



## Monthly Board Meeting Agenda

**Thursday, January 18, 2024 – 8:00 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 by District Manager**
- 2. Nomination and elect Chair, Vice Chair, and Secretary Treasurer for 2024**
- 3. Public Comments** – Limited to 5 Minutes
- 4. Agenda review and adoption**
- 5. Agency Reports**
  - a. Carver County Report
  - b. NRCS Report [Page 3](#)
  - c. FSA Report [Page 4](#)
- 6. Organizational Meeting Items**
  - a. Operating Rules for 2024 [Pages 5-14](#)
  - b. Set per diem and hourly rate for Supervisors [Page 15](#)
  - c. Set 2024 mileage rate [Page 15](#)
  - d. Designate 2024 Depositories: Security Bank & Trust, MidCountry Bank, Citizens State Bank of NYA, Old National Bank, Southpoint Financial Credit Union
  - e. Committee appointments – add/remove any? (previous members listed):
    - 1) Personnel (Zabel, Zbinden)
    - 2) Metro Conservation Districts (Zbinden; Wendland alt.)
    - 3) Education & Outreach (Sons, Wendland)
    - 4) Budget (Burandt, Sons)
    - 5) WMO Advisory (Wendland; Zbinden alt.)
    - 6) Carver County Leaders [CCL] (Burandt; Sons alt.)
    - 7) South Fork Crow River 1W1P (Zabel; Wendland alt.)
- 7. Consent Agenda Action Items**
  - a. Approval of December 21, 2023 Board Meeting Minutes [Pages 16-20](#)
  - b. Acceptance of the December Treasurer's Report [Pages 21-26](#)
  - c. MCIT annual insurance renewal, total cost is \$13,084 (\$2,495 increase)
- 8. Regular Agenda Items**
  - a. Approve 2024 dues payments to organizations [Page 27](#)
- 9. SWCD Board Committee & SWCD Staff Monthly Reports**
  - a. Personnel Committee (Zabel; Zbinden) – Felicia's 30-year anniversary was December 28.
  - 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.)
  - 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 28-29](#)
- 10. Board of Supervisors announcements**

- a. REMINDER: If you haven't already, please fill out your annual statement of interest for the MN Campaign Finance Board.
- b. Upcoming meetings/events:
  - January 15 – SWCD office closed (Martin Luther King Birthday observed)
  - February 15 – SWCD Board meeting – 8:00 AM
  - February 19 – SWCD office closed (Presidents Day)

[Pages 30-31](#)

**11. Adjourn**



**Katie Mattila, District Conservationist**

219 E. Frontage Rd. | Waconia, MN 55387

Phone: (612) 607-0211

## **NRCS Carver County Updates**

- 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
  - ACT NOW Fund pools began ranking 12/22.
    - Pre-approvals recently released - 4 applications were pre-approved in Carver County.
  
- CSP application deadline January 12, 2024
  - 4 applications in Carver County.

TO: Carver County Soil and Water Conservation District Board

FROM: Jennifer King, Sibley County Executive Director

SUBJECT: January Board Meeting

### Old Business

Conservation Reserve Program (CRP)

- No authority for new enrollments yet

2024 Agricultural Risk Coverage/Price Loss Coverage Signup Period

- December 18, 2023 – March 15, 2024
- Election Options per Crop: ARC-County, PLC
- Election Options per Farm: ARC-Individual Coverage
- \*\*Webinar being held February 14<sup>th</sup> at 12:00pm (CST)
  - Producers can join this webinar to learn more about ARC/PLC program factors to consider when making elections for 2024.
  - Register in advance OR join at the time of the webinar at:  
[https://umn.zoom.us/webinar/register/WN\\_pbYLb1e8TsCuOvavkXUcag#/registration](https://umn.zoom.us/webinar/register/WN_pbYLb1e8TsCuOvavkXUcag#/registration)

### New Business

Outreach Efforts with Renewing the Countryside

- Renewing the Countryside strengthens rural areas by supporting farmers, educators, and communities who are renewing the countryside through sustainable and innovative initiatives.
- Conservation Connectors work with Renewing the Countryside to link new & underserved farmers with USDA programs. This new relationship has been advantageous for emerging farmers who have not yet tapped into federally funded programs.
- Contacts:
  - KaZoua Berry – [Kberry@thefoodgroupmn.org](mailto:Kberry@thefoodgroupmn.org)
  - Lilian Mboss – [Mbossla@yahoo.com](mailto:Mbossla@yahoo.com)

Livestock Forage Program (LFP)

- Provides financial support to producers with grazing animals (grazing acres certified with FSA).
- Deadline to apply for assistance for 2023 grazing is January 30, 2024.

Feel free to call or email with any follow-up questions! See contact information at the top of the page.

## 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 regards 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](#).

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 general 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 on the basis of 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.

***Mileage Information:*****Current Mileage Rate:** \$0.655/mile**2024 IRS approved Mileage Rate:** \$0.67





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

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

## Minutes of the December 21, 2023, Carver SWCD Board Meeting Held in Conference Room 1 at the Public Works Facility in Cologne, MN

### Board Members Present:

Chair, Marcus Zbinden  
Secretary/Treasurer, Jeffrey Sons  
Member, Robert Burandt  
Member, Mark Zabel

### Board Members Absent:

Vice Chair, Stanley Wendland

### Other Attendees:

Public Services Deputy Director, Paul Moline  
FSA Director, Jennifer King

### SWCD Staff Present:

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

### 1. Call to Order.

Chair Zbinden called the meeting to order at 9:04 a.m.

### 2. Public Comments – None.

### 3. Agenda review and adoption.

Chair Zbinden read through the Agenda, noting the two additions under the Regular Agenda items: Crow River 1W1P Resolution, and renew the agreement with Wright SWCD for engineering services.

*Resolution 085-2023*: Zabel moved, Burandt seconded, to approve the December 21, 2023, board meeting agenda as revised. Roll call vote: Burandt-aye; Sons-aye; Wendland-absent; Zabel-aye; Zbinden-aye. Motion carried.

### 4. Agency Reports

- a. Carver County report – Paul reported that the County board approved the 2024 budget with no changes. He reported that the Water Permit position has been filled, and for the first time in over a year, they are fully staffed. There are a lot of new development plans still coming in, and he reported staff will be very busy with projects in the upcoming year, with significant funding of projects coming from BWSR. He also reported that the stormwater re-use project in Waconia, using the old water tower is currently on hold. The funding for that project ends in 2025, Paul is continuing to work with the City on the issue.

Paul reported that the Highway 212 project review is wrapping up, and that bidding should start in April of 2024, with construction also starting in 2024. He also reported there will be construction on Highway 5, east of Waconia.

Paul plans to meet with Mike in January, to discuss the partnership between the SWCD and the WMO. He would like to revisit how Tom, Seth, and Tyler's time is spent on the WMO projects. He also reported that Jason Mielke's department will be hiring a new person to follow up on permit issues, and getting older permits closed out.

- b. NRCS report – Katie submitted a written report that was reviewed.
- c. FSA report – Jennifer handed out a 2023 FSA summary and highlighted the report with the Board at this time. She reported that CRP sign-ups are currently on hold. The Board inquired about the CRP rental rates in Carver County. Jennifer reported that the most productive land in Carver County is averaging about \$245 per acre, with a cap of \$300 per acre total.

## 5. Consent Agenda Items

Resolution 086-2023: Sons moved, Burandt seconded to approve the following consent agenda items:

- a. Approval of the November 16, 2023, board meeting minutes
- b. Acceptance of the November 2023 Treasurer's Report  
Roll call vote: Burandt-aye; Sons-aye; Wendland-absent; Zabel-aye; Zbinden-aye. Motion carried.

## 6. Regular Agenda Items

- a. Mike requested approval of the 2024 budget. The full budget was reviewed at the August board meeting, and no changes have been made.

Resolution 087-2023: Burandt moved, Zabel seconded to approve the 2024 budget for the SWCD, totaling \$1,046,800. Roll call vote: Burandt-aye; Sons-aye; Wendland-absent; Zabel-aye; Zbinden-aye. Motion carried.

- b. Terry presented six cover crop and soil health contracts that have been completed and are requesting their cost-share and incentive payments. Two contracts are also requesting amendments for additional seeding costs, to get them to 75% of the total cost.

Resolution 088-2023: Sons moved, Zabel seconded to approve two cover crop seed amendments: Elmer Hartmann (increase the seed reimbursement by \$406.91, for a total of \$1,719.41); and Andy Stuewe (increase the seed reimbursement by \$547.47 for a of \$716.22). Roll call vote: Burandt-aye; Sons-aye; Wendland-absent; Zabel-aye; Zbinden-aye. Motion carried.

Resolution 089-2023: Zabel moved, Burandt seconded to approve the following cover crop and soil health seed reimbursements, and incentive payments:

- 1) Elmer Hartmann – 50 acres, \$1,719.41 seed reimbursement; \$1,000 incentive
- 2) Andy Stuewe – 27 acres, \$1,256.22 seed reimbursement; \$540 incentive
- 3) Daniel Broll – 50 acres, \$589.68 seed reimbursement; \$1,000 incentive
- 4) Jerry Beckrich – 16 acres, \$360 seed reimbursement; \$320 incentive
- 5) Jeff Sons (soil health) – 34 acres, \$1,050 seed reimbursement; \$2,550 incentive
- 6) Kevin Sons – 22 acres, \$495 seed reimbursement; \$440 incentive

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

- c. Dennis Schrupp has completed installing his water and sediment control basin, and a grassed waterway, which is in conjunction with his EQIP contract. Terry explained that costs were a little higher than anticipated, due to quantity adjustments during construction. Dennis is requesting an additional \$435.39 in funding from the SWCD, which would get him to 75% of the total cost when added to his EQIP funding.

Resolution 090-2023: Sons moved, Zabel seconded to increase Dennis' cost-share request by \$435.39 and approve a total payment of \$12,081.39 for the water and sediment control basin, and grassed waterway, using FY21 District Capacity funds. Roll call vote: Burandt-aye; Sons-aye; Wendland-absent; Zabel-aye; Zbinden-aye. Motion carried.

- d. Highland Shores HOA is still working on their pollinator habitat/buckthorn removal project. They have requested a 1-year extension to get their project complete, with a deadline of 12/31/2024.

Resolution 091-2023: Zabel moved, Burandt seconded to approve a 1-year contract extension for Highland Shores HOA to complete their project, FY2021 District Capacity funding. Roll call vote: Burandt-aye; Sons-aye; Wendland-absent; Zabel-aye; Zbinden-aye. Motion carried.

- e. Jennifer Siewert has requested a 1-year contract extension to complete the grassed waterways planned for her property. Funding for the waterways is from the Lake Waconia WBIF funds.

Resolution 092-2023: Sons moved, Burandt seconded to approve a 1-year contract extension for Jennifer Siewert to complete her grassed waterways, FY2021 Metro WBIF-Lake Waconia SWA implementation funding. Roll call vote: Burandt-aye; Sons-aye; Wendland-absent; Zabel-aye; Zbinden-aye. Motion carried.

- 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.

- g. Mike explained that the SWCD will need to update the Personnel Handbook, to include the new earned sick and safe time (ESST) law that goes into effect January 1, 2024. Since the SWCD already offers PTO to its current employees, nothing will change but the language needs to be added. He did report that if the SWCD were to hire any interns or seasonal/temporary employees, this new law would likely impact them by granting 1 hour of ESST time for every 30 hours worked.

Resolution 093-2023: Sons moved, Burandt seconded to approve the provided ESST statement, and add it to the Personnel Handbook. Roll call vote: Burandt-aye; Sons-aye; Wendland-absent; Zabel-aye; Zbinden-aye. Motion carried.

- h. Mike reported that the Personnel Committee met this morning, and discussed the 2024 compensation schedule, as well as the pay-for-performance percentages for the current employees. 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. The committee is recommending a 3% cost of living adjustment for all employees, as well as appropriate pay for performance increases. Two employees will receive a lump sum payment for their pay for performance increase since they are at or above 110% of the midpoint.

Resolution 094-2023: Zabel moved, Sons seconded to approve the 2024 compensation schedule, granting each employee a 3% cost of living adjustment, and approve the proposed pay for performance adjustments presented for each employee, with 2024 total wages at \$580,819. Roll call vote: Burandt-aye; Sons-aye; Wendland-absent; Zabel-aye; Zbinden-aye. Motion carried.

- i. The Crow River One Watershed One Plan (1W1P) has been written, and it has been advised that the Carver SWCD adopt the plan as a guidance document. A resolution has been drafted, which was presented to the board.

Resolution 095-2023: Zabel moved, Burandt seconded to approve the 'Resolution to Submit, Adopt and Implement the South Fork Crow River Watershed Comprehensive Watershed Management Plan,' and contingent on BWSR approval, the Carver SWCD hereby adopts the plan as a guidance document. Roll call vote: Burandt-aye; Sons-aye; Wendland-absent; Zabel-aye; Zbinden-aye. Motion carried.

- j. The Wright SWCD has sent an updated agreement to provide engineering services to the Carver SWCD in 2024, not to exceed \$20,000.

Resolution 096-2023: Zabel moved, Sons seconded to approve the agreement between the Carver and Wright SWCD's for 2024 engineering services provided by Wright SWCD, for up to \$20,000. Roll call vote: Burandt-aye; Sons-aye; Wendland-absent; Zabel-aye; Zbinden-aye. Motion carried.

## **7. SWCD Board Committee & SWCD Staff Monthly Reports**

- a. Personnel Committee (Zabel, Zbinden) – The committee met this morning. Terry's 22-year anniversary with the SWCD was on November 22.
- b. Metro Conservation District's (MCD) Committee (Zbinden; Wendland alt.) – nothing to report.
- c. Education & Outreach Committee (Sons, Wendland) – nothing to report.
- d. Budget Committee (Burandt, Sons) – nothing to report.
- e. WMO Advisory Committee (Wendland; Zbinden alt.) – The last meeting was held on November 28, aquatic invasive species (AIS) was the main topic of the meeting.
- f. Carver County Leaders (CCL) Committee (Burandt; Sons alt.) – nothing to report.
- g. South Fork Crow River 1W1P (Zabel; Wendland alt.) – Zabel stated there won't be anything further on this committee, until the governance structure is approved.
- h. The SWCD staff monthly progress report was presented and discussed.

## **8. Board of Supervisors Announcements**

- a. Supervisor compensation forms are due to Felicia today.
- b. Upcoming meetings/events:
  - December 25 – Christmas day, SWCD office closed

- January 1, 2024 – New Year’s day, SWCD office closed
- January 15 – Martin Luther King Jr. birthday observed, SWCD office closed
- January 18 – SWCD organizational meeting, 8:00 AM

**9. Adjourn**

Resolution 097-2023: Burandt moved, Sons seconded to adjourn the meeting at 10:50 a.m. Roll call vote: Burandt-aye; Sons-aye; Wendland-absent; Zabel-aye; Zbinden-aye. Motion carried.

**Next Board Meeting: Thursday, January 18, 2024, at 8:00 AM**  
**Location: Public Works Headquarters, Conference Room 1**  
**11360 Highway 212, Cologne, MN 55322**

Approved: \_\_\_\_\_ Date signed: January 18, 2024  
 Secretary/Treasurer

DRAFT

**Carver Soil & Water Conservation District**  
**Treasurer's Report**  
**As of December 31, 2023**

Date	Num	Name	Memo	Debit	Credit	Balance
<b>1000 Checking-Security Bank</b>						33,259.60
12/01/2023	2023-45	Shift4 Payments CC Fee	Credit Card Terminal Fees		20.79	33,238.81
12/06/2023	3611	HSA Bank	#W506823 November Fees		15.00	33,223.81
12/06/2023	3612	NAPA	#241113 Drill Parts		10.74	33,213.07
12/06/2023	3613	Elan Financial Services	1335		206.13	33,006.94
12/06/2023	3614	NCPERS Group Life Ins.	910300-122023		16.00	32,990.94
12/07/2023		QuickBooks Payroll Serv...	Created by Direct Deposit Service on 12/06/2...		1.75	32,989.19
12/07/2023			Deposit-Trees	700.00		33,689.19
12/08/2023	EFT-621	Carver County	Insurance & Fuel Costs		6,844.36	26,844.83
12/08/2023	Ins-1223	Carver County	December Insurance	0.00		26,844.83
12/12/2023			Funds Transfer-402320076	35,000.00		61,844.83
12/14/2023		QuickBooks Payroll Serv...	Created by Payroll Service on 12/06/2023		15,928.37	45,916.46
12/14/2023	3615	Colton, Scott	County Ditch 6 Expense		500.00	45,416.46
12/14/2023	3616	Pomp's Tire Service, Inc.	#210688159 Drill Tires		902.00	44,514.46
12/15/2023	DD0879	Brockoff, Felicia L.	Direct Deposit	0.00		44,514.46
12/15/2023	DD0880	Datres, Benjamin R.	Direct Deposit	0.00		44,514.46
12/15/2023	DD0881	Genelin, Thomas M.	Direct Deposit	0.00		44,514.46
12/15/2023	DD0882	Meiller, Terry J.	Direct Deposit	0.00		44,514.46
12/15/2023	DD0883	Polster, Tyler J.	Direct Deposit	0.00		44,514.46
12/15/2023	DD0884	Ristow, Seth E.	Direct Deposit	0.00		44,514.46
12/15/2023	DD0885	Wanous, Richard M.	Direct Deposit	0.00		44,514.46
12/15/2023	EFT-622	HSA Bank	41-1385530		656.00	43,858.46
12/15/2023	EFT-623	Minnesota Revenue	7694248		1,050.00	42,808.46
12/15/2023	EFT-624	MSRS	Employee Elective		260.00	42,548.46
12/15/2023	EFT-625	PERA	9103-00		3,216.99	39,331.47
12/15/2023	EFT-626	US Treasury IRS	41-1385530		5,549.04	33,782.43
12/15/2023			Deposit-Trees & Drill	1,476.00		35,258.43
12/22/2023	3617	Hartmann, Elmer	Cover Crop Incentive & Seed Reimb.		2,719.41	32,539.02
12/22/2023	3618	Cost-Share Payments	Andy Stuewe Cover Crop 1Yr.		1,796.22	30,742.80
12/22/2023			Deposit-Trees & Drill Rentals	2,427.66		33,170.46
12/22/2023	3619	Broll, Daniel	Cover Crop Incentive & Seed Reimb.		1,589.68	31,580.78
12/26/2023	3620	Cost-Share Payments	Jerry Beckrich Cover Crop 1Yr.		680.00	30,900.78
12/26/2023	3622	Sons, Jeffrey R.	Soil Health Seed Reimb. & Incentive		3,600.00	27,300.78
12/26/2023			Funds Transfer-404488258	50,000.00		77,300.78
12/26/2023	3623	Cost-Share Payments	Kevin Sons Cover Crop		935.00	76,365.78
12/26/2023	3624	SSP Holdings LP	Soil Health Incentive Payment - Year 1		6,000.00	70,365.78
12/26/2023	3625	Cost-Share Payments	Dennis Schrupp WASCOB P21-2689		12,081.39	58,284.39
12/28/2023	3626	Sons, Jeffrey R.	Compensation		373.83	57,910.56
12/28/2023	3627	Wendland, Stanley P.	Compensation		281.83	57,628.73
12/28/2023		QuickBooks Payroll Serv...	Created by Payroll Service on 12/22/2023		18,090.15	39,538.58
12/28/2023	EFT-627	HSA Bank	41-1385530		645.75	38,892.83
12/28/2023	3628	Brockoff, Felicia L.	2023 Health Incentive		100.00	38,792.83
12/28/2023	3629	Wanous, Richard M.	2023 Health Incentive		100.00	38,692.83
12/28/2023	3630	Carver County	WP20230010_SWCD		1,029.50	37,663.33
12/28/2023	EFT-628	Minnesota Revenue	7694248		1,050.00	36,613.33
12/28/2023	EFT-629	MSRS	Employee Elective		260.00	36,353.33
12/28/2023	EFT-630	PERA	9103-00		3,279.49	33,073.84
12/28/2023	EFT-631	US Treasury IRS	41-1385530		5,871.66	27,202.18
12/28/2023	3631	Ristow, Seth E.	Mileage & Boot Reimb.		219.58	26,982.60
12/29/2023	DD0886	Burandt, Robert L.	Direct Deposit	0.00		26,982.60
12/29/2023	DD0887	Zabel, Mark A.	Direct Deposit	0.00		26,982.60
12/29/2023	DD0888	Zbinden, Marcus R.	Direct Deposit	0.00		26,982.60
12/29/2023	DD0889	Brockoff, Felicia L.	Direct Deposit	0.00		26,982.60
12/29/2023	DD0890	Datres, Benjamin R.	Direct Deposit	0.00		26,982.60
12/29/2023	DD0891	Genelin, Thomas M.	Direct Deposit	0.00		26,982.60
12/29/2023	DD0892	Meiller, Terry J.	Direct Deposit	0.00		26,982.60
12/29/2023	DD0893	Polster, Tyler J.	Direct Deposit	0.00		26,982.60
12/29/2023	DD0894	Ristow, Seth E.	Direct Deposit	0.00		26,982.60
12/29/2023	DD0895	Wanous, Richard M.	Direct Deposit	0.00		26,982.60
12/29/2023			Deposit-Trees	545.00		27,527.60
12/31/2023	EFT-632	MN Dept. of Rev. Sales ...	Q4-2023 Sales Tax Due [\$300 Gross taxable...		26.00	27,501.60
12/31/2023			Interest	0.67		27,502.27
Total 1000 Checking-Security Bank				90,149.33	95,906.66	27,502.27
<b>1100 Savings-Security Bank</b>						437,146.08
12/08/2023			Deposit-WCA Services	10,000.00		447,146.08
12/12/2023			Funds Transfer-402320076		35,000.00	412,146.08
12/19/2023			Deposit-FY24 Buffer Law	20,000.00		432,146.08
12/26/2023			Funds Transfer-404488258		50,000.00	382,146.08

**Carver Soil & Water Conservation District**  
**Treasurer's Report**  
As of December 31, 2023

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
12/27/2023			Deposit-SWCD Aid	83,190.76		465,336.84
12/31/2023			Interest	484.05		465,820.89
		Total 1100 Savings-Security Bank		113,674.81	85,000.00	465,820.89
		<b>1110 Member Savings-SouthPoint</b>				10.00
		Total 1110 Member Savings-SouthPoint				10.00
		<b>1150 Savings Citizens NYA</b>				80,023.21
12/31/2023			Interest	82.21		80,105.42
		Total 1150 Savings Citizens NYA		82.21	0.00	80,105.42
		<b>1200 Investments CD's</b>				463,382.05
		<b>12.SB&amp;T **523 (3.03%-01/13/24)</b>				51,516.96
		Total 12.SB&T **523 (3.03%-01/13/24)				51,516.96
		<b>12.ONB**639 (4.68%-02/01/2024)</b>				102,332.35
		Total 12.ONB**639 (4.68%-02/01/2024)				102,332.35
		<b>12.SPCU**871 (5.10%-07/18/24)</b>				102,472.74
		Total 12.SPCU**871 (5.10%-07/18/24)				102,472.74
		<b>12.MCB **766 (5.15%-11/14/24)</b>				103,530.00
		Total 12.MCB **766 (5.15%-11/14/24)				103,530.00
		<b>12.MCB**557 (5.15%-11/28/24)</b>				103,530.00
		Total 12.MCB**557 (5.15%-11/28/24)				103,530.00
		Total 1200 Investments CD's				463,382.05
		<b>TOTAL</b>		<b>203,906.35</b>	<b>180,906.66</b>	<b>1,036,820.63</b>





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## Treasurer's Monthly Report Program Summary - December 2023

	<u>Cash Balance</u> <u>11/30/2023</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Cash Balance</u> <u>12/31/2023</u>
<b><u>Funds</u></b>				
BWSR Soil Health Cost-Share	\$4,175.00		\$4,175.00	\$0.00
BWSR WBIF (Waconia & Eagle)	\$36,054.05			\$36,054.05
BWSR Buffer Implementation	\$37,487.14	\$20,000.00	\$8,070.43	\$49,416.71
BWSR District Capacity	\$137,645.60		\$34,661.47	\$102,984.13
BWSR Conservation Delivery	\$32,271.30		\$10,190.48	\$22,080.82
BWSR State Cost Share	\$57,806.80			\$57,806.80
County	\$36,090.99		\$36,090.99	\$0.00
District	\$576,672.06	\$98,906.35	\$6,271.29	\$669,307.12
District Escrow*	\$95,618.00	\$3,553.00		\$99,171.00
<b>TOTAL</b>	<b>\$1,013,820.94</b>	<b>\$122,459.35</b>	<b>\$99,459.66</b>	<b>\$1,036,820.63</b>
<b><u>Use of Cash</u></b>				
1000 Checking Security Bank	\$33,259.60	\$90,149.33	\$95,906.66	\$27,502.27
1100 Savings-Security Bank	\$437,146.08	\$113,674.81	\$85,000.00	\$465,820.89
1110 Savings-SouthPoint CU	\$10.00			\$10.00
1150 Savings-Citizens NYA	\$80,023.21	\$82.21		\$80,105.42
1200 Investments CD's	\$463,382.05			\$463,382.05
<b>TOTAL</b>	<b>\$1,013,820.94</b>	<b>\$203,906.35</b>	<b>\$180,906.66</b>	<b>\$1,036,820.63</b>

Carver SWCD Board Treasurer

1/18/2024

Date

\* Additional District Escrow needed to cover 12/31/2023 actual balance.

**Carver Soil & Water Conservation District**  
**Balance Sheet**

As of December 31, 2023

PAGE 24 -  
 UPDATED

	Dec 31, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 Checking-Security Bank	27,502.27
1100 Savings-Security Bank	465,820.89
1110 Member Savings-SouthPoint	10.00
1150 Savings Citizens NYA	80,105.42
<b>1200 Investments CD's</b>	
12.SB&T **162 (5.00%-07/13/24)	51,516.96
12.SPCU**871 (5.10%-07/18/24)	102,472.74
12.ONB**918 (4.75%-08/01/2024)	102,332.35
12.MCB **766 (5.15%-11/14/24)	103,530.00
12.MCB**557 (5.15%-11/28/24)	103,530.00
<b>Total 1200 Investments CD's</b>	463,382.05
<b>Total Checking/Savings</b>	1,036,820.63
<b>Accounts Receivable</b>	
1300 Accounts Receivable	14,045.94
<b>Total Accounts Receivable</b>	14,045.94
<b>Other Current Assets</b>	
1350 Interest Receivable	3,706.00
<b>Total Other Current Assets</b>	3,706.00
<b>Total Current Assets</b>	1,054,572.57
<b>TOTAL ASSETS</b>	<b>1,054,572.57</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
2000 Deposit on Sales	7,666.90
2300 Sales Tax Payable	640.54
<b>2400 Unearned-Deferred Revenue</b>	
2402 Buffer Implementation	49,416.71
2404 Conservation Delivery	22,080.82
2405 Cost-Share	57,806.80
2406 District Capacity Funds	102,984.13
2408 WBIF Grants	36,054.05
<b>Total 2400 Unearned-Deferred Revenue</b>	268,342.51
<b>Total Other Current Liabilities</b>	276,649.95
<b>Total Current Liabilities</b>	276,649.95
<b>Total Liabilities</b>	276,649.95
<b>Equity</b>	
3000 FUND BALANCE	659,205.79
Net Income	118,716.83
<b>Total Equity</b>	777,922.62
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,054,572.57</b>

**Carver Soil & Water Conservation District  
Budget vs. Actual**

January through December 2023

	<u>Jan - Dec 23</u>	<u>Budget</u>	<u>\$ Over Budg...</u>	<u>% of Budget</u>
<b>Income</b>				
<b>4000 Intergovernmental County</b>				
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.	3,900.88	7,500.00	-3,599.12	52.0%
4040 WCA Services	10,000.00	10,000.00	0.00	100.0%
<b>Total 4000 Intergovernmental County</b>	<b>539,894.88</b>	<b>548,801.00</b>	<b>-8,906.12</b>	<b>98.4%</b>
<b>4100 Intergovernmental Local</b>				
4110 Cities, WD, LGU Revenue	17,160.00	10,000.00	7,160.00	171.6%
4120 MCD, MACD Revenue	24,733.68	22,500.00	2,233.68	109.9%
<b>Total 4100 Intergovernmental Local</b>	<b>41,893.68</b>	<b>32,500.00</b>	<b>9,393.68</b>	<b>128.9%</b>
<b>4200 Intergovernmental State</b>				
4202 Buffer Implementation	20,441.33			
4204 Conservation Delivery	17,315.18			
4205 Cost-Share	3,309.00			
4206 District Capacity Funds	147,459.18			
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	14,175.00			
4212 SWCD Aid	166,381.53			
4211 WBIF Grants	3,087.00			
4200 Intergovernmental State - Other	0.00	283,300.00	-283,300.00	0.0%
<b>Total 4200 Intergovernmental State</b>	<b>414,962.38</b>	<b>283,300.00</b>	<b>131,662.38</b>	<b>146.5%</b>
<b>4300 Charges for Services</b>				
4320 Great Plains Drill Rental	7,069.97	5,000.00	2,069.97	141.4%
4330 Tree & Native Seed Sales	23,766.00	15,000.00	8,766.00	158.4%
<b>Total 4300 Charges for Services</b>	<b>30,835.97</b>	<b>20,000.00</b>	<b>10,835.97</b>	<b>154.2%</b>
<b>4400 Interest Earnings</b>	22,896.44	5,000.00	17,896.44	457.9%
<b>4500 Miscellaneous Revenues</b>				
4510 MCIT Dividends	2,232.00			
4500 Miscellaneous Revenues - Other	0.00	5,000.00	-5,000.00	0.0%
<b>Total 4500 Miscellaneous Revenues</b>	<b>2,232.00</b>	<b>5,000.00</b>	<b>-2,768.00</b>	<b>44.6%</b>
<b>Total Income</b>	<b>1,052,715.35</b>	<b>894,601.00</b>	<b>158,114.35</b>	<b>117.7%</b>
<b>Expense</b>				
<b>5000 District Operations</b>				
<b>5100 Personnel Services</b>				
5101 Payroll Expenses	569,730.58	552,642.00	17,088.58	103.1%
5102 Payroll Fees	544.50	550.00	-5.50	99.0%
5103 SWCD - FICA/Medicare	42,214.91	42,277.00	-62.09	99.9%
5104 SWCD - Insurance Ben.	73,436.16	90,000.00	-16,563.84	81.6%
5105 SWCD - PERA & DCP	41,594.97	41,448.00	146.97	100.4%
5100 Personnel Services - Other	-83,356.22	-74,000.00	-9,356.22	112.6%

## Carver Soil & Water Conservation District Budget vs. Actual

January through December 2023

	Jan - Dec 23	Budget	\$ Over Budg...	% of Budget
<b>Total 5100 Personnel Services</b>	644,164.90	652,917.00	-8,752.10	98.7%
<b>5200 Other Services &amp; Charges</b>				
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	2,249.94	3,500.00	-1,250.06	64.3%
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	1,277.92	1,000.00	277.92	127.8%
5207 Office Operations/Misc.	5,593.72	10,000.00	-4,406.28	55.9%
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	7,391.85	5,000.00	2,391.85	147.8%
<b>Total 5200 Other Services &amp; Charges</b>	42,103.88	49,000.00	-6,896.12	85.9%
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%
<b>Total 5000 District Operations</b>	740,430.73	735,417.00	5,013.73	100.7%
<b>6000 Project Expenses</b>				
<b>6100 District Projects</b>				
6111 CCCMO Project Expenses	5,776.50			
6112 Ditches/Other Co. Depts.	500.00			
6113 ETA/Misc. MCD Reimb.	24,733.68			
6114 Tree Program Expenses	18,566.23			
6100 District Projects - Other	134.09	25,000.00	-24,865.91	0.5%
<b>Total 6100 District Projects</b>	49,710.50	25,000.00	24,710.50	198.8%
<b>6200 State Projects</b>				
6207 Soil Health Cost-Share	4,175.00			
6221 Cost-Share Projects	3,309.00			
6222 District Capacity	49,155.07			
6225 Farm Bill Technician	84,131.22			
6228 WBIF Projects	3,087.00			
6200 State Projects - Other	0.00	134,184.00	-134,184.00	0.0%
<b>Total 6200 State Projects</b>	143,857.29	134,184.00	9,673.29	107.2%
<b>Total 6000 Project Expenses</b>	193,567.79	159,184.00	34,383.79	121.6%
<b>Total Expense</b>	933,998.52	894,601.00	39,397.52	104.4%
<b>Net Income</b>	<b>118,716.83</b>	<b>0.00</b>	<b>118,716.83</b>	<b>100.0%</b>



## REQUEST FOR BOARD ACTION

### Regular Agenda

**Meeting Date:** January 18, 2024

**Prepared by:** Felicia Brockoff

#### **PURPOSE/ACTION REQUESTED:**

We have received invoices for 3 of out the 4 organizations we pay dues to. MCD dues have been set at \$1,600, but no invoice has been received yet.

#### **SUMMARY:**

2024 Dues amounts:

- MASWCD - \$7,077.92 (*\$853.62 increase from last year*)
- MASWCD Area IV - \$350 (*\$100 increase from last year*)
- NACD – Conservation investment from \$1-\$3,000+ (*last year we sent in \$100*)
- MCD – \$1,600 (*same as last year – no invoice yet*)
- **TOTAL DUES: \$9,127.92**

#### **STAFF RECOMMENDATION:**

Board decision. If we pay the dues as invoiced, with NACD conservation investment to remain the same at \$100, the 'Dues' line item in the budget would be over by \$127.92. For 2023, the budgeted line item was over by \$150.58

#### **EXPLANATION OF FISCAL/FTE IMPACT:**

The 2024 budget for dues is \$9,000.

#### **Supporting Documents:**

None

#### **Previous Board Action:**

N/A

# Carver SWCD Monthly Report

January 2024

## **Mike Wanous – District Manager**

- Wrap up year-end items and invoices needed for year end
- BWSR grant reporting in eLINK for all our various grants, ETA grant reporting for Q4
- Several WCA and drainage issues still occurring with the warm weather and ag drain tile still being installed in January
- Soil health discussions and brainstorming with SWCD staff and NRCS staff, met with NRCS to review EQIP and CSP programs
- Ditch meetings and follow up on the Redetermination of Benefits process currently going on
- Other mtgs – staff mtg, MCIT mtg, AFT mtg, MCD mngr mtg

## **Felicia Brockoff – Administrative & Finance Specialist**

- Accounting: Verified and paid regular monthly expenses. Completed December Treasurer’s Report, semi-monthly payroll and made liability payments. Prepared W-2’s, 1099-MISC forms for incentive payments, filed with IRS and MnDOR. Working on year-end financials, assisting other SWCD’s, who have newer administrative staff, with year-end questions.
- Administrative: Minutes from the December meeting, updated the 2023 Resolutions document. Put together January meeting packets, posted on website and mailed to Supervisors. Updated year end leave amounts for employees, and started 2024 document. Ran timesheet reports for staff time used and charged to grants. Continually updating tree orders.
- BWSR Grants: soil health/cover crop payment made, updated eLINK with funds spent and projects mapped, cooperator folders and grant spreadsheets. Ran timesheet reports to spend staff time. Made sure that grant amounts spent all match in eLINK, QuickBooks and the Treasurer’s Report.

## **Terry Meiller – Resource Conservationist**

- State Cost-share/EQIP: Landowner meetings for voucher signature, deliver cost-share payment, project close-out for Schrupp WASCB. Project Development, engineer follow up, ENG-50 form, and concept design arrived for Molnau/Olson grade stabilization projects.
- Soil Health: Landowner meetings to get landowner input for further soil health program development (Sons, Peterson). Follow up with Indigo Ag re: biological product results, provided yield maps, etc. (Sons, Peterson).
- CRP/RIM: Landowner contact, worked on RIM Wetland/BWSR road bank project proposal, and meeting with landowner to discuss wetland restoration options (Brose). Field visits/landowner meetings (Gratz, Rademacher). Meeting with NRCS staff to discuss CRP wetland restoration options for Eagle Lake SWA project proposal (Dunbar).
- Lake Waconia SWA: Landowner follow up, completed construction staking for grassed waterways (Siewert).
- Ditches/WCA: Technical assistance/landowner follow up re CD 10 cleanout (Meuwissen). Technical assistance/landowner appt for tiling request and WCA permit application requirements (Wellens). On-site WCA meeting with county staff/Tyler (Lano).
- Misc: Great Plains drill winter maintenance and put away for winter storage. SWCD Board Meeting. NRCS planning meeting. Staff Meeting. GNNS Training for R10 unit.

## **Seth Ristow – Resource Conservation Technician**

- Updated handouts for shoreline and pollinator program. (no program requirement updates)
- Received Tree Inspector Certification through MN DNR. (renewed annually)
- Began looking at BWSR Grant options for larger county projects
- Applied for MN Conservation Crew for shoreline projects in 2024
- Began designing concepts for Lake Minnewashta shoreline applicants
- Met at Stantec office to meet Abigail WMO’s new plan reviewer

- Assisted RPBCWD grant applicants for Stewardship Grant Program
- Inspected RPBCWD shoreline violation and submitted comments
- Reviewed shoreline plan (for WMO rules) and met with resident on Lake Waconia
- Attended WMO weekly plan review meetings

#### **Tom Genelin – Senior District Technician**

- Meetings / Plan Review:
  - Benton Township: Review of TSC contracting site plan
  - Chaska: Rivertown Heights, Gallery Apartments, Creek Road Trail, Kelzer Berm, Chaska Public Safety Facility
  - Waconia Industrial Boulevard wetland excavation.
  - Cologne: Benton Lake outlet
- Final closeout site inspections:
  - Chaska: Hazeltine Berms, Chaska Creek Industrial, Fenview Flats Apartments, Oak Creek Development, Rivertown Heights Development
  - Carver: Meridian Fields
  - Cologne: Stars Early Learning Center
  - Mayer: Wegscheid Pond
  - Dahlgren Township: Mieseler Temporary 212 Crushing Plant
  - Watertown Township: Weege Fill Site
- Site inspections for ESC BMP conditions and stabilization:
  - Fenview Flats Apartments
  - Rivertown Heights Development
  - Oak Creek Development

#### **Ben Datres – Farm Bill Technician**

- CREP/RIM:
  - Jeff Hart- Project Complete - Working with BWSR on cost-share numbers and invoices. Lot of complexities to deal with completing the construction red line plans for certification.
  - Dave Crown- Project complete.
  - Working on RIM proposals for RIM Floodplains and Wetlands
  - Installing easement boundary signs and posts- Hart, Dvorak.
  - BWSR has updated their producers and “auditing” recent easements. Assisting them with updating notes and files they now need.
- Buffers: 2023 inspections complete. BuffCat updated for year end. Notice of Noncompliance turned over to BWSR.
- Misc: BWSR Road Bank training. NRCS meeting with Staff. Courthouse Lake dormant seeding.

#### **Tyler Polster – District Technician**

- WCA:
  - WMO: TEP meetings for discussion of two Wetland Bank release requests. Met with two landowners with tiling or wetland questions.
  - Chaska: TEP meetings for three “Notice of Decisions.” One complaint investigation; no issues found.
  - Chanhassen: One Complaint investigation regarding ongoing restoration.
  - Watertown: Complaint investigation, no issue found.
  - Minnehaha Creek Watershed District: Complaint investigation/tiling question; no issue found.
  - Cologne: One TEP meeting for “Notice of Decisions.”
  - Waconia: One TEP meeting for “Notice of Decisions.”
  - NYA: One TEP meeting for “Notice of Decisions.”
- Miscellaneous trainings for WCA, Wetland Restorations, Shoreline restorations.





# 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](mailto: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.