



Monthly Board Meeting Agenda

Thursday, December 21, 2023 – 9:00 AM

11360 Highway 212, Suite 6, Cologne, MN | Phone: (952) 466-5230
Meeting will be held in conference room 1

1. **Meeting called to order**
2. **Public Comments** – Limited to 5 Minutes
3. **Agenda review and adoption**
4. **Agency Reports**
 - a. Carver County Report
 - b. NRCS Report [Page 2](#)
 - c. FSA Report
5. **Consent Agenda Action Items**
 - a. Approval of November 16, 2023 Board Meeting Minutes [Pages 3-5](#)
 - b. Acceptance of the November Treasurer's Report [Pages 6-11](#)
6. **Regular Agenda Items**
 - a. Approve 2024 Budget [Pages 12-13](#)
 - b. Soil health reimbursements [Pages 14-27](#)
 - Amendment approval for Elmer Hartmann and Andy Stuewe (additional seed costs).
 - Seed reimbursement and incentive payment approvals for Elmer Hartmann, Andy Stuewe, Dan Broll, Jerry Beckrich, Jeff Sons, and Kevin Sons.
 - c. Schrupp contract amendment and payment approval [Pages 28-30](#)
 - d. Highland Shores HOA contract amendment – 1 year extension [Pages 31-32](#)
 - e. Seiwert grassed waterway contract amendment – 1 year extension [Pages 33-34](#)
 - f. The annual statement of interest for the Minnesota Campaign Finance Board needs to be filled out by each Supervisor between January 1-31, 2024. Information enclosed. [Pages 35-36](#)
 - g. Review & approve ESST/PTO policy [Page 37](#)
 - h. Approve 2024 compensation schedule [Page 38](#)
7. **SWCD Board Committee & SWCD Staff Monthly Reports**
 - a. Personnel Committee (Zabel; Zbinden) – Committee will meet at 8 AM on 12/21/23.
 - Terry's 22-year anniversary was November 22
 - b. Metro Conservation Districts Committee (Zbinden; Wendland alt.)
 - c. Education & Outreach Committee (Sons, Wendland)
 - d. Budget Committee (Burandt, Sons)
 - e. WMO Advisory Committee (Wendland; Zbinden alt.) – Met on 11/28; no Dec. mtg
 - f. Carver County Leaders (CCL) Committee (Burandt; Sons alt)
 - g. South Fork Crow River 1W1P (Zabel; Wendland alt.)
 - h. SWCD Staff Monthly Progress Report [Pages 39-41](#)
8. **Board of Supervisors announcements**
 - a. Supervisor's compensation forms are due by December 21.
 - b. Upcoming meetings/events:
 - December 21 – SWCD Board meeting – 9:00 AM
 - December 25 – Christmas Day, SWCD office closed
 - January 1 – New Years Day, SWCD office closed
 - January 15 – Martin Luther King Jr. Birthday observed, SWCD office closed
 - January 18 – SWCD organizational Board meeting – 8:00 AM
9. **Adjourn**



Katie Mattila, District Conservationist

219 E. Frontage Rd. | Waconia, MN 55387

Phone: (612) 607-0211

NRCS Carver County Updates

- Statewide programs training held 11/21
 - 2024 allocations discussed.
 - EQIP:
 - \$23.6 million General EQIP
 - \$30 million IRA funds
 - CSP:
 - \$22 million General CSP
 - \$14 million IRA funds
 - COLA adjustment for 19 counties in MN, for both EQIP and CSP. Carver County is included as an eligible county.
 - MN will have 4 ACT NOW Ranking pools, which is an expedited process for NRCS to approve and obligate a ranked application. Eligible fund pools:

Ranking Pool	Eligible Practices	Minimum Ranking Score
ACT NOW - High Tunnel	325 only	TBD
ACT NOW - Socially Disadvantaged Farmer or Rancher	All practices	10
ACT NOW - Energy Efficient Improvement	670, 374, 372	10
ACT NOW – Animal Mortality Facility	316 with supporting practices	10

- Currently processing FY2024 EQIP applications
 - FY2024 EQIP ranking deadline is January 19, 2024.
 - Sign-up 1 – 9 applications in Carver County
 - Sign-up 2 – 5 applications in Carver County
- CSP application deadline January 12, 2024
 - 3 applications in Carver County.



11360 Highway 212 STE 6
Cologne, MN 55322
(952) 466-5230

<https://www.carvercountymn.gov/swcd>

Minutes of the November 16, 2023, Carver SWCD Board Meeting Held in Conference Room 1 at the Public Works Facility in Cologne, MN

Board Members Present:

Secretary/Treasurer, Jeffrey Sons
Member, Robert Burandt
Member, Mark Zabel

Board Members Absent:

Chair, Marcus Zbinden
Vice Chair, Stanley Wendland

SWCD Staff Present:

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

Other Attendees:

Public Services Deputy Director, Paul Moline
Carver County Water Resources Supervisor, Tim Sundby
FSA Director, Jennifer King
NRCS District Conservationist, Katie Mattila
NRCS Soil Conservationist, Geoff Popken
NRCS Urban Conservationist, Bill Peterson

1. Call to Order and appointment of temporary Chair.

District Manager Wanous called the meeting to order at 8:01 a.m.

Resolution 078-2023: Sons moved, Burandt seconded, to appoint Supervisor Zabel as the temporary Chair for the November 16, 2023, board meeting. Roll call vote: Burandt-aye; Sons-aye; Wendland-absent; Zabel-aye; Zbinden-absent. Motion carried.

2. Public Comments – None.

3. Agenda review and adoption.

Resolution 079-2023: Sons moved, Burandt seconded, to approve the November 16, 2023, board meeting agenda as printed. Roll call vote: Burandt-aye; Sons-aye; Wendland-absent; Zabel-aye; Zbinden-absent. Motion carried.

4. Agency Reports

- a. Carver County report – Tim Sundby gave the board a presentation on the six major projects, and four feasibility studies that were conducted in 2023. These projects and studies were possible because of grant funds received from BWSR.

Paul Moline reported a new staff member will be starting on Monday, December 4. The position will be reviewing development permits for the County. He also reported that Greg Boe, Environmental Services Manager, will be retiring at the end of the year. He mentioned there have been no changes to the 2024 budget, and the next WMO Advisory Committee meeting will be held on November 28.

Tim Sundby and Paul Moline left the meeting after their reports.

- b. NRCS report – Katie reviewed her written report with the Board at this time.

She also introduced Geoff Popken, the new Soil Conservationist, as well as Bill Peterson, the NRCS Urban Conservationist. She also reported that Cindy Hoffmann, a previous NRCS Soil Conservation Technician, has accepted a position with NRCS, and will also be in the Waconia field office.

- c. FSA report – Jennifer King provided updates on FSA programs. Both the House and Senate have passed resolutions to keep USDA from shutting down, until early February 2024. Without a new Farm Bill however, existing CRP payments need State approval before they can be sent out. She reported there are over 400 landowners waiting for CRP payments. The Emergency Relief Program 2022 (ERP-22) is now open for applications for producers that suffered from a qualifying disaster. She also reported that Nicole Lieske has been hired as a Program Technician.

5. Consent Agenda Items

Resolution 080-2023: Burandt moved, Sons seconded to approve the following consent agenda items:

- a. Approval of the October 19, 2023, board meeting minutes
- b. Acceptance of the October 2023 Treasurer's Report
Roll call vote: Burandt-aye; Sons-aye; Wendland-absent; Zabel-aye; Zbinden-absent. Motion carried.

6. Regular Agenda Items

- a. The MASWCD convention registration deadline is December 1.
- b. Mike reported there are three fiscal year 2021 grants (District Capacity, WBIF Lake Waconia, and WBIF Eagle Lake) set to expire on December 31, 2023. A grant amendment will add one year to the expiration date. BWSR has sent the amendments through DocuSign to the District Manager, which could be forwarded to the board Chair for signatures.

Resolution 081-2023: Burandt moved, Sons seconded to approve the FY2021 grant extensions for District Capacity, WBIF Lake Waconia, and WBIF Eagle Lake and authorize Mike Wanous to sign the DocuSign on behalf of the SWCD. Roll call vote: Burandt-aye; Sons-aye; Wendland-absent; Zabel-aye; Zbinden-absent. Motion carried.

- c. SSP Holdings has seeded their first-year cover crop, and are requesting cost-share reimbursement for the seed costs. Their total cost for the aerial seeding was \$3,517.94, they are requesting a reimbursement of \$2,520, as stated in their original contract.

Resolution 082-2023: Sons moved, Burandt seconded to approve SSP Holdings seed reimbursement for \$2,520 total, FY2023 District Capacity funding. Roll call vote: Burandt-aye; Sons-aye; Wendland-absent; Zabel-aye; Zbinden-absent. Motion carried.

- d. Judy Hart has completed her pollinator habitat/turf replacement project on just over 1 acre, and has requested her cost-share reimbursement. The total cost of the project was \$2,919.47, with cost-sharing not to exceed \$2,000, the program maximum amount.

Resolution 083-2023: Sons moved, Burandt seconded to approve Judy Hart's cost-share reimbursement payment of \$2,000, using FY2021 District Capacity funding. Roll call vote: Burandt-aye; Sons-aye; Wendland-absent; Zabel-aye; Zbinden-absent. Motion carried.

7. SWCD Board Committee & SWCD Staff Monthly Reports

- a. Personnel Committee (Zabel, Zbinden) – Mike will contact Chair Zbinden, to see if the committee can meet before the December 21 board meeting.
- b. Metro Conservation District's (MCD) Committee (Zbinden; Wendland alt.) – Mike reported that Chair Zbinden was planning to attend the November 15 meeting. The ETA work plan for the next two years was on the Agenda for approval.
- c. Education & Outreach Committee (Sons, Wendland) – the fall newsletter has been sent to landowners, with tree orders coming in steadily.
- d. Budget Committee (Burandt, Sons) – nothing to report.
- e. WMO Advisory Committee (Wendland; Zbinden alt.) – Mike reported that Tim Sundby gave a report at the October 24 meeting about the 2023 projects the WMO has done, similar to the abbreviated report he gave this morning. Paul also reviewed the 2024 budget at the meeting. The next meeting is November 28, and there likely will not be a December meeting.
- f. Carver County Leaders (CCL) Committee (Burandt; Sons alt.) – nothing to report.
- g. South Fork Crow River 1W1P (Zabel; Wendland alt.) – The next meeting will be in December, where they may approve sending the plan to BWSR for the final 90-day review. The governance structure will also be determined at that time.
- h. The SWCD staff monthly progress report was presented and discussed.

8. Board of Supervisors Announcements

- a. It was the consensus that the December 21 board meeting will start at 9:00 a.m., to give the personnel committee plenty of time to meet before the meeting.
- b. Upcoming meetings/events:
 - November 23-24 – Thanksgiving holiday, SWCD office closed
 - December 11-13 – MASWCD convention
 - December 21 – SWCD board meeting (9:00 a.m. start time)
 - December 25 – Christmas day, SWCD office closed

9. Adjourn

Resolution 084-2023: Sons moved, Burandt seconded to adjourn the meeting at 9:34 a.m. Roll call vote: Burandt-aye; Sons-aye; Wendland-absent; Zabel-aye; Zbinden-absent. Motion carried.

Next Board Meeting: Thursday, December 21, 2023, at 9:00 AM
Location: Public Works Headquarters, Conference Room 1
 11360 Highway 212, Cologne, MN 55322

Approved: _____ Date signed: December 21, 2023
 Secretary/Treasurer

Carver Soil & Water Conservation District
Treasurer's Report
As of November 30, 2023

Date	Num	Name	Memo	Debit	Credit	Balance
1000 Checking-Security Bank						23,404.56
11/02/2023	2023-39	Shift4 Payments CC Fee	Credit Card Terminal Fees		16.50	23,388.06
11/03/2023			Deposit-Trees	1,370.00		24,758.06
11/06/2023	3602	Elan Financial Services	1335		251.98	24,506.08
11/06/2023	3603	HSA Bank	#W501170 October Fees		15.00	24,491.08
11/06/2023	3604	Impact	#208923 Fall Newsletter		1,633.16	22,857.92
11/06/2023	3605	Minnesota Department o...	2024 Nursery Stock Dealer Certificate Fee		350.00	22,507.92
11/06/2023	3606	NCPERS Group Life Ins.	910300-112023		16.00	22,491.92
11/09/2023			Deposit-Trees	515.00		23,006.92
11/13/2023			Funds Transfer-398841526	35,000.00		58,006.92
11/14/2023		QuickBooks Payroll Serv...	Created by Payroll Service on 11/02/2023		15,931.34	42,075.58
11/15/2023	DD0865	Brockoff, Felicia L.	Direct Deposit	0.00		42,075.58
11/15/2023	DD0866	Datres, Benjamin R.	Direct Deposit	0.00		42,075.58
11/15/2023	DD0867	Genelin, Thomas M.	Direct Deposit	0.00		42,075.58
11/15/2023	DD0868	Meiller, Terry J.	Direct Deposit	0.00		42,075.58
11/15/2023	DD0869	Polster, Tyler J.	Direct Deposit	0.00		42,075.58
11/15/2023	DD0870	Ristow, Seth E.	Direct Deposit	0.00		42,075.58
11/15/2023	DD0871	Wanous, Richard M.	Direct Deposit	0.00		42,075.58
11/15/2023	EFT-610	HSA Bank	41-1385530		656.00	41,419.58
11/15/2023	EFT-611	Minnesota Revenue	7694248		1,050.00	40,369.58
11/15/2023	EFT-612	MSRS	Employee Elective		260.00	40,109.58
11/15/2023	EFT-613	PERA	9103-00		3,216.99	36,892.59
11/15/2023	EFT-614	US Treasury IRS	41-1385530		5,549.10	31,343.49
11/16/2023		QuickBooks Payroll Serv...	Created by Direct Deposit Service on 11/14/2...		1.75	31,341.74
11/17/2023	Ins-1123	Carver County	November Insurance	0.00		31,341.74
11/17/2023	EFT-615	Carver County	Insurance & Fuel Costs		6,695.64	24,646.10
11/17/2023			Deposit-Trees	2,273.00		26,919.10
11/20/2023	3607	Cost-Share Payments	DCFY23-SSP Holdings Seed Reimb.		2,520.00	24,399.10
11/20/2023	3608	Cost-Share Payments	DCFY21-Judy Hart Pollinator		2,000.00	22,399.10
11/27/2023			Funds Transfer-400261854	35,000.00		57,399.10
11/28/2023			Deposit-Seed Order	165.00		57,564.10
11/29/2023		QuickBooks Payroll Serv...	Created by Payroll Service on 11/20/2023		16,201.36	41,362.74
11/29/2023	3609	Genelin, Thomas M.	2023 Health Incentive		100.00	41,262.74
11/29/2023			Deposit-Trees & ETA	3,896.00		45,158.74
11/30/2023	DD0872	Brockoff, Felicia L.	Direct Deposit	0.00		45,158.74
11/30/2023	DD0873	Datres, Benjamin R.	Direct Deposit	0.00		45,158.74
11/30/2023	DD0874	Genelin, Thomas M.	Direct Deposit	0.00		45,158.74
11/30/2023	DD0875	Meiller, Terry J.	Direct Deposit	0.00		45,158.74
11/30/2023	DD0876	Polster, Tyler J.	Direct Deposit	0.00		45,158.74
11/30/2023	DD0877	Ristow, Seth E.	Direct Deposit	0.00		45,158.74
11/30/2023	DD0878	Wanous, Richard M.	Direct Deposit	0.00		45,158.74
11/30/2023	EFT-616	HSA Bank	41-1385530		656.00	44,502.74
11/30/2023	EFT-617	Minnesota Revenue	7694248		1,050.00	43,452.74
11/30/2023	EFT-618	MSRS	Employee Elective		260.00	43,192.74
11/30/2023	EFT-620	PERA	9103-00		3,216.99	39,975.75
11/30/2023	EFT-619	US Treasury IRS	41-1385530		5,565.66	34,410.09
11/30/2023	3610	MASWCD	2023 Convention Registration		1,355.00	33,055.09
11/30/2023			Deposit-Drill Rental	204.00		33,259.09
11/30/2023			Interest	0.51		33,259.60
Total 1000 Checking-Security Bank				78,423.51	68,568.47	33,259.60
1100 Savings-Security Bank						426,601.99
11/08/2023			Deposit-FY24-25 BWSR Programs & Ops	78,320.00		504,921.99
11/13/2023			Funds Transfer-398841526		35,000.00	469,921.99
11/21/2023			Deposit-MCIT Dividend	1,693.00		471,614.99
11/27/2023			Funds Transfer-400261854		35,000.00	436,614.99
11/30/2023			Interest	531.09		437,146.08
Total 1100 Savings-Security Bank				80,544.09	70,000.00	437,146.08
1110 Member Savings-SouthPoint						10.00
Total 1110 Member Savings-SouthPoint						10.00
1150 Savings Citizens NYA						79,941.08
11/30/2023			Interest	82.13		80,023.21
Total 1150 Savings Citizens NYA				82.13	0.00	80,023.21
1200 Investments CD's						453,989.70
12.SB&T **523 (3.03%-01/13/24)						51,516.96

Carver Soil & Water Conservation District
Treasurer's Report
As of November 30, 2023

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
		Total 12.SB&T **523 (3.03%-01/13/24)				51,516.96
		12.ONB**639 (4.68%-02/01/2024)				100,000.00
11/01/2023	2023-40		Interest earned on CD	2,332.35		102,332.35
		Total 12.ONB**639 (4.68%-02/01/2024)		2,332.35	0.00	102,332.35
		12.SPCU**871 (5.10%-07/18/24)				102,472.74
		Total 12.SPCU**871 (5.10%-07/18/24)				102,472.74
		12.MCB **766 (5.15%-11/14/24)				100,000.00
11/14/2023	2023-41		Interest Earned on CD (Renewed for 1 YR)	3,530.00		103,530.00
		Total 12.MCB **766 (5.15%-11/14/24)		3,530.00	0.00	103,530.00
		12.MCB**557 (5.15%-11/28/24)				100,000.00
11/28/2023	2023-42		Interest Earned on CD (Renewed for 1 YR)	3,530.00		103,530.00
		Total 12.MCB**557 (5.15%-11/28/24)		3,530.00	0.00	103,530.00
		Total 1200 Investments CD's		9,392.35	0.00	463,382.05
		TOTAL		168,442.08	138,568.47	1,013,820.94



11360 Highway 212 STE 6

Cologne, MN 55322

Phone: (952) 466-5230

<https://www.carvercountymn.gov/swcd>

Treasurer's Monthly Report Program Summary - November 2023

<u>Funds</u>	<u>Cash Balance</u> <u>10/31/2023</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Cash Balance</u> <u>11/30/2023</u>
BWSR Soil Health Cost-Share	\$4,175.00			\$4,175.00
BWSR WBIF (Waconia & Eagle)	\$36,054.05			\$36,054.05
BWSR Buffer Implementation	\$38,563.60		\$1,076.46	\$37,487.14
BWSR District Capacity	\$148,083.01		\$10,437.41	\$137,645.60
BWSR Conservation Delivery	\$0.00	\$39,396.00	\$7,124.70	\$32,271.30
BWSR State Cost Share	\$18,882.80	\$38,924.00		\$57,806.80
County	\$83,636.51		\$47,545.52	\$36,090.99
District	\$558,934.36	\$20,122.08	\$2,384.38	\$576,672.06
District Escrow	\$95,618.00			\$95,618.00
TOTAL	\$983,947.33	\$98,442.08	\$68,568.47	\$1,013,820.94
<u>Use of Cash</u>				
1000 Checking Security Bank	\$23,404.56	\$78,423.51	\$68,568.47	\$33,259.60
1100 Savings-Security Bank	\$426,601.99	\$80,544.09	\$70,000.00	\$437,146.08
1110 Savings-SouthPoint CU	\$10.00			\$10.00
1150 Savings-Citizens NYA	\$79,941.08	\$82.13		\$80,023.21
1200 Investments CD's	\$453,989.70	\$9,392.35		\$463,382.05
TOTAL	\$983,947.33	\$168,442.08	\$138,568.47	\$1,013,820.94

 Carver SWCD Board Treasurer

 12/21/2023

Date

Carver Soil & Water Conservation District Balance Sheet

As of November 30, 2023

	Nov 30, 23
ASSETS	
Current Assets	
Checking/Savings	
1000 Checking-Security Bank	33,259.60
1100 Savings-Security Bank	437,146.08
1110 Member Savings-SouthPoint	10.00
1150 Savings Citizens NYA	80,023.21
1200 Investments CD's	
12.SB&T **523 (3.03%-01/13/24)	51,516.96
12.ONB**639 (4.68%-02/01/2024)	102,332.35
12.SPCU**871 (5.10%-07/18/24)	102,472.74
12.MCB **766 (5.15%-11/14/24)	103,530.00
12.MCB**557 (5.15%-11/28/24)	103,530.00
Total 1200 Investments CD's	463,382.05
Total Checking/Savings	1,013,820.94
Accounts Receivable	
1300 Accounts Receivable	10,870.66
Total Accounts Receivable	10,870.66
Total Current Assets	1,024,691.60
TOTAL ASSETS	1,024,691.60
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2000 Deposit on Sales	4,477.98
2300 Sales Tax Payable	386.90
2400 Unearned-Deferred Revenue	
2402 Buffer Implementation	37,487.14
2404 Conservation Delivery	32,271.30
2405 Cost-Share	57,806.80
2406 District Capacity Funds	137,645.60
2407 Soil Health C/S	4,175.00
2408 WBIF Grants	36,054.05
Total 2400 Unearned-Deferred Revenue	305,439.89
Total Other Current Liabilities	310,304.77
Total Current Liabilities	310,304.77
Total Liabilities	310,304.77
Equity	
3000 FUND BALANCE	659,205.79
Net Income	55,181.04
Total Equity	714,386.83
TOTAL LIABILITIES & EQUITY	1,024,691.60

Carver Soil & Water Conservation District Budget vs. Actual

January through November 2023

	Jan - Nov 23	Budget	\$ Over Budget	% of Budget
Income				
4000 Intergovernmental County				
4010 Annual Allocation	521,247.00	521,301.00	-54.00	100.0%
4020 CCWMO Projects	4,747.00	10,000.00	-5,253.00	47.5%
4030 Ditches/Misc. County Rev.	0.00	7,500.00	-7,500.00	0.0%
4040 WCA Services	10,000.00	10,000.00	0.00	100.0%
Total 4000 Intergovernmental County	535,994.00	548,801.00	-12,807.00	97.7%
4100 Intergovernmental Local				
4110 Cities, WD, LGU Revenue	7,177.50	10,000.00	-2,822.50	71.8%
4120 MCD, MACD Revenue	24,733.68	22,500.00	2,233.68	109.9%
Total 4100 Intergovernmental Local	31,911.18	32,500.00	-588.82	98.2%
4200 Intergovernmental State				
4202 Buffer Implementation	12,370.90			
4204 Conservation Delivery	7,124.70			
4205 Cost-Share	3,309.00			
4206 District Capacity Funds	112,797.71			
4208 Easement Reimbursements	13,381.25			
4209 FBA Grant (CREP Outreach)	29,316.91			
4210 RIM Misc. Income	96.00			
4207 Soil Health C/S	10,000.00			
4212 SWCD Aid	83,190.77			
4211 WBIF Grants	3,087.00			
4200 Intergovernmental State - Other	0.00	283,300.00	-283,300.00	0.0%
Total 4200 Intergovernmental State	274,674.24	283,300.00	-8,625.76	97.0%
4300 Charges for Services				
4320 Great Plains Drill Rental				
4320.1 Tax Exempt Drill Rent	1,852.10			
4320 Great Plains Drill Rental - Other	4,245.87	5,000.00	-754.13	84.9%
Total 4320 Great Plains Drill Rental	6,097.97	5,000.00	1,097.97	122.0%
4330 Tree & Native Seed Sales	23,766.00	15,000.00	8,766.00	158.4%
Total 4300 Charges for Services	29,863.97	20,000.00	9,863.97	149.3%
4400 Interest Earnings	18,623.51	5,000.00	13,623.51	372.5%
4500 Miscellaneous Revenues				
4510 MCIT Dividends	2,232.00			
4500 Miscellaneous Revenues - Other	0.00	5,000.00	-5,000.00	0.0%
Total 4500 Miscellaneous Revenues	2,232.00	5,000.00	-2,768.00	44.6%
Total Income	893,298.90	894,601.00	-1,302.10	99.9%
Expense				
5000 District Operations				
5100 Personnel Services				
5101 Payroll Expenses	520,432.13	552,642.00	-32,209.87	94.2%
5102 Payroll Fees	495.00	550.00	-55.00	90.0%
5103 SWCD - FICA/Medicare	38,589.56	42,277.00	-3,687.44	91.3%
5104 SWCD - Insurance Ben.	67,316.48	90,000.00	-22,683.52	74.8%
5105 SWCD - PERA & DCP	38,116.94	41,448.00	-3,331.06	92.0%
5100 Personnel Services - Other	-76,396.27	-74,000.00	-2,396.27	103.2%
Total 5100 Personnel Services	588,553.84	652,917.00	-64,363.16	90.1%
5200 Other Services & Charges				

Carver Soil & Water Conservation District
Budget vs. Actual

January through November 2023

	Jan - Nov 23	Budget	\$ Over Budget	% of Budget
5201 Dues	8,194.30	7,500.00	694.30	109.3%
5202 Education & Promotion	2,129.37	2,000.00	129.37	106.5%
5203 Employee Expense	2,069.44	3,500.00	-1,430.56	59.1%
5204 Equipment Repairs	55.32	1,000.00	-944.68	5.5%
5205 MCIT Insurance Coverage	10,589.00	13,000.00	-2,411.00	81.5%
5206 Mileage	857.93	1,000.00	-142.07	85.8%
5207 Office Operations/Misc.	5,242.89	10,000.00	-4,757.11	52.4%
5208 Professional Services	4,048.00	3,500.00	548.00	115.7%
5209 Supervisor Expenses	574.46	2,500.00	-1,925.54	23.0%
5220 Vehicle/Equipment Expenses				
1410 [2015 GMC 1500]	1,449.07			
1620 [Polaris Ranger 570]	213.01			
1714 [2018 Ford Explorer]	531.40			
2308 [2023 Dodge Ram 3500]	427.07			
4403 [2004 F250 MnDOT]	1,705.74			
5221 Great Plains Drill	621.81			
5220 Vehicle/Equipment Expenses - Other	1,112.71	5,000.00	-3,887.29	22.3%
Total 5220 Vehicle/Equipment Expenses	6,060.81	5,000.00	1,060.81	121.2%
Total 5200 Other Services & Charges	39,821.52	49,000.00	-9,178.48	81.3%
5300 Supplies - Office & Field	475.70	3,500.00	-3,024.30	13.6%
5400 Capital Outlay	53,686.25	30,000.00	23,686.25	179.0%
Total 5000 District Operations	682,537.31	735,417.00	-52,879.69	92.8%
6000 Project Expenses				
6100 District Projects				
6111 CCCMO Project Expenses	4,747.00			
6113 ETA/Misc. MCD Reimb.	24,733.68			
6114 Tree Program Expenses	18,515.14			
6100 District Projects - Other	0.00	25,000.00	-25,000.00	0.0%
Total 6100 District Projects	47,995.82	25,000.00	22,995.82	192.0%
6200 State Projects				
6228 WBIF Projects	3,087.00			
6221 Cost-Share Projects	3,309.00			
6222 District Capacity				
6222.04 Soil Health Program	160.21			
6222.02 Cover Crop Seed Reimb.	2,520.00			
6222.03 Pollinator Program	9,563.25			
6222 District Capacity - Other	11,819.00			
Total 6222 District Capacity	24,062.46			
6225 Farm Bill Technician	77,126.27			
6200 State Projects - Other	0.00	134,184.00	-134,184.00	0.0%
Total 6200 State Projects	107,584.73	134,184.00	-26,599.27	80.2%
Total 6000 Project Expenses	155,580.55	159,184.00	-3,603.45	97.7%
Total Expense	838,117.86	894,601.00	-56,483.14	93.7%
Net Income	55,181.04	0.00	55,181.04	100.0%



REQUEST FOR BOARD ACTION

Regular Agenda

Meeting Date: December 21, 2023

Prepared by: Mike Wanous

PURPOSE/ACTION REQUESTED:

Approve 2024 Budget

SUMMARY:

During the August Carver SWCD Board Meeting, the Board and staff reviewed the proposed 2024 budget. No changes have been made to the proposed 2024 budget since that time. Estimated revenues and expenditures in the proposed 2024 budget have not changed and should be an accurate reflection of what we expect for 2024.

STAFF RECOMMENDATION:

Staff recommends approving the proposed 2024 Carver SWCD Budget.

EXPLANATION OF FISCAL IMPACT:

Budget setting process.

Supporting Documents:

DRAFT 2024 budget attached

Previous Board Action:

August 17, 2023 - reviewed

Carver SWCD Budget - 2024

Income		Expense	
4000 Intergovernmental County		5000 District Operations	
4010 Annual Allocation	\$546,800	5100 Personnel Services	
4020 CCWMO Projects	\$10,000	5101 Payroll Expenses	\$591,640
4030 Ditches/Misc. County Rev.	\$7,500	5102 Payroll Fees	\$550
4040 WCA Services	\$10,000	5103 SWCD - FICA/Medicare	\$45,260
Total 4000 Intergovernmental County	<u>\$574,300</u>	5104 SWCD - Insurance Ben.	\$100,000
4100 Intergovernmental Local		5105 SWCD - PERA & DCP	\$43,623
4110 Cities, WD, LGU Revenue	\$12,500	5100 Personnel Services - Other	<u>-\$85,000</u>
4120 MCD, MACD Revenue	\$35,000	Total 5100 Personnel Services	\$696,073
Total 4100 Intergovernmental Local	<u>\$47,500</u>	5200 Other Services & Charges	
4200 Intergovernmental State		5201 Dues	\$9,000
4202 Buffer Implementation		5202 Education & Promotion	\$5,000
4204 Conservation Delivery		5203 Employee Expense	\$5,000
4205 Cost-Share		5204 Equipment Repairs	\$1,000
4206 District Capacity Funds		5205 MCIT Insurance Coverage	\$14,000
4208 Easement Reimbursements		5206 Mileage	\$2,000
4209 FBA Grant (CREP Outreach)		5207 Office Operations/Misc.	\$10,000
4212 SWCD Aid		5208 Professional Services	\$3,750
4200 Intergovernmental State - Other	\$369,000	5209 Supervisor Expenses	\$2,500
Total 4200 Intergovernmental State	<u>\$369,000</u>	5220 Vehicle/Equipment Expenses	<u>\$6,000</u>
4300 Charges for Services		Total 5200 Other Services & Charges	\$58,250
4320 Great Plains Drill Rental	\$6,000	5300 Supplies - Office & Field	\$3,500
4330 Tree & Native Seed Sales	\$25,000	5400 Capital Outlay	\$40,000
Total 4300 Charges for Services	<u>\$31,000</u>	Total 5000 District Operations	\$797,823
4400 Interest Earnings	\$17,500	6000 Project Expenses	
4500 Miscellaneous Revenues	\$7,500	6100 District Projects	\$60,000
Total Income	<u>\$1,046,800</u>	6200 State Projects	<u>\$188,977</u>
		Total 6000 Project Expenses	<u>\$248,977</u>
		Total Expense	<u>\$1,046,800</u>

Carver Soil & Water Conservation District

11360 Highway 212, Suite 6

Cologne, MN 55322

P: (952) 466-5230

www.carvercountymn.gov/swcd



REQUEST FOR BOARD ACTION

Regular Agenda

Meeting Date: December 21, 2023

Prepared by: Terry Meiller

PURPOSE/ACTION REQUESTED:

Approve Cover crop cost-share payments and incentives for Elmer Hartmann, Andy Stuewe, Dan Broll, Jerry Beckrich, Jeff Sons, and Kevin Sons.

SUMMARY:

The following cover crop contracts have previously been approved to receive cost-share and incentive payments.

- Elmer Hartmann is requesting cost-share payment of \$1,719.41 (*\$406.91 more than original contract*), and incentive payment of \$1,000.00 for the single year cover crop cost-share contract on 50 acres. Winter cereal rye was planted this fall after crop harvest.
 - ✓ Contract amendment to original seed reimbursement amount.
- Andy Stuewe is requesting cost-share payment of \$1,256.22 (*\$547.47 more than original contract*), and incentive payment of \$540.00 for the single year cover crop cost-share contract on 27 acres. Winter Triticale and Winter cereal rye was planted this fall after crop harvest.
 - ✓ Contract amendment to original seed reimbursement amount.
- Dan Broll is requesting cost-share payment of \$589.68 and incentive payment of \$1,000.00 for the single year cover crop cost-share contract on 50 acres. Winter cereal rye was planted this fall after crop harvest.
- Jerry Beckrich is requesting cost-share payment of \$360.00 and incentive payment of \$320.00 for the single year cover crop cost-share contract on 16 acres. Winter cereal rye was planted this fall after crop harvest.
- Jeff Sons is requesting cost-share payment of \$1,050.00 and incentive payment of \$3,000 for his 3rd year of the multi-year soil health cost-share contract on 34 acres. A multi-specie mix of winter cereal rye, turnips and radish was planted in the fall after crop harvest.
- Kevin Sons is requesting cost-share payment of \$495.00 and incentive payment of \$440 for the single year cover crop cost-share contract on 22 acres. A multi-specie mix of wheat, turnips and radish was planted in mid-August following wheat harvest.

STAFF RECOMMENDATION:

Staff recommends approval of the cost-share and incentive payments for all individuals.

- Elmer Hartman with the total amount of \$2,719.41 (1-year contract)
- Andy Stuewe with the total amount of \$1,796.22 (1-year contract)
- Dan Broll with the total amount of \$1,589.68 (1-year contract)
- Jerry Beckrich with the total amount of \$680.00 (1-year contract)
- Jeff Sons with the total amount of \$4,050.00 (3-year contract – Year 3)
- Kevin Sons with the total amount of \$935.00 (1-year contract)

EXPLANATION OF FISCAL/FTE IMPACT:

Funding is available from:

- District Capacity FY21 (Jeff Sons, Kevin Sons)
- District Capacity FY22 (Beckrich, Stuewe)
- Soil Health Cost-Share FY 23 (Hartmann, Broll)

Supporting Documents:

Fact Sheet and maps attached

Previous Board Action *(applications approved):*

Jeff Sons - May 2021

Hartmann, Broll, Kevin Sons - Aug. 2023

Stuewe - Sept. 2023

Beckrich - Oct. 2023



ELMER HARTMANN
COVER CROP PRACTICE

T 115 N.—R 26 W.—SEC. 17 & 20
YOUNG AMERICA TOWNSHIP

Practice:

Cover Crop—Practice Standard

Benefits:

Reduce Soil Loss and Erosion.

Improved Water Quality.

Improve Soil Health and Soil Tilth

Watershed:

Bevens Creek

Funding:

Soil Health Cost-Share
FY2023 [P23-2671]

Total Cost-share:

Seed C/S: = \$1,719.41

Incentive = \$1,000.00

TOTAL: \$2,719.41



Project:

Elmer Hartmann established a cover crop of winter cereal rye and turnips on 63 acres as a green manure for his 2024 crop. The cover crop mix was no-tilled on October 24th in his harvested soybean fields and on November 17th in his harvested corn fields at 100 lbs cereal rye and 1 lb turnips per acre. The cover crop will improve soil structure, add and scavenge nutrients, compete with weeds and provide additional water quality benefits as well.

Carver County Soil and Water Conservation District

11360 Highway 212, Suite 6

Cologne, MN 55322

(952) 466-5230 | www.co.carver.mn.us/swcd





Project Factsheet

ELMER HARTMANN
COVER CROP PRACTICE

T 115 N.—R 26 W.—SEC. 17 & 20
YOUNG AMERICA TOWNSHIP





Project Factsheet

ANDY STUEWE
COVER CROP PRACTICE
T115N.—R26W.—SEC. 33
YOUNG AMERICA
TOWNSHIP

Practice:

Cover Crop—Practice Standard

Benefits:

Reduce Soil Loss and Erosion.

Improved Water Quality.

Improve Soil Health and Soil Tilth

Watershed:

Bevens Creek

Funding:

Cover Crop—Cost-share Program.
District Capacity Grant FY22

Total Cost: \$1,674.96

Seed Cost-share: \$1,256.22

Incentive = \$540.00



Project:

Andy Stuewe established a cover crop mix of Winter Triticale and Winter Cereal Rye @ 90 lbs per acre on 27 acres to diversify current management practices. The cover crop mix was seeded following crop harvest with a no-till drill to improve soil health and will be harvested in the spring of 2024 for forage.. This mix will also improve soil structure, scavenge nutrients, compete with weeds and provide additional water quality benefits as well.

Carver County Soil and Water Conservation District

11360 Highway 212, Suite 6
Cologne, MN 55322
(952) 466-5230 | www.co.carver.mn.us/swcd



Project Factsheet



ANDY STUEWE
COVER CROP PRACTICE
T115N.—R26W.—SEC. 33
YOUNG AMERICA
TOWNSHIP





Project Factsheet

DAN BROLL
 COVER CROP PRACTICE
 T115N.—R24W.—SEC. 17
 DAHLGREN TOWNSHIP

Practice:

Cover Crop—Practice Standard

Benefits:

Reduce Soil Loss and Erosion.

Improved Water Quality.

Improve Soil Health and Soil Tilth

Watershed:

Carver Creek

Funding:

Soil Health Cost Share FY23 P23-2671

Seed Cost-share:

\$589.68

Incentive = \$1,000.00

Total Cost:

\$1,589.68



Project:

Dan Broll established a cover crop mix of winter cereal rye @ 1 bu. Per acre on 50 acres to diversify current management practices. The Cover crop mix was seeded following corn harvest to improve soil health and will be harvested in the spring of 2024 for forage.. This mix will also improve soil structure, scavenge nutrients, compete with weeds and provide additional water quality benefits as well.

Carver County Soil and Water Conservation District

11360 Highway 212, Suite 6

Cologne, MN 55322

(952) 466-5230 | www.co.carver.mn.us/swcd



Project Factsheet



DAN BROLL
COVER CROP PRACTICE
T115N.—R24W.—SEC. 17
DAHLGREN TOWNSHIP





**JERRY BECKRICH
COVER CROP PRACTICE**

**T 115 N.—R 25 W.—SEC. 21
BENTON TOWNSHIP**

Practice:

Cover Crop—Practice Standard

Benefits:

Reduce Soil Loss and Erosion.

Improved Water Quality.

Improve Soil Health and Soil Tilth

Watershed:

Bevens Creek Watershed

Funding:

Cover Crop—Cost-share Program.
District Capacity Grant FY22 P22-6089

Total Cost: \$680.00

Seed Cost Share = \$360.00

Incentive = \$320.00



Project:

Jerry Beckrich establish a cover crop mix of winter cereal rye on 16.0 acres to diversify current management practices. The Cover crop mix was no-till drilled following corn harvest and will be harvested in the spring of 2024 for forage.

This cover crop will improve soil structure, add and scavenge nutrients, compete with weeds and provide additional water quality benefits in addition to provided additional forage value for his cattle.

Carver County Soil and Water Conservation District

11360 Highway 212, Suite 6

Cologne, MN 55322

(952) 466-5230 | www.co.carver.mn.us/swcd





JERRY BECKRICH
COVER CROP PRACTICE

T115 N.—R25 W.—SEC. 21
BENTON TOWNSHIP





JEFF SONS
SOIL HEALTH COVER CROP
PRACTICE (YEAR 1)

T 1 1 4 N . — R 2 5 W . — S E C . 0 6
H A N C O C K T O W N S H I P

Practice:

Soil Health Cover Crop—
Practice Standard

Benefits:

Reduce Soil Loss and Ero-
sion.

Improved Water Quality.

Improve Soil Health and
Soil Tilth

Watershed:

Bevens Creek

Funding:

Soil Health Program.
District Capacity Grant FY21
P21-2689

Total Cost: \$1,574.05

Soil Health Incentive:
\$3,000.00

Seed Cost-share:
\$1,050



Project:

Jeff Sons established a multi-species cover crop blend on 34.0 acres to diversify current management practices. The Cover crop mix will improve soil health by improving soil structure, scavenging nutrients, compete with weeds and provide additional water quality benefits as well. No-till seeding is occurred immediately after soybean harvest and was planted in October, 2023.

Carver County Soil and Water Conservation District

11360 Highway 212, Suite 6

Cologne, MN 55322

(952) 466-5230 | www.co.carver.mn.us/swcd





JEFF SONS
SOIL HEALTH COVER CROP
PRACTICE (YEAR 1)

T 114 N. — R 25 W. — SEC. 06
HANCOCK TOWNSHIP





KEVIN SONS
COVER CROP PRACTICE

T 1 1 4 N . — R 2 5 W . — S E C . 0 7
H A N C O C K T O W N S H I P

Practice:

Cover Crop—Practice Standard

Benefits:

Reduce Soil Loss and Erosion.

Improved Water Quality.

Improve Soil Health and Soil Tilth

Watershed:

Bevens Creek

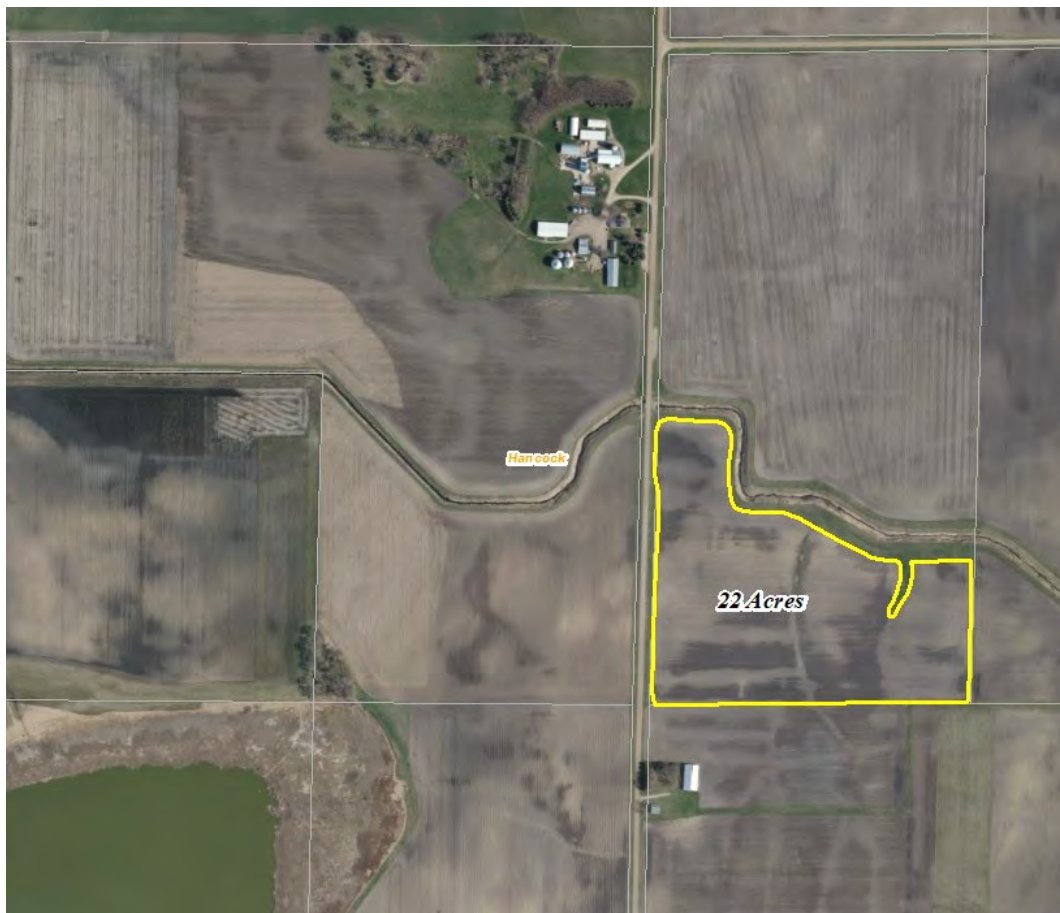
Funding:

Cover Crop—Cost-share Program.
District Capacity Grant FY21 P21-2689

Total Cost: \$814.95

Soil Health Incentive: \$440.00

Seed Cost-Share: \$495.00



Project:

Kevin Sons established a multi-species cover crop mix of wheat, turnips and radish on 22 acres to diversify current management practices. The Cover crop mix was seeded in late August following wheat harvest to improve soil health and will be terminated by means of winterkill or by herbicide in the spring of 2024. This mix will also improve soil structure, scavenge nutrients, compete with weeds and provide additional water quality benefits as well.

Carver County Soil and Water Conservation District

11360 Highway 212, Suite 6
Cologne, MN 55322
(952) 466-5230 | www.co.carver.mn.us/swcd





KEVIN SONS
COVER CROP PRACTICE

T 114 N. — R 25 W. — SEC. 07
HANCOCK TOWNSHIP





REQUEST FOR BOARD ACTION

Regular Agenda

Meeting Date: December 21, 2023

Prepared by: Terry Meiller

PURPOSE/ACTION REQUESTED:

Approve cost-share payment of \$12,081.39 for Dennis Schrupp for installing a water and sediment control basin and grassed waterway on a tract of land in Camden Township.

SUMMARY:

Dennis Schrupp was approved to receive cost-share funding to construct a water and sediment control basin and grassed waterway to treat ephemeral and gully erosion in Camden Township, Section 13. The total cost share originally approved was \$11,646.00.

- Requesting an amendment for an additional \$435.39, due to quantity adjustments during construction, results in a total cost-share request of \$12,081.39.
- Requesting payment approval of \$12,081.39.

NRCS EQIP funds contributed \$7,404.23, with the SWCD cost-share portion of \$12,081.39 will get Dennis to 75% cost-share total. District Capacity funds will be used for the SWCD portion of this project.

STAFF RECOMMENDATION:

Staff recommends approval of the Dennis Schrupp cost-share payment of \$12,081.39.

EXPLANATION OF FISCAL/FTE IMPACT:

FY2021 District Capacity Funds - \$12,081.39

Supporting Documents:

Fact Sheet and map attached

Previous Board Action:

Application approved April 2023



Project Factsheet

DENNIS SCHRUPP—WATER AND
 SEDIMENT CONTROL (638)
 FY2021 DISTRICT CAPACITY
 T116N.—R26W.—SEC. 13
 CAMDEN TOWNSHIP

Practice:

Water and Sediment Control Basin (638) and
 Grassed Waterway (412)

Benefits:

Reduced Soil Loss and Erosion.

Improved Water Quality.

Treat gully and Ephemeral erosion

Watershed:

South Fork Crow River

Construction:

November 2023

Funding:

Total Cost: \$25,980.83

FY2023 EQIP:

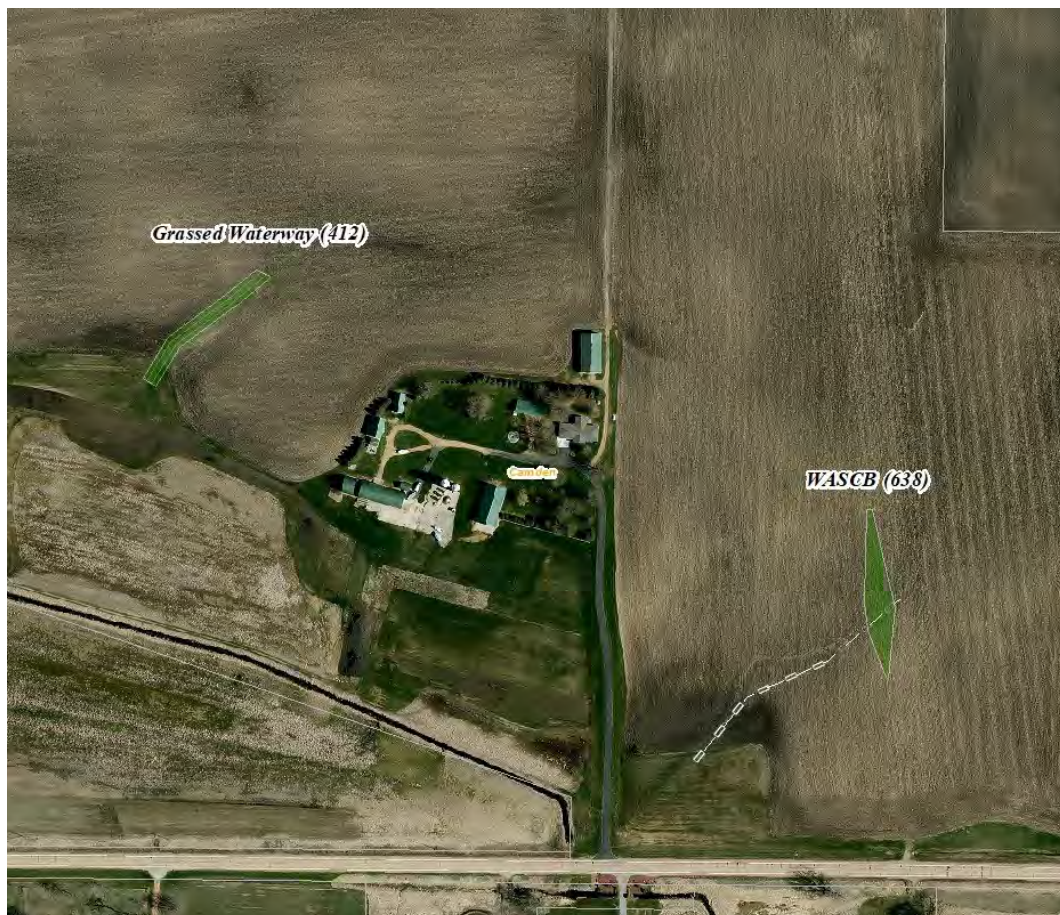
\$7,404.23

FY2021 District Capacity:

\$12,081.39

Landowner Contribution:

\$6,495.21



Project:

The purpose of this project was to construct a water and sediment control basin and grassed waterway to address gully erosion that was occurring in the cropland. Ephemeral and gully erosion had been occurring in the cropland following recent rain events which had been contributing a significant sediment load to downstream areas.

Construction of the waterway and water & sediment control results in an estimated annual reduction of 20.55 tons of sediment and 21.95 lbs of phosphorus. Construction was completed November, 2023.

Carver County Soil and Water Conservation District

11360 Highway 212, Suite 6

Cologne, MN 55322

(952) 466-5230 | www.co.carver.mn.us/swcd





Project Factsheet

DENNIS SCHRUPP—WATER AND
SEDIMENT CONTROL (638)
FY2021 DISTRICT CAPACITY
T116N.—R26W.—SEC. 13
CAMDEN TOWNSHIP





REQUEST FOR BOARD ACTION

Consent Agenda

Meeting Date: December 21, 2023

Prepared by: Felicia Brockoff/Seth Ristow

PURPOSE/ACTION REQUESTED:

The Highland Shores HOA is still working on their pollinator habitat/buckthorn removal project. They are requesting a 1-year grant extension, to change their completion date to 12/31/2024.

SUMMARY:

The HOA needs the extension, because they are waiting for snowfall to do the dormant seeding. The project will be seeded sometime this winter, but to ensure that their grant contract doesn't expire, an extension is needed.

STAFF RECOMMENDATION:

Staff recommends approving the 1-year extension for project completion.

EXPLANATION OF FISCAL/FTE IMPACT:

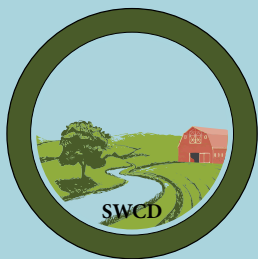
Budgeted under the FY 2021 District Capacity Grant

Supporting Documents:

Fact Sheet from previously approved contract.

Previous Board Action:

Contract approved on 05/19/2022.



Highland Shores Woodland Restoration

3110 N Chestnut St., Unit 402
Chaska, MN 55318

Practice:

Pollinator Habitat,
Buckthorn Removal,
Forest Restoration

Benefits:

- Improves infiltration
- Provides Pollinator Habitat
- Increases biodiversity

Size:

1 Acre

Watershed:

CCWMO

Installation:

Summer 2022

Project Cost:

\$4250

Cost-Share requested:

\$3,187.50 (75%)

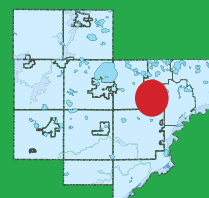


Project Description:

The HOA would like to restore a forest to a more pollinator friendly habitat. Currently the 1 acre forest is over grown with buckthorn to the point that it is inaccessible. The plan is to first remove the buckthorn and treat the buckthorn stumps with herbicide. Once the buckthorn is under control the area will be seeded with a native seed mix. Additionally native trees and plant plugs will be planted in open spaces that are created by the removal of the buckthorn.

This project could be a great example of forest enhancement after buckthorn removal. Recommend funding the project as an example of forest restoration for pollinators.

Carver County Soil and Water Conservation District
11360 Highway 212, Suite 6
Cologne, MN 55322
(952) 466-5230





REQUEST FOR BOARD ACTION

Regular Agenda

Meeting Date: December 21, 2023

Prepared by: Terry Meiller/Felicia Brockoff

PURPOSE/ACTION REQUESTED:

Approve a 1-year extension for Jennifer Siewert’s grassed waterway project.

SUMMARY:

Jennifer was not able to get this project completed in 2023, and has requested a 1-year extension. The amendment would change the completion date to 12/31/2024.

STAFF RECOMMENDATION:

Staff recommends approving the amendment to allow for project completion.

EXPLANATION OF FISCAL IMPACT:

No additional costs, previously approved for funding under the Lake Waconia SWA grant.

Supporting Documents:

Previous fact sheet attached.

Previous Board Action:

10/19/2023



JENNIFER SIEWERT
GRASS WATERWAYS (412)

T 1 1 7 N . — R 2 5 W . — S E C . 3 6
W A T E R T O W N T O W N S H I P

Practice:

Grassed Waterways (412)

Benefits:

Reduced Soil Loss and Erosion.

Improved Water Quality.

Treat gully and Ephemeral erosion

Watershed:

Lake Waconia

Construction:

Planned for Fall 2023

Funding:

Cost Estimate:
\$10,632.00

Waconia SWA Funds:
\$9,568.80 (90%)



Project:

The purpose of this project is to construct two grassed waterways totaling 890 linear feet to address ephemeral and gully erosion that is occurring in the cropland. Erosion is occurring in areas of cropland with slopes between 5% and 18%. These projects were identified in the Waconia Subwatershed Assessment and ranked as project #16 in the project priority ranking.

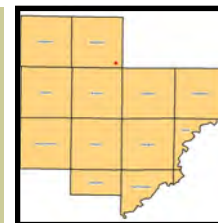
Construction of the waterways will result in an estimated annual reduction of 16.35 tons of sediment and 21.6 lbs of phosphorus from entering surface waters.

Carver County Soil and Water Conservation District

11360 Highway 212, Suite 6

Cologne, MN 55322

(952) 466-5230 | www.co.carver.mn.us/swcd





MINNESOTA

CAMPAIGN FINANCE BOARD

December 8, 2023

Mike Wanous, District Manager
Carver SWCD Metro/Area 4
11360 Hwy 212, Ste 6
Cologne, MN 55322

From: Campaign Finance and Public Disclosure Board

Subject: Statement of interest requirements for your agency's public officials

You are receiving this notice because you are the contact person for an agency that has members or employees who are public officials. All public officials who served in 2023 must review, update, and certify their statement of economic interest in January 2024. The Board is asking for your help in reminding the public officials in your agency of the annual requirement. In doing so, please keep these things in mind:

- A public official who served in 2023 must review and certify the statement **even if they left the public official position during 2023, or if nothing on it has changed.** Please be sure that the public officials who left your agency during the year are aware of the filing requirement.
- The annual certification must be filed **after January 1, 2024, but no later than January 29, 2024.** A public official who does not file a certification by the deadline will be subject to the imposition of late filing fees and a potential civil penalty.
- The Board will send letters directly to all public officials in late December notifying them of the filing requirement, and giving them the information necessary to file online. Paper copies of the statement may be printed from the Board's website by any official unable to file online.
- Officials who left your agency may have listed the agency address as their mailing address. **Please either forward our letters to them or provide their current mailing address to the Board.**
- **Changes have been made to the reporting requirements. Please see the enclosed memorandum for more details.**

If you are not sure who in your agency is considered a public official, you can view the list of the public officials in your agency by entering your agency's name into the search box at <https://cfb.mn.gov/reports-and-data/officials-financial-disclosure/agency/>.

If you need to correct any inaccuracies on the list for your agency, or if you have questions about the reporting requirements in general, please contact Greta Johnson at greta.johnson@state.mn.us or 651-539-1183.

Thank you in advance for your assistance.



MINNESOTA

CAMPAIGN FINANCE BOARD

Date: December 8, 2023

To: Soil and Water Conservation Districts, Watershed Districts, and Watershed Management Organizations

From: Erika Ross, Programs Administrator

Telephone: 651-539-1187

Re: Changes to the Economic Interest Statement disclosure requirements

Effective January 1, 2024, the disclosure requirements for statements of economic interest filed by public officials, and local officials in a metropolitan governmental unit, will change to include the following:

1. The disclosure of associated businesses from which the official's spouse received more than \$250 in compensation in any month during the reporting period.
2. The disclosure of real property in Minnesota held individually or jointly by the official's spouse at any time during the reporting period.
3. The disclosure of any contract, professional license, or lease issued to the official or their spouse, or to a business in which the official, or their spouse, has at least 25% ownership interest by the government agency on which the official serves.

The associated businesses, property holdings, and disclosure of contracts and licenses held by the spouse are not reported separately from the interests of the public official, or identified as being held by the spouse instead of the public official.

Effective January 1, 2024, members of a Soil and Water Conservation District, Watershed District, or Watershed Management Organization, will no longer be required to disclose the following on their statements of economic interest:

1. The business or professional activity category of each business from which the official received more than \$250 in any month during the reporting period, if the official has an ownership interest of 25% or more in the business.
2. The business or professional activity category of each business which the official received compensation of more than \$2,500 in the past 12 months as an independent contractor.
3. Honoraria worth more than \$250 received during the reporting period.
4. Businesses whose securities are valued at more than \$10,000 that the official held individually or jointly at any time during the reporting period.



REQUEST FOR BOARD ACTION

Regular Agenda

Meeting Date: December 21, 2023

Prepared by: Mike Wanous

PURPOSE/ACTION REQUESTED:

Approve policy updates to the Personnel Handbook to comply with the new Earned Sick & Safe Time (ESST) law that goes into effect January 1, 2024.

SUMMARY:

ESST is a new law that goes into effect on January 1, 2024. Since we have existing Paid Time Off (PTO) that is used for any time an employee is not able to work their normal work hours, and our PTO hours earned exceeds the minimum provided in the new law, we are not required to provide any additional earned hours for ESST. However, to provide clarity and consistency with the new law, staff are recommending adding additional language to our Personnel Handbook that describes the ESST.

Also, for reference the statute language that addresses existing PTO is below.

181.9448 EFFECT ON OTHER LAW OR POLICY.

Subdivision 1. No effect on more generous sick and safe time policies.

(e) Employers who provide earned sick and safe time to their employees under a paid time off policy or other paid leave policy that may be used for the same purposes and under the same conditions as earned sick and safe time, and that meets or exceeds, and does not otherwise conflict with, the minimum standards and requirements provided in sections 181.9445 to 181.9448 are not required to provide additional earned sick and safe time.

STAFF RECOMMENDATION:

Staff recommends adding the ESST language to our Personnel Handbook.

EXPLANATION OF FISCAL IMPACT:

No impact

Supporting Documents:

ESST language will be provided at the meeting

Previous Board Action:

None



REQUEST FOR BOARD ACTION

Regular Agenda

Meeting Date: December 21, 2023

Prepared by: Mike Wanous

PURPOSE/ACTION REQUESTED:

Approve the 2024 compensation schedule.

SUMMARY:

Each year, the Personnel Committee reviews the SWCD compensation schedule, and makes a recommendation to the full board for approval. Traditionally, the SWCD attempts to keep pace with the Carver County non-bargaining unit compensation schedule from the previous year (the SWCD is always 1 year behind).

Staff recommends approving the SWCD 2024 compensation schedule (equal to the County 2023 schedule) and approving the pay-for-performance percentages recommended by the Personnel Committee consistent with our policy.

STAFF RECOMMENDATION:

Staff recommends approving the proposed 2024 compensation schedule.

EXPLANATION OF FISCAL IMPACT:

Included in the 2024 budget.

Supporting Documents:

Available at the meeting, pending P.C.

Previous Board Action:

None

Carver SWCD Monthly Report

December 2023

Mike Wanous – District Manager

- Assist county staff with the public ditch Redetermination of Benefits (ROB) process and history of which ditch systems have already paid landowners for damages for the 1-rod buffer strips
- Conduct performance reviews with staff and prepare items for review with the Personnel Committee
- Review and inspect tile line installations near wetland areas
- Navigate through the ESST law and what potential impact it could have to our organization
- Buffer non-compliance items, sent out several letters regarding the need for additional buffer on a few public ditches; worked with Ben on a notice of non-compliance on a public water
- Meetings – MASWCD Convention, WMO CAC mtg, MCD mngr mtg

Felicia Brockoff – Administrative & Finance Specialist

- Accounting: Verified and paid regular monthly expenses. Completed November Treasurer’s Report, semi-monthly payroll and made liability payments. Starting to prep for year end.
- Administrative: Minutes from the November meeting, and updated the 2023 Resolutions document. Put together December meeting packets, posted on website and mailed to Supervisors. Updated leave amounts for employees, timesheet reports for staff time used and charged to grants. Personnel review. Continually updating tree orders.
- District Capacity Grant: pollinator payment made, updated eLINK with funds spent and projects mapped, cooperator folders and grant spreadsheets. Reviewed spreadsheet/funds for payments that will be approved in December.
- Records Retention: OSA called and had questions about our retention schedule (payroll journals need to be kept permanently). Sent them a sample of what I keep, contacted the County to see what they keep just for reference. Requested County to set up a spot in OnBase to import these reports.

Terry Meiller – Resource Conservationist

- State Cost-share/EQIP: As-built survey, Red lines/construction narratives completed for engineer certification of WASCB and Grassed waterway project (D. Schrupp). Site surveys for potential 2024 BMP Projects and sent info to engineer for design work (Molnau and Young). GIS work/Project Development for Molnau and Young projects (Watershed areas, RCN’s, etc.).
- Eagle Lake SWA/Lake Waconia SWA: Landowner(s) meetings to inspect 2023 cover crop establishment, gather invoices, obtain signatures on cost-share vouchers, etc. Landowner contact(s) re: Cover Crop program (interest for 2024).
- Ditches/WCA: Construction inspection for CD 10 maintenance repair. Documentation/collect survey shots of tile repair and replacement in Young America Twp (WCA compliance).
- Misc: Great Plains drill deliveries and calibrations (Wellens, Hartmann). SWCD Board Meeting. Performance Evaluation completed/Attended MASWCD Convention. Misc. landowner technical assistance.

Seth Ristow – Resource Conservation Technician

- Assisted Good Samaritan with plant selection for WMO cost share project proposal
- Conduct on site consultation for RPBCWD Stewardship Grant (4 sites)
- Met with landowners interested in our shoreline habitat program and pollinator program (6 sites)
- Review RPBCWD Stewardship Grant project proposals
- Created concepts for our pollinator and shoreline programs to assist with project development
- Took Certified Tree Inspector Class (Passed)
- Designed concept for Walnut Grove HOA for RPBCWD Stewardship Grant application
- Checked in on Courthouse Lake CPL Project (slow growth this year)

Tom Genelin – Senior District Technician

- Meetings / Plan Review:
 - Huntersbrook Creekside Addition (Victoria) plan review
 - Watertown School Sites plan review
 - Avienda (Chanhassen) site meeting discussing winter stabilization
 - Collaboration of site inspections with City of Chaska for temporary stabilization and site conditions leading into winter
- Site inspections:
 - Salem Ave. Culvert (Benton Twp.) final stabilization inspection
 - Cty. Rd. 41 Bridge (San Francisco Twp.) final stabilization inspection
 - Cty. Rd. 51 Culvert (Benton Twp.) final stabilization inspection
 - Crown Extrusions (Chaska) site inspection for ESC BMP conditions
 - Hometown Bank (Carver) site inspection for ESC BMP conditions and stabilization
 - QT Environmental (Watertown) site inspection for ESC BMP conditions and condition of stormwater basin
 - 601 Industrial Blvd. (Waconia) Topsoil respread inspections
 - The Preserve (Carver) topsoil respread inspections
 - Timber Creek (Carver) construction site inspection for ESC BMP conditions.
 - 212 Valley Paving Crushing plant (Dahlgren Twp) site visit for topsoil respread and site restoration
 - Ensconced Woods (Chaska) construction site inspection for ESC BMP conditions
 - Rivertown Heights (Chaska) construction project site inspection for ESC BMP conditions
 - Oak Creek (Chaska) construction project site inspection for ESC BMP conditions
 - Gallery (Chaska) construction project site inspection for ESC BMP conditions
 - Fenview Flats (Chaska) construction project site inspection for ESC BMP conditions
 - Costco (Chaska) construction project site inspection for ESC BMP conditions, meetings onsite regarding stabilization issues
 - Springs at McKnight Lake (Chaska) Construction project site inspection for ESC BMP practices, meetings on site regarding stabilization and tracking issues
 - Orchard Park 2nd and 3rd Addition (Waconia) site inspection for ESC BMP conditions and topsoil re-spread
 - Woodland Creek 5th (Waconia) site inspection for ESC BMP conditions
 - The Fields 1st and 2nd Addition (Waconia) site inspections for ESC BMP conditions and topsoil re-spread
 - Marsh Hollow / Rolling Hills South (Victoria) development project site inspections for ESC BMP conditions

Ben Datres – Farm Bill Technician

- CREP/RIM:
 - Jeff Hart- Project Complete - Outlet pipe, spillway, and rodent trench done. Erosion control seeding and blanket complete. Easement dormant seeded by Jeff. Meeting with BWSR engineer to review as-builts, working with contractor on final quantities. Working with FSA on cost-share numbers and invoices.
 - Dave Crown- Project complete - Dormant seeding finished. Working with FSA on cost-share numbers and invoices. BWSR cost-share voucher submitted.
 - 2023 RIM inspection – All inspections completed and look good. Submitted to BWSR.
 - Installing easement boundary signs and posts- Hart, Crown, Gener-Johnson
- Buffers: continuing with 2023 inspections- in field and aerial review with new 2023 aerial imagery. Notice of non-compliance turned over to BWSR.
- Misc: MASWCD Convention attended 1 day. WCA – tile installation site visit and survey shots. EQIP grad stabilization site survey.

Tyler Polster – District Technician

- WCA:
 - WMO: Follow up meeting with Kristen regarding possible 212 violation. Compromise was found to remove some fill and turn in after the fact application. Delineation site visit behind Screamtown. Multiple general aerial photograph reviews for possible tiling projects.
 - Chanhassen: Issued and sent to DNR updated restoration order.
 - Watertown & NYA: TEP meetings to certify general applications for lot developments.
 - Carver: TEP meeting for shoreline restoration project in Lower MN River Watershed.
 - Other: Hwy 5 delineation review for Hwy 5 reconstruction project. Review multiple wetland bank release requests.
- Assisted Ben with easement posting.