



4 Alfred Street NE • Wadena, MN 56482 • www.wadenaswcd.org

April 17, 2023

WADENA SOIL AND WATER CONSERVATION DISTRICT

Regular Monthly Board Meeting to be held at 7:30 a.m.

in person at Wadena Sheriff Building • 500 Birch Ave NW • Wadena, MN (at the fairgrounds)

Agenda

1. Call Meeting to Order by Chairperson Bruce Juntunen
2. Adopt Agenda
3. Approve the last month's Board Meeting Minutes
4. Treasurer's Report
5. Bills Paid and Bills Payable
6. Cost Share
 - ◆ Policy Discussion Irrigation Practices
 - ◆ Review request for cost-share and payments
7. County Commissioner's Report
8. District Manager's Report
9. District Conservationist's Report
10. Other Agency Reports

OLD BUSINESS

11. Forestry Update
12. TSA Update
 - ◆ Highlights of TSA 8 Policy for distributing funds and dues schedule

NEW BUSINESS

13. Meetings and Trainings
14. Long Prairie 1W1P WBIF Contract
15. Public Comments
16. Adjourn

The Wadena Soil & Water Conservation District seeks to achieve and maintain the highest quality and quantity of natural resources possible through wise stewardship for now and the future within the limits of human and financial means available.

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Date	Meeting	Time	Person
4/3/2023	CAI District Meeting	10:00 am	Liz
4/4/2023	Red Eye LCCMR	9:00 am	Darren
4/5/2023	Pomme de Terre	9:00 am	Don
4/5/2023	Engineering Training	9:30 am FF	
4/6/2023	Boise de Souix	9:00 am	Don
4/10/2023	Staff Meeting	8:00 am	All Staff
4/11/2023	Breakfast on the Farm	8:00 am	
4/12/2023	RCPD Partner Meeting		
4/14/2023	Long Prairie TAC	9:00 am	Don
4/17/2023	Wadena Board Meeting	7:30 am	
4/19/2023	EOT Board Meeting	7:30 am	
4/24/2023	Staff Meeting	8:00 am	All staff
4/26/2023	WCA TEP		
5/3/2023	Area I Envirothon	All Day	Chantal, Kristi
5/15/2023	Wadena Board Meeting	7:30 am	
5/15/2023	State Envirothon – Fergus Falls	All Day	Chantal, Kristi
5/29/2023	Memorial Day – Office Closed	All Day	All staff
6/19/2023	Wadena Board Meeting	7:30 am	
6/21/2023	EOT Board Meeting	7:30 am	
7/4/2023	4 th of July – Office Closed	All Day	All Staff
7/17/2023	Wadena Board Meeting	7:30 am	
7/19/2023	EOT Board Meeting	7:30 am	



Minutes from the March 20, 2023, Board Meeting

The regular monthly board meeting of the Wadena Soil and Water Conservation District was held at 7:30 a.m. in person at the Sheriff's Building at the fairgrounds.

The meeting was called to order by Chair Bruce Juntunen at 7:27 a.m.

Members Present:

Chair: Bruce Juntunen
Vice Chair: Tom Schulz
Treasurer: Brett Dailey
Secretary: Ken Berg
Public Relations: Jerry Kern

Others Present:

County Commissioner: Murlyn Kreklau
NRCS District Conservationist: Ivan Reinke
District Manager: Darren Newville
Assistant District Manager: Anne Oldakowski
Administrative Assistant: Chantal Tougas

Adopt Agenda: Motion made by Tom Schulz, second by Ken Berg to adopt the agenda with the addition of a Drone Controller request. Opposed: none, motion carried.

Approve Board Meeting Minutes: Motion made by Ken Berg, second by Brett Dailey to approve last month's Board Meeting Minutes. Opposed: none, motion carried.

Treasurer's Report: Motion made by Brett Dailey, second by Jerry Kern to approve the Treasurer's Report as presented. Opposed: none, motion carried. Motion made by Tom Schulz, second by Ken Berg to take \$75,000 from savings and invest in a 6-month CD at the rate of 3.75% and \$75,000 from savings and invest in a 12-month CD at the rate of 3.9%. Opposed: none, motion carried.

Bills Paid and Bills Payable: Motion made by Ken Berg, second by Jerry Kern to approve the Bills Paid and Bills Payable as presented. Opposed: none, motion carried.

BWSR State Cost Share:

20-07; Morgan Czaia; Authorization to approve payment for a field windbreak, with a total cost of \$427.00, cost share payment not to exceed \$320.25 or 75%, whichever is less in Rockwood Township, section 31. Motion made by Tom Schulz, second by Jerry Kern to approve. Opposed: none, motion carried.

County Commissioner's Report: Presented by Murlyn Kreklau

- A county committee has been meeting to look at approximately 3300 acres that were purchased by The Conservation Fund and if the county would be interested in purchasing lands from them. If Wadena County purchases land the DNR would like access written into any agreement for lands adjacent to DNR. Motion made by Tom Schulz, second by Ken Berg to write a letter of support. Opposed: none, motion carried. The Old Wadena shelter is being rebuilt.

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District Manager's Report: Presented by Darren Newville.

NRCS District Conservationist's Report: Presented by Ivan Reinke

- EQIP – Gaining signatures of approved contracts, working on obligation.
- RCPP - Gaining signatures of approved contracts, working on obligation.
- EQIP – LWG planned for April 17, 2023 @ 9 a.m.
- CSP – Currently doing sign up interviews.
- IRA – There is a pot of money coming for 2023. Sign up ends March 24. Climate Smart Ag Practices are what are eligible for this sign up.
- CRP signup is Feb 27 to April 7.

*Merlyn Kreklau left the meeting at 8:38 a.m.

Other Agency Reports: None present.

Forestry Update: Tom and Anne attended the SWCD Forestry Association meeting on March 16 remotely due to weather and bad road conditions. They did try to drive there! A presentation was given by DNR on insect and disease issues. They reviewed old resolutions that should be pushed to move forward. Still waiting for an MOU to be signed between DNR and BWSR. Tom and Bruce attended a carbon sequestration meeting.

Water Plan Update: Motion made by Ken Berg, second by Brett Dailey for Darren to sign the Red Eye Agreement for Services. Opposed: none, motion carried.

TSA & Report: Next meeting is March 29th. The manager's meeting is March 22nd.

Meetings/Trainings: Meetings were discussed with our board retreat being held March 28 in New York Mills beginning at 8:30 am. The Crow Wing Watershed kickoff meeting is March 29 in Park Rapids.

Drone Remote: Motion made by Brett Dailey, second by Jerry Kern to purchase a remote for the drone (cost around \$310 + shipping) as staff has been using their personal cell phone. Opposed: none, motion carried.

Public Comments: None.

Meeting Adjourned: Motion made by Jerry Kern, second by Brett Dailey to adjourn. Opposed: none, motion carried.

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TSA8

2023-2024 Work Plan and Budget

Adopted: March 29, 2023

Introduction

The North Central Soil and Water Conservation Districts Technical Service Area Joint Powers Board also referred to as “Technical Service Area 8 or “TSA 8”, is a Joint Powers Entity composed of nine Members, including nine soil and water conservation districts (Districts) in north-central Minnesota: Beltrami, Cass, Crow Wing, Hubbard, Itasca, Koochiching, Lake of Woods, and Wadena.

Purpose

This Work Plan and Budget aim to identify tasks, funding allocations, staff or contracting sources, and operating principles and guidelines for the TSA8 Host District and special programs of the TSA8. It is developed to allow each Member to evaluate their level of participation and needed financial commitment annually.

Joint Powers Agreements

The TSA8 utilizes Joint Powers Agreements (JPAs) for its establishment as a Joint Powers Board and to facilitate the implementation of Special Programs or other administrative activities by members on behalf of the TSA8.

The TSA8 has been formalized through a joint powers agreement that clarifies the relationship between the TSA8 and its members, the powers and structure of the TSA8, the design of programs, and the utilization of annual work plans and budgets. The establishing JPA of the TSA8 was last revised on June 24, 2020.

The hosting and fiscal aspects of the TSA Host District are implemented through separate JPAs with Members.

Member Roles and Responsibilities

The primary duties of the Chair, Vice Chair, Secretary, and Treasurer are defined in the By-laws (Article VI:). Members’ roles and responsibilities are as follows:

- Designate a Director and Alternate (optional) and provide their contact information to the designated TSA Host District.
- Submit agenda items and supporting materials to the designated administrative contact ten days before the TSA8 meeting in digital format.
- Review and comment on draft minutes, work plans, agreements, and other materials promptly.
- Ensure TSA8 business materials are forwarded as necessary to the designated Director and Alternate (if one has been specified).
- Discuss TSA8 business items at District meetings and take actions to provide timely feedback to the TSA8.
- Review meeting information before meetings and bring a copy to be used during the meeting
- When requesting that items be added to the agenda at the beginning of the meeting, members will bring at least one copy of supporting materials per TSA8 member.
- Action items having potential financial impacts on individual Members should be included on the posted agenda and not added on the meeting day. This enables Delegates to discuss possible financial implications with their respective Boards in advance.

Administrative Services and Budget

The TSA8 will enter into a Joint Powers Agreement with a Member to serve as the official day-to-day contact for the TSA8 and to provide the organization with essential administrative and fiscal services, including but not limited to:

- Preparing meeting agendas and minutes,
- Housing and distributing official records.
- Maintaining TSA8’s website.

- Preparing and routing for signature joint powers and other agreements.
- Tracking and reporting on the budget and expenditures.
- Preparing invoices and issuing payments on approved invoices for goods and services.
- Preparing quarterly Treasurer’s and account transactions reports.
- Compiling records for and facilitating the completion of annual audits; and
- Drafting budgets and plans of work for Board consideration and approval.
- TSA8 Board, individual Member Boards, staff, BWSR or other funding agencies, and the State Auditor upon request.
- Preparing and submitting annual, final, and other financial reports to funding agencies as required per grant agreements and policies.
- Assisting with program audits.
- Ensuring the TSA8 secures and maintains adequate types and levels of insurance coverage; and
- Other fiscal and accounting services may be needed to comply with state grants' fiscal management and accounting requirements and applicable state laws and regulations.

Engineering and Technical Assistance (ETA)

The State currently funds the ETA program through BWSR using Technical Service Areas (TSAs) to deliver engineering services and technical assistance to enhance the implementation of the State Cost Share program and other similar programs with a primary focus on installing conservation practices that improve water quality and reduce flooding. ETA grant funds are provided through the following grants:

1. Nonpoint Engineering Assistance Program (NPEAP) State General Fund of \$127,500 annually. Every four years, receive an additional \$20,000 for equipment. BWSR splits up \$40,000 a year, two TSAs per year. Rotation every four years. 2023 received equipment funds, and next year will be 2027.
2. Enhanced Shared Technical Services (ESTS) Clean Water Fund Grant of \$242,500 annually

ETA funds are provided to increase and enhance Members' engineering and technical assistance capacity to plan, design, and install conservation projects addressing non-point source pollution. Funds also support purchasing equipment for project planning, design, and installation and for building technical knowledge, skills, and abilities through training. The funds are to provide technical assistance related to non-point source pollution water quality improvement projects.

The budget amounts below are for planning purposes and are subject to change by Board action and grant availability. The calendar year 2024 and 2025 assumes the level of state funding received in the FY23-24 biennium remains level.

Projected ETA Budget

#	TSA8 Budget Items	2023	2024	2025	Total Budget
1	Equipment (every four years, additional \$20,000)	\$20,000			\$20,000
2	Training	\$10,000	\$10,000	\$10,000	\$30,000
3	SWCD Technical Assistance	*\$280,000	***\$300,000	\$280,000	\$895,000
4	Per District yearly Allocation (line 3/9 SWCDs)	\$31,000	\$33,333	\$31,000	\$99,444
5	GIS Specialist	\$30,000	\$40,000	\$40,000	\$120,000
6	Communication Contract	\$60,500	\$65,000	\$65,000	\$190,500
7	Host District Contract	\$35,000	\$30,000	\$25,000	\$90,000
8	TSA8 Operational Expenses	\$32,000	\$15,000	\$10,000	\$57,000
9	Member Dues (Total BWSR grant amount x 10 percent)	**\$39,000	\$37,000	\$37,000	\$113,000
10	Total Income TSA8 based on Budget (does not include line 4).	\$506,500	\$497,000	\$467,000	\$1,470,500
11	Notes: *2023-left over 2022 funds \$34,000.				

****\$39,000 is 10 percent of the total grant, with the equipment money, which equals \$390,000 (2024 & 2025 will be \$370,000 grant funds).**

****2024-selling assets will go into 2024 funds available.**

Dues

Dues for 2023 will be due on or before June 01, 2023. Each district will make a payment of \$4,333 made to the TSA8. With the due's payment, the SWCD is eligible for yearly allotment for SWCD funds. Each SWCD must ensure that the dues are coming from a non-state source. It must come from a local source. Dues are calculated based on the 10 percent match requirement of the BWSR TSA8 grants. The dues will be subject to change based on grant amounts or BWSR grant policy changes. Starting in 2024, all dues must be paid by April 01, according to the TSA8 Bylaws, estimated at \$4,100 per district.

SWCD Left Over Technical Funds

The SWCD Managers will meet in the fall to review the current amount of unused SWCD funds and next year's SWCD funding amounts and recommend to the entire board how funds should be allocated through the yearly budgeting process. The TSA8 Board can allocate the unused funds to an SWCD that requests additional funds. If an SWCD wants to spend its funds on equipment, education, and training, they must notify Host Manager by November 30 of the calendar year. The host district manager would utilize that information to set up the TSA8 BWSR work plan.

Eligible Activities Technical and Engineering

Engineering funds will be offered equally among Members for engineering and technical services through contracted services or an employed technical staff of Members. Contracted services may be with private engineering firms or through a staff of another Member or Partner. Independent contractor agreements between Members, Partners, or consultants will be the responsibility of individual Members and not of the TSA8.

A key priority for TSA funds is shared engineering and other critical technical services for erosion and sediment control and water quality by the approved grant work plan. Eligible activities and expenses include but are not limited to

1. Engineering – site evaluation, design, & construction.
2. Technical Services – forest land management, GIS, groundwater protection, monitoring, and other conservation practices;
3. Associated targeted priority services such as Wetland Conservation Act services, outreach to landowners, feedlot program services, grant writing, assist landowners in meeting regulatory requirements.

Administration and Coordination Activities. Not eligible for reimbursement.

Education and Information. Eligible items and expenses include the associated costs of TSA staff or members developing and providing technical training based on regional needs to member SWCDs and partners approved in the grant work plan.

Equipment and Supplies. Eligible expenses include necessary equipment, hardware, software, and supplies to do the work. They are limited to less than \$10,000 in total purchase cost.

Technical and Engineering Services Must Follow BWSR Technical Quality Assurance Policy

a) Technical Assistance Provider. Identify the technical assistance provider(s) for the practice or project and their credentials for providing this assistance. The technical assistance provider(s) must have appropriate credentials for practice investigation, design, and construction.

b) Practice Standards. Ensure appropriate design, construction, operation, and maintenance practice standards are followed.

See BWSR Website for the full policy: <https://bwsr.state.mn.us/technical-quality-assurance>

Reimbursement Request

The TSA8 will only accept reimbursement requests for SWCDs that have paid their TSA8 Annual Dues. The TSA8 will issue all payments for invoices received to the closest Host District SWCD Board Meeting.

Invoices

1. Invoices must be submitted by April 30, July 30, November 30, and January 31 of each year to tasha@cswgcd.org.
2. Invoices/Time can be billed from January 27, 2023, through December 31, 2023.

Reimbursement requests for pass-through costs to include a copy of the invoice(s) from the third-party source(s).

1. The name of the vendor
2. The labor or equipment provided.
3. The component unit costs (e.g., each hour)

4. Invoice date, including the date(s) the work was performed.

When a local government unit is working with another local government unit, the following information should be obtained and reviewed by the Grantee to provide reasonable assurance of the costs before issuing payment:

Service charges include a breakdown by an employee of hours worked, service date (s), applicable billable rate(s), and total cost. Grantees or fiscal agents may request time-tracking data to support service charges.

To document the costs of employees or staff time, the records that need to be kept are:

1. Employee's Name
2. Hourly Rate (see "Determining a Billing Rate").
3. Billing rate calculation for all employees of the grantee
4. Time worked on the grant, identified by grant title and activity category
5. Documentation connecting the time contributed (or hours worked) to the grant. This may be:
 - a. A record from the financial system showing the employee being paid out of the grant.
 - b. A summary of timesheets with the grant identified.
 - c. A payroll report, itemized by the fund, from the internal accounting system, Integrated Financial System, QuickBooks, etc. (The report may include other items charged to the grant besides staff time).
 - d. If a system exists to track the time employees charge to the grant, include a summary of the time contributed by each employee, itemized by the grant.

Outcomes Tracking

Each SWCD will also need to track the following items and include answers to the questions with SWCD on the invoice. The TSA8 host district can request additional information before approving and paying the SWCD invoice.

Type of Funding	Question to Answer
Engineering	<ol style="list-style-type: none"> 1. Number of Engineering Hours? 2. How many site visits, completed plans, and projects were constructed? 3. What is the estimated cost of constructed projects?
Technical Specialty	<ol style="list-style-type: none"> 1. Technical Service provided? 2. Number of Hours? 3. Describe the outcomes
*Education and Information	<ol style="list-style-type: none"> 1. Number of hours training was provided. 2. What type of training was provided? 3. Who and how many received the training(s)? 4. Outcomes
*Equipment/Supplies	<ol style="list-style-type: none"> 1. Item purchased? 2. How was the item used to meet the technical need? 3. Outcomes because of equipment.

Must follow BWSR Technical Service Area Year End eLink Reporting Guidance.

*Must be pre-approved to utilize funds for education, information, and equipment/supplies.