

**Vouchers Wabasha Soil and Water
Conservation District Regular Board
Meeting
July 23, 2026
8:15 am
611 Broadway Ave. Suite 10B**

I. CALL MEETING TO ORDER

II. PLEDGE ALLEGIANCE

III. AGENDA

IV. PUBLIC COMMENTS

Comments limited to 5 minutes per speaker

V. CONSENT AGENDA -Board Action

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

i. Contracts

- A. Contract# 79-4-26 in the amount of \$7,200.00 for Practice 340 Cover Crops. 3-year contract. Installed by dates 12/1/2026, 12/1/2027 and 12/1/2028.
(Funding source – FY25–FY28 Soil Health RCPP – Round 4)
- B. Contract# 79-2-41 in the amount of \$9,000.00 for Practice 340 Cover Crops. 3-year contract. Installed by dates 12/1/2026, 12/1/2027 and 12/1/2028.
(Funding source – FY25-FY28 Soil Health RCPP – Round 2)

ii. Canceled Contracts:

- A. Canceled Contract# 79-25RCPP-07 in the amount of \$2,000.00 for Practice# 340 Cover Crops. FY25-FY28 Soil Health RCPP.
Reason for cancellation: Following the standard on fall grazing cover crops did not fit their operation's objectives.

iii. Vouchers

- A. Daniel H Miller voucher for Contract# 2026WinLaC-Wab001 in the amount of \$350.00 for Woodland Stewardship Plan.
(Funding source – FY23 WinLaC)
- B. Allen & Janet Rahman voucher for Contract# 2026WAGZ-WC-01 in the amount of \$500.00 for Woodland Stewardship Plan.
(Funding source – FY26 WAGZ)
- C. Richard Heil voucher for Contract# 26-CC-2 in the amount of \$454.42 for Practice 314 Brush Management and Practice 612 Tree/Shrub Establishment.
(Funding source – FY26 Conservation Contracts)

- D. Emerald Spring Dairy Inc (Maurice Young) voucher for Contract# 2026-WIC319-2 in the amount of \$1,262.00 for Practice 590 Nutrient Management.
(Funding source – FY26 319 Focus Watershed-West Indian Creek)
- E. Contract# 79-3-11 voucher in the amount of \$5,058.09 for Practice 327 Conservation Cover and Practice 612 Tree & Shrub Establishment.
(Funding source – FY25-FY28 Soil Health RCPP – Round 3)
- F. Stephanie Rivery voucher for Contract# 25-SHD-6 in the amount of \$2,400.00 for Practice 327 Conservation Cover.
(Funding source – FY25 Soil Health Delivery)
- G. Michael Kenneth Graner voucher for Contract# 2026-WIC319-3 in the amount of \$3,390.00 for Practice 590 Nutrient Management -split Nitrogen.
(Funding source – FY26 319 Focus Watershed -West Indian Creek)
- H. Isaac Holst voucher for Contract# 2026-WIC319-4 in the amount of \$1,648.00 for Practice 590 Nutrient Management- - split Nitrogen.
(Funding source – FY26 319 Focus Watershed-West Indian Creek)

iv. Grant

- A. State of MN Joint Powers Agreement Swift Contract No. 292015 between State of MN, acting through its Commissioner of Natural Resources and Wabasha SWCD.
Groundwater level monitoring of four observation wells located within the district. Effective Date 7/1/2026 and Expiration Dat 6/30/2027.
Total grant \$960.00.
- B. State of Minnesota Joint Powers Agreement Amendment 1 to SWIFT Contract No. 249117 adding \$61,883.00 funds and changing expiration date to 6/30/2028. (Nutrient Management Staff Grant)

VI. SECRETARY'S REPORT

- A. June 25, 2026, Meeting Minutes – **Board Action**

VII. TREASURER'S REPORT – Board Action

- A. June District Financial Statements
Included for your review

VIII. PAYMENT OF MONTHLY BILLS

- A. Monthly Bills in the amount of \$39,939.55 - **Board Action**
- B. Note: Southeast Service Cooperative – Health Insurance August premium will be paid on 8/1/2026 in the amount of \$6,368.96 by automatic withdrawal.

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. NRCS – Chris Schmidt

- F. Natural Resources Technician Report– Katelyn Abts – (In the packet)
- G. Report on 2024 Well Inventory Grant Progress and Status of Well Inventory – Katelyn Abts will present her report at the Board meeting. (Report is in packet)
- H. Soil Health/Nutrient Management Technician Report– Deanna Pomije (in the packet)
- I. Conservation Planning & Outreach Technician Report – Ella Schams (In the packet)
- J. District Technician Report – Keaton Tollakson (In the packet)
- K. BWSR Report – Dave Copeland

X. OLD BUSINESS

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

XI. NEW BUSINESS

- A. Nominations for Outstanding Conservationist/Farmer of the Year Award – **Discussion**
- B. Nomination for Forest Steward Award – **Discussion** (Bill Baxter)
Nominations Due September 4, 2026
- C. 2026 Candidate Prospectus for MASWCD President and Vice President – Informational
- D. July RCPP Batching – **Board Action**
- E. Contract# 79-4-50 in the amount of \$18,000.00 for Practice 340 Cover Crops. 3-year contract. Installed by dates 12/1/2026, 12/1/2027, 12/1/2028. (Funding source – FY25-FY28 Soil Health RCPP – Round 4) – **Board Action**
- F. Estimate from seed vendors for West Indian Creek 2026 Cover Crop Seeding Cost- \$25,120.37. Seeking approval to pay the actual billings from Seed Vendors when received. We will need to pay this expense before the August SWCD meeting -**Board Action**
- G. MDH Accelerated Implementation Grant Sub-Agreement Between Fillmore SWCD and Wabasha SWCD (sub-recipient) – **Board Action**
Project: Expanding Private Well Nitrate Screening and Tap-In Outreach in Southeast Minnesota. Grant Period: July 17, 2026, to January 31, 2028. Payments will be reimbursement.
- H. Upcoming Events:
 - i. Thursday, August 27, 2026, Board Meeting

XII. Board Reports

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

XIII. Adjourn – Board Action

FLAT RATE BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

General Information

Organization: Wabasha SWCD	Contract Number: 79-4-26	Amendment Date(s):	Canceled Date(s):
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*If contract amended, attach amendment form(s) to this contract.

Applicant

Land Occupier Name	Address	City/State	Zip code

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

Conservation Practice Location

Township Name:	Township No:	Range No.:	Section No.	1/4,1/4

Contract Information

I (we), the undersigned, do hereby request assistance to help defray the cost of completing 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 the practice(s) applied under this program to ensure that the conservation objectives are met and the effective life, a minimum of 1 years, is achieved.

The specific operation and maintenance requirements for the conservation practice(s) listed are described in the Operation and Maintenance plan prepared for this contract by the technical assistance provider.

2. Should the land occupier fail to complete or maintain the practice(s) during the effective life, the land occupier is liable to the organization for up to 150% of the amount of financial assistance received to complete the practice(s) unless the failure was caused by reasons beyond the land occupier's control or if conservation practices are applied at the land occupier's expense that provide equivalent protection of the soil and water resources.

3. If title to this land is transferred to another party before expiration of the aforementioned effective life, it shall be the responsibility of the landowner who signed this contract to advise the new owner that this contract is in force and to notify other parties to the contract of the transfer.

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

NRCS FOTG, Cover Crops standard 340

5. Increases in the practice(s) units or cost must be approved by the organization through amendment of this contract as a condition to increase the payments.

6. This contract, when approved by the organization, will remain in effect unless canceled or amended by mutual agreement. If practice(s) covered by this contract have not been completed by 12/1/2026 and 12/1/2027 and 12/1/2028, this contract will be automatically terminated on that date.

7. Reimbursement requests must be supported by a completed Flat Rate Voucher Form.

8. This contract is contingent on the land occupier maintaining eligibility for federal farm bill payments. In the instance a land occupier fails to meet eligibility requirements, they will have 30 days to rectify eligibility or this contract will be terminated.

Applicant Signatures

The land occupier's signature indicates agreement to:

1. Grant the organization's representative(s) access to the parcel(s) where the conservation practice(s) will be located.
2. Have all required legal land rights, including but not limited to: access and authority to both construct and maintain the conservation practice(s) agreed upon in this contract for the effective life of the practice(s).
3. Obtain any permits required in conjunction with the completion of the practice(s) prior to starting work on the practice(s).
4. Be responsible for the operation and maintenance of conservation practice(s) applied under this program in accordance with an Operation and Maintenance Plan prepared by the technical assistance provider.
5. The land occupier acknowledges they have received a copy of the historically underserved producer self-certification form.
6. Allow the contracting SWCD, NRCS, the Board of Water and Soil Resources, or their authorized representative, access to and the right to examine all, records, books, papers, or documents related to this contract.

TENNESSEN WARNING NOTICE – As a condition of receiving monetary compensation from the State of Minnesota, you will need to provide your Name and Address of your property. This information, along with the costs of the project will be shared during a public meeting of the local Wabasha SWCD Board as well as a Board of Water and Soil Resources online reporting system (eLink).

Date 4/8/26	Land Occupier 
Date	Landowner, if different from applicant
	Address, if different from applicant information

Conservation Practice

The primary practice for which assistance is requested is **Cover Crop (340)**

Practice standard(s) or eligible component	Units
Cover Crops (340)	40 Ac

Technical Assessment and Cost Estimate

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

Date 6-24-2026	Technical Assistance Provider Deanna Fongie, Wabasha SWCD
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Amount Authorized for Financial Assistance

The organization has authorized the following for financial assistance, total not to exceed a rate of: 60

This Contract Entails:	\$60/ Acre Rate	2026-2028 Contract Length	Multi Species Cover Crop
		40 acres each year	

Approval Date 8/19/2026	Authorized Signature Jen Hekus per board resolution	\$7,200.00
		Total Amount Authorized

FLAT RATE BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

General Information

Organization:	Contract Number:	Amendment	Canceled
Wabasha SWCD	79-2-41	Date(s):	Date(s):

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

Applicant

Land Occupier Name	Address	City/State	Zip code

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

Conservation Practice Location

Township Name:	Township No:	Range No.:	Section No.	1/4,1/4

Contract Information

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

NRCS FOTG, Cover Crop Standard 340

5. Increases in the practice(s) units or cost must be approved by the organization through amendment of this contract as a condition to increase the payments.
6. This contract, when approved by the organization, will remain in effect unless canceled or amended by mutual agreement. If practice(s) covered by this contract have not been completed by 12/1/2026, 12/1/2027 & 12/1/2028, this contract will be automatically terminated on that dates.
7. Reimbursement requests must be supported by a completed Flat Rate Voucher Form.
8. This contract is contingent on the land occupier maintaining eligibility for federal farm bill payments. In the instance a land occupier fails to meet eligibility requirements, they will have 30 days to rectify eligibility or this contract will be terminated.

Applicant Signatures

The land occupier's signature indicates agreement to:

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

2. Have all required legal land rights, including but not limited to: access and authority to both construct and maintain the conservation practice(s) agreed upon in this contract for the effective life of the practice(s).
3. Obtain any permits required in conjunction with the completion of the practice(s) prior to starting work on the practice(s).
4. Be responsible for the operation and maintenance of conservation practice(s) applied under this program in accordance with an Operation and Maintenance Plan prepared by the technical assistance provider.
5. The land occupier acknowledges they have received a copy of the historically underserved producer self-certification form.
6. Allow the contracting SWCD, NRCS, the Board of Water and Soil Resources, or their authorized representative, access to and the right to examine all, records, books, papers, or documents related to this contract.

Date 6-22-26	Land Occupier [Redacted]
Date 6	[Redacted]
[Redacted]	

Conservation Practice

The primary practice for which assistance is requested is **Cover Crop (340)**

Practice standard(s) or eligible component	Units
Cover Crop (340)	50 acres

Technical Assessment and Cost Estimate

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

Date 6-23-26	Technical Assistance Provider Deanna Ponje, Wabasha SWCD
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Amount Authorized for Financial Assistance

The organization has authorized the following for financial assistance, total not to exceed a rate of: **\$60 /acre**

This Contract Entails: **\$60/ Acre Rate** on **50 acres** **2026-2028 Contract Length** **Multiple Species Cover Crop**

Approval Date 6/26/26	Authorized Signature Lew Peters per board resolution	\$9,000.00
		Total Amount Authorized

Minnesota Cover Crop Design Worksheet

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

Name:		Program:	
Address:		Contract #:	79-2-41
Field No.:		Contract Item No.:	
Section:		Range:	
		Acres:	53.1

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

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	1 Reduce water quality degradation by utilizing excessive soil nutrients.

Seeding Method: ☒ Incorporated Seed ☐ Non-Incorporated Seed

Seeding Window: May 15 - Sept. 1

Termination Method: Herbicide

Fertilizer Applied: NA

Primary Crop Planted

sweet corn

Management Considerations:	Weeds will be controlled with clipping or proper herbicides as needed following product label directions and current U of M Use recommendations. Species marked with an asterisk (*) require <i>Rhizobium</i> inoculation.

Planned Cover Crop Mixture

Cover Crop Species	Full Seed Rate of PLS lb/ac	Acres	Percent of Full Rate of PLS	Rate of PLS lb/ac	Total PLS lbs	Crop Type	Seeding Depth (inches)	Seeds per Sq/Ft
Millet, Foxtail	20	53.1	10%	2	106.2	WG	0.5 - 1	10.10
Oats	30	53.1	73%	22	1168.2	CG	0.5 - 1	9.90
Sudangrass	25	53.1	40%	10	531	WG	0.5 - 1	9.70
-	-	-	-	-	-	-	-	0.00
-	-	-	-	-	-	-	-	0.00
-	-	-	-	-	-	-	-	0.00
-	-	-	-	-	-	-	-	0.00
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-	-	-	-	-	-	-	-	0.00
-	-	-	-	-	-	-	-	0.00
-	-	-	-	-	-	-	-	0.00
123%			Total lbs/PLS		1805.4	Total Seeds per Sq/Ft:		29.70

Estimated PLS seeding rate (lbs/acre): 34 Planned Seeding Depth (inches): 0.750

Notes:

Next crop - Corn grain

Planned By: Deanna Pomije Date: 6/11/2026

Approved By: Deanna Pomije Date: 6/11/2026 JAA: 3

FLAT RATE BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

General Information

Organization: Wabasha SWCD	Contract Number: 79-25RCPP-07	Amendment Date(s):	Canceled ☒ Date(s): 6/25/2026
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* If contract amended, attach amendment form(s) to this contract.

Applicant

Land Occupier Name [REDACTED]	Address [REDACTED]	City/State [REDACTED]	Zip code [REDACTED]
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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: [REDACTED]	Township No.: [REDACTED]	Range No.: [REDACTED]	Section No.: [REDACTED]	1/4, 1/4 [REDACTED]
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Contract Information

I (we), the undersigned, do hereby request assistance to help defray the cost of completing 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 the practice(s) applied under this program to ensure that the conservation objectives are met and the effective life, a minimum of 1 years, is achieved. The specific operation and maintenance requirements for the conservation practice(s) listed are described in the Operation and Maintenance plan prepared for this contract by the technical assistance provider.

2. Should the land occupier fail to complete or maintain the practice(s) during the effective life, the land occupier is liable to the organization for up to 150% of the amount of financial assistance received to complete the practice(s) unless the failure was caused by reasons beyond the land occupier's control or if conservation practices are applied at the land occupier's expense that provide equivalent protection of the soil and water resources.

3. If title to this land is transferred to another party before expiration of the aforementioned effective life, it shall be the responsibility of the landowner who signed this contract to advise the new owner that this contract is in force and to notify other parties to the contract of the transfer.

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

NRCS FOTG

5. Increases in the practice(s) units or cost must be approved by the organization through amendment of this contract as a condition to increase the payments.

6. This contract, when approved by the organization, will remain in effect unless canceled or amended by mutual agreement. If practice(s) covered by this contract have not been completed by 11/1/2028, this contract will be automatically terminated on that date.

7. Reimbursement requests must be supported by a completed Flat Rate Voucher Form.

8. This contract is contingent on the land occupier maintaining eligibility for federal farm bill payments. In the instance a land occupier fails to meet eligibility requirements, they will have 30 days to rectify eligibility or this contract will be terminated.

Applicant Signatures

The land occupier's signature indicates agreement to:

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

2. Have all required legal land rights, including but not limited to: access and authority to both construct and maintain the conservation practice(s) agreed upon in this contract for the effective life of the practice(s).
3. Obtain any permits required in conjunction with the completion of the practice(s) prior to starting work on the practice(s).
4. Be responsible for the operation and maintenance of conservation practice(s) applied under this program in accordance with an Operation and Maintenance Plan prepared by the technical assistance provider.
5. The land occupier acknowledges they have received a copy of the historically underserved producer self-certification form.
6. Allow the contracting SWCD, NRCS, the Board of Water and Soil Resources, or their authorized representative, access to and the right to examine all, records, books, papers, or documents related to this contract.

Conservation Practice

The primary practice for which assistance is requested is **Cover Crop (340)**

Practice standard(s) or eligible component	Units
0	Ac

Technical Assessment and Cost Estimate

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

	DEAN THOMAS (Affiliate) Digitally signed by DEAN THOMAS (Affiliate) Date: 2025.08.12 11:42:51 -05'00'
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Amount Authorized for Financial Assistance

The organization has authorized the following for financial assistance, total not to exceed a rate of: **50**

This Contact Entails:	\$50/ Acre Rate	2025-2028 Contract Length	Single Species Cover Crop
		10 acres	

	TERRI PETERS (Affiliate) Digitally signed by TERRI PETERS (Affiliate) Date: 2025.09.02 09:23:39 -05'00'	\$2,000.00
		Total Amount Authorized

FLAT RATE - VOUCHER AND PRACTICE CERTIFICATION FORM

PAYEE AND COST INFORMATION

Name: **Daniel H Miller**

Address: **60300 N Co Rd 14**

City, State, Zip: **Kellogg, MN 55945**

Contract No.: **2026WinLaC-Wab001**

Total Amount Authorized: **\$350.00**
(from contract)

Practice	Quantity	Unit	Unit Rate	Total
Woodland Stewardship Plan	1.000	Plan	\$350.00	\$350.00

PAYMENT REQUEST: **\$350.00**

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

6/22/2026

Daniel H Miller

7-1-26

Payee Signature

Date

PAYMENT AND CERTIFICATION INFORMATION

A. Type of request (partial or final):

Final

B. Payment amount requested:

\$350.00

C. Total Amount Authorized:

\$350.00

D. Total previous partial payments:

\$350.00

E. Amount available (C - D)

Amount Approved for This Voucher:

\$350.00

(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.

Mark Miller

Digitally signed by Mark Miller
Date: 2026.06.25 13:04:04
-05'00

Technical Assistance Provider

Date

Administrative Certification

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

Juan Grimske

Administrative Sign-off

7/6/2026

Date

Woodland Stewardship Plan

Prepared for:

Daniel & Karen Miller
60300 N County Rd 14
Kellogg, MN 55945
507-534-2318

Property Location include Portions of:

19.32 AC SLY 19.32 ACRES OF NE1/4NE1/4 Sec. 11
42.02 AC 2 AC IN N 11.50 AC OF SE1/4 NW1/4 & EX 5.3 AC & EX 17.28 AC & EX
17.40 AC, N1/2NW1/4 AS DESC IN B163 P200 Sec. 12
21.22 AC PARCEL IN E1/2SE1/4 SW1/4 & WLY PT OF SW1/4SE1/4 AS DESC IN
B163 P200 Sec. 1
T.109-R.11W Highland Township, Wabasha County

****THIS PLAN IS COVERING AN SFIA COVENANT****

82 Total Deeded acres

82 Stewardship Acres

3 Acres Excluded – Potential Building Site

79 Estimated SFIA Acres (County 157)

19 Acres PID 06.00101.00

39 Acres PID 06.00121.00

21 Acres PID 06.00002.03

May 31st, 2026



Prepared by:

Jen Wahls #3094
Landscape Connections LLC
PO Box 116
Kellogg, MN 55945
Phone: 218-310-9058
Email: jen.landscapeconnections@gmail.com

The landowner's stewardship goals for this property are:

- Update plan to remain current in SFIA
- Enjoy the recreation and aesthetics of the property
- Conduct management activities to support forest health and habitat
- Consider potential timber harvest

FLAT RATE BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

General Information

Organization: Wabasha SWCD	Contract Number: 2026WinLaC-Wab001	Other state or non-state funds? ☐ YES ☒ NO	Amendment ☐ Board Meeting Date(s):	Canceled ☐ Board Meeting Date(s):
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* If contract amended, attach amendment form(s) to this contract.

Applicant

Land Occupier Name Daniel H Miller	Address 60300 N Co Rd 14	City/State Kellogg, 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 Twp	Township No: 109	Range No.: 11	Section No.: 12 & 1	1/4, 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 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:

Plan must be prepared by a Department of Natural Resources (DNR) Certified Plan Writer and registered with the DNR
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 11/30/2026, 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 1-21-26	Land Occupier <i>Danette M</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 Woodland Stewardship Plan

Eligible Component Standard & Name	Engineered Practice ☐ YES ☐ NO	Total Project Cost Estimate \$350.00
Woodland Stewardship Plan	Ecological Practice ☒ YES ☐ 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 1/22/26	Technical Assistance Provider <i>[Signature]</i>
-----------------	---

Amount Authorized for Financial Assistance

The organization board or council has authorized the following for financial assistance, total not to exceed a rate of: 350/Plan

Amount	Program Name	Fiscal Year
\$350.00	WinLac	2020 2023

4-22-26
TP
winkal

Date 1-22-2026	Authorized Signature <i>Lynn Zabl</i>	Total Amount Authorized \$350.00
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FLAT RATE - VOUCHER AND PRACTICE CERTIFICATION FORM

PAYEE AND COST INFORMATION

Name: **Allen & Janet Rahman**

Address: **104 6th Ave NE**

City, State, Zip: **Elgin, MN 55932**

Contract No.: **2026WAGZ-WC-01**

Total Amount Authorized: **\$500.00**
(from contract)

Practice	Quantity	Unit	Unit Rate	Total
Woodland Stewardship Plan	1.000	Plan	\$500.00	\$500.00

PAYMENT REQUEST: **\$500.00**

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

6/16/2026

See attached page for signature
Payee Signature

Date

PAYMENT AND CERTIFICATION INFORMATION

A. Type of request (partial or final):

Final

B. Payment amount requested:

\$500.00

C. Total Amount Authorized:

\$500.00

D. Total previous partial payments:

E. Amount available (C - D)

\$500.00

Amount Approved for This Voucher:

\$500.00

(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.

Mark Miller

Digitally signed by Mark Miller
Date: 2026.06.25 12:23:23
-05'00'

Technical Assistance Provider

Date

Administrative Certification

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

Susan Gruniske
Administrative Sign-off

7/8/2026

Date

FLAT RATE - VOUCHER AND PRACTICE CERTIFICATION FORM

PAYEE AND COST INFORMATION

Name: Allen & Janet Rahman
Address: 104 6th Ave NE
City, State, Zip: Elgin, MN 55932
Contract No.: 2026WAGZ-WC-01

Total Amount Authorized: \$500.00
(from contract)

Practice	Quantity	Unit	Unit Rate	Total
Woodland Stewardship Plan	1.000	Plan	\$500.00	\$500.00

PAYMENT REQUEST: \$500.00

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

6/16/2026

Allen & Rahman Janet Rahman
Payee Signature

6/22/2026
Date

PAYMENT AND CERTIFICATION INFORMATION

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

Final
\$500.00
\$500.00
\$500.00

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

\$500.00

Technical Certification

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

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.

Technical Assistance Provider

Administrative Sign-off

Date

Date

Woodland Stewardship Plan

Prepared for:
Allen & Janet Rahman
104 6th Ave NE
Elgin, MN 55932
507-273-0688

Property Location include Portions of:
S1/2NE1/4,NW1/4NE1/4,SE1/4NW1/4 Sec. 35
W1/2W1/2SW1/4 & SW1/4NW1/4 Sec. 36
NW1/4NE1/4 & EX S1/2SE1/4NE1/4NE1/4 Sec. 2
T.109 & 110N.-R.12W West Albany Township, Wabasha County

******THIS PLAN IS COVERING AN SFIA COVENANT******

555 Total Deeded acres
347 Acres Excluded – Ag, Homestead and Pastured Woodlands
208 Stewardship Acres

208 Estimated SFIA Acres (County 157)

11 Acres	PID 12.00011.00
22 Acres	PID 12.00013.00
127 Acres	PID 16.00295.00
3 Acres	PID 16.00317.00
45 Acres	PID 16.00344.00

May 31st, 2026



Prepared by:
Jen Wahls #3094
Landscape Connections LLC
PO Box 116
Kellogg, MN 55945
Phone: 218-310-9058
Email: jen.landscapeconnections@gmail.com

The landowner's stewardship goals for this property are:

- Update plan to remain current in SFIA
- Enjoy the recreation and aesthetics of the property
- Conduct management activities as able to support habitat and forest health

INVOICE NO. RAHMAN FSP

DATE 06/16/26

Jen Wahls - Landscape Connections LLC

PO Box 116 Kellogg, MN 55945

Phone 218-310-9058

Email jen.landscapconnections@gmail.com

BILL TO:

Janet and Allen Rahman

104 6th Ave NE

Elgin, MN 55932

UNIT	DESCRIPTION	UNIT PRICE	TOTAL
1	Forest Stewardship Plan - completed update for SFIA program. Conducted 1 site visit to develop stand descriptions, map the property and provide assemble the stewardship plan and recommendations. Submitted to DNR for review. Worked with DNR staff for information on requirements for SFIA renewal and monitoring. Printed copy of plan and binder. 1 follow up visit completed. Base fee is \$350 +\$10/acre, 208 stewardship acres.	\$350+\$10/ac	\$2,430
TOTAL			\$2,430
DUE BY DATE			06/16/26
			of invoice

Thank you for your business! Please make checks payable to Landscape Connections LLC

FLAT RATE BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

General Information

Organization: Wabasha SWCD	Contract Number: 2026WAGZ-WC-01	Other state or non-state funds? ☐ YES ☒ NO	Amendment ☐ Board Meeting Date(s):	Canceled ☐ Board Meeting Date(s):
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* If contract amended, attach amendment form(s) to this contract.

Applicant

Land Occupier Name Allen & Janet Rahman	Address 104 6th Ave NE	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: West Albany Twp	Township No: 110	Range No.: 12	Section No. 35	1/4,1/4 N
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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:

Plan must be prepared by a Department of Natural Resources (DNR) Certified Plan Writer and registered with the DNR
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 11/30/2026, 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 1-16-26	Land Occupier Allen Rahman Jasat Rahman
Date	Landowner, if different from applicant
	Address, if different from applicant information:

Conservation Practice

The primary practice for which cost-share is requested is Woodland Stewardship Plan

Eligible Component Standard & Name Woodland Stewardship Plan	Engineered Practice. ☐ YES ☐ NO	Total Project Cost Estimate \$500.00
	Ecological Practice. ☒ YES ☐ 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 1/22/26	Technical Assistance Provider 
-----------------	--

Amount Authorized for Financial Assistance

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

Amount	Program Name	Fiscal Year
\$500.00	WAGZ (watershed based funding)	2026

Date 1-22-2026	Authorized Signature Lyn Zabel	Total Amount Authorized \$500.00
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FLAT RATE - VOUCHER AND PRACTICE CERTIFICATION FORM

PAYEE AND COST INFORMATION

Name: **Richard Heil**
Address: **60502 273rd Ave**
City, State, Zip: **Millville, MN 55957**
Contract No.: **26-CC-2**

Total Amount Authorized: **\$454.42**
(from contract)

Practice	Quantity	Unit	Unit Rate	Total
Brush Management (314)	0.400	Acres	\$786.05	\$314.42
Tree & Shrub Establishment (612)	50.000	Trees	\$1.80	\$90.00
Tree & Shrub Establishment (612)	50.000	Tree Tubes	\$1.00	\$50.00

PAYMENT REQUEST: **\$454.42**

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


Payee Signature

6/30/2026


Date

PAYMENT AND CERTIFICATION INFORMATION

A. Type of request (partial or final): **Final**
B. Payment amount requested: **\$454.42**
C. Total Amount Authorized: **\$454.42**
D. Total previous partial payments: **\$454.42**
E. Amount available (C - D) **\$454.42**

Amount Approved for This Voucher:

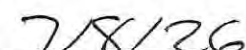
\$454.42

(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.

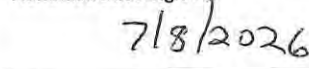

Technical Assistance Provider


Date

Administrative Certification

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


Administrative Sign-off


Date

**314 – Brush Management
Implementation Requirements**

Practice Specifications Approval and Completion Certification

Provided Practice Cost information

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

Job Class Information (List Practice Job Class)

314 ESJAA Fact Sheet	Job Class: II	
----------------------	---------------	---

Design Installation and Layout Approval

Designed By: Katelyn Abts	Date: 1/20/2026	Designer's Job Approval Authority: II 
Approved By: Katelyn Abts	Date: 1/20/2026	Approver's Job Approval Authority: II 

Record of Completion and Check Out Certification

Treated Acres	Date Completed by Client	Date Certified	Approver's Initials
0.4	3/30/2026	7/8/2026	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: 7/8/2026
Title: Natural Resource Technician	Certifier's Job Approval Authority (JAA): II
Signature: KATELYN ABTS (Affiliate) Digitally signed by KATELYN ABTS (Affiliate) Date: 2026.07.08 12:28:48 -05'00'	

Notes:

Project area of 0.4 acres was cleared of woody invasive species according to Brush Management (314) from NRCS FOTG.

612 – Tree/Shrub Establishment
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)

612 ESJAA Fact Sheet

Job Class: II

Design Installation and Layout Approval

Designed by: Katelyn Abts	Date: 1/20/26	Designer's JAA: II
Approved by: Katelyn Abts	Date: 1/20/26	Approver's JAA: II

Record of Completion and Check-out Certification

Treated Acres	Date Completed by Client	Date Certified	Approver's Initials
0.6	4/30/2026	7/8/2026	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: 07/08/2026

Title: Natural Resource Technician

Job Approval Authority: II

Signature: **KATELYN ABTS (Affiliate)** Digitally signed by KATELYN ABTS (Affiliate)
Date: 2026.07.08 12:35:04 -05'00'

Notes:

The 50 white oak trees were planted according to Tree & Shrub Establishment (612) standard from NRCS FOTG.

26-CC-2, Richard Heil – Brush Management (314) and Tree & Shrub Establishment (612)

Tree Planting



Brush Management





Wabasha Soil and Water Conservation District

611 Broadway Ave., Suite 10
Wabasha, MN 55981

Phone # 651-565-4673 susan.cerwinske.wabashaswcd@g...
Fax # 855-795-8082 wabashaswcd.com

Date	Invoice #
2/26/2026	2026-07

Bill To
Richard W. Heil 60502 273rd Ave. Millville, MN 55957-9741

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
2	White Oak (2 bundles of 25 each) - 50	40.00	80.00T
50	Miracle Tree Tubes 60"	3.50	175.00T
	MN plus additional sales tax for Wabasha County	7.35%	18.74
Detailed documentation of expenses are on file at the Wabasha SWCD office		Total	\$273.74

FLAT RATE BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

General Information

Organization: Wabasha SWCD	Contract Number: 26-CC-2	Other state or non-state funds? ☐ YES ☒ NO	Amendment ☐ Board Meeting Date(s):	Canceled ☐ Board Meeting Date(s):
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* If contract amended, attach amendment form(s) to this contract.

Applicant

Land Occupier Name Richard Heil	Address 60502 273rd Ave	City/State Millville, MN	Zip code 55957
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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: Oakwood	Township No.: 109	Range No.: 12	Section No.: 11	1/4, 1/4 NE, 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 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

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 11/30/26, 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 1/20/26	Land Occupier Richard W. Heil
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 & Tree/Shrub Establishment 612

Eligible Component Standard & Name Brush Management 314 & Tree/Shrub Establishment 612	Engineered Practice: ☐ YES ☒ NO Ecological Practice: ☒ YES ☐ NO	Total Project Cost Estimate \$454.42
---	--	---

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 1-27-26	Technical Assistance Provider Kathy [Signature]
-----------------	--

Amount Authorized for Financial Assistance

\$786.05/Acre - 314

50% + \$1 - 612

The organization board or council has authorized the following for financial assistance, total not to exceed a rate of: \$1/Tree Protector -612

Amount	Program Name	Fiscal Year
\$454.42	Conservation Contracts	2026

Date 2-26-2026	Authorized Signature Lynn [Signature]	Total Amount Authorized \$454.42
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FLAT RATE - VOUCHER AND PRACTICE CERTIFICATION FORM

PAYEE AND COST INFORMATION

Name: **Maurice Young / Emerald Spring Dairy Inc**

Address: **10229 Co Rd 41**

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

Contract No.: **2026-WIC319-2**

Total Amount Authorized: **\$1,262.00**
(from contract)

Practice	Quantity	Unit	Unit Rate	Total
Nutrient Management (590) split Nitrogen	63.100	acres	\$20.00	\$1,262.00

PAYMENT REQUEST: **\$1,262.00**

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

6/30/2026

Maurice Young

07/15/2026

Payee Signature

Date

PAYMENT AND CERTIFICATION INFORMATION

A. Type of request (partial or final):

Final

B. Payment amount requested:

\$1,262.00

C. Total Amount Authorized:

\$1,262.00

D. Total previous partial payments:

E. Amount available (C - D)

\$1,262.00

Amount Approved for This Voucher:

\$1,262.00

(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.

Deanna Pomije

Technical Assistance Provider

07/16/2026

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.

Laura C. C. C.

Administrative Sign-off

7/16/2026

Date



Completed Document Audit Report

Completed with Signwell.com

Title: Payment Voucher SPLIT N M_Young 07.2026

Document ID: 666c9083-6f45-4213-8d90-8f12917fead3

Time Zone: (GMT-06:00) Central Time - Chicago

Files

Payment Voucher SPLIT N M_Young 07.2026.pdf - 1 page

Jul 15, 2026 16:54:19 CDT

Activity

	Deanna Pomije	created the document (deanna.pomije@mn.nacdn.net)	IP: 2600:129e:2f23:64:cd6a:ce2d:a348:6745 16:56:13 CDT Jul 15, 2026
	Deanna Pomije	sent the document to deanna.pomije@mn.nacdn.net and young.maurie@gmail.com	IP: 2600:129e:2f23:64:cd6a:ce2d:a348:6745 16:59:27 CDT Jul 15, 2026
	Maurice Young	first viewed document (young.maurie@gmail.com)	IP: 140 190 39 90 17:43:17 CDT Jul 15, 2026
	Maurice Young	signed the document (young.maurie@gmail.com)	IP: 140 190 39 90 17:45:09 CDT Jul 15, 2026
	Deanna Pomije	first viewed document (deanna.pomije@mn.nacdn.net)	IP: 2600:129e:2f23:64:cd6a:ce2d:a348:6745 07:35:59 CDT Jul 16, 2026
	Deanna Pomije	signed the document (deanna.pomije@mn.nacdn.net)	IP: 2600:129e:2f23:64:cd6a:ce2d:a348:6745 07:36:55 CDT Jul 16, 2026

Maurie Young

Split N Calculations

7/2026 D. Pomije

Known applied amounts – calculate total N applied...

Meyers Farm Corn ground after C Allowable 0.10 Ratio 170-200 #N (per acre
rate calculations) 0.075 ratio 180-220

Upfront 4/23/26

210# urea (46-0-0) $210 \# \times .46 = 96.6 \# \text{ N}$

75# ams (21-0-0) $75 \# \times .21 = 15.75 \# \text{ N}$

From starter:

10 gal of 28% / ATS blend 2x2 5/5/26 28% - 66% - 6.6 gal

ATS 34% - 3.4 gal

28% liquid = 2.97 #N/ gal (10.6 #/ gal x 0.28 = 2.97 #N / gal)

$6.6 \text{ gal applied} \times 2.97 \# \text{ N/ gal} = 19.6 \# \text{ N}$

ATS (12-0-0-26S) liquid 1.33 #N/ gal weighs 11.10 #/ gal (Brandt brand fert.)

$11.10 \# / \text{ gal} \times 0.12 \text{ N} = 1.33 \# \text{ N / gal}$

$3.4 \text{ gal applied} \times 1.33 \# \text{ N/ gal} = 4.52 \# \text{ N}$

5 gal in furrow (6-24-6) liquid fertilizer 5/5/26

(Nachurs brand fert.) 0.66 #N/ gal weighs 11.10 #/ gal

$11.10 \# \times 0.06 \# = 0.67 \# \text{ N/ gal}$

Applied 5 gal/ ac x 0.67 #N /gal = $3.35 \# \text{ N applied}$

Sidedress 6/30/26

16 gal 28% / ATS blend 2x2 28% - 66% - 10.56 gal

ATS 34% - 5.44 gal

28% liquid = 2.97 #N/ gal (10.6 #/ gal x 0.28 = 2.97 #N / gal)

10.56 gal applied x 2.97 # N/ gal = 31.36 # N

ATS (12-0-0-26S) liquid 1.33 #N/ gal weighs 11.10 #/ gal (Brandt brand fert.)

11.10 #/ gal x 0.12 N = 1.33 #N / gal

5.44 gal applied x 1.33 #N/ gal = 7.24 # N

178.4 # total N applied



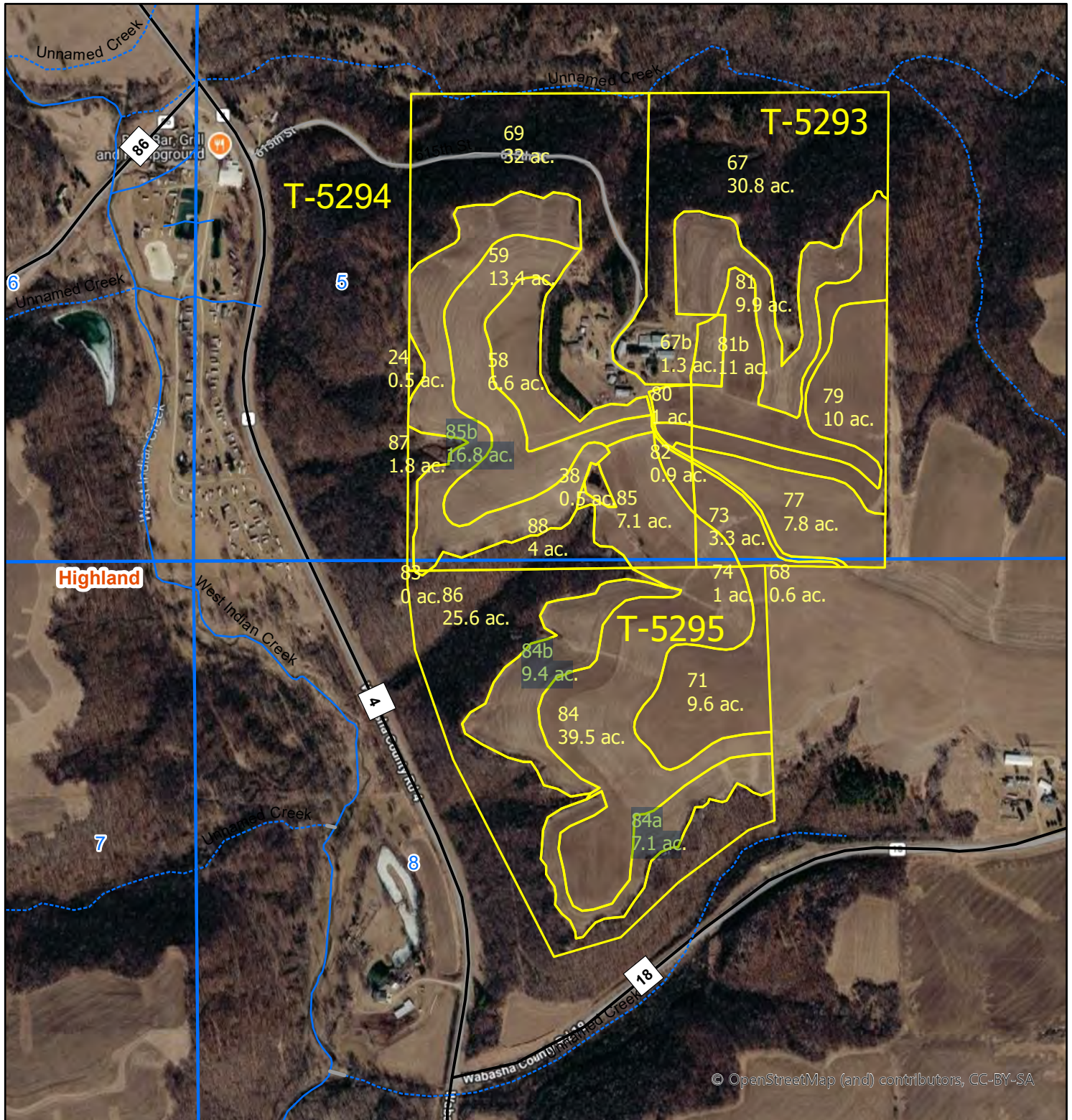
Plan Map - Split Nitrogen 2026

Maurice Young

by: Deanna.Pomije

T109N R11W Sec 5, 8

5/6/2026



- Townships
- Sections
- NRCS HUC12 SubWatershed All in WIC watershed
- River and Stream Centerlines (stream types)
 - Stream (Unknown)
 - Stream (Perennial)
 - Stream (Intermittent)

GIS layer T5293_5294_5295
2026 Total Split N - 33.3 acres
Flds. blue highlights

1:9,195



0 500 1,000 2,000 Feet

FLAT RATE BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

General Information

Organization:	Contract Number:	Amendment ☐	Canceled ☐
Wabasha County SWCD	2026-WIC319-2	Date(s):	Date(s):

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

Applicant

Land Occupier Name	Address	City/State	Zip code
Maurice Young / Emerald Spring Dairy Inc	10229 Co Rd 41	Plainview MN	55964

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

Conservation Practice Location

Township Name:	Township No:	Range No.:	Section No.	1/4,1/4
Highland	109	11	4	SW 1/4
Highland	109	11	5	S 1/2
Highland	109	11	8	NE 1/4

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

NRCS - FOTG, Nutrient Management (590)

5. Increases in the practice(s) units or cost must be approved by the organization through amendment of this contract as a condition to increase the payments.
6. This contract, when approved by the organization, will remain in effect unless canceled or amended by mutual agreement. If practice(s) covered by this contract have not been completed by 7/15/2026, this contract will be automatically terminated on that date.
7. Reimbursement requests must be supported by a completed Flat Rate Voucher Form.

Applicant Signatures

The land occupier's signature indicates agreement to:

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

2. Have all required legal land rights, including but not limited to: access and authority to both construct and maintain the conservation practice(s) agreed upon in this contract for the effective life of the practice(s).
3. Obtain any permits required in conjunction with the completion of the practice(s) prior to starting work on the practice(s).
4. Be responsible for the operation and maintenance of conservation practice(s) applied under this program in accordance with an Operation and Maintenance Plan prepared by the technical assistance provider.

Tennessee Warning Notice - As a condition of receiving monetary compensation from the State of Minnesota, you will need to provide your Name and Address of your property. This information, along with the costs of the project will be shared during a public meeting of the local Wabasha County SWCD Board as well as a Board of Water and Soil Resources online reporting system (eLink).

Date 06/03/2026	Land Occupier <i>Maurice H. Young</i>
Date	Landowner, if different from applicant
	Address, if different from applicant information

Conservation Practice

The primary practice for which assistance is requested is **590 - Nutrient Management**

Practice standard(s) or eligible component	Units
590 - Nutrient Management	63.1 Acres

Split Nitrogen: As per the 590-Nutrient Management standard this practice must follow the University of MN corn fertilizer guidelines and the nitrogen must be applied in two applications, at planting and usually around the corn growth stage, V4-V6.

This contract enrolls Tracts: 4661, 5293, 5294, 5295 and 63.1 acres.

Technical Assessment and Cost Estimate

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

Date 6-3-26	Technical Assistance Provider <i>Deanna Amye</i>
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Amount Authorized for Financial Assistance

The organization has authorized the following for financial assistance, total not to exceed a rate of: \$20 / acre

Approval Date 6-3-26	Authorized Signature <i>Lee Peters</i>	Total Amount Authorized \$1,262.00
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FLAT RATE - VOUCHER AND PRACTICE CERTIFICATION FORM

PAYEE AND COST INFORMATION

Name:

Address:

City, State, Zip:

Contract No.: 79-3-11

Total Amount Authorized:
(from contract)

\$5,211.05

Practice	Quantity	Unit	Unit Rate	Total
Conservation Cover (327)	4.400	Acres	\$300.00	\$1,320.00
Tree & Shrub Establishment (612)	1160.000	Trees	50% +\$1 per tree	\$3,738.09

PAYMENT REQUEST:

\$5,058.09

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

6/25/2026

July 9, 2026
Date

PAYMENT AND CERTIFICATION INFORMATION

A. Type of request (partial or final):

Final

B. Payment amount requested:

\$5,058.09

C. Total Amount Authorized:

\$5,058.09

D. Total previous partial payments:

E. Amount available (C - D)

\$5,058.09

Amount Approved for This Voucher:

\$5,058.09

(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.

[Signature]
Technical Assistance Provider

Date

7-20-26

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.

[Signature]
Administrative Sign-off

Date

7/21/2026

79-3-11 - Conservation Cover (327), Tree & Shrub Establishment (612)

11/21/2025



6/20/2026



612 – Tree/Shrub Establishment
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)

612 ESJAA Fact Sheet

Job Class: II

Design Installation and Layout Approval

Designed by: Katelyn Abts	Date: 1/22/26	Designer's JAA: II
Approved by: Katelyn Abts	Date: 2/11/26	Approver's JAA: II

Record of Completion and Check-out Certification

Treated Acres	Date Completed by Client	Date Certified	Approver's Initials
3.8	5/3/2026	6/18/2026	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: 07/20/2026

Title: Natural Resource Technician

Job Approval Authority: II

Signature: **KATELYN ABTS (Affiliate)** Digitally signed by KATELYN ABTS (Affiliate)
Date: 2026.07.20 15:47:15 -05'00'

Notes:

The 3.8 acres were planted according to Tree & Shrub Establishment (612) standard from NRCS FOTG.

[Type here]

**327– Conservation Cover
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)

327 ESJAA Fact Sheet	Job Class: II	v
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Design Installation and Layout Approval

Designed By: Katelyn Abts	Date: 1/22/2026	Designer's Job Approval Authority:
Approved By: Angela White	Date: 2/4/2026	Approver's Job Approval Authority: III

Record of Completion and Check Out Certification

Treated Acres	Date Completed by Client	Date Certified	Approver's Initials
4.4	5/15/2026	6/18/2026	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: 7/20/2026
Title: Natural Resource Technician	Certifier's Job Approval Authority (JAA): III
Signature: KATELYN ABTS (Affiliate) Digitally signed by KATELYN ABTS (Affiliate) Date: 2026.07.20 15:39:42 -05'00'	

Notes:

The 4.4 acres were completed according to Conservation Cover (327) standard from NRCS FOTG.

FLAT RATE BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

General Information

Organization: Wabasha SWCD	Contract Number: 79-3-11	Amendment ☐ Date(s):	Canceled ☐ Date(s):
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* If contract amended, attach amendment form(s) to this contract.

Applicant

Land Occupier Name	Address	City/State	Zip code

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

Conservation Practice Location

Township Name:	Township No:	Range No.:	Section No.	1/4, 1/4

Contract Information

I (we), the undersigned, do hereby request assistance to help defray the cost of completing 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 the practice(s) applied under this program to ensure that the conservation objectives are met and the effective life, a minimum of 5 (327) and 15 (612) years, is achieved. The specific operation and maintenance requirements for the conservation practice(s) listed are described in the Operation and Maintenance plan prepared for this contract by the technical assistance provider.
2. Should the land occupier fail to complete or maintain the practice(s) during the effective life, the land occupier is liable to the organization for up to 150% of the amount of financial assistance received to complete the practice(s) unless the failure was caused by reasons beyond the land occupier's control or if conservation practices are applied at the land occupier's expense that provide equivalent protection of the soil and water resources.
3. If title to this land is transferred to another party before expiration of the aforementioned effective life, it shall be the responsibility of the landowner who signed this contract to advise the new owner that this contract is in force and to notify other parties to the contract of the transfer.
4. Practice(s) must be planned and installed in accordance with technical standards and specifications of the:

NRCS FOTG
5. Increases in the practice(s) units or cost must be approved by the organization through amendment of this contract as a condition to increase the payments.
6. This contract, when approved by the organization, will remain in effect unless canceled or amended by mutual agreement. If practice(s) covered by this contract have not been completed by 10/1/2028, this contract will be automatically terminated on that date.
7. Reimbursement requests must be supported by a completed Flat Rate Voucher Form.
8. This contract is contingent on the land occupier maintaining eligibility for federal farm bill payments. In the instance a land occupier fails to meet eligibility requirements, they will have 30 days to rectify eligibility or this contract will be terminated.

Applicant Signatures

The land occupier's signature indicates agreement to:

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

2. Have all required legal land rights, including but not limited to: access and authority to both construct and maintain the conservation practice(s) agreed upon in this contract for the effective life of the practice(s).
3. Obtain any permits required in conjunction with the completion of the practice(s) prior to starting work on the practice(s).
4. Be responsible for the operation and maintenance of conservation practice(s) applied under this program in accordance with an Operation and Maintenance Plan prepared by the technical assistance provider.
5. The land occupier acknowledges they have received a copy of the historically underserved producer self-certification form.
6. Allow the contracting SWCD, NRCS, the Board of Water and Soil Resources, or their authorized representative, access to and the right to examine all, records, books, papers, or documents related to this contract.

Date 2/6/26	Land Owner [Redacted]
Date	Landowner [Redacted]
Address, if different from applicant information	

Conservation Practice

The primary practice for which assistance is requested is

Conservation Cover (327), Tree & Shrub Establishment (612)

Practice standard(s) or eligible component	Units
Conservation Cover (327), Tree & Shrub Establishment (612)	Acres (327), Tree/Shrub (612)

Technical Assessment and Cost Estimate

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

Date 2/10/26	Technical Assistance Provider <i>[Signature]</i> - 327 Conservation Cover 3-2-26 - 612 Tree and Shrub <i>Kathleen Ott</i>
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Amount Authorized for Financial Assistance

The organization has authorized the following for financial assistance, total not to exceed a rate of:

\$300/acre (327) and
50% plus \$1 for each
tree (612)

Approval Date 3/2/2026	Authorized Signature <i>Levi Peters</i> per board resolution	Total Amount Authorized \$5,211.05
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FLAT RATE - VOUCHER AND PRACTICE CERTIFICATION FORM

PAYEE AND COST INFORMATION

Name: **Stephanie Rivery**

Address: **7880 142nd St W**

City, State, Zip: **Apple Valley, MN 55124**

Contract No.: **25-SHD-6**

Total Amount Authorized: **\$2,400.00**
(from contract)

Practice	Quantity	Unit	Unit Rate	Total
Conservation Cover (327)	4.000	Acres	\$600.00	\$2,400.00

PAYMENT REQUEST:

\$2,400.00

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

11/4/2025

Payee Signature

Date

6/25/26

PAYMENT AND CERTIFICATION INFORMATION

A. Type of request (partial or final):

Final

B. Payment amount requested:

\$2,400.00

C. Total Amount Authorized:

\$2,400.00

D. Total previous partial payments:

E. Amount available (C - D)

\$2,400.00

Amount Approved for This Voucher:

\$2,400.00

(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.


Technical Assistance Provider

7-20-26

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

7/21/2026

Date

25-SHD-6, Stephanie Rivery – Conservation Cover (327)

9/17/2025 (One year after corn)



11/5/2025 – Planting Pollinator Mix





[Type here]

**327– Conservation Cover
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)

327 ESJAA Fact Sheet	Job Class: III	v
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Design Installation and Layout Approval

Designed By: Katelyn Abts	Date: 9/17/2025	Designer's Job Approval Authority:
Approved By: Angela While	Date: 10/2/2025	Approver's Job Approval Authority: III v

Record of Completion and Check Out Certification

Treated Acres	Date Completed by Client	Date Certified	Approver's Initials
4	11/4/2025	6/23/2026	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: 7/20/2026
Title: Natural Resource Technician	Certifier's Job Approval Authority (JAA): III
Signature: KATELYN ABTS (Affiliate) Digitally signed by KATELYN ABTS (Affiliate) Date: 2026.07.20 16:32:27 -05'00'	

Notes:

The 4 acres were completed according to Conservation Cover (327) standard from NRCS FOTG.

FLAT RATE BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

General Information

Organization:	Contract Number:	Amendment	Canceled
Wabasha SWCD	25-SHD-6	Date(s):	Date(s):

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

Applicant

Land Occupier Name	Address	City/State	Zip code
Stephanie Rivery	7880 142nd St W	Apple Valley, MN	55124

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

Conservation Practice Location

Township Name:	Township No:	Range No.:	Section No.	1/4, 1/4
Pepin	111	21	23	NE 1/4, SW 1/4

Contract Information

I (we), the undersigned, do hereby request assistance to help defray the cost of completing 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 the practice(s) applied under this program to ensure that the conservation objectives are met and the effective life, a minimum of 5 years, is achieved. The specific operation and maintenance requirements for the conservation practice(s) listed are described in the Operation and Maintenance plan prepared for this contract by the technical assistance provider.
2. Should the land occupier fail to complete or maintain the practice(s) during the effective life, the land occupier is liable to the organization for up to 150% of the amount of financial assistance received to complete the practice(s) unless the failure was caused by reasons beyond the land occupier's control or if conservation practices are applied at the land occupier's expense that provide equivalent protection of the soil and water resources.
3. If title to this land is transferred to another party before expiration of the aforementioned effective life, it shall be the responsibility of the landowner who signed this contract to advise the new owner that this contract is in force and to notify other parties to the contract of the transfer.

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

NRCS FOTG

5. Increases in the practice(s) units or cost must be approved by the organization through amendment of this contract as a condition to increase the payments.
6. This contract, when approved by the organization, will remain in effect unless canceled or amended by mutual agreement. If practice(s) covered by this contract have not been completed by 10/1/2027, this contract will be automatically terminated on that date.
7. Reimbursement requests must be supported by a completed Flat Rate Voucher Form.
8. This contract is contingent on the land occupier maintaining eligibility for federal farm bill payments. In the instance a land occupier fails to meet eligibility requirements, they will have 30 days to rectify eligibility or this contract will be terminated.

Applicant Signatures

The land occupier's signature indicates agreement to:

1. Grant the organization's representative(s) access to the parcel(s) where the conservation practice(s) will be located.
2. Have all required legal land rights, including but not limited to: access and authority to both construct and maintain the conservation practice(s) agreed upon in this contract for the effective life of the practice(s).
3. Obtain any permits required in conjunction with the completion of the practice(s) prior to starting work on the practice(s).

4. Be responsible for the operation and maintenance of conservation practice(s) applied under this program in accordance with an Operation and Maintenance Plan prepared by the technical assistance provider.

5. The land occupier acknowledges they have received a copy of the historically underserved producer self-certification form.

6. Allow the contracting SWCD, NRCS, the Board of Water and Soil Resources, or their authorized representative, access to and the right to examine all, records, books, papers, or documents related to this contract.

Date	Land Owner
9/22/2025	
Date	Landowner, if different from applicant
	Address, if different from applicant information

Conservation Practice

The primary practice for which assistance is requested is **Conservation Cover (327)**

Practice standard(s) or eligible component	Units
Conservation Cover (327)	Acres

Technical Assessment and Cost Estimate

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

Date	Technical Assistance Provider
10/2/2025	

Amount Authorized for Financial Assistance

The organization has authorized the following for financial assistance, total not to exceed a rate of: **\$600/acre**

This Contact Entails: **\$600/ Acre Rate** on 4 acres
Tract 3685

Approval Date	Authorized Signature	\$2,400.00
10/7/2025	 per board resolution	Total Amount Authorized

FLAT RATE - VOUCHER AND PRACTICE CERTIFICATION FORM

PAYEE AND COST INFORMATION

Name: **Michael Kenneth Graner**
Address: **59694 County Road 4**
City, State, Zip: **Kellogg MN 55945-4697**
Contract No.: **2026-WIC319-3**

Total Amount Authorized: **\$3,390.00**
(from contract)

Practice	Quantity	Unit	Unit Rate	Total
Nutrient Management 590 - split Nitrogen	169.50	acres	\$20.00	\$3,390.00

PAYMENT REQUEST: **\$3,390.00**

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

6/13/2026

Michael Graner

Payee Signature

07/21/2026

Date

PAYMENT AND CERTIFICATION INFORMATION

A. Type of request (partial or final):	Final
B. Payment amount requested:	\$3,390.00
C. Total Amount Authorized:	\$3,390.00
D. Total previous partial payments:	
E. Amount available (C - D)	\$3,390.00

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

\$3,390.00

Technical Certification

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

Deanna Pomije

Technical Assistance Provider

07/21/2026

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 Grunke

Administrative Sign-off

7/21/2026

Date



Completed Document Audit Report

Completed with SignWell.com

Title: Payment Voucher M Graner SPLIT N 07.21.2026

Document ID: 4d87bd77-f349-4fe1-bb51-ab2c85fd493a

Time Zone: (GMT+00:00) Coordinated Universal Time

Files

Payment Voucher M Graner SPLIT N 07.21.2026.pdf - 1 page

Jul 21, 2026 13:49:58 UTC

Activity

 Deanna Pomije	created the document (deanna.pomije@mn.nacdnet.net)	Jul 21, 2026 13:50:54 UTC
IP: 2600:129e:2f23:641c71:1fe8:2889:464		
 Deanna Pomije	sent the document to deanna.pomije@mn.nacdnet.net and michael.graner@poet.com	Jul 21, 2026 13:53:42 UTC
IP: 2600:129e:2f23:641c71:1fe8:2889:464		
 Michael Graner	first viewed document (michael.graner@poet.com)	Jul 21, 2026 14:31:17 UTC
IP: 2381:1111:1400:7d05:100		
 Michael Graner	signed the document (michael.graner@poet.com)	Jul 21, 2026 14:31:39 UTC
IP: 2381:1111:1400:7d05:100		
 Deanna Pomije	first viewed document (deanna.pomije@mn.nacdnet.net)	Jul 21, 2026 17:33:47 UTC
IP: 2600:129e:2f23:641c71:1fe8:2889:464		
 Deanna Pomije	signed the document (deanna.pomije@mn.nacdnet.net)	Jul 21, 2026 17:34:09 UTC
IP: 2600:129e:2f23:641c71:1fe8:2889:464		

Michael Graner

Split N Calculations

7/2026 D. Pomije

Known applied amounts – calculate total N applied...

~200 acres Corn ground Allowable 0.10 Ratio 170-200 #N (per acre rate calculations)

At Planting

10 gal 27% 2.97# N / gal total

6.75% nitrate N

6.75% ammoniacal N

13.5% urea N

1% sulfur

$$10 \text{ gal applied} \times 2.97 \text{ \#N / gal} = 29.7 \text{ \#N}$$

After planting with sprayer

20 gal 32% 3.54 #N / gal

$$20 \text{ gal applied} \times 3.54 \text{ \#N / gal} = 70.8 \text{ \# N}$$

Sidedress 6/13/26

24 gal 32% 3.54 #N / gal

$$24 \text{ gal} \times 3.54 \text{ \#N / gal} = 85 \text{ \# N}$$

185.5 # total N applied

Issac Holst

20501 590th ST

Kellogg MN 55945

Michael Graner

59694 Co Rd 4

Theilman MN 55945

Side dressed 200 acres of corn for Michael Graner

200 acres X 20/acre

4000

Please make checks payable to Issac Holst

FLAT RATE BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

General Information

Organization: Wabasha County SWCD	Contract Number: 2026-WIC319-3	Amendment ☐ Date(s):	Canceled ☐ Date(s):
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* If contract amended, attach amendment form(s) to this contract.

Applicant

Land Occupier Name Michael Kenneth Graner	Address 59694 County Road 4	City/State Kellogg MN	Zip code 55945-4697
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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:	Township No:	Range No.:	Section No.	
Highland	109	11	17	1/4, 1/4 NE 1/4
Highland	109	11	16	W 1/2
Highland	109	11	6	S 1/2

Contract Information

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

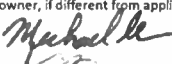
NRCS - FOTG
- Increases in the practice(s) units or cost must be approved by the organization through amendment of this contract as a condition to increase the payments.
- This contract, when approved by the organization, will remain in effect unless canceled or amended by mutual agreement. If practice(s) covered by this contract have not been completed by 7/15/2026, this contract will be automatically terminated on that date.
- Reimbursement requests must be supported by a completed Flat Rate Voucher Form.

Applicant Signatures

The land occupier's signature indicates agreement to:

1. Grant the organization's representative(s) access to the parcel(s) where the conservation practice(s) will be located.
2. Have all required legal land rights, including but not limited to: access and authority to both construct and maintain the conservation practice(s) agreed upon in this contract for the effective life of the practice(s).
3. Obtain any permits required in conjunction with the completion of the practice(s) prior to starting work on the practice(s).
4. Be responsible for the operation and maintenance of conservation practice(s) applied under this program in accordance with an Operation and Maintenance Plan prepared by the technical assistance provider.

Tennessen Warning Notice - As a condition of receiving monetary compensation from the State of Minnesota, you will need to provide your Name and Address of your property. This information, along with the costs of the project will be shared during a public meeting of the local Wabasha County SWCD Board as well as a Board of Water and Soil Resources online reporting system (eLink).

Date 5-28-26	Land Occupier 
Date 5-28-26	Landowner, if different from applicant  
	Address, if different from applicant information:

Conservation Practice

The primary practice for which assistance is requested is **590 - Nutrient Management**

Practice standard(s) or eligible component	Units
590 - Nutrient Management	169.5 Acres

Split Nitrogen: As per the 590-Nutrient Management standard this practice must follow the University of MN corn fertilizer guidelines and the nitrogen must be applied in two applications, at planting and usually around the corn growth stage, V4-V6.

This contract enrolls Tracts: 806, 571 and 169.5 acres.

Technical Assessment and Cost Estimate

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

Date 5-28-26	Technical Assistance Provider 
-----------------	--

Amount Authorized for Financial Assistance

The organization has authorized the following for financial assistance, total not to exceed a rate of: \$20 / acre

Approval Date 5/28/26	Authorized Signature  per board resolution	Total Amount Authorized \$3,390.00
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FLAT RATE - VOUCHER AND PRACTICE CERTIFICATION FORM

PAYEE AND COST INFORMATION

Name: **Isaac Holst**
Address: **20432 590th St**
City, State, Zip: **Kellogg MN 55945**
Contract No.: **2026-WIC319-4**

Total Amount Authorized: **\$1,648.00**
(from contract)

Practice	Quantity	Unit	Unit Rate	Total
Nutrient Management 590 - split Nitrogen	82.400	acres	\$20.00	\$1,648.00

PAYMENT REQUEST: \$1,648.00

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

7/2/2026

Isaac Holst

Payee Signature

07/21/2026

Date

PAYMENT AND CERTIFICATION INFORMATION

A. Type of request (partial or final):	Final
B. Payment amount requested:	\$1,648.00
C. Total Amount Authorized:	\$1,648.00
D. Total previous partial payments:	
E. Amount available (C - D)	\$1,648.00

Amount Approved for This Voucher: \$1,648.00
(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.

Deanna Pomije

Technical Assistance Provider

07/21/2026

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 Grunke

Administrative Sign-off

7/21/2026

Date



Completed Document Audit Report

Completed with SignWell.com

Title: Payment Voucher SPLIT N_I_Holst 07.21.2026

Document ID: f8e29934-216f-4760-956c-eaf55f3c06bd

Time Zone: (GMT+00:00) Coordinated Universal Time

Files

Payment Voucher SPLIT N_I_Holst 07.21.2026.pdf - 1 page

Jul 21, 2026 16:36:54 UTC

Activity

 Deanna Pomije	created the document (deanna.pomije@mn.nacdn.net)	Jul 21, 2026 16:38:30 UTC
IP: 2600:129b:2f23:643c:7111:b8:2889:464		
 Deanna Pomije	sent the document to deanna.pomije@mn.nacdn.net and ihtrucking15@gmail.com	Jul 21, 2026 16:41:52 UTC
IP: 2600:129b:2f23:643c:7111:b8:2889:464		
 Isaac Holst	first viewed document (ihtrucking15@gmail.com)	Jul 21, 2026 17:23:08 UTC
IP: 74.125.215.40		
 Isaac Holst	signed the document (ihtrucking15@gmail.com)	Jul 21, 2026 17:23:37 UTC
IP: 2600:387:15a7:11:0		
 Deanna Pomije	first viewed document (deanna.pomije@mn.nacdn.net)	Jul 21, 2026 17:47:54 UTC
IP: 2601:111:1400:7d05:100		
 Deanna Pomije	signed the document (deanna.pomije@mn.nacdn.net)	Jul 21, 2026 17:48:14 UTC
IP: 2600:129b:2f23:643c:7111:b8:2889:464		

Known applied amounts – calculate total N applied...

Corn ground after C Allowable 0.10 Ratio 170-200 #N (per acre rate calculations)
0.075 ratio 180-220

Planter Blend

High N 18 gal - 27% weighs 10.72 #/ gal (from AgroLiquid) (27-0-0-1S)

$$10.72 \text{ \#/ gal} \times 0.27 \text{ N} = 2.89 \text{ \#/ gal}$$

$$18 \text{ gal applied} \times 2.89 \text{ \#/ gal} = 52.0 \text{ \# N}$$

Access 1 gal (7-0-0-17S) weight 11 #/gal

$$11 \text{ \#/ gal} \times 0.07 \text{ N} = 0.77 \text{ \#N/ gal}$$

$$1 \text{ gal applied} \times 0.77 \text{ \#N/ gal} = 0.77 \text{ \# N}$$

Kalibrate 2 gal (2-0-10-6S) weight 9.9 #/gal

$$9.9 \text{ \#/ gal} \times 0.02 \text{ N} = 0.198 \text{ \#N/ gal}$$

$$2 \text{ gal applied} \times 0.198 \text{ \#N/ gal} = 0.396 \text{ \#N}$$

Planter blend 5.25 gal/ ac

Kalibrate 1.5 gal (2-0-10-6S) weight 9.9 #/gal

$$1.5 \text{ gal applied} \times 0.198 \text{ \#N/ gal} = 0.297 \text{ \#N}$$

Y-drop V-8

32% - 14 gal

Weights 11.06 #/ gal x 0.32 N = 3.54 #N/ gal

14 gal applied x 3.54 #N/ gal = 49.56 # N

Access 2 gal (7-0-0-17S) weight 11 #/gal

2 gal applied x 0.77 #N/ gal = 1.54 # N

Kalibrate 2 gal (2-0-10-6S) weight 9.9 #/gal

2 gal applied x 0.198 #N/ gal = 0.396 #N

Y-drop V17

32% - 14 gal

Weights 11.06 #/ gal x 0.32 N = 3.54 #N/ gal

14 gal applied x 3.54 #N/ gal = 49.56 # N

154.5 # total N applied

Soil & Crop Services LLC
3728 N Winn Rd
Decorah, IA 52101-6871 USA
+15637355755
soilandcropoffice@gmail.com

Invoice

BILL TO
Isaac Holst
20432 590th St
Kellog, MN 55945

SHIP TO
Isaac Holst
20432 590th St
Kellog, MN 55945

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
9173	03/05/2026	\$22,182.50	04/04/2026	Net 30	

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	32%_		47.50	467.00	22,182.50
		BALANCE DUE			\$22,182.50

FLAT RATE BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

General Information

Organization: Wabasha County SWCD	Contract Number: 2026-WIC319-4	Amendment ☐ Date(s):	Canceled ☐ Date(s):
--	---------------------------------------	--	---

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

Applicant

Land Occupier Name Isaac Holst	Address 20432 590th St	City/State Kellogg MN	Zip code 55945
---------------------------------------	-------------------------------	------------------------------	-----------------------

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

Conservation Practice Location

Township Name: Highland	Township No: 109	Range No.: 11	Section No. 20	1/4,1/4 NE 1/4
--------------------------------	-------------------------	----------------------	-----------------------	-----------------------

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

NRCS - FOTG, Nutrient Management (590)
5. Increases in the practice(s) units or cost must be approved by the organization through amendment of this contract as a condition to increase the payments.
6. This contract, when approved by the organization, will remain in effect unless canceled or amended by mutual agreement. If practice(s) covered by this contract have not been completed by 7/15/2026, this contract will be automatically terminated on that date.
7. Reimbursement requests must be supported by a completed Flat Rate Voucher Form.

Applicant Signatures

The land occupier's signature indicates agreement to:

1. Grant the organization's representative(s) access to the parcel(s) where the conservation practice(s) will be located.
2. Have all required legal land rights, including but not limited to: access and authority to both construct and maintain the conservation practice(s) agreed upon in this contract for the effective life of the practice(s).
3. Obtain any permits required in conjunction with the completion of the practice(s) prior to starting work on the practice(s).

4. Be responsible for the operation and maintenance of conservation practice(s) applied under this program in accordance with an Operation and Maintenance Plan prepared by the technical assistance provider.

Tennessen Warning Notice - As a condition of receiving monetary compensation from the State of Minnesota, you will need to provide your Name and Address of your property. This information, along with the costs of the project will be shared during a public meeting of the local Wabasha County SWCD Board as well as a Board of Water and Soil Resources online reporting system (eLink).

Date	Land Occupier
06/15/2026	<i>Isaac Holst</i>
Date	Landowner, if different from applicant
	Address, if different from applicant information

Conservation Practice

The primary practice for which assistance is requested is **590 - Nutrient Management**

Practice standard(s) or eligible component	Units
590 - Nutrient Management	82.4 Acres

Split Nitrogen: As per the 590-Nutrient Management standard this practice must follow the University of MN corn fertilizer guidelines and the nitrogen must be applied in two applications, at planting and usually around the corn growth stage, V4-V6.

This contract enrolls Tracts: 88 and 82.4 acres.

Technical Assessment and Cost Estimate

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

Date	Technical Assistance Provider
06/15/2026	<i>Deanna Pomije</i>

Amount Authorized for Financial Assistance

The organization has authorized the following for financial assistance, total not to exceed a rate of: \$20 / acre

Approval Date	Authorized Signature	Total Amount Authorized
6/22/26	<i>Lee Peters per board resolution</i>	\$1,648.00



State of Minnesota Joint Powers Agreement

SWIFT Contract No.: 292015

This Agreement is between the State of Minnesota, acting through its Commissioner of Natural Resources ("State") and **Wabasha Soil & Water Conservation District** whose designated business address is 611 Broadway Ave #10B, Wabasha, MN 55981 ("Governmental Unit")

Recitals

Under Minnesota Statutes § 471.59, subd. 10, the State is empowered to engage such assistance as deemed necessary.

The state is in need of groundwater level monitoring of four (4) observation wells located within the district.

Agreement

1. Terms of Agreement

1.1 Effective date: July 1, 2026, or the date the State obtains all required signatures under Minn. Stat. § 16C.05, subd. 2, whichever is later

1.2 Expiration date: June 30, 2027, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

2. Agreement Between the Parties

State duties:

The State will provide monitoring protocol training and monitoring equipment which will include: a groundwater level measuring device and if applicable a pressure transducer data connection cable and a device for the downloading of pressure transducer data.

Field measurement recording sheets or credentials for access to mobile data submittal will be provided by the State and are to be filled out during each site visit and submitted on-line at the time of data uploading. An invoice form for this work will also be provided by the State near the end of the fiscal year.

Governmental Unit duties:

Perform eight (8) field visits at equally spaced time intervals unless otherwise noted over the year to observation wells as described in Attachment A, which is attached and incorporated into this agreement. DO NOT PERFORM MEASUREMENTS PRIOR TO THE EXECUTION OF THE CONTRACT.

During all field visits the governmental unit will:

- Measure and record the water level in the observation wells to an accuracy of one hundredth of a foot.
- Record the date and time of measurement to the nearest minute always in local time, from the wells as described in Attachment A.
- Submit measured data to Minnesota Department of Natural Resources Observation Well Database within 5 (five) business days of measurement date.

NOTE: Data not conforming to these instructions may be deemed invalid and not eligible for compensation.

It is the responsibility of the Governmental Unit to use and care for all equipment provided by the State for this work in a manner that assures its continued functionality as described in this contract or the Governmental Unit shall provide alternative equipment that would allow the completion of this work to the same specification as the State provided equipment. If the Governmental Unit or the State ends the relationship described within this contract all equipment will be returned to the State within 30 days.

Governmental Unit's duties are complete when measured water levels are submitted with appropriate date and time, and if applicable downloaded logger data successfully submitted on-line via the DNR observation well database.

Guidance on such submission will be provided by the State.

Schedule for Governmental Unit's completion of duties. All data must be submitted as defined above. If they are not submitted on this schedule than a notification will be sent to the governmental unit requesting completion. If duties are not complete by specified deadlines, payment will be withheld.

3. Payment

The State will pay for all services performed by the Governmental Unit under this Agreement as follows:

The Governmental Unit will be paid \$60.00 for each successful on-line submittal of data, not to exceed \$960.00. Payment will be for each authorized observation well or a single payment for a nest of wells as indicated in Attachment A.

If it is determined that additional monitoring well(s) will be required, then the cost for the additional well(s) will not exceed \$720.00. The Governmental Unit must get approval via email from the State's Authorized Representative prior to any additional work commencing.

The total obligation of the State under this Agreement will not exceed \$1,680.00.

Invoices. The State will promptly pay the Governmental Unit after the Governmental Unit presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services.

Invoices must be submitted timely, upon completion of services and no later than July 13, 2027.

Invoices will be submitted to:

GW Level Coordinator
DNR Ecological and Water Resources
325 Randolph Ave, Suite 500
St. Paul, MN 55102

OR electronically by email to: gwlevelcoor.dnr@state.mn.us

4. Authorized Representatives

The State's Authorized Representative is Joy Loughry, Supervisor Water Monitoring and Surveys Unit, 325 Randolph Ave Suite 500, St. Paul, MN 55102, 651-539-2109, or his/her successor.

The Governmental Unit's Authorized Representative is Terri Peters, District Manager, at the following business address and telephone number: 611 Broadway Ave #10B, Wabasha, MN 55981 651-560-2044 or his/her successor. If the Authorized Representative changes at any time during this Contract, the Authorized Representative must immediately notify the State., or his/her successor.

5. Assignments, Amendments, Waiver, and Contract Complete.

5.1 Assignment. The Governmental Unit may neither assign nor transfer any rights or obligations under this Agreement without the prior consent of the State and a fully executed assignment agreement, executed and approved by the authorized parties or their successors.

5.2 Amendments. Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the authorized parties or their successors.

5.3 Waiver. If the State fails to enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it.

5.4 Contract Complete. This Agreement contains all negotiations and agreements between the State and the Government Unit. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

6. Liability.

Each party shall be responsible for claims, losses, damages, and expenses which are proximately caused by the wrongful or negligent acts or omissions of that party or its agents, employees or representatives acting within the scope of their duties. The Parties' liability shall be governed by the Minnesota Tort Claims Act (Minn. Stat. § 3.736). Nothing in this Contract shall be construed to limit either party from asserting against third parties any defenses or immunities (including common law, statutory and constitutional) it may have or be construed to create a basis for a claim or suit when none would otherwise exist. Liability of the County and the City is governed by Minnesota Statutes chapter 466.

7. State Audits.

Under Minn. Stat. § 16C.05, subd. 5, the Governmental Unit's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the State, the State Auditor, or Legislative Auditor, as appropriate, for a minimum of six years from the expiration or termination of this Agreement.

8. Government Data Practices.

The Governmental Unit and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, (or, if the State contracting party is part of the Judicial Branch, with the Rules of Public Access to Records of the Judicial Branch promulgated by the Minnesota Supreme Court as the same may be amended from time to time) as it applies to all data provided by the State under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Governmental Unit under this Agreement. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data governed by the Minnesota Government Practices Act, Minn. Stat. Ch. 13, by either the Governmental Unit or the State.

If the Governmental Unit receives a request to release the data referred to in this clause, the Governmental Unit must immediately notify and consult with the State's Authorized Representative as to how the Governmental Unit should respond to the request. The Governmental Unit's response to the request shall comply with applicable law.

9. Venue

Venue for all legal proceedings out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

10. Termination

10.1 Termination. The State or the Governmental Unit may terminate this agreement at any time, with or without cause, upon 30 days' written notice to the other party.

10.2 Termination for Insufficient Funding. The State may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Governmental Unit. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Governmental Unit will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Governmental Unit notice of the lack of funding within a reasonable time of the State's receiving that notice.

Signatures

1. STATE ENCUMBRANCE VERIFICATION

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

Print Name: Felicia Barnes

DocuSigned by:
Signature: Felicia Barnes
650F68633C8A413...

Title: EWR Contract Lead Date: June 15, 2026

SWIFT
Contract No: 292015

Funds are available but FY27 budgets are not loaded. Per the Admin Policy 21-01 exception, funds will be encumbered as soon as possible but no later than 7/31/2026.

2. Governmental Unit

Print Name: Terri Peters

DocuSigned by:
Signature: Terri Peters
821C273FB7D44A5...

Title: District Manager Date: June 22, 2026

3. STATE AGENCY

(With delegated authority)

Print Name: Melissa Kuskie

Signed by:
Signature: Melissa Kuskie
8FC5BFA010EB4E9...

Title: Director, Eco & Wtr Resources Date: June 22, 2026

4. COMMISSIONER OF ADMINISTRATION

As delegated to The Office of State Procurement

Print Name: Mark Haselman

DocuSigned by:
Signature: Mark Haselman
27F2E3577E6D4CB...

Title: AMS Sr. Date: June 24, 2026

Admin ID: 102296

Initial
JSA
June 22, 2026

ATTACHMENT -A-**Observation Wells to be monitored by the Wabasha Soil & Water Conservation District
during FY2027 (July 1, 2026 through June 30, 2027)**

MDH Unique #	OBWELL ID #	Name	Nested Well	OTT Data Logger
881005	79001	QWTA nr Kellogg, McCarthy Lake WMA Measure eight times per year, equally spaced from the months of June through November. Between the months of March through May 2027, only two readings should be taken.	N2	-
888502	79002	CTCG nr Oronoco, Izaak Walton League WMA Measure eight times per year, equally spaced from the months of June through November. Between the months of March through May 2027, only two readings should be taken.	N1	-
888501	79003	CJDN nr Oronoco, Izaak Walton League WMA Measure eight times per year, equally spaced from the months of June through November. Between the months of March through May 2027, only two readings should be taken.	N1	-
895920	79004	CMTS nr Kellogg, McCarthy Lake WMA Measure eight times per year, equally spaced from the months of June through November. Between the months of March through May 2027, only two readings should be taken.	N2	-

Total number of wells monitored = 4

N# in Nested Well column indicates nest of wells; same # form one nest.



**State of Minnesota
Joint Powers Agreement
Amendment 1 to SWIFT Contract No. 249117**

Agreement Effective Date:	7/1/2024	Total Agreement Amount:	\$ 146,683.00
Original Expiration Date:	6/30/2026	Original Agreement Amount:	\$ 84,800.00
Current Agreement Expiration Date:		Previous Amendment(s) Total:	\$
Requested Agreement Expiration Date:	6/30/2028	This Amendment:	\$ 61,883.00

This amendment is by and between the **State of Minnesota, acting through its Commissioner of Agriculture ("State")** and **Wabasha County Soil & Water Conservation District ("Governmental Unit")** whose designated business address is **611 Broadway Ave #10, Wabasha, MN 55981**. State and Governmental Unit may be referred to jointly as "**Parties.**"

Recitals

- The State has an Agreement with the **Wabasha County Soil & Water Conservation District** identified as SWIFT Agreement Number 249117 ("**Original Agreement**") to provide a **technician to support nutrient management with an emphasis on manure management in targeted areas.**
- This agreement is being amended to continue the nutrient management technician work in Wabasha and Winona Counties in the level 2 DWSMAs and level 2 townships. Additional deliverables have been added to this amendment to assist MDA with Local Advisory Team meetings in the Level 2 DWSMAs and Level 2 townships.
- The State and the **Wabasha County Soil & Water Conservation District** are willing to amend the Original Agreement as stated below.

Agreement Amendment

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

REVISION 1. Clause 1.2. "Term of Agreement" is being amended as follows:

1. Term of Agreement

- 1.2 Expiration date. ~~June 30, 2026~~ June 30, 2028, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

REVISION 2. Clause 2. "Agreement between the Parties" is amended as follows:

The Technicians from Wabasha County SWCD will provide assistance to SE MN livestock and crop producers by working closely with the ~~Nutrient Management Specialist from Fillmore County SWCD and an additional~~ technician from Winona County SWCD to increase overall support for livestock and crop producers to improve manure management, track all sources of nitrogen and promote adoption of N BMPs and AMTs, increase potential financial assistance opportunities for feedlot improvements, N BMPs, AMTs and collaborate with local agronomists. The Technicians will also ~~assist the Nutrient Management Specialist by providing~~ provide follow up assistance to producers by promoting the adoption of any nitrogen BMPs as listed in an individual Level 2 DWSMA or ~~high-nitrate~~ Level 2 townships. The Technicians may collect soil and manure samples, calibrate manure spreaders, update MMPs, and bridge any communication gaps between the producer and local agronomists. The Technicians will also be available to provide field maps, tracking spreadsheets, and other tools for producers to improve tracking of nutrients from manure, legumes, and other sources of nitrogen. Technicians will be available to provide assistance in any of the other nutrient management programs offered by the ~~Nutrient Management Specialist~~ including NMI ~~or other programs~~ to improve or enhance adoption of practices. ~~Lastly, the~~ Technicians may provide guidance for producers to pursue financial assistance to install structural practices through local, state, or federal programs. The technician will help MDA staff maintain lines of communication and provide administrative support with Local Advisory Team members in both Level 2 DWSMAs and Level 2 townships. All work conducted within this project will be a collaborative effort between the Technicians and the ~~Nutrient Management Specialist~~ MDA staff assigned to this project in accordance with the attached **Exhibit A-1 Work Plan** which is attached and incorporated into this agreement, and which replaces Exhibit A Work Plan in its entirety.

REVISION 3. Clause 3. "Payment" is amended as follows:

Governmental Unit will be paid by the State after the Governmental Unit's presentation of itemized invoices for services performed and the supporting documentation for the invoices and written acceptance of such services by the State's Authorized Representative or the State's Authorized Project Manager pursuant to paragraph 4. Invoices shall be submitted timely and in accordance with **Exhibit B-1 Budget** which is attached and incorporated into this agreement, and which replaces Exhibit B Budget in its entirety.

Invoices for payment will be sent by the due dates listed in **Exhibit B-1.**

Electronic format to: MDA.Accounts-Payable@state.mn.us

Reports should be submitted by the due dates listed in **Exhibit B-1.**

Electronic format to: MDA.PFMD.Contracts@state.mn.us

The total obligation of the State under this agreement will not exceed ~~Eighty-four Thousand Eight Hundred Dollars and 00/100 (\$84,800.00)~~ One Hundred Forty-six Thousand Six Hundred Eighty-three Dollars and 00/100 (\$146,683.00).

The Original Agreement and any previous amendments are incorporated into this amendment by reference. Except as amended herein, the terms and conditions of the Original Agreement 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 and 16C.05

Print Name: Melissa Jackson
DocuSigned by:
Signature: Melissa Jackson
932B961DA3914D9...

Title: Contract and Encumbrance Coordinator

Date: 7/1/2026

SWIFT Contract No. 249117

PO Number: 50191

2. Governmental Unit

The Governmental Unit certifies that the appropriate person has executed the Agreement on behalf of the Governmental Unit as required by applicable articles, bylaws, resolutions, or ordinances.

Print Name: Terri Peters
DocuSigned by:
Signature: Terri Peters
821C273FB7D44A5...

Title: District Manager

Date: 7/1/2026

3. Minnesota Department of Agriculture

With delegated authority

Print Name: Andrea Vaubel
DocuSigned by:
Signature: Andrea Vaubel
A052B92710EE430...

Title: Deputy Commissioner

Date: 7/2/2026

4. Commissioner of Administration

As delegated to The Office of State Procurement

Print Name: Sherry Van Horn
DocuSigned by:
Signature: Sherry Van Horn
39BE997DB28140C...

Title: Contracts Specialist

Date: 7/2/2026

Admin ID: 90147



16A.15-16C.05 Reporting Form
(Based on Minnesota Statutes Sections 16A.15 and 16C.05)

Department of Agriculture Division of Pesticide Fertilizer Management Division

SWIFT Contract # 249117 Vendor Name Wabasha Soil & Water Conservation Dist

Select ONE (1) of the following:

- ☒ Professional/Technical Contract – Submit One (1) Fully Executed Copy with the Contract/Amendment when routing to OSP for approval, retain a copy with the contract file, and list it in the quarterly report to OSP.
- ☐ Professional/Technical Delegated – Retain executed copy with the contract file and list it in the quarterly report to OSP.
- ☐ Professional/Technical Annual Plans – Retain executed copy with the contract file and list it in the quarterly report to OSP.
- ☐ Acquisitions (Goods & General Services) – Retain executed copy with the contract file and list it in the quarterly report to OSP.
- ☐ Grants – Retain executed copy with the contract file and list it in the quarterly report to OSP.

I. NO OBLIGATION INCURRED PRIOR TO ENCUMBRANCE OR CONTRACT EXECUTION
(Minn. Stat. §§ 16A.15, subd. 3 and 16C.05, subd. 2)*

I certify that work has not started as of 07/01/26 and will not begin until this contract is fully executed.

Person Responsible: Dawn Bernau Date: 7/2/2026

II. OBLIGATION INCURRED PRIOR TO ENCUMBRANCE (Minn. Stat. § 16A.15, subd. 3)*

Total Contract or Amendment Amount \$ _____ Obligation Date: _____ (when work started)

Nature of Contract/Scope of Work:

Reason why obligation was incurred before contract was encumbered:

What corrective action will be taken to prevent the problem from happening in the future?

(1) Person Responsible (Printed Name and Signature) _____ Date: _____ (3) Agency Head or Formal Delegate _____ Date: _____

(2) Agency Accounting Director _____ Date: _____



III. OBLIGATION INCURRED PRIOR TO CONTRACT EXECUTION (Minn. Stat. § 16C.05, subd. 2)*

Work on this contract started as of _____

Nature of Contract/Scope of Work:

Reason why contract was not fully executed prior to begin date:

What corrective action will be taken to prevent the problem from happening in the future?

(1) Person Responsible (Printed Name and Signature)

Date: _____

(2) Agency Head or Formal Delegate

Date: _____



16A.15-16C Memo, page 2

Minnesota Statutes Section 16A.15, subdivision 3 (emphasis added)

Allotment and encumbrance

(a) A payment may not be made without prior obligation. An obligation may not be incurred against any fund, allotment, or appropriation unless the commissioner [of finance] has certified a sufficient unencumbered balance or the accounting system shows sufficient allotment or encumbrance balance in the fund, allotment, or appropriation to meet it. . . . An expenditure or obligation authorized or incurred in violation of this chapter is invalid and ineligible for payment until made valid. A payment made in violation of this chapter is illegal. An employee authorizing or making the payment, or taking part in it, and a person receiving any part of the payment, are jointly and severally liable to the state for the amount paid or received. If an employee knowingly incurs an obligation or authorizes or makes an expenditure in violation of this chapter or takes part in the violation, the violation is just cause for the employee's removal by the appointing authority or by the governor if an appointing authority other than the governor fails to do so. A claim presented against an appropriation without prior allotment or encumbrance may be made valid on investment, review, and approval by the commissioner [of finance], if the services, materials, or supplies to be paid for were actually furnished in good faith without collusion and without intent to defraud.

Minnesota Statutes Section 16C.05, subdivision 2 (emphasis added)

Creation and validity of contracts

(a) **A contract is not valid and the state is not bound by it and no agency, without the prior written approval of the commissioner granted pursuant to subdivision 2a, may authorize work to begin on it unless:**

- (1) it has first been executed by the head of the agency or a delegate who is a party to the contract;
- (2) it has been approved by the commissioner [of administration]; and
- (3) the accounting system shows an encumbrance for the amount of the contract liability.

(b) the combined contract and amendments must not exceed five years, unless otherwise provided by law. The term of the original contract must not exceed two years unless the commissioner determines that a longer duration is in the best interest of the state.

Certificate Of Completion

Envelope Id: 6565B861-9A08-8255-82B7-A8CA2B287CAD
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Signing Group: SWIFT Contract Specialists
Security Level: Email, Account Authentication (None)

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(None)

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Department of Administration
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(None)

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(None)

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Agent Delivery Events

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Intermediary Delivery Events

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Certified Delivery Events

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Carbon Copy Events

Amanda Haspert
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Department of Administration
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Payment Events

Status

Timestamps



Admin ID: 90147

Date: 6/24/2026

Agency: Agriculture

PT Coordinator/Agency Contact:

Name: Josie Lenz

Title: **Contracts and Grants Coordinator**

Email Address: josie.lenz@state.mn.us

Phone Number: 651-201-6162

Is this Document a RUSH: No

16A/16C Violation?

☐ 16A

☐ 16C

Document Type:

☐ Certification

☐ Single Source

☐ RFP

☐ PT Contract

☒ JPA

☐ Income Contract

☒ Amendment

☐ Work Order

☐ Assignment Agreement

☐ Other:

Vendor Name: Wabasha County Soil & Water Conservation District

SWIFT Number: 249117

SWIFT Event Number: na

Master Contract ID: na

Work Order Number: na

Project/Contract Description: Providing nutrient management technical assistance, with a focus on nitrogen, to livestock producers working in Level 2 DWSMAs and high nitrate townships of SE MN.

State's Authorized Representative: Larry Gunderson

Current Contract Term: Start Date 7/1/24 End Date 6/30/26

Current Contract Dollar Value: \$84,800.00

Notes:

Nutrient Management Technical Assistance

Project Description

Providing support for Local Advisory Teams, and nutrient management technical assistance, with a focus on nitrogen, to livestock producers working in Level 2 DWSMAs and ~~high nitrate~~ Level 2 townships of SE MN.

Project Partners

Wabasha County SWCD – Project Management

Terri Peters - District Manager

~~New Hire TBD~~ Deanna Pomije - Technician

Wabasha County Soil and Water Conservation District

611 Broadway Ave. #10

Wabasha, MN 55981

Office Ph: (651) 560 – 2044 or Terri Ph: (651) 565 - 4673

Email: terri.peters@mn.nacdnet.net

~~Fillmore County SWCD – Project Management~~

~~Riley Buley – District Manager~~

~~Sara West – Nutrient Management Specialist~~

~~Fillmore County Soil and Water Conservation District~~

~~902 Houston St. Preston, MN 55965~~

~~Office Ph: (507) 887 – 0240, Sara Ph: (507) 429 – 7707~~

~~Email: riley.buley@fillmoreswcd.org , sara.west@fillmoreswcd.org~~

~~Winona County SWCD – Project Management~~

~~Wanda Anderson – District Manager~~

~~Amanda Gentry – Technician~~

~~Winona County Soil and Water Conservation District~~

~~400 Wilson St. N.~~

~~Lewiston, MN 55952~~

~~Office Ph: (507) 523 – 2171 ext. 114~~

~~Email: wanda.anderson@winonaswcd.com , amanda.gentry@winonaswcd.com~~

Minnesota Department of Agriculture (MDA) - Project Leader

Dawn Bernau - Soil Scientist

Minnesota Department of Agriculture

2118 Campus Dr. SE, Suite 100

Rochester, MN 55904

Office: (507) 206-2881

Email: dawn.bernau@state.mn.us

Project Duration

Start: July 1, 2024 (or the date the State obtains all required signatures)

End: ~~June 30, 2026~~ June 30, 2028 (or until all obligations have been satisfactorily fulfilled, whichever occurs first), with an option to extend until ~~December 31, 2026~~ December 31, 2028, contingent on available funding and both parties agreeing in writing.

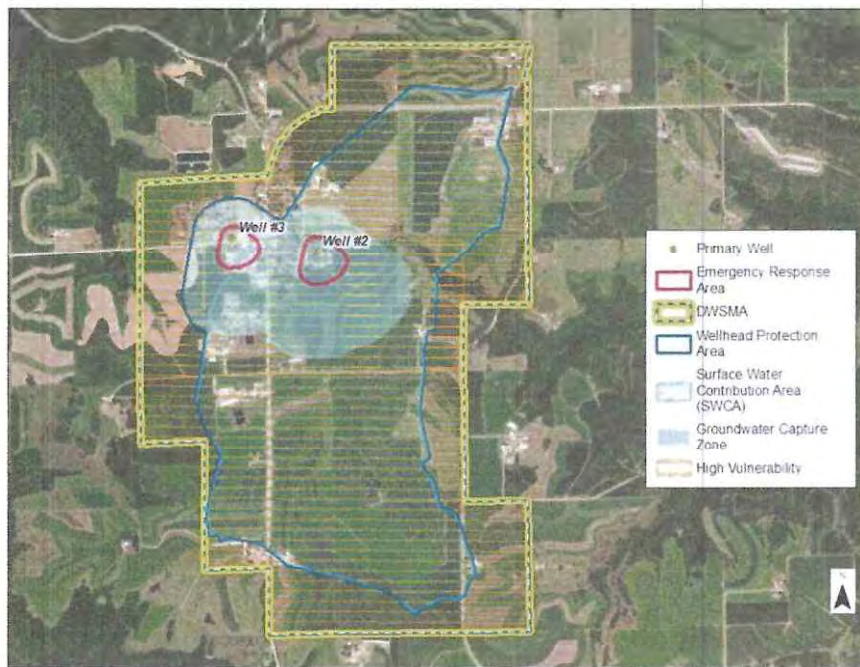
Project Summary

This project will support a part time Technician position through a Joint Powers Agreement with the Minnesota Department of Agriculture and collaboration with the Nutrient Management Specialist from the Fillmore County Soil and Water Conservation District (SWCD). Two Nutrient Management Technician positions will be created for this project. One position will be created at the Wabasha County SWCD and will include a new staff hire, and a second position will be located out of the Winona County SWCD and will include an existing staff Technician. Both Technicians will work independently with the Nutrient Management Specialist to provide additional technical support for nutrient management with an emphasis on manure and nitrogen crediting in targeted areas such as Level 2 DWSMAs and townships within SE MN where 10% or more of the wells tested exceed 10 mg/L Nitrate -N in the latest round of township testing (high nitrate Level 2 townships). This work may include updating or drafting nutrient management plans that support N BMP adoption including proper manure and legume crediting. In addition, the Technicians will bridge communication gaps regarding fertilizer and manure between producers and local fertilizer dealers or agronomists who supply commercial fertilizer. The technical assistance provided through this project will enable livestock producers in SE MN to more accurately track their nitrogen sources and adopt BMPs to reduce nitrate-nitrogen leaching in the region. By addressing these conservation needs, producers will be able to better manage their manure and overall nitrogen utilization. This, in turn, will help ensure applications of nitrogen fertilizer and manure at times when nutrient utilization by crops can be maximized. In addition, the technicians will assist MDA at Local Advisory Team (LAT) meetings as they occur in the Level 2 DWSMAs. Local Level 2 DWSMAs currently include Altura, Elgin, and Utica. Responsibilities at LAT meetings may include documentation of meeting notes, answering questions as they arise regarding local conservation opportunities, and following up with LAT members and others following such meetings. Such follow up may include assisting MDA in identifying nitrogen fertilizer best management practices (BMPs) and alternative management tools (AMTs) that can protect groundwater in the work area. Additional work will include promotion of published BMPs and AMTs for adoption in targeted vulnerable cropland areas to protect groundwater.

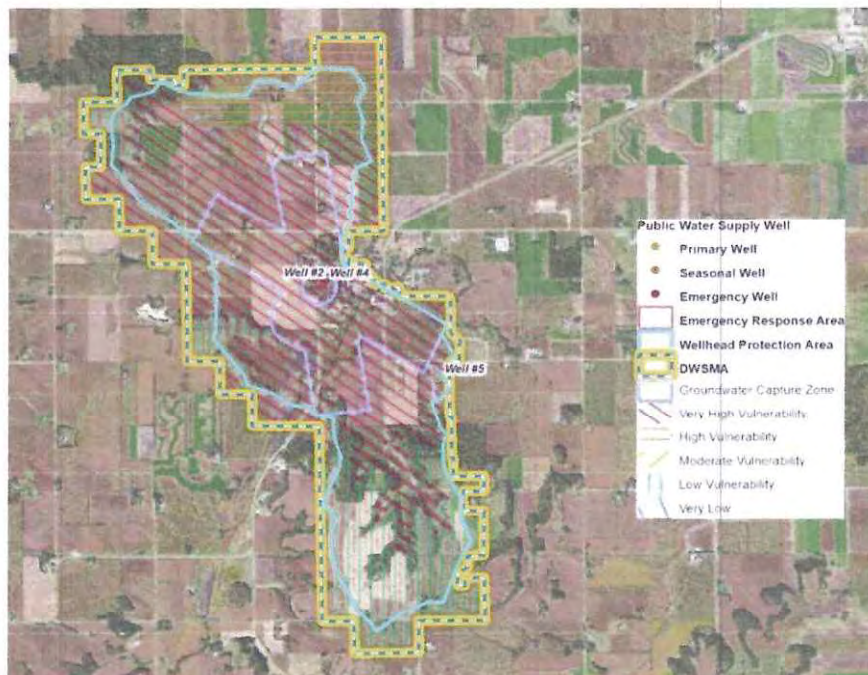
- **Wabasha Nutrient Management Technician (Technician) (.25 FTE)-** This contracted position will work with livestock and crop producers to track all sources of nitrogen and promote adoption of nitrogen BMPs and AMTs. The Technician will also ~~provide assistance to the Nutrient Management Specialist while developing~~ develop nutrient management plans, enabling producers to better manage the nutrients produced and utilized on their farms tracking all sources of nitrogen, etc. in the targeted areas of SE MN. The Technician will be an employee of Wabasha County SWCD and will include office space available out of the Wabasha County SWCD office in Wabasha, Minnesota. Wabasha County SWCD will be contracted to provide services through a Joint Powers Agreement with the MDA.

The current primary project work areas include the DWSMAs of Altura, Elgin, and Utica

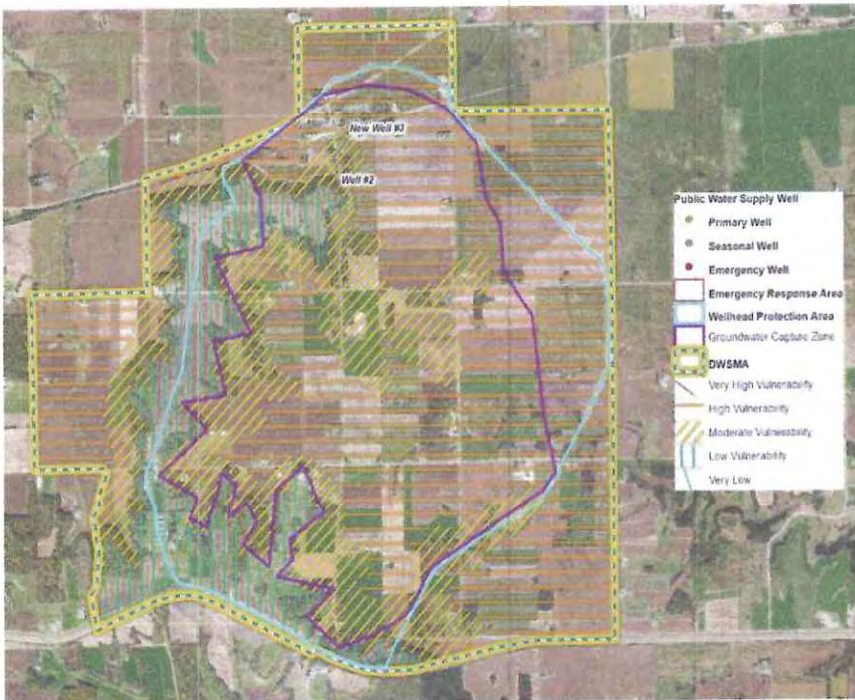
Altura DWSMA Map



Elgin DWSMA Map



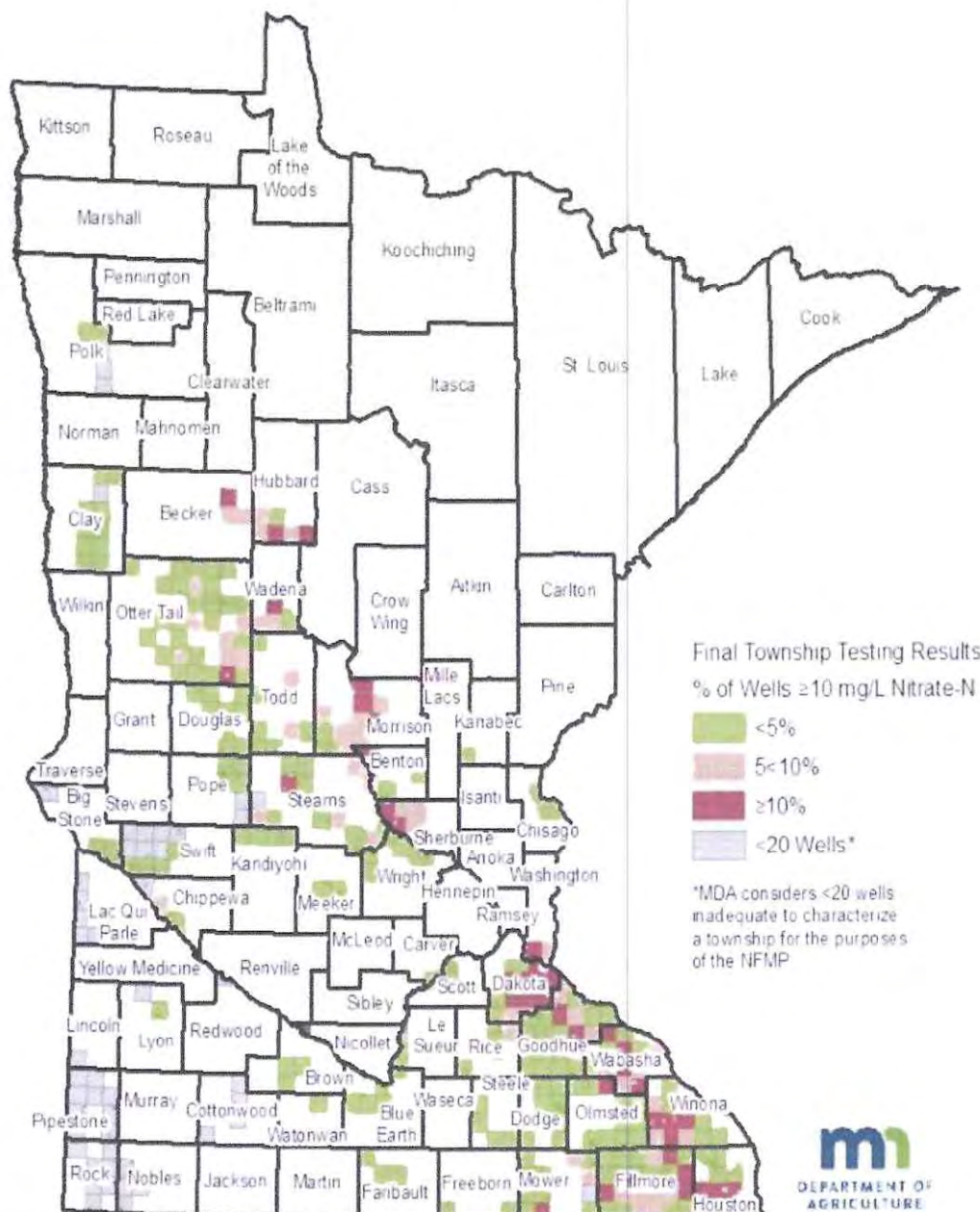
Utica DWSMA Map



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Secondary project work areas include those townships in Goodhue, Wabasha, Winona, ~~Houston~~, ~~Fillmore~~, and ~~Olmsted~~, and ~~Mower~~ Counties where 10% or more of the private wells tested 10 mg/L or more of Nitrate-N in the final round of township testing in 2022.

Final Township Testing Private Well Nitrate Results



Partnership Roles

This work plan is referenced in a Joint Powers Agreement between Wabasha County SWCD and the Minnesota Department of Agriculture (MDA). The work plan describes the duties, outcomes, timelines, etc. that are required in the agreement.

- ~~1. **Wabasha County SWCD:** Provide contract management and ensure deliverables outlined in this agreement are met. Provide technical/educational resources, plans, and forms to producers where needed. The loss of county SWCD staff or failure to provide technical support dedicated to this project does not release Wabasha County SWCD ~~of~~ from responsibility to provide the deliverables herein. Compensation will be results-based and measurable outcomes will be tracked throughout the duration of the project. The Technician will work primarily to provide technical support to willing livestock producers doing work in the Elgin DWSMA. A secondary focus area will include working with willing producers in the high nitrate Level 2 townships of Goodhue and Wabasha counties. ~~The high nitrate townships of Goodhue County include Goodhue and Vasa townships where nineteen feedlots are located. Wabasha County has five townships that are considered high in nitrates. Those townships are Plainview, Oakwood, Hyde Park, West Albany, and Mount Pleasant where ten feedlots are located.~~~~
- ~~2. **Fillmore County SWCD:** Provide technical oversight to the Wabasha County SWCD Technician and collaborate on individual projects when needed.~~
- ~~3. **2. Minnesota Department of Agriculture (MDA):** Provide oversight to see that the deliverables outlined in this agreement are met and provide nitrogen application record keeping forms or other MDA sponsored forms and educational materials to the Technicians and Nutrient Management Specialist as needed. Assist with project coordination when needed.~~

Project Deliverables

- ~~1. Technician will work independently to in close coordination with the Nutrient Management Specialist, arrange meetings or on-farm nutrient management assessments with feedlot operators to discuss BMP and AMT adoption, schedule on-farm nutrient management assessments, assist producers with NMP and/-or MMP updates or development of plans, and discuss options for improvement, if needed.~~
- ~~2. Technician will assist 100% of the willing feedlot operators with facilities located in or applying manure within the Level 2 DWSMAs of Elgin. The Technician may also work with willing livestock and crop producers in the high nitrate Level 2 townships located in Goodhue and Wabasha counties.~~

The Technician will:

- a. Use forms to track progress with producers who need assistance to update NMPs, improve nitrogen crediting, or BMP adoption. Such forms shall include, at a minimum: producer information, facility location, type of storage areas, storage capacity (months), manure testing frequency, N content of manure, amount of manure generated/year, method(s) of application, equipment calibration (if not using a certified commercial

- applicator), crop needs for N, account for all sources of N including legume credits, MAP, DAP applications, etc., crop rotation and total crop acres.
 - b. Report quarterly findings of manure management needs and/or relevant conservation needs to applicable local SWCD staff for livestock producers requesting technical and/or financial assistance.
 - c. Submit a quarterly report ~~of~~ on work activity to MDA.
3. The ~~T~~technician will bridge any communication gaps between the producer and agronomists/fertilizer dealers. Technician will follow up with agronomists or fertilizer dealers to ensure proper manure and overall N crediting is being utilized for BMP adoption.
 4. The ~~T~~technician will ~~develop easy-to-use forms or provide MDA-sponsored forms to assist producers in keeping accurate records~~ utilize the MPCAs "Online Nutrient Management Tool" to develop Manure Management (MMP) plans for producers. In addition, the technician will assist livestock producers by providing easy-to-read summaries of each plan. Technicians will also provide producers with record keeping forms for ~~of~~ manure applications and nitrogen applications. This may include easy-to-read field maps or tables that can be kept in a tractor or centralized location so all farm employees have access to the forms to make accurate recordings.
 5. The ~~T~~technician will provide assistance to livestock producers by offering manure sampling and/or manure spreader calibration services. Lab testing fees may be covered under MDA programs and should be a part of the discussion.
 6. The ~~T~~technician will ~~may provide tools or forms for producers to improve tracking of nitrogen from manure and other sources like legumes, fertigation, and MAP or DAP, etc. The Technician will work with the Nutrient Management Specialist to provide these forms based on the needs for each farm. The Technician may provide MDA-sponsored forms to track nitrogen application, if needed.~~
 7. The ~~T~~technician will work with local SWCDs to coordinate nutrient management efforts and investigate opportunities for financial or technical assistance, if needed.
 8. The ~~T~~technician ~~and/or Nutrient Management Specialist~~ will work toward getting Job Approval Authority (JAA) through NRCS for Nutrient Management (590). to identify and document nutrient management planning and/or BMP adoption barriers and provide flexible solutions to overcome those barriers. Educational materials and other information developed by MDA will be made available for distribution by the Technicians. The number one goal is to support BMP adoption for manure management (manure and legume crediting, and improved manure utilization with 4R stewardship).
 9. ~~The Nutrient Management Specialist will provide project oversight and technical support to the Technician throughout the duration of the contract and be a resource for questions as they arise. The Nutrient Management Specialist has coordinated with many producers in the project work areas and has developed professional relationships in the way of nutrient management. The Nutrient Management Specialist will work to maintain these relationships while working with the Technician to provide additional technical support through the project deliverables. The technician will help MDA staff maintain lines of communication with Local Advisory Team (LAT)~~

members in both Level 2 DWSMAs and Level 2 townships. This may include but is not limited to sending letters through the mail, making phone calls, and/or emailing LAT members. While LATs have been formed in all Level 2 DWSMAs for the project area to date (Altura, Elgin and Utica), new LAT members may need to be contacted to become a new member of an existing LAT. In addition, an LAT may need to be formed if a new DWSMA is designated a level 2. Level 2 township LATs are just being formed within the project work area.

10. The technician will provide administrative support for LAT DWSMA and Township meetings including making arrangements or meeting space, providing refreshments for meeting attendants, copying and printing materials for meetings, and taking notes during the meetings.
11. The technician will present information to the LATs and Townships on local grants, projects, or programs supporting the study or adoption of nitrogen BMPS and/or AMTs whenever appropriate.
12. In coordination with local MDA staff, the technician will work with MDA as well as LAT and Township members to determine the most appropriate list of nitrogen BMPs to protect groundwater within the DWSMA. Where possible, the technician will work with LAT members and DWSMA producers to consider AMTs approved by the MDA Commissioner within the DWSMAs throughout the duration of this contract.
13. The technician will share progress of the LAT and township activities with all landowners, operators and their crop advisors/consultants within the DWSMA at least once/year.
 - a. Possible avenues to share progress could include direct mailings, newsletter, magazine, or newspaper articles, web-based materials, social media, presentation to area volunteer organizations, lake associations, local farm organizations, producer field days, local fertilizer dealer meetings or county and township board meetings.
14. In coordination with local MDA staff, the technician will work with partners to coordinate and promote cost share funding opportunities for practice implementation in Level 2 DWSMAs and Level 2 Townships.

Number of active feedlots located within the ~~high-nitrate~~ Level 2 townships of SE MN Counties

County	Goodhue	Wabasha	Winona	Olmsted	Houston	Fillmore	Mower
Feedlots	19 <u>110</u>	10 <u>17</u>	25 269	4 1	29	13	8

Number of feedlots located within Level 2 DWSMAs of SE MN

DWSMA	Number of feedlots within current DWSMA boundary	County
Elgin	3 <u>1</u>	Wabasha
Altura	9 <u>8</u>	Winona
Utica	28 <u>19</u>	Winona

Number of active feedlots located within Level 2 Townships of SE MN

<u>Townships</u>	<u>Number of active feedlots within current level 2 townships</u>	<u>County</u>
<u>Fremont</u>	<u>66</u>	<u>Winona</u>
<u>St Charles</u>	<u>51</u>	<u>Winona</u>
<u>Utica</u>	<u>84</u>	<u>Winona</u>
<u>Warren</u>	<u>68</u>	<u>Winona</u>
<u>Farmington</u>	<u>1</u>	<u>Olmsted</u>
<u>Vasa</u>	<u>45</u>	<u>Goodhue</u>
<u>Goodhue</u>	<u>65</u>	<u>Goodhue</u>
<u>Mount Pleasant</u>	<u>3</u>	<u>Wabasha</u>
<u>West Albany</u>	<u>4</u>	<u>Wabasha</u>
<u>Hyde Park</u>	<u>2</u>	<u>Wabasha</u>
<u>Oakwood</u>	<u>3</u>	<u>Wabasha</u>
<u>Plainview</u>	<u>5</u>	<u>Wabasha</u>

<u>Level 2 DWSMAs</u>	<u>Total LAT Meetings Held</u>	<u>County</u>
<u>Elgin</u>	<u>6</u>	<u>Wabasha</u>
<u>Altura</u>	<u>6</u>	<u>Winona</u>
<u>Utica</u>	<u>2</u>	<u>Winona</u>

<u>Townships</u>	<u>Total LAT Meetings Held</u>	<u>County</u>
<u>Fremont, St Charles, Utica, Warren</u>	<u>2</u>	<u>Winona</u>
<u>Farmington</u>	<u>1</u>	<u>Olmsted</u>
<u>Vasa, Goodhue</u>	<u>2</u>	<u>Goodhue</u>
<u>Mount Pleasant, West Albany, Hyde Park, Oakwood, Plainview</u>	<u>2</u>	<u>Wabasha</u>

Measurable Outcomes

1. Assist 100% ~~(3)~~ of the interested livestock producers located in the Elgin DWSMA.
2. Assist approximately ~~75% (22)~~ 20-30% of the interested livestock producers located in the ~~high nitrate~~ Level 2 townships of Goodhue and Wabasha counties.
3. Assist MDA to ensure that LATs are formed or maintained for all mitigation level 2 DWSMAs within this project area and that their membership meets the criteria provided on page 76 of the 2015 Nitrogen Fertilizer Management Plan.
4. Assist MDA with individual meetings for the Elgin LAT before the end of this two-year agreement.
5. Assist MDA with developing a list of recommended nitrogen fertilizer BMPs and possible AMTs specific to each DWSMA.
6. Provide educational and outreach activities to ensure that published nitrogen BMPs are promoted in the DWSMAs via best methods suggested by LAT members and MDA
 - a. This may include sharing progress of LAT activities with all landowners, operators, and their crop advisor/consultants within the DWSMA at least once per year.
7. Present information on relevant NFMP/GPR implementation at least once per year, to each county SWCD board, level 2 DWSMA public water supplier, and county board in the work area.
8. Submit percent of acres that have completed nutrient management assessments for crop and livestock producers in the level 2 townships and level 2 DWSMAs, with a goal of 20-30% of the cropland acres assessed.
9. Submit quarterly reports of work activity to MDA.

Wabasha County SWCD
Deliverable Schedule and Budget

Exhibit B-1

SE MN Nutrient Management Assistance Initiative					
Objectives - See Exhibit A-1					
Please Note: The Governmental Unit has the discretion to transfer up to 10% of the funds between categories without approval the State's Authorized Representative or the State's Authorized Project Manager. However, the Governmental Unit shall notify the State's Authorized Project Manager as soon as practicable of the transfer. The State's Authorized Representative or the State's Authorized Project Manager must approve transfers greater than 10%.					
Billing Cycle State Fiscal Year	Calendar Year	Description of Deliverables	Total	Wabasha SWCD Technician	Wabasha Adm.
Projected Project Start Date is July 1, 2024					
Quarter 1, 2025	Jul -Sept 2024	Assist livestock producers in the Elgin DWSMA and high nitrate townships of Goodhue and Wabasha counties. Quarterly Invoice and Progress Report due October 31, 2024	10,600 2,745	10,000 2,195	600 550
Quarter 2, 2025	Oct-Dec 2024	Assist livestock producers in the Elgin DWSMA and high nitrate townships of Goodhue and Wabasha counties. Quarterly Invoice and Progress Report due January 31, 2025	10,600 8,552	10,000 7,327	600 1,225
Quarter 3, 2025	Jan-Mar 2025	Assist livestock producers in the Elgin DWSMA and high nitrate townships of Goodhue and Wabasha counties. Quarterly Invoice and Progress Report due April 30, 2025	10,600 9,062	10,000 8,335	600 727
Quarter 4, 2025	Apr-Jun 2025	Assist livestock producers in the Elgin DWSMA and high nitrate townships of Goodhue and Wabasha counties. Quarterly Invoice and Progress Report due July 31, 2025	10,600 9,431	10,000 9,042	600 389

Billing Cycle State Fiscal Year	Calendar Year	Description of Deliverables	Total	Wabasha SWCD Technician	Wabasha Adm.
FY25 Total			42,400 29,790	40,000 26,899	2,400 2,891
Quarter 1, 2026	Jul-Sep 2025	Assist livestock producers in the Elgin DWSMA and high nitrate townships of Goodhue and Wabasha counties. Quarterly Invoice and Progress Report due October 31, 2025	10,600 <u>8,173</u>	10,000 <u>7,915</u>	600 <u>258</u>
Quarter 2, 2026	Oct-Dec 2025	Assist livestock producers in the Elgin DWSMA and high nitrate townships of Goodhue and Wabasha counties. Quarterly Invoice and Progress Report due January 31, 2026	10,600 8,938	10,000 <u>8,626</u>	600 <u>312</u>
Quarter 3, 2026	Jan-Mar 2026	Assist livestock producers in the Elgin DWSMA and high nitrate townships of Goodhue and Wabasha counties. Quarterly Invoice and Progress Report due April 30, 2026	10,600 <u>10,332</u>	10,000 <u>9,852</u>	600 <u>480</u>
Quarter 4, 2026	Apr-Jun 2026	Assist livestock producers in the Elgin DWSMA and high nitrate townships of Goodhue and Wabasha counties. Quarterly Invoice and Final Report due July 31, 2026	10,600 <u>9,050</u>	10,000 <u>8,500</u>	600 <u>550</u>
FY26 Total			42,400 36,493	40,000 34,893	2,400 1,600
Quarter 1, 2027	Jul-Sep 2026	Assist livestock producers in the Elgin DWSMA and high nitrate townships of Goodhue and Wabasha counties. Quarterly Invoice and Progress Report due October 31, 2026	<u>9,050</u>	<u>8,500</u>	<u>550</u>
Quarter 2, 2027	Oct-Dec 2026	Assist livestock producers in the Elgin DWSMA and high nitrate townships of Goodhue and Wabasha counties. Quarterly Invoice and Progress Report due January 31, 2027	<u>10,050</u>	<u>9,500</u>	<u>550</u>
Quarter 3, 2027	Jan-Mar 2027	Assist livestock producers in the Elgin DWSMA and high nitrate townships of Goodhue and Wabasha counties. Quarterly Invoice and Progress Report due April 30, 2027	<u>10,050</u>	<u>9,500</u>	<u>550</u>
Quarter 4, 2027	Apr-Jun 2027	Assist livestock producers in the Elgin DWSMA and high nitrate townships of Goodhue and Wabasha counties. Quarterly Invoice and Final Report due July 31, 2027	<u>10,050</u>	<u>9,500</u>	<u>550</u>
FY27 Total			<u>39,200</u>	<u>37,000</u>	<u>2,200</u>

Billing Cycle State Fiscal Year	Calendar Year	Description of Deliverables	Total	Wabasha SWCD Technician	Wabasha Adm.
<u>Quarter 1, 2028</u>	<u>Jul-Sep 2027</u>	<u>Assist livestock producers in the Elgin DWSMA and high nitrate townships of Goodhue and Wabasha counties.</u> <u>Quarterly Invoice and Progress Report due October 31, 2027</u>	<u>10,050</u>	<u>9,500</u>	<u>550</u>
<u>Quarter 2, 2028</u>	<u>Oct-Dec 2027</u>	<u>Assist livestock producers in the Elgin DWSMA and high nitrate townships of Goodhue and Wabasha counties.</u> <u>Quarterly Invoice and Progress Report due January 31, 2028</u>	<u>10,050</u>	<u>9,500</u>	<u>550</u>
<u>Quarter 3, 2028</u>	<u>Jan-Mar 2028</u>	<u>Assist livestock producers in the Elgin DWSMA and high nitrate townships of Goodhue and Wabasha counties.</u> <u>Quarterly Invoice and Progress Report due April 30, 2028</u>	<u>10,550</u>	<u>10,000</u>	<u>550</u>
<u>Quarter 4, 2028</u>	<u>Apr-Jun 2028</u>	<u>Assist livestock producers in the Elgin DWSMA and high nitrate townships of Goodhue and Wabasha counties.</u> <u>Quarterly Invoice and Final Report due July 31, 2028</u>	<u>10,550</u>	<u>10,000</u>	<u>550</u>
FY28 Total			41,200	39,000	2,200
All Years Project Total			84,800	80,000	4,800
			146,683	137,792	8,891



ENCUMBRANCE WORKSHEET

Mark this box if this is a RUSH		SWIFT CONTRACT NO: <i>MJ</i>	249117	PO NO: <i>MJ</i>	3000050191
Please, allow 4 - 6 weeks for the entire contract process (5 - 7 business days for FBD, or 2-3 business days for rush requests).					
MDA PREPARER/CONTACT:	<i>Josie Lenz</i>	ORG:	<i>111</i>	AGENCY: AGRICULTURE	<i>B04</i>
NEW CONTRACT/GRANT:		AMENDMENT:	<i>X</i>	ROLL FORWARD:	
DIVISION'S FINANCIAL ADVISOR:	<i>Nitah Dang</i>	TYPE:	<i>JPA</i>	ANNUAL PLAN LINE NUMBER:	
FISCAL YEAR(S):	<i>FY25-FY28</i>	TOTAL AMOUNT OF CONTRACT:	\$24,800.00 <i>\$146,683.00</i>	SWIFT SUPPLIER NUMBER:	<i>205683</i>
CATEGORY CODE:	<i>77101700</i>	25K EVAL NEEDED:	<i>No</i>	SWIFT SUPPLIER LOCATION:	<i>001</i>
ACCOUNT CODE:	<i>411310</i>	CONTRACT START DATE:	<i>7/1/2024</i>	SWIFT SUPPLIER ADDRESS:	<i>01</i>
TOTAL EWS AMOUNT:	\$24,800.00 <i>\$146,683.00</i>	CONTRACT END DATE:	6/30/2026 <i>6/30/2028</i>	SIGNATURES NEEDED BY DATE:	<i>7/1/2024</i>
LAWS OF: MN Statutes §	<i>MS 471.59</i>				
FUNDING STRING		FUNDING STRING		FUNDING STRING	
FISCAL YEAR:	<i>2025</i>	FISCAL YEAR:	<i>2026</i>	FISCAL YEAR:	<i>2027</i>
FUND:	<i>2302</i>	FUND:	<i>2302</i>	FUND:	<i>2302</i>
DEPT ID:	<i>B04311F0</i>	DEPT ID:	<i>B04311F0</i>	DEPT ID:	<i>B04311F0</i>
APPROP ID:	<i>B041W24</i>	APPROP ID:	<i>B041W24</i>	APPROP ID:	<i>B041W26</i>
PC BUS UNIT:		PC BUS UNIT:		PC BUS UNIT:	
PROJECT ID:		PROJECT ID:		PROJECT ID:	
ACTIVITY:		ACTIVITY:		ACTIVITY:	
SOURCE:		SOURCE:		SOURCE:	
AMOUNT:	\$ <i>29,790.49</i>	AMOUNT:	\$ <i>55,009.51</i>	AMOUNT:	\$ <i>61,883.00</i>
FUNDING STRING		FUNDING STRING		FUNDING STRING	
FISCAL YEAR:		FISCAL YEAR:		FISCAL YEAR:	
FUND:		FUND:		FUND:	
DEPT ID:		DEPT ID:		DEPT ID:	
APPROP ID:		APPROP ID:		APPROP ID:	
PC BUS UNIT:		PC BUS UNIT:		PC BUS UNIT:	
PROJECT ID:		PROJECT ID:		PROJECT ID:	
ACTIVITY:		ACTIVITY:		ACTIVITY:	
SOURCE:		SOURCE:		SOURCE:	
AMOUNT:	\$ -	AMOUNT:	\$ -	AMOUNT:	\$ -
CONTRACT NAME & ADDRESS:		<i>Wabasha Soil & Water Conservation Dist</i>			
(Must match SWIFT Supplier Location ID, as listed on the contract)		<i>611 Broadway Ave #110</i>			
		<i>Wabasha, MN 55981</i>			
SUPPLIER REMITTANCE ADDRESS:		<i>Wabasha Soil & Water Conservation Dist</i>			
(Must match SWIFT Supplier Address ID)		<i>611 Broadway Ave #110</i>			
		<i>Wabasha, MN 55981</i>			
NOTES: [enter funding strings not available yet or other pertinent information]					

****Cells with italicized font, need to be filled in**

**Wabasha Soil and Water Conservation
District Regular Board Meeting
June 25, 2026
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, Sharleen Klennert, Treasurer, Seth Tentis, Secretary

Staff Present: Terri Peters, District Manager

Others were present: Bob Walkes, County Commissioner, Dave Copeland, BWSR and Frank Klennert, citizen.

II. PLEDGE ALLEGIANCE

III. AGENDA

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

Affirmative: Klennert, Tentis, Zabel

Opposed: None

Motion Carried

IV. PUBLIC COMMENTS

Comments limited to 5 minutes per speaker

V. CONSENT AGENDA -Board Action

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

i. Contracts

A. Emerald Spring Dairy Inc. (Maurice Young) Contract# 2026-WIC319-2 in the amount of \$1,262.00 for Practice 590 Nutrient Management.

(Funding source – FY26 319 Focus Watershed – West Indian Creek)

B. Michael Kenneth Granter Contract# 2026-WIC319-3 in the amount of \$3,390.00 for Practice 590 Nutrient Management.

(Funding source – FY26 319 Focus Watershed – West Indian Creek)

C. Isaac Holst Contract# 2026-WIC319-4 in the amount of \$1,648.00 for Practice# 590 Nutrient Management. Completed by date is 7/15/2026.

(Funding source - FY26 319 Focus Watershed – West Indian Creek)

Motioned by Klennert and seconded by Tentis to approve the Consent Agenda- Contracts.

Affirmative: Klennert, Tentis, Zabel

Opposed: None

Motion Carried

ii. Canceled Contracts:

- A. Cancel RCPP Contract# 79-25RCPP-05 in the amount of \$11,000.00.
Reason for cancellation: This contract had 1 year of cover crops which were completed and paid. 3 years of no-till, where none of the 3 yrs were paid out. They're cancelling due to seeking a change in their rotation that will require tillage. They are still dedicated to the use of no-till, so they may seek a future contract.
(Funding source was the FY25-FY28 Soil Health RCPP-Round 1))
- B. Cancel Kathy Henderson Contract# 23-CWF-WIC-06 in the amount of \$59,227.20 for Practice# 410 Grade Stabilization Structure.
Reason for cancellation: The project was cancelled due to insufficient material at the site to do the project.
(Funding source was FY23 WIC Watershed Restoration & Protection)

Motioned by Klennert and seconded by Tentis to approve the Consent Agenda – Canceled Contracts.

Affirmative: Klennert, Tentis, Zabel

Opposed: None

Motion Carried

iii. Vouchers

- A. Nathan & Tina Schumacher Voucher for Contract# 26-CC-1 in the amount of \$106.95 for Practice 612 Tree/Shrub Establishment.
(Funding source – FY26 Conservation Contracts)
- B. Voucher for Contract# 79-3-14 in the amount of \$2,000.00 for Practice 329 No-Till. (First year payment of the 3-year contract)
(Funding source – FY25-FY28 Soil Health RCPP Round 3)
- C. JJD Land Co LLC Voucher for Contract# 26-CC-3 in the amount of \$669.12 for Prescribed Burning.
(Funder source – FY26 Conservation Contracts)
- D. Mark Lehnertz Voucher for Contract# 2026-WIC319-1 in the amount of \$1,246.00 for Practice 590 Nutrient Management.
(Funding source – FY26 319 Focus Watershed – West Indian Creek)
- E. Alan Jostock Voucher for Contract# 2024WAGZ-WC-02 in the amount of \$390.00 for Practice 329 Residue & Tillage Management. no-till.
(Funding source – FY24 WAGZ)
- F. Alan Jostock Voucher for Contract#2024WAGZ-WC-03 in the amount of \$116.00 for Practice 329 Residue & Tillage Management, no-till.
(Funding source FY24 WAGZ)
- G. Lawrence H & Eileen M Living Trust Voucher for Contract# 2026WAGZ-WC-06 in the amount of \$3,825.00 for partial payment of Practice# 638 for Water and Sediment Control Basin.
(Funding source – FY26 WAGZ)

Motioned by Klennert and seconded by Tentis to approve the Consent Agenda – Vouchers.

Affirmative: Klennert, Tentis, Zabel

Opposed: None

Motion Carried

iv. Grant Amendment

- A. Amendment #4 for Grant Contract Agreement #229585 between the MN DNR and Wabasha SWCD, adding \$7,500.00 funds to previous contract.

Motioned by Klennert and seconded by Tentis to approve the Consent Agenda – Grant Amendment.

Affirmative: Klennert, Tentis, Zabel

Opposed: None

Motion Carried

VI. SECRETARY'S REPORT

- A. May 28, 2026, Meeting Minutes – Board Action

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

Affirmative: Klennert, Tentis, Zabel

Opposed: None

Motion Carried

VII. TREASURER'S REPORT – Board Action

- A. May District Financial Statements

Included for your review

- B. April and May Program Records, preliminaries.

Motioned by Klennert and seconded by Tentis to approve the Treasurer's Report to the best of our ability until the Auditor reviewal.

Affirmative: Klennert, Tentis, Zabel

Opposed: None

Motion Carried

VIII. PAYMENT OF MONTHLY BILLS

- A. Monthly Bills in the amount of \$44,865.95 - Board Action

- B. Note: Southeast Service Cooperative – Health Insurance July premium will be paid on 7/1/2026 in the amount of \$6,592.76 by automatic withdrawal. (Keaton added and Katelyn plan adjusted))

Motioned by Klennert and seconded by Tentis to approve Payment of the Monthly Bills in the amount of \$44,865.95 and the Southeast Service Cooperative payment on 7-1 for the July Health Insurance premium of \$6,592.76.

Affirmative: Klennert, Tentis, Zabel

Opposed: None

Motion Carried

IX. DISTRICT REPORTS

- A. Chair Report – Lynn Zabel

- B. County Commissioner – Bob Walkes

Working on 2027 Budget. No cuts for SWCD.

Starting space study needs and assessment on 6/25.

Positions filed for IT and Records Office

Pay study paid off, there was a good number of candidates applying for the positions. GIS position - contracted with a firm. Work remotely. IT is short-staffed. They can work together.

- C. District Manager Report – Terri Peters
Budget to the County before vacation, copied the board members.
Local Work Group working on follow-up.
319WIC funding – 2 projects not going forward. Have funding left, looking for projects.
7/8 Annual get together for West Indian Watershed at BJs. Fish shocking and trying to get Ag Partners to come and talk about nitrogen applications. Programs available.
Part of Plainview in WIC Watershed – Rain Barrel Program.
Do the same for Elgin to use WinLaC Watershed funds. Educational.
Current grant for Nutrient Management that covers Deanna’s time expires 6/30/2026. In process of adding funds the that grant to extend it.
WinLaC work group meeting on 6/24. Finalized 2023 expenditures. Looking at budget.
SELC meeting. Questions about tracking land use changes. We can track what we put in State funds and Clean Water funds. BWSR maps projects.
Summary of questions. – first contact is St. Mary’s for help with GIS project.
 NRCS Report – Christina Taylor – (in the packet)
- D. Natural Resources Technician Report– Katelyn Abts – (In the packet)
- E. Soil Health/Nutrient Management Technician Report– Deanna Pomije (in the packet)
- F. Conservation Planning & Outreach Technician Report – Ella Jurgerson (In the packet)
- G. District Technician Report – Keaton Tollakson (In the packet)
Terri went through all the reports.
- H. BWSR Report – Dave Copeland
BWSR board met on 6/24. Decision made to approve grant applications that scored high enough for the competitive Clean Water Grant. Fillmore SWCD submitted application for the Regional Nutrient Management grant, and it was awarded to them. Covers 11 counties and is a continuation from the grant 2-3 years ago.
Riley Buley, fiscal agent will work on Work plan for the grant. Sub-contracts. Grant may be executed by Sept.
WinLac planning work group. 2023 grant got extended and expires 12/31/2026.
2025 Watershed based implementation funding expires 12/31/2027.
Can apply for 2027 Watershed based implementation grant but should hold off until after the first of the year, until one expires.
Meeting with Keaton to go over questions on Conservation Contracts
Covering 8 counties until middle of September when Anne Gunness will be back.

X. OLD BUSINESS

- A. Conservation Project – Lynn (open to any Supervisor for ideas)
Attended Oat presentation at the Rochester Community College.
Lots of varieties, some too late, some too early. Oat milling process.
Talked about camelina. Diversity and finding somewhere to take it.
There will be an Oat Coop in Albert Lea.

XI. NEW BUSINESS

- A. Wabasha SWCD Cost-Share Policy 2026 (Draft) – **Board Action**
(Latest updates requested are in the red text)
BWSR Soil Health RCPP Process Approval, Suggested Revision – Wabasha SWCD Policy:
Residue & Tillage Management, No-Till (329) 100-acre cap
Rotational No-Till – \$15 /acre, 1–3-year option.
Continuous No-Till - \$20 /acre, on the same land for a minimum of 2-3 years
Terri went over the changes suggested.
Motioned by Klennert and seconded by Tentis to approve the Wabasha SWCD Cost-Share Policy 2026 with updates made and the BWSR Soil Health RCPP Process Approval, with suggested revision.
Affirmative: Klennert, Tentis, Zabel
Opposed: None
Motion Carried
- B. Approve Stelling Farms Inc. Contract# 2026WAGZ-WC-11 in the amount of \$1,980.00 for Practice 340 Cover Crops. Completed by date 12-01-2026. -**Board Action**
(Funding source – FY26 WAGZ)
Motioned by Klennert and seconded by Tentis to approve Stelling Farms Inc. Contract# 2026WAGZ-WC-11 in the amount of \$1,980.00 for Practice 340 Cover Crops. Completed by date 12-01-2026.
Affirmative: Klennert, Tentis, Zabel
Opposed: None
Motion Carried
- C. Approve Gerald and Tami Folkert Contract# 2026WAGZ-WC-12 in the amount of \$16,838.60 for Practice 410 Grade Stabilization, 412 Grassed Waterway, 484 Mulching, 342 Critical Area Planting. Installed by date 11/30/2026.-**Board Action**
(Funding source – FY26 WAGZ)
Motioned by Klennert and seconded by Tentis to approve Gerald and Tami Folkert Contract# 2026WAGZ-WC-12 in the amount of \$16,838.60 for Practice 410 Grade Stabilization, 412 Grassed Waterway, 484 Mulching, 342 Critical Area Planting. Installed by date 11/30/2026.
Affirmative: Klennert, Tentis, Zabel
Opposed: None
Motion Carried
- D. Approve Kenneth W & Mary C Schumacher Revocable Trust Contract# 2026WinLaC-Wab003 in the amount of \$2,355.00, MN Rules, Chapter 4714. Installed by date 5/20/2027.- **Board Action**
(Funding source – FY26 WinLaC 1W1P)
Motioned by Klennert and seconded by Tentis to approve Kenneth W & Mary C Schumacher Revocable Trust Contract# 2026WinLaC-Wab003 in the amount of \$2,355.00 for Practice# 351 Well Decommissioning. Installed by date 5/20/2027.
Affirmative: Klennert, Tentis, Zabel
Opposed: None
Motion Carried

- E. Approve Matthew Steffen Contract# 2026WinLaC-Wab002 in the amount of \$58,255.92 for Practice 410 Grade Stabilization. Installed by date 7/31/2027 –
Board Action
(Funding source – FY26 WinLaC 1W1P)
Motioned by Klennert and seconded by Tentis to approve Matthew Steffen Contract# 2026WinLaC-Wab002 in the amount of \$58,255.92 for Practice 410 Grade Stabilization. Installed by date 7/31/2027.
Affirmative: Klennert, Tentis, Zabel
Opposed: None
Motion Carried
- F. Letter of Support to the Clean Water Council - Southeast MN Groundwater Protection & Soil Health Initiative – **Discussion and Board Approval/Signature**
Motioned by Klennert and seconded by Tentis to approve the Letter of Support to the Clean Water Council – Southeast MN Groundwater Protection & Soil Health Initiative.
Affirmative:
Opposed: None
Motion Carried
- G. Wabasha SWCD 2027 Preliminary Budget submitted to Wabasha County Commissioners and Budget Committee – **Informational & Discussion**
- H. Upcoming Events:
i. Friday, July 3, 2026, Independence Day Celebrated -Holiday – Office Closed
ii. Wednesday, July 8, 2026, WIC Annual Gathering at BJs. 4:30 pm Fish Shocking.
iii. Wabasha County Fair - Wednesday July 15 – Saturday July 18, 2026
iv. Thursday, July 23, 2026, Board Meeting

XII. Board Reports

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

XIII. Adjourn – Board Action

Lynn Zabel, Chair adjourned the meeting at 9:47 am.

Respectfully submitted by:

Seth Tentis, Secretary

Wabasha Soil and Water Conservation District

Balance Sheet

As of June 30, 2026

	Jun 30, 26
ASSETS	
Current Assets	
Checking/Savings	
Money Market- Bank of Alma	527,566.04
Money Market WNB Financial	7,506.22
Peoples State Bank Money Market	341,424.39
Petty Cash	130.91
WNB Financial	61,659.45
Total Checking/Savings	938,287.01
Accounts Receivable	
11000 · Accounts Receivable	19,683.45
Total Accounts Receivable	19,683.45
Total Current Assets	957,970.46
Fixed Assets	
15000 · Furniture and Equipment	
Computer	12,406.19
Laptops for Distrcit Techs (2)	3,149.22
Right of Use Asset - Building	91,827.28
Samsung Tablets	1,548.69
15000 · Furniture and Equipment - Other	147,513.54
Total 15000 · Furniture and Equipment	256,444.92
17000 · Accumulated Depreciation	
Accum. Amortization-Building	-9,182.73
17000 · Accumulated Depreciation - Other	-133,075.43
Total 17000 · Accumulated Depreciation	-142,258.16
Total Fixed Assets	114,186.76
TOTAL ASSETS	1,072,157.22
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	1,623.60
Total Accounts Payable	1,623.60
Other Current Liabilities	
Compensated Absences Payable	27,036.08
Deferred Revenue	
FY23 CWF - WIC	-1,587.18
FY24 BWSR Soil Health Staffing	160,535.12
FY24 Conservation Contracts	-17.38
FY25-26 Easement Delivery (RIM)	868.97
FY25-FY28 Soil Health RCPP Rnd1	104,424.87
FY25-FY28 Soil Health RCPP Rnd2	82,252.28
FY25-FY28 Soil Health RCPP Rnd3	118,000.00
FY25 Buffer Law Implementation	5,259.56
FY25 BWSR Soil Health Delivery	16,949.93
FY25 Conservation Contracts	104.57
FY26-27 Conservation Contracts	35,066.11
FY26-FY27 Conservation Delivery	19,619.00
FY26-FY29 Soil Health RCPP-Feb.	120,000.00
FY26 Buffer Law Implementation	20,000.00
FY26 BWSR Soil Health Delivery	14,641.45
FY26 LWM	-16,600.02
FY26 WCA	7,414.73
Total Deferred Revenue	686,932.01

Wabasha Soil and Water Conservation District

07/21/26

Balance Sheet

Accrual Basis

As of June 30, 2026

	Jun 30, 26
24000 · Payroll Liabilities	553.58
25500 · Sales Tax Payable	668.34
Total Other Current Liabilities	715,190.01
Total Current Liabilities	716,813.61
Long Term Liabilities	
Long Term Liability	
Right of Use Asset-Lease Liabil	85,406.87
Total Long Term Liability	85,406.87
Total Long Term Liabilities	85,406.87
Total Liabilities	802,220.48
Equity	
Fund Balance- Unrestricted	196,013.31
Investment in Capital Assets	28,779.89
32000 · Owners Equity	105,371.04
Net Income	-60,227.50
Total Equity	269,936.74
TOTAL LIABILITIES & EQUITY	1,072,157.22

Wabasha Soil and Water Conservation District

Profit & Loss

June 2026

	Jun 26
Ordinary Income/Expense	
Income	
Charges for Services	
Roller Crimper Rental	250.00
Tree & Tree Tube Sales	70.00
Truax No-Till Drill Rental	270.00
Total Charges for Services	590.00
Intergovernmental Revenues	
Federal	
FY25-29 TTT LSR Project-MN DNR	8,775.00
Total Federal	8,775.00
Local / General Funds	
County Regular Allocation	69,246.33
Total Local / General Funds	69,246.33
State	
FY23 CWF - WIC	1,342.60
FY24 BWSR Soil Health Staffing	8,166.15
FY25-FY28 Soil Health RCPP Rnd2	2,240.71
FY25-FY28 Soil Health RCPP Rnd3	2,000.00
FY25 Buffer Law Implementation	912.66
FY26-27 Conservation Contracts	776.07
FY26 BWSR Soil Health Delivery	358.55
FY26 LWM	1,244.66
FY26 WCA	255.77
MAWQCP	19,135.67
Total State	36,432.84
Total Intergovernmental Revenues	114,454.17
Total Income	115,044.17
Gross Profit	115,044.17
Expense	
District Operations	
Other Services and Charges	
Advertising Expense	100.00
Building Rent	739.14
Education and Information	512.15
Employee Education and Training	0.00
Employee Mileage	255.78
Fees and Dues	300.00
Internet Expense	105.04
Subs. and Pubs.	70.00
Supervisor's Mileage	174.00
Vehicle Expenses	
Chevrolet Silverado Vehicle Exp	104.96
Hyundia Tucson Vehicle Expense	79.99
Total Vehicle Expenses	184.95
Total Other Services and Charges	2,441.06
Personnel Services	
Employee Salary Permanent	31,620.23
Employer Health Insur (Opt Out)	1,366.30
Employer HSA contributions	375.00
Employer Life and Health	
66000 · Payroll Expenses	59.97
Employer Life and Health - Other	5,089.54
Total Employer Life and Health	5,149.51

Wabasha Soil and Water Conservation District

Profit & Loss

June 2026

	Jun 26
Employer Share FICA	2,049.62
Employer Share Medicare	479.32
Employer Share PERA	2,371.51
Employer Vision Insurance	50.50
MN Paid Leave- (No UI) Co	97.28
MSRS (457b) Match Contribution	487.20
Worker's Comp Insurance	-429.00
Total Personnel Services	43,617.47
Supplies	
Office Supplies	47.98
Total Supplies	47.98
Total District Operations	46,106.51
Project Expenditures	
District	
Native Seed and Plant Expenses	2,496.90
Total District	2,496.90
Federal	
319 Focus Small Wtrshd-W.Indian	1,319.20
FY25-29 TTT LSR Project-MN DNR	19,168.75
Total Federal	20,487.95
State	
FY24-FY25 WAGZ	506.00
FY24 MDH - Well Inventory	1,500.00
FY25-FY27 DNR Forestry	600.00
FY25-FY28 Soil Health RCPP Rnd3	2,000.00
FY26-27 Conservation Contracts	776.07
FY26-FY27 WAGZ	3,825.00
MAWQCP Administration	8,864.92
Total State	18,071.99
Total Project Expenditures	41,056.84
Total Expense	87,163.35
Net Ordinary Income	27,880.82
Other Income/Expense	
Other Income	
Interest Income	
Interest Earnings MM's	1,418.95
Total Interest Income	1,418.95
Total Other Income	1,418.95
Net Other Income	1,418.95
Net Income	29,299.77

10:58 AM

07/22/26

Cash Basis

Wabasha Soil and Water Conservation District **Monthly Bills Listing** July 23, 2026

Type	Date	Num	Name	Memo	Account	Paid Amount
Jul 23, 26						
Liability Check	07/23/2026	12694	Auditor/Treasurer of Wabasha County	July Insurances	WNB Financial	-548.28
Bill Pmt -Check	07/23/2026	12695	Allen & Janet Rahman	2026WAGZ-WC-01 Woodland Stewardship Plan	WNB Financial	-500.00
Bill Pmt -Check	07/23/2026	12696	CHUCK FLICK	5/21-6/29 Time and Mileage to transport the Drill	WNB Financial	-449.22
Bill Pmt -Check	07/23/2026	12697	Dag Knudsen-b	2nd Quarter Mileage - Meetings	WNB Financial	-102.95
Bill Pmt -Check	07/23/2026	12698	Daniel H. Miller-a	2026WmLAC-Wab001 Woodland Stewardship Plan	WNB Financial	-350.00
Bill Pmt -Check	07/23/2026	12699	Emerald Spring Dairy Inc.	2026-WIC319-2 Nutrient Management	WNB Financial	-1,262.00
Bill Pmt -Check	07/23/2026	12700	Freeborn County SWCD	2nd Qtr MAWQCP Expense-Serija	WNB Financial	-157.65
Bill Pmt -Check	07/23/2026	12701	HBC	Internet 7-02 - 8-01-2026	WNB Financial	-105.04
Bill Pmt -Check	07/23/2026	12702	Isaac Holst	2026-WIC319-4 Nutrient Mgmt split Nitrogen	WNB Financial	-1,648.00
Bill Pmt -Check	07/23/2026	12703	Jennifer Wahls-C	DNR LSR TTT Grant - June 2026	WNB Financial	-6,900.00
Bill Pmt -Check	07/23/2026	12704	Lynn Zabel-v	2nd Qtr Mileage - Meetings	WNB Financial	-310.04
Bill Pmt -Check	07/23/2026	12705	Michael Graner	2026-WIC319-3 Nutrient Mgmt-split Nitrogen	WNB Financial	-3,390.00
Bill Pmt -Check	07/23/2026	12706	Michelle Schulz-v	79-3-11 Conservation Cover & Tree & Shrub	WNB Financial	-5,058.09
Bill Pmt -Check	07/23/2026	12707	Mittel Schule, Inc.	August 2026 Rent	WNB Financial	-1,449.82
Bill Pmt -Check	07/23/2026	12708	Olmsted County Public Works	Greg Klingner June Salary, Benefits & MAWQCP program	WNB Financial	-1,650.00
Bill Pmt -Check	07/23/2026	12709	Paul Busch Auto Center, Inc.	Silverado - Low pressure light - put in right back sensor	WNB Financial	-107.60
Bill Pmt -Check	07/23/2026	12710	Richard Heil-a	26-CC-2 Brush Mgmt & Tree/Shrubs	WNB Financial	-454.42
Bill Pmt -Check	07/23/2026	12711	Seth Tentis	2nd Quarter 2026 Mileage - Meeting	WNB Financial	-5.08
Bill Pmt -Check	07/23/2026	12712	Shanteen Klennert-b	2nd Quarter 2026 Mileage - Meetings	WNB Financial	-176.90
Bill Pmt -Check	07/23/2026	12713	Southeast Service Cooperative	Annual Membership Fee 7/1/2026 - 6/30/2027	WNB Financial	-335.00
Bill Pmt -Check	07/23/2026	12714	Stephanie Gayle Rivery	25-SHD-6 Conservation Cover	WNB Financial	-2,400.00
Bill Pmt -Check	07/23/2026	12715	Stumpf Printing Company	Printing 2225 July / August Newsletter	WNB Financial	-729.11
Bill Pmt -Check	07/23/2026	12716	Terrt Peters (Expenses)	Fair Pass and Mileage for meetings/Fair	WNB Financial	-1,500.00
Bill Pmt -Check	07/23/2026	12717	Townsquare Media St. Cloud	MN Ag Quality Certification campaign 6/1-6/30/2026	WNB Financial	-16.00
Bill Pmt -Check	07/23/2026	12718	Valley Publications	6/16 1 week ad - Customer Cover Crop Drilling	WNB Financial	-146.26
Bill Pmt -Check	07/23/2026	12719	Wabasha County Highway Department	June gas - Hyundai & Silverado	WNB Financial	-73.06
Liability Check	07/23/2026	EFT	VSP Vision Care	August Vision Insurance	WNB Financial	

Jul 23, 26

-39,939.55

7/23/2026

Christina Taylor Soil Conservationist

CSP (Conservation Stewardship Program) No changes at this time

- 21 Active CSP contracts worth \$1,091,244; \$612,302 have been paid;
- In the process of going on site visits to certify CSP practices on active contracts and for planning on new applications

EQIP (Environmental Quality Incentive Program)

- 18 Active EQIP contracts worth \$1,015,996; \$710,381 has been paid.
- Construction projects are currently in progress for grade stabilization structures

A sign-up deadline for Sign-up 1 for 2027 has been announced. The deadline for both CSP and EQIP is September 11, 2026.

CRP

- Reviews and conservation plans for new contracts are ongoing
- Site visits are ongoing as we check fields for compliance and implementation

Other notes:

We will be in and out of the field in the next few months, we are encouraging people to make appointments with us because it is becoming more common for both of us to be in the field.

We have placed a customer survey in the FSA office in hopes of getting constructive feedback from producers. Please encourage people to fill them out.

After attending Soil Health and Sustainability Training last month, I am now offering to do soil health assessments for anyone that requests one.

The office will be closed on August 11, as we will both be at an Area meeting in Faribault. It will also be closed on August 20th as we will both be at a soil health training event in Lamberton.

Katelyn Abts – July 2026 Board Report

Programs

Wabasha Well Inventory

- Working on assigning billion numbers to wells
- Editing mailing list to be more targeted based on MN Well Index data

Conservation Contracts

- 1 Conservation Cover projects implemented and ready for payment
- 1 Brush Management and Tree & Shrub Establishment project implemented and ready for payment
- Planning of 1 Herbaceous Weed Management project with possible Conservation Cover post weed removal

NRCS

- Assisted NRCS to certify 3 Brush Management projects through EQIP

RCPP

- One project with both Conservation Cover and Tree & Shrub Establishment implemented and ready for payment

RIM – Riparian and Floodplain Program

- Worked on 3 applications, 1 of which has been completed

WAGZ

- Assisted 1 landowner in identifying abandoned well and in process of getting a cost-share contract for well sealing

Outreach

Wabasha County Fair

- “Monsters with Leaves Demonstration” – taught on invasives species ID and management

Friends of Hoksila

- Met with group members to discuss the ecology and health of Hoksila park

Grant Application

Managing Invasives for a Resilient Landscape – Application sent in on June 30th

2024 Wabasha Soil and Water Conservation District Accelerated Implementation Grant – Well Inventory

Wabasha Soil and Water Conservation District (SWCD) was awarded \$50,000 for the 2024 Accelerated Implementation Grant for safe drinking water. The grant was from July 2024 to June 2026. Wabasha delivered the following outcomes:

- 1) Provide private well-owner information and education on the importance of having their well added to an inventory and general well-owner education.
 - a. 2 mailings (5,322) were completed to promote participation in the overall well inventory and provide information on the importance of locating wells on their property and decommissioning unsealed wells. Technical and Financial assistance were provided to well owners through other funding sources for well-decommissioning.
 - b. Newsletter (2,613) article included information on well inventory and the importance of well water quality for livestock and pets.
 - c. 2 Social Media Campaigns were done through Facebook to alert/remind people of the ongoing well inventory in the County.
June 2025 – 50,400 impressions, 763 Link Clicks, 473 100% completion views and 9,543 viewings that varied from 25% to 75% completion.
May 2026 – 58,228 impressions, 845 Link Clicks, 479 100% completion views and 7,204 viewings that varied from 25% to 75% completion.
- 2) Identify all current private wells supplying drinking water for a home.
 - a. Inventory process has been ongoing. A survey was developed and could be submitted digitally, mailed in, delivered in person, or a staff person could assist. The address list was 4500 at the start of the process and staff have reduced that to 1500 through multiple processes. Parcels with no homestead were eliminated and those within city limits (municipal water supplies). All who have responded to the survey and submitted their well information have been eliminated, as well. Staff will continue to address the remaining 1500 with the 2025 MDH Well Inventory funding.
- 3) Update MWI with well locations and status and any well information.
 - a. Staff have worked with MDH and the MN Well Index staff at the University of Minnesota to assign billion numbers as needed and update the MN Well Index. In the process many wells required verification. Targeted outreach continues to the 194 addresses on the current list of unverified wells. Additional addresses may be added as process continues.

At the end of the grant period, good progress has been made towards outreach and education on private well location, completing well inventory, and mapping well locations. Further work remains to be done to finalize the well inventory and identify locations of potentially unsealed wells. Work will be continued under a 2025 MDH grant for well inventory.

Report to the Wabasha SWCD Board – **July 23, 2026**

Deanna Pomije, Soil Health Nutrient Management Specialist

Nutrient Management Work:

Split Nitrogen (N) within the West Indian Creek Watershed:

- Certifying 3 completed split N contracts on 315 acres.

Continue working with B. Gilsdorf on his 2026 Manure Management Plan with MPCA. Calculated and entered his manure & goat quantity details into the tool. Gathered crop history and fertilizer rates/source details for his plan.

Mailed out 42 targeted letters with conservation easement fact sheets on the Reinvest in MN (RIM) sign up to the Elgin & Plainview DWSMA (Drinking Water Supply Management Area). Promoting perennial vegetative cover. Will plan to reach out to many of the Elgin DWSMA individuals after the current WIC sign-up wraps up.

Soil Health Work:

Cover Crops:

Continuous landowner planning contacts with 3 existing cover crop contract holders and 3 seeking new contracts. Develop contracts and seeding plans as clients provide details. Upload RCPP eligibility, design and payment documentation as completed and enter plan details into a shared spreadsheet. Upload WAGZ details for completed no-till contract.

No-till Drill Rental:

The no-till drill rental has wrapped up for this season. Calibrated the drill twice for a renter on the prairie for a large 81-acre CRP planting. This will pick up again in the fall.

2026 RCPP contract planning:

July RCPP batching – 4 contracts for cover crops, 200+ acres, 2- multi-year, 1-multi-species, planning in development

2nd Quarter RCPP batching: Requested \$13,670

3 cover crop contracts 2 multi-species, 1 multi-year, 164.5 ac.

Outreach & Meetings:

West Indian Creek (WIC):

Attended the WIC outreach event 7/8 with 12 in attendance. The DNR fish shocking got rained out in the end. AgPartners attended to talk about their Nitrogen Management – Advanced Yield System. We spoke on our 2026 program sign-up options for cover crops, reduced tillage and headland planting. Most in attendance requested follow-up to sign up. Since the meeting we continue to promote this sign-up through individual phone calls, site visits and emails with a 7/20 deadline to sign-up. The deadline is

mostly for the cover crops, due to the grant's current deadline. So far, the WIC cover crop sign-up is slow with a few large farms pending to sign-up. Many are taking advantage of the reduced tillage incentive sign-ups and a couple have shown interest in headland plantings. Plan to allow reduced tillage to continue to sign-up.

Attended 2 remote meetings with SWCD and MPCA staff on options for WIC research development and equipment. Grant amendments for the phase 1-319 grant will not be allowed limiting the options to try and spend down the funds. May still seek out consultant, WSB to aid in a research project development. Time is limited. Our latest option is to develop suction cup lysimeter multi-year projects with the same two cooperating producers going forward.

Requested seed cost quotes from 3 vendors for our 2026 WIC cover crop program. Awaiting bids. Due to the grant deadline wishing to purchase this cover crop seed soon, before the end of Aug. Provided input in the development of a sign-up sheet for 2026 WIC cover crops, headland seeding and reduced tillage options. Worked with Ella on seeking a custom seed driller for the WIC cover crop.

Training:

Working through the level 1 conservation planner on-line training in AgLearn
Attending 8 hours of online training in July on various aspects of sustainability to maintain my Certified Crop Advisor (CCA) certification.

July Board Report

Ella Schams- Conservation Planner and Outreach Tech

Soil Health

- Continue work on new cover crop interest that have come in to the office- Signing folks up for WAGZ as well as remaining RCPP funds
- Work on signing producers up for WIC cropland program- cover crops, no-till, no-fall till, and headland strips
- Work on communicating with producers on new no-till interest

WIC Monitoring

- Work with MPCA on securing monitoring plan and landowner participation

Outreach

- SWCD hosted WIC Watershed gathering, did fish shocking with DNR, AG Partners did a presentation and SWCD presented on new cropland program
- Wabasha County fair- working at table talking to folks as they are interested as well as helping Tap-In with water testing

Well Inventory

- Work on going through MN Well Index to identify potential locations of unverified wells, we are going to use this new contact list for targeted outreach to homeowners

West Indian Creek Rainbarrel Program

- Processing applications and making contracts as they come in.
- Talking to homeowners about the program and answering questions as they arise
- Calling homeowners to remind them on July 31st expiration date

Training

- Attend conservation planning training in morris to get level 2 planner certification

June Board Report:

Keaton Tollakson – District Technician

Outreach

- WIC Watershed gathering (put together flyers and gave a quick blurb
- Fixed runoff simulators with Deanna
- Called farmers in WIC to try to stir up some interest in the watershed gathering

Soil Health

- Reviewed WAGZ priority points spreadsheet that focused on sites with highest potential issues in the Greater Zumbro watershed. Identified if / what practices would be beneficial to each site.

Engineering Practices

- Put together files, spreadsheets, and completed site inspections for maintenance inspections on previous contracts. (This took a lot of time and will have to be fine tuned as we figure out a good process and tracking method)
- Assisted Bill Wayne (NRCS) with Marty Heins project to aid the contractor with grade stabilization construction.

Wetland Conservation Act (WCA)

- Met with Jed Chestnut (BWSR wetland specialist) to go over WCA process, rules, and forms.
- Met with Jed Chestnut (BWSR wetland specialist) and Merjent to discuss Dairyland Power 26-2 application.
- Sent out notice of decision for Dairyland power's 26-2 application and conditional approval letter.
- Received, reviewed, and sent out notice of application for Dairyland Power 26-3 application.
- Received and reviewed Dairyland Power 26-4 application.

Training

- Lots of IT battles and computer, phone, printer, and software setup.
- Got my link pass from the Rochester USDA office.
- worked through a few BWSR training videos when I ran out of better tasks / was waiting on IT.
- Attended BWSR Tech talk on JAA.

MASWCD Award Nominations are OPEN!

1 message

Sheila Vanney <sheila.vanney@maswcd.org>

Tue, Jun 30, 2026 at 3:54 PM

To SWCD Supervisors and Employees:



2026 MASWCD Award Nominations are OPEN
CLOSES Friday, September 4

Award nominees and winners will be recognized at the [90TH Annual MASWCD Convention](#), **November 30 to December 2, 2026**, at the Double Tree by Hilton, Bloomington-Minneapolis South.

Nomination forms are posted on the MASWCD [Member Resources page](#) for the following award categories:

- **MASWCD Outstanding Conservationist Award**, with support from The Farmer magazine - .docx
- **MASWCD/MPCA Community Conservationist Award** - .docx
- **MASWCD/Pheasants Forever Wildlife Habitat Steward Award** - .docx
- **MASWCD/DNR Forest Steward Award** - .docx *Bill Baxter*
- **MASWCD Teacher of the Year Award** - .docx

**Award applications and supporting materials must be submitted via email as stated on the application forms.*



Minnesota Association of Soil and Water Conservation Districts

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July 17, 2026

Soil and Water Conservation Districts:

2026 is an election year for the offices of MASWCD President and Vice President. Any supervisor of a member district is eligible to run for these offices.

Please review the attached 2026 Candidate Prospectus. The document provides basic information about the roles of MASWCD President and MASWCD Vice President.

Supervisors interested in running for one of these offices should send a letter of interest to sheila.vanney@maswcd.org by September 9. The letter should state motivations for seeking MASWCD office and a brief synopsis of background and experience. This will be shared with the Nominating Committee, tasked with selecting a candidate or candidates for each office and reporting to the board at the September 15 MASWCD Board of Directors Meeting. Nominating Committee members are

- Jake Janski, Mille Lacs SWCD Supervisor, MASWCD Secretary/Treasurer, MASWCD Resolutions/Policy Committee Chair, NE Area 3 Director
- Jayne Hager Dee, Dakota SWCD Supervisor, MASWCD Resolutions/Policy Committee member, SWCD representative to the BWSR Board
- Tom Schulz, Wadena SWCD Supervisor, former MASWCD board member and former SWCD representative to the BWSR Board

Profiles of all candidates will be compiled and distributed to SWCDs by November 1.

Elections will be conducted during the business meeting at the MASWCD Annual Convention. Candidates will be introduced during the business meeting on December 1, and elections will take place during the business meeting on December 2, 2026.

Thank you for your consideration. Please contact MASWCD with questions.

2026 MASWCD Candidate Prospectus



for the offices of
MASWCD President and
MASWCD Vice President

September 9 deadline for submitting a letter of interest



Minnesota Association of Soil and Water Conservation Districts
www.maswcd.org

Table of Contents

	<u>Page</u>
Forward	1
MASWCD Mission & Vision Statements	2
Primary Goals & Objectives of MASWCD	3-4
MASWCD 2026 Strategic & Focus Areas	5
Roles and Responsibilities of the MASWCD President & Vice President	6-11
Benefits of Serving on the MASWCD Board of Directors	12

Forward

MASWCD has developed this document to help acquaint member soil and water conservation district supervisors with the responsibilities and duties involved with serving as MASWCD President and Vice President.

This document also serves as a call for nominations for the two offices, as required by MASWCD Bylaws, Article 5.1. This is a process by which supervisors may self-nominate if interested in running for one of these offices.

Application Deadline

If you are interested in serving MASWCD through participation as President or Vice President, **please submit a letter of interest to sheila.vanney@maswcd.org by September 9, 2026.** The letter should state your motivations for seeking MASWCD office and a brief synopsis of your background and experience. Profiles of all the candidates will be compiled and distributed to SWCD offices.

Elections & Terms of Office

The President and Vice President of this Association are elected to two-year terms by the members at the annual meeting of the Association. The person receiving a majority of the votes cast shall be declared elected. If no candidate receives a majority of the votes cast, a run-off will be held with the candidates with the lowest number of votes deleted for each subsequent ballot until one candidate receives a majority of the votes cast.

MASWCD's annual meeting is scheduled for November 30-December 2, 2026. Candidates will be introduced during the December 1 business meeting, and elections will take place during the December 2 business meeting.

MASWCD Mission & Vision

MASWCD Mission Statement

The mission statement is a declaration of our purpose. It clarifies why we do what we do and describes the basic purpose of the Minnesota Association of Soil and Water Conservation Districts.

“MASWCD is a nonprofit organization providing leadership, educational opportunities, and a common voice for Minnesota’s soil and water conservation districts.”

MASWCD Vision Statement

A vision states the outcomes we hope to gain in a set amount of time. It is the picture of our preferred future. The vision statement answers the questions, “What do you hope to have in place in the next 2 - 3 years?” and “What is your vision for the future of the MASWCD?”

“The Minnesota Association of Soil and Water Conservation Districts is a catalyst for all SWCDs, governed by locally elected leaders, to be effective, vibrant and sustainable.”

Primary Goals & Objectives of MASWCD

The Minnesota Association of Soil and Water Conservation Districts (MASWCD) represents the soil and water conservation districts (SWCDs) of Minnesota. The Association strives to serve as a unified voice and advocate for the SWCDs.

A Common Voice. MASWCD began in 1952 as a 501(c)(3) non-profit corporation. Information, opinions and ideas received from the SWCDs are gathered and then relayed to a particular audience or purpose. To best represent and serve Minnesota's soil and water conservation districts, MASWCD provides:

Information on Conservation Issues. MASWCD provides information to policy makers, key agencies, soil and water conservation district board members and staff.

Policy Development. MASWCD provides a forum for local issues and direction for legislative and administrative goals.

Advocacy Services for Conservation Programs. MASWCD advocates and lobbies for funding and programs which aid SWCDs in conserving and enhancing Minnesota's soil and water resources. Some of these programs come directly from MASWCD policy development.

Coordination of Training for SWCD Personnel. MASWCD provides education and training to SWCD supervisors and staff in everything from administrative to technical to leadership skills.

Primary Goals & Objectives of MASWCD (*continued*)

Conservation Education. MASWCD helps provide soil and water conservation districts with the tools they need to inform and educate the public they serve. This includes information and materials for educating the youth in their communities and support of the Minnesota State Envirothon.

Annual Meeting. The MASWCD annual meeting and trade show is attended by soil and water conservation district board members and staff, federal and state agencies, state legislators, members of Congress and conservation organizations.

MASWCD Strategic Areas

The MASWCD Board of Directors discusses and identifies strategic areas, or primary ways the work of the Association will be done in the coming year. Strategic areas are pursued to further advance the mission, vision, and standing policies. The following are MASWCD's strategic areas:

- **Conduct Outreach and Empower District Ownership**
- **Provide a Forum for Developing and Advancing Policy**
- **Maintain and Nurture Political Network**
- **Maintain and Nurture Partnership Network**
- **Continue to Enhance Communication with Members and Partners**
- **Provide Education for Supervisors and Staff**
- **Provide SWCD Program Support**
- **Enhance MASWCD Budget**
- **Evaluate and Educate MASWCD Board and Staff**

MASWCD Focus Areas

From the above strategic areas, the board annually identifies focus areas that drive the workload and priorities of the Association for the year. These are the 2026 focus areas:

- **Launch a MASWCD Inaugural Advocacy Cohort to build a powerful narrative to secure increased SWCD Aid appropriations at the legislature.**
- Strengthen the long-term funding trajectory needed to accelerate **watershed-based implementation** and on-the-ground activities
- Accelerate locally led partnership work between USDA NRCS, US Fish and Wildlife Service, and Soil and Water Conservation Districts.
- Conduct and assess MASWCD's inaugural District Manager Professional Development Cohort.

Roles and Responsibilities of the MASWCD President and Vice President

MASWCD President

The President of this organization is the presides at all meetings of the Board of Directors. He/She is in frequent contact with MASWCD staff, other Board members, agency staff and other members of the Association. He/She is often authorized by the Board to represent MASWCD at various meetings and conferences. The President appoints all committees and representatives. All appointments are subject to ratification by the full Board of Directors. Except when needed to break a tie, the President does not have a vote on the Board of Directors.

MASWCD Vice President

The Vice President performs the duties of the President in his/her absence. The Vice President actively contributes during Board meeting discussions. The Vice President does not have a vote on the Board of Directors, unless he/she is also serving as an Area Director.

MASWCD Executive Committee

The Executive Committee is made-up of the President, Vice President, and Secretary/Treasurer. The Secretary/Treasurer is elected by the board at the annual organizational meeting, which usually immediately follows the conclusion of the convention. The Executive Committee is empowered to take emergency actions, subject to ratification by the Board, during the interim between board meetings.

Roles and Responsibilities of the MASWCD President & Vice President (continued)

NACD Board of Directors

Delegates to the Board of Directors of the National Association of Conservation Districts (NACD) are designated by the MASWCD Board of Directors at their annual organizational meeting.

Expenses

- **President** - MASWCD reimburses travel expenses as authorized by the Board of Directors. Daily per diem is paid for travel day(s) and day(s) in attendance at authorized meetings. The President will attend meetings at his/her discretion as pertaining to official duties of the Association.
- **Vice President** - MASWCD reimburses travel expenses as authorized by the Board of Directors.
 - **When the Vice President is not also an Area Director**, per diem is paid for travel day(s) and day(s) in attendance at authorized meetings.
 - **When the Vice President is also an Area Director**, per diem is paid by the Area except when attending special meetings authorized by Board of Directors.

Roles and Responsibilities of the MASWCD President & Vice President (continued)

In addition to the above information specific to the President and Vice President, the President and Vice President share the following roles and responsibilities with the full Board of Directors.

Responsibilities and Powers

1. Receive reports from Officers, Directors, Staff, Committees of MASWCD, and partner agencies and groups.
2. Act on recommendations on resolutions brought forward by the Resolution/Policy Committee, and act on any emergency resolutions. [Emergency resolutions must be submitted to the Area Director. It is then the responsibility of the Area Director to carry forward the emergency resolution to the MASWCD Board for action.]
3. Consider proposed amendments to MASWCD bylaws, to be acted on by the delegates at the annual convention.
4. Review and act upon the MASWCD annual budget, developed by the Finance Committee, to be voted on at the annual convention.
5. Establish membership of MASWCD committees. At the beginning of a new President's term, he/she reviews the names of volunteers to serve on MASWCD committees and makes committee appointments, subject to ratification by the full board.
6. Review all committee activities.
7. Work to strengthen the MASWCD Areas and maintain effective liaisons with Area associations and districts in the respective Areas.
8. When requested to do so by the individual Areas, give guidance and assistance to the Area associations in developing and implementing plans and programs for improving the effectiveness of district operations.

Roles and Responsibilities of the MASWCD President & Vice President (continued)

Board Member Duties

1. Work with the Board to define the MASWCD mission and vision and to help communicate and actively support and achieve these through effective organizational planning, monitoring and evaluation.
2. Serve as a knowledgeable advocate for MASWCD programs, policies and services.
3. Foster effective two-way communication between members and MASWCD, which involves active listening as well as presenting.
3. Work with a state perspective, support and carry out all Board actions.
4. Articulate the value of MASWCD and its members' active participation and support of the state organization.
5. Identify, recruit and encourage active leadership at the local, Area, state, regional and national levels.
6. Participate as a valuable team member by attending Board meetings, sharing experiences and offering insights.
7. Bring issues and concerns to the Board, listen to and respect others and maintain a consensus-building attitude.
8. Represent the MASWCD Board of Directors at meetings, as authorized.

Roles and Responsibilities of the MASWCD President & Vice President (continued)

Performance Expectations

1. Attend and actively participate in all official MASWCD Board of Directors meetings.
2. Establish and maintain communication with all districts in the Area and promote participation in the process.
3. Share member feedback with MASWCD Officers, Directors and Staff.
4. Attend and participate in the MASWCD Annual Convention. In addition, Board members are encouraged to attend legislative functions, National Association of Conservation District (NACD) North Central Region Meetings, NACD Annual Meetings, and other leadership meetings.
5. Assist in making meetings valuable for members and encourage all members to participate in MASWCD meetings.
6. Contact all districts in the Area annually regarding dues payment and follow-up with non-paying districts as appropriate.
7. Be supportive of decisions made by the Board of Directors.

Roles and Responsibilities of the MASWCD President & Vice President (continued)

Qualifications

All members of the MASWCD Board of Directors must be supervisors of a conservation district which is a dues paying member of the association.

MASWCD Board members should:

1. Have leadership experience and feel comfortable assuming a leadership role.
2. Be familiar with the work and overall objectives of MASWCD.
3. Possess good working knowledge of conservation and natural resource management issues.
4. Be familiar with the public and private agencies and organizations which cooperate with districts.
5. Possess strong communication skills and the ability to relate effectively with people.
6. Have a clear understanding of the relationship between the Staff and the Board of Directors.
7. Have an understanding of the working relationship between MASWCD and our agency partners in conservation.
8. Be willing to devote the time and resources necessary to accomplish the objectives of the association.
9. Become familiar with MASWCD travel expense guidelines, MASWCD bylaws, MASWCD timeline of events, and other policies and procedures of the MASWCD.

Benefits of Serving on the MASWCD Board of Directors

As President or Vice President on the MASWCD Board of Directors, you will:

- have the opportunity for personal and professional growth;
- gain a better understanding of local, state and national issues impacting local SWCD programs;
- meet and communicate with your SWCD peers from across the state and the nation to learn about the diverse conservation needs of districts;
- build strong working relationships with policy makers from conservation, agriculture, wildlife and other organizations; and
- be part of a forum to define and implement goals to address Minnesota's conservation district needs.

	Soil Health RCPP 2026 Ranking / Batching					7/23/2026	
Contract #	Total Ranking Points	Practice (code)	Funding Request	Acres	Contracted Years	Rate	Comments
79-4-50	5	Cover Crop (340)	\$18,000.00	100	3	\$60	Years 26-28, multi-species
79-3-30	25	Cover Crops (340)	\$3,784.80	63.08	1	\$60	2026, multi-species
79-3-43	25	Cover Crops (340)	\$2,005.00	40.1	1	\$50	2026

Pending contract signatures, technical sign-off and eligibility reviews

Board Chair Signature

Notes on Approval:

Date

FLAT RATE BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

General Information

Organization: Wabasha SWCD	Contract Number: 79-4-50	Amendment ☐ Date(s):	Canceled ☐ Date(s):
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*If contract amended, attach amendment form(s) to this contract.

Applicant

Land Occupier Name [REDACTED]	Address [REDACTED]	City/State [REDACTED]	Zip code [REDACTED]
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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: [REDACTED]	Township No: [REDACTED]	Range No.: [REDACTED]	Section No. [REDACTED]	1/4,1/4 [REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Contract Information

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

NRCS FOTG - Cover Crop Standard (340)
5. Increases in the practice(s) units or cost must be approved by the organization through amendment of this contract as a condition to increase the payments.
6. This contract, when approved by the organization, will remain in effect unless canceled or amended by mutual agreement. If practice(s) covered by this contract have not been completed by 12/1/2028, this contract will be automatically terminated on that date.
7. Reimbursement requests must be supported by a completed Flat Rate Voucher Form.
8. This contract is contingent on the land occupier maintaining eligibility for federal farm bill payments. In the instance a land occupier fails to meet eligibility requirements, they will have 30 days to rectify eligibility or this contract will be terminated.

Applicant Signatures

The land occupier's signature indicates agreement to:

1. Grant the organization's representative(s) access to the parcel(s) where the conservation practice(s) will be located.
2. Have all required legal land rights, including but not limited to: access and authority to both construct and maintain the conservation practice(s) agreed upon in this contract for the effective life of the practice(s).
3. Obtain any permits required in conjunction with the completion of the practice(s) prior to starting work on the practice(s).
4. Be responsible for the operation and maintenance of conservation practice(s) applied under this program in accordance with an Operation and Maintenance Plan prepared by the technical assistance provider.
5. The land occupier acknowledges they have received a copy of the historically underserved producer self-certification form.
6. Allow the contracting SWCD, NRCS, the Board of Water and Soil Resources, or their authorized representative, access to and the right to examine all, records, books, papers, or documents related to this contract.

Date	Land Occupier
Date	Landowner, if different from applicant
	Address, if different from applicant information:

Conservation Practice

The primary practice for which assistance is requested is **Cover Crop (340)**

Practice standard(s) or eligible component	Units
Cover Crop (340)	100 Acres

Technical Assessment and Cost Estimate

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

Date	Technical Assistance Provider
07/20/2026	Deanna Pomije

Amount Authorized for Financial Assistance

The organization has authorized the following for financial assistance, total not to exceed a rate of:	\$60 / acre	
This Contract Entails: Multiple Species Cover Crop for 2026-2028 on 100 Acres at \$60/ Acre		
Approval Date	Authorized Signature	Total Amount Authorized
		\$18,000.00

Minnesota Cover Crop Design Worksheet

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

Name: [REDACTED] Contract #: 79-4-50
 Address: [REDACTED] Contract Item No.: [REDACTED]
 Field No.: See Notes Acres: 103.5
 Section: [REDACTED] Range: [REDACTED]

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

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

Seeding Method: ☐ Incorporated Seed ☒ Non-Incorporated Seed

Seeding Window: July 15th- Oct 1st

Termination Method: Herbicide

Fertilizer Applied: N/A

Primary Crop Planted

Soybeans

Management Considerations: Weeds will be controlled with clipping or proper herbicides as needed following product label directions and current U of M Use recommendations. Species marked with an asterisk (*) require *Rhizobium* inoculation.

Planned Cover Crop Mixture

Cover Crop Species	Full Seed Rate of PLS lb/ac	Acres	Percent of Full Rate of PLS	Rate of PLS lb/ac	Total PLS lbs	Crop Type	Seeding Depth (inches)	Seeds per Sq/Ft
Rye, Winter Cereal	83	103.5	60%	50	5175	CG	0.75 - 1.5	20.84
Radish	6	103.5	42%	2.5	258.75	CB	0.5 - 0.75	1.95
-	-	-	-	-	-	-	-	0.00
-	-	-	-	-	-	-	-	0.00
-	-	-	-	-	-	-	-	0.00
-	-	-	-	-	-	-	-	0.00
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-	-	-	-	-	-	-	-	0.00
-	-	-	-	-	-	-	-	0.00
-	-	-	-	-	-	-	-	0.00
			102%	Total lbs/PLS	5433.8	Total Seeds per Sq/Ft		22.80

Estimated PLS seeding rate (lbs/acre): 52.5

Planned Seeding Depth (inches): 0.875

Notes:

[REDACTED] Planning a drone application mid-late Sept.

Planned By: Ella Schams

Date: 7/7/2026

Approved By: Deanna Pomije

Date: 7/20/2026

JAA: 3

Seeking approval to pay the seed costs for our anticipated West Indian Creek 2026 cover crop - custom planting. Due to grant deadlines we're seeking to pay this expense prior to the Aug. SWCD board meeting. Below is an estimate of the expected cost, based on our sign-up for planting 1,166 acres.

West Indian Creek				
2026 Cover Crop Seeding Costs				
1166	acres	Rate	Itemized costs	
Seed Cost - rye mix	1112	\$15.45	\$17,175.00	
Seed Cost -oat mix	54	\$50.53	\$ 2,728.80	
mixing seed (totes)	22	\$20.00	\$ 440.00	rough estimate
shipping seed			\$ 1,500.00	rough estimate
Subtotal seed cost			\$21,843.80	
15% contingency			\$ 3,276.57	
			\$25,120.37	Seed Cost Only Total

MDH ACCELERATED IMPLEMENTATION GRANT
SUB-AGREEMENT BETWEEN
FILLMORE SOIL AND WATER CONSERVATION DISTRICT
AND WABASHA SOIL AND WATER CONSERVATION DISTRICT

This Sub-Agreement is between the Fillmore Soil and Water Conservation District (Fillmore SWCD), 912 Houston St NW, Preston, MN 55965 and the Wabasha Soil and Water Conservation District (Sub-recipient).

I. STATEMENT OF PURPOSE

The purpose of this AGREEMENT is to clarify the roles and responsibilities of the parties regarding providing technical assistance and outreach event reimbursements as part of the Minnesota Department of Health (MDH) Accelerated Implementation Grant.

II. SCOPE OF SERVICES AND SPECIFIC DUTIES

Fillmore SWCD has agreed to provide opportunities of funding, on a first-come first-served basis, to the Sub-recipient for implementation of the Accelerated Implementation Grant. Eligible reimbursement categories are described in Exhibit A. Reimbursements are available on a first-come, first-served basis subject to available grant funds.

III. PAYMENT TERMS AND REPORTING REQUIREMENTS

- A. **Reporting.** The Sub-recipient will submit invoices to Fillmore SWCD documenting progress toward completion of deliverables/activities outlined in Exhibit A. Invoices should include the number of staff hours used, nitrate events completed, nitrate samples screened, Tap-In referrals and enrollments assisted and/or completed and outreach activities completed. Partner districts shall include the Minnesota Department of Health logo on outreach materials and acknowledge MDH as the project sponsor.
- B. **Term.** The Sub-recipient may expend grant funds toward completion of deliverables/activities in Exhibit A from the final signing of this agreement by all parties to November 30, 2027, or until all work under this Agreement is completed and payments made, whichever occurs first, unless earlier terminated by law or according to the provisions of this Agreement.
- C. **Amount.** During the term of this agreement, the Sub-recipient may bill Fillmore SWCD up to the amount designated in Exhibit A for expenses incurred. Funds are available on a first-come first-served basis to all Sub-recipients.
- D. **Payment Schedule.** All payments will be a reimbursement. Upon execution of this Agreement, the Sub-recipient may present itemized invoices to Fillmore SWCD for work actually performed and the supporting documentation. Fillmore SWCD will provide a copy of the invoice to be completed for all reimbursement requests.
Fillmore SWCD will process reimbursements to the Sub-recipient upon receipt of a qualifying invoice.

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

riley.buley@fillmoreswcd.org

or

Riley Buley, Administrator

Fillmore SWCD

912 Houston St NW

Preston, MN 55965

IV. CONTRACT CLAUSES

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

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

- L. **Waiver.** The failure of Fillmore SWCD or Sub-recipient to enforce one or more of the terms or conditions of the Contract or to exercise any of its rights or privileges, or the waiver by either party of any breach of such terms or conditions, shall not be construed as thereafter waiving any such terms, conditions, rights, or privileges, and the same shall continue and remain in force and effect as if no waiver had occurred.
- M. **Notices.** All official notices shall be sufficiently given when hand-delivered, emailed or mailed, certified mail, postage prepaid, to the parties at their respective places of business as set forth below or at a place designated hereafter in writing by the parties.
- N. **Interpretation, Jurisdiction and Venue.** All contractual agreements shall be subject to, governed by, and construed and interpreted solely according to the laws of the State of Minnesota. Both parties hereby consent and submit to the jurisdiction of the appropriate courts of Minnesota or of the United States having jurisdiction in Minnesota for adjudication of any suit or cause of action arising under or in connection with the contract documents, or the performance of such contract, and agrees that any such suit or cause of action may be brought in any such court.
- O. **Severability.** The parties agree that if any terms or provision of this contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity or the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular term or provision held to be invalid.
- P. **Agreement to Mediate Disputes.** In the event that any dispute arises between the parties in relation to this Agreement, or out of this Agreement, and the dispute is not resolved by negotiation, the parties may agree to submit the dispute to mediation. The parties further agree that their participation in mediation is a condition precedent to any party pursuing any other available remedy in relation to the dispute.

Any party to the dispute may give written notice to the other party of his or her desire to commence mediation, and a mediation session must take place within [30] days after the date that such notice is given.

The parties must jointly appoint a mutually acceptable mediator. If the parties are unable to agree upon the appointment of a mediator within [7] days after a party has given notice of a desire to mediate the dispute, any party may apply to any organization or person agreed to by the parties in writing, for appointment of a mediator.

The parties further agree to share equally the costs of the mediation, which costs will not include costs incurred by a party for representation by counsel at the mediation.
- Q. **Default and Termination.** Either party by written notice of default (including breach of contract) to the other party may terminate the whole or any part of this agreement if the other party fails to perform any of the provisions of this contract, and after receipt of written notice from the first party, fails to correct such failures within a period of 10 days or such longer period as the first party may authorize in writing after receipt of notice from the first party specifying such failure. Fillmore SWCD or Sub-recipient may terminate this agreement at any time, with or without cause, upon 30 days' written notice to the other parties.
- R. **Merger Clause.** This agreement constitutes the final expression of the parties' agreement, and the complete and exclusive statement of the terms agreed upon. This

agreement supersedes all prior negotiations, understanding, agreements, and representations. There are no oral or written understandings, agreements or representations not specified herein. Furthermore, no waiver, consent, modification, or change of terms of this agreement shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification, or change shall be effective only in the specific instance and for the specific purpose given.

V. AGREEMENT EFFECTIVE DATE

This agreement is effective upon execution by all parties.

Approved and accepted for:

FOR THE FILLMORE SWCD

Jason Wetzel, Chair

Date

FOR THE SUB-RECIPIENT

Lynn Zabel

Date

Board Chair

Exhibit A – Scope of Services and Budget Tracking

- Host private well nitrate screening events as opportunities arise.
- Conduct outreach and education on private well testing and the MDH Tap-In Program.
- Include the MDH logo as an event sponsor on all outreach materials.
- Assist interested residents with Tap-In enrollment.
- Analyze nitrate samples using the approved laboratory procedures.
- Attend the regional training provided by Fillmore SWCD.
- Track required project metrics and maintain supporting documentation.

Partner Budget Tracking

Reporting Item	Currently used	Grant Total
District Staff Time (BWSR currently billing rate)	\$ _____	\$20,000
Nitrate Consumables	\$ _____	\$771.50
Outreach & Advertising	\$ _____	\$6,000
Events Completed	_____	8
Regional Nitrate Screenings	_____	200
Fillmore In-house Samples	_____	200

Minnesota Department of Health Accelerated Implementation Grant

Partner Implementation Guide (Version 2)

Project: Expanding Private Well Nitrate Screening and Tap-In Outreach in Southeast Minnesota

Grant Period: July 17, 2026 – January 31, 2028

Grant Award: \$46,771.50

Grant Administrator: Fillmore SWCD

Project Overview

Fillmore SWCD has been awarded funding from the Minnesota Department of Health (MDH) to expand private well nitrate screening and outreach throughout southeast Minnesota. Participating SWCDs include Fillmore, Mower, Rice, Steele, and Wabasha Counties. The project expands regional nitrate screening clinics, promotes the MDH Tap-In Program, and continues Fillmore SWCD's in-house nitrate screening program.

Project Goals

- Expand nitrate screening opportunities.
- Increase participation in the MDH Tap-In Program.
- Improve drinking water education.
- Screen approximately 200 private wells at outreach clinics.
- Continue approximately 200 in-house nitrate screenings at Fillmore SWCD.

Partner Responsibilities

- Host nitrate screening clinics as opportunities arise.
- Develop and save a flyer for each event.
- Include the Minnesota Department of Health (MDH) logo and identify MDH as an event sponsor on all outreach materials.
- Conduct outreach on the MDH Tap-In Program, including information that eligible private well owners may receive testing for nitrate, manganese, lead, and arsenic.
- Assist interested residents with Tap-In enrollment.
- Track event attendance, nitrate screenings, Tap-In referrals, and outreach contacts.

MDH Tap-In Program Resources

Residents with screening results greater than 10 mg/L nitrate-nitrogen should be encouraged to participate in additional certified testing through the Minnesota Department of Health Tap-In Program.

Program Information:

<https://safe-drinking-water-for-private-well-users-gis-olmsted.hub.arcgis.com/pages/current-programs-initiatives>

Enrollment Form:

<https://redcap.health.state.mn.us/redcap/surveys/?s=3HNK8H3N33TTR479>

Partner Agreement

Each SWCD receiving reimbursement through this grant will execute a Partner Agreement acknowledging participation, reimbursement procedures, reporting requirements, and grant expectations before requesting reimbursement.

Funding and Reimbursement

Regional technical assistance funding is available on a first-come, first-served basis based on eligible billing hours. Fillmore SWCD has a separate \$20,000 allocation supporting its continuous in-house nitrate testing program and may also bill eligible outreach event hours from the regional technical assistance pool. Staff time shall utilize each district's current approved BWSR billing rate.

Billing Requirements

Submit reimbursement requests within 20 days following the end of each calendar quarter.

Include:

- Invoice
- Payroll report documenting project hours
- Supporting receipts
- Use the district's current approved BWSR billing rate.

Provide:

- Staff hours and amount billed
- Number of outreach events completed
- Number of nitrate screenings
- Number of Tap-In referrals
- Number of residents assisted with enrollment

- Outreach expenses and other eligible costs

Quarterly Reporting Tracker

Info will be sent out to districts at then end of each quarter.

Reporting Item	Current	Grant Total
District Staff Time	\$ _____	\$20,000
Nitrate Consumables	\$ _____	\$771.50
Outreach & Advertising	\$ _____	\$6,000
Events Completed	_____	8
Regional Nitrate Screenings	_____	200
Fillmore In-house Samples	_____	200

Laboratory Procedures

Participating districts will analyze nitrate samples using the HACH DR6000 spectrometer with TNT 835 nitrate kits. Fillmore SWCD will provide a standardized sampling SOP, intake form, and conduct a regional training event before implementation.

Training

Fillmore SWCD will host a regional training covering laboratory procedures, nitrate screening protocols, equipment operation, quality assurance, data collection, and Tap-In enrollment procedures before regional events begin.

Project Narrative

Project Title

Expanding Private Well Nitrate Screening and Tap-In Outreach in Southeast Minnesota

Applicant

Fillmore Soil and Water Conservation District (SWCD) and Others

Project Summary

Fillmore SWCD seeks Accelerated Implementation Grant funding from the Minnesota Department of Health (MDH) to expand its successful private well screening clinic model and strengthen outreach that connects private well owners to additional certified testing resources. Building on prior MDH funding received two years ago for nitrate screening clinics, this initiative will deliver free private well nitrate screening clinics and Tap-In program sign-up assistance in the counties of Wabasha, Fillmore, Rice, Mower, and Steele, Minnesota.

The proposed project responds directly to increasing public health concerns related to groundwater contaminants in southeast and south-central Minnesota, particularly in areas with vulnerable aquifers, older housing stock, and private well reliance. By expanding both the geographic scope of nitrate screening and outreach support for MDH's Tap-In program, this project will accelerate implementation of MDH's groundwater protection and private well risk-reduction goals.

Work Plan

Drinking Water Concerns Addressed

Private wells serve a significant portion of households in the proposed five-county area. While nitrate contamination remains a critical concern, many private well owners also lack routine testing for other drinking water contaminants due to cost, access, or limited awareness of available testing options.

This project will address these gaps by:

- Providing convenient, community-based nitrate screening clinics
- Helping interested private well owners sign up for MDH's Tap-In program, which provides eligible well owners with a free water test kit to test for lead, arsenic, and manganese.
- Delivering results interpretation and health-based guidance to participants
- Referring residents with elevated results or additional testing needs to appropriate follow-up resources, including MDH, the Tap-In program, and county public health departments

Proposed Activities

1. Clinic Implementation

- Host 4 private well nitrate screening clinics per year across Wabasha, Fillmore, Rice, Mower, and Steele counties.
- Clinics will screen private well water for nitrate in real time.
- At outreach events, staff will help interested private well owners sign up for MDH's Tap-In program, which provides eligible well owners with a free water test kit.
- Clinics will be held in partnership with local SWCDs, county public health departments, and other community organizations wishing to collaborate.

2. Sample Analysis and Data Management

- Samples will be analyzed using methods and equipment consistent with HACH company guidance, a trusted brand in the field of water quality.
- Participating SWCD staff will manage sample handling, processing, and data tracking.
- Results will be provided directly to well owners with clear explanations of health benchmarks and recommended next steps.

3. Outreach and Education

- Conduct targeted outreach using flyers, local media, partner newsletters, and direct mail where feasible.
- Provide educational materials on contaminant health risks, treatment options, and well maintenance best practices.
- Provide direct assistance at outreach events for interested well owners who wish to request a Tap-In program test kit through MDH.

4. Coordination and Reporting

- Coordinate with MDH and regional partners to ensure alignment with state groundwater protection priorities.
- Submit required progress and final reports documenting clinic attendance, samples analyzed, Tap-In outreach and sign-up assistance, and outcomes achieved.

5. Continuation of Fillmore SWCD Free Nitrate Testing Program

- Although expanding free well testing services throughout Southern MN is the primary focus of this application, Fillmore does request continued assistance for its free nitrate testing program. Fillmore SWCD has provided in-house nitrate testing services to area well owners since 2010. This program has run over 10,000 nitrate samples at no cost to the public. This service does come at a cost to Fillmore SWCD in both staff time and consumables. Within this grant application, we request technical staff time assistance; the cost of lab consumables will be provided as an in-kind service.

Expected Outcomes

1. Increased Access to Private Well Testing

- Two hundred private well owners across five counties will gain access to nitrate screening that would otherwise be cost-prohibitive within the free well testing events held across southern MN.
- Interested owners will also receive assistance signing up for MDH's Tap-In program, which provides eligible well owners with a free water test kit to test for lead, arsenic, and manganese.
- Two hundred private well screenings will also be run within Fillmore SWCD's in-house nitrate lab.
- Four hundred well screenings in total are expected to be run in total.

2. Earlier Identification of Health Risks

- Expanded nitrate screening and Tap-In outreach will help identify wells with potential drinking water concerns and connect well owners to appropriate follow-up testing and resources.

3. Improved Public Awareness

- Residents will have increased understanding of private well risks, available testing options, and the importance of routine testing.

4. Accelerated Implementation of State Drinking Water Goals

- The project directly supports MDH's objectives to reduce exposure to harmful groundwater contaminants through proactive, community-based approaches.

Sustainability and Future Implementation

This project is designed to build lasting regional capacity for private well screening and outreach. Sustainability will be achieved through:

- Established clinic templates that can be replicated by partner counties
- Shared procedures, training, and outreach strategies across SWCDs
- Leveraging future state or federal grant opportunities
- Continued integration with local drinking water protection planning efforts
- Continued coordination with MDH and Tap-In program partners to connect well owners with available testing resources

By expanding nitrate screening access and strengthening regional collaboration, this initiative will position Fillmore SWCD and its partners to sustain and grow private well screening and outreach efforts beyond the grant period.

Organizational Capacity

Fillmore SWCD has extensive experience operating water quality monitoring and private well testing programs. District staff have collectively analyzed thousands of nitrate and bacteria samples for private well owners and environmental monitoring efforts across southeast Minnesota.

The project team will include:

- Water Program Coordinator
- Conservation Technician
- District Administrator

Staff possess bachelor's through doctoral-level education in water resources, environmental science, and public health-related fields, along with significant field and laboratory experience.

Collaboration Experience

Fillmore SWCD has a proven record of regional collaboration, including partnerships with:

- Other southeast Minnesota SWCDs
- County public health departments
- Minnesota Department of Health
- Minnesota Department of Agriculture
- Minnesota Pollution Control Agency
- Nonprofit and community organizations

These partnerships ensure efficient clinic delivery, strong outreach, and consistent public health messaging.

Alignment with State and Regional Plans

This project aligns with:

- MDH private well and groundwater protection priorities

- The Root River One Watershed One Plan and other 1W1Ps, which identify groundwater protection as a high priority
- State-led nitrate and drinking water response strategies

The proposed activities directly support accelerated implementation of these plans by translating policy goals into on-the-ground action for private well owners.

Budget:

1. Purchase nitrate water quality consumables. \$771.50

- We request \$771.50 buy nitrate TNT vial test kits. The spectrometer (HACH DR6000) was purchased in a prior MDH grant and will be reused in this grant program.

2. Screening outreach events and advertising \$6,000

- We request \$6,000 to hold 8 events across the 5 county SWCDs participating in this program. Funds will be used for securing room rental fees, office supplies, advertising, and outreach support at \$750 per event.

3. Technical Assistance \$40,000

- Fillmore SWCD free nitrate testing in-house services: Fillmore SWCD requests \$20,000 in technical staff time for the district to keep its free testing program. Samples are run at no cost to a landowner, and lab consumables will be provided in kind to this program. Estimated 285 hours of Fillmore staff time to run its free nitrate sampling program. Anticipated BWSR billing rate is \$70 per hour.
- Screening Test Clinics: We request \$20,000 for 5 District Staff to provide technical assistance at area screening events and assist interested private well owners with Tap-In program sign-up. Estimated 286 hours of staff time at a \$70 per hour BWSR billing rate.

4. Grant Total: \$46,771.50

Table 1: Budget for District Program

Budget Item	Description	Quantity / Estimate	Price (\$)
Nitrate Test	Nitrate TNT Vial Test pk/25	10	\$771.50
	Subtotal		\$771.50
Screening Events	8 screening events, \$750 each	8	\$6,000.00
	Subtotal		\$6,000.00
Technical Assistance	Fillmore SWCD Free Nitrate Testing Program	285 hours	\$20,000.00
Technical Assistance	Staff time for Mower, Fillmore, Wabasha, Rice, and Steele screening events and Tap-In sign-up assistance	286 hours estimate	\$20,000.00
	Subtotal		\$40,000.00
Grand Total			\$46,771.50

Timeline:

1. July 2026

- Funds received from MDH
- Deliverable: Order proposed nitrate consumables. Continue to utilize purchased HACH DR6000 lab equipment to serve area residents. Begin to develop process to host screening events and assist interested private well owners with Tap-In program sign-up.
- Submit annual progress report to MDH

2. July 2026-December 2028.

- Deliverable: Hold 8 free screening and outreach clinics with local partners per district involved
- Continue to purchase nitrate consumables as needed.
- Collaborator staff to contribute approximately 286 screening event and outreach assistance hours and Fillmore staff to contribute 285 hours to their continuous free nitrate testing laboratory in Preston, MN.
- Staff hours above 285 hours will be taken out of Fillmore SWCD funding.
- Submit annual progress report.

3. Jan 2028-Feb 2028

- Submit final report by February 2028