier Name	Address	City/State	Zip Code
Kenneth Heise	36268 Co Rd 78	Lake City, MN	55041

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

### Conservation Practice Location

Township Name:	Township No:	Range No:	Section No.	1/4, 1/4
Mt Pleasant Twp	111	13	29	NE, SW

### Contract Information

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

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

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

Windbreak/Shelterbelt Establishment and Renovation (380), Tree/Shrub Site Preparation (490)

5. Increases in the practice units or cost must be approved by the organization board through amendment of this contract as a condition to increase the cost-share payments.
6. This contract, when approved by the organization board or council, will remain in effect unless canceled or amended by mutual agreement, except where installations of practices covered by this contract have not been installed by 6/30/25, this contract will be automatically terminated on that date.
7. Items of cost for which reimbursement is claimed are to be supported by invoices/receipts for payments and will be verified by the organization board as practical and reasonable. The invoices must include the name of the vendor; materials, labor or equipment used; the component unit costs and the dates the work was performed. The organization board has the authority to make adjustments to the costs submitted for reimbursement. Pre-Construction Cover is exempt from having the required invoices/receipts.

### Applicant Signatures

The land occupier's signature indicates agreement to:

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

Date 4-10-25	Land Occupier Kenneth Hamo
Date	Landowner, if different from applicant
	Address, if different from applicant information

### Conservation Practice

The primary practice for which cost-share is requested is: Windbreak/Shelterbelt Establishment and Renovation (380), Tree/Shrub Site Preparation (490)

Eligible Component Standards & Names	Engineered Practice: <input type="checkbox"/> YES <input type="checkbox"/> NO	Total Project Cost Estimate
Windbreak/Shelterbelt Establishment and Renovation (380), Tree/Shrub Site Preparation (490)	Ecological Practice: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	\$3,404.21

### 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 4/17/2025	Technical Assistance Provider JARED HOLM (Affiliate) Digitally signed by JARED HOLM (Affiliate) Date: 2025.04.17 07:54:49 -05'00'
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### Pre-Construction Cover

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

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

### Amount Authorized for Financial Assistance

The organization board or council has authorized the following for financial assistance, total not to exceed 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.

Amount	Program Name	Fiscal Year
\$150.99	Conservation Contracts	2024
\$1,592.62	Conservation Contracts	2025

Date 4/17/2025	Authorized Signature Jeri Peters	Total Amount Authorized \$1,743.61
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## FLAT RATE - VOUCHER AND PRACTICE CERTIFICATION FORM

### PAYEE AND COST INFORMATION

Name: **Nancy Kuklinski**

Address: **1501 River Dr S**

City, State, Zip: **Wabasha, MN**

**55981**

Contract No.: **24-SWCDAid-2**

Total Amount Authorized: **\$570.00**

(from contract)

Practice	Quantity	Unit	Unit Rate	Total
Brush Management 314	1.9	Acre	\$300.00	\$570.00

PAYMENT REQUEST:

**\$570.00**

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

Payee Signature

Date

### PAYMENT AND CERTIFICATION INFORMATION

A. Type of request (partial or final):

Final

B. Payment amount requested:

\$570.00

C. Total Amount Authorized:

\$570.00

D. Total previous partial payments:

E. Amount available (C - D)

\$570.00

Amount Approved for This Voucher:

**\$570.00**

(cannot exceed Total Amount Authorized)

### Technical Certification

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

Technical Assistance Provider

Date

### Administrative Certification

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

Administrative Sign-off

Date

## FLAT RATE BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

### General Information

Organization: <b>Wabasha SWCD</b>	Contract Number: <b>24-SWCDAid-2</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>Nancy Kuklinski</b>	Address <b>1501 River Dr S</b>	City/State <b>Wabasha, MN</b>	Zip code <b>55981</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>Greenfield</b>	Township No.: <b>110</b>	Range No.: <b>10</b>	Section No.: <b>15</b>	<b>1/4, 1/4</b> <b>NW, SW</b>
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### Contract Information

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

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

<b>Brush Management 314</b>
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5. Increases in the practice units or cost must be approved by the organization board through amendment of this contract as a condition to increase the cost-share payments.
6. This contract, when approved by the organization board or council, will remain in effect unless canceled or amended by mutual agreement, except where installations of practices covered by this contract have not been installed by 6/30/25, 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 10/23/24	Land Occupier Nancy Kahlenish
Date	Landowner, if different from applicant
	Address, if different from applicant information

### Conservation Practice

The primary practice for which cost-share is requested is Brush Management 314

Eligible Component Standard & Name  Brush Management 314	Engineered Practice: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Total Project Cost Estimate  \$570.00
	Ecological Practice: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	

### Technical Assessment and Cost Estimate

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

Date 10/23/24	Technical Assistance Provider Kathleen Abbott
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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: \$300/acre

Amount	Program Name	Fiscal Year
\$570.00	SWCD Aid	2024

Date 11-21-2024	Authorized Signature Lynn Zabel	Total Amount Authorized \$570.00
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**314 – Brush Management  
Implementation Requirements**

**Practice Specifications Approval and Completion Certification**



**Provided Practice Cost information**

- ☒ Site-specific cost estimate, or specifications for the producer to develop a cost estimate or obtain the bid themselves.

**Job Class Information (List Practice Job Class)**

314 ESJAA Fact Sheet	Job Class: II 
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**Design Installation and Layout Approval**

Designed By: Katelyn Abts	Date: 10/16/2024	Designer's Job Approval Authority: II 
Approved By: Katelyn Abts	Date: 10/16/2024	Approver's Job Approval Authority: II 



**Record of Completion and Check Out Certification**

Treated Acres	Date Completed by Client	Date Certified	Approver's Initials
1.9	4/8/2025	4/9/2025	KA

- ☐ Additional documentation to support practice certification is in the Case File.

**Certification Statement**

I certify that implementation of this conservation practice is complete, meets criteria for the stated purpose(s), and meets the NRCS conservation practice standard and specifications.

Printed Name: Katelyn Abts	Date: 4/9/2025
Title: Natural Resource Technician	Certifier's Job Approval Authority (JAA): II 
Signature: 	

**Notes:**

Site visit was conducted on 4/9/25 and I observed that the 1.9 acres of Brush Management was completed according to plan within the scheduled area. I confirmed that the Brush Management was completed according to standards.

**DEPARTMENT OF AGRICULTURE**Minnesota Department of Agriculture  
625 Robert St. N., St. Paul, MN 55155-6120[www.mda.state.mn.us/agbmploans](http://www.mda.state.mn.us/agbmploans)Agricultural Best Management Practices Loan Program 651-201-6618 Fax: 651-201-6109 email: [AgBMP.Loans@state.mn.us](mailto:AgBMP.Loans@state.mn.us)**AgBMP LOAN APPLICATION**(Required for all applications)  
Borrower Information:(One)  
First Name: Jary(One)  
Last Name: Holst

County: Wabasha

(optional)  
Company:

Street Address: 20514 590th St

City: Kellogg

State: MN

Zip: 55945

Telephone: (507) 951-8610

Project Information: On a Farm: ☒ Non-Farm: ☐If using PLS, write in T/R/S and mark where the project or practice in on the Section Map.  
Or fill in a Latitude and Longitude of a point on the property near the project or practice.  
(Please get us within a few acres of where the project or practice resides if you can.)

Brief description of what will be purchased or constructed and how it helps water quality:

Purchasing a John Deere 1770 12-row planter that allows for no-till planting. This will help reduce erosion and nutrient runoff.

**Well Eligibility**Does this project implement Drinking Water Standards? ☐  
Does this project eliminate Groundwater Pollution? ☐

- ☐
- Is this application for a city, town, or other municipality?
- 
- ☐
- Is this application for a facility with an Industrial Waste Permit?

**PLS**

Township #: 13

Range: 109

Section: 11

OR

Latitude: Longitude:

OR

Pin or Parcel #:

**LOCAL GOVERNMENT APPROVAL**

(If Pin or Parcel # is used no punctuation marks, county code, or spaces allowed.)

Approved Loan Amount	\$ 17,000.00		
Estimated Total Project Cost (all sources)	\$ 17,000.00		
Animal Units (Feedlot improvements or manure handling equipment for facilities > 1000 AU that are not in the Mississippi watershed are ineligible)	Beginning: 402	Ending: 402	
Primary Livestock	<input checked="" type="checkbox"/> Dairy <input type="checkbox"/> Beef <input type="checkbox"/> Swine <input type="checkbox"/> Other:		
Primary Crops: Selection 1 Selection 2	Conservation Tillage Acres AFTER Project: 30	Total Acres Farmed: 405	
Approval Expiration and Other Restrictions	Process by June 30, 2025		

Project Approved by: TERRI PETERS (Affiliate)

Date:

Digitally signed by TERRI PETERS (Affiliate)  
Date: 2025.04.10 17:00:46 -05'00'

Project Completion Certified by (OPTIONAL): Date:

(LGU's please email this fillable PDF form to the borrowers chosen lender.)

(Most lender contact e-mails address can be found on the AgBMP mapping tool; click LENDER CONTACTS LIST to find your lender email)

**LENDER INFORMATION & LOAN TERMS**

AgBMP Loan Request	\$	Check if Local Revolving Funds are used: <input type="checkbox"/> <i>Funds will not be disbursed if checked.</i>	
(Optional) Additional Request #	\$	Initials:	Date:
Number of payments per year:			
Total Number of Payments:			
Interest rate (if other 3%):	%	(Optional) Balloon Payment Date:	
Lender Organization Name	Foresight Bank		
Lender Address			
Lender Signature:	Date:		

Attach copies of the invoices provided by the borrower that support the request for disbursement.

Please Email fillable PDF and Attachments to: [AgBMP.Loans@state.mn.us](mailto:AgBMP.Loans@state.mn.us)

**DEPARTMENT OF AGRICULTURE**Minnesota Department of Agriculture  
625 Robert St. N., St. Paul, MN 55155-6120[www.mda.state.mn.us/agbmploans](http://www.mda.state.mn.us/agbmploans)Agricultural Best Management Practices Loan Program 651-201-6618 Fax: 651-201-6109 email: [AgBMP.Loans@state.mn.us](mailto:AgBMP.Loans@state.mn.us)**AgBMP LOAN APPLICATION**County: WabashaBorrower Information: (One) First Name: Isaac (One) Last Name: HolstStreet Address: 20432 590th StCity: KelloggState: MNZip: 55945Telephone: (507) 696-7539Project Information: On a Farm: ☒ Non-Farm: ☐If using PLS, write in T/R/S and mark where the project or practice in on the Section Map.  
Or fill in a Latitude and Longitude of a point on the property near the project or practice.  
(Please get us within a few acres of where the project or practice resides if you can.)

Brief description of what will be purchased or constructed and how it helps water quality:

Purchase a self propelled sprayer to apply side dressing on corn and soybeans. This will limit drift since the application can be made at the correct time and weather. Less product may be needed. +**Well Eligibility**Does this project implement Drinking Water Standards? ☐  
Does this project eliminate Groundwater Pollution? ☐☐ Is this application for a city, town, or other municipality?☐ Is this application for a facility with an Industrial Waste Permit?**PLS**

Township #: \_\_\_\_\_

Range: \_\_\_\_\_

Section: \_\_\_\_\_

OR

Latitude: \_\_\_\_\_ Longitude: \_\_\_\_\_

OR

Pin or Parcel #: R06.00133.00**LOCAL GOVERNMENT APPROVAL**

(If Pin or Parcel # is used no punctuation marks, county code, or spaces allowed.)

Approved Loan Amount	\$ 40,000.00		
Estimated Total Project Cost (all sources)	\$ 40,000.00		
Animal Units (Feedlot improvements or manure handling equipment for facilities > 1000 AU that are not in the Mississippi watershed are ineligible)	Beginning: 138	Ending: 138	
Primary Livestock	<input type="checkbox"/> Dairy <input checked="" type="checkbox"/> Beef <input type="checkbox"/> Swine <input type="checkbox"/> Other:		
Primary Crops: Corn Soybeans	Conservation Tillage Acres AFTER Project: 525	Total Acres Farmed: 525	
Approval Expiration and Other Restrictions	Process loan by June 30, 2025		

Project Approved by: TERRI PETERS (Affiliate) Digitally signed by TERRI PETERS (Affiliate) Date: \_\_\_\_\_

Project Completion Certified by (OPTIONAL): \_\_\_\_\_ Date: 2025.04.15 16:03:42 -05'00' Date: \_\_\_\_\_

(LGU's please email this fillable PDF form to the borrowers chosen lender.)

(Most lender contact e-mails address can be found on the AgBMP mapping tool; click LENDER CONTACTS LIST to find your lender email)

**LENDER INFORMATION & LOAN TERMS**

AgBMP Loan Request	\$	Check if Local Revolving Funds are used: <input type="checkbox"/> <i>Funds will not be disbursed if checked.</i>	
(Optional) Additional Request #	\$	Initials:	Date:
Number of payments per year:			
Total Number of Payments:			
Interest rate (if other 3%):	%	(Optional) Balloon Payment Date:	
Lender Organization Name	Foresight Bank		
Lender Address			
Lender Signature:	Date:		

Attach copies of the invoices provided by the borrower that support the request for disbursement.

Please Email fillable PDF and Attachments to: [AgBMP.Loans@state.mn.us](mailto:AgBMP.Loans@state.mn.us)

07/03/2018

**Wabasha Soil and Water Conservation  
District Regular Board Meeting  
March 27, 2025  
8:15 am  
611 Broadway Ave. Suite 10B**

**I. CALL MEETING TO ORDER**

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

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

*Staff Present: Terri Peters, District Manager*

*Others Present: Sheila Harmes, Winona County Water Planner and Whitewater Watershed Coordinator, Bob Walkers, County Commissioner, Christina Taylor, NRCS and Frank Klennert, citizen.*

**II. PLEDGE ALLEGIANCE**

**III. AGENDA**

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

*Affirmative: Ross, Klennert, Tentis, Zabel*

*Opposed: None*

*Motion Carried*

**IV. PUBLIC COMMENTS**

Comments limited to 5 minutes per speaker

**V. CONSENT AGENDA -Board Action**

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

**i. Contracts**

A. Allelu Farms Inc. (Nancy Kohrs) Contract# 24-CC-16 in the amount of \$337.60 for Practice# 380 Windbreak / Shelterbelt Establishment and Renovation.

(Funding source – FY24 Conservation Contracts)

B. Reiter Living Trust (William Reiter) Contract# 24-CC-15 in the amount of \$198.54 for Practice# 380 Windbreak/Shelterbelt and Renovation and Practice 490 Tree/Shrub Site Preparation.

(Approval contingent on verifying that William is the sole signer for the trust.)

(Funding source – FY24 Conservation Contracts)

**ii. Contract Amendments**

**iii. Vouchers**

A.

**iv. Grants**

**v. AgBMB Loan Applications**

- A. William Miller AgBMP Loan Application in the amount of \$34,000.00 for purchase of a skid loader to help with the precision of cleaning manure and loading the manure in a timely manner.

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

***Affirmative: Ross, Klennert, Tentis, Zabel***

***Opposed: None***

***Motion Carried***

**VI. SECRETARY'S REPORT**

- A. February 27, 2025, Meeting Minutes – **Board Action**

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

***Affirmative: Ross, Klennert, Tentis, Zabel***

***Opposed: None***

***Motion Carried***

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

- A. February District Financial Statements

Included for your review

***Motioned by Ross and seconded by Klennert to approve February 27, 2025 Financial Statements to the best of our ability.***

***Affirmative: Ross, Klennert, Tentis, Zabel***

***Opposed: None***

***Motion Carried***

- B. February Program Record

***Staff hours are not in yet. Billable rates against programs will increase fund balance. Terri went through the program record with the board.***

**VIII. PAYMENT OF MONTHLY BILLS**

- A. Monthly Bills in the amount of \$52,321.91 - **Board Action**

***Motioned by Klennert and seconded by Tentis to approve Payment of the Monthly Bills in the amount of \$52,321.91.***

***Affirmative: Ross, Klennert, Tentis, Zabel***

***Opposed: None***

***Motion Carried***

**IX. DISTRICT REPORTS**

- A. Chair Report – Lynn Zabel

- B. County Commissioner – Bob Walkes

***Federal COVID funding was cut off, small amounts that they were counting on.***

***Personnel Committee Meeting – Fully Staffed.***

***MCIT will be coming to update valuations of the County Buildings for Insurance purposes.***

- C. District Manager Report – Terri Peters  
*Day on the Hill with legislators. Met with Draskowski, Altendorf by zoom and Jacobs. Bills supporting what we do. Bill being carried by legislators to keep general funds the same or increase. Draskowski is introducing a bill for funding that should come from the Clean Water Fund. He believes that is meant for SWCD's, before anyone else.*  
*Another legislator is taking bill for tax credit on buffer areas, including SWCD's, to do the certifying all of them.*  
*Meeting with Consultant on wage study analysis. Discussed with Shawn, she will relay back to consultant.*  
*AgBMP annual review meeting*  
*BALMM meeting.*  
*Managers Meeting - Olmsted, RCPP program with NRCS. Soil Health RCPP Policy. Working with Ella on rain barrels. Troubleshooting on what is needed.*  
*Partner NFWF awarded and executed. Part of the fund can be used to replace Jenna.*  
*DNR Forestry – Federal Grant. Suppose to follow the bid process, but we could include a waiver stating why we didn't follow the bid process.*  
*WIC Funds left. Matt Krueger is contracting with us to do outreach in April. Grant expires in August. Working through with partners.*
- D. NRCS Report – Christina Taylor – *Attended meeting, gave her report.*  
*Helping Goodhue with CSP contracts. Going out to check fields.*  
*Area Regional Conservationist is the point of contact for NRCS and SWCDs.*
- E. District Technician Report- Matt Kempinger – in the packet
- F. Natural Resources Technician Report– Katelyn Abts - in the packet
- G. Soil Health/Nutrient Management Tech Report – Deanna Pomije –In the packet
- H. Bookkeeper/Administrative Assistant Report -Sue Cerwinske -
- I. BWSR Report –
- J. Other agencies – *Sheila Harmes, Winona County Water Planner and Whitewater Watershed Coordinator.*  
*An assistant from Green Corps did a project report showcasing what is going on in WinLaC. Will be on the website and some printed. Another project she went through all the DWISMA's in the WinLaC area and found 13 that were moderate or higher, vulnerable. Wellhead plans, action items for all the plans. 5-page 11x17 for all the plans. With this information we can apply for potential funding from MDH for clean water funds for DWISMA areas.*  
*Whitewater last meeting decided to have quarterly meetings. Next meeting 5/27/25.*  
*Working on the reconciliation for the Whitewater Drinking Water grant.*  
*Winona County executed a sub-agreement with Wabasha SWCD for Well Inventory for 2 townships in Winona County. Letters will go out 4/15. GIS parcel assessment.*

**X. OLD BUSINESS**

- A. Conservation Project – Lynn (open to any Supervisor for ideas)  
*Observed fields with wash outs and hills with gulleys.  
What do we do for something like that?*

**XI. NEW BUSINESS**

- A. Approve Jerry Bright Amendment# 1 to Contract# 2025WAGZ-WC-01 to increase authorized amount to \$14,550.00. – **Board Action**  
(Funding source – FY24-FY25 Greater Zumbro Watershed Based Funding (WAGZ)  
***Motioned by Klennert and seconded by Ross to approve Jerry Bright Amendment #1 to increase the authorized amount to \$14,550.00.***  
***Affirmative: Ross Klennert, Tentis, Zabel***  
***Opposed: None***  
***Motion Carried***
- B. Approve Reiter Living Trust (William Reiter) Contract# 2025WinLaC-WAB-008 in the amount of \$35,412.30 for Practices# 410 Grade Stabilization Structure and 412 Grassed Waterway. Install by date 11-30-2025 – **Board Action**  
(Funding source – FY2023 – FY2024 WinLaC)  
Approval contingent on verifying that William is the sole signer for the trust.)  
***Motioned by Klennert and seconded by Ross to approve Reiter Living Trust (William Reiter) Contract# 2025WinLaC-WAB-008 in the amount of \$35,412.30 for Practices# 410 Grade Stabilization Structure and 412 Grassed Waterway.***  
***Contingent on verifying that William is the sole signer for the Reiter Living Trust.***  
***Affirmative: Ross, Klennert, Tentis, Zabel***  
***Opposed: None***  
***Motion Carried***
- C. 2025 Soil Health RCPP Policy – **Discussion and Board Approval-Action**  
***Terri went over the policy. Work plan will be in ELink. Cost share rates. Data privacy. The Board will see the project#, description on what is being done. To be eligible needs to be an allowable NRCS resource concern. Review of forms, use NRCS forms. BWSR has created a share folder – one for each practice. Batching policy, a batch will be presented at monthly board meeting. The fund is \$180,000.00. Ranking -score funding gets lower.***  
***Motioned by Klennert and seconded by Ross to approve the 2025 Soil Health RCPP Policy, after the policy practices and rates were discussed. Work to finalize practices and rates.***  
***Affirmative: Ross, Klennert, Tentis, Zabel***  
***Opposed: None***  
***Motion Carried***

- D. Approve Warren Craig Beighley Contract# 25-CC-7 in the amount of \$215.14 for Practice# 315 Herbaceous Weed Treatment. Install by date 8/30/2025 – **Board Action**

(Funding source – FY25 Conservation Contracts)

**Motioned by Ross and seconded by Tentis to approve Warren Craig Beighley Contract# 25-CC-7 in the amount of \$215.14 for Practice# 315 Herbaceous Weed Treatment.**

**Affirmative: Ross, Klennert, Tentis, Zabel**

**Opposed: None**

**Motion Carried**

- E. Upcoming Events

- i. Reminder -April 12<sup>th</sup>, Make Your Own Rain Barrel Day. 9-11 am at Coffee Mill's Ski Chalet.
- ii. April 24, 2025, Regular Board Meeting

**XII. Board Reports**

- A. Whitewater JPB – Lynn
- B. Zumbro 1W1P – Dag
- C. WinLaC 1W1P – Lynn

**Policy Committee Meeting 5/12 and Technical Advisory Board Committee 4/29**

- D. SE SWCD Technical Support JPB - Dag
- E. County Board Meeting – Sharleen

**XIII. Adjourn**

**Motioned by Ross and seconded by Tentis to adjourn the meeting 9:30 am**

**Affirmative: Ross, Klennert, Tentis, Zabel**

**Opposed: None**

**Motion Carried**

**Respectively Submitted By:**

---

**Seth Tentis, Secretary**



## Wabasha Soil and Water Conservation District

## Balance Sheet

As of March 31, 2025

	Mar 31, 25
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Money Market- Bank of Alma	184,180.89
Money Market WNB Financial	7,469.48
Peoples State Bank Money Market	333,642.05
Petty Cash	79.59
WNB Financial	21,986.67
Total Checking/Savings	547,358.68
Accounts Receivable	
11000 · Accounts Receivable	10,478.86
Total Accounts Receivable	10,478.86
Total Current Assets	557,837.54
Fixed Assets	
15000 · Furniture and Equipment	
Computer	7,523.00
Laptops for Distrcit Techs (2)	3,149.22
Right of Use Asset - Building	94,217.00
Samsung Tablets	1,548.69
15000 · Furniture and Equipment - Other	147,513.54
Total 15000 · Furniture and Equipment	253,951.45
17000 · Accumulated Depreciation	
Accum. Amortization-Building	-34,547.00
17000 · Accumulated Depreciation - Other	-117,761.78
Total 17000 · Accumulated Depreciation	-152,308.78
Total Fixed Assets	101,642.67
Other Assets	
Prepaid Items	
Prepaid Rent	920.43
Prepaid Items - Other	831.25
Total Prepaid Items	1,751.68
Total Other Assets	1,751.68
<b>TOTAL ASSETS</b>	<b>661,231.89</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	9,581.23
Total Accounts Payable	9,581.23
Other Current Liabilities	
Compensated Absences Payable	21,653.68
Deferred Revenue	
FY23 Capacity	4,746.00
FY23 CWF - WIC	52,981.60
FY23 State Cost Share	2,930.00
FY24 Buffer Law Implementation	5,070.59
FY24 BWSR Soil Health Staffing	167,239.55
FY24 Conservation Contracts	1,782.89
FY24 Dept of Rev SWCD Allocatio	38,950.42
FY25 Buffer Law Implementation	20,000.00
FY25 BWSR Soil Health Delivery	30,000.00
FY25 Conservation Contracts	16,804.67
FY25 Easement Delivery (RIM)	1,650.00
FY25 LWM	12,879.49

## Wabasha Soil and Water Conservation District

## Balance Sheet

As of March 31, 2025

	Mar 31, 25
FY25 WCA	9,027.41
Total Deferred Revenue	364,062.62
Deposit on Tree Sales	21,273.94
25500 · Sales Tax Payable	1,152.42
Total Other Current Liabilities	408,142.66
Total Current Liabilities	417,723.89
Long Term Liabilities	
Long Term Liability	
Right of Use Asset-Lease Liabil	62,828.00
Total Long Term Liability	62,828.00
Total Long Term Liabilities	62,828.00
Total Liabilities	480,551.89
Equity	
Fund Balance- Unrestricted	201,395.71
Investment in Capital Assets	38,814.67
32000 · Owners Equity	89,270.83
Net Income	-148,801.21
Total Equity	180,680.00
TOTAL LIABILITIES & EQUITY	661,231.89

1:34 PM

04/21/25

Cash Basis

# Wabasha Soil and Water Conservation District

## Profit & Loss

### March 2025

	Mar 25
Ordinary Income/Expense	
Income	
Intergovernmental Revenues	
State	
FY23 CWF - WIC	1,530.24
FY23 SE Landscape - MN DNR	1,022.47
FY24-FY26 DNR Forestry	19,662.50
FY24 Conservation Contracts	1,970.24
FY24 Buffer Law Implementation	4,824.35
FY24 BWSR Soil Health Staffing	14,368.75
FY24 Dept of Rev SWCD Allocatio	10,837.02
FY25 Conservation Contracts	1,385.33
FY25 LWM	6,474.51
FY25 WCA	4,383.44
MAWQCP	12,311.74
Total State	78,770.59
Total Intergovernmental Revenues	78,770.59
Total Income	78,770.59
Gross Profit	78,770.59
Expense	
District Operations	
Other Services and Charges	
Advertising Expense	200.00
Building Rent	1,650.00
Conferences and Conventions	341.18
Education and Information	2,498.92
Employee Education and Training	180.00
Employee Mileage	347.69
Fees and Dues	700.00
Internet Expense	95.04
Postage	286.20
Subs. and Pubs.	107.36
Vehicle Expenses	
Chevrolet Silverado Vehicle Exp	13.00
Hyundia Tucson Vehicle Expense	147.67
Total Vehicle Expenses	160.67
Total Other Services and Charges	6,567.06
Personnel Services	
Employee Salary Permanent	27,231.48
Employer HSA contributions	625.00
Employer Life and Health	

1:34 PM

04/21/25

Cash Basis

# Wabasha Soil and Water Conservation District

## Profit & Loss

### March 2025

	Mar 25
66000 - Payroll Expenses	50.00
Employer Life and Health - Other	7,800.40
<b>Total Employer Life and Health</b>	<b>7,850.40</b>
Employer Share FICA	1,633.06
Employer Share Medicare	381.93
Employer Share PERA	2,042.36
<b>Total Personnel Services</b>	<b>39,764.23</b>
Supplies	
Field Supplies	11.99
Office Supplies	268.22
<b>Total Supplies</b>	<b>280.21</b>
<b>Total District Operations</b>	<b>46,611.50</b>
Project Expenditures	
State	
FY23 SE Landscape - MN DNR	1,875.00
FY23 WinLaC	
Urban Stormwater	
Make Your Own Rain Barrel	415.31
<b>Total Urban Stormwater</b>	<b>415.31</b>
<b>Total FY23 WinLaC</b>	<b>415.31</b>
FY24-FY26 DNR Forestry	28,650.00
FY24 WinLaC WRAPS Proj-MPCA	21.03
MAWQCP Administration	8,219.86
<b>Total State</b>	<b>39,181.20</b>
<b>Total Project Expenditures</b>	<b>39,181.20</b>
<b>Total Expense</b>	<b>85,792.70</b>
<b>Net Ordinary Income</b>	<b>-7,022.11</b>
Other Income/Expense	
Other Income	
Interest Income	
Interest Earnings MM's	947.67
<b>Total Interest Income</b>	<b>947.67</b>
<b>Total Other Income</b>	<b>947.67</b>

Wabasha Soil and Water Conservation District  
**Profit & Loss**  
March 2025

	Mar 25
Net Other Income	947.67
Net Income	-6,074.44

2:47 PM  
04/23/25  
Cash Basis

Wabasha Soil and Water Conservation District  
Monthly Bills Listing

April 24, 2025

Type	Date	Num	Name	Memo	Account	Paid Am...
Created by Payroll Service on 04/23/2025						
Liability Check	04/24/2025	12306	QuickBooks Payroll Service	April Insurance	WNB Financial	-8,767.99
Bill Pmt -Check	04/24/2025	12307	Auditor/Treasurer of Wabasha County	1 - Stewardship Plan and 1 - Technical Assistance project plan	WNB Financial	-8,767.99
Bill Pmt -Check	04/24/2025	12308	Acer Forest and Tree, LLC-1	1st Qtr 2025 - Mileage	WNB Financial	-950.00
Bill Pmt -Check	04/24/2025	12309	Chimney Rock Forestry LLC	4 - SE Watershed PWB Stewardship Plans	WNB Financial	-126.00
Bill Pmt -Check	04/24/2025	12310	Dag Knudsen-b	1st Qtr 2025 Mileage	WNB Financial	-1,400.00
Bill Pmt -Check	04/24/2025	12311	Donald J. Edgar	SE Watershed PFM Stewardship Plans - 5	WNB Financial	-1,750.00
Bill Pmt -Check	04/24/2025	12312	Driftless Guardian, LLC	SE Watershed Project Plan -1 Tech Assistance	WNB Financial	-1,750.00
Bill Pmt -Check	04/24/2025	12313	Fillmore Soil and Water Conservation Dist	Jan-Mar 1st Qtr 2025 MAWQCP expenses	WNB Financial	-600.00
Bill Pmt -Check	04/24/2025	12314	Freeborn County SWCD	Jan-Mar -1st Qtr 2025 MAWQCP expenses	WNB Financial	-351.10
Bill Pmt -Check	04/24/2025	12315	HBC	Internet 4-02 - 5-01-2025	WNB Financial	-486.10
Bill Pmt -Check	04/24/2025	12316	Hitesmanlaw P.A.	Employee benefits review for Health Ins. Opt Out	WNB Financial	-111.71
Bill Pmt -Check	04/24/2025	12317	Houston County Treasurer	Jan - Mar 2025 services for WinLac Chloride	WNB Financial	-1,050.00
Bill Pmt -Check	04/24/2025	12318	Insty-Prints of Winona	Print 2709 Well Inventory Information & Inventory forms	WNB Financial	-2,319.68
Bill Pmt -Check	04/24/2025	12319	Jennifer Walls-C	Print 2709 Well Inventory Information & Inventory forms	WNB Financial	-1,771.28
Bill Pmt -Check	04/24/2025	12320	Katelyn Abts-b	Personal Vehicle - Buffer Check/Carl Larson	WNB Financial	-8,981.23
Bill Pmt -Check	04/24/2025	12321	Kevin O'Brien	Personal Vehicle - Buffer Check/Carl Larson	WNB Financial	-48.58
Bill Pmt -Check	04/24/2025	12322	Liam Krause	PFM Technical Assistance - 1	WNB Financial	-600.00
Bill Pmt -Check	04/24/2025	12323	Matthew Kempinger-c	PFM Steward Ship Plans and Technical Assistance	WNB Financial	-5,600.00
Bill Pmt -Check	04/24/2025	12324	Mittel Schule, Inc.	Mileage & Meals - MWVPCP WCA TEP Academy Training	WNB Financial	-238.34
Bill Pmt -Check	04/24/2025	12325	MN Dept of Natural Resources	May, 2025 Rent	WNB Financial	-1,650.00
Bill Pmt -Check	04/24/2025	12326	Nancy Kuklinski	500 White Cedar Seedlings, Shipping 30.00	WNB Financial	-280.00
Bill Pmt -Check	04/24/2025	12327	Northland Habitat LLC	24-SWCDaid-2 Practice 314 Brush Mgmt	WNB Financial	-570.00
Bill Pmt -Check	04/24/2025	12328	Olmsted County Public Works	SE Watershed PFM Stewardship Plan	WNB Financial	-350.00
Bill Pmt -Check	04/24/2025	12329	Olmsted County SWCD	Greg Klingner Salary, Benefits & MAWQCP Expenses	WNB Financial	-16,142.81
Bill Pmt -Check	04/24/2025	12330	Rice- SWCD	WinLac WRAPS nitrate monitoring	WNB Financial	-247.52
Bill Pmt -Check	04/24/2025	12331	Seth Tentis	Jan-Mar 1st Qtr 2025 MAWQCP expenses	WNB Financial	-819.31
Bill Pmt -Check	04/24/2025	12332	Sharleen Kiernert-b	1st Qtr 2025 Mileage	WNB Financial	-29.40
Bill Pmt -Check	04/24/2025	12333	Timber Management LLC	1st Qtr 2025 Mileage	WNB Financial	-98.00
Bill Pmt -Check	04/24/2025	12334	Wabasha County Highway Department	March Gas - Hyundai & Silverado	WNB Financial	-2,233.78
Bill Pmt -Check	04/24/2025	12335	Winona City Planning & Environmental S...	WinLac WRAPS 3/12-3/31/2025 70 hrs	WNB Financial	-149.65
Bill Pmt -Check	04/24/2025	12336	Zumbro Valley Forestry LLC	PFM Stewardship Plans & Technical Assistance	WNB Financial	-1,855.00
Liability Check	04/24/2025	EFT	VSP Vision Care	my Vision Insurance	WNB Financial	-4,250.00

Apr 24, 25

-64,185.05

4/24/2025

Christina Taylor Soil Conservationist

**CSP** (Conservation Stewardship Program)-No Changes this month

- No new applications for CSP 2025 were submitted
- Currently taking new applications but there isn't a sign-up deadline yet

**EQIP** (Environmental Quality Incentive Program)-No changes this month

- 24 Active EQIP contracts worth \$1,115,714.00 with over \$677,000 already paid
- 17 Applications are pending status for FY 25
- 5 applications are in various stages of completion and approval
- 7 of the 2025 applications have been obligated, potentially worth a total of \$184,000

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

- no applications submitted.

**RCPP18** (Regional Conservation Partnership Program)

- No new applications submitted

Most requested technical assistance topic continues to be soil erosion control and prevention on HEL fields. We have had more requests for information on crop rotations with perennial crops. Producers are trying to find better ways to mitigate soil erosion both from wind and from heavy rain events.

# Monthly Report – April 2025

Matt Kempinger

## Projects

- Prepare contract for 1 multi-practice structural project
- Plan review for 1 multi-practice structural project
- Critical area planting and mulching planning for 1 waste storage project
- Survey for 1 diversion project
- Soil borings for 1 WASCOB project
- 1 farm walkover
- Cost share planning for upcoming 2025 and 2026 projects
- Design work on several grade stabilization structures
- Design work on several waterway projects

## Others

- Equipment Rental Program management and drill deliveries
- Buffer monitoring and flagging
- Investigate 1 potential WCA violation
- Notice and review 2 WCA applications
- WCA TEP Academy Training
- Assist 1 operator with MAWQCP application
- WIC outreach planning
- Office GIS assistance
- General project and contract management
- Answered general resource questions from public and assisted where possible



# Katelyn Abts – April 2025 Board Report

## Programs

### Conservation Contracts

- 1 Windbreak ready for board approval
- Communication with landowners that are planting windbreaks and tree/shrub establishment projects

### MN Department of Health Wabasha County Well Inventory

- Sent out 2,710 letters with well inventory form on April 12th
- Received 77 responses by April 21<sup>st</sup>

### Filmore Drinking Water Protection

- One contract amendment ready for board approval

### Buffer Law

- 2 on site buffer inspection
- Contact with landowners about needed spring check

### RIM – Blufflands Program

- Sent 1 application for the WinLaC Blufflands Program to the Board of Water and Soil Resources
- 1 application for the WinLaC Blufflands Program has the agreement approved and next steps are being taken

### RIM – Inspections

- Inspection list for 2025 received from Board of Soil and Water Resources
- Sent out letters inspection notice letters
- Found three RIMs that have recently been split or changed ownership without contact with Wabasha SWCD

## Other

### Tree Sale

- 124 tree orders taken so far
- 640 tree tubes sold
- Trees arrive on April 23<sup>rd</sup>, bareroot and potted
- Tree pick-up day on April 25<sup>th</sup>

### MDH Free Testing Kits

- Assisted landowners in applying for well test kit

## Report to the Wabasha SWCD Board – April 24, 2025

Deanna Pomije, Soil Health Nutrient Management Specialist

### Nutrient Management Work:

- Continue work on Adam Graner's 2026 manure management plan (1,200 acres) – using MPCAs new online planner.
- Compiled the grant's quarterly report on our MDA, nutrient management grant
- Working through revisions on the Comprehensive Nutrient Management Plan (CNMP) 390 acres for Ted Mehrkens for EQIP, collaborating with Kate Bruss, TSA and reviewer Aaron Janz, NRCS Plan to also complete a Manure Management Plan for them as required by MPCA & their annual 2026 manure management plan this spring
  - Resent the draft CNMP to NRCS for a new full review, 4/16
  - Completed the Implementation Requirements sheets for the design of the seeding and mulching plans for the disturbed area for the manure pit construction – Matt to sign off on these designs.
  - Reorganizing the plan according to a new CNMP template (3/25) for final approval review now with Aaron J. – 2<sup>nd</sup> NRCS review, previous nutrient management specialist retired

### Soil Health Work:

- Cover crop biomass sampling:
  - Sampled 3 cover crop fields (2 producers, 2 more fields to go)
  - Followed sampling protocol from U of MN Extension, including photos, measurements and vegetation cuttings
  - Delivered samples to Rochester for the lab pick-up
- Lysimeter Water Testing – got up to speed on sampling protocol, sampled with Ella, zoom meeting with study collaborator, Bahareh from River Falls, plan to gather farmland operation data from 2 landowners & looking into added sample locations in the WIC area
- No-till Drill rental season has begun, Matt and I are collaborating on this service. Matt delivering the drill. Seth provided a review on the drill's use & maintenance. Prepped the process and paperwork for rental. Aiding client's in working through the rental process.
- Preparation for the new Soil Health Grant: forms and file structure compiled onto the shared drive for all to use

### Cover Crops:

- We have 16 continuing cover crop / no-till contracts from last year.
- To date – 12 potential interests in cover crops for 2025, many from last year
- Preliminary planning of cover crops with interested growers

### Outreach & Client Contacts:

- Prepping a mailing to targeted high nitrate townships

- May/June newsletter – plan to work on a cover crop article

Coffee 'n Conservation:

- Next month 4/24 it will be hosted by the Bear Valley Watershed District near Bellechester around the topic 'erosion'
  - 15 total to-date producers / landowners in attendance
  - Great conversation around a variety of conservation topics: erosion, nutrient management, cover crops, tillage, weed control
  - Flyer prep., email – call – text producers for attendance
- Plan to skip the month of May due to the busy planting season

Training:

- 4/17 Advance Nutrient Management Training in Marshall, 40 people present, great training covering more of the details of nutrient management including state rules and permits, studies and NRCS policies and procedures



# MASWCD

## Minnesota Association of Soil and Water Conservation Districts

100 Empire Drive, St. Paul, MN 55103 | 651-690-9028 | [www.maswcd.org](http://www.maswcd.org)

### PRESIDENT

CHARLES RAU  
Rice, MN  
(320) 493-9503

### VICE PRESIDENT & SE AREA 7 DIRECTOR

RANDY SMITH  
Adams, MN  
(507) 438-4570

### SECRETARY/TREASURER & NE AREA 3 DIRECTOR

JAKE JANSKI  
Milaca, MN  
(320) 241-0728

### NW AREA 1 DIRECTOR

RANDY SCHELLACK  
Glyndon, MN  
(701) 238-8121

### WC AREA 2 DIRECTOR

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320-398-7312

### METRO AREA 4 DIRECTOR

JOHN RHEINBERGER  
West St. Paul, MN  
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### SW AREA 5 DIRECTOR

CLARK LINGBEEK  
Comfrey, MN  
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### SE AREA 7 DIRECTOR

BOB NIELSEN  
Green Isle, MN  
(763) 244-5061

### NC AREA 8 DIRECTOR

KEN LAPORTE  
Pillager, MN  
(218) 746-3927

### STAFF

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Accounting Manager  
STEFANIE MARTINEZ  
[stefanie.martinez@maswcd.org](mailto:stefanie.martinez@maswcd.org)

Date: April 3, 2025  
To: Minnesota Soil and Water Conservation Districts  
From: Chuck Rau, MASWCD President  
Subject: MASWCD Call for Resolutions – 2025 Resolution Process

Attached please find the following materials related to the 2025 MASWCD Resolutions Process:

- resolutions process guidelines, including sample resolution format and list of sunseting resolutions.

Please 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 mission and work of SWCDs**. This will help with the post-convention resolution prioritization process.
- ⇒ All resolutions will need to include information on the potential workload impacts for MASWCD (budget, staffing, committee, services, etc.)
  - The intent is to encourage a comprehensive discussion on policy and program issues. The National Association of Conservation Districts also requests similar language for their resolutions.
- ⇒ Following local district board approval, **member district resolutions should be submitted to their designated June MASWCD area meeting for consideration and approval**. Visit [MASWCD Meetings & Events](#) to view area meeting information (*as it becomes available*).
- ⇒ **July 21 is the deadline for Area resolutions to be received by the MASWCD office.**

The MASWCD Policy Handbook is a compilation of standing MASWCD resolutions and is posted to the MASWCD web site ~ [www.maswcd.org](http://www.maswcd.org) ~ on the Resolutions Process page.

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

Enclosures.



### MINNESOTA ASSOCIATION OF SOIL & WATER CONSERVATION DISTRICTS (MASWCD)

#### RESOLUTIONS PROCESS GUIDELINES

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:
  - June – District Resolutions submitted to Area Association meetings for consideration and approval
  - July 21 - Deadline for approved Area resolutions to be submitted to 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 district pre-convention ballots to be submitted the MASWCD office.
5. In order to develop a uniform resolution packet, MASWCD will:
  - Only accept those resolutions submitted by July 21.
  - Only accept resolutions that are in proper format.
  - 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.

## MASWCD Resolutions Process Guidelines

8. The results of the pre-convention resolution ballot process will be distributed during the first general session of the annual 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 annual convention. This will provide additional time for convention delegates to study each proposed resolution.

REMINDER: Each member 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)*

**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].

**WORKLOAD IMPACT STATEMENT.** [insert 'high', 'medium' or 'low' for MASWCD workload estimates associated with resolution]

*Considerations for workload levels include time and funds spent associated with:*

- *Policy Development & Expertise*
- *District Member Program Development and Support*
- *External Alliances (Political: State or Federal)*
- *External Alliances (Agency/Partner Network)*
- *Communication & Outreach Strategies*
- *District Member Training*
- *Association Operational Costs (e.g. staff and/or board time, overhead, travel, committee expenses, services 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]

**RESOLUTIONS WHICH WILL SUNSET IN DECEMBER 2025**

The following resolutions became standing policy for MASWCD after being approved by the membership in December 2021. The resolutions will sunset in December 2025. For more information, including the full text of the resolutions and action taken to date, please visit the “Resolutions Process” page on the MASWCD web site ([www.maswcd.org](http://www.maswcd.org)).

<b>2021 Resolution Number and Title</b>	
1	Minnesota Wetland Conservation Agency Coordination
4	Job Approval Authority Coordination
5	Public Water Inventory Map Re-Addition Public Hearings
6	Outdoor Heritage Funds for Private Shoreline Projects
7	BWSR Continued Forestry Support
8	Private Forest Management MOU and BWSR Forest Conservation Program
9	Local-State-Federal Partnership on Forestry in Minnesota
11	Cost Sharing for Removal of Tile Intakes
12	Climate-Smart Agriculture
13	Right of Way Vegetative Management
14	Increased Payment Rate for Easement Delivery



# PERCENT BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

## General Information

Organization: <b>Wabasha SWCD</b>	Contract Number: <b>2025WAGZ-WC-02</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>Valyn Adler</b>	Address <b>41500 594th St</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>Mazeppa</b>	Township No: <b>109</b>	Range No.: <b>13</b>	Section No. <b>16</b>	<b>1/4,1/4</b> <b>SW, NW, &amp; NE 1/4s</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 15 years**, is achieved. The specific operation and maintenance requirements for the conservation practice listed are described in the operation and maintenance plan prepared for this contract by the technical assistance provider.
2. Should the land occupier fail to maintain the practice during its effective life, the land occupier is liable to the State of Minnesota for the amount up to 150% of the amount of financial assistance received to install and establish the practice unless the failure was caused by reasons beyond the land occupier's control, or if conservation practices are applied at the land occupier's expense that provide equivalent protection of the soil and water resources.
3. If title to this land is transferred to another party before expiration of the aforementioned life, it shall be the responsibility of the landowner who signed this contract to advise the new owner that this contract is in force and to notify other parties to the contract of the transfer.

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

USDA NRCS Field Office Technical Guide

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 11/30/2025**, this contract will be automatically terminated on that date.
7. Items of cost for which reimbursement is claimed are to be supported by invoices/receipts for payments and will be verified by the organization board as practical and reasonable. The invoices must include the name of the vendor; materials, labor or equipment used; the component unit costs and the dates the work was performed. The organization board has the authority to make adjustments to the costs submitted for reimbursement. Pre-Construction Cover is exempt from having the required invoices/receipts.

## Applicant Signatures

The land occupier's signature indicates agreement to:

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



Date 4-22-2025	Land Occupier Valerie Adler
Date 4-22-2025	Landowner, if different from applicant Donette Adler
	Address, if different from applicant information: 61133 City Road 7, N/Azeppa MW55956

### Conservation Practice

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

Eligible Component Standards & Names <b>638 - Water And Sediment Control Basin, 342 Critical Area Planting, 484- Mulching, 620 Underground Outlet, 460 Land Clearing, 362 Diversion,</b>	Engineered Practice: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Total Project Cost Estimate  <b>\$59,555.00</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 4/23/2025	Technical Assistance Provider Pete R. Fyfe
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### Pre-Construction Cover

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

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

### Amount Authorized for Financial Assistance

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

Amount	Program Name	Fiscal Year
\$53,599.50	Greater Zumbro Watershed Based Funding	2024

Date	Authorized Signature	Total Amount Authorized <b>\$53,599.50</b>
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# CONSERVATION PRACTICE ASSISTANCE CONTRACT

## GROUP PROJECT ADDENDUM

### General Information


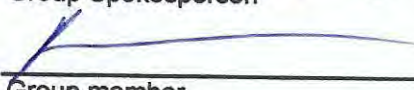
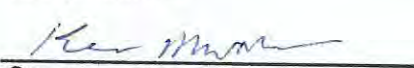

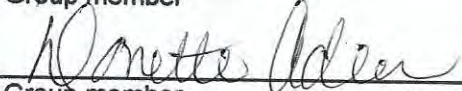
Contract No.	Date	Group Spokesperson
2025WAGZ-WC-02	4/24/2025	Valyn Adler

### Applicant Information and Signatures

We (the undersigned) are interested in developing and conserving our soil, water and related resources to meet the objectives of our group. In order to meet our group objectives, we request assistance to help us plan and apply proper land use and conservation treatment measures as agreed upon by our group.

We understand that this help is contingent upon staff assistance from the organization and in conformance with its policies and priorities.

We further understand that the below designated group spokesperson is authorized to sign the Conservation Practice Contract\* and shall do the negotiating with the organization. Prior to the approval of this application the spokesperson shall prepare a division of payments schedule agreed to by the undersigned and attach the plan to this form.

	41500 594TH ST	MAZEPPA, MN 55956
Group Spokesperson	address	city/state/zip code
	59684 415TH AVE	MAZEPPA, MN 55956
Group member	address	city/state/zip code
	59523 415TH AVE	MAZEPPA, MN 55956
Group member	address	city/state/zip code
	59525 415TH AVE	MAZEPPA, MN 55956
Group member	address	city/state/zip code
 (property owner)	61133 City Room	MAZEPPA MN 55956
Group member	address	city/state/zip code
Group member	address	city/state/zip code
Group member	address	city/state/zip code

\*Attach this form to Conservation Practice Contract



## Conservation Practice Assistance

### Division of Payments and Financial Obligations

Contract No.	Group Spokesperson
2025WAGZ-WC-02	Valyn Adler

I accept the role of group spokesperson and acknowledge that I am solely responsible for all financial obligations related to the installation of conservation practices associated with the Wabasha SWCD contract listed above. This includes any costs incurred and any financial assistance received.

Group Spokesperson Signature	Date
<i>Valyn Adler</i>	4-22-2025

### Associated Landowners

A conservation project is proposed in Mazeppa Township Section 16 Wabasha County MN. The Group Spokesperson is working with the Wabasha SWCD in the design and implementation of several conservation practices. The majority of these projects' footprints and impacts will occur on the property of the group spokesperson. Due to the natural topography of the area the proposed practices will be most effective if their footprints cross the property lines in a few places. Plans have been developed that clearly show the proposed impacts.

By signing this document, I grant permission for this work to occur on my property according to the plans approved by the Wabasha SWCD and agreed upon by the group spokesperson. I understand that all financial obligations related to this project will be handled by the group spokesperson. This includes any costs incurred and any financial assistance received.

Landowner Name Printed: <i>David Cocker</i>	Signature: <i>[Signature]</i>	Date: <i>4-22-2025</i>
Landowner Name Printed: <i>Keane McWaters</i>	Signature: <i>[Signature]</i>	Date: <i>4-22-2025</i>
Landowner Name Printed: <i>Beau Kennedy</i>	Signature: <i>[Signature]</i>	Date: <i>4-22-25</i>

*Donette Adler* *Donette Adler* *4-22-2025*  
(Property owner)