

Board of Supervisors Meeting

Feb 11, 2021 8:00 am

Renville County Office Building

105 5th St, Olivia, MN 56277, Room 313 (lower level) and virtually with GoToMeeting (see page two for virtual instructions)

Social distance and other in person CDC recommendation apply during this meeting.

AGENDA

- I. Call to Order
- II. Citizen Comment Period (2 minutes per person)
- III. Consent Agenda, Jan 2021 Meeting Minutes, Bills, and Treasurer's Report
- IV. Old Business:
 - 1. Operational items/Staff concerns
- V. New Business:
 - 1. 2020 Audit
 - 2. 2021 Local Work Group Meeting
- VI. Personnel Committee
 - 1. PTO Form, not needed now that we use the web clock (need to update handbook)
- VII. Program Updates- All staff join the meeting 8:45am
 - 1. Cost Share Programs
 - a. Kurth Dairy App 21-01
 - 2. Staff Reports
 - 3. NRCS Report- Jeff Kjorness, DC
 - 4. Board Reports
- VIII. Other
 - 1. MAWQCP update- Ethan
 - 2. Supervisor WebClock training
- IX. Upcoming meetings and dates to remember
- X. Motion to adjourn

Dates to Remember

MN Soil Health Coalition Virtual Meetings, 17 & 24, 2021

<https://us02web.zoom.us/j/88355507688?pwd=UGFBaHVQM2oyWjNxVXU4YkRlZWNTUT09>

MN Soil Health Coalition Annual Planning Meetings, Feb 25, 2021

**Next regular Board Meeting March 11, 2021 at 105 5th St, Olivia,
MN 56277, Room 117 Olivia, MN**

Virtual meeting instructions

Renville SWCD Board meeting

Thu, Jan 14, 2021 8:00 AM - 11:00 AM (CST)

Please join my meeting from your computer, tablet or smartphone.

Board of Supervisors Meeting

Feb 11, 2021 8:00 am

Renville County Office Building

105 5th St, Olivia, MN 56277, Room 117 (lower level) and virtually with GoToMeeting (see page two for virtual instructions)

Social distance and other in person CDC recommendation apply during this meeting.

AGENDA Notes

- I. Call to Order
- II. Citizen Comment Period (2 minutes per person)
- III. Consent Agenda, Jan 2021 Meeting Minutes, Bills, and Treasurer's Report
- IV. Old Business:
 1. Operational items/Staff concerns, none brought to the Administrator
- V. New Business:
 1. 2020 Audit, Peterson Company engagement letter.
 2. 2021 Local Work Group Meeting, how do we want to plan this? In person, virtual, etc?
- VI. Personnel Committee
 1. PTO Form, not needed now that we use the web clock (need to update handbook) if the Board decides to do away with the form
- VII. Program Updates- All staff join the meeting 8:30am
 1. Cost Share Programs
 - a. Kurth Dairy App 21-01, State Cost Share app for a manure handling assessment, that will result in an update system
 2. Staff Reports
 3. NRCS Report- Jeff Kjorness, DC
 4. Board Reports
- VIII. Other
 1. MAWQCP update- Ethan, update on local partnership
 2. Supervisor WebClock training, more hands on training of the software and review timeline for submission.
- IX. Upcoming meetings and dates to remember
- X. Motion to adjourn

Board of Supervisors Meeting

January 14, 2021 8:00 am

Renville County Office Building

105 5th St, Olivia, MN 56277, Room 117 (lower level) and virtually with GoToMeeting (see page two for virtual instructions)

Social distance and other in person CDC recommendation apply during this meeting.

**Kelly, Jepson, Kokesch, Schroeder, Koenig, Jeremy Maul, David Hamre- Commissioners
Staff, Hatlewick, Dahl, Richter**

Minutes

- I. Call to Order 8am
- II. Citizen Comment Period (2 minutes per person)
- III. Consent Agenda, Dec. 2020 Meeting Minutes, Bills, and Treasurer's Report (**Kelly, Jepson) MSC**
- IV. Old Business:
 1. Operational items/Staff concerns
 - a. Motion needed on Conservation Assistant hours, 32hrs for next 4 months to May 14th (**Kelly, Koenig) MSC**
 2. Shed Roof , motion so to except bid or delay for future except Brauer Bid with extra \$1100, (**Jepson, Schroder) MSC**
 3. Lease space , talking with current landlord about options ad possible remodeling , motion, work with current landlord to stay in our current space, second (**Kelly, Koenig) MSC**
- V. New Business:
 1. Board Reorganization
 - a. Election of Officers for 2021
 1. Chair: Kelly, nominate Schroeder, Second Koenig. (**MSC) Koenig** motion cease nominations, (**Koenig, Jepson) MSC**
 2. Vice Chair: Koenig Nominated Jepson, Second Kelly, (**MSC)** motion all nominations cease **Kelly, Koenig (MSC)**
 3. Treasurer: Kokesch nominated Koenig , Koenig nominated Kokesch, , motion cease nominations (**Kelly, Koenig) MSC** paper ballot cast, Kokesch was elected with use of the ballot. Motion to approve ballots (**Kelly, Koenig) MSC**
 - b. Committee Assignments for 2021, updated, motion to approve (**Kelly, Kokesch) MSC**
 - c. Regular meeting Dates for 2021, if at county request 8am start April & May, Sept & Oct 7:30am meeting, otherwise 8am, second Thursday of the month (**Kevin, Jepson) MSC**
 - d. Designation of Depositories 2021, keep the same 2020 (**Koenig, Kokesch) MSC**
 - e. Signatory delegation 2021, Motion to have the District Administrator be the delegated signatory authority for the SWCD Board of Supervisor for all BWSR

- IX. Upcoming meetings and dates to remember, plans for an area meeting
- X. Motion to adjourn, **(Kevin, Koenig) MSC**

Dates to Remember

MN Soil Health Coalition Virtual Meetings Jan 27, Feb 3,10,17 & 24, 2021
<https://us02web.zoom.us/j/88355507688?pwd=UGFBaHVQM2oyWjNxVXU4YkRjZW50UT09>

Next regular Board Meeting February 11, 2021 at the USDA Service Center 1008 W Lincoln Ave Olivia, MN

Virtual meeting instructions

Renville SWCD Board meeting
Thu, Jan 14, 2021 8:00 AM - 11:00 AM (CST)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/853818253>

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January 4, 2021

To the Board of Supervisors and District Manager
Renville Soil and Water Conservation District
1008 West Lincoln Ave.
Olivia, MN 56277

We appreciate the opportunity to provide your Organization with an audit bid for the fiscal year ending December 31, 2020. The audit will be performed in accordance with all applicable audit standards.

We anticipate that one day of fieldwork will be required at your office unless the audit is done remotely due to COVID. During this time and during completion of the audit, we will be happy to answer your questions and assist with policies and procedures at no additional cost. The year-end audit fee will be \$3,150.

An engagement letter is enclosed for your review. If you accept our audit bid, please sign and return the engagement letter in the envelope provided. Thank you for contacting us and we look forward to hearing from you.

Sincerely,

Michael Peterson

Michael Peterson, CPA
Peterson Company Ltd

January 4, 2021

To the Board of Supervisors and District Manager
Renville Soil and Water Conservation District
1008 West Lincoln Ave.
Olivia, MN 56277

We are pleased to confirm our understanding of the services we are to provide Renville Soil and Water Conservation District for the year ended December 31, 2020. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Renville Soil and Water Conservation District as of and for the year ended December 31, 2020. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Renville Soil and Water Conservation District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Renville Soil and Water Conservation District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary Comparison Schedules
- 3) Schedule of Contributions
- 4) Schedule of Proportionate Share of Net Pension Liability

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of Renville Soil and Water Conservation District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Renville Soil and Water Conservation District's financial statements. Our report will be addressed to the board of supervisors of Renville Soil and Water Conservation District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the

purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that Renville Soil and Water Conservation District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste and abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, an unavoidable risk exists that some material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Renville Soil and Water Conservation District's compliance with the provisions of applicable

laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes and PERA amortization schedules of Renville Soil and Water Conservation District in conformity with U.S. generally accepted accounting principles based on information provided by you. If needed, we will assist in preparing the depreciation schedule. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to Renville Soil and Water Conservation District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Peterson Company Ltd and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Minnesota Office of the State Auditor or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Peterson Company Ltd personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Minnesota Office of the State Auditor. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit in the spring and to issue our reports no later than October 31, 2021. Michael Peterson is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be \$3,150. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Invoices not paid within 30 days will accrue interest at 1.50%. In accordance with our firm policies, work may be suspended if your account becomes 45 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-

of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to Renville Soil and Water Conservation District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

Peterson Company Ltd

Peterson Company Ltd

RESPONSE:

This letter correctly sets forth the understanding of Renville Soil and Water Conservation District.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

PERCENT BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

General Information

Organization	Contract Number	Other state or non-state funds? Yes <input type="checkbox"/> No <input type="checkbox"/>	Amendment <input type="checkbox"/> Board meeting date(s):	Canceled <input type="checkbox"/> Board meeting date:
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*If contract amended, attach amendment form(s) to this contract.

Applicant

Leah 320-583-4482

Land Occupier Name William A Kurth	Address 89898 520th Street	City/State Cosmos MN	Zip code 56228
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*If a group contract, this must be filed and signed by the group spokesperson as designated in the group agreement and the group agreement attached to this form.

Conservation Practice Location

Township Name Boon Lake Township	Township	Range	Section	1/4,1/4
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Contract Information

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

1. The land occupier is responsible for full establishment, operation, and maintenance of all practices and upland treatment criteria applied under this program to ensure that the conservation objective of the practice is met and the effective life, a minimum of 2 years, is achieved. The specific operation and maintenance requirements for the conservation practice listed are described in the operation and maintenance plan prepared for this contract by the technical assistance provider.
2. Should the land occupier fail to maintain the practice during its effective life, the land occupier is liable to the State of Minnesota for the amount up to 150% of the amount of financial assistance received to install and establish the practice unless the failure was caused by reasons beyond the land occupier's control, or if conservation practices are applied at the land occupier's expense that provide equivalent protection of the soil and water resources.
3. If title to this land is transferred to another party before expiration of the aforementioned life, it shall be the responsibility of the landowner who signed this contract to advise the new owner that this contract is in force and to notify other parties to the contract of the transfer.
4. Practice(s) must be planned and installed in accordance with technical standards and specifications of the: CAP
5. Increases in the practice units or cost must be approved by the organization board through amendment of this contract as a condition to increase the cost-share payments.
6. This contract, when approved by the organization board or council, will remain in effect unless canceled or amended by mutual agreement, except where installations of practices covered by this contract have not been installed by ____ (date), this contract will be automatically terminated on that date.
7. Items of cost for which reimbursement is claimed are to be supported by invoices/receipts for payments and will be verified by the organization board as practical and reasonable. The invoices must include the name of the vendor; materials, labor or equipment used; the component unit costs and the dates the work was performed. The organization board has the authority to make adjustments to the costs submitted for reimbursement. Pre-Construction Cover is exempt from having the required invoices /receipts.

Applicant Signatures

The land occupier's signature indicates agreement to:

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

Effective July 1, 2019

2. Obtain all permits required in conjunction with the installation and establishment of the practice prior to starting construction of the practice.
3. Be responsible for the operation and maintenance of conservation practices applied under this program in accordance with an operation and maintenance plan prepared by the technical assistance provider.
4. Not accept cost-share funds, from state sources in excess of ____ percent, or state and non-state sources that when combined are in excess of ____ percent of the total cost to establish the conservation practice. Pre-construction Cover is exempt from the percent reimbursement rate limitations when utilizing the flat rate payment option.
5. To provide copies of all forms and contracts pertinent to any other state or non-state programs that are contributing funds toward this project.

Date	Land Occupier
Date 1-15-21	Landowner, if different from applicant <i>William Kauf</i> Address, if different from applicant information:

Conservation Practice

The primary practice for which cost-share is requested is _____

Practice standards or eligible component(s)	Engineered Practice <input type="checkbox"/> yes or <input type="checkbox"/> no Ecological practice <input type="checkbox"/> yes or <input type="checkbox"/> no	Total Project Cost Estimate
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Technical Assessment and Cost Estimate

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

Date	Technical Assistance Provider
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Pre-Construction Cover

Is allowed when temporary cover is necessary for the future installation of structural conservation practices. A flat rate payment of up to \$150 per acre, not to exceed 10 acres, is allowed as part of a state cost-share contract for the installation of structural practice(s).

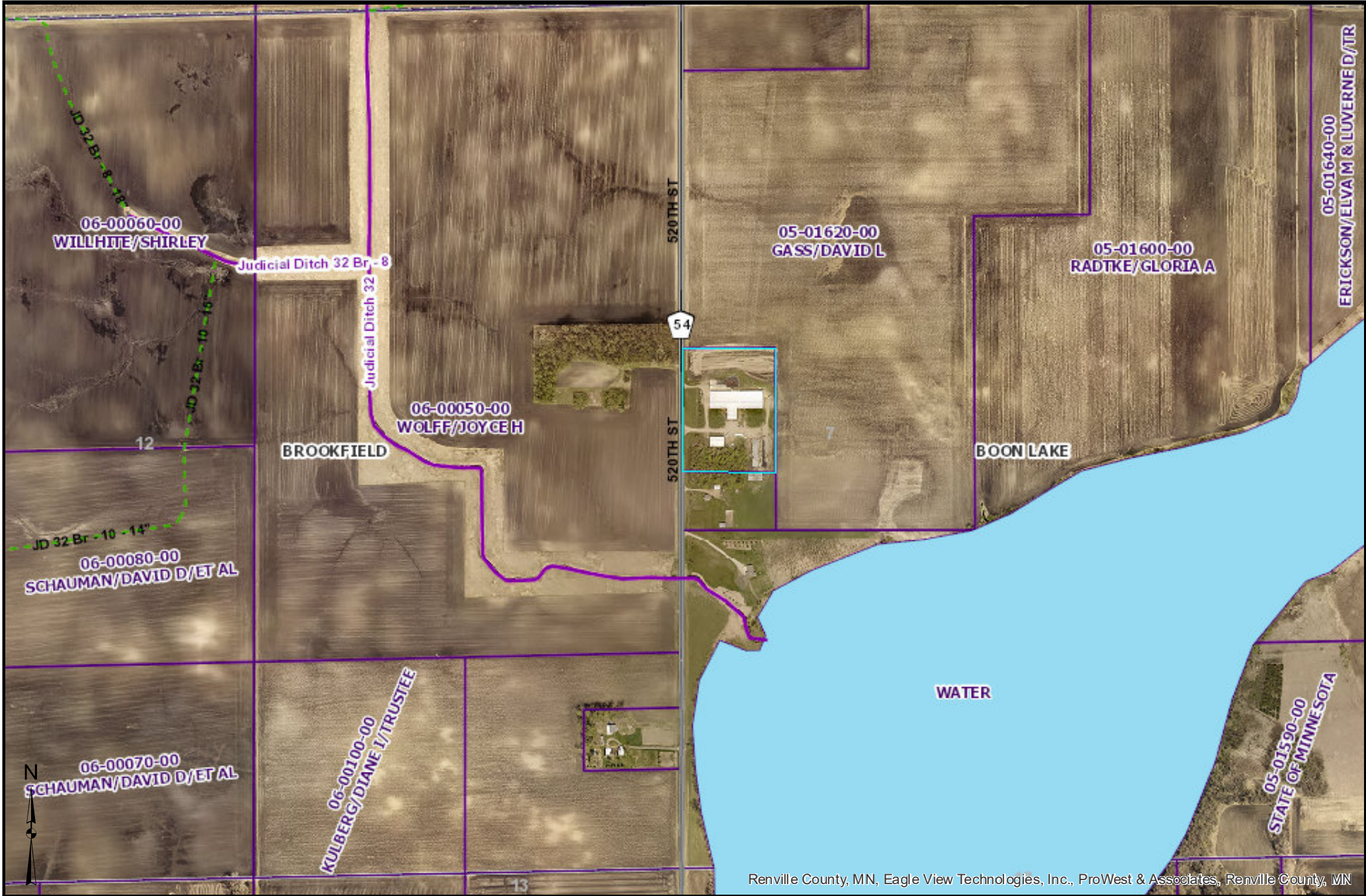
Amount / Acre (NTE \$150/acre)	Number of Acres (NTE 10 Acres)	Total Amount

Amount Authorized for Financial Assistance

The organization board or council has authorized the following for financial assistance, total not to exceed ____ percent of the total cost to establish the conservation practice plus the pre-construction cover total amount if utilizing the flat rate payment option.

Amount	Program Name	Fiscal Year

Board Meeting Date	Authorized Signature	Total Amount Authorized \$
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These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

William & Leah Kurth	
1:9,360	14
Date: 2/8/2021	

Renville County

This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.

Renville County SWCD Staff Reports

February 2021

Holly Hatlewick

1W1P

- Working on plan Goals, and implementation schedule
- Preparing for 2/3/21 Policy Meeting, that Renville SWCD Hosted

Other

- County line sign, working on agreement with Kandiyohi SWCD for HWY 71
- Completed Elink reporting and reconciled grants as of 12/31/20
- Working with Dan Brauer on shed roof timeline and permits
- Worked on SWCD Hawk Creek Watershed newsletter, to be released in late Feb or early March
- MARL, January 20th -22nd, still virtual
- Working on learning the new time tracking
- Participated in the MDA Organic Conference
- Assisting with Morton Task Force discussions
- Meeting with Limbo Creek petitioners , Renville County and DNR , Kyle and I presented on BMP's that could benefit the area

Ethan Dahl

Buffer Law

- Updated BuffCAT and all of our Validation of Compliance Records
- Buffer E-link reporting using RUSLE2
- Worked with Paul (BWSR) on different compliance questions and compliance standings
- Discovery Farms webinar on Tile Drainage effects

Agricultural Inspector

- Began County Ag Inspector Directed Training provided by the MDA for all new inspectors

MAWQCP

- Signed partnership agreement with Benny's Meat Market in Hector.
- Mailed out an application and information to Susan Slieter for her interest in the program.

Other

- Writing survey articles and assembling the different prizes for the winners.
- Video filming, recording, and video edits and uploads to our YouTube channel: SNIRT video, Tillage video, and Dust Bowl educational and demonstration video.
- Collected and mailed all our county volunteers precipitation data sheets to the state climatology office.

Kyle Richter

CREP:

- '20 CRP1 are slowly starting to come in. I helped NRCS and FSA with the process to make it go quicker

- '19 CREP easements, 3 left to be recorded. 1 is are the attorneys waiting for a final title policy, 1 is going to need an extension due to a death, and the last 1 may be cancelled due to the landowner's mortgage

- '21 CREP signup is from April 12-April 30. Only 10 million dollars are available for payments in the 54 CREP eligible counties. Predominantly looking for CP2 WHPA practices, and CP21 (Buffers) practices.

WCA:

- Possible RFP available for wetland restorations. Will be finding more out the end of the month

- Issues to NOD for two solar projects

- Submitted 2020 WCA Report

ELINK:

- Finished up all elink reporting for the numerous grants for the 2nd half of 2020

Morton Task Force:

- Involved in the process of helping downstream flooding issues in Morton

- Started delineating the sub watersheds in the area to determine areas where BMPs are needed

1W1P:

- Started getting involved in the 1W1P process

Training:

- Working on courses for Conservation Planning Certificate through AgLearn and MNC3

Olivia Field Office NRCS Report

February 11, 2021

Jeff Kjorness, DC

EQIP

Field Office continue to work through eligibility and ranking of applications. Due to large number of applications statewide, the State office has decided to use a screening and prioritization worksheet to prioritize the older applications.

CSP

The deadline for 2021 CSP applications is March 26, 2021

CRP

General CRP signup is January 4, 2021 through February 12, 2021.

MISC

Loran Clark has returned from maternity leave to Redwood Team Lead as of 2/3/21.

Due to Covid-19 field offices will remain at level 0 which is doors locked to customer and will not be allowed into the building. Telework is highly recommended and required for federal employees in offices with more than 2 employees.

NRCS is using the direct hire process to fill positions. Positions available in the Redwood Team are Olivia a Civil Engineer Technician, and Redwood and Sleepy Eye both have Soil Conservation Technicians, Redwood also has a Soil Conservationist position open. If you know of anyone interested in these position or others throughout Minnesota direct them to USA JOBS for the position announcements.