



Lake of the Woods Watershed  
Joint Powers Board  
PO Box 217  
Baudette, MN 56623  
(218) 634-1842 ext. 4  
[www.lowwjpb.org](http://www.lowwjpb.org)

**AGENDA**  
**Special Board Meeting**  
**August 17, 2022 @ 9:00 a.m.**

**Location: Warroad Public Safety Building in Warroad.**

- 1) Call Meeting to Order.
- 2) Motion to Approve Agenda

***Guests***

- 3) Sustainable Farming Association Staff: Doug Voss and Kent Solberg

***Old Business***

- 4) Ag Specialist - Agreement

***New Business***

- 5) Ag Practices Agreement - amendment

***Upcoming Meetings***

- Regular Meeting - October 17th, 2022 @ 9:30 \*Note: date change to 3rd Monday

**Agenda Item: Ag Specialist Agreement**

**Background:**

The 2022 Watershed Implementation Work Plan outlined a project development budgeted item to better utilize Ag Practices funds. Lake of the Woods and Roseau SWCDs have found a partnership with the Sustainable Farming Association that will further our Ag Practices goals in the Lake of the Woods Watershed. Attached is the agreement between the Lake of the Woods SWCD to contract with the Sustainable Farming Association.

At the July 11, 2022 LOW Watershed JPB Meeting, the Board tabled this agenda item.

**Action Requested:**

Decision on the FY2022-13 Ag Specialist Agreement with Lake of the Woods SWCD.

**Cooperative Agreement with Lake of the Woods Watershed Joint Powers Board for Implementation of Lake of the Woods Watershed Implementation Funds**

**1. Project Information**

<b>Project Title:</b>	Ag Specialist
<b>Partner(s)</b>	LW SWCD
<b>Project Description:</b>	See attached Funding Request Form
<b>Point of Contact/Title:</b>	Becky Buegler / Office Assistant
<b>Mailing Address:</b>	PO Box 217, Baudette, MN 56623
<b>Email:</b>	becky_b@lakeofthewoodsswcd.org
<b>Phone Number:</b>	218-634-1842 ext 4

**2. Grant Funding Authorized = \$ 30,000**

Activity (eLink activity)	Fiscal Year	Amount	End Date
Project Development	FY22	\$30,000	12/31/2023

**3. Match required: Choose one**

<input type="checkbox"/>	Minimum of _____ % of invoice submitted. Must be eligible, non-state.
<input checked="" type="checkbox"/>	Dollar or In-Kind amount of \$3,000. Must be eligible, non-state.
<input type="checkbox"/>	Other _____

**4. Payment Details**

<b>Invoice schedule</b>	Quarterly
<b>Direct Payment Authorization</b>	Sustainable Farming Association
<b>% of invoice reimbursement</b>	100%
<b>Match documentation</b>	In-kind contribution, landowner match, stafftime match

**The requirements of this Cooperative Agreement includes all requirements described in "Attachment - Cooperative Agreement" and the Funding Request Form.**

**This agreement is effective upon signature by all parties:**

<p><b>Partner</b> _____</p> <p><b>Authorized Signature</b> _____</p> <p><b>Title</b> _____ <b>Date</b> _____</p>
<p><b>Lake of the Woods Watershed Joint Powers Board</b></p> <p><b>Authorized Signature</b> _____</p> <p><b>Title</b> _____ <b>Date</b> _____</p>
<p><b>I certify that the work plan and grant agreement are approved by BWSR and the funding has been released in eLINK.</b></p> <p><b>Coordinator</b> _____</p> <p><b>Title</b> _____ <b>Date</b> _____</p>

## Funding Request Form

<b>Requesting Entity(s):</b>	Joint Powers Board	
<b>Project / Program Title:</b>	AgBMP Outreach Specialist	
<b>Description:</b>	The AgBMP Outreach Specialist will be a part-time position to promote AgBMP programs in the LW Watershed. Current proposal is to contract with local ag service business to fill this position, or to direct contract with an individual.	
<b>Year 1 Milestones</b> (15-20 words describing numerical or measurable goals)	Year 1 will be used to seek out an individual who has the appropriate qualifications to deliver conservation programs in the watershed. Develop qualifications.	
<b>Year 2 Milestones</b> (15-20 words describing numerical or measurable goals)	Contracted position would be in place for year 2. Work team will work on developing targets for achievement. Possible milestones include onsite visits with to 15 landowners in the watershed. Assist with signing a minimum of two conservation practice contracts.	
<b>Location:</b> Planning Region(s)	Bostic, Zippel, Muskey, Warroad	
<b>Deliverable(s):</b> plans, # BMPs, # miles, etc.	part-time contract position, 2 conservation practice plans.	
<b>Plan Reference:</b> Action #, page #	EO-01, p. 4-59 Promote Conservation Programs for water quality BMPs	
<b>Resource Issues Addressed:</b> Pages 2-3 to 2-6		
<b>Measurable Goals addressed:</b>		
<b>Total Estimated Project Cost: (autofills)</b>	<b>\$44,000.00</b>	
<b>Budget</b>	<b>Breakouts</b>	
	<b>Grant</b>	<b>Match</b>
Admin/Coordination		
Ag Practices - Non Structural		
Ag Practices - Structural		
Education/Information		
Inventory/Mapping		
Planning/Assessment		
Project Development	\$40,000.00	\$4,000.00
Special Projects		
Streambank/Shoreland Protection		
SSTS		
Technical/Engineering		
Other		
	<b>\$40,000.00</b>	<b>\$4,000.00</b>



**Professional Services Consulting Agreement between Sustainable Farming Association of Minnesota (SFA) and the Lake of the Woods, MN SWCD**

**Effective Dates:** July 1 to December 31, 2022

**Background:** The Lake of the Woods SWCD in Baudette, MN wishes to enter into a professional services agreement with SFA to create educational opportunities for agricultural producers to learn about soil health and other conservation practices, and to provide technical assistance and support to producers interested in implementing any of those practices on their land.

**Personnel:** SFA leads for this work will be senior consultants Kent Solberg and Doug Voss, who will coordinate the participation of other members of SFA's technical consulting team as appropriate. SFA will also deploy our staff communications director and our multi-channel communication platforms to promote project outreach and educational opportunities.

**Activities:** SFA activities during the six months of the project covered by this agreement will include:

1. Virtual or in-person project kick-off and event planning meetings with the LOTW SWCD team and additional collaborators and partners;
2. One in-person workshop and one field day or farm tour or pasture walk;
3. Initial SFA consultant visits with producers who have expressed interest in participating in the program.

Total cost of these activities will not exceed \$8,000. (See project cost schedule - Attachment A)

**Payment:** SFA will electronically invoice Lake of the Woods SWCD for all consulting costs incurred during the contract period by no later than January 15, 2023. Payment terms are 30 days from receipt of invoice.

**Agreement Termination:** This professional services agreement may be terminated by either party with thirty days written notice. Lake of the Woods SWCD is responsible for payment of documented costs incurred during the contract period up to the date of termination.

Agreed to this \_\_\_ day of June, 2022

Lake of the Woods SWCD

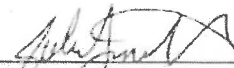
Sustainable Farming Association of MN

JOHN SONSTEGARD Low SWCD Chair

Lucinda Winter, Executive Director

Name

Name

  
Signature

  
Signature

6-9-22  
Date

June 14, 2022  
Date

**SFA/Lake of the Woods SWCD Ag producer outreach project cost schedule**  
 (Attachment A)

July 2022- December 2023

Outreach/Events/assistance	How many	Cost/unit	Total Cost	Notes
<b>In-person workshop:</b> Plan, promote, book venue, materials, catering, presenters, evaluations: \$2,000 - \$2,500	4	\$2,500	\$10,000	Fall 2022, Winter 2022, Fall 2023, Winter 2023
<b>Field Days/pasture walks</b> 4 to 6 hours plus lunch: plan, promote, book venue (stipend to farmer), materials, catering, presenters, evaluations, photography: \$3,000 to \$3,500	2	\$3,500	\$7,000	Summer 2022, Summer 2023
<b>One-on-One coaching/consulting sessions</b> Initial visit 4 to 5 hours (2 TAs) follow-up visit (one TA), travel cost reimbursement and phone-email support over 12 to 18 months: \$1,250 to \$1,500 per farmer/rancher/landowner.	6	\$1,500	\$9,000	2023
<b>Additional in-person coaching sessions to existing landowner clients per TA visit: \$350 to \$500.</b>	6	\$ 500	\$3,000	2023
<b>Total estimated annual costs</b>			\$29,000	

**Agenda Item:** Ag Practices Agreement - Amendment

**Background:** The Ag Practices Agreement between the LOWWJPB and the LOW and Roseau SWCD has the following budget approved:

**2. Grant Funding Authorized = \$65,000**

Activity (eLink activity)	Fiscal Year	Amount	End Date
Ag Practices - Structural	FY22	\$20,000	12/31/23
Ag Practices- Non Structural	FY22	\$25,000	12/31/23
Project Development	FY22	\$10,000	12/31/23
Education	FY22	\$10,000	12/31/23

The non structural funding has been fully allocated. To fulfill interested contracts with landowners, it is being requested to move the following \$1,500:

From: Ag Practices Structural  
To: Ag Practices Non Structural

**Action Requested:**

Motion to approve moving \$1,500 from Ag Practices Structural to Ag Practices - Non Structural.