



# Lac qui Parle Soil and Water Conservation District

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122 8<sup>th</sup> Ave South, Madison, MN 56256

Phone: (320) 598-7321 Ext 3.

Website: [www.lacquiparleswcd.org](http://www.lacquiparleswcd.org)

## Agenda

Lac qui Parle Soil and Water Conservation District Regular Meeting

Thursday, September 9, 2021 8 am

Annex, West wing of the Madison Elementary School

- 1.) Call to order
- 2.) Welcome
- 3.) Approval of the agenda**
- 4.) Approval of the minutes**
- 5.) Open Gallery (2 minutes per person/10 minutes total)
- 6.) Conflict of Interest Declaration
- 7.) Treasurer's Report
  - a. Approval of checks**
  - b. Approval of the Treasurer's Report**
- 8.) Cost-Share Programs Contracts & Payments
  - a. State Cost-Share Programs
  - b. Water Plan
- 9.) Correspondence
- 10.) Reports
  - a. Supervisor Reports
  - b. Partner Agency Reports
  - c. Technical Reports
  - d. Admin Report
- 11.) Old Business
- 12.) New Business
  - a. Excess Equipment Sales
  - b. NACD Annual Meeting
  - c. FY2022 and 2023 State Cost-Share
- 13.) Personnel
- 14.) Calendar of Events
- 15.) Adjourn

A conflict of interest, whether actual, potential or perceived, occurs when someone in a position of trust has competing professional or personal interests, and these competing interests make it difficult to fulfill professional duties impartially. Supervisors are asked to declare conflicts of interest they may have regarding today's business. Any member who declares a conflict of interest must not vote on that agenda item.

## Calendar of Events

October 11 Columbus Day (Office Closed)

October 27 Lac qui Parle Policy Committee 1:00

*November 4 Rescheduled SWCD Board Meeting (October and November combined)*

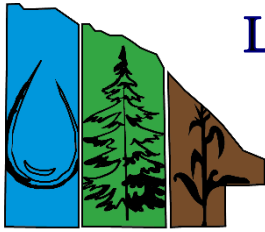
November 11 Veteran's Day (Office Closed)

November 25 Thanksgiving (Office Closed)

December 9 Regular SWCD Board Meeting 10 am

December 22 Lac qui Parle Policy Committee 1:00

December 24 Christmas Eve (Office Closed)



# Lac qui Parle Soil and Water Conservation District

122 8<sup>th</sup> Ave South, Suite 1, Madison, MN 56256  
(320) 598-7321 Ext. 3

Our mission is to provide conservation opportunities for landowners of Lac qui Parle County through creative stewardship, protection programs and utilization of the resources to foster soil improvement and water quality in the community.

## Minutes August 12, 2021

The Lac qui Parle Soil and Water Conservation District Board of Supervisors met on Thursday, August 12, 2021, at the Annex, County Multi-Media Room. Board Supervisors present: Mike Croatt, Rosemary Weber, Dan Larson, Daryl Schutte and Amy Bacigalupo. SWCD Staff present: Chessa Frahm and Sheri Laechelt. Absent: Rhyan Schicker and Quintin Peterson. NRCS Staff present: Burt Hendrickson. Chairman Croatt welcomed everyone, and called the meeting to order at 8:04 a.m.

### Agenda:

Weber made a motion to approve the Agenda. Schutte seconded the motion. All in favor, motion carried.

### Minutes:

Bacigalupo made a motion to approve the Minutes from the July, 2021 board meeting. Larson seconded the motion. All in favor, motion carried.

**Open Gallery:** (2 minutes per person/10 minutes total) *None*

**Conflict of Interest Declaration:** *None*

### Treasurer's Report:

The checks were reviewed and discussed. Bacigalupo made a motion to approve for payment July checks #7932 through #7937 from the United Prairie account. July checks, #13016 through #13023 from the Old National account. Schutte seconded the motion. All in favor, motion carried.

Schutte made a motion to approve the August Treasurer's Report as presented. Weber seconded the motion. All in favor, motion carried.

### State Cost Share Programs Contracts & Payments:

- State Cost-Share Program: *None*
- Water Plan:
  - Well Sealing Completion: Schutte made a motion to approve the following Well Sealing payment. Bacigalupo seconded the motion. All in favor, motion carried.

<u>Contract #</u>	<u>CS Year</u>	<u>Name</u>	<u>Amount</u>
WS 2021-03	2021	Karels, George	\$450.00

### Correspondence:

- MASWCD Per Diem Rate Update

### Reports:

- Supervisor Report: *None*
- Partner Agencies:
  - NRCS: To view Hendrickson's report, *see attachment at end of minutes.*
- Technical Report: To view Peterson's report, *see attachment at end of minutes.*

- **Admin Report:**
  - We will have a booth and will do live presentations on Thursday and Friday of the County Fair.
  - Coordinated the Local Workgroup Meeting with NRCS via Zoom.
  - Had our employee appreciation day at the County Park, picked up garbage and then lunch together and the rest of the afternoon off.
  - Will present the 2022 Budget to the commissioners next week.
  - Peterson and Frahm assisted at the Area 5 & 6 booth during Farmfest.
  - The YM 1W1P Biennial Summit was held with agency and public attendees.
  - Participated in the NACD meeting held in Chicago.
  - Laechelt reported that the 2020 Financial Audit has been completed with no significant findings, final approval will be made after it has been sent to the State Auditor for review.

**Old Business:** *None*

**New Business:**

- **October Meeting Date:** Weber made a motion to combine the October and November board meetings to be held on November 4 due to a MCIT meeting schedule for October 9 and a holiday on November 11. Schutte seconded the motion. All in favor, motion carried.
- **2020 Audit:** Schutte made a motion to approve sending the 2020 audit off to the State Auditor for review. Larson seconded the motion. All in favor, motion carried.

**Personnel:** *None*

**Calendar of Events:**

August 25	Lac qui Parle Policy Committee 1:00 pm
September 6	Labor Day (Office Closed)
September 9	Regular SWCD Board Meeting 8 am
October 11	Columbus Day (Office Closed)
October 14	Regular SWCD Board Meeting 8 am
October 27	Lac qui Parle Policy Committee 1:00 pm
November 11	Veteran’s Day (Office Closed)
November 11	Regular Board meeting – Will Reschedule
November 25	Thanksgiving (Office Closed)
December 9	Regular SWCD Board Meeting 10 am
December 22	Lac qui Parle Policy Committee 1:00 pm
December 24	Christmas Eve (Office Closed)

**Adjourn:** With no further business, Croatt declared the meeting adjourned at 9:01 a.m.

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Approved

Date

The Lac qui Parle Soil and Water Conservation District is an equal opportunity service provider and employer.

Technician Report  
August 12, 2021  
Quintin Peterson

Sorry I am unable to attend today. I have a field day with the Minnesota Soil Health Coalition out on A-Frame Farm this morning. I will be running the rainfall simulator with soil samples from five different fields to demonstrate water infiltration and runoff. I will also be conducting a slake test to demonstrate the stability of soil when exposed to rapid moisture and after that, we will be visiting a sunflower field with a soil pit to look at soil structure, soil horizons and cover crop plant roots.

This past month I have been working on easement site evaluations, soil health testing, Kernza field day, state cost share cover crop program, Florida Creek restoration project, attend a field day and a training on cover crops in Rock County as well as some planning with landowners on upcoming projects for this fall and next spring.

I hope all is well and hope to see you soon.

DC Report  
August 12, 2021  
Burton Hendrickson

Farm Program Update –

EQIP/CSP – We did get 4 CSP contracts all obligated in Lac qui Parle. It looks like we will have several potential renewals that we will be working on after doing the screening workload tool.

CRP – This has been a big rush the past couple weeks with trying to get a bunch of contracts/plan developed and signed by FSA deadline. The CRP1 and CRP 2 (FSA contracts) have to be signed by Friday the 13<sup>th</sup> for this year. Have a few last minute ones that still need signatures. We do have more time to get the plans signed if we need it and back to FSA. The drought has opened up CRP to options to hay or graze, but when Lac qui Parle was listed as reaching D3 drought status in at least part of the county just before the first of August the rules changed significantly. Suddenly not all practices were eligible for emergency hay/graze, and those that were now have 50% limit of acreage that can be done. We have so far processed 57 modification on CRP contracts to do some sort of either emergency or non-emergency haying. There is a reduction in payment on acres hayed under the non-emergency option.

1026s- We have some statewide training coming up on how we are to process 1026's and what the local field office roles are in the wetland process.

Administrative Items –

It has been so busy I can't even remember if you have been told, but we do have a new NRCS staff person working here in Madison now. Ryan Riebel has started work here as a Soil Conservationist. I have pretty much thrown him into the fire with some of the stuff I have been having him do.

**Lac qui Parle Soil and Water Conservation District**  
**Bank Accounts Register**  
**As of August 31, 2021**

09/01/21

Accrual Basis

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
<b>1-1010 · United Prairie District Check</b>								
Check	08/12/2021	7938	City of Madison	Utilities	1-206 - Utilities		177.96	646.29
Transfer	08/12/2021			Funds Transfer	1-1012 · United ...	3,000.00		468.33
Deposit	08/31/2021			Interest	1-21 · Interest	0.02		3,468.33
Total 1-1010 · United Prairie District Check						3,000.02	177.96	3,468.35
<b>1-1011 · Old National Bank</b>								
Transfer	08/03/2021			Funds Transfer	1-1013 · Old Nati...	15,000.00		3,174.35
Check	08/03/2021	13022	Verizon Wireless	Cell Service	1-205 · Telephon...		168.77	18,174.35
Liability Check	08/05/2021		QuickBooks Payroll Se...	Created by Payroll Service on ...	2110 · Direct De...		5,711.90	18,005.58
Paycheck	08/06/2021	DD1...	Frahm, Chessa L	Direct Deposit	-SPLIT-			12,293.68
Paycheck	08/06/2021	DD1...	Laechelt, Sheri L	Direct Deposit	-SPLIT-			12,293.68
Paycheck	08/06/2021	DD1...	Peterson, Quintin J	Direct Deposit	-SPLIT-			12,293.68
Paycheck	08/06/2021	DD1...	Schicker, Rhyan M	Direct Deposit	-SPLIT-			12,293.68
Liability Check	08/06/2021		PERA	9235-00	-SPLIT-		1,186.42	11,107.26
Liability Check	08/06/2021		Minnesota State Retire...		1-2100 · Payroll ...		109.06	10,998.20
Liability Check	08/06/2021		Minnesota State Retire...	98945-01	1-2100 · Payroll ...		169.49	10,828.71
Liability Check	08/06/2021		Old National Bank	41-6009088	-SPLIT-		1,924.92	8,903.79
Check	08/12/2021	13024	A&B Business Solutions	Copier Maintenance Agreement	1-204 · Office Ma...		73.20	8,830.59
Check	08/12/2021	13025	Clean Site, LLC	Rental	1-800 · Aquatic I...		402.76	8,427.83
Check	08/12/2021	13026	Frontier Precision, Inc.	Trimble Repair	-SPLIT-		2,364.65	6,063.18
Check	08/12/2021	13027	Kinner & Co., Ltd.	20Audit	1-210 · Professio...		3,650.00	2,413.18
Check	08/12/2021	13028	Lac qui Parle Co-op Oil...	Gas	1-215 · Vehicle G...		113.10	2,300.08
Check	08/12/2021	13029	Moriarty, Paul	Rent	1-240 · Rent		1,390.81	909.27
Check	08/12/2021	13030	Pheasants Forever	FY21 Match	-SPLIT-		2,437.50	(1,528.23)
Check	08/12/2021	13031	Karels, George	WS_2021-02	1-7002 · CarryOv...		450.00	(1,978.23)
Transfer	08/12/2021			Funds Transfer	1-1013 · Old Nati...	15,000.00		13,021.77
Check	08/17/2021	13032	Cardmember Services	Charges	-SPLIT-		427.38	12,594.39
Liability Check	08/19/2021		QuickBooks Payroll Se...	Created by Payroll Service on ...	2110 · Direct De...		5,711.96	6,882.43
Check	08/19/2021	13033	Big Top Tent Rentals	Rental	1-509 · Technical...		320.63	6,561.80
Liability Check	08/19/2021		MN PEIP		-SPLIT-		2,442.74	4,119.06
Liability Check	08/19/2021		Minnesota State Retire...		1-2100 · Payroll ...		109.06	4,010.00
Transfer	08/19/2021			Funds Transfer	1-1013 · Old Nati...	10,000.00		14,010.00
Paycheck	08/20/2021	DD1...	Laechelt, Sheri L	Direct Deposit	-SPLIT-			14,010.00
Paycheck	08/20/2021	DD1...	Schicker, Rhyan M	Direct Deposit	-SPLIT-			14,010.00
Paycheck	08/20/2021	DD1...	Frahm, Chessa L	Direct Deposit	-SPLIT-			14,010.00
Paycheck	08/20/2021	DD1...	Peterson, Quintin J	Direct Deposit	-SPLIT-			14,010.00
Liability Check	08/20/2021		PERA	9235-00	-SPLIT-		1,186.42	12,823.58
Liability Check	08/20/2021		Minnesota State Retire...	98945-01	1-2100 · Payroll ...		169.49	12,654.09
Liability Check	08/20/2021		Old National Bank	41-6009088	-SPLIT-		1,924.84	10,729.25
Liability Check	08/20/2021		MN Department of Rev...	9061212	1-2100 · Payroll ...		670.00	10,059.25
Check	08/24/2021		Further/Select Account	VEBA-Fee	1-123 · Medical I...		15.00	10,044.25
Liability Check	08/25/2021	13034	AFLAC	Y9950	-SPLIT-		104.56	9,939.69
Check	08/30/2021	13035	Clean Site, LLC	Rental	1-800 · Aquatic I...		201.38	9,738.31
Check	08/31/2021		Further/Select Account	VEBA	1-123 · Medical I...		841.84	8,896.47
Total 1-1011 · Old National Bank						40,000.00	34,277.88	8,896.47
<b>1-1012 · United Prairie District Savings</b>								
Deposit	08/06/2021			Deposit	-SPLIT-	1,810.26		223,233.08
Transfer	08/12/2021			Funds Transfer	1-1010 · United ...		3,000.00	225,043.34
Deposit	08/13/2021			Deposit	-SPLIT-	1,943.37		222,043.34
Deposit	08/20/2021			Deposit	-SPLIT-	1,284.02		223,986.71
Deposit	08/31/2021			Deposit	1499 · Undeposit...	893.62		225,270.73
Deposit	08/31/2021			Interest	1-21 · Interest	30.14		226,164.35
Total 1-1012 · United Prairie District Savings						5,961.41	3,000.00	226,194.49
<b>1-1013 · Old National Bank Savings</b>								
Transfer	08/03/2021			Funds Transfer	1-1011 · Old Nati...		15,000.00	313,654.16
Transfer	08/12/2021			Funds Transfer	1-1011 · Old Nati...		15,000.00	298,654.16
Deposit	08/17/2021			Deposit	1-20 · WIA	500.00		283,654.16
Transfer	08/19/2021			Funds Transfer	1-1011 · Old Nati...		10,000.00	284,154.16
Deposit	08/31/2021			Interest	1-21 · Interest	9.72		274,154.16
Total 1-1013 · Old National Bank Savings						509.72	40,000.00	274,163.88
<b>1-1050 · Investments (CD's)</b>								
Total 1-1050 · Investments (CD's)								55,000.00
<b>TOTAL</b>						<b>49,471.15</b>	<b>77,455.84</b>	<b>567,723.19</b>

**Lac qui Parle Soil and Water Conservation District  
TREASURER'S REPORT**

Balance as of  
August 31, 2021

**Program Record**

District	\$260,622.86
County	59,005.55
Conservation Delivery	7,060.70
Capacity Funding	40,002.59
State Cost-Share	41,042.00
Easement Delivery	4,787.38
Buffer Law	17,758.82
County Water Plan	9,196.42
WCA	462.80
MAWQCP	3,895.87
Sales Tax Payable	1,821.40
CREP/Farm Bill Grant	32,602.41
Aquatic Invasive Species	84,785.02
TSA Training Fund	4,679.37
<b>TOTAL</b>	<b>\$567,723.19</b>

**Fund Accounts**

Cash – UP Checking Account	\$ 3,468.35
Cash – Old National Checking	8,896.47
Cash – UP Savings Account	226,194.49
Cash – Old National Savings	274,163.88
Cash – District Investments	55,000.00
<b>Total</b>	<b>\$567,723.19</b>

**ACCOUNTS PAYABLE**

**September 9, 2021**

City of Madison	Utilities	130.42
Bellingham Farmers Elevator	Alfalfa Seed	249.37

<b>TOTAL UNITED PRAIRIE BANK</b>	<b>379.79</b>
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A&B Business Solutions	Copier Service Contract	73.20
Lac qui Parle Co-op	Gas & Diesel	232.47
Moriarty, Paul	Rent	1,390.81

<b>TOTAL OLD NATIONAL BANK</b>	<b>1,696.48</b>
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<b>TOTAL ACCOUNTS PAYABLE</b>	<b>2,076.27</b>
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Approved, Subject to Audit

Date

DC Report  
September 9, 2021  
Burton Hendrickson

Farm Program Update –

CSP/EQIP – We are supposed to start trying to work on some CSP renewals which it looks like we will have around 10 to assess. We are limited to just getting some preliminary field stuff inputted into Conservation Desktop until after October 1, when some changes will be installed for the overall assessment tool. Ryan Riebel has been trying to do some of this field data input for us. Have a few EQIP cover crop and honey bee payments to try and get processed also.

CRP/CCRP – We are wrapping up getting all needed signatures and plans done for the general CRP (5 of 13 applicants funded), and the continuous CRP. One more signature to get on some of our stuff by Friday the 10<sup>th</sup>. We developed/planned/got signed about 58 CCRP plans for the year. There may be some grassland CRP items to do yet, but we have not heard if any got accepted yet. We signed CRP modifications of one sort or another to have haying (emergency or non-emergency) on 68 different contracts since late July.

Administrative Items –

Fiscal Year End – The federal fiscal year comes to an end September 30, and we start the cycle all over again. We need to actually get some progress reported as applied in the next couple weeks. This has been pretty much ignored until the last couple days, and now people are getting a little excited.

Brief but something. If you have any questions please let Chessa or Sheri know so they can get them to me, and I will try to answer. Have to get to Ortonville this morning.











## Grant All-Detail Report Cost Share 2022

**Grant Title** - 2022 - State Cost-Share Fund (Lac qui Parle SWCD)

**Grant ID** - P22-5695

**Organization** - Lac qui Parle SWCD

Original Awarded Amount	<b>\$20,521.00</b>	Grant Execution Date	
Required Match Amount	\$0.00	Original Grant End Date	12/31/2024
Required Match %	0%	Grant Day To Day Contact	Chessa Frahm
Current Awarded Amount	\$20,521.00	Current End Date	12/31/2024

### Budget Summary

	Budgeted	Spent	Balance Remaining*
Total Grant Amount	\$20,521.00	\$0.00	\$20,521.00
Total Match Amount	\$0.00	\$0.00	\$0.00
Total Other Funds	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$20,521.00</b>	<b>\$0.00</b>	<b>\$20,521.00</b>

\*Grant balance remaining is the difference between the Awarded Amount and the Spent Amount. Other values compare budgeted and spent amounts.

### Budget Details

Activity Name	Activity Category	Source Type	Source Description	Budgeted	Spent	Last Transaction Date	Matching Fund
FY22 Nonstructural Land Management	Non-Structural Management Practices	Current State Grant	2022 - State Cost-Share Fund (Lac qui Parle SWCD)	\$12,500.00			N
FY22 Technical Assistance and Administration	Technical/Engineering Assistance	Current State Grant	2022 - State Cost-Share Fund (Lac qui Parle SWCD)	\$8,021.00			N

## Activity Details Summary

Activity Details	Total Action Count	Total Activity Mapped	Proposed Size / Unit	Actual Size / Unit
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## Proposed Activity Indicators

Activity Name	Indicator Name	Value & Units	Waterbody	Calculation Tool	Comments
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## Final Indicators Summary

Indicator Name	Total Value	Unit
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## Grant Activity

Grant Activity - FY22 Nonstructural Land Management	
Description	Funds will be used to provide flat rate cost-share payments to landowners and operators for the installation of cover crops that are designed and installed according to the 340 standard in the NRCS Field Operations Technical Guide (FOTG). Practices located within the Yellow Medicine 1W1P area will be given higher priority. The LqP SWCD Cost-Share policy will be followed for all contract awards.
Category	NON-STRUCTURAL MANAGEMENT PRACTICES
Start Date	End Date
Has Rates and Hours?	No
Actual Results	

## Grant Activity - FY22 Technical Assistance and Administration

<b>Description</b>	Funds will be used to provide technical assistance and administration for the state cost-share grant. Funds will be used to process applications, site visits, practice design, and completing associated payment paperwork. Funds may also be used to leverage additional funding through the NRCS EQIP program. Additional federal funds will allow the SWCD to complete more projects.		
	SWCD technicians have job approval authority for ecological practices.		
<b>Category</b>	TECHNICAL/ENGINEERING ASSISTANCE		
<b>Start Date</b>		<b>End Date</b>	
<b>Has Rates and Hours?</b>	No		
<b>Actual Results</b>			

## Grant Attachments

Document Name	Document Type	Description
<b>2022/2023 SWCD Programs and Operations Grants</b>	Grant Agreement	2022/2023 SWCD Programs and Operations Grants - Lac qui Parle SWCD
<b>Signed Agreement</b>	Grant	2022 - State Cost-Share Fund (Lac qui Parle SWCD)
<b>Work Plan</b>	Workflow Generated	Workflow Generated - Work Plan - 08/25/2021