

Please call office at 651-560-2053 or email [susan.cerwinske.wabashaswcd@gmail.com](mailto:susan.cerwinske.wabashaswcd@gmail.com) if you have any questions on attending physically or by phone.

We have call-in capabilities for up to 10 people. Phone# 651-560-1088 Access code # 0147478#.

**Wabasha Soil and Water Conservation District  
District Regular Board Meeting  
October 27, 2022  
8:15 a.m.  
County Conference Room  
625 Jefferson Ave.**

**I. CALL MEETING TO ORDER**

**II. PLEDGE ALLEGIANCE**

**III. AGENDA**

**IV. PUBLIC COMMENTS**

Comments limited to 5 minutes per speaker

**V. CONSENT AGENDA -Board Action**

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

- A. Patrick Judge Contract# 2022WAGZ-WC-10 in the amount of \$3,840.00 for 340 Cover Crops. 32 acres for 3 years @ \$40.00/acre/year  
(Funding source WAGZ Watershed Based)
- B. Eugene Betcher Contract# 2022WAGZ-WC-12 in the amount of \$6,000.00 for 340 Cover Crops. 50 acres for 3 years @ \$40.00/acre/year  
(Funding source WAGZ Watershed Based)
- C. Huneke Dairy, Inc. Contract# 2022WAGZ-WC-9 in the amount of \$4,800.00 for 340 Cover Crops. 40 acres for 3 years @ \$40.00/acre/year  
(Funding source WAGZ Watershed Based)
- D. Sharon Schumacher Voucher Payment in the amount of \$445.00 for Reverse Osmosis Point of Use Water Treatment System & Installation  
(Funding source FY21 Safe Drinking Water for Private Well Users)
- E. Jacob Meyer Voucher Payment in the amount of \$2,000.00 for 340 Cover Crops, 1<sup>st</sup> year payment of 3  
(Funding source FY22 319 West Indian Creek)
- F. Patrick Judge Voucher Payment in the amount of \$1,280.00 for 340 Cover Crops. 1<sup>st</sup> year payment of 3.  
(Funding source WAGZ Watershed Based)

**VI. SECRETARY'S REPORT**

- A. September 22, 2022 Meeting Minutes – **Board Action**

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

- A. September District Financial Statements
- B. September Program Record

**VIII. PAYMENT OF MONTHLY BILLS**

- A. Monthly Bills in the amount of **\$34,644.25 - Board Action**

**IX. DISTRICT REPORTS**

- A. Chair Report – Lynn Zabel
- B. County Commissioner – Bob Walkes
- C. District Manager Report – Terri Peters
- D. NRCS Report – John Benjamin
- E. District Technician Report- Matt Kempinger (in packet)
- F. Natural Resources Conservation Technician Report – Henry Stelten (in packet)
- G. Bookkeeper/Administrative Assistant -Sue Cerwinske (in packet)
- H. BWSR Report – None
- I. Other agencies – None

**X. OLD BUSINESS**

- A. Conservation Project – Lynn (open to any Supervisor for ideas)
- B. Meeting date for November is the 17th and December is the 15th – **Board Reminder**

**XI. NEW BUSINESS**

- A. MASWCD 2022 Annual Convention & Trade Show Dec. 12 – 14, 2022 at the The Doubletree Hotel, Bloomington, MN. Registration deadline December 1. Go through the resolutions as a board, discuss. Resolution ballots due to Sue before November 1<sup>st</sup>. Who will be attending? Pick which day or days to attend – **Board Discussion/Action**
- B. Approve Luncheon for Eric and Michelle Heins our Outstanding Conservationist nominee - **Board Action**
- C. National Association of Conservation Districts dues for 2023 – Terri recommends Full Membership Contribution of \$775.00. Operational expense that can included in our billing rate– **Board Action**
- D. Approve Margaret Deming Amendment# 1 to Contract# 2022WAGZ-WC-005 to change the Installation Date to 11/30/2023 from 11/30/2022 – **Board Action**
- E. Approve Sharon Melvin's cancellation of Contract# 2022WAGZ-WC-001 for 410 Grade Stabilization Structure. Cancellation statement from Sharon attached – cancelling because contractors contacted were not interested because of the cost and location of the project – **Board Action**

- F. Approve Joe Reinhardt Contract# 22-SDWGPh2-1 in the amount of \$2,500.00 for Reverse Osmosis Water Treatment System – **Board Action**  
(Funding source 2022-23 Safe Drinking Water Phase 2)
  
- G. Wabasha County Human Resources can offer HR Services to Wabasha SWCD for \$3,000.00. This equates to \$600.00 per person. Some of the services that could be provided are:
  - Recruiting applicants
  - Onboarding employees
  - Develop and maintain policies and procedures
  - Conducting disciplinary actions
  - Process terminations and retiring employees
  - Training and DevelopmentThis is a professional service that would be added into the billing rate.  
**Board Action**
- H. MN PEIP Health Insurance 21% increase. County Benefits renewal for Dental, Life and Long-term disability. Shawn Huth looking into getting us on County Health Insurance. – **Board Discussion**
- I. Resolution 10272022-1 Personnel Policy Amendments. Approve Personnel Policy as amended – **Board Action**
  
- J. Upcoming Events:
  - i. MASWCD resolution ballot deadline for submittal is November 1, 2022
  - ii. MASWCD 2022 Annual Convention & Trade Show Dec. 12 – 14, 2022

**XII. Board Reports**

- A. Whitewater JPB – Lynn
- B. Zumbro 1W1P – Larry (alternate Dag)
- C. WinLaC 1W1P – Lynn
  - WinLaC draft minutes of Policy Committee meeting on 10-03 submitted by Sheila Harmes (attached)
- D. SE SWCD Technical Support JPB - Larry
- E. County Board Meeting – Larry (alternate Sharleen)
- F. Hiawatha Valley RC&D – Lynn

**XIII. Adjourn – Board Action**

# FLAT RATE BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

## General Information

Organization: <b>Wabasha SWCD</b>	Contract Number: <b>2022WAGZ-WC-10</b>	Other state or non-state funds? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Amendment <input type="checkbox"/> Board Meeting Date(s):	Canceled <input type="checkbox"/> Board Meeting Date(s):
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\*If contract amended, attach amendment form(s) to this contract

## Applicant

Land Occupier Name <b>Patrick Judge</b>	Address <b>58653 Hwy 42</b>	City/State <b>Kellogg, MN</b>	Zip code <b>55945</b>
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\* If a group contract, this must be filed and signed by the group spokesperson as designated in the group agreement and the group agreement attached to this form

## Conservation Practice Location

Township Name: <b>Highland</b>	Township No: <b>109</b>	Range No.: <b>11</b>	Section No.: <b>24</b>	<b>1/4, 1/4</b> <b>SE, NW</b>
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## Contract Information

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


1. The land occupier is responsible for full establishment, operation, and maintenance of all 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 maintain the practice(s) during its effective life, the land occupier is liable to the organization for the amount up to 150% of the amount of financial assistance received to complete the practice(s) unless the failure was caused by reasons beyond the land occupier's control, or if conservation practices are applied at the land occupier's expense that provide equivalent protection of the soil and water resources.
3. If title to this land is transferred to another party before expiration or 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 340 cover crop
5. Increases in the practice(s) units or cost must be approved by the organization board through amendment of this contract as a condition to increase the payments.
6. This contract, when approved by the organization board, will remain in effect unless canceled or amended by mutual agreement. If practice(s) covered by this contract have not been completed by 11/1/2022, 11/1/2023, 11/1/2024, this contract will be automatically terminated on that date.
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(s) where the conservation practice(s) will be located.
2. Obtain any permits required in conjunction with the completion of the practice(s) prior to starting work on the practice(s).
3. Be responsible for the operation and maintenance of conservation practice(s) applied under this program in accordance with an Operation and Maintenance Plan prepared by the technical assistance provider.
4. Not accept any other state or federal funds for the practice(s) named in this agreement.

Date <b>9-30-22</b>	Land Occupier 
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Date 9-30-22	Landowner, if different from applicant <i>James Jucke</i>
Address, if different from applicant information: 57907 CR86 Plainview MN 55964	

### Conservation Practice

The primary practice for which cost-share is requested is **340 cover crops**

Practice standard(s) or eligible component  340 cover crops	Engineered Practice: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Units  32 acres
	Ecological Practice: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	

### Technical Assessment and Cost Estimate

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

Date 10/7/22	Technical Assistance Provider <i>Henry [Signature]</i>
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### Amount Authorized for Financial Assistance

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

Date 10/7/22	Authorized Signature <i>Leri Peters</i>	Total Amount Authorized \$3,840.00
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*as approved by board via resolution*

# FLAT RATE BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

## General Information

Organization: <b>Wabasha SWCD</b>	Contract Number: <b>2022WAGZ-WC-12</b>	Other state or non-state funds? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Amendment <input type="checkbox"/> Board Meeting Date(s):	Canceled <input type="checkbox"/> Board Meeting Date(s):
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\*If contract amended, attach amendment form(s) to this contract.

## Applicant

Land Occupier Name <b>Eugene Betcher</b>	Address <b>27711 County 16 Blvd</b>	City/State <b>Goodhue, MN</b>	Zip code <b>55027</b>
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\* If a group contract, this must be filed and signed by the group spokesperson as designated in the group agreement and the group agreement attached to this form.

## Conservation Practice Location

Township Name: <b>Ghester</b>	Township No:	Range No.:	Section No.	<b>1/4,1/4</b>
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## Contract Information

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

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

**340 Cover Crops**

- Increases in the practice(s) units or cost must be approved by the organization board through amendment of this contract as a condition to increase the payments.
- This contract, when approved by the organization board, will remain in effect unless canceled or amended by mutual agreement. If practice(s) covered by this contract have not been completed by 11/1/2022, 11/1/2023, 11/1/2024, this contract will be automatically terminated on that date.
- Reimbursement requests must be supported by a completed voucher.

## Applicant Signatures

The land occupier's signature indicates agreement to:

- Grant the organization's representative(s) access to the parcel(s) where the conservation practice(s) will be located.
- Obtain any permits required in conjunction with the completion of the practice(s) prior to starting work on the practice(s).
- Be responsible for the operation and maintenance of conservation practice(s) applied under this program in accordance with an Operation and Maintenance Plan prepared by the technical assistance provider.
- Not accept any other state or federal funds for the practice(s) named in this agreement.

Date <b>9-20-22</b>	Land Occupier <b>Eugene Betcher</b>
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Date 7-30-22	Landowner, if different from applicant Ray Poncelet
Address, if different from applicant information: 28074 Cty 16 Blvd Goodhue, MN 55027	


### Conservation Practice

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

Practice standard(s) or eligible component  340 cover crops	Engineered Practice: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Units  50 acres
	Ecological Practice: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	


### Technical Assessment and Cost Estimate

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

Date 10/7/22	Technical Assistance Provider 
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### Amount Authorized for Financial Assistance

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

Date 10/7/22	Authorized Signature 	Total Amount Authorized \$6,000.00
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our approval by board via resolution



# FLAT RATE BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

## General Information

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

## Applicant

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

## Conservation Practice Location

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

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

1. The land occupier is responsible for full establishment, operation, and maintenance of all practice(s) applied under this program to ensure that the conservation objectives are met and the effective life, a minimum of 1 years, is achieved. The specific operation and maintenance requirements for the conservation practice(s) listed are described in the Operation and Maintenance plan prepared for this contract by the technical assistance provider.
2. Should the land occupier fail to maintain the practice(s) during its effective life, the land occupier is liable to the organization for the amount up to 150% of the amount of financial assistance received to 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 340 cover crop**

5. Increases in the practice(s) units or cost must be approved by the organization board through amendment of this contract as a condition to increase the payments.
6. This contract, when approved by the organization board, will remain in effect unless canceled or amended by mutual agreement. If practice(s) covered by this contract have not been completed by 11/1/2022, 11/1/2023, 11/1/2024, this contract will be automatically terminated on that date.
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(s) where the conservation practice(s) will be located.
2. Obtain any permits required in conjunction with the completion of the practice(s) prior to starting work on the practice(s).
3. Be responsible for the operation and maintenance of conservation practice(s) applied under this program in accordance with an Operation and Maintenance Plan prepared by the technical assistance provider.
4. Not accept any other state or federal funds for the practice(s) named in this agreement.

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

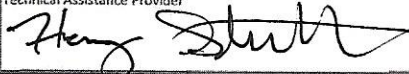
### Conservation Practice

The primary practice for which cost-share is requested is **340 cover crops**

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


### Technical Assessment and Cost Estimate

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

Date 9-19-22	Technical Assistance Provider 
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### Amount Authorized for Financial Assistance

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

Date 8-13-2022	Authorized Signature 	Total Amount Authorized  \$4,800.00
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## PERCENT BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

### General Information

Organization:  Wabasha SWCD	Contract Number:  21-SDW-2	Other state or non-State funds?  <input type="checkbox"/> YES <input checked="" type="checkbox"/> No	Amendment <input type="checkbox"/> Board Meeting Date(s):	Canceled <input type="checkbox"/> Board Meeting Date(s):
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\*If contract amended, attach amendment form(s) to this contract.

### Applicant

Land Occupier Name  Bernard & Sharon Schumacher	Address  58121 County Road 4	City/State  Plainview, MN	Zip Code  55964
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\*If a group contract, this must be filed and signed by the group spokesperson as designated in the group agreement and the group agreement attached to this form.

### Conservation Practice Location

Township Name:  Highland	Township No:  109	Range No.:  11	Section No.  20	1/4, 1/4  SE, SE
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### Contract Information

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

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

Reverse-Osmosis Point of Use Water Treatment System

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

6. This contract, when approved by the organization board, will remain in effect unless canceled or amended by mutual agreement. If the practice(s) covered by this contract have not been installed by 1/30/2023, this contract will be automatically terminated on that date.
7. Items or cost for which reimbursement is claimed are to be supported by invoices/receipts for payments and will be verified by the organization board as practical and reasonable. The invoices/receipts must include: the name of the vendor; the materials, labor or equipment used; the component unit costs and the date(s) the work was performed. The organization board has the authority to make adjustments to the costs submitted for reimbursement. Pre-Construction Cover is exempt from having the required invoices/receipts. Reimbursement requests must also be supported by a completed Percent Based Voucher Form.

### Applicant Signatures

The land occupier's signature indicates agreement to:

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



Date	Land Occupier
9-21-2022	Sharon Schiemacher
Date	Landowner, if different from applicant
	Address, if different from applicant information:

### Conservation Practice

The primary practice for which cost-share is requested is: **Reverse-Osmosis Water Treatment System & Installation**

Practice standard(s) or eligible component(s)	Engineered Practice: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Total Project Cost Estimate
Reverse-Osmosis Water Treatment System & Installation	Ecological Practice: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	\$890.00

### Technical Assessment and Cost Estimate

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

Date	Technical Assistance Provider

### Pre-Construction Cover

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

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

### Amount Authorized for Financial Assistance

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

Date	Authorized Signature	Total Amount Authorized
Sept 22, 2022	Lynn Jubel	\$445.00





## FLAT RATE BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

### General Information

Organization: <b>Wabasha SWCD</b>	Contract Number: <b>22-319WIC-1</b>	Other state or non-state funds? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Amendment <input type="checkbox"/> Board Meeting Date(s):	Canceled <input type="checkbox"/> Board Meeting Date(s):
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\*If contract amended, attach amendment form(s) to this contract.

### Applicant

Land Occupier Name <b>Jacob Meyer</b>	Address <b>22998 595th St</b>	City/State <b>Kellogg</b>	Zip code <b>55945</b>
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\* If a group contract, this must be filed and signed by the group spokesperson as designated in the group agreement and the group agreement attached to this form.

### Conservation Practice Location

Township Name: <b>Highland</b>	Township No: <b>109</b>	Range No.: <b>11</b>	Section No. <b>16</b>	<b>1/4, 1/4</b> <b>SE, SE</b>
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### Contract Information

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


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

**340 Cover Crops**
5. Increases in the practice(s) units or cost must be approved by the organization board through amendment of this contract as a condition to increase the payments.
6. This contract, when approved by the organization board, will remain in effect unless canceled or amended by mutual agreement. If practice(s) covered by this contract have not been completed by 10/15/2022, 10/15/2023, 10/15/2024, this contract will be automatically terminated on that date.
7. Reimbursement requests must be supported by a completed voucher.

### Applicant Signatures

The land occupier's signature indicates agreement to:

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

Date	Land Occupier
	 <b>9-20-22</b>



Date	Landowner, if different from applicant <i>[Signature]</i> 9-20-22
Address, if different from applicant information:	

### Conservation Practice

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

Practice standard(s) or eligible component  340 Cover Crops	Engineered Practice: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Units  50 acres
	Ecological Practice: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	

### Technical Assessment and Cost Estimate

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

Date 9-19-22	Technical Assistance Provider <i>[Signature]</i>
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### Amount Authorized for Financial Assistance

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

Date 9/20/22	Authorized Signature <i>[Signature]</i>	Total Amount Authorized  \$6,000.00
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*Board Resolution Authorized Terri Peters to sign contracts*

Date \_\_\_\_\_

Please call office at 651-560-2053 or email [susan.cerwinske.wabashaswcd@gmail.com](mailto:susan.cerwinske.wabashaswcd@gmail.com) if you have any questions on attending physically or by phone.

We have call-in capabilities for up to 10 people. Phone# 651-560-1088 Access code # 0147478#.

**Wabasha Soil and Water Conservation District  
District Regular Board Meeting  
September 22, 2022  
8:15 a.m.  
County Conference Room  
625 Jefferson Ave.**

**I. CALL MEETING TO ORDER**

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

*Supervisors present: Sharleen Klennert, Treasurer, Larry Theismann, Secretary,  
Dag Knudsen, member, Chet Ross, Co-Chair, Lynn Zabel, Chair*

*Staff present: Terri Peters, District Manager*

*Others present: Bob Walkers, County Commissioner, Frank Klennert, citizen*

*On the Phone: Brian DeVetter, NRCS, Sue Cerwinske, Bookkeeper/Admin. Asst.*

**II. PLEDGE ALLEGIANCE**

**III. AGENDA**

*Motioned by Theismann and seconded by Klennert to approve the Agenda.*

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

*Opposed: None*

*Motion Carried*

**IV. PUBLIC COMMENTS**

Comments limited to 5 minutes per speaker

**V. CONSENT AGENDA -Board Action**

A. Jacob Meyer Contract# 22-319WIC-1 in the amount of \$6,000.00 for 340 Cover Crops. 50 acres for 3 years @ \$40.00/acre/year  
(Funding Federal West Indian 319)

B. Chad Schumacher Contract# 2022-WAGZ-WC-11 in the amount of \$12,000.00 for 340 Cover Crops. 100 acres for 3 years @ \$40.00/acre/year  
(Funding WAGZ Watershed Based)

*Motioned by Knudsen and seconded by Theismann to approve the Consent Agenda*

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

*Opposed: None*

*Motion Carried*

**VI. SECRETARY'S REPORT**

**A. August 25, 2022 Meeting Minutes – Board Action**

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

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

***Opposed: None***

***Motion Carried***

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

**A. August District Financial Statements**

**B. August Program Record**

***Motioned by Theismann and seconded by Ross to approve the Treasurer's Report***

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

***Opposed: None***

***Motion Carried***

**VIII. PAYMENT OF MONTHLY BILLS**

**A. Monthly Bills in the amount of \$24,568.61 - Board Action**

***Motioned by Theismann and seconded by Klennert to approve Payment of the Monthly Bills in the amount of \$24,568.61.***

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

***Opposed: None***

***Motion Carried***

**IX. DISTRICT REPORTS**

**A. Chair Report – Lynn Zabel**

**B. County Commissioner – Bob Walkes**

***Preliminary budget set – 3%. AMC Meeting on old policies. Environmental Natural Resources – one of the hot topics was drainage ditches***

**C. District Manager Report – Terri Peters**

***Did presentation with Sheila of Winona County on the WinLaC process to the League of Women's Voters.***

***Final review for WinLac – comments. Terri said she pushed for forestry.***

***Local Forestry working with SE Landscape and Lindberg***

***Application for Grants for Turkey Federation to continue Forestry League, outreach for that.***

***Submitted FEMA application for outreach Lower Zumbro Floodplain – Jen had worked on this. Staff time to identify some engineering projects upper upland. DNR part funding match doing modeling of the Lower Zumbro area.***

***Great Zumbro group – shifted funds from structural projects to cover crops because didn't have enough planned in the cover crop pot of money.***

**D. NRCS Report – John Benjamin – Brian DeVetter went through report.**

***Need to setup a conversation with Terri to talk about potential agreement between NRCS and SWCD for working on Conservation Reserve program contract status reviews. There is money there for SWCD for current and future workloads. Requires a conservation planning level JAA to write the plans.***

***Brian talked about the Inflation Reduction Act. Funding will be coming in the forms of CSP, EQIP and RCPP. Major amount of funding coming to NRCS for 2023***

*and ramping up more in 2024. W.Indian specifically for grade stabilization structures. Now paying 75% for structures to be built. Have 39% cost share for grade stabilization structures. Work with the District to piggy back on projects to get as many in as we can. Have to make practices we sign up economically feasible for the farmers*

*Terri asked if NRCS could raise rates? Brian said regional based docket. Need to make an appeal in February to increase structures. He sent an excel spread sheet from his research of counties to the state and then to engineer. Not going to do anything on that for 2023.*

E. District Technician Report- Matt Kempinger (in packet)

F. Natural Resources Conservation Technician Report – Henry Stelten (in packet)

*Terri added that met with Trout Unlimited and other SWCD's technical service partners on Gorman Creek. Matt has done an exceptional job on the design process, moving that forward. Henry has done very well getting cover crops ready that are coming in suddenly. Hope to move forward this fall.*

G. Bookkeeper/Administrative Assistant -Sue Cerwinske (in packet)

H. BWSR Report – None

I. Other agencies – None

**X. OLD BUSINESS**

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

Lynn

*Discussion on enforcing regulatory rules after a comment from the League of Women's Voters asked why there isn't more regulatory authority on nutrient and soil loss and why there isn't more people out enforcing the rules and regulations that are in place.*

B. MASWCD Annual Convention - Resolutions – **Board Information**

*Upcoming ballot for the resolutions that were discussed at the June meeting. They go to state. Resolution ballots should be coming out in October and voted on and due by November 1st*

**XI. NEW BUSINESS**

A. Approve BWSR Academy Attendance and Payment for Oct 25<sup>th</sup> -Oct 27<sup>th</sup>

Terri, Matt and Henry class registration - \$165.00 each for the three days = \$495.00, check#11679. Hotel \$261.60 each for the 3 nights (\$784.80) this will be charged to credit card upon check-out- **Board Action**

*Motioned by Ross and seconded by Theismann to approve BWSR Academy Attendance and Payment for Oct. 25<sup>th</sup> - Oct 27<sup>th</sup>*

*Terri, Matt and Henry class registrations - \$165.00 each for the three days = \$495.00 Ck# 11679. Hotel \$261.60 each for the 3 nights \$784.80) this will be charged to credit card upon check-out.*

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

*Opposed: None*

*Motion Carried*



- B. Approve Klavetter Family Farm Amendment #1 for Contract# 22-Capacity-2, to change authorized amount to \$5,250.28 from original amount of \$12,835.96 –

**Board Action/Signature**

(Funding sources change to FY21 Capacity \$2,897.51 and FY22 Capacity \$2,352.77)

(Change is for decreasing cost share amount to reflect newly approved EQIP funding for the project)

***Motioned by Theismann and seconded by Ross to approve Klavetter Family Farm Amendment #1 for Contract # 22-Capacity-2, to changed authorized amount to \$5,250.28 from original amount of \$12,835.96***

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

***Opposed: None***

***Motion Carried***

- C. Approve Roller-Crimper Storage Space Lease and the Roller-Crimper Rental Agreement – **Board Discussion/Action**

***Make sure renter has right equipment to haul. Olmsted, Winona and Wabasha.***

***Motioned by Theismann and seconded by Klennert to approve the Roller-Crimper Storage Space Lease and the Roller-Crimper Rental Agreement***

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

***Opposed: None***

***Motion Carried***

- D. Approve check to Dennis Shea for Storage Space Lease for Aug- Dec. of 2021 \$62.50 and Jan – Dec. of 2022 \$150.00 for a total of \$212.50 check# 11680. - **Board Action**  
(2023 Lease payment of \$150.00 will be paid January 2023)

***Motioned by Theismann and seconded by Ross to approve check to Dennis Shea for Storage Space Lease for Aug – Dec. of 2021 \$62.50 and Jan – Dec of 2022 \$150.00 for a total of \$212.50 check# 11680***

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

***Opposed: None***

***Motion Carried***

- E. Approve Sharon Schumacher Contract# 21-SWD-2 in the amount of \$445.00 for Reverse Osmosis Water Treatment System & Installation – **Board Action**

(Funding FY21 Safe Drinking Water for Private Well Users)

***Motioned by Knudsen and seconded by Theismann to approve Sharon Schumacher Contract# 21-SWD-2 in the amount of \$445.00 for Reverse Osmosis Water Treatment System & Installation.***

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

***Opposed: None***

***Motion Carried***

- F. Approve FY 2023 State of MN BWSR Soil Health Cost Share Grants

Grant Agreement P23-2743 2023-Soil Health Cost Share (Wabasha SWCD)  
\$14,175.00 – **Board Action**

***Motioned by Knudsen and seconded by Ross to approve acceptance of the FY 2023 State of MN BWSR Soil Health Cost Share Grants. Grant Agreement P23-2743 2023 Soil Health Cost Share (Wabasha SWCD) \$14,175.00***

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

***Opposed: None***

***Motion Carried***

G. Upcoming Events:

- i. Fall MASWCD / MACDE Employee and Supervisors Meeting Tuesday Sept. 27<sup>th</sup>.  
Registration at 9:00 am at the Hokah Fire Station
- ii. BWSR Academy at Cragun's Resort on Gull Lake Tues-Thurs. October 25<sup>th</sup>– 27<sup>th</sup>
- iii. MASWCD Annual Convention & Trade Show, Mon-Wed. Dec. 12 - 14<sup>th</sup>

**XII. Board Reports**

- A. Whitewater JPB – Lynn  
August meeting minutes. U of M Soil Health Scholarships. Adult Field Management.
- B. Zumbro 1W1P – Larry (alternate Dag) – ***No Meeting***
- C. WinLaC 1W1P – Lynn – ***Oct 3 next meeting***
- D. SE SWCD Technical Support JPB – Larry - ***No Meeting***
- E. County Board Meeting – Larry (alternate Sharleen) – ***Sharleen gave our minutes report. Brian Goihl asked why Olmsted County pays more for soil health practices. They got more money from their County. Bob Walkes explained.***
- F. Hiawatha Valley RC&D – Lynn – ***No Meeting***

***Terri reported that all of the nominations had been sent to the state (MASWCD) How do we want to present Wabasha County local awards? Present at SWCD board meeting or County Board meeting? Outstanding Conservationist, picture of the farm by drone and copy for office. Better picture if we do when everything is green. Write up in the paper. Jen had done most of Helen Myers write up and Terri interviewed the Hein's family. Dag said the Sustainable Farming Assoc. had a format for write ups.***

**XIII. Adjourn – Board Action**

***Motioned by Klennert and seconded by Ross to adjourn the meeting at 9:27 am***

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

***Opposed: None***

***Motion Carried***

Respectively Submitted by:

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Larry Theismann, Secretary

2:50 PM

10/14/22

Cash Basis

# Wabasha Soil and Water Conservation District

## Cash Balances

As of September 30, 2022

	Sep 30, 22
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Money Market- Bank of Alma	77,024.25
Money Market WNB Financial	7,404.14
Peoples State Bank Money Market	358,178.55
Petty Cash	81.02
WNB Financial	16,767.80
Total Checking/Savings	459,455.76
Total Current Assets	459,455.76
<b>TOTAL ASSETS</b>	<b>459,455.76</b>
<b>LIABILITIES &amp; EQUITY</b>	0.00

## Wabasha Soil and Water Conservation District

## Balance Sheet

As of September 30, 2022

	Sep 30, 22
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Money Market- Bank of Alma	77,024.25
Money Market WNB Financial	7,404.14
Peoples State Bank Money Market	358,178.55
Petty Cash	81.02
WNB Financial	16,767.80
Total Checking/Savings	459,455.76
Accounts Receivable	
11000 · Accounts Receivable	9.00
Total Accounts Receivable	9.00
Total Current Assets	459,464.76
Fixed Assets	
15000 · Furniture and Equipment	
Computer	8,706.00
Laptops for Distrcit Techs (2)	3,149.22
Samsung Tablets	1,548.69
15000 · Furniture and Equipment - Other	109,828.00
Total 15000 · Furniture and Equipment	123,231.91
17000 · Accumulated Depreciation	-79,335.42
Total Fixed Assets	43,896.49
Other Assets	
Prepaid Items	
Prepaid Rent	920.43
Total Prepaid Items	920.43
Total Other Assets	920.43
<b>TOTAL ASSETS</b>	<b>504,281.68</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	-95.56
Total Accounts Payable	-95.56
Other Current Liabilities	
Allowance for Unemployment Reim	1,581.86
Deferred Revenue	
AIS	76,315.06
FY18 Capacity	1,729.56
FY19 Capacity	4,279.45
FY20 Buffer Initiative	1,827.64
FY20 Capacity	2,019.74
FY20 CWMA	1,932.12
FY20 State Cost share	2,336.70
FY21 Buffer Initiative	15,163.00
FY21 Capacity	31,537.75
FY21 State Cost Share	8,705.80
FY22 Buffer Initiative	17,000.00
FY22 Capacity	73,525.66
FY22 State Cost Share	15,401.00
FY22 WCA	-1,958.24
FY23 Conservation Delivery	19,619.00
FY23 LWM	14,177.00
FY23 State Cost Share	15,401.00

2:50 PM

10/18/22

Accrual Basis

# Wabasha Soil and Water Conservation District

## Balance Sheet

As of September 30, 2022

	Sep 30, 22
FY23 WCA	12,118.00
Total Deferred Revenue	311,130.24
24000 · Payroll Liabilities	1,192.99
25500 · Sales Tax Payable	576.11
Total Other Current Liabilities	314,481.20
Total Current Liabilities	314,385.64
Total Liabilities	314,385.64
Equity	
Fund Balance- Restatement	47,943.10
Fund Balance Designated	31,903.30
Investment in Capital Assets	43,896.49
30000 · Opening Balance Equity	649.89
32000 · Owners Equity	162,483.44
Net Income	-96,980.18
Total Equity	189,896.04
TOTAL LIABILITIES & EQUITY	504,281.68



**Wabasha Soil and Water Conservation District**  
**Profit & Loss**  
**September 2022**

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	Sep 22
Ordinary Income/Expense	
Income	
Charges for Services	
Plat Book Sales	105.00
Total Charges for Services	105.00
Intergovernmental Revenues	
County	
County Regular Allocation	775.70
Total County	775.70
Partners Grants	
National Wild Turkey Federation	2,500.00
Total Partners Grants	2,500.00
State	
MAWQCP	18,831.45
Total State	18,831.45
Total Intergovernmental Revenues	22,107.15
Miscellaneous	
Other	2.47
Total Miscellaneous	2.47
Total Income	22,214.62
Gross Profit	22,214.62
Expense	
District Operations	
Other Services and Charges	
Building Rent	920.43
Conferences and Conventions	1,279.83
Employee Education and Training	70.00
Employee Mileage	21.25
Internet Expense	79.66
Postage	2.88
Subs. and Pubs.	100.00
Vehicle Expenses	
Chevrolet Silverado Vehicle Exp	137.15
Hyundia Tucson Vehicle Expense	53.09
Total Vehicle Expenses	190.24
Total Other Services and Charges	2,664.29
Personnel Services	
Employee Salary Permanent	24,985.62
Employer HSA contributions	2,625.00
Employer Life and Health	
66000 - Payroll Expenses	7,833.12
Employer Life and Health - Other	22.00
Total Employer Life and Health	7,855.12
Employer Share FICA	1,714.66
Employer Share Medicare	401.02
Employer Share PERA	2,036.34
Total Personnel Services	39,617.76
Total District Operations	42,282.05
Project Expenditures	
District	

**Wabasha Soil and Water Conservation District**  
**Profit & Loss**  
**September 2022**

---

	<b>Sep 22</b>
Storage Space Lease Rolr-Crmper	212.50
<b>Total District</b>	212.50
<b>Partners Grants</b>	
National Wild Turkey Federation	2,500.00
<b>Total Partners Grants</b>	2,500.00
<b>State</b>	
FY22 MDA Noxious Weed Grant	310.00
LWM NRBG	41.88
MAWQCP Administration	9,852.34
North Fork Zumbro-Mazeppa	1,040.00
<b>Total State</b>	11,244.22
<b>Total Project Expenditures</b>	13,956.72
<b>Total Expense</b>	56,238.77
<b>Net Ordinary Income</b>	-34,024.15
<b>Other Income/Expense</b>	
<b>Other Income</b>	
Interest Income	
Interest Earnings MM's	393.79
<b>Total Interest Income</b>	393.79
<b>Total Other Income</b>	393.79
<b>Net Other Income</b>	393.79
<b>Net Income</b>	<b>-33,630.36</b>

4:02 PM

10/26/22

Cash Basis

## Wabasha Soil and Water Conservation District

## Monthly Bills Listing

October 27, 2022

Type	Date	Num	Name	Memo	Account	Paid Amount
Oct 27, 22						
Liability Check	10/27/2022	11693	QuickBooks Payroll Service	Created by Payroll Service on 10/25/2022	WNB Financial	-9,927.69
Bill Pmt -Check	10/27/2022	11694	Auditor/Treasurer of Wabasha County	County Insurance	WNB Financial	-559.85
Bill Pmt -Check	10/27/2022	11695	Chet Ross	3rd qtr mileage for meetings	WNB Financial	-112.50
Bill Pmt -Check	10/27/2022	11696	Dag Knudsen-b	3rd qtr mileage for meetings	WNB Financial	-52.50
Bill Pmt -Check	10/27/2022	11697	HBC	10-02 to 11-01-22 Internet	WNB Financial	-79.66
Bill Pmt -Check	10/27/2022	11698	Houston County Treasurer	3rd quarter WinLac Chloride Monitoring	WNB Financial	-253.94
Bill Pmt -Check	10/27/2022	11699	Jennifer Wahls-C	22-319W/C-1 1st yr 340 Cover Crops	WNB Financial	-2,000.00
Bill Pmt -Check	10/27/2022	11700	Lauri's Lane Nursery LLC	8-22 to 9-30-22 W/C time	WNB Financial	-1,825.00
Bill Pmt -Check	10/27/2022	11701	Mittel Schule, Inc.	400 - 5-10" Balsam Firs	WNB Financial	-264.80
Bill Pmt -Check	10/27/2022	11702	Office Depot	November 2022 Rent	WNB Financial	-920.43
Bill Pmt -Check	10/27/2022	11703	Olinsted County Public Works	Office Supplies	WNB Financial	-121.09
Bill Pmt -Check	10/27/2022	11704	Patrick Judge	Sept 2022 Mark Root expenses	WNB Financial	-9,984.47
Bill Pmt -Check	10/27/2022	11705	Ronald Meiners	2022WAGZ-WC-10 1st pymt Cover Crops	WNB Financial	-1,280.00
Bill Pmt -Check	10/27/2022	11706	SE SWCD Technical Support JPB	Field Day training-Field walkove with tech staff-Outreach	WNB Financial	-300.68
Bill Pmt -Check	10/27/2022	11707	Shardeen Klennert-b	7-1 to 9-30-2022 Technical Servs-Gorman Creek	WNB Financial	-9,688.45
Bill Pmt -Check	10/27/2022	11708	Sharon Schumacher	3rd qtr Mileage for Meetings	WNB Financial	-193.75
Bill Pmt -Check	10/27/2022	11709	Wabasha County Highway Departm...	21-SDW-2 Reverse Osmosis Water Treatment	WNB Financial	-445.00
Bill Pmt -Check	10/27/2022	11710	WSB	Sept gas Hyundai & Silverado	WNB Financial	-136.67
Liability Check	10/27/2022	EFT	MN PEIP	Sept. Prof Serv for N. Fork Zumbro	WNB Financial	-775.00
Liability Check	10/27/2022	EFT	VSP Vision Care	Group Number 03732 Nov 1 - Nov 30, 2022 Premium	WNB Financial	-5,586.42
Oct 27, 22						
						-42,674.94

34,644.25

NRCS Field Office Report

10/27/22

John Benjamin

**Current office standing**

- The office is open to producers.
- Masks are not required in the building, currently; this could change on a weekly basis dependent on CDC COVID community levels presented the Friday before.

**CSP (Conservation Stewardship Program)**

- 10 Active contracts
- 9 Applications for CSP classic in pending status
- 2 Applications for CSP23 renewal
- CSP Grassland Conservation initiative (GCI) sign up deadline was October 14<sup>th</sup> 2022
- 1 app submitted, then canceled

**EQIP (Environmental Quality Incentive Program)**

- 27 Active EQIP contracts (totaling roughly \$360,224 in cost share remaining to be paid out)
- 19 Applications in pending status
- FY23 signup 1, signup deadline Nov 18th

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

- 3 active contracts (totaling roughly \$18,731 in cost share remaining to be paid out)
- No applications submitted

**RCPPE (Regional Conservation Partnership Program)**

Land Management fund through MAWQCP sign up is applicable in this county

- 1 Active contract (totaling \$53,982 cost share to be paid out)
- FY23 Sign up deadline sometime in December
- No applications submitted

**CRP (Conservation Reserve Program)**

- 113 Expiring contract reviews for FY23
- 9 Expiring contracts for FY24
- 32 Continuous offers accepted
- 17 General offers accepted
- 7 CRP establishment checks

## Work Summary – October 2022

Henry Stelten

### Projects

- CSP contract assistance (x2)
- Cover crop contract planning, and/or certification voucher processing (x6)
- Safe Drinking Water grant voucher processing (x1)
- 410 Grade stab project coordination (x2)
- Feedlot fix project coordination (x1)
- Grazing plan site visit and planning (x1)
- Brush management site visit/planning (x2)

### Others

- Cover crop article
- Tree sale order completed; order form updated
- Miscellaneous assistance for resource concerns
- Haney soil test sampling
- Buffer law aerial compliance checks
- Roller crimper rental process details
- WIC meeting(s)

### Training

- BWSR Academy

Sue:

Attended MASWCD & MACDE Fall Meeting in Hokah on 9-27-2022

Regular Monthly duties:

Payroll. Pay tax and liabilities

Accounts Receivable – Invoicing MDA for Olmsted Cty Public Works

Bank Reconciliations

Accounts Payable – Add bills to be paid

Keep Townsquare Media – our website up to date with documents

Board minutes – recording to summary

Invoicing for quarter expenses for various grants

Board Agenda, Board Packet for monthly meeting



# 2022 MASWCD Annual Convention - Online Registration

**Minnesota Association of Soil and Water  
Conservation Districts (MASWCD)**  
86th Annual Convention

**December 12, 13, 14, 2022**

**DoubleTree by Hilton Hotel Bloomington -  
Minneapolis South**

7800 Normandale Blvd., Bloomington MN 55439

**Registration deadline: December 1, 2022.**

Convention program information will be posted to  
the [MASWCD web site](#) as it is finalized.

Program/Schedule **SNAPSHOT:**

**Monday, Dec 12:** SWCD Manager training

**Tuesday, Dec 13:** continental breakfast\*, plenary  
sessions, agency and vendor exhibits, awards  
luncheon\*, afternoon breakout sessions,  
evening reception with cash-bar and hors d'oeuvres

**Wednesday, Dec 14:** continental breakfast\*, business  
meeting, morning SWCD employee breakout sessions,  
agency and vendor exhibits, Outstanding  
Conservationist informational program and photo area,  
Outstanding Conservationist Awards Luncheon\*

*\*please note there are extra fees for breakfasts and  
lunches*

## Registrant Information and Selections

*\* Red asterisks indicate required fields.*

*Make sure to select "Submit" after completing the form.*

*Multiple individuals may be registered in one submission by selecting "+ Add Registrant."*

### ⊗ Registrant 1

**Name \***

First

Last

**Agency/Organization \***





**Registration Fee \***

- ☐ Complete Convention Registration - \$300.00
- ☐ Tuesday Only Registration - \$225.00
- ☐ Tuesday Only Registration - \$190.00
- ☐ Speaker Registration - \$0.00
- ☐ Outstanding Conservationist - \$0.00
- ☐ spouse of SWCD supervisor/employee - \$0.00

*Registration fees do not include meals. Please register for meals below.*

**Meals**

- ☐ Tuesday Continental Breakfast - \$22.00
- ☐ Tuesday Luncheon - \$32.00
- ☐ Wednesday Continental Breakfast - \$22.00
- ☐ Wednesday Luncheon - \$32.00

*Continental breakfasts include bakery items, breakfast sandwiches, fruit, coffee, and juice.*

*Please note Wednesday's luncheon requires reserved seating. Seating reservations need to be made on-site at the convention registration desk.*

+ Add Registrant

## 2022 MASWCD Annual Convention Cancellation Policy

Registration cancellations must be submitted via email to [info@maswcd.org](mailto:info@maswcd.org), and must be received by 4:30 PM on December 1, in order to receive a refund of the registration fee less an \$80 cancellation fee.

Cancellations received after this date will not be refunded.

### Lodging

You are responsible for making (or cancelling, if necessary) your lodging reservation directly with [Doubletree by Hilton Hotel Bloomington – Minneapolis South](#). The special room rate of \$99 will be available until December 3 or until the group block is sold-out, whichever comes first. When using the online reservation tool, please be mindful of dates being selected.

### Confirmation email

The email address you provide below should receive a confirmation of your registration within minutes of submitting. If you do NOT receive an email confirmation summarizing your registration, please email MASWCD at [info@maswcd.org](mailto:info@maswcd.org). Thank you!

Email \*

Payment Method \*

☐ Credit Card ☐ Check ☐ Purchase Order ☐ Not applicable (\$0)

Submit

----- MASWCD ANNUAL CONVENTION AT A GLANCE -----

DECEMBER 12-14, 2022

DoubleTree by Hilton Hotel Bloomington - Minneapolis South - Bloomington, MN

**MONDAY, DECEMBER 12, 2022**

8:00 am – 4:30 pm	Registration Open
8:30 am – noon and 1:00 – 4:30 pm	<p><b>(Pre-Conference) SWCD Manager Training – FranklinCovey's <i>The 4 Disciplines of Execution</i>®</b></p> <p>This special training will provide SWCD managers with a framework to increase strategic execution of our district's most critical One Watershed One Plan priorities amid intense and everyday distractions. The session will provide SWCD managers with content, tools, methodology, and management training all based on a foundation of principles and practices.</p> <p>Training will take place from <b>8:30 am to noon</b> for SWCD managers in MASWCD Areas 4, 5, 6, and 7 Training will be <b>1:00 to 4:30 pm</b> for managers in MASWCD Areas 1, 2, 3, and 8 (<i>Lunch on your own</i>)</p>
5:00 – 6:00 pm	<b>Roundtable Discussion for SWCD Managers with BWSR Assistant Director Justin Hanson</b>

**TUESDAY, DECEMBER 13, 2022**

7:00 – 8:15 am	Continental Breakfast ( <i>see registration form – there is a fee for this event</i> )
7:00 am – 4:30 pm	Registration Open
8:30 am – 4:30 pm	Trade Show Open – Agency and Vendor Exhibits
8:30 – 9:00 am	<p><b>Business Meeting:</b> Presiding: Paul Krabbenhoft, MASWCD President</p> <ul style="list-style-type: none"> <li>• Introduction of Board of Directors, President's Report, Recognition of Board, Staff, and Committee Chairs</li> <li>• Introduction of MASWCD Officer Candidates</li> <li>• Finance Committee Report – Clark Lingbeek, MASWCD Sec./Treasurer, Southwest Area 5 Director</li> <li>• Resolution Committee Report; Introduction of 2022 MASWCD Resolutions – Ken LaPorte, MASWCD Resolution Committee Chair, North Central Area 8 Director</li> </ul>
9:00 – 10:00 am	<b>Plenary Session: Partnerships for Climate-Smart Commodities and Implications for Locally Led Conservation.</b>
10:00 – 10:30 am	Refreshment Break
10:30 – 11:30 am	<b>Plenary Session: Defining SWCD Essential Services to Meet Future Local Conservation Needs</b>
11:45 am–1:15 pm	<p><b>Awards Luncheon</b> (<i>see registration form – there is a fee for this event</i>)</p> <ul style="list-style-type: none"> <li>• Recognition of retiring and deceased SWCD supervisors and employees</li> <li>• MASWCD/MPCA Community Conservationist Award</li> <li>• MASWCD/DNR Outstanding Forest Steward Award</li> <li>• MASWCD/Pheasants Forever Wildlife Habitat Steward Award</li> <li>• DNR Division of Ecological and Water Resources Appreciation Award</li> <li>• MASWCD Teacher Award, MASWCD Legislator of the Year Award</li> <li>• Outstanding District Employee Award, by Board of Water &amp; Soil Resources</li> <li>• MASWCD Outstanding SWCD Supervisor Award</li> </ul>
1:15 – 1:45 pm	Refreshment Break
1:45 – 3:00 pm and 3:30 – 4:30 pm	<p><b>Breakout sessions will take place in two rounds and will include the following topics:</b></p> <ul style="list-style-type: none"> <li>• Watershed Based Implementation – building on our successes</li> <li>• Accessing and leveraging Regional Conservation Partnership Program and other federal funding to accelerate our work</li> <li>• Practice and project management tracking tool concepts</li> <li>• Communicating success as we go – watershed-based implementation</li> <li>• Mechanisms for working together throughout comprehensive watershed management planning and implementation (contracts, joint powers agreements, MOAs, etc.)</li> <li>• Human Resources: job recruitment, salaries, and pay scales</li> <li>• On the Job Training – challenges and opportunities with this critical aspect of Job Approval Authority</li> <li>• Soil Health Practice Standards</li> </ul>

3:00 – 3:30 pm	Refreshment Break
5:30 – 8:00 pm	Networking Reception, Cash-bar and hors d'oeuvres. Invited guests will include state and federal lawmakers and agency leadership

### WEDNESDAY, DECEMBER 14, 2022

7:00 – 8:15 am	Continental Breakfast <i>(see registration form – there is a fee for this event)</i>
7:30 am	Registration Opens
8:00 am – noon	<b>Trade Show Open – Agency and Vendor Exhibits</b>
8:30 – 10:00 am and 10:30 am - noon	<b>Business Meeting – MASWCD Elections, MASWCD budget, resolutions, policy updates</b> You will hear from MASWCD leaders, partners and policy makers on topics ranging from district conservation programs, policies, resource concerns and funding priorities. There will also be deliberations and adoption of our 2023 grassroots policy. <ul style="list-style-type: none"> <li>• Presiding: Paul Krabbenhoft, MASWCD President</li> <li>• Approval of 2022 Standing Rules and 2021 Meeting Minutes</li> <li>• Nominating Committee Report and Elections – Kurt Beckstrom, Nominating Committee Chair</li> <li>• Finance Committee: Action on Proposed FY 2023 Budget – Clark Lingbeek, MASWCD Secretary/Treasurer and MASWCD Southwest Area 5 Director</li> <li>• Resolutions Committee: Action on Resolutions – Ken LaPorte, MASWCD Resolution Committee Chair, North Central Area 8 Director</li> <li>• Agency Reports, New Business &amp; Announcements</li> </ul>
8:30 – 10:00 am and 10:30 – noon	<b>Employee Sessions will take place in two rounds and will include the following topics:</b> <ul style="list-style-type: none"> <li>• Open Meeting Law and Data Practices</li> <li>• Quickbooks Training</li> <li>• Spotlight on the Sauk Watershed Citizenship Program</li> <li>• Sales Training: the key components to communicating with and gaining/maintaining trust of the landowners your district serves</li> <li>• Keep it Clean Campaign</li> <li>• Contractor Outreach and Training</li> </ul>
9:00 – 10:00 am	<b>Outstanding Conservationist Informational Program</b>
10:00 – 10:30 am	Refreshment Break
10:00 – 11:45 am	<b>Outstanding Conservationists Photo Area Open</b>
12:15 – 2:15 pm	<b>Outstanding Conservationist Luncheon, Awards, Closing Comments</b> <i>(there is a fee for this event)</i> <i>supported by The Farmer magazine, Paula Mohr, Editor</i> <ul style="list-style-type: none"> <li>• Presentation of SWCD of the Year Award</li> <li>• Slide Show of Minnesota's Outstanding Conservationists</li> <li>• Outstanding Conservationist Award - Area Finalists &amp; State Winner</li> <li>• Have safe travels!</li> </ul>



# National Association of Conservation Districts

## CONSERVATION INVESTMENT

Customer #: 39053

Investment Date: October 1, 2022

Wabasha SWCD  
611 Broadway Avenue, Suite 10  
Wabasha, MN 55981-1988

Phone: 651 - 565-4673

Email: [terri.peters@mn.nacdnet.net](mailto:terri.peters@mn.nacdnet.net)

URL:

Facebook: <https://www.facebook.com/Wabasha-SWCD-534308246654643>

Twitter:

Other:

Review your information!

Submit updates online or with your renewal

### PLEASE RENEW YOUR MEMBERSHIP NOW!

*This is the first invoice for NACD's 2023 fiscal year which runs October 1, 2022 to September 30, 2023. We hope you continue to show your support for your National Association with a full membership contribution of \$775. Complete the application form and send with payment to NACD headquarters.*

Gary Blair  
NACD Secretary/Treasurer

### Conservation Investment FY23 (check one)

<input type="checkbox"/> Platinum (\$3,001 +)	<input type="checkbox"/> Diamond (\$1,776 - \$3,000)	<input type="checkbox"/> Gold (\$775 - \$1,775)	<input type="checkbox"/> Silver (\$501 - \$774)	<input type="checkbox"/> Bronze (\$101 - \$500)	<input type="checkbox"/> Contributor (\$1 - \$100)
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### Payment

<input type="checkbox"/> Final Payment	<input type="checkbox"/> Check # _____
<input type="checkbox"/> Installment _____ of _____	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover
Amount Paid: _____	Card No. _____ CVV _____ Exp. _____
	Name on Card _____ Signature _____

### Pay online at:

<https://nacdnnet.app.neoncrm.com/forms/fy23-membership>



### Mail check and form to:

NACD  
509 Capitol Court NE  
Washington, DC 20002  
Fax: 202-547-6450  
Email: [membership@nacdnnet.org](mailto:membership@nacdnnet.org)



## WHO WE ARE

The National Association of Conservation Districts (NACD) is the nonprofit organization that represents America's nearly 3,000 conservation districts, their state and territory associations and the more than 17,000 men and women who serve on their governing boards

## GRASSROOTS ADVOCACY

NACD ensures that conservation districts are represented in important policy and regulatory discussions, by forging strong working ties with policymakers, federal agencies, and partners.

## MEMBER SERVICES

NACD assists in putting boots on the ground in districts by pursuing ongoing funding for district support, in addition to providing a wide range of direct services to districts.

NACD offers webinars, breakout sessions, workshops, conferences, symposia, and online resources to conservation districts and state or territory associations in order to provide cost-effective training, tools, and educational materials.

SCAN THE QR  
CODE BELOW TO  
PAY MEMBERSHIP  
DUES!



National Association of  
Conservation Districts

EVERY ACRE,  
EVERY AMERICAN,  
EVERY DAY



## CONSERVATION

### STEWARDSHIP

NACD develops and produces stewardship materials annually centered around a conservation theme, like soil, pollinators, forestry or water.

These materials are offered free to districts for electronic download to educate their communities on the importance of conservation and how they can get involved.

## NATIONAL

### COMMUNICATIONS

NACD issues publications to keep conservation districts and partners informed of the organization's activities, the latest conservation news affecting districts and their customers, newly available tools and resources, and emerging natural resource challenges and opportunities.

## DISTRICT FUNDING

NACD, in partnership with the Natural Resources Conservation Service (NRCS), offers funding to further enhance conservation district technical assistance across the nation, providing funds to hire staff where additional capacity is needed.

These partnership opportunities can only be developed thanks to your membership contributions!

### Technical Assistance Grants

Since 2018, NACD has provided over \$65 million to conservation districts to develop staff capacity related to technical assistance

### Urban Agriculture

### Conservation Grant Initiative

Since 2016, NACD has awarded over \$6.5 million for 153 different conservation district projects related to urban agricultural conservation

### Friends of NACD Grants

To date, \$20,000 has been awarded to eight conservation districts through the Friends of NACD District Grants program

## COMMUNITY

### OUTREACH

The national association supports underserved communities from coast to coast, engages in tribal outreach and partnership with conservation districts, and implements agricultural conservation practices in urban settings.

## LEADERSHIP

### DEVELOPMENT

NACD develops training modules to assist districts with everything from crafting the perfect elevator speech to discussing policy issues with Congressional representatives.

NACD also provides interactive leadership development opportunities, including conservation and leadership seminars, listening sessions and Conservation Planning Boot Camp, a comprehensive conservation planning course.





## PERCENT BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

### General Information

Organization: <b>Wabasha SWCD</b>	Contract Number: <b>22WAGZ-WC- 05</b>	Other state or non-State funds? <input checked="" type="checkbox"/> YES <input checked="" type="checkbox"/> No <b>HS</b>	Amendment <input type="checkbox"/> Board Meeting Date(s):	Canceled <input type="checkbox"/> Board Meeting Date(s):
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\*If contract amended, attach amendment form(s) to this contract.

### Applicant

Land Occupier Name <b>Margaret Deming</b>	Address <b>823 Mayowood Rd SW #417</b>	City/State <b>Rochester, MN</b>	Zip Code <b>55902</b>
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\* If a group contract, this must be filed and signed by the group spokesperson as designated in the group agreement and the group agreement attached to this form.

### Conservation Practice Location

Township Name: <b>Highland</b>	Township No: <b>109</b>	Range No.: <b>11</b>	Section No. <b>20</b>	<b>1/4, 1/4</b> <b>SE, NW</b>
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### Contract Information

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

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

**410 Grade Stabilization Structure**

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

6. This contract, when approved by the organization board, will remain in effect unless canceled or amended by mutual agreement. If the practice(s) covered by this contract have not been installed by 11/30/22, this contract will be automatically terminated on that date.

7. Items or cost for which reimbursement is claimed are to be supported by invoices/receipts for payments and will be verified by the organization board as practical and reasonable. The invoices/receipts must include: the name of the vendor; the materials, labor or equipment used; the component unit costs and the date(s) the work was performed. The organization board has the authority to make adjustments to the costs submitted for reimbursement. Pre-Construction Cover is exempt from having the required invoices/receipts. Reimbursement requests must also be supported by a completed Percent Based Voucher Form.

### Applicant Signatures

The land occupier's signature indicates agreement to:

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

Date 4-21-22	Land Occupier Margaret A. Deming
Date 4-21-22	Landowner, if different from applicant Margaret A. Deming
	Address, if different from applicant information:

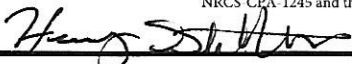
### Conservation Practice

The primary practice for which cost-share is requested is: **410 Grade Stabilization Structures, 412 Grassed Waterways**

Practice standard(s) or eligible component(s)  410 Grade Stabilization Structures, 412 Grassed Waterways	Engineered Practice: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Ecological Practice: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Total Project Cost Estimate  <b>\$31,600.00</b>
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### Technical Assessment and Cost Estimate

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

Date 4-21-22	Technical Assistance Provider NRCS-CPA-1245 (Practice and Payment Worksheet) can be utilized as the certification of practice completion. An attached, and signed NRCS CPA-1245 and the as built can be used as the Technical Certification on the "Voucher and Certification." 
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### Pre-Construction Cover

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

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

### Amount Authorized for Financial Assistance

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

Date 4-28-22	Authorized Signature 	Total Amount Authorized <b>\$13,349.89</b>
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Amount	Program Name	Fiscal Year
\$13,349.89	WAGZ - Watershed based funding	2022



## PERCENT BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

### General Information

Organization: <b>Wabasha SWCD</b>	Contract Number: <b>2022WAGZ-WC-001</b>	Other state or non-State funds? <input checked="" type="checkbox"/> YES <input type="checkbox"/> No	Amendment <input type="checkbox"/> Board Meeting Date(s):	Canceled <input checked="" type="checkbox"/> Board Meeting Date(s): <b>10-27-22</b>
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\*If contract amended, attach amendment form(s) to this contract.

### Applicant

Land Occupier Name <b>Sharon Melvin</b>	Address <b>410 1st Ave NW</b>	City/State <b>Plainview, MN</b>	Zip Code <b>55964</b>
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\* If a group contract, this must be filed and signed by the group spokesperson as designated in the group agreement and the group agreement attached to this form.

### Conservation Practice Location

Township Name: <b>Plainview</b>	Township No: <b>109</b>	Range No.: <b>11</b>	Section No. <b>8</b>	<b>1/4, 1/4</b> <b>SW, NW</b>
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### Contract Information

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

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

**NRCS 410 Grade Stabilization Structure**

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

6. This contract, when approved by the organization board, will remain in effect unless canceled or amended by mutual agreement. If the practice(s) covered by this contract have not been installed by 11/30/22, this contract will be automatically terminated on that date.

7. Items or cost for which reimbursement is claimed are to be supported by invoices/receipts for payments and will be verified by the organization board as practical and reasonable. The invoices/receipts must include: the name of the vendor; the materials, labor or equipment used; the component unit costs and the date(s) the work was performed. The organization board has the authority to make adjustments to the costs submitted for reimbursement. Pre-Construction Cover is exempt from having the required invoices/receipts. Reimbursement requests must also be supported by a completed Percent Based Voucher Form.

### Applicant Signatures

The land occupier's signature indicates agreement to:

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

3-17-22	Emerald Spring Dairy, Inc. by: Mauricio Young, President
3-17-22	Sharon Melvin

### Conservation Practice

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

Practice standard(s) or eligible component(s)	Engineered Practice: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Total Project Cost Estimate  <b>\$10,340.00</b>
410 Grade Stabilization Structure	Ecological Practice: <input type="checkbox"/> YES <input type="checkbox"/> NO	

### Technical Assessment and Cost Estimate

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

3-21-22	NRCS-CPA-124S (Practice Approval and Payment Worksheet) can be utilized as the certification of practice completion. An attached completed, and signed NRCS-CPA-124S and the as-built, can be used as the Technical Certification on the "Voucher and Certification."
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### Pre-Construction Cover

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

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

### Amount Authorized for Financial Assistance

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

Date 3-24-2022	Authorized Signature Lynn Fabel	Total Amount Authorized <b>\$5,030.11</b>
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Henry Stelten &lt;henrystelten.wabashaswcd@gmail.com&gt;

**Re: Wabasha SWCD Project Cancellation**

1 message

**sharonmelvin@netzero.net** <sharonmelvin@netzero.net>  
To: henrystelten.wabashaswcd@gmail.com

Wed, Oct 19, 2022 at 9:10 AM

Henry

Thank you for all your work in setting up this contract.

I had Maurie check on contractors for doing the work and they were not interested because of the cost and location of the project.

Therefore I would like to cancel the contract.

Thank you so much.

Sharon Melvin

----- Original Message -----

From: Henry Stelten &lt;henrystelten.wabashaswcd@gmail.com&gt;

To: sharonmelvin@netzero.net

Subject: Wabasha SWCD Project Cancellation

Date: Mon, 17 Oct 2022 15:44:14 -0500

Hi, Sharon.

Thanks for taking my call and for your time. All we will need from you for the cancellation of the contract is a short statement which includes that you would like to cancel the contract and why you would like to cancel the contract. It can be short and simple, no need to stress over it.

This is just so that we can clearly document that you wish to cancel the contract and that we didn't pull the plug on you if you had still wanted to move forward with it.

As a head's up, John Benjamin with the NRCS will also likely be giving you a call for a similar process on their end, because we had pursued two different programs for funding.

Thank you, and please don't hesitate to call with any questions.

Henry

--

Henry Stelten, Natural Resources Conservation Technician



611 Broadway Ave., Suite 10

Wabasha, MN 55981

(651) 565-4673

## PERCENT BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

### General Information

Organization:  <b>Wabasha SWCD</b>	Contract Number:  <b>22-SDWGP2-1</b>	Other state or non-State funds?  <input type="checkbox"/> YES <input type="checkbox"/> No	Amendment <input type="checkbox"/> Board Meeting Date(s):	Canceled <input type="checkbox"/> Board Meeting Date(s):
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\*If contract amended, attach amendment form(s) to this contract.

### Applicant

Land Occupier Name  <b>Joe Reinhardt</b>	Address  <b>64832 East CR 19</b>	City/State  <b>Kellogg, MN</b>	Zip Code  <b>55945</b>
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\* If a group contract, this must be filed and signed by the group spokesperson as designated in the group agreement and the group agreement attached to this form.

### Conservation Practice Location

Township Name:  <b>Glasgow</b>	Township No:  <b>110</b>	Range No.:  <b>11</b>	Section No.  <b>24</b>	<b>1/4, 1/4</b>  <b>NW, NE</b>
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### Contract Information

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

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

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

State of MN Plumbing Code (MN Rules, Chapter 4714), by a water contractor licensed under chapter 326B or a plumber licensed under chapter 326B.

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

6. This contract, when approved by the organization board, will remain in effect unless canceled or amended by mutual agreement. If the practice(s) covered by this contract have not been installed by 03/31/2023, this contract will be automatically terminated on that date.

7. Items or cost for which reimbursement is claimed are to be supported by invoices/receipts for payments and will be verified by the organization board as practical and reasonable. The invoices/receipts must include: the name of the vendor; the materials, labor or equipment used; the component unit costs and the date(s) the work was performed. The organization board has the authority to make adjustments to the costs submitted for reimbursement. Pre-Construction Cover is exempt from having the required invoices/receipts. Reimbursement requests must also be supported by a completed Percent Based Voucher Form.

### Applicant Signatures

The land occupier's signature indicates agreement to:

1. Grant the organization's representative(s) access to the parcel(s) where the conservation practice(s) will be located.
2. Obtain any permits required in conjunction with the installation and establishment of the practice(s) prior to starting construction of the practice(s).
3. Be responsible for the operation and maintenance of conservation practice(s) applied under this program in accordance with an Operation and Maintenance Plan prepared by the technical assistance provider.
4. Not accept cost-share funds, from state sources in excess of 80%, or state and non-state sources that when combined are in excess of 80% of the total cost to establish the conservation practice(s). Pre-construction Cover is exempt from the percent reimbursement rate limitations when utilizing the Flat Rate Payment option.
5. Provide copies of all forms and contracts pertinent to any other state or non-state programs that are contributing funds toward this project.



Date 10/20/22	Land Occupier <i>Joe Reinhardt</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: **Reverse Osmosis Water Treatment System**

Practice standard(s) or eligible component(s)  See below for installation standards and requirements	Engineered Practice: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Total Project Cost Estimate  <b>\$3,660.00</b>
	Ecological Practice: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

### Technical Assessment and Cost Estimate

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

Date 10/20/2022	Technical Assistance Provider See MDH grant guidelines and installation requirements below <i>Lee Deffen</i>
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### Pre-Construction Cover

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

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

### Amount Authorized for Financial Assistance

The organization board has authorized the following for financial assistance, total not to exceed 80.0% of the total cost to establish the conservation practice plus the pre-construction cover total amount if utilizing the Flat Rate Payment option.

Date	Authorized Signature	Total Amount Authorized <b>\$2,500.00</b>
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If a well owner receives funds for installation of a water treatment device, the water treatment device must

- Be installed in accordance with State of Minnesota Plumbing Code (MN Rules, chapter 4714), by a water contractor licensed under chapter 326B or a plumber licensed under chapter 326B;
- Comply with MN Rules, on "Water Conditioning Equipment" (part 4714.0611);
- Use appropriate technology to address the contaminant identified in the testing; and
- Be labeled under MN Rules, part 4714.0611, UPS section 611.1.3 as an appropriate technology to address the contaminant identified in the testing.



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

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## FW: [External Email]Meeting

1 message

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

Thu, Oct 13, 2022 at 3:22 PM

Would you go ahead and add this to the next meeting agenda as a topic. Likely, there will be more info, just wanted the placeholder. I may end up calling in. I'll check my class schedule for that day.

---

**From:** Huth, Shawn <[shuth@co.wabasha.mn.us](mailto:shuth@co.wabasha.mn.us)>  
**Sent:** Thursday, October 13, 2022 11:48 AM  
**To:** Peters, Terri - NRCS-CD, Wabasha, MN <[terri.peters@mn.nacdnet.net](mailto:terri.peters@mn.nacdnet.net)>  
**Subject:** [External Email]Meeting

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Terri,

After discussing with Michael, he and I believe that we can offer HR services to your organization for \$3000.00. This equates to \$600.00 per person. Some of the services we could provide are as follows:

- Recruiting applicants
- Onboarding employees
- Develop and maintain policies and procedures
- Conducting disciplinary actions
- Process terminated and retiring employees
- Training and development

Please discuss with your board and see if this is amendable to your organization. If it is, we would need to bring it to our Personnel Committee for approval.

Shawn

*Shawn M. Huth*



Pronouns: She/Her/Hers

Human Resource Generalist, Wabasha County

625 Jefferson Avenue

Wabasha, MN 55981

651-565-3675

[shuth@co.wabasha.mn.us](mailto:shuth@co.wabasha.mn.us)

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# **Resolution 10272022-1**

## **A Resolution for Amendments to the Personnel Policy**

*Whereas:*

Wabasha Soil and Water Conservation District (SWCD) Personnel Policy was approved on June 23, 2022

*Whereas:*

Amendments have been made to some of the policies for clarification, therefore

*Be it resolved:*

Wabasha SWCD Board approves the Personnel Policy as amended.

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Board Chair

---

Date

### **Page 19 – Employee recognition**

Change Year 5 reward from certificate of recognition to \$120 annual payment of anniversary date

### **Page 30 Clarified EAP as an MCIT program and availability subject to change.**

### **Page 21 – Use of federal reward leave policy – added clarification**

If allowed by the entity in which SWCD staff are located; staff will follow the Federal Policy on pre-holiday time off (hours given to staff the day before holidays) only if the staff is at work to receive the benefit or if it is otherwise stated by the Wabasha County SWCD. Only District holiday hours as described here shall be recorded as "holiday leave" on time sheets. Federal pre-holiday or other leave rewards honored by the District shall be recorded as "federal-leave reward" on employee time sheets. If employee is not present on the day the leave reward is given the time must be used within 2 weeks and it should be requested and approved in advance. It may not be used to supplement unexcused or unplanned leave.

### **Page 23 – Medical/Sick leave clarification**

#### **Medical/Sick Leave**

Wabasha SWCD provides paid sick leave benefits to regularly scheduled full-time employees

(40 hours per week) and regularly scheduled part-time employees for use for temporary absences due to illness, injury or medical appointments for the employee or the employee's relatives, as set forth below. For purposes of this section, employee relatives are defined as the employee's spouse, child, stepchild, ward, parent, sibling, grandparent or stepparent. Sick leave benefits may also be used for the death of family members who are listed in the Bereavement Leave Policy. **Employee should expect to provide documentation of eligibility of relative and event for these absences. (this is also noted in Tennessen warning)**

**Page 24 – Clarification of Sick Leave and Minnesota Statute Section 181.943 considerations** (The manager and board may use as a guide for decision making. However, we employ less than 21 people and the board may choose not to approve these requests.



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

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## FW: [External Email]Draft Policy Committee minutes - 10-3-2022

2 messages

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

Tue, Oct 18, 2022 at 10:57 AM

Please include this information on the agenda.

---

**From:** Sheila Harmes <SHarmes@co.winona.mn.us>

**Sent:** Friday, October 7, 2022 1:56 PM

**To:** Bill Haxton <bill.haxton@yahoo.com>; Bill Rowekamp <bill.rowekamp@winonaswcd.com>; Bob Walkes <bwalkes@co.wabasha.mn.us>; C Winters <ckjwinters@gmail.com>; D Springer <dspringer@co.wabasha.mn.us>; Dewey Severson <dewey.severson@co.houston.mn.us>; Eileen Moeller <emoeller@ci.winona.mn.us>; Gerald Mueller <Gerald.Mueller@winonaswcd.com>; Jerry Welke <wb farms@acegroup.cc>; Lynn Zabel <lynn.zabel.wabashaswcd@gmail.com>; Machele Frisbie <machelefrisbie@gmail.com>; Marie Kovacs <MKovacs@co.winona.mn.us>; Mark Thein <Thein.Mark@co.olmsted.mn.us>; Matt Feldmeier <matt.feldmeier@hotmail.com>; Pamela Eyden <peyden@ci.winona.mn.us>; Sheila Harmes <SHarmes@Co.Winona.MN.US>; Steve Jacob <SJacob@Co.Winona.MN.US>; Teresa Walter <Teresa.Walter@co.houston.mn.us>

**Cc:** Amanda Gentry <amanda.gentry@winonaswcd.com>; Beilke, Adam (BWSR) <adam.beilke@state.mn.us>; Brady Caitlin <brady.caitlin@co.olmsted.mn.us>; Dan Wermager <danowermager@gmail.com>; Dave Johnson <djohnson@houstoneng.com>; Dave Walter <goosey10@hotmail.com>; Della Young <della@youngecg.com>; Emily Zanon MPCA <emily.zanon@state.mn.us>; Janice Messner <messnerjanice@gmail.com>; John Howard <jhoward@ci.winona.mn.us>; Kay Qualley <KQualley@co.winona.mn.us>; Lew Overhaug <LOverhaug@Co.Winona.MN.US>; Matt Kempinger <matt.kempinger.wabashaswcd@gmail.com>; Megen Kabele <MKabele@co.winona.mn.us>; Peters, Terri - NRCS-CD, Wabasha, MN <terri.peters@mn.nacdnet.net>; Rachel Ohm - Houston Engineering <rolm@houstoneng.com>; Sadie Neuman <sneuman@rochester.mn.gov>; Shaina Keseley <Shaina.Keseley@state.mn.us>; Langer, skip <Langer.skip@CO.OLMSTED.MN.US>; Wanda Anderson <Wanda.Anderson@winonaswcd.com>

**Subject:** [External Email]Draft Policy Committee minutes - 10-3-2022

[External Email]

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Good Afternoon WinLaC Policy Committee,

Attached are the draft minutes from Monday's Policy Committee meeting.

The 60-day formal Review started Wednesday, October 5, 2022 with comments to be received by December 5, 2022. The next Policy Committee will be held December 12, 2022.

Have a great weekend.

-Sheila

**Sheila Harmes**

Winona County Water Planner

Whitewater Watershed Project Coordinator

202 West Third Street

Winona, MN 55987

507-457-6522

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**10-03-2022 DRAFT WinLaC Policy Meeting Minutes SH.PDF**

736K

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**Susan Cerwinske** <susan.cerwinske.wabashaswcd@gmail.com>  
To: susan.cerwinske@mn.nacdnet.net

Tue, Oct 18, 2022 at 11:06 AM

Sue Cerwinske  
Bookkeeper/Admin. Asst.  
Wabasha SWCD  
611 Broadway Ave. Ste 10  
Wabasha, MN 55981  
651-560-2053

[Quoted text hidden]



**10-03-2022 DRAFT WinLaC Policy Meeting Minutes SH.PDF**

736K





# Mississippi River Winona La Crescent (WinLaC) Partnership

## Policy Committee Minutes

October 3, 2022 | 11:00 AM- Noon

Meeting held via Zoom & City of Winona Council Chambers

### Attendees:

Partner Entity	Primary		Alternate	
Policy Committee				
Houston County	Teresa Walter	X	Dewey Severson	
Olmsted County	Mark Thein			
Olmsted SWCD	Cheryl Winters			
Root River SWCD	Jerry Welke	X	Matt Feldmeier	
Stockton-Rollingstone-Minnesota City Watershed District	Machelle Frisbie	X	Bill Haxton	
Wabasha County	Bob Walkes	X	Don Springer	
Wabasha County SWCD	Lynn Zabel	X		
(City of) Winona	Pamela Eyden	X	Eileen Moeller	
Winona County	Marie Kovecsi	X	Steve Jacob	
Winona County SWCD	Jerry Mueller	X		

Planning Workgroup		
Houston Co/Root River SWCD	Dave Walter	
	Dan Wermager	X
	Janice Messner	X
Olmsted Co/SWCD	Skip Langer	X
	Caitlin Brady	X
Wabasha Co/SWCD	Terri Peters	X
	Matt Kempinger	
Winona Co/SWCD	Wanda Anderson	X
	Amanda Gentry	X
	Kay Qualley	
	Lew Overhaug	
	Sheila Harmes	X
City of Winona	John Howard	X

State Partners; HEI Team & Others		
BWSR	Adam Beilke	X
	Shaina Keseley	X
MPCA	Emily Zanon	X
Consultant - HEI	Dave Johnson	X
Consultant - HEI	Katie Cassidy	
Young Environmental	Della Young	X
St Mary's University	Andy Robertson	
St Mary's University	Kevin Stark	
Others	Meg Gammage-Tucker	X



Meeting Begins at 10:35 AM (Chair Marie Kovecs)

The Policy Committee convenes after the conclusion of a Joint Technical Advisory and Policy Committee meeting (9:00 – 10:30 AM)

**1. Welcome and Business Items:** Call to order and rollcall attendance by Chair Kovecs.

Approve Minutes: Teresa Walter moves to approve the minutes of August 8, 2022; Jerry Mueller seconds. Passes unanimously.

Approve Invoices: No new invoices were received since the August 8<sup>th</sup> Policy Committee meeting. A financial statement is included in the packet and has no change since last meeting. Motion to approve financial report by Jerry Mueller, seconded by Bob Walkes. Pass unanimously.

**2. Internal Review Revisions:**

Dave Johnson, Houston Engineering, provided an overview of the comments (as described in the Joint Advisory Committee/Policy Committee meeting). Most comments received were editorial in nature. Katie Cassidy, Houston Engineering, compiled all comments in a spreadsheet that was provided to all committee members. The spreadsheet has three tabs. One has all comments received. Another tab has all comments related to maps. Resolution for these comments will be made in the final edition of the Plan. A third tab contains comments that were addressed and discussed by the Planning Work Group; these comments with HEI responses were grouped into 13 categories for easier discussion at this morning's Joint meeting.

Summary of resolutions to comments (from Joint meeting before Policy Committee meeting):

- Maps: Plan will include more detailed maps of Drinking Water Source management Areas (DWSMAs); Altura DWSMA size will be corrected; Springshed maps will be included; Recent work in Gorman Creek indicates low Dissolved Oxygen levels and fish populations. In Plan, this watershed is mapped as medium priority. Group decided to elevate to high priority based on new data; Gilmore, Burns Valley and Pleasant Valley Creeks are moved from "Education and Outreach" to "Protection" in map depicting stream priorities
- Plan states that desired future condition for trout streams is that trout habitat will be expanded by 25%. Whether this goal is realistic will be confirmed with DNR and Trout Unlimited.
- Goal for water storage re-worded to provide clarity: "Add 10,000 acre-feet of storage to reduce 2-year storm event runoff volumes".
- Total Phosphorus reduction goal for Lake Winona kept at 15%.
- Capital Improvement Table includes additional projects, and those that do not have adequate detail were deleted (with understanding that they can be added at a later time). Water control structures (WASCOBs) were kept on table;
- Planning Region Tables: Pollution reduction goals will be clarified; Plan will include description of permitting process using the Combined Notice Form. This language can be referenced within Planning Region Tables.
- Watershed-wide tables: Timelines were better defined; Drinking water conservation goal added; Two watershed-wide actions were combined (review of karst local controls and review of local ordinances);



## Mississippi River Winona La Crescent (WinLaC) Partnership

### Policy Committee Minutes

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Cost of H and H modeling will remain the same (\$100,000); this work will build on what is already in place (filling in data gaps); Language to watershed-wide water system upgrades changed to indicate that this goal applies to private wells only - not public systems this funding source is increased to "Level 3"; Specific action goals were clarified.

After review of comments, Jerry Mueller made a motion to approve the draft Plan (with discussed edits) for a 60-day formal review. HEI will be able to make the changes for an October 5<sup>th</sup> start of the formal review. Bob Walkes seconded. Pass unanimously.

#### Update on Joint Powers Agreement:

The Policy Committee asked that a Collaborative Joint Powers Agreement be drafted for their consideration. Karin Sonneman, Winona County Attorney who drafted the JPA for the Root River watershed, worked with local staff to develop the WinLaC JPA. She added additional language clarifying roles of a Policy Committee within a collaborative. Next step includes a review by three other county attorneys and the city of Winona attorney.

### 3. Meeting Summary and Next Steps:

Policy Committee approved the draft Plan for 60-day formal review.

December meeting will include scheduling a hearing (January); review of Joint Powers Agreement.

### 9. Adjourn: Meeting concluded at 11:05.

Jerry Mueller made a motion to adjourn. Pam Eyden seconds. Passes unanimously.

**Next meeting: December 12, 2022**

**Respectfully submitted by:**

Sheila Harmes - Winona County

Signed: \_\_\_\_\_  
WinLaC Policy Committee Secretary, Pam Eyden