



11360 Highway 212 STE 6  
Cologne, MN 55322  
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<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**

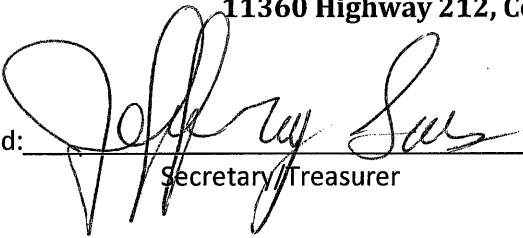
- a. Supervisor compensation forms are due to Felicia today.
- b. Upcoming meetings/events:
  - December 25 – Christmas day, SWCD office closed

- 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