

**Wabasha Soil and Water Conservation  
District Regular Board Meeting  
June 26, 2025  
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*

**i. Contracts**

A.

**ii. Contract Amendments**

- A. Hunter Farms LLC Amendment# 1 for Contract# 2024WAGZ-WC-13 to change the installation date to 10/31/2025.  
(Woodland Stewardship Plan)  
(Funding source – FY24 Watershed Based Funding (WAGZ))
- B. Greg Speedling Amendment# 1 for Contract# 25-CC-2 to change the installation date to 6/30/2025.  
(Funding source – FY25 Conservation Contracts)
- C. Benjamin Klein Amendment# 1 for Contract# 25-CC-3 to change the Installation date to 6/30/2025.  
(Funding source – FY25 Conservation Contracts)

**iii. Vouchers**

- A. Warren Craig Beighley Voucher in the amount of \$105.50 for Contract# 25-SHD-1 for NRCS (FOTG) Practice 612 Tree and Shrub Establishment.  
(Funding source – FY25 Soil Health Delivery)
- B. Warren Craig Beighley Voucher in the amount of \$105.50 for Contract# 24-CC-13 for NRCS (FOTG) Practice 380 Windbreak/Shelterbelt Establishment and Renovation.  
(Funding source – FY24 Conservation Contracts)
- C. Mike Rahman Voucher payment in the amount of \$1,670.00 for Contract# 23-CS-3. NRCS (FOTG) Practice 340 Cover Crops.  
33.4 acres at \$50.00/acre.  
(Funding source -FY23 State Cost Share)

- D. Allen John & Melody Revocable Living Trust in the amount of \$1,260.00 for Contract# 23-CS-1. NRCS (FOTG) Practice 314 Brush Management. (Funding source – FY24 Conservation Contracts)
- E. Benjamin Klein Voucher payment in the amount of \$712.36 for Contract# 25-CC-3. NRCS (FOTG) Practice 380 Windbreak/Shelterbelt Establishment and Renovation. (Funding source – FY25 Conservation Contracts)
- F. Valyn Adler Voucher payment in the amount of \$53,599.50 for Contract# 2025WAGZ-WC-02. NRCS (FOTG) Practice 410 Grade Stabilization Structure. (Funding source FY24-FY25 Greater Zumbro Watershed-WAGZ)

**iv. Grant Amendment**

- A. Amendment # 3 for Grant Contract Agreement # 229585 between the State of MN through its Commissioner of Natural Resources, Division of Forestry and Wabasha SWCD. Adding \$10,000.00 to SE Landscape funding. Grant Agreement Expiration Date 6-30-2026

**AgBMP Loan Applications**

**VI. SECRETARY'S REPORT**

- A. May 22, 2025, Meeting Minutes – **Board Action**

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

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

**VIII. PAYMENT OF MONTHLY BILLS**

- A. Monthly Bills in the amount of **\$107,643.37 - 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)

**XI. NEW BUSINESS**

- A. Approve DAAK LLC Contract# 2025WAGZ-WC-03 in the amount of \$8,775.00 for NRCS (FOTG)- Practice 638 Water and Sediment Control Basin – **Board Action**  
(Funding source – FY24-FY25 Greater Zumbro Watershed Based Funding - WAGZ)

Note: B. Daniel Miller Contract# 2025-WinLaC-Wab002 two versions up for discussion on which version to approve. 92% or 100% cost share. – **Board Action**

B. Approve Daniel Miller Contract# 2025WinLaC-Wab002 in the amount of \$7,853.86 for NRCS (FOTG)- (Diversion) 92% cost share.

(Funding sources – WinLaC 1W1P \$6,440.25 and Local funds \$1,413.61)

**or**

Approve Daniel Miller Contract# 2025-WinLaC-Wab002 in the amount of \$8,587.00 for NRCS (FOTG)–(Diversion) 100% cost share.

(Funding sources – WinLaC 1W1P \$4,293.50 and Local funds \$4,293.50)

C. Approve Dennis P & Denise M Probst Contract# 25-CC-6 in the amount of \$1,500.00 for NRCS (FOTG) Practice 314 Brush Management – **Board Action**  
(Funding source – FY25 Conservation Contracts)

D. Approve Kathy Henderson Contract# 23-CWF-WIC-06 in the amount of \$59,227.20 for NCRS (FOTG) Practice 410 Grade Stabilization Structure,

Install by 11/30/2025 – **Board Action**

(Funding source – FY23 West Indian Creek Watershed Restoration and Protection)

E. Whitewater Joint Powers Board Well Sealing (2025) Sub-agreement between Whitewater Joint Power Board and Wabasha SWCD. Grant agreement for \$21,600.00 for May 27, 2025 to December 31, 2025 – **Board Action**

F. Upcoming Events

i. Friday, July 4, 2025, Independence Day – Offices Closed

ii. Wednesday, July 16<sup>th</sup>, West Indian Creek Get Together

iii. Thursday, July 24<sup>th</sup>, Regular Meeting

iv. Wednesday July 30 – Saturday, August 2, Wabasha County Fair  
Schedule with a staff person for a shift to cover our booth.

Let us know what days/times you can help.

## **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

**Note: If meeting is not finished by 10:00 am, we will need to recess the regular meeting and start the Local Work Group meeting at 10:00 am.**

## **XIII. Adjourn**

## **Agenda for Local Work Group**

1. Welcome & Review: 10 minutes
2. Present SWCD Draft Priorities: 30 minutes
3. Discuss Proposed Practices Changes and Technical Practice Recommendations: 15 minutes
4. Decision/Action Items: 15 minutes
5. Next Steps: 5 minutes
6. Adjourn LWG Meeting –

Then reopen the regular meeting, if necessary



## Contract Amendment Form

Organization  <div style="text-align: center;">Wabasha SWCD</div>	Contract Number:  <div style="text-align: center;">2024WAGZ-WC-13</div>	Amendment Number: <div style="text-align: center; font-size: 2em;">1</div>	Amendment Type: Date <input checked="" type="checkbox"/> Amount <input type="checkbox"/> Land Occupier <input type="checkbox"/> Practice <input type="checkbox"/> Other <input type="checkbox"/>
Board Meeting Date:			

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

State Grant Agreement Expiration Date: \_\_\_\_\_ Original Contract Install Date: 5/30/25

Amended Contract Install Date (if applicable): 10/31/2025

Original Total Amount Authorized: \$500.00 Amended Total Amount Authorized: \_\_\_\_\_

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

The contract expiration date has been changed from 5/30/25 to 10/31/2025.

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

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

Date <div style="font-size: 1.5em;">05/27/25</div>	Land Occupier <div style="font-size: 1.5em;">T. Amos S. Hunt</div>
Date 	Landowner, if different from applicant 

### Technical Assessment and Cost Estimate

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

Date <div style="font-size: 1.5em;">5/27/25</div>	Technical Assistance Provider <div style="font-size: 1.5em;">Kathy [Signature]</div>
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Technical Assistance provider signed contract and will verify practice certification

### Organizational Approval

Date <div style="font-size: 1.5em;">5/29/25</div>	Authorized Signature <div style="font-size: 1.5em;">Jen Peters</div>
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per board resolution

\*Attach this form to the Conservation Practice Assistance Contract

## Contract Amendment Form

Organization:  <b>Wabasha SWCD</b>	Contract Number:  <b>2024WAGZ-WC-13</b>	Amendment Number:  <b>1</b>	Amendment Type <b>Date</b> <input checked="" type="checkbox"/> <b>Amount</b> <input type="checkbox"/> <b>Land Occupier</b> <input type="checkbox"/> <b>Practice</b> <input type="checkbox"/> <b>Other</b> <input type="checkbox"/>
		Board Meeting Date:	

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

State Grant Agreement Expiration Date: \_\_\_\_\_ Original Contract Install Date: 5/30/25

Amended Contract Install Date (If applicable): 10/31/2025

Original Total Amount Authorized: \$500.00 Amended Total Amount Authorized: \_\_\_\_\_

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

The contract expiration date has been changed from 5/30/25 to 10/31/2025.

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

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

Date	Land Occupier
Date	Landowner, if different from applicant

### Technical Assessment and Cost Estimate

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

Date	Technical Assistance Provider
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### Organizational Approval

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

# FLAT RATE BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

## General Information

Organization: <b>Wabasha SWCD</b>	Contract Number: <b>2024WAGZ-WC-13</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>Hunter Farms LLC</b>	Address <b>23257 685th St</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>Pepin</b>	Township No: <b>111</b>	Range No.: <b>11</b>	Section No. <b>33</b>	<b>1/4,1/4</b> <b>SE, E</b>
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## Contract Information

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

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

Plan must be prepared by a Department of Natural Resources (DNR) Certified Plan Writer and registered with the DNR
- Increases in the practice units or cost must be approved by the organization board through amendment of this contract as a condition to increase the cost-share payments.
- This contract, when approved by the organization board or council, will remain in effect unless canceled or amended by mutual agreement, except where installations of practices covered by this contract have not been installed by 5/30/25, this contract will be automatically terminated on that date.
- Reimbursement requests must be supported by a completed voucher.

## Applicant Signatures

The land occupier's signature indicates agreement to:

- Grant the organization's representative(s) access to the parcel where the conservation practice will be located.
- Obtain all permits required in conjunction with the installation and establishment of the practice prior to starting construction of the practice.
- 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.
- Not accept any other state or federal funds for this practice.

Date	Land Occupier
	See attached page for signature
Date	Landowner, if different from applicant
	Address, if different from applicant information:

### Conservation Practice

The primary practice for which cost-share is requested is

Eligible Component Standard & Name	Engineered Practice: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Total Project Cost Estimate
	Ecological Practice: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Woodland Stewardship Plan		\$500.00

### 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
	Mark Miller
	Digitally signed by Mark Miller Date: 2024.10.17 12:53:26 -05'00'

### Amount Authorized for Financial Assistance

The organization board or council has authorized the following for financial assistance, total not to exceed a rate of: \$500/Plan

Amount	Program Name	Fiscal Year
\$500.00	WAGZ (watershed based funding)	2024

Date	Authorized Signature	Total Amount Authorized
Oct 24, 2024	Lynne Jabel	\$500.00

Date 24 SEP 24	Land Owner Thomas S. Hunter 23257 685B ST WAONAHA MN 55981
Date 24 SEP 24	Landowner, if different from applicant
	Address, if different from applicant information

### Conservation Practice

The primary practice for which cost-share is requested is

Eligible Component Standard & Name  Woodland Stewardship Plan	Engineered Practice: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Ecological Practice: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Total Project Cost Estimate  \$500.00
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### 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: \$500/Plan

Amount	Program Name	Fiscal Year
\$500.00	WAGZ (watershed based funding)	2024

Date	Authorized Signature	Total Amount Authorized \$500.00
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## Contract Amendment Form

Organization:  <div style="text-align: center; font-weight: bold;">Wabasha SWCD</div>	Contract Number:  <div style="text-align: center; font-weight: bold;">25-CC-2</div>	Amendment Number:  <div style="text-align: center; font-weight: bold;">1</div>	Amendment Type Date <input checked="" type="checkbox"/> Amount <input type="checkbox"/> Land Occupier <input type="checkbox"/> Practice <input type="checkbox"/> Other <input type="checkbox"/>
Board Meeting Date:			

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

State Grant Agreement Expiration Date: \_\_\_\_\_ Original Contract Install Date: 5/30/25

Amended Contract Install Date (If applicable): 6/30/2025

Original Total Amount Authorized: \$1,874.50 Amended Total Amount Authorized: \_\_\_\_\_

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

The contract expiration date has been changed from 5/30/25 to 6/30/25.

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

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

Date <div style="font-size: 1.2em; font-family: cursive;">May 28-25</div>	Land Occupier <div style="font-size: 1.5em; font-family: cursive;">[Signature]</div>
Date 	Landowner, if different from applicant <div style="font-size: 1.5em; font-family: cursive;">[Signature]</div>

### Technical Assessment and Cost Estimate

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

Date <div style="font-size: 1.2em; font-family: cursive;">5/28/25</div>	Technical Assistance Provider <div style="font-size: 1.5em; font-family: cursive;">[Signature]</div>
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### Organizational Approval

Date <div style="font-size: 1.2em; font-family: cursive;">5/29/2025</div>	Authorized Signature <div style="font-size: 1.5em; font-family: cursive;">Jew Refer - per board resolution</div>
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\*Attach this form to the Conservation Practice Assistance Contract

## PERCENT BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

### General Information

Organization:  Wabasha SWCD	Contract Number:  25-CC-2	Other state or non-State funds?  <input type="checkbox"/> YES <input checked="" type="checkbox"/> No	Amendment <input type="checkbox"/> Board Meeting Date(s):	Canceled <input type="checkbox"/> Board Meeting Date(s):
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\*If contract amended, attach amendment form(s) to this contract.

### Applicant

Land Occupier Name  Greg Speedling	Address  25408 533rd St	City/State  Plainview, MN	Zip Code  55964
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\* If a group contract, this must be filed and signed by the group spokesperson as designated in the group agreement and the group agreement attached to this form.

### Conservation Practice Location

Township Name:  Elgin	Township No:  108	Range No.:  12	Section No.  13	1/4,1/4  SE, NE
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### Contract Information

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

1. The land occupier is responsible for full establishment, operation, and maintenance of all practices and upland treatment criteria applied under this program to ensure that the conservation 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:

Windbreak/Shelterbelt Establishment and Renovation 380

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 5/30/25, 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 2/12/2025	Land Occupier <i>[Signature]</i>
Date	Landowner, if different from applicant <i>[Signature]</i>
	Address, if different from applicant information:

### Conservation Practice

The primary practice for which cost-share is requested is: 380 Windbreak/Shelterbelt Establishment and Renovation

Eligible Component Standards & Names  380 Windbreak/Shelterbelt Establishment and Renovation	Engineered Practice: <input type="checkbox"/> YES <input type="checkbox"/> NO	Total Project Cost Estimate  \$2,669.00
	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 2/18/25	Technical Assistance Provider <i>[Signature]</i>
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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
\$1,895.08	Conservation Contract	2025

Date 2/18/25	Authorized Signature <i>[Signature]</i> per board resolution	Total Amount Authorized \$1,874.50
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## Contract Amendment Form

Organization:  <b>Wabasha SWCD</b>	Contract Number:  <b>25-CC-3</b>	Amendment Number:  <b>1</b>	Amendment Type <b>Date</b> <input checked="" type="checkbox"/> <b>Amount</b> <input type="checkbox"/> <b>Land Occupier</b> <input type="checkbox"/> <b>Practice</b> <input type="checkbox"/> <b>Other</b> <input type="checkbox"/>
		Board Meeting Date:	

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

State Grant Agreement Expiration Date: \_\_\_\_\_ Original Contract Install Date: 5/30/25

Amended Contract Install Date (If applicable): 6/30/2025

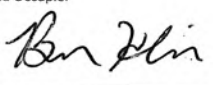
Original Total Amount Authorized: \$812.36 Amended Total Amount Authorized: \_\_\_\_\_

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

The contract expiration date has been changed from 5/30/25 to 6/30/25.

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

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


Date <u>5/25/25</u>	Land Occupier 
Date	Landowner, if different from applicant

### Technical Assessment and Cost Estimate

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

Date <u>5/28/25</u>	Technical Assistance Provider 
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### Organizational Approval

Date <u>5/29/25</u>	Authorized Signature  per board resolution
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\*Attach this form to the Conservation Practice Assistance Contract

## PERCENT BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

### General Information

Organization:  Wabasha SWCD	Contract Number:  25-CC-3	Other state or non-State funds?  <input type="checkbox"/> YES <input type="checkbox"/> No	Amendment <input type="checkbox"/> Board Meeting Date(s):	Canceled <input type="checkbox"/> Board Meeting Date(s):
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\* If contract amended, attach amendment form(s) to this contract.

### Applicant

Land Occupier Name  Ben Klein	Address  51900 275th Ave	City/State  Elgin, MN	Zip Code  55932
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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:  Elgin	Township No:  108	Range No.:  12	Section No.  25	1/4,1/4  NW, NW
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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:

Winbreak/Shelterbelt Establishment and Renovation 380

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 5/30/25, 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 2/10/25	Land Occupier Ben Hein C/O J. He.
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

Eligible Component Standards & Names  Windbreak/Shelterbelt Establishment and Renovation 380	Engineered Practice: <input type="checkbox"/> YES <input type="checkbox"/> NO	Total Project Cost Estimate  \$1,346.01
	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 2/10/25	Technical Assistance Provider Katelyn Alt
-----------------	--

### 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
\$812.36	Conservation Contract	2025

Date 2/10/2025	Authorized Signature Lee Peters (per board resolution)	Total Amount Authorized \$812.36
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## FLAT RATE - VOUCHER AND PRACTICE CERTIFICATION FORM

### PAYEE AND COST INFORMATION

Name: **Warren Craig Beighley**

Address: **50166 290th Ave**

City, State, Zip: **Elgin, MN**

**55932**

Contract No.: **25-SHD-1**

Total Amount Authorized:

**\$263.75**

(from contract)

Practice	Quantity	Unit	Unit Rate	Total
612 Tree and & Shrub Establishment	50	50	\$2.11	\$105.50

PAYMENT REQUEST:

**\$105.50**

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

  
Payee Signature

5/23/25  
Date

### PAYMENT AND CERTIFICATION INFORMATION

A. Type of request (partial or final):

Final

B. Payment amount requested:

\$105.50

C. Total Amount Authorized:

\$105.50

D. Total previous partial payments:

E. Amount available (C - D)

\$105.50

Amount Approved for This Voucher:

**\$105.50**

(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

5/23/25  
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

5/27/2025  
Date

# FLAT RATE BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

## General Information

Organization: <b>Wabasha SWCD</b>	Contract Number: <b>25-SHD-1</b>	Other state or non-state funds? <input type="checkbox"/> YES <input type="checkbox"/> NO	Amendment <input type="checkbox"/> Board Meeting Date(s):	Canceled <input type="checkbox"/> Board Meeting Date(s):
--------------------------------------	-------------------------------------	--	--	---

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

## Applicant

Land Occupier Name <b>Warren Craig Beighley</b>	Address <b>50166 290th Ave</b>	City/State <b>Elgin, MN</b>	Zip code <b>55932</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>Elgin</b>	Township No.: <b>108</b>	Range No.: <b>12</b>	Section No.: <b>34</b>	<b>1/4, 1/4</b> <b>SW, 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 objective of the practice is met and the effective life, a minimum of 10 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:  

**612 Tree and Shrub Establishment**
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 5/30/25, 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 12/6/24	Land Occupier Wann Craig Bejthly
Date	Landowner, if different from applicant
	Address, if different from applicant information:

### Conservation Practice

The primary practice for which cost-share is requested is **Tree/Shrub Establishment**

Eligible Component Standard & Name  <b>612 Tree/Shrub Establishment</b>	Engineered Practice: <input type="checkbox"/> YES <input type="checkbox"/> NO	Total Project Cost Estimate  <b>\$263.75</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 <b>JARED HOLM (Affiliate)</b> Digitally signed by JARED HOLM (Affiliate) Date: 2024.12.05 14:35:11 -06'00'
------	--

### Amount Authorized for Financial Assistance

The organization board or council has authorized the following for financial assistance, total not to exceed a rate of: **\$2.11/Bareroot**

Amount	Program Name	Fiscal Year
\$263.75	Soil Health Delivery	2025

Date 12-19-2024	Authorized Signature Lynn Zabel	Total Amount Authorized <b>\$263.75</b>
--------------------	------------------------------------	--

[Type here]

**612 – Tree-Shrub Establishment  
Implementation Requirements**

[Type here]

**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)**

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

Designed By: Katelyn Abts	Date: 12/4/2025	Designer's Job Approval Authority:
Approved By: Jared Holm	Date: 12/4/2024	Approver's Job Approval Authority: II

**Record of Completion and Check Out Certification**

Treated Acres	Date Completed by Client	Date Certified	Approver's Initials
0.9	5/5/2025	5/23/2025	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: 5/27/2025
Title: Natural Resource Technician	Certifier's Job Approval Authority (JAA): II <input type="button" value="v"/>
Signature: 	

**Notes:**

I visited the site on 5/23/25 and confirmed that trees were planted according to plan and NRCS standards and specifications for practice code 612.



25-SHD-1, Warren Craig Beighley – 612 Tree/Shrub Establishment (pink flag show planted tree)

11/7/24



5/23/25





## FLAT RATE - VOUCHER AND PRACTICE CERTIFICATION FORM

### PAYEE AND COST INFORMATION

Name: **Warren Craig Beighley**

Address: **50166 290th Ave**

City, State, Zip: **Elgin, MN**

**55932**

Contract No.: **24-CC-13**

Total Amount Authorized:

**\$105.50**

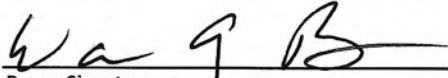
(from contract)

Practice	Quantity	Unit	Unit Rate	Total
380 Windbreak Renovation & Establishment	50	50	\$2.11	\$105.50

PAYMENT REQUEST:

**\$105.50**

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

  
Payee Signature

5/23/25  
Date

### PAYMENT AND CERTIFICATION INFORMATION

A. Type of request (partial or final):

Final

B. Payment amount requested:

\$105.50

C. Total Amount Authorized:

\$105.50

D. Total previous partial payments:

E. Amount available (C - D)

\$105.50

Amount Approved for This Voucher:

**\$105.50**

(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

5/23/25  
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

5/27/2025  
Date

## FLAT RATE BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

### General Information

Organization:  <b>Wabasha SWCD</b>	Contract Number:  <b>24-CC-13</b>	Other state or non-state funds?  YES 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>Warren Craig Beighley</b>	Address  <b>50166 290th Ave</b>	City/State  <b>Elgin, MN</b>	Zip code  <b>55932</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>Elgin</b>	Township No:  <b>108</b>	Range No.:  <b>12</b>	Section No.  <b>34</b>	<b>1/4, 1/4</b>  <b>SW, 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 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:

**380 Windbreak/Shelterbelt Establishment and Renovation**

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 5/31/25, 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 11/21/24	Land Occupier <i>Warren Craig Beighley Wm G Byler</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 Windbreak Renovation/Establishment

Eligible Component Standard & Name <b>380 Windbreak/Shelterbelt Establishment and Renovation</b>	Engineered Practice: <input type="checkbox"/> YES <input type="checkbox"/> NO	Total Project Cost Estimate <b>\$105.50</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 11/21/24	Technical Assistance Provider <i>Kathy Abbott</i>
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### **Amount Authorized for Financial Assistance**

The organization board or council has authorized the following \$2.11/bareroot for financial assistance, total not to exceed a rate of:

Amount	Program Name	Fiscal Year
\$105.50	Conservation Contract	2024

Date 12-19-24	Authorized Signature <i>Lynn Zabel</i>	Total Amount Authorized <b>\$105.50</b>
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[Type here]

### 380 – Windbreak Shelterbelt Establishment and Renovation Implementation Requirements

[Type here]

#### 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)

380 ESJAA Fact Sheet

Job Class: II



##### Design Installation and Layout Approval

Designed By: Katelyn Abts	Date: 11/19/2024	Designer's Job Approval Authority: II
Approved By: Katelyn Abts	Date: 11/19/2024	Approver's Job Approval Authority: II

##### Record of Completion and Check Out Certification

Treated Acres	Date Completed by Client	Date Certified	Approver's Initials
0.31	5/5/2025	5/23/2025	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: 5/27/2025
Title: Natural Resource Technician	Certifier's Job Approval Authority (JAA): II
Signature:	

##### Notes:

I visited the site on 5/23/25 and confirmed that trees were planted according to plan and NRCS standards and specifications for practice code 380.

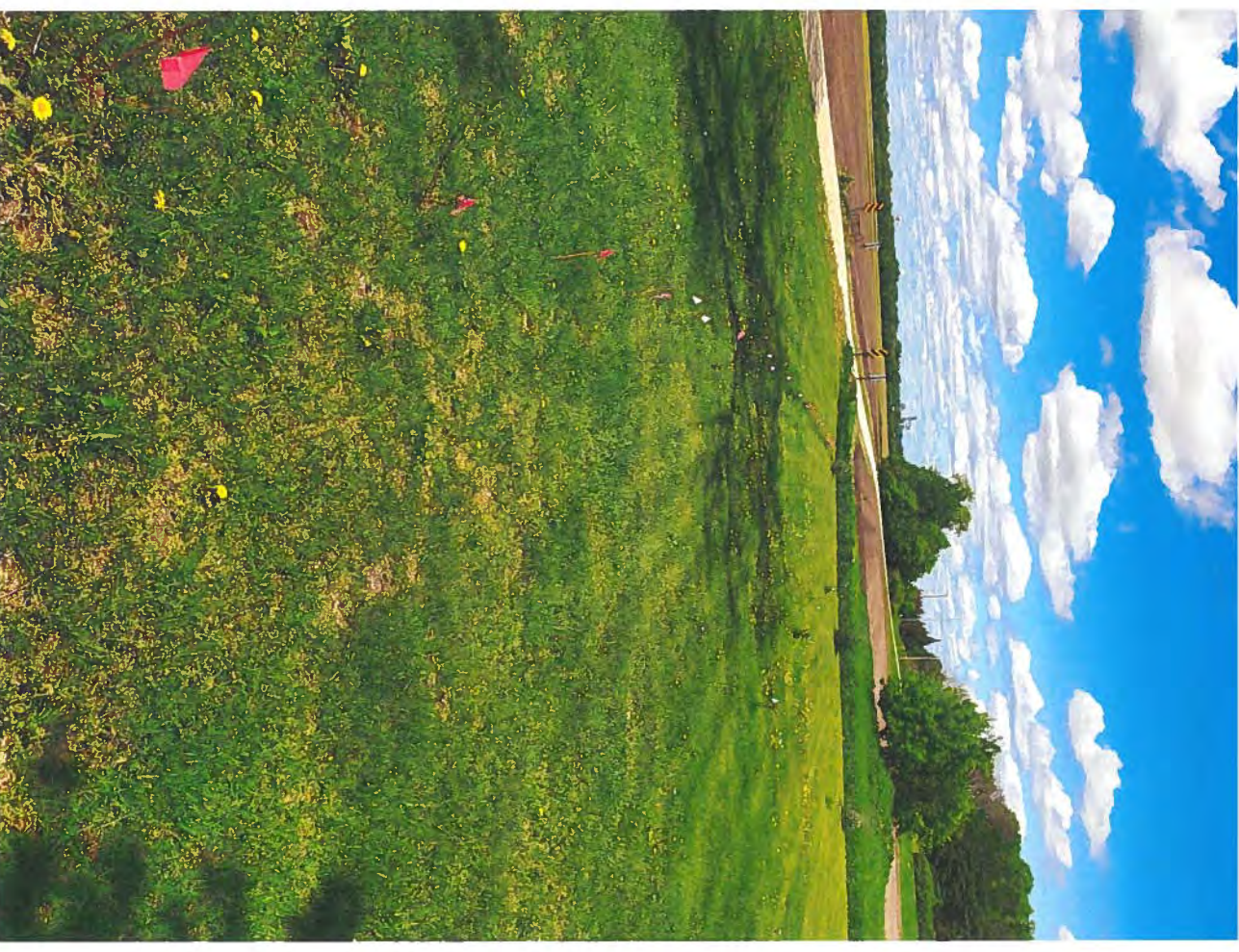


24-CC-13, Warren Craig Beighley – 380 Windbreak Renovation & Establishment  
5/23/25

Conifer Row



Shrub Row





## FLAT RATE - VOUCHER AND PRACTICE CERTIFICATION FORM

### PAYEE AND COST INFORMATION

Name: Mike Rahman  
Address: 26776 620th St  
City, State, Zip: Theilman, MN 55945  
Contract No.: 23-CS-3 Total Amount Authorized: \$1,670.00  
(from contract)

Practice	Quantity	Unit	Unit Rate	Total
340 Cover Crops	33.4	acres	\$50.00	\$1,670.00

PAYMENT REQUEST: \$1,670.00

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

Michael Rahman  
Payee Signature

5-28-25  
Date

### PAYMENT AND CERTIFICATION INFORMATION

A. Type of request (partial or final): Final  
B. Payment amount requested: \$1,670.00  
C. Total Amount Authorized: \$1,670.00  
D. Total previous partial payments:   
E. Amount available (C - D) \$1,670.00

Amount Approved for This Voucher: \$1,670.00  
(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.

Amanda Gentry - Winona SWCD  
Technical Assistance Provider

5/29/2025

Date

#### Administrative Certification

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

Susan Carwinke  
Administrative Sign-off

6/6/25

Date

## FLAT RATE BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

### General Information

Organization: <b>Wabasha SWCD</b>	Contract Number: <b>23-CS-3</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>Mike Rahman</b>	Address <b>26776 620th St</b>	City/State <b>Thellman, MN</b>	Zip code <b>55945</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>West Albany</b>	Township No.: <b>110</b>	Range No.: <b>12</b>	Section No.: <b>35</b>	<b>1/4,1/4</b> <b>SE 3/4</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 1 years, is achieved. The specific operation and maintenance requirements for the conservation practice listed are described in the operation and maintenance plan prepared for this contract by the technical assistance provider.
2. Should the land occupier fail to maintain the practice during its effective life, the land occupier is liable to the State of Minnesota for the amount up to 150% of the amount of financial assistance received to install and establish the practice unless the failure was caused by reasons beyond the land occupier's control, or if conservation practices are applied at the land occupier's expense that provide equivalent protection of the soil and water resources.
3. If title to this land is transferred to another party before expiration of the aforementioned life, it shall be the responsibility of the landowner who signed this contract to advise the new owner that this contract is in force and to notify other parties to the contract of the transfer.
4. Practice(s) must be planned and installed in accordance with technical standards and specifications of the:  

**340 Cover Crops, multi species**
5. Increases in the practice units or cost must be approved by the organization board through amendment of this contract as a condition to increase the cost-share payments.
6. This contract, when approved by the organization board or council, will remain in effect unless canceled or amended by mutual agreement, except where installations of practices covered by this contract have not been installed by 11/1/2024, this contract will be automatically terminated on that date.
7. Reimbursement requests must be supported by a completed voucher.

### Applicant Signatures

The land occupier's signature indicates agreement to:

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

Date	Land Owner
9-10-24	<i>Nidal Z. Khan</i>
Date	Landowner's Contact Information
9-10-24	<i>Janet E. Rahman</i>
	Address, if different from contact information
	<i>267<del>30</del> 620th ST Theilman, MN 55945</i>

### Conservation Practice

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

Eligible Component Standard & Name	Engineered Practice	Ecological Practice	Total Project Cost Estimate
<b>340 Cover Crops</b>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<b>\$1,670.00</b>

### Technical Assessment and Cost Estimate

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

Date	Technical Assistance Provider
9/25/2024	<i>Jan Pn</i> Jan 2

### Amount Authorized for Financial Assistance

The organization board or council has authorized the following for financial assistance, total not to exceed a rate of: **\$50/ac**

Amount	Program Name	Fiscal Year
\$1,670.00	2023 State Cost Share	2023

Date	Authorized Signature	Total Amount Authorized
9/25/2024	<i>Janet E. Rahman per board resolution</i>	<b>\$1,670.00</b>



## Cover Crop Certification Worksheet

Name:	Mikio Ruhman	Program:	
Address:	28776 620th St, Thief Lake, MN 55645	Contract R:	29-C9-9
Site location:	1 and 8	Contract Item R:	
Section:	28	Acres Planted:	33.4
Township:	110	Range:	12

**Instructions:** Document producer's school cover crop planting information below. Attach or include photos of the cover crop to this Job Sheet.

[illegible]

## What's New

Do not have seed tag purity & germination for winter cereal rye - not provided by seed vendor. The next spring conducted a plants/eq. ft. measurement in the field on 5/22/25. Field 8, (13.8 ac.) measured 42 plants per sq. ft. (19.6 ac.) measured 48 plants per sq. ft. Using the 24.7 seeds /eq. ft. requirement from the design worksheet. In the field measurement used a 1.6582 ft. inside dimension square - so needed 40.9 seeds / sq. ft.

Michael J. Cohen  
Producer Signature  
5-28-25  
Date

**I certify that the above information does / does not meet NRCS specifications for design and installation.**

Conservationist Signature \_\_\_\_\_ Date \_\_\_\_\_

5/29/2025

JJA

# Minnesota Cover Crop Design Worksheet

**Note:** Yellow areas indicate required data. Blue areas indicate optional data

Name:	Miss Rehman		
Address:	28770 620th St, Thiefmen, MN 55946		
Field No.:	1 and 8	Range:	12
Section:	35	Township:	110
Program:	23-C5-3		
Contract #:			
Contract Item No.:	33.4		
Acres:			

**Indicates the decision-maker's objective(s) for applying cover crop, in priority order (1, 2, 3, etc.)**

1	2
Reduce Erosion from Wind & Water	Suppress excessive weed pressures & break pest cycles
Improve Soil Moisture use efficiency	Maintain or increase soil health & organic matter content
Minimize Soil Compaction	Reduce water quality degradation by utilizing excessive soil nutrients

### Seeding Method:

☒ Incorporated Seed      ☐ Non-Incorporated Seed

**Seeding Window: Jul 15 - Nov 1**

**Termination Method: Herbicide**

## Fertilizer Applied:

Primary Crop Planted Com

Weeds will be controlled with clipping or proper herbicides as needed following product label directions and current U of M Use

Contraindications:	Species marked with an asterisk (*) require Rhizobium inoculation.
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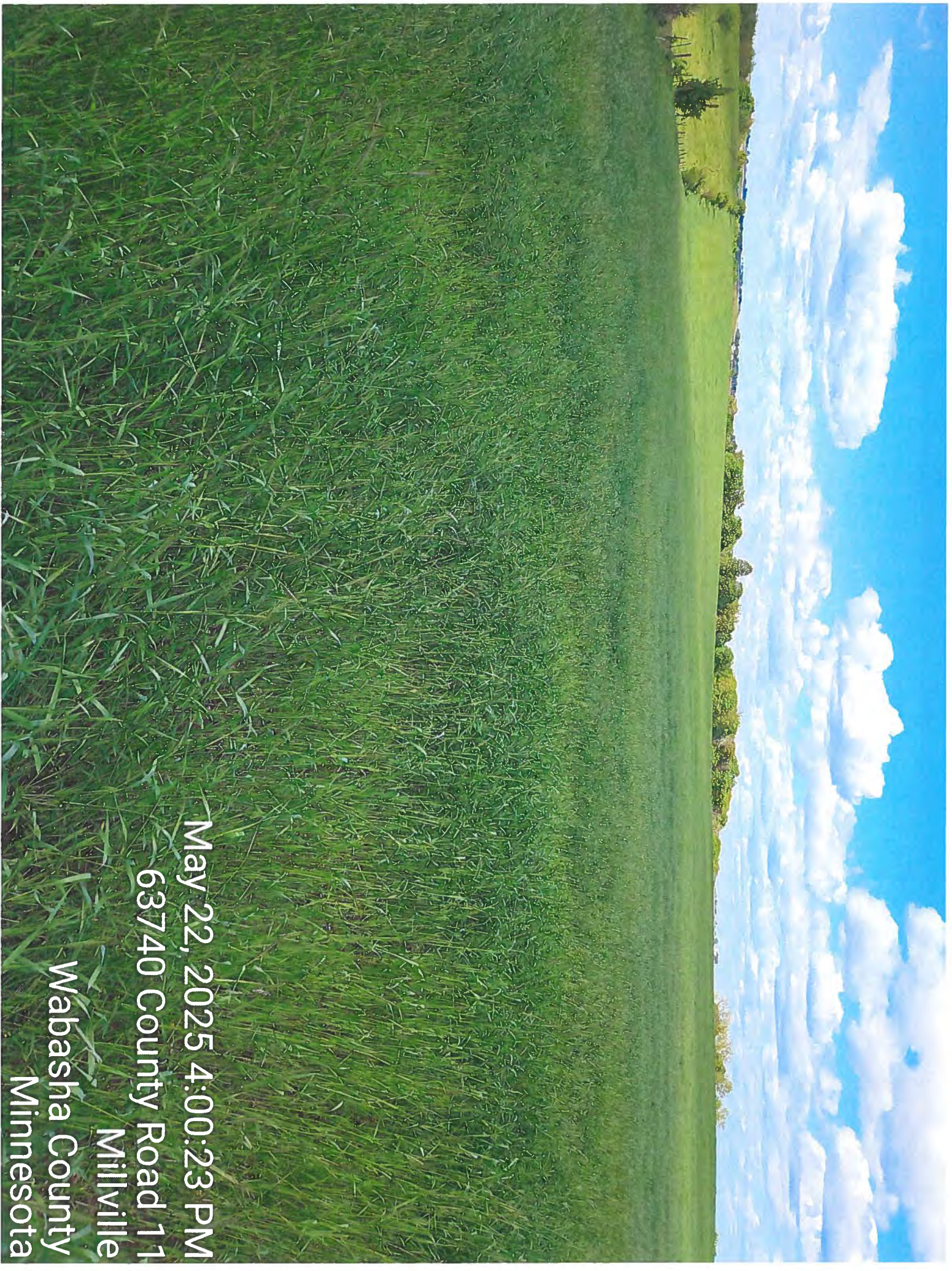
### Planned Cover Crop Mixture

[illegible]

Estimated PLS seeding rate (lb/acre): 63 Planned Seeding Depth (inches): 1.125

Planned By:	Jenna Rasmussen	Date:	9/10/2024	JAA:	2
Approved By:	Jenna Rasmussen	Date:	9/10/2024		





May 22, 2025 4:00:23 PM

63740 County Road 11

Millville

Wabasha County

Minnesota



## FLAT RATE - VOUCHER AND PRACTICE CERTIFICATION FORM

### PAYEE AND COST INFORMATION

Name: **Allen John & Melody Revocable Living Trust**

Address: **23360 Co Rd 27**

City, State, Zip: **Plainview, MN 55964**

Contract No.: **23-CS-1**

Total Amount Authorized:  
(from contract)

**\$1,260.00**

Practice	Quantity	Unit	Unit Rate	Total
Brush Management 314	4.200	Acre	\$300.00	\$1,260.00

PAYMENT REQUEST:

**\$1,260.00**

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

4/17/2025

  
Payee Signature

June-2-25  
Date

### PAYMENT AND CERTIFICATION INFORMATION

A. Type of request (partial or final):

Final

B. Payment amount requested:

\$1,260.00

C. Total Amount Authorized:

\$1,260.00

D. Total previous partial payments:

E. Amount available (C - D)

\$1,260.00

Amount Approved for This Voucher:

**\$1,260.00**

(cannot exceed Total Amount Authorized)

### Technical Certification

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

**JARED HOLM**  
(Affiliate)

Digitally signed by JARED HOLM  
(Affiliate)

Date: 2025.06.10 09:07:32 -05'00'

Technical Assistance Provider

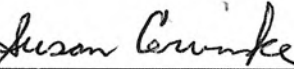
6/10/2025

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

  
6/18/2025

Date

**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: III <span style="border: 1px solid black; padding: 0 5px;">▼</span>
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**Design Installation and Layout Approval**

Designed By: Katelyn Abts	Date: 7/24/2024	Designer's Job Approval Authority:
Approved By: Jared Holm	Date: 8/8/2024	Approver's Job Approval Authority: III

**Record of Completion and Check Out Certification**

Treated Acres	Date Completed by Client	Date Certified	Approver's Initials
4.2	4/17/2025	6/10/2025	KA/JH

- ☐ 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: Jared Holm	Date: 6/10/2025
Title: Forester	Certifier's Job Approval Authority (JAA): III
Signature: <b>JARED HOLM (Affiliate)</b> Digitally signed by JARED HOLM (Affiliate) Date: 2025.06.10 09:05:41 -05'00'	

**Notes:**

Katelyn Abts visited the site in late may 2025. She observed that 4.2 acres of brush management was completed. Jared Holm reviewed field notes and photos and confirmed that work was completed effectively and according to plan and NRCS standards.

# FLAT RATE BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

## General Information

Organization: <b>Wabasha SWCD</b>	Contract Number: <b>23-CS-1</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>Allen John &amp; Melody Revocable Living Trust</b>	Address <b>23360 Co Rd 27</b>	City/State <b>Plainview, MN</b>	Zip code <b>55964</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>Plainview</b>	Township No: <b>108</b>	Range No.: <b>11</b>	Section No. <b>3</b>	<b>1/4,1/4</b> <b>SW, NE</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:

**Brush Management 314**

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 6/1/2025, 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:

- Grant the organization's representative(s) access to the parcel where the conservation practice will be located.
- Obtain all permits required in conjunction with the installation and establishment of the practice prior to starting construction of the practice.
- 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.
- Not accept any other state or federal funds for this practice.

Date	Land Occupier
8-5-24	A. John Koepsell
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  <b>Brush Management 314</b>	Engineered Practice: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Total Project Cost Estimate  <b>\$1,260.00</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 8/8/2024	Technical Assistance Provider <b>JARED HOLM (Affiliate)</b> Digitally signed by JARED HOLM (Affiliate) Date: 2024.08.08 12:45:59 -05'00'
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### Amount Authorized for Financial Assistance

The organization board or council has authorized the following for financial assistance, total not to exceed a rate of: \$300/acre

Amount	Program Name	Fiscal Year
\$1,260.00	Conservation Contract	2024

Date	Authorized Signature	Total Amount Authorized
August 22, 2024	Lynn Zabel	\$1,260.00

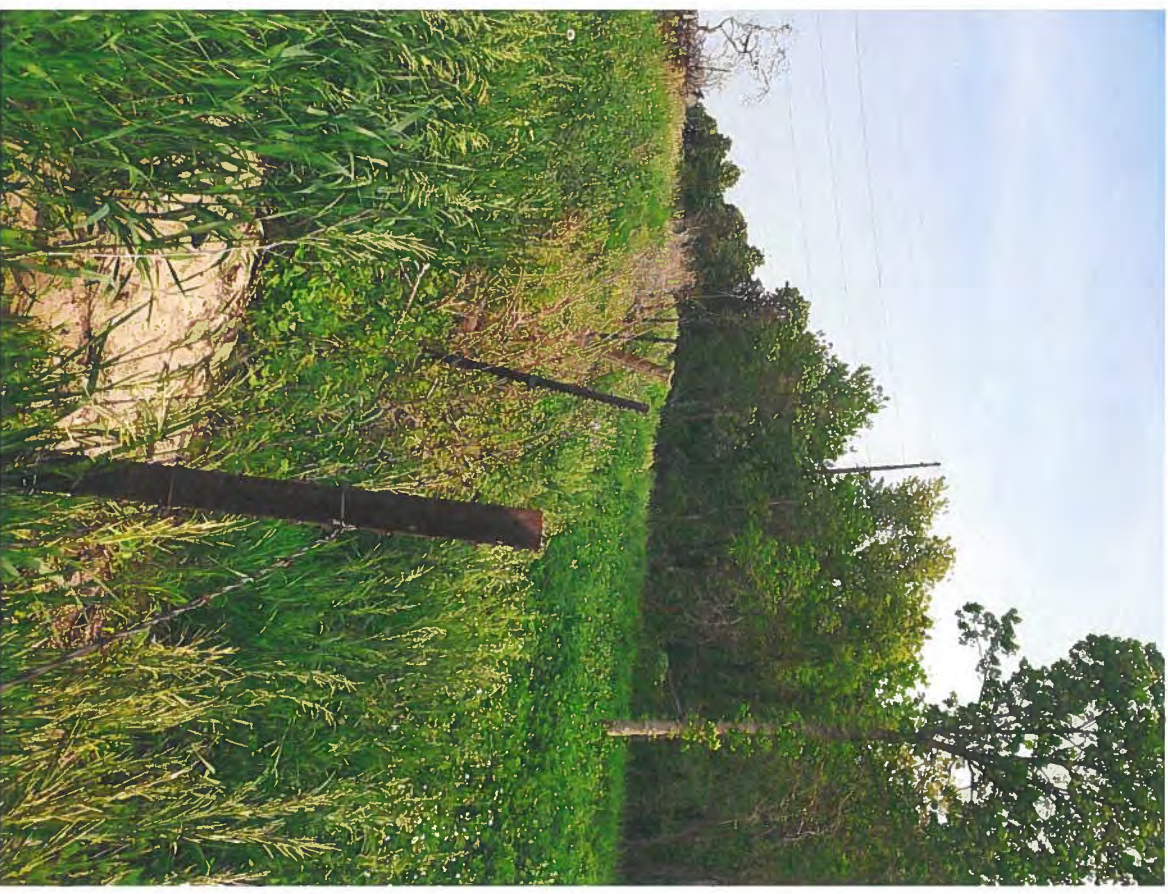


23-CS-1, Allen John Koepsell – Brush Management

7/23/24 (Amur Maple hides fence)



6/2/25





# PERCENT BASED - VOUCHER AND PRACTICE CERTIFICATION FORM

## PAYEE AND COST INFORMATION

Name: Benjamin Klein Contract No.: 25-CC-3

Address: 51900 275th Ave

City, State, Zip: Elgin, MN, 55932

Total Amount

Authorized: \$1,346.01 % Approved: 50% (state) 50% (state & non-state)

(from contract)

Item	Quantity	Unit	Unit Price	Cost
White Pine - 1 gallon containers 15-18"	29.000	29	\$15.79	\$457.91
White Cedar - 1 gallon containers 15-18"	71.000	71	\$10.80	\$766.80
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00

PROJECT COST: **\$1,224.71**

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.

Ben Klein

Payee Signature

6/10/25

Date

## PAYMENT AND CERTIFICATION INFORMATION

A. Type of request (partial or final): Final

B. Total cost of practice to date: \$1,224.71

C. Total cost x % approved: \$712.36 (state) \$712.36 (state & non-state)

D. Total other state payment amount: \$0.00

E. Total non-state payment amount: \$0.00

F. Maximum payment amount: \$712.36

G. Total previous partial payments: \$0.00

Amount Approved for This Voucher:

**\$712.36**

(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 Cost Information section of this form have been completed and are in accordance with the requested practice standards and specifications.

Kate Wells

Technical Assistance Provider

6/10/25

Date

## Administrative Certification

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.

Susan Gerwinske

Administrative Sign-off

6/11/2025

Date

[Type here]

### 380 – Windbreak Shelterbelt Establishment and Renovation Implementation Requirements

[Type here]

#### 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)

380 ESJAA Fact Sheet	Job Class: II <input type="button" value="v"/>
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##### Design Installation and Layout Approval

Designed By: Katelyn Abts	Date: 11/19/2024	Designer's Job Approval Authority: II <input type="button" value="v"/>
Approved By: Katelyn Abts	Date: 11/19/2024	Approver's Job Approval Authority: II <input type="button" value="v"/>

##### Record of Completion and Check Out Certification

Treated Acres	Date Completed by Client	Date Certified	Approver's Initials
1.18	6/10/2025	6/10/2025	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.

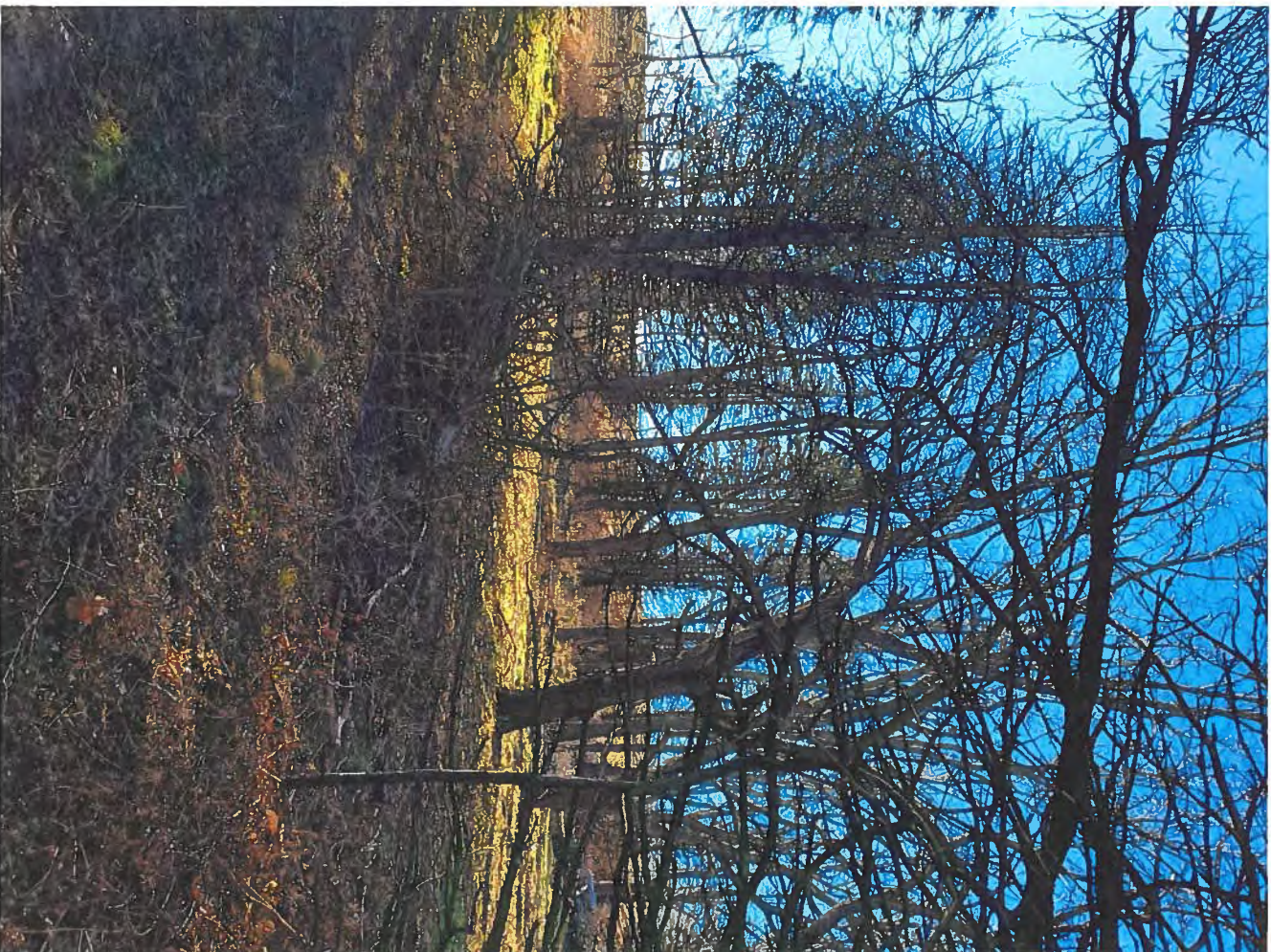
Printed Name: Katelyn Abts	Date: 6/10/2025
Title: Natural Resource Technician	Certifier's Job Approval Authority (JAA): II <input type="button" value="v"/>
Signature: 	

Notes:

I visited the site on 6/10/25 and found that all 100 trees were planted to NRCS standard, Windbreak Establishment and Renovation 380.



25-CC-3, Ben Klein – Windbreak Shelterbelt Establishment and Renovation 380  
12/9/24



6/10/15





# PERCENT BASED - VOUCHER AND PRACTICE CERTIFICATION FORM

## PAYEE AND COST INFORMATION

Name: Valyn Adler Contract No.: 2025WAGZ-WC-02

Address: 41500 594th St

City, State, Zip: Mazeppa, MN

Total Amount

Authorized: \$53,599.50 % Approved: 90% (state) 90% (state & non-state)

(from contract)

Item	Quantity	Unit	Unit Price	Cost
Gruhlke Construction LLC - Matt's Structure	1	Total	\$10,650.00	\$10,650.00
Gruhlke Construction LLC - Kates's East Structure	1	Total	\$18,800.00	\$18,800.00
Gruhlke Construction LLC - Kates's West Structure	1	Total	\$7,950.00	\$7,950.00
Gruhlke Construction LLC - Petes's Structure	1	Total	\$30,600.00	\$30,600.00
				\$0.00
				\$0.00
				\$0.00

PROJECT COST: \$68,000.00

## PAYMENT AND CERTIFICATION INFORMATION

A. Type of request (partial or final): Final

B. Total cost of practice to date: \$68,000.00

C. Eligible amount (total cost x % approved): \$53,599.50 (state) \$61,200.00 (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: \$53,599.50

Pre-Con.Cover Ac.	Rate/Ac.

Amount Approved for This Voucher:

\$53,599.50

(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.

Payee Signature

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

Administrative Sign-off

06/25/2025

6/25/2025

Date

Date

## 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:

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

USDA NRCS Field Office Technical Guide

- Increases in the practice units or cost must be approved by the organization board through amendment of this contract as a condition to increase the cost-share payments.
- This contract, when approved by the organization board or council, will remain in effect unless canceled or amended by mutual agreement, except where installations of practices covered by this contract have not been installed by 11/30/2025, this contract will be automatically terminated on that date.
- Items of cost for which reimbursement is claimed are to be supported by invoices/receipts for payments and will be verified by the organization board as practical and reasonable. The invoices must include the name of the vendor; materials, labor or equipment used; the component unit costs and the dates the work was performed. The organization board has the authority to make adjustments to the costs submitted for reimbursement. Pre-Construction Cover is exempt from having the required invoices/receipts.

### Applicant Signatures

The land occupier's signature indicates agreement to:

- Grant the organization's representative(s) access to the parcel where the conservation practice will be located.
- Obtain all permits required in conjunction with the installation and establishment of the practice prior to starting construction of the practice.
- 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.
- 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.
- 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 Valu Oak
Date 4-22-2025	Landowner, if different from applicant Donette Adler
	Address, if different from applicant information: 61133 City Road 7, Nazeppa MW55856

### 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 P. 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 4-23-2025	Authorized Signature Lynn Fahl	Total Amount Authorized <b>\$53,599.50</b>
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# **CONSERVATION PRACTICE ASSISTANCE CONTRACT GROUP PROJECT ADDENDUM**

## **General Information**


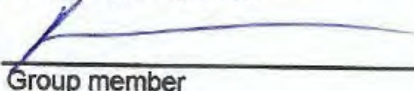
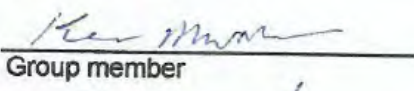
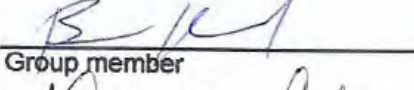
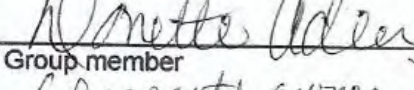
Contract No.	Date	Group Spokesperson
2025WAGZ-WC-02	4/24/2025	Valyn Adler

## **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)



# Val Adler Before and After

Matts Site





Kate's Site East





Kate's Site West





Pete's Site



**Amendment # 3 for Grant Contract Agreement # 229585**

Grant Agreement Start Date:	<u>June 15, 2023</u>	Total Grant Agreement Amount:	<u>\$30,000.00</u>
Original Grant Agreement Expiration Date:	<u>June 30, 2024</u>	Original Grant Agreement Amount:	<u>\$10,000.00</u>
Current Grant Agreement Expiration Date:	<u>June 30, 2026</u>	Previous Amendment(s) Total:	<u>\$10,000.00</u>
Requested Grant Agreement Expiration Date:	<u>June 30, 2026</u>	This Amendment:	<u>\$10,000.00</u>

This amendment is by and between the State of Minnesota, through its Commissioner of Natural Resources, Division of Forestry, 500 Lafayette Road, St. Paul, MN 55155 (“State”) and Wabasha Soil and Water Conservation District (SWCD), 611 Broadway Ave #10, Wabasha, MN 55981 (“Grantee”).

**Recitals**

- 1.The State has a grant contract agreement with the Grantee identified as 229585 (“Original Grant Contract”) to provide regional landscape committee activities in accordance with the authorities and mandates of the Sustainable Forest Resources Act (89A.06 and 89A.06 Subd.3) and to conduct a committee outreach project called Trout, Turkeys and Timber.
- 2.This agreement is being amended to add additional operational funds and allow more authorized expenses.
- 3.The State and the Grantee are willing to amend the Original Grant Contract Agreement as stated below.

**Grant Contract Agreement Amendment**

In this Amendment, changes to pre-existing Agreement language will use ~~strike through~~ for deletions and underlining for insertions.

**REVISION 1.** Clause 4.1. “**Consideration**” is amended as follows:

**4.1 Consideration.**

The State will pay for all services performed by the Grantee under this grant contract agreement as follows:

**(a) Compensation**

The Grantee will be paid quarterly according to the breakdown of costs below and as outlined in Exhibit A, which is attached and incorporated into this grant agreement.

- Wabasha County SWCD administrative assistance costs: ~~\$2,000~~ \$3,000
- Southeast Landscape Committee activities and responsibilities: ~~\$8,000~~ \$10,000
- Activities, responsibilities, and costs described in the attached project description “Protecting Working Forestlands in the Blufflands: Trout, Turkeys and Timber (TTT)”: ~~\$10,000~~ \$ 17,000

**(b) Travel Expenses**

Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of this grant contract agreement will not exceed ~~\$0.00~~ \$5,000.00; provided that the Grantee will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB). The Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.

**(c) Total Obligation.**

The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract agreement will not exceed ~~\$20,000.00~~ \$30,000.00.

**REVISION 2.** Clause 2. "**Grantee's Duties**" is amended as follows:

2. Grantee's Duties

The Grantee, who is not a state employee, will:

Comply with required grants management policies and procedures set forth through Minn.Stat.§16B.97, Subd. 4 (a) (1).

Perform the duties specified below and as described in the revised Exhibit A and Exhibit B, which are attached and incorporated into this grant agreement.



The Original Grant Contract and any previous amendments are incorporated into this amendment by reference. Except as amended herein, the terms and conditions of the Original Grant Contract and all previous amendments remain in full force and effect.

### 1. STATE ENCUMBRANCE VERIFICATION

*Individual certifies that funds have been encumbered as required by Minn. Stat. 16A.15*

Signed: Donna Edelman

DocuSigned by:

Donna Edelman

29ACA438FB60474...

Date: June 16, 2025

SWIFT Contract/PO No(s). 229585 / 3-230688

### 3. STATE AGENCY

Signed by:

By: Andrew J Arends

Andrew J Arends

6B0A0DF5512E459...

Title: Deputy Director, Division of Forestry

Date: June 17, 2025

### 2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant contract on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: Terri Peters

DocuSigned by:

Terri Peters

821C273FB7D44A5...

Title: District Manager

Date: June 16, 2025

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

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

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

Distribution:

Agency

Grantee

State's Authorized Representative

# Southeast Regional Landscape Committee Coordination Grant Plan of Work

June 15, 2023-~~June 30, 2024~~ June 30, 2026

## Overview

The Southeast Regional Landscape Committee, under the mandates of the Sustainable Forest Resources Act (Minn. Stat. 89A.06), is responsible for long-range, landscape-scale, strategic planning, and coordination of forest resources in the southeastern portion of Minnesota. As described by statute, regional landscape committees follow a locally led, open and public process that considers the unique conditions and needs of each landscape, and that seeks to balance ecological, economic, and social values in establishing landscape-level forest resource goals and objectives.

In addition to providing the framework guiding landscape-level forest resource planning, the Minnesota Forest Resource Council (MFRC) is required by statute (89A.06) to include in its budget sufficient resources for regional landscape committees to carry out their missions and purposes.

## Workplan

In the Southeast Region, Larry Gates (retired) is the MFRC committee chair who leads, organizes, and coordinates committee activities and serves as MFRC's authorized representative. The grantee, Wabasha County Soil and Water Conservation District (SWCD), under the direction of District Manager Terri Peters, is the grant recipient and administrative agent responsible for processing invoices, cost reimbursements, and allocating grant funds approved for expenditure by Chair Larry Gates. Grant funds will be used to support activities and expenses associated with an annual work plan for the period of June 15, 2023 to June 30, ~~2024~~ 2026 as adopted by the Southeast Landscape Committee.

## Grant Purposes

1. Reimburse the administrative assistance costs of the Wabasha SWCD in support of the Southeast Landscape Committee. Eligible costs include, but are not limited to, processing invoices, staff hourly rate charge reimbursements for ~~development of quarterly meeting reports~~, tracking eligible regional committee expenses, and administrative costs not to exceed 10% of the total grant.
2. Fund the following Southeast Landscape Committee activities and responsibilities as directed and approved by the MFRC authorized representative (Larry Gates).
  - a. Quarterly committee meetings and field days costs of which include, but are not limited to, rental fees, lunches, supplies, mileage reimbursement for guest speakers, and occasionally overnight lodging.
  - b. Costs associated with providing remote access to meetings through audio-visual equipment as needed to conform with MFRC public access policies and procedures.
  - c. Technical and administrative support for coordination and implementation of committee activities such as "field days", "landowner workshops" and other outreach forums.
  - d. Preparation of the Southeast Landscape Committee annual report to MFRC summarizing its annual activities and accomplishments completed no later than June 30 of each grant year.
3. The chair, vice chair or committee members are eligible for reimbursement for time, mileage, hotel, and meal expenses for arrangement and coordination of committee meetings or committee activities outside of meetings not to exceed \$750. ~~\$1500~~-\$5,000

4. Funding support for the Southeast Landscape Committee project proposal entitled “Protecting Working Forestlands in the Blufflands: Trout, Turkeys and Timber (TTT)” endorsed by MFRC and as directed and approved by MFRC’s authorized representative (Larry Gates) including. Chair, co-chair, secretary, and committee members are eligible for additional cost reimbursements for time, mileage, hotel, and meal expenses consistent with project activities. See attached.

**Timeline:**

The project will begin June 15, 2023 through June 30, ~~2024~~ 2026.

**Budget:**

The project budget is for the reimbursement of documented expenses described as grant purposes as follows:

- Reimbursement of Wabasha County SWCD administrative assistance costs--~~\$1,000-2,000~~ \$3,000
- Reimbursement of Southeast Landscape Committee activities and responsibilities--~~\$4,500-\$8,000~~ \$10,000
- Reimbursement of activities, responsibilities, and costs described in the attached project description “Protecting Working Forestlands in the Blufflands: Trout, Turkeys and Timber (TTT)”--~~\$5,000-\$10,000~~ \$17,000
- **Total ~~10,000~~ \$20,000 \$30,000**

**Deliverables (will be submitted by Chair Larry Gates or his representative):**

1. Reports including dates of quarterly committee meetings held, agendas, and number of attendees, and (if applicable) short description of other activities. Reports may be submitted quarterly but no later than 6/30/24, 6/30/25, and 6/30/26 each year.
2. Annual report of the Southeast Landscape Committee activities and accomplishments on June 30 of each grant year. Reports due 6/30/24, 6/30/25, and 6/30/26.
3. Summary of project elements supported by MFRC associated with “Protecting Working Forestlands in the Blufflands: Trout, Turkeys and Timber (TTT)”. Reports maybe be submitted quarterly but no later than 6/30/24, 6/30/25, and 6/30/26 each year.

**Quarterly Invoices and Deliverables to be Submitted to:**

Jaimé Thibodeaux  
Landscape Program Coordinator  
2115 Birchmont Beach Rd NE  
Bemidji, MN 56601  
[Jaime.thibodeaux@state.mn.us](mailto:Jaime.thibodeaux@state.mn.us)  
218-553-1522

**Grant Administrative Contact:**

Terri Peters  
District Administrator  
611 Broadway Ave #10  
Wabasha, MN 55981  
[terri.peters@mn.nacdn.net](mailto:terri.peters@mn.nacdn.net)  
651-565-4673

**Landscape Chair Contact**

Larry Gates  
15006 East County Road 14  
Kellogg, MN 55945  
507-767-3202  
No email



**Wabasha Soil and Water Conservation  
District Regular Board Meeting  
May 22, 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, Dag Knutson, Member*

*Staff Present: Terri Peters, District Manager*

*Others Present: Dave Copeland, BWSR and Frank Klennert, Citizen,*

*Shawn Huth 8:30 – 9:30am for DDA – Mark Goldberg presentation and discussion.*

**II. PLEDGE ALLEGIANCE**

**III. AGENDA**

*Addition of Invoice from Lake City Septic for \$161.06, add to bills paid \$76,087.40.*

*Motioned by Ross and seconded by Klennert to approve The Agenda with the change to monthly bills paid to \$76,087.40.*

*Affirmative: Ross, Klennert, Knudsen, Zabel*

*Opposed: None*

*Motion Carried*

**IV. PUBLIC COMMENTS**

Comments are 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. Gary Stoning Contract# 25-CC-9 in the amount of \$1,320.00 for Practice# 327 Conservation Cover. Installed by date 7/30/2025.  
(Funding source – FY25 Conservation Contracts)

**ii. Contract Amendments**

**iii. Vouchers**

- A. Reiter Living Trust Voucher in the amount of \$198.54 for Contract# 24-CC-15. Practices 380 Windbreak/Shelterbelt Establishment and Renovation, Practice 490 Tree/Shrub Site Preparation.  
(Funding source – FY24 Conservation Contracts)
- B. Dennis Anderson Voucher in the amount of \$711.00 for Contract# 24-CC-6. Practice 314 Brush Management.  
(Funding source – FY24 Conservation Contracts)

- C. Allelu Farms LLC Voucher in the amount of \$331.20 for Contract# 24-CC-16. Practice 380 Windbreak/Shelterbelt Establishment and Renovation  
(Funding source – FY24 Conservation Contracts)
- D. Lawrence H & Eileen M Living Trust Voucher in the amount of \$456.00 for Contract# 25-CC-5. Practice 612 Tree/Shrub Establishment.  
(Funding source – FY25 Conservation Contracts)
- E. Jerry Bright Voucher in the amount of \$12,754.26 for Contract# 2025WAGZ-WC-01. Practice 412 Grassed Waterway.  
(Funding source – FY24-FY25 Greater Zumbro Watershed Based Funding)

**iv. Grants**

**v. AgBMB Loan Applications**

- A. Matthew Berktoold AgBMP Loan Application in the amount of \$29,000.00 for new Skid Loader. This will help with timely and proper manure handling for the dairy operation.

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

***Affirmative: Ross, Klennert, Knudsen, Zabel***

***Opposed: None***

***Motion Carried***

**8:30 am – Mark Goldberg, Principal Consultant, DDA Human Resources, Inc.  
David Drown Associates Company**

**A. Report of Comp Study. Mark will be attending remotely.**

Join Zoom Meeting

<https://us02web.zoom.us/j/88355556701?pwd=Gd97Xf5To2v8vGi8lY2W55YlZUpXDA.1>

**Meeting ID: 883 5555 6701**

**Passcode: 274707**

***Mark Goldberg gave a presentation on the wage cost study he worked on with Terri and Shawn. (Presentation included in Board packet) Matched job descriptions to the market. Need to align with the market. Job evaluation tool, 6 grades and 12 steps. 10-15% between grades and steps are 4-4.5% apart from each other. (JET) focuses on the job, not the person. Make internally equitable. Competitively comparable to other SWCD's. Nobody above maximum and 1 under. Bring all up to the next step. Start 7/1/2025.***

**B. Terri and Shawn Huth, discussion on the DDA recommendations.**

***Discussion: Talked about DDA recommendations with the board.***

***Job descriptions assigned point system to come up with grades.***

***Promotional ladder. Job experience, certifications, could go up to the next step. Two certifications, down a grade and up a step.***

***New wage rates will start 7/1/2025.***

***\$6k impact from 7/1 – 12/31/2025.***

***Job evaluations at the end of the year, performance criteria.***

***Jan. 1 COLA + step increase.***

***Post opening for Jenna's position in June.***

***Motioned by Klennert seconded by Ross to accept the recommendations from David Drown Associates Company accepting the wage scale & placement for staff starting 7/1/2025.***

***Discussion: Retention.***

***Affirmative: Ross, Klennert, Knudsen, Zabel***

***Opposed: None***

***Motion Carried***

**VI. SECRETARY'S REPORT**

A. April 24, 2025, Meeting Minutes – **Board Action**

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

***Affirmative: Ross, Klennert, Knudsen, Zabel***

***Opposed: None***

***Motion Carried***

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

A. April District Financial Statements

Included for your review.

B. April Program Record

Terri went through the financial statements. One change for Soil Health Delivery on the Program Record.

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

***Affirmative: Ross, Klennert, Knudsen, Zabel***

***Opposed: None***

***Motion Carried***

**VIII. PAYMENT OF MONTHLY BILLS**

A. Monthly Bills in the amount of \$76,087.40 - **Board Action**

***Motioned by Klennert and seconded by Knudsen to approve Payment of the Monthly Bills in the amount of \$76,087.40.***

***Affirmative: Ross, Klennert, Knudsen, Zabel***

***Opposed: None***

***Motion Carried***

**IX. DISTRICT REPORTS**

A. Chair Report – Lynn Zabel

B. County Commissioner – Bob Walkes

***Tuesday 5-20, Mark Goldberg of DDA did the same presentation for the County.***

***It came out better than they thought. Commissioners supported.***

***First look at 2026 numbers. State/Federal coming down 12%.***

***The Board of Equalization is at the second meeting in June. Property values.***

***Current valuations for properties are not adjusted yet. They are gross numbers.***

***Terri commented that she received the County request for budget, due 6-9.***

***Bob commented that the funds are frozen, SWCD will stay where we are. Projects that are planned for 2025 will go ahead. 2026 projects will be scaled back. They are on the 10-year plan but are not approved yet.***



C. District Manager Report – Terri Peters

***Staff are busy with construction project season.***

***WinLaC & WAGZ Policy Committee meetings. Partners working on funding programs for WAGZ. Projects coming up will need to go through a ranking system. Contacted by MDA, asking if we would be a site for placement of an Ag Water Quality person. He will not be a certifier but would help landowners get through the process. He would be working regionally. Work on back log, doing site visits. Greg Klinger is the certifier. Bob mentioned he was waiting to meet with Greg so that he can get certified again. Will need to follow-up.***

***Sheila Harmes drafting a Well Sealing grant, Whitewater Watershed. We would be included. Dave added that JP Board will be meeting quarterly. SWCD's will hold the contracts and sub-agreements through the JP Board. Sheila is working on how to get timely contracts with the Whitewater JP Board for SWCD's to get reimbursed.***  
***Program record***

***Presentation for the Lake City Garden Club***

***AgBMP – started new online application process. Lendor or Applicant can fill out form.***

***Tree Day***

***5<sup>th</sup> Grade Conservation Day. Hyde Park Dairy – Kevin Siewert hosted. Staff gave a tour of dairy parlor and explained how feed is made. The kids all got ice cream.***

***After lunch, there were three stations at Cold Spring Brook***

***Met with Ella's Ameri-Corp Supervisor, end of year planning.***

***Wetland areas. Talked to Kristen Dieterman and Supervisor for a second round work plan for West Indian Creek. Matt Krueger contracted to do outreach for West Indian Creek. List of landowners that are interested in drone seeding of cover crops.***

***Soil Health RCPP Grant. We were supposed to start implementing 7/1/25.***

***Dave said we will not see grant funding to implement with landowners until after 7/1/2025. Contracts with producers for fall seeding cover crops should be good to go, do the work now. Do technical assistance with other contract funds. We will not have the federal funds to put toward the contracts until later in July or early August.***

D. NRCS Report – Christina Taylor – (In the packet)

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

***Dag had a question on Matt's report. Suggested to change language from "Construction inspections" to "Site inspections". Matt is not signing off; he does not have JAA. On site observing what work is being done. Taking notes on what he is observing with the contractors.***

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

G. Soil Health/Nutrient Management Tech Report – Deanna Pomije – (In the Packet)

***Sharleen had a question for Deanna. She listened to the MPCA on Feedlot Rules. Starting new adjusted rules. 5-7 years before they are completed. Comment period. Rules have changed, for all feedlots. June 26 – 2 public meetings, one in Chatfield and one in Zumbrota.***

H. Bookkeeper/Administrative Assistant Report -Sue Cerwinske –

- I. BWSR Report – Dave Copeland

***Soil Health RCPP Grant we talked about earlier. Check with Jared House to see where we are with Federal Funds. No update on legislative session. We don't know how it will impact BWSR through them to SWCD's.***

***Soil Health RCPP -Federal funds. Terri questions on how the confidentiality will work for writing and board signing checks. Dave will check with Jared. Working on batch & build projects. Buy seed and then pay drone operator? Dave answered that we would invoice the farmer. Contract with farmer to put in cover crops. The grantee will act as seed contractor. The farmer would give us their seed invoice, and we would pay. Then we would invoice to get repaid. Drone operator would be another invoice.***

- J. Other agencies –

**X. OLD BUSINESS**

- A. Conservation Project – Lynn (open to any Supervisor for ideas) 3

**XI. NEW BUSINESS**

- A. Minnesota Department of Health – Private Well Inventory Grant in the amount of \$120,836.00. Effective July 1, 2025, to June 30, 2027.

***This is a draft of the grant. Funds for SWCD's to do well inventory, to address EPA's petition on wells not reported. Grant will come as docu-sign to Terri.***

***Motioned by Klennert and seconded by Ross to approve Terri to docu-sign the MDH-Private Well Inventory Grant when it comes in. Effective date 7/1/2025.***

***Affirmative: Ross, Klennert, Knudsen, Zabel***

***Opposed: None***

***Motion Carried***

- B. Approve Steve Evers Contract# 23-CWF-WIC-07 in the amount of \$17,155.23 for Practice 410 Grade Stabilization Structure, includes multiple practices.  
Installed by date 11/30/2025.

(Funding source – FY23 West Indian Creek Watershed Restoration and Protection)

***Motioned by Klennert and seconded by Ross to approve Steve Evers Contract# 23-CWF-WIC-07 in the amount of \$17,155.23 for Practice 410 Grade Stabilization Structure, includes multiple practices.***

***Affirmative: Ross, Klennert, Knudsen, Zabel***

***Opposed: None***

***Motion Carried***

- C. Approve 1864 Joseph Roemer Farm LLC Contract# 2025WAGZ-WC-05 in the amount of \$5,301.00 for Practice 410 Grade Stabilization Structure.  
Installed by date 11/30/2025.

(Funding source – FY24-FY25 Greater Zumbro Watershed Based Funding (WAGZ))

***Motioned by Ross and seconded by Klennert to approve 1864 Joseph Roemer Farm LLC Contract# 2025WAGZ-WC-05 in the amount of \$5,301.00 for Practice 410 Grade Stabilization Structure.***

***Affirmative: Ross, Klennert, Knudsen, Zabel***

***Opposed: None***

***Motion Carried***

- D. Upcoming Events
  - i. Memorial Day, May 26, 2025 – Offices Closed
  - ii. Juneteenth, June 19, 2025 – Offices Closed
  - iii. Local Work Group – June 26, 2025, 10:00 am (with our Regular Board Meeting)

**XII. Board Reports**

- A. Whitewater JPB – Lynn  
***Meeting Tuesday, May 27<sup>th</sup> at the St. Charles Community Center.***
- B. Zumbro 1W1P – Dag  
***WAGZ May 8 Policy Meeting Report in board packet.***
- C. WinLaC 1W1P – Lynn  
***Interesting leaf project for La Crescent. Wondered about waterway grass. Cutting and bale it but if not cut for hay, cut 6-12" to slowdown water. Dave commented that the USDA has different designs for cutting & baling or not. Tests on leaf species. Leaf sweeping more often. Applied for a better leaf sweeper from the competitive Clean Water Grant – BWSR.***
- D. SE SWCD Technical Support JPB – Dag  
***July meeting to set budget for the Technical Assistance group.***
- E. County Board Meeting – Sharleen

***Invoice from Katie Dudley for \$134.06 – Wildlife Presenter for the 5<sup>th</sup> grade field day. Motioned by Klennert and seconded by Knudsen to approve payment of Katie Dudley invoice in the amount of \$134.06.***

***Affirmative: Ross, Klennert, Knudsen, Zabel***

***Opposed: None***

***Motion Carried***

**XIII. Adjourn**

***Motioned by Klennert and seconded by Knudsen to adjourn the meeting at 10:25 am.***

***Affirmative: Ross, Klennert, Knudsen, Zabel***

***Opposed: None***

***Motion Carried***

**Respectively Submitted By:**

---

**Seth Tentis, Secretary**



5:00 PM

06/03/25

Cash Basis

## Wabasha Soil and Water Conservation District

### Cash Balances

As of May 31, 2025

	<u>May 31, 25</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Money Market- Bank of Alma	123,412.35
Money Market WNB Financial	7,469.48
Peoples State Bank Money Market	334,758.17
Petty Cash	113.48
WNB Financial	<u>20,459.61</u>
Total Checking/Savings	<u>486,213.09</u>
Total Current Assets	<u>486,213.09</u>
<b>TOTAL ASSETS</b>	<b><u>486,213.09</u></b>
<b>LIABILITIES &amp; EQUITY</b>	0.00

## Wabasha Soil and Water Conservation District

## Balance Sheet

As of May 31, 2025

	May 31, 25
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Money Market- Bank of Alma	123,412.35
Money Market WNB Financial	7,469.48
Peoples State Bank Money Market	334,758.17
Petty Cash	113.48
WNB Financial	20,459.61
Total Checking/Savings	486,213.09
Accounts Receivable	
11000 · Accounts Receivable	16,900.30
Total Accounts Receivable	16,900.30
Total Current Assets	503,113.39
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>606,507.74</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	2,186.80
Total Accounts Payable	2,186.80
Other Current Liabilities	
Compensated Absences Payable	21,653.68
Deferred Revenue	
FY23 Capacity	4,746.00
FY23 CWF - WIC	52,482.31
FY23 State Cost Share	2,930.00
FY24 Buffer Law Implementation	1,440.84
FY24 BWSR Soil Health Staffing	158,735.49
FY24 Conservation Contracts	1,013.26
FY24 Dept of Rev SWCD Allocatio	33,111.76
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)	1,179.15
FY25 LWM	9,760.54

## Wabasha Soil and Water Conservation District

06/06/25

## Balance Sheet

Accrual Basis

As of May 31, 2025

	May 31, 25
FY25 WCA	5,369.66
Total Deferred Revenue	337,573.68
25500 · Sales Tax Payable	96.14
Total Other Current Liabilities	359,323.50
Total Current Liabilities	361,510.30
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	424,338.30
Equity	
Fund Balance- Unrestricted	201,395.71
Investment in Capital Assets	38,814.67
32000 · Owners Equity	89,270.83
Net Income	-147,311.77
Total Equity	182,169.44
TOTAL LIABILITIES & EQUITY	606,507.74



# Wabasha Soil and Water Conservation District

## Profit & Loss

May 2025

	May 25
Ordinary Income/Expense	
Income	
Charges for Services	
Plat Book Sales	35.00
Tree Sales	22,508.18
Truax No-Till Drill Rental	430.00
Total Charges for Services	22,973.18
Intergovernmental Revenues	
State	
FY23 SE Landscape - MN DNR	2,625.00
FY23 WinLaC	
Urban · Urban Stormwater	
Make Your Own Rain Barrel	60.00
Total Urban · Urban Stormwater	60.00
FY23 WinLaC - Other	4,052.11
Total FY23 WinLaC	4,112.11
FY24-FY25 DWP Karst (TKR)	2,024.78
FY24-FY25 SDW - Phase 2	1,284.42
FY24-FY25 WAGZ	13,701.55
FY24-FY26 DNR Forestry	59,055.55
FY24 Private Well Mitigatin-MDA	217.01
FY24 WinLaC WRAPS Proj-MPCA	6,498.24
FY25 WinLaC	7,359.10
MAWQCP	11,024.28
Volunteer Nitrate Monitoring Ne	103.31
Total State	108,005.35
Total Intergovernmental Revenues	108,005.35
Total Income	130,978.53
Gross Profit	130,978.53
Expense	
District Operations	
Other Services and Charges	
Advertising Expense	100.00
Building Rent	1,650.00
Education and Information	1,677.35
Employee Education and Training	195.20
Employee Expenses	22.70
Employee Mileage	136.42
Internet Expense	105.04
Misc. Charges for Services	5,000.00
Vehicle Expenses	
Chevrolet Silverado Vehicle Exp	269.77
Hyundia Tucson Vehicle Expense	28.40
Total Vehicle Expenses	298.17
Total Other Services and Charges	9,184.88
Personnel Services	
Employee Salary Permanent	26,497.06
Employer Health Insur (Opt Out)	960.19
Employer HSA contributions	625.00
Employer Life and Health	
66000 · Payroll Expenses	45.00
Employer Life and Health - Other	7,800.40
Total Employer Life and Health	7,845.40

# Wabasha Soil and Water Conservation District

## Profit & Loss

May 2025

	May 25
Employer Share FICA	1,647.08
Employer Share Medicare	385.20
Employer Share PERA	1,987.27
<b>Total Personnel Services</b>	<b>39,947.20</b>
Supplies	
Field Supplies	8.99
Office Supplies	194.63
<b>Total Supplies</b>	<b>203.62</b>
<b>Total District Operations</b>	<b>49,335.70</b>
Project Expenditures	
District	
Tree Expense	16,729.68
<b>Total District</b>	<b>16,729.68</b>
Federal	
319 Focus Small Wtrshd-W.Indian	109.58
<b>Total Federal</b>	<b>109.58</b>
State	
FY23 WinLaC	
Urban Stormwater	
Make Your Own Rain Barrel	-97.87
<b>Total Urban Stormwater</b>	<b>-97.87</b>
<b>Total FY23 WinLaC</b>	<b>-97.87</b>
FY24-FY25 WAGZ	12,754.26
FY24-FY26 DNR Forestry	9,850.00
FY24 BWSR Soil Health Staffing	329.26
FY24 Conservation Contracts	1,240.74
FY24 WinLaC WRAPS Proj-MPCA	5,295.39
FY25 Conservation Contracts	456.00
MAWQCP Administration	11,024.28
<b>Total State</b>	<b>40,852.06</b>
<b>Total Project Expenditures</b>	<b>57,691.32</b>
<b>Total Expense</b>	<b>107,027.02</b>
<b>Net Ordinary Income</b>	<b>23,951.51</b>
Other Income/Expense	
Other Income	
Interest Income	
Interest Earnings MM's	804.61
<b>Total Interest Income</b>	<b>804.61</b>
<b>Total Other Income</b>	<b>804.61</b>
<b>Net Other Income</b>	<b>804.61</b>
<b>Net Income</b>	<b>24,756.12</b>

1:54 PM

06/25/25

Cash Basis

**Wabasha Soil and Water Conservation District**  
**Monthly Bills Listing**  
**June 26, 2025**

Type	Date	Num	Name	Memo	Account	Paid Amount
<b>Jun 26, 25</b>						
Liability Check	06/26/2025	12369	Auditor/Treasurer of Wabasha County	June Insurances premiums	WNB Financial	-8,877.65
Liability Check	06/26/2025	EFT	VSP Vision Care	July 2025 Vision Coverage - Premium	WNB Financial	-74.31
Bill Pmt -Check	06/26/2025	12370	Allen John & Melody Revocable Living Trus	23-CS-1 Practice 314 Brush Mgmt	WNB Financial	-1,260.00
Bill Pmt -Check	06/26/2025	12371	Benjamin Klein	25-CC-3 FY25 Conservation Contracts	WNB Financial	-712.36
Bill Pmt -Check	06/26/2025	12372	Bluff Country Forestry LLC	2- Technical Assistnace for Project Plans	WNB Financial	-1,200.00
Bill Pmt -Check	06/26/2025	12373	DDA Human Resources, Inc.	2025 Classification / Compensation Study	WNB Financial	-7,500.00
Bill Pmt -Check	06/26/2025	12374	HBC	Internet 6/02 to 7/01/2025	WNB Financial	-105.04
Bill Pmt -Check	06/26/2025	12375	Insty-Prints of Winona	May / June Newsletter 2,208 printed/ 2203 mailed	WNB Financial	-1,876.28
Bill Pmt -Check	06/26/2025	12376	Jennifer Wahls-C		WNB Financial	-9,730.01
Bill Pmt -Check	06/26/2025	12377	Kanati Land Management LLC	PFM Technical Assistance-Project Plan	WNB Financial	-600.00
Bill Pmt -Check	06/26/2025	12378	Kevin O'Brien	1 - Technical Assistance - Forest Roads	WNB Financial	-600.00
Bill Pmt -Check	06/26/2025	12379	Matthew Kruger-a	WIC cover crop project - 66.67 hours x \$75.00	WNB Financial	-5,000.00
Bill Pmt -Check	06/26/2025	12380	Michael John Rahman	23-CS-3 1 yr Cover Crops	WNB Financial	-1,670.00
Bill Pmt -Check	06/26/2025	12381	Mittel Schule, Inc.	July 2025 Rent	WNB Financial	-1,650.00
Bill Pmt -Check	06/26/2025	12382	Office Depot		WNB Financial	-132.42
Bill Pmt -Check	06/26/2025	12383	Olmsted County Public Works	May - Greg Klinger Expenses, MAWQCP	WNB Financial	-12,285.48
Bill Pmt -Check	06/26/2025	12384	Terri Peters (Expenses)	Mileage/Lunch BALMM meeting/ Mileage Resolution meeting	WNB Financial	-148.20
Bill Pmt -Check	06/26/2025	12385	Wabasha-Kellogg Public Schools	Bussing St.Felix/Wabasha 5th grade field day	WNB Financial	-201.19
Bill Pmt -Check	06/26/2025	12386	Wabasha County Highway Department	May gas for Hyundai & Silverado	WNB Financial	-209.93
Bill Pmt -Check	06/26/2025	12387	Warren Craig Beighley		WNB Financial	-211.00
Bill Pmt -Check	06/26/2025	12388	Valyn Adler	2025WAGZ-WC-02 Grade Stabilization Structure	WNB Financial	-53,599.50
<b>Jun 26, 25</b>						<b>-107,643.37</b>



6/26/2025

Christina Taylor Soil Conservationist

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

- No new applications for CSP 2025 were submitted
- Currently taking new applications and beginning the planning process, but there isn't a sign-up deadline yet

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

- 25 Active EQIP contracts worth \$1,125,042.00 with over \$695,995.00 already paid
- 17 Applications are pending status for FY 25
- 13 applications were approved, of those, 2 are waiting on obligation of funds, 1 on hold due to IRA funds
- 9 of the 2025 applications have been obligated, potentially worth a total of \$210,043 over the course of the next 5 years if all work is completed to standard
- **Sign up deadline for FY26 is 1 August 2025**

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

- No applications submitted.
- One active contract

**CRP**

- CRP Sign up was May 12-June 6, 2025. There is potential for 27 offers that will need plans to be written
- Acceptance/Rejection date is June 27

**Other Notes**

Most requested technical assistance topic continues to be soil erosion control and prevention on HEL fields. Producers are trying to find better ways to mitigate soil erosion both from wind and from heavy rain events.

Brush management is also a topic that people request assistance on

No personnel changes occurred this month, but we expect to be with a different team next month

# Monthly Report – June 2025

Matt Kempinger

## Projects

- As-builts and monitoring for 1 multi-practice structural project
- Prepare contract for 3 structural projects
- Prepare voucher for 1 grade stabilization structure project
- Visit 3 new farms for assistance with resource concerns

## Others

- Equipment Rental Program management and drill deliveries
- CRP Prairie Strips program signup assistance
- Prepare maps and information for BWSR BC tour
- Buffer monitoring
- 2 WCA TEP meetings
- Investigate 1 potential WCA violation
- Review 2 WCA applications
- General project and contract management
- Answered general resource questions from the public and assisted where possible



# Katelyn Abts – May 2025 Board Report

## Programs

### Conservation Contracts

- 2 Brush Management project in planning stages
- 1 Windbreak finished but waiting on payment voucher
- 1 Conservation Cover project finished but waiting on payment voucher
- 1 Brush Management project finished

### MN Department of Health Wabasha County Well Inventory

- 239 wells inventoried
- Answered phone calls and emails from landowners with questions

### RIM (Reinvest in Minneosta)

- 3 RIM inspections
- Made up 1 conservation plan amendment

### Buffer Law

- 3 on site buffer visits – Validation of Compliance issued for one

### RIM – WinLaC Blufflands Program

- Dave Hager RIM – working on attaining title insurance
- Working with Dave Copeland to plan a site visit to the Hager RIM with BWSR staff members



## Report to the Wabasha SWCD Board – June 26, 2025

Deanna Pomije, Soil Health Nutrient Management Specialist

### Nutrient Management Work:

- Work on Adam Graner's 2026 manure management plan (1,200 acres) – using MPCAs new online planner. Lately this work has been put on hold with other work pressing.
- Finalized 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. I plan to also complete a Manure Management Plan for them as required by MPCA & their annual 2026 manure management plan.
  - Reorganized the plan based on an example plan, filled in a few new forms with data.
  - The final plan was submitted to NRCS staff for review and approval.

### Soil Health Work:

- No-till drill rental season continues now into the warm season grass seeding time frame through June 30. To date the drill has been used on 51 acres, 6 producers. We have a couple interested in early cool season grass planting / inter-seeding for Aug./ Sept. I am now delivering the drill to the renters, as well as Matt. We're working through some repair work on the drill. One renter repaired the drill for operation.
- Crimper rental was a fast season with everyone wanting to use it at the same time. 3 of 4 renters ended up using the unit; the 4<sup>th</sup> opted for plan B. Good communication was the key in its use. The crimper was used in Wabasha, Fillmore and Goodhue Counties with an interest in Isanti County. Most renters had to run over their rye twice. I am still learning if this was a this year, seasonal issue or grass growth stage timing factor. Learning from discussions with the renters.
- Working through the certification of no-till under two contracts, two farms with Alan Jostock. This is his 1<sup>st</sup> year of full no-till across all his crops. He has been transitioning over ~7 years to get to this point. It looks good with much residue on the surface. His contracts also include cover crops. Will seek NRCS to verify this certification.

### Cover Crops:

- Starting to refocus my time on cover crop planning work.
- We have 16 continuing cover crop / no-till contracts from last year.
- To date – 20 potential interests in cover crops for 2025, some from last year
- Preliminary planning of cover crops with interested growers
- Certified Rahman's cover crop that was planted last fall. Did a plant per square foot count with a Winona partner signing off on the practice.

### Outreach & Client Contacts:

- Ideas for soil health demos at the county fair – planning to present around characteristics of our end goal; good health soil, what it looks like and how to test for it.

#### Coffee 'n Conservation:

- June 25 at 6:30 pm 'Coffee & Conservation' is a return to the Legion in Plainview with a guest speaker, John Rosenow with a dairy operation in WI. He'll share his story on how he composts his dairy manure. This will be an informal Q & A session with snacks.
  - 18 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 transition these events to every other month to do a better job at outreach, getting people to attend and allowing enough time for cover crop and nutrient management work.

#### 5<sup>th</sup> Grade Conservation Day ~300 students, 5 schools:

- Aided Stuart V., NRCS soil scientist at the soils station. This presentation provided a table-top rain simulation using local soils comparing varied land uses. Told the story of the 5 soil forming factors. Overall, this was a great outdoor learning event for the children.

#### Training:

- Listen in to periodic 1-hour webinars and modules on nutrient management.

## PERCENT BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

### General Information

Organization: <b>Wabasha SWCD</b>	Contract Number: <b>2025WAGZ-WC-03</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>D K K A LLC</b>	Address <b>58018 N County Road 8</b>	City/State <b>Plainview, MN</b>	Zip Code <b>55964</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>Oakwood</b>	Township No: <b>109</b>	Range No.: <b>12</b>	Section No. <b>23</b>	<b>1/4,1/4</b> <b>NE 1/4, NW 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 10 years, is achieved. The specific operation and maintenance requirements for the conservation practice listed are described in the operation and maintenance plan prepared for this contract by the technical assistance provider.
2. Should the land occupier fail to maintain the practice during its effective life, the land occupier is liable to the State of Minnesota for the amount up to 150% of the amount of financial assistance received to install and establish the practice unless the failure was caused by reasons beyond the land occupier's control, or if conservation practices are applied at the land occupier's expense that provide equivalent protection of the soil and water resources.
3. If title to this land is transferred to another party before expiration of the aforementioned life, it shall be the responsibility of the landowner who signed this contract to advise the new owner that this contract is in force and to notify other parties to the contract of the transfer.
4. Practice(s) must be planned and installed in accordance with technical standards and specifications of the:

**NRCS Field Office Technical Guide (FOTG)**

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.

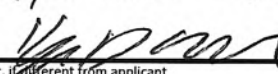
### Applicant Signatures

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 75.%, or state and non-state sources that when combined are in excess of 75.% of the total cost to establish the conservation practice. Pre-construction Cover is exempt from the percent reimbursement rate limitations when utilizing the flat rate payment option.



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

Date 6-16-25	Land Occupier Kyle Olson for DKRA LLC 
Date	Landowner, if different from applicant
	Address, if different from applicant information:


### Conservation Practice

The primary practice for which cost-share is requested is: 638 - Water and Sediment Control Basin

Eligible Component Standards & Names  460 - Land Clearing, 620 - Underground Outlet	Engineered Practice: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Total Project Cost Estimate  \$11,700.00
	Ecological Practice: <input type="checkbox"/> YES <input type="checkbox"/> NO	

### Technical Assessment and Cost Estimate

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

Date 6-12-2025	Technical Assistance Provider 	NRCS engineered project with appropriately signed and documented plans available upon request. A signed asbuilt can be used as the Technical Certification on the "Voucher and Certification"
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### Pre-Construction Cover

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

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

### Amount Authorized for Financial Assistance

The organization board or council has authorized the following for financial assistance, total not to exceed 75.0% of the total cost to establish the conservation practice plus the pre-construction cover total amount if utilizing the flat rate payment option.

Amount	Program Name	Fiscal Year
\$8,775.00	Greater Zumbro Watershed Based Funding	2024-2025

Date	Authorized Signature	Total Amount Authorized \$8,775.00
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## PERCENT BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

### General Information

Organization:  <b>Wabasha SWCD</b>	Contract Number:  <b>2025WinLaC-Wab002</b>	Other state or non-State funds? <input checked="" type="checkbox"/> YES <input type="checkbox"/> No	Amendment <input type="checkbox"/> Board Meeting Date(s):	Canceled <input type="checkbox"/> Board Meeting Date(s):
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\* If a contract amended, attach amendment form(s) to this contract.

### Applicant

Land Occupier Name  <b>Daniel Miller</b>	Address  <b>60300 N County Road 14</b>	City/State  <b>Kellogg, MN</b>	Zip Code  <b>55945</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>Highland</b>	Township No:  <b>109</b>	Range No.:  <b>11</b>	Section No.  <b>1</b>	<b>1/4,1/4</b>  <b>NE 1/4, 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 10 years, is achieved. The specific operation and maintenance requirements for the conservation practice listed are described in the operation and maintenance plan prepared for this contract by the technical assistance provider.
2. Should the land occupier fail to maintain the practice during its effective life, the land occupier is liable to the State of Minnesota for the amount up to 150% of the amount of financial assistance received to install and establish the practice unless the failure was caused by reasons beyond the land occupier's control, or if conservation practices are applied at the land occupier's expense that provide equivalent protection of the soil and water resources.
3. If title to this land is transferred to another party before expiration of the aforementioned life, it shall be the responsibility of the landowner who signed this contract to advise the new owner that this contract is in force and to notify other parties to the contract of the transfer.
4. Practice(s) must be planned and installed in accordance with technical standards and specifications of the:

**NRCS Field Office Technical Guide (FOTG)**


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 75.%, or state and non-state sources that when combined are in excess of 92.% 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 6-24-25	Land Occupier 
Date	Landowner, if different from applicant
	Address, if different from applicant information:

### Conservation Practice

The primary practice for which cost-share is requested is: 362 - Diversion

Eligible Component Standards & Names <b>578 - Stream Crossing, 342 - Critical Area Planting, 484 - Mulching</b>	Engineered Practice: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Total Project Cost Estimate <b>\$8,587.00</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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### 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 92% 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
\$6,440.25	WinLac 1W1P	2025
\$1,413.61	Local Funds	2025

Date	Authorized Signature	Total Amount Authorized <b>\$7,853.86</b>
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## PERCENT BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

### General Information

Organization:  <b>Wabasha SWCD</b>	Contract Number:  <b>2025WinLaC- Wab002</b>	Other state or non-State funds?  <input checked="" type="checkbox"/> YES <input type="checkbox"/> No	Amendment <input type="checkbox"/> Board Meeting Date(s):	Canceled <input type="checkbox"/> Board Meeting Date(s):
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\*If contract amended, attach amendment form(s) to this contract.

### Applicant

Land Occupier Name  <b>Daniel Miller</b>	Address  <b>60300 N County Road 14</b>	City/State  <b>Kellogg, MN</b>	Zip Code  <b>55945</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>Highland</b>	Township No:  <b>109</b>	Range No.:  <b>11</b>	Section No.  <b>1</b>	<b>1/4, 1/4</b>  <b>NE 1/4, 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:

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

**NRCS Field Office Technical Guide (FOTG)**

- Increases in the practice units or cost must be approved by the organization board through amendment of this contract as a condition to increase the cost-share payments.
- This contract, when approved by the organization board or council, will remain in effect unless canceled or amended by mutual agreement, except where installations of practices covered by this contract have not been installed by 11-30-2025, this contract will be automatically terminated on that date.
- Items of cost for which reimbursement is claimed are to be supported by invoices/receipts for payments and will be verified by the organization board as practical and reasonable. The invoices must include the name of the vendor; materials, labor or equipment used; the component unit costs and the dates the work was performed. The organization board has the authority to make adjustments to the costs submitted for reimbursement. Pre-Construction Cover is exempt from having the required invoices/receipts.

### Applicant Signatures

The land occupier's signature indicates agreement to:

- Grant the organization's representative(s) access to the parcel where the conservation practice will be located.
- Obtain all permits required in conjunction with the installation and establishment of the practice prior to starting construction of the practice.
- 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.
- 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 100.% 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 6-11-25	Land Occupier David H Miller
Date	Landowner, if different from applicant
	Address, if different from applicant information

### Conservation Practice

The primary practice for which cost-share is requested is: 362 - Diversion

Eligible Component Standards & Names 578 - Stream Crossing, 342 - Critical Area Planting, 484 - Mulching	Engineered Practice: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Total Project Cost Estimate \$8,587.00
	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 6/11/2025	Technical Assistance Provider [Signature]
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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
\$4,293.50	WinLac 1W1P	2025
\$4,293.50	SWCS / Local Funds	2025
	MK 6.25.25	

Date	Authorized Signature	Total Amount Authorized \$8,587.00
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## FLAT RATE BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

### General Information

Organization:  Wabasha SWCD	Contract Number:  25-CC-6	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  Dennis P & Denise M Probst	Address  1014 Hidden Meadow Ln	City/State  Lake City, MN	Zip code  55041
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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:  West Albany Twp	Township No:  110	Range No.:  12	Section No.  17	1/4, 1/4  SW, SW
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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:

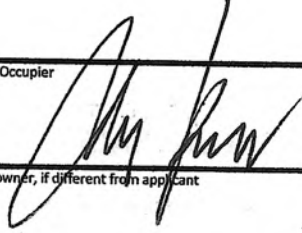
Brush Management 314

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 6/30/26, 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 6/18/25	Land Occupier 
Date	Landowner, if different from applicant
	Address, if different from applicant information:


### Conservation Practice

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

Eligible Component Standard & Name  <b>Brush Management 314</b>	Engineered Practice: <input type="checkbox"/> YES <input type="checkbox"/> NO	Total Project Cost Estimate  <b>\$1,500.00</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 6/18/25	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: \$300/acre

Amount	Program Name	Fiscal Year
\$1,500.00	Conservation Contracts	2025

Date	Authorized Signature	Total Amount Authorized
		<b>\$1,500.00</b>

# PERCENT BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

## General Information

Organization:  Wabasha SWCD	Contract Number:  23-CWF-WIC-06	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  Kathy Henderson	Address  60547 County Road 4	City/State  Theilman, MN	Zip Code  55945
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\* If a group contract, this must be filed and signed by the group spokesperson as designated in the group agreement and the group agreement attached to this form.

## Conservation Practice Location

Township Name:  Highland	Township No:  109	Range No.:  11	Section No.  8	1/4,1/4  NW 1/4, SW 1/4
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## Contract Information

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

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

NRCS Field Office Technical Guide (FOTG)

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.


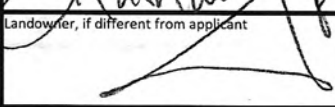
## Applicant Signatures

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 6-23-25	Land Occupier 
Date	Landowner, if different from applicant 
	Address, if different from applicant information:

### Conservation Practice

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

Eligible Component Standards & Names <b>620 - Underground Outlet, 342 - Critical Area Planting, 362 - Diversion, 460 - Land Clearing, 484 - Mulching</b>	Engineered Practice: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Total Project Cost Estimate <b>\$65,808.00</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 6/11/2025	Technical Assistance Provider 
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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
\$59,227.20	2023 West Indian Creek Watershed Restoration and Protection	2023

Date	Authorized Signature	Total Amount Authorized <b>\$59,227.20</b>
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**Whitewater Joint Powers Board Well Sealing (2025)**  
**Sub-Agreement between**  
**Whitewater Joint Powers Board**  
**and**  
**Wabasha County Soil and Water Conservation District**

THIS AGREEMENT is made and entered into by and between the Whitewater Joint Powers Board, 202 West Third Street, Winona, MN 55987, hereinafter referred to as the “WJPB”, and Wabasha County Soil and Water Conservation District (SWCD), 611 Broadway Ave. Suite 10B, Wabasha, MN 55981, hereinafter referred to as the “Contractor”.

**RECITALS**

WHEREAS, the WJPB has a grant agreement from the state of Minnesota, acting through its Board of Water and Soil Resources, entitled Whitewater Well Sealing Grant (C23-0454), hereinafter referred to as the “Project”;

WHEREAS, the Project includes up to \$21,600 in cost share funds for landowners to decommission unused wells that potentially pose a risk to drinking water aquifers within the Whitewater Watershed;

WHEREAS, the Contractor is providing technical assistance for landowners within Wabasha County and staff are trained to effectively administer and ensure documentation compliance for cost share approval and payments;

NOW, THEREFORE, in consideration of mutual undertakings and agreements hereinafter set forth, the WJPB and the Contractor agree as follows:

**Term and Cost of the Agreement**

1. The Contractor agrees to furnish services on behalf of the WJPB during the period commencing May 27, 2025 and terminating December 31, 2025, or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first. The Contractor is not an employee of the WJPB and may be terminated for any time, with or without cause.
2. After coordination with Whitewater Watershed Coordinator (to confirm availability of funds), the Contractor will have approval authority for the well decommissioning application and voucher for payment. Contractor technician can sign the initial application per licensed well driller that the well sealing will be completed in accordance with Minnesota Department of

Health requirements for well decommissioning. The Contractor will work cooperatively with Olmsted SWCD and Winona County SWCD in providing cost share to landowners.

3. Cost share payments available to individual landowners from the Whitewater Well Sealing Grant is 75%, with a maximum payment of \$3,000. Contractor shall not recommend payments that would exceed this amount.
4. The Contractor writes and holds the cost share contracts with landowners for the WJPB. Once the well sealing is completed, the well driller provides a well sealing log and invoice for payment. The Contractor will complete a voucher for payment to the landowner at their next monthly meeting. Once the WJPB receives all required documentation for grant reconciliation, The WJPB will provide reimbursement from Grant funds to the Contractor at its next Board meeting.

Signature \_\_\_\_\_  
Josh Elsing  
Chairman, Whitewater JPB

Date \_\_\_\_\_

Signature \_\_\_\_\_  
Lynn Zabel  
Chairman, Wabasha County Soil and Water Conservation District

Date \_\_\_\_\_