



11360 Highway 212 STE 6
 Cologne, MN 55322
 (952) 466-5230 | carverswcd.org

Minutes of the November 21, 2024, Carver SWCD Board Meeting Held in Conference Room 1 at the Public Works Facility in Cologne, MN

Board Members Present:

Chair, Marcus Zbinden
 Secretary/Treasurer, Jeffrey Sons
 Member, Robert Burandt
 Member, Stanley Wendland

Board Members Absent:

Vice Chair, Mark Zabel

Others Present:

Carver County Public Services Deputy Director, Paul Moline
 FSA Program Analyst, Olivia Vinkemeier
 FSA Program Analyst, Nicole Lieske
 NRCS Soil Conservation Technician, Cindy Hoffmann
 NRCS Forester, Isabella Wendland

SWCD Staff Present:

District Manager, Mike Wanous
 Resource Conservationist, Terry Meiller
 Landscape Restoration Specialist, Seth Ristow
 Administrative & Finance Specialist, Felicia Brockoff

1. Call to Order.

Chair Zbinden called the meeting to order at 8:07 a.m.

2. Public Comments – None.

3. Agenda Review and Adoption.

Resolution 062-2024: Sons moved, Burandt seconded, to approve the November 21, 2024, Board Meeting Agenda as presented. Roll call vote: Burandt-aye; Sons-aye; Wendland-aye; Zabel-absent; Zbinden-aye. Motion carried.

4. Agency Reports

- a. Carver County report – Paul reported that Lisa Anderson will be replacing Gayle Degler on the Carver County board in 2025. He plans to meet with Lisa in early January to orient her about the duties of the Carer County WMO. Paul will also encourage her to meet with Mike at the SWCD. Mike Lynch will be replacing Supervisor Burandt on the Carver SWCD Board.

Paul reported that his department is fully staffed. The new Permit Technician previously worked for Bolton & Menk. She will be working with both stormwater and wetland permits. The County Board will be releasing the WMO's project list plan amendment for public comment at their Board meeting Tuesday. This project list is used by BWSR when the County applies for grants, projects need to be in the plan for BWSR to consider them for funding. Paul offered to go over this project list with the SWCD Board at a future board meeting.

There are several projects in the beginning phases for both construction and feasibility studies that will be starting soon. Projects included the Carver Creek realignment project, a ravine off Highway 41 that drains to Big Woods Lake, and a large ravine that is getting very close to

Maplewood Road. A feasibility study will be conducted on Eagle Lake to determine internal loading.

- b. NRCS report – Isabelle reported that the ranking deadline for EQIP is January 10, 2025. She also reported on the funding amounts for the various NRCS programs. There are several counties in Minnesota that will receive a 10% COLA increase for projects, and Carver County is one of the counties. Staff are certifying completed CSP practices, and the deadline for the ACEP program is next Friday. She also reported that Pheasants Forever will be hiring a person who will be housed in the LeCenter office.
- c. FSA Report – Nicole reported that producers can apply for assistance through the organic dairy marketing assistance program through November 29. Producers can also apply for commodity loans to help meet cash flow needs before the calendar year rollover.

Olivia reported that the 2022 payments for the emergency livestock relief program were factored by 25% due to limited funding. Producers who applied for funds will receive an additional 7.25% payment. Mitch Keenan is the only nominee for the open County Committee member for LAA-3. The next FSA County Committee Meeting is scheduled for December 10th at 9:00 a.m.

5. Consent Agenda Items

Resolution 063-2024: Sons moved, Burandt seconded to approve the following consent agenda items:

- a. Approval of the October 17, 2024 Board Meeting Minutes
- b. Acceptance of the October 2024 Treasurer's Report

Roll call vote: Burandt-aye; Sons-aye; Wendland-aye; Zabel-absent; Zbinden-aye. Motion carried.

6. Regular Agenda Items

- a. Jennifer Siewert has installed her two grassed waterways totaling 890' and is requesting cost-share reimbursement for her WBIF contract. The total cost of the project was \$9,361, with 90% cost-share being \$8,424.90. Terry explained that the surrounding fields are currently in cover crops, and he does not anticipate any issues with spring wash outs.

Resolution 064-2024: Burandt moved, Sons seconded to approve Jennifer Siewert's cost-share payment of \$8,424.90 for two grassed waterways, funding from the Lake Waconia SWA Implementation grant (C21-1746). Roll call vote: Burandt-aye; Sons-aye; Wendland-aye; Zabel-absent; Zbinden-aye. Motion carried.

- b. Living Rock Church recently began constructing a new building on the outskirts of NYA along highway 212. As part of the construction requirements, they will be planting prairies around other BMP's on the property. They would like to add an additional 2-acre prairie on their own and have requested assistance from the pollinator program. This is a highly visible project, that will improve infiltration and provide a native planting.

Resolution 065-2024: Sons moved, Burandt seconded to approve Living Rock Church's application for a native planting at the program maximum of \$5,000, utilizing funding from the District Capacity grant (P23-2450). Roll call vote: Burandt-aye; Sons-aye; Wendland-aye; Zabel-absent; Zbinden-aye. Motion carried.

- c. There are four grants that will expire at the end of the year and will need extensions. Grants include FY21 SWA implementation funding for Eagle Lake and Lake Waconia; FY22 state cost-share; and FY22 District Capacity funding. BWSR has sent grant amendments for these grants for Mike to sign, that need Board approval.

Resolution 066-2024: Wendland moved, Sons seconded to approve grant extensions for FY21 Lake Waconia SWA Implementation (C21-1746); FY21 Eagle Lake SWA Implementation (C21-7506); FY23 State Cost-Share fund (P23-5759); and FY22 District Capacity grant (P22-6089) and authorize the District Manager to sign these amendments in DocuSign. Roll call vote: Burandt-aye; Sons-aye; Wendland-aye; Zabel-absent; Zbinden-aye. Motion carried.

- d. BWSR has reached out to Mike, requesting the SWCD ask for an 18-month extension to our comprehensive plan. All non-Metro SWCD's are moving to the One Watershed One Plan (1W1P) process. Metro SWCD's have the metro water management framework to deal with, and the legislature made a change to SWCD comp plan requirements during the 2024 legislative session. With the 18-month extension to the SWCD's comprehensive water plan, BWSR should have time to figure out how the metro SWCD's will fit into this process.

Resolution 067-2024: Wendland moved, Burandt seconded to authorize Chair Zbinden to sign the letter to BWSR, requesting an 18-month extension to the current SWCD's comprehensive plan. Roll call vote: Burandt-aye; Sons-aye; Wendland-aye; Zabel-absent; Zbinden-aye. Motion carried.

- e. Mike reported that Supervisor Zabel has a BWSR Board meeting on the morning of December 19, which is the same day as the SWCD meeting. Mike suggested changing the time of the December meeting, as we have in the past, so Supervisors and staff can go out for dinner after the meeting. Chair Zbinden stated he could attend an afternoon meeting, but the time would need to be after 4 PM.

Resolution 068-2024: Wendland moved, Sons seconded to change the time of the December 19 Board meeting to 4:30 PM. Roll call vote: Burandt-aye; Sons-aye; Wendland-aye; Zabel-absent; Zbinden-aye. Motion carried.

7. SWCD Board Committee & SWCD Staff Monthly Reports

- a. Personnel Committee (Zabel, Zbinden) – The committee will need to meet before the next Board meeting to discuss personnel evaluations. They plan to meet on December 17 or 18, if Supervisor Zabel doesn't have a conflict with those dates. The SWCD Board also congratulated Terry Meiller on his 20-year anniversary, which is tomorrow (November 22).
- b. Metro Conservation District's (MCD) Committee (Zbinden; Wendland alt.) – The committee met on November 20. Reports were given on the existing technical service (TSA) area 4 grants. Anoka Conservation District has submitted a grant proposal to BWSR, with the intent that MCD could use the grant funds for accelerated implementation. The grant encourages Cities to have street sweepers and have plans for timing on when to sweep the streets. If this grant funding becomes available through MCD, Mike will work with Paul to coordinate with the Cities in Carver County.

- c. Education & Outreach Committee (Sons, Wendland) – Felicia reported the newsletter will be going out soon. Chair Zbinden asked about an update on the new website. The new site hasn't been completed yet, and if the newsletter is out before it's complete, it will direct people to our current site.
- d. Budget Committee (Burandt, Sons) – The committee will be meeting immediately following the Board meeting this morning.
- e. WMO Advisory Committee (Wendland; Zbinden alt.) – Wendland reported on the October 29 meeting. Staff gave updates on current Levy and Water Plan projects. The Children's Water Festival was also discussed, it was reported that 1,800 kids in the metro area attend the event annually. Paul also reported that Carrol Aassen and Mary Strother terms on the WMO Advisory Committee Board will end on December 31. If the Board knows of any interested parties that would like to serve on the Committee, they should let Paul know.
- f. Carver County Leaders (CCL) Committee (Burandt; Sons alt.) – Nothing to report.
- g. South Fork Crow River 1W1P (Zabel; Wendland alt.) – Nothing to report.
- h. The SWCD staff monthly progress report was presented and discussed.

8. Board of Supervisors Announcements

- a. Upcoming meetings/events:
 - December 3-4 – MASWCD Convention
 - December 19 – SWCD Board Meeting, 4:30 PM
 - December 25 – Christmas Day, SWCD office closed
 - January 1 – New Year's Day, SWCD office closed
 - January 16 – SWCD Organizational Board meeting, 8:00 AM

9. Adjourn

Resolution 069-2024: Sons moved, Burandt seconded to adjourn the meeting at 9:20 a.m. Roll call vote: Burandt-aye; Sons-aye; Wendland-aye; Zabel-absent; Zbinden-aye. Motion carried.

Next Board Meeting: Thursday, December 19, 2024, at 4:30 PM
Location: Public Works Headquarters, Conference Room 1
11360 Highway 212, Cologne, MN 55322

Approved: _____ Date signed: December 19, 2024
Secretary/Treasurer

Carver Soil & Water Conservation District
Treasurer's Report
As of November 30, 2024

Date	Num	Name	Memo	Debit	Credit	Balance
1000 Checking-Security Bank						19,721.59
11/04/2024	3703	NCPERS Group Life Ins.	910300-112024		16.00	19,705.59
11/04/2024	3701	Elan Financial Services	1335		231.01	19,474.58
11/04/2024	3702	HSA Bank	#W580514 October Fees		15.00	19,459.58
11/04/2024	2024-32	Shift4 Payments CC Fee	Credit Card Fees		14.00	19,445.58
11/12/2024			Funds Transfer-442488390	30,000.00		49,445.58
11/14/2024		QuickBooks Payroll Serv...	Created by Payroll Service on 11/04/2024		16,122.73	33,322.85
11/14/2024		QuickBooks Payroll Serv...	Created by Direct Deposit Service on 11/12/2...		1.75	33,321.10
11/14/2024			Deposit-Drill & ETA	3,233.34		36,554.44
11/14/2024	3704	MASWCD	Convention Registrations		1,975.00	34,579.44
11/15/2024	DD1048	Brockoff, Felicia L.	Direct Deposit	0.00		34,579.44
11/15/2024	DD1049	Datres, Benjamin R.	Direct Deposit	0.00		34,579.44
11/15/2024	DD1050	Genelin, Thomas M.	Direct Deposit	0.00		34,579.44
11/15/2024	DD1051	Meiller, Terry J.	Direct Deposit	0.00		34,579.44
11/15/2024	DD1052	Polster, Tyler J.	Direct Deposit	0.00		34,579.44
11/15/2024	DD1053	Ristow, Seth E.	Direct Deposit	0.00		34,579.44
11/15/2024	DD1054	Wanous, Richard M.	Direct Deposit	0.00		34,579.44
11/15/2024	EFT-747	HSA Bank	41-1385530		867.00	33,712.44
11/15/2024	EFT-748	Minnesota Revenue	7694248		1,044.00	32,668.44
11/15/2024	EFT-749	MSRS	Employee Elective		750.00	31,918.44
11/15/2024	EFT-750	PERA	9103-00		3,388.13	28,530.31
11/15/2024	EFT-751	US Treasury IRS	41-1385530		5,654.46	22,875.85
11/15/2024	1124-INS	Carver County	November Insurance	0.00		22,875.85
11/15/2024	EFT-752	Carver County	PW-6967 & November Insurance		10,432.23	12,443.62
11/19/2024	2024-36	Shift4 Payments CC Fee	Credit Card Fees Reversed	14.00		12,457.62
11/21/2024	3705	Cost-Share Payments	WBIF Cost-Share Contract		8,424.90	4,032.72
11/25/2024	3706	Waconia Postmaster	Permit #9 Newsletter Postage		334.43	3,698.29
11/26/2024			Funds Transfer-442488584	50,000.00		53,698.29
11/27/2024		QuickBooks Payroll Serv...	Created by Payroll Service on 11/04/2024		16,434.78	37,263.51
11/29/2024	DD1055	Brockoff, Felicia L.	Direct Deposit	0.00		37,263.51
11/29/2024	DD1056	Datres, Benjamin R.	Direct Deposit	0.00		37,263.51
11/29/2024	DD1057	Genelin, Thomas M.	Direct Deposit	0.00		37,263.51
11/29/2024	DD1058	Meiller, Terry J.	Direct Deposit	0.00		37,263.51
11/29/2024	DD1059	Polster, Tyler J.	Direct Deposit	0.00		37,263.51
11/29/2024	DD1060	Ristow, Seth E.	Direct Deposit	0.00		37,263.51
11/29/2024	DD1061	Wanous, Richard M.	Direct Deposit	0.00		37,263.51
11/29/2024	EFT-753	HSA Bank	41-1385530		867.00	36,396.51
11/29/2024	EFT-754	Minnesota Revenue	7694248		1,044.00	35,352.51
11/29/2024	EFT-755	MSRS	Employee Elective		750.00	34,602.51
11/29/2024	EFT-756	PERA	9103-00		3,388.13	31,214.38
11/29/2024	EFT-757	US Treasury IRS	41-1385530		5,654.42	25,559.96
11/30/2024			Interest	0.38		25,560.34
Total 1000 Checking-Security Bank				83,247.72	77,408.97	25,560.34
1100 Savings-Security Bank						318,988.49
11/12/2024			Funds Transfer-442488390		30,000.00	288,988.49
11/15/2024			Deposit-MCIT Dividend	1,496.00		290,484.49
11/26/2024			Funds Transfer-442488584		50,000.00	240,484.49
11/30/2024			Interest	327.30		240,811.79
Total 1100 Savings-Security Bank				1,823.30	80,000.00	240,811.79
1110 Member Savings-SouthPoint						10.00
Total 1110 Member Savings-SouthPoint						10.00
1150 Savings Citizens NYA						81,130.35
11/30/2024			Interest	109.03		81,239.38
Total 1150 Savings Citizens NYA				109.03	0.00	81,239.38
1200 Investments CD's						627,843.11
12.MCB **766 (5.15%-11/14/24)						103,530.00
11/14/2024	2024-34		Interest Earned on CD	5,346.40		108,876.40
11/15/2024	2024-35		Purchased new CD at S Pt Financial CU		108,876.40	0.00
Total 12.MCB **766 (5.15%-11/14/24)				5,346.40	108,876.40	0.00
12.MCB**557 (5.15%-11/28/24)						103,530.00
Total 12.MCB**557 (5.15%-11/28/24)						103,530.00

**Carver Soil & Water Conservation District
Treasurer's Report
As of November 30, 2024**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
		12.SB&T **162 (5.00%-01/13/25)				53,843.32
		Total 12.SB&T **162 (5.00%-01/13/25)				53,843.32
		12.SB&T **187 (5.00%-02/07/25)				153,694.89
11/06/2024	2024-33		Interest Earned on CD	1,902.11		155,597.00
		Total 12.SB&T **187 (5.00%-02/07/25)		1,902.11	0.00	155,597.00
		12.ONB**528 (4.75%-4/3/25)				106,371.13
		Total 12.ONB**528 (4.75%-4/3/25)				106,371.13
		12.SPCU**024 (4.6%-04/15/2024)				0.00
11/15/2024	2024-35		Purchased new CD at S Pt Financial CU	108,876.40		108,876.40
		Total 12.SPCU**024 (4.6%-04/15/2024)		108,876.40	0.00	108,876.40
		12.SPCU**871 (4.9%-05/22/25)				106,873.77
		Total 12.SPCU**871 (4.9%-05/22/25)				106,873.77
		Total 1200 Investments CD's		116,124.91	108,876.40	635,091.62
TOTAL				<u>201,304.96</u>	<u>266,285.37</u>	<u>982,713.13</u>



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Treasurer's Monthly Report Program Summary - November 2024

<u>Funds</u>	<u>Cash Balance</u> <u>10/31/2024</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Cash Balance</u> <u>11/30/2024</u>
BWSR CRP Incentive Grant	\$0.00	\$20,000.00		\$20,000.00
BWSR Buffer Implementation	\$47,604.33		\$24,774.28	\$22,830.05
BWSR Conservation Delivery	\$0.00			\$0.00
BWSR District Capacity	\$62,939.53			\$62,939.53
BWSR Soil Health Cost-Share	\$20,000.00			\$20,000.00
BWSR State Cost Share	\$51,056.90			\$51,056.90
BWSR WBIF (Waconia & Eagle)	\$36,054.05		\$8,424.90	\$27,629.15
SWCD Operating Funds	\$730,867.73	\$12,428.56	\$64,209.79	\$679,086.50
District Escrow	\$99,171.00			\$99,171.00
TOTAL	<u>\$1,047,693.54</u>	<u>\$32,428.56</u>	<u>\$97,408.97</u>	<u>\$982,713.13</u>
<u>Use of Cash</u>				
1000 Checking Security Bank	\$19,721.59	\$83,247.72	\$77,408.97	\$25,560.34
1100 Savings-Security Bank	\$318,988.49	\$1,823.30	\$80,000.00	\$240,811.79
1110 Savings-South Point CU	\$10.00			\$10.00
1150 Savings-Citizens NYA	\$81,130.35	\$109.03		\$81,239.38
1200 Investments CD's	\$627,843.11	\$116,124.91	\$108,876.40	\$635,091.62
TOTAL	<u>\$1,047,693.54</u>	<u>\$201,304.96</u>	<u>\$266,285.37</u>	<u>\$982,713.13</u>

Carver SWCD Board Treasurer

12/19/2024

Date

Carver Soil & Water Conservation District
Balance Sheet
As of November 30, 2024

	Nov 30, 24
ASSETS	
Current Assets	
Checking/Savings	
1000 Checking-Security Bank	25,560.34
1100 Savings-Security Bank	240,811.79
1110 Member Savings-SouthPoint	10.00
1150 Savings Citizens NYA	81,239.38
1200 Investments CD's	
12.MCB**557 (5.15%-11/28/24)	103,530.00
12.SB&T **162 (5.00%-01/13/25)	53,843.32
12.SB&T **187 (5.00%-02/07/25)	155,597.00
12.ONB**528 (4.75%-4/3/25)	106,371.13
12.SPCU**024 (4.6%-04/15/2024)	108,876.40
12.SPCU**871 (4.9%-05/22/25)	106,873.77
Total 1200 Investments CD's	635,091.62
Total Checking/Savings	982,713.13
Accounts Receivable	
1300 Accounts Receivable	1,140.56
Total Accounts Receivable	1,140.56
Total Current Assets	983,853.69
TOTAL ASSETS	983,853.69
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2300 Sales Tax Payable	11.88
2400 Unearned-Deferred Revenue	
2402 Buffer Implementation	22,830.05
2405 Cost-Share	51,056.90
2409 CRP Incentive P25-0452	20,000.00
2406 District Capacity Funds	62,939.53
2407 Soil Health Grants	20,000.00
2408 WBIF Grants	27,629.15
Total 2400 Unearned-Deferred Revenue	204,455.63
Total Other Current Liabilities	204,467.51
Total Current Liabilities	204,467.51
Total Liabilities	204,467.51
Equity	
3000 FUND BALANCE	777,922.62
Net Income	1,463.56
Total Equity	779,386.18
TOTAL LIABILITIES & EQUITY	983,853.69

Carver Soil & Water Conservation District
Budget vs. Actual
 January through November 2024

	Jan - Nov 24	Budget	\$ Over Bud...	% of Budget
Income				
4000 Intergovernmental County				
4010 Annual Allocation	546,788.00	546,800.00	-12.00	100.0%
4020 CCWMO Projects	0.00	10,000.00	-10,000.00	0.0%
4030 Ditches/Misc. County Rev.	0.00	7,500.00	-7,500.00	0.0%
4040 WCA Services	0.00	10,000.00	-10,000.00	0.0%
Total 4000 Intergovernmental County	546,788.00	574,300.00	-27,512.00	95.2%
4100 Intergovernmental Local				
4110 Cities, WD, LGU Revenue	9,735.00	12,500.00	-2,765.00	77.9%
4120 MCD, MACD Revenue	14,631.37	35,000.00	-20,368.63	41.8%
Total 4100 Intergovernmental Local	24,366.37	47,500.00	-23,133.63	51.3%
4200 Intergovernmental State				
4202 Buffer Implementation	26,586.66			
4204 Conservation Delivery	22,080.82			
4205 Cost-Share	6,749.90			
4206 District Capacity Funds	40,044.60			
4210 RIM Misc. Income	10,150.00			
4212 SWCD Aid	83,190.77			
4211 WBIF Grants	8,424.90			
4200 Intergovernmental State - Other	0.00	369,000.00	-369,000.00	0.0%
Total 4200 Intergovernmental State	197,227.65	369,000.00	-171,772.35	53.4%
4300 Charges for Services				
4320 Great Plains Drill Rental				
4320.1 Tax Exempt Drill Rent	4,434.10			
4320 Great Plains Drill Rental - Other	750.00	6,000.00	-5,250.00	12.5%
Total 4320 Great Plains Drill Rental	5,184.10	6,000.00	-815.90	86.4%
4330 Tree & Native Seed Sales	25,714.74	25,000.00	714.74	102.9%
Total 4300 Charges for Services	30,898.84	31,000.00	-101.16	99.7%
4400 Interest Earnings	23,289.55	17,500.00	5,789.55	133.1%
4500 Miscellaneous Revenues				
4510 MCIT Dividends	1,496.00			
4500 Miscellaneous Revenues - Other	2,273.16	7,500.00	-5,226.84	30.3%
Total 4500 Miscellaneous Revenues	3,769.16	7,500.00	-3,730.84	50.3%
Total Income	826,339.57	1,046,800.00	-220,460.43	78.9%
Expense				
5000 District Operations				
5100 Personnel Services				
5101 Payroll Expenses	551,765.75	591,640.00	-39,874.25	93.3%
5102 Payroll Fees	900.75	550.00	350.75	163.8%
5103 SWCD - FICA/Medicare	39,932.03	45,260.00	-5,327.97	88.2%
5104 SWCD - Insurance Ben.	98,659.55	100,000.00	-1,340.45	98.7%
5105 SWCD - PERA & DCP	40,180.98	43,623.00	-3,442.02	92.1%

Carver Soil & Water Conservation District Budget vs. Actual

January through November 2024

	Jan - Nov 24	Budget	\$ Over Bud...	% of Budget
Total 5100 Personnel Services	731,439.06	781,073.00	-49,633.94	93.6%
5200 Other Services & Charges				
5201 Dues	8,327.92	9,000.00	-672.08	92.5%
5202 Education & Promotion	710.53	5,000.00	-4,289.47	14.2%
5203 Employee Expense	2,242.40	5,000.00	-2,757.60	44.8%
5204 Equipment Repairs	0.00	1,000.00	-1,000.00	0.0%
5205 MCIT Insurance Coverage	13,900.76	14,000.00	-99.24	99.3%
5206 Mileage	854.65	2,000.00	-1,145.35	42.7%
5207 Office Operations/Misc.	6,131.56	10,000.00	-3,868.44	61.3%
5208 Professional Services	4,500.00	3,750.00	750.00	120.0%
5209 Supervisor Expenses	1,025.77	2,500.00	-1,474.23	41.0%
5220 Vehicle/Equipment Expenses	3,766.95	6,000.00	-2,233.05	62.8%
Total 5200 Other Services & Charges	41,460.54	58,250.00	-16,789.46	71.2%
5300 Supplies - Office & Field	220.26	3,500.00	-3,279.74	6.3%
5400 Capital Outlay	0.00	40,000.00	-40,000.00	0.0%
Total 5000 District Operations	773,119.86	882,823.00	-109,703.14	87.6%
6000 Project Expenses				
6100 District Projects				
6113 ETA/Misc. MCD Reimb.	6,423.50			
6114 Tree Program Expenses	21,253.75			
6100 District Projects - Other	0.00	60,000.00	-60,000.00	0.0%
Total 6100 District Projects	27,677.25	60,000.00	-32,322.75	46.1%
6200 State Projects				
6221 Cost-Share Projects	2,857.50			
6222 District Capacity				
6222.03 Pollinator Program	4,472.50			
6222 District Capacity - Other	8,324.00			
Total 6222 District Capacity	12,796.50			
6228 WBIF Projects	8,424.90			
6200 State Projects - Other	0.00	103,977.00	-103,977.00	0.0%
Total 6200 State Projects	24,078.90	103,977.00	-79,898.10	23.2%
Total 6000 Project Expenses	51,756.15	163,977.00	-112,220.85	31.6%
Total Expense	824,876.01	1,046,800.00	-221,923.99	78.8%
Net Income	1,463.56	0.00	1,463.56	100.0%



REQUEST FOR BOARD ACTION

Regular Agenda

Meeting Date: December 19, 2024

Prepared by: Felicia Brockoff

PURPOSE/ACTION REQUESTED:

We need to renew our current JPA with Carver County to participate in the group health insurance plan for SWCD employees.

SUMMARY:

Our current JPA with Carver County expires on 12/31/2024. Carver County is moving to a self-funded plan for dental insurance effective 1/1/2025 and will be monitoring claims and funding throughout the year. Due to that change, they only want to do a 1-year JPA instead of our previous 3-year JPA. Language has also been added under Article 3 (G and H) to clarify who is responsible for compliance and legal filings and requirements for items like unemployment insurance and paid family leave.

STAFF RECOMMENDATION:

Authorize Chair to sign JPA for group health insurance participation under Carver County.

EXPLANATION OF FISCAL/FTE IMPACT:

Insurance benefits for SWCD staff members is a budgeted item.

Supporting Documents:

JPA is attached.

Previous Board Action:

December 2021 – last JPA renewal approval

**JOINT POWERS AGREEMENT
BETWEEN
COUNTY OF CARVER
AND THE
CARVER COUNTY SOIL AND WATER CONSERVATION
DISTRICT
FOR THE
PARTICIPATION IN AND ADMINISTRATION OF EMPLOYEE GROUP
INSURANCE BENEFITS**

THIS AGREEMENT, made and entered into by and between the Carver County Soil and Water Conservation District, hereinafter referred to as “SWCD”, and the County of Carver, Minnesota, a municipal corporation organized under the laws of the State of Minnesota, hereinafter referred to as “County”;

WITNESSETH:

WHEREAS, The County and SWCD have interest in offering SWCD employees group insurance benefits available to County employees;

WHEREAS, It is the desire of both of the parties hereto to enter into a written agreement to allow SWCD employees to participate in the County’s employee insurance benefits;

WHEREAS, Minnesota Statutes, Section 471.59 provides that two or more governmental units may by Agreement jointly exercise any power common to the contracting Parties;

NOW, THEREFORE, Pursuant to Minnesota Statutes 471.59 and in consideration of the mutual covenants and promises hereinafter contained, it is agreed by and between the SWCD and the County as follows:

**Article 1
Enabling Authority**

Minnesota Statutes Section 471.59 authorizes two or more governmental units to jointly exercise any power common to the contracting parties. And Minnesota Statutes Section 471.61 authorizes the governmental units to engage in the offering of group insurance benefits.

**Article 2
Purpose**

The general purpose of this agreement is to provide for an organization through which the parties may jointly and cooperatively provide for group health insurance, group dental insurance, group vision insurance, group life insurance, short-term disability, long-term disability, and supplemental health plans (accident insurance, hospital insurance, critical illness insurance) for the officers and employees of the parties and the organization.

Article 3 Description of the Work

Eligibility Requirements

To be eligible for participation in the insurance programs, the legal entity must have a joint powers agreement in place with Carver County.

The legal entity must also:

- A. Indicate its commitment to the program by October 15th of the year for benefits effective January 1 of the following year or within 30 days of initial hire or qualifying event for members entering on other than the first day of a plan year.
- B. Definitions for purpose of these policies and procedures will follow Carver County's Personnel Policies and Procedures as they relate to the eligibility for an employee to participate in the insurance programs.
- C. Any legal entity entering this joint powers agreement must honor the Carver County group insurance policies, plans, and arrangements, including but not limited to provisions regarding eligibility, enrollment, administration, plan and coverage options offered, funding arrangements, and all other provisions associated with the management and oversight of employee insurance benefit offerings as established by Carver County. .
- D. The legal entity entering the joint powers agreement must provide Carver County Employee Relations the benefit election materials for their legal entity in its entirety so that qualified employees can be enrolled in accordance with the benefit carriers' enrollment requirements. Carver County has the sole authority to determine the specific benefit offerings that are to be presented and offered to staff of the agency entering into the JPA agreement.
- E. It is the responsibility of Carver County to use the enrollment information provided by the legal entity to enroll the qualified employees in said benefits in accordance with all applicable policies and procedures set in place by Carver County.

- F. Any legal filings related to the Affordable Care Act or other applicable regulations are the responsibility of the Legal Entity and not that of Carver County.
- G. Any legal filings and requirements related to unemployment insurance, Minnesota paid family leave, or other applicable regulations are the responsibility of the Legal Entity and not that of Carver County.
- H. Any requirements related to Federal COBRA and Minnesota Continuation requirements are the responsibility of the Legal Entity and not that of Carver County.
- I. For purposes of marketing the Group Health Insurance and Group Dental Insurance, the County has authorized the following to act as its designated representative:

Gallagher Benefit Services
3600 American Blvd, Suite 500
Bloomington, MN 55431
Jessica Nikunen
(952) 356-0714

- J. For the purposes of marketing the Group Life Insurance, Group Vision Insurance, Short Term Disability Insurance, Long Term Disability Insurance, and Supplemental Health Insurance, the County has authorized the following to act as its designated representative:

Integrity Employee Benefits
10435 132nd Street E
Hastings, MN 55033
Dan Ochs
(651) 437-7977

Financial Requirements

- A. It is the responsibility of the SWCD to send the County monthly payment and supporting documentation by the end of the month prior to the payment month.
- B. It is the responsibility of the County to pay insurance invoices on a monthly basis based on employee elections provided by the SWCD.

In order to coordinate the services so as to accomplish the purposes of this Agreement, each Participating Party's Benefits Administrator, or equivalent counterpart, shall be the contact person for each Participating Party under this Agreement. A Participating Party may designate someone other than the Benefits Administrator, or equivalent, as the contact person by providing written notice to all other Participating Parties.

Article 4

Hold Harmless and Indemnification

The Parties' total liability under this Agreement shall be governed by Minn. Stat. § 471.59, subd. 1a.

Each Party agrees that it will be responsible for the acts or omissions of its officials, agents, and employees, and the results thereof, in carrying out the terms of this Agreement, to the extent authorized by law and shall not be responsible for the acts/omissions of the other Parties and the results thereof. For purposes of determining total liability for damages, the participating governmental units are considered to be a single governmental unit, the total liability of which shall not exceed the limits for a single governmental unit as provided in Minn. Stat. § 466.04, subd. 1.

Each Party agrees to defend, hold harmless, and indemnify the other Parties, their officials, agents, and employees, from any liability, loss, or damages the other Parties may suffer or incur as the result of demands, claims, judgments, or cost arising out of or caused by the indemnifying Party's negligence in the performance of its respective obligations under this Agreement. This provision shall not be construed nor operate as a waiver of any applicable limitation of liability, defenses, immunities, or exceptions by statute or common law.

To the full extent permitted by law, actions by the parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the parties that they shall be deemed a "single governmental unit" for the purposes of liability, all as set forth in Minnesota Statutes, Section 471.59, subd. 1a(a); provided further that for purposes of that statute, each party to this Agreement expressly declines responsibility for the acts or omissions of the other party.

The Parties of this Agreement are not liable for the acts or omissions of the other participants to this Agreement except to the extent to which they have agreed in writing to be responsible for acts or omissions of the other Parties.

Article 5

Workers' Compensation

Each Participating Party shall be responsible for injuries or death of its own Employees to the extent required by law. Each Participating Party will maintain workers' compensation insurance or self-insurance coverage, covering its own Employees while they are providing assistance pursuant to this Agreement.

Article 6

Records – Availability and Access

To the extent required by Minnesota Statutes Section § 16C.05, Subd. 5 (as may be amended), the Parties agree that the other Party, the State Auditor, the Legislative Auditor or any of their duly authorized representatives, at any time during normal business hours, and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the other Parties and involve transactions relating to this Agreement. Such materials shall be maintained and such access and rights shall be in force and effect during the period of the Agreement and for six (6) years after its termination or cancellation.

Article 7 Data Privacy

Each Party, its employees, agents, owners, partners, and subcontractors agree to abide by the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13 and implementing regulations, if applicable, and all other applicable state and federal laws, rules, regulations and orders relating to data privacy or confidentiality, and as any of the same may be amended.

Article 8 Nondiscrimination

During the performance of this Agreement, the SWCD and the County agree to the following:

No person shall, on the grounds of race, color, religion, age, sex, sexual orientation disability, marital status, public assistance status, criminal record, creed or national origin be excluded from full employment right in, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable Federal and State laws against discrimination.

Article 9 Default and Withdrawal

- A. Default in this Agreement may occur when a Party fails to perform any of the provisions of this Agreement or so fails to administer the work as to endanger the performance of the Agreement. Unless the Party's default is excused by the non-defaulting Party, the non-defaulting party may, upon written notice to the defaulting party representative listed herein, cancel this Agreement in its entirety as indicated in (B) below.
- B. Any Party may withdraw from this Agreement with or without cause by providing thirty (30) days' prior written notice to the other Parties herein.

- C. The terms of Article 4, 5, 6 and 7 shall survive the expiration, termination or withdrawal from this Agreement.
- D. Only the governing bodies of the Participating Parties have authority to act pursuant to this provision of the Agreement.

Article 10
Term of Agreement

This Agreement will commence upon approval of the Participating Party and the signature of the official with authority to bind each Party. This Agreement shall be in effect until December 31, 2025 or the Agreement is terminated pursuant to Article 9 herein.

Article 11
Merger and Modification

- A. It is understood and agreed that the entire Agreement between the Parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the Parties relating to the subject matter hereof. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement.
- B. Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement and signed by the Parties hereto.

Article 12
Nonwaiver, Severability and Applicable Laws

- A. Nothing in this Agreement shall constitute a waiver by the County of any statute of limitations or exceptions on liability. If the County fails to enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it.
- B. If any part of this Agreement is rendered void, invalid or unenforceable, by a court of competent jurisdiction, such rendering shall not affect the remainder of this Agreement unless it shall substantially impair the value of the entire Agreement with respect to either party. The parties agree to substitute for the invalid provision a valid provision that most closely approximates the intent of the invalid provision.
- C. The Laws of the State of Minnesota shall apply to this Agreement.

Article 13
Section Headings.

The section headings contained in this Agreement are for reference purposes only and shall not affect the meaning or interpretation of this Agreement.

**Article 14
Third Parties.**

This Agreement does not create any rights, claims or benefits inuring to any person that is not a party hereto nor create or establish any third party beneficiary.

The Carver County Board of Commissioners having duly approved this Agreement on the _____ day of _____, 2024, and pursuant to such approval, the proper County officials having signed this Agreement, the Parties hereto agree to be bound by the provisions herein set forth.

COUNTY OF CARVER

By: _____
County Administrator

Date: _____

ATTEST:

By: _____
Chair of the County Board

Date: _____

CARVER COUNTY SOIL & WATER CONSERVATION DISTRICT

By: _____

Date: _____



REQUEST FOR BOARD ACTION

Regular Agenda

Meeting Date: December 19, 2024

Prepared by: Felicia Brockoff

PURPOSE/ACTION REQUESTED:

Brettworks has sent the invoice for developing our new website (\$4,000) plus the annual hosting fee of \$300.

SUMMARY:

The new SWCD website has launched, with the online tree ordering/inventory capabilities. The total for website development was \$4,000, plus \$300 for the hosting fee. They also included a \$200 discount for the delayed schedule in getting things up and running.

STAFF RECOMMENDATION:

Authorize payment of \$4,100 to Brettworks for the new website development and annual hosting fee.

EXPLANATION OF FISCAL/FTE IMPACT:

Budgeted item, with funding from FY22 District Capacity Funds

Supporting Documents:

Brettworks Invoice Attached

Previous Board Action:

5/16/24 – approval of Brettworks bid for new website development (\$4,000 website development + \$300 annual hosting fee).

brettworx tech
 PO Box 4011
 Mankato, MN 56002
 (507) 262-2100

Invoice #4777
INVOICE
 Invoice Date: 12/01/2024
 Due Date: 12/25/2024

Carver County SWCD
 11360 Highway 212 STE 6
 Cologne, MN 55322

Description	Time/Quantity	Rate (USD)	Tax	Total
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Website	1	\$ 4,000.00	No Tax	\$ 4,000.00
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Design and Develop website for Carver County Soil & Water Conservation District. Site will include pages currently on the site with easily accessible navigation.

- The new site will also has an online store for the annual tree sale. Store is able to keep inventory, email invoices, export reports etc.
- Site is editable by SWCD staff and edits and changes can also be instructed to Brettworks. If time to do edits is longer than what is included in monthly hosting we will let you know before work is started -- this is normally billed at our web dev hourly rate of \$75/hr or project based if it is a larger edit/change.
- Most edits and help are included in the monthly hosting -- major design changes, operational changes, re-design, etc are where the hourly rate would kick in (or an estimate project rate).
- Assisted Carver SWDC setting up Stripe for credit card processing for online sales.
- A "working launch" with the website was done where minor edits etc are made after the site was made live. Any concerns with Carver County IT will be addressed as well.

***DISCOUNT	1	-\$ 200.00	No Tax	-\$ 200.00
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***DISCOUNT - Delayed time schedule.

Hosting	12	\$ 25.00	No Tax	\$ 300.00
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Website & Email Hosting w/Domain for <http://www.carverswcd.org>
 12/2024 - 11/2025

Domain Registration is included in this hosting fee.

Hosting includes:

- Website Hosting
- Nightly Backup's of Website & Associated Files
- Updates for Website -- plugins and additional software used for the website will be kept up to date on a recurring basis;
- Support - This includes instructing staff how to make changes & edits, add products, run reports etc; Fixing issues caused by updates or other reasons;
- If site is compromised in general we include all cleanup and/or restore from backup in this hosting fee. Most compromises come from a bug in a plugin and keeping them updated helps keep this at bay. 90% of the time no additional cost is needed for a clean up fix. If there was an obvious cause by a staff change/addition our web dev hourly of \$75/hour might apply but is quite rare.

Urgent Support
 If an emergency / ASAP fix or support is needed a call to our main support number is required and staff should indicate the matter is urgent. If deemed necessary a "drop everything" / emergency fee of \$150 will be charged -- after that the support terms above will apply.

Terms below will need to be signed for hosting to start.

Hosting - Terms & Agreement	1	\$ 0.00	No Tax	\$ 0.00
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Uptime and availability are paramount to us, and we take all reasonable precautions to maintain service uptime and to protect client data. Our nameserver cluster is geographically diverse, and our backups run nightly to a secondary datacenter. However, Brettworks is not responsible for unintentional damages or loss, either incidental or direct, caused by a loss of subscriber or client information or downtime/unavailability. The maximum refund is the current monthly charge, and no further damages may be sought.

You will be invoiced at \$25/month. If invoice(s) are not paid by due date Brettworks has the right to suspend your service. Brettworks will make every best effort to make sure you have adequate reminders/past due notices before suspending your service. If invoice(s) are not paid within 3 months of past due notice your account(s) are subject to deletion.

By signing below you agree to the terms listed above. You may also reply to the email with the invoice stating that you agree to the terms. This reply will be considered your signature.

x _____

Subtotal: \$ 4,100.00
Total: \$ 4,100.00



REQUEST FOR BOARD ACTION

Regular Agenda

Meeting Date: December 19, 2024

Prepared by: Mike Wanous

PURPOSE/ACTION REQUESTED:

Approve adding Christmas Eve as an official holiday.

SUMMARY:

Carver County has added Christmas Eve as an official holiday. County buildings will be closed on Christmas Eve and Christmas Day. The County policy is shown below:

Policy

The following days, and other such days as the Board may designate, are holidays, to be compensated at straight time for regular and probationary full-time employees, provided the employee is on compensated payroll status the last working day preceding the holiday and the first working day following the holiday:

1. Designated Eight (8) Hour Holidays:

New Year's Day	January 1
Martin Luther King Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	4th Thursday in November
Friday after Thanksgiving	Generally the 4th Friday in November
Christmas Eve	December 24
Christmas Day	December 25

STAFF RECOMMENDATION:

Consider adding Christmas Eve as an official holiday.

EXPLANATION OF FISCAL/FTE IMPACT:

None

Supporting Documents:

None

Previous Board Action

None



REQUEST FOR BOARD ACTION

Regular Agenda

Meeting Date: December 19, 2024

Prepared by: Terry Meiller

PURPOSE/ACTION REQUESTED:

Approve all FY2024 cover crop incentives payments from previously approved contracts.

SUMMARY:

12 landowner cover crop contracts have been approved to receive incentive payments. SWCD staff has confirmed all covers are present for winter months per contract requirements.

STAFF RECOMMENDATION:

Staff recommends approval of incentive payments for all individuals.

- Elmer Hartman for total amount of \$3,500
- Kevin Sons for total amount of \$1,140
- Eric Hoese for total amount of \$3,000
- Alexandra Pierson for total amount of \$1,800
- Dan Hausladen for total amount of \$3,000
- SSP Holdings LP (Aaron Peterson) for total amount of \$8,800
- HyTest Ag LLC (Jacob Oelfke) for total amount of \$8,000.
- Eichner Farms LLC (Jay Eichner) for total amount of \$8,000.
- Jerry Beckrich for total amount of \$1,080
- Jennifer Siewert for total amount of \$3,000.
- Mike Wellens for total amount of \$4,500.
- Andy Stuewe for total amount of \$900.

EXPLANATION OF FISCAL/FTE IMPACT:

Funding is available from:

- Soil Health Delivery Grant/SWCD Aid (Hartmann, Sons, Pierson, Hausladen, SSP Holdings LP, HyTest Ag LLC, Eichner Farms LLC, Beckrich, Wellens, Stuewe)
- 2021 WBIF implementation funding / Lake Waconia SWA. (Hoese, Siewert)

Supporting Documents:

Fact Sheet and maps for each landowner was included during contract approval.

Pictures will be available during Board Mtg.

Previous Board Action *(applications approved)*:

Aug. 2024 - Hartmann, Kevin Son, Hoese, Pierson, Hausladen, SSP Holdings LP

Sept. 2024 – HyTest Ag LLC, Eichner Farms LLC, Siewert, Beckrich

Oct 2024 – Wellens, Stuewe



REQUEST FOR BOARD ACTION

Regular Agenda

Meeting Date: December 19, 2024

Prepared by: Terry Meiller

PURPOSE/ACTION REQUESTED:

1. Approve cost-share contract amendment for an additional \$2,200.50 in cost-share funding for William Dunbar's wetland restoration project.
2. Approve cost-share payment of \$16,236.00 for the completion of multiple wetland restorations.

SUMMARY:

The contract amendment request is a result of final constructed quantities varying from the planned quantities for multiple project components. In addition to quantity adjustments, 670 L.F. of tile re-route was completed to ensure the neighboring property would not be impacted negatively because of the restoration activities.

Subject to the contract amendment approval, Mr. Dunbar is requesting approval of a final cost-share payment of \$16,236.00.

The project is in the Eagle Lake watershed and funding for the project would come from the 2021 WBIF Implementation Funding

STAFF RECOMMENDATION:

Staff recommends approval of the William Dunbar 1) cost-share amendment and 2) cost-share payment of \$16,236.00.

EXPLANATION OF FISCAL/FTE IMPACT:

2021 WBIF Implementation Funding (Eagle Lake SWA) - \$16,236.00

Supporting Documents:

Fact Sheet attached

Previous Board Action:

Contract approved Oct 17, 2024



Project Fact Sheet

Bill Dunbar

Young America Twp.
Sec. 03 & 10

Wetland Restorations
(657)

Cooperator and Location

Name Bill Dunbar
Address 16150 County Road 34
 NYA, MN 55368
City/Twp. Young America – Sec. 03 & 10
Watershed South Fork Crow River

Project Details

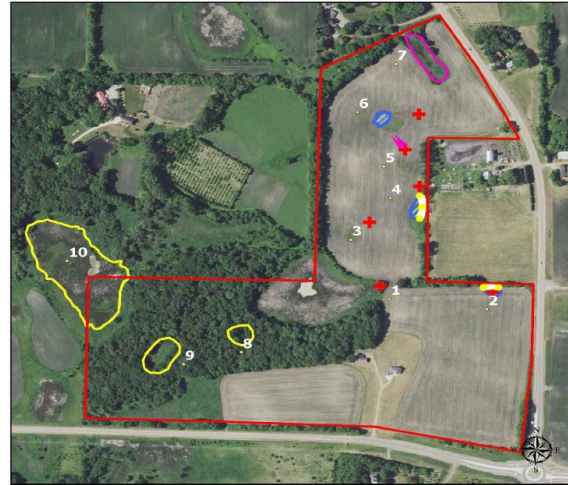
Practice Wetland Restoration (657)
Quantity 4 basins in total
Project ID EGL-SWA-02
Construction Oct/Nov 2024

Funding

Grant Eagle Lake SWA
Total Cost **\$18,040.00**
Cost-Share \$16,236.00 (90% of total)
Landowner Cost \$1,804.00

Project Overview

The purpose of this project was to restore multiple wetland basins through the construction of an earthen berm, tile breaks/blocks, sediment removal (scrapes) and 670' of tile reroute. This project was identified in the Eagle Lake subwatershed assessment to reduce sediment and phosphorus transport from the intermittent ditches, sub-surface tile systems and road culverts. In addition to the wetland restoration, 48.5 acres of cropland was seeded to native grasses as upland buffer.



Environmental Benefits

<u>Parameter</u>	<u>Saved</u>
Soil Erosion (tons per year)	9.2
Sediment (tons per year)	9.6
Phosphorus (pounds per year)	8.8

Project Fact Sheet





REQUEST FOR BOARD ACTION

Regular Agenda

Meeting Date: December 19, 2024

Prepared by: Mike Wanous

PURPOSE/ACTION REQUESTED:

Approve the 2025 budget for the SWCD

SUMMARY:

This board action request is to review and approve the budget for 2025. The SWCD budget does not fluctuate dramatically from year to year, and the proposed 2025 budget includes a 2.3% increase from 2024.

Staff will present the proposed budget, which was reviewed by the Budget Committee on November 21, 2024 and recommended to be brought to the full board for approval.

STAFF RECOMMENDATION:

Staff recommends approval of the 2025 SWCD budget.

EXPLANATION OF FISCAL/FTE IMPACT:

Budget review and approval

Supporting Documents:

Proposed 2025 budget

Previous Board Action:

None

Carver SWCD Budget - 2025

Income

4000 Intergovernmental County	
4010 Annual Allocation	\$573,581
4020 CCWMO Projects	\$10,000
4030 Ditches/Misc. County Rev.	\$7,500
4040 WCA Services	\$10,000
Total 4000 Intergovernmental County	\$601,081
4100 Intergovernmental Local	
4110 Cities, WD, LGU Revenue	\$12,500
4120 MCD, MACD Revenue	\$35,000
Total 4100 Intergovernmental Local	\$47,500
4200 Intergovernmental State	
4202 Buffer Implementation	
4204 Conservation Delivery	
4205 Cost-Share	
4206 District Capacity Funds	
4208 Easement Reimbursements	
4209 FBA Grant (CREP Outreach)	
4212 SWCD Aid	\$133,000
4200 Intergovernmental State - Other	\$230,000
Total 4200 Intergovernmental State	\$363,000
4300 Charges for Services	
4320 Great Plains Drill Rental	\$7,500
4330 Tree & Native Seed Sales	\$27,000
Total 4300 Charges for Services	\$34,500
4400 Interest Earnings	\$17,500
4500 Miscellaneous Revenues	\$7,500
Total Income	\$1,071,081

Expense

5000 District Operations	
5100 Personnel Services	
5101 Payroll Expenses	\$621,222
5102 Payroll Fees	\$1,000
5103 SWCD - FICA/Medicare	\$47,523
5104 SWCD - Insurance Ben.	\$150,000
5105 SWCD - PERA & DCP	\$46,592
5100 Personnel Services - Other	\$7,455
Total 5100 Personnel Services	\$873,792
5200 Other Services & Charges	
5201 Dues	\$9,000
5202 Education & Promotion	\$2,500
5203 Employee Expense	\$3,500
5204 Equipment Repairs	\$1,000
5205 MCIT Insurance Coverage	\$14,000
5206 Mileage	\$2,000
5207 Office Operations/Misc.	\$7,500
5208 Professional Services	\$5,000
5209 Supervisor Expenses	\$1,500
5220 Vehicle/Equipment Expenses	\$6,000
Total 5200 Other Services & Charges	\$52,000
5300 Supplies - Office & Field	\$3,500
5400 Capital Outlay	\$20,000
Total 5000 District Operations	\$949,292
6000 Project Expenses	
6100 District Projects	\$50,000
6200 State Projects	\$71,789
Total 6000 Project Expenses	\$121,789
Total Expense	\$1,071,081

Carver Soil & Water Conservation District

11360 Highway 212, Suite 6

Cologne, MN 55322

P: (952) 466-5230

www.carvercountymn.gov/swcd

Carver SWCD Monthly Report

December 2024

Mike Wanous – District Manager

- Assisted landowners on JD#1 with questions and attended final Redetermination of Benefits public hearing
- Working with Public Works staff and attorney's office on title work and conservation easement for the Watertown wetland banking site
- Conduct performance reviews with staff, prepare items for Personnel Committee
- Working with BWSR staff on "prior converted" language in WCA rule
- Budget items, budget committee review, finalize 2025 budget, yearend invoices needed for 2024
- Other – MASWCD Convention, WMO CAC mtg, staff mtg, BWSR grants in eLINK

Felicia Brockoff – Administrative & Finance Specialist

- Accounting: Verified and paid regular monthly expenses. Completed November Treasurer's Report, semi-monthly payroll and made liability payments. Prepare and imported payroll ledgers to OnBase. Cashed in MidCountry Bank CD to savings.
- Administrative: Updated the 2024 resolutions document. Put together December meeting packets, posted on website and mailed to Supervisors.
- Education: Working with Tyler Koepp from Brettworks to make sure website and online store was working before the newsletters hit mailboxes. Still working on some minor items (placement of things, adding photos, etc.).
- PTO used after my husband's knee replacement surgery.

Terry Meiller – Resource Conservationist

- State Cost-share/EQIP: 2022 Hanson compliance check (Additional follow up for NRCS Engineer review needs, etc.). 2024 Project updates (Updated cooperator files, assistance notes, supporting documents for all projects to date). Additional field visit with NRCS engineer tech at A. Young property.
- Eagle SWA: Field visit/Northern Natural Gas meetings re: Lind terrace project and pipeline easement concerns. Construction inspections/Additional tile investigation completed for Bill Dunbar wetland restoration. Tile re-route completed and worked through change order details with contractor. Red Lines and cooperator file updated for Bill Dunbar closeout.
- Brose Wetland Restoration: Field Survey with MCWD staff and Moore Engineering for additional data collection needs.
- Misc: SWCD Board Meeting/Staff Meeting. Great Plains Drill deliveries and calibrations (Brabec, Buesgens). MASWCD Convention.

Seth Ristow – Resource Conservation Technician

- Created flyer for pollinator conservation workshop
- Wrote news article about cost share funding available to residents in Carver County
- Conducted field visits for our shoreline habitat and pollinator conservation programs (3 visits)
- Consulted with residents interested in RPBCWD stewardship grant program (4 visits)
- Developed planting plan proposal for resident on Lake Minnewashta
- Participated in Carver WMO's development review team
- Met with Mike (Waconia) and Tim (WMO) to discuss raingarden establishment on Cedar Pt.
- Completed RPBCWD stewardship grant closeouts

- Helped landscaper with questions about MID's calculator
- Attended Improving Restorations Webinar Series
- Met with homeowner on Lake Minnewashta to discuss shoreline stabilization issues

Tom Genelin – Senior District Technician

- Meetings/Plan Review:
 - Victoria Kwik Trip plan review
 - Fultonwood (Chaska) plan review
 - DRT Trailhead (Waconia) plan review
 - Carver Commons Phase 2 (Carver) plan review
 - Les Schwab Tire (Carver) plan review
 - Ashery Lane (Hollywood Twp.) plan review
 - Oak Ridge Commons (Chaska) site meeting
 - Screamtown (Dahlgren Twp.) site meeting
- Site inspections:
 - The Cove (Watertown) site inspections for ESC BMP conditions
 - Winkler's Crossing (Cologne) site inspection for ESC BMPs and topsoil respread
 - Hazeltine (Chaska) site inspections for ESC BMP conditions
 - Rivertown Heights (Chaska) site inspection for ESC BMPs and topsoil respread
 - The Preserve (Carver) site inspection for ESC BMP conditions and topsoil respread
 - Hazeltine National Golf Course (Chaska) site inspection for ESC BMPs
 - Chestnut Business Center (Chaska) site inspection for ESC BMPs
 - Sandy Shores (Waconia) site inspection for ESC BMPs
 - Norwood Industrial (NYA) site inspection for ESC BMPs
 - Sackett Waconia (NYA) site inspection for ESC BMPs
 - Creekside Park (Carver) site inspection for ESC BMPs
 - County Road 40 (San Francisco Twp.) site inspection for ESC BMPs
 - Marsh Hollow (Victoria) site inspection ESC BMP conditions and stabilization
 - Oak Creek (Chaska) site inspection for ESC BMP conditions and topsoil respread
 - Enconced Woods (Chaska) site inspection for ESC BMPs and topsoil respread
 - Savannah Way (Chaska) site inspection for ESC BMPs and topsoil respread
 - Waterford (Waconia) inspection for ESC BMP conditions
 - Orchard Park (Waconia) inspection for ESC BMP conditions and topsoil respread
 - The Fields (Waconia) inspection for ESC BMP conditions and topsoil respread
 - Woodland Creek 5th (Waconia) inspection for ESC BMP conditions and topsoil respread

Ben Datres – Farm Bill Technician

- CREP/RIM:
 - Hart- CRP payment issue- working with BWSR to resolve.
 - Zellmann- Application accepted for funding!
 - Annual RIM site inspections finished and sent in.
 - Wahibo Marsh (Wagner) RIM/WRP- Contractor cleaned out sediment build up that was plugging the outlet structure causing high water.
 - Easement info for a potential buyer.
- Buffers: Wrapped up inspections for 2024. Buffcat parcel tracking is up to date for compliance
- Misc:
 - Attended the MASWCD Convention one day for trainings.

- WMO- Field visit to check Goose Lake with Tim Sundby.
- Great Plains Drill- Delivered and calibrated for 2 CRP seedings and 1 pasture seeding. Maintenance done and put away for winter.
- ArcGIS Pro- Working with IT to get the office switched over to the new Arc Pro software (ArcMap is being discontinued).
- ArcGIS Pro online training videos.
- Outreach/Education- Attended the Carver Pheasants Forever meeting, spoke about Farm Bill Conservation programs available to landowners and projects our office has been working on.

Tyler Polster – District Technician

- WCA:
 - WMO:
 - Attended pre-application meeting to discuss mitigation options of new development property South of Waconia.
 - Attended pre-application meeting to discuss late season delineation of property on CR10 for future development. It was determined to hold off on approval until spring to be able to see the property during the growing season.
 - Continued discussion on how to use new WCA Statute changes to properly permit mining site near Mayer. Same discussions on-going regarding possible tiling requests.
 - Working with county staff to gain momentum in completion of outstanding restoration orders. Roundabout in NYA re-grading has been done, only re-vegetation needs to occur. Property south of Waconia should be completed removing fill from wetland/floodplain this week. Conservations are taking place with property North of Cologne to remove fill used to create dirt bike track in wetland/floodplain.
 - Chanhassen: One plan for restoration has been completed on Lake Lucy Lane. LGU wants to wait until spring to ensure check dams work properly and re-vegetation is successful after spring thaw. At that point, “Certificate of Successful Restoration” can be issued.
 - Attended multiple combination pre-application meetings to discuss future Highway 5, and Highway 11 projects and mitigation strategies.
- Assisted Ben during the cleanout around and inside of CREP/RIM outlet structure West of Waconia. The outlet pipe into Lake Waconia was also replaced successfully.