

I. Overview

A. Purpose

The Carver Soil and Water Conservation District (SWCD) hereinafter referred to as “District” or “SWCD”, assists land occupiers in both rural and urban settings to protect soil, water, and related resources. The SWCD is a legal subdivision of the State of Minnesota, operating under a charter issued by the Secretary of State on November 12, 1946. SWCD’s receive their authority from Chapter 103C of Minnesota Statutes. The SWCD Board operates as a deliberative and legislative assembly, meeting to discuss and determine the direction and policies of the District within the confines of state and federal law.

The SWCD Board functions within the statutory framework of Minnesota law. General duties, powers and responsibilities are found in Minnesota Statutes, especially but not exclusively Chapters 103C. Minnesota Statutes supersede all bylaws, rules and policies established by the Board.

B. Statement of Principles

The Operating Rules intend to strike a procedural balance that considers all principles and enunciates a specific process by which those principles interact and work. The rules are representative of the organization's values and mission.

Mission Statement

Providing high quality assistance to the land managers and citizens of Carver County for the protection of land and water resources.

C. Effective Date

These rules shall become effective upon passage by the SWCD Board.

II. Amendments to the Operating Rules

During the January meeting, the SWCD Board shall review, amend if necessary, and adopt the operating rules for the year.

Any time throughout the year, the SWCD Board may amend (or suspend) the operating rules by an affirmative vote of the members. Changes shall be effective immediately upon passage.

Any member of the SWCD Board may initiate action to amend the operating rules. Amendments to the operating rules may also be recommended by the District Manager.

The statute references included in the text are current as of the adoption of the operating rules. Any changes in statute or law affecting the rules are effective immediately and will be reflected in the next draft of the rules.

III. SWCD Board Organization

A. Membership

The SWCD Board of Supervisors consists of five members elected from the five districts. Each Supervisor is elected from single-member districts apportioned based on population.

B. Supervisor Districts

The boundaries of Supervisor districts, including the procedures to follow if redistricting is needed, are established pursuant to Minnesota Statute 103C.311.

C. Terms of Office

The term of each Board member is four years, except as otherwise established pursuant to Minnesota Statute 103C.

D. Vacancy

If a vacancy occurs in the office of an elected supervisor more than 56 days before the next state primary, the district board shall fill the vacancy by appointment. The supervisor appointed shall hold office until the first Monday in January following the next general election. A successor shall be elected at the general election following the appointment and hold office for the remainder of the term or for the next regular term, whichever is appropriate (Minnesota Statute 103C.305 Subd. 6a).

If a vacancy occurs less than 56 days before the next state primary, the SWCD Board shall fill the vacancy by appointment. The appointed supervisor shall hold office until the expiration of the term or until the first Monday in January following the second succeeding general election, whichever is shorter. A successor shall be elected at the general election

preceding expiration of the appointed term and hold office for the remainder of the term or for the next regular term, whichever is appropriate (Minnesota Statute 103C.305 Subd. 6b).

If a vacancy occurs on the SWCD Board, a Public Notice will be put in the official Carver County newspaper announcing the vacancy. Other advertising may be done as well. The Public notice will direct the applicant to send a letter of interest, as well as a resume to the SWCD Board of Supervisors. The SWCD Board will then choose the applicant based on the information provided or may request an interview process with any interested applicants.

E. Officers

The SWCD Board, at its January Board meeting, elects from its members a Chair, Vice-Chair, and a Secretary/Treasurer. The Chair presides at the SWCD Board meetings, decides on questions of order, subject to vote of the SWCD Board, and signs all documents requiring signature of the SWCD Board. The Chair's signature, attested to by the District Manager or designee, is binding as the signature of the District Board.

The SWCD Board elects from its membership a Vice-Chair at the same time and place and in the same manner as provided for the election of the chair. The Vice-Chair performs the duties of the chair when the Chair is unable to perform those duties.

The SWCD Board elects from its membership a Secretary/Treasurer at the same time and place and in the same manner as provided for the election of the Chair and Vice Chair. The Secretary/Treasurer reviews all voucher claims each month, as well as signs the District Board's Minutes, and is authorized to sign checks. The Secretary/Treasurer also is assigned to the Budget Committee to oversee finances of the District.

If the Chair and Vice-Chair are absent from any official meeting, the members present shall choose one of their members as temporary Chair, and all documents requiring the signature of the SWCD Chair shall be signed by the temporary Chair and attested to by the District Manager.

At the January Board meeting (and if applicable during the year), the Chair of the SWCD Board shall have the authority to appoint members of the SWCD Board to standing committees of the SWCD Board.

F. Compensation

SWCD Board members receive as compensation for services, a per diem amount which cannot exceed the maximum daily amount as stated in Minnesota Statutes 103C.315 Subd. 4. The per diem, as well as an hourly rate for committee meetings will be set at the January Board meeting each year, and is effective January 1 of the New Year, or as amended at a SWCD Board meeting.

G. Yearly Expense Allowance

Each member of the SWCD Board is allowed a yearly sum as determined by the SWCD Board for expenses while doing business for the Carver SWCD. Typical expenditures for this allowance are mileage, parking, telephone calls and meals for conferences, seminars and meetings related to District activities. Before attending any meetings on behalf of the District, the Chair needs to be notified, or official action from the SWCD Board should be requested prior to the conference, seminar, or meeting. Expenses included in this account are generally considered to be ones that the Board Member deems to be necessary in order to fulfill the duties of office.

The District Board, with the assistance of the Budget Committee of the SWCD Board, shall determine the annual expense account level. There will be a local expense account as well as an out of state travel account for each member of the SWCD Board. All travel needs prior SWCD Board approval.

IV. SWCD Board Meetings

A. Regular Meetings

The regularly scheduled SWCD Board meetings are held the third Thursday of each month, starting at 8:00 AM, and are held at the District office, located at 11360 Highway 212, Cologne, MN. If a Board meeting date, time, or location needs to be changed, an official notice is posted on the SWCD

website, at least three days prior to the scheduled meeting. All regular meetings of the SWCD Board are open to the public.

B. January Meeting

The SWCD Board meets in a conference room at the Public Works headquarters building in Cologne, MN. The SWCD Board transacts organizational business during this meeting, including:

1. Administrate oath of office (if required)
2. Elect officers
3. Appoint Supervisors to District committees
4. General Business

C. Open Meeting Law

All meetings of the SWCD Board are subject to the Open Meeting Law (Minnesota Statute 13D).

D. Closed Meetings

The SWCD Board may by motion, convene in closed session for the purposes of transacting business. Business which may be considered in closed session is in accordance with the attorney/client privilege, to consider strategy for labor negotiations, or as otherwise required or permitted by the Minnesota Open Meeting Law.

E. Special/Emergency Meetings

The SWCD Board may establish a special or emergency meeting if necessary. Procedures to schedule a special or emergency meeting shall be in accordance with Minnesota Statutes 13D.

The SWCD Board may schedule work sessions, retreats, forums, or additional meetings at such times and concerning such subjects. A schedule of such meetings shall be maintained in the SWCD Office. Work sessions and other informal meetings of the Board, not regularly held, shall be subject to the same notice requirements of the Open Meeting Law.

A joint meeting with the SWCD Board and any other political subdivision may be held within the boundaries of either subdivision as will be specified in the meeting notice.

F. Meeting Conduct

The following meeting conduct rules shall apply for all SWCD meetings:

1. Respect the dignity of everyone.
2. Respect one another's facts, opinions and right to speak.
3. We realize that our thinking processes are shaped by our backgrounds. None of us can be completely objective as a result. We all have our natural biases that we may not even be aware of. We must respect that in one another. Backgrounds are neither right nor wrong; they just are. Diversity, differences, conflict are all inevitable.
4. We choose to deal with conflict in a healthy manner. Therefore, there will be no name calling and putdowns of individuals or ideas. This does not mean you can't openly disagree and support your ideas, opinions, and facts.
5. Listen respectfully - no interruptions.
6. In the interest of time, time limits may be established.
7. Questions may be asked of the presenters during the time allotted.

G. Audience/Citizens Requests

The SWCD Board prefers all business matters initiated by citizens coming before them to first be reviewed by staff and scheduled for discussion on the appropriate agenda.

If an individual seeks to appear before the SWCD Board, he/she should notify the District Manager of his/her intention and the issue to be presented. Staff will confer with the individual, address the issue and, if necessary, schedule the issue accordingly on the appropriate Board agenda.

Any individual attending a SWCD Board meeting will be granted appropriate time to give a presentation or explanation in regard to their presence at the meeting.

H. Public Attendance

The public is invited and encouraged to attend and participate in SWCD Board meetings. Anyone wishing to address the SWCD Board of Supervisors on an item not on the Agenda may do so at the start of the meeting. Comments should be limited to five

minutes.

I. Quorum

A quorum shall be necessary for the transaction of business. A majority of the members of the Board shall constitute a quorum and no business shall be transacted unless voted on by a majority (three votes) of the whole SWCD Board (MN Stat. 103C.315 Subd. 3). Less than a majority of members may convene a meeting, but no business may be transacted.

Any SWCD Board member who, for any reason, anticipates or plans an absence at any regular or special meeting is encouraged to contact the SWCD Board Chair or the District Manager to indicate his or her planned absence.

J. Role of Presiding Officer

The presiding officer of the meeting will be the Chair. In the absence of the Chair, the presiding officer will be the Vice-Chair. The duties and powers of the presiding officer shall include the following:

1. Preside at all meetings of the SWCD Board.
2. Preserve order and decide questions raised by members subject to appeal to the Board.
3. Require the vote on all questions regularly moved and to announce the result.
4. Review and comment on the draft agenda for each regular and special meetings of the Board.
5. Serve as representative of the Board in execution of contracts, orders, resolutions, determinations, and minutes of the Board.

The Chair of the Board may make a motion and has the same voting rights and responsibilities as other members.

K. Addressing the Chair

Formal protocol will be used when speaking to the SWCD Board. The SWCD Board Chair shall be addressed as "Mr./Madam Chair." Members of the SWCD Board shall be addressed as " Supervisor (last name)."

Any member of the SWCD Board or members of the public may speak on any matter before the SWCD

Board when recognized by the Chair and within established procedures as outlined in these Rules.

L. District Manager

The District Manager or designee shall attend all meetings of the SWCD Board. District Staff are also encouraged to attend the SWCD Board meetings. If a staff member requests an item be on the SWCD Board agenda but cannot attend the Board meeting, the District Manager will represent the staff at the meeting. The District Manager or District staff may participate in the discussion or recommend a resolution or action to the SWCD Board. A member of the Board may call on the District Manager or staff member to participate in the discussion or provide a verbal recommendation on any subject pending before the Board.

The District Manager or designee shall prepare a written agenda for all regular and special meetings of the SWCD Board. The District Manager or designee shall also: 1) make regular entries of all Board resolutions and decisions upon all questions; 2) record the vote of each member on any question submitted to the Board; 3) preserve and file all business acted upon by the Board; 4) certify copy any and all resolutions or decisions of the Board; and 5) perform such further duties as designated by the Board.

V. CONDUCT OF DEBATE

A. Principles

The Rules of Parliamentary Procedure embodied in Robert's Rules of Order shall guide the Board in all cases applicable, except as modified by the rules herein and applicable Minnesota Statutes. In all cases, except where Minnesota Statutes dictates, a majority vote will prevail when deciding a question.

B. Parliamentarian

The Rules of Order governing SWCD Board meetings shall be referred to the SWCD Board Chair for interpretation and enforcement. The SWCD Board Chair may consult with Board members and/or the County Attorney in interpreting and deciding upon rules and questions of order.

C. Role of the Chair

The Chair shall preside over the debate, ensuring

equality and fairness in discussion. If necessary, the Chair may restate or ask the District Manager or the Minute Taker to restate who made the motion, who seconded the motion, and announce the result of the vote.

D. Adoption

A motion or resolution shall be adopted if approved by a majority of the whole Board (MN Stat. 103C.315).

E. Voting

It is the duty of every member to vote. Voting shall be recorded as a "yes" or "no" vote by the Minute taker or District Manager and duly noted in the minutes. Unless a Supervisor signifies an abstention or vote in the negative on any given issue, the Minute taker or District Manager shall be directed to record that each Supervisor has voted in the positive on that particular matter which is before the Board. A roll call, if requested by any member, shall be called by the SWCD Chair or District Manager, in a predetermined order based on the seating of the members and rotating with each resolution voted upon.

VI. TYPES OF SWCD BOARD ACTION

A. Resolution

The SWCD Board takes formal action by a verbally stated motion or written resolution only, both of which are initiated through a motion. A motion may be introduced by any member of the SWCD Board.

Since it is the basic motion for the transaction of business, only one subject may be considered at a time and the main motion may be proposed only when no other motion is before the SWCD Board. (See Section IV.)

B. General Consensus

The SWCD Board provides informal direction by consensus. Informal direction is most often used to provide staff with preliminary Board perspective on a matter which will require future formal action by resolution or verbal motion. Informal direction is also used to provide additional insight into formal actions previously taken. Informal direction standing alone does not establish Board policy or

authorize action.

C. Policy Development

Authority for the development of policies for the District is granted to the SWCD Board through MN Statute 103C.331. With the powers granted within this statute, the SWCD Board may delegate certain authority, as appropriate, through Board resolutions. These delegations of authority may be rescinded at any time by the Board.

D. Notice of Resolution

Any member of the Board may introduce a resolution for consideration and action pursuant to general rules and operating procedure. A copy is provided to other Board members and the District Manager with as much advance notice as reasonable and practical.

The introduction of resolutions during the Board meeting occurs by motion and second as more fully set forth in Section IV. Resolutions not included on the printed Board Agenda that is sent out one week prior to the Board meeting, needs to be added to the Revised Agenda, by a request from the Supervisor requesting the resolution.

The SWCD Board may at any time refer an item or resolution to a Committee for further review and deliberation.

VII. SWCD BOARD AGENDA

A. Preparation and Distribution

The SWCD Board Chair and District Manager shall prepare the agenda and supporting material for each regular and special meeting. Members of the Board may request that an item be placed on the Agenda by informing the Board Chair. The Board Chair will notify the District Manager about the item. The District Manager shall include an item on the agenda if a member directs that the item be placed on the agenda at least seven days prior to the meeting for which the agenda is to be prepared.

The Board agenda packet, including the meeting agenda and supporting material, shall be received by each member of the Board no later than the Monday preceding the regular Board meeting (third

Thursday of each month).

Copies of the agenda and supporting material shall be made available to the District staff, public and media as appropriate. A distribution list shall be maintained in the District Office. Members of the public who are interested in following issues considered by the Board may register their name and address with the District Office for placement on the agenda distribution list.

If possible, Board members are encouraged to identify and request future agenda topics before the Board meeting adjourns. Early identification of future agenda items informs the Board that a particular subject will be discussed and provides staff an opportunity to conduct any research, study and background sufficient to support the Board discussion.

B. Order of Business

The Order of Business for each regular meeting of the SWCD Board shall be as follows:

1. Call to Order and Roll Call
2. Public Comments – limited to five minutes
3. Agenda Review and Adoption
4. Agency Reports
5. Consent Agenda Items
6. Regular Agenda Items
7. SWCD Board Committee & SWCD Staff Monthly Reports
8. Board of Supervisors Announcements
9. Adjournment

The Order of Business may be changed as needed, at the recommendation of any SWCD Board member or the District Manager.

C. Board Meeting Agenda & Discussion

The Regular Agenda will consist of items which are likely to and/or require additional discussion and review. Items of business on the Agenda shall be considered individually and in the order of business as noted on the agenda.

If an Agenda item requires Board discussion and analysis of major issues of District business prior to formal action, the item will be discussed during the

regularly scheduled Board meeting. The District Chair will determine if adequate discussion has been held on the item for the Board to make a formal decision on the item and will call for a motion or resolution.

D. Official Records

The District Manager or designee shall prepare the official minutes of each meeting. Board meeting minutes shall be kept in accordance with all provisions of statute to provide an accurate record of SWCD Board actions. The record is not intended to be a verbatim transcript of all discussion and debate; the record is primarily a compilation of official actions.

The minutes of the SWCD Board meetings shall be prepared and submitted for approval at the next succeeding Regular SWCD Board Meeting. The Official Board Minutes are also distributed to staff and interested parties.

The official public record of SWCD Board meetings shall be available in the District Office and are also available on the SWCD website (carverswcd.org).

The resolutions shall be numbered consecutively followed by the last four digits of the calendar year.

VIII. SWCD BOARD COMMITTEES

A. Policy

The District Board Chair will appoint members of the Board to the standing committees of the SWCD Board at the January Board Meeting. These committees may include:

1. Personnel Committee
2. Metropolitan Conservation District's (MCD)
3. Education & Outreach Committee
4. Budget Committee
5. Carver County Water Management Organization (CCWMO) Committee
6. Carver County Leaders (CCL) Committee
7. South Fork Crow 1W1P

If one or more Supervisor members of the SWCD Board not assigned to a specific committee make a request to attend that committee's meeting, the

meeting will be posted as required and Minutes of the meeting kept. Supervisors, other than those specifically assigned to the committee, who attend that committee's meeting will do so only for purposes of information and education and will not participate directly in the business of the committee, unless expressly invited to do so by, and under the consent of, the assigned committee members. Only assigned committee members may move and vote on the recommendations of the committee to the Board. Only assigned member of the committee will be eligible to collect expense reimbursements (mileage and per diem) for attendance at an official meeting of the committee.

B. Special Committees

The SWCD Board, by consensus, may add standing committees, or remove them as they see fit.

The Board may establish a special Committee as deemed necessary. A special Committee shall advise the Board as directed and may report recommendations to the Board for appropriate action. Unless expressly stated in the creation of the special Committee, it shall automatically dissolve when its work is accepted by the Board.

C. Operating Procedures

Individuals appointed by the Board to Committees will receive compensation for attendance at regular or special meetings. SWCD Compensation levels are determined by the SWCD Board at the January Board meeting.

D. Reporting Requirements

The Committees shall report their activities to the SWCD Board monthly.

IX. CODE OF ETHICS

It is the belief of the SWCD Board that the trust bestowed upon them as elected officials is of utmost importance in the relationship between themselves and the public. With this belief, the following statements further emphasize the priority and commitment the SWCD Board has placed on Ethical Standards.

In the execution of their official duties, all SWCD

Board Members shall strive to:

- Observe the highest moral and ethical standards.
- Maintain and respect the confidentiality of private and confidential information.
- Avoid discrimination against any person based on race, color, sex, religion, creed, national origin, age, disability, sexual orientation, marital status, place of residence, or status with regard to public assistance.
- Comply with the ethical obligations imposed by law, including Minn. Stat. §10A.07, 10A.071, 382.18, 471.87-.895, including, where appropriate, disclosing conflicts of interest, abstaining from decision-making, eliminating conflicts of interest, and declining gifts.
- Work to create a positive environment in public meetings where all individuals may feel comfortable in their roles as observers or participants.
- Allow citizens, staff, or colleagues sufficient opportunity to present their views. Be tolerant, respectful, and attentive. Avoid comments, body language or distracting activity that conveys a message of disrespect for the presentations from citizens, staff, or colleagues.
- Place cooperation, trust, and respect at the heart of all that is done.
- Behave ethically as daily responsibilities are carried out.
- Support one another at and beyond the SWCD Board table.
- Operate as an effective team, continually improving that effectiveness.
- Work for "win-win" situations instead of "win-lose."
- Actively listen, keep an open mind and suspend judgment.
- Be pro-active in the exercise of the office.
- Do the best to answer questions posed by one another, the employees, and the community.
- Honor "discussion" before "decisions."
- Be consistent in process and operation.
- Be honest and candid with one another.
- Focus on working "with" instead of "for" or "under."
- Not take differences of opinion personally.
- Disagree agreeably and professionally.

- Realize that people make mistakes – forgive and forget.
- Realize and honor varying work styles, personalities, and process needs.
- Share information and avoid surprises.
- Maintain a sense of levity – public service should be fun as well as work.
- Uphold the Oath of Office taken *“to solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Minnesota, and that I will faithfully discharge the duties of the office of Supervisor, upon which I am now about to enter.”*

X. CITIZENS

A. Open Meeting Law

All regular and committee meetings and Notice of Meetings of the SWCD Board are subject to the Open Meeting Law (MN Stat. 13D.01.)

The SWCD Board may hold closed meetings as authorized by MN Stat. 13D.01. Before closing a meeting, the Board will state on the record the specific grounds permitting the meeting to be closed and describe the subject to be discussed.

SWCD Board meetings may be closed under the following circumstances:

1. To consider strategy for labor negotiations;
2. To evaluate the performance of an individual under the authority of the SWCD Board;
3. For preliminary consideration of allegations or charges against an individual subject to the SWCD Board’s authority;
4. To discuss subjects which involve nonpublic data listed in MN Stat. 13D.05;
5. If otherwise expressly authorized by statute or permitted by the attorney-client privilege.

B. Audience Participation at Board Meetings

It is the intention of these rules to support the interest of the general public in following Board business during their meetings.

1. Audience/Citizen's comments:

The District Manager will notify the Board Chair and members of a citizen’s wish to address the Board

and include a discussion or action item on the Board meeting agenda addressing the topic or issue indicated by the citizen’s request. The notification by the District Manager may occur at any time before approval of the agenda for the Board meeting.

To the extent possible, interested citizens shall notify the District Manager of their interest to speak at the meeting and the issue to be discussed. The District Manager will notify the Chair. To encourage efficiency and early resolution of issues, the SWCD Board recommends that citizens first contact staff to try to resolve matters before coming formally to the SWCD Board meeting. Questions directed to the Board may not be answered immediately, however, whenever possible, all appropriate questions will be responded to in a timely and effective manner by the Board and/or SWCD staff.

C. Responding to Correspondence, Inquiry, Processing of Complaints from Citizens

SWCD Board members and staff are committed to customer service and will endeavor to provide timely and efficient response and communication to the citizens of Carver County.

Upon receipt of a written inquiry, request for information, or complaint about District business which has been sent to a Board member, upon notification and direction from the District Manager or designee, staff will confer with the member and the District Chair to determine the appropriate course of action. The inquiry will be handled timely as directed with the District Chair and District Manager or designee advising the Board member upon completion.

Incoming telephone calls requesting a specific Board member should be forwarded to the Board Member per his/her instructions.

Telephone calls requesting information about specific areas of District business are forwarded to the appropriate SWCD staff member. Customer service is of primary importance to the SWCD Board and staff and an appropriate method of tracking the information requests and responses will be utilized.

XI. Staff

A. District Manager

The District Manager is the Administrator of the SWCD, responsible for the administration of the affairs of the SWCD delegated to him/her by the SWCD Board. The SWCD Board hires the District Manager and has approved a job description which outlines in detail the duties and responsibilities of the District Manager. For more information about the hiring process of the District Manager, please refer to the Personnel Handbook, Section IX, District Manager.

In general, the District Manager shall exercise supervision of the District staff which function under the jurisdiction of the SWCD Board. The District Manager shall coordinate the various activities of the SWCD, unify the management of its affairs, and make recommendations to the Board regarding the functions of the SWCD. The District Manager is accountable for hiring, training, advising, motivating, and appraising the performance of staff. The District Manager and the SWCD Budget Committee recommends the annual budget and long-range capital expenditure programs to the Board for approval.

The District Manager recommends to the Board proposed policies concerning the administrative affairs of the SWCD. The District Manager will keep the Board informed, make recommendations, and comment upon legislative initiatives which affect the District as directed by the Board, and will represent the SWCD in its relations with other public and private entities. The District Manager will serve as the leader of the SWCD Management team, recommend short and long term goals to the Board, and periodically measure organizational and individual accomplishments against goals, objectives, and timetables.

B. Role of Staff

The District Manager, with the support of staff, will in a timely and responsible manner, answer inquiries and requests regarding issues and concerns brought by Board members or the citizens of Carver County. In certain instances, Board members may want assistance or District staff

involvement in evaluating policy and/or programmatic changes. Board members who wish to initiate policy or program change are encouraged to first present their initiative to the Board for discussion. The Board may then direct staff to assist in evaluation or development of the initiative. For functions which are deemed routine such as interpretation of policy and procedure, general constituent business, and/or research which require minimal time may be directed, by the Board or individual member, to the District Manager or designee for action.

For routine matters, staff and Board members must respect the coordination role of the District Manager by making requests through the Manager. For non-routine matters or for matters which may involve grievance between SWCD employees; staff may make request directly to the Personnel Committee. In such cases, the Board members of the Personnel Committee will inform the Board Chair and other members and request time on the agenda for discussion or action. The Board may close the meeting as per the requirements of the Open Meeting Law. For further information, Board members will refer to the *Personnel Handbook Rules and Regulations*, section IV, "Performance, Behavior, and Conduct," G. Dispute Resolution, item number 4.

C. Legislative Protocol for Staff & Supervisors

This following policy applies to all staff and SWCD Board members that lobby as a representative of the Carver SWCD.

Staff and/or Board members who choose to lobby on a policy issue that would affect the operations of the SWCD are expected to confine their efforts to the SWCD's current legislative agenda.

Staff and/or Board member participation should be immediately communicated to the District Manager or Board Chair.

If the issue has not been addressed by the SWCD's legislative agenda, a SWCD Board position should be sought prior to any lobbying effort on your part.

If a member of staff or Board member lobbies in a

professional capacity, either at the request of a legislator or a professional association, s/he must note in testimony s/he is speaking on his/her own behalf, not as a SWCD representative.

The Board Chair, District Manager, or designated personnel will organize the SWCD's efforts. Staff/Board members should presume that s/he speak for the SWCD Board unless s/he has reviewed their positions or have checked with them on specific issues.

When the SWCD is paying the dues for membership in a professional association, staff/Board members shall not take a position within that professional association that is inconsistent with SWCD Board policy.

All staff and/or Board members and appointed representatives shall notify the SWCD Board Chair and/or the District Manager of a pending appointment to an advisory board or task force initiated outside of the scope of SWCD Board authority.

Supervisor's Compensation

Approved: January 19, 2023

District Supervisors shall receive a compensation rate of \$125.00 per Board meeting. Board meetings are defined as those meetings where at least three members (quorum) are in attendance. The maximum per diem amount a Supervisor can receive is \$125.00 per day, no matter how many meetings are held on that day. District Supervisors will receive \$25.00 per hour for any meetings that are not classified as Board meetings, with a \$25.00 minimum per meeting. These meetings would include any committee meeting Board members attend (i.e., Personnel, Metro Conservation District, Education & Outreach, Budget, CCL), or any other meeting approved by the SWCD Board. The WMO Advisory Committee meetings are reimbursed by Carver County. Any of these other meetings that last longer than 3 hours, will automatically receive the \$125.00 per diem. If a Board member attends a meeting outside of Carver County, they will receive the maximum per diem rate of \$125.00.

These are suggested guidelines for Supervisors to use when deciding whether to submit a District per diem for an activity. When you are trying to decide whether to attend a meeting, conference, event, etc., or when you are invited to a meeting, conference, event, etc., please take the following into consideration:

1. The activity involves subject matter that is included in our district mission or work plan.
2. The subject matter is important to our district operations.
3. You will be representing the District.
4. You will speak on behalf of the District.
5. Our input can be better provided by a Supervisor than by a staff member.
6. Normally, the Chair is the representative of the District; the Chair should approve a Supervisor going in his/her place.
7. No more than two Supervisors should attend an activity; unless the Board agrees that a quorum is necessary or in the best interests of the District. Exceptions to this rule are educational intent meetings (i.e., tours, leadership programs through Carver County, MACD Meetings, MASWCD Convention, etc.).
8. If there is a question about a Supervisor's attendance, the Chair should be consulted.
9. Meeting Virtually – When a virtual meeting is held in lieu of a physical meeting, Supervisors will be compensated at a rate of \$25 per hour (\$25 minimum). The virtual meeting needs to be with at least three persons, including the Supervisor, to be a compensated item. If the virtual meeting is known about beforehand, it should be listed on the upcoming meetings/events on the SWCD Board Agenda. If it is not known about beforehand, the Chair should be consulted for compensated approval.

Supervisors' compensation and expenses reimbursement requests should be submitted on a quarterly basis.



Minutes of the December 19, 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

Board Members Absent:

Member, Stanley Wendland
Vice Chair, Mark Zabel

SWCD Staff Present:

District Manager, Mike Wanous
Resource Conservationist, Terry Meiller
Administrative & Finance Specialist, Felicia Brockoff

Others Present:

Carver County Public Services Deputy Director, Paul Moline
NRCS District Conservationist, Katie Matilla

1. Call to Order.

Chair Zbinden called the meeting to order at 4:33 p.m.

2. Public Comments – None.

3. Agenda Review and Adoption.

Chair Zbinden requested that the Personnel Committee action items get moved under the Regular Agenda as the first item.

Resolution 070-2024: Sons moved, Burandt seconded, to approve the December 19, 2024, Board Meeting Agenda as amended. Roll call vote: Burandt-aye; Sons-aye; Wendland-absent; Zabel-absent; Zbinden-aye. Motion carried.

4. Agency Reports

- a. Carver County report – Paul reported the County Board approved the 2025 budget at their December 3 meeting. There will be a 6.8% increase to the General Levy, and a 6.8% increase to the WMO levy. The motion passed on a 4-1 vote, Commissioner Uderman voted against the motion.

Paul hasn't received the official word from Carver County Employee Relations, but County employees are expected to receive a 4% cost of living adjustment (COLA), plus a 3% pay for performance (PFP). They are also going away from their current pay for performance mechanism, and strictly going to a pass or fail for PFP increases.

Paul stated that Gayle Degler is retiring from the County Board after 22-years of service. Lisa Anderson will be replacing Gayle, and will take her oath of office on January 7. The WMO advisory committee also has 3 current openings, possibly 4. Applications are still being accepted for these positions that include the Bevens Creek and City of Chaska areas.

- b. NRCS report – Katie reported that NRCS staff is continuing to work on the 2025 EQIP applications. Twenty-one applications were received in Carver County. They are in the ranking and funding process now, NRCS will continue to work on the batch funding process. They are also certifying completed practices under the CSP program, and making payment on completed contracts. She also reported that Nicole Sternquist will be leaving her role as the Area Engineer. NRCS will also need to prepare for a government shutdown, if an agreement can't be reached.
- c. FSA Report – no update received.

5. Consent Agenda Items

Resolution 071-2024: Burandt moved, Sons seconded to approve the following consent agenda items:

- a. Approval of November 21, 2024 Board Meeting Minutes
- b. Acceptance of the November 2024 Treasurer’s Report

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

6. Regular Agenda Items

- a. Personnel Committee – Chair Zbinden reported that the committee met with Mike earlier this week to discuss the 2025 salary recommendations. For budget projections, a 3% COLA was originally planned for the employees. Since Carver County is offering a 4% COLA to its employees, the Personnel Committee is recommending a 3.5% COLA adjustment for the SWCD employees. According to the current SWCD personnel policy, merit increases are also being recommended. Mike explained that the SWCD attempts to keep pace with the Carver County non-bargaining unit compensation schedule, but the SWCD’s schedule is always 1 year behind.

Resolution 072-2024: Sons moved, Burandt seconded to approve the 2025 compensation schedule (current Carver County 2024 non-bargaining schedule); and approve the proposed merit increases presented for each employee, total of \$613,097 for employee salaries in 2025. Roll call vote: Burandt-aye; Sons-aye; Wendland-absent; Zabel-absent; Zbinden-aye. Motion carried.

- b. The current JPA between Carver County and the SWCD for participation in and administration of employee group insurance benefits expires on 12/31/2024. Since Carver County is moving to a self-funded plan for dental insurance, they are requesting we sign a 1-year JPA, instead of our previous 3-year JPA. Language has also been added to clarify who is responsible for compliance and legal filings and requirements for items like unemployment insurance and paid family leave.

Resolution 073-2024: Sons moved, Burandt seconded to approve the 1-year JPA with Carver County for employee group insurance benefits, effective 1/1/2025. Roll call vote: Burandt-aye; Sons-aye; Wendland-absent; Zabel-absent; Zbinden-aye. Motion carried.

- c. Brettworks Tech has launched the new SWCD website, as well as the online store for the tree sale. The total estimated cost for the website was \$4,000, plus \$300 for the annual hosting fee. Since the website schedule was delayed in getting set up, they included a \$200 discount. The total invoice received was \$4,100.

Resolution 074-2024: Sons moved, Burandt seconded to approve payment of \$4,100 to Brettworks Tech for developing the website (\$3,800) and the annual hosting fee (\$300). Roll call vote: Burandt-aye; Sons-aye; Wendland-absent; Zabel-absent; Zbinden-aye. Motion carried.

- d. Carver County has added Christmas Eve as an official holiday. County buildings will be closed on both Christmas Eve and Christmas Day.

Resolution 075-2024: Burandt moved, Sons seconded to add Christmas Eve as a designated holiday in the SWCD Personnel handbook. Roll call vote: Burandt-aye; Sons-aye; Wendland-absent; Zabel-absent; Zbinden-aye. Motion carried.

- e. Terry reviewed the 12 landowners who have signed cover crop contracts, and informed the Board that site inspections have been completed and all the cover crops remain intact. He is recommending payments for following landowners, totaling \$46,720:

	Total		
Name:	Acres:	Total Payment:	Grant:
Elmer Hartmann	50	\$3,500.00	P25-0489 Soil Health Delivery
Kevin Sons	19	\$1,140.00	P25-0489 Soil Health Delivery
SSP Holdings LP	80	\$8,800.00	P25-0489 Soil Health Delivery
Alexandra Pierson	18	\$1,800.00	P25-0489 Soil Health Delivery
Dan Hausladen	30	\$3,000.00	P25-0489 Soil Health Delivery
Jerry Beckrich	18	\$1,080.00	P25-0489 Soil Health Delivery
Eichner Farms LLC	80	\$8,000.00	P25-0489 Soil Health Delivery
Hy Test Ag LLC	80	\$8,000.00	P25-0489 Soil Health Delivery
Michael Wellens	50	\$4,500.00	P25-0489 Soil Health Delivery
Andy Stuewe	18	\$900.00	P25-0489 Soil Health Delivery
Hoese Dairy Inc.	50	\$3,000.00	C21-1746 Lake Waconia SWA
Jennifer Siewert	50	\$3,000.00	C21-1746 Lake Waconia SWA
TOTALS:	543	\$46,720.00	

Resolution 076-2024: Sons moved, Burandt seconded to approve the cover crop payments for the 12 individuals listed above, totaling \$46,720. Roll call vote: Burandt-aye; Sons-aye; Wendland-absent; Zabel-absent; Zbinden-aye. Motion carried.

- f. Bill Dunbar has completed his wetland restoration project, that is being funded from the Eagle Lake SWA (C21-7506). The final cost was slightly more than originally anticipated, which Terry explained included 670 linear feet of tile re-routing to ensure the neighboring property would not be impacted negatively because of the restoration activities. Mr. Dunbar is requesting an amendment to the original cost-estimate, to receive the maximum of 90% funding under the grant. Staff also explained that that the Carver WMO is going to be paying the remaining 10% of this project, to get Mr. Dunbar at 100% cost-sharing. The SWCD will pay the total amount, and invoice the Carver WMO for their 10% contribution towards the Dunbar project.

Resolution 077-2024: Sons moved, Burandt seconded to approve Bill Dunbar’s cost-share amendment, increasing the total cost-share amount by \$2,200.50, for a total payment of \$16,236 from the Eagle Lake SWA grant (C21-7506). Roll call vote: Burandt-aye; Sons-aye; Wendland-absent; Zabel-absent; Zbinden-aye. Motion carried.

Resolution 078-2024: Sons moved, Burandt seconded to approve Bill Dunbar’s total cost-share payment of \$18,040 from the following sources: \$16,236 from the Eagle Lake SWA grant (C21-7506), \$1,804 from the Carver County WMO. Roll call vote: Burandt-aye; Sons-aye; Wendland-absent; Zabel-absent; Zbinden-aye. Motion carried.

- g. The Budget Committee met after the last Board meeting, to discuss the final 2025 budget for the SWCD, which needs to be approved. Mike explained that the SWCD’s budget does not change drastically from year to year. We will be receiving a 4.9% increase from Carver County this year. Mike went through some of the major budget items at this time. The overall budget for 2025 is 2.3% more than 2024.

Resolution 079-2024: Burandt moved, Sons seconded to approve the Carver SWCD 2025 Budget at \$1,071,081. Roll call vote: Burandt-aye; Sons-aye; Wendland-absent; Zabel-absent; Zbinden-aye. Motion carried.

7. SWCD Board Committee & SWCD Staff Monthly Reports

- a. Personnel Committee (Zabel, Zbinden) – nothing further to report.
- b. Metro Conservation District’s (MCD) Committee (Zbinden; Wendland alt.) – no report.
- c. Education & Outreach Committee (Sons, Wendland) – Felicia reported the newsletter has been sent out, and reiterated the new website (*carverswcd.org*) has launched.
- d. Budget Committee (Burandt, Sons) – nothing further to report.
- e. WMO Advisory Committee (Wendland; Zbinden alt.) – The December 3 meeting included a chloride presentation by the Green Corps member working for Carver County.
- 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. Fourth quarter Supervisors compensation forms are due.
- b. Upcoming meetings/events:
 - December 24 – Christmas Eve, SWCD office closed
 - 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 080-2024: Burandt moved, Sons seconded to adjourn the meeting at 5:28 p.m. Roll call vote: Burandt-aye; Sons-aye; Wendland-absent; Zabel-absent; Zbinden-aye. Motion carried.

Next Board Meeting: Thursday, January 16, 2025, at 8:00 AM
Location: Public Works Headquarters, Conference Room 1
 11360 Highway 212, Cologne, MN 55322

Approved: _____ Date signed: January 16, 2025
 Secretary/Treasurer

Carver Soil & Water Conservation District

Treasurer's Report

As of December 31, 2024

Date	Num	Name	Memo	Debit	Credit	Balance
1000 Checking-Security Bank						25,560.34
12/05/2024	3709	NCPERS Group Life Ins.	910300-122024		16.00	25,544.34
12/05/2024	3707	Elan Financial Services	1335		17.36	25,526.98
12/05/2024	3708	HSA Bank	#W587891 November Fees		12.50	25,514.48
12/05/2024	3710	MCIT	WC-AUDIT-1674		683.00	24,831.48
12/05/2024			Deposit-Drill Rentals	462.56		25,294.04
12/06/2024			Funds Transfer-446944358	40,000.00		65,294.04
12/12/2024		QuickBooks Payroll Serv...	Created by Payroll Service on 11/18/2024		16,122.75	49,171.29
12/12/2024		QuickBooks Payroll Serv...	Created by Direct Deposit Service on 12/08/2...		1.75	49,169.54
12/12/2024			Deposit-Tree Orders	920.00		50,089.54
12/13/2024	DD1062	Brockoff, Felicia L.	Direct Deposit	0.00		50,089.54
12/13/2024	DD1063	Datres, Benjamin R.	Direct Deposit	0.00		50,089.54
12/13/2024	DD1064	Genelin, Thomas M.	Direct Deposit	0.00		50,089.54
12/13/2024	DD1065	Meiller, Terry J.	Direct Deposit	0.00		50,089.54
12/13/2024	DD1066	Polster, Tyler J.	Direct Deposit	0.00		50,089.54
12/13/2024	DD1067	Ristow, Seth E.	Direct Deposit	0.00		50,089.54
12/13/2024	DD1068	Wanous, Richard M.	Direct Deposit	0.00		50,089.54
12/13/2024	EFT-758	HSA Bank	41-1385530		867.00	49,222.54
12/13/2024	EFT-759	Minnesota Revenue	7694248		1,044.00	48,178.54
12/13/2024	EFT-760	MSRS	Employee Elective		750.00	47,428.54
12/13/2024	EFT-761	PERA	9103-00		3,388.13	44,040.41
12/13/2024	EFT-762	US Treasury IRS	41-1385530		5,654.42	38,385.99
12/13/2024	1224-INS	Carver County	December Insurance	0.00		38,385.99
12/13/2024	EFT-763	Carver County	PW-6979 & December Insurance		10,393.98	27,992.01
12/13/2024			Deposit-Online Tree Orders	657.49		28,649.50
12/16/2024			Deposit-Online Tree Orders	106.51		28,756.01
12/18/2024			Deposit-Trees & Drill	1,456.56		30,212.57
12/18/2024			Deposit-Online Tree Orders	91.94		30,304.51
12/19/2024			Funds Transfer-448735712	100,000.00		130,304.51
12/19/2024			Deposit-Online Tree Orders	53.10		130,357.61
12/19/2024			Deposit-Online Tree Orders	387.49		130,745.10
12/20/2024	3711	Cost-Share Payments	C21-7506 Wetland Restoration		18,040.00	112,705.10
12/24/2024			Deposit-Online Tree Order	53.10		112,758.20
12/26/2024			Deposit-Online Tree Order	135.64		112,893.84
12/30/2024	3712	Hartmann, Elmer	Cover Crop Incentive		3,500.00	109,393.84
12/30/2024	3713	Sons, Kevin	Soil Health Incentive		1,140.00	108,253.84
12/30/2024	3714	Hoese Dairy Inc.	Cover Crop Incentive-WBIF		3,000.00	105,253.84
12/30/2024	3715	Pierson, Alexandra	Cover Crop Incentive		1,800.00	103,453.84
12/30/2024	3716	Hausladen, Daniel	Cover Crop Contract		3,000.00	100,453.84
12/30/2024	3717	SSP Holdings LP	Cover Crop Contract		8,800.00	91,653.84
12/30/2024	3718	HyTest Ag LLC	Cover Crop Contract		8,000.00	83,653.84
12/30/2024	3719	Beckrich, Gerard	Cover Crop Contract		1,080.00	82,573.84
12/30/2024	3720	Siewert, Jennifer	Cover Crop Contract		3,000.00	79,573.84
12/30/2024	3721	Wellens, Michael P.	VOID: Cover Crop Incentive	0.00		79,573.84
12/30/2024	3722	Stuewe, Andrew	Cover Crop Contract		900.00	78,673.84
12/30/2024		QuickBooks Payroll Serv...	Created by Payroll Service on 12/26/2024		18,876.53	59,797.31
12/30/2024	3723	Impact	#215131 Newsletter		1,631.68	58,165.63
12/30/2024	3724	Brettworx Tech	#4777		4,100.00	54,065.63
12/30/2024	3728	Wellens, Michael P.	Cover Crop Incentive		4,500.00	49,565.63
12/31/2024	DD1076	Datres, Benjamin R.	Direct Deposit	0.00		49,565.63
12/31/2024	DD1069	Genelin, Thomas M.	2024 Health Incentive	0.00		49,565.63
12/31/2024	DD1078	Meiller, Terry J.	Direct Deposit	0.00		49,565.63
12/31/2024	DD1079	Polster, Tyler J.	Direct Deposit	0.00		49,565.63
12/31/2024	DD1080	Ristow, Seth E.	Direct Deposit	0.00		49,565.63
12/31/2024	DD1081	Wanous, Richard M.	Direct Deposit	0.00		49,565.63
12/31/2024	DD1070	Brockoff, Felicia L.	2024 Health Incentive	0.00		49,565.63
12/31/2024	DD1071	Burandt, Robert L.	Direct Deposit	0.00		49,565.63
12/31/2024	3725	Sons, Jeffrey R.	Q4 Compensation		249.64	49,315.99
12/31/2024	DD1072	Wendland, Stanley P.	Direct Deposit	0.00		49,315.99
12/31/2024	DD1073	Zabel, Mark A.	Direct Deposit	0.00		49,315.99
12/31/2024	DD1074	Zbinden, Marcus R.	Direct Deposit	0.00		49,315.99
12/31/2024	DD1075	Brockoff, Felicia L.	Direct Deposit	0.00		49,315.99
12/31/2024	DD1077	Genelin, Thomas M.	Direct Deposit	0.00		49,315.99
12/31/2024	EFT-764	HSA Bank	41-1385530		849.00	48,466.99
12/31/2024	EFT-765	Minnesota Revenue	7694248		1,044.00	47,422.99
12/31/2024	EFT-766	MSRS	Employee Elective		750.00	46,672.99
12/31/2024	EFT-767	PERA	9103-00		3,458.13	43,214.86
12/31/2024	EFT-768	US Treasury IRS	41-1385530		5,950.72	37,264.14
12/31/2024	3726	Datres, Benjamin R.	2024 Health Incentive		100.00	37,164.14

Carver Soil & Water Conservation District

Treasurer's Report

As of December 31, 2024

Date	Num	Name	Memo	Debit	Credit	Balance
12/31/2024	EFT-769	US Treasury IRS	41-1385530 Health Incentive Taxes		16.58	37,147.56
12/31/2024			Deposit-Drill & Trees	783.00		37,930.56
12/31/2024	EFT-770	MN Dept. of Rev. Sales ...	Q4-2024 Sales Tax Due [\$300 Gross taxable...		26.00	37,904.56
12/31/2024			Interest	6.91		37,911.47
Total 1000 Checking-Security Bank				145,114.30	132,763.17	37,911.47
1100 Savings-Security Bank						240,811.79
12/05/2024	2024-38		MCB *766 CD Cashed in to Savings	108,957.83		349,769.62
12/06/2024			Funds Transfer-446944358		40,000.00	309,769.62
12/18/2024			Deposit-FY25 Buffer Grant	20,000.00		329,769.62
12/19/2024			Funds Transfer-448735712		100,000.00	229,769.62
12/19/2024			Deposit-Crown Title Ins. Reimb.	1,048.75		230,818.37
12/26/2024			Deposit-SWCD Aid	83,190.76		314,009.13
12/27/2024			Deposit-WCA Funds	10,000.00		324,009.13
12/31/2024			Interest	350.98		324,360.11
Total 1100 Savings-Security Bank				223,548.32	140,000.00	324,360.11
1110 Member Savings-SouthPoint						10.00
Total 1110 Member Savings-SouthPoint						10.00
1150 Savings Citizens NYA						81,239.38
12/31/2024			Interest	105.72		81,345.10
Total 1150 Savings Citizens NYA				105.72	0.00	81,345.10
1200 Investments CD's						635,091.62
12.MCB**557 (5.15%-11/28/24)						103,530.00
12/05/2024	2024-38		MCB *766 CD Cashed in to Savings		103,530.00	0.00
Total 12.MCB**557 (5.15%-11/28/24)				0.00	103,530.00	0.00
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)						155,597.00
Total 12.SB&T **187 (5.00%-02/07/25)						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%-4/15/2025)						108,876.40
Total 12.SPCU**024 (4.6%-4/15/2025)						108,876.40
12.SPCU**871 (4.9%-5/22/25)						106,873.77
Total 12.SPCU**871 (4.9%-5/22/25)						106,873.77
Total 1200 Investments CD's				0.00	103,530.00	531,561.62
TOTAL				368,768.34	376,293.17	975,188.30



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

Treasurer's Monthly Report Program Summary - December 2024

	<u>Cash Balance</u> <u>11/30/2024</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Cash Balance</u> <u>12/31/2024</u>
<i>Funds</i>				
BWSR CRP Incentive Grant	\$20,000.00			\$20,000.00
BWSR Buffer Implementation	\$22,830.05	\$20,000.00	\$13,291.34	\$29,538.71
BWSR Conservation Delivery	\$0.00			\$0.00
BWSR District Capacity	\$62,939.53		\$9,458.49	\$53,481.04
BWSR Soil Health Cost-Share	\$20,000.00		\$32,000.00	-\$12,000.00
BWSR State Cost Share	\$51,056.90			\$51,056.90
BWSR WBIF (Waconia & Eagle)	\$27,629.15		\$22,236.00	\$5,393.15
SWCD Operating Funds	\$679,086.50	\$95,387.34	\$55,777.34	\$718,696.50
District Escrow*	\$99,171.00	\$9,851.00		\$109,022.00
TOTAL	<u>\$982,713.13</u>	<u>\$125,238.34</u>	<u>\$132,763.17</u>	<u>\$975,188.30</u>
<i>Use of Cash</i>				
1000 Checking Security Bank	\$25,560.34	\$145,114.30	\$132,763.17	\$37,911.47
1100 Savings-Security Bank	\$240,811.79	\$223,548.32	\$140,000.00	\$324,360.11
1110 Savings-South Point CU	\$10.00			\$10.00
1150 Savings-Citizens NYA	\$81,239.38	\$105.72		\$81,345.10
1200 Investments CD's	\$635,091.62		\$103,530.00	\$531,561.62
TOTAL	<u>\$982,713.13</u>	<u>\$368,768.34</u>	<u>\$376,293.17</u>	<u>\$975,188.30</u>

Carver SWCD Board Treasurer

1/16/2025

Date

* Additional District Escrow needed to cover 12/31/2024 actual balance.

Carver Soil & Water Conservation District

Balance Sheet

As of December 31, 2024

	<u>Dec 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 Checking-Security Bank	37,911.47
1100 Savings-Security Bank	324,360.11
1110 Member Savings-SouthPoint	10.00
1150 Savings Citizens NYA	81,345.10
1200 Investments CD's	<u>531,561.62</u>
Total Checking/Savings	975,188.30
Accounts Receivable	
1300 Accounts Receivable	<u>17,300.04</u>
Total Accounts Receivable	17,300.04
Other Current Assets	
1310 Due From Other Government	12,000.00
1350 Interest Receivable	<u>6,280.69</u>
Total Other Current Assets	<u>18,280.69</u>
Total Current Assets	<u>1,010,769.03</u>
TOTAL ASSETS	<u>1,010,769.03</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2000 Deposit on Sales	3,616.14
2300 Sales Tax Payable	301.31
2400 Unearned-Deferred Revenue	
2402 Buffer Implementation	29,538.71
2405 Cost-Share	51,056.90
2409 CRP Incentive P25-0452	20,000.00
2406 District Capacity Funds	53,481.04
2408 WBIF Grants	<u>5,393.15</u>
Total 2400 Unearned-Deferred Revenue	<u>159,469.80</u>
Total Other Current Liabilities	<u>163,387.25</u>
Total Current Liabilities	<u>163,387.25</u>
Total Liabilities	163,387.25
Equity	
3000 FUND BALANCE	777,922.62
Net Income	<u>69,459.16</u>
Total Equity	<u>847,381.78</u>
TOTAL LIABILITIES & EQUITY	<u>1,010,769.03</u>

Carver Soil & Water Conservation District

Budget vs. Actual

January through December 2024

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Income				
4000 Intergovernmental County				
4010 Annual Allocation	546,788.00	546,800.00	-12.00	100.0%
4020 CCWMO Projects	1,804.00	10,000.00	-8,196.00	18.0%
4030 Ditches/Misc. County Rev.	11,741.04	7,500.00	4,241.04	156.5%
4040 WCA Services	10,000.00	10,000.00	0.00	100.0%
Total 4000 Intergovernmental County	570,333.04	574,300.00	-3,966.96	99.3%
4100 Intergovernmental Local				
4110 Cities, WD, LGU Revenue	13,310.00	12,500.00	810.00	106.5%
4120 MCD, MACD Revenue	14,631.37	35,000.00	-20,368.63	41.8%
Total 4100 Intergovernmental Local	27,941.37	47,500.00	-19,558.63	58.8%
4200 Intergovernmental State				
4202 Buffer Implementation	39,878.00			
4204 Conservation Delivery	22,080.82			
4205 Cost-Share	6,749.90			
4206 District Capacity Funds	49,503.09			
4210 RIM Misc. Income	11,198.75			
4207 Soil Health C/S	32,000.00			
4212 SWCD Aid	166,381.53			
4211 WBIF Grants	30,660.90			
4200 Intergovernmental State - Other	0.00	369,000.00	-369,000.00	0.0%
Total 4200 Intergovernmental State	358,452.99	369,000.00	-10,547.01	97.1%
4300 Charges for Services				
4320 Great Plains Drill Rental				
4320.1 Tax Exempt Drill Rent	4,548.10			
4320 Great Plains Drill Rental - Other	900.00	6,000.00	-5,100.00	15.0%
Total 4320 Great Plains Drill Rental	5,448.10	6,000.00	-551.90	90.8%
4330 Tree & Native Seed Sales	25,714.73	25,000.00	714.73	102.9%
Total 4300 Charges for Services	31,162.83	31,000.00	162.83	100.5%
4400 Interest Earnings	35,461.68	17,500.00	17,961.68	202.6%
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	1,027,121.07	1,046,800.00	-19,678.93	98.1%
Expense				
5000 District Operations				
5100 Personnel Services				
5101 Payroll Expenses	603,804.36	591,640.00	12,164.36	102.1%
5102 Payroll Fees	1,001.00	550.00	451.00	182.0%
5103 SWCD - FICA/Medicare	43,673.39	45,260.00	-1,586.61	96.5%
5104 SWCD - Insurance Ben.	107,628.60	100,000.00	7,628.60	107.6%
5105 SWCD - PERA & DCP	43,846.10	43,623.00	223.10	100.5%
Total 5100 Personnel Services	799,953.45	781,073.00	18,880.45	102.4%
5200 Other Services & Charges				
5201 Dues	8,327.92	9,000.00	-672.08	92.5%
5202 Education & Promotion	2,342.21	5,000.00	-2,657.79	46.8%
5203 Employee Expense	2,242.40	5,000.00	-2,757.60	44.8%

Carver Soil & Water Conservation District

Budget vs. Actual

January through December 2024

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
5204 Equipment Repairs	0.00	1,000.00	-1,000.00	0.0%
5205 MCIT Insurance Coverage	14,583.76	14,000.00	583.76	104.2%
5206 Mileage	1,219.13	2,000.00	-780.87	61.0%
5207 Office Operations/Misc.	6,463.92	10,000.00	-3,536.08	64.6%
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				
1727 [2017 Explorer-Squad]	725.57			
1410 [2015 GMC 1500]	1,295.72			
1714 [2018 Ford Explorer]	841.64			
2308 [2023 Dodge Ram 3500]	714.07			
4403 [2004 F250 MnDOT]	390.65			
5221 Great Plains Drill	150.56			
5220 Vehicle/Equipment Expenses - Other	0.00	6,000.00	-6,000.00	0.0%
Total 5220 Vehicle/Equipment Expenses	4,118.21	6,000.00	-1,881.79	68.6%
Total 5200 Other Services & Charges	44,823.32	58,250.00	-13,426.68	76.9%
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	844,997.03	882,823.00	-37,825.97	95.7%
6000 Project Expenses				
6100 District Projects				
6111 CCCMO Project Expenses	1,804.00			
6113 ETA/Misc. MCD Reimb.	6,423.50			
6114 Tree Program Expenses	21,302.48			
6100 District Projects - Other	0.00	60,000.00	-60,000.00	0.0%
Total 6100 District Projects	29,529.98	60,000.00	-30,470.02	49.2%
6200 State Projects				
6207 Soil Health Cost-Share				
6207.01 Soil Health Incentive	38,720.00			
Total 6207 Soil Health Cost-Share	38,720.00			
6221 Cost-Share Projects	2,857.50			
6222 District Capacity				
6222.03 Pollinator Program	4,472.50			
6222 District Capacity - Other	12,424.00			
Total 6222 District Capacity	16,896.50			
6228 WBIF Projects	24,660.90			
6200 State Projects - Other	0.00	103,977.00	-103,977.00	0.0%
Total 6200 State Projects	83,134.90	103,977.00	-20,842.10	80.0%
Total 6000 Project Expenses	112,664.88	163,977.00	-51,312.12	68.7%
Total Expense	957,661.91	1,046,800.00	-89,138.09	91.5%
Net Income	69,459.16	0.00	69,459.16	100.0%

Carver SWCD Monthly Report

January 2025

Mike Wanous – District Manager

- Vacation January 6-10

Felicia Brockoff – Administrative & Finance Specialist

- Accounting: Verified and paid regular monthly expenses. Completed December Treasurer's Report, semi-monthly payroll and made liability payments. Completed all quarter end payroll forms and sales tax report for Q4. Processed W2's and reported to IRS and MN Dept. of Revenue. PERA annual exclusion report and annual leave reports completed. Reported annual lobbying expenses (\$0) to the MN Office of State Auditor. Starting on year-end financials.
- Administrative: Updated the 2024 resolutions document. Prepared Minutes from December Board meeting, put January Agenda packets together, and mailed to Supervisors.
- Trees: recording tree receipts and updating spreadsheet of tree orders daily.

Terry Meiller – Resource Conservationist

- State Cost-share/EQIP: Meeting with NRCS staff, engineer, and landowner to review design and cost-estimate for Dick Molnau grade stabilization project. Sent bid packets to contractors on behalf of Dick Molnau. Pre-bid meetings, follow up with contractors with design questions. Meeting with NRCS staff, engineer tech, and landowner to review design and cost-estimate for Alex Young WASCB projects. Field visit for erosion issue in Benton Twsp (Market Ave. road row issue) and follow up.
- Eagle SWA: Wrapped up project details for Bill Dunbar wetland restoration (cost-share voucher, WMO documents for payment, factsheet, etc.).
- WCA: Landowner phone call re: WCA violation. Follow up with Tyler, Kristen and Kenny re: enforcement activities, aerial reviews, GIS work, and completed field staking of wetland boundary.
- Ditches: Landowner phone call re: CD10 cleanout/maintenance request. Performed survey/staking/ditch inspection, completed maintenance notification, WMO permit, and supporting docs and provided to WMO staff for documentation.
- Soil Health: Field visits to verify cover crop status for all cover crop participants
- Brose Wetland Restoration: Teams Meeting with MCWD to discuss Brose project, answer CRP contract related questions, etc.
- Misc: SWCD Board Meeting/Performance Review. LMRWD Fen Workshop meeting. ArcPro training modules. WMO Assistance – Grace Lake outlet survey for Tim.

Seth Ristow – Resource Conservation Technician

- Conducted Stewardship Grant closeouts for RPBCWD (4 residents)
- Attended Improving Restorations speaker series
- Created tree list for enhancing Jonathan Carver Pkwy. tree planting
- Designed planting plan for Cedar Pt. raingarden in Waconia
- Met with residents interested in our Pollinator Habitat Program (3 residents)
- Watched Society for Ecological Restoration webinar series (Native seed collection, flood plain management and resiliency)
- Met with Tom Llyod (Green Corp), Madeline, Tim, and Paul to discuss cost share review results from Tom's survey
- Designed planting plan for Masticola's on Lake Minnewashta

Tom Genelin – Senior District Technician

- Meetings/Plan Review:

- Chestnut Business Park (Chaska) on site meeting
- Ashery Lane (Hollywood Twp.) plan review
- Les Schwab Tire (Carver) plan review
- Site inspections:
 - CR 51 Culvert Replacement (Benton Twp.) final inspection
 - Winkler's Crossing (Cologne) site inspection for ESC BMPs
 - Rivertown Heights (Chaska) site inspection for ESC BMPs
 - Carlson Bluffs (Chaska) site inspection for ESC BMP conditions
 - The Preserve (Carver) site inspection for ESC BMP conditions
 - Hazeltine National Golf Course (Chaska) site inspection for ESC BMPs
 - Chestnut Business Center (Chaska) 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
 - Oak Creek (Chaska) site inspection for ESC BMP conditions
 - Enscenced Woods (Chaska) site inspection for ESC BMP conditions
 - Waterford (Waconia) inspection for ESC BMP conditions
 - Orchard Park (Waconia) inspection for ESC BMP conditions
 - The Fields (Waconia) inspection for ESC BMP conditions
 - Woodland Creek 5th (Waconia) inspection for ESC BMP conditions

Ben Datres – Farm Bill Technician

- CREP/RIM:
 - Hart- CRP payment issue resolved with BWSR- should be wrapped up.
 - Zellmann- Application accepted for funding!
 - RIM Floodplain easement proposal.
 - U of M Arboretum/Hwy 5 easement- starting to work with BWSR on this.
- Buffers: Completed inspections for 2024. Buffcat parcel tracking is up to date for compliance
- Misc: ArcGIS Pro- Working with IT to get the office switched over to the new Arc Pro software (ArcMap is being discontinued). ArcGIS Pro in person training. Supervisor map revised. Annual performance review.

Tyler Polster – District Technician

- WCA:
 - WMO: Worked with WMO and Land Management Staff, to review and follow up on outstanding restoration orders at the WMO. Reviewed 2024 Vegetation monitoring report for wetland bank in Hollywood Township.
 - Minnehaha Creek Watershed District: Attended staff meetings to review new reports involving Highway 11 reconstruction in Victoria, and Highway 5/11 Roundabout constructions. This is a part of the entire Hwy 5 reconstruction, but MCWD did not waive their WCA jurisdiction to MnDOT.
 - Chanhassen: Reviewed report for future staff meeting regarding a replacement plan application for a low-density development. Pre-application and plan have been turned into City of Chanhassen.
 - Chaska: Reviewed 2024 vegetation monitoring report for City of Chaska wetland bank with an expected deposit request this spring.
 - Misc: Watched different online trainings regarding WCA rulemaking, wetland soils and wetland vegetation.
- Attending on-going trainings to re-certify tree inspector license.