



Monthly Board Meeting Agenda

Thursday, February 15, 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 Chair Zbinden**
- 2. Public Comments** – Limited to 5 Minutes
- 3. Agenda review and adoption**
- 4. Agency Reports**
 - a. Carver County Report
 - b. NRCS Report
 - c. FSA Report [Page 2](#)
- 5. Consent Agenda Action Items**
 - a. Approval of January 18, 2024 Board Meeting Minutes [Pages 3-5](#)
 - b. Acceptance of the January Treasurer’s Report [Pages 6-11](#)
- 6. Regular Agenda Items**
 - a. Review 2023 annual report [Pages 12-25](#)
 - b. Discuss strategic planning for 2024.
 - c. Peterson Company Ltd. has sent the audit engagement letter for FY 2023. [Pages 26-32](#)
 - d. MASWCD Legislative briefing and SWCD Day at the Capitol – March 12-13.
 - e. Area 4 spring meeting – March 26, proposed by-law changes [Pages 33-35](#)
- 7. SWCD Board Committee & SWCD Staff Monthly Reports**
 - a. Personnel Committee (Zabel; Zbinden)
 - b. Metro Conservation Districts Committee (Zbinden; Wendland alt.) Next mtg is 2/28
 - c. Education & Outreach Committee (Sons, Wendland)
 - d. Budget Committee (Burandt, Sons)
 - e. WMO Advisory Committee (Wendland; Zbinden alt.) Report from 1/30, next mtg 3/5
 - f. Carver County Leaders (CCL) Committee (Burandt; Sons alt)
 - g. South Fork Crow River 1W1P (Zabel; Wendland alt.) Next mtg is 3/8
 - h. SWCD Staff Monthly Progress Report [Pages 36-38](#)
- 8. Board of Supervisors announcements**
 - a. Upcoming meetings/events:
 - February 19 – President’s Day, SWCD office closed
 - March 12-13 – MASWCD Legislative briefing and SWCD Day at the Capitol
 - March 21 – SWCD Board meeting – 8:00 AM
 - March 26 – Area 4 spring meeting
- 9. Adjourn**

TO: Carver County Soil and Water Conservation District Board

FROM: Jennifer King, County Executive Director

SUBJECT: February Board Meeting

Old Business

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

New Business

Conservation Reserve Program (CRP)

- Continuous Signup 61 is open!
 - Continuous and SAFE practices are eligible to offer.
 - New “Batching Period” is being utilized through the National Office in order to track the Conservation Acreage capacity set by the Farm Bill.
 - March 15th, 2024 is the deadline for the first batching period; participants need to have CRP-1 and CRP-2C signed and returned to FSA in order to be submitted into the batching process.
 - Maximum \$300/Acre rental rate, Signing Incentive of 32.5% of an annual rental payment and Practice Implementation Incentive of 50% of eligible costs after cover is established.
 - FSA has reached out to all participants with a 09/30/2024 expiration date.

Presidents’ Day

- Office closed on Monday, February 19th in observance of Presidents’ Day.

County Committee Meeting

- February 27th at 9:00AM is the next McLeod-Carver County Committee Meeting (COC). Regular session is open to the public (0:15 – 0:30).

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



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

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

Minutes of the January 18, 2024, Carver SWCD Board Meeting Held in Conference Room 1 at the Public Works Facility in Cologne, MN

Board Members Present:

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

SWCD Staff Present:

District Manager, Mike Wanous
Admin. & Finance Specialist, Felicia Brockoff

Board Members Absent:

Vice Chair, Stanley Wendland

Other Attendees:

Public Services Deputy Director, Paul Moline
NRCS Team Lead, Chris Schmidt
NRCS District Conservationist, Katie Mattila
NRCS Soil Conservationist, Cindy Hoffmann

1. Call to Order.

District Manager Wanous called the meeting to order at 8:02 a.m.

2. Nominations and elect Chair, Vice Chair, and Secretary Treasurer for 2024.

Manager Wanous opened the nominations for Chair at this time. Zabel nominated Zbinden as the Chair. With no other nominations or objections, Zbinden is the 2024 Carver SWCD Chair by acclamation.

Zbinden took over the meeting and opened the nominations for Vice Chair. Zbinden nominated Zabel as the Vice Chair. With no other nominations or objections, Zabel is the 2024 Carver SWCD Vice Chair by acclamation.

Zbinden opened the nominations for Secretary/Treasurer. Wendland nominated Sons as the Secretary/Treasurer. With no other nominations or objections, Sons is the 2024 Carver SWCD Secretary/Treasurer by acclamation.

3. Public Comments – None.

4. Agenda review and adoption.

Resolution 001-2024: Burandt moved, Zabel seconded, to approve the January 18, 2024, board meeting agenda as printed. Roll call vote: Burandt-aye; Sons-aye; Wendland-absent; Zabel-aye; Zbinden-aye. Motion carried.

5. Agency Reports

- a. NRCS report – Katie reviewed her written report with the Board. She also introduced Cindy Hoffmann, who previously used to work in the Waconia field office about 10 years ago. Cindy stated she is excited to be back to work in Carver County

Chris gave an update on personnel issues in his area. Geoff Popken from the Waconia field office will now be in the Jordan office approximately 4 days per week. Rick Berscheid, Chris' supervisor, has taken a new position in the State office. The Farmington District Conservationist has also found a new position.

He also reported that the Faribault NRCS team and Rice County SWCD staff are getting evicted from their building in February. NRCS, FSA, and Rural Development have found another location to rent in Faribault, but it will need some remodeling. The Rice County SWCD will no longer be co-located with them. He reported during the interim, NRCS staff will be disbursed to other field offices until the remodel is complete. Rice SWCD will be renting a building from Rice County, until a more permanent place location is determined.

- b. Carver County – Paul reported on the County Board's organizational meeting. Gayle Degler is the Chair for 2024, and he has announced that this will be his last year as a Commissioner. John Fahey will be the Vice Chair for 2024. He also stated the WMO Advisory Committee has a new board member from Mayer.

Paul's department is currently working on 2024 planning, laying out which projects they'll undertake. He will also be working closely with Mike, to utilize the SWCD staff more for development reviews, inspections, and maximize how the staff can all work together more.

WBIF funding will be another priority in 2024, with just over \$700,000 in funding. There was some discussion on the large slough along Carver Creek, that originally happened over 10 years ago. Paul reported that his office is currently down 2 staff members again.

- c. FSA report – Jennifer King submitted a written report that was reviewed.

6. Organizational Meeting Items.

- a. With no proposed changes or corrections, the SWCD Board Operating Rules will remain the same for 2024.
- b. The Supervisors compensation policy will remain the same for 2024.
- c. Resolution 002-2024: Zabel moved, Sons seconded to set the 2024 mileage rate at \$0.67 per mile. Roll call vote: Burandt-aye; Sons-aye; Wendland-absent; Zabel-aye; Zbinden-aye. Motion carried.
- d. Resolution 003-2024: Sons moved, Burandt seconded to designate Security Bank & Trust, MidCountry Bank, Citizens State Bank of NYA, Old National Bank, and Southpoint Financial Credit Union as the Carver SWCD's 2024 depository designations. Roll call vote: Burandt-aye; Sons-aye; Wendland-absent; Zabel-aye; Zbinden-aye. Motion carried.
- e. Chair Zbinden stated that all committee appointments will remain the same:
 1. Personnel Committee – Zabel, Zbinden
 2. Metro Conservation Districts Committee – Zbinden; Wendland alt.
 3. Education & Outreach Committee – Sons, Wendland
 4. Budget Committee – Burandt, Sons
 5. WMO Advisory Committee – Wendland; Zbinden alt.
 6. Carver County Leaders Committee – Burandt; Sons alt.
 7. South Fork Crow River 1W1P – Zabel; Wendland alt.

7. Consent Agenda Items

Resolution 004-2024: Zabel moved, Burandt seconded to approve the following consent agenda items:

- a. Approval of the December 21, 2023, Board meeting minutes
- b. Acceptance of the December 2023 Treasurer’s Report
- c. MCIT annual insurance renewal, total cost of \$13,084.

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

8. Regular Agenda Items

- a. Resolution 005-2024: Zabel moved, Burandt seconded to approve payment of the four organizational dues, totaling \$9,127.92 (MASWCD, \$7,077.92; MASWCD Area, 4 \$350; MCD, \$1,600; NACD, \$100). 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) – Felicia’s 30-year anniversary with the SWCD was on December 28.
- 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.) – nothing to report.
- f. Carver County Leaders (CCL) Committee (Burandt; Sons alt.) – nothing to report.
- g. South Fork Crow River 1W1P (Zabel; Wendland alt.) – nothing to report.
- h. The SWCD staff monthly progress report was presented and discussed.

8. Board of Supervisors Announcements

- a. Zabel stated he would like to see the SWCD complete a strategic plan and asked that it be placed on the February Agenda as a discussion item.
- b. Supervisors were reminded that their annual statements of interest for the MN Campaign Finance Board are due January 29.
- c. Upcoming meetings/events:
 - February 15 – SWCD Board meeting, 8:00 AM
 - February 19 – President’s Day observed, SWCD office closed

9. Adjourn

Resolution 006-2024: Burandt moved, Sons seconded to adjourn the meeting at 9:28 a.m. Roll call vote: Burandt-aye; Sons-aye; Wendland-absent; Zabel-aye; Zbinden-aye. Motion carried.

Next Board Meeting: Thursday, February 15, 2024, at 8:00 AM
Location: Public Works Headquarters, Conference Room 1
11360 Highway 212, Cologne, MN 55322

Approved: _____ Date signed: February 15, 2024
 Secretary/Treasurer

Carver Soil & Water Conservation District
Treasurer's Report
As of January 31, 2024

Date	Num	Name	Memo	Debit	Credit	Balance
1000 Checking-Security Bank						27,502.27
01/03/2024	2024-03	Shift4 Payments CC Fee	Credit Card Terminal Fees		175.65	27,326.62
01/03/2024			Deposit-Trees	55.00		27,381.62
01/04/2024			Deposit-Trees & Drill Rent	877.56		28,259.18
01/04/2024			Deposit-Trees	210.00		28,469.18
01/08/2024			Deposit-Trees	35.00		28,504.18
01/09/2024			Deposit-Trees	105.00		28,609.18
01/10/2024	3635	NCPERS Group Life Ins.	910300-012024		16.00	28,593.18
01/10/2024			Funds Transfer-406038234	50,000.00		78,593.18
01/10/2024	3632	Elan Financial Services	1335		215.90	78,377.28
01/10/2024	3633	HSA Bank	#W514166 December Fees		15.00	78,362.28
01/10/2024	3634	Mid-County	Invoice #18361		112.72	78,249.56
01/10/2024	3636	Waconia Postmaster	Permit #9 Non-Profit Fee		310.00	77,939.56
01/10/2024	3637	DVS Renewal	Registration Renewal-4 Vehicles		81.00	77,858.56
01/11/2024		QuickBooks Payroll Serv...	Created by Payroll Service on 01/08/2024		17,676.75	60,181.81
01/11/2024			Deposit-Trees	1,242.00		61,423.81
01/12/2024	DD0896	Brockoff, Felicia L.	Direct Deposit	0.00		61,423.81
01/12/2024	DD0897	Datres, Benjamin R.	Direct Deposit	0.00		61,423.81
01/12/2024	DD0898	Genelin, Thomas M.	Direct Deposit	0.00		61,423.81
01/12/2024	DD0899	Meiller, Terry J.	Direct Deposit	0.00		61,423.81
01/12/2024	DD0900	Polster, Tyler J.	Direct Deposit	0.00		61,423.81
01/12/2024	DD0901	Ristow, Seth E.	Direct Deposit	0.00		61,423.81
01/12/2024	DD0902	Wanous, Richard M.	Direct Deposit	0.00		61,423.81
01/12/2024	EFT-633	HSA Bank	41-1385530		753.00	60,670.81
01/12/2024	EFT-634	Minnesota Revenue	7694248		1,210.00	59,460.81
01/12/2024	EFT-635	MSRS	Employee Elective		260.00	59,200.81
01/12/2024	EFT-636	PERA	9103-00		3,640.14	55,560.67
01/12/2024	EFT-637	US Treasury IRS	41-1385530		6,259.24	49,301.43
01/18/2024		QuickBooks Payroll Serv...	Created by Direct Deposit Service on 01/17/2...		1.75	49,299.68
01/18/2024			Deposit-Trees	140.00		49,439.68
01/19/2024	INS-0124	Carver County	January Insurance	0.00		49,439.68
01/19/2024	EFT-638	Carver County	PW-6630 and January Insurance		10,159.11	39,280.57
01/23/2024	3638	Tree Refunds Payable	2024-067 Overpayment		10.00	39,270.57
01/24/2024			Deposit-Trees	265.00		39,535.57
01/25/2024			Deposit-Trees	520.00		40,055.57
01/26/2024	3639	MCIT	20038R 2024 Insurance Renewal		13,084.00	26,971.57
01/26/2024	3640	MASWCD	2024 Dues		7,077.92	19,893.65
01/26/2024	3641	MASWCD Area IV	2024 Dues		350.00	19,543.65
01/26/2024	3642	NACD	2024 Dues		100.00	19,443.65
01/26/2024			Funds Transfer-408050252	35,000.00		54,443.65
01/26/2024			Deposit-Trees	2,028.00		56,471.65
01/29/2024	3643	Tree Refunds Payable	2024-0051 Canceled Trees		130.00	56,341.65
01/29/2024			Deposit-Trees	70.00		56,411.65
01/30/2024		QuickBooks Payroll Serv...	Created by Payroll Service on 01/23/2024		17,016.52	39,395.13
01/31/2024	DD0903	Brockoff, Felicia L.	Direct Deposit	0.00		39,395.13
01/31/2024	DD0904	Datres, Benjamin R.	Direct Deposit	0.00		39,395.13
01/31/2024	DD0905	Genelin, Thomas M.	Direct Deposit	0.00		39,395.13
01/31/2024	DD0906	Meiller, Terry J.	Direct Deposit	0.00		39,395.13
01/31/2024	DD0907	Polster, Tyler J.	Direct Deposit	0.00		39,395.13
01/31/2024	DD0908	Ristow, Seth E.	Direct Deposit	0.00		39,395.13
01/31/2024	DD0909	Wanous, Richard M.	Direct Deposit	0.00		39,395.13
01/31/2024	EFT-639	HSA Bank	41-1385530		753.00	38,642.13
01/31/2024	EFT-642	PERA	9103-00		3,417.80	35,224.33
01/31/2024	EFT-643	US Treasury IRS	41-1385530		5,805.36	29,418.97
01/31/2024	EFT-640	Minnesota Revenue	7694248		1,097.00	28,321.97
01/31/2024	EFT-641	MSRS	Employee Elective		260.00	28,061.97
01/31/2024			Deposit-Trees	2,550.00		30,611.97
01/31/2024			Interest	0.94		30,612.91
Total 1000 Checking-Security Bank				93,098.50	89,987.86	30,612.91
1100 Savings-Security Bank						465,820.89
01/10/2024			Funds Transfer-406038234		50,000.00	415,820.89
01/12/2024			Deposit-QTR1-2024	136,697.00		552,517.89
01/19/2024			Deposit-Ditches 2023	3,900.88		556,418.77
01/26/2024			Funds Transfer-408050252		35,000.00	521,418.77
01/31/2024			Interest	646.18		522,064.95
Total 1100 Savings-Security Bank				141,244.06	85,000.00	522,064.95

Carver Soil & Water Conservation District
Treasurer's Report
As of January 31, 2024

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
		1110 Member Savings-SouthPoint				10.00
		Total 1110 Member Savings-SouthPoint				10.00
		1150 Savings Citizens NYA				80,105.42
01/31/2024			Interest	85.05		80,190.47
		Total 1150 Savings Citizens NYA		85.05	0.00	80,190.47
		1200 Investments CD's				463,382.05
		12.SB&T **162 (5.00%-07/13/24)				51,516.96
01/17/2024	2024-04		Interest Earned on old CD **523	389.55		51,906.51
		Total 12.SB&T **162 (5.00%-07/13/24)		389.55	0.00	51,906.51
		12.SPCU**871 (5.10%-07/18/24)				102,472.74
		Total 12.SPCU**871 (5.10%-07/18/24)				102,472.74
		12.ONB**918 (4.75%-08/01/2024)				102,332.35
		Total 12.ONB**918 (4.75%-08/01/2024)				102,332.35
		12.MCB **766 (5.15%-11/14/24)				103,530.00
		Total 12.MCB **766 (5.15%-11/14/24)				103,530.00
		12.MCB**557 (5.15%-11/28/24)				103,530.00
		Total 12.MCB**557 (5.15%-11/28/24)				103,530.00
		Total 1200 Investments CD's		389.55	0.00	463,771.60
		TOTAL		234,817.16	174,987.86	1,096,649.93



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Treasurer's Monthly Report Program Summary - January 2024

<u>Funds</u>	<u>Cash Balance</u> <u>12/31/2023</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Cash Balance</u> <u>1/31/2024</u>
BWSR Buffer Implementation	\$49,416.71			\$49,416.71
BWSR Conservation Delivery	\$22,080.82		\$2,382.82	\$19,698.00
BWSR District Capacity	\$102,984.13			\$102,984.13
BWSR Soil Health Cost-Share	\$0.00			\$0.00
BWSR State Cost Share	\$57,806.80			\$57,806.80
BWSR WBIF (Waconia & Eagle)	\$36,054.05			\$36,054.05
SWCD Operating Funds	\$669,307.12	\$149,817.16	\$87,605.04	\$731,519.24
District Escrow	\$99,171.00			\$99,171.00
TOTAL	\$1,036,820.63	\$149,817.16	\$89,987.86	\$1,096,649.93
<u>Use of Cash</u>				
1000 Checking Security Bank	\$27,502.27	\$93,098.50	\$89,987.86	\$30,612.91
1100 Savings-Security Bank	\$465,820.89	\$141,244.06	\$85,000.00	\$522,064.95
1110 Savings-South Point CU	\$10.00			\$10.00
1150 Savings-Citizens NYA	\$80,105.42	\$85.05		\$80,190.47
1200 Investments CD's	\$463,382.05	\$389.55		\$463,771.60
TOTAL	\$1,036,820.63	\$234,817.16	\$174,987.86	\$1,096,649.93

Carver SWCD Board Treasurer

2/15/2024

Date

Carver Soil & Water Conservation District

Balance Sheet

As of January 31, 2024

	<u>Jan 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 Checking-Security Bank	30,612.91
1100 Savings-Security Bank	522,064.95
1110 Member Savings-SouthPoint	10.00
1150 Savings Citizens NYA	80,190.47
1200 Investments CD's	
12.SB&T **162 (5.00%-07/13/24)	51,906.51
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
Total 1200 Investments CD's	<u>463,771.60</u>
Total Checking/Savings	1,096,649.93
Accounts Receivable	
1300 Accounts Receivable	13,635.50
Total Accounts Receivable	<u>13,635.50</u>
Other Current Assets	
1350 Interest Receivable	2,584.28
Total Other Current Assets	<u>2,584.28</u>
Total Current Assets	<u>1,112,869.71</u>
TOTAL ASSETS	<u>1,112,869.71</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2200 Payroll Liabilities	-0.06
2300 Sales Tax Payable	1,242.91
2400 Unearned-Deferred Revenue	
2402 Buffer Implementation	49,416.71
2404 Conservation Delivery	19,698.00
2405 Cost-Share	57,806.80
2406 District Capacity Funds	102,984.13
2408 WBIF Grants	36,054.05
Total 2400 Unearned-Deferred Revenue	<u>265,959.69</u>
Total Other Current Liabilities	<u>267,202.54</u>
Total Current Liabilities	<u>267,202.54</u>
Total Liabilities	267,202.54
Equity	
3000 FUND BALANCE	777,922.62
Net Income	67,744.55
Total Equity	<u>845,667.17</u>
TOTAL LIABILITIES & EQUITY	<u>1,112,869.71</u>

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

	Jan 24	Budget	\$ Over Budg...	% of Budget
Income				
4000 Intergovernmental County				
4010 Annual Allocation	136,697.00	546,800.00	-410,103.00	25.0%
4020 CCWMO Projects	0.00	10,000.00	-10,000.00	0.0%
4030 Ditches/Misc. County Rev.	0.00	7,500.00	-7,500.00	0.0%
4040 WCA Services	0.00	10,000.00	-10,000.00	0.0%
Total 4000 Intergovernmental County	136,697.00	574,300.00	-437,603.00	23.8%
4100 Intergovernmental Local				
4110 Cities, WD, LGU Revenue	0.00	12,500.00	-12,500.00	0.0%
4120 MCD, MACD Revenue	3,653.00	35,000.00	-31,347.00	10.4%
Total 4100 Intergovernmental Local	3,653.00	47,500.00	-43,847.00	7.7%
4200 Intergovernmental State				
4204 Conservation Delivery	2,382.82			
4200 Intergovernmental State - Other	0.00	369,000.00	-369,000.00	0.0%
Total 4200 Intergovernmental State	2,382.82	369,000.00	-366,617.18	0.6%
4300 Charges for Services				
4320 Great Plains Drill Rental	0.00	6,000.00	-6,000.00	0.0%
4330 Tree & Native Seed Sales	14,859.53	25,000.00	-10,140.47	59.4%
Total 4300 Charges for Services	14,859.53	31,000.00	-16,140.47	47.9%
4400 Interest Earnings	0.00	17,500.00	-17,500.00	0.0%
4500 Miscellaneous Revenues	0.00	7,500.00	-7,500.00	0.0%
Total Income	157,592.35	1,046,800.00	-889,207.65	15.1%
Expense				
5000 District Operations				
5100 Personnel Services				
5101 Payroll Expenses	51,378.15	591,640.00	-540,261.85	8.7%
5102 Payroll Fees	75.75	550.00	-474.25	13.8%
5103 SWCD - FICA/Medicare	3,750.30	45,260.00	-41,509.70	8.3%
5104 SWCD - Insurance Ben.	8,969.05	100,000.00	-91,030.95	9.0%
5105 SWCD - PERA & DCP	3,781.03	43,623.00	-39,841.97	8.7%
Total 5100 Personnel Services	67,954.28	781,073.00	-713,118.72	8.7%
5200 Other Services & Charges				
5201 Dues	7,527.92	9,000.00	-1,472.08	83.6%
5202 Education & Promotion	0.00	5,000.00	-5,000.00	0.0%
5203 Employee Expense	97.40	5,000.00	-4,902.60	1.9%
5204 Equipment Repairs	0.00	1,000.00	-1,000.00	0.0%
5205 MCIT Insurance Coverage	13,084.00	14,000.00	-916.00	93.5%
5206 Mileage	0.00	2,000.00	-2,000.00	0.0%
5207 Office Operations/Misc.	629.83	10,000.00	-9,370.17	6.3%
5208 Professional Services	0.00	3,750.00	-3,750.00	0.0%
5209 Supervisor Expenses	0.00	2,500.00	-2,500.00	0.0%
5220 Vehicle/Equipment Expenses	310.05	6,000.00	-5,689.95	5.2%

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

	<u>Jan 24</u>	<u>Budget</u>	<u>\$ Over Budg...</u>	<u>% of Budget</u>
Total 5200 Other Services & Charges	21,649.20	58,250.00	-36,600.80	37.2%
5300 Supplies - Office & Field	68.67	3,500.00	-3,431.33	2.0%
5400 Capital Outlay	0.00	40,000.00	-40,000.00	0.0%
Total 5000 District Operations	89,672.15	882,823.00	-793,150.85	10.2%
6000 Project Expenses				
6100 District Projects				
6114 Tree Program Expenses	175.65			
6100 District Projects - Other	0.00	60,000.00	-60,000.00	0.0%
Total 6100 District Projects	175.65	60,000.00	-59,824.35	0.3%
6200 State Projects	0.00	103,977.00	-103,977.00	0.0%
Total 6000 Project Expenses	175.65	163,977.00	-163,801.35	0.1%
Total Expense	89,847.80	1,046,800.00	-956,952.20	8.6%
Net Income	<u>67,744.55</u>	<u>0.00</u>	<u>67,744.55</u>	<u>100.0%</u>



2023 Annual Report

2024 Annual Plan of Work

11360 Highway 212, Suite 6
Cologne, MN 55322
Phone: 952-466-5230

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

INTRODUCTION

The mission of the Carver Soil and Water Conservation District (SWCD) is to provide high quality assistance to the land managers and citizens of Carver County for the protection of land and water resources.

The Carver SWCD was organized by local farmers for the purpose of promoting the science of good land use; and to assist landowners and operators in planning and applying soil and water conservation practices needed to protect and improve their land and water resources. The District is a legal subdivision of the State of Minnesota, operating under a charter issued by the Secretary of State on November 12, 1946. Soil and Water Conservation Districts are located in each county across Minnesota and operate under Minnesota Statute 103C. The soil and water conservation policy of the State is to encourage land occupiers to conserve soil, water, and the natural resources they support through the implementation of practices that:

- (1) Control or prevent erosion, sedimentation, siltation, and related pollution in order to preserve natural resources;
- (2) Ensure continued soil productivity;
- (3) Protect water quality;
- (4) Prevent impairment of dams and reservoirs;
- (5) Reduce damages caused by floods;
- (6) Preserve wildlife;
- (7) Protect the tax base; and
- (8) Protect public lands and waters.

Since 1946, the Carver SWCD has been providing technical and financial assistance to landowners, land operators, municipalities, townships, and businesses for the improvement of their natural resources. The continued success of the Carver SWCD is a result of listening to our constituents, adjusting or expanding our technical capabilities, and providing leadership in emerging land use and conservation issues.

The purpose of this annual report and annual plan is to summarize the major accomplishments of last year and to identify needs for the upcoming year. It should be noted that not every activity can be captured by this report, but the reader should get an overall idea of the District's activities.

Carver SWCD Board of Supervisors

The SWCD is governed by an elected five-member Board of Supervisors and they are charged with developing policies and employing staff to fulfill the mission of the SWCD. The Board meets the third Thursday of each month at 8:00 a.m. in the Cologne Public Works Headquarters (unless otherwise scheduled).

Robert Burandt, Waconia

District 4 - Term Expires 2024

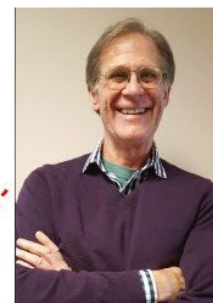
Townships: Hollywood, Laketown, Waconia, Watertown
 Cities: Mayer, Victoria Precinct 5, Waconia Precinct 1, 2, 3, Watertown



Marcus Zbinden, Chanhassen

District 2 - Term Expires 2024

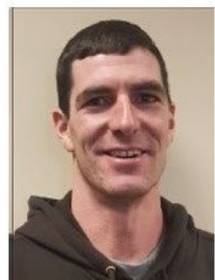
Chanhassen Precinct 1, 2, 3, 5
 Shorewood Precinct 2
 Victoria Precinct 1, 3



Stan Wendland, Chanhassen

District 1 - Term Expires 2026

Chanhassen Precinct 4 & 6
 Chaska Ward 3 & 4



Jeff Sons, Norwood Young America

District 5 - Term Expires 2026

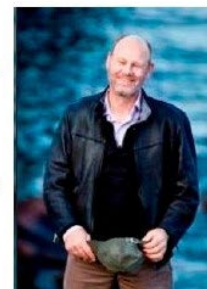
Townships: Benton, Camden, Dahlgren, Hancock, San Francisco, Young America
 Cities: Carver, Cologne, Hamburg, New Germany, Norwood Young America



Mark Zabel, Victoria

District 3 - Term Expires 2026

Chaska Ward 1 Precinct 1, 2
 Chaska Ward 2 Precinct 1, 2
 Victoria Precinct 2, 4



ELECTION YEARS

- District 1: 2022–2026
- District 2: 2022–2024
- District 3: 2022–2026
- District 4: 2022–2024
- District 5: 2022–2026

CURRENT BOARD SUPERVISOR

- Stan Wendland
- Marcus Zbinden
- Mark Zabel
- Bob Burandt
- Jeff Sons

Carver SWCD Staff



Partner Agencies & Organizations

- MN Board of Water & Soil Resources (BWSR)
- Carver County
- Carver County Water Management Organization (WMO)
- Cities of Carver County
- MN Department of Natural Resources (DNR)
- Hamburg Hunt & Fish Club
- Lower Minnesota River Watershed District (LMRWD)
- Minnehaha Creek Watershed District (MCWD)
- Natural Resources Conservation Service (NRCS)
- Pheasants Forever (PF)
- Riley Purgatory Bluff Creek Watershed District (RPBCWD)
- Townships of Carver County
- U.S. Fish & Wildlife Service (USFWS)

ANNUAL OBJECTIVES AND ACTIONS

Agriculture Conservation Practices

The goal of this program is to work with private landowners to minimize negative impacts of agriculture activities on natural resources. There are several state and federal programs aimed at providing grant and loan money to assist landowners with installing practices that protect and enhance water quality. It has also become important to provide landowners with technical assistance that promotes soil health activities that will enable them to build soil quality and promote sustainability for future generations.

The SWCD has provided technical assistance and cost share assistance for traditional Ag BMP's for over 75 years. Examples of these practices include, but are not limited to, grass waterways, water and sediment control basins, residue management, grade stabilization structures, contour strips, nutrient management, critical area planting, rock inlets, buffer strips, and tree and shrub establishment. The SWCD will continue to promote the use of BMP's on a county wide basis. Special focus has also taken place in the sub-watershed's that have been identified as priorities from Total Maximum Daily Load (TMDL) studies, those identified in the Carver County Water Management Plan, as well as BMP's identified in rural sub-watershed assessments.

The MN buffer law went into effect in the summer of 2015. The buffer law requires 50-foot buffers of perennial vegetation along all public waters and 16.5-foot buffers along public ditch systems. The MN DNR developed buffer protection maps based on public water inventory maps and legally established public drainage ditches. SWCD's are charged with determining compliance on land that is adjacent to public waters and public drainage ditches.

Accomplishments for 2023

1. Installed 2 grassed waterways totaling 530 linear feet through the SWCD state cost-share program.
2. Installed 1 water and sediment control basin and 1 grassed waterway through the SWCD state cost-share and the NRCS EQIP program.
3. Completed I&E and Designs for 2 grassed waterways totaling 890 linear feet to utilize funds from the Lake Waconia Subwatershed Assessment grant.
4. Completed I&E and Designs for multiple projects (bioreactors, terraces, grassed waterways, and water and sediment control basins to utilize funds from the Lake Waconia and Eagle Lake subwatershed Assessment grant.
5. Completed I&E and Designs for 1 grade stabilization structure and 1 water and sediment control basin for 2024 EQIP funding consideration.
6. Completed 20 site inspections for past cost-share BMP projects
7. Sold and distributed 13,250 trees to 167 landowners.
8. Great Plains no-till drill rented to 28 landowners for CRP plantings, alfalfa inter-seeding, and cover crop establishment on 576 acres.
9. Assisted 7 landowners in obtaining DNR prescribed burn permits who participate in CRP or easement programs, totaling 126 acres in prairie management.
10. Soil Health/Cover Crops – staff attended several workshops and trainings to learn more about soil health.
11. Provided cost-share and incentive payments to 7 landowners for establishing 294 acres of cover crops through the Soil Health and Cover Crop Program.
12. Staff provided technical assistance in several other areas for Carver County landowners, the Carver WMO, and the MNDNR (technical assistance might include survey work, hydrology calculations, construction inspections, etc.).

13. Completed buffer monitoring for Eastern 1/3 of Carver County- Chaska, Chanhassen, Victoria, Laketown TWP, Dahlgren TWP, and San Francisco TWP.
14. Worked with 3 landowners to become compliant with the MN Buffer Law, this involved field visits, buffer staking, reviewing buffer width tool kit.



Construction of a grassed waterway in Waconia Township through the SWCD State Cost-share Program.



50' buffer along a public water in Carver County.

Actions for 2024

1. Implement BMP projects with state and federal aid funding sources.
2. Expand upon the soil health/cover crop program utilizing district capacity funds to achieve additional acres of cover crops to improve soil health.
3. Work cooperatively with the USDA NRCS and FSA to promote and implement the Federal USDA programs such as EQIP, CRP, and CREP.
4. Assist the County Feedlot officer with feedlot technical assistance and compliance.
5. Work cooperatively with the Carver County WMO to encourage compliance with County and WMO rules and regulations.
6. Implement BMP installation on projects that were identified in the Eagle Lake and Lake Waconia rural sub-watershed analysis for targeted watershed improvements.
7. Secure funding to complete priority projects identified in the Carver County Water Plan by applying for grants and special funding programs.
8. Complete annual parcel inspections for the MN Buffer Law, 1/3 of Carver County.

Urban Conservation Practices

The Carver SWCD assists in the inspection of best management practices and water rules compliance that have been adopted by the Carver County Water Management Organization (WMO). Staff assists with development plan reviews of proposed projects to determine compliance with National Pollution Discharge Elimination Systems (NPDES), and state and local stormwater regulations. Staff also reviews the implementation of the water plan by performing site inspections on construction activities and providing technical assistance with the installation of urban BMP's. In Carver County, SWCD staff work extensively with WMO staff to ensure that projects are installed according to plan and in compliance with all applicable water management rules. The SWCD also has an agreement with the City of Chanhassen to review plans, conduct erosion and sediment control inspections and providing technical assistance on water quality features. In addition, the SWCD has contracts with Riley Purgatory Bluff Creek Watershed District (RPBCWD) and with the Lower Minnesota River Watershed District (LMRWD) to assist landowners with identifying BMP locations and providing design assistance.

Essential duties of this program include the following:

- Assists the Carver County WMO with plan reviews.
- Conduct field visits to construction sites to inspect for compliance with stormwater regulations.
- Supports WMO staff and county staff with development of watershed models, site investigations, survey work, and technical expertise.
- Assists and/or prepares landscape restoration designs to treat stormwater, included but not limited to, rain gardens, bio-retention cells, shoreline restorations, and water re-use projects.
- Provide technical assistance and BMP designs for RPBCWD and LMRWD.
- Assist with native vegetation technical expertise.

Accomplishments for 2023 - Inspections of sites for County Water Rules compliance

City or Township	Plan Reviews	Site inspections	Violations/enforcement
Carver			0
Chanhassen	0	5	0
Chaska	15	79	1
Cologne	4	6	0
Hamburg	0	3	0
Mayer	0	9	0
New Germany	0	0	0
Norwood Young America	2	3	0
Waconia	8	36	0
Watertown	5	9	0
Victoria	1	14	0
Benton Township	3	4	0
Camden Township	0	0	0
Dahlgren Township	2	10	0
Hollywood Township	0	0	0
Laketown Township	1	0	0
San Francisco Township	1	3	0
Waconia Township	1	3	0
Watertown Township	6	18	0
Young America Township	4	0	0
TOTALS	54	216	1

Urban Conservation Cost-Share Programs



Shoreline habitat project installed in 2023



Pollinator Project in year 2 of growth

Riley Purgatory Bluff Creek Watershed District Cost-Share Program

- Assisted in developing the Ecosystem Health Action Plan through group work sessions.
- Involved with the installation of 10 cost share projects that improved water quality and habitat.
- Conducted 47 landowner consultation site visits (met with landowners and discussed possible habitat or water quality improvement projects).
- Inspected 58 past projects and gave maintenance recommendations to individual homeowners, non-profits, and governmental agencies.

Carver County Water Management Organization Cost Share Program

- Conducted 15 site visits to help landowners with water quality and habitat projects.
- Provided technical assistance to (4) cost share projects being installed.
- Assist WMO staff with recommendations and technical assistance for potential projects.
- Inspected recently installed projects to ensure proper establishment and maintenance of projects.

Carver SWCD Pollinator Program

- Installed 4 residential, 1 government, and 1 non-profit cost share projects.
- Conducted 25 site visits on potential projects and gave advice on best practices for homeowners.
- Designed 4 projects to assist in proper installation and establishment of projects.

Shoreline Habitat Program

- Created a new cost share program to help citizens of Carver County convert turf and sand shorelines to native habitat.
- Conducted 8 site visits to discuss projects and give advice on best environmental practices for healthy shorelines.
- Installed 1 project in collaboration with Metro Blooms and the MN Conservation Corps.

Actions for 2024

1. Conduct 150 construction site erosion control inspections.
2. Provide BMP design services for the WMO, RPBCWD, and LMRWD.
3. Participate in educational efforts to raise awareness of the impacts of storm water and CSEC on water quality.
4. Provide technical assistance to LGU's and contractors for the best use of storm water BMP's.
5. Assist the WMO and other LGU's with the implementation of rain gardens, bio-retention, shoreline restorations, and other forms of low impact development practices.
6. Follow through with the installation of projects identified in the sub-watershed analysis.
7. Increase technical capacity with current modeling and the latest water quality treatment devices.
8. Provide a resilient shorelines workshop.
9. Host workshops for converting turf to native habitat and best management practices for shorelines.

Wetland Protection and Restoration

The SWCD provides technical assistance for the Minnesota Wetland Conservation Act (WCA). Wetlands serve multiple functions and are an important part of the Carver County landscape. The Carver WMO is the LGU for WCA implementation in the unincorporated areas, but the SWCD provides technical assistance and field reviews. Each city is responsible for WCA administration within the city limits. By statute requirements, the SWCD is a member of the technical evaluation panel (TEP) and the SWCD writes restoration orders when required. The SWCD also assists landowners that wish to explore options for restoring wetlands on their property. This could be done through a conservation program, private wetland banking, or with landowner contribution without enrolling into a program.

State and federal conservation programs are available for landowners that want to restore marginal cropland back into wetland habitat. The Conservation Reserve Enhancement Program (CREP) is a combination of federal and state programs that compensates landowners for permanent conservation easements of marginal farmland. SWCD staff assist landowners with applications and enrollment in the CREP easement program.

Accomplishments for 2023

- Provided technical assistance to apply and receive WCA permits for six landowners.
- Attended 71 TEP meetings
- Performed vegetation maintenance throughout the growing season for the County sponsored wetland banking site in Watertown
- Reviewed and issued restoration orders on 1 WCA Violation
- Followed up on five complaints to prevent possible violations.
- Sent outreach letters and CREP wetland restoration proposals to 12 landowners.
- Completed construction and inspection of 2 CREP projects (Wetland Restorations activities) resulting in 163 acres of permanently restored wetlands and upland habitat.
- Inspected 26 existing RIM easements part of the annual inspection process.
- Installed easements signs and posts marking boundaries of 5 recent CREP easements.
- Provided assistance to landowners interested in conservation opportunities on their land – CRP, CREP, RIM, Wetland Banking etc.



Two different CREP wetland restorations completed in 2023

Actions for 2024

1. Assist Carver County with WCA issues and stay updated with changes to the MN WCA laws.
2. Continue to be part of the TEP's for WCA projects, write restoration orders when needed.
3. Continued progress in the Watertown wetland banking project by assisting with vegetation maintenance and site inspections.
4. Assist the USDA with the wetland provisions within the Farm Bill Program, including Swamp-buster and 1026 drainage requests.
5. Seek to prevent wetland losses by educating landowners of the State wetland protection laws.
6. Prepare BWSR Road Bank proposals for residents in Carver County with possible restoration projects.

7. Understand and promote the wetland restorations programs available through State and Federal programs including RIM, private and public banking, CRP, CREP, and USFWS programs.
8. Send targeted Conservation Easement outreach proposals to high priority farmed wetlands.
9. Work to ensure all prior easements boundaries are marked and signed with posts.

Drainage and Ditches

The Carver SWCD has an agreement with the Carver County Ditch Authority to assist with cleanout requests and management of the County public ditch systems in accordance with MN Statute 103E. There are 17 public ditch systems in Carver County, the SWCD provides ditch inspections and technical assistance for maintenance of these ditch systems. While assisting landowners with drainage issues, the SWCD seeks to identify areas that need BMPs to resolve erosion issues. By providing the duties of drainage inspector (103E.065), the SWCD staff gets out in the field with landowners, and often leads to additional conservation practices being suggested and implemented.

The SWCD is also a point of contact for other drainage related questions. We work with many landowners on drainage related questions that range from flooded crop fields to wet backyards, and often involve neighboring properties and drainage problems. While the SWCD does not provide legal advice, we often can direct people in the right direction to help them get their problem resolved.

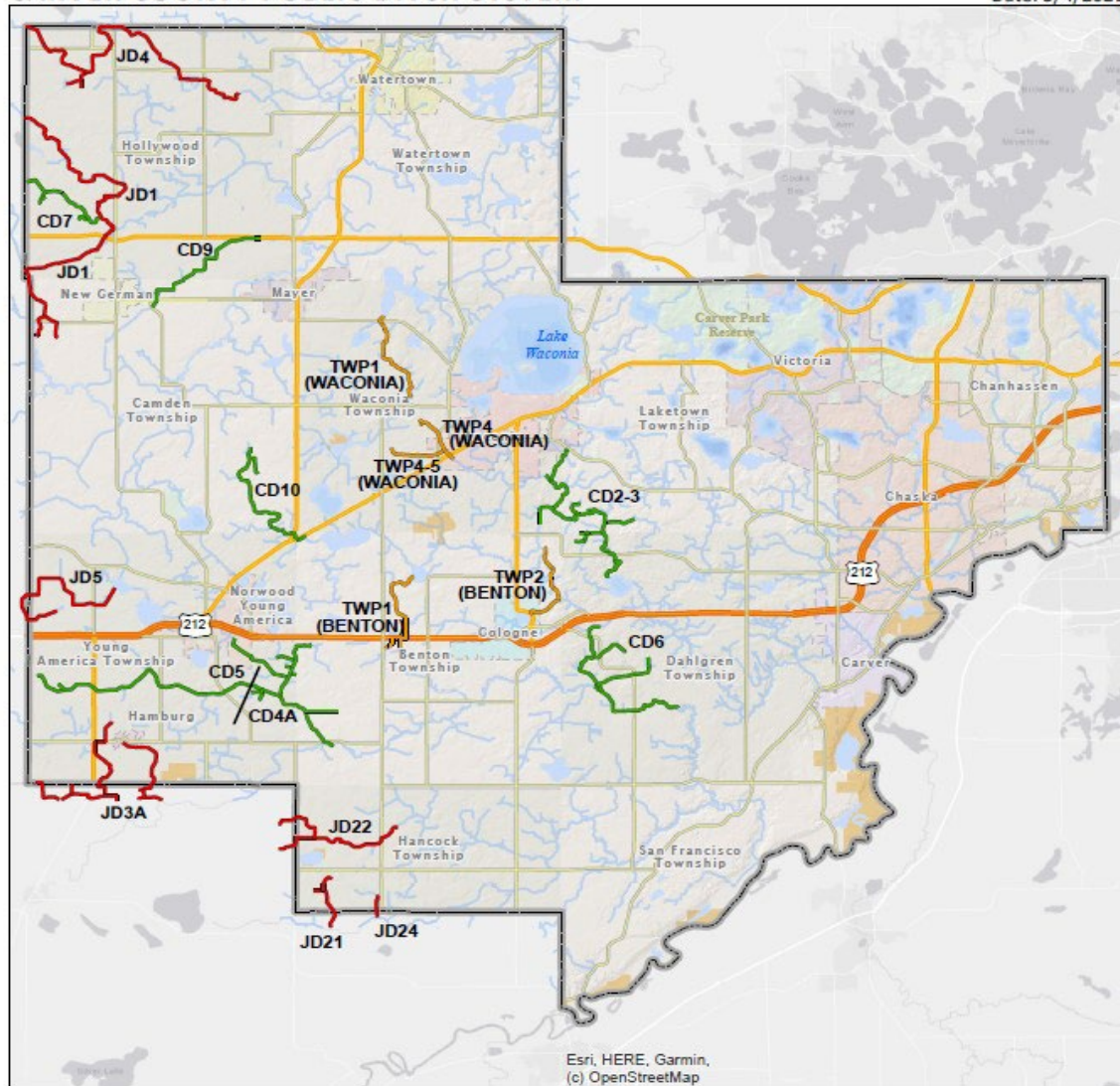
Accomplishments for 2023

- Completed ditch inspections of 4 public drainage ditches.
- Assisted with repair procedures on 2 ditch systems.
- Inventory and inspections for compliance with the buffer law.
- Completed annual buffer strip reporting.
- Provided assistance to county staff and viewers for Redetermination of Benefits (ROB).
- Assisted landowners with questions about redetermination of benefits and the buffer law.
- Worked with Townships and private citizens on drainage questions and complaints.



CARVER COUNTY PUBLIC DITCH SYSTEM

Date: 5/4/2021

Esri, HERE, Garmin,
(c) OpenStreetMap

This map was created using Carver County's Geographic Information Systems (GIS), it is a compilation of information and data from various City, County, State, and Federal offices. This map is not a surveyed or legally recorded map and is intended to be used as a reference. Carver County is not responsible for any inaccuracies contained herein.

L:\Projects\GWCD\Ditches_2021\0503\Ditches_2021\0504.mxd

Legend

- Joint Ditches
- County Ditches
- Township Ditches



0 0.5 1 2 3 4 5 Miles

Actions for 2024

1. Respond to requests for repairs of public drainage systems.
2. Assist with redetermination of benefits process currently happening on most systems.
3. Assist Carver County and landowners with the processes of MN Drainage Law 103E.
4. Promote the installation of grass buffer strips and rock inlets to keep sediment out of the ditch systems.
5. Explore opportunities to include water quality projects with drainage repairs.
6. Continue to work with County staff and Ditch Authority on improving processes/procedures.

Financial Stability

The Carver SWCD does not have taxing authority and relies on cooperation with other agencies to balance its budget of expenditures and revenues. Funding for the Carver SWCD is realized through a combination of state and local funds. In 2023, for the first time ever, SWCDs received funding from the state in the form of local aid (SWCD aid). This was a huge first step towards dedicated, predictable funding from the state. The Board of Water and Soil Resources (BWSR) also provides some funding to the SWCD through specific grant agreements. The SWCD must use the funds from BWSR in accordance with the intended use as described in the grant agreements.

The SWCD provides many services to Carver County and many of the departments within the County. Many of the projects completed by the Water Management Organization are done in cooperation with the SWCD. Because of the close working relationship with Carver County and the WMO, the SWCD receives an annual allocation from the county general levy and the WMO levy.

Accomplishments for 2023

- Worked with the county divisions to prepare a conservative and responsible 2024 budget request.
- Successfully implemented several projects with the Carver WMO.
- Continued our partnership with the Riley Purgatory Bluff Creek Watershed District to provide BMP design services.
- Continue our partnership with the City of Chanhassen to provide construction site erosion control inspections.
- Leveraged state funding through the Farm Bill Assistance grant, CREP easement incentives, and special contracts and grant agreements with BWSR.
- Received the first ever deposit of SWCD Aid from the State of Minnesota
- Continued implementing workplans for the District Capacity, WBIF, and State Cost-Share grants

Actions for 2024

1. Continue to be fiscally responsible while still providing high quality service to Carver County citizens.
2. Work with Carver County to ensure the county general levy adequately supports conservation efforts and addresses citizen's needs.
3. Continue to work closely with the Carver WMO to implement the County Water Plan and County Water Rules, assisting with grant implementation.
4. Work with Carver County watershed districts and WMO to make wise decisions with watershed-based funding allocations from the state.
5. Implement and track state requirements of MN water laws.
6. Develop and improve relationships with the WMO, LGU's and Watershed Districts and seek opportunities to partner on programs.

BUDGET REQUIREMENTS



2024 Budget

Income

Intergovernmental County	\$574,300
Intergovernmental Local	\$47,500
Intergovernmental State	\$369,300
Charges for Services	\$31,000
Interest Earnings	\$17,500
Miscellaneous Revenues	<u>\$7,500</u>
Total Income	\$1,046,800

Expenses

District Operations Personnel Services	\$696,073
District Operations Other Services & Charges	\$58,250
District Operations Supplies	\$3,500
District Operations Capital Outlay	\$40,000
Project Expenses	<u>\$248,977</u>
Total Expenses	\$1,046,800



REQUEST FOR BOARD ACTION

Regular Agenda

Meeting Date: February 15, 2024

Prepared by: Felicia Brockoff

PURPOSE/ACTION REQUESTED:

We have received the audit engagement letter from Peterson Company Ltd. to conduct the 2023 audit.

SUMMARY:

Peterson Company Ltd. has been conducting the SWCD audit for several years. They have sent the engagement letter that needs to be signed by the Manager and SWCD Chair, for them to conduct the audit for the year ended 2023. Their fees have increased from \$3,800 to \$4,500, due to the additional staffing time and adopting new audit standards and procedures.

STAFF RECOMMENDATION:

Peterson Company Ltd. has been very good to work with, and answers accounting questions throughout the year, at no additional charge. Staff recommends approving and signing the audit engagement letter with Peterson Company Ltd. to conduct the 2023 Audit.

EXPLANATION OF FISCAL/FTE IMPACT:

We budgeted \$3,750 for professional services. Although their fee is more than we budgeted, we are statutorily required be audited.

Supporting Documents:

Engagement letter and information is attached.

Previous Board Action:

N/A

January 15, 2024

To the Board of Supervisors and District Manager
Carver Soil and Water Conservation District
11360 Highway 212, Ste 6
Cologne, MN 55322

Enclosed is the audit engagement letter for the fiscal year ending December 31, 2023. The audit will be performed in accordance with all applicable audit standards.

We anticipate that half a day of fieldwork will be required at your office unless the audit is done remotely. During this time and during completion of the audit, we will be happy to answer your questions and assist with policies and procedures at no additional cost. The year-end audit fee will be \$4,500.

The audit fee has increased more than inflationary rates this year, due to additional time to complete audit checklists, staffing, and adopting new audit standards and procedures. As Districts continue to grow and take on more grants, the time required to test Unearned Revenue continues to increase.

Please sign and return the engagement letter in the envelope provided. We look forward to working with you!

Sincerely,

Samantha Hoskins

Samantha Hoskins, CPA
Peterson Company Ltd

PETERSON COMPANY LTD.

CERTIFIED PUBLIC ACCOUNTANTS

570 Cherry Drive | Waconia, Minnesota 55387
952.442.4408 | Fax: 952.442.2211 | www.pclcpas.com

January 15, 2024

Carver Soil and Water Conservation District
11360 Highway 212, Ste 6
Cologne, MN 55322

CLIENT COPY

Dear Board of Supervisors and District Manager:

The following represents our understanding of the services we will provide Carver Soil and Water Conservation District.

You have requested that we audit the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of Carver Soil and Water Conservation District, as of December 31, 2023, and for the year then ended and the related notes, which collectively comprise Carver Soil and Water Conservation District's basic financial statements as listed in the table of contents. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) and in accordance with Government Auditing Standards will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Accounting principles generally accepted in the United States of America, (U.S. GAAP,) as promulgated by the Governmental Accounting Standards Board (GASB) require that the management's discussion and analysis (MD&A), budgetary comparison information, and PERA schedules be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the GASB, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America, (U.S. GAAS). These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by U.S. GAAP. This RSI will be subjected to certain limited procedures but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary Comparison Schedules
- 3) Schedule of Contributions
- 4) Schedule of Proportionate Share of Net Pension Liability

Auditor Responsibilities

We will conduct our audit in accordance with GAAS and Government Auditing Standards. As part of our audit in accordance with GAAS and Government Auditing Standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material

misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Carver Soil and Water Conservation District's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even through the audit is properly planned and performed in accordance with GAAS and Government Auditing Standards.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

Compliance with Laws and Regulations

As previously discussed, as part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of Carver Soil and Water Conservation District's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Management Responsibilities

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance acknowledge and understand that they have responsibility:

- a) For the preparation and fair presentation of the basic financial statements in accordance with accounting principles generally accepted in the United States of America;
- b) For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements, and
- c) To provide us with:
 - I. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the basic financial statements such as records, documentation, and other matters;
 - II. Additional information that we may request from management for the purpose of the audit;
 - III. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
- d) For including the auditor's report in any document containing basic financial statements that indicates that such basic financial statements have been audited by us;
- e) For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities;
- f) For adjusting the basic financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the basic financial statements as a whole; and
- g) For acceptance of nonattest services, including identifying the proper part to oversee nonattest work;
- h) For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
- i) For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in internal control and others where fraud could have a material effect on the financials; and
- j) For the accuracy and completeness of all information provided.

With regard to the required supplementary information referred to above, you acknowledge and understand your responsibility: (a) for the preparation of the required supplementary information in accordance with the applicable criteria; (b) to provide us with the appropriate written representations regarding required supplementary information; (c) to include our report on the required supplementary information in any document that contains the required supplementary information and that indicates that we have reported on such required supplementary information; and (d) to present the required supplementary information with the audited basic financial statements, or if the required supplementary information will not be presented with the audited basic financial statements, to make the audited basic financial statements readily available to the intended users of the required supplementary information no later than the date of issuance by you of the required supplementary information and our report thereon.

As part of our audit process, we will request from management, and when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

Nonattest Services

With respect to any nonattest services, at the end of the year, we agree to perform the following:

- Propose adjusting or correcting journal entries to be reviewed and approved by Carver Soil and Water Conservation District's management.
- Prepare the financial statements with the required footnote disclosures.
- Prepare PERA calculations and amortization schedules.
- Prepare lease amortization calculations and disclosures, if needed.
- Prepare the depreciation schedule, if needed.

We will not assume management responsibilities on behalf of Carver Soil and Water Conservation District. However, we will provide advice and recommendations to assist management of Carver Soil and Water Conservation District in performing its responsibilities.

Carver Soil and Water Conservation District's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Our responsibilities and limitations of the nonattest services are as follows:

- We will perform the services in accordance with applicable professional standards.
- The nonattest services are limited to the financial statement preparation, PERA calculations, lease amortization calculations and disclosures, depreciation schedule, and journal entry proposals previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account coding and approving journal entries.

Reporting

We will issue a written report upon completion of our audit of Carver Soil and Water Conservation District's basic financial statements. Our report will be addressed to management and the governing body of Carver Soil and Water Conservation District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s) to our auditor's report, or if necessary, withdraw from the engagement. If our opinion on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement.

In accordance with the requirements of Government Auditing Standards, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance will not be an objective of the audit and, therefore, no such opinion will be expressed.

Other

We understand that your employees will prepare all confirmations we request and will locate any documents or support for any other transactions we select for testing.

If you intend to publish or otherwise reproduce the basic financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Professional standards prohibit us from being the sole host and/or the sole storage for your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete.

Provisions of Engagement Administration, Timing and Fees

During the course of the engagement, we may communicate with you or your personnel via e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

We expect to begin our audit in the spring or summer and to issue our reports no later than October 31, 2024.

Samantha Hoskins is the engagement partner for the audit services specified in this letter. Her responsibilities include supervising Peterson Company Ltd's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fee for these services will be \$4,500. Included in this audit fee are six bound copies, any additional copies will be prepared at \$15 each. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Invoices not paid within 30 days will accrue interest at 1.50%. In accordance with our firm policies, work may be suspended if your account becomes 45 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

Government Auditing Standards require that we document an assessment of the skills, knowledge, and experience of management, should we participate in any form of preparation of the basic financial statements and related schedules or disclosures as these actions are deemed a non-audit service.

During the course of the audit we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

You agree to inform us of facts that may affect the basic financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

At the conclusion of our audit engagement, we will communicate to management and the Board of Supervisors the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;

- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

The audit documentation for this engagement is the property of Peterson Company Ltd and constitutes confidential information. However, we may be requested to make certain audit documentation available to the Board of Water and Soil Resources or the Minnesota State Auditor's Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Peterson Company Ltd's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the Board of Water and Soil Resources or to the Minnesota State Auditor's Office. The Board of Water and Soil Resources or the Minnesota State Auditor's Office may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

Please sign and return the attached copy of this letter to indicate your acknowledgement of, and agreement with, the arrangements for our audit of the basic financial statements including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Sincerely,

Peterson Company Ltd

Peterson Company Ltd
570 Cherry Drive
Waconia, MN 55387

RESPONSE:

This letter correctly sets forth our understanding.

Acknowledged and agreed on behalf of Carver Soil and Water Conservation District by:

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

Minnesota Association of Soil and Water Conservation Districts, Area IV

Thursday, October 26, 2023

Cabela's, 20200 Rogers Drive, Rogers, MN 55374

Draft MINUTES

1. Call to Order:

Director Laura Zanmiller (Dakota) called the meeting to order at 9:37 a.m.

2. The Pledge of Allegiance was recited.

3. Introductions and Roll call:

Introductions were made. Attending were members from Anoka, Carver, Dakota, Isanti, Scott, Sherburne, and Washington. Absent: Hennepin, Ramsey, Chisago, and Wright. A quorum was reached.

Business Meeting Items:

4. Approval of Agenda:

- Motion by Meixell (Anoka), second by Johnson (Dakota) to approve the October 26, 2023 agenda as presented. All members voting in favor. Motion carried.

5. Approval of Summer Meeting Minutes:

- Motion by Zbinden (Carver), second by Nuccio (Washington) to approve the June 13, 2023, MASWCD Area IV Minutes as presented. All members voting in favor. Motion carried.

6. Treasurer's Report: Treasurer's Report dated September 30, 2023, was included in the meeting packet. Checking account balance to date was \$6,182.26.

- Motion by Meixell (Anoka), second by Schoenecker (Scott) to accept the Treasurer's Report as submitted, subject to audit. All members voting in favor. Motion carried.

7. Budget Committee Report – Budget Committee members Binsfeld (Sherburne), Meixell (Anoka), Zabel (Carver), Schoenecker (Scott), and Zbinden (Carver) presented the draft budget. Discussion was had. The Committee recommends a \$100 increase in membership dues as well as an increase in Director Per Diem rates (\$100 per diem) with an annual budget amount of \$1,200.00. The Budget Committee also noted the increase in expenses for the Metro Envirothon and strongly encourages each District to seek donations or sponsorships to help support the long-term sustainability of the event. The Budget Committee recommends utilizing the cash reserves for expenses in excess of received revenue.

- Motion by Rheinberger (Washington), second by Johnson (Dakota) to accept the Budget Committee Recommendations and adopt the 2024 budget as presented. Majority members voting in favor. Anderson (Isanti) opposed. Motion carried.

The Budget Committee also recommends a proposed change to the ByLaws. Article VII – Election, Section

5. Compensation of Officers. Proposed changes in bold.

*Section 5. Compensation of Officers. Compensation in the form of per diem and expenses shall be set by the annual budget. Levels of compensation must meet requirements of state and federal law. Checks for compensation of officers must not be self-issued. **Per diems shall be issued for attendance at official MASWCD Board of Directors meetings.***

Note: Amending the Bylaws requires a written notice be presented at least 6 weeks prior to the meeting at which it is to be voted on. This will serve as the written notice and action to amend the bylaws with this change will be considered at the Spring meeting.

- 8. MASWCD Updates and Draft 2024 Budget** – Director Zanmiller (Dakota) reviewed the MASWCD Fall Report. The report highlights the upcoming MASWCD Annual Meeting and Tradeshow. Larson (Sherburne staff) briefly discussed the MASWCD 2024 proposed budget, noting that the budget reflects an increase in Membership dues, approximately \$945 per district. The proposed budget includes the hiring of an additional MASWCD staff member, Michelle Asmussen, the new Conference & Events Manager. The MASWCD 2024 budget will be presented at the MASWCD Annual Meeting for adoption. A copy of the MASWCD report and draft budget will be available on the Area 4 website.

9. Agency Updates

BWSR – Mark Zabel (Carver) SWCD Supervisor and BWSR Board Member discussed drainage Work Group (DWG). The DWG was established as an advisory group to review Chapter 103E ditch buffer strip requirements, drainage records modernization, and other related drainage topics. BWSR facilitates the DWG. Zabel announced that Todd Holman, Citizen appointed member to the BWSR Board was recently appointed as Chair. Zabel briefly highlighted DNR’s new program “Get out MORE” (Modernize Outdoor Recreation Experiences), an investment in Minnesota’s outdoor recreation system that has funding opportunities for restoring streams and modernizing water-related infrastructure. More details on the program can be found on DNR’s website. Zabel stated that the Lac qui Parle Management plan is open for public comment.

Jayne Hager Dee (Dakota) SWCD Supervisor and BWSR Board Member, provided an update on recent BWSR Board activities that impact the metro area. Hager Dee highlighted the BWSR Board Tour that was held in Dakota County, noting that next summer’s Area 4 tour will likely feature similar projects. Hager Dee stated that the BWSR Board approved the procedures for amending the comprehensive watershed management plans as well as delegating Mid-Point grant authorization to the executive director. Allocation amounts for fiscal year 2024 and 2025 Buffer Implementation Grants, SWCD Program and Operations Grants and FY24 & FY25 Watershed Based Implementation Funding was approved. The BWSR Board also approved the RFP for FY24 & FY25 Cooperative Weed Management Area as well as Multi-Purpose Drainage Management grants and Soil Health Program grants. Hager Dee noted that BWSR applied for a RCPP federal grant for Soil Health.

Marcey Westrick, Central Regional Manager discussed 2023 BWSR Academy, noting that there were over 450 attendees. Westrick went into more detail on the upcoming Soil Health funding opportunities; Phase 1, Soil Health Staffing RFP should be released late November, Phase 2, non-competitive funding will be distributed late January. Discussion was had. Westrick stated that BWSR is increasing their efforts in working with tribal nations. Westrick also highlighted recent BWSR staffing changes; Zach Guttormson was hired as a Board Conservationist to cover six northern metro districts. Board Conservationist, Steve Christopher has accepted a new position with met council.

MPCA – Melissa Lewis, Assistant Division Director, shared a PowerPoint presentation on MPCA Climate Resilience Grants Program. Lewis noted that there is \$750,000 available for FY24 Planning Grants for Stormwater, Wastewater and Community Resilience programs. RFP will close on December 14, 2023. Information session will be held on 11/14/2023. Discussion was had. A copy of the presentation will be available on the Area 4 website.

NRCS – Keith Kloubec, Acting ASTC – Management and Strategy, shared a PowerPoint Presentation on NRCS programs updates, funding trends, and partnership opportunities. Kloubec provided information on the Conservation Stewardship Program (CSP), Environmental Quality Incentives Program (EQIP) and IRA EQIP. Total obligation for FY23 CSP was \$31.5 million, \$41.7 million for EQIP, and \$2.9 million for IRA EQIP. Kloubec discussed Fiscal Year 24 funding: \$53 million for EQIP (General & IRA) and \$37.3 million for CSP (General and IRA). MN NRCS employee count has increased to just under 300 employees statewide. Discussion was had. A copy of the presentation will be available on the Area 4 website.

10. Closing Comments – Director Zanmiller (Dakota) discussed future topics and potential meeting locations. Members provided input on meeting location preferences as well as duration. Preference was indicated for a central meeting location in Ramsey County but utilizing Cabela’s as an alternate location if needed. Members expressed interest in shorter, morning meetings rather than full-day meetings. Potential future topic suggestions included: DNR, FEMA, Human Resources (hiring, retention, training), and Legislative Representatives. Spring meeting date will be set after 2024 Member District Board Meeting schedules have been determined.

11. Adjournment: Motion by Rheinberger (Washington), second by Meixell (Anoka) to adjourn the meeting at 11:38 p.m. All members voting in favor. Motion carried.

Respectfully submitted by Francine Larson, Sherburne SWCD District Manager on behalf of Shelly Binsfeld, MASWCD Area IV Secretary/Treasurer

Carver SWCD Monthly Report

February 2024

Mike Wanous – District Manager

- Finish BWSR grant reporting in eLINK
- Provide assistance to County with tax forfeiture properties
- Respond to the request for proposals for farm bill tech grant funding
- Public drainage items – continue working through ROB process on majority of systems, look into process for outlet fee
- Work on annual report/plan
- Assist landowners along Hwy 212 project with drainage related questions
- Meetings – Crow 1W1P mtg, WMO CAC mtg, MCD mngr mtg, Carver Creek gully mtg, WMO staff coordination mtg

Felicia Brockoff – Administrative & Finance Specialist

- Accounting: Verified and paid regular monthly expenses. Updated the Treasurer’s report spreadsheet for 2024 (dates) and made sure all formulas are working. Completed January Treasurer’s Report, semi-monthly payroll and made liability payments. Renewed CD that matured on February 1 at the same bank (Old National). Worked with IT to get permanent storage for SWCD Payroll Ledgers set up in OnBase (required under our record retention schedule). I’m still waiting to get our final approved retention schedule back.
- Administrative: Completed minutes from the January meeting and started the 2024 resolutions document. Put together February meeting packets, posted on website and mailed to Supervisors.
- BWSR Grants: posted all year-end grant reports on our website. Figured out BWSR billable rates for 2024 for all staff. Updated eLINK for staff time spent on BWSR Conservation Delivery Grant for January 2024.
- Trees: Continually updating tree orders. Currently, we are out of 3 species: Quaking Aspen, Red Maple, and Serviceberry. Contacted Brettworks (a very small IT company that I use personally) for assistance getting our tree orders online for 2025.

Terry Meiller – Resource Conservationist

- State Cost-share/EQIP: Project Development, engineer follow up, ENG-50 forms and EQIP application/ranking assistance, concept design review with landowner for Molnau grade stabilization project.
- Soil Health: Review Hennepin cover crop contracts, provide JAA sign-off on 3 contracts. Soil Health research, webinars, on-line trainings.
- CRP/RIM: Meeting with NRCS and FSA staff to discuss CRP signups/payment proposals/soil rental rates, etc. Technical Assistance, Landowner meetings and email correspondence for CRP and RIM proposals.
- Lake Waconia/Eagle Lake SWA: Pre-construction meeting with contractor for Lake Waconia grassed waterway project (Siewert). Site survey for potential BMP project in Waconia SWA area (Rademacher). Landowner contact, meeting with landowner, field visit with USFWS staff to review wetland restoration potentials in Eagle Lake SWA area (Dunbar).
- Ditches/WCA: Technical assistance/landowner follow up re CD 10 and CD6 private ditch cleanout (Meuwissen/Wellens).
- Misc: Prepared/Completed Senior and Junior Envirothon questions. 2023 Annual reporting. WMO survey assistance (Stream gauge survey).

Seth Ristow – Resource Conservation Technician

- Participated in 3rd session of work on RPBCWD Ecosystem Health Action Plan
- Updated Pollinator and Shoreline flyers for 2024 programs
- Consulted and designed concept for potential shoreline projects on Lake Minnewashta (4 sites)
- Participated WMO weekly development review meeting
- Reviewed proposed WMO cost share project for Tim
- Dormant seeded Courthouse Levee Site with broadcast seeder with Ben (2 acres)
- Signed up to be Lawns to Legumes coach in Carver County
- Searched for potential native habitat maintenance contractors for WMO sites
- Assisted residents of RPBCWD with applying to RPBCWD Stewardship Grant Program
- Compiled information for 2023 Annual Review Report
- Discussed 2024 Stewardship Grant Program with Liz and new program manager Eleanor
- Research growing vegetation around sand iron filtration basins
- Attended MECA conference

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, CSAH 10 and Waconia Parkway North
 - Waconia: Industrial Boulevard wetland excavation.
 - Cologne: Benton Lake outlet
 - Carver: Carver Place Oaks
- Final closeout site inspections:
 - Cologne: Stars Early Learning Center
- Site inspections for ESC BMP conditions and stabilization:
 - Fenview Flats Apartments
 - The Gallery Apartments
 - Rivertown Heights Development
 - Oak Creek Development
 - Orchard Park Development
 - The Fields Development
- Attended the Minnesota Erosion Control Association (MECA) conference Jan. 31st – Feb. 1st

Ben Datres – Farm Bill Technician

- CREP/RIM:
 - Jeff Hart- Project Complete - Received Construction Certification from BWSR. Cost-share complete and sent out. USFWS donated extra native grass and forbs to further enhance the site. Assisted Mike Mailing with the seeding.
 - Dave Crown- Project complete. Last cost-share check sent out end of January.
 - Working on RIM proposals for RIM Floodplains and Wetlands. One interested landowner so far.
- Buffers: Noncompliant case- Landowner reached out to BWSR and working on a plan to regain compliance. Discussions with BWSR on how to handle it.
- Misc: CRP proposals for several landowners who called with interest. Updated SWCD Annual Plan Easements and Buffer sections. Pheasants Forever Private Lands Meeting in Willmar- Covered CREP, RIM, WIA, EQIP options, USFWS easements etc. Lot of opportunities coming available. Meet with NRCS and FSA to review the process for calculating CRP rental rates. Reviewed CRP practices available.

Tyler Polster – District Technician

- WCA:
 - WMO: TEP Meeting to certify completion of Wetland Bank construction near Cologne. Multiple TEP meetings to discuss changes and deposit requests for Wetland Bank near New Germany. TEP meeting to approve change in hydrology monitoring on wetland Bank near Waconia. TEP meeting to discuss potential violation and restoration along Highway 212. Inspected permitted ditch clean out in Hollywood Township.
 - Waconia: TEP meeting to discuss changes in CSAH 10 reconstruction WCA application.
 - Chaska: Received monitoring report and cross-referenced performance standards for Wetland Bank within Chaska.
- Attended two-day virtual training for Minnesota Wetland Professional Certification Program (MWPCP).
- Started the annual state cost-share inspections for the year.
- Online trainings and webinars: Urban Pollinators, Grassed WW, Water and Sediment Basins, Wetland Seeding and vegetation, Pioneer GPS, Windbreak restorations.