COTTONWOOD SOIL AND WATER CONSERVATION DISTRICT
BOARD OF SUPERVISORS' MEETING
May 22, 2025
Cottonwood SWCD Office – 210 10th Street, Windom, MN

CALL TO ORDER and ROLL CALL
AGENDA – Approval
MINUTES of April 24, 2025 Board Meeting

1. FINANCIAL – Annitra Moody •Financial Report •Accounts Payable

2. COMMITTEE REPORTS and ACTION ITEMS
RCRCA – **Clark Lingbeek**
GBERBA – Clark Lingbeek
1W1P DES MOINES – Kay Gross
1W1P COTTONWOOD/LITTLE COTTONWOOD – Kay Gross
1W1P BLUE EARTH – Kay Gross
SOUTHWEST PRAIRIE JPO – Tom Muller
•Southwest Prairie TSA Vouchers, Financial and Administrative Report

AREA V – Clark Lingbeek – Next Mtg – Thursday, June 26 (Windom Community Center Contract - $180.00)
MASWCD – Clark Lingbeek
NRCS – Karen Boysen, Acting CST Lead

COMMISSIONER REPORT – Tom Appel
•County Update

3. ADMINISTRATIVE – Kay Gross
•**BWSR Cost-Share Contract Approval - WBIF FY25-27 - Des Moines River Watershed Implementation Grant Agreement (C25-0177)**

Michael Fisher	25-DMRW-COT-007	Great Bend 23	Septic Incentive	Incentive $5,000.00
Clark Lingbeek	25-DMRW-COT-008	Lakeside 30	Septic Incentive	Incentive $5,000.00

•**BWSR – C-S Contract Final Payment - SWCD Programs & Operations Grant Agreement – FY2025 Conservation Contracts - (P25-0107)**

Todd Simon	25-02	Carson 35	Windbreak/Shelterbelt Establishment	Cost $7,585.39	C-S $3,350.00

•**FY2025 Local Water Management – NRBG Grant (P25-0197) Well Sealing Contract and Payment**

Lanny Engler	2025-02	Rosehill 28	Well Decommissioning	Cost $1,250.00	C-S $525.00

•**Talcot Lake Project** – Joint Powers Agreement - Discussion (Updated Information)
•**String Lake Project** – Stakeholder Meeting – Tuesday, June 3 – 6:30 p.m. – Law Enforcement Center

•**Ag Soil Regen LLC Contract and Approval to Incur Costs for High Yield In Your Field Event**

•**Cottonwood SWCD – Conservation Contracts Program Policy – Update**
•**RCPP Soil Health Grant Policy – Update**

•**Resolution – Advocating for Additional State Funding for Farmstead and Field Windbreaks to Replace Ash Trees Affected by Emerald Ash Borer**

•**BWSR – Swift Contract Amendment #1 – Expiration Date – December 31, 2024 to September 20, 2026**

•**Purchase – (2) Stand Up Desks**
•**Request for Retirement Event(s) – Friday, June 27 and Monday, June 30**

•**Training** - Grass with a Purpose – July 1 - Austin, MN and CRP Management – July 23 – Litchfield, MN

-OVER-

- **Meetings**

May	27	Resolution Review By Managers – Zoom	Kay
May	27	NRCS/SWCD Monthly Check-In – WebEx	Staff
May	28	GBERBA Technical Committee Meeting – Virtual/Office	Staff
May	29	County Planning Commission – BARC	Staff
May	30	GBERBA Policy Board Meeting – Windom/Virtual	Clark, Staff, Tom A
June	3	EQIP Local Work Group Meeting – Lakefield	Supervisors, Becky
June	3	String Lake Stakeholder Meeting – Windom	Supervisors, Staff
June	5	Area II/RCRCA – Marshall	Clark
June	5-6	MCPZA Conference – Alexandria	Alex
June	11	Ag Inspectors Meeting – St Cloud	Alex
June	13	GBERBA Executive Board Meeting – Virtual/Office	Clark, Staff
June	14	Windom Riverfest Parade - – Windom	Staff
June	16	Blue Earth Watershed Advisory Com. Mtg – Blue Earth	Staff
June	16	Pow-Wow Parade – Enry Fee $25 – Mountain Lake	Staff
June	18	Native Plant ID Training – Montevideo	Breanna
June	18	Cottonwood 1W1P Policy Comm. Mtg. – Springfield	Daryl, Staff, Tom A.
June	20	Des Moines Executive Committee Meeting – Windom	Tom/Daryl, Staff
June	24	NRCS/SWCD Monthly Check-In – WebEx	Staff
June	25	GBERBA Technical Committee Meeting – Virtual/Office	Staff
June	26	Area 5 MASWCD Meeting/Tour – Windom	Supervisors, Staff
June	27	Cottonwood SWCD Board Meeting – Virtual/Office	Supervisors, Staff, Tom A
June	30	Southwest Prairie TSA Board Meeting – Marshall	Tom, Kay

4. **SENIOR TECHNICIAN – Dave Bucklin** – Written Report
5. **SENIOR TECHNICIAN – Becky Buchholz** – Written Report
6. **PROGRAM TECHNICIAN – Breanna Wagner –** Written Report
7. **PROGRAM TECHNICIAN – Nathan Harder –** Written Report
8. **AREA 6 CERTIFICATION SPECIALIST – Herman Bartsch** – Written Report
9. **AREA 5 CERTIFICATION SPECIALIST – Danielle Evers** – Written Report
10. **MN CONSERVATION CORP – MAWQCP INTERN – Adriene Matthews** – Written Report
11. **PLANNING and ZONING TECHNICIAN – Alex Schultz** – Written Report
12. **COTTONWOOD COUNTY DRAINAGE INSPECTOR – Dylan Oeltjenbruns** – Written Report

Next Regular Meeting – FRIDAY, JUNE 27 at 8:30 a.m. – Cottonwood SWCD Office

MAY TRANSACTIONS

District Checking Account Balances 4-24-2025 (Bank Midwest)		**$613,769.71**
RECEIPTS: (since last board meeting)		
Interest April - 2025 Bank Midwest (Checking Account $87.33 and Sweep Account $863.23)		$950.56
Tree and Tube Sales/Pruning/Deposits		$35,630.34
Cottonwood County-Allocation $13,000, County Feb-Mar $15,414.05, P&Z Feb/Mar $2714.35		$31,128.40
Des Moines River Watershed - March		$2,792.88
Des Moines River Watershed - April		$2,013.74
GBERBA-Coordinators- March		$8,934.58
GBERBA - MAWQCP Area 6 - March		$4,599.52
Southwest Prairie TSA - Reimbursement Mentor Contract - 1st Qtr		$1,105.00
Southwest Prairie TSA - Administrative Contract - March		$3,488.22
Southwest Prairie TSA - Coordinator Contract - April		$3,661.92
	TOTAL RECEIPTS	**$94,305.16**
DISBURSEMENTS: (since last board meeting)		
Direct Deposit	Payroll 04-20-25 to 05-03-25 Plus Pera, MN Dept of Rev, Bank Midwest	$22,804.36
Direct Deposit	Kay Gross - Payout 200 hours Annual Leave	$7,330.59
26738	Higley Ford-replace bolts, Change Oil, Maintenance, Inspection-2015 Ford	$96.45
26739	Runnings-Tree Misc	$134.45
26740	Schumachers Nursery	$279.20
26741	Schwalbach Hardware-Extreme Markers, Light Bulb, Nuts/Bolts/Nails	$34.65
26742	Soil Regen-Speaker Fee	$3,500.00
26743	Verizon - JetPack - 1 Month	$60.04
26744	Cigna Health - Accident Ins - May 2025	$9.70
26745	Fidelity Security - Vision Ins May 2025	$6.61
26746	The Hartford - LTD May 2025	$167.68
26747	Sun Life Financial - STD May 2025	$7.40
26748	Met Life - Dental Ins May 2025	$128.16
26749	Gordon Flesch-Copier	$200.50
26750	Staples Enterprises -May 2025	$333.95
	TOTAL DISBURSEMENTS	**$35,093.74**
	BALANCE BEFORE BOARD MEETING	**$672,981.13**

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ACCOUNTS PAYABLE
5/22/2025
(to be approved at this board meeting)

Payable		**Amount**
26751	Cottonwood County Auditor- County Rent - June 2025	$2,106.30
26752	Cottonwood County Recorder - South Central Electric $46, Kathy Johnson Easement/Trust $138	$184.00
26753	Bauer Mangement	$472.50
26754	Citizen Publishing Co. - Site Hosts (3)	$45.00
26755	Cottonwood County 4-H - 2025 County Fair Donation	$21.00
26756	Elan Financial Services (formally Cardmember Services) - Lodging, Meals, Office Supplies & Postage	$1,148.84
26757	Indoff Inc. - Copy Paper	$117.80
26758	Lucan Community TV Inc-2 doorknobs installed	$220.00
26759	Mountain Lake Community Partners - Pow Wow Parade Registration	$25.00
26760	Murray SWCD - SWPTSA Admin Assistance	$2,272.32
26761	NCPERS - Group Life Insurance - June 2025	$112.00
26762	ODP Business Solutions-Office Supplies	$57.77
26763	Plantra-Grow Tubes & Stakes	$978.20
26764	Schramel Law Office - Easement 17-03-24-09 Judy K Holt RIM	$1,081.25
26765	Schumacher's - Trees for Resale	$123.00
26766	Todd Simon-C/S Trees / Tree Planting	$3,350.00
26767	Windom Community Center - Room Rental - Area V Meeting	$180.00
26768	Rebecca Buchholz - Cell Phone	$40.00
26769	Kay Gross - Cell Phone	$50.00
26770	Verizon - JetPack - 1 Month	$59.82
26771	Cottonwood County Auditor- Insurance - May 2025	$3,117.36
26772	Herman Bartsch - Mileage & Cell	$210.30
	TOTAL ACCOUNTS PAYABLE	**$15,972.46**
	District Checking Account Balance	**$657,008.67**
Balances as of 5-22-2025		
PETTY CASH (Included in District Fund Balance)		**$50.00**
9 Month CD - Bank Midwest - Interest - 2025 ($1,287.44 - Included in Total)		**$54,523.77**
Savings Account - Bank Midwest - Interest - 1st Quarter ($517.38 - Included in Total)		**$56,471.14**
	Account Balances: Checking (2)/Savings/Petty Cash/CD:	**$768,053.58**

Monthly Treasurer's Report
Southwest Prairie Technical Service Area
April 2025

Use of Cash		Beginning Balance 4/1/2025	Receipts		Disbursements	Ending Balance 4/30/2025	EXPIRES
Checking Account	$	509,461.53	951.63	$	74,835.41	435,577.75	
Select Business Svg	$	-				-	
Interest Money	$	-				-	
Compensated Absences	$	-				-	
Sweep Account	$	818,436.62	1,245.38			819,682.00	
CD	$	-				-	
Total	**$**	**1,327,898.15**	**2,197.01**	**$**	**74,835.41**	**1,255,259.75**	
Program Summary							
JPO Fund Balance	$	102,156.70	1,966.06			104,122.76	
Technical Services	$	376,881.83				376,881.83	
GRANTS	$	762,328.06	230.95	$	74,412.02	688,146.99	
Training	$	12,531.56		$	423.39	12,108.17	
Education/Outreach	$	20,000.00				20,000.00	
Compensated Absences	$	54,000.00				54,000.00	
NACD Grant	$	-				-	
	$	**1,327,898.15**	**2,197.01**	**$**	**74,835.41**	**1,255,259.75**	
eLINK Grants							
FY21 ESTS Grant	$	-	-			-	12/31/2023
FY21 Local Match	$	-				-	
FY21 Administration	$	-				-	
FY22 ESTS Grant						-	12/31/2024
FY22 Local Match	$	-				-	
FY22 ESTS Administration						-	
FY22 NPEA Grant	$	-				-	12/31/2024
FY22 NPEA Local Match	$	-				-	
FY22 NPEA Administration	$	-				-	
FY23 ESTS Grant	$	75,675.97		$	75,675.97	-	12/31/2025
FY23 Local Match						-	
FY23 ESTS Administration	$	24,095.39		$	7,283.97	16,811.42	
FY23 NPEA Grant	$	-				-	12/31/2025
FY23 NPEA Local Fund	$	-				-	
FY23 Administration	$	-				-	
FY24 ESTS	$	205,987.89				205,987.89	12/31/2025
FY24 Local Match	$	24,250.00		$	8,039.53	16,210.47	
FY24 Administration	$	36,512.11				36,512.11	
FY24 NPEA	$	240,000.00		$	52,474.87	187,525.13	12/31/2025
FY24 Local Match	$	622.55			622.55	-	
FY24 Administration	$	15,000.00				15,000.00	
FY24 NPEA Supplies/Equip	$	10,582.80				10,582.80	
FY24 Soil Health Staffing Grant	$	473,578.89			$23,140.45	450,438.44	12/31/2027
FY25 ESTS Grant	$	204,400.00				204,400.00	12/31/2026
FY25 ESTS Administration	$	38,100.00				38,100.00	
FY25 ESTS Local Match	$	24,250.00				24,250.00	
	$	1,373,055.60		**Total**		**1,205,818.26**	

Southwest Prairie Technical Service
Balance Sheet Detail
As of April 30, 2025

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
ASSETS									1,572,452.66
Current Assets									1,340,820.43
Checking/Savings									1,327,898.15
Checking Account									509,461.53
Bill Pmt -Check	04/01/2025	4232	Green Garden Place...	02/01/2025-0...		X	Accounts Paya...	-7,823.06	501,638.47
Liability Check	04/01/2025	4233	MN UI Fund			X	-SPLIT-	-424.00	501,214.47
Deposit	04/02/2025		Sun Life Insurance	Termination R...		X	Life Insurance ...	136.13	501,350.60
Bill Pmt -Check	04/04/2025	4234	Elan Finanical Servi...			X	Accounts Paya...	-385.50	500,965.10
Deposit	04/07/2025		Chandler Co-op	Chandler Coo...		X	Misc. Revenue	94.82	501,059.92
Bill Pmt -Check	04/07/2025	4235	Centrol	Brome Prese...		X	Accounts Paya...	-500.00	500,559.92
Liability Check	04/09/2025		QuickBooks Payroll ...	Created by P...		X	Direct Deposit ...	-7,912.67	492,647.25
Paycheck	04/10/2025	DD1666	Harrison, Jacob L	Direct Deposit	FY20 ESTS	X	-SPLIT-	0.00	492,647.25
Paycheck	04/10/2025	DD1667	Hoogendoorn, Russell	Direct Deposit	FY23 NP...	X	-SPLIT-	0.00	492,647.25
Paycheck	04/10/2025	DD1668	Skoglund, Michael	Direct Deposit	FY23 NP...	X	-SPLIT-	0.00	492,647.25
Liability Check	04/10/2025	auto	EFTPS	41-1811267		X	-SPLIT-	-3,026.16	489,621.09
Liability Check	04/10/2025	auto	MN Revenue	1947844		X	State Withholdi...	-557.00	489,064.09
Liability Check	04/10/2025	auto	MSRS			X	Federal Withho...	-100.00	488,964.09
Liability Check	04/10/2025	auto	PERA			X	-SPLIT-	-1,631.51	487,332.58
Liability Check	04/10/2025	auto	MSRS			X	HCSP-Def C	-475.00	486,857.58
Liability Check	04/10/2025	auto	MSRS			X	HCSP-Def C	-30.00	486,827.58
Liability Check	04/11/2025	4236	MN PEIP			X	-SPLIT-	-2,919.28	483,908.30
Bill Pmt -Check	04/11/2025	4237	Lincoln SWCD	Rent April-Jun...		X	Accounts Paya...	-845.28	483,063.02
Bill Pmt -Check	04/11/2025	4238	Murray SWCD	Rent January-...		X	Accounts Paya...	-639.75	482,423.27
Bill Pmt -Check	04/11/2025	4239	Chandler Co-op	gas		X	Accounts Paya...	-157.58	482,265.69
Bill Pmt -Check	04/16/2025	4240	Cottonwood SWCD	admin-March ...		X	Accounts Paya...	-3,488.22	478,777.47
Bill Pmt -Check	04/16/2025	4241	Green Garden Place...	March 2025			Accounts Paya...	-4,725.83	474,051.64
Bill Pmt -Check	04/17/2025	4242	Verizon			X	Accounts Paya...	-192.82	473,858.82
Bill Pmt -Check	04/17/2025	4243	Cottonwood SWCD	Agricultural Pr...		X	Accounts Paya...	-1,105.00	472,753.82
Bill Pmt -Check	04/17/2025	4244	Lac qui Parle SWCD-	ag profession...			Accounts Paya...	-6,262.50	466,491.32
Bill Pmt -Check	04/17/2025	4245	Lincoln SWCD	Ag Profession...		X	Accounts Paya...	-8,755.00	457,736.32
Bill Pmt -Check	04/17/2025	4246	Lyon SWCD-	Ag Profession...		X	Accounts Paya...	-1,105.00	456,631.32
Bill Pmt -Check	04/17/2025	4247	Nobles SWCD-	Farm Mentor ...			Accounts Paya...	-1,050.00	455,581.32
Bill Pmt -Check	04/17/2025	4248	Rock LMO/SWCD	Ag Profession...			Accounts Paya...	-760.00	454,821.32
Bill Pmt -Check	04/17/2025	4249	Yellow Medicine SW...	Ag Profession...		X	Accounts Paya...	-1,338.75	453,482.57
Bill Pmt -Check	04/21/2025	4250	Murray County	Microsoft Office		X	Accounts Paya...	-951.36	452,531.21
Liability Check	04/23/2025		QuickBooks Payroll ...	Created by P...		X	Direct Deposit ...	-7,912.66	444,618.55
Paycheck	04/24/2025	DD1669	Harrison, Jacob L	Direct Deposit	FY20 ESTS	X	-SPLIT-	0.00	444,618.55
Paycheck	04/24/2025	DD1670	Hoogendoorn, Russell	Direct Deposit	FY23 NP...	X	-SPLIT-	0.00	444,618.55
Paycheck	04/24/2025	DD1671	Skoglund, Michael	Direct Deposit	FY23 NP...	X	-SPLIT-	0.00	444,618.55
Liability Check	04/24/2025	auto	EFTPS	41-1811267		X	-SPLIT-	-3,026.16	441,592.39
Liability Check	04/24/2025	auto	MN Revenue	1947844		X	State Withholdi...	-557.00	441,035.39
Liability Check	04/24/2025	auto	MSRS			X	Federal Withho...	-100.00	440,935.39
Liability Check	04/24/2025	auto	PERA			X	-SPLIT-	-1,631.51	439,303.88
Liability Check	04/24/2025	auto	MSRS			X	HCSP-Def C	-475.00	438,828.88
Liability Check	04/24/2025	auto	MSRS			X	HCSP-Def C	-30.00	438,798.88

SOUTHWEST PRAIRIE TECHNICAL SERVICE AREA

210 10th Street, Windom, MN 56101 Phone: 507-832-8287

DATE: **MAY 22, 2025**

TO: **SOUTHWEST PRAIRIE TECHNICAL SERVICE AREA MEMBERS**

FROM: **KAY GROSS, ADMINSTRATIVE COORDINATOR**

SUBJECT: **COORDINATOR REPORT**

Soil Health/Training Contract Position
During the past month Dawn has been working with Green Garden Place her greenhouse in Worthington, MN. Ongoing work with District staff in gaining Job Approval Authority and also working with the Administration to help report and assist with our quarterly meetings for the Soil Health Staffing Grant. And also assisting with area trainings, soil health events, and working with the Soil Health Staffing quarterly meetings and reporting.

Looking forward to our big events in July with Russell Hedrick entitled 'High Yields in your Fields' being held in Lac Qui Parle, Pipestone and Cottonwood Counties July 16-18.

MAWQCP Technical Assistance
Continued work with local landowners to receive worksheet and ulimately certification through MAWQCP.
Danielle also has JAA for Ecological Services and Non-Structural practices if that service is needed by your office.
Danielle is working with SWCD staff to understand and help local landowners with the MAWQCP additional cost-share available for practices ($5,000 per project).
Lac Qui Parle, Pipestone and Cottonwood Counties will be the sites for hosting Russell Hedrick, North Carolina, in mid July. Danielle, Dawn and area staff are helping plan for these field days.

State TSA Managers Meeting
Next meeting is set for September 4.

BWSR Soil Health Staffing Grant
The first round reporting has been completed for 2024. With the start of the grant in April 2024 here are our 2024 numbers.

April – September 2024		**October – December 2024**		**January – March 2025**	
Admin	68 hrs - $4,602.53	Admin	32.25 hrs - $2,414.84	Admin	51.75 hrs - $4,257.49
	12 Mentors		11 Mentors		13 Mentors
	115 Contacts		86 Contacts		38 Contacts
	19 Meetings		25 Meetings		32 Meetings
	334.75 Hours		222.25 Hours		252.25 Hours
	$27,121.25		$17,898.75		$20,376.25
	18,582 acres		23,406 acres		28,184 acres

Will be working this spring/summer to bring on a new mentor that will work with all SWCD staff on Soil Health issues.

The Cottonwood SWCD will also be hiring a SWPTSA – Soil Health Team Lead, starting in early October.

TSA Manager Meeting
Will work towards having a TSA Manager's meeting in May-June.
Eduction/Outreach Committee Members: Doug Bos, Anita Borg and Shannon Bootsma.

TSA Board Meeting
The next schedule TSA Board meeting will be held in during the month of Monday, June 30, 2025 at 10:00 a.m. Lyon County Government Center, Marshall, MN.

210 10th Street
Windom, MN 56101

Phone: 507-832-8287

COTTONWOOD
SOIL AND WATER CONSERVATION DISTRICT

Cottonwood SWCD Technician Report for May 22, 2025

1) My final 5 weeks of work.
I may need to miss a few meetings in my remaining five weeks. I will be focusing on helping staff finish the tree planting projects for this spring.

2) Minnesota Wetlands Conservation Act update.
I have stopped being the WCA LGU for Watonwan County as of January 1, 2025. I am working closely with Becky on WCA concerns in Cottonwood County until my final day on June 30, 2025.

3) GBERBA.
SWCD staff met with the city engineer for Mountain Lake to discuss a storm water erosion issue. The city will try a simple intake modification first to see if that alleviates the problems.

4) Tree Program
The Emerald Ash Borer is continuing to be the most impactful issue for trees. In Mountain Lake hundreds of Ashes will be leafless this spring. Windom is next.
We have over 100 landowner tree orders, with about 7,800 trees on order.
The SWCD is about 75% done with the 2025 tree program projects.
The MN/ Iowa Corps crew assisted in the city projects last week again, it was a big success.

5) DNR ReLeaf grants for Mountain Lake and Windom.
Staff submitted 2024 financial reports to the MN DNR and substantial grant cost share paid out for the 2024 tree removal/ plantings. Urban trees planted in Mountain Lake (90) and Windom (40). In Mountain Lake and Windom, we used a majority of the ReLeaf Grant funding in the first year! We plan to complete the Mountain Lake grant two years early and have been told we can apply again immediately. Windom will use the funds in the four years allotted.

David Bucklin, Cottonwood SWCD

210 10th St
Windom, MN 56101

Phone: 507-832-8287

COTTONWOOD
SOIL AND WATER CONSERVATION DISTRICT

Date: May 15, 2025

Name: Becky Buchholz (Senior Technician)

Topics: Past Events, Upcoming Events, Farm Bill Assistance, SSTS, AgBMP Loans, WCA

Past Events:

- May 21, 2025 – Brome Conversion Field Day, Madison, MN

Upcoming Events:

- May 22, 2025 – SWCD Board meeting
- June 3, 2025 – Local Work Group Meeting, Lakefield, MN
- June 3, 2025 – String Lake Informational Meeting, Windom, MN

Farm Bill Assistance:

- Current RIM programs available: RIM Wellhead, RIM Wetland, RIM Grasslands, RIM 1W1P (only for finished 1W1P areas), RIM Riparian & Floodplain.
    - Most of the RIM programs are out of funding until after July 1 when they will receive more appropriations: RIM Wetland, RIM Grassland, RIM 1W1P
- Submitted documentation to receive Level 3 Conservation Planner to ARC, Dave Voigt and I had a meeting, a few more AgLearn courses to do because requirements changed from when I submitted my request until now. Then we will reevaluate.
    - I have received my Level 2 Conservation Planner status.
- CREP may open up, CRP (continuous and general) were announced as open May 12 – June 6. They will be doing batching periods for CRP again since we are close to the acre cap. They may announce more batching periods in the future after June 6.
    - BWSR did finalize an amendment to the current CREP agreement:
        - Deadline extended from 9/30/2026 to 9/30/2029
        - Acreage cap from 60,000 to 75,000
        - Expanded eligible counties (54 to 66)
        - Expanded CP2 practice outside of Wellhead Protection Areas (details coming)
- Assisting landowners with RIM and other programs on their lands.

SSTS:

- Continuing to send out letters as septic disclosure forms come in and as property transfers occur. I have been working with the county attorney to send out follow up letters.
- The Watonwan Watershed has a $5,000 incentive for IPHT and FTPGW (in DWSMA and shoreland only) for SSTS replacements that use other financial assistance (low interest loans, grants, etc). There is one incentive left.
- The Des Moines Watershed has a $5,000 incentive for IPHT, FTPGW (in DWSMA and shoreland only), and low-income for SSTS replacements that use other financial assistance (low interest loans, grants, etc).
- The county received a $750,000 loan for SSTS loans and is ready for disbursement now. We used up approximately half of the funds in 2024.

AgBMP Loan Program

- Interest in the loan program has increased this year, due to the low interest rate in comparison to traditional lenders.
- As of today, we have limited funds that were added to our loan funds and I will be continuing a waitlist.
- Main uses: septic system replacement, ag waste, conservation tillage, replacement wells
- The loan program will now be moving to an online based application process, MDA is still rolling out the process.

WCA

- I will be working closely with Dave to learn more about administering the WCA program for the County.

COTTONWOOD
SOIL AND WATER CONSERVATION DISTRICT

Program Technician Report for May 19th, 2025

Past Priorities:

- Presentation to Windom 9th Grade Classes: Climate!

Current Priorities:

- **Projects:**
  - TREE SEASON IS SOON UPON US!! End of April and throughout May, will be planting trees!!
  - Potential cost-share project site visits for landowners in the Des Moines & Cottonwood River Watersheds
  - Cost-share projects for Windbreak/Shelterbelts throughout Cottonwood County.
  - Keep up with Social Media accounts for Cottonwood SWCD (Facebook & Instagram)
  - ReLeaf Grant Reporting due June 2nd for the City of Windom trees.
  - RIM Spotchecks this Summer! (After the Tree Season in June).
- **Trainings:**
  - Brome Conversion Training: Marshall, MN – Part II on May 21st
  - Step 2 towards Pollinator Steward Certification: Complete Habitat and Outreach Events by Aug 2025.
  - Level 1 Conservation Planner Webinars.
  - JAA for Vegetative BMP's such as Conservation Cover and Critical Area Planting.
- **Meetings/Events:**
  - Attend Quarterly Tree Commission Meetings for Windom. (Next meeting is May 20th)
  - Seeding Cohorts meetings for various vegetative JAA trainings with CPS (including 342 & 327/420/643)
  - Tree Site Visits with landowners throughout Cottonwood County.

Future Priorities:

- **Outreach & Education:**
  - Riverfest Parade: June 14th
  - PowWow Parade: June 16th
  - Cottonwood County Fair: August 6th-9th
  - Environmental Fair: September 23rd-24th (monthly meetings)
- **Trainings:**
  - July 1st: Grass with a Purpose – Austin, MN
  - July 10th: Native Plant ID – Ordiway
  - July 23rd: CRP Management & Conservation Equipment – Litchfield, MN
  - Urban Practices/Small Scale Ag Webinars and Trainings
  - Winter Tree ID
- **Meetings/Events:**
  - Russell Hedrick Day (currently planning and on Cottonwood/outreach committee): July 2025
  - Cover Crop Field School: August 2025 (currently planning)
  - Host Windbreak Training: July 17th 2025
  - Tree Care Workshop: November 2025

Breanna Wagner
507-832-8287 ext. 8866
breanna.wagner@co.cottonwood.mn.us

COTTONWOOD
SOIL AND WATER CONSERVATION DISTRICT

Program Technician Report for May 22, 2025

Completed Activities from Previous Month:

- **Trainings/Meetings attended**
  -
- **Tree Program**
  - Completed 13 individual tree & shrub plantings for landowners and public areas in Mountain Lake and Windom
  - Lots of work on maintaining trees at tree barn and coordinating plantings
- **Soil Health**
  - 1 meeting with Herman and Kim on GBERBA soil health project coordination
- **Other Activities**
  - Working with Shannon Haberman to get grassed waterway completed

Priorities for Month Ahead:

- **Trainings/Meetings planned**
  - Area 5 meeting with tour of Johnson Dairy
- **Tree Program**
  - Finish up with tree plantings, clean out tree barn and sell the remaining trees on hand
- **Soil Health**
  - Start working with field signs for soil health.
  - Work on the summer field days site – seeding cover crop plots. Also need to work on advertising for this event.
- **Other Activities**
  - Complete field checks for cover crops and strip-till/no-till contracts.
  - Attend MPCA Feedlots rulemaking informational session
  - Work on setting up Tree Windbreak training for July

Nathan Harder
507-832-8287 ext. 8867
nathan.harder@co.cottonwood.mn.us

Minnesota Agricultural Water Quality Certification Program

South Central MAWQCP Certification Specialist

Serving the Counties of: Blue Earth, Brown, Faribault, LeSueur, Martin, McLeod, Nicollet, Renville, Sibley, Waseca, Watonwan

GBERBA Greater Blue Earth River Basin Alliance

MINNESOTA DEPARTMENT OF AGRICULTURE

CLEAN WATER LAND & LEGACY AMENDMENT

Herman Bartsch
AREA 6 MAWQCP CERTIFICATION SPECIALIST
May 15th, 2025

Workload:

- GBERBA soil health interviews, video descriptions, and farmer profile creation
- Renville County Certifications
- Audit of my certifications by MDA staff
- Brown County No-till and Fence grants
- MAWQCP Reviews
- Rainfall simulator training for Brown and Waseca SWCD staff
- Ag Education Day at Children's Museum – MAWQCP booth, rainfall simulator demonstration, and worm dig

AREA 6	Applications	Assessments	Certifications
Blue Earth SWCD	**18**	**16**	**10**
Brown SWCD	**20**	**15**	**6**
Faribault SWCD	**44**	**34**	**28**
LeSueur SWCD	**23**	**16**	9
Martin SWCD	**37**	**26**	**20**
McLeod SWCD	**18**	**13**	**7**
Nicollet SWCD	**3**	2	1
Renville SWCD	**34**	**29**	**18**
Sibley SWCD	**5**	**5**	**3**
Waseca SWCD	**20**	**19**	12
Watonwan SWCD	**16**	**13**	**9**
Total	**238**	**188**	**123**

MAWQCP Numbers as of 5-5-25

- 1,632 producers certified
- 1,125,320 acres certified
- 7,717 new practices installed or planned to be installed
- Sediment delivery to surface waters reduced by 55,527 tons per year
- Soil loss reduced by 166,541 tons per year
- Phosphorus loss reduced by 37,385 lbs. of P per year
- 148 Soil Health Endorsements
- 109 IPM Endorsements
- 91 Wildlife Endorsements
- 199 Climate Smart Endorsements
- 15 Irrigation Endorsements

Herman Bartsch:
Area 6 Certification Specialist
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North Mankato, MN 56003

Cell: (507) 380-9134

E-MAIL:
hermanbartsch@outlook.com

Minnesota Agricultural Water Quality Certification Program

Agriculture and Water Outreach Corpsmember
Conservation Corps of MN and IA
Adriene Matthews

May 12th, 2025

Workload:

- Inputting landowner's data and mapping farms that have been assessed by Herman Bartsch and Danielle Evers into ArcGIS mapping tool.
- Attend farm verification site visits with Danielle and Herman.
- Speak with landowners regarding replacing their tree groves.
- Attend Soil health Meetings with the SWCD technicians.
- Attend cover crops trainings.
- Complete MAWQCP interviews by myself.
- Tree planting

Projects:

- Assist Breanna Wagner and Nathan Hader with documenting well locations in ArcGIS Pro.
- Creating outreach opportunities for MAWQCP and landowners.
- Map landowners fields for MAWQCP
- Interview conservation workers for CCMI blog (Dave)

Upcoming Events:

- Tree Care Advisor Workshop 5/3
- MAWQCP Event in Mankato w/ Herman 5/17
- Brome Conversion Event 5/21

Adriene Matthews
Agriculture and Water Outreach Corpsmember
210 10th St
Windom MN 56101 Cell:(507)-832-8237 Email: adriene.matthews@co.cottonwood.mn.us

GBERBA

Greater Blue Earth River Basin

May 5, 2025

DANIELLE EVERS

AREA 5 MAWQCP CERTIFICATION SPECIALIST

Serving the Counties of: Cottonwood, Jackson, Lac Qui Parle, Lincoln, Lyon, Murray, Nobles, Pipestone, Redwood, Rock, & Yellow Medicine

Projects and Workload:

- Continuing to meet with producers for assessments, mapping, & uploading documents for state verification
- Working on reviews for 2025, currently **17/27** completed, I am training Adriene to assist as well
- Completing and scheduling field verifications **4** complete in April
- Working on co-organizing 3 field days for MAWQCP and soil health promotion in Area 5
- Filling out cost-share applications with producers – **2 worked on and submitted in April**
- Working on getting Certified Planner Status

Events/Dates:

- 4/14/25 – Planning Meeting Russell Hedrick July Field Days – Marshall
- 4/18/25 – MAWQCP Training Update Webinar

Program Updates and Information:

- 2025 Grant applications ready! **$5,000 75%** cost-share through the MDA for producers, however **NEW THIS YEAR** we will have some incentive payments available for cover crops, reduced till, & winter out feeding
- MAWQCP has certified over **1,632 farms**, including over **1,125,320 current acres** with **7,717 new practices, 1,661 new BMP's**
- Estimated benefits include**: 55,527 tons** of TSS reduced per year, **166,541 tons** soil reduced per year, **37,385 lbs** Phosphorous reduced per year
- Endorsements: **148** Soil Health, **109** Integrated Pest Management (IPM), **91** Wildlife, **199** Climate Smart, **15** Irrigation

TO DATE NUMBERS *Numbers in bold have changed from the last report

Area 5	Apps.	Assessments Completed	Certifications	Endorsements			
				IPM	Soil Health	Wildlife	Climate
Cottonwood	55	54	24	0	0	1	4
Jackson	38	37	24	3	3	1	4
Lac Qui Parle	18	18	11	1	1	1	4
Lincoln	36	35	18	1	1	1	1
Lyon	42	40	19	1	2	0	2
Murray	30	29	20	2	0	1	4
Nobles	**21**	**21**	14	0	1	0	3
Pipestone	68	65	37	3	1	0	1
Redwood	56	46	27	3	3	0	3
Rock	**64**	**61**	37	1	1	1	3
Yellow Med.	38	38	19	1	0	0	0
Totals	**466**	**444**	250	16	13	6	29

DANIELLE EVERS:
Area 5 Certification Specialist
119 2nd St SW Suite 13
Pipestone, MN 56164

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Alex Schultz
Planning and Zoning Technician

210 10th Street
Windom, MN 56101

Phone: 507-832-8287

COTTONWOOD
SOIL AND WATER CONSERVATION DISTRICT

Date: May 22, 2025
Name: Alex Schultz

Topics: Past Events, Upcoming Events, Planning and Zoning, and Ag. Inspecting

Past Events:

- **April 30- Land Use Training, Mankato**
- **May 15- MACFO Board Meeting**

Upcoming Events:

- **June 2- Planning Commission meeting**
- **June 5 – 6- MACPZA Spring Conference**
- **June 11- MACAI Board Meeting**

Planning and Zoning:

- **Planning Commission Meeting- EAW Review- EAW is being appealed. Next meeting will have 3 Hot Mix Plant permits under review**
- **Board of Adjustments- none**
- **Permits**
  - Setback Permits, 7 Issued
  - CUP, 0 Issued
  - Variances, 0 Issued
  - 911 addresses, 0 Issued

Feedlots

Darby Harder and Randy Pankonin are working on new Manure Management Programs. Cottonwood Feedlot program is funding this conservation practice

Cottonwood County Drainage

Dylan Oeltjenbruns-Drainage Inspector

Date: May 22, 2025

Past Events

- February 18-Final Hearing for first group of Redetermination of Benefits

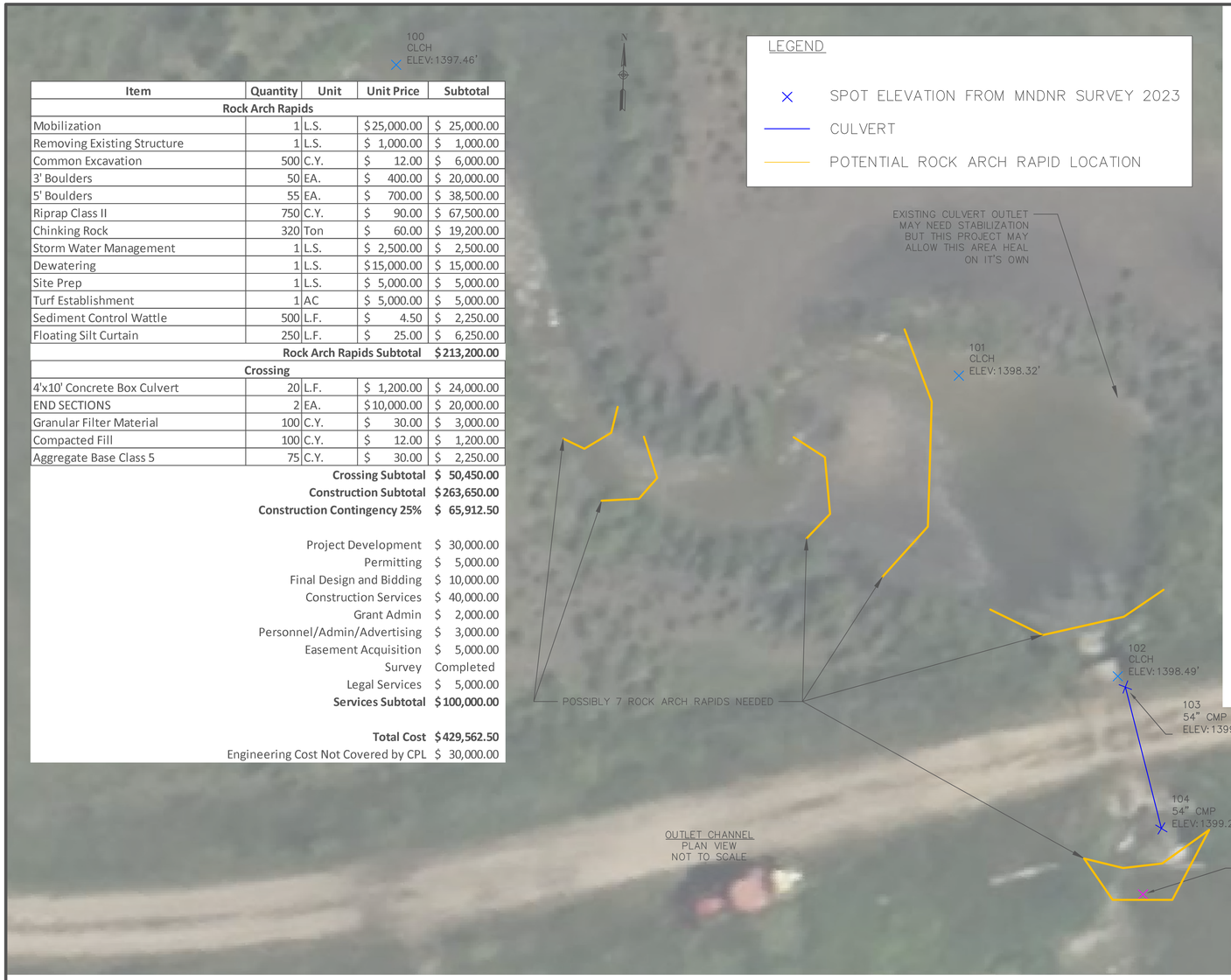
Upcoming Events

- JD18CM Landowner Meeting-Date TBD
- June 3rd -Hearing on DOT Petition
- July 9th- Landowner Meeting Second Group Redeterminations

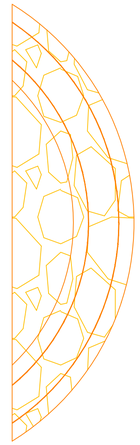
Summary Report

June 3rd is the hearing for the Petition on where CD42 crosses highway 30.

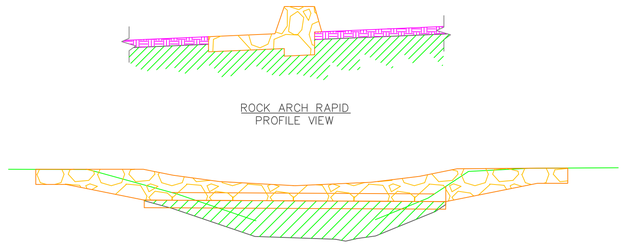
Item	Quantity	Unit	Unit Price	Subtotal
Rock Arch Rapids				
Mobilization	1	L.S.	$25,000.00	$ 25,000.00
Removing Existing Structure	1	L.S.	$ 1,000.00	$ 1,000.00
Common Excavation	500	C.Y.	$ 12.00	$ 6,000.00
3' Boulders	50	EA.	$ 400.00	$ 20,000.00
5' Boulders	55	EA.	$ 700.00	$ 38,500.00
Riprap Class II	750	C.Y.	$ 90.00	$ 67,500.00
Chinking Rock	320	Ton	$ 60.00	$ 19,200.00
Storm Water Management	1	L.S.	$ 2,500.00	$ 2,500.00
Dewatering	1	L.S.	$15,000.00	$ 15,000.00
Site Prep	1	L.S.	$ 5,000.00	$ 5,000.00
Turf Establishment	1	AC	$ 5,000.00	$ 5,000.00
Sediment Control Wattle	500	L.F.	$ 4.50	$ 2,250.00
Floating Silt Curtain	250	L.F.	$ 25.00	$ 6,250.00
Rock Arch Rapids Subtotal				**$213,200.00**
Crossing				
4'x10' Concrete Box Culvert	20	L.F.	$ 1,200.00	$ 24,000.00
END SECTIONS	2	EA.	$10,000.00	$ 20,000.00
Granular Filter Material	100	C.Y.	$ 30.00	$ 3,000.00
Compacted Fill	100	C.Y.	$ 12.00	$ 1,200.00
Aggregate Base Class 5	75	C.Y.	$ 30.00	$ 2,250.00
			Crossing Subtotal	**$ 50,450.00**
			Construction Subtotal	**$263,650.00**
			Construction Contingency 25%	**$ 65,912.50**
			Project Development	$ 30,000.00
			Permitting	$ 5,000.00
			Final Design and Bidding	$ 10,000.00
			Construction Services	$ 40,000.00
			Grant Admin	$ 2,000.00
			Personnel/Admin/Advertising	$ 3,000.00
			Easement Acquisition	$ 5,000.00
			Survey	Completed
			Legal Services	$ 5,000.00
			Services Subtotal	**$100,000.00**
			Total Cost	**$429,562.50**
			Engineering Cost Not Covered by CPL	$ 30,000.00



OUTLET CHANNEL
PLAN VIEW
NOT TO SCALE



ROCK ARCH RAPID
PLAN VIEW



ROCK ARCH RAPID
PROFILE VIEW

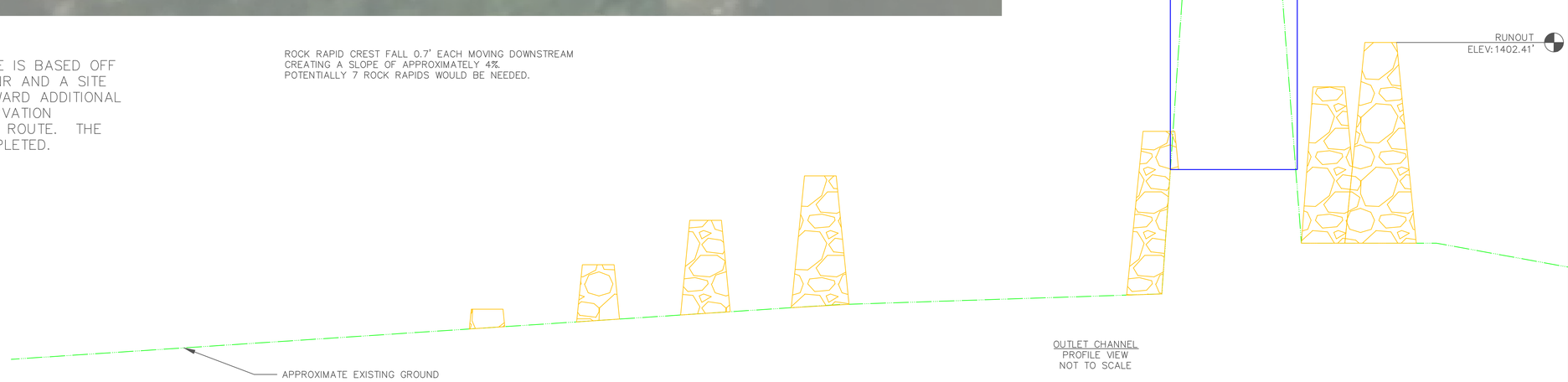
ROCK ARCH RAPID
CROSS SECTION VIEW

ROCK ARCH TYPICAL VIEWS

CONCEPT DESIGN NOTES:
THIS CONCEPT DESIGN AND COST ESTIMATE IS BASED OFF OF 6 SURVEY SHOTS TAKEN BY THE MNDNR AND A SITE VISIT. IF THIS PROJECT IS TO MOVE FORWARD ADDITIONAL SURVEY WOULD BE NEEDED. IF A CONSERVATION PARTNERS LEGACY GRANT IS THE DESIRED ROUTE. THE DESIGN NEEDS TO BE AT LEAST 60% COMPLETED.

STRING LAKE HYDROLOGY DATA
7.66 SQUARE MILE WATERSHED
1.5 YEAR RUNOFF EVENT 37 CFS
5 YEAR RUNOFF EVENT 98 CFS
10 YEAR RUNOFF EVENT 136 CFS
25 YEAR RUNOFF EVENT 191 CFS
50 YEAR RUNOFF EVENT 237 CFS
100 YEAR RUNOFF EVENT 285 CFS
DATA FROM USGS STREAM STATS

ROCK RAPID CREST FALL 0.7' EACH MOVING DOWNSTREAM CREATING A SLOPE OF APPROXIMATELY 4%.
POTENTIALLY 7 ROCK RAPIDS WOULD BE NEEDED.



OUTLET CHANNEL
PROFILE VIEW
NOT TO SCALE

FIELD TO FLYWAY ENGINEERING, LLC
AARON M. WEINANDT, P.E.
LICENCE NO. 52638
32871 180TH AVE, ELBOW LAKE, MN, 56531

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME UNDER MY DIRECT SUPERVISION AND THAT I AM DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
SIGNATURE:
LICENSE NO.: 52638
DATE:

PRELIMINARY
NOT FOR CONSTRUCTION

STRING LAKE OUTLET ROCK ARCH RAPIDS CONCEPT

COTTONWOOD COUNTY, MINNESOTA

REVISION NO.	SHEET NO.	REVISION	DATE	BY
X	X	X	X	X

DESIGNED BY: AMW
DRAWN BY: AMW
SURVEYED BY: AMW
DATE: SEPT, 2024

SHEET 1

RCPP Soil Health Grant Policy

This policy applies only to the RCPP Soil Health Grant funds.

Grant numbering system: 17- base grant number – application number (01)

1. **Eligible Practices**
    a. Conservation Cover (327), Cover Crops (340), Critical Area Planting (342), Filter Strip (393), Residue and Tillage Management (No-Till) (329), Riparian Forest Buffer (391), Tree and Shrub Establishment (612), Windbreak/Shelterbelt Establishment (380).
2. **Landowner/Occupier & Land Eligibility**
    a. Landowner/occupier & land eligibility must be determined as eligible to receive Farm Bill program payments during two phases:
        i. At time of contract before implementing practices
        ii. At time of certification before any payment(s) is made to the contract holder
    b. Failure for the landowner/occupier to maintain eligibility can result in an ineligible contract and/or ineligible for a cost-share payment(s).
3. **Priority**
        i. A ranking sheet has been developed and will be used to score all applications for funding.
        ii. Prioritization and minimum ranking scores will be determined by the SWCD Board at monthly batching periods.
4. **Cost-Share**
    a. Flat rate contracts will be used for implementation of Cover Crops (340) and Residue and Tillage Management, No-Till (329).
    b. Percentage based contracts will be used for Conservation Cover (327), Critical Area Planting (342), Filter Strip (393), Riparian Forest Buffer (391), Tree & Shrub Establishment (612), Windbreak/Shelterbelt Establishment (380).
    c. Flat rate contracts will be 1, 2, or 3 year contracts dependent upon grant agreement expiration date.
    d. All contracts must be installed and paid prior to end of the grant agreement expiration date.
    e. The contract holder will be paid after each annual certification on multiyear flat rate contracts.
5. **Payment rates**
    a. Payment rates for flat rate contracts are as follows (not to exceed the RCPP program maximums):
        i. Single Species cover crops = $45/ac/yr
        ii. Multispecies cover crops = $60/ac/yr
        iii. Residue and Tillage Management, no-till = $35/ac/yr

b. Percentage rate contracts will be 85% not to exceed set program maximum payment rates as determined by the RCPP program.

6. **Practice Standards**
    a. All practices must be consistent with USDA Natural Resources Conservation Services (NRCS) Field Office Technical Guide (eFOTG) practice standards. Design standards for all practices must include specifications for operation and maintenance for the effective life of the given practice, including an inspection schedule and procedure.
7. **Job Approval Authority**
    a. Technical services will be provided by SWCD staff with appropriate job approval authority; conservation partners with appropriate job approval authority (e.g. Natural Resources Conservation Service, Southwest Prairie Technical Service Area); a professional licensed engineer, and/or reputable vendor with applicable expertise and liability coverage.
8. **Non-Compliance**
    a. The SWCD, after learning of potential non-compliance, will:
        i. Review applicable law and rule.
        ii. Review project file contents, contract and operation/maintenance plan.
        iii. Conduct an on-site visit and complete a site inspection form and any other relevant information
            1. Relevant information includes, but is not limited to: pictures, aerial imagery review, elevation points, etc.
        iv. Interview the land occupier for information
        v. If determined that the land occupier is in compliance, the SWCD staff will document this decision, and no corrective action is needed.
        vi. If determined that the land occupier is not in compliance, the SWCD staff will present to the SWCD Board their findings and a preliminary corrective action plan. The SWCD Board reserves the right to consult with NRCS staff to determine if variances apply.
        vii. If the SWCD Board agrees that a non-compliance condition exists, a corrective action plan will be completed and sent via certified mail to the land occupier. The corrective action plan will make reference as to why the practice is not in compliance; specify what the land occupier must do to correct the situation; and give deadlines for the corrective action to be completed.
        viii. If the SWCD Board does not agree that a non-compliance condition exists, then it will be documented, and no corrective action plan is needed.
        ix. The SWCD staff will follow-up to ensure the land occupier completes the corrective action plan in the time allotted

1. SWCD staff can make the appropriate modifications to the corrective action plan if the land occupier cannot complete the corrective actions in the allotted time due to conditions out of their control, such as weather, site conditions, etc.

x. Should the land occupier fail to maintain the practice(s) during their effective life according to the operation and maintenance plan, the land occupier is liable to the district for up to 150% of the financial assistance received to install and establish the practice as per MN Rule, part 8400.1700 as determined by the District Board.

COTTONWOOD
SOIL AND WATER CONSERVATION DISTRICT

Conservation Contracts Program Policy
"State Cost-Share Policy"
Cottonwood Soil and Water Conservation District
May 2025

I. INTRODUCTION

a. The Cottonwood Soil and Water Conservation District (hereafter referred to as SWCD) administers Conservation Contracts, otherwise known as State Cost-Share, through the Board of Water and Soil Resources (BWSR) through Minnesota Statutes, section 103C.501 Conservation Contracts Program – cost-sharing with land occupiers for the installation of soil and water conservation practices.
b. BWSR has established rules and guidelines for this cost-share program and any other cost-share program.
c. The SWCD will abide by these rules and guidelines and hereby establishes these Conservation Contracts Policies for any cost-share funding that is approved or recommended for approval by the SWCD Board.
d. For each fiscal year of cost-share funds the SWCD will review this program policy.

II. COST-SHARE FUNDS

a. Eligible expenses of cost-share funds may be used for: financial assistance of projects, technical assistance, project support, administration, and reporting as allowed by the BWSR Conservation Contracts Program Policy.
b. The SWCD will adopt the average rates as shown on the most recent Farm Custom Rate Survey developed by Iowa State University Extension for all in-kind reimbursement.

III. PERCENTAGE RATES

a. Conservation Contracts Cost-Share will not exceed 80% of the total eligible reasonable cost of the practices.
b. Non-state funds may be combined with Conservation Contracts Cost-Share up to 95% of the total eligible project costs as any required match for other state and non-state funds allows.

IV. FLAT RATE COST SHARE

a. Cost-Share funds may be utilized to implement NRCS Practice Standard 340 – Cover Crop. Each contract will consist of a 3-year contract period that includes an up-front payment for all 3 years and an operation and maintenance (O & M) Plan. To be eligible, the land must be in an agricultural cropping rotation. The Board of Supervisors may consider ineligible submissions on a case-by-case basis.

b. Cost-Share
    i. Flat rates will be used for implementation of cover crops.
    ii. The District will enter into one contract with each individual land occupier/owner for a three-year period.
    iii. The contract holder will be paid a one-time lump-sum payment for all three years upon completion and staff certification after the first year.
    iv. The remaining two years of the practice will be completed under the O&M plan and will be inspected and certified annually by the technical SWCD staff.
c. Payment rates
    i. Single species cover crop mix: $35/ac/yr
    ii. Multi-species cover crop mix: $45/ac/yr
d. Priority
    i. Acceptance of contract applications made to the District will be prioritized as follows:
        1. Landowners that have previously not utilized cover crop funding through the District
        2. Landowners that have previously utilized funding through the District, but will be upgrading their species mix (i.e. single species to multi-species)

V. CONSERVATION PRACTICES

a. Allowable projects and practices include:
    i. Erosion and sedimentation control,
    ii. Improvements to water quality or water quantity,
    iii. Habitat enhancement,
    iv. Plant biodiversity,
    v. Energy Conservation, or
    vi. Climate adaptation, resiliency, or mitigation.
b. Projects and practices must be in conformance with the NRCS Field Office Technical Guide or be a professionally accepted engineering or ecological practice.
c. Cost-Share shall be applicable to any necessary supporting practices required to establish or install the primary practice.
d. Effective life of all practices shall be based on the most recent NRCS Field Office Technical Guide Minnesota Index to Practice Standards Technical Guidance Section IV and the Board of Water and Soil Resources Cost-Share policy.
e. Farmstead & Windbreak Renovations/Establishment
    i. No cost-share for tree removal.
    ii. 80% cost-share tree planting, NTE $2,500.00 total.
    iii. Species diversity will be required and no more than 2 rows of the same species will be allowed in newly planted trees.

VI. TECHNICAL APPROVAL

a. Technical services will be provided by SWCD staff with appropriate technical approval authority; conservation partners with appropriate technical approval authority (e.g. Natural Resources Conservation Service, Southwest Prairie

Technical Service Area); a professional licensed engineer, and/or reputable vendor with applicable expertise and liability coverage.

VII. PRACTICE STANDARDS

a. All practices must be consistent with the USDA Natural Resources Conservation Service Field Office Technical Guide (FOTG) or be a professionally accepted engineering or ecological practice.

VIII. OPERATION AND MAINTENANCE PLAN

a. Qualified technical staff must prepare an operation and maintenance plan specific to the practice and the site where it is located. The operation and maintenance plan must detail the maintenance activities that are likely to be needed for the practice and contributing watershed, specify how and when to accomplish them, and identify the inspection schedule. The plan should be prepared and reviewed with the land occupier before installation of the conservation practices begins.
b. Operation and Maintenance plans can be found in the NRCS Field Office Technical Guide for the appropriate practices and will be used to develop the operation and maintenance plan for the specific project site.

IX. CONTRACT NONCOMPLIANCE

a. The SWCD, after learning of potential non-compliance, will:
    i. Review applicable law and rule.
    ii. Review project file contents, contract and operation/maintenance plan.
    iii. Conduct an on-site visit and complete a site inspection form and any other relevant information
        1. Relevant information includes, but is not limited to: pictures, aerial imagery review, elevation points, etc.
    iv. Interview the land occupier for information
    v. If determined that the land occupier is in compliance, the SWCD staff will document this decision and no corrective action is needed.
    vi. If determined that the land occupier is not in compliance, the SWCD staff will present to the SWCD Board their findings and a preliminary corrective action plan.
    vii. If the SWCD Board agrees that a non-compliance condition exists, a corrective action plan will be completed and sent via certified mail to the land occupier. The corrective action plan will make reference as to why the practice is not in compliance; specify what the land occupier must do to correct the situation; and give deadlines for the corrective action to be completed.
    viii. If the SWCD Board does not agree that a non-compliance condition exists, then it will be documented and no corrective action plan is needed.
    ix. The SWCD staff will follow-up to ensure the land occupier completes the corrective action plan in the time allotted
        1. SWCD staff can make the appropriate modifications to the corrective action plan if the land occupier cannot complete the corrective actions in the allotted time due to conditions out of their control, such as weather, site conditions, etc.
    x. Should the land occupier fail to maintain the practice(s) during their effective life according to the operation and maintenance plan, the land

occupier is liable to the district for up to 150% of the financial assistance received to install and establish the practice as per MN Rule, part 8400.1700 as determined by the District Board.

X. PRIORITY

a. Due to the limited amount of cost-share funding that is allocated, the SWCD has set priorities. The SWCD will prioritize applications based upon the following characteristics of the application when multiple land occupier contracts are simultaneously submitted:
   i. Project is within a priority identified under the County Local Water Management Plan or 1W1P
   ii. Project is within ½ mile of surface water and drainage is toward that surface water.
   iii. Project is within ½ mile of a surface water tile intake and drainage is toward that intake.
   iv. Project ranks high under local criteria determined by Terrain Analysis or PTMapp or other appropriate models.
   v. Minnesota Feedlot Annualized Runoff Model (MinnFARM) calculations will be used to prioritize feedlot pollution.

XI. OTHER POLICIES APPLICABLE TO THE PROGRAM

a. **Cost-Share Contract.** A contract between the SWCD and land occupier receiving state funds is required to provide a legal standing to insure practices are installed and maintained according to approved practice standards and specifications. The SWCD must approve or deny the contract. The land occupier must not start construction or installation/establishment of the practice until the SWCD approves the cost-share contract. If construction or installation/establishment starts prior to approval the land occupier will not be eligible for state cost-share funds.
b. **Landowner and Land Compliance.** Landowners and any land they own and/or operate must be in compliance with any local, State, or Federal regulations before a contract can be approved or recommended. Landowners out of compliance while under an approved contract that has not been paid out, will be ineligible for reimbursement unless the Board has approved a compliance plan. Failure to comply with the compliance plan will result in loss of payment eligibility or repayment of cost-share. Landowners with an active notice of violation or non-compliance are not eligible for this or any cost-share that runs through the Cottonwood SWCD Board. State and Federal regulations include: DNR Shoreland Rules 6120, MN 103G.245 Public Waters, MN Wetland Conservation Act, USDA Swampbuster/Sodbuster, MN 103E Drainage, and 103F Buffer Law. Local regulations include: Cottonwood County Ordinances #28 Zoning Ordinance and #42 Buffer Ordinance.
c. **Contract Approval.** The SWCD Board will approve or deny the contract. The action taken will be documented in the District's meeting minutes. Approval of contract is considered approval for expenditure of funds. The SWCD Board delegates signing contracts and supporting program documents to any SWCD Supervisor and/or the SWCD Administrator.
d. **Contract Amendment.** Changes to an executed contract are considered an amendment to the contract and subject to review and approval by the SWCD Board. Prior to approving an amendment, technical staff must attest that the

amendment has merit. Amendments shall not be considered or approved after the end of the contract or after approval to issue final payment on the original contract has been made. Amendments are limited to changes in practice specifications, installation dates, land occupier information, practice components, or cost-share amounts.

e. **Payment.** Land occupiers must incur all expenses for project implementation and provide vouchers and invoices or copies of paid receipts to verify all expenses prior to requesting reimbursement and must sign a voucher.
f. **Partial Payments.** The SWCD may consider allowing partial payments. The partial payment requests will be reviewed on an individual basis. Prior to authorization for partial payment, technical staff must attest to the District Board that the request for partial payment has merit, the payment request is equal to or less than the percent of construction that is complete, and that the project will still be completed within the contract timeline. Land occupiers not completing partially paid projects shall be considered in violation of state statute and shall be directed, unless otherwise authorized by the state board, to return up to one hundred and fifty percent (150%) of the amount of financial assistance received.
g. **Project Review.** After receiving a request for final reimbursement, technical staff must review for each project the as-built plan, vouchers, and invoices or copies of paid receipts submitted by the land occupier for completion and technical approval. Technical approval must be completed by staff or person(s) with the appropriate Technical Approval Authority (See section VII).
h. **Recording Practices.** The SWCD Board of Supervisors reserve the right to require projects/practices utilizing these funds to be recorded against the property at their discretion.
i. **Final Plans.** One copy of the final approved plan must be given to the land occupier and one copy retained with the project file located in the Cottonwood SWCD office.

XII. This policy applies to FY2024 Conservation Contracts and beyond, in addition to any other cost-share funding that is recommended and/or approved by the Board, including but not limited to: Watershed Based Implementation Funds, Clean Water Fund, Clean Water Partnership, and any other local, State or Federal funding source.

XIII. Active, Approved policy for the applicable Conservation Contracts (formerly Erosion Control & Water Management Program or State Cost Share) in fiscal years prior remain applicable to cost-share funding utilized from those year's grants.

The Cottonwood Soil and Water Conservation District Board of Supervisors approve the Conservation Contracts/State Cost-Share Policy for Cottonwood County on the 22nd Day of May, 2025.

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Cottonwood SWCD Board **Date**